



MINUTES

**Public Finance and Administration Committee
Wednesday, April 12, 2023
Council Chambers 1:02 p.m.**

PRESENT: All members of the Public Finance and Administration Committee were in attendance with the exception of Karin Haelssig, who sent her regrets.

STAFF PRESENT: Angela Young, Recording Secretary (1:00 pm-1:55 pm)
Mandy Cannon, Recording Secretary (1:55 pm-2:36 pm)

MEDIA PRESENT: Nil.

1. **Call to Order and Roll Call**
We acknowledge that we are on the unceded territory of the Algonquin Anishinaabe Peoples.
2. **Disclosure of Pecuniary Interest and the General Nature Thereof**
There were no disclosures of pecuniary interest declared at this time.
3. **Adoption of the Agenda**
 - 3.1 Dated April 12, 2023

The following item was added to the agenda:
10.3 Emergency Road Service Contact Number

RECOMMENDATION-1-2023

Moved by Jill Campbell, seconded by Deputy Mayor Lori Hoddinott
***THAT** the Agenda dated April 12, 2023 be adopted as amended.*

CARRIED.

4. **Delegations and Presentations**
Nil.
5. **Adoption of Committee Minutes**
 - 5.1 March 14 2023 - Public Finance and Administration Committee Meeting Minutes

RECOMMENDATION-2-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Jill Campbell
***THAT** the minutes of the March 14, 2023 Public Finance and Administration
Committee Meeting be accepted as submitted and circulated.*

CARRIED.

6. Requests Submitted by Members of the Public

Nil.

7. Reports

Nil.

8. Information Items

Nil.

9. Unfinished Business

9.1 Public Finance & Administration Committee Meeting Schedule

RECOMMENDATION-3-2023

Moved by Jill Campbell, seconded by Andre Szombathy
***THAT** the Public Finance & Administration Committee Meeting schedule be
accepted as information as submitted and circulated.*

CARRIED.

9.2 DRAFT Terms of Reference - Finance and Administration V2

RECOMMENDATION-4-2023

Moved by Jill Campbell, seconded by Deputy Mayor Lori Hoddinott
***THAT** the draft Terms of Reference - Finance and Administration V2 be
accepted as information as submitted and circulated.*

TABLED.

The Terms of Reference will be brought back to the next Public Finance and
Administration Committee meeting.

10. New Business

10.1 Policy Review - Purchasing Policy

The Committee made the following recommended changes:

Under section 4 Definitions: "Corporate Signing Officer" should read: "shall mean the
Mayor or Deputy Mayor, in addition to one of the following: CAO/Clerk, Deputy Clerk or
Treasurer".

Under section 7(a): Remove the section of the chart that states expenditures of \$10,000-
\$15,000 are approved by the Department Head.

Under section 7(a): Change \$15,000 to \$10,000 so the expenditure amount is \$10,000 -
\$50,000.

Ensure section 10 is reflective of the changes made in section 7.
General discussion point for a future meeting: the Committee will discuss ideas for a more robust Treasurer's Report and determine an appropriate frequency.

RECOMMENDATION-5-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Jill Campbell

THAT the Purchasing Policy be accepted as information as submitted and circulated.

CARRIED.

RECOMMENDATION-6-2023

THAT the Public Finance and Administration Committee recommends that Council direct staff to provide a list of all awarded contracts as part of the monthly Treasury Department Report.

This policy will be brought forward to a future meeting for further discussion.

10.2 Policy Review - Accountability and Transparency Policy

The Committee did not have time to discuss this item. It will be brought forward to a future meeting.

10.3 Emergency Road Service Contact Number

RECOMMENDATION-7-2023

Moved by Andre Szombathy, seconded by Deputy Mayor Lori Hoddinott

THAT this item be accepted as information.

CARRIED.

RECOMMENDATION-8-2023

Moved by Mayor Mark MacKenzie, seconded by Deputy Mayor Lori Hoddinott

THAT the Public Finance and Administration Committee recommends that Council direct staff to put a contact number for after-hour emergency (non 9-1-1-) related calls on the Township's website

CARRIED.

11. Draft By-Laws

Nil.

12. Public Questions/Comments

12.1 Mr. Wright asked who the finance department representative is for this meeting, to which he was told we currently don't have a Treasurer but someone from the clerk's department is in attendance.

13. Notice of Upcoming Meeting Dates

As noted on the Agenda.

14. Adjournment

This Public Finance and Administration Committee Meeting adjourned at 2:36 p.m.

MEETING CHAIR