

## Minutes - Finance and Administration Committee



**MEETING DATE:** December 20, 2005, 5:00 pm  
**LOCATION:** The Blue Mountains Council Chamber  
**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.
- Approval of Agenda  
Moved by: Gail Ardiel                      Seconded by: Ellen Anderson  
THAT the Agenda of December 20, 2005 be approved as circulated, including any items added to the Agenda, Carried.
- Declaration of Pecuniary Interest  
No member declared a pecuniary interest with any matter listed on the Agenda.  
  
Councillor Martin then attended the meeting with no declaration of pecuniary interest.
- Previous Minutes – November 15, 2005  
Moved by: Ellen Anderson              Seconded by: Gail Ardiel  
THAT the Minutes of November 15, 2005 be adopted as circulated including any revisions to be made, Carried.

### B. Deputations / Presentations

None

### C. Staff Reports

1. **Firefighters – On Call Pay, CAO.05.34** DC

As Firefighters Association President and Chief Ron Doherty were in attendance it was the Committee's pleasure to hear Bryan review background information from initial discussion commenced in 2004.

Town CAO David Creech then reviewed related information leading to the Report Recommendations.

Ellen noted previous discussion of the matter was held at the Committee and then matter had been neglected until now, Bob adding figures from the surrounding area may not reflect the situation in The Blue Mountains.

The following Resolution was then presented:

Moved By: Ellen Anderson                      Seconded By: Gail Ardiel

THAT this Committee does hereby receive and adopt Staff Report CAO.05.34, "Firefighters – On Call Pay" and further does support the Recommendations contained therein, being:

1. That Council does approve the on call pay for Firefighters be increased from \$35.00 per day to \$70.00 per day, effective January 1, 2006; and
2. That Council does approve that these rates be increased on an annual basis by the same % of Town staff salaries.

Carried.

**2. Realignment of Treasury Department – Financial Services Department,**  
CAO.05.36 DC

Mayor Anderson then noted support for the proposed realignment, Gail requesting clarification of the proposed titles and division of tasks. Town CAO David Creech then clarified all tasks noted were being addressed at present with the establishing a formal structure and focus for tasks.

Town Treasurer Chris Fawcett then noted the Town auditors recommended additional focus on a formal purchasing function.

Chair Gamble then noted support for the Director of Finance position with increased focus on timely accounting and financial reporting.

Michael then questioned the organizational structure and levels, David noting the Managers would report to the Director, Chris adding implementation would occur over a period of time.

Chris then noted increased year-end reporting was occurring at present, David adding increased assessment value management was also occurring.



THAT this Committee does hereby receive and adopt Staff Report CAO.05.41, "Town Hall Space – Next Steps" and further does support the Recommendation contained therein, being:

1. That Council reconfirm the current Thornbury Town Hall site as the preferred location for the Town Hall; and
2. That Council approve the space needs projected for Town Administration purposes for the next 10 years of approximately 16,500 square feet; being an increase from current office space of approximately 6,000 square feet; and
3. That staff report back on the progress of the options for future building construction and financing by February 28, 2005.

Carried.

**4. Grey Highlands Funding Assistance for Alternative Energy Sources Research, CAO.05.44** DC

Town CAO David Creech then reviewed the Report, noting Grey Highlands had completed a great deal of work to date on the issue through Jones Consulting and the funding assistance would act to offset benefits to The Blue Mountains in working with Jones. David noted background work included review of all types of alternative energy sources and development of municipal policy.

The following Resolution was then presented:

Moved By: Gail Ardiel Seconded By: Michael Martin

THAT this Committee does hereby receive and adopt Staff Report CAO.05.44, "Grey Highlands Funding Assistance for Alternative Energy Sources Research" and further does support the Recommendation contained therein, being that Council approves funding assistance in the amount of \$5,000.00 to the municipality of Grey Highlands for the preparation of background papers and research documents into alternative energy sources, Carried.

