



**MINUTES**

Via Zoom and In Person

Board of Directors Meeting

May 8, 2023

**MEMBERS PRESENT**

P. Kehoe, Chair  
J. Mason  
B. Holmes  
J. Karau  
S. Lewis  
M. Souter  
H. Yanch  
A. Vereyken (remote)  
C. Curry (remote)  
R. Huetl  
C. Kelsey  
A. Kendrick  
T. Popkie  
R. Kidd  
G. Gower (remote)  
D. Comley

**MEMBERS ABSENT**

C. Kelly  
J. Atkinson, Vice Chair

**STAFF PRESENT**

S. McIntyre, General Manager  
J. Cunderlik, Director of Engineering  
J. North, Engineering Technologist  
S. Lawryk, Property Manager  
A. Broadbent, Manager of Information, Communications and Technology  
B. Moy, Planning Technician  
J. Perkins, Planning Technician  
K. Stiles, Biologist  
A. Symon, Watershed Planner  
M. Craig, Manager of Planning and Regulations  
R. Clouthier, Recording Secretary

J. Atkinson was absent from the meeting. As such, Vice Chair J. Mason called the meeting to order at 1:00 pm.

Declarations of Interest (written)

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.

Agenda Review

S. McIntyre proposed to add the Watershed Tour to “Other Business” on the agenda. No objections received to the amendment.

**B23/05/08-1**

**MOVED BY: B. Holmes**

**SECONDED BY: P. Kehoe**

**Resolved, That the agenda for the May 8, 2023 Board of Directors Meeting be adopted as amended.**

**“CARRIED”**

**MAIN BUSINESS**

1. Approval of Minutes: Board of Directors Meeting, April 17, 2023

**B23/05/08-2**

**MOVED BY: J. Karau**

**SECONDED BY: A. Kendrick**

**Resolved, That the minutes of the Board of Directors Meeting held on April 17<sup>th</sup>, 2023 be received and approved as presented.**

**“CARRIED”**

- a) Receipt of Policy and Planning Advisory Committee Meeting Minutes, February 17, 2022

**B23/05/08-3**

**MOVED BY: B. Holmes**

**SECONDED BY: T. Popkie**

**Resolved, That the minutes of the Mississippi Valley Conservation Authority Policy and Planning Advisory Committee held on February 17, 2022 be received as printed.**

**“CARRIED”**

2. STAFF PRESENTATION: Planning Technician Role (B. Moy & J. Perkins)

B. Moy and J. Perkins presented the role and responsibilities as planning technicians and detailed their tasks and the support they provide to the organization.

J. Karau asked if there is a Frequently Asked Questions reference tool to help address and triage requests and inquiries. B. Moy replied that FAQs are provided on MVCA's website under the planning section. J. Perkins noted that often people want a map of their property showing regulated areas and features with easily digestible information.

R. Kidd asked if the authority charges for the property clearing letters. B. Moy detailed the fee schedule pertaining to property clearing letters.

M. Souter asked about subdivisions and if the developer needs to come to the authority to determine if there are any flood related issues. J. Perkins responded that the information would come from the town or municipality.

3. State of the Watershed Update, Report 3325/23 (J. North)

J. North presented on the watershed conditions and the actions being taken to manage water levels as best possible given that the watershed received 140 mm of rain between April 29<sup>th</sup> – May 3<sup>rd</sup> (almost double of the May historical average).

A. Kendrick asked how and when the authority updates the forecasts. J. North replied that the authority updates the forecast as needed and updates mapping when funding is available.

S. McIntyre noted that MVCA does not have flood plain mapping for the entire watershed. Last year MVCA received a grant to complete a risk assessment that prioritized areas for preparation or update of flood plain mapping. Mapping is typically funded through a combination of municipal levy and grants. The City of Ottawa funds additional or enhanced flood analysis within its jurisdiction that includes 1:350-year flood data and mapping.

M. Souter asked how much of the watershed system had been mapped previously. J. Cunderlik estimated that approximately less than 10% of the watershed has accurate floodplain mapping.

J. Mason noted that with climate change, the flood plain has changed in some locations and needs to be updated.

J. Karau asked whether the amount of rain received in the recent weeks impacted fish spawning or wetland conditions. K. Stiles responded that spawning depends on the species and their location. Some species need a consistent water velocity to thrive, which would have been

impacted due to the rainfall. Area wetlands are now likely super saturated, which she viewed as positive as with the impacts of climate there is increased potential for summer drought.

R. Kidd speculated that had the rain come a few weeks earlier, we could have been approaching the 2019 flood levels and flooding could have been much worse. Jenn North confirmed that the current situation is better than what might have occurred.

