

MISSISSIPPI VALLEY CONSERVATION AUTHORITY  
BOARD OF DIRECTORS

Mississippi Valley Conservation Centre  
Carleton Place

**MINUTES**

December 6, 2017

**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

D. Black;  
K. Thompson.

**INVITED MEMBER PRESENT:**

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;  
S. Gutoskie, Community Relations Coordinator;  
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 10:08 a.m.

**BUSINESS:**

1. Minutes – Board of Directors Meeting – October 18, 2017

**B12/06/17-1**

**MOVED BY: G. Code**

**SECONDED BY: B. MacDonald**

**Resolved, That the Minutes of the Board of Directors meeting held October 18, 2017 be received and approved as printed.**

**“CARRIED”**

2. Minutes – Administration and Finance Advisory Committee – November 8, 2017

**B12/06/17-2**

**MOVED BY: P. Sweetnam**

**SECONDED BY: G. McEvoy**

**Resolved, That the Minutes of the Finance and Administration Advisory Committee meeting held November 8, 2017 be received.**

**“CARRIED”**

3. Business Arising from the Minutes

**B12/06/17-3**

**MOVED BY: J. Hall**

**SECONDED BY: A. Gillis**

**Resolved, That \$8,000.00 be transferred to the IT Reserve in 2017.**

**“CARRIED”**

**B12/06/17-4**

**MOVED BY: P. Sweetnam**

**SECONDED BY: M. Burnham**

**Resolved, That \$20,000.00 be used from the Water Control Structure Reserve in 2017.**

**“CARRIED”**

Mr. Craig informed the members that approximately 100 permits were issued by the Authority for shoreline alterations. Approximately 80 permits were for residents affected by the flooding along the Ottawa River that took advantage of the reduced permit fees.

Mr. El-Chantiry expressed concern regarding residents affected by the flooding this spring and have not been able to repair all the damages to their properties due to high water levels and contractors are unable to work in those conditions. Mr. El-Chantiry excused himself from any votes for financial relief due to conflict of interest of property ownership in Constance Bay.

Ms. Wilkinson asked for a motion to extend the reduced permits fees in the City of Ottawa until August 2018.

Mr. Craig requested the reduction of permit fees be extended to all municipalities in the watershed. He also noted that staff took into consideration permits submitted by other residents in other parts of the watershed that were also affected by flooding. They too received reduced permit fees.

Mr. El-Chantry noted that he could ask the city to recover the cost of lost revenue if the Authority could not financially recover the reduced fees.

**B12/06/17-5**

**MOVED BY: M. Wilkinson**

**SECONDED BY: G. Code**

**Resolved, That the Board of Directors reduce fees by 50% to permits received in relation to reconstruction/repair of residences and charge \$25.00 for alterations of shorelines that were impacted by the flood of 2017 across the watershed. The reduction will apply to current landowner applications only which are received by August 31, 2018.**

**“CARRIED”**

**B12/06/17-6**

**MOVED BY: M. Burnham**

**SECONDED BY: G. Martin**

**Resolved, That the 2018 Fee Schedule recommended by the Finance and Administration Advisory Committee be adopted effective January 1, 2018.**

**“CARRIED”**

4. **2017 Budget Projections and 2018 Draft Budget**

Mr. Lehman reviewed Staff Report #2934/17 regarding the 2018 Draft Budget. The total (Administration/Maintenance and Capital) municipal levy included in the 2018 Draft Budget, to be assessed on a general benefitting basis is \$2,798,554 as compared to \$2,709,152 in 2017. The variance in general levy from 2017 amounts to a total increase of \$89,402 (3.3%). The City of Ottawa has requested that the three conservation authorities assist in achieving an overall tax rate increase of less than 2% in 2018 by limiting any projected increase in levy. It is understood that this means 2% over the growth in assessment which, based on information received from the City of Ottawa was 1.3%. He reviewed the following Operating Budget pressures and associated impact on the municipal levy:

**Salaries and Wages**

- The 2018 Budget includes an average wage adjustment of 3.0% (1.7% COL plus average 1.3% merit) amounting to \$52,600. The CPI (Ontario/all-items) for September 2017 was 1.7% over 2016.
- Increases in the Minimum Wage from \$11.40 to \$14.00 will increase the wage costs for summer staff by \$13,600.

**Administration**

- Consulting fees in the amount of \$5,000 has been included to assist in completing the Asset Management Plan.

