

MISSISSIPPI VALLEY CONSERVATION AUTHORITY
BOARD OF DIRECTORS

Mississippi Valley Conservation Centre
Carleton Place

MINUTES

December 7, 2016

MEMBERS PRESENT:

J. Karau, Chair;
D. Abbott, Vice-Chair;
M. Burnham;
F. Campbell;
G. Code;
B. Doucett;
E. El-Chantiry;
J. Flynn;
A. Gillis;
J. Hall;
G. Martin;
J. Mason;
B. MacDonald;
G. McEvoy;
P. Sweetnam;
K. Thompson;
M. Wilkinson.

INVITED MEMBER ABSENT:

L. Antonakos.

STAFF PRESENT:

P. Lehman, P. Eng., General Manager;
J. Sargeant, Secretary-Treasurer;
A. Broadbent, Information Technology Supervisor;
M. Craig, Manager, Planning and Regulations;
A. Hewitt, GIS Specialist;
G. Mountenay, Water Management Supervisor;
J. Price, Director, Water Resources Engineering;
A. Playfair, Recording Secretary.

GUESTS PRESENT:

Mr. Karau called the meeting to order at 10:06 am.

BUSINESS:

1. Minutes – Board of Directors Meeting – October 19, 2016

Mr. Karau informed the meeting of a change in the minutes on page 7. It should read “Mr. Price advised members that the court decision was not stayed and that MVCA is bound by the law of the land which currently states the conservation authority cannot deny permits where there is no safe access.”

Mr. Sweetnam noted that in the last meeting it was stated that MVCA had not contributed to the Carp River Project. He noted MVCA may not have contributed financially but staff have extensive time on the project.

B12/07/16-1

MOVED BY: F. Campbell

SECONDED BY: M. Burnham

Resolved, That the Minutes of the Board of Directors meeting held October 19, 2016 be received and approved as amended.

“CARRIED”

2. Minutes – Administration and Finance Advisory Committee – November 29, 2016

B12/07/16-2

MOVED BY: E. El-Chantiry

SECONDED BY: A. Gillis

Resolved, That the Minutes of the Finance and Administration Advisory Committee meeting held November 29, 2016 be received.

“CARRIED”

3. Business Arising from the Minutes

B12/07/16-3

MOVED BY: P. Sweetnam

SECONDED BY: D. Abbott

Resolved, That \$8,000 be transferred to the IT Reserve in 2016.

“CARRIED”

B12/07/16-4

MOVED BY: J. Hall

SECONDED BY: E. El-Chantiry

Resolved, That \$24,000 be used from the Vehicles and Equipment Reserve in 2016.

“CARRIED”

B12/07/16-5

MOVED BY: A. Gillis

SECONDED BY: G. Martin

Resolved, That \$697,000 be transferred to the Water Control Structure Reserve in 2016.

“CARRIED”

B12/07/16-6

MOVED BY: J. Flynn

SECONDED BY: B. MacDonald

Resolved, That the 2017 Fee Schedule recommended by the Finance and Administration Advisory Committee be adopted effective January 1, 2017.

“CARRIED”

4. 2016 Budget Projections and 2017 Draft Budget

Mr. Lehman commented on Staff Report #2888/16. He noted that Table 1 attached to the report describes the Operating Budget pressures and associated impact on the municipal levy. The total (Administration/Maintenance and Capital) municipal levy included in the 2017 Draft Budget is \$2,709,155 as compared to \$2,622,605 in 2016. The variance in general levy from 2016 amounts to a total increase of \$86,550 (3.3%).

He informed members that the City of Ottawa had requested that the three conservation authorities assist in achieving an overall tax rate increase of less than 2% in 2017 by limiting any projected increase in levy. Staff have interpreted this as meaning 2% over the growth in assessment which, based on information received from the City of Ottawa was 1.3% while Current Value Assessment (CVA) data received from Ministry of Natural Resources and Forestry (MNRF) indicates total CVA across the watershed declined by 0.05% from 2016. This trend was similar to both the Rideau Valley Conservation Authority (RVCA) and South Nation Conservation (SNC). A limit of 3.3% or an increase of \$86,550 in the 2017 levy is therefore proposed to meet this target.

