

**AGENDA: Finance and Administration Committee**



**MEETING DATE:** January 17, 2006

**MEETING TIME:** 2:00 pm

**LOCATION:** The Blue Mountains Council Chamber

**PREPARED BY:** Stephen Keast, Clerk

**A. Call to Order**

- Approval of Agenda
- Declaration of Pecuniary Interest
- Previous Minutes

**B. Deputations/Presentations**

Initials

2:00 pm - Marsh Street Community Centre Board

Correspondence and purchase agreement attached with charter as a charitable foundation to follow.

Decision and recommendation to be made with regard to status of future funding.

**C. Staff Reports as circulated**

**1. CAO.06.03 – Expansion of Library Parking Lot**

**Recommendation** (move, second)

THAT this Committee does hereby receive and adopt Staff Report CAO.06.03, "15 Napier Street, Expansion of Library Parking Lot", and further does support the Recommendations contained therein, being:

1. That Committee approves the advertising and sale of the house at 15 Napier Street.
2. That the CAO and staff develop a Terms of Reference to sell and move the actual building.

## 2. **SRB.06.02 – Vehicle Acquisition – Building**

### **Recommendation** (move, second)

THAT this Committee does hereby receive and adopt Staff Report SRB.06.02, “Vehicle Acquisition – Building”, and further does support the Recommendations contained therein, being:

1. THAT the Finance and Administration Committee recommend to Council that the Town adopt the following policies as they relate to Building Inspection vehicles:

- A. That Town vehicles be provided for Building Inspection purposes with the use of the vehicle by Building Inspection Staff being in accordance with the Town’s Personnel Policy related to same.
- B. That Town vehicles utilized for Building Inspection purposes have the following minimum attributes: four doors; minimum ground clearance of 200 mm (8"); AWD/ 4 wheel drive; automatic; A/C; NRC fuel consumption rating of no greater than 11.0 l /100 km (25 mpg) combined (55% city + 45% highway); and, NRC rated CO2 emissions of no greater than 5100 kg per year (based on 20,000 km/year).
- C. That Building Inspection vehicles be white in colour.
- D. That Building Inspection vehicles be replaced on a 3 year term.

2. THAT the Finance and Administration Committee recommend to Council that the Town Treasurer and the Director of Building & By-law be authorized to complete lease arrangements in advance of the consideration of the Town’s 2006 Operating Budget for a vehicle for the new Building Inspector as contemplated above, with the source of funding being the Building Inspection Annual Operating Budget.

3. THAT the Finance and Administration Committee recommend to Council that the 2004 Building Inspection Ford F150 ½ Ton Pick-up be reallocated to another Town service group via the 2006 Budget process, if possible, and, upon same being completed, that the Town Treasurer and the Director of Building & By-law be authorized to complete lease arrangements for a replacement to this vehicle with the source of funding being the Building Inspection Annual Operating Budget.

3. **Monthly Budget Variance Reports** RC

Revenue, Expenses to December 31, 2005 attached

4. **Budget & Year End Processes** DC

Verbal status update

5. **Closed Session – CAO.06.05 - 2005 Incentive Program** DC

### **Recommendation** (move, second)

THAT with regard to subsection 239(2) of the *Municipal Act, 2001* this Committee do now move into closed session with regard to Town Personnel matters and discussion of personal matters involving identifiable individuals.

**D. Correspondence**

None

**E. New and Unfinished Business**

None

**F. Next Meeting Date**

February 21, 2006, 2:00 pm

**G. Adjournment**