

THE CORPORATION OF THE TOWNSHIP OF BROCK

MUNICIPAL ADMINISTRATION BUILDING

FINANCE COMMITTEE

SESSION SIX

MONDAY, MAY 15, 2006

The Sixth Meeting of the Finance Committee of the Township of Brock, in the Regional Municipality of Durham, was held on Monday, May 15, 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)
	Clerk-Stenographer Susan Creighton
	Treasurer Michael Legge

I. CALL TO ORDER

Chair Reg Starr called the meeting to order at 11:45 a.m.

II. CONFIRMATION OF MINUTES

- (1) 4th meeting – April 10/06
- (2) 5th meeting – May 1/06

Resolution No. 1-6

MOVED BY Larry O'Connor that the minutes of the 4th and 5th meetings of the Finance Committee as held on April 10 and May 1, 2006, respectively, be adopted as typed and circulated.

MOTION CARRIED

Chair Reg Starr requested that following the Finance Committee Meeting that committee members stay for the preview of the presentation which will be made by the Treasurer at the May 24 public meeting respecting the 2006 municipal budget.

III. HEARING OF DEPUTATIONS – N I L

IV. PETITIONS – N I L

V. COMMUNICATIONS REFERRED OR SUBMITTED TO COMMITTEE

748 AMCTO – *AMCTO Express...* April 5, 2006

760 mpac – update on changes to mpac as part of response to the Report of the Ombudsman of Ontario

Councillor Debbie Bath commented she is pleased to see that MPAC is responding to the changes outlined in the Report of the Ombudsman and will municipalities receive an update as to how the recommended changes are being implemented by MPAC. The Clerk-Administrator advised that the changes will be ongoing and are no different than what municipalities have been recommending to MPAC for years. Councillor Bath enquired whether further lobbying by municipalities should be through the Ombudsman or MPAC and was advised through MPAC. Councillor Bath advised she has little faith in MPAC following through with the recommended changes in light of their past track record, however that it is important for municipalities to be kept apprised of the progress of the changes.

- 778 Assessment Review Board – ARB Streaming Strategy for Tax Applications, Appeals and Complaints Filed under the *Municipal Act, 2001*
- 824 Ministry of Finance – advising of extension to deadline to pass by-laws re: various property tax policy decisions for the 2006 taxation year
- 943 Durham Clerk’s Department to Minister of Finance – Long-Term Strategic Property Tax Plan for the Region of Durham: 2006 Update
- 946 Durham Clerk’s Department – 2006 Tax Rates and Tax Levy Rates By-laws
- 993 Michael Legge – Report 2006-FI-06 – Report on Fuel Costs Impact

Resolution No. 2-6

MOVED BY John Grant that the Finance Committee receive communications 748, 760, 778, 824, 943, 946 and 993 for information and file.

MOTION CARRIED

- 967 Sunderland-Brock Health Centre Board of Management – request for funding

Councillor Allan Simpson enquired whether the municipality has committed \$20,000.00 in the 2006 municipal budget for the Sunderland Medical Centre and was advised this was the case in 2005 but not in 2006.

Regional Councillor Larry O’Connor pointed out that the 2005 municipal contribution is shown in the financial statement included, but that it does not detail how the funds were used.

Councillor Reg Starr advised that the request contained within communication number 967 is as the result of a recent meeting he had with Lions Bill Clayton and Brian Manorek and that the intent of the request is for the municipality to cover the \$12,000.00 shortfall with the additional \$8,000.00 to be used for doctor recruitment.

Regional Councillor Larry O’Connor commented that more detailed information is required in this regard.

Mayor Keith Shier enquired whether this item will be further discussed during budget discussions and was advised in the affirmative.

Councillor John Grant commented that the \$20,000.00 provided by the municipality in 2005 for the Sunderland Medical Centre was a one time donation to be used for new computers to link the Sunderland Centre to the Port Perry Medical Centre.

Councillor Debbie Bath expressed the same comments as Councillor John Grant insofar as the request for funds, noting that recruitment funds within the financial statement were not all expended and that she too feels more information/clarification is required.

Regional Councillor Larry O’Connor advised that some of the 2005 funding was for computers, however that as per the provincial agreement with the OMA, computer funding was to be supplied through the OMA as well. He suggested a deputation as soon as possible from the Sunderland Medical Centre Board.