He also noted that the 2015 Budget had projected a deficit of \$30,000. Due to various staffing vacancies among other factors experienced throughout the year, a year-end surplus of approximately \$95,000 was realized in 2015. In an effort to stay within the budget direction from the City of Ottawa, the 2016 Budget proposed a carry-over of the 2015 surplus into 2016 to allow for a number high priority projects to be undertaken. Table 1 included in the staff report provides a description of the significant budget pressures being addressed as part of the 2017 draft Budget relative to both the 2015 and 2016 Budgets. In 2017 the WECI program will require an additional \$48,000 in levy over 2015. This additional levy was funded in 2016 from the 2015 surplus.

Mr. Lehman mentioned in 2017 the authority is proposing to install a parking meter at the Morris Island Conservation Area. The Mill of Kintail had a new parking meter installed and revenues have already recovered the cost of the meter.

In response to a question, Mr. Lehman explained the draft budget will be circulated to member municipalities and any comments will be brought back to the Board in February.

Mr. Karau noted he spoke to the general manager at the finance committee meeting and asked if all authority core responsibilities were being met. The general manager agreed that an assessment of the programs could be done and will come back to the finance committee with any potential shortfalls and what funding is available.

In response to a question, Mr. Lehman noted the quarterly reports will continue to be presented at board meetings as was done in 2016.

B12/07/16-7

MOVED BY: G. Code

SECONDED BY: M. Burnham

Resolved, That the 2017 Draft Budget be received and circulated to member municipalities for comment.

“CARRIED”

5. Huntley Creek Flood Plain Mapping Study

Mr. Price reviewed Staff Report #2889/16. He noted in co-operation with the City of Ottawa the Mississippi Valley Conservation Authority (MVCA) had completed a flood plain mapping study for Huntley Creek. Flood plain mapping had not been previously produced for Huntley Creek. It was determined to be a priority watercourse for the production of flood plain mapping due to its proximity to the City of Ottawa urban boundary, the high potential for future development within the watershed and the potential for the future expansion of the urban boundary to include the watershed.

He advised the hydrologic and hydraulic analysis and the flood plain mapping were completed in accordance with the standards found in *Technical Guide River & Stream Systems: Flooding Hazard Limit* (OMNR 2002). The accompanying engineering report documents the work completed for this project. The watershed area and study reach are shown in Figure 2.

Mr. Price mentioned the major components of the project were:

- Preparation of topographic mapping based on LiDAR (Light Detection and Ranging laser technology) flown in 2012 and 2014 DRAPE aerial photography;
- Hydrologic analysis to estimate flood discharges for various return periods at key points along the creek. This was completed employing the SWMHYMO hydrologic model;
- Hydraulic calculations using the HEC-RAS backwater program to estimate flood levels associated with the flood discharges;
- The delineation and plotting of flood lines on the topographic mapping to delineate areas that are susceptible to flooding during the Regulatory (1:100 year) flood event and definition of the Regulation Limit based on provincial standards.

Mr. Price informed members that an open house was held on September 28, 2016 at the Kanata Recreation Centre to show draft maps to the public. The technical steps involved in the mapping process were explained. How the flood maps are used by the MVCA and the municipalities was also discussed. Although a limited number of members of the public attended the open house, the information presented was generally well received and appreciated.

He noted a technical review of the report was completed by J. F. Sabourin and Associates Inc., under contract to the City of Ottawa, and comments were incorporated and addressed in the final report.

He explained the report provides the technical basis for the associated mapping defining areas subject to flood hazards along Huntley Creek, during a Regulatory (1:100 year) flood event. The mapping will also be made available to the City of Ottawa for updating Official Plan and Zoning Schedules and used in the review of other related *Planning Act* applications.

