

**The Corporation of the Township of Lake of Bays
Finance and Corporate Services Committee Minutes – November 4th, 2008**

MINUTES

There was a regularly scheduled meeting of the Finance and Corporate Services Committee held at 9:00 a.m., on Tuesday, November 4th, 2008 in the Council Chambers of the Township of Lake of Bays Municipal Office, Dwight, Ontario.

Attendance

Chair	Ben Boivin
Mayor	Janet Peake
Committee Members	Margaret Casey
	Philip Cote
	Ruth Ross
	Nancy Tapley
	Ginny Burgess
CAO/Treasurer	Don Chevalier
Municipal Clerk	Michelle Percival
Administrative Assistant	Amanda Masulka

1. MEETING CALLED TO ORDER

The meeting was called to order at 9:05 a.m. on November 4th, 2008 by Chair Boivin.

2. APPROVAL OF AGENDA

Resolution #2/11/04/08

Councillor Burgess and Councillor Cote

BE IT RESOLVED THAT the Finance and Corporate Services Committee Agenda dated November 4th, 2008 be adopted as amended.

Agenda amended as follows:

Deferrals

6. REPORTS

- e) Report re: **Consolidated Statement of Financial Activities for Year Ended December 31st, 2007**
- f) Report re: **Statement of Continuity of Reserves 2007**

Carried

3. DISCLOSURE OF PECUNIARY INTEREST

Nil

4. APPROVAL OF MINUTES

(a) Resolution #4(a)/11/04/08

Councillor Cote and Councillor Burgess

BE IT RESOLVED THAT the Finance and Corporate Services Committee Minutes dated October 7th, 2008 be adopted as amended.

Carried

6. REPORTS

c) Report re: Lake of Bays Community Centre Roof Snowshoes

Morris Bryant, Public Works Supervisor of Facilities advised the Committee of the following:

- Since the roof had been replaced at the Baysville Community Centre three (3) years ago, snow accumulation has a tendency to slide off.
- There is still twelve (12) years warranty on the roof; therefore, the Township must negotiate only with the original contractor or the warranty would be voided.
- The original contractor has suggested roof snowshoes as a solution; however, the cost is approximately \$22,000.00 and is an unbudgeted item.
- The C.A.O./Treasurer suggested the expense could be paid for out of the parks fund for this year.
- After discussions the Committee felt that the purchase and installation of the roof snowshoes are necessary this year as safety of the public is a concern.

Resolution #6(c)/11/04/08**Councillor Ross and Councillor Casey**

BE IT RESOLVED THAT the Finance and Corporate Services Committee recommend that the Council of the Corporation of the Township of Lake of Bays approve the unbudgeted item of \$21,891 + G.S.T. for the placement of snowshoes (brakes) on the Lake of Bays Community Centre in order to prevent snow from sliding off the roof and endangering pedestrians, staff and vehicles.

Carried

5. DELEGATIONS

**a) KPMG LLP, Dan Vigna & Jordan Bennett
Re: 2007 Draft Financial Statements**

Mr. Vigna handed out the 2007 Draft Financial Statements and the Audit Findings Report and reported the following regarding the Audit Findings Report:

- It is a requirement under the accounting standards that auditors report to those in governance of their audit findings.
- There are three (3) items left to be completed for the audit:
 - Management representation letter to be obtained,
 - Discuss findings of the audit with Councillors; and
 - Obtain approval of the financial statements from Council.
- Advised that the Public Sector Accounting Board has made amendments to the Public Sector Standard 3150 (PS 3150), which is concerning Tangible Capital Assets and that the Township of Lake of Bays is required to record all tangible capital assets at cost and to report accumulated amortization.
- The amended standard (PS 3150) is effective commencing year ends beginning January 1st, 2009.
- In the meantime, the Canadian Institute of Chartered Accountants (CICA) has issued Public Sector Accounting Guideline PSG-7 which requires that the municipality disclose certain information with regard to its efforts in accumulating information to address the PS 3150.

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- To date there are no disclosures of capital assets related to amortization on the assets that are identified in the financial statements provided as management is still obtaining information.
- Advised that the audit did not identify any fraud, illegal acts or an instance of non-compliance with laws and regulations.
- The audit did not identify any related party transactions that are not in the normal course of operations.
- All of the accounting policies are described in note one to the financial statements that have been distributed.
- The audit did not identify any significant unusual transactions nor did it identify transactions or balances that required significant qualitative judgment of management.
- The audit did not identify any estimates that were made by management and there were no controversial or emerging areas that would have an impact on the recognition, measurement or reporting of the results of operation of the municipality or its financial position.
- There were no changes to the audit plan and there were no disagreements with management.
- The auditors communicated with the predecessor auditors regarding their agreement with the proposed change to the accounting and disclosure for the various prior period adjustments referred to in note fourteen to the financial statements and unfortunately they have not yet received a response.
- No serious difficulties were encountered during the course of the audit.
- There were eleven misstatements which are identified in the financial statements, a number of which related to prior periods.
- Mr. Vigna reviewed the summary of uncorrected audit differences and there are three entries identified totaling \$12,000.
- Advised Councillors that the management letter on control deficiencies will be provided after management comments are obtained.

