



**MINUTES**

Via Zoom and In Person

Finance and  
Administration Advisory  
Committee Meeting

June 22nd, 2023

**MEMBERS PRESENT**

J. Mason, Chair  
A. Kendrick  
C. Curry  
P. Kehoe  
R. Huetl

**MEMBERS ABSENT**

A. Vereyken  
J. Atkinson  
M. Souter  
R. Kidd

**STAFF PRESENT**

S. McIntyre, General Manager  
S. Millard, Treasurer  
S. Lawryk, Property Manager  
K. Hollington, Recording Secretary

**GUESTS PRESENT**

J. Glaser, Cornerstones Management Solutions Limited

J. Mason called the meeting to order at 10:02 am.

**Agenda Review**

Finance and Admin Committee members had no comments on the agenda for the June 22<sup>nd</sup>, 2023 meeting.

**FAAC23/06/22-1**

**MOVED BY:** C. Curry

**SECONDED BY:** A. Kendrick

**Resolved, That the agenda for the June 22, 2023 Finance and Administration Advisory Committee Meeting be adopted as presented.**

**“CARRIED”**

**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.

## **MAIN BUSINESS**

1. Approval of Minutes: Finance and Administration Advisory Committee Meeting held on March 28, 2023

### **FAAC23/06/22-2**

**MOVED BY: A. Kendrick**

**SECONDED BY: R. Huetl**

**Resolved, That the minutes of the Finance and Administration Advisory Committee Meeting held on March 28, 2023 be received and approved as printed.**

**“CARRIED”**

2. Updated Pay Scales (In Camera), Report 3330/23 (S. McIntyre & J. Glaser of Cornerstones Management Solutions Limited)

S. McIntyre stated that this work was a corporate priority and outlined the process followed: job descriptions were updated where required; jobs were evaluated using the board-approved evaluation matrix; evaluation scores were used to identify where a job would fall on the pay scale; and, for positions that have been difficult to attract talent to, a market assessment was completed. J. Glaser of Cornerstones Management Solutions, facilitated the job evaluation process with the management team.

### **FAAC23/06/22-3**

**MOVED BY: P. Kehoe**

**SECONDED BY: A. Kendrick**

**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, Stacy Millard, S. Lawryk and Kelly Hollington leave in the room.**

**“CARRIED”**

The committee moved in camera to discuss updated pay scales. J. Glaser presented the new pay scale developed for MVCA.

### **FAAC23/06/22-4**

**MOVED BY: P. Kehoe**

**SECONDED BY: R. Huetl**

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

**“CARRIED”**

J. Mason summarized a Committee recommendation that J. Glaser further detail the pay scale grid to eliminate the use of “off-grid” terminology by adding sublevels to reflect the salary ranges that are adjusted as per market rates. J. Mason to consult with J. Glaser on this adjustment before it’s presentation to the Board of Directors July 10<sup>th</sup> 2023.

**FAAC23/06/22-5**

**MOVED BY: C. Curry**

**SECONDED BY: A. Kendrick**

**And further resolved, That the Finance & Administration Committee recommend that the Board of Directors:**

- 1. Approve the updated Salary Scale as presented.**
- 2. Approve phased implementation as described in this report.**

**“CARRIED”**

**3. Update of MVCA Policies & Procedures, Report 3331/23 (S. McIntyre)**

S. McIntyre provided an overview of the report, and identified the need to disentangle governance policy from operational policies; and for consolidation of approved MVCA policies into a policy manual for easy reference. A comprehensive review of existing policies is needed to address inconsistencies. S. McIntyre introduced screening criteria to clarify the scope of matters that are to be elevated to the Board for approval.

J. Mason commented these adjustments will clearly identify what needs to come to the Board for approval and confirmed that the Board would not want day-to-day operations included in the policy manual for approval.

**FAAC23/06/22-6**

**MOVED BY: R. Huetl**

**SECONDED BY: C. Curry**

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

- 1. Approve the screening criteria contained in this report;**
- 2. Direct management to apply the screening criteria to existing Board policies and return with updated documents for information; and**

3. **Approve consolidation of all Board policies that are not related to the Administrative By-law or the Employee Manual into a Board Policy Manual.**
4. **Approve housekeeping edits to the Administrative By-law as set out in Attachment 1.**

**“CARRIED”**

4. Procurement Policy Update, Report 3332/23 (S. Millard)

S. Millard presented proposed amendments to the current purchasing policy created in 2006, stating that the outdated policies are impeding day to day operations, they contain operational procedures, and do not reflect current market conditions or account for inflation.

P. Kehoe queried why the level 1 limit was reduced from \$2500 to \$1000. S. Millard explained that this change ensures that program supervisors would be confirming that purchases above \$1,000 are within the approved budget. S. McIntyre added that the limits for level 1 are consistent with other Conservation Authorities.

A. Kendrick asked for clarification how a request for quotation is developed and how it differs from a bid process. S. Millard explained that tenders are public and are public in nature. J. Mason added that a request for proposal would be more complex in terms of what it is asking for.

A. Kendrick asked who is responsible for getting quotations. S. McIntyre clarified that items under \$100,000 would be left to the discretion of the managers to receive quotations unless it was of a more complex matter. S. McIntyre added that as management staff get more experience writing RFQs/RFPs she will perform more of a review function.

