



Board Meeting

By Zoom

9:00 am

May 13, 2021

AGENDA

ROLL CALL

Adoption of Agenda

Declaration of Interest (written)

1. Approval of Minutes – January 29, 2020 (see attached)
2. 2020 MVCF Financial Statements, Report 3/21 (A. Millar)
3. Wetland Assessment Proposal, Report 4/21 (S. McIntyre)
4. Governance Review, Report 5/21 (S. McIntyre)

ADJOURNMENT



Mississippi Valley Conservation Foundation

MINUTES

By Zoom

January 29, 2020

MEMBERS PRESENT

P. Lehman
D. Abbott
L. Antonakos
M. Cleland
R. Sutherland

STAFF PRESENT

S. McIntyre, General Manager
A. Millar, Treasurer
S. Gutoskie, Community Relations Coordinator
E. Levi, Recording Secretary

OTHERS PRESENT

J. Mason

P. Lehman called the meeting to order at 10:00am

MVCF01/29/21-1

MOVED BY: L. Antonakos

SECONDED BY: D. Abbott

Resolved, That the Minutes of the Mississippi Valley Conservation Foundation meeting held October 14, 2020 be received and approved as printed.

“CARRIED”

BUSINESS

1. Minutes - Mississippi Valley Conservation Foundation – October 14, 2020

MVCF01/29/21-2

MOVED BY: D. Abbott

SECONDED BY: L. Antonakos

Resolved, That the Minutes of the Mississippi Valley Conservation Foundation meeting held October 14, 2020 be received and approved as printed.

“CARRIED”

2. Board Recruitment & New Members

New members Duncan Abbott and Robert Sutherland were introduced.

3. 2020 Audit Engagement Letter

A. Millar referred to the audit engagement letter and commented that the price for the audit has increased for the first time in many years to reflect inflation.

4. 2020 Fundraising Results

A. Millar reviewed donations received in 2020 and noted an increase in donations. She advised that the court ordered donation of \$50,000 was received late in the year.

L. Antonakos proposed installing an invitation to donate at the MVCA office/trail which could include signage and donation boxes. Staff will review potential options and pricing and report back.

J. Mason commented on the importance of providing simple donation methods.

A. Millar confirmed for P. Lehman that 10% of restricted donations get transferred to support operations of the foundation. She agreed to confirm with the auditor if it is, in fact, restricted donations or general donations.

5. 2021 MVCA Allocations

A. Millar explained the expenses incurred by MVCA on behalf of the Foundation associated with the activities and projects outlined in Staff Report 1/21.

MVCF01/29/21-3

MOVED BY: M. Cleland

SECONDED BY: D. Abbott

Resolved, That the Foundation allocate to Mississippi Valley Conservation Authority:

a) \$6,250, plus applicable HST, for enhancements at the Carp River Conservation Area as described herein;

b) \$2,000, plus applicable HST, for annual maintenance of the Eco-Trekr Application.

- c) **\$10,000 to offset 2021 legal and staff related costs for wetland protection and conservation, with any unused funds to be placed in a dedicated Wetland Protection and Conservation Fund to be held by the Authority for use in future years.**
- d) **\$213.60 for reimbursement of mailing costs incurred by MVCA on behalf of the Foundation.**

“CARRIED”

6. Cavanagh Fund: Planned Use

S. McIntyre referred to Staff Report 2/21 regarding the court ordered donation received from Cavanagh Construction which is “to be used for the conservation and protection of wetlands consistent with the mission and objectives of the Foundation.” She discussed potential opportunity for the Foundation to commission wetland evaluation studies and thus support area municipalities in properly classifying and administering wetlands within their jurisdiction, ensuring proper regulation to enhance the conservation and protection of wetlands.

S. McIntyre commented that MVCA has qualified staff to conduct wetland evaluations and could partner with experts at the City of Ottawa, and from local universities, the Museum of Nature, and local Field Naturalist Clubs to carry-out the necessary studies. She suggested if the Foundation was interested in pursuing this, MVCA staff could develop a scope of work and priced proposal for consideration.

There was a brief discussion regarding the value of having the Foundation spearhead this project in partnership with MVCA.

R. Sutherland suggested a more detailed and concrete proposal be presented at the next meeting.

MVCF01/29/21-4

MOVED BY: R. Sutherland

SECONDED BY: D. Abbott

Resolved, That the Foundation request a funding proposal from MVCA to delineate, evaluate, and pursue designation of unevaluated wetlands in areas experiencing development pressures in the watershed.

“CARRIED”

7. 2021 Work Plan and Resourcing

- a. Mississippi Madawaska Land Trust Partnering Opportunity

S. McIntyre discussed the opportunity to partner with MMLT, who have expressed an interest. She noted that there are examples of land trusts and conservation authorities

partnering where the Trust became an arm of the Foundation. The MMLT advised that it may be interested in that model. MMLT has a very strong fundraising platform. She suggested that the Mississippi Valley Field Naturalists may also be interested in partnering.

b. Governance Review

S. McIntyre explained that no specific workplan has been tabled because the MVCA isn't currently resourced to carryout significant pieces of work. Furthermore, that before embarking on further fundraising activities, it would be desirable to conduct a governance review. Given impending changes under Bill 229, there is opportunity to review what falls under the new MVCA mandate and what isn't that could fall under MVCF or MMLT. She proposed a third-party conduct research and report back to MVCF and MVCA to help determine what the Foundation would like to function moving forward.

