

THE CATARAQUI REGION CONSERVATION AUTHORITY

ADMINISTRATION AND FINANCE ADVISORY BOARD MEETING

JUNE 8, 2011

CRCA BOARDROOM - ADMINISTRATION OFFICE

Present: Dorothy Hector, Chair Jeff Banks Bob Morrison
Ron Vandewal, Vice-Chair

Staff Present: Steve Knechtel, General Manager/Secretary-Treasurer;
Donna Campbell, Administrative Assistant;
Cheryl Rider, Finance Coordinator

The meeting commenced at 5:07 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 February 23, 2010 Minutes *(distributed with agenda)*

Moved by: Jeff Banks
Seconded by: Ron Vandewal

THAT the minutes of February 23, 2011 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) Appointment of Auditors for 2011 (*Report IR-028-11 distributed with agenda*)

Cheryl Rider, Finance Coordinator, spoke to her report which was distributed with the agenda. She noted that a motion for appointment of Auditors for the year per Section 38 of the Conservation Authorities Act was sought.

There was some discussion regarding the appointment of the Conservation Authority's auditor. Members inquired about the cost for services provided. Staff advised that past reviews indicate they have provided service at competitive rates, but noted additional work related to Tangible Capital Assets was the cause for the current budget variance.

Members inquired as to how long the Conservation Authority had been using the current Auditor and when the last tender was for auditing services. Staff noted that reviews had been done on the Auditor but a tender had not been done for a number of years. Members discussed the uniqueness of conservation authorities' finances and the importance of a consistent auditor. After much discussion, it was agreed that staff should initiate a tender process for this service for the upcoming year and report back on how to proceed.

Resolution: **AFAB-003-11**
Moved by: Ron Vandewal
Seconded by: Jeff Banks

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

THAT Secker, Ross & Perry, Chartered Accountants, be appointed as the Cataraqui Region Conservation Authority's auditors for the year 2011.

Carried

Resolution: **AFAB-004-11**
Moved by: Jeff Banks
Seconded by: Ron Vandewal

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

THAT the Cataraqui Region Conservation Authority direct staff to initiate a tender for an auditor for a three to five year period commencing in 2012.

Carried

- b) Budget Watch/Statement of Expenditures and Revenues to the End of May 2011 (*Report IR-029-11 distributed at meeting and SER summary attached to these minutes*)

Cheryl Rider, Finance Coordinator, reviewed the Statements of Expenditures and Revenues for the period ending May 31, 2011. She informed members that there were no areas of concern.

The General Manager provided new members with an explanation of the budget watch and how it was structured and advised that it was performed twice a year.

Resolution: **AFAB-005-11**
Moved by: Ron Vandewal
Seconded by: Jeff Banks

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

THAT the Cataraqui Region Conservation Authority receive the Budget Watch Report/Statement of Expenses and Revenues to the end of May 2011.

Carried

- c) Mileage Increase (*Report IR-030-11 distributed with agenda*)

Steve Knechtel, General Manager/Secretary-Treasurer, spoke to his report which was distributed with the agenda. Members agreed that the increase was justified but felt this item should be discussed further at the Full Authority.

Resolution: **AFAB-006-11**
Moved by: Jeff Banks
Seconded by: Ron Vandewal

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

THAT effective July 1, 2011 the Cataraqui Region Conservation Authority (CRCA) adjust the rate-per-kilometre paid for use of personal vehicles in undertaking CRCA business to \$0.48.

Carried

- d) Safety Policy (*Report IR-031-11 distributed with agenda and attached to these minutes. Complete manual posted on members only page*)

Steve Knechtel, General Manager/Secretary-Treasurer, spoke to his report which was distributed with the agenda. He noted that the report provided information on a recently prepared document and recommends it be accepted in support of the Conservation Authority's corporate statement on health and safety. Steve advised that besides being a requirement under the Occupational Health and Safety Act (OHS Act) it is good business practice for the Conservation Authority to have a manual outlining how "employees" of the corporation conduct activities.

Members inquired about the training for summer student. Steve advised that all students were provided with training sessions which includes Health and Safety, WHMIS and job related training according to duties.

Resolution: AFAB-007-11
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 (CRCA) accept the 'Cataraqui Region Conservation Authority Health and Safety Policies and Procedures Manual', dated May 2011, in support of the CRCA's health and safety statement.

Carried

- e) List of Accounts for approval for period ending May 31, 2011 (*distributed with agenda and summary sheet attached to these minutes*)

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

Resolution: AFAB-008-11
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 May 31, 2011 for the Cataraqui Region Conservation Authority in the amount of \$325,418.52 be approved.

Carried

9) Updates/Information Items

- a) Workplan – status chart (*distributed with agenda and corrected version attached to these minutes*)

Steve Knechtel, General Manager/Secretary-Treasurer, spoke to the *Workplan* which was distributed with the agenda. He provided new members with an explanation to its origin. An error was noted on Service Training line, the value of \$1,500 should be placed under 'Budget Allocation' column.

Resolution: AFAB-009-11
Moved by: Bob Morrison
Seconded by: Jeff Banks

THAT the Conservation Lands Advisory Board receive the *Workplan – Status Chart*.

Carried

- b) Statement of Expenditures and Revenues for Maple Madness and Winter Recreation Programs 2011 (*Report IR-032-11 distributed with agenda*)

Cheryl Rider, Finance Coordinator, reviewed her report on Winter Recreation and Maple Madness programs for 2011. Cheryl noted that both programs went well and were a success.

Bob Morrison commented on the popularity of Maple Madness and the positive image this event has on the Cataraqui Region Conservation Authority (CRCA). He also noted the staff enthusiasm and support from the Cataraqui Conservation Foundation were key elements in achieving success.

Dorothy Hector noted that new social media tools, namely Twitter, assisted with enhancing attendance this year.

Resolution: AFAB-010-11
Moved by: Bob Morrison
Seconded by: Jeff Banks

THAT the Administration and Finance Advisory Board receive the Finance Coordinator's report entitled Winter Recreation and Maple Madness Programs 2011 dated June 1, 2011.

Carried

10) Inquiries/Notices of Motion

There were none.

11) Adjournment

The meeting adjourned at 5:57 P.M. on a motion by Jeff Banks, seconded by Ron Vandewal.

Steve Knechtel,
General Manager/Secretary-Treasurer

Dorothy Hector,
Chair