



MINUTES

Via Zoom and In Person

Board of Directors Meeting

December 7, 2022

MEMBERS PRESENT

J. Atkinson, Chair
J. Mason, Vice-Chair
R. Kidd
B. Holmes
J. Karau
P. Sweetnam
C. Lowry
J. Inglis
P. Kehoe
A. Tennant
H. Yanch
T. Popkie

MEMBERS ABSENT

G. Gower
S. Lewis
C. Kelsey
B. King
E. El-Chantiry

STAFF PRESENT

S. McIntyre, General Manager
S. Millard, Treasurer
J. Cunderlik, Water Resources Engineer
J. North, Water Resources Technologist
M. Craig, Manager of Planning and Regulations
A. Broadbent, Information & Communications Technology
Manager
M. Okum, Stewardship Technician
M. Livingston, Mississippi-Rideau Source Protection Authority
R. Clouthier, Recording Secretary

J. Atkinson called the meeting to order at 10:04 am.

B12/07/22-1

MOVED BY: C. Lowry

SECONDED BY: P. Sweetnam

Resolved, That the agenda for the December 7, 2022 Board of Directors Meeting be adopted, as amended.

“CARRIED”

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.

MAIN BUSINESS

1. Approval of Minutes: Board of Directors, October 19, 2022

B12/07/22-2

MOVED BY: B. Homes

SECONDED BY: J. Inglis

Resolved, That the Minutes of the Mississippi Valley Board of Directors Meeting held on October 19, 2022 be received and approved as printed.

“CARRIED”

2. Watershed Conditions, Report 3266/22

J. North presented the Watershed Conditions Report stating November flows in most tributaries are sitting slightly below normal for this time of year, due to below average rainfall amounts received in October and November. Drawdowns on all upper lakes are completed except for two more logs to come out of the Mazinaw Lake dam. Water levels on most of the upper lakes are close to reaching their winter target levels and the dams on those lakes will be operated through the remainder of the winter to keep levels as stable as possible.

Crotch Lake dam will be operated over the next month or to ensure there is enough water to maintain flows downstream from mid-January to April. The long-range forecast is predicting December to be slightly colder weather and normal seasonal precipitation, January is forecasted to be colder than normal with a normal precipitation amounts.

J. Inglis inquired if MVCA gets input requests, flow requests or any direction from Hydro on flow rates.

J. North explained that hydro needs do not dictate operations, and that a variety of watershed objectives are used to determine how to manage flows. The management of structures is systematic and connected however hydro is rarely a sole priority.

3. Staff Item: MVCA Stewardship Program, Report 3267/22

M. Okum presented an overview of MVCA's current and upcoming stewardship initiatives. Six main ongoing initiatives are: Shoreline Naturalization, Ottawa Rural Clean Water Program (ORCWP), ALUS Lanark, RVCA Tree Planting Partnership, Education and Outreach and Habitat Enhancements. Six planned initiatives for 2023 are: ALUS Lanark Project Implementation, Reinstatement of City Stream Watch (CSW), Educational Workshops (primarily for flood-prone zones), Large-Scale Plantings, Various Invasive Species Removal Projects, Butternut Tree Giveaway.

P. Sweetnam asked if work done on Poole Creek as part of the Habitat Enhancement Projects is funded by the City of Ottawa or if it is funded by the general levy.

M. Craig responded that the majority of the funding, with some staff-time contribution, is the result of some of off-setting penalty associated with a development in the upper Poole Creek Watershed where infiltration requirements could not be met. The City requested MVCA to facilitate compensation work along the creek as a result of that development.

P. Sweetnam noted that he has heard good words around Stittsville about our initiatives and outreach.

4. NDMP-Risk Assessment Project, Report 3268/22

J. Cunderlik presented the results of MVCA's Flood Risk Assessment Study and how they will be used. The total budget for the Flood Risk Assessment Study was \$337,783 (MVCA's contribution was \$58,071) and the study was completed in August 2022. Main project objectives included: establishing a methodology that could be used to evaluate future flood plain mapping projects, delineating and assessing reaches, conducting a risk assessment and determining priorities for new floodplain mapping or updates, and developing a flood plain mapping strategy.

