



MINUTES

Via Zoom and In Person

Board of Directors

October 19, 2022

MEMBERS PRESENT

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

MEMBERS ABSENT

P. Kehoe
S. Lewis

STAFF PRESENT

S. McIntyre, General Manager
S. Millard, Treasurer
J. North, Water Resources Technologist
M. Craig, Manager of Planning and Regulations
A. Broadbent, Information & Communications Technology
Manager
P. Tapley, 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.

B10/19/22-1

MOVED BY: F. Campbell

SECONDED BY: C. Rigelhof

Resolved, That the agenda for the October 19, 2022 Board of Directors Meeting be adopted as presented.

“CARRIED”

MAIN BUSINESS

1. Approval of Minutes: Board of Directors, September 21, 2022

B10/19/22-2

MOVED BY: S. Lewis

SECONDED BY: C. Rigelhof

Resolved, That the Minutes of the Mississippi Valley Board of Directors Meeting held on September 21, 2022 be received and approved as printed.

“CARRIED”

2. Watershed Conditions., Report 3253/22

J. North presented the Watershed Conditions Report stating that current flows in the main river continue to stay around 10 cms. This is mainly due to the drawdown of Crotch lake. They are expected to stay within this range for the fall as upper lakes are drawn down, which is underway (Shabomeka, Pine lakes, Carleton Place dam). Kashwakamak, Mississagagon, Big Gull, Summit and Widow Lakes will begin after Thanksgiving. Water levels are expected to drop as they typically would over the next two months.

Drawdown of Mazinaw Lake will start in early November as normal, to allow for boat traffic during hunting season. Until then, levels are expected to stabilize at historically normal elevations.

Mississagagon and Big Gull Lakes are expected to be at their winter level by early November. Kashwakamak Lake levels will stabilize in early November. Levels on Kashwakamak and Mazinaw Lakes normally reach their winter holding levels between early January and early February.

Crotch Lake is currently slightly above the historical average for this time of year. Inflows are expected to increase due to drawdown of the upper lakes; and water levels on Crotch Lake will start to increase as we start to operate the dam to refill the lake. Crotch Lake will continue to build through early January and then it will be drawn down over the winter to provide

maximum storage in the system by early to mid-March. All dams will be operated through the fall and winter to try to maintain levels within the normal operating ranges for the structures.

3. Hydrologic Datalogger, Report 3254/22

D. Post summarized progress on the hydrologic datalogger project which was developed in-house to provide monitoring and data transmission at twenty stations that measure lake levels and water temperature. A few stations have additional sensors that measure rainfall, air temperature, and soil moisture. Next steps include twelve months of field testing and if it proves to be a viable, discussions on the potential replacement of our outdated conventional dataloggers will occur. Staff are to deliver a presentation in November to members of the Eastern Ontario WISKI hub.

There was a good discussion on the potential of the datalogger and connecting with partners who may be of interest (Hydrologic Service of Canada, City of Ottawa, other CAs) and bringing awareness on the monitoring we are doing. C. Lowry inquired if there were any other organizations doing this type of protocol work and asked for further background. D. Post and J. North responded that the conventional dataloggers are very expensive and more suited for monitoring larger scale advanced protocols (i.e. used for hundreds of sensors). MVCA's requirement is for a smaller scale monitoring to access data we need that is within our budget.

E. El-Chantiry asked if this technology could work on the Ottawa River to measure level of river and had there been any communication with the City on this. D. Post indicated no discussions have taken place with the City and it is likely not sufficiently technologically advanced to meet their requirements.

4. Operating Reserve Balance, Report 3245/22

S. McIntyre provided an overview on the current and projected state of the Operating Reserve to help support Board decision-making in the lead up to the budget. Using 2022 data, the target year end balance for 2023 should be between \$575,100 and \$702,900. In order to achieve this objective, drawdown of the Operating Reserve in 2023 should not exceed \$457,100.

A proposed approach was presented for phase-in of Workforce Plan implementation costs onto Municipal levy that would enable compliance with the Operating Reserve target balance. Phase-in of costs over 2023, 2024 and 2025 would cause a pressure on the municipal levy and 3.5%, 3.5% and 3.7%, respectively. The increases exclude all other budgetary pressures including cost of living increases.

New pressures in 2023 and 2024 include salary increases arising from recent job evaluation and market assessment projects.

J. Inglis asked for clarification on the three-year phase in of the total drawdown and wondered if there would then be a jump in Year 4? S. Millard commented that phase-in would be completed by year-four (2026) and normal increases would resume.

J. Inglis asked for confirmation that the new cost of paying staff is embedded in the proposed 3-year plan and not a new taxation. S. Millard confirmed this was the case.

P. Sweetnam asked for clarification on amounts municipal levy (page 17) highlighted above and if there was a possibility to phase-in costs onto the levy over a longer period of time. S. McIntyre indicated the pressure on the levy is exclusively due to implementation of the workforce plan; and expressed concern about a protracted period during which payroll is paid from the operating reserve fund, which is needed to protect the Authority against future unknowns.

