



Annual General Meeting

MVCA Board Room

1:00 pm

February 19, 2020

AGENDA

ROLL CALL

Agenda Review MOTION

Declarations of Interest (written)

1. Approval of Minutes – Board Meeting, December 4, 2019. See attached.
2. Receipt of Committee Minutes:
 - a. Finance and Administration Committee Meeting – November 15, 2019
 - b. Policy and Priorities Committee Meeting – November 14, 2019
 - c. Finance and Administration Committee Meeting – February 7, 2020
3. Business Arising from Minutes
 - a. 2020 Per Diem and Mileage Rates, Report 3040/20 (Angela Millar)
 - b. Update – 2019 WECl Projects, Report 3041/20. (Sally McIntyre)
4. Chair's 2019 Report (Janet Mason)
5. 2019 Financial Statement and Audit Report (Glenn Street) See attached.
6. Election of 2020 Officers (Glenn Street)
7. Appointment of 2020 Auditor (Angela Millar)
8. Appointment of 2020 Committee Members, Report 3044/20 (Sally McIntyre)
9. 2020 Conservation Ontario appointments, Report 3045/20 (Sally McIntyre)
10. 2019 Annual Report (Sally McIntyre)
11. 2020 Capital Budget Amendment, Report 3046/20 (Angela Millar)
12. 2020 Budget and Work Plan, Report 3047/20 (Sally McIntyre)
13. 2020 Meeting Schedule, Report 3048/20 (Sally McIntyre)
14. Mill of Kintail Museum Update, Report 3043 (Christa Lowry and Jeff Atkinson)
15. Update – Watershed Condition and Outlook (Jenn North)
16. Update – Mississippi River Watershed Plan (Sally McIntyre)
17. Land disposition, purchase, and easements (IN CAMERA)
18. Recruitment for Director position (IN CAMERA)

Other Business

ADJOURNMENT

MISSISSIPPI VALLEY CONSERVATION AUTHORITY
BOARD OF DIRECTORS

Mississippi Valley Conservation Centre
Carleton Place

MINUTES

December 4, 2019

MEMBERS PRESENT:

J. Mason, Chair;
J. Atkinson;
E. Burke;
F. Campbell;
G. Gower;
B. Holmes;
J. Inglis;
P. Kehoe;
C. Lowry;
G. McEvoy;
P. Sweetnam;
K. Thompson.

MEMBERS ABSENT:

J. Hall, Vice-Chair;
R. Darling;
E. El-Chantiry;
T. Fritz;
J. Karau.

STAFF PRESENT:

S. McIntyre, General Manager;
A. Millar, Treasurer;
A. Broadbent, Information Technology Supervisor;
M. Craig, Manager, Planning and Regulations;
R. Fergusson, Operations Supervisor;
S. Gutoskie, Community Relations Coordinator;
C. McGuire, Water Management Intern;
J. Price, Director, Water Resource Engineering;
E. Levi, Recording Secretary.

VISITORS PRESENT:

L. Hudson, Public Advisory Committee Member
K. Tauro, Resident;
P. Lehman, President, MVC Foundation.

J. Mason called the meeting to order at 10:00 a.m.

J. Mason noted that Items 2 & 3 regarding minutes from MVCA Standing Committees should be removed as they hadn't yet been approved by their respective committees. She also noted that a new agenda item regarding the Mill of Kintail, had been added following Item 7.

B12/04/19-1

MOVED BY: F. Campbell

SECONDED BY: Bev Holmes

Resolved, That the agenda for the December 4, 2019 meeting of the Mississippi Valley Conservation Authority Board of Directors be adopted as amended.

“CARRIED”

BUSINESS:

1. Minutes – Board of Directors Meeting – October 16, 2019

B12/04/19-2

MOVED BY: P. Kehoe

SECONDED BY: C. Lowry

Resolved, That the Minutes of the Mississippi Valley Conservation Authority Board of Directors meeting held October 16, 2019 be received and approved as printed.

“CARRIED”

2. Update: Budget Control

A. Millar gave a brief overview of the 2019 budget to date. She advised that spending is on course and preliminary year-end review projects a deficit of \$11,000 leaving the operational reserves untouched. She noted that the auditors were conducting an interim audit December 9 and that the final audit will occur the first week February 2020.

3. Recruitment Plan

B12/04/19-3

MOVED BY: P. Kehoe

SECONDED BY: C. Lowry

Resolved, That the committee move to in-camera session for discussion of the following matter: Personal matters about an identifiable individual, including employees of the Authority; and further

Resolved, That Sally McIntyre remain in the room.

“CARRIED”

B12/04/19-4

MOVED BY: C. Lowry

SECONDED BY: J. Inglis

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

“CARRIED”

4. K & P Trail

S. McIntyre reviewed Staff Report #3035/19. Of concern is a 10m high concrete bridge crossing Peterson Creek that has not been inspected since the 1990s and represents an unknown liability. While the structure is believed to be sound, the railings do not meet current safety standards. She advised that both the Ottawa Valley Recreational Trail Partnership and Frontenac County may be interested in acquiring the MVCA section of the Trail, but would want to know the condition of the asset. In any event, the trail is currently the responsibility of MVCA and it is prudent that a condition assessment be carried out.

She explained that the Capital Program of the proposed 2020 budget report includes assessment of structure and railing, and possibly replacement of the railings.

P. Kehoe questioned why the Authority would spend money on the assessment when it could be made part of the sale agreement with potential buyers. He also suggested that the Authority has the option to close the trail if the risk is great. S. McIntyre explained that it will be easier to sell the property at a fair price if the risk is quantified; if MVCA is unable to sell the asset the assessment will demonstrate due diligence in monitoring risk; and that while closing the trail could mitigate physical risks it would increase risk to corporate credibility in the community. She added that under a worst-case scenario the payback on the investment would be four years assuming \$40k for the proposed works.

C. Lowry noted that if the bridge were a municipal structure, it would have to be inspected every other year. The Board is now aware of the risk and exposed to associated liabilities. If repairs were completed, then that cost of the repairs could be factored into the sale price.

P. Sweetnam commented that the trail was purchased at commercial rates, is a valuable asset, and should be sold at fair market price. When the trail was purchased, MVCA was the only one interested in preserving it as a community trail and public asset. He suggested the option of selling pieces of it to landowners who want access; or having loggers who currently use the trail pay for its use. He stated his support for conducting the assessment.

5. Draft 2020 Budget

Staff Report #3036/19, was presented by S. McIntyre. She highlighted the challenges brought on by anticipated changes under Bill 108 and reduced provincial transfer payments. She outlined the departure of long-term staff and reviewed capital projects. Activities and 2020 plans for corporate services, watershed services, flood & erosion control and conservation services were reviewed.

S. McIntyre advised that there will be an overall increase of 10.65% to the Authority budget for 2020, which includes capital expenditures under an approved 10 year plan, some of which will be paid by reserves and WECI funding. The municipal levy rise is within the 3.5% increase authorized by the Board.

S. McIntyre offered to meet with municipalities regarding the proposed budget, if desired.

B12/04/19-5

MOVED BY: J. Atkinson

SECONDED BY: B. Holmes

Resolved, That Draft 2020 Budget be received and circulated to member municipalities for comment.

“CARRIED”

6. Mill of Kintail Special Advisory Committee

C. Lowry reviewed Report #3040/19. She advised that as a result of a meeting with Lisa McLeod, Minister of Tourism, Culture and Sport, Heritage Canada and Randy Hillier, opportunities have been identified to secure funding for museum operations and programming over multiple years. However, the window to take advantage of this is short and requires immediate attention. With the Board of Directors' support and commitment, the Museum Advisory Committee can continue to make headway with this option.

She noted that the Minister expressed personal interest in this matter and has the Premier's support to find long-term funding to support museum operations. In order to proceed, the Board needs to provide approval in principle for another party operating the museum.

S. McIntyre noted that a major issue is ownership of the asset, but that the proposed motion has been worded to address that concern. C. Lowry confirmed that the matter is not about ownership, but about potential private partner funding and operations by a third-party.

B12/04/19-6

MOVED BY: G. Gower

SECONDED BY: B. Holmes

Resolved, That the Board of Directors endorse the following statement:

In anticipation of new regulations scheduled for release in early 2020 under Bill 108, the Mississippi Valley Conservation Authority struck a Special Advisory Committee to examine alternative models of support and direction for the Mill of Kintail Museum, home of the Naismith Basketball Museum and R. Tait McKenzie collections. One option under consideration is third-party curation and display of the museum's collections, including building operations, at no cost to the Authority. Barring legal impediments or negative impacts to existing or planned operations of the Conservation Area, the Board of the MVCA agrees in principal to allow a third party to manage the museum's collection and to operate, maintain, and ensure capital renewal of the Grist Mill building provided a sustainable source of funding is found.

“CARRIED”

7. 2020 Board Meeting Time and Schedule

J. Mason reviewed Staff Report #3037/19. Meetings will continue to occur the third Wednesday of the month at 1:00 pm (with the exception of June December), as follows:

February 19, 2020 – 52nd Annual General Meeting
March 18, 2020
April 15, 2020
May 20, 2020
June 17, 2020
July 15, 2020
September 16, 2020
October 21, 2020
December 2, 2020 – Meeting followed by Christmas luncheon

B12/04/19-7

MOVED BY: F. Campbell

SECONDED BY: J. Atkinson

Resolved, That Board of Directors approve the proposed 2020 meeting schedule.

“CARRIED”

8. Holiday Season Office Closure

J. Mason noted the office is typically closed from noon, December 24 until December 31, as indicated in Staff Report #3038/19, attached.

B12/04/19-8

MOVED BY: G. McEvoy

SECONDED BY: C. Lowry

Resolved, That the Mississippi Valley Conservation offices be closed for the holiday season from noon December 24 to end of business day December 31, 2019 inclusive.

“CARRIED”

9. Update: State of the Watershed

C. McGuire explained that since the last meeting in October, when the water levels were low, there has been a lot of rain. He advised that the rain helped with the drought conditions and the timing was such that the water could pass through the system before the freeze. He advised that all lakes were within target winter levels with the exception of Mississagagon. He noted that draw down of Crotch Lake will start in January 2020.

10. Update: Regulatory Permits

Staff Report #3039/19 was presented outlining permits issued to November 27, 2019. M. Craig mentioned that disaster relief funds are currently being distributed, so the Authority may see more permits this year and into next year as well.

11. Update: Watershed Plan

S. McIntyre updated the Board on the state of the Watershed Plan. She noted the creation of a Public Advisory Committee (PAC) and that reports are prepared and reviewed by the Policy & Priorities Committee prior to distribution to the PAC for discussion. Completion of all reporting is scheduled for January 2020 for subsequent release to public.

S. McIntyre remarked that the goal is to table a discussion paper by Spring 2020. After the discussion paper, the Watershed Plan will be drafted.

12. Audit Plan Letter

J. Mason commented that the letter was just for information.

It was confirmed for P. Sweetnam that the audit fee is comparable to previous years.

13. Other Business

J. Mason briefly outlined next steps for the new year including appointment decisions to be taken at the Annual General Meeting February 20, 2020. She advised that John Hall was Vice-Chair but that Lanark Highlands has appointed a new member starting in January 2020, leaving the Vice-Chair position vacant.

She outlined succession planning goals for Board positions and the need for resiliency and continuity. Historically, the Vice-Chair position has had the same tenure as the Chair. She suggested an annual rotating Vice-Chair position to expose several members to the role. She noted there some members had expressed interest in this approach and position starting in 2020.

P. Sweetnam stressed the importance of the Vice-Chair being included as an active participant in meetings between the Chair and General Manager. J. Mason confirmed that is the current practice and the intent is to keep the Vice-Chair involved in those meetings.

B12/04/19-9

MOVED BY: K. Thompson

SECONDED BY: P. Kehoe

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

ADJOURNMENT

The meeting was adjourned at 11:45 a.m.

“E. Levi, Recording Secretary

J. Mason, Chair”

MISSISSIPPI VALLEY CONSERVATION AUTHORITY
FINANCE AND ADMINISTRATION ADVISORY COMMITTEE

Mississippi Valley Conservation Centre
Carleton Place

MINUTES

November 15, 2019

MEMBERS PRESENT:

E. Burke;
T. Fritz;
J. Hall;
C. Lowry;
J. Mason;
G. McEvoy;
P. Sweetnam.

MEMBERS ABSENT:

E. El-Chantiry;
P. Kehoe.

STAFF PRESENT:

S. McIntyre, General Manager;
A. Millar, Secretary-Treasurer;
S. Lickley, Recording Secretary.

VISITORS PRESENT:

S. McIntyre called the meeting to order at 2:07 p.m.

BUSINESS:

1. Minutes – Finance & Administration Advisory Committee Meeting – Feb 14, 2019

FAAC11/15/19-1

MOVED BY: J. Mason

SECONDED BY: P. Sweetnam

Resolved, That the Minutes of the Finance & Administration Advisory Committee meeting held February 14, 2019 be received and approved as printed.

“CARRIED”

2. Appointment of Committee Chair and Vice-Chair

S. McIntyre started the election process by acting chairman for the election process.

FAAC11/15/19-2

MOVED BY:

SECONDED BY:

Resolved, That Sally McIntyre be appointed as Chairman for the Election of Chairman of the Finance and Administration Advisory Committee for 2019.

“CARRIED”

S. McIntyre called for nomination for the position of Chairman. J. Mason nominated C. Lowry. T. Fritz seconded the nomination. S. McIntyre called for additional nominations and there were none.

S. McIntyre called for the nominations for the position of Chairman be closed.

FAAC11/15/19-3

MOVED BY: P. Sweetnam

SECONDED BY: J. Hall

Resolved, That nominations for the position of Chairman be closed and that C. Lowry is now Chairman for the Finance and Administration Advisory Committee.

“CARRIED”

C. Lowry called for nominations for the position of Vice-Chairman. J. Hall nominated P. Sweetnam. G. McEvoy seconded the nomination. C. Lowry called for additional nominations and there were none.

C. Lowry called for the nominations for the position of Vice-Chairman to be closed.

FAAC11/15/19-4

MOVED BY: T. Fritz

SECONDED BY: G. McEvoy

Resolved, That nominations for the position of Vice-Chairman be closed and that P. Sweetnam is now Vice-Chairman for the Finance and Administration Advisory Committee.

“CARRIED”

3. **Draft 2020 Budget**

See attached report 3034/19.

S. McIntyre reviewed budget process and timeline. She explained that she is offering presentations to municipalities about the current budget and future of conservation authorities in setting of Bill 108. A. Millar then reviewed the 10-Year Capital Plan.

P. Sweetnam suggested that MVCA should inquire with WECCI funders about reimbursement for Shabomeka Lake Dam Design Study done this year. S. McIntyre noted that all capital programs failed to make the expected progress this year due to flooding issues taking priority. They are rescheduled for 2020, however if there are problems with staff capacity, we will look into hiring a consultant to ensure capital projects are completed. She continued to describe a new capital project proposed for 2020: on the K&P Trail there is a historic bridge that requires inspection and possible replacement of railing to ensure it is sound. There are logging trucks and private vehicles that use this bridge. This trail has also had disputes with landowners, which MVCA has incurred legal fees to maintain ownership of the trail.

J. Mason asked if there is any revenue from K&P. S. McIntyre responded that there is no real revenue that comes from the K&P Trail. J. Hall suggested that for bridge repairs and trail maintenance MVCA could approach snowmobile clubs for funding. C. Lowry advised that municipal roads with bridges have to be inspected bi-annually, so it is a concern that the bridge has

been unassessed for more than a decade. Discussion continued regarding a possible future transfer of the K&P Trail to Lanark County, and that any known risks, such as the bridge repair, be identified and shared with Lanark County.

A. Millar and S. McIntyre reviewed details of budget. S. McIntyre noted that the 2020 budget excludes the well monitoring program at a cost of \$3000 because the data is not useful to MVCA and the province doesn't subsidize the program.

J. Mason asked why the Conservation Foundation operates as a separate entity and if they ever reported on the finances of the foundation to the board of directors. She suggested that in 2020 there would be a presentation to the board about the foundation and its finances in order to investigate how the foundation could be a more effective fundraising arm. P. Sweetnam added that it would also be great to know what the foundation contributes to MVCA's budget.

J. Mason Suggest that Ontario Power Generation (OPG) is a great organization to ask for funding. S. McIntyre reported that OPG is already funding our water safety program.

J. Mason advised that on the subject of eliminating a FTE position, to ensure clear communications about why staffing changes will create resiliency within the organization, when more than one individual has working knowledge of other areas of the organization.

On the subject of staffing S. McIntyre explained that all staff get cost of living increase 1.9%, and some staff will receive a bonus or extra step increase as well for an increase of up to 3.5% total. She explained that MVCA was supposed to conduct a salary review in 2019, however it was not completed. She advised that MVCA is currently reviewing the professional positions that are open before starting our competition process.

FAAC11/15/19-5

MOVED BY: J. Mason

SECONDED BY: T. Fritz

Resolved, That the 2020 Draft Budget, as presented, be recommended to the Board of Directors for consideration and circulation to member municipalities for comment.

“CARRIED”

ADJOURNMENT

The meeting was adjourned at 3:52 p.m.

FAAC11/15/19-6

MOVED BY: P. Sweetnam

SECONDED BY: J. Hall

Resolved, That the Finance and Administration Advisory Committee meeting be adjourned.

