

COMMITTEE REPORT: FINANCE AND ADMINISTRATION COMMITTEE

MEETING DATE: January 18, 2010
LOCATION: Building Department Meeting Room
PREPARED BY: Stephen Keast, Administrative Assistant

A. Recommendations**1. Draft Financial Statements for the Year Ended December 31, 2009**

THAT the Committee receive the draft Town Financial Statements for the year ended December 31, 2009 as audited by BDO Dunwoody LLP and that the final 2009 Financial Statements be adopted by Council at the next scheduled Council meeting, **CARRIED**.

2. Refrigeration Chiller and Condenser Pre-approval, DOR.11.08

THAT Council receive Staff Report DOR.11.08 entitled "Refrigeration Chiller and Condenser Pre-approval" and does hereby grant pre-approval in the 2011 municipal budget process for the replacement of the refrigeration chiller and condenser at the Beaver Valley Community Centre at a total budgeted amount of \$105,000.00, **CARRIED**.

3. 2011 Fees and Charges for Recreation Services, FIS.11.02

THAT Council does hereby receive Staff Report FIS.11.02 "2011 Fees and Charges for Recreation Services";

AND THAT a Public Meeting to review proposed Amendments to By-law 2008-113 as amended "Fees & Charges By-law", Schedule "H" – Recreation Department Services, Schedule "I" – Harbour, Schedule "J" – Craighleith Heritage Depot and Schedule "K" – Ice Rentals, **CARRIED**.

4. The Blue Mountains Fire Department Third Quarter Report, 2010

THAT Council receive The Blue Mountains Fire Department Third Quarter Report, 2010 for information purposes, **CARRIED**.

5. Quarterly Flash Report – December 31, 2010

THAT Council receive the Quarterly Flash Report – December 31, 2010, for information purposes, **CARRIED**.

6. Procedural By-law Review, A.11.03

THAT the Finance and Administration Committee receive Staff Report A.11.03, Procedural By-law Review, for information purposes; and

THAT the Committee provide direction on the following Recommendations for By-law revisions to Council based on the background information contained in this Report;

Recommendation 1. Section 2, **Intent of By-law**, be revised to refer to the Council Code of Conduct adopted by the previous Council.

Recommendation 2. Subsection 4.7, **Meetings of Council**, be revised to read that in addition to the Head of Council or the Chair of a Committee, the Chief Administrative Officer (CAO) or CAO Designate may also cancel a regularly scheduled meeting, following consultation with the Head of Council or Chair of the Committee, where possible.

Recommendation 3. Subsection 4.7, **Meetings of Council**, be revised by deleting “or for any other reason” and inserting “or a lack of corporate business requiring immediate attention” and further revised with the addition of a new last sentence reading “Where a statutory public meeting has been scheduled, every reasonable effort shall be made to conduct the meeting subject to the provisions of this clause.”

Recommendation 4. Subsection 9.1.d.v., **Declaration of Conflict of Interest (Pecuniary Interest)**, be implemented as currently written and contained in the *Municipal Act, 2001*, being that where the interest of a member has not been disclosed by reason of the member’s absence from a meeting wherein the matter was discussed, the member shall disclose the interest at the next Council or Committee meeting attended by the member.

Recommendation 5. Subsection 16.3, **Motions / Resolutions**, be clarified to note that prior to a question being voted on, each member shall *take their seat in respect of the vote* (current wording is they *shall* vote, which intends to mean they shall respect the call for the vote).

Recommendation 6. Subsection 16.8, **Motions / Resolutions**, be revised to note that a request for a recorded vote must be made immediately before the vote only and to note that a member expressing preliminary intent to call for a recorded vote does not act to minimize, terminate or quash debate on a matter.

Recommendation 7. Section 16.8, **Motions / Resolutions**, be implemented as currently written, being that following a request for a recorded vote, the Chair of the meeting shall vote last.

Recommendation 8. That Council install provision for a “simultaneous recorded vote”, where a member may request such a vote in the manner of a recorded vote and the Clerk or Secretary will provide a ballot to each member who records their vote secretly for or against the question.

Recommendation 9. Subsection 17.1, **Notice of Motion**, be clarified as to the requirement for a Secunder on a Motion shown on an Agenda arising from Notice of Motion given at a previous meeting.

Recommendation 10. Subsections 21.1. a), **Committees**, be modified to note the Standing Committees have four designated members, all having voting privileges and all responsible to attend *and at the inaugural meeting shall select a Chair from among them*. The method of election should also be prescribed.

Recommendation 11. Subsection 21.4, **Committees**, be modified to clarify the Head of Council is an ex-officio member of all Committees but attendance at meetings would not be considered as part of the quorum unless the Mayor was specifically appointed or designated,

CARRIED.

7. Correspondence

THAT Council receive correspondence from the Small Business Enterprise Centre regarding a request for municipal support in the amount of \$2,000.00 for the SPARC Entrepreneur Challenge to be held on March 4, 2011; and

THAT Council approve financial sponsorship in the amount of 50% cash (\$1,000.00) and 50% in-kind services (\$1,000.00 value), **CARRIED.**

B. Deputations/Presentations

None

C. Staff Reports

- C.1 Draft Financial Statements for the Year Ended December 31, 2009**
- C.2 Refrigeration Chiller and Condenser Pre-approval, DOR.11.08**
- C.3 2011 Fees and Charges for Recreation Services, FIS.11.02**
- C.4 The Blue Mountains Fire Department Third Quarter Report, 2010**
- C.5 Quarterly Flash Report – December 31, 2010**
- C.6 Procedural By-law Review, A.11.03**

D. Correspondence

D.1 Small Business Enterprise Centre – Request for support – referred by Council
January 10, 2011

E. Next Meeting Date

February 15, 2011, 2:00 p.m., The Blue Mountains Committee Room

The Corporation of the
Town of The Blue Mountains
Financial Statements
For the year ended December 31, 2009

Draft

**The Corporation of the Town of The Blue Mountains
Financial Statements
For the year ended December 31, 2009**

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Auditors' Report

To the Members of Council, Inhabitants and Ratepayers
of the Corporation of the Town of The Blue Mountains

We have audited the consolidated statement of financial position of the Corporation of the Town of The Blue Mountains as at December 31, 2009 and the consolidated statements of operations and accumulated surplus, changes in net debt and cash flows for the year then ended. These financial statements are the responsibility of the Town's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Corporation of the Town of The Blue Mountains as at December 31, 2009 and the results of its operations, changes in net debt and cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Chartered Accountants, Licensed Public Accountants

Owen Sound, Ontario
July 29, 2010, except as to Note 7 which is as of December 16, 2010

The Corporation of the Town of The Blue Mountains
Consolidated Statement of Financial Position

December 31	2009	2008
Financial assets		
Cash (Note 1)	\$ 4,598,251	\$ 14,475,685
Temporary investments (Note 2)	8,323,927	10,180,482
Taxes receivable	4,601,212	4,231,203
Trade and other receivables	7,381,248	4,454,468
Long-term receivables (Note 3)	3,479,598	2,007,671
	<u>28,384,236</u>	<u>35,349,509</u>
Liabilities		
Accounts payable and accrued liabilities (Note 4)	8,704,597	11,553,833
Solid waste closure and post-closure liabilities (Note 6)	1,142,130	1,049,746
Deferred revenue (Page 30)	2,288,035	4,059,997
Long-term liabilities (Note 5)	4,758,554	5,473,639
	<u>16,893,316</u>	<u>22,137,215</u>
Net financial assets	11,490,920	13,212,294
Non financial assets		
Inventory of supplies	67,453	56,061
Prepaid expenses	75,997	27,903
Tangible capital assets (Note 7)	158,866,399	152,018,325
	<u>159,009,849</u>	<u>152,102,289</u>
Accumulated surplus (Note 8)	<u>\$ 170,500,769</u>	<u>\$ 165,314,583</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

The Corporation of the Town of The Blue Mountains
Consolidated Statement of Operations and Accumulated Surplus

For the year ended December 31	2009	2009	2008
	Budget	Actual	Actual
Revenue			
Taxation	\$ 9,892,609	\$ 9,872,239	\$ 9,375,024
Fees and user charges	6,810,898	6,626,048	6,537,875
Grants (Note 12)	5,295,877	4,729,447	2,252,154
Other income (Note 11)	6,023,062	4,656,328	3,684,388
Obligatory reserve fund revenue recognized	5,753,541	2,308,240	7,607,637
	<u>33,775,987</u>	<u>28,192,302</u>	<u>29,457,078</u>
Expenses			
General government	2,817,517	8,041,422	8,404,673
Protection services	4,184,097	3,994,218	4,032,433
Transportation services	2,916,585	3,032,832	2,956,704
Environmental services	4,295,232	4,537,056	4,548,412
Health services	95,433	131,240	113,868
Recreation and cultural services	1,970,780	2,147,943	2,053,745
Planning and development	1,404,653	1,121,405	1,074,933
	<u>17,684,297</u>	<u>23,006,116</u>	<u>23,184,768</u>
Annual surplus (Note 10)	16,091,690	5,186,186	6,272,310
Accumulated surplus, beginning of year	<u>165,314,583</u>	<u>165,314,583</u>	<u>159,042,273</u>
Accumulated surplus, end of year	<u>\$ 181,406,273</u>	<u>\$ 170,500,769</u>	<u>\$ 165,314,583</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

The Corporation of the Town of The Blue Mountains
Consolidated Statement of Changes in Net Debt

<u>For the year ended December 31</u>	2009	2009	2008
	Budget	Actual	Actual
Annual surplus (Page 5)	\$ 16,091,690	\$ 5,186,186	\$ 6,272,310
Acquisition of tangible capital assets	(23,975,695)	(11,977,632)	(8,245,641)
Amortization of tangible capital assets	-	5,122,086	5,740,361
Loss on sale of tangible capital assets	-	7,472	8,762
	<u>(23,975,695)</u>	<u>(6,848,074)</u>	<u>(2,496,518)</u>
Change in inventories of supplies	-	(11,392)	(23,412)
Change in prepaid expenses	-	(48,094)	(27,002)
	<u>-</u>	<u>(59,486)</u>	<u>(50,414)</u>
Increase in net financial assets	(7,884,005)	(1,721,374)	3,725,378
Net financial assets, beginning of the year	13,212,294	13,212,294	9,486,916
Net financial assets, end of the year	\$ 5,328,289	\$ 11,490,920	\$ 13,212,294

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

The Corporation of the Town of The Blue Mountains
Consolidated Statement of Cash Flows

For the year ended December 31	2009	2008
Cash provided by (used in)		
Operating activities		
Annual surplus	5,186,186	6,272,310
Items not involving cash		
Change in solid waste closure and post-closure liabilities	92,384	107,584
Amortization	5,122,086	5,740,361
Deferred revenue recognized	(3,903,703)	(7,620,476)
Change in prepaid expenses	(48,094)	(23,412)
Change in inventory of supplies	(11,392)	(27,002)
Loss on sale of capital assets	7,472	8,762
	<u>6,444,939</u>	<u>4,458,127</u>
Changes in non-cash working capital balances		
Taxes receivable	(370,009)	(1,197,740)
Trade and other receivables	(2,926,780)	2,196,469
Accounts payable and accrued liabilities	(2,849,236)	(1,326,295)
Deferred revenue received	2,131,741	5,554,187
	<u>2,430,655</u>	<u>9,684,748</u>
Capital transactions		
Cash used to acquire capital assets	<u>(11,977,632)</u>	<u>(8,245,641)</u>
Investing activities		
Decrease (increase) in long-term receivables	<u>(1,471,927)</u>	<u>951,021</u>
Financing activities		
Repayment of long-term liabilities	<u>(715,085)</u>	<u>(712,521)</u>
Net change in cash and cash equivalents	<u>(11,733,989)</u>	<u>1,677,607</u>
Cash and cash equivalents, beginning of year	<u>24,656,167</u>	<u>22,978,560</u>
Cash and cash equivalents, end of year	<u>\$ 12,922,178</u>	<u>\$ 24,656,167</u>
Comprised of:		
Cash	\$ 4,598,251	\$ 14,475,685
Temporary investments	8,323,927	10,180,482
	<u>\$12,922,178</u>	<u>\$ 24,656,167</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

The Corporation of the Town of The Blue Mountains

Summary of Significant Accounting Policies

December 31, 2009

Management Responsibility The consolidated financial statements of the Corporation of the Town of The Blue Mountains are the representations of management. They have been prepared in accordance with Canadian generally accepted accounting principles established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants as prescribed by the Ontario Ministry of Municipal Affairs and Housing.

Use of Estimates The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty and actual results could differ from management's best estimates as additional information becomes available in the future.

Basis of Consolidation The consolidated statements reflect the assets, liabilities, revenues and expenses of all municipal organizations, committees, and boards which are owned or controlled by Council. All interfund assets and liabilities and revenues and expenses have been eliminated on consolidation.

The following board controlled by Council has been consolidated:

The Blue Mountains Public Library Board

A government partnership exists where the municipality has shared control over the board or entity. The municipality's pro-rata share of the assets, liabilities, revenues and expenses are reflected in the financial statements using the proportionate consolidation method. The municipality's proportionate interest of the following government partnership is reflected in the consolidated financial statements:

Georgian Trail Board of Management	41%
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Basis of Accounting Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

The Corporation of the Town of The Blue Mountains Summary of Significant Accounting Policies

December 31, 2009

Cash and Cash Equivalents	Cash and cash equivalents include all cash balances and short-term highly liquid investments that are readily convertible into cash.												
Temporary Investments	Temporary investments are recorded at the lower of cost and market value.												
Inventory of Supplies	Inventory held for consumption is recorded at the lower of cost and replacement cost.												
Tangible Capital Assets	<p>Tangible capital assets are recorded at cost less accumulated amortization. Costs include all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Amortization is provided over the estimated useful life of the assets, using the straight-line method. The useful life of the assets is based on estimates made by Council. The following rates are used:</p> <table><tr><td>Land Improvements</td><td>10 to 50 years</td></tr><tr><td>Buildings</td><td>15 to 50 years</td></tr><tr><td>Machinery, Equipment and Vehicles</td><td>5 to 50 years</td></tr><tr><td>Water</td><td>20 to 100 years</td></tr><tr><td>Sewer</td><td>20 to 100 years</td></tr><tr><td>Roads</td><td>10 to 75 years</td></tr></table> <p>Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.</p>	Land Improvements	10 to 50 years	Buildings	15 to 50 years	Machinery, Equipment and Vehicles	5 to 50 years	Water	20 to 100 years	Sewer	20 to 100 years	Roads	10 to 75 years
Land Improvements	10 to 50 years												
Buildings	15 to 50 years												
Machinery, Equipment and Vehicles	5 to 50 years												
Water	20 to 100 years												
Sewer	20 to 100 years												
Roads	10 to 75 years												
Deferred Revenue	Revenue restricted by legislation, regulation or agreement and not available for general municipal purposes is reported as deferred revenue on the consolidated statement of operations and accumulated surplus. The revenue is reported on the consolidated statement of financial activities in the year in which it is used for the specified purpose.												
County and School Board	The municipality collects taxation revenue on behalf of the school boards and the County of Grey. The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards and the County of Grey are not reflected in these financial statements.												

The Corporation of the Town of The Blue Mountains Summary of Significant Accounting Policies

December 31, 2009

Trust Funds	Funds held in trust by the municipality, and their related operations, are not included in these financial statements. The financial activity and position of the trust funds are reported separately on the trust funds statement of continuity and balance sheet.
Government Transfers	Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, and eligibility criteria have been met and reasonable estimates of the amounts can be made.
Revenue Recognition	<p>Tax levies are recognized as revenue when the amounts are levied on the municipality's ratepayers.</p> <p>User fees and other revenues are recognized when related goods or services are provided and collectibility is reasonably assured.</p>

Draft

The Corporation of the Town of The Blue Mountains
Notes to Financial Statements

December 31, 2009

1. Cash

	2009	2008
Unrestricted	\$ 4,148,412	\$ 13,626,262
Restricted	449,839	849,423
	\$ 4,598,251	\$ 14,475,685

The Town has established segregated interest-bearing bank accounts pursuant to agreements with developers and these funds are for the sole purpose of capital costs relating to specific developments.

Cash balances of \$4,523,950 are being held at one chartered bank in five different accounts earning interest at a rate of prime less 1.75%

The municipality has an available operating facility of \$750,000 which was not drawn upon at December 31, 2009. The operating facility is due on demand and bears interest at the bank's prime rate.

2. Temporary Investments

	2009	2008
Cash	\$ 742,595	\$ -
Discount Bonds, 2.105% to 4.02%, due 2010	-	2,509,235
Bankers Acceptance, 2.262% to 2.461%, due 2010	-	1,491,105
Guaranteed Investment Certificate, .55% to 2.32%, due 2010	7,581,332	6,099,000
Restricted Guaranteed Investment Certificate Georgian Trail Board of Management	-	81,142
	\$ 8,323,927	\$ 10,180,482

Investments have a market value of \$8,323,927 (2008 - \$10,200,232) at the end of the year.

The Corporation of the Town of The Blue Mountains
Notes to Financial Statements

December 31, 2009

3. Long-term Receivables

	<u>2009</u>	<u>2008</u>
Water and sewer loans, 5.5% to 18%, due 2010 to 2029	\$ 3,436,209	\$ 1,956,733
Tile drainage loans, 6% to 8%, due 2010 to 2016	<u>43,389</u>	<u>50,938</u>
	<u>\$ 3,479,598</u>	<u>\$ 2,007,671</u>

4. Accounts Payable and Accrued Liabilities

	<u>2009</u>	<u>2008</u>
Trade accounts payable	\$ 3,005,901	\$ 5,068,118
Accrued liabilities	633,245	1,459,459
Developer and other deposits	<u>5,065,451</u>	<u>5,026,266</u>
	<u>\$ 8,704,597</u>	<u>\$ 11,553,843</u>

The Corporation of the Town of The Blue Mountains
Notes to Financial Statements

December 31, 2009

5. Long-Term Liabilities

The balance of long-term liabilities reported on the consolidated statement of financial position is made up of the following:

	2009	2008
Loan payable, prime less 0.25%, repayable in annual principal instalments of \$115,000 plus interest, due 2012	\$ 345,000	\$ 460,000
Loan payable, 4.85%, repayable in annual principal instalments of \$450,000 plus interest, due 2014	2,250,000	2,700,000
Loan payable, 4.85%, repayable in blended annual payments of \$83,608, due 2014	360,165	422,701
Loan payable, 5.11%, repayable in semi-annual principal instalments of \$40,000 plus interest, due 2031	1,760,000	1,840,000
Tile drainage loans payable, 6% to 8%, due from 2010 to 2016	43,389	50,938
	\$ 4,758,554	\$ 5,473,639

The interest expense included on the Consolidated Statement of Operations and Accumulated Surplus totals \$264,220 (2008 - \$310,025).

Principal payments for the next 5 fiscal years and thereafter are as follows:

2010	\$	717,769
2011	\$	720,213
2012	\$	724,045
2013	\$	613,073
2014	\$	612,834
Thereafter	\$	1,370,620

At December 31, 2009, the municipality had undrawn credit capacity of \$2,500,000 at prime minus 0.75%.

The Corporation of the Town of The Blue Mountains
Notes to Financial Statements

December 31, 2009

6. Solid Waste Closure and Post-Closure Liabilities

Solid waste closure and post-closure care requirements have been defined in accordance with industry standards and include final covering and landscaping of the landfill, removal of ground water and leachates, and ongoing environmental monitoring, site inspection and maintenance.

The liability for the landfill site is recorded at \$1,142,130 and represents the present value of closure and post-closure costs for 92% of the current site's capacity, using the municipalities average long-term borrowing rate of 5%. The liability is recorded based on the capacity of the landfill used to date. The total estimated future expenses for closure and post-closure care are \$1,245,470 leaving an amount to be recognized of \$103,340. The estimated remaining capacity of the site's opened cells are approximately 30,700 cubic metres, which will be filled in 3 years. Post-closure care is estimated to continue for a period of 25 years.

The liability is expected to be funded through budget allocations to a landfill reserve over the remaining life of the landfill. During 2009 there were no transfers to or from this reserve. The balance of this reserve at December 31, 2009 is \$194,474.

The Corporation of the Town of The Blue Mountains
Notes to Financial Statements

December 31, 2009

7. Tangible Capital Assets

	2009								
	Land	Land Improvements	Buildings	Machinery, Equipment and Vehicles	Water	Sewer	Roads	Work in Progress	Total
Cost, beginning of year	\$ 5,326,069	\$ 3,971,465	\$ 17,103,763	\$ 17,283,369	\$ 40,198,859	\$ 52,781,563	\$ 69,250,437	\$ 8,721,422	\$ 214,636,947
Additions	359,190	216,238	780,892	1,061,575	235,779	1,249,566	316,978	7,757,414	11,977,632
Disposals	-	-	(6,052)	(340,310)	-	-	-	-	(346,362)
Transfers	-	-	780,404	4,461,062	1,777,366	1,358,141	2,617,247	(10,994,220)	-
Cost, end of year	5,685,259	4,187,703	18,659,007	22,465,696	42,212,004	55,389,270	72,184,662	5,484,616	226,268,217
Accumulated amortization, beginning of year	-	1,648,510	6,968,057	7,283,807	10,090,538	7,997,895	28,629,815	-	62,618,622
Amortization	-	158,580	483,519	1,156,976	566,047	670,020	2,086,944	-	5,122,086
Disposals	-	-	(4,598)	(334,292)	-	-	-	-	(338,890)
Accumulated amortization, end of year	-	1,807,090	7,446,978	8,106,491	10,656,585	8,667,915	30,716,759	-	67,401,818
Net carrying amount, end of year	\$ 5,685,259	\$ 2,380,613	\$ 11,212,029	\$ 14,359,205	\$ 31,555,419	\$ 46,721,355	\$ 41,467,903	\$ 5,484,616	\$ 158,866,399

The Corporation of the Town of The Blue Mountains
Notes to Financial Statements

December 31, 2009

7. Tangible Capital Assets - (continued)

									2008
	Land	Land Improvements	Buildings	Machinery, Equipment and Vehicles	Water	Sewer	Roads	Work in Progress	Total
Cost, beginning of year	\$ 4,993,383	\$ 3,684,714	\$ 16,880,321	\$ 16,295,643	\$ 39,529,371	\$ 50,192,991	\$ 66,9	\$ 8,064,415	\$ 206,547,936
Additions	332,686	339,341	223,442	1,091,766	125,706	383,946	97,474	5,651,280	8,245,641
Disposals		(52,590)	-	(104,040)	-	-	-	-	(156,630)
Transfers	-	-	-	-	543,782	2,204,626	2,245,865	(4,994,273)	-
Cost, end of year	5,326,069	3,971,465	17,103,763	17,283,369	40,198,859	52,781,563	69,250,437	8,721,422	214,636,947
Accumulated amortization, beginning of year	-	1,540,816	5,787,198	6,314,747	9,534,343	7,322,626	26,526,396	-	57,026,126
Amortization		151,519	1,180,859	1,073,100	556,195	675,269	2,103,419	-	5,740,361
Disposals		(43,825)	-	(104,040)	-	-	-	-	(147,865)
Accumulated amortization, end of year	-	1,648,510	6,968,057	7,283,807	10,090,538	7,997,895	28,629,815	-	62,618,622
Net carrying amount, end of year	\$ 5,326,069	\$ 2,322,955	\$ 10,135,706	\$ 9,999,562	\$ 30,108,321	\$ 44,783,668	\$ 40,620,622	\$ 8,721,422	\$ 152,018,325

The Corporation of the Town of The Blue Mountains
Notes to Financial Statements

December 31, 2009

7. Tangible Capital Assets - (continued)

The net book value of tangible capital assets not being amortized because they are under construction is \$5,484,616 (2008 - \$8,721,422).

The municipality holds various works of art and historical treasures pertaining to (provide nature of the works). These items are not recognized as tangible capital assets in the financial statements because a reasonable estimate of the future benefits associated with such property cannot be made.

8. Accumulated Surplus

Accumulated surplus consists of individual fund surplus and reserves as follows:

	2009	2008
Invested in tangible capital assets		
Tangible capital assets at cost less amortization	\$ 158,866,399	\$ 152,018,325
Unfinanced capital assets	(6,817,211)	(3,715,508)
Capital assets financed by long-term liabilities and to be funded in future years (Note 5)	(4,715,165)	(5,422,701)
	147,334,023	142,880,116
Unfunded post-employment benefits	(89,819)	(87,331)
Unfunded projects	(156,881)	(82,287)
Unfunded solid waste closure and post-closure costs	(1,142,130)	(1,049,746)
General surplus (Note 10)	1,008,375	577,692
Building inspection deficit	(639,469)	(313,993)
Cemeteries	(113,609)	(36,516)
Recreation, community centres and arenas	67,593	84,018
	146,268,083	141,971,953
Reserves and reserve funds (Note 9)	24,232,686	23,342,630
Accumulated surplus	\$ 170,500,769	\$ 165,314,583

The Corporation of the Town of The Blue Mountains
Notes to Financial Statements

December 31, 2009

9. Reserves and Reserve Funds Set Aside for Specific Purpose by Council

	<u>2009</u>	<u>2008</u>
Reserves		
Working funds	\$ 3,122,532	\$ 2,510,214
Contingencies	-	155,626
Insurance, sick leave and WSIB	162,674	176,927
Current purposes	898,395	840,096
Capital purposes	<u>5,038,723</u>	<u>6,966,895</u>
	9,222,324	10,649,758
Reserve funds:		
Capital purposes	<u>15,010,362</u>	<u>12,692,872</u>
Reserves and reserve funds set aside for specific purpose by Council	<u>\$ 24,232,686</u>	<u>\$ 23,342,630</u>

Draft

The Corporation of the Town of The Blue Mountains
Notes to Financial Statements

December 31, 2009

10. Budgets

Under Canadian generally accepted accounting principles, budget amounts are to be reported on the consolidated statement of operations and changes in net debt for comparative purposes. The 2009 budget amounts for the Corporation of the Town of The Blue Mountains approved by Council have been restated to conform to the presentation of the consolidated statements of operations and changes in net debt. The following is a reconciliation of the budget approved by Council. The budget figures have not been audited.

