



Board of Directors Meeting

By Zoom and In Person

10:00 am

December 7th, 2022

<https://us06web.zoom.us/j/83370274193?pwd=anJHVSc5UjZUSVo3MG9RSHFuSEFWQT09>

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Meeting ID: 833 7027 4193 Passcode: 044499

AGENDA

ROLL CALL

Agenda Review

Declarations of Interest (written)

Main Business

1. Approval of Minutes: Board of Directors, October 19, 2022, Page #3
2. Watershed Conditions, Report 3266/22, (J. North), Page #12
3. Staff Item, Report 3267/22, (M. Okum), Page #13
4. NDMP-Risk Assessment Project, Report 3268/22, (J. Cunderlik), Page #15
5. FHIMP-Clyde River Floodplain Mapping Project, Report 3269/22, (J. Cunderlik), Page #22
6. FHIMP-Land Use Project, Report 3270/22, (J. Cunderlik), Page #24
7. Bill 23 Update, Report 3272/22, (S. McIntyre), Page #26
8. Budget Control, Report 3271/22, (S. Millard/S. McIntyre), Page #29
9. 2022 Year-End Contributions to/from Reserves, Report 3275/22, (S. Millar), Page #31
10. Draft 2023 Budget, Report 3264/22, (S. McIntyre, S. Millard), Page #33

Consent Agenda

11. Alternative Work Arrangement Policies, Report 3261/22, (S. McIntyre), Page #55
12. Cell Phone Policies, Report 3262/22, (S. McIntyre), Page #68
13. Fee Policy and Schedule, 3263/22 (M. Craig, S. McIntyre) Page #77
14. GM Update, Report 3274/22, (S. McIntyre), Page #85

Other Business

ADJOURNMENT



MINUTES

Via Zoom and In Person

Board of Directors

October 19, 2022

MEMBERS PRESENT

J. Atkinson, Chair
J. Mason, Vice-Chair
R. Darling
B. Holmes
J. Karau
P. Sweetnam
C. Rigelhof
C. Lowry
A. Tennant
K. Thompson
F. Campbell
J. Inglis
C. Kelsey
B. King
E. El-Chantiry
G. Gower

MEMBERS ABSENT

P. Kehoe
S. Lewis

STAFF PRESENT

S. McIntyre, General Manager
S. Millard, Treasurer
J. North, Water Resources Technologist
M. Craig, Manager of Planning and Regulations
A. Broadbent, Information & Communications Technology
Manager
P. Tapley, Recording Secretary

J. Atkinson called the meeting to order at 1:00 pm.

Members were asked to declare any conflicts of interest and informed that they may declare a conflict at any time during the session. No declarations were received.

B10/19/22-1**MOVED BY: F. Campbell****SECONDED BY: C. Rigelhof**

Resolved, That the agenda for the October 19, 2022 Board of Directors Meeting be adopted as presented.

“CARRIED”**MAIN BUSINESS**

1. Approval of Minutes: Board of Directors, September 21, 2022

B10/19/22-2**MOVED BY: S. Lewis****SECONDED BY: C. Rigelhof**

Resolved, That the Minutes of the Mississippi Valley Board of Directors Meeting held on September 21, 2022 be received and approved as printed.

“CARRIED”

2. Watershed Conditions., Report 3253/22

J. North presented the Watershed Conditions Report stating that current flows in the main river continue to stay around 10 cms. This is mainly due to the drawdown of Crotch lake. They are expected to stay within this range for the fall as upper lakes are drawn down, which is underway (Shabomeka, Pine lakes, Carleton Place dam). Kashwakamak, Mississagagon, Big Gull, Summit and Widow Lakes will begin after Thanksgiving. Water levels are expected to drop as they typically would over the next two months.

Drawdown of Mazinaw Lake will start in early November as normal, to allow for boat traffic during hunting season. Until then, levels are expected to stabilize at historically normal elevations.

Mississagagon and Big Gull Lakes are expected to be at their winter level by early November. Kashwakamak Lake levels will stabilize in early November. Levels on Kashwakamak and Mazinaw Lakes normally reach their winter holding levels between early January and early February.

Crotch Lake is currently slightly above the historical average for this time of year. Inflows are expected to increase due to drawdown of the upper lakes; and water levels on Crotch Lake will start to increase as we start to operate the dam to refill the lake. Crotch Lake will continue to build through early January and then it will be drawn down over the winter to provide

maximum storage in the system by early to mid-March. All dams will be operated through the fall and winter to try to maintain levels within the normal operating ranges for the structures.

3. Hydrologic Datalogger, Report 3254/22

D. Post summarized progress on the hydrologic datalogger project which was developed in-house to provide monitoring and data transmission at twenty stations that measure lake levels and water temperature. A few stations have additional sensors that measure rainfall, air temperature, and soil moisture. Next steps include twelve months of field testing and if it proves to be a viable, discussions on the potential replacement of our outdated conventional dataloggers will occur. Staff are to deliver a presentation in November to members of the Eastern Ontario WISKI hub.

There was a good discussion on the potential of the datalogger and connecting with partners who may be of interest (Hydrologic Service of Canada, City of Ottawa, other CAs) and bringing awareness on the monitoring we are doing. C. Lowry inquired if there were any other organizations doing this type of protocol work and asked for further background. D. Post and J. North responded that the conventional dataloggers are very expensive and more suited for monitoring larger scale advanced protocols (i.e. used for hundreds of sensors). MVCA's requirement is for a smaller scale monitoring to access data we need that is within our budget.

E. El-Chantiry asked if this technology could work on the Ottawa River to measure level of river and had there been any communication with the City on this. D. Post indicated no discussions have taken place with the City and it is likely not sufficiently technologically advanced to meet their requirements.

4. Operating Reserve Balance, Report 3245/22

S. McIntyre provided an overview on the current and projected state of the Operating Reserve to help support Board decision-making in the lead up to the budget. Using 2022 data, the target year end balance for 2023 should be between \$575,100 and \$702,900. In order to achieve this objective, drawdown of the Operating Reserve in 2023 should not exceed \$457,100.

A proposed approach was presented for phase-in of Workforce Plan implementation costs onto Municipal levy that would enable compliance with the Operating Reserve target balance. Phase-in of costs over 2023, 2024 and 2025 would cause a pressure on the municipal levy and 3.5%, 3.5% and 3.7%, respectively. The increases exclude all other budgetary pressures including cost of living increases.

New pressures in 2023 and 2024 include salary increases arising from recent job evaluation and market assessment projects.

J. Inglis asked for clarification on the three-year phase in of the total drawdown and wondered if there would then be a jump in Year 4? S. Millard commented that phase-in would be completed by year-four (2026) and normal increases would resume.

J. Inglis asked for confirmation that the new cost of paying staff is embedded in the proposed 3-year plan and not a new taxation. S. Millard confirmed this was the case.

P. Sweetnam asked for clarification on amounts municipal levy (page 17) highlighted above and if there was a possibility to phase-in costs onto the levy over a longer period of time. S. McIntyre indicated the pressure on the levy is exclusively due to implementation of the workforce plan; and expressed concern about a protracted period during which payroll is paid from the operating reserve fund, which is needed to protect the Authority against future unknowns.

J. Mason suggested that as the Workforce Plan was developed, in part, to address increased staffing to accommodate growth, this portion of the levy should be attributed to the phase-in of costs.

5. Job Evaluation Results and Implementation, Report 3246/22 -IN CAMERA

B10/19/22-3

MOVED BY: C. Lowry

SECONDED BY: C. Rigelhof

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

- **Personal matters about an identifiable individual, including employees of the Authority**

And further resolved, that: Sally McIntyre and Stacy Millard remain in the room.

“CARRIED”

6. Market Assessment of MVCA Jobs, Report 3247/22 - IN CAMERA

B10/19/22-6

MOVED BY: F. Campbell

SECONDED BY: K. Thompson

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

“CARRIED”

7. Mill of Kintail Roof, Report 3248/22

S. Lawryk provided an update on the Mill of Kintail Roof project. The roof was re-shingled in 2001 with cedar shakes but upon inspection this past summer it was noted to be in disrepair and was temporary repaired to control further damage. MCVA is engaging with Mississippi Mills Township to review replacement options that meet the *Ontario Heritage Act* as the building is a designated Heritage building.

The roof repair was identified in 10-year Capital Plan but will need to be done sooner than planned. Quotes have been received from contractors and are higher than \$50,000 assumed in the 10-year Capital Plan.

Next steps include meeting Monday October 24 with the Township of Mississippi Mills and the Heritage Committee to discuss roof options; firming up all quotations from suppliers and to arrange for work to be completed in 2023. The Conservation Area and Museum Building & Art restricted reserve has some funds available to carry out the work.

J. Mason suggested that a steel roof being fire resistant versus cedar shakes may be the better option for safety reasons and should be considered.

8. Proposed 2023 Fee Schedule, Report 3251/22

M. Craig explained that a proposed fee schedule is presented to the Board every fall for implementation January 1. Most fees were increased by a 2% cost of living allowance (i.e. for standard types of applications, and a 5% increase in more complex applications (significant technical review.) A new fee category was added under 'Fill Replacement' and a new management fee is proposed in line with other conservation authorities.

B10/19/22-7

MOVED BY: C. Lowry

SECONDED BY: B. Holmes

Resolved, That the Board of Directors approve the 2023 Fee Schedules as presented.

"CARRIED"

9. 2023 Budget Assumptions, Report 3252/22

S. Millard presented the 2023 budget assumptions and explained that the levy allocation provided by the Province has changed, with most municipality's percentage going down while three municipalities went up: Beckwith, Carleton Place and Mississippi Mills, all of which experienced significant growth the past year.

S. McIntyre further explained from the '2023 Budget Allocation' table showing, the 2022 Operating levy was 3% for cost of living increases to the operating budget, 1.5% for growth in

tax assessment, and 3.5% for phase-in of the Workforce Plan from the Operating Reserve to the Levy. A table that showed impacts to individual municipalities was distributed to all members.

S. McIntyre committed to developing a Plan B scenario in the event that the City's levy limit proves to be a less, accompanied by projected impacts on the operating reserves.

Several members expressed concern regarding the gross proposed increase of over 7%. While some members spoke in favour of the budget it was agreed that there may be changes depending on the financial direction given by the City of Ottawa.

It was agreed that further discussion will be required at the Finance & Administration Committee meeting in November and at the Board meeting in December.

B10/19/22-8

MOVED BY: B. Holmes

SECONDED BY: J. Karau

Resolved, That the Board of Directors direct staff to develop the 2023 Budget and related documents in accordance with the following parameters:

- 1. An assumed growth in tax assessment of 1.5%.**
- 2. A municipal levy increase of 3% to the operating budget.**
- 3. A municipal levy increase of 4.5% to the capital budget.**

"CARRIED"

10. IT Network Review, Report 3249/22

A. Broadbent presented the need for an IT Network Review due to three main pressures:

- The need for significant spending on key assets including servers and Wi-Fi system
- The need to accommodate large data sets and complex models, and
- The need to mitigate security breaches/risks and provide IT system resilience.

A. Broadbent explained that the current capital plan estimates \$90,000 for replacement of all network servers by 2025 and 40 staff computers by 2030. It would be beneficial to conduct the study before making these investments. The estimated cost of the proposed study is \$5,000-\$10,000 and would be drawn for the IT Capital Reserve.

F. Campbell asked how MVCA can meet its Wi-Fi system needs. A. Broadbent indicated MVCA Wi-Fi works but is 10-years old and that components are outdated and cannot support new advanced Wi-Fi requirements.

J. Inglis highlighted that there is always a concern around cyber security and threats keep increasing quickly, and added that he supports investments being made to maintain security.

B10/19/22-9**MOVED BY: C. Rigelhof****SECONDED BY: P. Sweetnam****Resolved, That the Board of Directors include an IT Network Review in the 2023 Budget.****“CARRIED”****11. Electronic Monitoring Policy, Report 3255/22**

S. McIntyre explained that the province passed Bill 88, *Working for Workers Act, 2022* that amends the *Employment Standards Act (ESA)* and requires employers with 25 or more employees to have a written policy with respect to electronic monitoring of employees.

S. McIntyre explained that MVCA’s existing policy was updated to meet the new requirements of the province. Currently, MVCA has protocols for tracking staff for safety reasons but will need to further develop guidelines for monitoring staff to address the full scope considered by the new legislation.

J. Karau inquired if there been any consultation with employees to ensure there was no misperception with this additional surveillance. S. McIntyre stated that a working group will be established to engage with staff to help flesh out implementation details.

B10/19/22-10**MOVED BY: C. Rigelhof****SECONDED BY: P. Sweetnam****Resolved, That the Board of Directors:**

- 1. approve amendment of Section 2.7 Technology – Internet, E-Mail, Cell Phones of the *Employee Manual* as set out in Attachment 1 of this report.**
- 2. direct that the updated policy be shared with all employees within 30 days of approval.**

12. Holiday Season Office Closure, Report 3256/22

S. McIntyre explained that it has been common practice for MCVA to close its office during the holiday period from December 24 to New Year’s Day. The addition of this holiday closure policy to the Employee Manual will ensure that all new employees are made aware of the closure; and provide enhanced consistency in how it is applied.

B10/19/22-11**MOVED BY: K. Thompson****SECONDED BY: F. Campbell**

Resolved, That the Board of Directors approve addition of the following policy to Section 7.2 - Holidays of the *Employee Manual*:

MVCA shall close its office to the public between noon December 24 and the New Year's Day provincial holiday, inclusive. During the closure, employees may use accrued Vacation or Time-off In Lieu. Employees without sufficient accrued leave time to cover the holiday closure may borrow from future vacation accrual or book unpaid leave with approval of the General Manager.

"CARRIED"

13. Workplace Health Update, Report 3257/22

S. McIntyre explained that this report provides the implementation status of the Board approved an Action Plan for Managing Workplace Stress. Although there were many items to tackle, overall, progress is being made and improvements in morale have been observed. For example, staff events, like monthly BBQ's in summer months, staff presentations highlighting project successes, and management team training sessions for 2 hours every month.

14. Corporate Needs Assessment Update, Report 3250/22

S. McIntyre encouraged Board Members to review the Needs Assessment for Capital and Programs/Services projects for 2021-2025, and to bring forward any concerns or discuss any additions that could influence priority setting and the draft budget for 2023.

15. Watershed Priorities, Report 3258/22- WALK ON

J. Karau provided a summary on the newly formed Watershed Public Advisory Committee (PAC) and its inaugural meeting held October 18. He observed that a lot of information was presented to the Committee, including the mandate review and a summary overview on the implementation plan of the watershed.

J. Karau noted that one of the key issues raised by members of the PAC was the need to enhance community engagement and that a communications position is needed to enable the Authority to meet its corporate objectives for improved stakeholder relations.

Finally, he noted that Katie Surra of Ompah was appointed as the PAC co-chair and that her experience in grant writing will be an asset. The PAC is to meet again in November.

16. General Manager Update, Report 3259/22

S. McIntyre highlighted the recent meeting of GM's from MVCA, Cataraqui, Lower Trent, Quinte and Crowe Valley with Ric Bresee, MPP Hastings Lennox Addington and new Parliamentary

Assistant for the Ministry of Natural Resources & Forestry (MNRF). The purpose of the meeting was to introduce the MPP to the five CA's within his riding and brief him on inter-jurisdictional matters of concern. The meeting was well received and his openness of communication was appreciated.

S. McIntyre also highlighted the the process and timing of the new Chair, Vice-Chair and members transitioning and change-over. Normally it occurs at the AGM meeting in Feb, where old members open the meeting and hand over to new members.

There was extensive discussion on timing, processes and allowing enough time for new members to get accustomed to budget decisions and their new role.

J. Karau suggested a hybrid model that improves on the current model, where we ask current council members to engage with new members and not wait for the AGM.

S. McIntyre will be sending an email to municipalities to ask that all appointments take effect January 1, 2023. This will allow MVCA time for new members orientation and observe the Finance & Administration meeting in November and a Board meeting in December.

C. Lowry asked what other CA's are doing and if there are challenges. S. McIntyre will follow up with other CA's (RVCA, South Nation) to clarify their processes for handling the interim period.

ADJOURNMENT

The meeting was adjourned at 3:23 pm

B10/19/22-12

MOVED BY: K. Thompson

SECONDED BY: F. Campbell

Resolved, That the Board of Directors meeting be adjourned.

"CARRIED"

P. Tapley, Recording Secretary

J. Atkinson, Chair

REPORT**3266/22**

| | |
|-------|---|
| TO: | The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors |
| FROM: | Jennifer North, Water Resource Technologist |
| RE: | Watershed Conditions |
| DATE: | December 1, 2022 |

For Information.

Flows in all tributaries are slightly below normal for this time of year due to the below average rainfall received in October and November.

The removal of all stoplogs from the upper lakes necessary to complete the drawdowns is now finished. Water levels on some lakes (Big Gull, Pine, Mississagagon, Shabomeka) are close to their winter target levels. Dams on those lakes will be operated through the remainder of the winter to keep levels as stable as possible. Kashwakamak and Mazinaw Lake levels will continue to drop through late December and mid-January respectively before they reach their normal winter holding levels. Drawdown operations at the Carleton Place Dam are also complete.

The water level in Crotch Lake is currently building due to release of water from the upper lakes, and is at the historical norm for this time of year. The dam will be operated over the next month or so to ensure there is enough water to maintain flows downstream from mid-January to April while also ensuring there is adequate storage available to capture runoff from a typical January thaw and the spring freshet.

All dams will be operated through the fall and winter to try to maintain levels within the normal operating rule curves for the structures.

The long-range forecast is predicting normal seasonal precipitation in December and slightly colder than the weather we have been experiencing. January is forecasted to be colder than normal with normal precipitation amounts.

The long-term forecast to the spring will depend on how much precipitation is received over the next 4 months, how quickly temperatures increase to melt whatever snow is on the ground and how much rainfall occurs at that time.

REPORT**3267/22**

| | |
|-------|---|
| TO: | The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors |
| FROM: | Marissa Okum, Stewardship Intern |
| RE: | Stewardship Initiatives |
| DATE: | December 7, 2022 |

For Information.

1.0 BACKGROUND

To achieve the goal to support learning and environmental stewardship, the Mississippi River Watershed Plan suggested the development and implementation of a Three-Year MVCA Stewardship Program Pilot for the protection of water quality, wetland cover, forest cover, and other environmental features. The plan will provide long term guidance for MVCA's Stewardship activities within the Mississippi River and Carp River Watersheds and to address other goals set by the MRWP, including:

- Minimize risks to human life and property due to flooding, erosion, and unstable slopes and soils.
- Sustain or improve water quality for all users.
- Increase our resiliency and adaptive response to climate change.
- Maintain, enhance, or restore natural features and systems for all users, and
- Support learning and environmental stewardship.

The Three-Year Stewardship Program Pilot is an approved board initiative and a commitment that allows MVCA to establish a foundation of stewardship.

