PELHAM FINANCE AND AUDIT COMMITTEE
MINUTES

Meeting #:	**PFAC-03/2020**
Date:	**Thursday, July 9, 2020**
Location:	**Zoom Meeting**
Members Present:	**John Wink, Chair** **Ron Kore** **Bill Crumm** **Michael Cottenden**
Members Regrets	**Marianne Stewart**
Staff Present:	**David Cribbs** **Teresa Quinlin** **Charlotte Tunikaitis** **Holly Willford** **Victoria Emslie**
Other:	**None**

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1. **Call to Order and Declaration ofQuorum**

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

2. **Approval of Agenda**

   Moved By Bill Crumm
   Seconded By Michael Cottenden

   THAT the agenda for the July 9, 2020 regular meeting of the Pelham Finance and Audit Committee be adopted, as circulated.

   Carried

3. Declaration of Pecuniary Interest and General Nature

None.

4. Approval of Minutes

May 7, 2020

Moved By Michael Cottenden
Seconded By Bill Crumm

THAT the minutes of the May 7th, 2020 minutes of the Pelham Finance and Audit Committee be approved.

Carried

5. Business Arising from Minutes

None.

6. New Business

6.1. Draft 2019 Annual Report

Ms. Teresa Quinlin, Director of Corporate Services and Treasurer stated this is the first Annual Report completed by the Town of Pelham. She indicated the report has good statistical information.

A Member indicated the report is heavily financially focused and would suggest future reports should include: more of a community element, section regarding goals and priorities and if these have been achieved, and an additional section highlighting the Town's Senior Leadership Team and how each department has contributed to the Town's financial goals. The Member did state the financial information was well done.

In response, Ms. Charlotte Tunikaitis, Deputy Treasurer agreed with the comments stated and indicated this draft 2019 Annual Report is a starting place to build for future years.

A Member indicated he felt the report was well done and would like to see more population breakdown and information on the commercial tax base.

The Chair indicated he agreed with the comments made and thanked staff for their contributions and indicated he thought the report was well done and stated he felt the residents will be impressed with this report.

Moved By Ron Kore
Seconded By Bill Crumm

THAT the Committee received the Draft 2019 Annual Report for information.

Carried

7. Audit

None.

8. Operating Financial Report to May 31, 2020

Ms. Quinlin indicated the last Operating Financial Report the Audit Committee reviewed was from December 2019.

The Chair indicated it is clear COVID-19 has had a significant impact on the Town's finances. In response, Ms. Quinlin agreed and indicated the Meridian Community Centre ("MCC") has suffered the greatest impact as the MCC has been closed from mid-March and is just reopening in early July. Ms. Quinlin did indicate revenues should increase with the demand for renting ice.

A Member asked if the gym would be rented out to the public. In response, Ms. Quinlin indicated only the ice and pool would be rented to the public and summer camps are being ran. Mr. David Cribbs, CAO, indicated Ms. Quinlin was correct and furthermore the Province has not approved indoor sports currently. In addition, Mr. Cribbs indicate the Town must be mindful to try to keep attendance in the MCC low and that the gym would likely be used for summer camps only.

A Member asked Ms. Quinlin to speak on the expenditures. Ms. Quinlin indicated currently the largest expenses are related to cleaning supplies, installation of glass and plexiglass due to COVID 19. Mr. Cribbs indicated cleaning at Town Hall has doubled from 2 hours daily to 4 hours.

Moved By Ron Kore
Seconded By Michael Cottenden

THAT the Committee received the May 31, 2020 Operating Financial Report for information.

Carried

9. MCC Operating Financial Report to May 31, 2020

The Chair indicated Ms. Quinlin has already touched on the MCC operating report earlier within the meeting.

Moved By Michael Cottenden
Seconded By Ron Kore

THAT the Committee received the May 31, 2020 MCC Operating Financial Report for information.

Carried

10. Transit Operating Financial Report to May 31, 2020

Ms. Quinlin indicated the Town is currently operating one bus and that the bus service is on demand. She further advised the Town received a $50,000.00 grant regarding transit and it is anticipated the Region will take over transit at the end of August.

Mr. Cribbs indicated the Town received a grant in the approximate amount of $7-8,000.00 to aid in cleaning costs and offset lower ridership. Mr. Cribbs indicated the Town has enough finances to operate the bus until the Region takes over transit.

Moved By Michael Cottenden
Seconded By Bill Crumm

THAT the Committee received the May 31, 2020 Transit Operating Financial Report for information.

Carried

11. Capital Report

11.1. 2020 First Quarter (Jan 1 – Mar 31, 2020)

Ms. Quinlin indicated two projects will be deferred to 2021 and therefore there will be a 1.5 million dollar savings which will helpful to the Town's cash flow.

Moved By Michael Cottenden
Seconded By Ron Kore

THAT the Committee received the 2020 First Quarter Capital Report for information.

Carried

12. Reserves

None.

13. Financial Risks

13.1. COVID-19 Financial Impacts Update

Ms. Quinlin indicated this is the second COVID-19 Financial Impact Update report to be submitted to Council. She indicated the format of the report mimics the Niagara Region's report template. Ms. Quinlin indicated the Town is using the Region's report style as the Region will be advocating on behalf of the municipalities to receive relief funding by the Province and Federal government.

A Member asked if the Town has confirmed proper insurance is in place if a COVID-19 outbreak occurs at a Town facility or program, such as a day camp. In response, Mr. Cribbs and Ms. Quinlin indicated they have been in contact with the insurance company. The Member indicated his workplace was required to self-insure. Ms. Quinlin indicated she would look further into the matter.

Moved By Ron Kore

Seconded By Michael Cottenden

THAT the Committee received the COVID-19 Financial Impact Update Report for information.

Carried

14. Unfinished Business

None.

15. Next Meeting – Wednesday, September 9, 2020 at 4:00pm

Ms. Quinlin indicated an additional meeting has been set for October 19, 2020 to review budget materials.

16. Adjournment

Moved By Bill Crumm
Seconded By Ron Kore

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

Carried

Chair, John Wink

Deputy Clerk, Holly Willford