	2009 Budget	2009 Actual	2008 Actual
Annual surplus (Page 5)	\$ 16,091,690	\$ 5,186,186	\$ 6,272,310
Prior year general surplus	200,000	577,692	661,564
Net transfers from (to) reserves	4,347,706	(890,056)	(426,720)
Capital acquisitions, disposals and write-down	(23,975,695)	(11,970,160)	(8,236,879)
Amortization	-	5,122,086	5,740,361
Proceeds from long-term debt	3,102,213	-	-
Debt principal repayments	-	(707,536)	(704,581)
Change in unfunded liabilities	-	94,872	100,602
Change in unfunded operating expenses	-	74,594	65,200
Change in other surpluses	-	418,994	328,208
	(234,086)	(2,093,328)	3,800,065
Capital projects not funded (prior year projects funded)	234,086	3,101,703	(3,222,373)
General surplus (Note 8)	\$ -	\$ 1,008,375	\$ 577,692

The Corporation of the Town of The Blue Mountains
Notes to Financial Statements

December 31, 2009

11. Other Income

	2009		2009	2008
	Budget	Actual	Actual	Actual
Penalties and interest on taxation	\$ 440,000	\$ 525,623	\$	401,819
Other fines and penalties	37,600	66,037		43,448
Investment income	191,100	444,120		916,332
Licenses, permits and rents	685,925	316,741		400,872
Donations	317,110	10,370		18,869
Prepaid special charges	3,187,418	3,219,583		1,874,915
Other	1,163,909	73,854		28,133
	<u>\$ 6,023,062</u>	<u>\$ 4,656,328</u>	<u>\$</u>	<u>3,684,388</u>

Draft

The Corporation of the Town of The Blue Mountains
Notes to Financial Statements

December 31, 2009

12. Grants

	Budget	2009	2008
Operating			
Province of Ontario			
Ontario Municipal Partnership Fund (OMPF)	\$ 1,684,800	\$ 1,683,000	\$ 1,683,000
Conditional - Roads	20,000	213,053	22,148
- Other	265,475	225,087	101,385
	<u>1,970,275</u>	<u>2,121,140</u>	<u>1,806,533</u>
Government of Canada			
- Other	\$ 142,000	\$ 189,980	8,016
Other municipalities			
- Other	\$ 105,250	\$ 21,734	55,452
Total operating grants	<u>2,217,525</u>	<u>2,332,854</u>	<u>1,870,001</u>
Tangible Capital Assets			
Province of Ontario			
Conditional - Roads	\$ 1,830,000	\$ 991,658	46,709
- Sewer and water	500,000	143,178	-
- Other	435,352	522,351	167,023
	<u>2,765,352</u>	<u>1,657,187</u>	<u>213,732</u>
Government of Canada			
Conditional - Roads	\$ 173,000	\$ 296,709	-
- Sewer and water	100,000	91,969	-
- Other	-	345,728	84,968
	<u>273,000</u>	<u>734,406</u>	<u>84,968</u>
Other municipalities			
Conditional - Roads	-	-	46,709
- Other	40,000	5,000	36,744
	<u>40,000</u>	<u>5,000</u>	<u>83,453</u>
Total tangible capital asset grants	<u>3,078,352</u>	<u>2,396,593</u>	<u>382,153</u>
Total grants	<u>\$ 5,295,877</u>	<u>\$ 4,729,447</u>	<u>\$ 2,252,154</u>

The Corporation of the Town of The Blue Mountains Notes to Financial Statements

December 31, 2009

13. Pension Agreements

The municipality makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of 81 members of its staff. This plan is a defined benefit plan which specifies the amount of the retirement benefits to be received by the employees based on the length of service and rates of pay. Employees and employers contribute jointly to the plan. The amount contributed to OMERS for 2009 current service by the Town was \$365,719 (2008 - \$330,414). The contribution rate for 2009 was 6.5% to 10.7% depending on age and income level (2008 - 6.5% to 10.7%).

OMERS is a multi-employer plan, therefore any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. The municipality does not recognize any share of the OMERS pension surplus or deficit. The last available report for the OMERS plan was December 31, 2009. At that time the plan reported a \$1.5 billion deficit (2008 - \$0.3 billion actuarial deficit), based on actuarial liabilities of \$54.3 billion (2008 - \$50.1 billion) and actuarial assets of \$52.7 billion (2008 - \$49.8 billion). Ongoing adequacy of the current contribution rates will need to be monitored and the decline in the financial markets may lead to increased future funding requirements.

14. Operations of School Boards and the County of Grey

During the year, the following taxation revenue was raised and remitted to the school boards and the County of Grey:

	2009	2008
School Boards	\$ 8,647,181	\$ 8,185,262
County of Grey	11,917,584	11,380,863
	<u>\$ 20,564,765</u>	<u>\$ 19,566,125</u>

15. Trust Funds

The trust funds administered by the municipality amounting to \$257,777 (2008 - \$249,354) have not been included in the consolidated statement of financial position nor have the operations been included in the consolidated statement of financial activities. At December 31, 2009, the trusts fund balances are as follows:

	2009	2008
Cemetery Care and Maintenance funds	\$ 257,777	\$ 249,354

The Corporation of the Town of The Blue Mountains
Notes to Financial Statements

December 31, 2009

16. Contractual Commitments

The Corporation of the Town of The Blue Mountains has entered into contracts totalling \$10,949,708 to upgrade and extend road, sewer and water services and purchase equipment. A total of \$3,019,606 remains to be spent. These commitments will be funded by municipal reserve funds, development charges, local improvement charges, government grants and long-term debt.

17. Subdivision Agreements

As part of various subdivision agreements, the municipality has received Letters of Credit to cover developers' responsibilities in completing the projects as well as covering unpaid municipal levies. Letters of Credit held by the municipality at December 31, 2009 amount to \$5,230,790.

Draft

The Corporation of the Town of The Blue Mountains
Notes to Financial Statements

December 31, 2009

18. Contingencies

- (a) The Town of The Blue Mountains has been named as a defendant in a legal action for damages alleged to total \$2,000,000 plus prejudgment and postjudgment interest and costs. This claim is expected to be discontinued, however a second statement of claim has been commenced by the plaintiff for \$750,000 plus interest and costs. The Town's liability with respect to these actions is not determinable at the present time.

The Town of The Blue Mountains has been named as defendant in a legal action totalling \$3,400,000 plus prejudgment and postjudgment interest and costs. The Town's liability with respect to this action is not determinable at the present time.

Management is of the opinion that the Town maintains adequate and appropriate liability and errors and omissions insurance to protect the municipality against the above claims, with the exception of claims for punitive damages which are not covered by the Town's insurance coverage.

- (b) OMERS has notified The Town of The Blue Mountains that they may request the Town pay OMERS contributions for an omission period from 1998 to 2007 for employees who are no longer employed by the Town. The impact on expenses as a result of settlement of this issue is not determinable at this time. The effect on expenses, if any, will be recorded in the fiscal year in which it can be determined.
- (c) A number of appeals of the current value assessment of properties in the municipality are currently in process. The impact on taxation revenue as a result of settlement of these appeals is not determinable at this time. The effect on taxation of these rebates will be recorded in the fiscal year in which they can be determined.
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The Corporation of the Town of The Blue Mountains
Notes to Financial Statements

December 31, 2009

19. Change in Accounting Principles

On January 1, 2009 the municipality adopted the revised accounting standards Section 1000 - Financial Statement Concepts, Section 1100 - Financial Statement Objectives, Section 1200 - Financial Statement Presentation and the new accounting standard Section 3150 - Tangible Capital Assets. As a result of the adoption, the presentation of the financial statements changed from the prior year. In addition, the new tangible capital assets standard required the recognition of all tangible capital assets as assets in the financial statements. This change in accounting policy has been applied retroactively with the restatement of the prior period. The impact of adopting the tangible capital asset standard was as follows:

Increase in non-financial assets - tangible capital assets	\$ 152,018,325
Increase in non-financial assets - prepaid expenses	27,903
Increase in non-financial assets - inventory of supplies	56,061
Decrease in trade and other receivables and other	(83,962)
Increase in long-term liabilities	<u>(460,000)</u>
 Increase in accumulated surplus	 <u>\$ 151,558,327</u>
 Decrease in revenue	
Fees and user charges	\$ 776
Other income	7,860
Increase (decrease) in current expenditures:	
General government	5,668,462
Protection services	69,722
Transportation services	478,068
Environmental services	560,921
Recreational and cultural services	164,742
Planning and development	166,222
Decrease in capital expenditures	<u>(9,728,289)</u>
 Increase in annual surplus	 (2,611,516)
Increase in opening accumulated surplus	<u>148,946,811</u>
	 <u>\$ 151,558,327</u>

The Corporation of the Town of The Blue Mountains

Notes to Financial Statements

December 31, 2009

20. Segmented Information

The Town of The Blue Mountains is a diversified municipal government institution that provides a wide range of services to its citizens such as police, fire, sewer, water, waste, collection, disposal and recycling, recreational, library and planning. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government

This item related to the revenues and expenses that relate to the governance and operations of the municipality itself and cannot be directly attributed to a specific segment.

Protection to Persons and Property

Protection is comprised of police services, fire protection, conservation authority, emergency measures, animal control and building and structural inspection. The police services work to ensure the safety and protection of the citizens and their property. The fire department is responsible to provide fire suppression service, fire prevention programs, training and education. The members of the fire department consist of volunteers. The building department provides a number of services including maintenance and enforcement of building and construction codes and review of all property development plans through its application process.

Transportation

Transportation is responsible for construction and maintenance of the municipality's roadways, bridges, parking areas and streetlighting.

Environmental

Environmental services consists of providing waste collection, disposal and recycling to its citizens. This service also provides the Municipality's drinking water. They process and clean sewage and ensure the Municipality's water system meets all Provincial standards.

Health

Health services include contributions to the operations of local cemeteries.

The Corporation of the Town of The Blue Mountains
Notes to Financial Statements

December 31, 2009

20. Segmented Information - (continued)

Recreational and Cultural Services

This service area provides services meant to improve the health and development of the municipality's citizens. The municipality operates and maintains parks and arenas. The municipality also provides library services and recreational programs.

Planning and Development

This department is responsible for panning and zoning including the Official plan. This service area also includes tourist information and promotion, business improvement area, weed control, and drainage.

The accounting policies of the segments are the same as those described in the summary of significant accounting policies. Amounts that are directly attributable to a number of segment have been allocated on a reasonable basis as follows:

**Taxation, payments-in-lieu
and penalties and interest**

Allocated to those segments that are funded by these amounts based on the budget for the year.

OMPF Grants

Allocated to segments based on the budget for the year.

The Corporation of the Town of The Blue Mountains
Notes to Financial Statements

December 31, 2009

For the year ended December 31	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Recreation and Cultural Services	Planning and Development	2009 Total
Revenue								
Taxation	\$ 691,058	\$ 3,850,173	\$ 2,665,504	\$ 592,334	\$ 98,722	\$ 987,224	\$ 987,224	\$ 9,872,239
Fees and user charges	16,178	39,733	59,319	5,656,206	32,650	683,239	138,723	6,626,048
Specific grants	541,377	149,007	1,559,545	464,856	2,228	227,765	101,669	3,046,447
OMPF grant	117,810	656,370	454,410	100,980	16,830	168,300	168,300	1,683,000
Other revenue	986,780	339,053	818,927	2,476,218	9,649	25,271	430	4,656,328
Transfers from obligatory reserve	292,050	166,966	419,353	724,520	-	705,351	-	2,308,240
	<u>2,645,253</u>	<u>5,201,302</u>	<u>5,977,058</u>	<u>10,015,114</u>	<u>160,079</u>	<u>2,797,150</u>	<u>1,396,346</u>	<u>28,192,302</u>
Expenses								
Salaries and benefits	2,182,997	1,279,617	738,426	1,796,028	36,101	1,258,970	493,422	7,785,561
Interest on debt	-	-	-	240,135	-	20,700	3,385	264,220
Materials and supplies	132,116	526,847	1,397,883	2,434,295	28,743	797,209	435,927	5,753,020
Contracted services	176,741	1,991,503	563,677	761,558	51,656	34,438	58,770	3,638,343
Other transfers	-	277,071	-	5,000	25,000	(13,750)	131,149	424,470
Rents and financial expenses	(18,244)	9,320	5,467	16,513	120	4,998	242	18,416
Amortization	5,122,086	-	-	-	-	-	-	5,122,086
	<u>7,595,696</u>	<u>4,084,358</u>	<u>2,705,453</u>	<u>5,253,529</u>	<u>141,620</u>	<u>2,102,565</u>	<u>1,122,895</u>	<u>23,006,116</u>
Annual surplus (deficit)	(4,950,443)	1,116,944	3,271,605	4,761,585	18,459	694,585	273,451	5,186,186

The Corporation of the Town of The Blue Mountains
Notes to Financial Statements

December 31, 2009

For the year ended December 31	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Recreation and Cultural Services	Planning and Development	2008 Total
Revenue								
Taxation	\$ 1,312,503	\$ 3,375,009	\$ 2,343,756	\$ 468,751	\$ 93,750	\$ 1,125,003	\$ 656,252	\$ 9,375,024
Fees and user charges	17,830	37,695	19,347	5,584,835	35,214	692,783	150,171	6,537,875
Specific grants	10,398	67,167	115,566	189,830	-	178,203	7,990	569,154
OMPF grant	235,620	605,880	420,750	84,150	16,830	201,960	117,810	1,683,000
Other revenue	1,314,760	413,450	467,084	1,444,710	10,262	33,468	654	3,684,388
Transfers from obligatory reserve	32,254	241,010	857,931	5,669,914	-	766,768	39,760	7,607,637
	<u>2,923,365</u>	<u>4,740,211</u>	<u>4,224,434</u>	<u>13,442,190</u>	<u>156,056</u>	<u>2,998,185</u>	<u>972,637</u>	<u>29,457,078</u>
Expenses								
Salaries and benefits	2,021,180	1,275,796	763,510	1,787,950	14,180	1,147,084	600,095	7,609,795
Interest on debt	-	-	-	277,328	-	28,750	3,947	310,025
Materials and supplies	(2,987)	600,410	1,420,547	2,779,957	34,139	827,206	308,855	5,968,127
Contracted services	154,503	2,033,592	390,182	349,015	50,303	23,742	22,395	3,023,732
Other transfers	20,000	252,969	-	-	26,000	(13,145)	136,137	421,961
Rents and financial expenses	30,089	32,590	3,402	39,423	720	4,508	35	110,767
Amortization	5,740,361	-	-	-	-	-	-	5,740,361
	<u>7,963,146</u>	<u>4,195,357</u>	<u>2,577,641</u>	<u>5,233,673</u>	<u>125,342</u>	<u>2,018,145</u>	<u>1,071,464</u>	<u>23,184,768</u>
Annual surplus (deficit)	(5,039,781)	544,854	1,646,793	8,208,517	30,714	980,040	(98,827)	6,272,310

The Corporation of the Town of The Blue Mountains Schedule of Deferred Revenue

For the year ended December 31, 2009

	Opening	Contributions Received	Investment Income	Revenue Recognized	Ending
Obligatory Reserve Funds					
Development charges	\$ 1,504,169	\$ 1,278,701	\$ 9,620	\$(2,040,114)	\$ 752,376
Recreational land	691,392	3,052	4,531	(79,635)	619,340
Parking revenues	27,000	-	-	-	27,000
Federal Gas Tax	227,479	198,728	1,690	(188,491)	239,406
	<u>2,450,040</u>	<u>1,480,481</u>	<u>15,841</u>	<u>(2,308,240)</u>	<u>1,638,122</u>
Other					
Provincial grants	1,588,383	635,319	-	(1,588,383)	635,319
Hall deposits	400	100	-	-	500
Harbour deposits	11,919	-	-	(1,200)	10,719
Other	9,255	-	-	(5,880)	3,375
	<u>1,609,957</u>	<u>635,419</u>	<u>-</u>	<u>(1,595,463)</u>	<u>649,913</u>
	<u>\$ 4,059,997</u>	<u>\$ 2,115,900</u>	<u>\$ 15,841</u>	<u>\$(3,903,703)</u>	<u>\$2,288,035</u>

The Corporation of the
Town of The Blue Mountains
Trust Funds
Financial Statements
For the year ended December 31, 2009

Draft

Auditors' Report

To the Members of Council, Inhabitants and Ratepayers
of the Corporation of the Town of The Blue Mountains

We have audited the balance sheet of the trust funds of the Corporation of the Town of The Blue Mountains as at December 31, 2009 and the statement of continuity of the trust funds for the year then ended. These financial statements are the responsibility of the Town's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the trust funds of the Corporation of the Town of The Blue Mountains as at December 31, 2009 and the continuity of the trust funds for the year then ended in accordance with Canadian generally accepted accounting principles.

Chartered Accountants, Licensed Public Accountants

Owen Sound, Ontario
July 29, 2010

**The Corporation of the Town of The Blue Mountains
Trust Funds
Balance Sheet**

December 31, 2009

	<u>Cemetery Care and Maintenance</u>
Assets	
Cash	\$ 1,248
Investments (Note 2)	257,160
Due from Town	466
	\$ 258,874
Liabilities	
Due to Town	\$ 1,097
Fund balance	257,777
	\$ 258,874

Statement of Continuity

For the year ended December 31, 2009

	<u>Cemetery Care and Maintenance</u>
Balance, beginning of the year	\$ 249,354
Receipts	
Monument fees	1,550
Share of plot sales	5,600
Capital gains	11,548
	18,698
Expenses	
Contributions to cemetery	10,275
Balance, end of the year	\$ 257,777

The Corporation of the Town of The Blue Mountains
Trust Funds
Notes to Financial Statements

December 31, 2009

1. Summary of Significant Accounting Policies

Management Responsibility The financial statements of the Corporation of the Town of The Blue Mountains Trust Funds are the representation of management. Precise determination of some assets and liabilities may be dependent upon future events and estimates and approximations. These estimates and approximations have been based upon the available information, using careful judgment and review.

Accrual Basis of Accounting Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

2. Investments

The total investments of \$- reported on the balance sheet at cost have a market value of \$247,724 at the end of the year.

The Corporation of the Town of The Blue Mountains
Trust Funds
Notes to Financial Statements

December 31, 2009

3. Ontario Home Renewal Program

The Ontario Home Renewal Program was established by the Ontario Ministry of Housing in 1973 to provide grants for municipalities to make loans to assist owner occupants to repair, rehabilitate and improve their homes to local property standards. Individual loans were limited to \$7,500, of which the maximum forgivable portion was \$4,000.

Ontario Home Renewal Program loans receivable at December 31, 2009 comprise repayable loans of \$Nil (2008 - \$Nil) and forgivable loans of \$Nil (2008 - \$Nil). Loan forgiveness is earned and recorded at a rate of up to \$600 per year of continuous ownership and occupancy. In the event of the sale or lease of the home or in the event of the homeowner ceasing to occupy the home, the balance of the repayable loan and the unearned forgivable loan immediately becomes due and payable by the homeowner.

As of July 16, 1993 the Ontario Home Renewal Program was discontinued and municipalities were prohibited from issuing further loans as of that date. All OHRP funds held in municipal trust accounts as of December 31, 1993 were remitted to the Province by March 1, 1994. Any loans receivable under the program which are collected subsequent to December 31, 1993 must be remitted to the Province by March 1st of the following year. However, municipalities will be provided an administration fee of five per cent of the balances collected after December 31, 1993 and are permitted to retain the interest earned on unremitted OHRP trust account balances.

STAFF REPORT: RECREATION



REPORT TO: Finance and Administration
MEETING DATE: January 18, 2010
REPORT NO.: DOR 11 08
SUBJECT: Refrigeration Chiller and Condenser
Preapproval
PREPARED BY: Aaron McMullen, Facility Supervisor and
Shawn Everitt, Director of Recreation

A. Recommendations

THAT Council receive Staff Report DOR.11.08 entitled “Refrigeration Chiller and Condenser Preapproval” and does hereby grant pre-approval in the 2011 municipal budget process for the replacement of the refrigeration chiller and condenser at the Beaver Valley Community Centre at a total budgeted amount of \$105,000.00; and,

THAT Council authorize the Clerk and the Mayor to execute the agreement with the successful bidder through the tendering process.

B. Background

In 2010, the replacement of the condenser was included in the 2010 approved budget. This project was not completed due to time constraints with the Tendering process that was combined with a 3 month window from March 31 to June 30 to complete the project and a 6 to 8 week ordering time for the condenser. This project has been carried over to 2011.

In 2011, the replacement of the refrigeration brine chiller has been included in the 2011 proposed budget and has been identified in previous budget as a projected capital project. The condenser and chiller are 2 separate components within the refrigeration plant but are directly linked through high pressure piping and the refrigeration cycle. Staff has decided to combine the 2 projects into one tender for 2 reasons,

1. This will allow us to eliminate a set of site visits.
2. Also allowing both units to be worked on at the same time rather than 2 separate projects. This will allow us to complete this project within our 3 month window and utilize one consistent contractor.

The preparation of the tender is complete and ready for release to the Public. Staff has proposed that this tender be awarded by March 15, 2011 to allow the successful bidder to order the chiller and condenser and other required equipment.

C. The Blue Mountains' Strategic Plan

Addressing the Town's municipal infrastructure needs.

Supporting the development of social and recreational programs to meet the broad range of needs in the community.

D. Environmental Impacts

The replacement of these 2 major components of refrigeration will reduce the amount of cooling and condensing water used within the system.

Also, the replacement will reduce the chance of an ammonia or brine spill into the environment.

E. Budget Impact

2010 Budgeted	\$55,000	Revenue Fund – Taxes carried over to 2011
<u>2011 Proposed Budget</u>	<u>\$50,000</u>	<u>Revenue Fund - Taxes</u>
Total budget amount	\$105,000	

F. Attachments

None at this time

Respectfully submitted,

Aaron McMullen, Facility Supervisor

Shawn Everitt, Director of Recreation

For more information, please contact:
Aaron McMullen
amcmullen@thebluemountains.ca
519-599-7412

STAFF REPORT: Financial & Information Services



REPORT TO: Finance and Administration
MEETING DATE: January 18, 2011
REPORT NO.: FIS.11.02
SUBJECT: 2011 Fees and Charges for Recreation Services
PREPARED BY: Ruth Prince, Manager of Revenue
Shawn Everitt, Director of Recreation

A. Recommendations

THAT Council does hereby receive Staff Report FIS.11.02 “2011 Fees and Charges for Recreation Services.”

AND THAT a Public Meeting to review proposed Amendments to By-law 2008-113 as amended “Fees & Charges By-law”, Schedule “H” – Recreation Department Services, Schedule “I” – Harbour, Schedule “J” – Craigleith Heritage Depot and Schedule “K” – Ice Rentals, be held February 14, 2011.

B. Background

The Authority to charge Recreation Fees and Charges is through the *Municipal Act, 2001, S.O. 2001, c.25*

391. (1) Without limiting to sections 9, 10 and 11, those sections authorize a municipality to impose fees or charges on persons, (a) for services or activities provided or done by or on behalf of it; (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and (c) for the use of its property including property under its control.

Through By-law No. 2008-113 as amended by By-law 2009-72, the current Recreation Fees and Charges were established.

When reviewing and preparing the 2011 Fees and Charges, staff considered end user affordability, user flexibility, maximizing facility use, neighbouring municipal comparisons, and community benefit.

Generally a 2% to 5% increase was applied to the current fees to address the increase in maintenance costs, insurance and utilities to maintain appropriate civic standards required in the operation of Town facilities.

In 2010 credit cards were accepted as a method of payment for all Recreation Fees and Charges. The acceptance of credit cards for Recreation fees has been received favourably by the public and has provided efficiencies in booking recreational facilities.

Due to the Capital upgrades that the Harbour facility requires, a “Harbour Financing Strategy” was passed by the Recreation Committee and approved by Council in 2007. This strategy allows for an annual increase of \$2.00 per foot on seasonal mooring rates.

The 2011 Fees and Charges for the Harbour are consistent with “Harbour Financing Strategy”. For 2011, the Waiting List Fee will increase from the current \$100.00 (\$90.00 refundable) to a non-refundable fee of \$150.00. The Waiting List Fee will be transferable to the first year of seasonal mooring.

Municipal Comparisons

A comparison of similar-type fees in other municipalities, where possible, is attached to this report.

C. The Blue Mountains’ Strategic Plan

Providing a strong, well managed municipal government

D. Environmental Impacts

None

E. Budget Impact

The revenue generated through the fees and charges is reflected in the 2011 proposed budget. It is estimated that additional revenue from the proposed increase in the 2011 fees and charges is \$20,000.

F. Attached

1. Draft By-law to Amend the “Fees and Charges” for Certain Municipal Goods and Services to amend By-law 2008-113 as amended.
2. Municipal Comparisons

Respectfully submitted,

Ruth Prince, Manager of Revenue

Shawn Everitt, Director of Recreation

THE CORPORATION OF THE TOWN OF THE BLUE MOUNTAINS

BY-LAW NO. 2011 -

BEING A BY-LAW TO AMEND BY-LAW 2008-113 AS AMENDED, BEING A BY-LAW FOR THE IMPOSITION AND COLLECTION OF FEES AND CHARGES FOR CERTAIN MUNICIPAL SERVICES AND ACTIVITIES

WHEREAS in accordance with Section 391 of the *Municipal Act, 2001*, S.O. 2001, c. 25, the Council of The Corporation of the Town of The Blue Mountains considers it necessary to impose fees for services rendered under these Acts;

AND WHEREAS the Council of The Corporation of the Town of The Blue Mountains has enacted By-law 2008-113 respecting Fees & Charges;

AND WHEREAS the Council of The Corporation of the Town of The Blue Mountains deems it necessary and expedient to amend By-law No. 2008-113 as amended respecting Fees and Charges related to Recreation Department Services;

NOW THEREFORE the Council of The Corporation of the Town of The Blue Mountains hereby enacts as follows:

1. THAT Schedule "H" of By-law 2008-113 as amended be amended as per Schedule "H" attached hereto which is hereby declared to form part of By-law 2008-113, effective January 1, 2011.
2. THAT Schedule "I" of By-law 2008-113 as amended be amended as per Schedule "I" attached hereto which is hereby declared to form part of By-law 2008-113, effective January 1, 2011.
3. THAT Schedule "J" attached hereto are hereby adopted and declared to form part of By-law 2008-113 as amended, effective January 1, 2011.
4. THAT Schedule "K" attached hereto are hereby adopted and declared to form part of By-law 2008-113 as amended effective September 1, 2010.

AND FURTHER, THAT this By-law shall come into force and take effect upon the enactment thereof.

Enacted and passed this ____ day of _____, 2011.

