



# Staff Report

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## Finance and IT Services

**Report To:** Economic Development Advisory Committee  
**Meeting Date:** October 28, 2019  
**Report Number:** FAF.19.216  
**Subject:** 2020 - 2022 Budget Follow-up  
**Prepared by:** Sam Dinsmore, Deputy Treasurer/Manager of Accounting and Budgets

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### A. Recommendations

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THAT the Economic Development Advisory Committee receive Staff Report FAF.19.216 entitled "2020 - 2022 Budget Follow-up";

AND THAT the Economic Development Advisory Committee endorses the 2020 to 2022 budget as included as Attachment #1 for Council consideration during the 2020 budget deliberations.

### B. Overview

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This is a follow-up report from the September 9, 2019 meeting seeking the Committee's endorsement of the 2020 to 2022 budget as presented in Attachment #1.

### C. Background

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Finance staff sent a report to the September 9<sup>th</sup> meeting seeking input from the Committee for the 2020 to 2022 budget. At that meeting the Committee directed the CAO and Finance staff to work with the sub-committee and come back with 2020 budget requests.

After meeting with the sub-committee staff have drafted the budget request for the Committee as included as Attachment #1.

### D. Analysis

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The main focus of the Committee during the later months of 2019 and 2020 will be to complete the Economic Development Strategy. The funding for this was approved in 2019 at a total of \$100,000, any unspent funds will be rolled forward to 2020.

Looking at the 2020 Operating Budget chart the Salaries and Benefits line is the funding required for the already approved and filled 12 month contract. Additional request of \$75,000 is being made by the Committee to help fund various initiatives such as:

- Retail Gap Analyst
- Community Branding Review
- Local Partnerships
- Community Profile Analysis and Material

Other items may come out the Economic Development Strategy that this funding and future year funding will help to implement.

The middle section of the Operating Budget chart deals with the transfers to and from capital and reserves. The Salaries and Benefits is being funded through the Strategy budget and therefore Development Charges and other Town reserves are used. This funding is then rolled into 2020 and funds the remaining cost of the 12 month contract.

The \$17,000 represents staff's estimate of the number of hours that internal staff will spend working with the Committee. Council gave direction that staff are to track their time and bill it back to the appropriate committees or divisions. These amounts may change as staff continue working on the overall 2020 budget and are outside of the control of this committee.

## **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 overall budget request for 2020 is \$92,000, which increases to \$117,000 in 2021 and decreases to \$92,000 in 2022. The funding source for the amount of \$92,000 is Taxation.

## **H. In consultation with**

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Shawn Everitt, Chief Administrative Officer

Ruth Prince, Director of Finance & IT Services

Tim Hendry, Economic Development and Communication Coordinator

Peter Bordignon, Chair

Tony Poole, Sub-Committee Member

Andrew Seigwart, Sub-Committee Member

## **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. 2020 – 2022 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  
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519-599-3131 extension 274

# Economic Development Advisory Committee

## Purpose

- Economic Development Advisory Committee will make recommendations to Council and provide insight into matters relating to the economic development and economic wellbeing of the Town of The Blue Mountains.

## Mandate

The mandate of the Town of The Blue Mountains Economic Development Advisory Committee is to:

1. Assist, in an advisory capacity, Council and Staff on matters relating to economic development;
2. Provide advice to Council and Staff in developing and implementing an economic development strategy;
3. Review and / or participate in the development of Town policies, programs and initiatives relating to Economic Development;
4. Provide a forum for the exchange of ideas and action plans on programs and initiatives of other Council committees and entities relating to Economic Development;
5. Support and develop economic opportunities to encourage sustainability and prosperity within the community;
6. Work in partnership with staff and local economic development partners to actively assist in fostering and promoting a positive community image and a healthy business environment for existing and prospective businesses;
7. Form sub-committees to deal with specific initiatives, and identify strategic solutions; and
8. Undertake other assignments as requested.

