



Budget & Finance Committee

Meeting Minutes July 5th, 2019

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

Regrets: Mike Mehak, Dianne Nofle

Guest: Wendy Mortimer

1. Luke Motioned to call the meeting to order, seconded by Roxanne. Carried.
2. **Agenda:** Motion by Luke, seconded by Roxanne to accept the Agenda, as amended adding approval of the agenda, and changing the date of the minutes to accept to June 7. Carried.
3. **Declarations of Conflict of Interest:** None
4. **Minutes:** Motion to approve the Minutes of June 7, 2019 by Luke, seconded by Roxanne. Carried.
5. **No Business arising from the Minutes.**
6. **Report from the Chair:**
 - a) Luke reported that the committee has received a letter of resignation from Dianne Nofle. The committee wants to thank Dianne for her contributions, and we are sorry to see her go, she will be missed.
 - b) Minute-Taker: Luke noted that our minute taker position is vacant. Roxanne volunteered to take the minutes for today's meeting.
 - c) Luke noted that Wendy Mortimer, who was present observing the meeting, had expressed interest in joining the committee. Dylinna explained the process for joining a committee. **ACTION: Dylinna will bring forward Wendy's application to the Committee for review in a closed session at the next meeting in August.**

7. **Council Liaison:** Darlene noted that Roxanne presented the Committee Report to COW; and that Council was impressed with the number of items that have been completed on our workplan.

8. **Updates from Staff:** None

9. Updates from Members:

a) **Grants:** Roxanne provided an update on grants that were discussed at the EDTPC. The Community Futures Development Corporation (CFDC) located in Bancroft has grants and loans available to support Businesses. They have a Local Initiatives Program (LIP) which provides up to \$3000. For small scale projects. The EDTPC has been discussing the creation of a local business network as well as updating the Township website business directory. If a network was created, it would provide the opportunity to share information about these loans and grants that are available to support businesses. There is also a Rural Innovation Initiative which is created to implement projects that expand business growth through the adoption of advanced business innovation processes. Locally, the Barn Chefs have received a grant.
<https://www.community-futures.ca/our-services/riieo>

b) **Update on the Pavilion Survey.** The working group approved the draft survey, and Mary Catherine will be sending the link to the Township today. It will be posted online next week until July 2th. Paper copies will be available in the Township and at the Library. Notice has been posted in the Township newsletter that is being sent out with the tax notices. Flyers will be posted downtown and there will be a series of Facebook posts. The survey asks about what recreational activities people participate in here in Wollaston or somewhere else, asks them to prioritize what they would like to see improved at the pavilion. The survey is anonymous however once it is completed, people can click on another link to submit their name and contact information to be entered in a draw. There are five \$20 gift certificates that can be redeemed at local businesses, people can fill out.

10. Items for Discussion, Action or Decision

a) **Strategic Plan Tracking Review:** The committee noted there are no specific actions identified for the budget and finance committee, however the committee will be able to support the other committees with their actions. The committee discussed that we may want to add an item to the Strategic Plan related to the financial policy development it will be doing. This will be discussed further in the future.

- b) **Ministry websites:** The committee discussed the importance of following ministry posts to keep up to date with any funding opportunities or legislative changes. Luke will follow, Ministry of Municipal Affairs and local MPP's. For the next meeting we will see if a volunteer will follow the local MP and OMAFRA.
- c) **Revenue Ideas Continued:** The committee discussed the information that Mike had suggested in order to create the criteria to evaluate a proposal. It will be important to conduct a cost benefit analysis and consider the return on investment. **ACTION:** Luke will draft criteria for the committee to consider.
- d) **Recommended Guidelines for Committee and 2020 Budget Process:** In discussion with Tracy, she will need information by October 1st for consideration in the 2020 budget. To help our committee prepare, we would like to review the other committee's workplans. **ACTION: Dylinna to send our committees copies of the other committee workplans.**

ACTION: Dylinna to bring forward to the other committees the need for them to prioritize proposals that they want the Budget & Finance Committee to review as part of the budget process and provide our committee with the information by October 1st.

- e) **Asset Management Plan:** A report will be going forward to Council on Monday regarding the AMP. Rick noted that once the AMP is done, we will have information on timelines and costs, to promote better planning.
- f) **Workplan Review & Update:** The committee discussed working on the Fees & Charges listing. **ACTION: Dylinna to send the committee the listing.**
- Luke noted we need to ensure processes are clear and transparent. The committee will add additional policies to develop. Discussion of a Budget Process & Disclosure policy. Tracy has been working on a Tax Billing & Collection Policy.
 - **ACTION: Tracy to send this draft Tax policy to the committee for review at the next meeting.**
 - Roxanne has drafted a Fundraising Policy that has been given to staff. **ACTION: Dylinna to send the committee this draft Fundraising Policy for review at the next meeting as well.**

11. Check in & Closing. Motion to adjourn by Roxanne, seconded by Luke. Carried.

12. Date for next meeting: TBD