

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

BOARD OF DIRECTORS MEETING

Zoom Video Conference

MINUTES

December 2, 2020

MEMBERS PARTICIPATING:

J. Mason, Chair  
G. Gower, Vice-Chair;  
J. Atkinson;  
F. Campbell;  
T. Fritz;  
B. Holmes;  
J. Karau;  
W. King;  
P. Kehoe;  
C. Lowry;  
P. Sweetnam;  
K. Thompson.

MEMBERS UNAVAILABLE:

E. Burke;  
R. Darling;  
E. El-Chantiry;  
J. Inglis;  
G. McEvoy.

STAFF PRESENT:

S. McIntyre, General Manager;  
A. Millar, Treasurer;  
A. Broadbent, Information Technology Supervisor;  
M. Craig, Manager, Planning and Regulations;  
J. Cunderlik, Director, Water Resource Engineering;  
R. Fergusson; Operations Supervisor;  
S. Gutoskie, Community Relations Coordinator;  
E. Levi, Recording-Secretary.

OTHERS PRESENT:

M. Livingston, Project Manager, MRSPR.

J. Mason called the meeting to order at 10:00 a.m.

B12/02/20-1

MOVED BY: T. Fritz

SECONDED BY: B. King

Resolved, That the Agenda for the December 2, 2020 Board of Directors Meeting be adopted.

“CARRIED”

J. Mason proposed that information items # 14 – 16 on the agenda be deemed received for information should time constraints for the meeting become an issue.

**B12/02/20-2**

**MOVED BY: G. Gower**

**SECONDED BY: C. Lowry**

**Whereas the MVCA Board/Source Protection Authority meeting is scheduled to end at 12pm.**

**Therefore, be it Resolved, That:**

**If not all MVCA Board meeting items are addressed by 11:45am, no presentations or discussion will be had for items 14, 15, and 16 and the minutes will record that they were received by the Board for information.**

**“CARRIED”**

1. Approval of Minutes

**B12/02/20-3**

**MOVED BY: F. Campbell**

**SECONDED BY: K. Thompson**

**Resolved, That the Minutes of the Mississippi Valley Board of Directors meeting held on October 21, 2020 be received and approved as printed.**

**“CARRIED”**

2. Receipt of Minutes

**B12/02/20-4**

**MOVED BY: P. Kehoe**

**SECONDED BY: P. Sweetnam**

**Resolved, That the Minutes of the Mississippi Valley Finance & Administration Advisory Committee meeting held on September 9, 2020 be received.**

**“CARRIED”**

**B12/02/20-5**

**MOVED BY: J. Karau**

**SECONDED BY: J. Atkinson**

**Resolved, That the Minutes of the Mississippi Valley Policy & Priorities Advisory Committee meeting held on October 2, 2020 be received.**

**“CARRIED”**

3. Business Arising

None.

4. Draft Salary Transition Plan

**B12/02/20-6**

**MOVED BY: T. Fritz**

**SECONDED BY: F. Campbell**

**Resolved, That The committee move to in-camera session for discussion of the following matters:**

**Labour relations or employee negotiations**

**And further Resolved, That:**

**Sally McIntyre & Angela Millar remain in the room.**

**“CARRIED”**

**B12/02/20-7**

**MOVED BY: T. Fritz**  
**SECONDED BY: P. Sweetnam**

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

**“CARRIED”**

J. Mason read the following into the meeting record: “A closed meeting was held. The item considered concerned discussion relating to labour relations. There is nothing further to report.” The GM will implement the salary changes as approved by the Board and amend financial planning and budget documents accordingly.

5. Shabomeka Lake Dam Project

**B12/02/20-8**

**MOVED BY: P. Sweetnam**  
**SECONDED BY: F. Campbell**

**Resolved, That The committee move to in-camera session for discussion of the following matters:**

**Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority;**

**And further Resolved, That:**

**Sally McIntyre, Angela Millar and Juraj Cunderlik remain in the room.**

**“CARRIED”**

**B12/02/20-9**

**MOVED BY: F. Campbell**  
**SECONDED BY: C. Lowry**

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

**“CARRIED”**

J. Mason read the following into the meeting record: “A closed meeting was held. The item considered concerned discussion relating to a matter of potential litigation. There is nothing further to report.” The GM will implement changes to the vendor contract as approved by the Board with funding drawn from the Glen Cairn Reserve Fund.

6. Interim Financial Plan & 10-year Capital Plan

S. McIntyre gave a presentation regarding Staff Report 3099/20, that summarized matters previously discussed at the Finance and Administration Committee and the Policy & Priorities Committee. Both Committees recommended approval of the documents by the Board. The plans will form the basis of annual work planning and budgeting for the next three years 2021-2023.

**B12/02/20-10**

**MOVED BY: P. Sweetnam**

**SECONDED BY: T. Fritz**

**Resolved, That the Board of Directors approve the draft Interim Financial Plan and Update to the 10-year Capital Plan as recommended by the Policy & Priority Committee and Finance & Administration Committee.**

**“CARRIED”**

7. Draft 2021 Budget

S. McIntyre presented Staff Report 3100/20. Proposed 2021 operating and capital budgets were reviewed as were the Authority’s reserves and proposed long-term debt. The municipal levy portion of the 2021 budget shows an inflation increase of 2.0% for inflation on the operating budget and 2.5% increase on the capital budget, and 1.5% for growth on both. This raises the total municipal levy by approximately 3.5%.

