



Board of Directors Meeting

Virtual (via Zoom)

1:00 pm

October 21, 2020

AGENDA

ROLL CALL

Adoption of Agenda

Declaration of Interest (written)

1. Approval of Minutes
 - a. Board of Directors, September 16, 2020 (see attached)
2. Business Arising
 - a. Update - Valuation of Palmerston Beach Property (Sally McIntyre)
 - b. Update - Bell Contract (Sally McIntyre)
 - c. Update - Carp River Conservation Area (Sally McIntyre)
3. Watershed Update (Jenn North)
4. Financial
 - a. Budget Control Report, Report 3085/20 (Angela Millar)
 - b. 2021 Budget Process and Assumptions, Report 3086/20 (Sally McIntyre)
 - c. 2021 Fee Schedule, Report 3087/20 (Angela Millar and Matt Craig)
5. Reports rising from Policy & Priority Committee
 - a. Draft Stimulus Projects, Report 3088/20 (Sally McIntyre)
 - b. Watershed Plan Goals and Objectives, Report 3079/20 (Sally McIntyre)
 - c. Employee Manual: Vacation and Gratuities Policies, Report 3083/20 (Sally McIntyre)
6. Parking at Mill of Kintail Conservation Area, Report 3089/20 (Sally McIntyre and Ross Fergusson)
7. Information Items
 - a. Changes to Provincial Environmental Compliance Approval applications, Report 3090/20 (Matt Craig)
 - b. Permit applications, Report 3091/20 (Matt Craig)
 - c. Future meeting items (Sally McIntyre)

Other Business

ADJOURNMENT

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

BOARD OF DIRECTORS VIDEO-CONFERENCE

Mississippi Valley Conservation Centre
Carleton Place

MINUTES

September 16, 2020

MEMBERS PARTICIPATING:

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

MEMBERS UNAVAILABLE:

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

STAFF PRESENT:

S. McIntyre, General Manager;
A. Millar, Treasurer;
M. Craig, Manager, Planning and Regulations;
J. Cunderlik, Director, Water Resource Engineering;
R. Fergusson; Operations Supervisor;
C. Truman, Administrative Assistant;
E. Levi, Recording-Secretary.

J. Mason called the teleconference to order at 1:03 p.m.

B09/16/20-1

MOVED BY: P. Sweetnam

SECONDED BY: J. Atkinson

Resolved, That the Agenda for the September 16, 2020 Board of Directors Meeting be adopted.

“CARRIED”

1. Approval of Minutes – Board of Directors Meetings

B09/16/20-2

MOVED BY: J. Karau

SECONDED BY: F. Campbell

Resolved, That the Minutes of the Mississippi Valley Board of Directors meeting held on June 17, 2020 be received and approved as printed.

“CARRIED”

B09/16/20-3

MOVED BY: T. Fritz

SECONDED BY: B. Holmes

Resolved, That the Minutes of the Mississippi Valley Board of Directors meeting held on August 28, 2020 be received and approved as printed.

“CARRIED

2. Business Arising - WECI Letter to Province & Municipalities

S. McIntyre provided an update with regard to the WECI funding letters sent out for support. Acknowledgment was received from MPPs Goldie Ghamari and Steve Hart. She advised that Mayor Ron Higgins (North Frontenac) has been following up with Mr. Yakabuski’s office and trying to get other wardens from Frontenac, Lanark and Lennox and Addington counties to show support. She noted that given the political nature, it’s important that messages of support are conveyed by our members.

She advised that all member municipalities have sent letters of support, with the exception of Lanark Highlands. She is hoping they revisit the issue when she speaks to their council this fall.

G. Gower advised that the City of Ottawa’s council passed a motion instructing the Mayor to write a letter of support to the Minister.

3. Budget Control Report

A. Millar reviewed Staff Report 3071/20, attached. She noted revenues and expenditures were on target up to August 31, 2020.

She noted that if there is a deficit at year end, as projected, the operating reserves will be used to offset it.

4. Job Evaluation & Salary Review

A. Millar gave a presentation in regard to Staff Report 3072/20, attached. She advised that when the 2020 budget was developed it was anticipated the much of the information prepared in 2006 would be available. However, during preparation of the Requests for Quotation (RFQ) it became evident that a significant amount of work was not on file and the RFQ would need to address gaps in information, likely at a greater cost than budgeted. Three quotes were solicited and two firms responded, both well above the \$10,000 budget. Based upon a value for money evaluation of the submissions, the preferred firm is Cornerstones Management Solutions Limited. The Cornerstone quote came in at \$24,850 plus HST, which was below the other competitor’s price.

T. Fritz noted that \$15,000 is significantly more than budgeted and the authority has other pressures. She asked if there were other options.

S. McIntyre advised that since Cornerstones completed the 2006 work they have some of the missing materials on file, and is hopeful the total project value would be \$18,000 and not \$24,000.

In response to a question, S. McIntyre advised that eight positions to undergo market evaluation are from across the organization.

J. Karau asked whether the objective was to strive for market rates or relative competition. S. McIntyre responded that many positions are more on par with municipal staff positions, not other CAs. She noted the Authority is looking for Ottawa-Lanark and CA-based comparisons. As for affordability, if major gaps are identified, then the Authority will have the ability to adjust over time.

W. King stated he was uncomfortable with this expenditure. He noted that things are unstable and it wasn't clear where the CA will be in a year. He suggested the evaluation be completed in-house.

E. El-Chantiry commented that this work should be done, but that it is premature to make the call until there is a better understanding. He noted it shouldn't be passed off just because it's expensive nor approved without more information.

J. Mason suggested approving the lower sum of \$18,000 based on Ms. McIntyre's conversations with Cornerstone.

B09/16/20-4

MOVED BY: P. Sweetnam

SECONDED BY: T. Fritz

Resolved, That the Board of Directors increase the Operating Budget by \$8,000 plus HST, and approve use of the Operating Reserve to address the gap between budgeted and bid prices received for the Job Evaluation and Salary Review project.

“CARRIED”

8. 10-Year Capital Needs Assessment

S. McIntyre presented Staff Report 3072/20, attached. The Board approved MVCA's first 10-year Capital Plan in 2018. At that time, staff recognized that the 10-year Capital Plan did not address all capital assets, that underlying assumptions would need to be revisited and updated over time. The purpose of the current Needs Assessment is to set out the full range of capital pressures facing MVCA to allow for priority setting, updating of the 10-year Capital Plan, and to inform development of the 2021-2023 Interim Financial Plan.

S. McIntyre advised that most cost estimates in the Needs Assessment are considered Class D, meaning actual costs could be higher or lower by as much as $\pm 50\%$. Projects to occur between 2021-2023 are generally Class C estimates, meaning actual costs could vary by up to $\pm 25-40\%$. In both cases, they provide order of magnitude estimates for the purpose of financial planning.

E. El-Chantiry commented on the importance of this report for the Authority to know what their assets are and the maintenance needs. He questioned whether there were repercussions stemming from identifying gaps and knowing we can't address them right away. S. McIntyre noted when it comes to fiduciary responsibilities, things have to be identified and then prioritized. If we don't identify, then the authority would be negligent. The Authority can address its fiduciary duty through regular assessment of needs and priority setting.

