

Annual General Meeting

MVCA Administration Building

3:00 pm

February 22, 2023

AGENDA**ROLL CALL****Welcome and Land Acknowledgement (J. Atkinson)****Long Service Awards Ceremony (J. Atkinson)****Declarations of Interest (written)****Agenda Review****MAIN BUSINESS**

1. Approval of Minutes:
 - a) Board of Directors Meeting, December 7, 2022, Page 2
 - b) Board of Directors Briefing, February 6, 2023, Page 11
2. Watershed Conditions Report, Report 3276/23 (J. North), Page 14
3. 2022 Draft Financial Statement and Independent Auditor's Report, Report 3277/23 (S. Millard), Page 16
4. Appointment of the Auditor, Report 3278/23 (S. McIntyre), Page 40
5. Election of 2023 Officers, Report 3279/23 (Sally McIntyre), Page 41
6. 2023 Committee and Other Appointments, Report 3280/23 (S. McIntyre), Page 42
7. Appointment to Conservation Ontario Council, Report 3281/23 (S. McIntyre), Page 46
8. Final 2023 Budget, Report 3282/23 (S. McIntyre), Page 47
9. Wetland Offsetting Policy & Reserve, Report 3283/23 (S. Millard & M. Craig), Page 70
10. Contract Award - Clyde River Floodplain Mapping, Report 3284/23 (J. Cunderlik), Page 73
11. Appointment of Regulations Officers, Report 3285/23 (M. Craig), Page 75
12. 2023 Board of Directors Meeting Schedule, Report 3286/23 (S. McIntyre), Page 76
13. Update on Strategic Plan Implementation, Report 3287/23 (S. McIntyre), Page 77
14. Permit Activity Under O.Reg. 153/06, Report 3288/23 (M. Craig), Page 81
15. Permit Timelines Performance, Report 3289/23 (M. Craig), Page 95
16. GM Update, Report 3290/23 (S. McIntyre), Page 96

ADJOURNMENT



MINUTES

Via Zoom and In Person

Board of Directors Meeting

December 7, 2022

MEMBERS PRESENT

J. Atkinson, Chair
 J. Mason, Vice-Chair
 R. Kidd
 B. Holmes
 J. Karau
 P. Sweetnam
 C. Lowry
 J. Inglis
 P. Kehoe
 A. Tennant
 H. Yanch
 T. Popkie

MEMBERS ABSENT

G. Gower
 S. Lewis
 C. Kelsey
 B. King
 E. El-Chantiry

STAFF PRESENT

S. McIntyre, General Manager
 S. Millard, Treasurer
 J. Cunderlik, Water Resources Engineer
 J. North, Water Resources Technologist
 M. Craig, Manager of Planning and Regulations
 A. Broadbent, Information & Communications Technology Manager
 M. Okum, Stewardship Technician
 M. Livingston, Mississippi-Rideau Source Protection Authority
 R. Clouthier, Recording Secretary

J. Atkinson called the meeting to order at 10:04 am.

B12/07/22-1

MOVED BY: C. Lowry

SECONDED BY: P. Sweetnam

Resolved, That the agenda for the December 7, 2022 Board of Directors Meeting be adopted, as amended.

“CARRIED”

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

MAIN BUSINESS

1. Approval of Minutes: Board of Directors, October 19, 2022

B12/07/22-2

MOVED BY: B. Homes

SECONDED BY: J. Inglis

Resolved, That the Minutes of the Mississippi Valley Board of Directors Meeting held on October 19, 2022 be received and approved as printed.

“CARRIED”

2. Watershed Conditions, Report 3266/22

J. North presented the Watershed Conditions Report stating November flows in most tributaries are sitting slightly below normal for this time of year, due to below average rainfall amounts received in October and November. Drawdowns on all upper lakes are completed except for two more logs to come out of the Mazinaw Lake dam. Water levels on most of the upper lakes are close to reaching their winter target levels and the dams on those lakes will be operated through the remainder of the winter to keep levels as stable as possible.

Crotch Lake dam will be operated over the next month or to ensure there is enough water to maintain flows downstream from mid-January to April. The long-range forecast is predicting December to be slightly colder weather and normal seasonal precipitation, January is forecasted to be colder than normal with a normal precipitation amounts.

J. Inglis inquired if MVCA gets input requests, flow requests or any direction from Hydro on flow rates.

J. North explained that hydro needs do not dictate operations, and that a variety of watershed objectives are used to determine how to manage flows. The management of structures is systematic and connected however hydro is rarely a sole priority.

3. Staff Item: MVCA Stewardship Program, Report 3267/22

M. Okum presented an overview of MVCA's current and upcoming stewardship initiatives. Six main ongoing initiatives are: Shoreline Naturalization, Ottawa Rural Clean Water Program (ORCWP), ALUS Lanark, RVCA Tree Planting Partnership, Education and Outreach and Habitat Enhancements. Six planned initiatives for 2023 are: ALUS Lanark Project Implementation, Reinstatement of City Stream Watch (CSW), Educational Workshops (primarily for flood-prone zones), Large-Scale Plantings, Various Invasive Species Removal Projects, Butternut Tree Giveaway.

P. Sweetnam asked if work done on Poole Creek as part of the Habitat Enhancement Projects is funded by the City of Ottawa or if it is funded by the general levy.

M. Craig responded that the majority of the funding, with some staff-time contribution, is the result of some of off-setting penalty associated with a development in the upper Poole Creek Watershed where infiltration requirements could not be met. The City requested MVCA to facilitate compensation work along the creek as a result of that development.

P. Sweetnam noted that he has heard good words around Stittsville about our initiatives and outreach.

4. NDMP-Risk Assessment Project, Report 3268/22

J. Cunderlik presented the results of MVCA's Flood Risk Assessment Study and how they will be used. The total budget for the Flood Risk Assessment Study was \$337,783 (MVCA's contribution was \$58,071) and the study was completed in August 2022. Main project objectives included: establishing a methodology that could be used to evaluate future flood plain mapping projects, delineating and assessing reaches, conducting a risk assessment and determining priorities for new floodplain mapping or updates, and developing a flood plain mapping strategy.

J. Cunderlik outlined the criteria used to determine the likelihood and severity of impacts of flooding, and how results were used to set priorities. Upcoming priorities include Upper Mississippi, the Lower Clyde River and Fall River, Mississippi Lake, Sharbot Lake, and Silver Lake.

J. Cunderlik concluded that this is a study and products generated information and data that will be useful on other projects, such as the reach delineation and monitoring. Flood hazards

are largely unmapped in MVCA's jurisdiction, and understanding the importance of lakes and water management in flood mitigation is crucial in assessing flood risk.

J. Mason asked J. Cunderlik to clarify if there are dependencies between projects and if most elements of the watershed are interconnected. J. Cunderlik confirmed that the dependencies mean that the time frame can potentially be dependent on whether we need to obtain data from other groups or agencies and this needs to be taken into consideration.

R. Kidd asked for the difference between Flood Risk and Flood Vulnerability. J. Cunderlik stated that hazard is the likelihood of the area flooding and vulnerability is the level of consequence or damage resulting from the flood. The flood risk is the combination of the flood hazard and the flood vulnerability. S. McIntyre added that the flood hazard relates to the physiology and geography of an area and the vulnerability relates to the impact on people and ecosystems and sociological factors.

P. Sweetnam asked for confirmation on the budget and where the approx. budget of \$337,783 came from. J. Cunderlik confirmed that the \$337,783 Federal Government is funding 50% of the total project cost and the remaining portion is being split between the 3 conservation authorities.

J. Inglis asked if we will be the proprietors of the resulting data from this project and if this is a requirement to comment on planning. J. Cunderlik confirmed that we will have full access to results from this project and that a main requirement of Conservation Authorities is to comment on regulated flood plain areas and wetlands. S. McIntyre confirmed that this is a core service that MVCA is mandated to provide. Due to climate change and housing demand, developers are buying marginalized lands as the easy to develop lands have been developed already. And, some lands that were once safe are now considered to be at a higher risk.

J. Karau noted that we can not do flood risk management without also looking at climate change as they are not separate initiatives.

P. Sweetnam stated that insurance companies are now including flood plain mapping so this is useful information and City of Ottawa is generally supportive of the mapping initiatives.

J. Mason said the City of Ottawa is now considering a 350-year assessment, showing that they are taking climate change seriously. J. Cunderlik noted that MVCA is also carrying out a 350-year assessment.

R. Kidd asked for confirmation on the breakdown of the budget for the 10-year plan and asked for the dollar value for project budgets. J. Cunderlik responded that he estimated \$400,000/year for 10 years to equal an over estimated \$4 million for the total budget for all

projects. The Clyde River budget was \$150,000, the total budget for Carp River flood plain mapping was \$200,000; however, the full cost does not fall onto MVCA and is often subsidized by the city of Ottawa. S. McIntyre noted that we have not historically done a lot of mapping but this past term we have done a lot and the budget does not necessarily reflect this yet.

C. Lowry commented that as this is a 10-year plan we need to be very cautious of long-term financial planning since the dollar amount will be inevitably going up over time.

5. FHIMP-Clyde River Floodplain Mapping Project, Report 3269/22

J. Cunderlik presented the Clyde River Regulatory Flood Plain Mapping Grant Award that was approved in the amount of \$75,000 as part of the Flood Hazard Identification and Mapping Program (FHIMP). The information acquired in the flood risk assessment study was extremely valuable as a starting point to mapping the Clyde River Regulatory Flood Plain.

P. Sweetnam asked if this will cover the upper or the lower Clyde River. J. Cunderlik confirmed that the mapping is for the lower Clyde River and added that a Climate Change Assessment is required to be completed along with the flood plain mapping.

R. Kidd asked if the county of Lanark or the Township is contributing to the project. J. Cunderlik advised that the county is contributing, and that the expected completion date is approximately March 2024.

6. FHIMP-Land Use Project, Report 3270/22

J. Cunderlik presented the Land Cover Update in Eastern Ontario Grant Award that was approved in the amount of \$111,175 as part of the Flood Hazard Identification and Mapping Program (FHIMP). The application was submitted in partnership with the City of Ottawa, RVCA and SNC, and will draw on recently acquired LiDAR data that will be used to support flood plain mapping. The updated land cover data has many other applications including natural heritage mapping, emergency hazard management, land use change planning, etc. MVCA's contribution is approximately \$33,000 with the work to be led by SNC.

7. Bill 23 Update, Report 3272/22

S. McIntyre informed the Board that some of the approved changes have the potential to come into effect on January 1st, 2023. Until MVCA receives more direction from the province or regulations, planning review work will be status quo. There is significant concern regarding the capacity of member municipalities to carry out the specialist reviews if conservation authorities are no longer allowed to provide this service. MVCA will continue to support municipal staff within the confines of whatever regulations are passed. Our core mandate is still to provide

comments on potential natural hazards and regulated wetlands. MVCA will follow up with municipalities planning and engineering groups to ensure an understanding.

B12/07/22-3

MOVED BY: P. Sweetnam

SECONDED BY: T. Popkie

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

“CARRIED”

J. Karau overviewed the concerns of the Mississippi River Watershed Plan Public Advisory Committee (PAC) who are investigation methods of delivering outreach and education programs, along with building relationships with counsellors and other member groups such as the Ottawa River Keeper. A major concern for the advisory committee is the carrying capacity of the Mississippi River in Carleton Place and whether it can support the changes being implemented through Bill 23.

8. Budget Control, Report 3271/22

S. Millard presented the Budget Control Report stating that as of October 31st, 2022, MVCA is slightly under projected revenues and expenditures (at approximately 71%). Planning and permit revenues are up from last year and due to a number of staff vacancies, a year-end surplus of approximately \$250,000 is projected at this time.

9. 2022 Year-End Contributions to/from Reserves, Report 3275/22

S. Millard suggested that surplus allocations be transferred to the capital reserve instead of the operating reserves. The operating reserve will have a projected balance of approximately \$545,000 above the target balance while the capital reserves are severely underfunded for future needs.

B12/07/22-4

MOVED BY: P. Kehoe

SECONDED BY: R. Kidd

Resolved, That the Board of Directors direct staff to:

- 1. Transfer any unspent levied capital dollars as of December 31, 2022 to capital reserves to meet future capital needs;**

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

“CARRIED”

10. 2023 Draft Budget, Report 3264/22

S. McIntyre reviewed proposed expenditures and revenues as set out in the Draft 2023 Budget.

S. McIntyre outlined that the proposed municipal levy increase aligns with direction received from the Board in October:

- 3% to the operating budget for inflation;
- 4.5% to the capital budget to implement the 10-year Capital Plan;
- 1.5% increase to both to provide for assessment growth;

and, previous Board decisions to hire staff to meet workload demands, and to phase those costs onto the levy over a period of years while maintaining the Operating Reserve balance in a target range.

S. McIntyre explained that the base budget pressure as approved in October equals a combined increase of 4.5%; and, that the levy pressure increases to 7.66% when a third (1/3) of payroll costs are moved from the Operating Reserve onto the levy, as previously approved.

S. McIntyre said that while the City of Ottawa has a target tax rate increase of 2-2.5%, the target increase for water, sewer, stormwater rates is 4.2%; and the difference between 4.2 and 4.5% is not considered significant. With respect to the additional amount to phase a portion of staffing costs off of the Operating Reserve onto the levy, she spoke with City of Ottawa staff who indicated an ability to accommodate the associated pressure of \$90,000.

As requested by the Finance & Administration Committee, S. McIntyre tabled options for reducing pressures on the levy, including: Offsetting some payroll costs with grant-funded capital; donations from MVCF for O&M at conservation areas; making some projects grant dependent; and deferring filling the Jr. Planner position pending assessment of Bill 23 impacts. Implementation of all these measures would reduce levy pressure in 2023 to 4.77%. There is

also the opportunity to finance the Sewer and Water Connection from the HQ building to the Carleton Place Subdivision located outside of HQ.

R. Kidd asked whether the draft options went back to the Finance and Admin committee for consideration; and if MVCA receives a discount from Carleton Place for the sewer and water. S. McIntyre stated that the recommendations had gone back to Committee but that the Committee decided to elevate the draft budget as is to the Board because it aligned with the Board's direction.

With respect to site servicing, S. McIntyre stated that existing on-site septic and water systems incur annual operating costs; and that a cost analysis can be provided if desired. Connection to the Town's water and sewer systems is mandatory per the agreement for the sale and development of the property. J. Karau noted that R. Kidd's point is correct however giving it a dollar value is problematic.

P. Kehoe noted that he would have appreciated a table displaying the impacts by municipality of the phase-in of payroll costs onto the municipal levy. S. McIntyre acknowledged that the table in the staff report only shows the gross impact, and that a table that shows this amount can be prepared and circulated.

J. Karau asked if the options presented are critical at this juncture or if they are "back-pocket" considerations if there is pushback from municipalities. Following discussion of this matter, members agreed that the board can approve the budget as is and defer making any adjustments until after the circulation period is completed.

Board members discussed financing the water and sewer connection to the HQ building versus paying from the reserves and concluded to approve the 2023 Draft Budget as is, but to retain the option to make this change in the future.

R. Kidd and C. Lowry noted that the Percentage Increase column in the Municipal Levy table can cause confusion and unnecessary consternation and recommended that it be removed. J. Inglis disagreed and felt that it was important information to include.

B12/07/22-5

MOVED BY: J. Inglis

SECONDED BY: P. Kehoe

Resolved, That the Board of Directors approve the Draft 2023 budget for circulation to member municipalities for comment and that the Board direct staff to identify options for cost savings to the municipal operating and capital levies, to be presented to the Board for future consideration.

"CARRIED"

11. 2023 Board meeting Schedule, 3275/22

B12/07/22-6

MOVED BY: P. Kehoe

SECONDED BY: T. Popkie

**Resolved, that the Board of Directors Meeting be rescheduled to February 22nd, 2023;
and that the Board of Directors approve the amended 2023 meeting schedule.**

“CARRIED”

J. Mason stated that City of Ottawa meets on the off week so there may be an issue for that one meeting. S. McIntyre agreed and is hoping to have a majority to proceed with the meeting.

12. Consent Agenda

B12/07/22-7

MOVED BY: C. Lowry

SECONDED BY: P. Sweetnam

Resolved, That the Board of Directors approve the Consent Agenda as printed.

“CARRIED”

ADJOURNMENT

The meeting was adjourned at 12:37pm.

B12/07/22-8

MOVED BY: C. Lowry

SECONDED BY: A. Tennant

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

R. Clouthier, Recording Secretary

J. Atkinson, Chair



MEETING NOTES

Via Zoom

Board Training/Briefing Session

February 6, 2023

1. 2023 Draft Budget

S. McIntyre welcomed participants and members introduced themselves to each other. She then overviewed how MVCA develops the budget, key components and budget highlights. (See attached PowerPoint presentation.)

A. Kendrick asked what kind of collective agreements apply to MVCA staff. S. McIntyre replied that there is not a collective union at MVCA.

S. McIntyre provided a page-by-page review of the 2023 MVCA Draft Budget, highlighting important points and items of potential interest.

A. Kendrick noted that the watershed model was said to be very important and next year the only thing showing in the budget is the Clyde River Floodplain modeling and last year it was a large issue so there was \$30,000 for other items. Is this a change in philosophy or are we planning to focus on one big thing per year? S. McIntyre said that work on the model is a continuous effort. J. Cunderlik added that the model is a multi-year process and the results can be used for a large number of other projects and/or planning.

A. Kendrick asked about the fundraising model and asked S. McIntyre to clarify the amount used for fundraising. S. McIntyre responded that the budget identifies the Mississippi Valley Conservation Foundation as the revenue source for fundraising efforts by the Authority. She explained that fundraising and campaigns require more work as well as clarification of roles and responsibilities between MVCF and MVCA. The 2023 Draft Budget shows conservative fundraising results, however MVCA is looking to partner with another CA to hire a professional fundraiser and increase that yield.

R. Kidd asked for a revenue breakdown for the 19% of expenditures on studies. In particular, he wanted to know what percentage is funded via grants or other sources versus the municipal levy. S. McIntyre committed to provide details and a visual representation at the next Board meeting.

A. Kendrick asked why all Workforce Plan phase-in costs being paid by the Operating Reserve have been attributed to Administration only, as the optics are not good. S. McIntyre responded that it was to ease tracking of the amount to be phased onto the levy over time. MVCA has not yet received any pushback from councils pertaining to the draft budget, but will consider and may alter in the final version. J. Mason suggested including a footnote detailing the breakdown

in lieu of re-distributing the draft budget to the councils. S. McIntyre and S. Millard will work together to try and address the voiced concerns.

J. Mason asked if the Mill of Kintail Washroom replacement is grant dependent based on discussion in the Finance and Admin Committee. S. McIntyre recalled that it was identified as an option at the Board in December, however, no change was made at that time.

