


MONTHLY COMMITTEE MEETING	
Meeting Date:	November 21, 2023 6:30 PM
Location:	Windsor Junction Community Centre
Attendees:	Paul Adlakha Sameer Alarakhia – vice chair Elizabeth Booth - Secretary Sarah Brickell - Treasurer Jay Cameron - Chair Michelle Flanagan Andrea Forrest Alan Joyce Mathew Lovett Marty MacFarlane - regrets Jim Simon- regrets Anthony Taylor Cathy Deagle Gammon - regrets
	
No.	Item
1	Approve Agenda Motion to Approve: Andrea Forrest Seconded: Paul Adlakha All in Favour
2	Approve Minutes from Sept 19, 2023 Motion to Approve: Mathew Lovett Seconded: Paul Adlakha All in Favour
3	Treasurer's Report Financial statements were present at the meeting (shared to google drive) Treasurer's Update: -Completion Letter and Invoice received from Baker Tilly for 2023 Financial statements (for fiscal year ending March 31, 2023). Signed by Jay. -No income earned. -Expenses: October 10, \$2,000 Grant to LWF Garden Club. November 20, \$2846.25 to Baker Tilly, invoice 1137653 for 2023 Financial Statements November 20, \$287.50 to Baker Tilly, invoice 1137418 for 2022 Financial Statements November 20, \$45.98 reimbursement to Sarah Brickell for Strategic Planning coffee Balance as of November 21, 2023: \$60,279.49 Motion to accept treasurer's report as presented by Elizabeth Booth on behalf of Sarah Brickell. Paul Adlakha Seconded: Alan Joyce In Favour: All

	Comment: Bakker Tilley reputation in question based on Maritime Fuel's recent bankruptcy filing. No action required at this time.
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4 **HRM Councilor Cathy Deagle Gammon's update** – shared under separate cover and copied here

With respect to an HRM Update I offer the following few items:

- Nov 30th is the deadline for the Non-Profit Tax Relief program so please share widely with any non-profits within LWF area. <https://www.halifax.ca/business/doing-business-halifax/tax-relief-non-profit-organizations>
- Applications are now open for our HRM Volunteer Awards – please share this as well so D1 once again has a great showing! <https://www.halifax.ca/about-halifax/volunteering/volunteer-awards>
- The Voluntary Vulnerable Persons Registry is now a reality in HRM! The Voluntary Vulnerable Persons Registry (VVPR) is a voluntary, self-referral list intended for Halifax Regional Municipality residents who may require more support during emergency situations. The VVPR provides important information to first responders and Emergency Management staff and volunteers to help appropriately respond to resident needs in situations such as sustained power outages, severe storms, and more. (This was one of my motions that I sheepishly am proud of

	<p>Document prepared in summary of Strategic Planning Retreat can be found here: https://docs.google.com/document/d/1pmQ66gsIGVS_WvaZEsMEgUNh5yBYCQ8odXYC-MsC11Q/edit?usp=sharing</p> <p>Action item: ALL - Please review and comment (everyone who uses that link has Comment privileges). You are welcome to rewrite the Vision, Mission, etc. as a comment and we will set aside 30 minutes to discuss at our next meeting.</p>
7	<p>2024/25 Area Rate Business Plan update and deadline: Deadline for submission of 2024/25 LWFRA Business Plan is January 30 2024. Excerpt from “2024-25 Community Area Rate Timelines” document received from HRM Finance & Asset Management has been included in the minutes as reference – please see last page.</p> <p>Action item: WJCC, LHA and Keloose are asked to provide their business plans by next LWFRA meeting if possible.</p>
8	<p>Other Business</p> <ul style="list-style-type: none"> a. Setting dates for future board meetings. LWFRA Hall is no longer available Tuesday’s – availability of members for 3rd Wednesdays of each month? <ul style="list-style-type: none"> a. Note WJCC is available during the off season and will be used for meetings until then. Next meeting is scheduled December 5 2023 630 PM. Proposing meetings be held 1st Tuesday of each month starting February. Need to set date for January meeting so that deadline for 2024/25 HEM Business Planning can be met. b. There was some discussion around the requests to have Capilano Estate signs either fixed up or replaced. This fits within the LWFRA mandate. Action item: Sarah Brickell will follow up and report back. The following is Sarah Brickell’s update sent to secretary via email: <ul style="list-style-type: none"> a. Residents were informed that it is not HRM's responsibility to replace or repair the signs and understand this. The general consensus was that residents did not want the old Homeowners Association revived (it has been inactive as a non-profit for 15 years), and that the Fall River Garden Club may not have capacity to support the sign repairs. At this time, the intent is to proceed privately, with the possibility of a new Community and Rec Association to be formed in the future.
9	<p>Adjourn Motion to Adjourn: Paul</p>

Excerpt from “2024-25 Community Area Rate Timelines” document received from HRM Finance & Asset Management.

... The schedule of important community area rate timelines is listed below. Please note the deadline for rate or boundary changes, as these dates may impact when you wish to hold your Annual General Meeting.

Important Dates	Required Action
November 15, 2023	Deadline for requests for increase to the area rate amount or for changes to the catchment area to take effect the following fiscal year (2024/25).
January 16, 2024	Last day for requests to increase in area rate amount if the increase has been voted approved at your AGM or confirm there is no rate change.
January 30, 2024	<ul style="list-style-type: none"> • Provide a completed business plan and itemized budget for upcoming year Please note there are no set deadlines to receive these documents however you cannot receive your funding until these finalized documents are received.
March 15, 2024	Last day to pause or discontinue your area rate
May 9, 2024	<ul style="list-style-type: none"> • Provide a copy of previous year financial statements • Provide a copy of the AGM minutes showing approval by majority vote of the business plan / budget. • Funding disbursed if above documentation received by HRM Please note there are no set deadlines to receive these documents however you cannot receive your funding until these finalized documents are received.
June 9, 2024	Submit capital project requests for review for inclusion in the following year’s budget (2025/26)
November 17, 2024	Deadline for requests for increase to the area rate amount or for changes to the catchment area to take effect the following fiscal year (2025/26).