



FINANCE & ADMINISTRATION COMMITTEE
MEETING MINUTES

Monday, September 19, 2022
4:00 pm
Hybrid Meeting (zoom/chambers)

Present: N. Mann, Chair,
D. Marchisella, Mayor & Ex Officio,
E. Pearce, Councillor,
S. Finamore, Councillor,
C. Patrie, Councillor, (Via ZOOM)
T. Turner, Councillor

Resources: D. Gagnon, Chief Administrative Officer,
A. Sonnenburg, Director of Finance and Treasurer,
B. Croskery, Human Resources Coordinator,
K. Doyle, Deputy Clerk

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DECLARATION OF CONFLICT OF INTEREST**
4. **MINUTES OF THE PREVIOUS MEETINGS**

4.1 March 3, 2022

Res#: 8/22

Moved By: S. Finamore

Seconded By: E. Pearce

That the minutes of the March 3, 2022 meeting of the Finance and Administration Committee be received.

Carried

5. **PUBLIC INPUT SESSION**
6. **PUBLIC PRESENTATIONS**

7. INTRODUCTION AND CONSIDERATION OF CORPORATE REPORTS

7.1 Memo from the Director of Finance and Treasurer

Re. 08-2022 Unaudited Statement of Financial Position

Res#: 9/22

Moved By: S. Finamore

Seconded By: D. Marchisella

That the memo of the Director of Financial Services and Treasurer re. The 08-2022 Unaudited Statement of Financial Position be received and forwarded to Council for their information.

Carried

7.2 Memo from the Director of Finance and Treasurer

Re. 08 - 2022 Visa Activity/ Statements

Res#: 10/22

Moved By: E. Pearce

Seconded By: D. Marchisella

That the VISA statements be received.

And forwarded to Council for their information.

Carried

7.3 Report from the Director of Finance and Treasurer

Re. Reserves Report and Capital Forecast.

Res#: 11/22

Moved By: E. Pearce

Seconded By: S. Finamore

That the report of the Director of Finance/Treasurer re: Discretionary Reserves Report and Capital Forecast; be received

And that council approve transfer in the amount of \$1,500,000 from the working funds reserve to the to the Discretionary Reserves Fund; \$1,332,904 to the Building and Facilities Reserve and \$167,096 to the Community Hub Reserve

And that the Budget Committee consider the state of reserves when considering municipal contributions to the reserves in the 2023 operating budget

Carried

7.4 Report of the Human Resources Coordinator

Re: Electronic Monitoring Policy

Res#: 12/22

Moved By: D. Marchisella

Seconded By: E. Pearce

That the report of the Human Resources Coordinator Re: Electronic Monitoring Policy be received;

And that Council adopt the attached "Electronic Monitoring Policy";

And that the appropriate By-law be passed to implement this policy once forwarded to Council for approval.

Carried

8. PRESENTATION OF COMMITTEE REPORTS

9. OUTSIDE BOARD AND COMMITTEE REPORTING

10. UNFINISHED BUSINESS

11. PETITIONS

12. CORRESPONDENCE

13. ADDENDUM

14. CLOSED SESSION

15. SCHEDULING OF NEXT MEETING

The next scheduled Finance & Administration meeting is October 17th, 2022.

16. ADJOURNMENT

Res#: 13/22

Moved By: S. Finamore

Seconded By: D. Marchisella

That the meeting be adjourned at the hour of 4:32.

Carried