

MISSISSIPPI VALLEY CONSERVATION AUTHORITY
BOARD OF DIRECTORS MEETING

MVCA Boardroom

April 17, 2019

1:00 p.m.

AGENDA

ROLL CALL

Adoption of Agenda

Declaration of Interest (written)

ITEMS FOR DECISION

1. Minutes – Board of Directors Meeting – March 20, 2019
2. Minutes – Policy & Priorities Advisory Committee Meeting – April 5, 2019
3. Business Arising from the Minutes
 - a. Policy and Priorities Advisory Committee recommendations regarding Administrative By-Law Amendments:
 - Secretary-Treasurer
 - Voting by Proxy
 - Invited Members

ITEMS FOR INFORMATION

4. Report from Conservation Ontario meeting April 1 (Staff Report #3002/19)
 - a. Proposed Amendments to the *Conservation Authorities Act*
5. Asset Management for Conservation Authorities (Staff Report #3003/19)
6. Budget Control Report (Staff Report #3004/19)
7. Quarterly Update (Staff Report #3005/19)
8. Watershed Conditions Report (Staff Report #3006/19)
9. Ontario Regulation 153/06 Permit Update (Staff Report #3007/19)
10. Other Business

ADJOURNMENT

MISSISSIPPI VALLEY CONSERVATION AUTHORITY
BOARD OF DIRECTORS

Mississippi Valley Conservation Centre
Carleton Place

MINUTES

March 20, 2019

MEMBERS PRESENT:

J. Mason, Chair;
J. Hall, Vice-Chair;
J. Atkinson;
F. Campbell;
G. Code;
R. Darling;
E. El-Chantiry;
T. Fritz;
G. Gower;
B. Holmes;
J. Inglis;
J. Karau;
P. Kehoe;
C. Lowry;
P. Sweetnam;
K. Thompson.

MEMBERS ABSENT:

E. Burke.

STAFF PRESENT:

S. McIntyre, General Manager;
J. Sargeant, Secretary-Treasurer;
A. Broadbent, Information Technology Supervisor;
M. Craig, Manager, Planning and Regulations;
E. Deyo, Environmental Technician;
R. Fergusson, Operations Supervisor;
S. Gutoskie, Community Relations Coordinator;
G. Mountenay, Water Management Supervisor;
J. Price, Director, Water Resource Engineering;
K. Stiles, Biologist;
E. Levi, Recording Secretary.

VISITORS PRESENT:

M. Livingston, Project Manager, Mississippi-Rideau
Source Protection.

J. Mason called the meeting to order at 1:00 p.m.

B03/20/19-1

MOVED BY: F. Campbell

SECONDED BY: J. Hall

Resolved, That the agenda for the March 20, 2019 meeting of the Mississippi Valley Conservation Authority Board of Directors be adopted as presented.

“CARRIED”

Mississippi Valley Conservation Authority
Board of Directors Meeting
March 20, 2019

BUSINESS:

1. Minutes – Board of Directors Meeting – 51st Annual Meeting – February 20, 2019

B03/20/19-2

MOVED BY: E. El-Chantiry

SECONDED BY: K. Thompson

Resolved, That the Minutes of the Mississippi Valley Conservation Authority Board of Directors meeting held on February 20, 2019 be received and approved as printed.

“CARRIED”

2. Conservation Ontario Alternates

S. McIntyre reviewed Staff Report # 2993/19. She noted that the Chair, J. Mason, was the Voting Delegate for the MVCA at Conservation Ontario and appointment of up to two alternate delegates to Conservation Ontario were required. She noted an email was sent to Board members on March 6, 2019 with a request for nominations by March 12, 2019. Only one member expressed interest, that being Jeff Atkinson. Paul Kehoe declined a nomination by Eli El-Chantiry.

B03/20/19-3

MOVED BY: T. Fritz

SECONDED BY: J. Karau

Resolved, That Jeff Atkinson, Board Member from Carleton Place serve as the First Alternate, and Sally McIntyre, General Manager serve as the Second Alternate to the Voting Delegate to Conservation Ontario.

“CARRIED”

J. Karau congratulated the new Conservation Ontario members. He noted it would be beneficial to be updated regularly at Board meetings from the members attending Conservation Ontario meetings.

3. Update re: Treasurer Position

S. McIntyre updated the Board on the status of recruitment for the Treasurer position and explained how the Secretary/Treasurer position prescribed by legislation will be addressed going forward.

As outlined in Staff Report #2994/19, she noted that the *Conservation Authorities Act R.S.O. 1990, Chapter C.27* directs Conservation Authorities (CAs) to “appoint a secretary-treasurer and may appoint such other employees as it considers necessary who shall hold office during the pleasure of the authority...” Over time, CAs found that having both their General Manager and Secretary/Treasurer reporting to the Board caused confusion in leadership and authority. Accordingly, current practice is for CAs to appoint their GM to serve this legislative function and thus provide one point-of-contact between staff and the Board. The GM, in turn, can delegate these functions to other staff as needed. MVCA by-laws allow the GM to also serve as Secretary Treasurer, but requires other modifications to address the Treasurer’s role. These matters are being referred to the Policy & Priorities Committee with the intent that, going forward, the GM will advise the Chairs of the MVCA Board of Directors and Standing Committees regarding implementation of corporate procedures, and will lead secretariat functions.

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In response to a question from Councillor El-Chantiry, it was explained that as the current Secretary/Treasurer Joan Sargeant is still with the Authority that the corporation remains in compliance with both its by-laws and provincial laws and regulations.

S. McIntyre advised that the new Job Description and Employment Opportunity for Treasurer was posted on January 7, 2019 and closed on February 1, 2019. She noted that subsequent to the interviews and testing, Angela Millar was offered the position and accepted. She noted Ms. Millar will start in the Treasurer position March 25, 2019.

4. Update re: Watershed Conditions

S. Gutoskie advised that a series of videos were being published demonstrating the work of MVCA during the spring freshet. She noted the videos were available via YouTube and the MVCA website.

G. Moutenay reviewed Staff Report #2995/19 regarding current watershed conditions and MVCA's role in monitoring and communicating risks to member municipalities and the public. He noted that there is no immediate threat of flooding. The warm weather forecasted for March 14th and 15th is not expected to cause any significant issue with regard to flooding. The 14-day forecast indicates that day-time highs will be single-digit above zero, and night time lows will be below zero. Very little precipitation is forecast over that timeframe. Nothing in the forecast at this time indicates that flood conditions will begin before the end of March. As we move through the spring freshet, staff will move from mitigating the risk of flooding towards achieving target water levels for fish spawning and recreational use.

J. Karau sought information regarding the role citizen science plays in this area. Specifically, does this assist staff in compiling accurate information, is it a robust network and is it ongoing? G. Moutenay noted that there have been some great volunteers in the past who provided MVCA with information and that the authority is in the process of trying to recruit more volunteers, and are always willing to work with landowners. He advised that MVCA will use as much information provided by volunteers as possible. J. Karau noted he would like to see the continued involvement of volunteers. J. Mason commented that producing a video on Citizen Science may be valuable.

In response to a question, G. Moutenay advised that the Authority was in contact with the City of Ottawa about the Ottawa River's flooding risks through the Spring Freshet Task Force (comprised of City of Ottawa staff, the provincial Office of Emergency Management, staff from MVCA, RVCA and SNCA, the Ministry of Natural Resources and Forestry and the National Capital Commission). Furthermore, that an automated water level gauge is to be installed at Buckham's Bay adjacent to Constance Bay.

5. Update re: Natural Systems Monitoring

K. Stiles gave a presentation on Staff Report #2996/19 outlining the results of the 2018 monitoring program and plans for 2019. In 2019, field monitoring will focus on the Clyde River subwatershed in the west, and three tributaries to the Carp River in the east, as well as targeted areas within the Constance Creek watershed. Data collection and analysis are carried out with partner organizations, which allows the MVCA to reduce costs to member municipalities and

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Board of Directors Meeting
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provide informed advice on planning and other matters.

In response to a question, K. Stiles advised that the public can access monitoring data on the MVCA website and that the Authority is working to make more information accessible.

