



Annual General Meeting

By Zoom

1:00 pm

February 17, 2021

AGENDA

ROLL CALL

Agenda Review

Declarations of Interest (written)

1. New members - Central Frontenac (Greater Madawaska and Carleton Place tbc)
2. Theresa Fritz - Commemoration
3. Phil Sweetnam – 40th Anniversary
4. Approval of Minutes – Board Meeting, December 2, 2020
5. Receipt of Committee Minutes:
 - a. Finance and Administration Committee Meeting – November 20, 2020
6. Spring flood outlook (Jen North)
7. Update – Bill 229 – By-law Amendments, Report 3110/21 (Sally McIntyre)
8. Chair’s 2020 Report (Janet Mason)
9. 2020 Financial Statement and Audit Report, see attached (Glenn Street)
10. Election of 2021 Officers
11. Appointment of 2021 Auditor
12. 2021 Regulation Committee Appointments and Confirmation of Advisory Committees, Report 3111/21 (Sally McIntyre)
13. 2021 Conservation Ontario Appointments, Report 3112/21 (Sally McIntyre)
14. 2021 Budget, Report 3113/21 (Sally McIntyre & Angela Millar)
15. 2021 Per Diem and Mileage Rates, Report 3114/21 (Angela Millar)
16. COVID 19 Paid Sick Leave in 2021, Report 3115/21 (Sally McIntyre)
17. Update - MOK Museum – verbal Jeff
18. Update - Strategic Plan – verbal Janet
19. Update – Watershed Plan – verbal Sally

Other Business

ADJOURNMENT

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

BOARD OF DIRECTORS MEETING

Zoom Video Conference

MINUTES

December 2, 2020

MEMBERS PARTICIPATING:

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

MEMBERS UNAVAILABLE:

E. Burke;
R. Darling;
E. El-Chantiry;
J. Inglis;
G. McEvoy.

STAFF PRESENT:

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

OTHERS PRESENT:

M. Livingston, Project Manager, MRSPR.

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

B12/02/20-1

MOVED BY: T. Fritz

SECONDED BY: B. King

Resolved, That the Agenda for the December 2, 2020 Board of Directors Meeting be adopted.

“CARRIED”

J. Mason proposed that information items # 14 – 16 on the agenda be deemed received for information should time constraints for the meeting become an issue.

Mississippi Valley Conservation Authority
Board of Directors Video-Conference
December 2, 2020

B12/02/20-2

MOVED BY: G. Gower

SECONDED BY: C. Lowry

Whereas the MVCA Board/Source Protection Authority meeting is scheduled to end at 12pm.

Therefore, be it Resolved, That:

If not all MVCA Board meeting items are addressed by 11:45am, no presentations or discussion will be had for items 14, 15, and 16 and the minutes will record that they were received by the Board for information.

“CARRIED”

1. Approval of Minutes

B12/02/20-3

MOVED BY: F. Campbell

SECONDED BY: K. Thompson

Resolved, That the Minutes of the Mississippi Valley Board of Directors meeting held on October 21, 2020 be received and approved as printed.

“CARRIED”

2. Receipt of Minutes

B12/02/20-4

MOVED BY: P. Kehoe

SECONDED BY: P. Sweetnam

Resolved, That the Minutes of the Mississippi Valley Finance & Administration Advisory Committee meeting held on September 9, 2020 be received.

“CARRIED”

B12/02/20-5

MOVED BY: J. Karau

SECONDED BY: J. Atkinson

Resolved, That the Minutes of the Mississippi Valley Policy & Priorities Advisory Committee meeting held on October 2, 2020 be received.

“CARRIED”

3. Business Arising

None.

4. Draft Salary Transition Plan

B12/02/20-6

MOVED BY: T. Fritz

SECONDED BY: F. Campbell

Resolved, That The committee move to in-camera session for discussion of the following matters:

Labour relations or employee negotiations

And further Resolved, That:

Sally McIntyre & Angela Millar remain in the room.

“CARRIED”

Mississippi Valley Conservation Authority
Board of Directors Video-Conference
December 2, 2020

B12/02/20-7

MOVED BY: T. Fritz
SECONDED BY: P. Sweetnam

Resolved, That the Board of Directors move out of “in-camera” discussion.

“CARRIED”

J. Mason read the following into the meeting record: “A closed meeting was held. The item considered concerned discussion relating to labour relations. There is nothing further to report.” The GM will implement the salary changes as approved by the Board and amend financial planning and budget documents accordingly.

5. Shabomeka Lake Dam Project

B12/02/20-8

MOVED BY: P. Sweetnam
SECONDED BY: F. Campbell

Resolved, That The committee move to in-camera session for discussion of the following matters:

Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority;

And further Resolved, That:

Sally McIntyre, Angela Millar and Juraj Cunderlik remain in the room.

“CARRIED”

B12/02/20-9

MOVED BY: F. Campbell
SECONDED BY: C. Lowry

Resolved, That the Board of Directors move out of “in-camera” discussion.

“CARRIED”

J. Mason read the following into the meeting record: “A closed meeting was held. The item considered concerned discussion relating to a matter of potential litigation. There is nothing further to report.” The GM will implement changes to the vendor contract as approved by the Board with funding drawn from the Glen Cairn Reserve Fund.

6. Interim Financial Plan & 10-year Capital Plan

S. McIntyre gave a presentation regarding Staff Report 3099/20, that summarized matters previously discussed at the Finance and Administration Committee and the Policy & Priorities Committee. Both Committees recommended approval of the documents by the Board. The plans will form the basis of annual work planning and budgeting for the next three years 2021-2023.

Mississippi Valley Conservation Authority
Board of Directors Video-Conference
December 2, 2020

B12/02/20-10

MOVED BY: P. Sweetnam

SECONDED BY: T. Fritz

Resolved, That the Board of Directors approve the draft Interim Financial Plan and Update to the 10-year Capital Plan as recommended by the Policy & Priority Committee and Finance & Administration Committee.

“CARRIED”

7. Draft 2021 Budget

S. McIntyre presented Staff Report 3100/20. Proposed 2021 operating and capital budgets were reviewed as were the Authority’s reserves and proposed long-term debt. The municipal levy portion of the 2021 budget shows an inflation increase of 2.0% for inflation on the operating budget and 2.5% increase on the capital budget, and 1.5% for growth on both. This raises the total municipal levy by approximately 3.5%.

B12/02/20-11

MOVED BY: J. Atkinson

SECONDED BY: G. Gower

Resolved, Resolved, That the Board of Directors:

- 1. Receive the Draft 2021 Budget as attached and authorize it to be circulated to member municipalities for comment;**
- 2. Endorse the submission of grant applications that support the 2021 Capital and Operating programs as set out in the Draft 2021 Budget; and**
- 3. Direct staff to update the Interim Financial Plan and 10-year Capital Plan to reflect the 2021 Budget as presented.**

“CARRIED”

8. 2020 Year-End Contributions to/from Reserves

A. Millar reviewed attached Staff Report 3101/20 and recommended that any unspent dollars raised through the 2020 municipal levy for capital purposes be placed into the appropriate capital reserves to be utilized for future capital needs. At present, the Authority is projecting an operating deficit of \$27,890, which should be funded from the Operating Reserve. If the financial position of the Authority changes and there is an operational surplus at December 31, 2020, it is recommended that surplus funds be transferred to the Operating Reserve to address future needs.

B12/02/20-12

MOVED BY: K. Thompson

SECONDED BY: B. Holmes

Resolved, That the Board of Directors:

- 1) Authorizes any unspent capital levied dollars, as at December 31, 2020, be transferred to their respective capital reserves for future capital needs;**
- 2) Authorizes, that if the Authority has an operating deficit for year ending December 31, 2020, this deficit is to be funded from the Operating Reserve and if the year-end position results in a surplus, that the surplus funds be placed into the Operating Reserve for future needs of the Authority.**

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“CARRIED”

9. Watershed Plan Public Advisory Committee

S. McIntyre reviewed the potential role for the Watershed Plan Advisory Committee following completion of the Watershed Plan, as outlined in Staff Report 3108/20.

J. Karau added that the PAC is committed and interested in assisting with the implementation. He also wished to recognize that provincial changes raise a larger question about roles for committees such as the PAC and would like to see the Committee to have a continued role, including assisting with stewardship.

B12/02/20-13

MOVED BY: P. Kehoe

SECONDED BY: B. Holmes

Resolved, That the Board of Directors direct staff to consult with the Public Advisory Committee (PAC) regarding its potential involvement during implementation of the Watershed Plan.

“CARRIED”

10. Extension of North Frontenac Property Option

S. McIntyre reviewed Staff Report 3103/20. She advised that North Frontenac notified MVCA that is wished to exercise its right to extend the Option for one year in accordance with the terms of the agreement in order to allow for execution and registration of documents, which have been delayed due to COVID-19.

B12/02/20-14

MOVED BY: J. Atkinson

SECONDED BY: P. Sweetnam

Resolved, That the Board authorize extension of the existing Option to Purchase Agreement with the Township of North Frontenac for Palmerston Beach to December 31, 2021.

“CARRIED”

11. 2021 Meeting Schedule

S. McIntyre outlined the proposed Board Meeting schedule for 2021, as in Staff Report 3104/20 attached.

B12/02/20-15

MOVED BY: B. King

SECONDED BY: P. Kehoe

Resolved, That the Board of Directors approve the proposed 2021 meeting schedule.

“CARRIED”

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12. Christmas Office Closure

S. McIntyre proposed the standard Christmas office closure as outlined in Staff Report 3105/20, attached.

B12/02/20-16

MOVED BY: P. Sweetnam

SECONDED BY: K. Thompson

Resolved, That Mississippi Valley Conservation Authority offices be closed for the holiday season from noon December 24 to end of business day December 31, 2020, inclusive.

“CARRIED”

13. K & P Trail Bridge – Structural & Safety Assessment

S. McIntyre reviewed key findings and recommendations of the structural and safety assessment of the K&P Trail Bridge over the Clyde River, as outlined in Staff Report 3106/20.

She noted staff will be installing load restriction signs in accordance with recommendations of the engineering firm; notify all companies that have used this bridge for logging access; and issue public notices regarding the new load restrictions at the bridge. Additionally, staff will carry out a consultation program this winter to promote awareness and discussion of the options and their costs. The objective will be to return to the Board in April so that the recommended solution can be carried out in 2021 if approved and if funding is available.

P. Sweetnam commented that the K&P property was purchased as a trail, not a road. He expressed that the Authority should be making repairs for the standards required for ATVs and snowmobiles only, not road vehicles or logging trucks.

Agenda Items #14 – 16 were deemed received for information.

ADJOURNMENT

The meeting was adjourned at 11:50 p.m.

B12/02/20-15

MOVED BY: J. Karau

SECONDED BY: B. Holmes

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

“E. Levi, Recording Secretary

J. Mason, Chair”



Finance and Administration Committee

Virtual Meeting BY ZOOM

November 20, 2020

MINUTES

MEMBERS PRESENT:

C. Lowry, Chair
P. Kehoe
J. Mason
P. Sweetnam
E. El-Chantiry

MEMBERS ABSENT:

E. Burke
G. Gower
T. Fritz
W. King
G. McEvoy

STAFF PRESENT:

S. McIntyre, General Manager
A. Millar, Treasurer
A. Broadbent, IT Supervisor
R. Fergusson, Operations Supervisor
M. Craig, Manager Planning and Regulatory Services
J. Cunderlik, Director, Water Resources Engineering
C. Truman, Recording Secretary

GUESTS:

J. Glasser, Cornerstone Management Solutions Ltd.
K. Howe, Cornerstone Management Solutions Ltd.

C. Lowry called the meeting to order at 3:35p.m.

FAAC11/20/20-1

MOVED BY: E. El-Chantiry

SECONDED BY: P. Sweetnam

Resolved, That the agenda for the Finance & Administration Advisory Committee meeting be adopted as amended.

“CARRIED”

C. Lowry added two items to the Agenda under Other Business and suggested this discussion occur before the committee moves into the “In-Camera” session:

1. Update of LIDAR application
2. NDMP Grant Application

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C. Lowry updated the agenda to include item “5. Labour Relations Update” to be discussed during the “In-Camera” session.

BUSINESS

1. Minutes – Finance & Administration Advisory Committee Meeting – September 9, 2020

FAAC11/20/20-2

MOVED BY: J. Mason

SECONDED BY: P. Kehoe

Resolved, That the Minutes of the Finance & Administration Advisory Committee meeting held September 9, 2020 be received and approved as printed.

“CARRIED”

2. Interim Financial Plan and 10-year Capital Plan

S. McIntyre presented Staff Report 3095/20. She noted that the report was tabled at the Policies and Priorities Committee meeting on Friday, November 13, 2020 and provided a brief recap of Committee discussions and outcomes.

She explained that the Plan addresses capital pressures over the next ten years and how the MVCA plans to meet them. In overviewing “Capital – Debt vs Sinking Funds” S. McIntyre explained that ideally, contributions to reserves are made as an asset moves through its lifecycle to ensure that funds are available to replace it at the end of its design life. The 10-year Capital Plan reflects the works and capital contributions needed to maintain the safety and operability of assets over the next 10 years, not the capital contributions required for lifecycle replacement of assets over time.

When referring to the Reserve Balance graph and the impacts of the Shabomeka Dam project, S. McIntyre explained and showed that two design options: stop logs and the Bascule gate, have little difference on the reserves and the need to borrow.

S. McIntyre stressed that 2021 could be a year of significant change depending on the legislative and regulatory changes that are brought in by the Ontario Government. Understaffing as well as the impacts of COVID-19 compromised delivery of the 2020 capital program. Having adequate and appropriate staff will be essential to delivery of the 2021 capital program.

Discussion

P. Sweetnam expressed disappointed that MVCA did not receive greater support from school boards and that it relies on bussing costs being subsidized by the Authority.

E. El-Chantiry thanked the MVCA team for their efforts in preparing the budget. He acknowledged that although we have been working in a pandemic, growth has not slowed down. He asked whether a plan was in place to split working teams, or whether unforeseen impacts to the organization should be budgeted. S. McIntyre explained that field operations staff have been split into two teams of two for dam and conservation area operations. Staff are not to interact between the two teams and this is part of the resiliency program.

