



FINANCE AND ADMINISTRATION ADVISORY COMMITTEE

Via Zoom

MINUTES

October 12, 2021

MEMBERS PRESENT:

C. Lowry, Chair
P. Sweetnam, Vice-Chair
J. Atkinson
E. El-Chantiry
J. Mason
A. Tennant

MEMBERS ABSENT:

B. King
P. Kehoe

STAFF PRESENT:

S. McIntyre, General Manager
A. Broadbent, IT Supervisor
M. Craig, Manager of Planning and Regulations
R. Fergusson, Operations Supervisor
A. Millar, Treasurer
E. Levi, Recording Secretary

OTHERS PRESENT:

C. Lowry called the meeting to order at 1:36 p.m.

It was noted the agenda incorrectly listed the minutes for approval as April 9, 2021 instead of June 8, 2021.

FAAC10/12/21-1

MOVED BY: P. Sweetnam

SECONDED BY: A. Tennant

Resolved, That the Agenda for the October 12, 2021 Finance & Administration Advisory Committee meeting be adopted as amended.

“CARRIED”

BUSINESS:

1. Minutes – Finance & Administration Advisory Committee Meeting – June 8, 2021

FAAC10/12/21-2

MOVED BY: J. Mason

SECONDED BY: J. Atkinson

Resolved, That the minutes of the Mississippi Valley Finance & Administration Advisory Committee meeting held on June 8, 2021 be received and approved as printed.

“CARRIED”

2. Election of Chair and Vice-Chair

FAAC10/12/21-3

MOVED BY: J. Atkinson

SECONDED BY: J. Mason

Resolved, That Sally McIntyre be appointed as Chair for the Election of Chair for 2021

“CARRIED”

S. McIntyre declared all offices vacant. P. Sweetnam nominated Christa Lowry for the position of Chair of the committee for the remainder of 2021. S. McIntyre asked three times for further nominations. No further nominations were received.

FAAC10/12/21-4

MOVED BY: P. Sweetnam

SECONDED BY: A. Tennant

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

“CARRIED”

C. Lowry agreed to let her name stand for the position of Chair. She was duly elected by acclamation.

A. Tennant nominated Phil Sweetnam for the position of Vice-Chair of the committee for the remainder of 2021. C. Lowry asked three times for any further nominations. No further nominations were received.

FAAC10/12/21-5

MOVED BY: J. Atkinson

SECONDED BY: A. Tennant

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

“CARRIED”

P. Sweetnam agreed to let his name stand for the position of Vice-Chair. He was duly elected by acclamation.

3. Nature Smart Climate Solutions Fund Grant

S. McIntyre reviewed Staff Report 3165/21. She outlined that Environment & Climate Change Canada (ECCC) approached Conservation Ontario (CO) to administer \$9 million over 3 years in the form of the Nature Smart Climate Solutions Fund. MVCA submitted draft proposals with very high-level descriptions and cost estimates, and identified a host of potential partners. In August, MVCA learned that three projects, with a combined value of ~\$3.8 million, had been accepted in-principle. The projects include a Land Conservation and Acquisition Plan, the Carp River Restoration Project and ALUS Agricultural Stewardship Project.

S. McIntyre further explained that projects delivered under the Nature Smart Climate Solutions Fund require proponent and partner organizations to contribute cash or in-kind services with a value of at least 50% of the total project cost. During August and September, MVCA worked with partner organizations to secure financial and in-kind commitments to meet the 50% requirement. MVCA's contribution would be \$133,000 and could be fundraising efforts could raise these funds. However, it will take time to develop and implement the fundraising campaign, so staff are seeking to borrow, as needed, up to \$133,000 from the Glen Cairn Reserve Fund. The Reserve would be replenished by funds raised through the campaign before any other distributions are made.

J. Mason asked whether funds in the Glen Cairn reserve were accessible as she believed there were specific stipulations which prevented the funds being used in certain fashions. S. McIntyre advised she would review and report to Board members at the upcoming Board of Directors meeting on October 20, 2021.

P. Sweetnam asked about the time frame for project completion in terms of funding. S. McIntyre stated it was a 3-year program commencing April 1, 2021.

E. El-Chantiry asked whether MVCA had a specific policy which defines what projects it can accept based on certain criteria. S. McIntyre responded that MVCA does not have a specific policy but follows those in line with the Board's direction under the approved interim financial plan. C. Lowry commented that it may be beneficial to direct staff to create such a policy.

In the event MVCA was not able to use the Glen Cairn Reserve funds, she asked whether there was another reserve that could be used. A. Millar suggested the operating reserve as it's use is completely discretionary to the Board. C. Lowry proposed amending the recommendation to include the alternative of operating reserve until clarification is received about the accessibility of Glen Cairn funds.

