

AGENDA: Finance and Administration Committee



MEETING DATE: April 19, 2011

MEETING TIME: 2:00 pm

LOCATION: Building Department Meeting Room

PREPARED BY: Stephen Keast, Administrative Assistant

A. Call to Order

- Approval of Agenda

Recommendation (Move, second)

THAT the Agenda of April 19, 2011 be adopted as circulated, including any revisions to be made.

- Declaration of Pecuniary Interest
- Previous Minutes

Recommendation (Move, second)

THAT the minutes of March 15, 2011, be approved as circulated, including any revisions to be made.

B. Deputations/Presentations

None

C. Staff Reports as circulated

C.1 Standardization and Cooperative Purchasing of Printer/Copier/Fax/Scan Units, FIS.11.18

SA

Recommendation (Move, second)

THAT Council receive Staff Report FIS.11.18 "Standardization and Cooperative Purchasing of Printer/Copier/Fax/Scan Units"; and,

THAT Council approve the Town's participation in the provincial contract for the purchase of printer/copier/fax/scan units for the term of the contract; and,

THAT Council approve the standardized use of Xerox printer/copier/fax/scan units purchased under contract with Compugen, as described by the provincial contract; and,

THAT Staff lease or purchase units in accordance with approved Departmental budgets.

C.2 Review of Grants and Donations Applications, CEDC11.10 LK

Recommendation (Move, second)

That Council receive Staff Report CEDC.11.10 'Review of Grants and Donations Applications' for information purposes; and

THAT Council authorize the funding of these applications as determined by the Committee.

C.3 Supply and Installation of Replacement Telephone System Contract, CEDC.11.07 LK

Recommendation (Move, second)

THAT Council receive Staff Report CEDC.11.07 "Supply and Installation of Replacement Telephone System Contract" for information purposes.

C.4 Grey County Joint Accessibility Plan - 2011 Update, CEDC.11.08 LK

Recommendation (Move, second)

THAT Council receive Report CEDC.11.08, "Grey County Joint Accessibility Plan – 2011 Update" and;

THAT Council approve the attached Municipal Facilities Inventory for forwarding to the County of Grey for inclusion as an Appendix to the Joint Accessibility Plan as part of the 2011 Plan update.

C.5 New Town Hall Construction Budget Update, PL.11.39 DF

Recommendation (Move, second)

THAT Council receive Staff Report PL.11.39, "New Town Hall Construction Budget Update".

C.6 Quarterly Financial Reports – March 2011, FIS.11.19 ET

Recommended (Move, second)

THAT Council receive Staff Report FIS.11.19, "Quarterly Financial Reports – March 2011", for information purposes.

Recommendation (Move, second)

THAT Council receive Staff Report FIS.11.16, "2010 Investment Performance" for information purposes.

D. Correspondence

D.1 Linda Wykes, Grants and Donations Budget

Recommendation (Move, second)

THAT the Finance and Administration Committee receive correspondence from Linda Wykes regarding the Grants and Donations Budget for information purposes.

E. New and Unfinished Business

E.1 Review of 2012 Budget Process

F. Closed Session

Recommendation (Move, second)

THAT with regard to subsection 239 of the *Municipal Act, 2001*, this Committee do now move into closed session in order to address matters pertaining to personal matters about an identifiable individual, including Town or local board employees;

AND personnel matters;

AND THAT Delegated Clerk and Human Resources Manager Tracey McKenna and Director of Financial and Information Services Rob Cummings be invited to attend.

G. Adjournment

Recommendation (Move, second)

THAT this meeting does now adjourn to meet again in the new Town Hall Committee Room on May 17, 2011 at 2:00 pm, or at the call of the Chair.