**Minutes of Personnel and Audit Committee for**
**The Corporation of the Township of North Frontenac**
**Held March 21, 2023 in the Council Chambers, 6648 Road 506, Plevna, Ontario**

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| **Present:** | Deputy Mayor John Inglis (Chair); Councillor Vernon Hermer; and Councillor Fred Fowler. |
| **Also Present:** | Corey Klatt, Chief Administrative Officer (CAO); Tara Mieske, Clerk/ Planning Manager (CPM); and Kelly Watkins, Treasurer/ CAO Backup |

## 1. Call to Order

The Chair called the meeting to order at 9:00 a.m.

## 2. Approval of Agenda

### a) March 21, 2023

Resolution #: 1-23 Moved By: Councillor Fowler
Seconded By: Councillor Hermer

**Be It Resolved That** the Committee approves the Agenda dated March 21, 2023, as circulated.
**Carried**

## 3. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

## 4. Delegations

None.

## 5. Adoption of Minutes

### a) Minutes of a Meeting dated September 27, 2022

Resolution #: 2-23 Moved By: Councillor Hermer
Seconded By: Councillor Fowler

**Be It Resolved That** the Committee receives the Minutes of a Meeting held September 27, 2022, as circulated and adopted by Council on October 14, 2022.
**Carried**

## 6. Business Arising from the Minutes

None.

## 7. Communications

None.

## 8. Administrative Reports

### a) Clerk/Planning Manager: Proposed Terms of Reference for Personnel and Audit Committee (see attached)

Resolution #: 3-23 Moved By: Councillor Fowler
Seconded By: Councillor Hermer

**Be It Resolved That** the Committee receives for information the Clerk/Planning Manager's Administrative Report entitled "Proposed Terms of Reference for Personnel and Audit Committee";
**And That** the Committee approves the Terms of Reference;
**And That** the Committee instructs the Clerk to provide the Terms of Reference to Council for consideration at the next Council meeting.
**Carried**

### b) Clerk/Planning Manager: Proposed 2023 Personnel and Audit Committee Meeting Dates

Resolution #: 4-23 Moved By: Councillor Hermer
Seconded By: Councillor Fowler

**Be It Resolved That** the Committee receives for information the Clerk/Planning Manager's Administrative Report entitled "Proposed 2023 Personnel and Audit Committee Meeting Dates";
**And That** the Committees approves the following dates for the 2023 Meetings:

- June 13, 2023
- September 12, 2023
- December 12, 2023

**Carried**

### c) Treasurer: Debt and Investment Update

Resolution #: 5-23 Moved By: Councillor Fowler
Seconded By: Councillor Hermer

**Be It Resolved That** Personnel and Audit Committee receives the Treasurer's Administrative Report entitled "Debt and Investment Update", for information purposes.
**Carried**

### d) Treasurer: Statement of Revenue & Expenditures – 2023 Variance Report as of March 15, 2023

Resolution #: 6-23 Moved By: Councillor Hermer
Seconded By: Councillor Fowler

**Be It Resolved That** the Personnel and Audit Committee receives the Treasurer's Administrative Report entitled "Statement of Revenue & Expenditures –2023 Variance Report as of March 15, 2023", for information purposes;

**And That** the Committee recommends to Council that the Treasurer transfer the over budget amount of $127.95 for the Multi-Purpose Trailer from the Recreation Sustainability TCA Reserve Fund;
**And That** the Committee instructs the Treasurer to include the Statement of Revenue and Expenditures with each Variance Report.
**Carried**

### e) Director of Emergency Services / Fire Chief: North Frontenac Fire Department (NFFD) Roster Update

Resolution #: 7-23 Moved By: Councillor Fowler
Seconded By: Councillor Hermer

**Be It Resolved That** the Personnel and Audit Committee receives for information the Director of Emergency Services/Fire Chief's Administrative Report entitled "North Frontenac Fire Department (NFFD) Roster" and the current Roster dated September 6, 2022.
**Carried**

### f) Director of Emergency Services / Fire Chief: Who's Responding Cellular Text Dispatch

Resolution #: 8-23 Moved By: Councillor Hermer
Seconded By: Councillor Fowler

**Be It Resolved That** the Personnel and Audit Committee receives for information the Director of Emergency Services/Fire Chief's Administrative Report entitled "Who's Responding Cellular Dispatch"
**And That** the Personnel and Audit Committee recommends to Council that the Fire Chief proceeds with purchase of the "Who's Responding" service;
**And That** the Personnel and Audit Committee recommends to Council that the CAO removes the Communications Support Staff position from the Fire Department's Organization Chart;
**And That** the Personnel and Audit Committee recommends to Council that the expenses for "Who's Responding" service be charged to the dispatch/communication account, for Fire.
**Carried**

## 9. Giving Notice of Motion

None.

## 10. Resolutions, Written Notice of Which has Been Given

None.

## 11. Public Forum

None.

## 12. Closed Session

None.

## 13. Rise and Report (Overview of the Closed Session by the Committee Chair)

None.

## 14. Adjournment

### a) Adjournment of Meeting

Resolution #: 9-23 Moved By: Councillor Fowler
Seconded By: Councillor Hermer

**Be It Resolved That** the Personnel and Audit Committee adjourns the meeting at 9:56 a.m until June 13, 2023 or at the call of the Chair.
**Carried**

_____
Chair

_____
Secretary

Per the Procedural By-law, "these motions have been approved in principle by the Personnel and Audit Committee and shall become Resolutions of Council only on Council's adoption of the Minutes of the Personnel and Audit Committee Meeting."