

NICKEL DISTRICT CONSERVATION AUTHORITY

Minutes of General Board Meeting

Thursday, March 31, 2011

Room C-12
Tom Davies Square

Commenced: 4:02 p.m.
Adjourned: 6:01 p.m.

PRESENT: Bob Rogers, Chair
 Joe Cimino
 Evelyn Dutrisac
 Lin Gibson
 Mark Signoretti
 Russ Thompson
 Anne Watelet

ALSO PRESENT: Fred Slade & Laurie Rossignol, Slade & Associates
 Nels Conroy, G.S.S.P.C. Chair
 N.D.C.A. Staff

COMMUNICATIONS: Jacques Barbeau
 Joscelyne Landry-Altman

1. Chair Rogers opened the meeting, welcoming all to the March General Board meeting. Before proceeding further, Chair Rogers introduced and welcomed Lin Gibson to the N.D.C.A. General Board. Lin had recently been appointed to the Board by the member municipality which completed the appointments for the four-year term of the General Board. Chair Rogers thanked Lin for her interest in the N.D.C.A. and assured her that the next four years would be exciting and rewarding.

Chair Rogers then acknowledged the presence of and welcomed two new staff members to the N.D.C.A. Natalie Webster, Community Stewardship/Partnership Specialist and Katherine MacKenzie, Policy and Planning Officer, Drinking Water Source Protection Project.

Chair Rogers then called upon Paul Sajatovic, General Manager, to carry on with the next piece of business. With the new General Board now fully in place and with the opportunity to have the members/staff team meet, each person present introduced themselves noting their role/function on the N.D.C.A. team. It was noted that Linda Lachance, Administrative Assistant, was away on vacation at the time of this meeting. P. Sajatovic reaffirmed the commitment of all N.D.C.A. staff to work for and with the General Board in order to ensure the N.D.C.A. remains a conservation leader in our watersheds.

2. No declarations of conflict were declared.

3. Adoption of Agenda/Additions to Agenda

Resolution 2011-23

Cimino - Gibson

That the March 31, 2011 agenda be adopted as circulated.

Carried.

4. Adoption of Minutes of Previous Meeting

a) February 17, 2011

Resolution 2011-24

Watelet - Cimino

That the minutes of the February 17, 2011 Annual General Board meeting, as duplicated and circulated, be approved.

Carried.

b) Business Arising from Minutes

No items of business were raised that were not already on the agenda for this meeting.

5. Presentation of N.D.C.A. 2010 Audited Financial Statement

Copies of the 2010 Financial Statement had been distributed to members. Chair Rogers called upon Fred Slade and Laurie Rossignol, Slade and Associates, to present the major findings in the audit report. Mr. Slade conducted a review of the major findings and emphasized that the N.D.C.A. had finished 2010 in a strong financial position. Mr. Slade referenced a specific change in the reporting status of the Sick Leave Liability Reserve. However, Mr. Slade reassured members that this reserve is still adequately funded and commended the N.D.C.A. for taking the decision to create this reserve five years ago. Mr. Slade and Mrs. Rossignol thanked N.D.C.A. staff for their co-operation and assistance in January when the audit was conducted. After all questions were answered, the following resolution was presented.

Resolution 2011-25

Cimino - Gibson

That the Nickel District Conservation Authority audited 2010 Financial Statement be approved as presented,

AND FURTHER that the Chair and General Manager sign the statement on behalf of the Conservation Authority.

Carried.

6. General Business

a) Appointment to Greater Sudbury Source Protection Authority

Resolution 2011-26

Signoretti - Watelet

That Lin Gibson be appointed to the Greater Sudbury Source Protection Authority for 2011, and until the 2012 NDCA Annual General Board meeting.

Carried.

b) Drinking Water Source Protection Program Update

Chair Rogers advised that the regular N.D.C.A. General Board meeting was being suspended at this time and that a meeting of the Greater Sudbury Source Protection Authority was being convened to receive an update presentation. Members unanimously agreed by show of hands to convene as the GSSPA. Chair Rogers called upon Nels Conroy, G.S.S.P.C. Chair and Judy Sewell, D.W.S.P. Project Manager to make the presentation.

