



**Mississippi Valley
Conservation Authority**
Board of Directors Meeting

Hybrid meeting (via Zoom)
MVCA Boardroom

1:00 pm

September 11, 2023

AGENDA

ROLL CALL

Declarations of Interest (written)

Adoption of Agenda

Land Acknowledgement – September 30, National Day of Truth & Reconciliation

MAIN BUSINESS

1. Approval of Minutes: Board of Directors Committee Meeting Minutes, July 10, 2023, Page 2
2. Employee Presentation: 50th Anniversary at Mill of Kintail, (R. Clouthier and S. Kirkham)
3. GM Update, Report 3348/23, (S. McIntyre), Page 9
4. Budget Control Report, Report 3349/23, (S. Millard), Page 15
5. 2024 Budget direction, Report 3350/23, (S. Millard), Page 35
6. Appointment of Regulations Officer, Report 3351/23, (M. Craig), Page 39
7. Rescinding COVID Vaccine and Sick Leave Policy, Report 3352/23 (S. McIntyre), Page 40
8. Timing of AGM and Financial Statement / Audit Report, Report 3353/23 (S. McIntyre), Page 44
9. Update of Administrative By-law and Policy Consolidation, Report 3354/23, (S. McIntyre), Page 46
10. Group Insurance Rates, Report 3355/23, (S. Millard), Page 49

CONSENT ITEMS

ADJOURNMENT



MINUTES

Hybrid Meeting Via Zoom
and at MVCA Office

Board of Directors Meeting

July 10th 2023

MEMBERS PRESENT

- P. Kehoe, Chair
- J. Atkinson, Vice Chair
- B. Holmes
- J. Karau
- J. Mason
- S. Lewis
- H. Yanch
- A. Vereyken (remote)
- C. Curry
- G. Gower
- C. Kelsey
- A. Kendrick
- T. Popkie

MEMBERS ABSENT

- R. Kidd
- R. Huetl
- C. Kelly
- D. Comley
- M. Souter

STAFF PRESENT

- S. McIntyre, General Manager
- J. Cunderlik, Director of Engineering
- A. Broadbent, Manager of Information, Communications and Technology
- S. Millard, Treasurer
- M. Craig, Manager of Planning and Regulations
- J. Hendry, Field Operations Supervisor
- M. Livingston, Project Manager, Mississippi Rideau Source Protection Region (remote)
- K. Hollington, Recording Secretary

P. Kehoe called the meeting to order at 1:06 pm.

Declarations of Interest (written)

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.

Agenda Review

P. Kehoe noted that three items are on the consent agenda and that any item could be pulled for discussion; otherwise all would be approved with approval of the agenda.

B23/07/10-1

MOVED BY: T. Popkie

SECONDED BY: G. Gower

Resolved, that the agenda for the July 10, 2023 Board of Directors Meeting be adopted as presented.

“CARRIED”

MAIN BUSINESS

1. Approval of Minutes: Board of Directors Meeting, May 8, 2023

B23/07/10-2

MOVED BY: H. Yanch

SECONDED BY: C. Curry

Resolved, that the minutes of the Board of Directors Meeting held on May 8th, 2023 be received and approved as presented.

“CARRIED”

S. McIntyre noted that the minutes from May 8, 2023 had been circulated but did not get e-approval from sufficient Board members to be considered approved. It is important that Board members review, comment, and approve minutes when e-circulated due to regulatory requirements to post minutes within 30-days of a meeting occurring. It is preferred to post “approved” minutes rather than “draft” minutes to the MVCA website.

2. STAFF PRESENTATION: Improvements at the Mill of Kintail (J. Hendry)

J. Hendry described improvements made at the Mill of Kintail Conservation Area over the past year. In particular, he highlighted the replacement of the museum roof, structural and safety improvements to the lookout, gatehouse structural repairs and new accessible entrance, shoreline and native plantings to improve the landscape and addition of a gate security feature.

3. Mill of Kintail 50th Anniversary, Report 3336/23 (S. Lawryk)

S. McIntyre summarized the Mill of Kintail 50th Anniversary Report outlining the event details and plans.

B. Holmes asked about the opening time of the gate for the event being 10 am and if this would cause issue with individuals accessing it. S. McIntyre clarified that anyone involved in organizing the event would have access to entering the facility earlier to set-up.

J. Karau added that this event is an opportunity to extend invitation to individuals in the National Capital Commission to improve connections and engagement with MVCA. He noted that there may be an opportunity for MVCA to make a presentation to the NCC Board.

4. GM Update, Report 3337/23 (S. McIntyre)

S. McIntyre outlined key items from the GM Update Report.

J. Mason inquired if the Carp River floodplain mapping includes tributaries. J. Cunderlik clarified that it is just the main stem of the Carp River and does not include tributaries.

5. Update of MVCA Policies & Procedures, Report 3331/23 (S. McIntyre)

S. McIntyre presented the Update of MVCA Policies & Procedures Report. S. McIntyre clarified that item 8 of the screening criteria would not include formal comments submitted by MVCA to other levels of government in regards to planning applications as part of our normal plan review functions.

P. Kehoe asked if there is a timeline for the updated documents being presented to the Board. S. McIntyre replied that the updated documents would be presented in three phases with the goal to complete the update by the end of 2024.

A. Kendrick added that the Administrative By-Law uses his/hers language and suggested changing pronouns to they/them/their.

B. Holmes asked if a grammar and spell-check would be included in the update.

S. McIntyre responded that pronouns, typos and formatting would be addressed.

B23/07/10-3

MOVED BY: C. Curry

SECONDED BY: A. Kendrick

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

- 1. Approve the screening criteria contained in this report**
- 2. Direct management to apply the screening criteria to existing Board policies and return with updated documents for information and**

3. **Approve consolidation of all Board policies that are not related to the Administrative By-law or the Employee Manual into a Board Policy Manual.**
4. **Approve housekeeping edits to the Administrative By-law as set out in Attachment 1.**

“CARRIED”

6. Purchasing Policy Amendment, Report 3332/23 (S. Millard)

S. Millard presented the Purchasing Policy Amendment Report.

B23/07/10-4

MOVED BY: J. Mason

SECONDED BY: S. Lewis

Resolved, that the Finance & Administrative Committee recommend that the Board of Directors approve amendment of the Purchasing Policy as set out in this report.

“CARRIED”

7. HQ – Sewer and Water Connection: Status and Next Steps, Report 3333/23 (S. McIntyre & S. Lawryk)

S. McIntyre outlined the Sewer and Water Connection: Status and Next Steps Report.

S. Lewis asked if the \$251,500 includes hook-ups from the property line to the building. S. McIntyre replied that the \$251,500 is MVCA’s share of the cost to bring the water and sewer line from Lake Avenue to the property line.

S. Lewis inquired if there is a timeline for the hook-up and if there is anything wrong with the current water and sewer connections and if they require switching. S. McIntyre explained that there have been issues with these systems that have been temporarily addressed in anticipation of the connection to municipal services.

S. Lewis commented that it is not a good time to acquire a loan. S. McIntyre explained that currently MVCA has a loan with the Town of Carleton Place and the City of Ottawa. S. McIntyre added that City of Ottawa Council approval may allow for this amount.

J. Mason commented that the issue of concern is current interest rates. S. McIntyre concurred.

B23/07/10-5

MOVED BY: G. Gower

SECONDED BY: J. Mason

Resolved, that the Finance & Administration Committee recommend that the Board:

1. **Authorize an increase to the 2023 Budget - Other Capital: HQ – Sewer & Water Connection project from \$357,500 to \$609,000 plus HST to address the cost of bringing municipal services to the property line;**

2. **Authorize payment of \$251,500 to the Town of Carleton Place in fulfillment of the 2012 Development Permit Agreement for the extension of municipal services to the MVCA property line;**
3. **Authorize securement of a loan for the HQ – Sewer & Water Connection project; and**
4. **Authorize the General Manager and/or Treasurer to negotiate financing terms for a loan with Infrastructure Ontario or member municipality.**

“CARRIED”

8. Reinstatement of the Education Program, Report 3334/23 (S. Lawryk)

S. McIntyre overviewed the Reinstatement of the Education Program Report.

S. Lewis inquired how the summer camp program would be structured and the estimated pricing. S. McIntyre explained that camps would run weekly in the summer during the day and that S. Lawryk had suggested \$265.00 per week as a starting point.

