

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

BOARD OF DIRECTORS MEETING

Mill of Kintail Gatehouse

MINUTES

December 7, 2011

MEMBERS PRESENT:

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

INVITED MEMBER PRESENT:

E. Preston.

INVITED MEMBER ABSENT:

L. Antonakos.

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.

The Chairman called the meeting to order at 10:00 a.m.

BUSINESS:

1. Approval of Minutes – October 19, 2011

B12/07/11-1

MOVED BY: E. El-Chantiry

SECONDED BY: A. Gillis

Resolved, That the Minutes for the Board of Directors meeting held October 19, 2011 be received and approved as printed.

“CARRIED”

2. Minutes – Finance & Administration Advisory Committee Meeting – November 23, 2011

B12/07/11-2

MOVED BY: A. Jones

SECONDED BY: W. Millar

Resolved, That the Minutes for the Finance and Administration Advisory Committee meeting held November 23, 2011 be received.

“CARRIED”

3. Minutes – Office Building Committee Meeting – November 30, 2011

B12/07/11-3

MOVED BY: G. Code

SECONDED BY: P. Sweetnam

Resolved, That the Minutes for the Office Building Committee Meeting held November 30, 2011 be received.

“CARRIED”

4. Proposed Revisions to Planning Advisory and Regulation Fees Schedule

Staff Report #2656/11 regarding the Planning Advisory and Regulation Program Fee Schedule was reviewed and discussed. It was noted that the Finance and Administration Advisory Committee has recommended that the current fee schedule be increased by 7% to reflect the consumer price index since 2008. Mr. Craig noted that the change is consistent among all three eastern Conservation Authorities (Mississippi, Rideau and South Nation). He noted that City of Ottawa staff and the development community have indicated that consistency among the Conservation Authorities is important to the credibility of the service provided within the City of Ottawa. It also ensures that the same level of service is being provided by all the eastern Conservation Authorities. Mr. Craig noted that a hearing fee of \$150.00 is also proposed in the revised fee schedule to cover administration costs similar to the Ontario Municipal Board.

Mr. El-Chantiry suggested that the fee schedule be increased every year based on the consumer price index. He noted that a modest increase every year may be easier to justify than a larger increase every third or fourth year.

It was noted that the Finance Committee has requested a review of fees and services to ensure full cost recovery where possible. Mr. Kidd also pointed out that the other part of cost recovery is cost control. He noted that the Board of Directors is responsible to ensure that costs are reviewed and controlled.

B12/07/11-4

MOVED BY: A. Gillis

SECONDED BY: B. Sutcliffe

Resolved, that the proposed Fee Schedules A, B and C be approved for implementation.

“CARRIED”

5. 2012 Draft Budget

Mr. Lehman commented on Staff Report #2657/11 along with the 2012 Draft Budget. He noted that the Draft Budget must be accepted for circulation to member municipalities' for comments prior to it being considered for approval at the Board of Directors meeting scheduled for February 2012.

Mr. Lehman commented on the significant budget pressures as follows:

Inflationary Expenses	\$14,100
Strategic Plan	\$10,000
2012 salary adjustments	\$65,700
Asset Management Plan	\$5,000
Comp. Plan implementation	\$40,000
Pension Plan changes	\$24,000
SWP support reduction	\$8,700
Flood Risk Mapping updates	
- City of Ottawa	\$10,000
- Mississippi Lake	\$3,333
Vehicle purchase(s)	\$20,000
WECI Projects	(\$24,500)
Revenue increases	(\$9,100)
Sub-total	\$162,233

Mr. Lehman noted that the total increase in municipal levy for 2012 to fund the budget pressures as presented is \$162,233.00. He recommended that the unrestricted surplus be used in 2012 to help phase in 50% of the compensation plan in the amount of \$32,000.00, along with the strategic plan in the amount of \$10,000.00. He noted that, with the use of unrestricted surplus, the actual levy increase would be \$120,245.00. The total (Operating and Capital) municipal levy included in the 2012 Draft Budget is \$2,276,144.00 as compared to \$2,155,899.00 in 2011 which represents \$4.76 per \$100,000.00 of assessment across the watershed.

There was a discussion regarding the municipal portion of the Mississippi Lake Flood Risk Mapping Project. It was noted that the portion for each municipality will be determined by the amount of shoreline in the municipality. Mr. Kidd advised that the municipalities should be given firm numbers before they have to agree to contribute something.

Mr. Gillis requested that the 2012 Draft Budget be forwarded to the municipalities as soon as possible so that they have firm levy figures to include in municipal budgets for 2012.

In response to a question, Mr. Lehman explained that the overall increase in municipal levy is 5.6%. He noted that the Conservation Authority does not budget on assessment growth. The 1.4% growth in assessment does not benefit the Conservation Authority the way it does for the municipalities.

B12/07/11-5

MOVED BY: A. Snider

SECONDED BY: W. Millar

Resolved, That the 2012 Draft Budget be circulated to member municipalities for comment.

“CARRIED”

6. Ontario Regulation 153/06 Permits

B12/07/11-6

MOVED BY: E. El-Chantiry

SECONDED BY: G. McEvoy

Resolved, That the Board of Directors approve Permit Nos. W11/40, W11/42, W11/44, W11/83, W11/98, W11/117, W11/119, W11/120, W11/125, W11/127, W11/129, W11/131, W11/134.

