



POLICY AND PRIORITIES ADVISORY COMMITTEE

Via Zoom

MINUTES

March 26, 2021

MEMBERS PRESENT:

J. Atkinson, Chair
F. Campbell, Vice-Chair
R. Darling
G. Gower
J. Inglis
J. Karau
C. Kelsey
J. Mason
K. Thompson

MEMBERS ABSENT:

B. Holmes

STAFF PRESENT:

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

OTHERS PRESENT:

J. Atkinson called the meeting to order at 1:04 p.m.

PPAC26/03/21-1

MOVED BY: J. Inglis

SECONDED BY: G. Gower

Resolved, That the Agenda for the Policy and Priorities Advisory Committee meeting be adopted as presented.

“CARRIED”

BUSINESS:

1. Minutes – Policy & Priorities Advisory Committee Meeting – November 13, 2020

PPAC26/03/21-2

MOVED BY: F. Campbell

SECONDED BY: R. Darling

Resolved, That the minutes of the Mississippi Valley Policy & Priorities Advisory Committee meeting held on November 13, 2020 be received and approved as printed.

“CARRIED”

2. Election of Officers

PPAC26/03/21-3

MOVED BY: J. Karau
SECONDED BY: K. Thompson

Resolved, That Sally McIntyre be appointed as Chair for the Election of Chair for 2021.

“CARRIED”

J. Mason nominated J. Atkinson for position of Chair.

PPAC26/03/21-4

MOVED BY: J. Mason
SECONDED BY: G. Gower

Resolved, That nominations for the position of Chair be closed.

“CARRIED”

J. Atkinson agreed to stand for Chair and was duly elected by acclamation.

J. Atkinson opened nominations for position of Vice-Chair. K. Thompson nominated F. Campbell.

PPAC26/03/21-5

MOVED BY: R. Darling
SECONDED BY: J. Karau

Resolved, That nominations for the position of Vice-Chair be closed.

“CARRIED”

F. Campbell agreed to stand for Vice-Chair and was duly elected by acclamation.

3. **Electronic Meetings**

S. McIntyre reviewed Staff Report 3118/21 regarding potential long-term use of telephone and video-conference technology for Board and Committee meetings. Upgrades would be needed to the boardroom system to ensure reliable audio/video quality during a meeting to accommodate a mix of members on site and participating remotely.

J. Inglis commented he would be in favour of allowing remote participation when emergency is over, but was opposed to creating rules about the number of in-person meetings required and also opposed to spending a large sum of money on new equipment.

G. Gower commented that in camera meeting have been held over Zoom at the City council meetings with no issue. He noted the issue of confidentiality was no different than members bringing cell phones to the meeting. There is trust that members are not recording on their phones or other devices. He also mentioned he was in favour of maintaining virtual participation as there are often time constraints with attended meetings in-person.

J. Mason noted the price point for equipment upgrades seems substantial and wasn't budgeted for however she would be in favour of upgrades contingent on affordability.

S. McIntyre clarified that it was the audio in the board room which needed to be upgraded to accommodate use with electronic participation J. Karau suggested researching grants which may be available for that type of upgrade.

J. Atkinson suggested contacting the Clerk in Carleton Place as the town was in middle of a proposal to upgrade their audio system prior to the pandemic.

PPAC26/03/21-6

MOVED BY: G. Gower

SECONDED BY: F. Campbell

Resolved, That the Policy & Priorities Committee direct staff to:

- 1. Obtain quotes for the recommended equipment upgrades to the Boardroom;**
- 2. Poll Board members regarding the proposed criteria/parameters for remote participation;**
- 3. Table a draft amendment to the Administrative By-laws and a final quote for boardroom equipment changes for consideration by the Board.**

“CARRIED”

4. Consent Agenda

S. McIntyre summarized Staff Report 3119/21 regarding possible use of consent agendas to streamline Board meetings and provide members with greater time to understand and discuss more important items.

G. Gower commented that the idea is worthwhile as many items have been discussed at the committee level prior to reaching the Board. S. McIntyre confirmed that agenda items are reviewed with the Chair and Vice-chair prior to meeting.

R. Darling agreed that consent agenda items should be at the discretion of the General Manager and that the inclusion of the Chair and Vice-chair is also of benefit.

J. Karau commented that RVCA used to use one however discontinued due to procedural confusion. He commented that documents should be available in a timely fashion. He would prefer longer meeting times to accommodate discussion and less lengthy presentations.

J. Mason noted that Conservation Ontario uses them and quite well. She commented that consent agenda items can be requested for inclusion in discussion at the time of the meeting. She disagreed with the notion of watershed tours being offered biennially based on the information obtained during those tours and interaction with staff.

Members discussed longer meeting times, distribution of meeting documentation well in advance of meeting including a potential members-only internet-based solution, and

reducing staff presentation time.

J. Karau offered a cautionary note about the importance of keeping staff engagement with the Board and the potential conflict with using consent agenda items in that regard.

Staff were directed to look into an online-based solution for document distribution to members and that documents be available to members at least a week in advance of meetings. Staff were also directed to provide agenda packages a full week ahead of meetings.

PPAC26/03/21-7

MOVED BY: G. Gower

SECONDED BY: F. Campbell

Resolved, That the Policy & Priorities Committee recommend that the Board direct staff to:

- 1. Draft amendments to the MVCA Administrative By-law to allow for consent agenda.**
- 2. Include item summaries or PowerPoints in Board Agenda Packages for verbal updates.**

“CARRIED”

- 3. Hold the watershed tour biannually, and on alternate years meet as the Board.**

“DEFEATED”

5. Committee Structures & Governance

S. McIntyre reviewed staff report 3120/21 regarding establishment of an *ad hoc* Governance Committee that could report to the Board with recommendations on future committee structures and mandate.

J. Inglis commented that the Policy and Priorities Advisory Committee mandate allows for the functions being proposed for the Governance Committee.

K. Thompson noted a Governance Committee may be useful to streamline the way meetings are held.

G. Gower suggested amending the Terms of Reference for the Policy and Priorities Advisory Committee to include issues relating to governance instead of setting up a new committee.

J. Karau agreed that the Policy and Priorities Advisory Committee is well positioned to what is being sought. He commented whether this should be held until more regulatory clarity is available from the province to avoid the need to revisit. S. McIntyre advised that if the province provided the first round of regulations soon, that the committee could be operational by May of this year.

PPAC26/03/21-8

MOVED BY: G. Gower

SECONDED BY: R. Darling

Resolved, That the Policy & Priorities Advisory Committee recommend to the Board of Directors that Terms of Reference for the Policy & Priorities Advisory Committee be amended to clarify its ability to consider and make recommendations concerning committee structures.

“CARRIED”

ADJOURNMENT

The meeting was adjourned at 2:11 p.m.

PPAC26/03/21-9

MOVED BY: F. Campbell

SECONDED BY: G. Gower

Resolved, That the meeting be adjourned.

“CARRIED”

“E. Levi, Recording Secretary

J. Atkinson, Chair”