

MISSISSIPPI VALLEY CONSERVATION AUTHORITY
BOARD OF DIRECTORS

Mississippi Valley Conservation Centre
Carleton Place

MINUTES

May 16, 2018

2018 MEMBERS PRESENT:

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

2018 MEMBERS ABSENT:

E. El-Chantiry;
J. Hall.

INVITED MEMBERS 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;
S. Gutoskie, Community Relations Coordinator;
C. McGuire, Water Recourses EIT;
G. Mountenay, Water Management Supervisor;
T. Oattes, Communications Assistant;
A. Playfair, Recording Secretary;
J. Price, Director, Water Resource Engineering.

OTHERS PRESENT:

J. Glaser, Cornerstone Management Solutions.

BUSINESS:

1. Minutes – Board of Directors Meeting – April 18, 2018

B05/16/18-1

MOVED BY: F. Campbell

SECONDED BY: G. Code

Resolved, That the Minutes of the Mississippi Valley Conservation Authority Board of Directors meeting held on April 18, 2018 be received and approved as printed.

“CARRIED”

2. Minutes – Finance and Administration Advisory Committee Meeting – April 24, 2018

B05/16/18- 2

MOVED BY: A. Gillis

SECONDED BY: P. Sweetnam

Resolved, That the Minutes of the Mississippi Valley Conservation Authority Finance and Administration Advisory Committee meeting held on April 24, 2018 be received.

“CARRIED”

3. Revisions to Employee Manual

Mrs. Sargeant presented staff report #2956/18. She noted the members were emailed the revised employee manual with the revision Joanne Glaser from Cornerstone Management Solutions updated. She also noted the review of the Employee Manual and subsequent changes were a result of Bill 148, ‘Fair Workplaces, Better Jobs Act, 2017’ which was enacted on Nov 28, 2017. Highlights of the Act include:

- raising the minimum wage
- equal pay for equal work for casual, part-time, temporary and seasonal workers
- paying wages for three hours of work if scheduled to be on-call
- a minimum of three weeks' vacation after five years with the same employer
- up to 10 individual days of leave and up to 15 weeks of leave, without the fear of losing their job when a worker or their child has experienced or is threatened with domestic or sexual violence
- expanded personal emergency leave in all workplaces
- unpaid leave to take care of a critically ill family member.

Mrs. Sargeant informed the members that MVCA exceeds the statutory requirements included in the Act in most areas, namely:

- MVCA wages exceed the general minimum wage included in the Act
- Three weeks' vacation is offered after 3 years of service
- All workers performing the full range of duties are paid on the appropriate salary grid
- Regular salaried employees receive a variety of paid leave days such as sick leave, personal leave, bereavement leave, etc. These paid leave days normally result in a benefit that exceeds the legislative requirement.

She noted in addition to the legislative changes, there are sections being clarified and/or updated to better reflect the current environment (ie Harassment - MoL 2016 Guidelines, cell phone usage in vehicles, use of marijuana in the workplace, etc). She also noted that in addition to the legislative changes, the sections on overtime and vacation accumulation had been updated to not allow staff members to carry over more than 4 weeks of vacation in a year and no overtime to be carried from year to year without approval of the General Manager. The changes to vacation and overtime accumulation will resolve the issue of liability at year end when the Authority goes through the annual audit review process.

She advised that the Finance and Administration Advisory Committee reviewed and discussed all changes and recommended that the updated manual be forwarded to the Board of Directors for adoption.

B05/16/18- 3

MOVED BY: J. Karau

SECONDED BY: B. MacDonald

Whereas, subsequent to the passing of Bill 148 “Fair Workplaces, Better Jobs Act, 2017, updates have been made to the Mississippi Valley Conservation Authority Employee Manual, and Whereas, those updates have been approved by the Finance & Administration Advisory Committee on April 24, 2015, therefore,

Be it Resolved, That the Mississippi Valley Conservation Authority Employee Manual dated May 16, 2018 be adopted.

“CARRIED”

4. Recruitment Process – General Manager

Mr. Abbott presented staff report #2957/18. He noted Paul Lehman, General Manager, following more than 35 years of dedicated service to the Mississippi Valley Conservation Authority had informally advised that he will be retiring later in 2018. Mr. Lehman will vacate the General Manager’s office on October 30th; however, Mr. Lehman has offered to continue to support specific projects in the event they extend beyond October 30th.

Ms. Glaser outlined the proposed recruitment process.

It was also noted the current job description for the General Manager had been reviewed and revised. A discussion was held regarding the education/experience required for the position.

B05/16/18- 4

MOVED BY: J. Flynn

SECONDED BY: K. Thompson

Resolved, That the Board of Directors approve the proposed recruitment process and revised job description for the General Manager dated May 7, 2018.

“CARRIED”

5. Budget Report

The budget report dated May 9, 2018 was reviewed.

6. Gilmor Case Update

Mr. Craig presented a brief history on the Gilmor case, the appeal and the ruling of Supreme Court of Canada. The decision confirms the mandate, that Conservation Authorities have jurisdiction to restrict development due to safe access and public safety.

Mr. Craig advised that MVCA staff have begun to work with members of the municipalities to produce mapping that identifies areas with issues of safe access.

7. Watershed Conditions Report

Mr. Moutenay commented on staff report 2958/18. He noted flows and levels across the watershed had peaked and had begun to recede. He also noted dams are currently being closed off to prepare for summer levels and mentioned no additional flooding is expected.

He informed the members the long range forecast indicates a wet May, normal temperatures for June and July and a warmer August. Dryer conditions are expected through the summer. MVCA staff will keep the water in the system for as long as possible and will continue to monitor the situation.

8. Water Management Program Update

Mr. McGuire presented the Water Information System of KISTERS (WISKI) and the different data collecting software and devices used to collect the water levels throughout the watershed. He explained Kiwis collects data from the Authority gauges and other sources like data field sheets and uploads the information to the web so data can be shared with other CA's and the public. He noted the WISKI hub is shared with 10 other CA's which help to cover the cost of the system.

He noted MVCA's next steps are to import all historical data into WISKI, automate the 9 remaining staff gauge sites, continue digitizing field sheets such as: Dam Operations; MTO Traffic Plans; Health and Safety Inspections, as well as integrate snow survey and water quality data onto the website.

9. Ontario Regulation 153/06 Permits

Staff report #2959 outlining Ontario Regulation 153/06 approved permits and active permits to May 8, 2018 was received.

10. Other Business

Ms. Gutoskie informed the members that of the details for the Board Tour that will be held on June 20th that will also include the rededication of the Chairman's Way. She also noted the official opening of the Carp River Restoration Park will be held on June 19, 2018 and the Board members are all invited to attend.

Ms. Wilkinson noted the wetland park opening and thanked staff for taking on the project. She also noted WOW Week (Welcome Ottawa Week) will be the week of June 18-22 and asked if a staff member would speak at the event during speaker's corner on June 21, 2018.

ADJOURNMENT

The meeting was adjourned at 2:26p.m.

B05/16/18- 5

MOVED BY: G. Code

SECONDED BY: F. Campbell

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

“CARRIED”