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**COMMITTEE REPORT: FINANCE AND ADMINISTRATION**



**MEETING DATE:** September 10, 2013  
**MEETING TIME:** 1:00 p.m.  
**LOCATION:** Town Hall Council Chambers  
**PREPARED BY:** Stephen Keast, Administrative Assistant

**A. Recommendations**

**B.1 Funding Operation Catsnip Request of Town – Charitable Receipts**

WHEREAS The Blue Mountains has supported in principle and by relevant by-law the “Operation Cat Snip” program;

AND WHEREAS private donations are being provided to fund this initiative;

AND WHEREAS The Blue Mountains has been asked to provide charitable donation receipts in the name of Operation Cat Snip, Council does hereby adopt the funding procedures as proposed, subject to any minor modifications that financial staff deem appropriate in order to assist this program and in order to provide assistance Council agrees to accept this initiative as a “Town Project”, **unanimously Carried.**

**C.1 Monthly Financial Report – July 2013, FIT.13.48**

THAT Council receive Staff Report FIT.13.48 “Monthly Financial Report – July 2013” for information purposes, **unanimously Carried.**

**C.2 Semi- Annual Financial Report – June 30, 2013, FIT.13.43**

THAT Council receive Staff Report FIT.13.43 “Semi Annual. Financial Report – June 30, 2013” for information purposes, **unanimously Carried.**

**C.3 The Blue Mountains Fire Department Second Quarter Report April – June 2013**

THAT Council receive The Blue Mountains Fire Department Second Quarter Report April – June, 2013, for information purposes, **unanimously Carried.**

**C.4 Support to Community of Lac-Megantic**

THAT the Town of The Blue Mountains provide a donation of \$500.00 from the Council Donation account to the Community of Lac-Megantic to assist in the cleanup from the recent rail disaster, **unanimously Carried.**

THAT the Town of The Blue Mountains requests the other 443 municipalities in Ontario consider a financial donation to the Community of Lac-Megantic, **unanimously Carried.**

**D.1 Georgian Triangle Hospice, Annual Dinner Partnership / Sponsorship**

THAT Council receive the Georgian Triangle Hospice correspondence and advise the group the Town is receiving applications to the 2014 Grants and Donations Program and encourage the group to apply to the Program, **unanimously Carried.**

**D.2 Georgian Trail Invoice**

THAT the Town of The Blue Mountains provide payment of the July 31, 2013 Georgian Trail Invoice, being the 2013 Contribution to Georgian Trail Board of Management, in the amount of \$23,024.00, **unanimously Carried.**

**D.3 Blue Mountain Ratepayers Association Correspondence**

WHEREAS the Blue Mountain Ratepayers Association (BMRA) have previously discussed with a sub-committee of Finance several relevant topics and subsequently has asked for clarification in certain areas, Council does hereby ask the Director of Finance to arrange a meeting with this group at a mutually agreeable time in which he and any staff he wishes to include will be present to reply to these questions and add clarification as needed and BMRA agrees to be respectful of staff time, **unanimously Carried.**

**B. Attachments**

**B.1a Operation Catsnip Request of Town**

**B.1b Funding Operation Catsnip Account**

**C.1 Monthly Financial Report – July 2013, FIT.13.48**

**C.2 Semi- Annual Financial Report – June 30, 2013, FIT.13.43**

**C.3 The Blue Mountains Fire Department Second Quarter Report  
April – June 2013**

**D.1 Georgian Triangle Hospice, Annual Dinner Partnership / Sponsorship**

**D.2 Georgian Trail Invoice**

**D.3 Blue Mountain Ratepayers Association Correspondence – The Fuzzy 5**

**C. Public Meetings / Deputations**

**B.1 Lyn Ronald, John Leckie, Al Fraser - Funding Operation Catsnip - Charitable Contributions**

**D. New and Unfinished Business**

The Women of 12 Thornbury Labyrinth group have requested the Town consider receiving donations and issue charitable donation receipts on behalf of the group.

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**E. Future Meeting Dates**

October 8, 2013, 1:00 p.m., Town Hall Council Chambers

**OPERATION CATSNIP**

**The purpose of our meeting on behalf of Operation Catsnip is to request the assistance of the Town Of Blue Mountains to issue tax receipts for financial donations of \$20.00 or greater as the project is effectively a Town supported project with Blue Mountain Veterinary Services (BMVS) as one of the Town’s designated operators of the feral cat program.**

**The relevant Town By-Laws are No. 2012-66 and 2012-68. Under 2012-66’s definition of “Pound” and “Poundkeeper” BMVS is so designated/appointed by the Town, along with the Georgian Triangle Humane Society.**

**While these By-Laws contemplate the “Trap/Neuter/Vaccinate/Return program and under certain circumstances to humanely destroy any sick or injured feral cat”, the By-Laws are silent with respect to the cost of undertaking these responsibilities. It is, however, contemplated that said program would be operated by volunteers as defined under By-Law 2012-68.**

**The operations of Operation Catsnip are funded presently by public donations and subsidized in part by BMVS. In order to facilitate donations, the ability to issue tax receipts is very important to the process of attracting financial donors. The cost of sterilizing/vaccinating a cat is approximately \$50.00 with no consideration for the cost of trapping and care prior to release. The goal is to raise \$6k annually bearing in mind that it takes time to deal with a feral cat population in an area as large and diverse as the Town of Blue Mountains and as such this program will span several years.**

**To be perfectly clear, this request is not for financial assistance from the Town as any donations collected in excess of \$20.00 would merely flow through Town Accounts to the Operation Catsnip program which would facilitate the issue of the appropriate tax receipt to the respective donors. In this regard we have drafted procedures relative to funding the Operation Catsnip program when donor funds flow via Town accounts. These proposed procedures would provide an audit trail supported by an annual Progress Report to enable Council to remain informed of the progress being made under the program. These procedures would remain subject to review/amendment by the Town’s Finance Department.**

**The Town has acknowledged that a feral cat program is advisable with regard to the health and safety of the citizens of the Town as well as the many tourist family visitors to our Town. We presently have the structure in place to accomplish the goals of a feral cat program but we clearly need the ongoing support of the Town to make the program successful via an expanded source of private donations. The receipting process contemplated is similar to that provided to the fundraising for the Moreau Dog Park, which we understand has been a successful project for the Town.**

**Thank you for allowing me to present this request for your consideration.**

**Dr. Tina Gray  
BMVS**

**FUNDING OPERATION CATSNIP**

**Should the Town agree to issuing tax receipts for donations of \$20.00 or greater I would envision the following procedures:**

- 1. Donors would make cheques payable to the Town of Blue Mountains with Operation Catsnip in the memo line and BMVS would deliver cheques to the Town with a list of: donor name and mailing address with the amount of donation. Cash donations of \$20.00 or greater would also be delivered to the Town with the donor name and mailing address. (Donations under \$20.00 or other funds raised through events or initiatives would also be delivered to the Town but would not require tax receipts.)**
- 2. Town would prepare tax receipts which would be picked up by BMVS for mailing with a thank you letter from BMVS .**
- 3. To draw on the donation account at the Town, BMVS would submit an invoice outlining the service provided. Invoices would cover the costs incurred by BMVS for treatment and care of feral cats .**
- 4. Town would review invoice and provide a cheque payable to BMVS re: Operation Catsnip.**
- 5. On an annual basis BMVS would provide a reconciliation of donations claimed via invoices with a covering summary of the progress made during the year by Operation Catsnip, with same Progress Report being tabled at a Council Meeting. This report would include the number of cats trapped, treated and released or otherwise.**

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**STAFF REPORT: Finance & IT Services**



**REPORT TO:** Finance & Administration  
**MEETING DATE:** September 10, 2013  
**REPORT NO.:** FIT.13.48  
**SUBJECT:** Monthly Financial Report – July 2013  
**PREPARED BY:** Robert Cummings, CMA  
 Director of Finance & IT Services

**A. Recommendations**

THAT Council receive Staff Report FIT.13.48 “Monthly Financial Report - July 2013” for information purposes.

**B. Background**

Finance provides financial updates for review by the Finance & Administration Committee and approval by Council. The attached documentation provides Council with year-to-date information on the financial activity of the Town in 2013.

Staff have examined the financial position and activities of the Town’s operations to July 31, 2013 for the following:

**Tax-Supported Services** – Overall Total Expenses are running at 53% of budget and Revenues are at 51%. Revenue includes interim property taxes that represent 46% of the property tax budget. Expenses are trending as expected through the first seven months of 2013 with a slight decrease in actual salaries due to some presently unfilled staff positions.

**Water and Wastewater Operations** - Overall Total Expenses are running at 54% of budget and Revenues are at 50%. Estimates on user rate billings are presently trending less than expected at 38% of budget as a result of lower than expected usage. Fixed charge revenue is on target. Private charge revenue is presently at 116% of budget.

**User Fee Supported Operations** - User Fee supported functions are primarily Building Inspection and Harbour but also include Tile Drainage Loans and BIA. (BIA Budget figures have been added in to this report as of July). Overall Total Expenses are running at 59% of budget and Revenues are at 68% with 97% of the Harbour revenue accounted for. Due to the seasonal nature of these operations, activity level is as expected at this point in the season.

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

To ensure long-term financial sustainability of the Town of The Blue Mountains.

## **D. Environmental Impacts**

The Blue Mountains is committed to environmental sustainability.

## **E. Financial Impact**

As per above.