J. Mason noted that a large number of costs are related to water control structures. The Board needs to be presented with recommendations but also with options, given the financial constraints. There is a mandate to fulfill and there may be insufficient funds to do it. J. Cunderlik advised that the long-term planning process will require a sequence of studies and the Authority will be considering all options and solutions.

B09/16/20-5

MOVED BY: E. El-Chantiry

SECONDED BY: B. Holmes

Resolved, That the Board of Directors direct staff to:

- a) apply criteria to support priority setting within and amongst the asset categories;**
- b) recommend updates to the 10-year Capital Plan for tabling with the 2021 Budget; and**
- c) integrate capital plan recommendations into the Draft 2021-2023 Interim Financial Plan.**

“CARRIED”

6. Interim Financial Plan: Background Report

S. McIntyre reviewed Staff Report 3074/20 and the supporting Background Report, attached. She advised the report outlines trends and other matters placing pressure on the financial resources of MVCA. Additionally, documentation of operating and capital budget pressures will enable strategic discussions to occur regarding corporate priorities to support development of the 2021 Budget and an Interim Financial Plan for the period 2021-2023.

S. McIntyre noted that discussions will also help to inform development of the Corporate Strategic Plan, and a Transition Plan as required by Bill 108.

J. Karau acknowledged the challenge of realizing an ideal service model isn't realistic with budget pressures and politics and indicated his support of staff's recommendation.

P. Sweetnam agreed with setting priorities. He recommended working strongly with partner CAs to make sure fees amply cover the services provided by the Authority. He also noted that the Province should be compensating us for delegated services and member municipalities should urge the province for increased WEFCI funding.

F. Campbell asked if a municipality has already been used for a debenture, does that same municipality have to be used for future debenture? A. Millar advised there was no restriction on which municipality is used as it depends on each municipality and what debt borrowing capacity they have remaining.

B09/16/20-6

MOVED BY: J. Karau

SECONDED BY: F. Campbell

Resolved, That the Board of Directors direct staff to:

- a) Prioritize and quantify 2021-2023 operating and capital pressures.**

- b) **Identify a revenue and financing approach to address priority needs; and**
- c) **Draft an Interim Financial Plan 2021-2023 that sets out the above for consideration by the Board.**

“CARRIED”

7. Palmerston Beach Land Transfer

S. McIntyre gave a presentation of Staff Report 3075/20. She reviewed background and outlined property ownership between MVCA and adjacent land owners. She reminded the Board that an extension was approved to the Option to Purchase deadline to December 31, 2020. She advised that title issues have now been clarified and adjacent landowners are prepared to execute the documents needed to provide full and clear title to MVCA to the land that is to be transferred to the Township.

S. McIntyre outlined that the next step is for North Frontenac to complete a property survey and the Board needs to pass a resolution declaring the property as surplus and submit a request to the Minister for approval to sell. There is also a requirement to notify the public of the intent to sell. She clarified that the resolution is of the *intent* to sell so we can give our notice to public. If passed, the Chair and GM would sign documents and initiate the notification and approval process.

There was a lengthy discussion as to whether the property should be listed on the open market. S. McIntyre advised that the agreement entails no substantial monetary exchange for transfer of ownership to the Township.

K. Thompson noted that given the budget pressures of the authority, the funds from an open sale would be beneficial.

W. King expressed concern about transferring the property without an appraisal. He noted it would help to know the value of what the authority is giving away and perhaps be a negotiation tool in terms of a quid pro quo.

P. Sweetnam advised that the Township has been a good partner and has managed this property for MVCA for years. He commented that while placing the property on the open market may make more money, it could ruin the working relationship may not be worth it.

J. Karau echoed Mr. Sweetnam’s comments about dissolution of a good working relationship.

The Board directed staff to proceed with an appraisal of the property.

B09/16/20-7

MOVED BY: P. Sweetnam

SECONDED BY: T. Fritz

Resolved, That the Board direct the Chair and General Manager to apply to the province and execute the documents necessary to resolve land title issues at Palmerston Beach and transfer the property to North Frontenac Township.

“CARRIED”

8. Carp River Conservation Area Licence of Occupancy

S. McIntyre reviewed Staff Report 3076/20. She noted discussions with the City are now nearing completion. The Licence of Occupation remains substantially the same as the version reviewed by the Board in 2018, except that it now more clearly defines roles and responsibilities between the City and MVCA, particularly as it relates to operations and maintenance of the site, which will remain the responsibility of the City of Ottawa.

J. Mason noted that the area is not paid for by the levy, but from donations obtained through fundraising efforts.

9. Electronic Meetings

S. McIntyre reviewed Staff Report 3077/20, attached. She advised that the province has in the meantime confirmed that CAs may continue electronic meetings without being in a declared state of emergency. She advised the Board should consider whether this is a practice it wishes to continue and, if so, under what conditions.

10. 2021-2025 Strategic Plan

S. McIntyre presented Staff Report 3078/20, attached, regarding the strategic plan. She noted it was supposed to proceed last year, but was delayed due to the spring flood event and uncertainties created by Bill 108.

J. Mason noted that the previous Plan covered the period 2015-2018 and that the Authority is going to be navigating profound changes moving forward. She noted having an outside source support this work will provide unbiased information and facilitate creation of a good action plan.

B09/16/20-8

MOVED BY: K. Thompson

SECONDED BY: B. Holmes

Resolved, That the Board approve allocation of up to \$15,000 plus HST from the Operating Reserves for consulting services to lead MVCA through a strategic planning process.

“CARRIED”

11. Council Fall Presentations

S. McIntyre advised she had made two presentations to member municipal councils regarding the Watershed Plan and WECI funding support. She will notify each member prior to her attendance at their council meeting.

Mississippi Valley Conservation Authority
Board of Directors Video-Conference
September 16, 2020

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ADJOURNMENT

The meeting was adjourned at 3:07 p.m.

B09/16/20-9

MOVED BY: J. Atkinson

SECONDED BY: C. Lowry

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 Subside (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

#3087/20

| | |
|-------|---|
| 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



Proposed Fee Schedule: 2021

Schedule "A" Fees - Planning Advisory Program

| Planning Application Type | Fee for "natural hazards", "natural heritage" & water quality and quantity matters & on-site services review (when required) |
|---|--|
| Official Plan Amendments (OPA) | |
| Minor | \$765 |
| Major (private applications associated with urban expansion and/or major development application) | \$3,840 |
| Zoning By-law, Amendments, Minor Variance Applications | |
| Site Plan – Single Residential | \$390 |
| Site Plan | |
| Minor (Small commercial less than 0.8 ha, additions up to 200 sq. m.) | \$1,040 |
| Major (Multiple Res., Commercial, Industrial, Institutional) | \$2,600 |
| Consent to Sever (per application) | \$480 |
| Clearance of Conditions (Severance or Variance) | \$170 |
| Plan of Subdivision/Condominium (To provision of Conditions of Draft Approval) | \$3,840 |
| Clearance of Conditions for Subdivision Registration (per phase) | \$1,930 |
| Draft Plan Approval Revisions (alterations to site/plan layout) | \$1,930 |
| Draft Plan Extensions (original conditions about to lapse) | \$3,840 |

- Reactivation (all application types) – 50% reactivation fee based on the current schedule after two years of dormancy
- A screening fee of \$115.00 will be charged for written responses to address minor issues.
- Fees are associated with Municipal Memorandums of Understanding and the Provincial One Window review service for natural hazards, natural heritage, water quality and quantity issues.
- All fees are exclusive of the Technical Review Fees (see Schedule C) which are charged on a per issue basis in addition to the fees outlined in Schedule A.
- All fees must be received PRIOR to the release of written comments to an approval authority.
- The CA reserves the right to charge additional fees in the event that the review requires a substantially greater level of effort than normal, additional site visits etc. OR where additional processing past the initial submission period is required.



