

Minutes - Finance and Administration Committee



MEETING DATE: August 19, 2008, 2:00 pm
LOCATION: The Blue Mountains Committee Room
PREPARED BY: Serena Wilgress, Administrative Assistant

A. Call to Order

- Chair Gamble called the meeting to order with all members in attendance save Councillor McGee.
- Also in attendance were Chief Administrative Officer Paul Graham, Director of Financial Services Rob Cummings, Deputy Treasurer Elizabeth Thompson, Communications and Economic Development Coordinator Lisa Kidd and Director of Building and By-law Enforcement David Finbow.
- The Committee then dealt with the following Resolution:
Moved by: Michael Martin Seconded by: John McKean
THAT the Agenda of August 19, 2008 be approved as circulated, including any items added to the Agenda.

Director of Financial Services Rob Cummings noted that in addition to the Flash Report, a detailed Budget Variance Report for the Harbour activity was also being provided to the Committee as per the request at the last meeting.

The Committee then voted on the Recommendation, 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: Michael Martin Seconded by: John McKean
THAT the minutes of June 24, 2008 be approved as circulated, including any revisions to be made, Carried.

B. Deputations / Presentations

C.3 Golden Town Apple Products Noise By-law Exemption, SRB.08.46

Next, as representatives from Golden Town Apple Products were in attendance, it was the Committee's pleasure to hear them regarding a request for a Noise By-law Exemption.

Director of Building & By-law Enforcement David Finbow noted that concerns had been voiced with regard to vehicular movement in the early morning hours at the property.

David then noted that the Town had received correspondence from Golden Town explaining the historical movements at the property.

David then circulated a copy of the correspondence sent by Councillor McGee in his absence, noting that a new Noise By-law will be coming to Council in the near future.

Chair Gamble questioned if the concerns were received year round or were just based around the heavy processing times, David noting that representatives from Golden Town had tried to meet with the complainant with no luck.

David then noted the complainants are concerned with year round noise concerns.

David then introduced the representatives from Golden Town, Keith Cummings, General Manager, Todd McAdam and Ron McQuarrie.

Keith noted that he had been dealing with the complainant for the past 3 or 4 years.

Keith noted that the Golden Town operations affect growers all over Ontario, adding that regardless of the outcome of today's meeting, the issues will never go away.

Robert and Orleen Anderson then attended the meeting.

David then reviewed the comments made to that point for the benefit of the Anderson's.

Keith noted that Golden Town had not control over the movement of the transport trucks arriving at the plant, adding that the possibility of noise being created throughout the day or night is inevitable.

Mr. Anderson noted that they had only just received the information provided by the Town that day and had not had a chance to review before attending the meeting.

Mr. Anderson then noted that they had no issues with the granting of a Noise By-law Exemption for the months of September through December.

Mr. Anderson then noted that Golden Town had complied with any small requests made by the Andersons, adding that the noises emanating from the property had increased over the winter.

Mrs. Anderson noted that the noises were starting before 6:00 am this past winter, adding that there seemed to be a higher volume of traffic.

Chair Gamble questioned if the noises were from vehicles arriving early and idling on the side of the road, David noting that no there was currently no provision by the County for standing and stopped vehicles.

Mr. Cummings then noted that Staff had recently met with the president of their major juice purchaser regarding the issues expressed by the Anderson's specifically, the idling and truck parking area noises.

Mr. McQuarrie then questioned if there were MOE guidelines regarding industrial operations in the Town's Noise By-law, David noting the By-law states that no person shall cause to disturb between 7:00 pm and 7:00 am.

David then noted the Town was looking a quantifiable measure of noise levels in the new by-law.

David noted the exemption request would cover the rest of the year.

Councillor McKean questioned the letter from Golden Town, specifically paragraph 5 referencing off season hours tolerance, Mr. Cummings noting the size of the crop dictates the outcome of the rest of the year and amount of fruit available.

Mrs. Anderson noted they understood the requirements of the law regarding the equipment but the noises created at 2:00 am were not acceptable.

Mr. McQuarrie noted that MOE guidelines were considered during any improvements to the plant.

Councillor Martin noted he agreed with the request for exemption from the Noise By-law from September to December if the complainant was in agreement.

Councillor McKean noted the plant would not be moving anytime soon and that it was important to take the matter seriously.