## **F. In Consultation With**

Renee Ouellette, Financial Accountant  
Debbie Brown, Budget Analyst

## **G. Attached**

1. 2013 July Flash Report
2. 2013 Budget Variance Report Tax Levy Summary
3. 2013 Budget Variance Report Water & Wastewater Services Summary
4. 2013 Budget Variance Report User Fee Summary

Respectfully submitted,

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Robert Cummings, CMA  
Director of Finance & IT Services

For more information, please contact:

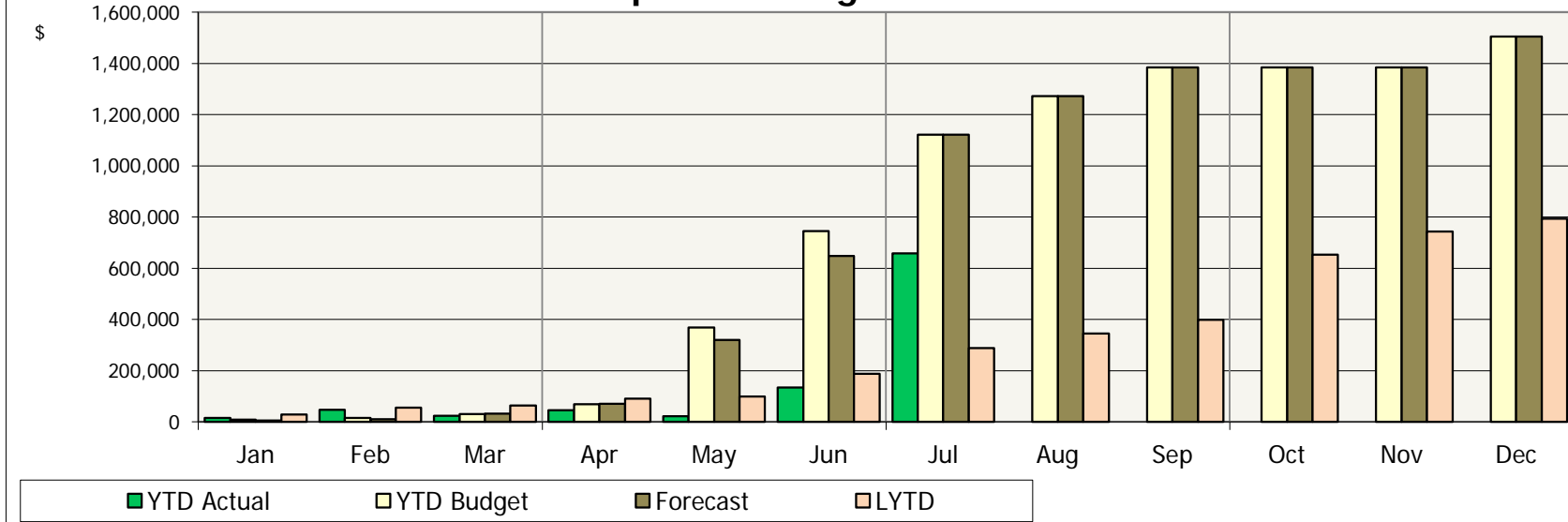
Robert Cummings  
rcummings@thebluemountains.ca  
519.599.3131 x245

**The Blue Mountains  
Monthly Flash Report -- Operating  
31-Jul-13**

**Development Charges Collected**

Estimated D/C's	YTD Actual	% Collected	Annual Forecast	Fcst Variance
1,505,900	658,056	44%	955,000	550,900

**2013 Development Charges Collected**

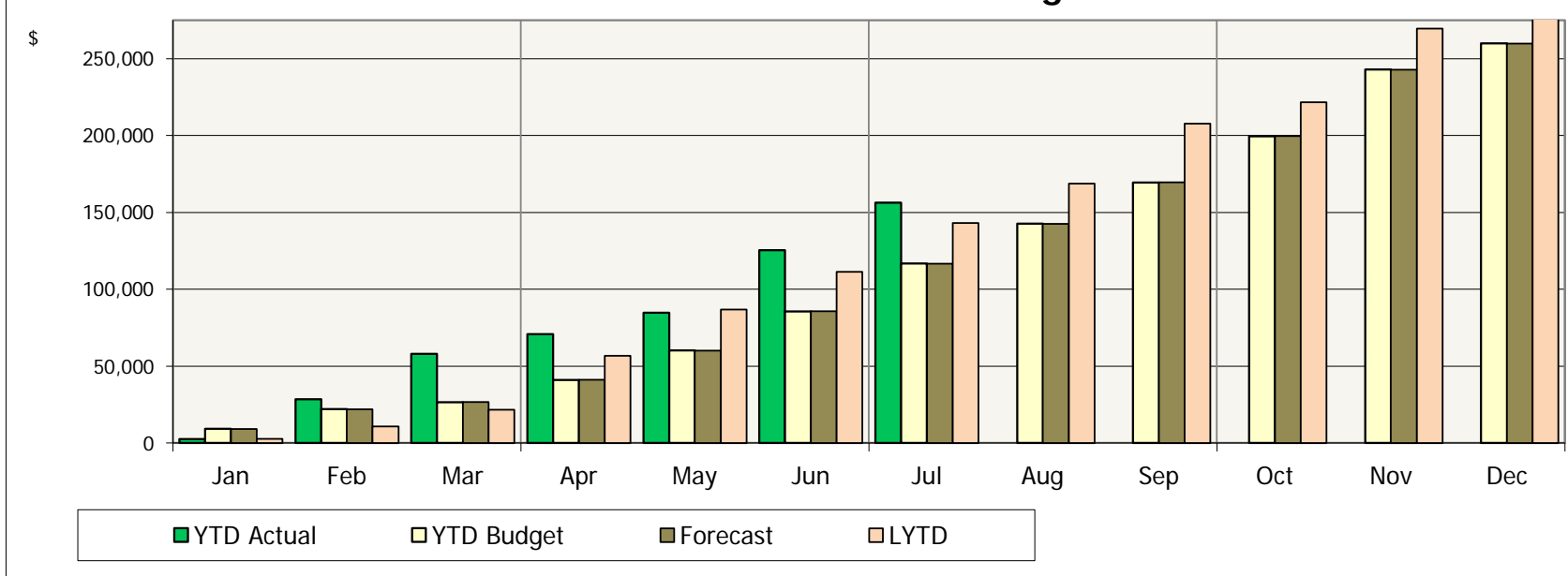


Commentary
<b>Total Development Charges Collected for the month of July is \$ 524,280</b>
Blue Mountain Resorts have put an addition on the Conference Centre, resulting in \$508,712 for this month
<b>Soft Services -Total \$ 85,191</b>
General Government - \$ 22,451
Fire - \$ 36,597
Police - \$ 5,403
Public Works - \$ 16,606
Parks & Recreation - \$3,297
Library - \$ 837
<b>Hard Services - Total \$ 439,089</b>
Roads - \$ 237,265
Water - \$ 72,250
Sewer - \$ 129,574

**Landfill Site Fees**

Annual Budget	YTD Actual	% of Budget	Annual Forecast	Fcst Variance
260,000	156,235	60%	275,000	15,000

**2013 Landfill Fees to Budget**



Commentary
Total Landfill Site fees collected for July were \$30,837
2013 YTD has increased over 2012 YTD by \$ 13,029

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

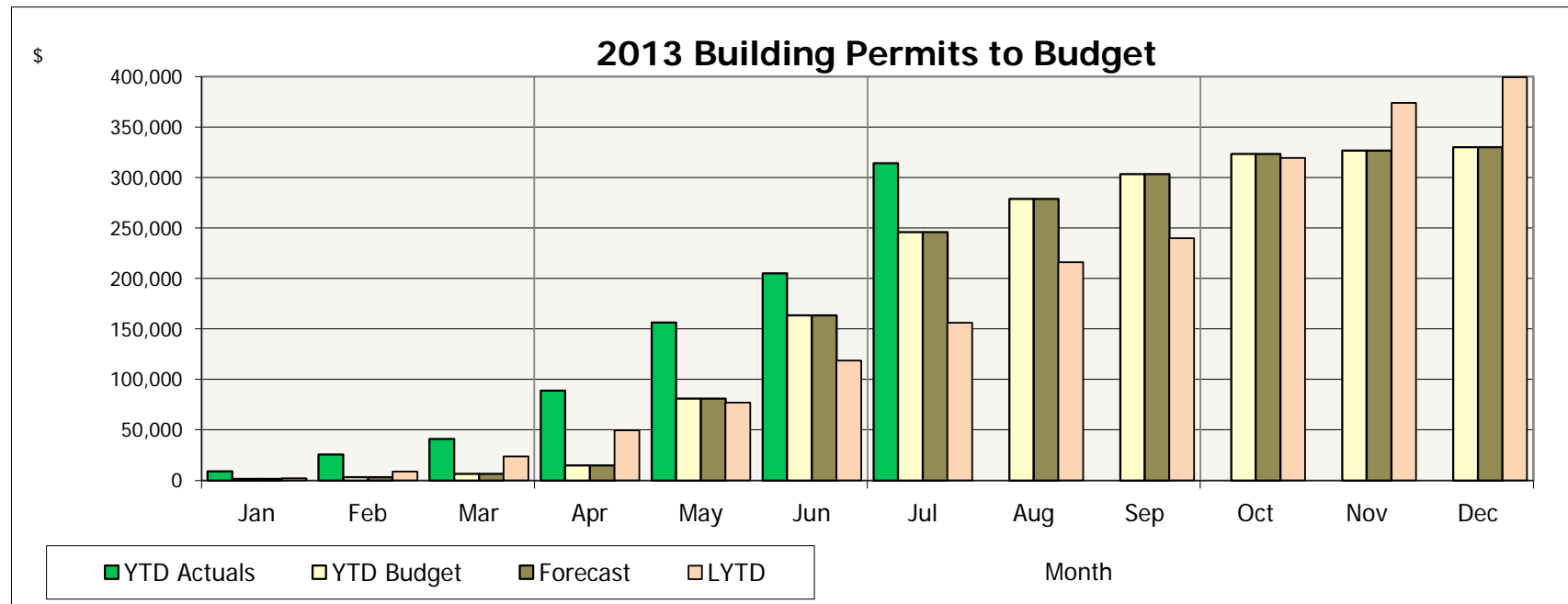


**The Blue Mountains  
Monthly Flash Report -- Operating  
31-Jul-13**

**Building Permits**

Annual Budget	YTD Actual	% of Budget	Annual Forecast	Fcst Variance
330,000	314,272	95%	405,000	75,000

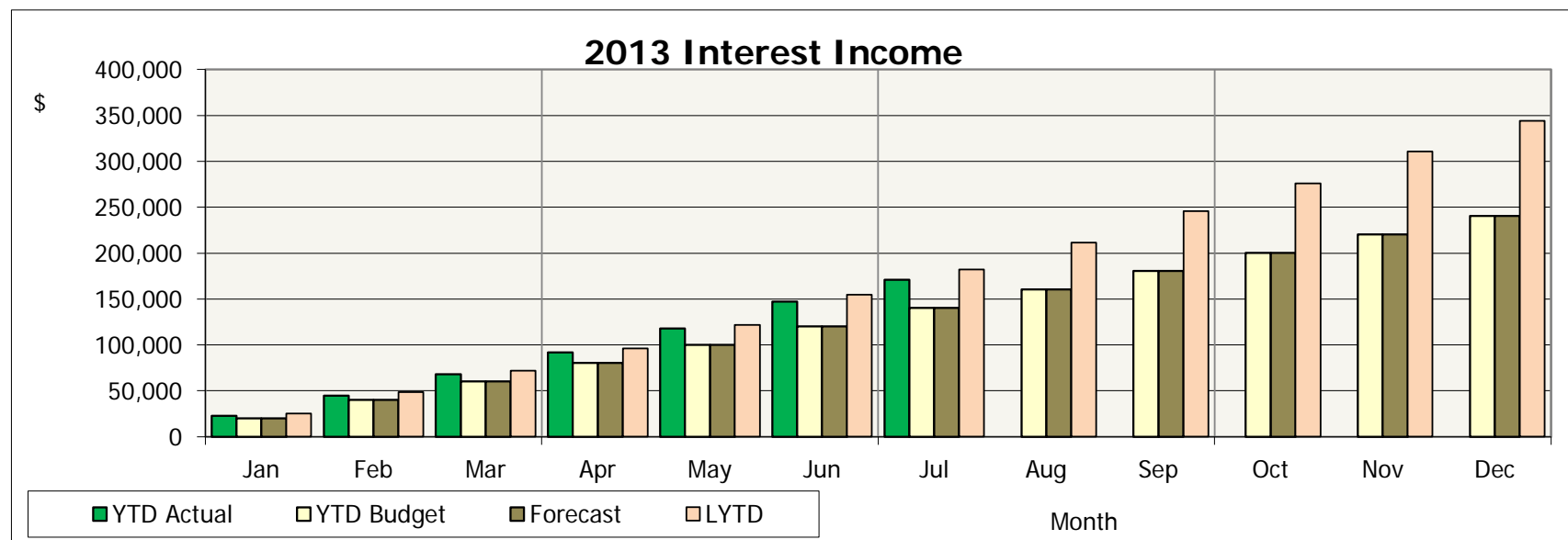
Commentary
Total Building Permit Fees collected for July were \$ 109,071
2013 YTD has increased over 2012 YTD by \$ 158,055



**Interest Income**

Annual Budget	YTD Actual	% of Budget	Annual Forecast	Fcst Variance
240,500	170,773	71%	290,000	49,500

Commentary
Town Operating Bank Account Balance at July 31, 2013 was \$ 2,848,775.

