

**The Corporation of the Township of Lake of Bays
Finance and Corporate Services Committee Minutes – November 20th, 2007**

MINUTES

There was a regularly scheduled meeting of the Finance and Corporate Services Committee held at 2:00 p.m., on Tuesday, November 20th, 2007 in the Council Chambers of the Township of Lake of Bays Municipal Office, Dwight, Ontario.

Attendance

Acting Chair	Janet Peake
Committee Members	Margaret Casey
	Philip Cote
	Ruth Ross
	Nancy Tapley
Finance Coordinator	Lee Fraser
Deputy Clerk	Yvonne Aubichon
Administrative Assistant	Carrie Sykes
CAO/Treasurer	Don Chevalier

Regrets

Chair	Ben Boivin
Committee Members	Ginny Burgess
Clerk	Michelle Percival

1. MEETING CALLED TO ORDER

The meeting was called to order at 2:15 p.m. on November 20th, 2007 by Mayor Peake.

Resolution # 1/11/20/07

Councillor Cote and Councillor Casey

BE IT RESOLVED THAT the Finance and Corporate Services Committee does hereby appoint Mayor Peake as Acting Chair in the absence of Chair Ben Boivin for the meeting of November 20th, 2007.

Carried.

2. APPROVAL OF AGENDA

Resolution # 2/11/20/07

Councillor Cote and Councillor Casey

BE IT RESOLVED THAT the Finance and Corporate Services Committee Meeting Agenda dated November 20th, 2007 be adopted as amended.

Addition

Reports 6(i) – Report re: Resolution to Accept Tender for Fire Boat

Report 6 (j) – Report re: Appointment of Closed Session Investigator

Deferred

Report 6(h)(5) – Report re: Salary Grid

Carried.

3. DISCLOSURE OF PECUNIARY INTEREST

Nil

4. APPROVAL OF MINUTES

Resolution # 4(a)/11/20/07

Councillor Casey and Councillor Cote

BE IT RESOLVED THAT the Finance and Corporate Services Committee Meeting Minutes dated October 16th, 2007 be adopted as circulated.

Carried.

5. DELEGATIONS

Nil

6. REPORTS

(a) Report re: Accounts Payable

Resolution # 6(a)/11/20/07

Councillor Cote and Councillor Casey

BE IT RESOLVED THAT the Finance and Corporate Services Committee recommend to the Council of the Corporation of the

Township of Lake of Bays that the following accounts be approved for payment.

As of October 31st, 2007 the following accounts are payable:

General Accounts:

October 31 st , 2007	-	\$	680,236.97
Total General Accounts			\$ 680,236.97

Upper Tier & Education:

District Municipality of Muskoka	\$
Trillium Lakelands District School Board (EP)	\$
Simcoe Muskoka Catholic School Board (ES)	\$
Conseil Scolaire du District Catholique Centre Sud	\$
Conseil Scolaire du District Du Nord (FP)	\$

Total Paid to Upper Tier & Education \$ 0.00

TOTAL: \$ 680,236.97

Carried.

- (b) Report re: Consolidated Statement of Financial Activities for Nine Months ended September 30th, 2007.**

For committee's information.

- (c) Report re: Consolidated Statement of Financial Activities for Ten Months ended October 31st, 2007.**

The CAO/Treasurer reported that the municipality was in a minimal deficit position of \$10,308 and advised that other incoming revenues before the end of the year may offset this current deficit position.

The following items were highlighted in contribution of the deficit:

- Page 44 – Public Works – repairs and maintenance – overage due to 3 months without a mechanic; and
- Page 44 – Public Works – Miller Hill Road washout of \$25,088.

(d) Report re: 2008 Amended Budget Guidelines

The CAO/Treasurer presented the 2008 Budget Guidelines including the amendments arising from the last Finance and Corporate Services Committee meeting.

The 2008 Budget Guidelines were approved by committee.

(e) Report re: Working Capital Reserve

The CAO/Treasurer, as directed from the previous committee meeting, obtained the methodology for establishing working capital reserves suggested by the Ministry of Municipal Affairs and Housing at an earlier presentation in 2007 and provided committee with a comparable breakdown between the suggested levels of working reserves of both the Ministry and the auditor, BDO Dunwoody.

The Ministry of Municipal Affairs and Housing suggested that municipalities should maintain a level of working fund reserves and contingency funds based on 75% of the current year's taxes receivable and BDO Dunwoody, auditing firm recommended that the municipality's working capital reserve be enough to cover the outstanding taxes receivable for that current year.

