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**Rural Municipality of West River Finance Committee**

<b>Meeting No</b>	2	<b>Chair</b>	Stephen Gould
<b>Meeting Date</b>	Thursday, February 4, 2021	<b>Phone</b>	902-675-7000
<b>Start Time</b>	7:00 PM	<b>E-mail</b>	admin@westriverpe.ca
<b>Location</b>	Afton Hall	<b>Session</b>	Public
<b>Present</b>	Mayor Helen Smith-MacPhail, Councillor Stephen Gould, Councillor Sabrina Loughran, Councillor John Yeo		
<b>Also</b>	Laala Jahanshahloo – CAO, Kevin McCarville		
<b>Regrets</b>	Nil		

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● **Call to order**

Chair Stephen Gould called the meeting to order at 7:00 pm.

● **Approval of Agenda**

It was moved by Chair Stephen Gould and seconded by Councillor Sabrina Loughran; the agenda be approved as circulated with the following additions:

- ➔ Review of Trial Balance added to FIN2.7.
- ➔ Reserve Fund explanation added to FIN2.7.

**Motion Carried**

● **Declarations of Conflict of Interest**

No conflict of interest was declared.

- **Approval of Minutes**

It was moved by Councillor John Yeo and seconded by Mayor Helen Smith-MacPhail that the minutes of January 6, 2020, Finance Committee meeting approved as circulated.

**Motion Carried**

- **Business Arising from Minutes**

→ CAO requested an amendment to the Atlantic Bug Busters Company proposed contract and received the amendment to the payment schedule and conditions on February 6, 2021.

- **FIN2.1**

→ The Committee has an in-depth discussion about the proposed capital and operation budget for April 1, 2021-March 31, 2022.

→ The Committee has discussed a timeline to comply with Municipal Government Act section (151).

- **FIN2.2**

→ The Committee recommends the Council not apply for any new Capital Investment Plan as the deadline for applications is April 9, 2021.

→ The Committee recommended the council transfer project balance funded by gas tax from Meadowbank signage and information implementation project to the NHR soccer field project.

- **FIN2.3**

→ The Committee recommend the Council to award the black fly to Atlantic Bug Busters Company with the following amendment to the proposed contract:

- The Rural Municipality of West River will send you three posted date checks. The last payment (September 15, 2021) will be issued after the Council receives a formal written progress report showing the evidence of completed tasks.

- **FIN2.4**

- The CAO informed the Committee that she has recently received copies of the Procurement Policy for Stratford and Cornwall's Purchasing policy. CAO will draft a procurement policy for the Rural Municipality of West River and send it for committee review.

- **FIN2.5**

- The Committee recommended the Council appoints MSRB as the auditor for 2021.

- **FIN2.6**

- The Committee recommended the Council give the Chief Administrative Officer authority to purchase individual goods and services on behalf of the Municipality up to a value of \$2,000.

- **FIN2.7**

- The Committee reviewed the Income statement as of February 4, 2021.
- The Committee reviewed the Trial Balance as of February 4, 2021, and they have informed about the issues regarding the accounts 2705 – 2735 relating to deferred contributions.
  - The inquiry is ongoing and waiting for Fitzpatrick & Company Chartered Accountants
- Kevin McCarville explained the process of Contributions, Transfers, Withdrawals of the Reserve Fund according to Bylaw # 2021-13.

- **Adjournment**

- The meeting adjourned at 9:30 pm.
- The next meeting will be on March 2, 2021.

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STEPHEN GOULD \_\_\_\_\_

CHAIR