2.0 CURRENT STATUS

The Stewardship Program Pilot is currently in its second year of implementation, and since its adoption has been able to establish new programs and enhance existing initiatives. There are currently five main functions of stewardship:

- 1. Shoreline Naturalization-** Offers native planting of riparian areas on private properties. Tree/shrub giveaways/sales are provided in coordination with lake associations and municipalities

2. **Ottawa Rural Clean Water Program** - A collaboration between the City of Ottawa, MVCA, RVCA, and SNC that delivers grants to rural property owners for a variety of stewardship activities primarily aimed at protecting water quality.
3. **ALUS Lanark** - A collaboration with RVCA, ALUS Lanark is a program which provides technical and financial assistance to farmers looking to create ecosystem services on marginalized lands.
4. **Habitat Enhancement Projects** - Projects generally funded through grants from various government and non-government sources. Recent projects include pollinator garden plantings at the MVCA office and at MOK, turtle nest creation at MICA, fish habitat enhancements in Wolfe Grove Creek, and erosion control at Poole Creek.
5. **Education/Outreach** - Stewardship staff attend several local events, fairs, and AGM's to educate the public on how to appropriately steward their private land.

3.0 NEXT STEPS

Currently, stewardship is in the process of planning activities for the upcoming 2023 season, which include but are not limited to:

- Reinstating City Stream Watch (CSW), a stream monitoring program that enlists volunteers to help staff monitor environmental conditions in streams within the City of Ottawa.
- Various invasive species removal projects, focusing on lakes and watercourses within the watershed.
- Continuing to promote and implement ALUS Lanark projects, including hosting an "open house" style event.
- Larger-scale plantings at various locations.
- Educational workshops, particularly for areas in flood-prone zones (Constance Bay and Mississippi Lake).
- Continued expansion of shoreline naturalization program
- Butternut tree giveaways, in partnership with RVCA.

REPORT**3268/22**

| | |
|-------|--|
| TO: | MVCA Board of Directors |
| FROM: | Juraj Cunderlik, Director of Water Resources Engineering |
| RE: | MVCA Flood Risk Assessment Study |
| DATE: | December 1, 2022 |

For Information.

1.0 BACKGROUND

Most of the MVCA's jurisdiction lack floodplain mapping. Flood hazard and vulnerability risk analysis are used to identify areas most at risk of flooding and with the greatest consequence of flooding. Findings allow organizations such as MVCA to identify priority areas for the preparation of flood plain mapping. This report summarizes the Flood Risk Assessment Study carried out in our jurisdiction in 2021-22, key findings and recommendations, and next steps.

2.0 PROGRAM FUNDING & APPLICATION

The National Disaster Mitigation Program (NDMP) was established to address the rising flood risks and costs across Canada by providing funding to provincial and territorial governments to conduct projects related to: i) risk assessments, ii) flood mapping, iii) mitigation planning, and iv) investments in non-structural and small-scale structural mitigation projects. NDMP projects are cost-shared with the provinces and territories (up to 50% for eligible provincial projects). Projects are selected for funding through a competitive, merit-based process.

The Mississippi Valley Conservation Authority, Rideau Valley Conservation Authority, and South Nation Conservation submitted a collaborative funding proposal to conduct a flood risk assessment of their joint watersheds. Approval of the project was communicated by Public Safety Canada in May, 2021. The total project budget was \$337,783 with MVCA contributing \$58,071 (exclusive of HST).

The objectives of the project were to:

1. Establish criteria and methodology that could be used to evaluate future floodplain mapping projects, including the delineation of reaches.
2. Undertake a risk assessment to determine priorities for new floodplain mapping or floodplain mapping updates.
3. Develop a floodplain mapping strategy that supports risk mitigation and economic efficiency following the current best management practices.

3.0 STUDY METHODOLOGY

River and lake reaches were delineated based on catchment area following MNRF guidelines, which resulted in 1,554 reaches within MVCA's jurisdiction. Flood risk was calculated for each reach using the following formula:

$$\text{Flood Risk} = \text{Flood Hazard Rating} \times \text{Flood Vulnerability Rating} \times \text{Adjustment Factors}$$

The Flood Hazard Rating was determined based on four weighted, GIS-based physical characteristics¹ of each catchment area which defined the likelihood of flooding occurring. The Flood Vulnerability Rating is a measure of the consequences to an area should it flood, and was developed based on the NDMP Risk Assessment Information Template which takes the following general criteria into consideration²:

- People and societal impacts
- Environmental impacts
- Local economic impacts
- Local infrastructure impacts
- Public sensitivity impacts

Adjustment factors are meant to address the factors that may influence flood risk but are not directly related to flood hazard or vulnerability. These were informed by expert and historical knowledge of the system and included:

- Availability of existing floodplain mapping
- Flood prone areas
- Urban development pressure

Floodplain mapping work packages were developed by grouping the high risk reaches together, generally along watercourses, to form logical floodplain mapping work units and to facilitate their implementation as independent, stand-alone, floodplain mapping projects. Lower risk reaches that connected the high-risk reaches were also included in order to provide mapping continuity.

4.0 STUDY RESULTS

A total of 28 work packages were identified for MVCA representing 275 reaches (approximately 20% of the total number of reaches in MVCA's jurisdiction). Work packages were prioritized based on the highest flood risk reach in each work package, grouped by type (predominantly river or lake reaches). A summary of the prioritized work packages can be found in Tables 1 and 2. Figure 1 shows the work packages, colour-coded by priority. The cost for each floodplain mapping project was estimated and a 10-year Floodplain Mapping Plan developed (Table 3), with a total estimated cost of \$3.75 million.

5.0 NEXT STEPS

The workplans set out in Tables 1, 2, and 3 are subject to available funding and staff resources. The phasing set out in Table 3 is particularly aggressive. Going forward, staff will identify one or more priority projects from the lists in annual work plans and seek funding to support their implementation.

¹ Curve Number, Distance to Stream, Height Above Nearest Drainage, and Slope.

² Each of these is further broken down into several subcategories with quantitative definitions and scores.

6.0 CORPORATE STRATEGIC PLAN

This is a priority project of the organization and is being carried out in accordance with the following goal and objectives:

Goal 1: Asset Management – revitalize watershed management activities and invest in our legislated mandate.

- a) Implement the five-year capital program.
- b) Strengthen our risk analysis and management capacity to include climate change and development impacts.
- e) Plan for the next phase of asset development and management.

Table 1: Work Package Prioritization and Cost Estimation for Rivers

| Priority | Work Package ID | Work Package Name | Maximum Adjusted Risk | Estimated Cost (\$) |
|--------------|-----------------|--|-----------------------|---------------------|
| 1 | 6 | Lower Mississippi River | 14.72 | \$164,424 |
| 2 | 5 | Carp River Tributaries - Agreement 3 | 12.10 | \$141,900 |
| 3 | 3 | Carp River | 11.75 | \$168,942 |
| 4 | 12 | Fall River | 11.09 | \$196,792 |
| 5 | 10 | Upper Mississippi River - Dalhousie Lake to Mississippi Lake | 10.79 | \$181,195 |
| 6 | 13 | Lower Clyde River | 10.45 | \$177,201 |
| 7 | 23 | Upper Mississippi River - Crotch Lake to Dalhousie Lake | 10.26 | \$105,012 |
| 8 | 4 | Carp River Tributaries - Agreements 1 and 2 | 9.82 | \$173,602 |
| 9 | 9 | Ottawa River | 9.68 | \$156,918 |
| 10 | 2 | Ottawa River Tributaries | 9.31 | \$175,114 |
| 11 | 7 | Indian River and Clayton/Taylor Lake | 8.84 | \$155,951 |
| 12 | 14 | Buckshot Lake and Buckshot Creek | 8.71 | \$196,721 |
| 13 | 25 | Upper Clyde River - Palmerston Lake and Canonto Lake | 8.68 | \$212,070 |
| 14 | 1 | Constance Creek Tributaries | 8.62 | \$155,169 |
| 15 | 11 | McIntyre Creek | 8.50 | \$166,816 |
| 16 | 26 | Upper Mississippi River - Mud Lake to Crotch Lake | 8.20 | \$159,804 |
| 17 | 28 | Bolton Creek | 6.44 | \$174,455 |
| 18 | 8 | Cody Creek | 5.18 | \$175,104 |
| Total | | | | \$3,037,190 |

Table 2: Work Package Prioritization and Cost Estimation for Lakes

| Priority | Work Package ID | Work Package Name | Maximum Adjusted Risk | Estimated Cost (\$) |
|--------------|-----------------|---------------------------|-----------------------|---------------------|
| 1 | 21 | Mississippi Lake | 12.52 | \$32,054 |
| 2 | 20 | Sharbot Lake | 11.81 | \$48,471 |
| 3 | 24 | Silver Lake | 11.55 | \$33,092 |
| 4 | 15 | Mazinaw Lake | 11.01 | \$49,628 |
| 5 | 19 | Dalhousie Lake | 10.82 | \$7,745 |
| 6 | 16 | Big Gull Lake | 10.33 | \$117,218 |
| 7 | 17 | Kashwakamak Lake | 10.05 | \$106,025 |
| 8 | 27 | Marble Lake | 9.35 | \$45,085 |
| 9 | 22 | Mississagagon Lake | 8.45 | \$180,654 |
| 10 | 18 | Crotch Lake and Pine Lake | 8.20 | \$95,282 |
| Total | | | | \$715,254 |

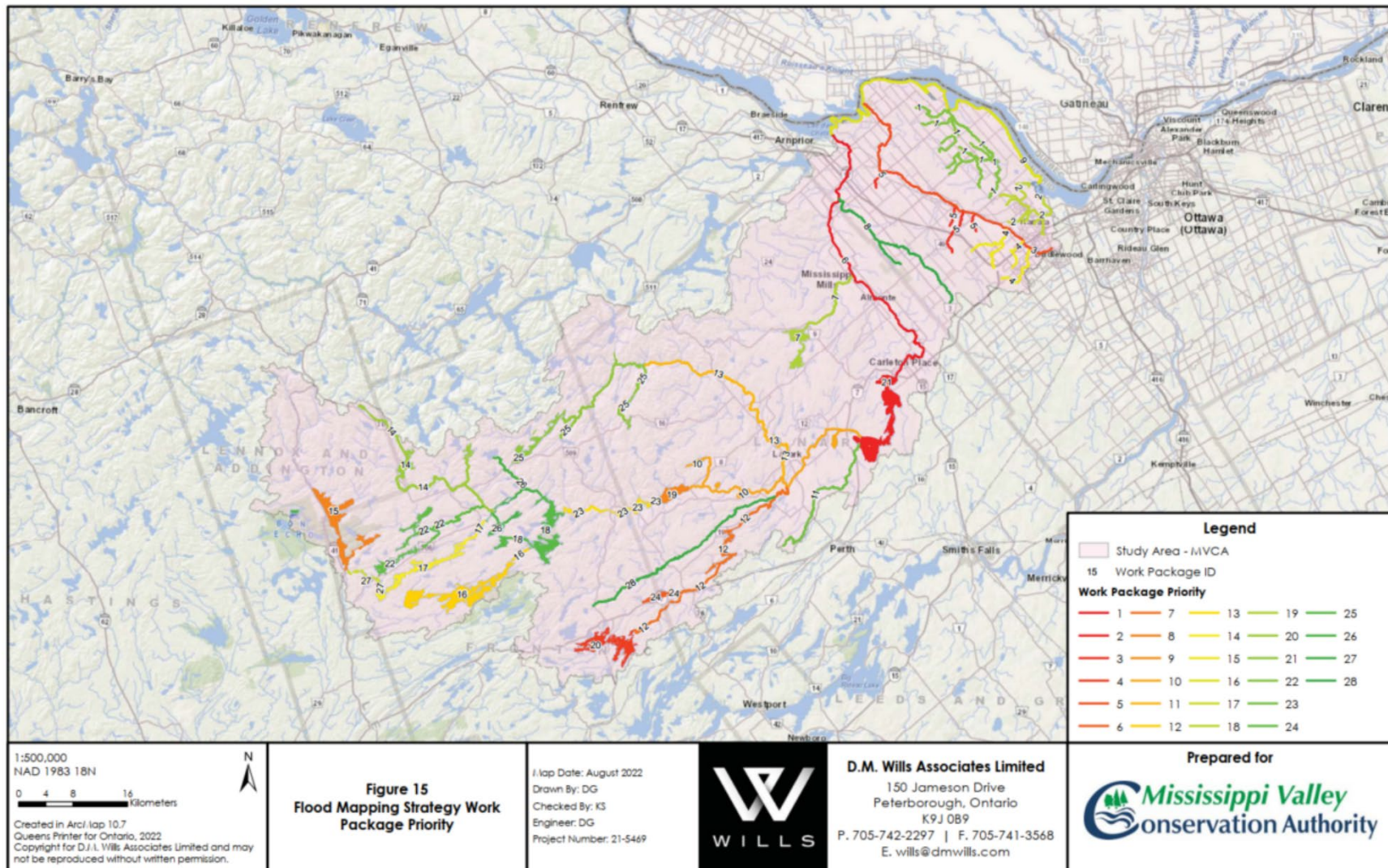


Figure 1: Map of Floodplain Mapping Work Packages Organized by Priority

Table 3: 10-year Floodplain Mapping Plan

| Overall Priority | Watercourse Priority | Waterbody Priority | Work Package ID | Sub-Watershed | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 |
|------------------|----------------------|--------------------|-----------------|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1 | 1 | - | 6 | Lower I./Mississippi River | \$164,424 | | | | | | | | | |
| 2 | - | 1 | 21 | I./Mississippi Lake | \$32,054 | | | | | | | | | |
| 3 | 2 | - | 5 | Carp River Tributaries - Agreement 3 | \$141,900 | | | | | | | | | |
| 4 | - | 2 | 20 | Sharbot Lake | \$48,471 | | | | | | | | | |
| 5 | 3 | - | 3 | Carp River | | \$168,942 | | | | | | | | |
| 6 | - | 3 | 24 | Silver Lake | | \$33,092 | | | | | | | | |
| 7 | 4 | - | 12 | Fall River | | \$196,792 | | | | | | | | |
| 8 | - | 4 | 15 | I./Iazina Lake | | | \$49,628 | | | | | | | |
| 9 | - | 5 | 19 | Dalhousie Lake | | | \$7,745 | | | | | | | |
| 10 | 5 | - | 10 | Upper I./Mississippi River - Dalhousie Lake to I./Mississippi Lake | | | \$181,195 | | | | | | | |
| 11 | 6 | - | 13 | Lower Clyde River | | | \$177,201 | | | | | | | |
| 12 | - | 6 | 16 | Big Gull Lake | | | | \$117,218 | | | | | | |
| 13 | 7 | - | 23 | Upper I./Mississippi River - Crotch Lake to Dalhousie Lake | | | | \$105,012 | | | | | | |
| 14 | - | 7 | 17 | Kashwakamak Lake | | | | \$106,025 | | | | | | |
| 15 | 8 | - | 4 | Carp River Tributaries - Agreements 1 and 2 | | | | | \$173,602 | | | | | |
| 16 | 9 | - | 9 | Ottawa River | | | | | \$156,918 | | | | | |
| 17 | - | 8 | 27 | I./Varble Lake | | | | | \$45,085 | | | | | |
| 18 | 10 | - | 2 | Ottawa River Tributaries | | | | | | \$175,114 | | | | |
| 19 | 11 | - | 7 | Indian River and Clayton/Taylor Lake | | | | | | \$155,951 | | | | |
| 20 | 12 | - | 14 | Buckshot Lake and Buckshot Creek | | | | | | | \$196,721 | | | |
| 21 | 13 | - | 25 | Upper Clyde River - Palmerston Lake and Canonto Lake | | | | | | | \$212,070 | | | |
| 22 | 14 | - | 1 | Constance Creek Tributaries | | | | | | | | \$155,169 | | |
| 23 | 15 | - | 11 | I./McIntyre Creek | | | | | | | | \$166,816 | | |
| 24 | - | 9 | 22 | I./Mississagagon Lake | | | | | | | | | \$180,654 | |
| 25 | - | 10 | 18 | Crotch Lake and Pine Lake | | | | | | | | | \$95,282 | |
| 26 | 16 | - | 26 | Upper I./Mississippi River - I./Iud Lake to Crotch Lake | | | | | | | | | \$159,804 | |
| 27 | 17 | - | 28 | Bolton Creek | | | | | | | | | | \$174,455 |
| 28 | 18 | - | 8 | Cody Creek | | | | | | | | | | \$175,104 |
| Totals | | | | | \$386,849 | \$398,826 | \$415,768 | \$328,255 | \$375,605 | \$331,065 | \$408,791 | \$321,985 | \$435,740 | \$349,559 |

REPORT**3269/22**

| | |
|-------|---|
| TO: | MVCA Board of Directors |
| FROM: | Juraj Cunderlik, Director of Engineering |
| RE: | Clyde River Regulatory Flood Plain Mapping Grant Award |
| DATE: | December 1, 2022 |

For Information.

MVCA has been informed that a grant application to support Clyde River Regulatory Flood Plain Mapping was approved in the amount of \$75,000.

1.0 FLOOD HAZARD IDENTIFICATION AND MAPPING PROGRAM OVERVIEW

In January 2022, Natural Resources Canada (NRCan) launched the Flood Hazard Identification and Mapping Program (FHIMP) to support eligible flood mapping projects through March 2024. As per federal program guidelines, the eligible projects include:

- Data acquisition used in hydrological and hydraulic modeling of high-priority areas to inform the development of new flood hazard maps
- Flood hazard modelling and mapping
- Dissemination of flood hazard information to improve access to flood hazard maps

FHIMP will provide up to 50% reimbursement for eligible activities, including data acquisition, hydrological and hydraulic modelling and analysis, production of regulatory flood hazard maps, exceptional salaries, administrative and transportation costs, and in-kind investments.

2.0 MVCA'S FHIMP APPLICATION

In September 2022, MVCA applied for funding through FHIMP to complete Clyde River Regulatory Flood Plain Mapping. The Clyde River valley is a major flood damage centre in the MVCA watershed. The valley has seen many recent flood events including flooding in 1998, 2005, 2008, 2014, 2017 and 2019. With the exception of a small area in Lanark and Cedardale mapped in 1979 and 1987 respectively, the Clyde River remains largely unmapped and their risk to flooding known but not well defined.

A recently completed Flood Risk Assessment Study (2022) confirmed Clyde River as one of MVCA's highest flood risk areas. In response, this project will develop regulatory floodplain mapping for Clyde River that will help MVCA and our municipal partners understand flood

hazards and implement effective mitigation strategies to reduce the impacts of flooding in the Clyde River watershed. The mapping will also inform MVCA's flood forecasting and warning and emergency management programs.

The mapping will be completed by following current federal and provincial technical guidelines and used by MVCA to administer Section 28 of the *Conservation Authorities Act* for the mitigation of natural hazards. A climate change analysis will also be completed to determine future climate flood scenarios. The analysis will build on previous MVCA and the City of Ottawa climate change studies. The climate change scenarios will be mapped to provide consideration to changing climate in the watershed and assist with the development of adaptation measures and resilience to future weather events.

