

## Minutes - Finance and Administration Committee



**MEETING DATE:** July 24, 2007 – 2:00 pm  
**LOCATION:** Committee Room  
**PREPARED BY:** Serena Wilgress, Deputy Clerk

### A. Call to Order

- Chair Gamble called the meeting to order with all members in attendance.
- Approval of Agenda  
Moved by: John McKean      Seconded by: Michael Martin  
THAT the Agenda of July 24, 2007 be approved as circulated, including any items added to the Agenda, Carried.
- No member declared a pecuniary interest with any matter as listed on the agenda.
- Previous Minutes  
Moved by: Michael Martin      Seconded by: John McGee  
THAT the Minutes of June 19, 2007 be adopted as circulated including any revisions to be made, Carried.

### B. Deputations / Presentations

2:05 pm – Deborah Piggott, Blue Mountain Village Association Foundation – Charity Golf Event Sponsorship

Next, as Deborah Piggott of Blue Mountain Village Association Foundation was in attendance, it was the Committee's pleasure to hear her regarding a request for sponsorship.

Deborah noted the main goal of the Foundation was to benefit the community with the Pursuits program at Georgian Bay Secondary School the present recipient.

Deborah noted the event was to be held at the Raven Golf Club in September.

GBSS Pursuits Teacher Richard Fletcher reviewed the Pursuits Program.

Richard then distributed brochures and the wish list of the program.

Deborah noted the Foundation was looking for sponsorship or donation from the Town.

Councillor Martin questioned if the Foundation was incorporated through the Blue Mountain Village Association, Deborah noting it was a separate corporation from Intrawest.

The Delegation then thanked the Committee and retired from the meeting.

### **C. Staff Reports**

#### 1. Municipal Licensing – SRB.07.25

MLEO Wayne DeWitt reviewed the Report noting the future By-law would be a major undertaking.

Councillor McKean questioned why snow plow operators were being considered, Wayne noting snow is being deposited on public ROWs.

Councillor Martin noted Hawkers & Peddlers was a large category and would require a good definition.

Chair Gamble questioned if the By-law licensing could be accomplished with the current staff complement, Wayne noting no.

Bob then questioned the revenue versus the costs to implement the By-law and the affect on the taxpayer.

Wayne noted the expectation was that the Town would proceed with licensing Short Term Rentals.

Acting Director of Finance Rob Cummings noted that if the onus was on the Financial Services Department to collect fees, there would be a staffing issue.

Bob questioned if there was an enforcement problem, Wayne noting there is nothing to enforce at present, however some proposed areas of licensing are more of a concern than others.

Director of Planning Peter Tollefsen noted other municipalities have large departments to handle just licensing, adding that licensing is the best tool to manage Short Term Rentals.

Peter then noted the issue was being considered during the budget process.

Bob questioned if licensing would generate enough fees to offset administration costs, Rob noting further review and discussion would be required.

Councillor McKean noted that other municipalities are a great source of information.

Michael noted his support for the proposed By-law.

Councillor McGee questioned if there was legislated cost recovery or if the costs could be funded from general revenue, Peter noting costs were recoverable through fees. Peter added the Municipal Act permits collection of fees.

The Committee then concurred to change the third recommendation in the report as follows:

3. Request staff to bring forward an Interim Report & Presentation related to municipal licensing with anticipated costs as part of the 2008 Budget process prior to a final report.

The Committee then dealt with the following Recommendation:

Moved by: Michael Martin      Seconded by: John McKean

THAT Council:

1. Receive Staff Report SRB.07.25 for information purposes;
2. Provide input to Staff with respect to further businesses that they wish Staff to review with respect to licencing; and
3. Request staff to bring forward an Interim Report & Presentation related to municipal licensing with anticipated costs as part of the 2008 Budget process prior to a final report.

Carried.

## 2. Animal Control Services – SRB.07.26

Wayne reviewed the Staff Report, noting more requests for control of animals other than dogs are being received.

John McKean noted the other animals would require specialized equipment and training and the number of complaints do not seem to warrant the expense.

John McGee questioned how other municipalities handle “Other”, Wayne noting Collingwood is currently doing control of “other”.

Bob noted more staff would be required.

John McGee questioned if costs would be recoverable, Wayne noting not likely.

Rob noted the Fees and Charges By-law would have to be revised.

The Committee then dealt with the following Recommendation:

Moved by: Michael Martin      Seconded by: John McGee

THAT Council receives Staff Report SRB.07.26 for information purposes.

In speaking to the Motion, John McKean questioned Background Item #6, Bob noting Council could determine the need.

John McGee recommended preparing a report on requirements and cost recovery.

Bob noted he would support only if full cost recovery and zero impact on taxpayers.

John McKean noted the number of calls seemed prohibitive to cost outlay for equipment.

The Committee then dealt with the following Recommendation:

Moved by: John McGee      Seconded by: John McKean

THAT Staff Report SRB.07.26 be considered as a separate item by Council at the next available meeting, Carried.

