

Minutes - Finance and Administration Committee



MEETING DATE: November 18, 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 a previous commitment.

Also in attendance was CAO Paul Graham, Director of Financial Services Rob Cummings, Director of Planning Peter Tollefsen and Communications and Economic Development Coordinator Lisa.

The Committee then dealt with the following Resolution:

Moved by: John McKean Seconded by: John McGee

THAT the Agenda of November 18, 2008 be approved as circulated, including any items added to the Agenda, 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: John McKean

THAT the minutes of October 28, 2008 be approved as circulated, including any revisions to be made, Carried.

B. Deputations / Presentations

2:00 pm – Jennifer Cornell, Heather Kehoe, Richard Griffiths, Randy Woodhouse, Beaver Valley Agricultural Fall Fair facility rental funding

Jenn then recounted Fall Fair funding in the past, being a \$700.00 subsidized facility rental rate from the Recreation Committee in 2006 when the arena ice was first installed earlier than prior, a \$700.00 subsidized rate in 2007 together with \$2,500.00 funding from the Grants and Donations Program, with 2008 representing a \$2,500.00 grant with a market value facility rental rate of \$2,635.00 representing additional cost of \$1,935.00 over previous.

Jenn noted she had reviewed the 2009 Grant Application with Lisa Kidd to ensure proper filing.

Councillor McKean then requested clarification of funding and charges, Jenn recounting costs and charges from 2006 and the additional rental costs in 2008.

Heather then noted the 2008 facility rental rate was \$2,635.00 and the Fall Fair Board was unaware of the additional charges.

Councillor McGee then clarified grant funding in 2008, Jenn noting \$2,500.00 had been received.

John then questioned if the subsidized rental rate and grant funding provided in 2007 was considered as the ice surface was put in early, Lisa noting she was unaware of the basis for 2007 funding.

Heather then noted the Board believed they received the additional grant funding due to losing access to the arena surface, Chair Gamble noting the additional grant funding was intended to permit the Board to rent tent facilities to address the loss of the arena floor surface.

Bob then questioned if additional expenses were incurred in 2008, Jenn replying yes, Randy noting a main source of revenue was rental of booth space in the arena, rental of tent facilities being an extra expense together with moving exhibitors outside and providing amenities.

Councillor McGee then questioned the reason for moving outside being the NHL referee camp, Bob replying yes.

Jenn then noted \$700.00 subsidized rental fee together with a grant of \$1,500.00 was applied for in 2009 and should suffice.

Bob then noted the ice would be in at the same time in 2009, Jenn noting the Board worked with the new schedule and family skating was offered as part of Fair activities.

Councillor McGee then questioned if the Fall Fair practice of using tents would continue, Randy noting the referee camp was a significant event and the Board has tried to work with the Town.

Chair Gamble then questioned a previous rental agreement the Society had signed with the Town, Jenn noting the previous agreement lapsed in 2009 and a final draft of a replacement agreement had been prepared but not yet signed, Bob noting a new agreement could be reviewed.

Councillor Martin then attended the meeting.

Bob then noted he recognized the background for the funding request and noted it fit with the Recreation Committee position of compensation for the additional Fall Fair facilities required with the early ice installation.

Councillor McKean then questioned status of the previous Staff Report, Jenn noting the funding request equalled the 2007 economic situation.

Councillor McGee then questioned the 2008 Grants request, Lisa noting \$2,500.00 had been granted, Bob noting the subsequently requested rental subsidy of \$1,935.00 was outstanding.

The Committee then dealt with the following Recommendation:

THAT the 2008 BVCC facility rental for the BV Agricultural Society Fall Fair be subsidized to an amount netting \$700.00 and that billing for 2008 be adjusted accordingly, Carried.

2:10 pm – Sgt. Charlie Watts, OPP, Fire Chief Ron Doherty, Draft Events By-law

Chair Gamble then recounted previous concerns noted in consideration of the draft Events By-law.

Charlie then noted consideration of such a By-law began with concerns surrounding a proposed music festival in Clearview Township in 2006, a sample By-law obtained from Bobcaygeon and subsequently adopted.

Charlie noted significant events have occurred in The Blue Mountains and promoters have been willing to work with local authorities to date but having such a By-law would greatly assist in organizing and operating such events.

Charlie then noted the OPP are requesting an Events By-law be considered for The Blue Mountains, the Town already having enacted a Roads Event By-law.

Ron then noted it was intended to set out guidelines for the operation of such events, including providing organizers knowledge of where to seek approvals.

Councillor McGee then noted concern with regulation of all events rather than the few such a By-law was intended to regulate, further questioning how an organizer of for example a church bazaar would know whether they required a permit.

Charlie then noted the Collingwood By-law contained an attendance provision above which a permit is required.

John continued the definition of an event will be very important so as to capture events that are intended to be regulated and permit events that are of no concern.

Charlie then noted the draft By-law exempts events organized by Town Boards or sponsored by the Town and the Parks Use By-law would regulate events on public lands.