“CARRIED”

“S. Lickley, Recording Secretary

C. Lowry, Chair”

MISSISSIPPI VALLEY CONSERVATION AUTHORITY
POLICY & PRIORITIES ADVISORY COMMITTEE

Mississippi Valley Conservation Centre
Carleton Place

MINUTES

November 14, 2019

MEMBERS PRESENT:

K. Thompson, Vice-Chair;
F. Campbell;
J. Hall, ex-officio;
B. Holmes;
J. Inglis;
J. Karau;
J. Mason.

MEMBERS ABSENT:

J. Atkinson, Chair;
R. Darling;
T. Fritz;
G. Gower.

STAFF PRESENT:

S. McIntyre, General Manager;
A. Symon, Watershed Planner;
S. Lickley, Recording Secretary.

VISITORS PRESENT:

K. Thompson called the meeting to order at 3:00 p.m.

PPAC11/14/19-1

MOVED BY: J. Karau

SECONDED BY: J. Hall

Resolved, That the agenda for the Policy & Priorities Advisory Committee meeting be adopted, as presented.

“CARRIED”

BUSINESS:

1. Minutes – Policy & Priorities Advisory Committee Meeting – October 16, 2019

B09/05/19-2

MOVED BY: J. Karau

SECONDED BY: J. Hall

Resolved, That the Minutes of the Mississippi Valley Policy & Priorities Advisory Committee meeting held on October 16, 2019 be received and approved as printed.

“CARRIED”

2. Mississippi River Watershed Plan – Backgrounder Two: People & Property

Discussion began with a summary of the first report in the series: *Backgrounder One: The Physical Environment*.

J. Karau reported back that the Watershed Plan Public Advisory Committee received *Backgrounder One* very well. He noted that the committee members are very knowledgeable. The committee recognized that the timeline was extremely tight, but vital that the *Mississippi River Watershed Plan* be ready in one year's time to coincide with new provincial regulations being released in late 2020. He added that there was still no co-chair chosen for the committee.

K. Thompson noted that it is beneficial that MVCA is getting public input on the *Mississippi River Watershed Plan* and this will help with outreach and communicate to a wider audience.

A. Symon reported that the Watershed Plan Public Advisory Committee suggested that agricultural concerns were not yet well represented in the plan development process and that MVCA is reaching out to Agriculture and Agri-food Canada for input.

S. McIntyre added that the public release of *Backgrounder One* and the following reports will begin in the New Year to coincide with when the Province of Ontario is doing stakeholder meetings on Conservation Authority regulations.

A. Symon reviewed key elements of the document titled *Backgrounder Two: People & Property*. Her review highlighted key considerations of each of the various ways in which the watershed intersects with people and their properties historically, presently and as projected into the future.

J. Mason commented on her overall impression on *Backgrounder Two*, which she said illustrates how the watershed and its residents are very interconnected. She added that she learned many things that residents do on their own property that could be effecting water many kilometers away.

S. McIntyre updated the committee on the topic of First Nations engagement. She said that MVCA has hired Gary Pritchard of Cambium Aboriginal Consultants on a small contract to be the initial ambassador on behalf of MVCA to the First Nations communities in the watershed. She detailed that Gary is going to make the initial contact to describe the project and ask how each group would like to be involved. Gary has already advised MVCA on addressing language in the report in order to be respectful. S. McIntyre noted that within the Mississippi River Watershed there is a land claim agreement in on-going negotiations, as well as indigenous communities that are subject to treaties and agreements. She stated that MVCA's objective is to ensure engagement with First Nations is done in a meaningful way.

F. Campbell noted that as a developer she understood that local subdivisions have had archeological reports completed to ensure there are no indigenous artifacts of areas of significance. She asked if there was a government organization that could release this information for the entire watershed. S. McIntyre described the challenge to obtain a compendium of these types of records because there is no central agency that collects them. A. Symon added that MVCA is aware of features of cultural significance that need to keep in mind. She said that in her research she learned that historically due to the damming projects in the watershed, many significant sites may be lost under the water.

J. Inglis inquired as to why the levy is high for Ottawa, but they are not represented in these *Backgrounder* reports and why the Carp River Watershed not considered in these reports. S. McIntyre detailed the various watershed plans that have been led by the City of Ottawa in which MVCA has been an active participant. J. Mason suggested that a note or appendix be added to the governance section to describe why MVCA is focusing on the Mississippi River Watershed and how the levy affects MVCA programming.

J. Karau added that there may be a place in the later *Backgrounder* reports for reflections on how the *Mississippi River Watershed Plan* compares to previous local watershed plans in the Ottawa area. He noted that the City of Ottawa sees that the Mississippi River Water Shed as an integral component to ensuring the health of the city.

J. Inglis brought forward the common issue with people converting waterfront cottages into large permanent residences, and its impact on the health of the watershed. J. Karau added that based on the population and development growth pressures, this report should consider future needs for a higher planning budget. He suggested that the report consider ramifications of possible crown land sales and further development of recreational areas. A. Symon noted that she would move crown land considerations from the appendix into the main section of the document.

On the topic of drinking water, J. Karau noted that source water protection plans were developed in 2010, but may not hold up as the population and development growth continues to rise. S. McIntyre added that only the towns of Almonte and Carleton Place have source water protection plans. She noted that there may not be studies on the total demand which would include agriculture and commercial on top of residential and development growth. MVCA's current water management plan is based on historic conditions, not projected future conditions and climate change. These factors could have a huge effect on drinking water sources. On a greater scale, source water protection plans do not consider the population on private well and septic systems.

Questions arose about MVCA's scope and ability to enforce recommendations in various areas. S. McIntyre stated that within the *Backgrounder* reports they are working hard to avoid specific recommendations for solutions that MVCA can implement. The final paper will detail what MVCA and each municipality can do with active collaboration. She added that readers won't see any prescribed solutions in these documents.

J. Karau suggested that the report should detail what MVCA does for private water sources like well and septic. When the issue of safe drinking water is addressed, there should be references for all sources, including private wells.

B. Holmes commented on the topic of agriculture that there are a lot of smaller market gardeners utilizing the good soil, lower land costs and vicinity to the city to start businesses. She added that she would provide a contact to access agricultural statistics.

J. Karau noted that many types of farmers are affected by climate change, including sugar bushes. Climate change may affect how maple species are able to survive in our area as temperatures and weather change. J. Mason added that monoculture farming of maple trees has affected the productivity and health of maple forests.

S. McIntyre commented on the topic of mining and aggregates that commercial mining entities move a considerable amount of ground water to the surface which can introduce potential contaminants.

S. McIntyre commented on the topic of hydroelectric power that she notified Ontario Power Generation (OPG) that MVCA was compiling a Water Management Plan for the Mississippi River Watershed. She found that OPG staff aren't aware of what MVCA does so she has scheduled to present to them in January 2020.

A. Symon noted on the topic of governance that there are a lot of players in water resource management in the Mississippi River Watershed and a whole lot of legislation. She added that there is a need for collaboration between organizations. J. Karau added that MCVA needs to more clearly state their large contribution to collaboration. MVCA deserves to be recognized for the work that goes into collaboration with partners.

S. McIntyre commented on growth pressures near town centres. She described the green algae growth problem in Mississippi Lake which is due to a combination of direct inputs on lake including cottages, feeder creeks and industry nearby. Lanark County predicts that the population of Carleton Place is expected to double from 2011 to 2036.

ADJOURNMENT

The meeting was adjourned at 5:12 p.m.

B09/05/19-5

MOVED BY: J. Inglis

SECONDED BY: B. Holmes

Resolved, That the Policy & Priorities Advisory Committee meeting be adjourned.

“CARRIED”

“S. Lickley, Recording Secretary

J. Atkinson, Chair”

MISSISSIPPI VALLEY CONSERVATION AUTHORITY
FINANCE AND ADMINISTRATION ADVISORY COMMITTEE

Mississippi Valley Conservation Centre
Carleton Place

MINUTES

February 7, 2020

MEMBERS PRESENT:

E. El-Chantiry;
T. Fritz;
J. Hall;
C. Lowry;
J. Mason;
G. McEvoy; P.
Sweetnam.

MEMBERS ABSENT:

E. Burke;
P. Kehoe.

STAFF PRESENT:

S. McIntyre, General Manager;
A. Millar, Treasurer;
S. Lickley, Recording Secretary.

VISITORS PRESENT:

G. Street (Auditor).

S. McIntyre called the meeting to order at 1:03 p.m.

FAAC02/07/20-1

MOVED BY: P. Sweetnam

SECONDED BY: T. Fritz

Resolved, That the agenda for the Policy & Priorities Advisory Committee meeting be adopted, as presented.

“CARRIED”

BUSINESS:

1. Minutes – Finance & Administration Advisory Committee Meeting – November 19, 2019

FAAC02/07/20-2

MOVED BY: P. Sweetnam

SECONDED BY: J. Mason

Resolved, That the Minutes of the Finance & Administration Advisory Committee meeting held November 19, 2019 be received and approved as printed.

“CARRIED”

2. Business Arising from the Minutes

None presented

3. 2019 Draft Financial Statements

Glen Street presented the 2019 Draft Financial Statements to the Finance and Administration Advisory Committee Members.

G. Street detailed the Statement of Operations and explained that it shows a surplus of \$129,000 in day to day operations. He also noted that reserves grew for 2019.

E. El-Chantiry asked G. Street if the reserve strong enough to support the MCVA's assets through potential changes and projects. G. Street replied that the reserve looks strong, however the capital assets needing replacement in the future may bring uncertainty. He added that he could not provide a definitive straight answer, but it appeared that that MVCA is on the right track.

S. McIntyre explained that the 10-year capital plan is based on replacing "like-for-like", however some assets, for example the Shabomeka Dam, will require more than "like-for-like" improvements to bring it up to the standards that are necessary for modern usage.

A. Millar noted that the planning department thought that the planning revenues would be short for 2019 in part due to discounts for flood victims, however by the end of the year many large planning projects helped off-set the anticipated deficit. She added that we may have been a little too cautious in asking the Board of Directors for permission to access reserves.

G. Street confirmed that the septic inspection program is charged to the municipality based on what it costs, so there is no added revenue.

G. Street detailed that increases in salary and payouts related to long-term retirement represent one-time salary costs listed, after questions from E. El-Chantiry. E. El-Chantiry asked where the retirement unfunded liability is shown. G. Street replied that MVCA continues to pay the premiums each year and that based on an actuary estimate we ensure the budget will allow for this expense each year. He added that this is shown in the liabilities as (\$150,000).

G. Street answered questions regarding building costs, explaining that there is money allocated from municipal contributions that goes directly to paying the cost of the construction of the building and continues to be set aside for maintenance and repair.

E. El-Chantiry asked for the audit to be presented on the projector screen next time to make following the presentation easier for members.

G. Street summarized his Audit Findings Letter. He stated that the process of conducting the audit was smooth and timely and the staff were very cooperative and prepared.

FAAC02/07/20-3

MOVED BY: E. El-Chantiry

SECONDED BY: J. Mason

Resolved, That the 2019 Draft Financial Statements, as presented, be recommended to the Board of Directors for approval.

"CARRIED"

4. 2019 Per Diem and Mileage Rates, Report 3040/20

A. Millar presented the 2019 Per Diem and Mileage Rates Report. She detailed the source that they use as a reference for rates is the National Joint Council.

FAAC02/07/20-4

MOVED BY: J. Mason

SECONDED BY: T. Fritz

Resolved, That the 2019 Per Diem and Mileage Rates, as presented, be recommended to the Board of Directors for approval.

“CARRIED”

5. “In Camera” Discussions

FAAC02/07/20-5

MOVED BY: T. Fritz

SECONDED BY: E. El-Chantiry

Resolved, That the Finance and Administration Advisory Committee move into “in camera” discussions.

“CARRIED”

FAAC02/07/20-6

MOVED BY: ?

SECONDED BY: ?

Resolved, That the Finance and Administration Advisory Committee move out of “in camera” discussions.

“CARRIED”

6. Update – 2019 WECI Projects

S. McIntyre presented Update – 2019 WECI Projects Report (3041/20).

She explained that WECI projects approved for 2019 funding were not completed within the timelines due to the limited time provided by the province to complete the works combined with flooding and other priorities. Only a portion of the WECI grant will be obtained, and MVCA will reapply this month for 2020 capital works.

At this time, MVCA is proposing to pause work on the Widow Lake Dam. After further investigation, Shabomeka and Kaskwakamak dams are more complex than originally anticipated. It is advised that MVCA focus on completing these two projects in 2020. S. McIntyre explained that the 10 year capital program allowed for “like-for-like” replacement and did not allow for equipment modernizations and new health and safety requirements; and that further degradation has been identified at Kashwakamak Lake Dam. S. McIntyre recommended that MVCA supplement its 50% contribution to repair costs from capital reserves so the 2020 municipal levy is not affected.

S. McIntyre answered questions regarding Widow Lake Dam. She explained that vehicles on the dam were a liability concern, which is now mitigated by a gate which prevents vehicles from passing over. She added that there were also concerns about someone slipping underneath the handrails, so mesh will be added to mitigate this at minimal expense. She added that although the

public has no right to access to the dam, there are still some with prescriptive rights to use the dam, for example local land owners who historically used the dam to cross the water.

7. Update – Draft 2020 Budget

S. McIntyre presented Update – Draft 2020 Budget noting that MVCA’s tractor requires a \$14,000 repair that will be taken out of the vehicle reserve which will be shown as a notice of amendment to the 2020 budget when this is purchased. J. Mason noted that eventually the Municipal Levy will have to increase to address the differential between costs in the 2019 10-year Capital Plan and actual costs associated with lifecycle replacement of dam infrastructure.

8. Update – Procurement Review

A. Millar reviewed the Procurement Review Report (3042/20).

9. Mill of Kintail Museum

C. Lowry reviewed the Mill of Kintail Museum Report (3042/20) which details the work of the Mill of Kintail Advisory Committee and the potential private funder for the museum.

P. Sweetnam asked why MVCA is not going to legal counsel, instead of a judge.

C. Lowry explained that the committee is in the process of consulting legal counsel. S. McIntyre added that the legal counsel has recommended that matter go to a judge for clarification and that this is needed to ensure that any future agreements and entities are properly structured.

J. Mason explained that the government regulations will not have an impact on this important opportunity. She expressed her support for the motion. T. Fritz concurred.

E. El-Chantiry added that MVCA should be careful that the identity of the museum is not lost in these changes. He added that it is important to consider 5 or more years down the road and ensure the continued longevity of the museum.

C. Lowry agreed and added that museums need a safety net. She explained that this approach is a little bit of a gamble for the long term, but it is a great opportunity. The advisory committee has suggested an approach of an endowment fund so the museum can be sustained long term. This private contribution may go a long way towards that goal, alongside community fundraising.

P. Sweetnam asked if the property is included in discussions or if it is just the museum.

S. McIntyre explained that this motion is regarding the museum collection only, not the property.

FAAC02/07/20-7

MOVED BY: E. El-Chantiry

SECONDED BY: T. Fritz

Resolved, That the Finance and Administration Advisory Committee recommend that the MVCA Board of Directors Approve the following:

1. That MVCA make application to a Judge for an interpretation regarding MVCA's legal obligations as it pertains to operation of the museum and grounds; and
2. That legal counsel be sought regarding governance options for the McKenzie and Naismith collections including:
 - a) establishing a new charitable organization;
 - b) repurposing the Mill of Kintail Canadian Arts and Pioneer Museum Corporation; and
 - c) repurposing the R. Tait McKenzie Memorial Trust.

“CARRIED”

10. Additional notes from S. McIntyre

S. McIntyre added that the market is hardening and insurance rates are going to go up from 7 to 22 percent. MVCA has an ongoing dispute with the snowmobile association because we require them to be insured to use the K&P trail. E. El-Chantiry explained that the City of Ottawa signed an agreement with local snowmobile trails after extensive negotiations regarding insurance. He added that MVCA needs to keep in mind is that insurance going up to 20% will have huge impacts on everyone; many new home builds are not even qualifying for insurance.

ADJOURNMENT

The meeting was adjourned at 3:15 p.m.

FAAC11/15/19-6

MOVED BY: E. El-Chantiry

SECONDED BY: J. Mason

Resolved, That the Finance and Administration Advisory Committee meeting be adjourned.

“CARRIED”

“S. Lickley, Recording Secretary

C. Lowry, Chair”

REPORT

3040/20

TO:	Finance & Administration Advisory Committee
FROM:	Angela Millar, Treasurer
RE:	Per Diem/Honorarium and Mileage Increase for 2020
DATE:	February 7, 2020

Recommendation:

That the Board approve:

- a) a 1.9% cost of living increase in Board member per diems and honorariums effective the Annual General Meeting, February 19, 2020.
- b) an increase in mileage rate to \$0.565/km effective January 1, 2020.

1.0 BACKGROUND

Section 13 of the MVCA 2018 Administrative By-Law, 2018 states the following:

The general membership shall pass a motion annually at the Annual General Meeting specifying a per-diem rate to be paid to members for attendance at general meetings and advisory board or committee meetings and at such other business functions as may be from time to time requested by the Chair, through the Secretary-Treasurer. In addition, an honorarium may be approved by the Authority for the Chair and Vice-chair as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day.

The Authority shall reimburse members' reasonable travel expenses incurred for the purpose of attending meetings and/or functions on behalf of the Authority. A per kilometer rate to be paid for use of a personal vehicle shall be approved by resolution of the general membership from time to time.

2.0 DISCUSSION

The current per diem paid to Board members is \$71.75 for one meeting and \$143.50 for two meetings in one day or for attendance on Authority business.

The annual Honorarium for the Chair is currently at \$1,793.75. There is no Honorarium for the Vice-chair position approved at this time.

It is proposed that the per diem and honorarium be increased by the cost of living of 1.9% which is in the 2020 budget for employees. The new amounts would be effective as of the Annual General Meeting, February 19, 2020 and would be as follows:

- \$73.12 for one meeting;
- \$146.23 for two meetings in one day or for attendance on Authority business;
- Chair Honorarium would be \$1,827.84.

