

**COMMITTEE REPORT: FINANCE AND ADMINISTRATION COMMITTEE**

**MEETING DATE:** July 26, 2011  
**LOCATION:** Town Hall Committee Room  
**PREPARED BY:** Corrina Giles, Town Clerk

**A. Recommendations****C.1 Evaluation Framework For Funding Requests, CEDC.11.17**

THAT Council receive Report CEDC.11.17 "Evaluation Framework For Funding Requests" for information purposes; and

THAT Council approve the Evaluation Framework for Funding Requests as outlined herein, **CARRIED.**

**C.2 2011 Council Expense Guidelines, FIT.11.32**

THAT Council receive Staff Report FIT.11.32 "2011 Council Expense Guidelines" for information purposes; and,

THAT Council direct Staff to develop a policy as identified in Staff Report CAO.05.14 for review every four years, by March 31 of each election year, **CARRIED.**

**C.3 2012 Budget Timeline, FIT.11.33**

THAT Council receive Staff Report FIT.11.33, "2012 Budget Timeline" for information purposes, **CARRIED.**

**C.4 Semi Annual Financial Report – June 30, 2011, FIT.11.36**

THAT Council receive Staff Report FIT.11.36, "Semi Annual Financial Report - June 30, 2011", for information purposes, **CARRIED.**

**C.5 Monthly Flash Report – June, 2011**

THAT Council receive the Monthly Flash Report – June, 2011, for information purposes, **CARRIED.**

**D.1 Bruce Grey Medquest – Medical Camp funding request**

THAT Council of the Town of The Blue Mountains is not in a position to support the Bruce Grey MedQUEST program at this time due to budget constraints, **CARRIED.**

## **B. Attachments**

- C.1** Evaluation Framework For Funding Requests, CEDC.11.17
- C.2** 2011 Council Expense Guidelines, FIT.11.32
- C.3** 2012 Budget Timeline, FIT.11.33
- C.4** Semi Annual Financial Report – June 30, 2011, FIT.11.36
- C.5** Monthly Flash Report – June, 2011

**D.1** Bruce Grey Medquest – Medical Camp funding request

## **C. Public Meetings/Deputations**

None

## **D. New and Unfinished Business**

None

## **E. Future Meeting Dates**

August 23, 2011, 2:00 p.m., Town Hall Committee Room

**STAFF REPORT: Administration**



**REPORT TO:** Finance and Administration  
Committee  
**MEETING DATE:** July 26, 2011  
**REPORT NO.:** CEDC.11.17  
**SUBJECT:** Evaluation Framework for Funding  
Requests  
**PREPARED BY:** Lisa Kidd, Communications and  
Economic Development Coordinator

### **A. Recommendation**

THAT Council receive Report CEDC.11.17 "Evaluation Framework For Funding Requests" for information purposes; and

THAT Council approve the Funding Request Framework as outlined herein.

### **B. Background**

In 2008 Council approved implementation of a Grants and Donations Program to streamline the review and decision-making process for funding requests from community groups and business associations in The Blue Mountains.

Through this program Council receives requests from two types of not-for-profit entities:

- Not-for-profit business associations (i.e. Thornbury Business Improvement Area, The Blue Mountains Chamber of Commerce, Clarksburg Business Association, Blue Mountain Village Association)
- Not-for-profit community groups (e.g. the Beaver Valley Agricultural Society, the Canadian Cancer Society, the Girl Guides, the Golden Beavers, etc.)

The current eligibility requirements are as follows:

- Grants are given only to not-for-profit organizations which, in the judgment of the Finance and Administration Committee, make a unique contribution to the quality of life in our community.
- The event or activity for which funding is being sought, must be located in our community, and/or provide benefits for our local residents.
- The request for funding must meet one of the following criteria:
  - Seed Funds;
  - Special Event or Program; or
  - Unique Need.

- Organizations are only eligible for grants provided they demonstrate managerial expertise and good financial management.
- The Committee will give consideration to events and activities which:
  - Exhibit innovation;
  - Include community outreach and education;
  - Help create a sustainable community; and/or
  - Complement the Town's Budget Priorities and Strategic Plan.

Since 2008 Staff and Council have processed requests from both business associations and community groups through the same budget line. However, it has become increasingly challenging to fulfill all eligible requests for a number of reasons:

- The number of requests are increasing;
- The amount of each request is increasing;
- Requests for support of tourism events via business associations are increasing; and
- Business associations and community groups are competing for the same funds.

### **Proposed Evaluation Framework for Funding Requests**

Staff is of the opinion that a new evaluation framework is required to allow for a more effective way to process requests. Staff recommends that a new framework incorporate two streams of funding; the first for community groups and the second for business associations.

Staff proposes the following evaluation framework for funding requests from community groups:

- Every Fall, Staff seeks pre-approval from Council on the grants and donations budget to ensure that funding requests are brought before Council prior to the upcoming calendar year. This will ensure that successful applicants receive funding in a timely fashion.
- Fund operational costs only.
- Request applicant explain how the event/initiative/project aligns with one or more of the following Town endorsed plans:
  - Our Sustainable Path;
  - Red Hot and Blue;
  - Community Improvement Plan; and/or
  - Strategic Plan.
- Fund only not-for-profit organizations which, in the judgment of the Finance and Administration Committee, make a unique contribution to the quality of life in our community.
- Fund only events/ initiatives/ projects located in our community, and/or providing benefits for our local residents.
- Fund only those community groups demonstrating managerial expertise and good financial management.

Staff proposes the following evaluation framework for funding requests from business associations:

- During the budget process, provide each applicant an opportunity to prepare and present a 10-minute deputation to Council, identifying:
  - a business plan;
  - events/initiatives/projects for the calendar year; and
  - amount of request, including financial and in-kind support.
- Request applicant explain how the event/initiative/project aligns with one or more of the following Town endorsed plans:
  - Our Sustainable Path;
  - Red Hot and Blue;
  - Community Improvement Plan; and/or
  - Strategic Plan.
- Fund only not-for-profit business associations which, in the judgment of the Finance and Administration Committee, make a unique contribution to the quality of life in our community.
- Fund only events/initiatives/projects located in our community, and/or providing benefits for our local residents.
- Fund only those business associations demonstrating managerial expertise and good financial management.
- Following the deputation, Council direct Staff to include budget enhancement reports for such requests so that they become part of the budget decision-making process.

Staff anticipates this evaluation framework will work in conjunction with a forthcoming Events By-law which will identify class, type and economic impact of each event.

Staff notes that Council also receives requests for sponsorship (e.g. golf tickets, charity dinners, flag/hole sponsorship, ski hill sponsorship, etc.). Staff recommends as part of this framework that these requests continue to be brought forward to Council throughout the year through the Council Donations Budget, as budget permits.

Staff will continue to research and consider other best practices, identify the efficacy of the framework for both stakeholders and Town Council and offer amendments and improvements to the process as required.

Staff is of the opinion that, pending approval from Council, this framework be implemented immediately in preparation for the 2012 Budget year.

### **C. The Blue Mountains' Strategic Plan**

- 6.5 Involve the community, business sector, developers, public partners and others in the ongoing work of the municipality
- 6.6 Implement processes for continuous improvement

#### **D. Environmental Impacts**

None.

#### **E. Financial Impact**

There is no financial impact with respect to the framework itself. However, requests for funding processed through this framework will have a budget impact, determined annually through the budget process.

