

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

BOARD OF DIRECTORS VIDEO-CONFERENCE

Mississippi Valley Conservation Centre
Carleton Place

MINUTES

October 21, 2020

MEMBERS PARTICIPATING:

J. Mason, Chair
G. Gower, Vice-Chair;
J. Atkinson;
F. Campbell;
E. El-Chantiry;
T. Fritz;
B. Holmes;
J. Inglis;
J. Karau;
W. King;
P. Kehoe;
C. Lowry;
P. Sweetnam;
K. Thompson.

MEMBERS UNAVAILABLE:

E. Burke;
R. Darling;
G. McEvoy.

STAFF PRESENT:

S. McIntyre, General Manager;
A. Millar, Treasurer;
M. Craig, Manager, Planning and Regulations;
R. Fergusson, Operations Supervisor;
S. Gutoskie, Community Relations Coordinator;
J. North, Water Resources Technician;
E. Levi, Recording-Secretary.

J. Mason called the virtual meeting to order at 1:00 p.m.

B10/21/20-1

MOVED BY: E. El-Chantiry

SECONDED BY: K. Thompson

Resolved, That the Agenda for the October 21, 2020 Board of Directors Meeting be adopted as presented.

“CARRIED”

1. Approval of Minutes – Board of Directors Meetings

B10/21/20-2

MOVED BY: J. Inglis

SECONDED BY: T. Fritz

Resolved, That the Minutes of the Mississippi Valley Board of Directors meeting held on

September 16, 2020 be received and approved as printed.

“CARRIED”

2. Business Arising

Update – Valuation of Palmerston Beach Property

S. McIntyre advised that the appraisal of the property done by Rivington and Associates indicated a value of \$200,000.

J. Inglis noted his surprise with the valuation when an agreement was already in place with North Frontenac for the transfer in amount of \$2.00.

S. McIntyre explained that the Agreement to purchase was still in place and there was no intent for North Frontenac to do anything in exchange for the property. The Board wanted North Frontenac to have an appreciation for the value of the property.

Update – Bell Contract

S. McIntyre advised that the Authority was successful in obtaining a 20% increase to the lease fee with Bell Canada retroactive to 2015 for the easement on the K&P.

Update – Carp River Conservation Area

S. McIntyre advised that the executed contract with City has been received and that the property can now be considered a Conservation Area with the MVCA logo on it. She stated that ownership of the property remains with City of Ottawa and the MVCA has a 5-year lease to use it as an educational area.

3. Watershed Update

J. North gave a presentation regarding the rationale of fall drawdowns and their schedule. She noted it was to retain storage capacity to accommodate spring run-off.

She reviewed current conditions and the long-range forecast.

4. Budget Control Report

A. Millar gave a presentation in regard to Staff Report 3085/20, attached. She advised that both revenues and expenditures are still on track. The projected deficit is \$78,500, consistent with previous reports.

She advised the Authority was successful in receiving Emergency Funding; however there is some question as to whether the MVCA qualifies, so funds will be set aside as deferred revenue until it is confirmed that repayment will not be required.

She noted the MVC Foundation agreed to transfer \$10, 000 to MVCA from a court-ordered donation

to offset legal costs and staff time for wetland protection.

E. El-Chantiry asked if any forecasts are available for 2021. A. Millar referred to S. McIntyre's following report addressing budget pressures for 2021. She commented that the operating surplus has been reserved to carry the Authority through tough years.

5. 2021 Budget Process and Assumptions

S. McIntyre presented Staff Report 3086/20, attached. She reviewed the proposed approach and assumptions to be used to develop the 2021 Budget. She advised that cost of living increases would be held to 2.0% in the operating budget and 2.5% for the capital budget, and 1.5% across the board for growth. She recommended that the Authority consider debt financing for its portion of Kashwakamak and Shabomeka Lake dam projects and any major capital works on assets with lifecycles greater than 25 years.

E. El-Chantiry noted it was a good time to borrow given the low interest rates. A. Millar advised that the Authority has only used a fraction of its available borrowing capacity.

There was discussion regarding use of climate change as a criterion for priority setting. J. Karau noted that the Policy and Priorities Committee had recommended its inclusion under project drivers. J. Karau stated that its inclusion needs to be more substantial to identify clear priorities. J. Mason agreed that the Committee had discussed its inclusion and that minutes would be reviewed to confirm the recommendation.

F. Campbell expressed her concern over the 2.5% increase. She advised that Beckwith didn't raise taxes last year because of hard times and the Authority should consider this as well. S. McIntyre commented that 2.5% is only for the capital budget and only due to pressures. As part of the total budget it's actually quite a small percentage. A. Millar agreed to provide the exact amount of Beckwith's contribution and advise F. Campbell subsequent to the meeting.

B10/21/20-3

MOVED BY: P. Sweetnam

SECONDED BY: C. Lowry

Resolved, That the Board of Directors direct staff to develop the 2021 Budget and related documents in accordance with the following parameters:

- 1. An assumed growth in tax assessment of 1.5%.**
- 2. A municipal levy increase of 2.0% to the operating budget.**
- 3. A municipal levy increase of 2.5% to the capital budget.**
- 4. Potential debt financing of capital works on assets with lifecycles greater than 25 years.**

“CARRIED”

6. 2021 Fee Schedule

M. Craig reviewed the proposed 2021 Fee Schedule in attached Staff Report 3087/20. He advised it was prepared in consultation with partners South Nation Conservation and Rideau Valley

Conservation Authority. He noted the new format for permitting fees is consistent with CA partners and easier for applicants to understand. He advised HST is not charged for planning fees.

B10/21/20-4

MOVED BY: B. Holmes

SECONDED BY: B. King

Resolved, That the Board of Directors approve the 2021 Fee Schedules A, B, C and D, as presented.

“CARRIED”

7. Draft Stimulus Projects

S. McIntyre reviewed the projects contained in Staff Report #3088/20 attached, which may be eligible for federal or provincial stimulus funding. She highlighted details of the LiDAR project.