The Committee then voted on the original recommendation, Carried.

### 3. Information Technology Support Staff, IT.07.01

IT Manager Rob Armstrong reviewed the Report noting previous discussion during the 2007 Budget approved hiring a full time IT person. Rob then noted the IT Committee recommended that the existing contract continue and an IT person be retained.

Rob noted the IT person would assist the Manager and provide in house training.

Rob noted the budget impact would be lower than the approved amount for 2007 and the 2008 budget would require an increase of about \$2,000.

Michael noted Council preferred to receive Council packages electronically, Rob noting the IT person would coordinate the implementation and the software had been purchased.

The Committee then dealt with the following Recommendation:

Moved by: Michael Martin      Seconded by: John McKean

THAT the Finance Committee receive Staff Report IT.07.01, "IT Support Staff", dated July 24, 2007;

AND THAT the Finance Committee supports proceeding with the process of hiring a full time Data Base Administrator / IT Technician based on the recommendations contained in this Report, Carried.

4. 2007 Funding for Chamber of Commerce Activities, T2007.26

Acting Director of Finance Rob Cummings reviewed the Report noting the request was received late and the previous years request was used during the budget consideration.

Rob noted \$30,000 had been set aside for all funding requests.

John McKean questioned the Town taking over the Volunteer Dinner, Lisa noting it was requested for the 2008 year.

John McGee requested clarification on what is being supported and the strategy of what is being accomplished be part of the 2008 process, adding it was important for Council to be aware of what needed to be done differently and what image was being projected.

Rob noted the issue was part of the Economic Development Strategy.

Michael noted the amount should be given as a lump sum rather than directing where the money be allocated by the Chamber.

Rob noted the recommendation was based on the request received.

Rob noted the short fall was for the Information Centre wages.

Bob noted the itemized list is important to show the breakdown of the donation request.

Bob then questioned the Volunteer dinner in 2008 and the Town considering taking over the event, Michael noting much discussion is required to determine qualifying criteria for choosing the recipients.

John McGee noted this follows his suggestion of a strategy of what the Town wants to promote.

Lisa noted it would be considered as part of the Economic Development Strategy and she would be consulting with key stakeholders on how to support key and strategic events.

Moved by: John McGee                      Seconded by: John McKean

THAT Council approves the specific components of the Chamber of Commerce funding requests for 2007:

Volunteer Dinner	\$ 500.00
Jazz by the Bay	\$2,500.00
Events Calendar Mailout	\$ 500.00
Promotion of Applefest	\$1,000.00
Info Centre	\$4,000.00
Portable Washroom	<u>\$ 500.00</u>
	\$9,000.00

Carried.

5. Property Taxes Receivable Status, FS.07.27

Rob reviewed the Report, noting there had been little change over the verbal report presented in June.

John McGee questioned if any particular group was in arrears, Rob noting there wasn't usually a pattern.

Financial Analyst Elizabeth Thompson noted the same properties are usually in arrears.

Moved by: John McGee                      Seconded by: John McKean

THAT Council receive and adopt Report FS.07.27, "Property Taxes Receivable Status", for information purposes, Carried.

6. Water Consumption Appeal Process, FS.07.28

Rob reviewed the Report noting Council had directed staff to develop an appeal process for bills that were excessive.

Rob then noted Staff had located only one other municipality that has an appeal process.

Rob then noted the appeal would only need to be approved by either the Director of Finance or the Director of Engineering and Public Works, not both.

John McKean questioned associated costs, Rob noting it is difficult to know who will come forward and Staff will need to determine the legitimacy of the problem.

John McGee noted revenue is set up based on normal consumption, questioning if the appeal process would be a one time thing with a sunset clause terminating by the end of the year.

Bob then questioned if it would be one time only or once per year.

John McKean noted educating the users will help to reduce the number of claims.

The Committee concurred to amend the recommendation to add: “verified to the satisfaction of the Manager of Revenue”.

Moved by: John McKean      Seconded by: John McGee

THAT Council does receive Financial Services Report FS.07.28 and does adopt the Recommendation contained therein; and

THAT By-law No. 2007-63, being a By-law to impose water charges and sewer charges, be amended to include a policy to give one-time only reduction to metered water consumption due to a faulty plumbing problem, verified to the satisfaction of the Manager of Revenue, Carried.

7. Water and Wastewater Extension Projects, FS.07.29

Moved by: John McGee      Seconded by: John McKean

THAT the Finance Committee does hereby receive Staff Report No. FS.07.29 “Water and Wastewater Extension Projects” that have incurred costs, Carried.

8. Town of The Blue Mountains Affordable Housing Project – Municipal Fees and Charges, FS.07.30

Elizabeth reviewed the Report, noting a consultant was preparing the business plan.

Elizabeth noted Council may want to consider granting a set amount of money versus waiving the fees.

Michael noted Council postponed the fees for Habitat for Humanity, adding that many municipalities do not waive the fees. Michael added that it may be premature to request a policy with no current applications before Council.

