



Board of Directors

MINUTES

Via Zoom

October 20, 2021

MEMBERS PRESENT

J. Atkinson, Chair
J. Mason, Vice-Chair
F. Campbell
J. Inglis
E. El-Chantiry
K. Thompson
P. Kehoe
B. Holmes
J. Karau
B. King
C. Lowry
C. Rigelhof
P. Sweetnam

MEMBERS ABSENT

G. Gower
C. Kelsey
A. Tennant
R. Darling

STAFF PRESENT

S. McIntyre, General Manager
A. Millar, Treasurer
J. Falsetti, Stewardship Technician
M. Craig, Manager of Planning and Regulations
J. North, Water Resource Technologist
A. Broadbent, Information Technology Supervisor
J. Cunderlik, Director, Water Resource Engineering
R. Fergusson, Operations Supervisor
J. North, Water Resource Technologist
A. Moore, Regulations Officer

T. Vukovic, Planning & Regulations Technician
E. Ogden, Environmental Planner
B. Flood, Water Resources Engineer Intern
S. Kunjikutty, Water Resources Engineer
D. Post, Full Stack Developer
E. Levi, Administrative Assistant
L. Williams, Recording Secretary

VISITORS PRESENT Laura Cummings

BUSINESS

1. Adoption of the Agenda

B10/20/21-1

MOVED BY: C. Rigelhof

SECONDED BY: B. King

Resolved, That the Agenda for the October 20th, 2021 Board of Directors meeting be adopted as presented.

“CARRIED”

2. Approval of Minutes

B10/20/21-2

MOVED BY: E. El-Chantiry

SECONDED BY: F. Campbell

Resolved, That the minutes of the Mississippi Valley Board of Directors meetings held on September 15, 2021 and October 7, 2021 be received and approved as printed.

“CARRIED”

3. Watershed Condition Report

J. North presented the Watershed Condition Report # 3173/21.

4. Update: New Regulations under the *Conservation Authorities Act*

S. McIntyre presented Report 3174/21 regarding new regulations under the Conservation Authorities Act.

FINANCE AND ADMINISTRATION COMMITTEE

5. Workforce Plan

S. McIntyre presented Report 3168/21 regarding the Workforce Plan.

E. El-Chantiry expressed the need for a policy regarding how to handle unexpected costs along with monies in reserves. S. McIntyre agreed that there is a need for this policy while expressing her desire to seek council from the official MVCA auditor on the matter.

E. El-Chantiry questioned whether or not there was an allotment in the proposed budget for the continued transition of staff working from home. S. McIntyre noted that this issue has been addressed in the proposed IT budget.

E. El-Chantiry made the point that there must be a plan for retirement transitions – specifically a reserve budget. Highlighting the need to exercise prudence in the matter, he suggested that MVCA work with council to create a six-month reserve budget for this specific need.

J. Karau asked if staff were involved in the Workforce Plan or if it had been shared with staff. He noted importance of staff involvement and how this could help shape more positive morale among the workplace. S. McIntyre confirmed that staff have seen the plan and are in discussion with their department managers. She also pointed out the number of staff members attending the meeting via Zoom that day. J. Karau went on to express the importance of the Community Liaison position along with his concerns as to whether or not this has been recognized.

J. Mason noticed that MVCA has been understaffed for a couple years now. She went on to express her support for the addition of new staff to alleviate workload pressures.

E. El-Chantiry drew attention to the third-party conducted Psychosocial Survey. He recommended a working group comprising of senior management and the General Manager, or, the Board and the General Manager. This group would work to address the Psychosocial Survey and clarify the needs of the MVCA staff.

P. Sweetnam shared his appreciation for staff while encouraging them to take appropriate time off based on their personal needs.

J. Inglis looked for advice on whether or not he should be giving his council notice on monetary pressures North Frontenac may face. A. Millar reassured him that this would not be a huge sum, and that she would email him, along with the other councilors, their percentages as she did not have the information available to her at that moment.

B10/20/21-3

MOVED BY: E. El-Chantiry

SECONDED BY: C. Lowry

Resolved, That the Finance and Administration Committee recommend that the Board:

- a) Receive the Workforce Plan attached to Staff Report 2168/21**
- b) Adjust the 2022 Operating Budget Assumptions to increase the municipal levy in the amount as prescribed by Table 2 to provide workforce adjustments.**

“CARRIED”

6. 2022 Budget Assumptions

S. McIntyre presented the 2022 Budget Assumptions in Report #3167/21.

J. Mason commented that the motion must be amended to include the percentages represented in the budget. S. McIntyre agreed and apologized for the error.