The presentation by Chair Conroy and Mrs. Sewell focused upon the work underway to submit the updated/revised Assessment Report by May 31, 2011; the commencement of the Source Protection Planning process including the mandated notification processes for affected property owners in significant threats areas; the upcoming information sessions for the general public related to the Assessment Report; and the work underway to develop draft policies for the Source Protection Plan. Members had many questions and positive comments for Chair Conroy and Mrs. Sewell. G.S.S.P.A. Chair Rogers indicated that the Source Protection Authority highly values the ongoing work of the Source Protection Committee and the N.D.C.A.'s D.W.S.P. staff. P. Sajatovic advised members that the Drinking Water Source Protection project is a very important component of the N.D.C.A.'s integrated operations. As well, it was noted that N.D.C.A./G.S.S.P.A. representatives will again be meeting with senior City staff in April to continue discussions related to Source Protection Planning implementation post-2012. An update report on these discussions will be provided at the May, 2011 N.D.C.A./G.S.S.P.A. meeting.

Chair Rogers thanked Chair Conroy and Mrs. Sewell for the presentation. GSSPA members then agreed by show of hands to adjourn. Chair Rogers then advised the N.D.C.A. General Board members would reconvene to continue regular business.

c) Development, Interference with Wetlands & Alteration to Shorelines/Watercourses and Fisheries Files Report

Resolution 2011-27

Watelet - Cimino

That the N.D.C.A. Permits 2011-03 to 2011-04 issued in March, 2011 be approved as outlined in the Development, Interference with Wetlands and Alterations to Shorelines/Watercourses and Fisheries Files report.

Carried

d) Staff Hiring Approvals

A report from P. Sajatovic had been distributed to members. Members had also received written background information related to each employee and had met them at the start of this meeting. It was noted that both individuals will be excellent additions to the N.D.C.A. team. With that, the following resolutions were presented.

Resolution 2011-28

Cimino - Watelet

That Natalie Webster be hired as the Nickel District Conservation Authority's Community Stewardship/Partnership Specialist effective March 7, 2011,

AND FURTHER that the General Manager is hereby authorized on behalf of the NDCA to execute a three-year Term Employment Contract with Natalie Webster based on the conditions outlined in the staff report presented at the General Board meeting.

Carried.

Resolution 2011-29

Cimino - Signoretti

That Katherine Mackenzie be hired as the Policy and Planning Officer (maternity leave replacement) for the Drinking Water Source Protection project effective March 28, 2011,

AND FURTHER that the General Manager is hereby authorized on behalf of the NDCA to execute a 15 month Term Employment Contract with Katherine Mackenzie based on the conditions outlined in the staff report presented at the General Board meeting.

Carried.

e) N.D.C.A. Personnel Policy Working Group

A report with recommendations from P. Sajatovic had been distributed to members. Members had some questions and it was noted that a team approach to this work would be beneficial as many difficult issues will have to be considered in order to develop the updated policy. Members agreed with the recommendations and following the discussion, a resolution was tabled.

Resolution 2011-30

Signoretti - Gibson

That the N.D.C.A. form a working group to update the Personnel Policy and to begin developing a human resources Succession Plan,

AND FURTHER that the working group be comprised of the following members and staff:

- 1) Lin Gibson
- 2) Mark Signoretti
- 3) Paul Sajatovic
- 4) Linda Lachance, and
- 5) Melanie Venne,

AND FURTHER that the working group will provide regular updates to the General Board with the goal of having the final personnel policy and draft succession plan strategy ready for approval no later than September 30, 2011.

Carried.

f) N.D.C.A. Corporate Website Updates/French Translation

At the January, 2011 Special General Board meeting, staff was directed to bring information back to members in relation to these issues. Detailed information was attached and P. Sajatovic provided further clarification verbally. It was noted that the website upgrades would include the incorporation of social media/networking opportunities. As well, the French translation of the website will take some time to complete as there are currently 52 pages of content to deal with. Members had questions and once those were answered, the following resolution was presented.

Resolution 2011-31

Gibson - Signoretti

That the Nickel District Conservation Authority work with Off Road Productions (ORP) to update the NDCA corporate website as outlined in the submission from ORP,

AND FURTHER that the NDCA proceed to translate the entire corporate website into french using the services of Transduction MJP,

AND FURTHER that Transduction MJP be requested to submit a proposal to provide the required translation services which will be subject to final General Board approval,

AND FURTHER that the funding for this work will be taken from the Levy Stabilization Reserve with the work to be completed no later than September 30, 2011.

Carried.

g) 2010 Performance Measurement Report

Performance measurement reports are a means of assessing annual progress towards meeting strategic goals and policies. A combination of financial and non-financial indicators are used to measure efficiencies and effectiveness. Members were given the proposed 2010 report and a copy of the N.D.C.A. Strategic Plan prior to this meeting. Members reviewed the report based on the framework outlined. P. Sajatovic noted that the 2011 report framework would be substantially different in order to reflect the N.D.C.A.'s Strategic Plan priorities/directions and Business Plan content. General Board members then proceeded to consider the following resolution.

