

THE CORPORATION OF THE TOWNSHIP OF HORTON

Finance Committee Meeting

September 15, 2011

There was a Meeting of the Finance Committee held in the Municipal Council Chamber on Thursday September 15, 2011. Present were Co-Chairs Don Eady and Jamey Larone. Staff present was Jennifer Barr, Finance Manager and Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Mayor Eady assumed the Chair and called the meeting to order at 9:25 p.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no pecuniary interest declared by the Committee Members or Staff present.

3. 2012 DRAFT BUDGET WORKING PAPERS

Jennifer Barr presented two samples of working papers for the Committees to use to draft their budgets. One was generated by our own accounting software program and she created one using excel spreadsheets. The computer package puts all revenues for all departments together and then expenditures for all departments. The excel worksheet has all revenue and expenditures listed by department and is very similar to the worksheet used last year and the budget vs. actual sheets viewed monthly by Council and Committee Members. The Committee agreed that the excel worksheet was the better one to use. Several changes were made to the style of the sheet by the Committee. The Committee further agreed that each Committee would only receive a copy of their budget working papers to draft their budget rather than receiving the entire budget working sheets for all departments.

4. DIRECTION OF FINANCE MANAGER TO COMMITTEES TO COMMENCE 2012 BUDGET

After discussion, the Committee directed Jennifer Barr to give the Department budget worksheet to the Committee Chair and to the Manager responsible to the Committee. The Committees are to receive the working papers at their Meetings next week. The Committee agendas are to include a budget item.

Councillor Larone suggested that this Committee should direct the Committees to show restraint in the drafting of their budget. The purpose of this first budget review is to show the Finance Committee what their needs are. Chair Eady suggested we also receive the capital budget projections for the next 3 or 4 years from each Committee.

The Committee directed Jennifer Barr and Mackie McLaren to draft the budgets for General Government, Protection, Health Services, Planning and Building Departments.

Jennifer Barr asked what time frame would be included in her memo for Committees to submit their budget. When do we want to consolidate all the Committee budgets into one Township budget? After discussion, the Committee agreed that the preliminary numbers are to be back by October 21, 2011.

Councillor Larone reminded the Committee that there were commitments made in the presentation of the 2011 Municipal Budget that still have to be carried out i.e. Human Resources Study and review of surplus equipment and property.

Chair Eady agreed and suggested that a copy of the 2011 budget presentation be included in the worksheet package to all committees. He added that this Committee will have to report on this information by December 31 2011.

Mackie McLaren will prepare a list of township properties from the MPAC listing which will include assessed values. Jeff Schruder, Municipal Infrastructure Manager will fine tune his already prepared equipment inventory and put it into a binder for each Council Member with dividers on machinery, equipment, property etc. This information to be supplied by the next Finance Committee Meeting.

Jennifer Barr will proceed and complete the review of Fees and Charges that she has started to collect information on. She will have this available at the budget consolidation review by this Committee. She reminded the Members that there would need to be a public meeting on the Fees and Charges before any changes can be implemented. The Committee agreed that each Committee would suggest what changes should be made to the fees and charges within their Department in their budget review.

Councillor Larone asked if we give direction to Committees to investigate revenue potentials. Jennifer Barr suggested that this be phase 2 after the committees have presented their draft if they haven't already been considered as new areas for revenue opportunities.

Chair Eady said he would like to see a sub-committee formed to review changes in revenues i.e. bar charges – create a list of current charges, average charges in the area and recommended changes for the appropriate Committee to review. Jennifer Barr suggested that Finance Committee can conduct a preliminary review of fees and charges and have a second meeting with each Committee for review. She added that we will have office staff assist with the collection of the information. The Committee agreed.

Mayor Eady said he would like to see a by-law which will authorize the Municipal Law Enforcement Officer to ticket vehicles that do not have a Boat Launch pass on the their dash. He would also like to see an opportunity for people to purchase a pass on line through our website.

Mackie McLaren was requested to contact the County HR department to see when they will be coming to carry out the HR study.

Councillor Larone asked if a business model was ever developed for a business plan for recreation programs. Jennifer Barr said yes. Several of the new fundraising programs like the Potato Bar were initiated with a business plan. She said she sent it to Ann Limlaw for the concrete ice pad committee but has not received anything back. She will give Councillor Larone a copy of the plan model.

Chair Eady said we need to have a meeting with Ann Limlaw (ice pad) and Sherry Steves (telethon) and include Councillor Margaret Whyte, Recreation Chair. Jennifer Barr asked if we should have a policy that the business plan would be submitted to the Infrastructure Committee for input if it involved construction. After discussion the Committee agreed and that building permits be included in the business model. Chair Eady said that a business plan must be prepared for the cement pad.

Jennifer Barr suggested that the next Committee Meeting would be to review the fees and charges and the business plan model. Chair Eady said the ice pad project is a program that can be completed in 2012. We would need to look at all options including an asphalt surface rather than concrete, remove the support braces for the boards and plant posts to hold the boards. It was noted that a \$25,000 Farm Credit Corporation (FCC) grant application for a concrete ice pad was made this June and we are waiting on word if it was approved. Chair Eady will contact Councillor Whyte to start this process.

5. 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.

6. ADJOURNMENT

Moved by Jennifer Barr, Seconded by Jamey Larone that this Committee Meeting be adjourned at 10:25 p.m.

Carried.

Chair

CAO/Clerk