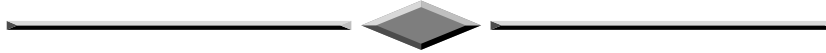


**The Corporation of the Township of Lake of Bays
Finance and Corporate Services Committee Minutes – January 13th, 2009**

MINUTES



There was a regularly scheduled meeting of the Finance and Corporate Services Committee held at 9:00 a.m., on Tuesday, January 13th, 2009 in the Council Chambers of the Township of Lake of Bays Municipal Office, Dwight, Ontario.

Attendance

Chair	Ben Boivin
Mayor	Janet Peake (arrived at 9:12 a.m.)
Committee Members	Ruth Ross
	Nancy Tapley
	Margaret Casey
	Philip Cote
	Ginny Burgess
CAO/Treasurer	Don Chevalier
Clerk	Michelle Percival
Administrative Assistant	Carrie Sykes

1. MEETING CALLED TO ORDER

The meeting was called to order at 9:05 a.m. on January 13th, 2009 by Chair Boivin.

2. APPROVAL OF AGENDA

Resolution # 2/01/13/09

Councillor Cote and Councillor Burgess

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

Agenda amended as follows:

Additions:

8. CORRESPONDENCE

- b) **Mike Gooch, Chairperson, Muskoka/Parry Sound Chapter of the Ontario Building Official Association (OBOA), re: 53rd Annual Meeting and Training Session (AMTS).**

Carried.

3. DISCLOSURE OF PECUNIARY INTEREST

Nil

4. APPROVAL OF MINUTES**(a) Resolution # 4(a)/01/13/08**

Councillor Burgess and Councillor Cote

BE IT RESOLVED THAT the Finance and Corporate Services Committee Minutes dated December 2nd, 2008 be adopted as circulated.

Carried.

5. DELEGATIONS

- a) 9:15 a.m. James Murphy, General Manager SAVOUR Muskoka
re: Community Input and Support – 2008 Status Update

Mr. Murphy spoke to the committee about promoting a culinary tourism marketing initiative. The following items were highlighted:

- **SAVOUR Muskoka is about promoting our culinary identity from the local farmers and producers to our local restaurants and markets;**
- **Funded currently through a three year assistance program to be used toward self sustainability from FedNor (unique multi-project, multi-funded with different percentages of funding) and a one year grant from Trillium to be used toward marketing;**
- **Coordinating information and bridging the gap between local farmers/producers and the kitchen;**
- **Offer showcasing opportunities such as Field to Fork Festivals, community events such as farmers markets, six episode series on Cogeco Television entitled Farmers and Restaurant following local food from the farm to the chef preparing a meal using that locally produced food;**
- **Working on an annually updated culinary map that would denote members farms, restaurants, etc and would incorporate local events and farmers markets;**
- **Working towards integrating agriculture and tourism through education;**

- **Looking for feedback from Council and members of the community with respect to how SAVOUR Muskoka can compliment the township and community;**
- **Currently holding six member meetings a year;**
- **Involved with a breakfast program at local high schools;**
- **Trying to keep the children in the region and be proactive to show farming and tourism are not bad career choices and the many available opportunities;**
- **Currently 6 or 7 members from the Lake of Bays area (garlic farmers, restaurants, etc but still no dairy farmers);**
- **Creating awareness about cattle and lamb producing – provided some important history on the area with regards to our world famous lamb;**

Committee members provided some suggestions with respect to working with other tourism organizations to extend SAVOUR Muskoka's marketing scope and funded dollars.

The following items were requested:

- ✓ A list of current members that could provide the community with local products and produce;
- ✓ Review of culinary map prior to it being printed;

Mr. Murphy acknowledged that people interested in SAVOUR Muskoka could contact him directly at (705) 646-7118 or through the website www.savourmuskoka.com.

Chair Boivin thanked Mr. Murphy for attending and providing the township with information about his program.

6. REPORTS

a) **Report re: Analysis of Insurance and Legal Expenditures**

The C.A.O./Treasurer noted that this report was requested after the 2007 audit and pointed out the balance between the positive total in insurance expenditures and the negative total in legal expenditures.

b) **Report re: Workwell – Health and Safety Audit**

The C.A.O./Treasurer advised that the Workplace Safety and Insurance Board of Ontario (WSIB) conducted a Workwell Audit on December 18th, 2008 and that the municipality was unable to achieve a passing grade of 75%. The municipality has six months to improve their health and safety program after which a second audit will be conducted.

