



MINUTES

Via Zoom

February 16, 2022

MEMBERS PRESENT

J. Atkinson, Chair
J. Mason, Vice-Chair
F. Campbell
R. Darling
B. Holmes
J. Inglis
J. Karau
P. Kehoe
B. King
C. Lowry
C. Rigelhof
P. Sweetnam
A. Tennant
K. Thompson

MEMBERS ABSENT

E. El-Chantiry
G. Gower
C. Kelsey

STAFF PRESENT

S. McIntyre, General Manager
A. Millar, Treasurer
M. Craig, Manager, Planning and Regulations
J. Cunderlik, Director, Water Resource Engineering
H. Murphy, Analyst
J. North, Water Resource Technologist
E. Levi, Recording Secretary

OTHERS PRESENT

G. Street, Cross Street and Company
R. Bell, Director, Mississippi Lakes Assoc.
D. Donald, Vice-President, Mississippi Lakes Assoc.
G. Whitelaw, Director Municipal Relations, Mississippi Lakes Assoc.

J. Atkinson called the meeting to order at 1:00pm

J. Atkinson noted that item 15 in the consent agenda would be moved and discussed after item 12.

B02/16/22-1

MOVED BY: B. King

SECONDED BY: F. Campbell

Resolved, That the Agenda for the February 16, 2022 Board of Directors Annual General Meeting be adopted as amended.

“CARRIED”

BUSINESS

1. Watershed Conditions Report

J. North reviewed current water level conditions in the watershed. There are no specific indicators at this time for flooding.

2. Guest Presentation: Mississippi Lakes Association

Robert Bell, Doreen Donald and Graham Whitelaw of Mississippi Lakes Association (MLA) gave a presentation outlining the importance and value of the MLA/MVCA partnership as well as MLA activities in 2021.

3. Approval of Minutes – Board of Directors

An amendment to the December 1, 2022 minutes was requested to reflect C. Lowry’s attendance at the meeting.

B02/16/22-2

MOVED BY: P. Kehoe

SECONDED BY: B. King

Resolved, That the Minutes of the Mississippi Valley Board of Directors Meeting held on:

a) December 1, 2021

b) December 16, 2021

be received and approved as amended.

“CARRIED”

4. 2021 Draft Financial Statements & Audit Findings Letter

G. Street reviewed the audited 2021 Financial Statements for the period ending December 31, 2021 and the Audit Findings Letter dated January 28, 2022. He noted they represent the

Authority's financial position in accordance with the Canadian Public Sector Accounting Standards and that the Authority was in sound financial position. No concerns were raised.

B02/16/22-3

MOVED BY: C. Rigelhof

SECONDED BY: K. Thompson

Resolved, That:

- 1) the audited Financial Statements for the period ending December 31, 2021 be received and adopted.**
- 2) the Audit Findings letter dated January 28, 2022 be received.**

"CARRIED"

5. Election of 2021 Officers

B02/16/22-4

MOVED BY: F. Campbell

SECONDED BY: J. Karau

Resolved, That Sally McIntyre be appointed as Chair for the Election of Chair for 2022.

"CARRIED"

S. McIntyre declared all offices vacant. F. Campbell nominated Jeff Atkinson for the position of Chair of the Conservation Authority for 2022. S. McIntyre asked three times for further nominations. No further nominations were received.

B02/16/22-5

MOVED BY: C. Rigelhof

SECONDED BY: J. Karau

Resolved, That nominations for the position of Chair be closed.

"CARRIED"

J. Atkinson agreed to let his name stand for the position of Chair. He was duly elected by acclamation.

P. Sweetnam nominated Janet Mason for the position of Vice-Chair of the Conservation Authority in 2022. J. Atkinson asked three times for any further nominations. No further nominations were received.

B02/16/22-6

MOVED BY: C. Rigelhof

SECONDED BY: C. Lowry

Resolved, That nominations for the position of Vice-Chair be closed.

"CARRIED"

J. Mason agreed to let her name stand for the position of Vice-Chair. She was duly elected by acclamation.

6. Appointment of 2021 Auditor

B02/16/22-7

MOVED BY: C. Lowry

SECONDED BY: P. Sweetnam

Resolved, That the firm of Cross Street Professional Corporation be engaged as the Authority's Auditor for the year 2022.

"CARRIED"

7. 2022 Budget

S. McIntyre reviewed Staff Report 3196/22 containing the 2022 Draft Budget as was circulated to member municipalities.

J. Mason raised concern about the draft budget figures versus the financial statement balances.

A. Millar offered that page 35 of the budget should be amended to reflect the year-to-date figures as at December 31, 2021 which will align with the financial statements.

J. Inglis sought clarification regarding the 20% increase in operating budget. S. McIntyre explained that the levy was not increasing to cover the entire 20%. Some costs are for temporary projects that will be offset by grants; compensation costs incurred from implementation of the Workforce Plan are being phased in over time; and that the decision to reduce the amount phased onto the levy in 2022 would defer pressure on the levy to 2023.

B02/16/22-8

MOVED BY: C. Rigelhof

SECONDED BY: R. Darling

Resolved, That the Board of Directors approve the 2022 Budget as presented.

"CARRIED"

8. 2022 Borrowing Resolution

A. Millar commented on Staff Report 3197/22. To ensure compliance with the Administrative By-law, a motion is required for the 2022 calendar year, to provide authorization by the Board for the execution of the loan for the Shabomeka Lake Dam project.

B02/16/22-9

MOVED BY: F. Campbell

SECONDED BY: A. Tennant

Resolved, That the Board of Directors:

1. Authorize the General Manager and/or Treasurer to negotiate financing terms for securement of a loan for reconstruction of the Shabomeka Lake Dam with the City of Ottawa; and
2. Authorize the Chair and/or Vice-Chair along with the General Manager and/or Treasurer to execute a loan with the City of Ottawa for the amount not covered by the WECI funding program to an upset limit of \$900,000.

