



MINUTES

Hybrid Meeting Via Zoom
and at MVCA Office

Finance and Administration
Advisory Committee Meeting

September 30, 2024

MEMBERS PRESENT

Janet Mason, Chair
Roy Huetl, Vice Chair
Jeff Atkinson (Virtual)
Mary Lou Souter
Paul Kehoe
Richard Kidd (Virtual)

MEMBERS ABSENT

Allan Hubley
Allison Vereyken
Cathy Curry

STAFF PRESENT

Sally McIntyre, General Manager
Stacy Millard, Treasurer
Kelly Hollington, Recording Secretary

J. Mason called the meeting to order at 10:00 a.m.

Declarations of Interest (Written)

Members were asked to declare any conflicts of interest and informed that they may declare a conflict at any time during the session. No declarations were received.

Agenda Review

J. Mason noted that there were no additions to the agenda.

FAAC24/09/30 - 1

MOVED BY: R. Kidd

SECONDED BY: M. Souter

Resolved, that the agenda for the September 30, 2024 Finance and Administration Advisory Committee meeting be adopted as presented.

“CARRIED”

LAND ACKNOWLEDGEMENT

J. Mason noted that September 30th is the National Day of Truth and Reconciliation. She provided a Land Acknowledgement to open the meeting. She noted the Indigenous Engagement portal on the MVCA website for issues related to the watershed. She highlighted the collaboration with Indigenous communities for the Kashwakamak Lake Dam Environmental Assessment and replacement.

MAIN BUSINESS

1. Approval of Minutes: Finance and Administration Advisory Committee Meeting, March 28, 2024.

FAAC24/09/30 - 2

MOVED BY: J. Atkinson

SECONDED BY: P. Kehoe

Resolved, that the minutes of the Finance and Administration Advisory Committee Meeting held on March 28, 2024 be received and approved as presented.

“CARRIED”

2. Job Evaluation & Implementation Report, Report 3439/24, Sally McIntyre.

S. McIntyre reviewed the ongoing job evaluation process at MVCA. She noted the 6 positions that were evaluated: Biologist, Environmental Planner, Regulations Officer, Site Supervisor, Stewardship Coordinator and Treasurer. The review process involves the MVCA management team and a third-party advisor, Joanne Glaser from Cornerstone to ensure transparency and fairness. J. Glaser’s report will be tabled with the committee in-camera.

3. Salary Review, Report 3440/24, Sally McIntyre & Stacy Millard.

S. McIntyre described the market review process. The process includes comparing MVCA positions with those of similar organizations to ensure fair compensation. She highlighted that organizations with engineering and dam operations were included in the comparison. She noted that the City of Ottawa provided valuable feedback on comparable jobs within the organization.

The committee moved into in-camera discussions for items 2 and 3.

FAAC24/09/30 - 3

MOVED BY: M. Souter

SECONDED BY: R. Huetl

Resolved, That the Finance and Administration Advisory Committee move to in-camera session for discussion of the following matter:

- **Labour relations or employee negotiations.**

And further resolved, That:

- **Sally McIntyre remain in the room**

“CARRIED”

FAAC24/09/30 - 4

MOVED BY: P. Kehoe

SECONDED BY: R. Huetl

Resolved, That the Finance and Administration Advisory Committee move out of in-camera discussions.

“CARRIED”

FAAC24/09/30 - 5

MOVED BY: M. Souter

SECONDED BY: R. Huetl

Resolved, That the Finance and Administration Advisory Committee recommend the Board of Directors approve the changes in job ratings as recommended.

“CARRIED”

J. Mason explained that there is agreement that the Executive Committee will work with Cornerstone to review management compensation. Recommendations will be tabled with the Finance and Administration Advisory Committee prior to elevation to the Board of Directors. S. McIntyre noted that an affordable proposal from Cornerstone has been received.

FAAC24/09/30 - 5

MOVED BY: P. Kehoe

SECONDED BY: M. Souter

Resolved, That the Finance and Administration Advisory Committee recommend the Board of Directors appoint the Executive Committee to review management compensation.

“CARRIED”

4. Review of Compensatory Benefits, Report 3441/24, Stacy Millard.

S. Millard explained that the MVCA will be conducting a full scope review of benefits. Benefits information and employee manuals from similar organizations have been obtained for review.