J. Mason suggested that the project be made 100% grant dependent. S. McIntyre commented that most grants will cover no more than 50% of a project's costs and recommended that it be made 50% dependent upon grants. J. Mason agreed with this approach and as there were no other comments, staff took this as direction to change the budget.

2. Draft Financial Statement and Audit Report Presentation – Glenn Street (Auditor)

G. Street summarized the Individual Auditor's Report and highlighted the following:

- MVCA's financial statements represent fairly the financial position of MVCA for the year ending December 31, 2022.
- The Board of Directors are responsible for ensuring that management has the appropriate processes in place to produce the financial reports

G. Street reviewed MVCA's Financial Statements, starting with the Statement of Financial Position (p.4) which he explained outlines the assets and liability as of the Authority at fiscal year-end 2022. In summary, he noted:

- There is approximately \$4.5 million in financial assets, primarily in cash and short-term investments.
- There is approximately \$5.3 million in financial liabilities, primarily long-term debt with Carleton Place and Ottawa.
- The non-financial assets equal approximately \$7.6 million
- The difference between financial assets and non-financial assets is the accumulated surplus, which equals \$6.8 million. (See NOTE 11 for details.)

G. Street presented the Statement of Operations (p.5) for 2022, and highlighted that:

- Revenue was just under \$5.0 million.
- Total expenditures were just under \$4.4 million meaning the excess of revenue over expenses was approximately \$587,000 in 2022.

G. Street then reviewed key items under Notes to Financial Statements:

- The Total debt is just under \$4.4 million of which \$3.7 million is owed to the Town of Carleton Place and just under \$700,000 to the City of Ottawa.
- The Long-term debt moving forward is approximately \$4.2 million dollars.
- The accumulated surplus is \$6.8 million comprised of 4 components:

- investments of capital assets (tangible)
- investments of capital assets (intangible)
- the unrestricted deficit and
- the operating reserve.
- The Operating Reserve has just under \$1.5 million, which is the same amount as the previous year as the Board directed the transfer of any 2022 surplus to capital reserves. Transfers to capital reserves at year end were as follows:
 - \$40,000 to IT
 - \$50,000 to Vehicles
 - \$150,000 to Water control structures
 - \$205,000 to Building Reserve
 - ~\$58,00 to Conservation areas
- The annual operating surplus was approximately \$587,000.
- There was an acquisition of tangible capital assets of \$900,000 which was largely attributable to reconstruction of Shabomeka Lake Dam.
- The acquisition of intangible assets was \$72,000 for the GIS mapping project.
- The amortization of assets was \$310,000 and is a “non-cash” transaction.
- The debt repayment was \$83,000 mainly to Town of Carleton Place.
- There was a \$503,000 transfer from the unrestricted operating reserve to restricted reserves with nil transfers from restricted reserves to operating.

G. Street summarized that the projected surplus expressed at the December Board of Directors meeting had proven accurate and that transfers made to Capital Reserves were based upon the draft minutes he had received from the Treasurer.

There were no questions from members present.

REPORT

3276/23

TO: The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors

FROM: Jennifer North, Water Resource Technologist

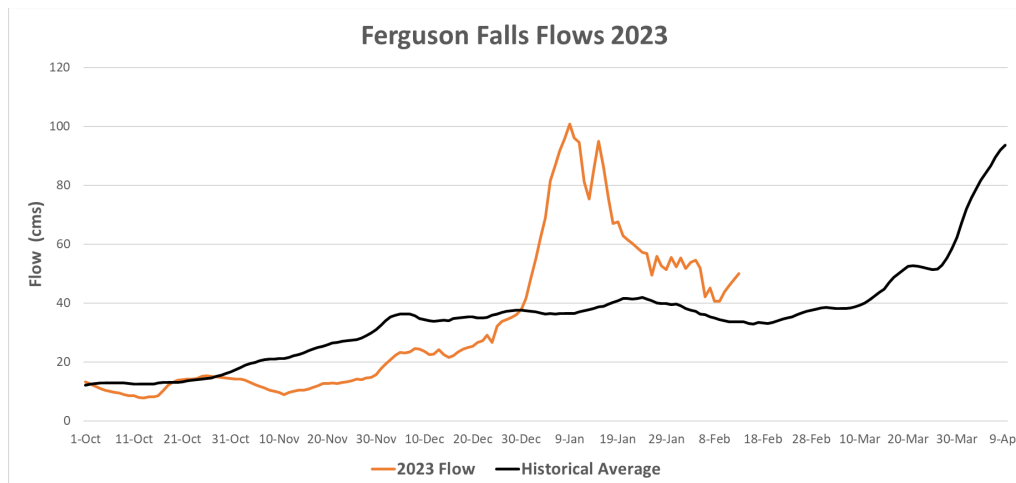
RE: **State of Mississippi Watershed**

DATE: February 16, 2023

For Information.

The drawdown on all of the upper lakes were completed by mid December. We saw a wet start to winter, leaving higher than normal levels and flows across the watershed. The current operating strategy is to have the system as empty as we can by the middle of March and will be dependent on what precipitation and if any melts occurs over the next few months.

Figure 1: Historical Average versus Current Flows, Ferguson Falls



Due to the fluctuating temperatures this winter, ice conditions have been a concern, with thaw/freeze conditions occurring multiple times throughout the month of January. Several Water Conditions Statement – Water Safety messages were issued in early January due to rain/melting snow and high-water conditions. Flows along the main stem and most tributaries have since stabilized but remain higher than normal for this time of year.

Table 1 provides the snow course data taken February 15th. The watershed is considerably above normal for snowpack water content for this time of year. These number would be more

typical for April 1st. While significant, the snowpack generally provides approximately 20 % of the total runoff so in itself is not indicative of the potential for flooding in the spring. The other critical factors are rainfall, air temperature, ground frost and wind which dictate how much and how quickly the snow will melt producing runoff into the system.

The Depth is measured in cm of snow and the Water Equivalent (WE) is measured in mm of water.

Table 1: February 15, 2023 Water Equivalent (WE) Measurements (mm)

Snow Course	Snow Depth (cm)	WE (mm)	Density
Ardoch	30.3	169	55.78%
Bon Echo Park	48.7	176	36.14%
Mackavoy Lake	43.3	196	45.27%
Buckshot Lake	42.9	180	41.96%
Canonto Lake	30.3	162	53.47%
Lavant	25.7	96	37.35%
Gordon Rapids	39.2	186	47.45%
Brightside	31.3	144	46.01%
Fallbrook	19.9	87	43.72%
Snow Road	18.4	96	52.17%
Maberley	24	108	45.00%
Innisville	17.4	85	48.85%
Kinburn	27.2	96	35.29%
Blakeney	37.8	147	38.89%
Stittsville	23	88	38.26%
High Falls	24.4	90	36.89%

We are seeing a very unique winter this year, conditions we are seeing right now have never been seen in the last 40 years. Based on the current snow pack conditions, there is a possibility that we could see an extremely early freshet with a risk of a higher spring peak than normal. Early freshets also bring concerns over ice and erosion damage as most lakes are still covered.

Snow can also sublime, evaporate or infiltrate before reaching the river depending on the weather conditions. For this reason, rain and air temperature will be the deciding factor in this year's freshet. The MVCA's Flood Forecasting and Warning Team will be actively monitoring conditions and issuing messages when needed.

REPORT
3277/23

TO:	MVCA Board of Directors
FROM:	Stacy Millard, Treasurer
RE:	Approval of Financial Statements
DATE:	February 22, 2023

RECOMMENDATION

That the Board of Directors receive and approve the 2022 Audited Financial Statements; and direct that they be posted and distributed in accordance with Section 38 of the Conservation Authorities Act.

Section 8 of MVCA's Administrative By-laws states that:

The General Membership shall receive and adopt the Audited Financial Statements and Report of the Auditor annually for the previous year at the Annual General Meeting. The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister of Natural Resources and Forestry in accordance with Section 38 of the Act and will make the Audited Financial Statements available to the public on the Mississippi Valley Conservation Authority website.

Draft 2022 Financial Statements were provided in advance of the February 6, 2022 meeting at which the Auditor, Glenn Street, presented his findings. We have reviewed the statements in detail and requested minor changes, and the Final Financial Statements are considered both complete and accurate.

Attachments:

1. Auditor Findings letter dated February 15, 2023
2. Final Financial Statements dated February 22, 2023

February 15, 2023

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

Dear Board of Directors

Re: Audit Findings

This letter has been prepared to assist you with your review of the financial statements of Mississippi Valley Conservation Authority for the period ending **December 31, 2022**. I look forward to meeting with you and discussing the matters outlined below.

Audit Status

I have completed the audit of the financial statements.

Significant Matters Arising

Changes to Audit Plan

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

Other Matters

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

At the request of management, I calculated the HST rebate for 2021 as part of last year's audit and this adjustment was included in last year's financial statements. When the HST return was filed by the Authority in 2022, the rebate was under claimed by \$58,714. This amount remains in accounts receivable and is available for the Authority to claim by refileing the 2021 HST return.

Significant Difficulties Encountered

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

Comments on Accounting Practices

Accounting Policies

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

- I did not identify any other alternative accounting policies that would have been more appropriate in the circumstances.
- I did not identify any other significant accounting policies in controversial or emerging areas.

Significant Accounting Estimates

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

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

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

Significant Financial Statement Disclosures

Note 11 presents the balances of restricted capital and operating reserves.

Note 12 reconciles the budget on the Statement of Operations as presented in accordance with PSAS with the Board approved budget.

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

Audit Adjustments

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

Significant Deficiencies in Internal Control

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

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

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

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

Written Representations

In a separate communication, I will request a number of written representations from management in respect to their responsibility for the preparation of the financial statements in accordance with Canadian public sector accounting standards.

Other Audit Matters of Governance Interest

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

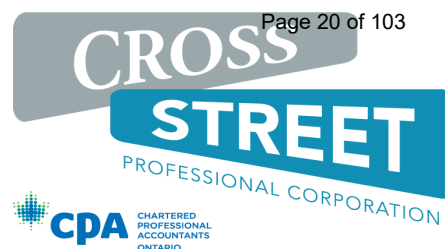
I hope the information in this audit findings letter will be useful. I would be pleased to discuss them with you and respond to any questions you may have.

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

Yours truly,

A handwritten signature in blue ink, appearing to read "Cross Street", followed by a horizontal line.

Cross Street Professional Corporation



MISSISSIPPI VALLEY CONSERVATION AUTHORITY
Financial Statements

Year Ended December 31, 2022

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Index to the Financial Statements
Year Ended December 31, 2022

Contents

	Page
Management's Responsibility for the Financial Statements	1
Independent Auditors' Report	2 & 3
Statement of Financial Position	4
Statement of Operations	5
Statement of Changes in Net Financial Assets	6
Statement of Cash Flow	7
Schedule 1 - Other Revenue	8
Schedule 2 - Expenses	9
Notes to the Financial Statements	10 to 18

MISSISSIPPI VALLEY CONSERVATION AUTHORITY**Management's Responsibility for the Financial Statements**

Year Ended December 31, 2022

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

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

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

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

Sally McIntyre, General Manager

Stacy Millard, Treasurer



INDEPENDENT AUDITOR'S REPORT

To the Directors and Members of MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Opinion

I have audited the financial statements of MISSISSIPPI VALLEY CONSERVATION AUTHORITY which comprise the statements of financial position as at December 31, 2022, and the statements of operations, changes in net financial assets, cash flow and the related schedules for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of MISSISSIPPI VALLEY CONSERVATION AUTHORITY as at December 31, 2022, and the results of its operations and its cash flow for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

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

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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



Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.

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

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

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

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

Cross Street Professional Corporation

Authorized to practice public accounting by Chartered Professional Accountants of Ontario

Perth, Ontario

February 22, 2023

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

(Incorporated under the Laws of Ontario)

Statement of Financial Position as at December 31,

2022**2021****FINANCIAL ASSETS**

Cash	\$	2,836,873	4,331,890
Short-term investments (note 3)		1,019,167	-
Accounts receivable, trade and other (note 4)		642,236	369,265
		<u>4,498,276</u>	<u>4,701,155</u>

LIABILITIES

Accounts payable and accrued liabilities (note 5)	370,234	770,993
Deferred revenue (note 6)	374,389	671,654
Current portion of long-term debt (note 7)	245,260	149,722
Long-term debt (note 7)	4,151,522	3,630,983
Retirement benefit liability (note 8)	155,818	151,794
	<u>5,297,223</u>	<u>5,375,146</u>
	(798,947)	(673,991)

NET FINANCIAL ASSETS**NON-FINANCIAL ASSETS**

Tangible capital assets (note 9)	7,482,111	6,842,473
Intangible assets (note 10)	111,244	51,338
Prepaid expenses	35,165	22,714
	<u>7,628,520</u>	<u>6,916,525</u>

Contingent Liabilities and Commitments (note 16)

Subsequent Events (note 17)

ACCUMULATED SURPLUS (note 11)

\$	6,829,573	6,242,534
----	-----------	-----------

See accompanying notes to the financial statements

Approved by:

Director: _____

Director: _____

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Statement of Operations for the year ended December 31,

	Budget	2022	2021
	(Note 12)		
Revenue			
Municipal levy - general	\$ 3,375,802	3,375,806	3,330,540
Municipal levy - special	63,870	63,870	62,000
	<u>3,439,672</u>	<u>3,439,676</u>	<u>3,392,540</u>
Other revenue (Schedule 1)	1,036,203	1,295,297	1,427,865
Government grant - Ministry of Natural Resources	128,436	128,436	128,436
Government grant - other provincial	13,445	13,445	13,445
Conservation area - fees, sales and rental	55,000	74,867	94,440
Supplementary programs	29,400	15,232	19,908
Donations	38,500	15,469	21,077
	<u>4,740,656</u>	<u>4,982,422</u>	<u>5,097,711</u>
Expenses			
Corporate services (Schedule 2)	663,722	712,943	696,913
Watershed management (Schedule 2)	2,265,030	1,776,438	1,687,597
Flood and erosion control (Schedule 2)	812,448	751,106	626,912
Stewardship services (Schedule 2)	830,674	700,317	581,687
Supplementary programs (Schedule 2)	-	15,158	20,416
Interest on long-term debt	-	128,584	131,835
Amortization of assets	-	310,837	287,817
	<u>4,571,874</u>	<u>4,395,383</u>	<u>4,033,177</u>
Excess of revenue over expenses	168,782	587,039	1,064,534
Accumulated Surplus, Beginning of Year	6,242,534	6,242,534	5,178,000
Accumulated Surplus, End of Year (note 10)	<u>\$ 6,411,316</u>	<u>6,829,573</u>	<u>6,242,534</u>

See accompanying notes to the financial statements

MISSISSIPPI VALLEY CONSERVATION AUTHORITYStatement of Changes in Net Financial Assets for the year ended
December 31,

	Budget	2022	2021
	(Note 12)		
ANNUAL SURPLUS	\$ 168,782	587,039	1,064,534
Amortization of assets	-	310,837	287,817
Acquisition of tangible capital assets	(509,507)	(937,481)	(575,930)
Acquisition of intangible assets	-	(72,900)	(57,042)
Change in prepaid expenses	-	(12,451)	(677)
	<u>(509,507)</u>	<u>(711,995)</u>	<u>(345,832)</u>
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(340,725)	(124,956)	718,702
NET FINANCIAL ASSETS, BEGINNING OF YEAR	<u>(673,991)</u>	<u>(673,991)</u>	<u>(1,392,693)</u>
NET FINANCIAL ASSETS, END OF YEAR	<u><u>\$(1,014,716)</u></u>	<u><u>(798,947)</u></u>	<u><u>(673,991)</u></u>

See accompanying notes to the financial statements

-

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Statement of Cash Flow for the year ended December 31,

2022**2021****Operating Activities**

Annual surplus	\$ 587,039	1,064,534
----------------	------------	-----------

Items not affecting cash:

Amortization of assets	310,837	287,817
	<u>897,876</u>	<u>1,352,351</u>

Change in Working Capital

Accounts receivable, trade and other	(272,971)	151,019
Prepaid expenses and other assets	(12,451)	(677)
Accounts payable and accrued liabilities	(400,759)	485,593
Deferred revenue	(297,265)	180,956
Retirement benefit liability	4,024	(582)
	<u>(979,422)</u>	<u>816,309</u>
Net change in operating activities	(81,546)	2,168,660

Capital activities

Acquisition of capital assets	(937,481)	(575,930)
Acquisition of intangible assets	(72,900)	(57,042)
Net capital activities	<u>(1,010,381)</u>	<u>(632,972)</u>

Investing activities

Purchase of short term investments	(1,019,167)	-
Proceeds from redemption of short term investments	-	1,605,160
Net investing activities	<u>(1,019,167)</u>	<u>1,605,160</u>

Financing activities

Proceeds from long-term debt	700,000	-
Repayment of long-term debt	(83,923)	(144,759)
Net financing activities	<u>616,077</u>	<u>(144,759)</u>
Net increase (decrease) in cash	(1,495,017)	2,996,089

Cash, Beginning of Year

4,331,890	1,335,801
-----------	-----------

Cash, End of Year

<u>\$ 2,836,873</u>	<u>4,331,890</u>
---------------------	------------------

Supplemental disclosure of cash flow information:

Cash received (paid)

Interest expense	\$ (78,187)	(132,246)
Interest revenue	50,481	28,101

See accompanying notes to the financial statements

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Schedule 1 - Other Revenue for the year ended December 31,	Budget	2022	2021
	(Note 12)		
Other revenue			
Bell Canada - K&P	\$ 1,734	2,857	1,644
Conservation Centre rentals	-	2,561	4,109
Freedom of information	-	40	5
Grants - Special:Other Capital	60,000	-	-
Grants - Special:ALUS	60,000	103,310	-
Grants - Special:CMOG - Digital Grant	-	-	3,000
Grants - Special:County of Lanark Forestry Program	6,000	11,147	10,679
Grants - Special:DMAF	75,000	-	-
Grants - Special:ECCC-CO	41,900	48,757	-
Grants - Special:Education review	5,000	-	-
Grants - Special:Federal - Harwood Creek Study	-	-	2,741
Grants - Special:Federal - NDMP	16,399	7,535	27,957
Grants - Special:Poole Creek	12,000	8,854	48,785
Grants - Special:FPM Projects - Other Tech Studies	100,000	-	-
Grants - Special:MOK - Mississippi Mills	12,400	12,460	12,220
Grants - Special:Ottawa - Carp Erosion Control	25,000	9,443	232,268
Grants - Special:Ottawa Rural Clean Water Project	3,000	12,899	8,683
Grants - Special: TD Planting Program	5,500	-	-
Grants - Special:Temporary Emerg. Wage Subsidy	-	-	25,000
Interagency Coordination - LiDAR	33,680	30,986	62,446
Interest	25,000	69,648	16,081
MNR - Water & erosion control infrastructure	100,000	397,259	328,256
MNR dams - preventative maintenance	7,590	7,730	3,248
Ontario Power Generation	44,000	19,320	33,672
Planning and regulation fees	305,000	445,363	430,609
Professional services/staff time	10,000	-	-
RTM trust fund	-	4,641	10,446
Septic inspection program	75,000	77,703	141,728
Sundry revenue	2,000	12,784	24,288
WISKI contributions	10,000	10,000	-
	<u>\$ 1,036,203</u>	<u>1,295,297</u>	<u>1,427,865</u>

See accompanying notes to the financial statements

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Schedule 2 - Expenses for the year ended December 31,	Budget	2022	2021
	(Note 12)		
Corporate services			
Administration	\$ 617,108	698,270	652,773
Communications	54,500	28,745	69,804
Operations	(7,886)	(14,072)	(25,664)
	<u>\$ 663,722</u>	<u>712,943</u>	<u>696,913</u>
Watershed management			
Information management	\$ 133,839	82,546	101,333
Plan review	843,505	794,357	604,492
Septic inspection program	75,000	55,629	109,278
Technical studies & watershed planning	1,212,686	843,906	872,494
	<u>\$ 2,265,030</u>	<u>1,776,438</u>	<u>1,687,597</u>
Flood and erosion control			
Flood forecasting and warning	\$ 311,505	253,523	196,452
Operation/maintenance flood control structures	359,246	343,028	311,800
Preventative maintenance flood control structures	141,697	154,555	118,660
	<u>\$ 812,448</u>	<u>751,106</u>	<u>626,912</u>
Stewardship services			
Stewardship services	\$ 236,511	108,683	73,417
Property management	499,374	496,663	430,120
Visitor services	94,789	94,971	78,150
	<u>\$ 830,674</u>	<u>700,317</u>	<u>581,687</u>
Supplementary programs			
Canada summer job	\$ -	9,018	9,018
Career Launcher	-	-	11,398
Environment Canada - Science Horizons	-	6,140	-
	<u>\$ -</u>	<u>15,158</u>	<u>20,416</u>

See accompanying notes to the financial statements

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2022

1. Description of Organization

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

2. Summary of Significant Accounting Policies

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

Basis of accounting

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

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

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

Tangible Capital Assets

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

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

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

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

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2022

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

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

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

Intangible Assets

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

	<u>Years</u>
GIS mapping	10

Leases

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

Pensions and Employee Benefits

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

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

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

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

Cash and cash equivalents

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

Deferred revenue

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

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2022

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

Revenue recognition

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

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

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

Reserves

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

Investments

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

Financial instruments

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

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

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

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

Measurement Uncertainty

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

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2022

Contributed services

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

Corporate services program revenue and expenditures

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

3. Investments

Guaranteed Investment Certificates held by Scotiabank measured at cost plus accrued interest.

