

A meeting of the **Mississippi Mills Finance and Policy Advisory Committee** was held on **Thursday, June 20, 2019 at 9 a.m.** at the Municipal Office.

**PRESENT:**

Committee: Councillor Denzil Ferguson  
Councillor, Jan Maydan (arrived at 9:24 a.m.)  
Ryan Kennedy  
Ed Wilson  
David Hinks  
Mary Lou Souter  
Helene Gilhooly  
Larry Surtees

Staff/Others: Rhonda Whitmarsh, Treasurer  
Ken Kelly, CAO  
Shawna Stone, Clerk (left at 10:00 a.m.)  
Jeanne Harfield, Deputy Clerk (left at 10:00 a.m.)

Regrets: None

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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**

The Clerk and Deputy Clerk provided Advisory Committee Training to the Committee members and answered all questions posed by the members during their presentation. The Clerk's office will circulate in the near future the presentation made recently by Tony Fleming, the Municipality's Integrity Commissioner along with the final reference guide for committees.

**D. APPROVAL OF MINUTES**

**Moved by Helene Gilhooly**  
**Seconded by Ryan Kennedy**  
**THAT** the minutes of the meeting held on May 9, 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
2. Consolidated Delegated Authority By-law 13-18

The members discussed these two items jointly as they are documents that are utilized together in practice. The Committee members posed questions of Staff to obtain an understanding as to the processes followed by the Municipality with regard to procurement and delegated authority. The CAO visually provided an example of a recent tender and the process followed from the advertisement to the award which also included his delegated authority report to Council. The Committee members acknowledged that there are best practices and further information available that has been compiled by various organizations for both procurement and delegated authority that should perhaps be explored at a later date but for the next meeting, Staff are to provide more information on the underlying processes for procurement utilized by the Municipality in the form of a flow chart and provide statistical data on procurement /delegated authority over the last year.

**J. MEETING ANNOUNCEMENTS**

The next meeting of the Finance and Policy Advisory Committee will be held on Thursday, September 19, 2019 at 9 a.m.

**K. ADJOURNMENT**

**Moved by Mary Lou Souter**  
**Seconded by Larry Surtees**  
**THAT** the meeting be adjourned at 11:05 a.m.

**CARRIED**

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Rhonda Whitmarsh, Treasurer and Recording Secretary