#### **F. Attached**

None.

Respectfully submitted,

---

Lisa Kidd  
Communications and Economic Development Coordinator  
Town of The Blue Mountains  
519-599-3131 ext 282  
[lkidd@thebluemountains.ca](mailto:lkidd@thebluemountains.ca)

**STAFF REPORT:** Finance & IT Services



**REPORT TO:** Finance & Administration  
**MEETING DATE:** July 26, 2011  
**REPORT NO.:** FIT.11.32  
**SUBJECT:** 2011 Council Expense Guidelines  
**PREPARED BY:** Robert Cummings, CMA  
Director of Finance & IT Services

#### **A. Recommendations**

THAT Council receive Staff Report FIT.11.32 "2011 Council Expense Guidelines" for information purposes; and,

THAT Council direct Staff to develop a policy as identified in Staff Report CAO.05.14 for review every four years, by March 31 of each election year.

#### **B. Background**

Council enacted By-law 2006-06, being a By-law to establish a Compensation and Expense Policy for the Mayor and Members of Council, on January 9, 2006.

The guidelines attached to that By-law have been revised since its enactment with changes to mileage rates.

Attached to this Report are the revised Guidelines dated July 2011. Staff is in the process of reviewing the guidelines and developing a policy for use by all members of Council. The Policy will be brought back to a subsequent Finance & Administration Committee meeting for recommendation to Council.

#### **C. The Blue Mountains' Strategic Plan**

Ensuring long-term financial sustainability

#### **D. Environmental Impacts**

N/A

#### **E. Financial Impact**

Nil

#### **F. Attached**

July 2011 Guidelines for the Reimbursement of Expenses for Mayor and Council

Respectfully submitted,

---

Robert Cummings, CMA  
Director of Finance & IT Services

For more information, please contact:

Robert Cummings, CMA  
Director of Finance & IT Services  
[rcummings@thebluemountains.ca](mailto:rcummings@thebluemountains.ca)

# **Guidelines for the Reimbursement of Expenses for Mayor and Council**

**July 2011**

The following Guidelines are provided as general information for use by Mayor and Council. All expenses will be reimbursed at 100% of cost unless otherwise noted.

## **A. General Principles**

1. Reimbursement for per diem allowances and expenses will only be made to the Mayor and Councillors based on these guidelines. (See By-law 2006-06 for authority)
2. Per Diem allowances or expenses not covered by these guidelines will not be reimbursed by the Town unless approved by Council.
3. All expenses being reimbursed are to be based on "reasonable actual costs" incurred; per diems are for actual days of the event.
4. If there is a misunderstanding with any reimbursement request, the Director of Finance and the Mayor will determine a reasonable solution.

## **B. Conferences and Seminars**

1. Members of Council are encouraged to attend two (2) conferences or seminars per calendar year.
2. Additional conferences or seminars may be attended with specific approval of Council.

## **C. Per Diems**

1. For attendance at out of Town conferences and seminars.
2. For attendance at out of Town "Council Approved" Committees, including those listed below:
  - Blue Mountain Watershed Trust Foundation
  - Grey Sauble Conservation Authority
  - Georgian Triangle Tourist Association
  - Collingwood General & Marine Hospital
  - The Blue Mountains & Meaford Physician Recruitment & Retention
3. For attendance at Boards or Committees of the following Municipal Associations subject to Council's prior approval of seeking appointments to these Boards or Committees:
  - Federation of Canadian Municipalities (FCM)
  - Association of Municipalities of Ontario (AMO)
  - Ontario Small Urban Municipalities (OSUM)

- Ontario Good Roads Association/Rural Ontario Municipal Association (OGRA/ROMA)
  - Great Lakes / St. Lawrence Cities Initiatives (GLSLCI)
4. For attendance at other meetings or events outside of the Town boundaries as approved by Council.
  5. Town per diem will not be paid or “is not available” if the Committee or Board pays a per diem directly to the members, ie. NVCA
  6. The daily allowance is \$110; the half day allowance is \$75.

**D. Accommodation**

1. Costs for hotel room while attending Conferences or Seminars.

**E. Meals**

1. Costs for meals while attending conferences or seminars including food, all refreshments, gratuities and taxes.

**F. Travel**

1. Costs for travel for business purposes such as mileage at current Town rates; train, bus and taxi fares; economy airfare. Current mileage rate is \$0.45 per kilometre.

**G. Other**

1. Costs for meals while entertaining Town guests.
2. General promotional items are available from the Administration Department for Town guests or special events on a reasonable, as needed basis (Town pins, hats, pens, clothing)
3. Costs for tickets for special events when Council has approved the purchase of the tickets.

**STAFF REPORT: Finance & IT Services**



**REPORT TO: Finance & Administration**  
**MEETING DATE: July 26, 2011**  
**REPORT NO.: FIT.11.33**  
**SUBJECT: 2012 Budget Timeline**  
**PREPARED BY: Robert Cummings, CMA**  
**Director of Finance & IT Services**

**A. Recommendations**

THAT Council receive Staff Report FIT.11.33 “2012 Budget Timeline” for information purposes.

**B. Background**

The Town’s previous approach to the budgeting process has changed slightly for the upcoming budget season based on feedback from the July 14, 2011 Council Meeting. These changes will have an effect on the delivery time for the 2012 budget.

Although the technique may be changing slightly in how the Town will review budgets, the methodology and philosophy of how the budget is prepared has not changed. The 2012 budget will be approached with the past philosophy being:

Proactive – 3-year Operating and 5-year Capital budget that includes a review of options on service delivery.

Base Budget – the budget document and changes to rates will be based on existing levels of service. Any change in services will be in the form of an enhancement report presented to the respective committee for a direction.

Balance – the budget must balance the affordability of provided services with the long term financial sustainability of the Town. Factors such as growth, current economic conditions and current asset condition are certain to have an impact.

Additionally, the 2012 budget will be reviewed electronically. There will be no large budget binders prepared for the review of the budgets by Council. Committees and the public will be able to access budget information in electronic files available for Committee meetings.

Finally, the timeline for delivering the 2012 Budget is a critical item in the processing of financial information for the Town. The plan is to have an adopted 2012 budget by mid-December. This will allow for the budget to be in place for the respective fiscal year and allow operations and purchasing sufficient time to plan for their work. The 2012 Budget timeline is attached with a description of the expected work and the time it will be completed.

