

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

50th ANNUAL MEETING

Mississippi Valley Conservation Centre
Carleton Place

MINUTES

February 21, 2018

2018 MEMBERS PRESENT:

D. Abbott, Chair;
J. Mason, Vice-Chair;
M. Burnham;
R. Kidd;
E. El-Chantiry;
J. Flynn;
A. Gillis;
G. Martin;
B. MacDonald;
G. McEvoy;
K. Thompson;
P. Sweetnam.

2018 MEMBERS ABSENT:

D. Black;
G. Code;
F. Campbell;
J. Hall;
J. Karau;
M. Wilkinson.

INVITED MEMBERS 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;
J. North, Water Resources Technologist;
A. Playfair, Recording Secretary;
J. Price, Director, Water Resource Engineering.

OTHERS PRESENT:

G. Street, Cross Street and Company;
R. McNabb, Resident – Carleton Place;
S. McIntyre, Bolivar Phillips Consultants;
R. Bolivar, Bolivar Phillips Consultants;
J. Mesman, South Nation Conservation Authority;
A. Coleman, South Nation Conservation Authority;
M. Murray, Resident – Drummond/North Elmsley;
P. Krogh, Resident – Drummond/North Elmsley;
J. Lowry, Resident – Mississippi Mills;
R. Chagnon – Resident – Stittsville.

BUSINESS:

1. Minutes – Board of Directors Meeting – December 6, 2017

B02/21/18-1

MOVED BY: M. Burnham

SECONDED BY: G. Martin

Resolved, That the Minutes of the Mississippi Valley Conservation Authority Board of Directors meeting held on December 6, 2017 be received and approved as printed.

“CARRIED”

2. Minutes – Finance and Administration Advisory Committee Meeting – February 14, 2018

B02/21/18- 2

MOVED BY: A. Gillis

SECONDED BY: K. Thompson

Resolved, That the Minutes of the Mississippi Valley Conservation Authority Finance and Administration Advisory Committee meeting held on February 14, 2018 be received.

“CARRIED”

3. Presentation 2017 Financial Statements

Mr. Street presented the 2017 audited financial statements for the period ending December 31, 2017. He noted the audit went well with no concerns to report.

In response to a question, Mr. Street explained that the Authority’s funding comes from municipalities which are secure sources of revenue, therefore, an Authority operating reserve is not required.

The importance of having adequate reserves to replace capital assets was discussed.

B02/21/18- 3

MOVED BY: P. Sweetnam

SECONDED BY: E. El-Chantiry

Resolved, That the audited Financial Statements for the period ended December 31, 2017 be received, and further,

Resolved, That the Financial Statements for the period ended December 31, 2017 be adopted.

“CARRIED”

B02/21/18- 4

MOVED BY: M. Burnham

SECONDED BY: A. Gillis

Resolved, That the audit review letter dated February 12, 2018 be received and further,

Resolved, That the Chairman sign the letter on behalf of the Board of Directors.

“CARRIED”

4. Elections of Officers for 2018

B02/21/18-5

MOVED BY: J. Flynn

SECONDED BY: P. Sweetnam

Resolved, That Glenn Street be appointed as Chairman for the Election of Chairman for 2018.

“CARRIED”

B02/21/18- 6

MOVED BY: B. MacDonald

SECONDED BY: M. Burnham

Resolved, That Shannon Gutoskie, John Price and Matt Craig be appointed to serve as Scrutineers in the event of an election.

“CARRIED”

Mr. Burnham nominated Duncan Abbott for the position of Chairman of the Conservation Authority for 2018. Mr. Street asked three times for further nominations.

B02/21/18- 7

MOVED BY: M. Burnham

SECONDED BY: P. Sweetnam

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

“CARRIED”

Mr. Abbott agreed to let his name stand for the position of Chairman. He was duly elected by acclamation. Mr. El-Chantiry nominated Janet Mason for the position of Vice-Chairman of the Conservation Authority. Mr. Abbott asked three times for any further nominations.

B02/21/18- 8

MOVED BY: M. Burnham

SECONDED BY: B. MacDonald

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

“CARRIED”

Ms. Mason agreed to let her name stand for the position of Vice-Chairman. She was duly elected by acclamation.