P. Kehoe questioned why the Authority was investing so much into the parking lot at the Mill of Kintail when the future of the Museum is up in the air. S. McIntyre advised that the area is more than just a museum and the majority of people visit the site itself. Visitation has doubled with the pandemic, even with museum closed. J. Mason commented that regardless of what happens with museum, there are still 154 acres to the conservation area property and continued investment is required.

S. McIntyre advised that while potential projects cannot be finalized until program eligibility criteria is released, it is anticipated that Board approval will be an application requirement which is why general approval from the Board is being sought.

B10/21/20-5

MOVED BY: J. Karau

SECONDED BY: J. Atkinson

Resolved, That the Board authorize the submission of one or more funding applications to federal and provincial stimulus programs requesting cost share funding to complete one or more projects identified herein.

“CARRIED”

8. Mississippi River Watershed Plan Goals and Objectives

S. McIntyre reviewed Staff Report 3079/20, attached regarding draft Mississippi River watershed goals and objectives. She noted these were taken to Policy & Priorities Committee for review and comment. Staff subsequently amended the goals and objectives based upon Committee feedback and then workshopped them with the Public Advisory Committee. She advised that staff are in the process of drafting a discussion paper and that these goals and objectives would included.

B10/21/20-6

MOVED BY: T. Fritz

SECONDED BY: E. El-Chantiry

Resolved, That the Policy & Priorities Committee recommend that the Board approve

the Goals and Objectives set out herein for the Mississippi River Watershed Plan.

“CARRIED”

9. Employee Manual: Vacation and Gratuities Policies

S. McIntyre reviewed Staff Report 3083/20, attached. Changes are proposed to receipt of gifts and gratuities; and carry-over of vacation balances The proposed gift policy changes have been in effect since earlier this year with staff support.

B10/21/20-7

MOVED BY: B. Holmes

SECONDED BY: K. Thompson

Resolved, That the Policy & Priorities Committee recommend that the Board amend the Employee Manual to read as follows:

Section 3.1.2 Gifts and Gratuities

a) No employee will accept cash gifts.

b) No employee will accept gifts of food and drink greater than \$10.

c) Staff that receive gifts, gift-cards, or e-vouchers valued at greater than \$10 shall inform the GM.

d) The GM will determine whether the gift can be accepted and an appropriate response to the giver.

e) Where gifts are accepted, they will be:

a. placed into the MVCA Social Fund and used for the benefit of all staff, the beautification of the main office, or other initiatives in keeping with the mandate of the MVCA; or

b. auctioned off as a fundraising item.

Section 7.1 Vacation

Employees cannot carry a balance of more than 4 weeks at the end of any year of employment (i.e. employment anniversary date.)

“CARRIED”

10. Parking at Mill of Kintail Conservation Area

R. Fergusson reviewed Staff Report 3089/20, attached. The Mill of Kintail is experiencing parking difficulties due to much higher use of the property. Street parking near the entrance limits visibility and sight-lines for people exiting the site and a safety issue for people walking along road. Mississippi Mills staff agrees that there is a safety issue and are prepared to recommend parking restrictions in front of the site. The Authority requires board approval to send a letter to the municipality seeking zoning restrictions in front of the site entrance.

B10/21/20-8

MOVED BY: P. Kehoe

SECONDED BY: C. Lowry

Resolved, That the Board direct staff to make application to the Municipality of Mississippi Mills to implement parking restrictions on the 8th Line as set out in this report.

“CARRIED”

11. Changes to Provincial Environmental Compliance Approval Applications

M. Craig provided a summary of forthcoming changes to Ontario’s environmental approval process for municipal sewage works (including stormwater), as outlined in the attached Staff Report 3090/20. He noted the changes will not be in effect until next year.

M. Craig advised he has been discussing possible information sessions for Eastern Region Conservation Authorities with the Ministry.

J. Karau asked what implications to or similarities with Source Water Protection (SWP) plans there may be. M. Craig advised these changes are to align with the SWP program but available details are very light and more information should come in the future.

12. Permit Applications

M. Craig reviewed permits issued from March 11, 2020 to October 8, 2020, attached in Staff Report 3091/20.

E. El-Chantiry asked for confirmation of when fees return to full cost for permits associated with flooding. M. Craig advised the reduced fee period expires October 31, 2020. He noted that the public appears to be aware of the deadline and applications are being submitted in order to meet the deadline and the authority is accepting them. However, staff would ensure that communications would be issued to remind people of the deadline.

13. Future Meeting Items

S. McIntyre reviewed the draft agenda for the December meeting. She noted most items are standard other than the Interim Financial Plan and 10-year Capital Plan. There is potential for a draft discussion paper regarding the Watershed Plan to be tabled as well.

Additionally, if the province proceeds with regulatory changes as promised this fall, they will be brought to the December meeting.

A Source Protection Authority meeting will also be required in December.

S. McIntyre reviewed a draft agenda for the AGM in February 2021 which contains the items typically reviewed at that meeting. She noted that the Discussion Paper would likely go forward then if not in December.

J. Mason reminded members there is no Board meeting in November.

ADJOURNMENT

The meeting was adjourned at 3:04 p.m.

B10/21/20-9

MOVED BY: F. Campbell

SECONDED BY: E. El-Chantiry

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

“E. Levi, Recording Secretary

J. Mason, Chair”

REPORT

3085/20

TO:	Board of Directors, Mississippi Valley Conservation Authority
FROM:	Angela Millar, Treasurer
RE:	Q3 - Budget Control Report – up to September 30, 2020
DATE:	October 16, 2020

Recommendations:

That the Board receive this Budget Control Report for information purposes.

1.0 PURPOSE

The purpose of this report is to provide a comparison of year-to-date expenditures and revenues to the approved 2020 Budget; and to provide an update to the Budget Control Report provided to the Finance Committee and Board in September 2020.