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E. El-Chantiry clarified his question asking whether there is a plan in place for the whole organization. S. McIntyre explained that very few staff are working from the office and social distancing is being observed by those who do work in the office. She conveyed that best practices are being followed in order for the organization to deliver the best service in the safest manner possible.

E. El-Chantiry asked where the MVCA fits, in comparison to other organizations of its size, for borrowing. A. Millar explained that debt financing is becoming more popular with smaller municipalities and that proposed borrowing by the Authority is in line with those organizations. She explained that debt financing is a viable solution in the current situation. E. El-Chantiry asked whether, in comparison to other organizations of our size, if MVCA at the high end of borrowing, middle or low. A. Millar confirmed that MVCA is at the low end.

E. El-Chantiry stressed the importance of borrowing with the current low interest rates. He asked for this to be outlined simply: if we do not take advantage today of investments for asset management, the more expensive it will become. S. McIntyre agreed and said that the Draft Interim Financial Plan was sent to the Authority's auditor for comment, who replied that the document's analysis and plan put the Authority on track to addressing its future financial needs.

J. Mason clarified the assumptions upon which the Capital Plan and forecasted capital levy increases are based, namely:

- WECl funding of 50% will be received for Shabomeka and Kashwakamak dam projects; and
- Debt financing of the two projects, with 2021 being the year that work commences on Shabomeka Lake Dam.

S. McIntyre confirmed the above.

J. Mason commented that federal infrastructure type grants/funding were not included in the IFP because of considerable uncertainty regarding program details and availability.

J. Mason commented that the capital program larger than what was seen in 2018 and understands the reasoning but, having been part of the Board at that time, the intent was to spread out the payments over the ten years.

FAAC11/20/20-3

MOVED BY: E. El-Chantiry

SECONDED BY: P. Sweetnam

Resolved, That the Committee recommend that the Board of Directors approve the draft Interim Financial Plan and Update to the 10-year Capital Plan.

“CARRIED”

3. **Draft 2021 Budget**

S. McIntyre presented Staff Report 3096/20. She noted that the 2021 version has been modified from previous years to identify what is believe will and won't be eligible for the Municipal Levy under anticipated regulations, and said that this had been a valuable exercise for the management team.

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She highlighted that the Gauge Network project could be eligible for a grant under the National Disaster Mitigation Program (NDMP); and gave kudos to the MVCA team and partners at RVCA and SNC for their efforts in preparing the LiDAR application concurrent to dealing with Bill 229.

Discussion

E. El-Chantiry asked why the capital contribution to reserves is less in 2021 than other years. S. McIntyre explained that a portion of the capital levy would be used for the Shabomeka Lake Dam project and other Pay-As-You-Go project expenses. This would leave less at 2021 year-end to place into the reserves.

E. El-Chantiry asked how much funding is allocated for capital vs. operations. S. McIntyre responded that this percentage varies significantly year over year depending on the capital program, and explained the goal is to mitigate fluctuations in the municipal levy by setting aside money early in the planning period for projects to be carried out in future years.

E. El-Chantiry asked if MVCA needs to contribute more to capital to avoid falling behind. S. McIntyre said that moving forward it will be recommended that more be put into capital. She explained that building the capital reserves is important for lifecycle replacement, however, the management team is also cognizant of affordability issue for member municipalities and uncertainty regarding the state of the economy, and the need for more information regarding the condition of some assets.

E. El-Chantiry recommended a brainstorming session be held to develop a roadmap for long term financial planning.

E. El-Chantiry asked if it would be helpful to access cost sharing (federal and provincial) if the Authority had a “shovel-ready” program in place. S. McIntyre responded it would be, but that the MVCA does not have the necessary background studies and designs completed to have shovel-ready projects ready.

C. Lowry agreed that a discussion on a long-term financial plan was a great suggestion. S. McIntyre responded she would return to the Committee with theoretical contributions to the capital reserve based upon taking the full life-cycle approach to asset management. This would help initiate a conversation of how to transition to a full life-cycle approach to asset management.

P. Sweetnam agreed that it is desirable to have shovel-ready projects and asked that future EA studies clearly distinguish between flood control and flow augmentation projects. He believes it is important to identify locations for water storage within the watershed. He complimented the planning team for exceeding budgeted revenues and the work that entailed despite a reduction in planning fees for flooding victims. Lastly, he suggested that cleaning services of conservation areas be contracted out. S. McIntyre explained that the full-time position identified is for a Civil Engineering Technologist and there were funds identified within the budget to contract out cleaning services.

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J. Mason commented that the budget was very comprehensive and that it was very easy to understand the rationale.

FAAC11/20/20-4

MOVED BY: P. Kehoe

SECONDED BY: P. Sweetnam

Resolved, That the Finance & Administration Advisory Committee recommend the Draft 2021 Budget to the Board of Directors for consideration and circulation to member municipalities for comment.

“CARRIED”

OTHER BUSINESS

S. McIntyre explained that the Board approved proceeding with an application for the LiDAR project and that it was presented to both Frontenac and Lanark county councils. An information session was scheduled for Monday, November 23 for all CAO's to present the project—its purpose and cost sharing opportunities. Her impression is that municipalities see the value of LIDAR for all levels of government and she was optimistic that some costs will be offset for the Authority. She said she was hoping to hear about the intent of municipalities to help fund the project for the application deadline.

S. McIntyre discussed the Modeling and Gauge project, which falls within the 2021 budget and may also be eligible for an NDMP grant. The purpose of this project is to update rating curves on the system which is important for flood forecasting and warning. She said there may be other grant opportunities for items in the 2021 budget, and the motion speaks to this matter.

P. Sweetnam praised how invaluable LIDAR is for planning, and asked whether gauges are electronic and report directly to the office. S. McIntyre confirmed that data collected by the gauges is collected remotely.

FAAC11/20/20-5

MOVED BY: E. El-Chantiry

SECONDED BY: P. Sweetnam

Resolved, That the Finance & Administration Advisory Committee endorse the submission of grant applications to support implementation of the 2021 Capital and Operating programs as set out in the Draft 2021 Budget.

“CARRIED”

FAAC11/20/20-6

MOVED BY: P. Kehoe

SECONDED BY: E. El-Chantiry

Resolved, That the committee move to in-camera session for discussion of the following matter:

- Labour relations or employee negotiations;

And further Resolved, That Sally McIntyre remain in the room.

“CARRIED”

Mississippi Valley Conservation Authority
Finance & Administration Advisory Committee Meeting
November 20, 2020

Note:

- At approximately 5:00 pm, K. Howe and J. Glasser joined the meeting.
- At approximately 5:15pm, S. McIntyre lost connection to the meeting and was unable to reconnect.
- In-camera motions and directions to the GM were recorded by C. Lowry and J. Mason.

FAAC11/20/20-9

Resolved, That the Finance and Administration Committee be adjourned at 5:32.

MOVED BY: P. Kehoe

SECONDED BY: J. Mason

“CARRIED”

“C. Truman, Recording Secretary

C. Lowry, Chair”

REPORT

3110/21

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	Bill 229 - Update
DATE:	February 11, 2021

Recommendations:

1. That the Board amend the *Administrative By-law* as set out in this report to align with recent changes to sections 14, 15, 17 and 21 the *Conservation Authorities Act*.
2. In the event that Janet Mason is re-elected as Chair at the February 17, 2021 AGM that the Board:
 - a. Direct the General Manager to write to the Minister requesting up to a 2-year exemption to the 2-year limit on the Chair; and
 - b. Appoint Janet Mason as the Interim Chair until such time as Ministerial approval of the exemption is received.
3. That the Board direct the General Manager to write to member municipalities requesting that MVCA be contacted for comment prior to Council consideration of requests to endorse applications for a Ministerial Zoning Order (MZO) in relation to an MVCA permit application under Section 28 of the *Conservation Authorities Act*.
4. That the Board direct staff to develop an offsetting program for the loss of ecological values that could be implemented through an Agreement mandated by an MZO.
5. That the Board direct staff to develop a fee schedule for the management of MZO files.

Amendments to the *Conservation Authorities Act* under Bill 229 received Royal Assent on December 8, 2020. Only a few of the amendments were proclaimed at that time. Most changes are to be phased-in this year as regulations are developed and approved. The first round of proclamations occurred on February 2, 2021. This report summarizes key changes to the Act and makes recommendations for addressing matters now in effect.

1.0 DISCUSSION

Table 1 lists the sections of the Act that changed, and the actions required by the Board. On February 5, 2021 correspondences was received from the new Director, Conservation and Source

Protection Branch, MECP advising CAs that provisions of the Act related to governance are now in effect and that these should be addressed “at the first meeting held this year (following the proclamation date of February 2, 2021)...”. In summary, the legislative changes:

- limit Board Chair and Vice Chair appointees to two (2) consecutive 1-year terms;
- require successors to the positions of Chair and Vice Chair to be from a different municipality to the incumbent.
- require no less than 70% of a municipality’s appointed Board members to be members of municipal council.
- require the Authority to send a copy of the minutes to each member of the Authority and to make them available to the public within 30 days after any meeting of the Authority or of an executive committee.
- Authority powers under Section 21 of the Act.
- Minister of Municipal Affairs & Housing powers to allow him/her to order a CA to *not* issue a permit; and the power to issue a permit or direct the Authority to do so.
- Allow permit applicants to appeal directly to the Minister for review and/or to the Local Planning Appeal Tribunal.

1.1 Governance

a) Chair and Vice Chair

As noted in recent correspondence, the province had proclaimed section 14 of Bill 229 that limits the term of Board Chairs to 2 consecutive years unless an exemption is received from the Minister. CAs are awaiting clarification from the province regarding whether the 2-year clock:

- starts effective the date of proclamation on February 2.
- applies retroactively to those currently in the position of Chair.

Janet Mason is wrapping up her second year as Chair. In the absence of clear direction on this matter, and in the event that the Board decides to reappoint Janet as Chair, it is recommended that the appointment be made on an interim basis until such time as an exemption to the term limit is approved by the Minister. Given the significant changes facing the Authority over the next 1-2 years arising from Bill 229 and that the Board has been implementing a succession plan that would allow for her replacement in accordance with the Act, I am reasonably confident that we would be successful in this application.

b) Municipal appointees to the Board

The above notice to conservation authorities states that sitting “members (of the Board) should complete the remaining duration of their appointments” and that there is no need to make application for a change at this time for exemption from the 70% limit. However, should a member be replaced, municipalities will be required to adhere to his limit and to make application to the Minister for any exemption from it. It is understood that some municipalities are already applying to the Minister in anticipation of this need.

c) Board Minutes

Current practice is to publish and circulate Minutes following their approval by the Board at their next meeting. The Act now requires issuance of minutes within 30 days for both Board and Executive Committee meetings. The Act is silent on whether the minutes can be draft. On this basis, it is recommended that minutes sent to member municipalities within 30 days be clearly labeled as Draft; and that only Approved minutes be published on the Authority’s website, with a note stating that Draft minutes are available upon request.

c) Powers of the Authority

The following language has been removed from the Powers of CAs:

- to study and investigate the watershed and to determine programs and services whereby the natural resources of the watershed may be conserved, restored, developed and managed.

And, has been replaced with the power:

- to research, study and investigate the watershed and to support the development and implementation of programs and services intended to further the purposes of this Act.

The other most significant change is the removal of our power to expropriate land. The Administrative by-law should be amended to match current language in the Act.

d) Powers of the Minister

The power of the Minister of Municipal & Housing to issue Ministerial Zoning Orders (MZOs) related to Section 28 permit applications has significant implications for the Authority:

- It is unclear what role the MVCA Regulations Committee will have going forward.
- The Authority could be mandated by the Minister to issue a permit despite professional technical concerns and non-compliance with Authority regulation by-laws.

- Any conditions the Authority may wish to impose cannot conflict with the MZO.
- Applicants can appeal any conditions proposed by the CA.
- The above matters have implications for the liability held by the Authority for issuing a permit in accordance with a Ministerial directive.
- MZO can requires the CA (and possibly a municipality) to enter into an agreement with the developer to compensate for ecological impacts and any other impacts that may result from development of the project.

MVCA has no business processes, fee structures, or offsetting program to administer MZOs. Nor does it appear that most municipalities or the province have such in place.

In the short time since these came into force in December, Conservation Ontario has observed an inconsistency in approach and oversight of MZOs. Of particular concern is an apparent lack verification of facts by the province and some municipalities through contacting CAs to verify statements and information provided by applicants for MZOs; and the lack of opportunity to provide technical expertise and comment before councils and the province consider approval or endorsement of an MZO application.

Accordingly, it is recommended that staff be directed to:

- request member municipalities to contact MVCA for comment prior to considering endorsement of an MZO application.
- develop a fee structure that allows for cost recovery for the management of MZO files.
- develop an off-setting program for MVCA in consultation with other area CAs.

2.0 RECOMMENDED BY-LAW CHANGES

The following changes are recommended to the MVCA *Administrative By-law* to address amendments made to sections sec. 14, 15, 17 and 21 of the Act.

Introduction

Powers of authorities

21 (1) For the purposes of accomplishing its objects, an authority has power,

~~(a) to study and investigate the watershed and to determine programs and services whereby the natural resources of the watershed may be conserved, restored, developed and managed;~~ **to research, study and investigate the watershed and to support the development and implementation of programs and services intended to further the purposes of this Act;**

(b) for any purpose necessary to any project under consideration or undertaken by the authority, **to enter into and upon any land**, with consent of the occupant or owner, and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;

(c) to acquire by purchase, lease or otherwise ~~and to expropriate~~ any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;

(p) ~~to cause research to be done;~~

A. Governance

1. Members

a) Appointments

ADD: At least 70 per cent of a municipality's appointees must be selected from among the members of the municipal council, unless the municipality obtains permission from the Minister to select less than 70 per cent of its appointees from among the members of the municipal council.

3. Maximum Term for Chair and Vice-Chair(s)

The term of office for the Authority Chair and Vice-Chair shall be limited to ~~four (4)~~ two (2) consecutive years unless otherwise decided by a resolution of the General Membership and approved by the Minister per Section 17 of the Act.

4. Election of Chair and Vice-Chairs

ADD: Successors to the position of Chair shall be a Board Member appointed by a different municipality to the incumbent. Successors to the position of Vice Chair shall be a Board member appointed by a different municipality to the incumbent.

