



MINUTES

**Public Finance and Administration Committee
Wednesday, December 13, 2023
Council Chambers 1:02 p.m.**

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

NOT PRESENT: Karin Haelssig & Fay Kolpin (regrets)

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.

Deputy Mayor Hoddinott chaired the meeting at this time (1:03 p.m.).

3. Adoption of the Agenda

3.1 Dated December 13, 2023

The following item was added to the Agenda:

11.4 Resignation of Committee Member Karin Haelssig

RECOMMENDATION-38-2023

Moved by Jill Campbell, seconded by Deputy Mayor Lori Hoddinott

THAT the Agenda dated December 13, 2023 be adopted as amended.

CARRIED.

4. Delegations and Presentations

Nil.

Mayor MacKenzie resumed the position of Meeting Chair at this time (1:05 p.m.).

5. Adoption of Committee Minutes

5.1 October 11, 2023 - Meeting Minutes

RECOMMENDATION-39-2023

Moved by Andre Szombathy, seconded by Deputy Mayor Lori Hoddinott

THAT the minutes of the October 11, 2023 Public Finance and Administration Committee Meeting be adopted as submitted and circulated.

CARRIED.

6. Matters Arising From Previous Meeting Minutes

6.1 The Committee was advised that the Purchasing Policy was approved by Council as amended by the Committee.

6.2 The Committee was advised that the Terms of Reference for Working Groups will be brought forward to Council once additional information is obtained.

6.3 The Committee was advised that a Budget Committee was created.

7. Requests Submitted by Members of the Public

Nil.

8. Reports

Nil.

9. Information Items

Nil.

10. Unfinished Business

10.1 Deadline to Submit Information to Meeting Packages

RECOMMENDATION-40-2023

Moved by Jill Campbell, seconded by Andre Szombathy

THAT the Public Finance & Administration Committee accept Deadline to Submit Information to Meeting Packages as information as submitted and circulated.

CARRIED.

The Committee deemed there were no changes required to the deadline to submit information for meeting packages, therefore it will remain the same, which is by end of day, the Wednesday before the scheduled Council meeting.

11. New Business

11.1 Draft Policy Minute Taking

RECOMMENDATION-41-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Jill Campbell

THAT the Public Finance & Administration Committee accept the Draft Policy-Minute Taking as information as amended.

CARRIED.

Ms. Lee vacated the meeting at this time (2:03 p.m.).

Staff was directed to amend the policy as follows:

Add:

8. Public questions will be noted in the minutes. Public answers will be provided at the meeting and noted in the minutes. Public comments will not be noted in the minutes.

Add:

9. Recommendations from Committees will be presented for approval in a Report to Council, which will include the background information as discussed at the Committee level.

This amended policy will be brought forward to the next Council Meeting for review and adoption.

11.2 Draft Flexible Working Arrangement Policy

RECOMMENDATION-42-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Andre Szombathy

THAT the Public Finance & Administration Committee accept the Draft Flexible Working Arrangement Policy as information as submitted and circulated.

TABLED.

This item will be added to the next Public Finance & Administration Committee Meeting.

11.3 Publishing Council & CAO Expenses on Website

RECOMMENDATION-43-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Andre Szombathy

THAT the Public Finance & Administration Committee accept Publishing Council & CAO Expenses on Website as information as submitted and circulated.

CARRIED.

Staff has already included this information on the Township's website.

11.4 Resignation of Committee Member Karin Haelssig

RECOMMENDATION-44-2023

Moved by Andre Szombathy, seconded by Deputy Mayor Lori Hoddinott

THAT the Public Finance & Administration Committee accept the Resignation of Committee Member Karin Haelssig as information as submitted and circulated.

CARRIED.

This item will be brought forward to the December 19, 2023 Regular Council Meeting.

12. Draft By-Laws

Nil.

13. Public Questions/Comments

Nil.

14. Committee Questions and Comments

14.1 The Committee had a Budget discussion about making sure that staff remove all County Taxation & School Taxation for any Report going to Council in the future. A Request has been made that a Variance column be added for the current year vs Budget to the 5 Yrs Actuals including 2023 Budget.

14.2 Staff asked what the expectation was as far as presentation of the Budget to Council and were advised that Excel spreadsheets, Revenue & Expenses by Departments was requested. No interest for the Power Point Day 1 & Day 2 Budget presentation anymore, prefers the Excel spreadsheet.

15. Notice of Upcoming Meeting Dates

January 10, 2024 - 1:00 p.m.

16. Adjournment

The Public Finance & Administration Committee Meeting adjourned at 2:36 p.m.

MEETING CHAIR