	2022	2021
	<u>\$</u>	<u></u>
Matures September 26, 2023 and earns interest at rate of 4.4% per annum	1,019,167	-

4. Accounts Receivable

	2022	2021
	<u>\$</u>	<u></u>
Government and trade receivables	410,160	266,424
HST	210,566	81,331
Mississippi Valley Conservation Foundation (note 12)	21,510	21,510
	<u>\$</u>	<u></u>
	642,236	369,265

5. Accounts Payable and Accrued Liabilities

	2022	2021
	<u>\$</u>	<u></u>
Trade payables and accruals	106,541	627,423
Wages and benefits	188,670	132,859
Loan interest	75,023	10,711
	<u>\$</u>	<u></u>
	370,234	770,993

6. Deferred Revenue

	2022	2021
	<u>\$</u>	<u></u>
Beginning balance, related to operating funding	671,654	490,698
Add amount received related to the following year	267,162	577,459
	<u>938,816</u>	<u>1,068,157</u>
Less: amount recognized as revenue in the year	564,427	116,119
amount returned to funder	-	280,384
	<u>564,427</u>	<u>396,503</u>
Ending balance, related to operating funding	<u>\$</u>	<u></u>
	374,389	671,654

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2022

	2022	2021
Deferred revenue consists of:		
Bell Canada - K&P trail easement	\$ -	962
Canada Summer Jobs	-	3,156
City of Ottawa - Upper Poole Creek study	3,147	12,000
City of Ottawa Levy	251,162	244,395
Developer deposits	62,970	51,720
Eastern Region Safety Committee	3,146	3,146
Enbridge	5,000	5,000
LiDAR interagency coordination	-	22,692
Mississippi Mills - Naismith Foundation	5,693	5,693
MVC Foundation	25,771	25,771
Ontario Power Generation	2,500	2,500
RBC Foundation	15,000	15,000
WECl for dam construction	-	279,619
	<u>\$ 374,389</u>	<u>671,654</u>

7. Long-Term Debt

	2022	2021
The Corporation of the Town of Carleton Place loan bearing interest at 3.4% per annum, repayable in semi-annual blended payments of \$138,502. The loan matures June 1, 2040. Secured by mortgage on property at 10970 Highway 7, Carleton Place, ON with a net book value of \$4,372,047	\$ 3,706,474	3,780,705
The City of Ottawa loan bearing interest at 3.0% per annum, repayable in monthly blended payments of \$2,951. The loan matures April 1, 2052. The purpose of the loan is to assist with financing of development and construction of water erosion control infrastructure at the Shabomeka Lake Dam.	690,308	-
Total debt	<u>4,396,782</u>	<u>3,780,705</u>
Current portion	<u>245,260</u>	<u>149,722</u>
Long-term portion	<u>\$ 4,151,522</u>	<u>3,630,983</u>

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

2023	245,260
2024	175,529
2025	181,488
2026	187,650
2027	<u>194,021</u>
	<u>\$ 983,948</u>

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2022

8. Retirement Benefit Liability

The Authority sponsors a plan for retiree life and health benefits. Retirees are eligible for benefits from age 60 to age 65 after 25 years of service. Total benefit payments for retirees during the year were \$9,399 (2021 - \$9,183). The plan is unfunded and requires no contribution from employees.

Actuarial valuations for accounting purposes are performed triennially using the projected benefit method prorated on services. The most recent actuarial report was prepared at December 31, 2022.

The actuarial valuation was based on a number of assumptions about future events, such as inflation rates, interest rates, medical inflation rates, and employee turnover and mortality. The assumptions used reflect the Authority's best estimates. The expected inflation rate is 2.5%. The discount rate used to determine the accrued benefit obligation is 4.65%.

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

	2022	2021
Current service cost	\$ 7,562	7,342
Interest on obligation	4,311	4,239
Amortize (gain) loss	(688)	(742)
	<u>\$ 11,185</u>	<u>10,839</u>

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

Unamortized (gain) loss related to retirement benefits:

	2022	2021
Unamortized (gain) loss at start of year	\$ (9,429)	(10,171)
Gain in period	(52,513)	-
	<u>(61,942)</u>	<u>(10,171)</u>
Less amortization of (gain) loss	(688)	(742)
Unamortized gain at end of year	<u>\$ (61,254)</u>	<u>(9,429)</u>

9. Tangible Capital Assets

	Cost	Accumulated Amortization	2022 Net Book Value	2021 Net Book Value
Land	\$ 903,066	-	903,066	903,066
Roads and bridges	141,595	74,608	66,987	58,359
Water control structures	4,042,996	2,045,794	1,997,202	1,201,608
Buildings	6,221,446	1,820,723	4,400,723	4,547,387
Leasehold improvements	452,442	435,742	16,700	8,746
Equipment	421,267	356,918	64,349	74,796
Motor vehicles	293,680	286,114	7,566	5,092
Computer equipment	181,515	156,343	25,172	18,497
Furniture and fixtures	273,170	272,824	346	24,922
	<u>\$ 12,931,177</u>	<u>5,449,066</u>	<u>7,482,111</u>	<u>6,842,473</u>

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2022

10. Intangible Assets

	Cost	Accumulated Amortization	2022 Net Book Value	2021 Net Book Value
GIS mapping	\$ 129,942	18,698	111,244	51,338

11. Accumulated Surplus

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

	2022	2021
Invested in Tangible Capital Assets	\$ 7,482,111	6,842,473
Invested in Intangible Assets	111,244	51,338
Unrestricted Deficit		
Operating	1,496,074	1,496,074
Long-term debt	(4,396,782)	(3,780,705)
	(2,900,708)	(2,284,631)
Reserves		
Building	573,701	368,701
Conservation areas	185,700	127,128
Information technology	80,158	40,158
Museum Building & Art	6,760	6,760
Sick pay	73,843	73,843
Vehicles	263,537	213,537
Water control structures	514,391	364,391
Water management priorities (Glen Cairn Provincial funding)	438,836	438,836
	2,136,926	1,633,354
Accumulated Surplus	\$ 6,829,573	6,242,534

12. Budget

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

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

	Budget	Actual
Annual surplus per Statement of Operations	\$ 168,782	587,039
Acquisition of tangible capital assets	(509,507)	(937,481)
Acquisition of intangible assets	-	(72,900)
Amortization of assets	-	310,837
Debt repayment	(322,635)	(83,923)
Debt financing	-	700,000
Transfers (to) from unrestricted operating reserve	470,530	-
Transfers (to) from restricted reserves	192,830	(503,572)
	\$ -	-

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2022

13. Related Parties

Mississippi Valley Conservation Foundation raises funds and provides volunteer support for the conservation and education programs of Mississippi Valley Conservation Authority. The Foundation is a charitable public foundation and may issue tax receipts to donors. The Foundation is exempt from income taxes under paragraph 149(1)(f) of the Income Tax Act as a registered charity. The Foundation is subject to significant influence by the Authority due to Board membership and administrative support. During the year the Foundation pledged \$nil (2021 - \$23,510) to the Authority to support the Authority's programs.

R. Tait McKenzie Trust raises funds for the R. Tait McKenzie museum operated as part of the Authority's programs. The Trust is a charitable private foundation and may issue tax receipts to donors. The Trust is exempt from income taxes as a registered charity. The Trust is subject to significant influence by the organization due to Board membership and administrative support. During the year the Trust disbursed \$4,641 (2021 - \$10,446) to the Authority to support the Authority's programs.

14. Pension Plan

The Authority has a group registered retirement savings plan with London Life. Authority contributions to the plan amounted to \$110,892: Authority share \$54,771; employees share \$56,121 (2021 - \$110,365; Authority share \$54,532; employees share \$55,833)

Effective March 5, 2012 the Authority established an employee pension plan with Ontario Municipal Employees Retirement System (OMERS). The plan is a multi-employer defined benefit plan which specifies the amount of the retirement benefit to be received by employees based on the length of service and rates of pay. As of the effective date all current full time employees had the option to remain with the group registered retirement savings plan or enroll with OMERS. OMERS is mandatory for all employees hired after the effective date. Authority contributions to the plan amounted to \$316,176: Authority share \$158,088; employees share \$158,088 (2021 - \$273,616: Authority share \$136,808; employees share \$136,808)

15. Financial Instruments

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

(a) Credit risk:

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

(b) Interest rate risk:

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

(c) Liquidity risk:

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

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements
Year Ended December 31, 2022

16. Contingent Liabilities and Commitments

The nature of conservation authority activities is such that there may be litigation pending or in prospect at any time. With respect to claims as at December 31, 2022, management believes that the Authority has valid defenses and appropriate insurance coverages in place. In the event any claims are successful, the amount is not determinable, therefore, no amount has been accrued in the financial statements of any potential liability.

17. Subsequent Events

Since December 31, 2022, the outbreak of the novel strain of the coronavirus, specifically identified as "COVID-19", has continued to result in a widespread health crisis that has affected economies and financial markets around the world resulting in an economic downturn. This outbreak may also cause staff shortages, reduced demand on programming offered by the Authority, increased government regulations or interventions and decrease in government funding, all of which may negatively impact the financial condition and operations of the Authority. The duration and impact of the COVID-19 outbreak is unknown at this time and it is not possible to reliably estimate the length and severity of these developments.

18. Economic Dependence

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

19. Risk Management

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

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

The Authority's exposure to and management of risk has not changed materially from December 31, 2022.

Credit risk

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

Interest rate risk

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

Liquidity risk

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

REPORT
3278/23

TO:	MVCA Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	Appointment of 2023 Auditor
DATE:	February 15, 2023

RECOMMENDATION

That the Board of Directors defer appointment of an Auditor for the year 2023 to allow time to procure a new auditor.

MVCA's Administrative By-law states that:

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 retained Glenn Street from Cross Street Professional Corporation for several of years, however, last month we learned that he will no longer be conducting audits and that MVCA will need to secure a new auditor. Management has identified potential firms but needs time to implement a proper procurement process. We believe a new auditor can be recommended by the April meeting of the Board.

REPORT**3279/23**

TO:	MVCA Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	Election of Officers
DATE:	February 22, 2023

RECOMMENDATION**Election of Chair and Vice Chair OR Resolution to Defer.**

Section 6 of MVCA's Administrative By-laws states that:

The election of the Chair and one or more Vice-Chairs shall be held at the first meeting of the General Membership each year or at such other meeting as may be specified in accordance with the Authority's Procedures for Election of Officers (Appendix 3). Successors to the position of Chair shall be a Board Member appointed by a different municipality to the incumbent. Successors to the position of Vice Chair shall be a Board member appointed by a different municipality to the incumbent.

Further to the e-mail from Chair Jeff Atkinson to Board members dated February 14, 2023, two-year term limits were imposed on conservation authority Chairs and Vice Chairs last term that resulted in a change in leadership in June 2021. Current legislation requires Jeff Atkinson, Chair and Janet Mason, Vice Chair to be replaced by June 2023 unless a Ministerial Exemption is obtained to extend their tenure under Section 17 of the *Conservation Authorities Act*.

Therefore, at the AGM Board members may choose to:

- a) proceed with election of a new Chair and Vice Chair; or
- b) defer the election until the incumbent's 2-year terms expire; or
- c) defer the election and request a Ministerial exemption to the terms of one or both incumbents.

If the decision is made to defer the election, it is recommended that the election be held no later than the May meeting of the Board.

Note, a previous request for a Ministerial exemption to extend an incumbent's term was denied.

REPORT

3280/23

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 15, 2023

RECOMMENDATION

1. That the Board of Directors:
 - a. Appoint the Board members listed in Table 1, as amended, to the Regulations Committee to hear applications pursuant to *Ontario Regulation 153/06* and MVCA's *Administrative By-law*; and
 - 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.
2. That the Board of Directors appoint Bev Holmes as Board Representative on the Mill of Kintail Museum Advisory Committee.
3. That the Board of Directors appoint Janet Mason as Board Representative on the Mississippi Valley Conservation Foundation.
4. That the Board of Directors appoint _____ as Board Representative on the Mississippi River Watershed Plan Implementation Public Advisory Committee.

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

- Regulations Committee
- Finance & Administration Committee
- Policy & Planning Committee

Tables 1, 2, and 3 list proposed committee memberships for 2023.

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*. (Refer to Attachment 1.) It is current MVCA practice that the Board Chair and Board Vice Chair sit *ex-officio* on all three standing committees. This is a legislative requirement for the Regulations Committee only. The Administrative By-laws are silent on this practice.

Each year the Board also appoints members to sit as Board representatives on the:

- Mississippi Valley Conservation Foundation (MVCF);
- Mill of Kintail Museum Advisory Committee (MAC); and
- Mississippi River Watershed Implementation Public Advisory Committee (PAC).

Janet Mason and Bev Holmes, respectively, have offered to filled the first two roles for 2023. A member is being sought to replace John Karau as the Board Representative on the PAC as he is awaiting notice from the City regarding appointment of his replacement to the Board.

Correspondence was issued February 14, 2023 notifying Members of all vacancies. Members wishing to put their name forward for any of the position identified may do so by advising the Chair before or at the Annual General Meeting.

Table 1: 2023 Regulations Committee Membership

Board Chair	tbc , Committee Chair
Board Vice Chair	tbc , Committee Vice Chair
Paul Kehoe	Drummond/North Elmsley
<i>3 additional positions need to be filled</i>	

Table 2: 2023 Finance & Administration Committee Membership

Richard Kidd	Beckwith
Jeff Atkinson	Carleton Place
Paul Kehoe	Drummond/North Elmsley
Allison Vereyken	Lanark Highlands
Mary Lou Souter	Mississippi Mills
Roy Huetl	North Frontenac
Cathy Curry	Ottawa
Janet Mason	Ottawa
Andrew Kendrick	Tay Valley

Table 3: 2023 Policy & Planning Committee Membership

Helen Yanch	Addington Highlands
Dena Comley	Carleton Place
Cindy Kelsey	Central Frontenac
Taylor Popkie	Greater Madawaska
Bev Holmes	Mississippi Mills
Clarke Kelly	Ottawa
Glen Gower	Ottawa
John Karau	Ottawa
Steve Lewis	Agricultural Representative

ATTACHMENT 1

Regulations Committee Terms of Reference

(Excerpt from *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
3281/23

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	2023 Conservation Ontario Appointments
DATE:	February 16, 2023

RECOMMENDATION

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

- The 2023 Board Chair as Voting Delegate
- The 2023 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**3282/23**

TO:	MVCA Board of Directors
FROM:	Sally McIntyre, General Manager Stacy Millard, Treasurer
RE:	MVCA 2023 Budget
DATE:	February 22, 2023

RECOMMENDATION

That the Board of Directors approve:

- a) Expenditures set out in 2023 Operating and Capital Budgets as contained in this report.**
- b) Issuance of a Notice of Apportionment to member municipalities for the 2023 Operating Levy, 2023 Capital Levy, and 2023 Special Levy set out in this report.**

BACKGROUND

Staff received direction regarding increases to the 2023 Municipal Levy at the October 19, 2022 meeting of the Board of Directors. On that basis, a draft budget was tabled at the Finance & Administration Committee on November 21, 2022, at which time staff was directed to elevate the budget, as proposed, to the Board for consideration, along with options for reducing pressures on the general levy.

The Draft Budget and options were tabled and discussed at the December 7, 2022 meeting of the Board of Directors. The Board directed staff to circulate the budget to member municipalities as proposed, and to return with any final recommended measures to reduce pressures on the general levy.

The Draft 2023 Budget was circulated to member municipalities with an offer to meet with senior management and to present to Council. Presentations were made to the councils of Mississippi Mills and North Frontenac. As well, conversations and correspondence were had with a City of Ottawa financial manager regarding proposed increases to the municipal levy. No comments or requests for changes were received from the eleven municipalities regarding the Draft Budget.

Due to transitioning of members on the Board of Directors and the lack of a Finance & Administration Committee, it was determined that a Training Session of the Board would be used to brief new members on the budget process and Draft 2023 Budget. During that session, it was agreed that two changes would be made to the 2023 Budget.

