

A meeting of the **Mississippi Mills Finance and Policy Advisory Committee** was held on **Thursday, November 28, 2019 at 9 a.m.** at the Municipal Office.

**PRESENT:**

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

Staff/Others: Rhonda Whitmarsh, Treasurer  
Ken Kelly, CAO (left at 10:35 a.m.)

Regrets: Ryan Kennedy

---

Ed Wilson called the meeting to order at 9:00 a.m.

**A. APPROVAL OF AGENDA**

**Moved by Mary Lou Souter**  
**Seconded by David Hinks**  
**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 Helene Gilhooly**  
**Seconded by Denzil Ferguson**  
**THAT** the minutes of the meeting held on October 24, 2019 be approved.

**CARRIED**

**E. BUSINESS ARISING OUT OF MINUTES**

None

**G. REPORTS**

None

## H. INFORMATION / CORRESPONDENCE

None

## I. OTHER/NEW BUSINESS

### 1. Delegated Authority Best Practices Report

Larry Surtees and Mary Lou Souter presented their report on delegated authority and answered questions posed by the Committee members. The Committee members then put forth the following motion for Council's consideration:

**Moved by David Hinks**

**Seconded by Jan Maydan**

**THAT the Finance and Policy Committee recommends to Council that**

- **The current Delegated Authority for competitive procurement for Mississippi Mills remain in force;**
- **Delegated Authority be based on an assessment of risk to the Municipality;**
- **Consideration be given to separate Delegation of Authority tables for non-competitive procurements (including single source procurements and procurements of Consultants and Professional Services) at the following levels; under \$10,000 for Department Heads, \$10,000-\$50,000 to the CAO and above \$50,000 to Council;**
- **Consideration be given to identifying a separate delegated authority for extensions to, or amendments of, contracts based on a percentage increase in dollar value of the extension or amendment;**
- **The Delegation of Authority for procurement tables become part of the Municipality's Procurement Policy as a separate schedule.**

**CARRIED**

### 2. Infrastructure Levies Report

Larry Surtees provided an overview of his report into his research with regard to infrastructure levies as a tool to fund capital requirements. Larry will conduct additional research and will provide further information at the next meeting as to whether this is a common practice of Ontario Municipalities.

### 3. Debt Management Report

Mary Lou Souter and Helene Gilhooly presented their finding with regard to the debt management practices of other Ontario Municipalities and addressed questions posted by the Committee members. The following motion was put forth:

**Moved by Mary Lou Souter**

**Seconded by Denzil Ferguson**

**THAT the Finance and Policy Committee recommends that Council direct Staff to update the debt management policy within the context of the Municipal Strategic Plan, Long Term Financial Plan and Asset Management Plan.**

**CARRIED**

4. Reserve Management

David Hinks advised the Committee that the working group of David Hinks and Ryan Kennedy are just getting started in their research into the reserve management practices of other municipalities. They will provide an update for the next meeting.

**J. MEETING ANNOUNCEMENTS**

The next meeting of the Finance and Policy Advisory Committee is tentatively scheduled for Thursday, January 16, 2020 at 9 a.m.

**K. ADJOURNMENT**

**Moved by Mary Lou Souter**

**THAT the meeting be adjourned at 10:41 a.m.**

**CARRIED**

---

Rhonda Whitmarsh, Treasurer and Recording Secretary