



MINUTES

Hybrid Meeting Via Zoom
and at MVCA Office

Board of Directors Meeting

September 11th, 2023

MEMBERS PRESENT

P. Kehoe, Chair
J. Atkinson, Vice Chair
B. Holmes
A. Hubley
D. Comley
J. Mason
S. Lewis
H. Yanch
A. Vereyken
M. Souter
G. Gower (Virtual)
C. Kelsey
A. Kendrick
C. Kelly
T. Popkie
R. Huetl (Virtual)

MEMBERS ABSENT

R. Kidd
C. Curry

STAFF PRESENT

S. McIntyre, General Manager
J. Cunderlik, Director of Engineering
A. Broadbent, Manager of Information and Communications
Technology
S. Millard, Treasurer
S. Lawryk, Property Manager
M. Craig, Manager of Planning and Regulations
R. Clouthier, Regulations Technician
S. Kirkham, Operations Technician
K. Hollington, Recording Secretary

P. Kehoe 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

P. Kehoe noted that there were no additions to the agenda.

B23/09/11-1

MOVED BY: H. Yanch

SECONDED BY: A. Kendrick

Resolved, that the agenda for the September 11th, 2023 Board of Directors Meeting be adopted as presented.

“CARRIED”

Land Acknowledgement

In recognition of the National Day of Truth and Reconciliation on September 30th 2023, P. Kehoe offered words of acknowledgement, and used a tool learned from an elder to start the meeting by asking Board to reply ‘I agree’ if they agreed with the following statements.

“As the Board do we agree that:

- It is necessary for MVCA to protect the water and land within the watershed?
- is it necessary for us to understand what is happening in the watershed and look to the future as to how we can modify our plans and directions to protect the watershed for the future?
- The Mill of Kintail Museum worth preserving as a heritage site and under the auspices of the conservation authority?”

Board members replied ‘I Agree’ where they felt comfortable, and at the end P. Kehoe noted that while the members may have individual differences, the exercise showed that there are a number of things that can be agreed upon as a whole.

MAIN BUSINESS

1. Approval of Minutes: Board of Directors Meeting, July 10th, 2023

B23/09/11-2

MOVED BY: J. Atkinson

SECONDED BY: S. Lewis

Resolved, that the minutes of the Board of Directors Meeting held on July 10th, 2023 be received and approved as presented.

S. McIntyre commented that MVCA has the requirement to issue minutes within 30 days of the meeting and it had been previously asked for meeting minutes to be circulated and approved remotely by voting. She explained that municipalities don't do remote approval, as it is considered a meeting. Moving forward where there is more than 30 days between meetings, minutes will be published and distributed in draft form within the 30-day period.

2. Employee Presentation: 50th Anniversary at Mill of Kintail (R. Clouthier and S. Kirkham)

S. Kirkham and R. Clouthier presented a summary of the Mill of Kintail 50th Anniversary Celebration that was held on August 20th 2023. S. Kirkham explained the process behind ensuring safety with parking and foot traffic as well as the layout of the event space. R. Clouthier described in detail the vendors, entertainment, and community groups and individuals that came together to make the event possible. She also shared the statistics, noting that the 50/50 fundraiser raised \$1410 in total, over 1,000 people attended the event and over 900 people passed through the Museum.

M. Souter asked if the display in the Museum is a permanent installation. R. Clouthier answered that the exhibits in the Museum rotate and that she would confirm with the Site Supervisor, S. Kolsters. M. Souter added that the point of her inquiry was to point out that any mobile exhibit/attraction can be used to raise the profile of the Museum.

P. Kehoe introduced and welcomed a new member of the Board of Directors: Councillor Allan Hubley from the City of Ottawa.

3. GM Update, Report 3348/23 (S. McIntyre)

S. McIntyre overviewed highlights from the GM Update, including: upcoming open houses in Fall of 2023, including the Kashwakamak Class Environmental Assessment and the Lower Clyde River Floodplain mapping; the status of Category 2/3 agreements with member municipalities; the review of MVCA's IT system; sale of the K&P trail; discussions with the Town of Carleton Place regards to the water and sewer connection; and completion of the Osprey tower at the Carp River Conservation Area.