- Payroll would be reduced by 0.5 FTE as a result of Bill 23; and
- Construction of washrooms at the Mill of Kintail would be made 50% grant dependent.

Consequently, the Operating Levy has dropped by approximately \$34,000 from what was previously tabled.

RECOMMENDED 2023 BUDGET

Table 1 summarizes differences between the 2022 and 2023 annual budgets and levies. The 2023 Budget was amended to address the recommended changes noted above. Refer to Attachment 1 for the complete 2023 Budget.

Table 1: 2022-2023 Budgets

ANNUAL BUDGET	2022	2023
Operating	\$4,571,874	\$4,524,962
Capital	\$827,142	\$1,466,639
Contribution to Reserves	\$196,719	
	\$5,595,735	\$5,991,601
General (Operating) Levy	\$2,777,096	\$2,962,450
Capital Levy	\$598,706	\$634,628
Total Levy	\$3,375,802	\$3,597,079

The total levy is to increase by 6.55%, but varies by municipality based upon their assessment value within MVCA's jurisdiction, as shown on page 3 in Attachment 1. In total, municipal levies will constitute approximately 61% of total revenues in 2023.

Approximately 78% of the Operating Budget enables day to day delivery of "Category 1: Mandatory Programs and Services" in the watershed. Another 8% is attributable to contracted "Category 2: Municipal Programs and Services", and the remaining 14% to delivery of Category 3 types services such as stewardship programs, and operation of the museum and other visitor services at the Mill of Kintail Conservation Area. Municipal levies provide ~23% of the revenues for Category 3 programs and services, with the balance paid through other grants and contributions.

PROJECTED YEAR-END RESERVE BALANCES

Appendix 7 of MVCA's Administrative By-laws set out target ranges for Restricted Reserves and the Operating Reserve. Table 2 contains projections for Capital/Restricted reserve accounts.

Table 2: Projected 2023 Year-End Reserve Balances¹

Restricted Reserves	Target balances²	Dec. 31, 2023 Projected balances
Building (HQ) Reserve	\$1,480,025	\$338,702
Conservation Areas Reserve	\$440,500	\$185,700
Information and Communication Technology Reserve	\$317,500	\$80,158
Priority Projects (Formerly Glen Cairn)	\$150,000	\$209,016
Sick Pay (STD) Reserve	\$75,000	\$73,843
Vehicles & Equipment Reserve	\$343,000	\$187,537
Water Control Structure Reserve - MVCA	\$1,631,540	\$386,139
Total	\$4,437,565	\$1,461,094
Museum Building & Art Reserve	tbd	\$6,760
Operating Reserve	\$700,000	\$1,047,145

The projected 2023 Year-end Operating Reserve balance exceeds the targeted balance, but will be drawn down to within range due to its use to implement the 2021 Workforce Plan.

¹ The table will be updated when staff present the updated 10-year Capital Plan.

² Based upon 5-year capital needs.



2023

Draft Budget

February 15, 2023

Mississippi Valley Conservation Authority
2023 Draft Budget

Operating Program

Expenditures	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Watershed Management			
Flood Forecasting & Warning	\$311,505	\$253,523	\$247,357
O&M Flood Control Structures	\$359,246	\$343,028	\$162,996
Prev. Maintenance of FCS	\$141,697	\$154,555	\$97,813
Sub-total	\$812,448	\$751,106	\$508,167
Technical Studies & Watershed Planning	\$1,212,686	\$859,064	\$1,020,463
Plan Review & Regulations	\$918,505	\$849,986	\$1,090,109
Conservation Services			
Stewardship & Education	\$236,511	\$108,683	\$228,078
Property Management	\$499,375	\$496,663	\$649,711
Visitor Services	\$94,789	\$94,971	\$121,121
Sub-total	\$830,674	\$700,317	\$998,911
Corporate Services			
Administration	\$617,108	\$701,979	\$808,267
Communications	\$54,500	\$25,037	\$36,000
Vehicles & Equipment	(\$7,886)	(\$14,072)	(\$17,400)
Information & Communications Tech.	\$133,839	\$82,546	\$80,445
Sub-total	\$797,561	\$795,489	\$907,312
Total Operating	\$4,571,874	\$3,955,961	\$4,524,962
Revenues	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Municipal Levy			
- General benefiting	\$2,777,096	\$2,777,096	\$2,962,450
- Special benefiting	\$63,870	\$63,780	\$71,500
Sub-total	\$2,840,966	\$2,840,876	\$3,033,950
Provincial Transfer Payment	\$128,436	\$128,436	\$128,436
Special Grants	\$273,544	\$200,666	\$275,226
User Fees & Contract Revenue	\$530,590	\$554,276	\$605,890
Operating Reserves	\$703,604	\$117,584	\$198,121
Special Reserves		\$0	\$138,070
Other	\$94,734	\$114,123	\$145,269
Total Revenues	\$4,571,874	\$3,955,961	\$4,524,962
Surplus/(Deficit)	\$0	(\$0)	\$0

Mississippi Valley Conservation Authority

2023 DRAFT Budget INCLUDES 1.5% Growth, 3% Operating Levy, 4.5% Capital and \$97,582 of Workforce Plan Impact Less .5 FTE

Table 3a – 2022 Operating Levy (General Benefiting)

Municipality	2022 Apportionment %	2022 Levy	2023 Apportionment %	2023 Levy	Variance
North Frontenac Tp	0.9363	\$26,001.95	0.9283	\$27,500	\$1,498
Central Frontenac Tp	0.4390	\$12,191	0.4357	\$12,907	\$716
Tay Valley Tp	0.6395	\$17,760	0.6295	\$18,649	\$889
Beckwith Tp	0.6653	\$18,476	0.6784	\$20,097	\$1,621
Carleton Place	2.4563	\$68,214	2.5368	\$75,153	\$6,939
Drummond/North Elm Tp	0.4906	\$13,624	0.4880	\$14,457	\$832
Lanark Highlands Tp	1.1338	\$31,487	1.1218	\$33,234	\$1,747
Mississippi Mills	2.7152	\$75,404	2.7352	\$81,028	\$5,625
Addington Highlands Tp	0.1592	\$4,421	0.1578	\$4,676	\$255
Ottawa	90.3298	\$2,508,545	90.2534	\$2,673,713	\$165,168
Greater Madawaska Tp	0.03510	\$975	0.0350	\$1,037	\$62
Total	100	\$2,777,096	100	\$2,962,450	\$185,352

5.76%
5.87%
5.01%
8.78%
10.17%
6.11%
5.55%
7.46%
5.76%
6.58%
6.38%

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

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

5.09%
5.20%
4.34%
8.09%
9.48%
5.44%
4.88%
6.78%
5.09%
5.91%
5.71%

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

Municipality	2022 Apportionment %	2022 Levy	2023 Apportionment %	2023 Levy	Variance
North Frontenac Tp	0.9363	\$31,608	0.9283	\$33,391	\$1,783
Central Frontenac Tp	0.4390	\$14,820	0.4357	\$15,672	\$852
Tay Valley Tp	0.6395	\$21,588	0.6295	\$22,644	\$1,056
Beckwith Tp	0.6653	\$22,459	0.6784	\$24,403	\$1,943
Carleton Place	2.4563	\$82,920	2.5368	\$91,252	\$8,332
Drummond/North Elm Tp	0.4906	\$16,562	0.4880	\$17,554	\$992
Lanark Highlands Tp	1.1338	\$38,275	1.1218	\$40,353	\$2,078
Mississippi Mills	2.7152	\$91,660	2.7352	\$98,387	\$6,727
Addington Highlands Tp	0.1592	\$5,374	0.1578	\$5,678	\$303
Ottawa	90.3298	\$3,049,355	90.2534	\$3,246,487	\$197,132
Greater Madawaska Tp	0.03510	\$1,185	0.0350	\$1,259	\$74
Total	100	\$3,375,802	100	\$3,597,079	\$221,273

5.64%
5.75%
4.89%
8.65%
10.05%
5.99%
5.43%
7.34%
5.64%
6.46%
6.26%
6.55%

**Mississippi Valley Conservation Authority
2023 Draft Budget**

Flood Forecasting and Warning

Programs and Services per 4.4.1 of Sec. 39 Policies Manual; and MOUs

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

Expenditures	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Wages/Benefits	237,605	209,229	206,765
Standby/On Call Pay	2,500	2,484	3,000
Mileage & General Expenses	11,750	15,063	6,000
Staff Development	11,750	565	6,000
Equip Rent Pur Repair & Mtce	5,000	5,371	5,000
Utilities - Telephone & Hydro	10,500	8,254	9,000
Communications - Radios & Pagers	4,700	4,689	4,692
Materials/Supplies/General Expenses	3,500	3,999	900
Low Water Response	500	0	500
WISKI-Soda License and Maintenance Fees	22,200	3,870	4,000
Stream Gauges	1,500	0	1,500
Total	311,505	253,523	247,357
Revenues	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Provincial Grant (Prov. TP Grant - Section 39)	60,366	60,366	
Municipal Levy	241,139	183,157	247,357
CSJ - Wage Subsidy	0	0	-
Other - Shared Contribution (WISKI)	10,000	10,000	-
Total	311,505	253,523	247,357

Mississippi Valley Conservation Authority
2023 Draft Budget

Operation/Maintenance of Flood Control Structures

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

Set seasonal, weekly, and daily operating objectives for flow regulation and reservoirs

Operate and maintain FCS and abutting channels, embankments, roadways

Routine and seasonal inspection and minor repairs of FCS and safety equipment

Contracted services for OPG (current contract expires December 31, 2021)

Contracted services for MNRF (current contract expires March 31, 2021)

On-call / After-hour services

Professional development

Insurance and taxes

Utilities

Expenditures	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Wages/Benefits	270,546	264,615	63,496
Mileage & General Expenses	7,500	14,955	13,300
Staff Development	7,500	0	13,300
Administrative Charges	18,200	0	0
Taxes/Insurance	44,000	60,410	69,000
Materials/Supplies/Equipment/General Exp	4,500	1,288	2,100
Health & Safety Clothing & Equipment	4,000	1,760	1,800
Safety Inspections	3,000	0	0
Total	359,246	343,028	162,996
Revenues	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Provincial Grant (Prov. TP Grant - Section 39)	68,070	68,070	
Municipal Levy	239,586	247,908	111,406
User Fees - OPG Contract	44,000	19,320	44,000
Other - MNR Bancroft & Kemptville	7,590	7,730	7,590
Total	359,246	343,028	162,996

Mississippi Valley Conservation Authority
2023 Draft Budget

Preventative Maintenance of Flood Control Structures

Programs and Services per 4.2.3 of Sec. 39 Policies Manual

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

Expenditures	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Wages/Benefits	121,697	125,548	73,663
Mileage & General Expenses	2,500	6,285	4,775
Staff Development	2,500	0	4,775
Materials/Supplies/Equipment	9,000	17,647	9,600
Stoplog Replacement	6,000	5,076	5,000
			0
Total	141,697	154,555	97,813
Revenues	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Provincial Grant			0
Municipal Levy	70,849	154,555	97,813
Priority Projects (Formerly Glen Cairn)	70,849	0	0
Total	141,697	154,555	97,813

**Mississippi Valley Conservation Authority
2023 Draft Budget**

Technical Studies & Watershed Planning

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

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

Expenditures	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Wages/Benefits	825,978	671,417	715,093
Mileage & General Expenses	12,500	246	8,250
Staff Development	12,500	1,756	8,250
Materials/Supplies/Gen Expenses	7,000	2,666	3,600
Lab Analysis (throughout watershed)	6,000	0	6,000
City of Ottawa Baseline Monitoring (mileage & lab fees only)	35,208	37,589	36,500
Poole Creek Subwatershed Study	12,000	99	3,000
Mississippi River Watershed Plan & Implementation	30,000	0	30,000
Ice Monitoring Program Setup	3,500	1,575	8,500
Topo-bathymetric Data Collection Program	5,000	0	0
NDMP - Flood Risk Assessment	8,500	16,623	0
Lower Mississippi River Floodplain Mapping (2022 staff only shown above)	0	9,975	0
Ottawa Floodplain Mapping Update (Carp)	10,000	2,673	5,000
Carp Erosion Control	25,000	64,281	0
MVCA Watershed Model/FFW	30,000	22,100	
MVCA FPM Projects (Clyde)	100,000	0	123,000
Wetland Restoration Project (ECCC-CO)	8,000	5,619	0
CA Strategy (aka Land Cons/Acquisition) (ECCC-CO)	66,500	22,446	30,000
Fundraising Campaign	15,000	0	10,000
FHIMP - Land Cover Update			33,270
Total	1,212,686	859,064	1,020,463
Revenues	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Provincial Grant - Section 39			128,436
Municipal Levy	568,070	699,103	459,172
Special Levy (Baseline Monitoring City of Ottawa)	63,870	63,780	71,500
Special Reserves - Priority Projects (formerly Glen Cairn)	204,500		138,070
Student Grants	20,400	15,158	14,235
NDMP - Grant	16,399	7,535	
DMAF Grant - 25%			10,000
WECL Grant - 25%			26,250
Other Grants	100,000	0	0
ECCC-CO Grant - Land Conservation Plan		42,691	30,000
ECCC-CO Grant - Wetland Project		6,067	0
MVCF - for fundraising campaign	15,000	0	10,000
MVCF - funds raised	0	0	20,000
Other - City of Ottawa Contribution Carp FP Mapping	0	0	35,000
Other - City of Ottawa - Carp Erosion Control	25,000	9,443	0
FHIMP - Clyde River FPM			74,800
Other -Professional Services / Staff Time	10,000	6,434	0
Other - Deferred Revenue (Poole Creek/ Ottawa FP Mapping)	12,000	8,854	3,000
Operating Reserve	177,447	0	0
Total	1,212,686	859,064	1,020,463

**Mississippi Valley Conservation Authority
2023 Draft Budget**

Plan Review & Regulations

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

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

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

Section 3.1 of PPS per MNRF delegated authority

Comprehensive planning documents per MNRF delegated authority

Advisory Services on *Planning Act* applications per municipal MOUs (fee for service)

stormwater

hydrology

environmental impacts

Professional development

Expert testimony

Public meetings

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

Document areas of flood inundation

Flood Plain mapping

Field work

Model development

Determine regulated limits

Public/municipal engagement

Approvals

Permit administration

Develop/review Sec. 28 policies and procedures

Respond to municipal, public, stakeholders queries

Preconsultation meetings

Review and process permit applications

Issue permits

Compliance management

Compliance monitoring/inspections

Respond to complaints

Investigate non-compliance

Enforcement / legal action

Professional development

Contracted Services per MOUs for Septic Inspection/Reinspection

Tay Valley - Septic Inspection/Reinspection program

North Frontenac - Re-inspection program

Central Frontenac - Re-inspection program

Expenditures	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Wages/Benefits	779,005	726,733	940,609
Mileage & General Expenses	9,500	15,867	7,500
Staff Development	9,500	3,573	7,500
Materials/Supplies/Gen Expenses	2,500	3,733	2,500
Legal Fees	17,000	14,567	17,000
Mississippi/Rideau Septic Program	75,000	58,851	75,000
Advisory Services (RVCA)	26,000	26,663	25,000
Consulting (Joint Fee Study RVCA, SNC)	0	0	15,000
Total	918,505	849,986	1,090,109
Revenues	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Provincial Grant			0
Municipal Levy	533,505	443,846	725,109
User Fees - Plan Review	190,000	315,293	190,000
User Fees - Permit Processing Fees - Permits/PropClear	115,000	13,071	90,000
User Fees - Mississippi/Rideau Septic Program	75,000	77,703	75,000
MVCF - Wetland Protection Fund	0	0	10,000
Career Launcher Funding (remaining claim from 2021)	5,000	74	0
	918,505	849,986	1,090,109

**Mississippi Valley Conservation Authority
2023 Draft Budget**

Stewardship Services & Education

Programs and Services (largely delivered through MOUs and grants)

Program Communications (planning and use of multi-media)

Stewardship Programs

- Ottawa City Stream Watch (basic water and shoreline conditions by area residents)
- Ottawa Rural Clean Water Program (subsidies to implement site enhancements and restorations)
- ALUS program (subsidies focused on agricultural community for enhancements and restorations)
- Water Rangers: basic water parameter testing by lake associations/stewards (e.g. temp, clarity, pH)
- Lake Monitoring (formerly Watershed Watch): nutrient monitoring by lake associations/stewards
- Ottawa Green Acres Program (tree planting program on marginal land within City of Ottawa)
- Trees Ontario Reforestation Program (Forest Ontario planting program; delivered outside City of Ottawa)
- Lanark County Forest Management
 - 5-year Plans
 - Annual assessment and marking
- Community Projects
 - Shoreline naturalization
 - Erosion control
 - Reforestation
- Support to Lake Associations e.g. Lake Planning

Education & Outreach

- Interpretive signage
- EcoTreker maintenance and enhancements
- Educational materials and liaison with schools
- Event and program coordination
 - OPG - Spring Water Awareness Program
 - School Programming (suspended)
 - Summer camp (suspended)
 - Enviro-thon (suspended)
 - Children's Water Festival (to resume in 2022)

Fundraising / grant writing

Volunteer management

Professional development

Expenditures	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Wages/Benefits	87,611	58,052	70,983
Mileage & General Expenses	2,000	3,644	2,000
Staff Development	2,000	0	2,000
Mat&Sup/Equip/GExp/Promotion	3,000	727	2,500
Ottawa Clean Water Prog - Mil/Exp/Grants/Comm Exp	3,500	20,334	3,500
County of Lanark Program	6,000	8,728	3,000
Shoreline Naturalization & Other Watershed Stewardship	9,000	11,642	0
ALUS Project Delivery -ECCC-CO	101,900	29	122,595
Trees Canada Program (RVCA Partnership)	5,500	5,528	5,500
Publicity	1,000	0	1,000
Review of Education Program	15,000	0	15,000
Total	236,511	108,683	228,078
Revenues	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Provincial Grant			0
Municipal Levy	105,111	-24,710	69,003
ALUS Canada Grant (RVCA)	60,000	44,306	0
ECCC-CO Grant - ALUS	41,900	59,005	144,075
User Fees - City of Ottawa RCWP	3,000	12,899	3,000
User Fees - Lanark County	6,000	11,147	7,000
User Fees - Trees		6,036	
Other - Trees/TD Planting Program Grant	5,500	0	0
Other - Grant for Review of Education Program	5,000	0	5,000
MVCF - Grant /In-Kind for Review of Education Program	10,000	0	0
Total	236,511	108,683	228,078

**Mississippi Valley Conservation Authority
2023 Draft Budget**
Property Management
Programs and Services per Sec. 21.1 1. ii) of CA Act

