

MISSISSIPPI VALLEY CONSERVATION AUTHORITY
BOARD OF DIRECTORS

Mississippi Valley Conservation Centre
Carleton Place

MINUTES

July 18, 2018

MEMBERS PRESENT:

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

MEMBERS ABSENT:

E. El-Chantiry;
P. Sweetnam.

INVITED MEMBER ABSENT:

L. Antonakos.

VISTORS PRESENT:

F. Blacquiere, Resident, City of Ottawa.

STAFF PRESENT:

P. Lehman, General Manager;
J. Sargeant, Secretary-Treasurer;
A. Broadbent, Information Technology Supervisor;
R. Fergusson, Operations Supervisor;
S. Gutoskie, Community Relations Coordinator;
A. Moore, Regulations Officer;
G. Mountenay, Water Management Supervisor;
N. Oddie, Environmental Planner;
J. Price, Director, Water Resources Engineering;
E. Levi, Recording Secretary.

Mr. Abbott called the meeting to order at 1:00 p.m.

1. Minutes - Board of Directors Meeting – May 16, 2018

B07/18/18-1

MOVED BY: A. Gillis

SECONDED BY: M. Burnham

Resolved, That the minutes of the MVCA Board of Directors meeting held May 16, 2018 be received and approved as printed.

“CARRIED”

2. Minutes – Policy and Priorities Advisory Committee Meeting – June 27, 2018

B07/18/18-2

MOVED BY: G. Code

SECONDED BY: B. MacDonald

Resolved, That the minutes of the Policy & Priorities Advisory Committee meeting held June 27, 2018 be received.

“CARRIED”

3. Business Arising from the Minutes

The Board reviewed Staff Report #2962/18 and also reviewed and discussed the MVCA Draft Administrative By-Law.

B07/18/18-3

MOVED BY: M. Wilkinson

SECONDED BY: F. Campbell

Resolved, That the Mississippi Valley Conservation Authority Administrative By-Law presented on July 18, 2018 be approved for submission and review by Conservation Ontario.

“CARRIED”

Mr. Moore reviewed Staff Report #2963/18 which outlines the main changes made to the MVCA Health & Safety Policy reflecting changes to the *Employment Standards Act* and *Occupational Health and Safety Act*.

Ms. Wilkinson noted that the changes to the policy are substantial and inquired as to the impact on the MVCA budget. Mr. Lehman noted the majority of impact will be due to the overtime and on-call provisions and will be reviewed and factored in to the upcoming 2019 budget.

Mr. Moore advised that the Ministry of Labour conducted an unscheduled workplace inspection in June and that seven orders which were small in nature were provided to MVCA to address. He noted that the inspector was impressed with the Authority's standards.

B07/18/18-4

MOVED BY: M. Burnham

SECONDED BY: J. Flynn

Resolved, That the MVCA Health and Safety Policies and Procedures Manual presented on July 18, 2018 be adopted.

“CARRIED”

B07/18/18-5

MOVED BY: J. Karau

SECONDED BY: G. Code

Resolved, That the Board of Directors move to a closed session for discussion regarding potential litigation.

“CARRIED”

B07/18/18-6

MOVED BY: K. Thompson

SECONDED BY: A. Gillis

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

“CARRIED”

Mr. Abbott reported that item number 7, Correspondence for Information, will be removed from the agenda.

4. Poole Creek Contribution Agreement

Mr. Lehman reviewed Staff Report #2964/18. A brief history of the Upper Poole Creek Sub-watershed Study (UPCSWS) and subsequent enhancements was outlined.

He noted the City of Ottawa contacted staff regarding an additional \$65,076 to be used for further enhancements along Upper Poole Creek in accordance with a Contribution Agreement. This compensation is related to a subdivision within the Upper Poole Creek watershed and the funding must also be used for implementation objectives as outlined in the UPCSWS. As part of the recent agreement (2018), MVCA will produce a report to review the original objectives of the UPCSWS and provide a work plan to meet the restoration objectives outlined in the UPCSWS. The report will be completed over the summer of 2018 and will include the following:

1. Review of outstanding objectives of the Upper Poole Creek Sub watershed Study, and identify stewardship opportunities and restoration opportunities between West Ridge Drive and Main Street.
2. MVCA will complete a field study and technical review to determine the status of the plan; a review of objectives completed to date; and identify outstanding opportunities related to:
 - a) Low Impact Development (LID)
 - b) In-stream habitat enhancements and restoration
 - c) Areas for shoreline restoration
 - d) Blockage assessment
 - e) Invasive Species
 - f) Stream Assessment

Mr. Lehman advised that the Authority will complete the work based on the recommendations of the initial report. By January 1, 2020 a complete report will be submitted to the City outlining how the contribution was spent and targeted. An update on progress will be presented to the Board at the September meeting.

B07/18/18-7

MOVED BY: M. Wilkinson

SECONDED BY: K. Thompson

Resolved, That Staff Report #2964/18 be received, and furthermore;

Resolved, That the Contribution Agreement with the City of Ottawa be approved for implementation.

