

Minutes - Finance and Administration



MEETING DATE: May 15, 2007 – 2:00 pm
LOCATION: Beaver Valley Community Centre
PREPARED BY: Serena Wilgress, Deputy Clerk

A. Call to Order

- Chair Gamble called the meeting to order with all persons in attendance.
- Also in attendance were CAO Paul Graham, Acting Director of Finance Rob Cummings, Director of Building and By-law/CBO David Finbow, Manager of Revenue Teresa Oakley, Deputy Fire Chief Rob Collins and Fire Prevention Officer AJ Lake.
- The Committee then dealt with the following Resolution:
Moved by: Michael Martin Seconded by: John McKean
THAT the Agenda of May 15, 2006 be approved as circulated, including any items added to the Agenda, Carried.
- No member present declared a potential Pecuniary Interest with any matter as listed on the Agenda
- The Committee then dealt with the following Resolution:
Moved by: John McGee Seconded by: John McKean
THAT the minutes of April 17, 2007 be approved as circulated, including any revisions to be made, Carried.

B. Deputations / Presentations

2:00 pm – Deputy Chief Rob Collins, Chateau Ridge Emergency Responses

Next as Deputy Chief Rob Collins and Fire Prevention Officer AJ Lake were in attendance, it was the Committee's pleasure to hear them regarding Chateau Ridge emergency responses.

Rob noted the concern was both budgetary and safety, noting that repeat fire alarms can cause complacency in residents and responders.

Rob noted the Fire Marshall's office is mandating that False Alarms need to be dealt with.

Rob noted the user fee billing can be a valuable deterrent.

Chair Gamble questioned if fire prevention was a concern at this time, FPO AJ Lake noting not at this time.

Councillor McGee questioned if the smoke alarms were connected to the main panel, Rob noting all alarms are interconnected.

AJ noted the smoke alarms are required to be interconnected within a suite, adding that heat detectors will set off a smoke alarm also.

The Committee then concurred to hear from Nancy Kane, Property Manager for Chateau Ridge.

Nancy noted the alarms are being triggered by improper operation of cooking systems and fireplaces.

Nancy requested that the invoices for false alarms be sent to the property owner or occupant rather than the Condo Corporation.

Nancy noted the smoke detectors are hired wired into the main building alarm system.

AJ noted the Building Code Commission required heat detectors as well as smoke detectors in common areas due to a lack of second level exits.

Rob noted there have been additional requirements for smoke alarms since 1995.

John McGee noted a meeting should be arranged between the Fire Dept., the alarm company and the property manager.

AJ noted a submission was made by the alarm company to and accepted by the Building Department.

Councillor Martin questioned if the police attended these calls, Rob noting generally only if requested.

Bob noted the billing of general alarms is the responsibility of the alarm holder and billing the individual property owners should be the responsibility of the property manager.

Nancy noted it would be preferred if the Town would bill the individual unit owners, Rob noting the units are identified and that could be done.

Manager of Revenue Teresa Oakley noted concern with going back and billing owners for previously sent bills, but that future bills could be sent to the unit owners.

CAO Paul Graham questioned why the property manager couldn't bill back to the unit owner, Nancy noting it had no grounds on which to bill back.

Councillor McKean questioned if the unpaid bill could be collected with taxes, Teresa noting yes.

Nancy then questioned the wording in the By-law, Bob noting the by-law was very general.

John McGee then questioned the solution recommended by the alarm company, CBO David Finbow noting the condo was affected by the Building Code Commission and that present installation exceeded coded commission. David continued that Georgian Bay Fire and Safety recommended removal of smoke alarms from the system, making them local to the suite, adding that the smoke detectors; heat detector and pull station would set off the main alarm.

Bob noted that the property manager and the Fire Department should meet to figure out the billing and report back to the Committee, working through the CAO and the Finance Department.

Rob, AJ & Nancy thanked the Committee and retired from the meeting.

2:15 pm – Manager of Revenue Teresa Oakley and Dennis Doyle, Municipal Tax Services, Property Assessment Review Discussion and By-law to authorize specific complaints to the Assessment Review Board (item C.1)

Next as Manager of Revenue Teresa Oakley and Dennis Doyle were in attendance, it was the Committee's pleasure to hear them regarding the property assessment review.

Teresa then introduced Dennis, providing an overview of the project that Dennis is involved in on behalf of the Town. Teresa added that the Committee was being asked to consider a By-law to move matters to the Assessment Review Board.

Dennis noted MTS provided a variety of services to the Town noting that his main function was to act as a watch dog to protect the interests of the Town and its ratepayers.

Councillor McGee questioned if the Town billed Dennis' services back to the county, Teresa noting no, that each municipality ensures its own assessment base is accurate.

