



**TOWN OF AMHERSTBURG
AUDIT AND FINANCE ADVISORY COMMITTEE MEETING**

AGENDA

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**Council Chambers
271 Sandwich Street South, Amherstburg, ON, N9V 2A5**

**Monday, February 3, 2025
5:00 PM**

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Pages

- 1. CALL TO ORDER**

- 2. ROLL CALL**

- 3. CALL FOR NOMINATIONS**
 - 3.1 Nomination of Chair**

That _____ **BE APPOINTED** Chair of the Audit and Finance Advisory Committee.

3.2 Nomination of Vice Chair

That _____ **BE APPOINTED** Vice Chair of the Audit and Finance Advisory Committee.

4. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

5. LAND ACKNOWLEDGMENT

We will begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations (comprising the Ojibway, the Odawa, and the Potawatomie Peoples), and of the Huron-Wendat and Wyandot Peoples. We recognize the land as an expression of gratitude to those whose traditional territory we reside on, and a way of honouring the Indigenous people who have been living and thriving on the land since time immemorial. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island.

6. MINUTES OF PREVIOUS MEETING

6.1 Audit and Finance Advisory Committee Meeting Minutes - December 2, 2024

4

That the Audit and Finance Advisory Committee meeting minutes of December 2, 2024 **BE ADOPTED**.

7. ORDER OF BUSINESS

7.1 Business Licensing By-law Fee Schedule Review

16

7.2 MNP Introduction

7.3 Audit and Finance Advisory Committee Meeting Schedule for 2025

18

That the proposed 2025 Audit and Finance Advisory Committee meeting schedule **BE ADOPTED**.

8. UNFINISHED BUSINESS

9. NEW BUSINESS

10. ADJOURNMENT

That the Committee meeting **ADJOURN** at _____ p.m.



TOWN OF AMHERSTBURG
AUDIT AND FINANCE ADVISORY COMMITTEE MEETING
MINUTES

Monday, December 2, 2024

5:00 P.M.

Council Chambers

271 Sandwich Street South, Amherstburg, ON, N9V 2A5

PRESENT	Councillor Linden Crain - Chair Giuseppe Corio - Vice Chair Deputy Mayor Chris Gibb John Purdie Paul McAllister Danielle Peladeau (<i>Electronic Participant</i>)
ABSENT	Gordon Moore (<i>Regrets</i>)
STAFF PRESENT	Tracy Prince - Staff Liaison, Director of Corporate Services/CFO Kevin Fox - Clerk Selena Scebba - Recording Secretary

1. CALL TO ORDER

The Chair called the meeting to order at 5:00 p.m.

2. ROLL CALL

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures noted.

4. LAND ACKNOWLEDGMENT

The Chair read the following land acknowledgment: We will begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations (comprising the Ojibway, the Odawa, and the Potawatomie Peoples), and of the Huron-Wendat and Wyandot Peoples. We recognize the land as an expression of gratitude to those whose traditional territory we reside on, and a way of honouring the Indigenous people who have been living and thriving on the land since time immemorial. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island.

5. MINUTES OF PREVIOUS MEETING

5.1 Audit and Finance Advisory Committee Meeting Minutes - October 22, 2024

Moved By P. McAllister

Seconded By Deputy Mayor Gibb

That the Audit and Finance Advisory Committee meeting minutes of October 22, 2024 **BE ADOPTED**.

The Chair put the motion.

Motion Carried

6. DELEGATIONS

There were no delegations.

7. ORDER OF BUSINESS

7.1 Audit and Finance Advisory Committee First Meeting of 2025

Moved By Deputy Mayor Gibb

Seconded By P. McAllister

That the first Audit and Finance Advisory Committee meeting of 2025 **BE HELD** on February 3, 2025.

The Chair put the motion.

Motion Carried

7.2 Temporary Patio Extension Report

Moved By J. Purdie

Seconded By P. McAllister

The report dated November 7th, 2024 regarding the User Fee for Temporary Patio Extension on Municipal property **BE RECEIVED** and that the application fee **BE REDUCED** to \$250.

The Chair put the motion.