**C. The Blue Mountains' Strategic Plan**

Ensuring long-term financial sustainability

**D. Environmental Impacts**

N/A

**E. Financial Impact**

Nil

**F. Attached**

1. 2012 Budget Timeline
2. 2012 Budget Timeline Chart of Responsibility

Respectfully submitted,

---

Robert Cummings, CMA  
Director of Finance & IT Services

## 2012 Budget Timeline

Task	Due Date
Finance & IT Services Staff distribute 2012-2013 Data to SMT & SAM for review and input of 2014 data	July 18, 2011
All information from SMT & SAM pertaining to Capital and Operating Changes provided to Finance & IT Services	August 15, 2011
Capital & Operating Budget Review with SMT & SAM	August 22 to September 9, 2011
Service Delivery Review Considerations	September 15, 2011
Final Draft Budget to Serena for creation of Electronic Budget Document	September 13, 2011
Draft Electronic Budget Document distributed to SMT	September 16, 2011
SMT Review of Draft Budget	September 22 & 23, 2011
Final Draft Budget Documents to Serena for creation of Electronic Budget Document	October 3, 2011
Distribution of Electronic Budget to Council, Committee, SMT & SAM	October 12, 2011
Budget Meetings	November 3, 2011
Public Meeting Notice on Website and local newspapers	November 9, 2011
Statutory Public Meeting	November 28, 2011
Budget By-law Enacted by Council	December 12, 2011

**The Blue Mountains  
Budget Process Timeline  
for Fiscal Year 2012**

Week Ending (Friday)		08-Jul	15-Jul	22-Jul	29-Jul	05-Aug	12-Aug	19-Aug	26-Aug	02-Sep	09-Sep	16-Sep	23-Sep	30-Sep	07-Oct	14-Oct	21-Oct	28-Oct	04-Nov	11-Nov	18-Nov	25-Nov	02-Dec	09-Dec	16-Dec				
Task/Activity/Milestone	End Date																												
<b>Pre-Budget</b>																													
Establish Budget Process	Jul 26																												
Establish Budget timeline	Jul 16																												
Update Budget tools	Jul 16																												
Budget format and structure	Aug 16					<i>minor adjustments</i>																							
<b>1st Draft Phase</b>																													
Data to SMT & SAM																													
Data from SMT & SAM to Finance																													
Staff prepare service delivery reports to committees																													
Committees report to Council on service delivery review considerations and options	Sep 15																												
Review Capital & Operating Budgets with SMT & SAM																													
SMT & SAM Revise Projects as needed																													
<b>2nd Draft phase</b>																													
Electronic Budget Document created																													
Budget Document to SMT	Sep 16																												
SMT Review of Budget																													
SMT & SAM Revise Projects as needed	Sep 22/23																												
Electronic Budget Document revised/updated																													
<b>3rd Draft phase</b>																													
Distribute to Committees & SMT																													
Committees review respective budgets																													
Budget Meetings in open session - committee delivers budget																													
Public Meeting notice to paper	Nov 9																												
Statutory Public Meeting at Council	Nov 28																												
Budget By-law enacted by Council	Dec 12																												
						Council Action Required																							
						Committee Action Required																							
						SMT & SAM Action Required																							
						Finance & IT Services Staff Action Required																							



**REPORT TO:** Finance and Administration  
**MEETING DATE:** July 26, 2011  
**REPORT NO.:** FIT.11.36  
**SUBJECT:** Semi Annual Financial Report – June 30, 2011  
**PREPARED BY:** Robert Cummings, Director of Financial & Information Services

**A. Recommendations**

THAT Council receive Staff Report FIT.11.36, “Semi Annual Financial Report - June 30, 2011”, for information purposes.

**B. Background**

Financial Services Staff provide a Monthly Financial Report for review by the Finance and Administration Committee and receipt by Council. The attached documentation provides Council information on the financial activity that the Town has undertaken in relation to the 2011 Approved Budget.

Staff has examined the fiscal position of the Town’s operations to June 30, 2011. Staff are forecasting the following Year end variances:

Tax Supported Departments	\$ 98,000 unfavourable variance
User Fee Supported Operations (Building and Harbour)	\$ 75,000 unfavourable variance
User Rate Supported (Water and Wastewater)	\$ 250,000 unfavourable variance

**Tax Supported Departments**

The first page of the semi-annual report represents tax supported departments’ financials for the first half of the 2011 fiscal year. The total year-to-date actuals at this point is \$812 k. This is largely due to the seasonality of Town business. Revenues have not been realized due to timing of the service, for example Ice Rentals from September to December.

**User Fee Supported Operations (Building and Harbour)**

The second page of the semi-annual report represents the user fee and rate supported departments’ financials for the first half of the 2011 fiscal year. The expected year-end forecast for user fee supported departments is a \$75k unfavourable variance made up from the Building department operations.

**User Rate Supported (Water and Wastewater)**

On the second section of the second page of the semi-annual report, the user rate supported departments’ financials for the first half of the 2011 fiscal year are shown. The expected year-end forecast for user rate supported departments is a \$250k unfavourable variance made up of a shortfall in revenue from water and wastewater billings of \$150k and 100k respectively.

### **C. The Blue Mountains' Strategic Plan**

Providing a strong, well managed municipal government.

### **D. Environmental Impacts**

Supporting environmentally sound decisions

### **E. Budget Impact**

Operations is projecting a unfavorable variance due to staffing adjustments and a decrease in the Ontario Municipal Partnership Fund (OMPF) funding for the year.

### **F. Attached**

1. Summary Semi-Annual Report – Tax Supported & User Fee Supported

Respectfully submitted,

---

For more information, please contact:  
Robert Cummings, Director of Financial & Information Services  
[rcummings@thebluemountains.ca](mailto:rcummings@thebluemountains.ca)  
519-599-3131 x245

The Blue Mountains  
Semi-Annual Financial Report  
June 30, 2011

Att. 1

Service Area	Approved 2011 Budget	Net Actual as of June 30, 2011	Net Budget as of June 30, 2011	Year to Date Variance	Projected 2011 Variance (Brackets indicate a favourable variance)	Comment
<b>User Fee Supported Expenses</b>						
Building & Harbour Expenses	\$ 1,125,491	\$ 463,586	\$ 562,746	-\$ 99,159.50	0.00	No Variance expected, Harbour has \$5,000 of fuel purchased at this time, with the Budget at \$57,000 for the year.
Building & Harbour Revenue	\$ 1,125,491	\$ 491,684	\$ 562,746	-\$ 71,062.00	\$ 75,000.00	Unfavourable variance for Building Permit Fees and a shortfall with seasonal Harbour rental revenue.
<b>Total User Fee</b>	<b>\$ 2,250,982</b>	<b>-\$ 28,098</b>	<b>0.00</b>	<b>-\$ 28,098</b>	<b>\$ 75,000</b>	
<b>User Rates Supported Expenses</b>						
Water Expenses	\$ 3,281,608	\$ 1,498,471	\$ 1,640,804	-\$ 142,333.29	0.00	No variance expected, Expenses will be on track for the end of the year.
Water Revenues	\$ 3,281,608	\$ 1,429,243	\$ 1,640,804	-\$ 211,561.00	\$ 150,000.00	Unfavorable variance due to water conservation. Peak Water Demand occurs during the third quarter.
<b>Total Water</b>	<b>\$ -</b>	<b>\$ 69,228</b>	<b>\$ -</b>	<b>\$ 69,228</b>	<b>\$ 150,000.00</b>	
Wastewater Expenses	\$ 2,346,856	\$ 1,312,301	\$ 1,173,428	\$ 138,873.00	0.00	No variance expected, Expenses will be on track for the end of the year.
Wastewater Revenues	\$ 2,346,856	\$ 1,196,145	\$ 1,173,428	\$ 22,717.00	\$ 100,000.00	Unfavorable variance due to Usage Revenue having a shortfall, but Private Waste Billings have an increase this year.
<b>Total Wastewater</b>	<b>\$ -</b>	<b>\$ 116,156</b>	<b>\$ -</b>	<b>\$ 116,156</b>	<b>\$ 100,000.00</b>	
Net Water Operations	\$ -	\$ 69,228	\$ -	\$ 69,228	\$ 150,000.00	
Net Sewer Operations	\$ -	\$ 116,156	\$ -	\$ 116,156	\$ 100,000.00	
<b>Total User Rates Supported</b>	<b>\$ -</b>	<b>\$ 185,384</b>	<b>\$ -</b>	<b>\$ 185,384</b>	<b>\$ 250,000.00</b>	<b>Projected 2011 Variance</b>

