

TOWNSHIP OF WHITEWATER REGION

Wednesday April 11, 2001 **Start Time: 7:00 p.m.**

FINANCE AND ADMINISTRATION COMMITTEE MEETING

1. **Call to Order**
2. **Adoption of previous Minutes**
3. **Appointment of Adhoc Committee Members**
4. **Selection Process for a Municipal Solicitor**
5. **Letter of Information from Pembroke and Area Commission**
6. **Letter of Request - Timminco Limited - Tax Relief**
7. **Upper Ottawa Valley Crime Stoppers - Advertising**
8. **Donation Request**
 - i. **Renfrew County Senior Games**
 - ii **Renfrew County Regional Science Fair**
9. **Appointment of Library Board**
10. **Secretary/Reception Recruitment**
11. **Purchase of Misc Receivable Software**
12. **Other Business**
 - i) **Direct Deposit for Payroll**
 - ii) **Vacation Guide - Add**
 - iii) **Road Transfer - Bennett**
13. **Adjournment**

Meeting called to order at 7:00 p.m.

Present:- Reeve Gordon White, Deputy Reeve Donald Rothwell, Councillors - Donna Campbell, Art Cobb, Jack Ferguson, Robert Gervais, Jim Labow, Ron Lowe and Joey Trimm

Staff Present:- Dean Sauriol

Adoption of Minutes

Moved by Donna Campbell, Seconded by Jack Ferguson

“Be it resolved that the minutes of the previous meeting dated February 21, 2001 for the Finance and Administration Committee, be adopted as circulated.”

Carried
Art Cobb

Appointment of Ad hoc Committee Members

Several items of discussion were reviewed

Moved by R. Gervais, Seconded by Jack Ferguson

“Whereas Council requires participation in some Ad hoc Committees be it resolved that members of Council be appointed to these Committees only in the event that interested persons from the Community are not available. Further that any expenses these persons incur should be reimbursed by the Municipality.”

Defeated
Art Cobb

Moved by Donna Campbell, Seconded by Jack Ferguson

“Therefore be it resolved that the Finance and Administration Committee of the Whitewater Region ask for volunteer councillors to sit on Ad hoc committees and other committees. Further if these committees do not have councillors willing to sit on these committees we reach out to the taxpayers of Whitewater to try to get volunteers to sit on these committees. Further any expenses out of pocket and mileage be paid.”

Recorded Vote - G. White

Yeas		Nays
X	WHITE	
X	LABOW	
X	GERVAIS	
X	FERGUSON	
X	CAMPBELL	
X	COBB	
X	RATHWELL	
X	LOWE	
X	TRIMM	
9		0

Carried
Art Cobb

Letter from Pembroke & Area Commission - Information

Timminco Request - Tax Relief

Committee discussed the item with great concern.

Mr. White stated that the Clerk might want to check with colleagues on possible solution.

Consensus was given by Committee to CAO.

Upper Ottawa Valley Crime Stoppers - Advertising - No action.

Donations - Senior Games & Science Fair

Moved by Donna Campbell, Seconded by Jack Ferguson

“Therefore be it resolved that the Finance and Administration Committee of the Whitewater Region donate \$200 to the Renfrew County Senior Games and \$100 to the Renfrew County Regional Science Fair.”

Carried
Art Cobb

Appointment of Library Board

Moved by Jim Labow, Seconded by Donna Campbell

“Be it Resolved that the Finance and Administration Committee recommend to Council that the Clerk be authorized to prepare a by-law to appoint members to the library Board as submitted in the March 8 proposal.”

Carried
Art Cobb

Secretary/Receptionist Recruitment

Councillor Trimm stated that the Chair of Finance & Administration be involved.

Councillor Rathwell suggested that the Reeve be part of the process.
Councillor Gervais agreed.

Moved by R. Gervais, Seconded by Donna Campbell

“Be it Resolved that The Finance and Administration recommend to Council that the Clerk be authorized to conduct the recruitment for the Secretary/Receptionist position, as per the approved staff compliment. The Chair of Finance be involved in the selection Process.”

Carried
Art Cobb

Purchase of Misc Receivable Software

Moved by Jack Ferguson, Seconded by R.Gervais

“Be it Resolved that The Finance and Administration Committee recommends to Council that we purchase the Receivable Software at a cost of \$3500.00 in order that we are better able to track all misc receivables. This cost should be submitted under the Restructuring Fund.”

Carried
Art Cobb

Direct Deposit - Payroll

Moved by Joe Trimm, Seconded by Donna Campbell

“Therefore be it resolved that the Finance and Administration Committee of Whitewater Region instruct the CAO to set up the program to administer all payroll cheques by direct deposit.”

Carried
Art Cobb

Ad - Vacation Guide

Moved by J. Trimm, Seconded by R. Lowe

“that half page ad be placed in 2001 Vacation Guide at a cost of \$280.00.”

Carried
Art Cobb

Discussion was entered into.

Councillor Labow asked whether we had to advertise surplus land.

CAO will look into this item.

Road Transfer - Bennett

Moved by J. Trimm, Seconded by D. Campbell

“that title of the forced road lying on the Dale Bennett farm located on lot 9, concession 9 of the former Ross township be transferred to Mr. Dale Bennett with the understanding that Mr. Bennett will assume all costs of the transfer.”

Carried
Art Cobb

Committee of the Whole

Moved by Donna Campbell, Seconded by Jack Ferguson

“Therefore be it resolved that the Finance and Administration Committee of the Whitewater Region to go into a committee of the whole to discuss - selection of municipal solicitor, human resources issue and Beachburg Medical Centre.”

Carried
Art Cobb

Extend Meeting

Moved by Donna Campbell, Seconded by Jack Ferguson

“Therefore be it resolved that the Finance and Administration Committee of Whitewater region extend the time of their committee meeting to 10:20 p.m.”

Carried
Art Cobb

Moved by Jack Ferguson, Seconded by Donna Campbell

“Therefore be it resolved that the Finance and Administration Committee of the Whitewater Region come out of the Committee of the whole.”

Carried
Art Cobb

Grant - Beachburg Medical Centre

Moved by J. Trimm, Seconded by R. Lowe

“that a grant of \$1000.00 be forwarded immediately as a portion of the 2001 grant allocation from the Township of Whitewater Region to the Beachburg & District Medical Centre.”

Carried
Art Cobb

Solicitor

Moved by J. Trimm, Seconded by Ron Lowe

“that Council appoint Mr. Del O’Brien as solicitor of record for the Township of Whitewater Region effective immediately.”

Carried
Art Cobb

RRSP

Moved by R. Gervais, Seconded by Jack Ferguson

“Be it resolved that the condition for matching RRSP contributions in the Municipal By-law whereas \$1,000.00 in matching funds be offered to full time employees not covered by Collective Agreement, continue for the year 2001. Further that this particular By-law be amended upon application of OMERS.”

Carried
Art Cobb

Adjourn

Moved by Jack Ferguson, Seconded by R. Gervais

“Therefore be it resolved that the Finance and Administration Committee of the Whitewater Region adjourn the meeting at 10.20 p.m.”

Carried
Art Cobb