

THE CATARAQUI REGION CONSERVATION AUTHORITY

ADMINISTRATION AND FINANCE ADVISORY BOARD MEETING

FEBRUARY 23, 2011

WEST HALL, OUTDOOR CENTRE

Present: Dorothy Hector, Chair Jeff Banks Bob Morrison (arrived at 5:30 p.m.)
Ron Vandewal, Vice-Chair

Staff Present: Steve Knechtel, General Manager/Secretary-Treasurer
Karla Maki-Esdon, Communications Coordinator and Recording Secretary
Cheryl Rider, Finance Coordinator

The meeting commenced at 5:00 P.M.

1) Roll Call and Mileage

There were four (4) members present.

2) Approval of Agenda

Moved by: Ron Vandewal
Seconded by: Jeff Banks

THAT the Administration and Finance Advisory Board members approve the meeting agenda as circulated.

Carried

3) Declarations of Conflict of Interest

There were none.

4) Delegations/Presentation

There were none.

5) Approval of October 6, 2010 Minutes *(previously distributed)*

Moved by: Jeff Banks
Seconded by: Ron Vandewal

THAT the minutes of October 6, 2010 meeting of the Administration and Finance Advisory Board be approved as circulated.

Carried

6) **Business Arising**

There was none.

7) **Correspondence**

There was none.

8) **Reports/Items for Consideration**

- a) List of Accounts for Approval for period ending January 31, 2011 (*distributed at meeting and summary sheet attached to these minutes*)

The list of accounts for the period ending January 31, 2011 was reviewed.

Resolution: AFAB-001-11
Moved by: Jeff Banks
Seconded by: Ron Vandewal

THAT the Administration and Finance Advisory Board recommend to the Full Authority;

THAT the List of Accounts dated January 31, 2011 for the Cataraqui Region Conservation Authority in the amount of \$241,456.00 be approved.

Carried

- b) 2011 Proposed Budget – municipal feedback and adjustment considerations (*Report IR-009-11 Rev. A distributed with agenda and Report IR-017-11 distributed at meeting*)

The General Manager/Secretary-Treasurer advised that presentations on the proposed budget had been made to half of the Cataraqui Region Conservation Authority's (CRCA) member municipal Councils. Most expressed support for the CRCA's contribution to local communities but had concern for the size of the proposed levy increase. The City of Kingston Council passed a motion (included in February 14, 2011 Report) requesting a lowering of levy.

The General Manger's report provided options for consideration should the members deem it warranted to reduce general levy in the proposed 2011 budget.

Many of the suggested changes were in the project section of the budget. Other changes related to human resources (HR) aspects. There was discussion on reducing the General Levy.

Resolution:
Moved by: Jeff Banks
Seconded by:

THAT the Administration and Finance Advisory Board recommend to the Full Authority;

THAT the increase to general levy in the 2011 budget be limited to 3 %.

Failed

There was no seconder and the motion failed.

Resolution: AFAB-002-11
Moved by: Ron Vandewal
Seconded by: Bob Morrison

THAT the Administration and Finance Advisory Board recommend to the Full Authority;

THAT the Cataraqui Region Conservation Authority adopt a 2011 budget modified according to the staff option outlined in the General Manager/Secretary-Treasurer's report dated February 14, 2011 reducing the increase in General Levy to below 10 per cent.

Carried

Members sought clarification on the HR aspect remaining in the revised budget and the following amendment was put forward.

Resolution:
Moved by: Bob Morrison
Seconded by: Ron Vandewal

THAT the Administration and Finance Advisory Board recommend to the Full Authority;

THAT the Cataraqui Region Conservation Authority budget be approved with an additional reduction of \$8,500 in the Human Resource component so as to lower the General Levy increase below 9.9%

Failed

The amendment failed.

The General Manager noted that in doing the year end audit an error in recording conservation education expenses had become apparent. The actual values in the draft budget reflected the adjusted values. In reviewing this information this section should be adjusted. Members felt this should be looked at during a "budget watch" later in the year.

9) Updates/Information Items

There were none.

10) Inquiries/Notices of Motion

There were none.

11) Adjournment

The meeting adjourned at 6:30 P.M. on a motion by Jeff Banks, seconded by Ron Vandewal.

Steve Knechtel,
General Manager/Secretary-Treasurer

Dorothy Hector,
Chair

Cataraqui Region Conservation Authority
List of Accounts for Approval
January 31, 2011

That the following be approved for payment:

CORPORATE SERVICE EXPENDITURES (500-570)	12,917.50
PAYROLL REMITTANCES	167,741.95
CORPORATE COMMUNICATIONS AND FUNDRAISING (650)	357.76
FLOOD CONTROL GENERAL (702)	1,205.40
FLOOD CONTROL - STRUCTURES AND MONITORING (703)	122.58
WATERSHED STUDIES AND INVENTORIES (704)	48.58
WATER QUALITY MONITORING (705)	117.99
SECTION 28 REGULATION ENFORCEMENT (706)	16.56
PLANNING AND DEVELOPMENT REVIEW (708)	24.20
GEOGRAPHIC INFORMATION SYSTEMS (709)	3,132.98
CONSERVATION EDUCATION AND INFORMATION (721-722)	88.99
PARROTT'S BAY AND OWL WOODS CONSERVATION AREA (810,812)	393.05
ODC AND LCC CONSERVATION AREA (813,814,815)	4,266.09
MAC JOHNSON CONSERVATION AREA (816)	607.09
LEMOINE POINT CONSERVATION AREA (819)	2,276.34
GOULD LAKE CONSERVATION AREA (820)	393.04
BOAT RAMPS AND SUNDRY AREAS (823)	1,143.62
WORKSHOP AND MOTOR POOL (824)	209.05
OIL AND GAS PURCHASES (826)	108.43
VEHICLES - MAINTENANCE AND REPAIRS (827)	221.72
EQUIPMENT - MAINTENANCE AND REPAIRS (830)	561.87
VEHICLE AND EQUIPMENT ACQUISITION (834)	10,054.85
MISCELLANEOUS REIMBURSEMENTS (850)	979.43
GENERAL EXPENSES (851)	57.00
STAFF FUND (860)	57.00
SPECIAL PROJECT EXPENDITURES (865-958,960,988-990,993-996)	27,028.02
CATARAQUI TRAIL (959)	372.96
SOURCE WATER PROTECTION (981-987)	6,951.95
	<u><u>241,456.00</u></u>