



Annual General Meeting

By Zoom

1:00 pm

February 16, 2022

<https://us06web.zoom.us/j/85258554699>

or by phone 1-647-374-4685

Meeting ID: 852 5855 4699

AGENDA

ROLL CALL

Declarations of Interest (written)

Agenda Review

Main Business

1. Watershed Conditions Report, Report 3194/22, Jenn North, Page #3
2. Guest Presentation: Mississippi Lake Association (Rob Bell, President)
3. Approval of Minutes:
 - a) Board of Directors, December 1, 2021, Page #5
 - b) Board of Directors, December 16, 2021, Page #10
4. 2021 Draft Financial Statements and Audit Findings Letter, (Glenn Street, auditor)
5. Election of Chair and Vice Chair (S. McIntyre)
6. Appointment of the Auditor, Report 3195/22 (A. Millar) Page #13
7. 2022 Budget, Report 3196/22 (S. McIntyre), Page #14
8. 2022 Borrowing Resolution, Report 3197/22 (A. Millar), Page #36
9. 2022 Per Diem and Mileage Rates, Report 3190/22 (A. Millar), Page #37
10. Programs & Services Inventory and Cost Recovery, Report 3193/22 (S. McIntyre), Page #39
11. O. Reg. 687/21 Draft Programs & Services Inventory, Report 3198/22 (A. Millar and S. McIntyre)
12. Shabomeka Lake Dam Project Update, Report 3199/22 (J. Cunderlik), Page #44

Consent Agenda

13. Receive approved Minutes:
 - a) Finance and Administration Committee – November 18, 2021, Page #48
 - b) Finance and Administration Committee – November 25, 2021, Page #52
 - c) Finance and Administration Committee – December 9, 2021, Page #55

14. Draft 2022 Budget – Comments and Adjustments, Report 3191/22 (A. Millar), Page #58
15. Update – City of Ottawa Loan for Shabomeka Lake Dam, Report 3192/22 (A. Millar), Page #59

Other

16. Regulations Committee and Other Committee and Board Representative Appointments, Report 3200/22 (S. McIntyre), Page #60
17. Appointments to Conservation Ontario, Report 3201/22 (S. McIntyre), Page #64
18. Timeline Reporting for Section 28 Applications, Report 3202/22 (M. Craig), Page #65
19. General Manager Update, Report 3203/22, Page #67

ADJOURNMENT

REPORT

3194/22

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Jennifer North, Water Resource Technologist
RE:	Watershed Conditions Report
DATE:	February 8, 2022

For Information.

Drawdown of the upper lakes was completed in mid December. A wet fall and late start to winter resulted in higher than normal water levels and flows across the watershed. Excess run-off stopped once colder weather settled in, and water flows and levels dropped to normal conditions.

The current operating objective is to achieve full storage capacity by the middle of March. Our ability to reach this target will be depend upon precipitation and snow melt over the next few weeks.

Snowpack water content across the watershed is at average levels for this time of year (see Table 1.) Snowpack generally provides approximately 20% of total runoff so does not determine spring flooding potential. Flooding is also a function of day and night time temperatures which influence the rate of snowmelt, coupled with the timing and quantity of rainfall.

It is still too early in the year to make confident predictions for this year's freshet. Normally a forecast is made after the March 1st snow courses are taken and using more current weather forecasts. The historical average date for spring peak water levels on the lower Mississippi River is April 9.

Table 1:
February 1, 2022 Snow Pack Survey Results

Snow Course Site	Depth mm	Historical	Water Equiv. ml	Historical	Density
Ardoch	38.9	25.6	80	56.6	20.57%
Bon Echo Park	46.1	43.1	90	92.8	19.52%
Mackavoy Lake	41.8	37.1	82	76.3	19.62%
Buckshot Lake	39.2	36.5	85	81.2	21.68%
Canonto Lake	35.8	26.8	81	57.2	22.63%
Lavant	39.2	24.4	68	55.1	17.35%
Gordon Rapids	30.4	27.7	67	64.8	22.04%
Brightside	33.3	26.8	69	69.3	20.72%
Fallbrook	31.3	25.7	52	54.8	16.61%
Snow Road	32.8	26.4	54	59.0	16.46%
Maberley	36.5	30.6	80	71.1	21.92%
Innisville	29.4	24.7	50	54.7	17.01%
Kinburn	30.5	29.3	63	65.8	20.66%
Blakeney	33.2	31.3	65	70.8	19.58%
Stittsville	21.8	24.5	42	66.4	19.27%
High Falls	32.4	27.7	55	67.8	16.98%



Board of Directors

MINUTES

Via Zoom

December 1, 2021

MEMBERS PRESENT

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

MEMBERS ABSENT

E. El-Chantiry

STAFF PRESENT

S. McIntyre, General Manager
A. Millar, Treasurer
A. Broadbent, IT Supervisor
M. Craig, Manager of Planning and Regulations
J. Cunderlik, Director, Water Resource Engineering
R. Fergusson, Operations Supervisor
J. Falsetti, Stewardship Technician
J. North, Water Resource Technologist
E. Levi, Recording Secretary

VISITORS PRESENT

S. Bell, Assistant to Councillor El-Chantiry

J. Atkinson called the meeting to order at 10:03am.

B12/01/21-1

MOVED BY: B. King

SECONDED BY: F. Campbell

Resolved, That the Agenda for the December 1, 2021 Board of Directors meeting be adopted as amended.

“CARRIED”

BUSINESS

1. Approval of Minutes – Board of Directors

B12/01/21-2

MOVED BY: B. Holmes

SECONDED BY: P. Kehoe

Resolved, That the Minutes of the Mississippi Valley Board of Directors Meeting held on October 20, 2021 be received and approved as amended.

“CARRIED”

2. Receive Minutes – Finance and Administration Advisory Committee

B12/01/21-3

MOVED BY: C. Rigelhof

SECONDED BY: B. King

Resolved, That the Minutes of the Mississippi Valley Finance and Administration Advisory Committee meeting held on October 12, 2021 be received.

“CARRIED”

3. Watershed Condition Report

J. North reviewed Staff Report 3180/21. Water levels on most lakes are still above historical average due to the significant amount of rainfall received this fall. The lakes will most likely achieve winter target levels later than normal. Precipitation received in the watershed over the last two months has maintained higher than normal flows in the main system. The priority is to season normal levels prior to freeze-up.

J. Mason asked why precipitation data from the Ottawa Airport was used when that area was not in our watershed. J. North advised it was used for an overall view, since even data compiled from the MVCA watershed can differ from location to location.

4. Revised Draft 2022 Budget

S. McIntyre reviewed Staff Report 3179/21 containing a revision to the draft budget as recommended by the Finance and Administration Advisory Committee meeting. She advised that between 1st draft and 2nd draft, there was no change to total levy apportionment. The budget includes phased implementation of the workforce plan onto the levy, and defers work on Widow Lake Dam project. She advised that 2020 had a higher than usual surplus given staff turnover, the pandemic and high revenues.

J. Inglis advised he was not comfortable with an 8% increase in levy. He commented that using \$130,000 from the reserves would allow the 8% increase to drop to 4%.

The Board decided to defer any decisions on the budget until after the discussion of Reserves on the agenda.

5. 2021 Year-End Contributions to/from Reserves

A. Millar discussed Report 3181/21. She advised that the Authority is projecting an operational surplus of approximately \$200,000. This is due to higher than projected revenues arising from strong and sustained demand for permit approvals and planning reviews and shared service agreements, above average attendance at conservation areas, as well as unspent compensation dollars due to staff turn-over. She commented that as a surplus is never guaranteed, it isn't something the Authority budgets for so discussions about the use of reserves is still warranted.

A. Millar explained that a Planning & Regulation Reserve was desirable given the significant rise in applications leading to higher than average revenues that could be set aside to ease the ability of MVCA to address future fluctuations in revenues and compliance management costs. She recommended that should there be sufficient surplus operating funds as of December 31, 2021, that up to \$60,000 be transferred to this new reserve.

J. Mason expressed concern that in the previous two finance and administration advisory committee meetings the availability of the projected surplus should have been conveyed to the committee, especially given that the first budget was rejected based on concerns about using the operating reserve. She also noted that the committee also made a recommendation to revise the costs associated with the workforce plan to be incorporated into the levy. She suggested that the surplus could be used to address budget concerns in 2022.

C. Lowry commented that in her experience budget discussions and approvals do not assume any surplus and felt it would be unusual to do this. However, she also noted that these were unusual times and if the Board wanted to do something different than the norm, she would be open to the discussion.

J. Inglis noted his hesitation in creating numerous reserves for specific purposes. He commented that if funds were in one reserve it would be easier to draw on as needs/projects arise. S. McIntyre advised of the potential value of dedicated reserves--special projects with special reserves are easier to work with knowing you have dedicated funds. She commented that the structure of the reserves often determines how projects move forward.

There was a lengthy discussion regarding the use of reserves as opposed to increasing the levy. Many members noted the difficulty in having municipal councils agree to anything over a 4% increase in the levy.

J. Mason commented that she did not support creating a planning reserve as it reduces the availability of funds and restricts the Board's use of how they may use the reserve. She also commented that she would support the Board majority decision whether the budget should be

amended to take money out of operating reserve to reduce levy or whether it was preferable to approve the budget as is.

The Board discussed whether to send the budget back to the Finance and Administration Advisory Committee for additional review prior to circulation to municipalities.

S. McIntyre commented that it was important that whatever is circulated to municipalities has the support of the Board and that to do otherwise could put the Authority at reputational risk.

B12/01/21-4

MOVED BY:

SECONDED BY:

Resolved, That the Board of Directors direct staff to draw \$135,000 from operational reserve to reduce the municipal levy.

“CARRIED”

B12/01/21-5

MOVED BY: J. Atkinson

SECONDED BY: K. Thompson

Resolved, That that Board refer the budget back to the Finance and Administration Advisory Committee for further discussion.

“CARRIED”

6. **O. Reg 687/21 Draft Transition Plan**

S. McIntyre commented on Report 3182/21 regarding implementation of a Transition Plan to ensure that any required “Cost Apportioning Agreements” with member municipalities are in place by January 1, 2024.

B12/01/21-6

MOVED BY: J. Karau

SECONDED BY: J. Inglis

Resolved, That the Board of Directors approve the Transition Plan and its distribution to member municipalities and the province.

“CARRIED”

7. **Casey Creek Flood Plain Mapping**

J. Cunderlik reviewed Report 3183/21. He noted the analysis documented in Casey Creek Flood Plain Mapping Study report meets the standards found in the *Technical Guide River & Stream Systems: Flooding Hazard Limit* (MNDMNR, 2002) and therefore, the resulting Regulatory (1:100 year) flood plain and Regulation Limit delineation is suitable for use in MVCA’s Regulation mapping as well as for municipal land use planning purposes. After adoption, the report, maps and Regulation Limit will be used in the implementation of *Ontario Regulation 153/06* and forwarded to the City of Ottawa for inclusion in their Zoning By-law document.

B12/01/21-7

MOVED BY: K. Thompson

SECONDED BY: P. Sweetnam

Resolved, That the Board of Directors:

- a) adopt the report *Casey Creek Flood Plain Mapping Study* dated May 2021 and the associated GIS-based flood hazard limit lines and flood plain maps as the delineation of areas along the Casey Creek that are susceptible to flooding during the Regional flood standard as defined in Schedule 1 of Ontario Regulation 153/06, and
- b) direct that the report, maps and Regulation Limit be used in the implementation of Ontario Regulation 153/06.

“CARRIED”

ADJOURNMENT

The meeting was adjourned at 12:36p.m.

B12/01/21-8

MOVED BY: K. Thompson

SECONDED BY: C. Rigelhof

Resolved, That the Board of Directors meeting adjourned.

“CARRIED”

“E. Levi, Recording Secretary

J. Atkinson, Chair”



Board of Directors

MINUTES

Via Zoom

December 16, 2021

MEMBERS PRESENT

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

MEMBERS ABSENT

R. Darling
C. Rigelhof
C. Kelsey

STAFF PRESENT

S. McIntyre, General Manager
A. Millar, Treasurer
L. Williams, Recording Secretary
M. Craig, Manager of Planning and Regulations

BUSINESS

1. Adoption of the Agenda

B12/16/21-1

MOVED BY: A. Tennant

SECONDED BY: F. Campbell

Resolved, That the Agenda for the December 16th, 2021 Board of Directors meeting be adopted as presented.

“CARRIED”

2. Receiving of Finance and Administration Committee Minutes

B12/16/21-2

MOVED BY: E. El-Chantiry

SECONDED BY: B. King

Resolved, That the minutes of the MVCA Finance and Administration Committee meeting held on December 9th, 2021 be received for information.

“CARRIED”

3. Revised Draft 2022 Budget, Report 3189/21

S. McIntyre presented Report 3189/21 regarding the revised Draft 2022 Budget.

A. Millar made a presentation regarding the potential impacts on the 2023 budget. She explained that the organization cannot assume future surpluses, and that significant levy increases would be needed in 2023 to implement the Workforce Plan as previously approved.

A. Millar pointed out that there may be new Board of Directors membership at the 2023 Annual General Meeting highlighting that new members might not follow through on the current financial plan moving forward.

E. El-Chantiry questioned whether the current Board could obligate future Boards. S. McIntyre confirmed that future Boards are not bound by the decisions of the current Board.

J. Inglis stated that he did not believe North Frontenac council would support a levy increase of 8-10% in 2023.

J. Karau stated that new members joining the Board should receive orientation on the value of CAs and the services they provide. He also noted that, in absolute dollars, the increases are not large for the City of Ottawa.

