



Staff Report

Finance and IT Services

Report To: Sustainability Committee
Meeting Date: October 9, 2019
Report Number: FAF.19.206
Subject: 2020, 2021 and 2022 Budget
Prepared by: Sam Dinsmore, Deputy Treasurer/Manager of Accounting and Budgets

A. Recommendations

THAT the Sustainability Committee receive Staff Report FAF.19.206 entitled “2020, 2021 and 2022 Budget”;

AND THAT the Sustainability Committee endorse the 2020 to 2022 budget as included as Attachment #1 for Council consideration during the 2020 budget deliberations.

B. Overview

This is a follow-up report from the September 11, 2019 meeting seeking the Committee’s endorsement of the 2020 to 2022 budget as presented in Attachment #1.

C. Background

Finance staff sent a report to the September 11th meeting seeking input from the Committee for the 2020 to 2022 budget. At that meeting the Committee directed the CAO and Finance staff to meet with the Co-Chairs to compile a budget for the committee and bring it back to this meeting for endorsement.

Staff met with the Co-Chairs and have completed the budget requests for the Committee which is included as Attachment #1.

D. Analysis

The main focus of the Committee during the later months of 2019 and 2020 will be to complete the Sustainability Plan. The funding for this was approved in 2019 at a total of \$100,000, any unspent funds will be rolled forward to 2020.

Looking at the 2020 Operating Budget chart the Salaries and Benefits line is the funding required for the already approved 12 month contract. \$10,000 has been requested in the Personnel and Training line for any training or professional development that might be required for the Committee or the 12 month contract position during 2020.

The Co-Chairs requested that some funding be earmarked to start the process of implementing the Plan once it is finalized in the 4th quarter of 2020. That funding has been allocated to Purchased Services and is \$75,000 for 2020 and \$50,000 in both 2021 and 2022. As stated in the Budget Commentary Section of Attachment #1, the funding for these amounts is currently set as taxation. Once a full Plan is completed and this funding can be tied to specific action items, staff will assess if there is a more appropriate allocation of funding and will seek Council approval at that time.

The middle section of the Operating Budget chart is for any required transfers. The \$25,150 is what staff estimates to be remaining in 2019 from taxation that will be rolled into 2020. This amount is the \$34,000 approved by Council in 2019. The \$11,000 represents staff's estimate of the number of hours that internal staff will spend working with the Committee. Council gave direction that staff are to track their time and bill it back to the appropriate committees or divisions. These amounts may change as staff continue working on the overall 2020 budget and are outside of the control of this committee.

E. The Blue Mountains Strategic Plan

The Blue Mountains Strategic Plan

Goal #4: Promote a Culture of Organizational and Operational Excellence
Objective #4: To Be a Financially Responsible Organization

F. Environmental Impacts

N/A

G. Financial Impact

The overall budget request for 2020 is \$168,000, which decreases to \$61,000 in both 2021 and 2022 as the 12 month contract position will be completed. The funding source for the amount of \$168,000 is Taxation.

H. In consultation with

Shawn Everitt, Chief Administrative Officer
Ruth Prince, Director of Finance & IT Services

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Sam Dinsmore, Deputy Treasurer/Manager of Accounting and Budgets at finance@thebluemountains.ca.

J. Attached

1. 2020 – 2022 Budget

Respectfully Submitted,

Sam Dinsmore
Deputy Treasurer/Manager of Accounting and Budgets

Ruth Prince
Director of Finance and IT Services

For more information, please contact:

Sam Dinsmore

finance@thebluemountains.ca

519-599-3131 extension 274

Sustainability Committee

Purpose

- An advisory committee of Council and will make recommendations to the Town on its path to Sustainability. The Committee will be responsible for the implementation of an Integrated Community Sustainability Plan/Vision2Action (“Plan”) process. The Committee will support and guide the development, implementation, monitoring /tracking and reporting of an Integrated Community Sustainability Plan/Vision2Action Plan.