(f) Report re: Heritage Tax Relief Program (HPTR)

The Administrative Assistant for the Clerk's Department advised committee that since the approval of the Finance and Corporate Services Committee in March of this year to initiate the Heritage Property Tax Relief process the Heritage Advisory Committee had prepared the following documentation and had them reviewed by the Township solicitor, Mr. John Ewart:

- Application Form,
- Renewal Form,
- By-law, and
- Preservation & Maintenance Agreement.

Resolution # 6(f)/11/20/07

Councillor Casey and Councillor Cote

BE IT RESOLVED THAT the Heritage Advisory Committee and the Finance and Corporate Services Committee approves the Heritage Property Tax Relief (HPTR) program and hereby recommends to the Council of the Corporation of the Township of Lake of Bays that the Heritage Property Tax Relief (HPTR)

program be implemented in the Township of Lake of Bays effective January, 2008.

Carried.

Councillor Tapley, Chair of the Heritage Advisory committee, expressed her appreciation to the Administrative Assistant for all of her efforts towards this initiative, noting that she had completed a lot of work that was above and beyond her normal responsibilities.

(g) Report re: Electricity Procurement

The CAO/Treasurer provided a brief explanation of the alternatives to the procurement of electricity and noted the proposals received by five energy retailers to a Request for Proposal (RFP) sent out by the District of Muskoka in the summer of 2007.

Committee members discussed the provisions of stable electricity prices and concurred with the CAO/Treasurer's recommendations.

Resolution # 6(g)/11/20/07

Councillor Cote and Councillor Casey

BE IT RESOLVED THAT the Finance and Corporate Services Committee recommends to Council that the Mayor and Clerk be authorized to enter into a contract with Direct Energy Business Services for the provision of fixed electricity rates for a term of five years.

Carried.

(h) Report re: Municipal Policies

1) Donation and Taxable Receipts Policy

The Finance Coordinator indicated that municipal staff required a policy which adhered to federal and provincial legislation regarding donations and taxable receipts. This policy would provide guidelines to staff in the acceptance, accounting and documentation required in the acceptance of donations and the issuance of receipts for Income Tax Purposes.

Committee reviewed the proposed policy and supported its adoption.

T1b

Resolution # 6(h)(1)/11/20/07

Councillor Casey and Councillor Cote

BE IT RESOLVED THAT the Finance and Corporate Services Committee of the Corporation of the Township of Lake of Bays recommend that Council adopt the attached policy entitled “Donations and Taxable Receipts.”

Carried.

The Finance Coordinator was directed to provide a copy of the policy to Township associated organizations for their reference.

2) Council Procedural By-law

The CAO/Treasurer explained that the Procedural By-law was revised to meet the requirements of the new Municipal Act and to more clearly set out the roles and responsibilities of staff, Mayor and Council.

Resolution # 6(h)(2)/11/20/07

Councillor Casey and Councillor Cote

BE IT RESOLVED THAT the Finance and Corporate Services Committee recommend to the Council of the Corporation of the Township of Lake of Bays the passing of By-law 07-Draft, to adopt Council procedures for the Corporation of the Township of Lake of Bays.

Carried.

3) Employee Confidentiality Statement Policy

The Deputy Clerk noted that township staff have always respected the sensitive nature of confidential and personal information to which they may be exposed to in fulfilling their duties however, with more emphasis being placed on transparency and accountability it was deemed necessary to establish an Employee Confidentiality Statement policy as a measure of

ensuring best practices with respect to confidential and personal information.

Chair Peake noted that at other places of employment they are required to update these statements every two years, establishing a good check and also makes employees re-aware of their obligations.

Resolution # 6(h)(3)/11/20/07

Councillor Casey and Councillor Cote

BE IT RESOLVED THAT the Finance and Corporate Services Committee of the Corporation of the Township of Lake of Bays recommend that Council adopt the attached policy entitled "Employee Confidentiality Statement."

Carried.

4) User Fees

The Administrative Assistant to the Clerk's Department noted the new and amended fees and charges for 2008.

The Chief Building Official attended briefly to clarify new building department fees and charges

Resolution # 6(h)(4)/11/20/07

Councillor Casey and Councillor Ross

BE IT RESOLVED THAT the Finance and Corporate Services Committee recommend to the Council of the Corporation of the Township of Lake of Bays the passing of By-law 07-Draft, to establish fees and charges on persons for payment of municipal services, activities and use of municipal property.