Motion Failed

Moved By G. Corio

Seconded By P. McAllister

The report dated November 7th, 2024 regarding the User Fee for Temporary Patio Extension on Municipal property **BE RECEIVED**.

The Chair put the motion.

Motion Carried

7.3 Appointment of External Audit Services

Moved By Deputy Mayor Gibb

Seconded By P. McAllister

That:

1. The Audit and Finance Advisory Committee **RECOMMEND** to Council the appointment of MNP as the highest ranked proponent in the RFP.
2. The Audit and Finance Advisory Committee **RECOMMEND** to Council the appointment of MNP as the external auditors for the year ending 2024.

The Chair put the motion.

Motion Carried

Danielle Peladeau entered the meeting.

7.4 Review of 2025 Operating and Capital Budget

Budget Centre: CAO's Office

Moved By J. Purdie

Seconded By Deputy Mayor Gibb

That the Audit and Finance Advisory Committee recommend to Council that line 5-0351 Training and Conferences **BE REDUCED** from \$15,961 to \$12,961.

The Chair put the motion.

Motion Failed

Budget Centre: Police

Moved By J. Purdie

Seconded By G. Corio

That the Audit and Finance Advisory Committee recommend to Council that line 5-0325 Legal Fees **BE REDUCED** from \$25,000 to \$10,000.

Moved By P. McAllister

Seconded By J. Purdie

That the motion **BE AMENDED** to \$0.

The Chair put the motion.

Motion Carried

Moved By J. Purdie

Seconded By G. Corio

That the Audit and Finance Advisory Committee recommend to Council that line 5-0325 Legal Fees **BE REDUCED** from \$25,000 to \$0.

The Chair put the motion.

Motion Carried

Budget Centre: Council

Moved By J. Purdie

Seconded By G. Corio

That the Audit and Finance Advisory Committee recommend to Council that line 5-0351 Training and Conferences **BE REDUCED** from \$19,000 to \$10,000.

The Chair put the motion.

Motion Failed

Moved By J. Purdie

Seconded By G. Corio

That the Audit and Finance Advisory Committee recommend to Council that line 5-0569 Drainage Committee **BE REDUCED** from \$2,100 to \$1,000.

The Chair put the motion.

Motion Failed

Moved By J. Purdie

Seconded By P. McAllister

That the Audit and Finance Advisory Committee recommend to Council that line 5-0368 Heritage Committee **BE REDUCED** from \$4,500 to \$2,500.

The Chair put the motion.

Motion Failed

Budget Centre: Clerks

Moved By J. Purdie

Seconded By G. Corio

That the Audit and Finance Advisory Committee recommend to Council that line 5-0102 Salaries - Overtime **BE REDUCED** from \$12,500 to \$9,500.

The Chair put the motion.

Motion Carried

Moved By J. Purdie
Seconded By P. McAllister

That the Audit and Finance Advisory Committee recommend to Council that line 5-0337 Professional Fees **BE REDUCED** from \$30,500 to \$20,500.

The Chair put the motion.

Motion Failed

Moved By J. Purdie
Seconded By G. Corio

That the Audit and Finance Advisory Committee recommend to Council that line 5-0350 Memberships **BE REDUCED** from \$4,000 to \$2,000.

The Chair put the motion.

Motion Failed

Budget Centre: Human Resources

Moved By G. Corio
Seconded By J. Purdie

That the Audit and Finance Advisory Committee recommend to Council that line 5-0372 Recruitment Expense **BE REDUCED** from \$24,600 to \$10,000.

The Chair put the motion.

Motion Carried

Moved By J. Purdie
Seconded By P. McAllister

That the Audit and Finance Advisory Committee recommend to Council that line 5-0102 Salaries - Overtime **BE REDUCED** from \$4,000 to \$2,000.

The Chair put the motion.

Motion Carried

Moved By J. Purdie
Seconded By G. Corio

That the Audit and Finance Advisory Committee recommend to Council that line 5-0240 Employee Recognition **BE REDUCED** from \$19,730 to \$13,730.

The Chair put the motion.

Motion Failed

Moved By J. Purdie

Seconded By G. Corio

That the Audit and Finance Advisory Committee recommend to Council that line 5-0249 Training **BE REDUCED** from \$12,000 to \$9,000.

