

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

BOARD OF DIRECTORS MEETING

8 Sweetnam Drive, Stittsville

10:00 am

December 5, 2012

MINUTES

MEMBERS PRESENT:

M. Burnham, Chair;
J. Karau, Vice-Chair;
D. Abbott;
D. Black;
G. Code;
A. Gillis;
A. Jones;
R. Kidd;
G. Martin;
G. McEvoy;
A. Snider;
B. Sutcliffe;
P. Sweetnam.

MEMBERS ABSENT:

E. El-Chantiry;
W. Millar.

INVITED MEMBERS PRESENT:

L. Antonakos.

INVITED MEMBERS ABSENT:

E. Preston.

STAFF PRESENT:

P. Lehman, P. Eng., General Manager;
J. Sargeant, Secretary-Treasurer;
A. Broadbent, Information Technology
Supervisor;
C. Craig, Project Manager;
M. Craig, Manager, Planning & Regulatory
Services;
R. Fergusson, Operations Supervisor;
S. McFarlane, Community Relations Coordinator;
G. Moutenay, Water Management Supervisor.

The Chairman called the meeting to order at 10:00 a.m. Mr. Sweetnam welcomed the Board of Directors to Stittsville and invited everyone to Cabotto's Restaurant following the meeting for the annual Christmas luncheon. Mr. Sweetnam also thanked John Sweetnam for offering the NLP Learning Centre to hold the meeting.

BUSINESS:

1. Minutes – Board of Directors Meeting – October 17, 2012

B12/05/12-1

MOVED BY: J. Karau

SECONDED BY: P. Sweetnam

Resolved, That the Minutes of the Mississippi Valley Board of Director's Meeting held October 17, 2012 be received and approved as printed.

“CARRIED”

2. Minutes – Finance and Administration Advisory Committee – November 21, 2012

Mrs. Sargeant highlighted the discussion held at the Finance and Administration Advisory Committee meeting regarding member per diems and allowances. She noted that, to date, the Ontario Municipal Board (OMB) had not responded to the 2012 request for an increase in member per diems and allowances. She outlined the additional information that was submitted at the request of the OMB and Mr. Gillis pointed out that a lengthy letter was submitted to the OMB in February responding to their request for justification for the increase. Mrs. Sargeant noted that there is a requirement in the *Conservation Authorities Act* to obtain OMB approval to increase per diems and mileage for members of the Conservation Authority. However, she pointed out that a number of conservation authorities ignore the requirement to obtain OMB approval.

Mrs. Sargeant pointed out that the members of the Finance and Administration Advisory Committee agreed to recommend to the Board of Directors the following:

*“Whereas, no response has been received from the Ontario Municipal Board with regard to per diem and mileage increases for 2012, and
Whereas, the funds have been included in the 2012 budget,
Therefore Be It Resolved, That the increase in per diems and mileage requested in 2012 be approved by the Administration and Finance Committee as recommended for 2012 and be implemented effective January 1, 2012.”*

Mrs. Sargeant noted that the per diems would increase from \$60.00 to \$65.00; \$120.00 to \$130.00 and the Chair Honorarium from \$1,000.00 to \$1,500.00. Mileage would be reimbursed at the federal government rate for Ontario. She noted that if the Board of Directors agree with the recommendation then retroactive payments will be made to all members for meetings attended in 2012.

Mrs. Sargeant commented on the insurance presentation made at the Finance and Administration Advisory Committee meeting. She noted that since the meeting, discussions with the insurance company have indicated that MVCA may want to reconsider having replacement value coverage on the existing office and workshop. She noted that with replacement coverage, a loss at the office or workshop would require rebuilding in the same location in order to get anything from insurance. With construction already started on a new

office, she noted that rebuilding in the same location in the event of a loss may not be desirable. She noted that an updated appraisal is currently being completed for the Lanark site and the insurance company has requested a copy of the appraisal to use for arriving at agreed value if the Authority wishes to change from replacement coverage to agreed value coverage.

It was the general consensus that the appraisal be forwarded to the insurance company upon completion and that the matter be reviewed again by the Finance and Administration Advisory Committee before changing the coverage from replacement coverage to agreed value.

B12/05/12-2

MOVED BY: P. Sweetnam

SECONDED BY: J. Karau

Resolved, That the Minutes of the Mississippi Valley Finance and Administration Committee Meeting held November 21, 2012 be received and the recommendations contained therein approved.