The current mileage rate paid out to staff and members is \$0.55/km. 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

Traditionally the Authority has only had one rate for mileage and the annual amount has been obtained from 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 \$0.56.5/km.

REPORT

3041/20

TO:	Finance & Administration Advisory Committee
FROM:	Sally McIntyre, General Manager
RE:	Water Erosion Control Infrastructure (WECI) 2019 Provincial Grant – Status Update
DATE:	January 31, 2020

Recommendation:

That the Finance & Administration Advisory Committee receive this report for information.

1.0 BACKGROUND

On June 10, 2019, MVCA received approval for 50% funding of three capital projects subject to their being completed and invoiced by February 29, 2020.

2019 Capital Projects	Total Project Value	Approved for WECI grant
Mazinaw Lake Dam Gate	5,000	2,500
Widow Lake Dam Rehabilitation	123,650	61,825
Kashwakamak Dam Rehabilitation	132,000	66,000
Total	\$260,650	\$130,325

As previously reported, the late grant notification combined with unplanned activities associated with the 2019 Spring Flood and staff shortages led to late commencement of these projects in 2019. Consequently, not all of these works will be completed by the deadline and MVCA will need to reapply for WECI funding to complete them.

As well, new information has been received regarding the condition of the weir at Kashwakamak Lake Dam that could significantly increase the cost beyond what was budgeted in 2019 and carried forward in the 2020 Budget. The purpose of this report is to provide an update on these projects.

2.0 MAZINAW LAKE DAM

The gate for this dam has been manufactured and will be billed in full to WECl per the 2019 Agreement.

3.0 WIDOW LAKE DAM

The detailed design and specifications for this project have been completed, however, manufacture and installation of these works will not occur by February 29, 2020.

Item	Project Costs	Approved Grant	To be Exp. by Deadline	WECl eligible
Prepare drawings and tender documents	15,000	7,500	15,000	7,500
Construction	97,650	48,825	0	0
Project Management (CA staff time)	11,000	5,500	5,500	2,750
	\$123,650	\$61,825	\$20,500	\$10,250

3.1 Risk Analysis

While MVCA's *Purchasing Policy and Procedures* allow for sole sourcing of work up to \$50,000 with justification, it is not feasible for the concrete or metal work vendors to manufacture components by the WECl deadline. Award of the work to the manufacturers at this time would obligate MVCA to expend approximately \$50,000 more than planned in the 2020 Budget.

This additional expenditure is not recommended because there is a LOW likelihood and consequence of dam failure or other incident occurring at the dam for the following reasons:

- MVCA no longer drives onto the concrete deck.
- There is a locked gate that prevents other vehicles from accessing the deck.
- There is no one living on the far side of the dam and no public area that people cross to.
- Staff will install a protective mesh to eliminate risk of a worker or pedestrian falling through the existing railing system while on the deck.

Staff will reapply for WECl funding at a future date to complete these works.

4.0 KASHWAKAMAK LAKE DAM REHABILITATION

The detailed design and specifications for this project will be approximately 80% complete by February 29, 2020.

Item	Project Costs	Approved Grant	To be Exp. by Deadline	WECI eligible
Analysis, review, and preparation of design drawings and tender documents	25,000	12,500	20,000	10,000
Construction	95,000	47,500	0	0
Project Management (CA staff time)	12,000	6,000	6,000	3,000
	\$132,000	\$66,000	\$26,000	\$13,000

4.1 Risk Analysis

An engineering assessment completed in 2016 found the weir to be in poor condition with several defects that included erosion, spalling, delamination and cracks. Due to the time required to obtain Environmental Assessment approvals for reconstruction of the structure, it was recommended that repairs be made to stabilize the structure until the EA could be completed.

Within the past week MVCA was informed by its consultants that “deterioration has progressed well beyond what was outlined in our 2016 report and as a result, the construction cost will increase”. More information has been requested to determine the following:

- Whether there has been a material change in the likelihood of weir failure,
- Potential mitigating measures to protect the weir in advance of the spring freshet,
- Potential mitigating measures should the weir fail prior to the rehabilitation, and
- Detailed change in project scope and cost.

This information should be available by the AGM.

It is important to note that the structure is remote, there are less than 10 shoreline structures within 2 km downstream that might be impacted should be weir fail. There may be potentially greater risk to downstream wild rice beds that can suffer wash-out; and to property owners on Kashwakamak Lake if summer-time water levels cannot be maintained on the lake.

5.0 WECI ALLOCATION

Any WECI funds that have not been spent by the end of February will be returned to the province. This will not impact the 2020 Budget or 2019 Financial Statements as the funds currently sit in Deferred Revenues.



MISSISSIPPI VALLEY CONSERVATION AUTHORITY
Financial Statements

Year Ended December 31, 2019

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Index to the Financial Statements

Year Ended December 31, 2019

Contents

	Page
Independent Auditors' Report	1
Statement of Financial Position	2
Statement of Net Assets	3
Statement of Operations	4
Statement of Cash Flow	5
Schedule 1 - Other Revenue	6
Schedule 2 - Expenses	7
Notes to the Financial Statements	8 to 14

INDEPENDENT AUDITOR'S REPORT

To the Directors and Members of MISSISSIPPI VALLEY CONSERVATION AUTHORITY

I have audited the accompanying financial statements of MISSISSIPPI VALLEY CONSERVATION AUTHORITY, which comprise the statement of financial position as at December 31, 2019 and the statements of net assets, operations and cash flow for the year ended December 31, 2019 and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of MISSISSIPPI VALLEY CONSERVATION AUTHORITY as at December 31, 2019 and the results of its operations and its cash flow for the year ended December 31, 2019 in accordance with Canadian public sector accounting standards for not-for-profit organizations.



Cross Street Professional Corporation
Authorized to practise public accounting by Chartered Professional Accountants of Ontario

February 7, 2020
Perth, Ontario

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

(Incorporated under the Laws of Ontario)

Statement of Financial Position as at December 31,

2019

2018

ASSETS

Current

Cash	\$	973,835	1,081,397
Term deposits (note 3)		1,096,421	1,071,454
Accounts receivable, trade and other (note 4)		401,631	200,052
Prepaid expenses and other assets		3,048	-
		<u>2,474,935</u>	<u>2,352,903</u>

Term deposits (note 3)

501,447 -

Capital assets (note 5)

6,720,642 6,985,150

7,222,089 6,985,150

\$ 9,697,024 9,338,053

LIABILITIES AND NET ASSETS

Current liabilities

Accounts payable and accrued liabilities	\$	191,988	155,167
Current portion of long-term debt (note 7)		139,960	135,320
Deferred revenue (note 6)		365,509	120,505
		<u>697,457</u>	<u>410,992</u>

Long-term

Long-term debt (note 7)		3,925,464	4,065,424
Deferred contributions for capital assets (note 8)		2,493,214	2,182,491
Retirement benefit liability (note 9)		150,916	149,121
		<u>6,569,594</u>	<u>6,397,036</u>
		<u>7,267,051</u>	<u>6,808,028</u>

Net assets

Invested in capital assets		162,003	601,914
Reserves (note 10)		1,349,001	1,208,700
Unrestricted		918,969	719,411
		<u>2,429,973</u>	<u>2,530,025</u>

\$ 9,697,024 9,338,053

See accompanying notes to the financial statements

Approved by:

Director: _____

Director: _____

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Statement of Net Assets for the year ended December 31,

2019

2018

	Invested in Capital Assets	(note 10) Reserves	Unrestricted	Total	Total
Net assets, beginning of the year	\$ 601,914	1,208,700	719,411	2,530,025	2,550,214
Excess (Deficiency) of revenue over expenses	(229,158)	-	129,106	(100,052)	(20,189)
Investment in capital assets	(20,253)	-	20,253	-	-
Reserve transfers	(190,500)	140,301	50,199	-	-
Net assets, end of the year	\$ 162,003	1,349,001	918,969	2,429,973	2,530,025

See accompanying notes to the financial statements

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Statement of Operations for the year ended December 31,

2019

2018

Revenue

Municipal levy - general	\$ 3,027,850	2,798,554
Municipal levy - special	55,961	-
Deferred for capital contributions	(527,005)	(277,005)
	<u>2,556,806</u>	<u>2,521,549</u>

Other revenue (Schedule 1)	879,574	657,096
Government grant - Ministry of Natural Resources	128,438	248,792
Government grant - other provincial	13,445	13,445
Conservation area - fees, sales and rental	80,180	68,339
Supplementary programs	22,224	50,900
Donations	8,582	1,325
	<u>3,689,249</u>	<u>3,561,446</u>

Expenses

Corporate services (Schedule 2)	705,061	568,534
Watershed management (Schedule 2)	1,515,467	1,410,001
Flood and erosion control (Schedule 2)	672,624	688,228
Conservation services (Schedule 2)	644,767	630,858
Supplementary programs (Schedule 2)	22,224	50,900
	<u>3,560,143</u>	<u>3,348,521</u>

Excess of revenue over expenses before capital items

129,106 212,925

Capital items

Amortization of capital assets	(303,755)	(304,305)
Amortization of deferred contributions	216,282	210,362
Gain on disposal of assets	-	7,000
Interest on loan	(141,685)	(146,171)
	<u>(229,158)</u>	<u>(233,114)</u>

Deficiency of revenue over expenses

\$ (100,052) (20,189)

See accompanying notes to the financial statements

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Statement of Cash Flow for the year ended December 31,	2019	2018
Cash flow from operating activities		
Deficiency of revenue over expenses	\$ (100,052)	(20,189)
Items not affecting cash:		
Amortization of capital assets	303,755	304,305
Amortization of deferred contributions	(216,282)	(210,362)
Gain on disposal of assets	-	(7,000)
Retirement benefit expense	1,795	17,987
	(10,784)	84,741
Changes in non-cash working capital:		
Accounts receivable, trade and other	(201,579)	(39,603)
Prepaid expenses and other assets	(3,048)	-
Accounts payable and accrued liabilities	36,821	(4,607)
Deferred revenue	245,004	50,221
Net cash provided by operating activities	66,414	90,752
Cash flow from investing activities		
Purchase of capital assets	(39,247)	(154,441)
Proceeds from disposal of capital assets	-	7,000
Purchase of term deposits	(1,597,868)	(1,000,000)
Proceeds from redemption of term deposits	1,071,454	1,501,687
Net cash provided by (used in) investing activities	(565,661)	354,246
Cash flow from financing activities		
Repayment of long-term debt	(135,320)	(130,834)
Proceeds from deferred contributions for capital assets	527,005	277,005
Net cash provided by financing activities	391,685	146,171
Net increase (decrease) in cash and equivalents	(107,562)	591,169
Cash and equivalents at the beginning of the year	1,081,397	490,228
Cash and equivalents at the end of the year	\$ 973,835	1,081,397
Supplemental disclosure of cash flow information:		
Cash received (paid)		
Interest expense	\$ (141,685)	(146,171)
Interest revenue	56,697	25,217

See accompanying notes to the financial statements

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Schedule 1 - Other Revenue for the year ended December 31,

2019

2018

Other revenue

Bell Canada - K&P	\$ 1,460	1,650
Busing grants - MVCF	1,950	1,200
Carp River action plan	-	7,449
Carp River Planting	-	14,501
Conservation Centre rentals	325	125
Eastern Region Safety Committee	450	-
Federation of Cdn Municipalities - Asset Management	77,330	-
Freedom of information	335	-
Grants - Special:County of Lanark Forestry Program	11,470	12,378
Grants - Special:Federal - Harwood Creek Study	44,521	21,199
Grants - Special:Floodplain Mapping Grant - Ottawa	48,785	48,785
Grants - Special:MNR-F-Drought & Low Water Grant	-	2,000
Grants - Special:MOK - Mississippi Mills	11,716	5,771
Grants - Special:Ontario Wildlife Foundation	2,000	-
Grants - Special:Ottawa - Baseline WQ Monitor	-	36,821
Grants - Special:Ottawa - Carp Erosion Control	31,693	36,313
Grants - Special:Ottawa Rural Clean Water Project	3,100	-
Grants - Special:Prov Grant - Miss R FI PI Map S	-	8,858
Grants - Special:TD Planting Program Grant	2,655	-
Insurance claim	61,146	-
Interest	48,609	33,305
MNR - Water & erosion control infrastructure	17,825	44,942
MNR dams - preventative maintenance	8,106	9,300
Ontario Hydro Operating	48,402	29,549
Planning and regulation fees	264,343	244,407
Poole Creek study	45,590	-
R. Tait McKenzie sculpture	2,550	-
RTM trust fund	1,173	1,150
Septic inspection program	110,963	75,276
Sundry revenue	9,077	22,117
WISKI contributions	24,000	-
	<u>\$ 879,574</u>	<u>657,096</u>

See accompanying notes to the financial statements

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Schedule 2 - Expenses for the year ended December 31,

2019

2018

Corporate services

Administration	\$ 646,176	496,205
Communications	93,197	95,797
Operations	(34,312)	(23,468)

\$ 705,061 568,534

Watershed management

Information management	\$ 249,396	185,189
Plan review	216,024	207,772
Section 28 regulation enforcement	283,662	273,077
Septic inspection program	111,342	75,333
Surveys and studies	134,391	130,074
Watershed monitoring	213,204	221,896
Watershed planning	307,448	316,660

\$ 1,515,467 1,410,001

Flood and erosion control

Flood forecasting and warning	\$ 224,597	222,646
Operation/maintenance flood control structures	292,460	309,327
Preventative maintenance flood control structures	155,567	156,255

\$ 672,624 688,228

Stewardship services

Conservation education	\$ 105,419	103,886
Stewardship services	94,405	83,664
Property management	313,066	311,221
Visitor services	131,877	132,087

\$ 644,767 630,858

Supplementary programs

Canada summer job	\$ 8,859	25,668
Canadian Parks & Recreation	3,089	-
Clean Tech Internship program	-	13,352
Learning Tree	10,276	-
MNR - summer experience program	-	7,609
Youth Canada Works	-	4,271

\$ 22,224 50,900

See accompanying notes to the financial statements

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2019

1. Description of Organization

The Authority is established under the Conservation Authorities Act - Ontario. It acts as the agent for water and land conservation and management for its member municipalities. The Authority is a registered charity which is exempt from income tax and may issue tax receipts to donors.

2. Summary of Significant Accounting Policies

These financial statements have been prepared in accordance with Canadian public sector accounting standards for not-for-profit organizations.

Cash and cash equivalents

Cash and cash equivalents consist primarily of bank balances and cash on hand.

Financial instruments

Initial and subsequent measurement

The Authority initially measures its financial assets and liabilities at fair value except for certain related party transactions that are measured at the carrying amount or exchange amount, as appropriate.

The Authority subsequently measures all its financial assets and liabilities at cost or amortized cost.

Financial assets measured at amortized cost on a straight-line basis include cash, term deposits, and accounts receivable.

Financial liabilities measured at amortized cost on a straight-line basis include accounts payable and long term debt.

Transaction costs

Transaction costs related to financial instruments subsequently measured at amortized cost are included in the original cost of the asset or liability and recognized in net income over the life of the instrument using the straight-line method.

Impairment

For financial assets measured at cost or amortized cost, the Authority determines whether there are indications of possible impairment. When there is an indication of impairment, and the Authority determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows, a write-down is recognized in net income. A previously recognized impairment loss may be reversed to the extent of the improvement. The carrying amount of the financial asset may not be greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Capital assets

Capital assets are accounted for at cost and amortized on the basis of their useful life using the following methods and rates or duration.

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2019

	<u>Years</u>
Roads and bridges	40
Water control structures	40
Buildings	40
Leasehold improvements	lease term
Equipment	10
Motor vehicles	5
Computer equipment	5
Furniture and fixtures	10

Revenue recognition

The Authority follows the deferral method of accounting for government contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Revenue from conservation areas, supplementary programs and other revenue is recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Donations are recognized when received.

Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the reported amounts of revenues and expenses for the periods covered. The main estimates relate to impairment of financial assets, the useful life of capital assets and retirement benefit assumptions.

