



MINUTES

**Public Finance and Administration Committee
Wednesday, October 11, 2023
Council Chambers 1:00 p.m.**

PRESENT: Mayor Mark MacKenzie, Deputy Mayor Lori Hoddinott, Jill Campbell, Andre Szombathy

REGRETS: Karin Haelssig & Fay Kolpin

STAFF PRESENT: Lindsey Lee, CAO/Clerk
Angela Young, Deputy Clerk
Suzanne Bouchard, Treasurer

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 October 11, 2023

The following item was added to the meeting Agenda:

10.4 Recreation EFT and Cheque Reimbursements

RECOMMENDATION-28-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Andre Szombathy

THAT the agenda dated October 11, 2023 be adopted as amended.

CARRIED.

4. Delegations and Presentations

Nil.

5. Adoption of Committee Minutes

5.1 September 13, 2023 - Meeting Minutes

RECOMMENDATION-29-2023

Moved by Andre Szombathy, seconded by Deputy Mayor Lori Hoddinott
***THAT the minutes of the September 13, 2023 Public Finance and Administration
Committee Meeting be adopted 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 Purchasing Policy

RECOMMENDATION-30-2023

Moved by Jill Campbell, seconded by Deputy Mayor Lori Hoddinott
***THAT the Purchasing Policy be accepted as information as submitted and
circulated.***

CARRIED.

Amendments to the Purchasing Policy were suggested as follows:

For purchases under \$10,000 and in the amount of \$10,000-\$15,000, the Authority Level should state: "Department Head & Expressed Authority given by the CAO/Clerk".

Direction: This amended policy will be brought forward to Council for consideration of passing.

9.2 DRAFT TOR Finance and Administration V3

RECOMMENDATION-31-2023

Moved by Jill Campbell, seconded by Deputy Mayor Lori Hoddinott
***THAT the DRAFT Terms Of Reference - Finance and Administration Committee
V3 be accepted as information as submitted and circulated.***

CARRIED.

The Terms of Reference will be brought forward to Council for acceptance.

9.3 Working Groups - Draft Terms of Reference

RECOMMENDATION-32-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Jill Campbell

***THAT** the Working Groups - Draft Terms of Reference be accepted as information as submitted and circulated.*

TABLED.

More research is required on what other jurisdictions are doing for Working Groups. This item will be brought forward to a future Committee meeting.

10. New Business

10.1 Budget Committee

RECOMMENDATION-33-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Jill Campbell

***THAT** the Budget Committee verbal report be accepted as information as submitted and circulated.*

CARRIED.

RECOMMENDATION-34-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Jill Campbell

***THAT** the Public Finance and Administration Committee recommends that Council form a Budget Committee comprised of all of Council to have all loans, debentures and reserves updated for the purpose of preparing and passing the budget.*

CARRIED.

RECOMMENDATION-35-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Jill Campbell

***THAT** the Committee agreed to extend 15 minutes past the meeting end time.*

CARRIED.

10.2 Noise By-Law

RECOMMENDATION-36-2023

Moved by Jill Campbell, seconded by Deputy Mayor Lori Hoddinott

***THAT** the Noise By-Law be accepted as information as submitted and circulated.*

CARRIED.

The Committee will bring this matter forward to Council, advising they are satisfied with the wording of the current Noise By-Law.

10.3 Deadline to Submit Information to Meeting Packages

RECOMMENDATION-37-2023

Moved by Jill Campbell, seconded by Deputy Mayor Lori Hoddinott

THAT the verbal report regarding the deadline to submit information to the meeting package be accepted as information as submitted and circulated.

TABLED.

This topic will be brought back to the next Public Finance and Administration Committee Meeting.

10.4 Recreation EFT and Cheque Reimbursements

There was not enough time to discuss this matter.

11. Draft By-Laws

Nil.

12. Public Questions/Comments

Nil.

13. Notice of Upcoming Meeting Dates

November 15, 2023 - 1:00 p.m.

14. Adjournment

This Public Finance and Administration Committee Meeting adjourned at 2:50 p.m.

MEETING CHAIR