**Semi-Annual Financial Report  
June 30, 2011**

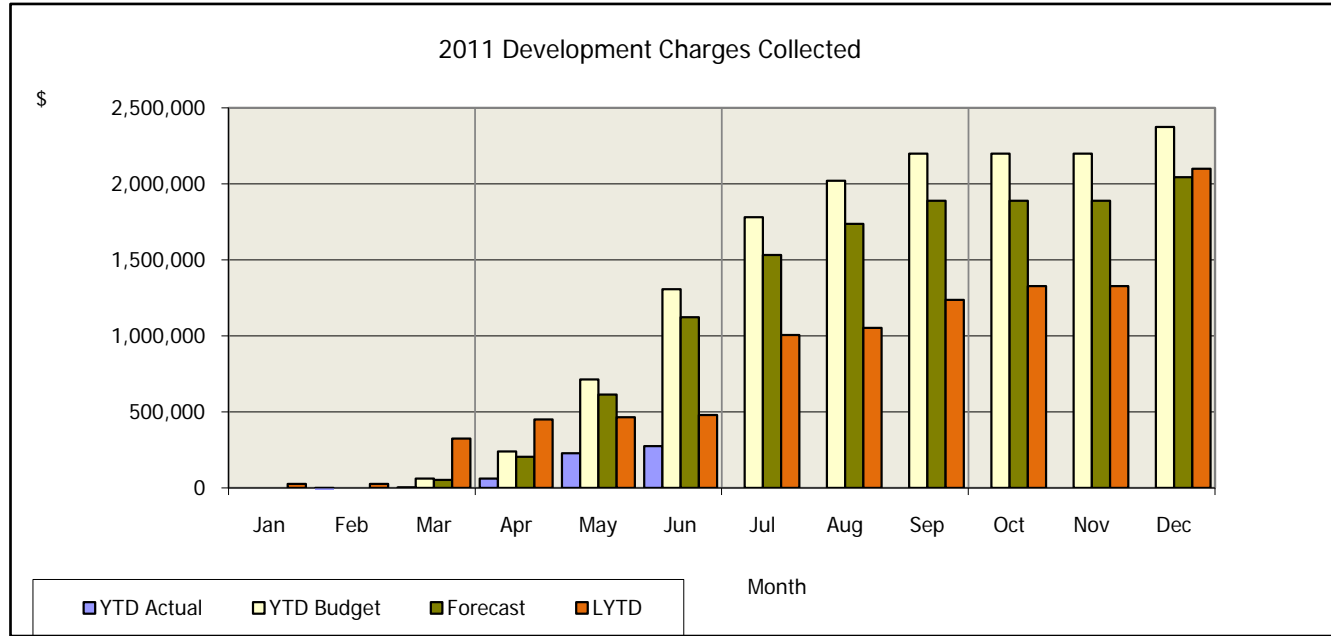
Att. 2

Department	2011 Budget	Year To Date Actuals	Year To Date Budget	Year to Date Variance	Projected 2011 Variance (Brackets indicate a favourable variance)	Comment
<b>Tax Supported Expenses</b>						
Council	\$ 188,787	\$ 81,288	\$ 94,394	\$ (13,106)	0.00	No variance expected
Office of the CAO	\$ 1,146,874	\$ 550,122	\$ 573,437	\$ (23,315)	\$ 75,000	Staffing Adjustments
Administration & Other	\$ 469,434	\$ 138,638	\$ 234,717	\$ (96,079)		No variance expected
Finance & IT Services	\$ 1,391,829	\$ 649,765	\$ 695,915	\$ (46,150)	\$ (12,000)	Favourable variance expected due to staffing.
Protection Services	\$ 2,876,690	\$ 1,447,508	\$ 1,438,345	\$ 9,163	0.00	No variance expected
Fire & Emergency Services	\$ 1,510,909	\$ 565,064	\$ 755,455	\$ (190,391)	0.00	No variance expected, Capital Funding for \$200,000 not completed as of June 30/11
Engineering & Public Works	\$ 4,815,734	\$ 2,502,871	\$ 2,407,867	\$ 95,004	0.00	No variance expected
Recreation/Parks/Cemetery	\$ 1,695,595	\$ 794,934	\$ 847,798	\$ (52,864)	0.00	No variance expected, Parks has full Staff as of July 1, 2011
Planning & Zoning	\$ 926,865	\$ 461,891	\$ 463,433	\$ (1,542)	0.00	No variance expected
Library	\$ 643,392	\$ 292,049	\$ 321,696	\$ (29,647)	0.00	No variance expected
<b>Total Tax Supported Expenses</b>	<b>\$ 15,666,109</b>	<b>\$ 7,484,130</b>	<b>\$ 7,833,055</b>	<b>\$ (348,925)</b>	<b>\$ 63,000</b>	
<b>Tax Supported Revenues</b>						
Taxation	\$ 10,759,056	\$ 5,098,473	\$ 5,379,528	\$ 281,055	0.00	Supplementary Tax for \$ 245,000 has not been billed as of June 30/11
Grants	\$ 1,964,478	\$ 808,177	\$ 982,239	\$ 174,062	\$ 35,000	Ontario Municipal Partnership Fund (OMPF) funding is \$35,000 less for the year
All Other	\$ 2,942,575	\$ 765,404	\$ 1,471,288	\$ 705,884	0.00	Some revenues have not been realized due to timing of the service, for example Ice Rentals from September to December
<b>Total Tax Supported Revenues</b>	<b>\$ 15,666,109</b>	<b>\$ 6,672,054</b>	<b>\$ 7,833,055</b>	<b>\$ 1,161,001</b>	<b>\$ 35,000</b>	
<b>Overall Total Tax Supported</b>					<b>\$ 98,000</b>	<b>Projected 2011 Variance</b>