A. Tennant indicated that the CA's budget is a minor component of the Carleton Place budget.

B12/16/21-3

MOVED BY: E. El-Chantiry

SECONDED BY: K. Thompson

Resolved, That the Board of Directors:

- 1. approve the Revised Draft 2022 Budget v.3 as presented in this report for circulation to member municipalities for comment; and**
- 2. transfer any unspent levied capital dollars as of December 31, 2021 to their respective capital reserves to meet future capital needs;**
- 3. fund any operating deficit for the year ending December 31, 2021 from the Operating Reserve; and**
- 4. transfer any remaining year-end operating surplus to the Operating Reserve.**

“CARRIED”

ADJOURNMENT

The meeting was adjourned at 3:22pm.

B12/16/21-1

MOVED BY: P. Kehoe

SECONDED BY: J. Karau

Resolved, That the Agenda for the December 16th, 2021 Board of Directors meeting be adjourned.

“CARRIED”

REPORT

3195/22

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	Appointment of 2022 Auditor
DATE:	February 8, 2022

RECOMMENDATION

That the Board of Directors appoint the firm of Cross Street Professional Corporation as the Authority's Auditor for the year 2022.

The MVCA *Administrative By-law* states:

Appointment of Auditor

The General Membership shall appoint an auditor for the coming year at the Annual General Meeting in accordance with Section 38 of the Act.

The Authority has secured the services of Glenn Street from Cross Street Professional Corporation for a number of years. His expertise and knowledge of the Authority's financial transactions, both past and present, provide the Authority with stability and consistency through the years of legislative and funding challenges faced by the Authority. Based on the financial changes that are to occur in the coming years for Conservation Authorities, it is recommended that the Authority continue to engage with the services provided by Cross Street Professional Corporation.

REPORT

3196/22

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager Angela Millar, Treasurer
RE:	2022 Budget and Work Plan
DATE:	February 9, 2022

RECOMMENDATION

That the Board of Directors approve the 2022 Budget as presented.

Table 1 summarizes differences between the 2021 and 2022 annual budgets and levies. The total levy is to increase by 4%, and will constitute approximately 60% of total revenues in 2022.

Table 1: 2021-2022 Budgets

ANNUAL BUDGET	2021	2022
Operating	3,791,662	4,571,874
Capital	2,327,105	827,142
Contribution to Reserves	95,745	196,719
	6,214,512	5,595,735
General Levy (Operating)	2,679,317	2,777,096
Capital Levy	565,350	598,706
Total Levy	3,244,667	3,375,802

The 2022 Budget assumes draw-down of the Operating Reserve by \$392,612, with a projected 2022 year-end balance of \$1,103,463. This is based upon the recently completed 2021 audited Financial Statements and is approximately \$584,710 greater than what was estimated in November, 2021 as shown in Table 2. The accounting transactions shown in Table 2 were made in consultation with the Auditor during the year-end audit conducted at the end of January.

Table 2: Projected 2022 Year-end Operating Reserve Balance

As projected in the Draft 2022 Budget (Nov. 2021)	\$518,753
<i>Plus</i>	
1. Actual 2021 YE Surplus (was originally estm. at \$200k; public sector financial practice is to exclude any projected surplus from the subsequent year's budget)	\$261,480
2. Reduced draw-down of Reserve for the LiDAR and Flood Plain Mapping projects that will continue into 2022.	\$109,523
3. Reduced draw-down of Reserve for temporary staff and payroll adjustments due to surplus revenues.	\$67,025
4. Reassigned funds from Deferred Revenues as directed by the Auditor (see Final Audit Adjusted Journal Entry.)	\$85,869
5. Value of the 2020 Operating Surplus as determined by the Auditor was higher than was recorded on the draft 2022 budget.	\$60,813
Subtotal	\$584,710
Revised projection post YE Audit (Feb. 2022)	\$1,103,463

Further details regarding background assumptions, rationale, and options considered can be found in staff reports 3179/21 and 3189/21.

The budget was circulated and published per legislative and regulatory requirements, with no comments received.



2022

Draft Budget

v.3

December 9 2021

Mississippi Valley Conservation Authority
2022 Draft Budget and 2021 YTD up to Nov 22 2021 - UNAUDITED
Operating Program

Expenditures	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 DRAFT Budget
Corporate Services					
Administration	\$587,617	\$472,709	\$535,632	(\$51,985)	\$617,108
Communications	\$109,767	\$75,385	\$93,886	(\$15,881)	\$54,500
Vehicles & Equipment	(\$19,800)	(\$20,430)	(\$20,395)	(\$595)	(\$7,886)
Sub-total	\$677,584	\$527,664	\$609,123	(\$68,461)	\$663,722
Watershed Management					
Information & Communications Tech.	\$108,825	\$88,066	\$104,679	(\$4,146)	\$133,839
Technical Studies & Watershed Planning	\$952,056	\$792,690	\$895,747	(\$56,309)	\$1,212,686
Plan Review & Regulations	\$725,681	\$575,674	\$724,045	(\$1,636)	\$918,505
Sub-total	\$1,786,562	\$1,456,430	\$1,724,471	(\$62,091)	\$2,265,030
Flood and Erosion Control					
Flood Forecasting & Warning	\$244,151	\$184,788	\$214,078	(\$30,073)	\$311,505
O&M Flood Control Structures	\$321,494	\$296,866	\$322,414	\$920	\$359,246
Prev. Maintenance of FCS	\$114,208	\$97,643	\$113,208	(\$1,000)	\$141,697
Sub-total	\$679,853	\$579,297	\$649,700	(\$30,153)	\$812,448
Conservation Services					
Stewardship & Education	\$90,483	\$46,930	\$65,433	(\$25,050)	\$236,511
Property Management	\$470,241	\$374,008	\$426,544	(\$43,697)	\$499,375
Visitor Services	\$86,939	\$70,622	\$78,289	(\$8,650)	\$94,789
Sub-total	\$647,663	\$491,561	\$570,266	(\$77,397)	\$830,674
Total Operating	\$3,791,662	\$3,054,952	\$3,553,560	(\$238,102)	\$4,571,874
Revenues	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 DRAFT Budget
Municipal Levy					
- General benefiting	\$2,679,317	\$1,847,059	\$2,371,550	(\$536,391)	\$2,777,096
- Special benefiting	\$62,000	\$62,000	\$62,000	\$0	\$63,870
Sub-total	\$2,741,317	\$1,909,059	\$2,433,550	(\$536,391)	\$2,840,966
Provincial Transfer Payment	\$128,438	\$128,436	\$128,436	(\$2)	\$128,436
Special Grants	\$25,419	\$40,839	\$82,511	\$57,092	\$273,544
User Fees & Contract Revenue	\$668,635	\$582,202	\$691,635	\$190,000	\$530,590
Special Reserves	\$146,703	\$115,846	\$151,684	\$4,983	\$703,604
Other	\$81,150	\$53,996	\$65,744	(\$13,704)	\$94,734
Total Revenues	\$3,791,662	\$2,830,378	\$3,553,560	(\$298,022)	\$4,571,874
Surplus/(Deficit)	\$0	(\$224,574)	\$0	(\$59,920)	(\$0)

Mississippi Valley Conservation Authority
2022 Draft Budget and 2021 YTD up to Nov 22 2021 - UNAUDITED
Capital Program

Water & Erosion Control Infrastructure					
Expenditures	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 DRAFT Budget
Water & Erosion Control Infrac	\$1,565,000	\$136,293	\$1,445,925	(\$119,075)	\$351,719
Revenues	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 DRAFT Budget
WECI Grant	\$775,000	\$607,875	\$715,465	(\$59,535)	\$100,000
General Benefiting levy	\$25,000	(\$471,582)	(\$84,540)	(\$109,540)	\$176,719
DMAF Grant	\$0	\$0	\$0	\$0	\$75,000
Water Control Structure Reserve	\$0	\$0	\$0	\$0	\$0
Special Reserves - Glen Cairn Provincial Share	\$15,000	\$0	\$15,000	\$0	\$0
Debt Financing	\$750,000	\$0	\$800,000	\$50,000	\$0
Total Revenue	\$1,565,000	\$136,293	\$1,445,925	(\$119,075)	\$351,719

Administration Office					
Expenditures	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 DRAFT Budget
HQ Building	\$277,005	\$138,502	\$277,005	\$0	\$277,005
WCS Annual Financing Charge	\$0	\$0	\$0	\$0	\$40,630
LIDAR Repayment	\$0	\$0	\$0	\$0	\$5,000
Revenues	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 DRAFT Budget
Provincial Transfer Payment	\$0	\$0	\$0	\$0	\$0
General Benefiting levy	\$277,005	\$138,502	\$277,005	\$0	\$322,635
Special Benefiting levy	\$0	\$0	\$0	\$0	\$0
Special Reserves	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$277,005	\$138,502	\$277,005	\$0	\$322,635

Other Capital					
Expenditures	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 DRAFT Budget
Other Capital	\$485,100	\$109,986	\$126,362	(\$358,738)	\$349,507
Revenues	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 DRAFT Budget
General Benefiting levy	\$167,600	\$22,644	\$39,020	(\$128,580)	\$99,352
Special Reserves	\$152,500	\$13,941	\$13,941	(\$138,559)	\$151,475
Other	\$165,000	\$73,401	\$73,401	(\$91,599)	\$98,680
Total Revenues	\$485,100	\$109,986	\$126,362	(\$358,738)	\$349,507

Mississippi Valley Conservation Authority

2022 DRAFT Budget INCLUDES 1.4% Growth, 3% Operating Levy, 4.5% Capital and 63% Workforce Plan and draw \$135k from Operating Reserve

Table 3a – 2022 Draft Operating Levy (General Benefiting)

Municipality	2021 Apportionment %	2021 Levy	Variance	2022 Apportionment %	2022 Levy	Variance	
North Frontenac Tp	0.9396	\$25,175	\$476	0.9363	\$26,001.95	\$827	3.3%
Central Frontenac Tp	0.4394	\$11,773	\$328	0.4390	\$12,191	\$419	3.6%
Tay Valley Tp	0.6446	\$17,271	\$302	0.6395	\$17,760	\$489	2.8%
Beckwith Tp	0.6545	\$17,536	\$735	0.6653	\$18,476	\$940	5.4%
Carleton Place	2.4254	\$64,984	\$2,345	2.4563	\$68,214	\$3,230	5.0%
Drummond/North Elm T	0.4919	\$13,180	\$337	0.4906	\$13,624	\$445	3.4%
Lanark Highlands Tp	1.137	\$30,464	\$971	1.1338	\$31,487	\$1,023	3.4%
Mississippi Mills	2.6859	\$71,964	\$3,702	2.7152	\$75,404	\$3,440	4.8%
Addington Highlands Tp	0.1603	\$4,295	\$125	0.1592	\$4,421	\$126	2.9%
Ottawa	90.3864	\$2,421,738	\$81,266	90.3298	\$2,508,545	\$86,807	3.6%
Greater Madawaska Tp	0.03510	\$940	\$19	0.03510	\$975	\$34	3.6%
Total	100	\$2,679,317	\$90,606	100	\$2,777,096	\$97,779	3.6%

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

Municipality	2021 Apportionment %	2021 Levy	Variance	2022 Apportionment %	2022 Levy	Variance	
North Frontenac Tp	0.9396	\$5,312	\$125	0.9363	\$5,606	\$294	5.5%
Central Frontenac Tp	0.4394	\$2,484	\$81	0.4390	\$2,628	\$144	5.8%
Tay Valley Tp	0.6446	\$3,644	\$81	0.6395	\$3,829	\$184	5.1%
Beckwith Tp	0.6545	\$3,700	\$172	0.6653	\$3,983	\$283	7.6%
Carleton Place	2.4254	\$13,712	\$558	2.4563	\$14,706	\$994	7.2%
Drummond/North Elm T	0.4919	\$2,781	\$84	0.4906	\$2,937	\$156	5.6%
Lanark Highlands Tp	1.137	\$6,428	\$235	1.1338	\$6,788	\$360	5.6%
Mississippi Mills	2.6859	\$15,185	\$850	2.7152	\$16,256	\$1,071	7.1%
Addington Highlands Tp	0.1603	\$906	\$31	0.1592	\$953	\$47	5.2%
Ottawa	90.3864	\$511,000	\$19,522	90.3298	\$540,810	\$29,810	5.8%
Greater Madawaska Tp	0.03510	\$198	\$5	0.03510	\$210	\$12	5.9%
Total	100	\$565,350	\$21,745	100	\$598,706	\$33,356	5.9%

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

Municipality	2021 Apportionment %	2021 Levy	Variance	2022 Apportionment %	2022 Levy	Variance	
North Frontenac Tp	0.9396	\$30,487	\$601	0.9363	\$31,608	\$1,121	3.7%
Central Frontenac Tp	0.4394	\$14,257	\$409	0.4390	\$14,820	\$563	3.9%
Tay Valley Tp	0.6446	\$20,915	\$383	0.6395	\$21,588	\$673	3.2%
Beckwith Tp	0.6545	\$21,236	\$908	0.6653	\$22,459	\$1,223	5.8%
Carleton Place	2.4254	\$78,696	\$2,903	2.4563	\$82,920	\$4,224	5.4%
Drummond/North Elm T	0.4919	\$15,961	\$421	0.4906	\$16,562	\$601	3.8%
Lanark Highlands Tp	1.137	\$36,892	\$1,205	1.1338	\$38,275	\$1,383	3.7%
Mississippi Mills	2.6859	\$87,149	\$4,552	2.7152	\$91,660	\$4,511	5.2%
Addington Highlands Tp	0.1603	\$5,201	\$155	0.1592	\$5,374	\$173	3.3%
Ottawa	90.3864	\$2,932,738	\$100,788	90.3298	\$3,049,355	\$116,618	4.0%
Greater Madawaska Tp	0.03510	\$1,139	\$24	0.03510	\$1,185	\$46	4.0%
Total	100	\$3,244,667	\$112,350	100	\$3,375,802	\$131,135	4.0%