6. Presentation of Annual Report

S. Gutoskie presented members with the MVCA's 2018 Annual Report. She highlighted the following:

- Watershed Report Card - In 2018, MVCA received an overall "A" grade, with forest cover and wetlands health ranging from excellent to fair. This information is available on the MVCA website.
- Carp River Wetland Environmental Area: Official opening took place in June. This new conservation area is located near the Canadian Tire Centre in Kanata and will soon be renamed the Carp River Conservation Area. It will feature a connected trail system, parking and an outdoor education facility. A GIS-enabled mobile app, EcoTrekkr, is under development to help visitors understand and engage with what they are seeing at the site.
- FCM Asset Management Grant: The MVCA was chosen for an 80% funding grant from the Federation of Canadian Municipalities to coordinate development and delivery of asset management awareness raising and training to CAs and municipalities across Eastern Ontario.
- Conservation Areas: More than 50,000 people visited the Mill of Kintail, Purdon and Morris Island Conservation Areas in 2018. MVCA took over the Naismith collection and the Museum is now home to both the R. Tait McKenzie and Dr. James Naismith collections.
- Planning & Regulations: 216 planning applications were reviewed and 206 permits were issued.

7. Q2 Board Draft Agenda

S. McIntyre reviewed draft agenda items for the upcoming quarter of Board meetings as outlined in the following table:

Meeting Date	Topic Item
April 17, 2019	<ul style="list-style-type: none">• Climate Change Modeling Results on for the Mississippi Watershed• Asset Management for Conservation Authorities• Budget Control Report• Ontario Regulation 153/06 Permits• Update: Harwood Creek Floodplain Mapping• Watershed Conditions Update• Conservation Ontario Report
May 15, 2019	<ul style="list-style-type: none">• Wetlands management by the Conservation Authority• Management of the Ottawa River Basin• Auditor – Board of Director Responsibilities• Watershed Conditions Update• Board – Management Expectations
June 26, 2019	<ul style="list-style-type: none">• Update: Integrated Watershed Management Plan• Watershed Tour – focus on the Integrated Watershed Management

8. Other Business

S. McIntyre reviewed a letter received from Conservation Ontario regarding proposed amendments to Ontario Regulation 267/03 under the *Nutrient Management Act*.

J. Karau noted that agricultural land uses are not solely of concern and that source water protection initiatives are critical to nutrient management. He suggested that other types of considerations could be discussed at a future presentation to the Board.

E. El-Chantiry introduced Glen Gower, elected councilor from the Stittsville Ward, City of Ottawa, as a new member to the Board.

On behalf of the Board, J. Mason presented the retiring Joan Sargeant with a Certificate of Recognition for her 38 Years of Service with the MVCA.

ADJOURNMENT

The meeting was adjourned at 3:10 p.m.

B03/20/19-4

MOVED BY: G. Gower

SECONDED BY: P. Kehoe

Resolved, That the Mississippi Valley Conservation Authority Board of Directors meeting be adjourned.

“CARRIED”

“E. Levi, Recording Secretary

J. Mason, Chair”

MISSISSIPPI VALLEY CONSERVATION AUTHORITY
POLICY AND PRIORITIES ADVISORY COMMITTEE

MVCA Boardroom

MINUTES

April 5, 2019

MEMBERS PRESENT:

J. Atkinson (by phone);
F. Campbell;
G. Gower;
J. Hall;
B. Holmes;
J. Karau;
J. Mason;
K. Thompson.

MEMBERS ABSENT:

R. Darling;
T. Fritz;
J. Inglis.

STAFF PRESENT:

S. McIntyre, General Manager;
A. Playfair, Recording Secretary.

OTHERS PRESENT:

S. McIntyre called the meeting to order at 1:01 p.m.

BUSINESS:

1. **PPAC04/05/19-1**

MOVED BY: K. Thompson

SECONDED BY: F. Campbell

Resolved, That the Agenda for the Policy and Priorities Advisory Committee meeting be adopted as presented.

“CARRIED”

2. **Minutes – Policy & Priorities Advisory Committee Meeting – June 27, 2018**

PPAC04/05/19- 2

MOVED BY: J. Hall

SECONDED BY: J. Karau

Resolved, That the minutes of the Policy & Priorities Advisory Committee meeting held June 27, 2018 be received and approved as printed.

“CARRIED”

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2. Election of Chair and Vice-Chair

J. Mason nominated Jeff Atkinson for the position of Chair for 2019. S. McIntyre asked three times for any further nominations.

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

J. Hall nominated Kirby Thompson for the position of Vice-Chair. S. McIntyre asked three times for any further nominations.

K. Thompson agreed to stand for the position of Vice-Chair. He was duly elected by acclamation.

K. Thompson Vice-Chair will Chair the meeting as Chair J. Atkinson was participating by teleconference.

3. Amendment of Administrative By-law

a. Secretary-Treasurer

K. Thompson and S. McIntyre commented on Staff Report #2999/19 attached regarding amendment to MVCA Administrative By-law – Reassignment of Secretary-Treasurer responsibilities.

F. Campbell asked for clarification regarding financial obligations of signing authority for amounts above \$25,000.00. S. McIntyre will add this item to a future meeting to discuss in more detail.

A discussion was held regarding which signing officers are needed for financial obligation in excess of \$25, 0000.00. To improve clarity, it was agreed that Section 11 of the Administrative By-law should be amended to include a table, and that the text state that one person from each column is required for signing purposes.

PPAC04/05/19- 5

MOVED BY: J. Karau

SECONDED BY: J. Hall

Resolved, That

1. The General Manager be appointed as Secretary-Treasurer of the MVCA; and further that

2. The Administrative By-law be amended as recommended by Staff Report #2999/19 and amended by the committee.

“CARRIED”

b. Voting by Proxy

S. McIntyre commented on Staff Report # 3000/19 attached on amendments of MVCA Administrative By-law – Voting by Proxy.

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J. Karau recommended clarifying the wording to read “An absent member voting by proxy shall not be considered ‘present’ during meeting Roll Call and will not be included in the calculation of Quorum”.

S. McIntyre advised the committee that a proxy vote would be for a significant agenda item and the board of directors would have to pass a resolution to allow for proxy votes. It was also noted that the By-laws state “a member participating in a meeting electronically shall have no vote during the meeting”.

Committee members directed that attending Members be permitted to exercise no more than one proxy vote per agenda item. Committee members further clarified that a municipal Council may approve a substitute Member by resolution, as was done by Beckwith Township for the 2019 AGM. The substitute Member has all the rights and privileges of the primary municipal delegate where a copy of the resolution is provided in advance of the meeting.

PPAC04/05/19-3

MOVED BY: G. Gower

SECONDED BY: J. Hall

Resolved, That

The amendments to the Mississippi Valley Conservation Administrative By-law as recommended in Staff Report #3000/19 be approved as amended.

“CARRIED”

c. Invited Members

S. McIntyre reviewed Staff Report 3001/19 attached regarding amendment of MVCA Administrative By-laws - Invited Members.

A discussion was held by the Committee and it was agreed that nothing in the By-laws prevent the General Manager from inviting experts to attend Board meetings; and similarly nothing prevents Board Members from suggesting when external help may be of assistance when dealing with specific agenda items. It was agreed that it is within the General Manager’s purview to determine whether payment for such attendance is appropriate. It was further agreed that, in principle, those paid for providing this service could be compensated using the same honorarium and travel rates approved for Board members.

J. Karau recommended and the Committee agreed to change the resolution to say “Resolved That the General Manager or their delegate be identified as the official liaison between the MVCA Board and the MVCF Board”.

J. Mason noted that if the Foundation becomes more active, the By-law on invited members could be amended in the future. J. Atkinson and J. Karau stated that future consideration could also be given to invited representation from First Nations or other designed party or groups.

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PPAC04/05/19-4

MOVED BY: J. Karau

SECONDED BY: J. Mason

Resolved, That

- 1. The Administrative By-law remain silent on Invited Members; and further that**
- 2. The General Manager or their delegate be identified as the official liaison between the MVCA board of the MVCF board.**

“CARRIED”

4. Other Business

J. Karau and J. Atkinson noted that future consideration could be given to inviting representation from First Nations or other designed groups as Invited Members.

ADJOURNMENT

The meeting was adjourned at 1:48 p.m.

PPAC04/05/19-6

MOVED BY: J. Hall

SECONDED BY: J. Karau

Resolved, That the Policy and Priorities Advisory Committee meeting be adjourned.

