

**TOWNSHIP OF WHITEWATER REGION**  
**Committee Meeting**

**Meeting Title:** *Finance and Administration*    **Date:** *Wed Oct 19, 2011*

**Place:** *Municipal Council Chambers*        **Start Time:** *8:00 p.m.*

**FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA**

1. Call to Order
2. Adoption of the Minutes
3. National Bank – Bill Payment Charges
4. Accounts Receivable Policy – Draft review and Discussion
5. Other Business
6. Meeting to discuss litigation, potential litigation, labour relations, and the security of the property of the municipality.
7. Adjournment

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1. **Present:** Mayor Jim Labow, Deputy Mayor Izett McBride, Reeve Don Rathwell, Councillors: Cathy Regier, Joe Trimm, Daryl McLaughlin, and Allen Dick  
**Staff Present:** Dean Sauriol, Annette Mantifel and Erica Rice

2. **Adoption of the Minutes**

Moved by Daryl McLaughlin, seconded by Jim Labow

**“Be it Resolved that the minutes of the previous Finance and Administration Committee Meeting dated June 8, 2011 be adopted as circulated.”**

Carried by  
Joey Trimm

3. **National Bank – Bill Payment Charges**

Annette Mantifel explained her memo to Council concerning the \$25.00 service charge that the National Bank is going to implement on the Township because the Township is a supplier.

The National Bank would debit the Township account that they credit with customer payments.

Ms. Mantifel informed Council that the other banks the Township is dealing with have not implemented any service charges.

The Bank of Nova Scotia was going to charge the Township a \$15.00 service fee. Ms. Mantifel spoke with the client manager and stated that the Township is dealing with the Bank of Nova Scotia and did not feel that the Township should pay a service fee for their payment services for our ratepayers,

In 2007 the Township was considering signing with the Toronto Dominion bank and they were not charging the Township for payment services for ratepayers.

We are still working with TD without a service charge.

Ms. Mantifel said we are going to see a trend that most banks will start charging a fee for their payment services.

Ms. Mantifel replied that the Township has received their letter and that the Township needs to be taken off their list.

National Bank has taken the Township off their list as a supplier on their own.

At most banks the Township is set up for payments of taxes and water.

If the Township was charged \$25 a month it would be a yearly fee of \$300 for tax payments and \$300 for water payments.

Ms. Mantifel investigated over the 2011 year so far there are 5-6 people making payments using the National Bank. One or two of these customers are making monthly payments.

Reeve Rathwell said he has a problem with paying for bank charges. He feels we pay the banks enough with chequing fees.

Ms. Mantifel questioned Council as to how to follow up on this letter.

Deputy-Mayor McBride said the Township should question AMO on this item.

CAO said the Township should stand their ground and say no to the National Bank's fee.

If all the municipalities say no then this will disappear.

Councillor Trimm said that with all the banks we deal with, this one we do the least

business with and they are looking for money.

Councillor Trimm asked for a recommendation from staff.

Councillor Trimm asked if there were any mitigating steps to make the process easier for customers to pay.

Ms. Mantifel is going to send a letter to the ratepayers who use the National Bank, to inform them of the Township no longer being a supplier of National Bank.

Councillor Trimm suggested offering them pre-authorized payment.

Moved by Don Rathwell, Seconded by Izett McBride

**“Be it Resolved that the Finance and Administration Committee recommend to Council that the Township because of the minimum number of customers using the online payment services from the National Bank Corporate services supplier list be removed from the Townships services due to the establishment of a \$25 monthly fee for the payment services of Taxes and Water and Sewer from the National Bank.”**

Carried by  
Joey Trimm

#### 4. **Accounts Receivable Policy – Draft review and Discussion**

Annette Mantifel explained her memo to Council concerning the draft of the new Accounts Receivable Policy.

The new system has allowed the Accounts Receivable deposit to be entered in with the regular deposits

Ms. Mantifel has looked at other policies for the minimum amounts for invoicing purposes. The Township invoices for small amounts from local contractors, and churches. These amounts are for \$5, \$7 and \$10.

Ms. Mantifel also questioned Council's opinion on a late payment fee and minimum issue amount.

Ms. Mantifel also said that the Township is in the process of reviewing the whole tipping fee amount.

CAO said that the Township would prefer to give out invoices for organization even if it is for a small amount.