With an estimated total project cost of \$150,000, NRCan (through FHIMP) will contribute \$75,000 (50%), with MVCA providing the balance (50%). The proposed budget includes data acquisition, topo-bathymetric survey, hydrologic and hydraulic modelling, climate change analysis, flood plain mapping, and public consultation.

MVCA was informed of the approval in November 2022. MVCA is currently working with NRCan and the FHIMP program to finalize the contribution agreement.

3.0 CORPORATE STRATEGIC PLAN

This is a priority project of the organization and is being carried out in accordance with the following goal and objectives:

Goal 1: Asset Management – revitalize watershed management activities and invest in our legislated mandate.

- a) Implement the five-year capital program.
- b) Strengthen our risk analysis and management capacity to include climate change and development impacts.
- e) Plan for the next phase of asset development and management.

REPORT**3270/22**

| | |
|-------|---|
| TO: | MVCA Board of Directors |
| FROM: | Juraj Cunderlik, Director of Engineering |
| RE: | Land Cover Update in Eastern Ontario Grant Award |
| DATE: | December 1, 2022 |

For Information.

MVCA has been informed that a grant application to support Land Cover Update in Eastern Ontario was approved in the amount of \$111,175.00.

1.0 FLOOD HAZARD IDENTIFICATION AND MAPPING PROGRAM OVERVIEW

In January 2022, Natural Resources Canada (NRCan) launched the Flood Hazard Identification and Mapping Program (FHIMP) to support eligible flood mapping projects through to March 2024. As per federal program guidelines, the eligible projects include:

- Data acquisition used in hydrological and hydraulic modeling of high-priority areas to inform the development of new flood hazard maps
- Flood hazard modelling and mapping
- Dissemination of flood hazard information to improve access to flood hazard maps

The program provides up to 50% reimbursement for eligible activities, including data acquisition, hydrological and hydraulic modelling and analysis, production of regulatory flood hazard maps, exceptional salaries, administrative and transportation costs, and in-kind investments.

2.0 SN-MVCA-RVCA-CITY OF OTTAWA'S FHIMP APPLICATION

In September 2022, South Nation Conservation (SNC), in partnership with MVCA, Rideau Valley Conservation Authority (RVCA) and the City of Ottawa, applied for funding through FHIMP to complete a Land Cover Update in Eastern Ontario.

Updated land cover is required to form baseline information for flood plain mapping. Having access to up-to-date base data that is derived from current aerial imagery, and validated using recent LiDAR data, will significantly improve the accuracy of flood plain mapping.

Although the main use of the land cover update is for flood mapping and updating flood risk assessments, there are many other uses that support municipal services and functions including:

natural heritage mapping, land cover change analysis, asset management, and emergency management.

With an estimated total project cost of \$222,350, NRCan (through FHIMP) will contribute \$111,175 (50%), with MVCA providing a contribution of \$33,270. The proposed budget includes consistent land cover and watercourse updating across the study area using 2019 aerial imagery and 2021-2022 LiDAR data, and data dissemination.

MVCA was informed of the approval in November 2022. MVCA is currently working with SNC and the FHIMP program to finalize the contribution agreement, and recently attended a project initiation meeting.

3.0 CORPORATE STRATEGIC PLAN

This is a priority project of the organization and is being carried out in accordance with the following goal and objectives:

Goal 1: Asset Management – revitalize watershed management activities and invest in our legislated mandate.

- a) Implement the five-year capital program.
- b) Strengthen our risk analysis and management capacity to include climate change and development impacts.
- e) Plan for the next phase of asset development and management.

REPORT**3272/22**

| | |
|-------|---|
| TO: | The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors |
| FROM: | Sally McIntyre, General Manager |
| RE: | Bill 23 Update |
| DATE: | December 1, 2022 |

RECOMMENDATION

That the Board approve submission of a letter to the Minister of Natural Resources & Forestry requesting establishment of a Conservation Authority Working Group to support the drafting of regulations under Bill 23 and any future legislative changes.

Omnibus Bill 23, *More Homes Built Faster Act, 2022* received Royal Assent on November 28, 2022. It follows on the heels of Bills 108 (2019) and 229 (2020), and six implementing regulations approved in 2021 and 2022 (686/21, 687/21, 688/21, 400/21, 401/22, and 402/22.)

The stated objectives of earlier changes were to make conservation authorities more transparent and accountable to their municipal funders, more focused on delivering programs and services related to hazard management, and more structured in their land and asset management activities. Since their proclamation, conservation authorities have been focused on addressing the new requirements and working with member municipalities to meet regulatory deadlines.

In contrast, Bill 23 focuses on removing the powers of municipalities and conservation authorities in areas perceived to inhibit housing construction in Ontario; and puts in place powers to override policies and plans designed to protect conservation lands, including wetlands and conservation areas. Based upon discussions with Conservation Ontario and other General Managers, the focus of MVCA will be on:

- ensuring that member municipalities are aware that changes to CA plan reviews will not take effect until a regulation is passed;
- confirming with municipalities the scope of matters that will still eligible for Natural Hazard reviews;
- working with member municipalities to support transitioning to the new legislative environment; and

- informing/reminding the public of ongoing CA permitting requirements.

There is evidence that some sectors and individuals believe that wetlands are no longer subject to CA permits and confusion regarding how Bill 23 is rolling out. Therefore, we will be issuing messaging on social media and to our member municipalities to clarify what changed with proclamation of the Bill.

As approved, Bill 23 states that CAs cannot review or provide comment on applications under prescribed acts. This change in the CA-municipal working relationship is subject to regulation, but could take effect as early as January 1, 2023. Various options are being explored by some municipalities, including:

- introducing a “clearance letter” that some applicants would need to obtain from a CA that would provide the information a municipality requires to inform its planning decision;
- maintaining status quo and addressing this matter in court.

MVCA will monitor for options being explored in other jurisdictions and work with member municipalities to implement a preferred approach that is compliant with our legislation.

Because natural systems provide “infrastructure/ecological services” and can mitigate natural hazards, MVCA will continue to comment on applications where impacts to natural systems could have direct or cumulative impacts on flood, drought, erosion and slope stability risks. Similarly, stormwater systems are comprised of piped, open ditch, and natural tributaries that combined can exacerbate or mitigate natural hazards and, therefore, will continue to be part of our natural hazard reviews unless directed otherwise.

Conservation authorities continue to be interested in supporting MNRF in the drafting of regulations, however, based upon how Bill 23 was tabled and approved there is concern that CA input is not desired and will not be considered. That said, given that a working group model worked previously, and in an effort to continue to demonstrate good faith to the province, it is recommended that the Board write to the Minister of MNRF to press for establishment of a CA Working Group to collaborate with ministry staff as they draft new regulations under the *Conservation Authorities Act*.

Refer to Table 1 for a summary of the changes and their implementation dates.

Table 1: Implementation Schedule

| Bill 23 sections | CA Act sections | Changes | Effective date / subject to: |
|--------------------------|------------------------|---|---|
| 1 | Sec. 1 | Minister changed from MECP to MNRF. | Now. |
| 2 | Sec. 21(1)(c) | Process for disposing CA lands simplified. | January 1, 2023 |
| 3-4 | Sec. 21.1 | Prohibition on providing programs and services under prescribed legislation. | Subject to regulation; poss. by January 1, 2023 |
| 5 | Sec. 21.3 | Minister may freeze fees. | Subject to regulation; poss. by January 1, 2023 |
| 6 | Sec. 24 | Minister approval required for CA projects funded under Section 39; Minister may impose terms and conditions. | Subject to regulation; poss. by January 1, 2023 |
| 8 | Sec. 28.0.1 | Ministerial Zoning Orders (MZOs) and Community Infrastructure Housing Accelerator (CIHA) orders trump CA permit conditions. | Now. |
| 7-9 | Sec. 28.1 | Reduction in CA permitting scope: exemptions, wetlands. Increase in Ministerial powers: permit appeals, orders, and issuing. | By proclamation |
| 10 | Sec. 28.1.2 | Mandatory permit issuance per Ministerial Zoning Orders, and appeal process for conditions imposed. | TBD |
| 11-13 | Sec. 30 | Powers of enforcement officers modified | By proclamation |
| 14 | Sec. 40 | LG in Council power to identify municipalities subject to exemptions | By proclamation |
| 15 | Sec. 28.1 | Repeals definition of “pollution” | TBD |
| 16 | | Consolidation of CA regulations (revokes MVCA’s 153/06) | TBD |
| Bills 108 and 229 | Sec. 21.2 | Minister establishes classes of fees; may set fees; CAs to have fee policies and schedule in place | January 1, 2023 |
| | Sec. 25 and 26 | Notification of future capital costs and apportionment, limitations, appeals | July 1, 2023 |
| | Sec. 27 | Notification of annual operating costs, limitations, appeals | July 1, 2023 |

REPORT**3271/22**

| | |
|-------|---|
| TO: | The Chair and Members of the Board of Directors, Mississippi Valley Conservation Authority |
| FROM: | Stacy Millard, Treasurer and Sally McIntyre, GM |
| RE: | Budget Control Report – up to October 31, 2022 |
| DATE: | December 1, 2022 |

For Information.**1.0 PURPOSE**

The purpose of this report is to provide a comparison between year-to-date expenditures and revenues and the approved 2022 Budget.

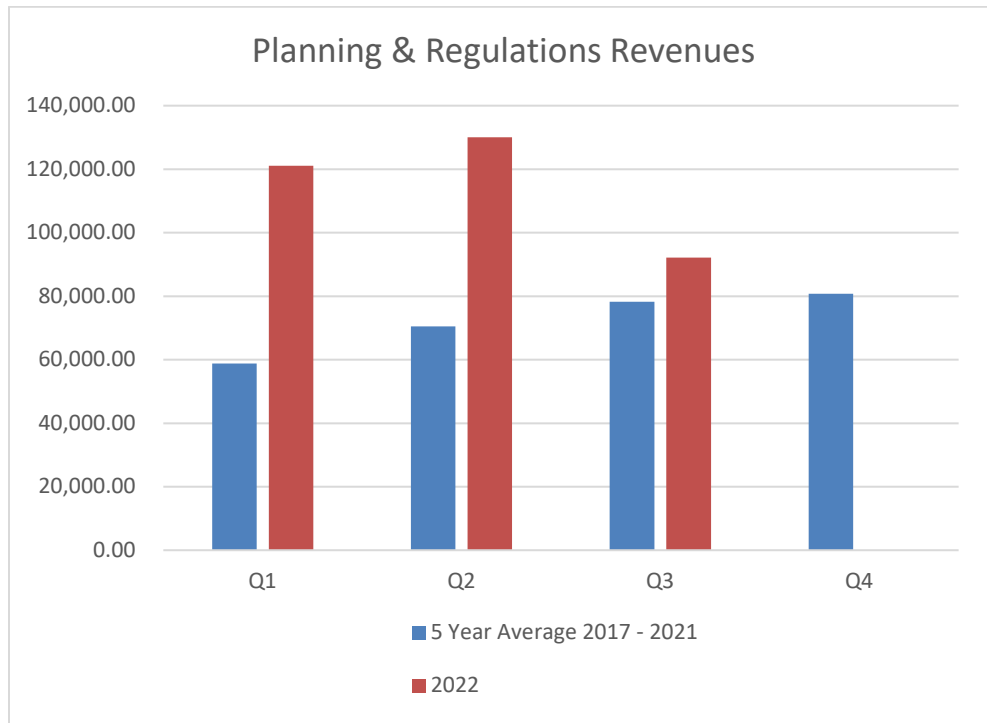
2.0 FINDINGS

As of October 31, 2022, both expenditures and revenues are slightly below projected for this time of year, as shown in Table 1.

| Table 1: Operations Budget | 2021 Actual | 2022 Budget | Year-To-Date as at: Oct 31, 2022 | %YTD |
|-----------------------------------|--------------------|--------------------|---|-------------|
| Expenditures | | | | |
| Corporate Services | \$657,185 | \$663,722 | \$584,216 | 88% |
| Watershed Management | \$1,677,347 | \$2,265,030 | \$1,476,102 | 65% |
| Flood and Erosion Control | \$617,894 | \$812,448 | \$611,312 | 75% |
| Conservation Services | \$581,687 | \$830,674 | \$588,012 | 71% |
| Total Operating | \$3,534,115 | \$4,571,874 | \$3,259,642 | 71% |
| Revenues | | | | |
| Municipal Levy | \$2,537,892 | \$2,840,966 | \$2,198,383 | 77% |
| Provincial Transfer Payment | \$128,436 | \$128,436 | \$0 | 0% |
| Special Grants | \$64,467 | \$273,544 | \$145,852 | 53% |
| User Fees & Contract Revenue | \$738,354 | \$530,590 | \$560,705 | 106% |
| Special Reserves | \$0 | \$703,604 | \$279,441 | 36% |
| Other | \$64,966 | \$94,734 | \$75,261 | 79% |
| Total Revenues | \$3,534,115 | \$4,571,874 | \$3,259,642 | 71% |

Planning and permit revenues continue to be strong during this year as demonstrated in Figure 1.

**Figure 1: 2022 Planning & Regulations Revenues
versus 5-year average (2017-2021) by Quarter**



While there was a decrease in routine type permits (shoreline stabilization, septic replacement), there continues to be an increase in planning and permit applications involving more complex types of work (large residential and commercial developments.) As predicted, the number of applications continued to slow during the fall.

With various staff vacancies over the year, wages and benefits are under budget for the year by approximately \$250,000. With this savings we will not be drawing on reserves as much as had been budgeted.

There are no other items of significance from Q3.

REPORT**3275/22**

| | |
|-------|---|
| TO: | The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors |
| FROM: | Sally McIntyre, General Manager Stacy Millard, Treasurer |
| RE: | 2022 Year-End Contributions to/from Reserves |
| DATE: | December 1, 2022 |

RECOMMENDATION**That the Board of Directors direct staff to:**

- 1. Transfer any unspent levied capital dollars as of December 31, 2022 to capital reserves to meet future capital needs;**
- 2. Transfer any operating surplus for the year ending December 31, 2022 to capital reserves;**
- 3. Transfer any available year-end surplus, as follows:**
 - a) The first \$150,000 into the Building Reserve;**
 - b) The next \$150,000 into the Water Resources Reserve;**
 - c) The next \$50,000 into the Vehicles & Equipment Reserve;**
 - d) The next \$40,000 into the Information and Communication Technology Reserve;**
and
 - e) Any remaining surplus into the Conservation Area Reserve.**

1.0 OPERATING RESERVES

Current practice at MVCA is to transfer any operational surplus existing on December 31st to the Operating Reserve to support future needs. Likewise, if the year-end operational position of the Authority results in a deficit, the deficit is funded from the same Operating Reserve.

As of December 1, 2022, the Authority is projecting an operational surplus of approximately \$250,000. This surplus is projected due to higher than projected revenues arising from strong and sustained demand for permit approvals and planning reviews; above average attendance at conservation areas; and, staff turn-over and unfilled positions. As the Operating Reserve has a projected December 31, 2022 balance that is approximately \$545,000 above the target balance,

the Authority is proposing to move any surplus to the Capital Reserves as they are severely underfunded for future needs.

2.0 CAPITAL RESERVES

The 2022 Budget allowed for use of \$384,549 from restricted reserves. With changes to purchases and projects throughout the year it is estimated that only \$59,471 of that amount will be used. This puts the Authority in a stronger position towards meeting targeted reserve fund balances, as set by policy in July 2022.

Table 1 provides target reserve balances based upon the current approved 10-year capital plan and projected balances at 2023 year-end. As shown, there is a significant gap between the annual capital levy (\$634,000 in 2023) and the approved and committed capital expenditures in the coming years.

Table 1: Target and Projected Reserve Balances

| Restricted Reserves | Target balances¹ | Dec. 31, 2023 Projected balances |
|--|--|---|
| Building (HQ) Reserve | \$1,480,025 | \$283,701 |
| Conservation Areas Reserve | \$440,500 | \$162,995 |
| Information and Communication Technology Reserve | \$317,500 | \$80,158 |
| Priority Projects (Formerly Glen Cairn) | \$150,000 | \$243,453 |
| Sick Pay (STD) Reserve | \$75,000 | \$73,843 |
| Vehicles & Equipment Reserve | \$343,000 | \$187,537 |
| Water Control Structure Reserve - MVCA | \$1,631,540 | \$304,282 |
| Total | \$4,437,565 | \$1,335,969 |
| | | |
| Museum Building & Art Reserve | tbd | \$6,760 |
| Operating Reserve | \$700,000 | \$1,047,145 |

3.0 CORPORATE STRATEGIC PLAN

The proposed recommendation supports implementation of the following corporate goals and objectives:

Goal 1: Asset Management -- revitalize watershed management activities and invest in our legislated mandate

a) Implement the five-year capital program.

e) Plan for the next phase of asset development and management.

¹ Based upon 5-year capital needs.

REPORT**3264/22**

| | |
|-------|---|
| TO: | The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors |
| FROM: | Sally McIntyre, General Manager Stacy Millard, Treasurer |
| RE: | Draft 2023 Budget |
| DATE: | November 16, 2022 |

Recommendation as amended by the Finance and Administration Committee:

That the Finance & Administration Advisory Committee recommend the Draft 2023 Budget to the Board of Directors for consideration and circulation to member municipalities for comment; And, direct staff to identify options for cost savings to the municipal operating and capital levies, to be presented to the Board for consideration.

1.0 TOTAL BUDGET

The proposed 2023 budget is \$5,963,486 as shown in Table 1. Details of the Draft 2023 Budget are contained in Attachment 2.

| Table 1: TOTAL BUDGET | 2021 Actuals | 2022 Budget | 2023 Budget |
|---------------------------------|-------------------------|------------------------|------------------------|
| Operating | 3,534,115 | 4,571,874 | 4,562,158 |
| Capital | 915,067 | 827,142 | 1,381,167 |
| Contribution to Reserves | 478,875 | 196,719 | 20,161 |
| Total | 4,928,057 | 5,595,735 | 5,963,486 |

2.0 MUNICIPAL LEVIES

As authorized by the Board of Directors on October 19, 2022, the municipal levy portion of the 2023 budget shows increases of:

- 3% for inflation on the operating budget,
- 4.5% on the capital budget for implementing the 10-year Capital Plan,

- 1.5% on both operating and capital to allow for assessment growth.

The levy also includes a further \$97,582.00, which represents 33% of the 2023 budget pressure to implement MVCA's *Workforce Plan*, with the balance to be phased onto the levy in 2024 and 2025. As presented in October, staff operating costs need to migrate from the Operating Reserve onto the Municipal Levy or other sources of revenue. The Fee Study to be carried out in 2023 may identify ways to mitigate future pressures on the municipal levy.