“CARRIED”

“A. Playfair, Recording Secretary

K. Thompson Vice-Chair”

REPORT

#2999/19

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Policy & Priorities Advisory Committee
FROM:	Sally McIntyre, General Manager
RE:	Amendment to MVCA Administrative By-law – Reassignment of Secretary-Treasurer responsibilities
DATE:	March 27, 2019

Recommendation:

That the Board approve:

1. Appointment of the General Manager as Secretary-Treasurer of the MVCA.
2. Amendment of the Administrative By-law as recommended by this report.

1.0 ISSUE

Re-assignment of the “Secretary-Treasurer” function as defined under the *Conservation Authorities Act, RSO 1990* to the General Manager is needed to allow for one point of contact with the Board, and eliminate potential confusion in responsibilities and authority between the General Manager and other staff.

2.0 BACKGROUND

The *Conservation Authorities Act, R.S.O. 1990, c. C.27* requires Authorities to “appoint a secretary-treasurer and may appoint such other employees as it considers necessary...” Over time, many CAs found that having two employees reporting to the Board (the Secretary/Treasurer and the General Manager) could lead to confusion in responsibilities and authority. As such, Conservation Authorities have delegated the Secretary-Treasurer role to their General Managers (or equivalent), who may delegate responsibilities to others as needed.

Due to the lengthy tenure of the previous GM Paul Lehman and Secretary-Treasurer Joan Sargeant, the MVCA is believed to be the last CA in the province that still has a Secretary-Treasurer that does not also serve as the Chief Administrative Officer or General Manager.

Reassignment of this role is permitted by the MVCA Administrative By-law, which states:

“General Manager” means the Chief Administrative Officer of the Authority, and which may, by resolution of the Authority, include the responsibilities of the Secretary-Treasurer if so designated by resolution of the Authority.

And further that,

The duties of the General Manager/Secretary-Treasurer may be combined and assigned to a single position, in which case the person will be an Officer called the General Manager/Secretary-Treasurer.

To facilitate this change, a new Job Description (JD) “Treasurer” was used during recruitment for Mrs. Sargeant’s replacement.

3.0 RECOMMENDED BY-LAW CHANGES

Several clauses require modification to enable the new Treasurer to perform key financial duties identified in the Administrative By-law. The following edits are recommended:

2. Officers

ADD: Treasurer

- Is an employee of the Authority;
- Serves as a signing officer for the Authority.

11. Signing Officers

AMEND as follows:

“The signing officers of the Authority shall be the Chair, Vice-Chair, General Manager and the ~~Secretary~~-Treasurer;

The ~~Secretary~~-Treasurer or General Manager together with the Chair or Vice-Chair shall sign all deeds, transfers, assignments, contracts or legal obligations on behalf of the Authority, and the corporate seal shall be fixed to such instruments as require same;

Financial obligations up to and including \$25,000.00 will require two signatures from any of the following four individuals: Chair; Vice-Chair; General Manager; ~~Secretary~~-Treasurer;

Financial obligations in excess of \$25,000.00 will require two signatures in any of the following combinations: Chair/Vice-Chair; Chair/General Manager; Chair/~~Secretary~~-Treasurer; Vice-Chair/General Manager; Vice-Chair/~~Secretary~~-Treasurer.”

REPORT

#3000/19

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Policy & Priorities Advisory Committee
FROM:	Sally McIntyre, General Manager
RE:	Amendment of MVCA Administrative By-law – Voting by Proxy
DATE:	March 27, 2019

Recommendation:

That the Board approve amendment to the Mississippi Valley Conservation *Administrative Bylaw* as recommended by this report.

1.0 ISSUE

“Voting by proxy” means getting someone to vote on your behalf. Staff were asked to examine voting by proxy and to report back with recommendations.

2.0 BACKGROUND

The 2006 *Administrative Rules and Procedures* were silent on Voting by Proxy. The 2018 *Administrative By-law*:

- prohibits Voting by Proxy during the election of Officers (Chair and Vice Chair) (App.3);
- states that all voting will be by “show of hands” unless a Recorded Vote where a member openly answers “Yes” or “No” (s.14); and
- allows Board members to participate in meetings electronically but states that they “shall have no vote” (s.10).

There are no other references to voting by proxy, and nothing that defines when or how voting by proxy may occur.

3.0 FINDINGS AND ANALYSIS

In general, voting by proxy is used when an important issue is to be addressed and a person with voting rights is unable to attend a meeting due to distance or other legitimate reason. It is most commonly used by shareholders at corporate annual general meetings.

Staff have identified only one instance in the history of the MVCA where the board passed a resolution permitting voting by proxy. This occurred in 2009 in the lead-up to selection of a site for the new Administrative Office. Ultimately, no one voted by proxy.

Staff reached out to other CAs and found that all had administrative by-laws that are silent on voting by proxy. Those contacted had limited or no experience or opinions on the matter.

While a useful tool, voting by proxy can undermine Board cohesion and effectiveness if used on a regular basis. For this reason it is recommended that the By-law be amended to state explicitly when and how voting by proxy may occur, and that it only be used for matters determined to be of critical importance.

4.0 RECOMMENDED BY-LAW CHANGES

The following change is recommended to **14. Voting** of the *Administrative By-law*:

ADD at end of this section:

Voting by Proxy is prohibited except by resolution of the General Membership. The resolution must deal with no more than one agenda item and be adopted a minimum of 5 working days in advance of the scheduled vote. Once the resolution is carried, Members wishing to vote by proxy shall provide the Secretary-Treasurer with the following information a minimum of 24 hours before the scheduled vote:

- the agenda item to which the proxy vote is assigned
- the meeting and date on which the agenda item will be considered
- the name of the Member assigned the proxy vote, and
- written acceptance by the Member to exercise the proxy vote

The Secretary-Treasurer shall notify the General Membership of proxy votes during Roll Call.

A Member exercising a proxy vote shall be entitled to vote on all motions considered under the agenda item specified by the Member voting by proxy.

Members voting by proxy shall not be considered “present” during meeting Roll Call and will not be included in the calculation of Quorum.

REPORT

#3001/19

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Policy & Priorities Advisory Committee
FROM:	Sally McIntyre, General Manager
RE:	Amendment of MVCA Administrative By-laws – Invited Members
DATE:	March 27, 2019

Recommendation:

That the Board approve:

1. That the *Administrative By-law* remain silent on Invited Members.
2. That the General Manager be identified as the official liaison between the MVCA Board and the MVCF Board.

1.0 ISSUE

The 2006 *Administrative Rules and Procedures* allowed for the appointment of non-municipal, non-voting “Invited Members” to participate in Board meetings. During update of the Authority’s *Administrative By-law* in fall 2018, the definition and clause pertaining to invited members were excluded. This occurred, in part, due to use of a template developed by Conservation Ontario for CAs to address regulatory changes. Absence of this provision in the template by-law was not observed until after the by-law carried. The purpose of this report is to allow the Board to formally consider whether it wishes to include Invited Members in the by-law.

2.0 BACKGROUND

The 2006 *Administrative Rules and Procedures* defined “Invited Members” as follows:

Invited Members shall mean private individual invited to participate on the Authority due to their specific qualifications, background or interest in the Authority.

Further on, it stated that:

From time to time the Board of Directors may invite private individuals not appointed by a watershed municipality to sit on the Board of Directors or Standing committee due to their specific qualifications, background, or special interest in the Authority. For example, the chair of the Mississippi Valley Conservation Foundation (MVCF) shall be an invited member to the Board of Directors. Invited members will be allowed full participation in the discussions, however, they will not have a vote on any related motions.

3.0 FINDINGS AND ANALYSIS

Based upon the 2006 by-law the objective of invited members is two-fold, to:

- Provide for formal liaison between the MVCA and the MVCF, and
- Retain persons with specific qualifications, background or interest in the Authority.

Invited members have been granted the same rights and privileges as municipally appointed members with the exception of exercising a vote. This has meant that an invited member was entitled to participate in the debate and influence the outcome of the full spectrum of issues tabled at the Board, debate the annual budget, and attend in-camera meetings. The cost for invited member participation between 2015 and 2019 averaged \$272/year. Based upon current rates, the potential annual cost of invited members is estimated at approximately \$1,150 (assuming nine (9) meetings per year and 100 km round-trip mileage charges.)