Proposed Fee Schedule: 2021

Schedule "B" - Development, Interference with Wetlands and Alterations to Shorelines and Watercourses - 2021

| Application Type | Description | Fee |
|--|---|---------|
| Culvert/Bridge | Replacement (same dimension) ≤ 30 m and ≤ 1 m diameter | \$265 |
| | Replacement (different dimension) or new ≤ 1 m diameter | \$635 |
| | 1 m diameter - 3 m diameter | \$1,000 |
| | > 3 m diameter | \$1,970 |
| | Infrastructure Modification (bridges with span <25 m) | \$1,000 |
| | Infrastructure Modification (bridges with span >25 m, storm water management pond) | \$1,970 |
| | Resurfacing | \$265 |
| | Superstructure or abutment works | \$635 |
| | New bridge | \$2,575 |
| Fill Placement Fill Placement (m ³) (including septic beds) | Fill placement < 100 m ³ | \$265 |
| | Fill placement > 100 m ³ – 500 m ³ | \$635 |
| | Fill placement > 500 m ³ - 2000 m ³ | \$1,000 |
| | Fill placement > 2000 m ³ | \$2,575 |
| Buildings | Auxiliary building/structures and additions with a total gross floor area <20 m ² | \$265 |
| | Auxiliary buildings/structures and additions with a total gross floor area between 20 m ² and 100 m ² | \$635 |
| | Auxiliary buildings/structures and additions with a total gross floor area >100 m ² | \$1,000 |
| | New residential dwellings | |
| | New single unit commercial/institutional building | |
| Multiple Residential units, Institutional, Industrial or Commercial Building | \$2,575 | |



Proposed Fee Schedule: 2021

| | | |
|--|---|---------|
| Shoreline Work & Watercourse Alteration | Shoreline alterations, erosion protection, channelization ≤ 30m | \$265 |
| | Shoreline alterations/protection >30m and < 100 m Private residential and/or non-municipal agricultural drain cleanout | \$635 |
| | Shoreline alterations/protection, channelization 100 m - 1000 m | \$1,000 |
| | Major shoreline alterations, channelization and new drain construction over > 1000 m | \$2,575 |
| Docks | Shoreline disturbance > 2 m and/or total surface > 20 m ² | \$265 |
| Wetland Development /Interference within 30m and 120m of a Provincially Significant Wetland or non-evaluated wetland | Minor review | \$265 |
| | Area affected ≤ 0.5 ha | \$635 |
| | Area affected > 0.5 ha and ≤ 1.0 ha | \$1,000 |
| | Area affected > 1.0 ha and ≤ 2.0 ha | \$1,970 |
| | Area affected > 2.0 ha | \$2,575 |

| | |
|--|-------|
| Municipal Drain Maintenance (DART Protocol) | \$85 |
| Screening Fee & Written Advice | \$115 |
| Issuance of new permit within 6 months of expiry date with no changes to proposal or site conditions | \$125 |
| S. 28 Application Review Hearing | \$200 |



Proposed Fee Schedule: 2021

| | | |
|---|----------------------|---------|
| Security Deposit | Minor | \$1,000 |
| | Major | \$2,000 |
| Property Inquiry For written responses to legal, real estate and related financial (including CMHC) inquiries by landowners or others on their behalf for property inquiry letter; includes flood plain map (where applicable) and photocopy costs. | File Search Only | \$265 |
| | With Site Inspection | \$420 |

Notes:

- Permit Application fees where the only change in the original application is the time frame will be reduced by 50%



Proposed Fee Schedule: 2021

Schedule "C" - Technical Report Review Fees – 2021

Technical reports are routinely prepared by qualified professionals in the fields of water resources engineering, hydro-geological investigation, site servicing, geotechnical engineering, environmental assessments, ecology and planning. Such experts are familiar with profession standards and provincial and local requirements in such matters.

| Report Review | Development Type | 2021 Fees |
|--|--|------------------|
| Normal Review (20 business days) - Flood plain hydrology analysis - Geotechnical reports (unstable soils and slopes) - Wetland hydrology impact analysis - Environment impact studies - Stormwater management - Grading and drainage plan - Aquatic habitat assessment/fish habitat impact - Hydrological assessment - Groundwater and terrain analysis - Headwater Drainage Feature Assessment | Development area ≤ 0.5 hectares | \$440 |
| | Development area 0.5 hectares - ≤ 2 hectares | \$860 |
| | Development area > 2 hectares - ≤ 5 hectares | \$1,810 |
| | Development area > than 5 hectares | \$2,825 |
| Major Projects | | Hourly |
| Aggregate Resources Act Application Reviews (plus Schedule C fees as applicable) | | \$3,840 |

NOTE:

- Technical report review services are tracked per file on an hourly basis. Where reviews exceed the standard allocation review time, or require multiple submissions and re-reviews, MVCA reserves the right to change an hourly professional rate in addition to the initial fee.
- Major projects are those with a high level of concern about the local environment, complex ecological, ground water and surface water interactions and which may require MVCA staff attendance at multiple meetings with proponents, consultants or public meetings to satisfy regulatory requirements.



Proposed Fee Schedule: 2021

Schedule "D" – Conservation Areas, Rentals, Programs and Administration

| Conservation Area Use Type | 2021 Fee HST is in <u>addition to</u> all fees unless otherwise specified |
|---------------------------------------|--|
| Conservation Area Use | |
| Day Pass Purdon | Donation Only |
| Day Pass Morris Island ³ | \$6 |
| Day Pass Mill of Kintail ³ | \$6 |
| Seasonal Pass General ¹ | \$47 |
| Additional Car Pass | \$11 |
| Lost General Pass | \$11 |
| Mill of Kintail Rentals | |
| Picnic Shelter | |
| Per Day | \$128 |
| Hourly | \$21 |
| Gatehouse | |
| Per Day | \$204 |
| Hourly | \$36 |
| Community Groups | 50% of rental fees |
| Night Sky Observatory (annual fee) | 2021 \$100 2022 \$150 2023 \$200 2024 \$200 |
| Office Rentals | |
| Boardroom and Meeting Rooms | |
| Per Day | \$128 |
| Affiliated Groups | FREE |
| Office Space Work Station Per Month | \$102 |

