



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

Hybrid meeting (via Zoom)
MVCA Boardroom

1:00 pm

October 16, 2023

AGENDA

ROLL CALL

Declarations of Interest (written)

Adoption of Agenda

MAIN BUSINESS

1. Approval of Minutes: Board of Directors Committee Meeting Minutes, September 11, 2023, Page 2
2. Receipt of Minutes: Finance & Administration Committee Meeting Minutes June 22, 2023, Page 9
3. Employee Presentation: Implementation of HR Downloads, (T. Fragnito)
4. Watershed Conditions, Report 3360/23, (J. North), Page 16
5. GM Update, Report 3361/23, (S. McIntyre), Page 18
6. Execution of Category 2 and 3 Agreements, Report 3362/23, (S. McIntyre), Page 28

Reports rising from Finance & Administration Committee:

The following items may go IN CAMERA:

7. Pay Scales, Report 3357/23 (S. McIntyre & S. Millard), Page 38
8. Water & Sewer Connection, Report 3358/23, (S. Lawryk), Page 42
9. K&P Landowner, Report 3356/23, (S. Lawryk), Page 45
10. Budget Control Report – Year-end Outlook, Report 3363/23, (S. Millard), Page 50
11. Cost of Service Study, Report 3359/23, (S. McIntyre & S. Millard), Page 71

CONSENT ITEMS

12. Timeline Reporting for Section 28 Applications, Report 3364/23, (M. Craig), Page 75
13. Permit Activity Report, Report 3365/23, (M. Craig), Page 77
14. MNRF Agreement – Amendment, Report 3366/23 (J. North), Page 97

ADJOURNMENT



MINUTES

Hybrid Meeting Via Zoom
and at MVCA Office

Board of Directors Meeting

September 11th, 2023

MEMBERS PRESENT

- P. Kehoe, Chair
- J. Atkinson, Vice Chair
- B. Holmes
- A. Hubley
- D. Comley
- J. Mason
- S. Lewis
- H. Yanch
- A. Vereyken
- M. Souter
- G. Gower (Virtual)
- C. Kelsey
- A. Kendrick
- C. Kelly
- T. Popkie
- R. Huetl (Virtual)

MEMBERS ABSENT

- R. Kidd
- C. Curry

STAFF PRESENT

- S. McIntyre, General Manager
- J. Cunderlik, Director of Engineering
- A. Broadbent, Manager of Information and Communications Technology
- S. Millard, Treasurer
- S. Lawryk, Property Manager
- M. Craig, Manager of Planning and Regulations
- R. Clouthier, Regulations Technician
- S. Kirkham, Operations Technician
- K. Hollington, Recording Secretary

P. Kehoe called the meeting to order at 1:00 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 there were no additions to the agenda.

B23/09/11-1

MOVED BY: H. Yanch

SECONDED BY: A. Kendrick

Resolved, that the agenda for the September 11th, 2023 Board of Directors Meeting be adopted as presented.

“CARRIED”

Land Acknowledgement

In recognition of the National Day of Truth and Reconciliation on September 30th 2023, P. Kehoe offered words of acknowledgement, and used a tool learned from an elder to start the meeting by asking Board to reply ‘I agree’ if they agreed with the following statements.

“As the Board do we agree that:

- It is necessary for MVCA to protect the water and land within the watershed?
- is it necessary for us to understand what is happening in the watershed and look to the future as to how we can modify our plans and directions to protect the watershed for the future?
- The Mill of Kintail Museum worth preserving as a heritage site and under the auspices of the conservation authority?”

Board members replied ‘I Agree’ where they felt comfortable, and at the end P. Kehoe noted that while the members may have individual differences, the exercise showed that there are a number of things that can be agreed upon as a whole.

MAIN BUSINESS

1. Approval of Minutes: Board of Directors Meeting, July 10th, 2023

B23/09/11-2

MOVED BY: J. Atkinson

SECONDED BY: S. Lewis

Resolved, that the minutes of the Board of Directors Meeting held on July 10th, 2023 be received and approved as presented.

“CARRIED”

S. McIntyre commented that MVCA has the requirement to issue minutes within 30 days of the meeting and it had been previously asked for meeting minutes to be circulated and approved remotely by voting. She explained that municipalities don't do remote approval, as it is considered a meeting. Moving forward where there is more than 30 days between meetings, minutes will be published and distributed in draft form within the 30-day period.

2. Employee Presentation: 50th Anniversary at Mill of Kintail (R. Clouthier and S. Kirkham)

S. Kirkham and R. Clouthier presented a summary of the Mill of Kintail 50th Anniversary Celebration that was held on August 20th 2023. S. Kirkham explained the process behind ensuring safety with parking and foot traffic as well as the layout of the event space. R. Clouthier described in detail the vendors, entertainment, and community groups and individuals that came together to make the event possible. She also shared the statistics, noting that the 50/50 fundraiser raised \$1410 in total, over 1,000 people attended the event and over 900 people passed through the Museum.

M. Souter asked if the display in the Museum is a permanent installation. R. Clouthier answered that the exhibits in the Museum rotate and that she would confirm with the Site Supervisor, S. Kolsters. M. Souter added that the point of her inquiry was to point out that any mobile exhibit/attraction can be used to raise the profile of the Museum.

P. Kehoe introduced and welcomed a new member of the Board of Directors: Councillor Allan Hubley from the City of Ottawa.

3. GM Update, Report 3348/23 (S. McIntyre)

S. McIntyre overviewed highlights from the GM Update, including: upcoming open houses in Fall of 2023, including the Kashwakamak Class Environmental Assessment and the Lower Clyde River Floodplain mapping; the status of Category 2/3 agreements with member municipalities; the review of MVCA's IT system; sale of the K&P trail; discussions with the Town of Carleton Place regards to the water and sewer connection; and completion of the Osprey tower at the Carp River Conservation Area.

A. Kendrick asked if the osprey tower is purely a passive structure or if there is any provision for remote observation of the nest box. S. McIntyre answered that there is no camera installed at this time.

J. Mason noted a correction to item 15, MVCA worked in partnership with the Canadian Wildlife Federation, not the Canadian Wildlife Service.

J. Mason asked about the location of the three new level gauges installed on the Carp River. J. Cunderlik answered that the new gauges are in the same locations but also installed new monitoring locations in the tributaries: Huntley Creek, Poole Creek and Feedmill Creek so MVCA now has good coverage of the Carp River and key tributaries.

4. Budget Control Report, Report 3349/23 (S. Millard)

S. Millard presented the Budget Control Report. She noted that some discrepancies are due to this being the first year that mileage and staff development have been separated. She noted that the Septic program costs were higher than anticipated due to prior year costs that were not reported by RVCA prior to MVCA closing the books.

5. 2024 Budget Direction, Report 3350/23 (S. McIntyre)

S. McIntyre reviewed the process and general approach to MVCA's budget setting. She explained that historically financial statements were reviewed and approved concurrent to the budget and that Agenda Item 8 recommends that the timeline be changed. The *Workforce Plan* approved in 2021 is still in the process of being phased onto the levy from the Operating Reserve. Currently, \$278,576 remains paid via the Operating Reserve. MVCA is carrying out a Cost of Service Study to determine costs and inform proposed increases for 2024, should the provincial freeze of planning and regulation fees be lifted at the end of the year. MVCA's Planning and Regulations department is prepared to leave a position vacant which will help alleviate pressure on the operating levy.

P. Kehoe summarized that MVCA has been borrowing money from the operating reserve and it is now time put costs on the levy.

A. Kendrick asked in regards to staff compensation, how confident is MVCA that the staffing costs will hold at 2.5%. S. McIntyre responded that 2.5% is not going to be sufficient universally on a sustained basis but highlighted that the levy is not the only source of revenue. She added that service fees will be the same as Rideau Valley Conservation and South Nation Conservation to ensure consistency across the City of Ottawa in regards to permitting and planning fees.

J. Mason asked when the draft budget will be tabled with the Finance and Administrative Advisory Committee. S. McIntyre responded that it will be tabled in November.

J. Mason noted a numeric typo on Table 1: Draft Budget Assumptions - Impact by Municipality in the row for Beckwith Township that required correction.

S. Lewis asked if Lanark County service fees are consistent with the other counties within the watershed. M. Craig responded that the fee schedule applies across the watershed.

B23/09/11-3

MOVED BY: J. Atkinson

SECONDED BY: D. Comley

Resolved, 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**

3. **An assumed assessment growth rate of 1.5%; and**
4. **An additional increase of 2.0% to the Operating Levy to reassign workforce plan costs from the operating reserve.**

“CARRIED”

6. Appointment of Regulations Officer, Report 3351/23 (M. Craig)

M. Craig informed the Board that the *Conservation Authorities Act* requires the Board to appoint staff to enforce Section 28 and Section 29 of the Conservation Authorities Act. William Ernewein started his employment with MVCA in July and already has his designation of provincial offences officer. MVCA recommends William be appointed to enforce these regulations.

B23/09/11-4

MOVED BY: H. Yanch

SECONDED BY: T. Popkie

Resolved, that the Board of Directors appoint William Ernewein to enforce Ontario Regulation 153/06 and Ontario Regulation 120/90 of the Conservation Authorities Act.

“CARRIED”

7. Rescinding COVID Vaccine and Sick Leave Policy, Report 3352/23 (S. McIntyre)

S. McIntyre stated that most Conservation Authorities have long since rescinded their COVID-19 policies.

G. Gower asked what the hybrid work schedule looks like at MVCA currently. S. McIntyre replied that MVCA has two arrangements: front desk staff have a compressed work week, alternating Fridays off and the remaining office staff have a hybrid work environment of 50% in office and working from home.

G. Gower noted that the reduction in sick-day use from 2019 is to be commended.

B23/09/11-5

MOVED BY: B. Holmes

SECONDED BY: A. Kendrick

Resolved, that

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

“CARRIED”

8. Timing of the AGM and Financial Statement / Audit Report

S. McIntyre explained that MVCA requires more time to close the books, receive outstanding invoices from other organizations, and time for the auditors to do a comprehensive audit and report back to the Finance and Administrative before bringing to the Board for approval. MVCA's auditors are scheduling for next year and have asked for more time to complete their audit.

J. Mason expressed concerns about the budget being presented to the Board during an election year if the Chair and Vice-Chair are not in place. S. McIntyre replied that she would follow up with other conservation authorities to determine their processes in this situation. She suggested that a solution would be to appoint an acting Chair and acting Vice-Chair until the AGM.

B23/09/11-6

MOVED BY: A. Vereyken

SECONDED BY: M. Souter

Resolved, 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.*

“CARRIED”

9. Update of Administrative By-law and Policy Consolidation, Report 3354/23, (S. McIntyre)

S. McIntyre presented recommended updates to MVCA administrative by-law including the policies to be added and appendices to be removed and added to a new Corporate Policy Manual. She explained that a concern had been raised by a Board member that the federal reference documents used for compliance purposes are not applicable in Ontario; and she had subsequently reviewed the provincial document and the recommended changes comply.

A. Kendrick asked why Board mileage compensation is in the administrative by-law and staff mileage compensation is in the corporate policy manual and if the rates are different. S. McIntyre responded that the rates are different and the model by-law prescribes that any

compensation of Board members is to be in the administrative by-law. P. Kehoe added that the Board felt it was appropriate for Board member mileage compensation to be consistent with the provincial compensation rate.

J. Mason commented that Ontario not-for-profit corporations act is new and careful review is required to determine if it affects other areas that would affect how MVCA operates. S. McIntyre responded that Conservation Ontario has done a comprehensive review and that the last round of updates to the Administrative by-law had addressed those changes.

B23/09/11-7

MOVED BY: T. Popkie

SECONDED BY: A. Vereyken

Resolved, 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.

“CARRIED”

10. Group Insurance Rates, Report 3355 (S. Millard)

S. Millard explained that annual renewal of MVCA’s group health benefits was September 1st and noted an increase in health and dental premiums. P. Kehoe added that many municipalities are dealing with a similar increase in health benefit premiums.

CONSENT ITEMS

ADJOURNMENT

B23/09/11-8

MOVED BY: H. Yanch

SECONDED BY: C. Kelly

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

The meeting was adjourned at 2:13 pm.

K. Hollington, Recording Secretary



MINUTES

Via Zoom and In Person

Finance and
Administration Advisory
Committee Meeting

June 22nd, 2023

MEMBERS PRESENT

J. Mason, Chair
A. Kendrick
C. Curry
P. Kehoe
R. Huetl

MEMBERS ABSENT

A. Vereyken
J. Atkinson
M. Souter
R. Kidd

STAFF PRESENT

S. McIntyre, General Manager
S. Millard, Treasurer
S. Lawryk, Property Manager
K. Hollington, Recording Secretary

GUESTS PRESENT

J. Glaser, Cornerstones Management Solutions Limited

J. Mason called the meeting to order at 10:02 am.

Agenda Review

Finance and Admin Committee members had no comments on the agenda for the June 22nd, 2023 meeting.

FAAC23/06/22-1

MOVED BY: C. Curry

SECONDED BY: A. Kendrick

Resolved, That the agenda for the June 22, 2023 Finance and Administration Advisory Committee Meeting be adopted as presented.

“CARRIED”

Declarations of Interest (written)

Finance and Admin Committee 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: Finance and Administration Advisory Committee Meeting held on March 28, 2023

FAAC23/06/22-2

MOVED BY: A. Kendrick

SECONDED BY: R. Huetl

Resolved, That the minutes of the Finance and Administration Advisory Committee Meeting held on March 28, 2023 be received and approved as printed.

“CARRIED”

2. Updated Pay Scales (In Camera), Report 3330/23 (S. McIntyre & J. Glaser of Cornerstones Management Solutions Limited)

S. McIntyre stated that this work was a corporate priority and outlined the process followed: job descriptions were updated where required; jobs were evaluated using the board-approved evaluation matrix; evaluation scores were used to identify where a job would fall on the pay scale; and, for positions that have been difficult to attract talent to, a market assessment was completed. J. Glaser of Cornerstones Management Solutions, facilitated the job evaluation process with the management team.

FAAC23/06/22-3

MOVED BY: P. Kehoe

SECONDED BY: A. Kendrick

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

Labour relations or employee negotiations;

And further Resolved, That: Sally McIntyre, Stacy Millard, S. Lawryk and Kelly Hollington leave in the room.

“CARRIED”

The committee moved in camera to discuss updated pay scales. J. Glaser presented the new pay scale developed for MVCA.

FAAC23/06/22-4

MOVED BY: P. Kehoe

SECONDED BY: R. Huetl

Resolved, That the committee move out of in-camera discussions.

“CARRIED”

J. Mason summarized a Committee recommendation that J. Glaser further detail the pay scale grid to eliminate the use of “off-grid” terminology by adding sublevels to reflect the salary ranges that are adjusted as per market rates. J. Mason to consult with J. Glaser on this adjustment before it’s presentation to the Board of Directors July 10th 2023.

FAAC23/06/22-5

MOVED BY: C. Curry

SECONDED BY: A. Kendrick

And further resolved, That the Finance & Administration Committee recommend that the Board of Directors:

- 1. Approve the updated Salary Scale as presented.**
- 2. Approve phased implementation as described in this report.**

“CARRIED”

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

S. McIntyre provided an overview of the report, and identified the need to disentangle governance policy from operational policies; and for consolidation of approved MVCA policies into a policy manual for easy reference. A comprehensive review of existing policies is needed to address inconsistencies. S. McIntyre introduced screening criteria to clarify the scope of matters that are to be elevated to the Board for approval.

J. Mason commented these adjustments will clearly identify what needs to come to the Board for approval and confirmed that the Board would not want day-to-day operations included in the policy manual for approval.

FAAC23/06/22-6

MOVED BY: R. Huetl

SECONDED BY: C. Curry

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”

4. Procurement Policy Update, Report 3332/23 (S. Millard)

S. Millard presented proposed amendments to the current purchasing policy created in 2006, stating that the outdated policies are impeding day to day operations, they contain operational procedures, and do not reflect current market conditions or account for inflation.

P. Kehoe queried why the level 1 limit was reduced from \$2500 to \$1000. S. Millard explained that this change ensures that program supervisors would be confirming that purchases above \$1,000 are within the approved budget. S. McIntyre added that the limits for level 1 are consistent with other Conservation Authorities.

A. Kendrick asked for clarification how a request for quotation is developed and how it differs from a bid process. S. Millard explained that tenders are public and are public in nature. J. Mason added that a request for proposal would be more complex in terms of what it is asking for.

A. Kendrick asked who is responsible for getting quotations. S. McIntyre clarified that items under \$100,000 would be left to the discretion of the managers to receive quotations unless it was of a more complex matter. S. McIntyre added that as management staff get more experience writing RFQs/RFPs she will perform more of a review function.

J. Mason inquired if there is a standard operating procedure for writing an RFQ/RFP. S. McIntyre replied that a standard template is used

J. Mason questioned the adjustment of level 4 limits from \$50,000 to \$100,000. S. McIntyre explained that projects under \$100,000 tend to be grant related and the requirement for board approval impedes the ability to get timely quotes as well as delaying the initiation of projects. MVCA management aims to mitigate the amount of information being presented to the Board to maintain focus on the most critical contracts.

J. Mason requested that future document changes brought to the board or committees for approval show both the original and updated information for clarity on what has been adjusted, i.e. edit mode.

FAAC23/06/22-7

MOVED BY: R. Huetl

SECONDED BY: P. Kehoe

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

“CARRIED”5. HQ Water Sewer Connection, Report 3333/23 (S. Lawryk)

S. Lawryk presented the status and next steps for the sewer and water connections of the MVCA main office.

A. Kendrick asked for clarification on the cost structure. S. Lawryk explained that MVCA is responsible for both the proportionate share of costs for the connection to be brought to the property line as well as any costs to bring water and sewer services from the property line to the building itself. J. Mason clarified that MVCA is asking for an increase to the Capital budget, addressing this increase through a loan rather than through the levy.

A. Kendrick asked for further clarification on cost structure. J. Mason provided further explanation and clarified that the requested budget increase from \$357,500 to \$609,000 is \$251,500 – the amount owed to the town of Carleton Place to extend services to the property.

FAAC23/06/22-8**MOVED BY: P. Kehoe****SECONDED BY: C. Curry****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”6. Education Program Reinstatement, Report 3334/23 (S. Lawryk)

S. Lawryk presented a report on the reinstatement of the education programs at MVCA, highlighting the importance of fostering community connections to increase the use of the Conservation areas.

