



MINUTES

Via Zoom and In Person

Finance and
Administration Advisory
Committee Meeting

October 2, 2023

MEMBERS PRESENT

J. Mason, Chair
A. Kendrick
C. Curry
P. Kehoe
R. Huetl
A. Vereyken
J. Atkinson
M. Souter
R. Kidd

MEMBERS ABSENT

C. Curry

STAFF PRESENT

S. McIntyre, General Manager
S. Lawryk, Property Manager
M. Craig, Manager, Planning and Regulations
K. Hollington, Recording Secretary

GUESTS PRESENT

J. Glaser, Cornerstones Management Solutions Limited
M. Bucci & G. Bucci, Landowners

J. Mason called the meeting to order at 9:05 am.

Agenda Review

The agenda was amended to allow for a delegation from G. Bucci/ M. Bucci in regards to Item 2:
K&P Landowner Dispute: Update and Next Steps.

FAAC23/10/02-1

MOVED BY: A. Kendrick

SECONDED BY: R. Huetl

Resolved, That the Finance and Administration Advisory Committee

- 1. Allow Glen and Marte Bucci standing to present item 2; and**

2. That the agenda be amended to indicate a delegation from Glen Bucci.

FAAC23/10/02-2

MOVED BY: J. Atkinson

SECONDED BY: A. Vereyken

Resolved, That the agenda for the October 2, 2023 Finance and Administration Advisory Committee Meeting be adopted as amended.

“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.

J. Atkinson declared a conflict of interest in regards to item #4 on the agenda. J. Atkinson is a councillor for the Town of Carleton Place, and while he has no personal or pecuniary interest in the matter, it pertains to an agreement between MVCA and the Town of Carleton.

MAIN BUSINESS

1. **Approval of Minutes: Finance and Administration Advisory Committee Meeting held on June 22, 2023.**

FAAC23/10/02-3

MOVED BY: P. Kehoe

SECONDED BY: J. Atkinson

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. **K&P Trail Landowner Dispute – Update and Next Steps, Report 3356/23, (S. Lawryk)**

M. Bucci presented a list of concerns regarding the dispute over the K&P trail property. She clarified that the property in question is west of Wilbur mines in Lanark Highlands and adjacent to the K&P trail in North Frontenac. She explained that, the land survey provided by MVAC is not acceptable and that they will be conducting their own survey to compare findings. She noted that in their opinion, MVCA has not presented an acceptable easement offer. She added that they believe MVCA has not complied with the Settlement Agreement of 2017. She commented that they are willing to purchase the section of property in question to resolve the conflict. She added that their lawyer had informed them that this issue was being brought back to court.

S. Lawryk commented that the land survey that the landowners are conducting has not been completed and that there is no scheduled date for completion. He outlined issues in regards to

the home-owners compliance with the 2017 Settlement agreement. He summarized that, in consultation with legal council, going back to court is the best course of action to resolve this dispute as quickly as possible.

J. Mason asked the committee if there were any legal concerns or questions. There were no questions with legal implications.

FAAC23/10/02-4

MOVED BY: A. Vereyken

SECONDED BY: P. Kehoe

Resolved, That the Finance and Administration Advisory Committee recommend that the Board authorize staff to return to court regarding the K&P (Wilbur) property dispute.

“CARRIED”

3. Update of MVCA’s Salary Scale, Report 3358/23, (S. McIntyre)

S. McIntyre re-introduced J. Glaser from Cornerstones Management Limited to the committee and explained that she has been working with MVCA for several years on various HR matters and most recently on update of the salary scale. She explained the importance of reviewing salary scales to ensure they accurately reflect MVCA’s organizational needs as well as market rates. S. McIntyre explained that over the past 10 years the Board of Directors has approved many exceptions to pay scales that made the existing salary scale out of date.

P. Kehoe noted that the issue with the report presented in June 2023 was the terminology *off-grid* having bad connotations. He explained that using *market adjusted rates* terminology is better understood and accepted across the member municipalities. J. Mason asked if the report can be adjusted to reflect this request, changing *off-grid* to *market adjusted rates*. S. McIntyre responded that this terminology can be used going forward.

