



**MINUTES**

Hybrid Meeting Via Zoom  
and at MVCA Office

Board of Directors Meeting

July 10<sup>th</sup> 2023

**MEMBERS PRESENT**

- P. Kehoe, Chair
- J. Atkinson, Vice Chair
- B. Holmes
- J. Karau
- J. Mason
- S. Lewis
- H. Yanch
- A. Vereyken (remote)
- C. Curry
- G. Gower
- C. Kelsey
- A. Kendrick
- T. Popkie

**MEMBERS ABSENT**

- R. Kidd
- R. Huetl
- C. Kelly
- D. Comley
- M. Souter

**STAFF PRESENT**

- S. McIntyre, General Manager
- J. Cunderlik, Director of Engineering
- A. Broadbent, Manager of Information, Communications and Technology
- S. Millard, Treasurer
- M. Craig, Manager of Planning and Regulations
- J. Hendry, Field Operations Supervisor
- M. Livingston, Project Manager, Mississippi Rideau Source Protection Region (remote)
- K. Hollington, Recording Secretary

P. Kehoe called the meeting to order at 1:06 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

P. Kehoe noted that three items are on the consent agenda and that any item could be pulled for discussion; otherwise all would be approved with approval of the agenda.

#### **B23/07/10-1**

**MOVED BY: T. Popkie**

**SECONDED BY: G. Gower**

**Resolved, that the agenda for the July 10, 2023 Board of Directors Meeting be adopted as presented.**

**“CARRIED”**

### **MAIN BUSINESS**

1. Approval of Minutes: Board of Directors Meeting, May 8, 2023

#### **B23/07/10-2**

**MOVED BY: H. Yanch**

**SECONDED BY: C. Curry**

**Resolved, that the minutes of the Board of Directors Meeting held on May 8th, 2023 be received and approved as presented.**

**“CARRIED”**

S. McIntyre noted that the minutes from May 8, 2023 had been circulated but did not get e-approval from sufficient Board members to be considered approved. It is important that Board members review, comment, and approve minutes when e-circulated due to regulatory requirements to post minutes within 30-days of a meeting occurring. It is preferred to post “approved” minutes rather than “draft” minutes to the MVCA website.

2. STAFF PRESENTATION: Improvements at the Mill of Kintail (J. Hendry)

J. Hendry described improvements made at the Mill of Kintail Conservation Area over the past year. In particular, he highlighted the replacement of the museum roof, structural and safety improvements to the lookout, gatehouse structural repairs and new accessible entrance, shoreline and native plantings to improve the landscape and addition of a gate security feature.

3. Mill of Kintail 50<sup>th</sup> Anniversary, Report 3336/23 (S. Lawryk)

S. McIntyre summarized the Mill of Kintail 50<sup>th</sup> Anniversary Report outlining the event details and plans.

B. Holmes asked about the opening time of the gate for the event being 10 am and if this would cause issue with individuals accessing it. S. McIntyre clarified that anyone involved in organizing the event would have access to entering the facility earlier to set-up.

J. Karau added that this event is an opportunity to extend invitation to individuals in the National Capital Commission to improve connections and engagement with MVCA. He noted that there may be an opportunity for MVCA to make a presentation to the NCC Board.

4. GM Update, Report 3337/23 (S. McIntyre)

S. McIntyre outlined key items from the GM Update Report.

J. Mason inquired if the Carp River floodplain mapping includes tributaries. J. Cunderlik clarified that it is just the main stem of the Carp River and does not include tributaries.

5. Update of MVCA Policies & Procedures, Report 3331/23 (S. McIntyre)

S. McIntyre presented the Update of MVCA Policies & Procedures Report. S. McIntyre clarified that item 8 of the screening criteria would not include formal comments submitted by MVCA to other levels of government in regards to planning applications as part of our normal plan review functions.

P. Kehoe asked if there is a timeline for the updated documents being presented to the Board. S. McIntyre replied that the updated documents would be presented in three phases with the goal to complete the update by the end of 2024.

A. Kendrick added that the Administrative By-Law uses his/hers language and suggested changing pronouns to they/them/their.

B. Holmes asked if a grammar and spell-check would be included in the update.

S. McIntyre responded that pronouns, typos and formatting would be addressed.

**B23/07/10-3**

**MOVED BY: C. Curry**

**SECONDED BY: A. Kendrick**

**Resolved, that the Finance & Administration Committee recommend that the Board of Directors:**

- 1. Approve the screening criteria contained in this report**
- 2. Direct management to apply the screening criteria to existing Board policies and return with updated documents for information and**

3. **Approve consolidation of all Board policies that are not related to the Administrative By-law or the Employee Manual into a Board Policy Manual.**
4. **Approve housekeeping edits to the Administrative By-law as set out in Attachment 1.**

**“CARRIED”**

6. Purchasing Policy Amendment, Report 3332/23 (S. Millard)

S. Millard presented the Purchasing Policy Amendment Report.

**B23/07/10-4**

**MOVED BY: J. Mason**

**SECONDED BY: S. Lewis**

**Resolved, that the Finance & Administrative Committee recommend that the Board of Directors approve amendment of the Purchasing Policy as set out in this report.**

**“CARRIED”**

7. HQ – Sewer and Water Connection: Status and Next Steps, Report 3333/23 (S. McIntyre & S. Lawryk)

S. McIntyre outlined the Sewer and Water Connection: Status and Next Steps Report.

S. Lewis asked if the \$251,500 includes hook-ups from the property line to the building. S. McIntyre replied that the \$251,500 is MVCA’s share of the cost to bring the water and sewer line from Lake Avenue to the property line.

