

Hybrid meeting (via Zoom)

1:00 pm

February 12, 2024

MVCA Boardroom

**AGENDA**

**ROLL CALL**

**Declarations of Interest (written)**

**Adoption of Agenda**

**MAIN BUSINESS**

1. Approval of Minutes: Board of Directors Meeting Minutes, December 11, 2023, Page 2
2. Employee Presentation: Kintail Country Christmas Follow Up (Scott Lawryk)
3. Watershed Outlook, Report 3385/24, (Jennifer North), Page 15
4. GM Update, Report 3386/24, (Sally McIntyre), Page 17
5. 2023 Workplan Update, Report 3387/24, (Sally McIntyre), Page 25
6. 2024 Workplan, Report 3388/24, (S. McIntyre), Page 28
7. Appointment of Public Advisory Committee Board Co-Chair, Report 3389/24, (Sally McIntyre), Page 33
8. 2024 Budget, Report 3390/24, (Stacy Millard), Page 35
9. K&P Trail Update/Quit Claim, Report 3391/24, (Scott Lawryk), Page 80
10. 2024 Fee Schedule Update: Education Program & Group Rates, Report 3392/24, (Stacy Millard), Page 81
11. Mississippi Lake Safe Road Project, Report 3393/24, (Matt Craig), Page 83
12. Section 28 Permit – Status Update, Report 3394/24, (Matt Craig), Page 89

**ADJOURNMENT**



**MINUTES**

Hybrid Meeting Via Zoom  
and at MVCA Office

Board of Directors Meeting

December 11, 2023

**MEMBERS PRESENT**

Paul Kehoe, Chair  
Jeff Atkinson, Vice Chair  
Allison Vereyken  
Andrew Kendrick  
Bev Holmes  
Clarke Kelly (Virtual)  
Dena Comley  
Glen Gower (Virtual)  
Janet Mason  
Mary Lou Souter (Virtual)  
Richard Kidd  
Roy Huetl  
Steven Lewis  
Taylor Popkie

**MEMBERS ABSENT**

Allan Hubley  
Cathy Curry  
Cindy Kelsey  
Helen Yanch

**STAFF PRESENT**

Sally McIntyre, General Manager  
Stacy Millard, Treasurer  
Juraj Cunderlik, Manager of Engineering  
Alex Broadbent, I & CT Manager  
Matt Craig, Manager of Planning & Regulations  
Kelly Stiles, Biologist  
Jennifer North, Water Resource Technologist  
Krista Simpson, Administrative Assistant  
Kelly Hollington, Recording Secretary

**GUESTS**

Marika Livingston, Program Manager Mississippi-Rideau Source  
Protection Area

P. Kehoe called the meeting to order at 10:07 a.m.

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 errors in the dates in item 17 in the consent agenda, they read 2023 rather than 2024.

**BOD23/12/11-1**

**MOVED BY: R. Huetl**

**SECONDED BY: A. Vereyken**

**Resolved:**

- 1. That item 17 in the consent agenda be amended as follows: The Annual General Meeting will be held April 8, 2024. All dates will be amended to read 2024.**
- 2. That the agenda for the December 11, 2023 Board of Directors Meeting be adopted as amended.**

**“CARRIED”**

**MAIN BUSINESS**

1. Approval of Minutes: Board of Directors Meeting, October 16, 2023

**BOD23/12/11-2**

**MOVED BY: J. Atkinson**

**SECONDED BY: B. Holmes**

**Resolved, that the minutes of the Board of Directors Meeting held on October 16, 2023 be received and approved as presented.**

**“CARRIED”**

2. Receive Draft Minutes: Finance and Administration Advisory Committee Meeting Minutes, November 28, 2023 & Policy and Planning Advisory Committee Meeting Minutes, November 29, 2023.

J. Atkinson noted an error in the draft minutes from the Finance and Administration Advisory Committee Meeting Minutes. S. McIntyre responded that this error would be corrected prior to its approval at the next Finance and Administration Advisory Committee Meeting. S. McIntyre asked if any items in the draft minutes required explanation. No questions were

asked. He asked if any items in the draft minutes from the Policy and Planning Committee meeting required further explanation. No questions were asked.

3. GM Update, Report 3376/23, (S. McIntyre).

S. McIntyre provided the following highlights:

The Town of Carleton Place considered cost sharing of the water and sewer extension at an in-camera meeting, and is not taking a decision until it receives legal council. The Town's Chief Administrative Officer indicates that the earliest a decision will be made is mid to late January. The Board of Directors will receive an update when new information is received.

The County of Lanark has begun to draft an agreement of purchase and sale, which may be structured similar to a lease-to-own agreement on behalf of itself and Renfrew and Frontenac Counties. MVCA has requested that the county provide the list of properties identified in the county's legal title search as requiring clarification/follow-up.

A court date has been scheduled for March 2024 for consideration of an easement issue on the K&P Trail for a property west of Wilbur Station.

Consultants working on the Kashwakamak Class Environmental Assessment (EA) are preparing documentation regarding their investigations and preliminary assessment of the different options. A Community Liaison Committee meeting is now planned for January 2024 with the results to follow mid-winter.

Capital repairs at various sites have been or are nearing completion at both dams and conservation areas. Improvements to dams were both to the structural integrity and to improve operational and public health and safety. Improvements to the conservation areas have made them more accessible and safer.

Board members were invited to the Kintail Country Christmas event on December 16, 2024.