**Watershed Monitoring Program**

- Due to a staff sick leave over the past two years, existing and contract staff had been reassigned to carry out the program resulting in a reduction in corresponding wage costs. With the return of the employee the wage costs in this program will increase by \$35,000 over 2017.

**Studies**

- In 2017, two flood plain mapping projects were approved for funding under the National Disaster Mitigation Program. The resulting reduction in municipal levy to carry out the flood plain mapping projects in 2018 will be approximately \$40,000.

#### **Plan Review Program**

- Based on projected revenues in 2017, revenues in 2018 are projected to be \$15,000 less than budgeted in 2017. This includes a projected increase in fees of 2% to reflect the cost of living.

#### **Conservation Services**

- Reinstatement of the shoreline naturalization program targeted on public lands will cost \$3,000.

#### **Land Management**

- With resolution of the land dispute on the K&P Trail Conservation Area, additional costs to complete a survey as required by the Court will result in additional expenses of \$10,000.
- Additional snow plowing and grading at the Morris Island CA will result in additional expenses of \$4,000. Offsetting revenues from the parking meter of \$6,000 have been allocated to Visitor Services.

#### **Conservation Area Capital Development**

- Proposed Conservation Area signage upgrades in 2018 is estimated to cost \$8,000. With anticipated work to continue on the new office trail in 2018 the total levy requirement will decrease by \$6,000 in 2018.

Mr. Lehman noted that the draft budget was reviewed by the Finance and Administration Advisory Committee which has recommended that it be circulated to member municipalities prior to being considered for approval by the Board of Directors at the Annual General Meeting in 2018.

In response to a question, Mr. Lehman advised the members the Carp Action Plan and City Stream Watch was funded by the Shell Granting Program. The Authority is intending to provide a lower level program in 2018 for improvements along Poole Creek. He noted this is the area the Authority will have a struggle with to meet the expectations of the City. He also noted Conservation Areas development projects are difficult for staff to plan projects when funds are not allocated in the budget. He informed the members that once the asset management plan has been completed, the Authority can discuss other priorities.

A discussion was held regarding potential funding for 2018 and the possibility of the Authority partnering with other non-charitable community groups on projects. This will be re-examined by staff.

In response to question, Mrs. Sargeant informed the members that the Authority was denied funding by Canada Summer jobs for the first time in 30 years. The funding received in past years supported the Authority's monitoring programs and running the museum at the Mill of Kintail. She noted that the 2017 applications scored high but there was not enough funding to be allocated in the area. It was acknowledged that considering additional local municipal support in the applications may assist.

**B12/06/17- 7**

**MOVED BY: A. Gillis**

**SECONDED BY: F. Campbell**

**Resolved, That the 2018 Draft Budget be received and circulated to member municipalities for comment.**

**“CARRIED”**

5. Shirley’s Brook and Watt’s Creek Flood Plain Mapping Study

Mr. Price reviewed staff report #2935/17. He noted that this is the last flood plain mapping study to be completed by the Mississippi Valley Conservation Authority (MVCA), as part of the first agreement with the City of Ottawa (*Review and Maintenance of Flood Plain Mapping within the City of Ottawa*), for Shirley’s Brook and Watts Creek. Both studies are updates of the flood plain mapping that was completed in the 1980s by A. J. Robinson and Associates Inc. and Cumming-Cockburn and Associates Limited respectively. A. J. Robinson and Associates Inc. also produced an update to the flood plain mapping specifically for Kizell Drain in 1989. Thus, all the existing flood plain maps and analyses are 30 years old.

The watercourses were determined as priority watercourses for the production of updated flood plain maps due to the density of existing development and potential future development and the age of the existing flood plain maps

He advised the hydrologic and hydraulic analysis and the flood plain mapping were completed in accordance with the *Technical Guide River & Stream Systems: Flooding Hazard Limit* (OMNR 2002). The accompanying engineering report documents the work completed for the project.

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.

For the hydrologic analysis for the two watersheds, the SWMHYMO model that was produced as part of the *Shirley’s Brook and Watts Creek Phase 2 Stormwater Management Study* (AECOM, 2015), with appropriate revisions to represent future urbanization conditions, was used. For Shirley’s Brook, this model was combined with the SWMHYMO model for future conditions prepared by Novatech Engineering Limited as part of the *Kanata North Community Design Plan Master Servicing Study*. The Kanata North Urban Expansion Area (KNUEA) is proposed to include approximately 181 ha of land straddling March Road north of Old Carp Road and the Brookside subdivision.