Mississippi Valley Conservation Authority
2022 Draft Budget and 2021 YTD up to Nov 22 2021 - UNAUDITED

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	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Wages/Benefits	408,117	367,229	401,239	(6,878)	436,808
Staff Mileage/Expenses/Prof Development	8,500	773	1,000	(7,500)	8,500
Member Expenses & Allowances	42,000	9,536	15,000	(27,000)	20,000
Mat/Sup/Equip/GenExp/BankChg/Postage/Courier	35,000	32,773	35,000	0	36,000
Insurance/Telephone	31,700	26,234	31,000	(700)	35,000
Professional Services (Legal/ Audit/ etc.)	47,000	23,985	40,000	(7,000)	30,000
Conservation Ontario Levy	26,500	26,393	26,393	(107)	27,000
OH&S-Other Costs	7,000	3,985	4,200	(2,800)	2,000
OH&S Contracted / Shared Services	0	0	0	0	15,000
Consulting Fees/Human Resources/WFP Implementation	0	0	0	0	25,000
Administrative Charges OMFCS	(18,200)	(18,200)	(18,200)	0	(18,200)
Total	587,617	472,709	535,632	(51,985)	617,108
Revenues	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Provincial Grant					
Municipal Levy	506,068	377,298	438,476	(67,592)	339,300
Other - Interest	34,500	23,567	25,267	(9,233)	25,000
Other - Rental Income	0	3,000	3,000	3,000	0
Other - Miscellaneous	2,450	1,155	1,200	(1,250)	2,000
Other - Donations (General)	0	664	664	664	0
Other - Operating Reserve (WFP Implementation)	0	0	0	0	250,808
Other - Operating Reserve	44,599	67,025	67,025	22,426	
Total	587,617	472,709	535,632	(51,985)	617,108

Mississippi Valley Conservation Authority
2022 Draft Budget and 2021 YTD up to Nov 22 2021 - UNAUDITED

Communications

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

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

Expenditures	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Wages/Benefits	87,267	52,890	52,890	(34,377)	0
Mileage/Expenses/Professional Development	3,000	0	0	(3,000)	1,000
Printing	2,500	557	1,000	(1,500)	1,000
Materials/Supplies/Equipment/Gen Expenses	5,000	278	2,000	(3,000)	1,000
Advertising/Promotion (core program & services)	2,000	4,286	5,000	3,000	5,500
Eko-Trekr App Annual Fee/Support	3,500	34	3,500	0	3,500
Carp River CA Development (see Prop. Man. 2022)	0	236	500	500	0
Contracted Services	0	12,516	19,296	19,296	41,000
Website Expenses	3,000	774	1,200	(1,800)	1,500
Signs - Roy Brown Park	3,500	3,816	8,500	5,000	0
Total	109,767	75,385	93,886	(15,881)	54,500
Revenues	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Provincial Grant					
Municipal Levy	104,767	75,385	93,886	(10,881)	51,000
Special Grant - Enbridge (Roy Brown Park)	5,000	0	0	(5,000)	0
MVCF - Contribution (Eco-Trekr)	0	0	0	0	3,500
Total	109,767	75,385	93,886	(15,881)	51,000

Mississippi Valley Conservation Authority
2022 Draft Budget and 2021 YTD up to Nov 22 2021 - UNAUDITED

Vehicles & Equipment

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

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

Expenditures	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Wages/Benefits	11,100	10,175	11,100	0	11,514
Mileage/Expenses/Prof Development	3,600	496	500	(3,100)	3,600
Vehicle/Equipment Purchase	3,000	0	0	(3,000)	3,000
Vehicles/Equipment Lease	0	0	0	0	0
Materials/Supplies/Fuel/Maintenance	50,000	33,339	35,800	(14,200)	58,000
Insurance/Licensing	10,000	9,022	12,025	2,025	13,000
General Expenses	2,500	2,680	3,180	680	3,000
Vehicle/Equipment Charges	(100,000)	(76,141)	(83,000)	17,000	(100,000)
COVID-19 Response	0	0	0	0	0
Total	(19,800)	(20,430)	(20,395)	(595)	(7,886)
Revenues	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Provincial Grant					
Municipal Levy	(19,800)	(20,430)	(20,395)	(595)	(7,886)
Total	(19,800)	(20,430)	(20,395)	(595)	(7,886)

Mississippi Valley Conservation Authority
2022 Draft Budget and 2021 YTD up to Nov 22 2021 - UNAUDITED

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	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Wages/Benefits	20,375	18,677	20,375	0	21,539
Mileage/Expenses/Professional Development	2,000	869	1,050	(950)	2,000
Materials/Supplies/Gen Expenses	3,150	963	3,000	(150)	3,150
Equipment Purchase, Repair & Mtce	4,000	3,098	4,000	0	4,000
Software/Maintenance/IT Support	36,500	38,726	42,726	6,226	48,150
High Speed Internet Access	7,800	7,873	8,528	728	15,000
Data Acquisition - General /Transfer to Reserve	15,000	7,860	15,000	0	15,000
Electronic Document Management (CADIMS)	10,000	10,000	10,000	0	12,000
Data Management Automation	10,000	0	0	(10,000)	13,000
Total	108,825	88,066	104,679	(4,146)	133,839
Revenues	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Provincial Grant					
Municipal Levy	108,825	87,836	104,449	(4,376)	133,839
Other - CA Maps Program/Tech Fee for Info Products	0	230	230	230	0
Total	108,825	88,066	104,679	(4,146)	133,839

Mississippi Valley Conservation Authority
2022 Draft Budget and 2021 YTD up to Nov 22 2021 - UNAUDITED

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	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Wages/Benefits	601,556	504,275	577,904	(23,652)	825,978
Mileage/Expenses/Professional Development	25,000	13,081	15,000	(10,000)	25,000
Materials/Supplies/Gen Expenses	7,000	1,010	2,200	(4,800)	7,000
Lab Analysis (throughout watershed)	6,000	9,354	5,700	(300)	6,000
City of Ottawa Baseline Monitoring (mileage & lab fees only)	62,000	8,910	20,000	(42,000)	35,208
Poole Creek Subwatershed Study	12,000	0	0	(12,000)	12,000
Mississippi River Watershed Plan & Implementation	25,000	3,053	0	(25,000)	30,000
Ice Monitoring Program	0	0	0	0	3,500
Topo-bathymetric Data Collection Program	0	0	0	0	5,000
Carp River Study (Ottawa University)	8,500	0	0	(8,500)	0
NDMP - Flood Risk Assessment	0	7,073	14,200	14,200	8,500
Lower Mississippi River Floodplain Mapping (2022 staff only)	0	14,743	14,743	14,743	0
Ottawa Floodplain Mapping Update	5,000	938	1,000	(4,000)	10,000
Carp Erosion Control	200,000	210,199	220,000	20,000	25,000
MVCA Watershed Model	0	20,055	25,000	25,000	30,000
MVCA FPM Projects (Clyde)	0	0	0	0	100,000
Complete 3 Studies per NEW Regulation (21-686)	0	0	0	0	0
Wetland Restoration Project	0	0	0	0	8,000
Conservation Area Strategy (aka Land Cons/Acquisition)	0	0	0	0	66,500
Fundraising Campaign	0	0	0	0	15,000
Payback Reserve Fund(s)	0	0	0	0	0
Total	952,056	792,690	895,747	(56,309)	1,212,686
Revenues	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Provincial Grant					
Municipal Levy	584,271	500,201	467,650	(116,621)	568,070
Special Levy (Baseline Monitoring City of Ottawa)	62,000	62,000	62,000	0	63,870
Special Reserves - Glen Cairn Provincial Share	25,000	0	3,053	(21,947)	204,500
Wage Subsidy (CSJ)	0	6,087	6,087	6,087	20,400
NDMP - Grant	0	0	41,672	41,672	16,399
Other Grants	0	0	0	0	100,000
MVCF - for fundraising campaign	0	0	0	0	15,000
MVCF - funds raised	0	0	0	0	0
Other - City of Ottawa Contribution FP Mapping	48,785	0	48,785	0	0
Other - City of Ottawa - Carp Erosion Control	200,000	214,763	230,000	30,000	25,000
Other -Professional Services / Staff Time	0	9,639	11,500	11,500	10,000
Other - Deferred Revenue (Poole Creek/ Ottawa FP Mapping)	12,000	0	0	(12,000)	12,000
Operating Reserve	20,000	0	25,000	5,000	177,447
Total	952,056	792,690	895,747	(56,309)	1,212,686

Mississippi Valley Conservation Authority
2022 Draft Budget and 2021 YTD up to Nov 22 2021 - UNAUDITED

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/Reinspecton program
- North Frontenac - Re-inspection program
- Central Frontenac - Re-inspection program

Expenditures	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Wages/Benefits	584,181	535,499	600,617	16,436	779,005
Mileage/Expenses/Professional Development	19,000	8,539	10,000	(9,000)	19,000
Materials/Supplies/Gen Expenses	4,500	1,539	2,000	(2,500)	2,500
Legal Fees	17,000	4,621	7,500	(9,500)	17,000
Mississippi/Rideau Septic Program	75,000	25,126	81,928	6,928	75,000
Advisory Services	26,000	349	22,000	(4,000)	26,000
Consulting (Joint Fee Study RVCA, SNC)	0	0	0	0	0
Total	725,681	575,674	724,045	(1,636)	918,505
Revenues	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Provincial Grant					
Municipal Levy	400,681	103,505	237,117	(163,564)	533,505
User Fees - Plan Review	148,000	227,595	240,000	92,000	190,000
User Fees - Permit Processing Fees - Permits/PropClea	92,000	142,646	145,000	53,000	115,000
User Fees - Mississippi/Rideau Septic Program	75,000	81,928	81,928	6,928	75,000
MVCF - Wetland Protection Fund	10,000	0	0	(10,000)	0
Career Launcher Funding (remaining claim from 2021)	0	20,000	20,000	20,000	5,000
Total	725,681	575,674	724,045	(1,636)	918,505

Mississippi Valley Conservation Authority
2022 Draft Budget and 2021 YTD up to Nov 22 2021 - UNAUDITED

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	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Wages/Benefits	174,876	160,303	171,628	(3,248)	237,605
Standby/On Call Pay	2,500	2,893	3,675	1,175	2,500
Mileage/Expenses/Professional Development	23,500	2,967	4,000	(19,500)	23,500
Equip Rent Pur Repair & Mtce	5,000	562	1,000	(4,000)	5,000
Utilities - Telephone & Hydro	10,000	8,248	9,000	(1,000)	10,500
Communications - Radios & Pagers	4,700	4,689	5,200	500	4,700
Materials/Supplies/General Expenses	3,500	166	500	(3,000)	3,500
Low Water Response	500	0	0	(500)	500
WISKI-Soda License and Maintenance Fees	18,075	4,954	18,075	0	22,200
Stream Gauges	1,500	6	1,000	(500)	1,500
Total	244,151	184,788	214,078	(30,073)	311,505
Revenues	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Provincial Grant (Prov. TP Grant - Section 39)	60,368	60,366	60,366	(2)	60,366
Municipal Levy	173,783	118,335	137,625	(36,158)	241,139
CSJ - Wage Subsidy	0	6,087	6,087	6,087	0
Other - Shared Contribution (WISKI)	10,000	0	10,000	0	10,000
Total	244,151	184,788	214,078	(30,073)	311,505

Mississippi Valley Conservation Authority
2022 Draft Budget and 2021 YTD up to Nov 22 2021 - UNAUDITED

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	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Wages/Benefits	234,594	215,045	234,594	0	270,546
Mileage/Expenses/Professional Development	15,000	18,855	21,000	6,000	15,000
Administrative Charges	18,200	18,200	18,200	0	18,200
Taxes/Insurance	42,200	43,120	43,120	920	44,000
Materials/Supplies/Equipment/General Exp	4,500	1,494	2,000	(2,500)	4,500
Health & Safety Expenses	4,000	153	500	(3,500)	4,000
Safety Inspections	3,000	0	3,000	0	3,000
COVID-19 Response	0	0	0	0	0
Total	321,494	296,866	322,414	920	359,246
Revenues	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Provincial Grant (Prov. TP Grant - Section 39)	68,070	68,070	68,070	0	68,070
Municipal Levy	203,574	200,838	205,994	2,420	239,586
User Fees - OPG Contract	42,500	24,288	41,000	(1,500)	44,000
Other - MNR Bancroft & Kemptville	7,350	3,670	7,350	0	7,590
Total	321,494	296,866	322,414	920	359,246

Mississippi Valley Conservation Authority
2022 Draft Budget and 2021 YTD up to Nov 22 2021 - UNAUDITED

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	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Wages/Benefits	94,208	86,357	94,208	0	121,697
Mileage/Expenses/Professional Development	5,000	5,763	6,000	1,000	5,000
Materials/Supplies/Equipment	9,000	5,274	6,500	(2,500)	9,000
Stoplog Replacement	6,000	0	6,000	0	6,000
COVID Response	0	249	500	500	0
Total	114,208	97,643	113,208	(1,000)	141,697
Revenues	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Provincial Grant					
Municipal Levy	57,104	48,821	56,604	(500)	70,849
WCS Reserve - Glen Cairn Prov Share	57,104	48,821	56,604	(500)	70,849
Total	114,208	97,643	113,208	(1,000)	141,697