C. Curry, R. Huetl and A. Kendrick expressed support for reinstating educational programming.

J. Mason commented that a report exploring the alternatives with cost structures and projected revenue is needed. J. Mason highlighted that this is a category 3 item, and represents a potential additional cost to the municipalities. J. Mason expressed concerns regarding over-

stretched MVCA staff taking on added projects. The MVC Foundation donation of \$10,000 was allotted for a review of program options from a third-party consultant with a background in education.

S. McIntyre stated that there is insufficient time to conduct a full review before the business case needs to go before the City of Ottawa for approval of category 2 and 3 programs and services. Approval from the City of Ottawa is holding up approval from all other municipalities.

J. Mason inquired whether the education business case presentation and approval could be delayed until 2024. S. McIntyre explained that the regulation states that if you are proposing to change any programs and services within the duration of the category 2 and 3 contract that it should be identified during this process.

J. Mason asked if the \$20,000 requested is included in the 2023 budget. S. McIntyre replied that it is proposed to be introduced in 2024, it is too late to move forward in 2023.

J. Mason requested clarification on what the \$20,000 request is for. S. McIntyre explained that it would be to hire a mature university student to help organize and launch the program and oversee summer students that would deliver the program. The summer students would be funded through camp fees.

J. Mason asked whether, if approved, the Board would have the discretion on what it wants to do with the education program in 2024. S. McIntyre confirmed this as correct.

FAAC23/06/22-9

MOVED BY: C. Curry

SECONDED BY: A. Kendrick

Resolved, That 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”

7. Election of Vice-Chair (S. McIntyre)

J. Mason nominated R. Huetl for the position of Vice-Chair. R. Huetl accepted the nomination.

J. Mason asked Finance and Administration Committee members for nominations 3 times. No other nominations were received.

FAAC23/06/22-10

MOVED BY: A. Kendrick

SECONDED BY: P. Kehoe

Resolved, that nominations for the position of Vice Chair be closed.

“CARRIED”

J. Mason declared R. Huetl as Vice Chair of the Finance and Administration Advisory Committee.

ADJOURNMENT

FAAC23/06/22-11

MOVED BY: P. Kehoe

SECONDED BY: R. Huetl

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

“CARRIED”

The meeting adjourned at 11:35 am.

REPORT**3360/23**

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Jennifer North, Water Resource Technologist
RE:	Watershed Conditions
DATE:	October 10, 2023

For Information.

Current flows in the main river have continued to slowly drop because of the lack of rainfall over the month of September. We expect flows to increase as we start drawing down the upper lakes.

Lake / Dam	Drawdown Start Date	Drawdown End Date
Shabomeka Lake dam	Mid September	Early October
Pine Lake dam	Mid September	Late September
Mississippi Lake / Carleton Place dam	Mid September	Early October
Kashwakamak Lake dam	After Thanksgiving weekend (Mid Oct)	Early December
Mississagagon Lake dam	After Thanksgiving weekend (Mid Oct)	Mid October
Big Gull Lake dam	After Thanksgiving weekend (Mid Oct)	Mid November
Summit Lake dam	After Thanksgiving weekend (Mid Oct)	Mid October
Widow Lake dam	After Thanksgiving weekend (Mid Oct)	Mid October
Mazinaw Lake dam	After Hunting season (Mid Nov)	Mid December

Drawdown of Shabomeka and Pine lakes is underway. Drawdown of Kashwakamak, Big Gull, Mississagagon, Summit and Widow Lakes started this week. Water levels are expected to drop as they typically would over the next two months.

Drawdown on Mazinaw Lake will start as normal in early November to allow for boat traffic during hunting season. Levels will be stabilized at normal historical levels. Mississagagon and Big Gull Lakes are expected to be at their winter holding level by early November. Kashwakamak Lake levels will stabilize in early November as drawdown of Mazinaw Lake begins. Kashwakamak

and Mazinaw lakes normally reach their winter holding levels between early January and early February.

Crotch Lake is currently at the historical average for this time of year. Inflows are expected to increase from the upper lake's drawdowns and water levels on Crotch Lake will start to increase as we start to operate the dam to refill the lake. Crotch Lake will continue to build through early January and then it will also be drawn down to provide maximum storage in the system by early to mid-March. All dams will be operated through the fall and winter to try to maintain levels within the normal operating rule curves for the structures.

REPORT**3361/23**

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	GM Update
DATE:	October 10, 2023

For Information.

INTERNAL

- 1. Dam Repairs** – Repairs and the installation of safety controls are being carried out at Pine Lake and Mississagagon Lake dams, as shown below and on the next page. Metal railings for Mississagagon will be installed once fabricated. Further work is planned at Pine Lake dam after fall draw-down. The installation of stairs at Mississagagon was a significant safety improvement.

Pine Lake Dam: Before and Work in Progress, replacement and enhancement

Mississagagon Lake Dam: Before and Work in Progress, replacement and enhancement



Mississagagon Lake Dam: Before and After, installation of stairs and railing



- 2. Kashwakamak Class Environmental Assessment (EA)** – Geotechnical field investigations and a bathymetric (under water) survey have been completed. MacIntosh & Perry (MP) is currently undertaking hydrotechnical evaluations and the development of alternative

approaches for replacing the dam. Options will be evaluated based on their potential to impact the natural, cultural, and socio-economic environment, and how potential adverse impacts will be mitigated. MP and MVCA will be establishing the Community Liaison Committee (CLC) this month to provide review and comment at key points during the EA. The first CLC meeting is tentatively planned for the second week of November.

- 3. Lower Clyde River Floodplain Mapping** – The draft hydraulic model is undergoing final revisions based on input from the technical review. MVCA is to receive the final draft model, draft floodplain maps and draft report in mid-October, with the Public Open House to be held in November. The updated floodplain mapping is expected to be presented to the Board for adoption under *Ontario Regulation 153/06* in December.
- 4. Carp River Floodplain Mapping Update** – The draft study is undergoing revisions based upon comments received from an independent third-party technical reviewer and confirmatory field survey checks. A Public Open House is to be scheduled in early 2024 to present and discuss findings, and receive comments from the public. Updated floodplain mapping is expected to be presented to the Board for adoption under *Ontario Regulation 153/06* after the Public Open House and once comments have been addressed.
- 5. IT Network System Review** – MVCA received a draft report in September, provided comments, and is expected to receive the updated report this week. Discussion of report recommendations is currently planned for the November Finance & Administration Committee.
- 6. K&P Trail** – Staff are engaged with the three counties to confirm next steps in the land transfer and acquisition process. Legal counsel has been secured to help guide and advise the process. As it is unlikely that an agreement will be executed before year's end, MVCA has reached out to the Snow Road Snowmobile Club to renew the agreement that was negotiated and signed for the 2021/22 snowmobile season.
- 7. Unstable Soils Project** – Staff have initiated a review of recently acquired LiDAR and other data to identify and analyze evidence of landslides and unstable slopes. This work is being carried out in partnership with RVCA and SNC, with the goal of determine how best to regulate these risks in existing and expanding urban areas.
- 8. MOK Replacement of Gate House Windows** – Quotes were obtained to replace windows at the Gate House and a preferred style tabled at the Mississippi Mills Heritage Committee, (which has delegated authority under the *Ontario Heritage Act*.) The Committee requested that MVCA install a more heritage-style option, with triple glazed windows, woodgrain

interior and external grills/mullions. Staff are currently obtaining quotes for the requested or similar style. The goal is to obtain approval and complete this work before winter.

9. **Carleton Place Dam Public Safety Measures** – The new public safety boom including two shoreline anchors have been installed. The new fence, gate and railing are scheduled for installation this fall and will comply with updated requirements of the *Ontario Building Code*.
10. **Federation of Canadian Municipalities (FCM) Study Tour** – MVCA hosted FCM’s Asset Management Technical Advisory Committee the afternoon of September 29, 2023 as part of an Ottawa study tour. MVCA staff showed the group of 40+ members from across Canada the Carp River Conservation Area (CRCA), upgrades to the Carleton Place dam, and provided presentations on our new drone program, hazard mapping, monitoring and data management, and capital programs. Presentations were given by Mercedes Liedtke, Ramy Saadeldin, Tim Yoon, Alex Broadbent, Jennifer North, and myself. The focus of the group’s tour was on asset management and climate adaptation activities. Below is a photo taken of some of the group at the Carleton Place Dam showing the new boom installed in September.



11. **Walk for Wenjack** – MVCA is partnering with the local Girl Guides troop to host a Walk for Wenjack event on Sunday October 22 sponsored by the Gord Downey Foundation. The event is used to build cultural understanding and create a path toward reconciliation between Indigenous and non-Indigenous peoples. This is the second year MVCA has participated.

12. ALUS LANARK – Nine stewardship projects were completed in 2023 of which seven were in MVCA’s jurisdiction. In total, over 41 acres were positively impacted under this program. One project included a large-scale riparian planting, which could not have been completed without the help of several staff members from MVCA. See below photo.

ALUS Lanark will be hosting a celebration of its successful year on Saturday October 21 at a recently constructed wetland site in Montague Township. All are welcome to attend. To learn more and RSVP contact info@rvca.ca.



13. Staffing

- **Krista Simpson** joined MVCA earlier this month as our new Administrative Assistant with **Kelly Hollington** now assuming her position as Executive Assistant full time.
- **Sobha Kunjikutty** resigned in September to join the City of Ottawa. We are currently posting for a replacement engineer, with two interviews scheduled for this week.
- Congratulations to **Bryan Flood** and his wife who welcomed a second baby girl into their lives on September 17.

EXTERNAL

14. Conservation Ontario Council Meeting – Paul and Sally attended the Fall council meeting held in Richmond Hill on September 25, 2023. See Attachment 1 for the Agenda.

- 15. MVC Foundation** – Recruitment has begun to establish a subcommittee focused on fundraising for the Mill of Kintail, specifically for Category 3 programs and services including long-term conservation of the heritage structures. Please reach out to your network and let me know if there is someone you feel may be interested.
- 16. Lake Links** – The 22nd Annual Lake Links workshop is back in person and is scheduled for Saturday, October 21st, 2023 from 10am-3pm at the Perth Civitan Club. This year’s theme is “Hooked on Habitat: Sustainable Fisheries for the Future”. Registration is \$25 and includes lunch. Register [here](#). MVCA staff are helping to organize and will be attending the event.
- 17. Webinar: Nutrients and Algae in Lake Ontario Webinar** – The Lake Ontario Partnership (U.S. EPA and ECCC) is hosting a [webinar](#) on Thursday October 19, 2023 at noon regarding different types of algae, how they are affected by nutrient levels, and the complexity of managing nutrients in the lake. This event is free and open to the public. Register [here](#).
- 18. Black Ash Recovery under the *Endangered Species Act*** – The Ministry of the Environment, Conservation and Parks (MECP) has developed a draft government response statement in relation to the recovery strategy for Black Ash. Feedback on the draft is due November 2, 2023. For more information or to submit a comment, visit the [Environmental Registry](#).
- 19. Hamilton Conservation Authority Motion** – See Attachment 2.

Attachment 1

CONSERVATION ONTARIO COUNCIL

MEETING TIMELINE

September 25, 2023 | Meeting Time: 10:00 a.m. – 2:00 p.m.

Sheraton Parkway North Hotel & Suites

600 Highway 7, Richmond Hill, ON L4B 1B2

AGENDA ITEMS

1. **Welcome from the Chair**
2. **Adoption of the Agenda**
3. **Declaration of Conflict of Interest**
4. **Approval of the Minutes of the Previous Meeting** 1-7
5. **Business Arising from the Minutes**
6. **Agenda Items**
 - DISCUSSION ITEMS**
 - a) Conservation Ontario's Federal 2024 Prebudget Submission 8-15
 - b) Request for Approval: Budget Status Report for the period ending August 31, 2023 16-19
 - c) Request for Approval: Conservation Ontario's Proposed 2024 Annual Workplan 20-30
 - d) Request for Approval: 2024 CO Operations Budget & CA Levy 31-35
 - e) Request for Approval: Proposed 2024 Conservation Ontario Council Meeting Dates 36
 - f) Request for Approval: Conservation Ontario's comments on the "Technical Bulletin – Flooding Hazards: Data Survey and Mapping Specifications" (ERO#019-4706) 37-38
 - g) Update: Conservation Ontario's Comments on the "Proposed changes to the *Aggregate Resources Act*, Ontario Regulation 244/97 to expand self-filing activities and a new policy regarding amendments to existing aggregate approvals" (ERO #019-6767) 39-40
 - h) Request for Approval: Memorandum of Collaboration - Great Lakes St Lawrence Cities Initiative's Mayors Commission on Coastal Resilience 41-45
 - i) Update: Great Lakes Short Term Funding Strategy 46-47
 - j) Update: Supporting Conservation Authority Regulatory Programs 48-49
 - k) Update: Nature Smart Climate Solutions Fund 50-51

CONSENT ITEMS

l) Update: Decision Notice: "Site Plan for Residential Developments of 10 or Fewer Units" Regulatory Proposal	52-53
m) Update: Council Voting Delegates and Alternates	54-56
n) Program Updates	
i. Update: Policy and Planning Program	57-59
ii. Update: Business Development and Partnerships Program	60-63
iii. Update: Drinking Water Source Protection Program	64-67
iv. Update: Marketing and Communications Program	68-70
v. Update: Information Management Program	71-74

ATTACHMENTS

Attachment 1: Conservation Ontario's comments on the "Technical Bulletin - Flooding Hazards: Data Survey and Mapping Specifications" (ERO#019-4706)	75-84
Attachment 2: Conservation Ontario's comments on the "Proposed changes to the <i>Aggregate Resources Act</i> , Ontario Regulation 244/97 to expand self-filing activities and a new policy regarding amendments to existing aggregate approvals" (ERO#019-6767)	85-87

7. New Business**8. Adjourn**

HAMILTON CONSERVATION AUTHORITY

MOTION

Board of Directors: September 7, 2023

MOVED BY: Brian McHattie

SECONDED BY:

Whereas over the past several years the Provincial Government has amended the Conservation Authorities Act to reduce the effectiveness of Conservation Authorities in protecting natural heritage (i.e., Bill 23, and;

Whereas, the Provincially Significant Wetland Evaluation System has also been changed leading Conservation Ontario to estimate that over 80% of the wetlands that currently receive protection will lose this status, and;

Whereas, legislative changes implemented January 1, 2023 to Conservation Authority roles related to Natural Heritage and review under prescribed Acts as well changes to the Ontario Wetland Evaluation System, as well as remaining legislative changes regarding Conservation authority development regulations that have not yet come into effect, if implemented, would have serious unintended consequences, and;

Whereas recent reports by the Provincial Auditor-General and the Integrity Commissioner have raised serious concerns on the bias and lack of transparency and fairness in the Greenbelt removals, drawing conclusions that the changes unfairly benefitted private landowners, and;

Whereas, the role of Conservation Authorities in protecting natural heritage and mitigating/ adapting for climate change has never been more important in light of the 6th Mass Extinction in biodiversity and the increasing possibility that Canada and the world will not meet the Paris Accord greenhouse gas target limiting temperature rise to less than 1.5 degrees Celsius, and;

Whereas the Hamilton Conservation Authority’s ability to provide comments on natural heritage to the City of Hamilton is critical and must be restored.

Therefore:

That the Hamilton Conservation Authority Board of Directors respectfully request that:

- a) the Province of Ontario reverse recent changes to the Conservation Authorities Act and Provincially Significant Wetland Evaluation System that adversely affect natural heritage protection, and;

- b) the Province of Ontario's Auditor General undertake an investigation into the processes that were followed to make the above policy decisions, and whether this decision-making structure and its outcomes provide Ontarians with value for money, and;
- c) That the Hamilton Conservation Authority Board requests that City of Hamilton Council provide similar direction to the Province of Ontario and;
- d) That a copy of this Hamilton Conservation Authority Board of Director's motion be shared with local Members of Provincial Parliament, Conservation Ontario and all conservation authorities in Ontario.

REPORT**3362/23**

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	Execution of Category 2 and 3 Agreements
DATE:	October 11, 2023

Recommendation

That the Board of Directors authorize the Chair and General Manager to execute agreements with member municipalities for the delivery of Category 2 and 3 services, as set out in this report.

Over the months of August and September, presentations were delivered to ten¹ of our eleven member-municipalities, and all have now passed a resolution to enter into 5-year agreements with MVCA for continued delivery of the following Category 2 and 3 programs and services:

- Natural System Monitoring
- Watershed & Lake Planning
- Stewardship Program
- Visitor Services
- Nature Education Program

Attached is a sample agreement. It conforms with previous Board direction and was developed in partnership with other Eastern Ontario conservation authorities. The City of Ottawa is currently reviewing the draft agreement. If the City proposes a substantive change to the intent of any clause, the above motion authorizes the Chair in consultation with the General Manager to determine whether the change is of significant magnitude to return to the Board for approval.

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.

¹ Staff had several discussions with City of Ottawa staff, however, it was the decision of the Agriculture & Rural Affairs Committee that no presentation be made by City or MVCA staff.

THIS AGREEMENT dated the 1st day of **January 2024**.

BETWEEN

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

a conservation authority under the *Conservation Authorities Act*, R.S.O. 1990 c. C-27

(hereinafter “MVCA”)

- and -

NAME OF MUNICIPALITY

municipal corporation under the Municipal Act, 2001, S.O. 2001 c. 25

(hereinafter the “Municipality”)

WHEREAS MVCA has delivered Programs and Services that further the conservation, restoration, development, and management of natural resources within its jurisdiction in consultation with participating municipalities since 1968;

AND WHEREAS the Act permits the MVCA to provide non-mandatory programs and services under a Memorandum of Understanding or such other agreement as may be entered into with a municipality;

AND WHEREAS the Municipality wishes that MVCA continue to deliver non-mandatory programs and services and agrees to apportion a percentage of its municipal levy for said programs and services;

AND WHEREAS the *Conservation Authorities Act* and Ontario Regulation 687/21 permits MVCA to establish and charge user fees for Programs and Services;

NOW THEREFORE, in consideration of the terms of this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

1. Definitions

1.1. In this Agreement:

1.1.1. “Act” means the *Conservation Authorities Act*, R.S.O. 1990, c. C.27

1.1.2. “Agreement” means this agreement entered into between the Municipality and MVCA and has the same meaning as “memorandum of understanding” in the *Conservation Authorities Act* and “cost apportioning agreement” in Ontario Regulation 687/21.

