



Board of Directors Meeting

By Zoom

1:00 pm

July 20th, 2022

<https://us06web.zoom.us/j/84146190088>

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Meeting ID: 841 4619 0088

AGENDA

ROLL CALL

Agenda Review

Declarations of Interest (written)

Main Business

1. Approval of Minutes: Board of Directors, May 18, 2022, Page 2
2. Watershed Conditions, Report 3227/22, (J. North), Page 10
3. Reserve Policies, Report 3228/22, (S. McIntyre & A. Millar), Page 11
4. Requested Use of the K&P, Lanark Highlands Twp., Report, 3229/22, (S. Lawryk & M. Craig), Page 20
5. Permit Signing Authority: Juraj Cunderlik, Report 3230/22, (S. McIntyre), Page 24
6. Appointment of PAC Board Representative, Report 3231/22, (S. McIntyre), Page 25
7. In Camera – 2nd Round of Job Evaluation: Results and Financial Implications, Report 3232/22, (S. McIntyre), To be distributed
8. In Camera – Treasurer Replacement, Report 3233/22, (S. McIntyre), To be distributed
9. Update: Program & Services MOUs and CAAs, Report 3234/22, (S. McIntyre), Page 26
10. GM Update, Report 3235/22, (S. McIntyre), Page 29

Other Business

ADJOURNMENT



MINUTES

Via Zoom & In Person

Board of Directors

May 18, 2022

MEMBERS PRESENT

J. Atkinson, Chair
J. Mason, Vice-Chair
F. Campbell
R. Darling
E. El-Chantiry
G. Gower
J. Inglis
J. Karau
P. Kehoe
B. King
S. Lewis
C. Lowry
C. Rigelhof
P. Sweetnam
A. Tennant
K. Thompson

MEMBERS ABSENT

C. Kelsey
B. Holmes

STAFF PRESENT

S. McIntyre, General Manager
A. Millar, Treasurer
A. Moore, Regulations Officer
T. Vukovic, Planning and Regulations Technician
J. North, Water Resources Technologist
J. Cunderlik, Director of Water Resources Engineering
R. Fergusson, Operations Supervisor
M. Craig, Manager of Planning and Regulations

GUESTS PRESENT

T. Slot
C. Joli-Coeur

J. Atkinson called the meeting to order at 1:04pm

J. Atkinson welcomed Steven Lewis, the new Agricultural Representative, to the MVCA Board of Directors.

B05/18/22-01

MOVED BY: F. Campbell

SECONDED BY: E. El-Chantiry

Resolved, That the agenda for the May 18, 2022 Board of Directors Meeting be adopted as presented.

“CARRIED”

BUSINESS ARISING

1. Approval of Minutes – Board of Directors, April 20th 2022

B05/18/22-02

MOVED BY: C. Rieghof

SECONDED BY: P. Sweetnam

Resolved, That the Minutes of the Mississippi Valley Board of Directors Meeting held on April 18, 2022 be received and approved as printed.

“CARRIED”

2. Receipt of Minutes – Executive Committee, November 12th 2021

The Board of Directors received the minutes of the Mississippi Valley Executive Committee Meeting held on November 12, 2021. There was no motion passed.

3. Watershed Conditions Report, Report 3223/22

J. North presented the Watershed Conditions Report, Report 3223/22. She noted that flows in all tributaries are close to normal for this time of year and that dams are being operated in the upper watershed to achieve summer levels by end of May. The long-range forecast shows a warmer, dry June.

4. Action Plan for Reducing & Mitigating Workplace Stress, Report 3221/22

S. McIntyre presented Report 3221/22 regarding an Action Plan for Reducing & Mitigating Workplace Stress. She explained that the issue was raised by the Joint Health and Safety Committee in February 2020, with a response developed in March 2020 – however the implementation of this response was delayed by the COVID-19 pandemic. S. McIntyre went on to explain the external and internal variables that have led to these operational challenges. She explained Tuckman’s Stages of Team Development noting that due to constant external pressures, there may have been a protracted period of “storming”. She expressed her confidence in the organization that as we move out of COVID, the organization will be able to resume operations in a positive manner. Finally, S. McIntyre noted that the issue of Vertical

Trust is not singled out in the Action plan, however, all actions are designed to address this issue.

S. McIntyre welcomed Christine Joli-Coeur and Teagan Slot from Public Services Health and Safety Association (PSHSA), who have been working with MVCA as it pertains to the psychosocial health of the organization. C. Joli-Coeur made a presentation regarding their work to identify and assess MVCA workplace stressors. She noted key findings such as: emotional demands, vertical trust, work pace, predictability of work, and role conflicts. She noted priorities for actions such as: communication, workload, connections and interactions between staff members. She encouraged MVCA to put actions into place to decrease psychological impacts.

S. McIntyre identified the top ten action items identified by employees as highlighted in the proposed Action Plan, noting that these are to be implemented immediately.

G. Gower asked C. Joli-Coeur what the responsibility of the Board of Directors is in this matter. C. Joli-Coeur responded that the board is responsible for holding supervisory staff accountable for following through on the proposed Action Plan. G. Gower asked what they can do as a Board to support the efforts in carrying the Action Plan forward. S. McIntyre responded that the prescribed actions will likely meet with varying success and outcomes, and that adjustments will be needed. The Board's understanding of the complexity and needs of the organization is and will continue to be appreciated.

E. El-Chantiry asked if the current report of discussion (Report 3221/22) was related to the next report on the agenda regarding the Disconnect from Work Policy. S. McIntyre explained that it is now a requirement under the *Employment Standards Act* (ESA), however, this policy addresses some of the stress experienced by employees.

Regarding the proposed Action Plan, E. El-Chantiry asked if MVCA has a policy in place to have an exit meeting regarding the matter to be able to measure its success. S. McIntyre explained stated that there is no policy in place and it is not consistently done, especially when it comes to retirements and for people quitting for personal reasons such as moving.

E. El-Chantiry asked if there is currently sufficient funding in the training and development budget available for supervisors. S. McIntyre responded that HR Downloads is used for basic training but more specific management consultant training has in not in the 2022 budget. E. El-Chantiry noted that a budget may be required to be considered as this would be pro-active training.

J. Karau asked C. Joli-Coeur and T. Slot if there are any benchmarks/objectives to assist the Board in supporting the Action Plan as well as an overall healthy workplace. T. Slot suggested tracking successes in the Action Plan by re-evaluating its progress within a set timeframe. She also suggested considering a Psychological Health and Safety Program to coincide with the existing Health and Safety program – it was suggested to build on these by identifying gaps and ensuring areas of need are addressed. She noted that if this is done, the PSHSA could provide additional trainings and resources to assist the process. J. Karau thanked T. Slot for the

additional guidance. T. Slot said she would provide S. McIntyre with a program guide for Psychological Health and Safety that includes resources that would be of use.

P. Sweetnam observed that there is a more positive attitude at the MVCA office. He pointed out to S. McIntyre his hope for staff to support her in her efforts.