Ms. Mantifel said that sometimes the small amounts sit for weeks until the contractor has another invoice to make the cheque amount large enough to make it worthwhile writing the cheque.

Councillor Trimm likes the idea of a minimum amount.

CAO informed Council that a minimum amount on a trip to the landfill site is needed.

Mayor Labow questioned the time factor. The first step is the waste invoice at the landfill site, then it is brought to the Accounts Receivable Clerk, then a computer invoice is printed and then it is mailed at a charge of \$0.59. If this invoice is not paid then a second invoice is printed and mailed. If the invoice is for \$5.00 then it is costing the Township money to get the payment.

Deputy-Mayor McBride feels the minimum amount to visit the landfill site should be \$10.00

CAO feels the late payment charge will aid in the collection of payments.

Ms. Mantifel has created a credit application form for new businesses. The process now is if you would like to be invoiced by the Township you need to fill out the credit application.

Ms. Mantifel informed Council that any business that has an account over the 90 days needs to fill in an application.

The late payment charge will be administered the same way as taxes and water are done. It will not include the garbage bag vendors. The late payment will not be administered on the local boards that receive grants because they pay the Township when they receive their grant money and sometimes this can be over a month after they are invoiced.

Mayor Labow feels that interest should be on a compound basis.

Ms. Mantifel said she would investigate. The interest on taxes is on the principal amount. On water and sewer it is on a compound basis.

Ms. Mantifel would like the new policy to be administered on January 1, 2012. She will be sending out a letter of information to let the Township's customers know the new process.

Ms. Mantifel informed Council that the taxes, water and sewer and accounts receivable are all separate systems.

CAO said that if there is a choice of compound and principal interest on accounts receivable Ms. Mantifel is to inform Council.

Mayor Labow informed Council that he pays his accounts receivable invoice online through Scotiabank.

Ms. Mantifel informed Council that Scotia Bank is the only bank that has this feature. When garbage bags are delivered the landfill site employee has the vendor sign the deliver sheet.

Ms. Mantifel explained the collection procedures when the statements are over 90 days. The Township calls the customer and gives them 30 days to pay the invoice. If it is not paid then the customer is issued a letter stating their services are cut off.

Mayor Labow said that a current cut off date is needed if the Township is going to court. Reeve Rathwell questioned what will happen if the person can't put the garbage at the landfill site due to have in their services cut off for lack of payment. He feels that the garbage will be put into the road ditches.

Councillor asked for consensus for changing to suspension of privileges.

Ms. Mantifel informed Council that the vendor must pay for the garbage bags within 14 days of receipt. This is being added to the policy.

Councillor Trimm questioned if other places were needed to sell garbage bags?

Ms. Mantifel said if a person who is in arrears and the Township owes them money, the Township will take a garnish a portion of the cheque. This will be put into the new policy.

A consensus was given to take the minimum payment out of the policy until a meeting is held with the Waste Management to discuss the minimum amount.

Moved by Allen Dick, Seconded by Cathy Regier

**Be it Resolved that the Finance and Administration Committee recommend to Council that the Township adopt the Accounts Receivable Policy as submitted, reviewed and adjusted by the Finance and Admin Committee on October 19, 2011."**

Carried by  
Joey Trimm

**5. Other Business**

**Valley Heritage Radio 2011 Christmas Greeting Promotion.**

Reeve Rathwell informed Council that this was done last year. The Christmas message was really nice and he received a lot of compliments on it.

Dean informed Council that other request maybe coming in.

Councillor Trimm likes the idea and suggested putting the Season Greeting in the Cobden Sun like last year,

Moved by Don Rathwell. Seconded by Jim Labow

**"Be it Resolved that the Finance and Committee Recommend to Council that we agree to place the 2011 Season's Greeting Promotion with Valley Heritage Radio as a cost of \$250.00 plus HST."**

Carried by  
Joey Trimm

**6. Meeting to discuss litigation, potential litigation, labour relations, and the security of the property of the municipality.**

Nothing.

**7. Adjournment**

Move by Cathy Regier, Seconded by Daryl McLaughlin

**"Be it Resolved that the Township of Whitewater Region Finance and Administration Committee meeting dated October 19, 2011 be adjourned at 9:15 P.M."**

Carried by  
Joey Trimm