Combined, these increases raise the Total Municipal Levy by 7.6% as shown in Table 2. Impacts on individual municipal levies are provided in Attachment 1. The Special Levy is only paid by the City of Ottawa and is for delivery of its Baseline Water Quality Monitoring Program.

| Table 2: MUNICIPAL LEVIES | 2022 | 2023 |
|----------------------------------|-------------|------------------|
| General Operating Levy | 2,777,096 | 2,999,647 |
| Capital Levy | 598,706 | 634,628 |
| Total Levy | 3,375,802 | 3,634,276 |
| Special Levy | 63,780 | 71,500 |

3.0 OPERATING BUDGET

Compensation lines have changed on several budget sheets as we continue to realign staff costs to facilitate future tracking by Category 1, 2, and 3 programs and services in 2024. Key changes in the actual operating budget between 2022 and 2023 are the following:

| | |
|---|--|
| 1. Revenue: User Fees for Regulatory Permits are projected to decrease from \$115k to \$90k. | Based on the market slowing due to inflation and increased interest rates. |
| 2. Revenue: Visitor Services – Conservation Area Passes, Parking Revenues and Rentals are projected to increase by \$15k. | Based on continued strong use of our CAs despite lifting of pandemic restrictions. |
| 3. Expenditure: Increase in Compensation across several Cost Centres by \$179k. | To implement the wage adjustments approved in 2020, 2021, and 2022. |
| 4. Expenditure: Increase in Insurance across several Cost Centres by \$50K. | Industry trend. |
| 5. Expenditure: Technical Studies overall decrease by \$189k. | Various studies underway will be wrapping up in 2023. |

As drafted, the operating budget is to be funded 66% by the Operating Levy, 3% from the provincial Section 39 grant, 6% from other grants, 18% from user fees and donations and 7% from Operating Reserve.

4.0 CAPITAL BUDGET

Capital projects planned at water control structures (WCS) in 2023 are the following:

- Shabomeka Lake Dam – final inspections \$50,000
- Kashwakamak Lake Dam \$100,000
- Carleton Place \$120,000

Capital improvements proposed at Conservation Areas in 2023 are the following:

- MOK – roof, washrooms, workshop \$208,000
- Purdon – replace sections of boardwalk \$18,000
- Morris Island – trail bridge repairs \$5,000

Capital improvements proposed at HQ Building in 2023 are the following:

- Sewer & Water Connection \$357,500

These works and other capital (vehicles, IT, HQ mortgage) are to be funded 46% by the Capital Levy, 6% from the provincial WECl grant, 2% from other grants, 45% from capital reserves, and 1% from user fees and donations.

5.0 RESERVES

Table 3 illustrates how reserve balances are projected to change over the next year.

| Table 3: Reserve Balance | 2021 - Year End Actual | 2022 - Projected | 2023 - Projected |
|---------------------------------|-------------------------------|-------------------------|-------------------------|
| Operating Reserve – YE Balance | 1,496,074 | 1,245,266 | 1,047,145 |
| Capital Reserves – YE Balance | 1,633,354 | 1,486,915 | 1,515,721 |
| Contribution to Reserves | | 373,000 | 20,000 |
| Allocations from Reserves | | 277,441 | 682,121 |

6.0 LONG-TERM DEBT

Table 4 shows MVCA's current debt schedule.

| Table 4: Debt Schedule | Principal | Interest and Amortization | Annual Payments | Retirement |
|-------------------------------|------------------|----------------------------------|------------------------|-------------------|
| Shabomeka Lake Dam | \$700,000 | 3.0% for 30 years | \$35,412 | 2052 |
| HQ / works yard mortgage | \$4,640,000 | 3.4% for 25 years | \$277,005 | 2040 |

Annual debt payments are made from the annual capital budget.

7.0 NEXT STEPS

Subject to Committee and Board deliberations, the Draft budget will be accepted or revised and circulated to member municipalities for consideration and comment before being approved by the Board at the AGM in February. In the interim, the GM may recommend another meeting of the Finance & Administration Committee to consider and address comments received and potential changes to the 10-year Capital Plan.

8.0 ADDENDUM, December 1, 2022

Further to direction received from the Finance & Administration Committee, staff have identified \$334,000 in savings to the municipal general/operating levy, as shown in Table 5. Implementation of these savings would reduce the gross pressure on the municipal levy from 7.66% to 4.66%.

Table 5: Options to Reduce Pressures on the General Operating Levy

| | | |
|---|-----------|---|
| 1. Offset staffing costs with funded capital | \$150,000 | Permitted under some but not all capital projects |
| 2. Donation from MVCF for O&M at conservation areas | \$4,000 | MVCF may not be supportive of subsidizing operating costs |
| 3. Make some projects grant dependent | \$140,000 | Washrooms at MOK; summer students |
| 4. Defer hiring Jr. Planner 0.5 year | \$40,000 | Pending analysis of Bill 23 impact |
| TOTAL | | \$334,000 |

No reduction in the capital levy is recommended as capital reserves are significantly below target levels and a levy pressure less than 5% could be achieved on the operating side.

Attachment 1: Impact on Municipal Levies

The following table highlights three municipalities where the annual apportionment has increased; and shows the impact of the 2023 budget on projected municipal levies.

| Municipality | 2022 Apportionment % | 2023 Apportionment % | 2022 Levy | 2023 Levy | Variance | % Increase |
|------------------------|----------------------------|----------------------------|-----------------|-----------------|---------------|---------------|
| North Frontenac Tp | 0.9363 | 0.9283 | \$ 31,607.63 | \$ 33,736.05 | \$ 2,128.41 | 6.73% |
| Central Frontenac Tp | 0.4390 | 0.4357 | \$ 14,819.77 | \$ 15,834.11 | \$ 1,014.34 | 6.84% |
| Tay Valley Tp | 0.6395 | 0.6295 | \$ 21,588.25 | \$ 22,878.23 | \$ 1,289.97 | 5.98% |
| Beckwith Tp | 0.6653 | 0.6784 | \$ 22,459.21 | \$ 24,655.05 | \$ 2,195.84 | 9.78% |
| Carleton Place | 2.4563 | 2.5368 | \$ 82,919.82 | \$ 92,195.70 | \$ 9,275.87 | 11.19% |
| Drummond/North Elm Tp | 0.4906 | 0.4880 | \$ 16,561.68 | \$ 17,735.20 | \$ 1,173.52 | 7.09% |
| Lanark Highlands Tp | 1.1338 | 1.1218 | \$ 38,274.84 | \$ 40,770.35 | \$ 2,495.50 | 6.52% |
| Mississippi Mills | 2.7152 | 2.7352 | \$ 91,659.78 | \$ 99,404.11 | \$ 7,744.33 | 8.45% |
| Addington Highlands Tp | 0.1592 | 0.1578 | \$ 5,374.28 | \$ 5,736.35 | \$ 362.07 | 6.74% |
| Ottawa | 90.3298 | 90.2534 | \$ 3,049,355.19 | \$ 3,280,058.39 | \$ 230,703.19 | 7.57% |
| Greater Madawaska Tp | 0.03510 | 0.0350 | \$ 1,184.91 | \$ 1,272.16 | \$ 87.25 | 7.36% |
| Total | 100.00 | 100 | \$ 3,375,802.00 | \$ 3,634,275.68 | \$ 258,470.30 | 7.66% |



2023 Draft Budget

November 21, 2022

Mississippi Valley Conservation Authority
2023 Draft Budget
Operating Program

| Expenditures | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
|--|--------------------|--|---|--------------------|
| Corporate Services | | | | |
| Administration | \$617,108 | \$519,693 | 84.21% | \$808,267 |
| Communications | \$54,500 | \$24,060 | 44.15% | \$36,000 |
| Vehicles & Equipment | (\$7,886) | \$9,679 | -122.74% | (\$17,400) |
| Sub-total | \$663,722 | \$553,432 | 83.38% | \$826,867 |
| Watershed Management | | | | |
| Information & Communications Tech. | \$133,839 | \$65,072 | 48.62% | \$80,445 |
| Technical Studies & Watershed Planning | \$1,212,686 | \$597,520 | 49.27% | \$1,023,539 |
| Plan Review & Regulations | \$918,505 | \$657,716 | 71.61% | \$1,124,230 |
| Sub-total | \$2,265,030 | \$1,320,308 | 58.29% | \$2,228,214 |
| Flood and Erosion Control | | | | |
| Flood Forecasting & Warning | \$311,505 | \$185,863 | 59.67% | \$247,357 |
| O&M Flood Control Structures | \$359,246 | \$281,703 | 78.42% | \$162,996 |
| Prev. Maintenance of FCS | \$141,697 | \$91,189 | 64.35% | \$97,813 |
| Sub-total | \$812,448 | \$558,755 | 68.77% | \$508,167 |
| Conservation Services | | | | |
| Stewardship & Education | \$236,511 | \$76,156 | 32.20% | \$228,078 |
| Property Management | \$499,375 | \$376,852 | 75.46% | \$649,711 |
| Visitor Services | \$94,789 | \$73,658 | 77.71% | \$121,121 |
| Sub-total | \$830,674 | \$526,666 | 63.40% | \$998,911 |
| Total Operating | \$4,571,874 | \$2,959,162 | 64.73% | \$4,562,158 |
| Revenues | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
| Municipal Levy | | | | |
| - General benefiting | \$2,777,096 | \$1,899,575 | 68.40% | \$2,999,647 |
| - Special benefiting | \$63,870 | \$63,780 | 99.86% | \$71,500 |
| Sub-total | \$2,840,966 | \$1,963,355 | 69.11% | \$3,071,147 |
| Provincial Transfer Payment | \$128,436 | \$0 | 0.00% | \$128,436 |
| Special Grants | \$273,544 | \$145,852 | 53.32% | \$275,225 |
| User Fees & Contract Revenue | \$530,590 | \$503,790 | 94.95% | \$605,890 |
| Operating Reserves | \$703,604 | \$250,808 | 35.65% | \$198,121 |
| Special Reserves | | \$26,633 | | \$138,070 |
| Other | \$94,734 | \$68,724 | 72.54% | \$145,269 |
| Total Revenues | \$4,571,874 | \$2,959,162 | 64.73% | \$4,562,158 |
| Surplus/(Deficit) | (\$0) | \$0 | | (\$0) |

Mississippi Valley Conservation Authority
2023 Draft Budget
Capital Program

| Water & Erosion Control Infrastructure | | | | |
|---|------------------|-------------------------------------|--|------------------|
| Expenditures | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
| Water & Erosion Control Infrast | \$351,719 | \$1,071,667 | 304.69% | \$270,000 |
| Revenues | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
| WECI Grant | \$100,000 | \$372,259 | 372.26% | \$78,750 |
| Capital Levy | \$176,719 | (\$592) | -0.33% | \$11,250 |
| DMAF Grant | \$75,000 | \$0 | 0.00% | \$30,000 |
| Water Control Structure Reserve | \$0 | \$0 | | \$150,000 |
| Special Reserves - Priority Projects (formerly Glen C | \$0 | \$0 | | \$0 |
| Debt Financing | \$0 | \$700,000 | | \$0 |
| Total Revenue | \$351,719 | \$1,071,667 | 304.69% | \$270,000 |
| Administration Office | | | | |
| Expenditures | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
| HQ Building | \$277,005 | \$138,502 | 50.00% | \$277,005 |
| WCS Annual Financing Charge | \$40,630 | \$14,755 | 36.32% | \$35,412 |
| LIDAR Repayment | \$5,000 | \$0 | 0.00% | \$0 |
| Revenues | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
| Provincial Transfer Payment | \$0 | \$0 | | \$0 |
| Capital Levy | \$322,635 | \$153,257 | 47.50% | \$277,005 |
| Special Benefiting levy | \$0 | \$0 | | \$0 |
| Special Reserves | \$0 | \$0 | | \$35,412 |
| Other | \$0 | \$0 | | \$0 |
| Total Revenue | \$322,635 | \$153,257 | 47.50% | \$312,417 |
| Other Capital | | | | |
| Expenditures | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
| Other Capital | \$349,507 | \$214,544 | 61.38% | \$798,750 |
| Revenues | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
| Capital Levy | \$89,352 | \$197,133 | 220.63% | \$326,213 |
| Special Reserves | \$151,475 | \$0 | 0.00% | \$425,750 |
| Other | \$108,680 | \$17,410 | 16.02% | \$46,787 |
| Total Revenues | \$349,507 | \$214,544 | 61.38% | \$798,750 |

Mississippi Valley Conservation Authority

2023 DRAFT Budget INCLUDES 1.5% Growth, 3% Operating Levy, 4.5% Capital and \$97,582 of Workforce Plan Impact

Table 3a – 2022 Operating Levy (General Benefiting)

| Municipality | 2022 Apportionment % | 2022 Levy | 2023 Apportionment % | 2023 Levy | Variance | |
|------------------------|----------------------------|--------------------|----------------------------|--------------------|------------------|--------|
| North Frontenac Tp | 0.9363 | \$26,001.95 | 0.9283 | \$27,844.96 | \$1,843 | 7.09% |
| Central Frontenac Tp | 0.4390 | \$12,191 | 0.4357 | \$13,069.11 | \$878 | 7.20% |
| Tay Valley Tp | 0.6395 | \$17,760 | 0.6295 | \$18,883.16 | \$1,124 | 6.33% |
| Beckwith Tp | 0.6653 | \$18,476 | 0.6784 | \$20,349.71 | \$1,874 | 10.14% |
| Carleton Place | 2.4563 | \$68,214 | 2.5368 | \$76,096.20 | \$7,882 | 11.56% |
| Drummond/North Elm Tp | 0.4906 | \$13,624 | 0.4880 | \$14,638.23 | \$1,014 | 7.44% |
| Lanark Highlands Tp | 1.1338 | \$31,487 | 1.1218 | \$33,650.90 | \$2,164 | 6.87% |
| Mississippi Mills | 2.7152 | \$75,404 | 2.7352 | \$82,045.86 | \$6,642 | 8.81% |
| Addington Highlands Tp | 0.1592 | \$4,421 | 0.1578 | \$4,734.65 | \$314 | 7.09% |
| Ottawa | 90.3298 | \$2,508,545 | 90.2534 | \$2,707,284.54 | \$198,739 | 7.92% |
| Greater Madawaska Tp | 0.03510 | \$975 | 0.0350 | \$1,050.01 | \$75 | 7.72% |
| Total | 100 | \$2,777,096 | 100 | \$2,999,647 | \$222,549 | |

Table 3b – 2022 Capital Project Levy (General Benefiting)

| Municipality | 2022 Apportionment % | 2022 Levy | 2023 Apportionment % | 2023 Levy | Variance | |
|----------------------------|----------------------------|------------------|----------------------------|------------------|-----------------|-------|
| North Frontenac Tp | 0.9363 | \$5,606 | 0.9283 | \$5,891 | \$285 | 5.09% |
| Central Frontenac Tp | 0.4390 | \$2,628 | 0.4357 | \$2,765 | \$137 | 5.20% |
| Tay Valley Tp | 0.6395 | \$3,829 | 0.6295 | \$3,995 | \$166 | 4.34% |
| Beckwith Tp | 0.6653 | \$3,983 | 0.6784 | \$4,305 | \$322 | 8.09% |
| Carleton Place | 2.4563 | \$14,706 | 2.5368 | \$16,099 | \$1,393 | 9.48% |
| Drummond/North Elm Tp | 0.4906 | \$2,937 | 0.4880 | \$3,097 | \$160 | 5.44% |
| Priority Projects (Former) | 1.1338 | \$6,788 | 1.1218 | \$7,119 | \$331 | 4.88% |
| Mississippi Mills | 2.7152 | \$16,256 | 2.7352 | \$17,358 | \$1,102 | 6.78% |
| Addington Highlands Tp | 0.1592 | \$953 | 0.1578 | \$1,002 | \$49 | 5.09% |
| Ottawa | 90.3298 | \$540,810 | 90.2534 | \$572,774 | \$31,964 | 5.91% |
| Greater Madawaska Tp | 0.03510 | \$210 | 0.0350 | \$222 | \$12 | 5.71% |
| Total | 100 | \$598,706 | 100 | \$634,628 | \$35,922 | |

Table 3c – 2022 Total Municipal Levy (General Benefiting)

| Municipality | 2022 Apportionment % | 2022 Levy | 2023 Apportionment % | 2023 Levy | Variance | |
|------------------------|----------------------------|--------------------|----------------------------|--------------------|------------------|--------|
| North Frontenac Tp | 0.9363 | \$31,608 | 0.9283 | \$33,736 | \$2,128 | 6.73% |
| Central Frontenac Tp | 0.4390 | \$14,820 | 0.4357 | \$15,834 | \$1,014 | 6.84% |
| Tay Valley Tp | 0.6395 | \$21,588 | 0.6295 | \$22,878 | \$1,290 | 5.98% |
| Beckwith Tp | 0.6653 | \$22,459 | 0.6784 | \$24,655 | \$2,196 | 9.78% |
| Carleton Place | 2.4563 | \$82,920 | 2.5368 | \$92,196 | \$9,276 | 11.19% |
| Drummond/North Elm Tp | 0.4906 | \$16,562 | 0.4880 | \$17,735 | \$1,174 | 7.09% |
| Lanark Highlands Tp | 1.1338 | \$38,275 | 1.1218 | \$40,770 | \$2,496 | 6.52% |
| Mississippi Mills | 2.7152 | \$91,660 | 2.7352 | \$99,404 | \$7,744 | 8.45% |
| Addington Highlands Tp | 0.1592 | \$5,374 | 0.1578 | \$5,736 | \$362 | 6.74% |
| Ottawa | 90.3298 | \$3,049,355 | 90.2534 | \$3,280,058 | \$230,703 | 7.57% |
| Greater Madawaska Tp | 0.03510 | \$1,185 | 0.0350 | \$1,272 | \$87 | 7.36% |
| Total | 100 | \$3,375,802 | 100 | \$3,634,276 | \$258,470 | 7.66% |

**Mississippi Valley Conservation Authority
2023 Draft Budget**

Administration

Programs and Services per CA Act

Secretariate services to Board and Committees
Financial management and accounting
Human Resources (HR) management
Workforce Plan Adjustments / Implementation
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 | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
|--|----------------|--|--|----------------|
| Wages/Benefits | 436,808 | 375,792 | 86.03% | 627,926 |
| Staff Mileage/Expenses/Prof Development | 8,500 | 1,931 | 22.72% | 5,000 |
| Member Expenses & Allowances | 20,000 | 9,137 | 45.69% | 18,000 |
| Mat/Sup/Equip/GenExp/BankChg/Postage/Courier | 36,000 | 36,972 | 102.70% | 40,000 |
| Insurance/Telephone | 35,000 | 37,841 | 108.12% | 42,700 |
| Professional Services (Legal, Audit etc.) | 30,000 | 25,115 | 83.72% | 20,000 |
| Conservation Ontario Levy | 27,000 | 26,830 | 99.37% | 28,000 |
| OH&S-Other Costs | 2,000 | 951 | 47.56% | 4,000 |
| OH&S Shared Services (SNC) | 15,000 | 0 | 0.00% | 7,500 |
| Human Resources Services | 25,000 | 5,123 | 20.49% | 15,000 |
| Administrative Charges OMFCS | (18,200) | 0 | 0.00% | |
| Contribution to Operating Reserve | | | | 141 |
| Total | 617,108 | 519,693 | 84.21% | 808,267 |
| Revenues | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
| Provincial Grant | | | | 0 |
| Municipal Levy | 339,300 | 221,444 | 65.27% | 525,146 |
| Other - Interest | 25,000 | 36,808 | 147.23% | 73,000 |
| Other - Rental Income | 0 | 0 | | 4,500 |
| Other - Miscellaneous | 2,000 | 4,087 | 204.36% | 5,000 |
| Other - Donations (General) | 0 | 6,546 | | 2,500 |
| Other - Operating Reserve (WFP Implementation) | 250,808 | 250,808 | 100.00% | 198,121 |
| Other - Operating Reserve (General) | | | | |
| Total | 617,108 | 519,693 | 84.21% | 808,267 |