Staff contacted several other CAs and found that none provide for invited members in their administrative by-laws. Some had contemplated this practice and determined against allowing invited members. Generally, CA responses fell into one of three areas:

- Specialists are invited to attend meetings where knowledge or expertise is needed for a specific item that is not found on the Board or amongst CA staff.
- Through their networks, CAs have contacts with a variety of specialists, many of whom are able to attend as government employees at no expense to the CA.
- Members had expressed concerns about protecting their role and voting rights.

In addition to the above, other approaches are available to meeting the MVCA's objectives:

- Historically, the General Manager has attended MVCF meetings wherever possible and facilitated communication and cooperation between the two organizations. This role could be formalized.
- MVCA Board meetings are open to the public, are promoted using social media, and anyone may attend. MVCF Board members could be notified specifically.
- Where specialist expertise is desired and unavailable from partner organizations, the CA can retain consultant services.

4.0 CONCLUSION AND RECOMMENDATION

Key conclusions are the following:

- Alternative approaches to “Invited Members” exist and are already in common use by the MVCA and other CAs.
- There is an inconsistent record of participation by MVCF representatives in Board activities.
- The potential scope of participation and influence by invited members is considered disproportionate to the intent of their function.

Therefore, it is recommended that the *Administrative By-law* remain silent on “Invited Members”, and that the Board identify the GM as the official liaison between the MVCA and MVCF Boards.

REPORT

#3002/19

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Janet Mason, MVCA Chair & Sally McIntyre, General Manager
RE:	Conservation Ontario Council Meeting and AGM Report
DATE:	April 10, 2019

Recommendation:

That the Board receive the Conservation Ontario Council Meeting and AGM Report for information purposes.

1.0 PURPOSE

The purpose of this report is to provide the Board with a summary of the Conservation Ontario Council Meetings

2.0 BACKGROUND

Conservation Ontario (CO) represents the 36 Conservation Authorities (CAs) in Ontario. Its role is to promote and strengthen a watershed-based conservation coalition at the provincial level.

- Influence policy development.
- Build capacity of conservation authorities (e.g. CA University, group insurance and benefits, Latornell Conference).
- Diversify relationships and funding sources.
- Promote value of watershed management.

CO's annual budget is approximately \$3M, which is funded by contributions from member CAs and project grant funding (about 50/50). CO has nine full-time staff.

On behalf of MVCA, Janet Mason (voting delegate), Jeff Atkinson (1st alternate), and Sally McIntyre (2nd alternate) attended the Conservation Ontario Council meeting and AGM on 1 April. We were accompanied by Mark Burnham, former MVCA board member and outgoing CO Council Vice-Chair, who provided background and context for the discussions.

3.0 SUMMARY

There was turnover of about 50% in CO Council members due to the fall municipal elections. It was noted that there was considerable experience at all three levels of government among members from the CAs.

CO Council members elected a new chair and vice chairs and 3 directors.

- Chair - Wayne Emmerson, Lake Simcoe CA
- Vice-Chair - Lin Gibson, Nickel District CA (Sudbury)
- Vice-Chair - Alan Revill, Cataraqui Region CA

The main issue of the meeting was a discussion on working effectively with the provincial government to demonstrate the value of conservation authorities to the province, municipalities, and residents of Ontario.

- CO hired a strategist in the fall to guide it. The outcome was two recommendations:
 - advise and promote that CAs' core mandate entails more than flood management, and
 - support the government in streamlining the approval process for new housing.
- CO met with Minister Clark (Municipal Affairs and Housing) and have a meeting set with Minister Phillips (Environment, Conservation, and Parks) in early April. Minister Yakabuski (Natural Resources and Forestry) had not responded to a meeting request at the time of the CO Council meeting.
- Key messages:
 - The core mandate of conservation authorities is to undertake watershed-based programs to protect people and property from flooding and other natural hazards, and to conserve natural resources for economic, social and environmental benefits.
 - Conservation authorities deliver cost-effective services to the Province and municipalities under the Provincial Policy Statement (PPS): regulation and advice on natural hazards; assistance in planning applications; protection of source water.
 - Conservation Authorities can help the province increase housing supply.
 - (Driven primarily by housing shortage issues and delays in approvals in the Greater Toronto Area.)
- CO proposed that all CAs:
 - adopt a Collective Conservation Authority Core Mandate and Objectives; and
 - have their respective boards approve a resolution to undertake a CO-led Client Service and Streamlining Initiative. Approval requested by all boards by May 2019 at the latest.

- The Collective Core Mandate was approved by the CO Council - *The core mandate of conservation authorities is to undertake watershed-based programs to protect people and property from flooding and other natural hazards, and to conserve natural resources for economic, social and environmental benefits.*
 - Objectives:
 1. *Develop and maintain programs that will protect life and property from natural hazards such as flooding and erosion.*
 2. *Develop and maintain programs that will conserve natural resources:*
 - *Ensure that Ontario's water resources are properly safeguarded managed and restored.*
 - *Protect, manage and restore Ontario's woodlands, wetlands and natural habitat.*
 - *Connect people to the natural environment.*
- Client Service and Streamlining Initiative objectives.
 - Improve client service and accountability - train CA staff; develop CA best practices; create standard approval process checklist.
 - Increase speed of approvals - develop representative process flow in order to undertake process streamlining.
 - Reduce red tape and regulatory burden.
- The CO Council approved the Client Service and Streamlining Initiative objectives and actions.

4.0 NEXT STEPS

At this time, MVCA's plan is to review the Core Mandate and the Client Service and Streamlining Initiative at the Policy and Priorities Committee before making a recommendation to the Board in May.

REPORT

#3003/19

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	John Price, Director Water Resources
RE:	MVCA April 2019 Update
DATE:	April 10, 2019

Recommendation:

That the Board receive this presentation for information.

1.0 PURPOSE

The purpose of the presentation will be to inform Board Members of asset management training for conservation authorities and municipal water resource managers being carried out in Eastern Ontario, and the benefits of integrated asset management.

2.0 BACKGROUND

Conservation Authorities and municipalities both manage water resources in the watershed. Comprehensive and coordinated asset management can improve cost effectiveness, system integration, and reduce impacts on people, property and the environment.

In 2018, MVCA led a grant application to the Federation of Canadian Municipalities (FCM) under the Municipal Asset Management Program (MAMP). FCM approved 80% federal funding, with the balance funded in equal parts by the MVCA and partnering CAs:

- Cataraqui Region Conservation
- Crowe Valley Conservation Authority
- Lower Trent Conservation Authority
- Otonabee Conservation
- Quinte Conservation
- Raisin Region Conservation
- Rideau Valley Conservation Authority
- South Nation Conservation

Municipalities in the watershed are invited to participate in these training sessions and other asset management training sessions approved under the MAMP.

Asset Management for Conservation Authorities

Today's 3 Part Presentation

- **Part 1** - Asset management overview and the project objective
- **Part 2** - Conservation Authority assets and asset services ... “physical” and “natural”
- **Part 3** - Asset management training

Project Manager
John Price, MVCA
Content Expert
Roddy Bolivar,
Bolivar≈Phillips



**Government
of Canada**

**Gouvernement
du Canada**

This initiative is offered through the Municipal Asset Management Program, which is delivered by the Federation of Canadian Municipalities, and funded by the Government of Canada.

Improve asset management knowledge and skills to help address:

- Aging infrastructure
- Demand for expanding services and systems
- Impacts of climate change
- Limited financial resources
- Need to balance social, environmental and financial needs and risks.

Today's briefing is the **first part** of a **two-part program** approved for Eastern Ontario Conservation Authorities for delivery in 2019.

- **Part A – Briefing** of nine Eastern Ontario CA Boards
- **Part B – Training sessions** delivered to CA (and municipal) staff followed by coaching

Part 1 ...what is Asset Management?



FCM Asset Management Competencies Framework

("Competencies" = knowledge and skills on a 1 – 5 scale)

A too simple answer is - "It's managing our assets".

The process to do that varies widely between organizations and in particular on the resources of the organization and the types of assets they own.

One of the activities in the planned training program is for each Conservation Authority to consider their own answer to this question.

A goal of the Board briefings and the training is to improve knowledge and skills related to asset management among the Conservation Authorities and their member municipalities.

How is it different?