A. Kendrick asked if the osprey tower is purely a passive structure or if there is any provision for remote observation of the nest box. S. McIntyre answered that there is no camera installed at this time.

J. Mason noted a correction to item 15, MVCA worked in partnership with the Canadian Wildlife Federation, not the Canadian Wildlife Service.

J. Mason asked about the location of the three new level gauges installed on the Carp River. J. Cunderlik answered that the new gauges are in the same locations but also installed new monitoring locations in the tributaries: Huntley Creek, Poole Creek and Feedmill Creek so MVCA now has good coverage of the Carp River and key tributaries.

4. Budget Control Report, Report 3349/23 (S. Millard)

S. Millard presented the Budget Control Report. She noted that some discrepancies are due to this being the first year that mileage and staff development have been separated. She noted that the Septic program costs were higher than anticipated due to prior year costs that were not reported by RVCA prior to MVCA closing the books.

5. 2024 Budget Direction, Report 3350/23 (S. McIntyre)

S. McIntyre reviewed the process and general approach to MVCA's budget setting. She explained that historically financial statements were reviewed and approved concurrent to the budget and that Agenda Item 8 recommends that the timeline be changed. The *Workforce Plan* approved in 2021 is still in the process of being phased onto the levy from the Operating Reserve. Currently, \$278,576 remains paid via the Operating Reserve. MVCA is carrying out a Cost of Service Study to determine costs and inform proposed increases for 2024, should the provincial freeze of planning and regulation fees be lifted at the end of the year. MVCA's Planning and Regulations department is prepared to leave a position vacant which will help alleviate pressure on the operating levy.

P. Kehoe summarized that MVCA has been borrowing money from the operating reserve and it is now time put costs on the levy.

A. Kendrick asked in regards to staff compensation, how confident is MVCA that the staffing costs will hold at 2.5%. S. McIntyre responded that 2.5% is not going to be sufficient universally on a sustained basis but highlighted that the levy is not the only source of revenue. She added that service fees will be the same as Rideau Valley Conservation and South Nation Conservation to ensure consistency across the City of Ottawa in regards to permitting and planning fees.

J. Mason asked when the draft budget will be tabled with the Finance and Administrative Advisory Committee. S. McIntyre responded that it will be tabled in November.

J. Mason noted a numeric typo on Table 1: Draft Budget Assumptions - Impact by Municipality in the row for Beckwith Township that required correction.

S. Lewis asked if Lanark County service fees are consistent with the other counties within the watershed. M. Craig responded that the fee schedule applies across the watershed.

B23/09/11-3

MOVED BY: J. Atkinson

SECONDED BY: D. Comley

Resolved, that the Board of Directors direct staff to develop the 2024 Budget and related documents in accordance with the following parameters

- 1. An increase of 2.5% plus assessment growth to the Operating Levy;**
- 2. An increase of 7.5% plus assessment growth to the Capital Levy**

3. **An assumed assessment growth rate of 1.5%; and**
4. **An additional increase of 2.0% to the Operating Levy to reassign workforce plan costs from the operating reserve.**

“CARRIED”

6. Appointment of Regulations Officer, Report 3351/23 (M. Craig)

M. Craig informed the Board that the *Conservation Authorities Act* requires the Board to appoint staff to enforce Section 28 and Section 29 of the Conservation Authorities Act. William Ernewein started his employment with MVCA in July and already has his designation of provincial offences officer. MVCA recommends William be appointed to enforce these regulations.

B23/09/11-4

MOVED BY: H. Yanch

SECONDED BY: T. Popkie

Resolved, that the Board of Directors appoint William Ernewein to enforce Ontario Regulation 153/06 and Ontario Regulation 120/90 of the Conservation Authorities Act.

