



County Council

Meeting Date: June 20, 2023
Submitted by: Cindy Howard, County Treasurer
Subject: 2023 Borrowing By-Law

BACKGROUND:

The line of credit with Bank of Nova Scotia was setup to allow the County of Middlesex to borrow during cash shortages which sometimes exist in September and February before lower tier payments or if required for financing capital on a short term bases.

As per the agreement with the Bank of Nova Scotia, Council each year must pass a bylaw for the line of credit.

The County of Middlesex only pays if we use the line of credit. This is similar to a personal line of credit one may have with a bank in case of emergencies.

The bylaw allows the Chief Administrative Officer or the Treasurer (the two signing officers for the County) to sign the necessary documents for a short term loan.

ANALYSIS:

General Operating Purposes

Credit Number: 01 Authorized Amount: \$2,000,000

This is the annual amount available to the County for general operating purposes. The County has the option of borrowing at prime rate minus .50% by promissory note, or by Bankers' Acceptance.

There is always the possibility that we may have to borrow, for a very short time, if our cash position dictated and the bank will increase the limit if required.

Credit Cards

Credit Number: 02 Authorized Amount: \$300,000

This is the total amount available to the County for County credit cards. The County currently has the following credit cards with limits as follows:

Warden	\$ 9,500
Chief Administrative Officer	10,000
Clerk	12,000
Librarian	25,000
Public Services Coordinator	5,000
Technical Services Coordinator	5,000
GM, Finance and Community Services	10,000
Project Manager, Early Years	5,000
Economic Development Director	10,000
County Solicitor	5,000
Director of IT Services	40,000
MLEMS **	102,500
Building Maintenance Supervisor	5,000
Strathmere Lodge Administrator	2,500
S.L. Environmental Services Manager	3,000
S.L. Activation Manager	2,000
S.L. Director of Resident Care	7,000
Health and Safety	2,000
County Engineer	10,000
Road Superintendent	2,000
Roads Foremen (4 - \$2,000 each & 1 - \$2,500)	10,500
Total	<u>\$283,000</u>

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Chief	\$10,000
Deputy Chief	5,000
Administration Card	1,500
Superintendent Cards (2 @ 1,000)	2,000
Fleet Cards 1 @ 6,000, 1@ 9,000	15,000
Logistics Cards (2)	25,000
Travel Cards (3)	7,000
NICU Transport Unit	2,000
Logistics Officer	35,000

ALIGNMENT WITH STRATEGIC FOCUS:

This report aligns with the following Strategic Focus, Goals, or Objectives:

Strategic Focus	Goals	Objectives
Promoting Service Excellence	Innovate and transform municipal service delivery	<ul style="list-style-type: none"> • Anticipate and align municipal service delivery to emerging needs and expectations • Engage, educate and inform residents, businesses, and visitors of county services and community activities • Strengthen our advocacy and lobbying efforts with other government bodies • Collaborate with strategic partners to leverage available resources and opportunities • Build organizational capacity and capabilities

RECOMMENDATION:

THAT the necessary borrowing by-law for 2023 authorizing the borrowing of funds with a maximum limit of \$2,000,000 at any one time be presented to County Council for approval.

Attachment