Chair Gamble then questioned if there was a regulation on the decibel level of the back up beepers on equipment.

Councillor McKean questioned the timing of the new By-law, David noting that a draft would be available in the next few weeks however the process of implementing the by-law would be time consuming and not expected to be enacted by Council before the end of the year. David added that it would be better for Council to enact an exemption now and consider the matter during the By-law process.

The Committee then dealt with the following Resolution:

Moved by: Michael Martin Seconded by: John McKean

THAT Council receive Staff Report SRB.08.46 for information purposes and provide direction to Staff with respect to Golden Town Apple Products request (Division of A. Lasseonde Inc.) for an exemption to the Town's Noise By-law from September to December 2008, Carried.

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

Traci Smith, BDO Dunwoody – 2007 Financial Statements

Next as Traci Smith of BDO Dunwoody was in attendance, it was the Committee's pleasure to hear her regarding the 2007 Financial Statements for the Town.

Traci noted that Town staff has made marked improvements in getting the 2007 Audit completed.

Traci then noted that the Audit Report is a clean report and no significant audit issues were presented that could not be resolved.

Traci then reviewed the Town's Financial Statements noting the Town ended 2007 in a good financial position.

Traci then reviewed the Management Letter provided with the Financial Statements.

Traci noted the Town has a \$14,000 deficit at 2007 year-end.

Councillor Martin questioned the negative balances on the Capital Expenditures, Traci noting money had been collected but not spent.

Chair Gamble thanked Traci and BDO for their efforts. Traci then retired from the meeting.

C. Staff Reports

C.1 Applications for Grants and Donations, CEDC.08.13

Communications and Economic Development Coordinator Lisa Kidd then reviewed the report noting 2 new requests had been received. Lisa noted that if Council chose to support the requests, there would be approximately \$2,300 left for the remainder of 2008.

Councillor Martin then recommended the motion be split into two separate motions, the rest of the committee concurring.

Moved by: Michael Martin Seconded by: John McKean

THAT Council receive Staff Report CEDC.08.13 'Applications for Grants and Donations' for information purposes, Carried.

Moved by: John McKean Seconded by: Michael Martin

THAT Council authorize funding of The Thornbury Rock and Roll Festival and The North East Grey Clinics Incorporated, in the amount of \$3604.27 to be paid through the Grants and Donations Program.

In speaking to the Motion, Michael noted there were problems with the funds from the Martel's Dance being directed to the non profit organizations after the event last year.

John noted concern with the Town paying for decorations for the Martel's Dance.

Michael then noted that the request from the Martel's could be treated in the same manner as the Youth Dance whereby Council could cover any deficit.

The Committee then voted on the recommendation, Lost.

Moved by: Michael Martin Seconded by: John McKean

THAT Council authorize funding of The North East Grey Clinics Incorporated in the amount of \$45.00 to be paid through the Grants and Donations Program, Carried.

C.2 Swimming Pool Fence By-law Variance – 788132 Grey Road 13, SRB.08.40

Director of Building & By-law David Finbow noted the proposal would protect other persons from using the pool.

Moved by: John McKean Seconded by: Michael Martin

THAT Council receive Staff Report SRB.08.40 and approve the requested variance to By-law No. 2002-8, Swimming Pool Fence By-law, Section 6.2 to 16.0 metres, Carried.

C.4 Amendment to By-law No. 2001-88, Fire Route By-law, SRB.08.46

David noted the request had been received from the Library CEO, adding that discussion had taken place with FPO AJ Lake noting that there were problems with people parking in the designated areas.

Moved by: John McKean Seconded by: Michael Martin

THAT this Council receive Staff Report SRB.08.42 and enact the amendment to the Fire Route By-law attached hereto, Carried.

C.6 Security Alarm Statistics, SRB.08.44

David noted the Committee had requested a report showing the actual vs. projected statistics.

David noted that there were some additional revenues expected in 2008.

Chair Gamble questioned costs, David noting currently costing \$14,000 to \$18,000 per year plus benefits to have the job done by current staff.

David then noted that he could continue to bring statistics forward as things evolve.

Bob questioned if the program was proving beneficial, David noting yes. David then noted that the Fire Department was not involved with the calls.

David then noted that the fees were being monitored for the first three years adding that three times the current fees would be consistent with the larger urban centres.