Mississippi Valley Conservation Authority
2022 Draft Budget and 2021 YTD up to Nov 22 2021 - UNAUDITED

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	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Wages/Benefits	58,483	31,359	36,233	(22,250)	87,611
Mileage/Expenses/Prof Development	4,000	3,764	4,000	0	4,000
Mat&Sup/Equip/GExp/Promotion	3,000	1,246	1,700	(1,300)	3,000
Ottawa Clean Water Prog - Mil/Exp/Grants/Comm Exp	3,500	51	3,500	0	3,500
County of Lanark Program	6,000	3,279	6,000	0	6,000
Shoreline Naturalization & Other Watershed Stewardship	9,000	7,231	7,500	(1,500)	9,000
ALUS Project Delivery	0	0	0	0	101,900
Trees Canada Program (RVCA Partnership)	5,500	0	5,500	0	5,500
Publicity	1,000	0	1,000	0	1,000
Summer Camp Program RVCA - administration only	0	0	0	0	0
Review of Education Program	0	0	0	0	15,000
Total	90,483	46,930	65,433	(25,050)	236,511

Revenues	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Provincial Grant					
Municipal Levy	75,983	42,111	56,433	(19,550)	105,111
ALUS Canada Grant	0	0	0	0	60,000
ECCC-CO Grant	0	0	0	0	41,900
User Fees - City of Ottawa RCWP	3,000	1,350	3,000	0	3,000
User Fees - Lanark County	6,000	3,469	6,000	0	6,000
Other - Trees/TD Planting Program Grant	5,500	0	0	(5,500)	5,500
Other - Grant for Review of Education Program	0	0	0	0	5,000
MVCF - Grant /In-Kind for Review of Education Program	0	0	0	0	10,000
Total	90,483	46,930	65,433	(25,050)	236,511

Mississippi Valley Conservation Authority
2022 Draft Budget and 2021 YTD up to Nov 22 2021 - UNAUDITED

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	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Wages/Benefits	199,241	173,425	192,897	(6,344)	211,375
Mileage/Expenses/Professional Development	3,500	0	0	(3,500)	3,500
Insurance/General Expenses	30,500	24,176	25,000	(5,500)	30,500
HQ Building	100,000	93,382	100,000	0	110,000
Mill of Kintail Conservation Area	63,000	38,769	47,400	(15,600)	63,000
Palmerston/Canonto Conservation Area	3,000	905	905	(2,095)	3,000
Morris Island Conservation Area	16,000	13,087	14,000	(2,000)	16,000
Purdon Conservation Area	4,000	2,957	3,200	(800)	4,000
K & P Trail Conservation Area	8,000	10,934	12,000	4,000	10,000
Cedardale Properties	1,000	970	970	(30)	1,000
Carp River Conservation Area - Site Enhancements	0	0	0	0	5,000
COVID Response	42,000	15,405	30,172	(11,828)	42,000
Inventory Project - under NEW Regulation 21-686	0	0	0	0	0
Total	470,241	374,008	426,544	(43,697)	499,375
Revenues	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Provincial Grant					
Municipal Levy	468,541	372,364	424,900	(45,341)	492,641
MVCF - CRCA Fund	0	0	0	0	5,000
Other - K&P - Bucci Order \$30,000	0	0	0	0	0
Other - Bell Canada - Annual Easement - K&P	1,700	1,644	1,644	1,644	1,734
Total	470,241	374,008	426,544	(43,697)	499,375

Mississippi Valley Conservation Authority
2022 Draft Budget and 2021 YTD up to Nov 22 2021 - UNAUDITED

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	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Wages/Benefits	74,439	68,236	74,439	0	86,289
Mileage/Expenses/Professional Development	500	100	150	(350)	500
Utilities - Telephone	5,000	886	2,000	(3,000)	5,000
Publicity	1,000	0	0	(1,000)	0
Communications / Signage	1,000	0	0	(1,000)	0
Admin/BankChrgs/Equip/GShop/M&S/SpEvExp/Sculpture	4,000	1,303	1,500	(2,500)	2,000
Interior Maintenance	1,000	97	200	(800)	1,000
Total	86,939	70,622	78,289	(8,650)	94,789
Revenues	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Special Grant - Provincial Grant	13,445	13,445	13,445	0	13,445
Municipal Levy	15,520	(59,207)	(58,113)	(73,633)	9,944
User Fees - Conservation Areas	37,000	57,460	61,000	24,000	40,000
Donations Received	0	6,737	6,737	6,737	0
Wage Subsidy (CSJ)	0	0	0	0	4,000
Special Grant - Miss Mills Grant - MOK & Naismith	11,974	12,220	12,220	246	12,400
Special Grant - Canadian Heritage Emergency Fund	0	3,000	3,000	3,000	0
Other - Parking Meter - Morris Island CA	9,000	36,968	40,000	31,000	15,000
Total	86,939	70,622	78,289	(8,650)	94,789

Mississippi Valley Conservation Authority
2022 Draft Budget and 2021 YTD up to Nov 22 2021 - UNAUDITED

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	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Farm Lake Dam - Safety Assessment	0				
Capital Assets:	0				
Lanark Dam	0				
Carleton Place Dam	0				
Shab Lake Dam Final Design	0	69,731	0	0	0
Shab Lake Dam Construction	1,500,000	63,439	1,365,925	(134,075)	0
Shab Lake Dam Public Safety Access (WECl/T	0	0	0	0	50,000
Widow Lake Dam (WECl)	0	0	0	0	0
Kash Lake Dam (DMAF/WECl)	50,000	2,198	65,000	15,000	150,000
Dam Preventative Maintenance	15,000	926	15,000	0	15,000
Contributions to WCS Reserve	0	0	0	0	136,719
Total	1,565,000	136,293	1,445,925	(119,075)	351,719
Revenues	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
WECl Grant	775,000	607,875	715,465	(59,535)	100,000
Municipal Levy - General	25,000	(471,582)	(84,540)	(109,540)	176,719
DMAF Grant	0	0	0	0	75,000
WCS Reserve	0	0	0	0	0
Special Reserves - Glen Cairn Provincial Share	15,000		15,000	0	
Debt Financing	750,000	0	800,000	50,000	
Total	1,565,000	136,293	1,445,925	(119,075)	351,719

**Mississippi Valley Conservation Authority
2022 Draft Budget and 2021 YTD up to Nov 22 2021 - UNAUDITED**

Debt Repayment

Objectives:

- facilitate construction of new Administration Office

Budget Highlights:

- continue with annual financing plan

Expenditures	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Budget
Capital Assets:					
HQ Annual Financing Charge	277,005	138,502	277,005	0	277,005
WCS Annual Financing Charge	0	0	0	0	40,630
LIDAR Repayment	0	0	0	0	5,000
Grand Total	277,005	138,502	277,005	0	322,635
Revenues	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Budget
Provincial Grant	0				0
Municipal Levy - General benefit	277,005	138,502	277,005	0	322,635
Grand Total	277,005	138,502	277,005	0	322,635

Mississippi Valley Conservation Authority
2022 Draft Budget and 2021 YTD up to Nov 22 2021 - UNAUDITED

Other Capital

Facilities Management

- Conservation Areas
- Vehicles
- Equipment
- LIDAR - major data aquisition

Expenditures	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Conservation Area Signs (directional)					5,000
Morris Island Bridge Decking					
CP Trail - Phase 1					
CP Trail - Phase 3	0				
K&P (railing replacement)	0				
Purdon Boardwalk	12,500	13,801	14,000	1,500	18,000
Vehicles	68,600	0	0	(68,600)	68,600
Equipment	0	0	0	0	
Computer Hardware	15,000	8,843	15,000	0	24,450
MOK - Workshop Building	0		0	0	0
MOK Washrooms	0		0	0	0
MOK	9,000	0	6,000	(3,000)	10,000
K&P Trail	50,000	0	0	(50,000)	0
Morris Island	0		4,020	4,020	5,000
CP Trail	20,000	0	0	(20,000)	0
Gauge & Communication Network	60,000	0	0	(60,000)	22,500
HQ - Sewer & Water Connection	0			0	0
LIDAR	250,000	87,342	87,342	(162,658)	80,957
ADCP (Topo-bathymetric Data Collection)				0	60,000
Contributions to HQ Building Reserve					55,000
Total	485,100	109,986	126,362	(358,738)	349,507
Revenues	2021 Budget	Year-To-Date as at: November 22, 2021 UNAUDITED	Projected Balance December 31, 2021	Projected Variance to Budget	2022 Draft Budget
Provincial Grant					
Municipal Levy - General	167,600	22,644	39,020	(128,580)	99,352
Other - Town of CP - Roy Brown Contr.	10,000	0	0	(10,000)	0
Reserves - Vehicles & Equipment		0	0	0	68,600
Reserves - Conservation Area	10,000	0	0	(10,000)	5,500
Reserves -Information Technology				0	7,600
Reserves - HQ Building				0	0
Reserves - WCS	17,500	0	0	(17,500)	22,500
Reserves - Operating	125,000	13,941	13,941	(111,059)	47,275
Other - Def. Revenue - MOK Washroom		0		0	0
Other - Partner Contributions LIDAR		73,401	73,401	73,401	33,680
Other - Grants	155,000	0		(155,000)	60,000
MVCF - Purdon Donation	0	0		0	5,000
Total	485,100	109,986	126,362	(358,738)	349,507

Mississippi Valley Conservation Authority
 2022 Draft Budget and 2021 YTD up to Nov 22 2021 - UNAUDITED

Reserve Investments								
	Dec 31 2020 Balance	2021 Allocations FROM Reserves	2021 Budget Allocations TO Reserves	PROPOSED YE Transfers to Reserves	Projected Dec 31 2021 Balance	2022 DRAFT Budget Allocations FROM Reserves	2022 DRAFT Budget Allocations TO Reserves	DRAFT Projected Dec 31 2022 Balance
Capital Reserves								
HQ Building Reserve	338,701		30,000		368,701		55,000	423,701
Information Technology Reserve	47,000			5,000	52,000	12,600		39,400
Vehicles & Equipment Reserve	152,970			68,600	221,570	68,600		152,970
Water Control Structure Reserve - MVCA	298,646	17,500	65,745	15,000	361,891	42,500	136,719	456,110
Conservation Areas Reserve	42,000	10,000		60,000	92,000	5,500		86,500
Other Reserves								
Museum Building & Art Reserve	6,751				6,751			6,751
Sick Leave Reserve	73,843				73,843			73,843
Water Control Structure Reserve - Glen Cairn - Prov	438,836	97,104			341,732	255,349		86,383
Operating Reserve	1,095,249	105,966		200,000	1,189,283	475,530	5,000	718,753
Total	2,493,996	230,570	95,745	348,600	2,707,771	860,079	196,719	2,044,411

REPORT

3197/22

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Angela Millar, Treasurer
RE:	2022 Borrowing Resolution
DATE:	February 9, 2022

RECOMMENDATION

That the Board of Directors:

- 1. Authorize the General Manager and/or Treasurer to negotiate financing terms for securement of a loan for reconstruction of the Shabomeka Lake Dam with the City of Ottawa; and**
- 2. Authorize the Chair and/or Vice-Chair along with the General Manager and/or Treasurer to execute a loan with the City of Ottawa for the amount not covered by the WECl funding program to an upset limit of \$900,000.**

The 2021 Budget approved on February 17, 2021 included replacement of the Shabomeka Lake Dam. The budget assumed 50% funding of the project by the provincial Water and Erosion Control Infrastructure (WECl) Program, and the remaining 50% through long-term debt financing.

In accordance with the MVCA Administrative By-law, Section B:

9. Borrowing Resolution

If required, the Authority may establish a borrowing resolution by March 31 of each year and such resolution shall be in force until it is superseded by another borrowing resolution.

To ensure compliance with the *Administrative By-law*, another motion is required for the 2022 calendar year, to provide authorization by the Board for the execution of the loan for the Shabomeka Lake Dam project. Refer to Staff Report 3192/22 for current status.

REPORT

3190/22

TO:	Finance & Administration Advisory Committee
FROM:	Sally McIntyre, General Manager
RE:	Per Diem/Honorarium and Mileage Increase for 2022
DATE:	February 2, 2022

Recommendation **as amended**:

That the Finance & Administration Committee recommend that the Board of Directors ~~approve~~:

- ~~a) An increase of 4.1% over Board Member 2020/2021 per diems and honorariums.~~
- ~~b) An increase in the corporate mileage rate to \$0.57/km effective January 1, 2022.~~
- a) Approve maintenance of current (2020/2021) per diem and honorarium rates for 2022.
- b) Direct that mileage rates set out in the provincial "Travel, Meal and Hospitality Expenses Directive" be used effective January 1, 2022.
- c) Direct staff to conduct a review of per diems and honorariums and to table results for consideration before municipalities commence recruitment of Board members for the 2022-2026 term of council.

1.0 BACKGROUND

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

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

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

2.0 DISCUSSION

In February 2021, the Board froze member per diems and honorariums at the 2020 rates. Per diems paid to Board members in 2020 and 2021 were \$73.12 for one meeting and \$146.23 for two meetings in one day or for attendance on Authority business. The annual Honorarium payable to the Chair in 2020 and 2021 was \$1,827.84. There is no Honorarium for the Vice-chair position approved at this time.

