



# Staff Report

## Finance and IT Services

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**Report To:** Sustainability Committee  
**Meeting Date:** July 10, 2019  
**Report Number:** FAF.19.101  
**Subject:** Sustainable Path Funding Information  
**Prepared by:** Sam Dinsmore, Deputy Treasurer/Manager of Accounting and Budgets

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### A. Recommendations

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THAT the Sustainability Committee receive Staff Report FAF.19.101 entitled "Sustainable Path Funding Information" for information purposes.

### B. Overview

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This report outlines the eligible expenses for the \$100,000 included in the 2019 Approved budget for the Sustainable Path (Attachment #1).

### C. Background

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A major portion of the funding (\$66,000) is coming from the Gas Tax that the Town receives on an annual basis. The Town has an obligation to properly spend Gas Tax funding, which includes annual reporting on expenses and project and the Town can be audited to ensure compliance. The remaining funding is coming from 2019 taxation.

### D. Analysis

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The Town first created the Sustainable Path in 2009 and with Council's approval staff are looking to update the Path with the help of this committee. In order to fully utilize the funding made available the Sustainability Committee will need to create the new Path document to use the Gas Tax funding.

As compared with other funding sources, Gas Tax has a higher level of scrutiny and fewer eligible expenses. The most notable being internal salaries and benefits are not eligible expenses. Therefore, staff are suggesting that an external consultant be used to create the Path so that the Town is compliant with Gas Tax requirements.

## **E. The Blue Mountains Strategic Plan**

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The Blue Mountains Strategic Plan

Goal #4: Promote a Culture of Organizational and Operational Excellence

Objective #4: To Be a Financially Responsible Organization

## **F. Environmental Impacts**

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N/A

## **G. Financial Impact**

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The \$100,000 included in the 2019 Approved Budget for the Sustainable Path is funded \$66,000 by Gas Tax and \$34,000 Taxation.

## **H. In consultation with**

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Shawn Everitt, Chief Administrative Officer  
Ruth Prince, Director of Finance & IT Services

## **I. Public Engagement**

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The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Sam Dinsmore, Deputy Treasurer/Manager of Accounting and Budgets at [finance@thebluemountains.ca](mailto:finance@thebluemountains.ca).

## **J. Attached**

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1. Sustainable Path Business Case (2019 Approved Budget)

Respectfully Submitted,

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Sam Dinsmore  
Deputy Treasurer/Manager of Accounting and Budgets

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Ruth Prince  
Director of Finance and IT Services

For more information, please contact:  
Sam Dinsmore  
[finance@thebluemountains.ca](mailto:finance@thebluemountains.ca)  
519-599-3131 extension 274

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## Administration

### Sustainability Committee

#### Committee Mandate

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Council directed staff to bring forward a report for the appointment of three members of Council to a newly established Sustainable Path Committee. Staff is recommending that these three member of Council work with staff to develop a draft Terms of Reference that includes developing a proposed Committee composition.

In addition, as part of the drafting of the Terms of Reference, staff is also recommending that a specific Town Department responsible for the Sustainable Path be identified and that specific staff resources be identified along with a review of the required budget to ensure appropriate resources are provided to the ensure the success of the Committee moving forward.

#### Meeting Schedule

2nd Wednesday of the Month at 1p.m.

#### Committee Resources

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Staff Resources for this Committee are anticipated to be at a higher level in the initial stages of the development of the Committee as well as the anticipated review and updating of the Sustainable Path as outlined in this Committee Operating Sheet.

Staff has identified that with a one meeting per monthly schedule, Administrative support outlined below will require approximately 6 hours of administrative support currently not provided by staff.

In addition to typical Administrative support, it is suggested that staff time be allocated to the following positions;

Chief Administrative Officer – 4 hours per month

Director of Planning and Development Services – 4 hours per month

Manager of Planning – 8 hours per month

Administrative Support - 6 hours per month (time allotted and funded through Committee Budget)

- Agenda Preparation
- Scheduling of Meetings
- Minute Taking
- Minute preparation
- Minute circulation Collection of Correspondence
- Development and circulation of correspondence from the Board
- Coordinate with Clerks Department for Committee and Council Agenda Inclusion

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Administrative Support – Estimated \$2,959.00

**Total Staff Resources for 2019 – Estimated \$15,623.00 (from March to end of December)**

### **Sustainability Project - Business Case**

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The proposed project identifies the need to review the 2009 Sustainable Path. The 10 year review of the Town's Plan is required to measure the previous Plans strategic goals and inventory the actions taken over the past 10 years.

