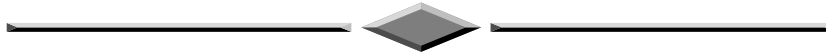


**The Corporation of the Township of Lake of Bays
Finance and Corporate Services Committee Minutes – February 10th, 2009**

MINUTES



There was a regularly scheduled meeting of the Finance and Corporate Services Committee held at 9:00 a.m., on Tuesday, February 10th, 2009 in the Council Chambers of the Township of Lake of Bays Municipal Office, Dwight, Ontario.

Attendance

Chair	Ben Boivin
Mayor	Janet Peake <i>(arrived at 9:17 a.m.)</i>
Committee Members	Nancy Tapley
	Margaret Casey
	Philip Cote
	Ginny Burgess
CAO/Treasurer	Don Chevalier
Clerk	Michelle Percival
Chief Building Official	Stephen Watson
Finance Coordinator	Lynn Andrews
Administrative Assistant	Amanda Masulka

Regrets

Committee Members	Ruth Ross
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1. MEETING CALLED TO ORDER

The meeting was called to order at 9:10 a.m. on February 10th, 2009 by Chair Boivin.

2. APPROVAL OF AGENDA

Resolution # 2/02/10/09

Councillor Cote and Councillor Burgess

BE IT RESOLVED THAT the Finance and Corporate Services Committee Agenda dated February 10th, 2009 be adopted as amended.

Agenda amended as follows:

Additions:

6. REPORTS

- (e) Report re: **Statement of Financial Activity for 11 Months Ended November 30th, 2008**

7. DISCUSSIONS

- (c) Discussion re: Resolution to support Andrew Daniels Fish Stewardship Project for the 2010 G8 Summit

Carried

3. DISCLOSURE OF PECUNIARY INTEREST

Nil

4. APPROVAL OF MINUTES

- (a) Resolution # 4(a)/02/10/09

Councillor Burgess and Councillor Cote

BE IT RESOLVED THAT the Finance and Corporate Services Committee Minutes dated January 13th, 2009 be adopted as amended.

Minutes amended as follows:

Page 9 - 10(a) – CLOSED SESSION - Resolution #10(a)/01/13/09

Removed the following paragraph:

- a meeting was held for the purpose of educating or training the members and at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

Carried

5. DELEGATIONS

Nil

6. REPORTS

- a) Report re: G8 Summit – Muskoka Promotion

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

- This report has been brought forward with the recommendation that Councillors support the following proposed G8 projects:
 - Development of Media Kit and Communications Material;

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- Development of Online Reservation Service;
 - Development and Implementation of Website Enhancements; and
 - Development and Implementation of a Customer Service Training Program for Muskoka Tourism.
- The C.A.O.'s of Muskoka will attend a meeting with Muskoka Tourism and will present a similar report to their Committees and/or Councils.
 - Highlighted that the course of action recommended does not have any direct financial implications for the municipality and that it is anticipated that the projects can be funded through the G8 Summit budget and that a direct contribution to/from the area municipalities is not required.

Resolution #6(a)/02/10/09

Councillor Burgess and Councillor Cote

BE IT RESOLVED THAT the Finance & Corporate Services Committee recommend to the Council of the Corporation of the Township of Lake of Bays that the projects listed in the attached Appendix "A" be approved for submission to the 2010 G8 Summit Local Area Leadership Group and recommended for financial support as district-wide projects that will support and enhance the G8 Summit and serve to promote tourism development in Muskoka and surrounding areas.

Carried

b) Report re: Proposed Grant Policy

The C.A.O./Treasurer advised that staff was directed to produce a proposed grant policy and that this policy can be a starting point. Councillors provided the following input:

- Councillor Tapley suggested that any funding from the municipality should go through Council and/or Finance and Corporate Services Committee.
- Councillors agreed that staff should provide notice of a grant application one (1) Council meeting prior to the request for a decision, whenever possible. The C.A.O./Treasurer suggested that a staff report be e-mailed to Councillors when time does not permit a cycle of Council.
- Councillors requested that "of the granting agency" be added to the end of section 3.8 of the policy.