J. Cunderlik outlined the criteria used to determine the likelihood and severity of impacts of flooding, and how results were used to set priorities. Upcoming priorities include Upper Mississippi, the Lower Clyde River and Fall River, Mississippi Lake, Sharbot Lake, and Silver Lake.

J. Cunderlik concluded that this is a study and products generated information and data that will be useful on other projects, such as the reach delineation and monitoring. Flood hazards

are largely unmapped in MVCA's jurisdiction, and understanding the importance of lakes and water management in flood mitigation is crucial in assessing flood risk.

J. Mason asked J. Cunderlik to clarify if there are dependencies between projects and if most elements of the watershed are interconnected. J. Cunderlik confirmed that the dependencies mean that the time frame can potentially be dependent on whether we need to obtain data from other groups or agencies and this needs to be taken into consideration.

R. Kidd asked for the difference between Flood Risk and Flood Vulnerability. J. Cunderlik stated that hazard is the likelihood of the area flooding and vulnerability is the level of consequence or damage resulting from the flood. The flood risk is the combination of the flood hazard and the flood vulnerability. S. McIntyre added that the flood hazard relates to the physiology and geography of an area and the vulnerability relates to the impact on people and ecosystems and sociological factors.

P. Sweetnam asked for confirmation on the budget and where the approx. budget of \$337,783 came from. J. Cunderlik confirmed that the \$337,783 Federal Government is funding 50% of the total project cost and the remaining portion is being split between the 3 conservation authorities.

J. Inglis asked if we will be the proprietors of the resulting data from this project and if this is a requirement to comment on planning. J. Cunderlik confirmed that we will have full access to results from this project and that a main requirement of Conservation Authorities is to comment on regulated flood plain areas and wetlands. S. McIntyre confirmed that this is a core service that MVCA is mandated to provide. Due to climate change and housing demand, developers are buying marginalized lands as the easy to develop lands have been developed already. And, some lands that were once safe are now considered to be at a higher risk.

J. Karau noted that we can not do flood risk management without also looking at climate change as they are not separate initiatives.

P. Sweetnam stated that insurance companies are now including flood plain mapping so this is useful information and City of Ottawa is generally supportive of the mapping initiatives.

J. Mason said the City of Ottawa is now considering a 350-year assessment, showing that they are taking climate change seriously. J. Cunderlik noted that MVCA is also carrying out a 350-year assessment.

R. Kidd asked for confirmation on the breakdown of the budget for the 10-year plan and asked for the dollar value for project budgets. J. Cunderlik responded that he estimated \$400,000/year for 10 years to equal an over estimated \$4 million for the total budget for all

projects. The Clyde River budget was \$150,000, the total budget for Carp River flood plain mapping was \$200,000; however, the full cost does not fall onto MVCA and is often subsidized by the city of Ottawa. S. McIntyre noted that we have not historically done a lot of mapping but this past term we have done a lot and the budget does not necessarily reflect this yet.

C. Lowry commented that as this is a 10-year plan we need to be very cautious of long-term financial planning since the dollar amount will be inevitably going up over time.

5. FHIMP-Clyde River Floodplain Mapping Project, Report 3269/22

J. Cunderlik presented the Clyde River Regulatory Flood Plain Mapping Grant Award that was approved in the amount of \$75,000 as part of the Flood Hazard Identification and Mapping Program (FHIMP). The information acquired in the flood risk assessment study was extremely valuable as a starting point to mapping the Clyde River Regulatory Flood Plain.

P. Sweetnam asked if this will cover the upper or the lower Clyde River. J. Cunderlik confirmed that the mapping is for the lower Clyde River and added that a Climate Change Assessment is required to be completed along with the flood plain mapping.