Alyson Simon will be retiring from MVCA after 23 years and will be missed. She highlighted her work on the Watershed Plan and other current MVCA projects. J. Mason noted that Alyson did an amazing job on the *Mississippi River Watershed Plan*, the background reports about the watershed and plan were highly regarded.

4. Watershed Conditions, Report 3379/23, (J. North)

J. North explained that we have had below average rainfall for the last three months which has caused lower than normal water levels and flows throughout the watershed. Specifically, flows in the main river have been at minimum target levels and below the historical average. She noted that the drawdown of all the upper lakes have been completed, except for Mazinaw Lake, which is expected to be completed over the next week. She explained that Crotch Lake is

being operated to build water levels through to early January, with planned draw down to provide maximum storage in the system by early to mid-March.

Due to the dry fall, Crotch Lake water levels are below the historical average for this time of year. She explained that the main goal for the next month will be to store as much water as possible in Crotch Lake to ensure there is enough water to maintain flows downstream from mid-January through to April.

The long-term forecast predicts a slightly drier and colder winter with predicted higher amounts of precipitation in February. Currently, the plan is to maintain levels on the upper lakes close to the upper end of their target range until there is more water in the system to alleviate concerns regarding our ability to fill lakes in the spring. If there is below average snowpack over the winter, the team may decide to install logs earlier than usual to capture as much run-off as possible.

R. Huetl noted public concern regarding lake levels in North Frontenac and asked if there is any correlation to aquifers. J. North replied that the MVCA Engineering department doesn't monitor ground water, and that groundwater levels would be a concern if there were drought-like conditions, which there are not. K. Stiles added that MVCA participates in the Provincial Groundwater Monitoring Network Program managed by the MECP in Toronto. The province determines the location, monitoring frequency, equipment and analysis and MVCA field staff download and maintain the loggers and ground truth the data. There are 8 monitoring wells throughout the watershed, which provides sparse coverage given the size of the watershed, however, the program is designed to monitor different eco-systems and pressures of development at a provincial scale.

P. Kehoe asked if the amount of water being released from Mazinaw Lake will be enough to fill Crotch Lake. J. North responded that currently there is enough, but stated that it will depend on the elevation that Mazinaw Lake is held at to mitigate below-average snowpack conditions. She noted that any rainfall or melt will replenish Crotch Lake water levels.

5. Budget Control Report – Up to October 31, 2023, Report 3380/23, (S. Millard).

S. Millard noted that MVCA is still on track for with the 2023 budget. She highlighted that MVCA is below budget under wages and benefits due to empty positions throughout 2023. She noted MVCA has been implementing the *10-Year Capital Plan* that was approved after the 2023 Budget. She highlighted delayed projects that have been pushed to 2024 including the IT Server Upgrades and the HQ Water and Sewer Connection. She explained that MVCA is anticipating being able to put ~\$200,000-\$220,000 into reserves at year-end.

6. 2023 Year-End Contribution to/from Reserves, Report 3381/23, (S. Millard).

P. Kehoe noted the discussion in regards to year-end contribution to reserves and asked if more elaboration is required for item 6 in the agenda. S. Millard noted that the recommendation for moving any excess or surplus funds to the Water Control Structure Reserve is due to it being the furthest below target.

P. Kehoe asked about the condition of the reserves. S. Millard answered that MVCA has been increasing the Capital Levy in order to increase the reserves. Most reserves are below the targets set in July 2022.

**BOD23/12/11-3**

**MOVED BY: A. Vereyken**

**SECONDED BY: T. Popkie**

**Resolved, That the Board of Directors direct staff to:**

- 1. Transfer any unspent levied capital dollars as of December 31, 2023 to the Water Control Structure Reserve.**
- 2. Transfer any operating surplus for the year ending December 31, 2023 to the Water Control Structure Reserve.**

**“CARRIED”**

7. Reserve Policy Update, Report 3370/23, (S. Millard)

S. Millard explained that when the reserve policy was approved by the Board of Directors in July 2022 it was noted that additional updates would be required with the introduction of Category 1, 2 and 3 Programs. She noted that Report 3370/23 addresses this introduction and looks to establishing Category 2 and 3 operating reserves and a category 3 capital reserve. She explained that in order to facilitate these reserves, the recommendation is to use the same basis for establishing the Municipal MOUs at 14% of the operating levy. She explained the various steps required to implement this and her rationale.

P. Kehoe summarized that this report is bringing MVCA in line with the establishment of Category 1, 2 and 3 that wasn't in place prior.

**BOD23/12/11-4**

**MOVED BY: A. Kendrick**

**SECONDED BY: B. Holmes**

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

1. **Approve amendment of the Reserve Policy to provide for Category 2 and 3 reserves, as outline in Report 3370/23.**
2. **Approve transfer of reserve balances as set out in Report 3370/23.**

**“CARRIED”**

8. Draft 2024 Budget, Report 3377/23. (S. McIntyre & S. Millard)

S. McIntyre summarized the budget process to date and explained upon approval of the Board the draft budget will be circulated to member municipalities for comment.

S. McIntyre highlighted that the Operating Budget is similar to 2023 but the Capital Budget has increased due to significant projects in 2024. Overall, the Board has approved a 6.5% increase, which varies amongst municipalities according to their assessment value.