The Chair put the motion.

Motion Failed

Moved By J. Purdie

Seconded By G. Corio

That the Audit and Finance Advisory Committee recommend to Council that line 5-0327 Professional Fees **BE REDUCED** from \$22,000 to \$10,000.

The Chair put the motion.

Motion Failed

Budget Centre: Licensing and Enforcement

Moved By J. Purdie

Seconded By P. McAllister

That the Audit and Finance Advisory Committee recommend to Council that line 5-0351 Training and Conferences **BE REDUCED** from \$8,550 to \$5,050.

The Chair put the motion.

Motion Carried

Budget Centre: Financial Services

Moved By J. Purdie

Seconded By P. McAllister

That the Audit and Finance Advisory Committee recommend to Council that line 5-0326 Audit Fees **BE REDUCED** from \$44,290 to \$41,000.

The Chair put the motion.

Motion Carried

Moved By J. Purdie

Seconded By P. McAlister

That the Audit and Finance Advisory Committee recommend to Council that line 5-0350 Memberships **BE REDUCED** from \$7,800 to \$3,800.

The Chair put the motion.

Motion Failed

Budget Centre: Information Technology

Moved By J. Purdie

Seconded By G. Corio

That the Audit and Finance Advisory Committee recommend to Council that line 5-0351 Training and Conferences **BE REDUCED** from \$9,500 to \$6,500.

The Chair put the motion.

Motion Failed

Budget Centre: Non-Departmental

Moved By J. Purdie

Seconded By P. McAllister

That the Audit and Finance Advisory Committee recommend to Council that line 5-0501 Write Offs **BE REDUCED** from \$185,000 to \$35,000.

The Chair put the motion.

Motion Failed

(Danielle Peladeau left the meeting.)

Budget Centre: Facilities and Libro

Moved By J. Purdie

Seconded By P. McAllister

That the Audit and Finance Advisory Committee recommend to Council that line 5-0252 Uniforms **BE REDUCED** from \$19,400 to \$15,400.

The Chair put the motion.

Motion Failed

Budget Centre: Parks

Moved By J. Purdie

Seconded By G. Corio

That the Audit and Finance Advisory Committee recommend to Council that line 5-0322 General Supplies **BE REDUCED** from \$150,675 to \$145,675.

The Chair put the motion.

Motion Failed

Budget Centre: Recreation

Moved By J. Purdie

Seconded By G. Corio

That the Audit and Finance Advisory Committee recommend to Council that lines 5-0307 Advertising and 5-0349 Marketing **BE REDUCED** from \$17,500 and \$20,000, respectively to \$10,000 each.

The Chair put the motion.

Motion Carried

Budget Centre: Planning

Moved By J. Purdie

Seconded By P. McAllister

That the Audit and Finance Advisory Committee recommend to Council that line 5-0327 Professional Fees **BE REDUCED** from \$35,000 to \$30,000.

The Chair put the motion.

Motion Failed

Budget Centre: Economic Development and Tourism

Moved By J. Purdie

Seconded By G. Corio

That the Audit and Finance Advisory Committee recommend to Council that line 5-0350 Memberships **BE REDUCED** from \$5,700 to \$2,000.

The Chair put the motion.

Motion Failed

Budget Centre: Drainage

Moved By J. Purdie

Seconded By G. Corio

That the Audit and Finance Advisory Committee recommend to Council that line 5-0501 Write Offs **BE REDUCED** from \$5,000 to \$2,000.

The Chair put the motion.

Motion Carried

Budget Centre: Public Works

Moved By J. Purdie

Seconded By P. McAllister

That the Audit and Finance Advisory Committee recommend to Council that line 5-0425 Vehicle Licences **BE REDUCED** from \$20,000 to \$15,000.

The Chair put the motion.

Motion Failed

Moved By J. Purdie

Seconded By P. McAllister

That the Audit and Finance Advisory Committee recommend to Council that line 5-0757 Mainline Sewer Cleaning and Flushing **BE REDUCED** from \$142,500 to \$122,500.