Ellen Anderson, Mayor

Corrina Giles, Clerk

By-law No. 2011-

SCHEDULE "H"

RECREATION SERVICES:

ITEM	DESCRIPTION	FEE OR CHARGE
1.	MOREAU PARK	
	Ball Field	\$9.50/game
	Ball Field "Dragged & Lined"	\$35.50/game
	Ball Field "Tournament"	\$7.25/hour
	Additional Washroom facility	\$157.50/each
	Hydro	\$7.25/outlet
2.	TOMAHAWK	
	Soccer Pitch - Regulation Size "Tournament"	\$9.50/hour
	Soccer Pitch - Regulation Size "Lining"	\$47.25/lining
	Soccer Pitch - Regulation Size	\$12.50/game
	Soccer Pitch - Mini "Tournament"	\$5.25/hour
	Soccer Pitch - Mini "Lining"	\$23.00/lining
	Soccer Pitch - Mini	\$7.25/game
	Golf Course - Half Day Tournament	\$300.00
	Golf Course - Full Day Tournament	\$500.00
	Golf Course - Not-For-Profit/Service Clubs	\$200.00/day
	Tee Deck Sponsor Sign	\$300/season
	Golf Course Bench Sponsorship	\$600/season
	Off Season – November thru April Use	\$500.00/day
	Hydro	\$7.25/outlet
3.	ARENA	
	Lobby Rental (Non Ice Season)	\$55.00/day
	Arena (Non Ice Season)	\$743.50/day
	Arena Floor (Non Ice Season – 3 Hour Maximum)	\$38.50/hour
	Arena Advertise Signs Wall	\$250/season
	Arena Advertise Signs Boards	\$300/season
	Public Skating - Youth (7 to 17)	\$1.50/time
	Public Skating – Adults	\$2.00/time
4.	COMMUNITY HALL	
	Hall #1 - Large Hall Weekdays (up to 3 hours and no furniture)	\$57.75/use
	Hall #1 - Large Hall Weekdays (up to 3 hours)	\$126.00/use
	Hall #1 - Large Hall Weekdays (over 3 hours)	\$297.50/day
	Hall #1 - Large Hall Weekends (full day)	\$474.00/day
	Hall #2 - Small Hall Weekdays (up to 3 hours and no furniture)	\$38.50/use
	Hall #2 - Small Hall Weekdays (up to 3 hours)	\$49.50/use
	Hall #2 - Small Hall Weekdays (over 3 hours)	\$104.75/day
	Hall #2 - Small Hall Weekends (full day)	\$187.50/day
	Hall Kitchen – Weekdays Only	\$78.75/day
	Hall #1 & Hall #2 Weekdays (including kitchen –full day only)	\$420.00/day
	Hall #1 & Hall #2 Weekend (including kitchen – full day only)	\$529.25/day
	Set-up/Take Down Fee	\$115.75/event
	Ground Rental	\$120.75/event
5.	PARKS	
	Bayview Park Pavilion	\$27.50/event
	Hydro	\$7.25/outlet
	Soccer Pitch - Mini "Tournament"	\$5.25/hour

Soccer Pitch - Mini "Lining"	\$23.00/lining
Soccer Pitch - Mini	\$7.25/game
Lions Park Pavilion & BBQ	\$27.50/event
Delphi Point Pavilion	\$20.00/event
Lions Park Pavilion	\$20.00/event
Memorial Tree Planting (50mm calliper & plaque)	\$472.50/tree
Memorial Bench (cast & wood style)	\$1,500.00/bench
Memorial Bench (composite)	\$600.00/bench

All rates are subject to the applicable HST.
 Weekend Hall Rates are Friday and Saturday
 Weekday Hall Rates are Sunday to Thursday

DRAFT

By-law No. 2011 –

SCHEDULE “I”

HARBOUR SERVICES:

ITEM	DESCRIPTION	FEE OR CHARGE
1.	Moving of boats that are in the incorrect berth and have not been moved by the owner at their own expense	\$150.00/hour
2.	Seasonal Mooring	\$51.00/foot
3.	Hydro Rates – per outlet	\$183.60 including HST
4.	Transient Rates – Weekly	\$8.75/foot
5.	Hydro Rates – Weekly Transient Rate	\$30.00
6.	Transient Rates – Nightly	\$1.88/foot
7.	Hydro Rates – Nightly Transient Rate	\$8.05
8.	Pump-out	\$17.00
9.	Ramp Launch	\$7.50 including HST
10.	Seasonal Launch Ramp	\$40.00 including HST
11.	Off Season Land Storage	\$8.80/foot
12.	Waiting List Fee (Non-Refundable – Applied to First year Seasonal Mooring)	\$150.00
13.	Harbour Office Upper Lounge – weekday (8:00 am to 4:00 pm)	\$50.00/event
14.	Harbour Office Upper Lounge – weekends (8:00 am to 4:00 pm)	\$75.00/event
15.	Additional/Replacement Shower Cards	\$10.00/card

All items are subject to applicable HST except where indicated.

By-law No. 2011

SCHEDULE "J"

CRAIGLEITH HERITAGE DEPOT

ITEM	DESCRIPTION	FEE OR CHARGE
1.	ADMISSION	
	Adult	\$3.00/person
	Children (5+) and Seniors	\$2.00/person
	Family	\$6.00/visit
2.	MEMBERSHIP	
	Individual	\$25.00/year
	Family	\$40.00/year
	Individual Benefactor	\$100.00/year
	Life Member	\$500.00
3.	PROGRAMMES	
	Lecture Series (individual)	\$7.00/person
	Lecture Series (couple)	\$10.00/couple
	Lecture Series (youth 7 to 17)	\$2.00/person
	Children's Day Camp –one week	\$150.00/child
	First Visit Program/specialty tour/curriculum program	\$2.50/student
	Edu-kit Rentals – one month loan period	\$45.00/month
4.	MISCELLANEOUS	
	Research	\$20.00/hour
	Local Fax	\$1.00/page
	Long Distance Fax	\$2.00/page
	Photocopy Black & White	\$.25/page
	Photocopy Colour	\$.50/page
	Scanning (sent electronically)	\$4.00/page
	Laminating (all sizes up to legal size paper)	\$3.00/page
	Photo Publication Fee	\$50.00/usage
5	PHOTO REPRODUCTIONS	
	5 x 7 Black & White	\$7.00/picture
	8.5 x 11 Black & White	\$15.00/picture
	11 x 14 Black & White	\$35.00/picture
	5 x 7 Colour	\$10.00/picture
	8.5 x 11 Colour	\$20.00/picture
	11 X 14 Colour	\$40.00/picture

All rates include HST if applicable

By-law No. 2011-

SCHEDULE "K"

ICE RENTALS: In effect until April 30, 2011

ITEM	DESCRIPTION	FEE OR CHARGE
1.	Prime Ice (includes Christmas, March Break, Statutory Holidays)	\$120.00 /hour
2.	Non Prime (weekdays 7 am to 4 pm)	\$61.25 / hour

All rates are subject to applicable HST. This rate is in effect until April 30, 2011.

ICE RENTALS: Effective August 1, 2011 – April 30, 2012

ITEM	DESCRIPTION	FEE OR CHARGE
1.	Prime Ice (includes Christmas, March Break, Statutory Holidays)	\$126.00 /hour
2.	Non Prime (weekdays 7 am to 4 pm)	\$64.50 / hour

All rates are subject to applicable HST. This rate is effective from August 1, 2011 until April 30, 2012.

DRAFT

	Proposed Town of The Blue Mountains	Current Town of The Blue Mountains	Municipality of Meaford	Town of Collingwood	Town of Wasaga Beach
Ice Rental					
Prime Time (after 4 , weekends, Christmas break, March Break and Stat Holidays)	\$ 120.00	\$ 117.50	\$ 120.00	\$ 145.14	\$ 115.00
Non-Prime Time	\$ 61.25	\$ 60.00	\$ 65.00	\$ 90.71	\$ 65.00
Public Skating					
Children 6 & under	free	free		\$ 3.00	\$ 1.00
Youth (7 to 17)	\$ 1.50	\$ 1.50		\$ 3.00	\$ 1.00
Adults	\$ 2.00	\$ 2.00		\$ 4.00	\$ 1.00
Per Family					\$ 5.00
Athletic Fields					
Ball Field "per Game" (field not dragged or lined)	\$ 9.00	\$ 9.00			
Ball Field "per Game Drag & Lining"	\$ 33.70	\$ 33.70	\$ 30.00	Note 1	Note 1
Ball Field "Tournament per Hour"	\$ 7.00	\$ 7.00			
Hall Rentals					
Arena Floor - Non Ice (per day)	\$ 744.19	\$ 708.75	\$ 700.00		
Arena Floor - Non Ice (per Hour)	\$ 36.75	\$ 36.75	\$ 45.00		
Arena Sign Rental					
Arena Boards	\$ 300.00	\$ 300.00	\$ 130.00	\$ 378.00	
Wall Boards	\$ 250.00	\$ 250.00			
Pavilion - Daily Fee	\$ 26.25	\$ 26.25	\$ 50.00		\$ 75.00
Pavilion - Per hour				\$ 17.00	

Notes:

1. The Town of Collingwood and the Town of Wasaga Beach charge by the hour



THE BLUE MOUNTAINS FIRE DEPARTMENT

2010 3rd 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: December 21, 2010
SUBJECT: 3rd Quarter Report – 2010

The Blue Mountains Fire Department

Quarterly Report – July - September 2010

This quarterly report is to provide information with regards to the operation and status of The Blue Mountains Fire Department for the third quarter (July - September 2010)

Highlights of 3rd Quarter:

- The department responded to 6 working fires, 34 false alarms, 2 pre-fire conditions and 19 other responses.
- EMS – Chief Doherty is continuing to work with Mike Muir from Grey County EMS to ensure ambulance services within The Blue Mountains are moving forward in a positive manner as it relates to their base location on fire department property. Grey County are currently proceeding through the site plan approval process, with John Metras reviewing the Land Lease Agreement for Council's consideration.

A site meeting is planned for November 25, 2010 to discuss some issues as it relates to storm water and the final building

**2010 TRAINING PERCENTAGES – 3rd QUARTER
HALL # 1 – July - September**

Below 50% Attendance	7 Firefighters
50% - 75%	9 Firefighters
76% - 100%	6 Firefighters

**2010 RESPONSE CALLS – 3rd QUARTER
HALL # 1 – July - September**

Below 50% Attendance	11 Firefighters
50% - 75%	11 Firefighters
76% - 100%	0 Firefighters

**2010 TRAINING PERCENTAGES – 3rd QUARTER
HALL # 2 – July - September**

Below 50% Attendance	5 Firefighters
50% - 75%	5 Firefighters
76% - 100%	9 Firefighters

**2010 RESPONSE CALLS – 3rd QUARTER
HALL # 2 – July - September**

Below 50% Attendance	8 Firefighters
50% - 75%	3 Firefighters
76% - 100%	8 Firefighters

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

FIREFIGHTER'S NAME	NUMBER OF YEARS
A. J. Lake	27
Steve Staveley	22
Tom Watts	20
Mike Keaveney	20
Bryan Lowe	20
Randy Osborne	15
Shawn Postma	9
Shawn Everitt	7
Chris Cole	7
Scott Marritt	5
Andrew Morris	5
Luke Sauder	5
Devon McDonald	4
Leah Hewgill	4
Timo Hotari	1
Chris Lowe	1
Michael Hutten	1
Chris Allen	1
Joseph Scott	1
Jim Walton	1
David Dick	1
Total # of Firefighters	21

Summary:

27 Years - 1
 22 Years - 1
 20 Years - 3
 15 Years - 1
 9 Years - 1
 7 Years - 2
 5 Year - 3
 4 Year - 2
 1 Year - 7

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

FIREFIGHTER'S NAME	NUMBER OF YEARS
Rob Keith	Retired 2010
Steve Conn	21
Wayne Marritt	20
Al Sawatzky	11
Scott Wright	11
Bruce Fraser	9
Tyler Spies	9
Mike Keeling	9
Elijah McCaffrey	7
Derek McKenzie	4
Sean McKenzie	4
Colin Macready	4
Marijan Lucic	4
Darren Johnston	3
Mike Scott	3
Meghan Loney	3
Cody Zanardo	3
Ian Doherty	1
Michelle Lakoseljic	1
Total # of Firefighters	18

Summary:

21 Years - 1
 20 Years - 1
 11 Years - 2
 9 Years - 3
 7 Years - 1
 4 Years - 4
 3 Years - 4
 1 Year - 2

**Town of The Blue Mountains Fire Department
3rd Quarterly Report
Fire Prevention**

Months July – September

Year 2010

Inspections

Request	2
Institutional	
Commercial	3
Industrial	1
Assembly	3
Residential	2
Tents	
Display Fireworks	1
Public Amusement Area Fireworks	
Outdoor Public Amusement Area Approved	3
Electrical Orders Issued	

Fire & Life Safety Education

Focus Group	Topic	# of persons
BV Preschool	SDR, s/a, escape plans	40

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

Distribution of Information

Quantity this Quarter	Quantity Year to Date
2790	4160

Public Service Announcements

Newspaper	Radio
16	

Target Group Support

Target Group	Service
0	0

Fire Safety Plans

Plans Under Review	Buildings Inspected	Plans Approved
	3	9

Preplans

Plans Developed	Sites Inspected	Plans Presented to Dept.
2	2	2

Smoke Alarm Program

Dwellings Inspected	Deficiencies Identified
7	4

Fire Code Enforcement

Smoke alarm tickets issued – Part 1	Smoke alarm infractions Issued – Part 3	Part 3 – Fire Code Violations Registered	Results
1	3 – before the courts	2 – before the courts	Guilty - \$3755 Fine - \$235

Fire Investigations

Property Type	\$ Loss	Possible Cause
Commercial	500	Electrical
Residential	850,000	Electrical
Residential I	3,000	Careless

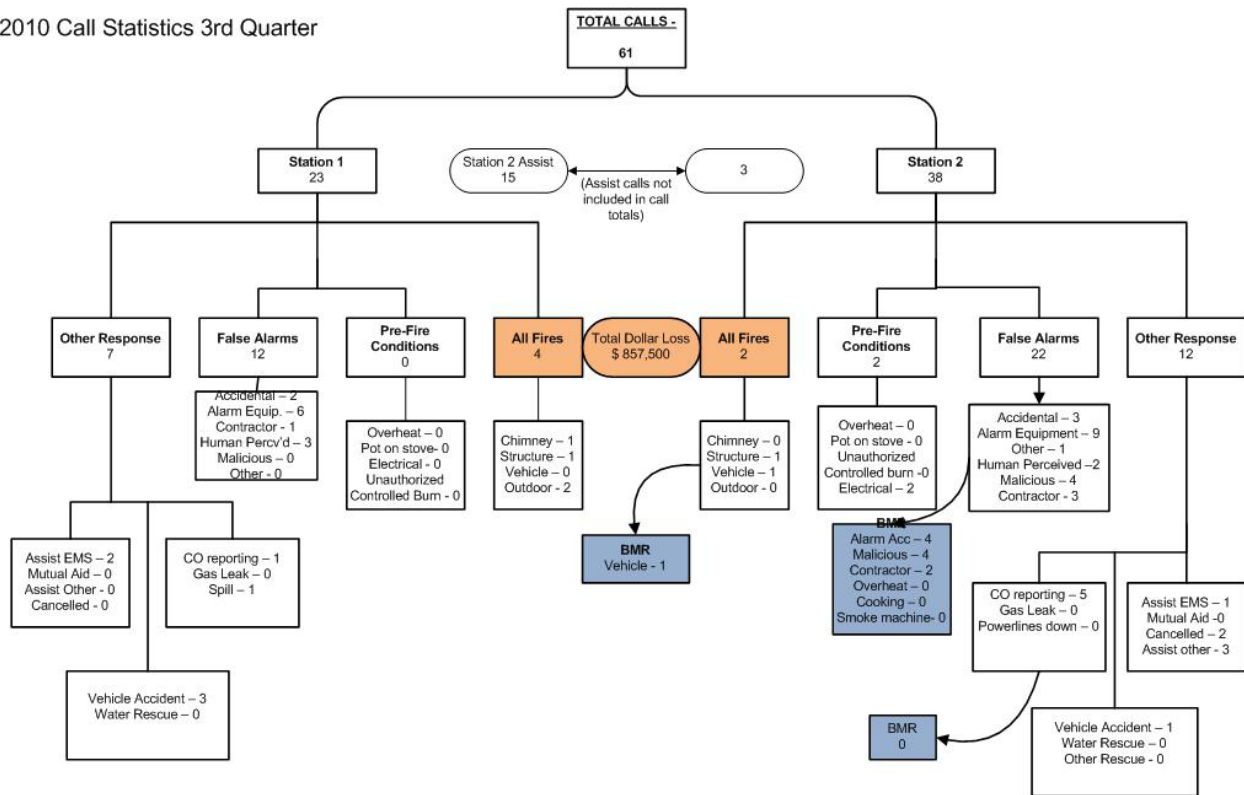
Non- Emergency Responses

CO Alarm	Smoke Alarm	Other
2	3	3

False Alarm By-law Letters Issued

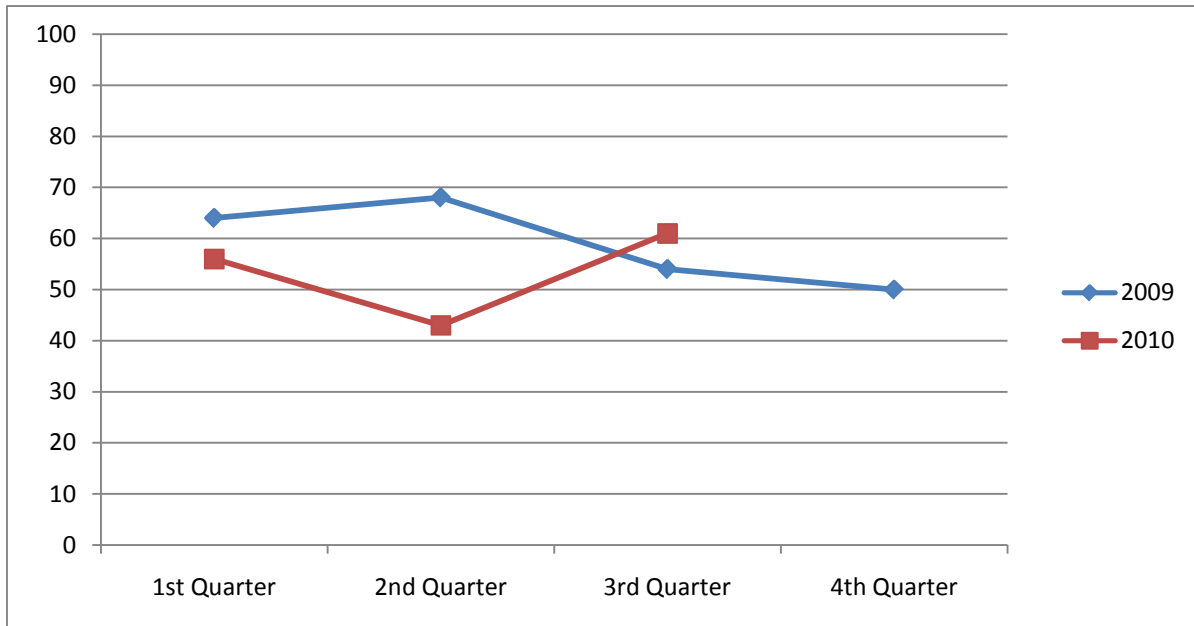
R1	R2	R3	C1	C2	C3	C4+
14	3	6	6	5	2	3

2010 Call Statistics 3rd Quarter



Town of The Blue Mountains Fire Department Response Volume Comparison Chart

The following chart demonstrates total quarterly responses.



1st Quarter

Blue Mountains Fire & Rescue responded to 56 calls in 2010 compared to 64 in the first quarter of 2009.

2nd Quarter

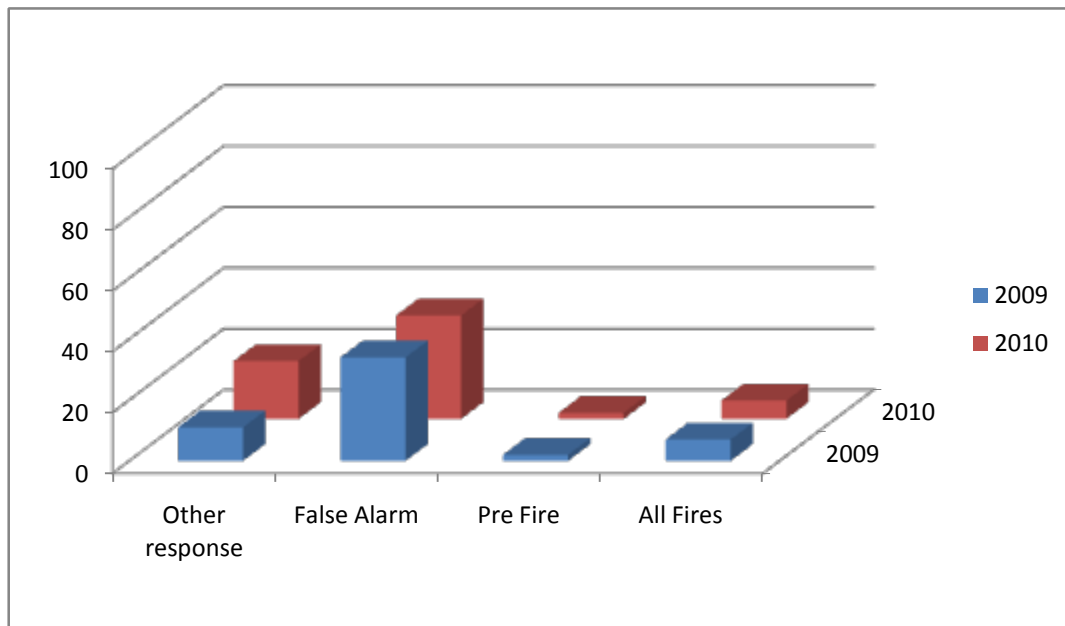
Responded to 43 calls in 2010 compared to 68 in the second quarter of 2009.

3rd Quarter

The Fire Dept responded to 61 calls compared to 54 in the 3rd quarter of 2009. The increase was contributed to by “other responses” which includes assisting other agencies and carbon monoxide alarm calls.

**Town of The Blue Mountains Fire Dept.
Response Type Comparison Chart
3rd Quarter**

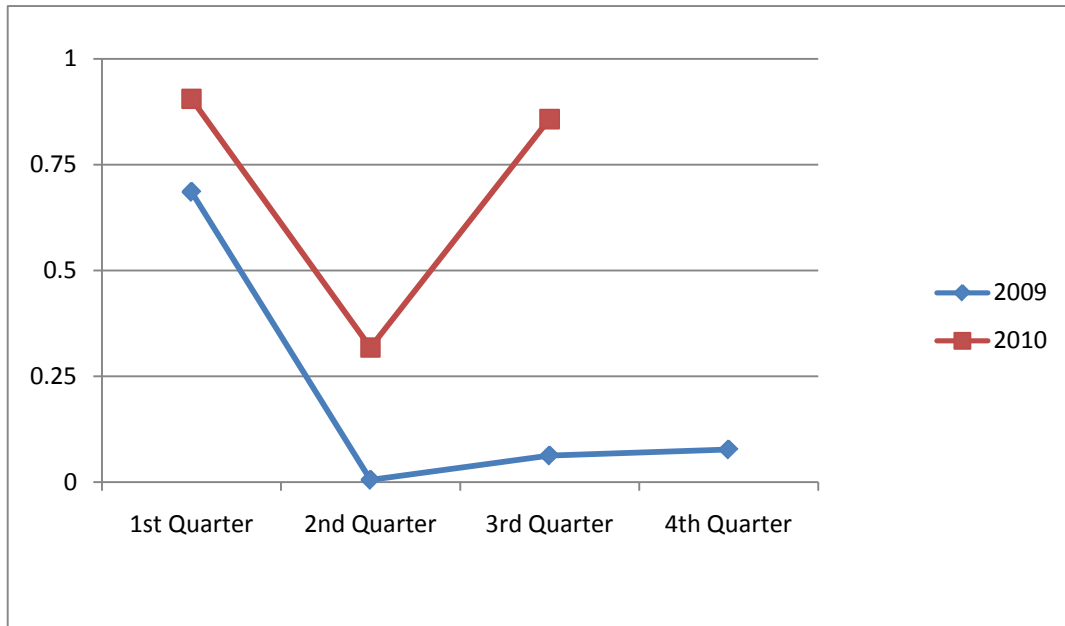
The following chart demonstrates response type, as a percentage of the overall responses during the same time periods



Blue Mountains Fire & Rescue responded to similar response types during the 3rd quarter of 2009 & 2010.

Town of The Blue Mountains Fire Department Dollar Loss Comparison Chart

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



1st Quarter

During the first quarter of 2010, the Blue Mountains Fire & Rescue responded to 6 fires resulting in \$905,600 in dollar loss compared to 7 fires resulting in \$685,500 over the same period in 2009.

2nd Quarter

The Blue Mountains Fire & Rescue responded to 9 fires during the second quarter of 2010 resulting in \$318,000 in dollar loss compared to \$5,000 over the same period in 2009.

3rd Quarter

The Fire Dept responded to 6 fires during the third quarter resulting in \$857,500 in dollar loss compared to \$6,300 over the same period in 2009. One single family dwelling was totally destroyed resulting in \$850,000 of this quarterly loss.

Town of The Blue Mountains Fire Department
10 Minute Notification
July – September 2010

The following statistics indicate apparatus and personnel on scene within 10 minutes from 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.

	Station 1	Station 2	Average
# of responses	16	2	
Pump on Scene (%)	9 of 16 (56%)	15 of 27 (55%)	(56%)
10 in 10 (%)	6 of 13 (46%)	0 of 27 (0%)	(23%)

Town of The Blue Mountains Fire Department
Quarterly Report
Mechanical

Months July - September

Year 2010

Apparatus Repair Costs

Unit #	Routine Maintenance	Unexpected Repair	Cost
191		Yes	60
181	Yes		600
503	Yes		120
504		Yes	160
271		Yes	960

Equipment Repair Costs

Unit	Routine Maintenance	Unexpected Repair	Cost
Small Engines			
SCBA			
Gas Meters			
Communications	Yes		400
Recharges/Refills	Yes		120
Hydraulics			
Ground Ladders			
Air Fill Station	Yes		1915
Bunker Gear	Yes		670
Tools/Chemicals	Yes		300

Fuel

Station	Gas	Diesel	Quarter	To Date
1	535	511	1046	5198
2	1130	722	1852	6387

TRAINING
3rd Quarter Report
July – September 2010

TRAINING STATS 3rd QUARTER – 2010 (In House)

July 2010		August 2010		September 2010	
Station # 1	Station # 2	Station # 1	Station # 2	Station # 1	Station # 2
Hours	Hours	Hours	Hours	Hours	Hours
94	100	96	100	82	106

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

TOPIC	NUMBER OF HOURS
Hose Testing	104
Mutual Aid Meeting	46
High Angle Rope Rescue	64
Truck / SCBA / PPE	156
Aerial Operation / Driver Training	18
Scenario	52
Drafting (Pumper Operations)	50
Firefighter Survival RIT	60
Preplan Review (Village)	24
Incident Management System	52
Auto Extrication	70

Ontario Fire College Courses – July 2010

Firefighters	Ontario Fire College Course	Number of Days
2	CO 901 Administration	10
3	Module (A)	15
2	Advance Auto Extrication	4

Ontario Fire College Courses – August 2010

Firefighters	Ontario Fire College Course	Number of Days
2	301 – Fire Prevention	10
1	CO 601/602	5
1	FPO 501/502	5
1	Rope Rescue	5

Ontario Fire College Courses – September 2010

Firefighters	Ontario Fire College Course	Number of Days
3	CO 101 Legislation	3

ADMINISTRATION

Staff Meetings are held bimonthly to discuss ongoing items within the department and determine ways of dealing with issues. The meetings also allow for the flow of information from each division of the fire department as well as from Senior Management and Council.

Fire Master Plan

The new Training Officer started in August 2010. His first task is to do a Risk Assessment for every job in the department as per the OH&S Audit, plus work on the implementation of Fire Safety Plans for all Fire Department practice scenarios. Other tasks he has been carrying out consist of:

- Completed core competencies for Training Officer Certification
- 34 hours of additional training provided to both volunteer firefighters as well as full time staff
- Organizing & categorizing all firefighters current certification level
- Assist firefighters in career planning with respect to applications to the Ontario Fire College
- Developing training and lesson plans for firefighter core competency testing
- Implementing fire department training safety plans
- Developing the layout of quarterly training schedule
- Monitor firefighter quarterly training attendance
- Assisting with data spreadsheets required by Crisys (new software system)
- Responding to fire calls during the day

The two new Fire Inspection/Suppression staff started in September 2010. While awaiting the arrival of the new Chief Fire Prevention Officer they have been doing various tasks at Station 2 which consist of the following:

Orientation:

- Equipment and vehicle checks
- Blue Mountains Village Orientation and preplanning with walk throughs etc.
- Chief and Deputy Chief explained the expectations of the current positions.
- Training Officer / CEMC Steve Conn explained the responsibilities of the station duties.
- Deputy Chief Lake held a meeting with regards to job related questions that have been encountered.
- Loriena held a meeting with regards to orientation on the computer software system the fire department uses and the location of the different drives the town utilizes
- Responding to fire calls during the day
- Occupational Health & Safety Orientation with Sarah Hills

Education:

- Ongoing training and education including RIT firefighter survival course held in Meaford
- Read pre-course material for LEAD training
- Pre-class component for Fire Prevention Officer 302 at the Ontario Fire College
- Received updated Ontario Fire Code and Building Code from Deputy Chief Lake

Emergency Response:

- While doing assigned duties at Station 2 fire responses were carried out for ambulance assist calls, motor vehicle collision and alarm calls.

