

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

46th ANNUAL MEETING

Mississippi Valley Conservation Centre
Carleton Place

MINUTES

February 19, 2014

MEMBERS PRESENT:

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

MEMBERS ABSENT:

E. El-Chantiry;
R. Sutcliffe.

INVITED MEMBERS PRESENT:

L. Antonakos.

STAFF PRESENT:

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

OTHERS PRESENT:

L. Hudson, Lanark County Municipal Trails
Corporation;
S. McGlade, Cross Street & Company.

BUSINESS:

1. Minutes – Board of Directors Meeting – December 4, 2013

B02/19/14-1

MOVED BY: A. Jones

SECONDED BY: J. Karau

Resolved, That the Minutes of the Mississippi Valley Conservation Authority Board of Directors meeting held on December 4, 2013 be received and approved as printed.

“CARRIED”

2. Minutes – Office Building Committee Meeting – February 6, 2014

B02/19/14-2

MOVED BY: A. Jones

SECONDED BY: J. Karau

Resolved, That the Minutes of the Mississippi Valley Conservation Authority Office Building Committee meeting held on February 6, 2014 be received.

“CARRIED”

3. Business Arising From the Minutes

Mr. Gillis questioned where the responsibility lies for the additional costs required as a result of noise in the atrium. It was noted that manufacturers, distributors and installers have all been in discussions with staff to resolve the issue. Staff are insisting that the issue be rectified as part of the construction cost. Mr. Burnham pointed out that the construction management team gets a percentage of the savings so the expense to resolve the issue will reduce the percentage owing to the construction team.

4. 2013 Financial Statements

Mrs. Sargeant presented the Statement of Operations and Mr. McGlade commented on the Auditor’s Report, the Statement of Financial Position, the Statement of Net Assets and the Notes to the Financial Statements. There was a discussion on the handling of cash donations totaling approximately \$6,000 to \$8,000/year at the Mill of Kintail, Purdon and Morris Island Conservation Areas. It was recommended that two people should be present to empty donation boxes whenever possible to protect both the staff and the Conservation Authority.

B02/19/14-3

MOVED BY: A. Jones

SECONDED BY: G. Code

Resolved, That the audited Financial Statements for the period ended December 31, 2013 be received, and further,

Resolved, That the Financial Statements for the period ended December 31, 2013 be adopted.

“CARRIED”

5. Elections of Officers for 2014

B02/19/14-4

MOVED BY: A. Gillis

SECONDED BY: R. Kidd

Resolved, That Steve McGlade be appointed as Chairman for the Election of Chairman for 2014.

“CARRIED”

B02/19/14-5

MOVED BY: A. Gillis

SECONDED BY: G. McEvoy

Resolved, That Cliff Craig and Suzanne McFarlane be appointed to serve as Scrutineers in the event of an election.

“CARRIED”

Mr. Sweetnam nominated John Karau for the position of Chairman of the Conservation Authority for 2014.

Mr. McEvoy nominated Mark Burnham for the position of Chairman but Mr. Burnham declined the nomination.

Mr. McGlade asked three times for further nominations.

B02/19/14-6

MOVED BY: M. Burnham

SECONDED BY: G. Code

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

“CARRIED”

Mr. Karau agreed to stand for the position of Chairman and was duly elected by acclamation.

Mr. Burnham nominated Duncan Abbott for the position of Vice-Chairman of the Conservation Authority for 2014. Mr. Karau asked three times for further nominations.

B02/19/14-7

MOVED BY: M. Burnham

SECONDED BY: G. Code

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

“CARRIED”

6. Appointment of Auditors for 2014

B02/19/14-8

MOVED BY: M. Burnham

SECONDED BY: G. Code

Resolved, That the firm of Cross Street & Company be engaged as the Authority’s Auditor for the year 2014.

“CARRIED”

7. 2014 Budget & Work Plan

Mr. Lehman advised that the 2014 Draft Budget was circulated to the watershed municipalities in January and no comments have been submitted to the Conservation Authority.

Mr. Lehman commented on the Mississippi-Rideau Vulnerability Assessment Project. He noted that the budget includes \$30,000 from general surplus which was budgeted and not spent in 2013 to support the project.

The 2014 Levy breakdown by municipality was reviewed and discussed. Mr. Lehman noted that the increase in levy for 2014 is \$87,500.

Mrs. Code noted that the Township of Drummond/North Elmsley is not shown on the Watershed Map included with the budget.

Mr. Martin pointed out that his Township has data which has been collected and submitted to the Bancroft District. He agreed to provide the data to the Conservation Authority.

Mr. Martin questioned whether the Authority has access to Farm Lake. Mr. Mountenay noted that the Authority has an easement across private property to get to the dam.

Mr. Karau noted that the 2014 Budget and Work Plan is very thorough. He noted that staff are available to do presentations on any component of the budget during the year if members wish to have additional information on proposed work.

