



MINUTES

Hybrid Meeting Via Zoom
and at MVCA Office

Board of Directors Meeting

October 21, 2024

MEMBERS PRESENT

Paul Kehoe, Chair
Jeff Atkinson, Vice Chair
Allan Hubley
Allison Vereyken (Virtual)
Bev Holmes
Cathy Curry (Virtual)
Cindy Kelsey
Clarke Kelly (Virtual)
Dena Comley
Glen Gower
Helen Yanch (Virtual)
Janet Mason
Mary Lou Souter
Richard Kidd
Roy Huetl

MEMBERS ABSENT

Steven Lewis
Taylor Popkie

STAFF PRESENT

Sally McIntyre, General Manager
Juraj Cunderlik, Director of Engineering
Alex Broadbent, Manager of IC & T
Scott Lawryk, Properties Manager
Matt Craig, Manager of Planning & Regulations
Stacy Millard, Treasurer (Virtual)
Jennifer North, Water Resources Technologist
Marissa Okum, Stewardship Technician
Kayla Cuddy, Stewardship Field Assistant
Krista Simpson, Administrative Assistant (Virtual)
Kelly Hollington, Recording Secretary

GUESTS

Joanne Glaser, Cornerstones Management Solutions Ltd.

P. Kehoe called the meeting to order at 1:00 p.m.

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

There were no additions or amendments to the agenda.

BOD24/10/21 - 1

MOVED BY: D. Comley

SECONDED BY: R. Huetl

Resolved, that the agenda for the October 21, 2024 Board of Directors Meeting be adopted as presented.

“CARRIED”

MAIN BUSINESS

1. Approval of Minutes: Board of Directors Meeting, September 9, 2024

There were no additions or amendments to the minutes.

BOD24/10/21 - 2

MOVED BY: G. Gower

SECONDED BY: J. Atkinson

Resolved, that the minutes of the Board of Directors Meeting held on September 9, 2024 be received and approved as printed.

“CARRIED”

2. Employee Presentation: Review of Stewardship Program and Objectives, Marissa Okum & Kayla Cuddy

M. Okum and K. Cuddy presented a review of MVCA’s stewardship program for 2024. M. Okum highlighted the expansion of ALUS Lanark to ALUS Mississippi Rideau, covering 31 municipalities. She reviewed the stewardship projects for 2024 including: ALUS, Ottawa Rural Clean Water Program, and shoreline naturalization and planting. K. Cuddy reviewed community engagement and outreach projects including the City Stream Watch program, an invasive species removal from Watt’s Creek funded through the Invasive Species Action Fund, TD Tree days planting event and UnSmoke Canada litter removal event. M. Okum reviewed the program’s funding and partnerships and planned projects for 2025.

P. Kehoe asked about the current condition of Poole Creek and if it is still considered a cold-water creek. He noted that he has seen large amounts of litter in Poole Creek. M. Okum responded that there are indicators that Poole Creek is still a cold-water creek. MVCA staff are in the process of analysing 2024 temperature logger data and City Stream Watch results, with a report to be completed later this year. She noted that during the UnSmoke Canada litter removal event, large amounts of litter were removed from Poole Creek including construction debris.

3. Watershed Update, Report 3448/24, Jennifer North.

J. North recapped conditions from the end of 2023 until present. She highlighted the above average rain and higher flows seen throughout the watershed. Water safety bulletins were released in February, March, April, June, July and August regarding unsafe conditions and higher than normal flows. She reviewed significant spring and summer peak water levels throughout the system related to rainfall. She noted that the system has functioned as intended, reducing flooding impacts to the watershed. She reviewed the fall lake drawdown schedule.