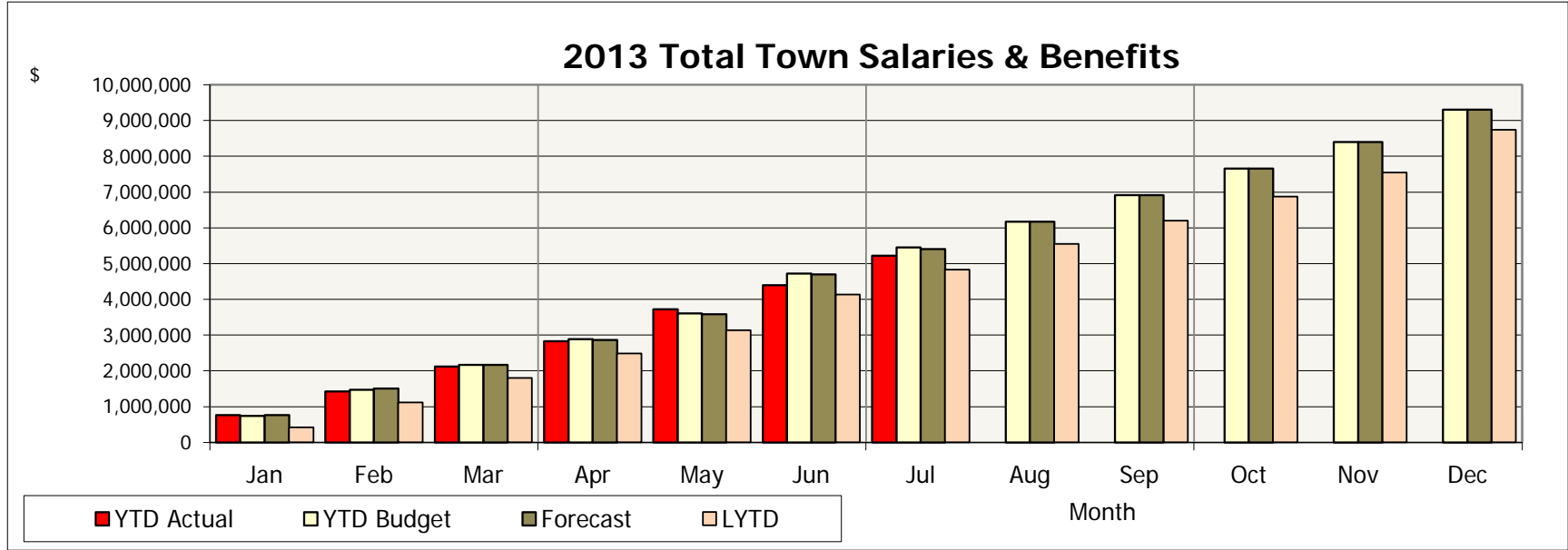


Note: YTD Budget is an extrapolation of the Annual Budget based on estimated occurrence of transactions in our business cycle.

**The Blue Mountains  
Monthly Flash Report -- Operating  
31-Jul-13**

**Total Town Salaries & Benefits**

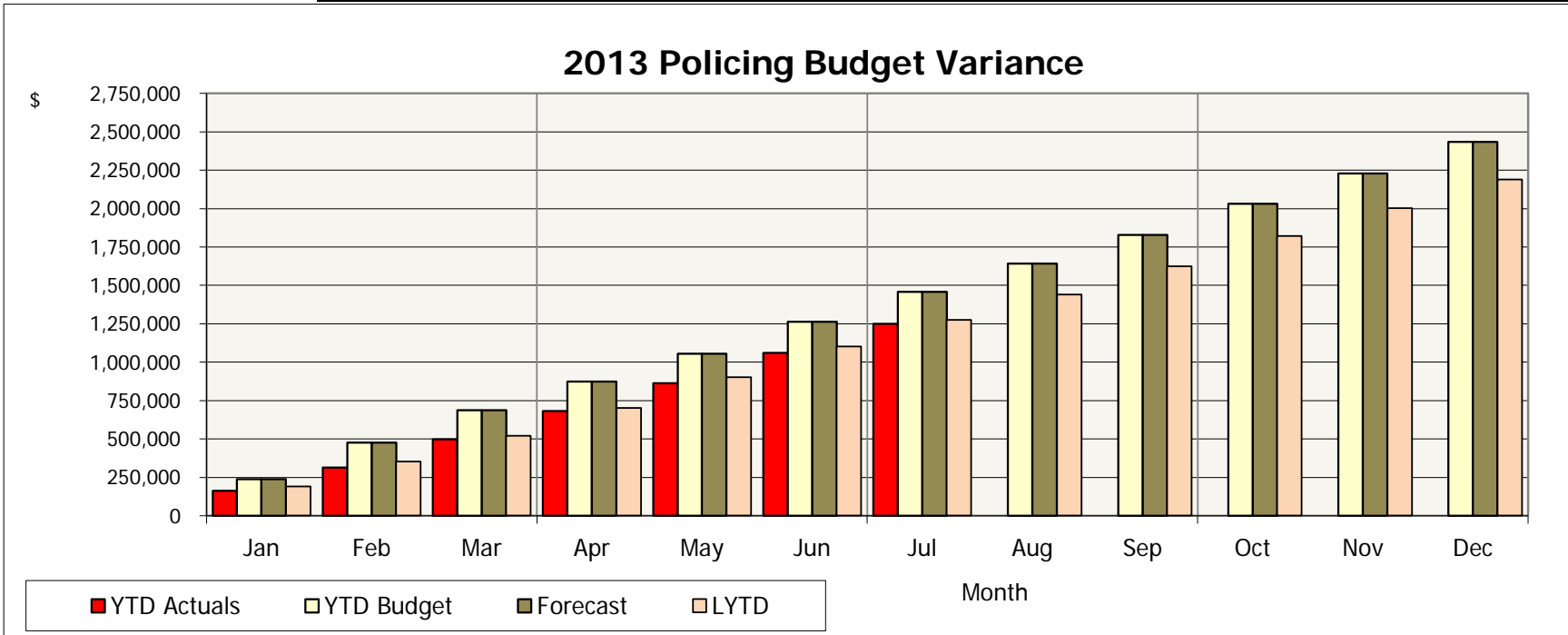
Annual Budget	YTD Actual	% of Budget	Annual Forecast	Fcst Variance
9,309,285	5,217,688	56%	9,116,285	193,000



Commentary
Salaries & Benefits for the month of July were \$ 818,402
Savings in the amount of \$ 193,000 from Jan - July

**OPP Services**

Annual Budget	YTD Actual	% of Budget	Annual Forecast	Fcst Variance
2,433,000	1,248,557	51%	2,450,636	(17,636)



Commentary
Information from the OPP is provided at the end of the following month in order to be able to provide accurate statistics.
June 2013 Hours were 2,146
July 2013 Hours were 2,048
Currently operating 1,794 hours under contract from January to July
Maximum billable hours as per the contract is approx 2,193/month.

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

Tax Levy Summary  
Revenue Fund

**Town of The Blue Mountains**  
**2013 Budget Variance Report**  
For the Seven Months Ending July 31, 2013

	2013					2012			
	JUL	Total YTD	Budget	Unexpended \$	% of Budget	JUL	LYTD	Actuals	Budget
<b>EXPENSES</b>									
Salaries & Benefits	\$630,182	\$4,156,609	\$7,552,925	\$3,396,316	55%	\$640,938	\$4,289,745	\$7,165,805	\$7,233,920
Administrative Expenses	19,045	168,267	371,520	203,253	45%	24,044	174,280	277,713	360,225
Vehicle Related	14,048	181,969	279,645	97,676	65%	17,699	180,581	293,556	275,730
Purchased Goods & Services	557,897	4,105,170	7,584,382	3,479,212	54%	507,604	3,719,893	7,076,460	7,703,540
<b>TOTAL EXPENSES</b>	<b>1,221,172</b>	<b>8,612,015</b>	<b>15,788,472</b>	<b>7,176,457</b>	<b>55%</b>	<b>1,190,285</b>	<b>8,364,499</b>	<b>14,813,534</b>	<b>15,573,415</b>
Transfers	(34,259)	443,020	1,265,623	822,603	35%	(28,136)	3,497,649	5,768,584	1,197,851
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b>1,186,913</b>	<b>9,055,035</b>	<b>17,054,095</b>	<b>7,999,060</b>	<b>53%</b>	<b>1,162,149</b>	<b>11,862,148</b>	<b>20,582,118</b>	<b>16,771,266</b>
<b>REVENUE</b>									
Property Tax Revenue	0	5,701,769	12,358,790	6,657,021	46%	0	5,266,852	11,410,540	11,422,991
Grants	389,451	1,568,772	1,930,500	361,728	81%	420,920	1,336,470	1,888,963	2,174,450
Reserve Revenue	0	78,723	688,500	609,777	11%	2	188,555	1,080,762	943,400
Interest and Investment	130,249	539,861	727,550	187,689	74%	124,878	507,566	904,123	792,350
Sales, Charges, Rentals	119,082	778,589	1,348,755	570,166	58%	90,696	588,640	1,198,462	1,380,275
Proceeds from Debt	0	0	0	0	0%	0	3,300,000	3,914,000	0
<b>TOTAL REVENUE</b>	<b>638,782</b>	<b>8,667,714</b>	<b>17,054,095</b>	<b>8,386,381</b>	<b>51%</b>	<b>636,496</b>	<b>11,188,083</b>	<b>20,396,850</b>	<b>16,713,466</b>
<b>NET POSITION</b>	<b>(548,131)</b>	<b>(387,321)</b>	<b>0</b>	<b>387,321</b>	<b>0%</b>	<b>(525,653)</b>	<b>(674,065)</b>	<b>(185,268)</b>	<b>(57,800)</b>

