

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
ADMINISTRATION/FINANCE COMMITTEE MINUTES
MONDAY, JULY 18, 2016 AT 4:30 P.M.**

The meeting was held in the Municipal Office Council Chambers, Kenilworth

Committee Members: **Sherry Burke, Councillor, Chairperson**
 Lisa Hern, Councillor
 Dan Yake, Councillor
 Andy Lennox, Mayor

Staff: **Michael Givens, CAO**
 Karren Wallace, Clerk
 Kimberly Henderson, Treasurer
 Cathy Conrad, Executive Assistant
 Mary Jo Marshall, Deputy Treasurer

CALL THE MEETING TO ORDER

Chairperson Burke called the meeting to order.

PASSING AND ACCEPTANCE OF AGENDA

RESOLUTION A&F 2016-023

Moved by: Councillor Yake

Seconded by: Councillor Hern

THAT the Agenda for the July 18, 2016 Administration and Finance Committee meeting be accepted and passed.

CARRIED

DECLARATION OF PECUNIARY INTEREST

No declaration of pecuniary interest.

PRESENTATIONS

No presentations

DELEGATIONS

No delegations

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ADMINISTRATION

Report from Karren Wallace, Clerk

- CLK 2016-036 being a report on the Conference of the Association of Municipal Clerks and Treasurers (AMCTO)

RESOLUTION A&F 2016-024

Moved by: Councillor Hern

Seconded by: Councillor Yake

THAT the Administration and Finance Committee of the Township of Wellington North receive for information Report CLK 2016-036 being a report on the Conference of the Association of Municipal Clerks and Treasurers (AMCTO).

CARRIED

Report from Karren Wallace, Clerk

- CLK 2016-038 being a report on business licensing restrictions in Wellington North

RESOLUTION A&F 2016-025

Moved by: Councillor Yake

Seconded by: Councillor Hern

THAT the Administration and Finance Committee of the Township of Wellington North receive for information Report CLK2016-038 being a report on business restrictions in the Township of Wellington North.

CARRIED

Report from Karren Wallace, Clerk

- CLK 2016-041 being a report on the Municipal Elections Act amendments (Bill 181)

RESOLUTION A&F 2016-026

Moved by: Mayor Lennox

Seconded by: Councillor Yake

THAT the Administration and Finance Committee of the Township of Wellington North receive for information Report CLK 2016-041 being a report on the Municipal Elections Act Amendments (Bill 181).

CARRIED

Report from Michael Givens, CAO

- 2016-015 being a report on Wellington North Power (WNP) – Water and Sewer Billing Services

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RESOLUTION A&F 2016-027

Moved by: Councillor Yake

Seconded by: Mayor Lennox

THAT the Administration and Finance Committee of the Township of Wellington North receive Report CAO 2016-015 being a report on the provision of Water/Sewer Billing and Collection Services for the Township of Wellington North;

AND FURTHER THAT the Administration and Finance Committee direct the CAO and Treasurer to reply to Wellington North Power with the below proposal:

1. *Township and WNP agree to review water and sewer billing rates every two years;*
2. *Township agrees to a standard rate for both sewer and water;*
3. *Township sees the provision of water meter reading as essential to the service and assumes that all costs/risks associated will be covered by WNP;*
4. *Water/sewer account set-up fees paid by “new” customers will retained by WNP;*
5. *Revised rates:*
 - a. *Sewer billing and collection: \$1.25 per account per month*
 - b. *Water billing and collection: \$1.25 per account per month*
6. *Township and WNP should share in costs related to one off items considered to be essential to the provision of water and sewer billing and collection i.e. billing software upgrades. Costs sharing should be agreed upon prior to any purchase by the CAO’s for both corporations.*
7. *Above recommendations to be implemented January 1, 2017.*
8. *The Township and WNP should document its water/sewer billing and collection service arrangement in a formal agreement. This agreement will be prepared by the service provider (WNP) for review by the customer (Township of Wellington North) with acceptance from both parties prior to January 1, 2017.*

CARRIED

Correspondence regarding Lottery Licensing

- Wellington North correspondence dated to the Attorney General and response dated July 4, 2016 from the Attorney General