B02/19/14-9

MOVED BY: M. Burnham

SECONDED BY: G. Code

Resolved, That the total 2014 Operating and Capital expenditure in the amount of \$3,603,050 be approved; and furthermore,

Resolved, That the total 2014 Administration levy to be apportioned on a general benefiting basis be in the amount of \$2,453,553.

“CARRIED”

8. Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Policies

Mr. Craig commented on Staff Report #2760/14 . It was noted that the Board of Directors is being asked to consider approval of proposed revisions to the *MVCA Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Policies* as attached to the Staff Report. At the November 26, 2013 meeting of the Policy and Priorities Committee proposed changes to the Regulation Policies were reviewed and adopted for public review and comment. The policies were last updated by the Board of Directors in May 2010. It was noted that staff included the following recommendations for consideration:

- 1) Housekeeping changes to existing flood plain policies.
- 2) Updating the definitions section of the document.
- 3) New wetland policies.

The housekeeping update to the floodplain policies is a result of staff identifying a number of revisions that are required to provide for greater clarification to the document. Staff also identified numerous definitions that were not included in the 2010 update. A number of additional definitions are required to clarify the proposed wetland policies. The wetland policies have been developed in partnership with the Rideau Valley and South Nation Conservation Authorities. MVCA has been regulating wetlands since 2006 without specific policies which results in many challenges for staff and landowners. The focus of the policies is to address requirements established in Section 28 of the *Conservation Authorities Act*.

The notification of the changes included:

- Posting of the draft policy document on the MVCA website (December 9, 2013 to January 31, 2014)
- Direct notification to consulting firms advising of the the posting (December 9, 2013)
- Circulation to neighbouring Conservation Authorities

Minor wording changes were included to the wetland policies due to recent suggestions by partner Conservation Authorities. No other comments were received.

It was resolved by the Policy & Priorities Committee that the revised policy document be recommended to the Board of Directors for approval after external circulation. The Policies are available by contacting staff at the office or on the MVCA web site at:

<http://www.mvc.on.ca/?p=3670>

B02/19/14-10

MOVED BY: G. Martin

SECONDED BY: A. Jones

Resolved, That the revised Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Policies be approved for implementation.

“CARRIED”

9. New Office Project Financing Status Report

Mr. Lehman commented on Staff Report #2761/14. It was noted that with completion of the new administration office most of the major expenditures related to the project have been completed or are in the process of being completed with the exceptions noted below:

- 1) Sale of the Lanark facility not completed and the potential sale proceeds cannot be confirmed.
- 2) Enbridge has indicated that it cannot complete the gas line extension at the present time and has issued a credit note for the capital contribution of \$76,580. A revised timeline and cost for the gas line has not been confirmed.
- 3) Construction of the auxiliary lanes has been completed.

Mr. Lehman referred to Table 1 (included with the staff report) providing a description of overall project expenditures to December 31, 2013 and current projections for project completion at a total cost of \$6,056,722.

Mr. Lehman explained that the total debt to be financed through a debenture with Infrastructure Ontario through the Town of Carleton Place would be \$4,640,000 over 25 years with all projected costs identified in Table 1 included in the total cost of the project. He noted that the most recent interest rate for a debenture is 3.9% which fluctuates weekly. He noted that the total cost also includes a contingency of \$66,000.00 in the amount to be financed. He recommended that the proceeds from the Lanark facility be placed in a reserve to finance eventual gas line installation and other long term building expenses. Mr. Lehman noted that the 2014 budget includes an annual financing expense of \$290,000 which will not be required until early 2015. The amount can be placed in deferred revenue to pay for the debenture in 2015.

B02/19/14-11

MOVED BY: M. Burnham

SECONDED BY: G. Code

Resolved, That Staff Report #2761/14 be received and that staff be authorized to secure a debenture through the Town of Carleton Place in the amount of \$4,640,000 to finance the new office project over a 25 year amortization period.

“CARRIED”

10. 2014 Committee Appointments

Staff Report #2762/14 regarding 2014 Committee Appointments was reviewed. It was noted that the special purpose committees for 2014 will remain the same as 2013 since membership has not changed, with the exception of the member from Addington Highlands. In accordance with Section 28 of the *Conservation Authorities Act*, MVCA is required to conduct a hearing of any application for permission made under the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation before permission is denied. The responsibility rests with the Board of Directors however; the power to conduct a hearing and render a decision can be delegated to an executive committee.

To facilitate a timely decision of any hearing, a Regulations Committee has been appointed to hear applications pursuant to Ontario Regulation 153/06 and render a decision on behalf of MVCA. The Regulations Committee consists of the Chair, Vice-Chair and five additional members from the Board of Directors.

B02/19/14-12

MOVED BY: P. Sweetnam

SECONDED BY: A. Gillis

Resolved, That the Mississippi Valley Conservation Authority hereby appoints the Chair, Vice-Chair, Eli-El-Chantiry, Alan Jones, Gail Code, Phil Sweetnam, Mark Burnham and Doug Black to the Regulations Committee to hear applications pursuant to Ontario Regulation 153/06, and furthermore;

Resolved, That the members of the Regulations Committee deliberate on the evidence presented at the hearing, and grant or deny such permission on behalf of the Mississippi Valley Conservation Authority and provide the applicant with reasons, in writing, thereof.

