



MINUTES

Via Zoom

Board of Directors

July 20, 2022

MEMBERS PRESENT

J. Atkinson, Chair
J. Mason, Vice-Chair
F. Campbell
R. Darling
E. El-Chantiry
G. Gower
B. Holmes
J. Karau
P. Kehoe
P. Sweetnam
C. Rigelhof
S. Lewis

MEMBERS ABSENT

J. Inglis
C. Kelsey
B. King
C. Lowry
A. Tennant
K. Thompson

STAFF PRESENT

S. McIntyre, General Manager
A. Millar, Treasurer
J. North, Water Resources Technologist
B. Flood, Water Resources Engineer
M. Craig, Manager of Planning and Regulations
S. Lawryk, Property Manager
E. Levi, Finance Assistant
A. Perrin, Recording Secretary

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

Members were asked to declare any conflicts of interest and informed that they may declare a conflict at any time during the session. No declarations were received.

B07/20/22-01

MOVED BY: P. Kehoe

SECONDED BY: F. Campbell

Resolved, That the agenda for the July 20, 2022 Board of Directors Meeting be adopted as presented.

“CARRIED”

MAIN BUSINESS

1. Approval of Minutes: Board of Directors, May 18 2022

B07/20/22-02

MOVED BY: J. Karau

SECONDED BY: E. El-Chantiry

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

“CARRIED”

2. Watershed Conditions, Report 3227/22

J. North presented the Watershed Conditions Report, Report 3227/22. J. North noted an above-average rainfall in the first two weeks of June due to multiple large storms that were almost double historical averages. Precipitation in the remainder of the watershed was only slightly higher than previous historical averages for June. Only the main river stem showed an increase in flow, with tributaries such as the Clyde, Fall, Indian, and Carp Rivers unaffected. It took approximately two weeks for the water flow to stabilize. Precipitation has decreased since the middle of June, which lowered the upper watershed lake levels back to normal. The long-range forecast predicts a warmer, drier August.

J. Mason mentioned observing higher than normal water levels in the Carp River during May and early June and asked where the flow gauge representing the presented data are located.

J. North advised that the flow gauge is in Kinburn, Ontario. Beaver dams, blocked culverts and new developments can affect flow rates. Most of the watershed currently has normal water levels.

J. Mason believes that the Kinburn water station does not reflect the upper portion of the Carp River and therefore wants this to be noted for future flood plain mapping initiatives.

J. Karau asked if there were any updates about the Ottawa River portion of the watershed.

J North. advised that the Ottawa River flow rates collected from Constance Bay were slightly below average and that spring conditions were largely uneventful. However, the Ottawa River region had been typical overall.

3. Reserve Policies, Report 3228/22

S. McIntyre presented the Reserve Policies Report 3228/22. S. McIntyre noted that there are currently limited reserve policies in place at MVCA. Research was carried out and policies drafted as a result of discussions regarding the use of reserves during 2022 Budget deliberations. S. McIntyre highlighted the regulatory changes regarding Category 2 and 3 Programs and Services; and the need for the operating reserve to offset periodic shortfalls in revenues and unplanned expenditures.

E. El-Chantiry asked if there are “best practices” in use by conservation authorities and similarly sized organizations.

S. McIntyre stated that the recommended policies would place MVCA ahead of most conservation authorities and municipalities in our jurisdiction.

E. El-Chantiry asked if the motion would cover what the MVCA is trying to achieve operationally.

S. McIntyre said yes to short to mid-term objectives but advised that there is a need to review life cycle replacement costs and contributions to capital reserves. The MVCA is facing the same infrastructure gap that all municipalities are currently facing, and closing the gap will require time and determination. The recommended policies move MVCA in the right direction.

E. El-Chantiry agreed but noted significant cost increases due to the previous two-year pandemic and wanted to confirm if this was enough capital to achieve the MVCA’s current and future objectives.

S. McIntyre agreed and emphasized the importance of the Dam Safety Reviews (DSRs) in managing the MVCA assets and supporting priority setting.

P. Sweetnam asked if the lifecycle replacement of approximately two million for ongoing costs is realistic based on previous expenses and future upgrades to the MVCA headquarters.

S. McIntyre stated that the building structure has a long lifecycle, however, specific components (e.g. HVAC system) have shorter lifespans and therefore require setting aside money for capital renewal.

P. Sweetnam agreed and added that introducing annual amortization costs into the annual capital budget would need to be phased in slowly because of the significant increase.

J. Atkinson suggested adding the role of the Mississippi Valley Conservation Foundation (MVCF) to Table 1: Board-approved Restricted Reserve Funds source of funding in the Reserve Policies Report 3228/22 under the Category 2 and 3 ‘Funding Sourced’ column.

S. McIntyre confirmed the addition to Table 1: Board-approved Restricted Reserve Funds would be made to the Category 2 and 3 'Funding Sourced' column to include: "Funding Provided by the MCVF". (DIRECTION TO STAFF)

B07/20/22-03

MOVED BY: C. Rigelhof

SECONDED BY: E. El-Chantiry

Resolved, That Board of Directors 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**
 - d) Update section B.1.c) v. to read: Approve the establishment of special reserves for special projects or programs as set out in Section E, Appendix 5**

“CARRIED”

4. Requested Use of the K&P, Lanark Highlands Twp., Report 3229/22

M. Craig presented Report 3229/22 that responds to Lanark Highlands Twp. request to use a section of the K&P recreational trail during bridge reconstruction. He stated that MVCA and Lanark Highlands Twp. have been discussing potential requirements since April 2022, and are working to facilitate a solution that is supportive of the community of Clyde Forks and the municipality. There are several functional, safety, legal and ecological aspects to be considered and addressed to enable use of the K&P as a temporary municipal road.

