

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
ADMINISTRATION/FINANCE COMMITTEE
MONDAY, SEPTEMBER 21, 2015 AT 4:30 P.M.**

Present: Sherry Burke, Councillor, Chairperson, Administration and Finance
Andy Lennox, Mayor
Steve McCabe, Councillor
Dan Yake, Councillor
Karren Wallace, Clerk
Paul Dowber, Treasurer
Cathy Conrad, Executive Assistant
Darren Jones, Chief Building Official
Dale Small, Economic Development Officer

Absent: Michael Givens, CAO
Mary Jo Marshall, Deputy Treasurer

CALL THE MEETING TO ORDER

Chairperson Burke called the meeting to order.

PASSING AND ACCEPTANCE OF AGENDA

RESOLUTION A&F 2015-52

Moved by: Councillor McCabe

Seconded by: Mayor Lennox

THAT the Agenda for the September 21, 2015 Administration & Finance Committee meeting be accepted and passed.

CARRIED

DECLARATION OF PECUNIARY INTEREST

None declared

DELEGATION

N/A

ADMINISTRATION

Report from Michael Givens, CAO

- CAO 2015-023 Rental Arrangements – Former Mount Forest Post Office / Municipal Council Chambers

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RESOLUTION A&F 2015-53

Moved by: Councillor Yake

Seconded by: Mayor Lennox

THAT the Administration and Finance Committee of the Township of Wellington North receive for information report CAO 2015-23 Rental Arrangements-Former Mount Forest Municipal Office;

AND FURTHER THAT Administration and Finance Committee directs the CAO to finalize a Memorandum of Understanding (MOU) with each of Fred Campbell Royal Canadian Air Cadets, Guelph-Wellington Women in Crisis and Big Brothers Big Sisters of North Wellington for use of space on the second floor of 102 Main Street South (former Mount Forest Post Office/Municipal Council Chambers) for the term 2016 to 2018.

CARRIED

Report from Michael Givens, CAO

- CAO 2015-024 Kenilworth Administration Office – Accommodation

RESOLUTION A&F 2015-54

Moved by: Mayor Lennox

Seconded by: Councillor Yake

THAT the Administration and Finance Committee of the Township of Wellington North receive for information report CAO 2015-24 Kenilworth Administration Office-Accommodation Review;

AND FURTHER THAT although the Administration and Finance Committee supports the recommendations of the Kenilworth Accommodation Review Team (KART), it is recommended that members of KART and the members of the Administration and Finance Committee complete a site visit of the former West Luther Township Office on September 30, 2015 at 4pm;

AND FURTHER THAT following the site visit, the Administration and Finance Committee requests that KART reconsider their recommendations with consideration for the most appropriate future use of the West Luther Township Office space.

CARRIED

Report from Karren Wallace, Clerk

- CLK 2015-045 being a report on policy to fill a vacancy on Council

RESOLUTION A&F 2015-55

Moved by: Councillor Yake

Seconded by: Mayor Lennox

THAT the Administration and Finance Committee of the Township of Wellington North receive CLK Report 2015-45, being a report on a Policy to Fill a Vacancy on Council be received for information.

CARRIED

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Report from Dale Small, Economic Development Officer

- EDO 2015-26 Wellington North Youth Council

RESOLUTION A&F 2015-56

Moved by: Mayor Lennox

Seconded by: Councillor Yake

THAT the Administration and Finance Committee of the Township of Wellington North receive Report EDO 2015-26 being a report on the Township of Wellington North Youth Council;

AND FURTHER THAT the Administration and Finance Committee allocate a budget of \$5,000, starting in 2016, to support the creation and ongoing activities of the Wellington North Youth Council

AND FURTHER THAT the staff support to the Wellington North Youth Council be assigned to the Economic Development Office of the Corporation of the Township of Wellington North.

CARRIED

FINANCE

Report from Paul Dowber, Treasurer

- Budget vs YTD

RESOLUTION A&F 2015-57

Moved by: Mayor Lennox

Seconded by: Councillor Yake

THAT the Administration and Finance Committee of the Township of Wellington North receive for information the Budget vs. Year to Date as of August 31, 2015.

CARRIED

Report from Paul Dowber, Treasurer

- Capital Budget vs YTD

RESOLUTION A&F 2015-58

Moved by: Mayor Lennox

Seconded by: Councillor McCabe

THAT the Administration and Finance Committee of the Township of Wellington North receive for information the Capital Budget vs. Year to Date as of August 31, 2015.

CARRIED

NEXT MEETING DATE

The next Administration and Finance Committee meeting will be October 26, 2015 at 4:30 p.m.

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CLOSED MEETING SESSION

RESOLUTION A&F 2015-59

Moved by: Councillor McCabe

Seconded by: Mayor Lennox

THAT the Administration and Finance Committee go into a meeting at 5:55 p.m. that is closed to the public under subsections 239 (2) of the Municipal Act, 2001

- *Report CAO 2015-22 being a report regarding CAO Annual Performance Review*
 - (b) *personal matters about an identifiable individual, including municipal or local board employees;*

CARRIED

RESOLUTION A&F 2015-60

Moved by: Mayor Lennox

Seconded by: Councillor McCabe

THAT the Administration and Finance Committee rise from a closed meeting session at 6:04 p.m.

CARRIED

RESOLUTION A&F 2015-61

Moved by: Councillor McCabe

Seconded by: Mayor Lennox

THAT the Administration and Finance Committee of the Township of Wellington North receive for information report CAO 2015-22 CAO Annual Performance Review in their closed session; AND FURTHER THAT the Administration and Finance Committee recommends to the Council of the Township of Wellington North that Mayor Andy Lennox and Councillor Sherry Burke complete the CAO Annual Performance Review as per the terms of the CAO's employment agreement.

CARRIED

ADJOURNMENT

RESOLUTION A&F 2015-62

Moved by: Mayor Lennox

Seconded by: Councillor McCabe

THAT the Administration & Finance Committee meeting of September 21, 2015 be adjourned at 6:05 p.m.

CARRIED