



FINANCE AND ADMINISTRATION ADVISORY COMMITTEE

Via Zoom

MINUTES

April 29, 2022

MEMBERS PRESENT:

C. Lowry, Chair
P. Sweetnam, Vice-Chair
J. Atkinson
J. Mason
B. King
P. Kehoe

MEMBERS ABSENT:

E. El-Chantiry
A. Tennant

STAFF PRESENT:

S. McIntyre, General Manager
L. Williams, Recording Secretary
M. Craig,

GUESTS PRESENT:

J. Karau

C. Lowry called the meeting to order at 10:02a.m.

FAAC04/29/22-1

MOVED BY: J. Atkinson
SECONDED BY: P. Sweetnam

Resolved, That the Agenda for the April 29, 2022 Finance & Administration Advisory Committee meeting be adopted as presented.

“CARRIED”

BUSINESS

1. Approval of Minutes

J. Mason noted an error in the minutes. It was agreed that the item stating P. Sweetnam being moved as Chair must be changed to Vice-Chair.

FAAC04/29/22-2

MOVED BY: P. Kehoe
SECONDED BY: J. Atkinson

Resolved, That the Minutes of the Finance & Administration Advisory Committee meeting held April 11, 2022 be received and approved as amended.

“CARRIED”

2. Per Diems & Honoraria, Report 3220/22

S. McIntyre presented Report 3220/22 regarding per diems and honoraria for Board and Committee members. She noted that mileage rates were not included in the report as they had been a topic at the previous meeting with a motion passed. S. McIntyre explained the rationale for compensation is based on increased workloads of the Chair and Vice Chair as well as a way of attracting members. She noted that the Chairs and Vice Chairs are seen as support roles for the General Manager.

P. Sweetnam noted his support for the honorarium. J. Mason mentioned that other neighbouring Conservation Authorities (CAs) do not have honoraria for their chairs. She asked if the General Manager had been in contact with these other CAs regarding the matter. S. McIntyre said she had not. Because MVCA tries to match policies of neighbouring CAs, J. Mason requested contact be made as she was curious to know their rationale. J. Atkinson suggested as an alternative to offering honoraria, adding a premium to per diem of Chairs and Vice-Chairs – this would be to acknowledge the preparation and potential missed work time for those members.

FAAC04/29/22-3

MOVED BY: J. Mason
SECONDED BY: P. Sweetnam

Resolved, That the Finance & Administration Committee recommend that the Board continue to pay per diems to all Board Members, and an honorarium to the Board Chair.

“CARRIED”

3 in favour, 1 opposed

3. Managing Stress in the Workplace, Report 3221/22

S. McIntyre presented Report 3221/22 regarding managing stress in the workplace and an action plan related to such. She reviewed stressors of last few years including; flooding in 2019,

repairs related to said flooding (both in regards to an influx of permitting as well as major repairs of MVCA structures), retirements (noting lack of succession planning), implementation of work structure changes, various changes in management, a housing boom within the MVCA watershed, and the COVID-19 pandemic. She pointed out that the results of the Psychosocial Survey conducted in August 2021 have been provided to Board of Directors.

Discussion took place regarding the action plan laid out in the aforementioned report. J. Mason raised the role of 'leadership' in effecting change. S. McIntyre identified various ways in which the GM and management team had responded to managing stress in the work place including securing new funds through the budget to add to the staff component and ensure proper compensation of staff; filling vacancies; documenting business processes to facilitate employee onboarding and cross-training; adjusting priorities and balancing workloads to better align with existing current resources; seeking external support with managing challenging workplace issues.

J. Atkinson noted the requirement for considerable training and acknowledged the time demand but agreed that the training is necessary to help staff. He suggested that the General Manager also take part in training alongside staff to demonstrate collectivity. S. McIntyre clarified that when "management" is mentioned in this action plan, that this is to include the General Manager as well. J. Atkinson's final suggestion was that staff be made aware that the Board of Directors had been provided with the psychosocial stress assessment, highlighting that this awareness could help improve vertical trust.

P. Sweetnam agreed that staff must be made aware that the Board of Directors has received the report. He went on to suggest that a way of showing appreciation to staff would be for the Board extend the time of their meetings to include staff presentations instead of pushing back or eliminating these presentations from the meetings in the case meetings are running longer than expected. He included that the proposed staff barbeques are another good way of showing appreciation for staff's efforts. P. Sweetnam noted the prudence of and showed his support in hiring consultants to help navigate difficult scenarios that may arise.

J. Karau asked the General Manager if management approved of the proposed action plan. S. McIntyre confirmed that both management and the Joint Health and Safety Committee (JHSC) are in support. J. Karau asked if the rest of that staff was supportive of the Plan. S. McIntyre responded that many people did not respond to the survey regarding the Plan; and she did not have enough information to provide a confident answer. J. Karau suggested that both the General Manager (S. McIntyre) and the Chair of the Board (J. Atkinson) present the action plan to staff to demonstrate that the Board of Directors approves of the proposed action plan.

J. Atkinson suggested that JHSC minutes be shared with Board members; and that the Committee make a presentation to the Board in spring 2023 following the next psycho-social survey. C. Lowry suggested it be put to a motion.

FAAC04/29/22-4

MOVED BY: P. Sweetnam
SECONDED BY: P. Kehoe

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

- a) approve the Action Plan for reducing and mitigating workplace stressors;**
- b) direct the General Manager to provide a status update in October with any potential budget implications for 2023; and**
- c) direct that the StressAssess survey be carried out in spring 2023 to re-evaluate workplace psycho-social health.**

“CARRIED”

FAAC04/29/22-5

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

Whereas the F&A Committee recognizes ongoing concerns of some staff regarding issues related to vertical trust,

Be it resolved that the Finance and Administration Committee recommend that the Board:

- a) receive quarterly minutes of the JH&SC as part of the General Manager’s Update; and**
- b) receive an annual report from the JH&SC in Spring 2023 concurrent to receiving the second psycho-social survey results.**

“CARRIED”

3 in favour, 1 opposed

ADJOURNMENT

The meeting was adjourned at 11:00 am.

FAAC04/11/22-6

MOVED BY: J. Atkinson
SECONDED BY: P. Kehoe

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

“CARRIED”

“L. Williams, Recording Secretary

C. Lowry, Chair”