Table 1: Operations Budget	2019 Actual	2020 Budget	YTD as of September 30, 2020	%YTD
Expenditures				
Corporate Services	\$774,952	\$606,469	\$424,165	70%
Watershed Management	\$1,529,063	\$1,485,131	\$956,261	64%
Flood and Erosion Control	\$644,557	\$705,579	\$491,407	70%
Conservation Services	\$638,727	\$849,262	\$483,890	57%
Total Operating	\$3,587,299	\$3,646,441	\$2,355,723	65%
Revenues				
Municipal Levy	\$2,363,388	\$2,650,214	\$1,779,588	67%
Provincial Transfer Payment	\$128,438	\$128,438	\$128,436	100%
Special Grants	\$25,161	\$25,161	\$37,318	148%
User Fees & Contract Revenue	\$513,617	\$412,000	\$271,764	66%
Special Reserves	\$118,229	\$115,368	\$47,690	41%
Other	\$438,465	\$315,260	\$90,926	29%
Total Revenues	\$3,587,299	\$3,646,441	\$2,355,723	65%

2.0 FINDINGS

As of September 30, 2020, revenues and expenditures are on track for this time of year as shown in Table 1. Planning and permit revenues along with parking revenues for the conservation areas continue to be strong despite COVID impacts on the economy and a fee discount applied to those affected by the 2019 flood. The 50% reduction in fees expires at the end of October 2020. Historical trends suggest that these revenue streams will decline in the fourth quarter.

Earlier this fall, MVCA applied for and was awarded a grant under the Canada Emergency Wage Subsidy (CEWS) that provides a 75% wage subsidy for eligible employers. Payment in the amount of \$110,800 has since been received by the Authority. However, the list and definition of eligible employers remains unclear and for this reason the funds received from this program have been placed into 'Deferred Revenue' until it is clear that the Authority will not be required to return the funds. Staff will update the Board as this matter as it is clarified.

Notification of award and payment was received from the Canadian Heritage Emergency Fund to support the museum operating costs due to COVID-19 in the amount of \$11,899.

At the recent Mississippi Valley Conservation Foundation meeting, the Foundation Board agreed to transfer monies to the Authority to:

- cover 2019 and 2020 costs incurred for development of the Eco-Trekr application for the Carp River Conservation Area; and
- offset 2020 staff and legal costs related to protecting wetlands. Receipt of this transfer is contingent upon the Foundation receiving funds as prescribed by a Court Order.

As previously reported in September 2020, the following details are still valid.

Revenue losses suffered during 2020 have been partially mitigated by MVCA receiving funding from the Temporary Emergency Wage Subsidy (TEWS) in the amount of \$25,000. This program assisted eligible employers by reducing 10% of payroll deductions (over a three-month period) that they need to remit to the Canada Revenue Agency (CRA), up to a maximum of \$25,000.

MVCA was successful in receiving Canada Summer Job funding for two students for 8 weeks each at 100% to cover wages only. Total funding to be received is \$7,840. One student assisted with the Monitoring program and the other assisted with stream gauge and flow automation.

Under a shared agreement with the City of Ottawa, several floodplain mapping studies have been committed and more work is to be completed this year than was included in the 2020 budget. The City has paid MVCA \$48,785 per year for the studies identified in this agreement and previous years actual expenses for these projects have been less than the funds received from the City in some years. However, 2020 will reflect higher expenses than revenue received due to the

scheduling and overlap that has occurred between the project status and years of the agreement period.

The Water Quality Baseline Monitoring Project with the City of Ottawa has been reduced for 2020. Therefore, reducing the Special Levy amount to be received by \$25,148. As this program was at risk due to the pandemic and resulting budget constraints, staff have been redeployed through a work share agreement with the Rideau Valley Conservation Authority for the Septic Inspection / Re-Inspection programs. RVCA will reimburse MVCA for staff costs and this agreement is estimated to generate \$22,262 in revenue.

As identified in the Q1 Budget Control Report, some projects/expenditures included in the 2020 Budget are no longer viewed as priorities or possible given current circumstances, specifically:

- Timesheet software for managing anticipated regulatory changes, \$10,000
- Attendance by Board members and staff at the Latornell Conference, \$14,000
- Summer student positions will not be filled at Mill of Kintail for Museum and Education program, \$22,850

Expenses have increased due to the pandemic response and include: additional cleaning products; personal protection equipment; mileage for staff to travel to and from job sites individually; computer hardware and software requirements for staff working remotely; and increased staff time to perform additional cleaning responsibilities. The costs associated with these COVID-19 responses are estimated to cost \$32,000 for 2020 and have been included in the Table below. The additional cleaning responsibilities performed by MVCA staff will result in increased TOIL balances for those performing those tasks. Interestingly, although the mileage costs have increased for multiple vehicles being utilized to transport more than one employee to a job site there has also been a decrease in mileage for staff and Board members not travelling to and from meetings as many have been held virtually.

At present, all office staff continue to work from home or on a rotating basis in the office and are completing tasks according to their job descriptions.

Table 2 illustrates how expenditures and revenues may be impacted this year based upon information available today.

Table 2: Operations Budget	2020 Budget	At Risk Revenues	Increased Expenses / Revenues	Projected Savings	Projected YE Surplus/(Deficit)
Expenditures					
Corporate Services	\$606,469		\$28,419		\$634,888
Watershed Management	\$1,485,131		\$33,480		\$1,518,611
Flood and Erosion Control	\$705,579			(\$8,211)	\$697,368
Conservation Services	\$849,262			(\$11,481)	\$837,781
Total Operating	\$3,646,441				\$3,688,648
Revenues					
Municipal Levy	\$2,650,214	(\$25,148)			\$2,625,066
Provincial Transfer Payment	\$128,438				\$128,438
Special Grants	\$25,161		\$12,157		\$37,318
User Fees & Contract Revenue	\$412,000	(\$34,000)			\$378,000
Special Reserves	\$115,368			(\$11,625)	\$103,743
Other	\$315,260		\$22,234		\$337,494
Total Revenues	\$3,646,441				\$3,610,059
Projected YE Surplus/(Deficit)					(\$78,589)

3.0 RESERVES

As previously stated in the Interim Financial Update Report, Table 3 shows the 2019 year-end balance and 2020 budgeted allocations. The impact of the 2020 capital projects and projected operational deficits are anticipated to impact the reserve balances (as highlighted / identified in Table 3). These balances will be updated in a future reporting to reflect any decisions of the Board.