S. Lewis asked why the \$20,000 is needed. S. McIntyre responded that \$20,000 is to confidently hire a camp coordinator given enrollment uncertainty. She added that not all of the \$20,000 may be needed depending on participation rates and associated user fees.

J. Mason added that the education program is dependent on City of Ottawa funding. She pointed out that the \$10,000 committed from the MVC Foundation is for a consultant to evaluate the MVCA education program, not for the development of materials. S. McIntyre agreed.

B23/07/10-6

MOVED BY: T. Popkie

SECONDED BY: J. Atkinson

Resolved, that the Board of Directors approve reinstatement of a Nature Education Program in 2024 at an estimated annual cost of \$20,000 as a Category 3 Program.

“CARRIED”

9. Contract Award – Carleton Place Dam, Report 3342/23 (J. Cunderlik)

J. Cunderlik summarized the Contract Award – Carleton Place Dam Report.

J. Mason commented that there is a significant difference in price between the three quotes and queried whether the least expensive quote is reasonable. J. Cunderlik responded that the least expensive quote is reasonable, and that the more expensive options are due to the use of different fabrication materials: steel versus synthetic.

A. Kendrick queried if there is a difference in the warranty period. J. Cunderlik responded that the new boom is guaranteed for 20-25 years.

B23/07/10-7

MOVED BY: A. Kendrick

SECONDED BY: B. Holmes

Resolved, that the Board endorse award of the safety boom supply to Worthington Products, Inc. in the amount of \$68,977.98 plus HST and the construction of the boom to ODS Marine in the amount of \$48,795.00 plus HST.

“CARRIED”

10. Ministerial Exemption Request, Report 3343/23 (S. McIntyre)

S. McIntyre outlined the Ministerial Exemption Request Report and noted that Councillor Alan Hubley would be replacing John Karau on the Board. She thanked John Karau for his service and stated that she was pleased to recommend that he continue his involvement with MVCA as a member of the Mississippi River Watershed Plan Public Advisory Committee (PAC.) She added that John Karau’s departure from the Board creates a need for Board liaison on the PAC.

J. Karau expressed his long and continued interest in the MVCA and encouraged others to replace him on the PAC.

No Board members volunteered to assume this role and it was agreed to revisit this matter at the next Board meeting.

B23/07/10-8

MOVED BY: J. Atkinson

SECONDED BY: H. Yanch

Resolved, that the Board of Directors:

- a) Appoint John Karau as a member of the Mississippi River Watershed Plan Public Advisory Committee (PAC).**

“CARRIED”

11. Comments on Proposed PPS Changes, Report 3344/23 (M. Craig)

M. Craig summarized staff’s comments on the Proposed Provincial Planning Statement (PPS) Changes Report.

B23/07/10-9

MOVED BY: G. Gower

SECONDED BY: A. Kendrick

Resolved, that the Board of Directors approve submission of a letter to the Province of Ontario (Attachment 1) that contains comments regarding the proposed Provincial Policy Statement in response to ERO #019-6813.

CONSENT ITEMS

12. Budget Control Report, Report 3345/23 (S. Millard)

13. EcoTrek Educational Mobile App, Report 3346/23 (S. McIntyre)

S. McIntyre overviewed the EcoTrek Educational Mobile Application Report.

J. Mason commented that the application is functioning and recommended its use to Board members.

B23/07/10-10

MOVED BY: A. Vereyken

SECONDED BY: J. Mason

Resolved, that the Board of Directors:

- a) **Authorize transfer of ownership of the Ecotrek educational mobile application from Fyr Labs Inc. to Mississippi Valley Conservation Authority.**
- b) **Authorize the GM to execute an agreement with the Mississippi Valley Conservation Foundation for the management and use of the Ecotrek educational mobile application.**

“CARRIED”

14. State of the Mississippi Watershed, Report 3347/23 (J. North)

No presentation or discussion.

ADJOURNMENT

B23/07/10- 11

MOVED BY: S. Lewis

SECONDED BY: T. Popkie

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

The meeting was adjourned at 2:31 pm.

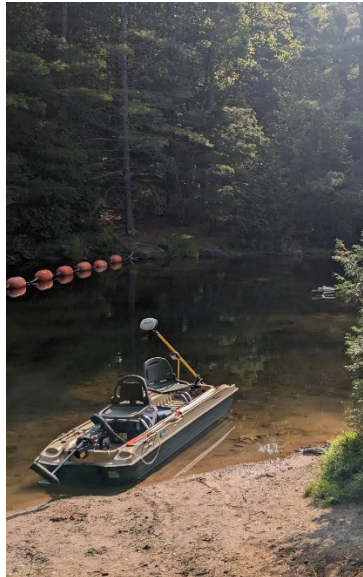
K. Hollington, Recording Secretary

REPORT
3348/23

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	GM Update
DATE:	September 1, 2023

For Information.**INTERNAL**

- 1. Kashwakamak Class Environmental Assessment (EA)** – Geotechnical field investigations are planned to be completed the week of September 11, 2023. Tim Yoon and Daniel Post are currently conducting a bathymetric (under water) survey of the study area, and MacIntosh & Perry (MP) is undertaking hydrotechnical and cultural heritage evaluations. MP is also working to establish a Community Liaison Committee (CLC) to provide review and comments at key points during the EA. The first CLC meeting and public Open House are tentatively planned for later this fall.



Tim Yoon and Daniel Post (not shown) conducting bathymetric survey.

- 2. Carleton Place Dam Public Safety Measures** – New public safety signs have been installed on the upstream side of the bridge and on the existing shoreline chain-link fence to warn the public about dam hazards. A new public safety boom and two shoreline anchors are to be installed by end of September 2023, with construction scheduled to start the week of September 5. Design has been completed for new fencing and a gate to restrict unauthorized access to the dam deck; and of a new railing system to serve as a barrier to unauthorized access to the overflow weir. The fence, gate and railing are scheduled for installation this fall and will comply with updated requirements of the *Ontario Building Code*.
- 3. Dam Repairs** – Repairs are being undertaken at Pine Lake and Mississagagon Lake dams and are expected to be completed by end of September. Repair works include installation of embankment steps, railings, winch support posts, and deck upgrades.
- 4. Carp River Floodplain Mapping Update** – The draft floodplain mapping study is undergoing revisions based upon comments received from an independent third-party technical review and confirmatory field survey checks. A Public Open House is to be scheduled in the Fall of 2023 to present findings. Updated floodplain mapping is expected to be presented to the Board for adoption under Ontario Regulation 153/06 in December 2023.
- 5. Lower Clyde River Floodplain Mapping** – The draft hydraulic model is undergoing technical review, with the draft model, maps and report scheduled to follow in September. Final model and floodplain maps are on schedule to be completed in October 2023. Public Open House will be scheduled in the Fall of 2023. The updated floodplain mapping is expected to be presented to the Board for adoption under Ontario Regulation 153/06 in December 2023.
- 6. Category 2 and 3 Agreements** – Carleton Place Committee of the Whole has approved the draft agreement, and the remaining 10 municipal councils are scheduled to address this matter in September or early October (DNE and Ottawa.) Therefore, the status of all agreements will be known before the October board meeting and drafting of the 2024 Budget.
- 7. IT Network System Review** – The firm Cloud Metric completed its on-site and remote investigations over July and August and staff are working with the project team to review and assess options moving forward with the objective of tabling findings and recommendations to the Finance & Administration Committee at its October meeting. Preliminary briefings indicate significant work is required that will be costed, prioritized and incorporated into the 10-year Capital Plan.
- 8. K&P Trail** – Staff have encountered delays in obtaining information both in respect of closing-out an encroachment/easement issue as well as determining the best contractual approach

to land disposal. Staff plan to bring forward a recommendation to the next Finance & Administration Committee meeting for consideration at the October board meeting.

