



FINANCE AND ADMINISTRATION ADVISORY COMMITTEE

Via Zoom

**MINUTES**

April 9, 2021

**MEMBERS PRESENT:**

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

**STAFF PRESENT:**

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

**OTHERS PRESENT:**

C. Lowry called the meeting to order at 10:00 a.m.

**FAAC09/04/21-1**

**MOVED BY:** E. El-Chantiry

**SECONDED BY:** P. Kehoe

**Resolved, That the Agenda for the April 9, 2021 Finance & Administration Advisory Committee meeting be adopted as presented.**

**“CARRIED”**

**BUSINESS:**

1. Minutes – Finance & Administration Advisory Committee Meeting – February 8, 2021

**FAAC09/04/21-2**

**MOVED BY:** J. Mason

**SECONDED BY:** B. King

**Resolved, That the minutes of the Mississippi Valley Finance & Administration Advisory Committee meeting held on February 8, 2021 be received and approved as printed.**

**“CARRIED”**

2. Loan Options for Shabomeka Lake Dam

A. Millar reviewed Staff Report 3121/21. Subsequent to the Board of Director's approval to secure a loan through "Infrastructure Ontario or a financial institution" for reconstruction of the Shabomeka Lake Dam, a third option to secure a loan directly from the City of Ottawa was identified. The General Manager and Treasurer will continue to explore the requirements, costs, benefits and risks of partnering with DNE to obtain a loan via Infrastructure Ontario as well as the possibility of partnering with the City of Ottawa on a debenture. This option will be presented to City of Ottawa council in May. Staff will recommend a preferred approach once these options are further explored.

E. El-Chantiry offered his assistance with moving this forward at the City and asked to remain informed of discussions between MVCA and City staff.

**FAAC09/04/21-3**

**MOVED BY: E. El-Chantiry**

**SECONDED BY: P. Kehoe**

**Resolved, That the Committee instruct staff to negotiate borrowing options with lenders that offer a fixed interest rate for the entire debt repayment period.**

**"CARRIED"**

3. Amendment to 2021 Fee Schedules

A. Millar outlined Staff Report 3122/21 where staff recommend that Schedule D of the MVCA fee schedule be updated to include costs for increased requests to deliver digital models and data which have time, cost, and risk implications. These fees are generally consistent with Rideau Valley Conservation Authority and South Nation Conservation who both charge a flat fee plus staff time for generating digital copies.

S. McIntyre advised that the majority of the requests were from consulting firms.

**FAAC09/04/21-4**

**MOVED BY: J. Atkinson**

**SECONDED BY: A. Tennant**

**Resolved, That the Committee recommend that the Board approve amendment of Schedule D of the 2021 Fee Schedule, as presented.**

**"CARRIED"**

4. 2021 – 2022 Insurance Renewal

A. Millar summarized Staff Report 3123/21 regarding rate changes to MVCA's insurance premiums secured through Marsh Canada Limited. She noted the significant changes were pollution coverage notification requirements; removal of \$25,000 coverage for

statutory defense under *Environmental Protection Act* for criminal charges; deductible for vehicles increased to \$1000 from \$500; and increased cost for cyber-attacks, if MVCA wishes to increase the coverage. She noted that coverage was sufficient with the previous attack the Authority incurred.

5. CEWS Grant Update

FAAC09/04/21-5

**MOVED BY:** A. Tennant

**SECONDED BY:** P. Kehoe

**Resolved, That The committee move to in-camera session for discussion of the following matter:**

- **Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority;**

**And Further Resolved, That Sally McIntyre and Angela Millar remain in the meeting.**

**“CARRIED”**

FAAC09/04/21-6

**MOVED BY:** P. Kehoe

**SECONDED BY:** B. King

**Resolved, That the committee move out of in-camera discussions.**

**“CARRIED”**

FAAC09/04/21-7

**MOVED BY:** A. Tennant

**SECONDED BY:** B. King

**Resolved, That the Committee direct staff to notify Canada Revenue Agency (CRA) of MVCA’s intent to not appeal the CEWS decision.**

**“CARRIED”**

6. Salary Review Follow-Up

FAAC09/04/21-8

**MOVED BY:** E. El-Chantiry

**SECONDED BY:** P. Sweetnam

**Resolved, That The committee move to in-camera session for discussion of the following matter:**

- **Labour relations or employee negotiations;**

**And Further Resolved, That Sally McIntyre and Angela Millar remain in the meeting.**

**“CARRIED”**

FAAC09/04/21-9

**MOVED BY: B. King**  
**SECONDED BY: P. Sweetnam**

**Resolved, That the committee move out of in-camera discussions.**

**“CARRIED”**

**FAAC09/04/21-10**

**MOVED BY: P. Kehoe**  
**SECONDED BY: E. El-Chantiry**

**Resolved, That the Committee recommend that the Board adjust the wage ranges for the Director of Water Resources Engineering and Manager of Planning and Regulation as set out herein, and authorize the General Manager to implement increases over the next two years, commensurate with performance.**

**“CARRIED”**

**FAAC09/04/21-11**

**MOVED BY: B. King**  
**SECONDED BY: E. El-Chantiry**

**Resolved, That the Committee direct staff to return to the Board with a proposal for how to mitigate work load pressures in the short-term and succession planning requirements in the long-term.**

**“CARRIED”**

**ADJOURNMENT**

The meeting was adjourned at 11:36 a.m.

**FAAC09/04/21-12**

**MOVED BY: E. Eli-Chantiry**  
**SECONDED BY: A. Tennant**  
**Resolved, That the meeting be adjourned.**

**“CARRIED”**

“E. Levi, Recording Secretary

C. Lowry, Chair”