

AGENDA: Finance and Administration Committee



MEETING DATE: June 11, 2013
MEETING TIME: 1:00 p.m.
LOCATION: Council Chambers
PREPARED BY: Stephen Keast, Administrative Assistant

A. Call to Order

- Finance and Administration Committee Members are:
 - Councillor Gail Ardiel
 - Councillor R. J. Gamble
 - Councillor Joe Halos (2013 Chair)
 - Councillor John McKean

In accordance with the Town's Procedural By-Law 2009-59, as amended, all Finance and Administration Committee members have voting privileges. Other members of Council who are not designated members of the Committee are entitled to attend Finance and Administration Committee meetings and enter into debate, but do not have voting privileges or the privilege of raising new business or adding matters to the Agenda.

The Head of Council shall be an ex-officio member of all Town Standing, Advisory and Ad-hoc Committees where not otherwise prohibited by any Act and shall have full voting privileges when in attendance at any meeting thereof and shall have the privilege of raising new business or adding any matter to a previously completed meeting Agenda.

- Approval of Agenda

Recommendation (Move, second)

THAT the Agenda of June 11, 2013 be adopted as circulated, including any revisions to be made.

- Declaration of Pecuniary Interest
- Approval of Consent Agenda (Information Reports)

With the adoption of the Consent Agenda, those information reports that do not require action are deemed to be received by the Committee and therefore will be forwarded to Council for information purposes only. Items that are determined to require discussion may be removed from the Consent Agenda by motion by a member of the Committee.

The contents of the Consent Agenda are available to the public through the publication of the Agenda and posting of the Reports on the Town website.

Recommendation (Move, Second)

THAT the Consent Agenda of June 9, 2013, be adopted as circulated, less any items requested for separate review and discussion.

- Previous Minutes

Recommendation (Move, second)

THAT the minutes of May 14, 2013, be approved as circulated, including any revisions to be made.

B. Deputations/Presentations

None

C. Staff Reports as circulated

C.1 Castle Glen Thunder Hill Development Summer and Winter Maintenance Cost Recovery By-law, FIT.13.31

Ruth Prince

Recommendation (Move, second)

THAT Council receive Staff Report FIT.13.31 “Castle Glen Thunder Hill Development Summer and Winter Maintenance Cost Recovery By-law”;

AND THAT Council enact a “By-law to Impose a Charge for Summer and Winter Maintenance Services (Castle Glen Thunder Hill Development)”.

C.2 Town Web Site Security Enhancement, FIT.13.33

Cathy Bailey

Recommendation (Move, second)

THAT Council receive Staff Report FIT.13.33 Town Web Site Security Enhancement and;

THAT COUNCIL authorize Information Technology (IT) staff in consultation with the Senior Management Team (SMT), to reduce the number of staff email addresses on the Town web site and provide a generic email address for those staff contacts that remain on the site.

C.3 Allocation of the 2012 General Fund Surplus, FIT.13.37 Renee Ouellette

Recommendation (Move, second)

THAT Council receive Staff Report FIT.13.37 “Allocation of the 2012 General Fund Surplus” for information, and,

THAT Council allocate the 2012 General Fund surplus amount to fund the following:

Cemetery accumulated deficit	\$76,745
HR Reserve (Pay equity & other)	\$140,000
Working Capital Reserve (remaining balance)	\$36,056

D. Consent Agenda (Information Reports)

D.1 2012 Municipal Performance Measurement Results, FIT.13.36

Renee Ouellette

Recommendation (Move, second)

THAT Council receive Staff Report FIT.13.36 “2012 Municipal Performance Measurement Results” for information.

D.2 Comparative Council Remuneration Review, FIT.13.35

Robert Cummings

Recommendation (Move, second)

THAT Council receive Staff Report FIT.13.35, “Comparative Council Remuneration Review”, for information purposes.

D.3 Monthly Financial Report – May 2013, FIT.13.38

Robert Cummings

Recommendation (Move, second)

THAT Council receive Staff Report FIT.13.38 “Monthly Financial Report - May 2013” for information purposes.

E. Correspondence

None

F. New and Unfinished Business

None

H. Next Meeting Date

July 9, 2013, 1:00 p.m., Town Hall Council Chambers

I. Adjournment

Recommendation (Move, second)

THAT this meeting does now adjourn to meet again in the Town Hall Council Chambers on July 9, 2013 at 1:00 pm, or at the call of the Chair.