

**FINANCE COMMITTEE  
ON-LINE VIDEO CONFERENCE  
MEETING MINUTES  
Wednesday, July 27, 2022  
9:00 a.m.**

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**MEMBERS PRESENT:** S. Beattie  
R. Brady  
R. Foster  
B. Johnson  
B. Mackenzie  
M. Woodhouse

**STAFF PRESENT:** C. Sharma, Chief Administrative Officer/Secretary–Treasurer  
G. Bivol, Clerk  
M. Ferrusi, Manager People and Performance  
L. Gagnon, Director, Corporate Services

Chair Beattie called the meeting to order at 9:00 a.m..

## 1. APPROVAL OF AGENDA

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Recommendation No. FC-09-2022

Moved by Member Brady

Seconded Member Mackenzie

**THAT** the Finance Committee meeting agenda dated July 27, 2022 **BE APPROVED** as amended to include:

- Discussion on hosting the October Finance Committee meeting in an in-person format at the Welland main office boardroom; and
- Receipt of correspondence dated July 22, 2022 from Cole Allen, Auditor, Canada Revenue Agency inclusive of the additional audit confirmation letter, required books and records letter and audit questionnaire.

**CARRIED**

## 2. DECLARATIONS OF CONFLICT OF INTEREST

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None declared.

## 3. APPROVAL OF THE MINUTES

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- a) Minutes of the Finance Committee meeting dated March 30, 2022

Recommendation No. FC-10-2022

Moved by Member Woodhouse

Seconded by Member Johnson

**THAT** the minutes of the Finance Committee meeting dated March 30, 2022, **BE APPROVED**.

#### 4. CORRESPONDENCE

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- a) Correspondence to the Niagara Peninsula Conservation Authority dated July 22, 2022 from Cole Allen, Auditor, Canada Revenue Agency inclusive of the additional audit confirmation letter, required books and records letter and audit questionnaire – This documentation was received under item 9. b) of New Business.

#### 5. DELEGATIONS

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None

#### 6. PRESENTATIONS

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None

#### 7. CONSENT ITEMS

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- a) Report No. FC-03-22 RE: Financial Report – Q1 – 2022

Recommendation No. FC-11-2022

Moved by Member Woodhouse

Seconded by Member Mackenzie

**THAT** Report No. FC-03-22 RE: Financial Report – Q1 – 2022 **BE RECEIVED.**

CARRIED

- b) Report No. FC-08-22 RE: Financial Report – Q2 – 2022

Recommendation No. FC-12-2022

Moved by Member Brady

Seconded by Member Woodhouse

**THAT** Report No. FC-08-22 RE: Financial Report – Q2 – 2022 **BE RECEIVED.**

CARRIED

#### 8. DISCUSSION ITEMS

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- a) Report No. FC-09-2022 RE: 2023 Budget Planning and Timelines

Recommendation No. FC-13-2022

Moved by Member Brady

Seconded by Member Mackenzie

1. **THAT** Report No. FC-09-22 RE: 2023 Budget Planning and Timelines **BE RECEIVED.**

2. **THAT** the budget planning and timelines for the 2023 Operating and Capital Budgets as identified in the report **BE APPROVED** for use in the development of the 2023 budgets, subject to approval by the Board of Directors.
3. **THAT** staff **BE DIRECTED** to include a provision for an economic increase (COLA) to satisfy the terms of the OPSEU collective agreement and address inflationary pressures on non-salary in the spirit of municipal budget guidelines, once released.
4. **THAT** staff **BE DIRECTED** to incorporate all Conservation Authorities (CA) Act amendments, levy regulations and approved programs and services inventory structure into the draft 2023 budgets.
5. **THAT** staff **BE DIRECTED** to continue discussions relative to service level agreements and/or memoranda of understanding with municipal partners.
6. **THAT** a list of current known unfunded priorities **BE PREPARED** for the Board's consideration in conjunction with 2023 budgets.
7. **AND FURTHER THAT** staff **BE DIRECTED** to submit the Preliminary 2023 Budget to the funding municipalities in accordance with their guidelines and schedules.

**CARRIED**

## 9. NEW BUSINESS

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- a) Discussion on Hosting the October Finance Committee Meeting in an In-Person Format at the Welland Main Office Boardroom – The Committee Chair put forth the prospect of conducting the October 26, 2022 Finance Committee meeting in an in-person format at the Welland main office boardroom and asked the Members to contact the Clerk to indicate their preferences and determine any necessary accommodations.
- b) Correspondence to the Niagara Peninsula Conservation Authority dated July 22, 2022 from Cole Allen, Auditor, Canada Revenue Agency (including audit confirmation letter, required books and records letter and audit questionnaire)

Recommendation No. FC-14-2022

Moved by Member Brady

Seconded by Member Woodhouse

**THAT** the correspondence to the Niagara Peninsula Conservation Authority dated July 22, 2022 from Cole Allen, Auditor, Canada Revenue Agency inclusive of the additional audit confirmation letter, required books and records letter and audit questionnaire **BE RECEIVED**.

**CARRIED**

## 10. CLOSED SESSION

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- a) Labour Relations, Human Resources or Employee Negotiations

Recommendation No. FC-15-2022

Moved by Member Mackenzie

Seconded by Member Woodhouse

**THAT** in accordance with Sections 10.1 of the NPCA Administrative By-law, the Finance Committee hereby **PROCEEDS** into closed session at 9:08 a.m. for discussion on labour relations, human resources or employee negotiations.

**CARRIED**

Recommendation No. FC-16-2022

Moved by Member Woodhouse

Seconded by Member Mackenzie

**THAT** the proceedings **RECOVENE** in open session at 9:29 a.m..

**CARRIED**

Recommendation No. FC-17-2022

Moved by Member Woodhouse

Seconded by Member Mackenzie

**THAT** staff **BE INSTRUCTED** to proceed as directed in the closed session with respect to labour relations, human resources or employee negotiations.

**CARRIED**

## 11. ADJOURNMENT

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Recommendation No. FC-18-2022

Moved by Member Brady

Seconded by Member Woodhouse

**THAT** the Finance Committee meeting **BE ADJOURNED** at 9:30 a.m..

**CARRIED**

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Stew Beattie,  
Committee Chair

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Chandra Sharma, MCIP, RPP  
Chief Administrative Officer / Secretary  
- Treasurer