

**THE CORPORATION OF THE TOWNSHIP OF BROCK**

**MUNICIPAL ADMINISTRATION BUILDING**

**FINANCE COMMITTEE**

**SESSION TWO**

**MONDAY, FEBRUARY 13, 2006**

The Second Meeting of the Finance Committee of the Township of Brock, in the Regional Municipality of Durham, was held on Monday, February 13, 2006, in the Municipal Administration Building Council Chamber.

Members present:	Mayor:	Keith Shier
	Regional Councillor:	Larry O'Connor
	Councillors:	Karen Windatt
		John Grant
		Reg Starr
		Debbie Bath
		Allan Simpson

Staff Members present:	Clerk-Administrator George S. Graham (recording the minutes)
	Deputy Clerk-Administrator Thomas G. Gettinby
	Clerk-Stenographer Susan Creighton
	Treasurer Michael Legge

**I. CALL TO ORDER**

Chair Reg Starr called the meeting to order at 1:42 p.m.

**II. CONFIRMATION OF MINUTES**

(1) 1st meeting - January 16/06

**Resolution No. 1-2**

MOVED BY Larry O'Connor that the minutes of the 1st meeting of the Finance Committee as held on January 16, 2006, be adopted as typed and circulated.

**MOTION CARRIED**

Mayor Keith Shier declared a pecuniary interest with respect to Department 30 – General Administration as his out of township expenses are being paid on this voucher. He refrained from taking part in any discussions and/or voting in this regard.

Councillor Debbie Bath declared a pecuniary interest with respect to Department 30 – General Administration as she is being reimbursed for a DVD player that she purchased on behalf of the municipality. She refrained from taking part in any discussions and/or voting in this regard.

**III. HEARING OF DEPUTATIONS**

**1:30 p.m.** – McCaskill's Mills SCC, Lisa Schummer – request for reconsideration of Charity Golf Tournament Proceeds (refer to Communication #116/06 attached)

Lisa Schummer and Margaret Munro attended on behalf of the McCaskill's Mills School Community Council (SCC) to request that the committee reconsider the SCC's request for 2005 golf tournament funding. Mrs. Schummer thanked the committee for the opportunity to speak to them, explaining that the SCC is a not for profit, unincorporated group of parents whose executive is elected yearly from those member parents. The SCC has a separate bank account which is overseen by the DDSB. In making application for 2005 golf tournament funds, the SCC felt that they met the criteria in that the project is a capital project and would serve a large number of youth. It was noted that the current student population at McCaskill's Mills P.S. is 465 and that 87 children from all of Brock Township and surrounding areas are enrolled in the French Immersion Program. The playground equipment, for which the monies requested would assist in purchasing, would serve non-school age children as well, due to the subdivisions in close proximity to the new school. It was noted that some of the playground equipment in MacLeod Park is

isolated for use by small children. The SCC has fundraised and currently has \$10,000.00 in their account. \$2500.00 of this amount will assist with the Grade 8 graduation with another \$600.00 + having been committed to bussing the students to the Sunderland Music Festival.

Margaret Munro advised that the SCC works hard to provide extra school activities/materials and that school playground equipment is an item that the DDSB will not pay for. The existing playground equipment will be moved from its present location to the new school to be placed in a junior play area, with the new equipment to be set up in a separate area for the senior students. The SCC is currently working on a collaborate agreement with the Cannington Lions Club for Trillium Funding and the Horticultural Society has had a committee formed for the past two years to partner with the SCC insofar as landscaping the new school grounds, another item that the DDSB will not pay for. Chair Starr advised that when he and Mayor Shier attended the annual general meeting of the Horticultural Society, the landscaping partnership was confirmed. Ms. Munro advised that the playground equipment is very expensive and that the SCC struggles to meet their annual commitments, therefore it is their hope that they might benefit from the golf tournament proceeds for the purchase of the equipment.

Mayor Keith Shier commented that golf tournament proceeds have not been previously donated to schools to which Mrs. Schummer advised that last year proceeds were donated to Brock High School, thus setting a precedent insofar as donations to schools. Ms. Munro commented that in the past the DDSB has paid for playground equipment, however this is no longer the case. Mayor Shier stated that this is unfortunate and unfair and that he would be willing to support a motion or put forth a motion to reconsider the SCC application in this regard. He suggested that the Golf Tournament Committee may need to review their grant policy as there could be need in areas not previously addressed.

