

## Minutes - Finance and Administration Committee



**MEETING DATE:** September 23, 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 all members in attendance save Councillor Martin, absent due to recuperation from an accident.

Also in attendance was Director of Financial Services Rob Cummings, 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: John McKean                      Seconded by: John McGee

THAT the Agenda of September 23, 2008 be approved as circulated, including any items added to the Agenda, Carried.

The Clerk then noted correspondence from Linda Thorn regarding funding of the Thornbury Rock and Roll Festival would be considered as New and Unfinished Business.

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 McKean                      Seconded by: John McGee

THAT the minutes of August 19, 2008 be approved as circulated, including any revisions to be made, Carried.

### B. Deputations / Presentations

None

### C. Staff Reports

#### C.1 2009 Grants and Donations Application, CEDC.08.16

Moved by: John McKean                      Seconded by: John McGee

That Council receive Staff Report CEDC.08.16, "2009 Grants and Donations Application" for information purposes; and

That Council authorize staff to utilize the "2009 Grants and Donations Application" as the application for the 2009 year.

In speaking to the Motion, Lisa reviewed the Report, noting the revised Application can now be used for facility rental subsidization as well.

Councillor McGee then questioned timing for receipt of applications in 2009 versus 2008, Lisa noting those who applied in 2008 would be contacted and advised of program deadlines.

Chair Gamble then questioned how requests for funding for special events would be considered where community fund-raising was proposed, Lisa noting the Application requires explanation of how fund-raising would be distributed.

The Committee then voted on the Recommendation, Carried.

### **C.2 Draft Noise By-law, SRB.08.41**

Moved by: John McGee                      Seconded by: John McKean

THAT the Finance & Administration Committee receive Staff Report No. SRB.08.41 "Draft Noise By-law" and the related Draft Noise By-law for information purposes and that the Director, Building & By-law, report back to the Committee following a public consultation process related to the Draft Noise By-law.

In speaking to the Motion, David noted it was now proposed to identify noises likely to disturb in a quantifiable manner, through the use of Ministry of Environment (MOE) Guidelines for Class 1, 2 and 3 Areas measured in decibels.

David noted it was important to advise the public of the proposed By-law and noise levels that would be considered nuisance.

David noted a use would have to operate in compliance with acceptable noise levels, being 50 decibels at the listener's point of reception.

Councillor McGee then noted mapping showing the Class 1, 2 and 3 areas in the Town would be useful, David noting mapping can be produced.

David noted the Blue Mountain Village is exempted from the current Noise By-law with the current draft By-law not featuring an exemption. David noted concerns had been received from Plan 915 residents as to noise emanating from the Village to their point of reception and this would be reviewed.

Councillor McKean then noted rural industrial uses may be impacted by Class 3 Guidelines, David noting existing noises such as traffic could define certain locations as Class 2.

John then clarified that noise at point of reception meant at the property receiving noise rather than at the point of creation of noise.

Chair Gamble then noted concern with being too restrictive on commercial and industrial operators, further noting the MOE Guidelines exempted auditory warning signals where required by law.

Bob further noted local industry may not be cognizant of public information sessions but will have concern if enforcement proceeds, David noting he would make a point of advising industry as well as the public of the proposed By-law.

The Committee then voted on the Recommendation, Carried.

### **C.3 Ravenna Hall Addition & Septic, SRB.08.60**

Moved by: John McKean                      Seconded by: John McGee

THAT Council hereby receive Staff Report SRB.08.60 "Ravenna Hall Addition & Septic"; and,

THAT Council hereby approve a revised budget of \$160,000 for a one storey and crawl space addition to Ravenna Hall; and,

THAT Council hereby authorize the Mayor and Clerk to execute a contract with Shertine Construction Ltd. for the construction of a one storey and crawl space addition upon the written recommendation of the Director, Building & By-law.

In speaking to the Motion, David noted consultation with the Ravenna community, with a desire for an expanded facility resulting in an increased budget for the project from the original \$80,000.00, noting \$55,000.00 in grant funding from the Trillium Fund.

Councillor McKean then questioned if the septic system would be large enough for a proposed Public Works building to connect to, David noting Public Works is approximately two years out and no additional Trillium funding would be available until the current grant is utilized, the system sized for the Hall only.

