



Budget and Finance Committee Minutes

Meeting Date: June 7th, 2019

Time: 1:00pm

Location: Wollaston Township Committee Chambers

Attendance: Luke Mellors, Roxanne Lambert, Councillor Darlene Colton, Treasurer Tracy Vader, Administrator Dylinna Brock, Barry Wannamaker

Regrets: Dianne Noftle, Mike Mehak

Presenter: Rick Fox (Vice Chair Environmental & Works Committee)

Guests: Wendy Mortimer, and Deputy Reeve Lynn Kruger joined the meeting part way through.

1. Luke called the meeting to order at 1 pm.
2. Declarations of Interest: None
3. Approval of the Minutes dated May 3, 2019. Motion by Darlene, seconded by Roxanne, Carried.
4. Business Arising from the Minutes: None
5. **Report from the Chair:**
 - Luke noted that he had been contacted by residents regarding the role the Budget & Finance Committee played in the development of the budget, prior to being submitted. Discussion that for the next budget, once the Treasurer outlines the budget cycle and timelines, the Committee will be able to provide messaging, so people are clear on the process. It is understood that this budget cycle was delayed, and staff worked diligently to prepare the budget to meet County timelines, by the end of May.
6. **Council Liaison Update:** Darlene noted that only item "C" (\$20.00 per month for Councillors cell phone) and the Workplan was approved by COW from our May Report.
7. **Updates from Staff:**
 - a) Treasurer, Tracy Vader provided an overview of the Budget summary document that was provided during the public meeting. Reeve Shaw delivered the PowerPoint presentation. Tracy noted the Township has sent out a letter to residents who asked about the process and the way the budget was presented, and this notice has also been posted on the Facebook page. Staff noted that they are still challenges trying to post information on the website.

Luke asked for some clarification on variances in the Administration budget. Tracy explained there are increases due to shifting Dylinna's salary, increased legal and consulting fees. This explanation was also provided during the public meeting. There are no capital projects planned for Transportation, so this shown as a decrease. There were also adjustments to Salt and brushing.

Tracy noted the auditor is coming on June 17. She will be working to create the appropriate Reserves.

She will be working on moving costs to the appropriate department for the 2020 budget. For example, all legal expenses are noted under Administration. It is generally accepted that legal expenses should be shown within the appropriate Department.

Roxanne noted that the many municipalities present a high-level budget to Council for their approval. It's Councils role to approve the Governance and Funding requested by Staff to manage the Township operations.

ACTION: Motion by Luke, seconded by Darlene to add an item to the Workplan that focuses on Communicating the Budget cycle and process in advance of the 2020 budget. Carried.

- b) Review of Procurement Bylaw / Policy: Rick Fox reviewed the details of the policy. The Committee was supportive and impressed with this document. **ACTION: Rick will add page numbers to the document and send to Dylinna. Dylinna will rework the Bylaw section presented.**

Roxanne suggested that Staff might want to create a form for Staff that outlines their financial authority for expenditures, based on the new Bylaw / Policy.

Motion by Luke, seconded by Roxanne: with the approval of Staff, the Budget & Finance Committee recommends the referral of the Procurement Bylaw/Policy to Committee of the Whole for their July meeting.

8. Updates from Members:

- Asset Management Plan: Rick provided information, the Environmental and Works Committee has been working on this. The Township Asset Management Policy was approved by Council, in advance of the July 1st deadline. Work on the Asset Management Plan will continue throughout this year. **ACTION: This item will be deferred until Mike is able to speak to this.**
- Grant Update: **ACTION: This will become a standing item on the agenda.** Roxanne noted that all the committees have been sent the listing of possible grants. Roxanne prepared a document that notes common demographic information regarding Wollaston Township that is typically required in Grant applications. Roxanne is collecting a list of Grants that were missed opportunities. The Township also has access to data through the ANALYST system provided by OMAFRA. **ACTION: a) Roxanne to send the listing of missed grants to Dylinna to circulate to the other Chairs, and it will be reviewed each meeting to help ensure the Township is prepared to apply for grants. B) Dylinna to provide Chairs with a note that it would also be**

helpful for Committees to assign a member to follow Provincial Ministries that are relevant to their Committees to keep up to date on announcements and/or legislative or regulatory changes. Roxanne is also drafting a policy related to applying for Grants that would ensure Staff and Council approve of the application as part of the process.

9. Items for Discussion, Action or Decision

- a) Procurement was discussed earlier.
- b) Discussion on guidelines and policy for spend recommendations by Committee:
The Committee discussed that it would be helpful to be able to monitor expenditure trends over time. It would also be helpful to clarify the process of how items might come to this committee. This item will be discussed further at a future meeting.
- c) Workplan Review and Update.
Items to mark as completed: 1A; 5A; 6B; 12A; and 13A
- d) Volunteer hours logged. The Committee noted the value of tracking this information as a possible benefit to demonstrate community involvement when applying for grants.
- e) Draft Fundraising ToR subcommittee (Deferred to July)
- f) Revenue Generation Brainstorming Ideas (the Committee created this list to work from in the future, perhaps August:
 - Dock Fees
 - Accommodation Taxes
 - Cottage Kits
 - Accommodation Rent out
 - Replacement Landfill card
 - Campfire permit fees
 - Roxanne has drafted a listing of the Bylaws posted on the website that have Fee Schedules attached, to assist staff. Tracy noted she wants to create a consolidated listing of Fees and Charges. **ACTION: Staff will review the draft list of Bylaws with Fee Schedules and bring forward items to the Committee. Office Fees to come forward in July.**

10. New Business:

ACTION: Dylinna to request that each Committee, add the other Committee Members to their Minutes distribution list, to help ensure that Committees are aware of the work of the other Committees.

Motion by Luke, seconded by Roxanne to appoint Rick Fox to the Budget & Finance Committee. Carried.

11. Motion to adjourn, Luke, seconded by Darlene. Carried

Date for Next Meeting:

July 5, 2019

1 pm Township Office