19. Minutes of Meetings

ADD: Within 30 days after any meeting of the Authority or of an executive committee, the General Manager shall send a copy of the Draft minutes of the meeting to the Clerk of each member municipality and make them available to the public.

Table 1: Summary of Bill 229 Changes to the Conservation Authorities Act¹

Item	Description	Legislative/Regulatory Reference	Date Due	Board's Role
Governance By-laws	Revise the governance by-laws to incorporate legislative amendments dealing with members of an authority, meetings of an authority, chair and vice-chair appointments and powers of authorities	Proclamation of sec. 14, 15, 17 and 21 amendments	Now	Approve (AGM)
Annual Audit	Review current audit practices and make any required adjustments to align with legislative requirements –	Proclamation of sec. 38	Now	Informed
Advisory Board	Establish an advisory board in accordance with the regulations	LGIC regulation (phase 1 release)		Approve
Mandatory Program and Services	Review current scope of programs and services and make adjustments to align with regulated standards and requirements	Proclamation of sec. 21.1 amendments LGIC regulation (phase 1 release)	Dec. 31/21	Approve
Municipal Program and Services	Establish agreements with municipalities and make agreements available for public review	Proclamation of sec. 21.1.1 amendments Minister's regulation (phase 1 release)	Dec. 31/21	Approve
Other Program and Services	Define program and services and where required obtain municipal agreement to assess a levy for financing	Proclamation of sec. 21.1.2 amendments Minister's regulation (phase 2 release)	Dec. 31/21	Approve
Transition Plan	Develop and implement a transition plan for municipal program and services and other program and services	Proclamation of sec. 21.1.3 and 21.1.4 amendments Minister's regulation (phase 1 release)	Dec. 31/21	Approve
Fees	Review the Authority's current fee policy, fee schedule and a fee reconsideration process and	Proclamation of sec. 21.2 amendments Minister's regulation		Approve

¹ This table was prepared by Otonabee Conservation Authority and shared with the Eastern Ontario CA caucus for use. Modest changes were made to address minor differences regarding implementation by MVCA.

Item	Description	Legislative/Regulatory Reference	Date Due	Board's Role
	make any required adjustments to align with legislative and regulatory requirements.			
Budgetary Matters	Review current structure, processes, rules and procedures for preparing and approving a budget and the apportionment of a levy and make any required adjustments to align with legislative and regulatory requirements	Proclamation of sec. 25 and 27 amendments LGIC regulations (phase 2 release)		Informed
Section 28 Provisions	Review the Authority's current sec. 28 permitting policies and make any required adjustments to align with legislative and regulatory requirements	Proclamation of sec. 28 amendments LGIC regulations Minister's regulation (phase 1 release)		Informed
Public Use of Authority Lands	Review the Authority's current land management practices and make any required adjustments to align with regulatory requirements	Proclamation of sec. 29 amendments Minister's regulation (phase 1 release)		Informed
Cancellation of a Permit	Prepare an Operating Procedure to ensure consistent application of powers to cancel a sec. 28 permit	LGIC regulations		Informed
Hearings	Review hearing guidelines and if required provide training to executive committee members			Informed
Appointment of Officers	Review current training and competency requirements for officers and provide supplemental training as required			Informed
Enter onto Private Property	Prepare an Operating Procedure for entry onto private property for enforcement and non-enforcement purposes and provide staff training	Proclamation of sec. 30 amendments		Informed

Item	Description	Legislative/Regulatory Reference	Date Due	Board's Role
Stop Work Order	Prepare an Operating Procedure to ensure consistent use of the stop work order powers and provide staff training	Proclamation of sec. 30 amendments		Informed
Offences	Prepare an Operating Procedure to ensure consistent use of the offences powers and provide staff training	Proclamation of sec. 30 amendments		Informed
Rehabilitation Orders	Prepare an Operating Procedure to ensure consistent use of rehabilitation orders and provide staff training	Proclamation of sec. 30 amendments		Informed
Outreach & Communications	Develop and implement an outreach and communications strategy to inform member municipalities and watershed stakeholders about the changes			Informed

NOTES:

- Timing related information is based on information contained in provincial communications material.
 - Phase 1 regulations are expected to be released by “late January.”
 - Phase 2 regulations are expected to be releases “later in the year.”
 - The December 31, 2021 effective date for municipal agreements was provided by the province in a stakeholder briefing. This will likely be updated with the release of the relevant regulations.



MISSISSIPPI VALLEY CONSERVATION AUTHORITY
Financial Statements

Year Ended December 31, 2020

MISSISSIPPI VALLEY CONSERVATION AUTHORITY
Index to the Financial Statements
Year Ended December 31, 2020

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MISSISSIPPI VALLEY CONSERVATION AUTHORITY
Management's Responsibility for the Financial Statements
Year Ended December 31, 2020

The accompanying financial statements of the Mississippi Valley Conservation Authority are the responsibility of the Authority's management and have been prepared in compliance with legislation, and in accordance with Canadian Public Sector Accounting Standards. A summary of significant accounting policies are described in Note 2 to the financial statements. The preparation of financial statements necessarily involved the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Authority's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of financial statements. These systems are monitored and evaluated by management.

The Finance Committee and management meet with the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters. The Board of Directors meets with management subsequently to review these same matters prior to the Board's approval of the financial statements.

The financial statements have been audited by Cross Street Professional Corporation, independent external auditors appointed by the Authority. The accompanying Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Authority's financial statements.

Sally McIntyre

Sally McIntyre (Feb 10, 2021 12:01 EST)

Sally McIntyre, General Manager

Angela Millar

Angela Millar (Feb 10, 2021 08:38 EST)

Angela Millar, Treasurer



INDEPENDENT AUDITOR'S REPORT

To the Directors and Members of MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Opinion

I have audited the financial statements of MISSISSIPPI VALLEY CONSERVATION AUTHORITY which comprise the statements of financial position as at December 31, 2020, and the statements of operations, changes in net financial assets, cash flow and the related schedules for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of MISSISSIPPI VALLEY CONSERVATION AUTHORITY as at December 31, 2020, and the results of its operations and its cash flow for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of MISSISSIPPI VALLEY CONSERVATION AUTHORITY in accordance with the ethical requirements that are relevant to my audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other Matter

This is the first year of adoption of Canadian Public Sector Accounting Standards. Certain of the prior year figures have been restated as explained in note 16.

Responsibilities of Management and Those Charged with Governance 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, 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.

In preparing the financial statements, management is responsible for assessing MISSISSIPPI VALLEY CONSERVATION AUTHORITY ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate MISSISSIPPI VALLEY CONSERVATION AUTHORITY or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing MISSISSIPPI VALLEY CONSERVATION AUTHORITY financial reporting process.



Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Obtain an understanding of internal control relevant to the audit 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 Organization's internal control.

Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.

Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

A handwritten signature in black ink, appearing to read "C. Cross", is written over the text of the previous paragraph.

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

Perth, Ontario
February 17, 2021

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

(Incorporated under the Laws of Ontario)

Statement of Financial Position as at December 31,

2020

2019

FINANCIAL ASSETS

Cash	\$	1,335,801	973,835
Short-term investments (note 3)		1,605,160	1,096,421
Long-term investments (note 3)		-	501,447
Accounts receivable, trade and other (note 4)		520,284	401,631
		<u>3,461,245</u>	<u>2,973,334</u>

LIABILITIES

Accounts payable and accrued liabilities		285,400	191,988
Deferred revenue (note 5)		490,698	365,509
Current portion of long-term debt (note 6)		144,759	139,960
Long-term debt (note 6)		3,780,705	3,925,464
Retirement benefit liability (note 7)		152,376	150,916
		<u>4,853,938</u>	<u>4,773,837</u>
NET FINANCIAL ASSETS		<u>(1,392,693)</u>	<u>(1,800,503)</u>

NON-FINANCIAL ASSETS

Tangible capital assets (note 8)		6,548,656	6,720,642
Prepaid expenses		22,037	3,048
		<u>6,570,693</u>	<u>6,723,690</u>

Contingent Liabilities and Commitments (note 14)

Subsequent Events (note 15)

ACCUMULATED SURPLUS (note 9)

	\$	<u>5,178,000</u>	<u>4,923,187</u>
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See accompanying notes to the financial statements

Approved by:

Director: _____

Director: _____

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Statement of Operations for the year ended December 31,	Budget (Note 10)	2020	2019
Revenue			
Municipal levy - general	\$ 3,132,320	3,046,450	3,027,850
Municipal levy - special	61,500	36,352	55,961
	<u>3,193,820</u>	<u>3,082,802</u>	<u>3,083,811</u>
Other revenue (Schedule 1)	1,045,476	639,165	879,574
Government grant - Ministry of Natural Resources	128,438	128,436	128,438
Government grant - other provincial	13,445	13,445	13,445
Conservation area - fees, sales and rental	78,000	62,949	80,180
Supplementary programs	15,000	25,871	22,224
Donations	15,500	16,743	8,582
	<u>4,489,679</u>	<u>3,969,411</u>	<u>4,216,254</u>
Expenses			
Corporate services (Schedule 2)	606,469	609,972	705,061
Watershed management (Schedule 2)	1,485,131	1,304,537	1,515,467
Flood and erosion control (Schedule 2)	705,579	700,571	672,624
Stewardship services (Schedule 2)	849,262	646,307	644,767
Supplementary programs (Schedule 2)	-	16,026	22,224
Interest on long-term debt	-	148,167	141,685
Amortization of tangible capital assets	-	289,018	303,755
	<u>3,646,441</u>	<u>3,714,598</u>	<u>4,005,583</u>
Excess of revenue over expenses	843,238	254,813	210,671
Accumulated Surplus, Beginning of Year	4,923,187	4,923,187	4,712,516
Accumulated Surplus, End of Year (note 9)	\$ 5,766,425	5,178,000	4,923,187

See accompanying notes to the financial statements

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Statement of Changes in Net Financial Assets for the year ended
 December 31,

	Budget	2020	2019
	(Note 10)		
ANNUAL SURPLUS (DEFICIT)	\$ 843,238	254,813	210,671
Amortization of tangible capital assets	-	289,018	303,755
Acquisition of tangible capital assets	(1,002,840)	(117,032)	(39,247)
Change in prepaid expenses	-	(18,989)	(3,048)
	<u>(1,002,840)</u>	<u>152,997</u>	<u>261,460</u>
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(159,602)	407,810	472,131
NET FINANCIAL ASSETS, BEGINNING OF YEAR	<u>(1,800,503)</u>	<u>(1,800,503)</u>	<u>(2,272,634)</u>
NET FINANCIAL ASSETS, END OF YEAR	<u><u>\$(1,960,105)</u></u>	<u><u>(1,392,693)</u></u>	<u><u>(1,800,503)</u></u>

See accompanying notes to the financial statements

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Statement of Cash Flow for the year ended December 31,	2020	2019
Operating Activities		
Annual surplus	\$ 254,813	210,671
Items not affecting cash:		
Amortization of tangible capital assets	289,018	303,755
	<u>543,831</u>	<u>514,426</u>
Change in Working Capital		
Accounts receivable, trade and other	(118,653)	(201,579)
Prepaid expenses and other assets	(18,989)	(3,048)
Accounts payable and accrued liabilities	93,412	36,821
Deferred revenue	125,189	245,004
Retirement benefit liability	1,460	1,795
	<u>82,419</u>	<u>78,993</u>
Net change in operating activities	626,250	593,419
Capital activities		
Acquisition of capital assets	(117,032)	(39,247)
Investing activities		
Purchase of short term investments	(1,605,160)	(1,096,421)
Proceeds from redemption of short term investments	1,096,421	1,071,454
Net investing activities	<u>(508,739)</u>	<u>(24,967)</u>
Financing activities		
Purchase of long-term investments	-	(501,447)
Proceeds from redemption of long-term investments	501,447	-
Repayment of long-term debt	(139,960)	(135,320)
Net financing activities	<u>361,487</u>	<u>(636,767)</u>
Net increase (decrease) in cash	361,966	(107,562)
Cash, Beginning of Year	<u>973,835</u>	<u>1,081,397</u>
Cash, End of Year	<u>\$ 1,335,801</u>	<u>973,835</u>
Supplemental disclosure of cash flow information:		
Cash received (paid)		
Interest expense	\$ (148,167)	(141,685)
Interest revenue	32,504	56,697

See accompanying notes to the financial statements

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Schedule 1 - Other Revenue for the year ended December 31,	Budget	2020	2019
Other revenue			
Bell Canada - K&P	\$ 1,650	1,612	1,460
Busing grants - MVCF	2,000	-	1,950
Conservation Centre rentals	-	400	325
Eastern Region Safety Committee	-	-	450
Federation of Cdn Municipalities - Asset Management	20,000	2,625	77,330
Freedom of information	-	28	335
Grants - Special:Canada Heritage Emergency Fund	-	11,899	-
Grants - Special:County of Lanark Forestry Program	6,000	8,083	11,470
Grants - Special:Enbridge	5,000	-	-
Grants - Special:Federal - Harwood Creek Study	-	-	44,521
Grants - Special:Floodplain Mapping Grant - Ottawa	48,785	48,785	48,785
Grants - Special:MOK - Mississippi Mills	11,716	11,974	11,716
Grants - Special:Ontario Wildlife Foundation	-	-	2,000
Grants - Special:Ottawa - Carp Erosion Control	164,200	33,928	31,693
Grants - Special:Ottawa Rural Clean Water Project	3,000	1,375	3,100
Grants - Special:TD Planting Program Grant	-	-	2,655
Insurance claim	-	-	61,146
Interest	28,000	32,504	48,609
MNR - Water & erosion control infrastructure	396,000	15,933	17,825
MNR dams - preventative maintenance	7,125	9,225	8,106
Ontario Hydro Operating	41,000	47,019	48,402
Other capital revenue	19,000	-	-
Planning and regulation fees	215,000	294,523	264,343
Poole Creek study	-	-	45,590
R. Tait McKenzie sculpture	-	-	2,550
RTM trust fund	-	5,748	1,173
Septic inspection program	75,000	88,863	110,963
Sundry revenue	2,000	17,962	9,077
WISKI contributions	-	6,679	24,000
	\$ 1,045,476	639,165	879,574

See accompanying notes to the financial statements

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Schedule 2 - Expenses for the year ended December 31,	Budget	2020	2019
Corporate services			
Administration	\$ 520,470	537,822	646,176
Communications	106,756	92,801	93,197
Operations	(20,757)	(20,651)	(34,312)
	<u>\$ 606,469</u>	<u>609,972</u>	<u>705,061</u>
Watershed management			
Information management	\$ 226,395	189,860	249,396
Plan review	205,862	172,843	216,024
Section 28 regulation enforcement	301,754	269,531	283,662
Septic inspection program	75,000	64,254	111,342
Surveys and studies	131,655	114,912	134,391
Watershed monitoring	209,651	201,780	213,204
Watershed planning	334,814	291,357	307,448
	<u>\$ 1,485,131</u>	<u>1,304,537</u>	<u>1,515,467</u>
Flood and erosion control			
Flood forecasting and warning	\$ 252,304	242,584	224,597
Operation/maintenance flood control structures	313,939	301,834	292,460
Preventative maintenance flood control structures	139,336	156,153	155,567
	<u>\$ 705,579</u>	<u>700,571</u>	<u>672,624</u>
Stewardship services			
Conservation education	\$ 116,621	90,497	105,419
Stewardship services	258,935	89,548	94,405
Property management	335,083	352,438	313,066
Visitor services	138,623	113,824	131,877
	<u>\$ 849,262</u>	<u>646,307</u>	<u>644,767</u>
Supplementary programs			
Canada summer job	\$ -	16,026	8,859
Canadian Parks & Recreation	-	-	3,089
Learning Tree	-	-	10,276
	<u>\$ -</u>	<u>16,026</u>	<u>22,224</u>

See accompanying notes to the financial statements

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2020

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 are the representations of management and have been prepared in accordance with Canadian public sector accounting standards.