User Rates Summary  
Water and Wastewater Services Summary

**Town of The Blue Mountains**  
**2013 Budget Variance Report**  
For the Seven Months Ending July 31, 2013

	2013					2012			
	JUL	Total YTD	Budget	Unexpended \$	% of Budget	JUL	LYTD	Actuals	Budget
<b>EXPENSES</b>									
Salaries & Benefits	\$122,285	\$784,356	\$1,373,960	\$589,604	57%	\$112,557	\$781,213	\$1,327,164	\$1,281,460
Administrative Expenses	1,815	26,013	45,835	19,822	57%	(4,618)	14,774	23,603	56,350
Vehicle Related	6,712	30,098	58,610	28,512	51%	4,253	33,123	60,203	55,450
Purchased Goods & Services	227,664	1,379,002	2,498,925	1,119,923	55%	192,620	1,037,199	2,426,633	2,437,459
<b>TOTAL EXPENSES</b>	<b>358,476</b>	<b>2,219,469</b>	<b>3,977,330</b>	<b>1,757,861</b>	<b>56%</b>	<b>304,812</b>	<b>1,866,309</b>	<b>3,837,603</b>	<b>3,830,719</b>
Transfers	162,382	1,544,631	2,957,930	1,413,299	52%	186,444	1,549,474	2,850,468	2,786,296
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b>520,858</b>	<b>3,764,100</b>	<b>6,935,260</b>	<b>3,171,160</b>	<b>54%</b>	<b>491,256</b>	<b>3,415,783</b>	<b>6,688,071</b>	<b>6,617,015</b>
<b>REVENUE</b>									
User Rate Billings	625,318	3,454,549	6,041,895	2,587,346	57%	574,405	3,197,115	5,735,465	5,739,875
Grants	0	0	0	0	0%	0	0	660	0
Reserve Revenue	0	0	850,745	850,745	0%	0	162,122	861,342	832,139
Interest and Investment	1,117	10,527	17,165	6,638	61%	901	9,901	19,415	19,895
Sales, Charges, Rentals	11,077	22,707	25,455	2,748	89%	1,285	16,394	71,191	25,105
<b>TOTAL REVENUE</b>	<b>637,512</b>	<b>3,487,783</b>	<b>6,935,260</b>	<b>3,447,477</b>	<b>50%</b>	<b>576,591</b>	<b>3,385,532</b>	<b>6,688,073</b>	<b>6,617,014</b>
<b>NET POSITION</b>	<b>116,654</b>	<b>(276,317)</b>	<b>0</b>	<b>276,317</b>	<b>#DIV/0!</b>	<b>85,335</b>	<b>(30,251)</b>	<b>2</b>	<b>(1)</b>

User Fees Summary  
User Fee Based

**Town of The Blue Mountains**  
**2013 Budget Variance Report**  
For the Seven Months Ending July 31, 2013

	2013					2012			
	JUL	Total YTD	Budget	Unexpended \$	% of Budget	JUL	LYTD	Actuals	Budget
<b>EXPENSES</b>									
Salaries & Benefits	\$65,936	\$276,724	\$395,015	\$118,291	70%	\$43,682	\$264,061	\$461,212	\$458,395
Administrative Expenses	2,727	18,679	66,775	48,096	28%	10,212	31,840	40,034	45,350
Vehicle Related	2,908	13,747	19,845	6,098	69%	1,475	10,362	18,928	21,825
Purchased Goods & Services	52,543	181,345	337,257	155,912	54%	54,438	181,089	334,580	348,017
<b>TOTAL EXPENSES</b>	<b>124,114</b>	<b>490,495</b>	<b>818,892</b>	<b>328,397</b>	<b>60%</b>	<b>109,807</b>	<b>487,352</b>	<b>854,754</b>	<b>873,587</b>
Transfers	18,777	176,774	315,699	138,925	56%	5,942	95,864	283,523	325,939
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b>142,891</b>	<b>667,269</b>	<b>1,134,591</b>	<b>467,322</b>	<b>59%</b>	<b>115,749</b>	<b>583,216</b>	<b>1,138,277</b>	<b>1,199,526</b>
<b>REVENUE</b>									
User Rate Billings	425	3,190	3,000	(190)	106%	595	2,180	5,025	3,000
Grants	0	0	0	0	0%	0	0	2,117	0
Interest and Investment	0	4,305	8,592	4,287	50%	0	4,305	8,609	8,592
Sales, Charges, Rentals	153,415	769,682	880,655	110,973	87%	92,229	586,357	970,594	827,180
Proceeds from Debt	0	0	242,344	242,344	0%	0	0	151,929	365,754
<b>TOTAL REVENUE</b>	<b>153,840</b>	<b>777,177</b>	<b>1,134,591</b>	<b>357,414</b>	<b>68%</b>	<b>92,824</b>	<b>592,842</b>	<b>1,138,274</b>	<b>1,204,526</b>
<b>NET POSITION</b>	<b>10,949</b>	<b>109,908</b>	<b>0</b>	<b>(109,908)</b>	<b>0%</b>	<b>(22,925)</b>	<b>9,626</b>	<b>(3)</b>	<b>5,000</b>

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**STAFF REPORT: Finance & IT Services**



**REPORT TO:** Finance & Administration  
**MEETING DATE:** September 10, 2013  
**REPORT NO.:** FIT.13.43  
**SUBJECT:** Semi Annual Financial Report – June 30, 2013  
**PREPARED BY:** Debbie Brown, Budget Analyst

**A. Recommendations**

THAT Council receive Staff Report FIT.13.43 “Semi Annual Financial Report – June 30, 2013” for information purposes.

**B. Background**

Finance Staff provide regular financial reporting to the Finance and Administration Committee for review and receipt by Council. The attached documentation provides Council with information on the financial activity of the Town as undertaken in relation to the 2013 Approved Budget.

The purpose of this report is to provide Council with the financial results for Operating and Capital spending for the six-month period ended June 30, 2013 as well as provide year-end projections. While year-end projections have been estimated, the bulk of the Town’s activity occurs in the third quarter and therefore the third quarter report provides a better indicator of a forecasted year-end position.

**Operating**

Staff has examined the fiscal operations of the Town to June 30, 2013. Staff can provide the following year end forecast:

Tax Supported Departments	\$145,000 favourable variance
User Rate Supported (Water and Wastewater)	\$200,000 unfavourable variance
User Fee Supported Operations (Building, Harbour & BIA)	<b>On Target</b>

**Tax Supported Departments**

Attachment 1 of the Semi Annual Report represents tax supported departments’ financials for the first half of the 2013 fiscal year. Tax supported departments would be Roads, Public Works, Parks and Recreation, Police, Fire Services, By-Law Enforcement, General Government and Planning. For the purposes of consolidation the Blue Mountains Public Library is also included. The total amount spent is \$8.1 million of the \$17 million budget, or 47%. This is an expected position at this time due to the seasonality of the Town’s business. Certain revenues not yet realized are:

- Final and Supplemental tax billing
- Collection of User fee revenue such as Ice Rental to be collected later in the fiscal year

- Quarterly Grants from OMPF

The expected year-end forecast for tax supported departments is a \$145,000 favourable variance in tax supported departments, made up mainly of salary and benefit savings.

## Analysis

### Salaries

The Town is underspent on Salary & Benefits due to a number of vacancies within the organization in 2013. There were 4000 unstaffed hours to the end of June 2013. Staff have been able to 'make do' and provide the expected level of service over this short period of time by use of overtime, prioritization of work and a strong team culture that fills in during these times. It is expected that overtime for the year will be over-budget by \$10,000 - \$20,000. These vacancies make up the majority of the expected \$145,000 year-end favourable variance. Although staff is making ends meet for now, it should be noted that this is not a long term service delivery solution.

### Property Taxes

For 2013, 686 Request for Reconsiderations that have been filed with the Municipal Property Assessment Corporation (MPAC). By comparison, in 2009, 989 Request for Reconsiderations were filed with MPAC with an overall municipal tax reduction impact of \$70,800. We are anticipating a similar municipal tax reduction for 2013 but with so many requests still pending it is difficult to estimate this year's impact.

### Policing

Policing costs to date are reflective of the new contract rate. Policing hours for 2013 are down approximately 1600 hours to date. If the 2<sup>nd</sup> half of the year is similar to the 1<sup>st</sup> half, the Town should see a credit in policing for year end.

Expenses are trending as expected for the year.

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

Attachment 2 contains the user rate supported departments' financials for the first half of 2013. The expected year-end forecast for user rate supported departments is estimated as a \$200,000 unfavourable variance. This is made up from a shortfall in revenue from water and wastewater billings of \$150,000 and \$50,000, respectively. The forecasted revenue variance reflects continued reductions in water consumption. Any variance from budget at year-end will be examined and funded to the extent possible from a rate stabilization reserve.

## Analysis

For the first six months of 2013 water and wastewater consumption is less than the 5 year average. Consumption billings are at 38% of budget. Private wastewater collection continues to experience strong demand and will surpass the annual estimate

of \$176,000. It is presently \$14,000 over budget, which will help cover any usage billing shortfall.

Expenses are trending as expected for the year.

### **User Fee Supported Operations (Building, Harbour & BIA)**

Attachment 3 of the Semi Annual Report represents the user fee supported departments' financials for the first half of the 2013 fiscal year. The expected year-end forecast for user fee supported departments is on target. It should be noted that any deficit in the Building Department will be funded from debt. The Building Department's debt funding budget is \$242,000 and it is unlikely that this level of borrowing will be required this year.

#### **Analysis**

Building Permits at June 30<sup>th</sup> are at 62% of Budget. The Town has collected \$205,000 of the \$330,000 budget. The remainder of the year will see slightly higher activity than last year and would see a conservative amount of additional permit fee revenue in or around \$120,000 to the end of the year.

Harbour seasonal mooring revenue is \$10,000 over budget with \$312,000 collected against the \$302,000 budget.

Expenses are trending as expected.

### **Capital**

Capital expenditures for the six months ended June 30, 2012 totalled \$3.1 million or 39% of the 2013 Approved Capital Budget of \$8.1 million.

Of the \$8.1 million budget, \$2.3 million is to be funded from property taxes, with the balance coming from Development Charges, Grants and Developer Contributions. The forecast on tax levy supported projects is highly probable to be 100% spent at year-end or carried forward for completion in 2014.