3. Term Deposits

Guaranteed Investment Certificates held by Scotiabank

	<u>2019</u>	<u>2018</u>
Current:		
Matures January 7, 2020 and earns interest at rate of 2.0% per annum	\$ 254,918	-
Matures January 7, 2020 and earns interest at rate of 2.75% per annum	256,762	-
Matures February 15, 2020 and earns interest at rate of 2.48% per annum	80,923	-
Matures June 20, 2020 and earns interest at rate of 2.08% per annum	503,818	-
Matures January 19, 2019 and earns interest at rate of 1.7% per annum	-	71,454
Matures February 14, 2019 and earns interest at rate of 2.1% per annum	-	500,000
Matures November 13, 2019 and earns interest at rate of 2.49% per annum	-	500,000
	<u>\$ 1,096,421</u>	<u>1,071,454</u>
Matures May 14, 2021 and earns interest at rate of 2.2% per annum	<u>\$ 501,447</u>	<u>-</u>

4. Accounts Receivable

	<u>2019</u>	<u>2018</u>
Government and trade receivables	\$ 300,504	177,701
Special levy	55,961	-
HST	45,166	14,263
Interest receivable	-	8,088
	<u>\$ 401,631</u>	<u>200,052</u>

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2019

5. Capital Assets

	Cost	Accumulated Amortization	2019 Net Book Value	2018 Net Book Value
Land	\$ 903,066	-	903,066	903,066
Roads and bridges	97,131	64,931	32,200	27,622
Water control structures	2,564,528	1,880,134	684,394	708,537
Buildings	6,204,710	1,361,379	4,843,331	4,996,137
Leasehold improvements	433,240	433,240	-	-
Equipment	397,627	274,219	123,408	150,550
Motor vehicles	284,222	241,908	42,314	76,478
Computer equipment	143,040	125,842	17,198	22,796
Furniture and fixtures	273,170	198,439	74,731	99,964
	<u>\$ 11,300,734</u>	<u>4,580,092</u>	<u>6,720,642</u>	<u>6,985,150</u>

6. Deferred Revenue

	2019	2018
Beginning balance, related to operating funding	\$ 120,505	70,284
Add amount received related to the following year	300,444	91,045
	<u>420,949</u>	<u>161,329</u>
Less amount recognized as revenue in the year	55,440	40,824
Ending balance, related to operating funding	<u>\$ 365,509</u>	<u>120,505</u>
Deferred revenue consists of:		
Bell Canada - K&P trail easement	\$ 962	962
City of Ottawa - Upper Poole Creek study	12,000	57,590
City of Ottawa - general levy	228,194	-
Developer deposits	15,000	9,750
Eastern Region Asset Management project	-	5,200
Eastern Region Safety Committee	3,146	3,596
Enbridge	5,000	-
Mississippi Mills - Naismith Foundation	5,693	5,693
MVC Foundation	20,764	22,714
Ontario Power Generation	2,500	-
RBC Foundation	15,000	15,000
WECl	57,250	-
	<u>\$ 365,509</u>	<u>120,505</u>

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2019

7. Long-Term Debt

	<u>2019</u>	<u>2018</u>
The Corporation of the Town of Carleton Place loan bearing interest at 3.4% per annum, repayable in semi-annual blended payments of \$138,502. The loan matures June 1, 2040. Secured by mortgage on property at 10970 Highway 7, Carleton Place, ON with a net book value of \$4,795,578.	\$ 4,065,424	4,200,744
Current portion	139,960	135,320
Long-term portion	<u>\$ 3,925,464</u>	<u>4,065,424</u>

Loan principal payments over the next five years are as follows:

2020	\$ 139,960
2021	144,759
2022	149,722
2023	154,856
2024	<u>160,166</u>
	<u>\$ 749,463</u>

8. Deferred Contributions for Capital Assets

	<u>2019</u>	<u>2018</u>
Beginning balance, related to capital assets	\$ 2,182,491	2,115,848
Add contributions for capital assets	527,005	277,005
	<u>2,709,496</u>	<u>2,392,853</u>
Less amount amortized to revenue	216,282	210,362
Ending balance, related to capital assets	<u>\$ 2,493,214</u>	<u>2,182,491</u>

Deferred contributions for capital assets consists of municipal levies received specifically for capital funding.

Deferred contributions consist of:

	<u>2019</u>	<u>2018</u>
Administration office building	\$ 2,288,464	2,182,491
Water control structures	175,500	-
Conservation area infrastructure	29,250	-
	<u>\$ 2,493,214</u>	<u>2,182,491</u>

9. Retirement Benefit Liability

The Authority sponsors a plan for retiree life and health benefits. Retirees are eligible for benefits from age 60 to age 65 after 25 years of service. Total benefit payments for retirees during the year were \$11,099 (2018 - \$5,517). The plan is unfunded and requires no contribution from employees.

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2019

Actuarial valuations for accounting purposes are performed triennially using the projected benefit method prorated on services. The most recent actuarial report was prepared at January 1, 2019.

The actuarial valuation was based on a number of assumptions about future events, such as inflation rates, interest rates, medical inflation rates, and employee turnover and mortality. The assumptions used reflect the Authority's best estimates. The expected inflation rate is 2.5%. The discount rate used to determine the accrued benefit obligation is 3.75%.

The total expenses related to retirement benefits include the following components:

	2019	2018
Current service cost	\$ 8,828	8,509
Interest on obligation	6,783	6,524
Amortize losses	2,800	2,954
	<u>\$ 18,411</u>	<u>17,987</u>

The total expense related to retirement benefits is included in the statement of operations as a component of Corporate services - administration.

Unamortized (gains) losses related to retirement benefits:

	2019	2018
Unamortized loss at start of year	\$ 38,400	41,354
(Gain) Loss in period	(46,571)	-
	<u>(8,171)</u>	<u>41,354</u>
Less amortization of losses	2,800	2,954
	<u>\$ (10,971)</u>	<u>38,400</u>

10. Reserves

	2019	2018
Reserves consist of:		
Building	\$ 338,701	298,701
Conservation areas	17,000	-
Information technology	32,000	24,000
Museum Building & Art	4,398	2,868
Sick pay	73,843	73,843
Vehicles	95,403	36,903
Water control structures	208,885	75,385
Water management priorities (Glen Cairn Provincial funding)	578,771	697,000
	<u>\$ 1,349,001</u>	<u>1,208,700</u>

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2019

11. Related Parties

Mississippi Valley Conservation Foundation raises funds and provides volunteer support for the conservation and education programs of Mississippi Valley Conservation Authority. The Foundation is a charitable public foundation and may issue tax receipts to donors. The Foundation is exempt from income taxes under paragraph 149(1)(f) of the Income Tax Act as a registered charity. The Foundation is subject to significant influence by the Authority due to Board membership and administrative support. During the year the Foundation disbursed \$7,086 (2018 - \$1,200) to the Authority to support the Authority's programs.

R. Tait McKenzie Trust raises funds for the R. Tait McKenzie museum operated as part of the Authority's programs. The Trust is a charitable private foundation and may issue tax receipts to donors. The Trust is exempt from income taxes as a registered charity. The Trust is subject to significant influence by the organization due to Board membership and administrative support. During the year the Trust disbursed \$1,173 (2018 - \$1,150) to the Authority to support the Authority's programs.

12. Pension Plan

The Authority has a group registered retirement savings plan with London Life. Authority contributions to the plan amounted to \$96,999 (2018 - \$107,200).

Effective March 5, 2012 the Authority established an employee pension plan with Ontario Municipal Employees Retirement System (OMERS). The plan is a multi-employer defined benefit plan which specifies the amount of the retirement benefit to be received by employees based on the length of service and rates of pay. As of the effective date all current full time employees had the option to remain with the group registered retirement savings plan or enrol with OMERS. OMERS is mandatory for all employees hired after the effective date. Authority contributions to the plan amounted to \$98,911 (2018 - \$78,454).

13. Financial Instruments

The Authority is exposed to various risks through its financial instruments, without being exposed to concentrations of risk. The main risks are broken down below.

(a) Credit risk:

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Authority's credit risk is primarily attributable to its accounts receivable. The Authority provides credit to some of its clients in the normal course of its operations.

(b) Interest rate risk:

Interest rate risk is the risk that the fair value or future cash flow of a financial instrument will fluctuate because of changes in market interest rates. The Authority is exposed to interest rate risk on its fixed and floating interest rate financial instruments. Fixed-interest instruments subject the Authority to a fair value risk, since fair value fluctuates inversely to changes in market interest rates. Floating rate instruments subject the Authority to related cash flow risk.

(c) Liquidity risk:

Liquidity risk is the risk that the Authority will encounter difficulty in meeting obligations associated with financial liabilities. The Authority is exposed to this risk mainly in respect of its long-term debt and accounts payable.

14. Commitments

The organization, in the normal course of operations, enters into a number of contracts for goods or services all of which contain short-term cancellation clauses.

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2019

15. Economic Dependence

The Authority is dependent on municipal levies for a significant portion of its revenue. As the Authority's main source of income is derived from these levies, its ability to continue viable operations is dependent upon the renewal of those levies on an annual basis.



January 31, 2020

Board of Directors
Mississippi Valley Conservation Authority
10970 Hwy 7
Carleton Place, ON K7C 3P1

Dear Board of Directors

Re: Audit Findings

This letter has been prepared to assist you with your review of the financial statements of Mississippi Valley Conservation Authority for the period ending **December 31, 2019**. I look forward to meeting with you and discussing the matters outlined below.

Audit Status

I have completed the audit of the financial statements, with the exception of the following items:

1. Receipt of a signed representation letter by management
2. Completing my discussions with the Board of Directors
3. Obtaining evidence of the Board's approval of the financial statements

I will date and sign my auditor's report when these items have been completed.

**Significant Matters Arising
*Changes to Audit Plan***

There were no changes to the audit plan as previously presented to you.

Other Matters

I identified the following matters that I wish to bring to your attention at this time:

As noted in last year's letter, there were some employees carrying excess vacation and/or overtime inconsistent with the guidelines set out in the Employee Manual. With recent retirements of long-term employees, these inconsistencies have been resolved.

As noted in last year's letter, the Authority registered for HST effective December 1, 2018. Our firm provided consulting services during this process and issued a report to assist the Authority in managing this transition. The HST report issued by us provided recommendations to identify which revenue transactions could be subject to HST. This was an assessment of transactions at a specific time. The Authority should continue to monitor revenue transactions and HST regulations to identify potential HST transactions. During the audit, certain revenue transactions were identified from which HST had not been collected. An adjustment was booked to correct this.

Significant Difficulties Encountered

As noted in last year's letter, internet connectivity was improved with only minor issues observed during the audit. The experience in the current year audit was similar with several short-term disconnections in internet service.

Comments on Accounting Practices

Accounting Policies

The significant accounting policies used by the entity are outlined in Note 2 to the financial statements.

- There were no significant changes in accounting policies.
- I did not identify any alternative accounting policies that would have been more appropriate in the circumstances.
- I did not identify any significant accounting policies in controversial or emerging areas.

Significant Accounting Estimates

The following significant estimates/judgments are contained in the financial statements:

- *Allowance for doubtful accounts*
- *Accrued liabilities*
- *Deferred revenue*
- *Book value of capital assets*
- *Deferred contributions*

Based on audit work performed, I am satisfied with the estimates made by management.

Significant Financial Statement Disclosures

I did not identify any financial statement disclosures that are particularly significant, sensitive or require significant judgments, that I believe should be specifically drawn to your attention.

Audit Adjustments

I accumulated adjustments that I identified during my audit and communicated them to management. I then requested that management accept these audit adjustments. All audit adjustments for the current period have been accepted. A copy of these adjustments is attached for reference.

Significant Deficiencies in Internal Control

A deficiency in internal control exists when a control is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the financial statements on a timely basis, or when a control necessary to prevent, or detect and correct, misstatements in the financial statements on a timely basis is missing.

A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

To identify and assess the risks of material misstatement in the financial statements, I am required to obtain an understanding of internal control relevant to the audit. This understanding is used for the limited purpose of designing appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control and, as a result, I do not express any such opinion. The limited purpose also means that there can be no assurance that all significant deficiencies in internal control, or any other control deficiencies, will be identified during my audit.

I did not identify any control deficiencies that, in my judgment, would be considered significant deficiencies.

Written Representations

In a separate communication, I will request a number of written representations from management in respect to their responsibility for the preparation of the financial statements in accordance with Canadian public sector accounting standards for not-for-profit organizations.

Other Audit Matters of Governance Interest

I would like to thank management and staff for the assistance they provided to me during the audit. This was the first audit under the leadership of Sally McIntyre and Angela Millar in their new roles. The audit went smoothly with excellent records, supporting documentation and assistance that we have always experienced with the Authority. I had an opportunity to work with Angela during the year as questions arose so I trust the continuity I was able to contribute proved beneficial.

I hope the information in this audit findings letter will be useful. I would be pleased to discuss them with you and respond to any questions you may have.

This letter was prepared for the sole use of those charged with governance of Mississippi Valley Conservation Authority to carry out and discharge their responsibilities. The content should not be disclosed to any third party without my prior written consent, and I assume no responsibility to any other person.

Yours truly,

A handwritten signature in blue ink, appearing to read "Cross Street", with a long horizontal flourish extending to the right.

Cross Street Professional Corporation

Client: **00315 - MISSISSIPPI VALLEY CONSERVATION AUTHORITY**
 Engagement: **2019 wpf - Mississippi Valley Conservation Authority - 2019 wpf**
 Period Ending: **2019-12-31**
 Trial Balance: **150 - Trial Balance**
 Workpaper: **160 - Adjusting Journal Entries Report**

Account	Description	Debit	Credit
Adjusting Journal Entries JE # 1			
MUNICIPAL LEVY RE: CAPITAL			
4200	Contributions Deferred	527,005.00	
2200	Def Contrib of Capital Assets		527,005.00
Total		527,005.00	527,005.00

Adjusting Journal Entries JE # 2			
AMORTIZATION EXPENSE			
5040	Amortization of Capital Assets	303,755.00	
1301	Capital Assets:Buildings:Buildings - Accum Amort		152,805.00
1303	Capital Assets:Computer Hardware:Computer Hardware - Accum Amort		11,030.00
1307	Capital Assets:Equipment:Equipment - Accum Amort		32,373.00
1309	Capital Assets:Furniture & Fixtures:Furniture & Fix - Accum Amort		25,233.00
1315	Capital Assets:Roads & Bridges:Roads & Bridges - Accum Amort		2,428.00
1317	Capital Assets:Vehicles:Vehicles - Accum Amort		34,164.00
1319	Capital Assets:Water Control Structures:Wat Con Struct - Accum Amort		45,722.00
Total		303,755.00	303,755.00

Adjusting Journal Entries JE # 5			
AMORTIZATION OF DEFERRED CONTRIBUTIONS			
2210	Def Contrib Cap - Accum Amort	216,282.00	
4000	Amortization of Deferred Contr		216,282.00
Total		216,282.00	216,282.00

Adjusting Journal Entries JE # 6			
POST-RETIREMENT BENEFITS			
2400	Retirement benefit liability	16,616.00	
5020	Administration:Salaries/Benefits:Salaries & Benefits	424.00	
5027	Post-retirement benefits: Current service cost	8,509.00	
5028	Post-retirement benefits: Interest on obligation & accrual	6,524.00	
5028.2	Amortize (gain) and losses	2,954.00	
2400	Retirement benefit liability		424.00
2400	Retirement benefit liability		17,987.00
5020	Administration:Salaries/Benefits:Salaries & Benefits		5,517.00
5020	Administration:Salaries/Benefits:Salaries & Benefits		11,099.00
Total		35,027.00	35,027.00

Adjusting Journal Entries JE # 8			
MORTGAGE PRINCIPAL			
2150	Mortgage on Admin Office	135,320.13	
5034	Administration Office - New Fac:A - Annual Financing Charge CP		135,320.13
Total		135,320.13	135,320.13

Adjusting Journal Entries JE # 11			
REALLOCATE RESERVE			
3003	Retained Earnings	10,182.89	
3000	Allocation to Reserves		10,182.89
Total		10,182.89	10,182.89

Adjusting Journal Entries JE # 12

GIC INTEREST		
1003	GIC cash account	0.27
1250	BNS - Long-term investments	501,446.58
1101	Accounts Receivable - Other	1,671.37
1200	BNS - Investments	482,780.09
4049.1	GIC interest	16,995.39
Total		501,446.85 501,446.85

Adjusting Journal Entries JE # 16		
HST simplified method		
2010	GST/HST Payable	1,194.29
4151	Sundry:General	1,194.29
Total		1,194.29 1,194.29

Adjusting Journal Entries JE # 17		
Reallocate Investment in Capital		
3004	Investment in Capital Assets	611,979.00
3003	Retained Earnings	611,979.00
Total		611,979.00 611,979.00

Adjusting Journal Entries JE # 18		
Reallocate HST rebate		
1102	HST rebate receivable	76,950.56
5400	Rebate - HST - 86.5%	76,950.56
Total		76,950.56 76,950.56

Adjusting Journal Entries JE # 20		
Correct HST		
4040.3	Grants - Special:MNR-Preventative Mtce - 5 Dams	793.81
4044.2	Grants - Special:Ottawa - Carp Erosion Control	4,537.43
4150	Sundry:Bell Canada - Ann Ease - K&P Tr	189.83
4160.2	Sundry:Rentals - MVCA Cons Centre	9.78
4180	UF&Sales - Cons Areas:UF&Sales - MOK:Cons Area/Land Rental/Weddings	705.20
4180.1	UF&Sales - Cons Areas:UF&Sales - MOK:Conservation Area Pass	779.10
4184	UF&Sales - Cons Areas:UF&Sales - MOK:Education Program:School Programs	2,122.57
4186	UF&Sales - Cons Areas:UF&Sales - MOK:Gatehouse Exhibit Hall Rental	204.21
4187	UF&Sales - Cons Areas:UF&Sales - MOK:Gift Shop Profit	29.64
4189.3	UF&Sales - Cons Areas:UF&Sales - MOK:Parking Meter MOK Revenue	1,783.21
4190.3	UF&Sales - Cons Areas:UF&Sales - Morris:Parking Metre Morris Island Rev	709.00
2010	GST/HST Payable	11,863.78
Total		11,863.78 11,863.78

Adjusting Journal Entries JE # 21		
RVCA shared staff		
1102	HST rebate receivable	995.13
5253	Section 28 Reg Enforcement:Salaries/Benefits:Salaries & Benefits	9,004.87
2000.1	Accounts Payable - Other	10,000.00
Total		10,000.00 10,000.00

Adjusting Journal Entries JE # 22		
CP Trail Development		
1314	Capital Assets:Roads & Bridges:Roads & Bridges - Cost	7,006.08
5169	Land Management Program Capital:Capital Improvements - CP Trail	7,006.08
Total		7,006.08 7,006.08

Adjusting Journal Entries JE # 23		
WSIB overpayment		
1101	Accounts Receivable - Other	2,185.82

5030	Administration - Miscellaneous		2,185.82
Total		2,185.82	2,185.82

Adjusting Journal Entries JE # 24

Capital - Dams			
1318	Capital Assets:Water Control Structures:Wat Con Struct - Cost	6,316.48	
1318	Capital Assets:Water Control Structures:Wat Con Struct - Cost	15,263.25	
5240.33	Prev Mtce Flood Cont St - WECl:Shab Lake Dam Design		6,316.48
5240.92	Prev Mtce Flood Cont St - WECl:Widow L Dam		15,263.25
Total		21,579.73	21,579.73

Adjusting Journal Entries JE # 25

Stream gauges			
1306	Capital Assets:Equipment:Equipment - Cost	5,230.49	
5090	Flood Fore & Warning:Equip Rent Pur Repair & Mtce		1,897.97
5091.5	Flood Fore & Warning:Equip Rent Pur Repair & Mtce:Stream Gauges Expenses		1,401.92
5092	Flood Fore & Warning:Mat/Supp/Equip/Gen Exp:General Expenses		34.66
5093	Flood Fore & Warning:Mat/Supp/Equip/Gen Exp:Materials & Supplies		1,895.94
Total		5,230.49	5,230.49

Adjusting Journal Entries JE # 26

Audit accrual			
5000	Administration:Audit/Legal Fees:Audit Fees	7,000.00	
2000.1	Accounts Payable - Other		7,000.00
Total		7,000.00	7,000.00

Adjusting Journal Entries JE # 27

Supplementary programs			
5301	Suppl Prog:Canada Summer Job (Challenge)	8,859.00	
5309	Supp Prog:Project Learning Tree	10,276.44	
5309.1	Supp Prog:Canadian Parks & Recreation	3,088.53	
5096	Flood Fore & Warning:Salaries/Benefits:Salaries & Benefits		8,859.00
5164	Property Management:Salaries & Benefits		3,088.53
5164	Property Management:Salaries & Benefits		4,961.04
5253	Section 28 Reg Enforcement:Salaries/Benefits:Salaries & Benefits		5,315.40
Total		22,223.97	22,223.97

REPORT

3044/20

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	2020 Committee Appointments
DATE:	February 14, 2020

Recommendation:

1. That the Board:
 - a. Appoint the following Board members to the Regulations Committee to hear applications pursuant to *Ontario Regulation 153/06* and the *MVCA Administrative By-law*, as amended:
 - i. Chair, Janet Mason
 - ii. Vice Chair _____
 - iii. Christa Lowry (Mississippi Mills)
 - iv. RoxAnne Darling (Tay Valley)
 - v. Kirby Thompson (Addington Highlands; and
 - vi. Paul Kehoe (Drummond/North Elmsley) as an alternate
 - b. Direct members of the Regulations Committee to deliberate on the evidence presented at a hearing, and grant or deny such permission on behalf of the Mississippi Valley Conservation Authority and provide the applicant with reasons, in writing, thereof.