5. Appointment of Auditors for 2018

B02/21/18- 9

MOVED BY: P. Sweetnam

SECONDED BY: E. El-Chantiry

Resolved, That the firm of Cross Street & Company be engaged as the Authority’s Auditor for the year 2018.

“CARRIED”

6. 2018 Budget & Work Plan

Mr. Lehman advised that the 2018 draft budget was circulated to all watershed municipalities and a letter was received from Beckwith Township in which Council expressed concern with the proposed 1.3% merit adjustment in the salary component. He noted the Finance and Administration Advisory Committee had discussed the concerns at the February 14, 2018 meeting and endorsed the proposed 2018 salary budget allowance.

Mr. Lehman presented the proposed 2018 Budget and Work Plan for the Mississippi Valley Conservation Authority. The 2018 Budget includes an Administration Levy of \$2,442,681 and a Capital Project levy of \$355,872 amounting to a total municipal levy to be assessed on a general benefitting basis of \$2,798,553.

In response to a question, Mr. Lehman suggested the 2016-2019 Strategies Priorities chart be attached to the minutes.

Beckwith Township expressed concerns regarding the 1.3% merit increase in the 2018 budget. It was discussed and it was decided that Mr. Lehman will send a letter to Beckwith Township clarifying the Authority's salary ranges and merit increases.

B02/21/18- 10

MOVED BY: A. Gillis

SECONDED BY: M. Burnham

Resolved, That the total 2018 Operating and Capital expenditure in the amount of \$3,747,686 be approved; and furthermore,

Resolved, That the 2018 Administration levy to be apportioned on a general benefitting basis be in the amount of \$2,442,681; and furthermore,

Resolved, That 2018 Capital Project levy to be apportioned on a general benefitting basis be in the amount of \$355,872.

“CARRIED”

7. 2018 Committee Appointments

Mrs. Sargeant presented staff report #2943/18. She advised there were no new members appointed to the Conservation Authority in 2018. She proposed that the 2017 committee list be used again for 2018 unless any members would prefer to change to a different committee.

B02/21/18- 11

MOVED BY: E. El-Chantiry

SECONDED BY: M. Burnham

**Resolved, That the Mississippi Valley Conservation Authority hereby appoints the Chair – Duncan Abbott, Vice-Chair – Janet Mason, Eli El-Chantiry, Phil Sweetnam, Alex Gillis, Gail Code, Mark Burnham and Kirby Thompson 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”

B02/21/18- 12

**MOVED BY: B. MacDonald
SECONDED BY: P. Sweetnam**

Resolved, That the Mississippi Valley Conservation Authority hereby appoints Mark Burnham as the Voting Delegate, Duncan Abbott as the first alternate and Paul Lehman as the second alternate to Conservation Ontario for 2018.

“CARRIED”

B02/21/18- 13

**MOVED BY: M. Burnham
SECONDED BY: E. El-Chantiry**

Resolved, That Louis Antonakos be an invited member to the Conservation Authority representing the Mississippi Valley Conservation Foundation for the year 2018.

“CARRIED”

8. Presentation of Annual Report

Ms. Gutoskie presented the 2017 Annual Report and noted some of the highlights featured in the report. She advised the members of the authority’s new 50th Anniversary logo and mentioned some of the planned events and activities throughout the year promoting the Authority’s anniversary.

Ms. Gutoskie asked members to email her with any ideas they may have for the Authority’s 50th anniversary. She also mentioned the Authority will be planning an Anniversary Open House in May.

9. Ontario Regulation 153/06 Permits

Staff report #2944/18 for permits issued up to February 15, 2018 were reviewed.

10. Watershed Conditions

Mrs. North presented staff report #2945/18. She noted that due to the recent rain and warmer temperatures, the Authority issued a watershed conditions-water safety statement on February 20, 2018 advising the residents in the watershed of unstable ice conditions and fast flowing waters in ditches and small creeks.

She noted that water levels and flows through the main river system have not increased but there has been a small increase in flows along the smaller tributaries like the Indian River and Carp River. This is normal for a mid-winter melt and flows could drop quickly after the rain subsides.