Table 3: Reserves	Dec 31 2019 Balance	2020 Projected Allocations FROM Reserves	2020 Budget Allocations TO Reserves	Projected Dec 31 2020 Balance
Building Reserve	338,701	0		338,701
Information Technology Reserve	32,000	15,700		16,300
Museum Building & Art Reserve	4,398	0		4,398
Sick Leave Reserve	73,843	0		73,843
Vehicles & Equipment Reserve	95,403	14,000		81,403
Water Control Structure Reserve - MVCA	208,885	0	89,761	298,646
Water Control Structure Reserve - Glen Cairn - Prov	578,771	204,668		374,103
Conservation Areas Reserve	17,000	0	25,000	42,000
Operating Reserve	918,969	88,589		830,380
Total	2,267,970	322,957	114,761	2,059,774

As previously stated, the COVID-19 pandemic is one of the most extreme and impactful events of this generation. Therefore, it is reasonable that during this time a draw down of reserves be made, if required. Management continues to explore options to further minimize expenditures and the need to draw down reserves at year-end to meet operational deficits.

REPORT

3086/20

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	2021 Budget Process and Assumptions
DATE:	October 16, 2020

Recommendation:

That the Board of Directors direct staff to develop the 2021 Budget and related documents in accordance with the following parameters:

1. An assumed growth in tax assessment of 1.5%.
2. A municipal levy increase of 2.0% to the operating budget.
3. A municipal levy increase of 2.5% to the capital budget.
4. Potential debt financing of capital works on assets with lifecycles greater than 25 years.

1.0 BACKGROUND

Regulatory changes expected earlier this year under Bill 108 did not materialize and the Authority remains in a position of uncertainty heading into the 2021 budget planning cycle. Reports 3073/20 and 3074/20 tabled in September identified short and long-term budgetary pressures on the Authority. Given the financial pressures facing MVCA, it is prudent to begin to transition the organization to focus on “mandatory” programs under the new legislation.

2.0 BUDGET PROCESS

In consultation with the Executive Committee, the following budget review process is proposed:

- 1) October 2, 2020 - Policy & Priorities Committee provided comments on an evaluation methodology to be used by staff to prioritize activities for budgeting purposes;
- 2) October 21, 2020 – Board to provide 2021 budget direction;
- 3) Week of November 9, 2020 – Policy & Priorities Committee to provide comment on program and service priorities set out in the draft 2021 Budget, Interim Financial Plan, and updated 10-year Capital Plan;

- 4) Week of November 16, 2020 – Finance & Administration Committee to provide comment on the draft 2021 Budget and related plans;
- 5) December 2, 2020 – Board to endorse Draft 2021 Budget for municipal circulation.
- 6) February 2021 – Finance & Administration Committee to receive 2020 Audited Financial Statements.
- 7) February 2021 AGM – Board to approve Final 2021 Budget, the Interim Financial Plan, and updated 10-year Capital Plan.

3.0 2021 Budget Assumptions

3.1. Growth and Inflation

Due to the significant contribution of the City of Ottawa to the municipal levies of MVCA, Rideau Valley Conservation Authority (RVCA), and South Nation Conservation (SNC), all three CAs follow the direction of the City in establishing growth and inflation allowances. Earlier this month, the City of Ottawa set the following directions for development of its 2021 Budget¹:

- taxation revenues generated from new properties (assessment growth) to be estimated at 1.5 per cent of current taxation for 2021; and
- a municipal levy increase not to exceed 2.5%.

Due to significant capital budget pressures, staff propose to apply the full 2.5% to the capital levy. However, in recognition of the budget pressures being experienced by area municipalities, businesses and residents, staff propose a 2% increase to the general levy for operating expenses. The 1.5% property assessment increase will be applied to both the capital and general levies in recognition of the significant impacts of growth on Authority operations. These changes are in line with the increases being brought forward by our partners RVCA and SNC.

Despite COVID-19, MVCA and other Eastern Ontario CAs have witnessed continued high levels of land development. Resultant shortages in materials, trades, and equipment have led to a significant increase in costs in the market place. This trend is expected to continue and could impact both operating and capital costs in 2021.

Earlier this year, questions were raised about the sources used by the Authority to set cost of living wage increases and mileage rates. At present, MVCA uses the following:

Mileage The National Joint Council website, which provides “provincial rates payable in cents per kilometer for the use of privately-owned vehicles driven on authorized government business travel”. The rate for Ontario effective January 1, 2020 is \$0.565/km.

¹ <http://ottwatch.ca/meetings/file/658982>

By comparison, the 2020 Canada Revenue Agency (CRA) mileage rate is as follows:

- \$0.59 for the first 5,000 km
- \$0.53 for each additional km

Cost of Living Index Statistics Canada “Consumer Price Index (CPI) for Ontario – All”, when proposing annual cost of living increases for employees.

A recent survey of watershed municipalities found the following:

- Most use the Canada Revenue Agency as their resource for determining any proposed changes to their mileage rate. Therefore, MVCA mileage rates for the past 3 years have been less than most member municipalities.
- For wage increases, most non-unionized member municipalities use the same index as MVCA (CPI - Ontario - All), with variation in which month is used. For example, some access this source for the month of August while some use September or October. The key is to use the same month every year. Historically, the Authority has used the rate published in August.

Based upon this review staff do not recommend changing the approach used by the Authority.

2.4 10-year Capital Program

As noted in the Background Report to the Interim Financial Plan (Staff Report 3074/20), projected capital needs for the next 10-year period are roughly double what was identified in the 2018 Plan. This increase is due to a combination of:

- inclusion of all assets managed by the Authority;
- consideration of regulatory and lifecycle needs; and
- increased complexity and costs associated with major projects.

The Authority has used debt financing to address peaks in capital pressures previously—during the funding cuts experienced in the 1990s, and more recently to allow for construction of the administrative building.

Staff recommend that staff be directed to explore how debt financing can be used in 2021 and over the next 10-years to maintain Authority assets while mitigating significant increases to the capital levy and maintaining appropriate reserve balances for emergencies. And, that staff be authorized to contact one or more member municipalities to debenture the debt on the Authority’s behalf, in the event that debt financing be approved in the 2021 Budget.

REPORT

#3087/0

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Matt Craig, Manager, Planning and Regulations, Angela Millar, Treasurer
RE:	2021 Fee Schedules
DATE:	October 15, 2020

Recommendation:

That the Board of Directors approve the 2021 Fee Schedules A, B, C and D, as presented.