J. Inglis suggested that management consider online training to assist in decreasing the amount of time required. J Atkinson noted that most training is already online, and that it is the training itself that is difficult to catch up on due to the prior absence of employees working from the office. He mentioned the importance of pacing these future trainings out as employees get back to a new routine.

J. Atkinson noted the amendments made to the proposed motion as it pertains to the awareness of the Joint Health and Safety Committee.

B05/18/22-03

MOVED BY: E. El-Chantiry

SECONDED BY: J. Mason

Resolved, That the Finance & Administration Advisory Committee recommend that the Board:

- a) approve the Action Plan for reducing and mitigating workplace stressors;**
- b) direct the General Manager to provide a status update in October with any potential budget implications for 2023; and**
- c) direct that the *Stress Assess* survey be carried out in spring 2023 to re-evaluate workplace psycho-social health.**
- d) receive quarterly minutes of the JH&SC as part of the General Manager's Update; and**
- e) receive an annual report from the JH&SC in Spring 2023 concurrent to receiving the second psycho-social survey results. (As amended by the Finance & Administration Committee, April 29, 2022.)**

“CARRIED”

5. Employee Manual Amendment – new Disconnect from Work policy, Report 3224/22

S. McIntyre presented the policy definition and proposed policy as it pertains to Report 3224/22.

B05/18/22-04

MOVED BY: F. Campbell

SECONDED BY: R. Darling

Resolved, That the Board of Directors:

- a) approve the “Disconnecting from Work” policy contained herein;**
- b) direct staff to amend Section 2.3 Hours of Work of the *Employee Manual* to add a new section 2.3.3: Disconnecting from Work; and**

- c) **direct that all employees receive a copy of the new policy within 30 days of approval.**

“CARRIED”

6. Administrative By-law Amendments, Report 3222/22

S. McIntyre presented Report 3222/22 regarding Administrative By-Law Amendments.

E. El-Chantiry asked if these amendments include the initiation of virtual meetings. S. McIntyre clarified that the Administrative By-law had been previously amended to reflect this.

B05/18/22-05

MOVED BY: C. Rieghof

SECONDED BY: G. Gower

Resolved, That the Policy & Priorities Advisory Committee recommend that the Board of Directors approve:

- a) **amendment of MVCA’s *Administrative By-law* as set out in Attachment 1.**
b) **recruitment of members to the new Mississippi Watershed Public Advisory Committee.**

“CARRIED”

7. Per Diems & Honoraria, Report 3220/22

S. McIntyre discussed report findings and recommended maintenance of the current approach and funding levels. She noted it is at the individual’s discretion whether they choose to decline or receive the honourarium and per diem.

J. Inglis asked why the per diem/honourarium amount is not rounded and recommended that it be. S. McIntyre explained that the numbers are inflated with the cost of living increase and have not been rounded.

B05/18/22-06

MOVED BY: E. El-Chantiry

SECONDED BY: F. Campbell

Resolved, That the Board of Directors continue to pay per diems to all Board Members, and an honorarium to the Board Chair.

“CARRIED”

2 opposed

8. Appointment of new Regulations Official, Report 3225/22

S. McIntyre introduced T. Vukovic to be appointed as the Regulations Officer for the Authority.

B05/18/22-07

MOVED BY: P. Kehoe

SECONDED BY: A. Tennant

Resolved, That the Board of Directors appoint Tatyana Vukovic to enforce Ontario Regulation 153/06 and Ontario Regulation 120/90 of the *Conservation Authorities Act*.

“CARRIED”

9. Staff Presentation – Compliance Management Updated

A. Moore and T. Vukovic made a presentation on Compliance Management. This included review of Regulations, along with definitions as well as examples of violations and non-compliance. They presented statistics from 2019-2021 that indicated number of permits issued, inspections conducted, and permit compliance. They also noted challenges such as: wetlands abutting Stittsville, Kanata and Carleton Place; interagency investigations, and potential changes to the Section 28 Regulations.

J. Inglis asked if the department are only responding to complaints made or if there is active search for non-compliance issues. A. Moore explained that the work is complaint driven however non-compliance issues are occasionally discovered by the Authority staff.

S. Lewis asked if the MVCA has its own legal department to take on matters that are taken to court. A. Moore replied that there is a budget set aside for legal counsel to support and represent MVCA, however, the majority of the legal leg work is completed in-house.

S. Lewis asked if MVCA is awarded costs upon winning. A. Moore replied only if the matter is appealed are costs awarded to MVCA.

J. Karau was happy to see most of compliance issues are resolvable. He then asked A. Moore if there has been a shift in compliance trends due to the increase in volume. A. Moore noted that overall compliance has been improving. He noted however that legal action had to be undertaken in order to be taken seriously. He went on to express that with the sheer volume of permits being issued and urban expansion, workload continues to be a challenge.

G. Gower asked what kind of notification (formal or informal) there is to municipalities when a violation occurs. A. Moore responded that it is dependent on the nature of the issue. Some issues involve the local building or road departments, however, violations that do not involve the *Planning Act* or *Building Code* are not generally brought to the municipality's attention. G. Gower suggested exploring publicizing issues of non-compliance/violation to bring attention to the public that there is oversight and consequences to violations.

P. Sweetnam commented that courts are an expensive way to come to resolve. He asked if after the Goulbourn resolution if the wetland had been restored. A. Moore confirmed that the wetland is recovering well now. P. Sweetnam suggested notifying offenders or publicizing cases as an awareness tool that action is taken by the authority for offenses.

F. Campbell asked what role the Regulations Committee has in terms of cases that go to court. A. Moore responded that the Regulations Committee is only responsible for addressing permit applications that staff are not authorized to approve. The committee is not responsible for addressing permit violations.

10. Conservation Ontario Annual Report and Update

J. Atkinson presented the Conservation Ontario Annual Report and Update. He informed the Board that the chair of Conservation Ontario changed to Alan Revill. J. Atkinson explained the changes to the Conservation Authorities Act highlighting that MVCA had put many of the changes in place already, leaving the Authority in a good position as the regulations came into play. He highlighted the reconciliation actions with First Nations groups throughout the Conservation Authority. Finally, he noted the value that Conservation Ontario provides to its members.

P. Sweetnam expressed his satisfaction with the work done by Conservation Ontario. He also asked that MVCA Board meetings be scheduled on days when Chair and Vice-Chair can attend – particularly not scheduling MVCA meetings on the same day as Conservation Ontario meetings.

J. Karau explained that Eastern Ontario has been left out of previous Conservation Ontario initiatives. He asked if this has changed. J. Atkinson noted that the new chair (Alan Revill) is a member of Cataraqui Conservation Authority which lies within Eastern Ontario, which he believed would help this case. He went on to mention that collaboration with Conservation Ontario has been increasing and he believed that getting back to meeting in person will also help. S. McIntyre added that there is representation from Eastern Ontario on each Conservation Ontario committee.