Regional Councillor Larry O'Connor thanked the deputation for attending, advising that the Golf Tournament Committee is a volunteer committee and that the appeal in this regard should have been directed to them. He commented on the few applications for funding received this year by the Committee and that the Sunderland Day Care Centre's previous application for funding for playground equipment was also denied. Mrs. Schummer advised that she had been advised that the Golf Tournament Committee was under the umbrella of the Finance Committee and so they submitted their request to the Finance Committee. Regional Councillor O'Connor reiterated that it may be time to review the funding criteria, to which Mrs. Schummer agreed that the SCC feels that some ineligible groups received funding and that the criteria should be followed. She advised further that she has heard area sports groups asking when the municipality is going to start and finance their team uniforms as the result of monies being donated to Brock High for team uniforms. Ms. Munro commented that team uniforms can have a short life and benefit a minimal number of kids whereby playground equipment would benefit many children over the long term.

Councillor John Grant commented on the success of the golf tournaments and the difficulty in receiving applications for consideration. He expressed his support for the review of the criteria to meet the needs of the community and possibly generate more applications. He thanked the deputation for bringing this matter to the attention of the committee.

Councillor Grant enquired whether the DDSB will not purchase or maintain the playground equipment and was advised that the SCC is solely responsible for the purchase and maintenance of playground equipment. Councillor Grant enquired whether the DDSB assumes ownership and therefore liability once the equipment is placed on their property and was advised by Mrs. Schummer that a sign is posted that the playground is not supervised when the school is closed. Councillor Grant strongly recommended that the SCC obtain legal advice regarding liability in this regard.

#### Resolution No. 2-2

MOVED BY Debbie Bath that Brock Township Finance Committee requests the Township of Brock Golf Tournament Committee review the criteria for funding from the proceeds of the golf tournament. Also, as discussed previously at committee level, that in their review process, the committee look at the possibility of considering a second round of applications to be inclusive of the complete Township of Brock area.

Councillor Debbie Bath spoke to the resolution advising that the Golf Tournament Committee was formed 8 years ago as the result of the success of the golf tournament and that many groups have benefited from proceeds raised through the tournament. Requests for funding are reviewed each fall following which a recommendation to council is submitted. To date the process has worked well, however not everyone can be funded. Councillor Bath advised that the Family and Community Action Program application, previously questioned by the deputation, was denied. Councillor Bath also stressed that the SCC ensure they are free of liability issues before any playground equipment is installed, and that the equipment to be installed will not be obsolete in a short time span. Councillor Bath addressed the inference by the deputation with respect to a possible conflict, advising that members of council are involved with many community groups. She advised further that the golf tournament funding criteria was previously discussed in an effort to accommodate the applications being received, noting further that if the SCC application is reconsidered, then it will be necessary to reconsider further applications which might be received.

Mayor Keith Shier advised he will support this motion and if it passes, withdraw the motion he has submitted. He enquired how much there is in the golf tournament fund and was advised approximately \$4600.00.

Resolution No. 2-2

MOVED BY Debbie Bath that Brock Township Finance Committee requests the Township of Brock Golf Tournament Committee review the criteria for funding from the proceeds of the golf tournament. Also, as discussed previously at committee level, that in their review process, the committee look at the possibility of considering a second round of applications to be inclusive of the complete Township of Brock area.

MOTION CARRIED

Mrs. Schummer advised that the information contained within her letter referencing the grant received by the Family and Community Action Program was an archival research of the Brock Citizen over the past three years. She further advised that the participation of council in the community is appreciated and that she realizes they wear many hats, stating further that there should be a process in the case of a conflict or the perception of a conflict.

Chair Reg Starr encourage the SCC to make application for funding from the 2006 golf tournament.

Resolution No. 3-2

MOVED BY Debbie Bath that we recess for 5 minutes at 2:19 p.m.

MOTION CARRIED

Chair Reg Starr reconvened the meeting at 2:35 p.m. with the same members of committee and staff in attendance.

IV. PETITIONS - N I L

V. COMMUNICATIONS REFERRED OR SUBMITTED TO COMMITTEE

- 91 mpac – update on status of legislation regarding managed forest properties
- 99 Deloitte – audit plan for the year ended December 31, 2005
- 225 Ministry of Finance and Ministry of Municipal Affairs and Housing - announcing release of the Ontario Municipal Partnership Fund allocations for 2006

Councillor Debbie Bath commented that communication 225 appears to be a basic announcement to which the Treasurer advised in the affirmative, however that he has since received confirmation that the municipality is to obtain \$21,000.00 more this year than in 2005 based on an increase in households and because of our rural designation.

Councillor Bath commented on the positive impact this allocation will have on the 2006 budget.