Mr. Price informed the members an open house was held on October 25, 2017 at the John G. Mlacak Centre in Kanata 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. He noted that the open house was well attended by interested members of the public.

He noted a technical review of both reports was completed by Jp2g Consultants Inc., under contract with 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 Shirley's Brook, Watts Creek and Kizell Drain, 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.

Mr. Price informed the members of the end products of this project are:

1. The *Shirley's Brook Flood Plain Mapping Study* dated November 2017  
The *Watts Creek/Kizell Drain Flood Plain Mapping Study* dated November 2017
2. Flood hazard limit lines in GIS format (shape files)
3. The SWMHYMO and HEC-RAS model files
4. The mapping schedules (12 flood plain maps for Watts Creek/Kizell Drain and 13 flood plain maps for Shirley's Brook)

He mentioned the reports 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 it.

All works for this project was completed by MVCA's water resources engineering and GIS staff.

Mr. Price mentioned the Flood Plain Mapping Studies that had been completed in the last 5 years:

- Ottawa River (2015)
- Poole Creek (2015)
- Huntley Creek (2016)
- Feedmill Creek (2017)
- Constance Creek (2017)
- Shirley's Brook (2017)
- Watts Creek (2017)
- Mississippi Lake and Mississippi River from Outlet of Lake to the Dam in Carleton Place (2014)

Mr. Price informed the member the three conservation authorities have signed a second 5 year agreement with the City of Ottawa which includes Flood Plain Mapping Studies for:

- Harwood Creek (tributary to Constance Lake) - 2018

- Tributary 3 (tributary to Constance Lake) – 2019
- Carp River (Ottawa River to Village of Carp) -2020
- Carp River (Village of Carp to Eagleson Road) - 2021
- Delineation of additional flood lines
  - 1:5 Year, 1:25 Year, 1:50 Year and 1:350 Year
- Flood Depth Maps

In response to a question, Mr. Price explained the reason the Carp River flood plain mapping study had been divided in the schedule was to allow any changes from the Carp River Restoration Plan to be reflected in the data capture.

**B12/06/17- 8**

**MOVED BY: M. Burnham**

**SECONDED BY: P. Sweetnam**

**Resolved, That Staff Report #2935/17 be received, and furthermore;**

**Resolved, That the Board of Directors adopts the reports *Shirley's Brook Flood Plain Mapping Study* and *Watts Creek/Kizell Drain Flood Plain Mapping Study* both dated November 2017 and the associated GIS-based flood hazard limit lines and flood plain maps as the delineation of areas along the Shirley's Brook, Watts Creek and Kizell Drain 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 reports and maps be used in the implementation of Ontario Regulation 153/06.**

**“CARRIED”**

6. **National Disaster Mitigation Program Funding – Lower Mississippi River Flood Plain**

Mr. Price presented staff report #2936/17. He noted that staff had received notice that the submission for funding of the Lower Mississippi River Flood Plain Mapping Study had been approved for \$59,825 over two fiscal years subject to execution of required funding agreements. The bilateral contribution agreement between the federal and provincial governments has now been completed and staff have received the Ontario Transfer Payment Agreement (OTPA).

Mr. Price explained the project includes the lower Mississippi River from Carleton Place to the Ottawa River, the Indian River and Cody Creek. As required by the National Disaster Mitigation Program, letters of support for the project were received from the Town of Mississippi Mills, Township of Lanark Highlands and the City of Ottawa. He noted the local share of this project has been included in the 2018 draft Budget.

**B12/06/17- 9**

**MOVED BY: P. Sweetnam**

**SECONDED BY: D. Abbott**

**Resolved, That the Ontario Transfer Payment Agreement for the Lower Mississippi River Flood Plain Mapping Project be approved for execution.**

**“CARRIED”**

7. Christmas Season Office Closure

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

**B12/06/17- 10**

**MOVED BY: G. Code**

**SECONDED BY: M. Wilkinson**

**Resolved, That the Mississippi Valley Conservation Administration Office be closed for the Christmas season December 27 to December 29, 2017 inclusive.**