9. **Water & Sewer Connection** – Results of the Rivington assessment were shared with the Town of Carleton Place, which subsequently questioned the assumptions used to perform the property evaluation. Rivington was requested to address the Town's concerns, however, there remains potential disagreement between MVCA and the Town on how to calculate the Authority's share of cost to bring services to the property line. Staff have sought legal counsel on the matter and plan to table this matter at the next meeting of the Finance & Administration Committee for consideration at the October board meeting.
10. **MOK Repointing work** – Four quotes were obtained to repair the chimney on the Museum and re-point the entire Gatehouse. Sean MacKenzie, the lowest bidder, also came recommended from a member of the Mississippi Mills Heritage Committee. Due to scheduling issues, work will likely begin in Spring of 2024.
11. **Lanark County Forest Program** – Last month MVCA's Memorandum of Understanding with the County to provide Forest Management services was renewed for a further five years. This summer, work was carried out on the Thorne property to control an infestation of Dog Strangling Vine. Seed pods were pulled and burned and visible plants spot sprayed. Work will continue on tree marking projects on the Bowes property (Tatlock) and James property (North on Highway 511) for harvest cuts next year. A life science study was conducted on the hardwood area of the James property and buffers placed around areas of special habitat. A tree planting project scheduled for this fall at the Lavant Main Block may have to be delayed until spring due to limited stock availability from Ferguson Forest Center.
12. **Section 28 Regulations and Guidelines** – While expected for some time, the province has not yet released updates or changes to Section 28 CA Regulations. They are still expected sometime this year, and there is some discussion that a more formalized permit process will be proposed. In the meantime, MVCA staff have been concentrating on updating Erosion Hazard (slopes and meander belt) policies and updating associated checklists.
13. **Staffing** -- MVCA will be **posting the Administrative Assistant** position as Lee Williams has notified us that she will not be returning upon completion of her maternity leave. We wish her all the best going forward. Until the position is filled, **Kelly Hollington** will continue to balance the responsibilities of this position and her new position as Executive Assistant. Thank you for your ongoing patience as we work through this transition period.
14. **Summer students** – As we bid good-bye and best wishes to our 2023 summer students, we would like to highlight some of the work they performed this year:

Water Resources Program

- **Callum Anderson** carried out maintenance of MVCA's automated gauge network, installed three new level gauges on the Carp River, and designed a custom circuit board for a data logger that was deployed on the Carp River for future floodplain mapping.
- **Andrew Kuhn** assisted with the above gauge network activities and also installed a new groundwater monitoring station, assisted with field surveying, and analyzed the results of the 3D numerical model of Mississippi Lake to assess how climate change will influence water quality in our watershed and impact source water protection.

Monitoring & Stewardship Programs

- **Kayla Cuddy** assisted with all stewardship and monitoring activities, and ran MVCA's City Stream Watch program—organizing and training volunteers to sample Watts Creek.
- **Sam King** helped deliver MVCA's 2023 stream and lake monitoring programs including sampling work on Mississippi, Dalhousie, and Mazinaw lakes. He also aided delivery of stewardship activities such as tree planting.
- **Ben Bezaire** also supported 2023 monitoring, planting, and outreach work that included sampling of Marble, Kashwakamak, Big Gull, Mosque, and Ardock/Malcom lakes.



15. Northern Map Turtles at Morris Island – In partnership with Canada Wildlife Service, MVCA staff released over 30 turtles in late August – early September at Morris Island Conservation Area following the collection and incubation of eggs collected from the wild to reduce predation and improve numbers in the wild.



EXTERNAL

16. Proposed changes to regulations under the provincial *Environmental Protection Act*, *Ontario Water Resources Act*, and *Clean Water Act* – Proposed changes appear to:

- exempt owners of certain stormwater management works from current approval processes and instead allow them to self-register on the Environmental Activity and Sector Registry (EASR);
- exempt some types of stormwater management works from current approval processes, specifically low impact development (LID) works such as infiltration pits;
- exempt some drainage works for roadways and railways from current approval processes (no details found); and
- remove permitting and potentially other requirements for allowable but regulated activities in areas subject to the Mississippi-Rideau Source Protection Plan, and instead allow a Licenced Engineering Practitioner (LEP) to determine the risk and how to mitigate through project registration on the EASR.

Details regarding the proposed changes and how to submit comments can be found here: www.ero.ontario.ca/notice/019-6928. The deadline to comment is October 30, 2023.

17. MVC Foundation

- In August, the Foundation successfully completed installation of an Osprey Tower at the Carp River Conservation Area in Kanata.
- The MOK 50th Anniversary 50/50 Fundraiser netted over \$700 with the other half won by Amy Parnell, a resident of Stittsville, who said she and her mom are long-time regulars at the MOK Tea on the Lawn.



18. Conservation Ontario Council Meeting – the next meeting is schedule to be held in person on September 25, 2023. MVCA’s Chair and GM are scheduled to attend.

19. Federation of Canadian Municipalities (FCM) Study Tour – MVCA has been approached to host FCM’s Asset Management Technical Advisory Committee on September 26, 2023 as part of an Ottawa study tour. MVCA staff will be providing information regarding the Carp River Restoration Project, ongoing work at the Carleton Place dam, our drone program, and MVCA’s water resource asset management and climate adaptation activities.

REPORT

3349/23

TO:	The Chair and Members of the Board of Directors, Mississippi Valley Conservation Authority
FROM:	Stacy Millard, Treasurer and Sally McIntyre, GM
RE:	Budget Control Report – up to July 31, 2023
DATE:	September 5, 2023

FOR INFORMATION

The purpose of this report is to report on year-to-date expenditures and revenues as compared to the approved 2023 Budget. Results are for the period ending July 31, 2023.

1.0 OPERATING

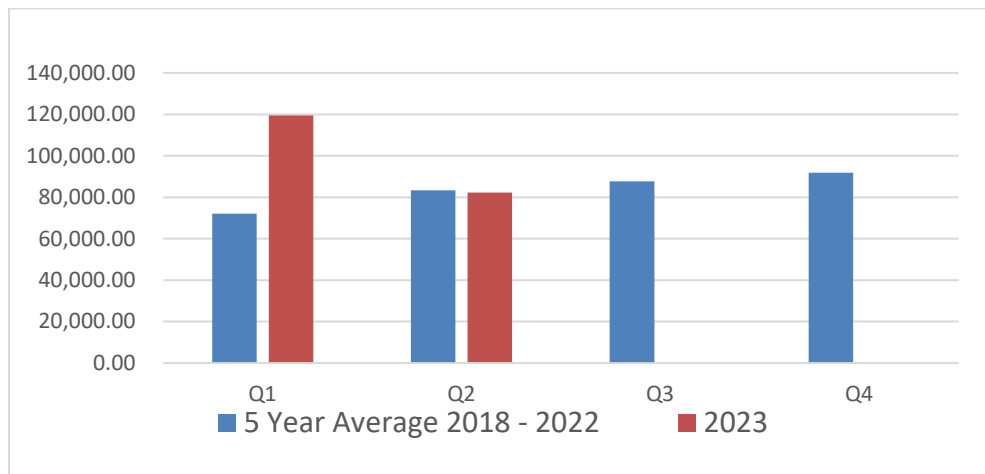
Both expenditures and revenues are on track for this time of year, as shown in Table 1.