**Mississippi Valley Conservation Authority
2023 Draft Budget**

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 signage
 Design and translation services
 Corporate branded clothing and supplies
 Professional development

| Expenditures | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
|---|---------------|--|--|---------------|
| Wages/Benefits | 0 | 0 | | 0 |
| Mileage/Expenses/Professional Development | 1,000 | 0 | 0.00% | 0 |
| Printing | 1,000 | 0 | 0.00% | 500 |
| Materials/Supplies/Equipment/Gen Expenses | 1,000 | 679 | 67.91% | 500 |
| Advertising/Promotion (core program & services) | 5,500 | 0 | 0.00% | 1,000 |
| Eko-Trekr App Annual Fee/Support | 3,500 | 3,053 | 87.22% | 3,500 |
| Comms Shared Services (RVCA) | 41,000 | 20,168 | 49.19% | 30,000 |
| Website Expenses | 1,500 | 161 | 10.73% | 500 |
| | | | | 0 |
| Total | 54,500 | 24,060 | 44.15% | 36,000 |
| | | | | |
| Revenues | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
| Provincial Grant | | | | 0 |
| Municipal Levy | 51,000 | 24,060 | 0 | 32,500 |
| MVCF - Contribution (Eco-Trekr) | 3,500 | 0 | 0.00% | 3,500 |
| | | | | |
| | | | | 0 |
| Total | 51,000 | 24,060 | 47.18% | 36,000 |

**Mississippi Valley Conservation Authority
2023 Draft Budget**

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 consumables

Inventory management

Workshop and Works Yard O&M

Professional development

| Expenditures | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
|-------------------------------------|----------------|--|--|-----------------|
| Wages/Benefits | 11,514 | 10,064 | 87.41% | 0 |
| Mileage/Expenses/Prof Development | 3,600 | 272 | 7.55% | 3,600 |
| Equipment Purchase - non-capital | 3,000 | 1,192 | 39.75% | 3,000 |
| Materials/Supplies/Fuel/Maintenance | 58,000 | 51,297 | 88.44% | 61,000 |
| Insurance/Licensing | 13,000 | 14,382 | 110.63% | 15,500 |
| General Expenses | 3,000 | 1,790 | 59.66% | 3,500 |
| Vehicle/Equipment Charges | (100,000) | (69,318) | 69.32% | (104,000) |
| | | | | |
| Total | (7,886) | 9,679 | -122.74% | (17,400) |
| | | | | |
| Revenues | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
| Provincial Grant | | | | 0 |
| Municipal Levy | (7,886) | 9,679 | -122.74% | (17,400) |
| | | | | |
| Total | (7,886) | 9,679 | -122.74% | (17,400) |

**Mississippi Valley Conservation Authority
2023 Draft Budget**

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 | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
|--|----------------|--|--|---------------|
| Wages/Benefits | 21,539 | 16,215 | 75.28% | 0 |
| Mileage/Expenses/Professional Development | 2,000 | 159 | 7.94% | 2,000 |
| Materials/Supplies/Gen Expenses | 3,150 | 3,478 | 110.41% | 3,150 |
| Equipment Purchase, Repair & Mtce | 4,000 | 4,102 | 102.56% | 4,500 |
| Software/Maintenance/IT Support | 48,150 | 34,742 | 72.15% | 39,995 |
| High Speed Internet Access | 15,000 | 6,376 | 42.51% | 7,800 |
| Data Acquisition - General /Transfer to Reserve | 15,000 | 0 | 0.00% | 8,000 |
| Electronic Document Management (CADIMS) | 12,000 | 0 | 0.00% | 10,000 |
| Data Management Automation | 13,000 | 0 | 0.00% | 0 |
| Asset Management Study | | | | 5,000 |
| Total | 133,839 | 65,072 | 48.62% | 80,445 |
| Revenues | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
| Provincial Grant | | | | 0 |
| Municipal Levy | 133,839 | 65,072 | 48.62% | 80,445 |
| Other - CA Maps Program/Tech Fee for Info Products | 0 | 0 | | 0 |
| Total | 133,839 | 65,072 | 48.62% | 80,445 |

Mississippi Valley Conservation Authority
2023 Draft Budget

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 | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
|--|------------------|--|--|---------------------|
| Wages/Benefits | 825,978 | 482,643 | 58.43% | 718,169.31 |
| Mileage/Expenses/Professional Development | 25,000 | 7,090 | 28.36% | 16,500.00 |
| Materials/Supplies/Gen Expenses | 7,000 | 2,267 | 32.38% | 3,600.00 |
| Lab Analysis (throughout watershed) | 6,000 | 0 | 0.00% | 6,000.00 |
| City of Ottawa Baseline Monitoring (mileage & lab fees only) | 35,208 | 11,738 | 33.34% | 36,500.00 |
| Poole Creek Subwatershed Study | 12,000 | 30 | 0.25% | 3,000.00 |
| Mississippi River Watershed Plan & Implementation | 30,000 | 0 | 0.00% | 30,000.00 |
| Ice Monitoring Program Setup | 3,500 | 1,575 | 44.99% | 8,500.00 |
| Topo-bathymetric Data Collection Program | 5,000 | 0 | 0.00% | - |
| NDMP - Flood Risk Assessment | 8,500 | 16,623 | 195.56% | - |
| Lower Mississippi River Floodplain Mapping (2022 staff only shown above) | 0 | 57 | - | - |
| Ottawa Floodplain Mapping Update (Carp) | 10,000 | 1,917 | 19.17% | 5,000.00 |
| Carp Erosion Control | 25,000 | 32,915 | 131.66% | - |
| MVCA Watershed Model/FFW | 30,000 | 12,600 | 42.00% | - |
| MVCA FPM Projects (Clyde) | 100,000 | 0 | 0.00% | 123,000.00 |
| Wetland Restoration Project (ECCC-CO) | 8,000 | 5,619 | 70.24% | - |
| CA Strategy (aka Land Cons/Acquisition) (ECCC-CO) | 66,500 | 22,446 | 33.75% | 30,000.00 |
| Fundraising Campaign | 15,000 | 0 | 0.00% | 10,000.00 |
| FHIMP - Land Cover Update | | | | 33,270.00 |
| Total | 1,212,686 | 597,520 | 49.27% | 1,023,539.31 |
| Revenues | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
| Provincial Grant - Section 39 | | | | 128,436.00 |
| Municipal Levy | 568,070 | 412,516 | 72.62% | 462,248.03 |
| Special Levy (Baseline Monitoring City of Ottawa) | 63,870 | 63,780 | 99.86% | 71,500.00 |
| Special Reserves - Priority Projects (formerly Glen Cairn) | 204,500 | 26,633 | 13.02% | 138,070.00 |
| Student Grants | 20,400 | 12,002 | 58.83% | 14,235.28 |
| NDMP - Grant | 16,399 | 39,373 | 240.09% | - |
| DMAF Grant - 25% | | | | 10,000.00 |
| WECI Grant - 25% | | | | 26,250.00 |
| Other Grants | 100,000 | 0 | 0.00% | - |
| ECCC-CO Grant - Land Conservation Plan | | 20,105 | | 30,000.00 |
| ECCC-CO Grant - Wetland Project | | 6,067 | | - |
| MVCF - for fundraising campaign | 15,000 | 0 | 0.00% | 10,000.00 |
| MVCF - funds raised | 0 | 0 | | 20,000.00 |
| Other - City of Ottawa Contribution Carp FP Mapping | 0 | 0 | | 35,000.00 |
| Other - City of Ottawa - Carp Erosion Control | 25,000 | 9,452 | 37.81% | - |
| FHIMP - Clyde River FPM | | | | 74,800.00 |
| Other - Professional Services / Staff Time | 10,000 | 2,594 | 25.94% | - |
| Other - Deferred Revenue (Poole Creek/ Ottawa FP Mapping) | 12,000 | 5,000 | 41.67% | 3,000.00 |
| Operating Reserve | 177,447 | 0 | 0.00% | - |
| Total | 1,212,686 | 597,520 | 49.27% | 1,023,539.31 |

**Mississippi Valley Conservation Authority
2023 Draft Budget**

Plan Review & Regulations

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

Comment on *Planning Act* applications and documents per legislated responsibilities and MNRF MOU

Natural hazards, shorelines, and wetlands per *Conservation Authorities Act*

Section 3.1 of PPS per MNRF delegated authority

Comprehensive planning documents per MNRF delegated authority

Advisory Services on *Planning Act* 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 | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
|--|----------------|--|--|------------------|
| Wages/Benefits | 779,005 | 568,650 | 73.00% | 974,730 |
| Mileage/Expenses/Professional Development | 19,000 | 8,954 | 47.13% | 15,000 |
| Materials/Supplies/Gen Expenses | 2,500 | 2,781 | 111.23% | 2,500 |
| Legal Fees | 17,000 | 4,630 | 27.23% | 17,000 |
| Mississippi/Rideau Septic Program | 75,000 | 69,993 | 93.32% | 75,000 |
| Advisory Services (RVCA) | 26,000 | 2,709 | 10.42% | 25,000 |
| Consulting (Joint Fee Study RVCA, SNC) | 0 | 0 | | 15,000 |
| Total | 918,505 | 657,716 | 71.61% | 1,124,230 |
| Revenues | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
| Provincial Grant | | | | 0 |
| Municipal Levy | 533,505 | 259,853 | 48.71% | 759,230 |
| User Fees - Plan Review | 190,000 | 253,327 | 133.33% | 190,000 |
| User Fees - Permit Processing Fees - Permits/PropClear | 115,000 | 90,395 | 78.60% | 90,000 |
| User Fees - Mississippi/Rideau Septic Program | 75,000 | 54,068 | 72.09% | 75,000 |
| MVCF - Wetland Protection Fund | 0 | 0 | | 10,000 |
| Career Launcher Funding (remaining claim from 2021) | 5,000 | 74 | 1.48% | 0 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | 918,505 | 657,716 | 71.61% | 1,124,230 |

**Mississippi Valley Conservation Authority
2023 Draft Budget**

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 | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
|--|----------------|--|--|----------------|
| Wages/Benefits | 237,605 | 157,445 | 66.26% | 206,765 |
| Standby/On Call Pay | 2,500 | 2,484 | 99.35% | 3,000 |
| Mileage/Expenses/Professional Development | 23,500 | 7,018 | 29.86% | 12,000 |
| Equip Rent Pur Repair & Mtce | 5,000 | 2,371 | 47.42% | 5,000 |
| Utilities - Telephone & Hydro | 10,500 | 6,160 | 58.67% | 9,000 |
| Communications - Radios & Pagers | 4,700 | 3,517 | 74.82% | 4,692 |
| Materials/Supplies/General Expenses | 3,500 | 2,999 | 85.69% | 900 |
| Low Water Response | 500 | 0 | 0.00% | 500 |
| WISKI-Soda License and Maintenance Fees | 22,200 | 3,870 | 17.43% | 4,000 |
| Stream Gauges | 1,500 | 0 | 0.00% | 1,500 |
| Total | 311,505 | 185,863 | 59.67% | 247,357 |
| | | | | |
| Revenues | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
| Provincial Grant (Prov. TP Grant - Section 39) | 60,366 | 0 | 0.00% | |
| Municipal Levy | 241,139 | 175,863 | 72.93% | 247,357 |
| CSJ - Wage Subsidy | 0 | 0 | | - |
| Other - Shared Contribution (WISKI) | 10,000 | 10,000 | 100.00% | - |
| Total | 311,505 | 185,863 | 59.67% | 247,357 |

**Mississippi Valley Conservation Authority
2023 Draft Budget**

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 MNRF (current contract expires March 31, 2021)

On-call / After-hour services

Professional development

Insurance and taxes

Utilities

| Expenditures | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
|--|----------------|--|--|-------------------|
| Wages/Benefits | 270,546 | 201,950 | 74.65% | 63,496.11 |
| Mileage/Expenses/Professional Development | 15,000 | 10,764 | 71.76% | 26,600.00 |
| Administrative Charges | 18,200 | 0 | 0.00% | - |
| Taxes/Insurance | 44,000 | 66,140 | 150.32% | 69,000.00 |
| Materials/Supplies/Equipment/General Exp | 4,500 | 1,089 | 24.20% | 2,100.00 |
| Health & Safety Clothing & Equipment | 4,000 | 1,760 | 44.01% | 1,800.00 |
| Safety Inspections | 3,000 | 0 | 0.00% | - |
| Total | 359,246 | 281,703 | 78.42% | 162,996.11 |
| Revenues | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
| Provincial Grant (Prov. TP Grant - Section 39) | 68,070 | 0 | 0.00% | - |
| Municipal Levy | 239,586 | 254,653 | 106.29% | 111,406.11 |
| User Fees - OPG Contract | 44,000 | 19,320 | 43.91% | 44,000.00 |
| Other - MNR Bancroft & Kemptville | 7,590 | 7,730 | 101.84% | 7,590.00 |
| Total | 359,246 | 281,703 | 78.42% | 162,996.11 |

Mississippi Valley Conservation Authority
2023 Draft Budget

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 | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
|---|----------------|--|--|------------------|
| Wages/Benefits | 121,697 | 85,274 | 70.07% | 73,663.30 |
| Mileage/Expenses/Professional Development | 5,000 | 4,110 | 82.20% | 9,550.00 |
| Materials/Supplies/Equipment | 9,000 | 1,786 | 19.84% | 9,600.00 |
| Stoplog Replacement | 6,000 | 19 | 0.32% | 5,000.00 |
| | | | | - |
| Total | 141,697 | 91,189 | 64.35% | 97,813.30 |
| Revenues | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
| Provincial Grant | | | | - |
| Municipal Levy | 70,849 | 91,189 | 128.71% | 97,813.30 |
| Priority Projects (Formerly Glen Cairn) | 70,849 | 0 | 0.00% | - |
| | | | | - |
| Total | 141,697 | 91,189 | 64.35% | 97,813.30 |

**Mississippi Valley Conservation Authority
2023 Draft Budget**

Stewardship Services & Education

Programs and Services (largely delivered through MOUs and grants)

Program Communications (planning and use of multi-media)

Stewardship Programs

Ottawa City Stream Watch (basic water and shoreline conditions by area residents)

Ottawa Rural Clean Water Program (subsidies to implement site enhancements and restorations)

ALUS program (subsidies focused on agricultural community for enhancements and restorations)

Water Rangers: basic water parameter testing by lake associations/stewards (e.g. temp, clarity, pH)

Lake Monitoring (formerly Watershed Watch): nutrient monitoring by lake associations/stewards

Ottawa Green Acres Program (tree planting program on marginal land within City of Ottawa)

Trees Ontario Reforestation Program (Forest Ontario planting program; delivered outside City of Ottawa)

Lanark County Forest Management

5-year Plans

Annual assessment and marking

Community Projects

Shoreline naturalization

Erosion control

Reforestation

Support to Lake Associations e.g. Lake Planning

Education & Outreach

Interpretive signage

EcoTreker maintenance and enhancements

Educational materials and liaison with schools

Event and program coordination

OPG - Spring Water Awareness Program

School Programming (suspended)

Summer camp (suspended)

Enviro-thon (suspended)

Children's Water Festival (to resume in 2022)

Fundraising / grant writing

Volunteer management

Professional development

| Expenditures | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
|--|----------------|--|--|-------------------|
| Wages/Benefits | 87,611 | 43,900 | 50.11% | 70,983.41 |
| Mileage/Expenses/Prof Development | 4,000 | 2,814 | 70.35% | 4,000.00 |
| Mat&Sup/Equip/GExp/Promotion | 3,000 | 646 | 21.54% | 2,500.00 |
| Ottawa Clean Water Prog - Mil/Exp/Grants/Comm Exp | 3,500 | 18,233 | 520.93% | 3,500.00 |
| County of Lanark Program | 6,000 | 5,838 | 97.29% | 3,000.00 |
| Shoreline Naturalization & Other Watershed Stewardship | 9,000 | 4,286 | 47.62% | - |
| ALUS Project Delivery -ECCC-CO | 101,900 | 0 | 0.00% | 122,595.00 |
| Trees Canada Program (RVCA Partnership) | 5,500 | 440 | 8.00% | 5,500.00 |
| Publicity | 1,000 | 0 | 0.00% | 1,000.00 |
| Review of Education Program | 15,000 | 0 | 0.00% | 15,000.00 |
| Total | 236,511 | 76,156 | 32.20% | 228,078.41 |
| Revenues | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
| Provincial Grant | | | | - |
| Municipal Levy | 105,111 | 1,678 | 1.60% | 69,003.41 |
| ALUS Canada Grant (RVCA) | 60,000 | 24,354 | 40.59% | - |
| ECCC-CO Grant - ALUS | 41,900 | 31,492 | 75.16% | 144,075.00 |
| User Fees - City of Ottawa RCWP | 3,000 | 11,446 | 381.53% | 3,000.00 |
| User Fees - Lanark County | 6,000 | 6,967 | 116.12% | 7,000.00 |
| User Fees - Trees | | 218 | | |
| Other - Trees/TD Planting Program Grant | 5,500 | 0 | 0.00% | - |
| Other - Grant for Review of Education Program | 5,000 | 0 | 0.00% | 5,000.00 |
| MVCF - Grant /In-Kind for Review of Education Program | 10,000 | 0 | 0.00% | - |
| Total | 236,511 | 76,156 | 32.20% | 228,078.41 |

**Mississippi Valley Conservation Authority
2023 Draft Budget**

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 (passive recreational)
 Roads, parking lots/machines
 Regulatory signage (wayfinding, by-law related, notices)
 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 | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
|--|----------------|--|--|----------------|
| Wages/Benefits | 211,375 | 166,608 | 78.82% | 399,061 |
| Mileage/Expenses/Professional Development | 3,500 | 1,998 | 57.10% | 4,500 |
| Insurance/General Expenses | 30,500 | 36,615 | 120.05% | 45,750 |
| HQ Building | 110,000 | 93,905 | 85.37% | 84,700 |
| Mill of Kintail Conservation Area | 63,000 | 43,745 | 69.44% | 65,500 |
| Palmerston/Canonto Conservation Area | 3,000 | 3,385 | 112.84% | 1,950 |
| Morris Island Conservation Area | 16,000 | 10,643 | 66.52% | 23,900 |
| Purdon Conservation Area | 4,000 | 3,136 | 78.39% | 5,800 |
| K & P Trail Conservation Area | 10,000 | 8,097 | 80.97% | 12,500 |
| CP - Roy Brown Park | | | | |
| Cedardale Properties | 1,000 | 995 | 99.50% | 1,050 |
| Carp River Conservation Area - Site Enhancements | 5,000 | 0 | 0.00% | 5,000 |
| COVID Response | 42,000 | 7,724 | 18.39% | 0 |
| Total | 499,375 | 376,852 | 75.46% | 649,711 |
| Revenues | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
| Provincial Grant | | | | 0 |
| Municipal Levy | 492,641 | 356,186 | 72.30% | 618,943 |
| MVCF - CRCA Fund | 5,000 | 0 | 0.00% | 5,000 |
| Other - CP Roy Brown Park | | | | 0 |
| Other - K&P - Bucci Order \$30,000 | 0 | 0 | | 0 |
| Parking Revenue - CAs | | 16,651 | | 20,000 |
| Donation Boxes - CAs | | 2,121 | | 4,000 |
| Other - Bell Canada - Annual Easement - K&P | 1,734 | 1,895 | 109.26% | 1,769 |
| Total | 499,375 | 376,852 | 75.46% | 649,711 |