Mrs. North emphasized that the amount of snow on the ground does not dictate whether or not there will be a flood in the spring as it is too early to predict conditions. Staff will continue to monitor the system and the long range forecast closely.

11. Bill 139 – Update

Mr. Lehman presented staff report #2946/18. He advised that on December 12, 2017 Bill 139 was passed by the Ontario Legislature. He noted the resulting amendments to the Conservation Authorities Act were positive and include:

- Member appointments can be made for a period of up to four years
- Authorities shall adopt Administrative By-laws within one year. While MVCA has operated under Administrative Rules and Procedures, Conservation Ontario has been in the process of developing a common template which can be used and adopted by individual Authorities within the specified time required.
- Authority meetings are to be open to the public subject to exceptions as specified in Authority Administrative By-Laws.
- OMB approval of per-diems paid to members of the Authority is no longer required.

He also noted several additional amendments that were made which will not come into force until proclaimed by the Lieutenant Governor at a future date. These were described in a Table provided by Conservation Ontario. Mr. Lehman mentioned the most notable that include:

- Section 28 will be repealed and replaced with a prohibition of certain activities within the jurisdiction of an Authority unless permitted by the Authority.
- Upon conviction of offence under Section 28, fines will increase to a maximum of \$50,000 for an individual and \$1,000,000 for a corporation.
- A regulation which prescribes mandatory programs and services to be provided by Authorities and the standards required in delivering those programs. A multi-stakeholder Service Delivery Review Committee has been established by MNR to act as both an advisory body that provides recommendations and advice as well as a working group that may lead/contribute to the development and implementation of new policies, guidelines and best management practices. Areas of focus for the committee include clarifying roles and responsibilities of conservation authorities in:
 - Managing water-related natural hazards.
 - Reviewing planning documents for consistency with the Provincial Policy Statement.
 - Supporting Ontario's proposed Wetland Conservation Strategy.
 - Mitigating and adapting to climate change.
 - Other areas of provincial interest such as natural heritage identification, assessment and reporting, land and cultural heritage conservation, biodiversity conservation, watershed planning and management.

Mr. Lehman advised the members that over the next several months, the Service Delivery Review Committee will be working on clarifying the Roles and Responsibilities for Conservation Authorities while MNR and Conservation Ontario will be developing a series of best

management practices for consideration and adoption by individual Authorities.

ADJOURNMENT

The meeting was adjourned at 11:35a.m.

B02/21/18- 14

MOVED BY: B. MacDonald

SECONDED BY: G. McEvoy

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

“CARRIED”

“A. Playfair, Recording Secretary

D. Abbott, Chairman”

2016 – 2019 Strategic Priorities

Strategic Goal #1 - Watershed Science and Information	2018 Status
- Advancing a City Stream Watch Program	- Partially supported through external funding
- Conduct sub-watershed monitoring and reporting across MVCA	- Supported/on-going
- Conduct wetland monitoring and assessment in collaboration with partners	- Not supported
- Integrate water quality data into the WISKI SODA platform	- Supported/on-going
- Secure GIS Specialist position	- Supported in 2018
- Establish reserve fund to update DRAPE imagery on a five year cycle	- Supported in 2018
- Conduct data analysis to update/verify wetland boundary mapping	- Not supported/will be addressed through MNRF Wetland Conservation Strategy
- Complete refinement and scenario testing of the CANWET water quality model.	- Partially supported in 2018
- Complete climate change vulnerability assessments across multiple themes	- Completed
- Initiate a comprehensive watershed plan across the Mississippi River watershed.	- In progress
- Complete climate change adaptation strategy in collaboration with watershed stakeholders	- To be achieved through watershed plan