Managing Assets*	Asset Management*
“Siloed” decisions at departmental level	Strategic asset decisions leveraging information and minimizing acceptable risk
Departmentally driven levels of service	Increased collaboration across departments
Immediate cost; focus on operating budget	Long-term value and purpose
Current performance by Department	Long-term Impact
Responding to failures	Business risks articulated and mitigated

Compliance with PS3150 \neq Asset Management

What does it “cost” (time and/or money)?



- Identify and consolidate existing practises
- Build a complete asset register
- Establish a capital reserve process



- Staff training to increase capacity
- Automated data collection and management
- Incorporate levels of service into capital planning
- Continuous improvement plan



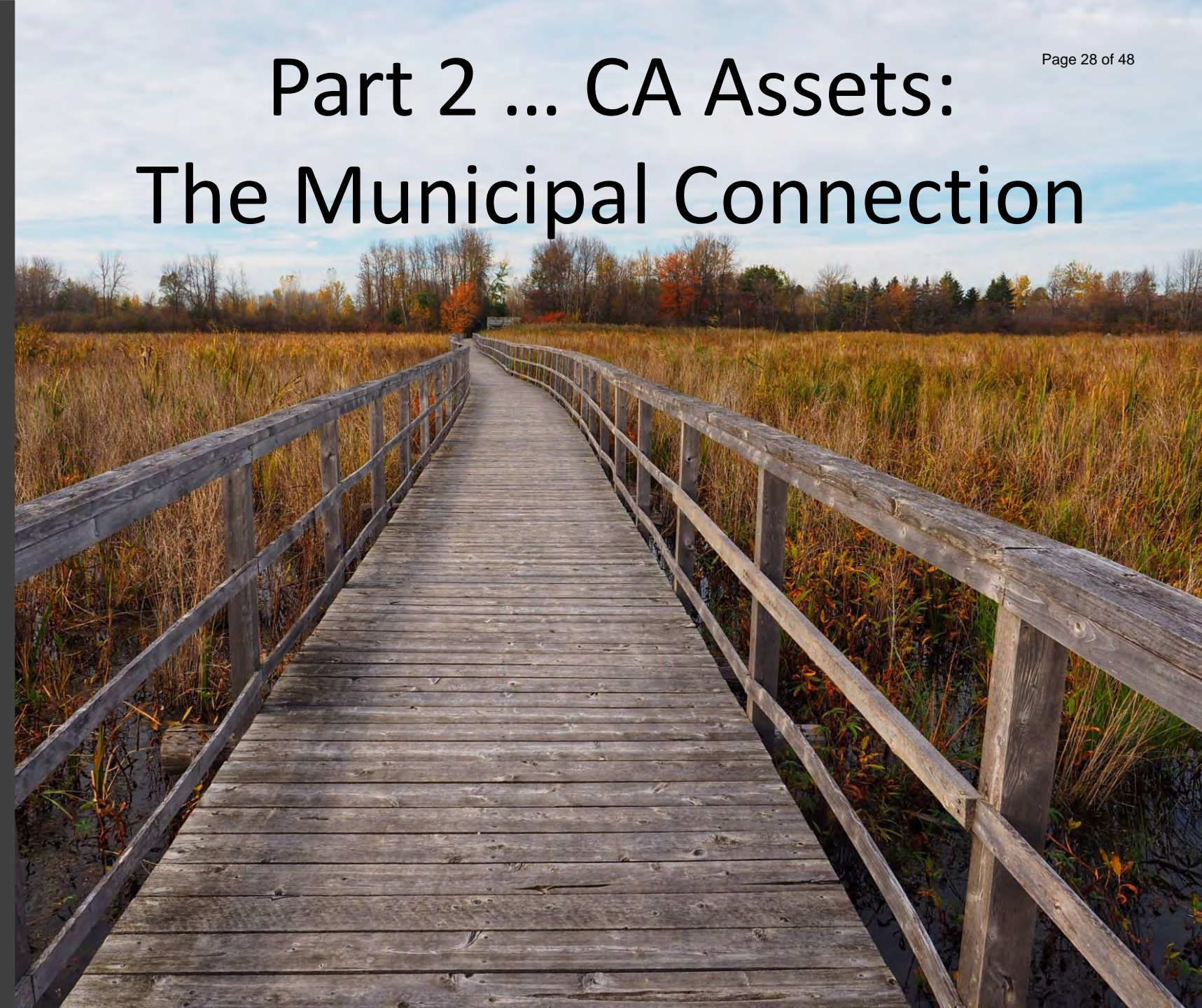
- Corporate asset management policies and strategies
- Asset management plans for all asset classes
- Current data for all assets
- Integration of asset management into strategic planning

Each CA is at a different place on the AM journey



- Significant progress has been made over past two years:
 - completed assessments of all water control structures
 - developed long-term capital forecast
 - implemented special levy for water control structures
 - started to rebuild reserves
- Next steps, 2019:
 - develop a Conservation Lands Strategy
 - complete condition assessment of CA offices and other facilities
 - conduct engineering assessments of bridges along the Cataraqui Trail
- participate in the E. Ontario AM training initiative and address gaps in AM system

The FCM sponsored Board presentations and the training are aimed at helping participants advance in their AM journey



Part 2 ... CA Assets: The Municipal Connection



Conservation Authority Assets

“Physical” assets like water control structures have a capital value, need for maintenance and eventual replacement. Some CA assets such as conservation areas and some of the services provided by physical assets are sometimes called “natural” assets.

Natural assets provide services which have value:

- Flood risk reduction
- Preservation of heritage
- Recreational opportunities
- Education opportunities
- Ecological services

How do we place a value on these and then manage the assets to deliver on that value.



The Municipal Connection

The CA role in river and lake water levels, quality and flow affect:

- The quantity and quality of water entering the municipal intake pipes.
- The discharge criteria, design, and operations of municipal wastewater lagoons and treatment plants.
- Tax assessment from waterfront properties.

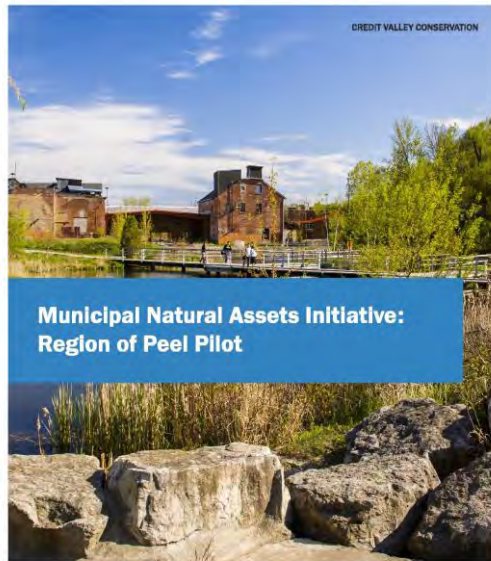
The CA role in management woods and wetlands:

- Provide drinking water and recreational water storage and purification.
- Mitigate erosion and damage to roadway structures.

Conservation Authorities moving forward with asset management will provide benefits to member municipalities.



Representatives from Comox Valley Regional District, City of Courtenay, Town of Comox and Village of Cumberland and K'ómoks First Nation initiating the first watershed scale natural asset plan



EPA-SWMM Modeling report



How do we Value Natural Infrastructure

New tools and approaches are evolving to recognize and bring an asset management approach to natural infrastructure. These will provide new tools for Conservation Authority asset management.

The Provincial Policy Statement has new direction:
Planning authorities should promote green infrastructure to complement infrastructure.

Canada's first watershed-scale municipal natural asset management initiative kicked off only recently (March 21) in the Comox Lake watershed in BC. The goal is to recognize provision of safe, reliable drinking water, as well as other social, environmental, cultural and economic benefits from natural assets.

In 2017, a pilot study was initiated by Credit Valley Conservation for the Region of Peel to assess the monetary value of stormwater services provided by natural assets in Peel's jurisdiction.

Part 3 - Asset Management Training



Session 1:

Designed for those at the early stages of asset management experience. Will provide attendees with the principles and tools needed to get started and move forward.