P. Lehman commented that the foundation has bylaws to operate as a membership-based foundation, however it has not had success achieving that. He expressed that this is a good time to review how to bring various interested into the Foundation landscape to support the regulatory mandate of the Authority.

J. Mason asked if there was interest in a specific third-party to conduct the research. S. McIntyre advised a recent graduate was recommended by John Inglis. She noted this person could be hired as in intern using the Career Launching program to obtain funding.

MVCF01/29/21-5

MOVED BY: R. Sutherland

SECONDED BY: D. Abbott

Resolved, That the Foundation apply for a grant to retain support in carrying out a governance review. And, that the value of the Foundation's contribution not exceed \$5,000.

"CARRIED"

The next meeting was set for March 12, 2021 at 10:00am.

MVCF01/29/21-6

MOVED BY: D. Abbott

SECONDED BY: R. Sutherland

Resolved, That the meeting be adjourned.

"CARRIED"

MVCF REPORT

3/21

TO:	Board of Directors Mississippi Valley Conservation Foundation
FROM:	Angela Millar, Treasurer
RE:	2020 Audit Findings Letter & Draft Financial Statements
DATE:	May 7, 2021

Recommendation:

**That the Foundation receive the audit findings letter dated May 6th, 2021, and
That the Financial Statements for the period ending December 31, 2020 be adopted.**

Consistent with previous years, the annual audit for the period ending December 31, 2020 was completed by Glenn Street of Cross Street Professional Corporation.

1.0 FINDINGS

The audit findings letter dated May 6th, 2021, as provided by Glenn Street, provides a summary and identifies key items to assist the Board when reviewing the draft financial statements. The letter confirms there were no changes to the audit plan, accounting policies and that there were no concerning financial recording matters or internal control deficiencies identified.

The letter recommends that the Board consider developing an investment policy for funds held, particularly for restricted funds.

Table 1 summarizes the 2020 transactions that changed the cash balance:

Table 1 – Cash Balance

Balance at December 31, 2019	\$81,470
2020 Revenues	\$57,114
2020 Operating Expenses	-\$2,764
2019 Transfers to MVCA	-\$3,957
2020 Transfers to MVCA	-\$17,254
Balance at December 31, 2020	\$114,609

Table 2 provides a breakdown of the restricted and non-restricted balances as at December 31, 2020:

Table 2 – Breakdown of Restricted & Non-Restricted Balances

	December 31, 2020
Carp River Living Classroom	31,219
Conservation Areas (General)	1,909
Morris Island Conservation Area	1,780
Mill of Kintail Conservation Area	155
Night Sky	259
Purdon Conservation Area	3,165
Cavanagh Wetland Conserv. & Protection**	35,000
Shoreline Restoration	23,109
Spring Water Awareness	2,250
Watershed Watch	580
Unrestricted Funds	15,183
Total	\$114,609

**Cavanagh Wetland Conservation and Protection funds must be expended in accordance with a court order issued September 18, 2019: “to be used for the conservation and protection of wetlands consistent with the mission and objectives of the Foundation.” A second contribution of \$50,000 is to be received in 2021 per the court order.

MVCF REPORT

4/21

TO:	Board of Directors Mississippi Valley Conservation Foundation
FROM:	Sally McIntyre, General Manager
RE:	Proposal to Conduct Wetland Study
DATE:	May 13, 2021

Recommendation:

That the Foundation Board approve:

- a) Phase 1 of the wetland study to be carried out by MVCA in partnership with the City of Ottawa in 2021, as presented;
- b) allocation of \$22,000 from the Cavanagh Fund to MVCA to complete the proposed work.

1.0 Cavanagh Wetland Fund

In 2020, MVCF received the first of two \$50,000 contributions from Cavanagh Construction resulting from a September 18, 2019 court order that directed the funds “to be used for the conservation and protection of wetlands consistent with the mission and objectives of the Foundation.” To date, the Foundation has approved two \$10,000 contributions to MVCA to support legal costs associated the protection of wetlands in its jurisdiction. In January 2021, the Foundation requested that MVCA submit a proposal to “delineate, evaluate, and pursue designation of unevaluated wetlands in areas experiencing development pressures in the watershed.” The purpose of this report is to provide a proposal for consideration by the Foundation Board.

2.0 Project Need

Large wetlands are located around Mississippi Lake, near Almonte, Appleton and Manion Corners, west of Stittsville, in the Carp Hills, and south of Constance Bay. There are also small groups of wetlands (known as wetland complexes) in the Pakenham Hills area. These areas are under pressure from site alteration and development due to agricultural expansion and consolidation, as well as urban growth, and infill and estate lot development in the rural area.