“CARRIED”

5. Memorandum of Understanding – Naismith Men’s Shed

Mr. Lehman presented Staff Report #2965/18. MVCA staff have met with a group of community volunteers that wish to form a group known as Men’s Shed. This group is based on the model for Men’s Sheds that already exist in a number of countries around the world and are now being established in Canada giving retired men an opportunity to meet with their peers for support in a social setting to complete small volunteer projects based on their abilities.

Mr. Lehman noted the group has approached MVCA about the possibility of using the Road Garage/Gardener’s Shed and the gatehouse meeting room at the Mill of Kintail to carry out their activities. The concept of Men’s Shed fits soundly with R. Tait McKenzie’s philosophy of sound mind and sound body. He noted the concept has been discussed with the Mill of Kintail Museum Advisory Committee which is supportive of the idea and the Committee Chair has agreed to work with the group to organize projects and act as a liaison.

Mr. Lehman noted there is no cost to the Authority associated with this initiative and the Naismith Men’s Shed group will be required to abide by Mill of Kintail Conservation Area site rules and regulations. All participants will be required to sign a Release and Waiver.

Mr. Karau expressed concern regarding the potential image MVCA would be portraying by having a men’s only group. Mr. Flynn and Ms. Campbell advised it would be the same initiative as The Red Hat Society which is a similar women’s only group.

B07/18/18-8

MOVED BY: J. Flynn

SECONDED BY: A. Gillis

Resolved, That the Memorandum of Understanding between MVCA and the Naismith Men’s Shed regarding use of the Mill of Kintail be endorsed.

“CARRIED”

6. FCM Grant – Asset Management Training

Mr. Lehman discussed Staff Report #2966/18 noting that the Federation of Canadian Municipalities (FCM) issued a request for proposals to provide asset management training to municipalities. Based on discussions with staff at the nine conservation authorities (CA’s) in eastern Ontario and the consultants who have been working with MVCA on the Asset Management Plan, it became apparent that asset management planning in the CA’s could be improved if the CA’s were in a position to collaborate more effectively. To accomplish this, it was considered necessary that CA Boards and staff had a common understanding of the challenges and deficiencies which CA’s would need to address to develop asset management plans for CA assets, particularly water control structures.

Mr. Lehman noted a grant application was submitted by MVCA to FCM on behalf of the nine CA's in eastern Ontario to access the expertise and develop the training programs which would be delivered over a two year period. The total project cost of \$90,865 was approved by FCM and funding of \$69,572 (80%) announced on June 28th. The remaining \$21,293 includes in-kind (MVCA staff time) and contributions from the nine CA's.

Mr. Lehman advised that MVCA staff are continuing to assess the influence which the water control structures have on several factors such as water supply, flood mitigation, habitat and navigation to define appropriate levels of service. The proposed project will provide an opportunity to develop a common approach to defining service levels and communicate these to the Water and Erosion Control Infrastructure (WECI) Committee and MNRF.

Mr. Lehman noted a contract with FCM is expected to be received mid-August and will be required to initiate the project.

In response to a question, Mr. Lehman advised that consultants from Bolivar Phillips will be providing the training.

Mr. Black discussed the merit in having municipal staff receive the training. Mr. Lehman noted the training will be made available to municipal staff and council members as well.

B07/18/18-9

MOVED BY: G. Code

SECONDED BY: D. Black

Resolved, That Staff Report #2966/18 be received, and furthermore;

Resolved, That staff be authorized to execute a contract with FCM to undertake the project.

“CARRIED”

Mr. Lehman advised that an additional application has been submitted for a staff grant regarding climate change. The grant would provide for a two-year staff position to further the Asset Management Plan. He noted he has not yet received notification as to whether the grant has been approved.

7. Program Updates

Ms. Gutoskie provided a brief presentation reviewing the wetland course which the Authority hosted on June 21, 2018. She noted it was well attended by people from other authorities as well as municipal staff and that the feedback was positive.

Mr. Karau suggested something of this nature would be an interesting option for the Board of Director's Tour in 2019 so members are able to get a more in-depth understanding into wetlands.

8. Ontario Regulation 153/06 Permits

Staff Report #2967/18 regarding Ontario Regulation 153/06 permits up to July 6, 2018 was reviewed.

9. Watershed Conditions Report

Mr. Mountenay reviewed Staff Report #2968/18. He noted the weather was forecasted to be warmer than usual and dry from August through to November. He noted current conditions are not far from normal but that flows are low. He advised that a level one drought will be declared by the Authority within the next day or so. He noted that conditions were similar right across most of Canada.

10. Budget Expenditure Report

Mrs. Sargeant reviewed the budget expenditure report up to June 22, 2018. She noted the Authority's busiest season is the summer. She advised that the 2019 budgeting will start in September 2018.

11. Closed Session for Personnel Matter

B07/18/18-10

MOVED BY: M. Burnham

SECONDED BY: J. Karau

Resolved, That the Board of Directors move to a closed session for discussion regarding an identifiable individual including employees of the Authority.

“CARRIED”

B07/18/18-11

MOVED BY: M. Burnham

SECONDED BY: F. Campbell

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

“CARRIED”

ADJOURNMENT

The meeting was adjourned at 2:50 p.m.

B07/18/18-12

MOVED BY: G. Code

SECONDED BY: M. Burnham

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”