Resolution No. 3-6

MOVED BY Allan Simpson that the Finance Committee request the Sunderland Board of Management for the Sunderland Brock Health Centre attend a Finance Committee to respond to their funding request as per communication # 967.

MOTION CARRIED

- 955 Beaverton Thorah Eldon Historical Society – request for insurance coverage for museum buildings

Councillor John Grant enquired whether staff have spoken with the Beaverton Thorah Eldon Historical Society with respect to their request and was advised by the Treasurer that he spoke with a member from the Society and advised that based on committee approval the request would be investigated.

Resolution No. 4-6

MOVED BY John Grant that the Finance Committee refer communication 955 to staff for review and report.

MOTION CARRIED

994 Michael Legge – Report 2006-FI-07 – Debenture Issue – Fire Department – Use of Fire Equipment Reserve

Resolution No. 5-6

MOVED BY Larry O'Connor that the Finance Committee recommend the approval to Council Report 2006-FI-07 and the debentures contain within for two triple combination pumps, reference # 994/06.

MOTION CARRIED

VI. REPORTS OF SUBCOMMITTEES – N I L

VII. GENERAL ITEMS & ENQUIRIES

(1) Payment of Accounts

Resolution No. 6-6

MOVED BY Debbie Bath that Department No. 10 of the transaction listing dated May 10, 2006 being the Statement of Accounts Payable for the Beaverton Arena in the amount of \$13,155.88 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 7-6

MOVED BY Debbie Bath that Department No. 11 of the transaction listing dated May 10, 2006 being the Statement of Accounts Payable for the Cannington Arena in the amount of \$14,416.73 be approved and the Treasurer be authorized to pay the same.

MOTION CARRIED

Councillor Debbie Bath enquired of the Clerk-Administrator the type of training arena staff are receiving from the Ontario Recreation Facilities Association and was advised that employee Joe Underwood attended the Building Management and Operations Course with employee Ian Anderson attending the Basic Refrigeration 1 Course. These are not refresher courses but ongoing educational courses.

Councillor Allan Simpson enquired as to why additional keys have been cut for the Cannington Arena and was advised that staff will address the reasoning for this.

Councillor Allan Simpson also enquired what type of eraser was purchased for \$62.32 and was advised that this total is a carry over and includes various items listed on the previous page.

Mayor Keith Shier enquired with respect to the debenture payment and was advised by the Treasurer that this payment is related to the Cannington Arena and is a sinking fund debenture, taken out when interest rates were higher. In light of interest rates decreasing and in order to retire the debt within the scheduled time limit, extra payments must be made to make up the shortfall.

Resolution No. 8-6

MOVED BY Debbie Bath that Department No. 12 of the transaction listing dated May 10, 2006 being the Statement of Accounts Payable for the Sunderland Arena in the amount of \$9,447.64 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 9-6

MOVED BY Karen Windatt that Department No. 20 of the transaction listing dated May 10, 2006 being the Statement of Accounts Payable for the Building Department in the amount of \$1,283.89 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 10-6

MOVED BY Karen Windatt that Department No. 21 of the transaction listing dated May 10, 2006 being the Statement of Accounts Payable for Canine Control in the amount of \$2,777.48 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 11-6

MOVED BY Karen Windatt that Department No. 22 of the transaction listing dated May 10, 2006 being the Statement of Accounts Payable for By-law Enforcement in the amount of \$143.73 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 12-6

MOVED BY Karen Windatt that Department No. 23 of the transaction listing dated May 10, 2006 being the Statement of Accounts payable for Livestock Claims/Fenceviewers in the amount of \$1,264.00 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 13-6

MOVED BY Karen Windatt that Department No. 25 of the transaction listing dated May 10, 2006 being the Statement of Accounts Payable for the Fire Department in the amount of \$11,506.05 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 14-6

MOVED BY John Grant that Department No. 30 of the transaction listing dated May 10, 2006 being the Statement of Accounts Payable for General Administration in the amount of \$68,395.66 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Mayor Keith Shier enquired respecting the title searches listed in the transaction listing for Department No. 30 and was advised by the Treasurer that these searches involve tax registration properties.

Resolution No. 15-6

MOVED BY Debbie Bath that Department No. 35 of the transaction listing dated May 10, 2006 being the Statement of Accounts Payable for the Parks Department in the amount of \$710.62 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Councillor Allan Simpson noted more keys being cut as contained within the voucher for Department No. 35 and was advised by staff that they will follow up on this item as well. Councillor Karen Windatt also expressed a concern insofar as the extra keys being cut, enquiring whether the purpose of the extra key is noted on the purchase order and if it is not, that this information should be included.