It is strongly suspected that most landowners and area municipalities are unaware of the ecological services associated with these wetlands, and of the various government programs available to support stewardship of these natural assets. A study of these wetlands and the

ecological services they provide would help to prioritize stewardship activities and inform land use planning decision-making.

3.0 Project Goal and Objectives

The goal of this work is to inform future stewardship and planning activities of the Authority, partner organizations such as [ALUS](#), and area municipalities. The specific objectives of this project are to identify and delineate wetlands under pressure, determine the ecological services they provide, and to assess ways and means to manage them in a sustainable manner in both the short and long-term.

4.0 Approach

The project is proposed to be undertaken in three phases:

Phase 1 – 2021 – Identify and delineate areas under development pressure; determine land ownership and planning status; collect and assess available site condition data; and identify priority areas for further analysis and stewardship outreach.

Phase 2 – 2022 – Conduct analysis to determine the ecological services of the wetlands and the potential impact of their loss: a) under extreme weather events (drought and flooding), b) on groundwater conditions, and c) on habitat availability and integrity and specie health and diversity. Quantifiable analysis would be carried out where methodologies and/or modeling tools are available.

Phase 3 – 2023 forward – Identify available programs and financial incentives and determine stewardship opportunities for each wetland; undertake awareness raising and outreach campaign to promote understanding of the benefits of wetland stewardship and the resources available to landowners and area municipalities; and partner with other organizations in the delivery of appropriate programming at these sites.

5.0 Phase 1 Methodology

Step 1: Using available information, identify and delineate wetlands greater than 2 ha. (5 acres) that are in or near:

- Designated urban area / expansion area
- Municipal drains
- Undeveloped lots of record and subdivisions
- Areas of intensification (severances/infill)
- Planned infrastructure (e.g. highway/road expansion)
- Aggregate operations
- Well Head Protection Areas (WHPA)
- Areas of Natural and Scientific Interest (ANSI)

Step 2: Using available information, document the current state of the above wetlands:

- Municipal address and ownership.
- Current land use, structures, and points of access.
- Land use planning designation and zoning and any special policies that apply.
- Wetland type (riverine or lacustrine, fen or bog etc.) and whether it has been assessed per the provincial wetland classification system.
- Soil classification and proximity to prime agriculture lands

Step 3: Identify priority areas for further analysis and stewardship outreach using a risk assessment matrix. Identify opportunities for immediate intervention where appropriate.

Step 4: Document and present findings to the Foundation.

6.0 Phase 1 Project Team

This work would be carried out by MVCA professionals with support from the City of Ottawa, and engage other stewardship and academic organizations as needed:

- Project Director – Matt Craig, Manager of Planning and Regulation, MVCA
- Project Manager – Kelly Stiles, Biologist, MVCA
- Project Advisor – Nick Stow, Ph.D., Planner, City of Ottawa

Research and other support would be provided by a variety of technical professionals at MVCA.

7.0 Time/Task Budget

The estimated cost to complete this work is \$22,000. Table 1 provides a summary of key steps and associated time.

Table 1: Time/Task Estimate

Time/Task Estimate	Matt	Tech	Kelly	Nick	Hours
Step 1	2	84	25	1	100
Step 2		60	20	0	80
Step 3	4	20	4	1	29
Step 4	6	25	10	3	44
Project management	7		8		15
Total hours	19	189	67	5	280

MVCF REPORT

5/21

TO:	Board of Directors Mississippi Valley Conservation Foundation
FROM:	Sally McIntyre, General Manager
RE:	Governance Review
DATE:	May 13, 2021

For Information.

At the January 2021 meeting of the Foundation, the Board agreed that a governance review was required to investigate opportunities to partner with others such as the Mississippi Madawaska Land Trust and the Mississippi Valley Field Naturalists; and to evaluate and make recommendations regarding the organization and administration of the Foundation. To that end, the Board approved allocation of up to \$5,000 to carry out the review.

Since then, the MVCA has applied under available grant programs for additional funds to support hiring a contract employee to carry out the full scope of proposed work. No grants have been approved and, as most funding programs require that grant monies be directed to new hires, we have been unable to commence work on this project despite having a willing candidate.

Should a grant not be awarded, MVCA will retain the contractor to research and document key information that will further the Board's understanding of the following:

- Current requirements of the MVCF constituting documents and by-laws; and gaps in compliance (self audit);
- Foundations of other CAs:
 - Governance models including constituting documents and administrative by-laws;
 - Staffing levels and other support;
 - Key partnerships;
 - Key fundraising activities; and
 - Key metrics (e.g. \$ raised/watershed population; \$ raised/\$ invested)

Should grant monies be obtained work will be expanded to include the following:

- Identify and assess opportunities to partner with local like-minded organizations;
- Draft and assess alternative governance and administrative models; and
- Draft proposed next steps and transition plan.

The community continues to look to the Mississippi Valley Conservation Foundation for fundraising leadership and support as recently evidenced during an open house held in relation to the Mill of Kintail Museum. Going forward, consideration will need to be given to what role the Foundation will play with respect to the museum should ownership and administration of the collection be transferred from MVCA to another entity. And, if transferred, the Board will need to consider disposition of funds donated to MVCF specifically for the museum.