Property inventories, surveys, legal records
 Acquisitions and disposals
 Property taxes
 Property easements/agreements
 Asset planning
 Site Master Plans
 Asset condition assessments
 Evaluation and priority setting
 Capital planning
 Major Asset renewal/replacement
 Project planning and approvals
 Design and construction
 Commissioning and warranties
 Operations and maintenance (passive recreational)
 Roads, parking lots/machines
 Regulatory signage (wayfinding, by-law related, notices)
 Trails, boardwalks, bridges, railings
 Toilets/outhouses/septic systems
 Drinking water systems / UV
 Playgrounds / equipment /seating
 Fire suppression systems
 HVAC, electrical, and plumbing
 Structure, roofing, sheathing, glazing
 Interior finishes and furniture
 Regulatory tests/inspections
 AODA
 Hazard trees
 Play structures
 Drinking water systems
 Fire suppression systems
 Professional development
 Insurance and taxes
 Utilities

Expenditures	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Wages/Benefits	211,375	220,827	399,061
Mileage & General Expenses	1,750	773	2,250
Staff Development	1,750	2,269	2,250
Insurance/General Expenses	30,500	34,572	45,750
HQ Building	110,000	134,845	84,700
Mill of Kintail Conservation Area	63,000	59,559	65,500
Palmerston/Canonto Conservation Area	3,000	3,385	1,950
Morris Island Conservation Area	16,000	16,485	23,900
Purdon Conservation Area	4,000	4,425	5,800
K & P Trail Conservation Area	10,000	8,532	12,500
CP - Roy Brown Park			
Cedardale Properties	1,000	995	1,050
Carp River Conservation Area - Site Enhancements	5,000	0	5,000
COVID Response	42,000	9,997	0
Total	499,375	496,663	649,711
Revenues	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Provincial Grant			0
Municipal Levy	492,641	464,385	618,943
MVCF - CRCA Fund	5,000	0	5,000
Other - CP Roy Brown Park			0
Other - K&P - Bucci Order \$30,000	0	0	0
Parking Revenue - CAs		26,979	20,000
Donation Boxes - CAs		2,442	4,000
Other - Bell Canada - Annual Easement - K&P	1,734	2,857	1,769
Total	499,375	496,663	649,711

Mississippi Valley Conservation Authority
2023 Draft Budget

Visitor Services

Visitor Services

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

Program Communications (planning and use of multi-media)

Rentals management

Cloister

Picnic Shelter

Gate House

Grounds

Education Centre

Other

Museum Operations

Maintain and catalogue collections

Organize and display collection

Plan and execute special exhibits

Acquire temporary exhibits

Plan, stock, and manage gift shop

Fundraising / grant writing

Volunteer management

Professional development

Expenditures	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Wages/Benefits	86,289	91,570	111,871
Mileage & General Expenses	250	127	300
Staff Development	250	0	300
Utilities - Telephone	5,000	2,143	4,400
Admin/BankChrgs/Equip/GShop/M&S/SpEvExp	2,000	1,131	3,000
Interior Maintenance	1,000	0	1,250
Total	94,789	94,971	121,121
Revenues	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Special Grant - Provincial Grant	13,445	13,445	13,445
Municipal Levy	9,944	16,203	12,955
User Fees - MOK	40,000	48,222	55,000
Donations Received	0	4,641	7,500
Student Grants	4,000	0	10,000
Special Grant - Miss Mills Grant - MOK & Naismith	12,400	12,460	12,221
Other Grants	0	0	10,000
Other - Parking Meter - Morris Island CA	15,000	0	0
Total	94,789	94,971	121,121

**Mississippi Valley Conservation Authority
2023 Draft Budget**

Administration

Programs and Services per CA Act

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

Expenditures	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Wages/Benefits	436,808	513,886	627,926
Mileage& General Expenses	4,250	4,616	2,500
Staff Development	4,250	2,303	2,500
Member Expenses & Allowances	20,000	12,728	18,000
Mat/Sup/Equip/GenExp/BankChg/Postage/Courier	36,000	51,046	40,000
Insurance/Telephone	35,000	37,359	42,700
Professional Services (Legal, Audit etc.)	30,000	46,042	20,000
Conservation Ontario Levy	27,000	26,830	28,000
OH&S-Other Costs	2,000	951	4,000
OH&S Shared Services (SNC)	15,000	0	7,500
Human Resources Services	25,000	6,218	15,000
Administrative Charges OMFCS	-18,200	0	
Contribution to Operating Reserve			141
Total	617,108	701,979	808,267
Revenues	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Provincial Grant			0
Municipal Levy	339,300	499,138	525,146
Other - Interest	25,000	69,648	73,000
Other - Rental Income	0	0	4,500
Other - Miscellaneous	2,000	6,100	5,000
Other - Donations (General)	0	9,509	2,500
Other - Operating Reserve (WFP Implementation)	250,808	117,584	198,121
Other - Operating Reserve (General)			
Total	617,108	701,979	808,267

**Mississippi Valley Conservation Authority
2023 Draft Budget**

Communications

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

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

Expenditures	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Wages/Benefits	0	0	0
Mileage& General Expenses	1,000	387	0
Printing	1,000	228	500
Materials/Supplies/Equipment/Gen Expenses	1,000	908	500
Advertising/Promotion (core program & services)	5,500	0	1,000
Eko-Trekr App Annual Fee/Support	3,500	3,053	3,500
Comms Shared Services (RVCA)	41,000	20,300	30,000
Website Expenses	1,500	161	500
			0
Total	54,500	25,037	36,000
Revenues	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Provincial Grant			0
Municipal Levy	51,000	25,037	32,500
MVCF - Contribution (Eco-Trekr)	3,500	0	3,500
			0
Total	51,000	25,037	36,000

**Mississippi Valley Conservation Authority
2023 Draft Budget**

Vehicles & Equipment

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

Vehicles and large equipment asset management (AM)

Planning, procurement, disposal

Prev. maintenance and repair

Licensing and insurance

Fuel

Small equipment and consumables

Inventory management

Workshop and Works Yard O&M

Professional development

Expenditures	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Wages/Benefits	11,514	12,917	0
Mileage & General Expenses	1,800	279	1,800
Staff Development	1,800	0	1,800
Equipment Purchase - non-capital	3,000	3,414	3,000
Materials/Supplies/Fuel/Maintenance	58,000	70,138	61,000
Insurance/Licensing	13,000	13,374	15,500
General Expenses	3,000	2,191	3,500
Vehicle/Equipment Charges	-100,000	-116,385	-104,000
Total	-7,886	-14,072	-17,400
Revenues	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Provincial Grant			0
Municipal Levy	-7,886	-14,072	-17,400
Total	-7,886	-14,072	-17,400

**Mississippi Valley Conservation Authority
2023 Draft Budget**

Information and Communications Technology

Programs and Services in support of CA Act

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

Expenditures	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Wages/Benefits	21,539	12,352	0
Mileage & General Expenses	2,000	298	2,000
Materials/Supplies/Gen Expenses	3,150	3,574	3,150
Equipment Purchase, Repair & Mtce	4,000	4,102	4,500
Software/Maintenance/IT Support	48,150	43,717	39,995
High Speed Internet Access	15,000	8,502	7,800
Data Acquisition - General /Transfer to Reserve	15,000	0	8,000
Electronic Document Management (CADIMS)	12,000	10,000	10,000
Data Management Automation	13,000	0	0
Asset Management Study			5,000
Total	133,839	82,546	80,445
Revenues	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Provincial Grant			0
Municipal Levy	133,839	82,546	80,445
Other - CA Maps Program/Tech Fee for Info Products	0	0	0
Total	133,839	82,546	80,445

Mississippi Valley Conservation Authority
2023 Draft Budget

Capital Program

Water & Erosion Control Infrastructure			
Expenditures	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Water & Erosion Control Infrast	\$351,719	\$1,113,504	\$327,160
Revenues	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
WECI Grant	\$100,000	\$397,258	\$78,750
Capital Levy	\$176,719	\$16,246	\$68,410
DMAF Grant	\$75,000	\$0	\$30,000
Water Control Structure Reserve	\$0	\$0	\$150,000
Special Reserves - Priority Projects (formerly Glen C	\$0	\$0	\$0
Debt Financing	\$0	\$700,000	\$0
Total Revenue	\$351,719	\$1,113,504	\$327,160
Administration Office			
Expenditures	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
HQ Building	\$277,005	\$138,502	\$277,005
WCS Annual Financing Charge	\$40,630	\$14,755	\$35,412
LIDAR Repayment	\$5,000	\$0	\$0
Revenues	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Provincial Transfer Payment	\$0	\$0	\$0
Capital Levy	\$322,635	\$153,257	\$277,005
Special Benefiting levy	\$0	\$0	\$0
Water Control Structure Reserve	\$0	\$0	\$35,412
Other	\$0	\$0	\$0
Total Revenue	\$322,635	\$153,257	\$312,417
Other Capital			
Expenditures	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Other Capital	\$349,507	\$199,877	\$798,750
Revenues	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Capital Levy	\$89,352	\$168,891	\$289,213
Special Reserves	\$151,475	\$0	\$402,750
Other	\$108,680	\$30,986	\$106,787
Total Revenues	\$349,507	\$199,877	\$798,750

Mississippi Valley Conservation Authority
2023 Draft Budget

Water & Erosion Control Infrastructure

Programs and Services related to WECl eligible capital projects

Major Asset renewal/replacement

Capital planning

Project planning and approvals

Design and construction

Commissioning and training

Professional development

Expenditures	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Farm Lake Dam - Safety Assessment			0
Capital Assets:			
Lanark Dam			0
Carleton Place Dam			120,000
Shab Lake Dam Final Design	0	0	0
Shab Lake Dam Construction	0	828,482	0
Shab Lake Dam Public Safety Access (WECl/TWP)	50,000	0	0
Shab Lake Dam Commissioning & Inspections			50,000
Widow Lake Dam (WECl)	0	0	0
Kash Lake Dam (DMAF/WECl)	150,000	37,022	100,000
Dam Preventative Maintenance	15,000	0	0
Contributions to WCS Reserve	136,719	248,000	57,160
Total	351,719	1,113,504	327,160
Revenues	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
WECl Grant	100,000	117,640	78,750
Municipal Levy - Capital	176,719	16,246	68,410
DMAF Grant	75,000	0	30,000
WCS Reserve	0	0	150,000
Special Reserves - Glen Cairn Provincial Share		0	0
Deferred Revenue (WECl)		279,619	0
Debt Financing		700,000	0
Total	351,719	1,113,504	327,160

Mississippi Valley Conservation Authority
2023 Draft Budget

Debt Repayment			
Expenditures	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Capital Assets:			
HQ Annual Financing Charge	277,005	138,502	277,005
WCS Annual Financing Charge	40,630	14,755	35,412
LIDAR Repayment	5,000	0	
Grand Total	322,635	153,257	312,417
Revenues	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Provincial Grant	0	0	0
Municipal Levy - Capital	322,635	153,257	277,005
Special Reserves - Operating			
Special Reserve - WCS		14,755	35,412
Grand Total	322,635	168,012	312,417

**Mississippi Valley Conservation Authority
2023 Draft Budget**

Other Capital

Facilities Management

Conservation Areas

Vehicles

Equipment

LIDAR - major data acquisition

Expenditures	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Conservation Area Signs (directional)	5,000	0	0
Purdon Boardwalk	18,000	12,168	18,000
Vehicles	68,600	9,458	70,000
Equipment		12,782	12,500
Computer Hardware	24,450	16,634	30,000
MOK - Workshop Building	0	0	5,000
MOK Washrooms	0	0	120,000
MOK Roof/Eaves	10,000	6,560	83,000
K&P Trail	0	0	0
Morris Island	5,000	9,484	5,000
Guage Network	22,500	4,891	24,750
Ice Monitoring Equipment (Drone)			6,000
MVCA FFW System Model			67,000
HQ - Sewer & Water Connection	0	0	357,500
LIDAR	80,957	72,900	0
ADCP (Topo-bathymetric Data Collection)	60,000	0	0
Contributions to HQ Building Reserve	55,000	55,000	0
	349,507	199,877	798,750
Revenues	2022 Budget	Audited Actuals December 31, 2022	2023 Budget
Provincial Grant			0
Municipal Levy - Capital	89,352	168,891	289,213
Other - Town of CP - Roy Brown Contr.	10,000	0	0
Reserves - Vehicles & Equipment	68,600	0	76,000
Reserves - Conservation Area	5,500	0	0
Reserves -Information Technology	7,600	0	0
Reserves - HQ Building	0	0	235,000
Reserves - WCS	22,500	0	0
Reserves- Priority Projects			91,750
Other - Def. Revenue - Miss Mill & Naismith (roof)	0	0	5,693
Other - Def. Revenue -RBC - Signs			15,000
Other - Def. Revenue -Enbridge - Purdon	0	0	5,000
Reserves - Operating	47,275	0	0
Other - Def. Revenue - MOK Washroom	0	0	16,094
Other - Partner Contributions LIDAR	33,680	30,986	0
Other - Grants	60,000	0	60,000
MVCF - Purdon Donation	5,000	0	5,000
Total	349,507	199,877	798,750

Mississippi Valley Conservation Authority
2023 Draft Budget

Reserve Investments				
	Dec 31 2022 Balance	2023 Budget Allocations FROM Reserves	2023 Budget Allocations TO Reserves	Projected Dec 31 2023 Balance
Category 1				
Building (HQ) Reserve	573,701	235,000		338,701
Conservation Areas Reserve	185,700			185,700
Information and Communication Technology Reserve	80,158			80,158
Priority Projects (Formerly Glen Cairn)	438,836	229,820		209,016
Sick Pay (STD) Reserve	73,843			73,843
Vehicles & Equipment Reserve	263,537	76,000		187,537
Water Control Structure Reserve - MVCA	514,391	185,412	57,160	386,139
Other Reserves				
Museum Building & Art Reserve	6,760			6,760
Operating Reserve	1,496,074	197,980		1,298,094
Total	3,633,000	924,212	57,160	2,765,948

REPORT

3283/23

TO:	MVCA Board of Directors
FROM:	Matt Craig, Manager of Planning and Regulations and Stacy Millard, Treasurer
RE:	Wetland Offsetting Policy and Reserve
DATE:	February 22, 2023

RECOMMENDATIONS

That the Board approve the Wetland Offsetting Policy and establish a Wetland Offsetting Compensation Reserve as outlined in this report.

Sections 34 and 47 of the *Planning Act* and Section 28 of the *Conservation Authorities Act* allow the Minister of Municipal Affairs and Housing to issue planning and permit exemptions that:

- approves development within a wetland or other regulated area, and
- requires MVCA to enter into a compensation agreement that provides for the offsetting of impacts to regulated areas.

The purpose of this report is to: update policies that apply in such circumstances, and establish a restricted reserve to track any monies received until they can be expended on a suitable compensation project. Refer to Attachment 1 for the recommended updated policies.

If approved, the new policies will replace Section 9.6 of MVCA's Regulation Policies, which were put in place shortly after creation of Ministerial Zoning Orders (MZOs). The policy update is recommended to adopt current recommended practice; and to include Ministerial Community Infrastructure and Housing Accelerator Orders that came into effect in the fall of 2022.

Restricted Reserves may be established by the Board in accordance with Appendix 7 of MVCA's Administrative By-laws. Per those policies, it is recommended that a reserve be set up as follows:

- Fund Name: Wetland Offsetting Compensation Fund
- Purpose: Track funds received under off-setting agreements
- Funding Source: Landowners / Developers
- Target Balance: n/a
- End Date: n/a

STRATEGIC PLAN

Amendment of the off-setting policies and establishment of a compensation reserve align with Goals 3 of the *2021-2025 Corporate Strategic Plan*, as follows:

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

- Monitor the quality, efficiency and impact of what we do and modify to improve operational effectiveness.

ATTACHMENT 1: Wetland Offsetting Policy

1. Applicability

This policy applies to any application for *development* within a *regulated area* where a Community Infrastructure and Housing Accelerator Order or Ministerial Zoning Order has been made by the Minister of Municipal Affairs and Housing under section 34 or section 47 of the *Planning Act* authorizing the *development* under that Act and any permission granted under Section 28.0.1 of the *Conservation Authorities Act*.

2. Agreement Costs

All costs incurred by MVCA for the negotiation, drafting, review, and registration of compensation and offsetting agreements shall be borne by the applicant. Approval by the MVCA Board of Directors may be required before entering into such an agreement.

3. Scope of Compensation

MVCA may require wetland compensation or offsetting to address impacts associated with the control of flooding, hydrologic function and erosion. The type and scale of compensation/offsetting required shall be based upon the following:

- (i) the hydrologic characteristics and the significance of the regulated area affected; and
- (ii) the characteristics of the proposed land use; and
- (iii) the scale, proximity to, and severity of the impacts on the regulated area.

Approval by the MVCA Board of Directors may be required before entering into such an agreement.

4. Use of Compensation Funds

Any funds received as compensation must be directed to offset permitted impacts and loss of wetland area and/or function with actions that ensures no net loss of wetland function. Wetland compensation ensures that when wetland area and/or functions are lost, they are restored, enhanced or created elsewhere within the same catchment, sub-watershed or within MVCA's jurisdiction. This can include the enhancement of an existing wetland to achieve specific management objectives or the increasing of functionality of a wetland or the creation of a wetland in an area where one did not exist.

5. Guidelines

Staff will develop guidelines to support negotiation and implementation of Offsetting/Compensation Agreements.

REPORT
3284/23

TO:	MVCA Board of Directors
FROM:	Juraj Cunderlik, Director of Engineering
RE:	Clyde River Floodplain Mapping Project Award
DATE:	February 17, 2023

RECOMMENDATION:

That the Board endorse award of the Clyde River Floodplain Mapping Project to AECOM Canada Ltd. in the amount of \$61,284.00 plus HST.

1.0 BACKGROUND

In January 2022, Natural Resources Canada (NRCan) launched the Flood Hazard Identification and Mapping Program (FHIMP) to support eligible flood mapping projects. A recently completed Flood Risk Assessment Study confirmed Clyde River as one of MVCA's highest flood risk areas. In September 2022, MVCA applied for funding through FHIMP to complete Clyde River Regulatory Floodplain Mapping. In November 2022, MVCA was informed that the funding application was approved in the amount of \$75,000 (50% of the total project cost of \$150,000). The project will include topo-bathymetric survey, hydrologic and climate change analyses, hydraulic modelling and floodplain mapping, and public communication.

In January 2023, MVCA issued a Request for Proposals (RFP) for the Clyde River hydraulic modelling and floodplain mapping. An RFP was issued as per MVCA's *Purchasing Policy and Procedures*:

Purchases \$50,000 and above:

- *Goods and/or services exceeding \$50,000 must be obtained by public tender.*

The RFP closed on February 10, 2023.

