



FINANCE AND ADMINISTRATION ADVISORY COMMITTEE

Via Zoom

MINUTES

February 8, 2022

MEMBERS PRESENT:

C. Lowry, Chair
P. Sweetnam, Vice-Chair
J. Atkinson
J. Mason
B. King
P. Kehoe
A. Tennant

MEMBERS ABSENT:

E. El-Chantiry

STAFF PRESENT:

S. McIntyre, General Manager
A. Millar, Treasurer
E. Levi, Recording Secretary

GUESTS PRESENT:

G. Street, Cross Street Professional Corporation

C. Lowry called the meeting to order at 1:00 PM.

FAAC02/08/22-1

MOVED BY: P. Sweetnam

SECONDED BY: P. Kehoe

Resolved, That the Agenda for the February 8, 2022 Finance & Administration Advisory Committee meeting be adopted as presented.

“CARRIED”

BUSINESS

1. Approval of Minutes

FAAC02/08/22-2

MOVED BY: J. Atkinson

SECONDED BY: A. Tennant

Resolved, That the Minutes of the Finance & Administration Advisory Committee meeting held December 9, 2021 be received and approved as printed.

“CARRIED”

FAAC02/08/22-3

MOVED BY: P. Kehoe

SECONDED BY: J. Mason

Resolved, That the Minutes of the Finance & Administration Advisory Committee meeting held November 18, 2021 be received and approved as printed.

“CARRIED”

FAAC02/08/22-4

MOVED BY: B. King

SECONDED BY: P. Sweetnam

Resolved, That the Minutes of the Finance & Administration Advisory Committee meeting held November 25, 2021 be received and approved as printed.

“CARRIED”

2. 2021 Draft Financial Statements

G. Street Reviewed the Authority’s financial position as outlined in the 2021 draft Financial Statements.

J. Mason commented on the reserve balances and projected year end balances. She expressed that the Authority should be able to have a better understanding of discrepancies between projections and actual figures by November/December to avoid needless concern when final figures are provided shortly after that time.

3. 2021 Audit Findings Letter

G. Street presented the 2021 Audit Findings Letter.

4. 2022 Per Diem and Mileage Rates

A. Millar reviewed staff report 3190/22. She commented that numerous emails were received looking to further discuss per diems and mileage rates proposed in the report.

B. King suggested eliminating per diems as it is part of the responsibility of being a council representative. He also proposed adopting the mileage rates set out in the provincial *“Travel, Meal and Hospitality Expenses Directive”*.

P. Kehoe supported B. King’s proposal for mileage and further suggested capping per diems at \$50 per day.

A. Tennant, J. Atkinson and C. Lowry were opposed to the proposal. A. Tennant commented that when council members have full-time jobs, they have to miss work hours in order to accommodate meeting attendance. If the meetings occurred in the evenings, that would change matters.

P. Sweetnam commented that the Authority would only be saving a modest amount by the elimination of per diems, and that members can always choose to donate the funds back to the authority if they feel strongly about it.

J. Atkinson suggested looking at alternate options with the upcoming new term of council. C. Lowry agreed a review would be an option and added that looking at meeting structure and timing would also be of benefit.

J. Mason suggested a compromise to freeze current per diems, use the provincial mileage directive and to review per diems prior to the next term of council.

FAAC02/08/22-5

MOVED BY: J. Mason

SECONDED BY: P. Sweetnam

Resolved, That the F&A Committee recommend that the Board of Directors:

- a) Approve maintenance of current (2020/2021) per diem and honorarium rates for 2022.**
- b) Approve an increase in the corporate mileage rate to \$0.57/km effective January 1, 2022**
- b) Direct that mileage rates set out in the provincial *“Travel, Meal and Hospitality Expenses Directive”* be used for Board member mileage effective January 1, 2022.**
- c) Direct staff to conduct a review of per diems and honorariums and to table results for consideration before municipalities commence recruitment of Board members for the 2022-2026 term of council.**

“CARRIED”

5. Draft 2022 Budget – Comments and Adjustments

A. Millar noted there were no municipal comments received after circulation of the draft budget as presented in Staff Report 3191/22.

6. Update – City of Ottawa Loan for Shabomeka Lake Dam

A. Millar reviewed report 3192/22. She commented that the loan agreement between the City and Authority was being drafted and should be received shortly. She advised the authority would be borrowing will be half of cost of the project at 3% calculated bi-monthly over a 30-year term.

7. Programs & Services Inventory and Cost Recovery

S. McIntyre presented Staff Report 3193/22. The report outlined a simplified listing of what programs and services are carried out at MVCA and how they fall into O.Reg 687/21 categories. She advised the newly released *Consultation Guide* issued by the province is now setting out cost recovery based on categories and was very clear about what is required for cost-apportionment services.

ADJOURNMENT

The meeting was adjourned at 2:33 pm.

FAAC02/08/22-6

MOVED BY: B. King

SECONDED BY: P. Sweetnam

Resolved, That the Finance and Administration Advisory Committee meeting be adjourned.

“CARRIED”

“E. Levi, Recording Secretary

C. Lowry, Chair”