She explained that the majority of MVCA expenditures are for mandatory Category 1 services. The bulk of revenues are recovered through the municipal levy with a sizable amount recovered through fees. S. McIntyre explained the new budget format, is divided by program area and shows how the money is expended and the sources of revenues. Several mandatory studies are scheduled for 2024, including the Land Inventory and Conservation Area Strategy.

A. Kendrick noted that the maintenance of Conservation Areas budget is less than 75% of what it was in 2023, and asked if the difference means a change in service or moving budget around. S. McIntyre replied that there is no change in service. In general, where there are significant year-over-year deviations they are the result of implementing the new Categories, 1, 2 and 3.

B. Holmes asked if Category 2 expenses are entirely covered by Category 2 revenues. S. McIntyre replied yes, however, because most staff wages are covered under Category 1, member municipalities benefit from optimized use of staff resources.

S. McIntyre highlighted the stewardship program under Category 3, thanking the Board for approving its continuation under the consent agenda. She noted the education program is modest because it was agreed to move forward with a summer program, carrying over the education program analysis into 2024. She explained that the Board of Directors approved \$20,000 for the education program to be coming through the category 3 MOUs, if the targets for cost recovery are met the whole amount may not need to be used. S. McIntyre highlighted upcoming 2024 projects including Water & Erosion Control Infrastructure, Conservation Area improvements and other system improvements.

A. Kendrick asked if the moderate increase in debt repayment is due to renegotiations or taking on additional debt. S. Millard answered that it is taking on additional debt to cover the sewer

and water connection because costs are projected to be higher than originally estimated. A. Kendrick asked if the existing debts are fixed term. S. Millard confirmed that they all fixed term.

J. Mason commented that the new budget format is very easy to understand and navigate, she commended S. McIntyre and S. Millard for their work on improving the format.

P. Kehoe noted that Board members can notify member CAOs of the draft budget being circulated.

**BOD23/12/11-5**

**MOVED BY: J. Mason**

**SECONDED BY: R. Huetl**

**Resolved, That the Board of Directors approve the draft 2024 Budget for circulation to member municipalities for comment.**

**“CARRIED”**

**9. 2024 Mileage, Per Diem & Honorarium Rates, Report 3378/23, (S. McIntyre)**

S. McIntyre explained that the Board and staff have different mileage rates and how that came into being, and recommended that they be harmonized because the provincial *Travel meals and hospitalities expense directive* acts as a minimum and is well below the rates paid to staff and by their municipalities. She further explained that the Board per-diem and honorarium have not changed since 2020, and recommended that they and the mileage rate increase by 3.3%. Lastly, she recommended an honorarium for the Vice Chair set at 1/3 that of the Chair.

P. Kehoe commented that it is reasonable to raise the mileage rates due to the distance that many Board members travel.

**BOD23/12/11-6**

**MOVED BY: A. Kendrick**

**SECONDED BY: B. Holmes**

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

- 1. Approve the following rates to take effect January 1, 2024:**
  - a. A 3.3% increase in the mileage rate paid to MVCA employees.**
  - b. Re-alignment of the Board mileage rate to equal the employee’s mileage rate.**
  - c. A 3.3% increase to the Board member per diem.**
  - d. A 3.3% increase to the Chair’s honorarium**
  - e. A Vice Chair honorarium equal to one-third the Chair’s honorarium.**
- 2. Direct staff to amend MVCA’s Administrative By-Law to reflect the above decisions.**



**“CARRIED”**

#### 10. Wetland Offsetting Policy Update, Report 3372/23, (K. Stiles & M. Craig)

K. Stiles explained that offsetting is a common practice throughout the province but with few standards especially in Eastern Ontario. She explained the “mitigation hierarchy” and the principle of “no net loss” and how it is achieved through application of “net gain” standards, specifically requiring offsets to be greater than the amount of land disturbed. She stated that proposed ratios align to those approved in the City of Ottawa, specifically: 2:1 for regulated wetlands; and 1:1 for regulated buffers around wetlands.

She highlighted challenges including complexity of systems like bogs and fens, long timelines, difficulty reaching the same level of biological/hydrological functionality, difficulty quantifying economic valuations, high costs and challenging/constrained sites.

S. Lewis asked for clarification on the process and gave an example, if  $\frac{1}{4}$  acre of a property was developed, can  $\frac{1}{2}$  an acre on the other side of the same property be changed into a wetland. K. Stiles explained that it is ideal to do the offsetting on-site in conjunction with the feature.

B. Holmes if bogs and fens are off-limits to development. K. Stiles explained that bogs and fens cannot be offset due to their unique formation. B. Holmes asked if the policy states that bogs and fens are off-limits. K. Stiles responded that there is a clause/description that says this policy cannot be applied to bogs and fens.

A. Kendrick asked if the Conservation Authority is developing an inventory of potential offsetting sites. K. Stiles responded that a specific inventory has not been developed but information gathered through the Watershed Plan and Natural Systems plans highlights areas of high-risk for impact and where varied habitats exist. Programs like City Stream Watch, ALUS, and the Rural Clean Water program can be used to highlight potential areas.

A. Kendrick asked if off-site offsetting will be led by the developer or MVCA. K. Stiles explained that the offsetting policy is designed as a proponent-led system, paid for and designed by the developer, in consultation with MVCA. MVCA can prescribe limitations and opportunities but does not have the staff resources to design and direct the offsetting plan.