11. Budget Control Report, Report 3226/22

A. Millar presented Report 3226/22 regarding Budget Control. She highlighted that Planning and Regulations revenues are quite high. The reason being that many planning applications/reviews were initiated in 2021 however completed in the first quarter of 2022. She noted that although there were the same number of planning applications over the same time period in 2021, the applications received in 2022 were more complex (i.e.; larger residential and commercial developments) which have higher fees leading to larger revenues.

A. Millar explained that an error by our insurer in 2021, has resulted in a significant increase in 2022 of 54%. The good news is that they have not back charged the Authority for its 2021 rate error. She hoped for the next Budget Control Report to have some operational savings in order to offset the unexpected increase in cost. She suggested that if this is not the case, staff may bring forward a motion to draw funds from the operating reserve if operational savings are not achieved before year end.

12. General Manager Update & 2021 Annual Report, Report 3219/22

S. McIntyre shared that long-time employee, R. Fergusson, is to retire in the next month. She acknowledged his tremendous contributions to the organization. S. McIntyre went on the present Report 3219/22 - the General Manager Update and 2021 Annual Report. She noted the implementation of the Transition Plan had begun and that she has been meeting with municipalities within the watershed (including Addington Highlands, North Frontenac, and Central Frontenac).

F. Campbell asked if the LiDAR flight lines were complete. S. McIntyre confirmed that the entire watershed had been flown, and that the first round of data was expected this fall. P. Sweetnam commented that the LiDAR imagery has been well worth the cost as it is good value for a great resource.

J. Atkinson announced that the meeting on June 15th 2022 see reinstatement of the annual Board Tour, and will be a full-day event.

ADJOURNMENT

The meeting was adjourned at 3:07p.m.

B05/18/22-08

MOVED BY: S. Lewis

SECONDED BY: R. Darling

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

“L. Williams, Recording Secretary

J. Atkinson, Chair”

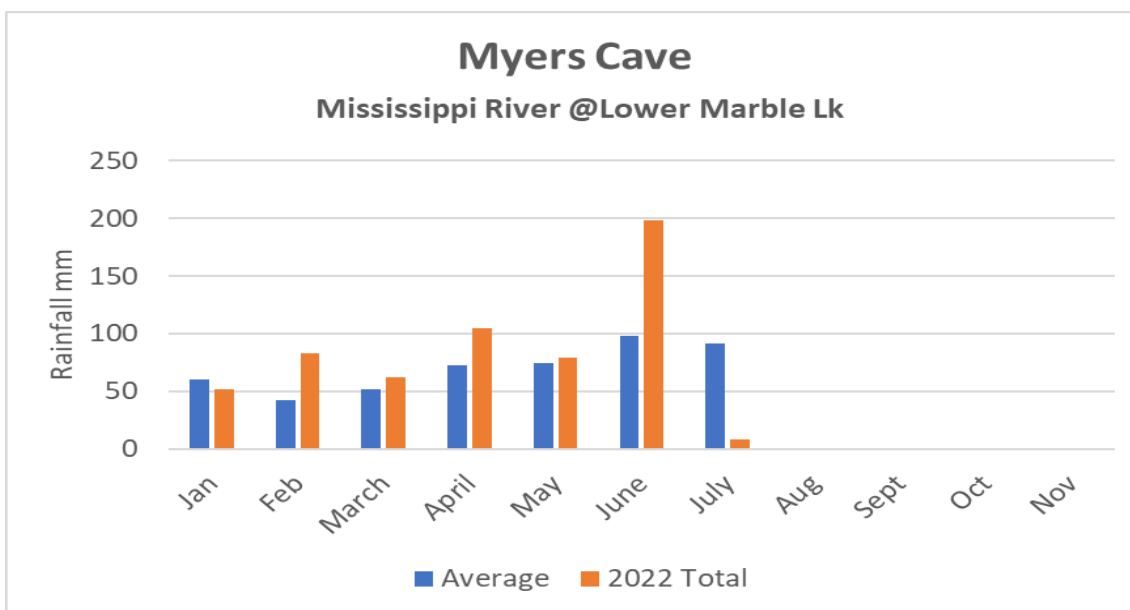
REPORT

3227/22

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Jennifer North, Water Resource Technologist
RE:	Watershed Conditions
DATE:	July 11, 2022

For Information.

Multiple large rain events in the beginning of June in the upper portion of the watershed caused higher than normal levels and flows along the Mississippi River. This led to multiple dams being operated to keep lakes from flood elevations and issuance of three Watershed Condition-Water Safety statements to warn residents of above average conditions.



Since then, we have seen very little rainfall in the last few weeks. The majority of the upper lakes in the watershed have now dropped back down to normal summer targets, with all logs in the dams. The lower reach of the system is also back at normal summer levels and flows.

With not a lot of precipitation in the forecast, we expect normal summer conditions to remain throughout the system heading into August.

REPORT

3228/22

TO:	Finance & Administration Committee
FROM:	Sally McIntyre, General Manager AND Angela Millar, Treasurer
RE:	Reserve Policies
DATE:	July 12, 2022

RECOMMENDATIONS

That the Board approve:

1. the Reserve and Reserve Fund Policy appended to this report;
2. amendment of the MVCA *Administrative By-law* to:
 - a) include the new reserve and reserve fund policy;
 - b) include other Board-approved financial policies, namely the:
 - Purchasing Policy, and
 - Tangible Capital Asset Policy
 - c) update position titles and legislative/regulatory references, as needed.

At the March 2022 Board meeting, staff was directed to “prepare and table draft policies governing the Operating Reserve and restricted Reserve Funds.”¹ This report provides draft policies for consideration by the Board. To promote transparency and to ease financial administration, this report also deals with the consolidation of current and new financial policies into the MVCA *Administrative By-law*.

1.0 BACKGROUND

The Authority has two types of reserves:

- An Operating Reserve;
- Eight Restricted Reserve Funds

Section B 1 c) (v) of MVCA’s *Administrative By-law* states that the Board can “approve the establishment of special reserves for special projects or programs. The minimum amount for a restricted reserve shall be \$25,000.00.” In November, 2021, the Board established an Operating

¹ Refer to Staff Report 3213/22.

Reserve target balance for 2022 year-end of \$600,000. There are no other Board approved policies governing the establishment, building, use, and closing of reserve funds.

Since 2011, the average year-end value of the Operating Reserve was just under \$625,000. The Treasurer’s job description includes responsibility for investing corporate reserves, but this is not documented in policy.

Table 1 lists projected 2022 year-end reserve balances based upon the approved 2022 Budget.

Table 1: Projected 2022 Year-end Reserve & Reserve Fund Balances

Operating Reserve	Audited
General/Operating Reserve	\$1,025,544
Restricted Reserve Funds	
Building	\$423,701
Conservation Areas	\$121,628
Information Technology	\$32,558
Museum Building & Art	\$6,760
Sick pay	\$73,843
Vehicles	\$144,937
Water Control Structures	\$478,610
Water Management Priorities (Glen Cairn / prov.)	\$163,487

2.0 POLICY APPROACH

Based upon a review of literature and the practices of other jurisdictions, it is best practice to have policies that address the following matters:

- When a reserve or reserve fund should be established.
- The purpose and intended end date (if applicable) of the reserve/fund.
- A target reserve/fund balance.
- The source of funding for the reserve/fund.
- How the funds will be managed/invested.
- The process for withdrawals and terminating the reserve/fund.