M. Souter asked how the Authority will adapt to climate change in regards to management of water levels across the watershed. J. North replied that the MVCA keeps a very close eye on the forecast and the current conditions and there are a lot of pros and cons of water control structures. S. McIntyre stated that Engineering is exploring a less aggressive approach to filling the lakes in order to allow for mid-late spring rainfall events.

4. Elections of 2023 Officers (S. McIntyre)

**B23/05/08-4**

**MOVED BY: D. Comley**

**SECONDED BY: R. Huetl**

**Resolved, That Sally McIntyre be appointed as Chair for administering the Election of Board of Directors Chair for 2023.**

**“CARRIED”**

S. McIntyre declared the positions of Chair and Vice Chair as vacant and asked for a nomination of the position of Chair.

R. Kidd nominated P. Kehoe for the position of Chair.

S. McIntyre asked 3 times for other nominations for the position of chair.

P. Kehoe accepted the nomination. As no other nominations were received, P. Kehoe was acclaimed as Chair of the Mississippi Valley Board of Directors.

P. Kehoe assumed the seat of the Chair and proceeded with the elections of the Vice Chair.

P. Kehoe asked for nominations for the Vice Chair. No immediate nominations received. P. Kehoe advised that J. Atkinson, absent from this meeting, had advised in writing of his interest in the position if no other nominations were received.

J. Mason nominated J. Atkinson for the position of Vice Chair.

P. Kehoe asked 3 more times if there are any other nominations for the Vice Chair. No other nominations were received.

P. Kehoe declared J. Atkinson as Vice Chair of the Mississippi Valley Board of Directors.

5. 2023 Committee Appointments (S. McIntyre)

P. Kehoe summarized the responsibilities of the Regulations Committee and asked for volunteers.

J. Mason volunteered to be on the 2023 Regulations committee.

**B23/05/08-5**

**MOVED BY: J. Karau**  
**SECONDED BY: B. Holmes**

**1. Resolved, That the Board of Directors:**

- a. Appoint the Board members listed in Table 1, as amended, to the Regulations Committee to hear applications pursuant to *Ontario Regulation 153/06* and MVCA's *Administrative By-law*; and**
- b. Direct members of the Regulations Committee to deliberate on the evidence presented at a hearing, and grant or deny such permission on behalf of the Mississippi Valley Conservation Authority and provide the applicant with reasons, in writing, thereof.**

Board Chair, Paul Kehoe	Drummond/North Elmsley
Board Vice Chair, Jeff Atkinson	Carleton Place
Janet Mason	City of Ottawa
Andrew Kendrick	Tay Valley
Richard Kidd	Beckwith
<i>Vacant</i>	<i>Alternate</i>

**“CARRIED”**

6. Appointment to Conservation Ontario Council (S. McIntyre)

**B23/05/08-6**

**MOVED BY: M. Souter**  
**SECONDED BY: H. Yanch**

**Resolved, That the Board of Directors appoint the following to Conservation Ontario Council for 2023.**

- The 2023 Board Chair as Voting Delegate**
- The 2023 Board Vice Chair as First Alternate**
- The General Manager as Second Alternate**

**“CARRIED”**

7. Appointment of the Auditor, Report 3326/23 (S. Millard)

S. Millard summarized the Appointment of the Auditor report and identified KPMG as the preferred vendor.

J. Mason appreciated that the previous auditor was a smaller, local firm and noted that with her experience, KPMG is expensive. S. Millard replied that the previous auditor is no longer providing that service as they could no longer do so due to rising costs.

R. Huetl asked if there was a scoring process for the proposal. S. Millard responded that KPMG offered better customer support and their price was in same range of the other auditors.

R. Kidd asked why a report was not presented with the costs of all companies. S. McIntyre responded that three quotes were obtained and could be provided; and that the difference in costs between the firms was nominal. She added that scoring is usually associated with RFPs and is not always done for quotations and that the value of this contract did not require an RFP. The decision on which firm to go with was delegated to the Treasurer.

S. Lewis asked for the value of the KPMG quote. S. Millard replied that the quote was for \$20,500 plus tax, which allows for preparation of the audit and the tax returns.

R. Kidd asked how this compared to the previous year. S. Millard replied that the previous year was \$13,000 plus tax. S. McIntyre added that when municipalities and other CAs were consulted, the rate that KPMG offered reflected the going rate for a qualified auditor. She reiterated that the current auditor informed MVCA that due to the increasing costs associated with conducting audits it was no longer willing to offer that particular service.

**B23/05/08-7**

**MOVED BY: A. Kendrick**

**SECONDED BY: T. Popkie**

**Resolved, That the Board of Directors appoint the firm of KPMG as the Authority's Auditor for the year 2023.**

**"CARRIED"**

8. Budget Control Report, Report 3327/23 (S. Millard)

S. Millard presented the Budget Control Report for the first fiscal quarter and highlighted that we are slightly underspent for the period.

