

# **PELHAM FINANCE AND AUDIT COMMITTEE**

## **MINUTES**

**Meeting #:** PFAC-01-2020  
**Date:** Thursday, March 5 , 2020  
**Location:** Town of Pelham Municipal Office – Miclette Room  
20 Pelham Town Square, Fonthill

**Members Present:** John Wink, Chair  
Marianne Stewart  
Bill Crumm  
Michael Cottenden

**Members Absent:** Ron Kore

**Staff Present:** David Cribbs  
Teresa Quinlin  
Charlotte Tunikaitis  
Holly Willford  
Laura Nelson

**Other:** Bea Clark

### **1. Call to Order and Declaration of Quorum**

Noting that a quorum was present, Chair Wink called the meeting to order at approximately 4:00 p.m.

### **2. Approval of Agenda**

The Committee agreed by consensus that Item No. 14 (Goals and Priorities) be moved on the agenda to be considered after Item No. 4 Approval of the Minutes.

The Chair requested an item be added to New Business to discuss improvements to the Terms of Reference regarding quorum and voting rights. The Committee agreed by consensus to the additional item.

**7. New Business**

The Chair suggested the Terms of Reference be revised to allow every Committee Member, including Councillor's, to have a vote and form quorum. David Cribbs, CAO expanded on the Town's Procedural By-law and the functions of small Advisory Committees. Mr. Cribbs indicated he supported the suggestion.

**Moved By** Michael Cottenden

**Seconded By** Bill Crumm

**THAT the Terms of Reference for the Pelham Finance and Audit Committee be revised to allow every Committee Member, including Councillor's, to have the right to vote and form quorum.**

**Carried**

**8. Audit**

**9. Operating Financial Report**

The Committee reviewed the Operating Financial Report dated November 30th, 2019.

**10. MCC Operating Financial Report**

The Committee reviewed the Meridian Community Centre ("MCC") Financial Report dated November 30th, 2019.

**11. Transit Operating Financial Report**

The Committee reviewed the Transit Operating Financial Report dated November 30th, 2019.

Charlotte Tunikaitis, Deputy Treasurer indicated the Town has received the grant payment notification, therefore the Town is expecting to receive the grant funds soon.

**12. Capital Report**

**13. Reserves**

**14. Financial Risks**

**15. Next Meeting**

The Committee discussed the up-coming 2020 meeting schedule. Discussions regarding the meeting schedule included; potential for the Committee to be called for a Special Meeting, possibility of needing to meet more regularly, and the potential to add more dates. In response, Mr. Cribbs indicated staff can review the meeting schedule and compare to internal and external deadlines and present to the Committee additional meeting dates, if required. It was further agreed, if need arises the Committee could be called for a Special Meeting.

**16. Adjournment**

**Moved By** Bill Crumm

**Seconded By** Michael Cottenden

**THAT this Regular Meeting of the Pelham Finance and Audit Committee be adjourned.**

**Carried**

  
Chair, John Wink  
Deputy Clerk, Holly Willford