The attached policies are drafted to help guide financial planning and Board decision-making. Further work will be required on this matter when the 10-year capital plan is updated; and to address the complexity created by the new funding model, specifically as it relates to:

- Category 2 – revenue shortfalls for fee funded/subsidized staff.
- Category 3 – revenue shortfalls for grant funded/subsidized staff; and renewal of non-passive structures (namely buildings at the Mill of Kintail.)

In the interim, the approach proposed herein allows the operating reserve to serve all three categories of programs and services, and for the establishment of a restricted reserve fund for setting aside funds for category 3 capital projects.

2.1 Operating Reserve

As discussed in the March 2022 report, a risk-based approach is recommended for management of the Operating Reserve. Specifically, that a selection of risk variables be used to establish a target year-end balance for the Operating Reserve balance. And, that the target not be a fixed limit in order to provide the Board with sufficient flexibility to address whatever circumstances it finds itself in.²

The following risk variables are recommended for calculation of the reserve target:

1. **Payroll for 2 pay periods.** This will provide sufficient cash-flow to manage potential delays in the receipt of municipal levies from member municipalities.
2. **2-months of the 3-year average annual expenses (non-capital).** This will provide sufficient cash-flow to manage peaks and valleys in planned expenditures and a potential delay in the receipt of municipal levies.
3. **3-months of the projected average payroll burden per employee.** This provides for payout of unused vacation and overlap between an incoming and outgoing employee.
4. **6-months of the projected average payroll burden per employee.** This provides for the retention of a consultant to support the Authority during a protracted vacancy.
5. **50% of the annual payroll of grant-subsidized positions.** This will allow the Authority to accommodate delays in the receipt of grants, and/or the cancelation of a grant. This largely applies to summer students.
6. **25% of the annual payroll of fee-subsidized positions.** This allows the Authority to handle peaks and valleys in planning, permit, and other fee-based programs and services. This largely applies to what in future will be Category 2 and 3 programs and services.
7. **25% of the sum of all insurance deductibles.** This presumes that the Authority would never have cause to make claims under all insurance categories.³

Table 1 illustrates how this approach would be used to establish a target balance for 2023. Since the target is intended as a budgeting tool, it would be based upon current-year budgeted costs, as shown.

Table 1: Target Range for 2023 year-end Operating Reserve Balance

² None of the CAs or municipalities consulted had a policy requiring a minimum operating reserve balance.

³ Between 2019-2021, MVCA paid deductibles totaling \$5,000.

Cashflow requirements	2022 \$⁴
1. Payroll	256,000
2. Planned expenses (non-capital)	169,000
3. Staff departures/overlap	22,000
Unplanned expenditures / Reduced revenues	
4. Protracted vacancy	44,000
5. Delay or loss of a payroll grant	25,000
6. Reduced fee-for-service revenues	219,000
7. Major insurance claim/deductible	13,000
TOTAL	747,000
Minus 10%	672,300
Plus 10%	- 821,700

It should be noted that there will be times when the balance will need to drop below the target range. Appendix 1 sets out recommended policies for the Operating Reserve.

2.2 Restricted Reserves

Individual resolutions governing the Authority’s restricted reserves were not obtained during the current review. However, preparation of these policies provides an opportunity to clearly document what is understood to be the intended purpose of each fund and related policy matters. Approval of these policies will supersede any prior policies approved by previous Boards.

Historically and currently, none of the capital reserve funds are managed to provide for lifecycle replacement of the Authority’s assets. While contributions to one or more reserve funds are made annually, these investments do not equal asset depreciation and are not keeping pace with the rate of inflation. Further work is needed to establish target fund levels. In the interim, the approach proposed herein assumes the following:

- Continued 50% funding of eligible projects under the Water and Erosion Control Initiatives grant (WECl.)
- Debt financing of individual projects exceeding \$1 million in value, (i.e. MVCA’s contribution exceeds \$500,000.)

⁴ Rounded to nearest \$500 for ease of use.

- Minimum fund balances should be tied to the approved 10-year capital plan until such time as the Authority is able to set aside funds to also cover asset depreciation in which case a higher threshold will be possible.

See Appendix 1 for the recommended policies. Table 3 shows the resultant target balances associated with implementation of the draft policies. In summary, restricted funds are short of the targets by a cumulative \$4.7 million, which equates to contributions equalling approximately \$940,000 per year over the 5 years. In 2022, the Municipal Capital Levy was \$598,706. In fall 2021, staff provided a plan to raise this to \$923,863 (excluding COL increases) by 2031 in order to address planned capital works. Therefore, the financial implications of the recommended policies generally align with previous discussions with the Board.

Table 3: Target Versus Projected YE Reserve Fund Balances (\$2022)

Category 1		Draft Target	2022 YE	Difference
1)	Building	1,748,025	423,701	1,324,324
2)	Conservation Areas	71,000	121,628	- 50,628
3)	Information and Communications Technology	307,907	32,558	275,349
4)	Priority Projects	164,600	163,487	1,113
5)	Sick Pay	82,300	73,843	8,457
6)	Vehicles	343,000	144,937	198,063
7)	Water Control System	3,183,884	478,610	2,705,274
Category 2 & 3				
8)	Museum Building & Art (and Gate and Ed Centre)	243,000	6,760	236,240

3.0 NEXT STEPS

Staff will:

- report to the Board in the fall on the state of reserves balances concurrent to seeking annual levy/budget direction.
- update the 5-year Capital Needs Assessment based upon recently completed assessments at Shabomeka Dam and Kashwakamak Dam, and assess the health of reserves to meet projected demands over the next five years.
- update the 10-year Capital Plan, modify target balances for reserve funds, and draft a proposed a schedule for capital levies increases and contributions to reserves to achieve asset management objectives.
- Potentially return to the Board with recommendations for amendment to reserve funds or policies once more information is obtained regarding the management of Category 2 and 3 program and service surpluses, deficits and capital programs.

4.0 STRATEGIC PLAN

Review of the Authority's approach to reserve and reserve fund management aligns with Goals 1 and 3 of the *2021-2025 Corporate Strategic Plan*, as follows:

Goal 1: Asset Management – revitalize watershed management activities and invest in our legislated mandate.

- a) Implement the five-year capital program
- b) Strengthen our risk analysis and management capacity to include climate change and development impacts.

Goal 3: People and Performance – support the operational transformations required to achieve MVCA's priorities and to address legislative changes.

- b) Monitor the quality, efficiency and impact of what we do and modify to improve operational effectiveness.

