

Budget and Finance Committee Meeting Minutes

May 3rd, 2019. 1 pm

Wollaston Township Committee Chambers

Attendance: Roxanne Lambert, Dianne Nofle, Darlene Colton, Mike Mehak

Regrets: Luke Mellors

Staff: Dylinna Brock, Tracey Vader

Guest: Wendy Mortimer

1. Call to order . Motion by Roxanne, Seconded by Mike. Motion carried.
2. Declaration of Pecuniary Interest re item 8 (a) on Agenda by Dianne Nofle, Roxanne Lambert, Darlene Colton . Signed , all have personal interest in Road Grant.
3. Approval of Agenda with Amendment re Data needed to conduct Salary Review under new Business. Motion by Mike, Seconded by Roxanne. Motion carried. Darlene Colton declared Pecuniary Interest .
4. Approval of Minutes dated April 5, 2019. Motion by Darlene, Seconded by Dianne. Motion carried.
5. Business arising from Minutes. None
6. Report from the Chair (Vice Chair Roxanne). Roxanne and Luke working on COW report regarding I-pads/tablets/cellphones and Salary Increase for Council. Dylinna stated Top-up review/decision to be brought to council next week.
7. Report from Council Liaison- None as no meeting was held.
8. Updates from Staff. Clarification on decision to remove Road Grants given by Dylinna. Statement issued by Reeve Barb Shaw read to group. At this time introduction made to new Treasurer Tracey Vader and (Acting) Fire Chief Jason Post.
9. Updates from Members. Mike gave update from Envir. And Public Works Comm., they have had 2 meetings and 4 recommendations have been made(1) New Asset Management Policy Drafted (2) Update Asset Management Plan. Dylinna added that this is not a "have to" until 2022. (3) Motion to Communication Comm. to do a Survey with the Community regarding Pavillion.

(4) Motion to have open pit filled, is a trip hazard, Dylinna added that this has been tended to. Mike mentioned that the Chair of the group had to step down and Mike is now the new Chair with Jim Woodward as Vice Chair. Roxanne gave update on Grants. She has circulated a list to all groups/committees and asking that each of us should review and bring to her attention any applicable Grants. Roxanne doing Template for gathering data useful for applying for grants. May need a " Grant Writer".

10. Workplan Workshop conducted by Roxanne. We need education on Grant Writing. Dylinna and Roxanne will look into this further. Dianne will inquire about contact from Durham Outlook for the Needy as to their fundraising . Darlene will inquire with hospital auxiliary.
11. New Business . Data needed to Conduct Salary Review. Dylinna provided Bylaw. Roxanne stated more data needed e.g. Amount of meetings attended. Roxanne will update the Workplan as a draft and submit to COW. Wendy mentioned we should show or reflect how we plan to generate revenue and how it fits in with the purpose of the committee.
12. Check in and Closing. Next meeting June 7th, 2019 at 1 pm Wollaston Township Committee Chambers. Add Standing Item- Volunteer Hours . Bring back samples of Grants/ Info. Etc. Dylinna added COW Meeting May 21st. Final Drafts needed. Motion to adjourn Meeting- Roxanne Seconded- Mike. Carried

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