Councillor McKean then noted By-law definitions could be reviewed with perhaps a maximum occupancy applied, Charlie noting public safety at large events is the primary focus of the proposed By-law.

Councillor Martin then noted the By-law requires some re-wording to eliminate vagueness and uncertainty and the addition of a pre-amble that spells out Council's intent.

Michael further noted a section that specifically exempts certain events would be of benefit.

Councillor McGee then questioned if the By-law could be a By-law enacted by the Police Services Board, Michael noting he believed such a By-law would be better enacted through the Town for enforcement as required, with revisions as noted.

Chair Gamble then noted the OPP and Staff could further consider a second draft of the By-law for report back.

C. Staff Reports

C.1 2008 Grants and Donations Application, CEDC.08.21

Communications and Economic Development Coordinator Lisa Kidd then reviewed the Report, noting the hockey program was a new proposal.

Councillor McKean then questioned if supervisors would be from Beaver Valley Community School, Lisa replying yes, John asking if they were trained in CPR and first aid, Lisa to confirm.

Councillor McGee then questioned if the Town Youth Advisor would be involved, Lisa noting it was proposed as a school program to operate under the Principal.

Chair Gamble then questioned the facility rental rate, Lisa noting the rate would be whatever is applicable for the time booked.

The Committee then dealt with the following Recommendation:

Moved by: John McKean Seconded by: Michael Martin

THAT Council receive Staff Report CEDC.08.21 '2008 Grants and Donations Application' for information purposes; and

Rob noted in 2009 the Tangible Capital Asset program will have to be audited which will increase audit fees.

Chair Gamble then questioned area municipal audit costs, Rob to research. Rob noted a Request for Proposal will be circulated for the 2009 audit.

Councillor McKean then suggested a multiple year framework may be of benefit for continuity, Rob noting a contract would typically run 3 to 4 years.

The Committee then dealt with the following Recommendation:

Moved by: John McGee Seconded by: John McKean

THAT Council accept Staff Report FS.07.53, "Appointment of a Municipal Auditor" and

THAT Council appoint BDO Dunwoody for a one year period at an estimated cost of \$46,000 to audit the accounts and transactions of the municipality for 2008, Carried.

C.4 Town Owned Property, Part Lot 23, Concession 12, Lot 1, Plan 355, Hamlet of Heathcote, PL.08.124

Peter then reviewed the Report, noting a request had been made by the owner of a well installed on the property to purchase the property with Town Staff noting little reason for the Town to retain the property, with a larger riverfront access parcel recently having been obtained by the Town.

Councillor McKean then noted it is probably preferable for the Town to dispose of the land given the well installation, questioning if it should first be offered to the Conservation Authority or Grey County or perhaps the adjacent landowner, who may not be interested in the well.

Peter then noted the well owner had offered the assessed value of the land for purchase, Rob noting the property was assessed at \$12,750.00 with increases phased on over four years to total \$15,800.00.

Councillor Martin then noted there should be an easement for the waterline installed across the roadway from the well.

Michael then questioned if the land is deemed surplus will it be first offered to public agencies, Peter noting they could first be consulted.

The Committee then dealt with the following Recommendation:

Moved by: John McKean Seconded by: John McGee

THAT Council receive Planning Staff Report No. PL.08.124, entitled “Town Owned Property, Part Lot 23, Concession 12, Lot 1, Plan 355, Hamlet of Heathcote”; and

THAT Council deem the land to be surplus to the needs of the Corporation and that the lands are to be conveyed through the procedure of the “Sale and Other Disposition of Land” Policy, Carried.

C.5 Thornbury Business Improvement Area (BIA) Board of Management Appointment, A.08.14

The Clerk then reviewed the Report, Chair Gamble questioning if the names were supplied from the BIA, the Clerk replying yes.

The Committee then dealt with the following Recommendation:

Moved by: John McKean Seconded by: John McGee

THAT Council receive Staff Report A.08.14, “Thornbury Business Improvement Area BIA) Board of Management Appointment” and appoint the following BIA members to the Board of Management for the term of Council;

- John Bailey
- George Matamoros
- Meredith Brown
- Terry McWhirter
- Ted DeCorso

It being noted Councillor Cameron Kennedy was previously appointed as Council representative to the Board for the term of Council, Carried.

C6 Joint Accessibility Plan – 2008 Update, A.08.15

The Clerk then reviewed the Report, noting the recently approved and tendered Parks Maintenance building will be barrier-free and was added to the Municipal Facilities Inventory as a 2008 project.

The Committee then dealt with the following Recommendation:

Moved by: John McGee Seconded by: Michael Martin

THAT Council receive Report A.08.15, “Joint Accessibility Plan – 2008 Update” and further does adopt the attached Municipal Facilities Inventory for forwarding to the County of Grey for inclusion as an Appendix to the Joint Accessibility Plan as part of the 2008 Plan update, Carried.

D. Correspondence

None

E. New and Unfinished Business

None

D. Correspondence

None

F. Next Meeting Date

December 16, 2008, being Chair Gamble's birthday, 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 December 16, 2008, 2:00 pm or at the call of the Chair, Carried.