

## **Minutes: Finance and Administration Advisory Committee**

June 26, 2025

Hybrid Meeting via Zoom and MVCA Office Boardroom

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### **Roll Call**

#### **Members Present**

- Janet Mason, Chair
- Roy Huetl, Vice Chair
- Cathy Curry (Remote, 11:12 a.m.)
- Jeannie Kelso
- Jeff Atkinson (Remote)
- Paul Kehoe
- Richard Kidd (11:18 a.m.)

#### **Staff**

- Sally McIntyre, General Manager
- Stacy Millard, Treasurer
- Elizabeth Clifflen-Gallant (Remote)
- Kelly Hollington, Recording Secretary

#### **Members Absent**

- Allan Hubley
- Mary Lou Souter

J. Mason called the meeting to order at 11:08 a.m.

### **Declarations of Interest**

Members were asked to declare any conflicts of interest. No declarations were received.

### **Agenda Review**

There was no discussion or amendments to the agenda.

#### **FAAC25/06/26 - 1**

MOVED BY: J. Kelso

SECONDED BY: P. Kehoe

*Resolved, that the agenda for the June 26, 2025 Finance and Administration Advisory Committee Meeting be adopted as presented.*

**“CARRIED”**

## Main Business

### 1. Approval of Minutes: Finance and Administration Advisory Committee Meeting, April 4, 2025

There was no discussion or amendments to the minutes.

#### **FAAC25/06/26 - 2**

MOVED BY: J. Kelso

SECONDED BY: J. Atkinson

*Resolved, that the minutes of the Finance and Administration Advisory Committee Meeting held on April 4, 2025 be received and approved as printed.*

**“CARRIED”**

### 2. Election of Chair and Vice Chair

#### **FAAC25/06/26 - 3**

MOVED BY: P. Kehoe

SECONDED BY: R. Huetl

*Resolved, That Sally McIntyre be appointed as Chair for administering the election of Chair for the Finance and Administrative Advisory Committee 2025-2026.*

**“CARRIED”**

S. McIntyre commented that the election will be carried out in accordance with procedures set out in the MVCA *Administrative Bylaw*. The elections were conducted in the order of Chair followed by Vice-Chair. She declared the positions of Chair and Vice-Chair Vacant. She asked for nominations for the position of Chair, three times.

P. Kehoe nominated J. Mason for the position of Chair. No other nominations were received.

#### **FAAC25/06/26 - 4**

MOVED BY: R. Huetl

SECONDED BY: P. Kehoe

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

**“CARRIED”**

S. McIntyre asked J. Mason if she accepted the position of Chair. J. Mason accepted. S. McIntyre declared J. Mason Chair by acclamation.

J. Mason assumed the Chair position and asked for nominations for the position of Vice-Chair, three times. P. Kehoe nominated J. Atkinson for the position of Vice-Chair. J. Mason nominated P. Kehoe for the position of Vice-Chair. No other nominations were received.

**FAAC25/06/26 - 5**

MOVED BY: J. Kelso

SECONDED BY: P. Kehoe

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

**“CARRIED”**

J. Mason asked if J. Atkinson accepted the position of Vice-Chair. J. Atkinson declined the position. J. Mason asked if P. Kehoe accepted the position of Vice-Chair. P. Kehoe accepted. J. Mason declared P. Kehoe Vice-Chair by acclamation.

**3. In Camera – Job Evaluation (JE) Results, Report 3499/25, Sally McIntyre.**

The committee discussion the Job Evaluation (JE) results in-camera.

**FAAC25/06/26 - 6**

MOVED BY: J. Kelso

SECONDED BY: R. Huetl

*Resolved, That the Finance and Administration Advisory Committee move to in-camera discussion of the following matter:*

- *Labour relations or employee negotiations*

*And, further resolved, That Sally McIntyre remain in the room.*

**“CARRIED”**

**FAAC25/06/26 - 7**

MOVED BY: J. Atkinson

SECONDED BY: R. Kidd

*Resolved, That the Finance and Administration Advisory Committee move out of in-camera discussions.*

**“CARRIED”**

**FAAC25/06/26 - 8**

MOVED BY: R. Huetl

SECONDED BY: C. Curry

*Resolved, That the Finance and Administration Advisory Committee recommend that the Board of Directors approve updates to the Salary Grid as recommended by the General Manager.*

**“CARRIED”**

**4. Fee Update, Report 3500/25, Stacy Millard.**

S. Millard reviewed the proposed fee changes related to facility rentals at the Mill of Kintail and MVCA Boardroom and stewardship services. She noted the addition of a full site rental at the Mill of Kintail. She highlighted that the changes are to help move MVCA toward full cost-recovery for all programs and services.