R. Kidd asked if the county of Lanark or the Township is contributing to the project. J. Cunderlik advised that the county is contributing, and that the expected completion date is approximately March 2024.

6. FHIMP-Land Use Project, Report 3270/22

J. Cunderlik presented the Land Cover Update in Eastern Ontario Grant Award that was approved in the amount of \$111,175 as part of the Flood Hazard Identification and Mapping Program (FHIMP). The application was submitted in partnership with the City of Ottawa, RVCA and SNC, and will draw on recently acquired LiDAR data that will be used to support flood plain mapping. The updated land cover data has many other applications including natural heritage mapping, emergency hazard management, land use change planning, etc. MVCA's contribution is approximately \$33,000 with the work to be led by SNC.

7. Bill 23 Update, Report 3272/22

S. McIntyre informed the Board that some of the approved changes have the potential to come into effect on January 1st, 2023. Until MVCA receives more direction from the province or regulations, planning review work will be status quo. There is significant concern regarding the capacity of member municipalities to carry out the specialist reviews if conservation authorities are no longer allowed to provide this service. MVCA will continue to support municipal staff within the confines of whatever regulations are passed. Our core mandate is still to provide

comments on potential natural hazards and regulated wetlands. MVCA will follow up with municipalities planning and engineering groups to ensure an understanding.

B12/07/22-3

MOVED BY: P. Sweetnam

SECONDED BY: T. Popkie

Resolved, That the Board of Directors approve submission of a letter to the Minister of Natural Resources & Forestry requesting establishment of a Conservation Authority Working Group to support the drafting of regulations under Bill 23 and any future legislative changes.

“CARRIED”

J. Karau overviewed the concerns of the Mississippi River Watershed Plan Public Advisory Committee (PAC) who are investigation methods of delivering outreach and education programs, along with building relationships with counsellors and other member groups such as the Ottawa River Keeper. A major concern for the advisory committee is the carrying capacity of the Mississippi River in Carleton Place and whether it can support the changes being implemented through Bill 23. J. Karau expressed concerns regarding the carrying capacity of the Mississippi River in the face of ongoing and future development.

8. Budget Control, Report 3271/22

S. Millard presented the Budget Control Report stating that as of October 31st, 2022, MVCA is slightly under projected revenues and expenditures (at approximately 71%). Planning and permit revenues are up from last year and due to a number of staff vacancies, a year-end surplus of approximately \$250,000 is projected at this time.

9. 2022 Year-End Contributions to/from Reserves, Report 3275/22

S. Millard suggested that surplus allocations be transferred to the capital reserve instead of the operating reserves. The operating reserve will have a projected balance of approximately \$545,000 above the target balance while the capital reserves are severely underfunded for future needs.

B12/07/22-4

MOVED BY: P. Kehoe

SECONDED BY: R. Kidd

Resolved, That the Board of Directors direct staff to:

1. **Transfer any unspent levied capital dollars as of December 31, 2022 to capital reserves to meet future capital needs;**
2. **Transfer any operating surplus for the year ending December 31, 2022 to capital reserves;**
3. **Transfer any available year-end surplus as follows:**
 - a. **The first \$150,000 into the Building Reserves;**
 - b. **The next \$150,000 into the Water Resources Reserve;**
 - c. **The next \$50,000 into the Vehicles & Equipment Reserve;**
 - d. **The next \$40,000 into the Information and Communications Technology Reserve; and**
 - e. **Any remaining surplus into the Conservation Area Reserve.**

“CARRIED”

10. 2023 Draft Budget, Report 3264/22

S. McIntyre reviewed proposed expenditures and revenues as set out in the Draft 2023 Budget.

S. McIntyre outlined that the proposed municipal levy increase aligns with direction received from the Board in October:

- 3% to the operating budget for inflation;
- 4.5% to the capital budget to implement the 10-year Capital Plan;
- 1.5% increase to both to provide for assessment growth;

and, previous Board decisions to hire staff to meet workload demands, and to phase those costs onto the levy over a period of years while maintaining the Operating Reserve balance in a target range.