1.1.3. “business day” means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day; and any other day on which MVCA has elected to be closed for business.

1.1.4. “municipal levy” has the same meaning as “apportionment” in sections 25 and 27 of the *Conservation Authorities Act* and Ontario Regulation 402/22.

1.1.5. “notice” means any communication given or required to be given pursuant to the Agreement.

1.1.6. “Programs and Services” are the programs and services identified in Schedule A and Schedule B described as “Category 2 programs and services” and “Category

3 programs and services” and “other programs and services” in the Act and Ontario Regulation 687/21.

2. Apportionment

- 2.1. The Municipality agrees to apportion a maximum of fourteen percent (14%) of its annual operating municipal levy for the delivery of Programs and Services set out in Schedule A in accordance with section 27 of the Act.
- 2.2. The Municipality agrees to apportion a maximum of two percent (2%) of its annual capital municipal levy for implementation of capital works set out in Schedule B in accordance with section 25 of the Act.
- 2.3. Municipal levy apportionment is determined annually from assessment data provided by the province. Schedule C references 2023 municipal levy apportionment.

3. Programs and Services

The MVCA agrees to provide the Municipality with the Programs and Services identified in Schedule A and the capital renewal of structures at the Mill of Kintail Conservation Area identified in the Mill of Kintail 10-year Capital Plan attached hereto as Schedule B and that may be amended from time to time at the sole discretion of MVCA.

4. Fees

- 4.1. The Municipality permits MVCA to establish and charge user fees for the Programs and Services.
- 4.2. MVCA shall set user fees on an annual basis.
- 4.3. MVCA shall provide a minimum thirty (30) days' notice to the Municipality of changes to Programs and Services user fees.

5. Term of Agreement

- 5.1. The term of the Agreement is five (5) years commencing on the date of the date set out above and end on December 31, 2028, subject to the renewal provisions of this Agreement.
- 5.2. The Agreement shall be automatically renewed for a five (5) year term from January 1, 2029, on the same terms and conditions contained herein, unless the Agreement has been terminated early in accordance with the terms or conditions of this Agreement.

6. Review

- 6.1. The Parties shall review the Agreement every five (5) years.
- 6.2. The Agreement shall be reviewed a minimum of six (6) months prior to the termination date for the purposes of determining whether the Agreement is to be renewed by the Parties.

7. Amendment

- 7.1. This Agreement shall not be amended except by instrument in writing signed by the Parties preceded by six (6) months written notice to all Parties.

8. Termination

- 8.1. A party may terminate their participation in this Agreement upon delivering a minimum six (6) months written notice to all parties prior to July 31 in a calendar year of the Agreement.

- 8.2. The municipal levy commitment of the Municipality shall remain in effect until December 31 of the year in which the termination takes effect.

9. Notice

Notice must be in writing and shall be delivered by email, postage-prepaid mail, personal delivery or fax and shall be addressed to each Party listed below:

- (a) in the case of the Name of Municipality, to:
 - Contact name, title, email
 - Mailing address
- (b) in the case of the MVCA, to:
 - Sally McIntyre, General Manager smcintyre@mvc.on.ca
 - Mississippi Valley Conservation Authority
 - No. 10970 Highway No. 7, Carleton Place ON, K7C 3P1

9.1. Notice shall be deemed to have been given:

- 9.1.1. in the case of postage-prepaid mail, five (5) business days after the notice is mailed; or
- 9.1.2. in the case of email, personal delivery, or fax, one (1) business day after the notice is delivered.

10. Arbitration

10.1. If a dispute arises between the parties relating to any matter in this Agreement, the parties agree to resolve the dispute in strict compliance with the following procedures:

- 10.1.1. To meet – with each party in attendance represented by legal counsel – within a period of fifteen (15) days from the date a notice of dispute is filed by a party to participate in good faith in negotiating a resolution of the dispute.
- 10.1.2. To negotiate in good faith, personally and through counsel, for a period of thirty (30) days after the meeting.
- 10.1.3. If, within the thirty (30) day period after such meeting, the parties have not succeeded in negotiating a resolution of the dispute, to submit the dispute to arbitration.
- 10.1.4. The parties shall meet and appoint a single arbitrator. If they are unable to agree on a single arbitrator within fifteen (15) days, then upon written notice by any party to the other the matter shall be settled by arbitration in accordance with the Arbitrations Act, 1991, by delivery of a notice of arbitration to the other party.
- 10.1.5. The costs of the arbitrator shall be split equally between the Parties.

11. Force majeure

11.1. The Parties shall not be considered in default in performance of their obligations under the Agreement to the extent that the performance of such obligations is delayed, hindered, or prevented by force majeure. Force majeure shall be cause beyond the control of the Parties which they could not reasonably have foreseen and guarded against. Force majeure includes, but is not limited to, acts of God, strikes, lockouts, pandemics, fires, riots, incendiarism, interference by civil or military authorities, compliance with regulations or orders of any government, and acts of war (declared or

undeclared) provided such cause could not have been reasonably foreseen and guarded against.

12. Severability

12.1. The invalidity or unenforceability of any provision of the Agreement shall not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision shall be deemed to be severed.

13. Counter Parts

13.1. The Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

14. Assignment

14.1. This Agreement shall not be assignable by the parties hereto without the written consent of the other parties being first obtained.

15. Relationship of the Parties

15.1. It is expressly agreed that this Agreement shall not be construed as a partnership or joint venture between MVCA and the Municipality. MVCA shall have no authority to bind the Municipality for the performance of any contract or otherwise obligate the Municipality.

16. Governing Law

16.1. This agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.

16.2. The Municipality and MVCA agree the venue for any litigation shall be Ottawa, Ontario.

IN WITNESS WHEREOF the Municipality and the MVCA have signed this Agreement.

NAME OF MUNICIPALITY:

Name, position Date

Name, position Date

I / We have authority to bind the Name of Municipality.

MISSISSIPPI VALLEY CONSERVATION AUTHORITY:

Sally McIntyre, General Manager Date

Paul Kehoe, Board Chair Date

I / We have authority to bind MVCA.

Schedule A

Mississippi Valley Conservation Authority Programs and Services

1.0 Watershed/Subwatershed Studies & Plans

In accordance with the *Mississippi River Watershed Plan, 2021* and the *MVCA Corporate Strategic Plan, 2021*:

- carry out technical studies to inform preparation and update of a watershed/subwatershed plan;
- review and assess watershed/subwatershed plan implementation and effectiveness;
- conduct quality assurance and quality control (QA/QC) reviews of natural heritage technical studies prepared by or submitted to the Municipality (e.g. OWES reports); and
- provide advisory support in the preparation and review of Municipal documents, programs and services that are not subject to the *Planning Act*².

The municipal levy supports staff resources for this Category 2 program.

2.0 Watershed Monitoring and Reporting Program

Deliver a watershed monitoring and reporting program as set out in MVCA's [Natural Systems Monitoring & Reporting Strategy, 2023](#).

The municipal levy supports staff resources and laboratory fees for this Category 2 program.

3.0 Stewardship Program

Implement actions set out in MVCA's [Stewardship Plan, 2021](#) including but not limited to:

- Support and guidance to lake associations including with the preparation and implementation of Lake Plans.
- Delivery of the Green Acres Program (as implemented by RVCA in MVCA's jurisdiction).
- Delivery of Naturalization/Restoration Program.

The municipal levy supports staff resources and cost sharing grants for this Category 3 program

4.0 Visitor Services at Conservation Areas (CA)

Continue to operate the Mill of Kintail (MOK) Conservation Area with a combination of natural and cultural heritage programs and services including but not limited to operation of an education centre, a small playground, some smaller structures, and including the rental and display of exhibits at two designated heritage structures: the Gate House and Grist Mill.

The municipal levy supports staff resources and the capital renewal of structures for these Category 3 programs and services.

² Per O.Reg. 596/22.

5.0 Nature Education Program

Deliver an education program that provides children with the opportunity to explore plants, wildlife, insects, habitats and aquatics and learn about conservation and stewardship.

The municipal levy supports staff resources to deliver a summer program for this Category 3 program.

Schedule B
Mill of Kintail Conservation Area Capital Plan

Table 1: Excerpt of 10-year Capital Plan approved April 2023.

Conservation Areas												
Mill of Kintail Conservation Area	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	10 Yr. Total	Category 3
Grist Mill												
Balcony repairs				28,941							28,941	√
Replace wooden shingle roof	48,000										48,000	√
Repoint stone work	10,000										10,000	√
Replace septic system					60,775						60,775	√
Building Condition Assessment			22,050								22,050	√
Gatehouse												
Repoint stone work	24,000					31,907					55,907	√
Replace veranda joists and flooring	5,000										5,000	√
Security and accessibility upgrades	6,500										6,500	√
Replace windows	20000										20,000	√
Septic replacement								84,426			84,426	√
Ed Center												
Accessibility doors and ramps											-	√
Replace siding							13,401				13,401	√
MOK - Visitor Services Subtotal	113,500	-	22,050	-	60,775	31,907	13,401	84,426	-	-	326,059	√
Site General												
Parking Upgrades		5,250									5,250	
Pedestrian bridge deck replacement			16,538								16,538	
Resurface roadway and parking lot				11,576					14,775		26,351	
Signage		2,100									2,100	
Construct flush washrooms	30,000	90000									120,000	
Develop site work shop											-	
MOK- CA Subtotal	30,000	97,350	16,538	11,576	-	-	-	-	14,775	-	170,238	

The 10-year Capital Plan is updated by the MVCA Board of Directors as needs and priorities change. Category 3 capital works subject to this Agreement are identified in the final column. The average annual amount of municipal capital levy allocated to Category 3 works at the Mill of Kintail Conservation Area is approximately 2%.

Schedule C
MVCA - Municipal Levy Apportionment

Apportionment follows the modified current value assessment method levy apportionment calculation set by provincial regulation. Table 2 includes a reference summary of the 2023 municipal levy percentage breakdown by municipality.

Table 2: Mississippi Valley Conservation Authority's 2023 municipal levy breakdown.

Municipality	CVA-based apportionment³
Addington Highlands, Twp	0.1551
Beckwith, Twp	0.6922
Carleton Place, Town	2.6709
Central Frontenac, Twp	0.4303
Drummond/North Elmsley, Twp	0.4870
Greater Madawaska, Twp	0.0351
Lanark Highlands, Twp	1.1084
Mississippi Mills, Town	2.7838
North Frontenac, Twp	0.9116
Ottawa, City	90.1030
Tay Valley, Twp	0.6226
	100.00

³ Municipal levy apportionment is determined on an annual basis as per assessment data provided by the Ministry of Natural Resources and Forestry.

REPORT**3357/23**

TO:	MVCA Finance & Administration Committee
FROM:	Sally McIntyre, General Manager
RE:	Update of MVCA's Salary Scale
DATE:	October 16, 2023

RECOMMENDATION**That, the Board of Directors:**

- 1. Approve the updated Salary Scale as presented June 2023.**
- 2. Approve phased implementation as described in the June 2023 report.**

In June, the Finance & Administration Committee considered an updated salary scale drafted by Joanne Glaser of Cornerstones Management Solutions. During in-camera discussions, members requested modifications to how the salary scale is presented. Specifically, members requested that:

- the Standard rate and Market-adjusted rate tables be consolidated into one table; and
- that subcategories of pay levels be used to capture market rates, i.e. 3a, 3b, 3c.

The following issues were identified during subsequent review of the modified table:

- Market conditions vary over time and market-adjusted rates are an adjunct to not a replacement of the Standard rates.
- Given that the job market changes over time, the GM uses discretion in the application of market-adjusted rates. A salary scale that only shows the market-adjusted rates would remove that flexibility.
- Removing standard rates for jobs also reduces transparency in how salaries are set and could undermine employee confidence in the fairness of the job scoring, ranking, and pay-setting process.
- Due to the discretionary nature of using market-rates, they are not published. In some cases, they are significantly higher than the standards rate. Publishing market rates could cause upset amongst employees who are paid less than someone with a similarly scored job.

- Use of subcategories would be confusing as there are instances where the market rate for a job is higher than a higher pay band.

For these reasons, it is recommended that MVCA retain a two-schedule approach:

- Table 1: Standard rates, with jobs assigned to pay bands based upon Job Evaluation results; and asterisks used to indicate which jobs have been approved by the Board as “eligible” for market-based pay.
- Table 2: Market-adjusted rates, to be applied at the discretion of the GM.

STRATEGIC PLAN

This project was carried out in support of the following corporate goal and objectives:

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

- a. Staff the organization to allow for: delivery of mandatory programs and services, priority projects, and fulfillment of commitments made under memoranda of understanding (MOUs) and other agreements.
- b. Monitor the quality, efficiency and impact of what we do and modify to improve operational effectiveness.
- c. Promote an engaging and inclusive environment that attracts and retains passionate and highly skilled people, and optimizes their expertise and contributions.

Attachment – June 2023 Report 3330/23.

REPORT**3330/23**

TO:	MVCA Finance & Administration Committee
FROM:	Sally McIntyre, General Manager
RE:	Update of MVCA's Salary Scale
DATE:	June 14, 2023

RECOMMENDATION

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

- 1. Approve the updated Salary Scale as presented.**
- 2. Approve phased implementation as described in this report.**

1.0 BACKGROUND

The last major review of MVCA's Salary Scale was completed in 2011. Periodic review of jobs and pay bands is recommended to capture changes in job requirements over time, mitigate employee disputes, ensure compliance with Ontario's *Pay Equity Act*, ensure fairness and consistency in employee pay, and to remain competitive in the job market place.

Between 2020 and 2022, a comprehensive update was carried out during which:

- 20 job descriptions (JDs) were reviewed and modified or new ones drafted to reflect current requirements;¹
- job evaluation questionnaires (JEQs) were completed by incumbents to support evaluation of their jobs.
- job evaluations (JEs) were completed by the management team with the support of Cornerstones Management Solutions Limited. This work involved assessing the relative demands of jobs using MVCA's Board-approved evaluation system and assigning a numeric score;
- market assessments were carried out to identify significant pay discrepancies and risks; and

¹ Five more job descriptions are scheduled to undergo job evaluation in 2024 but were market assessed during the current review.

- the Board approved changes to several individual jobs.

As a consequence of the various changes made to individual jobs, the old Pay Scale requires update to better reflect composite results. Cornerstone Management Solutions Limited led the update of the Salary Scale with the following objectives in mind:

- the Salary Scale and individual pay bands should be established using standard human resource methodologies and be equitable, replicable and defensible;
- the Salary Scale should mitigate use of off-grid² salaries; and
- implementation of the new Salary Scale should minimize financial impacts to MVCA.

2.0 UPDATED SALARY SCALE

The recommended Salary Scale will be presented by Joanne Glaser of Cornerstones Management Solutions Limited IN CAMERA.

The recommended Salary Scale proposes eight pay levels compared to the current seven levels; and reduces the number of jobs eligible for off-grid pay from ten to seven. Only one position will require additional compensation as a result of the new Salary Scale. To mitigate impacts on the municipal levy, it is recommended that the \$4,200 compensation adjustment be phased-in over two years commencing January 1, 2024.³ In all other respects, the Salary Scale would take effect upon approval by the Board.

3.0 STRATEGIC PLAN

This project was carried out in support of the following corporate goal and objectives:

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

- a. Staff the organization to allow for: delivery of mandatory programs and services, priority projects, and fulfillment of commitments made under memoranda of understanding (MOUs) and other agreements.
- b. Monitor the quality, efficiency and impact of what we do and modify to improve operational effectiveness.
- c. Promote an engaging and inclusive environment that attracts and retains passionate and highly skilled people, and optimizes their expertise and contributions.

² Board approval is sought to post and pay market rates where a job’s rating on the Salary Scale is below market rates. This is referred to as being paid “off grid”.

³ This amount would be inflated by any future Board-approved cost of living allowance (COLA) adjustments.

REPORT**3358/23**

TO:	MVCA Finance & Administration Committee
FROM:	Sally McIntyre, General Manager AND Scott Lawryk, Property Manager
RE:	HQ - Sewer & Water Connection: Update and Next Steps
DATE:	October 16, 2023

RECOMMENDATIONS

That the Board direct staff to:

- 1. seek agreement with the Town of Carleton Place on interpretation and application of the 2012 Development Agreement and return to the Board with a recommended course of action; and**
 - 2. inform Carleton Place that MVCA will not enter into any new or additional cost-sharing agreement related to the extension of municipal services to MVCA's property.**
-

1.0 PURPOSE

In July 2023, the Board authorized payment of \$251,500 to the Town of Carleton Place in fulfillment of the 2012 Development Permit Agreement for MVCA's share of the cost to extend municipal services to the MVCA property line. Since then, the Town has informed MVCA that:

- it disagrees with the methodology used to calculate the above amount; and
- Cavanagh Construction has drafted a multi-lateral agreement that would supersede the 2012 agreement.

The purpose of this report is to provide an update on these matters and seek Board direction.

2.0 INTERPRETATION OF THE 2012 AGREEMENT

The 2012 agreement prescribes that the amount to be paid by MVCA to the Town for connection to municipal services be based upon "an amount equal to the current difference in the appraised value between serviced and unserviced land applied to the property."

Accordingly, MVCA retained Rivington Commercial Appraisers who appraised the serviced and unserviced value of the property based upon its current size of 5.03 acres and the current use as an institutional office. The difference in value per acre was \$50,000 per acre, for a total difference of \$251,000.

Upon review of the Rivington report, the Town felt that the methodology should have been “like for like” to the original analysis carried out in 2010 that had assumed 4.10 acre of vacant commercial land, but applied to the 5.03 acre property size. MVCA directed Rivington to update its review to determine the potential cost implications of this interpretation. In short, using these assumptions Rivington yielded a per acre difference of \$70,000 assuming vacant commercial land, with Table 1 showing the potential cost implications to MVCA.

Table 1: Differences in Appraised Values

	Original Size (4.1 acres)	Current Size (5.03 acres)
Original Assumed Land use (Vacant Commercial)	\$285,000	\$352,100
Current Land use (Institutional Office)	\$205,000	\$251,000

In short, there is a cost differential of almost \$150,000 depending upon how the agreement is interpreted; and over a \$100,000 difference between the amount the Board has approved and what the Town is suggesting is payable.