It is proposed that the per diem and honorarium be increased by 4.1% which is the cost of living allowance (COLA) assumed by the Draft 2022 Budget (per report 3167/21.) The new amounts would be effective as of the Annual General Meeting, February 16, 2022 and would be as follows:

- \$76.12 for one meeting;
- \$152.23 for two meetings in one day or for attendance on Authority business;
- Chair Honorarium would be \$1902.78

The current mileage rate paid to staff and Board members is \$0.55/km. Traditionally, MVCA uses mileage rates obtained from the National Joint Council website which provides “provincial rates payable in cents per kilometer for the use of privately-owned vehicles driven on authorized government business travel”. Per report 3167/21, the rate for Ontario effective January 1, 2022 is \$0.57/km, which was used in the drafting of the 2022 Budget.

Strategic Plan

Cost of living increases align with the following Strategic goal and objective.

Goal 2: Community Building – engage local partners to foster connections, leverage our resources, and strengthen our “social license” to operate.

- a) Demonstrate MVCA to be a trusted, client-centered, resourceful, and helpful partner.

REPORT

3193/22

TO:	Finance & Administration Advisory Committee
FROM:	Sally McIntyre, General Manager
RE:	Programs & Services Inventory and Cost Recovery
DATE:	February 2, 2022

For information

1.0 BACKGROUND

Per the *Transition Plan* approved by the Board in December¹, staff is in the process of drafting an “Inventory of Programs and Services” to be submitted to member municipalities by the end of February per *O.Reg. 687/21 – Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the Act*. A draft inventory will be tabled at the Annual General Meeting for review and approval to circulate.

Last week, the province issued a *Consultation Guide*² that proposes an approach to the setting and approval of the annual levy, the apportionment of the levy, the establishment of fee classifications, and the recovery of overhead costs. This report summarizes the programs and services under each category, and the cost recovery method for each.

2.0 PROGRAM AND SERVICE CATEGORIES

O.Reg. 687/21 sets out three categories of programs and services:

Category 1 – Mandatory under the *Conservation Authorities Act*.

Category 2 – Delegated municipal responsibilities that require Memoranda of Understanding (MOUs) with one or more municipalities within the CA’s jurisdiction.

Category 3 – Optional to both CAs and municipalities, and requiring Cost Apportionment Agreements (CAAs) with one or more municipalities within the CA’s jurisdiction.

¹ Report 3182/21

² <https://ero.ontario.ca/notice/019-4610>

The following sections show that most MVCA activities fall under Category 1 or 2.

2.1 Category 1 Mandatory Programs and Services

The following activities are eligible for full cost recovery via the municipal levy. Section 3 identifies limited areas where fees may be charged.

Risk of Natural Hazards

- Developing an awareness of natural hazards (wetlands, river and stream valleys, floodplains, erosion hazards, unstable soils and bedrock)
- Delineating and mapping natural hazards
- Studying surface water hydrology and hydraulics, related interactions with groundwater, stream morphology, potential effects of climate change on natural hazards, management of natural hazards
- Managing risks related to natural hazards
- Promoting public awareness of natural hazard risks
- Flood forecasting and warning
- Drought or low water response/Ice management/Infrastructure related to flooding, flow augmentation and erosion
- Plan review related to natural hazards
- Administration and enforcement of Section 28

Conservation and Management of Lands

- Maintenance of facilities, trails or other amenities that support public access and recreational activities in conservation areas that can be provided without direct support or supervision of staff
- Development of a conservation area strategy, land inventory and land acquisition/disposition policies

Other - provincially prescribed

- Participation in the provincial groundwater monitoring network
- Participation in the provincial water quality monitoring network
- Development and implementation of a watershed-based resource management strategy
- Fulfilling drinking water source protection responsibilities

2.2 Category 2 Programs and Services subject to MOU

The following activities are eligible for full cost recovery from municipalities that delegate one or more services to the conservation authority, per the terms of the MOU. As discussed in Section 3, these MOUs may provide for the collection of fees to support cost recovery.

- Plan review *not* related to natural hazards:
 - Natural heritage (all municipalities)
 - Stormwater management (all municipalities)
 - Hydrogeology³ (most Lanark municipalities and limited files in Ottawa)
- Part 8 sewage system services (City of Ottawa and Tay Valley)
- Septic re-inspection program (various municipalities)
- Management of municipal lands/forests (City of Ottawa and County of Lanark)

2.3 Category 3 Programs and Services (non-mandatory, non-municipal)

The following activities are only eligible for cost recovery via the levy where a Cost Apportionment Agreement (CAA) has been signed with one or more municipalities. Per section 3, the CAAs may also provide for the collection of fees to support cost recovery.

- Stewardship
 - ALUS program
 - Tree planting
 - Shoreline naturalization
 - Clean water grants
- Education
 - School programming
 - Summer camps
 - Phone/computer learning apps
- Lake Association support
 - Lake health monitoring
 - Lake plans

³ Note, this service will be phased-out in the County of Lanark per correspondence circulated to member municipalities last month.

3.0 COST RECOVERY

The objective of the Programs & Services Inventory is to document historical average costs under each of the above categories, and thereby allow municipalities to:

- Better understand where levies have and will be applied for mandatory services;
- Better understand cost-sharing elements under existing MOUs where they have delegated one or more responsibilities to a CA; and
- Assess the relative costs and benefits of participating in other programs and services that benefit their constituents (e.g. lake health monitoring.)

The inventory will also support future fee setting. The *Consultation Guide* referred to in Section 1.0 proposes classes of programs and services that closely align with the program and services categories, but divides Category 3 activities into two separate fee categories. The following is a summary of what is proposed in the Guide.

3.1 Category 1 mandatory programs and services

Fees may be charged for “mandatory” programs and services where the “user pay” principle is appropriate such as:

- Administration of s. 28 permits
- Responses to legal, real estate and public inquiries regarding a s. 28 permit
- s. 29 regulation activities (enforcement at conservation areas)
- Review of applications under other legislation – Access to authority owned or controlled land for passive recreation

3.2 Category 2 programs and services requiring an MOU

Fees may be charged where the “user pay” principle is appropriate and the provision for charging fees is set out in the MOU. For example, fees for *Planning Act* applications that provide for MVCA to comment on behalf of a municipality regarding consistency with natural heritage policies under the *2020 Provincial Policy Statement*.

3.3 Category 3 programs and services with Cost Apportioning Agreements

This refers to programs and services where cost recovery is through a combination of user fees and the municipal levy. In this case, fees may be charged where the “user pay” principle is appropriate and the provision for charging fees is set out in the CAA. For example, a tree planting program that is partially funded by the municipal levy under a CAA.

No provision for fees is required in the CAA where it is to fund:

- public access and use (rental) of authority land, facilities and services such as active recreation, and events such as weddings; and
- education and product sales.

3.4 Category 3 programs and services without Cost Apportioning Agreement

These programs and services would be totally self-supporting, which could include through the charging of fees, grants, and donations. Fees may be charged where the 'user' pay principle is appropriate, as set out in section 3.3.

4.0 STRATEGIC PLAN

Preparation and circulation of the Programs and Services Inventory is required under O. Reg. 687/21, and aligns with the following strategic goals and objectives.

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

Goal 2: Community Building – engage local partners to foster connections, leverage our resources, and strengthen our “social license” to operate.

- a) Demonstrate MVCA to be a trusted, client-centered, resourceful, and helpful partner.
- b) Strengthen relationships with municipalities and community stakeholders, First Nations, the agricultural sector, developers, not-for-profits, and academia.

REPORT

3198/22

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	DRAFT Programs & Services Inventory
DATE:	February 15, 2022

RECOMMENDATION

That the Board of Directors approve that the draft inventory be circulated to member municipalities and submitted to the province in accordance with *O.Reg. 687/21*.

As outlined in Staff Report 3193/22, the objective of the Programs & Services Inventory is to support transparency and discussions with municipalities scheduled to occur over the next several months, with the goal of amending or putting in place Memoranda and Understandings (MOUs) and Cost Apportionment Agreements (CAAs) as needed by regulation. The inventory will also support future fee setting.

Table 1 provides a Draft Inventory of Programs and Services as required under *O.Reg. 687/21*. Per the regulation, the table provides the following information:

1. The category of program/service and relevant section of the *Conservation Authorities Act*:

Category 1	Mandatory	Section 21.1 of the <i>CA Act</i>
Category 2	Municipal Service (delegated)	Section 21.1.1 of the <i>CA Act</i>
Category 3	Other	Section 21.1.2 of the <i>CA Act</i>

2. If a Category 1 activity, the table also identifies the applicable section under *O.Reg. 686/21*.
3. If a Category 2, the table identifies whether existing MOUs are in place and with which municipalities.
4. If a Category 3, the table identifies whether there is a need going forward for a Cost Apportionment Agreement (CAA) to support continuation.
5. For all programs and services, a combination of 5-year average and 2022 Budget numbers are provided. *O.Reg. 687/21* requires 5-year average values to be used where feasible, but allows for other cost estimates to be used where necessary. Collectively, they should be considered as our best estimate at the time this document was prepared.

For ease of reference and calculation, the Draft Inventory aligns with the headings used in MVCA's Annual Operating Budget. Projected capital costs are shown in Table 2: 2022 10-year Capital Plan; and Table 3 provides the schedule of projected increases to the Capital Levy to support delivery of the capital program as approved by the Board

TABLE NOTES

Compensation – As a small organization, most staff perform multiple tasks. A single “compensation” line is used under the main headings to reflect Category 1 costs. Where a position's focus is on a cost recovery / MOU item, the compensation costs have been reallocated to that line. For example, the cost of “Municipal/County advisory services” is equal to the compensation of a Planning Technologist and the Civil Engineering Technologist.

Technical Studies – The City of Ottawa has provided funds to enable accelerated update of flood plain mapping and related products, and for oversight of erosion control project that included conducting an environmental assessment and overseeing detailed design and construction of the project. For several years the City has also contracted with MVCA, RVCA, and SNC to carry out its Baseline Water Monitoring Program.

Plan Review & Regulations – The City of Ottawa and municipalities within the County of Lanark have an MOU with MVCA to provide planning advisory services. The City and Tay Valley also have contracted out septic approvals and inspection services.

Flood & Erosion Control O&M – MVCA has contracts with both Ontario Power Generation (OPG) and the province for operation of their facilities. The income associated with these contracts cover staff and mileage. Any out of pocket expenses are pre-approved and recovered in full.

Visitor Services – the 5-year average costs could not be disaggregated between the Museum and Site Rentals, however, the revenues could be which is why they are presented separately.

Grant programs – The City of Ottawa has contracted with MVCA, RVCA, and SNC to deliver its Rural Clean Water and City Stream Watch programs for several years; and in recent years provided MVCA with funds to carry out stewardship projects on Poole Creek in Stittsville. In the past year, MVCA was also able to obtain funds from ALUS Canada and Environment & Climate Change Canada to deliver stewardship projects in Lanark County. Levy funding of staff has allowed for significant leveraging of third-party funding.

Outdoor Education Program/Centre – This program was suspended in 2020 due to COVID. The costs shown represent the historical average should the program be reinstated after the pandemic. This includes staff time and maintenance of the Education Centre.

Corporate Services – Neither the *CA Act* as amended nor the regulations released in October 2021 address cost recovery of corporate services. In late January the province released a Consultation Guide¹ that stated that these costs were recoverable through the General Levy.

Capital Costs – the *10-year Capital Plan* is a living document that is updated annually based upon the most current information available. Timing of delivery is a function of affordability and is highly dependent upon receiving a 50% grant under the province’s Water & Erosion Control Infrastructure (WECI) program. It also requires the building of reserves over time to ensure that MVCA can pay its 50%. Table 3 identifies the increases that would be required to support delivery of the 10-year Capital Plan as approved in February 2021.

STRATEGIC PLAN

Preparation and circulation of the Programs and Services Inventory aligns with the following strategic goals and objectives.

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

Goal 2: Community Building – engage local partners to foster connections, leverage our resources, and strengthen our “social license” to operate.

- a) Demonstrate MVCA to be a trusted, client-centered, resourceful, and helpful partner.
- b) Strengthen relationships with municipalities and community stakeholders, First Nations, the agricultural sector, developers, not-for-profits, and academia.

¹ Refer to <https://ero.ontario.ca/notice/019-4610>



TABLE 1: PROGRAMS AND SERVICES INVENTORY
(operating only)
DRAFT February 15, 2022

Programs and Services	CATEGORY	5-year Average Cost* 2022 Budget	REVENUE (percent of estimated cost)					Reg. requires Municipal MOU or Cost Apportioning Agreement (CAA) (* agreement exists)
	1. Mandatory		Munic. Levy** and Reserve^^	Prov.	Fed.	Self Gen (fees, contracts, Spec. Levy)	Other (grants / Foundation)	
	2. Municipal Service							
	3. Other P&S							
CA. Act reference (Sec. of O.Reg. 686/21)								
Watershed Management								
Compensation	21.1 (ALL)	715,100	96%		4%			
Information & Communications Technology	21.1 (ALL)	90,500	100%					
Technical Studies & Watershed Planning	21.1 (ALL)	65,300	64%		13%	23%		
Risk assessments/modeling/mapping	21.1 (Sec 1, 2, 3, 4, 5, 8)							
Planned	21.1 (Sec 1, 2, 3, 4, 5, 8)							
Accelerated (grants/contracts)	21.1 (Sec 1 w Ottawa)	41,900				100%	MOU*	
Asset Management/Capital Program	21.1 (Sec 5)							
Water & Erosion Control Structures	21.1 (Sec 5)							
Monitoring system (flow & depth)	21.1 (Sec 2, 3, 4)							
Municipal assets	21.1 (Sec 5 w Ottawa)	41,900				100%	MOU*	
MNRF ground & surface WQM program	21.1 (Sec 12)							
Core Watershed Resource Plan	21.1 (Sec 12)							
Other Monitoring/Study/Resource Plan	21.1.1	63,900				100%	CAA*	
Plan Review & Regulations	21.1 (Sec 6, 7, 8)							
Section 28 permits/compliance	21.1 (Sec 8)	153,700	25%			75%		
Plan Reviews								
MNRF delegated services	21.1 (Sec 6, 7)	553,700	64%			36%		
Municipal/County advisory services	21.1.1 w Ottawa & Lanark	148,300				100%	MOU*	
Septic Services	21.1.1 w Ottawa & Tay V.	80,200	6%			94%	MOU*	
Source Water Protection	21.1 (Sec 13)						MOU*	
		1,954,500						

* 5-year average costs were derived from 2016-2020 actuals inflated to 2022 dollars. 2022 budgeted values are provided where 5-year averages could not be reliably calculated or used due to accounting changes, staffing changes, and changes in provincial transfers.