“CARRIED”

7. Rescinding COVID Vaccine and Sick Leave Policy, Report 3352/23 (S. McIntyre)

S. McIntyre stated that most Conservation Authorities have long since rescinded their COVID-19 policies.

G. Gower asked what the hybrid work schedule looks like at MVCA currently. S. McIntyre replied that MVCA has two arrangements: front desk staff have a compressed work week, alternating Fridays off and the remaining office staff have a hybrid work environment of 50% in office and working from home.

G. Gower noted that the reduction in sick-day use from 2019 is to be commended.

B23/09/11-5

MOVED BY: B. Holmes

SECONDED BY: A. Kendrick

Resolved, that

1. **The Board rescind the COVID-19 Vaccination Policy dated October 20, 2021**
2. **The Board rescind the 2-weeks paid sick leave for contract employees testing positive for COVID-19.**

“CARRIED”

8. Timing of the AGM and Financial Statement / Audit Report

S. McIntyre explained that MVCA requires more time to close the books, receive outstanding invoices from other organizations, and time for the auditors to do a comprehensive audit and report back to the Finance and Administrative before bringing to the Board for approval. MVCA's auditors are scheduling for next year and have asked for more time to complete their audit.

J. Mason expressed concerns about the budget being presented to the Board during an election year if the Chair and Vice-Chair are not in place. S. McIntyre replied that she would follow up with other conservation authorities to determine their processes in this situation. She suggested that a solution would be to appoint an acting Chair and acting Vice-Chair until the AGM.

B23/09/11-6

MOVED BY: A. Vereyken

SECONDED BY: M. Souter

Resolved, that the Board of Directors approve amendment of Section 13 of the *Administrative By-law* as follows:

The Authority shall hold the Annual General Meeting prior to ~~March 1~~ April 30 of each calendar year and shall include the following items on the agenda, in addition to the normal course of business:

- i. Appointment of the Auditor for the upcoming year;***
- ii. Approval of Financial Statements and Report of the Auditor for the prior year;***
- iii. Election of Officers;***
- ~~iv. Approval of Budgets and Levies;~~***
- v. Committee Appointments; and***
- vi. Appointment of delegates to Conservation Ontario.***

“CARRIED”

9. Update of Administrative By-law and Policy Consolidation, Report 3354/23, (S. McIntyre)

S. McIntyre presented recommended updates to MVCA administrative by-law including the policies to be added and appendices to be removed and added to a new Corporate Policy Manual. She explained that a concern had been raised by a Board member that the federal reference documents used for compliance purposes are not applicable in Ontario; and she had subsequently reviewed the provincial document and the recommended changes comply.

A. Kendrick asked why Board mileage compensation is in the administrative by-law and staff mileage compensation is in the corporate policy manual and if the rates are different. S. McIntyre responded that the rates are different and the model by-law prescribes that any

compensation of Board members is to be in the administrative by-law. P. Kehoe added that the Board felt it was appropriate for Board member mileage compensation to be consistent with the provincial compensation rate.

J. Mason commented that Ontario not-for-profit corporations act is new and careful review is required to determine if it affects other areas that would affect how MVCA operates. S. McIntyre responded that Conservation Ontario has done a comprehensive review and that the last round of updates to the Administrative by-law had addressed those changes.

B23/09/11-7

MOVED BY: T. Popkie

SECONDED BY: A. Vereyken

Resolved, that the Board of Directors approve amendment of the *Administrative By-law* and the consolidation of various policy matters in a new Corporate Policy Manual as set out in this report.

“CARRIED”

10. Group Insurance Rates, Report 3355 (S. Millard)

S. Millard explained that annual renewal of MVCA’s group health benefits was September 1st and noted an increase in health and dental premiums. P. Kehoe added that many municipalities are dealing with a similar increase in health benefit premiums.

CONSENT ITEMS

ADJOURNMENT

B23/09/11-8

MOVED BY: H. Yanch

SECONDED BY: C. Kelly

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

The meeting was adjourned at 2:13 pm.

K. Hollington, Recording Secretary