John then questioned if project costs included the current renovations, David replying no, with the community satisfied with the proposed works.

The Committee then voted on the Recommendation, Carried.

#### **C.4 OPP Station – Award of Contract, SRB.08.**

Moved by: John McKean                      Seconded by: John McGee

THAT Council hereby receive Staff Report SRB.08.59 respecting the proposed OPP Satellite Detachment Office; and,

THAT Council hereby approve a revised construction budget of \$807,500.00 for the proposed OPP Satellite Detachment Office (exclusive of furniture, fixtures and equipment and “fine” landscaping) with the related funding as set out in this Report; and,

THAT Council hereby authorize the Mayor and Clerk to execute a Design/Build contract with Shertine Construction Ltd. for the construction of the proposed OPP Satellite Detachment Office upon the written recommendation of the Director, Building & By-law.

In speaking to the Motion, David reviewed the Report, noting site preparation works based on engineering drawings had been tendered and numerous energy-efficient considerations have been incorporated in the building design and eligible for grant funding.

David noted the majority of the facility is attributable to growth and therefore Development Charges (DC) with project cost increases having no impact on taxation.

Councillor McKean then questioned timing for site preparation, David noting the site could be prepared in approximately three weeks with Shertine Construction able to proceed in a month.

Councillor McGee then questioned building size, David replying 60 feet by 60 feet with a 450 square foot storage area.

Bob then noted concern with project cost increases and questioned whether funds might be better spent in connection to the Town Hall project.

David noted the reality is the increase in budget for the most part is in relation to site preparation and stormwater management issues, regardless of what is constructed.

Capital Accountant Darcy Chapman was then in attendance and concurred that site costs were contributing to project cost increases, David noting quotes received for fill and haulage were excellent given the market.

Councillor McKean then questioned if the proposed works would benefit the remainder of the site, David noting the building site would feature a stormwater management feature with drainage diverted southward, adding negotiations were ongoing with adjacent developers to improve drainage in the general area as well.

Chair Gamble then questioned previous project cost estimates, David noting they did not address now identified engineering and stormwater management issues.

Bob then questioned previous consideration of attaching the proposed building to the Firehall, David noting it would be problematic given access and force main relocation issues, a site to the southeast of the Firehall considered for a County EMS facility.

Bob then noted of the \$699,000.00 in DC's proposed for project funding, only \$13 or \$14,000.00 was collected in 2007, Rob noting the proposed building was the only significant project contained for policing in the DC Background Study over a 10 year planning period, the building to last longer than 10 years, Bob noting concern the building would be realistically 30 years out.

Darcy then distributed a draft 2009 DC Background Study showing police related Development Charges.

Bob then noted concern with a reduction in future development units and impacts on managing debt financing.

Darcy noted growth numbers are based over a 10 year period at 250 new units per year, David noting the Town has averaged 275 new units over the last four years, with 120 projected for this year.

Darcy then noted it is required to open up the Background Study every five years, earlier is desired for review.

The Committee then voted on the Recommendation, Carried.

## **C.5**

Not used

## **C.6 Appointment of Municipal Law Enforcement Officers, SRB.08.51**

David then reviewed the Report, noting enforcement of parking regulations on private condominium property had been earlier requested by property managers.

David noted only MLEO's can tag vehicles and the local towing association will only tow tagged vehicles.

David noted all the proposed appointees have passed OPP background checks.

The Committee then dealt with the following Recommendation:

Moved by: John McGee                      Seconded by: John McKean

THAT Council receive Staff Report SRB.08.51 for information purposes respecting the Appointment of Municipal Law Enforcement officers and enact the By-law attached hereto designating certain persons as Municipal Law Enforcement Officers for the enforcement of specific parking related by-laws on specific properties, Carried.

## **C.7 Swimming Pool By-law Amendment, SRB.08.52**

David then reviewed the Report, noting the proposed amendment would update By-law No. 2002-8 in three areas.

The Committee then dealt with the following Recommendation:

Moved by: John McKean            Seconded by: John McGee

THAT Council receive Staff Report SRB.08.52 respecting recommended attachments to Swimming Pool Fence By-law No. 2002-8, as amended and enact the amending by-law attached hereto.

In speaking to the Motion Chair Gamble noted the Thornbury east shoreline was a public walkway, David noting fronting properties would require fencing.

