

THE CORPORATION OF THE TOWNSHIP OF HORTON

## Finance Committee Meeting

September 29, 2014

There was a Meeting of the Finance Committee held following the Waste Management Committee Meeting on Monday September 29, 2014. Present was Chair Don Eady and Councillor Jamey Larone. Staff present was Jennifer Barr, Treasurer/Tax Collector and Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Eady called the meeting to order at 10:55 a.m.

2. DECLARATION OF PECUNIARY INTEREST

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

3. OMEX RECIPROCAL INSURANCE FURTHER RETRO ASSESSMENT –  
RECOMMENDATION TO COUNCIL

The CAO/Clerk informed Council that the Township has received a new retro assessment from OMEX for the years 1999 to 2004. The total is \$13,948. It can be paid in one payment or paid over three years with interest of 3% over prime. Ms. Barr recommended that we pay the entire invoice and save the interest. We have the cash flow to do this. It will be accrued to this financial year anyway. We are waiting on an OPP credit and based on history it could be close to this amount. Chair Eady said that the interest would be \$750 which would be a loss to us if we had to pay it.

Moved by Jamey Larone, Seconded by Don Eady that the Finance Committee recommend to Council that they pay the OMEX Insurance Retro assessment in the amount of \$13,948 plus tax prior to December 31, 2014 so that there is no interest paid. The money to come from projected 2014 surplus or from Working Capital Reserve if there is not sufficient surplus.

Carried

4. CHIEF BUILDING OFFICIAL – From HR Committee – REVIEW SALARY  
INCREASE REQUEST

The CAO/Clerk informed the Members that the Human Resources Committee has referred a pay increase for the Chief Building Official to them for recommendation. He explained that our municipal auditors have noted that the travel allowance paid to the CBO should be taxable. The arrangement with the CBO has been in place since January 2008 when his method of pay was changed from being paid on the number of inspections, permits, phone calls and travel to a flat rate of \$2,000 per month for inspection and \$1,000 for travel.

The Treasurer confirmed that there has been no increase to this amount since 2008 and if 2% COLA was compounded each year for 6 years, his total income would be \$42,500 in 2014, up from \$36,000 total in 2008. Staff suggested that the CBO's method of pay be changed from wage and travel to a wage in the amount of \$45,000 which will compensate for lack of COLA and a pay increase for the past 6 years. The monies to come from the Building Department Reserve fund.

Councillor Larone noted that there has been no increase for 6 years. There has been an increase in his work load. Understands that we have to do something. This would amount of a \$9,000 COLA increase and \$2,500 pay increase. Horton

has been served well by the CBO. Minimal increase when considered over 6 years.

Chair Eady said he had no problem with this request. The CBO is very competent. This is a reasonable request. Money should come from the Building Department reserves. Horton has the 2<sup>nd</sup> highest growth in the County. No effect on taxation.

Moved by Jamey Larone, Seconded by Don Eady that the Finance Committee recommend to Council that they agree to increase the Chief Building Official's wages from the combined wages and travel of \$36,000 per year to \$45,000 effective January 1, 2014. Funds to come from the current year's Building Department surplus and from Building Department reserves.

Carried

5. TAX SALE TENDER OPENINGS – October 8, 2014 at 3 pm.

Jennifer Barr, Treasurer/Tax Collector asked if any of the Finance Committee Members would be available to attend the tax sale tender opening on Wednesday October 8<sup>th</sup> at 3 pm. Councillor Larone said he would be available.

Ms. Barr said that when the tax sale is over she will prepare a report on the cost of the tax sale and the anticipated supplementary assessment still to be received.

6. TREASURER UPDATE TO COMMITTEE MEMBERS ON ASSET MANAGEMENT PLAN PROGRESS

Jennifer Barr said that she is still waiting on the final phase 2 asset management documents. She wants this received by this Council. She advised she is withholding invoices from the company until the documents are received. She also noted that only a small number of municipalities in Ontario have proceeded to prepare the phase 2 plan which includes buildings, fleet and equipment.

7. TREASURER UPDATE COMMITTEE MEMBERS ON MFOA CONFERENCE

Ms. Barr informed the Members that she attended the Municipal Finance Officers Association conference in Niagara Falls last week. She rated the conference as very good. She has prepared her report to Council. She suggested that the Intern program seems to be winding down before we get a chance to have an intern before the retirement of the CAO/Clerk and the Administrative Assistant.

8. OTHER BUSINESS

Chair Eady asked if the OPP numbers have come in yet. Ms. Barr said they were expected by September 15, but the latest she has heard is they will be here by October 1.

Councillor Larone asked if there was any result in the appraisal on the Beach property. The CAO/Clerk said that the flood elevation has to be determined first and he is trying to do this without the aid of an Ontario Land Surveyor using a recently constructed residence nearby as a starting point. Then the appraiser will be called in.

Councillor Larone asked if this Finance Committee carries out the standard practice of directing Managers to start the 2015 Budget process. Ms. Barr said she has already forwarded worksheets to the Managers to start the process so that there will be proposals available when the new Council takes office. Mayor Eady suggested she continue to use the forms she created for review of future budgets with the new Council. Ms. Barr said she was considering holding a workshop for the new Council Members to prepare them for the budget process and financial management of the municipality.

Ms. Barr said that she anticipates that we will become HST remitters very shortly. Council will have to bump up the fees to compensate for this extra cost to operate programs.

9. ADJOURNMENT

Moved by Jamey Larone, Seconded by Don Eady that this Meeting be adjourned at 11:48 a.m.

Carried

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CHAIR

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CAO/Clerk