FAAC23/10/02-5

MOVED BY: P. Kehoe

SECONDED BY: R. Huetl

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

- 1. Approve the updated Salary Scale as presented June 2023.**
- 2. Approve phased implementation as described in the June 2023 report.**

“CARRIED”

4. Sewer & Water Connection: Update and Next Steps, Report 3359/23, (S. Lawryk)

S. Lawryk explained that, the Town of Carleton Place has contested the methodology used to calculate MVCA’s share of the costs to have municipal services extended to the MVCA property

line. Rivington Commercial Appraisers updated their review to reflect the differences in appraised values depending on land use and land size. He explained that MVCA has received a proposed agreement drafted by Cavanagh construction in regards to their fees to bring municipal services to the property line.

A. Kendrick asked what the current zoning is for the MVCA property. S. Lawryk responded that it is zoned as *Institutional Office*.

A. Kendrick asked why the Town of Carleton Place believes that the agreement drafted by Cavanagh Construction Ltd. is a good idea. S. Lawryk responded that he cannot comment to the reasoning behind the Town's decisions. He added that MVCA has had no direct contact with Cavanagh Construction. He explained that the Town of Carleton Place has been working with Cavanagh Construction to build the subdivision behind the MVCA office and they did the work to bring the connections to the property line and are looking to be reimbursed for their costs. S. McIntyre commented that the 2012 Development Agreement remains valid and enforceable, therefore MVCA is under no obligation to sign the new contract.

P. Kehoe noted that the original appraisal had no firm land size and was based on 4.10 acres of land. S. Lawryk commented that the revised appraisal is 5.03 acres of actual land space.

S. McIntyre noted that MVCA has been advised that the most accurate way to determine "the current difference in appraised value between serviced and un-serviced land applied to the property" is looking at the property's current size and current land use. She added that the Town of Carleton Place wants to apply the current property size but using the same land use assumed by the 2010 appraisal, making for a discrepancy of over \$100,000.

A. Vereyken commented that the 2012 agreement is not completely defined if the agreement was signed at the time of servicing or at the time of the agreement being drafted, leaving room for negotiations.

M. Souter asked why the land use was negotiated as vacant commercial. R. Kidd explained that prior to the construction of the MVCA office the property in question was considered Beckwith Township and vacant commercial land. He added that when the Town of Carleton Place purchased the land, the land use was changed to institutional office.

M. Souter added that the current size of the property is roughly 25% greater than the original estimate and that it is reasonable for the Town of Carleton Place to be reimbursed on the actual size of the property.

J. Mason commented that the Town of Carleton Place is interpreting the agreement using the original assumed land use of vacant commercial and the current size of 5.03 acres because it is the highest appraised value.

FAAC23/10/02-6

MOVED BY: A. Kendrick

SECONDED BY: R. Huetl

Resolved, That the Finance & Administration Committee recommend that the Board direct staff to:

- 1. Seek agreement with the Town of Carleton Place on interpretation and application of the 2012 Development Agreement and return to the Board with a recommended course of action; and**
- 2. Inform Carleton Place that MVCA will not enter into any new or additional cost-sharing agreement related to the extension of municipal services to MVCA's property.**

"CARRIED"

5. Cost of Service Study, Report 3360/23, (S. Millard)

S. McIntyre summarized the preliminary steps in MVCA's cost of service study. She explained that MVCA's goal is to look at opportunities to achieve the best cost recovery on fees while maintaining consistency across other Conservation Authorities, specifically Rideau Valley and South Nation who also operate within the City of Ottawa. She noted that SNCA proposed increased planning and regulations fees of 3% in 2024 and that MVCA staff will be recommending the same when the budget is tabled.

J. Mason noted that the findings in Table 1 are preliminary numbers to work from and considered an introduction to the idea for Board members.

A. Kendrick asked what percentage of MVCA's budget that the fees cover. M. Craig responded that it is approximately 5-10% of the overall operating budget.

ADJOURNMENT

FAAC23/10/02-7

MOVED BY: R. Huetl

SECONDED BY: A. Vereyken

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

"CARRIED"

The meeting adjourned at 10:35 am.