3.0 CAVANAGH PROPOSED AGREEMENT

On July 13, 2023 MVCA staff received a proposed agreement drafted by Cavanagh Construction that, if executed, would have MVCA pay Cavanagh Construction \$483,049.

4.0 LEGAL ADVICE

MVCA secured legal advice from the firm Vice and Hunter LLP as follows:

1. The 2012 Development Agreement remains valid and enforceable.
2. MVCA has no obligations to Cavanagh Construction and should not enter any agreement with or make any payments to them.
3. The Rivington appraisal that assumed the current size (5.03 acres) and current use of the property (institutional office) is the most accurate way of determining “the current difference in the appraised value between serviced and unserviced land applied to the property.”

Further legal advice was offered that can be provided in-camera.

5.0 UPDATED COST ESTIMATE

MVCA is continuing to work with JP2G Engineering on the Servicing Design and Layout Plan to bring services from the property line to the building. Staff are hoping to have an updated design and estimated costs available for review and discussion by the meeting on October 2nd.

Based on current circumstances and timelines, it is likely that the project will have to be pushed into 2024 to be completed.

6.0 CORPORATE STRATEGIC PLAN

This report is provided in support of delivery of the following corporate goals and objectives:

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

a) Implement the five-year capital program.

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

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

REPORT**3356/23**

TO:	Finance & Administration Committee
FROM:	Scott Lawryk, Property Manager
RE:	K&P Trail Landowner Dispute: Update and Next Steps
DATE:	October 16, 2023

RECOMMENDATION

That the Board authorize staff to return to court regarding the K&P (Wilbur) property dispute.

1. BACKGROUND

MVCA has been in a long-standing dispute with the owners of a property adjacent to the K&P trail in North Frontenac, east of Wilbur. The matter went before a judge in 2017, and the court judgement was in MVCA's favour including award of costs. While MVCA has complied with all elements of the Settlement Agreement, the landowner continues to refuse to undertake any prescribed actions.

2. CURRENT STATE

In early July, 2023, staff were informed by legal counsel that the landowner contested the survey MVCA had prepared in fulfillment of the Settlement Agreement, and that was submitted to the registry office of Frontenac County, on August 23, 2019. And, furthermore, that the landowners intended to retain their own surveyor and to have the property surveyed over the following couple of months. Since then, staff have learned that the survey has not been completed and there is no target date for its completion.

3. NEXT STEPS

In order to resolve any concerns regarding the validity of the survey that was completed by a registered OLS, minimize further delays, and allow for enforcement of the Settlement Agreement, legal counsel advises that we return to court.

4. CORPORATE STRATEGIC PLAN

This work is being carried out in support of the following corporate goal and objective:

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

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

Attachment 1: Bucci Submission, October 15, 2023.

Oct 15, 2023

Subject: Report 3356/23 K&P Trail Landowner Dispute (S. Lawryk)

This report is a prime example of when an organization creates an unsolvable situation and then attempts to resolve it by laying blame on the other party involved.

Why after years of inactivity has MVCA suddenly deemed our issue urgent requiring legal action? Is it the fear that we are contesting their 2019 survey? Or is it that the realization that the unnecessary Court action of 2015 did not result in the desired benefits concerning MVCA's ownership of their entire K&P but instead created a train wreck of additional problems to be dealt with that are beyond their capabilities?

Mr. Lawryk is *incorrect* when he states that "MVCA has complied with all the elements of the Minutes of Settlement" and that we refuse to undertake any prescribed actions. The fact is that we are they only ones that have complied with any of the required actions.

It's true this issue has been ongoing for an excessive amount of time: in 2012 we approached MVCA GM offering the guaranteed use of our ½ of the K&P Trail in return for MVCA assuming liability for the uncontrolled, unmaintained trail. MVCA instead challenged our ownership and commenced court action in 2015.

Since its creation in 1881 our Deed has consistently described our property as being "bordered on the west by the center stakes of the K&P". According to Land Registry that description remains valid today.

While Judge Sheard imposed requirements as part of her ruling that must be adhered to, it is the Minutes of Settlement that were AGREED to by BOTH parties after the Ruling that lay out how to conclude the issue. Note: Judge Sheard imposed no time lines in her Ruling.

The Minutes of Settlement Document agreed to by MVCA states:

- a) "The Defendants will pay full and final settlement of costs once the Plaintiff has completed a Survey in accordance with paragraph 46 of the Reasons for Judgement of Judge Sheard Sep 12, 2017".***

It has been implied that if we simply paid the agreed to Settlement Costs everything would be completed. That is far from the case.

MVCA's Aug 23, 2019 survey does not comply with Para 46 of Judge Sheard's Ruling hence we are actively in the process of having a survey prepared that does comply.

Once that is completed next steps will be taken as required. MVCA took 2 years to complete their survey so it is not unreasonable to expect ours might take that long or longer.

The fact that the MVCA's survey was submitted to the Registry Office does not make it accurate or complete or award ownership. That survey is open to challenge for 10 years.

Note: the Agreed to Costs have been sitting In Trust at our law firm for years awaiting MVCA's completion of all their legal requirements.

b) *"The Defendants are not required to move the fence until the Survey is completed..."*

Obviously we cannot adjust our fences while the MVCA survey is under review for noncompliance. The fence has been in place since 2014 and during pre-trial discovery and trial former MVCA GM Paul Lehman testified that there had been no complaints about the fence and that the K&P Trail could easily be moved west to the MVCA half.

Frontenac County is considering expanding ATV use on the K&P from Verona to Harrowsmith. Persons affected by that possible use are concerned about excessive noise, dust, lack of privacy, trespassing, environmental damage and diminished quality of life. As we are the only home in the immediate vicinity of MVCA's K&P Trail in Frontenac we can attest that these are problems they should be very concerned with.

You ask why we want to keep our gates and fence in their current locations. Our property is long and narrow and is bounded by the K&P so the small strip of extra land (15 feet or so) provides a small buffer in front of our house without affecting the trail helping to limit those exact problems. I say trail but in reality the K&P is as much a road as a trail where pretty much anything goes: non-recreation vehicles, motorcycle, ATV or snowmobile racing as well as hunting. Since we relocated the gate that secures our driveway we have not had the OPP attend our property due to harassment or trespassing and no more of our gates have been stolen. We have lost 3.

c) *"The Plaintiff will grant the Defendants an easement to ensure they have continued access to their property, the particulars of which shall be AGREED UPON after the survey has been completed and a copy provided to the Defendants".*

As of Oct 15, 2023 MVCA has not provided us with any acceptable Agreed to Easement Agreement therefore Mr. Lawryk *is wrong* when he claims MVCA has complied with all the element of the Minutes of Settlement. The first and only Easement Offer we received was Aug 2021 (4 years after the trial) which hoped to impose excessive demands for maintenance, insurance and liability assumption on us and stripped us of our 130 year old driveway and was therefore unacceptable.

Aug 2022 the same Easement Agreement was re-offered to us. We reiterated at that time that we could never accept any easement offer that removed ownership and control of our private driveway that neither the K&P nor MVCA have ever used. There has been no further correspondence from MVCA concerning Agreed to Easements since that Aug 2022 meeting.

We cannot provide an Agreed to Easement Offer, only MVCA can do that. Not only did MVCA agree to it in the Minutes of Settlement, MVCA was also ordered to do so by Judge Sheard in her ruling. Once MVCA provides a fair and acceptable offer we will gladly sign it to move this issue along.

d) *The Defendants will abandon the Appeal commenced Oct 12, 2017*

Mr. Lawryk *is wrong* when he says in his report that "the landowner refuses to undertake any prescribed actions". We abandoned our Appeal once the Minutes of Settlement were signed by all parties in 2017. Otherwise MVCA would have been back in court with us years ago. In hindsight perhaps an appeal would have been the best course of action as this issue could have been decided 5-6 years ago avoiding years of frustration and additional legal expenses for all of us.

Sep 26, 2023 MVCA lawyers advised our legal counsel that MVCA was commencing legal action by requesting a Case Conference. He also asked for and had a discussion with our lawyer on how the process would proceed the week prior to the Oct 02, 2023 F&A committee meeting.

It would appear that MVCA and MVCA lawyers had already initiated Mr. Lawry's Report recommended action before either your F&A Committee meeting of Oct 02, 2023 or the MVCA BOD meeting of Oct 16, 2023 and before any discussion, vote or BOD approval had taken place.

There is very little we can do to solve a problem that is MVCA's legal responsibility but in 2020 we proposed a compromise that would facilitate an inexpensive speedy resolution. It was refused.

Feb 22, 2022 we presented an Offer to Purchase the property identified on the MVCA survey as apparently we may be the only people to whom it could be sold. It was refused.

Feb 22, 2023 we resubmitted our Offer to Purchase. It was refused.

We are still willing to purchase the property at this time because we honestly believe it is the most cost effective and expedient way and maybe the only way to solve whatever is preventing MVCA and MVCA legal being able to conclude our property issues. What is the problem? It is not us.

According to your GM MVCA cannot sell Frontenac County our portion of the K&P so what do they plan to do with it? Or is Land Registry refusing to allow the sale of any part of the MVCA K&P due to discrepancies in MVCA's deed for their entire K&P?

Why are the Counties considering a lease agreement rather than outright purchase?

Why is the legality of the sale of the K&P only now being investigated?

Why hasn't MVCA tried to provide an acceptable Easement offer rather than incurring further legal costs which including their survey must already be nearing \$200,000 tax payer dollars?

If MVCA is serious about ending this and it is just a simple matter of commencing a new legal action against us why has MVCA waited years? We suggest it's not that simple. There are many other legal property actions MVCA must deal with outside the Minutes of Settlement to complete our issues.

We hoped that a fair and mutually beneficial agreement could be accomplished but if new legal action is the only solution MVCA is willing to consider we look forward to the opportunity to put forward our legal concerns to a new Court representative as well. Perhaps he or she will find the current legal situation unsolvable and return us to Court for a second opinion.

Don't forget that any timeline or pressure MVCA hopes to impose on us will also be imposed on MVCA. Additional legal fees will occur. Court backlogs may delay any new action.

There is no doubt that Mr. Lawry's report recommendation will be approved today by the BOD unless any BOD members prefer an alternate way forward and just Vote NO. Your vote carries equal weight to that of any Board Chair/Vice Chair no matter your tenure at MVCA or what municipality you represent and your opinions deserve to be heard.

We welcome any questions you have.

Marthe Roche Bucci and Glen Bucci, land owners Wilbur Station, Ontario

REPORT**3363/23**

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 August 31, 2023
DATE:	October 11, 2023

FOR INFORMATION

The purpose of this report is to present year-to-date expenditures and revenues as compared to the approved 2023 Budget. Results are for the period ending August 31, 2023. Details are contained in Attachment 1.

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: Aug 31, 2023	%YTD (67%)
Expenditures				
Corporate Services	\$795,489	\$907,312	\$559,650	62%
Watershed Management	\$1,709,050	\$2,110,572	\$1,493,802	71%
Flood and Erosion Control	\$751,106	\$508,167	\$ 336,924	66%
Conservation Services	\$700,317	\$998,911	\$ 559,650	58%
Total Operating	\$3,955,961	\$4,524,962	\$2,970,623	66%
Revenues				
Municipal Levy	\$2,840,876	\$3,033,950	\$2,036,244	67%
Provincial Transfer Payment	\$128,436	\$128,436	\$128,436	100%
Special Grants	\$200,666	\$275,226	\$223,205	81%
User Fees & Contract Revenue	\$554,276	\$605,890	\$ 485,641	80%
Special Reserves	\$117,584	\$336,191	\$0	0%
Other	\$114,123	\$145,269	\$97,097	67%
Total Revenues	\$3,955,961	\$4,571,874	\$2,970,623	66%

Table 2: Year-End Projection

Budget Item	2022 Actual	2023 Budget	Projection - Dec 31 2023	Variance
Expenditures				
Corporate Services	\$795,489	\$907,312	\$837,039	(\$70,273)
Watershed Management	\$1,709,050	\$2,110,572	\$2,182,663	\$72,090
Flood and Erosion Control	\$751,106	\$508,167	\$ 484,628	(\$23,539)
Conservation Services	\$700,317	\$998,911	\$ 910,507	(\$88,404)
Total Operating	\$3,955,961	\$4,524,962	\$4,404,837	(\$110,124)
Revenues				
Municipal Levy	\$2,840,876	\$3,033,950	\$3,033,950	\$0
Provincial Transfer Payment	\$128,436	\$128,436	\$128,436	\$0
Special Grants	\$200,666	\$275,226	\$402,680	\$127,454
User Fees & Contract Revenue	\$554,276	\$605,890	\$ 666,887	\$60,997
Special Reserves	\$117,584	\$336,191	\$10,717	(\$315,474)
Other	\$114,123	\$145,269	\$162,1697	\$16,898
Total Revenues	\$3,955,961	\$4,571,874	\$4,404,837	(\$110,124)

Wages & Benefits are projected to be under budget by approximately \$123,000. This is due to periods of vacant positions.

One project under Technical Studies shows a significant deviation from planned (550%). The CA Strategy (aka Land Cons/Acquisition) (ECCC-CO) is a project being undertaken with the Mississippi Madawaska Land Trust (MMLT) that is eligible for a 50% grant where a successful land acquisition is made. Earlier this year MVCA helped MMLT to acquire the Blue Heron property, which resulted in this change on both expenditure and revenue sides of the budget.

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.

An unexpected increase in provincial WECl funding of \$138,000 allowed more work to be completed than planned. Specifically:

- 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 2023.¹

¹ WECl will fund up to 50% of costs, therefore the total budget increase is greater than the value of the grant.

- Repairs and safety works are being completed at Pine Lake and Mississagagon Lake dams.

Other Capital projects are expected to be under-spent by \$414,326, primarily related to:

- Deferral of the HQ Sewer Connection due to design and approval delays and ongoing discussions with the Town regarding connection fees.
- Deferral of new washrooms at the Mill of Kintail because of workload and matching funds were not found.
- Savings achieved on vehicle purchase and replacement of roof at Mill of Kintail.

3.0 RESERVES

Projected Reserve balances are expected to remain at approximately \$3,443,225 versus the originally budgeted reduction to \$2,765,948. This should leave approximately \$677,277 more in reserves than anticipated, which will help offset projects that were simply delayed.



August 31, 2023

YTD Budget Control Report

October 11, 2023

Mississippi Valley Conservation Authority
2023 YTD Control Report

Operating Program

Expenditures	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Flood & Erosion Control						
Flood Forecasting & Warning	\$247,357	\$191,324	77%	\$92,489	\$283,813	\$36,456
O&M Flood Control Structures	\$260,809	\$145,599	56%	\$55,215	\$200,815	(\$59,995)
Sub-total	\$508,166	\$336,924	66%	\$147,704	\$484,628	(\$23,539)
Watershed Management						
Technical Studies & Watershed Planning	\$1,020,463	\$810,701	79%	\$330,868	\$1,141,569	\$121,106
Plan Review & Regulations	\$1,090,109	\$683,101	63%	\$357,993	\$1,041,094	(\$49,016)
Sub-total	\$2,110,573	\$1,493,802	71%	\$688,861	\$2,182,663	\$72,090
Conservation Services						
Stewardship & Education	\$228,078	\$89,997	39%	\$120,684	\$210,680	(\$17,398)
Property Management	\$649,711	\$414,974	64%	\$174,494	\$589,468	(\$60,244)
Visitor Services	\$121,121	\$75,278	62%	\$35,082	\$110,360	(\$10,761)
Sub-total	\$998,911	\$580,248	58%	\$330,260	\$910,507	(\$88,404)
Corporate Services						
Administration	\$808,267	\$445,981	55%	\$200,548	\$646,529	(\$161,738)
Communications	\$36,000	\$26,968	75%	\$26,796	\$53,764	\$17,764
Vehicles & Equipment	(\$17,400)	(\$5,379)	31%	(\$6,208)	(\$11,586)	\$5,814
Information & Communications Tech.	\$80,445	\$92,079	114%	\$56,253	\$148,333	\$67,888
Sub-total	\$907,312	\$559,650	62%	\$277,390	\$837,039	(\$70,273)
Total Operating	\$4,524,962	\$2,970,623	66%	\$1,444,214	\$4,414,837	(\$110,124)
Revenues						
Municipal Levy						
- General benefiting	\$2,962,450	\$1,964,744	66%	\$997,706	\$2,962,450	\$0
- Special benefiting	\$71,500	\$71,500	100%	\$0	\$71,500	\$0
Sub-total	\$3,033,950	\$2,036,244	67%	\$997,706	\$3,033,950	\$0
Provincial Transfer Payment	\$128,436	\$128,436	100%	\$0	\$128,436	\$0
Special Grants	\$275,226	\$223,205	81%	\$179,475	\$402,680	\$127,454
User Fees & Contract Revenue	\$605,890	\$485,641	80%	\$181,246	\$666,887	\$60,997
Operating Reserves	\$198,121	\$0	0%	\$20,717	\$20,717	(\$177,404)
Special Reserves	\$138,070	\$0	0%	\$0	\$0	(\$138,070)
Other	\$145,269	\$97,097	67%	\$65,070	\$162,167	\$16,898
Total Revenues	\$4,524,962	\$2,970,623	66%	\$1,444,214	\$4,414,837	(\$110,125)
Surplus/(Deficit)	\$0	\$0	0%	(\$0)	(\$0)	(\$1)

Mississippi Valley Conservation Authority
2023 YTD Control Report

Flood Forecasting and Warning

Expenditures	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Wages/Benefits	206,765	158,459	77%	79,229	237,688	30,923
Standby/On Call Pay	3,000		0%	0	0	-3,000
Mileage & General Expenses	6,000	10,985	183%	5,800	16,785	10,785
Staff Development	6,000	6,310	105%	500	6,810	810
Equip Rent Pur Repair & Mtce	5,000	2,211	44%	1,000	3,211	-1,789
Utilities - Telephone & Hydro	9,000	5,393	60%	2,696	8,089	-911
Communications - Radios & Pagers	4,692	3,126	67%	1,563	4,689	-3
Materials/Supplies/General Expenses	900	775	86%	200	975	75
Low Water Response	500		0%		0	-500
WISKI-Soda License and Maintenance Fees	4,000	4,066	102%	0	4,066	66
Stream Gauges	1,500		0%	1,500	1,500	0
Total	247,357	191,324	77%	92,489	283,813	36,456
Revenues	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Municipal Levy	247,357	191,324	77%	92,489	283,813	36,456
Provincial Grant (Prov. TP Grant - Section 39)						
CSJ - Wage Subsidy	0	0				
Other - Shared Contribution (WISKI)	0					
Total	247,357	191,324	1	92,489	283,813	36,456