Basis of accounting

The financial statements reflect financial assets, liabilities, operating revenues and expenditures, reserves, reserve funds and changes in investment in tangible capital assets of the Authority.

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenditures are recognized as they are incurred and measurable based on receipt of goods and services and/or the creation of a legal obligation to pay.

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

Tangible Capital Assets

Tangible capital assets are recorded at cost, which include all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

	<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

Amortization is charged from the date of acquisition. Assets under construction are not amortized until the asset is available for productive use.

When tangible capital assets are disposed of, either by way of a sale, destruction or loss, or abandonment of the asset, the asset's net book value, historical cost less accumulated amortization, is written off. Any resulting gain or loss, equal to the proceeds on disposal less the asset's net book value, is reported on the statement of operations in the year of disposal. Transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of transfer.

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2020

When conditions indicate that a tangible capital asset no longer contributes to the Authority's ability to provide services or the value of the future economic benefits associated with the tangible capital asset are less than its net book value, and the decline is expected to be permanent, the cost and accumulated amortization of the asset are reduced to reflect the revised estimate of the value of the asset's remaining service potential. The resulting net adjustment is reported as an expense on the statement of operations.

The Authority has a capitalization threshold so that individual capital assets of lesser value are expensed, unless they are pooled because, collectively, they have significant value, or for operating reasons.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of the assets as of the date of transfer.

Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

Pensions and Employee Benefits

The Authority accounts for its participation in the Ontario Municipal Employees Benefit Retirement System ('OMERS'), a multi-employer public sector pension fund, as a defined benefit plan. The OMERS plan specifies the retirement benefits to be received by employees based on length of service and pay rates.

The Authority accounts for its participation in the Group RRSP plan held by London Life as an annual program expenditure. This plan was set up for full-time employees prior to OMERS.

Employee benefits include vacation entitlement which are accrued as entitlements as they are earned in accordance with the Authority's policy.

The Authority provides Post-Retirement Benefits in the form of employer paid group insurance premiums commencing on retirement at age 60 and payable until the attainment of age 65. The annual cost of the benefit obligation will be charged as a program expenditure.

Cash and cash equivalents

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

Deferred revenue

The Authority receives restricted contributions under the authority of Federal and Provincial legislation and Authority by-laws. These funds by their nature are restricted in their use and until applied to applicable costs are recorded as deferred revenue. Amounts applied to qualifying expenses are recorded as revenue in the fiscal period they are expended.

Deferred revenue represents certain user charges and fees which have been collected but for which the related services have yet to be performed. Deferred revenue also represents contributions that the Authority has received pursuant to legislation, regulation or agreement that may only be used for certain programs or in the completion of specific work. These amounts are recognized as revenue in the fiscal year the services are performed or related expenses incurred.

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2020

Revenue recognition

Municipal levies are recognized in the financial statements as revenues in the period in which they are levied.

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

The Authority defers recognition of user charges and fees which have been collected but for which the related services have yet to be performed. These amounts will be recognized as revenues in the fiscal year the services are performed.

Reserves

Reserves for future expenditures and contingencies are established as required at the discretion of the Board members of the Authority. Increases or decreases in these reserves are made by appropriations to or from operations.

Investments

Short-term and long-term investments are recorded at cost plus accrued interest. If the market value of investments become lower than cost and the decline in value is considered to be other than temporary, the investments are written down to market value.

Financial instruments

The Authority recognizes its financial instruments when the authority becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value.

All financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs are added to the carrying amount for those financial instruments subsequently measured at amortized cost.

All financial assets are tested annually for impairment. Management considers recent collection experience for the financial assets, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. Any impairment which is not considered temporary is recorded in the statement of operations. Write-downs of financial assets at amortized costs to reflect losses in value are not reversed for subsequent increases in value.

Measurement Uncertainty

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Actual results could differ from these estimates. These estimates are reviewed periodically and as adjustments become necessary, they are recorded in the financial statements in the period in which they become known. Significant estimates include estimated useful life of tangible capital assets, the valuation of allowances for doubtful accounts receivable, eligibility for Covid relief programs and future employment benefits.

Contributed services

Volunteers contribute significant time to the delivery of the Authority's programs. Due to the difficulty in determining the fair value of these contributions, contributed services are not recognized in the financial statements.

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2020

Corporate services program revenue and expenditures

Internal charges are made to allocate common overhead expenses, payroll burden and vehicle charges to all program areas. Actual expenditures are applied to these recovery revenues at year end which results in a net surplus or expenditure each year. These net amounts are included in Corporate Services.

3. Investments

Guaranteed Investment Certificates held by Scotiabank

	<u>2020</u>	<u>2019</u>
Matures January 7, 2021 and earns interest at rate of 1.32% per annum	\$ 253,255	-
Matures January 7, 2021 and earns interest at rate of 1.86% per annum	254,586	-
Matures May 14, 2021 and earns interest at rate of 2.2% per annum	512,509	-
Matures June 23, 2021 and earns interest at rate of 0.80% per annum	502,104	-
Matures August 21, 2021 and earns interest at rate of 2.2% per annum	82,706	-
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
	<u>\$ 1,605,160</u>	<u>1,096,421</u>
Long-term:		
Matures May 14, 2021 and earns interest at rate of 2.2% per annum	\$ -	501,447

4. Accounts Receivable

	<u>2020</u>	<u>2019</u>
Government and trade receivables	\$ 209,280	293,160
Canada Emergency Wage Subsidy	169,495	-
Special levy	36,352	55,961
HST	87,432	45,167
Mississippi Valley Conservation Foundation (note 11)	17,725	7,343
	<u>\$ 520,284</u>	<u>401,631</u>

5. Deferred Revenue

	<u>2020</u>	<u>2019</u>
Beginning balance, related to operating funding	\$ 365,509	120,505
Add amount received related to the following year	414,283	300,444
	<u>779,792</u>	<u>420,949</u>
Less: amount recognized as revenue in the year	235,277	55,440
amount returned to funder	53,817	-
	<u>289,094</u>	<u>55,440</u>
Ending balance, related to operating funding	<u>\$ 490,698</u>	<u>365,509</u>

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2020

Deferred revenue consists of:

Bell Canada - K&P trail easement	\$	962	962
Canada Emergency Wage Subsidy (note 15)		280,384	-
Temporary Wage Subsidy (note 15)		25,000	-
City of Ottawa - Upper Poole Creek study		12,000	12,000
City of Ottawa - general levy		-	228,194
Developer deposits		33,470	15,000
Eastern Region Safety Committee		3,146	3,146
Enbridge		5,000	5,000
Mississippi Mills - Naismith Foundation		5,693	5,693
Municipal Levy for capital		85,869	-
MVC Foundation		21,674	20,764
Ontario Power Generation		2,500	2,500
RBC Foundation		15,000	15,000
WECI		-	57,250
		<u>\$</u>	<u>490,698</u>
			<u>365,509</u>

6. Long-Term Debt

	<u>2020</u>	<u>2019</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 \$4,654,401	\$ 3,925,464	4,065,424
Current portion	<u>144,759</u>	<u>139,960</u>
Long-term portion	<u>\$ 3,780,705</u>	<u>3,925,464</u>

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

2021	\$ 144,759
2022	149,722
2023	154,856
2024	160,166
2025	<u>165,668</u>
	<u>\$ 775,171</u>

7. 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 \$9,038 (2019 - \$11,099). The plan is unfunded and requires no contribution from employees.

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.

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2020

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:

	2020	2019
Current service cost	\$ 7,128	8,828
Interest on obligation	4,170	6,783
Amortize (gain) loss	(800)	2,800
	<u>\$ 10,498</u>	<u>18,411</u>

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

Unamortized (gain) loss related to retirement benefits:

	2020	2019
Unamortized (gain) loss at start of year	\$ (10,971)	38,400
Gain in period	-	(46,571)
	<u>(10,971)</u>	<u>(8,171)</u>
Less amortization of (gain) loss	(800)	2,800
Unamortized gain at end of year	<u>\$ (10,171)</u>	<u>(10,971)</u>

8. Tangible Capital Assets

	Cost	Accumulated Amortization	2020 Net Book Value	2019 Net Book Value
Land	\$ 903,066	-	903,066	903,066
Roads and bridges	116,055	67,832	48,223	32,200
Water control structures	2,634,864	1,927,614	707,250	684,394
Buildings	6,214,886	1,514,439	4,700,447	4,843,331
Leasehold improvements	433,240	433,240	-	-
Equipment	403,593	301,954	101,639	123,408
Motor vehicles	284,222	264,055	20,167	42,314
Computer equipment	154,670	136,304	18,366	17,198
Furniture and fixtures	273,170	223,672	49,498	74,731
	<u>\$ 11,417,766</u>	<u>4,869,110</u>	<u>6,548,656</u>	<u>6,720,642</u>

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2020

9. Accumulated Surplus

Accumulated surplus consists of individual fund surplus and reserves as follows:

	2020	2019
Invested in Tangible Capital Assets	\$ 6,548,656	6,720,642
Unrestricted Deficit		
Operating	1,234,594	918,968
Long-term debt	(3,925,464)	(4,065,424)
	<u>(2,690,870)</u>	<u>(3,146,456)</u>
Reserves		
Building	338,701	338,701
Conservation areas	42,000	17,000
Information technology	32,000	32,000
Museum Building & Art	6,751	4,398
Sick pay	73,843	73,843
Vehicles	89,437	95,403
Water control structures	298,646	208,885
Water management priorities (Glen Cairn Provincial funding)	438,836	578,771
	<u>1,320,214</u>	<u>1,349,001</u>
Accumulated Surplus	<u>\$ 5,178,000</u>	<u>4,923,187</u>

10. Budget

The budget amounts were not prepared on a basis consistent with that used to report actual results (Canadian Public Sector Accounting Standards). The budget included capital and reserve transfer items as program revenue and expenses but some of the actual revenue and expenses have not been included in the Statement of Operations.

The following analysis is provided to assist readers in understanding these differences:

	Budget	Actual
Annual surplus per Statement of Operations	\$ 843,238	254,813
Acquisition of tangible capital assets	(1,002,840)	(117,032)
Amortization of tangible capital assets	-	289,018
Debt repayment	(277,005)	(139,960)
Transfers from reserve	551,368	145,901
Transfer to reserve	(114,761)	(117,114)
	<u>\$ -</u>	<u>315,626</u>

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 pledged \$10,168 (2019 - \$9,086) to the Authority to support the Authority's programs.

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2020

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 \$5,748 (2019 - \$1,173) 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 \$125,059: Authority share \$61,879; employees share \$63,180 (2019 - \$192,699: Authority share \$97,000; employees share \$95,699)

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 \$234,552: Authority share \$117,276; employees share \$117,276 (2019 - \$197,822: Authority share \$98,911; employees share \$98,911)

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. Contingent Liabilities and Commitments

The nature of conservation authority activities is such that there may be litigation pending or in prospect at any time. With respect to claims as at December 31, 2020, management believes that the Authority has valid defenses and appropriate insurance coverages in place. In the event any claims are successful, the amount is not determinable, therefore, no amount has been accrued in the financial statements of any potential liability.

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2020

15. Subsequent Events

Since December 31, 2020, the outbreak of the novel strain of the coronavirus, specifically identified as "COVID-19", has continued to result in a widespread health crisis that has affected economies and financial markets around the world resulting in an economic downturn. This outbreak may also cause staff shortages, reduced demand on programming offered by the Authority, increased government regulations or interventions and decrease in government funding, all of which may negatively impact the financial condition and operations of the Authority. The duration and impact of the COVID-19 outbreak is unknown at this time and it is not possible to reliably estimate the length and severity of these developments.

Other conservation authorities received notification from CRA that their Canada Emergency Wage Subsidy has been ruled ineligible pending appeal. The Authority has recorded this grant and Temporary Wage Subsidy as deferred revenue until eligibility has been confirmed.

16. Change in Accounting Standards

This is the first year the Authority has adopted Canadian Public Sector Accounting Standards. Previously, the Authority reported under Canadian Public Sector Accounting Standards for Not-for-profit Organizations. As a result of this adoption, certain prior year figures have been restated to be consistent with the current standards. The effect of this restatement on the prior year includes:

	<u>2019</u>
Deficiency of revenue over expenses prior year	\$ (100,052)
Add Municipal levy deferred for capital contributions	<u>527,005</u>
	426,953
Less amortization of deferred contributions	<u>216,282</u>
Excess of revenue over expenses as restated	<u>\$ 210,671</u>
Deferred contributions for capital assets prior year	\$ 2,493,214
Less restatement to unrestricted deficit	<u>2,493,214</u>
Deferred contributions for capital assets as restated	<u>\$ -</u>

17. 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.