1.0 BACKGROUND

The MVCA has four standing committees:

- Regulations Committee
- Finance & Administration Committee
- Policy & Priorities Committee
- Mill of Kintail Museum Advisory committee.

Refer to Attachment 1 for the Terms of Reference and Attachment 2 for Committee membership for YE 2019.

Every member is required to sit on either the Finance and Administration Advisory Committee or the Policy and Priorities Advisory Committee. If a member wishes to change to a different committee they can do so by advising the GM at the Annual Meeting.

Members also have the option to sit on other Committees including the Mill of Kintail Museum Advisory Committee or the Regulations Committee.

The Regulations Committee must be confirmed annually, and currently exceeds the number permitted by the Administrative by-law. The By-law prescribes that the Chair and Vice Chair of the Board shall be the Chair and Vice Chair of the Regulations Committee.

Lanark Highlands has appointed a new member appointed to the Conservation Authority who will require to be assigned to a committee.

2.0 DISCUSSION

A notice was issued to all members on February 3, 2020 requesting confirmation of membership on the four Committees and informing the membership that a reduction in members on the Regulation Committee was required. In response, the following have agreed to step down from the Regulations Committee:

- Eli El-Chantiry
- John Karau
- Phil Sweetnam

It was suggested that due to the small number of Regulation Committee members, that an alternate be identified for the committee. Paul Kehoe has agreed to stand for that role.

William King, the new member from Lanark Highlands, has stated that he would like to sit on the Finance & Administration Committee.

Any member wishing to change committees may inform the GM at the annual general meeting. Barring such notices, it is recommended that the Year End 2019 committee list, attached hereto, be used again in 2020 with the above noted changes.

Appendix 4 – Terms of Reference for Committees

Excerpt from MVCA Administrative By-law, 2018 as amended

FINANCE AND ADMINISTRATION ADVISORY COMMITTEE

1. General Terms

The Finance and Administration Advisory Committee will concern itself with matters of internal administration of MVC, financial planning and budgeting. At the first meeting of the Committee, a Committee Chair and Committee Vice-Chair will be elected from among the members of the Committee.

The Committee will meet at the call of the Committee Chair and will likely be limited to 2 – 3 meetings per year.

The Committee will consider a variety of issues and provide recommendations for consideration by the Board of Directors.

2. Duties of the Committee Chair and Committee Vice-Chair

The Committee Chair, or in his/her absence the Committee Vice-Chair will:

- preside over the meetings of the committee
- in conjunction with the General Manager, prepare and distribute agendas and other items of business
- report to the Board of Directors as appropriate.

3. Specific Terms

The following items of business are provided for consideration by the Committee:

- consider short and long-range financial requirements to implement Mississippi Valley Conservation Authority programs
- consider and provide recommendations with respect to annual budgets
- provide guidance with respect to wages, benefits and personnel administration
- organizational structure and operation

POLICY AND PRIORITIES ADVISORY COMMITTEE

1. General Terms

The Policy and Priorities Advisory Committee will concern itself with matters of internal policy development and establishing priorities related to programs and activities of Mississippi Valley Conservation. At the first meeting of the Committee, a Committee Chair and Committee Vice-Chair will be elected from among the members of the Committee.

The Committee will meet at the call of the Committee Chair and will likely be limited to 2 – 3 times per year.

The Committee will consider a variety of issues and provide recommendations for consideration by the Board of Directors.

2. Duties of the Committee Chair and Committee Vice-Chair

The Committee Chair, or in his/her absence the Committee Vice-Chair will:

- preside over meetings of the Committee
- in conjunction with the General Manager, prepare and distribute agendas and other items of business
- report to the Board of Directors as appropriate

3. Specific Terms

The following items of business are provided for consideration by the Committee:

- policies to guide administration of the Section 28 (Flood plain) Regulations Program
- current and future program priorities
- emerging resource management/conservation related issues
- maintenance/rehabilitation of Mississippi Valley Conservation Authority structures and facilities

MILL OF KINTAIL MUSEUM ADVISORY COMMITTEE

1. General Terms

The Mill of Kintail Museum Committee will advise Mississippi Valley Conservation Authority on the protection, promotion and presentation of the Dr. R. Tait McKenzie Collection and Museum, and help to facilitate the development of the Mill of Kintail site and programming. At the first meeting of the Committee, a **Committee Chair and Committee Vice-Chair will be elected from among the members of the Committee.**

2. Duties of the Committee Chair and Committee Vice-Chair

The Committee Chair, or in his/her absence the Committee Vice-Chair will:

- preside over meetings of the Committee
- in conjunction with the General Manager, prepare and distribute agendas and other items of business
- report to the Board of Directors as appropriate

3. Specific Terms

The Committee will work specifically on:

- assisting in developing recommendations and strategies to improve Museum operating standards
- initiate projects and activities that will help to implement the development plans
- assist staff with special and regular programming
- consult with outside agencies, groups and individuals as appropriate
- review annual budget requirements and provide recommendations to the Board of Directors
- investigate additional funding sources

4. Committee Membership

Membership on the Committee will be appointed annually by the Mississippi Valley Conservation Authority Board of Directors and consist of:

- **one Mississippi Valley Conservation Authority member from the Board of Directors**
- one representative of the Mississippi Valley Conservation Foundation
- public representatives, six of whom are voting members

REGULATIONS COMMITTEE

1. General Terms

The Mississippi Valley Conservation Authority has enacted regulations pursuant to Section 28 of the Conservation Authorities Act. Section 28(3) of the Act requires that the applicant be party to a hearing by the local Conservation Authority before an application made under the regulation is refused. The Mississippi Valley Conservation Authority has delegated this responsibility to a Hearing Board and more specifically referred to as a Regulations Committee. The Regulations Committee is an Administrative Tribunal within the definitions of the Statutory Powers Procedure Act. It is the purpose of the Regulations Committee to evaluate the information presented at the hearing by both Conservation Authority staff and the applicant and to decide whether the application will be approved or refused.

The Regulations Committee membership will consist of the **Chair and Vice-Chair of the Board of Directors of the Mississippi Valley Conservation Authority and three additional members** from the Board of Directors. **The Chair and Vice-Chair of the Board of Directors shall be the Chair and Vice-Chair of the Regulations Committee.**

2. Specific Terms

The role of the Regulations Committee will be to:

- hear applications pursuant to Ontario Regulation 153/06
- deliberate on the evidence presented at the hearing
- grant or deny such permission on behalf of the Mississippi Valley Conservation Authority and provide the applicant with reasons, in writing, thereof.

3. Prehearing Procedures

In considering the application, the Regulations Committee is acting as a decision-making tribunal. The tribunal is to act fairly. Under general principles of administrative law relating to the duty of fairness, the tribunal is obliged not only to avoid any bias but to avoid the appearance or apprehension of bias. The following steps will be taken by the members of the Regulations Committee to avoid apprehension of bias where it is likely to arise:

- no member of the Regulations Committee who will take part in the decision regarding the permit should be involved, either through participation in committee or intervention on behalf of the applicant or other interested parties with the matter, prior to the hearing
- if material relating to the merits of an application that is the subject of a hearing is distributed to Regulations Committee members before the hearing, the material should be distributed to the applicant. The applicant may be afforded an opportunity to distribute similar pre-hearing material.
- In instances where the Regulations Committee has doubts as to whether it can accept a staff recommendation to grant a permit, care must be taken to avoid making a final decision until such time as a hearing is held.

4. Hearing Procedures

The following is the set-up for a Regulations Committee hearing pursuant to the Statutory Powers Procedure Act:

- Chair of the Regulations Committee opens the hearing
- Secretary-Treasurer (recording secretary) takes the roll call
- Chair of the Regulations Committee introduces the hearing format
- Staff presents evidence
- Applicant presents evidence
- After each witness has given evidence the members of the Regulations Committee or the applicant/staff may question the presenter. The questions must be relevant to the application
- Once all evidence is given, the Regulations Committee adjourns. All but the members of the Regulations Committee and the recording secretary must leave the room to allow for deliberation on the application. Discussion of the application privately between individual Committee members must not occur until a decision has been finalized. All discussion must be in an open forum.
- Once the decision is made the motion is tabled

The Regulations Committee votes on the motion and the resolution is recorded.

2019 Standing Committees

Regulations Committee (Limited to 5 members including the Chair and Vice Chair)

1. **Janet Mason, Chair (Ottawa)**
2. **Vice Chair, Vice Chair (tbd)**
3. Eli El-Chantiry (Ottawa)
4. Phil Sweetnam (Ottawa)
5. RoxAnne Darling (Tay Valley)
6. John Karau (Ottawa)
7. Kirby Thompson (Addington Highlands)
8. Christa Lowry (Mississippi Mills)

Finance & Administration

Christa Lowry, Chair (Mississippi Mills)

Phil Sweetnam, Vice Chair (Ottawa)

Janet Mason, ex-officio (Ottawa)

Vice Chair, ex-officio (tbd)

Theresa Fritz (Carleton Place)

Elwin Burke (Central Frontenac)

Paul Kehoe (Drummond/North Elmsley)

Eli El-Chantiry (Ottawa)

Garry McEvoy (Greater Madawaska)

Policy & Priorities Committee

Jeff Atkinson, Chair (Carleton Place)

Kirby Thompson, Vice Chair (Addington Highlands)

Janet Mason, ex-officio (Ottawa)

Vice Chair, ex-officio (tbd)

Glen Gower (Ottawa)

RoxAnne Darling (Tay Valley)

Bev Holmes (Mississippi Mills)

John Karau (Ottawa)

Faye Campbell (Beckwith)

John Inglis (North Frontenac)

Mill of Kintail Museum Advisory Committee

Jeff Atkinson (Carleton Place)

Conservation Ontario

Janet Mason, Voting Member (Ottawa)

Jeff Atkinson, 1st back-up (Carleton Place)

Sally McIntyre, 2nd back-up (GM)

REPORT

3045/20

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	2020 Conservation Ontario appointments
DATE:	February 14, 2020

Recommendation:

That the Board appoint a Voting Delegate to Conservation Ontario Council for 2020, as well as a first alternate and second alternate.

1.0 BACKGROUND

Conservation Ontario is a non-profit association that represents Ontario's 36 Conservation Authorities. It is governed by a six-member elected Board of Directors and directed by a Council comprised of representatives from the 36 Conservation Authorities Boards of Directors and by conservation authority staff.

MVCA is entitled to appoint one representative to Conservation Ontario as a Voting Delegate to the Council, and two people as alternates. During 2019, Janet Mason served as the voting delegate with Jeff Atkinson as the first alternate, and Sally McIntyre as the second alternate.

Conservation Ontario's Council plans to meet four times per year:

- April 6
- June 15
- September 28
- December 14

REPORT

3046/20

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Angela Millar, Treasurer
RE:	2020 Capital Budget Amendment
DATE:	February 12, 2020

Recommendation:

That the Board approve cost to rebuild and repair the New Holland Tractor engine be added to the Final 2020 Budget and funded from the Vehicle and Equipment Reserve resulting in no increase to the 2020 municipal levy as previously proposed in the Draft 2020 Budget.

1.0 BACKGROUND

Since the Draft 2020 Budget was presented to the Board of Director's on December 4th, the 2006 New Holland Tractor engine failed. The engine rebuild is estimated to cost \$14,000.

2.0 DISCUSSION

The cost of this engine rebuild was not included in the Draft 2020 Budget. It would be suitable for this significant repair to be funded from the Vehicle and Equipment Reserve. As at December 31, 2019, the balance of this reserve was \$95,403. Utilizing funds from this reserve, for this purpose, will not impact the municipal levy as proposed in the Draft 2020 Budget.

3.0 RECOMMENDATION

The cost to rebuild and repair the New Holland Tractor engine be added to the Final 2020 Budget and funded from the Vehicle and Equipment Reserve resulting in no increase to the 2020 municipal levy as previously proposed in the Draft 2020 Budget.

REPORT

3047/20

TO:	Board of Directors, MVCA
FROM:	Sally McIntyre, General Manager Angela Millar, Treasurer
RE:	2020 Budget and Work Plan
DATE:	February 14, 2020

Recommendation:

- 1) That the Board:
 - a) Approve the 2020 Budget and Work Plan, as amended.
 - b) Direct staff to return to the Board with updated costs and recommendations for the Shabomeka Lake Dam and Kashwakamak Lake Dam capital projects prior to tendering.
 - c) Direct that any increase in capital costs be born by capital reserves with no impact to the 2020 general levy.

1.0 TOTAL BUDGET

The proposed 2020 budget is \$5,027,047 as shown in Table 1. This is an increase of 10.65% from 2019, which is largely attributable to reconstruction of the Shabomeka Lake Dam. The \$692,000 capital project is proposed to be funded 50/50 from reserves and the provincial Water and Erosion Control Infrastructure (WECI) grant program.

Table 1: TOTAL BUDGET	2019	2020
Operating	3,845,721	3,654,441
Capital	625,648	1,265,845
Contribution to Reserves	71,679	114,761
Total	4,543,048	5,027,047

2.0 MUNICIPAL LEVIES

As authorized by the Board of Directors on October 16, 2019, the municipal levy portion of the 2020 budget shows an increase of 2.0% for inflation and 1.5% for growth. This raises the total levy by 3.5% as shown in Table 2. The Special Levy is only paid by the City of Ottawa and is for delivery of its Baseline Water Quality Monitoring Program. The program was previously delivered as a contracted service and this change was made at the request of the City.

Table 2: MUNICIPAL LEVIES	2019	2020
General Levy	2,500,845	2,588,714
Capital Levy	527,005	543,606
Total	3,094,078	3,132,320
Special Levy	66,228	61,500

In 2020, the municipal levy will constitute 62.13% of total revenues, down from 66.6% in 2019.

3.0 OPERATING BUDGET

Key changes/highlights between the 2019 and 2020 operating budgets are the following:

1. Revenues: Plan Review User Fees are projected to decrease from \$145k to \$135k	Several large files will continue in 2020, with fees already collected in 2019
2. Revenues: Flood Forecast and Warning identifies new \$15k from Career Launcher program	This grant program was identified and successfully accessed in 2019
3. Expenditures: Flood Forecast and Warning wages and benefits increase from \$166.9k to \$183.4k	This is due to reassignment of staff responsibilities associated with retirement of Gord Mountenay
4. Expenditure: Regulatory Advisory Services, \$26k	These are fees paid to RVCA for use of their staff that were previously captured under Wages and Benefits
5. Expenditure: Mississippi Watershed Plan, including Indigenous engagement, \$20k	Approx. \$9k unspent monies from 2019 are to be carried forward with further offset from the Glen Cairn Reserve
6. Expenditure: Data Acquisition / DRAPE 2020, \$15.7k	To be offset in full by IT Reserve
7. Expenditure: Data Management / Automation, \$20k	One time set-up fee for new timesheet system plus annual service charge
8. Expenditure: Interpretive signs at Roy Brown Park, \$10k	To be offset by a \$5k grant from Enbridge Gas
9. Expenditure: Technical support for implementation of Eko-Trekr, \$3k	To be offset by contribution from MVCF

4.0 CAPITAL BUDGET

Three water control structure capital projects are planned for 2020:

- Reconstruction of Shabomeka Lake Dam \$692,000
- Completion of Kashwakamak Lake Dam Project \$100,000
- Safety Assessment of Farm Lake Dam \$40,000

As discussed in Report 3041/20 Update – 2019 WECI Projects, the 10-year Capital Plan allows for like-for-like replace of infrastructure, and was based upon condition assessments carried out several years ago. More recent condition assessments coupled with review of design alternatives to address current health and safety and access issues will very likely push these costs higher than presented in this budget. Staff propose to provide updated costs and recommendations to the Board prior to tendering.