1.0 PURPOSE

The Board of Directors approves Fee Schedules on an annual basis. Attached are Fee Schedules for each approval/review program offered by the Authority.

Staff discussed fee adjustments with Conservation Partners (CA's delivering services within the City of Ottawa) to ensure consistency.

2.0 DISCUSSION

Staff propose a 2% cost of living adjustment in fees for 2021. This adjustment represents a status quo adjustment and is consistent with past Board's decisions. The table below summarizes the changes proposed for each Schedule.

There are a few exceptions to this and are included in Schedule D for the Board's consideration. It is proposed, in the attached schedules, that there be no increase applied for 2021 for the Education Program, as this program is currently suspended and the daily parking /entrance fee at the Mill of Kintail Conservation Area. The parking / entrance fee at the Morris Island Conservation Area is proposed to increase from the current \$3 per day rate to \$6 per day to be consistent with the fee to park at the Mill of Kintail Conservation Area. This proposed fee increase, although may seem significant, is recommended as the costs related to cleaning the washrooms during 2020 and the increased number of users visiting the Morris Island Conservation Area warrants and necessitates this proposed increase. It is further proposed that

the parking / entrance fee for both sites be limited to a 4-hour time limit rather than providing access for the full day.

Schedule	Proposed Changes for 2021
A: Planning	<ul style="list-style-type: none"> • 2% adjustment
B: Conservation Permits	<ul style="list-style-type: none"> • 2% adjustment to fees • Format - categories separated by type of application to provide greater clarity • Refundable Security Deposits increased by \$500.00 • Hearing fee increased from \$175 to \$200
C: Technical Reviews	<ul style="list-style-type: none"> • 2% adjustment
D: Information, Professional Services	<ul style="list-style-type: none"> • 2% adjustment • New rates to align with other CAs: <ul style="list-style-type: none"> ○ Professional fee increase from \$90 to \$100 ○ Technical increase from \$60 to \$65 ○ New Management fee of \$125 • Morris Island fee increase to \$6

The fees proposed in the attached Schedules are consistent with Conservation Partners delivering services within the City of Ottawa, and with past Board decisions.

ATTACHMENT:

Proposed Fee Schedule

REPORT

3088/20

TO:	Policy & Priorities Committee, Mississippi Valley Conservation Authority
FROM:	Sally McIntyre, General Manager
RE:	Stimulus Projects
DATE:	October 16, 2020

Recommendation of the Policy & Priorities Committee:

That the Board consider submission of grant applications for one or more of the projects identified herein; and approve the use of capital reserves as needed to meet MVCA's financial commitment.

Staff Recommendation:

That the Board authorize the submission of one or more funding applications to federal and provincial stimulus programs requesting cost share funding to complete one or more projects identified herein.

1.0 BACKGROUND

Several provincial and federal economic stimulus programs are expected over the coming months and there will be an opportunity for MVCA to complete planned works and address budgetary pressures at significantly reduced costs. All grant programs will expect MVCA to make a financial commitment to the project.

While potential projects cannot be finalized until program eligibility criteria is released, it is anticipated that Board approval will be an application requirement which is why we are seeking general approval from the Board. Therefore, in order to allow for timely submission of stimulus project applications, and based upon consultation with the Policy & Priorities Committee, staff have prepared a short-list of projects for authorization by the Board. All of the projects identified can be completed by the end of 2021 as this appears to be the deadline that most programs will impose.

2.0 PROPOSED PROJECTS

Table 1 provides a brief description of the shortlisted project, a brief rationale for the project, and identifies the estimated total cost and subsidy, potential partners, and possible constraints. The combined value of the 8 projects is just over \$2 million, of which just over \$1 million is expected could be subsidized. Table 2 shows the 2019 year-end reserve balances. It is unlikely that all proposed projects will be funded. If they were, reserves alone could not fund all the projects. Therefore, as replacement of the Shabomeka Lake Dam is a long-term asset improvement, it is recommended that that financing be sought for that project to enable the organization to retain adequate reserve balances.

REPORT

3088/20

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FROM:	Sally McIntyre, General Manager
RE:	Stimulus Projects
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While potential projects cannot be finalized until program eligibility criteria is released, it is anticipated that Board approval will be an application requirement which is why we are seeking general approval from the Board. Therefore, in order to allow for timely submission of stimulus project applications, and based upon consultation with the Policy & Priorities Committee, staff have prepared a short-list of projects for authorization by the Board. All of the projects identified can be completed by the end of 2021 as this appears to be the deadline that most programs will impose.

2.0 PROPOSED PROJECTS

Table 1 provides a brief description of the shortlisted project, a brief rationale for the project, and identifies the estimated total cost and subsidy, potential partners, and possible constraints. The combined value of the 8 projects is just over \$2 million, of which just over \$1 million is expected could be subsidized. Table 2 shows the 2019 year-end reserve balances. It is unlikely that all proposed projects will be funded. If they were, reserves alone could not fund all the projects. Therefore, as replacement of the Shabomeka Lake Dam is a long-term asset improvement, it is recommended that that financing be sought for that project to enable the organization to retain adequate reserve balances.