RESOLUTION A&F 2016-028

Moved by: Mayor Lennox

Seconded by: Councillor Yake

THAT the Administration and Finance Committee of the Township of Wellington North receive Correspondence regarding Lottery Licensing:

- *Wellington North correspondence dated April 15, 2016 to the Attorney General, and response dated July 4, 2016 from the Attorney General*

CARRIED

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FINANCE

Report from Matthew Aston, Director of Public Works, and
Kimberley Henderson, Treasurer

- Report 2016-50 being a report on the Township's 2016 Connecting Links Funding Application

RESOLUTION A&F 2016-029

Moved by: Councillor Yake

Seconded by: Mayor Lennox

THAT the Administration and Finance Committee of the Township of Wellington North receive Report PW 2016-050 being a report on the Township's 2016 Connecting Links funding application;

AND FURTHER THAT the Administration and Finance Committee recommend the Council of the Township of Wellington North direct staff to apply for Connecting Links funding for:

- (1) *Queen Street West (Highway 89) full depth asphalt resurfacing project between Sligo Rd W and 100m east of Durham St W; and*
- (2) *Queen Street West (Highway 89), detailed design of underground and surface infrastructure project, from Egremont St S to Durham St W.*

CARRIED

Reports from Kimberly Henderson, Treasurer:

- General Fund Financial Summary Report
 - Budget vs. Year to Date - ending June 30, 2016

RESOLUTION A&F 2016-030

Moved by: Councillor Hern

Seconded by: Mayor Lennox

THAT the Administration and Finance Committee of the Township of Wellington North receive the report from Kimberly Henderson, Treasurer regarding General Fund Financial Summary Report, Budget vs. Year to Date - ending June 30, 2016.

CARRIED

- Capital Fund Progress Report
 - Budget vs. Year to Date - ending June 30, 2016

RESOLUTION A&F 2016-031

Moved by: Mayor Lennox

Seconded by: Councillor Hern

THAT the Administration and Finance Committee of the Township of Wellington North receive the report from Kimberly Henderson, Treasurer regarding Capital Fund Progress Report, Budget vs. Year to Date - ending June 30, 2016.

CARRIED

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
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- Annual Statement – Development Charge Reserve Funds
 - For the Period January 1 to December 31, 2015

RESOLUTION A&F 2016-032

Moved by: Councillor Hern

Seconded by: Mayor Lennox

THAT the Administration and Finance Committee of the Township of Wellington North receive the report from Kimberly Henderson, Treasurer regarding Annual Statement – Development Charge Reserve Funds, For the Period January 1 to December 31, 2015.

CARRIED

- Development Charge Reserve Funds Statement
 - For the Period January 1 to June 30, 2016

RESOLUTION A&F 2016-033

Moved by: Mayor Lennox

Seconded by: Councillor Hern

THAT the Administration and Finance Committee of the Township of Wellington North receive the report from Kimberly Henderson, Treasurer regarding Development Charge Reserve Funds Statement, For the Period January 1 to June 30, 2016.

CARRIED

Ontario Community Infrastructure Fund (OCIF)

- Correspondence from Ministry of Agriculture, Food and Rural Affairs, Date July 13, 2016
- Allocation Notice – Formula-based Component

RESOLUTION A&F 2016-034

Moved by: Councillor Hern

Seconded by: Mayor Lennox

THAT the Administration and Finance Committee of the Township of Wellington North receive Correspondence from Ministry of Agriculture, Food and Rural Affairs, Dated July 13, 2016 regarding Ontario Community Infrastructure Fund (OCIF).

CARRIED

ANNOUNCEMENTS

Kimberly Henderson, Treasurer, announced that the Audited 2015 Financial Statements will be presented at the August 15, 2016 Council Meeting.

Karren Wallace, Clerk, announced that the canine control provider is doing a great job. He has been following up on reports of unlicensed dogs when handling complaints. There have been very few calls and complaints about wildlife.

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NEXT MEETING DATE

The next Administration and Finance Committee meeting to be October 24, 2016 at 4:30 p.m.

ADJOURNMENT

RESOLUTION A&F 2016-035

Moved by: Councillor Hern

Seconded by: Councillor Yake

THAT the Administration and Finance Committee meeting of July 18, 2016 be adjourned at 5:46 p.m.

CARRIED