Ongoing:

- Health and Safety hazard analysis worksheets
- Health and Safety Monthly inspections
- Crisis worksheet information

Daily/Weekly/Monthly Station Duties:

- Ensure that all apparatus are ready to respond
- Maintain equipment on emergency response apparatus
- Monitor quantity of consumable station supplies
- Housekeeping of Station 2 to maintain a professional and welcoming environment for the general public and other town employees
- Stay continually current with changes to the Ontario Fire Code and Ontario Building Code.

Chief Fire Prevention Officer

The new Chief Fire Prevention Officer will be starting on October 26, 2010

District Chief Position

The final outstanding issue with personnel for the Fire Master Plan is the District Chief position for the Craigleith Station. We are in discussion with Paul Graham and Tracey McKenna and we are hoping to have this in place shortly.

Simplified Risk Assessment

The Fire Prevention Officer has completed the department's latest "Simplified Risk Assessment", which is an analysis of the municipality's fire prevention programs and activities necessary to manage the community's fire risk. (See Attached)

EMERGENCY MANAGEMENT

3rd Quarter Report

July – September 2010

Ongoing	Continuing with maintenance of the Emergency Response Plan (essential level Emergency Management Act 380/04) Developing fire department Standard Operating Guidelines
July 2010	Prepared a power point presentation about the August 2009 Tornado for Grey County Emergency Management Control Group.
August 2010	Reviewed and updated the resource annex of the Emergency Response Plan.
September 2010	Presented the power point presentation about the Tornado to Grey County. Participated in the Grey County Emergency Exercise and critiqued the exercise as well. Reviewed and updated "Annex A" Notification Response Plan

Att. 1

Town of The Blue Mountains Simplified Risk Assessment

2009

Prepared by:
A.J. Lake Fire Prevention Officer
Town of The Blue Mountains Fire Dept.

Revised November 2010
TBM Population Stats



Document Summary

This Simplified Risk Assessment is an analysis of fire incidents within the Town of The Blue Mountains for the years 2006 – 2008. The analysis will identify programs and activities necessary to effectively manage the community fire risk based upon local needs and circumstances.

This report will demonstrate that when compared to provincial averages and a report completed in 2001, the Town of The Blue Mountains is mitigating its fire risks through various programs and procedures in addition to those required by the Fire Protection and Prevention Act.

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**Town of The Blue Mountains
Demographic Profile**

Age of Population	Number	% of Population
0 – 14	895	18
15 – 64	4250	68
65 and over	1680	14
Total Population	6825	100

Demographic Profile Commentary

The Town of The Blue Mountains continues to be a rapidly growing Municipality with a population growth above the provincial average. The growth appears to be in the 65 and over age group with a 3% increase since 2001. This growth continues to be a trend at double the provincial average. The construction of single family dwellings, equals the population growth for this healthy and active age group, while high density housing continues to accommodate seasonal and weekend population fluctuations.

The full time population of 6825 reside in 52% of the Municipality’s private dwellings. 7653 residents share their time between homes here and surrounding major centres increasing our population by 123%. This increase occurs seasonally during holidays and weekends. The frequency of peak population times is increasing as we move toward a 4 season resort community.

For this analysis, population and dwelling unit statistics are based on the 2006 Canada Census. Population and Unit Counts for the Blue Mountains, revised September 7 2010, were also used.

Multi unit residential occupancies appear to have a 5% full time occupancy rate. Additional accommodation for 500 persons is available in designated motels and hotels. This in addition to multiunit residential buildings offering short term accommodation, boosts the population that can be accommodated in the Blue Mountains to 20,500 during peak summer and ski season times.

Estimated Population Fluctuation

Full Time	Part Time	Day Visitors	Total
6825	7653	15,000	29,865

Demographic Profile Concerns

- Large number of part time residents makes it difficult to communicate or conduct fire prevention activities
- Large number of tourists centred at Blue Mountain continues to be a concern. Bars and eating facilities can entertain 5000 seated guests. On site accommodation for 3100 persons. Off site accommodation for 6400.
- Pedestrian traffic in and around the Village at Blue reduces response times
- Traffic volume often reduces response times
- Use of alcohol/drugs resulting in activities leading to vandalism
- Tourists may not have a high level of fire safety awareness
- Tourists and cottagers often leave any regard for fire prevention/fire safety at home. They are in holiday mode. Unattended cooking, candles and disposal of hot ashes are frequent causes of fires at part time residence
- High cost of living and home ownership appears to be resulting in an increase of illegal apartments and living accommodations not registered with the Town.

Vulnerable groups

- Nursing/retirement home – 120 residents

Population fluctuation

• Fulltime population –	7,000
• Secondary residences used on a regular basis –	8,000
• Influx of tourists using short term rentals/hotels -	5,500
• Estimated number of day visitors –	<u>9,500</u>
	30,000

Barriers to Public Education

- Part time residents difficult to reach
- Tourists not prepared to listen
- Large area serviced by several medias – east and west regions serviced by different news papers and radio

Municipal Fire Deaths and Injuries

There have not been any fire deaths or fire related injuries reported during this time period.

**Town of The Blue Mountains
Building Stock**

Occupancy Classification		# of Units
Group A	Assembly Temporary structures	80 Approximately 40 annual permits
Group B	Institutional	2
Group C	Single family	5619
	Multi-unit residential	1200 units +/-
	Hotel / Motel	10
	Mobile Homes & Trailers	
	Migrant Worker Housing	49
Groups D & E	Commercial	170
Group F	Industrial	60
Other occupancies not classified in OBC such as farm buildings.		300
Totals		7530
Total # of mixed occupancy buildings	170	

Building Stock Profile Commentary

With the exception of single family dwelling units, property classification statistics are based on 2008 annual fire inspection records. The 300 farm buildings not classified under the Ontario Building Code (OBC) is approximate only.

Assembly occupancies account for 18% of properties inspected annually. These occupancies include club houses, lodges and restaurants affiliated with the tourism industry. The majority of these buildings have occupant loads in excess of 300 persons.

An additional 40 (9%) *temporary* structures can be added to assembly occupancies. Tents having an area larger than 30 square metres require a building permit and are often used to accommodate larger crowds for special events.

Institutional occupancies accounts for 2% of inspected properties. This includes an elementary school with an enrolment of approx 500 students and a nursing/retirement home with a

population of 120 persons. The majority of retirement home residents would require assistance in the event of an emergency.

There were approximately 5600 *private dwellings* based on figures from Statistics Canada 2006. 52% or 2930 of these homes are occupied on a full time basis. Of the full time residents 84% live in single family detached homes while 16% live in multi unit residential buildings including condominiums.

44 *residential buildings* accounted for 10% of annually inspected properties. These buildings include hotels, motels and condominiums. Several of the condominium corporations are used by Blue Mountain Resorts as overflow when residential units on their own property are at capacity. Several condominium corporations providing multi unit residential housing are not included in these statistics since they are not routinely inspected.

Migrant worker housing used to accommodate over 800 workers in our apple industry accounts for 11% of annually inspected properties. Buildings used to house migrant workers are not considered to be agricultural and are therefore applicable to the Ontario Fire Code based on Ontario Fire Marshals office guidelines.

Business, personal services and mercantile occupancies account for 38 % of inspected properties. It is estimated that 90% of these occupancies share building space with residential or other commercial occupancies.

Industrial occupancies account for 13% of inspected properties. F1 or high hazard industrial occupancies account for 10% of these buildings and include Breaker Technology, paint and body shops and chemical distribution depots. F2 or medium hazard account for 70% of industrial properties and include automotive repair garages, storage buildings and service stations. F3 or light hazard industrial accounts for 20% and includes food processing plants, parking garages, warehouse and storage garages.

Although the local agricultural industry is declining and the existing operations are becoming more efficient it is estimated that approximately 300 *farm buildings* remain in use. These buildings are not regulated by the Ontario Building Code and are exempt from the Ontario Fire Code.

Building Stock Profile Concerns

General

- Renovations often completed without permits where exiting, interior finishes and early warning could affect the life safety of occupants
- Wood burning appliances installed without a permit. Clearances not maintained resulting in dollar loss.

Institutional

- East wing of Errinrung - no sprinklers in old combustible section

Hotels/Multiunit Residential

- Frequent malicious or nuisance activation of fire alarm systems in these populated buildings is resulting in a passive response to fire alarms by the occupants and staff

Detached Dwellings

- Large percentage of homes are only part time occupancies – fires occurring in unoccupied homes without monitored alarms are generally a total loss
- part time residents account for a large percentage of careless fires – hot coals from fire place placed in combustible containers then placed on combustible deck – vacuuming hot coals from fp into central vac, unattended candles, unattended cooking
- open air burning in high density residential areas posing fire risk to neighbouring properties and structures
- section 9.8 of the Ontario Fire Code (OFC) applies to numerous unregistered homes

Thornbury and Clarksburg Downtown Cores

- Effective separations questionable between commercial and residential
- Poor spatial separation of buildings

Industrial

- Accessibility and water supply to the rear of BTI

Temporary Structures/Tents

- More frequently used with growing occupant loads
- Flame spread ratings of decorations
- Maintaining clearances to other buildings
- Remote locations

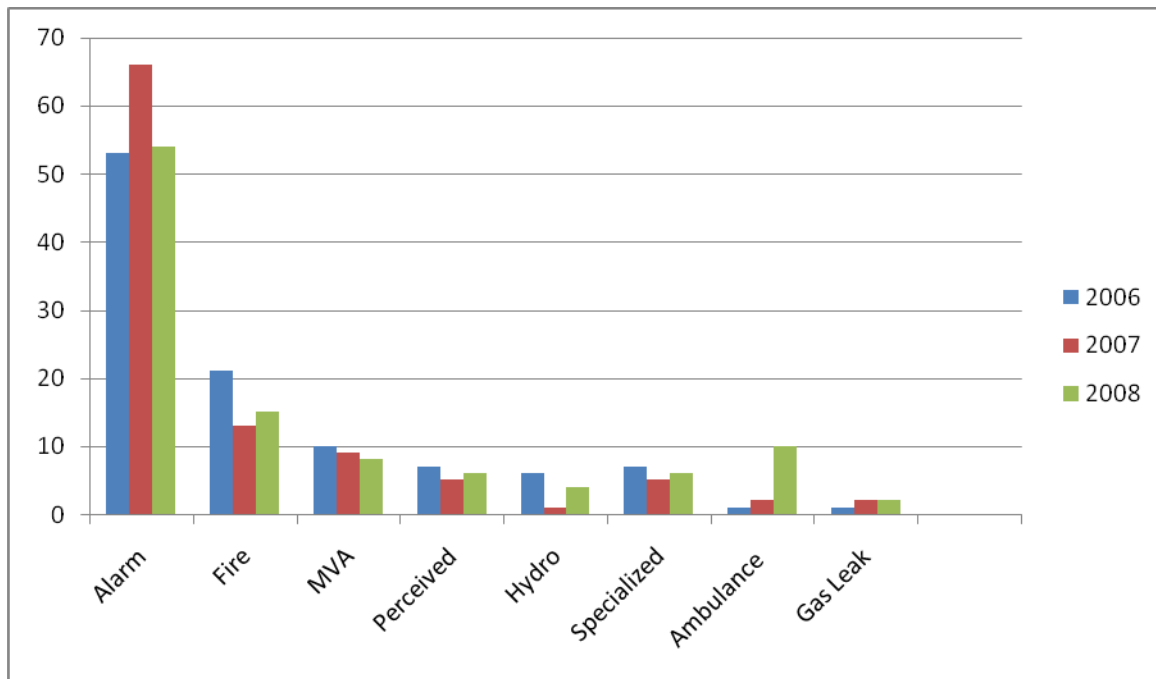
Assembly/Special Events

- Increased occupant loads
- Increased hazards
- Decreased fire access

Other

Events plaza - access

**Town of The Blue Mountains Fire Department
2006 – 2008
Response Percentage Breakdown**



The chart indicates a consistent volume of calls for the 8 response types over the three year period. Over fifty percent of the call volume continues to be commercial and residential alarm calls. The spike in 2007 was due to an alarm design deficiency in one residential building. The problem was identified by Fire Prevention and corrected by the building owner.

Fire responses include incidents where pre-fire and/or light smoke conditions existed. It also includes chimney fires where zero dollar loss was reported by the fire department.

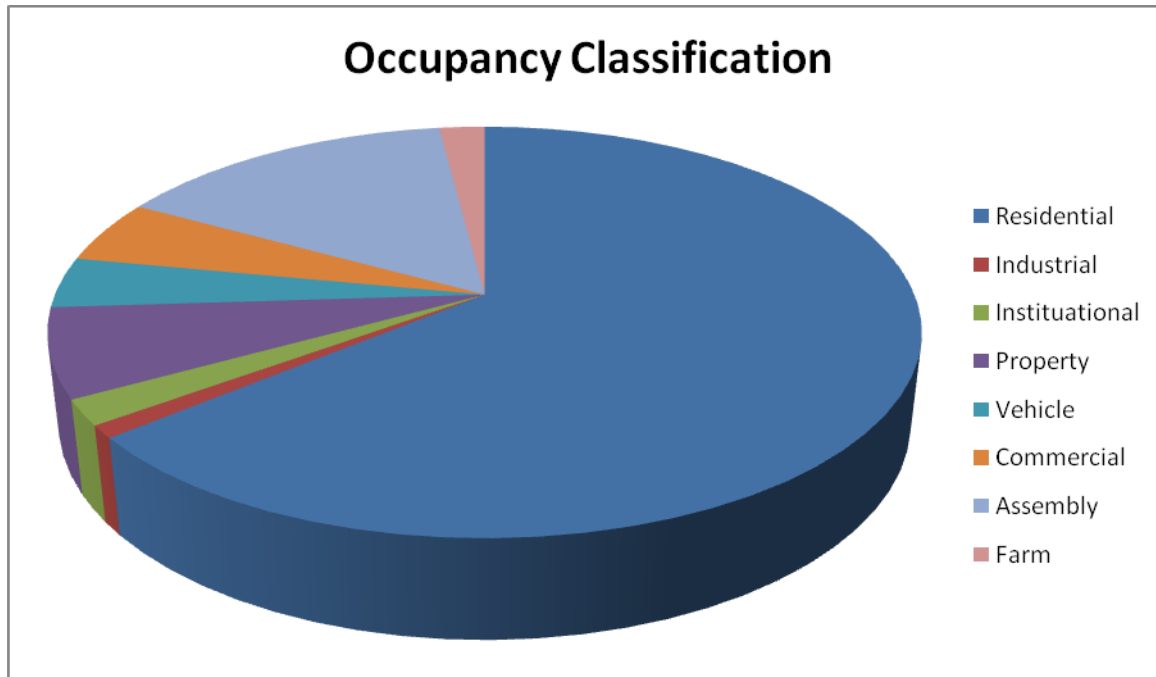
MVA = Motor Vehicle Accident

Perceived = reported incidents where an emergency did not exist

Specialized rescues include high angle, confined space and marine.

Ambulance assist calls are increasing. These are associated with lift assists which include ATV requests for extrication of patients from remote areas suffering recreational related injuries.

**Town of The Blue Mountains Fire Department
2006 – 2008
Overall Response Break Down**



Residential occupancies include single family dwellings, hotels and all multi unit residential buildings.

Industrial occupancies include fabricating facilities, vehicle repair garages, food processing, storage facilities, parking garages.

Institutional occupancies include schools and homes for the aged.

Property includes open land, telephone poles and garbage bins.

Vehicles include all highway, off road and farm vehicles.

Commercial occupancies include all retail, offices and personal services.

Assembly includes community halls, restaurants, licensed beverage establishments, libraries, arenas.

Farm includes buildings not regulated by the Ontario Building Code.

**Town of The Blue Mountains
Structural Fires Reporting Dollar Loss**

Municipal Property Dollar Loss								
Occupancy Classification		2006		2007		2008		% of Total Dollar Loss (2006-2008)
		# of Fires	\$	# of Fires	\$	# of Fires	\$	
Group A	Assembly	0	0	2	1.5 k	0	0	1
Group B	Institutional	0	0	0	0	0	0	0
Group C	Residential	9	271.5k	4	232.5k	14	383.2k	71
Groups D & E	Commercial	0	0	1	2k	0	0	1
Group F	Industrial	0	0	0	0	2	17k	2
Mobile Homes & Trailers		1	60k	0	0	0	0	5
Barns not regulated by OBC		1	150k	1	10k	1	100k	20
Total Dollar Loss		11	481.5k	8	246k	17	410.4k	

Municipal Fire Loss Profile Commentary

2006

The fire dept responded to 46 fire conditions during this time period. 30 of the responses involved vehicles, hydro pole/wire related fires and property fires (grass/brush). These responses accounted for \$65,500 in losses.

Responses to 5 fire conditions reported a zero dollar loss.

75% of this year's 11 loss fires were to single family dwellings

- One single family dwelling was totally destroyed accounting for \$250K or 92% of the years residential property dollar loss.
- A mobile home used as a full time residence was also destroyed.
- A barn used as a horse stable also suffered extensive damage during this time period. The barn zoned agricultural is not regulated by the Ontario Fire Code.

2007

The fire dept responded to 31 fire conditions during this time period. 14 of the responses involved vehicles, hydro pole/wire related fires and property fires (grass/brush) which accounted for \$71K in loss.

Responses to 9 fire conditions reported a zero dollar loss.

73% of this year's 8 loss fires were to residential buildings. All were single family detached dwellings.

- One single family dwelling was totally destroyed accounting for \$225K or 97% of the years residential property dollar loss.
- A barn used for storage was partially destroyed, the barn zoned agricultural was not regulated by the Ontario Fire Code.
- There were 3 responses to assembly occupancies. All were restaurants. Dollar loss was minimal.
- Infractions of the Ontario Fire Code were enforced on one property.
- One commercial fire on the main street resulted in a \$2K loss. The business owner was alerted by smoke smell during business hours. A major fire could have resulted if this fire had not been detected in the early stages. There was no fire detection present in this commercial space. 6 downtown businesses and 5 apartments would have been directly impacted.

2008

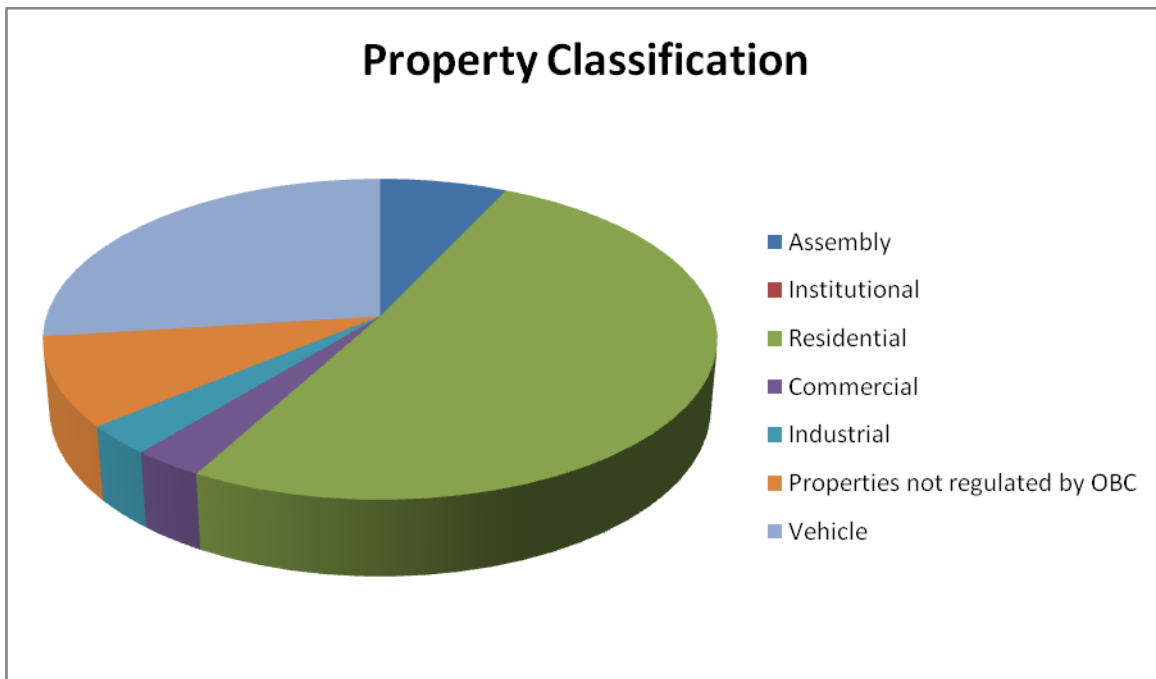
The fire dept responded to 38 fire conditions during this time period. 11 of the responses involved vehicles, hydro pole/wire related fires and property fires (grass/brush). These responses accounted for \$72K in loss.

77% of this year's 17 loss fires were to residential buildings. All were single family detached dwellings. 10 fires reported a zero dollar loss.

- One single family dwelling was totally destroyed accounting for \$330K or 86% of the years residential property dollar loss.
- A barn used for storage of construction equipment was totally destroyed, the barn zoned agricultural was not regulated by the Ontario Fire Code.
- There were 2 responses to industrial occupancies. One response to BTI a major employer involved a paint booth and the second was to the Grand Georgian parking garage.
- Fires in a public sauna at the Blue Mountain Inn and the Grand Georgian parking garage raises concern for fires associated with vandalism and malicious behaviour of guests.

A more detailed review of fires, actions taken and concerns can be found in Appendix A on page 20 of this document.

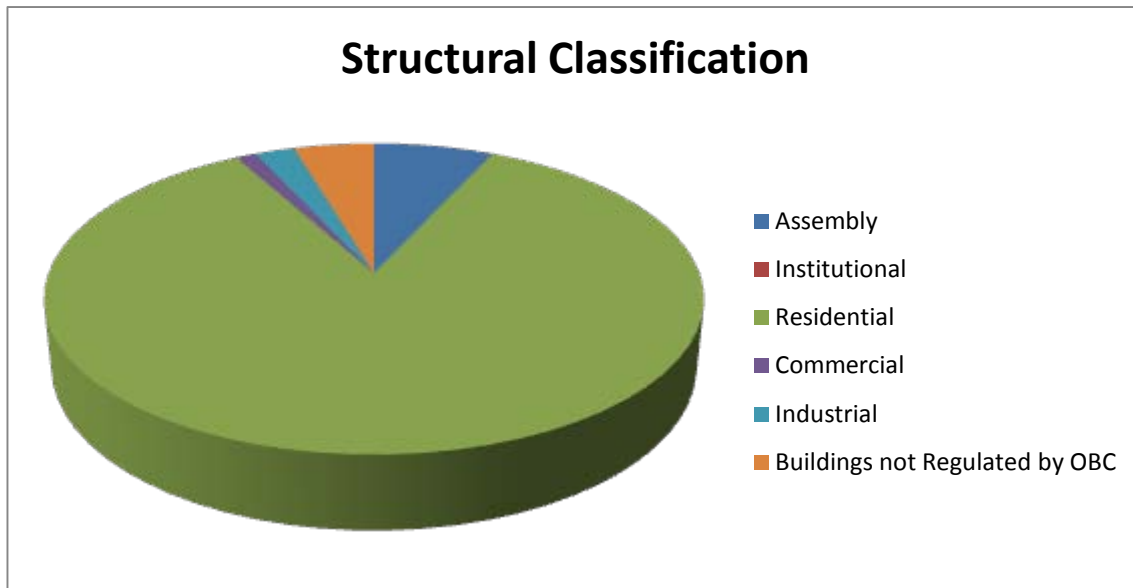
**Town of The Blue Mountains Fire Department
Fires Reporting Dollar Loss
2006 – 2008**



Loss Fires

Loss fires averaged over 2006-2008 within the Municipality are in line with Provincial statistics. This is taking into account the increased residential and decreased industrial demographic of our area. Dollar loss for properties not classified by the Ontario Building Code is slightly higher than the Provincial average. This could be a developing concern since several barns are now being used for purposes other than their intended use. As a result fire hazards are increased due to activities and storage in these buildings.

**Town of The Blue Mountains Fire Department
2006 – 2008
Structural Loss Fires**



**Loss Fires : Provincial Comparison
2006 Residential Loss Fires**

Town of The Blue Mountains

$\frac{9 \text{ residential loss fires}}{5619 \text{ residential units}} \times 100,000 = 160 \text{ fires per } 100,000 \text{ dwellings}$

Ontario

$\frac{6071 \text{ residential loss fires}}{4.9 \text{ million units}} \times 100,000 = 122 \text{ fires per } 100,000 \text{ dwellings}$

Based on the 2006 census and statistics from the Ontario Fire Marshals Office, residential loss fires in our Municipality were 14% higher than the provincial average. However, property dollar loss is at par with the provincial average of 5.5 million dollars, when normalized. Also, dollar loss estimates are based on local, average home process. A recent real estate board report indicates that average home prices in 2008 for The Blue Mountains were 60% higher than neighbouring municipalities. Residential dollar loss would be reduced by approximately \$350K if an average provincial building cost were used.

When compared to similar statistics recorded in the 2001 Risk Assessment, there is a substantial reduction in residential loss fires over the six year period.

Fire Occurrence Times

0000 – 0800 hrs. = 19%

0800 – 1600 hrs. = 42%

1600 – 2400 hrs. = 39%

There has been a noticeable change in fire occurrence times since 2000. A 30% reduction in responses during the hours of 0000 – 0800 could be attributed to more awareness of fire safety in the home promoted through public education from the fire dept. A 30% increase in responses during the hours of 0800 – 1600 may be attributed to the increasing popularity of our four season recreational industry and specialized rescues performed by the fire department associated with them. Nuisance activations of monitored fire alarm systems by contractors continues to be a frequent problem during this time period.

Times of Year

January – March = 30%

April – June = 20%

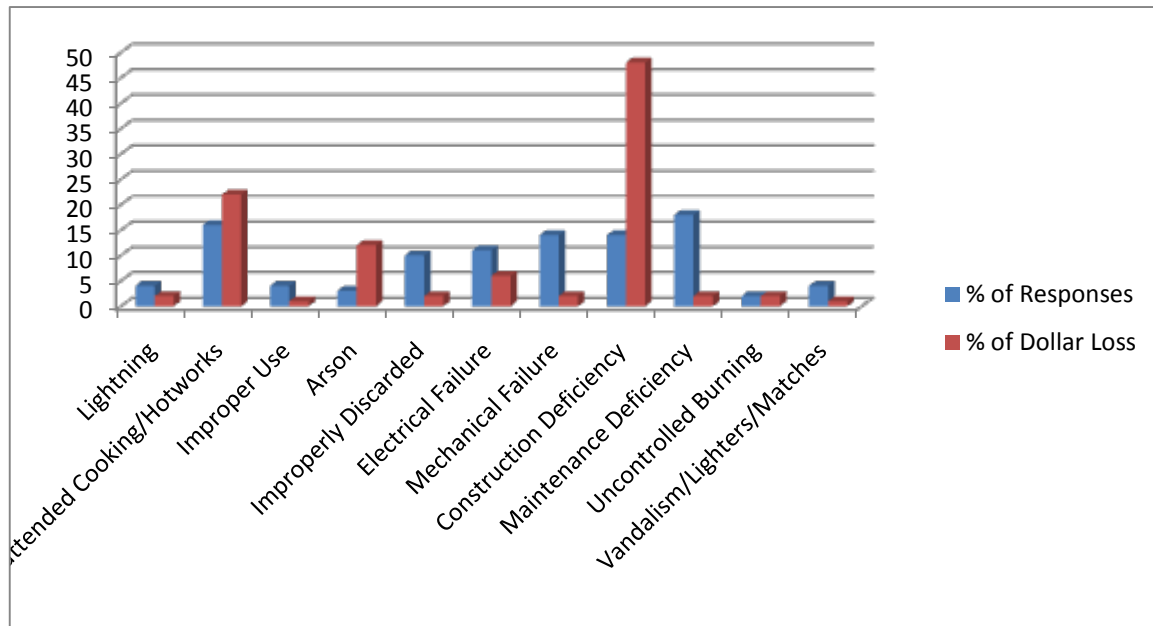
July – September = 23%

October – December = 27%

The above averages were consistent over the 3 years. Poor winter weather conditions in 2006 affected the local ski industry. The decreased tourist traffic during this time period was also noticeable in fire dept responses during January-March.

