

## Minutes - Finance and Administration Committee



**MEETING DATE:** October 28, 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.

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

THAT the Agenda of October 28, 2008 be approved as circulated, including any items added to the Agenda, Carried.

The Clerk then noted a supplementary Report from Director of Building and By-law Enforcement David Finbow further addressing the Parks Operation Building at Tomahawk 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 McGee                      Seconded by: John McKean

THAT the minutes of September 23, 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 Applications, CEDC.08.19

Lisa then reviewed the Report, noting the subsidized rental rate Recommendation was the same as in 2008, pending 2009 Budget deliberations, subsidization and the Skating Club request totalling \$5,740.00 from the 2009 Budget.

Chair Gamble then questioned if there had been a Skating Club request in 2008, Lisa replying no, it was considered a one-time event.

Councillor McKean then questioned if the Society request of \$1,935.00 was on top of the \$2,500.00 grant given in 2008, Lisa noting the Agricultural Society had previously received a reduced facility rental rate in the amount of \$700.00 for the Fall Fair for the past four years, in 2008 an operating grant in the amount of \$2,500.00 having been provided by the Town with the \$1,935.00 request for facility rental assistance in addition to the grant.

John then questioned if the Skating Club event was in addition to the annual carnival, Lisa noting it was understood the request was for a one-time event.

John then questioned if the annual carnival received a reduced rental rate, Lisa replying no but that the BVAA subsidized skating lesson time.

John then requested Recommendation be separated for individual consideration, the Committee concurring.

The Committee then dealt with the following Recommendation:

THAT Council receive Staff Report CEDC.08.19 '2008 and 2009 Grants and Donations Applications' for information purposes; and

THAT Council authorize additional funding of The Beaver Valley Agricultural Society in the amount of \$1935.00 to be paid through the 2008 Grants and Donations Program.

As the Recommendation did not receive a Mover or a Secunder and therefore was not considered by Committee, it therefore is not a Recommendation to Council.

Regarding the Ice Dreams 2009 Event, Councillor McKean moved an amendment to add "as a one-time grant for a special event", Councillor McGee moving an amendment to add "to be pre-paid from the 2009 Budget", and the Committee then dealt with the following amended Recommendation:

Moved by: John McKean                      Secoded by:                      Michael Martin

THAT Council receive Staff Report CEDC.08.19 '2008 and 2009 Grants and Donations Applications' for information purposes; and

THAT Council authorize funding of the Beaver Valley Skating Club 'Ice Dreams 2009' Event in the amount of \$2500.00 as a one-time grant for a special event, to be pre-paid from the 2009 Budget, Carried.

The Committee then dealt with the following Recommendation:

Moved by: John McGee                      Secoded by:                      John McKean

THAT Council authorize staff to apply existing subsidized rental rates to currently subsidized groups for the period of 2009 until the Budget is approved, Carried.

Councillor Martin then requested clarification on the Agricultural Society Recommendation, it being noted a Mover and Secunder were not received, Councillor Martin then Moving the following Recommendation:

Moved by: Michael Martin

THAT Council authorize additional funding of The Beaver Valley Agricultural Society in the amount of \$1935.00 to be paid through the 2008 Grants and Donations Program.

As the Recommendation did not receive a Secunder and therefore was not considered by Committee, it therefore is not a Recommendation to Council.

## **C.2 Monthly Financial Reports – September, 2008, FS.08.52**

Rob then reviewed the Report, noting a Supplementary Assessment will be run at the end of October representing an additional \$30 million assessment and representing approximately \$115,000.00 for Town purposes.

Councillor McGee then noted a forecast of \$250,00 for Town purposes versus an estimate of \$450,000, Rob noting this will have to be taken into account for 2009.

Rob then noted interest income continues to be strong although rates are decreasing.

Councillor McGee then questioned where cash investments originate, Rob noting project payments will increase in the second half although final tax payments will also be incoming.

Rob then noted that Landfill fees continue to be strong, Councillor Martin noting as revenues increase capacity will decrease and perhaps some material can be diverted to other sites, Councillor McGee proposing a Report come from Solid Waste Management as to activity and sources.

Chair Gamble then questioned if building refuse is pre-sorted, David replying wood is separated for chipping but other material is likely not, with the amount of waste wood flowing from job sites steadily decreasing.

Councillor McKean then questioned if scrap metal sales had increased revenues.

Rob then noted Building fees continued to lag, David reporting an inventory of 23 single family dwelling permits of which 50% may not be picked up until 2009.

David further noted building activity will remain low into 2009.

Rob then noted regarding Revenue Fund Summaries we are at approximately 70% of Budget, similar to last year.

Chair Gamble then noted insurance costs appeared to be \$50,000.00 over budget, Rob noting insurance was allocated to various Departments according to Cowan estimates and the total was on budget.

Bob then questioned if interest on tax arrears was under estimate, Rob noting it may come up with the fourth billing.

Bob then questioned Development Review Committee revenues, Rob noting it was doubtful the full forecast would be met, David noting such funds are collected at the signing of subdivision agreements which has slowed.

Councillor McGee then questioned if budget forecast information could be included for the Budget process, Rob noting it had been reviewed, John noting revenue estimates seemed to lag versus expenditures.