The C.A.O./Treasurer proposed a partnership with the Township of Muskoka Lakes through the hiring of an occupational health and safety consultant, Mr. Jon Harper.

Discussion was held amongst the committee with respect to the importance of this matter and their firm support to engage the services of a health and safety consultant.

Committee members were advised that health and safety policies will be coming forward for Council approval during the next six months.

It was noted that the municipality has not necessarily been negligent in this regard just that subsequent to the many changes in WSIB regulations since 1994, when the township initially passed the Workwell Audit, the municipality now just needs to meet the current standards.

Committee members supported the following resolution:

Resolution #6(b)/01/13/09

Councillor Tapley and Councillor Ross

BE IT RESOLVED THAT the Finance & Corporate Services Committee recommend to the Council of the Corporation of the Township of Lake of Bays engage Jon Harper as its Occupational Health and Safety Consultant for a six-month period at a projected cost of \$30,000; and

Further, that the projected costs be included in the 2009 budget.

Carried.

c) Report re: Human Resource Project

The committee was advised that thirteen valid RFP's were received and reviewed by the Clerk and C.A.O./Treasurer and that the costs varied from \$29,000 to \$174,000.

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

- The selected individual was the lowest bid, had excellent qualifications and came with positive references;
- Project can't start until March with estimated 18 months to complete;
- Half of the funding for this project is available through FedNor

Resolution #6(c)/01/13/09**Councillor Burgess and Councillor Cote**

WHEREAS requests for proposal #2008-16 for the provision of professional consulting services for a Human Resource Project including Compensation and Pay Equity; Organizational Review and Succession Plan were received and opened in the following manner:

Where: Township of Lake of Bays Municipal Office Council Chambers;
When: November 24th, 2008 at 3:05 pm.; and
Who: Don Chevalier, CAO/Treasurer, Michelle Percival, Municipal Clerk, were in attendance.

AND WHEREAS the following bids were received:

Bidders	Consulting Fees \$	Expenses \$	* Total \$
Admindesk - Orillia	153,000	Included	153,000
Associum Consultants – Toronto	36,300	6,888	43,188
E. Dean Associates – Meaford	72,474	7,655	80,129
HR on Demand - Toronto	97,200	7,500	104,700
J. Edward Clarke & Associates – Peterborough	47,910	10,252	58,162
LSM Consulting –Toronto	138,510	3,240	141,750
Pat O'Connor & Associates - Toronto	72,000	5,000	77,000
RA Young – Sudbury	26,500	3,000	29,500
ROCG Consulting – Bowmanville	66,475	6,455	72,930
Sam Hamilton & Company – London	174,919	Included	174,919
Templeman Consulting Group - Belleville	29,520	2,650	32,170
The Employees Choice – Brampton	32,000	3,800	35,800
The Osborne Group – Toronto	54,000	5,626	59,626

*note – Totals do not include GST

BE IT RESOLVED THAT the Finance and Corporate Services Committee recommends that the Council of the Corporation of the Township of Lake of Bays accept the bid from RA Young for the provision of professional consulting services for a Human Resource Project including Compensation and Pay Equity; Organizational Review and Succession Plan in the amount of \$29,500 plus GST.

Carried.

d) Report re: Unbudgeted Expenditures (2008)

The C.A.O./Treasurer briefly reviewed the items and was asked to provide more information to Councillor Ross with regard to the culvert replacement on Bellwood Acres Road.

e) Report re: Ontario Municipal Partnership Fund

The C.A.O./Treasurer advised that the municipality's 2007 Financial Information Return will be filed within the week and subsequently the 2009 Ontario Municipal Partnership Fund will be calculated.

It is anticipated that the same 2008 funding levels will be achieved as a minimum although it was noted that this funding will be reduced at some point and Council should look at how they can lessen the impact when the time comes.

The C.A.O./Treasurer advised that a special budget meeting will be held in the next week to review draft one of the budget and the financial statements.

