



Budget and Finance Committee Meeting Minutes April 5th, 2019

Attendance: Luke Mellors, Darlene Colton, Dianne Noftle, Roxanne Lambert

Staff: Dylinna Brock

Regrets: Mike Mehak

Guests: Wendy Mortimer

1. **Call to order. Motion by Luke, Seconded- Dianne, Carried**
2. **Declaration of Pecuniary Interest. Roxanne Lambert re Item 9 (b). Is member of Board.**
3. **Approval of Agenda.**

Motion by Luke,

Seconded - Roxanne, Carried

4. **Approval of Minutes dated March 8, 2019.**

Motion by Roxanne,

Seconded by Dianne, Carried.

5. **Business Arising from the Minutes- None**
6. **Report from the Chair- Nil**
7. **Updates from Staff-**

Darlene- Approval of COW

Dylinna- Report on Recreation Committee including recommendations,

Update from COW, 1st meeting went well, no problems, all approved. Dylinna distributed H&S pkg for each of us to review

Motion put forward to have committee members of each group to provide updates with regards to items related to finance.

Motion by Luke,

Seconded by Roxanne Carried

Roxanne suggested Treasurer provide update. Luke suggested updated work plans from each group, then have meetings, especially input with Works Dept. and Recreation

8. Updates from Members-

Roxanne - Communication Committee . Update regarding Dog Tags purchase going well via Facebook Page

9. Items for Discussion, Action or Decision

(a) Workplan Review and Development- Roxanne

- reviewed our Workplan, suggest add Timeline in Fall due to not having Treasurer
- need to know about deficits and surpluses
- discussion unsure about each section, need to know what policies are already in place and what other committees have in place...i.e. Best Practices
- Luke asked Roxanne about Grants
- Roxanne suggested creating Template for Volunteers to record/add hours
- Dylinna suggested identify what items in strategic plan are relevant to each committee and keep members of COW updated with ongoing to review and communicate back to each committee
- Darlene suggested to look at short term goals for now
- Luke suggested ea. of us to review each idea and to try and fill out action items

(b) Review Library Budget- Wendy Mortimer

- discussion about purpose of usage of Library, surplus, grants, FOWL Book Sale Funds
- Luke suggested adding amendment regarding School Rent rather than include in Budget
- Darlene inquired about building new Library, are there any Fundraising plans

- councillors using own at present.

Motion to recommend tablets/I-Pads (2 I-Pads, 1- Laptop)

Motion by Roxanne,

Seconded by Luke Carried

(I) Discussion and Recommendation on Council Salaries-

- Defer at this time as we may need to do 3rd party analysis with respect to other municipalities....do more research.

Motion made to reflect that council salary be topped up to reflect recent tax legislation

Motion by Luke.

Seconded by Roxanne carried

Next Meeting May 3rd, 2019. 1pm

Motion to adjourn

Motion by Luke.

Seconded by Roxanne Carried

- Lynn Kruger from Staff consulted and present at this time. Says Township should help, Team Effort. Spoke about Peggy Malcolm from "SOLS"
- Luke suggested adding new Library to Strategic plan
- asked about any code violations....is School Board responsible
- Is there another community with compatibles....Dylinna to look into, will contact Peggy Malcolm.

Motion for Approval for Adoption of Library Budget by Luke, Seconded by Dianne

(c) Funding Request- United Way

- Darlene suggests we have youth involved. Need to know how we funded in 2017, is it every year or every 2 years and what would be cost to support sending one youth.
- Defer at this time. Will review past request from charities, need to see value for our community.
- Roxanne suggested to have policy regarding "Reserves"

(d) Information on Tax Revenue Model- Defer at this time

(e) Remote Meeting Attendance-

- Teleconference available
- Dylinna stated IT assessment done, ability to SKYPE
- need to make sure we have Quorum
- what is procedure

(f) Committee Reports to Finance- Library Report given

(g) Discussion and Recommendations on Township Mobile Phone Expenses and Policy

- at present \$ 20.00 / month from council per person for use of own phone . At present there are 3 phones for staff, Darlene wants everyone to have their own phone.

Motion to provide 2 additional phones to staff, and to continue to provide \$20 per month to each councillor. Motion by Luke

Seconded by Dianne carried

(h) Discussion and Recommendation on Tablets/ I-Pads for Council Staff