¹ Seasonal Pass – only one vehicle pass be provided per annual pass

² Affiliated Groups = meetings held at MVCA where MVCA staff participation / involvement is required and the Group objectives are in-line with MVCA goals and visions

³ HST Included



Proposed Fee Schedule: 2021

Schedule "D" – Conservation Areas, Rentals, Programs and Administration

| Administrative Task Type | 2021 Fee HST is in <u>addition to</u> all fees unless otherwise specified |
|--------------------------------------|--|
| Photocopies | |
| Per page 8.5" x11" (Black and White) | \$0.33 |
| Per page 8.5" x 11" (Colour) | \$1.20 |
| Faxes | \$0.31 |

| Education Type | 2021 Fee HST is in <u>addition to</u> all fees unless otherwise specified |
|---|--|
| **Program Currently Suspended** | |
| Programs | \$125 |
| On-site Education Programs (MOK) (2 hours) | \$125 |
| In-School Education Programs (2 hours) | \$75 |
| Cancellation Fee | \$185 |
| Wildlife Watches Day Camp (per week) ⁴ | \$30 |
| Cancellation Fee ⁴ | |

⁴ HST Exempt

| Information and Professional Services | Minimum Processing Fee | \$50 |
|---------------------------------------|------------------------|----------|
| | Administrative Rate | \$65/hr |
| | Professional Rate | \$100/hr |
| | Management Rate | \$125/hr |

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.

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 |
|--|-----------------|-------------|
| <p>3. Mill of Kintail (MOK) Centralized Parking Lot</p> <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> | \$30,000 | 33% |
| <p>4. Gatehouse Access and Security System</p> <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> | \$10,000 | 33% |

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.

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 Fergusson, 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.

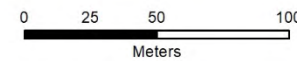
MVCA has discussed the situation with representatives from Mississippi Mills Bylaw department, who visited the site on Saturday October 3rd and agree that a public safety issue exists due to reduced sight lines at the entrance.

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

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| 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

| Row | CAID | Approved | Permit No. | Expiry | Municipality | Water Body |
|--|-----------|-------------|------------|-------------|--------------|-----------------------|
| 1 | RBWPM-488 | Apr 03,2020 | W20/041 | Apr 03,2022 | BECKWITH | Mississippi River |
| Street / Lot/ Con: 107 Patty Lane | | | | | | |
| Description: Raise an existing dwelling and construct an addition within the Regulatory Flood Plain and construct an auxiliary structure within the Regulation Limit of the Mississippi River. | | | | | | |
| 2 | RBWPM-490 | Jun 29,2020 | W20/050 | Jun 29,2022 | BECKWITH | Mississippi Lake |
| Street / Lot/ Con: 133 Avenue 4A / LOT 06 / CON 09 | | | | | | |
| Description: Install rip rap erosion protection within the along the shoreline of Mississippi Lake. | | | | | | |
| 3 | RBWPM-491 | Apr 20,2020 | W20/059 | Apr 20,2022 | BECKWITH | Munro Municipal Drain |
| Street / Lot/ Con: n/a / LOT 26 / CON 12 | | | | | | |
| Description: Clean Out and Lower the Moore Branch of the Munro Municipal Drain. | | | | | | |
| 4 | RBWPM-494 | Jul 28,2020 | W20/085 | Jul 28,2022 | BECKWITH | Wetland |
| Street / Lot/ Con: 102 Heron Lane / LOT 03 / CON 08 & 09 | | | | | | |
| Description: Demolition of existing dwelling and garage and replacement with new residence within the regulation limit of a PSW. | | | | | | |
| 5 | RBWPM-496 | Sep 23,2020 | W20/111 | Sep 23,2022 | BECKWITH | Mississippi Lake |
| Street / Lot/ Con: Lakeside Drive | | | | | | |
| Description: Construction of shared road and armour stone retaining walls along the shoreline of Mississippi Lake. | | | | | | |
| 6 | RBWPM-497 | Aug 26,2020 | W20/121 | Aug 26,2022 | BECKWITH | Mississippi Lake |
| Street / Lot/ Con: 119 Elm Avenue | | | | | | |
| Description: Shoreline erosion protection along the shoreline of Mississippi Lake. | | | | | | |
| 7 | RBWPM-501 | Aug 17,2020 | W20/153 | Aug 17,2022 | BECKWITH | Mississippi Lake |
| Street / Lot/ Con: 187 First Avenue / LOT 08 / CON 11 | | | | | | |
| Description: Raise the existing driveway within the Regulatory Flood Plain of Mississippi Lake. | | | | | | |

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| 8 | RBWPM-502 | Sep 29,2020 | W20/154 | Sep 29,2022 | BECKWITH | Mississippi Lake |
| Street / Lot/ Con: 104 Rosehill Lane / LOT 10 / CON 12 | | | | | | |
| Description: Addition to existing home and decks within the flood plain of Mississippi Lake. | | | | | | |
| 9 | RBWPM-505 | Sep 14,2020 | W20/161 | Sep 04,2022 | BECKWITH | Mississippi Lake |
| Street / Lot/ Con: 137 Avenue 4 / LOT 06 / CON 09 | | | | | | |
| Description: Replace and Raise Deck within the Regulatory Flood Plain of Mississippi Lake. | | | | | | |
| 10 | RBWPM-506 | Sep 29,2020 | W20/162 | Sep 29,2022 | BECKWITH | Mississippi Lake |
| Street / Lot/ Con: 176 Richards Lane / LOT 10 / CON 12 | | | | | | |
| Description: Construction of an addition within the Regulation Limit of Mississippi Lake. | | | | | | |
| 11 | RBWPM-508 | Sep 16,2020 | W20/166 | Sep 16,2022 | BECKWITH | Mississippi Lake |
| Street / Lot/ Con: 127 Cedar Avenue / LOT 08 / CON 11 | | | | | | |
| Description: Repair an existing retaining wall along the shoreline of Mississippi Lake. | | | | | | |
| 12 | RBWPM-511 | Oct 02,2020 | W20/185 | Oct 02,2022 | BECKWITH | Mississippi Lake |
| Street / Lot/ Con: 113 Rathwell Shore Road / LOT 06 / CON 12 | | | | | | |
| Description: Installation of new holding tank within the Regulatory Flood Plain of Mississippi Lake. | | | | | | |
| 13 | RCFPM-56 | Mar 20,2020 | W20/008 | Mar 20,2022 | CENTRAL FRONTENAC | Wetland |
| Street / Lot/ Con: 2417 Zealand Road / LOT 15 / CON 3 | | | | | | |
| Description: Upgrade an Existing Roadway for a New Entrance to an Aggregate Pit Through an Unevaluated Wetland. | | | | | | |
| 14 | RCFPM-58 | Jun 29,2020 | W20/103 | Jun 29,2022 | CENTRAL FRONTENAC | Sharbot Lake |
| Street / Lot/ Con: 1037 Robert Street / LOT 02 / CON 04 | | | | | | |
| Description: Dry Hydrant Replacement along the Shoreline of Sharbot Lake. | | | | | | |
| 15 | RCFPM-59 | Aug 07,2020 | W20/144 | Aug 07,2022 | CENTRAL FRONTENAC | Wetland |
| Street / Lot/ Con: K&P Trail | | | | | | |
| Description: Placing Fill and Conducting Site Grading within Wetlands as part of the K&P Trail Rehabilitation. | | | | | | |