**The Blue Mountains  
Monthly Flash Report -- Operating  
30-Jun-11**

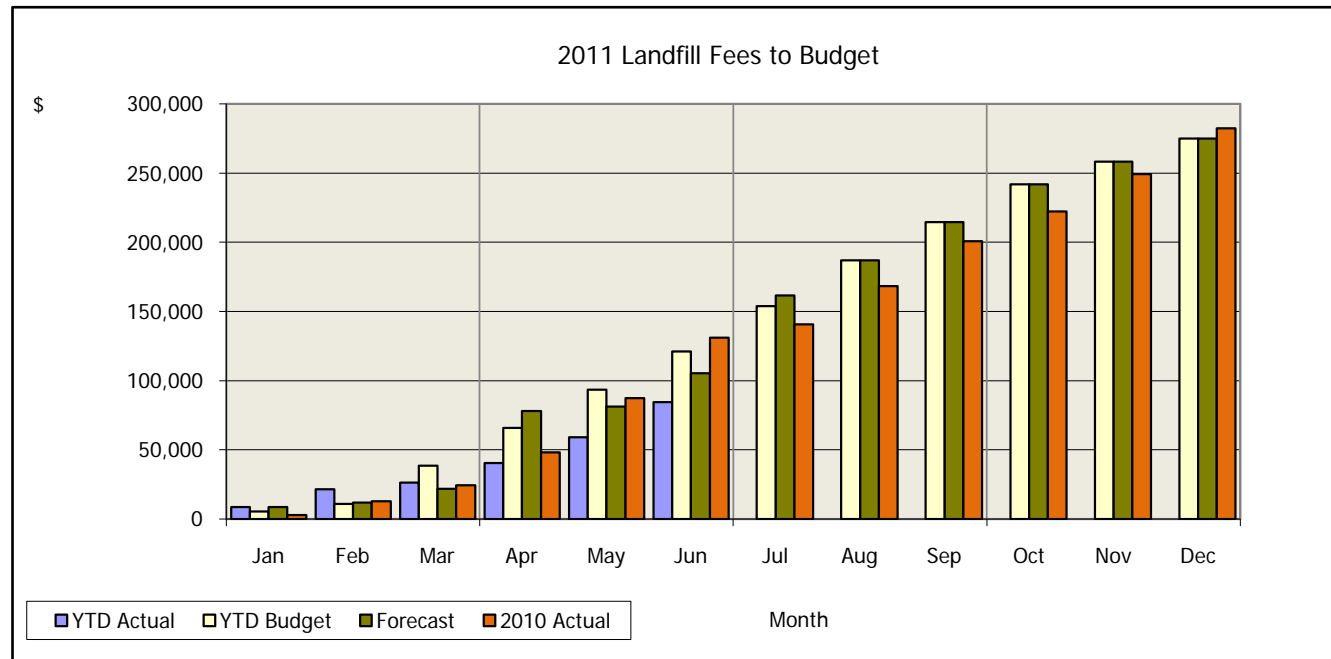
C.5

Development Charges Collected	Estimated D/C's	YTD Actual	% Collected	Forecast	Variance
	2,375,000	275,081	12%	2,042,500	2,099,919



Commentary
Development Charges collected in June were \$ 48,361
<b>Soft Services -Total \$ 13,863</b> General Government - \$ 1,792 Fire - \$ 2,618 Police - \$ 368 Public Works - \$ 1,132 Parks & Recreation - \$ 6,596 Library - \$ 1,357
<b>Hard Services - Total \$ 34,498</b> Roads - \$ 24,567 Water - \$ 2,203 Sewer - \$ 7,728

Landfill Site Fees	Annual Budget	YTD Actual	% of Budget	Forecast	Variance
	275,000	84,421	31%	275,000	190,579

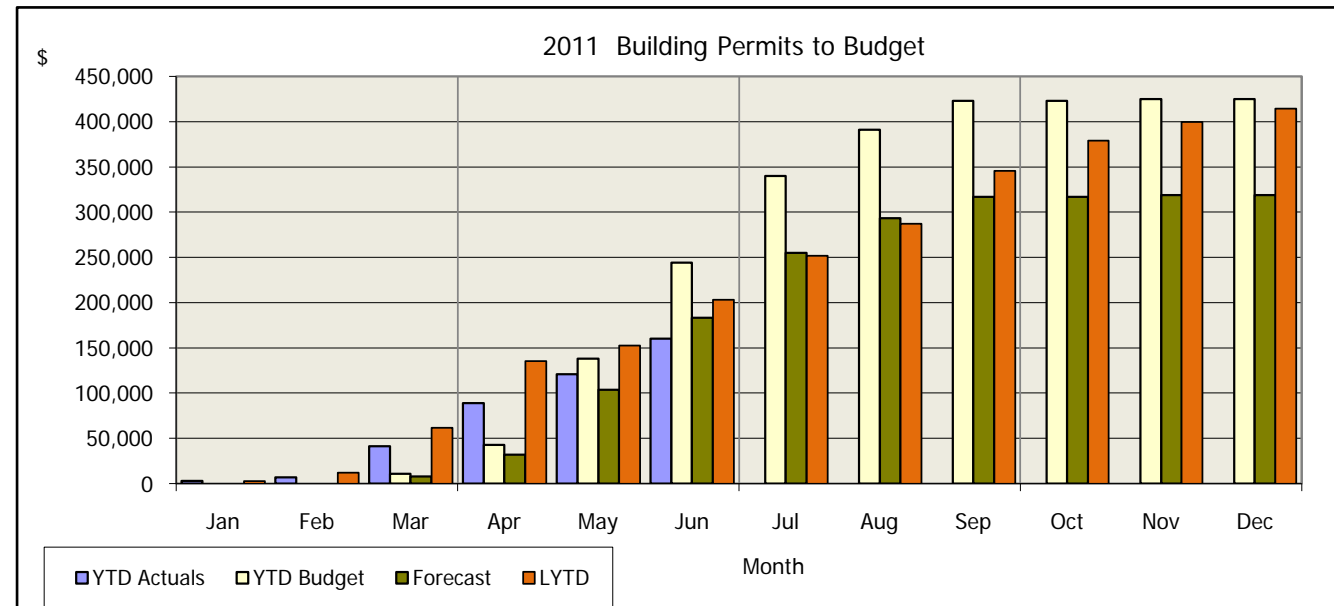


Commentary
Total Landfill site fees collected for June 2011 were \$ 25,187
June 2011 is \$ 25,187 compared to \$ 43,682 for June 2010.

Note: YTD Budget is an extrapolation of the Annual Budget based on estimated occurrence of transactions in our business cycle.

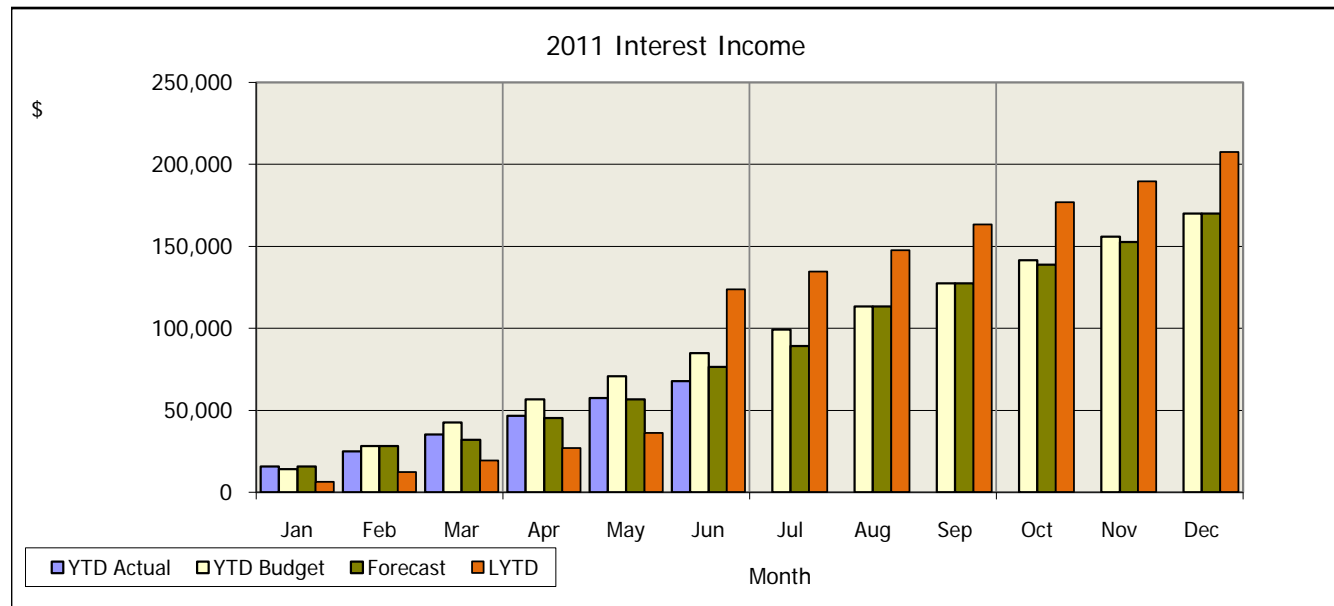
**The Blue Mountains  
Monthly Flash Report -- Operating  
30-Jun-11**