A. Kendrick asked who can override MVCA policy in this area. M. Craig explained that there is an appeal process, the Ontario Land Tribunal, depending on the nature of the application. When MVCA provides a permit with conditions, both the conditions and the decision can be appealed. S. McIntyre added that often the process begins with receipt of a land-use planning application to the municipalities. MVCA is circulated planning applications and is able to comment on matters of provincial policy on behalf of the Ministry of Natural Resources. MVCA would work with the municipality and the applicant to see how the hierarchy can be implemented. She added that it is the applicant’s responsibility to create a proposed plan that

meets the criteria set out in the policies. Within MVCA there is a regulations committee that can rule on disputed permit applications.

B. Holmes asked if other Conservation Authorities have implemented similar policies and if they've had any challenges and the outcomes. K. Stiles responded that in her research she referenced the guidelines, wording and processes of offsetting policies from other Conservation Authorities, such as TRCA, which implemented an offsetting policy in 2018. K. Stiles added that these policies are needed with the Provincial push for development on constrained sites. M. Craig commented that there is an example in Central Lake Ontario CA in the Oshawa area where a large warehouse was proposed in a wetland. The application was withdrawn due to the challenges of offsetting and meeting the conditions.

J. Atkinson commented that it is good to have a solid policy foundation. He added that an education process will be needed for member municipal planners and delicate communication to ensure this policy is not used as a guideline for "how to" develop on wetlands, rather only when it must happen. He noted that the Province changed the way wetlands are designated, he asked how wetlands are defined in the policy. K. Stiles answered that the definition of a wetland within the MVCA regulations is text based and includes more than Provincially significant wetlands.

P. Kehoe commented that the policy should go to member municipality planners for review and consultation. He expressed concerns in regards to disputes over the cost of offsetting and the arbitration/appeal process. He suggested that disputes are handled internally to mitigate costs. S. McIntyre responded that MVCA plans to brief local municipal planners to ensure their understanding and how the policy will be applied. She noted that specifics of what is requested from applicants and financial calculations for offsetting are not included in the policy and could be developed in consultation with local planners. She explained that Board approval of the policy provides staff with the tools to properly apply the hierarchy structure of the offsetting policy. She commented that work is needed to make sure the guidelines produced for MVCA and applicants are fair and transparent and meet the needs and objectives of member municipalities. P. Kehoe highlighted the need for transparency of the policy with member municipalities prior to approval to capture any recommendations.

S. Lewis asked if the Municipality or MVCA would take the appeal process to the Ontario Land Tribunal. S. McIntyre responded that if a land division/severance application is submitted it is under municipal authority, which is circulated to MVCA under the Planning Act for comment for matters of provincial interest. MVCA would be able to convey any concerns to the municipal planners in regards to the application; and potential CA permitting requirements so that the municipal planner could make an informed decision on whether or not to recommend approval of the application. She explained that if the municipal council approves an application and the applicant is unsuccessful in obtaining a permit from MVCA, the applicant can appeal to MVCA's

Regulations Committee. The Committee would determine whether or not staff appropriately applied the offsetting policy. The Regulations Committee is the arbitrator for permit applications. P. Kehoe expressed concern over the costs in the case of mediation. He added that the support of member municipalities should be obtained before the policy is adopted.

A. Kendrick asked if any neighbouring Conservation Authorities are adopting offsetting policies.

K. Stiles responded that Cataraqui and Rideau Valley Conservation Authorities are currently drafting a similar policy and the City of Ottawa has Offsetting policies in its Official Plan.

C. Kelly asked if there have been discussions with member municipal planners in regards to the policy. M. Craig responded that discussions with City of Ottawa staff have occurred because MVCA's policy mirrors the City's policy. C. Kelly expressed concerns over passing the policy prior to discussions with local municipal planners. He asked the Chair if a deferral may be had until discussions are had with local planners. P. Kehoe responded that he is suggesting the decision be deferred until discussions are had with member municipalities and in particular the planning departments.

R. Kidd asked if the municipal planners should take the policy to council. P. Kehoe responded that the policy would go to local planners to then be approved by council. S. McIntyre expressed concerns over the timeline for approval at council and suggested that the policy be circulated to member municipalities with a deadline for comment, with findings brought to the April 8, 2023 Board of Directors meeting. P. Kehoe noted that members of the Board should ensure that this matter be dealt with in a timely manner with their individual municipalities to ensure all comments are submitted prior to the meeting.

#### **BOD23/12/11-7**

**MOVED BY: C. Kelly**

**SECONDED BY: A. Vereyken**

**Resolved, That this matter be deferred until the April 8, 2024 Board of Directors meeting to enable consultation with member municipalities.**

**"CARRIED"**

#### **11. Lower Clyde Floodplain Mapping Study, Report 3382/23**

J. Cunderlik explained that the Clyde River valley is a major flood damage centre within the watershed and the Clyde River has had several flood events, including the 1:100 event in 2019 and almost a 1:500 event in 1998. He noted that most of the Lower Clyde River has no previous regulatory hazard mapping. MVCA conducted a flood risk assessment study in 2022, confirming the Clyde River as a high priority hazard mapping area. Funding from NRCan's FHIMP program was secured for the study. MVCA collaborated with Lanark County on the project.

He explained that the study mapped over 45 km of the river from the outlet of Joe's lake to the confluence of the Mississippi river including both flooding and erosion hazards. He highlighted that this project is the first to use the newly acquired Lidar data and that the entire river channel was surveyed. He explained that a Federal requirement was a climate change study of the area, which will help to develop a future climate mapping scenario. The findings correspond well with what municipalities use and adopt as a worst-case climate change scenario.