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| 16 | RCPPM-81 | May 27,2020 | W20/075 | May 27,2022 | CARLETON PLACE | Mississippi River |
| Street / Lot/ Con: 176 Bridge Street | | | | | | |
| Description: Installation of Bell Canada Poles within the Regulation Limit of the Mississippi River. | | | | | | |
| 17 | RCPPM-84 | Sep 29,2020 | W20/177 | Sep 29,2020 | CARLETON PLACE | Mississippi River |
| Street / Lot/ Con: 23 Waterside Drive / LOT 16 | | | | | | |
| Description: Placement of fill within the regulation limit of the Mississippi River. | | | | | | |
| 18 | RDNPM-323 | May 10,2020 | W20/054 | May 10,2022 | DRUMMOND/ NORTH ELMSLEY | Wetland |
| Street / Lot/ Con: lot 24, Con 11 White Road / LOT 24 / CON 11 | | | | | | |
| Description: Construction of a dwelling, septic system and laneway within the Regulation Limit of a PSW. | | | | | | |
| 19 | RDNPM-324 | Jun 16,2020 | W20/061 | Jun 16,2022 | DRUMMOND/ NORTH ELMSLEY | Mississippi Lake |
| Street / Lot/ Con: Loon Lane / LOT 27 / CON 07 | | | | | | |
| Description: Installation of dry hydrant along the shoreline of Mississippi Lake. | | | | | | |
| 20 | RDNPM-326 | Jul 07,2020 | W20/072 | Jul 07,2022 | DRUMMOND/ NORTH ELMSLEY | Mississippi Lake |
| Street / Lot/ Con: 106 Hardwood Lane / LOT 21 / CON 06 | | | | | | |
| Description: Construct an Auxiliary Structure within the Regulatory Flood Plain, of Mississippi Lake Part. | | | | | | |
| 21 | RDNPM-327 | May 07,2020 | W20/074 | May 07,2022 | DRUMMOND/ NORTH ELMSLEY | Mississippi Lake |
| Street / Lot/ Con: 251 Ebbs Bay Drive / LOT 24 / CON 08 | | | | | | |
| Description: Raise and construct a second storey loft onto an existing dwelling within the Regulation Limit of Mississippi Lake. | | | | | | |
| 22 | RDNPM-328 | Jun 02,2020 | W20/084 | Jun 02,2022 | DRUMMOND/ NORTH ELMSLEY | Mississippi Lake |
| Street / Lot/ Con: 444 Black Bass Bay Road / LOT 25 / CON 07 | | | | | | |
| Description: Installation of replacement septic system within the regulation limit of an erosion hazard along Mississippi Lake. | | | | | | |
| 23 | RDNPM-331 | Jul 20,2020 | W20/105 | Jul 20,2022 | DRUMMOND/ NORTH ELMSLEY | Mississippi Lake |
| Street / Lot/ Con: 428 Black Bass Bay Road / LOT 25 / CON 07 | | | | | | |
| Description: Installation of rip-rap and armour stone along the shoreline of Mississippi Lake. | | | | | | |

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| 24 | RDNPM-333 | Jul 23,2020 | W20/124 | Jul 23,2022 | DRUMMOND/ NORTH ELMSLEY | Mississippi Lake |
| Street / Lot/ Con: 404 Black Bass Bay Road / LOT 25 / CON 07 | | | | | | |
| Description: Install replacement septic within the regulation limit of an erosion hazard along Mississippi Lake. | | | | | | |
| 25 | RDNPM-334 | Aug 11,2020 | W20/125 | Aug 11,2022 | DRUMMOND/ NORTH ELMSLEY | Wetland |
| Street / Lot/ Con: 126 Spruce Road / LOT 16 / CON 12 | | | | | | |
| Description: Construction of a dwelling, garage and septic system within the regulation limit of a PSW. | | | | | | |
| 26 | RDNPM-336 | Oct 02,2020 | W20/173 | Oct 02,2022 | DRUMMOND/ NORTH ELMSLEY | Mississippi Lake |
| Street / Lot/ Con: 531 Drummond Concession 9B / LOT 24 / CON 08 | | | | | | |
| Description: Demolition of existing dwelling and construction of new 2-storey single-family dwelling within the Regulation Limit of Mississippi Lake. | | | | | | |
| 27 | RFTPM-263 | Jul 08,2020 | W19/209 | Jul 08,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 114 Moorhead Dr / LOT 36 | | | | | | |
| Description: Raising an Existing Dwelling and Constructing a Deck within the Regulatory (1:100 Year) Flood Plain of the Ottawa River. | | | | | | |
| 28 | RFTPM-272 | Jun 23,2020 | W20/082 | Jun 23,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 154 Moorhead Drive / LOT E / CON Gore of Lake Chaudiere | | | | | | |
| Description: Alteration to Shoreline to Install Rip Rap along Existing Concrete Retaining Wall on the Ottawa River. | | | | | | |
| 29 | RFTPM-274 | Aug 19,2020 | W20/147 | Aug 19,2022 | OTTAWA | Mississippi River |
| Street / Lot/ Con: 4275 Ivy Acres Road / LOT 15 / CON 01 | | | | | | |
| Description: Construction of new dwelling and septic within the regulatory floodplain of the Mississippi River. | | | | | | |
| 30 | RFTPM-275 | Sep 09,2020 | W20/157 | Sep 09,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 190 Moorhead Drive | | | | | | |
| Description: Rebuild of dwelling and new septic along with repair to existing retaining wall. | | | | | | |
| 31 | RGLMP-1 | Jul 29,2020 | W20/134 | Jul 29,2022 | OTTAWA | Carp River |
| Street / Lot/ Con: 10 Nairn Street | | | | | | |
| Description: New deck installation in the regulatory floodplain of the Carp River. | | | | | | |