4. GM Update, Report 3449/24, Sally McIntyre.

S. McIntyre presented the GM update. She highlighted the receipt of updated Agreement of Purchase & Sale of the K&P Trail from the three counties, with an appended Lease Agreement that would apply to the trail while land ownership issues are being resolved. She noted that under the new legislation, any lease agreements exceeding 5-years in duration must be approved by the Minister. She highlighted the renewal of Morris Island Conservation Area License of Occupancy for a 10-year period with the City of Ottawa. She highlighted Microsoft's discontinuation of support of Windows 10 by October 14, 2025 and the need to invest in new hardware.

M. Souter asked about the significance of the new regulation regarding lease agreements. S. McIntyre explained that this change falls under Ontario Regulation 686/21. She believes that the Province wants to ensure that Conservation Authorities are managing land assets appropriately.

R. Kidd asked if another organization leased MVCA-owned land if it would also fall under the regulation. S. McIntyre said that she believes the rule applies whether MVCA leases land to or from another organization/entity it would fall under the regulation, but that that she would confirm whether all types of lease agreements exceeding 5-years fall under the regulation.

5. Job Evaluation & Implementation Plan, Report 3439/24, Sally McIntyre.

6. Salary Review, Report 3440/24, Sally McIntyre & Stacy Millard.

Items 5 and 6 were considered together, in camera. P. Kehoe noted that Joanne Glaser from Cornerstones Management Solutions Ltd. will consult with the Board.

BOD24/10/21 - 3

MOVED BY: M. Souter

SECONDED BY: J. Mason

Resolved, That the committee move to in-camera session for discussions of the following matter:

- **Labour relations or employee negotiations**

And further resolved, that Sally McIntyre and Joanne Glaser remain in the room.

“CARRIED”

BOD24/10/21 - 4

MOVED BY: J. Atkinson

SECONDED BY: M. Souter

Resolved, That the Board of Directors move out of in-camera discussions.

“CARRIED”

BOD24/10/21 - 5

MOVED BY: J. Atkinson

SECONDED BY: J. Mason

Resolved, That the Board of Directors approve the changes in job ratings as recommended and further resolved that the Board of Directors appoint the Executive Committee to review management compensation.

“CARRIED”

7. **Proposed Budget Assumptions, Report 3442/24, Stacy Millard.**

S. McIntyre reviewed the budget process and MVCA’s approach to establishing the municipal levy envelop and building the annual budget. She reviewed the Workforce Plan adjustment amount that has been in place since 2021. She explained that the Board approved investments in the workforce in 2021 that could not be accommodated by a municipal levy increase and that were paid using the operating reserve. Those costs are being phased onto the levy over time. The residual net pressure for 2025 is \$129,327 (based upon one position being deemed redundant.) It is recommended that 50% be phased onto the municipal levy in 2025 and the

balance onto the levy in 2026. She reviewed the recommended assumptions and levy impacts by municipality.

M. Souter asked if the recommended assumptions are parameters for MVCA to work within when developing the budget to fit project needs. S. McIntyre confirmed and explained that the recommended assumptions are referred to as the municipal levy funding envelope.

BOD24/10/21 – 6

MOVED BY: D. Comley

SECONDED BY: G. Gower

Resolved, That the Board of Directors direct staff to develop the 2025 budget and related documents in accordance with the following parameters:

- 1. An increase of 2.9% plus assessment growth to the Operating Levy;**
- 2. An increase of 8.5% plus assessment growth to the Capital Levy;**
- 3. An assumed assessment growth rate of 1.5%;**
- 4. A cost of living increase to the 2025 Pay Scale of 2.0%; and**
- 5. Transfer \$64,664 onto the Municipal Levy for Workforce Plan Adjustments.**

“CARRIED”

8. Draft Land Conservation and Resource Strategy, Report 3445/24, Sally McIntyre.

S. McIntyre reviewed process used to develop the draft Land Conservation & Resource Strategy including public consultation regarding the Discussion Paper and the recreational facilities survey. She highlighted that the most valued features by survey respondents at their top hiking sites can be found at MVCA’s conservation areas. She reviewed the programs and services that MVCA provides, their key goals and objectives within each program area. She highlighted her use of the term *conservation area-type parkland* and explained that this is referring to properties that have similar features/attributes to a conservation area but are not necessarily owned by MVCA.