Mississippi Valley Conservation Authority
2023 YTD Control Report

Operation/Maintenance of Flood Control Structures

Expenditures	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Wages/Benefits	137,159	78,892	58%	34,515	113,407	-23,752
Mileage & General Expenses	18,075	13,073	72%	6,300	19,373	1,298
Staff Development	18,075	3,531	20%	500	4,031	-14,044
Taxes/Insurance	69,000	42,342	61%	400	42,742	-26,258
Materials/Supplies/Equipment/General Exp	11,700	6,088	52%	1,500	7,598	-4,102
Health & Safety Clothing & Equipment	1,800	1,664	92%	0	1,664	-136
Safety Inspections	0				0	0
Stoplog Replacements	5,000			12,000	12,000	7,000
Total	260,809	145,599	56%	55,215	200,815	-59,995
Revenues	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Municipal Levy	209,219	114,102	55%	43,341	157,443	-51,776
User Fees - OPG Contract	44,000	27,497	62%	6,874	34,371	-9,629
Other - MNR Bancroft & Kemptville	7,590	4,000	53%	5,000	9,000	1,410
Total	260,809	145,599	56%	55,215	200,815	-59,995

Mississippi Valley Conservation Authority
2023 YTD Control Report

Technical Studies & Watershed Planning

Expenditures	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Wages/Benefits	715,093	476,291	67%	208,377	684,668	-30,425
Mileage & General Expenses	8,250	11,541	140%	4,600	16,141	7,891
Staff Development	8,250	3,784	46%	4,500	8,284	34
Materials/Supplies/Gen Expenses	3,600	63	2%	1,000	1,063	-2,537
Lab Analysis (throughout watershed)	6,000	4,162	69%	1,500	5,662	-338
City of Ottawa Baseline Monitoring (mileage & lab fees only)	36,500	19,749	54%	10,000	29,749	-6,751
Poole Creek Subwatershed Study	3,000		0%	0	0	-3,000
Mississippi River Watershed Plan & Implementation	30,000	9,975	33%	10,000	19,975	-10,025
Ice Monitoring Program Setup	8,500	5,091	60%	3,409	8,500	-0
Ottawa Floodplain Mapping Update	5,000		0%	0	0	-5,000
MVCA Watershed Model/FFW		0			0	0
Carp Restoration Survey		10,631		0	10,631	10,631
Carp Creek Erosion Control		35,484		0	35,484	35,484
MVCA FPM Projects (Clyde)	123,000	68,788	56%	54,212	123,000	0
Wetland Restoration Project (ECCC-CO)	0			0	0	0
CA Strategy (aka Land Cons/Acquisition) (ECCC-CO)	30,000	165,143	550%	0	165,143	135,143
Fundraising Campaign	10,000		0%		0	-10,000
FHIMP - Land Cover Update	33,270		0%	33,270	33,270	0
						0
Total	1,020,463	810,701	79%	330,868	1,141,569	121,106
Revenues	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Municipal Levy	459,172	290,097	63%	229,618	519,715	60,543
Provincial Grant - Section 39	128,436	128,436	100%	0	128,436	0
Special Levy (Baseline Monitoring City of Ottawa)	71,500	71,500	100%	0	71,500	0
Special Reserves - Priority Projects (formerly Glen Cairn)	138,070		0%		0	-138,070
Student Grants	14,235		0%	0	0	-14,235
NDMP - Grant					0	0
DMAF Grant - 25%	10,000		0%		0	-10,000
WECL Grant - 25%	26,250		0%	26,250	26,250	0
Other Grants	0	37,372			37,372	37,372
ECCC-CO Grant - Land Conservation Plan	30,000	165,143	550%	0	165,143	135,143
ECCC-CO Grant - Wetland Project	0				0	0
MVCF - for fundraising campaign	10,000		0%		0	-10,000
MVCF - funds raised	20,000		0%		0	-20,000
Other - City of Ottawa Contribution Carp FP Mapping	35,000	0	0%	35,000	35,000	0
Other - City of Ottawa - Carp Erosion Control	0	42,193		0	42,193	42,193
Other - City of Ottawa - Carp Restoration Survey	0	25,399		0	25,399	25,399
FHIMP - Clyde River FPM	74,800	37,430	50%	35,000	72,430	-2,370
Other -Professional Services / Staff Time	0	13,130		5,000	18,130	18,130
Other - Deferred Revenue (Poole Creek/ Ottawa FP Mapping)	3,000		0%		0	-3,000
						0
Total	1,020,463	810,701	79%	330,868	1,141,569	121,106

Mississippi Valley Conservation Authority
2023 YTD Control Report

Plan Review & Regulations

Expenditures	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Wages/Benefits	940,609	566,842	60%	333,293	900,134	-40,475
Mileage & General Expenses	7,500	4,793	64%	2,000	6,793	-707
Staff Development	7,500	3,067	41%	4,000	7,067	-433
Materials/Supplies/Gen Expenses	2,500	234	9%	200	434	-2,066
Legal Fees	17,000	24,836	146%	10,000	34,836	17,836
Mississippi/Rideau Septic Program	75,000	78,395	105%	0	78,395	3,395
Advisory Services (RVCA)	25,000	4,935	20%	8,500	13,435	-11,565
Consulting (Joint Fee Study RVCA, SNC)	15,000		0%	0	0	-15,000
					0	0
Total	1,090,109	683,101	63%	357,993	1,041,094	-49,016
Revenues	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Municipal Levy	725,109	418,317	58%	282,093	700,410	-24,699
User Fees - Plan Review	190,000	165,259	87%	40,000	205,259	15,259
User Fees - Permit Processing Fees - Permits/PropClear	90,000	79,190	88%	25,900	105,090	15,090
User Fees - Mississippi/Rideau Septic Program	75,000	20,335	27%	0	20,335	-54,665
MVCF - Wetland Protection Fund	10,000	0	0%	10,000	10,000	0
Career Launcher Funding (remaining claim from 2021)	0			0	0	0
						0
	1,090,109	683,101	63%	357,993	1,041,094	-49,016

Mississippi Valley Conservation Authority
2023 YTD Control Report

Stewardship Services & Education

Expenditures	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Wages/Benefits	45,112	45,161	100%	16,184	61,345	16,233
Mileage & General Expenses	2,000	2,185	109%	1,000	3,185	1,185
Staff Development	2,000	437	22%	1,500	1,937	-63
Mat&Sup/Equip/GExp/Promotion	2,500	1,740	70%	500	2,240	-260
Ottawa Clean Water Prog - Mil/Exp/Grants/Comm Exp	3,500	16,853	482%		16,853	13,353
County of Lanark Program	3,000	5,266	176%	1,500	6,766	3,766
Shoreline Naturalization & Other Watershed Stewardship	0	18,230		0	18,230	18,230
ALUS Project Delivery -ECCC-CO	122,595	125	0%	100,000	100,125	-22,470
Trees Canada Program (RVCA Partnership)	5,500		0%	0	0	-5,500
Publicity	1,000		0%	0	0	-1,000
Review of Education Program	15,000		0%	0	0	-15,000
Total	228,078	89,997	39%	120,684	210,680	-17,398
Revenues	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Municipal Levy	69,003	56,983	83%	-37,291	19,692	-49,312
ALUS Canada Grant (RVCA)	0				0	0
ECCC-CO Grant - ALUS	144,075	0	0%	144,075	144,075	0
User Fees - City of Ottawa RCWP	3,000	19,086	636%	2,500	21,586	18,586
User Fees - Lanark County	7,000	6,930	99%	3,000	9,930	2,930
User Fees - Shoreline Naturalization		836		300	1,136	1,136
User Fees - Trees	0	366		0	366	366
Grant - Ottawa Community Foundation				8,100	8,100	8,100
Charitable Doanctions	0	806		0	806	806
Student Grants		4,990		0	4,990	4,990
Other - Trees/TD Planting Program Grant	0			0	0	0
Other - Grant for Review of Education Program	5,000		0%	0	0	-5,000
MVCF - Grant /In-Kind for Review of Education Program	0	0		0	0	0
Total	228,078	89,997	39%	120,684	210,680	-17,398

Mississippi Valley Conservation Authority
2023 YTD Control Report

Property Management

Expenditures	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Wages/Benefits	399,061	275,594	69%	120,100	395,694	-3,367
Mileage & General Expenses	2,250	1,724	77%	500	2,224	-26
Staff Development	2,250	1,188	53%	2,000	3,188	938
Insurance/General Expenses	45,750	42,318	92%	1,000	43,318	-2,432
HQ Building	84,700	44,392	52%	23,000	67,392	-17,308
Mill of Kintail Conservation Area	65,500	32,295	49%	16,147	48,442	-17,058
Palmerston/Canonto Conservation Area	1,950	1,629	84%	200	1,829	-121
Morris Island Conservation Area	23,900	10,095	42%	5,047	15,142	-8,758
Purdon Conservation Area	5,800	1,648	28%	2,500	4,148	-1,652
K & P Trail Conservation Area	12,500	2,266	18%	3,000	5,266	-7,234
CP - Roy Brown Park					0	0
Cedardale Properties	1,050		0%		0	-1,050
Carp River Conservation Area - Site Enhancements	5,000	1,823	36%	1,000	2,823	-2,177
COVID Response	0					0
Total	649,711	414,974	64%	174,494	589,468	-60,244
Revenues	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Municipal Levy	618,943	403,155	65%	166,876	570,030	-48,912
MVCF - CRCA Fund	5,000		0%		0	-5,000
Other - CP Roy Brown Park	0				0	0
Other - K&P - Bucci Order \$30,000	0				0	0
Parking Revenue - CAs	20,000	9,373	47%	4,686	14,059	-5,941
Donation Boxes - CAs	4,000	2,446	61%	1,000	3,446	-554
Other - Bell Canada - Annual Easement - K&P	1,769		0%	1,932	1,932	163
Total	649,711	414,974	64%	174,494	589,468	-60,244

Mississippi Valley Conservation Authority
2023 YTD Control Report

Visitor Services

Expenditures	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Wages/Benefits	111,871	64,463	58%	32,232	96,695	-15,176
Mileage & General Expenses	300	614	205%	307	921	621
Staff Development	300		0%	0	0	-300
Utilities - Telephone	4,400	1,087	25%	543	1,630	-2,770
Admin/BankChrgs/Equip/GShop/M&S/SpEvExp	3,000	656	22%		656	-2,344
Interior Maintenance	1,250	192	15%		192	-1,058
Special Events		8,266		2,000	10,266	10,266
Total	121,121	75,278	62%	35,082	110,360	-10,761
Revenues	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Municipal Levy	12,955	25,499	197%	-21,603	3,896	-9,059
Special Grant - Provincial Grant	45,112		0%	14,000	14,000	-31,112
User Fees - MOK	55,000	32,571	59%	16,285	48,856	-6,144
Donations Received	7,500	1,508	20%	5,000	6,508	-992
Student Grants	10,000		0%	6,700	6,700	-3,300
Special Grant - Miss Mills Grant - MOK & Naismith	12,221	12,700	104%	12,700	25,400	13,179
Other Grants	10,000	3,000	30%	2,000	5,000	-5,000
Total	121,121	75,278	62%	35,082	110,360	-10,761

Mississippi Valley Conservation Authority
2023 YTD Control Report

Administration

31-May-23

Expenditures	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Wages/Benefits	627,926	318,002	51%	163,928	481,930	-145,996
Mileage& General Expenses	2,500	3,996	160%	1,998	5,994	3,494
Staff Development	2,500	4,095	164%	4,000	8,095	5,595
Member Expenses & Allowances	18,000	10,386	58%	6,500	16,886	-1,114
Mat/Sup/Equip/GenExp/BankChg/Postage/Courier	40,000	25,204	63%	12,602	37,806	-2,194
Insurance/Telephone	42,700	36,581	86%	2,520	39,101	-3,599
Professional Services (Legal, Audit etc.)	20,000	10,042	50%	5,000	15,042	-4,958
Conservation Ontario Levy	28,000	29,653	106%	0	29,653	1,653
OH&S-Other Costs	4,000	2,864	72%	1,500	4,364	364
OH&S Shared Services (SNC)	7,500		0%	0	0	-7,500
Human Resources Services	15,000	5,156	34%	2,500	7,656	-7,344
Contribution to Operating Reserve	141		0%		0	-141
					0	0
Total	808,267	445,981	55%	200,548	646,529	-161,738
Revenues	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Municipal Levy	525,146	351,598	67%	151,710	503,308	-21,838
Other - Interest	73,000	90,676	124%	45,338	136,014	63,014
Other - Rental Income	4,500	2,882	64%	2,000	4,882	382
Other - Miscellaneous	5,000	675	14%	1,000	1,675	-3,325
Other - Donations (General)	2,500	150	6%	500	650	-1,850
Other - Operating Reserve (WFP Implementation)	198,121		0%		0	-198,121
Total	808,267	445,981	55%	200,548	646,529	-161,738

Mississippi Valley Conservation Authority
2023 YTD Control Report

Communications

31-May-23	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Wages/Benefits	0	14,216		7,905	22,121	22,121
Mileage & General Expenses	0			0	0	0
Printing	500	0	0%	250	250	-250
Materials/Supplies/Equipment/Gen Expenses	500		0%	250	250	-250
Advertising/Promotion (core program & services)	1,000	2,648	265%	500	3,148	2,148
Eko-Trekr App Annual Fee/Support	3,500		0%		0	-3,500
Comms Shared Services (RVCA)	30,000	9,463	32%	16,891	26,354	-3,646
Website Expenses	500	641	128%	1,000	1,641	1,141
	0		0%		0	0
Total	36,000	26,968	75%	26,796	53,764	17,764
Revenues	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Municipal Levy	32,500	26,968	83%	26,796	53,764	21,264
Provincial Grant	0				0	0
MVCF - Contribution (Eco-Trekr)	3,500	0	0%		0	-3,500
					0	0
	0		0%		0	0
Total	36,000	26,968	75%	26,796	53,764	17,764

Mississippi Valley Conservation Authority
2023 YTD Control Report

Vehicles & Equipment

Expenditures	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Wages/Benefits	0	0		0	0	0
Mileage & General Expenses	1,800	783	43%	391	1,174	-626
Staff Development	1,800		0%	0	0	-1,800
Equipment Purchase - non-capital	3,000	1,575	52%	787	2,362	-638
Materials/Supplies/Fuel/Maintenance	61,000	42,976	70%	21,488	64,464	3,464
Insurance/Licensing	15,500	7,037	45%	0	7,037	-8,463
General Expenses	3,500	2,652	76%	1,326	3,977	477
Vehicle/Equipment Charges	-104,000	-60,401	58%	-30,200	-90,601	13,399
					0	0
					0	0
Total	-17,400	-5,379	31%	-6,208	-11,586	5,814
Revenues	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Municipal Levy	-17,400	-5,379	31%	-6,208	-11,586	5,814
Provincial Grant	0					
Total	-17,400	-5,379	31%	-6,208	-11,586	5,814

Mississippi Valley Conservation Authority
2023 YTD Control Report

Information and Communications Technology

Expenditures	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Wages/Benefits	0	44,589		22,294	66,883	66,883
Mileage & General Expenses	2,000	996	50%	498	1,494	-506
Materials/Supplies/Gen Expenses	3,150	925	29%	463	1,388	-1,762
Equipment Purchase, Repair & Mtce	4,500	3,379	75%	1,689	5,068	568
Software/Maintenance/IT Support	39,995	37,073	93%	12,000	49,073	9,078
High Speed Internet Access	7,800	5,118	66%	2,559	7,677	-123
Data Acquisition - General /Transfer to Reserve	8,000		0%		0	-8,000
Electronic Document Management (CADIMS)	10,000		0%	10,000	10,000	0
Data Management Automation	0				0	0
Asset Management Study	5,000		0%	6,750	6,750	1,750
Total	80,445	92,079	114%	56,253	148,333	67,888
Revenues	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Municipal Levy	80,445	92,079	114%	56,253	148,333	67,888
Provincial Grant	0				0	0
Other - CA Maps Program/Tech Fee for Info Products	0	0			0	0
Total	80,445	92,079	114%	56,253	148,333	67,888

Mississippi Valley Conservation Authority
2023 YTD Control Report

Capital Program

Water & Erosion Control Infrastructure							
Expenditures	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance	
Water & Erosion Control Infrast	\$327,160	\$255,579	78%	\$209,473	\$465,053	\$137,893	
Revenues	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance	
WECI Grant	\$78,750	\$42,000	53%	\$65,000	\$107,000	\$28,250	
Capital Levy	\$68,410	\$213,579	312%	(\$53,527)	\$160,053	\$91,643	
DMAF Grant	\$30,000	\$0	0%	\$48,000	\$48,000	\$18,000	
Water Control Structure Reserve	\$150,000	\$0	0%	\$150,000	\$150,000	\$0	
Special Reserves - Priority Projects (formerly Glen	\$0	\$0					
Debt Financing	\$0	\$0					
Total Revenue	\$327,160	\$255,579	78%	\$209,473	\$465,053	\$137,893	
Administration Office							
Expenditures	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance	
HQ Building	\$277,005	\$184,670	67%	\$92,335	\$277,005	(\$0)	
WCS Annual Financing Charge	\$35,412	\$23,608	67%	\$11,804	\$35,412	\$0	
LIDAR Repayment	\$0	\$0					
Revenues	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance	
Provincial Transfer Payment	\$0	\$0					
Capital Levy	\$277,005	\$184,670	67%	\$92,335	\$277,005	(\$0)	
Special Benefiting levy	\$0	\$0					
Water Control Structure Reserve	\$35,412	\$23,608	67%	\$11,804	\$35,412	\$0	
Other	\$0	\$0					
Total Revenue	\$312,417	\$208,278	133%	\$104,139	\$312,417	(\$0)	
Other Capital							
Expenditures	05-Jul-23	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance	
Other Capital	\$798,750	\$162,508	20%	\$221,916	\$384,424	(\$414,326)	
Revenues	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance	
Capital Levy	\$289,213	\$125,829	44%	\$71,742	\$197,571	(\$91,642)	
Special Reserves	\$402,750	\$0	0%	\$42,674	\$42,674	(\$277,576)	
Other	\$106,787	\$36,679	34%	\$25,000	\$61,679	(\$45,109)	
Total Revenues	\$798,750	\$162,508	20%	\$139,416	\$301,924	(\$414,326)	