Safety assessments are carried out at the dams on a 5-year rotating basis.

Capital improvements proposed for Conservation Areas in 2020 are the following:

- Replacement of bridge railing on K&P Trail \$40,000
- Construction of lookout at Roy Brown Park \$10,000
- Roof and related works for MOK Workshop \$8,000

These works and other capital investments (vehicles, IT, HQ mortgage) are to be funded through the Municipal Levy, and a \$5,000 grant from the Town of Carleton Place for Roy Brown Park.

5.0 RESERVES

Per the 10-year capital plan, a significant draw down on the reserves is needed to fund reconstruction of the Shabomeka Dam. Of the \$541,368 proposed allocation from reserves in 2020, \$485,668 is recommended to be withdrawn from the Glen Cairn Special Reserve.

Table 3: Changes in Reserve Balances	
Projected Closing Balance 2019 (not including Operating Reserve)	1,349,001
Projected Contribution to Reserves 2020	114,761
Projected Allocations from Reserves 2020	541,368
Projected YE 2020 Reserve Balance (not including Operating Reserve)	922,394

6.0 2020 WORK PLAN

Over ninety percent of staff time and the operating budget are spent on delivery of the following programs:

- Flood Forecasting & Warning
- O&M Flood Control Structures (FCS)
- Preventative Maintenance (FCS)
- Watershed Monitoring
- Conservation Area and HQ Property Management
- Education Programs
- Mill of Kintail Visitor Services incl. the Museum
- Information technology and management
- Planning Reviews
- Section 28 Regulation Permits
- Stewardship programs
- Corporate and watershed communications
- Finance and admin

In addition, the 2020 Work Plan allows for work on the following key initiatives:

- Completion of the Mississippi River Watershed Plan
- Development of a Transition Plan as mandated by Bill 108
- Commencement of a Strategic Plan for MVCA
- Collaborating with Rideau Valley Conservation Authority on development of a new Memorandum of Understanding with Lanark County and associated business process improvements.
- Implementation of an integrated timesheet/tracking system
- Launching a new website that will include a Board Member portal
- Mapping of Casey Creek and Carp River
- Developing a Permit Compliance Program that reflects outcome of regulatory changes
- Roy Brown Park – construct a lookout in partnership with the Town of Carleton Place
- Enhancements to the Carp River Living Classroom in partnership with the City of Ottawa



Draft 2020 Budget

February 19, 2020

Mississippi Valley Conservation Authority
 2019 Budget Control (up to December 31, 2019 UNAUDITED) and 2020 Draft Budget
 Operating Program

Expenditures	2019 Budget	Year-To-Date as at: December 31 2019 UNAUDITED	2020 Budget
Corporate Services			
Administration	\$654,536	\$657,567	\$520,470
Communications	\$94,698	\$93,197	\$106,756
Operations	\$34,780	\$24,188	(\$20,757)
Sub-total	\$784,014	\$774,952	\$606,469
Watershed Management			
Information Management	\$209,346	\$262,828	\$226,395
Watershed Planning	\$351,473	\$298,503	\$334,814
Watershed Monitoring	\$294,580	\$222,313	\$209,651
Studies	\$137,352	\$134,391	\$131,655
Plan Review	\$230,728	\$216,024	\$205,862
Section 28 Regulations	\$326,983	\$395,004	\$376,754
Sub-total	\$1,550,462	\$1,529,063	\$1,485,131
Flood and Erosion Control			
Flood Forecasting & Warning	\$233,873	\$224,597	\$252,304
O&M Flood Control Structures	\$330,921	\$292,460	\$313,939
Prev. Maintenance of FCS	\$137,457	\$127,500	\$139,336
Sub-total	\$702,251	\$644,557	\$705,579
Conservation Services			
Stewardship Services	\$237,043	\$94,241	\$258,935
Property Management	\$313,260	\$307,189	\$335,083
Conservation Education	\$110,708	\$105,419	\$116,621
Visitor Services	\$147,983	\$131,877	\$138,623
Sub-total	\$808,994	\$638,727	\$849,262
Total Operating	\$3,845,721	\$3,587,299	\$3,646,441
Revenues	2019 Budget	Year-To-Date as at: December 31 2019 UNAUDITED	2020 Budget
Municipal Levy			
- General benefiting	\$2,500,845	\$2,302,112	\$2,588,714
- Special benefiting	\$66,228	\$55,961	\$61,500
Sub-total	\$2,567,073	\$2,358,073	\$2,650,214
Provincial Transfer Payment	\$248,792	\$128,438	\$128,438
Special Grants	\$28,909	\$25,161	\$25,161
User Fees & Contract Revenue	\$416,000	\$513,617	\$412,000
Special Reserves	\$136,228	\$118,229	\$115,368
Other	\$448,719	\$443,781	\$315,260
Total Revenues	\$3,845,721	\$3,587,299	\$3,646,441
Surplus/(Deficit)	\$0	\$0	\$0

Mississippi Valley Conservation Authority
 2019 Budget Control (up to December 31, 2019 UNAUDITED) and 2020 Draft Budget
 Capital Program

Water & Erosion Control Infrastructure			
Expenditures	2019 Budget	Year-To-Date as at: December 31 2019 UNAUDITED	2020 Budget
Water & Erosion Control Infrast	\$330,643	\$183,146	\$858,340
Revenues	2019 Budget	Year-To-Date as at: December 31 2019 UNAUDITED	2020 Budget
WECI Grant	\$165,322	\$17,825	\$396,000
General Benefiting levy	\$165,322	\$165,321	\$26,340
Special Benefiting levy	\$0	\$0	\$0
Deferred Revenue - WECI	\$0	\$0	\$0
Water Control Structure Reserve	\$0	\$0	\$40,000
Special Reserves - Glen Cairn Provincial Share	\$0	\$0	\$396,000
Total Revenue	\$330,643	\$183,146	\$858,340

Administration Office			
Expenditures	2019 Budget	Year-To-Date as at: December 31 2019 UNAUDITED	2020 Budget
Administration Office	\$277,005	\$277,005	\$277,005
Revenues	2019 Budget	Year-To-Date as at: December 31 2019 UNAUDITED	2020 Budget
Provincial Transfer Payment	\$0	\$0	\$0
General Benefiting levy	\$277,005	\$277,005	\$277,005
Special Benefiting levy	\$0	\$0	\$0
Special Reserves	\$0	\$0	\$0
Other	\$0	\$0	\$0
Total Revenue	\$277,005	\$277,005	\$277,005

Other Capital			
Expenditures	2019 Budget	Year-To-Date as at: December 31 2019 UNAUDITED	2020 Budget
Other Capital	\$18,000	\$12,881	\$130,500
Revenues	2019 Budget	Year-To-Date as at: December 31 2019 UNAUDITED	2020 Budget
General Benefiting levy	\$13,000	\$9,378	\$125,500
Special Reserves	\$0	\$0	\$0
Other	\$5,000	\$3,503	\$5,000
Total Revenues	\$18,000	\$12,881	\$130,500

Table 3a – 2020 Administration and Maintenance Levy (General Benefiting)

Municipality	2019 Apportionment %	2019 Levy	2020 Apportionment %	2020 Levy	Variance
North Frontenac Tp	0.9648	\$24,128	0.9541	\$24,699	\$571
Central Frontenac Tp	0.4447	\$11,121	0.4421	\$11,445	\$324
Tay Valley Tp	0.662	\$16,556	0.6555	\$16,969	\$413
Beckwith Tp	0.6476	\$16,195	0.6490	\$16,801	\$606
Carleton Place	2.3766	\$59,435	2.4197	\$62,639	\$3,204
Drummond/North Elm Tp	0.499	\$12,479	0.4961	\$12,843	\$364
Lanark Highlands Tp	1.1324	\$28,320	1.1393	\$29,493	\$1,173
Mississippi Mills	2.6379	\$65,970	2.6369	\$68,262	\$2,292
Addington Highlands Tp	0.1611	\$4,029	0.1611	\$4,170	\$141
Ottawa	90.438	\$2,261,714	90.4106	\$2,340,472	\$78,758
Greater Madawaska Tp	0.0359	\$898	0.03560	\$922	\$24
Total	100	\$2,500,845	100	\$2,588,714	\$87,869

Table 3b – 2020 Capital Project Levy (General Benefiting)

Municipality	2019 Apportionment %	2019 Levy	2020 Apportionment %	2020 Levy	Variance
North Frontenac Tp	0.9648	\$5,085	0.9541	\$5,187	\$102
Central Frontenac Tp	0.4447	\$2,344	0.4421	\$2,403	\$59
Tay Valley Tp	0.662	\$3,489	0.6555	\$3,563	\$74
Beckwith Tp	0.6476	\$3,413	0.6490	\$3,528	\$115
Carleton Place	2.3766	\$12,525	2.4197	\$13,154	\$629
Drummond/North Elm Tp	0.499	\$2,630	0.4961	\$2,697	\$67
Lanark Highlands Tp	1.1324	\$5,968	1.1393	\$6,193	\$225
Mississippi Mills	2.6379	\$13,902	2.6369	\$14,334	\$432
Addington Highlands Tp	0.1611	\$849	0.1611	\$876	\$27
Ottawa	90.438	\$476,613	90.4106	\$491,477	\$14,864
Greater Madawaska Tp	0.0359	\$189	0.03560	\$194	\$5
Total	100	\$527,005	100	\$543,606	\$16,599

Table 3c – 2020 Total Municipal Levy (General Benefiting)

Municipality	2019 Apportionment %	2019 Levy	2020 Apportionment %	2020 Levy	Variance
North Frontenac Tp	0.9648	\$29,213	0.9541	\$29,885	\$672
Central Frontenac Tp	0.4447	\$13,465	0.4421	\$13,848	\$383
Tay Valley Tp	0.662	\$20,044	0.6555	\$20,532	\$488
Beckwith Tp	0.6476	\$19,608	0.6490	\$20,329	\$721
Carleton Place	2.3766	\$71,960	2.4197	\$75,793	\$3,833
Drummond/North Elm Tp	0.499	\$15,109	0.4961	\$15,539	\$430
Lanark Highlands Tp	1.1324	\$34,287	1.1393	\$35,687	\$1,400
Mississippi Mills	2.6379	\$79,872	2.6369	\$82,596	\$2,724
Addington Highlands Tp	0.1611	\$4,878	0.1611	\$5,046	\$168
Ottawa	90.438	\$2,738,327	90.4106	\$2,831,949	\$93,622
Greater Madawaska Tp	0.0359	\$1,087	0.03560	\$1,115	\$28
Total	100	\$3,027,850	100	\$3,132,320	\$104,470

**Mississippi Valley Conservation Authority
2019 Budget Control (up to December 31, 2019 UNAUDITED) and 2020 Draft Budget**

Administration

Objectives:

- provide financial management and accounting of MVCA expenditures and revenues
- manage MVC human resources to achieve MVCA resource management objectives
- maintain relationships with government, Conservation Authorities and other partners
- provide cost effective administrative support and office accommodations
- maintain support and dialogue with the Board of Directors and committees

Strategic Priorities:

- continue to improve backup support capabilities in critical administrative functions
- improve integration of budget, accounting and cost control systems

Budget Highlights:

- continue to provide administrative and financial support for all program areas
- continue to provide support for Board of Directors
- Complete Asset Management training in cooperation with eastern Ontario Conservation Authorities (commenced 2019)
- OH&S expense included staff time in previous years. 2020 staff time included in wages

Expenditures	2018 Actual	2019 Budget	2019 Actual	2020 Draft Budget
Wages/Benefits	326,063	415,142	413,809	348,670
Staff Mileage/Expenses/Prof Development	8,486	8,500	13,518	8,500
Member Expenses & Allowances	36,895	42,000	31,148	42,000
Mat/Sup/Equip/GenExp/BankChg/Postage/Courier	36,919	35,000	37,031	35,000
Insurance/Telephone	30,617	32,000	29,474	31,000
Audit/Legal Fees	10,320	12,000	22,308	12,000
Conservation Ontario Levy	25,757	26,000	29,484	27,000
OH&S-Wages/Ben/Exp/Other Costs (.1 FTE included above)	12,635	13,000	12,075	4,500
Consulting Fees/Human Resources	24,886	10,000	9,585	10,000
Consulting Fees/Asset Management Plan/FCM AM	0	79,094	77,336	20,000
Administrative Charges OMFCS	(18,200)	(18,200)	(18,200)	(18,200)
Vacation Exp/Retiree Ben Exp	1,826	0	0	0
Total	496,204	654,536	657,567	520,470
Revenues	2018 Actual	2019 Budget	2019 Actual	2020 Draft Budget
Provincial Grant	0	0	0	
Municipal Levy	459,722	553,242	524,944	470,470
Special Levy	0	0	0	
Other - Interest	33,305	20,000	48,609	28,000
Other - Rental Income	125	0	325	0
Other - FCM AM Project/Participants	0	79,094	77,330	20,000
Other - Miscellaneous	3,052	2,200	6,359	2,000
Total	496,204	654,536	657,567	520,470

**Mississippi Valley Conservation Authority
2019 Budget Control (up to December 31, 2019 UNAUDITED) and 2020 Draft Budget**

Communications

Objectives:

- promote a positive image of MVCA
- enhance communication and collaboration among Municipalities, partners, public and media to foster partnerships, and to engage people and organizations
- increase communications, including information on events, MVCA activities and available services
- produce high-quality communication materials

Strategic Priorities:

- promote MVCA programs, services and projects to member Municipalities, residents, partner organizations, and other stakeholders
- ensure consistent use of corporate branding and identity in MVCA communication products
- develops and distributes MVCA media and communications products, maintains MVCA's website and social media outlets, promotes MVCA at local fairs and events and supports funding applications
- provides support to all MVCA departments

Budget Highlights:

- training and services for communications/ professional development
- contracted services such as graphic design and translation
- supplies and materials such as business cards, name plates and MVCA promotional items for staff and board members
- continue to share administrative assistant position with Administration for event organization, website updates, to seek funding and assist with communications initiatives

Expenditures	2019 Budget	2019 Actual	2020 Draft Budget
Wages/Benefits	74,198	71,739	73,256
Mileage/Expenses/Professional Development	7,000	872	7,000
Printing	5,000	939	5,000
Materials/Supplies/Equipment/Gen Expenses	6,500	6,821	6,500
Advertising/Publicity	2,000	2,268	2,000
Eko-Trekr App Development	0	7,086	0
Eko-Trekr App Annual Fee	0	0	3,000
Website Updates	0	3,473	0
Signs - Roy Brown Park	0	0	10,000
Total	94,698	93,197	106,756
Revenues	2019 Budget	2019 Actual	2020 Draft Budget
Provincial Grant	0	0	
Municipal Levy	94,698	86,111	98,756
Special Levy	0	0	
MVCF	0	7,086	3,000
Special Grant - Enbridge	0	0	5,000
Total	94,698	93,197	106,756

**Mississippi Valley Conservation Authority
2019 Budget Control (up to December 31, 2019 UNAUDITED) and 2020 Draft Budget**

Operations

Objectives:

- manage MVCA vehicle and field equipment resources
- maintain all vehicles and equipment in safe and sound condition
- secure and disperse equipment and supplies to staff
- operate workshop facilities
- recover operating and maintenance costs through usage charges

Budget Highlights:

- replace vehicles and equipment as part of regular fleet maintenance

Expenditures	2019 Budget	2019 Actual	2020 Draft Budget
Wages/Benefits	10,780	10,759	11,043
Mileage/Expenses/Prof Development	3,600	1,969	3,600
Vehicle/Equipment Purchase	3,000	0	3,000
Vehicles/Equipment Lease	0	0	0
Materials/Supplies/Fuel/Maintenance	50,000	45,697	50,000
Insurance/Licensing	10,300	8,982	10,000
General Expenses	1,600	2,710	1,600
Vehicle/Equipment Charges	(100,000)	(104,429)	(100,000)
Capital Assets:			
Vehicles (see Other Capital details page)	35,500	0	0
Equipment (see Other Capital details page)	20,000	0	0
Transfer to Vehicle Equip. Reserve		58,500	
Total	34,780	24,188	(20,757)
Revenues	2019 Budget	2019 Actual	2020 Draft Budget
Provincial Grant	0	0	
Municipal Levy	16,780	23,533	(20,757)
Special Levy	0	0	0
Other - Trail Counter	0	655	0
Special Reserves - Vehicles & Equipment	18,000	0	0
Total	34,780	24,188	(20,757)

**Mississippi Valley Conservation Authority
2019 Budget Control (up to December 31, 2019 UNAUDITED) and 2020 Draft Budget**

Information Management

Objectives:

- maintain network systems
- delivery of the enterprise Geographical Information System (GIS)
- provide IT support to all staff

Strategic Priorities:

- Development of GIS/IM strategic plan (2018-2023)
- ensure the reliability of existing investments and procedures in Information Management
- build on existing infrastructure: network, GIS, procedures and personnel skills
- add value to existing corporate strategic and operational decision making
- build the capacity to improve critical datasets that support and advance key business functions
- Implement open data strategy of MVCA owned spatial assets

Budget Highlights:

- DRAPE 2019 ortho-imagery (to be completed in 2020)
- move email database to MS Exchange 365
- maintain computer and network assets
- support flood risk mapping update project and generic regulation geotechnical line updates
- advance document management system (CADIMS) into other departments

