



**FINANCE & ADMINISTRATION COMMITTEE  
MEETING MINUTES**

Monday, September 20, 2021  
4:00 pm  
Virtual Meeting

Present: N. Mann, Chair, S. Finamore, Member, E. Pearce, Member, D. Marchisella, Mayor & Ex Officio  
Council: C. Patrie, Councillor  
Resources: A. Sonnenburg, Dir. of Finance/Treasurer, D. Gagnon, CAO, N. Bray, Dir. of Clerks and Planning, R. Scott, Dir. IT, D. Hennessey, Mgr. of Rec. and Culture, B. Lackie, Assistant to CAO

**1. CALL TO ORDER**

The meeting was called to order by the Chair at 4:00 pm.

**2. ROLL CALL**

**3. DECLARATION OF CONFLICT OF INTEREST**

**4. MINUTES OF THE PREVIOUS MEETINGS**

**4.1 June 21, 2021**

**Res#: 34/21**

Moved By: D. Marchisella  
Seconded By: S. Finamore

That the minutes of the June 21, 2021 meeting of the Finance and Administration Committee be adopted.

**Carried**

**5. PUBLIC PRESENTATIONS**

**6. INTRODUCTION AND CONSIDERATION OF CORPORATE REPORTS**

**6.1 Memo of the Director of Finance and Treasurer**

Re. 2021 Unaudited Statement of Financial Position

E. Pearce, Member joined the meeting at 4:03 pm.

**Res#: 35/21**

Moved By: S. Finamore  
Seconded By: E. Pearce

THAT the memo of the Director of Financial Services and Treasurer re. the August 2021 Unaudited Statement of Financial Position be received and forwarded to Council for their information.

**Carried**

**6.2 2021 VISA Activity**

**Res#: 36/21**

Moved By: D. Marchisella  
Seconded By: E. Pearce

That the May, June, July 201 VISA statements be received.

**Carried**

**6.3 Report from the Director of Finance & Treasurer**

re: Facility Users Program - Liability Insurance

**Res#: 37/21**

Moved By: E. Pearce  
Seconded By: D. Marchisella

That the report of the Director of Finance/Treasurer re: Facility Users Program be received;

And that the Finance and Administration committee recommends to Council to amend Bylaw 21-03 User Fee to include Schedule C: Facility User Rating Guide - \$5M Liability Limit

And that the necessary bylaw amendment be placed on an upcoming Council agenda for consideration

**Carried**

- 7. PRESENTATION OF COMMITTEE REPORTS**
- 8. OUTSIDE BOARD AND COMMITTEE REPORTING**
- 9. UNFINISHED BUSINESS**
- 10. PETITIONS**
- 11. CORRESPONDENCE**
- 12. ADDENDUM**

**13. PUBLIC QUESTION PERIOD**

**14. CLOSED SESSION**

**15. SCHEDULING OF NEXT MEETING**

The next scheduled Finance & Administration meeting is October 18, 2021

**16. ADJOURNMENT**

**Res#: 38/21**

Moved By: S. Finamore

Seconded By: E. Pearce

That the meeting be adjourned at the hour of 4:39 pm.

**Carried**