2.0 PROCUREMENT RESULTS

Twelve (12) proposals were received in response to the RFP. The proposals were evaluated by MVCA's Proposal Evaluation Committee based on the following criteria:

1. Understanding of the assignment (15%),
2. Experience of Project Team (30%),
3. Details of the proposed methodology, innovative ideas, schedule, and work plan (30%),
4. Cost (25%).

A summary of the submissions is provided in Table 1.

Table 1: Clyde River Floodplain Mapping Submission Results			
Vendor	Compliance (Y/N)	Total Cost (excluding HST)	Evaluation Score
D.M. Wills	Y	\$61,065.00	76.2
AECOM	Y	\$61,284.00	84.5
J.L. Richards	Y	\$74,592.00	70.9
Civica	Y	\$67,830.00	70.6
TYLin	Y	\$87,970.00	62.8
Dillon	Y	\$87,545.00	76.6
SCN-Lavalin	Y	\$71,610.00	76.8
IN-Engineering	Y	\$40,470.00	75.7
ARCADIS-IBI	Y	\$383,549.00	60.3
Water's Edge	Y	\$55,340.00	82.3
CBCL	Y	\$71,004.00	82.6
KGS	Y	\$73,770.00	74.0

It is recommended that the Board endorse award of the Clyde River Floodplain Mapping Project to AECOM Canada Ltd. in the amount of \$61,284.00 plus HST.

3.0 CORPORATE STRATEGIC PLAN

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

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

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

REPORT

3285/23

TO:	MVCA Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	Appointment of Alexis Perrin and Brittany Moy to enforce CA Regulations
DATE:	February 14, 2023

Recommendation:

That the Board of Directors appoint Alexis Perrin and Brittany Moy to enforce Ontario Regulation 153/06 and Ontario Regulation 120/90 of the *Conservation Authorities Act*.

Under the direction of the Manager of Planning and Regulations, regulation staff play an important role in the Authority's objectives to prevent, eliminate, or reduce risks to life and property, and to encourage the protection, enhancement and enjoyment of natural systems.

Regulations staff are responsible for conducting inspections, investigations, and enforcing regulations under the *Conservation Authorities Act*, specifically Section 28 of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation, O.Reg. 153/06 and Section 29 of the Conservation Area Regulation, O.Reg 120/90.

Alexis Perrin has been employed as a Regulations Technician with MVCA since October, 2022 and recently completed the Conservation Authority Compliance Training – Level 1. This course provides conservation authority staff with the foundational skills, knowledge and behavioral training required to be appointed as a Provincial Offences Officer to enforce and monitor compliance under sections 28 and 29 of the *Conservation Authorities Act*. Ms. Perrin has recently accepted the position of Regulations Officer at MVCA.

Brittany Moy has been employed as the Planning Technician since March 2022 and has been employed at the MVCA since May 2021. She also recently completed the Conservation Authority Compliance Training – Level 1. Cross-training Brittany will allow her to assist in compliance inspections and ensure that conditions of permits have been satisfied. Any work or inspections related to the compliance of permits requires completion of the Level 1 training.

Currently the MVCA has 1 designated staff to enforce Regulations (M. Craig).

REPORT**3286/23**

TO:	MVCA Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	2023 Board Meeting Schedule
DATE:	February 15, 2023

Recommendation:

That the Board of Directors approve the proposed 2023 meeting schedule set out in this report.

In recent years, meetings of the Board of Directors were generally held the third Wednesday of the month from 1:00-3:00 pm. However, due to an increase in the number of City of Ottawa councillors appointed to the Board per changes to the *Conservation Authorities Act*, the previous day and time were going to prove consistently problematic due to City committee and council responsibilities.

Based upon a review of all municipal meeting schedules and a survey of Board Members it was determined that the only day that Members are consistently available is Mondays, with a majority preference to stay with a 1:00-3:00 pm time slot.

Because several provincial and federal holidays coincide with Mondays, it is not possible to develop a fixed week of the month. Instead, it is proposed that meetings occur on the 2nd Monday of each month unless that date is a Holiday, in which case the meeting will be held on the 3rd Monday. Implementation of this approach would see meetings scheduled as follows:

March 13, 2023, 1:00-3:00 pm

April 17, 2023, 1:00-3:00 pm

May 8, 2023, 1:00-3:00 pm

June 12, 2023 – Watershed Tour, 9:00 am - 4:00 pm

July 10, 2023, 1:00-3:00 pm

September 11, 2023, 1:00-3:00 pm

October 16, 2023, 1:00-3:00 pm

December 11, 2023 – Meeting held 10:00 am - 12:00 pm followed by Christmas Luncheon

No Board meetings are scheduled for January, August or November.

REPORT
3287/22

TO:	MVCA Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	Update: 2021-2025 Implementation Plan
DATE:	February 22, 2023

For Information

In May 2021, the Board approved a *Corporate Strategic Plan* for the period 2021-2025. In March 2022, an *Implementation Plan* was approved that set out Priority Projects to act as indicators of progress towards achievement of strategic goals and objectives. The purpose of this report is to provide a status update on the implementation of those priority projects.

Table 1 summarizes the status of the twenty-seven (27) priority projects. As of February 2023, seven (7) projects have been COMPLETED:

- Phase 1 Rehabilitation of the Shabomeka Lake Dam
- Update of Lower Mississippi River Flood Plain Mapping
- Jurisdiction-wide Flood Risk Assessment Study
- Fully staffed (except for positions being held vacant due to Bill 23)
- Job descriptions reviewed and re-evaluated
- Positions market assessed and wage adjustments made where necessary
- Automated timesheet system implemented

A further four (4) are expected to be completed by summer:

- Mill of Kintail Riverside Lookout Restoration
- Purdon Conservation Area Interpretive Signage Replacement
- Watershed LiDAR elevation data acquisition
- Carleton Place Dam Safety Review

One project has been DEFERRED. The City considered implementing Project #11: Update of the Carp River Subwatershed Plan, but has informed MVCA that is unlikely to be shortlisted for completion this term of Council.

Of the remaining fifteen (15) projects, two (2) projects are at risk of completion within the planning period:

- #17 – Open Data Plan. This project is at risk largely due to competing demands and uncertainty arising from changes to the Authority’s funding model in 2024.
- #19 – Indigenous Engagement Plan. This project is at risk largely due to capacity/resource issues within Indigenous communities and a limited ability to engage with MVCA.

All of the other Priority Projects are expected to be completed within the 2021-2025 timeframe.

Table 1: Corporate Strategic Plan – Implementation Status

Strategic Goals and Objectives	#	Priority Projects/Initiatives	Status Update
1. Asset Management - Revitalize Watershed Management Activities and invest in our Legislated Mandate			
a) Implement the five-year capital program.	1	Phase 1 of Shabomeka Lake Dam rehabilitation	COMPLETED: structure/railings replaced, new deck installed in November 2022
	2	MOK Riverside Lookout Restoration	WIP: expected to be completed in May 2023 after ground thaw
	3	Purdon CA interpretive signage	WIP: expected to be completed in May 2023 along with MoK renovations
b) Strengthen our risk analysis and management capacity to include climate change and development impacts.	4	Lower Mississippi flood plain mapping	COMPLETED: approved by the Board in 2022.
	5	Watershed LiDAR acquisition	WIP: flown 2021-22; data processing to be completed by May 2023
	6	Flood risk assessment study	COMPLETED: presented to Board at December 7, 2022 Meeting
	7	Carp River flood plain mapping	WIP: Field work ongoing
	8	Phase 1 of watershed model development	WIP: Integrating new data and expanding capability
c) Implement priority actions identified in the Mississippi River Watershed Plan.	9	Land Conservation Plan	WIP: Core natural areas identified.
	10	Wetland inventory	WIP: Areas under pressure identified.
d) Work with the City of Ottawa towards update of the Carp River Watershed Plan.	11	Carp Subwatershed Plan Update	DEFERRED: City has indicated that this will <u>not</u> be completed during the 2022-2026 term of council

Strategic Goals and Objectives	#	Priority Projects/Initiatives	Status Update
e) Plan for the next phase of asset development and management.	12	Dam Safety Reviews (DSR)	WIP: expect completion of Carleton Plan DSR in March 2023
	13	Asset Risk Analysis	WIP: Currently being updated for Spring 2023 Board meeting
	14	10-year Capital Plan	WIP: Currently being updated for Spring 2023 Board meeting
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.	15	Website	WIP: needs improvement. Monthly updates not occurring consistently
	16	Gatehouse Door Upgrade	WIP: Gatehouse door on back order
	17	Open Data Plan	WIP: draft policy prepared but awaiting clarity around funding and cost recovery matters
	18	Transition Plan	WIP: Ongoing project
b) Strengthen relationships with municipalities and community stakeholders, First Nations, the agricultural sector, developers, not-for-profits, and academia.	19	Indigenous Engagement Plan (IEP)	WIP: many outreach attempts made over three years without significant feedback due to capacity limits
	20	ALUS program	WIP: designed in 2021; promoted in 2022; potential projects identified for 2023
c) Rejuvenate the Mississippi Valley Conservation Foundation (MVCF) into a highly functional and effective fundraising organization.	21	Governance Review	WIP: By-laws updated to reflect new regulations and review of committee structures and reserve policies completed
3. People and Performance - Support the operational transformations required to achieve MVCA's priorities and to address legislative changes			
a) Staff the organization to allow for: delivery of mandatory programs and services, priority projects, and fulfillment of commitments made under memoranda of understanding (MOUs) and other agreements	22	Staffing	COMPLETED: All positions filled except those deferred due to Bill 23
	23	Job Evaluation - Phase 2	COMPLETED: Job descriptions updated and evaluated ¹
	24	Wages	COMPLETED: all positions market assessed and wage changes are being phased-in

¹ One position was not evaluated pending the outcome MOU discussions with municipalities per O.Reg. 687/22.

Strategic Goals and Objectives	#	Priority Projects/Initiatives	Status Update
b) Monitor the quality, efficiency and impact of what we do and modify to improve operational effectiveness.	25	Permit and planning timeline tracking	WIP: task completed semi-annually; current reports to be tabled at AGM
c) Promote an engaging and inclusive environment that attracts and retains passionate and highly skilled people, and optimizes their expertise and contributions	26	Workplace Psycho-social Health	WIP: Re-evaluation to be given to staff in Spring 2023
	27	Automated Timesheets	COMPLETED: automated sheets went live for pay period ending on 2023/02/10

REPORT**3288/23**

TO:	MVCA Board of Directors
FROM:	Matt Craig, Manager, Planning and Regulations
RE:	Permit Activity under O. Reg. 153/06 - Development, Interference with Wetlands and Alterations to Shorelines and Watercourses
DATE:	February 14, 2023

For Information

The purpose of this report is to provide the Board with a summary of permits issued over the reporting period September 8, 2022 to December 31, 2022. Refer to Table 1 for details.

Permit applications are reviewed to control flooding, erosion, pollution and for the conservation of land. Wetlands are regulated to ensure protection of their hydrologic and ecological functions. Wetlands help to maintain base flows in creeks and rivers during dry conditions.

The Authority issued 69 permits during the current reporting period. Note, a single permit may address more than one type of use.

Culvert	Buildings	Other	Septic	Shoreline	Wetland
2	18	20	5	10	14

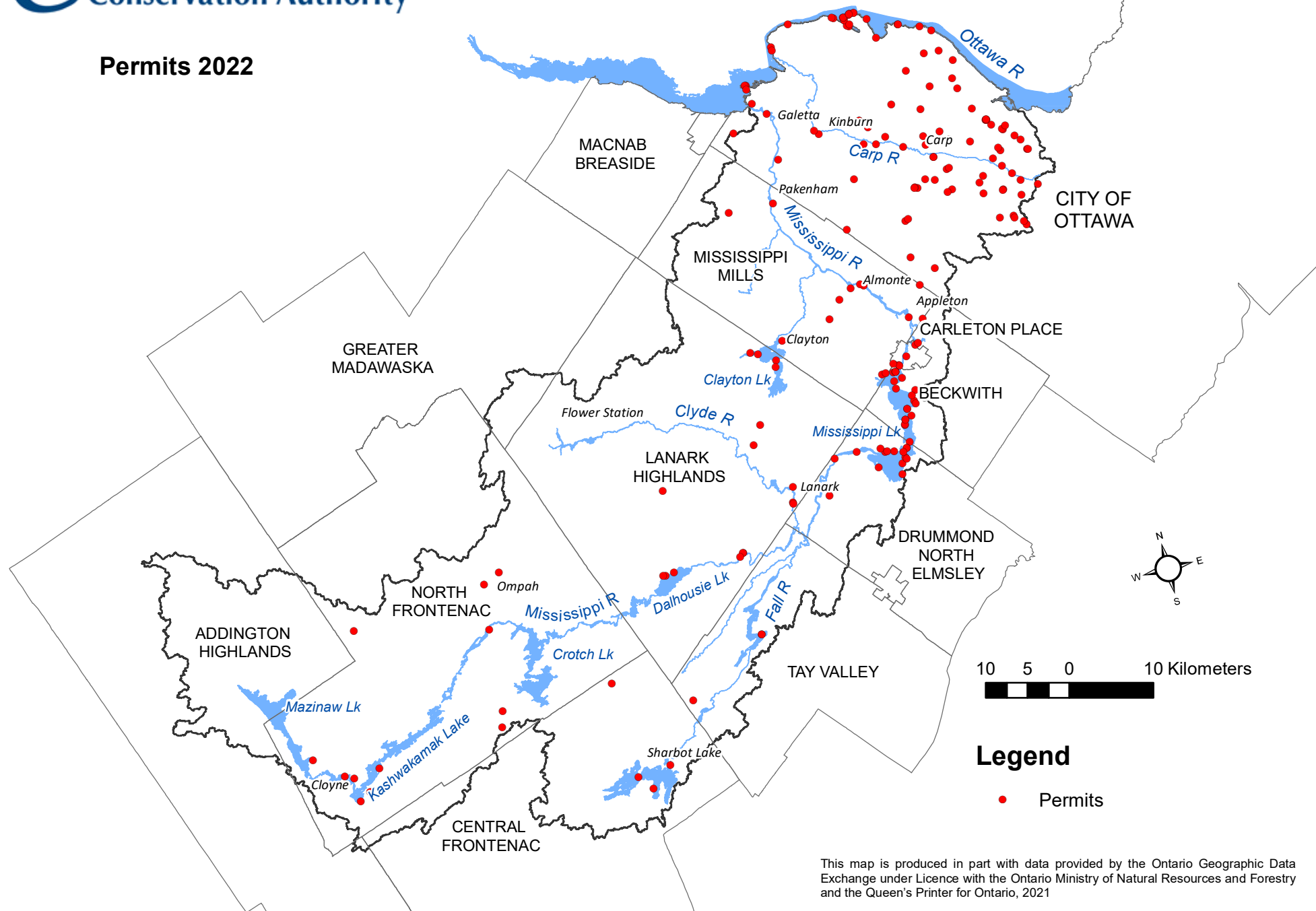
Applications increased in recent years due to the floods of 2017 and 2019 and the construction boom during the pandemic. Permit activity slowed in 2022 and is expected to stabilize in 2023, as shown below.

2017	2018	2019	2020	2021	2022
235	207	289	262	313	216

ATTACHMENT

Table 1 – All Permits Issued: September 8, 2022 to December 31, 2022.

Permits 2022



This map is produced in part with data provided by the Ontario Geographic Data Exchange under Licence with the Ontario Ministry of Natural Resources and Forestry and the Queen's Printer for Ontario, 2021

PERMITS ISSUED FOR 1 MAR 2022 TO 7 SEP 2022 FOR ALL MUNICIPALITIES

CAID	Approved	Permit No.	Expiry	Municipality	Water Body
RMRPM-106	Apr 06,2022	W21/184	Apr 06,2024	OTTAWA	Ottawa River
2160 Sixth Line Road / LOT 21 / CON 7					
Replace an Existing Septic System within the Stable Slope Hazard of Ottawa River.					
RMMPM-396	Jun 20,2022	W21/228	Jun 20,2024	MISSISSIPPI MILLS	Mississippi Lake
100 Old Mill Lane / LOT 4 / CON 10					
Repair an Existing Sewage System within a Stable Slope Hazard Regulation Limit and a Provincially Significant Wetland.					
RMRPM-115	Mar 02,2022	W21/260	Mar 02,2024	OTTAWA	Shirleys Brook
1020 March Road / LOT 13 / CON 4					
Place Fill and Construct Habitat Enhancements within the Meander Belt and Flood Plain of Shirley's Brook and Realign a Section of Shirley's Brook.					
RTBPM-1053	Mar 15,2022	W21/276	Mar 15,2024	OTTAWA	Ottawa River
4464 Tranquility Lane / LOT 17 / CON 4					
Design a Landscape with a Garden Retaining Wall Less than 4' Above Grade within Erosion Hazard on Ottawa River.					
RHTPM-177	Jun 02,2022	W21/291	Jun 02,2024	OTTAWA	Watercourse
Donald B Munro / LOT 27 / CON 5,6					
Reinforce and Replace Existing Culverts within Regulated Watercourses.					
RHTPM-179	Jun 02,2022	W21/295	Jun 02,2024	OTTAWA	Manion Corners PSW
Upper Dwyer Hill Road / LOT 4 / CON 10					
Replace an Existing Riveted Corrugated Steel Pipe Culvert with a Reinforced Concrete Box Culvert within a Regulated Watercourse and the Regulation Limit of a Wetland.					
RMMPM-399	Apr 13,2022	W21/305	Apr 13,2023	MISSISSIPPI MILLS	Mississippi River
230 Glen Isle Road / LOT 1 / CON 9					
Raise Existing Dwelling; Re-construct and Expand Sunroom; and Expand Utility Room, within the Regulation Limit of a Wetland.					
RTBPM-1056	Mar 15,2022	W21/308	Mar 15,2024	OTTAWA	Ottawa River
132 Baillie Avenue / LOT 12 / CON 4					
Construct Dwelling in Floodplain of Ottawa River.					