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| 32 | RGLMP-2 | Aug 10,2020 | W20/140 | Aug 10,2022 | OTTAWA | Wetland |
| Street / Lot/ Con: 8 Eliza Street | | | | | | |
| Description: Replacement deck within the regulatory limit of a PSW. | | | | | | |
| 33 | RGLPM-112 | May 27,2020 | W20/078 | May 26,2022 | OTTAWA | Carp River |
| Street / Lot/ Con: Hazeldean Road Bridge at Carp River | | | | | | |
| Description: Repairs to road surface of the Hazeldean Rd Bridges which are two reinforced concrete slab bridges constructed circa 2010 that cross over Carp River and two asphalt pathways. | | | | | | |
| 34 | RGLPM-113 | Sep 14,2020 | W20/139 | Sep 14,2022 | OTTAWA | Carp River |
| Street / Lot/ Con: 590 Hazeldean Road / LOT 28 & 29 / CON 11 | | | | | | |
| Description: Constructing a Pedestrian Bridge within a Meanderbelt Erosion Hazard and Crossing across the Carp River West Tributary. | | | | | | |
| 35 | RGLPM-114 | Sep 14,2020 | W20/171 | Sep 14,2022 | OTTAWA | Poole Creek |
| Street / Lot/ Con: 26 Beechfern Dr | | | | | | |
| Description: To build a deck within the Regulation Limit of the Erosion Hazard of Poole Creek. | | | | | | |
| 36 | RGLPM-115 | Sep 16,2020 | W20/175 | Sep 16,2022 | OTTAWA | Wetland |
| Street / Lot/ Con: 6279 Fernbank Road / LOT 22 / CON 10 | | | | | | |
| Description: Construct a stone pathway through a locally significant wetland. | | | | | | |
| 37 | RHTPM-134 | Jul 29,2020 | W20/116 | Jul 29,2022 | OTTAWA | Wetland |
| Street / Lot/ Con: 1829 Bearhill Road / LOT 18 / CON 07 | | | | | | |
| Description: Construction of residential pond within the Regulation Limit of a wetland. | | | | | | |
| 38 | RHTPM-135 | Jul 30,2020 | W20/129 | Jul 30,2022 | OTTAWA | Wetland |
| Street / Lot/ Con: 793 Oak Creek Road / LOT 7 / CON 2 | | | | | | |
| Description: Construction of a garage within the Regulation Limit of a wetland. | | | | | | |
| 39 | RKNPM-189 | Jul 09,2020 | W20/107 | Jul 09,2022 | OTTAWA | Kizzell Drain |
| Street / Lot/ Con: GOULBOURN FORCED ROAD / LOT PT 7 / CON 02 | | | | | | |
| Description: Installing a Gas Pipeline Crossing within a Portion of the Kizel Drain Provincially Significant Wetland Complex. | | | | | | |

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| 40 | RLHPM-239 | Jun 16,2020 | W20/095 | Jun 16,2022 | LANARK HIGHLANDS | Various Watercourses |
| Street / Lot/ Con: Multiple | | | | | | |
| Description: Multiple culvert replacements in various areas within Lanark Highlands. | | | | | | |
| 41 | RLHPM-240 | Aug 07,2020 | W20/130 | Aug 07,2022 | LANARK HIGHLANDS | Robertson Lake |
| Street / Lot/ Con: 118 Morrison Lane / LOT 06 / CON 08 | | | | | | |
| Description: Replacement of an existing culvert. | | | | | | |
| 42 | RLHPM-244 | Sep 21,2020 | W20/172 | Sep 21,2022 | LANARK HIGHLANDS | Wetland |
| Street / Lot/ Con: 266 Lakeland Drive / LOT 20 / CON 12 | | | | | | |
| Description: Construction of new shed within the Regulation Limit of a PSW. | | | | | | |
| 43 | RMMMP-8 | Jul 22,2020 | W20/122 | Jul 22,2022 | MISSISSIPPI MILLS | Watercourse |
| Street / Lot/ Con: 1490 Rae Road / LOT 11 / CON 04 | | | | | | |
| Description: Alter the existng channel of a watercourse. | | | | | | |
| 44 | RMMPM-366 | Mar 24,2020 | W20/045 | Mar 24,2022 | MISSISSIPPI MILLS | Mississippi River |
| Street / Lot/ Con: 7 Mill Street, Unit 203 | | | | | | |
| Description: Extension of balcony within the Regulation Limit of the Mississippi River. | | | | | | |
| 45 | RMMPM-367 | Apr 03,2020 | W20/048 | Apr 03,2022 | MISSISSIPPI MILLS | Wetland |
| Street / Lot/ Con: N/A / LOT 14 / CON 09 | | | | | | |
| Description: Construction of new building, septic system and laneway within the Regulation Limit of a PSW. | | | | | | |
| 46 | RMMPM-371 | Jun 30,2020 | W20/094 | Jun 30,2022 | MISSISSIPPI MILLS | Clayton Lake |
| Street / Lot/ Con: 2649 Tatlock Road / LOT 21 / CON 1 | | | | | | |
| Description: Installation of an inground pool within the Regulation Limit of Clayton-Taylor Lake PSW. | | | | | | |
| 47 | RMMPM-373 | Jul 28,2020 | W20/102 | Jul 28,2022 | MISSISSIPPI MILLS | Mississippi River |
| Street / Lot/ Con: Glass Street | | | | | | |
| Description: Construction of dwelling within the erosion hazard of the Mississippi River. | | | | | | |

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| 48 | RMMPM-374 | Jul 07,2020 | W20/110 | Jul 07,2022 | MISSISSIPPI MILLS | Mississippi River |
| Street / Lot/ Con: 116 Green Acres Road / LOT 12 / CON 9 | | | | | | |
| Description: Remove a Dwelling, Pool, and Detached Garage, and Replace with a New Dwelling, Attached Garage, and Pool, within the Regulation Limit of a Provincially Significant Wetland (PSW); and Install a new Septic System within the Regulation Limit of both the PSW and the Regulatory Flood Plain. | | | | | | |
| 49 | RMMPM-375 | Sep 24,2020 | W20/150 | Sep 24,2022 | MISSISSIPPI MILLS | Wetland |
| Street / Lot/ Con: 104 Old Mill Lane / CON 10 | | | | | | |
| Description: Construction of shed within the Regulation Limit of an Erosion Hazard and a PSW. | | | | | | |
| 50 | RMMPM-377 | Sep 14,2020 | W20/174 | Sep 14,2022 | MISSISSIPPI MILLS | Mississippi River |
| Street / Lot/ Con: 110 Green Acres Rd / LOT 12 / CON 9 | | | | | | |
| Description: Installing a Geothermal heating system along the shoreline of the Mississippi River. | | | | | | |
| 51 | RMRPM-76 | Jul 13,2020 | W20/077 | Jul 13,2022 | OTTAWA | Wetland |
| Street / Lot/ Con: Terry Fox/Hunstville Drive / LOT 07 / CON 01 | | | | | | |
| Description: Placement of Fill and for the Construction of a Stormwater Management Facility within the Regulation Limit of Kizel Drain Provincially Significant Wetland. | | | | | | |
| 52 | RMRPM-78 | Jul 08,2020 | W20/112 | Jul 08,2022 | OTTAWA | Hardwood Creek |
| Street / Lot/ Con: 511 Bradbury Court | | | | | | |
| Description: Construction of new shed within the Regulated Floodplain of Hardwood Creek. | | | | | | |
| 53 | RTBPM-966 | Jul 29,2020 | W20/117 | Jul 29,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 648 Bayview Drive | | | | | | |
| Description: Raise the Dwelling within the Flood Plain of the Ottawa River. | | | | | | |
| 54 | RMRPM-79 | Sep 14,2020 | W20/132 | Sep 14,2020 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 269 B Pinhey Point Road / LOT 23 / CON 07 | | | | | | |
| Description: Construction of new garage within the erosion hazard of the Ottawa River. | | | | | | |
| 55 | RNFPM-168 | Apr 24,2020 | W20/056 | Apr 24,2022 | NORTH FRONTENAC | Various Watercourses |
| Street / Lot/ Con: Road Allowance | | | | | | |
| Description: Replace existing culverts, roadside ditching and rehabilitation of Harlowe and Myers Cave Road. | | | | | | |