He explained that findings were reviewed by MVCA staff, the consultant and the federal technical staff. Flooding of the Clyde River was surveyed in the spring to take precise flood elevations throughout the watershed. He added that the drone was used for the first time to take aerial surveying of the flooding extent. Long-term stream flow data and 4 monitoring gauge locations were also used to validate the model.

MVCA did a number of ground-truthing trips to identify culverts and take elevations to ensure the model and mappings accuracy. Once the maps were finalized all affected properties and infrastructure were identified, with the majority being within Lanark and Cedardale.

He noted that MVCA met with Township of Lanark Highlands municipal planners to present the project and that all affected landowners were contacted by direct mail. A Public Open House was held at the Lanark Civitan on Thursday December 7<sup>th</sup>, 2023, with 19 people attending. All comments received were recorded, the majority related to the development of vacant properties and inquiries about the existing versus new regulation lines and limits. A comment in regards to the meander belt line was further discussed internally and with the consultant and was adjusted in response. Many comments from the public confirmed the new flood lines accuracy.

J. Mason asked if any results from the study were surprising or if any significant comments from residents were received. J. Cunderlik responded that the majority of comments were inquiries into the new lines and limitations for their specific property.

#### **BOD23/12/11-8**

**MOVED BY: D. Comley**

**SECONDED BY: A. Vereyken**

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

- 1. Adopt the report *Lower Clyde River Floodplain Mapping*, dated December 2023, and the associated GIS-based Regulation Limit and floodplain maps as the delineation of areas along the Lower Clyde River that are susceptible to flooding during the regional flood standard as defined in Schedule 1 of Ontario Regulation 153/06 and;**

2. Direct that reports, maps and Regulation Limit be used in the implementation of Ontario Regulation 153/06.

**“CARRIED”**

## **CONSENT ITEMS**

12. IT Asset Management Plan, Report 3367/23 (A. Broadbent)

### **BOD23/12/11-9**

**Resolved, That the Board of Directors approve the IT Asset Management Plan as set out in Report 3367/23.**

13. Fleet Management Plan, Report 3368/23, (S. Lawryk)

### **BOD23/12/11-10**

**Resolved, That the Board of Directors approve the Fleet Management Plan as set out in Report 3368/23.**

14. 2024 Fee Schedule Update, Report 3369/23 (S. Millard & M. Craig)

### **BOD23/12/11-11**

**Resolved, That the Board of Directors approve the 2024 Fee Schedule as set out in Report 3369/23.**

15. Stewardship Program Review & Update Report 3373/23, (M. Craig & M. Okum)

### **BOD23/12/11-12**

**Resolved, That the Board of Directors endorse continued delivery of a year-round Stewardship Program until December 31, 2028.**

16. Museum Advisory Committee: Membership and Terms of Reference, Report 3383/23 (S. McIntyre)

### **BOD23/12/11-13**

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

- a) Approve appointment of the following community members to the Mill of Kintail

**Museum Advisory Committee:**

- |                  |                  |
|------------------|------------------|
| • Wendy Bridges  | • Kathy McNenly  |
| • Lucy Carleton  | • Wayne Morrison |
| • Diana Jackson  | • Sarah More     |
| • Sara Chatfield | • Darcy Moses    |

- b) **Approve amendments to the Museum Advisory Committee Terms of Reference contained in MVCA's Administrative By-Law as set out in Attachment 1 in Report 3383/23.**

17. 2024 Board Meeting Schedule, Report 3379/23, (S. McIntyre)

**BOD23/12/11-14**

**Resolved, That the Board of Directors approve the proposed meeting schedule as set out in Report 3379/23.**

18. Action Plan to Mitigate Stress Update, Report 3384/23, (A. Broadbent)

**Received.**

**ADJOURNMENT**

**BOD23/12/11-15**

**MOVED BY: A. Vereyken**

**SECONDED BY: T. Popkie**

**Resolved, That the Board of Directors meeting be adjourned.**

**"CARRIED"**

The meeting adjourned at time 11:51 a.m.

K. Hollington, Recording Secretary

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**REPORT****3385/24**

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Jennifer North, Water Resource Technologist
RE:	<b>Watershed Conditions</b>
DATE:	February 2, 2024

**For Information.**


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Drawdown of the upper lakes was completed by mid-December. We saw a dry fall and a late start to winter, leaving lower than normal flows across the watershed going into January. After several snowfalls and rain events, flows and level were able to increase to normal conditions. The current operating strategy is to draw down Crotch Lake in order to have full reservoir capacity available by the middle of March. This will depend upon what, if any, precipitation and snow melt occur over the next several weeks.

Table 1 provides the snow course data as of February 1. Snowpack water content is currently slightly above average for this time of year. Snowpack generally constitutes approximately 20 % of total runoff and does *not* dictate the potential for spring flooding. Given the amount of water in the snow, we could see an early freshet if there is a significant warm spell. An early freshet could result in ice and erosion damage as most lakes would still be covered.

More critical in determining flooding potential are rainfall, air temperature, ground frost, and wind, which dictate how much and how quickly the snow will melt and runoff into the system. Snow can also sublimate, evaporate or infiltrate before reaching the river depending on the weather conditions. For this reason, rain and air temperature will likely be the deciding factor in this year's freshet. The MVCA's Flood Forecasting and Warning Team are actively monitoring conditions and will issue messages when needed.