Of the \$5 million budgeted in non tax levy funded capital projects, \$906,000 or 18% has been spent as of June 30, 2012. Spending in the majority of non tax funded capital projects is dependent upon advancements in development or local improvement projects such as:

- Grey Road 21 Trunk Sewer: \$2.7 million
- Wensley Drive Road Reconstruction & Wastewater Expansion: \$1.5 million

Overall, capital expenditures are within budget, with no variance to report at June 30, 2013. Spending compared to budget at the end of the year will likely be on target for projects within the Town's control.



## **Audit Recommendations - Update**

The Auditor's 2012 Management Letter raised two Performance Improvement Observations. First, it was recommended that the Town review their performance deposits on hand and communicate the balances to the developers in order to reduce these balances over the next year.

### **2013 Actions:**

Town staff are in the development stage of a policy to review the status of performance deposits on a quarterly basis. The quarterly review will serve as a mechanism to communicate new and historical balances on hand to developers and property owners. The review of new deposits will be an ongoing process, where the review and communication of historical deposits is estimated to take between 1 – 2 years.

Secondly, through discussion with management it was noted there are no formal policies and procedures related to employee vacation time balances and it was recommended that a vacation policy be developed with considerations for carry forward of unutilized vacation.

### **2013 Actions:**

Town's SMT will be reviewing the criteria required in a corporate vacation policy in late summer. The objective of the policy will be to ensure the Town adopts the auditor recommendations and to ensure that a Town policy meets with the values of the organization.

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

Providing a strong, well managed municipal government.

## **D. Environmental Impacts**

NA

## **E. Financial Impact**

Staff has examined the fiscal operations of the Town to June 30, 2013. Staff can provide the following year end forecast:

Tax Supported Departments	\$145,000 favourable variance
User Rate Supported (Water and Wastewater)	\$200,000 unfavourable variance
User Fee Supported Operations (Building, Harbour & BIA)	<b>On Target</b>

## **F. In Consultation With**

Robert Cummings, Director of Finance & IT Services  
Renee Ouellette, Financial Accountant

**G. Attached**

Attachment 1 - Tax Supported Semi Annual Financial Report  
Attachment 2 - User Rate Supported Semi Annual Financial Report  
Attachment 3 - User Fee Supported Semi Annual Financial Report

Respectfully submitted,

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Debbie Brown  
Budget Analyst

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Robert Cummings, CMA  
Director of Finance & IT Services

For more information, please contact:  
Debbie Brown  
dbrown@thebluemountains.ca  
519-599-3131 x230

Tax Levy Summary  
Revenue Fund

**Town of The Blue Mountains**  
**2013 Budget Variance Report**  
For the Six Months Ending June 30, 2013

	2013					2012			
	JUN	Total YTD	Budget	Unexpended \$	% of Budget	JUN	LYTD	Actuals	Budget
<b>EXPENSES</b>									
Salaries, Wages & Benefits	\$526,178	\$3,526,427	\$7,552,925	\$4,026,498	47%	\$705,630	\$3,648,807	\$7,165,805	\$7,233,920
Administrative Expenses	19,609	148,539	367,720	219,181	40%	25,515	149,387	274,085	356,425
Operating Expenses	11,146	158,945	432,700	273,755	37%	199,182	242,313	344,350	453,800
Communications & Utilities	49,638	297,689	549,780	252,091	54%	49,224	263,053	537,155	522,995
Equipment & Vehicle Related	41,804	305,485	556,260	250,775	55%	44,323	275,736	516,114	513,615
Purchased Services	334,964	2,160,814	4,685,820	2,525,006	46%	477,606	1,835,642	3,736,964	4,548,700
Financial Expenses	270,133	592,557	1,129,872	537,315	52%	156,722	565,740	1,418,519	1,259,495
Premises and Site	38,383	199,494	437,145	237,651	46%	102,137	198,585	410,638	393,465
Minor Capital Work	0	11,748	76,250	64,502	15%	5,190	(5,050)	409,904	291,000
<b>TOTAL EXPENSES</b>	<b>1,291,855</b>	<b>7,401,698</b>	<b>15,788,472</b>	<b>8,386,774</b>	<b>47%</b>	<b>1,765,529</b>	<b>7,174,213</b>	<b>14,813,534</b>	<b>15,573,415</b>
<b>TRANSFERS</b>									
Transfers to Capital & Reserves	44,432	770,775	2,282,408	1,511,633	34%	634,681	634,681	2,309,156	2,225,858
Interfunctional Transfers	(75,086)	(504,996)	(1,044,901)	(539,905)	48%	(69,824)	(415,141)	(933,836)	(977,007)
Transfer To/From Unfinanced Capital	0	211,500	28,116	(183,384)	752%	3,300,000	3,306,245	4,393,264	(51,000)
<b>TOTAL TRANSFERS</b>	<b>(30,654)</b>	<b>477,279</b>	<b>1,265,623</b>	<b>788,344</b>	<b>38%</b>	<b>3,864,857</b>	<b>3,525,785</b>	<b>5,768,584</b>	<b>1,197,851</b>
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b>1,261,201</b>	<b>7,878,977</b>	<b>17,054,095</b>	<b>9,175,118</b>	<b>46%</b>	<b>5,630,386</b>	<b>10,699,998</b>	<b>20,582,118</b>	<b>16,771,266</b>
<b>REVENUE</b>									
Tax Revenues	0	5,701,769	12,358,790	6,657,021	46%	(7,365)	5,268,147	11,412,405	11,422,991
Grants & Donations	10,288	1,179,320	1,930,500	751,180	61%	57,357	915,550	1,888,963	2,174,450
Reserve Revenue	0	78,723	688,500	609,777	11%	182,308	188,553	1,080,762	943,400
Interest and Investment	83,070	409,612	727,550	317,938	56%	71,655	382,688	904,123	792,350
Sales	4,659	36,265	69,700	33,435	52%	9,968	32,301	65,784	113,000
Fee and Charges	83,179	524,761	1,047,555	522,794	50%	66,184	343,949	914,515	1,007,575
Proceeds from Debt	0	0	0	0	0%	3,300,000	3,300,000	3,914,000	0
Facilities Rental	2,727	98,481	231,500	133,019	43%	8,956	121,695	218,163	259,700
<b>TOTAL REVENUE</b>	<b>183,923</b>	<b>8,028,931</b>	<b>17,054,095</b>	<b>9,025,164</b>	<b>47%</b>	<b>3,689,063</b>	<b>10,552,883</b>	<b>20,398,715</b>	<b>16,713,466</b>
<b>NET POSITION</b>	<b>1,077,278</b>	<b>(149,954)</b>	<b>0</b>	<b>149,954</b>	<b>0%</b>	<b>1,941,323</b>	<b>147,115</b>	<b>183,403</b>	<b>57,800</b>

User Rates Summary  
Water and Wastewater Services Summary

**Town of The Blue Mountains**  
**2013 Budget Variance Report**  
For the Six Months Ending June 30, 2013

	2013					2012			
	JUN	Total YTD	Budget	Unexpended \$	% of Budget	JUN	LYTD	Actuals	Budget
<b>EXPENSES</b>									
Salaries, Wages & Benefits	\$108,219	\$662,071	\$1,373,960	\$711,889	48%	\$125,753	\$668,657	\$1,327,164	\$1,281,460
Administrative Expenses	7,714	24,198	45,835	21,637	53%	1,323	19,392	23,603	56,350
Operating Expenses	53,379	316,583	621,750	305,167	51%	82,348	287,912	599,343	569,325
Communications	6,210	33,911	70,000	36,089	48%	3,973	33,219	68,673	82,145
Utilities	19,785	208,255	399,880	191,625	52%	32,574	183,264	387,091	373,030
Equipment Related	43,530	192,516	249,300	56,784	77%	18,149	110,249	265,400	261,465
Vehicle Related	6,470	23,386	58,610	35,224	40%	8,112	28,870	60,203	55,450
Purchased Services	17,171	199,730	171,350	(28,380)	117%	9,403	22,573	66,608	115,600
Financial Expenses	18,080	494,899	949,245	454,346	52%	66,245	188,441	1,007,190	994,744
Premises and Site	541	23,039	37,400	14,361	62%	1,279	18,923	32,328	41,150
<b>TOTAL EXPENSES</b>	<b>281,099</b>	<b>2,178,588</b>	<b>3,977,330</b>	<b>1,798,742</b>	<b>55%</b>	<b>349,159</b>	<b>1,561,500</b>	<b>3,837,603</b>	<b>3,830,719</b>
<b>TRANSFERS</b>									
Transfers to Operating Program	0	0	55,000	55,000	0%	0	0	9,288	17,500
Transfers to Capital	0	24,619	503,034	478,415	5%	21,108	21,108	126,092	191,948
Transfers to Reserves	45,779	274,675	549,350	274,675	50%	379,351	379,351	694,140	756,751
Transfer To Reserve Fund	56,704	340,225	680,450	340,225	50%	358,415	358,415	889,162	716,615
Interfunctional Transfers	59,447	407,730	835,096	427,366	49%	63,844	383,168	767,906	777,482
Transfer To/From Unfinanced Capital	0	335,000	335,000	0	100%	163,000	220,988	363,880	326,000
<b>TOTAL TRANSFERS</b>	<b>161,930</b>	<b>1,382,249</b>	<b>2,957,930</b>	<b>1,575,681</b>	<b>47%</b>	<b>985,718</b>	<b>1,363,030</b>	<b>2,850,469</b>	<b>2,786,296</b>
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b>443,029</b>	<b>3,560,837</b>	<b>6,935,260</b>	<b>3,374,423</b>	<b>51%</b>	<b>1,334,877</b>	<b>2,924,530</b>	<b>6,688,072</b>	<b>6,617,015</b>
<b>REVENUE</b>									
User Rate Billings	506,753	2,829,232	6,041,895	3,212,663	47%	558,503	2,622,711	5,735,465	5,739,875
Grants & Donations	0	0	0	0	0%	0	0	660	0
Reserve Revenue	0	0	850,745	850,745	0%	81,440	162,122	861,342	832,139
Interest and Investment	1,985	9,409	17,165	7,756	55%	1,517	9,000	19,415	19,895
Sales	159	3,825	0	(3,825)	0%	137	137	881	0
Fee and Charges	2,900	7,805	25,455	17,650	31%	12,276	14,972	70,310	25,105
<b>TOTAL REVENUE</b>	<b>511,797</b>	<b>2,850,271</b>	<b>6,935,260</b>	<b>4,084,989</b>	<b>41%</b>	<b>653,873</b>	<b>2,808,942</b>	<b>6,688,073</b>	<b>6,617,014</b>
<b>NET POSITION</b>	<b>68,768</b>	<b>710,566</b>	<b>0</b>	<b>(710,566)</b>	<b>0%</b>	<b>(681,004)</b>	<b>(115,588)</b>	<b>1</b>	<b>(1)</b>