Resolution No. 16-6

MOVED BY Keith Shier that Department No. 36 of the transaction listing dated May 10, 2006 being the Statement of Accounts Payable for Brock Library Board, in the amount of \$15,708.00 be received for the information of the committee.

MOTION CARRIEDResolution No. 17-6

MOVED BY Debbie Bath that Department No. 37 of the transaction listing dated May 10, 2006 being the Statement of Accounts Payable for Grants, Manilla & Wilfrid Hall in the amount of \$2,033.88 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Councillor Debbie Bath enquired of the Treasurer why GST has been paid for services from SGS Lakefield on one hall and not the other and was advised that this will be corrected.

Resolution No. 18-6

MOVED BY Allan Simpson that Department No. 40 of the transaction listing dated May 10, 2006 being the Statement of Accounts Payable for the Roads Department in the amount of \$120,440.60 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Councillor Debbie Bath commented that the account from Weller's Tree Service seems high and was advised that quite a number of trees and stumps were removed, in addition to some pruning and that this type of service is quite expensive.

Councillor Allan Simpson enquired as to the location of the tank that was videoed by Lanos Plumbing and was advised by staff that more information in this regard will be provided.

Resolution No. 19-6

MOVED BY Allan Simpson that Department No. 45 of the transaction listing dated May 10, 2006 being the Statement of Accounts Payable for Public Buildings in the amount of \$22,679.36 be approved and the Treasurer be authorized to pay same.

MOTION CARRIEDResolution No. 20-6

MOVED BY Allan Simpson that Department No. 55 of the transaction listing dated May 10, 2006 being the Statement of Accounts Payable for the Sidewalks Department in the amount of \$47.39 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 21-6

MOVED BY Allan Simpson that Department No. 56 of the transaction listing dated May 10, 2006 being the Statement of Accounts Payable for Parking Lots/Traffic Control in the amount of \$2,319.80 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 22-6

MOVED BY Allan Simpson that Department No. 58 of the transaction listing dated May 10, 2006 being the Statement of Accounts Payable for the Garbage Department in the amount of \$5,971.50 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Councillor Debbie Bath noted the large purchase of garbage bags contained within the voucher for Department No. 58, adding that it is her hope that this is a yearly supply of garbage bags, to which the Clerk-Administrator advised that it is the annual volume purchase of garbage bags for use in the Works and Parks Departments.

Councillor Allan Simpson enquired whether the tipping fees being paid are for roadside garbage pickup and was advised it is for all of the garbage (parks and roadside) in municipal vehicles crossing the scales at the landfill.

Resolution No. 23-6

MOVED BY Karen Windatt that Department No. 59 of the transaction listing dated May 10, 2006 being the Statement of Accounts Payable for the Streetlights in the amount of \$10,477.06 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 24-6

MOVED BY Allan Simpson that Department No. 61 of the transaction listing dated May 10, 2006 being the Statement of Accounts Payable for the Beaverton Medical Centre in the amount of \$7,598.46 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 25-6

MOVED BY Larry O'Connor that Department No. 70 of the transaction listing dated May 10, 2006 being the Statement of Accounts Payable for the Planning and Development Department in the amount of \$16,402.63 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 26-6

MOVED BY John Grant that Department No. 80 of the transaction listing dated May 10, 2006 being the Statement of Accounts Payable for Region of Durham and School Boards in the amount of \$1,815,888.75 be approved and the Treasurer be authorized to pay same.

MOTION CARRIED

Resolution No. 27-6

MOVED BY Keith Shier that Department No. 90 of the transaction listing dated May 10, 2006 being the Statement of Accounts Payable for Human Resources & Skills Development Canada in the amount of \$26,611.50 be received for the information of the committee.

MOTION CARRIED

Resolution No. 28-6

MOVED BY Keith Shier that Department No. 96 of the transaction listing dated May 10, 2006 being the Statement of Accounts Payable for North Durham Homelessness in the amount of \$5,204.91 be received for the information of the committee.

MOTION CARRIED

Resolution No. 29-6

MOVED BY Keith Shier that we break for lunch at 12:30 p.m. to reconvene following the adjournment of the Protection to Persons & Property Committee meeting slated to reconvene at 1:30 p.m.