The Chair put the motion.

Motion Failed

Moved By J. Purdie

Seconded By Deputy Mayor Gibb

That the Audit and Finance Advisory **ENSORSE** the 2025 Budget Issue Papers, as proposed.

The Chair put the motion.

Motion Carried

Moved By Deputy Mayor Gibb

Seconded By P. McAllister

That the Audit and Finance Advisory **ENSORSE** the 2025 Capital Budget, as proposed.

The Chair put the motion.

Motion Carried

8. UNFINISHED BUSINESS

9. NEW BUSINESS

Moved By J. Purdie

Seconded By P. McAllister

That the Audit and Finance Advisory Committee recommend to Council that the 2025 budget deliberations BE DELAYED until January.

The Chair put the motion.

Motion Failed

10. ADJOURNMENT

Moved By J. Purdie

Seconded By Deputy Mayor Gibb

That the Committee meeting **ADJOURN** at 8:17 p.m.

Motion Carried

Councillor Linden Crain - Chair

Selena Scebba - Recording Secretary

Initial Licence		Administration	Zoning Inspection	Building Inspection	Fire Inspection	Total Fee
Auctioneer	117.00	50				167
Auto Service Station – Repair/Paint and/or Upholstery	117.00	50		100		267
Bed & Breakfast	117.00	50	85	100		352
Body Modification	117.00	50		100		267
Campgrounds/Trailer Parks	117.00	50		100		267
Caterers	117.00			100		217
Door-to-Door Salesperson	117.00					117
Food Store	117.00	50		100		267
Hawker/Pedlar	117.00	50				167
Hospitality - Food	117.00	50		100		267
Hospitality - Food/Liquor	117.00	50		100		267
Hospitality - Liquor/Food	117.00	50		100		267
Lodging House	117.00	50	85	100		352
Mobile Vendor Of Food - Class 1	117.00			100		217
Mobile Vendor Of Food - Class 2	117.00			100		217
Mobile Vendor Of Food - Class 3	117.00			100		217
Mobile Vendor Of Food - Class 4	117.00			100		217
Mobile Vendor Of Food - Class 5	117.00			100		217
Old Gold Dealer	117.00	50				167
Public Hall	117.00	50	85	100		352
Retail/Resale/Pawnbrokers	117.00	50				167
Salvage Yard	117.00	50		100		267

Renewal Licence	Administration	Building Inspection	Fire Inspection	Total Fee
Auctioneer	117.00			117
Auto Service Station – Vehicles Used for hire	117.00			117
Auto Service Station – Repair/Paint and/or Upholstery	117.00		100	217
Bed & Breakfast	117.00	85	100	302
Body Modification	117.00		100	217
Campgrounds/Trailer Parks	117.00		100	217
Carnival/Circus	117.00		100	217
Caterers	117.00		100	217
Door-to-Door Salesperson	117.00			117
Food Store	117.00		100	217
Hawker/Pedlar	117.00			117
Hospitality - Food	117.00		100	217
Hospitality - Food/Liquor	117.00		100	217
Hospitality - Liquor/Food	117.00		100	217
Lodging House	117.00	85	100	302
Mobile Vendor Of Food - Class 1	117.00		100	217
Mobile Vendor Of Food - Class 2	117.00		100	217
Mobile Vendor Of Food - Class 3	117.00		100	217
Mobile Vendor Of Food - Class 4	117.00		100	217
Mobile Vendor Of Food - Class 5	117.00		100	217
Old Gold Dealer	117.00			117
Public Hall	117.00	85	100	302
Retail/Resale/Pawnbrokers	117.00			117
Salvage Yard	117.00		100	217

2025 SCHEDULE AMHERSTBURG COMMITTEE MEETINGS

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	5							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					
JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31	Jan 1	Jan 2	
							30													
	Statutory Holidays and/or Town Hall Closed							Heritage Committee							Amherstburg Accessibility Advisory Committee					
	Parks and Recreation Advisory Committee							Committee of Adjustment							Drainage Board					
	Economic Development Advisory Committee							Amherstburg Environmental Advisory Committee							Audit and Finance Advisory Committee					
	Co-An Park Board																			