S. McIntyre explained that the base budget pressure as approved in October equals a combined increase of 4.5%; and, that the levy pressure increases to 7.66% when a third (1/3) of payroll costs are moved from the Operating Reserve onto the levy, as previously approved.

S. McIntyre said that while the City of Ottawa has a target tax rate increase of 2-2.5%, the target increase for water, sewer, stormwater rates is 4.2%; and the difference between 4.2 and 4.5% is not considered significant. With respect to the additional amount to phase a portion of staffing costs off of the Operating Reserve onto the levy, she spoke with City of Ottawa staff who indicated an ability to accommodate the associated pressure of \$90,000.

As requested by the Finance & Administration Committee, S. McIntyre tabled options for reducing pressures on the levy, including: Offsetting some payroll costs with grant-funded capital; donations from MVCF for O&M at conservation areas; making some projects grant dependent; and deferring filling the Jr. Planner position pending assessment of Bill 23 impacts.

Implementation of all these measures would reduce levy pressure in 2023 to 4.77%. There is also the opportunity to finance the Sewer and Water Connection from the HQ building to the Carleton Place Subdivision located outside of HQ.

R. Kidd asked whether the draft options went back to the Finance and Admin committee for consideration; and if MVCA receives a discount from Carleton Place for the sewer and water. S. McIntyre stated that the recommendations had gone back to Committee but that the Committee decided to elevate the draft budget as is to the Board because it aligned with the Board's direction.

With respect to site servicing, S. McIntyre stated that existing on-site septic and water systems incur annual operating costs; and that a cost analysis can be provided if desired. Connection to the Town's water and sewer systems is mandatory per the agreement for the sale and development of the property. J. Karau noted that R. Kidd's point is correct however giving it a dollar value is problematic.

P. Kehoe noted that he would have appreciated a table displaying the impacts by municipality of the phase-in of payroll costs onto the municipal levy. S. McIntyre acknowledged that the table in the staff report only shows the gross impact, and that a table that shows this amount can be prepared and circulated.

J. Karau asked if the options presented are critical at this juncture or if they are "back-pocket" considerations if there is pushback from municipalities. Following discussion of this matter, members agreed that the board can approve the budget as is and defer making any adjustments until after the circulation period is completed.

Board members discussed financing the water and sewer connection to the HQ building versus paying from the reserves and concluded to approve the 2023 Draft Budget as is, but to retain the option to make this change in the future.

R. Kidd and C. Lowry noted that the Percentage Increase column in the Municipal Levy table can cause confusion and unnecessary consternation and recommended that it be removed. J. Inglis disagreed and felt that it was important information to include.

B12/07/22-5

MOVED BY: J. Inglis

SECONDED BY: P. Kehoe

Resolved, That the Board of Directors approve the Draft 2023 budget for circulation to member municipalities for comment and that the Board direct staff to identify options for cost savings to the municipal operating and capital levies, to be presented to the Board for future consideration.

“CARRIED”

11. 2023 Board meeting Schedule, 3275/22

B12/07/22-6

MOVED BY: P. Kehoe

SECONDED BY: T. Popkie

**Resolved, that the Board of Directors Meeting be rescheduled to February 22nd, 2023;
and that the Board of Directors approve the amended 2023 meeting schedule.**

“CARRIED”

J. Mason stated that City of Ottawa meets on the off week so there may be an issue for that one meeting. S. McIntyre agreed and is hoping to have a majority to proceed with the meeting.

12. Consent Agenda

B12/07/22-7

MOVED BY: C. Lowry

SECONDED BY: P. Sweetnam

Resolved, That the Board of Directors approve the Consent Agenda as printed.

“CARRIED”

ADJOURNMENT

The meeting was adjourned at 12:37pm.

B12/07/22-8

MOVED BY: C. Lowry

SECONDED BY: A. Tennant

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

R. Clouthier, Recording Secretary

J. Atkinson, Chair