J. Mason expressed concern that MVCA is going outside it’s mandate with some objectives related to land acquisition and conservation preserves and conservation areas. She commented that it is not MVCA’s responsibility to fill recreation gaps. She commented that the objectives are setting expectations among others that MVCA plans to acquire property to meet objectives. She commented that organizations such as Mississippi Madawaska Land Trust and Ducks Unlimited Canada are better set up to acquire and manage land for conservation purposes. S. McIntyre clarified that the regulation requires that MVCA consider the assets within the watershed as a whole and to determine the needs of the area and how MVCA fits in.

She stated that member municipalities and the counties have not conducted an analysis of large parks available to residents at this scale.

P. Kehoe commented that the LC&RS policies regarding these lands are not binding to the MVCA Board or future Boards. He noted that objectives are worded in a way that they are considerations to keep in mind but not prescriptive. He added that regulations may change in the future that will affect MVCA's mandate.

J. Mason commented that the most acceptable way to approach the recreational needs of the watershed is to work with organizations that are set up to manage and conservation area-type parklands.

B. Holmes expressed concerns that MVCA is taking on too much. She asked if the LC&RS could have a statement that highlights the partnering with organizations to within the watershed to meet objectives. S. McIntyre responded that the language would be amended in the next draft version of the document to clarify.

P. Kehoe suggested a definition of *conservation area-type parkland* could be added.

R. Kidd expressed concern regarding the expectations the document will set with the public. He commented that more information is needed to clarify that land acquisition is dependent on funding and available opportunities. S. McIntyre responded that she will amend the executive summary within the LC&RS to capture the changes discussed. She asked the Board if a statement should be added that MVCA would be willing to support other organizations in an operational sense in regards to *conservation area-type parklands*.

B. Holmes expressed concerns that MVCA does not have the funds or staff time to support other organizations in this way. P. Kehoe suggested that support could be offered on a cost-recovery basis to offset funding needs. M. Souter commented that the term *supporting* needs amending to co-operating with/partnering with. J. Mason added that the amendments need to clarify that MVCA will only partner/co-operate/support other organizations when it is financially viable.

M. Souter asked for a definition of *sterilization* as it relates to undevelopable land. S. McIntyre explained that in the 1990s, MVCA took advantage of a federal funding program to purchase lands in Cedardale that are within the floodplain to ensure development could not take place in the area; the lands were *sterilized* to prevent any future development within the floodplain.

S. McIntyre reviewed next steps to complete the LC&RS. P. Kehoe commended S. McIntyre and the MVCA team for the work that went into the development of the LC&RS.

BOD24/10/21 – 7

MOVED BY: B. Holmes

SECONDED BY: R. Huetl

Resolved, That the Board of Directors receive the Draft Land Conservation & Resource Strategy.

“CARRIED”

9. Education Program Review, Report 3451/24, Scott Lawryk.

S. Lawryk presented the education program review including analysis conducted by Bill Elgie and report recommendations. He presented the proposed 2025 education program plan and budget targets. He noted that the summer camp program is projected to operate on a full cost-recovery basis.

B. Holmes asked if the field trips mentioned in the 2025 plan would include trips to the Mill of Kintail museum. S. Lawryk responded that the field trip plan details have not been fully developed and that museum visits could be included. B. Holmes commented that field trips are an opportunity to educate the community on the programs that MVCA offers and operates.

B. Holmes asked if the FTE position is permanent, part-time or temporary. S. Lawryk responded that based on the program, the hope is that the position would be a 1-year contract. B. Holmes asked if there are available funds for the education program position. S. Lawryk responded that the current funding support for the education program comes from the \$20,000 set aside in the Category 3 MOUs. The long-term goal of the program is to have full cost-recovery by the end of Year 4 of the agreements. He noted that there are plans to include additional educational programming for adults

R. Kidd asked if there is a rental charge associated with the summer camp program and for the major costs that are being recovered. S. Lawryk responded that facility costs have not yet been incorporated into the education program budget. The major cost being recovered from the program is labour-related, including a program coordinator and support staff.