J. Mason suggested that as the Workforce Plan was developed, in part, to address increased staffing to accommodate growth, this portion of the levy should be attributed to the phase-in of costs.

5. Job Evaluation Results and Implementation, Report 3246/22 -IN CAMERA

B10/19/22-3

MOVED BY: C. Lowry

SECONDED BY: C. Rigelhof

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

- **Personal matters about an identifiable individual, including employees of the Authority**

And further resolved, that: Sally McIntyre and Stacy Millard remain in the room.

“CARRIED”

6. Market Assessment of MVCA Jobs, Report 3247/22 - IN CAMERA

B10/19/22-6

MOVED BY: F. Campbell

SECONDED BY: K. Thompson

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

“CARRIED”

7. Mill of Kintail Roof, Report 3248/22

S. Lawryk provided an update on the Mill of Kintail Roof project. The roof was re-shingled in 2001 with cedar shakes but upon inspection this past summer it was noted to be in disrepair and was temporary repaired to control further damage. MCVA is engaging with Mississippi Mills Township to review replacement options that meet the *Ontario Heritage Act* as the building is a designated Heritage building.

The roof repair was identified in 10-year Capital Plan but will need to be done sooner than planned. Quotes have been received from contractors and are higher than \$50,000 assumed in the 10-year Capital Plan.

Next steps include meeting Monday October 24 with the Township of Mississippi Mills and the Heritage Committee to discuss roof options; firming up all quotations from suppliers and to arrange for work to be completed in 2023. The Conservation Area and Museum Building & Art restricted reserve has some funds available to carry out the work.

J. Mason suggested that a steel roof being fire resistant versus cedar shakes may be the better option for safety reasons and should be considered.

8. Proposed 2023 Fee Schedule, Report 3251/22

M. Craig explained that a proposed fee schedule is presented to the Board every fall for implementation January 1. Most fees were increased by a 2% cost of living allowance (i.e. for standard types of applications, and a 5% increase in more complex applications (significant technical review.) A new fee category was added under 'Fill Replacement' and a new management fee is proposed in line with other conservation authorities.

B10/19/22-7

MOVED BY: C. Lowry

SECONDED BY: B. Holmes

Resolved, That the Board of Directors approve the 2023 Fee Schedules as presented.

"CARRIED"

9. 2023 Budget Assumptions, Report 3252/22

S. Millard presented the 2023 budget assumptions and explained that the levy allocation provided by the Province has changed, with most municipality's percentage going down while three municipalities went up: Beckwith, Carleton Place and Mississippi Mills, all of which experienced significant growth the past year.

S. McIntyre further explained from the '2023 Budget Allocation' table showing, the 2022 Operating levy was 3% for cost of living increases to the operating budget, 1.5% for growth in

tax assessment, and 3.5% for phase-in of the Workforce Plan from the Operating Reserve to the Levy. A table that showed impacts to individual municipalities was distributed to all members.

S. McIntyre committed to developing a Plan B scenario in the event that the City's levy limit proves to be a less, accompanied by projected impacts on the operating reserves.

Several members expressed concern regarding the gross proposed increase of over 7%. While some members spoke in favour of the budget it was agreed that there may be changes depending on the financial direction given by the City of Ottawa.

It was agreed that further discussion will be required at the Finance & Administration Committee meeting in November and at the Board meeting in December.

B10/19/22-8

MOVED BY: B. Holmes

SECONDED BY: J. Karau

Resolved, That the Board of Directors direct staff to develop the 2023 Budget and related documents in accordance with the following parameters:

- 1. An assumed growth in tax assessment of 1.5%.**
- 2. A municipal levy increase of 3% to the operating budget.**
- 3. A municipal levy increase of 4.5% to the capital budget.**

“CARRIED”

10. IT Network Review, Report 3249/22

A. Broadbent presented the need for an IT Network Review due to three main pressures:

- The need for significant spending on key assets including servers and Wi-Fi system
- The need to accommodate large data sets and complex models, and
- The need to mitigate security breaches/risks and provide IT system resilience.

A. Broadbent explained that the current capital plan estimates \$90,000 for replacement of all network servers by 2025 and 40 staff computers by 2030. It would be beneficial to conduct the study before making these investments. The estimated cost of the proposed study is \$5,000-\$10,000 and would be drawn for the IT Capital Reserve.

F. Campbell asked how MVCA can meet its Wi-Fi system needs. A. Broadbent indicated MVCA Wi-Fi works but is 10-years old and that components are outdated and cannot support new advanced Wi-Fi requirements.

J. Inglis highlighted that there is always a concern around cyber security and threats keep increasing quickly, and added that he supports investments being made to maintain security.

B10/19/22-9

MOVED BY: C. Rigelhof

SECONDED BY: P. Sweetnam

Resolved, That the Board of Directors include an IT Network Review in the 2023 Budget.