Mandate

1. Create a process of consultation with community stakeholders around sustainability in the Town.
 2. Support the development of a framework, that is characterized as being municipally led and community supported, to include best practices, strategies and actions that will guide the Town in the right direction forward as it prepares for sustainability for over the next 20 years, into 2040. An Integrated Community Sustainability Plan /Vision2Action Plan will outline best practices as to how we will achieve our vision.
 3. Assist in the implementation of the sustainability framework and community led priorities outlined in the Plan.
 4. Provide advice to Council on matters relating to the Integrated Community Sustainability Plan /Vision2Action Plan with focused initiatives that might include: public engagement opportunities, assistance in the development of the community’s vision (including descriptions of success), input on current reality and indicators, and develop recommended actions and reporting measures.
 5. Raise community awareness and support education and understanding of sustainability by:
 - a) Education
 - I. Provide information and advice to support understanding of sustainability
 - II. Partner with other stakeholders, business groups and regional community groups to share information
 - b) Awareness
 - I. Promote awareness and stewardship regarding the Plan through engagement, outreach and advocacy reach out to the community through activities and special events
 - II. Raise community awareness on sustainability type activities
 - c) Advice
 - I. Provide input and guidance to the Town and the community
 - II. Work with assigned Town staff and the community.
 6. The Committee will assist in reviewing all relevant existing documents including the Official Plan, Strategic Plan, regional plans and other archive documents to include the Sustainable Path and will extract information relevant to the Integrated Community Sustainability Plan/Vision2Action Plan.
 7. Facilitate a paradigm shift to support a municipality-wide culture of sustainability and integrated sustainability into all Town decisions and Council’s priorities.
 8. Support the building of a resilient community by adopting best practices of sustainability.
-

Sustainability Committee

9. Coordination and cooperation with the Town's Committees will be conducted through the Plan and will include: Agricultural Advisory Committee, the Economic Development Advisory Committee, the Transportation Advisory Committee, the Community Communications Advisory Committee, and the Attainable Housing Corporation.

2020 Strategic Action Items and Work Plan

- Establishment of a working sub-committee to oversee the process of creating a Sustainability Plan including writing and evaluating the RFP, and working with the consultant(s) to complete the works

Non-Financial Statistics

Description	2018 Actual	2019 Actual	2020 Budget
Meetings	0	7	12
Membership –Council Members	0	3	3
Membership – Public	0	6	6

2020 Budget Commentary

Staff report FAF.19.180 entitled Sustainability Initiatives Update was approved by Council in the Fall of 2019. Included in this report was the creation of a 12 month contract to aid the committee with the creation of the Sustainability Plan, this position is being funded from both 2019 taxation as well as 2020 taxation. This position is shown in the Salaries and Benefit line of the Operating Budget chart.

The Committee is expecting to complete the Plan by 4th quarter 2020 and is therefore requesting \$75,000 in funding in 2020 to start implementing the action items for the Plan. In addition \$50,000 has been forecasted for both 2021 and 2022, these numbers will be adjusted when the items are better known. At this time funding is being shown as taxation until further information is known about what the items are and if there is a more appropriate funding source (Gas Tax for example).

Additional the Committee is requesting \$10,000 for Committee training and development. This funding will be used when a topic comes up that the Committee believes they need more training and information on.

The \$11,000 shown in the Interfunctional Transfer line for 2020 to 2022 represents the cost of Town employees that do work for the Committee. Council has expressed that staff are tracking time spent working with the divisions and committees and that their time will be transfer back to the individual committees or divisions.

Sustainability Committee

2020 Operating Budget

Operating Fund	2018 Actual	2019 Actual (forecast)	Proposed 2020 Budget	Projected 2021 Budget	Projected 2022 Budget
Expenses					
Salaries and Benefits		\$8,850	\$97,150		
Administrative Expenses					
Operating Expenses					
Communications					
Personnel and Training			\$10,000		
Utilities					
Equipment Related					
Vehicle and Fleet Related					
Legal Expenses					
Consulting					
Purchased Services			\$75,000	\$50,000	\$50,000
Debt Payments					
Financial Expenses					
Premise and Site					
Total Expenses		\$8,850	\$182,150	\$61,000	\$61,000
Transfers					
Transfers to Capital					
Transfers to Capital Levy					
Transfers to Reserves		\$25,150			
Transfers from Obligatory Reserves					
Transfers from Other Reserves			\$25,150		
Interfunctional Transfers		\$11,000	\$11,000	\$11,000	\$11,000
Total Transfers		\$25,150	\$14,150		
Total Transfers and Expenses		\$45,000	\$168,000	\$61,000	\$61,000
Revenue					
Grants and Donations					
External Revenue					
Subsidies					
Total Revenue					
Net Cost of Service (Taxation)		\$45,000	\$168,000	\$61,000	\$61,000