R. Kidd asked what the cost for a session of summer camp is. S. Lawryk responded that in 2023 a full week was \$250 and a short week was \$200. For 2024, the suggested fees are \$260 for a full week and \$210 for a short week. R. Kidd asked if summer students are hired for the summer camp program. S. Lawryk stated counsellor positions are open to anyone with an interest in applying, not just students and that MVCA aims to have a ratio of 1 camp counsellor per 8 campers for larger programs and 1:6 for smaller programs.

BOD24/10/21 – 8

MOVED BY: J. Atkinson

SECONDED BY: B. Holmes

Resolved, That the Board of Directors approve reinstatement of a Nature Education Program in 2025.

“CARRIED”

10. **MVCA Asset Management Plan, Report 3450/24, Juraj Cunderlik.**

Juraj Cunderlik reviewed the *Asset Management Plan* (AMP) goals and objectives. He outlined the contents of the AMP. He noted that in the future, the plan is to add more chapters for other MVCA assets including conservation areas and vehicles. He reviewed the water and erosion control infrastructure (WECI) asset inventory, operational objectives and considerations, and external considerations such as federal and provincial standards and guidelines for dam owners. He presented the proposed levels of service for MVCA’s WECI assets and the criteria descriptions and the classifications for each water control structure. He reviewed the AMP implementation plan.

BOD24/10/21 - 9

MOVED BY: J. Mason

SECONDED BY: M. Souter

Resolved, That the Board of Directors approve the *Asset Management Plan* attached to report 3450/24.

“CARRIED”

11. **Fee Schedule Update, Report 3452/24, Stacy Millard.**

S. McIntyre explained that the province imposed a freeze on planning and regulation fees in 20223 and 2024, and that it is unknown whether the freeze will extend to 2025. The updated fees being tabled are not planning and regulations related. Planning and regulation related fees will be tabled with the Board in December and take effect if the province does not extend the freeze into 2025.

S. McIntyre presented the proposed updates to schedules D and E of MVCA’s Fee Schedule. Schedule D is related to Conservation Areas, rentals, programs and administration; and Schedule E is related to stewardship services. She highlighted that in schedule D, under Information and Professional Services, the Field Crew (2 staff) plus mileage rate of \$85/hour is

related to enable cost recovery for providing conservation area type services to other organizations.

BOD24/10/21 – 10

MOVED BY: C. Kelsey

SECONDED BY: R. Huetl

Resolved, That the Board of Directors approve Schedules D and E of 2025 Fee Schedule as set out in report 3452/24.

“CARRIED”

CONSENT ITEMS

12. Receipt of Draft Minutes:

- a. Finance and Administration Advisory Committee Meeting, September 30, 2024.
- b. Policy and Planning Advisory Committee Meeting, October 7, 2024.

For information.

13. Staff Compensatory Benefits, Report 3441/24, Stacy Millard.

For information.

14. Appointment of 2024 Auditor, Report 3443/24, Stacy Millard.

BOD24/10/21 – 11

Resolved, That the Board of Directors appoint the firm Baker Tilley REO as the Authority’s Auditor for the year 2024.

“CARRIED”

Adopted by consent agenda

15. LC&RS Community Surveys & Recreational Findings, Report 3444/24, Sally McIntyre.

For information.

16. Portage Routes: History and Use, Report 3446/24, Alex Broadbent.

For information.

ADJOURNMENT

BOD24/10/21 - 12

MOVED BY: A. Vereyken

SECONDED BY: H. Yanch

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

The meeting adjourned at 3:17 p.m.

K. Hollington, Recording Secretary