User Fees Summary  
User Fee Based

**Town of The Blue Mountains**  
**2013 Budget Variance Report**  
For the Six Months Ending June 30, 2013

	2013					2012			
	JUN	Total YTD	Budget	Unexpended \$	% of Budget	JUN	LYTD	Actuals	Budget
<b>EXPENSES</b>									
Salaries, Wages & Benefits	\$38,125	\$210,789	\$395,015	\$184,226	53%	\$48,255	\$220,379	\$461,212	\$458,395
Administrative Expenses	4,235	15,952	66,775	50,823	24%	8,674	21,628	40,034	45,350
Operating Expenses	20,516	42,995	85,000	42,005	51%	9,393	30,005	89,135	62,230
Communications & Utilities	2,728	12,733	28,800	16,067	1	4,112	10,884	25,772	39,515
Equipment & Vehicle Related	1,545	11,670	21,995	10,325	1	1,478	9,775	20,422	27,325
Purchased Services	64	5,147	14,100	8,953	37%	0	822	11,940	39,100
Financial Expenses	14,359	60,450	121,467	61,017	50%	13,902	57,548	117,652	129,672
Premises and Site	2,797	8,885	85,740	76,855	10%	17,511	26,503	88,587	72,000
<b>TOTAL EXPENSES</b>	<b>84,369</b>	<b>368,621</b>	<b>818,892</b>	<b>450,271</b>	<b>45%</b>	<b>103,325</b>	<b>377,544</b>	<b>854,754</b>	<b>873,587</b>
<b>TRANSFERS</b>									
Transfers to Capital & Reserves	0	45,731	90,894	45,163	50%	57,949	57,949	102,591	111,414
Interfunctional Transfers	15,638	97,266	209,805	112,539	46%	5,980	31,974	165,931	199,525
Transfer To/From Unfinanced Capital	0	15,000	15,000	0	100%	0	0	15,000	15,000
<b>TOTAL TRANSFERS</b>	<b>15,638</b>	<b>157,997</b>	<b>315,699</b>	<b>157,702</b>	<b>50%</b>	<b>63,929</b>	<b>89,923</b>	<b>283,522</b>	<b>325,939</b>
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b>100,007</b>	<b>526,618</b>	<b>1,134,591</b>	<b>607,973</b>	<b>46%</b>	<b>167,254</b>	<b>467,467</b>	<b>1,138,276</b>	<b>1,199,526</b>
<b>REVENUE</b>									
User Rate Billings	1,080	2,765	3,000	235	92%	720	1,585	5,025	3,000
Grants & Donations	0	0	0	0	0%	0	0	2,117	0
Sales	13,724	40,274	106,275	66,001	38%	11,977	33,172	121,274	91,400
Fee and Charges	70,276	578,334	746,842	168,508	77%	50,166	464,599	818,587	709,292
Proceeds from Debt	0	0	242,344	242,344	0%	0	0	151,929	365,754
Facilities Rental	1,965	1,965	36,130	34,165	5%	462	662	39,342	35,080
<b>TOTAL REVENUE</b>	<b>87,045</b>	<b>623,338</b>	<b>1,134,591</b>	<b>511,253</b>	<b>55%</b>	<b>63,325</b>	<b>500,018</b>	<b>1,138,274</b>	<b>1,204,526</b>
<b>NET POSITION</b>	<b>12,962</b>	<b>(96,720)</b>	<b>0</b>	<b>96,720</b>	<b>0%</b>	<b>103,929</b>	<b>(32,551)</b>	<b>2</b>	<b>(5,000)</b>



## 2013 2nd Quarter Report

### **The Vision of The Town of The Blue Mountains Fire Department is:**

To provide the citizens of The Blue Mountains with pro-active, effective and efficient delivery of fire, rescue, public education and fire prevention services; through a unified forward thinking organization with good morale and with the highest standards of personnel safety, fairness and professionalism.





**REPORT TO:** Finance & Administration Committee  
**FROM:** Ron Doherty, Fire Chief  
**DATE:** August 20, 2013  
**SUBJECT:** 2013 2nd Quarter Report

## **The Blue Mountains Fire Department**

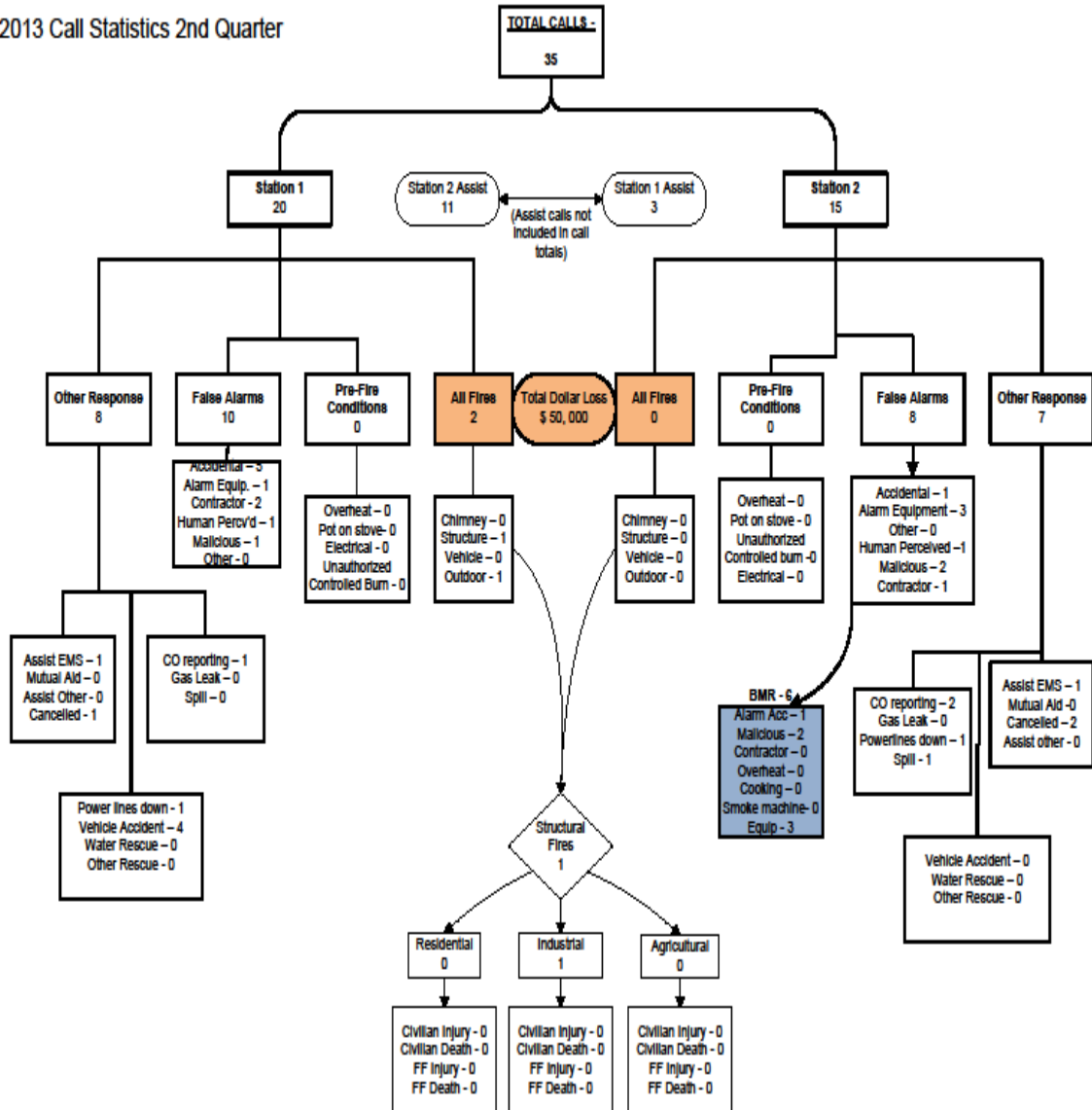
### **2nd Quarter Report April – June 2013**

This quarterly report provides information with regards to the operation and status of The Blue Mountains Fire Department in the second quarter.

#### **Highlights of 2nd Quarter:**

- The department responded to a total of 35 incidents including 1 industrial fire, 18 false alarms, and 15 other responses including vehicle accidents and assisting other agencies.
- Our current group of recruits has dropped from 13 to 9. The loss of 4 has resulted from changing career opportunities and job relocation. The recruits have completed their awareness training and are now honing their skills in fire ground operations. They will have a very limited capacity in fire ground involvement for approximately 6 months. 4 recruits are responding from station 1 and 5 from station 2.
- Testing of fire apparatus was completed in May to ensure the fire pumps met their design requirements and National Fire Protection Agency Standards. Unfortunately one of the apparatus, a 1978 Ford, did not meet the requirements and has been removed from service. Age and costs appear to be prohibitive in repairing this apparatus. The 1990 pumper scheduled for replacement as a frontline apparatus at Station #1 in 2015, will replace the 1978.

2013 Call Statistics 2nd Quarter





**YEARS OF SERVICE – HALL #1  
Volunteer Firefighters**

**Summary:**

30 Years – 1  
27 Years – 1  
25 Years –1  
23 Years – 3  
10 Years –1  
8 Years –2  
7 Years –2  
6 Years –1  
4 Years –6  
3 Years –1  
1 Probationary – 2  
Recruits - 4