Table 1: Recommended Projects for Stimulus Funding

Project	Cost Estm.	Estm. Grant
<p>1. Shabomeka Lake Dam Reconstruction</p> <p>Scope: Tendering, construction, contract administration and inspection services, as-built drawings.</p> <p>Rationale/Benefits: This is a priority project per the 2020 Budget and current 10-year Capital Plan. The dam requires replacement within 12 months. The dam is the most upstream structure on the system is one of the largest structures controlling flow on the river. Work must proceed and it may be possible to secure federal funding in lieu of provincial WECl funding.</p> <p>Potential partners: MNRF - WECl. It may be possible to obtain funding from both levels of government to further offset costs to the Authority.</p> <p>Constraints: existing site bedrock conditions, procurement timelines; competition for construction services; agency approvals; limited construction season. It is recommended that MVCA obtain financing for its contribution to this project.</p>	<p>\$1.5 million</p>	<p>50%</p>
<p>2. LiDAR and Flood Risk Analysis – Upper Mississippi River</p> <p>Scope: Acquisition of LiDAR elevation data for the Mississippi River corridor upstream of Mississippi Lake and flood risk analysis and flood inundation mapping for major MVCA owned and operated dams in support of Lake Dam Safety updates; contracted and in-house services.</p> <p>Rationale: LiDAR data will provide MVCA with the elevation data needed to: a) identify flood risks; b) improve design and operation of control structures; c) build the models needed to assess reservoir management opportunities across the watershed; d) complete inundation studies required by MNRF during detailed design of major capital projects and Dam Safety Assessments. The lack of elevation data and associated planning and management tools was identified as a significant pressure in the Interim Financial Plan Background Report. Partnering with the other CAs will allow MVCA to secure preferential pricing for this data.</p> <p>Potential partners: MNRF-WECl, RVCA, SNCA, area municipalities.</p> <p>Constraints: data acquisition limited to spring and fall (leaf-off); may not obtain all due to time constraints of funding program.</p>	<p>\$350,000</p>	<p>50%</p>

Project	Cost Estm.	Estm. Grant
3. Mill of Kintail (MOK) Centralized Parking Lot	\$30,000	33%
<p>Scope: expansion of main parking lot including site preparation, importation of gravel, and grading of 4-season parking lot.</p> <p>Rationale: The need for additional parking was identified in the 2013 approved Masterplan for the MOK, and the 10-year Capital Needs Assessment. The MOK has seen a significant increase in demand in recent months with road-side parking posing a safety hazard. Existing overflow parking is in a grassy field and lies behind a gate that is kept shut during the winter to minimize winter operation costs. Expansion of the existing lot will allow use of the existing parking meter and facilitate compliance monitoring.</p> <p>Potential partners: MVCF.</p> <p>Constraints: public engagement and potential review by municipal heritage committee.</p>		
4. Gatehouse Access and Security System	\$10,000	33%
<p>Scope: replace gatehouse exterior door and install automatic door openers with push paddles and FOB operated security system.</p> <p>Rationale: Existing building access does <u>not</u> meet the accessibility standard for the built environment. Use of a fob system will improve monitoring and use of the facility. This project was identified in the 10-Year Capital Needs Assessment.</p> <p>Potential Partners: none.</p> <p>Constraints: none.</p>		

Table 2: Current Reserve Balances¹

Reserve	Current
Glen Cairn	\$578,771
Water Control Structures	\$208,885
Conservation Areas	\$17,000
Vehicles & Equipment	\$95,403
Information Technology	\$32,000
Building	\$338,701
Total	\$1,270,760

3.0 NEXT STEPS

Applications will be submitted for Board-approved projects. Where indicated, MVCA will reach out to area municipalities and other conservation authorities and organizations to partner and pool resources.

Any funding application that is approved by NDMP would still have to follow MVCA's purchasing policy before any contracts are signed or expenditures are incurred. This means staff would have to return to the Board with a detailed outline of any approved project with a breakdown of costs and how the project would be funded. MVCA's cost share will either have to be accounted for in its 2021 budget or be taken out of reserves, both of which require Board approval.

¹ Reflects Year-End balance for 2019.

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¹ Reflects Year-End balance for 2019.

REPORT

3079/20

TO:	Policy & Priorities Committee, Mississippi Valley Conservation Authority
FROM:	Alyson Symon, Environmental Planner
RE:	Watershed Plan Goals and Objectives
DATE:	September 25, 2020

Recommendation:

That the Policy & Priorities Committee recommend that the Board approve the Goals and Objectives set out herein for the Mississippi River Watershed Plan.

1.0 BACKGROUND

MVCA is drafting a watershed plan for the Mississippi River. Work began in 2019 with the establishment of a Public Advisory Committee and the drafting of four Backgrounders¹ that summarize key facts, trends, and challenges facing the watershed. Draft Backgrounders were tabled with the Policy & Priorities Committee, circulated to area municipalities and key agencies, amended, and released to the public in Spring 2020.

Based on key findings, in April 2020 staff prepared and tabled draft watershed goals and objectives to the Policy & Priorities Committee² for review and comment. Staff subsequently amended the goals and objectives based upon Committee feedback and then workshopped them with the Public Advisory Committee. The resultant goals and objectives will provide a sound framework for the setting of priorities and actions to be taken by MVCA and others in the watershed.

2.0 GOALS

The following goals capture the range of watershed management aspirations identified.

1. To collaborate with watershed partners in promoting an integrated and consistent approach to the health and management of the watershed and water resources.

¹ These documents can be found at <http://mvc.on.ca/mississippiriverwatershedplan/>

² This was an unofficial meeting of the Committee because the *MVCA Administrative By-law* had yet to be amended to address the need for remote meetings due to the COVID-19 pandemic. No motions were considered or passed.

2. To use and manage both surface water and groundwater wisely to meet current and future needs under normal and extreme conditions.
3. To minimize risks to human life and property due to flooding, erosion, and unstable slopes and soils.
4. To sustain or improve current water quality for all users.
5. To increase our resiliency and adaptive response to climate change.
6. To support environmentally sustainable growth and economic development.
7. To maintain, enhance, or restore natural features and systems for all users.
8. To support learning and environmental stewardship.

3.0 OBJECTIVES

The following objectives reflect the scope of matters to be tackled to achieve each goal. They have been organized and worded to minimize duplication and allow for a range of potential actions.

GOAL 1: To collaborate with watershed partners in promoting an integrated and consistent approach to the health and management of the watershed and water resources.

Objectives:

- a) Develop a plan that integrates all relevant aspects of watershed management and planning.
- b) Clarify responsibilities for delivering and funding watershed assets, programs and services.
- c) Cultivate partnerships among individuals, community groups, businesses and government agencies that have a stake in the health of the watershed.
- d) Develop and strengthen Indigenous partnerships, respecting Indigenous values and rights.
- e) Establish a coordinated and adaptive approach to watershed management activities amongst government and other partners.

GOAL 2: To use and manage both surface water and groundwater wisely to meet current and future needs under normal and extreme conditions.