“CARRIED”

B12/05/12-3

MOVED BY: R. Kidd

SECONDED BY: A. Jones

Resolved, That the Finance and Administration Advisory Committee ensure appropriate insurance coverage for the existing office building in Lanark following discussions with the insurance company.

“CARRIED”

3. **Minutes – Office Building Committee Meeting – December 4, 2012**

There was an update on the process to be followed for the purchase of office furniture for the new administrative office. Mr. Kidd suggested that purchasing all new furniture may be cheaper than trying to use old furniture. It was noted that any company can provide a quotation on office furniture.

There was a discussion on the turning lanes at the new office. Mr. Lehman noted that the Town of Carleton Place has not made a decision on whether to participate in the cost of turning lanes. He noted that additional information is being obtained from McIntosh Perry to determine whether turning lanes will serve the requirements of the Town of Carleton Place and Mr. Southwell. It was also noted that MVCA already has its Entrance Permit so capacity for the Conservation Authority is not an issue.

Mr. Burnham pointed out that if the turning lanes are to be installed, the process needs to be initiated as soon as possible so that the work can be completed before the construction project is completed. He noted that the Office Building Committee will be setting a deadline for a decision on turning lanes from the Town of Carleton Place and Mr. Southwell as soon as information regarding maximum capacity is obtained from the Consultant.

A number of members stressed that the Conservation Authority will not participate in costs for turning lanes if they are not installed during the project. Costs for future installation would be absorbed by the adjoining landowners.

Mr. Karau clarified his comments at the Finance and Administration Advisory Committee meeting with regard to a wetlands study in the watershed. He noted that a study of wetlands would give staff and members the information they need to better consider critical wetlands as green infrastructure. He noted that his comments stressed the importance of gaining a better understanding of wetlands that are critical for protecting water availability in a changing climate before recommending which additional classes of wetlands or critical areas may warrant protection. It was noted that the minutes will be revised to clarify his comments.

B12/05/12-4

MOVED BY: G. Code

SECONDED BY: A. Jones

Resolved, That the Minutes of the Mississippi Valley Office Building Committee Meeting held December 4, 2012 be received and the recommendations contained therein approved.

“CARRIED”

4. Proposed Revisions to Planning Advisory and Regulation Fees Schedule

Staff Report #2705/12 regarding planning advisory and regulation fees was reviewed and discussed. It was noted that the Board of Directors suggested, in 2011, that the Planning Advisory and Regulation Program Fee Schedule be updated by the consumer price index (CPI) on an annual basis. The CPI for October 2012 increased by 1.0 % from October 2011. The three Conservation Authorities (MVC, RVCA and SNC) have attempted to harmonize fees and the level of service as much as possible. Following discussions with staff of the three Conservation Authorities it was recommended that the program fees be increased by 2% which is consistent with the Rideau Valley and South Nation Conservation Authorities. It was noted that there are also some minor adjustments in fees associated with Property Inquiries and Category I – Technical Report Reviews to improve consistency with the RVCA and SNC.

Mr. Craig noted that the proposed Fee Schedules have been circulated to municipal staff for comment and it has been posted on the MVC website.

Mr. Sweetnam commented on the cost for a hearing and suggested that overall fees for Section 28 applications be increased to cover hearing costs. Mr. Lehman noted that individuals have a right to a hearing and advice from the MVC lawyer may be necessary to ensure that the Authority does not interfere with that right.

B12/05/12-5

MOVED BY: A. Jones

SECONDED BY: B. Sutcliffe

Resolved, That the proposed 2013 Fee Schedules be approved for implementation.

“CARRIED”

5. Proposed Amendments to Regulation 153/06

Staff Report #2707/12 outlining amendments to Ontario Regulation 46/11 – Update to MVC Development, Interference with Wetlands and alterations to Shorelines and Watercourses Policies was reviewed briefly. Mr. Craig noted that the amendments do not change MVC’s mandate or jurisdiction. It is simply a housekeeping item that delegates approving a certain class of permits. The amendments apply to all conservation authorities across the Province.

B12/05/12-6

MOVED BY: J. Karau

SECONDED BY: P. Sweetnam

Resolved, That the Staff Report #2707/12 be received and that the proposed changes (#1-3) be approved and that staff be directed to update the MVC’s Development Interference with Wetlands and Alterations to Shorelines and Watercourses Policies.

