

**MINUTES OF THE TOWNSHIP OF STIRLING-RAWDON FINANCE AND PERSONNEL COMMITTEE MEETING HELD ON JANUARY 22, 2019**

MEMBERS PRESENT: Chair Grant Hagerman and Committee Members Sari Watson, Bob Mullin, John Rock and Jeremy Solmes.

STAFF PRESENT: Derrick Little, Fire Chief  
Matthew Richmond, Environmental Manager  
George Burkitt, Public Works Manager  
Roxanne Hearn, Treasurer/ CAO  
Tawnya Donald, Clerk

The meeting was called to order by the Chair.

**ADOPTION OF AGENDA**

**MOTION #1**

Moved by Bob Mullin

Seconded by John Rock

“That the Finance and Personnel Committee Agenda for January 22, 2019 be adopted with the addition of a staff report and proposed Policy for Pregnancy and Parental Leave for Council members.”

**NEW BUSINESS/ CORRESPONDENCE**

**MOTION #2**

Moved by Bob Mullin

Seconded by Sari Watson

“The Committee acknowledges receipt of a letter dated January 2, 2019 from Quinte Conservation advising that they are coordinating with Hastings Stewardship Council regarding the availability of seedlings through the Community Trees Program

and further recommends that \$1000.00 be approved for the purchase of seedlings to be distributed to Township residents.”

**MOTION #3**

Moved by Jeremy Solmes

Seconded by Sari Watson

“The Committee acknowledges receipt of a notice advising of the newly re-vamped Comfort Country magazine

and further recommends that the Township support the endeavour place a quarter page promotional ad at a cost of \$179.00.”

**MOTION #4**

Moved by John Rock

Seconded by Sari Watson

“The Committee acknowledges receipt of a letter dated January 15, 2019 from Baker Tilly Kawarthas LLP regarding the audit of the consolidated Financial Statements of the Township of Stirling-Rawdon

and further recommends that the Mayor and Deputy-Mayor sign the acknowledgement stating that there is a clear understanding of the matters.”

**MOTION #5**

Moved by Bob Mullin

Seconded by Jeremy Solmes

“The Committee acknowledges receipt of a letter dated January 8, 2019 from the Royal Canadian Legion (Br 228) asking that the Township waive the fee for processing lottery licences

and further recommends that no change be made to the lottery licencing fees at this time

and further that the Legion be advised that all non-profit/ charitable groups are treated in equally.”

**MOTION #6**

Moved by Bob Mullin

Seconded by Jeremy Solmes

“The Committee acknowledges receipt of a letter dated January 14, 2019 from Stirling & District Horticultural Society requesting financial support for beautification projects in 2019

and further recommends that a donation to Stirling & District Horticultural Society in the amount of \$1,000 be approved in principle and referred to budget deliberations.”

**MOTION #7**

Moved by Jeremy Solmes

Seconded by John Rock

“The Committee acknowledges receipt of a letter dated January 14, 2019 from Stirling & District Horticultural Society requesting to use the covered bridge on Saturday, May 25<sup>th</sup> from 7:30 a.m. until noon for their annual plant sale

and further recommends that the said request be approved.”

**OTHER BUSINESS**

Committee was provided with a list of current contracts signed for the previous term of Council which will expire on February 28, 2019.

**MOTION #8**

Moved by Bob Mullin

Seconded by John Rock

“The Committee recommends that the current contracts for 1) the Caretaker for Henry Street Ball Park; 2) the Caretaker for Doug Andrews Memorial Park; and 3) the Caretaker for the washrooms at Springbrook Park be referred to the Stirling-Rawdon Parks and Recreation Committee for review and comment.”

**MOTION #9**

Moved by Jeremy Solmes

Seconded by Sari Watson

“The Committee recommends that staff be instructed to contact the current provider for the following contracts to determine if they are interested in signing a contract for the present term of Council:

- Cleaning of Township offices;
- Generator Maintenance;
- Grave opening at Stirling Cemetery;
- By-law enforcement.”

**MOTION #10**

Moved by Jeremy Solmes

Seconded by Sari Watson

“The Committee recommends that the Township tender for the following contracted services:

- Inspection/Service on HVAC units at Township owned buildings;
- Grass cutting at the cemetery, and parks;
- Garbage Collection;
- Maintenance and Supervision of the Township’s Landfill Sites;
- Landfill site monitoring.”

**Preliminary Budget Discussions:**

Derrick Little, Fire Chief attended to present a draft Fire Department Budget discussion ensued.

**MOTION #11**

Moved by Bob Mullin

Seconded by Sari Watson

“The Committee recommends that any unspent budget in 2018 Fire and Emergency Management accounts be transferred to reserve for future capital expenses

and further that \$100,000 be budgeted in 2019 for reserves for future capital expenditures.”

Matthew Richmond, Environmental Manager attended to present a draft budget for Stormwater management; Water, Sewer and Landfill. A discussion on departmental priorities ensued.

George Burkitt, Public Works Manager attended to present the 2019 draft Transportation Budget. Discussion ensued on vehicle repairs and/ or replacement; bridge rehabilitation and road maintenance.

**MOTION #12**

Moved by Bob Mullin

Seconded by John Rock

“The Committee recommends that the Public Works Manager be given approval to purchase an auger attachment for the backhoe and a broom and mower attachment for the sidewalk machine at an upset cost of \$40,000.”

**MOTION #13**

Moved by John Rock

Seconded by Sari Watson

“The Committee recommends that effective February 1, 2019 that the Township of Stirling-Rawdon mileage rate be set at \$0.58 per km for members of Council and employees for the use of their own vehicle on Township business.”

**MOTION #14**

Moved by Sari Watson

Seconded by John Rock

“The Committee recommends that the Pregnancy and Parental leaves for Members of Council Policy be forwarded to council for approval by by-law.”

**ADJOURNMENT**

The meeting was adjourned by the Chair.