“CARRIED”

B02/19/14-13

MOVED BY: A. Jones

SECONDED BY: W. Millar

Resolved, That the Mississippi Valley Conservation Authority hereby appoints the Chair, Vice-Chair, Doug Black, Alan Jones, Gail Code, Phil Sweetnam, Mark Burnham and Bob Sutcliffe to the Office Building Committee.

“CARRIED”

In response to a question about how long the Office Building Committee will continue, Mr. Lehman suggested that once the sale of the Lanark facility is finalized and final expenses complete, there will be no requirement for the Committee to remain in existence. Mr. Burnham suggested that a new Committee be struck to deal with the proposed trails. It was also noted that the gas issue will need to be resolved.

Mr. Karau suggested that Mark Burnham continue to be the voting delegate for Conservation Ontario since he intends to serve as Vice-President of Conservation Ontario for 2014.

Mr. Sweetnam pointed out that the Vice-Chair position should be going to Conservation Ontario as well. Mr. Abbott noted that he is content with the current recommendation for alternate voting members.

B02/19/14-14

MOVED BY: G. McEvoy

SECONDED BY: P. Sweetnam

Resolved, That the Mississippi Valley Conservation Authority Board of Directors hereby appoints Mark Burnham as the voting delegate, John Karau as the first alternate and Paul Lehman as the second alternate to Conservation Ontario for 2014.

“CARRIED”

B02/19/14-15

MOVED BY: G. Code

SECONDED BY: D. Abbott

Resolved, That Louis Antonakos be an invited member to the Conservation Authority representing the Mississippi Valley Conservation Foundation for the year 2014.

“CARRIED”

B02/19/14-16

MOVED BY: M. Burnham

SECONDED BY: A. Gillis

Resolved, That Helen Yanch be appointed to the Finance and Administration Advisory Committee for 2014.

“CARRIED”

11. Mississippi Lake Flood Risk Mapping Update

Mr. Craig commented on Staff Report #2763/14 and noted that a floodplain mapping project of Mississippi Lake and Mississippi River from the Highway 7 Bridge to the Carleton Place Dam was initiated in 2013. LiDAR (Light Detection and Ranging laser technology) was used to derive a Digital Elevation Map (DEM). The high-quality DEM was suitable for “engineered” flood risk mapping of the study area. Mississippi Lake mapping was first completed in 1978 and the prepared

mapping represents an update to include additional stream flow and lake level data.

The hydrologic and hydraulic analyses and the topographic mapping were completed in accordance with the technical guidelines set out under the Canada-Ontario Flood Damage Reduction Program (FDRP), and the technical guide for the flood hazard delineation in Ontario (Natural Hazards Guide) as outlined by the Ontario Ministry of Natural Resources.

The major components of the project were noted and Mr. Craig noted that a tentative Open House for the public to review the mapping has been scheduled for March 27 at the Authority Office. The mapping and report will be reviewed by staff from MVCA and a formal presentation will be provided to the municipalities. A notable change is that the flood fringe elevation of the lake has increased from 135.6m to 135.7m. The change is consistent with the highest recorded elevation on the lake, recorded as 135.73m, during the spring of 1998. As a result of the increase, some additional properties will be subject to the flood fringe policies. It was noted that draft flood risk maps will be available on the MVCA website. The final flood risk maps will be presented to the Board of Directors for approval following the completion of the consultation process. Members were invited to review the mapping following the meeting.

There was a discussion regarding new properties in the floodplain or flood fringe as a result of the new mapping. It was agreed that, if additional consideration is required as a result of the Open House or subsequent applications, then they should be handled through a subsequent review of the policies by the Policy and Priorities Advisory Committee or through the Regulations Committee.

12. Ontario Regulation 153/06 Permits

A summary of Ontario Regulation 153/06 Permits for the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses up to February 12, 2014 was reviewed.

13. Watershed Conditions Update

Mr. Mountenay provided a slide presentation on where water levels sit at the present time across the river system compared to levels in January. He commented on the conditions that result in the buildup of frazil ice. He also commented on the snow course data being collected. He noted that there is the potential for above average flooding but that will also depend on how much rainfall occurs and how quickly the temperature goes up.

14. Other Business

Mr. Martin commented on a mock disaster day that township fire services has initiated. The mock disaster will be the failure of Mazinaw Lake Dam.

The meeting was adjourned at 3:30 p.m.

B02/19/14-17

MOVED BY: A. Jones

SECONDED BY: W. Millar

Resolved, That the Mississippi Valley Conservation Authority Board of Directors meeting be adjourned.

“CARRIED”

“J. Sargeant, Recording Secretary

J. Karau, Chairman”