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| 56 | RNFPM-169 | Jun 12,2020 | W20/090 | Jun 12,2022 | NORTH FRONTENAC | Mississippi River |
| Street / Lot/ Con: Myers Cave Bridge / LOT 22 & 23 / CON 07 | | | | | | |
| Description: Placing Rip Rap as Part of the Myers Cave Bridge Rehabilitation along the Shoreline of the Mississippi River. | | | | | | |
| 57 | RNFPM-170 | Aug 07,2020 | W20/135 | Aug 07,2022 | NORTH FRONTENAC | Watercourse |
| Street / Lot/ Con: 100m West of 8844 Road 509 | | | | | | |
| Description: Replacement of one set of twin culverts. | | | | | | |
| 58 | RTBPM-867 | Mar 30,2020 | W19/122 | Mar 30,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 922 Bayview Drive / LOT 18 | | | | | | |
| Description: Reconstruct an Existing Dwelling and Install a New Septic System within the Regulatory Flood Plain of the Ottawa River. | | | | | | |
| 59 | RTBPM-883 | Jun 17,2020 | W19/165 | Jun 17,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 642 Bayview Drive | | | | | | |
| Description: Construct a 20 x 20 garage within the Flood Plain of the Ottawa River. | | | | | | |
| 60 | RTBPM-928 | Apr 22,2020 | W19/276 | Apr 22,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 132 Bayview Drive, Woodlawn | | | | | | |
| Description: to Reconstruct Dwelling and Replace Septic System within the Regulatory Flood Plain of the Ottawa River. | | | | | | |
| 61 | RTBPM-933 | Apr 01,2020 | W20/001 | Apr 01,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 127 Lane Street / LOT 74 & 75 | | | | | | |
| Description: Raise septic tank within the regulatory flood plain of the Ottawa River. | | | | | | |
| 62 | RTBPM-940 | Jun 22,2020 | W20/026 | Jun 22,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 4038 Armitage Ave, Dunrobin | | | | | | |
| Description: Removing an existing retaining wall and replace with an armour stone and stone retaining wall along the shoreline of the Ottawa River. | | | | | | |
| 63 | RTBPM-941 | Apr 15,2020 | W20/029 | Apr 15,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 656 Bayview Drive | | | | | | |
| Description: Raise Existing Dwelling within the Floodplain of the Ottawa River. | | | | | | |

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| 64 | RTBPM-943 | Apr 08,2020 | W20/031 | Apr 08,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 800 Bayview Drive / LOT 19 / CON 05 | | | | | | |
| Description: Reconstruct Dwelling and Septic System within the Floodplain of the Ottawa River. | | | | | | |
| 65 | RTBPM-947 | Apr 08,2020 | W20/049 | Apr 08,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 633 Bayview Drive / LOT 18 / CON 05 | | | | | | |
| Description: Raise Existing Dwelling with New Foundation and Construct Addition within the Regulatory Flood Plain of the Ottawa River. | | | | | | |
| 66 | RTBPM-950 | Jun 08,2020 | W20/057 | Jun 08,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 4282 Armitage Avenue / LOT 15 | | | | | | |
| Description: Construction of new single family dwelling and class 4 sewage system. | | | | | | |
| 67 | RTBPM-951 | Apr 20,2020 | W20/058 | Apr 20,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 750 Bayview Drive / CON 05 | | | | | | |
| Description: Raise Driveway and Repair Retaining Wall along the Shoreline of the Ottawa River. | | | | | | |
| 68 | RTBPM-953 | Jun 24,2020 | W20/068 | Jun 24,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 918 Bayview Drive | | | | | | |
| Description: Reconstruct a Dwelling within the Regulatory Floodplain of the Ottawa River. | | | | | | |
| 69 | RTBPM-954 | Jun 24,2020 | W20/086 | Jun 24,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 611 Bayview Drive / LOT 24 | | | | | | |
| Description: Reconstruct a dwelling and install a new septic system within the floodplain of the Ottawa River. | | | | | | |
| 70 | RTBPM-955 | Jun 19,2020 | W20/087 | Jun 19,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 900 Bayview Drive / LOT 06 | | | | | | |
| Description: Install Rip Rap in Front of Existing Retaining Wall Along the Shoreline of the Ottawa River. | | | | | | |
| 71 | RTBPM-956 | Aug 12,2020 | W20/093 | Aug 12,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 944 Bayview Drive | | | | | | |
| Description: Lift dwelling, replace foundation and floodproof. | | | | | | |

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| 72 | RTBPM-957 | Jun 17,2020 | W20/098 | Jun 17,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 3692 Armitage Avenue | | | | | | |
| Description: Lifting of dwelling and replacement of foundation. | | | | | | |
| 73 | RTBPM-958 | Jun 24,2020 | W20/101 | Jun 24,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 1222 Bayview Drive | | | | | | |
| Description: Renewal of permit W18/089. Replacement of a septic system within the Regulation Limit of the Ottawa River. | | | | | | |
| 74 | RTBPM-960 | Jul 15,2020 | W20/106 | Jul 15,2020 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 800 Bayview Drive / LOT 19 / CON 05 | | | | | | |
| Description: Replacing an existing concrete block retaining wall with an armour stone and rip rap retaining wall along the shoreline of the Ottawa River. | | | | | | |
| 75 | RTBPM-961 | Jul 08,2020 | W20/108 | Jul 08,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 653 Bayview Drive | | | | | | |
| Description: Install septic system within the Flood Plain of the Ottawa River. | | | | | | |
| 76 | RTBPM-962 | Jul 15,2020 | W20/109 | Jul 15,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 630 Bayview Drive | | | | | | |
| Description: Raising and repair of home as a result of Spring 2019 flooding. | | | | | | |
| 77 | RTBPM-963 | Jul 15,2020 | W20/118 | Jul 15,2022 | OTTAWA | Ottawa Nonwaterfront |
| Street / Lot/ Con: 757 Bayview Drive | | | | | | |
| Description: Replacement of septic system failed due to flooding. | | | | | | |
| 78 | RTBPM-964 | Jul 20,2020 | W20/114 | Jul 20,2020 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 744 Bayview Drive / LOT 28 | | | | | | |
| Description: Raise driveway for safe access. | | | | | | |
| 79 | RTBPM-966 | Jul 29,2020 | W20/117 | Jul 29,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 648 Bayview Drive | | | | | | |
| Description: Permit for lifting of dwelling and floodproofing. | | | | | | |
| 80 | RTBPM-967 | Jul 15,2020 | W20/119 | Jul 15,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 160 Scenic Lane | | | | | | |
| Description: Installation of pre-fab shed within the erosion hazard of the Ottawa River. | | | | | | |

