



MINUTES

Via Zoom and In Person

Finance and Administration Advisory
Committee Meeting

March 28, 2023

MEMBERS PRESENT

J. Mason, Chair
J. Atkinson
A. Vereyken
A. Kendrick
R. Kidd
R. Huetl

MEMBERS ABSENT

C. Curry
M. Souter
P. Kehoe

STAFF PRESENT

S. McIntyre, General Manager
S. Millard, Treasurer
S. Lawryk, Property Manager
A. Broadbent, Manager of Information, Communications and
Technology
R. Clouthier, Recording Secretary

S. McIntyre called the meeting to order at 9:02 am.

Declarations of Interest (written)

Finance and Admin Committee members were asked to declare any conflicts of interest and informed that they may declare a conflict at any time during the session. No declarations were received.

Election of 2023 Officers

FAAC23/03/28-1

MOVED BY: R. Huetl
SECONDED BY: J. Mason

Resolved, That Sally McIntyre be appointed as Chair for administering the Elections of the Finance and Administration Advisory Committee for the positions of Chair and Vice-Chair.

“CARRIED”

S. McIntyre declared the position of Chair vacant and asked Finance and Administration Committee members for nominations 3 times.

J. Atkinson nominated J. Mason for the position of Chair. J. Mason accepted the nomination.

There being no other nominations received, S. McIntyre declared J. Mason Committee Chair by acclamation.

FAAC23/03/28-2

MOVED BY: A. Kendrick
SECONDED BY: R. Kidd

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

“CARRIED”

P. Kehoe volunteered by email to be nominated as Vice-Chair however was unable to attend the meeting. J. Mason moved to defer the Vice Chair election.

FAAC23/03/28-3

MOVED BY: J. Mason
SECONDED BY: J. Atkinson

Resolved, That the Finance and Administration Advisory Committee recommends that the election of Vice Chair be deferred until the next Finance and Administration Advisory Committee meeting.

“CARRIED”

MAIN BUSINESS

1. Agenda Review

Finance and Admin Committee members had no comments on the agenda for the March 28, 2023 meeting.

FAAC23/03/28-4

MOVED BY: J. Mason
SECONDED BY: J. Atkinson

Resolved, That the agenda for the March 28, 2023 Finance and Administration Advisory Committee Meeting be adopted as presented.

“CARRIED”

2. Approval of Minutes: Finance and Administration Advisory Committee Meeting held on November 21, 2022

FAAC23/03/28-5

MOVED BY: J. Atkinson
SECONDED BY: R. Huetl

Resolved, That the minutes of the Finance and Administration Advisory Committee Meeting held on November 21, 2022 be received and approved as printed.

“CARRIED”

3. 10-Year Capital Plan Update, Report 3301/23

S. McIntyre overviewed Report 3301/23 and highlighted that the reports recommends a schedule capital levies over the 10-year period. Staff propose that any surplus from capital reserves be moved to the Water and Erosion Control Reserve as this is where MVCA most requires funding. Contributions to all other capital reserves will be limited until the Water Erosion Control Reserve is in a better position. MVCA will begin to redistribute funds again amongst the other capital reserves upon completion of the Kashwakamak Lake Dam project.

FAAC23/03/28-6

MOVED BY: J. Atkinson
SECONDED BY: A. Kendrick

Resolved, That the Finance & Administration Committee recommend that the Board of Directors approve the 10-year Capital Plan update and schedule of capital levy increases.

“CARRIED”

4. Sale of K&P Trail (In Camera), Report 3302/23

FAAC23/03/28-7

MOVED BY: A. Vereyken

SECONDED BY: R. Huetl

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

A proposed or pending acquisition or disposition of land by the Authority;

And further Resolved, That:

Sally McIntyre, Rachel Clouthier, Stacy Millard, Scott Lawryk and Alex Broadbent remain in the room.

“CARRIED”

The committee moved in camera to discuss the sale of the K&P Trail.

FAAC23/03/28-8

MOVED BY: R. Huetl

SECONDED BY: J. Atkinson

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

“CARRIED”

FAAC23/03/28-9

MOVED BY: A. Vereyken

SECONDED BY: A. Kendrick

Resolved, That the Finance and Administration Committee recommend that the Board of Directors:

1. Reconfirm authorization to sell the K&P Trail to the counties of Lanark, Renfrew, and Frontenac for a nominal sum; and

2. Direct staff to:

(a) Seek coordinated disposal of the asset to the three counties; and

(b) Return to the Board with proposed terms and conditions if there are cost implications to MVCA in excess of \$5,000; and

(c) Fulfil mandatory notification requirements.

“CARRIED”

5. Tangible Capital Asset Policy Amendment, Report 3303/23

S. Millard outlined proposed changes and explained how they will benefit both the Authority and Conservation Areas.

FAAC23/03/28-10

MOVED BY: A. Kendrick

SECONDED BY: A. Vereyken

Resolved, That the Finance & Administration Committee recommend that the Board of Directors approve amendment of Appendix 6 Accounting for Tangible Capital Assets of MVCA’s Administrative By-law as set out in this report.

“CARRIED”

6. Long-Term Disability Benefit Amendment, Report 3304/23

S. Millard reviewed the current LTD plan and concerns regarding the lack of details and how it has been applied.

R. Kidd noted that when the item is brought up to the Board of Directors that members should be directed in camera. All committee members and staff agreed and will move in camera when the topic is brought up to the Board of Directors to allow for more discussion.

S. McIntyre and S. Millard confirmed that the proposed changes apply only to the payment of premiums, not to life insurance, health and dental and the Long-Term Disability coverage. It was also explained that premiums vary according to family status, age etc..

FAAC23/03/28-11

MOVED BY: J. Atkinson

SECONDED BY: R. Kidd

Resolved, That the Finance & Administration Committee recommend that the Board of Directors approve amendment of Section 8.2.1 Long Term Disability of the Employee Manual as set out in this report.

“CARRIED”

7. City of Ottawa Flood Plain Mapping Contract, Report 3305/23

S. McIntyre provided background on the mapping contract with the City, its importance, and expressed her support for continuation of this project.

FAAC23/03/28-12

MOVED BY: A. Kendrick

SECONDED BY: J. Atkinson

Resolved, That the Finance & Administration Committee recommend that the Board of Directors approve execution of a five-year Flood Plain Mapping agreement with the City of Ottawa.

“CARRIED”

ADJOURNMENT

The meeting was adjourned at 10:39 am.

FAAC23/03/28-13

MOVED BY: A. Kendrick

SECONDED BY: J. Atkinson

Resolved, That the Finance & Administration Committee meeting be adjourned.

“CARRIED”

R. Clouthier, Recording Secretary

J. Mason, Chair