Total # of Firefighters – 25

**YEARS OF SERVICE – HALL #2  
Volunteer Firefighters**

**Summary:**

24 Years –1  
14 Years –1  
12 Years –2  
7 Years –3  
6 Years –3  
4 Years –1  
1 Probationary –3  
Recruits –5

Total # of Firefighters - 19

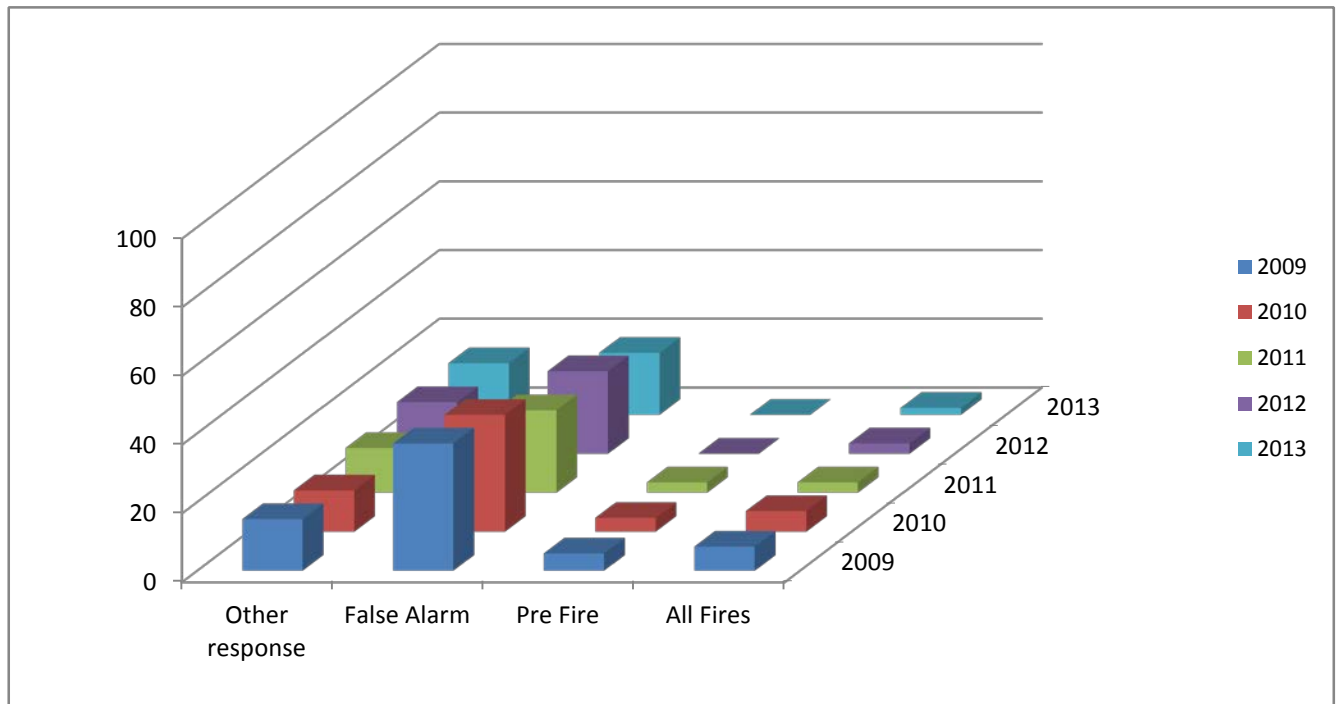
# Town of The Blue Mountains Fire Dept.

## Response Type Comparison Chart

2nd Quarter

2013

The following chart demonstrates response type, as a percentage of the overall responses during the same time periods



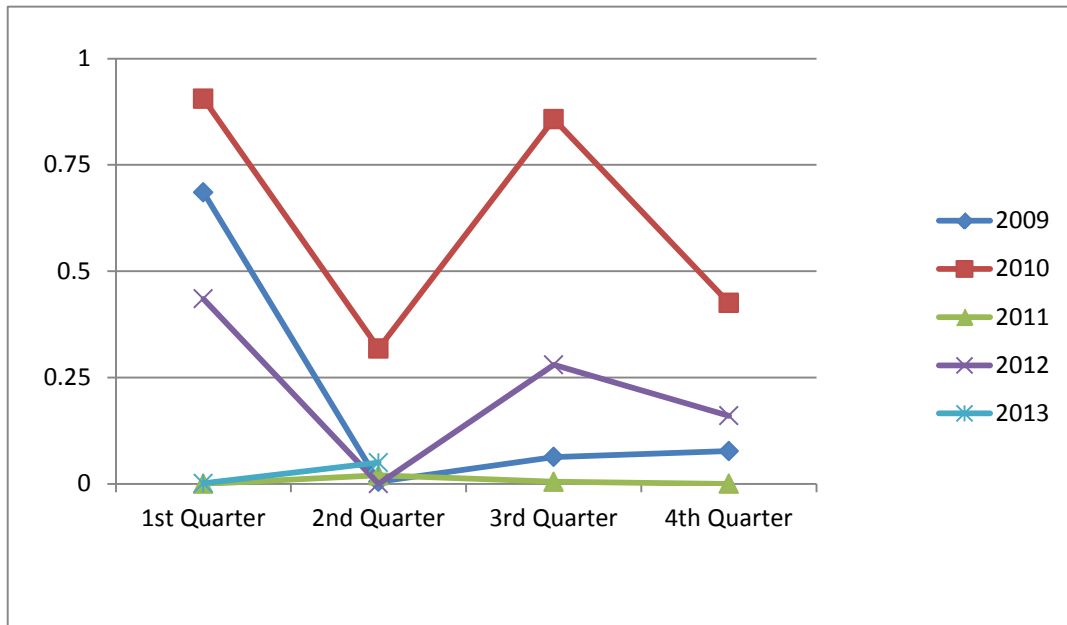
Response types remained consistent with the 1<sup>st</sup> quarter

Response types remained consistent with previous 2nd quarters

## Town of The Blue Mountains Fire Department 2nd Quarter Dollar Loss Comparison Chart

2009 - 2013

The following chart demonstrates quarterly dollar loss comparisons in million dollars.



1<sup>st</sup> Quarter – a fire on a deck caused by careless disposal of ashes resulted in \$1,000 damage.

2<sup>nd</sup> Quarter – an industrial fire resulted in approximately \$50,000 damage.

3<sup>rd</sup> Quarter

4<sup>th</sup> Quarter

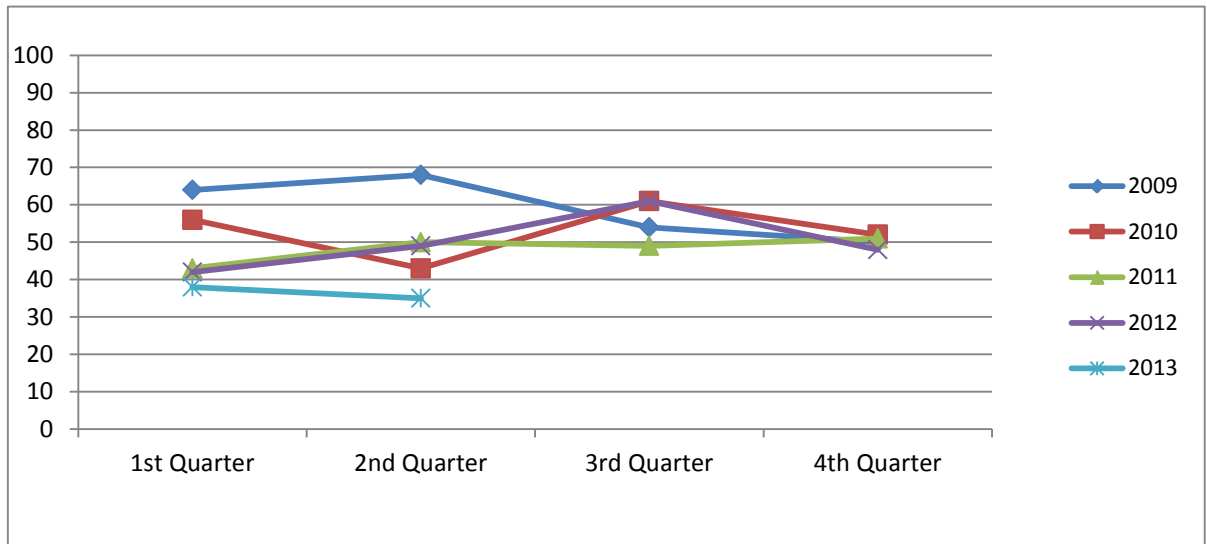
# Town of The Blue Mountains Fire Department

## Response Volume Comparison Chart

1st Quarter

2013

The following chart demonstrates total quarterly responses.



1<sup>st</sup> Quarter – fire department responses continue to decrease

2<sup>nd</sup> Quarter - fire department responses continue to decrease

3<sup>rd</sup> Quarter

4<sup>th</sup> Quarter

**Town of The Blue Mountains Fire Department  
Apparatus Response Times  
April – June 2013**

It is expected that the average response time for a fully staffed apparatus to leave the fire station is six minutes. A four minute drive time from the station averages at approximately 3.75 kilometres. Ten (10) minutes shall be used as a baseline to monitor average apparatus and personnel response times.

The following statistics indicate apparatus and personnel on scene within 10 minutes from the time of first page out.

The number of responses is based on responses to overheats, structure and outdoor fires, and alarms. This number does not include responses to ambulance assists, motor vehicle accidents.

	<b>Station 1</b>	<b>Station 2</b>	<b>Average</b>
<b># of responses</b>	12	12	
<b>Pump on Scene (%)</b>	7 of 12 (58%)	4 of 12 (33%)	46%
<b>10 personnel (%)</b>	6 of 12 (50%)	1 of 12 (8%)	29%

**Station 1 Responses**

0 of the 4 responses were to areas 3.75 kilometres or more than a four minute drive time from station 1.

**Station 2 Responses**

2 of the 22 responses were to areas 3.75 kilometres or more than a four minute drive time from station 2.

**Corrected Response Times within 3.75 Kilometres of the Station**

	<b>Station #1</b>	<b>Station #2</b>	<b>Average</b>
<b># of Responses</b>	8	8	
<b>Pump on Scene</b>	7 of 8 (88%)	3 of 8 (38%)	63%
<b>10 personnel (%)</b>	6 of 8 (75%)	1 of 8 (13%)	44%

- ❖ *Station #1 is paged out to assist Station #2 at all responses to Condo Corps and commercial properties adjacent to and including the Village at Blue. Station 1 has an approximate 16 – 18 minute response time to these areas. The average response by station 1 personnel to station 2 assists is thirteen (13) personnel.*
- ❖ *Reported structure fires continue to be automatic 2 station responses in both the station 1 & 2 areas.*

**Town of the Blue Mountains Fire Department  
2nd Quarter  
2013**

**False Alarm By-law Letters Issued in accordance with 2009-72 Schedule D.7**

<b>R1</b>	<b>R2</b>	<b>R3</b>	<b>R4</b>	<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4+</b>
2	0	0	0	6	3	1	1

**Town of The Blue Mountains Fire Department  
2nd Quarterly Report  
Fire Prevention**

Months April - June

Year 2013

**Inspections**

Request	0
Complaint	2
Institutional	1
Re - Inspections	58
Commercial	71
Commercial Residential	2
Industrial	2
Assembly	9
Residential	2
Tents	8
Display Fireworks	6
Public Amusement Area Fireworks	0
Outdoor Public Amusement Area Approved	5
Electrical Orders Issued	1
Bunk house Inspections	55
<b>Total Inspections</b>	<b>222</b>

**Fire & Life Safety Education**

<b>Focus Group</b>	<b>Topic</b>	<b># of persons</b>
Georgian Bay Club	Extinguisher Training	14
TBM Road Crew	Extinguisher Training	8
4H Youth Mechanics Group	Extinguisher Training	18
<b>Total</b>		<b>40</b>

(SDR – stop drop and roll, s/a – smoke alarms)

## Fire Safety Plans

Plans Under Review	Buildings Inspected As Part of Review	Approval Pending	Plans Approved	Plans Rejected
13	8	2	9	2

