

AGENDA: Finance and Administration Committee



MEETING DATE: January 18, 2011

MEETING TIME: 2:00 pm

LOCATION: Building Department Meeting Room

PREPARED BY: Stephen Keast, Administrative Assistant

A. Call to Order by Secretary

- Selection of Chair, handing over of meeting to Chair
- Approval of Agenda

Recommendation (move, second)

THAT the Agenda of January 18, 2011 be adopted as circulated, including any revisions to be made.

- Declaration of Pecuniary Interest
- Previous Minutes

Recommendation (move, second)

THAT the minutes of September 14, 2010, be approved as circulated, including any revisions to be made.

B. Deputations/Presentations

B.1 Tracey Smith, BDO Dunwoody LLP – Draft Financial Statements for the Year Ended December 31, 2009

C. Staff Reports as circulated

C.1 Draft Financial Statements for the Year Ended December 31, 2009 RC

Recommendation (Move, second)

THAT the Committee receive the draft Town Financial Statements for the year ended December 31, 2009 as audited by BDO Dunwoody LLP and that the final 2009 Financial Statements be adopted by Council at the next scheduled Council meeting.

C.2 Refrigeration Chiller and Condenser Pre-approval, DOR.11.08 AMcM

Recommendation (Move, second)

THAT Council receive Staff Report DOR.11.08 entitled “ Refrigeration Chiller and Condenser Pre-approval” and does hereby grant pre-approval in the 2011 municipal budget process for the replacement of the refrigeration chiller and condenser at the Beaver Valley Community Centre at a total budgeted amount of \$105,000.00; and,

THAT Council authorize the Clerk and the Mayor to execute the agreement with the successful bidder through the tendering process.

C.3 2011 Fees and Charges for Recreation Services, FIS.11.02 RP

Recommendation (Move, second)

THAT Council does hereby receive Staff Report FIS.11.02 “2011 Fees and Charges for Recreation Services”;

AND THAT a Public Meeting to review proposed Amendments to By-law 2008-113 as amended “Fees & Charges By-law”, Schedule “H” – Recreation Department Services, Schedule “I” – Harbour, Schedule “J” – Craigleith Heritage Depot and Schedule “K” – Ice Rentals, be held February 14, 2011.

C.4 The Blue Mountains Fire Department Third Quarter Report, 2010 AJL

Recommendation (Move, second)

THAT THAT Council receive The Blue Mountains Fire Department Third Quarter Report, 2010 for information purposes.

C.5 Quarterly Flash Report – December 31, 2010 RC

Recommended (Move, second)

THAT Council receive the Quarterly Flash Report – December 31, 2010, for information purposes.

C.6 Procedural By-law Review, A.11.03 SK

Recommendation (Move, second)

THAT the Finance and Administration Committee receive Staff Report A.11.03, Procedural By-law Review, for information purposes; and

THAT the Committee provide direction on the following Recommendations for By-law revisions to Council based on the background information contained in this Report:

Recommendation 1. Section 2, **Intent of By-law**, be revised to refer to the Council Code of Conduct adopted by the previous Council.

Recommendation 2. Subsection 4.7, **Meetings of Council**, be revised to read that in addition to the Head of Council or the Chair of a Committee, the Chief Administrative Officer (CAO) or CAO Designate may also cancel a regularly scheduled meeting, following consultation with the Head of Council or Chair of the Committee, where possible.

Recommendation 3. Subsection 4.7, **Meetings of Council**, be revised by deleting “or for any other reason” and inserting “or a lack of corporate business requiring immediate attention” and further revised with the addition of a new last sentence reading “Where a statutory public meeting has been scheduled, every reasonable effort shall be made to conduct the meeting subject to the provisions of this clause.”

Recommendation 4. Subsection 9.1.d.v., **Declaration of Conflict of Interest (Pecuniary Interest)**, be implemented as currently written and contained in the *Municipal Act, 2001*, being that where the interest of a member has not been disclosed by reason of the member’s absence from a meeting wherein the matter was discussed, the member shall disclose the interest at the next Council or Committee meeting attended by the member.

Recommendation 5. Subsection 16.3, **Motions / Resolutions**, be clarified to note that prior to a question being voted on, each member shall *take their seat in respect of the vote* (current wording is they *shall* vote, which intends to mean they shall respect the call for the vote).

Recommendation 6. Subsection 16.8, **Motions / Resolutions**, be revised to note that a request for a recorded vote must be made immediately before the vote only and to note that a member expressing preliminary intent to call for a recorded vote does not act to minimize, terminate or quash debate on a matter.

Recommendation 7. Section 16.8, **Motions / Resolutions**, be implemented as currently written, being that following a request for a recorded vote, the Chair of the meeting shall vote last.

Recommendation 8. That Council install provision for a “simultaneous recorded vote”, where a member may request such a vote in the manner of a recorded vote and the Clerk or Secretary will provide a ballot to each member who records their vote secretly for or against the question.

Recommendation 9. Subsection 17.1, **Notice of Motion**, be clarified as to the requirement for a Secunder on a Motion shown on an Agenda arising from Notice of Motion given at a previous meeting.

Recommendation 10. Subsections 21.1. a), **Committees**, be modified to note the Standing Committees have four designated members, all having voting privileges and all responsible to attend *and at the inaugural meeting shall select a Chair from among them*. The method of election should also be prescribed.

Recommendation 11. Subsection 21.4, **Committees**, be modified to clarify the Head of Council is an ex-officio member of all Committees but attendance at meetings would not be considered as part of the quorum unless the Mayor was specifically appointed or designated.

D. Correspondence

D.1 Small Business Enterprise Centre – Request for support – referred by Council
January 10, 2011

E. New and Unfinished Business

None

F. Adjournment

Recommendation (Move, second)

THAT this meeting does now adjourn to meet again on February 15, 2011 at 2:00 pm, or at the call of the Chair.