Long range weather forecasts indicate that February and March will be dry months with normal temperatures. April is predicted to be a wet month. It is still too early to be confident in making a long-range spring prediction. The long-range forecast is normally made after March 1st, closer to the historical average spring peak date for the lower Mississippi River of April 9.

**Table 1: Snow Course Data for February 1, 2024**

<b>Sample location</b>	<b>Snow Depth (cm)</b>	<b>Water Eq. (mm)</b>	<b>Density</b>	<b>Hist. Avg. (Depth / WE)</b>
Ardoch	28	80	28.57%	26.1 / 58.2
Bon Echo Park	31	91	29.35%	43.5 / 94.2
Mackavoy Lake	25	72	28.80%	37.6 / 79.0
Buckshot Lake	33	89	26.97%	37.0 / 83.1
Canonto Lake	26	86	33.08%	27.3 / 59.6
Lavant	31	100	32.26%	24.8 / 56.5
Gordon Rapids	26	108	41.54%	28.3 / 67.3
Brightside	23	94	40.87%	28.1 / 74.1
Fallbrook	30	105	35.00%	26.0 / 55.5
Snow Road	26	107	41.15%	26.7 / 60.4
Maberley	29	99	34.14%	30.8 / 71.7
Innisville	23	90	39.13%	25.0 / 55.0
Kinburn	19	69	36.32%	25.4 / 66.7
Blakeney	22	82	37.27%	30.0 / 71.7
Stittsville	19	67	35.26%	25.4 / 69.2
High Falls	31	99	31.94%	30.0 / 76.3



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**REPORT****3386/24**

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	<b>GM Update</b>
DATE:	February 2, 2024

**For Information.**

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**INTERNAL**

- 1. Appeals re: CA Permits** – A Board Member recently asked what recourse applicants have if MVCA denies a permit. The following answer is provided to all for information.

Staff cannot approve a permit application where the proposed development:

- does not conform to our board-approved Regulation Policies<sup>1</sup>; and/or
- it has not been demonstrated that impacts to the control of flooding, erosion, pollution or the conservation of land will be adequately mitigated.

When this occurs, applicants are informed of their right to a hearing with MVCA's Regulations Committee. The Committee will listen to the arguments of the applicant and staff and can decide to refuse or grant a permit, with or without conditions. Applicants are entitled to written reasons for the refusal of the application or for the conditions imposed by the Committee. If the Regulations Committee denies a permit application or the applicant objects to the conditions, they may appeal as follows:

- to the Ontario Land Tribunal (OLT) within 30 days of receiving written reasons. The OLT may refuse or grant the permission, with or without conditions.
- to the Ontario Divisional Court (generally a panel of three judges) at which a decision is made.
- to the Ontario Court of Appeal, the highest court in Ontario and the last line of judicial consideration prior to the Supreme Court of Canada.

MVCA has averaged one appeal per every 2 years over the last 10 years.

<sup>1</sup> Refer to: <https://mvc.on.ca/wp-content/uploads/2023/05/MVCA-Regulation-Policies-2021-Update-Mar-22-2023.pdf>

2. **Municipal Engagement re: Draft Offsetting Policies** – Three briefing sessions were held: January 22 for North and South Frontenac, Addington Highlands, and Greater Madawaska; January 30 for the City of Ottawa, and February 1 for municipalities in the county of Lanark. Initial feedback focused on the following questions:
  - *Would compensation approval require an MVCA Regulations Committee hearing?*
    - Potentially, depending on the project scope and degree of impact.
  - *How will projects be monitored post construction?*
    - Project monitoring requirements will be contained in the Ecological Offsetting Plan / Terms of Reference, and established at the time of approval.
  - *Will MVCA's review of an offsetting proposal address municipal review requirements?*
    - Not necessarily. Municipal plans and policies may have specific requirements to be addressed beyond MVCA's review (which will be focused on preparing the Ecological Offsetting Plan.)
  - *How would any monetary compensation be administered and how would it be used?*
    - Previously, compensation funds were directed to the MVC Foundation for administration and allocation to wetland initiatives.
3. **Water & Sewer Connection** – Carleton Place continues to work on a cost sharing agreement with Cavanagh. Carleton Place council has determined that it should conclude that process before considering and agreeing on an amount with MVCA. Staff will continue to monitor.
4. **K&P Trail** – In January, local Snowmobile Clubs raised concerns regarding plowing of the trail by an unknown user. MVCA staff was able to discuss with the person responsible and we are hopeful there will be no further issues.
5. **Kashwakamak Class Environmental Assessment (EA)** – MacIntosh & Perry (MP) is currently documenting its technical review and evaluation of options. Technical reports have been shared with commenting agencies and First Nation groups. Once MVCA has reviewed draft EA documents they will be shared with the Community Liaison Committee (CLC) for review and comment. Thereafter documents will be adjusted as needed and released to the public for comment. EA results are scheduled to go to the Board in July.
6. **Museum Advisory Committee** – The first meeting of the reconstituted MAC met January 31, with all members attending. Darcy Moses stepped forward to act as Committee Co-chair with Bev Holmes.

Staff presented background information, the 2024 budget and work plan, and provided orientation regarding the Committee's Terms of Reference, governance, and Code of Conduct.