APPENDIX 1: DRAFT RESERVE AND RESERVE FUND POLICY

July 2022

1) General

- a) A resolution of the Board is required to establish and close a reserve and reserve fund.
- b) Every reserve and reserve fund should have a stated purpose, a target balance, identified funding source(s), and a projected end date (if applicable.)
- c) A resolution of the Board is required to make a contribution to, withdrawal from, and to make a final distribution from a reserve and reserve fund.
- d) The Treasurer shall invest reserves and reserve funds while ensuring adequate liquidity to meet the needs of Board-approved budgets, financial plans, and capital plans.

2) Operating Reserve

- a) The purpose of the operating reserve is to:
 - i) provide for day-to-day cashflow management;
 - ii) accommodate moderate unplanned expenditures and revenue shortfalls;
 - iii) implement short-term initiatives without creating undue burden on the municipal levy; and
 - iv) provide the Authority with cash-on-hand to seize opportunities to make progress on projects within the *Corporate Strategic Plan* when funding opportunities arise and a financial contribution is required.
- b) During preparation of the annual budget, a risk-based approach will be used to establish a target year-end balance for the Operating Reserve. Using current year data:
 - i) Sum the following:
 - (1) Total payroll cost for 2 pay-periods.
 - (2) 2-months of the 3-year running-average annual expense (non-capital.)
 - (3) 3-months of the average payroll burden per employee.

- (4) 6-months of the average payroll burden per employee.
 - (5) 50% of the annual payroll of grant-subsidized positions.
 - (6) 25% of the annual payroll of fee-subsidized positions.
 - (7) 25% of the sum of all insurance deductibles.
- ii) Add AND subtract 10% of the sum to provide a target range.
- c) The operating reserve will be funded primarily by year-end surpluses, but may be funded by other sources to support delivery of specific programs and services and to maintain the target balance.
 - d) The rationale for deviating from, and an approach for re-establishing the desired target range should be prepared when the Board considers:
 - i) drawdown of the Operating Reserve below the target range; and
 - ii) building the Operating Reserve above the target range.

3) Restricted Reserve Funds

- a) Restricted reserve funds may be established for the purpose of:
 - i) Carrying out projects identified in Board-approved plans and strategies;
 - ii) Acquiring, rehabilitating, enhancing, and replacing tangible capital assets (TCAs); and
 - iii) Supporting delivery of Category 1, 2 or 3 programs and services.
- b) Water and erosion control asset reserve funds should have a balance equal to or greater than 50% of the approved 8-year capital program, up to a maximum of \$500,000 per project. For projects greater than \$500,000, add the annual cost to carry 50% of the project cost at 5% interest paid monthly, amortized over 20 years.
- c) All other reserve funds established for TCAs should have a balance equal to or greater than the approved 5-year capital program for those assets, or as specified in Table 1.
- d) Table 1 identifies restricted reserve funds approved by the Board.

Table 1: Board-approved Restricted Reserve Funds

Fund Name	Purpose	Funding Source(s)	Target Balance⁵	End Date
Category 1				
1) Building	Rehabilitation and enhancement of the HQ building and works yard.	Annual and special levy; and operating surplus		n/a
2) Conservation Areas	Implementation of CA Master Plans and the rehabilitation, replacement, and enhancement of assets at CAs. ⁶	Annual and special levy; and operating surplus		n/a
3) Information and Communications Technology	Acquisition, enhancement, rehabilitation and replacement of hardware, software and peripherals.	Annual and special levy; and operating surplus		n/a
4) Priority Projects	Board-approved projects eligible for provincial grants under Section 39 of the Act. ⁷	Above, and land dispositions	2x annual average payroll/ employee ⁸	tbd
5) Sick Pay	To backfill a person on extended leave but not on long-term disability.	Operating surplus and annual levy	Annual average payroll/employee	n/a
6) Vehicles	Acquisition, rehabilitation and replacement of vehicles and related equipment (incl. boats and trailers.)	Annual and special levy; and operating surplus		n/a
7) Water Control System	Acquisition, enhancement, rehabilitation and replacement of erosion and water control structures and monitoring and measurement equipment	Annual and special levy; and operating surplus		n/a
Category 2 & 3				
8) Museum Building & Art	Implementation of the MOK Museum Strategic Plan.	Operating surplus, grants, donations.		tbd

⁵ To be completed upon update of the 10-year Capital Plan in fall 2022.

⁶ With the exception of the MOK Museum building. The purpose of this fund will require update in advance of January 1, 2024.

⁷ As of July 2022, funds in this account were obtained solely through the sale of Authority land that had been acquired using provincial funds (i.e. Glen Cairn property.) As such, use of funds in this account must be approved by the province in accordance with provincial polices.

⁸ This would allow for dollar matching of grants, hiring consultants, and/or the temporary hiring of staff to complete priority projects of the organization.

REPORT

3229/22

TO:	MVCA Board of Directors
FROM:	Scott Lawryk, Property Manager and Matt Craig, Manager of Planning & Regulations
RE:	Requested Use of the K&P, Lanark Highlands Twp.
DATE:	July 12, 2022

RECOMMENDATIONS

That the Board of Directors:

1. **Approve-in-principle use of a 3.2 km section of the K&P Trail by non-commercial vehicles during reconstruction of the Clyde Forks Bridge by Lanark Highlands Twp.**
2. **Direct staff to obtain legal counsel to draft an agreement that protect the interests of the Authority during construction, reinstatement, and recommissioning of the trail;**
3. **Require the Township of Lanark Highlands to pay the legal costs of the Authority for the above legal services; and**
4. **Hold a special meeting, if required, to approve the above agreement in order to facilitate timely reconstruction of the bridge by the Township.**

1.0 BACKGROUND

On June 16, 2022, MVCA received a request from Safe Roads Engineering on behalf of Lanark Highlands Township to allow access to a 3.2 km section of the K&P Trail from Clyde Forks Road to Flower Station Road to provide alternative access during reconstruction of the Clyde Forks Bridge. The Township hopes to complete work on the bridge this fall, with construction planned from October 5th to November 30th.

This area of Lanark Highlands has a limited road network, and in the absence of use of the K&P Trail or a temporary bridge, there is no other means of access for residents living in Clyde Forks, a community of ~17 households.

2.0 CONSIDERATIONS

MVCA has reviewed the submitted information and identified the following matters:

- The proposed use does not comply with the K&P Master Plan.

- A large portion of the proposed use of the K&P bisects a Provincially Significant Wetland.
- There are many culvert crossings, none of which are designed for the type of traffic envisioned/proposed. The existing culverts were installed without a formal engineered design and were constructed to replace bridges that were damaged during flood conditions. There are no safety barriers in the vicinity of the culverts to prevent vehicles going into nearby water. These concerns would be exacerbated if construction extends into the winter season.
- There are many road-width restrictions that prevent 2-way traffic. For 2-way traffic to be accommodated, several lay-bys would be needed that would impact surrounding vegetation and drainage.
- Because the culverts and significant lengths of trail abut water and are within wetlands, the above works would require permits from the Authority demonstrating that proposed modifications will not damage existing infrastructure and will be constructed in accordance with MVCA policies.
- As in-house review of permits on MVCA land poses a conflict of interest, we would typically require another CA to review the proposed applications and works.
- The above works may or may not be viewed as desirable by the County of Lanark, to whom we hope to sell this section of the trail. The Township's consultants should consult with the County to determine any particular requirements for property reinstatement.
- There are many trail users and user groups that could be impacted, including: loggers, ATV and snowmobile associations, local land owners. The Township should directly inform and consult with known users to determine if there are particular risks or impacts to be mitigated, and to demonstrate to MVCA how they will be addressed.