Table 1: Operations Budget

Budget Item	2022 Actual	2023 Budget	Year-To-Date as at: July 31, 2023	%YTD (58%)
Expenditures				
Corporate Services	\$795,489	\$907,312	\$510,815	56%
Watershed Management	\$1,709,050	\$2,110,572	\$1,319,953	63%
Flood and Erosion Control	\$751,106	\$508,167	\$ 301,410	59%
Conservation Services	\$700,317	\$998,911	\$ 503,029	50%
Total Operating	\$3,955,961	\$4,524,962	\$2,635,207	58%
Revenues				
Municipal Levy	\$2,840,876	\$3,033,950	\$1,899,486	63%
Provincial Transfer Payment	\$128,436	\$128,436	\$0	0%
Special Grants	\$200,666	\$275,226	\$205,072	75%
User Fees & Contract Revenue	\$554,276	\$605,890	\$ 438,548	72%
Special Reserves	\$117,584	\$336,191	\$0	0%
Other	\$114,123	\$145,269	\$92,102	63%
Total Revenues	\$3,955,961	\$4,571,874	\$2,635,207	58%

The 2023 Budget anticipated a decline in Planning & Permit revenues of approximately 40% from 2022 levels. This was based on an anticipated slowing in the housing market and the impacts of Bill 23. However, the first quarter was still much higher than anticipated. Revenues levelled off during the second quarter and we are continuing to see volumes more inline with what had been anticipated.

Figure 1: 2023 Planning & Regulations Revenues



Staffing costs are tracking at 56% of budget, this is due to some periods of vacant positions, specifically the GIS position that was filled in March and the Regulations Technician that was filled in June. There are no other significant variances in the Operating Program.

2.0 CAPITAL BUDGET AND 10-YEAR CAPITAL PLAN

The 10-year Capital Plan was developed and approved after approval of the 2023 budget. Staff are using the more current estimates in the Capital Plan, which remains within the approved 2023 Capital Budget envelope. Specifically, the approved 2023 Capital Budget is \$1,438,327 and the approved updated 10-year Capital Plan for 2023 is \$1,411,617.

Due to unexpected WECl funding additional work is being completed at Carleton Place Dam that had originally been planned for 2024. Accordingly, the 2023 budget for work at the dam was increased from \$120,000 to \$280,000, with no work further work planned beyond 2023.

As explained in Staff Report 3340/23, capital expenditures for the Water & Sewer Connection at MVCA HQ are going to increase significantly. As noted in the September GM Update, there is potential disagreement between MVCA and the Town of Carleton Place on how to calculate the Authority's share of costs to bring services to the property line, which could delay construction into 2024.



July 31, 2023

YTD Budget Control Report

September 5, 2023

Mississippi Valley Conservation Authority
2023 YTD Control Report

Operating Program

Expenditures	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Watershed Management			
Flood Forecasting & Warning	\$247,357	\$169,850	69%
O&M Flood Control Structures	\$260,809	\$131,559	50%
Sub-total	\$508,166	\$301,410	59%
Technical Studies & Watershed Planning	\$1,020,463	\$714,830	70%
Plan Review & Regulations	\$1,090,109	\$605,123	56%
Conservation Services			
Stewardship & Education	\$228,078	\$65,469	29%
Property Management	\$649,711	\$375,255	58%
Visitor Services	\$121,121	\$62,305	51%
Sub-total	\$998,911	\$503,029	50%
Corporate Services			
Administration	\$808,267	\$408,390	51%
Communications	\$36,000	\$23,878	66%
Vehicles & Equipment	(\$17,400)	(\$3,405)	20%
Information & Communications Tech.	\$80,445	\$81,952	102%
Sub-total	\$907,312	\$510,815	56%
Total Operating	\$4,524,962	\$2,635,207	58%
Revenues	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Municipal Levy			
- General benefiting	\$2,962,450	\$1,827,986	62%
- Special benefiting	\$71,500	\$71,500	100%
Sub-total	\$3,033,950	\$1,899,486	63%
Provincial Transfer Payment	\$128,436	\$0	0%
Special Grants	\$275,226	\$205,072	75%
User Fees & Contract Revenue	\$605,890	\$438,548	72%
Operating Reserves	\$198,121	\$0	0%
Special Reserves	\$138,070	\$0	0%
Other	\$145,269	\$92,102	63%
Total Revenues	\$4,524,962	\$2,635,207	58%
Surplus/(Deficit)	\$0	\$0	0%

Mississippi Valley Conservation Authority
2023 YTD Control Report

Flood Forecasting and Warning

Expenditures	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Wages/Benefits	206,765	138,357	67%
Standby/On Call Pay	3,000		0%
Mileage & General Expenses	6,000	9,506	158%
Staff Development	6,000	4,642	77%
Equip Rent Pur Repair & Mtce	5,000	228	5%
Utilities - Telephone & Hydro	9,000	4,479	50%
Communications - Radios & Pagers	4,692	2,735	58%
Materials/Supplies/General Expenses	900	5,836	648%
Low Water Response	500		0%
WISKI-Soda License and Maintenance Fees	4,000	4,066	102%
Stream Gauges	1,500		0%
Total	247,357	169,850	69%
Revenues	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Municipal Levy	247,357	169,850	69%
Provincial Grant (Prov. TP Grant - Section 39)			
CSJ - Wage Subsidy	0	0	
Other - Shared Contribution (WISKI)	0		
Total	247,357	169,850	1

Mississippi Valley Conservation Authority
2023 YTD Control Report

Operation/Maintenance of Flood Control Structures

Expenditures	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Wages/Benefits	137,159	69,471	51%
Mileage & General Expenses	18,075	12,470	69%
Staff Development	18,075	3,531	20%
Taxes/Insurance	69,000	42,342	61%
Materials/Supplies/Equipment/General Exp	11,700	2,081	18%
Health & Safety Clothing & Equipment	1,800	1,664	92%
Safety Inspections	0		
Stoplog Replacements	5,000		0%
Total	260,809	131,559	50%
Revenues	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Municipal Levy	209,219	100,062	48%
User Fees - OPG Contract	44,000	27,497	62%
Other - MNR Bancroft & Kemptville	7,590	4,000	53%
Total	260,809	131,559	50%

Mississippi Valley Conservation Authority
2023 YTD Control Report

Technical Studies & Watershed Planning

Expenditures	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Wages/Benefits	715,093	416,539	58%
Mileage & General Expenses	8,250	8,992	109%
Staff Development	8,250	3,784	46%
Materials/Supplies/Gen Expenses	3,600	63	2%
Lab Analysis (throughout watershed)	6,000	2,899	48%
City of Ottawa Baseline Monitoring (mileage & lab fees only)	36,500	15,696	43%
Poole Creek Subwatershed Study	3,000		0%
Mississippi River Watershed Plan & Implementation	30,000	9,975	33%
Ice Monitoring Program Setup	8,500	1,473	17%
Ottawa Floodplain Mapping Update	5,000		0%
Carp Restoration Survey		5,860	
Carp Creek Erosion Control		29,078	
MVCA FPM Projects (Clyde)	123,000	47,828	39%
Wetland Restoration Project (ECCC-CO)	0		
CA Strategy (aka Land Cons/Acquisition) (ECCC-CO)	30,000	165,143	550%
Fundraising Campaign	10,000		0%
FHIMP - Land Cover Update	33,270		0%
MVCA Watershed Model/FFW		7,500	
Total	1,020,463	714,830	70%
Revenues	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Municipal Levy	459,172	349,133	76%
Provincial Grant - Section 39	128,436		0%
Special Levy (Baseline Monitoring City of Ottawa)	71,500	71,500	100%
Special Reserves - Priority Projects (formerly Glen Cairn)	138,070		0%
Student Grants	14,235		0%
NDMP - Grant			
DMAF Grant - 25%	10,000		0%
WECI Grant - 25%	26,250		0%
Other Grants	0	37,372	
ECCC-CO Grant - Land Conservation Plan	30,000	155,000	517%
ECCC-CO Grant - Wetland Project	0		
MVCF - for fundraising campaign	10,000		0%
MVCF - funds raised	20,000		0%
Other - City of Ottawa Contribution Carp FP Mapping	35,000	0	0%
Other - City of Ottawa - Carp Erosion Control	0	42,193	
Other - City of Ottawa - Carp Restoration Survey	0	25,399	
FHIMP - Clyde River FPM	74,800	21,102	28%
Other -Professional Services / Staff Time	0	13,130	
Other - Deferred Revenue (Poole Creek/ Ottawa FP Mapping)	3,000		0%
Total	1,020,463	714,830	70%