## 7. Staffing

- **Simon Mallory** joined us in January for a 4-month co-op placement in the Engineering group.
- **Tim Yoon** and his partner are expecting their first child this week—stay tuned! Tim will be on paternity leave for three months.
- More babies are on the way with parental leaves also planned by **Daniel Post** and **Bryan Flood** in the coming months; and maternity leave for **Jane Cho** when her baby arrives in late July / early August.
- MVCA has made offers to candidates to fill the Geotechnical Engineer position and CET position.
- Summer student jobs are now posted. Two students who worked in the monitoring group last year will be returning in 2024.

## 8. Joint Health & Safety Committee

See Attachment 1 for the JH&SC Meeting Minutes of January 9, 2024.

## EXTERNAL

9. **MVC Foundation** – At its meeting on January 22, MVCF approved a work plan and budget for 2024 that included transfers to MVCA, identified with an asterisk (\*) in the following table.

Item	Amount
<b>EXPENDITURES</b>	
Fundraising & Promotion	
• MOK museum 50/50 raffle Expenses	\$400
• November-December fundraising campaign	\$700
• Bank Fees/Merchant Fees	\$450
• Grant Research Software	\$1,000
Other Activities	
• Wetland Legal Defence	\$15,000*
• MVCA Education Program Review	\$10,000*
• Purdon Boardwalk	\$5,000*
• Preparation of Charitable Information Return	\$350
<b>TOTAL EXPENDITURES</b>	<b>32,900</b>
<b>REVENUES</b>	
Donations (All Sources)	\$20,000
Transfer from Wetland Fund	\$15,000
Investment Income	\$4,000
<b>TOTAL REVENUES</b>	<b>\$39,000</b>

Due to lack of public interest, the Foundation suspended its attempt to establish a subcommittee focused on fundraising for the Mill of Kintail Museum.

- 10. Conservation Ontario Council Meeting** – the AGM is scheduled for April 15, and both the Chair and GM are scheduled to attend. Minutes of the December 11, 2023 board meeting are unavailable until the agenda for April 15 is issued.

## **MINUTES**

MVCA Office

Joint Health and Safety  
Committee Meeting

January 9, 2024

**MEMBERS PRESENT:** A. Broadbent, Co-chair, Information Technology & Communication Manager  
J. Arbour, Co-Chair, Maintenance Technician  
D. Reid, Environmental Planner  
S. Lawryk, Property Manager  
B. Flood, Water Resource Engineer  
J. Hendry, Field Operations Supervisor

**STAFF PRESENT:** K. Simpson, Recording Secretary

### **BUSINESS:**

A. Broadbent called the meeting to order at 9:00 a.m.

#### **1. Review of agenda & request for additions**

1. A. Broadbent reviewed the agenda and inquired if there were any additions to the agenda. No additions.

### **JHSC 01/09/2024 – 01**

**MOVED BY:** J. Hendry

**SECONDED BY:** D. Reid

Resolved, that the agenda for the Joint Health and Safety Committee meeting be adopted

**“CARRIED”**

#### **2. Review of action items & any business arising from the *August 28, 2023 Minutes***

1. C. Beauregard to be reminded to leave access to the eye wash stations and fire extinguisher when placing the floor cleaning machine in storage
  - Action completed: eye station and extinguishers now remain free and clear of obstructions
2. A. Broadbent: prepare a summary report of stress in the workplace and the action items highlighted by the JHSC to focus on moving forward, to be presented to management and the Board of Directors
  - Action completed. Items #28, 32, 41, 42 were presented in GM’s report to the Board as a consent item at the last BOD’s meeting – not brought up during meeting

- Item #28 –List and prioritize core business and project activities
- Item #32– Project Charters will be used more consistently to ensure that all stakeholders are identified and appropriately engaged
- Item #41 - Review standard task timelines with affected staff for standard types of work to assess reasonableness
- Item #42 - Review and compare per employee workloads and outputs and reassign workloads where appropriate
- There remains a commitment from GM to assess and manage the stress in the workplace
- Evaluating stress in the workplace – to be readdressed by management and JHSC development – likely administered through *Survey Monkey*
- Comment by D. Reid: Assessment of workload between department staff – “workload for staff appears to be ‘ok’.”

### 3. Workplace inspections

1. D. Reid reports
  - No major issues, typical lights out, ongoing checking for obstructions to fire extinguishers, eyewash stations – clearance around these items seems to be improving
  - Storage area where shelving units are is congested – this needs to be tidied up
2. J. Hendry reports
  - Contacted electrician last week re: changing bulbs/ballasts – work estimated to be completed week of Jan 15-19
  - **Action: J. Hendry** to speak to the staff responsible re: clearing out storage room per D. Reid’s observation of congested area
  - Staff are actively removing lights from KCC at MOK – staff to address lighting issues at this time
3. J. Arbour reports
  - No major concerns; odd lightbulb burnt
  - No obstructions – “obstructions clear”
  - Last looked at road garage and carriage shed a month ago
    - A. Broadbent suggested that the first check is appropriate to set a baseline for looking at these buildings, an initial visit would allow these items to be added to the workplace inspection forms
    - **Action: J. Arbour** to recommend changes to the forms per road garage and carriage shed (field garage shed)
    - **Action: A. Broadbent** to create the forms for the road garage and carriage shed