There is concern that the timelines outlined by the Township's consultants will not allow for appropriate consideration of and the design, permit review, and execution of an agreement that protects the interest of the Authority.

3.0 CURRENT STATUS

Staff have raised safety concerns with the Township consultant, and it is understood that the Township has committed to:

- Complete a detailed culvert inventory to determine which of the existing culverts may not be sufficient for the detoured traffic;
- Widen certain points of the trail to provide additional "meeting points" for vehicles to pass each other; and

- Review potential automated warning signs that we may be able to be implemented during construction. The idea for the warning signs is to have a sign that states “oncoming traffic when flashing, do not enter.”

However, the Township is reticent to undertake significant additional studies, consultations, and design work unless it has an indication from the Board that MVCA agrees in principle to allowing temporary use of the trail as a municipal road during work on the Clyde Forks Bridge. Unfortunately, given the tight timelines of the Township, the request for such approval-in-principle is needed in the absence of a firm understanding of the above matters, and other considerations that stakeholders and the County may raise.

4.0 STRATEGIC PLAN

In considering this request from the Township consideration was given to Goals 1 and 2 of the *2021-2025 Corporate Strategic Plan*, as follows:

Goal 1: Asset Management – revitalize watershed management activities and invest in our legislated mandate.

- b) Strengthen our risk analysis and management capacity to include climate change and development impacts.
- e) Plan for the next phase of asset development and management.

Goal 2: Community Building – engage local partners to foster connections, leverage our resources, and strengthen our “social license” to operate.

- a) Demonstrate MVCA to be a trusted, client-centered, resourceful, and helpful partner.
- b) Strengthen relationships with municipalities and community stakeholders, First Nations, the agricultural sector, developers, not-for-profits, and academia.

5.0 CONCLUSION & RECOMMENDATION

In the interest of facilitating a solution and assisting our member municipality, staff are supportive of temporary use of the K&P Trail during reconstruction of the Clyde Forks Bridge. Township timelines are ambitious and staff are committed to making best efforts to facilitate a solution that will allow for construction this fall. However, matters raised herein should be addressed prior to approval of a contract due to the risks and liabilities involved, both legal and environmental.

To protect the interests of the Authority, the following are recommended:

- That approval-in-principle by the Board be limited to use of the trail by non-commercial vehicles only.
- That staff be directed to obtain legal counsel regarding the best type of agreement to be put in place and to draft an agreement that protect the interests of the Authority during construction, reinstatement, and recommissioning of the trail¹;
- That the Township pay the legal costs of the Authority for the above legal services; and
- That the Board hold a special meeting to approve any agreement negotiated with the Township at which time staff can inform the Board on how Authority concerns have been addressed.

¹ Contract, Licence of Occupancy, Temporary Easement, Memorandum of Understanding, and the terms and conditions therein.

REPORT

3230/22

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	Permit Signing Authority
DATE:	July 12, 2022

Recommendation:

That the Board of Directors delegate permit approval and signing authority under Section 28 of the *Conservation Authorities Act* to Juraj Cunderlik, Director, Water Resources Engineering.

Mississippi Valley Conservation Authority issues permits under Section 28 of the *Conservation Authorities Act*. Section 28 (2) allows the Board to “*delegate any of the authority’s powers or duties under the regulation to the authority’s executive committee or to any other person or body, subject to any limitations and requirements that may be set out in the regulation.*” Historically, this power has resided with the General Manager, the Director of Water Resources, and the Manager of Planning & Regulations.

The purpose of this report is to obtain permission for Juraj Cunderlik to have delegated power to approve and sign permits to streamline business processes and provide for cover-off during vacations and other leave.

For quality control and consistency purposes, all permits are reviewed with the Manager of Planning & Regulations, regardless of who signs-off on a permit. This approach will continue.

REPORT

3231/22

TO:	MVCA Board of Directors
FROM:	Sally McIntyre, GM
RE:	Appointment of Board Representative to the Mississippi Watershed Public Advisory Committee (PAC)
DATE:	July 14, 2022

RECOMMENDATION

That the Board appoint John Karau as Board representative to the Mississippi Watershed Public Advisory Committee.

As directed in April 2022, staff are actively recruiting members to sit on the above Public Advisory Committee. In anticipation of screening candidates in August and for holding a meeting in September, a Board appointee is needed to act as Committee Co-chair to work with staff on the establishment and commissioning of the Committee. Requests for expression of interest from Board members were issued and John Karau has offered to fulfil this position. Mr. Karau was the Committee Chair of the PAC that was in place during development of the *Mississippi River Watershed Plan*.

STRATEGIC PLAN

Establishment of the Goals 1 and 2 of the *2021-2025 Corporate Strategic Plan*, as follows:

Goal 2: Community Building – engage local partners to foster connections, leverage our resources, and strengthen our “social license” to operate.

- a) Demonstrate MVCA to be a trusted, client-centered, resourceful, and helpful partner.
- b) Strengthen relationships with municipalities and community stakeholders, First Nations, the agricultural sector, developers, not-for-profits, and academia.

REPORT

3234/22

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	Update: Program & Services MOUs and CAAs
DATE:	July 12, 2022

For Information

1.0 BACKGROUND

Ontario. Reg. 687/21: *Transition Plans and Agreements for Programs and Services* under Section 21.1.2 of the *Conservation Authorities Act*, prescribes that conservation authorities:

- Prepare and distribute to its members a Transition Plan for moving to the new funding model to be implemented January 1, 2024.
- Prepare and distribute to its members a Program and Services Inventory that provides historical costs and where available potential future costs.
- Engage with member municipalities to negotiate Category 2 memoranda of understanding (MOUs); and Category 3 cost apportionment agreements (CAAs.)
- Report at intervals to the province on progress made. The first report was due July 1, 2022.
- Secure agreements by fall 2023 for implementation January 1, 2024.

2.0 CURRENT STATUS

The following is a summary of work completed and the status of municipal engagement.

- Both the Transition Plan and the Programs & Services Inventory were issued to member municipalities in accordance with regulatory timelines. No comments have been received from member municipalities regarding either document.
- The first interim report was submitted to the province by the July 1, 2022 deadline.
- Table 1 shows the status of council approval-in-principle for continued support the current suite of category 2 and 3 programs and services.
- Senior management and/or council of all member municipalities have been briefed except Lanark Highlands and the City of Ottawa.

