



Executive Committee Meeting Minutes

Date: February 9, 2023 Time: 10:11 a.m.
Administration Office/Remote

Members Present: Pat Brown, Vice Chair; Joe Faas, Frank Kennes, Brad Loosley, Steve Miller, Mike Stark, Chair

Remote: Terry Burrell

Regrets: Betty Ann MacKinnon

Staff Present: Melissa Deisley, Director of Planning and Regulations; Chris Durand, Manager of IT/ GIS; Ashley Fletcher, Administrative Assistant/Board Coordinator; Kate Jamieson, Payroll/Accounting Clerk; Chunng Li, Director of Corporate Services; Craig Paterson, Manager of Biology; Tim Payne, Manager of Forestry; Ken Phillips, General Manager, Girish Sankar, Director of Water Resources (remote); Steve Shaw, Manager of Conservation Services

The Chair welcomed everyone to the meeting and requested that each Director declare a conflict of interest at the appropriate time, on any item within this agenda in that a Director may have pecuniary interest.

EC-23-01

Loosley – Kennes

“That the Executive Committee adopts the agenda for the meeting as presented.”

CARRIED

The draft minutes of the Executive Committee, held on April 14, 2022 were reviewed.

EC-23-02

Faas – Miller

“That the Executive Committee acknowledges the draft minutes from the Executive Committee meeting held on April 14, 2022.”

CARRIED

The draft minutes of the Flood Action Committee, held remotely on January 12, 2023 were reviewed.

EC-23-03

Brown – Kennes

“That the Executive Committee acknowledges the draft minutes of the Flood Action Committee held remotely on January 12, 2023.”

CARRIED

The report on business arising from the December 8, 2022 Board of Directors meeting was reviewed.

EC-23-04

Kennes – Faas

“That the Executive Committee acknowledges the report on business arising from the December 8, 2022 Board of Directors meeting.”

CARRIED

A presentation of the draft 2022 audited statements and draft audit findings was provided by Ashley Didone/Ray Mile of MNP Chartered Professional Accountants. Copies of the draft audited statements and draft audit findings were also reviewed.

Additional Comments:

As per Committee Member and Authority Chair Mike Stark’s request, Ashley Didone of MNP LLP provided an explanation regarding the one-time professional fee associated with the implementation of CAS 315 auditing standards. For future audits, MNP is asked to provide professional advice on whether the board should consider drawing from reserves. A request was also made to clarify what is encompassed by the term ‘other’ as it relates to administrative expenses.

The Committee request that a policy be drafted or amended to include the indoctrination of any incoming Chair, Vice Chair and Executive Committee members, clearly identifying roles and responsibilities as they relate to the oversight of the General Manager, Authority finances and audit process. Further, it is requested that such a policy include the addition of an in-camera session for each Executive Committee meeting where the appointed Authority auditors are in attendance. A unanimous vote of Committee members present supported this request.

At the request of the Executive Committee, the auditors agree to work with SCRCA management to provide future draft audit statements within an agreed upon timeframe in order to provide the committee with more time to review the documents.

EC-23-05

Loosley – Kennes

“That the Executive Committee recommends to the St. Clair Region Conservation Authority Board of Directors that the annual Executive Committee Meeting to address the annual audited financial statements and audit findings include an in-camera session, with only committee members, the General Manager and appointed auditors remaining, and further that a policy be drafted to include this requirement.”

CARRIED

A recorded vote was held.

Recorded Vote Re: EC-23-06		
Director's Name	For	Against
Pat Brown	✓	
Terry Burrell	✓	
Joe Faas	✓	
Frank Kennes	✓	
Brad Loosley	✓	
Betty Ann MacKinnon	-	-
Steve Miller	✓	
Mike Stark	✓	

EC-23-06

Faas – Kennes

“That the Executive Committee acknowledges the report from the Authority’s auditors, MNP Chartered Professional Accounts, LLP and accepts responsibility for the 2022 financial statements and the Statement of Continuity of Reserves and Reserve Funds and year end finances and further approves the year-end adjustments, reserves and reserve adjustments as outlined in the schedule dated December 31, 2022 and recommends that the Board of Directors approves the 2022 Audited Financial Statements.”

CARRIED

The November and December, 2022 disbursements were reviewed.

EC-23-07

Miller – Loosley

“That the Executive Committee approves the November and December, 2022 disbursements, as presented in the amount of \$407,213.01.”

CARRIED

The report on 2022 general levy was reviewed.

EC-23-08

Faas – Kennes

“That the Executive Committee acknowledges that all 2022 municipal general levy has been received.”

CARRIED

The status summary report of Director’s expenses for 2022 was reviewed.

EC-23-09

Brown – Kennes

“That the Executive Committee acknowledges the Status Summary report on Directors’ expenses from January 1 to December 31, 2022.”

CARRIED

The investment statements to December 31, 2022 were reviewed.

Additional Comments:

Committee members request that a report be brought forth to the April Board of Directors meeting to confirm whether the Municipal Act, under which the Authority’s Investment Policy adheres, restricts any particular types of investments.

EC-23-10

Faas – Kennes

“That the Executive Committee acknowledges the investment statements to December 31, 2022.”

CARRIED

Correspondence from the Municipality of Brooke-Alvinston, received on December 7, 2022 regarding the resolution in support of SCRCA’s response to Provincial government on the matter of Bill 23 was reviewed.

EC-23-11

Miller – Kennes

“That the Executive Committee acknowledges the correspondence received December 7, 2022 from the Municipality of Brooke-Alvinston regarding the resolution in support of SCRCA’s response to Provincial government on the matter of Bill 23.”

CARRIED

Correspondence received December 6, 2022 from MNP Chartered Professional Accountants providing justification of the one-time professional fee associated with the implementation of CAS 315 auditing standards was reviewed.

EC-23-12

Faas – Brown

“That the Executive Committee acknowledges the correspondence received December 6, 2022 from MNP Chartered Professional Accountants providing justification of the one-time professional fee associated with the implementation of CAS 315 auditing standards.”

CARRIED

Under New Business

General Manager, Ken Phillips enquired whether the Executive Committee was in favour of holding a vote on the 2023 budget at the Annual General Meeting on February 23, 2023, or, if it was preferred to delay this decision to the April 20, 2023 Board of Directors meeting. An informational session is scheduled for Friday, February 10 via Zoom to outline to 2023 budget and the budget process. All member municipalities and directors have been invited to attend. Committee members were polled and unanimously decided in favour of addressing the 2023 budget at the Annual General Meeting.

Committee Member and Authority Vice Chair brought forth a question related to the draft financial statements and the inclusion of reserve balances for the Highland Glen Conservation Area. General Manager Ken Phillips explained that SCRCA is still in the process of negotiating the transfer of this property and therefore, insurance and certain expenses are still borne by the Authority.

Committee Member and Authority Chair Mike Stark wished to clarify for all in attendance that any questions asked of the auditors relating to the detection of fraud are in no way a reflection on current staff, but are asked out of due diligence as an elected committee to oversee the veracity of financial reports.

Committee Member Brad Loosley wishes to thank Authority Chair Mike Stark for Charing the Executive Committee and Authority Board of Directors in 2022.

EC-23-13

Loosley – Faas

“That the Executive Committee thank Chair Mike Stark for his commitment and dedication to the St. Clair Region Conservation Authority and its committees. Well wishes are given for his future endeavours.”

CARRIED

EC-23-14

Loosley – Kennes

“That the meeting be adjourned.”

CARRIED



Pat Brown
2023 Chair



Ken Phillips
General Manager