RTVPM-73	Mar 10,2022	W21/312	Mar 10,2024	TAY VALLEY	Bennett Lake
2275 Bennett Lake Road / LOT 5 / CON 9					
Remove Fill within Regulated Area of Bennett Lake.					
RNFPM-197	Mar 21,2022	W22/003	Mar 21,2024	NORTH FRONTENAC	Marble Lake
1063 Perry Road / LOT 23 / CON 8					
Install Rip Rap Erosion Protection along the Shoreline of Marble Lake.					
RBWPM-553	Jun 13,2022	W22/006	Jun 13,2024	BECKWITH	Mississippi River
101 Riverside Road / LOT 12 / CON 12					
Placement and Removal of Material and Site Grading, within Regulatory Flood Plain of the Mississippi River.					
RLHPM-256	Mar 04,2022	W22/010	Mar 04,2024	LANARK HIGHLANDS	Clayton Lake
540 Dunning Lane / LOT 20 / CON 12					
Demolish Existing Single Storey Cottage Rebuild a New 1.5 storey Cottage.					
RLHPM-257	Mar 23,2022	W22/013	Mar 23,2024	LANARK HIGHLANDS	Clyde River
152 Purdon Lane / LOT 3 / CON 4					
Construct Patio within Non-Evaluated Wetland.					
RLHPM-258	Mar 10,2022	W22/014	Mar 10,2024	LANARK HIGHLANDS	Watercourse
Multiple					
Replace Existing Culverts at Various Locations.					
RLHPM-259	Mar 21,2022	W22/017	Mar 21,2024	LANARK HIGHLANDS	Dalhousie Lake
111 Promontory Road / LOT 14 / CON 10					
Replace Existing Retaining Wall on Dalhousie Lake.					
RKNPM-195	Mar 08,2022	W22/020	Mar 08,2024	OTTAWA	Shirleys Brook
762 March Road / LOT 10 / CON 04					
Development within the Floodplain Hazard of Shirley's Brook as outlined in Kanata North Community Development Plan.					
RMRPM-124	Mar 21,2022	W22/021	Mar 21,2024	OTTAWA	Kizell Drain
101 (A), 103 & 105 Schneider Road / LOT 6 / CON 4					
Place Fill and Preform Site Grading Works within the Flood Plain of the Kizell Drain.					
RMRPM-125	Jun 01,2022	W22/022	Jun 01,2024	OTTAWA	Mud Lake
848 Berry Side Road / LOT 20 / CON 5					
Construct a Dwelling and Install a Septic System within the Regulation Limit of Mud Pond Provincially Significant Wetland Complex.					

RTBPM-925	Mar 10,2022	W22/023	Mar 10,2024	OTTAWA	Ottawa River
782 Bayview Drive, Woodlawn / LOT 37 and 38					
Reconstruct Dwelling and Septic System within the Regulatory Flood Plain of the Ottawa River.					
RTBPM-1060	Mar 16,2022	W22/024	Mar 16,2024	OTTAWA	Ottawa River
3878 Armitage Avenue / LOT 10 / CON 7					
Construct a Dwelling and Install a new Septic System within the (1:100 Year) Flood Plain and Regulation Limit of the Ottawa River.					
RLHPM-260	May 19,2022	W22/025	May 19,2023	LANARK HIGHLANDS	Wetland
378 Herron Mills Rd / LOT 14 / CON 5					
Remove and Place Material as well as Conduct Site Grading within Wetlands and the 30 metre Regulation Limit.					
RTBPM-1061	Jun 10,2022	W22/026	Jun 10,2024	OTTAWA	Ottawa River
134 Lane Street / LOT 16 / CON 5					
Reconstruct a Dwelling and Associated Septic System within the Regulation Limit of the Ottawa River.					
RBWPM-558	Mar 18,2022	W22/027		BECKWITH	Mississippi Lake
127 Avenue 3A / LOT 6 / CON 9					
Raise Road Elevation within Floodplain of Mississippi Lake.					
RFTPM-292	May 25,2022	W22/028	May 25,2024	OTTAWA	Carp River
Upper Dwyer Hill Road / LOT 7 / CON 2, 3					
Replace and Upsize an Existing Culvert within a Regulated Watercourse and the Regulation Limit of the 1:100 Year Regulatory Floodplain of the Carp River.					
RDNPM-367	Mar 31,2022	W22/029	Mar 31,2024	DRUMMOND/NORTH ELMSLEY	Mississippi River
124 Churchill Avenue / LOT 20 / CON 11					
Install a Sewage System within the Floodplain Regulation Limit of Mississippi River and Provincially Significant Wetland Regulation Limit.					
RMMPM-400	Apr 13,2022	W22/030	Apr 13,2023	MISSISSIPPI MILLS	Wolf Grove PSW
890 Wolf Grove Road / LOT 16 / CON 6					
Construct New Garage within Regulation Limit of Provincially Significant Wetland.					
RMRPM-126	Mar 30,2022	W22/031	Mar 30,2024	OTTAWA	Shirleys Brook
1055 Klondike Road / LOT 11 / CON 4					

RHTPM-182	May 31,2022	W22/032	May 31,2024	OTTAWA	Huntley Creek
700 Oakcreek Road / LOT 6 / CON 1					
Remove Fill placed within the Erosion Hazard of Huntley Creek.					
RHTPM-181	Mar 31,2022	W22/033	Mar 31,2024	OTTAWA	Carp Hills PSW
195 Charlies Lane / LOT 19 / CON 2					
Construct an Addition and Porch within the Regulation Limit of the Carp Hills Provincially Significant Wetland Complex.					
RMRPM-127	Mar 31,2022	W22/034	Mar 31,2024	OTTAWA	Carp Hills PSW
140 Beach Heights / LOT 16 / CON 1					
Construct a Screened-in Porch and Deck within the Regulation Limit of the Carp Hills Provincially Significant Wetland Complex.					
RFTPM-293	Mar 31,2022	W22/035	Mar 31,2024	OTTAWA	Wetland
4881 Newtown Road / LOT 21 / CON 11					
Replace Septic System with Class 4 Sewage System, with Wetland and Watercourse.					
RHTPM-183	Apr 19,2022	W22/036	Apr 19,2024	OTTAWA	Wetland
1715 Rob Lytles Lane / LOT 16 / CON 6					
Construct New Dwelling and Septic within Wetland.					
RCPPM-97	Apr 13,2022	W22/039	Apr 13,2024	CARLETON PLACE	Mississippi River
115 Emily Street / LOT 14 / CON 12					
Demolish all Buildings within the Flood Plain of the Mississippi River.					
RTBPM-1062	May 03,2022	W22/040	May 03,2024	OTTAWA	Ottawa River
882 Bayview Drive / LOT 20 / CON 4					
Replace the Foundation of the Dwelling within Flood Plain of the Ottawa River.					
RHTPM-184	Apr 13,2022	W22/041	Apr 13,2024	OTTAWA	Watercourse
Albert Boyd Private / LOT 14 / CON 4					
Install a Gas Pipeline within the Regulation Limit of a Wetland and Crossing a Watercourse.					
RTBPM-942	Apr 27,2022	W22/042	Apr 27,2024	OTTAWA	Ottawa River
704 Bayview Drive					

RTBPM-1064	Apr 25,2022	W22/044	Apr 25,2024	OTTAWA	Ottawa River
652 Bayview Drive / LOT 18 / CON 5					
Replace a Septic System within the Floodplain of Ottawa River.					
RNFPM-199	May 17,2022	W22/045	May 17,2024	NORTH FRONTENAC	Palmerston Lake
Sunset Strip Lane / LOT 29 / CON 3					
Construct Dock on Palmerston Lake.					
RTBPM-1065	Jun 17,2022	W22/046	Jun 17,2024	OTTAWA	Ottawa River
4572 Northwoods Drive / LOT 18 / CON 4					
Construct Replacement Class 4 Sewage System within Erosion Hazard of Ottawa River.					
RBWPM-561	Apr 22,2022	W22/048	Apr 22,2024	BECKWITH	Mississippi Lake
126 Gardiner Shore Road / LOT 7 / CON 9					
Install a Sewage System within the Regulation Limit of Mississippi Lake.					
RMRPM-128	Apr 29,2022	W22/049	Apr 29,2024	OTTAWA	Kizell Drain
160 Escarpment Crescent / LOT 7 / CON 1					
Construct Deck Extension with Stairs within 120 metres of Kizell Drain Provincially Significant Wetland Complex.					
RDNPM-368	Jun 20,2022	W22/050		DRUMMOND/NORTH ELMSLEY	Mississippi Lake
131 Dunlop Crescent / LOT 24 / CON 8					
Supplement Existing Rip-Rap Erosion Protection along the Shoreline of Mississippi Lake.					
RBWPM-560	May 24,2022	W22/052	May 24,2024	BECKWITH	Mississippi River
200 Arklan Road / LOT 17 / CON 12					
Replace the Existing Deck with Living Space, and Install a Patio, within the Regulation Limit of the Regulatory Flood Plain of the Mississippi River.					
RLHPM-261	Jun 21,2022	W22/054		LANARK HIGHLANDS	Wetland
2304 South Lavant Road / LOT 24 / CON 4					
Construct a Dwelling and Detached Garage, and install a New Septic System, within the Regulation Limit of a Regulated Wetland.					
RHTPM-185	May 16,2022	W22/055	May 16,2024	OTTAWA	Huntley Creek
2413 Carp Road / LOT 5 / CON 3					
Construct a Stormwater Outlet to Huntley Creek.					

RTVPM-75	Jun 09,2022	W22/056	Jun 09,2024	TAY VALLEY	Silver Lake
106 Silver Lake Lane 22 / LOT 9 / CON 10					
Install Erosion Protection along the Shoreline of Silver Lake.					
RMMPM-401	May 24,2022	W22/057	May 24,2024	MISSISSIPPI MILLS	Mississippi River
15 Malcolm Street / LOT 16 / CON 9					
Construct Two Dwelling Units with Attached Garages within the Erosion Hazard Limit and the Regulation Limit of the Regulatory Flood Plain, of the Mississippi River.					
ROWPM-8	May 30,2022	W22/058	May 30,2024	OTTAWA	Watercourse
Panmure Road / LOT 27 / CON 8					
Replace Existing Culverts at Various Locations.					
RLHPM-262	Jun 20,2022	W22/059	Jun 20,2024	LANARK HIGHLANDS	Mississippi River
535 River Drive / LOT 4 / CON 5					
Install a Sewage System within the Regulation Limit of Mississippi River.					
RMRPM-103	May 18,2022	W22/060	May 18,2024	OTTAWA	Watercourse
447 March Rd / LOT 7 / CON 3					
Emergency Work to Repair and Replace Existing Culverts.					
RLHPM-263	Jun 16,2022	W22/061	Jun 16,2024	LANARK HIGHLANDS	Clyde River
118 Hillier Street / LOT 2 / CON 2					
Install a Sewage System within the Regulation Limit of Clyde River.					
RBWPM-563	Jul 12,2022	W22/063		BECKWITH	Mississippi Lake
639 Townline road / LOT 10 / CON 12					
Build a Deck within the Regulatory Flood Plain of Mississippi Lake.					
RBWPM-564	Jul 08,2022	W22/064	Jul 08,2024	BECKWITH	Mississippi Lake
160 Rosehill Lane / LOT 10 / CON 12					
Construct a Driveway with Culvert and Conduct Site Grading Works, within the 1:100-year Regulatory Floodplain of Mississippi Lake.					
RBWPM-566	May 20,2022	W22/066	May 20,2024	BECKWITH	Mississippi Lake
160 Rosehill Lane / LOT 10 / CON 12					
Construct a Driveway with a Culvert and Conduct Site Grading Works, Within the 1:100-year Flood Plain and Regulation Limit of Mississippi Lake.					

RTVPM-76	Jun 17,2022	W22/067		TAY VALLEY	Bennett Lake
	2056 Cyr Point Road / LOT 6 / CON 9				
	Install a Cantilever Dock and Boat Lift along the Shoreline of Bennett Lake.				
RHTPM-186	May 27,2022	W22/068	May 27,2024	OTTAWA	Wetland
	191 Country Meadow Drive / LOT 16 / CON 6				
	Construct Pool and Landscaping within Regulated Wetland.				
RLHPM-264	Jun 10,2022	W22/069		LANARK HIGHLANDS	Clayton Taylor PSW
	128 Galbraith / LOT 25 / CON 11				
	Construct a New Garage within the Regulation Limit of a Provincially Significant Wetland.				
RDNPM-370	Jul 18,2022	W22/071	Jul 18,2024	DRUMMOND/NORTH ELMSLEY	Mississippi Lake
	228 Beck Shore Road / LOT 23 / CON 7				
	Install a Sewage System within the Stable Slope Hazard Regulation Limit of Mississippi Lake.				
RCFPM-68	Jun 28,2022	W22/072	Jun 28,2023	CENTRAL FRONTENAC	Wetland
	2754 Clarendon Road / LOT 30 / CON 4				
	Build a Deck within the Regulation Limit of a Regulated Wetland.				
RMRPM-129	Jul 06,2022	W22/073	Jul 06,2024	OTTAWA	Watt's Creek
	1921 Provincial Police Lane / LOT 2 / CON 4				
	Expand Main Parking Lot within Regulation Limit of Meander Belt of Watt's Creek.				
RBWPM-567	Jun 21,2022	W22/074	Jun 21,2024	BECKWITH	Mississippi Lake
	141 Catherine Avenue / LOT 10 / CON 11				
	Demolish an Existing Deck and Construct a Greenhouse within the Regulation Limit of Mississippi Lake.				
RLHVL-17	Jun 29,2022	W22/075	Jun 29,2024	LANARK HIGHLANDS	Wetland
	2207 Darling Rd / LOT 4&5 / CON 7				
	Remove Unauthorized Material within the Regulation Limit of Regulated Wetlands.				
RCFVL-9	Jun 01,2022	W22/076	Jun 01,2022	CENTRAL FRONTENAC	Wetland
	1023 Brewers Rd / LOT 10 / CON 1				
	Place a Structure within the Regulation Limit of Regulated Wetlands.				
RCFPM-70	Jun 16,2022	W22/077	Jun 16,2024	CENTRAL FRONTENAC	Sharbot Lake

Install Small Cribs to Support Existing Deck along the Shoreline of Sharbot Lake.

RFTPM-294	Jun 02,2022	W22/078	Jun 02,2023	OTTAWA	Watercourse
-----------	-------------	---------	-------------	--------	-------------

Mohrs Road & Galetta Side Road / LOT 22 / CON 5

Replace Hydro One Wood Poles at Various Locations.

ROWPM-9	Jun 10,2022	W22/079	Jun 10,2024	OTTAWA	Watercourse
---------	-------------	---------	-------------	--------	-------------

Various Locations

Resurface Roads within MVCA Regulation Limits.

RHTPM-187	Jun 29,2022	W22/080	Jun 29,2024	OTTAWA	Feedmill Creek
-----------	-------------	---------	-------------	--------	----------------

195 Huntmar Drive / LOT 2 & 1 / CON 11

Create an Amphibian Habitat and Creekside Plantings within the Regulation Limit of the Floodplain and Meander Belt of Feedmill Creek.

RTBPM-1067	Jun 10,2022	W22/081	Jun 10,2024	OTTAWA	Ottawa River
------------	-------------	---------	-------------	--------	--------------

959 Bayview Drive / LOT 19 / CON 4

Replace Septic System within Regulation Limit of Floodplain of Ottawa River.

ROWPM-10	Jun 21,2022	W22/085	Jun 21,2024	OTTAWA	Watercourse
----------	-------------	---------	-------------	--------	-------------

Old Almonte Road

Rehabilitate Roads within Regulation Limit.

RMMPM-402	Jul 08,2022	W22/086	Jul 08,2024	MISSISSIPPI MILLS	Wolf Grove Creek
-----------	-------------	---------	-------------	-------------------	------------------

Ramsay Concession 8 / LOT 16 / CON 7

Repair Existing Concrete Box Culvert within Wolf Grove Creek.

RTBPM-883	Jun 16,2022	W22/087	Jun 16,2024	OTTAWA	Ottawa River
-----------	-------------	---------	-------------	--------	--------------

642 Bayview Drive

Construct a Detached Garage within the Floodplain of the Ottawa River.

RDNPM-371	Jul 05,2022	W22/088		DRUMMOND/NORTH F I M S I F Y	Mississippi Lake
-----------	-------------	---------	--	---------------------------------	------------------

112 Redrock Bay / LOT 24 / CON 7

Construct a new Dwelling and Driveway, and Install a Septic System, within the Regulation Limit of the Regulatory Flood Plain of Mississippi Lake.

RDNPM-372	Aug 02,2022	W22/089	Aug 02,2024	DRUMMOND/NORTH ELMSLEY	Wetland
-----------	-------------	---------	-------------	---------------------------	---------

Rothwell Road / LOT 23 / CON 9

RLHVL-18	Jun 23,2022	W22/092	Jun 23,2022	LANARK HIGHLANDS	Clayton Taylor PSW
830 Riddell Lane / LOT 20 / CON 12					
Replace an Existing Modular Home within the Regulation Limit of the Clayton-Taylor Provincially Significant Wetland (PSW) Complex.					
RMMPM-403	Jul 07,2022	W22/093	Jul 07,2024	MISSISSIPPI MILLS	Appleton Wetland PSW
348 Spring Street / LOT 14 / CON 10					
Construct a New Pool within the Regulation Limit of a Provincially Significant Wetland.					
RNFPM-201	Jul 26,2022	W22/094	Jul 26,2024	NORTH FRONTENAC	Big Gull Lake
Coxvale Bridge / LOT 9 / CON North/South Westerly Range					
Rehabilitate an Existing Bridge along the Shoreline of Big Gull Lake.					
RNFPM-202	Aug 08,2022	W22/095		NORTH FRONTENAC	Big Gull Lake
1122 A Coleman Lane / LOT 5 / CON 6					
Increase Area of Existing Dock along the Shoreline of Big Gull Lake.					
RLHPM-268	Jul 13,2022	W22/096	Jul 13,2024	LANARK HIGHLANDS	Clayton Taylor PSW
830 Riddell Lane / LOT 20 / CON 12					
Replace a Sunroom within the Regulation Limit of a Provincially Significant Wetland.					
ROWPM-11	Jul 28,2022	W22/100	Jul 28,2024	OTTAWA	Watercourse
Kinburn Side Road					
Install New Conduit and Bell Telecom Equipment within Regulated Features.					
RKNPM-189	Jul 21,2022	W22/103	Jul 21,2024	OTTAWA	Kizell Drain
GOULBOURN FORCED ROAD / LOT PT 7 / CON 02					
Installing a Gas Pipeline Crossing within a Portion of the Kizel Drain Provincially Significant Wetland Complex.					
RFTPM-297	Jul 25,2022	W22/105	Jul 25,2024	OTTAWA	Ottawa River
220 Morris Island Drive / LOT Lot F / CON Gore of Lake Chaudiere					
Construct a Dwelling and Septic System within the Regulation Limit of the Slope Stability Hazard along the Ottawa River.					
RTBPM-1069	Aug 02,2022	W22/109	Aug 02,2024	OTTAWA	Ottawa River
152 Wren Street / LOT 6 / CON 8					
Alteration to Shoreline to Install Rip Rap Erosion Protection Along the Shoreline of the Ottawa River.					
RGLPM-152	Jul 28,2022	W22/110	Jul 28,2024	OTTAWA	Poole Creek

Construct Deck Extension within Regulation Limit of Meander Belt and Flood Plain of Poole Creek.

RHTPM-188	Aug 11,2022	W22/111	Aug 11,2022	OTTAWA	Carp Creek
-----------	-------------	---------	-------------	--------	------------

233 Russ Bradley Road

Alter a Watercourse by Installing Three New Culvert Crossings.