H. Yanch asked how much work is it for the staff at the Mill of Kintail to schedule a wedding. S. McIntyre replied that the work varies. The cloister at the Mill of Kintail is usually the location rented, and we might need to set up chairs, etc. Ultimately, we do provide set up and take down of supplies. Additionally, as weddings are often on weekends, we usually have to pay overtime.

H. Yanch asked if we are getting our return with the prices. S. McIntyre responded that we are doing a fee study this year so we will have a definitive answer after that study. S. McIntyre suspects that the costs are largely being recovered.

**B23/05/08-8**

**MOVED BY: D. Comley**

**SECONDED BY: B. Holmes**

**Resolved, That the Board of Directors:**

- a) Receive this Budget Control Report for information purposes; and**
- b) Approve an Interim 2024 Fee increase for Mill of Kintail rentals as set out in this report.**

**“CARRIED”**

***ITEMS ARISING FROM THE POLICY AND PLANNING ADVISORY COMMITTEE MEETING OF MAY 1, 2023***

- 9. Program Review: Natural Systems Monitoring & Reporting, Report 3322/23 (K. Stiles & M. Craig)

K. Stiles presented the Natural Systems Monitoring & reporting: Program Review and Update document and highlighted the importance of monitoring and reporting.

P. Kehoe asked if there is any reporting on pesticide levels, trace metals and whether this information would come to the Board. K. Stiles responded that MVCA does not monitor for pesticides, however, we do monitor for things like phosphorus, etc. which could be indicators of pesticides among other things. Further she noted that MVCA partners with agencies like Ministry of the Environment Conservation and Parks and the City of Ottawa that monitor for these, heavy metals, and other parameters.

R. Huetl asked how we decide which lakes to monitor. K. Stiles replied that priority is given to very large and highly developed lakes, main stem lakes, and lakes that are representative of particular conditions. The program also looks at smaller lakes that

create background contrast. Monitoring of lakes is done on a rotation basis as there is insufficient resources to do every lake every year.

A. Kendrick asked about citizen science and public engagement. K. Stiles noted that she gets a lot of feedback and that public engagement is generally very positive. Staff encourage the public to report to citizen science findings using apps such as E-bird, however we cannot solely rely on the citizen science although it is a very helpful and useful data pool.

J. Karau asked about the interest of post-secondary institutions in collaborating and if there is interest in cultivating longer term relationships. K. Stiles responded that post-secondary studies tend to be question-driven projects. MVCA has reached out to the academic community in the past however maintaining long-term relationships is difficult because priorities and funding often change. Partnering occurs mainly in response to a request to collaborate on a specific project and MVCA tries to maintain those relationships as much as possible. The hope is that in future MVCA's program is in a position to reach out to the academic community with projects.

S. McIntyre added that she would like to hold a small conference-type event where MVCA presents its data, identifies opportunities for research, and facilitates collaboration on data collection and analysis. S. McIntyre highlighted J. Cunderlik's workshops with local universities to identify potential study opportunities. J. Cunderlik added that MVCA has collaborated with staff from the University of Ottawa to conduct floodplain mapping field work.

S. McIntyre added that the value of MVCA's monitoring program is consistent data collection for local decision-makers.

J. Karau supported the idea of an event to bring people together and collaborate and challenge each other.

J. Mason recommended collaborating with colleges and highlighted her work with Algonquin College and the biotechnology program. K. Stiles agreed with J. Mason and added that MVCA has a great working relationship with Fleming College, which often sends a co-op student to assist with monitoring and reporting.

**B23/05/08-9**

**MOVED BY: M. Souter**

**SECONDED BY: R. Huetl**



**Resolved, That the Board approve continuation of MVCA’s monitoring and reporting program with the recommended changes set out in this report and the attached Program Review document.**

**“CARRIED”**

10. Section 28 Compliance Strategy, Report 3323/23 (A. Perrin & M. Craig)

M. Craig discussed the Section 28 Compliance Strategy followed by MVCA.

A. Kendrick asked about the septic inspection program which is popular in Tay Valley and how it fits in with the compliance strategy. M. Craig stated that the septic inspection under Part 8 of the Ontario Building Code is totally different and has separate funding and administration from the permitting discussed in the report. He explained, however, that MVCA partners with septic office staff in conducting site visits to minimize site visits, for example septic staff can do a shoreline inspection at the same time as their septic inspections.

R. Kidd asked for clarification regarding the doubling-up of inspections. M. Craig clarified that the septic inspector does not perform enforcement duties and only looks at matters under the *Conservation Authority Act* if a CA permit application was received for the property.

