

Board of Directors Meeting #11/15

December 16, 2015

- DIRECTORS PRESENT:** Art Versteeg, Jim Campbell, Deb Shewfelt, Alvin McLellan, Wilf Gamble, Matt Duncan, Paul Gowing, Bob Burtenshaw, David Turton
- ABSENT WITH REGRETS:** Roger Watt, Alison Lobb
- COMMUNITY MEMBERS:** Brian Slosser
- STAFF PRESENT:** Phil Beard, General Manager/Secretary-Treasurer
Danielle Livingston, Administrative/Financial Services Coordinator
Geoff King, Stewardship Services Coordinator
Stewart Lockie, Conservation Areas Coordinator
Stephen Jackson, Flood/Erosion Safety Coordinator

COMMUNITY ATTENDEES:

1. Call to Order

Chair Art Versteeg welcomed everyone to the meeting and called the meeting to order at 7:00 pm.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

The minutes from the Board of Directors meeting #10/15 held on November 18, 2015 have been circulated to the Directors for their information and approval. The Directors agreed with the minutes and the following motion was made.



THAT the minutes from the Board of Directors meeting #10/15 held on November 18, 2015 be approved.

(carried)

4. Presentations

- a) Best Management Practices that help to Prevent, Trap and Treat Non-Point Source Pollution Runoff: Geoff King, Watershed Stewardship Services Coordinator.

The Garvey Glenn and Middle Maitland projects were featured in this visual presentation. Geoff outlined the importance of focussing on conservation practices that prevent soil and nutrient loss such as cover crops and reforestation. These practices help to build humus and sequester carbon which are important in helping to mitigate climate change. Practices that help to trap soil/nutrients are more expensive and will eventually fill up with soil/nutrients if preventative practices are not used. Stewardship Services is planning to put more emphasis on promoting the use of more preventative practices. These practices are more cost effective and less expensive than those that trap and treat runoff (berms/wetlands). Geoff also outlined the importance of keeping flood prone areas in some type of permanent cover due to the potential for soil/nutrients to be washed into watercourses and the high probability of crop damage. Geoff outlined the types of projects being undertaken in each category and how much funding is going to each type of project.

Following this presentation, the Directors discussed the importance of encouraging landowners to take action to prevent soil/nutrient loss and to protect the productivity of their land for future generations.

5. Business Requiring Direction

- a) 2015 Board Work Plan Review: **Report #77/15**

This report was presented by Phil Beard, GM/ST to review the progress of the Board's work plan throughout 2015.

The Directors reviewed the key outcomes in each area of their work plan.

- Conservation Ontario Strategic Plan: outcomes - commitment to improve governance practices; advocacy with AMO and related sub committees; improved member services related to committee establishment/number/development of training strategy.
- Conservation Authorities Act Review: outcomes - inclusion of need for retention of existing governance structure; multi ministry funding support for core programs related to stewardship/flood/erosion safety; variable grant rate for rural conservation authorities.
- Drinking Water Source Protection Joint Management Committee: outcomes - updated agreement that reflects principles of equal partners; local delivery and common approaches and funding support for MVCA staff involvement in program.
- Government Relations/ National Disaster Mitigation Program: outcomes - watershed MPP's/Federal Candidates have improved understanding of improvements needed to NDMP program to meet needs of rural areas.

- Member Municipalities: outcomes - member municipalities developed a better understanding of MVCA's 3 Year work plan and priorities.
- Administrative/Governance Changes: outcomes - Directors Manual outlining roles and responsibilities of Directors developed; purchasing policies updated; shoreline development policies updated; financial forecast and work plan for 2016-2018 developed; options for future of Falls Reserve identified for further investigation in 2016.
- Occupational Health and Safety Policy Update was not completed in 2015. Will be updated in early 2016.

This motion followed.

Motion FA #113/15

Moved by: Deb Shewfelt

Seconded by: Matt Duncan

THAT report #77/15 be received as presented.

(carried)

b) 2016 Draft Work Plan/Budget: **Report #78/15**

This report delivered by Phil Beard, GM/ST was presented to obtain direction on the MVCA's 2016 priorities, projects and draft budget. The Directors reviewed the priorities in each service area for the coming year. The Board reviewed and discussed the draft budget thoroughly and commended staff for the work done to prepare the draft budget.

Further discussion focused on the Brussels and Gorrie Mill buildings that two community groups are in the process of trying to raise money to repair. At the July meeting, the Board passed this motion.

