

MISSISSIPPI VALLEY CONSERVATION AUTHORITY
FINANCE AND ADMINISTRATION ADVISORY COMMITTEE

Mississippi Valley Conservation Centre
Carleton Place

MINUTES

February 14, 2019

MEMBERS PRESENT:

P. Sweetnam, Chair;
D. Black;
E. El-Chantiry;
A. Gillis;
J. Hall;
J. Karau;
G. McEvoy
J. Mason.

MEMBERS ABSENT:

D. Abbott.

STAFF PRESENT:

P. Lehman, General Manager;
J. Sargeant, Secretary-Treasurer;
E. Levi, Recording Secretary.

VISITORS PRESENT:

G. Street, Cross Street and Company;
S. McIntyre, General Manager Designate.

Mr. Sweetnam called the meeting to order at 1:05 p.m.

BUSINESS:

1. Minutes – Finance & Administration Advisory Committee Meeting – November 20, 2018

FAAC02/14/19-1

MOVED BY: A. Gillis

SECONDED BY: J. Hall

Resolved, That the Minutes of the Finance & Administration Advisory Committee meeting held November 20, 2018 be received and approved as printed.

“CARRIED”

2. 2018 Draft Financial Statements

Mr. Street presented the 2018 audited Financial Statements for the period ending December 31, 2018.

Ms. Mason pointed out that some of the values on Page 5 of the report were missing. Mr. Street stated that some of the references in the spreadsheet were adjusted and caused the errors. He confirmed that there were no audit concerns with regard to the operating activities in that area.

There was a discussion regarding Capital Assets and the Net Book Values of those assets. It was noted that the figures did not represent replacement values, but could provide insight into when these assets require future attention.

FAAC02/14/19-2

MOVED BY: J. Karau

SECONDED BY: J. Hall

**Resolved, That the 2018 audited Financial Statements be received, and further
Resolved, That the 2018 audited Financial Statements be recommended to the Board of
Directors for adoption.**

“CARRIED”

3. 2018 Audit Findings Letter

Mr. Street reviewed the 2018 audit findings letter from Cross Street and Company dated February 8, 2019.

It was noted that the Authority is now registered for HST and must charge HST where applicable. It was noted that planning fees are exempt.

4. 2019 Draft Budget – Municipal Comments

Mr. Lehman presented Staff Report #2986/18 regarding the 2019 Draft Budget. He advised that the Budget has not changed substantially from what was discussed at the previous meeting in November. He noted it was updated to include final 2018 figures and that there is a surplus of \$65,480. He advised that the Budget was sent to municipalities for comment and that none have been received.

FAAC02/14/19-3

MOVED BY: E. El-Chantiry

SECONDED BY: A. Gillis

Resolved, That the proposed 2019 Budget be recommended to the Board of Directors for approval.

“CARRIED”

5. 2019 Per-Diem & Mileage

Mrs. Sargeant reviewed Staff Report #2987/19. She noted that at the present time, the per diem paid to Board members is \$70.00 for one meeting and \$140.00 for two meetings in one day or for attendance on Authority business. The annual Honorarium for the Chair is currently \$1,750.00.

She proposed that the per diem and honorarium for members in 2019 be increased by the cost of living of 2.5%. The new amounts would be effective as of the Annual Meeting, February 20, 2019 and would be \$71.75 for one meeting and \$143.50 for two meetings in one day or for attendance on Authority business. The Chair Honorarium would be \$1,793.75.

There was a discussion regarding the mileage rate. Based on the lower gas prices, it was agreed to keep the mileage rate \$0.55/km as opposed to using the traditional increase for Ontario which effective January 1, 2019 is \$0.57/km.

FAAC02/14/19-4

MOVED BY: J. Karau

SECONDED BY: G. McEvoy

Resolved, That the per diem and honorarium for members for 2019 be increased by 2.5% as per the 2019 Budget.

“CARRIED”

FAAC02/14/19-5

MOVED BY: E. El-Chantiry

SECONDED BY: J. Hall

Resolved, That the mileage rate for 2019 be \$0.55/Km

“CARRIED”

6. Update on Recruitment for Treasurer Position

Mr. Lehman advised that the hiring committee has been working with Cornerstone Management Solutions to review applications for the Treasurer position. He noted they are in the process of doing pre-screening with a short list of candidates and hope to have completed six interviews by the end of February.

ADJOURNMENT

The meeting was adjourned at 2:45 p.m.

FAAC02/14/19-6

MOVED BY: J. Mason

SECONDED BY: E. El-Chantiry

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

“CARRIED”

“E. Levi, Recording Secretary

P Sweetnam, Chair”