Resolution #5(a)/11/04/08**Councillor Casey and Councillor Ross**

BE IT RESOLVED THAT the Finance and Corporate Services Committee recommends that the Council of the Township of Lake of Bays receive the 2007 audited financial statements as prepared by KPMG, Chartered Accountants, North Bay, ON.

Carried

**b) Duncan Ross Architects
Re: Conceptual Drawings (Building Canada Fund Application - Community Component)**

Mr. Ross indicated that he will be presenting conceptual drawings of three (3) buildings on the Township of Lake of Bays property in Dwight being additions to the Dwight Library and municipal building and a new archive building as part of the proposed municipal complex.

Mr. Ross indicated that costing has not yet been reviewed other than to look at gross principles that should be considered during the presentation; the biggest consideration being the location of the proposed archive building.

Mr. Ross presented the conceptual drawings and advised the following:

- Included in the addition to the municipal building are offices primarily for the Building and Planning Departments which would free up some space in the existing building.
- Also included in the addition to the municipal building is the proposed Tourist Centre.
- Additions to the Dwight Library and Community Centre would include relocating the main entrance so that it could be adjoining the courtyard and parking.
- All buildings would circle around a courtyard which would possibly include a skating rink.
- Mr. Ross indicated that extra septic capacity would be required; consequently, the proposed archive building would have to be a long and narrow building if located within the complex. He also presented sample drawings of the archive building if located adjacent to the Public Works property, as a more square building.

- Advised that costs would be higher if the archive building was located within the proposed municipal complex because of the possible steps involved to obtain a larger septic system.

The following discussions took place:

- Funding for the Building Canada Fund is one third (1/3) Federal, one third (1/3) Provincial and one third (1/3) Municipal and Councillors are concerned with the costing of the project.
- The library staff have had input regarding the needs of the Dwight library additions; however, the Library Board have not had involvement as yet.
- Councillors agree that the proposed Nurse Practitioner office would be better located within the communities of Dorset or Baysville; however, the Community and Recreation Coordinator indicated that the Nurse Practitioner office is an important component of the Building Canada Fund and that the Township is more likely to receive funding if it is located within the proposed municipal complex.
- Councillors agree that the proposed archive building should be located adjacent to the Public Works property so there is room for expansion as it would possibly serve the entire District of Muskoka and income could be generated by renting out space; however, Councillors suggested that conversations take place with the District of Muskoka and the Town of Huntsville prior to submitting the application for funding.
- Staff has made an effort to include the following criteria in this project as there would be further opportunity for funding if included:
 - Tourism,
 - Heritage; and
 - Culture.
- The submission date for intake one of the Building Canada Fund is November 21st, 2008.
- Committee agreed that expansions to the office space are necessary and the need for an archive building has been discussed for quite some time within the District of Muskoka.
- The funds, if the Township was successful with intake one, do not need to be spent until the year 2016.

- Staff pointed out that if Councillors agree to submit intake one of the Business Canada Fund application, it does not necessarily mean that all details of the proposed plan are final. Only commitments made at the time the application is submitted must be followed through and any other details could be modified as the project persists.
- Councillors feel that it is important that they agree on what components will be part of the project and that they understand the parameters of the grant prior to submitting intake one of the application.
- Councillors expressed concerns about the size of the proposed Tourist Information Centre, which is three thousand, two hundred and fifteen (3,215) square feet and pointed out that the number of visitors to the area has declined, they suggested the Tourist Information Centre be a multi-functional building.
- Councillors agreed that a special Council meeting will need to be scheduled prior to intake one of the application.
- Councillors expressed concerns regarding potential operating costs, including the costs associated with staffing, once the proposed buildings/additions are completed.