THAT the MVCA support the efforts of any community groups that may have interest in refurbishing, purchasing or leasing the Brussels and/or Gorrie mills by allowing these groups to proceed with funding applications and feasibility studies; AND THAT any such groups do so and present proposals by December 31, 2015.

Tonight, the Board was informed that the community groups interested in raising funds to restore the Brussels and Gorrie Mills would like an extension so that they can resubmit their joint application to the Ontario Trillium Foundation for funding.

Motion FA #114/15

Moved by: Paul Gowling

Seconded by: David Turton

THAT the Brussels/Gorrie Mill Community Groups be given an extension until April 13, 2016 so that they may reapply for funding to restore both mill buildings.

(carried)

Discussion returned to the draft budget which outlined the prior year approved budget to compare to the 2016 draft budget providing rationale for any changes. A report summarizing revenue, expenditures,

grant, levy, deferred, accumulated surplus dollars were included. Staff will utilize the priorities outlined in Report 78/15 to develop an information package on MVCA's 2016 Priorities/Budget/Levy. A draft outline of the information package will be reviewed with the Board at the January 27th meeting. Staff will also bring forward an updated project budget for 2016 that will include the multi-year projects that are being carried over from 2015.

Motion FA #115/15

Moved by: Deb Shewfelt

Seconded by: Bob Burtenshaw

THAT the draft budget, priorities and proposed general levy be accepted as outlined; **AND THAT** the municipal information package and revised project budget be reviewed at the January 27, 2015 Board meeting.

(carried)

c) Proposed Reserve for Short Term Disability Fund: **Report #79/15**

GM/ST Phil Beard presented this report for the Directors to determine if an accumulated surplus category should be established within MVCA's accumulated surplus for use in funding the authority's short term disability program.

After thorough discussion the Board agreed that an accumulated surplus category should be established and the following motion was approved.

Motion FA #116/15

Moved by: Matt Duncan

Seconded by: Wilf Gamble

THAT a short term disability category in MVCA's accumulated surplus be established; **AND THAT** \$38,000.00 be transferred from working capital to the short term disability category of MVCA's accumulated surplus; **AND FURTHER THAT** the Board reviews and considers adjusting this category amount annually based on the consumer price changes.

(carried)

d) First Call: Chair, Vice and Second Vice for 2016: **Report #80/15**

The Board provides an opportunity for candidates to declare their interest in either the Chair, Vice and Second Vice positions for 2016. The call for declarations in either of the leadership positions will be included in the January 27, 2016 Board meeting.

The following Directors declared an interest in the following positions:

- Art Versteeg declared his interest to run for Chair
- Jim Campbell declared his interest to run for Vice
- Deb Shewfelt declared his interest to run for 2nd Vice

e) Conservation Ontario Response to MVCA letter re Governance: **Report #81/15**

Chair Art Versteeg briefed the Board on the feedback that he received from members of council on the idea of changing CO's Bylaw to restrict voting delegates to CA Board members only. While there was limited support expressed by those that spoke on the idea, it did generate in a better attendance by CA Board members attending CO Council. Art explained that 70% support would be required from CO Council in order for this change to be approved. Art also advised the Board that he congratulated CO staff for moving towards the use of a consent agenda for routine items and updates but that more could be done to ensure that Council could focus their time on items requiring discussion/decision/direction. Art also advised that he encouraged CO to clarify the section of their bylaw on appointments to CO Council. CO should require a copy of either each CA's appointment bylaw or motion outlining who they have appointed to CO council. Art advised that CO has identified the need to improve CO Council in their strategic plan but that they have not set out any framework or timeframe for identifying the changes to be made.

The Board discussed the pros and cons of continuing to push for the changes that MVCA had identified and decided that staff should prepare an outline of the proposed changes for the Board to consider at the January 27th Board meeting. The Board will make a decision at this meeting regarding whether or not to direct the Chair to continue to promote changes in CO's governance bylaws and meetings.

The second matter in report #81/15 regarding Source Protection was presented by GM/ST Phil Beard and Art Versteeg. The MOECC advised all conservation authorities that they would be willing to consider changes to the lead authority in each source protection region if there was interest in making this change. Art asked the Board if they have any interest in investigating the potential for becoming the lead authority for source protection in the Ausable-Bayfield Maitland Source Protection Region being as the majority of the municipal drinking water systems are located in the Maitland/Nine Mile watersheds. The future funding/direction of the program has not been developed as yet and will not likely be clarified until sometime in 2016.