- Lanark Highlands – MVCA is scheduled to present to Council in August.
- City of Ottawa – senior program staff have been delegated responsibility for the initial round of discussions. By early fall it is hoped that this matter will be raised to senior management to get a firmer understanding of the level of commitment to Category 2 and 3 programs and services.

Despite a general sense of agreement from all of the member councils to date, all identified the financial impact of the City withdrawing its support from Category 3 programs and services, and on their municipality's interest and financial ability to support those programs.

3.0 NEXT STEPS

MVCA with RVCA and SNC are scheduled to meet with City staff in early August to continue discussions. MVCA is also scheduled to attend follow-up meetings in August with those municipalities that deferred approval of the draft motion until the next meeting.

Staff will update the inventory this fall as more is known about the 2023 budget and we obtain clarification on category 2 and 3 matters from the province as outlined in other reports.

We anticipate drafting agreements this fall in partnership with other CAs and our member municipalities for consideration Spring 2023 by member councils.

Table 1: Work Plan Progress Report

Municipality	Transition Plan issued	P&S Inventory issued	Briefing provided to Sen.Mgt./ Council	Obtained Council/Sen. Mgt. approval in principle for Cat. 2 and Cat. 3	Provided Mid-year Status Update	Draft MOU/CAA issued	Comments Received	Comments addressed	Legal/Other Review	MOU/CAA scheduled to go to Council	Board Approved MOU/CAA	Council approved MOU/CAA	Agreement fully executed
Addington Highlands Twp.	Completed	Completed	Completed	Completed									
Beckwith Twp.	Completed	Completed	Completed	WIP									
Carleton Place, Town of	Completed	Completed	Completed	Completed									
Central Frontenac Twp.	Completed	Completed	Completed	WIP									
Drummond North Elmsley Twp.	Completed	Completed	Completed	WIP									
Greater Madawaska Twp.	Completed	Completed	Completed	Completed									
Lanark Highlands Twp.	Completed	Completed	WIP										
Mississippi Mills, Municipality of	Completed	Completed	Completed	WIP									
North Frontenac Twp.	Completed	Completed	Completed	Completed									
Ottawa, City of	Completed	Completed	Completed	WIP									
Tay Valley Twp.	Completed	Completed	Completed	Completed									
MVCA Board of Directors	Completed	Completed			Completed								

WIP – work in progress

REPORT

3235/22

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	GM Update
DATE:	July 15, 2022

For Information.

EXTERNAL

1. Farm Management Canada (FMC)

In May, FMC released a report that looks at drivers for change for farms and ranches created by climate change impacts. [Seeds of Change - Shifting Diets & Soil Carbon Sequestration Markets: How Climate Change is Driving New Opportunities and Risks in Agriculture](#) identifies a number of drivers of change with two of them being identified as priorities:

- Canadians are shifting their diet to include more fruit, vegetables and non-animal protein alternatives (for both health and environmental reasons); and
- Soil carbon sequestration markets will become an opportunity for the agriculture sector.

One of the recommendations to government includes “support watershed management and precision irrigation in areas where competition for water from competing land uses is high.”

2. The Insurance Brokers Association of Ontario (IBAO)

The IBAO in partnership with Conservation Ontario (CO) launched an e-learning course that provides brokers with an understanding of how they can help their clients to reduce their flood risk. The [Flood and Erosion Risk Management in Ontario](#) course provides important information about CA programs and services, as well as the role of Municipal, Provincial, and Federal partners in the comprehensive flood and erosion hazard management program.

INTERNAL

3. **COVID** – We are continuing to monitor the emergence and nature of new strains and will be adjusting policies as needed. At present, the building is fully open to the public and masks are optional, however, everyone: employees and visitors must sign-in upon arrival verifying that they are symptom-free and noting their contact information. We have had a few cases amongst staff, but no outbreaks. We still require new employees to be double vaccinated, however, existing employees are no longer required to undertake regular testing.

4. **Shabomeka Lake Dam Project**

The last step in the project was completed with installation of the boom in June.



5. **JH&SC** – minutes are attached.

6. **Staffing**

- Alexis Perrin has accepted a full-time permanent Administrative Assistant position.
- Joining our team at the Mill of Kintail Museum for the season are students Ken Kirwin and Jake Coyne.
- Erica Ogden has accepted a position with the City of Ottawa and will be leaving the end of the month. We wish her well in her new job with our partner organization.

7. Photos from the Board Tour



**MISSISSIPPI VALLEY CONSERVATION AUTHORITY
HEALTH AND SAFETY COMMITTEE**

Mississippi Valley Conservation Authority

9:30 a.m.

April 26, 2022

MINUTES

MEMBERS PRESENT: A. Broadbent, Co-chair, Information Technology Supervisor;
J. Hendry, Field Operations Supervisor;
D. Reid, Environmental Planner;
R. Fergusson, Operations Manager;
J. Arbour, Maintenance Technician;
E. Levi, Finance Assistant;

STAFF PRESENT: L. Williams, Recording Secretary;

GUESTS PRESENT: E. McGill, South Nation Conservation Authority;

BUSINESS:

A. Broadbent called the meeting to order at 9:30 am.

1. Welcome E. Levi – Finance Assistant

A. Broadbent welcomed E. Levi to the Joint Health and Safety committee. He noted E. Levi stepped forward as worker representative and was duly elected by her peers. He also welcomed E. McGill of South Nation Conservation Authority, who is filling the position of H&S Coordinator.

2. Review of agenda & Request for Additions

A. Broadbent brought attention to correspondence he received from a worker that included comments to the Stress in the Workplace draft action plan. He proposed this be added to the agenda and discussed under item number 7, Psycho-Social Stress.

JHSC 04/26/2022-1

MOVED BY: E. Levi

SECONDED BY: J. Hendry

Resolved, that the agenda for the Joint Health and Safety Committee be adopted as presented.

“CARRIED”

3. Minutes – Joint Health and Safety Committee Meeting – January 20th, 2022

JHSC 04/26/2022-2

MOVED BY: J. Arbour

SECONDED BY: D. Reid

Resolved, That the Minutes of the MVCA Joint Health and Safety Committee meeting held on September January 20th, 2022 be received and adopted as printed.

“CARRIED”

4. Review of action items & any business arising from the minutes

A. Broadbent confirmed that action items regarding reminders to staff of both the Violence and Harassment Health and Safety Policy Statement and concerns from working alone have been sent by way of e-mail. He recognized that there has been no action of the initiation of a review of home work stations. It was decided that a relevant survey is to be conducted. E. Levi offered to help initiate this task.

Arising from the minutes, the Health and Safety Coordinator position was briefly discussed. It was noted that E. McGill is to attend MVCA JHSC meetings to provide supervision and support to management by way of sharing health and safety related policies/formats of policies that South Nation Conservation already has in place. It was noted that he is unable to provide any services, such as legal advice and training to MVCA.