Mississippi Valley Conservation Authority
2023 YTD Control Report

Plan Review & Regulations

Expenditures	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Wages/Benefits	940,609	496,777	53%
Mileage & General Expenses	7,500	4,123	55%
Staff Development	7,500	3,067	41%
Materials/Supplies/Gen Expenses	2,500	234	9%
Legal Fees	17,000	17,593	103%
Mississippi/Rideau Septic Program	75,000	78,395	105%
Advisory Services (RVCA)	25,000	4,935	20%
Consulting (Joint Fee Study RVCA, SNC)	15,000		0%
Total	1,090,109	605,123	56%
Revenues	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Municipal Levy	725,109	364,175	50%
User Fees - Plan Review	190,000	151,719	80%
User Fees - Permit Processing Fees - Permits/PropClear	90,000	68,895	77%
User Fees - Mississippi/Rideau Septic Program	75,000	20,335	27%
MVCF - Wetland Protection Fund	10,000	0	0%
Career Launcher Funding (remaining claim from 2021)	0		
	1,090,109	605,123	56%

Mississippi Valley Conservation Authority
2023 YTD Control Report

Stewardship Services & Education

Expenditures	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Wages/Benefits	45,112	37,115	82%
Mileage & General Expenses	2,000	1,740	87%
Staff Development	2,000	366	18%
Mat&Sup/Equip/GExp/Promotion	2,500	1,740	70%
Ottawa Clean Water Prog - Mil/Exp/Grants/Comm Exp	3,500	16,028	458%
County of Lanark Program	3,000	2,224	74%
Shoreline Naturalization & Other Watershed Stewardship	0	6,130	
ALUS Project Delivery -ECCC-CO	122,595	125	0%
Trees Canada Program (RVCA Partnership)	5,500		0%
Publicity	1,000		0%
Review of Education Program	15,000		0%
Total	228,078	65,469	29%
Revenues	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Municipal Levy	69,003	44,376	64%
ALUS Canada Grant (RVCA)	0		
ECCC-CO Grant - ALUS	144,075		0%
User Fees - City of Ottawa RCWP	3,000	19,086	636%
User Fees - Lanark County	7,000		0%
User Fees - Shoreline Naturalization		836	
User Fees - Trees	0	366	
Charitable Doantions	0	806	
Other - Trees/TD Planting Program Grant	0		
Other - Grant for Review of Education Program	5,000		0%
MVCF - Grant /In-Kind for Review of Education Program	0	0	
Total	228,078	65,469	29%

**Mississippi Valley Conservation Authority
2023 YTD Control Report**

Property Management

Expenditures	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Wages/Benefits	399,061	244,818	61%
Mileage & General Expenses	2,250	930	41%
Staff Development	2,250	140	6%
Insurance/General Expenses	45,750	37,470	82%
HQ Building	84,700	44,878	53%
Mill of Kintail Conservation Area	65,500	32,530	50%
Palmerston/Canonto Conservation Area	1,950		0%
Morris Island Conservation Area	23,900	9,264	39%
Purdon Conservation Area	5,800	1,637	28%
K & P Trail Conservation Area	12,500	1,765	14%
CP - Roy Brown Park			
Cedardale Properties	1,050		0%
Carp River Conservation Area - Site Enhancements	5,000	1,823	36%
COVID Response	0		
Total	649,711	375,255	58%
Revenues	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Municipal Levy	618,943	363,436	59%
MVCF - CRCA Fund	5,000		0%
Other - CP Roy Brown Park	0		
Other - K&P - Bucci Order \$30,000	0		
Parking Revenue - CAs	20,000	9,373	47%
Donation Boxes - CAs	4,000	2,446	61%
Other - Bell Canada - Annual Easement - K&P	1,769		0%
Total	649,711	375,255	58%

Mississippi Valley Conservation Authority
2023 YTD Control Report

Visitor Services

Expenditures	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Wages/Benefits	111,871	56,161	50%
Mileage & General Expenses	300	749	250%
Staff Development	300		0%
Utilities - Telephone	4,400	964	22%
Admin/BankChrgs/Equip/GShop/M&S/SpEvExp	3,000	4,239	141%
Interior Maintenance	1,250	192	15%
Total	121,121	62,305	51%
Revenues	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Municipal Levy	12,955	15,527	120%
Special Grant - Provincial Grant	45,112		0%
User Fees - MOK	55,000	32,571	59%
Donations Received	7,500	1,508	20%
Student Grants	10,000		0%
Special Grant - Miss Mills Grant - MOK & Naismith	12,221	12,700	104%
Other Grants	10,000		0%
Total	121,121	62,305	51%

Mississippi Valley Conservation Authority
2023 YTD Control Report

Administration

31-May-23

Expenditures	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Wages/Benefits	627,926	285,017	45%
Mileage& General Expenses	2,500	3,783	151%
Staff Development	2,500	3,129	125%
Member Expenses & Allowances	18,000	9,535	53%
Mat/Sup/Equip/GenExp/BankChg/Postage/Courier	40,000	23,939	60%
Insurance/Telephone	42,700	35,953	84%
Professional Services (Legal, Audit etc.)	20,000	9,361	47%
Conservation Ontario Levy	28,000	29,653	106%
OH&S-Other Costs	4,000	2,864	72%
OH&S Shared Services (SNC)	7,500		0%
Human Resources Services	15,000	5,156	34%
Contribution to Operating Reserve	141		0%
Total	808,267	408,390	51%
Revenues	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Municipal Levy	525,146	319,002	61%
Other - Interest	73,000	85,681	117%
Other - Rental Income	4,500	2,882	64%
Other - Miscellaneous	5,000	675	14%
Other - Donations (General)	2,500	150	6%
Other - Operating Reserve (WFP Implementation)	198,121		0%
Total	808,267	408,390	51%

Mississippi Valley Conservation Authority
2023 YTD Control Report

Communications

31-May-23	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Wages/Benefits	0	12,460	
Mileage& General Expenses	0		
Printing	500	0	0%
Materials/Supplies/Equipment/Gen Expenses	500		0%
Advertising/Promotion (core program & services)	1,000	1,315	131%
Eko-Trekr App Annual Fee/Support	3,500		0%
Comms Shared Services (RVCA)	30,000	9,463	32%
Website Expenses	500	641	128%
	0		0%
Total	36,000	23,878	66%
Revenues	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Municipal Levy	32,500	23,878	73%
Provincial Grant	0		
MVCF - Contribution (Eco-Trekr)	3,500	0	0%
	0		0%
Total	36,000	23,878	66%

05-Jul-23

Mississippi Valley Conservation Authority
2023 YTD Control Report

Vehicles & Equipment

Expenditures	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Wages/Benefits	0	0	
Mileage & General Expenses	1,800	395	22%
Staff Development	1,800		0%
Equipment Purchase - non-capital	3,000	1,299	43%
Materials/Supplies/Fuel/Maintenance	61,000	39,045	64%
Insurance/Licensing	15,500	7,037	45%
General Expenses	3,500	876	25%
Vehicle/Equipment Charges	-104,000	-52,056	50%
Total	-17,400	-3,405	20%
Revenues	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Municipal Levy	-17,400	-3,405	20%
Provincial Grant	0		
Total	-17,400	-3,405	20%

05-Jul-23

Mississippi Valley Conservation Authority
2023 YTD Control Report

Information and Communications Technology

Expenditures	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Wages/Benefits	0	38,624	
Mileage & General Expenses	2,000	930	47%
Materials/Supplies/Gen Expenses	3,150	925	29%
Equipment Purchase, Repair & Mtce	4,500	3,277	73%
Software/Maintenance/IT Support	39,995	33,710	84%
High Speed Internet Access	7,800	4,487	58%
Data Acquisition - General /Transfer to Reserve	8,000		0%
Electronic Document Management (CADIMS)	10,000		0%
Data Management Automation	0		
Asset Management Study	5,000		0%
Total	80,445	81,952	102%
Revenues	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Municipal Levy	45,112	81,952	182%
Provincial Grant	0		
Other - CA Maps Program/Tech Fee for Info Products	0	0	
Total	80,445	81,952	102%

