

TOWNSHIP OF CHISHOLM

FINANCE COMMITTEE MEETING

DATE: February 7th, 2013
TIME: 9:40 A.M.
LOCATION: Council Chambers

PRESENT: Mayor Leo Jobin
Councillors David Hodgins, Susan Major,
Teresa Miller and Cec Reid
Public Works Supervisor Real Gauthier
Clerk-Treasurer Linda Ringler
Deputy Clerk-Treasurer Lorena Thompson

ABSENT: Fire Chief Matt Plant

1.0 CALL TO ORDER

The meeting was called to order by Mayor Leo Jobin at 9:40 a.m.

2.0 ADOPTION OF AGENDA

With the approval of the Committee, staff added the following items to the agenda:

- Cost estimate from Knight Piésold Ltd. re: 2013 landfill services.
- Request from Township of Nipissing for joint publication of ad re: Clear Bag Initiative.
- Conservation Authority 2013 levy
- Information re: councillor training session to be held in North Bay.
- Information from Human Resources Consultant, agreeing to carry on duties until a replacement can be found.

Resolution 2013-01(FC)

Cec Reid – Susan Major: Be it resolved that the agenda be accepted as presented and amended. **‘Carried’**

3.0 ADOPTION OF MINUTES

Resolution 2013-02 (FC)

David Hodgins – Cec Reid: Be it resolved that the minutes of the November 22nd, 2012 Finance Committee meeting be adopted as printed and circulated. **‘Carried’**

4.0 REVIEW OF MEMO FROM CLERK-TREASURER

Clerk-Treasurer Linda Ringler read aloud her memo, dated January 31st, 2013, pertaining to Draft Budget No. 2 for the year 2013. The Committee reviewed the following information:

- Local Municipal Tax Rate Survey - 2012
- Summary of 2013 Assessment increase
- Estimated/real Board Levies
- Capital Projects
- Payroll Costs @ 2013 rates
- Long Term Loan Payments and Interest Schedule
- Estimated summary of reserves as of November, 2012

During the above-noted review, the following comments were made, and instructions were given:

- Contact insurance co. to advise them of new playground;
- Source water protection – contact other municipalities to partner with them on education as a result of Source Water Protection Plan;
- Cost estimate from Knight Piésold in the amount of \$36,000, which allowed \$4,000 to be redirected towards upgrades to the building at the landfill site;
- Contact Planner to ascertain if there is any way to have commercial/industrial properties assessed as such;
- Reminder letter to owner re: expiry of three-year period for internal dwelling unit in furniture making business;
- Public Works Supervisor Real Gauthier provided a cost estimate of \$15,000 from Lewis Motors for rigid frame suspension for the International Truck. Council requested that the insurance company be contacted with respect to this matter as a result of the failure of Lewis Motors to deliver the truck according to township specs.;
- Roof insulation work at garage needs to include work on steel beams;
- ‘Contribution from Reserves for Gas Tax’ in the amount of \$52,000 to be transferred from bridge repair work to the MIII grant application for the Chiswick Line project, and increase of \$86,500 to the budget allocation to cover the township’s contribution in the event that the application is approved. Revisions to the budget will be made to reflect revenues and expenditures accordingly. The Committee will be looking to find the funds for the bridge repair work elsewhere so that these projects can be carried out in 2013.

Resolution 2013-03 (FC)

Teresa Miller – Cec Reid: Be it resolved that this Committee takes a ten-minute recess.

‘Carried’

Time: 10:35 a.m.

Resolution 2013-04 (FC)

Susan Major – Teresa Miller: Be it resolved that this Committee returns to regular session.

‘Carried’

Time: 10:45 a.m.

5.0 REVIEW/CONSIDERATION OF DRAFT BUDGETS

Public Works Supervisor Real Gauthier, reviewed with the Committee, changes made to the 'Transportation' and 'Environmental Services' Budgets since the last Finance Committee meeting. Public Works Supervisor Gauthier left the meeting at 11:30 a.m.

The Committee reviewed 'Council Expenses', with the following comments being made during the review:

- Travel for Northeastern Fire Conference to be reviewed – could be a bit high;
- Mileage and other costs for Mayor and Public Works Supervisor to attend OGRA Conference to be reviewed;
- FONOM Conference – some meals are not covered in the registration and need to be included in the budget.
- Are webinars provided by Municipal Finance Officers' Association accessible to Council members from their homes?
- Are there any services provided through AMO that council members can tap into?
- Provide notice to female Council members of Women's Convention to be held in Bonfield in the fall.
- Provide a 'pennies' collection jar in office for Habitat for Humanity's fundraising efforts.

Resolution 2013-05(FC)

Teresa Miller – Cec Reid: Be it resolved that this Committee takes a thirty-minute lunch recess. **'Carried'**

Time: 11:50 a.m.

Resolution 2013-06 (FC)

David Hodgins – Teresa Miller: Be it resolved that this Committee returns to regular session. **'Carried'**

Time: 12:40 p.m.

Resolution 2013-07 (FC)

David Hodgins – Teresa Miller: Be it resolved that the Finance Committee recommends to Council that the township share the costs, with the Township of Nipissing, for the publication of an ad with respect to the Clear Bag Initiative at the landfill site. **'Carried'**

Resolution 2013-08(FC)

Teresa Miller – David Hodgins: Be it resolved that the Finance Committee recommends to Council that the following revisions be made to Draft # 2 (2013) budget:

REVENUES

Account No.	Name	Increase	Decrease	Total
1-3-8000-9950	Contribution from Res. - Computer	\$2,500		\$2,500
1-3-8000-9955	Contribution from Res. - Gas Tax	\$86,500		\$138,500

EXPENDITURES

Account	Name	Increase	Decrease	Total
1-4-0700-2310	Conservation Authority Levy	\$30		\$9,827
1-4-1300-4505	Site Cleanup	\$5,000		\$34,000
1-4-1100-3230	International Truck	\$15,000		\$38,231
1-4-0400-1825	Transfer to Res. -Computer		\$2,500	\$2,500
1-4-0400-1670	Audit Fees	\$500	\$500	\$14,000
1-4-0400-1810	General Donations		\$50	\$1,325

7.0 ADJOURNMENT

Resolution 2013-09 (FC)

Cec Reid – Susan Major: Be it resolved that we do now adjourn this Finance Committee meeting to meet again on Thursday, March 7, 2013 at 9:30 a.m. or at the call of the Chair.

‘Carried’

Chairperson

Clerk-Treasurer