

Recreation Facility and Programming Master Plan Implementation Advisory Committee

Minutes

Tuesday, September 15, 2015

St. Catharines Kiwanis Aquatics Centre -
Irene Locke Program Room at 5:00 PM

Committee Members:

Tracy Cotton, Mike Deinhart, Susan Garbutt, Dave Gerow, Marty Mako, Rick Nesbitt

Regrets:

Jim Richardson, Kristen Sullivan

Staff:

Jessica Thomson, Amy Tomaino

Guests:

Councillor Mike Britton, Councillor Bill Phillips

1. **Call meeting to order (D. Gerow)**
5:01 PM
2. **Additions/deletions to the agenda**
None.
3. **Motion to approve the agenda**
Motion approved.
4. **Motion to adopt the minutes from August 18, 2015**
Motion approved.

Marty Mako arrived at 5:02 PM.

5. **Business**

5.1 Budgets

a) Operating vs. capital budget

A. Tomaino discussed the difference between Capital and Operating budgets and provided examples of items that each budget funds. The Operating budget provides

funding for day-to-day operations of the City. The Capital budget provides funding for the construction of infrastructure including bridges, parks, roads and buildings.

Mike Deinhart arrived at 5:05 PM.

b) Budget process and timing

A. Tomaino provided an overview of the annual budget process. The budget process begins mid-year (the City follows the calendar year). Staff creates the budget based on Council and senior staff direction and it is submitted to Financial Management Services and senior staff for initial review/adjustments. The budget is then submitted to the budget standing committee and then Council to review, adjust and approve.

c) Role of the budget standing committee

A. Tomaino discussed the role of the budget standing committee. The committee is a three year pilot project that was approved in June 2015. The committee meets at the request of the budget chair or Council and addresses high level strategic budget and policy decisions.

d) Work plans

A. Tomaino discussed the concept and purpose of staff work plans and how they relate to the committee. Upcoming work plan items for the committee's review include the Aquatics Implementation Plan and Community Asset Naming Policy. Samples of draft community sponsorship packaging were circulated.

Agenda items will come from Council and staff work plans from the Recreation Master Plan. The committee may motion to consider additional items that fall within their Terms of Reference and align with the Recreation Master Plan.

Councillor Mike Britton arrived at 5:12 PM

5.2 Facility Tours

Discussion on facility tours purpose and objectives. The committee will tour facilities, guided by staff, based on agenda items. The committee will tour the St. Catharines Kiwanis Aquatics Centre next meeting in preparation for the Aquatics Implementation Plan.

Councillor Bill Phillips will coordinate a tour of Walkers Creek for committee members to optionally attend. J. Thomson to send out details to the committee.

Committee members may request to have items added to the agenda through D. Gerow. D. Gerow will contact staff at least 10 business days prior to the meeting to request to add agenda items.

Staff will notify committee members via email if any reports related to recreation are going to Council.

6. **Date of next meeting**

Motion: To adjust the date of next meeting to Wednesday, October 21, 2015 - 5:00 PM at the St. Catharines Kiwanis Aquatics Centre

Motion approved.

Next meeting has been rescheduled to Thursday, October 22, 2015 - 5:00 PM at the St. Catharines Kiwanis Aquatics Centre

Committee members are to send questions/comments for the formal Q&A document to J. Thomson.

7. **Motion to Adjourn**

Motion to adjourn at 5:41 PM. Motion approved.