2016 – 2019 Strategic Priorities

Strategic Goal #2 - Mitigate Natural Hazards	2018 Status
<ul style="list-style-type: none"> - Complete Phase 1 of the City of Ottawa Flood Risk Mapping Program and initiate Phase 2 - Complete Flood Risk Mapping update of the lower Mississippi River, Indian River and Cody Creek - Complete asset management planning for MVCA water and erosion controls structures - Undertake rehabilitation/reconstruction of the Shabomeka Lake Dam 	<ul style="list-style-type: none"> - Supported in 2018 - Supported in 2018 - Supported/on-going - EA in progress
<ul style="list-style-type: none"> - Initiate reconstruction of the Kashwakamak Lake Dam 	<ul style="list-style-type: none"> - Not supported
<ul style="list-style-type: none"> - Undertake reconstruction of the Pine Lake Dam 	<ul style="list-style-type: none"> - Not supported
<ul style="list-style-type: none"> - Complete structural assessments of the Bennett Lake and Big Gull Lake Dams - Continue on-going operation and preventative maintenance of MVCA water control structures 	<ul style="list-style-type: none"> - Completed - Supported in 2018
<ul style="list-style-type: none"> - Continue to employ and develop the WISKI SODA platform in collaboration with the Eastern Ontario CA Hub. 	<ul style="list-style-type: none"> - Supported in 2018
<ul style="list-style-type: none"> - Integrate weather radar with hydrologic/hydraulic modeling capabilities to improve short term forecasting. 	<ul style="list-style-type: none"> - Not supported
<ul style="list-style-type: none"> - Secure intermediate planning and water resources engineering positions 	<ul style="list-style-type: none"> - Partially supported in 2018
<ul style="list-style-type: none"> - Continue with compliance and enforcement program. - Monitor implementation of the Carp River Restoration project. - Update/revise Regulation Policies to implement regulation of all wetlands in accordance with proposed criteria 	<ul style="list-style-type: none"> - Supported in 2018 - Supported in 2018 - Completed

2016 – 2019 Strategic Priorities

Strategic Goal #3 - Maintain and Restore Natural Heritage Features	2018 Status
<ul style="list-style-type: none"> - Continue implementation of the Carp Action Plan to rehabilitate the Carp River and tributaries downstream of the Kanata West area. 	<ul style="list-style-type: none"> - Partially supported through external funding
<ul style="list-style-type: none"> - Collaborate with local partners to support watershed stewardship. - Continue to promote and support septic re-inspection services in cooperation with member municipalities. - Continue to provide forest management services to the Lanark County Community Forest 	<ul style="list-style-type: none"> - Supported in 2018 - Supported in 2018 through external funding - Supported in 2018 through external funding
<ul style="list-style-type: none"> - In collaboration with RVCA and through the M-R Source Protection Office implement monitoring and reporting requirements of the Mississippi-Rideau Source Protection Plan. - Provide Risk Management Services at the request of member municipalities. 	<ul style="list-style-type: none"> - Supported in 2018 - Supported in 2018 through external funding
<ul style="list-style-type: none"> - Promote, monitor and assist in the design and implementation of Low Impact Development measures. - Support application of headwater feature protection protocol 	<ul style="list-style-type: none"> - Partially supported in 2018 - Partially supported in 2018

2016 – 2019 Strategic Priorities

Strategic Goal #4 - Conservation Information and Education	2018 Status
- Enhance in-school programming including a climate change theme	- Supported in 2018
- Establish an annual reserve allocation to support on-going development and maintenance of MVCA conservation Areas and facilities.	- Not supported
- Finalize agreement with Lanark County Municipal Trails Corporation for management of the K&P Trail.	- Subject to Trail Corporation
- Secure part-time conservation areas planning position	- Not supported
- Complete 2018 issue of the Watershed Report Card	- Supported in 2018
- Continue sub-watershed reporting	- Supported in 2018

Strategic Goal #5 - Administrative Support	2018 Status
- Continue financial monitoring, reporting and planning efforts.	- Supported in 2018
- Continue to investigate opportunities to secure alternative sources of revenue which supports and furthers MVCA's mandate	- Supported in 2018
- Acquire and implement electronic document management system	- Supported in 2018
- Continue to address AODA obligations	- Supported in 2018
- Continue to plan and prepare for staff and member succession.	- In progress
- Continue implementation of a proactive health and safety program	- Supported in 2018
- Implement fleet replacement program	- Partially supported in 2016