Resolution 2011-32

Dutrisac - Watelet

That the Nickel District Conservation Authority 2010 Performance Measurement Report be approved as presented,

AND FURTHER that copies of this report be distributed to members of City Council and senior City staff.

Carried.

h) Lake Laurentian Conservation Area Visioning Process

The N.D.C.A. Strategic Planning process confirmed the need to develop a Vision/Master Plan for the Lake Laurentian Conservation Area. A detailed report had been given to members prior to this meeting. Chair Rogers and P. Sajatovic provided further background information concerning the recommended engagement of Paddy O'Sullivan as the Facilitator. Based on the information provided, and after all questions were answered, the following resolution was presented.

Resolution 2011-33

Watelet - Dutrisac

That Patrick (Paddy) O'Sullivan be retained to provide facilitation services for the Lake Laurentian Visioning process based on the Services Engagement proposal submitted,

AND FURTHER that the funding to the upset limit negotiated for the full engagement of services (HST included) be taken from the Lake Laurentian reserve account.

Carried.

i) N.D.C.A. Office Space Needs

P. Sajatovic had discussed this matter with General Board members at the February meeting. Members directed the General Manager to proceed as outlined and report back at this meeting. P. Sajatovic reported to members that the municipality is currently reviewing space allocation/availability within the municipal complex zone. The N.D.C.A.'s needs are being considered and further information should be

available for consideration by the General Board in the near future. Once further information is received from the City, a detailed report including costings, will be presented to the N.D.C.A. General Board for final decisions when necessary.

j) Xeneca Power Development Inc. (Xeneca) - Vermilion River Hydroelectric Generation Proposal

Xeneca is investigating the potential of developing hydroelectric generating stations at sites on the Vermilion River. Three of the sites are within the N.D.C.A. watershed area. General Board members received background information which currently exists as provided by Xeneca. As well, the N.D.C.A. and G.S.S.P.A. had received a letter in February, 2011 from the Vermilion River Stewardship group requesting certain actions be taken in relation to the proposals.

A staff report detailed the N.D.C.A./G.S.S.P.A.'s involvement in the process at present. Further, it was recommended that in order to clarify certain issues and to maintain open communications with the stewardship group that a letter be sent from the N.D.C.A./G.S.S.P.A. Members received assurance from the General Manager that this will be done immediately and that staff will continue to monitor this process very closely bringing reports back to the General Board as required.

k) Conservation Ontario Update

March 7, 2011 Council Meeting - Chair Rogers reported verbally on the main issues discussed. It was also noted that a written summary report prepared by the Chair would be attached to these minutes for the information of members. Chair Rogers and P. Sajatovic advised members that Mr. Don Pearson, General Manager, Conservation Ontario, and hopefully the Chair of Conservation Ontario would be attending the N.D.C.A.'s May, 2011 General Board meeting. Members were pleased to receive this news and look forward to welcoming Conservation Ontario representatives to our watershed.

l) Spring Runoff Update Report

P. Sajatovic provided a verbal update to members and noted that the annual spring runoff meeting with stakeholder and partner agencies had been held on March 15th. At the time of this meeting, no runoff issues had arisen. Conditions throughout all watersheds are being closely monitored. The N.D.C.A. is actively engaged with partners such as Ontario Power Generation, Domtar, Vale and the City of Greater Sudbury. If conditions warrant, the N.D.C.A. is prepared to respond as the Area Flood Co-ordination advisory agency and General Board members will be fully informed at all times.

7. In-Camera (Legal/Personnel/Property)

Resolution 2011-34

Cimino - Gibson

That we go in-camera at 5:40 p.m.

Carried.

At 5:55 p.m., the Chair of the in-camera session reported that two legal/litigation matters had been discussed and that no resolutions would be forthcoming at this time.

8. New Business

a) Member Orientation Manual (2011 to 2014)

P. Sajatovic advised members that the manuals would be distributed in early April. It was also reaffirmed with members that if one-on-one sessions are required, the General Manager and staff will make that happen.

b) Next Scheduled General Board Meeting

The next regularly scheduled General Board meeting will be held on Thursday, April 21, 2011, at 4:00 p.m., in Room C-12.

No other business was transacted.

9. Adjournment

Resolution 2011-35

Signoretti - Cimino

That we do now adjourn.

Carried.