Objectives:

- a) Expand our understanding of the water budget of the Mississippi River watershed and the potential impacts of climate change.
- b) Maintain and enhance the hydrologic balance, including baseflow, groundwater quantity, recharge and discharge, within the Mississippi River watershed.
- c) Work with watershed landowners, communities and industry to balance competing demands for water use in a sustainable manner.

GOAL 3: To minimize risks to human life and property due to flooding, erosion, and unstable slopes and soils.

Objectives:

- a) Identify hazards and mitigate risks associated with flooding, erosion, unstable slopes, and unstable soils.
- b) Undertake water management operations to mitigate flooding and erosion.
- c) Provide flood storage throughout the system.
- d) Provide effective flood forecasting and warning.
- e) Communicate and educate about risks and mitigation strategies associated with flooding, erosion and unstable slope/soils.

GOAL 4: To sustain or improve current water quality for all users.

Objectives:

- a) Establish surface water quality trends and determine sources of surface water quality impairment.
- b) Carry out remedial actions to mitigate further degradation and ensure safe drinking water.
- c) Establish groundwater quality trends and determine sources of groundwater quality impairment.
- d) Prevent groundwater contamination to ensure safe drinking water supplies.

GOAL 5: To increase our resiliency and adaptive response to climate change.

Objectives:

- a) Improve our understanding of climate change impacts in the Mississippi River watershed.
- b) Improve local resiliency to changing climatic and extreme weather conditions.
- c) Incorporate climate change considerations into planning and management decision making tools, guidelines, plans and policies.

GOAL 6: To support environmentally sustainable growth and economic development.

Objectives:

- a) Monitor and report on watershed conditions.
- b) Quantify water use trends and needs by sector and establish priority needs and management practices under extreme conditions.
- c) Work with watershed partners to develop and implement best practices in the watershed.

GOAL 7: To maintain, enhance, or restore natural features and systems for all users.

Objectives:

- a) Protect and enhance the form and function of aquatic habitat and riparian areas.

- b) Reduce habitat fragmentation and protect, restore and enhance natural cover to improve connectivity, quality, biodiversity and ecological function.
- c) Maintain, enhance and restore the diversity of native species in the watershed.
- d) Optimize use of land acquisition tools and explore new means of acquiring public assets.

GOAL 8: To support learning and environmental stewardship.

Objectives:

- a) Quantify the social, economic and ecological value of watershed resources and processes.
- b) Communicate and educate about the values of the watershed.
- c) Demonstrate best management and stewardship practices and inspire and enable people to be stewards of the watershed.

4.0 NEXT STEPS

Following consideration by the Committee and Board, the goals and objectives will be included in a Discussion Paper to be tabled at Committee and released to the public in early 2021.

The Discussion Paper will summarize key issues and identify a range of actions that might be undertaken by MVCA or other organizations in the watershed. Staff has circulated draft ideas to other agencies and discussed them with the Public Advisory Committee through a series of meetings and online questionnaires.

In the meantime, the four Backgrounders will be re-released this fall and a public engagement program developed and implemented for the Discussion Paper.

REPORT

3083/20

TO:	Policy & Priorities Committee, Mississippi Valley Conservation Authority
FROM:	Sally McIntyre, General Manager
RE:	Employee Manual – vacation and gratuities policies
DATE:	September 28, 2020

Recommendation:

That the Policy & Priorities Committee recommend that the Board amend the *Employee Manual* to read as follows:

Section 3.1.2 Gifts and Gratuities

- a) No employee will accept cash gifts.
- b) No employee will accept gifts of food and drink greater than \$10.
- c) Staff that receive gifts, gift-cards, or e-vouchers valued at greater than \$10 shall inform the GM.
- d) The GM will determine whether the gift can be accepted and an appropriate response to the giver.
- e) Where gifts are accepted, they will be:
 - a. placed into the MVCA Social Fund and used for the benefit of all staff, the beautification of the main office, or other initiatives in keeping with the mandate of the MVCA; or
 - b. auctioned off as a fundraising item.

Section 7.1 Vacation

Employees cannot carry a balance of more than 4 weeks at the end of any year of employment (i.e. employment anniversary date.)

This report deals with two administrative items:

- a) Receipt of gifts and gratuities; and
- b) Carry-over of vacation balances.

1.0 GIFTS AND GRATUITIES

Earlier this year significant gifts were offered to senior staff prompting a review of the existing policy, which states:

You may accept gifts or entertainment (but never cash) with a value not greater than \$150 from clients, contractors or suppliers. These gifts must not be of a nature that might suggest they are a bribe, incentive or pay-off. All gifts must be reported to your supervisor.

You may not offer gifts or entertainment with a value greater than \$150 to any customer or potential customer of Mississippi Valley Conservation Authority.

You may not demand or agree to accept payments, services or other incentives from contractors or suppliers of Mississippi Valley Conservation Authority that are intended as a solicitation of business.

As it was felt that the value of \$150 does not align with best practices for public service entities, the first paragraph was amended (as noted in the Recommendation) to limit any perception of conflict of interest. The stricter policy was introduced in May 2020 but should be approved by the Board as an amendment to the Manual.

2.0 VACATION BALANCES

The Employee Manual states: “You can bank up to four weeks of vacation to be used in future years. Employees cannot carry a balance of more than 4 weeks at the end of any year.”

Vacation banks are replenished in full on an employee’s anniversary date, i.e. the date they commenced work. Therefore, where an employee’s anniversary date falls late in the calendar year, it can be difficult for the employee to use the required number of vacation days before the end of the year. This policy disproportionately affects senior employees who have significant vacation leave.

The current policy was introduced in 2018 with problems identified at the end of 2019. The recommended wording change allows for differing deadlines and more reasonable timelines for all staff to take their allotted vacation.

REPORT

3089/20

TO:	Board of Directors, Mississippi Valley Conservation Authority
FROM:	Ross Ferguson, Operations Manager
RE:	Parking at Mill of Kintail
DATE:	October 16, 2020

Recommendation:

That the Board direct staff to make application to the Municipality of Mississippi Mills to implement parking restrictions on the 8th Line as set out in this report.