**Mississippi Valley Conservation Authority
2023 Draft Budget**

Visitor Services

Visitor Services

Programs and Services in support of Sec. 21.1 1. ii) of CA Act

Program Communications (planning and use of multi-media)

Rentals management

Cloister

Picnic Shelter

Gate House

Grounds

Education Centre

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

Fundraising / grant writing

Volunteer management

Professional development

| Expenditures | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
|---|---------------|--|--|----------------|
| Wages/Benefits | 86,289 | 71,521 | 82.89% | 111,871 |
| Mileage/Expenses/Professional Development | 500 | 100 | 20.00% | 600 |
| Utilities - Telephone | 5,000 | 1,753 | 35.05% | 4,400 |
| Admin/BankChrgs/Equip/GShop/M&S/SpEvExp | 2,000 | 284 | 14.22% | 3,000 |
| Interior Maintenance | 1,000 | 0 | 0.00% | 1,250 |
| | | | | |
| | | | | |
| Total | 94,789 | 73,658 | 77.71% | 121,121 |
| | | | | |
| Revenues | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
| Special Grant - Provincial Grant | 13,445 | 0 | 0.00% | 13,445 |
| Municipal Levy | 9,944 | 27,381 | 275.37% | 12,956 |
| User Fees - MOK | 40,000 | 31,623 | 79.06% | 55,000 |
| Donations Received | 0 | 2,194 | | 7,500 |
| Student Grants | 4,000 | 0 | 0.00% | 10,000 |
| Special Grant - Miss Mills Grant - MOK & Naismith | 12,400 | 12,460 | 100.48% | 12,220 |
| Other Grants | 0 | 0 | | 10,000 |
| Other - Parking Meter - Morris Island CA | 15,000 | 0 | 0.00% | 0 |
| | | | | |
| Total | 94,789 | 73,658 | 77.71% | 121,121 |

Mississippi Valley Conservation Authority
2023 Draft Budget

Water & Erosion Control Infrastructure

Programs and Services related to WECl eligible capital projects

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

| Expenditures | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
|--|----------------|--|--|-------------------|
| Farm Lake Dam - Safety Assessment | | | | - |
| Capital Assets: | | | | |
| Lanark Dam | | | | - |
| Carleton Place Dam | | | | 120,000.00 |
| Shab Lake Dam Final Design | 0 | 0 | | - |
| Shab Lake Dam Construction | 0 | 786,645 | | - |
| Shab Lake Dam Public Safety Access (WECl/TWP) | 50,000 | 0 | 0.00% | - |
| Shab Lake Dam Commissioning & Inspections | | | | 50,000.00 |
| Widow Lake Dam (WECl) | 0 | 0 | | - |
| Kash Lake Dam (DMAF/WECl) | 150,000 | 37,022 | 24.68% | 100,000.00 |
| Dam Preventative Maintenance | 15,000 | 0 | 0.00% | - |
| Contributions to WCS Reserve | 136,719 | 248,000 | 181.39% | - |
| Total | 351,719 | 1,071,667 | 304.69% | 270,000.00 |
| Revenues | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
| WECl Grant | 100,000 | 92,640 | 92.64% | 78,750.00 |
| Municipal Levy - Capital | 176,719 | (592) | -0.33% | 11,250.00 |
| DMAF Grant | 75,000 | 0 | 0.00% | 30,000.00 |
| WCS Reserve | 0 | 0 | | 150,000.00 |
| Special Reserves - Glen Cairn Provincial Share | | 0 | | - |
| Deferred Revenue (WECl) | | 279,619 | | - |
| Debt Financing | | 700,000 | | - |
| Total | 351,719 | 1,071,667 | 304.69% | 270,000.00 |

Mississippi Valley Conservation Authority
2023 Draft Budget

Debt Repayment

| Expenditures | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | 2023 Budget |
|------------------------------|----------------|--|--|----------------|
| Capital Assets: | | | | |
| HQ Annual Financing Charge | 277,005 | 138,502 | 50.00% | 277,005 |
| WCS Annual Financing Charge | 40,630 | 14,755 | 36.32% | 35,412 |
| LIDAR Repayment | 5,000 | 0 | 0.00% | |
| Grand Total | 322,635 | 153,257 | 47.50% | 312,417 |
| | | | | |
| | | | | |
| | | | | |
| Revenues | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | 2023 Budget |
| Provincial Grant | 0 | 0 | | 0 |
| Municipal Levy - Capital | 322,635 | 153,257 | 47.50% | 277,005 |
| Special Reserves - Operating | | | | |
| Special Reserve - WCS | | 14,755 | | 35,412 |
| Grand Total | 322,635 | 168,012 | 52.08% | 312,417 |

**Mississippi Valley Conservation Authority
2023 Draft Budget**

Other Capital

Facilities Management

Conservation Areas

Vehicles

Equipment

LIDAR - major data acquisition

| Expenditures | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
|---|----------------|---|--|-------------------|
| Conservation Area Signs (directional) | 5,000 | 0 | 0.00% | 0 |
| Purdon Boardwalk | 18,000 | 4,930 | 27.39% | 18,000 |
| Vehicles | 68,600 | 0 | 0.00% | 70,000 |
| Equipment | | 0 | | 12,500 |
| Computer Hardware | 24,450 | 16,634 | 68.03% | 30,000 |
| MOK - Workshop Building | 0 | 0 | | 5,000 |
| MOK Washrooms | 0 | 0 | | 120,000 |
| MOK Roof/Eaves | 10,000 | 2,669 | 26.69% | 83,000 |
| K&P Trail | 0 | 0 | | 0 |
| Morris Island | 5,000 | 4,797 | 95.94% | 5,000 |
| Gauge Network | 22,500 | 0 | 0.00% | 24,750 |
| Ice Monitoring Equipment (Drone) | | | | 6,000 |
| MVCA FFW System Model | | 60,000 | | 67,000 |
| HQ - Sewer & Water Connection | 0 | 0 | | 357,500 |
| LIDAR | 80,957 | 70,514 | 87.10% | 0 |
| ADCP (Topo-bathymetric Data Collection) | 60,000 | 0 | 0.00% | 0 |
| Contributions to HQ Building Reserve | 55,000 | 55,000 | 100.00% | 0 |
| | | | | |
| | 349,507 | 214,544 | 61.38% | 798,750 |
| | | | | |
| Revenues | 2022 Budget | YTD Actuals as of September 30 2022 | YTD Actual % of Budget - September (75%) | Total 2023 |
| Provincial Grant | | | | - |
| Municipal Levy - Capital | 89,352 | 197,133 | 220.63% | 326,212.52 |
| Other - Town of CP - Roy Brown Contr. | 10,000 | 0 | | - |
| Reserves - Vehicles & Equipment | 68,600 | 0 | 0.00% | 76,000.00 |
| Reserves - Conservation Area | 5,500 | 0 | 0.00% | 23,000.00 |
| Reserves - Information Technology | 7,600 | 0 | 0.00% | - |
| Reserves - HQ Building | 0 | 0 | | 235,000.00 |
| Reserves - WCS | 22,500 | 0 | 0.00% | - |
| Reserves- Priority Projects | | | | 91,750.00 |
| Other - Def. Revenue - Miss Milll & Naismith (roof) | 0 | 0 | | 5,693.00 |
| Other - Def. Revenue -RBC - Signs | | | | 15,000.00 |
| Other - Def. Revenue -Enbridge - Purdon | 0 | 0 | | 5,000.00 |
| Reserves - Operating | 47,275 | 0 | 0.00% | - |
| Other - Def. Revenue - MOK Washroom | 0 | 0 | | 16,094.48 |
| Other - Partner Contributions LIDAR | 33,680 | 17,410 | 51.69% | - |
| Other - Grants | 60,000 | 0 | 0.00% | - |
| MVCF - Purdon Donation | 5,000 | 0 | 0.00% | 5,000.00 |
| Total | 349,507 | 214,544 | 61.38% | 798,750.00 |

Mississippi Valley Conservation Authority
2023 Draft Budget

Reserve Investments

| | Dec 31 2021 Balance | 2022 Projected Allocations FROM Reserves | 2022 Projected Allocations TO Reserves | Revised Projected Dec 31 2022 Balance | 2023 Budget Allocations FROM Reserves | 2023 Budget Allocations TO Reserves | Projected Dec 31 2023 Balance |
|--|------------------------|--|---|---|--|---|----------------------------------|
| Category 1 | | | | | | | |
| Building (HQ) Reserve | 368,701 | | 95,000 | 463,701 | 235,000 | | 228,701 |
| Conservation Areas Reserve | 127,128 | 0 | | 127,128 | 23,000 | | 104,128 |
| Information and Communication Technology Reserve | 40,158 | 0 | 15,000 | 55,158 | | | 55,158 |
| Priority Projects (Formerly Glen Cairn) | 438,836 | 26,633 | | 412,203 | | | 412,203 |
| Sick Pay (STD) Reserve | 73,843 | | | 73,843 | | | 73,843 |
| Vehicles & Equipment Reserve | 213,537 | | 15,000 | 228,537 | 76,000 | | 152,537 |
| Water Control Structure Reserve - MVCA | 364,391 | 0 | 248,000 | 612,391 | 150,000 | 20,000 | 482,391 |
| Other Reserves | | | | | | | |
| Museum Building & Art Reserve | 6,760 | | | 6,760 | | | 6,760 |
| Operating Reserve | 1,496,074 | 250,808 | | 1,245,266 | 198,121 | | 1,047,145 |
| Total | 3,129,428 | 277,441 | 373,000 | 3,224,987 | 682,121 | 20,000 | 2,562,866 |

REPORT**3261/22**

| | |
|-------|---|
| TO: | The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors |
| FROM: | Sally McIntyre, GM |
| RE: | Alternative Work Arrangement Policies |
| DATE: | November 15, 2022 |

RECOMMENDATION:

That the Board of Directors approve amendment of section 2.3.1 of the Employee Manual as set out in this report; and add Attachment 1 to the Employee Manual as Appendix 13.5 and Attachment 2 as Appendix 13.6.

1.0 PURPOSE

The purpose of this report is to obtain approval of policies to govern alternative work arrangements that would help improve employee work-life balance as set out in the 2021 Workforce Plan and 2022 Action Plan to Mitigate Workplace Stress. The two proposed alternative work arrangements are the following:

- Work from home
- Compressed work week

2.0 WORK FROM HOME POLICIES

Working from home provides many benefits including reduced commute times and costs, the ability to see children off to and home from school, and reduced before- and after-care costs. MVCA like most other organizations was forced to adopt a work from home approach in March 2020, and has maintained it on a trial basis since the provincial Order to work from home was lifted earlier this year.

Since returning to the workplace, management and employees have realized the benefits but also learned about the challenges of operating within a hybrid work environment. This fall a volunteer working group of employees discussed issues and drafted a policy framework. The

policies contained in Attachment 1 were circulated to staff for comment and no comments were received.

In summary, the work from home policies allow employees and their supervisors to enter into written agreements that spell out the responsibilities of each and the agreed upon schedule. The policies allow for revisiting of the agreement over time, and are clear that working from home is neither a requirement nor a right, and is offered to facilitate work-life balance without compromising MVCA's ability to deliver programs and services.

A key concern regarding work from home arrangements is ensuring proper health and safety at the home work station. For this reason, employees will be required to complete a check-list and to warrant that their home work station meets the health and safety requirements of MVCA.

The policy is clear that it is the responsibility of the employee to provide home internet service and any furniture required to establish a home work station. During the pandemic, MVCA migrated to the use of laptops to allow for easy transport between work and home. Most expenses required to facilitate work from home solutions have already been incurred. Any outstanding costs can be accommodated within the existing I&CT operating and capital budgets.

3.0 COMPRESSED WORK WEEK POLICIES

Compressed work weeks allow employees to work their 75-hour bi-weekly hours in fewer than 10 work days. When in effect, this will provide employees a 3-day weekend every other week. This arrangement has been trialled with the field crews since the spring because the Work from Home option was not available to them. We have two field crews, and they have been working alternate Fridays so that the Authority is never without a field crew. The participating employees very much appreciated this approach and asked that it continue.

Key elements of the compressed work week policies are the following:

- It is only available to the field crews, the Field Supervisor and the front desk Administrative Assistant—none of whom are eligible for the work from home option.
- For the Field Supervisor and crews, the program will only be in effect from June to November each year to make use of the longer work days and the need for all hands-on-deck during the spring freshet.
- When in effect, employees will work 8 hours and 20 minutes each day, 9 out of 10 work days. The 10th day will be a Friday.
- When an employee's day off coincides with a public holiday, they will be required to take an alternative day off within the same or subsequent pay period.

The policies contained in Attachment 2 were circulated to staff for comment and no comments were received. There are no costs associated with implementation of this policy.

4.0 CHANGES TO THE EMPLOYEE MANUAL

The following amendments to Section 2.3.1 of the Employee Manual are required to facilitate implementation of the above policies.

2.3.1 Alternative Flexible Work Arrangements

Since Mississippi Valley Conservation Authority is a small organization, the absence of staff from the workplace has a greater impact than that which would occur in a workplace with hundreds of employees. However, employees ~~are occasionally permitted to work at home with permission from their supervisor.~~ may participate in one of two alternative work arrangements as set out in Appendices 13.5 and 13.6:

- Work from Home policies
- Compressed Work Week policies

~~Flexible~~ Other arrangements such as job-sharing ~~or special work hours~~ must be arranged on an individual basis and must consider and address ~~take into account~~ the effect ~~this will have of the proposal~~ on the organization as well as other employees. ~~Flexible~~ All alternative work arrangements not addressed by Appendices 13.5 and 13.6 must be approved in advance by the Supervisor and the General Manager.

Note, the appendices referenced in the policy are implementation tools that may be amended from time to time and do not require Board approval. Appendices will be drafted upon approval of these policies.

5.0 CORPORATE STRATEGIC PLAN

Implementation of the Workforce Plan and transfer of those costs over time to the municipal levy supports achievement of the following goal and objectives:

Goal 3: People and Performance – support the operational transformations required to achieve MVCA's priorities and to address legislative changes.

- a) Staff the organization to allow for: delivery of mandatory programs and services, priority projects, and fulfillment of commitments made under memoranda of understanding (MOUs) and other agreements.

- b) Monitor the quality, efficiency and impact of what we do and modify to improve operational effectiveness.
- c) Promote an engaging and inclusive environment that attracts and retains passionate and highly skilled people, and optimizes their expertise and contributions.



DRAFT Work from Home Policy

1. Purpose

This policy has been drafted to facilitate and guide working from home as a means of supporting employee work-life balance. Its objective is to ensure that the needs of colleagues, clients, and the employer are considered and appropriately addressed. Nothing in this policy is intended to imply that working from home is either a requirement or a right. MVCA's work from home program is optional for both the employer and the employee.

2. Definitions

Primary Work Station – the place where an employee spends greater than 50% of their desk-work time, which is located at either the Mill of Kintail C.A. or 10970 Highway No. 7, Carleton Place.

Home Work Station – the place where an employee has established a work space that meets the requirements of this policy.

Work from Home Agreement – a document signed by an employee and their Supervisor that sets out the terms and conditions of working from home.

Work from Home Check-list – a document signed by an employee that confirms that their Home Work Station meets the requirements of this policy.

3. Applicability

This policy applies to all employees with the exception of the Administrative Assistant, Custodian, Field Supervisor and Maintenance Technicians, who instead may be eligible to work in accordance with the Compressed Work Week policy.

Contract employees may participate in this program at the discretion of their Supervisor where the necessary equipment is available and they are able to meet all requirements of this policy.

4. Employer Responsibilities

The Supervisor shall:

- Provide for an ergonomic, safe, and secure Primary Work Station.
- During the first month of employment, discuss hours of work and work from home opportunities with the employee and complete a Work from Home Agreement where mutually desired and feasible. Refer to Appendix 1.
- Provide the completed form to the Treasurer for the employee's file.
- Monitor attendance and performance in accordance with the Agreement and the Employee Manual, and raise and document any issues with an employee in a timely manner.
- Revise the Work from Home Agreement and privileges where appropriate.
- Obtain all MVCA-issued equipment upon conclusion of the employee's work with MVCA.

Where an employee and their Supervisor have signed a Work from Home Agreement, the I&CT Manager shall:

- Provide the employee with a computer, monitor, keyboard, mouse, docking station, and standard issue cables for home use; and set up the computer for VPN use. Where needed, the employee may also be provided with a laptop stand or monitor stand.
- Provide the employee with a Work from Home Check-list and direction on how to set up an ergonomic, safe, and secure work station. Refer to Appendix 2.
- Obtain a completed Work from Home Check-list from the employee and provide to the employee's Supervisor and the Treasurer for the employee's file.
- Provide remote support as needed to the employee.
- Monitor home computer use in accordance with the Electronic Monitoring policies set out in the Employee Manual.

Where a Work from Home Agreement is in effect, an employee's supervisors will make reasonable effort to minimize when an employee is required to attend a meeting or event outside of their normally scheduled office times. Nothing in this policy negates an employee's obligation to attend their Primary Work Station or other location at the request of the employer where reasonable notice is provided.

5. Employee Responsibilities

Where an employee and their Supervisor have signed a Work from Home Agreement, the Employee shall:

Utilities, furniture, and peripherals

- Arrange and pay for home internet service and for a direct or Wifi connection to their Home Work Station. It is the Employee's responsibility to provide consistent quality internet service to their Home Work Station or otherwise demonstrate that they can effectively perform their work and interact with clients and colleagues on a consistent basis.
- Arrange and pay for the set-up of an ergonomic, safe, and secure Home Work Station. Upon completion of the set-up the employee shall complete and sign the Work from Home Check-list and be eligible to work from home. The Check-list is subject to periodic review and confirmation.
- Arrange and pay for a home printer, associated equipment and supplies such as cables, ink, and paper where desired by the employee.
- Pay all incremental utility costs associated with working from home. It is the Employee's responsibility to meet any and all federal requirements and to claim any tax deductions that may be available to people with dedicated home work spaces.