Although the Municipality is moving toward a 4 season recreation industry, FD emergency response continues to be busiest during the ski season November – March and the resulting increased population and tourist traffic.

**Town of The Blue Mountains Fire Department
2006 – 2008
Ignition Sources of Loss Fires**



This graph demonstrates the percentage of dollar loss as it relates to the percentage of responses to a particular ignition source.

Fire Cause/Ignition Source

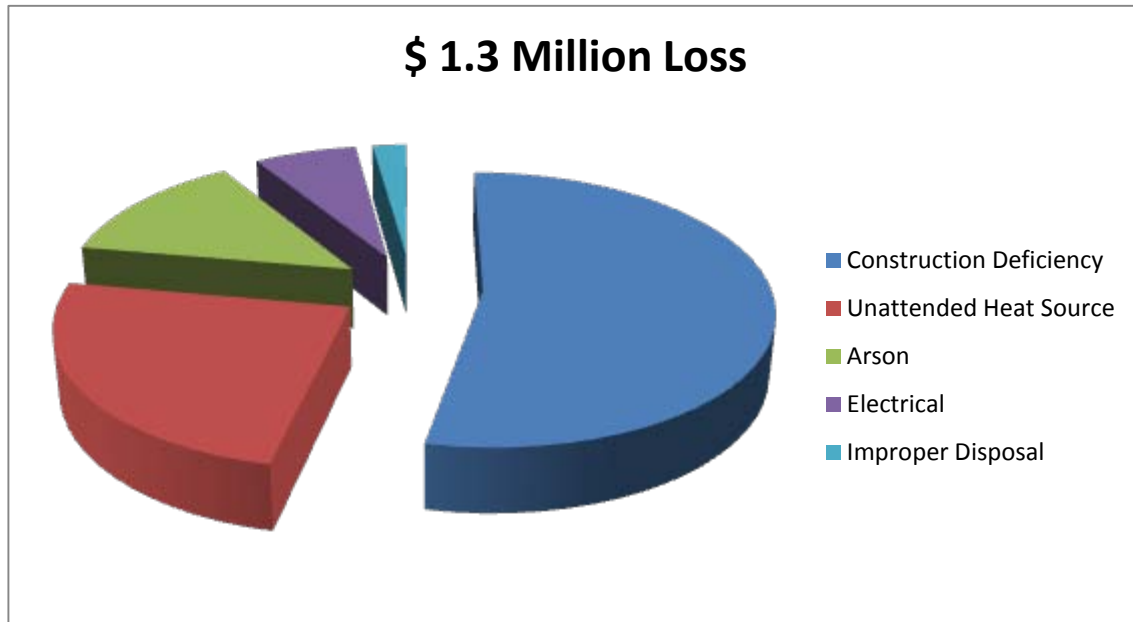
The 3 year average of ignition sources as they relate to all fires with or without dollar loss (fire or prefire) within our Municipality is similar to the Provincial average.

- 18% maintenance deficiencies which 90 % were wood burning appliances
- 16% unattended cooking, candles, light source, soldering iron compared to the provincial average at 22%
- 14% mechanical failure primarily affecting HVAC systems compared to the provincial average at 21%
- 14% construction deficiencies which are not identified in Provincial stats
- 11% electrical failures which are at par with Provincial averages
- 10% improperly discarded = approx 18%

Concerns

- Installation and maintenance deficiencies of wood burning and HVAC systems

**Town of The Blue Mountains
2006 – 2008
Ignition Source as a Percentage of Dollar Loss**



The following statistics identify percentages of the \$1.3 million dollar Municipal property dollar loss averaged over the 3 years as it relates to ignition sources.

- 48% construction deficiency – all relating to single family dwelling, wood burning appliances
- 22% unattended cooking, candles which had minimal dollar loss due to early warning. An unattended light source in a barn and an unattended soldering iron in a single family dwelling resulted in a total loss to both structures.
- 12% Arson
- 6% electrical failure
- 2% improper disposal of ashes, cigarettes

Concerns

- Wood burning appliances being installed without a permit, old appliances being put back into service due to high heating costs
- Smoking in buildings at Blue – is on the rise
- Vandalism at Blue – is on the rise

Primary Ignition Sources: Initiatives Taken To Mitigate The Problem

The five main contributors to both response and dollar loss in our Municipality have been identified as construction deficiencies, unattended heat sources, arson, electrical and improper disposal of an ignition source.

Construction deficiencies relate to improper clearance of combustible building components to wood burning appliances and venting. All occurrences have resulted when the installation of these systems were completed without required building permits. Although insurance companies often require intrusive inspections of wood burning systems, wooden components undergoing pyrolysis can be easily missed. Improperly installed wood burning appliances have been a major contributing factor to this Municipality's annual fire loss statistics over the last two decades. The occurrence rate appears to be increasing and the resulting dollar loss has increased exponentially. Without the co-operation of all home owners to ensure existing and proposed installations are completed under permit, a solution to this problem will be very difficult. The Fire Department continues to promote wood burning appliance operation and maintenance.

With the exception of non regulated buildings and one major loss over the 3 year period, *unattended heat sources* appears to be a declining cause of fires since the last Risk Assessment was completed. It should be noted that on two occasions monitored residential security systems provided the early detection and fire department response before any major damage occurred. The Fire Department is promoting the installation of early warning security systems. Due to the frequency of false alarms from these systems the fire department is also attempting to implement a "false alarm by-law" which will partner the fire prevention department and home owners in resolving design and maintenance issues along with fire safety education as required.

Fires suspected to be associated with *arson* or malicious behaviour appear to be on the rise at the Village at Blue. These fires have been reviewed with Blue Mountains Resorts management and security in an effort to promote better security in these areas. The areas are also inspected frequently by Fire Prevention to ensure compliance with the Ontario Fire Code and that the area is being used in accordance with its intended design. The Grey Bruce Health Unit is also involved with enforcement of the smoking by-law in these areas.

Electrical fires originating in the primary electrical system are turned over to the Electrical Safety Authority for investigation and follow up. The Fire Department continues to educate the public in the unsafe use of electrical appliances and enforce the improper use of temporary wiring.

Improper disposal of a heat source is also declining in occurrence and loss, since the 2001 assessment. These responses are predominantly to part time single family dwelling units and involve improper disposal of hot ashes from fire places. The home owners are generally very embarrassed and remorseful of their actions. Improper disposal of smoker's materials is generally occurring in commercial areas where smoking is not permitted. The Grey County Health Unit is involved with policing these areas.

Priority Setting Worksheet

Priority	Status		Effectiveness, Goals/Objectives		
Fire Safety Priority	Current fire prevention / public education programs that address the fire safety priority		Existing programs adequately address the fire safety priority & ensure compliance with minimum FPPA requirements?		
List in order of priority			If No, how would you reallocate resources and/or implement additional fire prevention or public education program / activities?		
	Fire Prevention (inspection) Activities	Public Education Activities	Y/N	Fire Prevention (Inspection) Activities	Public Education Activities
1) Residential Fires-general fire safety, unattended cooking	Request inspections, Alarmed for Life, Smoke Alarms It's The Law, Tenant Agreements Smoke alarm installation and maintenance enforcement	Open House, Fall Fair, Canada Day, special Events, fire safety contests, station tours, fire safety brochures, PSA's, Put a Lid on It, Older & Wiser,	Y N	Requirement for all multi unit residential occupancies to require fire safety plan in accordance with the OFC,	Recommendation: one local newspaper dedicated to the TBM delivered to each residential unit weekly. Advertising in magazines (Mountain Life) which are distributed throughout multi unit residential buildings.
2) Residential Fires – Wood Burning Appliances	requests are referred to building dept for permits or WETT Tech for inspection	Is Your Woodstove Safe, PSA's,	Y		Recommendation: support from Building Dept in advertising OBC and Municipal permit requirements. Enforcement for installations with no permits
3) Buildings not regulated by the OBC	None	None	Y		Recommendation: insurance company support to promote registering commercial business operations, By-Law enforce zoning
4) Smoking in public areas	Working with Grey County Health/Enforcement		Y		
5) Vandalism	Working with AGCO and BMR Security		Y		
6) Downtown Cores	Annual building inspections	Reviewing concerns with building owners recommending interconnected smoke alarms between residential and commercial	Y		
7) Fires in commercial buildings including residential	Annual building inspections	Enforcement	Y		
8) Errinung sprinklers	Semi annual inspections, fire dept preplans	Training of staff in fire safety plan and evacuation procedures	Y		
9) BTI water supply	Semi annual inspections of high hazard areas		Y		
10) Residential HVAC maintenance	Request inspections completed within 24 hours	Seasonal PSA's, newspaper articles, publishing of recalls	Y		
11) Special events	Inspections completed as requested	Guidelines in place	Y	Special events bylaw Fireworks bylaw	
12) Tents	Inspections completed as requested	Guidelines in place	Y	Permits required to be submitted a minimum of 2 weeks before event	More detailed list of requirements for owner at the time of permit application
13) Events plaza access	Inspections completed as requested	Enforcement	Y	Special Events By-law	
14) Open air burning	Proposed sites inspected as requested	PSA's	Y	Burning by-law for densely populated areas	
15) 2 unit residential occupancies	Letters sent to By-law dept and owner and inspections completed		Y		PSA's identifying OFC requirements. Zoning enforcement

Municipal Fire Concerns

Aside from these fifteen fire safety priorities, the following two concerns would have a dramatic impact on our local economy and the life safety of building occupants in the event of a major fire.

#1 Fire Concern

- Implementation of Fire Safety plans at the Village at Blue

Risk Behaviours that Contribute to these Concerns

- Lack of training in emergency procedures
- Passive response to fire alarms
- Lack of general fire safety

Contributing Groups of Persons

- Staff
- Management
- Commercial tenants

Groups of Persons Affected

- People of all ages residing in the residential units
- People of all ages in restaurants, bars and commercial units
- Emergency personnel
- BMR

The Village at Blue Mountain which can entertain 5000 guests and sleep 2300 continues to be a concern for the access of firefighters and the safe evacuation of building occupants. Meetings, training sessions and consultations are frequent, as numerous inspection reports are issued to the relevant Property Managers annually. The reports are initiated from routine and/or request inspections and emergency responses. The approved Fire Safety Plans which are specific in identifying fire prevention activities and supervisory staff responsibilities are often disregarded due to frequent staff turnover. The Fire Dept has issued several reports to Blue Mountain Resorts citing training and a passive response to fire alarms by staff as major contributors to improperly implemented fire safety plans.

#2 Fire Concern

- Thornbury and Clarksburg downtown cores lack of fire separations and building exposures

Risk Behaviours that contribute to these concerns

- Apartments reflect low rental housing
- Old electrical/mechanical systems
- Multi unit, mixed occupancies
- Minimum requirements for early warning

Contributing Groups of Persons

- Building owners
- Commercial tenants
- Residential tenants

Groups of Persons Affected

- Business owners
- Apartment owners
- Adjoining businesses/apartments
- Downtown core
- Emergency personnel

Several buildings have undergone major renovations. It is assumed that the renovations have been completed under permit and that fire separations have been established as required by the present Building Code. Thorough building inspections will be completed of the Thornbury/Clarksburg Downtown cores in 2009/2010. Preplans will also be updated indicating confined spaces and hazards to fire fighters. Early warning systems will be promoted in buildings not requiring fire alarms.

Conclusion

The 2009 Risk Assessment indicates a 5% reduction in reported loss fires compared to the 2001 assessment. Since that time there has been a 14% increase in the fulltime population and a 9% growth in single family dwelling units.

	<i>1998 – 2000</i>	<i>2006 – 2008</i>
<i>Population</i>	6000	6825
<i>Dwelling Units</i>	5165	5619
<i>Loss Fires</i>	38	36
<i>Total Dollar Loss</i>	\$2,052,000.00	\$1,137,900.00

The most significant differentiating factor between the two studies is the development of the Village at Blue. The Village provides accommodation for 3200 guests in five, four storey buildings. The buildings also contain a total of 45 commercial units and three, 2 level underground parking garages.

This report has also indicated that the Municipalities residential fire loss is equally comparable to Provincial averages.

The statistics do not indicate any abnormal fluctuations or trends towards a potential fire risk. In order to maintain this however, we must continue with:

- ✓ Inspections to promote fire prevention and awareness for building owners and occupants
- ✓ Public education in early warning and escape planning
- ✓ Co-operation between Municipal Departments in dealing with fire safety concerns relating to zoning and by-law
- ✓ Partnering with Provincial enforcement agencies (OPP, AGCO, GBHU)
- ✓ Consultation and training with local industry in fire and life safety
- ✓ Enforcement of the Ontario Fire Code for negligent owners

Proposed Actions

- Building inspection and review with owners in downtown cores to identify and promote fire separation maintenance. Promote interconnected and monitored early warning systems.
- Fire Safety Plans in all multi unit residential buildings which will identify to visitors
 - Actions to take in the event of a fire
 - Fire prevention practices

Appendix A

Reported Fires: Concerns

The following is a detailed description of circumstances and events surrounding all fire events including zero dollar loss fires, over the 3 year period.

2006

- The \$250K loss was caused by the home owner leaving a soldering iron on and unattended when he left the house. The home was located at the southern most end of the Municipality in a very remote location. The home was totally engulfed when the fire was discovered upon the home owners return.
- An arsonist responsible for a \$150K loss was apprehended and convicted.
- A \$15K loss was caused by clothing and combustibles stored in a residential sauna. The electric heating unit inside the sauna was accidentally turned on resulting in the fire.
- 25% of the reported fires were determined to result from electrical failure. All of which were old services
- Mechanical failures related to heating equipment and lack of maintenance.
- Chimney fires continue to be of concern. Although \$ loss was minimal for these events 2 of the fires were determined to be caused by construction deficiencies while 3 were poor maintenance.
- It is believed that an improperly discarded cigarette resulted in a grass fire, then caused \$3K damage to a home. The home was located on a busy street in Thornbury.

Concerns

- Wood burning appliance installation and maintenance
- HVAC maintenance

2007

- The \$225K loss was caused by clearance to combustibles in the vicinity of the fire place and chimney which occurred when the home owner was present. The fire was well established in an outside wall when it was first detected. The home owner's attempts to extinguish the fire delayed notification of the fire department resulting in more extensive damage to the home. It was determined that the fire was caused by an improperly installed wood burning appliance. The fire place was installed without a building permit.
- There was an increase in the fire responses to Assembly occupancies. The 3 responses involved restaurants which are routinely inspected semi-annually. The Fire Code was enforced on one occasion due to poor maintenance (guilty-\$12.5K), and mechanical failures were identified in the other 2 minor loss fires.
- A fire in a commercial unit on the main street of Thornbury was identified as faulty electrical
- Six chimney fires during this time period resulted from construction deficiencies on 2 occasions and maintenance issues on 4.
- \$5K damage to the outside of a home as the result of a teenager playing with a lighter.

- Unattended ignition sources accounted for 3 fires and \$1K in damages. A brick layers exterior heat source ignited building components of a home under construction. Early warning systems alerted 2 home owners of prefire conditions resulting from unattended cooking.
- A barn used for storage suffered \$10K damage due to fire spread from a brush pile being burned by the owner.

Concerns

- Wood burning appliance installation and maintenance
- Downtown cores - fire separations, early warning

2008

- 2 lightning strikes resulted in \$28K loss to single family dwellings
- There was a notable increase in the number of prefire conditions resulting from unattended cooking/candles
- One attempted arson remains under investigation by the OPP
- Improperly discarded fire place ashes resulted in \$1200 property damage to single family dwellings
- Improperly discarded smokers materials resulted in \$3K damage to a home under construction. Careless smoking was also the result of a fire in the parking garage at 156 Jozo Weider Blvd. below Grand Georgian. The parking garage fire also involved improperly stored combustibles. The Fire Code was enforced on this occasion for improper storage of combustibles (guilty-\$10.5K).
- Overheats relating to mechanical failures continue to remain consistent in HVAC systems. One \$500 loss to a fulltime resident was the result of a product recall which has been advertised by the manufacturer and this fire department on several occasions.
- 3 occasions where wood burning appliance installation deficiencies were identified as the result of dollar loss. A wood burning appliance installed without a permit was determined to be the cause of a \$330K loss fire to a single family dwelling.
- Maintenance of venting in wood burning appliances in single family dwellings on 2 occasions.
- Breaker Technology suffered a \$15K loss to a paint booth. It is suspected that a spark initiated a fire in accumulated combustible dust of the ventilation system. The booth has since been replaced with an NFPA compliant paint booth and paint kitchen which have full suppression systems.
- A fire in a sauna at the Blue Mountain Inn resulting in \$2K damage was caused by vandals placing combustible towels on top of the electric heating unit.

Concerns

- Unattended cooking
- Maintenance of wood burning fire places and ash disposal
- Water supply to the rear of BTI
- Vandalism at Blue Mountain Resorts

Appendix B

Town of The Blue Mountains Fire Department Annual Report Fire Prevention

Months January - December

Year 2008

Inspections

Request	63
Institutional	4
Commercial	180
Industrial	60
Assembly	95
Residential	90
Tents	39
Display Fireworks	9
Public Amusement Area Fireworks	

Fire & Life Safety Education

Focus Group	Topic	# of persons
BVO Crayon Box	Fire Safety	10
Girl Guides	Camping Fire Safety	11
Grade 5	Home fire safety poster contest	60
Wellness fair	General Fire safety	
Canada Day	General fire safety, draws	
BVCS Grades 1 and 2	Water Safety	50
3 Beaver Valley Day Camps	General Safety	55
Beaver Valley Preschool	General Fire Safety	24
Medical centre Fundraiser	General Fire Safety, draws	
Errinrung Staff	Fire Extinguisher	12
LE Shore preschoolers	Fire Safety	8
Fall Fair	General fire Safety	
Craigeleith Ski Club Staff	Fire Extinguisher	22
Open House	General Fire Safety, draws	
TBM employees	Office Fire Safety	
BVCS JK & SK	Station Tour, Fire Safety	95
Grade 2 Station Tour	General Fire Safety	40
Sparks Station Tour	General Fire Safety	25
Georgian Peaks Staff	Fire Extinguisher	50

AJL

Distribution of Information

Quantity this Quarter	Quantity Year to Date
	7000

Public Service Announcements

Newspaper	Radio
85	150

Target Group Support

Target Group	Service
Errinrung Staff	7 training sessions between the hours of 1000 and 2300 hours for all shifts. Building systems, evacuation procedures, fire safety plan
Bus Patrollers	Accident preparedness, fire extinguisher training
Grade 2 - 3	Smoke alarm installation, escape planning
Buildings requiring fire alarms, not monitored	Design, supply and install 2007 OFC required signage
Buildings requiring hose cabinets	Design, supply and install 2007 OFC required signage
BMR Management and Security Staff	Continued meetings regarding OFC noncompliance issues and staff responsibilities in regard to Fire Safety Plan requirements

Fire Safety Plans

Plans Under Review	Buildings Inspected	Plans Approved
12	12	12

Preplans

Plans Developed	Sites Inspected	Plans Presented to Dept.
14	14	14

AJL

Smoke Alarm Program

Dwellings Inspected	Deficiencies Identified
54	32

Fire Code Enforcement

Smoke alarm tickets issued – Part 1	Smoke alarm Infractions Issued – Part 3	Part 3 – Fire Code Violations Registered	Results
1	1	12	\$25,855.00

Fire Investigations

Property Type	\$ Loss	Possible Cause
Residential-commercial	2000	Malicious
Residential (Euphrasia)	20,000	Clearance to combustibles from a heating unit
Residential	1000	Smoking
Residential	500	HVAC recall
Residential	200	Improper disposal
Vehicle	50,000	Accumulation of combustible on exhaust
Residential (Euphrasia)	300,000	Electrical
Residential	1000	Arson
Farm building	100,000	Improper use of a light source
Farm Building	300	Electrical
Residential	25000	Lightning
Residential	330,000	Clearance to combustibles wood stove installation
Assembly	100	Improper use
Industrial	1000	malicious

Non- Emergency Responses

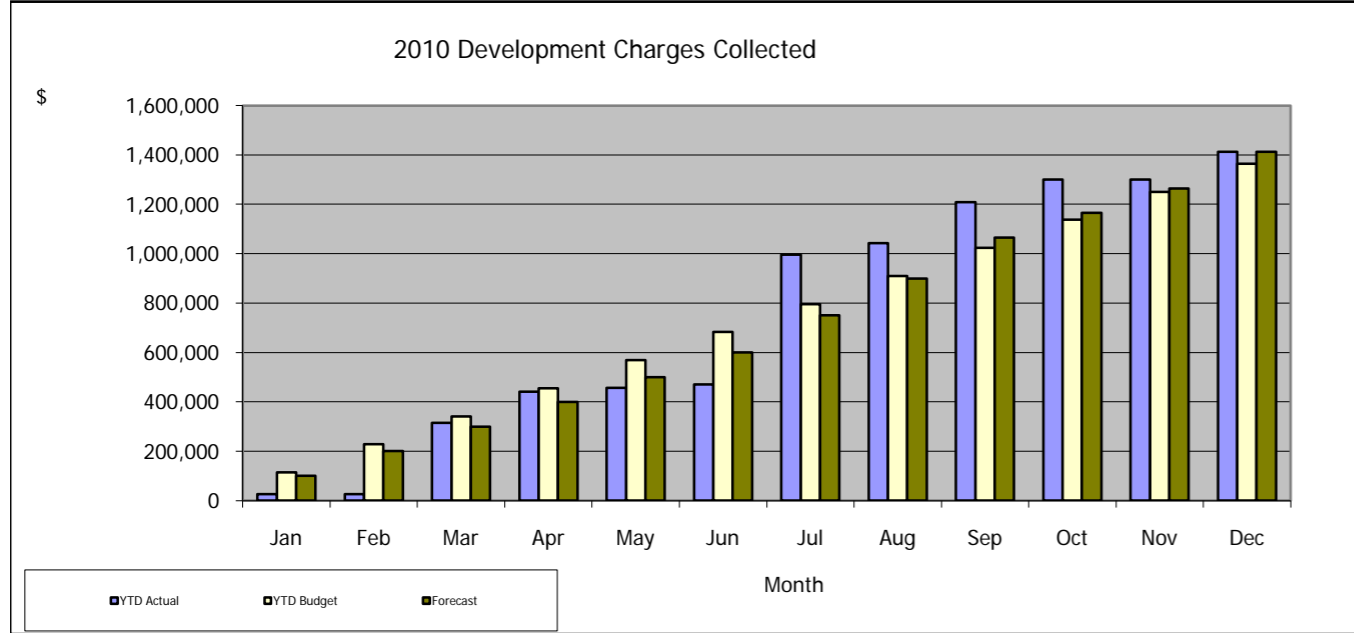
CO Alarm	Smoke Alarm	Other
4	3	2

AJL

**The Blue Mountains
Quarterly Flash Report -- Operating
31-Dec-10**

C.5

Development Charges Collected	Estimated D/C's	YTD Actual	% Collected	Forecast	Variance
	1,365,000	1,412,623	103%	1,412,623	(47,623)



Commentary

Development Charges collected from Oct to December were \$ 202,868

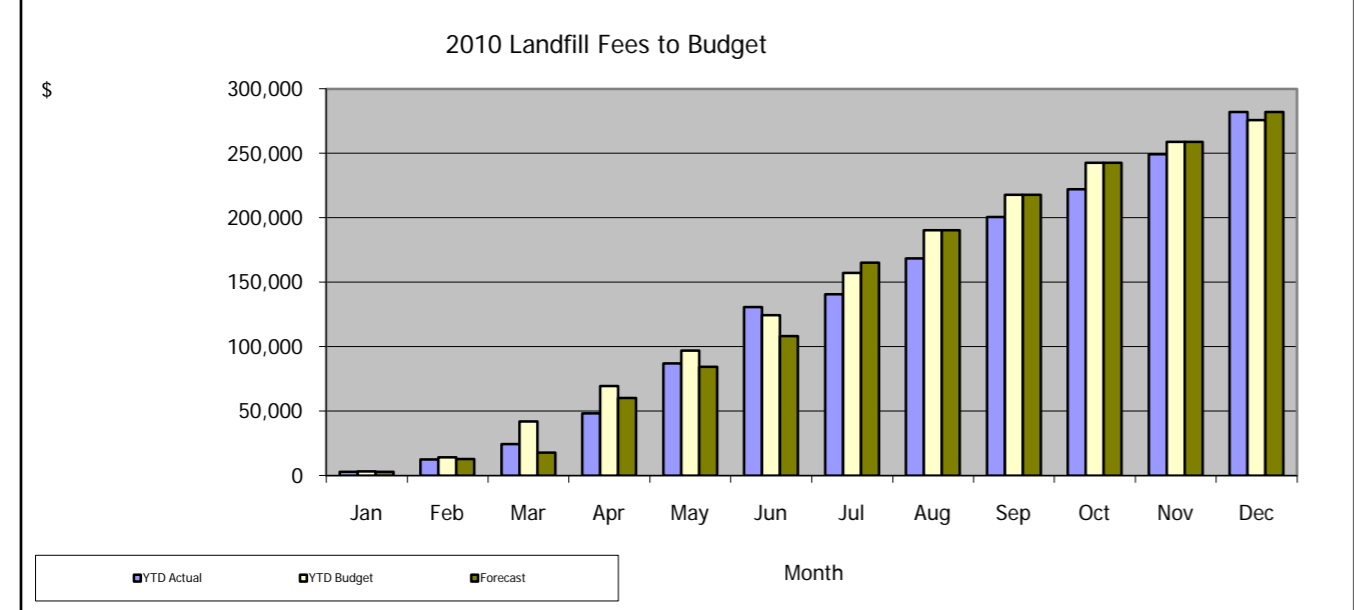
Soft Services -Total \$ 66,378

- General Government - \$8,126
- Fire - \$ 13,230
- Police - \$ 1,949
- Public Works - \$5,545
- Parks & Recreation - \$ 30,024
- Library - \$ 7,504

Hard Services - Total \$ 136,490

- Roads - \$ 84,892
- Water - \$ 15,890
- Sewer - \$ 35,708

Landfill Site Fees	Annual Budget	YTD Actual	% of Budget	Forecast	Variance
	275,000	282,264	103%	282,264	(7,264)



Commentary

Total fees collected from Oct to December 2010 were \$ 81,465

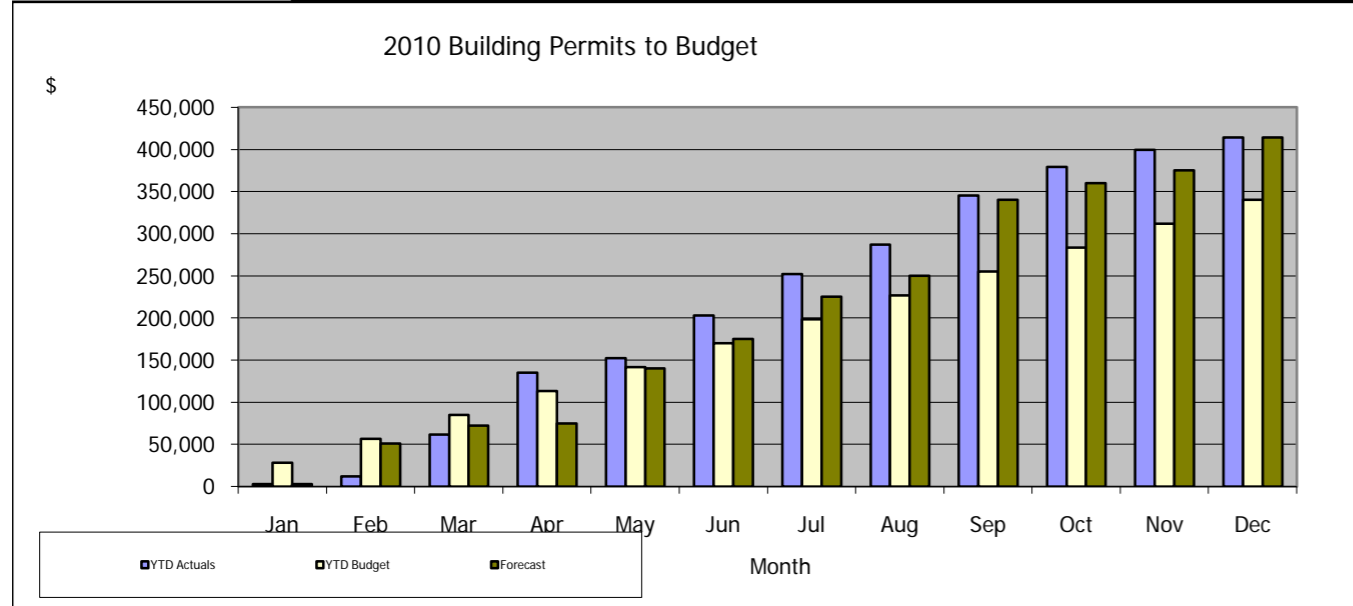
Total 2010 Year to Date is \$ 291,717 compared to \$ 272,025 in the same period of 2009.