Session 2:

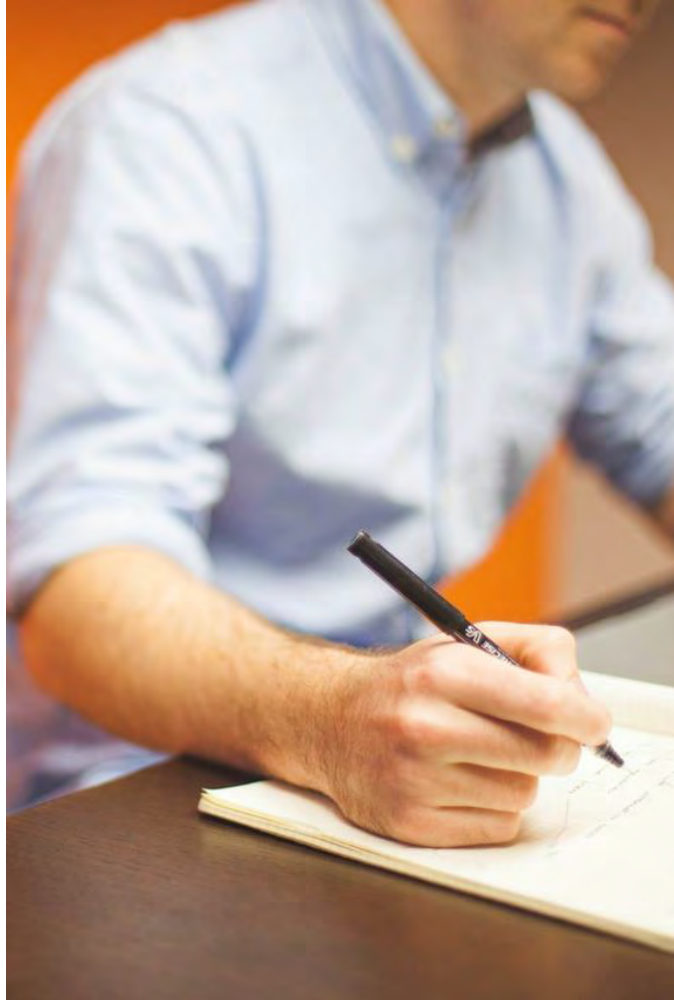
Designed to improve awareness of specific AM tools and processes used for policy and governance, data and data management and role of service levels in AM.



Session 3:

Designed to facilitate a community of practice amongst Eastern Ontario Authorities where AM practitioners share tools, approaches, and lessons learned.

Next Steps



- Confirm training sessions (planning for May 22 and June 5)
- CA staff can attend one or more training sessions
- Municipal partners are invited to attend
- Practical assignments following sessions
- Follow-up coaching
- Reporting back to Board by CA management

Thanks ... Questions?

- John Price

jprice@mvc.on.ca

- Roddy Bolivar

Roddy.Bolivar@BolivarPhillips.ca

Group 1 - Strategy & Planning

1. Asset Management Policy
2. Asset Management Strategy & Objectives
3. Demand Analysis
4. Strategic Planning
5. Asset Management Planning

Group 2 - Asset Management Decision-Making

6. Capital Investment Decision-Making
7. Operations & Maintenance Decision-Making
8. Lifecycle Value Realisation
9. Resourcing Strategy
10. Shutdowns & Outage Strategy

Group 3 - Life Cycle Delivery

11. Technical Standards & Legislation
12. Asset Creation & Acquisition
13. Systems Engineering
14. Configuration Management
15. Maintenance Delivery
16. Reliability Engineering
17. Asset Operations
18. Resource Management
19. Shutdown & Outage Management
20. Fault & Incident Response
21. Asset Decommissioning & Disposal

Group 4 - Asset Information

22. Asset Information Strategy
23. Asset Information Standards
24. Asset Information Systems
25. Data & Information Management

Group 5 - Organisation & People

26. Procurement & Supply Chain Management
27. Asset Management Leadership
28. Organisational Structure
29. Organisational Culture
30. Competence Management

Group 6 - Risk & Review

31. Risk Assessment & Management
32. Contingency Planning & Resilience Analysis
33. Sustainable Development
34. Management of Change
35. Asset Performance & Health Monitoring
36. Asset Management System Monitoring
37. Management Review, Audit & Assurance
38. Asset Costing & Valuation
39. Stakeholder Engagement

REPORT

#3004/19

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Angela Millar, Treasurer
RE:	Q1 Budget Control Report
DATE:	April 10, 2019

Recommendation:

That the Board receive the Q1 Budget Control Report for information purposes.

1.0 PURPOSE

The purpose of this report is to provide a comparison of year-to-date expenditures to the approved 2019 Budget. Prudent fiscal management requires periodic reviews of corporate revenues and expenditures to identify areas of potential risk. Early identification of concerns allows for consideration of options and mitigation of financial impacts.

2.0 FINDINGS

This Q1 Budget Control report reflects that expenditures are on target for this time of year. The summer months are much busier with program and project expenditures therefore, subsequent reports will provide a better indication of budget to actual variances.

Grant applications have been submitted for various seasonal and temporary positions. Notice of funding decisions are anticipated in late April.

3.0 RISKS

It is unclear from documents posted on the EBR Registry whether provincial transfers are to be maintained or downloaded to municipalities. In the past, through the WECI program, the Province has provided conservation authorities with an additional \$5 million in matching grants to address issues around conservation authority flood infrastructure (dams, dykes, etc). On March 27th, a letter was received asking Conservation Authorities to submit 2019-2020 WECI project proposals by April 12th. This submission deadline is much later than previous years and the letter also states that the WECI program is still subject to funding approval.

The MVCA 2019 Budget includes \$165,322 to be received through Water & Erosion Control Infrastructure (WEI) cost shared program, which provides 50% funding and the remaining 50% to come from the Municipal Levy constituting **over 26% of our capital revenue** for 2019. If some or all of this grant is not approved, staff will table options for the Board's consideration and approval.

Similarly, the Ministry of Natural Resources and Forestry annual transfer payment may also be at risk. This annual transfer has been fixed at \$248,792 since 2000 and constitutes **6.5% of the annual operating revenue**. If this funding is reduced or eliminated it would impact the Operating Budget and the Municipal Levy.

The Provincial Budget will be tabled on April 11th. As this report is written prior to the Provincial Budget being presented, staff will provide a verbal update to the Board of Directors should additional information be received.

3.0 NEXT STEPS

The next scheduled report will be as at June 30th unless changes occurring at the Provincial level warrant earlier reporting.

Staff will continue to gather information regarding the status of current and future funding sources and provide the Board of Directors with updates as they become available.

Beginning in the fall of 2019, management will provide projected revenues and expenditures along with the year-to-date actuals to provide the Board with a forecast of the year end position.

Management will continue to monitor and analyze the year-to-date operations and projected revenues and expenditures to achieve prudent fiscal management.

2019 Budget Control			
Operating Program			
Expenditures	2018 Actual	2019 Budget	Year-To-Date as at: Mar 29 2019
Corporate Services			
Administration	\$496,204	\$654,536	\$179,853
Communications	\$95,797	\$94,698	\$21,111
Operations	\$26,029	\$34,780	(\$6,090)
Sub-total	\$618,030	\$784,014	\$194,874
Watershed Management			
Information Management	\$191,077	\$209,346	\$49,683
Watershed Planning	\$316,661	\$351,473	\$75,598
Watershed Monitoring	\$221,896	\$294,580	\$55,655
Studies	\$130,074	\$137,352	\$32,712
Plan Review	\$207,772	\$230,728	\$56,335
Section 28 Regulations	\$348,410	\$326,983	\$64,513
Sub-total	\$1,415,890	\$1,550,462	\$334,496
Flood and Erosion Control			
Flood Forecasting & Warning	\$222,646	\$233,873	\$55,363
O&M Flood Control Structures	\$309,327	\$330,921	\$68,145
Prev. Maintenance of FCS	\$122,771	\$137,457	\$30,936
Sub-total	\$654,744	\$702,251	\$154,444
Conservation Services			
Conservation Services	\$83,664	\$237,043	\$17,352
Land Management	\$299,757	\$313,260	\$83,406
Conservation Education	\$103,886	\$110,708	\$27,257
Visitor Services	\$132,086	\$147,983	\$33,622
Sub-total	\$619,393	\$808,994	\$161,637
Total Operating	\$3,308,057	\$3,845,721	\$845,452
Revenues	2018 Actual	2019 Budget	Mar 29 2019
Municipal Levy			
- General benefiting	\$2,430,442	\$2,500,845	\$750,462
- Special benefiting	\$0	\$0	\$0
Sub-total	\$2,430,442	\$2,500,845	\$750,462
Provincial Transfer Payment	\$248,792	\$248,792	\$0
Special Grants	\$19,216	\$28,909	\$0
User Fees & Contract Revenue	\$428,074	\$416,000	\$77,032
Special Reserves	\$0	\$136,228	\$0
Other	\$247,013	\$514,947	\$17,958
Total Revenues	\$3,373,537	\$3,845,721	\$845,452
Surplus/(Deficit)	\$65,480	\$0	\$0