Resolution #6(b)/02/10/09**Councillor Cote and Councillor Burgess****BE IT RESOLVED THAT the Finance & Corporate Services Committee recommend to the Council of the Corporation of the Township of Lake of Bays the approval of the draft policy for the submission of grant applications as amended.****Carried****c) Report re: Reserve Fund for Building Services**

Steve Watson, Chief Building Official, notified Councillors of the following:

- The Ontario Building Code Act was amended in 2006 to state that “revenue collected from building permits are to be used for the enforcement of the Building Code Act”.
- There is a section in the act that permits establishment of a reserve fund.
- Recommended that the Townships Building Services Department establish a reserve fund of one and a half (1 ½) times its annual operating costs.
- The proposed reserve fund would be used when permit revenues are down and this would prevent the Building Services Department from approaching Council to request funds from the general levy.
- The reserve fund would prevent having to lay-off staff during slow times as it can be difficult to find certified building inspectors.
- The reserve fund could also help fund capital expenditures, training, vehicles, septic re-inspection programs, etc.
- The Township of Lake of Bays is the first municipality to prepare a report of this nature in the Muskoka area.
- The C.A.O./Treasurer suggested that the Building Services Department lower their fees thus there would not be excess revenue.
- The C.A.O./Treasurer advised that he is supporting the reserve; however, he feels that one and a half (1 ½) times its annual operating costs would be excessive.

- The C.A.O./Treasurer suggested a percentage of cost rather than the proposed one and a half (1 ½) and a maximum of a two (2) year reserve rather than the proposed four and a half (4 ½) years.
- Councillors agreed that a reserve would be beneficial; however, there were concerns about raising building permit fees.
- Mr. Watson advised that there is no plan to raise fees in order to receive more funds towards the reserve.
- Mr. Watson pointed out that once the reserve would reach the maximum amount that reserves are allowed to have, a decision would have to be made to lower building permit fees.

Resolution #6(c)/02/10/09

Councillor Tapley 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 the adoption of the draft policy for Building Services Reserve Fund.

Carried.

d) Report re: Budget – 2009 (Draft 1)

Lynn Andrews, Deputy Treasurer presented the following:

- Reviewed page one (1) of the budget in order to provide some input on the new format and advised that page one (1) is net figures.
- In past years the budget would have just presented the current year requested funds; however, the 2009 budget starts with last years approved budget.
- Explained that annualization is largely salary and benefits this year and is created by partial year employees from last year who weren't budgeted for the full year. Therefore their remaining salary amount needs to be added into this years budget.
- Economic impacts are costs that the Township does not have control over such as change in prices on contracts or change in contracts, utility costs, gas or diesel for fleet, etc.

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- Items mentioned above provide the 2009 base budget. Once this is established then requests that will only happen one (1) time are added in. (ie) Human Resources study, Health & Safety study.
- The columns on page one (1) named “Other Impact” and “2009 Requested Budget” are items that Council has more opportunity for consideration.
- The 2009 requested budget is sitting at a 6.76 % levy increase, not including the items for consideration or 8.10 % increase if including all items for consideration.
- The impact per \$100,000 assessment is \$10.00 not including items for consideration and \$12.00 if all items for consideration are included.

Committee discussed the following:

- The public has requested that maintenance of the Dwight outdoor rink be funded by the Township.
- Discussion regarding the request from the Parks, Recreation and Trails Advisory Committee regarding field turf installation at the Lake of Bays arena.
 - Could be used for summer sports (ie) soccer, lacrosse;
 - Will it generate enough revenue to cover the expense of installation and maintenance; and
 - Concerns regarding the field turf documented as generating revenue on the budget when there is no proof that it will.
- Committee discussed and reviewed section two (2) – Notes to Budget Draft B-1.
 - Items impacting the 2009 budget that were not included in the 2008 budget;
 - Statement of Changes - for information purposes; and
 - Library Notes – Library Board has made four (4) changes to their proposed budget.
- Observers made some suggestions and comments.
 - Suggestion that the Township keep a portion of the Ontario Municipal Partnership Fund (OMPF) Grant in a reserve account to assist in next years budget;
 - Concerns regarding whether the Human Resources Study is mandated or discretionary; and
 - Opportunities for funding for proposed sand dome installations.

- Committee reviewed and discussed section three (3) - Service Level Change Requests.
 - Discussions regarding hiring a full time employee for cleaning all municipal buildings in Dwight and whether this employee should be responsible for booking of the Dwight Community Centre;
 - Conversation regarding the requested full time position for parks and arena mostly displacing part time staff;
 - After much discussion Councillors requested that staff provide a more detailed report regarding the proposed field turf installation at the Lake of Bays arena; and
 - Committee agreed on the additional library hours of operation.