B10/20/21-4

MOVED BY: K. Thompson

SECONDED BY: P. Kehoe

Resolved, That the Board of Directors direct staff to develop the 2022 Budget and related documents in accordance with the following parameters:

- 1. An assumed growth in tac assessment of 1.4%**
- 2. A municipal levy increase of 3% to the operation budget as well as the amount prescribed in Table 2 of the Workforce Plan Staff Report 3168/21**
- 3. A municipal levy increase of 4.5% to the capital budget.**

“CARRIED”

7. 2022 Fee Schedule Update

M. Craig and A. Millar presented Report 3166/21 regarding the 2022 Fee Schedule.

Referring to Schedule B, the replacement of culverts determined by size, P. Sweetnam asked what responsibility MVCA has to determining culvert size and why there is a cost. M. Craig explained that MVCA must determine/recommend culvert size and provide reports – this fee represents cost recovery. P. Sweetnam sought clarification on the origin of these reports. M. Craig explained they are written by staff, and supported by shared information. P. Sweetnam encouraged digital reporting.

F. Campbell sought clarification on why there is a Site Fee noted on the schedule when these fees are paid directly to the municipalities. M. Craig explained that these fees are collected by the municipalities, however, they are then repaid to MVCA.

B10/20/21-5

MOVED BY: P. Sweetnam

SECONDED BY: P. Kehoe

Resolved, That the Board of Directors approve the 2022 Fee Schedules as presented in Staff Report 3166/21.

“CARRIED.”

8. Nature Smart Climate Solutions Fund Grant

S. McIntyre presented Report 3165/21 regarding the Nature Smart Climate Solutions Fund Grant.

J. Karau drew attention to the struggles that the MVCA Foundation has faced in the past due to the lack of priority placed upon it. He stressed the benefits of hiring a professional fundraiser, pointing out the cost being worth the reward. S. McIntyre agreed by reassuring the Board that staff would not be taking on this task alone. She highlighted the professional background of the Administrator of the Mississippi-Madawaska Land Trust is in fundraising. J. Karau added his encouragement in working together. P. Sweetnam took a moment to recognize the efforts the staff. He continued on to express agreeance with J. Karau regarding professional fundraising.

B10/20/21-6

MOVED BY: J. Mason

SECONDED BY: F. Campbell

Resolved, That the Board of Directors:

- a) **Endorse the three projects that have received draft approval under the Nature Smart Climate Solutions Fund, as presented in this report.**
- b) **Direct staff to work with the Mississippi Valley Conservation Foundation and the Mississippi-Madawaska Lan Trust to develop and implement a fundraising campaign to secure the \$133,000 cash contribution by MVCA.**
- c) **Approve borrowing of up to \$133,000 from the Glen Cairn Reserve, or Operating Reserve, which shall be replenished as monies are donated.**

“CARRIED”

POLICY AND PRIORITIES COMMITTEE

9. **COVID-19 Vaccination Policy**

B10/20/21-7

MOVED BY: E. El-Chantiry

SECONDED BY: F. Campbell

Resolved, That the Board of Diretors move to “in-camera” for discussion of advice that is subject to solicitor-client privilege; and further,

Resolved, That Sally McIntyre and Angela Millar remain in the room.

“CARRIED”

B10/20/21-8

MOVED BY: E. El-Chantiry

SECONDED BY: J. Mason

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

“CARRIED”

The Board of Directors received legal advice and provided direction regarding the COVID-19 Vaccination Policy.

B10/20/21-9

MOVED BY: E. El-Chantiry

SECONDED BY: F. Campbell

Resolved, That the Board of Directors:

- 1) **Approve the mandatory COVID-19 vaccination policy as contained in Staff Report 3169/21; and**
- 2) **Add the following wording to the above noted policy:**
The MVCA will distribute rapid antigen tests to staff, Board/Committee members, volunteers and students who are required to participate in regular testing. Those who are unvaccinated for reasons other than clause 8(a) or clause 8(b) will be required to cover any costs associated with the tests. The MVCA will cover the cost of testing for all others.

“CARRIED”

10. **Stewardship Plan**

J. Falsetti presented Report 3170/21 regarding the MVCA Stewardship Plan.

J. Karau encouraged an update to include the Wetland Management Program. J. Mason agreed, adding that Friends of the Carp River should also be added.

ADJOURNMENT

The meeting was adjourned at 3:01 p.m.

B10/20/21-10

MOVED BY: K. Thompson

SECONDED BY: B. King

Resolved, That the Board of Directors meeting adjourned.

“CARRIED”