The Committee then voted on the Recommendation, Carried.

**C.8 629537 15<sup>th</sup> S.R. – Permit No. 2008-53, SRB.08.54**

David then reviewed the Report for information purposes and the Committee then dealt with the following Recommendation:

Moved by: John McKean            Seconded by: John McGee

THAT Council receive Staff Report SRB.08.54 respecting 629537 15<sup>th</sup> Sideroad, Permit No. 2008-53, for information purposes, Carried.

**C.9 Building Permit Statistics, SRB.08.50**

David then reviewed the Report, noting building activity lags behind previous years, with 120 new units projected in 2008.

David then noted the four years previous averaged 275 – 280 new units, with revenues currently at \$301,000.00 year to date.

Councillor McGee then questioned if servicing allocation was holding back new construction, David replying he knew of no situation as such other than Trailwoods.

John then questioned servicing provisions, David noting draft plan lands had servicing allocation and other properties may possess conditional capacity reservations.

The Committee then dealt with the following Recommendation:

Moved by: John McKean            Seconded by: John McGee

THAT Council receive Staff Report SRB.08.50 – Building Permit Statistics for information purposes, Carried.

**C.10 2008/2009 Corporate Curling Team Sponsorship, CAO.08.11**

Moved by: John McKean            Seconded by: John McGee

THAT Council does hereby receive Staff Report No. CAO.08.11;

AND THAT Council support the sponsorship of a Town Team in the Curling Club of Collingwood's 2008/2009 Corporate Curling League at a cost of seven hundred dollars (\$700).

In speaking to the Motion, Councillor McGee noted he would not support such a use of corporate funds.

Councillor McKean then questioned participation, Rob noting there was good Staff turnout during the season, David noting 10 or 11 Staff regularly participated last year, 15 to 16 the previous year.

Chair Gamble then noted concern with the expenditure but would support it this year.

The Committee then voted on the Recommendation, Carried.

#### **C.11 Monthly Financial Reports – August, 2008, FS.08.42**

Rob then reviewed the Report, noting MPAC will not be running a full, third supplementary assessment in 2008 as 2009 is a reassessment year, although there may be a third partial supplementary.

Rob then noted Landfill fees continue to be strong with Building fees off by 30 per cent.

Councillor McGee then questioned if there would be year-end budget projections, Rob replying yes.

The Committee then dealt with the following Recommendation:

Moved by: John McGee                      Seconded by: John McKean

THAT Council receive Staff Report FS.08.42, Monthly Financial Reports – August 2008, for information purposes, Carried.

#### **C.12 Purchasing Policy, FS.08.48**

Rob then introduced the Report, noting a lot of individuals had contributed to the development of the Policy.

Manager of Purchasing Sherri Adams was then in attendance and reviewed the Policy, noting differences from the existing By-law, including the role of the Tender/Proposal Award Committee.

Sherri further noted an Environmentally Friendly Procurement Committee.

Councillor McGee then questioned if the Award Committee operated within budget allocations, Rob noting all purchases must be made within budget proposals.

John then commended the Eco Procurement Guide and Life Cycle Costing sections.

Councillor McKean then questioned if the Policy would allow negotiation of a short time purchase, Rob noting there may be the occasional instance where a specific variation from the Policy would be required.

Chair Gamble then questioned if a requirement for suppliers to show Environmental Leadership would eliminate certain suppliers, Rob noting it would be used as one of the scoring parameters, together with price, history, etc.

The Committee then with the following Recommendation:

Moved by: John McGee                      Seconded by: John McKean

THAT Council receive Staff Report FS.08.48, "Purchasing of Goods and Services"; and,

THAT Council enact a By-law to adopt Corporate Town Policy POL.COR.07.05, Purchasing of Goods and Services; and,

FURTHER THAT Council does receive the Draft Administrative Policy FS.08.08, "Purchasing Goods and Services Procedures" for information purposes, Carried.

### **C.13 Town Purchasing Card Program, FS.08.37**

Rob then reviewed the Report, noting the program would create efficiencies within the Accounts Payable process.

Councillor McGee then questioned who US Bank was, Rob noting it was one of the larger American banks and had purchased the Royal Bank of Canada purchasing branch.

