

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

MEMBERS PRESENT: S. Beattie (Chair)
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

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

None declared.

3. APPROVAL OF THE MINUTES

- 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**.

CARRIED

4. CORRESPONDENCE

- 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

None

6. PRESENTATIONS

None

7. CONSENT ITEMS

- 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

- 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

- 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

- 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 **RECONVENE** 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

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

Stew Beattie,
Committee Chair

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