

JOINT BUILDING COMMITTEE MEETING

November 19, 2015 AT 5:15 P.M.

Held at the Township of Strong Office

Present: South River – Les Mahon
Burk’s Falls – Rex Smith
Joly – Budd Brown
Strong – Christine Ellis

Machar – Bart Wood
Ryerson – Glenn Miller
Sundridge – Don Richardson

Absent: Barbara Marlow

Staff Present: CBO: Brian Dumas, Recording Secretary: Kim Dunnett

Guests: Marjorie Robinson, Accountant

The Joint Building Committee meeting was called to order at 5:15 p.m. by the Chair Christine Ellis.

Declaration of Conflict/Pecuniary Interest: None

Resolution # 2015-032

Moved by: Don Richardson

Seconded by: Budd Brown

Be it resolved that this committee does hereby adopt the minutes of the regular meeting of September 17, 2015. **Carried**

Financial Report: The secretary reviewed the current budgetary figures and presented the financial reports.

Resolution # 2015-033

Moved by: Bart Wood

Seconded by: Rex Smith

Be it resolved that this committee does hereby approve the following expenses of;

- September 2015: \$14,652.82
- October 2015: \$14,423.68

and accepts the Financial reports for September and October 2015.

Carried

Municipal Contributions Refund: Marjorie Robinson, Accountant presented a report on municipal contributions. Marjorie explained deferred revenue and suggested adding a line in the 2016 budget for deferred revenue. Projections in regards to revenue was discussed and Marjorie suggested when setting up the 2016 budget the committee should consider revising the budget layout to show revenue versus expense. Marjorie stated it is the committee’s decision whether they refund 2015 contributions or keep the surplus for expenses occurring in the beginning of 2016. The secretary informed the committee if they refunded part or all the municipal contribution, then the JBC will need to invoice the member municipalities at the same time the refund would be given, in order to operate. The committee discussed whether to refund or keep the excess funds from 2015 and decided it would be best to keep the money for ongoing expenses.

JOINT BUILDING COMMITTEE MEETING

November 19, 2015 AT 5:15 P.M.

Held at the Township of Strong Office

Resolution # 2015-034

Moved by: Les Mahon

Seconded by: Bart Wood

Be it resolved that this committee does hereby approve the Municipal contributions be capped at; Burk's Falls \$4416; Joly \$3318; Machar \$9259; Ryerson \$5233; South River \$1767; Strong \$9132; Sundridge \$3660, for the 2015 year.

Carried

Christmas Hours: The Chair informed the members what hours the JBC Administration office will be open and closed.

Resolution # 2015-035

Moved by: Rex Smith

Seconded by: Don Richardson

Be it resolved that this committee does hereby approve the JBC Christmas hours as follows;

December 24, 2015 Closed at 12 p.m.

December 25, 2015 Closed

December 28, 2015 Closed

December 31, 2015 Closed at 12 p.m.

January 1, 2016 Closed

Carried

Christmas Bonus: The committee members inquired what had been given in previous years to the employees.

Resolution # 2015-036

Moved by: Budd Brown

Seconded by: Glenn Miller

Be it resolved that this committee does hereby approve a Christmas Bonus for Joint Building Committee employees in the amount of \$200.00 each.

Carried

Administration Fee: The secretary explained that since the work load for the JBC has been reduced with Magnetawan's withdrawal, the committee may contemplate requesting the JBC Administrator to consider a reduction in administration fees. The committee discussed the variables that affected the administration previously and asked the secretary if she had a figure in mind to suggest. The Chair will ensure that administration fee reduction will be discussed by Strong Council and secretary will track her hours in 2016 to help determine an suitable fee.

Chairperson Report: No report

CBO Report: The CBO reported that in the last six weeks he has been able to close 78 files and plans to close more by the end of the year. CBO informed the committee that forms previously used for building permits are no longer available and therefore he has created a form for each municipality's with their logo on them. The CBO would like to revisit the building by-law in 2016 and review the fees. The CBO commented that the 2015 year slightly exceeded the 5 year average. When preparing the budget for 2016 a new laser printer will needed to be budgeted for.

Correspondence:

A letter dated October 16, 2015 from the Township of Armour was reviewed.

JOINT BUILDING COMMITTEE MEETING
November 19, 2015 AT 5:15 P.M.
Held at the Township of Strong Office

New Business: None

Resolution # 2015-037

Moved by: Glenn Miller

Seconded by: Bart Wood

Be it resolved that this committee does hereby adjourn at 5:55 p.m. to meet again at the call of the Chair or January 21, 2016 at 5:15 p.m.

Carried

Kim Dunnett, Secretary

Christine Ellis, Chair