J. Mason inquired if there is a standard operating procedure for writing an RFQ/RFP. S. McIntyre replied that a standard template is used

J. Mason questioned the adjustment of level 4 limits from \$50,000 to \$100,000. S. McIntyre explained that projects under \$100,000 tend to be grant related and the requirement for board approval impedes the ability to get timely quotes as well as delaying the initiation of projects. MVCA management aims to mitigate the amount of information being presented to the Board to maintain focus on the most critical contracts.

J. Mason requested that future document changes brought to the board or committees for approval show both the original and updated information for clarity on what has been adjusted, i.e. edit mode.

**FAAC23/06/22-7**

**MOVED BY: R. Huetl**

**SECONDED BY: P. Kehoe**

**Resolved, That the Finance & Administration Committee recommend that the Board of Directors approve amendment of the Purchasing Policy as set out in this report**

**“CARRIED”**

5. HQ Water Sewer Connection, Report 3333/23 (S. Lawryk)

S. Lawryk presented the status and next steps for the sewer and water connections of the MVCA main office.

A. Kendrick asked for clarification on the cost structure. S. Lawryk explained that MVCA is responsible for both the proportionate share of costs for the connection to be brought to the property line as well as any costs to bring water and sewer services from the property line to the building itself. J. Mason clarified that MVCA is asking for an increase to the Capital budget, addressing this increase through a loan rather than through the levy.

A. Kendrick asked for further clarification on cost structure. J. Mason provided further explanation and clarified that the requested budget increase from \$357,500 to \$609,000 is \$251,500 – the amount owed to the town of Carleton Place to extend services to the property.

**FAAC23/06/22-8**

**MOVED BY: P. Kehoe**

**SECONDED BY: C. Curry**

**Resolved, That the Finance & Administration Committee recommend that the Board:**

- 1. Authorize an increase to the 2023 Budget - Other Capital: HQ – Sewer & Water Connection project from \$357,500 to \$609,000 plus HST to address the cost of bringing municipal services to the property line;**
- 2. Authorize payment of \$251,500 to the Town of Carleton Place in fulfillment of the 2012 Development Permit Agreement for the extension of municipal services to the MVCA property line;**
- 3. Authorize securement of a loan for the HQ – Sewer & Water Connection project; and**
- 4. Authorize the General Manager and/or Treasurer to negotiate financing terms for a loan with Infrastructure Ontario or member municipality.**

**“CARRIED”**

6. Education Program Reinstatement, Report 3334/23 (S. Lawryk)

S. Lawryk presented a report on the reinstatement of the education programs at MVCA, highlighting the importance of fostering community connections to increase the use of the Conservation areas.

C. Curry, R. Huetl and A. Kendrick expressed support for reinstating educational programming.

J. Mason commented that a report exploring the alternatives with cost structures and projected revenue is needed. J. Mason highlighted that this is a category 3 item, and represents a potential additional cost to the municipalities. J. Mason expressed concerns regarding over-

stretched MVCA staff taking on added projects. The MVC Foundation donation of \$10,000 was allotted for a review of program options from a third-party consultant with a background in education.

S. McIntyre stated that there is insufficient time to conduct a full review before the business case needs to go before the City of Ottawa for approval of category 2 and 3 programs and services. Approval from the City of Ottawa is holding up approval from all other municipalities.

J. Mason inquired whether the education business case presentation and approval could be delayed until 2024. S. McIntyre explained that the regulation states that if you are proposing to change any programs and services within the duration of the category 2 and 3 contract that it should be identified during this process.

J. Mason asked if the \$20,000 requested is included in the 2023 budget. S. McIntyre replied that it is proposed to be introduced in 2024, it is too late to move forward in 2023.

J. Mason requested clarification on what the \$20,000 request is for. S. McIntyre explained that it would be to hire a mature university student to help organize and launch the program and oversee summer students that would deliver the program. The summer students would be funded through camp fees.

J. Mason asked whether, if approved, the Board would have the discretion on what it wants to do with the education program in 2024. S. McIntyre confirmed this as correct.

**FAAC23/06/22-9**

**MOVED BY: C. Curry**

**SECONDED BY: A. Kendrick**

**Resolved, That That the Board of Directors approve reinstatement of a Nature Education Program in 2024 at an estimated annual cost of \$20,000 as a Category 3 Program.**

**“CARRIED”**

**7. Election of Vice-Chair (S. McIntyre)**

J. Mason nominated R. Huetl for the position of Vice-Chair. R. Huetl accepted the nomination.

J. Mason asked Finance and Administration Committee members for nominations 3 times. No other nominations were received.

**FAAC23/06/22-10**

**MOVED BY: A. Kendrick**

**SECONDED BY: P. Kehoe**

**Resolved, that nominations for the position of Vice Chair be closed.**

**“CARRIED”**

J. Mason declared R. Huetl as Vice Chair of the Finance and Administration Advisory Committee.

**ADJOURNMENT**

**FAAC23/06/22-11**

**MOVED BY: P. Kehoe**

**SECONDED BY: R. Huetl**

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

**“CARRIED”**

The meeting adjourned at 11:35 am.