Building Permits	Annual Budget	YTD Actual	% of Budget	Forecast	Variance
	425,000	160,238	38%	350,000	264,762



Commentary
Total building permit fees collected for June 2011 were \$ 39,500
June 2011 is \$ 39,500 compared to \$ 50,596 for June 2010.
45 Permits were issued in June.
New forecast for the year for Building Permits, as we are only at 39% of Budget at June 30/11

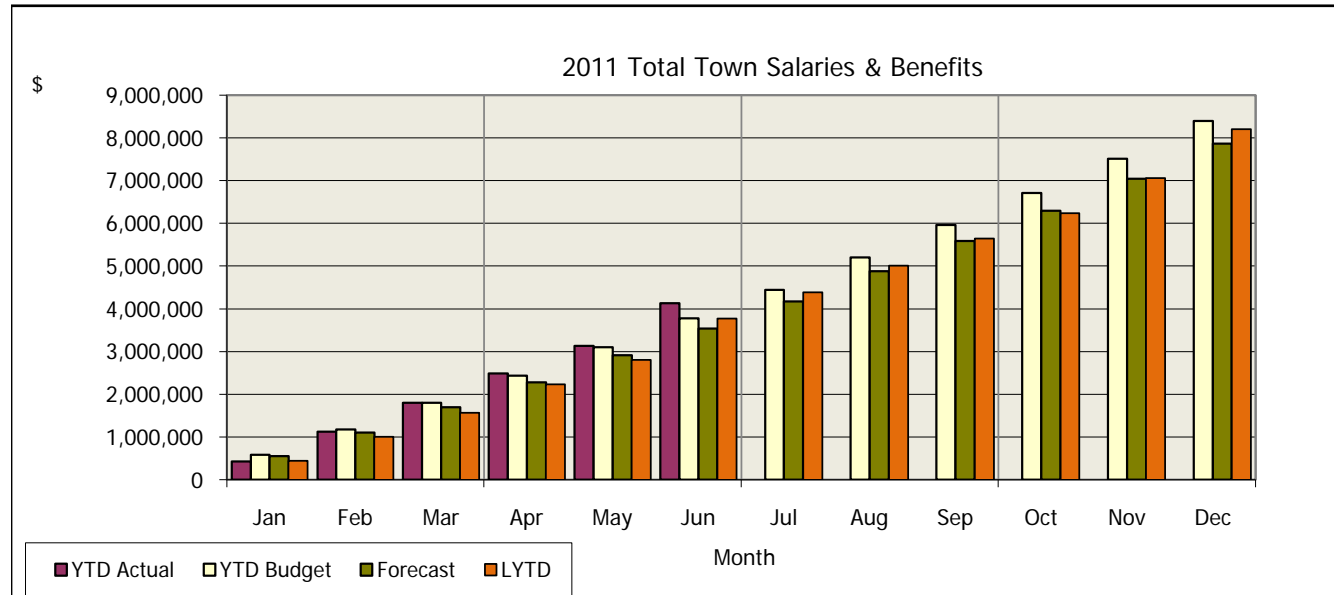
Interest Income	Annual Budget	YTD Actual	% of Budget	Forecast	Variance
	170,000	67,840	40%	170,000	102,160



Commentary
Operating Bank Account Balance at June 30, 2011 was \$ 5,271,008
County of Grey and School Board Levies were due on June 30 in the amount of \$ 5,661,461
Forecast remains unchanged at this time.

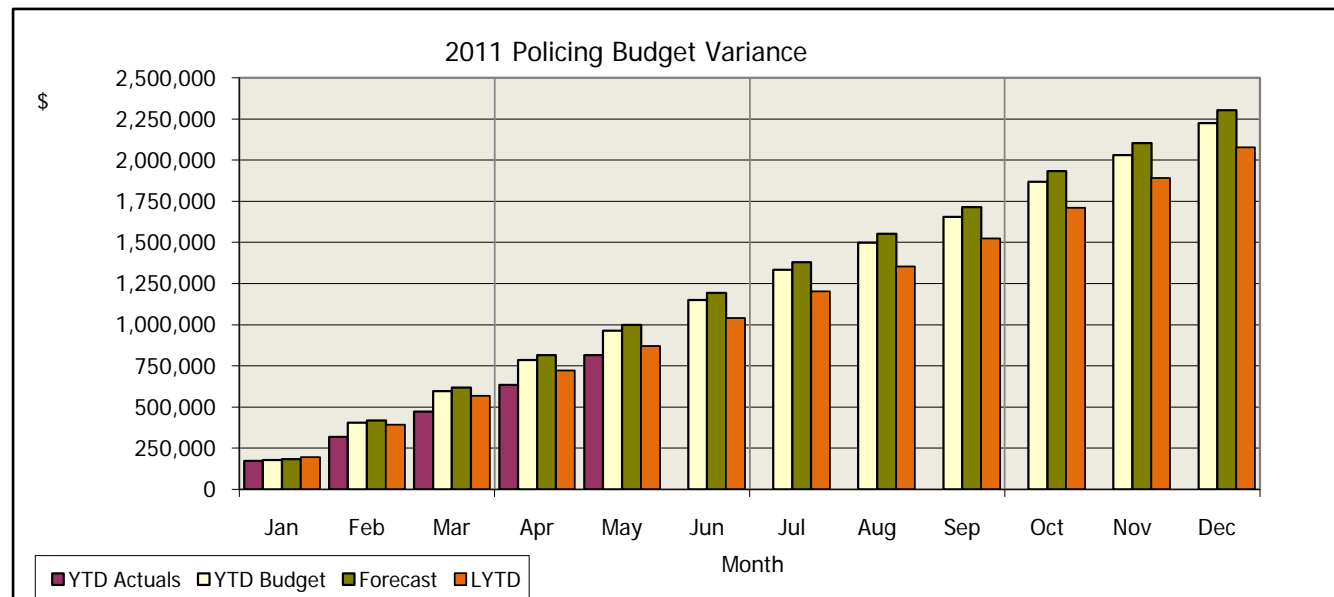
**The Blue Mountains  
Monthly Flash Report -- Operating  
30-Jun-11**

Total Town Salaries & Benefits	Annual Budget	YTD Actual	% of Budget	Forecast	Variance
	8,827,000	4,131,575	47%	8,827,000	4,695,425



Commentary
Salaries & Benefits for the month of June 2011 were \$ 997,067. (3 pay periods in June) These expenses are on track.