247 Durham Clerk's Department – The Detailed Timetable for the 2006 Regional Business Plans, Detailed Budgets and Public Notification Provisions

251 AMO – Alert re: *Province Announces Improvements to OMPF*

257 Durham Clerk's Department – By-law #04-2006 – special annual levies re: *Tile Drainage Act*

Resolution No. 4-2

MOVED BY Larry O'Connor that the Finance Committee receive and file correspondence # 91, 99, 225, 247, 251 257.

MOTION CARRIED

167 Gabi von Gans – request for sponsorship for 25th Anniversary Show

\*175 Showcase – Newspaper Advertising – Full Page

Deputy Clerk-Administrator Thomas Gettinby advised that the municipality may use this publication when placing 2006 municipal election advertisements.

176 Brock Citizen – Business & Commerce 2006 – soliciting advertising

Resolution No. 5-2

MOVED BY Keith Shier that communications 167, 175 and 176 be received.

MOTION CARRIED

\*Resolution No. 7-2

MOVED BY Larry O'Connor that the Finance Committee refer correspondence # 175 to staff for consideration by staff for the purposes of the 2006 municipal election.

MOTION CARRIED

296 Cannington Figure Skating Club – request to decrease ice time

Councillor Debbie Bath requested clarification with respect to our ice time cancellation policy and was advised that the policy is on the back of the ice rental contract which is signed, and in this case the Club has committed to ice time from 4 until 6:50 p.m. each Tuesday, Wednesday and Thursday, during the ice season. They have the option of canceling ice time with two weeks notice, but unless that cancelled time can be rebooked, the Club must still pay for the time. A letter reminding our arena user groups of this policy was sent out at the start of the ice season.

Councillor Bath enquired respecting the number of hours booked for use vs. those to be cancelled and does this compare to ice time booked by the Sunderland and Beaverton Figure Skating Clubs? The Treasurer advised that the Club is asking to cancel 2 of their 9 weekly hours and that the total time booked is likely comparable to the Sunderland and Beaverton Clubs although he would have to confirm this.

Councillor John Grant enquired as to the financial implications which would result if the ice time was cancelled and was advised it would be a loss of \$1000.00 to \$1100.00. Councillor Grant further advised that a group would need a good reason to be released from their contract in this regard unless they are able to sublet the ice time, to which the Treasurer advised that this is the hardest time of the year to sublet ice as demand is dropping, especially in light of the mid week time slot.

Councillor Grant enquired whether the club is up-to-date with their accounts and was advised that their commitments are currently being met on time.

Regional Councillor Larry O'Connor enquired whether municipal staff actively market available ice time and was advised that this is undertaken by arena staff, reiterating that if the time slot were during a weekend, that it would be much easier to sublet. Regional Councillor O'Connor suggested that a letter be sent to arena users advising of available ice time in an effort to fill the time requested for cancellation. The Clerk-Administrator confirmed that this will be undertaken by staff.

Councillor Debbie Bath commented that our arena staff are aware of who is looking for ice time, however that due to there being two ice pads in Uxbridge, that the call for out of town ice has diminished and that perhaps this is cause for the Facilities Coordinator to actively pursue the sale of off time ice. She further commented that the Brock High School might be interested in this time slot for their varsity hockey.

Councillor John Grant enquired when this policy was implemented and was advised it has been in effect for a number of years, however it has only just started to be strictly enforced. Councillor Grant suggested that the reduced hours be together in order to try and make the ice time more saleable.

Councillor Allan Simpson enquired where the 2006 ice contract is as the contract before the committee is dated October 2005 – March 2005. He was advised that there is an error in the contract dates and that they should read October 2005 – March 2006, to which Councillor Simpson commented that technically due to this error there is no existing contract.

#### Resolution No. 6-2

MOVED BY Larry O'Connor that the Finance Committee refer correspondence # 296/06 to staff to follow-up and try to market the ice time on behalf of the user groups to create options but affirm their obligation.

#### MOTION CARRIED

Regional Councillor O'Connor commented on the need to work with our arena user groups and try to market available ice time. He suggested there might be an opportunity during the upcoming dog sled event.

Councillor Karen Windatt advised of her support for the motion, commenting that marketing of the ice time by the Cannington Figure Skating Club could be likened unto a form of fundraising by the Club.

Councillor Debbie Bath commented that the motion supports the existing policy and reiterated the need for staff to contact Mr. Heatly at Brock High School regarding use of this time slot. She also suggested that Sunderland Ringette be contacted especially in light of the upcoming provincial competition as they might be able to use additional ice time. She stressed that the onus not be removed from the Cannington Figure Skating Club.