Staff is recommending that the 2019/2020 Plan be equipped with strong strategic direction with clear and measurable action items and potential costs to be incurred. It is recommended that the Plan also outline a series of action plans that would be required to allow for the updated Sustainable Path to be effective.

In addition, it is recommended that the Sustainable Path Review include an additional contract staff resource to be assigned to work closely with the Committee, the Director of Planning and Development Services and the Chief Administrative Officer. It is proposed that the Project Manager would report regularly to the Chief Administrative Officer and monthly to the Senior Management Team.

### **Strategic Alignment**

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The review and updating of the Sustainable Path is ultimately aligned with all previous strategies. The Sustainable Path needs to be the overarching Strategic Document for the Community, with all subsequent strategies referring and reflecting on the Sustainable Path.

### **Options or Solutions Analysis**

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1. As presented, this project outlines the need to hire a Project Manager that will work directly with the Sustainability Committee and closely with the CAO and the Town's Senior Management Team. In addition, the position will work closely with all Town internal departments along with a significant Public Consultation process.
2. Complete a much higher overview of the Sustainable Path outlining the completed actions and any outstanding and unfinished actions.

It is anticipated that strong Committee membership will provide a high level of expertise and skill set to help in the development of the updated Sustainable Path.

### **Financial and/or Non-Financial Benefits**

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The proposed project plan allows for adequate contract staffing, accented with consultant expertise where required to ensure the project is completed in a timely and effective manner.

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## Risk Analysis

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The Sustainable Path would benefit greatly from having a 10 year review. Ideally in the future, a five year review is proposed so the Plan is kept up to date and will require less of an updating.

## Recommendation

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That the Town undertake a full Review and update of the 2009 Sustainable Path. The Plan is to be undertaken in the 3rd quarter of 2019 with completion in the second quarter of 2021.

## Project Implementation Plan

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2<sup>nd</sup> Quarter of 2019 pending budget approval, engage the Sustainability Committee to develop the Committee's Term of Reference and the framework of the strategic planning process.

3<sup>rd</sup> Quarter of 2019

Hiring of a Contract Project Manager for the Sustainable Path.

4<sup>th</sup> Quarter of 2020

Implementation of the Sustainable Path Development and initiation of the public consultation process.

2<sup>nd</sup> quarter of 2020 preliminary findings and status report to Committee of the Whole

3<sup>rd</sup> Quarter of 2020 1<sup>st</sup> draft of the Sustainable Path to Advisory Committee and Council.

3<sup>rd</sup> Quarter of 2020

Sustainable Path approved by the Community and Council

## Budget

Description	Total	2019	2020	2021	2022	2023
<b>Expenditures</b>						
Materials	\$25,000	\$25,000				
Advertisements	\$7,000	\$7,000				
Consulting	\$20,000	\$20,000				
Contract Services	\$38,000	\$38,000				
Additional Equipment	\$10,000	\$10,000				
<b>Expenditures Total</b>	<b>\$100,000</b>	<b>\$100,000</b>				
<b>Funding</b>						
Taxation	\$34,000	\$34,000				
Gas Tax	\$66,000	\$66,000				
<b>Funding Total</b>	<b>\$100,000</b>	<b>\$100,000</b>				

**Materials** - include Public Engagement Materials as well as final publication of the updated Sustainable Path Document, shared with the Economic Development and Communication projects where appropriate.

**Advertisement** – includes funding for a very robust public engagement advertisement campaign over the duration of the project, shared with the Economic Development and Communication projects where appropriate.

**Consulting** – includes funding for specific expertise in public facilitation and graphic design shared with the Economic Development and Communication projects where appropriate.

**Contract Services** – this allows for the town to hire a Contract Staff that will provide project management for the Sustainable Strategic Plan and be the liaison with the Sustainability Committee for Project Specific tasks. This proposed project direction provides for in-house expertise and reduces the need for a consultant managed project.

**Additional Equipment** – funding is provision in the case of project specific equipment for facilitation and or engagement including computer and other IT equipment. This funding can be considered a contingency that is dependent on the successful candidate's needs.