2019 Budget Control			
Capital Program			
Water & Erosion Control Infrastructure			
Expenditures	2018 Actual	2019 Budget	Year-To-Date as at: Mar 29 2019
Water & Erosion Control Infrast	\$125,542	\$330,643	\$6,998
Revenues	2018 Actual	2019 Budget	Year-To-Date as at: Mar 29 2019
WECI Grant	\$44,942	\$165,322	\$0
General Benefiting levy	\$80,600	\$165,322	\$6,998
Special Benefiting levy	\$0	\$0	\$0
Deferred Revenue - WECI	\$0	\$0	\$0
Water Control Structure Reserve	\$0	\$0	\$0
Other	\$0	\$0	\$0
Total Revenue	\$125,542	\$330,643	\$6,998
Administration Office			
Expenditures	2011-18 Actual	2019 Budget	Year-To-Date as at: Mar 29 2019
Administration Office	\$6,316,326	\$277,005	\$0
Revenues	2011-18 Actual	2019 Budget	Year-To-Date as at: Mar 29 2019
Provincial Transfer Payment	\$0	\$0	\$0
General Benefiting levy	\$287,593	\$277,005	\$0
Special Benefiting levy	\$0	\$0	\$0
Special Reserves	\$0	\$0	\$0
Other	\$6,028,733	\$0	\$0
Total Revenue	\$6,316,326	\$277,005	\$0
Conservation Areas Development			
Expenditures	2018 Actual	2019 Budget	Year-To-Date as at: Mar 29 2019
Conservation Areas - Office Trails	\$11,467	\$18,000	\$1,657
Revenues	2018 Actual	2019 Budget	Year-To-Date as at: Mar 29 2019
General Benefiting levy	\$10,507	\$13,000	\$1,657
Other	\$960	\$5,000	\$0
Total Revenues	\$11,467	\$18,000	\$1,657

REPORT

#3005/19

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	MVCA April 2019 Update
DATE:	April 10, 2019

Recommendation:

That the Board receive this document for information.

1.0 PURPOSE

Attached is a 2-page summary update. It is provided to Board Members as a communication tool to ease periodic updating of municipal Councils. It highlights a combination of long and short-term initiatives and planned activities.

2.0 NEXT STEPS

Print and electronic copies will be provided for distribution to Council colleagues.

ATTACHMENT

1. MVCA Update April 2019

MISSISSIPPI VALLEY CONSERVATION UPDATE

April 2019

NEW LEADERSHIP

With the fall municipal election came appointment of a new Board of Directors:

Beckwith Township
Faye Campbell

City of Ottawa
Eli El-Chantiry
Glen Gower

John Karau
Janet Mason, Chair
Phil Sweetnam

Municipality of Mississippi Mills
Bev Holmes
Christa Lowry

Tay Valley Township
RoxAnne Darling

Town of Carleton Place
Jeff Atkinson
Theresa Fritz

Twp. of Addington Highlands
Kirby Thompson

Twp. of Central Frontenac
Elwin Burke

Twp. of Drummond / N. Elmsley
Paul Kehoe

Twp. of Greater Madawaska
Garry McEvoy

Twp. of Lanark Highlands
John Hall, Vice Chair

Twp. of North Frontenac
John Inglis

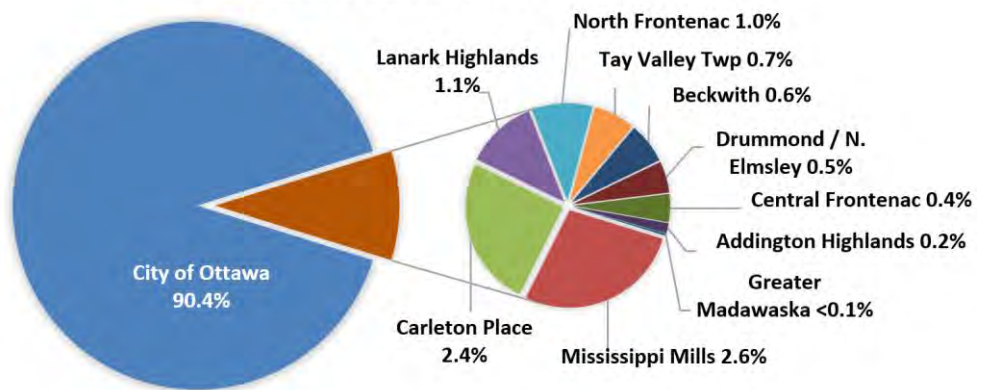
2019 BUDGET

The Board of Directors approved the 2019 Budget at its Annual General Meeting held February 20. An operating budget of \$3,845,721 and capital budget of \$625,468 were approved to support operations and renewal of the Authority's eleven dams and five conservation areas, and delivery of engineering, stewardship, and permitting services.

The 10-year capital budget identified just over \$1.7 million for asset renewal at Big Gull Lake, Shabomeka Lake and Kashwakamak Lake dams. At the recommendation of its Finance Committee, the Board approved implementation of a one-time increase and equalized capital contributions of \$180,000 for these works over the ten-year period.

Approximately 9% of costs are to be recovered through permit and planning fees, and another 24% through special levies, grants, and contracted services. The balance will be recovered via the General Levy, apportioned to member municipalities based upon Current Value Assessment, as regulated by the Province.

MUNICIPAL LEVIES, 2019



Vice Chair John Hall and Chair Janet Mason



General Manager Sally McIntyre & Treasurer Angela Millar

Changing of the Guard

With over 70 years at the Authority between them, General Manager **Paul Lehman** and Secretary Treasurer **Joan Sargent** retired in February and March respectively. The Board and staff wish them well, and welcome Sally McIntyre and Angela Millar as the new General Manager and Treasurer.



Floodplain Mapping

Update of floodplain mapping is ongoing of the Mississippi River downstream of the Hwy. No. 7 bridge and includes the Indian River, Cody Creek, Clayton Lake, and the Mississippi-Snye near Morris Island.

In addition to mapping the regulated 1 in 100-year flood hazard limit, staff will calculate water levels associated with the 1 in 5, 10, 25, 50, and 350-year events to support infrastructure planning, engineering and emergency response management by member municipalities.

Draft mapping for **Harwood Creek**, a subwatershed comprising 14 km² in West Carleton, was presented at an Open House held March 20. Once finalized, the mapping will serve as the new flood hazard limit under O. Reg. 153/06 under Sec. 28 of the *Conservation Authorities Act*, RSO 1990.

*Mayors, Reeves and Councilors are invited to join the Board on its June 26 Watershed Tour***

R. Tait McKenzie Memorial Museum

Introduction of the James Naismith basketball collection into the Museum in 2018 was a tremendous success. Now, MVCA and the Museum Advisory Committee are turning their focus to ensuring sustained management and display of the two collections and integrity of the building that houses them. In Q1, work began on a **5-year Strategic Plan** that will guide future operations and capital planning. Completion of the plan will also enable the MVCA to apply for provincial grants to support Museum operations.

Flood Preparedness Videos

Over the month of March and continuing into April, [weekly videos](#) were published to help watershed property owners and residents understand flood forecasting and mitigation, and the steps recommended for safeguarding your home and property from flooding.

Contact Us

Mississippi Valley Conservation
10970 Highway No. 7
Carleton Place, ON
K7C 3P1

(613) 253-0006

** Call to book your space by May 24.

info@mvc.on.ca

www.mvc.on.ca



Winter Education Program

The Mill of Kintail Conservation Area was a hub of activity this winter as 16 schools and 800 students ranging from kindergarten to grade six strapped on snowshoes and went exploring, while fostering their appreciation and enthusiasm for conservation and nature. The Spring Water Awareness Program is also being delivered to schools, which teaches children safe practices around thin ice and seasonally turbulent lakes and rivers.