“CARRIED”

7. Members Per-Diem and Expense Allowance

Mrs. Sargeant advised that in order to request an increase in members' per diems and allowances for the year 2012, a resolution is required from the Board of Directors. In 2011, a per diem of \$60.00 for one meeting and \$120.00 for two meetings in one day or for attendance on MVC business was approved by the Ontario Municipal Board (OMB). An annual honorarium was also approved for the Chair in the amount of \$1,029.00. Mileage was approved at \$0.52 per kilometer. Mrs. Sargeant advised that the Finance and Administration Advisory Committee has recommended \$65.00 for one meeting, \$130.00 for a full day or two meetings on the same day and that the Chairman's honorarium be increased to \$1,500.00.

With regard to the mileage rate, Mr. El-Chantiry recommended that the annual increase be equal to the federal government rate for Ontario.

B12/07/11-7

MOVED BY: E. El-Chantiry

SECONDED BY: R. Kidd

Resolved, That the per diem allowances for members of the Authority be increased effective January 1, 2012 to reflect the following:

- 1. A per diem allowance of \$65.00 for attendance at meetings of the Authority or Special Purposes Committees;**
- 2. A per diem allowance of \$130.00 for time spent on business of the Authority when such time is spent on the said business under the direction of the Board of Directors or when more than one meeting of the Authority or Special Purpose Committees is held on the same day;**
- 3. A travelling allowance equal to the federal government rate for Ontario for the round trip for necessary travelling in conducting business of the Authority under the direction of the Board of Directors;**
- 4. Actual cost of meals, lodging, public transportation and conference fees when such costs are necessarily incurred in the conduct of business of the Authority under the direction of the Board of Directors; and further,**

Resolved, That an annual honorarium of \$1,500.00 be paid to the Chair of the Authority; and further,

Resolved, That staff be authorized and directed to request Ontario Municipal Board approval of the above changes.

“CARRIED”

8. Presentation of Administration Office Preliminary Design Concept

Ralph Vandenberg presented the conceptual site layout, site plan and floor plan design for the new administrative office.

In response to a question regarding external washrooms requested by the Town of Carleton Place, Mr. Lehman noted that staff will be meeting with Paul Knowles in the near future to discuss the washrooms and whether it is advisable to construct washrooms when plans for the park have not been finalized.

There was a discussion regarding LEED certification for the new building. Mr. Burnham pointed out that the Office Building Committee members feel that it would be financially responsible to spend money on green features as opposed to paperwork for LEED's certification.

There was a discussion regarding the proposed parking in front of the building along Highway 7. Mr. Burnham noted that the parking lot could be an example of how to handle storm water. A number of members commented on the importance of perception along Highway 7 and recommended that the parking be on the back of the building. It was also suggested that visitor parking could be on the front of the building with day to day staff parking at the back of the building.

Mr. Lehman noted that staff have reviewed the design layout. The next step will be to take recommendations back to the architect with acceptance of a preliminary design by the end of the year or early January.

Mr. Burnham suggested that the Board of Directors authorize the Office Building Committee to sign off on the final design concept plan so that the process is not held up waiting for a Board of Directors meeting in February.

B12/07/11-8

MOVED BY: E. El-Chantiry

SECONDED BY: G. Martin

Resolved, That the Board of Directors authorize the Office Building Committee to sign off on the final design concept plan for the new administrative office.

“CARRIED”

9. Property Acquisition

B12/07/11-9

MOVED BY: A. Jones

SECONDED BY: D. Abbott

Resolved, That the Board of Directors move into closed session to discuss potential property acquisition negotiations.

“CARRIED”

B12/07/11-10

MOVED BY: A. Jones

SECONDED BY: B. Sutcliffe

Resolved, That the Board of Directors move out of closed session.

“CARRIED”

B12/07/11-11

MOVED BY: A. Jones

SECONDED BY: B. Sutcliffe

Resolved, That a Property Acquisition Committee be formed to review potential property acquisitions in the watershed, and further

Resolved, That Doug Black, Gerry Martin, Duncan Abbott and the Chairman and Vice-Chairman sit on the committee.

“CARRIED”

10. Christmas Season Office Hours

B12/07/11-12

MOVED BY: P. Sweetnam

SECONDED BY: G. Code

Resolved, That the Mississippi Valley Conservation Administration Office be closed for the Christmas season from December 27, 2011 to December 30, 2011 inclusive.

11. Correspondence

A letter from Randy Hillier, M.P.P. for Lanark-Frontenac-Lennox and Addington was reviewed.

A planning letter from Cross Street & Company for the 2011 year end audit was reviewed.

12. 2012 Meeting Schedule

The 2012 meeting schedule was presented as follows:

February 22, 2012 – 44th Annual Meeting
March 21, 2012 – Board of Directors Meeting
April 18, 2012 – Board of Directors Meeting
May 16, 2012 – Board of Directors Meeting
June 20, 2012 – Board of Directors Tour
July 18, 2012 – Board of Directors Meeting
September 19, 2012 – Board of Directors Meeting
October 17, 2012 – Board of Directors Meeting
December 5, 2012 – Board of Directors Meeting/Luncheon

13. Other Business

B12/07/11-13

MOVED BY: R. Kidd

SECONDED BY: G. McEvoy

Resolved, That the MVCA Board of Directors support Conservation Ontario's submission to the Environmental Board of Review posting that Conservation Authorities be added to the list of eligibility to the Micro Fit Program and that our member municipalities be asked to support this position by way of resolution.

“CARRIED”

ADJOURNMENT

The meeting was adjourned at 12:35 p.m.

B12/07/11-14

MOVED BY: A. Jones

SECONDED BY: W. Millar

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

“J. Sargeant, Recording Secretary

M. Burnham, Chairman”