



**FINANCE AND ADMINISTRATION ADVISORY COMMITTEE**

Via Zoom

**MINUTES**

November 25, 2021  
Noon

**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

A. Tennant

**STAFF PRESENT:**

S. McIntyre, General Manager  
A. Millar, Treasurer  
L. Williams, Recording Secretary

C. Lowry called the meeting to order at 12:01 PM.

**FAAC11/25/21-1**

**MOVED BY:** P. Sweetnam

**SECONDED BY:** B. King

**Resolved, That the Agenda for the November 25, 2021 Finance & Administration Advisory Committee meeting be adopted as presented.**

**“CARRIED”**

1. **Revised Draft 2022 Budget, Report 3179/21**

S. McIntyre presented Report 3179/21 regarding the Revised Draft 2022 Budget.

J. Mason questioned the budgeting of fewer summer students than recommended in the Workforce Plan. S. McIntyre explained that the Workforce Plan recommended funding of these positions because subsidies are not guaranteed yet the students enable MVCA to fulfill MOU agreements (e.g. water quality monitoring for MNRF), make progress on strategic initiatives (e.g. field monitoring program), and backfill permanent staff during summer vacations that are

essential to staff morale and health. A. Miller explained student wages, mileage, and associated costs.

E. El-Chantiry asked if a cost analysis of paying staff overtime versus having summer students had been conducted. S. McIntyre explained that students largely work on special projects and that permanent staff focus on core, usually time sensitive tasks such as planning reviews and permit applications. Paying staff overtime would not alleviate the need for summer students. Analysis completed for the Workforce Plan showed unsustainable levels of overtime.

P. Kehoe questioned the budget for summer camp programming amounting to \$2,500. S. McIntyre clarified that this was the estimated cost for RVCA to administer a program on behalf of MVCA, and that the expense would be much greater if MVCA were to run the program directly. Discussion took place regarding cost recovery programming. P. Kehoe concluded by stating his belief that optional programs and services should be full user-pay as had been implemented for a variety of programs in DNE.

J. Mason asked if there was any examination on the ability to increase fees from the Planning and Regulations department. S. McIntyre explained that because of harmonized fee schedules in the City of Ottawa with South Nation Conservation and Rideau Valley Conservation Authority, the fees cannot be easily changed. Rather than changing fees, the draft budget had been adjusted to be less conservative by showing greater planning and permit revenues. C. Lowry supported S. McIntyre drawing attention to and discussing their meeting with the other conservation authorities in question.

J. Mason stated that she would like MVCA to complete a fee study in 2022, and for fee increases to be implemented in 2023. S. McIntyre explained that the three CAs had agreed to conduct the study in 2023 due to ongoing regulatory changes and pressures; and that there would be further budgetary implications if MVCA conducted a study independently in 2022.

E. El-Chantiry expressed the importance of continuing education programs as it clarifies the role of MVCA to the public, pointing out the cost benefit of positive public exposure. B. King expressed his concerns about levy increases. He also expressed the view that MVCA should be working with full cost recovery programs only.

J. Mason noted that education programs will not be viable for levy funding in 2023 *sic*<sup>1</sup> due to the new regulation. She stated her acceptance of this year's budget, but asked staff to proceed with caution and frugality in the future. J. Atkinson echoed J. Mason's comments and discussed the implications of future cost increases of core services as it pertains to municipal levies.

E. El-Chantiry suggested that the Board hold a meeting to discuss and come to agreement on what MVCA's core services are to help staff better understand the particular budgeting expectations of the Board. S. McIntyre agreed that this discussion will be important to have as the organization must define its core services and costs as part of its Transition Plan.

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<sup>1</sup> 2024

**ADJOURNMENT**

The meeting was adjourned at 1:06 PM.

**FAAC11/25/21-3**

**MOVED BY: J. Atkinson**

**SECONDED BY: B. King**

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

**“CARRIED”**