7. DISCUSSIONS

a) Discussion re: G8 Summit 2010

i) Ben Boivin, re: Regional Fish Stewardship

Chair Boivin advised that the George Daniels Fish Stewardship Committee would like to expand their vision and scope to include most of Muskoka, although current funding is only accessible for fish in Lake of Bays they would like to make application for Global funding and may require general support by resolution from the Township of Lake of Bays Council.

A short break was held between 10:10 a.m. and 10:20 a.m.

**ii) Michael Lawley, Executive Director, Muskoka Tourism,
re: Potential Regional Tourism G8 Projects**

The C.A.O./Treasurer advised that the projects listed in Michael Lawley's correspondence were just tentative at this time and a staff report will be coming forward at a later date.

b) Discussion re: Mayor's Golf Fund Application

The Recreation and Community Coordinator advised that the Dwight Winter Carnival Committee has applied for \$2,000 of funding from the Mayor's Golf Fund to go towards the Kid's Kapers and Princess Pageant for the 39th annual Dwight Winter Carnival.

There was good support for the application of funding and the following resolution was passed:

Resolution #7(b)/01/13/09

Councillor Burgess and Mayor Janet Peake

BE IT RESOLVED THAT the Finance & Corporate Services Committee recommends to the Council of the Corporation of the Township of Lake of Bays allocate \$2,000 to the Dwight Winter Carnival for the purposes of supporting the Princess Pageant and Kid's Kapers for the 2009 Carnival from the Mayor's Golf Tournament Fund.

Carried.

8. CORRESPONDENCE

a) Kent McDonald, re: Proposed Echo Valley Park

Committee discussed the correspondence received from Mr. McDonald that was published in the editorial section of the Huntsville Forester.

Staff was directed to respond to Mr. McDonald.

b) Mike Gooch, Chairperson, Muskoka/Parry Sound Chapter of the Ontario Building Official Association, re: 53rd Annual Meeting and Training Session.

The Chief Building Official (C.B.O.) advised the committee that the Muskoka/Parry Sound Chapter of the Ontario Building Official Association (OBOA) will be hosting the 53rd Annual Meeting and Training Session at Deerhurst Resort in Huntsville on October 4th to the 7th, 2009.

A brief description of the training session was provided and the C.B.O. noted he is responsible within the OBOA to seek sponsorship for up to 60 exhibitors for the trade show.

Finance and Corporate Services Committee Meeting Minutes – January 13th, 2009

The C.B.O. requested sponsorship from the Township of Lake of Bays in the amount of \$5,000 and highlighted the following:

- That this was the first time in 50 years that this event has been held here locally;
- That without sponsorship, individuals interested in attending the training sessions, etc would be looking at a cost of \$1,500;
- The building department will remain open during the event and inspections will be covered for those days in the mornings and evenings.
- Council is invited to attend the event;
- Around 200 letters are going out this week asking for support.

Discussion was held about the event and committee members expressed how pleased they were to see it hosted in our area and general support was acknowledged.

Resolution #8(b)/01/13/09**Councillor Cote and Councillor Burgess**

BE IT RESOLVED THAT the Finance & Corporate Services Committee recommends to the Council of the Corporation of the Township of Lake of Bays consider a sponsorship of \$5,000 towards the 53rd Annual Meeting and Training Sessions of the Ontario Building Officials Association in the 2009 budget considerations.

Carried.

9. BUSINESS ARISING

- a) Grant Application Process
- b) Provincial-Municipal Fiscal and Service Delivery Review

The C.A.O./Treasurer noted that these items under Business Arising are outstanding items from previous meetings and will be addressed in the near future.

10. CLOSED SESSION

- a) **Resolution #10(a)/01/13/09**

Councillor Tapley 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 & Corporate Services Committee for the Corporation of the Township of Lake of Bays will convene in Closed Session for discussion regarding:

- personal matters about an identifiable individual, including municipal or local board employees;
- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

Carried.

b) **Resolution #10(b)/01/13/09**

Councillor Tapley and Councillor Ross

BE IT RESOLVED THAT the Finance & 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 # 12/01/13/09

Councillor Ross 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 11:38 a.m., to meet again on February 10th, 2009 at 9:00 a.m. in the Council Chamber of the Township of Lake of Bays Municipal Offices, Dwight, Ontario.

Carried.

Chair

Clerk