

THE CORPORATION OF THE TOWNSHIP OF HORTON

## Finance Committee Meeting

October 27, 2015

There was a Meeting of the Finance Committee held in the Municipal Council Chambers on Tuesday October 27, 2015. Present was Chair Jamey Larone, Mayor Robert Kingsbury, Councillor's Glen Campbell and Dave Bennett. Absent was Deputy Mayor Robert A. Johnston. Staff present was Jennifer Barr, Treasurer/Tax Collector and Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Larone called the Meeting to Order at 6:10 pm.

2. DECLARATION OF PECUNIARY INTEREST

3. COVER YOUR ASSETS

Chair Larone asked staff to explain the Primer on Asset Management. Mrs. Barr noted that Judy Dezell from AMO has highly recommended that all of Council engage in this primer as it covers fundamental information about how assets support municipal programs and services. Chair Larone suggested that Council treat this primer as an education session and that all of Council should participate. Mayor Kingsbury agreed since Asset Management Plans are going to be a bigger tool for municipalities in the future. Mr. McLaren noted that he has set up an account but not registered yet as there is only 30 days from time of registration to complete the primer. A date of December 7, 2015 at 6 pm has been set. Councillor Bennett suggested that the public members of the Transportation and Waste Committee be invited to attend as well.

4. 2015 MANAGEMENT LETTER – MACKILLICAN & ASSOCIATES

Chair Larone requested the Treasurer to review the letter with the Committee.

Mrs. Barr explained that this letter outlines any findings from the auditors during the annual procedural audit. Mrs. Barr reviewed each item identified by the auditors. A general discussion took place with all in attendance and direction was given by the Members.

5. DRAFT PROCUREMENT BY-LAW

Chair Larone requested that the Treasurer highlight the changes made since the last Finance Committee meeting. Mrs. Barr reviewed the two changes. Mr. McLaren noted comments received from Deputy Mayor Johnston. Some of his concerns about Management having control on purchases versus Council were previously addressed at a meeting which Deputy Mayor Johnston was absent. Mrs. Barr also noted that it is Council's role to adopt the budget and the exercise of annual budget deliberations give's Council the opportunity to bring their expertise to the table prior to even the budget being adopted. Mrs. Barr suggested recirculating the draft by-law to the Committee for one last review prior to the by-law going to Council. Mrs. Barr will circulate the draft by-law.

6. 2016 BUDGET PROCESS UPDATE

Chair Larone requested that the Treasurer walk the committee through Draft #1 of the 2106 departmental budget summary. Mrs. Barr highlighted the % and dollar variance for each department from the 2015 budget and the current overall levy impact of 6.45%. It was noted by several members that 4.8% alone is due to the increase in OPP cost. Mr. McLaren suggested an education session be held for the public to explain that the increase of 4.8% is a provincial increase and not a Township increase.

Mrs. Barr noted new items included within each department. It is the committee's recommendation to remove the following from the 2016 draft budget:

- General Government – Transfer to Building Reserve \$3,000
- Protection – Remove the Cost of the Radar Speed Sign \$4,000
- Recreation – Adjust the Bar Sales and Restock to better reflect actuals - \$2,000
  - Remove Garage Door for Rink \$5,000

The Committee concurred that Mrs. Barr should give Manager's and Committee's direction to review their budgets again as the current tax levy increase of 6.45% is too high. Mrs. Barr will forward a memo to Manager's regarding both their operating and capital budgets.

7. POLICIES – RESERVE/DEBT/TANGIBLE CAPITAL ASSETS

Policies will come forward as time permits.

8. ADJOURNMENT

The next meeting will be called once amended budget figures are received from committees. Hopefully the third week of November.

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CHAIR

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Treasurer/Tax Collector