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| 81 | RTBPM-968 | Jul 29,2020 | W20/123 | Jul 29,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 1146 Bayview Drive | | | | | | |
| Description: Permit application to reconstruct dwelling and garage. | | | | | | |
| 82 | RTBPM-969 | Sep 21,2020 | W20/126 | Sep 21,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 212 Baillie Avenue / LOT 13 | | | | | | |
| Description: Raise septic and repair retaining wall along the shoreline of the Ottawa River. | | | | | | |
| 83 | RTBPM-970 | Jul 27,2020 | W20/127 | Jul 27,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 1284 Bayview Drive | | | | | | |
| Description: Repair foundation due to flood damage. | | | | | | |
| 84 | RLHPM-240 | Aug 7,2020 | W20/130 | Aug 7,2022 | Lanark Highlands | Watercourse |
| Street / Lot/ Con: 118 Morrision Lane | | | | | | |
| Description: Replace an existing culvert. | | | | | | |
| 85 | RTBPM-972 | Aug 10,2020 | W20/138 | Aug 10,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 194 Baillie Ave | | | | | | |
| Description: Add an armour stone retaining wall along the shoreline of the Ottawa River. | | | | | | |
| 86 | RTBPM-973 | Aug 10,2020 | W20/141 | Aug 10,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 3912 Armitage Avenue / LOT 11 / CON 06 | | | | | | |
| Description: Placement of rip rap for erosion control along the shoreline of the Ottawa River. | | | | | | |
| 87 | RTBPM-974 | Aug 13,2020 | W20/145 | Aug 13,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 486 Bayview Drive | | | | | | |
| Description: Replacement of a septic system within the floodplain of the Ottawa River. | | | | | | |
| 88 | RTBPM-975 | Aug 20,2020 | W20/152 | Aug 20,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 1076 Bayview Drive | | | | | | |
| Description: Repairing retaining wall and replacing a rock staircase along the shoreline of the Ottawa River. | | | | | | |
| 89 | RTBPM-977 | Sep 14,2020 | W20/168 | Sep 14,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 5100 Opeongo Rd / LOT 23 / CON 4 | | | | | | |
| Description: Replacing existing retaining wall with rip rap along the Ottawa River. | | | | | | |

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| 90 | RTBPM-978 | Sep 14,2020 | W20/169 | Sep 14,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 5094 Opeongo Rd / LOT 23 / CON 4 | | | | | | |
| Description: Replacing existing retaining wall with rip rap along the Ottawa River. | | | | | | |
| 91 | RTBPM-979 | Sep 24,2020 | W20/178 | Sep 24,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 188 Baillie Avenue | | | | | | |
| Description: Construction of retaining wall along shoreline of the Ottawa River. | | | | | | |
| 92 | RTBVL-8 | Apr 01,2020 | W20/024 | Apr 01,2022 | OTTAWA | Ottawa River |
| Street / Lot/ Con: 709 Bayview Drive / LOT Pt 19 / CON 5 | | | | | | |
| Description: To Raise a Dwelling and Place Fill for a Fill Apron within the Regulatory Flood Plain of the Ottawa River. | | | | | | |
| 93 | RTVPM-62 | May 04,2020 | W20/070 | May 04,2022 | TAY VALLEY | Watercourse |
| Street / Lot/ Con: Lot 8, Concession 9 / LOT 8 / CON 9 | | | | | | |
| Description: Permit to replace culvert within a watercourse and wetlands. | | | | | | |
| 94 | RTVVL-2 | May 13,2020 | W20/060 | May 13,2021 | TAY VALLEY | Wetland |
| Street / Lot/ Con: 660 Mackay Line Road / LOT 22 / CON 11 | | | | | | |
| Description: Place material and construct a retaining wall within the regulation limit of the Playfairville - Mud Lake PSW. | | | | | | |
| 95 | RBWPM-492 | Jul 14,2020 | W20/080 | Jul 14,2022 | BECKWITH | Mississippi Lake |
| Street / Lot/ Con: 144 Munro / LOT part 4 / CON 8w | | | | | | |
| Description: To fill a deteriorated boat slip and install riprap erosion protection along the shoreline of the Mississippi Lake. | | | | | | |
| 96 | RBWPM-495 | Aug 26,2020 | W20/088 | Aug 26,2022 | BECKWITH | Mississippi Lake |
| Street / Lot/ Con: 207 First Avenue / LOT 08 / CON 11 | | | | | | |
| Description: To install rip rap erosion protection along the shoreline of Mississippi Lake. | | | | | | |
| 97 | RBWPM-498 | Aug 26,2020 | W20/131 | Aug 26,2022 | BECKWITH | Mississippi Lake |
| Street / Lot/ Con: 3344 Ninth Line Road / LOT 02 / CON 07 | | | | | | |
| Description: Install rip rap erosion protection along the shoreline of Mississippi Lake. | | | | | | |

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| 98 | RBWPM-499 | Aug 26,2020 | W20/136 | Aug 26,2022 | BECKWITH | Mississippi Lake |
| Street / Lot/ Con: 140 Gardiner Shore | | | | | | |
| Description: Install rip rap erosion protection along the shoreline of Mississippi Lake | | | | | | |
| 99 | RBWPM-500 | Sep 03,2020 | W20/146 | Sep 03,2022 | BECKWITH | Mississippi Lake |
| Street / Lot/ Con: 318 Gardiner Shore Road / CON 10 | | | | | | |
| Description: To install riprap erosion protection along shoreline of Mississippi Lake. | | | | | | |
| 100 | RBWPM-504 | Sep 03,2020 | W20/160 | Sep 03,2022 | BECKWITH | Mississippi Lake |
| Street / Lot/ Con: 133 Elm Avenue | | | | | | |
| Description: Install armor stone protection within the regulatory floodplain of Mississippi Lake. | | | | | | |
| 101 | RCFPM-57 | Jul 23,2020 | W20/092 | Jul 13,2022 | CENTRAL FRONTENAC | Sharbot Lake |
| Street / Lot/ Con: K&P Trail / LOT 14 / CON 02 | | | | | | |
| Description: For alteration to a watercourse to construct footings for a boathouse. | | | | | | |
| 102 | RDNPM-332 | Sep 01,2020 | W20/113 | Sep 01,2022 | DRUMMOND/ NORTH ELMSLEY | Mississippi Lake |
| Street / Lot/ Con: 422 Black Bass Bay Road / LOT 25 / CON 07 | | | | | | |
| Description: To replace an existing upland retaining wall. | | | | | | |
| 103 | RTBPM-948 | Apr 03,2020 | W20/051 | | OTTAWA | Ottawa River |
| Street / Lot/ Con: 496 Bayview Drive | | | | | | |
| Description: Extension of permit W18/014 to complete landscaping associated with the original project. | | | | | | |
| 104 | RTVPM-63 | Aug 10,2020 | W20/120 | Aug 10,2022 | TAY VALLEY | Bennett Lake |
| Street / Lot/ Con: 2050 Cyr Road / LOT 06 / CON 09 | | | | | | |
| Description: To repair existing dock and add on to additional dock. | | | | | | |
| 105 | RMMPM-376 | Oct 8,2020 | W20/151 | Oct 8,2022 | Mississippi Mills | Mississippi River |
| Street / Lot/ Con: 175 Borden Road | | | | | | |
| Description: Replacing a Deck within the Regulation Limit of the Regulatory Flood Plain of the Mississippi River. | | | | | | |