MOTION CARRIED

Chair Reg Starr reconvened the meeting at 2:57 p.m. with the same members of committee and staff in attendance.

VII. GENERAL ITEMS & ENQUIRIES (cont.)

(2) Communities In Action Fund (CIAF) – deferred from May 8/06 Council meeting Regional Councillor Larry O'Connor addressed this issue advising that the proposed funding over 3 years would be \$14,000.00 for such a program, the intent of the program being that during the first year an assessment plan of active living/recreation in the area would be created. He advised that a community health centre would be a natural fit for this type of program when functioning in the municipality, and that the ½ time person required as part of the program could work from the Brock Youth Centre or a municipal facility creating an inventory of recreational services. He noted that the deadline for submission of an application is May 26, and that an application could be submitted now or referred for consideration in the 2007 budget.

The Clerk-Administrator confirmed that the program is aimed at encouraging healthy life styles and that staff will deal with an application based on directive from the committee.

Councillor Debbie Bath advised she is not in favour of pursuing an application this year due to the short time frame to submit an application and because she would like further information. She suggested that the issue be a consideration in 2007 and that perhaps this program could be coordinated into the position of Facilities Coordinator.

Councillor Karen Windatt enquired whether an additional \$5-10,000.00 will be required in future budgets in addition to the \$14,000.00 set out in Mr. Cox's letter in addition to the in kind support that will be required? She advised that actual costs remain unknown and we really don't know what the end result of such a program would be. She suggested that no action be taken in this regard during 2006.

The Clerk-Administrator advised that the costs could be spread over two years and three budgets as this program will be available again next year although it could be slightly modified.

Resolution No. 30-6

MOVED BY Larry O'Connor that the Finance Committee receive communication from Rick Cox with regard to the application of the Community in Action fund by the Ministry of Health Promotion and refer the approval of \$14,000 to the 2007 budget for consideration and that staff be requested to not complete the application form.

MOTION CARRIED

Councillor Allan Simpson enquired whether an interest in the program needs to be submitted and was advised by the Clerk-Administrator that an application needs to be submitted by May 26 which would then be reviewed and could possibly be returned for amendment.

Mayor Keith Shier stated his support for the motion due to the short time frame and the fact that next year there could be a change in council.

- (3) Tabled Resolution 6-4 from April 10/06 Finance meeting re: Sunderland and Cannington Historical Societies purchase of promotional cloth tote bags

No further information was available in this regard at this time.

- (4) By-law Number 1996-2006-FI – to cancel, reduce or refund taxes

Resolution No. 31-6

MOVED BY Larry O'Connor that the Finance Committee recommend to Council, By-law # 1996-2006-FI to cancel, reduce or refund taxes.

MOTION CARRIED

Clerk-Administrator George Graham advised that the extra keys being cut as referred to under payment of accounts are so that all of the arena managers have keys to access all arenas and washroom facilities.

It was also clarified that the tank that was videoed by Lanos Plumbing on behalf of the municipality is an old cistern that is under the road allowance on Albert Street in Sunderland which has recently been discovered and is being addressed.

- (5) Presentation of 2nd draft of 2006 Budget

As per the direction of the Finance Committee at their May 1, 2006 meeting, staff have made the following additions/deletions to the 2006 municipal budget as follows:

<u>PAGE</u> <u>#</u>				<u>AMOUNT</u>
<u>ADJUSTMENTS TO REVENUES</u>				
2	Government Grants	Federal Gov't - Fisheries & Oceans (Harbour Work)	INCREASE	\$ (40,000)
2 / 9	Transfers from Reserves	Capital Reserve - Thorah Island Repairs	INCREASE	\$ (19,000)
		Capital Reserve Fund - Arenas	INCREASE	\$ (81,000)
		Total Change in Revenues		<u>(140,000)</u>
<u>ADJUSTMENTS TO EXPENDITURES</u>				
13	Tax Department	Tax Write-Offs	DECREASE	\$ (10,000)
14(d)	Public Buildings-General	Capital Item #3- Transfer to Cap R/F - Masonry Work	DECREASE	\$ (50,000)
14(d)	Public Buildings-Cann Seniors	Capital Item # 1 - Basement Stairs	DECREASE	\$ (4,400)
15(d)	Fire Capital - Hall #1 (Sund)	Capital Item # 2 - Base Radio (adjust cost)	DECREASE	\$ (360)
		Capital Item # 3 - Hose Reel (100' electric rewind)	DECREASE	\$ (2,760)
		Capital Item # 6 - Portable Radios (change to 3)	DECREASE	\$ (3,219)
		Capital Item # 17 - Small Refrigerator	DECREASE	\$ (269)
15(e)	Fire Capital - Hall #3 (Beav)	Add Capital Item #19 - Base Radio	INCREASE	\$ 2,400
19(a)	Canine Control Dept.	Capital Item # 1 - Transfer to Capital R/F -Dog Pound	INCREASE	\$ 100,000
21(j)	Roads - Bridge Construction	Fair Bridge No. 17	INCREASE	\$ 500
21(j)	Roads - Bridge Construction	Bridge No. 36 Thorah Sideroad	DECREASE	\$ (5,000)
21(r)	Roads - Overhead Capital	Sunderland Drainage Easement (will be completed under maintenance)	DECREASE	\$ (25,000)
22(a)	Streetlights	Capital Item # 1 - Reduce # of Christmas Lights	DECREASE	\$ (16,000)
23(a)	Sidewalks	Capital Item # 1 - Reduced Cost	DECREASE	\$ (5,000)