** This table captures operating costs, which includes staffing. Some staff wages are paid in part by capital funds where their time is directly attributed to a specific capital project. This is permitted by the WECI program and is a recognized accepted practice.

^^ Levies and Reserves are combined because they represent the same source of funds. This allowed for a more accurate representation of % source of funding.

Programs and Services	CATEGORY	5-year Average Cost* 2022 Budget	REVENUE (percent of estimated cost)					Reg. requires Municipal MOU or Cost Apportioning Agreement (CAA) (* agreement exists)
	1. Mandatory		Munic. Levy** and Reserve^^	Prov.	Fed.	Self Gen (fees, contracts, Spec. Levy)	Other (grants / Foundation)	
	2. Municipal Service							
	3. Other P&S							
CA. Act reference (Sec. of O.Reg. 686/21)								
Flood & Erosion Control								
Compensation	21.1 (Sec. 2, 3, 4, 5)	569,500	77%	23%				
Flood Forecasting & Warning	21.1 (Sec 2, 3)	71,200	86%			14%		
Operations & Maintenance								
MVCA asset	21.1 (Sec 5)	81,800	100%					
OPG asset	21.1 (Sec 5 (3))	44,000				100%		
MNRF asset	21.1 (Sec 5 (3))	7,600				100%		
Preventative Maintenance	21.1 (Sec 5)	9,600	100%					
		783,700						
Conservation Services								
Compensation	21.1 (Sec. 9, 10, 11)	124,400	100%					
Property Management (Passive Rec. / HQ)	21.1 (Sec. 9, 10, 11)	230,600	78%			20%	2%	
Visitor Services	21.1.2	119,000					CAA	
Museum	21.1.2		67%	11%			CAA	
Rentals (GH /MOK)	21.1.2					8%	CAA	
Stewardship & Education							CAA	
Grant programs (e.g shoreline planting)	21.1.2 (Agrt w Ottawa)	119,800	33%		35%	8%	25%	
Outdoor Education Program / Centre	21.1.2	93,300				39%	CAA	
		687,100						
Corporate Services								
Compensation	Jan. Consultation Guide	524,700	100%					
Administration	Jan. Consultation Guide	215,300	87%			13%		
Communications	21.1 (Sec 1, 2, 3)	54,500	94%				6%	
Vehicles & Equipment	21.1 (ALL)	92,000	100%					
		886,500						
Average Annual Operating Cost		4,311,800						

* 5-year average costs were derived from 2016-2020 actuals inflated to 2022 dollars. 2022 budgeted values are provided where 5-year averages could not be reliably calculated or used due to
 ** This table captures operating costs, which includes staffing. Some staff wages are paid in part by capital funds where their time is directly attributed to a specific capital project. This is permitted
 ^^ Levies and Reserves are combined because they represent the same source of funds. This allowed for a more accurate representation of % source of funding.

Table 2: 2022 Draft 10-year Capital Plan

CAPITAL PLAN SUMMARY											
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	10 Yr Total
Water Control Structures											
Shabomeka Lake Dam	50,000	-	-	-	-	-	-	-	-	-	1,550,000
Mazinaw Lake Dam	-	-	-	-	-	-	-	50,000	50,000	-	100,000
Kashwakamak Lake Dam	150,000	50,000	150,000	1,500,000	-	-	-	-	-	-	1,900,000
Big Gull Lake Dam	-	-	-	50,000	50,000	-	-	-	-	-	100,000
Mississagagon Lake Dam	-	-	-	-	-	-	75,000	50,000	250,000	-	375,000
Farm Lake Dam	-	-	100,000	-	50,000	350,000	-	-	-	-	500,000
Pine Lake Dam	-	-	-	-	75,000	25,000	50,000	-	-	-	150,000
Carleton Place Dam	-	150,000	150,000	-	-	-	-	-	-	-	300,000
Lanark Dam	-	75,000	150,000	-	-	-	-	-	-	-	225,000
Widow Lake Dam	-	-	350,000	-	-	-	-	-	75,000	-	425,000
Bennett Lake Dam	-	-	-	-	-	-	75,000	75,000	-	-	150,000
Glen Cairn Detention Basin	-	-	-	-	-	-	-	-	-	-	-
MacLarens Landing	-	-	-	-	-	-	-	-	-	-	-
Project Management	-	-	-	-	-	-	-	-	-	-	-
Preventative Maintenance	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	150,000
Proposed Debt Repayment	40,630	40,630	40,630	40,630	40,630	40,630	77,340	77,340	77,340	77,340	475,800
Subtotal	255,630	330,630	955,630	1,605,630	230,630	430,630	292,340	267,340	467,340	92,340	6,400,800
Watershed Monitoring											
Gauge Network	22,500	22,500	16,500	22,500	22,500	21,000	22,500	22,500	31,500	-	216,500
Survey & Flow Equipment	60,000	-	-	-	-	-	-	-	-	-	60,000
Subtotal	82,500	22,500	16,500	22,500	22,500	21,000	22,500	22,500	31,500	-	276,500
Conservation Areas											
Mill of Kintail	10,000	-	38,000	35,000	115,000	60,000	87,000	99,000	60,000	-	513,000
Purdon	18,000	18,000	18,000	5,000	5,000	7,000	-	-	-	-	83,500
K&P Trail	-	-	2,000	2,000	2,000	7,000	32,000	2,000	2,000	-	99,000
Morris Island	5,000	-	10,000	6,000	5,000	5,000	-	-	-	-	31,000
Office Trail	-	-	-	5,000	-	-	-	-	-	-	5,000
Conservation Area Signs (directional)	5,000	5,000	5,000	-	-	-	-	-	-	-	-
Subtotal	38,000	23,000	73,000	53,000	127,000	79,000	119,000	101,000	62,000	-	731,500
Vehicles & Equipment											
Vehicles	68,600	56,600	60,600	58,600	43,600	68,600	68,600	47,600	48,600	-	590,000
Equipment	-	12,000	8,000	10,000	25,000	-	-	21,000	20,000	-	96,000
Subtotal	68,600	68,600	68,600	68,600	68,600	68,600	68,600	68,600	68,600	-	686,000
HQ Building											
Debenture payment	277,005	277,005	277,005	277,005	277,005	277,005	277,005	277,005	277,005	277,005	2,770,050
Sewer and water connection	-	348,000	-	-	-	-	-	-	-	-	348,000
Other	-	-	-	15,000	-	70,000	10,000	10,000	-	-	105,000
Subtotal	277,005	625,005	277,005	292,005	277,005	347,005	287,005	287,005	277,005	277,005	3,223,050
Information Technology											
Hardware	24,450	25,000	24,000	23,000	18,000	15,000	15,000	15,000	15,000	15,000	189,450
Data Acquisition	15,000	15,000	32,500	15,000	15,000	15,000	15,000	32,500	15,000	-	185,000
LIDAR	80,957	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	370,957
Subtotal	120,407	45,000	61,500	43,000	38,000	35,000	35,000	52,500	35,000	5,000	745,407
Total	842,142	1,114,735	1,452,235	2,084,735	763,735	981,235	824,445	798,945	941,445	374,345	12,063,257

Table 3: Projected Annual Increase in Capital Levy (2021-2030)¹

Year	Projected Annual Increase	Capital Levy (2021\$)	% of Total Municipal Levy	Debt Payments	PAYGO and Contribution to Reserves	Total Capital Reserve Balance
2021	2.5%	\$565,350	17.4%	\$277,005	\$192,600	\$1,177,096
2022	4.5%	\$590,791	17.6%	\$315,675	\$270,116	\$1,081,612
2023	4.5%	\$617,376	17.7%	\$315,675	\$216,100	\$614,713
2024	5.5%	\$651,332	n/a	\$315,675	\$318,799	\$593,770
2025	6.5%	\$693,669	n/a	\$315,675	\$212,100	\$754,664
2026	6.5%	\$738,757	n/a	\$354,345	\$371,100	\$742,976
2027	5.5%	\$779,389	n/a	\$354,345	\$408,600	\$704,420
2028	5.5%	\$822,255	n/a	\$354,345	\$377,600	\$789,730
2029	3.5%	\$851,034	n/a	\$354,345	\$309,600	\$971,819
2030	3.5%	\$880,820	n/a	\$354,345	\$407,100	\$1,086,194

¹ Assumptions used to inform the 2021 10-year Capital Plan as approved February 2021. These assumptions were not updated during the 2022 budget process.

REPORT

3199/22

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Juraj Cunderlik, Director of Water Resources Engineering
RE:	Shabomeka Lake Dam Project Update
DATE:	February 7, 2022

RECOMMENDATION:

That the Board of Directors approve use of remaining WECl funds and the expenditure of matching capital dollars to complete the additional works required to address structural and public safety items at Shabomeka Lake Dam as set out in this report.

1.0 BACKGROUND

In response to ongoing construction market and pricing conditions, the MVCA adopted a phased approach to the reconstruction of Shabomeka Lake Dam. Phase 1 has focused on rehabilitation of earth embankments and Phase 2 will see replacement of the control structure.

In October 2021, MVCA contracted Louis W. Bray Construction Ltd. (Bray) to complete Phase 1, with contract administration and inspection services awarded to D.M. Wills Associates Ltd. (Wills).

In December 2021, Wills was retained to complete structural and public safety assessments of the control structure to determine the current condition and remaining operational life, and to outline timelines for Phase 2 construction and advise of any deficiencies requiring immediate attention.

2.0 PHASE 1 CONSTRUCTION UPDATE

Site mobilization began the week of November 29, 2021. This included the installation of environmental protections, construction office, staging area and site stripping. The embankments were heightened and the upstream rip rap was installed throughout the month of December. Work paused on December 23rd for the holiday break.

Work resumed on January 4th when Canada Geosolutions Inc. (CGI) began mobilizing and preparing for the installation of the cement bentonite (CB) cut-off wall. Installation of the CB core began on January 13th and CGI had completed all works by January 28th. The CB cut-off wall used less material than expected because of the reduced depth to the bedrock. Detailed measurements were taken to complete a profile of the bedrock. Concurrently, the base of the emergency overflow spillway was excavated and inspected. Overall, material quantities were lower than expected, potentially leading to cost savings from what was originally budgeted.

On January 24-26th Nilex Inc. installed a bituminous geomembrane on the base of the spillway. This material provides waterproofing to prevent spillway failure. A sand fuse plug was installed on the spillway on January 27 and backfilled on January 28.

Grading of the downstream side of embankments, removal of the temporary access road, armor stone installation on the south embankment, and site cleanup were completed the week of the January 31st. MVCA conducted a walkthrough and as-built survey with Bray on February 3rd.

Remaining Phase 1 activities include seeding in the spring and post-construction monitoring.

3.0 CONTROL STRUCTURE ASSESSMENTS

Structural Assessment

Two steel frames that are mounted between the concrete abutments are in very poor condition and the stop log gain cover is inadequate for deck loading. It is recommended that this work be completed immediately. The existing railings do not meet current standards for public safety around dams and there is no gate to block access to the deck during stop log operations.

The structural inspection noted that the concrete is in a good state of repair and does not require immediate works. It also noted that the timber deck was in good condition and adequate for dam operations but not suitable for vehicular crossings. If ATV traffic is to be accommodated by the existing structure, the upstream deck should be replaced with a galvanized steel deck and suitable railings and guiderails be installed.

The report recommends conducting a structural stability review in the next 2-5 years to determine if the concrete control structure meets current standards and the remaining useful life or the time until rehabilitation.

Public Safety Risk Assessment

The Public Safety Risk Assessment was completed in accordance with the *Best Management Practices for Public Safety Around Dams* (MNR, 2011) and the *Canadian Dam Association Guidelines for Public Safety Around Dams* (CDA, 2011). Risks included fishing, boating, paddling,

walking, ATV/dirt biking, skiing, snowshoeing, driving and biking and were assessed for the head pond, structure and tailrace.

The assessment identified 8 high, 2 medium and 7 low risks at the site. The report recommends updating existing signage and installing new signs at the dam site, installing a public safety boom in the headpond, upgrading the railings in all publicly accessible areas of the control structure, installing gates to block access to the dam deck during operations, decommissioning the existing downstream trail, preventing downstream access using armour stone, and preparing a public safety plan. If the deck is upgraded for ATV traffic, the report recommends installing guardrails with hazard marker signs.

4.0 RECOMMENDATION

Costs to date are below the WECL grant upset limit of \$1,556,000, and are to be confirmed by or shortly after the AGM. Assuming available funds of approximately \$150,000, it is recommended that the Board direct staff to complete the works listed below as part of the current rehabilitation project. Should the total of these works exceed available grant limits, staff will proceed with items in order of importance/criticality.