Equipment Use

- Ensure that MVCA equipment is used exclusively by the employee and only for MVCA business.
- Immediately notify their Supervisor and the I&CT Manager of any security breaches to MVCA hardware and software including MVCA computer use by family members or others.
- Adhere to the Code of Conduct, Workplace Violence & Harassment policies, and Confidentiality Agreement set out in the Employee Manual, and to the Health & Safety Manual.

Equipment Care

- Take all reasonable precautions to prevent damage and loss of MVCA-issued equipment.
- Complete and submit an Incident/Accident form to their Supervisor and the I&CT Manager when MVCA equipment is lost, damaged, or stolen.
- Return for maintenance and update any and all MVCA-issued equipment at the request of the I&CT Manager, and to their Supervisor at the end of their employment with MVCA.

Other

- Forward their Primary Work Station desk phone to their cell phone during normal hours of work to maintain a consistent level of service to colleagues and clients regardless of work location. Refer to Appendix 3
- Check their voicemail at least daily. Refer to Appendix 4.
- Use Microsoft Teams each day and during the course of the day to indicate their location of work including off-site inspections/meetings and availability to work. Refer to Appendix 5.
- Attend their Primary Work Station or other location as requested by their Supervisor, Manager, Director or General Manager, regardless of their Work from Home Agreement where reasonable notice is provided. Employees should recognize that some discussions/meetings are best held in person and that a Zoom or Teams option is not always provided for that reason.
- Ensure their in-person attendance at regularly scheduled 1:1 and team meetings to allow for effective engagement and collaboration with their Supervisor and colleagues. Regular absence from these meetings is cause for revoking the Work from Home Agreement.
- Return to the workplace all confidential materials for filing or disposal on a regular basis. More specifically, confidential materials shall only remain at a person's home for the duration of their work on that file and shall not be left in the open or in common areas.

6. Treasurer Responsibilities

Prepare and provide a T2200 form upon the request of an employee for taxation purposes.

7. Implementation

Existing Employees

In order to maintain current work from home privileges, all employees currently working from home shall enter into the Agreement and complete the Check-list identified herein. All agreements and check-lists shall be completed no later than December 23, 2022. Where an agreement and check-list are not completed by the deadline, work from home privileges will be revoked effective January 3, 2023. Extensions may be granted at the discretion of the General Manager.

Equipment

The I&CT Manager shall update the inventory of equipment issued for work-from-home purposes, and may request employees to submit the computer model number and other information to ensure that the asset inventory is current and complete.

Tracking & Compensation

Time working at home is not a form of leave and shall be treated the same as any other hours worked. When an employee is required to attend the office or other work site on a day scheduled for Work from Home, there is no requirement to compensate the employee in any manner, e.g. with alternative or make-up Work from Home day(s).

Periodic Review

All agreements and check-lists are subject to periodic review and update.

APPENDIX 1 – Work from Home Agreement

APPENDIX 2 – Work from Home Check-list

APPENDIX 3 – Forwarding Calls to Cell Phone

APPENDIX 4 – Checking Voice-mail



DRAFT Compressed Work Week Policy

1. Purpose

This policy has been drafted to facilitate and guide working a compressed work week as a means of supporting employee work-life balance. Its objective is to ensure that the needs of colleagues, clients, and the employer are considered and appropriately addressed. Nothing in this policy is intended to imply that working a compressed work week is either a requirement or a right. MVCA's compressed work week program is optional for both the employer and the employee.

2. Compressed Work Schedule

An employee shall work 8 hours and 20 minutes daily for 9 days out of every 10 regular working days for a total of 75 hours bi-weekly. The 10th day shall be a Friday unless it is a paid-Holiday per the Employee Manual.

3. Applicability

This policy applies to the Administrative Assistant, Field Supervisor and Maintenance Technicians.

For Maintenance Technicians and the Field Supervisor, the Compressed Work Week will only be available during the months of June through November, inclusive as established each year by the Treasurer to align with pay-periods.

Contract employees may participate in this program at the discretion of their supervisor where they are able to meet all requirements of this policy.

4. Employer Responsibilities

The Supervisor shall:

- Ensure proper staffing on Fridays and during the applicable months to ensure timely completion of required tasks.
- During their first month of employment, discuss hours of work and compressed work week opportunities with new employees and complete a Compressed Work Week Agreement where mutually desired and feasible. Refer to Appendix 1.
- Provide the completed form to the Treasurer for the employee's file.
- Monitor attendance and performance in accordance with the Agreement and the Employee Manual, and raise and document any issues with an employee in a timely manner.
- Revise the Compressed Work Week Agreement and privileges where appropriate.

Where a Compressed Work Week Agreement is in effect, an employee's supervisors will make reasonable effort to minimize when an employee is required to attend a meeting or event outside of their normally scheduled work times. Nothing in this policy negates an employee's obligation to work where reasonable notice is given.

Where an employee's day off coincides with a paid-Holiday per the Employee Manual, the Supervisor will take reasonable steps to ensure that the employee is able to take-off an alternate day within the same or next pay-period.

The Treasurer shall:

- Notify supervisors and employees of the applicable pay periods no later than April 30 of each year.
- Undertake such changes and staff training as is needed to enable proper time reporting, tracking and compensation during that period.

5. Employee Responsibilities

Where an employee and their Supervisor have signed a Compressed Work Week Agreement, the employee shall:

- Work 8 hours and 20 minutes daily during the applicable period.
- Be available for on-call or emergency work as required by their position.

Where a paid-Holiday per the Employee Manual coincides with an employee's scheduled day off, the employee shall take an alternate day off within the same or next pay-period as agreed to with their Supervisor.

6. Tracking & Compensation

Timesheets are to be completed to show hours worked. Any work performed on a regularly scheduled day off will be granted Time Off in Lieu in accordance with the *Employment Standards Act*.

7. Periodic Review

All agreements are subject to periodic review and update.

APPENDIX 1 – Compressed Work Week Agreement

REPORT**3262/22**

| | |
|-------|---|
| TO: | The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors |
| FROM: | Sally McIntyre, GM |
| RE: | Cell Phone Policies |
| DATE: | November 15, 2022 |

RECOMMENDATION:

That the Board of Directors approve amendment of Section 2.7 Technology – Internet, E-Mail, Cell Phones as set out in this report and addition of Attachment 1 to the Employee Manual as Appendix 13.7.

1.0 PURPOSE

Like personal vehicles, employees have occasion to use their personal phones in conducting corporate business. At minimum they are used to communicate with the office, clients, and municipalities when operating in the field. As well, they are often used to take photographs, download information, and share information with others. The purpose of this report and associated policies is to provide clarity around the reimbursement of employees for use of personal cell phones and for the distribution of corporate cell phones.

2.0 CELL PHONE POLICIES

In summary, the new cell phone policy contained in Attachment 1 assumes that all new staff own a cellular phone. Three levels of cellular support are identified in the new policy:

Level 1 – Provide employee with a \$25.00 monthly subsidy to compensate for regular but modest use of a personal phone.

Level 2 – Enroll employee in the Corporate Service Plan to allow for higher levels of voice and/or data use, in particular while conducting field work. Upon successful completion of an employee's probationary period, provide a \$200 subsidy to upgrade a personal phone. Thereafter, provide the employee with a \$200 acquisition subsidy once every three (3) years.

Level 3 – Provide employee with a Corporate Cell Phone and Corporate Service Plan for regular voice and data use where there is an expectation of after-hours and on-call use.

The policy also addresses the responsibilities of the employer and employee and limitations of the program.

3.0 CHANGES TO THE EMPLOYEE MANUAL

The following amendment to Section 2.7 of the Employee Manual is required to facilitate implementation of the new cell policies. Add:

2.7.5 Cell Phone Program

All employees are eligible for compensation for the use of personal cell phones for carrying out Authority business. Details of the cell phone program can be found in Appendix 13.7.

Note, the appendices referenced in the policy are implementation tools that may be amended from time to time and do not require Board approval. The appendices will be drafted upon approval of this policy.

4.0 FINANCIAL IMPLICATIONS

The financial impact of this policy is expected to be negligible. Use of personal cell phones grew considerably in recent years and became essential during the pandemic due to work from home requirements. Consequently, most people are already receiving the \$25.00 monthly subsidy or were enrolled in the corporate service plan. Over the years, several employees were also issued corporate cell phones. Therefore, the carrying cost of the program will be roughly equivalent going forward and can be handled without impacting the operating and capital budgets.

5.0 CORPORATE STRATEGIC PLAN

Implementation of the Workforce Plan and transfer of those costs over time to the municipal levy supports achievement of the following goal and objectives:

Goal 3: People and Performance – support the operational transformations required to achieve MVCA's priorities and to address legislative changes.

- a) Staff the organization to allow for: delivery of mandatory programs and services, priority projects, and fulfillment of commitments made under memoranda of understanding (MOUs) and other agreements.

- b) Monitor the quality, efficiency and impact of what we do and modify to improve operational effectiveness.
- c) Promote an engaging and inclusive environment that attracts and retains passionate and highly skilled people, and optimizes their expertise and contributions.



DRAFT

Cell Phone Policy

1. Purpose

Cellular phones are a standard form of communication and are owned by most employees joining the organization. Like personal vehicles, employees may have occasion to use their cellular phone to carry out the business of MVCA. The purpose of this policy is to guide compensation and the provision of cellular service and equipment to MVCA employees; and to set out employee and employer roles and responsibilities.

2. Definitions

Corporate Service Plan – Currently Roger 6GB Voice and Data Plan that provides Canada-wide calling and picture messaging. This Plan is subject to change.

Corporate Cell Phone – Dependent upon availability and price under Corporate Service Plan. Phone will include protective covering.

Shared Device – a cellular phone assigned to a department or group instead of an individual.

3. Compensation

MVCA provides three levels of compensation depending upon employee voice and data use.

Level 1 – Provide employee with a \$25.00 monthly subsidy to compensate for regular but modest use of a personal phone.

Level 2 – Enroll employee in the Corporate Service Plan to allow for higher levels of voice and/or data use, in particular while conducting field work. Upon successful completion of an employee's probationary period, provide a \$200 subsidy to upgrade a personal phone. Thereafter, provide the employee with a \$200 acquisition subsidy once every three (3) years.

Level 3 – Provide employee with a Corporate Cell Phone and Corporate Service Plan for regular voice and data use where there is an expectation of after-hours and on-call use.

Refer to **Appendix 1** for the level of entitlement for current positions within the organization.

Where employees are entitled to Level 2 compensation but are locked into an existing Service Plan, they will be offered the \$25.00 monthly service subsidy, and the \$200 acquisition subsidy upon successful completion of their probationary period.

Where employees are entitled to Level 3 compensation but do not want a corporate phone or are locked into an existing Service Plan, they will be entitled to the same service and acquisition subsidies offered at Level 2, as appropriate.

Compensation will not be provided to contract employees where the duration of the contract is equal to or less than 6 months. Compensation for contract employees of longer duration shall be determined on

a case by case basis at the discretion of the Supervisor in consultation with the I&CT Manager. Where needed, Supervisors can request a shared device for a contract employee.

4. Hot spotting

Employees are responsible for providing internet service when working from home. As such, Hot spotting of cell phones for the purpose of working from home will not be included in the assessment of use.

5. Enrollment

The I&CT Manager will provide new employees with an enrollment form during on-boarding, and oversee set-up of personal and corporate phones under the Corporate Service Plan, as needed.

6. Privacy

Cell phone numbers will not be shared or posted without an employee's permission, which may be revoked at any time. While working from home, employees shall forward their office phone to their cellular phone to maintain a consistent level of service to colleagues and clients. Refer to Appendix 2.

All cell phone use is subject to the Electronic Monitoring policies set out in the Employee Manual.

7. Cell Phone Operation and Maintenance

- Employees are expected to take all reasonable precautions to prevent damage and loss of their phone.
- Where a Corporate Cell Phone is lost or damaged, employees shall complete and submit an Incident/Accident form to their supervisor.
- Employees shall upload business-related photos upon return to their primary or home work station to free up storage and mitigate potential data losses.
- Texting is a form of official communication. Work related texts shall be managed in accordance with MVCA's Record Management System.
- International calling and texting is not included in the Corporate Service Plan.
- Employees are responsible for all costs incurred where usage exceeds the limits of the Corporate Service Plan unless it can be demonstrated that exceedances were for business purposes.
- Employees are responsible for all costs for cloud storage and cell phones apps that are not pre-approved by their Supervisor and the I&CT Manager.
- MVCA will not provide reimbursement for any cost incurred beyond what is listed in Section 3.
- Cell phones will not be used while operating a motor vehicle. Refer to SOP 007.
- Cell phones are to be used in accordance with the corporate Code of Conduct, Workplace Violence & Harassment policies, and Confidentiality Agreement set out in the Employee Manual.

8. Employer Responsibility

The Treasurer or designate will undertake review of monthly cell phone statements. Where overages are identified, employees will be contacted for explanation and, where appropriate, for payment. Where an employee fails to make payment for non-work-related costs, cell phone compensation may be revoked and other action taken in accordance with the Employee Manual.

9. Implementation

Employees entitled to Level 2 compensation who currently use a Corporate Cell Phone may continue to use the device until it reaches the end of its useful life, is lost, or is damaged beyond repair.

Any employee opting out of all or a portion of this program may use a Shared Device as needed, and is not entitled to compensation beyond what is stipulated in Section 3.

APPENDIX 1 – ENTITLEMENT

APPENDIX 2 – FORWARDING CALLS TO CELL PHONES

10. Purpose

Cellular phones are a standard form of communication and are owned by most employees joining the organization. Like personal vehicles, employees may have occasion to use their cellular phone to carry out the business of MVCA. The purpose of this policy is to guide compensation and the provision of cellular service and equipment to MVCA employees; and to set out employee and employer roles and responsibilities.

11. Definitions

Corporate Service Plan – Currently Roger 6GB Voice and Data Plan that provides Canada-wide calling and picture messaging. This Plan is subject to change.

Corporate Cell Phone – Dependent upon availability and price under Corporate Service Plan. Phone will include protective covering.

Shared Device – a cellular phone assigned to a department or group instead of an individual.

12. Compensation

MVCA provides three levels of compensation depending upon employee voice and data use.

Level 1 – Provide employee with a \$25.00 monthly subsidy to compensate for regular but modest use of a personal phone.

Level 2 – Enroll employee in the Corporate Service Plan to allow for higher levels of voice and/or data use, in particular while conducting field work. Upon successful completion of an employee's probationary period, provide a \$200 subsidy to upgrade a personal phone. Thereafter, provide the employee with a \$200 acquisition subsidy once every three (3) years.

Level 3 – Provide employee with a Corporate Cell Phone and Corporate Service Plan for regular voice and data use where there is an expectation of after-hours and on-call use.

Refer to **Appendix 1** for the level of entitlement for current positions within the organization.

Where employees are entitled to Level 2 compensation but are locked into an existing Service Plan, they will be offered the \$25.00 monthly service subsidy, and the \$200 acquisition subsidy upon successful completion of their probationary period.

Where employees are entitled to Level 3 compensation but do not want a corporate phone or are locked into an existing Service Plan, they will be entitled to the same service and acquisition subsidies offered at Level 2, as appropriate.

Compensation will not be provided to contract employees where the duration of the contract is equal to or less than 6 months. Compensation for contract employees of longer duration shall be determined on a case by case basis at the discretion of the Supervisor in consultation with the I&CT Manager. Where needed, Supervisors can request a shared device for a contract employee.

13. Hot spotting

Employees are responsible for providing internet service when working from home. As such, Hot spotting of cell phones for the purpose of working from home will not be included in the assessment of use.

14. Enrollment

The I&CT Manager will provide new employees with an enrollment form during on-boarding, and oversee set-up of personal and corporate phones under the Corporate Service Plan, as needed.

15. Privacy

Cell phone numbers will not be shared or posted without an employee's permission, which may be revoked at any time. While working from home, employees shall forward their office phone to their cellular phone to maintain a consistent level of service to colleagues and clients. Refer to Appendix 2.

All cell phone use is subject to the Electronic Monitoring policies set out in the Employee Manual.

16. Cell Phone Operation and Maintenance

- Employees are expected to take all reasonable precautions to prevent damage and loss of their phone.
- Where a Corporate Cell Phone is lost or damaged, employees shall complete and submit an Incident/Accident form to their supervisor.
- Employees shall upload business-related photos upon return to their primary or home work station to free up storage and mitigate potential data losses.
- Texting is a form of official communication. Work related texts shall be managed in accordance with MVCA's Record Management System.
- International calling and texting is not included in the Corporate Service Plan.
- Employees are responsible for all costs incurred where usage exceeds the limits of the Corporate Service Plan unless it can be demonstrated that exceedances were for business purposes.
- Employees are responsible for all costs for cloud storage and cell phones apps that are not pre-approved by their Supervisor and the I&CT Manager.
- MVCA will not provide reimbursement for any cost incurred beyond what is listed in Section 3.
- Cell phones will not be used while operating a motor vehicle. Refer to SOP 007.
- Cell phones are to be used in accordance with the corporate Code of Conduct, Workplace Violence & Harassment policies, and Confidentiality Agreement set out in the Employee Manual.

17. Employer Responsibility

The Treasurer or designate will undertake review of monthly cell phone statements. Where overages are identified, employees will be contacted for explanation and, where appropriate, for payment. Where an employee fails to make payment for non-work-related costs, cell phone compensation may be revoked and other action taken in accordance with the Employee Manual.

18. Implementation

Employees entitled to Level 2 compensation who currently use a Corporate Cell Phone may continue to use the device until it reaches the end of its useful life, is lost, or is damaged beyond repair.

Any employee opting out of all or a portion of this program may use a Shared Device as needed, and is not entitled to compensation beyond what is stipulated in Section 3.

APPENDIX 1 – ENTITLEMENT**APPENDIX 2 – FORWARDING CALLS TO CELL PHONES**

REPORT**3263/22**

| | |
|-------|---|
| TO: | The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors |
| FROM: | Matt Craig, Manager, Planning and Regulations, Sally McIntyre, General Manager |
| RE: | Proposed Fee Policy and Schedule Amendments |
| DATE: | November 16, 2022 |

Recommendation:**That the Board of Directors:**

- a) **approve in principle the Fee Policy and additions to the 2023 Fee Schedule as presented herein.**
- b) **authorize enactment of the Fee Policy and 2023 Fee Schedule upon completion of the 30-day notification period if no major concerns are raised by stakeholders.**
- c) **Direct staff to return to the Board upon completion of the 30-day review period if any major concerns are raised by stakeholders.**

1.0 PURPOSE

The purpose of this report is to replace the current Fee Policy and to amend the 2023 Fee Schedule to in order be compliant with legislative changes that take effect January 1, 2023.

2.0 BACKGROUND

Changes to the *Conservation Authorities Act* regarding the charging of fees for programs and services will take effect January 1, 2023. Section 21.2 of the Act requires conservation authorities to prepare and adopt both a written fee policy and fee schedules for the programs and services it provides. The Fee Policy must include the following:

- The conservation authority's Fee Schedule;
- The frequency within which the fee policy will be reviewed by the Authority;
- The process for carrying out a review of the Policy, including rules for giving notice of the review and of any changes as a result of the review; and,

- The circumstances in which a person may request that the authority reconsider a fee that was charged to the person and the procedures applicable to the reconsideration.