Expenditures	2019 Budget	2019 Actual	2020 Draft Budget
Wages/Benefits	126,046	126,831	130,395
Mileage/Expenses/Professional Development	3,000	2,667	3,000
Materials/Supplies/Gen Expenses	3,600	5,780	3,600
Equipment Purchase, Repair & Mtce	4,000	1,265	4,000
Software/Maintenance/IT Support	36,500	33,394	36,500
High Speed Internet Access	3,200	3,521	3,200
Data Acquisition - General /Transfer to Reserve	8,000	8,000	15,700
Electronic Document Management (CADIMS)	10,000	10,000	10,000
Cyber Security Support	0	65,940	0
Data Management Automation	0	0	20,000
Capital Assets:			
Computer Hardware	15,000	5,431	0
Total	209,346	262,828	226,395
Revenues	2019 Budget	2019 Actual	2020 Draft Budget
Provincial Grant	0	0	
Municipal Levy	209,346	201,681	210,695
Special Levy	0	0	0
Special Reserves - IT Reserve	0	0	15,700
Insurance Claim - Cyber Support	0	61,146	0
Other - CA Maps Program/Tech Fee for Info Products	0	0	0
Total	209,346	262,828	226,395

**Mississippi Valley Conservation Authority
2019 Budget Control (up to December 31, 2019 UNAUDITED) and 2020 Draft Budget**

Watershed Planning

Objectives:

- undertake watershed level planning studies and policy development to conserve watershed resources
- develop program implementation plans to direct conservation efforts
- provide advice and guidance to public and municipalities on environmental issues
- produce Watershed Report Card 2018
- implement objectives of monitoring strategy

Strategic Priorities:

- develop comprehensive watershed information database
- develop watershed management strategy to meet watershed planning objectives
- develop Watershed Plan and Characterization Reports

Budget Highlights:

- continue work with Mississippi River Watershed Plan
- complete Nutrient Modelling on Mississippi Lake
- assist in implementation of Lake Management Plans for Mississippi Lake, Kashwakamak Lake and Malcolm/Ardoch
- participate in municipal Official Plan/comprehensive Zoning reviews
- coordinate public forums to address environmental concerns
- work with partners such as City of Ottawa and lake associations to implement steward initiatives
- continue stream morphology study of the Carp River in collaboration with the University of Ottawa

Expenditures	2019 Budget	2019 Actual	2020 Draft Budget
Wages/Benefits	298,473	275,682	294,314
Mileage/Expenses/Professional Development	9,000	4,897	9,000
Materials/Supplies/Gen Expenses	3,000	1,629	3,000
Carp Action Plan (0.4 FT)	0	0	0
Mississippi River Watershed Plan	13,000	1,031	20,000
Carp River Geomorphology Assessment	28,000	15,263	8,500
Total	351,473	298,503	334,814
Revenues	2019 Budget	2019 Actual	2020 Draft Budget
Provincial Grant	0	0	
Municipal Levy	287,973	249,003	304,814
Special Levy	0	0	0
Special Reserves - Glen Cairn Provincial Share	49,500	49,500	20,000
Other - Carp River Donations (DR)	0	0	0
Other - Mississippi Lake Association	0	0	0
Other - Mitacs (C.R. Geom. Assessment & Ottawa Univ.)	14,000	0	0
Other - Queens	0	0	0
Operating Reserve			10,000
Total	351,473	298,503	334,814

**Mississippi Valley Conservation Authority
2019 Budget Control (up to December 31, 2019 UNAUDITED) and 2020 Draft Budget**

Watershed Monitoring

Objectives:

- to implement a comprehensive, integrated and coordinated monitoring program that fulfills the watershed monitoring and reporting needs of MVCA while furthering the interests of municipal, provincial and federal partners
- raise awareness of lake/watercourse sensitivity to nutrient enrichment and encourage stewardship efforts
- implement objectives of monitoring strategy
- support enhanced monitoring on Mississippi Lake

Strategic Priorities:

- assess monitoring data to provide information to support the Plan Advisory and Regulations Programs, to track changes in the watershed due to the cumulative impact of development, climatic changes etc. and to enable reporting on watershed conditions
- continued conversion of sampling data to digital format for use in GIS and web access and work in coordination with eastern conservation authorities.

Budget Highlights:

- Continue water quality monitoring on lakes through the Watershed Watch program
- Continue partnership with Lake Stewards
- Conduct benthic and fish community sampling in subwatersheds
- Continue utilizing WISKI for storage of water chemistry data
- Use WISKI for storage of biological monitoring data
- Continue collecting stream temperature data on cold water streams
- Continue monitoring surface water and ground water quality monitoring stations under the Provincial Monitoring Network
- Produce Integrated Monitoring Report for 2019 season
- Sample 13 City of Ottawa Baseline sites

Expenditures	2019 Budget	2019 Actual	2020 Draft Budget
Wages/Benefits	218,270	174,460	153,931
Mileage/Expenses/Professional Development	18,000	17,326	18,000
Materials/Supplies/Equip/Gen Expenses	4,000	3,374	4,000
Lab Analysis (throughout watershed)	6,000	4,070	6,000
Carp River Planting KWOG	0	0	0
City of Ottawa Baseline Monitoring (incl. mileage and lab fees)	27,720	13,972	27,720
Poole Creek Subwatershed Study	20,590	9,110	0
Capital Assets:			
Equipment	0	0	
Total	294,580	222,313	209,651
Revenues	2019 Budget	2019 Actual	2020 Draft Budget
Provincial Grant	0	0	
Municipal Levy	170,762	120,762	148,151
Special Levy (Baseline Monitoring City of Ottawa)	0	55,961	61,500
Other - Carp River Planting KWOG	0	0	0
Other - MOECC - Ground Water Monitoring Project	0	0	0
Other - City of Ottawa - Baseline Monitoring	66,228	0	0
Other - Poole Creek Subwatershed Study	57,590	45,590	0
Total	294,580	222,313	209,651

**Mississippi Valley Conservation Authority
2019 Budget Control (up to December 31, 2019 UNAUDITED) and 2020 Draft Budget**

Studies

Objectives:

- complete surveys and studies required to fulfil MVC watershed management objectives

Budget Highlights:

- continue the program to update Floodplain Mapping in the City of Ottawa
- complete update to floodplain maps for the lower Mississippi River watershed
- complete flood depth maps and lower return period floodline maps
- conduct Carp River Floodplain mapping study

Expenditures	2019 Budget	2019 Actual	2020 Draft Budget
Wages/Benefits	128,352	125,618	122,655
Mileage/Expenses/Professional Development	0	0	0
Ottawa Floodplain Mapping Update	3,000	5,447	1,000
Harwood Creek Floodplain Mapping Study	3,000	663	0
Lower Mississippi River Floodplain Mapping Study	3,000	2,664	0
Carp River - Floodplain Mapping Study	0	0	8,000
Total	137,352	134,391	131,655
Revenues	2019 Budget	2019 Actual	2020 Draft Budget
Provincial Grant	0	0	
Municipal Levy	48,567	41,085	82,870
Special Levy	0	0	0
Other - City of Ottawa Contribution	48,785	48,785	48,785
Other - National Disaster Mitigation Program	40,000	44,521	0
Total	137,352	134,391	131,655

**Mississippi Valley Conservation Authority
2019 Budget Control (up to December 31, 2019 UNAUDITED) and 2020 Draft Budget**

Plan Review

Objectives:

- achieve MVCA watershed management objectives through the provision of advice to municipal planning authorities on land use and infrastructure planning matters
- fulfil obligations for delegated responsibilities under the Planning Act to address natural hazards issues
- provide advice to municipal planning authorities on natural heritage issues regarding site-specific applications through cost recovery
- provide advice to federal/provincial approval authorities for large scale infrastructure projects
- review and provide input for comprehensive municipal planning documents (Official Plan Reviews)
- review and provide advice to municipalities in regard to Technical reviews (stormwater, hydrogeology, environmental impacts)

Budget Highlights:

- continue providing a streamlined service for commenting and advice on development applications and review projects subject to Ontario Regulation 153/06 - continue responding to public inquiries regarding potential development impacts and beneficial management practices
- provide public access to information regarding natural hazard and natural heritage issues through the MVCA web-site

Expenditures	2019 Budget	2019 Actual	2020 Draft Budget
Wages/Benefits	219,228	208,008	194,362
Mileage/Expenses/Professional Development	9,000	7,330	9,000
Materials/Supplies/Gen Expenses	2,500	686	2,500
Total	230,728	216,024	205,862
Revenues	2019 Budget	2019 Actual	2020 Draft Budget
Provincial Grant	0	0	
Municipal Levy	85,728	54,466	70,862
Special Levy	0	0	0
User Fees - Plan Review	145,000	161,558	135,000
Total	230,728	216,024	205,862

**Mississippi Valley Conservation Authority
2019 Budget Control (up to December 31, 2019 UNAUDITED) and 2020 Draft Budget**

Regulations

Objectives:

- minimize the risk to life, property damage and social disruption due to flooding, erosion and slope failure
- prevent pollution/degradation of aquifers, rivers and other water bodies
- ensure the wise use of regulated land
- ensure compliance monitoring and enforcement

Strategic Priorities:

- continue compliance monitoring and enforcement capabilities
- integrate review of applications for permission with site specific planning application reviews

Budget Highlights:

- develop priorities for updating existing flood plain mapping studies and completing new flood plain mapping studies
- continue delivery of the Tay Valley Septic Inspection/Re-inspection program in partnership with the Ottawa Septic System Office (RVCA)
- continue delivery of the North Frontenac and Central Frontenac, Rideau Lakes and Tay Valley Septic Re-Inspection programs in partnership with the Ottawa Septic System Office (RVCA)
- continue to update Regulation policies

Expenditures	2019 Budget	2019 Actual	2020 Draft Budget
Wages/Benefits	224,983	243,212	246,754
Mileage/Expenses/Professional Development	10,000	11,687	10,000
Materials/Supplies/Gen Expenses	2,000	1,181	2,000
Legal Fees	15,000	27,582	17,000
Mississippi/Rideau Septic Program	75,000	111,342	75,000
Advisory Services	0	0	26,000
Total	326,983	395,004	376,754
Revenues	2019 Budget	2019 Actual	2020 Draft Budget
Provincial Grant	0	0	
Municipal Levy	176,983	175,944	211,754
Special Levy	0	0	
User Fees - Permit Processing Fees - Permits/PropClear	75,000	102,783	80,000
User Fees - Permit Processing Fees - Carp River	0	0	0
User Fees - Mississippi/Rideau Septic Program	75,000	110,963	75,000
Other - Order for Legal Costs	0	0	0
MVCF - Wetland Protection Fund	0	0	10,000
PLT Wage Subsidy		5,315	0
Operating Reserve -			
Total	326,983	395,004	376,754

**Mississippi Valley Conservation Authority
2019 Budget Control (up to December 31, 2019 UNAUDITED) and 2020 Draft Budget**

Flood Forecasting and Warning

Objectives:

- provide early warning of significant flood events to watershed municipalities
- advise operators/owners of significant dams on watershed conditions and forecasts
- monitor watershed conditions and assess flood potential
- operate emergency communications centre during Class 3 flood events
- assist municipalities in emergency response preparedness planning
- provide direction and information for the Low Water Response Team for drought monitoring and awareness

Strategic Priorities:

- update watershed modelling capabilities
- develop water budget analysis
- improve meteorological data access
- assess MVCA's forecasting and warning capabilities to meet provincial objectives and develop a plan to meet and maintain those objectives

Budget Highlights:

- continue to utilize WISKI-SODA in retrieving and disseminating real-time data on water levels and flows
- annual maintenance fees on software being used to improve timely access to remote data
- maintain the automated gauge network for all MVCA owned and operated dams
- install and maintain additional gauges within the City of Ottawa at Galetta and Huntley Creek (currently on hold due to bridge construction)
- professional development - additional training for WISKI usage
- support and maintenance costs for additional modules for WISKI for website development, field data entry, water quality and fisheries data management
- continue contract with OPG to undertake snow course on their behalf
- adding new automated gauges at Malcolm & Pine Lakes and on the Mississippi River, Silver Lake, Summitt Lake and Mosque Lake
- purchase the radar module of WISKI with Quinte and Rideau Valley CA's

Expenditures	2019 Budget	2019 Actual	2020 Draft Budget
Wages/Benefits	166,973	170,872	183,404
Standby/On Call Pay	1,500	1,875	1,500
Mileage/Expenses/Professional Development	22,000	20,699	22,000
Equip Software Rent Pur Repair & Mtce	17,000	1,595	17,000
Utilities - Telephone & Hydro	11,000	8,520	13,000
Communications - Radios & Pagers	4,700	4,689	4,700
Materials/Supplies/General Expenses	5,000	1,180	3,500
Low Water Response	0	0	0
2019 Flood Response	0	10,375	0
WISKI-Soda License and Maintenance Fees	5,700	4,794	5,700
Stream Gauges	0	0	1,500
Capital Assets:			
Equipment - Stream Gauge Equipment	0	0	0
Total	233,873	224,597	252,304
Revenues	2019 Budget	2019 Actual	2020 Draft Budget
Provincial Grant (Prov. TP Grant - Section 39)	116,937	60,368	60,368
Municipal Levy	116,936	131,370	176,936
Special Levy	0	0	0
Other - Low Water Grant	0	0	0
CSJ - Wage Subsidy	0	8,859	0
Career Launcher Funding (WISKI)	0	0	15,000
Other - Shared Contribution (WISKI)	0	24,000	0
Total	233,873	224,597	252,304

**Mississippi Valley Conservation Authority
2019 Budget Control (up to December 31, 2019 UNAUDITED) and 2020 Draft Budget**

Operation/Maintenance of Flood Control Structures

Objectives:

- operate MVCA flood and erosion control structures in accordance with established operating policies and procedures
- update operating policies and procedures as required
- provide an integrated approach to stream flow regulation and reservoir management in cooperation with other watershed dam operators
- undertake routine maintenance of MVCA structures to provide a safe and efficient operation

Strategic Priorities:

- maintain a Dam Safety Program and associated policies for MVCA owned and operated structures
- maintain backup support for operations planning

Budget Highlights:

- operator safety equipment upgrades
- provide additional technical support to ensure consistent level of service year round
- update annual Emergency Preparedness and Response Plans for all MVCA owned and operated structures
- obtain new safety equipment for dam operators and field staff
- joint task team with Cataraqui and Quinte to develop dam database in WISKI
- develop fall retrieval plans for all MVCA owned or operated dams to meet OH&SA requirements
- continue 3 year contract with MNRF Bancroft for \$6,900 in 2019 and negotiate new 3 year contract increasing 3% for next 3 years and additional contract costs estimated at \$3,000/year for preventative maintenance to be established each year
- continue last year of current OPG contract and negotiate new 3 year contract increasing annually by 3%
- convert dam operation data/budget files from Lotus to Excel

Expenditures	2019 Budget	2019 Actual	2020 Draft Budget
Wages/Benefits	251,221	217,347	234,239
Mileage/Expenses/Professional Development	15,000	14,351	15,000
Administrative Charges	18,200	18,200	18,200
Taxes/Insurance	38,000	35,734	38,000
Materials/Supplies/Equipment/General Exp	4,500	3,658	4,500
Health & Safety Expenses	4,000	3,171	4,000
Total	330,921	292,460	313,939
Revenues	2019 Budget	2019 Actual	2020 Draft Budget
Provincial Grant (Prov. TP Grant - Section 39)	131,855	68,070	68,070
Municipal Levy	153,166	167,882	197,744
Special Levy	0	0	0
User Fees - OPG Contract	39,000	48,402	41,000
Other - MNR Bancroft & Kemptville	6,900	8,106	7,125
WCS Reserve - Glen Cairn Prov Share	0	0	0
Total	330,921	292,460	313,939

**Mississippi Valley Conservation Authority
2019 Budget Control (up to December 31, 2019 UNAUDITED) and 2020 Draft Budget**

Preventative Maintenance of Flood Control Structures

Objectives:

- perform annual inspections of all MVCA owned and operated structures to document maintenance issues
- undertake minor maintenance of MVCA flood and erosion control structures to maintain long term integrity and ensure continued safe operation of facilities

Strategic Priorities:

- complete digital drawings of all MVCA water control structures
- prepare dam safety reviews of MVCA water control structures
- update capital rehabilitation of MVCA structures

Budget Highlights:

- complete annual inspections of MVCA structures
- continue annual stoplog/signage replacement program
- undertake minor maintenance identified through inspections to dams to ensure safe operation of staff to meet health & safety requirements
- undertake minor maintenance of MNRD dams operated by MVCA on a cost recovery basis

Expenditures	2019 Budget	2019 Actual	2020 Draft Budget
Wages/Benefits	120,957	116,364	122,836
Mileage/Expenses/Professional Development	5,000	2,381	5,000
Materials/Supplies/Equipment	5,500	2,426	5,500
Stoplog Replacement	6,000	6,329	6,000
Total	137,457	127,500	139,336
Revenues	2019 Budget	2019 Actual	2020 Draft Budget
Provincial Grant	0	0	
Municipal Levy	68,729	58,771	69,668
Special Levy	0	0	
WCS Reserve - Glen Cairn Prov Share	68,729	68,729	69,668
Total	137,457	127,500	139,336

**Mississippi Valley Conservation Authority
2019 Budget Control (up to December 31, 2019 UNAUDITED) and 2020 Draft Budget**

Stewardship Services

Objectives:

- to promote implementation of best management practices on private lands

Strategic Priorities:

- continuation of MVCA involvement in the Ottawa Clean Water Program
- continuation of MVCA involvement in delivery of the Ottawa Green Acres & Trees Ontario reforestation program
- continue to deliver a watershed wide private land stewardship program

Budget Highlights:

- provide forest management services to the County of Lanark
- implement prescriptions as per Lanark County 20 year Forest Management Plan
- promote and implement the Green Acres and Trees Ontario Program
- continue program for naturalizing shorelines throughout watershed in partnership with Lake Associations and private corporations and landowners
- complete Carp Erosion Control Project
- complete restoraton work on Upper Poole Creek

Expenditures	2019 Budget	2019 Actual	2020 Draft Budget
Wages/Benefits	56,043	58,379	73,735
Mileage/Expenses/Prof Development	2,000	2,454	2,000
Mat&Sup/Equip/GExp/Promotion/Bat Boxes	1,000	381	1,000
Ottawa Clean Water Prog - Mil/Exp/Grants/Comm Exp	3,500	86	3,500
County of Lanark Program	6,000	5,106	6,000
Shoreline Naturalization	3,000	4,678	3,000
Carp Erosion Control	160,000	18,068	164,200
Tree Planting/Stewardship Projects (RVCA Partnership)	5,500	5,088	5,500
Total	237,043	94,241	258,935
Revenues	2019 Budget	2019 Actual	2020 Draft Budget
Provincial Grant	0	0	
Municipal Levy	57,043	43,322	85,735
Special Levy	0	0	0
User Fees - City of Ottawa RCWP	6,000	3,100	3,000
User Fees - Lanark County	6,000	11,470	6,000
Other - City of Ottawa - Carp Erosion Control	163,000	31,693	164,200
Other - OWF Grant - Fish Habitat Wolf Grove Creek	0	2,000	0
Other - Trees/TD Planting Program Grant	5,000	2,655	0
Total	237,043	94,241	258,935

**Mississippi Valley Conservation Authority
2019 Budget Control (up to December 31, 2019 UNAUDITED) and 2020 Draft Budget**

Property Management

Objectives:

- manage and maintain MVCA properties and facilities
- fixed costs for buildings and services
- maintain facilities and building systems
- commence asset management planning
- continue risk management, property liability inspections

Budget Highlights: Budget Highlights:

Enhance maintenance to MVCA facilities and Conservation Areas

- Continue grounds maintenance
- Maintenance trails and bridges
- Initiate interpretive signage
- Maintenance internal roadways (snow plow and grade)
- Start (multiyear) replacement of Purdon Conservation Area boardwalk

Expenditures	2019 Budget	2019 Actual	2020 Draft Budget
Wages/Benefits	84,060	85,022	105,883
Mileage/Expenses/Professional Development	3,500	556	3,500
Insurance/General Expenses	30,500	20,784	30,500
New Admin Office	100,000	98,817	100,000
Mill of Kintail Conservation Area	63,000	59,408	63,000
Palmerston/Canonto Conservation Area	3,000	843	3,000
Morris Island Conservation Area	16,000	10,401	16,000
Purdon Conservation Area	4,000	2,288	4,000
K & P Trail Conservation Area	8,000	28,092	8,000
Cedardale Properties	1,200	978	1,200
Total	313,260	307,189	335,083
Revenues	2019 Budget	2019 Actual	2020 Draft Budget
Provincial Grant	0	0	
Municipal Levy	311,610	297,680	333,433
Special Levy	0	0	0
PLT & CPRA Wage Subsidy	0	8,050	0
Other - K&P - Bucci Order \$30,000	0	0	0
Other - Bell Canada - Annual Easement - K&P	1,650	1,460	1,650
Total	313,260	307,189	335,083

**Mississippi Valley Conservation Authority
2019 Budget Control (up to December 31, 2019 UNAUDITED) and 2020 Draft Budget**

Education

Objectives:

- to provide an environmental stewardship ethic through conservation based education programs and community outreach initiatives

Strategic Priorities:

- deliver Ontario curriculum based outdoor education program
- provide conservation based summer day camps
- carry out MVCA flood safety mandate with Spring Water Awareness Program (SWAP)
- promote Ontario curriculum based in-school environmental education opportunities
- create additional outdoor education opportunities for significant sites within the watershed
- increase communications with educators and public through social media presence

Budget Highlights:

- increased participation in environmental education professional development
- creation of new outdoor education opportunities and community initiatives
- provision of busing grants (MVCF) to bolster outdoor education bookings in winter
- maintain delivery of SWAP
- support Enviro-Thon (*event cancelled by School Board for 2019*)

Expenditures	2019 Budget	2019 Actual	2020 Draft Budget
Wages/Benefits	99,708	100,905	105,621
Mileage/Expenses/Professional Development	3,000	952	3,000
Materials/Supplies/Equipment/General Exp	2,000	1,279	2,000
Publicity	1,000	333	1,000
Busing Program (winter)	2,000	1,950	2,000
Enviro-Thon	1,500	0	1,500
Childrens Water Festival	1,500	0	1,500
Total	110,708	105,419	116,621
Revenues	2019 Budget	2019 Actual	2020 Draft Budget
Provincial Grant	0	0	
Municipal Levy	68,008	64,542	72,121
Special Levy	0	0	0
User Fees - Education Program	38,000	38,927	40,000
Other - MVCF - Busing	2,000	1,950	2,000
Other - OPG SWAP Grant	2,500	0	2,500
Other - Envirothon	200	0	0
Total	110,708	105,419	116,621

**Mississippi Valley Conservation Authority
2019 Budget Control (up to December 31, 2019 UNAUDITED) and 2020 Draft Budget**

Visitor Services

Objectives:

- to foster an appreciation for the natural environment in the general public through the provision of day use Conservation Areas
- promote the values and life of R. Tait McKenzie and James Naismith through the operation and maintenance of the Mill of Kintail Museum and McKenzie artifacts, as well as the Brothers of the Wind Archival Centre

Strategic Priorities:

- promotion of all conservation areas as natural/recreation destinations
- increase visitorship via marketing and promotion
- promote multi-use trail use at sites through mapping, promotion and activities
- generate user fees through Gatehouse Conference Centre rentals and Cloister rentals

Budget Highlights:

- create new interpretive signage for trails
- Naismith & McKenzie promotional items including new joint logo design
- MVCA history storyboard

Expenditures	2019 Budget	2019 Actual	2020 Draft Budget
Wages/Benefits	117,019	117,349	122,623
Mileage/Expenses/Professional Development	1,000	210	1,000
Utilities - Telephone	5,000	3,679	5,000
Publicity	1,000	541	1,000
Signage	0	0	1,000
Admin/BankChrgs/Equip/GShop/M&S/SpEvExp/Sculpture	6,000	5,658	6,000
Interior Maintenance	2,000	190	2,000
Mississippi Mills Annual Grant Expense	15,464	4,250	0
Morris Island CA	0	0	0
Night Sky Program (discontinued program)	500	0	0
Capital Assets:			
Equipment	0	0	0
Furniture & Fixtures	0	0	0
Total	147,983	131,877	138,623
Revenues	2019 Budget	2019 Actual	2020 Draft Budget
Special Grant - Provincial Grant	13,445	13,445	13,445
Municipal Levy	81,074	61,017	75,462
Special Levy	0	0	0
User Fees - Conservation Areas	32,000	36,414	32,000
Donations Received	0	1,281	0
Special Grant - Miss Mills Grant - MOK & Naismith	15,464	11,716	11,716
Other - Parking Meter - Morris Island CA	6,000	5,454	6,000
Other -Tait McKenzie Sculpture Donations	0	2,550	0
Total	147,983	131,877	138,623

**Mississippi Valley Conservation Authority
2019 Budget Control (up to December 31, 2019 UNAUDITED) and 2020 Draft Budget**

Water & Erosion Control Infrastructure

Objectives:

- undertake maintenance of MVCA flood and erosion control structures to maintain long term integrity and ensure continued safe operation of facilities

Budget Highlights:

- Shabomeka Lake Dam rehabilitation
- Farm Lake Dam Safety Assessment

Expenditures	2019 Budget	2019 Actual	2020 Draft Budget
Wages/Benefits	27,993	27,701	26,340
Dam Operation Guidelines and OMS Manuals	5,000	0	
Mazinaw Lake Dam Gate	5,000	221	
Widow Lake Dam Retrofit Design	0	0	
Farm Lake Dam - Safety Assessment	0	0	40,000
Capital Assets:			
Shab Lake Dam Design Study	0	0	
Mazinaw Lake Dam Gantry	0	0	
Shab Lake Dam Final Design	60,000	6,316	
Shab Lake Dam Construction	0	0	692,000
Widow Lake Dam Repairs	112,650	15,263	
Kash Lake Dam Repair	120,000	145	100,000
Contributions to WCS Reserve	0	133,500	
Total	330,643	183,146	858,340
Revenues	2019 Budget	2019 Actual	2020 Draft Budget
WECI Grant	165,322	17,825	396,000
Municipal Levy - General	165,322	165,321	26,340
Deferred Revenue (WECI)	0	0	
WCS Reserve	0	0	40,000
Special Reserves - Glen Cairn Provincial Share	0	0	396,000
Total	330,643	183,146	858,340

Administration Office

Objectives:
 - facilitate construction of new Administration Office

Budget Highlights:
 - continue with annual financing plan

Expenditures	Approved Budget	Spent 2011-2018	2019 Budget	2019 Actual	2020 Draft Budget
Capital Assets:					
Member Costs	18,000	16,551	0	0	
Advertising	0	2,653	0	0	
Borrowing Costs	55,000	263,950	0	0	
Official Opening Charges	0	2,567	0	0	
Professional Consulting Fees & Disb	310,000	344,091	0	0	
Project Management	75,000	99,088	0		
Permits/Approvals/Other	106,000	94,836	0	0	
Furniture & Equipment Allowance	461,000	498,052	0	0	
Moving Expenses	10,000	7,877	0	0	
Land Costs	137,000	133,870	0	0	
Construction Cost	5,213,712	4,852,791	0	0	
Sub-Total	6,385,712	6,316,326	0	0	0
Annual Financing Charge	290,000	277,005	277,005	277,005	277,005
Grand Total			277,005	277,005	277,005
Revenues	Approved Budget	Received 2011-2018	2019 Actual	2019 Actual	2020 Draft Budget
Provincial Grant	0	0	0	0	0
Municipal Levy - General benefit	6,385,712	287,593	277,005	277,005	277,005
Municipal Contributions 2009-2013	0	1,482,000	0	0	0
Loan	0	4,000,000	0	0	0
Other	0	416,818	0	0	0
Other - Deposit Returned	0	2,000	0	0	0
Other - Turn Lane Cont C.Place/Southwell	0	127,915	0	0	0
Grand Total	6,385,712	6,316,326	277,005	277,005	277,005

**Mississippi Valley Conservation Authority
2019 Budget Control (up to December 31, 2019 UNAUDITED) and 2020 Draft Budget**

Other Capital

Objectives:

- Undertake capital improvements and upgrades to the Mill of Kintail Conservation Area

Budget Highlights:

- K&P - railing replacement
- Phase 3 - Roy Brown Park - develop lookout deck
- replace eavestrough on MOK Museum
- boardwalk replacement at Purdon Conservation Area (multiple years to complete)
- Vehicles & Equipment replacements (previous year's replacements see Operations)
- Computer Hardware replacements (previous year's replacements see Information Management)
- MOK - workshop building roof

Expenditures	2019 Budget	2019 Actual	2020 Draft Budget
Conservation Area Signs (directional)	4,000	541	
Morris Island Bridge Decking	4,000	5,335	
CP Trail - Phase 1	10,000	7,006	
CP Trail - Phase 3	0	0	10,000
K&P (railing replacement)	0	0	40,000
Purdon Boardwalk	0	0	2,000
Vehicles	0	0	35,500
Equipment	0	0	20,000
Computer Hardware	0	0	15,000
MOK - Workshop Building	0	0	8,000
MOK Playstructure	0	0	
Total	18,000	12,881	130,500
Revenues	2019 Budget	2019 Actual	2020 Draft Budget
Provincial Grant	0	0	
Municipal Levy - General	13,000	9,378	125,500
Other - Town of CP - Roy Brown Contr.	5,000	3,503	5,000
Special Reserves - Vehicles & Equipment			0
Total	18,000	12,881	130,500

Reserve Investments							
Expenditures	Dec 31 2018 Balance	2019 Allocations From Reserve	2019 Allocations to Reserve	Dec 31 2019 Balance	2020 Budget Allocations FROM Reserves	2020 Draft Budget Allocations TO Reserves	Projected Dec 31 2020 Balance
Building Reserve	298,701	0	40,000	338,701	0		338,701
Information Technology Reserve	24,000	0	8,000	32,000	15,700		16,300
Museum Building & Art Reserve	2,868	0	1,530	4,398	0		4,398
Sick Leave Reserve	73,843	0	0	73,843	0		73,843
Vehicles & Equipment Reserve	36,903	0	58,500	95,403	0		95,403
Water Control Structure Reserve - MVCA	75,385	0	133,500	208,885	40,000	89,761	258,646
Water Control Structure Reserve - Glen Cairn - Prov	697,000	118,229	0	578,771	485,668		93,103
Conservation Areas Reserve	0	0	17,000	17,000	0	25,000	42,000
Operating Reserve	719,411		199,558	918,969	10,000		908,969
Total	1,928,111	118,229	458,088	2,267,970	551,368	114,761	1,831,363

REPORT

3048/20

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	2020 Meeting Schedule
DATE:	February 14, 2020

Recommendation:

That the Board of Directors adjust the 2020 meeting schedule as follows:

- a) Cancel the meeting scheduled for July 15, 2020
- b) Replace with a meeting on November 20, 2020

1.0 DISCUSSION

The 2020 work plan is anticipated to have a heavy legislative workload this fall related to the Watershed Plan, development of a Transition Plan under Bill 108, a new Memorandum of Understanding with the County of Lanark, and reporting out on development of a Strategic Plan for the organization. Since the focus of the December meeting is typically on the budget, it is recommended that the July meeting be cancelled and a November meeting be substituted in its place to help deal with these matters, as follows:

February 19, 2020 – 52nd Annual General Meeting

March 18, 2020

April 15, 2020

May 20, 2020

June 17, 2020

July 15, 2020 CANCEL

September 16, 2020

October 21, 2020

November 20, 2020 ADD

December 2, 2020

REPORT

3043/20

TO:	Finance & Administration Advisory Committee
FROM:	Christa Lowry & Jeff Atkinson, Mill of Kintail Museum Special Advisory Committee Co-Chairs
RE:	Mill of Kintail Museum Update
DATE:	February 7, 2020

Recommendation:

That Finance Committee recommend that the MVCA Board of Directors approve the following:

1. That MVCA make application to a Judge for an interpretation regarding MVCA's legal obligations as it pertains to operation of the museum and grounds; and
2. That legal counsel be sought regarding governance options for the McKenzie and Naismith collections including:
 - a. establishing a new charitable organization;
 - b. repurposing the Mill of Kintail Canadian Arts and Pioneer Museum Corporation; and
 - c. repurposing the R. Tait McKenzie Memorial Trust.

1.0 BACKGROUND

A Special Advisory Committee was struck in October 2019 following MVCA's review of its programs and services in order to manage new funding constraints imposed by Bill 108 (More Homes, More Choice Act passed in June 2019). Since the museum is not expected to be considered core to the Conservation Authority's mandate under the new regulation, MVCA initiated discussions on how to keep the heritage building open for community use.

The Committee includes members from the Ontario Museum Association, fundraising, municipal and not-for-profit sectors and have met three times since November.

Since the new regulations have yet to be released by the Province of Ontario, at its latest meeting on January 24th, the Special Advisory Committee indicated it was limited to what it can recommend simply because not all of the required information is known at this time.

That being said, the Committee remains committed to the following:

- Deliver viable recommendations to the MVCA Board of Directors which include seeking long-term, sustainable funding opportunities
- Provide opportunity for public consultations – these will take place once the committee has more concrete information from the province to work with
- Keep the McKenzie and Naismith collections onsite at the Mill of Kintail Conservation Area and the gristmill continues to pay homage to these two Canadian icons.

Since the last Special Advisory Committee meeting, new information has come forward regarding potential funders of the Museum and collections that require a timely response.

2.0 DISCUSSION

Whereas the Province has indicated that activities such as operations of the Mill of Kintail Museum will no longer be eligible for funding under the conservation authority general levy;

And whereas the MVCA struck a Special Advisory Committee in 2019 to examine options for long-term governance and funding of the Mill of Kintail Museum;

And whereas interest has been expressed by potential funders in supporting the museum over the long-term;

And whereas in order to secure long-term commitments and funding levels a governance structure is needed that demonstrates a long-term commitment to the Mill of Kintail Museum;

And whereas there is an existing Mill of Kintail Canadian Arts and Pioneer Museum with Letters Patent that was to have been dissolved by the vendors at the time of the sale to MVCA in 1972;

And whereas that dissolution never occurred;

And whereas there is an existing R. Tait McKenzie Memorial Trust that is used for management of donations to the Museum but does not mention the Naismith collection;

And whereas there are no restrictive covenants or other agreements registered on title associated with the Museum or its operation, but other documents which, combined, may obligate the MVCA to “operate the Museum and maintain the grounds as a Tait McKenzie Memorial”

And whereas there is a need to ensure clarity in authority over the Mill of Kintail Museum collections for future governance and fund raising;

And whereas there is a need to move forward in a timely manner in order to capitalize on current interest and enthusiasm.

Be it resolved that the Finance Committee recommend that the MVCA Board of Directors approve the following:

3. That MVCA make application to a Judge for an interpretation regarding MVCA's legal obligations as it pertains to operation of the museum and grounds; and
4. That legal counsel be sought regarding governance options for the McKenzie and Naismith collections including:
 - a. establishing a new charitable organization; and
 - b. repurposing the Mill of Kintail Canadian Arts and Pioneer Museum Corporation; and
 - c. repurposing the R. Tait McKenzie Memorial Trust.