Mississippi Valley Conservation Authority
2023 YTD Control Report

Capital Program

Water & Erosion Control Infrastructure			
Expenditures	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Water & Erosion Control Infrast	\$327,160	\$144,256	44%
Revenues	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
WECI Grant	\$78,750	\$42,000	53%
Capital Levy	\$68,410	\$102,256	149%
DMAF Grant	\$30,000	\$0	0%
Water Control Structure Reserve	\$150,000	\$0	0%
Special Reserves - Priority Projects (formerly Glen C	\$0	\$0	
Debt Financing	\$0	\$0	
Total Revenue	\$327,160	\$144,256	44%
Administration Office			
Expenditures	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
HQ Building	\$277,005	\$138,502	50%
WCS Annual Financing Charge	\$35,412	\$20,660	58%
LIDAR Repayment	\$0	\$0	
Revenues	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Provincial Transfer Payment	\$0	\$0	
Capital Levy	\$277,005	\$138,502	50%
Special Benefiting levy	\$0	\$0	
Water Control Structure Reserve	\$35,412	\$20,660	58%
Other	\$0	\$0	
Total Revenue	\$312,417	\$159,162	108%
Other Capital			
Expenditures	05-Jul-23	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Other Capital	\$798,750	\$166,323	21%
Revenues	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Capital Levy	\$289,213	\$135,337	47%
Special Reserves	\$402,750	\$0	0%
Other	\$106,787	\$30,986	29%
Total Revenues	\$798,750	\$166,323	21%

Mississippi Valley Conservation Authority
2023 YTD Control Report

Water & Erosion Control Infrastructure

Expenditures	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Farm Lake Dam - Safety Assessment	0		
Capital Assets:			
Lanark Dam	0		
Carleton Place Dam	120,000	123,529	103%
Shab Lake Dam Final Design	0		
Shab Lake Dam Construction	0		
Shab Lake Dam Public Safety Access (WECI/TWP)	0		
Shab Lake Dam Commissioning & Inspections	50,000		0%
Widow Lake Dam (WECI)	0		
Kash Lake Dam (DMAF/WECI)	100,000	20,727	21%
Pine Lake Dam			
Missaganon Lake Dam			
Dam Preventative Maintenance	0		
Contributions to WCS Reserve	57,160		0%
Total	327,160	144,256	44%
Revenues	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Municipal Levy - Capital	68,410	102,256	149%
WECI Grant	78,750	42,000	53%
DMAF Grant	30,000		0%
WCS Reserve	150,000		0%
Special Reserves - Glen Cairn Provincial Share	0		
Deferred Revenue (WECI)	0		
Debt Financing	0		
Total	327,160	144,256	44%

05-Jul-23

Mississippi Valley Conservation Authority
2023 YTD Control Report

Debt Repayment			
Expenditures	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Capital Assets:			
HQ Annual Financing Charge	277,005	138,502	50%
WCS Annual Financing Charge	35,412	20,660	58%
LIDAR Repayment		0	
Grand Total	312,417	159,162	51%
Revenues	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Provincial Grant	0	0	
Municipal Levy - Capital	277,005	138,502	50%
Special Reserves - Operating			
Special Reserve - WCS	35,412	20,660	58%
Grand Total	312,417	159,162	51%

Mississippi Valley Conservation Authority
2023 YTD Control Report

Other Capital			
Expenditures	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Conservation Area Signs (directional)	0		
Purdon Boardwalk	18,000	1,119	6%
Vehicles	70,000	42,764	61%
Equipment	12,500	4,601	37%
Computer Hardware	30,000	9,436	31%
MOK - Workshop Building	5,000		0%
MOK - Washrooms	120,000		0%
MOK Roof/Eaves	83,000	37,726	45%
MOK - Gatehouse		5,528	
K&P Trail	0		
Morris Island	5,000	1,211	24%
Guage Network	24,750	15,072	61%
Ice Monitoring Equipment (Drone)	6,000	6,018	100%
MVCA FFW System Model	67,000		0%
HQ - Sewer & Water Connection	357,500	3,053	1%
LIDAR	0	21,609	21608550000%
ADCP (Topo-bathymetric Data Collection)	0	18,186	
Contributions to HQ Building Reserve	0		
	798,750	166,323	21%
Revenues	2023 Budget	July 31, 2023 YTD Actuals	YTD Actual % of Budget - July (58%)
Provincial Grant	0		
Municipal Levy - Capital	289,213	135,337	47%
Other - Town of CP - Roy Brown Contr.	0	0	
Reserves - Vehicles & Equipment	76,000	0	0%
Reserves - Conservation Area	0	0	
Reserves -Information Technology	0	0	
Reserves - HQ Building	235,000	0	0%
Reserves - WCS	0	0	
Reserves- Priority Projects	91,750		0%
Other - Def. Revenue - Miss Milll & Naismith (roof)	5,693	5,693	100%
Other - Def. Revenue -RBC - Signs	15,000		0%
Other - Def. Revenue -Enbridge - Purdon	5,000	0	0%
Reserves - Operating	0	0	
Other - Def. Revenue - MOK Washroom	16,094	0	0%
Other - Partner Contributions LIDAR	0	30,986	30985870000%
Other - Grants	60,000	0	0%
MVCF - Purdon Donation	5,000	0	0%
Total	798,750	172,016	22%

Mississippi Valley Conservation Authority
2023 YTD Control Report

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**3350/23**

TO:	MVCA Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	Proposed 2024 Budget Assumptions
DATE:	August 25, 2023

RECOMMENDATION

That the Board of Directors direct staff to develop the 2024 Budget and related documents in accordance with the following parameters:

- 1. An increase of 2.5% plus assessment growth to the Operating Levy;**
- 2. An increase of 7.5% plus assessment growth to the Capital Levy; and**
- 3. An assumed assessment growth rate of 1.5%.**

1. PURPOSE

MVCA's annual budget is set based upon the following parameters:

- Operational needs to meet program and service obligations and standards.¹
- The capital plan to manage assets in accordance with industry standards.
- Approved fees, and projected revenues through self-funded and third-party sources.
- The threshold imposed by the Board on increases to the Municipal General Levy.

The objective of this report is to identify high-level operational and capital pressures, and to establish the municipal levy assumptions upon which the 2024 budget is to be developed.

2. BACKGROUND

As the primary municipal funder of MVCA, it has been the practice of MVCA and the Rideau Valley and South Nation conservation authorities to follow the annual budget direction set by the City of Ottawa, and to consult with City financial staff when deviations are required.

¹ As of January 1, 2024, this is to include obligations per Category 2 and 3 Service Agreements currently under review by member municipalities.

The City recently informed MVCA, RVCA, and SNC that a budget direction report to be tabled on September 13, 2023 proposes a property tax increase of 2.5%, an assumed growth in assessment of 1.5%, and an average construction inflation rate of 3%.

3. 2024 BUDGET PRESSURES

Two budget pressures were raised to the City's Infrastructure and Water Services Department Financial Services Unit (FSU) based upon prior budget directions received from MVCA's Board of Directors:

- Implementation of the updated 10-year Capital Plan
- Implementation of MVCA's *Workforce Plan*

3.1. Capital Plan

In April 2023, the Board approved an update to the *10-year Capital Plan* and a schedule of annual increases to the Capital Levy.² The scheduled increase for 2024 is 7.5% plus growth. This would represent a capital levy pressure to the City of Ottawa of approximately \$50,500, with the remaining \$6,617 pressure to be shared amongst the other ten municipalities based upon their percentage assessment value. City financial staff has indicated that this amount can be accommodated under current projected increases to the 2024 Rate Budget.

