

Minutes - Finance and Administration



MEETING DATE: May 20, 2008, 2:00 pm
LOCATION: The Blue Mountains Committee Room
PREPARED BY: Stephen Keast, Clerk

A. Call to Order

- Chair Gamble called the meeting to order with Councillors Martin and McGee absent due to vacation and Councillor McKean absent due to a previous commitment. Those present then concurred to proceed in an advisory capacity for Council's consideration of matters.
- Also in attendance was Chief Administrative Officer Paul Graham, Director of Financial Services Rob Cummings, Deputy Treasurer Elizabeth Thompson and Director of Building and By-law Enforcement David Finbow.
- Chair Gamble then proposed the meeting proceed with the Agenda of May 20, 2008 as circulated, including any items added to the Agenda.

The Clerk then requested Agenda Item C.9, Consideration of Sale of Leming Street Lane, be deferred at this time as an adjacent property is now listed for sale and the vendor has indicated prospective purchasers have been advised of the proposed lane closing and sale and have expressed interest, the vendor previously having indicated no interest in acquiring a portion of the lane.

- No member present declared a potential pecuniary Interest with any matter as listed on the Agenda
- Chair Gamble then proposed to consider the minutes of March 18 and April 22, 2008 at a subsequent meeting with a quorum present.

B. Deputations / Presentations

None

C. Staff Reports

C.1 Return of Water Deposits to Tenants, FS.08.14

Rob then reviewed the Report, noting reconsideration of previous Policy requiring tenants to place a deposit with the Town prior to an account being activated, utility accounts now billed to landlords.

The Chair then recommended:

THAT Council receive Staff Report FS.08.14, "Return of Water Deposits to Customers", for information purposes.

C.2 Grant List, FS.08.23

Liz then reviewed the Report, noting the Federal Gasoline Tax and Provincial Stewardship recycling grant programs are an annual, permanent grant.

Chair Gamble then questioned the Provincial portion of the Clarksburg servicing COMRIF funding, Town CAO Paul Graham noting the Mayor is meeting with Provincial Ministers to determine status, Bob proposing a follow-up on the status of the Provincial funding.

Liz then clarified the COMRIF Third Intake funding had been decided by the Province in April, 2007.

Paul then noted the Federal funding is from the next round for which a Federal-Provincial funding agreement could not be reached.

Liz then noted the program has been administered through the Province, adding a formal funding agreement with the Federal government has not yet been received.

Liz then noted the Rural Infrastructure Investment Initiative program only considered funding projects that were ready to proceed, Bob noting the proposed wastewater treatment plant expansion may qualify for funding.

The Chair then recommended:

THAT Council does hereby receive Staff Report FS.08.23, "Grant List", for information purposes.

C.3 Town Monthly Financial Reporting – April 2008, FS.08.

Rob then reviewed the Report, noting supplementary taxes are estimated at \$460,000.00 for 2008.

Rob then noted interest income remained steady, Bob noting it appeared interest rates would be rising in the future.

Rob then noted Landfill fees continued to increase and building fees were increasing, David noting May is usually a busy month, noting concern for permit issuance in the future without new development proceeding.

Rob then reviewed Tax Levy Expenses and Revenues as well as Environmental Services and User Fee Expenses and Revenues.

The Chair then recommended:

THAT Council receive Staff Report FS.08., "Town Monthly Financial Reporting – April 2008", be received for information purposes.

C.4 Policy and Fees – Noise By-law Variances, SRB.08.28

David then reviewed the Report, noting requests for noise variances were increasing and Staff time was involved.

Chair Gamble then questioned if a fee or charge could be rendered for response to noise complaints, David replying the OPP can issue a set fine ticket to those creating the noise, but not to the landlord. David added a Licencing By-law could allow action to be taken against a landlord.

The Chair then recommended:

THAT Council receive Staff Report SRB.08.28 and direct Staff to develop an amendment to Noise By-law No. 2002-09, as amended, so as to require a fee in the amount of \$100.00 for the processing of a request for relief from the provisions of the Town's Noise By-law and to permit an exemption to that fee for Charitable Events or Town Supported Events.

C.5 Fees – Sign By-law Variances, SRB.08.30

David then reviewed the Report, noting the fee for variances was currently included in the By-law but not applied, rather requests for variances have been tracked in terms of trends and practices for By-law review and it was now time to begin Staff time recovery with implementation of the fee.

The Chair then recommended:

THAT Council receive Staff Report SRB.08.30 and endorse the implementation of the \$75.00 variance fee found in Sign By-law No. 2001-57, as amended, commencing July 1, 2008.

C.6 Waiving of Fees – Street Patios and Cafes, SRB.08.31

David then reviewed the Report, noting fees had been recommended to be waived in previous years following proof of insurance coverage and a cursory inspection but in the past year, two additional businesses used sidewalk area without making application or providing required information. David noted Staff time is increasing and it is not being recommended to waive the fee this year.

The Chair then recommended:

THAT Council receive Staff Report SRB.08.31 for information purposes.

C.7 Policy – Noise By-law Relief, SRB.08.32

David then reviewed the Report, noting it was intended to develop a Policy for Council to utilize when considering variance requests and for the public to consult in making such requests.

The Chair then recommended:

THAT Council receive Staff Report SRB.08.32 for information purposes and adopt the Policy attached hereto titled “Criteria – Noise By-law Relief Requests”.

C.8 Municipal Licencing, SRB.08.33

David then reviewed the Report, noting previous consideration of the matter was included in the 2008 budget process, adding Staff are now satisfied the identified business types can be considered for licencing at this time.

The Chair then recommended:

THAT Council receive Staff Report SRB.08.32 for information purposes and direct Staff to report back to the Finance and Administration Committee on a Draft Licencing By-law regulating Refreshment Vehicles and Temporary Vendors.

D. Correspondence

D.1 Jack Harris, Steve Donahue – Town Hall Project

Noting concerns with property value assessment and the Town tax base, Chair Gamble noted concern regarding the impact of the MPAC property value re-assessment following the current year re-assessment.

E. New and Unfinished Business

None

F. Next Meeting Date

June 24, 2008, 2:00 pm or at the call of the Chair.

G. Adjournment

As there was no further business the Chair declared the meeting adjourned to meet again June 24, 2008, 2:00 pm or at the call of the Chair.