The end products of this project are:

1. The Huntley Creek Flood Plain Mapping Study dated November 2016

2. Flood risk limit lines in GIS format
3. The SWHYMO and HEC-RAS model files
4. The mapping schedules (12 flood plain maps)

Mr. Price mentioned the report will be available to the public upon request. The model files will be available to anyone who wishes to obtain them, subject to their accepting the standard “terms of use” that apply to the release of MVCA data and information. The flood risk lines (shape files) will be maintained in MVCA’s GIS system and will be made available to anyone according to our data sharing protocol. The documentation folder will be maintained at the MVCA office and made available to anyone wishing to inspect them.

Mr. Price noted this project was completed by MVCA’s water resources engineering and GIS personnel.

Ms. Mason asked for copies of the maps shown in the presentation. Mr. Price agreed to send the appendices.

B12/07/16-8

MOVED BY: E. El-Chantiry

SECONDED BY: D. Abbott

Resolved, That Staff Report #2889/16 be received, and furthermore;

Resolved, That the Board of Directors adopts the report *Huntley Creek Flood Plain Mapping Study* dated November 2016 and the associated GIS-based flood risk limit lines and flood plain maps as the delineation of areas along the Huntley Creek that are susceptible to flooding during the Regional flood standard as defined in Schedule 1 of Ontario Regulation 153/06, and furthermore;

Resolved, That the report and maps be used in the implementation of Ontario Regulation 153/06.

“CARRIED”

6. **Tay Valley Septic Inspection Agreement**

Mr. Lehman commented on Staff Report #2890/16. He noted the draft agreement with Tay Valley Township is to continue delivery of the Township’s Septic Approval and Re-inspection Programs for three years ending in 2020. MVCA in partnership with the Rideau Valley Conservation Authority have been delivering this program through the Mississippi-Rideau Septic System Office since 2004.

Mr. Lehman mentioned as a result of MVCA’s involvement in the program, inspection staff have also been able to deliver septic re-inspection services to the Township of North Frontenac, Township of Rideau Lakes and the Township of Drummond/North Elmsley.

Mr. Lehman noted the value of the conservation authorities delivering these programs is in providing an integrated approach to the protection of surface and groundwater resources. Malfunctioning septic systems are recognized as a potentially significant source of phosphorous and a threat to private water supplies. Promoting good design, construction and maintenance of private septic systems will be an important part of protecting drinking water sources and protection of the aquatic environment.

He mentioned the fee structure submitted in the proposal is intended to recover the cost of delivering these services which in 2016 was approximately \$75,000.

Mr. El-Chantiry asked if the municipality had an incentive for the landowners. He mentioned the City of Ottawa does and asked staff to look into how that works with the City. Mr. Lehman agreed to look into the different programs and the City of Ottawa's incentives and report back to the board.

Mr. Abbott commented that Mississippi Mills hesitancy of having mandatory inspections is that residents may not be able to afford to replace the failing systems, and the municipality does not have the finances to help all the residents to replace septic systems.

Mr. Martin noted North Frontenac follows up with MVCA for any residents that have not responded to their re-inspection letters for 3 years consecutively. The township notifies the Ministry of Environment and Climate Change of potential hazard.

Mr. Lehman noted that there is a proposal to amend the Ontario Building Code. If approved, septic tanks may require a mandatory pumping every 5 years, which may assist in locating failed septic systems. Mr. Burnham mentioned pumping septic tanks every 5 years could cause systems not to work properly especially if they are seasonal cottages. He noted Tay Valley council will be sending a letter rejecting the building code change. He also noted that when properties change hands one of the requirements is to answer how old your tank is and when it was last pumped, which this is another way of finding failed systems.

B12/07/16-9

MOVED BY: M. Burnham

SECONDED BY: B. Doucett

Resolved, That the Tay Valley Septic Inspection Agreement be received, and furthermore;

Resolved, That staff be authorized to execute the agreement with Tay Valley Township.