11. Conservation Strategy: Scope & Methodology, Report 3324/23 (S. McIntyre)

S. McIntyre summarized the drivers for preparation of a Conservation Strategy and the proposed consolidated approach.

R. Kidd asked what was meant by altering the watershed in the future and expressed concern regarding landowner impacts. S. McIntyre responded that MVCA needs to consider whether additional reservoir capacity is required in future because of the impacts of climate change and role in water management in the watershed. A decision to buy land to create additional capacity would likely be unpopular, however, we would make that recommendation to the province if needed.

A. Kendrick asked if the Authority is seeking land transactions. S. McIntyre noted that MVCA works closely with the Mississippi Madawaska Land Trust and generally directs enquires to the Land Trust. We have not received direction or heard interest from the Board in acquiring more land.

J. Karau highlighted how the Authority has done land transactions in the past and is not against the idea of acquiring land. J. Karau agreed with R. Kidd that increasing capacity

would be very difficult but there is opportunity on a small scale while we are renovating our existing structures and looking at future plans. J. Karau emphasized that the plan is important but also ambitious and the scope of activity is large. Priorities need to be identified.

J. Mason agreed with J. Karau regarding the scope of the project and added that the CA is better focused on things other than land. As CAs have issues with the province regarding their existing land inventory, some people may not want to donate land. J. Mason added that the collaboration with the Land Trust is a great idea.

H. Yanch inquired why we permit growth close to water bodies as there is a view of climate change; and noted that the growth is usually along water systems and that plans and reviews should be more diligent.

S. McIntyre noted that this document is mainly to identify pressures and to inform future decisions. It is important that organizations understand that there are limits to the structures we operate and that natural infrastructure works in concert with built infrastructure to mitigate floods and augment base flows during droughts.

12. Analysis of Programs and Services for MOUs, Report 3328/23 (S. McIntyre)

S. McIntyre summarized the analysis of the inventory of programs and services and stated that MOUs with member municipalities are required for Category 2 and 3 programs and services by January 1, 2024.

R. Kidd asked that the motions outlined in the report be separated. No objections were received.

**B23/05/08-10**

**MOVED BY: R. Huetl**

**SECONDED BY: M. Souter**

**Resolved, That the Board of Directors approve reinstatement of a Nature Education Program in 2024 at an estimated annual cost of \$20,000 as a Category 3 Program.**

**DEFERRED**

R. Kidd highlighted that if one of the municipalities declines that the math will change for the other municipalities. S. McIntyre confirmed this and added that the City of Ottawa will likely be making its decision in July so we will not be returning to the municipalities before then.

R. Kidd requested P. Kehoe to postpone the vote until we know what the City of Ottawa will do.

S. McIntyre noted this motion is going to be giving direction of what we will be asking of the City.

J. Mason agreed that the motion should be deferred for more discussion.

S. McIntyre thinks this is the appropriate place to have the discussion and supported the deferral.

A. Kendrick believes we need to distinguish between what is shared between municipalities and what is not and the amounts should be separated.

R. Kidd noted that the septic program is mainly cost recovery and should not even be considered.

S. McIntyre agreed but stated that the regulations require CAs to list the program regardless of whether the program is cost recovered through fees.

J. Karau believes it is a communications issue and more clarification should be included in a footnote.

J. Mason believes that people would be more comfortable if the 5 items in the table were listed in the motion.

R. Kidd clarified that this motion is designed to enable staff to communicate with the municipalities and called for the vote.

**B23/05/08-11**

**MOVED BY: J. Mason**  
**SECONDED BY: B. Holmes**

**Resolved, That the motion to approve reinstatement of a Nature Education Program in 2024 at an estimated annual cost of \$20,000 as a Category 3 Program be deferred until July.**

**“CARRIED”**

**B23/05/08-12**

**MOVED BY: A. Kendrick**  
**SECONDED BY: J. Mason**

**Resolved, That the Board direct staff to prepare a business case and draft agreement to seek municipal support to continue to fund existing Category 2 and 3 programs and services and reinstatement of the education program with up to 13% of MVCA’s Operating Levy and 2% of the Capital Levy.**

**“CARRIED”**

13. GM Update, Report 3329/23 (S. McIntyre)

S. McIntyre highlighted important items in the GM update and described ongoing projects.

**BUSINESS ARISING**

14. Watershed Tour – June 12, 2023

S. McIntyre overviewed the Board Watershed Tour and invited Board members to share the invitation with their colleagues.

**ADJOURNMENT**

The meeting was adjourned at 3:18 pm.

R. Clouthier, Recording Secretary

P. Kehoe, Chair