

MISSISSIPPI VALLEY CONSERVATION AUTHORITY  
FINANCE AND ADMINISTRATION ADVISORY COMMITTEE

Mississippi Valley Conservation Centre  
Carleton Place

**MINUTES**

November 15, 2019

**MEMBERS PRESENT:**

E. Burke;  
T. Fritz;  
J. Hall;  
J. Karau;  
C. Lowry;  
J. Mason;  
G. McEvoy;  
P. Sweetnam.

**MEMBERS ABSENT:**

E. El-Chantiry;  
P. Kehoe.

**STAFF PRESENT:**

S. McIntyre, General Manager;  
A. Millar, Secretary-Treasurer;  
S. Lickley, Recording Secretary.

**VISITORS PRESENT:**

S. McIntyre called the meeting to order at 2:07 p.m.

**BUSINESS:**

1. Minutes – Finance & Administration Advisory Committee Meeting – Feb 14, 2019

**FAAC11/15/19-1**

**MOVED BY: J. Mason**

**SECONDED BY: P. Sweetnam**

**Resolved, That the Minutes of the Finance & Administration Advisory Committee meeting held February 14, 2019 be received and approved as printed.**

**“CARRIED”**

2. Appointment of Committee Chair and Vice-Chair

S. McIntyre started the election process by acting as chairman for the election process.

**FAAC11/15/19-2**

**MOVED BY: J. Mason**

**SECONDED BY: T. Fritz**

**Resolved, That Sally McIntyre be appointed as Chairman for the Election of Chairman of the Finance and Administration Advisory Committee for 2019.**

**“CARRIED”**

S. McIntyre called for nomination for the position of Chairman. J. Mason nominated C. Lowry. T. Fritz seconded the nomination. S. McIntyre called for additional nominations and there were none.

S. McIntyre called for the nominations for the position of Chairman be closed.

**FAAC11/15/19-3**

**MOVED BY: P. Sweetnam**

**SECONDED BY: J. Hall**

**Resolved, That nominations for the position of Chairman be closed and that C. Lowry is now Chairman for the Finance and Administration Advisory Committee.**

**“CARRIED”**

C. Lowry called for nominations for the position of Vice-Chairman. J. Hall nominated P. Sweetnam. G. McEvoy seconded the nomination. C. Lowry called for additional nominations and there were none.

C. Lowry called for the nominations for the position of Vice-Chairman to be closed.

**FAAC11/15/19-4**

**MOVED BY: T. Fritz**

**SECONDED BY: G. McEvoy**

**Resolved, That nominations for the position of Vice-Chairman be closed and that P. Sweetnam is now Vice-Chairman for the Finance and Administration Advisory Committee.**

**“CARRIED”**

3. Draft 2020 Budget

See attached report 3034/19.

S. McIntyre reviewed budget process and timeline. She explained that she is offering presentations to municipalities about the current budget and future of conservation authorities in setting of Bill 108. A. Millar then reviewed the 10-Year Capital Plan.

P. Sweetnam suggested that MVCA should inquire with WECCI funders about reimbursement for Shabomeka Lake Dam Design Study done this year. S. McIntyre noted that all capital programs failed to make the expected progress this year due to flooding issues taking priority. They are rescheduled for 2020, however if there are problems with staff capacity, we will look into hiring a consultant to ensure capital projects are completed

S. McIntyre described a new capital project proposed for 2020: on the K&P Trail there is a historic bridge that requires inspection and likely replacement of railing. There are logging trucks and private vehicles that use this bridge. This trail has also had disputes with landowners, which MVCA has incurred legal fees to maintain ownership of the trail.

J. Mason asked if there is any revenue from K&P. S. McIntyre responded that there is no real revenue that comes from the K&P Trail. J. Hall suggested that for bridge repairs and trail maintenance MVCA could approach snowmobile clubs for funding. C. Lowry advised that

municipal roads with bridges have to be inspected bi-annually, so it is a concern that the bridge has been unassessed for more than a decade. Discussion continued regarding a possible future transfer of the K&P Trail to Lanark County, and that any known risks, such as the bridge repair, be identified and shared with Lanark County.

A. Millar and S. McIntyre reviewed details of budget. S. McIntyre noted that the 2020 budget excludes the well monitoring program at a cost of \$3000 because the data is not useful to MVCA and the province doesn't subsidize the program.

J. Mason asked why the Conservation Foundation operates as a separate entity and if they ever report on the finances of the foundation to the board of directors. She suggested that in 2020 there would be a presentation to the board about the foundation and its finances in order to investigate how the foundation could be a more effective fundraising arm. P. Sweetnam added that it would also be great to know what the foundation contributes to MVCA's budget.

J. Mason suggested that Ontario Power Generation (OPG) is a great organization to ask for funding. S. McIntyre reported that OPG is already funding our water safety program.

J. Mason advised that on the subject of eliminating an FTE position, to ensure clear communications about why staffing changes will create resiliency within the organization, when more than one individual has working knowledge of other areas of the organization.

On the subject of staffing S. McIntyre explained that all staff will get cost of living increase 1.9%, and some staff will receive a bonus or extra step increase as well for an increase of up to 3.5% total. She explained that MVCA was supposed to conduct a salary review in 2019, however it was not completed. She advised that MVCA is currently reviewing the professional positions that are open before starting our competition process.

**FAAC11/15/19-5**

**MOVED BY: J. Mason**

**SECONDED BY: T. Fritz**

**Resolved, That the 2020 Draft Budget, as presented, be recommended to the Board of Directors for consideration and circulation to member municipalities for comment.**

**“CARRIED”**

**ADJOURNMENT**

The meeting was adjourned at 3:52 p.m.

**FAAC11/15/19-6**

**MOVED BY: P. Sweetnam**

**SECONDED BY: J. Hall**

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

**“CARRIED”**

**C. Lowry, Chair”**

S. Lickley, Recording Secretary