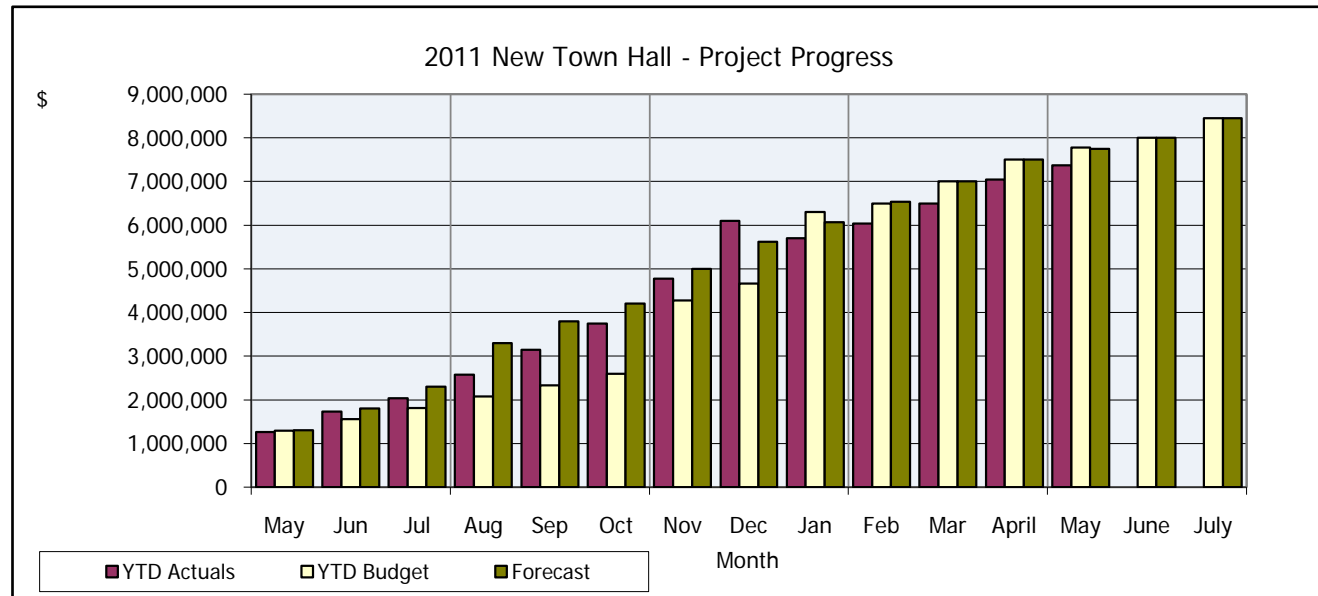
OPP Services	Annual Budget	YTD Actual	% of Budget	Forecast	Variance
	2,303,990	815,142	35%	2,303,990	1,488,848



Commentary
Information from the OPP will be provided at the end of the following month in order to be able to provide accurate statistics
Total hours for the month of May 2011 were 2,127. These are trending below budget for now.

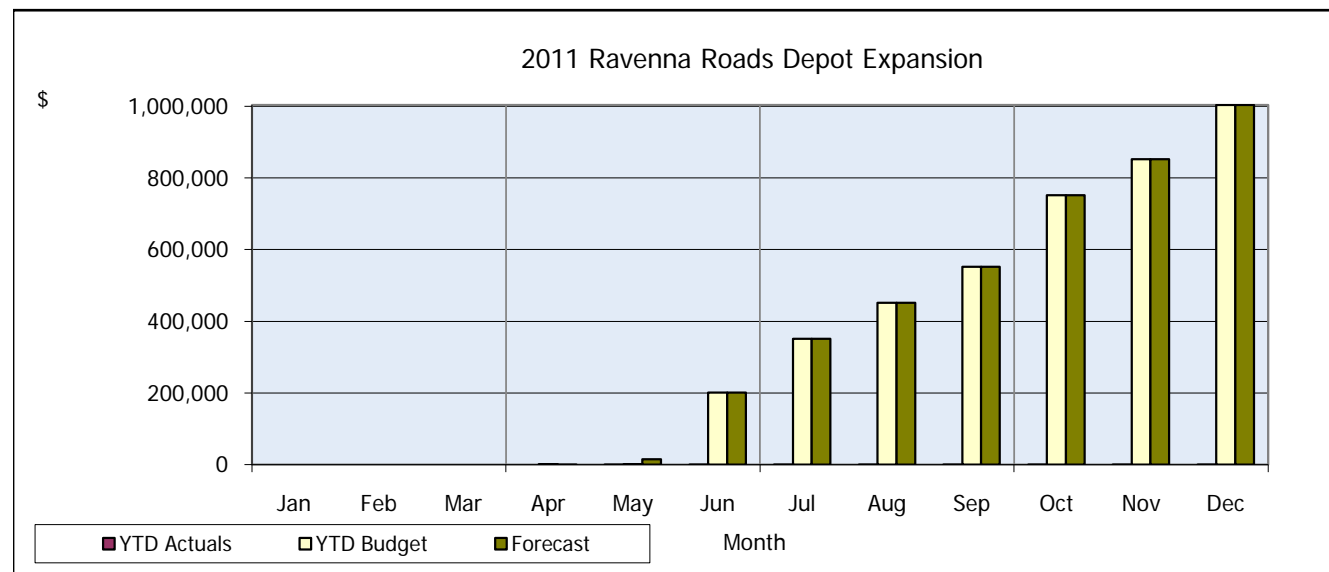
**The Blue Mountains**  
**Monthly Flash Report -- Capital**  
**30-Jun-11**

New Town Hall	Project Budget	Project Cost To Date			% of Project Budget
	8,448,000	8,029,452			95%



Commentary
The New Town Hall is substantially complete with landscaping and public walkways underway. Interior finishes are being completed. Occupancy was May 9/11.

Ravenna Roads Depot Expansion	Project Budget	Project Cost To Date	% Project Budget	Forecast
	1,003,750	-	0	1,003,750