This is an increase of \$ 19,692 over last year revenue.

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

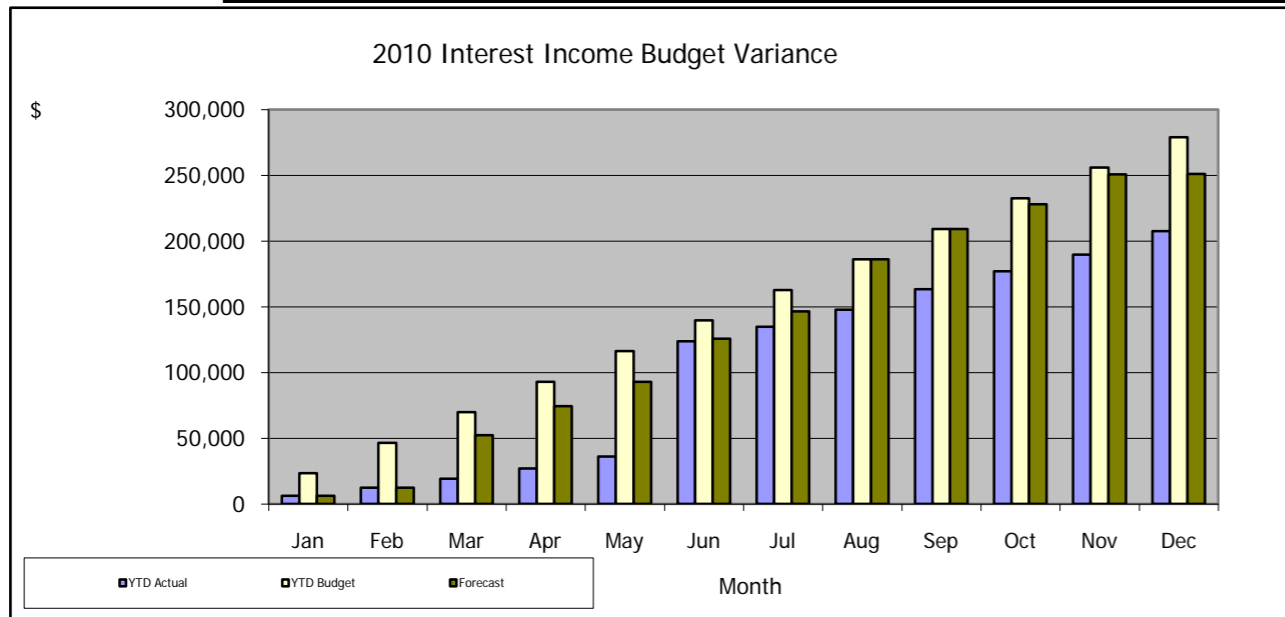
The Blue Mountains
Quarterly Flash Report -- Operating
31-Dec-10

Building	Annual Budget	YTD Actual	% of Budget	Forecast	Variance
Permits	340,000	414,088	122%	414,088	(74,088)



Commentary
Total fees collected from October to December were \$68,857
Total 2010 Year to Date is \$ 414,088 compared to \$289,374 Year To Date 2009.
This is an increase of \$ 124,715 over last year revenue.

Interest	Annual Budget	YTD Actual	% of Budget	Forecast	Variance
Income	279,000	207,624	74%	251,100	71,376

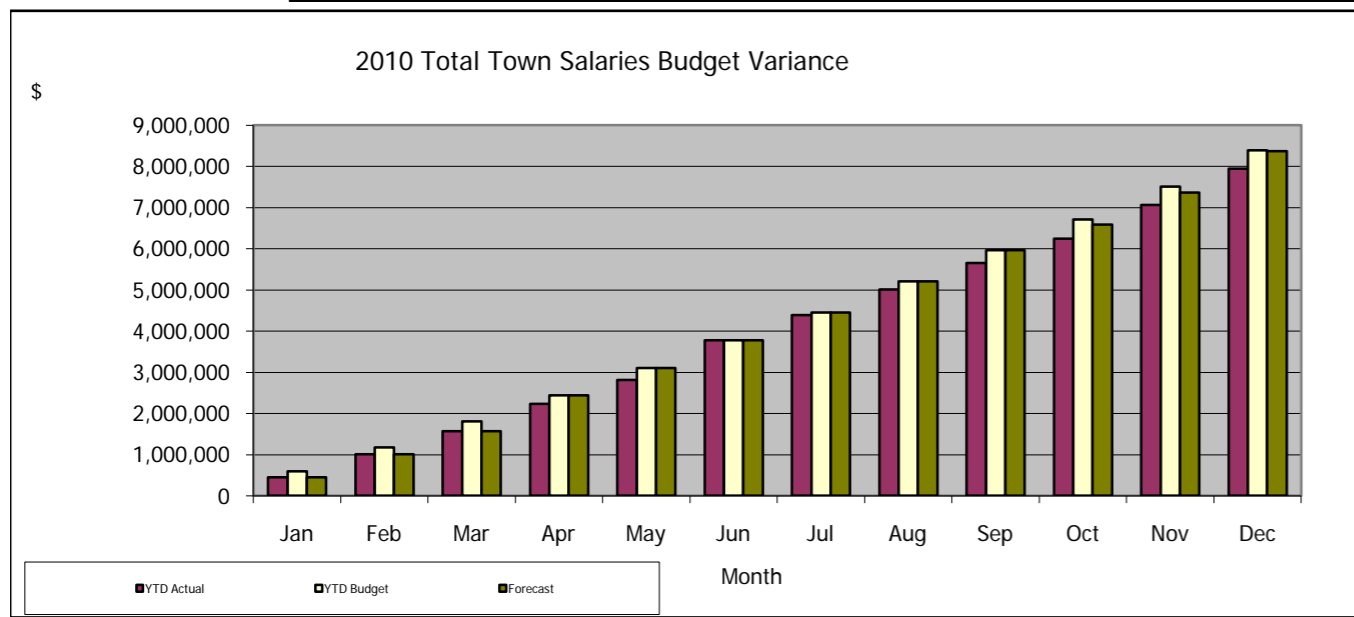


Commentary
Operating bank account balance as at Dec 30, 2010 was \$ 2,312,207.

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

**The Blue Mountains
Quarterly Flash Report -- Operating
31-Dec-10**

Total Town	Annual Budget	YTD Actual	% of Budget	Forecast	Variance
Salaries & Ben	8,391,932	7,945,888	95%	8,366,756	446,044

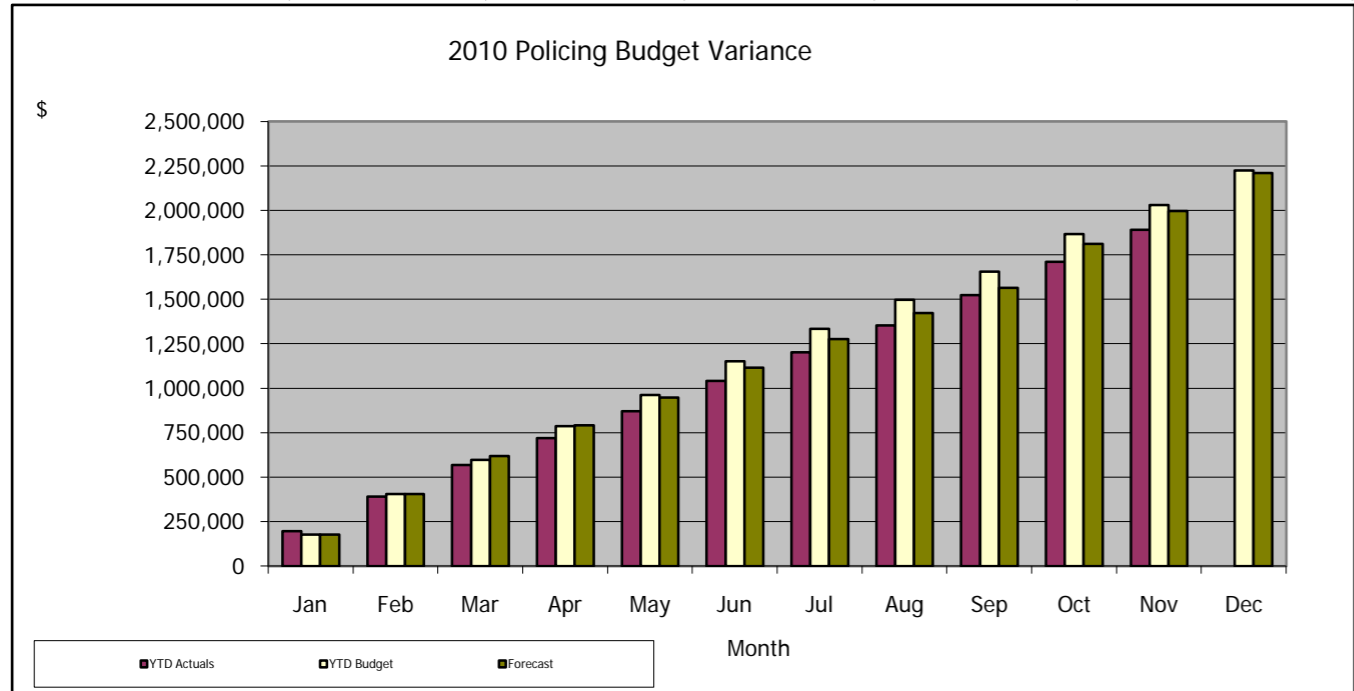


Commentary

Salaries & Benefits from October to December were \$ 2,298,989

There is an expectation of a favourable year-end variance due to late hiring of budgeted staff.

OPP Services	Annual Budget	YTD Actual	% of Budget	Forecast	Variance
	2,224,000	1,891,434	85%	2,210,656	(12,451)



Commentary

Information from the OPP will be provided at the end of the following month in order to be able to provide accurate statistics

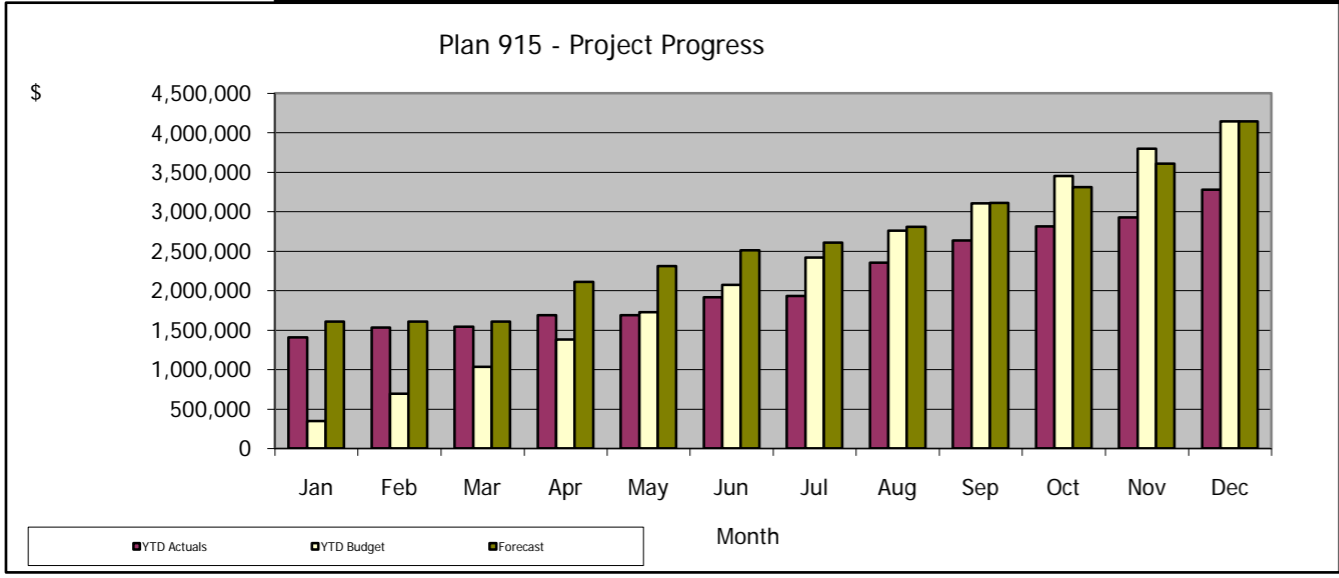
Total Hours for September to November were 5716.4

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

**The Blue Mountains
Quarterly Flash Report - Capital
31-Dec-10**

Plan 915	Project Budget	Project Cost To Date	2010 Budget	2010 YTD Actual	% of Annual Budget
	4,140,380	3,280,139	2,224,000	1,671,069	75%

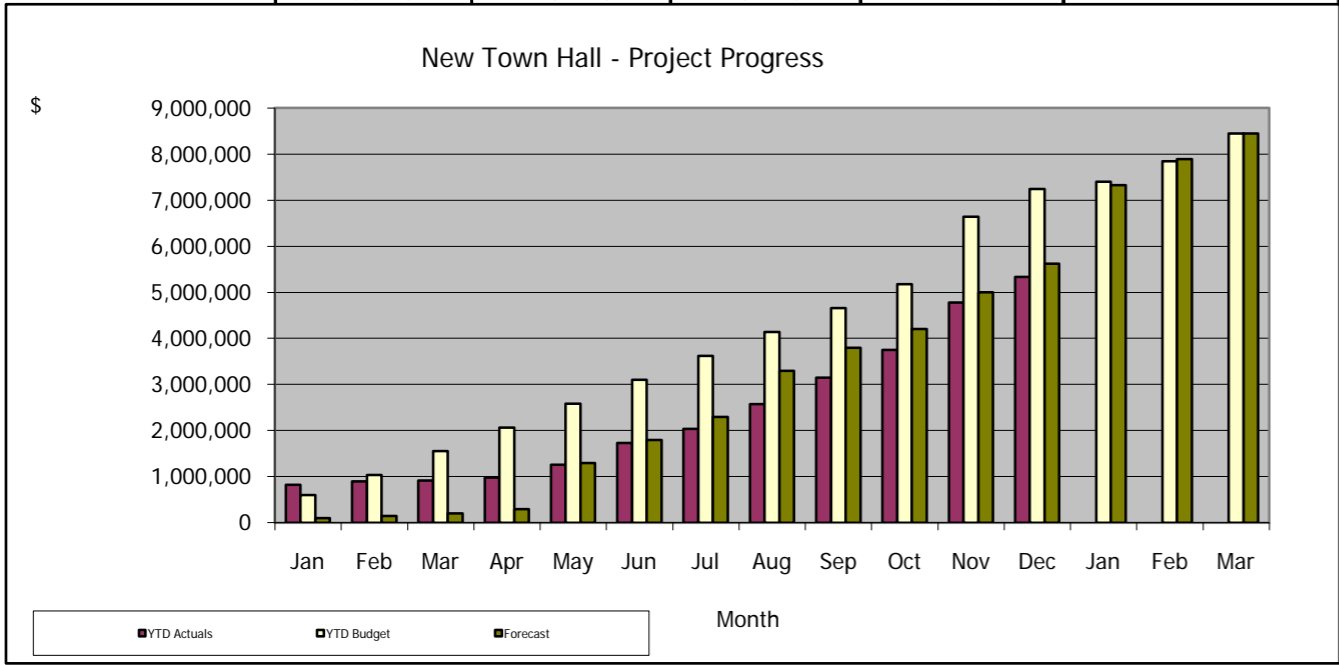
Commentary



Substantially complete.

New Town Hall	Project Budget	Project Cost To Date	2010 Budget	2010 YTD Actual	% of Annual Budget
	8,448,000	5,336,788	4,800,000	4,516,318	94%

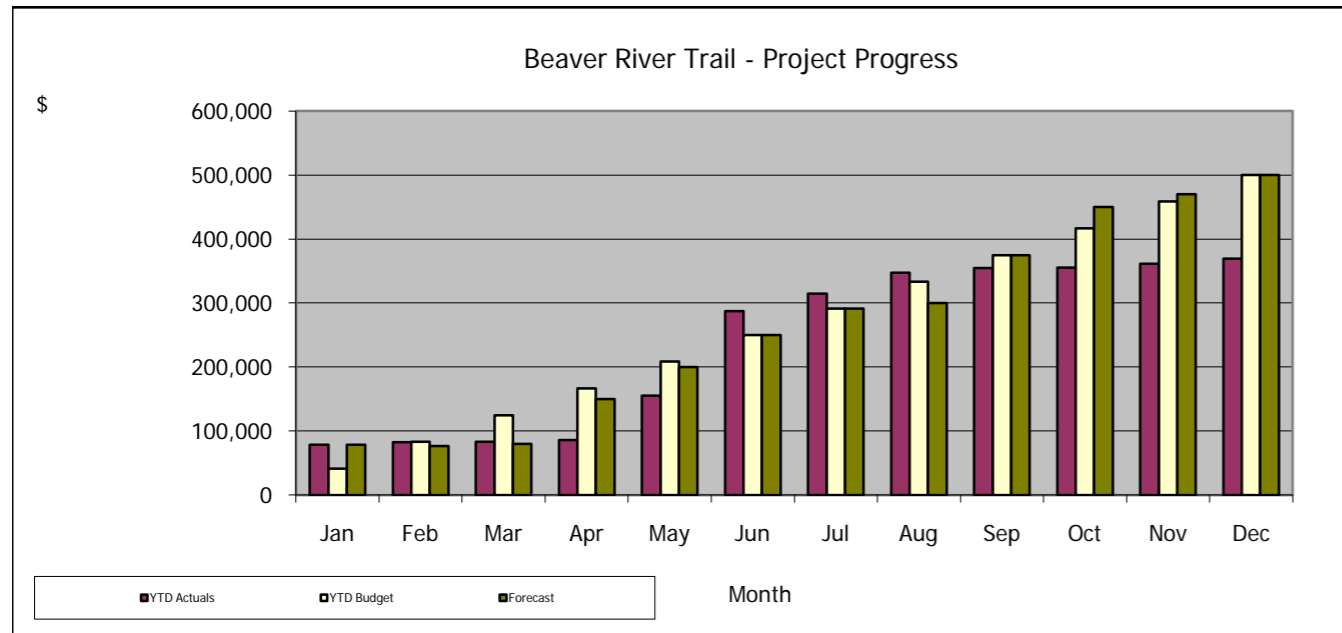
Commentary



The New Town Hall is closed in, masonry complete, glazing install substantially complete, the majority of the mechanical and electrical rough-in and steel stud install completed, drywall complete in the north block, parking lot development completed and Mill street re-opened. Interior finishes are projected to commence the week of January 21, 2011 and construction continues to be on schedule with an expected "Substantial Completion" date by March 31, 2011.

The Blue Mountains
Quarterly Flash Report - Capital
31-Dec-10

Beaver River Trail	Project Budget	Project Cost To Date	2010 Budget	2010 YTD Actual	% of Annual Budget
	500,000	354,888	440,000	278,055	63%



Commentary
<p>Beaver River Trail construction has one set of stairs on the Euclid unopened road allowance portion to be completed, but all other trail works have been completed. Installation of Interpretive signs and planting of trees are the only outstanding items remaining. Trailhead parking is also complete off of Mill Street.</p>

STAFF REPORT: ADMINISTRATION



REPORT TO: Finance and Administration Committee
 MEETING DATE: January 18, 2011
 REPORT NO.: A.11.03
 SUBJECT: Procedural By-law Review
 PREPARED BY: Stephen Keast, Administrative Assistant

A. Recommendations

THAT the Finance and Administration Committee receive Staff Report A.11.03, Procedural By-law Review, for information purposes; and

THAT the Committee provide direction on the following Recommendations for By-law revisions to Council based on the background information contained in this Report:

Recommendation 1. Section 2, **Intent of By-law**, be revised to refer to the Council Code of Conduct adopted by the previous Council.

Recommendation 2. Subsection 4.7, **Meetings of Council**, be revised to read that in addition to the Head of Council or the Chair of a Committee, the Chief Administrative Officer (CAO) or CAO Designate may also cancel a regularly scheduled meeting, following consultation with the Head of Council or Chair of the Committee, where possible.

Recommendation 3. Subsection 4.7, **Meetings of Council**, be revised by deleting “or for any other reason” and inserting “or a lack of corporate business requiring immediate attention” and further revised with the addition of a new last sentence reading “Where a statutory public meeting has been scheduled, every reasonable effort shall be made to conduct the meeting subject to the provisions of this clause.”

Recommendation 4. Subsection 9.1.d.v., **Declaration of Conflict of Interest (Pecuniary Interest)**, be implemented as currently written and contained in the *Municipal Act, 2001*, being that where the interest of a member has not been disclosed by reason of the member’s absence from a meeting wherein the matter was discussed, the member shall disclose the interest at the next Council or Committee meeting attended by the member.

Recommendation 5. Subsection 16.3, **Motions / Resolutions**, be clarified to note that prior to a question being voted on, each member shall *take their seat in respect of the vote* (current wording is they *shall* vote, which intends to mean they shall respect the call for the vote).

Recommendation 6. Subsection 16.8, **Motions / Resolutions**, be revised to note that a request for a recorded vote must be made immediately before the vote only and to note that a member expressing preliminary intent to call for a recorded vote does not act to minimize, terminate or quash debate on a matter.

Recommendation 7. Section 16.8, **Motions / Resolutions**, be implemented as currently written, being that following a request for a recorded vote, the Chair of the meeting shall vote last.

Recommendation 8. That Council install provision for a “simultaneous recorded vote”, where a member may request such a vote in the manner of a recorded vote and the Clerk or Secretary will provide a ballot to each member who records their vote secretly for or against the question.

Recommendation 9. Subsection 17.1, **Notice of Motion**, be clarified as to the requirement for a Secunder on a Motion shown on an Agenda arising from Notice of Motion given at a previous meeting.

Recommendation 10. Subsections 21.1. a), **Committees**, be modified to note the Standing Committees have four designated members, all having voting privileges and all responsible to attend *and at the inaugural meeting shall select a Chair from among them*. The method of election should also be prescribed.

Recommendation 11. Subsection 21.4, **Committees**, be modified to clarify the Head of Council is an ex-officio member of all Committees but attendance at meetings would not be considered as part of the quorum unless the Mayor was specifically appointed or designated.

B. Background

Traditionally, Council reviews the Procedural By-law at some point following an election for any revisions that the new Council may wish to implement as to procedure.

The procedural By-law may also be revised at any time Council so desires. The current By-law No. 2009-59 was enacted on August 10, 2009 and was amended by By-law 2009-78 on November 9, 2009, so as to reflect the revised Standing Committee structure (Infrastructure and Recreation Committee, non-designated members may attend). This represents the last review and revision to Council procedures.

The following have been identified over the past year as matters or topics Council may wish to revisit or consider with regard to Council and Committee procedure:

Recommendation 1. Section 2, **Intent of By-law**, be modified to refer to the Council Code of Conduct adopted by the previous Council. The Code of

Conduct could be added as a Schedule “B” after the Accountability and Transparency Policy attached as Schedule “A”. This would move the Deputation Form to Schedule “C”.

Recommendation 2. Section 4.7, **Meetings of Council**, be revised to read that in addition to the Head of Council or the Chair of a Committee, the Chief Administrative Officer (CAO) or CAO Designate may also cancel a regularly scheduled meeting, following consultation with the Head of Council or Chair of the Committee, where possible.

The By-law currently reads “The Head of Council or the Chair of a Committee, prior to a regularly scheduled meeting, may cancel the meeting due to inclement weather, a matter of respect or for any other reason and where a statutory public meeting under the *Municipal Act, 2001*, the *Planning Act*, the *Development Charges Act* or any other Act as scheduled for the cancelled meeting, the public notice will indicate that the public meeting shall be held at the next regular meeting of Council or the Committee and any notice requirements shall be deemed to have been complied with.”

Recommendation 3. Subsection 4.7, **Meetings of Council**, be revised by deleting “or for any other reason” and inserting “or a lack of corporate business requiring immediate attention” and further revised with the addition of a new last sentence reading “Where a statutory public meeting has been scheduled, every reasonable effort shall be made to conduct the meeting subject to the provisions of this clause.”

It is suggested that cancelling a meeting based on the wording “or for any other reason” is vague and meetings are occasionally cancelled if insufficient business is present on the Agenda to warrant a gathering of the assembly, particularly at the Committee level. Where a statutory public meeting has been scheduled, with notice having been circulated, every reasonable effort should be made to proceed with the public meeting, particularly where there may simply be a lack of other business for the meeting.

Recommendation 4. Subsection 9.1.d.v., **Declaration of Conflict of Interest (Pecuniary Interest)**, be implemented as currently written and contained in the *Municipal Act, 2001*, being that where the interest of a member has not been disclosed by reason of the member’s absence from a meeting wherein the matter was discussed, the member shall disclose the interest at the next Council or Committee meeting attended by the member.

While this is a relatively minor matter, given that decisions were already made by members who were in attendance, who did not have an interest and with the business of the meeting already confirmed by a Confirmation By-law. Members who were absent from a meeting where an interest would have been declared are reminded to declare it at the following meeting prior to adoption of minutes.