Mississippi Valley Conservation Authority
2023 YTD Control Report

Water & Erosion Control Infrastructure

Expenditures	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Farm Lake Dam - Safety Assessment	0				0	0
Capital Assets:					0	0
Lanark Dam	0				0	0
Carleton Place Dam	120,000	178,297	149%	101,703	280,000	160,000
Shab Lake Dam Final Design	0				0	0
Shab Lake Dam Construction	0				0	0
Shab Lake Dam Public Safety Access (WECl/TWP)	0				0	0
Shab Lake Dam Commissioning & Inspections	50,000		0%		0	-50,000
Widow Lake Dam (WECI)	0				0	0
Kash Lake Dam (DMAF/WECI)	100,000	73,390	73%	46,610	120,000	20,000
Pine Lake Dam		1,954		1,000	2,954	2,954
Missaganon Lake Dam		1,938		3,000	4,938	4,938
Dam Preventative Maintenance	0				0	0
Contributions to WCS Reserve	57,160		0%	57,160	57,160	0
Total	327,160	255,579	78%	209,473	465,053	137,893
Revenues	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Municipal Levy - Capital	68,410	213,579	312%	-53,527	160,053	91,643
WECl Grant	78,750	42,000	53%	65,000	107,000	28,250
DMAF Grant	30,000		0%	48,000	48,000	18,000
WCS Reserve	150,000		0%	150,000	150,000	0
Special Reserves - Glen Cairn Provincial Share	0				0	0
Deferred Revenue (WECl)	0				0	0
Debt Financing	0				0	0
Total	327,160	255,579	78%	209,473	465,053	137,893

Mississippi Valley Conservation Authority
2023 YTD Control Report

Debt Repayment						
Expenditures	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Capital Assets:						
HQ Annual Financing Charge	277,005	184,670	67%	92,335	277,005	-0
WCS Annual Financing Charge	35,412	23,608	67%	11,804	35,412	0
LIDAR Repayment		0				
Grand Total	312,417	208,278	67%	104,139	312,417	-0
Revenues	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Provincial Grant	0	0				
Municipal Levy - Capital	277,005	184,670	67%	92,335	277,005	-0
Special Reserves - Operating						
Special Reserve - WCS	35,412	23,608	67%	11,804	35,412	0
Grand Total	312,417	208,278	67%	104,139	312,417	-0

Mississippi Valley Conservation Authority
2023 YTD Control Report

Other Capital						
Expenditures	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Conservation Area Signs (directional)	0	2,613		0	2,613	2,613
Purdon Boardwalk	18,000	1,119	6%	14,881	16,000	-2,000
Vehicles	70,000	42,764	61%	0	42,764	-27,236
Equipment	12,500	0	0%	0	0	-12,500
Computer Hardware	30,000	9,436	31%	20,564	30,000	0
MOK - Workshop Building	5,000		0%	2,000	2,000	-3,000
MOK - Washrooms	120,000		0%	0	0	-120,000
MOK Roof/Eaves	83,000	37,726	45%	0	37,726	-45,274
MOK-Windows				40,000	40,000	40,000
MOK - Gatehouse		5,665		0	5,665	5,665
K&P Trail	0				0	0
Morris Island	5,000	1,211	24%	3,289	4,500	-500
Guage Network	24,750	12,451	50%	10,000	22,451	-2,299
Ice Monitoring Equipment (Drone)	6,000	6,018	100%	0	6,018	18
MVCA FFW System Model	67,000		0%	15,000	15,000	-52,000
HQ - Sewer & Water Connection	357,500	3,709	1%		3,709	-353,791
LIDAR	0	21,609	21608550000%		21,609	21,609
ADCP (Topo-bathymetric Data Collection)	0	18,186		41,814	60,000	60,000
Contributions to HQ Building Reserve	0			74,368	74,368	74,368
	798,750	162,508	20%	221,916	384,424	-414,326
Revenues	2023 Budget	August 31, 2023 YTD Actuals	YTD Actual % of Budget - Aug (67%)	Sept- Dec Projection	Revised Year-End Projection	Variance
Provincial Grant	0					
Municipal Levy - Capital	289,213	125,829	44%	71,742	197,571	-91,642
Other - Town of CP - Roy Brown Contr.	0	0			0	0
Reserves - Vehicles & Equipment	76,000	0	0%	42,674	42,674	-33,326
Reserves - Conservation Area	0	0			0	0
Reserves -Information Technology	0	0			0	0
Reserves - HQ Building	235,000	0	0%		0	-235,000
Reserves - WCS	0	0			0	0
Reserves- Priority Projects	91,750		0%	82,500	82,500	-9,250
Other - Def. Revenue - Miss Mill & Naismith (roof)	5,693	5,693	100%		5,693	0
Other - Def. Revenue -RBC - Signs	15,000		0%	15,000	15,000	0
Other - Def. Revenue -Enbridge - Purdon	5,000	0	0%	5,000	5,000	0
Reserves - Operating	0	0			0	0
Other - Def. Revenue - MOK Washroom	16,094	0	0%		0	-16,094
Other - Partner Contributions LIDAR	0	30,986			30,986	30,986
Other - Grants	60,000	0	0%		0	-60,000
MVCF - Purdon Donation	5,000	0	0%	5,000	5,000	0
Total	798,750	162,508	20%	221,916	384,424	-414,326

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	0	74,368	648,069
Conservation Areas Reserve	185,700			185,700
Information and Communication Technology Reserve	80,158			80,158
Priority Projects (Formerly Glen Cairn)	438,836	82,500		356,336
Sick Pay (STD) Reserve	73,843			73,843
Vehicles & Equipment Reserve	263,537	42,674		220,863
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	10,717		1,485,357
Total	3,633,000	321,303	131,528	3,443,225

REPORT**3359/23**

TO:	MVCA Finance & Administration Committee
FROM:	Stacy Millard, Treasurer and Sally McIntyre, General Manager
RE:	Cost of Service Study – Phase 1
DATE:	October 16, 2023

FOR INFORMATION

1. BACKGROUND

Legislative and regulatory changes in recent years required conservation authorities to calculate the cost of delivering Category 1, 2, and 3 programs and services. While it is mandatory for municipalities to support delivery of Category 1 programs, there is also an expectation that all categories of programs and services will employ user fees and other sources of funding where appropriate and available.

Originally, this study was planned as a fee review to be carried out in partnership with RVCA and SNC, as the three CAs aim to have consistent fees across the City of Ottawa. However, the other two CAs opted not to proceed when a provincial freeze on CA planning and regulation fees took effect January 1, 2023. Accordingly, we scaled back our review to become a Cost of Service Study where we examine costs relative to expenses without analysis of fees, price elasticity, and potential changes.¹ As well, we are tackling this work in a phased manner, with this first report focused on the costs and revenues associated with planning and regulation reviews and approvals as they are our primary source of fee-based revenues.

2. APPROACH & METHODOLOGY

MVCA consulted with CAs that had carried out similar work to understand their approach and methodology. One CA had carried out detailed business process mapping to calculate “to the minute” the time expended to process different application types. MVCA carried out comparable but not as detailed analyses.

¹ Earlier this month SNC approved a 3% increase to its Planning and Regulations fees for 2024 on the assumption that the current freeze is not extended into the new year. MVCA staff will be recommending the same increase when our budget is tabled next month.

Service delivery costs were calculated by:

Direct costs²

- (a) Determining the base cost³ to process an application.
 - This consisted of dividing each application type into key tasks, determining the time required to complete each task, and applying the compensation costs for the staff assigned to those tasks.
 - Mid-range times were used to calculate costs. For example, if a task was assessed as taking 2-5 hours to complete (depending on complexity), the time assigned was 3.5 hours.
- (b) adding direct expenses such as mileage, legal fees and 3rd-party advisory services on a pro-rated basis.

Indirect Costs

- (c) adding unassigned time⁴ of Planning & Regulations (P&R) staff (18.25%) on a pro-rated basis.
- (d) adding a proportion of indirect corporate overhead costs on a pro-rated basis.
 - The P&R unit accounts for 28.5% of MVCA's staff compliment, and this same percentage was applied to the annual cost of corporate services (e.g. finances, accommodation, IT, Board/Committee support) and allocated on pro-rated basis based upon the number of hours worked on each application type.

Cost recovery rates were determined by:

- (a) extrapolating over a full year the number of applications by type that were received from January to August of 2023.
- (b) applying current fees plus 3% (per footnote 1.)
- (c) applying current wages plus anticipated increases in overhead and COLA.

3. FINDINGS

Table 1 presents preliminary results based upon available data and averaging. In summary, no application type is achieving full cost recovery, with only four types achieving > 50% cost recovery.

² Excludes extra fees charges where technical reviews are required by MVCA's engineering group.

³ These vary depending on the complexity and location of the application but generally include pre-consultation, application intake/logging, a site visit, P&R review, attendance at meetings and calls with the applicant and/or municipal staff, preparation of a report, management QA/QC, and preparation and signing of permits.

⁴ For example, time expended dealing with queries, training, and paid vacation and holidays.

Table 1: Cost Recovery by Application Type (direct and indirect costs)

Application/Review Type	Average Hours	Average Cost (\$) per Application	Estimated 2024 Fee Charged (\$)	Cost recovery rate
Official Plan Amendment	21.50	2,517.50	844.60	34%
Minor Variance, Zoning By-law	9.75	1,119.25	422.30	38%
Site Plan - Minor	13.5	1,565.50	1,153.60	74%
Site Plan - Major	32.25	3,796.75	2,873.70	76%
Consent to Sever	9.75	1,119.25	515.00	46%
Subdivision/Condo	126.0	14,505.25	4,243.60	29%
Clearance of Conditions	29.5	3,347.50	2,132.10	64%
Routine Permit	10.25	1,005.75	486.68	48%
Minor Permit	21.75	2,546.75	1,107.25	43%
Major Permit	40.50	4,778.00	2,413.29	51%

Costs not recovered through fees are funded by the municipal levy. This means that all land development within MVCA's jurisdiction is being subsidized to varying degrees by the municipal levy, i.e. taxpayers.

4. NEXT STEPS

This initial analysis points to the need for the following:

- Revise our new online timesheet program to allow for more accurate capture of time expended on the full range of applications by both P&R and engineering staff.
- Examine current business processes against comparable organizations (where information is available) to identify opportunities to streamline reviews and reduce costs.
- Review fees charged within and outside of our jurisdiction and assess what sensitivity there is to altering fees to reduce the burden on taxpayers of subsidizing development.
- Conduct a fee review with RVCA and SNC.

In the meantime, further cost of service analysis is planned for Category 3 fees such as rental rates at the Mill of Kintail. While we will review service delivery costs our key focus for these will be a market analysis, as the goal is for these areas to become self-sustaining. These will be brought forward as results are obtained, and will be used to support proposed fee changes.

5. CORPORATE STRATEGIC PLAN

The cost of service review supports delivery of the following corporate strategic goal and objective.

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

Objective 3b) Monitor the quality, efficiency and impact of what we do and modify to improve operational effectiveness.

REPORT**3364/23**

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Matt Craig, Manager, Planning and Regulations
RE:	Timeline Reporting for Section 28 Applications
DATE:	October 10, 2023

For Information

The purpose of this report is to provide the Board with a summary of timeline performance for the issuance of permits under Section 28 of the Conservation Authorities Act.

Background

Under section 28 of the *Conservation Authorities Act*, the MVCA administers *Ontario Regulation 153/06 (Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation)*. Proponents require the permission of the Conservation Authority to undertake development and site alterations within the areas subject to the regulation. Regulated areas include hazard lands (floodplain and slopes), provincially significant wetlands and other wetlands and watercourses and shorelines.

Analysis

Timeline reporting is for January 1 to October 2, 2023.

The CA has between 10 to 21 days to determine if the application is complete based the category of permit. Once the application is deemed complete, the CA has 14 calendar days (routine), 21 calendar days (minor) or 28 calendar days (major) to issue the permit.

The Timeline Report tracked and recorded applications starting January 1, 2023 to October 2, 2023.



165 PERMITS ISSUED FOR
Jan 2023 TO Oct 2023(INCLUSIVE)

PROVINCIAL STANDARD		# PERMITS	AVERAGE TURNAROUND	WITHIN TIMELINE		OUTSIDE TIMELINE	
Major	90 Days	5	6 Days	Major	5	Major	0
Minor	30 Days	112	5 Days	Minor	110	Minor	2
Routine	30 Days	48	4 Days	Routine	46	Routine	2

*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	5	6 Days	Major	5	Major	0
Minor	35 Days	112	5 Days	Minor	110	Minor	2
Routine	24 Days	48	4 Days	Routine	46	Routine	2

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

REPORT**3365/23**

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Matt Craig, Manager, Planning and Regulations
RE:	Ontario Regulation 153/06 Permit Activity for the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses
DATE:	October 10, 2023

For Information

The purpose of this report is to provide the Board with a summary of permits issued over the reporting period. Please refer to Table 1: All Permits Issued – January 1, 2023 to October 2, 2023, attached.

Permit applications are reviewed for control of flooding, erosion, pollution and the conservation of land. Wetlands are regulated to ensure the protection of their hydrologic and ecological functions.

The Authority issued 165 permits during the current reporting period. Note, some permits may involve more than one type of use.

Culvert	Buildings	Other	Septic	Shoreline	Wetland
9	41	28	13	27	47

Permit activity has stabilized over the past few years. Past permit activity is outlined below.

2017	2018	2019	2020	2021	2022	2023
235	207	289	262	313	216	165

ATTACHMENTS:

Table 1 – All Permits Issued: January 1, 2023 to October 2, 2023.

CAID	Approved	Permit No.	Expiry	Municipality	Water Body
RBWPM-554	Jul 28,2023	W22/008	Jul 28,2025	BECKWITH	Mississippi Lake
131 Elm Avenue / LOT 8 / CON 11					
Construct a New Dwelling within the 1:100 Year Flood Plain of Mississippi Lake.					
RTBPM-1063	Aug 30,2023	W22/043	Aug 30,2025	OTTAWA	Ottawa
248 Old Quarry Road / LOT B Gore					
Construct a Single-Family Dwelling and Septic System within the Regulation Limit of the 1:100-year Flood Plain of the Ottawa River.					
RDNPM-373	Sep 22,2023	W22/099	Sep 22,2025	DRUMMOND/NORTH ELMSLEY	Mississippi Lake
190 Grasshopper Point / LOT 20 / CON 8					
Repair Existing Rip Rap Shoreline Erosion Protection along Mississippi Lake.					
RTBPM-1071	May 24,2023	W22/118	May 24,2025	OTTAWA	Ottawa River
760 Bayview Drive / LOT 19 / CON 5					
Reconstruct a Detached Garage within the 1:100-year Flood Plain on the Ottawa River.					
RTBPM-1072	Jan 16,2023	W22/119	Jan 16,2025	OTTAWA	Ottawa River
860 Bayview Drive / LOT 20 / CON 5					
Construct a Dwelling and Install New Class 4 Sewage System within Floodway of Ottawa River.					
RMMPM-404	Apr 13,2023	W22/138	Apr 13,2025	MISSISSIPPI MILLS	Wetland
Marshall Lake Road / LOT 1 / CON 1					
Construct a Dwelling and Septic System within the Regulation Limit of a Pakenham Provincially Significant Wetland.					
RMRPM-137	Feb 21,2023	W22/156	Feb 21,2025	OTTAWA	Carp River
30 Frank Nighbor Place / LOT 2 / CON 1					
Construct a Self-Storage Building and Dry Pond within the Regulation Limit of the 1:100-year Flood Plain of the Carp River.					
RHTPM-197	Jun 28,2023	W22/165	Jun 28,2025	OTTAWA	Carp River
4203 Carp Road / LOT 23 / CON 3					
Stabilize Slope within a Tributary to Carp River.					

Project ID	Start Date	W22/	End Date	Location	Water Body
RTBPM-1079	Sep 06,2023	W22/170	Sep 06,2025	OTTAWA	Ottawa River
4894 Opeongo Road / LOT 21 / CON 4					
Construct New Retaining Walls with Rip Rap within the Erosion Hazard and along Shoreline of Ottawa River.					
RTBVL-15	Jan 20,2023	W22/175	Jan 20,2025	OTTAWA	Ottawa River
148 Baillie Avenue / LOT 12 / CON 5					
Place and Remove Fill within the Flood Plain of Ottawa River.					
RMMPM-410	Jun 08,2023	W22/178	Jun 08,2025	MISSISSIPPI MILLS	Mississippi Lake
196 Montgomery Park Road / LOT 1 / CON 4					
Construct a Major Addition within the Regulation Limits of a Provincially Significant Wetland, an Unevaluated Wetland, and the Flood Plain of Mississippi Lake.					
RMRPM-140	Jan 27,2023	W22/182	Jan 27,2025	OTTAWA	Shirleys Brook
930 (936) March Road / LOT 13 / CON 4					
Construct a Stormwater Management Outlet within the 1:100-year Flood Plain and Meander Belt of Shirley's Brook.					
RFTPM-303	Mar 03,2023	W22/184	Mar 03,2025	OTTAWA	Wetland
140 Mississippi Drive / LOT 25 / CON 5					
Construct a Dwelling and Septic System within the Regulation Limit of the Morris Island Wetland Complex.					
RGLPM-157	Aug 03,2023	W22/188	Aug 03,2025	OTTAWA	Wetland
6559 Hazeldean Road / LOT 20 / CON 12					
Install Tile Drainage within the Regulation Limit of the Goulbourn Provincially Significant Wetland Complex.					
RNFVL-12	Feb 06,2023	W22/189	Feb 06,2025	NORTH FRONTENAC	Kashawakamak Lake
1570 Myers Cave Road / LOT 23 / CON 14					
Realign the Existing Channel of a Watercourse and Undertake Development within the Regulation Limit of a Wetland.					
RMRPM-142	Jan 24,2023	W22/192	Jan 24,2025	OTTAWA	Shirleys Brook
930 March Road / LOT 12 / CON 4					
Place Fill Within the 1:100-year Flood Plain of Shirley's Brook.					
RTBPM-838	Jan 16,2023	W22/193	Jan 16,2025	OTTAWA	Ottawa River
599 Bayview Drive					
Construct a New Dwelling and Septic System within Flood Plain of the Ottawa River.					