3.2. Workforce Plan

In 2021, the Board approved a *Workforce Plan* that called for the update and re-evaluation of job descriptions, wage market reviews, wage adjustments, and the creation of new positions to address a significant growth in planning and permit reviews.

Due to the sizeable financial pressures resulting from that process and concurrent cuts in provincial funding, the Board approved temporary use of MVCA's Operating Reserve to allow for timely implementation of changes; and phased transfer of those costs onto the municipal levy over time.

In the 2023 Budget, the Board approved 9% (\$278,576) of compensation costs to be funded by the Operating Reserve. It is recommended that half of that amount: \$139,288, be phased onto the municipal levy in 2024. This would represent an operating levy pressure of approximately \$125,503 to the City of Ottawa, with the remaining \$13,785

² Refer to Staff Report 3309/23.

pressure to be shared amongst the other ten municipalities. City financial staff has indicated that this can also be accommodated within the projected 2024 Rate Budget.

Table 1 summarizes the financial impact of the above recommended increases on all members. Note: the total increases shown for Carleton Place, Mississippi Mills, Beckwith and DNE are the result of both an increase in their % assessment value and the above noted budget pressures.

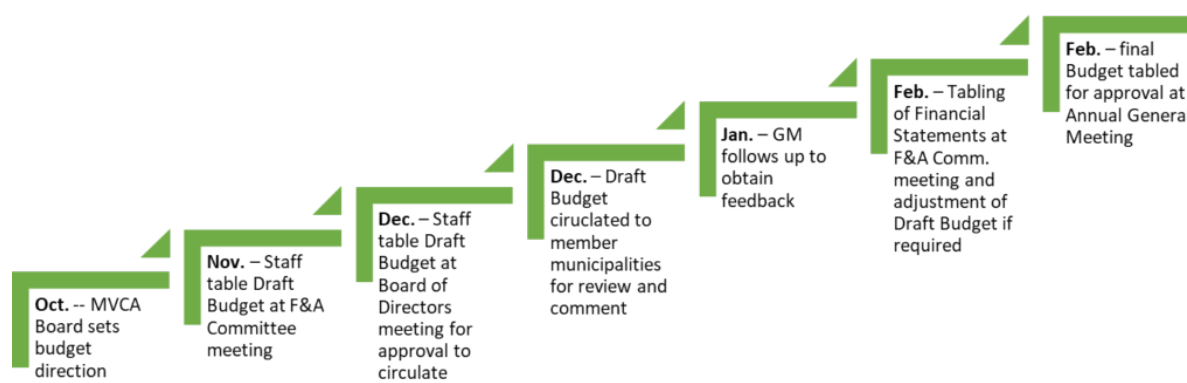
Table 1: Draft 2024 Budget Assumptions – Impact by Municipality

	Operating Levy incr.	Capital Levy incr.	Total Increase	2023 % Assessment	2024 % Assessment
Addington Highlands, Township of	\$320	\$72	\$392	.1578%	.1551%
Beckwith Township	\$2,913	\$483	\$2,675	.6784%	.6921%
Carleton Place, Town of	\$10,856	\$2,376	\$13,233	2.536%	2.6708%
Central Frontenac, Township of	\$950	\$212	\$1,162	.4357%	.4303%
Drummond/North Elmsley, Twp. of	\$1,226	\$272	\$1,498	.4879%	.4870%
Greater Madawaska, Township of	\$93	\$21	\$113	.035%	.035%
Lanark Highlands, Township of	\$2,459	\$548	\$3,007	1.121%	1.108%
Mississippi Mills, Municipality of	\$8,617	\$1,899	\$10,515	2.735%	2.783%
North Frontenac, Township of	\$1,855	\$415	\$2,270	.9282%	.9115%
Ottawa, City of	\$227,817	\$50,509	\$278,326	90.25%	90.10%
Tay Valley Township	\$1,400	\$312	\$1,711	.6295%	.6225%
TOTAL	\$257,786	\$57,117	\$314,903	100%	100%

4. NEXT STEPS

Figure 1 illustrates the targeted budget process at MVCA. Adherence to this schedule will depend upon whether all eleven municipalities agree to enter into an agreement with MVCA for continued delivery of Category 2 and 3 programs and services. If not all councils agree, there may be need for budget amendments and further deliberations.

Figure 1: MVCA Budget Process



5. CORPORATE STRATEGIC PLAN

Implementation of the proposed 2024 budget assumptions will allow for continued progress on the following strategic goals 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.

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

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

REPORT

3351/23

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	Appointment of William Ernewein to enforce CA Regulations
DATE:	September 5, 2023

Recommendation:

That the Board of Directors appoint William Ernewein 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.

William Ernewein started his employment with MVCA in July as the Regulations Officer and was previously a Provincial Offences Officer in his position as a Senior Park Warden with Ontario Parks. Mr. Ernewein has the experience and training to assume the responsibility of enforcing sections 28 and 29 of the *Conservation Authorities Act*, and will be completing the Section 28 training offered by Conservation Ontario in 2024.

REPORT**3352/23**

TO:	MVCA Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	Rescinding COVID vaccine and sick leave policy
DATE:	August 31, 2023

RECOMMENDATION

- 1. That the Board rescind the COVID-19 Vaccination Policy dated October 20, 2021.**
 - 2. That the Board rescind the 2-weeks paid sick leave for contract employees testing positive for COVID-19.**
-

1. BACKGROUND

Between April 2020 and October 2022 the Board passed several motions in response to the COVID-19 pandemic including the following:

- A mandatory vaccination and testing program (see Attachment 1); and
- Allocation of 2-weeks paid sick leave to contract employees who lacked sick leave (to ensure that symptomatic contract employees fulfilled isolation requirements.)

2. VACCINATION POLICY

In April 2022, the Province lifted all COVID-19 restrictions including mandatory vaccination and masking rules. Most CAs have now rescinded any mandatory vaccination and testing policies implemented during the pandemic. There is no need to maintain the mandatory vaccination policy as the Ministry of Health recommends but does not mandate booster shots and is silent on the value and effectiveness of testing unvaccinated employees.

3. SICK LEAVE POLICY

As a result of the COVID sick leave policy, several contract employees took sick leave when symptomatic. Usage was not excessive as most employees had the tools on hand to work from home if they felt well enough. This remains the case, with hybrid work appearing to help lessen

average sick leave by almost half.¹ While adoption of the special sick leave policy by the Board provided management with clear direction at a time when other organizations were passing similar by-laws, other provisions within the *Employee Manual* provide the General Manager with the discretion to include this type of provision in employee contracts. Therefore, it is recommended that this policy also be rescinded.

4. CORPORATE STRATEGIC PLAN

Rescinding the vaccine and sick leave policies is consistent with **Goal 3: People and Performance**, specifically Objective c): Promote an engaging and inclusive environment that attracts and retains passionate and highly skilled people, and optimizes their expertise and contributions.

¹ A comparison of sick leave between the months of January and July yielded the following results: in 2019 – 609 hours sick leave versus in 2023 – 332 hours sick leave. This may be attributable to people working part-time when feeling unwell; increased tendency in the months following COVID to avoid the workplace when ill and thus minimizing the spread of illness; and overall better work-life balance and health.



COVID VACCINE POLICY

Approved: October 20, 2021

v.01

Mississippi Valley Conservation Authority (MVCA) has an obligation to take all necessary precautions to protect the health and safety of its workforce, and recognizes the importance of immunization to reducing the risk of serious infection and transmission of the COVID-19 virus among employees and those it supports.

APPLICATION

1. This policy applies to all MVCA employees, Board and Committee members, contractors, volunteers and students (herein referred to as “employees”.)
2. All new hires will be required to be fully vaccinated as a condition of employment, subject to the duty to accommodate under the Ontario Human Rights Code.