**B12/02/20-11**

**MOVED BY: J. Atkinson**

**SECONDED BY: G. Gower**

**Resolved, Resolved, That the Board of Directors:**

- 1. Receive the Draft 2021 Budget as attached and authorize it to be circulated to member municipalities for comment;**
- 2. Endorse the submission of grant applications that support the 2021 Capital and Operating programs as set out in the Draft 2021 Budget; and**
- 3. Direct staff to update the Interim Financial Plan and 10-year Capital Plan to reflect the 2021 Budget as presented.**

**“CARRIED”**

8. 2020 Year-End Contributions to/from Reserves

A. Millar reviewed attached Staff Report 3101/20 and recommended that any unspent dollars raised through the 2020 municipal levy for capital purposes be placed into the appropriate capital reserves to be utilized for future capital needs. At present, the Authority is projecting an operating deficit of \$27,890, which should be funded from the Operating Reserve. If the financial position of the Authority changes and there is an operational surplus at December 31, 2020, it is recommended that surplus funds be transferred to the Operating Reserve to address future needs.

**B12/02/20-12**

**MOVED BY: K. Thompson**

**SECONDED BY: B. Holmes**

**Resolved, That the Board of Directors:**

- 1) Authorizes any unspent capital levied dollars, as at December 31, 2020, be transferred to their respective capital reserves for future capital needs;**
- 2) Authorizes, that if the Authority has an operating deficit for year ending December 31, 2020, this deficit is to be funded from the Operating Reserve and if the year-end position results in a surplus, that the surplus funds be placed into the Operating Reserve for future needs of the Authority.**

**“CARRIED”**

9. Watershed Plan Public Advisory Committee

S. McIntyre reviewed the potential role for the Watershed Plan Advisory Committee following completion of the Watershed Plan, as outlined in Staff Report 3108/20.

J. Karau added that the PAC is committed and interested in assisting with the implementation. He also wished to recognize that provincial changes raise a larger question about roles for committees such as the PAC and would like to see the Committee to have a continued role, including assisting with stewardship.

**B12/02/20-13**

**MOVED BY: P. Kehoe**

**SECONDED BY: B. Holmes**

**Resolved, That the Board of Directors direct staff to consult with the Public Advisory Committee (PAC) regarding its potential involvement during implementation of the Watershed Plan.**

**“CARRIED”**

10. Extension of North Frontenac Property Option

S. McIntyre reviewed Staff Report 3103/20. She advised that North Frontenac notified MVCA that is wished to exercise its right to extend the Option for one year in accordance with the terms of the agreement in order to allow for execution and registration of documents, which have been delayed due to COVID-19.

**B12/02/20-14**

**MOVED BY: J. Atkinson**

**SECONDED BY: P. Sweetnam**

**Resolved, That the Board authorize extension of the existing Option to Purchase Agreement with the Township of North Frontenac for Palmerston Beach to December 31, 2021.**

**“CARRIED”**

11. 2021 Meeting Schedule

S. McIntyre outlined the proposed Board Meeting schedule for 2021, as in Staff Report 3104/20 attached.

**B12/02/20-15**

**MOVED BY: B. King**

**SECONDED BY: P. Kehoe**

**Resolved, That the Board of Directors approve the proposed 2021 meeting schedule.**

**“CARRIED”**

12. Christmas Office Closure

S. McIntyre proposed the standard Christmas office closure as outlined in Staff Report 3105/20, attached.

**B12/02/20-16**

**MOVED BY: P. Sweetnam**

**SECONDED BY: K. Thompson**

**Resolved, That Mississippi Valley Conservation Authority offices be closed for the holiday season from noon December 24 to end of business day December 31, 2020, inclusive.**

**“CARRIED”**

13. K & P Trail Bridge – Structural & Safety Assessment

S. McIntyre reviewed key findings and recommendations of the structural and safety assessment of the K&P Trail Bridge over the Clyde River, as outlined in Staff Report 3106/20.

She noted staff will be installing load restriction signs in accordance with recommendations of the engineering firm; notify all companies that have used this bridge for logging access; and issue public notices regarding the new load restrictions at the bridge. Additionally, staff will carry out a consultation program this winter to promote awareness and discussion of the options and their costs. The objective will be to return to the Board in April so that the recommended solution can be carried out in 2021 if approved and if funding is available.

P. Sweetnam commented that the K&P property was purchased as a trail, not a road. He expressed that the Authority should be making repairs for the standards required for ATVs and snowmobiles only, not road vehicles or logging trucks.

Agenda Items #14 – 16 were deemed received for information.

**ADJOURNMENT**

The meeting was adjourned at 11:50 a.m.

**B12/02/20-17**

**MOVED BY: J. Karau**

**SECONDED BY: B. Holmes**

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

**“CARRIED”**

“E. Levi, Recording Secretary

J. Mason, Chair”