There has always been a vehicle or two that park on the 8th Line adjacent to the Mill of Kintail, typically parking far enough from the entrance that they do not affect sight lines for visitors leaving the site. As the number of visitors has increased during COVID-19 the number of cars parking along the 8th Line has significantly increased to upwards of 25 cars on a nice sunny weekend. Visitors are also now parking on both sides of the 8th Line which effectively makes this section of roadway a single lane. MVCA staff are aware of a couple of “close calls” for visitors leaving the site.

In the early fall MVCA opened a temporary overflow parking area to ensure that ample parking was available on site, however, visitors continue to park on the roadside.

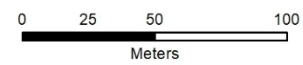
MVCA has discussed the situation with representatives from Mississippi Mills Bylaw department, who visited the site on Saturday October 3rd and agree that a public safety issue exists due to reduced sight lines at the entrance.

Bylaw staff committed to forward the matter to the municipal clerk for further review, and suggested that MVCA make a formal written request to Mississippi Mills Council to make an amendment to Schedule “B” of the No Parking Bylaw (By-law 02-14). MVCA staff believe the matter can be resolved through a no parking zone of 350 meters as shown on Figure 1.

FIGURE 1 – Proposed No Parking Zone



Mill of Kintail Conservation Area
Ramsay Conc. 8 Rd - Parking Restrictions



REPORT

3090/20

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Matt Craig, Manager, Planning and Regulations
RE:	Environmental Compliance Approval
DATE:	October 14, 2020

For Information

1.0 PURPOSE

The purpose of this report is to provide the Board with a summary of forthcoming changes to Ontario's environmental approval process for municipal sewage works (including stormwater). The province will be implementing a Consolidated Linear Infrastructure Permissions Approach. The proposed approach will consolidate and modify the approvals process with implications on municipalities and conservation authorities.

2.0 DISCUSSION

Traditionally, approval of stormwater works involved a three-tiered process:

1. Municipal policy and by-law review (with prescriptive timelines)
2. *Conservation Authority Act* review (with prescriptive timelines)
3. Ministry of Environment, Conservation & Parks review (6 months to 1.5-year approval process)

Every infrastructure project/application required an individual Environmental Compliance Approval (ECA) from the province. Approval processes could and often extended over years.

The proposed approval process replaces individual pipe by pipe ECAs with a single ECA for a municipality's entire wastewater collection system and another ECA for a municipality's entire stormwater collection, treatment and disposal system.

Under the new regime, municipalities and developers will need to comply with design criteria that meet pre-authorized conditions of the Consolidated Linear Infrastructure ECA. Once issued, the consolidated linear infrastructure ECA will replace the multitude of individual ECAs previously issued to a municipality for its sanitary collection and stormwater infrastructure.

The proposed process eliminates MECP review of individual infrastructure projects and the comprehensive scrutiny of infrastructure design proposals. Therefore, the onus will be on municipalities to confirm that proposals comply with the criteria of their Consolidated ECA. Other key elements of the consolidated approach include the following:

- Separate ECA approvals for upper and lower tier municipalities.
- One management plan and document for entire stormwater management system.
- Regulatory requirements and timelines for municipalities to map infrastructure, sewer-sheds, develop monitoring and reporting program, including annual inspections.
- Core infrastructure asset management plan due July 2021.
- Development decisions will be aligned with Provincial Policy Statement and provincial environmental protection requirements including criteria for:
 - Water Balance
 - Water Quality
 - Erosion Control (Watershed)
 - Water Quantity (Minor and Major System)
 - Flood Control (Watershed Hydrology)
 - Construction Erosion and Sediment Control
- Requires annual monitoring, database update and public reporting.

3.0 MVCA Considerations

MVCA works with local municipalities during the planning and design of infrastructure projects:

- provincially delegated responsibility regarding assessment of natural hazards;
- regulatory mandate regarding natural hazards; and
- technical advisory services regarding select natural resources.

The MVCA reviews certain applications under legislated mandate under the *Conservation Authorities Act* (CA Act) and delegated responsibilities from the Province of Ontario for natural hazards management. We also have agreements (20 years) within the City of Ottawa and Lanark County to undertake certain review functions related to stormwater and environmental and groundwater studies.

The MVCA also share environmental monitoring and GIS data associated with watershed health to assist with the preparation of watershed/subwatershed plans, catchment reports, environmental management plans and the implementation of related recommendations. Under the proposed changes it is assumed that the MVCA will continue the CA Act review within the context of provincial changes and continue to address issues related to the control of flooding, runoff volume and erosion and outlet suitability in streams and wetlands.

With the new proposed changes, the MVCA in partnership with Conservation Partners will need to review existing policy and proposed criteria to update Memorandum of Understanding (MOUs). Specifically, the MVCA can assist municipalities in the required monitoring and reporting requirements as outlined. This

may require a review and assessment of our monitoring program to better align with required municipal reporting.

The province believes that the new process will allow resources to focus on activities that pose the greatest risk to human health and the environment, enhance environmental protection by providing a greater understanding of where sewage works are located, and allow for improved environmental policy and planning decisions at both the municipal and provincial level.

4.0 CONCLUSION

Municipalities and the MVCA should be prepared for these new requirements and attempt to work cooperatively to ensure there is a consistent transition to meet the new compliance standards.

REPORT

3091/20

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Matt Craig, Manager, Planning and Regulations
RE:	Ontario Regulation 153/06 Permits Development, Interference with Wetlands and Alterations to Shorelines and Watercourses
DATE:	October 8, 2020

For Information

The purpose of this report is to provide the Board with a summary of permits issued over the current reporting period. Please refer to Table 1 – All permits issued March 11, 2020 to October 8, 2020, attached.

Permit applications are reviewed for control of flooding, erosion, pollution and the conservation of land. Wetlands are regulated to ensure the protection of their hydrologic and ecological functions.

The Authority has received 201 applications year-to-date, and issued 105 permits during the current reporting period, shown below. Note, some permits involve more than one type of use.

Shoreline	29
New Building/Raising	28
Wetland	13
Septic	8
Culverts	6
Other (decks, additions, fill)	21

We expect permit activity to remain above average for the balance of 2020 as landowners continue to make improvements/repairs to their properties due to flood damage.

ATTACHMENTS:

Table 1 – All permits issued March 11, 2020 to October 8, 2020