S. Lewis inquired if there is a timeline for the hook-up and if there is anything wrong with the current water and sewer connections and if they require switching. S. McIntyre explained that there have been issues with these systems that have been temporarily addressed in anticipation of the connection to municipal services.

S. Lewis commented that it is not a good time to acquire a loan. S. McIntyre explained that currently MVCA has a loan with the Town of Carleton Place and the City of Ottawa. S. McIntyre added that City of Ottawa Council approval may allow for this amount.

J. Mason commented that the issue of concern is current interest rates. S. McIntyre concurred.

**B23/07/10-5**

**MOVED BY: G. Gower**

**SECONDED BY: J. Mason**

**Resolved, that the Finance & Administration Committee recommend that the Board:**

1. **Authorize an increase to the 2023 Budget - Other Capital: HQ – Sewer & Water Connection project from \$357,500 to \$609,000 plus HST to address the cost of bringing municipal services to the property line;**

2. **Authorize payment of \$251,500 to the Town of Carleton Place in fulfillment of the 2012 Development Permit Agreement for the extension of municipal services to the MVCA property line;**
3. **Authorize securement of a loan for the HQ – Sewer & Water Connection project; and**
4. **Authorize the General Manager and/or Treasurer to negotiate financing terms for a loan with Infrastructure Ontario or member municipality.**

**“CARRIED”**

8. Reinstatement of the Education Program, Report 3334/23 (S. Lawryk)

S. McIntyre overviewed the Reinstatement of the Education Program Report.

S. Lewis inquired how the summer camp program would be structured and the estimated pricing. S. McIntyre explained that camps would run weekly in the summer during the day and that S. Lawryk had suggested \$265.00 per week as a starting point.

S. Lewis asked why the \$20,000 is needed. S. McIntyre responded that \$20,000 is to confidently hire a camp coordinator given enrollment uncertainty. She added that not all of the \$20,000 may be needed depending on participation rates and associated user fees.

J. Mason added that the education program is dependent on City of Ottawa funding. She pointed out that the \$10,000 committed from the MVC Foundation is for a consultant to evaluate the MVCA education program, not for the development of materials. S. McIntyre agreed.

**B23/07/10-6**

**MOVED BY: T. Popkie**

**SECONDED BY: J. Atkinson**

**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.**

**“CARRIED”**

9. Contract Award – Carleton Place Dam, Report 3342/23 (J. Cunderlik)

J. Cunderlik summarized the Contract Award – Carleton Place Dam Report.

J. Mason commented that there is a significant difference in price between the three quotes and queried whether the least expensive quote is reasonable. J. Cunderlik responded that the least expensive quote is reasonable, and that the more expensive options are due to the use of different fabrication materials: steel versus synthetic.

A. Kendrick queried if there is a difference in the warranty period. J. Cunderlik responded that the new boom is guaranteed for 20-25 years.

**B23/07/10-7**

**MOVED BY: A. Kendrick**

**SECONDED BY: B. Holmes**

**Resolved, that the Board endorse award of the safety boom supply to Worthington Products, Inc. in the amount of \$68,977.98 plus HST and the construction of the boom to ODS Marine in the amount of \$48,795.00 plus HST.**

**“CARRIED”**

**10. Ministerial Exemption Request, Report 3343/23 (S. McIntyre)**

S. McIntyre outlined the Ministerial Exemption Request Report and noted that Councillor Alan Hubley would be replacing John Karau on the Board. She thanked John Karau for his service and stated that she was pleased to recommend that he continue his involvement with MVCA as a member of the Mississippi River Watershed Plan Public Advisory Committee (PAC.) She added that John Karau’s departure from the Board creates a need for Board liaison on the PAC.

J. Karau expressed his long and continued interest in the MVCA and encouraged others to replace him on the PAC.

No Board members volunteered to assume this role and it was agreed to revisit this matter at the next Board meeting.

**B23/07/10-8**

**MOVED BY: J. Atkinson**

**SECONDED BY: H. Yanch**

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

- a) Appoint John Karau as a member of the Mississippi River Watershed Plan Public Advisory Committee (PAC).**

**“CARRIED”**

**11. Comments on Proposed PPS Changes, Report 3344/23 (M. Craig)**

M. Craig summarized staff’s comments on the Proposed Provincial Planning Statement (PPS) Changes Report.

**B23/07/10-9**

**MOVED BY: G. Gower**

**SECONDED BY: A. Kendrick**

**Resolved, that the Board of Directors approve submission of a letter to the Province of Ontario (Attachment 1) that contains comments regarding the proposed Provincial Policy Statement in response to ERO #019-6813.**

## CONSENT ITEMS

12. Budget Control Report, Report 3345/23 (S. Millard)

13. EcoTrek Educational Mobile App, Report 3346/23 (S. McIntyre)

S. McIntyre overviewed the EcoTrek Educational Mobile Application Report.

J. Mason commented that the application is functioning and recommended its use to Board members.

**B23/07/10-10**

**MOVED BY: A. Vereyken**

**SECONDED BY: J. Mason**

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

- a) **Authorize transfer of ownership of the Ecotrek educational mobile application from Fyr Labs Inc. to Mississippi Valley Conservation Authority.**
- b) **Authorize the GM to execute an agreement with the Mississippi Valley Conservation Foundation for the management and use of the Ecotrek educational mobile application.**

**“CARRIED”**

14. State of the Mississippi Watershed, Report 3347/23 (J. North)

No presentation or discussion.

## ADJOURNMENT

**B23/07/10- 11**

**MOVED BY: S. Lewis**

**SECONDED BY: T. Popkie**

**Resolved, That the Board of Directors meeting be adjourned.**

**“CARRIED”**

The meeting was adjourned at 2:31 pm.

K. Hollington, Recording Secretary