The Committee then dealt with the following Recommendation:

Moved by: John McGee                      Seconded by: John McKean

THAT Council receive Staff Report FS.08.37, "Town Purchasing Card Program" for information purposes;

AND authorize the CAO and Director of Financial Services to sign the application agreement with US Bank, subject to review by legal counsel, for the implementation and use of a Town Purchasing Card, Carried.

### **C.14 Investment Policy, FS.08.47**

Rob then reviewed the Report, Chair Gamble noting a proposed maximum 10 year security on investments may be excessive and proposed a five year maximum.

The Committee then dealt with the following Recommendation:

Moved by: John McKean                      Seconded by: John McGee

THAT Council receive Staff Report FS.08.47, "Investment Policy" and;

THAT Council adopt Investment Policy -= FS.08.11, Carried.

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

### **E.1 Linda Thorn, grant funding consideration for the Thornbury Rock and Roll Festival.**

Due to time constraints, Council then dealt with Agenda Item E.1 as an addition to agenda with Communications and Economic Development Coordinator Lisa Kidd in attendance.

Chair Gamble then noted the Committee had previously considered a grant request in the amount of \$3,600.00 and it was recommended the request not be granted, although a partial grant could be reconsidered based on the recent correspondence.

Councillor McKean then questioned if this event met non-profit criteria, Lisa reporting Ms. Thorn operated the event as a paid project manager with proceeds beyond her costs being awarded to the charity of her choice, this year Beaver Valley Outreach.

Chair Gamble then questioned if the donation was made in the corporate sponsor's names for receipt purposes, Lisa to review.

Councillor McKean then noted he was satisfied with the previous Committee Recommendation.

Lisa then noted the Town had already provided BVO with grant funding in 2008.

Bob then noted the event served a portion of the municipality, adding the organizer of the Georgian Sound Festival was paid a management fee.

The Committee then concurred with the previous Recommendation, Councillor McGee noting an application could be made for 2009.

Lisa noted the Town had provided advertising space for the event.

#### **C.15 2009 Property Assessment Update, FS.08.41**

Manager of Revenue Ruth Prince then reviewed the Report, noting future property tax increases will be phased in over four years, a decrease in effect immediately.

Ruth further noted Request for Reconsideration deadlines have been extended.

Chair Gamble then requested the Committee be supplied with County-wide assessment records when received, Rob noting the Provincial average increase is expected to be 20%.

The Committee then dealt with the following Recommendation:

Moved by: John McKean                      Seconded by: John McGee

THAT Council does receive Staff Report FS.08.41, "2009 Property Assessment Update" for information purposes, Carried.

#### **C.16 Treasurer's Statement, 2007, FS.08.43**

Rob then reviewed the Report, Councillor McGee questioning discounted versus non-discounted Development Charges, Rob explaining discounted charges were for soft services which required a 10% Town contribution.

The Committee then dealt with the following Recommendation:

Moved by: John McGee                      Seconded by: John McKean

THAT Council receive Staff Report FS.08.43 -- Treasurer's Statement, 2007 and;

THAT the Treasurer forward a copy of the Treasurer's Statement, 2007 and this report to the Minister of Municipal Affairs and Housing, Carried.

#### **C.17 Tangible Capital Assets Project Status Update, FS.08.46**

Rob then reviewed the Report for Council's update.

Darcy then noted the project will likely be completed by July or August of 2009 for review by the auditors.

Darcy noted the project will yield current and depreciated values for assets and will greatly assist in the preparation of 10 or 20 year capital plans.

The Committee then dealt with the following Recommendation:

Moved by: John McGee                      Seconded by: John McKean

THAT Council receive Staff Report FS.08.46, "Tangible Capital Asset Project Status Update" for information, Carried.

#### **C.18 OMERS - 2009 Rates, FS.08.36**

Rob then reviewed the Report, noting OMERS rates are reducing slightly.

The Committee then dealt with the following Recommendation:

Moved by: John McGee                      Seconded by: John McKean

THAT Council receive Staff Report FS.08.36 "OMERS - 2009 Rates" for information purposes, Carried.

#### **D. Correspondence**

None

#### **F. Next Meeting Date**

October 28, 2008, 2:00 pm or at the call of the Chair.

#### **G. Adjournment**

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

Moved by: John McGee                      Seconded by: John McKean

That this meeting do now adjourn to meet again October 28, 2008, 2:00 pm or at the call of the Chair, Carried.