Carried.

5) Salary Grid

Deferred until December 18th, 2007 meeting.

6) Accountability and Transparency Policy

The Deputy Clerk explained that in accordance with the new legislative requirements of the Municipal Act it was mandatory to have this policy in place by January 1st of 2008.

Resolution # 6(h)(6)/10/16/07

Councillor Casey and Councillor Ross

BE IT RESOLVED THAT the Finance and Corporate Services Committee recommends that the Council of the Corporation of the Township of Lake of Bays adopt the attached policy entitled “Accountability and Transparency.”

Carried.

(i) Report re: Resolution to Accept Tender for Fire Boat

Resolution # 6(j)/11/20/07

Councillor Cote and Councillor Tapley

WHEREAS Council directed staff to work with the Fire Advisory and the Lake of Bays Fire Boat Committee to establish specifications for the fire boat to be used by the Volunteer Fire Departments in the Township of Lake of Bays;

AND WHEREAS request for proposal #2007-17 for the supply of one 26 foot fire rescue boat were received and opened in the following manner;

**Where: Township of Lake of Bays Municipal Office
Committee Room;**
When: November 2, 2007 at 3:00 pm.; and
**Who: Steve Hernen - Fire Chief, Don Chevalier -
CAO/Treasurer, Michelle Percival - Municipal Clerk
and Marie Poirier – Representative of the Lake of
Bays Fire Boat Committee were in attendance.**

AND WHEREAS two (2) bids were received from the following:

- **Stanley Custom Boats Parry Sound, Ontario
\$94,285 (excluding taxes)**

- **MetalCraft Marine Inc. Kingston, Ontario
Disqualified (no bid enclosed)**

BE IT RESOLVED THAT the Finance & Corporate Services Committee of the Corporation of the Township of Lake of Bays recommends to Council that the bid from Stanley Custom Boats of Parry Sound in the amount of \$94,285 be accepted.

Carried.

6. REPORTS

(j) Report re: Appointment of Closed Session Investigator

The CAO/Treasurer presented this report on behalf of the Clerk with respect to appointing a closed session investigator based on new legislative requirements of Municipal Act.

The committee was provided with the following choices:

1. Appoint an Ombudsman at no charge to municipality;
2. Appoint Association of Municipalities of Ontario (AMO) Local Authority Services (LAS) for a fee; or
3. Appoint an individual, as obtained by the District of Muskoka through expressions of interest for a fee.

Discussion was held with respect to the above noted options and committee directed staff to proceed with option 1.

7. DISCUSSIONS

Councillor Casey reminded everyone about the presentation of the Olympic banner at the Baysville After School program by the Royal Bank of Canada on November 21st, 2007.

Councillor Ross asked that in cases where buildings are constructed without a building permit that only the contractor is fined as in most cases the property owner is not aware of the permits, etc that are required and have relied on the contractor and their expertise to fulfill those obligations.

Chair Peake asked that staff bring forward a report on the matter of issuing fines for building without applicable permits.

8. CORRESPONDENCE

Nil

9. BUSINESS ARISING

Nil

10. CLOSED SESSION**Resolution # 10(a)/11/20/07****Councillor Casey and Councillor Ross**

BE IT RESOLVED THAT in accordance with Section 239 (1), (2), (3) and (3.1) of the Municipal Act, c.25, S.O. 2001, as amended, the Finance and Corporate Services Committee for the Corporation of the Township of Lake of Bays will convene in Closed Session for discussion regarding:

- a proposed or pending acquisition or disposition of land for municipal or local board purposes: and
- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Carried.

Resolution # 10(b)/11/20/07**Councillor Ross and Councillor Casey**

BE IT RESOLVED THAT the Finance and Corporate Services Committee reconvene in Open Session and report on matters discussed in Closed Session

Carried.

11. BUSINESS ARISING FROM CLOSED SESSION

Nil

12. ADJOURNMENT

Resolution # 12/11/20/07

Councillor Casey and Councillor Ross

BE IT RESOLVED THAT the Finance and Corporate Services Committee of the Corporation of the Township of Lake of Bays adjourn at 4:24 p.m., to meet again on December 18th, 2007, at 2:00 p.m. in the Council Chamber of the Township of Lake of Bays Municipal Offices, Dwight, Ontario.

Carried.

Chair

Clerk