- Committee decided to reschedule the next Finance meeting scheduled for March 10th, 2009 to March 3rd, 2009 in order to elaborate on their discussions regarding the budget.

7. DISCUSSIONS

a) **Discussion re: Parks, Recreation & Trails Advisory Committee Resolution for Council's Consideration (Dwight Outdoor Rink)**

Councillor Casey advised that the community has expressed concern that the Dwight outdoor rink could not be utilized as it is not being maintained. The community and Irwin Memorial Public School agree and request that paid maintenance by the Township of Lake of Bays be considered for this rink.

The Parks, Recreation and Trails Advisory Committee suggested that the Finance and Corporate Services Committee consider including the rink as a service upgrade. Councillor Casey pointed out that further discussions need to take place regarding what financial contributions Irwin Memorial School could provide as well as possible funding from Trillium Lakelands.

Councillor Casey suggested that staff prepare a service level change form for budget consideration for this item.

b) **Discussion re: Dickson Residence - Baysville**

Mayor Peake directed staff to devise a process for the Dickson residence by means of a staff report. As proposed by the community, the Township of Lake of Bays should retain the land and ownership and divest the house.

8. CORRESPONDENCE**a) Eleanor Harrison, Reeve, Township of Algonquin Highlands,
Re: Shared Services Agreement**

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

- Staff was to obtain further information regarding the facility costs for the joint servicing with the Township of Algonquin Highlands, such as breakdown of revenue by facility, operating or capital, source of funding, etc.
- The information was requested in October 2007 by e-mail; however, the e-mail had been lost until May 2008.
- The Township of Algonquin Highlands sent an e-mail to the Township of Lake of Bays C.A.O./Treasurer with some details, although the C.A.O./Treasurer requested further details.
- The Township of Algonquin Highlands then sent an invoice for \$30,000 which has not yet been paid as the agreement has not been extended since 2006. The invoice is sitting in accounts payables should Council set up the agreement.
- The Township of Algonquin Highlands then sent a general description stating that the \$30,000 is for operating costs; however, no breakdown of amounts were received.
- Committee agreed that a meeting with the Township of Algonquin Highlands would be beneficial. Therefore, Councillor Casey, Councillor Ross, Mayor Peake and the C.A.O./Treasurer will set up a meeting with the Township of Algonquin Highlands in March.

**b) William L. Mitchell, C.A.O., Township of Algonquin Highlands,
Re: Shared Services Agreement**

See item #8(a) above.

**c) Staci O'Meara, District Municipality of Muskoka, Re: Municipal
Opportunities for Growth and Competitiveness March 13th, 2009**

Staff inquired who would be interested in attending the seminar in order to reserve seats. Councillor Tapley, Councillor Burgess, Councillor Cote, the Township of Lake of Bays C.A.O./Treasurer and Planner will be attending.

The District Municipality of Muskoka may charge a cost of \$10.00 - \$20.00 depending on the amount of people registered and the Township of Lake of Bays will cover these costs, if necessary.

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The agenda includes discussions regarding the G8 Summit, economy, review of growth study findings, etc.

9. UNFINISHED BUSINESS

a) Provincial-Municipal Fiscal and Service Delivery Review

The C.A.O./Treasurer advised that he has a report to submit from a previous meeting regarding the Provincial-Municipal Fiscal and Service Delivery Review.

6. REPORTS

e) Report re: Statement of Financial Activity for 11 Months Ended November 30th, 2008

This item was deferred to the March 3rd, 2009 Finance and Corporate Services Committee meeting.

7. DISCUSSIONS

c) Discussion re: Resolution to Support Andrew Daniels Fish Stewardship Project for the 2010 G8 Summit

This item was deferred to the Council meeting of February 10th, 2009.

10. CLOSED SESSION

Nil

11. BUSINESS ARISING FROM CLOSED SESSION

Nil

12. ADJOURNMENT

Resolution # 12/02/10/09

Councillor Casey and Councillor Tapley

BE IT RESOLVED THAT the Finance and Corporate Services Committee of the Corporation of the Township of Lake of Bays adjourn at 12:45 p.m., to meet again on March 3rd, 2009 at 9:00 a.m. in the Council Chamber of the Township of Lake of Bays Municipal Offices, Dwight, Ontario.

Carried

Chair

Clerk