“CARRIED”

7. Application of Ontario Regulation 153/06 to Non-Provincially Significant Wetlands Implementation and Administration

Mr. Craig presented Staff Report # 2891/16. He noted in 2015, staff were directed to amend MVCA Regulation Policies for Board consideration following completion of an implementation strategy, to apply Ontario Regulation 153/06 to Non-Provincially Significant Wetlands. The implementation policy as approved is below:

Implementation Strategy

- 1) Communication and outreach (website etc.).
- 2) Consultation with municipal staff.
- 3) Circulation of draft regulations and screening mapping to municipalities.
- 4) Public open houses in different areas of the watershed.
- 5) Screening maps and draft policies available online.
- 6) An annual review of wetland inquires/permits and report to the Board of Directors.
- 7) Mapping updates beginning with the areas closest to development pressure.

He noted over the past several years, MVCA had completed a series of investigations into the vulnerability of the watershed and our water resources to changes in climate. Throughout this they have continued to engage our member municipalities to communicate the significance of these implications and identify potential adaptation measures. Maintaining the functions which wetlands provide in mitigating the impacts of extreme events such as flooding or drought, improving water quality as well as maintaining biodiversity and a healthy watershed ecosystem is consistently identified as the most effective measure available for us to maintain resiliency and adapt to changes in climate.

He advised the Ontario Ministry of Natural Resources and Forestry recently released a draft – Wetland Conservation Strategy for Ontario which establishes two key targets:

- 1. By 2025, Ontario's significant wetlands are identified and conserved to sustain essential ecosystem services.*
- 2. By 2030, the net loss of wetlands is halted in areas where wetland loss has been greatest.*

Mr. Craig noted while the Ministry identifies a variety of measures to achieve these targets, including improved science and information, it also recognizes that regulations under the *Conservation Authorities Act* are an important aspect of protecting non-provincially significant wetlands.

He also observed that the draft strategy further notes that wetlands across the province continue to be lost and most significantly in eastern Ontario.

. In response to recent concerns raised by member municipalities, MVCA staff have completed presentations to the following municipalities to provide further information:

- Drummond/North Elmsley
- Lanark Highlands
- Beckwith
- Mississippi Mills

He also mentioned an open house was held in the Drummond/North Elmsley municipal hall on November 1, 2016. Landowners who are potentially affected by the new regulation limits were contacted by the municipality via mail. More than 50 landowners attended the open house and subsequently a small number of landowners submitted comments directly to staff.

He also noted that two additional open houses were held in the watershed; one at the MVCA office on September 23, 2015 and one in Sharbot Lake on November 26, 2015. MVCA staff continue to receive inquiries from a variety of interest groups.

He clarified that the maps and information provided on MVCA's website are intended for screening purposes and to inform landowners to contact MVCA prior to any site alteration within wetlands. He noted that the mapping is being updated regularly using the best information possible. To date, these mapping updates have concentrated on Lanark County and are available through the interactive mapping tool on the website: <http://mvc.on.ca/wetlands/>

Mrs. Code advised that a motion was passed at her municipal council not supporting the wetland policy changes. She noted that the staff have been accommodating about informing the landowners about the wetland policy changes. The township has received a number of comments and their residents do not support the changes.

In response to a question, Mr. Craig noted that the policies for non-Provincially Significant Wetlands (PSW) have been implemented across the province except for the eastern region. North Bay was the last conservation authority to implement policies for non PSWs about a year ago.

Mr. Burnham commented that a lengthy discussion was held at Conservation Ontario and related to the provincial wetland strategy. With the target date of 2030 there won't be any wetlands to save. He noted it is time for MVCA to implement the new policy.

Mr. Karau requested the wetland policy be circulated to the member municipalities and for public review and comment.

Mr. Craig advised the authority will post the policy on the website for review and comment and the responses will be brought back to the board in February/March for review.

In response to a question, Mr. Craig noted a meeting with planners of the municipalities will be set up in early 2017 for their feedback on the wetland policy.