26	Garbage	Landfill Tipping Fees - Increase Budget	INCREASE	\$	6,000
26(a)	Garbage	Capital Item # 1- Reduce # of Waste Receptacles	DECREASE	\$	(2,500)
29(a)	Cemeteries	Capital Item # 3 - Preserve Marble Headstones	DECREASE	\$	(12,000)
30(b)	Parks Department - General	Capital Item # 12 - Park Vandalism - eliminate everything but the Increased Lighting	DECREASE	\$	(17,000)
30(b)	Parks Department - General	Capital Item # 14 - Refurbish Ball Shack	DECREASE	\$	(5,800)
30(b)	Parks Dept-Thorah Island Harb	Capital Item # 2 - Repair NE Corner + South Wall	INCREASE	\$	3,000
		Capital Item # 3 - Wooden Walkway	INCREASE	\$	1,000
31(a)	Beaverton Community Centre	Capital Item # 1 - 50 HP Compressor - eliminate repair of above	INCREASE	\$	40,000
			DECREASE	\$	(12,000)
31(a)	Beaverton Community Centre	Capital Item # 1 - 30 HP Compressor - eliminate repair of above	INCREASE	\$	35,000
			DECREASE	\$	(10,000)
33	Sunderland Memorial Arena	Heat (adjustment for Enbridge underbilling in 2005)	INCREASE	\$	5,000
33(a)	Sunderland Memorial Arena	Capital Item # 2 - 50 HP Compressor - eliminate repair of above	INCREASE	\$	40,000
			DECREASE	\$	(12,000)
35 / 36	Brock Libraries	Various Adjustments	DECREASE	\$	(22,517)
36	Grants	Grants to Organizations	DECREASE	\$	(10,000)
37	Planning Department	Zoning By-Law Review	DECREASE	\$	(5,000)
				—	
		Total Change in Expenditures			<u>2,075</u>
		NET CHANGE TO BUDGET			(137,925)
		AMOUNT TO BE MET THRU TAX LEVY BEFORE ABOVE CHANGES			<u>5,725,415</u>
		NEW AMOUNT TO BE MET THRU TAX LEVY			<u>\$ 5,587,490</u>
		NEW % INCREASE			4.16%
		LESS GROWTH %			<u>-1.20%</u>
		TRUE TAX % IMPACT TO TAX PAYERS			<u>2.96%</u>

Staff were directed to speak with library staff concerning the library budget. It was further acknowledged that the request from the Sunderland Medical Centre Board of Management could also impact the 2006 municipal budget. The budget is to be reviewed following the input received following the public meeting on May 24, 2006.

(6) Mayor Keith Shier – Walk to Stop the Violence

Mayor Keith Shier advised of the upcoming community event called the Walk to Stop the Violence which will take place on June 4, 2006 at 1:00 p.m. This is a 6km walk starting at the Oshawa Civic Auditorium. Mayor Shier advised he feels this is a worthwhile event and that anyone wishing to participate should contact him. Staff were directed to advise all members of staff of this event.

(7) Public Questions and Clarification

There were no public questions for clarification.

VIII. ADJOURNMENT

Resolution No. 32-6

MOVED BY Karen Windatt that we do now adjourn at 4:12 p.m.

MOTION CARRIED

CHAIR

SECRETARY