Recommendation 5. Subsection 16.3, **Motions / Resolutions**, be clarified to note that prior to a question being voted on, each member shall **take their seat in respect of the vote** (current wording is they **shall** vote, which intends to mean they shall respect the call for the vote). Roberts Rules of Order states “*Although it is the duty of every member who has an opinion on a question to express it by his vote, he can abstain, since he cannot be compelled to vote*” pg. 394. This wording could be considered for insertion into the By-law for clarification, with appropriate, gender-neutral wording.

The *Municipal Act, 2001* states in the case of a recorded vote, a failure to vote shall be deemed to be a vote in the negative, and this is reflected in the By-law at present. There has been discussion as to whether an abstention should be deemed to be a negative vote in all situations, but given the Act’s specific wording and limitation and the fact a member cannot be compelled to vote, a solicitor should be consulted on this matter if it is to proceed.

Recommendation 6. Subsection 16.8, **Motions / Resolutions**, be revised to note that a request for a recorded vote must be made immediately before the vote only and to note that a member expressing preliminary intent to call for a recorded vote does not act to minimize, terminate or quash debate on a matter.

The *Municipal Act, 2001*, notes a member may request a recorded vote immediately before or after the taking of the vote, but such a request made after taking the vote simply acts to have the vote repeated and may in fact result in confusion if the outcome of the vote changes. This Recommendation should be read together with Recommendation 8.

Recommendation 7. Section 16.8, **Motions / Resolutions**, be implemented as currently written, being that following a request for a recorded vote, the Chair of the meeting shall vote last.

This has not been our practice to date and future recorded votes shall be in alphabetical order of those members present with the Chair voting last.

Recommendation 8. That Council install provision for a “simultaneous recorded vote”, where a member may request such a vote in the manner of a recorded vote and the Clerk or Secretary will provide a ballot to each member who records their vote secretly for or against the question.

The Clerk or Secretary then collects the ballots and reads aloud the members name and vote on the matter and declares the question Carried or Lost. Such a voting process is similar to a standard recorded vote except the members are not aware of the voting of others until the final tally by the Clerk or Secretary.

Recommendation 9. Subsection 17.1, **Notice of Motion**, be clarified as to the requirement for a Secunder on a Motion shown on an Agenda arising from Notice of Motion given at a previous meeting. There has been a request to identify a Notice of Motion as requiring only a Mover as presently, such a Motion is

currently treated as any other Motion, subsection 16.1 requiring a Mover and Secunder for a Motion to be put before Council.

A Motion made under Notice of Motion could also be considered at the meeting at which it is introduced if a majority of Council agrees. Council might consider increasing this requirement to two thirds of the members present to align with Section 19.0, Reconsideration. If Council did so agree by Motion to reconsider, a Mover and Secunder would still be required for the main Motion.

It should be noted the Town of Collingwood Procedural By-law is similar to By-law 2009-59, in that a Secunder is required for any Motion to do business, whether arising from Reports or Notice of Motion. The Collingwood By-law also enables the Clerk to revise any Notice of Motion received so as to ensure consistent format.

Roberts Rules of Order states *“The three steps by which a motion is normally brought before the assembly are as follows:*

- 1. A member makes the motion. (The words move and offer also refer to this step).*
- 2. Another member seconds the motion.*
- 3. The chair states the question on the motion”* pg. 31, and

“If no member seconds the motion the chair must be sure that all have heard it before proceeding to other business” pg. 34, and

“The requirement of a second is for the chair’s guidance as to whether he should state the question on the motion, thus placing it before the assembly. Its purpose is to prevent time from being consumed by the assembly’s having to dispose of a motion that only one person wants to see introduced” pg. 35.

Roberts Rules of Order further states *“In handling routine motions, less attention is paid to the requirement of a second. If the chair is certain that a motion meets with the wide approval but members are slow in seconding it, he can state the question without waiting for a second.*

However, until debate has begun in such a case, or if there is no debate, until the chair begins to take the vote and any member has voted – a point of order can be raised that the motion has not been seconded and the chair must proceed formally and ask if there is a second” pg. 35.

Recommendation 10. Subsections 21.1. a), **Committees**, be modified to note the Standing Committees have four designated members, all having voting privileges and all responsible to attend *and at the inaugural meeting shall select a Chair from among them.* The method of election should also be prescribed.

This clause should be further modified to note that quorum shall be determined among the designated members only.

A clause similar to 21.4, Head of Council ex-officio, should also be inserted, noting non-designated members do not have the privilege of raising new business or adding matters to an agenda.

Recommendation 11. Subsection 21.4, **Committees**, be modified to clarify the Head of Council is an ex-officio member of all Committees but attendance at meetings would not be considered as part of the quorum unless the Mayor was specifically appointed or designated.

12. For information purposes, Subsection 4.7, **Meetings of Council**, allows for a meeting to be cancelled due to inclement weather. This section notes in the case of a scheduled, statutory public meeting, the public meeting will be re-scheduled for the next regular meeting and the public notice will reflect this. It should be researched if statutory meeting notices have been so modified.

13. For information purposes, Subsection 18.3, **Rules of Debate**, lists the types and class of Motions available to Council.

14. For information purposes, Subsection 19.0, **Reconsideration**, states reconsideration of a Resolution previously approved and entered upon the minutes (recorded) shall first be agreed to by a Motion with the support of two thirds of the Members present. Roberts Rules of Order states "*To change what the assembly has adopted requires something more than was necessary to adopt it in the first place*" pg. 73.

It should be noted that some Procedural By-laws also contain a time element for reconsideration, for example the passing of thirty days or a certain number of regular meetings.

15. For information purposes, the *Municipal Conflict of Interest Act* notes where more than one member has declared a pecuniary interest, a quorum of Council can be as low as two members.

C. The Blue Mountains Strategic Plan

Goal Providing a strong, well managed municipal government

Action Implement processes for continuous improvement

D. Environmental Impacts

None

E. Budget Impact

None.

F. Attached

1. Corporate Policy POL.COR.07.07, Code of Conduct for Members of Council.
2. By-law 2009-59, Office Consolidation, being a By-law for governing the calling, place and proceedings of meetings of the Municipal Council for the Town of The Blue Mountains.

Stephen Keast, Administrative Assistant
519 599 3131 ext 279 skeast@thebluemountains.ca

TOWN OF THE BLUE MOUNTAINS

POLICY & PROCEDURES

Subject Title: Code of Conduct for Members of Council

Corporate Policy <small>(Approved by Council)</small>	<input checked="" type="checkbox"/>	Policy Ref. No.:	POL.COR.07.07
Administrative Policy <small>(Approved by CAO)</small>	<input type="checkbox"/>	By-law No.:	2009 - 86
Department Policy: <small>(Approved by Mgr.)</small>	<input type="checkbox"/>	Name of Dept.:	Administration
Date Approved: December 14, 2009		Staff Report: A.09.11	

Policy Statement

Policy direction for the behaviour of members of Council in the performance of their duties and responsibilities as elected community representatives.

Purpose

Subsection 223.2(1) of the *Municipal Act, 2001* authorizes a municipality to establish codes of conduct for members of the council of the municipality and of local boards. Subsection 223.3(1) also authorizes a municipality to appoint an Integrity Commissioner who would be responsible for performing in an independent manner the functions assigned by Council with regard to the application of a Code of Conduct. Such an appointment is not contemplated by this Policy at this time.

The Code of Conduct sets minimum standards for the behaviour of Council members in carrying out their functions. It has been developed to assist Council to:

1. Understand the standards of conduct that are expected of them and the law that applies in relation to these standards;
2. Fulfill their duty to act honestly and exercise reasonable care and diligence; and
3. Act in a way that enhances public confidence in local government.

Application

This policy applies to members of the Council of The Corporation of the Town of The Blue Mountains in the performance of their duties and responsibilities as elected community representatives, as well as members of Town Committees and Local Boards.

Definitions

Municipality – means The Corporation of the Town of The Blue Mountains.

Members – means members of The Blue Mountains Council, Town Committees and Local Boards of the municipality.

Committee - means any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more Councils or local boards.

Local Board: means a local board established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities but does not include The Blue Mountains Police Services Board or The Blue Mountains Public Library Board, a school board, a hospital board or a conservation authority.

Procedures

1. Statement of Principle

A written Code of Conduct helps to ensure that the members of Council, Committees and Local Boards of the municipality share a common basis of acceptable conduct. These standards are designed to provide a reference guide and a supplement to the legislative parameters within which the members must operate. These standards should serve to enhance public confidence that The Blue Mountain's elected and appointed representatives operate from a base of integrity, justice and courtesy.

Members are responsible for making honest statements. No member shall make a statement when they know that statement is false. No member shall make a statement with the intent to mislead Council members and the public.

The Town of The Blue Mountain's Code of Conduct is a general standard that augments Provincial laws and municipal policies and by-laws that govern conduct. It is not intended to replace personal ethics.

This Code of Conduct is consistent with the existing statutes governing the conduct of members. (ie the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act* and the *Municipal Freedom of Information and Protection of Privacy Act*) The Criminal Code of Canada also governs the conduct of members of Council.

All members whom this Code of Conduct applies to shall serve their constituents in a conscientious and diligent manner. No member shall use the influence of office for any purpose other than the exercise of his or her official duties.

2. Gifts and Benefits

No member shall accept a fee, advance, gift or personal benefit that is connected directly or indirectly to the performance of his or her duties of Office, unless permitted by

law. Members shall make decisions based on impartial and objective assessment, free from the influence of gifts, favours, hospitality and entertainment.

Members shall decline any personal gift where the acceptance of such gift would imply a contractual agreement with or obligation to the donor.

This section does not apply to tokens, mementoes, souvenirs, or such gifts or benefits up to and including a value of \$300.00 that are received as an incident of protocol or social obligation that normally accompanies the responsibilities of office. Tokens, mementoes, souvenirs or gifts with a value of greater than \$300.00 shall be the property of the municipality.

No member shall seek or obtain by reason of his or her office any personal privilege or advantage with respect to Town services not otherwise available to the general public and not consequent to his or her official duties.

Exceptions to Section 2 shall be approved by the Mayor and in circumstances when the exception is for the Mayor, the Chair of the Finance and Administration Committee shall approve the exception.

3. Confidentiality

All information, documentation or deliberation received, reviewed or taken in closed session of Council and its Committees and Local Boards are confidential.

Members shall not disclose or release by any means to any member of the public either in verbal or written form any confidential information acquired by virtue of their office, except when required by law to do so. Where a matter has been discussed at a closed session meeting and the information remains confidential, no member shall disclose the content of the matter or the substance of deliberations of the closed session meeting.

Members shall not permit any persons other than those who are entitled thereto to have access to information that is confidential.

Particular care should be exercised in ensuring confidentiality of the following types of information:

- Labour relations and personnel matters;
- Information about suppliers provided for evaluation which might be useful to other suppliers;
- Matters relating to the legal affairs of the Town of The Blue Mountains;
- Information that infringes on the rights of others (i.e. sources of complaints where the identity of the complainant was given in confidence);
- Items under litigation or negotiation;
- Price schedules in contract tender or Request for Proposal submissions if so specified;
- Information deemed to be “personal information” under the *Municipal Freedom of Information and Protection of Privacy Act*, and

- Statistical data required by law not to be released (e.g. certain census or assessment data).

This list is provided as an example and is not exclusive. It is recommended that requests for information be referred to the Office of the Clerk to be addressed as either an informal request for access to municipal records or as a formal request under the *Municipal Freedom of Information and Protection of Privacy Act*.

4. Use of Town Property

Subject to Section 5, no member shall use for personal purposes any Town property, equipment, services, supplies or services of consequence other than for purposes connected with the discharge of Town duties or associated community activities of which Town Council has been advised.

No member shall obtain financial gain from the use of Town developed intellectual property, computer programs, technological innovations or other patentable items, while an elected official or thereafter. All such property remains exclusive property of the Town of The Blue Mountains.

No member shall use information gained in the execution of his or her duties that is not available to the general public for any purposes other than his or her official duties.

5. Use of Town Technology Resources

The Town of The Blue Mountains licenses the use of computer software from a variety of vendors. The Town does not own the software or its documentation. Software is normally copyrighted, and no individual may copy or distribute the software unless expressly permitted to do so under the applicable licence.

6. Work of a Political/Personal Nature

Members shall comply with Town Policy A.POL.01, Use of Corporate Resources for Election purposes and no member shall use Town facilities, services or property for his or her re-election campaign. Further, no member shall use the services of Town employees for his or her re-election campaign, during hours in which the employees are in the paid employment of the Town.

No member shall use Town facilities, services or property for his or personal business gain. No member shall use the services of Town employees for his or her personal business during the hours in which the employees are in the paid employment of the Town.

7. Conduct at Meetings

Members shall conduct themselves with decorum at Council, Committee and Local Board meetings in accordance with the provisions of the Town's Procedural By-law.

Respect for deputations and for fellow members and staff requires that all members show courtesy and not distract from the business of Council, Committees and Local Boards during presentations and when other members have the floor.

8. Representing the Town

Members shall make every effort to participate diligently in the activities of the Agencies, Committees and Local Boards to which they are appointed. Members are encouraged to attend openings and charity events.

9. Influence on Staff

Members shall comply with Town Policy HR.06.02, Respectful Workplace, and shall be respectful of the fact that staff work for the Town as a body corporate and are charged with making recommendations that reflect their professional expertise and corporate perspective. Members shall be further respectful of the fact that staff carry out directions of Council and administer the policies of the municipality, and are required to do so without any undue influence from any individual member or group of members of Council.

10. Business Relations

No member shall borrow money from any person who regularly does business with the Town unless such person represents an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No member shall act as a paid agent before Council or any Committee or Local Board of Council or any Agency at which the Town is represented.

11. Expenses

Members shall comply with the provisions of the Town's applicable policies relative to per diem payments and expenses governing reimbursement for attendance at conferences, seminars, training courses and workshops.

Members shall be reimbursed out-of-pocket expenses incurred in accordance with approved Town policies while attending official functions and representing the Town in their official capacity.

12. Encouragement of Respect for the Town and its By-Laws and Policies

Members shall encourage public respect for the Town and its by-laws and policies.

13. Harassment

Members shall comply with Town Policy HR.06.01, Discrimination and Harassment-Free Workplace. Discrimination or harassment of another member, staff or any member

of the public is misconduct. All persons shall be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment.

Harassment may be defined as any behaviour by any person that is directed at or is offensive to another person on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, handicap, sexual orientation, marital status, or family status and any other grounds under the provisions of the Ontario Human Rights Code.

14. Interpretation

Members seeking clarification of any part of this Code should consult with their solicitor.

15. Complaints

The Mayor may commence an investigation of any potential breach of this Code on his or her own accord or in response to a written complaint in the following manner:

- a) Investigate within 30 days of receipt of a formal written request and prepare a written report and recommendation for Council. Additional time, if justified, may be authorized by a resolution of Council.
- b) Determine if a member or members have committed a breach of the Code.
- c) Recommend disciplinary action as set out in the *Municipal Act, 2001*.

The Mayor may consult with legal counsel or any other person as may be required in determining points of law or any other matter.

In the event that the complaint relates to the Mayor, the written submission will be made to the Finance and Administration Committee who shall have the duties and responsibilities of the Mayor to investigate following the provisions of this Section.

Exclusions

None

References and Related Policies

The *Municipal Act, 2001*, the *Municipal Conflict of Interest Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, Procedural By-law No. 2007-29, Town Policies POL.AD.07.01 through and including POL.AD.07.06, as approved, together with this Policy document and the Town of The Blue Mountains Strategic Plan.

Consequences of Non-Compliance

Penalties described in subsection 223.4(5) of the *Municipal Act, 2001* that a municipality may impose if a member has contravened a Code of Conduct include:

1. A reprimand.
2. Suspension of the remuneration paid to the member in respect of his or her services as a member of council or local board, as the case may be, for a period of up to 90 days.

Review Cycle

This policy will be reviewed in each term of Council by the C.A.O. in conjunction with Council.

THE CORPORATION OF THE TOWN OF THE BLUE MOUNTAINS

BY-LAW NO. 2009 - 59

Office Consolidation: Revised by 2009 - 78**“Being a By-law for governing the calling, place and proceedings of meetings of the Municipal Council for the Town of The Blue Mountains”**

WHEREAS the *Municipal Act, 2001, S.O. 2001, c. 25*, section 238, requires that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS Council deems it expedient to pass such a by-law;

NOW THEREFORE Council of The Corporation of the Town of The Blue Mountains hereby enacts as follows:

1.0 DEFINITIONS:

1. “COUNCIL” means the elected and sworn members of the Council of the Town of The Blue Mountains
2. “HEAD OF COUNCIL” means the Mayor
3. “ACTING HEAD OF COUNCIL” shall first mean the Deputy Mayor and secondly another designate who shall act as presiding officer in the absence of the Mayor or Deputy Mayor.
4. “CLERK” shall mean the Clerk of the Corporation of the Town of The Blue Mountains or his/her designate who shall have all the powers and duties of the Clerk under the *Municipal Act, 2001* and every other Act
5. “CLOSED SESSION” shall mean closed to the public as defined in Subsection 4.2 of this By-law
6. “COMMITTEE OF THE WHOLE” shall mean a meeting of Council in Committee format for discussion purposes
7. “COMMITTEE” means any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more Councils or local boards
8. “COMMITTEE CHAIR” means the Chairperson of any committee and the Committee Chair shall have the same powers during a Committee Meeting of Council as Head of Council during Council Meetings whether or not the Chair is a voting member
9. “CONFLICT OF INTEREST” means a pecuniary interest as defined in the *Municipal Conflict of Interest Act*
10. “LOCAL BOARD” means a local board established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities but does not include The Blue Mountains Police Services Board or The Blue Mountains Public Library Board, a school board, a hospital board or a conservation authority
11. “MEETING” shall mean any regular, special, committee or other meeting of Council, of a local board or of a committee of either of them, but does not include The Blue Mountains Police Services Board or The Blue Mountains Public Library Board, a school board, a hospital board or a conservation authority

12. "QUORUM " shall mean a majority (more than half) of the whole number of members of Council or a Committee except where a member has or members have declared a pecuniary interest pursuant to the *Municipal Conflict of Interest Act*, the quorum may be less than half plus one of the whole number of members but shall not be less than two

2.0 INTENT OF BY-LAW

1. The rules and regulations hereinafter provided shall govern the proceedings of the Council and the Committees and Local Boards thereof. Any part or parts of this By-law may be suspended if agreed upon by a majority of the Members present unless the part or parts is prescribed by statute or law.
2. All Points of Order of procedure not provided for in these Rules shall be decided in accordance with Robert's Rules of Order and the Mayor shall submit the ruling without debate.
3. This By-law should be read in conjunction with Corporate Policy POL.COR.07.01, Accountability and Transparency of Town Actions to the Public as attached to this By-law as Schedule "A" and which is hereby declared to form part of this By-law.

3.0 LOCATIONS, MEETING TIMES AND NOTICE

1. The First or Inaugural Meeting of the Council of a local Municipality after a regular election shall be held on the first Monday in December, at 11:00 a.m. in the forenoon, in the Town of The Blue Mountains Council Chamber.
2. Council shall have regular Council Meetings in the Council Chambers or other designated location on the second and fourth Monday of each month at 7:00 p.m. save and except statutory holidays when Council shall meet at the same hour on the following Wednesday.
3. Notice of Council Meetings Committee and Local Board Meetings shall be given by publication of future meetings in previous Agendas and posting of Meeting Agendas on the Town website prior to the meeting and by publication of Council and Committee and Local Board Meetings in local newspapers having general circulation in the area. In the case of Special Meetings called in accordance with Section 5.0 of this By-law, notice shall be given by posting of the Agenda on the Town website as soon as is practicable after notice of the Special Meeting has been given and any other notification that is permitted within the timeframe.

4.0 MEETINGS OF COUNCIL

1. At the hour appointed, when a quorum is present, the Mayor shall call Council to order and if a quorum is not present within fifteen (15) minutes after the hour appointed the meeting shall be cancelled.
2. All regular Council meetings and Committee and Local Board meetings shall be open to the public, but a meeting or any part thereof may be closed to the public if the subject matter being considered is:
 - a) the security of the property of the municipality or local board;
 - b) personal matters about an identifiable individual, including municipal or local board Employees;
 - c) a proposed or pending acquisition or disposition of land for municipal or local board purposes;

- d) labour relations or employee negotiations;
 - e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - f) the receiving of advice that is subject to solicitor - client privilege, including communications necessary for that purpose;
 - g) a matter in respect of which a Council, board, Committee or other body has authorized a meeting to be closed under another Act.
 - h) related to consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if Council or Committee or Board is the head of an institution for the purposes of that Act.
 - i) the educating or training of Council or a Committee or a Local Board and at the meeting, and no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Committee or Local Board.
3. All votes of Council shall be open to the public except those votes taken during a meeting or part thereof that is closed to the public in accordance with Section 4.2 of this By-law and if said vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Town, Committee or Local Board or persons retained by or under contract with the Town, Committee or local board or to rise from closed session.
 4. Before holding a meeting or part of a meeting that is to be closed to the public, Council or a Committee or a Local Board shall state by Resolution the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting.
 5. With the exception of the Inaugural Session, no person but a member or support staff shall be allowed to approach the Council during a Session of Council without the permission of the Mayor or Council or unless given deputation status as described in Section 12.
 6. Every meeting of Council shall be deemed to be adjourned at the hour of 11:00 p.m. save and except with the unanimous consent of Council.
 7. The Head of Council or the Chair of a Committee, prior to a regularly scheduled meeting, may cancel the meeting due to inclement weather, a matter of respect or for any other reason and where a statutory public meeting under the *Municipal Act, 2001*, the *Planning Act*, the *Development Charges Act* or any other Act as scheduled for the cancelled meeting, the public notice will indicate that the public meeting shall be held at the next regular meeting of Council or the Committee and any notice requirements shall be deemed to have been complied with. In the event of a cancelled statutory public meeting, Staff shall make every effort to give notice of the cancellation to interested parties and the public as soon as is practicable via either telephone or e-mail or the Town website or radio or any other method, as well as the date of re-scheduling.

5.0 SPECIAL MEETINGS OF COUNCIL

1. The Mayor shall if requested in writing by any three members of Council call a special meeting of Council other than as described in Section 3.0 of this By-law.
2. The Mayor may call a special meeting other than as described in Section 3.0 of this By-law to deal with a matter which is deemed to require immediate action. Notice of such a special meeting shall be given by contacting each member of Council and verbally advising them of the time and place of the meeting, or notice may be given in writing or via voice recording or via e-mail message.

3. Special meetings require minimum notice of one clear day unless otherwise agreed to by a majority of members to the satisfaction of the Clerk.
4. At special meetings of the Council, no financial decisions shall be made or incurred, unless the same shall be referred to in the notice calling the meeting.

6.0 ROLE OF THE MAYOR

1. It is the role of the Mayor as the Head of Council:
 - a) to Act as Chief Executive Officer of the municipality;
 - b) to preside over Council meetings so that its business can be carried out efficiently and effectively;
 - c) to provide leadership to Council;
 - d) to represent the municipality at official functions;
 - e) to carry out the duties of the Head of Council under any Act; and
 - f) to provide overall leadership to the Community Control Group in responding to an emergency as detailed in the Emergency Response Plan for the Town of The Blue Mountains.
2. As Chief Executive Officer of the Town, the Head of Council shall:
 - a) uphold and promote the purposes of the municipality;
 - b) promote public involvement in the Town's activities;
 - c) act as the representative of the Town both within and outside the municipality and promote the Town locally, nationally and internationally; and
 - d) participate in and foster activities that enhance the economic, social and environmental well-being of the Town and its residents.

7.0 ROLE OF COUNCIL

It is the role of Council:

- a) to represent the public and consider the well-being and interests of the Town;
- b) to develop and evaluate the policies and programs of the Town;
- c) to determine which services the Town provides;
- d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- e) to ensure the accountability and transparency of the operations of the Town, including the activities of the senior management of the Town;
- f) to maintain the financial integrity of the Town; and
- g) to carry out the duties of Council under any Act.

8.0 CONDUCT OF MEMBERS

1. Every member, prior to speaking, shall address the Chair, shall confine his/her remarks to the question and shall not use any indecorous or offensive language and shall avoid personalities.
2. Should more than any one member at one time wish to address the Chair, the Chair shall name the member who is to speak first.
3. No person other than the one proposing a question (who shall have leave to reply) shall speak more than once without leave of the Chair, unless it is to explain their remarks which have been misunderstood, and then the member shall not introduce any new matter.
4. The Chair may call a member to order while speaking, whereupon the member called to order shall be silent on the matter and shall not further speak until the point of order is determined, unless it be to appeal the decision of the Chair.
5. When the Chair is putting a question, no member shall walk out of, or across the Council Chamber, nor when a Member is speaking shall any other member hold discourse or interrupt the speaker except to a question of order, nor pass between the speaker and the Chair.

9.0 AGENDA

1. The Order of Business shall be as follows:
 - a) Meeting called to order
 - b) Moment of Personal Prayer or Reflection
 - c) Approval of Agenda
 - d) Declaration of Conflict of Interest - as defined in the *Municipal Conflict of Interest Act*. Where a member has a pecuniary interest in any matter, including that of a spouse, child or parent and is present at a meeting of Council or Committee at which the matter is the subject of consideration, the member:
 - i) shall, prior to any consideration of the matter at the meeting, verbally disclose the interest and its general nature;
 - ii) shall not, at any time, take part in the discussion or, or vote on, any question in respect of the matter;
 - iii) shall not, at any time, attempt, either on his or her own behalf or while acting for, by or through another person, in any way whether before, during or after the meeting to influence the voting on any such question;
 - iv) shall immediately leave the meeting or part of the meeting during which the matter is under consideration and remain absent from it where the matter is under consideration during closed session; and
 - v) where the interest of a member has not been disclosed by reason of the member's absence from a meeting wherein the matter was discussed, the member shall disclose the interest at the next Council or Committee meeting attended by the member.

- e) Adoption of Consent Agenda
- f) Adoption of Previous Minutes
- g) Deputations - as referred to in Section 13 of this By-law
- h) Correspondence - as received in the Clerk's Office no later than 10:00 a.m. on the Wednesday previous to the subject meeting and circulated to members of Council for review no later than 3:00 p.m. on the Wednesday previous to the subject meeting.
- i) Motions and Staff Reports - as received in the Clerk's Office no later than 1:00 p.m. on the Wednesday previous to the subject meeting and circulated to members of Council for review no later than 3:00 p.m. on the Wednesday previous to the subject meeting.
- j) New and Unfinished Business - new matters to be raised or matters directed by Council for completion at a previous meeting for presentation at the subject meeting including the giving of Notice of Motion for any Motion to be brought before Council at a subsequent meeting by any member.
- k) By-laws - as received in the Clerk's Office no later than 12:00 noon on the Wednesday previous to the subject meeting and circulated to members of Council for review no later than 3:00 p.m. on the Wednesday previous to the subject meeting. By the one motion, by-laws are to be numbered and considered read the number of times required at that session of Council, and shall be discussed, committed or amended forthwith.
- l) Consent Agenda - Accounts, Committee Reports and Committee Minutes - shall be circulated by the Clerk by 3:00 p.m. on the Wednesday preceding the next regular meeting. A member may make brief comments to an item on the Consent Items list prior to the consideration of the adoption of the matters listed however, if a member wishes to debate, ask questions of staff or amend the recommendation of an item listed, the member shall request the item(s) be removed from the Consent Agenda items list for individual consideration.
- m) Agenda Additions - shall include matters that were not able to be shown on the Agenda on the Wednesday preceding the next regular meeting, but which the Clerk has deemed to be of a status requiring Council to act upon, including Motions for which notice or recommendation has not been given prior to the meeting and shall be presented at the meeting but shall not include matters requiring a financial commitment by Council unless agreed to by a majority of Council. As an issue of accountability and transparency and provision of notice, Council and Staff shall make every effort to minimize Agenda Additions.