B12/07/16-10

MOVED BY: J. Flynn

SECONDED BY: A. Gillis

Resolved, That Staff Report #2891/16 regarding the proposed wetland policies be received, and further,

Resolved, That the policies be circulated to member municipalities and posted on the MVCA website for public review and comment.

“CARRIED”

8. **Christmas Season Office Closure**

Mr. Lehman noted that the Administration Office has traditionally been closed over the Christmas Season. He proposed that the office be closed to the public from the period of December 28 to December 30, 2016 inclusive.

B12/07/16-11

MOVED BY: P. Sweetnam

SECONDED BY: K. Thompson

Resolved, That the Mississippi Valley Conservation Administration Office be closed for the Christmas season December 28 to December 30, 2016 inclusive.

“CARRIED”

9. Watershed Conditions Report

Mr. Mountenay reviewed Staff Report #2892/16. He advised that the rainfall over the watershed the past week improved the upper watershed significantly and the watershed will be moving out of a drought level 3 conditions, to a level 2.

He noted the drawdown on all of the upper lakes (except Mazinaw Lake which is 50% done) has been completed. This year, the water from the drawdown of the upper lakes enabled levels on Crotch lake to increase from a minimum of 236.78 m (October 6th) to 238.51 m (November 28th). The average flow at the High Falls Generating Station since July has been just over 2 cms. In order to maintain the minimum flow of 1 cms at High Falls GS, the winter drawdown on Crotch Lake began November 28. If significant rainfall does not occur before freeze up, there is enough water in Crotch Lake to maintain 1 cms flow until March. The Environment Canada long range forecast is predicting a colder than normal winter with above average precipitation.

At this time, the plan will be to operate the dams to maintain levels on the lakes at the upper end of the drawdown target range. It may become necessary to utilize all the water in the upper lakes to maintain flow in the main branch of the river as the winter progresses.

He noted the Mississippi Valley Low Water Response Team (MVLWRT) has been meeting regularly since early summer. At the last meeting on November 14th, it was agreed that MVCA will provide monthly updates via email, but as a group will not meet again until the spring or the situation improves.

He informed the members a meeting was held November 14 in Kingston between MNRF, MOECC and MCSCA (emergency Management Ontario) and the eastern region Conservation Authorities to determine the severity of the drought situation across eastern Ontario with regards to wells and groundwater. After discussions with staff, the GIS department developed an interactive map that allows the public to provide information regarding dry wells or low water conditions with anonymity. The map was launched November 22, and several neighbouring CA's have joined in the promotion of this map. Conservation Ontario has also asked if other CA's can utilize the map.

He also mentioned on December 2, 2016, MVCA and Rideau Valley staff met with representatives from Carleton Place, Mississippi Mills, Perth and Smiths Falls to discuss the drought situation and potential long term implications should conditions continue into next year.

Mr. Mountenay informed the board that since moving to Carleton Place operation of the Clayton Lake dam was costing the Authority more money. He noted he sent various proposals to establish a memorandum of understanding (MOU) to MNRF to cover these costs however, MNRF rejected those. As of 2017 MNRF will be managing and operating the dam.

10. 2017 Meeting Schedule

The Board of Directors meeting schedule for 2017 was reviewed and discussed as follows:

49th Annual Meeting – February 15, 2017
March 15, 2017
April 19, 2017
May 17, 2017
Board of Directors Tour – June 21, 2017(all day)
July 19, 2017
September 20, 2017
October 18, 2017
Annual Christmas Meeting/Luncheon – December 6, 2017

11. Ontario Regulations 153/06 Permits

Permits issued up to November 30, 2016 were reviewed and discussed.

In response to a question, Mr. Craig noted that the activity report are permits that have come in but not yet been issued.

Mr. Abbott advised the members the date for Gilmore case is set and the board should hear about the outcome in 2017.

12. Other Business

A video was played showing the before and after of the Carp River restoration project after Phase 1 completion.

ADJOURNMENT

The meeting was adjourned at 11:55 a.m.

B12/07/16-12

MOVED BY: B. MacDonald

SECONDED BY: M. Burnham

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”