**5. Lease of Property – Mohammed Khan Reliance Distribution Services Inc., CAO.05.45** DC

CAO David Creech then reviewed the Staff Report and the following Resolution was then presented:

Moved By: Ellen Anderson Seconded By: Gail Ardiel

THAT this Committee does hereby receive and adopt Staff Report CAO.05.45, "Lease of Property – Mohammed Khan Reliance Distribution Services Inc." and further does support the Recommendations contained therein, being that Council



Moved By: Ellen Anderson

Seconded By: Gail Ardiel

THAT this Committee does hereby receive and adopt Staff Report SRB.05.23, "Livestock Valuer Claims" and further does support the Recommendations contained therein, being:

1. That Council approve Livestock Valuer payment of \$65.00 per occasion inclusive of mileage and out of pocket expenses; and
2. That Council approve advertising for an additional Livestock Valuer position.

Carried.

**9. Use of Town Logo – Collingwood & District Humane Society, SRB.05.24  
DF**

David Finbow then reviewed the Staff Report and proposed Humane Society brochure, recounting a recent CDHS meeting whereat the Society indicated they were not seeking any funding from the Town at this time and the following Resolution was then presented:

Moved By: Gail Ardiel

Seconded By: Ellen Anderson

THAT this Committee does hereby receive and adopt Staff Report SRB.05.24, "Use of Town Logo - CDHS" and further does support the Recommendation contained therein, being that Council authorize the use of the Town's logo on the Collingwood & District Humane Society (CDHS) Building Fund Campaign Brochure, Carried.

**D. Correspondence**

1. Georgian Sound Festival – Request for sponsorship/reduction in Hall rental costs

Moved By: Ellen Anderson

Seconded By: Michael Martin

THAT this Committee recommends that Council approve sponsorship in the amount of \$2,000.00 in 2006 for the 2006 Georgian Sound Big Band Festival as was done in 2005 and that a request for reduced rental fees at the Beaver Valley Community Centre be forwarded to the Recreation Committee for consideration and recommendation, Carried.

Town CAO David Creech noted the Committee should be clear on what is both a sponsorship request and BVCC rental reduction request.

2. BV Outreach – Request for transportation honorarium increase

Moved By: Michael Martin

Seconded By: Gail Ardiel

THAT this Committee recommends Council approve payment of the 2005 honorarium in the previously budgeted amount of \$1,040.00 with the 2006 honorarium be approved at \$25.00 per week for an annual total of \$1,300.00, Carried.

3. Looking Over Georgian Bay Map – promotion and advertising

Michael noted the Georgian Triangle Tourist Association is preparing a regional map for distribution this year and the Town provided significant support to the Association's operation, the Committee concurring not to recommend advertising in the Looking Over Georgian Bay map.

4. Maple Leaf Communications – Drug Facts magazine advertising

Michael noted the OPP provided an excellent drug education program for youth in the area, the Committee concurring not to recommend advertising in the Drug Facts magazine.

5. Town of Collingwood – “Port of Entry” status, regional airport

Moved By: Michael Martin

Seconded By: Gail Ardiel

THAT this Committee recommends Council support the Port of Entry application for the Collingwood Regional Airport, Carried.

6. AMO – Provincial Municipal Fiscal Gap

Received for information purposes.

**E. New and Unfinished Business**

1. Monthly Budget Variance Report – Revenue and Expenses

Chair Gamble noted it appeared to be good news in that the Town will be close to or better than break even at year's end, the Committee then receiving the Reports for information purposes.

2. Procedural By-law – Draft revisions (first circulated November 24, 2005)

The Committee then reviewed the draft revised By-law.

Michael recommended that Section 16, Notice of Motion be clarified that the intent be there is no discussion of the proposed Motion following giving of notice to bring forth, Town CAO David Creech clarifying the intent of Section 16 was only to indicate a Motion would be brought forth at a subsequent meeting for discussion.

Michael then noted it should be clarified a matter could be considered following notice with the approval of a majority of Council.

The Committee then clarified Committee membership and concurred to recommend the By-law be finalized and put before Council for consideration and approval.

David then clarified the issue of per diem payment, approved for payment for conferences and seminars and then approved for attendance at out of Town Committees. David recommended it now be considered that payment be approved for membership attendance at municipal association board meetings such as AMO, OGRA, OSUM, FCM, etc. David noted the associations could be approved by Council ahead of time or after the fact.

Michael noted he preferred a list of Council appointed Committees and Association memberships be prepared for pre-approval with a reference that any other Committee or Associations could be considered for approval by Council.

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

January 17, 2005, 2:00 pm

#### **G. Adjournment**

Moved by: Gall Ardiel                      Seconded by: Ellen Anderson

THAT this meeting do now adjourn, Carried.