 Agenda Additions will be limited to matters as received in the Clerk's Office no later than 3:00 pm on the Friday preceding the next regular meetings and such Additions will be circulated to Council and Staff and shall be posted on the Town's website at that time. Agenda Additions received after this date and time shall be considered at the next regular Council meeting unless they are deemed to be of significant importance to the business of the municipality.
- n) Confirmation By-law and Adjournment - a motion to adjourn is always in order and shall be decided upon

10.0 ORDER OF BUSINESS

1. The business of Council shall be taken in the order in which it stands upon the agenda unless otherwise agreed upon by a majority of the members present.
2. The Chair or designate of each Committee submitting a report shall field questions regarding same during discussions of that report as may be required.
3. When any matter listed on the agenda is left undisposed of at the time of adjournment, either for want of a quorum or otherwise, such matter(s) shall be considered at the next meeting of the Council.

11.0 COUNCIL MINUTES

1. The Minutes of Council as taken by the Clerk or designate shall consist of a record of all proceedings taken in the Council. Pursuant to the *Municipal Act, 2001*, the Minutes shall be a factual recount without note or comment.
2. All Minutes and Committee Minutes and Reports following adoption by Council and all By-laws passed by the Council shall be kept in the Clerk's Office and shall be made available for viewing during normal office hours and shall be posted on the Town website, save and except those minutes and reports recorded during a meeting or part thereof that was closed to the public in accordance with Section 4.2 of this By-law and subject to the provisions of any applicable by-law, act or statute.
3. Minutes of Council meetings shall be prepared by the Clerk or Committee Secretary and be made available to the members prior to the next meeting for consideration and revision and adoption at the next meeting, following which they will be made available to the public save and except those minutes and reports recorded during a meeting or part thereof that was closed to the public in accordance with Section 4.2 of this By-law and subject to the provisions of any applicable by-law, act or statute.

12.0 CORRESPONDENCE and COMMUNICATION

1. Correspondence shall be referred by the Mayor and/or Clerk to the appropriate Committees at their regular meetings or after presentation to the Council, whichever comes first. Correspondence for which no action has been directed nor discussion taken place shall be deemed to have been received by Council.
2. Correspondence addressed to the Council may be presented by a member in their place.
3. When any correspondence, application or proposition presented by a member is referred to any Committee, such member shall be duly notified of the meeting or meetings of the Committee at which the same is to be heard, considered or resolved upon.
4. Correspondence addressed to Council or directed to any Public Meeting forming part of a Council or Committee or Board meeting, including names and addresses, become part of the public record and may be published in a Staff Report or a Council Agenda and may be viewed by the general public upon release of the Agenda addressing the matter.

13.0 DEPUTATIONS

1. Any person desiring to present information orally on matters of fact or to make a request of Council shall submit a completed Deputation and Procedure Form as attached to this By-law as Schedule "B" and which is hereby declared to form part of this By-law no later than 10:00 a.m on the Wednesday before the subject

meeting and time before Council will be arranged for as soon as is practicable and appropriate. Any exceptions must be approved by a majority of Council.

2. Each deputation shall be limited in speaking to not more than ten minutes. Extensions to these limits will be at the discretion of the majority of Council.
3. The Clerk or designate may direct that a deputation be received by a Committee for Committee consideration and recommendation to Council on a particular matter rather than addressing Council directly.

14.0 COMMITTEE OF THE WHOLE

1. The Rules of the Council as provided for in this By-law shall be observed in Committee of the Whole and in the procedure of Committees of Council, excepting the Rules relating to the vote being recorded. The Clerk or designate or Committee Secretary shall record in the Minutes all Resolutions and amendments to Reports or By-laws as made in Committee of the Whole or Committee for subsequent consideration by Council.
2. Whenever it shall be resolved for Council to move into Committee of the Whole upon any questions, the Mayor shall appoint another member as Chair for Committee purposes unless permission to remain is given by a majority of Council.
3. A Motion in Committee of the Whole to rise and report on a matter or matters to Council, or to rise and beg leave to sit again on a matter or matters without reporting to Council, shall be in order and shall be decided without debate.

15.0 BY-LAWS AND AGREEMENTS

1. Every By-law and / or Agreement, other than Agreements for which signing authority has been delegated by By-law, shall be circulated to members of Council as referred to in section 8.0.1 k) of this By-law, and by such circulation to Council members shall be deemed to have been made known to the public.
2. Every By-law and / or Agreement shall be introduced by Motion or leave, specifying the title thereof, or on recommendation of an adopted report or by an order from Council.
3. By the one Motion, By-laws are to be considered read the number of times as required at that session of Council and shall be discussed, committed or amended forthwith.
4. Every By-law shall be deemed to be considered in Committee of the Whole subsequent to the reading of the Motion and prior to a vote being called on the Motion.
5. When a By-law is being considered in Committee of the Whole, it may be debated clause by clause or as otherwise considered advisable by the Chair and members of Council.
6. Every By-law once passed and / or Agreement once authorized shall be dated and duly signed and sealed by the Mayor or presiding officer at the meeting and Clerk or designate.
7. Any By-law that is not circulated to members of Council as referred to in section 9.0 of this By-law shall be by Motion read a first time, read a second time, referred to Committee of the Whole and with the support of a majority of Council read a third time and passed.

8. At a Council or Committee meeting where a public meeting has been scheduled under the *Municipal Act, 2001, the Planning Act, the Development Charges Act* or any other Act to receive public input in the consideration of any By-law, the By-law shall not be later considered at the same meeting but may be considered at the next meeting.

16.0 MOTIONS / RESOLUTIONS

1. After a Motion has been Moved and Seconded, and placed under the direction of the Mayor or Chair, it shall be considered to be in the possession of the Council but may be withdrawn with the consent of the Mover and the support of a majority of Council.
2. Every Motion as herein provided when duly Moved and Seconded shall be read by the Mayor or Chair in the precise form in which it was introduced and in which it will be recorded in the Minutes and the question shall then be open for discussion and consideration.
3. Prior to a question being voted on, each member present in the Council Chamber shall take their seat and shall vote unless they have declared a pecuniary interest pursuant to the Municipal Conflict of Interest Act.
4. A motion to amend when duly moved and seconded:
 - a) May be presented verbally or in writing;
 - b) Shall receive disposition of Council before the original question;
 - c) Shall not be amended more than twice before voting;
 - d) Shall be relevant to the question to be received;
 - e) Shall not be received proposing a direct negative to the question;
 - f) May propose a separate and distinct disposition of a question;
 - g) May propose to separate two or more components contained in the original question.
5. After a question is deemed to be finally put by the Mayor or Chair no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
6. The decision of the Mayor as to whether the question has been finally put shall be final, except on appeal by any member, upon which the decision of a majority of Council shall be conclusive.
7. Any member may require any question to be repeated from the Chair prior to the voting on such question.
8. If a member present at a meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly and the Clerk shall record each vote with the Chair voting last.
9. A failure to vote under Clause 8., above, by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.

10. The Mayor shall declare the vote on all questions and should his/her declaration be stated by any member to be in doubt, the Mayor shall require the vote to be retaken in an alternative manner and the results of this vote shall be final.
11. A tie vote shall be declared to be a lost vote.

17. NOTICE OF MOTION

1. A member may introduce a notice of motion directly to a Council or Committee meeting, following which a copy of the motion shall be filed with the Clerk and the motion shall form part of the next Council Agenda for discussion. Following such notice there shall be no debate or discussion on the motion until it is contained in an Agenda or unless agreed upon by a vote of a majority of the members present.

18.0 RULES OF DEBATE

1. Every member prior to speaking to any question or motion must first be recognized by the Chair.
2. Any member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Member while speaking.
3. The following motions may be introduced without notice and without leave and shall take precedent over the main Motion in the descending order in which they appear starting at a):

		Type of Motion
a)	Fix the time for a continued meeting	Privileged
b)	Adjourn	Privileged
c)	Recess	Privileged
d)	Raise a question of privilege – Council	Privileged
e)	Raise a question of privilege – Individual	Privileged
f)	Postpone temporarily	Subsidiary
g)	Close debate	Subsidiary
h)	Limit or extend debate	Subsidiary
i)	Postpone to a certain time	Subsidiary
j)	Refer to a Committee	Subsidiary
k)	Amend	Subsidiary
l)	Postpone indefinitely	Subsidiary
m)	Motion(s)	Main

19.0 RECONSIDERATION

A motion to reconsider a Resolution entered upon the Minutes shall not be received or put unless agreed upon by two thirds of the Members present prior to the question being considered and any motion to reconsider shall be considered a main motion.

20.0 PROCEDURAL APPEALS

1. Any member may raise a point of order.
2. The Chair shall decide all questions of order and the decision of the Chair shall be final, subject to appeal, with the Chair retaining the option of putting any question of order to Council and in such instances the decision of Council shall be final. Upon appeal of any decision of the Chair the question of order shall be decided by Council and the decision shall be final.

21.0 COMMITTEES

1. The Council shall at its first Session in December nominate and elect the following Standing Committees in the manner and composition as follows:
 - a) Infrastructure and Recreation Committee – Chairperson and three other designated members responsible to attend the Committee’s scheduled meetings, all being members of Council and all having voting privileges. The remaining three members of Council are entitled to attend any meeting and have voting privileges when in attendance. The Chair may enter into debate but will move out of the Chair and name another member to assume the Chair if requested by a majority of the other members present.
 - b) Finance and Administration Committee - Chairperson and three other designated members responsible to attend the Committee’s scheduled meetings, all being members of Council and all having voting privileges. The remaining three members of Council are entitled to attend any meeting and have voting privileges when in attendance. The Chair may enter into debate but will move out of the Chair and name another member to assume the Chair if requested by a majority of the other members present.
 - c) Planning and Building Committee – Chairperson and three other designated members responsible to attend the Committee’s scheduled meetings, all being members of Council and all having voting privileges. The remaining three members of Council are entitled to attend any meeting and have voting privileges when in attendance. The Chair may enter into debate but will move out of the Chair and name another member to assume the Chair if requested by a majority of the other members present.
2. The Rules of Procedure for Committee operation shall be those contained in this By-law unless otherwise prescribed by statute or law.
3. Standing, Advisory and Ad-hoc Committees wholly within the sphere of the jurisdiction of Council may be established, revised, disbanded and replaced as Council deems necessary. All members of such Committees shall be qualified electors within the municipality.
4. The Head of Council shall be an ex-officio member of all Town Standing, Advisory and Ad-hoc Committees where not otherwise prohibited by any Act and shall have full voting privileges when in attendance at any meeting thereof but shall not have the privilege of raising new business or adding any matter to a previously completed meeting Agenda.

AND FURTHER that this By-law does hereby repeal and replace By-law No. 2007 - 29 in its entirety and any previous By-laws of the former Town of Thornbury or former Township of Collingwood to govern the calling, placing and proceedings of Council meetings;

AND FURTHER that this By-law shall come into force and take effect upon the enactment thereof.

Enacted and passed this tenth day of August, 2009

Original signed by:

.....
Ellen Anderson, Mayor

Original signed by:

.....
Corrina Giles, Deputy Clerk

SCHEDULE "A"

**Corporate Policy POL.COR.07.01,
Accountability and Transparency of Town Actions to the Public**

TOWN OF THE BLUE MOUNTAINS

POLICY & PROCEDURES

Subject Title: Accountability and Transparency of Town Actions to the Public
Rev. 06.08.09

Corporate Policy (Approved by Council)	<input checked="" type="checkbox"/>	Policy Ref. No.:	POL.COR.07.01
Administrative Policy (Approved by CAO)	<input type="checkbox"/>	By-law No.:	2007-115
Department Policy: (Approved by Mgr.)	<input type="checkbox"/>	Name of Dept.:	Administration
Date Approved: December 10, 2007		Staff Report:	A.07.33

Policy Statement

Policy direction for the manner in which the municipality will try to ensure that it is accountable to the public for its actions and that its actions, including decisions, are transparent to the public.

Purpose

Compliance with Section 270 of the *Municipal Act, 2001*.

Application

This Policy applies to the actions or decisions to be undertaken or made by the municipal Council, its Senior Management Team, Committees and Local Boards, all collectively called the “municipality”, for the purpose of providing accountability and transparency in the municipal decision-making process and its actions.

Council will endeavour in its actions to ensure accountability for its decisions and the manner in which decisions are made will be transparent to the public.

The *Municipal Act, 2001* requires a municipality to adopt a Policy in which it demonstrates to the public that its processes for decision-making are transparent and that it is accountable to the public for the decision made.

Definitions

Accountability: means the municipality accepts the responsibility for their actions and are prepared to account to the public for same, and demonstrate that its actions are appropriate within its procedures, policies and applicable legislation.

Transparency: means the municipality, through its Council and Staff, will ensure that the public has the ability to observe its actions and decision-making in public.

Committee: means any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more Councils or local boards.

Local Board: means a local board established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities but does not include The Blue Mountains Police Services Board or The Blue Mountains Public Library Board, a school board, a hospital board or a conservation authority.

Procedures

1. Council, Staff, Committees and Local Boards will comply with the requirements of this Policy document and:

Town Policy POL.COR.07.02, Sale and Other Disposition of Land,
Town Policy POL.COR.07.03, Provision of Notice to the Public,
Town Policy POL.COR.07.04, Delegation of Powers and Duties,
Town Policy POL.COR.07.05, Procurement of Goods and Services,
Town Policy POL.COR.07.06, Hiring of Employees, and
Town Policy POL.COR.07.07, Council Code of Conduct

as they are approved, so as to demonstrate accountability and transparency in the municipal decision-making process.

2. Council, Staff, Committees and Local Boards will comply with the requirements and provisions of By-law No. 2009-59, being a By-law for governing the calling, place and proceedings of meetings of the Municipal Council for the Town of The Blue Mountains. This By-law also applies to meetings of Local Boards. By-law No. 2009-59 contains extensive requirements for the giving of notice of meetings, early production and release of Agendas, pre-circulation of Agenda items and openness of meetings.

3. Council, Committee and Local Board Meeting Agendas shall contain a Staff Recommendation for consideration on every Agenda item and while such Recommendations are not binding, members of the public will be aware of Staff Recommendations on Agenda items upon the release of the meeting Agendas prior to the meeting. Council and Staff shall make every effort to minimize addendums to Agendas.
4. Council and Staff will be open, accountable and transparent in financial decision-making as required by the *Municipal Act, 2001*. Examples would include completion of an annual external audit by an independent auditor and reporting of a Financial Information Return to the Province, as well as production of Monthly Budget Variance Summary Reports. A Public Consultation is also scheduled and advertised annually prior to any final consideration of a corporate budget.
5. Council, Committees and Local Boards may schedule public meetings or public information sessions from time to time to hear public input on various matters. These public meetings or public information sessions may be conducted to comply with a statutory requirement or may be optional where Council is seeking public input on any matter or action, and where such a public meeting is scheduled to hear input on a matter, no decision shall be considered or made on the matter until a subsequent meeting of the convening body or Council.
6. Council will adopt a Code of Conduct for members of Council, Committees and Local Boards detailing the responsibilities of elected, hired and appointed officials in the public sector.
7. Council will appoint a Closed Meeting Investigator with the function to investigate in an independent manner, on a complaint made, whether Council or a Local Board has complied with Section 239 of the *Municipal Act, 2001* with regard to any meeting closed to the public.
8. Council and Staff are committed to providing a strong, well-managed municipal government.
9. Council and Staff are committed to practicing open and proactive communications and involving the community, business sector, developers, public partners and others in the ongoing work of the municipality.

Exclusions

This Policy would apply to all actions and decisions of the municipality without exclusion or exception, unless otherwise provided for by statute.

References and Related Policies

The *Municipal Act, 2001*, Town Policies POL.AD.07.02 through POL.AD.07.06 inclusive and POL.FS.07.01, as approved, together with this Policy document and the Town of The Blue Mountains Strategic Plan.

Consequences of Non-Compliance

Non-compliance with the *Municipal Act, 2001* is subject to the remedies prescribed therein.

Review Cycle

This policy will be reviewed annually by the C.A.O., Senior Management Team and Council in open session.

SCHEDULE "B"

Deputation and Procedure Form



Information on Council and Committee Meetings: Deputation and Procedure

Town of The Blue Mountains
26 Bridge St. E.
Thornbury, ON N0H 2P0
519-599-3131
1-888-258-6867
www.thebluemountains.ca

This brochure explains the procedure for making a presentation at The Blue Mountains Council and Committee Meetings. We encourage delegates to make their requests to speak in writing to the Clerk's Office and to address issues at the Committee Level first.

Personal information on this form is being collected pursuant to the Freedom of Information and Protection of Privacy Act and may form part of the public record which may be released to the public in hard copy and / or electronically. Questions about this collection should be directed to the Town Clerk of The Blue Mountains.

Deputation Form - Request to make a Deputation

To speak at a meeting of Council or Committee, you must complete this form and submit it to the Town Clerk to ensure that your name and address are accurately noted. Council Agendas are finalized the Wednesday prior to the Council meeting, and if a Request Form is received after 10:00 am on Wednesday or if the Agenda is deemed full, the Request Form shall be considered at the next appropriate meeting.

Subject / Application: _____

I wish to address Council / Committee I request future notification of meeting.

Related or background information **shall be** attached for circulation to Council

Name: _____

Firm / Organization (if any): _____

Address: _____

Postal Code: _____ Email: _____

Residential Phone: _____ Business Phone: _____

Fax Number: _____

Signature: _____

How to Make a Deputation:

1. Please submit this completed form to the Clerk
2. Please state your name and address prior to speaking, and
3. Please provide a copy of materials used in your presentation, if any, to the Clerk for the official record of the Town. Material provided prior to the meeting will be circulated to Council for their review before the meeting.

Decorum dictates respect for all opinions and individuals are reminded there is zero tolerance for coarse language and inappropriate behaviour. By submitting this Form you have indicated agreement with this requirement.

How can I speak at a Council or Committee meeting?

If you wish to make a presentation to Council or Committee at a regularly scheduled meeting, please complete the Deputation Form on the back of this flyer and return it to the Town Clerk.

Please note: We encourage delegates to make their presentation at the Committee level, where possible.

Council routinely refers matters to an appropriate Standing Committee for detailed review and recommendation back to Council and contact first with a Committee would expedite any process requiring a decision to be made by Council.

How long may I speak?

The Town's Procedural By-law allots deputations up to ten minutes to address the members.

What is the procedure?

All comments are directed to and through the Meeting Chair. Members of Council or Committee may, through the Chair, direct a response or question where appropriate. No more than one person shall speak at one time and at all times, proper language, speech and decorum shall be maintained. The Chair may direct that any person in violation of proper decorum be expelled from the meeting location.

What happens after I speak?

After you have spoken and answered any questions, please return to your seat and remain silent being cognizant of the fact it is now time for Members of Council to debate the issue and make their decision or defer a decision pending additional information. Although the Mayor and Members of Council encourage the public to present their opinions, necessary decorum dictates that all opinions must be respected and outburst from the gallery cannot and will not be tolerated.

When does Council meet?

Council meetings are generally held on the **second** and **fourth Monday** of each month. The meetings start at 7:00 p.m. and are **currently** held in the Gallery at the L.E. Shore Memorial Library unless otherwise indicated. Deputations are scheduled at the beginning of the meeting.

Where can I get a copy of the meeting agenda?

Copies of Council agendas are available from the Clerk's Office on the Wednesday afternoon preceding the Council meeting after 3:00 p.m., on the Town's website, or at the meeting.

What is a Standing Committee?

Standing committees are established to discuss issues in detail before making recommendations to Council. Standing Committees report directly to Council. Standing Committee meetings are **currently** held at **various locations** and are open to the public. The prominent standing committees are:

- **Finance and Administration Committee** considers matters relating to finance and budget items; personnel matters; fire and emergency services matters; billing and financial matters relating to Town policies and by-laws. It generally meets the third Tuesday of the month at 2:00 pm with 4 members of Council appointed.
- **Infrastructure and Recreation Committee** considers matters relating to water and wastewater management; roads and transportation; waste management; matters related to the development and management of public parkland facilities and operations within Thornbury Harbour and the Beaver Valley Community Centre; matters related to recreation and leisure services; trails and walkways. It generally meets on the second and fourth Tuesday of each month at 7:00 pm with 4 members of Council appointed.
- **Planning and Building Committee** considers matters that The Blue Mountains is responsible for under the Planning Act; Condominium Act; Building Code Act and By-law Enforcement matters. It generally meets the **first Monday** of each month at 7:00 pm with 4 members of Council appointed as designated members with the rest of Council authorized to attend and participate in a Committee of the Whole format.

Public Meetings are called under the provisions of the **Planning Act**. These meetings give notice and provide a venue to inform the public about applications for development in Town and are scheduled during Planning and Building Committee Meetings. Notice of such Public Meetings are mailed to immediate area residents and published in local newspapers. Under the Planning Act, **if you do not express your views** at a Public Meeting or in writing to the Clerk's Department before or during the Public Meeting, the Ontario Municipal Board (O.M.B.) may refuse your request for referral (objection) or dismiss all or part of your appeal without holding a Hearing.

Who are the current members of Council? How can I reach them?

Members of The Blue Mountains Council for the December 2011 to November 2014 term are listed below. All members can be reached through the **indicated** telephone numbers.

Mayor Ellen Anderson mayor@thebluemountains.ca	519-599-3131 x235	De facto member of all Committees
Deputy-Mayor Duncan McKinlay dmckinlay@thebluemountains.ca	519-599-6685	Infrastructure and Recreation Planning and Building
Councillor Gail Ardiel gardiel@thebluemountains.ca	519-599-6474	Finance and Administration Planning and Building
Councillor R.J. (Bob) Gamble bgamble@thebluemountains.ca	519-599-2035	Finance and Administration Infrastructure and Recreation Planning and Building
Councillor Joe Halos jhalos@thebluemountains.ca	519-599-3156	Finance and Administration Infrastructure and Recreation
Councillor Michael Martin mmartin@town.thebluemountains.on.ca	519-599-5048	Planning and Building
Councillor John McKean jmckean@thebluemountains.ca	705-445-9479	Infrastructure and Recreation Finance and Administration

For further information about Council or Committee Meetings, or for meeting dates and times, please contact the Clerk's Department at 519-599-3131 x232 or visit the Town's website at www.thebluemountains.ca



Small Business
enterprise
centre

Your Business is Our Business

D.1

105 Hurontario Street
Collingwood, ON
L9Y 2L9
705-446-3355
www.enterprisecentre.ca

Mayor Anderson and Council
Town of The Blue Mountains
26 Bridge Street, P.O. Box 310
Thornbury, ON N0H 2P0

RE: Sponsorship request for SPARC Entrepreneur Challenge – Start-up Idea Regional Competition

Dear Mayor Anderson and Council:

The Small Business Enterprise Centre will be hosting a regional business idea competition called SPARC Entrepreneur Challenge on March 4, 2011. The competition will be similar in format to CBC's Dragons' Den© and will be open to all new and existing business based out of one of the following four regions:

- Town of Collingwood
- Town of the Blue Mountains
- Clearview Township
- Town of Wasaga Beach

SPARC is an exciting opportunity for local entrepreneurs to pitch their business ideas and compete for cash and prizes in an open and friendly competitive environment. The competition will encourage local business growth, foster entrepreneurship and create a greater awareness of business opportunities in the region. The event also represents an opportunity for regional collaboration on an initiative that encourages local business investment and innovation, and celebrates local entrepreneurship. Attached is a synopsis of the event for your reference.

The Small Business Enterprise Centre is requesting \$2000 in financial sponsorship support from each of the four communities. The sponsorship amounts will be provided directly to the competition winners to assist with starting their new business ventures. It is important that each community contribute equally to the event, and at the same time demonstrate a commitment to local business growth. We anticipate that there will be finalists representing each region depending on the quality of the submissions.

Entrepreneurism is a vital component of the local economy. The economic and social contributions of small business owners are significant, exciting and growing. It is important to demonstrate that there are opportunities and support for business investment in this area. We value your participation and look forward to your support.

Sincerely,

Gillian Fairley
Business Consultant
Small Business Enterprise Centre
cc: Ron Emo

Event Overview

Steering Committee Representatives:

Lisa Kidd, Town of The Blue Mountains
Marg Fairley, President - Blue Mountains Chamber of Commerce
Jim Farnillo, Vice-President – Blue Mountains Chamber of Commerce
Martin Oosterveld, Board – Centre for Business and Economic Development
Catherine Durrant, Economic Development Officer - Town of Collingwood
Gillian Fairley, SBEC – Town of Collingwood
Cindy Griffiths, SBEC - Town of Collingwood
Mary Gibson, TD Canada Trust - Town of Collingwood
Kelly McKenna, Switch Marketing - Town of Collingwood
Kai Hulshof, Canopy Media - Town of Collingwood
Joann Bowden, Board – Centre for Business and Economic Development
Peter Mantrop, Board – Centre for Business and Economic Development
Bill Wall, Economic Development - Clearview Township
Doug Measures, Councillor - Clearview Township
Paul Van Stavern, Stayner Rental - Clearview Township
George Watson, Councillor - Town of Wasaga Beach, Advisory Committee – SBEC
Jenny Legget – Town of Wasaga Beach

Sponsorship:

Funding for the event has been provided by the Bridges for Better Business – a Provincial initiative of the Ministry of Economic Development and Trade. Over \$20,000 in community sponsorship (financial and in-kind) has been received to date from local businesses to go toward event prizing.

Critical Dates:

We will be accepting applications during the month of January. Entries must be received by 4:30 p.m. January 31, 2011. Contestants can submit online or via paper to the Small Business Enterprise Centre.

6 finalists will be selected. We anticipate that finalists will be selected from each region depending on the quality of the submissions. Finalists will be notified by February 18th at the latest. These finalists will deliver a 4 minute pitch on their business idea on March 4th.

Event Format:

Judges representing each region will review the 4 minute presentations from the finalists, pose questions during a 5 minute Q&A session, and select the competition winner. The judges function as venture capital investors deciding on which business venture they would most likely fund. The quality of the idea and the clarity and persuasiveness of the presentation all influence the judges' decisions.

The audience will also be invited to select a "People's Choice" for the competition via ballot during the event intermission.

Other event applicants (outside of finalists selected) from each region may be invited to set up booths at the event to showcase their business idea.

C.1

Corrina Giles

From: Lisa Kidd
Sent: December 17, 2010 2:49 PM
To: Corrina Giles
Cc: Gillian Fairley
Subject: FW: Sponsorship request
Attachments: Blue Mountains Sponsorship Letter.pdf

Hi Corrina:

Could you please include this in the next agenda of council?

Thanks!

Lisa

From: Gillian Fairley [mailto:gfairley@collingwood.ca]
Sent: December 17, 2010 12:33 PM
To: Lisa Kidd
Subject: Sponsorship request

Hi Lisa,

Please find attached the letter requesting sponsorship for SPARC.

Let me know if you have any questions or need any additional information.

Thanks,

Gillian Fairley
Business Consultant
Small Business Enterprise Centre
105 Hurontario Street
Collingwood, ON L9Y 2L9
(705) 446-3355
sbec@collingwood.ca
www.enterprisecentre.ca