Project ID	Start Date	W22/203	End Date	Location	Watercourse	Page
RTBPM-837	Jan 16,2023	W22/194	Jan 16,2025	OTTAWA	Ottawa River	Page 80 of 98
597 Bayview Drive						
Construct a New Dwelling and Septic System within Flood Plain of the Ottawa River.						
RDNPM-379	Jul 14,2023	W22/203	Jul 14,2025	DRUMMOND/NORTH ELMSLEY	Mississippi Lake	
112 Hardwood Lane / LOT 21 / CON 6						
Construct a New Dwelling within the Flood Plain of Mississippi Lake.						
RDNPM-380	Jan 23,2023	W22/206	Jan 23,2025	DRUMMOND/NORTH ELMSLEY	Mississippi Lake	
149 Cookes Shore / LOT 23 / CON 9						
Construct a new Dwelling within the Regulation Limit of the Flood Plain of Mississippi Lake.						
RBWPM-577	Apr 14,2023	W22/211	Apr 14,2025	BECKWITH	Mississippi Lake	
119 Morning Dove Lane / LOT 4 / CON 9						
Repair Existing Erosion Protection and Boathouse along the Shoreline of Mississippi Lake.						
RMRPM-145	Jan 06,2023	W22/214	Jan 06,2025	OTTAWA	Wetland	
1595 Old Carp Road / LOT 12 / CON 1						
Place Fill for a Driveway and Install Septic System within Regulation Limit of South March Highlands Wetland Complex.						
RTBPM-1084	Aug 17,2023	W23/001	Aug 17,2025	OTTAWA	Ottawa River	
312 Old Quarry Road / LOT B Gore						
Reconstruct Dwelling and Associated Septic System within the Stable Slope Hazard along the Ottawa River.						
RTBPM-1085	Jan 17,2023	W23/003	Jan 17,2025	OTTAWA	Watercourse	
Kilmaurs Side Rd, Woodkilton Rd, Kinburn Side Rd, Torbolton Ridge Rd, Galetta Side Rd, Riverwood Dr.						
Install New Conduit and Bell Telecom Equipment within Regulated Watercourses and Regulation Limit of Wetlands.						
RHTPM-202	May 24,2023	W23/004	May 24,2025	OTTAWA	Huntley Creek	
2727 Carp Road / LOT 7 / CON 3						
Construct New Stormwater Outlets to Huntley Creek within the 1:100-year Flood Plain and Meander Belt of Huntley Creek.						
RMRPM-146	May 23,2023	W23/005	May 23,2025	OTTAWA	Kizell Drain	
300 & 302 Legget Drive / LOT 6 / CON 4						
Replace Culvert within Kizell Drain.						

Project ID	Start Date	Wetland ID	End Date	Location	Watercourse	Page
RMRPM-86	Feb 02,2023	W23/007	Feb 02,2025	OTTAWA	Kizell Drain	Page 81 of 98
305 Legget Drive / LOT 4 / CON 6 & 7						
Decommission, Remove and Reconstruct a Pumping Station within the Flood Plain of Kizell Drain.						
RLWPM-6	Feb 09,2023	W23/008	Feb 09,2025	LANARK HIGHLANDS	Watercourse	
Tatlock Road						
Replace Existing Culverts within Regulated Wetlands on Highway 511, and Tatlock Road.						
RTBPM-1086	Feb 02,2023	W23/009	Feb 02,2025	OTTAWA	Ottawa River	
1312 Bayview Drive						
Reconstruct a Deck within the Regulation Limit of a Non-Evaluated Wetland and the 1:100-year Flood Plain of the Ottawa River.						
RMMPM-413	Feb 02,2023	W23/010		MISSISSIPPI MILLS	Wolf Grove Creek	
2759 Old Perth Road / LOT 13 / CON 6						
Construct a New Driveway within the Regulation Limit of a Provincially Significant Wetland and a Replace an Existing Culvert within Wolf Grove Creek.						
RNFPM-209	Feb 02,2023	W23/011		NORTH FRONTENAC	Rock Lake	
Hydro Lane / Rock Lake / LOT 45 / CON 1						
Replace Hydro One Wood Poles within the Regulation Limit of Wetlands.						
RTBPM-1087	Feb 09,2023	W23/012	Feb 09,2025	OTTAWA	Ottawa River	
125 Sumac Hill Lane / LOT 12 / CON 6						
Replace a Septic System within the Regulation Limit and 1:100-year Flood Plain of the Ottawa River.						
RLHPM-274	Feb 06,2023	W23/013		LANARK HIGHLANDS	Dalhousie Lake	
635 North Shore Road / LOT 14 / CON 10						
Partially Enclose an Existing Deck within the Regulation Limit of the Flood Plain of Dalhousie Lake.						
RFTPM-304	Feb 02,2023	W23/014	Feb 02,2024	OTTAWA	Mississippi River	
Loggers Way / LOT 22 / CON 6						
Replace Hydro One Wood Poles within the Regulation Limit of Wetlands and Watercourses.						
RHTPM-202	May 24,2023	W23/015	May 24,2025	OTTAWA	Huntley Creek	
2727 Carp Road / LOT 7 / CON 3						
Realign a Headwater Drainage Feature on a Tributary to Huntley Creek.						

Project ID	Start Date	W23/016	End Date	Location	Environment	Page
RFTPM-305	Apr 24,2023	W23/016	Apr 24,2025	OTTAWA	Wetland	Page 82 of 98
Limestone Road / LOT 17 / CON 10						
Replace Existing Culvert within a Regulated Watercourse and the Kilmaurs Marsh Provincially Significant Wetland.						
RTBPM-1088	Feb 10,2023	W23/017	Feb 10,2025	OTTAWA	Ottawa River	
150 Lane Street / LOT 16 / CON 5						
Replace a Septic System within the Regulation Limit of the 1:100-year Flood Plain of the Ottawa River.						
RTVPM-79	Feb 17,2023	W23/018	Feb 17,2025	TAY VALLEY	Watercourse	
Harper Road / LOT 21/20 / CON 6						
Replace Existing Culverts within a Watercourse on Harper Road, and Keays Road.						
RMMPM-379	Feb 21,2023	W23/019	Feb 21,2025	MISSISSIPPI MILLS	Mississippi River	
N/A / LOT Part Lot 21 / CON 9						
Construct a Dwelling and Install a New Septic System within the Regulation Limit of an Erosion Hazard of Mississippi River.						
RMRPM-147	Mar 01,2023	W23/020	Mar 01,2025	OTTAWA	Shirleys Brook	
1145 March Road / LOT 13 / CON 3						
Install Temporary Culverts within the Meander Belt and Flood Plain of Shirley's Brook.						
RMMPM-414	Apr 20,2023	W23/021	Apr 20,2025	MISSISSIPPI MILLS	Mississippi River	
94 James Naismith Way / LOT 21 / CON 9						
Construct a New Dwelling and Septic System within the Regulated Erosion Hazard, on the Mississippi River.						
RKNPM-186	Jul 18,2023	W23/022	Jul 18,2025	OTTAWA	Shirleys Brook	
TERRY FOX DRIVE/GOULBOURN FORCED ROAD / LOT 09 / CON 02						
Realign a portion of Shirley's Brook.						
RBWPM-579	Apr 24,2023	W23/023	Apr 24,2025	BECKWITH	Wetland	
1619 9th Line / LOT 16 / CON 8						
Build an Addition and Install a Septic System within the Regulation Limit of a Regulated Wetland.						
RFTPM-306	Mar 01,2023	W23/024	Mar 01,2025	OTTAWA	Mississippi River	
4806 Mohrs Road / LOT 21 / CON 6						
Construct Garage within Stable Slope Hazard of the Mississippi River.						

Project ID	Start Date	W23/026	End Date	Location	Waterbody	Page
RGLPM-159	Mar 08,2023	W23/026	Mar 08,2025	OTTAWA	Poole Creek	Page 83 of 98
Jonathan Pack Street / LOT 23 / CON 11						
Install a Gas Pipeline within Flood Plain and Meander Belt of Poole Creek.						
RDNPM-382	Apr 04,2023	W23/027	Apr 04,2025	DRUMMOND/NORTH ELMSLEY	Mississippi Lake	
460 Black Bass Bay Road / LOT 24 / CON 7						
Repair Existing Erosion Protection along the Shoreline of Mississippi Lake.						
RNFPM-210	Mar 17,2023	W23/028	Mar 17,2025	NORTH FRONTENAC	Mud Lake	
Ardoch Road / LOT 26 / CON South Westerly Range						
Rehabilitate an Existing Bridge along the Shoreline of Mud Lake.						
RMMPM-415	Aug 11,2023	W23/029	Aug 11,2025	MISSISSIPPI MILLS	Mississippi River	
172 Spring Street / LOT 15 / CON 10						
Construct an Addition and Replace a Deck within an Erosion Hazard on the Mississippi River.						
RTBPM-1089	Aug 03,2023	W23/030	Aug 03,2025	OTTAWA	Ottawa River	
2978 Barlow Crescent / LOT 2 / CON 8						
Replace Retaining Wall along Shoreline of Ottawa River.						
RTBPM-1090	Jun 27,2023	W23/031	Jun 27,2025	OTTAWA	Ottawa River	
240 Baillie Avenue / LOT 13 / CON 5						
Reconstruct a Dwelling within the 1:100-year Flood Plain of the Ottawa River.						
RGLPM-160	May 29,2023	W23/032	May 29,2025	OTTAWA	Carp River	
5618 Hazeldean Road / LOT 28 / CON 11						
Realign a Portion of the Upper Reach of a Carp River West Tributary.						
RFTPM-307	Apr 06,2023	W23/033	Apr 06,2025	OTTAWA	Mississippi River	
4245 Highway 17 / LOT 15 / CON 3						
Install Hydro Infrastructure within Regulation Limit of 1:100-year Flood Plain of Mississippi River and Provincially Significant Wetland.						
RFTPM-308	Mar 29,2023	W23/034	Mar 29,2025	OTTAWA	Watercourse	
Ottawa Road 29 / LOT 22-23 / CON 2-1						
Install Fibre Optic Cables within Regulated Watercourses and the Regulation Limit of a Wetland.						
RHTPM-204	Mar 28,2023	W23/035	Mar 28,2025	OTTAWA	Wetland	
183 Country Meadow Drive / LOT 16 / CON 6						
Construct an Auxiliary Building within Regulated Wetland.						

Project ID	Start Date	W23/	End Date	Location	Water Body
RBWPM-580	Apr 05,2023	W23/036	Apr 05,2025	BECKWITH	Mississippi Lake
126 David Lane / LOT 8 / CON 11					
Install a Sewage System Within the Regulatory Flood Plain Of Mississippi Lake.					
RDNPM-383	May 12,2023	W23/037	May 12,2025	DRUMMOND/NORTH ELMSLEY	Mississippi Lake
424 Lakeview Road / LOT 21 / CON 8					
Repair Existing Retaining Wall along the Shoreline of Mississippi Lake.					
RONPM-8	Mar 29,2023	W23/039	Mar 29,2025	OTTAWA	Wetland
165 Springwater Drive / LOT 33 / CON 6					
Install Inground Pool and Deck within Regulation Limit of Stony Swamp Wetland Complex.					
RTBPM-1091	Apr 03,2023	W23/040	Apr 03,2025	OTTAWA	Ottawa River
4312 Armitage Avenue / LOT 11 / CON 5					
Raise Dwelling within the 1:100-year Flood Plain of the Ottawa River.					
RTBPM-1093	Apr 18,2023	W23/042	Apr 18,2025	OTTAWA	Ottawa River
162 Wren Street / LOT 7 / CON 8					
Construct a Dwelling within the Regulation Limit of the Ottawa River.					
RTBPM-1013	Apr 06,2023	W23/044	Apr 06,2025	OTTAWA	Ottawa River
4316 Armitage Avenue					
Construct a Dwelling and Detached Garage within Flood Plain of the Ottawa River.					
RTBPM-1094	Apr 27,2023	W23/045	Apr 27,2025	OTTAWA	Ottawa River
3094 Barlow Crescent / LOT 3 / CON 8					
Construct Additions within the Erosion Hazard and Regulation Limit of the 1:100-year Flood Plain of the Ottawa River.					
RMRPM-148	Apr 14,2023	W23/046	Apr 14,2025	OTTAWA	Kizell Drain
29 Turtle Point Private / LOT 6 / CON 4					
Construct Sunroom within the Regulation Limit of the Meander Belt of Kizell Drain.					
RHTPM-205	Jul 04,2023	W23/047	Jul 04,2025	OTTAWA	Carp River
2336 Craigs Side Road / LOT 20 / CON 3					
Replace Culvert within the Regulation Limit of the Erosion Hazard and 1:100-year Flood Plain of Carp River.					

RFTPM-309	May 16,2023	W23/048	May 16,2025	OTTAWA	Mississippi River
Galletta Side Road / LOT 20 / CON 1-3					
Excavate to Install Telecom Equipment within a Regulated Watercourse.					
ROWPM-12	May 16,2023	W23/049	May 16,2025	OTTAWA	Cody Creek
Upper Dwyer Hill Road / LOT 6-8 / CON 2					
Excavate to Install Telecom Equipment within Regulated Areas.					
RDNPM-386	May 24,2023	W23/050	May 24,2024	DRUMMOND/NORTH ELMSLEY	Mississippi Lake
436 Black Bass Bay Road / LOT 24 / CON 7					
Repair Existing Erosion Protection Retaining Walls along the Shoreline of Mississippi Lake.					
RGLPM-161	Apr 21,2023	W23/051	Apr 21,2025	OTTAWA	Wetland
125 W Ridge Dr					
Install a Pool within the Regulation Limit of the Goulbourn Wetland Complex.					
RGLPM-162	Apr 20,2023	W23/052	Apr 20,2025	OTTAWA	Carp River
10 Nairn Street / LOT 30 / CON 11					
Construct a Pool within the Regulation Limit of the 1:100-year Flood Plain of the Carp River.					
RBWPM-581	Jun 09,2023	W23/053	Jun 09,2025	BECKWITH	Mississippi Lake
230 Gardiner Shore Road / LOT 8 / CON 9					
Install and Repair Existing Rip Rap Erosion Protection on Mississippi Lake.					
RTBPM-1095	May 10,2023	W23/055	May 10,2025	OTTAWA	Ottawa River
226 Bayview Drive / LOT 15 / CON 5					
Install Erosion Protections along the Shoreline of the Ottawa River.					
RMRPM-149	Jun 07,2023	W23/056	Jun 07,2025	OTTAWA	Watercourse
Thomas A Dolan and Old Second Line / LOT 1,1,27 / CON 2,3,3					
Excavate to Install Telecom Equipment within Regulated Watercourses and Regulation Limit of a Wetland.					
RMRPM-150	Jun 09,2023	W23/057	Jun 09,2025	OTTAWA	Shirleys Brook
1055 Klondike Road					
Install a Watermain Crossing Shirley's Brook.					

RFTPM-310	May 05,2023	W23/058	May 05,2025	OTTAWA	Watercourse	Page 86 of 98
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Upper Dwyer Hill Road / LOT 16-23 / CON 2

Excavate to Install Telecom Equipment within a Regulated Watercourse.

RMRPM-151	May 16,2023	W23/059	May 16,2025	OTTAWA	Kizell Drain
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Legget Drive / LOT 6 / CON 4

Excavate to Install a Gas Pipeline within Flood Plain and Meander Belt of Kizell Drain.

RHTPM-206	May 09,2023	W23/060	May 09,2025	OTTAWA	Wetland
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114 Chandelle Private / LOT 14 / CON 4

Construct New Dwelling within Regulation Limit of Wetland.

RHTPM-207	May 09,2023	W23/061	May 09,2025	OTTAWA	Wetland
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206 Silver Dart Private / LOT 13 / CON 4

Construct New Dwelling within Regulation Limit of Wetland.

RTBPM-1096	May 11,2023	W23/062	May 11,2025	OTTAWA	Ottawa River
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278 Riverwood Drive / LOT 24 / CON 13

Replace a Septic Tank within the Slope Stability Hazard of the Ottawa River.

RGLPM-163	Jun 21,2023	W23/063	Jun 21,2025	OTTAWA	Carp River
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5618 Hazeldean Road / LOT 28 / CON 11

Realign a Portion of the Upper Reach of a Carp River West Tributary.

RHTPM-208	May 09,2023	W23/064	May 09,2025	OTTAWA	Wetland
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120 Chandelle Private / LOT 14 / CON 4

Construct New Dwelling within Regulation Limit of Wetland.

RHTPM-209	May 09,2023	W23/065	May 09,2025	OTTAWA	Wetland
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126 Chandelle Private / LOT 14 / CON 4

Construct New Dwelling within Regulation Limit of Wetland.

RHTPM-210	May 09,2023	W23/066	May 09,2025	OTTAWA	Wetland
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208 Silver Dart Private / LOT 13 / CON 4

Construct New Dwelling within Regulation Limit of Wetland.

98 Chandelle Private / LOT 14 / CON 4

Place Fill within the Regulation Limit of Wetland.

106 Chandelle Private / LOT 14 / CON 4

Place Fill within the Regulation Limit of Wetland.

90 Chandelle Private / LOT 14 / CON 4

Construct New Dwelling within Regulation Limit of Wetland.

86 Chandelle Private / LOT 14 / CON 4

Place Fill within the Regulation Limit of Wetland.

108 Chandelle Private / LOT 14 / CON 4

Place Fill within the Regulation Limit of Wetland.

212 Silver Dart Private / LOT 13 / CON 4

Place Fill within Regulation Limit of Wetland.

118 Chandelle Private / LOT 14 / CON 4

Construct New Dwelling within Regulation Limit of Wetland.

122 Chandelle Private / LOT 14 / CON 4

Construct New Dwelling within Regulation Limit of Wetland.

RHTPM-219	May 15,2023	W23/075	May 15,2025	OTTAWA	Wetland	Page 88 of 98
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128 Chandelle Private / LOT 14 / CON 4

Place Fill within Regulation Limit of Wetland.

RHTPM-220	May 15,2023	W23/076	May 15,2025	OTTAWA	Wetland
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202 Silver Dart Private / LOT 13 / CON 4

Place Fill within Regulation Limit of Wetland.