Mayor Keith Shier expressed support for the motion advising that we cannot absolve the Club of their contractual obligation and reminding the committee of the public's user pay message.

Councillor Allan Simpson enquired as to what time of the bookings specifically does the Club wish to decrease, and was advised by the Treasurer that we do not know this information, however that the Club would likely be flexible in this regard.

#### VI. REPORTS OF SUBCOMMITTEES - N I L

VII. GENERAL ITEMS & ENQUIRIES

## (1) Payment of Accounts

Resolution No. 8-2

MOVED BY Debbie Bath that Department No. 10 of the transaction listing dated February 8, 2006 being the Statement of Accounts Payable for the Beaverton Arena in the amount of \$9,943.45 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Mayor Keith Shier asked what detector tubes are and was advised by the Treasurer that they are an item with a shelf life, used to detect ammonia leaks.

Resolution No. 9-2

MOVED BY Debbie Bath that Department No. 11 of the transaction listing dated February 8, 2006 being the Statement of Accounts Payable for the Cannington Arena in the amount of \$39,130.18 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Mayor Keith Shier enquired how much longer debenture payments for the Cannington Arena will be made and was advised they will carry on until 2012.

Resolution No. 10-2

MOVED BY Debbie Bath that Department No. 12 of the transaction listing dated February 8, 2006 being the Statement of Accounts Payable for the Sunderland Arena in the amount of \$11,056.46 be approved and the Treasurer be authorized to pay same.

MOTION CARRIEDResolution No. 11-2

MOVED BY Karen Windatt that Department No. 20 of the transaction listing dated February 8, 2006 being the Statement of Accounts Payable for the Building Department in the amount of \$248.72 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Regional Councillor Larry O'Connor enquired whether staff review existing cell phone plans in light of changing technology and various plans. The Clerk-Administrator advised that it has been some time since a review has been undertaken, however that our current provider keeps us well informed of new initiatives/incentives which usually involves new telephones and a three year commitment, however that it should be noted that the system available also provides a two-way alternative.

Regional Councillor O'Connor suggested that staff look at other providers with respect to cell phones.

Resolution No. 12-2

MOVED BY Karen Windatt that Department No. 21 of the transaction listing dated February 8, 2006 being the Statement of Accounts Payable for Canine Control in the amount of \$1,996.46 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 13-2

MOVED BY Karen Windatt that Department No. 22 of the transaction listing dated February 8, 2006 being the Statement of Accounts Payable for By-law Enforcement in the amount of \$70.75 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Regional Councillor Larry O'Connor enquired whether municipal staff use pagers and was advised that it is just members of the Fire Department who currently have pagers.

Resolution No. 14-2

MOVED BY Karen Windatt that Department No. 23 of the transaction listing dated February 8, 2006 being the Statement of Accounts Payable for Livestock Claims/Fenceviewers in the amount of \$1,940.80 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 15-2

MOVED BY Karen Windatt that Department No. 25 of the transaction listing dated February 8, 2006 being the Statement of Accounts Payable for the Fire Department in the amount of \$21,809.29 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Mayor Keith Shier and Councillor Debbie Bath declared pecuniary interests with respect to Department 30, and therefore refrained from taking part in any discussions and/or voting in this regard.

Resolution No. 16-2

MOVED BY John Grant that Department No. 30 of the transaction listing dated February 8, 2006 being the Statement of Accounts Payable for General Administration in the amount of \$51,427.38 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Councillor John Grant requested an explanation with respect to the Sunderland Legion bingo rebate and was advised that by previous resolution, the local legions are eligible to be rebated one half of their annual bingo lottery fees. Currently the Sunderland Legion is the only legion taking advantage of this option. Councillor Grant advised that he will revisit this item later in the meeting.

Resolution No. 17-2

MOVED BY Debbie Bath that Department No. 35 of the transaction listing dated February 8, 2006 being the Statement of Accounts Payable for the Parks Department in the amount of \$3,688.21 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 18-2

MOVED BY Keith Shier that Department No. 36 of the transaction listing dated February 8, 2006 being the Statement of Accounts Payable for Brock Library Board, in the amount of \$35,763.40 be received for the information of the committee.

