1. **ROLL CALL**

The meeting was called to order by the Chair at 4:15pm.

2. **DECLARATION OF CONFLICT OF INTEREST**

3. **MINUTES OF THE PREVIOUS MEETINGS**

3.1 November 16, 2015

   **Res#: 2016-01**

   Moved By: S. Reinhardt
   Seconded By: D. Marchisella

   That the minutes of the November 16, 2015 meeting of the Finance and Administration Committee be adopted.

   Carried

4. **CORRESPONDENCE**

5. **PUBLIC PRESENTATIONS**

6. **UNFINISHED BUSINESS**

6.1 **Reserves Policy**

   Draft for review

   **Res#: 2016-02**

   Moved By: S. Reinhardt
   Seconded By: D. Marchisella

   That the Draft Reserve and Reserve Fund Policy be received.

   Carried
6.2 Renaissance Seniors Centre

October 19, 2015 Resolution 2015-62: That this item be deferred until information has been received back from the Renaissance Centre.

The Chair will contact the Renaissance Centre Executive to request additional information regarding Capital requests. A meeting will be scheduled in future.

Additional correspondence dated January 25, 2016 regarding a request for Operating funding was provided to the Committee.

Res#: 2016-03

Moved By: D. Marchisella
Seconded By: S. Reinhardt

That the letter from the Renaissance Seniors’ Centre dated January 25, 2016 be received;
And That it be forwarded to Council for consideration, to provide $25,000 in operational funding plus an in-kind contribution in the form of a charitable property tax rebate in the approximate amount of $3,000 to the Renaissance Seniors’ Centre for the calendar year 2016;
And That the Renaissance Seniors’ Centre provide to the City audited financial statements for the years of 2014 and 2015.

Carried

7. NEW BUSINESS

7.1 SR FIN 2016-09, Treasury Department - Operational Update

Report of the Deputy Treasurer

The Committee directed the CAO to prepare a report to bring forward to February 29, 2016 Council meeting and further to provide the legal opinion that had been obtained by the CAO to which reference was made during the discussions at this meeting.

Res#: 2016-04

Moved By: S. Reinhardt
Seconded By: D. Marchisella

That this matter be dealt with in closed session, under Section 239(2)(b) of the Municipal Act, as it deals with personal information about identifiable individuals

Carried

Res#: 2016-05

Moved By: S. Reinhardt
Seconded By: D. Marchisella

That this meeting proceed into closed session at the hour of 4:47pm.

Carried

Res#: 2016-06

Moved By: S. Reinhardt
Seconded By: D. Marchisella

That this meeting come out of closed session at the hour of 5:08pm.

Carried
Res#: 2016-07
Moved By: S. Reinhardt
Seconded By: D. Marchisella
That the Finance and Administration Committee recommend to the CAO that the City appoint an interim treasurer at the next regularly scheduled meeting of Council.  
Carried

7.2 SR FIN 2016-01, Variance Report - OPERATING
as at December 31, 2015 - preliminary, not final
Res#: 2016-08
Moved By: S. Reinhardt
Seconded By: D. Marchisella
That Staff Report FIN 2016-01, Operating Budget Variance Report as at December 31, 2015 (preliminary, not final), dated January 12, 2016 of the Director of Finance be received;
And That the report be forwarded to Council for information.  
Carried

7.3 SR FIN 2016-02, Variance Report - CAPITAL
as at December 31, 2015 - preliminary, not final
Res#: 2016-09
Moved By: D. Marchisella
Seconded By: S. Reinhardt
That Staff Report FIN 2016-02, Capital Budget Variance Report as at December 31, 2015 (preliminary, not final), dated January 12, 2016 of the Director of Finance be received;
And That the report be forwarded to Council for information.  
Carried

7.4 Disbursements
November 6, 2015 - January 28, 2016
Res#: 2016-10
Moved By: S. Reinhardt
Seconded By: D. Marchisella
That the November 6, 2015 – January 28, 2016 disbursements be received.  
Carried

7.5 VISA Statements
part 1 & part II
Committee directed staff to review the VISA Policy and Procedure, specifically the number of VISA cards issued and bring forward options for Committee review.
The Committee also directed staff to provide further information as to the purpose for specific purchases as listed on various VISA Statements.
Res#: 2016-11
Moved By: D. Marchisella
Seconded By: S. Reinhardt
That the VISA statements be received. Carried

7.6 Service Recognition
As this matter deals with personal information about identifiable individuals, it may be discussed in closed session under Section 239.(2)(b) of the Municipal Act.

Res#: 2016-12
Moved By: S. Reinhardt
Seconded By: D. Marchisella
That this matter be dealt with in closed session. Carried

Res#: 2016-13
Moved By: S. Reinhardt
Seconded By: D. Marchisella
That this meeting proceed into closed session at the hour of 5:40pm. Carried

Res#: 2016-14
Moved By: D. Marchisella
Seconded By: S. Reinhardt
That this meeting come out of closed session at the hour of 5:49pm. Carried

Res#: 2016-15
Moved By: D. Marchisella
Seconded By: S. Reinhardt
That this item be deferred to the next Finance & Administration Committee meeting. Carried

8. ADDENDUM

9. CLOSED SESSION

10. SCHEDULING OF NEXT MEETING
The next scheduled Finance & Administration meeting is March 21, 2016 at 4:15pm.

11. ADJOURNMENT
Res#: 2016-16
Moved By: D. Marchisella
Seconded By: S. Reinhardt
That the meeting be adjourned at the hour of 5:51pm. Carried