

Minutes — Governance Finance Committee Meeting Feb 13 2pm

Community Center Boardroom

1. Attendance

- Judy Thornton, Betty Ann James, Alan Young, Carolyn Polgrabia , Bob Bader, Ron Simkus, Stuart McCormack, Norm Arsenault (mentioned), other directors/observers.

Regrets Steve McGuinness

2. Opening

- Chair opened meeting, noted election countdown (77 days to nominations; 256 days to election day) and emphasized committee focus on election readiness.

3. Website / Communications

- NOTLIElection.com reserved (NOTLelection.ca to be reserved). Norm and Betty Ann working on prototype content (countdown, candidate info, candidate resources, voting records section proposal).

- Draft site will be shared for review prior to next meeting.

4. Committee Leadership

- Discussion of interim chair; Steve volunteered but concerns raised about perception of NOTLRA if Steve elects to run.

- Alan Young agreed to chair the next meeting.

5. Work streams confirmed

- Governance, procedural fairness & accountability

- Municipal finance, infrastructure & lifecycle risk (Steve McGinnis engagement planned)

- Civic engagement & municipal election readiness

- Candidate readiness/questionnaire

6. Candidate engagement / public events

- Plan to host candidate meet-and-greet / candidate nights across communities (Old Town, St. David's, Glendale, etc.).
- Proposal: book five sessions (weekly or every-other-week) starting late September through mid-October (examples: week of Sept 27 through Oct mid-month Bette Ann).
- Target accessible venues (prefer committee HQ where possible); noted venue cost issues at churches/clubs.

7. Candidate questionnaire / top issues

- Top resident issues identified: governance/accountability; planning/growth/precedent; infrastructure/services/financial risk; tourism/economic balance; leadership/stability/vision.
- Committee to refine candidate readiness questionnaire: limit to 1–2 actionable, prescriptive questions per category (ask “What will you do? When will you do it?”).
- Public questions for meet-and-greets to be accepted; meet-and-greets format discussed (timing limits, one-minute intro, etc.)

8. Candidate outreach letter

- Agreed initial outreach should be closed-ended (yes/no) re: running, position, willingness to share platform, willingness to meet; request platform by a target date (proposed May 1).
- Letter to be edited to closed-ended questions and then submitted to the Board for approval; plan to send after Board sign-off with reminders to non-responders.

9. Meetings scheduled

- Next meetings: February 27 (location/time as discussed) and March 13.

10. Other

- Action to scan and circulate additional documents/notes before next meeting.
- Business cards and other admin items noted.

Action Items (owner — due)

- 1.** Share website draft link with committee for review — Norm & Betty Ann — before Feb 27.
- 2.** Prepare presentation of website draft at next meeting — Norm & Betty Ann — Feb 27.
- 3.** Reserve five candidate event nights (focus on September–mid October), including at least two events at committee HQ; propose dates/times and venues — Betty Ann — initial booking confirmation asap.
- 4.** Reach out to prior campaign contacts (Joe, Colin, others) for potential support/advice on civic engagement events — Stuart McCormack — before Feb 27.
- 5.** Refine candidate questionnaire: each committee member to submit 1–2 actionable questions per category (focus on “What will you do? When?”) — All committee members — submit by Mar 6.
- 6.** Consolidate submitted questions into a candidate Q-set (2 per category) for review at next meeting — Assigned editor (committee lead) — Stuart McCormack to consolidate — for Feb 27/Mar 13 review.
- 7.** Amend candidate outreach email/letter to closed-ended questions and include platform deadline (proposed May 1), then forward to Board for approval — [Meeting lead / document owner] to edit and submit to Board — draft to Board by end of February.
- 8.** Send approved outreach email to candidates (BCC list), track responses, and send reminders to non-responders — Communications lead / committee admin — after Board approval (target March).
- 9.** Engage Steve McGuinness on municipal finance/infrastructure input and request his material — Project lead (municipal finance stream) — Steve McGinnis / Stuart to follow up — by Feb 27.

10. Draft and circulate minutes and next meeting agenda; confirm Alan as chair for Feb 27 — Stuart McCormack (prepare minutes & draft agenda) — circulate by Feb 20.

11. Scan and circulate supplementary notes/documents provided during meeting — Document custodian (Bob/meeting admin) — before Feb 27.