## 2020 Strategic Action Items and Work Plan

- Completion of the Economic Development Strategy as approved in the 2019 budget
- Completion of the Parking Needs Assessment
- Quick Hit Action Items:
  - Retail Gap Analyst
  - Community Branding Review
  - Local Partnerships
  - Community Profile Analysis and Material

## Non-Financial Statistics

Description	2018 Actual	2019 Actual	2020 Budget
Meetings	12	10	12
Membership – Agricultural Advisory Committee	1	1	1

# Economic Development Advisory Committee

## Non-Financial Statistics - continued

Description	2018 Actual	2019 Actual	2020 Budget
Membership – Blue Mountains Village Association	1	1	1
Membership – Blue Mountains Chamber of Commerce	1	1	1
Membership – Clarksburg Business Association	1	1	1
Membership – Blue Mountain Attainable Housing Corporation	1	1	1
Membership – Transportation Committee	0	1	1
Membership – Sustainability Committee	0	1	1
Membership – Georgian Triangle Development Institute	1	1	1
Membership – South Georgian Bay Tourism	1	1	1
Membership – Small Business Enterprise Centre	1	1	1
Membership – Thornbury BIA	1	1	1
Membership – Council Members	2	2	2

## 2020 Budget Commentary

The main focus for the Committee in 2020 will be to complete the Economic Development Strategy as approved in the 2019 budget. In August of 2019, a 12 month contract position was hired to help the Committee complete this strategy. This contract position is split with the Community Communications Advisory Committee. The funding for this position is included in the Salaries and Benefits line below. This position is funded from the Economic Development Strategy and Communication Plan budgets. This Committee will also be working on the Parking Master Plan specifically as it relates to Local Business Needs; this project was approved in 2019.

The Committee has a number of action items they wish to work on in 2020 while working on the overall Economic Development Plan. To accomplish this the Committee is endorsing the Addition to the Budget request for the Economic Development Position. For 2020 this position will be working on the following action items:

- Retail Gap Analyst
- Community Branding Review
- Local Partnerships
- Community Profile Analysis and Material

To help this new position, funding has been included in the Purchased Service line below. The \$17,000 shown in the Interfunctional Transfer line for 2020 to 2022 represents the cost of Town employees that do work for the Committee. Council has expressed that staff are tracking time spent working with the divisions and committees and that their time will be to transfer back to the individual committees or divisions.

# Economic Development Advisory Committee

## 2020 Operating Budget

	2018 Actual	2019 Actual (forecast)	Proposed 2020 Budget	Projected 2021 Budget	Projected 2022 Budget
<b>Expenses</b>					
Salaries and Benefits		\$ 16,310	\$ 22,043		
Administrative Expenses					
Operating Expenses					
Communications					
Personnel and Training					
Utilities					
Equipment Related					
Vehicle and Fleet Related					
Legal Expenses					
Consulting					
Purchased Services			\$ 75,000	\$ 100,000	\$ 75,000
Debt Payments					
Financial Expenses					
Premise and Site					
<b>Total Expenses</b>		\$ 16,310	\$ 97,043	\$ 100,000	\$ 75,000
<b>Transfers</b>					
Transfers to Capital					
Transfers to Capital Levy					
Transfers to Reserves		\$ 29,617			
Transfers from Obligatory Reserves		\$ 3,751	\$ 5,070		
Transfers from Other Reserves		\$ 7,176	\$ 16,973		
Interfunctional Transfers		\$ 16,000	\$ 17,000	\$ 17,000	\$ 17,000
<b>Total Transfers</b>		\$ 34,690	\$ (5,043)	\$ 17,000	\$ 17,000
<b>Total Transfers and Expenses</b>		\$ 51,000	\$ 92,000	\$ 117,000	\$ 92,000
<b>Revenue</b>					
Grants and Donations		\$ 2,500			
External Revenue					
Subsidies					
<b>Total Revenue</b>		\$ 2,500	\$ 0	\$ 0	\$ 0
<b>Net Cost of Service (Taxation)</b>		\$ 48,500	\$ 92,000	\$ 117,000	\$ 92,000