Moved by: Michael Martin Seconded by: John McKean

THAT Council receive Staff Report SRB.04.44 for information purposes, Carried.

C.7 Building Permit Statistics, SRB.08.45

David noted that 2008 had been a quiet year for building permits, adding that no multi unit residential applications had been received this year.

David added that there would be a deficit in 2008, adding that programs can go into a deficit.

Councillor McKean noted that the number of permits issued was the same however the value of the permits was down.

Moved by: Michael Martin Seconded by: John McKean

THAT Council receive Staff Report SRB.04.45 for information purposes, Carried.

C.8 Monthly Flash Report – July 2008, FS.08.38

Director of Financial Services Rob Cummings reviewed the reporting noting that there would be no third supplemental tax billing issued this year due to the MPAC reassessment, adding that there would be a report on reassessment at the next meeting.

Rob then distributed the detailed Harbour BVR requested at the last meeting.

Chair Gamble questioned the miscellaneous Administrative expenses in the ES Summary, Rob to investigate.

Regarding the Harbour Summary Report, Rob noted the facility rentals were transient fees.

Bob noted that expenditures appeared to be close to the budget, adding that Revenues appear to be lagging. Bob noted that it was important to get the message to Senior Management Team that the budget balances at the end of the year.

Rob noted that Senior Management Team had discussions regarding the 2009 Budget noting it was the responsibility of staff to look at whether revenues were supporting expenditures.

Moved by: Michael Martin Seconded by: John McKean

THAT Council receive Staff Report FS.08.38, Monthly Financial Report - July 2008, for information purposes, Carried.

C.9 Annual Budgeting Timeline, FS.08.39

Chair Gamble noted concern with the presentation to Council, adding that he would appreciate more time for analyzing the document.

Councillor Martin noted that the January 26 date is a good target.

Moved by: John McKean Seconded by: Michael Martin

THAT Council receive Staff Report FS.08.39 "2009 Budget Timeline", as an update on the 2008 Budget process, for information purposes, Carried.

D. Correspondence

None

E. New and Unfinished Business

None

F. Next Meeting Date

September 23, 2008, 2:00 pm or at the call of the Chair

G. Adjournment

As there was nothing further before the Chair the Committee then dealt with the following Resolution:

Moved by: John McKean Seconded by: Michael Martin

That this meeting do now adjourn to meet again September 23, 2008, 2:00 pm or at the call of the Chair, Carried.

Corrina:

At the September 23/08 Finance and Administration Committee meeting, the Committee adopted their minutes of August 19, subject to the attached e-mail message being attached to the minutes. Is there a way this can be done digitally/electronically?

SK

From: Stephen Keast

Sent: September 10, 2008 9:25 AM

To: council

Cc: Paul Graham; David Finbow; Serena Wilgress; Corrina Giles; Wayne Dewitt

Subject: Golden Town Noise By-law Exemption

The undersigned have reviewed the Finance and Administration Committee minutes and the following Recommendation is in the Minutes and Committee Report of August 19, 2008:

3. Golden Town Apple Products Noise By-Law Exemption, SRB.08.46

THAT Council receive Staff Report SRB.08.46 for information purposes and provide direction to Staff with respect to Golden Town Apple Products request (Division of A. Lassonde Inc.) for an exemption to the Town's Noise By-Law from September to December 2008.

Serena noted the Recommendation was moved and seconded during the meeting following consideration of the matter, with the dates as noted added to the initial Recommendation contained in Staff Report SRB.08.46 in what those in attendance believed to be a Recommendation to Council for the granting of an exemption through December 2008.

Upon review of the Recommendation for those not in attendance at the Committee meeting, it may not appear an exemption was granted, given the wording. Council was to give direction to Staff ... for an exemption ... from September to December 2008. Substituting "to grant" in place of "for" might have been clearer. There was question at the September 8 Council meeting whether there was a Recommendation for an exemption or not.

In the future we should be careful to use wording such as "grant" or "not grant" when considering exemptions, permits, variances, etc. At this time, Committee Chair Gamble, Administrative Assistant Serena Wilgress and Director of Building and By-law Enforcement David Finbow are of the belief an exemption to the Noise By-law was recommended to Council from September to December, 2008. Regardless, David will maintain dialogue with the parties involved as per Council discussions of September 8.

Serena Wilgress, Administrative Assistant
Stephen Keast, Clerk