MOTION CARRIED

Resolution No. 19-2

MOVED BY Debbie Bath that Department No. 37 of the transaction listing dated February 8, 2006 being the Statement of Accounts Payable for Grants, Manilla & Wilfrid Halls in the amount of \$2,183.41 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 20-2

MOVED BY Allan Simpson that Department No. 40 of the transaction listing dated February 8, 2006 being the Statement of Accounts Payable for the Roads Department in the amount of \$412,068.66 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 21-2

MOVED BY Allan Simpson that Department No. 45 of the transaction listing dated February 8, 2006 being the Statement of Accounts Payable for Public Buildings in the amount of \$21,485.42 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 22-2

MOVED BY Allan Simpson that Department No. 55 of the transaction listing dated February 8, 2006 being the Statement of Accounts Payable for the Sidewalks Department in the amount of \$700.87 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 23-2

MOVED BY Allan Simpson that Department No. 56 of the transaction listing dated February 8, 2006 being the Statement of Accounts Payable for Parking Lots/Traffic Control in the amount of \$22,974.80 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 24-2

MOVED BY Allan Simpson that Department No. 58 of the transaction listing dated February 8, 2006 being the Statement of Accounts Payable for the Garbage Department in the amount of \$320.00 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 25-2

MOVED BY Karen Windatt that Department No. 59 of the transaction listing dated February 8, 2006 being the Statement of Accounts Payable for the Streetlights in the amount of \$15,224.79 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Councillor John Grant enquired into the nature of the work undertaken by Steve Dawson in conjunction with streetlighting repairs on the north side of the Beaverton Harbour, and was advised it was 8 hours of back hoe work required by Veridian, however that the municipality arranged for the works and paid Mr. Dawson directly to avoid Veridian's mark-up costs.

Resolution No. 26-2

MOVED BY Allan Simpson that Department No. 61 of the transaction listing dated February 8, 2006 being the Statement of Accounts Payable for the Beaverton Medical Centre in the amount of \$2,243.90 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 27-2

MOVED BY Larry O'Connor that Department No. 70 of the transaction listing dated February 8, 2006 being the Statement of Accounts Payable for the Planning and Development Department in the amount of \$2,046.08 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 28-2

MOVED BY Keith Shier that Department No. 90 of the transaction listing dated February 8, 2006 being the Statement of Accounts Payable for Human Resources & Skills Development Canada in the amount of \$13,618.37 be received for the information of the committee.

MOTION CARRIED

Resolution No. 29-2

MOVED BY Keith Shier that Department No. 96 of the transaction listing dated February 8, 2006 being the Statement of Accounts Payable for North Durham Homelessness in the amount of \$7,341.15 be received for the information of the committee.

MOTION CARRIED

(2) Michael Legge, Treasurer – Report 2006-FI-01 – Georgina Hall

Treasurer Michael Legge advised that a late invoice has been received from the Town of Georgina with respect to repairs undertaken at the Port Bolster Hall and authorization of the committee is required to withdraw \$6,855.94 from the Port Bolster Hall Reserve Fund to offset the invoice received.

Councillor John Grant enquired as to the nature of the work undertaken at the Hall and was advised that part of the work was in the kitchen area, however details of all the work is pending and until these details are received, the funds will not be released.

Councillor Debbie Bath advised that \$2500.00 per year is put into reserve for the Port Bolster Hall and that it has been some time since funds from this account have been advanced.

The Treasurer advised that likely due to the time that has passed since last advancing funds to the Town of Georgina for this facility that it has been an oversight on the part of Georgina in not advising Brock of works to be undertaken at the hall in order that the work could be included within the yearly Brock budget. He does not foresee this oversight repeating itself..

Resolution No. 30-2

MOVED BY Larry O'Connor that the Finance Committee authorize the Treasurer to draw from the Port Bolster Hall Reserve Fund an amount of \$5,855.94 to offset the cost of the Town of Georgina Invoice No. 0010556 for Port Bolster Hall Renovations, as per Finance committee Report No. 2006-FI-01.

MOTION CARRIED

(3) Mayor Keith Shier – Voucher – Department 40 – Uxbridge Winter Patrol Workshop

Mayor Keith Shier requested an explanation for the payment made to the Township of Uxbridge for the Uxbridge Winter Patrol Workshop and was advised it was a two day

workshop hosted by the Township of Uxbridge that 8 public works staff attended at a cost of \$170.00 per person.

(4) Councillor John Grant – Legion Bingo Lottery Rebate

At the request of Councillor John Grant, the Clerk-Administration reiterated the policy with respect to bingo lottery rebates to our local legions.

Councillor Debbie Bath commented that in view of the fact that our legions are struggling financially, she is not in favour of revisiting this policy.

Following a brief discussion, Councillor Grant agreed there is no need to pursue this matter further at this time.

(5) Public Questions and Clarification

There were no public questions for clarification.

VIII. ADJOURNMENT

Resolution No. 31-2

MOVED BY Larry O'Connor that we do now adjourn at 4:20 p.m.

MOTION CARRIED

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
SECRETARY