3.0 FEE POLICY

MVCA approved a fee policy in 2007 that is now dated and does not meet the requirements of the legislation. The fee policy contained in Attachment 1 replaces the old policy in its entirety. The proposed policy is founded on the following key principles:

- Recover full-costs where feasible.
- Balance user-pay principle with maintaining affordable access for all.
- Harmonize fees with neighbouring conservation authorities in shared municipalities where feasible.

All other aspects of the policy are written to reflect current state or to address matters now required by the legislation. Going forward, it is recommended that the Fee Policy be reviewed at least once per term to allow for changes in Board membership and ensure that it remains current.

4.0 2023 FEE SCHEDULE

The following changes are required to the 2023 Fee Schedule:

- Inclusion of planting materials fees as required by the legislation (to be based upon actual costs to MVCA.)
- Addition of septic program fees (per new MOUs with area municipalities), see Attachment 2;
- Addition of a \$30.00 fee for providing written technical responses to a query in response to queries (letter with O. Reg. 153/06 map.) This is being adopted by many CAs to address the significant increase in queries experienced in the recent years.
- Reintroduction of the fee for “Shoreline alterations/protection, channelization permits > 500m” in the amount of \$2,050, which was accidentally deleted from the 2022 Fee Schedule approved by the Board in October 2023.

As is current practice, going forward the Fee Schedules will be reviewed annually to monitor its effectiveness and need for update. All recommended changed will be brought to the Board of Directors for consideration in accordance with the new fee policies.

5.0 NEXT STEPS

In order to fulfil the requirements of the legislation, a notice was published regarding the proposed Fee Policy and 2023 Fee Schedule concurrent to issuance of the Finance & Administration Committee agenda. All comments received will be reviewed and a summary

provided to Board members. If no major concerns are raised, the policy and schedule will take effect January 1, 2023. If major concerns are raised, staff will arrange a special meeting of the Board in December to consider the comments and potential adjustments to the policy and schedule. A notice will be published following enactment of the Fee Policy and Fee Schedule.

6.0 STRATEGIC PLAN

Proposed amendments to the Fee Policy and Schedule support the following strategic objectives by providing for cost recovery for these services:

Goal 1: Asset Management b) Strengthen our risk analysis and management capacity to include climate change and development impacts.

Goal 2: Community Building a) Demonstrate MVCA to be a trusted, client-centered, resourceful, and helpful partner.

Goal 3: People and Performance a) Staff the organization to allow for: delivery of mandatory programs and services, priority projects, and fulfillment of commitments made under memoranda of understanding (MOUs) and other agreements; and b) Monitor the quality, efficiency and impact of what we do and modify to improve operational effectiveness



DRAFT Fee Policy

1. Purpose

The purpose of this document is to describe the process for determining and implementing fees, and to set out the fees approved by MVCA's Board of Directors. These policies were developed in accordance with Section 21 of *The Conservation Authorities Act (CAA)* and *Ontario Regulation 686/21*, which allow for the charging of fees.

2. Definitions

Category 1 Program and Service – Provincially mandated programs and services prescribed by Ontario Regulation 686/21.

Category 2 Program and Service – Municipal programs and services subject to Memoranda of Understanding (MOU) per Section 21.1.1 of the CAA.

Category 3 Program and Services – Community programs and services that may be subject to Cost Apportionment Agreements (CAA) per Section 21.1.2 of the CAA.

3. Scope

Table 1 sets out the types of programs and services subject to fees at MVCA.

Table 1: Programs & Services Subject to Fees by Category Type

| Program and Service | Cat. 1 | Cat. 2 | Cat. 3 |
|---|--------|--------|--------|
| a) Administration of Section 28 and 28.1 of the <i>Conservation Authorities Act</i> (CAA) including technical advice and studies. | ✓ | | |
| b) Response to legal, real estate and public inquiries regarding a CAA Section 28 and 28.1 and natural hazard inquiries under the Planning Act. | ✓ | | |
| c) Activities requiring a permit made pursuant to section 29 of the CAA. | ✓ | | |
| d) Review and commenting on applications under other legislation noted under O. Reg. 686/21 and associated inquiries. | ✓ | | |
| e) Access to Authority owned or controlled land for activities not requiring direct authority or another staff involvement. | ✓ | | |
| f) Municipal programs and services may include but are not limited to administering septic approvals and providing comment on <i>Planning Act</i> | | ✓ | |

| Program and Service | Cat. 1 | Cat. 2 | Cat. 3 |
|--|--------|--------|--------|
| applications for technical and policy matters other than for consistency with natural hazard policies, such as related to natural heritage, storm water management, or other matters requested by a municipality, county, corporation or individual. | | | |
| g) Extension Services (e.g. technical advice/implementation of erosion control measures, forest management/tree planting, wildlife/fisheries habitat management, management of forests/recreational land owned by others, technical studies.) | | | ✓ |
| h) Property rentals and recreational activities that are provided on land that is owned or controlled by the authority with the direct support or supervision of staff employed by the authority or by another person or body, or with facilities or other amenities maintained by the authority, including equipment rentals and renting facilities for special events. | | | ✓ |
| i) Community relations to help establish, maintain, or improve relationships between the authority and community members. | | | ✓ |
| j) Public education services to improve awareness of issues relating to the conservation, restoration, development, and management of natural resources in watersheds in Ontario. | | | ✓ |
| k) The provision of information to the public. | | | ✓ |
| l) The sale of products by the authority. | | | ✓ |
| m) Staff time and expenses for specific services not listed. | ✓ | ✓ | ✓ |

4. Principles

MVCA fees are set with consideration given to the following guiding principles:

- Recover full-costs where feasible.
- Balance user-pay principle with maintaining affordable access for all.
- Harmonize fees with neighbouring conservation authorities in shared municipalities where feasible.

5. Public Consultation

MVCA will consult with the public a minimum of thirty (30) days prior to approving or amending the Fee Policy or Fee Schedule. Notification shall consist of:

- E-mail or direct mail to member municipalities and key stakeholder groups;
- Posting proposed changes for comment on the MVCA website; and
- Promotion of the web posting using social media.

Comments received will be provided to the Board of Directors prior to consideration of any changes.

6. Public Notification and Availability

Following approval of new fees or fee policies, MVCA shall notify the public, member municipalities, and neighbouring conservation authorities of proposed changes no less than thirty (30) days before the changes take effect. Notice shall consist of:

- E-mail or direct mail to member municipalities and key stakeholder groups;
- Posting proposed changes for comment on the MVCA website; and
- Promotion of the web posting using social media.

The MVCA website shall be updated as needed to ensure that posted fee policies and fee schedules are current and consistent with the Board's direction.

7. Review of Fees

The fee policy will be reviewed a minimum of once every four years, and the fee schedule will be reviewed annually by MVCA staff to monitor their effectiveness. Any proposed changes will be brought to the Board of Directors for consideration, normally in the fall during development of the annual budget. This does not preclude the review and update of individual schedules as needed to fulfill the operational needs of the Authority.

8. Collection of Fees

Payment of fees for programs and services can be made:

- a) in person at the MVCA administrative office during posted business hours;
- b) over the telephone during posted business hours;
- c) using direct mail;
- d) using e-transfer; and
- e) through an MVCA-approved organization and process.

Fees to be collected shall be based upon the fee schedule in effect on the date of the financial transaction. MVCA will not commence processing of applications, program registrations, or other service requests until all applicable fees have been received in full.

9. Refund of Fees

MVCA may issue refunds when:

- MVCA cancels a program or service or is otherwise unable to fulfill its service obligation;
- A payee is overcharged or overpays; and
- A payee cancels registration within pre-set timelines.

MVCA does not issue refunds for permit and planning services unless the application or service request is withdrawn before action is taken by the Authority. Where a refund is approved by the General Manager or designate, a 10% handling charge may apply.

10. Fee Appeals

Appeals shall be submitted in writing to the General Manager and state the reason for the request. The General Manager may contact the appellant or others to enable proper consideration of the appeal. The General Manager may waive, uphold, or alter the fee. The decision of the GM is final, and is not appealable to the Board of Directors. Applicants will be notified of the GM's decision and shall pay any and all stipulated fees.

11. Implementation

The Fee Policy and Schedules becomes effective as of the date set by the MVCA Board of Directors and shall be made available to the public on the MVCA website.

The establishment of this Fee Policy and Schedules supersedes and replaces all previous fee policies and/or schedules. The Policy also applies to proposals not previously invoiced (e.g. planning applications that predate the new fee schedule.)

Schedule "F" – Permits for Class 2-5 Onsite Sewage Disposal Systems

| Application Type | Description | Fee |
|---|---|------------|
| Sewage System New Construction Replacement | Class 4 (Leaching Bed System) & Class 5 (Holding Tank) | |
| | Residential | \$910 |
| | Commercial or Other Occupancies | \$1,175 |
| | Class 2 & 3 Systems | \$445 |
| | Class 4 Septic Tank Only | \$380 |
| | Inspections (Subgrade, Partial Install, Squirt Height) | \$200 |
| Revisions to Existing Permit | Major (e.g. Different Type of System, Different Location > 10 Meters) | 50% of Fee |
| | Minor (e.g. Change Design Flow, Type of Treatment Unit) | \$200 |
| | Administration (e.g. Change of Documentation only) | \$135 |
| Alteration to Existing System | Major (e.g. Addition of Treatment Unit, Mantle) | \$380 |
| | Minor (e.g. Level Header, Filter & Riser) | \$200 |
| Renovation Change of Use Permits | Renovation/Change of Use (OBC Part 10 & 11) | \$320 |
| | Renovation/Change of Use (OBC Part 10 & 11) with Part 8 Application | \$165 |
| | Property Clearance | \$165 |
| | File Search for Septic Records | \$165 |
| | Lawyer's Letters | \$165 |
| Renewals & Cancellations* | Renewal & Review Fee | \$165 |
| | Cancellation Within 12 Months of Issuance (refund) | 50% of Fee |
| Permit to Demolish | Permit to Demolish / Decommission a Septic System | \$165 |
| Clerical Surcharges* | Operation & Maintenance Document Management Fee (Sec. 8.9 OBC) | \$11 |
| Planning | Planning Comment (per lot for Subdivision Plan Review) | \$220 |
| | Consent Application | \$330 |
| | Additional Consent applications (same retained parcel) | \$150 |

NOTES:

- * If construction begins before a permit is issued a 50 percent (%) surcharge applies to all permits.
- * A permit is valid for 12 months from the original date of issuance noted in permit. If lapsed, it may be renewed only once for a period of 12 months from the original date of expiry.
- * Clerical surcharges are subject to HST

REPORT**3274/22**

| | |
|-------|---|
| TO: | The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors |
| FROM: | Sally McIntyre, General Manager |
| RE: | GM Update |
| DATE: | December 1, 2022 |

For Information.

EXTERNAL

- 1. Ontario Bill 109** – MVCA staff has reached out to municipal staff across our jurisdiction to ensure that decisions can be made on applications within the required timelines to avoid refunding application fees. Not all municipalities have determined how they are going to manage applications in accordance with Bill 109. Staff will continue to reach out to member municipalities to support them in establishing processes for implementing the legislation by January 1, 2023.
- 2. Clyde Forks Bridge and K&P Trail** - The Township of Lanark Highlands has agreed to move forward with the drafting of a use agreement for the 3.2km stretch of the K&P trail, based on the framework that protects the interests of the Authority during construction, reinstatement, and recommissioning of the trail, as described to them by MVCA. They have also agreed to both parties using Mary Foss, of Anderson Foss, as legal counsel to be able to draft the agreement.

MVCA is working with Mary Foss to draft the agreement. The hope is to have agreement finalized in the next 2-3 months to allow the necessary work/upgrades to be made to the trail in the Spring and actual usage of the trail to access the community to begin in late Spring/early Summer.
- 3. Programs & Services MOUs** – work on negotiating MOUs with member municipalities was suspending during contemplation of Bill 23, and will resume as implementation details are clarified with the province.

INTERNAL

1. **New Board Members** – MVCA welcomes the following new members to our Board effective immediately:
 - Richard Kidd, Beckwith Township
 - Helen Yanch, Addington Highlands Township
2. **Joint H&S Committee** – Attached are minutes from the most recent JHSC meeting.
3. **Kintail County Christmas** – This annual festive event will be held at the Mill of Kintail Saturday December 10, 2022, 11am – 3pm. All are invited!
4. **Staff Fall Event** – the afternoon of October 21, staff held an event at Saunder's Farm for team building and staff recognition and appreciation. The weather cooperated and the afternoon was a success!

**MISSISSIPPI VALLEY CONSERVATION AUTHORITY
JOINT HEALTH AND SAFETY COMMITTEE**

Mississippi Valley Conservation Authority

8:30 a.m.

October 24th, 2022

MINUTES

MEMBERS PRESENT: A. Broadbent, Co-chair, Information Technology Supervisor;
 J. Arbour, Co-Chair, Maintenance Technician;
 D. Reid, Environmental Planner;
 S. Lawryk, Operations Manager;

STAFF PRESENT: R. Clouthier, Recording Secretary;

BUSINESS:

A. Broadbent called the meeting to order at 8:32am.

1. Welcome S. Lawryk – Management Representative

A. Broadbent welcomed S. Lawryk to the JHSC.

2. Review of agenda & Request for Additions

A. Broadbent reviewed the agenda and inquired if there were any additions to the agenda. There were no additions.

JHSC 10/24/2022 - 01

MOVED BY: J. Arbour

SECONDED BY: D. Reid

Resolved, that the agenda for the Joint Health and Safety Committee be adopted as presented.

“CARRIED”

3. Minutes – Joint Health and Safety Committee Meeting – September 26th 2022

JHSC 10/24/2022 - 02

MOVED BY: J. Arbour
SECONDED BY: S. Lawryk

Resolved, That the Minutes of the MVCA Joint Health and Safety Committee meeting held on September 26th, 2022 be received and adopted as printed.

“CARRIED”

4. Review of action items & any business arising from the minutes

A. Broadbent asked how effective is the role of Health and Safety Coordinator and asked for general feedback.

Committee discussed how the role of Health and Safety Coordinator being an external consultant could render the position less effective. Discussed how the role is effective in helping re-vamp documents, policy gathering and general administration for MVCA administration.

A. Broadbent suggested that the committee prioritize approving and posting meeting minutes from the previous Joint Health and Safety Committee Meetings moving forward.

The Committee discussed the results of the Remote-Work Self Assessment emailed out by A. Broadbent and noted the employees that did not respond. There were 5 employees that had not completed the assessment. Additionally, noted the employee's requests for desk foot and laptop stands that were subsequently provided the requested equipment.

D. Reid asked what the legal responsibilities are that we need to be concerned with when employees are working from home; example: do we need to ensure a fire alarm or ergonomic furniture, etc. Management will need to confirm what MVCA will provide. Benefits are that most people will be set up to work from home if there were to be another pandemic wave, etc.

A. Broadbent summarized that management will need to distinguish between furnishing and equipment.

5. Work Place Inspections

D. Reid reported to the Committee that workplace inspections at head office were completed and previously noted issues were being resolved.

J. Arbour noted that he performs the workplace inspections at the Mill of Kintail and inquired about the regulations for COVID-19 signage.

D. Reid noted that the Workplace Health and Safety Checklists need to be updated for recent changes in COVID-19 regulations as well, both in office and off-site.

The committee discussed the current regulations and the previous changes and resolved that S. Lawryk will look up the regulations, pass the information along to the rest of the Committee Members and will also update the COVID-19 signage at the Mill of Kintail.

D. Reid will update the COVID-19 checklist for the Carleton Place office.

S. Lawryk inquired as to how the inspections are completed for infrastructure such as dams and other areas such as trails, since they are only periodically used.

J. Arbour noted that the Operations Department employees will perform routine visual inspections on the dam and surrounding areas on every site visit.

A. Broadbent noted that the Health and Safety Committee does not receive or file records on dam inspections.

J. Arbour noted that the Operations Department employees will perform visual inspections while on site and will perform equipment preparation before departing the office to ensure they have all of their safety equipment. While on a site visit, they will observe: weather, water levels and conditions, any unauthorized personal, vandalization, ice on or in the dam, signage, safety booms, any missing equipment, any trip hazards, inspect upstream and downstream from the dam, any broken parts or equipment, do a visual check, the locks on gates/ensure they are working, the access roads and more. The operations department logs all inspections on the Survey123 Mobile App.

S. Lawryk wants to know if we can access the survey files from the inspections to use for Health and Safety Inspections.

A. Broadbent will request a review of the online dam surveys and ask the Water Resources team to provide a copy of the data that relates to a workplace inspection.

6. Accidents & Incidents

One accident was reported. A staff member tripped and fell on uneven ground during a site visit resulting in a minor injury to the right thumb. The accident was reviewed and reported directly after it occurred. The Committee reviewed the accident and determined that extra care should be taken by an employee when walking on uneven ground. It is difficult to determine what would be required to avoid future accidents of similar nature.

7. Other Business

a. Review of PPE

A. Broadbent overviewed the PPE requirements for each department and noted whether they were considered P for Personal or S for Shared.

S. Lawryk mentioned that a new sub-committee will be created called the “Clothing Taskforce” and they will provide better recommendations to the Joint Health and Safety Committee who can then in turn decide to make recommendations to management to determine if equipment should be mandatory, optional, personal or shared.

A. Broadbent noted that hard hats should not be listed as a shared equipment. Discussion began pertaining to whether Safety Trousers - Chainsaw should be personal or shared. More clarification is required from management.

D. Reid suggested as a rule of thumb, if the equipment is against the employee’s skin then it should be listed as personal.

S. Lawryk will work with Clothing Taskforce to standardize our policy for PPE and report back to Joint Health and Safety Committee.

b. Psycho-Social Stress

A. Broadbent started a round table discussion regarding Psycho-Social Stress in the workplace and if the JHSC members have received any complaints or reports.

D. Reid has not been hearing as much in the way of concerns, although different leadership styles within the organization seems to remain a challenge at times.

J. Arbour noted that things are getting better for the Operations Department but they are also still weary pertaining to previous issues.

S. Lawryk believes that we are making strides as an organization and that the pertinent issues are not ones that can be resolved overnight.

A. Broadbent noted that management has been going through various leadership training such as motivational training, etc.

ADJOURNMENT

The meeting was adjourned at 9:37 a.m.

JHSC 10/24/2022 - 03

MOVED BY: J. Arbour

SECONDED BY: D. Reid

Resolved, That the MVCA Joint Health and Safety Committee meeting adjourned.

“CARRIED”

Review of Action Items:

1. Reach out to employees who have not completed the self assessment
2. Reach out to the Water Resources Team to inquire if they receive the Survey123 data from the Operations Department’s dam site visits
3. Review the regulations for COVID-19 Signage
4. Review JHSC meeting minutes on an expedited timeline