**“CARRIED”**

8. Group RRSP Benefit Amendment

Mrs. Sargeant reviewed staff report #2938/17. She noted the Conservation Authority enrolled in the OMERS pension plan for all new employees effective March 5, 2012. Prior to that time, the Authority offered a Group Registered Retirement Savings Plan to help employees save for their retirement. In March of 2012, existing employees had the option of staying in the Group Registered Retirement Savings Plan or moving to OMERS. She advised the members that 13 employees pay into the Group RRSP which is administered by London Life and McAuley Financial. In the past the Authority implemented a penalty for withdrawals from the plan and the Employee Manual currently states:

*“As penalty for employee withdrawals from the Group RRSP, MVCA will withdraw company contributions for a period of six months. Exceptions may be granted by the Board of Directors depending on employee circumstances and the reason for the withdrawal.”*

Mrs. Sargeant noted that there is a request from an employee in the Group RRSP to withdraw from the plan to assist with the purchase of a new home (first time homeowner). She noted that the Authority had been advised by McAuley Financial that withdrawal from an RRSP was allowed under the RRSP Home Buyers Plan with the rule being that the funds have to be re-contributed to the RRSP over 15 years after the withdrawal, otherwise 1/15<sup>th</sup> of the withdrawal amount is included as taxable income every year.

Mrs. Sargeant informed the request to withdraw for the purchase of a new home was something that MVCA would support and, as such, it was recommended that the Employee Manual be updated with the following clause which would follow the statement above:

*“An exception will also be granted when funds are withdrawn under the RRSP Home Buyers Plan for a first time home purchase (funds to be re-contributed as per RRSP Home Buyers Plan rules).”*



**B12/07/16- 11**

**MOVED BY: F. Campbell**

**SECONDED BY: J. Flynn**

Resolved, That Section 4.3 Benefits in the Employee Manual be updated to include the following clause:

**“An exception will also be granted when funds are withdrawn under the RRSP Home Buyers Plan for a first time home purchase (funds to be re-contributed as per RRSP Home Buyers Plan rules).**

**“CARRIED”**

9. Palmerston-Canoto Conservation Area Quit Claim

**B12/06/17-12**

**MOVED BY: G. Code**

**SECONDED BY: G. Martin**

Resolved, That the Board of Directors move “in-camera” to address a matter pertaining to a proposed or pending acquisition or disposal of real property for Authority purposes and further,

Resolved, That Paul Lehman, Joan Sargeant and Ross Fergusson remain in the room.

**“CARRIED”**

**B12/06/17-13**

**MOVED BY: E. El-Chantiry**

**SECONDED BY: M. Burnham**

Resolved, That the Board of Directors move out of “in camera” discussion.

**“CARRIED”**

**B12/06/17-14**

**MOVED BY: D, Abbott**

**SECONDED BY: G. Martin**

Resolved, That staff be authorized to grant a Quit Claim for the disputed lands located in the beach area of Palmerston-Canoto Area.

**“CARRIED”**

10. Cross Street & Company – Audit Planning Letter

The audit planning letter, outlining how the 2017 audit will be completed, was reviewed.

11. Watersheds Conditions Report

Mr. Mountenay reviewed staff report #2939/17. He noted the lake levels in the upper watershed are normal for this time of year and the lower lake water levels are slightly higher than normal. He also noted that levels on many of the upper lakes are expected to reach minimum levels later this month, which could result in freezing at higher elevations that could result in shoreline and structure damages, such as fixed docks.

12. 2018 Meeting Schedule

50th Annual Meeting – February 21, 2018  
March 21, 2018  
April 18, 2018  
May 16, 2018  
Board of Directors Tour – June 20, 2018(all day)  
July 18, 2018  
September 19, 2018  
October 17, 2018  
Annual Christmas Meeting/Luncheon – December 5, 2018

13. Ontario Regulation 153/06 Permits

Mr. Craig reviewed staff report #2940/17. Permits issued up to November 27, 2017 were reviewed and discussed.

14. Other Business

AD Latornell Symposium

A discussion was held regarding Low Impact Development and Stormwater Management which was a topic of interest at the 2017 A.D Latornell Symposium.

2018 Transition Year

Mr. Karau advised that 2018 will be MVCA 50<sup>th</sup> anniversary and new Chair and Vice Chair would need to be considered.

Mr. Lehman informed the members that Bill 139 is in its third reading and is expected to receive royal assent by the end of the year.

**ADJOURNMENT**

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

**B12/06/17- 15**

**MOVED BY: G. Martin**

**SECONDED BY: M. Burnham**

**Resolved, That the Board of Directors meeting be adjourned.**

**“CARRIED”**