5. Work Place Inspections

D. Reid and J. Hendry reported to the Committee that workplace inspections at both sites were completed with no issues found. J. Hendry reported that the spring inspections of dams were completed as of March 2022. These inspections have not yet been reviewed, however the results of necessary maintenance will be reflected in the summer 2022 workplan. Discussion took place over where the results of various inspections are filed. J. Hendry informed the Committee that inspection results along with completed fixes are scanned and uploaded to the network folder N:\HS-Health and Safety\Inspections as well as filed in hard-copy located in the cabinets in the Operations area.

6. Accidents & Incidents

One accident was reported. A staff member hit their head on the corner of a door to a utility room closet, causing a bruise and cut to the head. The accident was reviewed and reported directly after it occurred. The Committee reviewed the accident and determined that a better flashlight and a stepladder would be required to avoid future accidents of similar nature.

7. Other Business

a. Standard Operating Procedures (SOP)

The final review of the SOP Review Frequency Chart was completed by the JHSC. A. Broadbent pointed out the use of the review category on the chart indicating “4/ review as needed” – he noted that so far this is only used by the Water Resources Department. He questioned whether or not other departments are to be subject to the same use of “4/review as needed”, and opened the discussion with the Committee. E. Levi said that the use of “4/review as needed” would be warranted due to the differentiation and flexibility of staff tasks cross departmentally. The Committee agreed. Discussion took place as to whether the JHSC should review the placement of “4/review as needed” among SOPs or whether management should review this again. It was decided that the JHSC would arrange the placement of “4/ review as needed” then send the revised copy to an upcoming management meeting for review and approval.

It was mentioned that the addition of an ice monitoring SOP must be added before next winter season. E. McGill agreed to check with South Nation Conservation Authority for the availability of a relevant SOP and share said SOP if available. It was noted that even though there is currently no SOP related to ice monitoring, an ice safety training course has been completed by three employees responsible for the task.

b. Health & Safety Coordinator Position

Discussion took place over the role of Health & Safety Coordinator. E. McGill declared that he is unable to provide the like for like services of the previous Health & Safety Coordinator (such as training and policy writing). He could however provide guidance and advice on policies that South Nation Conservation and Mississippi Conservation share. It was noted that the General Manager is currently in discussion with partner municipalities and is looking into other options to fill the roles of the previous Health & Safety Coordinator.

c. COVID-19 – Review of the current state, 4th wave

An e-mail had been sent the morning of April 26th 2022 highlighting the amended COVID-19 “phase-in plan”. Highlighted was the re-opening of the MVCA office to the public beginning Monday May 2nd 2022, along with masking becoming optional to both staff and patrons as of Monday May 30th 2022. Concerns were raised regarding the potential of difficult patrons creating hostile situations for front desk staff who will be responsible for ensuring masks are being worn. E. McGill asked if anyone in management, specifically the General Manager, has been in contact with the local Health Unit to inform these decisions/policies. He mentioned that South Nation Conservation attends weekly information sessions with their local Chief Medical Officer to direct their organization’s COVID-19 related Health & Safety measures. He went on to explain that currently the South Nation Conservation office is open to the public, who have a choice to wear a mask, yet office staff must wear masks. The following suggestions were made by the JHSC members to alleviate the stresses of potential difficult patrons regarding the wearing

of masks: having a reason to provide to patrons as to why a mask must be worn on premises and disposable masks be made available for those who do not have one upon entry. E. McGill also suggested that if masks are not worn, then there may be other tactics to mitigate risk such as; cordoning off areas, using space available to promote social distancing, etc. Discussion took place regarding the necessity of all staff revising the Main Office Reception SOP.

The JHSC questioned whether after the re-opening of the office on Monday May 2nd, patrons will need to make appointments to meet with staff or if drop-in appointments will be available. The Joint Health & Safety worker representatives asked for the management representatives to seek an answer to this question at the next management meeting. They were also asked to note to management to following: potential harassment of front desk staff regarding mask wearing; making disposable masks available upon entry for those in need; whether or not management has been in discussion with the local health unit/chief medical officer regarding COVID-19 policies; and, ask all staff to review the Main Office Reception SOP.

d. Psycho-Social Stress

The JHSC took a moment to read Attachment 2: Employee Comments from Report #3221/22 regarding the Stress in the Workplace draft action plan.

The Committee discussed comments regarding the need for a replacement Health & Safety Coordinator and/or Human Resources Coordinator. R. Fergusson aired his concerns about how a new position such as these could fit into the MVCA budget. A. Broadbent pointed out that management must be made aware of the limitations of the current Health & Safety Coordinator, and how this will affect management's workload – specifically in relation to the identification and organization of legislated training for staff as well as management of training records and certifications for staff, ensuring all is up to date.

Deriving from discourse regarding the limitations of E. McGill's ability provide any onboarding training for new and promoted staff, the Committee discussed the matter. Concerns were raised about insufficient information and improper training provided for new employees since the departure of the Health & Safety Coordinator. It was noted that the provider of such training must also obtain training to do so. The Committee discussed the availability of an onboarding training document, if one is currently available and if so, the potential need for review conducted by the JHSC. E. McGill agreed to provide the JHSC with South Nation Conservation Authority's onboarding training checklist if one is available. The Committee decided to monitor managements onboarding for new hires and recommend changes if needed.

Based on the initiation of the Psycho-Social Review from the JHSC, E. Levi suggested that a worker representative from the JHSC be present during Board and Board related Committee meetings where the Psycho-Social review is mentioned in the meeting agenda. This would include in-camera discussions. Further discussion concluded that a representative from management is also present, following the same guidelines. The Committee discussed the

formality of making a recommendation to management and who in management has the ability to take part in the final passing/denial of recommendations. Pertaining to who to present a recommendation to, the Committee then discussed and questioned who the official employer of MVCA is – the General Manager or the MVCA Board of Directors. When the answer was not certain, there was question as to whether either the lawyer representing MVCA or the Ministry of Labour should be contacted to settle the inquiry. The Committee debated whether or not a formal recommendation should be made or if an e-mail to the Chair of the Board of Directors and the General Manager would suffice. Ultimately, the JHSC were all in favour of making a formal recommendation to management.

The committee drafted a recommendation to management that a worker and management representative of the JHSC participate in committee/Board meetings, including those held in camera, where the psychosocial assessment and/or actions arising from same are being discussed and/or reviewed.

JHSC worker representatives asked that the JHSC management representatives to inquire whether Teagan Slot, from the Provincial Health Services Authority, is to be presenting the assessment of the Psychosocial Review at the upcoming May 2022 Board of Directors meeting as per previous plan laid out by the General Manager.

J. Arbour suggested that the JHSC individually review Report #3221/22 and call a meeting to discuss. It was suggested that this meeting could also include the conveyance of information from previous questioning, as well as discussion regarding the results of the Committee's aforementioned recommendation to management. The Committee agreed to the suggestion.

ADJOURNMENT

The meeting was adjourned at 11:57 a.m.

JHSC 01/20/2022-3

MOVED BY: J. Hendry

SECONDED BY: J. Arbour

Resolved, That the MVCA Joint Health and Safety Committee meeting adjourned.

“CARRIED”

Review of Action Items:

1. Initiate review of home work stations