18. Risk Management

In the normal course of operations, the Authority is exposed to a variety of financial risks which are actively managed by the Authority.

The Authority's financial instruments consist of cash, investments, accounts receivable, accounts payable, accrued vacation, other accrued liabilities and loan.

The Authority's exposure to and management of risk has not changed materially from December 31, 2019.

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2020

Credit risk

Credit risk arises from the possibility that the entities to which the Authority provides services to may experience difficulty and be unable to fulfil their obligations. The Authority is exposed to financial risk that arises from the credit quality of the entities to which it provides services. The Authority does not have a significant exposure to any individual customer or counter party. As a result, the requirement for credit risk related reserves for accounts receivable is minimal.

Interest rate risk

Interest rate risk arises from the possibility that the value of, or cash flows related to, a financial instrument will fluctuate as a result of changes in market interest rates. The Authority is exposed to financial risk that arises from the interest rate differentials between the market interest rate and the rates on its cash, cash equivalents, investments and loan. Changes in variable interest rates could cause unanticipated fluctuations in the Authority's operating results.

Liquidity risk

Liquidity risk is the risk that the Authority will not be able to meet its obligations as they fall due. The Authority requires working capital to meet day-to-day operating activities. Management expects that the Authority's cash flows from operating activities will be sufficient to meet these requirements.



February 9, 2021

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, 2020**. 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:

During the interim audit, my review of Canada Emergency Wage Subsidy (CEWS) as filed by the Authority identified that the pay period June 7 to July 14 was omitted due to ineligible revenue decline. In my discussion with the Treasurer, I advised that the period would be deemed eligible since the Authority was eligible for the previous pay period. Based on this information the Authority submitted a claim for this period resulting in \$76,027 additional revenue.

The Authority's eligibility for CEWS is subject to CRA review. The Authority has received information from another Authority that CRA is advising that Authority they are not eligible for the program. This would depend on establishing whether the Authority is a municipal or public body performing a function of government. This is a question of fact that could be subject to appeal. The Authority has moved all CEWS funds (\$280,383) and \$25,000 Temporary Wage Subsidy to deferred revenue pending resolution.

As noted in last year's letter, my firm has previously provided consulting services to assist with the Authority's transition to HST registration and filing. During this past year I provided additional consulting services to assist the Treasurer in responding to CRA audit request to support the Authority's filing of HST rebate and advise of corrections.

Consulting services were also provided in reviewing the Authority's Interim Financial Plan.

Significant Difficulties Encountered

No significant difficulties were encountered during the course of the audit.

Comments on Accounting Practices

Accounting Policies

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

- This was the first year the Authority adopted Canadian Public Sector Accounting Standards (PSAS). Previously the Authority used Canadian Public Sector Accounting Standards for Not-for-Profit Organizations. This change was as a result of recommendations made by Chartered Professional Accountants Ontario. In addition to changes in the format of the statements, a restatement of certain prior year amounts is explained in Note 16.
- I did not identify any other alternative accounting policies that would have been more appropriate in the circumstances.
- I did not identify any other 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*

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

Significant Financial Statement Disclosures

Note 10 reconciles the budget on the Statement of Operations as presented in accordance with PSAS with the Board approved budget.

Note 16 explains the impact of adopting PSAS on restatement of prior year amounts.

I did not identify any other 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.

Other Audit Matters of Governance Interest

I would like to thank management and staff for the assistance they provided to me during the audit. The audit went smoothly with excellent records, supporting documentation and assistance that I have always experienced with the Authority.

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,



Cross Street Professional Corporation

Client: **00315 - MISSISSIPPI VALLEY CONSERVATION AUTHORITY**
 Engagement: **2020 wpf - Mississippi Valley Conservation Authority - 2020 wpf**
 Period Ending: **2020-12-31**
 Trial Balance: **150 - Trial Balance**
 Workpaper: **163 - Combined Journal Entries Report**

Account	Description	Debit	Credit
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Adjusting Journal Entries

Adjusting Journal Entries JE # 2

AMORTIZATION EXPENSE

5040	Amortization of Capital Assets	289,018.00	
1301	Capital Assets:Buildings:Buildings - Accum Amort		153,060.00
1303	Capital Assets:Computer Hardware:Computer Hardware - Accum Amort		10,462.00
1307	Capital Assets:Equipment:Equipment - Accum Amort		27,735.00
1309	Capital Assets:Furniture & Fixtures:Furniture & Fix - Accum Amort		25,233.00
1315	Capital Assets:Roads & Bridges:Roads & Bridges - Accum Amort		2,901.00
1317	Capital Assets:Vehicles:Vehicles - Accum Amort		22,147.00
1319	Capital Assets:Water Control Structures:Wat Con Struct - Accum Amort		47,480.00
Total		289,018.00	289,018.00

Adjusting Journal Entries JE # 4

POST-RETIREMENT BENEFITS

2400	Retirement benefit liability	9,038.00	
5027	Post-retirement benefits: Current service cost	7,128.00	
5028	Post-retirement benefits: Interest on obligation & accrual	4,170.00	
2400	Retirement benefit liability		10,498.00
5020	Administration:Salaries/Benefits:Salaries & Benefits		9,038.00
5028.2	Amortize (gain) and losses		800.00
2400	Retirement benefit liability		
5020	Administration:Salaries/Benefits:Salaries & Benefits		
5020	Administration:Salaries/Benefits:Salaries & Benefits		
Total		20,336.00	20,336.00

Adjusting Journal Entries JE # 5

MORTGAGE PRINCIPAL

2150	Mortgage on Admin Office	139,960.11	
5034	Administration Office - New Fac:A - Annual Financing Charge CP		139,960.11
Total		139,960.11	139,960.11

Adjusting Journal Entries JE # 7

GIC INTEREST

1003	GIC cash account	0.56	
1200	BNS - Investments	7,292.55	
4049.1	GIC interest		7,293.11
Total		7,293.11	7,293.11

Adjusting Journal Entries JE # 8

HST simplified method

2010	GST/HST Payable	902.79	
4151	Sundry:General		902.79
Total		902.79	902.79

Adjusting Journal Entries JE # 10

Reallocate HST rebate		
1102	HST rebate receivable	67,044.08
4151	Sundry:General	995.53
5400	Rebate - HST - 86.5%	68,039.61
Total		68,039.61

Adjusting Journal Entries JE # 19		
Restate deferred contributions for change in accounting standards		
2200	Def Contrib of Capital Assets	3,318,560.00
2210	Def Contrib Cap - Accum Amort	825,346.00
3003	Retained Earnings	2,493,214.00
Total		3,318,560.00

Adjusting Journal Entries JE # 20		
Client posted JE's subsequent to TB		
1101	Accounts Receivable - Other	168.47
1101	Accounts Receivable - Other	7,970.36
1101	Accounts Receivable - Other	2,029.64
1300	Capital Assets:Buildings:Buildings - Cost	9,056.19
1300	Capital Assets:Buildings:Buildings - Cost	1,119.20
1302	Capital Assets:Computer Hardware:Computer Hardware - Cost	2,643.80
1306	Capital Assets:Equipment:Equipment - Cost	5,966.50
1314	Capital Assets:Roads & Bridges:Roads & Bridges - Cost	18,924.26
1318	Capital Assets:Water Control Structures:Wat Con Struct - Cost	3,650.46
1318	Capital Assets:Water Control Structures:Wat Con Struct - Cost	23,466.08
1318	Capital Assets:Water Control Structures:Wat Con Struct - Cost	3,561.42
1318	Capital Assets:Water Control Structures:Wat Con Struct - Cost	39,657.33
2100	Deferred Revenue	228,193.92
2100	Deferred Revenue	3,432.75
3000	Allocation to Reserves	45,754.01
3002.6	Reserves:WCS Res - Glen Cairn Prov Fund	55,654.26
3002.6	Reserves:WCS Res - Glen Cairn Prov Fund	64,281.00
4048.1	Grants - Special:W.E.C.I. Funding	10,333.00
5000.1	Administration:Audit/Legal Fees:Legal	307.81
5000.1	Administration:Audit/Legal Fees:Legal	363.77
5030	Administration - Miscellaneous	100.00
5050	Communications:Advertising	71.36
5051	Mat/Supp/Equip/GenExp	55.96
5051	Mat/Supp/Equip/GenExp	402.08
5055.1	Communications:Website Expenses	64.29
5111.1	Information Management:Computer Expenses:Software/Maint/IT Support:Software	78.73
5400	Rebate - HST - 86.5%	34.02
5400	Rebate - HST - 86.5%	40.21
5400	Rebate - HST - 86.5%	50.61
1410	Prepaid expense	100.00
2001	Other Accounts Payable	341.83
2001	Other Accounts Payable	403.98
2001	Other Accounts Payable	723.03
2100	Deferred Revenue	2,029.64
2100	Deferred Revenue	10,333.00
3000	Allocation to Reserves	55,654.26
3000	Allocation to Reserves	64,281.00
3002.6	Reserves:WCS Res - Glen Cairn Prov Fund	45,754.01
4012.1	MVCF Annual Contributions	168.47
4012.1	MVCF Annual Contributions	7,970.36

4048.1	Grants - Special:W.E.C.I. Funding	3,432.75	
4060	Municipal Levy:General	228,193.92	
5111.8	Information Management:COVID Response	2,643.80	
5210	Operations:Vehicles/Equipment:Equipment Purchase	5,966.50	
5220	Other Capital:Capital Improve - K & P Trail	18,924.26	
5221	Other Capital:Capital Improvements MOK:MOK Workshop	9,056.19	
5221.1	Other Capital:Capital Improvements MOK:MOK Washroom	1,119.20	
5240.14	Prev Mtce Flood Cont St - WECl:Kash Lake Dam Remediation	39,657.33	
5240.34	Prev Mtce Flood Cont St - WECl:Shab Lake Dam Construction	3,561.42	
5240.35	Prev Mtce Flood Cont St - WECl:Shab Lake Dam Design	23,466.08	
5240.81	Prev Mtce Flood Cont St - WECl:Mazinaw Lake Dam Gate	3,650.46	
Total		527,431.49	527,431.49

Adjusting Journal Entries JE # 21

Reallocate 2019 HST

1102	HST rebate receivable	77,945.69	
1101	Accounts Receivable - Other		77,945.69

Total		77,945.69	77,945.69
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Adjusting Journal Entries JE # 22

Reallocate deferred revenue

5221.1	Other Capital:Capital Improvements MOK:MOK Washroom	1,119.30	
4012.3	Charitable Donations:MVCF Birdhouse Auction		1,119.30

Total		1,119.30	1,119.30
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Adjusting Journal Entries JE # 23

LOAN INTEREST ACCRUAL

5034	Administration Office - New Fac:A - Annual Financing Charge CP	11,122.00	
2001	Other Accounts Payable		11,122.00

Total		11,122.00	11,122.00
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Adjusting Journal Entries JE # 24

Investment in tangible capital assets

3003	Retained Earnings	5,946,742.00	
3004	Investment in Capital Assets		5,946,742.00

Total		5,946,742.00	5,946,742.00
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Adjusting Journal Entries JE # 25

Defer CEWS

4031	Grants - Special	280,383.72	
2100	Deferred Revenue		280,383.72

Total		280,383.72	280,383.72
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Adjusting Journal Entries JE # 26

Defer TWS

4045.5	Grants - Special:Temporary Emerg. Wage Subsidy	25,000.00	
2100	Deferred Revenue		25,000.00

Total		25,000.00	25,000.00
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Adjusting Journal Entries JE # 27

Defer capital levy

4060	Municipal Levy:General	85,869.00	
2100	Deferred Revenue		85,869.00

Total		85,869.00	85,869.00
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Adjusting Journal Entries JE # 28			
Canada Summer Jobs			
5301	Suppl Prog:Canada Summer Job (Challenge)	16,026.23	
5096	Flood Fore & Warning:Salaries/Benefits:Salaries & Benefits		7,960.29
5345	Watershed Monitoring:Salaries/Benefits - Part Time		8,065.94
Total		16,026.23	16,026.23
	Total Adjusting Journal Entries	10,815,749.05	10,815,749.05

REPORT

3111/21

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	Reugulation Committee Appointments and Confirmation of 2021 Committee Members
DATE:	February 9, 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 2021 Committee membership.

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.

Central Frontenac and Greater Madawaska have appointed new members to the Conservation Authority who will require to be assigned to a committee. Carleton Place will be appointing an additional member in the near future at which time they will be assigned to a committee.

2.0 DISCUSSION

Any member wishing to changes committees may inform the GM at the annual general meeting. Barring such notices, it is recommended that the Year End 2020 committee list, attached hereto, be used again in 2021 with the new member changes

MVCA 2021 Committees

Finance & Administration

Janet Mason, ex-officio (Ottawa)

Vice-Chair

Vacant

Paul Kehoe (Drummond/North Elmsley)

Eli El-Chantiry (Ottawa)

Phil Sweetnam (Ottawa)

Vacant

Christa Lowry (Mississippi Mills)

Vacant

Bill King (Lanark Highlands)

Policy & Priorities Committee

Janet Mason, ex-officio (Ottawa)

Vice-Chair

Kirby Thompson (Addington Highlands)

John Karau (Ottawa)

RoxAnne Darling (Tay Valley)

Jeff Atkinson (Carleton Place)

Faye Campbell (Beckwith)

Bev Holmes (Mississippi Mills)

John Inglis (North Frontenac)

Regulations Committee

Janet Mason, ex-officio (Ottawa)

Vice-Chair

RoxAnne Darling (Tay Valley)

Kirby Thompson (Addington Highlands)

Christa Lowry (Mississippi Mills)

Paul Kehoe, Alternate (Drummond/NE)

Conservation Ontario

Janet Mason, Voting Member (Ottawa)

Jeff Atkinson, Alternate (Carleton Place)

Sally McIntyre, 2nd Alternate

Mill of Kintail Advisory Committee

Wayne Morrison

Bev Holmes (Mississippi Mills)

Darcy Moses

Jeff Atkinson (Carleton Place)

Dr. James Copeland

Wendy Bridges

Lucy Carleton

Kathy Duncan

Mississippi Valley Conservation Foundation

Sally McIntyre

Paul Lehman

Louis Antonakos

Michael Cleland

Duncan Abbott

Rob Sutherland

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.

