



MINUTES

**Public Finance and Administration Committee
Tuesday, March 14, 2023
Council Chambers 6:00 p.m.**

PRESENT: All members of the Public Finance and Administration Committee were in attendance this evening.

STAFF PRESENT: Angela Young, Deputy Clerk
Christina Mulcahey, Recording Secretary

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 March 14, 2023

With the Committee's permission Chair MacKenzie added 2 Items to the agenda:

1. Introduction of Committee Members
2. Procedural By-Law Section X - Committees of Council

RESOLUTION - 1-2023

Moved by Jill Campbell, seconded by Lori Hoddinott

***THAT** the Agenda dated March 14, 2023 be adopted as amended.*

CARRIED.

4. Delegations and Presentations

4.1 Introductions

At this time, Chair MacKenzie welcomed members of the Committee and asked everyone to introduce themselves.

5. Adoption of Committee Minutes

Nil.

6. Requests Submitted by Members of the Public

Nil.

7. Reports

Nil.

8. Information Items

Nil.

9. Unfinished Business

Nil.

10. New Business

10.1 Procedural By-Law Part X - Committees of Council

Chair MacKenzie circulated and reviewed Part X - "Committees of Council" of the Procedural By-Law with the Committee:

It was determined that 77(1) QUARUM and 78 (4) MEETINGS OF COMMITTEES require revisions to be consistent.

Clause 78(2) is to be reworded to indicate that the Mayor is to be informed of any meeting. The requested changes are to be forwarded to the CAO for updating in the by-law.

10.2 Terms of Reference

The Committee discussed incoming correspondence and how it should be handled.

RESOLUTION - 2-2023

Moved by Andre Szombathy, seconded by Jill Campbell

THAT the Finance & Administration Committee recommend that correspondence/information that relates to a Committee mandate be forwarded to the Committee except where it may be time sensitive, and action is required in which case it will be forwarded to Council.

CARRIED.

RESOLUTION - 3-2023

Moved by Lori Hoddinott, seconded by Jill Campbell

THAT the Terms of Reference be accepted as information as submitted and circulated.

CARRIED.

Chair MacKenzie reviewed the Terms of Reference for the Public Finance and Administration Committee with the Committee. He noted some changes that he had made. There was discussion and more changes were noted.

RESOLUTION - 4-2023

Moved by Lori Hoddinott, seconded by Jill Campbell

THAT the Terms of Reference be amended as discussed and brought back to the next Committee meeting for review and input from the CAO with regards to Clause 7.

CARRIED.

10.3 Discuss and Review Current Finance and Administration Policies

RESOLUTION - 5-2023

Moved by Lori Hoddinott, seconded by Andre Szombathy

THAT the Committee receive the verbal report from Chair MacKenzie as information.

CARRIED.

10.4 Review of Budget Process

Chair MacKenzie reviewed three models for budget preparation and reviewed how the Township prepares budgets and how the County prepares budgets.

RESOLUTION - 6-2023

Moved by Karin Haelssig, seconded by Jill Campbell

THAT the Committee receive the verbal report from Chair MacKenzie regarding the budget process as information.

CARRIED.

10.5 Proposed Time Change for Future Meetings

RESOLUTION - 7-2023

Moved by Karin Haelssig, seconded by Lori Hoddinott

THAT the Committee agree to change the time of future meetings to during regular office hours.

CARRIED.

Direction: Chair MacKenzie will correspond with the Committee Members to determine a new date and time for the Public Finance and Administration Meetings.

11. Draft By-Laws

11.1 Agreement with the Town of Renfrew - Building Inspection Support

RESOLUTION - 8-2023

Moved by Karin Haelssig, seconded by Lori Hoddinott

THAT the Public Finance and Administration Committee recommend that the Agreement with the Town of Renfrew for Building Inspection Support be approved by Council at the March 21, 2023 Regular Meeting of Council.

CARRIED.

12. Public Questions/Comments

Nil.

13. Notice of Upcoming Meeting Dates

Time to Be Confirmed

14. Adjournment

This Public Finance and Administration Committee Meeting adjourned at 7:25 p.m.

MEETING CHAIR