These works will meet the requirements of the structural and public safety risk assessments and allow for deferral of Phase 2 until after a structural stability review is conducted in 2-5 years.

Works	Bidder	Price (plus HST)
Abutment Struts	Branje Metal Works Ltd.	\$5,674
Stop Log Gain Cover	Branje Metal Works Ltd.	\$2,000
Railings and Gates	Branje Metal Works Ltd.	\$12,096
Upstream Deck	Branje Metal Works Ltd.	\$5,850
Safety Boom	Worthington Waterway Barriers	\$39,404.90
Boom Anchors and Installation	UNCONFIRMED	~\$15,000
Signage Upgrades	MVCA	\$1,000
On Site Installation	Branje Metal Works Ltd.	\$10,700
Public Safety Plan	D.M. Wills Associates Ltd.	\$6,000
	Total:	\$97,725

5.0 CORPORATE STRATEGIC PLAN

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

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.



FINANCE AND ADMINISTRATION ADVISORY COMMITTEE

Via Zoom

MINUTES

November 18, 2021

8:30 am

MEMBERS PRESENT:

C. Lowry, Chair
P. Sweetnam, Vice-Chair
J. Atkinson
E. El-Chantiry
J. Mason
B. King
P. Kehoe
A. Tennant

MEMBERS ABSENT:

J. Atkinson

STAFF PRESENT:

S. McIntyre, General Manager
A. Millar, Treasurer
L. Williams, Recording Secretary

P. Sweetnam called the meeting to order at 08:36 AM.

FAAC11/18/21-1

MOVED BY: J. Mason

SECONDED BY: P. Sweetnam

Resolved, That the Agenda for the November 18, 2021 Finance & Administration Advisory Committee meeting be adopted as amended.

“CARRIED”

BUSINESS:

1. Minutes – Finance & Administration Advisory Committee Meeting – October 12, 2021

FAAC11/18/21-2

MOVED BY: E. El-Chantiry

SECONDED BY: A. Tennant

Resolved, That the minutes of the Mississippi Valley Finance & Administration Advisory Committee meeting held on October 12, 2021 be received and approved as printed.

“CARRIED”

2. Draft 2022 Budget, Report 3178/21

S. McIntyre presented Report 3178 regarding the 2022 Draft Budget.

In reference to the Communications Department budget, B. King sought clarification as to whether the proposed budget reflects the future hiring of a consulting firm, or, if a firm is currently fulfilling the responsibilities of the Communications position. He requested further information regarding the name and selection process of the firm. S. McIntyre confirmed that following the resignation of the Community Relations Coordinator, the consulting firm MediaStyle was retained on a month-to-month basis, which provides the flexibility to rehire a full-time employee if necessary. Pointing to the cost savings, positive past experience with the firm, and to flexible contract terms, S. McIntyre explained that the firm had been sole-sourced.

J. Mason clarified that the \$3,500 EcoTrek annual fee was not intended to impact MVCA budget and instead be offset via money transfer from the Mississippi Valley Conservation Foundation (MVCF). S. McIntyre agreed to pursue the matter at the next MVCF meeting to confirm revenues are available and appropriately dedicated.

E. El-Chantiry expressed concerned about the use and balance of the reserve funds, and sought clarification as to MVCA’s policy regarding the limitations of withdrawing funds from reserves. S. McIntyre informed the Committee that there is no policy regarding making contributions to or withdrawals from reserves. She noted that staff took direction from the Board in October to develop such a policy, however, recognizing the short time frame she explained that the policy could not be completed before the delivery of this year’s budget. S. McIntyre explained the importance of the creation of such a policy and assured the Committee that staff will be working toward this in consultation with MVCA’s auditor.

E. El-Chantiry reiterated his concern regarding using operating reserves to balance the budget; thanked staff for their work on the budget; and excused himself to attend another meeting.

P. Sweetnam sought clarification regarding the objectives of the proposed fundraising campaign with an expenditure of \$15,000. S. McIntyre noted that this expenditure is offset under revenues from Mississippi Valley Conservation Foundation (MVCF). The distribution of funds was explained, noting that the campaign is to fund the Carp Wetland Restoration Project

and the Conservation Area Strategy. Discussion ensued regarding the proposed \$15,000 fundraising campaign, which is planned to be carried out with Mississippi Madawaska Land Trust (MMLT) and other partners.

P. Sweetnam requested that acronyms used in the budget be defined, particularly for revenue sources.

J. Mason raised the issue of staff using monies from the "Operating Reserve" as opposed to the "Glen Cairn Reserve" as the Board had previously approved. A. Millar explained that staff chose to draw from Operating Reserve because of the lack of restrictions concerning withdrawal permissions.

J. Mason questioned whether or not staff had discussed which proposed discretionary budget items could be removed to alleviate pressures on the Operating Reserve, focusing specifically on items unrelated to the implementation of the Workforce Plan. S. McIntyre explained that most budget pressures are related to the Workforce Plan that includes more staff, which in turn creates a need for higher budgeting in computers, mileage, among other resources. Committee members expressed concerns about the use of reserve funds to support Workforce Plan implementation.

J. Mason suggested that the Finance and Administration Committee consider an allocation of 50% of levies to the Workforce Plan instead of 33% shown in the Draft 2022 Budget. P. Kehoe noted that now is not a good time for municipalities to commit to this expenditure as there are many other expenses being brought forward this year (2021) in particular. Discussion took place regarding allocation of levies. B. King expressed his disapproval of a future increase of levies, suggesting MVCA cut out unnecessary projects. A. Tennant suggested informing municipalities about the proposal before making a formal request, continuing positive relationships between the Conservation Authorities and municipalities.

P. Sweetnam suggested that staff hold back on unnecessary projects. More specifically, for staff to seek expert advice on proposed repair work and timelines related to safety. A. Tennant endorsed the suggestion of P. Sweetnam, adding that construction costs are high at the moment. He reminded the Committee that larger projects MVCA has tried to pursue recently have been met with difficulties due to cost and availability of materials. A. Tennant asked Staff to present a breakdown of construction costs.

The Committee discussed ways in which staff may alleviate pressures on reserve funds such as fundraising cost of minor repair work, raising user fees, and scrutinizing cost centers for operations expenses.

Staff expressed the desire to seek direction on the financial priorities of the Board of Directors.

C. Lowry directed Staff to amend the 2022 Budget to ensure a minimum year-end balance in the Operations Reserve of \$600,000.

FAAC11/18/21-3

MOVED BY: J. Mason

SECONDED BY: P. Sweetnam

Resolved, That the Finance & Administration Advisory Committee recommend the Draft 2022 Budget be revised and brought back to the Finance & Administration Advisory Committee before being brought to the Board of Directors for consideration and circulation to member municipalities for comment.

“CARRIED”

ADJOURNMENT

The meeting was adjourned at 10:50AM.

FAAC11/18/21-4

MOVED BY: B. King

SECONDED BY: P. Sweetnam

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

“CARRIED”

“L. Williams, Recording Secretary

C. Lowry, Chair”



FINANCE AND ADMINISTRATION ADVISORY COMMITTEE

Via Zoom

MINUTES

November 25, 2021
Noon

MEMBERS PRESENT:

C. Lowry, Chair
P. Sweetnam, Vice-Chair
J. Atkinson
E. El-Chantiry
J. Mason
B. King
P. Kehoe
J. Atkinson

MEMBERS ABSENT:

A. Tennant

STAFF PRESENT:

S. McIntyre, General Manager
A. Millar, Treasurer
L. Williams, Recording Secretary

C. Lowry called the meeting to order at 12:01 PM.

FAAC11/25/21-1

MOVED BY: P. Sweetnam

SECONDED BY: B. King

Resolved, That the Agenda for the November 25, 2021 Finance & Administration Advisory Committee meeting be adopted as presented.

“CARRIED”

1. **Revised Draft 2022 Budget, Report 3179/21**

S. McIntyre presented Report 3179/21 regarding the Revised Draft 2022 Budget.

J. Mason questioned the budgeting of fewer summer students than recommended in the Workforce Plan. S. McIntyre explained that the Workforce Plan recommended funding of these positions because subsidies are not guaranteed yet the students enable MVCA to fulfill MOU agreements (e.g. water quality monitoring for MNRF), make progress on strategic initiatives (e.g. field monitoring program), and backfill permanent staff during summer vacations that are

essential to staff morale and health. A. Miller explained student wages, mileage, and associated costs.

E. El-Chantiry asked if a cost analysis of paying staff overtime versus having summer students had been conducted. S. McIntyre explained that students largely work on special projects and that permanent staff focus on core, usually time sensitive tasks such as planning reviews and permit applications. Paying staff overtime would not alleviate the need for summer students. Analysis completed for the Workforce Plan showed unsustainable levels of overtime.

P. Kehoe questioned the budget for summer camp programming amounting to \$2,500. S. McIntyre clarified that this was the estimated cost for RVCA to administer a program on behalf of MVCA, and that the expense would be much greater if MVCA were to run the program directly. Discussion took place regarding cost recovery programming. P. Kehoe concluded by stating his belief that optional programs and services should be full user-pay as had been implemented for a variety of programs in DNE.

J. Mason asked if there was any examination on the ability to increase fees from the Planning and Regulations department. S. McIntyre explained that because of harmonized fee schedules in the City of Ottawa with South Nation Conservation and Rideau Valley Conservation Authority, the fees cannot be easily changed. Rather than changing fees, the draft budget had been adjusted to be less conservative by showing greater planning and permit revenues. C. Lowry supported S. McIntyre drawing attention to and discussing their meeting with the other conservation authorities in question.

J. Mason stated that she would like MVCA to complete a fee study in 2022, and for fee increases to be implemented in 2023. S. McIntyre explained that the three CAs had agreed to conduct the study in 2023 due to ongoing regulatory changes and pressures; and that there would be further budgetary implications if MVCA conducted a study independently in 2022.

E. El-Chantiry expressed the importance of continuing education programs as it clarifies the role of MVCA to the public, pointing out the cost benefit of positive public exposure. B. King expressed his concerns about levy increases. He also expressed the view that MVCA should be working with full cost recovery programs only.

J. Mason noted that education programs will not be viable for levy funding in 2023 *sic*¹ due to the new regulation. She stated her acceptance of this year's budget, but asked staff to proceed with caution and frugality in the future. J. Atkinson echoed J. Mason's comments and discussed the implications of future cost increases of core services as it pertains to municipal levies.

E. El-Chantiry suggested that the Board hold a meeting to discuss and come to agreement on what MVCA's core services are to help staff better understand the particular budgeting expectations of the Board. S. McIntyre agreed that this discussion will be important to have as the organization must define its core services and costs as part of its Transition Plan.

¹ 2024

ADJOURNMENT

The meeting was adjourned at 1:06 PM.

FAAC11/25/21-3

MOVED BY: J. Atkinson

SECONDED BY: B. King

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

“CARRIED”



FINANCE AND ADMINISTRATION ADVISORY COMMITTEE

Via Zoom

MINUTES

December 9, 2021

MEMBERS PRESENT:

C. Lowry, Chair
P. Sweetnam, Vice-Chair
J. Atkinson
E. El-Chantiry
J. Mason
B. King
P. Kehoe
A. Tennant
J. Atkinson

STAFF PRESENT:

S. McIntyre, General Manager
A. Millar, Treasurer
L. Williams, Recording Secretary
J. Cunderlik
M. Craig

C. Lowry called the meeting to order at 2:34PM.

FAAC12/09/21-1

MOVED BY: P. Sweetnam

SECONDED BY: P. Kehoe

Resolved, That the Agenda for the December 9, 2021 Finance & Administration Advisory Committee meeting be adopted as presented.

“CARRIED”

BUSINESS

1. Revised Draft 2022 Budget, Report 3189/21

S. McIntyre presented Report 3189/21 regarding the Revised Draft 2022 Budget.

The Committee reviewed and discussed the proposed 2022 Budget, focusing on main concerns.

C. Lowry asked the Committee for the passing of the recommendation presented in Report 3189/21. P. Kehoe stated his disapproval of item #4 which read:

“allocate \$10,000 from the year-end operating surplus to the development of policies and procedures governing the management of reserve funds”.

He expressed his desire for further discussion on the matter. C. Lowry sought clarification on item #4. A. Millar and S. McIntyre explained seeking guidance from an alternative source results in fees of minimum \$5,000 – the proposed \$10,000 expenditure was felt to be a fair budget based on the required effort. A. Tennant raised the concern that the advice from a secondary source may not be used, which would be a waste of funds. P. Kehoe was unsupportive of the use of outside source, feeling the matter could be handled internally by consulting with member municipalities.

J. Atkinson sought clarification as to whether or not this expense is represented in the proposed budget. S. McIntyre clarified that there was nothing in the budget related to this expenditure. She further explained that by earmarking the funds this would allow staff to move forward with the procurement of advice from a secondary source for the development of policies and procedures governing the management of reserve funds without the need for another meeting to obtain direction from the Board of Directors regarding the use of the Operations Reserve. J. Atkinson shared his support for item #4.

After discussion, the Committee decided to omit item #4 from the recommendation, and gave direction that the item to be brought back for discussion at future date. The Committee thanked staff for their hard work on the Draft 2022 Budget.

The Finance & Administration Advisory Committee amended the motion as presented in Report 3189/21.

FAAC12/09/21-2

MOVED BY: P. Sweetnam
SECONDED BY: P. Kehoe

Resolved, That the Finance & Administration Advisory Committee recommend that the Board of Directors:

- 1. approve the Revised Draft 2022 Budget v.3 as presented in this report for circulation to member municipalities for comment; and**
- 2. transfer any unspent levied capital dollars as of December 31, 2021 to their respective capital reserves to meet future capital needs;**
- 3. fund any operating deficit for the year ending December 31, 2021 from the Operating Reserve; and**

4. transfer any remaining year-end operating surplus to the Operating Reserve.