REPORT

3112/21

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	2021 Conservation Ontario Appointments
DATE:	February 17, 2021

Recommendation:

That the Board appoint:

- i. Janet Mason as Voting Delegate
- ii. Jeff Atkinson as First Alternate
- iii. Sally McIntyre as Second Alternate

to Conservation Ontario Council for 2021.

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 2020, 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:

- Monday, April 12 (Annual General Meeting) - via Zoom
- Monday, June 21 - via Zoom
- Monday, September 27 - via Zoom
- Monday, December 13 - via Zoom

REPORT

3113/21

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager Angela Millar, Treasurer
RE:	2021 Budget - Final
DATE:	February 9, 2021

Recommendation: That the Board of Directors approve the 2021 Budget as attached.

The draft budget was tabled and adjusted at the December 2, 2020 Board meeting, and subsequently circulated to member municipalities for comment. No comments were received. Tables 1 through 5 summarize key aspects of the 2021 budget and impacts on reserves and debt.

Table 1: TOTAL BUDGET	2020	2021
Operating	3,646,441	3,791,662
Capital	1,279,845	2,327,105
Contribution to Reserves	114,761	95,745
Total	5,041,047	6,214,512

The significant increase in the Total Budget between 2020 and 2021 is attributable to the increased projected cost to replace the Shabomeka Lake Dam. However, it is anticipated that 50% of that project will be funded by the provincial WECl program and the balance through long-term debt financing, with no impact on the 2021 municipal levy. The 2021 increase to the municipal levy remains at 3.5% as previously approved by the Board (refer to Board Report 3086/20.)

Table 2: MUNICIPAL LEVIES	2020	2021
General Levy	2,588,714	2,679,319
Capital Levy	543,606	565,350
Total	3,132,320	3,244,669
Special Levy	61,500	62,000

Table 3: 2021 CAPITAL PROGRAM	
Water Control Structures	
• Reconstruction of Shabomeka Lake Dam	\$1,500,000
• Kashwakamak Lake Dam – Dam Safety Review	\$50,000
• Annual Dam Preventative Maintenance	\$15,000
Conservation Areas	
• MOK – replace riverside lookout	\$9,000
• Purdon – replace sections of boardwalk	\$12,500
• K&P Trail – install safety barriers on trail	\$50,000
• Roy Brown Park – lookout development	\$20,000

Table 4 illustrates how reserve balances are projected to change over the next year, and by the end of 2030 based upon the approved 10-year Capital Plan. It does not take into consideration inflation applied to the capital projects, or proposed year-end transfers to reserves following approval of the 2020 Audit.

Table 4: Reserve Balance Projections	2020	2021	2030
Operating Reserve – YE Balance	\$918,969	\$729,370	n/a
Capital Reserves – YE Balance	\$1,246,371	\$1,217,512	\$1,063,694
Contribution to Reserves	\$117,114	\$95,745	\$114,375
Allocations from Reserves	\$145,902	\$314,203	0

Table 5 shows the debt schedule as proposed. MVCA is still seeking a municipal partner through which to secure financing.

Table 5: Debt Schedule	Principal	Interest and Amortization	Annual Payments	Retirement
Shabomeka Lake Dam	\$750,000	2.09% for 25 years	\$38,670	2046
HQ / works yard mortgage	\$4,640,000	3.4% for 25 years	\$277,005	2040

Annual debt payments are to be made from the annual capital budget.



2021

Draft Budget

February 17, 2021

**Mississippi Valley Conservation Authority
2021 Draft Budget and 2020 YTD up to Dec. 31 2020 - UNAUDITED
Operating Program**

Expenditures	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Corporate Services			
Administration	\$520,470	\$540,969	\$587,617
Communications	\$106,756	\$92,801	\$109,767
Vehicles & Equipment	(\$20,757)	(\$20,651)	(\$19,800)
Sub-total	\$606,469	\$613,119	\$677,585
Watershed Management			
Information & Communications Tech.	\$226,395	\$189,860	\$108,825
Technical Studies & Watershed Planning	\$334,814	\$291,357	\$952,056
Watershed Monitoring	\$209,651	\$209,846	\$0
Studies	\$131,655	\$114,911	\$0
Plan Review & Regulations	\$205,862	\$172,843	\$725,681
Section 28 Regulations	\$376,754	\$333,785	\$0
Sub-total	\$1,485,131	\$1,312,603	\$1,786,562
Flood and Erosion Control			
Flood Forecasting & Warning	\$252,304	\$250,545	\$244,151
O&M Flood Control Structures	\$313,939	\$301,834	\$321,494
Prev. Maintenance of FCS	\$139,336	\$128,561	\$114,208
Sub-total	\$705,579	\$680,940	\$679,853
Conservation Services			
Stewardship & Education	\$258,935	\$89,548	\$90,483
Property Management	\$335,083	\$352,538	\$470,241
Conservation Education	\$116,621	\$90,498	\$0
Visitor Services	\$138,623	\$113,824	\$86,939
Sub-total	\$849,262	\$646,407	\$647,662
Total Operating	\$3,646,441	\$3,253,070	\$3,791,662
Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Municipal Levy			
- General benefiting	\$2,588,714	\$2,257,171	\$2,679,317
- Special benefiting	\$61,500	\$36,352	\$62,000
Sub-total	\$2,650,214	\$2,293,523	\$2,741,317
Provincial Transfer Payment	\$128,438	\$128,436	\$128,438
Special Grants	\$25,161	\$37,318	\$25,419
User Fees & Contract Revenue	\$412,000	\$490,259	\$403,500
Special Reserves	\$115,368	\$84,281	\$146,703
Other	\$315,260	\$219,254	\$346,285
Total Revenues	\$3,646,441	\$3,253,070	\$3,791,662
Surplus/(Deficit)	\$0	\$0	\$0

**Mississippi Valley Conservation Authority
2021 Draft Budget and 2020 YTD up to Dec. 31 2020 - UNAUDITED
Capital Program**

Water & Erosion Control Infrastructure			
Expenditures	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Budget
Water & Erosion Control Infracst	\$858,340	\$97,927	\$1,565,000
Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Budget
WECI Grant	\$396,000	\$12,500	\$775,000
General Benefiting levy	\$26,340	\$26,340	\$25,000
Special Benefiting levy	\$0	\$0	\$0
Deferred Revenue - WECI	\$0	\$3,433	\$0
Water Control Structure Reserve	\$40,000	\$0	\$0
Special Reserves - Glen Cairn Provincial Share	\$396,000	\$55,654	\$15,000
Debt Financing	\$0	\$0	\$750,000
Total Revenue	\$858,340	\$97,927	\$1,565,000

Administration Office			
Expenditures	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Budget
HQ Building	\$277,005	\$277,005	\$277,005
Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 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	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Budget
Other Capital	\$144,500	\$35,066	\$485,100
Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Budget
General Benefiting levy	\$125,500	\$27,980	\$167,600
Special Reserves	\$14,000	\$5,967	\$135,000
Other	\$5,000	\$1,119	\$165,000
Total Revenues	\$144,500	\$35,066	\$467,600

Mississippi Valley Conservation Authority
2021 Draft Budget

Table 3a – 2021 Operating Levy (General Benefiting)

Municipality	2020 Apportionment %	2020 Levy	Variance	2021 Apportionment %	2021 Levy	Variance
North Frontenac Tp	0.9541	\$24,699	\$571	0.9396	\$25,175	\$476
Central Frontenac Tp	0.4421	\$11,445	\$324	0.4394	\$11,773	\$328
Tay Valley Tp	0.6555	\$16,969	\$413	0.6446	\$17,271	\$302
Beckwith Tp	0.6490	\$16,801	\$606	0.6545	\$17,536	\$735
Carleton Place	2.4197	\$62,639	\$3,204	2.4254	\$64,984	\$2,345
Drummond/North Elm Tp	0.4961	\$12,843	\$364	0.4919	\$13,180	\$337
Lanark Highlands Tp	1.1393	\$29,493	\$1,173	1.137	\$30,464	\$971
Mississippi Mills	2.6369	\$68,262	\$2,292	2.6859	\$71,964	\$3,702
Addington Highlands Tp	0.1611	\$4,170	\$141	0.1603	\$4,295	\$125
Ottawa	90.4106	\$2,340,472	\$78,758	90.3864	\$2,421,738	\$81,266
Greater Madawaska Tp	0.03560	\$922	\$24	0.03510	\$940	\$19
Total	100	\$2,588,714	\$87,869	100	\$2,679,317	\$90,606

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

Municipality	2020 Apportionment %	2020 Levy	Variance	2021 Apportionment %	2021 Levy	Variance
North Frontenac Tp	0.9541	\$5,187	\$102	0.9396	\$5,312	\$125
Central Frontenac Tp	0.4421	\$2,403	\$59	0.4394	\$2,484	\$81
Tay Valley Tp	0.6555	\$3,563	\$74	0.6446	\$3,644	\$81
Beckwith Tp	0.6490	\$3,528	\$115	0.6545	\$3,700	\$172
Carleton Place	2.4197	\$13,154	\$629	2.4254	\$13,712	\$558
Drummond/North Elm Tp	0.4961	\$2,697	\$67	0.4919	\$2,781	\$84
Lanark Highlands Tp	1.1393	\$6,193	\$225	1.137	\$6,428	\$235
Mississippi Mills	2.6369	\$14,334	\$432	2.6859	\$15,185	\$850
Addington Highlands Tp	0.1611	\$876	\$27	0.1603	\$906	\$31
Ottawa	90.4106	\$491,477	\$14,864	90.3864	\$511,000	\$19,522
Greater Madawaska Tp	0.03560	\$194	\$5	0.03510	\$198	\$5
Total	100	\$543,606	\$16,599	100	\$565,350	\$21,745

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

Municipality	2020 Apportionment %	2020 Levy	Variance	2021 Apportionment %	2021 Levy	Variance
North Frontenac Tp	0.9541	\$29,885	\$672	0.9396	\$30,487	\$601
Central Frontenac Tp	0.4421	\$13,848	\$383	0.4394	\$14,257	\$409
Tay Valley Tp	0.6555	\$20,532	\$488	0.6446	\$20,915	\$383
Beckwith Tp	0.6490	\$20,329	\$721	0.6545	\$21,236	\$908
Carleton Place	2.4197	\$75,793	\$3,833	2.4254	\$78,696	\$2,903
Drummond/North Elm Tp	0.4961	\$15,539	\$430	0.4919	\$15,961	\$421
Lanark Highlands Tp	1.1393	\$35,687	\$1,400	1.137	\$36,892	\$1,205
Mississippi Mills	2.6369	\$82,596	\$2,724	2.6859	\$87,149	\$4,552
Addington Highlands Tp	0.1611	\$5,046	\$168	0.1603	\$5,201	\$155
Ottawa	90.4106	\$2,831,949	\$93,622	90.3864	\$2,932,738	\$100,788
Greater Madawaska Tp	0.03560	\$1,115	\$28	0.03510	\$1,139	\$24
Total	100	\$3,132,320	\$104,470	100	\$3,244,667	\$112,350

**Mississippi Valley Conservation Authority
2021 Draft Budget and 2020 YTD up to Dec. 31 2020 - UNAUDITED**

Administration

Programs and Services per CA Act

Secretariate services to Board and Committees
Financial management and accounting
Human Resources (HR) management
Records management
Inter-government and agency relations
Corporate compliance management (e.g.MFIPPA)
Corporate planning, policies, procedures
Corporate Health and Safety
Clerical support
Professional development
Professional/Membership dues
Liability insurance

Expenditures	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Wages/Benefits	348,670	377,406	408,117
Staff Mileage/Expenses/Prof Development	8,500	3,989	8,500
Member Expenses & Allowances	42,000	11,253	42,000
Mat/Sup/Equip/GenExp/BankChg/Postage/Courier	35,000	35,544	35,000
Insurance/Telephone	31,000	24,120	31,700
Professional Services (Legal/ Audit/ etc.)	12,000	55,109	47,000
Conservation Ontario Levy	27,000	26,821	26,500
OH&S-Wages/Ben/Exp/Other Costs (.1 FTE included above)	4,500	6,476	7,000
Consulting Fees/Human Resources	10,000	18,450	0
Consulting Fees/Asset Management Plan/FCM AM	20,000	0	0
Administrative Charges OMFCS	(18,200)	(18,200)	(18,200)
Total	520,470	540,969	587,617

Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Provincial Grant			
Municipal Levy	470,470	510,149	506,068
Special Levy			
Other - Interest	28,000	25,211	34,500
Other - Rental Income	0	400	
Other - FCM AM Project/Participants	20,000	2,625	0
Other - Miscellaneous	2,000	939	2,450
Other - Donations (General)		1,645	0
Other - Temporary Emergency Wage Subsidy	0	0	0
Other - Operating Reserve	0	0	44,599
Total	520,470	540,969	587,617

**Mississippi Valley Conservation Authority
2021 Draft Budget and 2020 YTD up to Dec. 31 2020 - UNAUDITED**

Communications

Programs and Services per Sec. 21.1 1. i), ii) of the CA Act

Planning and use of multi-media
FFW and mandatory notifications
Posting of Corporate records
Promotion of programs and services
Public hearings/events coordination
Media and community relations
Indigenous engagement / land claims / TRC
Wayfinding and interpretive signage/information
Translation, design, fabrication, publication services
Corporate branded clothing and supplies
Professional development

Expenditures	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Wages/Benefits	73,256	70,650	87,267
Mileage/Expenses/Professional Development	7,000	5,249	3,000
Printing	5,000	766	2,500
Materials/Supplies/Equipment/Gen Expenses	6,500	2,661	5,000
Advertising/Publicity	2,000	529	2,000
Eko-Trekr App Development	0	168	0
Eko-Trekr App Annual Fee/Support	3,000	0	3,500
Carp River CA Development	0	5,524	
Website Updates	0	7,254	3,000
Signs - Roy Brown Park	10,000	0	3,500
Total	106,756	92,801	109,767

Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Provincial Grant			
Municipal Levy	98,756	87,108	104,767
Special Levy			
MVCF	3,000	5,693	
Special Grant - Enbridge	5,000	0	5,000
Total	106,756	92,801	109,767

**Mississippi Valley Conservation Authority
2021 Draft Budget and 2020 YTD up to Dec. 31 2020 - UNAUDITED**

Vehicles & Equipment

Programs and Services per Sec. 21.1 1. i) and ii) of the CA Act

Vehicles and large equipment asset management (AM)
Planning, procurement, disposal
Prev. maintenance and repair
Licencing and insurance
Fuel
Small equipment and consummables
Inventory management
Workshop and Works Yard O&M
Professional development

Expenditures	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Wages/Benefits	11,043	11,133	11,100
Mileage/Expenses/Prof Development	3,600	843	3,600
Vehicle/Equipment Purchase	3,000	0	3,000
Vehicles/Equipment Lease	0	0	0
Materials/Supplies/Fuel/Maintenance	50,000	44,183	50,000
Insurance/Licensing	10,000	7,817	10,000
General Expenses	1,600	2,930	2,500
Vehicle/Equipment Charges	(100,000)	(87,609)	(100,000)
COVID-19 Response	0	51	0
Capital Assets:			
Vehicles (see Other Capital details page)	0	0	0
Equipment (see Other Capital details page)	0	0	0
Transfer to Vehicle Equip. Reserve			
Total	(20,757)	(20,651)	(19,800)
Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Provincial Grant			
Municipal Levy	(20,757)	(20,651)	(19,800)
Special Levy	0	0	0
Other - Trail Counter	0	0	0
Special Reserves - Vehicles & Equipment	0	0	0
Total	(20,757)	(20,651)	(19,800)

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Information and Communications Technology

Programs and Services in support of CA Act

ICT asset management (AM)
Planning, procurement, disposal
Network maintenance and repairs
Device maintenance and repairs
Peripheral maintenance and repairs
Consummables (e.g. inks/paper)
Storage management
Cyber security and risk management
Develop standards, policies, procedures
User training and support
Software licencing and updates
Contracted services (e.g. internet)
Data acquisition and management
Manage data requests/publication
Professional development
GIS Services

Expenditures	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Wages/Benefits	130,395	127,811	20,375
Mileage/Expenses/Professional Development	3,000	479	2,000
Materials/Supplies/Gen Expenses	3,600	3,066	3,150
Equipment Purchase, Repair & Mtce	4,000	254	4,000
Software/Maintenance/IT Support	36,500	34,234	36,500
High Speed Internet Access	3,200	4,832	7,800
Data Acquisition - General /Transfer to Reserve	15,700	7,809	15,000
Electronic Document Management (CADIMS)	10,000	10,000	10,000
Cyber Security Support	0		0
Data Management Automation	20,000		10,000
COVID-19 Reponse	0	1,374	0
Capital Assets:			
Computer Hardware	0	0	0
Total	226,395	189,860	108,825
Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Provincial Grant			
Municipal Levy	210,695	189,860	108,825
Special Levy	0	0	0
Special Reserves - IT Reserve	15,700		0
Insurance Claim - Cyber Support	0	0	0
Other - CA Maps Program/Tech Fee for Info Products	0	0	0
Total	226,395	189,860	108,825

**Mississippi Valley Conservation Authority
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Technical Studies & Watershed Planning

Programs and Services per 4.7.1 and 4.7.2 of Sec. 39 Policies Manual; and Clean Water Act; and MOUs

Watershed planning
Data collection and review
Trends/issues identification
Priority and policy setting/reviews
Programs development and review
System monitoring and analysis
Headwaters and coldwater streams
Surface water quality (incl. algae)
Aquatic and riparian habitats
Aquatic and riparian species
Watershed reporting
Lake Reports
Watershed Report Card
Implementation Progress Reports
Municipal policy and by-law reviews
Community engagement (incl. PAC)
Professional development
City of Ottawa - Baseline Monitoring
MECP - PWQMP
MECP - PGWMP (cancelled by Board effective 2021)

Expenditures	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Wages/Benefits	294,314	281,255	601,556
Mileage/Expenses/Professional Development	9,000	2,377	25,000
Materials/Supplies/Gen Expenses	3,000	1,440	7,000
Lab Analysis (throughout watershed)	0	0	6,000
City of Ottawa Baseline Monitoring (incl. mileage and lab fees)	0	0	62,000
Poole Creek Subwatershed Study	0	0	12,000
Mississippi River Watershed Plan & Implementation	20,000	6,285	25,000
Carp River Study (Ottawa University)	8,500	0	8,500
Ottawa Floodplain Mapping Update	0	0	5,000
Carp Erosion Control	0	0	200,000
Total	334,814	291,357	952,056

Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Provincial Grant			
Municipal Levy	304,814	271,357	584,271
Special Levy (Baseline Monitoring City of Ottawa)	0	0	62,000
Special Reserves - Glen Cairn Provincial Share	20,000	20,000	25,000
Other - City of Ottawa Contribution FP Mapping	0	0	48,785
Other - City of Ottawa - Carp Erosion Control	0	0	200,000
Other - Carp River Donations (DR)	0	0	0
Other - Mississippi Lake Association	0	0	0
Other - Mitacs (C.R. Geom. Assessment & Ottawa Univ.)	0	0	0
Other - Deferred Revenue (Poole Creek)	0	0	12,000
Operating Reserve	10,000	0	20,000
Total	334,814	291,357	952,056

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Plan Review & Regulations

Programs and Services per CA Act, and MOUs with MNRF and County

Comment on <i>Planning Act</i> applications and documents per legislated responsibilities and MNRF MOU
Natural hazards, shorelines, and wetlands per <i>Conservation Authorities Act</i>
Section 3.1 of PPS per MNRF delegated authority
Comprehensive planning documents per MNRF delegated authority
Advisory Services on <i>Planning Act</i> applications per municipal MOUs (fee for service)
stormwater
hydrology
environmental impacts
Professional development
Expert testimony
Public meetings

Programs and Services per Section 28 of CA Act, and per Sec. 4.7.1 of Sec. 39 Policies Manual

Document areas of flood inundation
Flood Plain mapping
Field work
Model development
Determine regulated limits
Public/municipal engagement
Approvals
Permit administration
Develop/review Sec. 28 policies and procedures
Respond to municipal, public, stakeholders queries
Preconsultation meetings
Review and process permit applications
Issue permits
Compliance management
Compliance monitoring/inspections
Respond to complaints
Investigate non-compliance
Enforcement / legal action
Professional development

Contracted Services per MOUs for Septic Inspection/Reinspection

Tay Valley - Septic Inspection/Reinspection program
North Frontenac - Re-inspection program
Central Frontenac - Re-inspection program

Expenditures	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Wages/Benefits	194,362	169,871	584,181
Mileage/Expenses/Professional Development	9,000	2,179	19,000
Materials/Supplies/Gen Expenses	2,500	794	4,500
Legal Fees			17,000
Mississippi/Rideau Septic Program			75,000
Advisory Services			26,000
COVID Response			0
Total	205,862	172,843	725,681
Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Provincial Grant			
Municipal Levy	70,862	(11,439)	400,681
Special Levy	0	0	0
User Fees - Plan Review	135,000	184,283	148,000
User Fees - Permit Processing Fees - Permits/PropClear			92,000
User Fees - Mississippi/Rideau Septic Program			75,000
MVCF - Wetland Protection Fund			10,000
Total	205,862	172,843	725,681

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Flood Forecasting and Warning

Programs and Services per 4.4.1 of Sec. 39 Policies Manual; and MOUs	
Monitoring system design and implementation	
water gauge network	
meterological sites	
snow course sites (incl. OPG sites)	
Water Control System Design/Operations	
Model development	
Scenario analysis	
Evaluation and priority setting	
WISKI system design and implementation	
WISKI contracted support services	
Third-party data collection	
Field equipment O&M and repair	
365d/y systems monitoring and analyses	
Predictive modeling and flood risk assessment	
Water budget analysis	
Liaison with other dam owners/operators	
State of watershed advisories/alerts/warnings	
Operate Emergency Communications Centre during Class 3 floods	
Direct and support Low Water Response Team	
Assist municipalities with emergency preparedness planning	
Support Ottawa River Regulatory Committee/Secretariate	
Professional development	

Expenditures	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Wages/Benefits	183,404	198,462	174,876
Standby/On Call Pay	1,500	2,979	2,500
Mileage/Expenses/Professional Development	22,000	13,452	23,500
Equip Rent Pur Repair & Mtce	17,000	11,036	5,000
Utilities - Telephone & Hydro	13,000	8,510	10,000
Communications - Radios & Pagers	4,700	4,298	4,700
Materials/Supplies/General Expenses	3,500	509	3,500
Low Water Response	0	0	500
2019 Flood Response	0	0	0
WISKI-Soda License and Maintenance Fees	5,700	7,482	18,075
Stream Gauges	1,500	3,815	1,500
Total	252,304	250,545	244,151

Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Provincial Grant (Prov. TP Grant - Section 39)	60,368	60,366	60,368
Municipal Levy	176,936	162,545	173,783
Special Levy	0	0	0
Other - Low Water Grant	0	0	0
CSJ - Wage Subsidy	0	5,436	0
Career Launcher Funding (WISKI)	15,000	15,000	0
Other - Shared Contribution (WISKI)	0	7,199	10,000
Total	252,304	250,545	244,151

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Operation/Maintenance of Flood Control Structures

Programs and Services per 4.2.1 and 4.2.2 of Sec. 39 Policies Manual; and MOUs

Set seasonal, weekly, and daily operating objectives for flow regulation and reservoirs
Operate and maintain FCS and abutting channels, embankments, roadways
Routine and seasonal inspection and minor repairs of FCS and safety equipment
Contracted services for OPG (current contract expires December 31, 2021)
Contracted services for MNR (current contract expires March 31, 2021)
On-call / After-hour services
Professional development
Insurance and taxes
Utilities

Expenditures	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Wages/Benefits	234,239	226,268	234,594
Mileage/Expenses/Professional Development	15,000	20,137	15,000
Administrative Charges	18,200	18,200	18,200
Taxes/Insurance	38,000	32,051	42,200
Materials/Supplies/Equipment/General Exp	4,500	1,191	4,500
Health & Safety Expenses	4,000	3,134	4,000
Safety Inspections	0	0	3,000
COVID-19 Response	0	853	0
Total	313,939	301,834	321,494
Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Provincial Grant (Prov. TP Grant - Section 39)	68,070	68,070	68,070
Municipal Levy	197,744	177,520	203,574
Special Levy	0		0
User Fees - OPG Contract	41,000	47,019	42,500
Other - MNR Bancroft & Kemptville	7,125	9,225	7,350
WCS Reserve - Glen Cairn Prov Share	0	0	0
Total	313,939	301,834	321,494

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Preventative Maintenance of Flood Control Structures

Programs and Services per 4.2.3 of Sec. 39 Policies Manual

Support preparation/update of Water Management Plan
Prepare/update O&M manuals
Annual update of Emergency Preparedness and Response Plans
Develop/update Dam Safety Program
Conduct and maintain FCS asset inventory
Conduct annual safety and condition inspections
Prepare Dam Safety Reviews
Identify capital needs and priorities
Conduct structural assessments
Lifecycle repairs to extend life of assets
Lifecycle replacement of signs, logs, and other asset components
Professional development
On-call / After-hour services

Expenditures	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Wages/Benefits	122,836	123,654	94,208
Mileage/Expenses/Professional Development	5,000	3,895	5,000
Materials/Supplies/Equipment	5,500	510	9,000
Stoplog Replacement	6,000	0	6,000
COVID Response	0	502	0
Total	139,336	128,561	114,208
Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Provincial Grant			
Municipal Levy	69,668	64,281	57,104
Special Levy			
WCS Reserve - Glen Cairn Prov Share	69,668	64,281	57,104
Total	139,336	128,561	114,208

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Stewardship Services & Education	
Programs and Services (largely delivered through MOUs and grants)	
Stewardship planning and implementation	
Ottawa City Stream Watch	
Ottawa Rural Clean Water Program	
Ottawa Green Acres Program	
Lake Monitoring (formerly Watershed Watch): Lake nutrient level monitoring and outreach to lake stewards on the health of their lake	
Water Rangers: Engaging lake stewards with Water Rangers kits to conduct their own basic lake condition monitoring	
Trees Ontario Reforestation Program	
Support to Lake Associations / Lake Planning	
Lanark County Forest Management	
5-year Plans	
Annual assessment and marking	
Community Partner Projects	
Shoreline naturalization	
Erosion control	
Reforestation	
Education Programs	
OPG - Spring Water Awareness Program	
School Programming (suspended)	
Summer camp (suspended)	
Enviro-Thon (cancelled in 2019)	

Expenditures	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Wages/Benefits	73,735	48,013	58,483
Mileage/Expenses/Prof Development	2,000	911	4,000
Mat&Sup/Equip/GExp/Promotion/Bat Boxes	1,000	12	3,000
Ottawa Clean Water Prog - Mil/Exp/Grants/Comm Exp	3,500	0	3,500
County of Lanark Program	6,000	3,413	6,000
Shoreline Naturalization & Other Watershed Stewardship	3,000	2,109	9,000
Carp Erosion Control	164,200	29,945	0
Trees Canada Program (RVCA Partnership)	5,500	5,106	5,500
Publicity	0	0	1,000
COVID Response	0	38	0
Total	258,935	89,548	90,483

Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Provincial Grant			
Municipal Levy	85,735	40,183	75,983
Special Levy	0	0	0
User Fees - City of Ottawa RCWP	3,000	1,375	3,000
User Fees - Lanark County	6,000	8,083	6,000
Other - City of Ottawa - Carp Erosion Control	164,200	33,928	0
Other - OWF Grant - Fish Habitat Wolf Grove Creek	0	0	0
Other - Trees/TD Planting Program Grant	0	5,500	5,500
Other - Tree Planting Initiative	0	478	0
Total	258,935	89,548	90,483