Resolution #5(b)/11/04/08

Councillor Casey and Mayor Peake

WHEREAS, municipalities must pass and submit a resolution of Council's endorsement of the project as part of the Intake One Building Canada Fund – Communities Component application;

AND WHEREAS, the application submission date for said project is November 21st, 2008;

NOW THEREFORE, BE IT RESOLVED THAT the Finance and Corporate Services Committee recommends that the Council of the Corporation of the Township of Lake of Bays endorse the Conceptual Drawings from Duncan Ross Architects with respect to the project for the creation of a municipal complex within the Community of Dwight that includes cultural and tourism categories. (Building Canada Fund – Communities Component Application (BCF-CC))

Carried

6. REPORTS

a) By-law re: Salary Grid

Committee discussed the following:

- The proposed salary grid and merit increase applies to the full-time library, arena staff and office staff.
- The Library Board completes the evaluations for the Librarians.
- The C.A.O./Treasurer completes the evaluations on the arena management and arena management completes the evaluations for arena staff.
- The municipal Clerk pointed out that the salary grid is reviewed and a percentage for merit increase is determined by movement of salaries in the market.
- The Hay Group reported an increase for the Broader Public Sector of 3.4% for Base Salary Policy and 3.8% for Base Salary Actual.
- After reviewing the reports that Hay Group has provided, the municipal Clerk and C.A.O./Treasurer believe that the Township of Lake of Bays is within the Base Salary Policy of 3.4% for the Broader Public Sector.

Resolution #6(a)/11/04/08

Mayor Peake and Councillor Burgess

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 08-Draft, to adopt a salary grid and merit increase guide for full-time non-unionized employees.

Carried

b) By-law re: User Fees

The Municipal Clerk pointed out that the following were the only changes made to the revised User Fees By-law:

- Schedule “C” for the Roads Department, the non-refundable application fee of \$95.00 is a new fee for sign permit applications.

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- Schedule “D” for the Building Department, under Group C Occupancies, now includes “roof” under “new or replacement foundation”.
- Schedule “D” for the Building Department includes a new fee of \$200.00 for applications for an alternative design, as well as, the building, septic and zoning information report has increased from \$50.00 to \$75.00.
- Schedule “F” for the Recreation Department, fees have increased by 3% in all categories except for public skating and in-line skating.
- Changes will not come into effect until January 1st, 2009.

Resolution #6(b)/11/04/08

Councillor Burgess and Mayor Peake

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 08-Draft, to establish fees and charges on persons for payment of municipal services, activities and use of municipal property.

Carried

d) Report re: Allocation of Funds Raised in Mayor’s Golf Tournament

Committee discussed the following:

- Capital purchases or equipment used for recreational activities could not be purchased using the funds raised in the Mayor’s Golf Tournament as the funds are meant to be used for events, activities or programs only.
- Mayor Peake requested that the application not include the year 2008 in the title as it possibly may be used for other years as well.
- Councillor Casey directed staff to send the application to Janet Wright of the Baysville Skating Club.
- Muskoka Family Focus has also requested an application and staff will ensure that they receive the application form.

Resolution #6(d)/11/04/08**Councillor Tapley and Councillor Ross**

BE IT RESOLVED THAT the Finance and Corporate Services Committee recommend that the Council of the Corporation of the Township of Lake of Bays adopt the Application for the Allocation of Funds Raised in the Mayor's Golf Tournament;

And further ensure that this application be used by all persons interested in accessing dollars raised by the Township of Lake of Bays Mayor's Golf Tournament regarding youth programming in the Township of Lake of Bays.

Carried

7. DISCUSSIONS**a) Discussion re: G8 Summit**

Chair Boivin pointed out that the dates have been set for the G8 Summit which are June 25th, 26th and 27th, 2010.

8. CORRESPONDENCE**(a) Brian Tapley, Re: Condition of the Dwight Community Centre**

The C.A.O./Treasurer pointed out the following:

- The Dwight Community Centre has been painted which has repaired the holes that were in the walls.
- Mr. Tapley has been contacted in order to advise of the repairs.
- The cost to paint was approximately \$3,000 and this amount is covered by the rental income collected.
- Suggestion that a damage deposit be charged to renters in the future.

(b) Concerned Citizens of Lake of Bays, Re: Savage Den Society

As there was no return address included in this correspondence, staff is unable to respond.

6. REPORTS**g) Report re: Consolidated Statement of Financial Activity for Nine (9) Months Ended September 30th, 2008**

The C.A.O./Treasurer reported the following:

- There are still a few modifications that need to be made to the new accounting program; however the bracket problem has been corrected.
- The Township of Lake of Bays twelve (12) month projected 2008 actual for capital expenditures is approximately \$40,000 surplus.
- Based on the comments made by the auditors, some adjustments will be required due to the long-term debt that they've set up.

9. BUSINESS ARISING

Nil

10. CLOSED SESSION

Nil

11. BUSINESS ARISING FROM CLOSED SESSION

Nil

12. ADJOURNMENT**Resolution # 12/11/04/08**

Councillor Cote and Councillor Burgess

BE IT RESOLVED THAT the Finance and Corporate Services Committee of the Corporation of the Township of Lake of Bays adjourn at 12:22 p.m., to meet again on December 2nd, 2008 at 9:00 a.m. in the Council Chamber of the Township of Lake of Bays Municipal Offices, Dwight, Ontario.

Carried

Chair

Clerk