

Minutes - Finance and Administration



MEETING DATE: October 23, 2007, 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 persons in attendance save Mayor Anderson, absent due to a previous commitment.
- Also in attendance was Town CAO Paul Graham, Deputy Director of Building and By-law Greg Miller, Municipal Law Enforcement Officer Wayne DeWitt, Director of Finance Rob Cummings, Deputy Treasurer Elizabeth Thompson and Manager of Revenue Teresa Oakley.

- The Committee then dealt with the following Resolution:

Moved by: John McKean Seconded by: John McGee

THAT the Agenda of October 23, 2007 be approved as circulated, including any items added to the Agenda.

In speaking to the Motion, Councillor Martin requested the Committee consider a Motion addressing Remembrance Day commemoration, the Committee concurring. The Committee then voting on the Resolution, 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: Michael Martin

THAT the minutes of September 25, 2007 be approved as circulated, including any revisions to be made, Carried.

B. Deputations / Presentations

None

Trail in the Lora Bay area, By-law Staff requesting Council provide input as to level of service requested.

Chair Gamble then noted the Trail would not require regular inspection but it was though inspection could occur when Staff was in the area, Wayne noted such inspection would have to be on foot.

Wayne noted ongoing concerns may require regular inspection which becomes a Staff time and cost concern.

Bob then noted, for example, the adjacent condominium corporation could be advised of Town concerns with construction impacts and refuse, Wayne agreeing that could be done, Bob adding in the case of general concerns including golf cart use Staff could approach the developer and establish a dialogue.

Michael then noted concern that certain matters aren't addressed by By-law, such as refuse, and perhaps signage should be installed as to golf cart use, John McKean suggesting the Board consider revised entrance barriers.

Paul then noted Staff have considered a fencing requirement in future development phases, at least snowfencing during construction.

Chair Gamble then noted from the Board perspective, they wished to make the Town aware of construction and golf cart concerns.

Paul then noted the Town may have to go in and clean up Trail areas as is done with roadsides and other trails.

Michael then noted the Town has to determine the extent of staff involvement, John McGee noting the Board should advise of any action they have taken to date, Bob noting instances of developers re-directing stormwater onto Trail property is almost beyond the powers of the Board, Paul noting the Board could act as watchdog for Trail activities, for example Staff addresses drainage matters as they become known.

Bob then noted the Board has one staff person who occasionally inspects the Trail, Paul noting additional By-law Staff may have to be considered during the 2008 budget process.

Paul continued that Staff need to know when concerns arise and Parks, Public Works and other Staff can address them where possible, including construction inspections.

Michael then questioned additional golf cart signage, Bob acknowledging the Board would probably be bear the costs of such signage.

adding as a non-curler, it appeared to be of benefit to employees for networking and socializing.

The Committee then voted on the Recommendation, Carried.

C.5 Water Consumption Appeal Process - Clarification, FS.07.38

Teresa then reviewed the Report, noting the intent was to implement an appeal process following metering so that pre and post flows could be assessed in any appeal.

The Committee then dealt with the following Recommendation:

Moved by: John McGee Seconded by: John McKean

That Council does receive Staff Report FS.07.38, "Water Consumption Appeal Process - Clarification" and does endorse the recommended commencement date for implementation of the policy, being the "start" meter reading date for residential billing purposes (ranges from late December, 2006 to early January, 2007), Carried.

C.6 Property Taxes Receivable – Status at October 12, 2007, FS.07.39

Teresa then reviewed the Report and status of taxes receivable.

Chair Gamble then noted concern with working capital reserves being maintained at the level of outstanding taxes, adding it was difficult to obtain an opinion from the external auditors as to recommended reserve levels.

Teresa then noted with supplemental assessment coming late in the year it may be more appropriate to use March outstanding amounts for next year, Rob adding the auditors did note the Town has a number of different reserves that could be utilized for different purposes.

The Committee then dealt with the following Recommendation:

Moved by: John McKean Seconded by: John McGee

That Council receive Staff Report FS.07.39, "Property Taxes Receivable – Status at October 12, 2007", for information purposes, Carried.

C.7 2007 Utility Billing - Update, FS.07.37

Councillor McGee then noted an apparent discrepancy between lower expenditures and increased, questioning if a revised sewer billing computation

would be considered during the summer, Teresa Collus applies such a charge and this is being investigated.

John then noted correction of the unbilled water use portion would assist in billing concerns, Paul noting it is generally known where the water goes in known, for example fire training and suppression and hydrant flushing, quantities being unknown at present, as well as loss to leaks.

Regarding the first point, Rob noted there tended to be a lag between expenditures and revenues.

Teresa then noted the percentage of commercial versus residential use was previously estimated with a year's metred flow now available for study.

Councillor McKean then noted if there is excess revenue it should be noted \$500,000.00 was taken from reserves last year, Chair Gamble noting some of the funds were applied to infrastructure.

Michael then noted he would support review of some form of wastewater billing that was not tied to water consumption, Paul noting the Town did not want to encourage lawn watering.

The Committee then dealt with the following Recommendation:

Moved by: John McGee Seconded by: Michael Martin

That Council receive Staff Report FS.07., "2007 Utility Billing – Update" for information purposes, Carried.

C.8 Monthly Budget Variance Summary Reports – September, 2007

Rob then reviewed the Variance Reports for September, 2007, and the Committee then dealt with the following Recommendation:

Moved by: John McGee Seconded by: John McKean

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

C.9 2008 Budget Update

Elizabeth then reviewed status to date, noting budget priorities would be collated for consideration by Council prior to release to the public on October 31 for consideration on November 14.

D. Correspondence

None

E. New and Unfinished Business

The Committee then dealt with the following Recommendation as New and Unfinished Business:

Moved by: Michael Martin Seconded by: John McKean

THAT Council would provide financial assistance if requested by organizations, whether formal or ad-hoc, which provide refreshments to the general public immediately following Cenotaph commemorations within the Town on Remembrance Day.

Councillor McKean then questioned if there would be spending limits, Michael noting Council would consider any request on an individual basis.

The Committee then voted on the Recommendation, Carried.

E.1 Community Youth Coalition Video Dance Support Request, FS.07.40

Rob then reviewed the Report, Councillor McKean reporting the event was well attended with no incidents.

John continued it was proposed to have four events per year, alternating between Thornbury and Meaford, Paul noting Staff could first request and review a financial report from the Coalition.

The Committee then dealt with the following Recommendation:

Moved by: John McKean Seconded by: Michael Martin

THAT Council receive Staff Report FS.07.40, "Community Youth Coalition Video Dance Support Request" and approves the request of the Coalition for a contribution of up to 25% of costs including security-related matters to a maximum of \$400.00 and waiver of the \$492.72 (\$430.00 plus \$62.72 SOCAN fee) user fee for the Beaver Valley Community Centre for the October 20, 2007 event, considered at this time on a one-time basis, Carried.

F. Next Meeting Date

November 20, 2007, 2:00 pm or at the call of the Chair.

G. Adjournment

Moved by: John McKean

Seconded by: Michael Martin

That this meeting do now adjourn to meet again November 20, 2007, 2:00 pm or at the call of the Chair, Carried.