J. Karau asked if the MVCA has any seasonal concerns, for example would it be better if construction of the bridge occurred in the winter?

M. Craig said using the K&P may be problematic in the winter due to safety issues around maintaining municipal road standards such as salting/ plowing. The township consultant will need to prepare a contingency construction extends past the fall deadline.

J. Karau asked if school buses and emergency vehicles are considered commercial vehicles.

M. Craig replied that residential requirements might include services (i.e., fuel and fire trucks) that may exceed the K&P trail’s load-bearing capacity. M. Craig advised that the township and township consultant are still determining the capacity of the K&P trail in its existing state.

P. Sweetnam asked if construction could potentially carry over into 2023 if there are construction difficulties.

M. Craig said the proposed project completion date is November 2022, and a public open house is scheduled for July 28, 2022. The township also issued a notice of study commencement.

S. Lewis emphasized the need for commercial vehicles to be able to use the proposed section of the K&P trail.

B. Holmes asked if there will be agricultural activities and equipment on the proposed section of the K&P trail. And if construction goes into the winter, will the K&P trail support fuel trucks, etc.

M. Craig stated that the main concern right now is load bearing as culverts on the K&P were not intended to withstand these types of loads.

J. Atkinson welcomed Scott Lawryk, the new MVCA Property Manager, to the authority. In addition, J. Atkinson acknowledged that Ross Fergusson, Operations Supervisor, will retire after 35 years with the MVCA.

B07/20/22-04

MOVED BY: P. Sweetnam

SECONDED BY: B. Holmes

Resolved, That 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.**

“CARRIED”

5. Permit Signing Authority: Juraj Cunderlik, Report 3230/22

S. McIntyre presented Report 3230/22 and confirm that Matt Craig would continue to have input to all permits regardless of who signs them.

B07/20/22-05

MOVED BY: R. Darling

SECONDED BY: P. Kehoe

Resolved, 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.

“CARRIED”

6. Appointment of PAC Board Representative, Report 3231/22

S. McIntyre presented Report 3231/22. J. Karau reflected on a positive first experience with the Public Advisory Committee (PAC), resulting in an excellent watershed plan. J. Karau noted that the future goals would be to continue focusing on implementing the watershed plan objectives and assisting with challenges such as the recent government regulatory changes. Overall, J. Karau feels it is beneficial to have the watershed PAC in place so the public can be in an ambassador role.

B07/20/22-06

MOVED BY: C. Rigelhof

SECONDED BY: P. Kehoe

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

“CARRIED”

B07/20/22-07

MOVED BY: J. Atkinson

SECONDED BY: G. Gower

Resolved, That the Board of Directors move to in-camera discussion to address personal matters about an identifiable individual, including employees of the Authority.

And further Resolved, That:

Sally McIntyre and Angela Millar remain in the room.

“CARRIED”

7. 2nd Round of Job Evaluation: Results and Financial Implications, Report 3232/22

8. Treasurer Replacement, Report 3233/22

B07/20/22-08

MOVED BY: Glen Gower

SECONDED BY: Roxanne Darling

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

“CARRIED”

B07/20/22-09

MOVED BY: B. Holmes

SECONDED BY: F. Campbell

Resolved, That the Board approve:

- a) Reclassification of the Administrative Assistant and Maintenance Technician positions from Level 1 to Level 2 of MVCA’s salary scale.**
- b) Reclassification of the Water Resources Engineer job from Level 3 to Level 4.**
- c) Pay Level 3 for the Engineer-In-Training job and Level 2 for the Regulations Technician job.**
- d) Implementation of salary increases as set out in this report.**

“CARRIED”

9. Update: Program & Services MOUs and CAAs, Report 3234/22

S. McIntyre presented the Program & Services MOUs and CAAs Report 3234/22.

10. General Manager Update Report 3235/22

S. McIntyre presented the General Manager Update Report 3235/22. It was highlighted that T. Vukovic is presently the MVCA Acting Regulations Officer in place of A. Moore who has accepted a position with the Township of Rideau Lakes. A. Moore will continue to assist the Planning and Regulations group as a consultant for the remainder of 2022 to ease the transition.

The MVCA Main Office is currently closed due to a recent COVID-19 outbreak.

Further, the MVCA will be facing constraints for approximately eight weeks due to staffing matters discussed. This will affect the planning, regulations and water resource departments. Member municipalities have been notified that the MVCA will be focus its efforts on meeting regulatory timelines for planning applications under the *Planning Act*. The MVCA will also reach out to South Nation and Rideau Valley Conservation Authorities for assistance, if required.

P. Sweetnam requested confirmation that A. Moore will in be invoicing the MVCA for regulation consulting services.

S. McIntyre confirmed A. Moore has signed a consultant agreement with the MVCA.

ADJOURNMENT

The meeting was adjourned at 2:41 pm

B07/20/22-

MOVED BY: G. Gower

SECONDED BY: R. Darling

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

“A. Perrin, Recording Secretary

J. Atkinson, Chair”