J. Atkinson asked if the review is internal or if a consultant will be assisting in the process. S. McIntyre responded that there is no plan for support on this review. MVCA may seek advice on issues of complexity but are not looking to expend additional funds at this time.

5. Proposed 2025 Budget Assumptions, Report 3442/24, Sally McIntyre & Stacy Millard.

S. McIntyre discussed the proposed budget assumptions for 2025. She explained that MVCA looks to the City of Ottawa for budget direction including: rate of growth, the operating levy increase and capital levy increase. The proposed capital increase was tabled with the Board of Directors as part of the 10-year Capital Plan and Schedule of Capital Levy Increases. MVCA typically looks at the August rate of CPI to inform staff wage increases. She noted that an FTE was being deleted to ease the impact of continued phasing of workforce plan adjustment onto the levy. S. Millard reviewed the budget impact by municipality including operating and capital levy increases. She noted the total increase to the Municipal Levy would be 7.1%.

J. Mason commented that the executive committee will be reviewing management salaries, and asked if this will potentially affect the workforce plan adjustment. S. McIntyre confirmed. She explained that the results from the management compensation review will be tabled alongside the draft budget will at the Finance and Administration Advisory Committee meeting in November where members can make an informed decision on the recommendation to the Board of Directors. J. Mason commented that the proposed budget assumptions are uncertain, and there is potential for changes.

M. Souter asked if the reduction in payroll by 1.0 FTE for the amount of \$105,000 could be used to offset any future financial implications. S. McIntyre responded that it would be a decision of the Executive Committee and the Board of Directors. J. Mason highlighted that the budget assumptions provide direction to staff in the creation of the draft budget. R. Kidd asked for clarification on what motion is being passed. J. Mason clarified that the Finance and Administration Advisory Committee sends a recommendation to the Board of Directors to approve a set of assumptions that provide the envelope in which MVCA staff create a budget.

R. Kidd commented that he does not support the recommendations. He expressed concerns about the 4.4% increase in operating budget and suggested that the goal should be to lower this amount. He noted that it is difficult to justify a 4.4% increase without seeing the draft budget.

J. Mason asked members of the committee to vote on the motion. Committee members in favour include: J. Mason, R. Huetl, J. Atkinson, M. Souter and P. Kehoe. R. Kidd was opposed.

MOVED BY: J. Atkinson

SECONDED BY: R. Huetl

Resolved, That the Finance and Administration Advisory Committee recommend the Board of Directors direct staff to develop the 2025 Budget and related documents in accordance with the following parameters:

- 1. An increase of 2.9% plus assessment growth to the Operating Levy;**
- 2. An increase of 8.5% plus assessment growth to the Capital Levy;**
- 3. An assumed assessment growth rate of 1.5%.**
- 4. A cost of living increase to the 2024 Pay Scale of 2.0%; and**
- 5. A transfer \$64,664 onto the Municipal Levy for Workforce Plan Adjustments.**

“CARRIED”

6. Appointment of 2024 Auditor, Report 3443/24, Stacy Millard

S. Millard explained that at the Board of Directors cancelled the appointment of KPMG-Kingston as the 2024 auditor. She reviewed the procurement undertaken since, and recommended that MVCA use Baker Tilley REO for the 2024 Audit. She noted that Baker Tilley is local and undertakes the auditing process for both South Nation and Raisin Conservation Authorities.

J. Mason asks how the price of \$25,000, quoted by Baker Tilley, compares to MVCA’s previous auditor, Cross Street. S. Millard responded that Cross Street’s price was \$16,000 for the 2022 Audit. She noted that other Conservation Authorities are paying considerably more than \$16,000 for their audits. R. Kidd commented that the low price can be attributed to the auditor at Cross Street having years of previous experience with MVCA.

FAAC24/09/30 - 7

MOVED BY: P. Kehoe

SECONDED BY: R. Huetl

Resolved, That the Finance and Administration Advisory Committee recommend the Board of Directors appoint the firm Baker Tilley REO as the Authority’s auditor for the year 2024.

“CARRIED”

ADJOURNMENT

FAAC24/09/30 - 8

MOVED BY: P. Kehoe

SECONDED BY: J. Atkinson

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

“CARRIED”

The meeting adjourned at 11:01 a.m.

K. Hollington, Recording Secretary