“CARRIED”

9. 2022 Per Diem and Mileage Rates

A. Millar reviewed Staff Report 3190/22. Mileage rates and per diems were frozen at the 2020 rates based on the Board decision in February 2021. It was proposed that the per diem and honorarium be increased by 4.1% which is the cost of living allowance.

The recommendation of the Finance and Administration Advisory Committee is to continue with the 2020 rates for per diems for 2022 and to adopt the provincial “Travel, Meal and Hospitality Expenses Directive” mileage rate effective January 1, 2022 instead of the federal guide.

B. King was supportive of the decrease in mileage however he commented that per diems should be eliminated as attending meetings was part of the job of being a board member. It was noted that some members must book time off work to attend these meetings; and that taking a per diem should be optional.

B02/16/22-10

MOVED BY: B. Holmes

SECONDED BY: P. Kehoe

Resolved, That the Board of Directors approve:

- a) **Approve maintenance of current (2020/2021) per diem and honorarium rates for 2022.**
- b) **Direct that mileage rates set out in the provincial “Travel, Meal and Hospitality Expenses Directive” be used effective January 1, 2022.**
- c) **Direct staff to conduct a review of per diems and honorariums and to table results for consideration before municipalities commence recruitment of Board members for the 2022-2026 term of council.**

“CARRIED”

13 for, 1 against

10. Program and Services Inventory & Cost Recovery

S. McIntyre reviewed Staff Report 3193/22 as presented at the Finance and Administration Advisory Committee meeting. The report outlines the objective of the Programs & Services Inventory which must be submitted to municipalities by end of February per *O.Reg 687/21* and also provides information found in the Consultation Guide summarizing programs and services under categories and cost recovery method for each.

11. O.Reg 687/21 Draft Programs & Services Inventory

S. McIntyre discussed highlights from the draft inventory of programs and services in Staff Report 3198/22. Program/service categories were identified and areas requiring updated or new Memoranda of Understanding or Cost Apportionment Agreements were discussed. The Inventory is draft and may be amended/refined going forward as needed to support discussions with member municipalities.

B02/16/22-11

MOVED BY: R. Darling

SECONDED BY: P. Sweetnam

Resolved, That the Board of Directors approve circulation of the draft inventory to member municipalities and submission to the province in accordance with O.Reg. 687/21.

“CARRIED”

12. Shabomeka Dam Project Update

J. Cunderlik provided an overview of work completed to-date in Phase 1 of the project, per Staff Report 3199/22.

A structural assessment carried out during construction found the concrete elements to be in acceptable condition but recommended several works to address structural and public safety deficiencies. A further structural stability review was recommended in 2 to 5 years to confirm the timing and scope of Phase 2 reconstruction.

J. Cunderlik advised that costs to date are below the WECl grant upset limit. Assuming funds are available, a list of recommended additional works for the current rehabilitation project was tabled for approval.

J. Inglis commented that there needs to be allowance for property owners, recreational users, utilities and emergency vehicle to cross the same to access the North Shore. It was confirmed that the proposed project enhancements will provide the required access.

B02/16/22-12

MOVED BY: A. Tennant

SECONDED BY: K. Thompson

Resolved, That the Board of Directors approve use of remaining WECl funds and the expenditure of matching capital dollars to complete the additional works required to address structural and public safety items at Shabomeka Lake Dam as set out in Report 3199/22.

“CARRIED”

15. Update – City of Ottawa Loan for Shabomeka Lake Dam

J. Karau commented that he had requested this item be moved from the consent agenda for discussion, however with the confirmation of 50% WECl funding for the project, he was satisfied with the report as is.

16. Regulations Committee and Other Committee and Board Representative Appointments

B02/16/22-13

MOVED BY: P. Sweetnam

SECONDED BY: A. Tennant

Resolved, That the Board of Directors:

- 1) Appoint the Board members listed in Table 1 of Staff Report 3200/22 to the Regulations Committee to hear applications pursuant to Ontario Regulation 153/06 and MVCA’s Administrative By-law.**
- 2) Direct members of the Regulations Committee to deliberate on the evidence presented at a hearing, and grant or deny such permission on behalf of the Mississippi Valley Conservation Authority and provide the applicant with reasons, in writing, thereof.**
- 3) Appoint Bev Holmes as Board Representative on the Mill of Kintail Museum Advisory Committee.**
- 4) Appoint Janet Mason as Board Representative on the Mississippi Valley Conservation Foundation.**

“CARRIED”

17. Appointments to Conservation Ontario

B02/16/22-14

MOVED BY: J. Karau

SECONDED BY: F. Campbell

Resolved, That the Board of Directors appoint the following to Conservation Ontario Council for 2022:

- The 2022 Board Chair as Voting Delegate**
- The 2022 Board Vice Chair as First Alternate**
- The General Manager as Second Alternate**

“CARRIED”

18. Timeline Reporting for Section 28 Applications

M. Craig reviewed Staff Report 3202/22 outlining MVCA’s compliance with Conservation Ontario council-approved timelines for the issuance of permits under the *Conservation Authorities Act* for 2021.

C. Lowry asked for clarification on the two major projects which did not meet the timelines. M. Craig explained it was due to complexity of the projects and availability of staff to complete internal reviews.

ADJOURNMENT

The meeting was adjourned at 3:17p.m.

B02/16/22-15

MOVED BY: A. Tennant

SECONDED BY: B. King

Resolved, That the Board of Directors meeting adjourned.

“CARRIED”

“E. Levi, Recording Secretary

J. Atkinson, Chair”