

COMMITTEE MINUTES

Roll Call

Committee Members:

Councillor J. Fullarton, Chair
Mayor D. Henderson, Ex-Officio

Absent:

Councillor J. Earle
Councillor L. Journal

Others:

Councillor G. Beach

Staff:

Ms. T. Brons, Administrative Coordinator (Recording Secretary)
Mr. B. Casselman, City Manager
Ms. D. Cyr, Director of Finance
Ms. L. Ferguson, Supervisor of Accounting Services
Mr. C. Law, Municipal Intern
Ms. S. Seale, City Clerk

Others:

The Chair called the meeting to order at 4:20 p.m.

CORRESPONDENCE

1. Brockville Municipal Accessibility Advisory Committee (BMAAC)
Recommendations to Finance & Administration Committee
Memo from Sandra Seale, City Clerk

Councillor Fullarton questioned what policy has been set with respect to scent free environment. Ms. S. Seale noted that currently the City does not have a policy in place and staff is seeking direction from the Committee.

Mayor Henderson questioned how often we receive complaints regarding scents. Councillor Fullarton noted that it would be difficult to monitor and control a strict scent free environment in the workplace. It was agreed that

moving toward a scent free environment by creating awareness would be the most appropriate way to handle this matter at this time. Councillor Fullarton noted that the City could begin by asking the cleaning contractors to use scent free products in all City buildings.

The direction from the Committee to the Arenas and Facilities Supervisor is to encourage current cleaning contractors to use scent free products and include the conditions of the use of scent free products in wording of the next contract.

2. Policies on Council Expenditures
Memo from Sandra Seale, City Clerk

Councillor Beach commented that Mr. J. Baker, Director of Human Resources is completing the Non-Union Compensation Survey this year and it may be wise to involve him in the development of a process/policy regarding council expenditures.

Mayor Henderson noted that he is more concerned about developing a process and/or policy on guidelines the approval of expenditures within a budget and not necessarily set amounts.

Councillor Fullarton commented that she is more interested in checks and balances and an approval process to ensure accountability and would like to see expenditures approved before monies are spent. Councillor Fullarton also noted that she feels Council should be aware of overspending their own budget before it may occur.

The direction from the Committee is to include the Director of Human Resources in the sub-committee meetings to review the policies on Council expenditures.

STAFF REPORTS

1. 2010-057-04
Unspent Budget Items

Moved by: Mayor Henderson

THAT Council authorize the transfer to year-end accounts, "Reserve for Outstanding Budget items" and amount of \$180,971.18 to the General Fund (01-3-999904-9904); and

THAT these requests are to be expensed and transferred as per Attachment #1 to Report #2010-057-04.

CARRIED

2. 2010-060-04
2010 Municipal Election

Moved by: Mayor Henderson

THAT Report Number 2010-060-04, 2010 Municipal Election be received for information purposes.

CARRIED

Mayor Henderson questioned the timeline for putting a question on the ballot. Ms. S. Seale, City Clerk will get back to the Mayor with the details and timelines.

3. 2010-061-04
2010 Canada 55+ Senior Games Transfer from Reserve Funds

Moved by: Mayor Henderson

THAT Council authorize the transfer of monies from the Senior Games Reserve Fund to cover the net expenditures at the 2009 fiscal year end.

CARRIED

4. 2010-067-04
Variance Reports - Interim
December 2009

Moved by: Mayor Henderson

THAT the Variance Reports for the period ending December 31st, 2009 INTERIM with respect to Current Operations, Water Rate Administration, and Wastewater Rate Administration be received; and

THAT any deficit variances, should they occur, be authorized as expenditures from the Fiscal Policy Reserve, or appropriate Reserve Fund, or

THAT any surplus be credited to the Fiscal Policy Reserve, or appropriate Reserve Fund.

CARRIED

Councillor Beach questioned the snow removal costs. Ms. D. Cyr, Director of Finance noted that detail will be requested from the Director of Operations and will be forwarded to Councillor Beach.

5. 2010-056-04
2010 Work Plan
Quarterly Report

Councillor Fullarton questioned the status of the Maritime Discovery Centre. Mr. B. Casselman noted that there are ongoing negotiations relating to the renewal of various Agreements including Cash-in-lieu, Brownfield's, Partnership, Marina Utilization and BCF Contribution.

Mayor Henderson noted that the MDC meetings have been changed to monthly as opposed to weekly.

Councillor Beach asked if Council could receive regular updates with respect to MDC meetings.

Mayor Henderson noted that Ms. B. Robinson has been requested to distribute the MDC meeting minutes to Council for review.

Councillor Fullarton questioned if the City will be tendering for health benefits. Mr. B. Casselman noted that tendering for benefits is a regular process.

Moved by: Mayor Henderson

THAT report 2010-056-04, 2010 Work Plan Quarterly Report, be received for information purposes.

CARRIED

CONSENT AGENDA

The following items will be taken to the next meeting of Council by consent:

1. 2010-057-04 – Unspent Budget Items
2. 2010-060-04 – 2010 Municipal Election
3. 2010-061-04 – 2010 Canada 55+ Senior Games Transfer from Reserve Funds
4. 2010-067-04 – Variance Reports – Interim – December 2009
5. 2010-056-04 – 2010 Work Plan Quarterly Report

The meeting adjourned at 5:15 p.m.