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Property Management			
Programs and Services per Sec. 21.1 1. ii) of CA Act			
Property inventories, surveys, legal records			
Acquisitions and disposals			
Property taxes			
Property easements/agreements			
Asset planning			
Site Master Plans			
Asset condition assessments			
Evaluation and priority setting			
Capital planning			
Major Asset renewal/replacement			
Project planning and approvals			
Design and construction			
Commissioning and warranties			
Operations and maintenance			
Roads, parking lots/machines			
Directional and information signs			
Trails, boardwalks, bridges, railings			
Toilets/outhouses/septic systems			
Drinking water systems / UV			
Playgrounds / equipment /seating			
Fire suppression systems			
HVAC, electrical, and plumbing			
Structure, roofing, sheathing, glazing			
Interior finishes and furniture			
Regulatory tests/inspections			
AODA			
Hazard trees			
Play structures			
Drinking water systems			
Fire suppression systems			
Professional development			
Insurance and taxes			
Utilities			
Expenditures	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Wages/Benefits	105,883	126,229	199,241
Mileage/Expenses/Professional Development	3,500	108	3,500
Insurance/General Expenses	30,500	19,840	30,500
HQ Building	100,000	105,537	100,000
Mill of Kintail Conservation Area	63,000	56,024	63,000
Palmerston/Canonto Conservation Area	3,000	4,490	3,000
Morris Island Conservation Area	16,000	13,121	16,000
Purdon Conservation Area	4,000	4,002	4,000
K & P Trail Conservation Area	8,000	4,273	8,000
Cedardale Properties	1,200	969	1,000
COVID Response	0	17,945	42,000
Total	335,083	352,538	470,241
Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Provincial Grant			
Municipal Levy	333,433	350,927	468,541
Special Levy	0	0	0
PLT & CPRA Wage Subsidy	0	0	0
Other - K&P - Bucci Order \$30,000	0	0	0
Other - Bell Canada - Annual Easement - K&P	1,650	1,612	1,700
Other - Canadian Wildlife Services	0	0	0
Total	335,083	352,538	470,241

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Visitor Services

Programs and Services in support of Sec. 21.1 1. ii) of CA Act	
Rentals Coordination	
Cloister	
Picnic Shelter	
Gate House	
Grounds	
Other	
Museum Operations	
Maintain and catalogue collections	
Organize and display collection	
Plan and execute special exhibits	
Acquire temporary exhibits	
Plan, stock, and manage gift shop	
Special Events	
Plan, design, implement events	
Volunteer management	
Professional development	

Expenditures	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Wages/Benefits	122,623	110,139	74,439
Mileage/Expenses/Professional Development	1,000	154	500
Utilities - Telephone	5,000	1,759	5,000
Publicity	1,000	0	1,000
Signage	1,000	0	1,000
Admin/BankChrgs/Equip/GShop/M&S/SpEvExp/Sculpture	6,000	1,153	4,000
Interior Maintenance	2,000	620	1,000
Mississippi Mills Annual Grant Expense	0	0	0
Night Sky Program (discontinued program)	0	0	0
Total	138,623	113,824	86,939

Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Special Grant - Provincial Grant	13,445	13,445	13,445
Municipal Levy	75,462	2,510	15,520
Special Levy	0	0	0
User Fees - Conservation Areas	32,000	48,489	37,000
Donations Received	0	6,866	0
Special Grant - Miss Mills Grant - MOK & Naismith	11,716	11,974	11,974
Special Grant - Canadian Heritage Emergency Fund	0	11,899	0
Other - Parking Meter - Morris Island CA	6,000	18,642	9,000
Other -Tait McKenzie Sculpture Donations	0	0	0
Total	138,623	113,824	86,939

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Water & Erosion Control Infrastructure

Programs and Services related to WECI eligible capital projects

Major Asset renewal/replacement
Capital planning
Project planning and approvals
Design and construction
Commissioning and training
Professional development

Expenditures	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Wages/Benefits	26,340	27,592	0
Dam Operation Guidelines and OMS Manuals	0	0	0
Mazinaw Lake Dam Gate	0	3,650	0
Widow Lake Dam Retrofit Design	0	0	0
Farm Lake Dam - Safety Assessment	40,000	0	0
Capital Assets:	0	0	0
Shab Lake Dam Design Study	0	0	0
Mazinaw Lake Dam Gantry	0	0	0
Lanark Dam	0	0	0
Carleton Place Dam	0	0	0
Shab Lake Dam Final Design	0	23,466	0
Shab Lake Dam Construction	692,000	3,561	1,500,000
Widow Lake Dam	0	0	0
Kash Lake Dam	100,000	39,657	50,000
Dam Preventative Maintenance	0	0	15,000
Contributions to WCS Reserve	0	0	0
Debt Repayment	0	0	0
Total	858,340	97,927	1,565,000
Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
WECI Grant	396,000	12,500	775,000
Municipal Levy - General	26,340	26,340	25,000
Deferred Revenue (WECI)	0	3,433	0
WCS Reserve	40,000	0	0
Special Reserves - Glen Cairn Provincial Share	396,000	55,654	15,000
Debt Financing	0	0	750,000
Total	858,340	97,927	1,565,000

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Debt Repayment

Objectives:

- facilitate construction of new Administration Office

Budget Highlights:

- continue with annual financing plan

Expenditures	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Budget
Capital Assets:			
Member Costs			
Advertising			
Borrowing Costs			
Official Opening Charges			
Professional Consulting Fees & Disb			
Project Management			
Permits/Approvals/Other			
Furniture & Equipment Allowance			
Moving Expenses			
Land Costs			
HQ Construction Cost			
Sub-Total	0	0	0
HQ Annual Financing Charge	277,005	277,005	277,005
WCS Annual Financing Charge			0
LIDAR Repayment			0
Grand Total	277,005	277,005	277,005
Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Budget
Provincial Grant	0	0	0
Municipal Levy - General benefit	277,005	277,005	277,005
Municipal Contributions 2009-2013	0	0	0
Loan	0	0	0
Other	0	0	0
Other - Deposit Returned	0	0	0
Other - Turn Lane Cont C.Place/Southwell	0	0	0
Grand Total	277,005	277,005	277,005

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Other Capital	
Facilities Management	
	Conservation Areas
	Vehicles
	Equipment
	LIDAR - major data aquisition

Expenditures	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Conservation Area Signs (directional)			
Morris Island Bridge Decking			
CP Trail - Phase 1			
CP Trail - Phase 3	10,000	0	0
K&P (railing replacement)	40,000	18,924	0
Purdon Boardwalk	2,000	0	12,500
Vehicles	35,500	0	68,600
Equipment	34,000	5,967	0
Computer Hardware	15,000	0	15,000
MOK - Workshop Building	8,000	9,056	0
MOK Washrooms	0	1,119	0
MOK			9,000
K&P Trail			50,000
Morris Island			0
CP Trail			20,000
Gauge & Communication Network			60,000
HQ - Sewer & Water Connection	0	0	0
LIDAR			250,000
Total	144,500	35,066	485,100
Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Provincial Grant			
Municipal Levy - General	125,500	27,980	167,600
Other - Town of CP - Roy Brown Contr.	5,000	0	10,000
Reserves - Vehicles & Equipment	14,000	5,967	
Reserves - Conservation Area			10,000
Reserves - WCS			17,500
Reserves - Operating			125,000
Other - Def. Revenue - MOK Washroom		1,119	
Other - Grants			155,000
Total	144,500	35,066	485,100

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Reserve Investments							
	Dec 31 2019 Balance	2020 Budget Allocations FROM Reserves	2020 Budget Allocations TO Reserves	Projected Dec 31 2020 Balance	2021 Budget Allocations FROM Reserves	2021 Budget Allocations TO Reserves	Projected Dec 31 2021 Balance
Capital Reserves							
HQ Building Reserve	338,701	0		338,701		30,000	368,701
Information Technology Reserve	32,000	0		32,000			32,000
Vehicles & Equipment Reserve	95,403	5,967		89,437			89,437
Water Control Structure Reserve - MVCA	208,885	0	89,761	298,646	17,500	65,745	346,891
Conservation Areas Reserve	17,000	0	25,000	42,000	10,000		32,000
Other Reserves							
Museum Building & Art Reserve	4,398	0	2,353	6,751			6,751
Sick Leave Reserve	73,843	0		73,843			73,843
Water Control Structure Reserve - Glen Cairn - Prov	578,771	139,935		438,836	97,104		341,732
Operating Reserve	918,969			918,969	189,599		729,370
Total	2,267,970	145,902	117,114	2,239,183	314,203	95,745	2,020,725

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Watershed Monitoring - 2021 See Technical Studies & Watershed Planning

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	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Wages/Benefits	153,931	161,073	0
Mileage/Expenses/Professional Development	18,000	10,710	0
Materials/Supplies/Equip/Gen Expenses	4,000	4,780	0
Lab Analysis (throughout watershed)	6,000	20,068	0
City of Ottawa Baseline Monitoring (incl. mileage and lab fees)	27,720	13,215	0
Poole Creek Subwatershed Study		0	0
Total	209,651	209,846	0
Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Provincial Grant			
Municipal Levy	148,151	151,393	0
Special Levy (Baseline Monitoring City of Ottawa)	61,500	36,352	0
CSJ - Wage Subsidy	0	5,436	0
Other - City of Ottawa - Baseline Monitoring	0	0	0
Other - RVCA Work Share Agreement 2020	0	16,666	0
Total	209,651	209,846	0

**Mississippi Valley Conservation Authority
2021 Draft Budget and 2020 YTD up to Dec. 31 2020 - UNAUDITED**

Studies - 2021 See Technical Studies & Watershed Planning

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	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Wages/Benefits	122,655	103,229	0
Mileage/Expenses/Professional Development	0	407	0
Ottawa Floodplain Mapping Update	1,000	9,163	0
Carp River - Floodplain Mapping Study	8,000	2,113	0
			0
Casey Creek	0	0	0
Huntley Creek	0	0	0
Constance Creek	0	0	0
Total	131,655	114,911	0
Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Provincial Grant			
Municipal Levy	82,870	66,126	0
Special Levy	0	0	0
Other - City of Ottawa Contribution	48,785	48,785	0
Other - National Disaster Mitigation Program	0	0	0
Operating Reserve	0	0	0
Total	131,655	114,911	0

Mississippi Valley Conservation Authority
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Regulations - 2021 See Plan Review & Regulations

Programs and Services per Section 28 of CA Act, and per Sec. 4.7.1 of Sec. 39 Policies Manual

- Permit administration
- Develop/review Sec. 28 policies and procedures to municipal, public, stakeholders queries
- Respond Preconsultation meetings
- Review and process permit applications
- Issue permits
- Compliance management
- Compliance monitoring/inspections
- Respond to complaints Investigate non-compliance Enforcement / legal action Professional development

Contracted Services per MOUs for Septic Inspection/Reinspection

- Tay Valley Septic Inspection/Reinspection program
- North Frontenac Re-inspection program
- Central Frontenac Re-inspection program

Expenditures	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Wages/Benefits	246,754	225,676	0
Mileage/Expenses/Professional Development	10,000	10,029	0
Materials/Supplies/Gen Expenses	2,000	1,782	0
Legal Fees	17,000	7,970	0
Mississippi/Rideau Septic Program	75,000	64,254	0
Advisory Services	26,000	24,017	0
COVID Response	0	58	0
Total	376,754	333,785	0
Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED	2021 Draft Budget
Provincial Grant			
Municipal Levy	211,754	126,711	0
Special Levy			
User Fees - Permit Processing Fees - Permits/PropClear	80,000	110,241	0
User Fees - Mississippi/Rideau Septic Program	75,000	88,863	0
MRSSO - Work Sharing Agreement	0	0	0
MVCF - Wetland Protection Fund	10,000	7,970	0
PLT Wage Subsidy	0	0	0
Operating Reserve -			
Total	376,754	333,785	0

**Mississippi Valley Conservation Authority
2021 Draft Budget and 2020 YTD up to Dec. 31 2020 - UNAUDITED**

Education - Currently Suspended

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	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED
Wages/Benefits	105,621	86,966
Mileage/Expenses/Professional Development	3,000	659
Materials/Supplies/Equipment/General Exp	2,000	0
Publicity	1,000	0
Busing Program (winter)	2,000	0
Enviro-Thon	1,500	0
Childrens Water Festival	1,500	0
Watershed Road Show Initiative	0	2,873
Total	116,621	90,498
Revenues	2020 Budget	Year-To-Date as at: December 31, 2020 UNAUDITED
Provincial Grant		
Municipal Levy	72,121	88,591
Special Levy	0	0
User Fees - Education Program	40,000	1,906
Other - MVCF - Busing	2,000	0
Other - OPG SWAP Grant	2,500	0
Other - Envirothon	0	0
Total	116,621	90,498

REPORT

3114/21

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Angela Millar, Treasurer
RE:	Per Diem/Honorarium and Mileage Rates for 2021
DATE:	February 9, 2021

Recommendation:

That the Board approve:

- a) A freeze in Board Member per diems and honorariums at the 2020 rates.
- b) A decrease in the corporate mileage rate to \$0.55/km effective January 1, 2021.

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

On February 8th, 2021, the Finance and Administration Advisory Committee reviewed a proposed increase of 0.1% Cost of Living for Board members per diem and honorariums. The Committee discussed the modest increase and amended the proposed recommendation to not increase

from the 2020 rates. The current per diem paid to Board members is \$73.12 for one meeting and \$146.23 for two meetings in one day or for attendance on Authority business.

The annual Honorarium for the Chair is currently at \$1,827.84. There is no Honorarium for the Vice-chair position or for Committee Chair and Vice chair positions.

As an increase of 0.1% would have minimal effect on current rates, the Committee recommends that current rates be maintained due to ongoing financial pressures.

The current mileage rate paid out to staff and members is \$0.565/km. The 2021 Canada Revenue Agency (CRA) mileage rate is unchanged from 2020 and 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, 2021 is \$0.55/km. The Finance Committee agreed with a reduction in the mileage rate in line with the rate for Ontario.

REPORT

3115/21

TO:	Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	COVID-19 – Paid Sick Leave
DATE:	February 10, 2021

Recommendation:

That the Board approve allocation of 2-weeks paid sick leave to staff who do not have sick leave benefits in 2021.

Last year, the Board approved that staff without sick leave benefits be provided up to 10 days paid sick leave in 2020 to mitigate the spread of COVID-19. Given its continued presence in the community, it is recommended that this policy be renewed for 2021. Four staff are affected by this policy. All sick leave is to be taken in accordance with the Employee Manual.