



## Budget & Finance Committee Minutes February 8, 2019

Attendance: Councillor Darlene Colton, Roxanne Lambert, Dianne Nofle, Mike Mehak, Luke Mellors, Administrator Dylinna Brock and Deputy Clerk/ Treasurer Verna Brundage

Guest: Wendy Mortimer

1. Councillor Darlene Colton and Administrator Dylinna Brock welcomed the new Budget & Finance Committee of Council.
2. Members introduced themselves, and outlined their backgrounds, work experience and interest in volunteering for this committee.
3. Orientation Wollaston Township Committee Structure was presented by Roxanne Lambert with assistance from Administrator Dylinna Brock.
4. Administrator Dylinna Brock reviewed the Township Procedural Bylaw focusing on Conflict of Interest, and the Councillor Code of Conduct. These documents will be used in addition to the Terms of Reference for the Committee to guide processes. Members signed off that they have reviewed and understand the information provided.
5. The members identified supporting documents that would be helpful to them such as the Strategic Plan, and Asset Management Plan and previous budget. Staff will provide copies of these documents for the committee.
6. Election of the Committee Chair position. Motion by Councillor Colton, seconded by Dianne Nofle to appoint Luke Mellors as the Budget & Finance Committee Chair. All voted in favour.
7. Election of the Committee Vice Chair position. Motion by Luke Mellors, seconded by Councillor Colton to appoint Roxanne Lambert as the Budget & Finance Committee Vice-Chair. All voted in favour.
8. Election of Minute Taker position. Motion by Roxanne Lambert, seconded by Luke Mellors to appoint Dianne Nofle as the Budget & Finance Committee Minute Taker. All voted in favour.
9. Review of the DRAFT Budget & Finance Committee Terms of Reference. Motion by Luke Mellors, seconded by Dianne Nofle to send these Terms of Reference to the Committee of the

Whole for their review and approval. Administrator Brock will assist Chair Mellors to draft the Committee Report for Decision template that will accompany the approved Terms of Reference.

10. Date for the Next Meeting will be Friday March 8, 2019 at the Wollaston Council Chambers from 2 – 4 pm.
11. Motion to adjourn, Mike Mehak and seconded by Councillor Colton. Carried.