



Corporate Services Committee Action Report
for November 15th, 2011 meeting held
in the Council Chambers at 7:00 p.m.

PRESENT: Mayor LeBlanc, Deputy-Mayor Sonnenburg, Councillor Antonakos, Councillor Flynn, Councillor Probert, Councillor Black, Councillor Strike, Paul Knowles, Chief Administrative Officer, Phil Hogan, Treasurer

- 1) **DECLARATION OF PECUNIARY INTEREST** - now or anytime during the meeting
- 2) **REGISTRATION OF PUBLIC WISHING TO SPEAK** - with the secretary
- 3) **PLEASE TURN OFF ALL CELL PHONES AND PAGERS**
- 4) **If there is an addendum, in accordance with Section 15.2.4 (of Striking Report) does the committee wish to approve this addendum?**

TO BE DISCUSSED

122460 Received from Phil Hogan, Treasurer
 Addressed to Paul Knowles, Chief Administrative Officer
 Date October 13th, 2011
 Topic 2012 Budget

SUMMARY

The Treasurer has prepared the third draft of the 2012 budget which has a 2.45% increase requirement.

STAFF RECOMMENDATION

To be discussed

COMMITTEE DECISION

Public meeting on budget December 6th, 2011. Bring forward.

122499 Received from Phil Hogan, Treasurer
 Addressed to Corporate Services
 Date November 10th, 2011
 Topic 10 Year Capital Plan

SUMMARY

The municipality has had various capital plans for future requirements. We are now in process of developing a single document that brings all of these plans together.

Federal Gas Tax Funding which we receive \$290,000 per year has a requirement that this type of a consolidated document must be in place in order to receive this grant funding.

STAFF RECOMMENDATION

To be discussed

COMMITTEE DECISION

Bring forward

122500 Received from Phil Hogan, Treasurer
 Addressed to Corporate Services
 Date November 10th, 2011
 Topic Corporate Credit Card

SUMMARY

We have a number of instances each year where purchases for items require the use of credit card. The municipality does not have one and has relied on individuals using their personal Visa to complete the purchases.

This is a request for a single Corporate Visa Card be acquired under the name of the Town of Carleton Place and the name of the Treasurer with a \$10,000 limit for use by the Corporation.

Requires a borrowing by-law be prepared for the \$10,000 and a Business Visa Agreement be signed with the Bank of Nova Scotia.

STAFF RECOMMENDATION

To be discussed

COMMITTEE DECISION

By-law to Council.