

Finance Committee Meeting

February 17, 2011

There was a meeting of the Finance Committee held in the Municipal Council Chambers on Thursday, February 17, 2011 following the Waste Management Committee Meeting. Present were Co-Chair's Don Eady and Jamey Larone. Staff present was Jennifer Barr Acting Treasurer and Mackie McLaren CAO/Clerk.

1. CALL TO ORDER

Chair Eady called the meeting to order at 10:47 A.M.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by members of the committee.

3. MINUTES OF FEBRUARY 10, 2011 COMMITTEE MEETING

Chair Eady reviewed the meeting minutes. He asked if the tangible capital assets will be set up by May. Jennifer Barr said yes, she now has Jeff Schruder working on the 10 year forecast and will keep him going once he has that completed. Chair Eady said he has been responsible for reserves since their establishment and the purpose is to have funds for future purchases. Mrs. Barr informed the committee that the auditors have now provided her with the year end numbers for the reserve accounts.

4. BUSINESS ARISING

There was no business arising from the minutes.

5. 2011 DRAFT BUDGET

- PAYROLL BUDGET

Mrs. Barr prepared an updated payroll budget for all employees that was presented in summary form to the committee members. This is based on a payroll report that is built into our computer's financial program in which she has listed every hour each employee has worked in 2010. She is quite comfortable in the total hours worked in the report; however the split between jobs and departments may be redefined further if there is a way to do that.

Co-chair Larone asked if we are properly serving ourselves by having one department serve other departments i.e. Public Works doing work for Recreation and Land Fill Site etc., which does not permit them to get their own work done. Co-chair Eady said an example is setting up and dismantling of the stage at the Community Centre. How much money are we wasting by our Public Works employees doing this? An analysis may tell us that we could purchase another type of stage that is rollup with a 1, 2 or 3 year payback that would not require the public works employees to take it out or put it away. He said this is a good question which will require a time study on specific jobs. Mrs. Barr said she will revamp the pay types which will give us information on the various jobs each employee does and the departments they do it for, for further analysis.

She noted that 1806 hours of Public works time was distributed last year to other departments. Using an average of our employee wages in Public Works this is almost a full time job representing \$50,000.00. She said the next step is to cover costs through user fees for these services. Chair Eady said we could use this information to come up with a formula for Recreation Rentals. The Infrastructure Committee could also prepare an operational cost per square foot for each of our facilities on an hourly basis which would again assist in costing formula for user fees.

- DEVELOPMENT CHARGE FUND – ELIGIBLE PROJECTS

Jennifer Barr presented copies of our Development Charge Study for the two committee members and said she will copy for the other 3 council members as well. The Development Charge Study lists all the projects that are eligible for using the Development charge funds collected. She noted that Goshen Road and Johnston road projects are listed in this study so a resolution of Council could move funds from the Development Charge Fund to Public Works Budget in 2010.

- CAPITAL FINANCING

Jennifer Barr presented a draft working sheet of the capital budget. In this report she has reflected the unfinanced amount from past projects. Chair Eady asked for a spread sheet to be prepared on the total cost of the rink cover project. He suggested that before we present any further information to individual committees we should present this information to council in a Committee of The Whole to explain this new information that we now have. Mrs. Barr agreed and she also suggested that when we actually go to make presentations to the individual committees that we meet with the Chair and the manager of that department of that committee first. The Committee agreed. Chair Eady said that this budget process is new and he wants the committees to be able to understand the new process. The previous system was to prepare a budget from the bottom up but if we did that the committees would not have had an opportunity to receive all this new information before it came to the Finance Committee. Councillor Larone asked if there was a description of the duties of the Infrastructure Committee that he and Councillor Campbell are members of. Chair Eady suggested that Council will do this so that all departments will know what their relationship is with this committee.

- DRAFT FIRE DEPARTMENT BUDGET
- DRAFT WASTE MANAGEMENT DEPARTMENT BUDGET

Jennifer Barr reported that these two budgets were presented to the committees, the Fire Department last evening and the Waste Management Committee this morning and all seemed to go well.

6. NEXT COMMITTEE MEETING

Chair Eady discussed a Committee of The Whole Meeting for all Council Members to briefly explain the two committee budgets presented and the specifics on other budgets. Councillor Larone will not be here for that meeting as he is on vacation but the date suggested is March 7, 2011 at 4:00 P.M. the next Committee Meeting will be March 22, 2011 which Mr. Larone will be back for.

7. CONFIRMING RESOLUTION

Moved by Jamey Larone, seconded by Jennifer Barr

That the Finance Committee pass this confirming resolution to cover any actions or directions given during the open portion of this Committee Meeting which are minor in nature and which were not set out in By-law or Resolution.

Carried.

8. ADJOURNMENT

Moved by Jennifer Barr, seconded by Jamey Larone

That this committee meeting be adjourned at 12:40 P.M.

Carried.

Chair

CAO/Clerk