John McKean noted he was against tax dollars going toward Affordable Housing, adding he would prefer to postpone the charges rather than waive them altogether.

Rob noted Staff was directed to provide the associated fees in a Staff Report.

Bob noted the Affordable Housing Committee had a strong position and felt the Town should forego costs.

Moved by: John McGee                      Seconded by: Michael Martin

THAT Council does hereby receive Staff Report No. FS.07.30, "Town of The Blue Mountains Affordable Housing Project – Municipal Fees and Charges, Carried.

9. Financial Information System Version 9 Upgrade, T2007.31

Rob reviewed the report noting monies would come from reallocating budget dollars from one software application to another.

Rob noted professional assistance, if required, would be at a cost of about \$5,000.

Moved by: John McKean                      Seconded by: Michael Martin

THAT Council approves the allocation of 2007 budget to undertake the Financial Information System Version 9 upgrade, Carried.

10.2007 Sponsorship Requests, T2007.33

Rob distributed an additional request for funding from the Clarksburg Business Association, asking for \$2,000 to offset the costs for four events.

Rob noted the budget allocation for Sponsorship requests was close to the total budgeted amount.

Moved by: Michael Martin                      Seconded by: John McGee

THAT Council not approve the \$1,500.00 grant request from the Thornbury Rock n Roll Festival;

AND THAT Council approves the \$250.00 sponsorship request for the upcoming 3<sup>rd</sup> annual Needy Paws Golf Tournament.

In speaking to the Motion, John McKean questioned if the Town donated to the Needy Paws event last year, Rob noting no.

John then noted it may be time to tighten the belt and turn down some requests.

The following Recommendation was then presented:

Moved by: John McKean                      Seconded by: John McGee

THAT Council not approve the \$1,500.00 grant request from the Thornbury Rock n Roll Festival;

AND THAT Council not approve the \$250.00 sponsorship request for the upcoming 3<sup>rd</sup> annual Needy Paws Golf Tournament, Carried.

#### 11. Vendor Cart, FS.07.24

Rob reviewed the Report, noting the Report was a follow up from the July 9<sup>th</sup> Council meeting.

Moved by: Michael Martin                      Seconded by: John McKean

THAT Council does receive Financial Services Report FS.07.24, "Business Improvement Area Charge – Applicability to a Temporary Food Services Cart" and hereby approves the Recommendations contained therein; and

THAT a Business Improvement Area annual charge NOT be levied on a temporary food service cart, Carried.

#### 12. Monthly Budget Variance Summary Report – June 2007

Rob noted not a lot had changed over the previous report.

Michael noted building permit issue was a concern

John McGee questioned if there were Building Permit Reserves to cover the shortfall, Rob noting yes.

John then questioned policing and the credit for Caledonia, Rob noting more follow up was required.

Bob questioned if a report from Building on permit status was available, Rob noting it would be provided in the near future.

Rob noted the summary by department was new and feedback would be helpful.

Rob then noted the Capital Report by Project would be a monthly report to the Committee.

Moved by: John McKean      Seconded by: John McGee

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

#### **D. Correspondence**

1. Brian McAteer – Property valuation concerns response – received for information purposes

#### **E. New and Unfinished Business**

1. Blue Mountains Chamber of Commerce – Volunteer Dinner Sponsorship

Lisa noted she had met recently with Cathy Smart to discuss the dinner and the vision of the Chamber.

Lisa noted the Town would host the event providing community promotion and support, adding it could be considered the “Mayor’s Dinner” with revenue from nominee’s and local businesses.

Michael requested that a report be brought to the next meeting, adding it would require a lot of administration and criteria needed to be well defined.

John McGee noted that the Town did need to take over the dinner in order to recognize volunteers.

Lisa noted she would confer with other municipalities regarding the event and determine criteria for awarding to volunteers.

2. Blue Mountain Village Association Foundation – Request for Funding

Moved by: John McKean      Seconded by: John McGee

THAT the request for funding from Blue Mountain Village Association Foundation be denied at this time as there is no allocation in the 2007 budget, noting that a large donation has been made to GBSS for the Star Scholarship Fund, Carried.

The Committee concurred to have the Deputy Clerk respond in writing to the delegation and recommend that they put their request in for the 2008 Budget process.

3. Clarksburg Business Association Request for Funding

Moved by: Michael Martin      Seconded by: John McKean

THAT the request for funding from the Clarksburg Business Association be granted in the amount of \$500.00 to support the Applefest activities, Carried.

4. 2006 Financial Statements and Audit

Rob noted August 20<sup>th</sup> has been set as the re-start date for the audit to continue.

5. Tangible Capital Assets Report

Rob noted the report will go to the Senior Management Team first and that everything is on track.

**F. Next Meeting Date**

August 21, 2007, 2:00 pm, or at the call of the Chair

**G. Adjournment**

Moved by: John McGee      Seconded by: John McKean

THAT this meeting do now adjourn, Carried.