Following discussion and acknowledging that future direction on this program isn't finalized yet, the Board made this motion.

Motion FA #117/15

Moved by: Matt Duncan

Seconded by: Jim Campbell

THAT the Board reviews MVCA's role in Source Water Protection when Provincial funding and the future direction of the program has been determined.

(carried)

f) Draft Directors Manual: **Report #82/15**

At the May Board meeting, the Directors passed the motion "THAT staff develop a MVCA Board of Directors' policy handbook using the Upper Thames River Conservation Authority handbook as a template. Presented by Phil Beard, General Manager/Secretary-Treasurer, this report outlines the draft manual for the Director's review and comment.

The Director's had comments on the following items and then proceeded with the following motion.

- Implement item 16. 4.4.8 on page 13 to present a training opportunity for succession planning.

- Implement item 17. 4.4.9 on page 13 to be prepared for succession planning.
- Implement the taking of minutes during closed sessions as outlined in item 19. 5.5 on page 20.
- Adhere to item 20. 5.7 on page 20.

Motion FA #118/15

Moved by: Matt Duncan

Seconded by: Bob Burtenshaw

THAT the Board Manual/Code of Conduct be revised to include the requirement that individuals/groups requesting to make presentations to the Board to provide a copy of their presentation and or report outlining their reasons for wanting to present to the Board in advance of the meeting. The revised Board manual will be brought back to the Board for approval on January 27, 2016.

(carried)

g) Responses to Proposed Changes to Shoreline Regulation Policies: **Report #83/15**

Stephen Jackson, Flood/Erosion Safety Coordinator presented this report to obtain approval from the Board to amend the MVCA shoreline policies and coastal study requirements.

Following public notification for 30 days of the amended policies on the MVCA website, there were no comments received from the public.

This motion followed.

Motion FA #119/15

Moved by: Deb Shewfelt

Seconded by: David Turton

THAT the MVCA Shoreline Policies be amended as follows: the word “removal” is added with respect to shore protection as follows: "MVCA Permit is required for any repair, maintenance, *removal*, or replacement"; **AND THAT** the MVCA Shoreline Policies be amended to include the guidelines for creating beach access and sitting areas as circulated; **AND FURTHER THAT** the Coastal Study Requirements as circulated be included in the Maitland Valley Conservation Authority Administration Policies for Implementing Ontario Regulation 164/06.

(carried)

All attendees except the Board Members and Recording Secretary were excused from the meeting at this time.

h) In Camera Session: Personnel Matter - GM/ST Performance Evaluation

Motion FA #120/15

Moved by: Deb Shewfelt

Seconded by: Jim Campbell

THAT the Board of Directors move in camera for a personnel matter.

(carried)

Motion FA #121/15

Moved by: Deb Shewfelt

Seconded by: Bob Burtenshaw

THAT the Board of Directors move out of in camera and resume regular session.

(carried)

Attendees that were excused from the closed session were invited back to regular session.

Chair Art Versteeg took this opportunity to express gratitude to GM/ST Phil Beard for the work he does and the following motion was made.

Motion FA #122/15

Moved by: Paul Gowing

Seconded by: Wilf Gamble

THAT the recommendation for the personnel matter be accepted as discussed in camera.

(carried)

6. Reports

a) Chair's Report

Reports from the Chair have been covered under other items earlier in the agenda

b) Director's Reports

One Director acknowledged the great job that Chair Art Versteeg has done at Conservation Ontario addressing the Governance issues raised by MVCA.

7. Consent Agenda

a) Conservation Ontario Council Meeting: **Report #84/15**

b) Revenue/Expenditure Report for November: **Report #85/15**

The following items were circulated to the Board of Directors for their information.

The following motion was made.

Motion FA #123/15

Moved by: David Turton

Seconded by: Alvin McLellan

THAT reports #84/15 through #85/15 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

8. **Review of Meeting Objectives/Follow-up Actions/Next meeting: January 27, 2016 at the Admin Centre in Wroxeter**

Art Versteeg, Chair reviewed the agenda items and declared that direction has been given where necessary and meeting objectives were met.

9. **Adjournment**

The meeting adjourned at 8:45pm with this motion.

Motion FA #124/15

Moved by: Jim Campbell

Seconded by: David Turton

THAT the meeting be adjourned.

carried)

Art Versteeg
Chair

Danielle Livingston
Recording Secretary