

COMMITTEE MINUTES

**Finance, Administration &
Operations Committee**

Tuesday, January 21, 2014, 4:15 pm
City Hall, Council Chambers

Committee Members:

Councillor J. Fullarton, Chair
Councillor J. Baker
Councillor T. Blanchard
Councillor L. Bursey
Councillor J. Earle
Mayor D. Henderson, Ex-Officio

Staff:

Ms. V. Baker, Clerk's Secretary (Recording Secretary)
Mr. B. Casselman, City Manager
Mr. C. Cosgrove, Director of Operations
Mr. D. Dick, Director of Corporate Services
Mr. C. Dwyre, Fire Chief
Ms. L. Ferguson, Manager of Finance
Ms. L. Murray, Deputy City Clerk
Mr. P. Raabe, Director of Environmental Services

Others:

Ms. T. Renkema, 104.9 JRFM
Mr. R. Zajac, Recorder & Times

The Chair called the meeting to order at 4:19 p.m.

DISCLOSURE OF INTEREST

Nil.

DELEGATION(S) AND PRESENTATION(S)

Nil.

CORRESPONDENCE

Nil.

STAFF REPORTS

1. 2014-005-01
Water and Wastewater Systems Quarterly Report
(Oct-Dec 2013)

Moved by: Councillor Bursey

THAT Report 2014-005-01 Water & Wastewater Systems Quarterly Report (Oct. - Dec. 2013) be received for information purposes.

CARRIED

2. 2014-007-01
Asset Management Plan

Moved by: Mayor Henderson

THAT Council approve the City of Brockville Asset Management Plan and that it be used when taking into consideration key asset management and financial planning; and

THAT Council adopt an Asset Management Policy Statement as outlined in the City of Brockville Asset Management Plan - Appendix A; and

THAT the Asset Management Strategies be updated from time to time in accordance with changes to best management practices, technology, financial constraints and the outcome of asset condition assessments.

CARRIED

Mayor Henderson asked Mr. Raabe to explain how the Asset Management Plan would be implemented. Mr. Raabe read the explanation from the attached report. Mr. Raabe also explained that in order to receive provincial funding municipalities must have this plan in place. Mayor Henderson asked if this plan would be utilized. Mr. Raabe stated that it would be a very useful tool for future budgeting related decisions.

Mr. Casselman stated that there was more work to be done concerning the Asset Management Plan in the 3rd quarter of the year and would be reported back to the committee.

3. 2014-008-01
Appointment of Auditor

Moved by: Councillor Blanchard

THAT the City of Brockville appoint the firm of Collins Barrow SEO LLP s the auditors for the City and the local boards for the fiscal years 2013 and 2014, with the possibility of extending the appointment for an additional three years. The charge for the 2013 fiscal year end audit would be \$29,900 (a net cost of \$30,426.26); and

THAT the necessary by-law be enacted.

CARRIED

Councillor Baker offered commendation to City staff for sending out RFP's for the appointment of Auditor.

4. 2014-006-01
2013 Departmental Work Plan 4th Quarter

Moved by: Councillor Bursey

THAT Council approve the 2013 Departmental Work Plans Fourth Quarter Report as outlined in Schedule 1, Report 2014-006-01.

CARRIED

Councillor Baker stated that he had concerns over the work plans regarding the Aquatarium. He stated that as Mr. Paul is assigned to the Aquatarium, what other work is not getting completed. Councillor Baker said he feels that Council is not being kept up to date on progress etc. Mr. Casselman stated that he tries to report out to Council and Committee on a quarterly basis and he will revise a work plan of Mr. Paul's work schedule and prioritize what is being done. Councillor Baker wondered if Mr. Paul is the only qualified person to create a marketing plan. Mr. Casselman explained that the economic benefit from the Aquatarium is approximately \$1.6 to \$1.8 million annually. He said that Mr. Paul is not the only qualified person to do the job but he is the one capable of doing it. They need to have someone in place that knows what they are doing.

Councillor Blanchard asked if there would be a report at some point totaling the "in kind" contribution that the City has made to the project in 2013. Mr. Casselman stated that there would be a financial report forthcoming.

5. 2014-009-01
2013 Final Interim Variance Report

Moved by: Councillor Blanchard

THAT Council receives the Final Interim Variance Report as of December 31, 2013 Report 2014-009-01 for information purposes.

CARRIED

NEW BUSINESS

Nil.

FAO - CONSENT AGENDA

Moved by: Councillor Blanchard

THAT the following items be placed on the Consent Agenda:

1. 2014-005-01
Water and Wastewater Systems Quarterly Report
(Oct-Dec 2013)
2. 2014-007-01
Asset Management Plan
3. 2014-008-01
Appointment of Auditor
4. 2014-006-01
2013 Departmental Work Plan 4th Quarter
5. 2014-009-01
2013 Final Interim Variance Report

CARRIED

ADJOURNMENT

Moved by: Councillor Bursey

THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for February 18, 2014.

CARRIED

The meeting adjourned at 5:30 pm.