“CARRIED”

6. Update to MVC Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Policies

B12/05/12-7

MOVED BY: A. Snider

SECONDED BY: J. Karau

Whereas an ‘amending’ regulation to the individual Conservation Authorities Act Section 28 ‘Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation’ has been prepared in conformity with the provisions in Section 28 of the Conservation Authorities Act and the amended Ontario Regulation 97/04;

THEREFORE BE IT RESOLVED THAT the Mississippi Valley Conservation Authority adopts the subject ‘amending’ regulation that will amend the individual Conservation Authorities Act Section 28 ‘Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation’; O. Reg (153/06)

AND THAT the said ‘amending’ regulation be submitted to the Ministry of Natural Resources for consideration by the Minister of Natural Resources for the Minister’s approval.

“CARRIED”

7. 2012 Budget Update and 2013 Draft Budget

Mr. Lehman commented on the 2013 draft budget attached to Staff Report #2708/12. He noted that Table 1 provides a description of the significant budget pressures which have resulted in changes from the 2012 Budget while Table 2 provides a summary of the impact which the changes will have on the general benefitting municipal levy. The total Operating and Capital municipal levy included in the 2013 Draft Budget is \$2,366,055 as compared to \$2,276,144 in 2012. The amount represents \$4.85 per \$100,000 of assessment as compared to \$4.76 in 2012 which is an increase of 1.9%. It was also noted that the Draft Budget includes a capital project levy of \$312,000 for the new office as compared to \$300,000 in 2012. The increase is recommended to move the project levy towards the \$344,000 which will be required for debt financing by 2014.

In response to a question regarding payment for the new office, Mr. Lehman noted that no decision has been made with regard to the amortization period for the new office. Mr. Kidd noted that the debt can be carried for 30 years and suggested that the Authority consider 30 years if it is available through the debenture.

B12/05/12-8

MOVED BY: B. Sutcliffe

SECONDED BY: A. Jones

Resolved, That the 2013 Draft Budget be circulated to member municipalities for comment.

“CARRIED”

8. Ontario Regulation 153/06 Permits

B12/05/12-9

MOVED BY: A. Jones

SECONDED BY: B. Sutcliffe

Resolved, That the Board of Directors approve Permit Nos. W12/109, W12/110, W12/115, W12/116, W12/117, W12/118, W12/123, W12/124, W12/125, W12/126, W12/127, W12/129, W12/130, W12/131, W12/132, W12/133, W12/134, W12/135, W12/136, W12/138.

“CARRIED”

9. Christmas Season Office Hours

B12/05/12-10

MOVED BY: G. Code

SECONDED BY: A. Jones

Resolved, That the Mississippi Valley Conservation Administration Office be closed for the Christmas season December 27 to December 31, 2012 inclusive.

“CARRIED”

10. 2013 Meeting Schedule

The tentative meeting schedule for the Board of Director meetings for 2013 was agreed to as follows:

45th Annual Meeting – February 20, 2013
March 20, 2013
April 17, 2013
May 15, 2013
Board of Directors Tour – June 19, 2013 (all day)
July 17, 2013
September 18, 2013
October 16, 2013
Annual Christmas Meeting/Luncheon – December 4, 2013

11. Watershed Conditions Report

Mr. Mountenay circulated Staff Report #2711/12 providing current watershed conditions as of November 26, 2012. He commented on reservoir conditions, snow courses, low water response team activities and the long range outlook.

12. Septic System Program Delivery Brochure

Mr. Lehman commented on the Septic System Program Delivery brochure attached to the agenda. He advised that two health units have ceased delivering septic programs on behalf of municipalities. As a result, the Mississippi/Rideau Septic System office would like to circulate the brochure to watershed municipalities to let them know that there are alternatives available for septic program review at the conservation authority. He noted that the Mississippi/Rideau Septic System office provides a good level of service for septic reviews and re-inspections with competitive fees and good turnaround time.

Mr. Kidd expressed concern with the septic system program in his municipality. Mr. Martin commented on the importance of the re-inspection program in his municipality.

ADJOURNMENT

The meeting was adjourned at 11:15 a.m.

B12/05/12-11

MOVED BY: A. Gillis

SECONDED BY: A. Snider

Resolved, That the Mississippi Valley Board of Director's Meeting be adjourned.

“CARRIED”