

PERSONNEL, FINANCE AND SOCIAL DEVELOPMENT COMMITTEE

Friday, March 23, 2007 at 12:00 noon
Council Chambers

Members Present: Councillor Paul Bailey (Chair)
Councillor Tony McCormick (12:12 pm)
Darren Ottaway, Chief Administrative Officer
Carolyn Ferraby, Chief Financial Officer
Kelly Smith, Director of FCSS
Lisa Brown, Executive Assistant

Regrets: Councillor Jackie Dube

1.0 CALL TO ORDER

Councillor Bailey called the meeting to order at 12:05 pm.

2.0 APPROVAL OF AGENDA

The agenda was approved as presented.

3.0 DEPARTMENTAL REPORTS, CORRESPONDENCE, AND/OR PRESENTATIONS

3.1 **FCSS Monthly Report for March 2007**

K. Smith, FCSS Director gave a verbal overview of her written report for the month of March. The following points were noted:

- Youth Coordinator
- Community Coordinator
- Early Intervention Program (Family Relief & Creative Kids Preschool)
- Positive Relationships Program
- Seniors & Youth Mentorship Program
- Subsidized Homemaker Program
- Community Outreach Program Enhancement (COPE) Board of Directors
- FCSS Office
- Parent Resource Link Centre
- Grief & Loss Support
- Training/Meetings

K. Smith asked the Committee to approve paying wages for T. Dukelow while he attends Ranger training. She explained that the training and expenses are covered by the Rangers, but she wants to pay his wages while he attends the week-long session. The Committee agreed, and said that he will be able to use the training for implementing

some of his youth programs.

K. Smith told the Committee the FCSS staff will be attending Mental Health training, and explained the necessity for this type of training.

She said she has spoken with AWN regarding a van for out of town residents, as many of clients have difficulty getting transportation to attend programs.

K. Smith asked for the Mayor to send a letter to CFSA, regarding the Parent Resource Link Centre. She explained she has contacted them on several occasions, but they haven't responded.

4.0 NEW BUSINESS

4.1 Approval of Accounts

The accounts for the Town for the period ending February 22, 2007 were reviewed and the following items were noted:

Cheque No. 20070608 Credit Union Mastercard

Councillor Bailey asked how many credit cards are issued under the Town. D. Ottaway said there are four: Administration (D. Ottaway), Public Works (L. McLeod), Community Development Officer (T. Wignes) and FCSS (K. Smith). Councillor Bailey reviewed the credit card statement and asked who went to Washington. D. Ottaway explained that the Recreation Co-Ordinator attended a conference for community trails in Washington, DC.

RECOMMEND TO COUNCIL FOR APPROVAL

4.2 Financial Statement

D. Ottaway gave a verbal overview of the February statement. He explained that because the Town is spending from the Interim Operating Budget the percentages are unavailable under the 2007 Budget is approved.

RECOMMEND TO COUNCIL FOR APPROVAL

4.3 Federal Census

D. Ottaway explained the process to complete a census for the Town. He said that grant money is not available at this time, as the Town used the funding under this particular program for upgrading water meters in Phase I. He said we can apply for funding next year.

D. Ottaway said he estimates that a census will cost \$10,000. Councillor Bailey asked how many additional people would be needed to make this project viable, because if the

numbers increase it may have a benefit for some programs, but it will also have costs under other programs. Councillor McCormick said the Town needs to prove that numbers increased, not a decrease as reported by the federal census.

D. Ottaway said that the census has to be completed by June of this year, and does not believe there is enough time to complete it properly. He recommended that the census not be done at this time.

4.4 Staff Resignations

D. Ottaway told the Committee of the recent resignations and new hires for positions in the Public Works. He said positions for the Recreation Department are internally posted.

5.0 OLD BUSINESS

K. Smith said their department wanted to thank the Public Works Department for all their help in cleaning out the FCSS office.

Councillor McCormick asked when the campground is scheduled to open. D. Ottaway said it will open on the May long weekend. He added that he is currently working on policies for both the campground and airport. He will bring he report and recommendations to Committee.

Councillor Bailey asked what the costs were for the new phone system in the Town Office. C. Ferraby said the total cost was \$4,800, which includes the voice mail system.

6.0 NEXT MEEETING

The next meeting is scheduled for Friday, April 20, 2007 at 12 noon in Council Chambers.

7.0 ADJOURNMENT

The meeting was adjourned at 1:03 pm.