Liz noted global forecasting could be shown for the budget other than a few items, Rob noting user fee groups could be calculated, David noting Managers could pinpoint any areas of concern or interest that may be looming during the 2009 Budget process.

Rob noted revised purchasing practices will include an encumbrance column that will indicate funds committed, adding it will be tight at year end, for example given the reduction in supplementary assessment.

The Committee then dealt with the following Recommendation:

Moved by: John McGee                      Seconded by: Michael Martin

THAT Council receive Staff Report FS.08.52, "Monthly Financial Reports – September 2008", for information purposes, Carried.

### **C.3 Post Retirement Benefits – Meaford Police Services Board, FS.08.50**

Rob then reviewed the Report, noting the costs remained from the Meaford-Thornbury Police Service benefits that were provided to four officers.

The Committee then dealt with the following Recommendation:

Moved by: John McGee                      Seconded by: John McKean

THAT Council receive Staff Report FS.08.50 "Post Retirement Benefits – Meaford Police Services Board" for information purposes, Carried.

#### **C.4 Event By-law, A.08.11**

The Clerk then reviewed the Report, noting such a By-law had been recommended by the Police Services Board to regulate large public events within the Town.

Councillor Martin then questioned an exemption for the Blue Mountain Village Association, noting a requirement to provide a certain notice may be appropriate.

The Clerk noted the Association was presently exempted from the Town Noise By-law.

Councillor McGee then noted a qualifier could be included for any group that provides security and other services for the event.

John further noted concern with properly defining an event as well as adequately publicizing the requirements of such a By-law, Michael noting support for the concept of such a By-law but cautioning it was important to properly define event.

John then noted concern with affecting small and medium size events and organizers not knowing whether they needed an event licence, David noting perhaps the Police Services Board should enact such a By-law similar to the Alarm Registration By-law.

The Committee then dealt with the following Recommendation:

Moved by: Michael Martin                      Seconded by: John McGee

THAT Council receive Staff Report A.08.11, "Event By-law" for information purposes.

In speaking to the Motion, Councillor Martin noted he believed it was necessary to have such a By-law at some point but perhaps smaller events should not be subject to regulation, perhaps a short form licence for events less than 50 people.

Councillor McGee then noted minor permits would be a level of bureaucracy not needed, rather large events should be defined without interference to small events.

Councillor McKean then noted perhaps the Police Services Board could define what sort of event needs to be regulated or controlled and attend the next Committee meeting.

The Committee then voted on the Recommendation, Carried.

The Committee then dealt with the following Recommendation:

Moved by: John McGee                      Seconded by: John McKean

THAT representatives of the Police Services Board be requested to appear before the Finance and Administration Committee to make a presentation on an Events By-law, Carried.

## **D. Correspondence**

None

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

### **E.1 Parks Operation Centre Building, Tomahawk Recreation Complex, SRB.08.63**

David then reviewed the Report as an addition to the Agenda following consideration of the matter by Council on October 27, 2008.

Regarding consideration of a wood-burning heat source, David noted Staff advised all excess wood is currently being chipped and used, with hauling to and loading a stove being an ongoing cost, the Town further currently promoting a No Burn policy.

David noted the project cost of \$567,000.00 does not represent the total building package and other items would be considered during the 2009 Budget process.

Councillor McGee noted Items 2, 5 and 6 might have proceeded under the new Purchasing Policy, David replying Council is approving the budget for the project.

John then noted he could support solar water heating as a good example in the community as a pilot project.

Councillor McKean then questioned if solar heating could be an add-on to the project, David replying yes.

The Committee then dealt with the following Recommendations:

Moved by: John McKean                      Seconded by: John McGee

1. THAT Council hereby receive supplemental Staff Report SRB.08.63 respecting the proposed Parks Operations Centre Building, Carried.

Moved by: John McGee                      Seconded by: John McKean

2. THAT Council hereby approve a budget of \$10,000.00 for the minimum required site works (entrance, laneway, parking area) for the subject project so that the building can be put into operation when completed, Carried.

Moved by: John McGee                      Seconded by: John McKean

3. THAT Council hereby approve the installation of an earth energy system for heating and cooling purposes for the subject building with a price as provided by DBD Systems Inc. of \$36,500.00, Carried.

Moved by:    Seconded by:

As Recommendation 4. did not receive a Mover or a Seconder and therefore was not considered by Committee, it therefore is not a Recommendation to Council.

4. THAT Council not approve the installation of a solar hot water system to pre-heat water for the subject building.

Moved by: John McKean                      Seconded by: John McGee

5. THAT Council hereby approve a budget of \$12,500.00 for the installation of an on-site sewage system for the subject project, Carried.

Moved by: John McGee      Seconded by: John McKean

6. THAT Council hereby approve a budget of \$13,000 for the installation of a well, Carried.

Moved by: John McGee      Seconded by: John McKean

7. THAT Council hereby defer consideration of additional items to the 2009 Budget Process, Carried.

#### **D. Correspondence**

None

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

November , 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: Michael Martin      Seconded by: John McGee

That this meeting do now adjourn to meet again November 18, 2008, 2:00 pm or at the call of the Chair, Carried.