RMRPM-131	Aug 04,2022	W22/112	Aug 04,2024	OTTAWA	Carp River
-----------	-------------	---------	-------------	--------	------------

470 Terry Fox Drive / LOT 5 / CON 1

Clean-Out the Terry Fox #1 Stormwater Management Facility within the Floodplain of the Carp River.

RGLPM-153	Aug 04,2022	W22/114	Aug 04,2024	OTTAWA	Fernbank PSW
-----------	-------------	---------	-------------	--------	--------------

509 Dalewood Crescent / LOT 22 / CON 9

Construct Inground Pool and Place Fill within Regulation Limit of the Fernbank Wetland Complex.

RDNPM-374	Sep 06,2022	W22/115		DRUMMOND/NORTH FI MSI FY	Haley Lake PSW
-----------	-------------	---------	--	-----------------------------	----------------

1362 Ferguson's Falls Road / LOT 16 / CON 12

Construct a Community Hall, Parking Lot and Septic System, within the Regulation Limit of a Provincially Significant Wetland.

RTBPM-1070	Aug 11,2022	W22/117	Aug 11,2024	OTTAWA	Ottawa River
------------	-------------	---------	-------------	--------	--------------

1084 Bayview Drive / LOT 18 / CON 4

Replace a Septic System within the Flood Fringe of the Ottawa River.

RHTPM-191	Aug 11,2022	W22/120	Aug 11,2024	OTTAWA	Manion Corners PSW
-----------	-------------	---------	-------------	--------	--------------------

470 Upper Dwyer Hill Road / LOT 4 / CON 10

Construct Shed within Regulation Limit of Manion Corners Provincially Significant Wetland.

RFTPM-298	Aug 11,2022	W22/122	Aug 11,2024	OTTAWA	Ottawa River
-----------	-------------	---------	-------------	--------	--------------

242 Morris Island Drive / LOT F Gore Lake of Chaudiere

Replace a Foundation within the Regulation Limit of the Stable Slope Hazard of the Ottawa River.

RCPPM-90	Aug 26,2022	W21/072		CARLETON PLACE	Mississippi River
----------	-------------	---------	--	----------------	-------------------

173 Moffatt Street

Build a Shed and Repair the Existing Shoreline Retaining Wall, within the Regulation Limit of the Regulatory Flood Plain of the Mississippi River

RNFPM-200	Aug 25,2022	W22/062	Aug 25,2024	NORTH FRONTENAC	Kashwakamak Lake
-----------	-------------	---------	-------------	-----------------	------------------

1570 Myers Cave Road / LOT 23 / CON 4

Install Erosion Protection along the Shoreline of Kashwakamak Lake.

RTVPM-77	Aug 25,2022	W22/083	Aug 25,2024	TAY VALLEY	Bennett Lake
	1745 Bennet Island / LOT 9 / CON 10				
	Install an Electrical Submarine Cable in Bennett Lake.				
RLHPM-267	Aug 05,2022	W22/084	Aug 05,2024	LANARK HIGHLANDS	Clayton Lake PSW
	Lot 24 Con 12, 11 / LOT 24 / CON 11,12				
	Construct a 3-Season Cottage within the Regulation Limit of a Provincially Significant Wetland.				
RFTPM-295	Aug 25,2022	W22/091	Aug 25,2024	OTTAWA	Ottawa River
	208 Moorhead Drive / LOT E Gore Lake of Chadieure				
	Construct an Addition, Raise an Existing Dwelling and Install a Septic System within the 1:100-year Floodplain of the Ottawa River.				
RNFPM-203	Aug 25,2022	W22/097	Aug 25,2024	NORTH FRONTENAC	Kashwakamak Lake
	1120 Swamp Lane / LOT 21 / CON 7				
	Repair Existing Shoreline Dock and Associated Retaining Walls along the Shoreline of Kashwakamak Lake.				
RHTPM-190	Aug 25,2022	W22/116	Aug 25,2024	OTTAWA	Carp River
	3603 Carp Road / LOT 17 / CON 3				
	Replace a Septic System within the Regulation Limit of the 1:100-year Flood Plain of the Carp River.				
RLHPM-272	Aug 16,2022	W22/123	Aug 16,2023	LANARK HIGHLANDS	Mississippi River
	661 River Drive / LOT 4 / CON 5				
	Construct a New Dwelling with Attached Garage, and a New Shed within the Regulation Limit of the Regulatory Flood Plain; and to Place Fill Partially with the Regulatory Flood Plain, of the Mississippi River.				
RMRPM-132	Aug 25,2022	W22/125	Aug 25,2024	OTTAWA	Kizell Drain
	5 Kanata Rockeries Private / LOT 6 / CON 2				
	Install In-Ground Pool and Patio within Regulation Limit of Kizel Drain Provincially Significant Wetland.				
RGLPM-154	Aug 19,2022	W22/126	Aug 19,2024	OTTAWA	Goulbourn Psw
	136 West Ridge Drive / LOT 22 / CON 11				
	Construct Deck and an Enclosed Sunroom within the Regulation Limit of the Goulbourn Wetland Complex Provincially Significant Wetland.				
RNFPM-205	Sep 06,2022	W22/127		NORTH FRONTENAC	Kashawakamak Lake
	1171 Silver Mine Lane / LOT 13 / CON 6				
	Rebuild Dock House on Kashawakamak Lake.				
RMRPM-130	Sep 06,2022	W22/106	Sep 06,2024	OTTAWA	Shirley's Brook
	980 March Road / LOT 12 / CON 4				
	Replace and Upsize a Sanitary Sewer Crossing within Shirley's Brook.				
RTBPM-1073	Sep 06,2022	W22/130	Sep 06,2024	OTTAWA	Ottawa River

Reconstruct a Dwelling and Septic System within the 1:100-year Floodplain of the Ottawa River.

RTBPM-1059	Feb 10,2022	W22/007	Feb 10,2024	OTTAWA	Ottawa River
------------	-------------	---------	-------------	--------	--------------

298 Bayview Drive / LOT 15 / CON 5

Install an Armour Stone Retaining Wall along the Shoreline of the Ottawa River.

RMRPM-123	Feb 24,2022	W22/015	Feb 24,2024	OTTAWA	Shirley's Brook
-----------	-------------	---------	-------------	--------	-----------------

930 March Road / LOT 12 / CON 4

Install a Concrete Box Culvert within Shirley's Brooke Tributary 2.

RGLPM-151	Feb 8,2022	W22/012	Feb 8,2024	OTTAWA	Goulbourn PSW
-----------	------------	---------	------------	--------	---------------

6 Ballyhaise Street / LOT 22 / CON 11

Construct a 3-Season Sunroom within Regulation Limit of Goulbourn Provincially Significant Wetland Complex.

RDNPM-366	Mar 1,2022	W22/011	Mar 1,2024	DRUMMOND/NORTH	Mississippi Lake
-----------	------------	---------	------------	----------------	------------------

107 Shore Avenue / LOT 23 / CON 9

Demolish an Existing Dwelling and Rebuild a Two-Storey Dwelling within the Regulation Limit of the Regulatory Flood Plain of Mississippi Lake

REPORT

3289/23

TO:	MVCA Board of Directors
FROM:	Matt Craig, Manager, Planning and Regulations
RE:	Timeline Reporting for Section 28 Applications
DATE:	February 15, 2023

For Information

The purpose of this report is to provide the Board with performance data related to the turn-around time taken by the Authority to issue permits under Section 28 of the *Conservation Authorities Act (CAA)*.

MVCA issues Section 28 permits in accordance with O. Reg. 153/06 - *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation*. Applicants undertaking development and site alterations within an area subject to the regulation require a permit from the Authority. This includes hazard lands (floodplain and slopes), wetlands, watercourses, and shorelines.

This report covers the period January 1 to December 31, 2022. Under voluntary targets established by Conservation Ontario, MVCA has between 10 to 21 days to determine if the application is complete based the category of permit. Once an application is deemed complete, the MVCA is to issue a permit within 14 calendar days (routine), 21 calendar days (minor) or 28 calendar days (major).

PROVINCIAL STANDARD		# PERMITS	AVERAGE TURNAROUND	WITHIN TIMELINE		OUTSIDE TIMELINE	
Major	90 Days	12	13 Days	Major	12	Major	0
Minor	30 Days	144	6 Days	Minor	140	Minor	4
Routine	30 Days	46	8 Days	Routine	43	Routine	3

*The 90-day standard for major permits includes the first submission and any resubmissions.

CONSERVATION ONTARIO STANDARD		# PERMITS	AVERAGE TURNAROUND	WITHIN TIMELINE		OUTSIDE TIMELINE	
Major	49 Days	12	13 Days	Major	11	Major	1
Minor	35 Days	144	6 Days	Minor	141	Minor	3
Routine	24 Days	46	8 Days	Routine	43	Routine	3

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

REPORT

3290/23

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	GM Update
DATE:	February 16, 2023

For Information.**EXTERNAL**

- 1. O.Reg. 596/22** – Further to my e-mail to Members dated January 3, 2023, this regulation took effect January 1, 2023 and significantly impacts the role of conservation authorities in regard to Natural Heritage and Plan Review. MVCA along with our CA partners have held information sessions to explain the changes to municipal employees in Lanark, Frontenac, and Lennox Addington counties and at the City of Ottawa. The next step will be to compile reference materials and checklists to support our member municipalities in carrying out tasks formerly performed by the conservation authority. Our goal is to provide guidance and reference materials to ease transition in roles and responsibilities.
- 2. Programs & Services MOUs** – Work on negotiating MOUs with member municipalities was suspended during contemplation of Bill 23, and will resume shortly. I will be arranging meetings with municipal CAOs and Treasurers to review details, and discuss timelines for tabling draft agreements at councils before summer.

INTERNAL

- 3. Ice Monitoring Program** – Earlier this month, staff began implementation of an ice monitoring program as prescribed by regulation. Several months of effort went into designing the program, identifying and securing appropriate equipment, developing safety protocols, and training staff. Staff also reached out to members of the public to act as “ice on / ice off” reporters, with several lake associations expressing interest.
- 4. Land Conservation Strategy** – This project started last year and is a new regulatory requirement aimed at providing a planning framework for the acquisition, disposal and management of conservation authority land; and the design and delivery of programs and

services. Staff are still gathering and analyzing base data and will be retaining technical support this spring to support that work.

- 5. LiDAR Data Acquisition** – MVCA has received LiDAR data and has received high-resolution elevation data for ~ 3,215 km² of the watershed. LiDAR data is composed of a point cloud with millions of (X, Y, Z) coordinate values. This data is valuable for flood plain mapping and land use planning.

To create a complete elevation product for MVCA's jurisdiction, this data will be merged with two existing LiDAR projects, Natural Resources Canada and the City of Ottawa.

Data underwent QA/QC review including field verification (see Tim at right) of a selection of data points. We anticipate being in a position to distribute final LiDAR data and products to MVCA's Partner Municipalities before spring.



6. Staffing

- Rachel Clouthier has been promoted to the position of Executive Assistant, and Kelly Hollington has been hired as our new Administrative Assistant.
- Lauren Shupe will be joining us next month as our new GIS Specialist.
- Last month we bid farewell to Tatyana Vukovic who moved with her partner to Alberta.

7. Staff Training

- Jake Perkins, Mercedes Liedtke and Brittany Moy completed the “Primer on Planning”, which overviews land use planning processes in Ontario, and is administered by the Ontario Association of Committees of Adjustment and Consent Authorities.
- Alexis Perrin and Brittany Moy completed the “Canadian Certified Inspector of Sediment and Erosion Control” course, and the “Conservation Authority Compliance Training – Level 1”.

- 8. Stress Assess Survey** – Planning is underway to conduct a follow-up survey of staff to the one carried out in August 2021. Our goal is to complete the survey in March and to report to the Board with findings in April.

9. **Joint H&S Committee** – Attached are minutes from the most recent JHSC meeting.

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

Mississippi Valley Conservation Authority

8:30 a.m.

February 3rd, 2023

MINUTES

MEMBERS PRESENT: A. Broadbent, Co-Chair, Information Technology Supervisor;
J. Arbour, Co-Chair, Maintenance Technician;
D. Reid, Environmental Planner;
S. Lawryk, Property Manager;
J. Hendry, Field Operations Foreman;
B. Flood, Engineer;

STAFF PRESENT: R. Clouthier, Recording Secretary;

BUSINESS:

A. Broadbent called the meeting to order at 8:37am.

A. Broadbent and all members welcomed B. Flood to the Joint Health and Safety Committee.

1. Review of Agenda & Request for Additions

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

JHSC 02/03/2023 - 01

MOVED BY: J. Arbour

SECONDED BY: S. Lawryk

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

“CARRIED”

2. Minutes – Joint Health and Safety Committee Meeting – October 24th, 2022

JHSC 02/03/2023 - 02

MOVED BY: B. Flood

SECONDED BY: J. Hendry

Resolved, That the Minutes of the MVCA Joint Health and Safety Committee meeting held on October 24th, 2022 be received and adopted as printed.

“CARRIED”

3. Review of Action Items and Business Arising from the Minutes of October 24th, 2022 Meeting

Review of Action Item 1 - Employees who have not completed their self-assessment

A. Broadbent has completed the follow up with employees who had not yet completed their work from home self-assessment.

Review of Action Item 2 – Reach out to Engineering Team to see where Survey123 data is stored

B. Flood will inquire within his department and will report information back to the JHSC at the next meeting.

Review of Action Item 3 – Review Regulations for COVID-19 Signage in Office and at CAs

S. Lawryk confirmed that signage has been removed from the MVCA Administration Office and mostly for the CAs that had signage. At the moment there are no set regulations pertaining to COVID-19 and it is left up to the discretion of the employer. We are going to be removing the extra cleaning measures for high touch areas and will be returning back to the old cleaning schedule. The custodian will not be going to the CAs as often but is currently still going 2x a week to the Mill of Kintail and Morris Island.

J. Arbour asked if we can remove the COVID-19 section off of the Workplace Inspections Form.

All members agreed to remove the COVID-19 portion of the Workplace Inspections Form. D. Reid will update the Checklist to remove COVID-19 inspections.

Review of Action Item 4 – Review JHSC meeting minutes on an expedited timeline

A. Broadbent explained that he had circulated the draft minutes from the meeting on October 24th, 2022 to members shortly after the meeting for comments and the new process worked well.

4. Workplace Inspections

J. Hendry noted that J. Arbour completed all January workplace inspections. There was nothing major to note on any inspection. There are a small number of light bulbs that need to be replaced at the MVCA Administration Office as well as the Mill of Kintail. We have recently replaced a large number of light bulbs at the office and will be working to continue this replacement process as early as today.

J. Hendry and J. Arbour both noted that the First Aid Kit Checklist on the Workplace Inspection Form refers to “Rules For Use” as part of the First Aid Kit inspection. They both feel that this line should be

removed from the Inspection Form and that the form inside the kit that one fills out if they have used any supplies is sufficient.

D. Reid agrees that the requirement of “Rules for Use” is vague and should be removed from the Workplace Inspection Form.

J. Hendry will get plastic tabs that will break when people open up a first aid kit for the purpose of determining if people have been into the kit without reporting an incident. J. Hendry assured that the tabs will not hinder someone trying to get into the kit in an emergency but will only visually show if the kit has been opened.

5. Accidents and Incidents

A. Broadbent confirmed that there were no accidents or incidents to report since the last JHSC meeting.

6. Other Business Arising

a) Discussion of SOPs – Ice Monitoring

A. Broadbent explained how the program manager developed it well and went through it with the staff and as such the process went smoothly.

J. Arbour confirmed that the SOP is working well on the ice although they have only been out one time.

B. Flood asked if the SOP can be amended after we have had the chance to get out and test it a few more times.

S. Lawryk and other committee members agree that the SOP can and should be amended once we have more experience. An option is to introduce the Kubota RTV for use in ice monitoring. J. Arbour noted that it could be very useful for other sites as well and not only be used for ice monitoring.

b) Discussion of SOPs – High Falls Operations

A. Broadbent reiterated that there were concerns raised about this new operation and with the new equipment on site and asked JHSC members for an update on the situation.

S. Lawryk confirmed that the Operations department is scheduled to meet after the JHSC meeting to discuss and update dam operation SOPs; High Falls is on the list to discuss and update. They will be reviewing the SOP and then passing it along to the Engineering department for comments.

A. Broadbent asked if anything is improving and if things were becoming clearer after a few months.

J. Arbour noted that there was a meeting with OPG where everyone reviewed the hazards and staff are confident in their ability to perform the tasks.

S. Lawryk added that they discussed how expectations should be managed. If there is a maximum of 3 logs per bay, it is okay that we only end up operating 2 logs per bay. Their expectations have been tempered; step 1 is reviewing the SOP and step 2 is meeting with OPG and discussing issues and how the dam will be operated long term.

A. Broadbent restated that the team is comfortable with their responsibilities, the SOP is being developed and everyone is aware and understands their limitations.

c) Psycho-Social Stress – Re-Issue of the Survey

A. Broadbent confirmed that the re-issue of the Psycho-Social Stress Survey is scheduled for early spring, around March or April, and we will be contracting the same consultant that administered the last survey to determine if there has been an improvement overall. It is the responsibility of the JHSC to evaluate the results and present them to the Board of Directors in the form of a report.

B. Flood confirmed with A. Broadbent that the JHSC will evaluate and create a report comparing results from this survey to the results of the last survey and will then create a report and present it to the Board of Directors.

d) Other

J. Hendry mentioned that CDN Safety Training conducts the inspections for MVCA's working at heights equipment (harnesses, lanyards, etc.) which will take place on February the 9th of this year. There is also a working at heights training course that is scheduled for applicable employees on February 27th, 2023 from 8am until 12pm. This course is a refresher for employees who have already had prior training and a certificate.

A. Broadbent suggested doing a "Rescue Randy" training situation with all staff associated with dam operations.

J. Hendry will look into scheduling a "Rescue Randy" training session. Employees in the Engineering department will be taking Dam Safety training soon and a brief overview of rescue training is covered in the shop.

A. Broadbent mentioned that the Work from Home Agreements will be sent to employees soon. There is a clause mentioning the need for an inspection in the event of a home workplace accident. A Certified Worker Representative of the JHSC will fulfil this duty should the need arise.

ADJOURNMENT

The meeting was adjourned at 9:08 a.m.

JHSC 02/03/2023 - 03

MOVED BY: J. Arbour

SECONDED BY: J. Hendry

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

“CARRIED”

Review of Action Items:

1. B. Flood to review Surevey123 data and bring to JHSC committee
2. D. Reid to update building inspection sheet for COVID-19 and First Aid Checklist
3. J. Hendry to look into a “Rescue Randy” training situation