

THE CORPORATION OF THE TOWNSHIP OF HORTON

## Finance Committee Meeting

April 12, 2013

There was a Meeting of the Finance Committee held in the Municipal Council Chambers on Friday April 12, 2013. Present was Mayor Don Eady and Councillor Jamey Larone. Staff present was Jennifer Barr, Finance Manager.

1. CALL TO ORDER

Mayor Eady called the Meeting to Order at 2:10 p.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by Members of the Committee or Staff.

3. MINUTES OF MARCH 22, 2013

The Committee Members reviewed the March 22, 2013 Committee Meeting Minutes.

4. CEMC REPORT AND BY-LAW

Jennifer Barr informed the Committee Members that this report and by-law has been reviewed by the Human Resources Committee and been recommended for approval. This by-law changes the salary for the Community Emergency Management Coordinator from a per diem meeting rate to an annual rate. There is no change to the budget for this by-law.

5. GRADER REPORT

Mayor Eady noted that this report was requested after the analysis was completed as to the condition of the grader. The Public Works Superintendent, Rod Eady, submitted this report to both the Finance and Public Works Committee. Mayor Eady noted that this is just the type of report he is looking for in order to make informed decisions on our capital assets. It was the recommendation of Mrs. Barr to add an additional \$5,200 to the grader budget if the committee wishes to proceed with Rod Eady's recommendations of repair within the report.

6. PAYROLL PROCESSING

Mayor Eady would like a meeting called with all staff and the Finance Committee present to discuss this report. An invitation is to be extended to Councillor Kingsbury as head of the Human Resources Committee.

7. 2012 AMENDED STATEMENT OF REMUNERATION AND EXPENSES

This is an information item only. Mrs. Barr presented an amended statement as information to the committee and noted the changes that will take place for the 2013 statement.

8. CALCIUM REPORT

This report was requested at the previous finance meeting. It outlines the quantities of calcium and kilometers of gravel roads for Horton, Admaston/Bromley and Greater Madawaska. Mayor Eady asked that this

report be on the Public Works agenda. Mrs. Barr advised this committee that it is already on the agenda.

9. PROVINCIAL ASSESSMENT – INDUSTRIAL CLASS

The committee asked if the provincial industrial class had seen a drop in assessment at the last finance meeting. Mrs. Barr informed the committee that it has and it is a trend across the province.

10. RECREATION SALARY COST ANALYSIS

The committee asked for a report on the salary costs for 2012 for the recreation department at the last meeting. Mrs. Barr presented the report.

The committee asked for a report on the Environment department for the next meeting.

11. O.P.P. 2012 RECONCILIATION

Mrs. Barr advised the committee that we had received the final 2012 reconciliation report and that there is a credit of \$21,323.00. The committee incorporated this credit into the 2013 budget.

12. 2013 PROPOSED CAPITAL BUDGET

Mrs. Barr presented the Members with the proposed Capital Budget worksheet. Mrs. Barr noted that there has been a request from the Community Centre Building Sub-Committee that the Township carry the fundraising until the financing of the program is over.

Moved by Jamey Larone, Seconded by Don Eady that the Finance Committee recommend to Council that the Township carry the \$66,667 fundraising portion of the Community Hall expansion until the program is over pending a business plan with a working budget being received following the Community Centre Building Sub Committee receiving engineer drawings and that all purchases must be in accordance with the Townships current procurement by-law.

Carried

13. 2013 PROPOSED RESERVES AND LOT DEVELOPMENT FUND BUDGETS

Mrs. Barr presented the Members with the proposed Reserves and Lot Development Funds worksheets.

Mayor Eady requested that Mrs. Barr prepare a tax impact report for possible increase in reserves for the Horton Community Hall.

14. 2013 PROPOSED OPERATING BUDGET

The Committee Members reviewed the proposed budget with some minor changes. Mrs. Barr is to make the changes and have the proposed budget package ready for a Committee of the Whole meeting.

15. REVIEW IMPACTS BASED ON 5.5% INCREASE LEVY

Mrs. Barr presented preliminary information on assessment from the OPTA (Online Property Tax Analysis tool) website that is used to assist in the creation of tax rates. This discussion was deferred until the County Rates are set which should be prior to the end of the month.

16. NEXT MEETING

The Committee Members agreed that the next Meeting should be a Committee of the Whole Meeting with all Council Members present and following this meeting that the public meeting for the budget should be called. May 3, 2013 at 10 a.m. is for the Committee of the Whole meeting and Tuesday, May 21, 2013 at 7:30 pm or Wednesday, May 22, 2013 at 7:00 pm for the public meeting. Mr. McLaren is to schedule the meetings.

17. ADJOURNMENT

Moved by Jamey Larone, Seconded by Don Eady that this Committee Meeting be adjourned at 5:20 p.m.

Carried

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CHAIR

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FINANCE MANAGER