

# APPROVED MINUTES

## *Special Committee Meeting – Finance and Administration*

Wednesday, Feb 3rd, 2021 @ 4:00 pm

@ North Shore Community Centre

### PRESENT:

Co-Chair Mayor Gerard Watts, Co-Chair Peter Vriends, Doug Smith, Rick Bain, Gary Bradley and CAO Stephanie Moase

Regrets- Howard Ellis

1 member of the public attended

1. **CALL TO ORDER:** 4:00 pm by Co-Chair Peter Vriends

2. **APPROVAL OF THE AGENDA:**

*It was duly moved and seconded* that the agenda be approved as presented

*Moved by Doug Smith, seconded by Rick Bain*

*All in Favor*

**MOTION CARRIED**

### 2.1. Disclosure of Pecuniary (Financial) or Other Conflicts of Interest

*Division 4, Section 96 of the Municipal Government Act*

Howard Ellis declared a conflict of interest to the CAO prior to the meeting that he had close family members that are affiliated with the firms that are being reviewed for recommendation to Council and would not be attending the meeting

3. **NEW BUSINESS:**

### 3.1. Recommendation of Auditing Firm

**Moved by:** Doug Smith

**Seconded by:** Gary Bradley

**WHEREAS**, it is prudent for the Municipality to review the cost of professional services every 3-5 years

**AND WHEREAS**, the CAO had issued an RFP for Accounting Audit services for the next 3 years with a 2 year possible extension (beginning with the fiscal year ending March 31 2021)

**AND WHEREAS**, four proposals were received and reviewed by Finance Chair, Mayor and CAO for completeness and the Finance and Admin committee has reviewed and discussed the proposals

**BE IT RESOLVED THAT** the Finance and Administration Committee recommends to Council to award the contract to Arsenault Best Cameron Ellis for \$7250-\$7500/year for the first 3 years to complete the Financial audit and reports for the Municipality

*All in Favor*

**MOTION CARRIED**

*February 3, 2021 Approved Special Finance and Admin Committee Meeting Minutes*

**3.2. Recommendation for Legal Review of Official Plan and Landuse Bylaw Draft**

**Moved by:** Doug Smith

**Seconded by:** Gary Bradley

**WHEREAS,** Council approved a budget change to allow for a legal review to be completed on the Official Plan and Bylaw.

**AND WHEREAS,** Due to the total cost being over \$5000 CAO requires approval from Council to award the work even though the amount has been approved within the budget

**AND WHEREAS,** Finance and Admin Committee has reviewed the quotes

**BE IT RESOLVED THAT** Finance and Admin Committee recommends to Council that Key Murray Law be hired at \$7,500 plus disbursements and HST to complete the legal review of the Official Plan and Landuse Bylaw

***All in Favor***

***MOTION CARRIED***

**4. NEXT MEETING:**

Regular Committee Meeting Monday, February 22, 2021 @ 4:00pm at NSCC

**5. ADJOURNMENT:**

There being no further business, the meeting adjourned at 4:26pm.

***Moved by Gary Bradley, seconded by Rick Bain***

***All in Favor***

***MOTION CARRIED***

\_\_\_\_\_  
SIGNED: Peter Vriends, Co-Chair

\_\_\_\_\_  
DATE:

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SIGNED: Stephanie Moase, CAO

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DATE: