

MISSISSIPPI VALLEY CONSERVATION AUTHORITY  
BOARD OF DIRECTORS

Mississippi Valley Conservation Centre  
Carleton Place

**MINUTES**

December 5, 2018

**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

D. Black;  
E. El-Chantiry.

**INVITED MEMBER PRESENT:**

L. Antonakos.

**STAFF PRESENT:**

P. Lehman, General Manager;  
J. Sargeant, Secretary-Treasurer;  
A. Broadbent, Information Technology Supervisor;  
M. Craig, Manager, Planning and Regulations;  
R. Fergusson, Operations Supervisor;  
S. Gutoskie, Community Relations Coordinator;  
G. Mountenay, Water Management Supervisor;  
J. Price, Director, Water Resources Engineering;  
E. Levi, Recording Secretary.

**VISITORS PRESENT:**

M. Kubasiewicz, Member, South Nation Conservation.

Mr. Abbott called the meeting to order at 10:00 a.m.

**BUSINESS:**

1. Minutes – Board of Directors Meeting – October 17, 2018

**B12/05/18-1**

**MOVED BY: M. Burnham**

**SECONDED BY: G. Code**

**Resolved, That the Minutes of the Mississippi Valley Conservation Authority Board of Directors meeting held on October 17, 2018 be received and approved as amended.**

**“CARRIED”**

2. Minutes – Source Protection Authority Meeting – October 17, 2018

**B12/05/18-2**

**MOVED BY: G. Code**

**SECONDED BY: M. Burnham**

**Resolved, That the Minutes of the Mississippi Valley Conservation Source Protection Authority meeting held on October 17, 2018 be received.**

**“CARRIED”**

3. Minutes – Administration and Finance Advisory Committee Meeting – November 20, 2018

**B12/05/18-3**

**MOVED BY: M. Burnham**

**SECONDED BY: G. Code**

**Resolved, That the Minutes of the Mississippi Valley Conservation Administration and Finance Advisory Committee meeting held on November 20, 2018 be received.**

**“CARRIED”**

4. Business Arising from the Minutes

**B12/05/18-4**

**MOVED BY: B. MacDonald**

**SECONDED BY: J. Karau**

**Resolved, That \$8,000.00 be transferred to the IT reserve in 2018 as per the 2018 Approved Budget.**

**“CARRIED”**

**B12/05/18-5**

**MOVED BY: A. Gillis**

**SECONDED BY: G. Martin**

**Resolved, That the proposed 2019 Planning Advisory and Regulation Program Fee Schedule be approved.**

**“CARRIED”**

5. 2018 Budget Projections and 2019 Draft Budget

Mr. Lehman reviewed Staff Report #2981/18 regarding the 2019 Draft Budget. He outlined budget pressures as follows:

Salaries and Wages

- The 2019 Budget has included an average wage adjustment of 4.0% (2.5% COL plus average 1.5% merit) amounting to \$71,900. The CPI (Ontario/all-items) for October 2018 was 2.5% over 2017.

Administration

- Consulting fees in the amount of \$8,000 has been included to assist in recruitment for Secretary-Treasurer and conducting a Salary Review in 2019.

#### Watershed Planning

- Portions of the Mississippi River Watershed Plan are eligible for provincial support however, due to additional support being unavailable from the typical annual allocation, staff propose to use a portion of the Glen Cairn proceeds (which represent the provincial share of the original project) to support the watershed plan in the amount of \$35,500.
- In an effort to address high levels of sedimentation in the Carp River downstream of Richardson Side Road, staff propose to collaborate with the University of Ottawa in conducting a geomorphological assessment of the Carp River with funding support from the Glen Cairn reserve in the amount of \$14,000.

#### Studies

- In 2019, two flood plain mapping projects will be undertaken with funding support from the National Disaster Mitigation Program which will be \$15,000 less than in 2018.

#### Plan Review Program

- Based on projected revenues in 2018, revenues in 2019 are projected to be \$10,000 more than budgeted in 2018. This includes a projected increase in fees of 2% to reflect the cost of living.

#### Preventative Maintenance of Flood Control Structures

- With continued erosion of eligible expenditures receiving provincial support, it is proposed that the Glen Cairn reserve be used to support the shortfall in provincial support in the amount of \$68,728.

#### Conservation Services

- In an effort to initiate and support a broad stewardship program across MVCA, the 2019 draft Budget includes a 9-month Stewardship Technician position at a cost of \$42,000.

Mr. Lehman commented on projected capital expenditures over the next ten year period. He noted that the current projections until the year 2028 amount to \$7,687,848 requiring a total municipal levy assessed on a general benefitting basis of \$5,270,050 or an average of \$527,005/year. To support the capital expenditures over the next ten years, it is proposed that a Capital Levy be assessed on a general benefitting basis in the amount of \$527,005 as follows:

- 1) Water Control Structure Capital Projects - \$180,000 (\$65,867 in 2018)
- 2) Administration Office Capital Construction and Maintenance - \$317,005 (\$277,005 in 2018)
- 3) Conservation Area Maintenance and Upgrade - \$30,000 (\$13,000 in 2018)

Mr. Lehman noted that surplus in any given year would be directed to a capital reserve for future year projects and the Authority's general operating surplus could be used to temporarily finance projects when sufficient reserve funds are not available in that particular year. Based on projected expenditures, the general operating surplus will be reduced from its current amount of \$682,002 to \$294,738 by 2024 which is approximately 8% of MVCA's Operating Budget. Alternatively, capital projects could be levied in the year which the project is undertaken which would result in significant fluctuations in the municipal levy from year to year.

Ms. Mason commented that there is a large amount of upcoming infrastructure cost. She noted that the options being proposed are that the authority average the cost over the next ten years, or that the

cost is levied in the year in which it has to be expended. She noted that the charts which were presented show the revenues and the expected costs, in addition to outlining how the reserves go up and down over the years to compensate.

**B12/05/18-6**

**MOVED BY: M. Wilkinson**

**SECONDED BY: G. Code**

**Resolved, That the 2019 Draft Budget based on average capital costs over 10 years be received and circulated to member municipalities for comment.**

**“CARRIED”**

6. Memorandum of Agreement – City of Ottawa & Conservation Partners for Plan Input & Review Services

Mr. Craig reviewed Staff Report #2982/18 regarding an update to the existing Memorandum of Agreement between the City of Ottawa and the Conservation Authority Partners (Mississippi Valley, Rideau Valley and South Nation Conservation Authorities) for Plan Input and Review Services. He noted that the former agreement signed in 2003 requires updating to reflect the following:

- the new (2014) Provincial Policy Statement
- the City of Ottawa official plan
- changes to the Conservation Authorities Act
- termination of the Conservation Authorities agreement with the Federal Department of Fisheries and Oceans
- transfer of review for environmental compliance approvals for stormwater management from the Ministry of Environment Conservation and Parks to the City of Ottawa
- Conservation Authorities significant role in plan input (official plan, master servicing studies, community design plans, subwatershed studies, etc.)
- the need for more clarity around roles and responsibilities
- outdated terminology

Mr. Craig advised that the memorandum of agreement does not change the current role and scope of the Conservation Partners planning advisory services within the City of Ottawa. He also noted that a clause for annual evaluation is included and minor amendments, as agreed upon by both parties, may be made by addendum to the agreement. Proposed major amendments to the agreement would be reported to the Board of Directors.

**B12/05/18-7**

**MOVED BY: M. Burnham**

**SECONDED BY: K. Thompson**

**Resolved, That Staff Report #2982/18 be received, and furthermore**

**Resolved, That the Chair of the Mississippi Valley Conservation Authority be authorized to enter into a Memorandum of Agreement with the City of Ottawa and the Conservation Partners for plan input and review services.**

**“CARRIED”**

7. Christmas Season Office Closure

**B12/05/18-8**

**MOVED BY: G. Code**

**SECONDED BY: B. MacDonald**

**Resolved, That the Mississippi Valley Conservation Administration Office be closed for the Christmas Season December 24 to December 31, 2018 inclusive.**

**“CARRIED”**

8. Letter from Mr. Randy Hillier, MPP and Joint MVCA/RVCA Response

Mr. Lehman reviewed a copy of a letter received from Mr. Randy Hillier, MPP to the Minister of the Environment, Conservation and Parks regarding his concerns with activities of Rideau Valley and Mississippi Valley Conservation Authorities. He noted that a joint response letter from Rideau and Mississippi Valley Conservation Authorities was circulated to Municipal Councils in both watersheds and copies sent to Mr. Hillier, the Minister of Municipal Affairs and Housing, the Minister of the Environment, Conservation and Parks as well the Minister of Natural Resources and Forestry.

Mr. Lehman reinforced that the Authority is willing to attend municipal council meetings to answer any questions or concerns generated by these letters.

9. Carp River Living Classroom Project

Ms. Mason gave a presentation regarding a Carp River Living Classroom initiative which provides wetland education and appreciation of nature in suburban Ottawa. She noted that the project was presented to the Mississippi Valley Conservation Foundation as well and she is seeking the support of the Board of Directors.

**B12/05/18-9**

**MOVED BY: M. Wilkinson**

**SECONDED BY: G. Code**

**Resolved, That the Carp River Living Classroom Project be endorsed by the Board of Directors.**

**“CARRIED”**

10. Conservation Authorities in the Ottawa River Basin

The presentation from Mr. Karau was deferred to a future meeting.

11. Cross Street & Company – Audit Planning Letter

There was no discussion regarding the audit planning letter.

12. Watershed Conditions Report

There was no discussion regarding the watershed conditions report.

13. 2019 Meeting Schedule

There was no discussion regarding the 2019 meeting schedule.

14. Ontario Regulation 153/06 Permits

There was no discussion regarding the Ontario Regulation 153/06 permits.

**ADJOURNMENT**

The meeting was adjourned at 12:00 p.m.

**B12/05/18-10**

**MOVED BY: J. Flynn**

**SECONDED BY: M. Burnham**

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

**“CARRIED”**

“E. Levi, Recording Secretary

D. Abbott, Chair”