“CARRIED”

E. El Chantiry requested the Treasurer to periodically report to the Finance & Administration Committee regarding the projected year-end operating surplus/deficit.

FAAC12/09/21-3

MOVED BY: E. El Chantiry

SECONDED BY: P. Kehoe

That Staff bring forward further information regarding development of policies and procedures governing the management of reserve funds.

“CARRIED”

ADJOURNMENT

The meeting was adjourned at 3:10PM.

FAAC12/09/21-4

MOVED BY: A. Tennant

SECONDED BY: P. Sweetnam

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

“CARRIED”

“L. Williams, Recording Secretary

C. Lowry, Chair”

REPORT

3191/22

TO:	Finance & Administration Advisory Committee
FROM:	Angela Millar, Treasurer
RE:	Draft 2022 Budget – Comments & Adjustments
DATE:	February 2, 2022

For information

The Draft 2022 Budget as approved December 16, 2021 was circulated for comment to the eleven member-municipalities and posted on the Authority’s website. As of the writing of this report, no comments have been received regarding the draft budget.

No changes to the budget are recommended at this time.

Strategic Plan

Preparation and circulation of the 2022 Budget is required under the Conservation Authorities Act, and aligns with the following Strategic goal and objectives.

Goal 2: Community Building – engage local partners to foster connections, leverage our resources, and strengthen our “social license” to operate.

- a) Demonstrate MVCA to be a trusted, client-centered, resourceful, and helpful partner.
- b) Strengthen relationships with municipalities and community stakeholders, First Nations, the agricultural sector, developers, not-for-profits, and academia.

REPORT

3192/22

TO:	Finance & Administration Advisory Committee
FROM:	Angela Millar, Treasurer
RE:	Update – City of Ottawa Loan for Shabomeka Lake Dam
DATE:	February 2, 2022

For information

In May 2021, City of Ottawa council approved provision of a loan to MVCA of up to \$1 million for reconstruction of the Shabomeka Lake Dam. MVCA staff and legal counsel have reviewed and commented on the draft agreement prepared by the City, which continues to provide better terms than what is currently available from Infrastructure Ontario and financial institutions. It is anticipated that the agreement will be signed prior to the AGM per direction received from the Board in March 2021.

The following are key terms of the loan agreement:

- Principal of \$900,000
- Interest rate of 3% calculated bi-monthly¹
- Period of 30 years
- Payable by MVCA monthly (deducted from City's monthly levy payment)

Strategic Plan

The Shabomeka Lake Dam project and securement of the above loan aligns with the following Strategic goal and objective.

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

- a) Implement the five-year capital program.

¹ City staff have indicated that this rate will be held until execution of the agreement.

REPORT

3200/22

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	Regulations Committee and Other Appointments
DATE:	February 7, 2022

RECOMMENDATION

1. That the Board of Directors:

- a. **Appoint the Board members listed in Table 1 to the Regulations Committee to hear applications pursuant to *Ontario Regulation 153/06* and MVCA's *Administrative By-law*.**
- b. **Direct members of the Regulations Committee to deliberate on the evidence presented at a hearing, and grant or deny such permission on behalf of the Mississippi Valley Conservation Authority and provide the applicant with reasons, in writing, thereof.**
- c. **Appoint Bev Holmes as Board Representative on the Mill of Kintail Museum Advisory Committee.**
- d. **Appoint Janet Mason as Board Representative on the Mississippi Valley Conservation Foundation.**

Each year the Board confirms membership on the following standing committees of the Board:

- Regulations Committee
- Finance & Administration Committee
- Policy & Priorities Committee

The Board also appoints members to sit on the Mississippi Valley Conservation Foundation and the Mill of Kintail Advisory Committee. Janet Mason and Bev Holmes have offered to filled those roles for 2022. Tables 1, 2, and 3 list proposed committee memberships for 2022.

Members of the **Regulations Committee** must be confirmed by a motion of the Board because they have delegated powers under the *Conservation Authorities Act* and MVCA's *Administrative By-law*. Correspondence was issued on February 7, 2022 seeking notification of any proposed changes in Committee participation, with no changes requested. Members wishing to put their

name forward for the Regulations or other Committee or the Foundation may do so by advising the Chair at the Annual General Meeting.

Note 1: Refer to Attachment 1 for the Regulations Committee Terms of Reference, which limits membership to the Board Chair, Vice Chair and three additional Board members. In 2021, the decision was made to also appoint an Alternate.

Note 2: It is current MVCA practice that the Board Chair and Board Vice Chair sit *ex-officio* on both the Finance & Administration Committee and the Policy & Priorities Committee. There is nothing in the 2018 *Administrative By-laws*, as amended that prescribes such and current practice likely reflects a prior version of the by-laws.

Table 1: 2022 Regulations Committee Membership

Board Chair	tbc , Committee Chair
Board Vice Chair	tbc , Committee Vice Chair
RoxAnne Darling	Tay Valley
Christa Lowry	Mississippi Mills
Paul Kehoe (alternate)	Drummond/North Elmsley
Kirby Thompson	Addington Highlands

Table 2: 2022 Finance & Administration Committee Membership

RoxAnne Darling	Tay Valley
Eli El-Chantiry	Ottawa
Paul Kehoe (alternate)	Drummond/North Elmsley
Bill King	Lanark Highlands
Christa Lowry	Mississippi Mills
Phil Sweetnam	Ottawa
Andrew Tennant	Carleton Place
Board Chair (ex-officio)	tbc
Board Vice Chair (ex-officio)	tbc

Table 3: 2022 Policy & Priorities Committee Membership

Jeff Atkinson	Carleton Place
Faye Campbell	Beckwith
Glen Gower	Ottawa
John Inglis	North Frontenac
John Karau	Ottawa
Cindy Kelsey	Central Frontenac
Janet Mason	Ottawa
Chuck Rigelhof	Greater Madawaska
Kirby Thompson	Addington Highlands
Board Chair (ex-officio)	tbc
Board Vice Chair (ex-officio)	tbc

ATTACHMENT 1

Regulations Committee Terms of Reference

(Excerpt from 2018 *Administrative By-law*, amended)

1. General Terms

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

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

2. Specific Terms

The role of the Regulations Committee will be to:

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

3. Prehearing Procedures

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

- no member of the Regulations Committee who will take part in the decision regarding the permit should be involved, either through participation in committee or intervention on behalf of the applicant or other interested parties with the matter, prior to the hearing
- if material relating to the merits of an application that is the subject of a hearing is distributed to Regulations Committee members before the hearing, the material should

be distributed to the applicant. The applicant may be afforded an opportunity to distribute similar pre-hearing material.

- In instances where the Regulations Committee has doubts as to whether it can accept a staff recommendation to grant a permit, care must be taken to avoid making a final decision until such time as a hearing is held.

4. Hearing Procedures

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

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

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

REPORT

3201/22

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	2022 Conservation Ontario Appointments
DATE:	February 7, 2021

RECOMMENDATION

That the Board of Directors appoint the following to Conservation Ontario Council for 2022.

- The 2022 Board Chair as Voting Delegate
- The 2022 Board Vice Chair as First Alternate
- The General Manager as Second Alternate

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

MVCA is entitled to appoint one voting representative to Conservation Ontario and two alternates. Current MVCA practice is to appoint the Board Chair, Vice Chair, and General Manager to fulfill these roles, however, this is not required by the 2018 *Administrative By-law*. Anyone wishing to hold one of these positions can notify the General Manager in advance of the AGM, or notify the Chair at the AGM.

Conservation Ontario's Council typically meets four times per year, generally in April, June, September, and December. During the pandemic, meetings have been held by Zoom and generally last approximately half a day. Previously, meetings were held in the GTA, and required 2 full days including travel time.

REPORT

3202/22

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Matt Craig, Manager, Planning and Regulations
RE:	2021 Timeline Performance Report for Section 28 Applications
DATE:	February 7, 2022

For Information.

The purpose of this report is to document and publish the performance of MVCA in complying with Conservation Ontario council-approved timelines for the issuance of permits under the *Conservation Authorities Act for 2021*.

BACKGROUND

Conservation Ontario timelines apply to permit applications submitted under MVCA's *Ontario Regulation 153/06 - Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation*. Regulated areas include hazard lands (floodplains and slopes), watercourses, shorelines, and provincially significant and other wetlands.

FINDINGS & ANALYSIS

Table 1 presents MVCA's performance for 2021. MVCA experienced the highest level of permit submissions on record in 2021 with 300 permits. Please note that permits can be placed on hold if incomplete, therefore the attached table may not reflect permits issued or submitted.

The CA has between 10 to 21 days to determine if a permit application package is complete. Once the application is deemed complete, the CA has a further 14 calendar days (for routine), 21 calendar days (for minor) or 28 calendar days (for major projects) to issue the permit.

Workload continues to be impacted by COVID-19 and the increase in development activity throughout the watershed.

Table 1: MVCA Performance – Permit Timelines (January – December 2021)



PERMITS ISSUED FOR
Jan 2021 TO Dec 2021(INCLUSIVE)

CONSERVATION ONTARIO STANDARD		# PERMITS	AVERAGE TURNAROUND	WITHIN TIMELINE		OUTSIDE TIMELINE	
Major	49 Days	5	50 Days	Major	3	Major	2
Minor	35 Days	216	13 Days	Minor	203	Minor	13
Routine	24 Days	22	13 Days	Routine	22	Routine	0

*The 28-day standard for major permits includes the first submission and any resubmissions.

REPORT

3203/22

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	GM Update
DATE:	February 10, 2022

For Information.

EXTERNAL

- 1. Report of the Ontario Housing Affordability Task Force** – On February 8, 2022 the province released the report¹, which recommends “measures to increase the supply of market housing” with the “goal of adding 1.5 million homes over the next 10 years.” The majority of the recommendations are directed towards the municipal, provincial and federal governments. A cursory review has identified the following items of potential concern to conservation authorities and the delivery of our mandate:
 - Legislating timelines at each stage of the provincial and municipal review process (e.g. site plan, minor variance and provincial reviews) and deeming an application approved if the legislated response time is exceeded.
 - A move to “as of right” zoning in a variety of instances.
 - Creating a more permissive land use, planning and approvals system.
 - Requiring a \$10,000 filing fee for third-party appeals to the LPAT.
 - Funding the adoption of consistent municipal e-permitting systems.
- 2. Discontinuation of Hydrogeological Services** – In carrying out its review of existing programs and services in accordance with *O.Reg. 687/21*, RVCA determined that this service was not operating on a full cost recovery basis and that it needed to reassign resources to address gaps in mandatory service areas. Accordingly, it will be ceasing to provide hydrogeological reviews to municipalities in the County of Lanark on behalf of both RVCA and MVCA. Affected municipalities were notified in January of this change to

¹ <https://news.ontario.ca/en/release/1001556/ontario-publishes-housing-affordability-task-force-report>

our MOU with the County. Both CAs are committed to supporting municipalities as they transition to another service delivery model.

3. **Part 8 Septic Approvals** – In December 2021, Leeds, Grenville & Lanark District Health Unit announced that it is ending the Part 8 sewage system inspection program that it delivers on behalf of member municipalities. This is a service that RVCA and MVCA already delivery to Tay Valley Township and others through the Mississippi-Rideau Septic Office². When the Kingston, Frontenac, Lennox and Addington Health Unit made a similar announcement in 2020, the Board authorized³ staff to offer this service to affected municipalities. On that basis, a similar offer has been made to affected parties in the County of Lanark. To date, no new municipalities have signed-on for this service. Unlike hydrogeological reviews, this is a simple transactional service that is full-cost recovery.
4. **Lanark ALUS Program** – Staff at MVCA and RVCA are currently recruiting for members to sit on the Public Advisory Committee. Please contact the GM for details.

INTERNAL

5. **Fire Water Tanks** – Earlier this week, it was discovered that all three underground tanks located at the HQ building are losing water at a significantly greater rate that historical.⁴ As the tanks are inter-connected, it is impossible to say whether the problem is in one or more tanks. The tanks were prescribed by the Town of Carleton Place as a means to allow for initial escape and rescue, not fire suppression. Staff will be notifying the Fire Department, investing potential causes and options, and will report to the Board with findings and recommendations.
6. **Psycho-social Survey** – Facilitated workshops are occurring this week (February 8-10) to help flesh out issues identified in the survey and discuss ideas for improvement to support a healthy workplace. Workshops were delayed due to the January lock-down. A report to the Board is now expected to be tabled in April.
7. **Re-integration to the Workplace** – On January 31, 2022, the province amended public health measures to facilitate re-opening of the economy. MVCA's management team is working with staff to develop a hybrid workplace model that ensures a resumption of normal services while also defining opportunities to work from home and other measures to support work-life balance.

² This name is for branding purposes only, and reflects a partnership between the two CAs to deliver septic services so that municipalities can fulfil their obligations under the *Ontario Building Code* where resources are insufficient.

³ Refer to Staff Report 3064/20.

⁴ Slow leaks were discovered within the first few years of taking occupancy.

8. Staffing:

- Management is currently in the process of filling new positions per the approved *Workforce Plan*. Postings recently closed for a Finance Assistant, Water Resources Engineer, and Planning Technicians. We also recently retained Carleton U. co-op student Holden Murphy for a 4-month term to support key corporate initiatives.
- Mike Murphy, Planning Technician bid us farewell at the end of January to join the Department of Fisheries and Oceans after 2.5 years with MVCA. We wish him well.