EFFECTIVE DATE

3. This Policy is to take effect immediately upon approval by the Board of Directors.

VACCINATION REQUIREMENTS

4. On or before October 29, 2021 current employees must:
 - a. Confirm they are fully vaccinated against COVID-19; or
 - b. Provide a documented medical reason for not being fully vaccinated against COVID-19; or
 - c. Provide a documented personal sincerely held religious or creed-based reason for not being fully vaccinated against COVID-19.
5. Proof of vaccination will consist of the documentation issued by the Ontario Ministry of Health, other province or territory or international equivalent indicating individual immunization status against the COVID-19 virus with vaccines approved by Health Canada or the World Health Organization.
6. Employees that do not provide proof of full vaccination and that have not advised MVCA of a medical or human rights exception for not being vaccinated by October 29, 2021 will be required to provide proof of their first dose no later than November 12, 2021.
7. As of December 13, 2021, it will be mandatory for all employees to have received their first and second doses of an approved COVID-19 vaccine.

ACCOMODATION

8. MVCA acknowledges its obligations under the Ontario Human Rights Code and will comply with its duty to accommodate in appropriate cases.
 - a. Current employees and candidates for employment who are not vaccinated due to a medical reason are to provide written proof from a physician or registered nurse in the extended class supporting the medical exemption.
 - b. Current employees and candidates for employment who are not vaccinated due to another protected ground as set out in the Ontario Human Rights Code should advise the General Manager, and the employee and MVCA will follow the requirements of the Ontario Human Rights Code with respect to the accommodation process.
 - c. Employees are expected to cooperate in this process and provide necessary documentation.

TESTING

9. Effective, December 13, 2021, employees who are unvaccinated for any reason will be required to participate in regular rapid antigen testing for COVID-19, and provide a digital image of a negative test result to the General Manager via email every Monday and Thursday morning before 8:30 a.m. regardless of the days of the week that the employee is on site that week.
10. Those who receive a “positive” rapid antigen screening result must not report to work and must immediately inform the General Manager of the result. The employee is required to immediately self-isolate, book a nasopharyngeal swab (PCR) test at one of the local community testing sites and call the General Manager to report the results upon receipt and to allow the General Manager to begin the contact tracing process as needed. Employees will thereafter follow the direction of the General Manager in terms of next steps depending on the results of the PCR test.
11. Employee test results will be kept confidential to the CAO/Secretary-Treasurer (and in limited need to know circumstances to key managers) and will not be disclosed except as required for the purposes of implementing and enforcing this Policy, staffing, meeting Public Health requirements, and complying with partner directives.

Failure by employees to adhere to the requirements of this Policy may result in discipline up to and including termination.

This Policy and these measures will remain in place until further notice and are subject to change in accordance with Public Health guidelines and directives.

REPORT

3353/23

TO:	MVCA Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	Timing of AGM and Financial Statement / Audit Report
DATE:	September 1, 2023

RECOMMENDATION:

That the Board of Directors approve amendment of Section 13 of the *Administrative By-law* as follows:

The Authority shall hold the Annual General Meeting prior to ~~March 1~~ April 30 of each calendar year and shall include the following items on the agenda, in addition to the normal course of business:

- i. Appointment of the Auditor for the upcoming year;*
- ii. Approval of Financial Statements and Report of the Auditor for the prior year;*
- iii. Election of Officers;*
- iv. ~~Approval of Budgets and Levies;~~*
- v. Committee Appointments; and*
- vi. Appointment of delegates to Conservation Ontario.*

Every year it is very challenging for the Treasurer to close the financial books and for the Auditors to complete their review and report to the Finance & Administration Committee prior to the Annual General Meeting, which is typically held the seventh or eighth week of the year. This timeline was raised as an issue by all firms that proposed to provide this service to MVCA, including KPMG that was awarded the contract.

MVCA has contacted other conservation authorities and determined that several approve their budget early but separate from their AGM, which is often not held until April or May. No regulation was identified that requires the Board to consider these documents concurrently, or specifically at the AGM. Therefore, to allow more time for both staff and the auditors to perform year-end financial auditing work, it is recommended that the *Administrative by-law* be amended as shown.

CORPORATE STRATEGIC PLAN

The recommendations of this report support delivery of:

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

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

REPORT

3354/23

TO:	MVCA Finance and Administration Committee
FROM:	Sally McIntyre, General Manager
RE:	Update of Administrative By-law and Policy Consolidation
DATE:	September 1, 2023

RECOMMENDATION:

That the Board of Directors approve amendment of the *Administrative By-law* and the consolidation of various policy matters in a new Corporate Policy Manual as set out in this report.

1.0 BACKGROUND

At its meeting July 10, 2023, the Board approved consolidation of all Board policies that are not required in an *Administrative By-law* into a policy manual. Staff have reviewed the *Administrative By-law* against model by-laws provided by the federal government for corporations¹ and not-for-profit organizations². By-law components recommended for removal do not delete any items recommended for inclusion by the federal government.

2.0 RECOMMENDED CHANGES TO THE ADMINISTRATIVE BY-LAW

This report recommends that the main body of the by-law and four appendices: Code of Conduct, Conflict of Interest, Procedure for Election of Officers and Terms of Reference for Committees remain intact, with the following additions and deletion proposed to the appendices:

1. The following policies be added as new appendices to the *Administration By-law*:
 - Criteria for bringing items to the Board
 - Board per diems and mileage (reviewed annually)
2. The following appendices to the by-law be removed and placed in a newly created Corporate Policy Manual for ease of tracking and update.

¹ Refer to: <https://ised-isde.canada.ca/site/corporations-canada/en/business-corporations/model-laws-business-corporations>

² Refer to: <https://www.ic.gc.ca/eic/site/cd-dgc.nsf/frm-eng/NGRR-8AFNVX>

- Fee Policy
- Fee Schedule (reviewed annually)
- Purchasing Policy
- Reserve and Reserve Fund Policy
- Tangible Capital Asset Policy

3.0 CORPORATE POLICY MANUAL

To ease tracking and update of board-approved policies and plans, the following stand-alone documents will also be added to the new Corporate Policy Manual.

- Corporate Strategic Plan (CSP)
- CSP – Implementation Plan
- Dock Policy
- Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation Policies
- Epidemic/Pandemic Preparedness and Response Plan
- Flood Plain Mapping Engineering Reports and Schedules
- Health and Safety Policies
- K&P Conservation Area Plan
- Mill of Kintail Conservation Area Plan
- Mill of Kintail Museum Strategy
- Mississippi River Water Management Plan (MVCA is a named party)
- Mississippi River Watershed Plan
- Morris Island Conservation Area Plan
- Natural System Monitoring Program
- Purdon Conservation Area Plan
- Salary Bands
- Staff Mileage Rate
- Stewardship Plan
- Workforce Plan

Other corporate-level policies and plans approved by the Board will be added to the Manual as needed.

4.0 NEXT STEPS

Staff will continue to review individual policies and return to the Board to approve removal of operational elements as they are identified, and to update or add new documents as needed.

5.0 CORPORATE STRATEGIC PLAN

The recommendations of this report support delivery of:

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

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

REPORT
3355/23

TO:	MVCA Board of Directors
FROM:	Stacy Millard, Treasurer
RE:	Group Insurance – Annual Renewal
DATE:	August 31, 2023

FOR INFORMATION

As a member of Conservation Ontario, MVCA pools group benefits with other CAs to achieve overall cost savings compared to operating an individual plan. Mosey & Mosey Benefit Consultants manages and coordinates insurance renewals on behalf of the group, and markets the plan every 5 years to ensure competitive rates and plan coverage.

When the plan was last marketed in 2022, there was an aggregate change in premium of 0.1%, with a guaranteed annual renewal rate for Long-Term Disability (LTD) until September 2024 and Life Insurance Premiums until September 2025.

Annual renewal occurred September 1, 2023 with an aggregate increase in premiums of 7.7% largely due to increases to Health and Dental premiums. This translates to an approximate annual increase in premiums of \$12,000.00 which will be included in the Draft 2024 Budget.