RGLPM-129	May 04,2023	W23/077	May 04,2025	OTTAWA	Wetland
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6776 Rothbourne Road / LOT 18 / CON 02

Place Fill within the Regulation Limit of the Goulbourn Provincially Significant Wetland.

RDNPM-387	Aug 28,2023	W23/078	Aug 28,2025	DRUMMOND/NORTH ELMSLEY	Mississippi Lake
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190 Rothwell Road / LOT 22 / CON 9

Repair Existing Rip Rap Shoreline Erosion Protection along Mississippi Lake.

RMMPM-416	Sep 15,2023	W23/079	Sep 15,2025	MISSISSIPPI MILLS	Mississippi River
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127 Water Street / LOT 15 / CON 9

Construct an Attached Garage with a Secondary Dwelling Unit, within the Regulation Limit of the 1:100-Year Flood Plain of the Mississippi River.

RHTPM-221	May 19,2023	W23/080	May 19,2025	OTTAWA	Wetland
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92 Chandelle Private / LOT 14 / CON 4

Construct New Dwelling within the Regulation Limit of Wetland.

RHTPM-222	May 19,2023	W23/081	May 19,2025	OTTAWA	Wetland
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116 Chandelle Private / LOT 14 / CON 4

Construct New Dwelling within the Regulation Limit of Wetland.

RHTPM-223	May 19,2023	W23/082	May 19,2025	OTTAWA	Wetland
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88 Chandelle Private / LOT 14 / CON 4

Place Fill within the Regulation Limit of Wetland.

RHTPM-224	May 19,2023	W23/083	May 19,2025	OTTAWA	Wetland	Page 89 of 98
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94 Chandelle Private / LOT 14 / CON 4

Place Fill within the Regulation Limit of Wetland.

RHTPM-225	May 19,2023	W23/084	May 19,2025	OTTAWA	Wetland
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124 Chandelle Private / LOT 14 / CON 4

Construct New Dwelling within the Regulation Limit of Wetland.

RHTPM-226	May 19,2023	W23/085	May 19,2025	OTTAWA	Wetland
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210 Silver Dart Private / LOT 13 / CON 4

Construct New Dwelling within the Regulation Limit of Wetland.

RHTPM-227	May 19,2023	W23/086	May 19,2025	OTTAWA	Wetland
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100 Chandelle Private / LOT 14 / CON 4

Place Fill within the Regulation Limit of Wetland.

RHTPM-228	May 19,2023	W23/087	May 19,2025	OTTAWA	Wetland
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96 Chandelle Private / LOT 14 / CON 4

Place Fill within the Regulation Limit of Wetland.

RHTPM-229	May 19,2023	W23/088	May 19,2025	OTTAWA	Wetland
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102 Chandelle Private / LOT 14 / CON 4

Place Fill within the Regulation Limit of Wetland.

RGLPM-164	May 16,2023	W23/089	May 16,2025	OTTAWA	Wetland
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150 West Ridge Drive / LOT 22 / CON 11

Construct Two Decks within the Regulation Limit of the Goulbourn Wetland Complex.

RCFPM-73	May 23,2023	W23/090	May 23,2025	CENTRAL FRONTENAC	St Georges Lake
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St. George Lake / LOT 5 / CON 10

Construct a New Dock along the Shoreline of St. George Lake.

4010 Armitage Ave / LOT 11 / CON 6

Replace a Septic System within the Regulation Limit of the 1:100 Year Flood Plain of the Ottawa River.

675 Bayview Drive / LOT 19 / CON 5

Construct a Dwelling within the 1:100-year Flood Plain of the Ottawa River.

3220 Barlow Crescent / LOT 5 / CON 5

Reconstruct a Dwelling and Attached Garage within the Erosion Hazard and Regulation Limit of the 1:100-year Flood Plain of the Ottawa River.

108 Avenue 4 / LOT 7 / CON 9

Construct an Auxiliary Building within the Regulatory 1:100-Year Flood Plain of Mississippi Lake.

119 Lighthouse Lane / LOT 26 / CON 6

Replace a Septic System within Regulation Limit of 1:100-year Flood Plain and Provincially Significant Wetland.

113 Lighthouse Lane / LOT 26 / CON 6

Replace a Septic System within 1:100-year Flood Plain and Regulation Limit of Provincially Significant Wetland.

Hazeldean Road / LOT 20 / CON 11

Conduct Maintenance on Hazeldean Municipal Drain.

260 Glen Isle Road / LOT 1 / CON 9

Construct an Addition to Dwelling within Regulation Limit of 1:100-year Flood Plain of Mississippi River.

2836 Barlow Crescent / LOT 1 / CON 8

Replace a Septic System within the Regulation Limit of the 1:100-year Flood Plain of the Ottawa River.

Fairs Lane / LOT 14 / CON 7

Construct a Boardwalk across a Portion of Non-Evaluated Wetland.

ROWPM-13	Jun 26,2023	W23/105	Jun 26,2025	OTTAWA	Watercourse
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Carp Road / LOT 1 / CON 10

Replace/Repair Culverts within Regulated Areas.

RDNPM-388	Jul 17,2023	W23/106	Jul 17,2025	DRUMMOND/NORTH ELMSLEY	Mississippi Lake
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177 Cookes Shore Road / LOT 23 / CON 9

Repair Existing Rip Rap Shoreline Erosion Protection along Mississippi Lake.

RBWPM-585	Jul 07,2023	W23/108	Jul 07,2025	BECKWITH	Mississippi Lake
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251 Ikwe Point Road / LOT 3 / CON 9

Construct an Addition within the Regulation Limits of an Erosion Hazard and the Flood Plain of Mississippi Lake.

RBWPM-586	Aug 28,2023	W23/109	Aug 28,2025	BECKWITH	Mississippi Lake
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3316 9th Line Beckwith / LOT 2 / CON 7

Install Rip Rap Shoreline Erosion Protection and Access To Mississippi Lake.

RTBPM-1102	Jun 23,2023	W23/111	Jun 23,2025	OTTAWA	Ottawa River
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1088 Bayview Drive / LOT 18 / CON 4

Reconstruct a Dwelling within the Regulation Limit of the 1:100-year Flood Plain of the Ottawa River.

RBWPM-587	Jun 26,2023	W23/112	Jun 26,2025	BECKWITH	Mississippi Lake
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105 Lakeside Drive / LOT 8 / CON 10

Replace a Sewage System Within the Flood Plain of Mississippi Lake.

RBWPM-588	Jul 17,2023	W23/114	Jul 17,2025	BECKWITH	Mississippi Lake
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3108 Beckwith 9th Line / LOT 3 / CON 8

Install a Replacement Sewage System Within the Regulation Limit of the Flood Plain of Mississippi Lake.

125 Riverside Road / LOT 12 / CON 12

Install A Sewage System Within the Flood Plain of Mississippi Lake.

RCPPM-100	Jul 11,2023	W23/116	Jul 11,2025	CARLETON PLACE	Mississippi River
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176 Bridge Street / LOT 14 / CON 12

Construct a Deck partially within the Flood Plain, and entirely within the Regulation Limit of the Flood Plain of the Mississippi River.

RCPPM-101	Jul 07,2023	W23/117	Jul 07,2025	CARLETON PLACE	Mississippi River
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150 Mill Street / LOT 15 / CON 12

Abandon a Gas Main on within the Regulation Limit of the Flood Plain of the Mississippi River.

RHTVL-11	Jul 07,2023	W23/118	Jul 07,2025	OTTAWA	Wetland
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2677 McGee Side Road / LOT 11 / CON 5

Remove Unauthorized Material within Regulated Wetland.

RTBPM-1103	Jul 14,2023	W23/119	Jul 14,2025	OTTAWA	Ottawa River
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974 Bayview Drive / LOT 19 / CON 4

Install a New Septic System within Regulation Limit of 1:100-year Flood Plain of Ottawa River.

RDNPM-389	Jul 19,2023	W23/121	Jul 19,2025	DRUMMOND/NORTH ELMSLEY	Mississippi Lake
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104 Craig Shore / LOT 27 / CON 7

Install Erosion Protection along The Shoreline Of Mississippi Lake.

RBWPM-590	Jul 28,2023	W23/123	Jul 28,2025	BECKWITH	Mississippi Lake
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147 Avenue 2 / LOT 5 / CON 9

Construct an Addition within the Regulatory Flood Plain of Mississippi Lake.

RFTPM-317	Jul 18,2023	W23/124	Jul 18,2025	OTTAWA	Wetland
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106 Dewolfe Street / LOT 26 / CON 6

Replace Covered Porch within Regulation Limit of Provincially Significant Wetland.

RTBPM-1104	Jul 25,2023	W23/125	Jul 25,2025	OTTAWA	Ottawa River
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948 Bayview Drive / LOT 19 / CON 4

Construct Additions and Replace Septic System within Flood Fringe of Ottawa River.

Project ID	Start Date	W23/	End Date	Location	Water Body
RMMPM-418	Aug 29,2023	W23/126	Aug 29,2025	MISSISSIPPI MILLS	Mississippi River
279 Borden Road / LOT 2 / CON 9					
Place Fill and Replace Existing Retaining Walls within the Regulation Limit of the Flood Plain of the Mississippi River.					
RDNPM-390	Aug 04,2023	W23/127	Aug 04,2025	DRUMMOND/NORTH ELMSLEY	Mississippi Lake
104 Craig's Shore / LOT 26 / CON 7					
Construct a Dwelling with attached Deck within the Regulation Limit of the Erosion Hazard Limit of Mississippi Lake.					
RNFPM-212	Jul 24,2023	W23/128	Jul 24,2024	NORTH FRONTENAC	Hills Lake
6253 BUCKSHOT LAKE RD / LOT 41 / CON 11					
Replace an Existing Culvert within Hills Lake.					
RLHPM-276	Sep 18,2023	W23/129	Sep 18,2025	LANARK HIGHLANDS	Robertson Lake
107 Firehall Crescent / LOT 5 / CON 8					
Install Rip Rap Shoreline Erosion Protection along Robertson Lake.					
RMRPM-154	Jul 25,2023	W23/131	Jul 25,2025	OTTAWA	Shirleys Brook
1020 March Road / LOT 13 / CON 4					
Place Fill within the 1:100-year Flood Plain of Shirley's Brook.					
RTBPM-1105	Jul 20,2023	W23/132	Jul 20,2025	OTTAWA	Ottawa River
406 Bayview Drive / LOT 16 / CON 5					
Install Rip Rap along Shoreline of Ottawa River.					
RHTPM-231	Jul 21,2023	W23/133	Jul 21,2025	OTTAWA	Ottawa River
113 Rushing Brook Drive / LOT 7 / CON 5					
Replace Septic System within Meander Belt of Huntley Creek.					
RBWPM-592	Aug 28,2023	W23/135	Aug 28,2025	BECKWITH	Mississippi Lake
110 Munro Lane / LOT 4 / CON 8					
Repair Existing Rip Rap Shoreline Erosion Protection along Mississippi Lake.					
RTBPM-1106	Jul 27,2023	W23/136	Jul 27,2025	OTTAWA	Ottawa River
802 Bayview Drive / LOT 19 / CON 5					
Install Rip Rap along Shoreline of Ottawa River.					

Project ID	Start Date	W23/	End Date	Location	Watercourse	Page
RTBPM-1032	Jul 27,2023	W23/137	Jul 27,2025	OTTAWA	Ottawa River	Page 94 of 98
3210 Barlow Crescent						
Alteration to Shoreline to Install Rip Rap Erosion Protection along the Shoreline of the Ottawa River.						
RLHPM-277	Sep 18,2023	W23/138	Sep 18,2025	LANARK HIGHLANDS	Patterson Lake	
164 Fairs Lane / LOT 14 / CON 7						
Install Rip Rap Shoreline Erosion Protection along Patterson Lake.						
RDNPM-391	Sep 20,2023	W23/140	Sep 20,2025	DRUMMOND/NORTH ELMSLEY	Mississippi Lake	
266 Beck Shore / LOT 23 / CON 7						
Reconstruct a Dwelling within the Regulation Limit of the Erosion Hazard and the Regulation Limit of the Regulatory Flood Plain of Mississippi Lake.						
RLHPM-278	Aug 03,2023	W23/141	Aug 03,2025	LANARK HIGHLANDS	Clyde River	
K&P Trail / LOT 18;19 / CON 6						
Place fill, Replace Two Existing Culverts and Place Rip-Rap along the K&P Trail.						
RHTPM-232	Aug 03,2023	W23/142	Aug 03,2025	OTTAWA	Wetland	
2981 Richardson Side Road / LOT 6 / CON 6						
Reconstruct Foundation on Existing Dwelling within Regulation Limit of Wetland.						
RHTPM-233	Aug 03,2023	W23/143	Aug 03,2025	OTTAWA	Watercourse	
233 Russ Bradley Road / LOT 13 / CON 3						
Install a Gas Pipeline within Watercourse.						
RMMPM-419	Aug 28,2023	W23/144	Aug 28,2025	MISSISSIPPI MILLS	Mississippi River	
5 Bridge Street / LOT 15 / CON 9						
Repair Existing Concrete Retaining Wall along Mississippi River.						
RMMPM-420	Sep 07,2023	W23/145	Sep 07,2025	MISSISSIPPI MILLS	Wolf Grove Psw	
921 Wolf Grove Road / LOT 15 / CON 5						
Construct a Dwelling Addition and Deck Addition; Reconstruct part of the Existing Deck and Dwelling; and Replace an Existing Auxiliary Building, within the Regulation Limit of a Provincially Significant Wetland.						
RBWPM-594	Aug 29,2023	W23/146	Aug 29,2025	BECKWITH	Mississippi Lake	
110 Chickadee Lane / LOT 4 / CON 9						
Install a Sewage System Within the Regulatory Flood Plain Of Mississippi Lake.						

289 Cyd Street / LOT 8 / CON 3

Construct New Dwelling within Regulation Limit of Meander Belt to Huntley Creek.

235 Pretties Island Road / LOT 26 / CON 7

Expand an Existing Deck within the Regulation Limit of the Regulatory Flood Plain of Mississippi Lake.

115 Bay Road / LOT 21 / CON 1

Repair Existing Shoreline Erosion Protection along Clayton Lake.

1140 Fosters Lane / LOT 17 / CON 6

Install Rip Rap Shoreline Erosion Protection along Kashwakamak Lake.

95 James Naismith Way / LOT 21 / CON 9

Construct a Drainage Swale in the Regulation Limit of the Erosion Hazard of the Mississippi River.

186 Joseph Street / LOT 13 / CON 12

Construct a Dwelling and Septic System, and Conduct Regrading Activities, within the 1:100 Year Flood Plain of the Mississippi River.

930 March Road / LOT 12 / CON 4

Place Fill within the 1:100-year Flood Plain of Shirley's Brook.

284 Antler Court / LOT 19 / CON 10

Build a Deck within the Regulation Limit of a Regulated Wetland.

2438 Ramsay Concession 6D / LOT 22 / CON 6

Construct a Pool and Place Fill within the Regulation Limit of the Flood Plain of the Indian River.

RTBPM-1107	Aug 30,2023	W23/156	Aug 30,2025	OTTAWA	Constance Lake	Page 96 of 98
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Thomas A Dolan Parkway / LOT 1 / CON 4

Install a Gas Pipeline within Regulation Limit of Constance Creek Provincially Significant Wetland.

RBWPM-596	Sep 13,2023	W23/159	Sep 13,2025	BECKWITH	Mississippi Lake
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308 Scotch Corners / LOT 2 / CON 8

Reconstruct an Existing Auxiliary structure within the Regulation Limit of a Wetland, and the Regulation Limit of the Flood Plain of Mississippi Lake.

RBWPM-597	Sep 18,2023	W23/160	Sep 18,2025	BECKWITH	Mississippi Lake
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109 Blue Jay Lane / LOT 4 / CON 9

Install a Sewage System Within the Regulation Limit of the Mississippi Lake Provincially Significant Wetland.

RGLPM-166	Sep 15,2023	W23/164	Sep 15,2025	OTTAWA	Poole Creek
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20 Cedarow Court / LOT 27 / CON 12

Install a Storm Sewer within the Regulation Limit of Poole Creek.

RMRPM-156	Sep 11,2023	W23/166	Sep 11,2025	OTTAWA	Shirleys Brook
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42 Inverary Drive / LOT 10 / CON 4

Replace Second Storey Deck within Meander Belt and Regulation Limit of 1:100-year Flood Plain of Shirley's Brook.

RMRPM-157	Sep 18,2023	W23/169	Sep 18,2025	OTTAWA	Kizell Drain
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180 Escarpment Crescent / LOT 7 / CON 1

Construct a Deck within Regulation Limit of Kizell Drain Provincially Significant Wetland.

RLHPM-280	Sep 28,2023	W23/171	Sep 28,2025	LANARK HIGHLANDS	Clyde River
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Clyde Forks Bridge / LOT 17 / CON 5

Replace Bridge on the Clyde River and the Joes Lake Provincially Significant Wetland.

REPORT

3366/23

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Jennifer North, Water Resource Technologist
RE:	MNRF Agreement - Amendment
DATE:	October 10, 2023

For Information.

MVCA has operated five water control structures¹ for MNRF under a revolving contract with the Bancroft District office for several decades. Due to a recent change in MNRF boundaries, these dams now fall under the jurisdiction of the Kemptville Kingston District office. In reviewing the agreement with the Kemptville Kingston office, MVCA was asked to provide a price to operate and maintain Clayton dam², which is currently operated by the Kemptville office.



The purpose of the dam is to maintain recreational water levels on Clayton and Taylor Lakes, combined with low flow augmentation of the downstream river system. MVCA has historic experience³ with this dam and has no concerns with assuming responsibility for its operation.

¹ Palmerston, Canonto, Summit, Malcolm and Mosque.

² Clayton Lake dam is a concrete gravity structure which consists of an ogee shaped overflow weir, a single sluice way containing nine stoplogs. It is primarily operated by a one metre diameter Spigot Gate.

³ MVCA operated this structure from 1987-2013.

Staff calculated the additional costs and the Kemptville Kingston office has accepted the terms. MVCA is currently working with MNRF on taking over operations and maintenance of the structure.

This change has already been executed under delegated authority due to the limited value of the contract (\$11,795 total per year.)

CORPORATE STRATEGIC PLAN

The MNRF Agreement and operation of the Clayton Dam support the following corporate goals and objectives:

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

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

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