Did you know that...

May has the highest risk of a flood event. In most years, by May all reservoirs in the watershed are full, the ground is saturated, and vegetative needs have been met. An intense rainfall under these conditions quickly enters creeks and rivers raising water levels.

REPORT

#3006/19

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Gord Mountenay, Water Management Supervisor
RE:	Watershed Conditions Update
DATE:	April 10, 2019

Recommendation:

That the Board receive this report for information.

1.0 PURPOSE

The purpose of this report is to inform the Board of current watershed conditions, and the actions being taken to mitigate flood risks while providing for target May long-weekend water levels.

2.0 CURRENT CONDITIONS

Conditions can change rapidly at this time of year. Attached is the most recent Watershed Conditions Report issued April 5, 2019. The next report is scheduled for public release Friday April 12, 2019. A verbal and written update will be provided at the Board meeting.

ATTACHMENT

1. Watershed Conditions Statement – Water Safety Update #3 – April 5, 2019



Re: WATERSHED CONDITIONS STATEMENT –Water Safety Update # 3– April 5, 2019

Warmer temperatures and rainfall early next week, potential for levels to increase rapidly through the week

April 5, 2019 MISSISSIPPI AND CARP RIVER WATERSHEDS— With warmer temperatures and potential rain on Sunday, flows and levels are expected to increase more rapidly across the Mississippi River watershed next week. Although flows in the Carp River will also increase as the remainder of the snow enters the system, serious flood levels are not expected at this time. **No significant flooding is expected over the next four days along the main stem of the Mississippi, Clyde, Fall or Indian Rivers.**

Parents are encouraged to remind their children about hypothermia and the dangers of playing on or near ice covered surfaces or fast flowing water in ditches and smaller creeks. They are also reminded to keep their pets away from the same areas. Residents are strongly urged to stay off all ice covered waterways.

Residents in flood prone or low lying areas, historically susceptible to flooding, should take the necessary precautions to protect their property, such as:

- [Ensuring sump pump is clear, in good working condition and has a backwater valve on it](#)
- Portable backup generator and/or battery pump
- Ensuring downspouts are clear and the outlet is at least 3 m from the dwelling
- Removing or securing items that might float away as flows increase
- Removing valuable items from basements or lower floors that could be subject to flooding
- Keep emergency phone numbers handy
- Familiarize yourself with your [municipality's emergency preparedness plan](#)

Daily water levels and flows are available on the MVCA website at www.mvc.on.ca. Updates to the watershed conditions will be issued as required.

This watershed conditions statement is in effect until April 12, 2019 and will be updated at that time unless the forecast or conditions change.

The Mississippi Valley Conservation Authority flood forecasting and warning program staff [monitors](#) weather conditions, [snowpack water content](#), [operates](#) dams to help mitigate flooding, estimates expected river flows and water levels and issues flood advisories or warnings as required. MVCA provides early warning and continuous monitoring to municipal and provincial emergency response personnel through a flood event.

-end-

Contact: Gord Moutenay
Water Management Supervisor
613-253-0006 ext. 233

info@mvc.on.ca

www.mvc.on.ca

REPORT

#3007/19

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Matt Craig, Manager, Planning and Regulations
RE:	Ontario Regulation 153/06 Permits Development, Interference with Wetlands and Alterations to Shorelines and Watercourses
DATE:	April 10, 2019

Recommendation:

That the Board receive this report for information.

1.0 PURPOSE

The purpose of this report is to provide the Board with a summary of permits issued and permits-in-progress, as follows:

Table 1 – All permits issued February 12, 2019 to April 9, 2019

Table 2 – Category II through IV in-progress since January 1, 2019.

Permit applications are reviewed for control of flooding, erosion, pollution and the conservation of land. Wetlands are regulated to ensure the protection of their hydrologic and ecological functions.

ATTACHMENTS:

Table 1 – All permits issued February 12, 2019 to April 9, 2019

Table 2 – Category II through IV in-progress since January 1, 2019



Table 1 - PERMITS ISSUED FROM 12 FEB 2019 TO 9 APR 2019 FOR ALL MUNICIPALITIES

Row	Approved	Permit No.	Expiry	Municipality
1	Mar 28,2019	W19/022	Mar 28,2020	BECKWITH
Street / Lot/ Con: 107 Rathwell Shore Road / LOT 06 / CON 12				
Description: Construction of retaining wall along Mississippi Lake.				
2	Mar 11,2019	W19/019	May 15,2019	OTTAWA
Street / Lot/ Con: 30 Wildpine Court / LOT 24 / CON 11				
Description: Removal of excess fill in the floodplain along Poole Creek.				
3	Feb 14,2019	W19/013	Feb 14,2021	OTTAWA
Street / Lot/ Con: 191 Country Meadows Drive / LOT 29 / CON 6				
Description: Construct a new residential dwelling and septic system within a regulated wetland within the City of Ottawa.				
4	Mar 04,2019	W19/014	Mar 04,2021	OTTAWA
Street / Lot/ Con: 147 & 149 Rivington Street / LOT N/A / CON N/A				
Description: Construction of new semi-detached dwelling within the erosion hazard of the Carp River.				
5	Mar 07,2019	W19/018	Mar 07,2021	OTTAWA
Street / Lot/ Con: 184 Country Meadow's Drive / LOT 05 / CON N/A				
Description: Construct a new residential dwelling and septic system within a regulated wetland within the City of Ottawa.				
6	Mar 15,2019	W19/023	Mar 15,2021	MISSISSIPPI MILLS
Street / Lot/ Con: Appleton Side Road / LOT 07 / CON 10				
Description: Remove existing 3 culverts and replace with new culverts of different dimensions.				
7	Mar 11,2019	W18/204	Mar 11,2020	OTTAWA
Street / Lot/ Con: 425 CAMERON HARVEY ROAD / LOT 16 / CON 05				
Description: Retroactive permit issued, construction of boardwalk in the Mud Pond Provincially Significant Wetland Complex.				

8	Feb 14,2019	W19/006	Feb 14,2021	OTTAWA
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Street / Lot/ Con: 4458 Tranquility Lane / LOT 08 / CON 04

Description: Install a replacement septic system within a stable slope hazard along the Ottawa River.

9	Mar 27,2019	W19/009	Mar 27,2019	OTTAWA
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Street / Lot/ Con: 1274 Bayview Drive / LOT N/A / CON N/A

Description: Replace retaining wall due to flood damage along the Ottawa River.

10	Mar 07,2019	W19/011	Mar 07,2021	OTTAWA
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Street / Lot/ Con: 105 Constance Creek / LOT 13 / CON n/a

Description: Install a replacement septic system within 120m adjacent lands to Constance Creek PSW.



Table 2 - IN PROGRESS FROM 1 JAN 2019 TO 9 APR 2019 FOR ALL MUNICIPALITIES

Row	CAID	Approved	Permit No.	Expiry	Municipality
1			W19/026		OTTAWA
Street / Lot/ Con: 183 Country Meadows / LOT N/A / CON N/A					
Description: Construction of new dwelling and associated septic.					
2			W19/015		MISSISSIPPI MILLS
Street / Lot/ Con: 156 Blakeney Road / LOT 25 / CON 09					
Description: Addition to existing dwelling including patio and porch.					
3			W19/016		MISSISSIPPI MILLS
Street / Lot/ Con: 1941 Blakeney Road / LOT N/A / CON N/A					
Description: Construct a single-family 2363 sq. ft. home on a 1.55-acre vacant lot, requiring a well and septic system.					
4			W19/002		OTTAWA
Street / Lot/ Con: Various Locations (Upper Dwyer Hill, March Road, Diamondview Road, Walgreen Road / LOT Multiple / CON Multiple					
Description: Culvert Replacements on Upper Dwyer Hill, March Road, Diamondview Road and Walgreen Road.					
5			W19/020		OTTAWA
Street / Lot/ Con: Pinhey Point Road, Ivy Acres Road, Creek Road / LOT Multiple / CON Multiple					
Description: Three culvert replacements: Pinhey Point, Ivy Acres, Creek Drive.					
6			W19/027		OTTAWA
Street / Lot/ Con: 106 Constance Creek Drive / LOT 01 / CON 04					
Description: Renovation of existing dwelling, installation of new septic and placement of fill.					