

A meeting of the **Mississippi Mills Finance and Policy Advisory Committee** was held on **Thursday, September 19, 2019 at 9 a.m.** at the Municipal Office.

PRESENT:

Committee: Councillor Denzil Ferguson
Councillor, Jan Maydan
Ryan Kennedy
Ed Wilson
David Hinks
Mary Lou Souter
Helene Gilhooly
Larry Surtees

Staff/Others: Rhonda Whitmarsh, Treasurer
Ken Kelly, CAO

Regrets: None

Ed Wilson called the meeting to order at 9 a.m.

A. APPROVAL OF AGENDA

Moved by Mary Lou Souter
Seconded by Denzil Ferguson
THAT the agenda be accepted as presented.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

None

C. DELEGATIONS / PRESENTATIONS

None.

D. APPROVAL OF MINUTES

Moved by Larry Surtees
Seconded by Mary Lou Souter
THAT the minutes of the meeting held on June 20, 2019 be approved.

CARRIED

E. BUSINESS ARISING OUT OF MINUTES

None

G. REPORTS

None

H. INFORMATION / CORRESPONDENCE

None

I. OTHER/NEW BUSINESS

1. Procurement Policy By-Law 18-14 and Delegated Authority By-law 13-18

The CAO reviewed the procurement flowchart with the Committee members including a review of the advertisement, tender document and delegated authority reports for Tender 19-07 to illustrate the processes followed by the Municipality. Throughout his presentation, the CAO addressed questions posed by the Committee members with regard to procurement. Following the discussion, the following motion was put forth:

Moved by Ryan Kennedy

Seconded by Mary Lou Souter

THAT the Finance and Policy Committee recommends that Council maintain the status quo with regard to the Purchasing Policy, By-law 18-14.

CARRIED

The Committee members then considered the procurement sections of the delegated authority by-law and agreed that some best practices should be investigated and reviewed at the next meeting.

Moved by Jan Maydan

Seconded by Ryan Kennedy

THAT the Finance and Policy Committee approve a working group of Mary Lou Souter and Larry Surtees to investigate delegated authority best practices of comparable municipalities as outlined in municipal financial planning documents;

AND FURTHERMORE THAT the findings be reported at the next meeting.

CARRIED

2. 2020 Draft Budget

The Treasurer asked that the Committee members review the 2019 budget documents posted on the Municipality's website in preparation for discussion on the 2020 draft budget. She advised the Committee members that the Long Term Financial Plan requires updating in the coming year. The Treasurer invited the Committee members to attend 2020 draft budget meetings with Council scheduled for October 22, 2019 at 6 p.m., November 21, 2019 (time to be determined) and December 10, 2019 (time to be determined). The Treasurer also asked that the next meeting be postponed by one week so that it follows the budget meeting with Council on October 22, 2019.

J. MEETING ANNOUNCEMENTS

The next meeting of the Finance and Policy Advisory Committee will be held on Thursday, October 24, 2019 at 9 a.m.

K. ADJOURNMENT

Moved by Mary Lou Souter

Seconded by Denzil Ferguson

THAT the meeting be adjourned at 10:40 a.m.

CARRIED

Rhonda Whitmarsh, Treasurer and Recording Secretary