

Governance, Finance & Civic Engagement Committee

Minutes of Meeting

Date: Tuesday, February 3

Time: 12:00 p.m. – 1:30 p.m. (approx.)

Location: Boardroom, Community Centre

1. Call to Order

The meeting was called to order at 12:00 p.m. A quorum was confirmed.

2. Attendance

Present: Bob Bader, Alan Young, Terry Davis, Judy Thornton, Caroline Polgrabia, Steve

McGuinness, Bette Ann James

Stuart McCormack (interim chair)

Absent:

Lauren Davidson

Observers:

Ron Simkus Norm Arsenault

3. Status of the Committee

The committee confirmed that a quorum was present and agreed to proceed as a formally

constituted committee of the Residents Association.

4. Committee Structure

The committee agreed to establish two primary subcommittees:

- Governance Subcommittee
- Finance Subcommittee

Membership in the subcommittees is not mutually exclusive. Members may serve on one or both. Given the upcoming municipal election timeline, the Governance Subcommittee was identified as the immediate priority.

5. Election-Related Work

The committee reached consensus on the following activities:

- Outreach to current municipal office-holders to determine whether they intend to run in the upcoming municipal election and whether they would be willing to meet with the Residents Association on a non-endorsement, informational basis.
- Collection and compilation of past campaign materials and publicly stated candidate commitments for accountability purposes.
- Development of a concise “top five” list of town-wide issues to inform committee work and candidate engagement.
- Creation of an election-focused website page and related communications, including consideration of a countdown clock to nomination and election dates.

6. Communications and Outreach

The committee agreed that outreach should use a simple, formal script or email,

supported by a phone script if required, and include a clear response deadline with follow-up as necessary.

7. Action Items

- Committee Members: Submit individual “top five” town issues to Stuart by Sunday, February 8.
- Stuart: Compile and circulate the consolidated list of issues early the following week.
- Terry Davis: Draft a simple outreach script/email and phone script and circulate prior to the next meeting.
- Caroline Polgrabia / Website Team: Prepare election-related website pages and member communications.
- Finance Subcommittee: Steve McGuinness agreed to serve, with Stuart volunteering to work alongside him.
- Campaign Materials: Members to collect and share relevant past campaign materials with Bette Ann.

8. Next Meeting

A follow-up meeting was discussed and scheduled for Friday the 13th at 2:00 p.m. at the Community Centre Boardroom.

9. Adjournment

The meeting was adjourned at approximately 1:30 p.m.