“CARRIED”

11. **Electronic Monitoring Policy, Report 3255/22**

S. McIntyre explained that the province passed Bill 88, *Working for Workers Act, 2022* that amends the *Employment Standards Act (ESA)* and requires employers with 25 or more employees to have a written policy with respect to electronic monitoring of employees.

S. McIntyre explained that MVCA’s existing policy was updated to meet the new requirements of the province. Currently, MVCA has protocols for tracking staff for safety reasons but will need to further develop guidelines for monitoring staff to address the full scope considered by the new legislation.

J. Karau inquired if there been any consultation with employees to ensure there was no misperception with this additional surveillance. S. McIntyre stated that a working group will be established to engage with staff to help flesh out implementation details.

B10/19/22-10

MOVED BY: C. Rigelhof

SECONDED BY: P. Sweetnam

Resolved, That the Board of Directors:

- 1. approve amendment of Section 2.7 Technology – Internet, E-Mail, Cell Phones of the *Employee Manual* as set out in Attachment 1 of this report.**
- 2. direct that the updated policy be shared with all employees within 30 days of approval.**

12. **Holiday Season Office Closure, Report 3256/22**

S. McIntyre explained that it has been common practice for MCVA to close its office during the holiday period from December 24 to New Year’s Day. The addition of this holiday closure policy to the Employee Manual will ensure that all new employees are made aware of the closure; and provide enhanced consistency in how it is applied.

B10/19/22-11

MOVED BY: K. Thompson

SECONDED BY: F. Campbell

Resolved, That the Board of Directors approve addition of the following policy to Section 7.2 - Holidays of the *Employee Manual*:

MVCA shall close its office to the public between noon December 24 and the New Year's Day provincial holiday, inclusive. During the closure, employees may use accrued Vacation or Time-off In Lieu. Employees without sufficient accrued leave time to cover the holiday closure may borrow from future vacation accrual or book unpaid leave with approval of the General Manager.

“CARRIED”

13. Workplace Health Update, Report 3257/22

S. McIntyre explained that this report provides the implementation status of the Board approved an Action Plan for Managing Workplace Stress. Although there were many items to tackle, overall, progress is being made and improvements in morale have been observed. For example, staff events, like monthly BBQ's in summer months, staff presentations highlighting project successes, and management team training sessions for 2 hours every month.

14. Corporate Needs Assessment Update, Report 3250/22

S. McIntyre encouraged Board Members to review the Needs Assessment for Capital and Programs/Services projects for 2021-2025, and to bring forward any concerns or discuss any additions that could influence priority setting and the draft budget for 2023.

15. Watershed Priorities, Report 3258/22- WALK ON

J. Karau provided a summary on the newly formed Watershed Public Advisory Committee (PAC) and its inaugural meeting held October 18. He observed that a lot of information was presented to the Committee, including the mandate review and a summary overview on the implementation plan of the watershed.

J. Karau noted that one of the key issues raised by members of the PAC was the need to enhance community engagement and that a communications position is needed to enable the Authority to meet its corporate objectives for improved stakeholder relations.

Finally, he noted that Katie Surra of Ompah was appointed as the PAC co-chair and that her experience in grant writing will be an asset. The PAC is to meet again in November.

16. General Manager Update, Report 3259/22

S. McIntyre highlighted the recent meeting of GM's from MVCA, Cataraqui, Lower Trent, Quinte and Crowe Valley with Ric Bresee, MPP Hastings Lennox Addington and new Parliamentary

Assistant for the Ministry of Natural Resources & Forestry (MNRF). The purpose of the meeting was to introduce the MPP to the five CA's within his riding and brief him on inter-jurisdictional matters of concern. The meeting was well received and his openness of communication was appreciated.

S. McIntyre also highlighted the the process and timing of the new Chair, Vice-Chair and members transitioning and change-over. Normally it occurs at the AGM meeting in Feb, where old members open the meeting and hand over to new members.

There was extensive discussion on timing, processes and allowing enough time for new members to get accustomed to budget decisions and their new role.

J. Karau suggested a hybrid model that improves on the current model, where we ask current council members to engage with new members and not wait for the AGM.

S. McIntyre will be sending an email to municipalities to ask that all appointments take effect January 1, 2023. This will allow MVCA time for new members orientation and observe the Finance & Administration meeting in November and a Board meeting in December.

C. Lowry asked what other CA's are doing and if there are challenges. S. McIntyre will follow up with other CA's (RVCA, South Nation) to clarify their processes for handling the interim period.

ADJOURNMENT

The meeting was adjourned at 3:23 pm

B10/19/22-12

MOVED BY: K. Thompson

SECONDED BY: F. Campbell

Resolved, That the Board of Directors meeting be adjourned.

"CARRIED"

P. Tapley, Recording Secretary

J. Atkinson, Chair