J. Kelso asked if there is a difference in price for morning versus evening rentals and if staff are paid overtime for after-hours rentals. S. Millard explained that the majority of rentals are during the day/working hours with no staff overtime required.

J. Kelso asked if the prices for plugs and wildflowers are comparable to pricing from local growers. J. Mason commented that, in her experience, prices are comparable when buying in bulk amounts from local growers. S. McIntyre added that the amounts proposed in the fee schedule is an average of the cost; it varies based on the material.

R. Kidd asked if the two-hour rental minimum includes set-up and clean-up time. S. Millard confirmed.

R. Kidd asked if there is a not-for-profit organization price. S. Millard explained that there is a community group rate of 50% of the fees.

J. Mason asked if the community rate can be included in the report to the Board of Directors. S. Millard confirmed.

J. Mason asked if homeowners are required to use the planting services or if they can take advantage of the bulk pricing and plant themselves. S. Millard confirmed that this is an option; homeowners have the choice to use the planting services or to organize planting themselves.

J. Mason asked if the premium charged on good and services when provided to implement violation remediation agreements could be considered a deterrent for homeowners to use the planting services and how often this situation occurs. S. McIntyre explained that if a homeowner has received a violation remediation agreement, it could be seen as a conflict of interest to have a planting plan provided by Stewardship staff. Staff can provide the planting services and materials for the premium fee. She noted that it is not a common situation.

R. Kidd asked how much money has come in from Boardroom rentals. S. Millard estimated \$1,500.

**FAAC25/06/26 - 9**

MOVED BY: R. Huetl

SECONDED BY: J. Atkinson

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

- a) Revision of MVCA's 2025 Fee Schedule as outlined in this report;*
- b) Posting of the new fees in accordance with MVCA's Fee Policy; and*
- c) That the new fees take effect September 1, 2025 pending no major concerns regarding the proposed changes.*

**"CARRIED"**

**5. Reserve Policies, Report 3501/25, Sally McIntyre.**

S. McIntyre reviewed the background of the *Reserve Policies* and the recommended changes.

J. Kelso asked what brought staff's attention to the need to update the wording in the *Reserve Policy*. S. McIntyre explained that during a quality control check of MVCA policies, it was discovered that the wording of the *Reserve Policies* precluded the Treasurer from day-to-day operations of her job.

R. Kidd expressed concerns and disagreed with the unplanned expenditures sign-off threshold of \$100,000 for items to be tabled with the executive committee. He suggested that a special meeting be called in the case of unplanned expenditures and reallocation of reserve funds. J. Mason agreed.

J. Mason asked for confirmation of the sign-off authority dollar values for Reserves and for the Board Chair and Vice-Chair. S. McIntyre explained that the General Manager's sign off authority for Board approved items is \$100,000. J. Mason asked for confirmation of the sign-off authority dollar values for items that are not approved by the Board. S. Millard commented that the level of sign-off for unbudgeted items is \$10,000 for the General Manager.

J. Mason highlighted that current Board policy regarding un-budgeted/unexpected expenses be considered in the development of the exceptional circumstances criteria in the Reserve Policy. She recommended that the policies be consistent. R. Kidd agreed.

The committee decided that the changes in wording related to exceptional circumstances and its criteria be drafted and tabled for review in September prior to the Board of Directors meeting.

The committee approved the following section of the recommendations to the *Reserve Policy*:

- A resolution of the Board is required to make a final year-end distribution amongst restricted and unrestricted reserves and reserve funds; and
- The Treasurer shall ensure that all reserve and reserve fund withdrawals, contributions, and transfers occur in accordance with the Board-approved annual budget.

#### **FAAC25/06/26 - 10**

MOVED BY: P. Kehoe

SECONDED BY: R. Huetl

*Resolved, That the Finance and Administration Advisory Committee recommend that the Board of Directors approve amendment of the Reserve Policies are set out in report 3501/25 as amended by the Finance and Administration Advisory Committee.*

**"CARRIED"**

## **Adjournment**

#### **FAAC25/06/26 - 11**

MOVED BY: J. Kelso

SECONDED BY: R. Kidd

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

**“CARRIED”**

The meeting adjourned at 12:10 p.m.

K. Hollington, Recording Secretary