P. Sweetnam asked whether the Operating Reserve could handle another draw. A. Millar confirmed it could.

FAAC10/12/21-6

MOVED BY: E. El-Chantiry

SECONDED BY: A. Tennant

Resolved, That the Finance and Administration Committee recommend that the Board:

a) Endorse the three projects that have received draft approval under the Nature Smart Climate Solutions Fund, as presented in Staff Report 3165/21.

b) Direct staff to work with Mississippi Valley Conservation Foundation and the Mississippi-Madawaska Land Trust to develop and implement a fundraising campaign to secure the \$133,000 cash contribution by MVCA.

c) Approve borrowing of up to \$133,000 from the Glen Cairn Reserve, or Operating Reserve, which shall be replenished as monies are donated.

“CARRIED”

4. Proposed 2022 Fee Schedule

M. Craig outlined proposed fees in Staff Report 3166/21. He highlighted the addition of a Major Project Fee under the new Ministerial Zoning Order, an expedited property clearance letter fee, and a 2% increase across all fees to be consistent with partner conservation authorities.

J. Mason questioned why there was only a 2% increase when cost of living was closer to 3%. M. Craig explained that if the COL remained at 3% next year, the partner CAs could discuss a larger increase at that time.

A. Millar reviewed the administrative fees, noting a 2% increase as well. She pointed out new fees for Reports provided to consultants/developers and rates to rent the Education Centre at the Mill of Kintail. She also advised that there were some housekeeping items which were included in the fees schedule to ensure all fees were listed in the same document.

J. Mason questioned whether the committee could approve the fees given the uncertainty of what the Authority will even be allowed to charge. S. McIntyre commented that the legislation outlining those factors will still be a long time coming and that she saw no reason why the proposed fees would not be included.

FAAC10/12/21-7

MOVED BY: J. Atkinson

SECONDED BY: A. Tennant

Resolved, That the Finance & Administration Committee recommend that the Board approve the 2022 Fee Schedules as presented in Staff Report 3166/21.

“CARRIED”

5. 2022 Budget Assumptions

S. McIntyre reviewed Staff Report 3167/21 seeking direction to prepare the 2022 Budget with consideration of legislated programs, a new workforce plan to meet staffing demands and cost of living.

J. Mason suggested it was prudent to consider the following agenda item (Workforce Plan – Staff Report 3168/21) prior to passing the recommended motion in the event the proposed motion needs to be revised.

The Workforce plan was reviewed and the following motion was subsequently proposed and carried:

FAAC10/12/21-8

MOVED BY: J. Mason

SECONDED BY: P. Sweetnam

Resolved, That the Committee direct staff to develop the 2022 Budget and related documents in accordance with the following parameters:

- 1. An assumed growth in tax assessment of 1.4%.**
- 2. A municipal levy increase of 3% to the operating budget as well as the amount prescribed in Table 2 of the Workforce Plan Staff Report 3168/21.**
- 3. A municipal levy increase of 4.5% to the capital budget.**

“CARRIED”

6. **Workforce Plan**

S. McIntyre gave a presentation of Staff Report 3168/21 proposing a Workforce plan to address staff workload, succession planning needs and workplace stress and mental health issues identified in an independent psycho-social survey. A 3-year implementation plan outlining a variety of actions was reviewed along with a proposed new staff organization chart.

S. McIntyre reviewed financial implications of potential budgetary pressures and possible offsetting revenues. The financial impact of proposed actions on the 2022 Operating Budget is \$348,143, of which 25% or \$87,036 is proposed to be placed on the municipal levy in addition to what has already been approved. The balance would be paid from the Operating Reserve and was outlined in Table 2 of the staff report.

There was a lengthy discussion as to whether the amount of municipal levy dollars was sufficient to funding the proposed changes. J. Atkinson suggested altering Table 2 to indicate the amount of municipal levy funding to be phased in thirds. J. Mason expressed concern as to whether more than a third should be sought for the first year. J. Atkinson and A. Tennant stated that with the upcoming elections in 2022, it may be more strategic to ask for smaller increments to ensure municipal councils will approve the proposal. S. McIntyre suggested to display the figures as percentages; 33% in 2022, 66% in 2023 and 100% in 2024.

FAAC10/12/21-9

MOVED BY: J. Atkinson

SECONDED BY: A. Tennant

Resolved, That the Finance and Administration Committee recommend that the Board:

- a) Receive the Workforce Plan attached to Staff Report 3168/21.**
- b) Adjust the 2022 Operating Budget Assumptions to increase the municipal levy in the amount as prescribed by Table 2 to provide for workforce adjustments.**

“CARRIED”

7. Other Business

C. Lowry sought confirmation from the committee as to whether staff should be directed to generate a policy based on discussions from agenda item number 3 regarding project partnering and funding requests.

FAAC10/12/21-10

MOVED BY: P. Sweetnam

SECONDED BY: J. Mason

Resolved, That the Finance and Administration Advisory Committee consider developing a policy in the future to guide funding requests from other organizations and /or initiatives.

“CARRIED”

ADJOURNMENT

The meeting was adjourned at 3:27 p.m.

FAAC10/12/21-11

MOVED BY: P. Sweetnam

SECONDED BY: A. Tennant

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

“CARRIED”

“E. Levi, Recording Secretary

C. Lowry, Chair”