## Smoke Alarm Program

Dwellings Inspected	Deficiencies Identified
54 Bunkhouses	0

## Fire Code Enforcement

Smoke alarm tickets issued – Part 1	Smoke alarm Infractions Issued – Part 3	Part 3 – Fire Code Violations Registered	Results

## Inspection Orders

<b>Bunkhouse</b>	
<b>Condominium Corporations</b>	<b>4</b>
<b>Boarding Rooming Lodging</b>	
<b>Commercial</b>	<b>70</b>
<b>Industrial</b>	<b>2</b>
<b>Assembly</b>	<b>7</b>
<b>Residential</b>	<b>4</b>
<b>Total</b>	<b>87</b>

## Prevention Highlights

- Annual inspections completed by Keeling with Johnston shadowing.
- CFPO participated in 3 ULC Standards working group conference calls
- Smoke Alarm program to continue in 2nd quarter – Condos Smoke alarm program ongoing with emphasis on condo corps replacing smokes as part of common element.
- Duncan Rydall elected as President of the Grey Bruce Fire Prevention Officers Association
- CFPO appointed to advisory role for STA committee



**TRAINING**  
**2nd Quarter Report**  
**April – June 2013**

**TRAINING STATS 2nd QUARTER – 2013 (In House)**

April 2013		May 2013		June 2013	
Station # 1	Station # 2	Station # 1	Station # 2	Station # 1	Station # 2
Hours	Hours	Hours	Hours	Hours	Hours
193	125	106	100	170	122
				<b>Total Hours</b>	<b>816hrs</b>

*In House training takes place every Monday night throughout the year.*

TOPIC	NUMBER OF HOURS
Truck / SCBA / PPE (Monthly)	200
Rural Water Operations/Pumper Operations	119
Incident Command Training	117
Swim Testing (Marine/Ice Rescue Operations)	52
Mutual Aid	32
Marine #1 Training (Annual)	46
NFPA Hose Testing (Annual)	72
High angle Training (Annual)	80
Recruit Hydrants/Hoses/suppression Techniques	98
<b>TOTAL TRAINING HOURS</b>	<b>816 Hours</b>

**Ontario Fire College Courses – April - June 2013**

Firefighters	Ontario Fire College Course	Number of Days
1	Rural Water Supply	2
1	Hydrocarbon Identification and Suppression Techniques	3
1	Trench Rescue Awareness	1
1	FPO 502- Advanced Fire Prevention Theory	5
1	FPO 504- Retrofit	5
1	Solar Photovoltaic Systems Safety for Firefighters	1
<b>Total Days at the Ontario Fire College</b>		<b>17</b>

## **Company Officer Level #2 In House Training**

<b>Officers</b>	<b>Ontario Fire College Course</b>	<b>Number of Days</b>
8	CO 60102	3
7	Fire Scene Assessment	3

### **Training Continued...**

Annual firefighter component certification to ensure firefighter compliance

All TBMFD un-certified Captains are now certified Company Officer level 1 & 2, delivered in house. This completes Ministry of Labour Company Officer compliance for “Competent Supervisor Status” under Occupational Health and Safety.

New Recruit training and performance based fire ground development weekly through the 2<sup>nd</sup> quarter.

## **Emergency Management 2013 2<sup>nd</sup> Quarter Report**

- Propane tank at Telus site relocated by Sparling Propane to comply with regulations.
- Correspondence and meeting with Georgian Tri-Tel regarding the agreement for emergency notification of the Town Response Plan now in place.
- Emergency Preparedness week May 5<sup>th</sup> through May 11. Newspaper, radio information, posters and information booklets posted throughout the Town. Town staff enjoyed the internal emergency preparedness jeopardy challenge.
- Attended spring sector meeting in Mount Forest hosted by EMO. Guest speakers from MTO, MOL, Red Cross, and CARE. (chemical industry)
- Updated Response Plans with new hard paper copies delivered to town staff and outside agencies.
- Attended meeting at Scenic Caves with Deputy Chief AJ Lake and staff from Scenic Caves to discuss response planning and contingencies for both Fire Department operations and Emergency Management planning.

RECEIVED

JUL 03 2013



June 28, 2013

Mayor Ellen Anderson  
Town of Blue Mountain  
32 Mill Street, P.O. Box 310,  
Thornbury, ON N0H 2P0

Dear Mayor:

AT LAST WE ARE THERE! The hospice home for Hospice Georgian Triangle is about to be a reality.

Many people would believe that most of the hard work is behind us. Not the case. Going forward we must ratchet up our efforts to fundraise for the annual expenses to operate the home. We hope that once the home is running, the health care system will commit some funding, but this has shown to be less than 50% of costs (based on hospice homes currently operational in Ontario).

This brings me to the purpose of my letter.

For nineteen years we have successfully held an annual dinner for 200 attendees paying \$125. We feel that with the current buzz on the street, increasing media attention, and construction nearly underway it is time to grow this event.

This annual dinner for Hospice Georgian Triangle offers a wide range of strategic philanthropic opportunities for a limited number of businesses interested in making a difference in our area. From event partners to specific sponsorships, the dinner may be appropriate for your business.

We invite you to consider being a partner or sponsor of this event. The breakdown of levels of partnerships are attached. Sponsorships would cover some of the costs of the event such as flowers, entertainment, printing, table wine etc. etc. Those costs could be discussed by contacting Catherine or myself. Your business would be appropriately recognized.

We will promote our partners/sponsors with radio, print (newspaper, posters, programs etc.)

Partners would have their company logo on all materials.

Patrice Mccammon



Catherine Sendell



19TH ANNUAL DINNER  
PARTNERSHIP OPPORTUNITIES

GOLD Partners \$5,000

You receive 8 tickets to the event at a prominent table

Your logo on all printed material (posters, newspaper, letterhead, ad in program)

Radio mentions

Receipt for accounting purposes

SILVER Partners \$3,000

4 tickets to the event at a prominent table

Logo on all printed material (posters, newspaper, letterhead, ad in program)

Radio mentions

Receipt for accounting purposes

BRONZE Partners \$1,500

2 tickets to the event at a prominent table

Logo on all printed material (posters, newspaper, letterhead, ad in program)

Receipt for accounting purposes

All Partners will be suitably recognized during the event.

HOSPICE TOUCHES THE HEART!

19TH ANNUAL DINNER  
SPONSORSHIP OPPORTUNITIES

Table Centerpieces	\$ 500
Cocktail Entertainment	\$ 500
Hor d'oeuvres	\$1500
Hall Rental	\$1400
Limo for early bird draw	\$ 600
Table Wine	\$1200
Gift Bags	\$ 500
Linens	\$1000
Programs	\$1000
Printing	\$1000
Thank you ad - 4 papers	\$1500
Decor	\$ 500
Radio Ads	\$1500

Your name and logo prominently displayed in the program, on an easel at the front door or appropriately displayed around the room. Prominent position in the Thank You ad in three papers  
Invoicing/receipts available. Direct billing from vendors may be available.

**HOSPICE TOUCHES THE HEART!**

The b



## INVOICE

July 31, 2013

Town of The Blue Mountains

<b>2013 Contribution to Georgian Trail Board of Management</b>	<b>\$23,024.00</b>
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## The Fuzzy 5

1)

Continuing to reserve \$300,000 PA for the landfill, despite improvements in technology and changing forecasts of need, is not appropriate. In fact, Council should consider reversing some existing landfill reserves.

2)

The Collingwood "take or pay" contract is insurance. But given their peak needs and ours we might be overpaying for insurance that they cannot deliver on in time of need. The structure and pricing of that contract needs to be re-negotiated; particularly in the context of cost and security of supply.

3)

(A) The Notes to the Audited Financial Statements on Page 22 indicate, under Environmental Services, an annual surplus of \$2.8mm and even after backing out the allocated revenue from taxation of \$2.0mm there remains a surplus of \$0.8mm. Both of these surpluses are after Amortization Expenses of \$2.0mm. It should be noted that the same surplus was also evident in the 2011 audited financial statements, although even higher. This implies that the water/wastewater rates are probably too high and go beyond the concept of simply user-pay to creating a surplus. These surpluses within Environmental Services do not support the Infrastructure Deficit Gaps suggested in the 2013 Budget Presentations. Does this imply that the Town of Blue Mountains is overcharging for Environmental Services, specifically Water/Wastewater? Moreover when the Town was proposing in the early part of the Budget process last year to raise the water fees by 23% and waste up by 14%: The need for any increase at all was a shocking contradiction because of the fact a surplus stated above, which fall out of the audited statements. What were these attempts at huge increases based on? There seems to be a disconnect between what should be a fair charge and what appears to be a cash-cow attitude toward Environmental Services. Bearing in mind the life of the assets and replacement costs, could the Town staff please review for us how they concluded there is an infrastructure gap for water and waste?

(B) When will the new accounting systems be implemented along with a Management Reporting System for both financial reporting and budget purposes per the accounting performed by the Auditors and used for reporting to the Province?

(C) We have raised the question relative to septic/holding tank waste treatment attracting rates that have remained the same since 2007 (disposal fee \$60.00) with no indication of how these revenues are accounted for vis a vis the split between operating cost recovery or Infrastructure Replacement Reserves. We can estimate the non-farm/farming community number of users from the Dec11/12 Staff Report at 1,262 but have not been able to obtain farm/farming community numbers from Town Staff nor during our meeting. Using the 1,262 and a comparable rate for disposal fees of +\$40.00 (Midhurst Disposal Fee \$100.00) yields additional revenue of \$50,000 over a pumping cycle, but more importantly



begs the question as to why our Staff have not suggested a review of this pricing since 2007? We view this as another source for reducing the general Water/Wastewater Rates.

4)

We are going to be facing a timing (chicken and egg) problem on the sequencing of the signing of the OPP contract and dealing with the STA by-law and licensing legislation. Presumably OPP will be signed first but it should allow for a later amendment to insert STA legislation when passed. Also the Police Advisory Board is not representative of the diversity of TBM; specifically there is a void from the Village area. We need pressure to find the savings for the 8.55% OPP increase. One way is to stop the annual expensing of contribution for landfill reserves; which at \$300,000 represents approximately 3% of the Town's tax revenue. Another is to budget for STA Revenues for Licensing. As discussed, if that revenue gets delayed in courts, the BMRA will defend Council's aggressiveness on booking the revenue with a view that it will ultimately be collected retroactively.

5)

There is confusion regarding standard definitions of Households taxed. This often leads us off into tangents: e.g. a delineation of Voters: Permanent vs. Part Timers. Apparently Commercial equates to 900 housing units. In any event, everyone we talk to in the Town building admits they don't have the demographics nailed down. Additionally we need to consider the floating population of at least 70,000 on avg. In short, we are not all talking the same language when defining the size of the Town. We need a common understanding and definitions of these stats. Would the Town please preface the 2014 Budget by defining these stats?