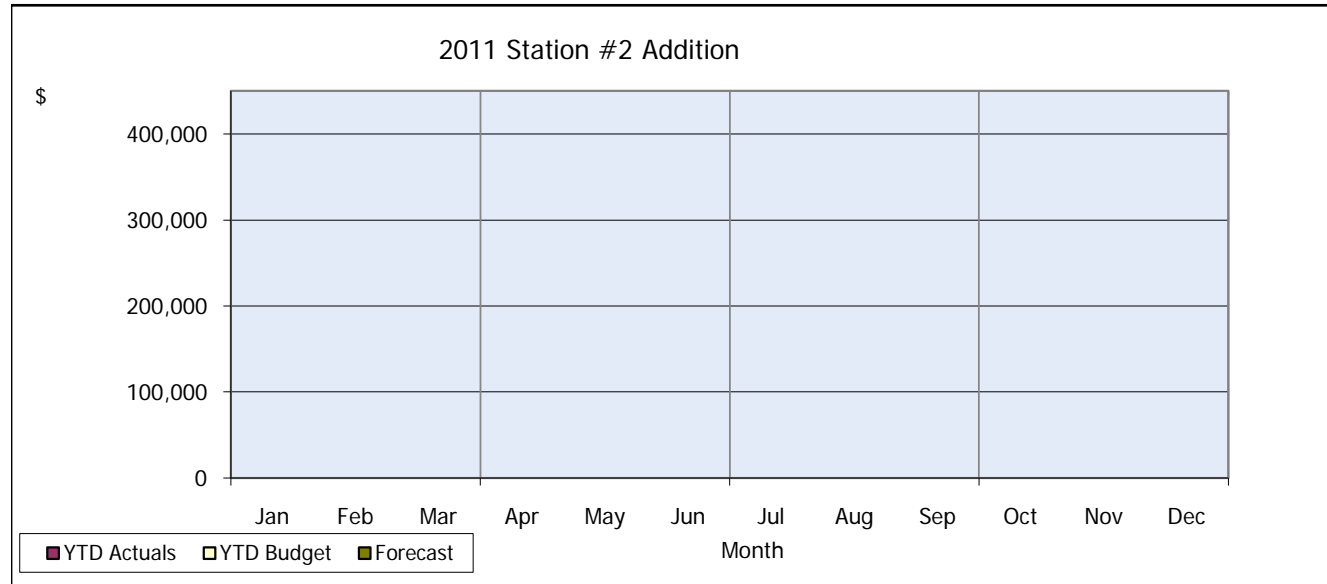


Commentary
We will be reporting on this project for 2011, there have been no expenses incurred to date.
The addition at the yard is expected to be 400 m <sup>2</sup> . Construction costs are based on \$135 per square foot.

**The Blue Mountains  
Monthly Flash Report -- Capital  
30-Jun-11**

**Station #2  
Addition**

Project Budget	Project Cost To Date	% Project Budget	Forecast	Variance
483,000	-	0	483,000	



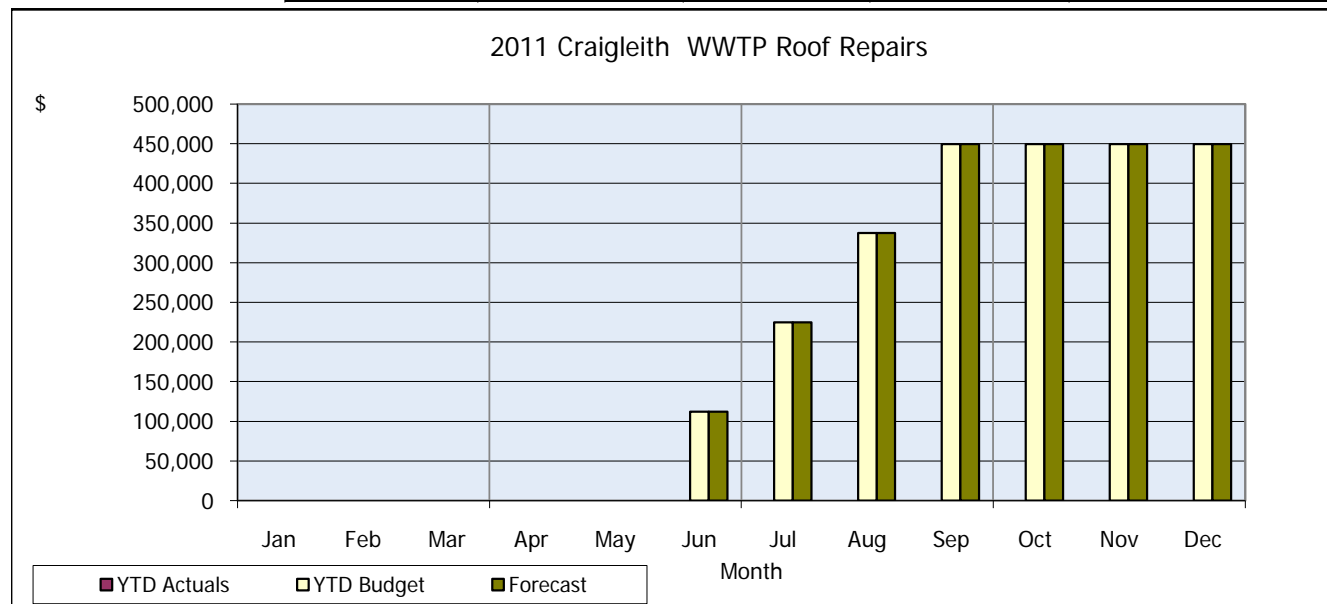
**Commentary**

We will be reporting on this project for 2011 once started. There have been no expenses incurred to date.

The present station is too small to accommodate all of the apparatus and equipment assigned to this location. Two additional truck bays are required to store the marine rescue boat, ATV and trailer and five fire vehicles.

**Craigleith WWTP  
Roof Repairs**

Project Budget	Project Cost To Date	% Project Budget	Forecast	Variance
450,000	-	0	450,000	



**Commentary**

We will be reporting on this project for 2011, no expenses incurred to date

The roof is nearly 30 years old and is a membrane roof with tar and gravel top. The roof is leaking and in order to protect the interior there is a requirement to replace the roof.

Tender was awarded to Crawford Roofing Corporation July 11/2011, on REPORT NO.: EPW.11.069 in the amount of \$ 279,000 excluding HST.

## Bruce Grey MedQUEST

*A community initiative in partnership with the Schulich School of Medicine & Dentistry*

### Five Year Summary: 2006 - 2010

The Bruce-Grey MedQUEST program hosted in Walkerton was launched by a volunteer committee during the winter of 2006. The purpose of the program is two-fold: to give high school students the opportunity to spend one week learning about various careers in health care in their own communities and to provide medical students, from the University of Western Ontario Schulich School of Medicine and Dentistry, with six weeks of clinical experience in a rural community.

*Committee  
Members  
2011*

*Chair:  
Myrna Inglis*

*Christine Brandt  
Cheryl Hopkins  
Kevin Kieffer  
Amanda Maxwell  
Dennis Ruetz  
Mary Tally  
Dr. Jacqui Wong*

During their time in the area, the medical school students, as counselors for the high school portion of the program or "camp", organize the program and job shadows for these students. It's during this one-week "camp" that a mock disaster is staged, involving emergency responders from several communities.

In the past five years, approximately 150 high school students have been exposed to health care careers through the MedQUEST program. Walkerton has played host to 15 medical school students, and the organizing committee, under the direction of chair Myrna Inglis, has volunteered hundreds of hours to make the program a success. Dozens of health care professionals have opened their offices and labs to students in the program, and countless emergency responders have aided in the five mock disasters, including members of Bruce County EMS; the Walkerton, Elmwood, Mildmay and Kincardine fire departments; and the South Bruce OPP; and SBGHC, Walkerton site. These mock disasters have tested the emergency preparedness plans for both Municipal and County organizations.

The MedQUEST program is responsible for fund-raising to offset their costs which include accommodations for the counselors and food for the high school students during the 1 week camp plus camp operating costs. Over the past five years, the Bruce-Grey program has received financial assistance and/or gifts in kind from the Municipalities of Brockton, South Bruce and Arran-Elderslie, through the Brockton and Area Physician Recruitment & Retention budget; as well as other municipalities and businesses. Funds have also been received from the Four County Labour Market Planning Board

In order to carry out another successful year, hosting three medical school students in the community and further exposing high school students to potential careers in health care, the program requires supplementary funds. Please consider making a donation to this worthwhile program.

Thank you for your time and consideration,  
Myrna Inglis, Chair

519-881-0586

MedQUEST Organizing Committee  
[walkertonmedquest@gmail.com](mailto:walkertonmedquest@gmail.com)