

**Finance Committee Meeting**  
**November 7, 2023 6:00 PM, virtual meeting**

Attendance: Kirk Waite, Barclay Morris, Doug Grant, Catherine Dimitruk (staff), Bethany Remmers (staff) and Amy Adams (staff)

**Additions or changes to the agenda**

There were no additions or changes to the agenda.

**FY25 Municipal Assessment Rate**

The committee discussed the FY 25 municipal assessment rate. The recommended rate was 3% increase overall per the outlined policy.

*B. Morris moved to approve the proposed rate to the Board. D. Grant seconded. Motion carried.*

**Quarterly Financial Report**

B. Remmers reviewed the financials for the 1<sup>st</sup> quarter, explaining the contracts that were currently at a lower budgeted amount for the quarter. Some projects haven't fully taken off yet. Overall, the operational revenue and expenses are looking on target. Healthy Roots program is currently looking for future funding sources as some funding is going away.

**FY23 Audit – Timeline for review and board approval**

K. Waite recommended that when the audit is ready to review, if there are any findings, the Committee will call a special meeting prior to the Board meeting. K. Waite asked if the Committee members could sit down with the group to review the audit to understand the pieces either in person or a hybrid meeting.

**Member and staff announcements**

C. Dimitruk commented that staff is working on a long-term capital plan for the building. The building projects will fall under the Finance Committee. K. Grenier has completed upgrading electrical outlets and fixtures. He is in the process of ordering heating mats for the ramp, not sure if this will be a long-term solution or if a roof will be needed over the ramp.

K. Waite asked about the new organizational structure. B. Remmers commented that she will be reviewing contracts, the overall financials, policy review/updates, gathering the details for the budget and Catherine will be the final approver. The Internal Procedures will be updated to capture the new structure.

Next meeting is scheduled for February 6, 2024.

*B. Morris moved to adjourn. D. Grant seconded. Motion carried.* The meeting adjourned at 6:27 PM.