John then questioned if Dennis had any conflicts of interest, Dennis noting no.

Chair Gamble questioned if MTE was still working for the Town, Teresa noting they assisted with tax capping amounts and adjustments and they were no longer involved.

C. Staff Reports

1. Property Assessment Management – Update – FS.07.18

Moved by: Michael Martin Seconded by: John McKean

THAT Council does receive Financial Services Report # FS.07.18, "Property Assessment Management - Update" for information purposes;

AND THAT Council enact a By-law to Authorize Specific Complaints to the Assessment Review Board.

In speaking to the Motion, Councillor McGee questioned if Dennis had any comments on the properties to be delegated, Dennis noting no response had been received from William Allan Holdings, adding that the other 2 properties were appealed in 2006 however were dismissed for not providing enough notice of the increase. Dennis noted that he had re-filed for 2007.

The committee then voted on the Recommendation, Carried.

2. Fall Fair Past Funding, DOR.07.16

Chair Gamble questioned if the ice was being installed early, CAO Paul Graham noting he would investigate.

Acting Director of Finance Rob Cummings noted he had not received a grant request from the organization.

The committee concurred to defer the matter until later in the meeting.

3. Water and Wastewater Rates Review Process – FS.07.17

Manager of Revenue Teresa Oakley reviewed the Staff Report adding it addresses Council's request for a timeline.

Councillor McGee questioned holding both a public information session as well as a public meeting.

Chair Gamble noted it was preferred to hear from more of the public.

Bob then questioned requests for relief, Teresa noting over 200 phone calls and emails had been received to date, most having concern with the fixed aspect of the bill. Teresa continued that Staff had received several requests for relief adding that Council had directed no relief be given.

Acting Director of Finance Rob Cummings noted a workshop to review proposals would be beneficial.

The Committee then dealt with the following Recommendation:

Moved by: John McKean Seconded by: Michael Martin

THAT Council does receive Financial Services Report FS.07.17, "Water and Wastewater Rates Review Process" and hereby approves the process and timelines.

In speaking to the Motion, Councillor McGee questioned if an informal public information session should be scheduled, Rob noting statistics could be made available of calls and concerns.

CAO Paul Graham noted a workshop for Council could be conducted before meeting with the public.

The committee then voted on the Recommendation, Carried.

4. Monthly Budget Variance Summary Report – April 2007

Acting Director of Finance Rob Cummings reviewed the Report.

Regarding Building Permits, Director of Building & By-law David Finbow noted the year had gotten off to a slow start, adding that many permits are awaiting pick up. David noted projected permits for Camperdown and Lora Bay are down.

Councillor McGee questioned development charges, David noting the development charges were paid for Mosaic Phase 2 in 2005 however the developer has decided to shelve the development.

Rob then reviewed the Development Revenue expectations and actuals report.

Rob noted Insurance allocations have not been assessed to each department as of yet and that the property tax to Town property has yet to be completed.

Chair Gamble questioned collection of past due taxes, Rob to investigate for the next meeting.

Councillor Martin questioned reexamining the Fees and Charges related to false alarms, Rob noting the Fees and Charges By-law was to be reviewed in the near future.

The committee then dealt with the following Recommendation:

Moved by: John McGee Seconded by: John McKean

THAT Council receives the Monthly Budget Variance Report – April 2007 for information purposes, Carried,

Regarding Item C2, Fall Fair Past Funding, CAO Paul Graham reported that it was intended to install the ice early.

The committee then dealt with the following Recommendation:

Moved by: Michael Martin Seconded by: John McKean

THA the Finance and Administration Committee grant the request from the Beaver Valley Agricultural Society for monetary support in the amount of \$2,500 to assist with ongoing operation costs such as Insurance Coverage, tent rentals and other associated costs as a result of early ice installation, Carried.

D. Correspondence

None

E. New and Unfinished Business

Chair Gamble questioned status of the St. Moritz and Chamonix memo, Rob noting he would provide an update, Paul noting it was necessary to finalize the rate and prepare a By-law.

Bob then questioned status of the Annual Audit, Rob noting that pressures have pushed the date back to June or July.

Bob then requested that a memo be prepared about Council attending functions for by MP's and MPP's, including spending limits.

Bob then questioned the Camperdown Service Area, Paul noting there is an outstanding claim, Rob noting Capital Accountant Darcy Chapman is working on the file.

F. Next Meeting Date

June 19, 2007 - 2:00 pm or at the call of the Chair.

G. Adjournment

Moved by: Michael Martin Seconded by: John McGee

That this meeting do now adjourn to meet again June 19, 2007, 2:00 pm or at the call of the Chair, Carried.