



FINANCE COMMITTEE MINUTES

September 13, 2023
4:30 p.m.
Council Chambers, Brantford City Hall
58 Dalhousie Street, Brantford

Councillor Sullivan in the Chair.

1. ROLL CALL

Present: Councillor Hunt, Councillor Caputo, Councillor Sullivan, Mayor Davis

Regrets: Councillor Martin, Councillor Van Tilborg

2. DECLARATIONS OF CONFLICTS OF INTEREST

None.

3. SEPARATION OF ITEMS FOR BUDGET REPORTS, ITEMS FOR CONSIDERATION AND CONSENT ITEMS FOR DISCUSSION PURPOSES

Moved by Mayor Davis

Seconded by Councillor Caputo

THAT all items for consideration/consent (5.1-5.3) not separated for discussion purposes BE APPROVED.

Recorded vote on items not separated:

YES: (4): Mayor Davis, Councillor Sullivan, Councillor Caputo, and Councillor Hunt

CARRIED (4 to 0)

All items subject to the vote were as follows and carried accordingly:

5.2.2 2023 Capacities on Designated Public Institutions – Financial Impact [\$7,800 surplus for 2023], 2023-482

- A. THAT Report CS2023-482 2023 Capacities on Designated Public Institutions BE RECEIVED, and;
- B. THAT the by-law to levy taxes on these designated public institutions BE PRESENTED to Council for adoption.

5.3.2 Quarterly Status Report of Contracts Awarded [Financial Impact – None], 2023-473

THAT Report 2023-473 titled “Quarterly Status Report of Contracts Awarded” for the period of April 1, 2023 – June 30, 2023 BE RECEIVED.

5.3.3 Treasurer’s Semi-Annual Investment Report for 2023 [Financial Impact – none], 2023-520

THAT report No. 2023-520 regarding the Treasurer’s Semi-Annual Investment Report for 2023 BE RECEIVED.

5.3.4 MINUTES

5.3.4.1 Finance Committee - June 21, 2023

4. DELEGATIONS/PRESENTATIONS

4.1 DELEGATIONS [list, if any, available at the meeting]

Beth Gurney, Jason Coolman and Heidi Northwood, Wilfred Laurier University appeared before Committee regarding item 5.2.1 - Review Finance Policy 010-Use of Casino Funds and 2nd Quarter Update 2023-297.

The delegates provided a PowerPoint Presentation; a copy of which has been placed in the meeting file.

4.2 PRESENTATIONS

4.2.1 Judy Moore, Director of Finance

Re: Item 5.2.1 - Review Finance Policy 010 - Use of Casino Funds and 2nd Quarter Casino Update- 2023-297

Judy Moore, Director of Finance, appeared before Committee and provided a presentation regarding item 5.2.1. A PowerPoint Presentation was provided, a copy of which has been placed in the file.

Judy Moore responded to questions of Committee.

Moved by Councillor Caputo

Seconded by Councillor Hunt

THAT all items for consideration/consent (5.1-5.3) not separated for discussion purposes BE APPROVED:

5. BUDGET REPORTS/ ITEMS FOR CONSIDERATION/ CONSENT

5.1 BUDGET REPORTS

5.2 ITEMS FOR CONSIDERATION

5.2.1 Review Finance Policy 010 – Use of Casino Funds and 2nd Quarter Casino Update [Financial Impact – \$1,379,904 revenue], 2023-297

- A. THAT Report 2023-297 titled Review Finance Policy 010 – Use of Casino Funds and 2nd Quarter Casino Update BE RECEIVED; and
- B. THAT the Casino Policy allocation recommendations outlined in Section 9 of this report BE APPROVED; and
- C. THAT the necessary by-law to amend by-law 70-2010, Being a Bylaw to adopt various policies of the City of Brantford and to create a Corporate Policy Manual BE PRESENTED to City council for adoption by repealing and replacing Finance Policy 010 – Use of Casino Funds.

CARRIED

5.2.3 2023 2nd Quarter Variance Report [Financial Impact – Estimated \$702,836 Deficit], 2023-540

THAT report 2023-540 titled 2023 2nd Quarter Variance Report BE RECEIVED.

CARRIED

5.2.4 Amend Fees and Charges By-law 30-2023 - Early Approval of 2024 - 2027 Fees - 2023-479

- A. THAT Report 2023-479 regarding Amendments to Fees and Charges By-law 30-2023 for early approval of 2024-2027 fees BE RECEIVED; and
- B. THAT a By-law to repeal and replace Schedule 1 of Fees and Charges By-law 30-2023 to provide early approval of 2024-2027 Fees as outlined in Appendix B of 2023-479 BE PRESENTED to City Council for adoption.

CARRIED

5.2.5 Appointment of External Auditors for The City of Brantford [Financial Impact-\$69,000 (City Only)](Report 2023-334)

- A. THAT report 2023-334 regarding the appointment of Auditors for the City of Brantford BE RECEIVED; and
- B. THAT Staff BE DIRECTED to undertake Option 1 as described in Section 9 of this report, which is to:
 - 1. Direct the City Treasurer and the Manager of Purchasing to award and sign a non-competitive contract to Millard, Rouse & Rosebrugh LLP for the provision of external audit services for the City of Brantford and its Boards for the 2023 Yearend to an upset limit of \$142,000 (\$69,000 City only); and
 - 2. Direct staff to undertake a competitive procurement process for the provision of external audit services for calendar years 2024-2026.

CARRIED

5.3 CONSENT ITEMS

5.3.1 Quarterly Reserve and Reserve Fund Update [Financial Impact – None], 2023-470

- A. THAT Report No. 2023-470 Quarterly Reserve and Reserve Fund Update, BE RECEIVED.
- B. THAT the following reserves/reserve funds actions BE APPROVED:
 - i. Establishment of RF0578 Greyfield Façade Grant Reserve

- ii. Establishment of RF0579 Downtown CPTED/Façade Grant Reserve

CARRIED

6. RESOLUTIONS

There were no resolutions.

7. NOTICES OF MOTION

There were no Notices of

8. ADJOURNMENT

The meeting adjourned at [time].

Councillor Sullivan, Chair

Emma Vokes, Deputy Clerk