#### 4. Accidents & incidents

- No accidents/incidents per GM and folder
- Last reported incident was the poison ivy– summer 2023
  - Observation by A. Broadbent: that the poison ivy incident was not placed in the JH&SC folder
  - **Action A. Broadbent:** To look online for the poison ivy incident report file
- Discussion: Direction from management for incident reporting to be scanned and filed in the network folder
  - Downfall of electronic filing is that it's hard to scan hand writing and transcribe to MS Word. Scanning for words like "trips" may be difficult – if handwriting on scanned document is not recognized then they can be missed in the system for reporting
  - Suggestion: fill out forms digitally; initially – make survey 123 form the same as the incident report form
  - What is 'Survey 123'? – survey software to populate fields, including mandatory fields for reporting, can be saved to specific folders
  - A. Broadbent commented that JHSC needs to message that managers/supervisor responsible will need to scan paper forms onto the server
  - B. Flood reported that few incidents occur at MVCA; therefore, we would not be required to have both forms of documentation
  - **Consensus per discussion:** effective now – scan incident reports to server
  - **Action: A. Broadbent** to scan historic JHSC records to server
- Updating JHSC Forms
  - D. Reid inquired: should COVID protocol items be removed from JHSC forms?
  - **Consensus:** remove all reference to COVID from JHSC forms
  - **Action: D. Reid** to remove all COVID protocols from JHSC forms
  - **Action: D. Reid:** Add new section to workplace inspection form for MVCA office and MOK – to include hand sanitizer as a new item to the JHSC Forms
    - as a general healthy practice – to be inspected by 2 main entrances and the shop (locker area)
  - Note: Hand sanitizer is not required to be maintained in vehicles moving forward

#### 5. Other Business

- Seasonal H&S communication to staff
  - Who's going to do it? What do we say?
  - Suggested communications to include: reminder to staff as a whole about seasonal safety concerns as it relates to work

- Communication to be sent quarterly – per season
- **Action: J. Hendry** (S. Lawryk and A. Broadbent to assist) in creation of a seasonal message to staff
  - Suggested items include: properly clearing vehicles, slipping, vehicle hazards
  - Messaging can be ‘reused’ year-over-year
- **Action: A. Broadbent** to dig up Sarah O’Grady’s files – to assist with seasonal messaging to all staff
- Annual Health and Safety policy statement has been posted at both HS bulletin boards - at the office and MOK.

#### **ADJOURNMENT:**

The meeting was adjourned at 9:23 a.m.

#### **JHSC 01/09/2024 - 02**

**MOVED BY: J. Arbour**

**SECONDED BY: J. Hendry**

**Resolved, that the MVCA Joint Health and Safety Committee meeting is adjourned.**

**“CARRIED”**

#### **Review of Action Items:**

1. **J. Hendry** to speak to the department team re: clearing out storage room per D. Reid’s observation of congested area
2. **J. Arbour** to recommend changes to the forms per man shed (road garage) and carriage shed (field garage shed)
3. **A. Broadbent** to create the forms for the road garage and carriage shed
4. **A. Broadbent** To look online for the poison ivy incident report file
5. **A. Broadbent** to scan historic JHSC records to server
6. **D. Reid** to remove all COVID protocols from JHSC forms
7. **D. Reid** Add new section to workplace inspection form for MVCA office and MOK – to include hand sanitizer as a new item to the JHSC Forms
8. **J. Hendry** (S. Lawryk and A. Broadbent to assist) in creation of a seasonal message to staff
9. **A. Broadbent** to dig up Sarah O’Grady’s files – to assist with seasonal messaging to all staff



## REPORT

3387/24

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	<b>2023 Work Plan Update</b>
DATE:	February 2, 2024

## For Information

In May 2021, the Board approved a *Corporate Strategic Plan* for the period 2021-2025. In March 2022, an *Implementation Plan* was approved that set out Priority Projects to act as indicators of progress towards achievement of strategic goals and objectives. The purpose of this report is to provide a status update on the implementation of priority projects in 2023.

### 1.0 2023 UPDATE

Table 1 summarizes the status of the twenty-seven (27) priority projects. As of February 2024, eighteen (18) projects have been COMPLETED of which 14 were completed in 2023 (highlighted in blue); and a further four (4) will be completed by the end of 2024:

- Carp River Flood Plain Mapping
- MVCA Land Conservation Plan
- Balance of job evaluations
- Balance of market assessments

One project has been DEFERRED. The City did not include *Project #11: Update of the Carp River Subwatershed Plan* in its priorities for this term of Council.

Two projects are AT RISK of completion within the planning period due to resource limitations:

- *Project #17: Open Data Plan*
- *Project #21: MVCF Governance Review*

All remaining projects are expected to be completed within the 2021-2025 timeframe, with the exception of items identified with an asterisk (\*) that will require sustainment action.

**Table 1: Implementation Status** (completed in 2023)

Strategic Goals and Objectives	#	Priority Projects/Initiatives	Status Update
<b>1. Asset Management - Revitalize Watershed Management Activities and invest in our Legislated Mandate</b>			
a) Implement the five-year capital program.	1	Phase 1 of Shabomeka Lake Dam rehabilitation	COMPLETED: fully operational.
	2	MOK Riverside Lookout Restoration	COMPLETED: now in use.
	3	Purdon CA interpretive signage	WIP: structure installed. New sign to designed, manuf. and installed.
b) Strengthen our risk analysis and management capacity to include climate change and development impacts.	4	Lower Mississippi flood plain mapping	COMPLETED: approved by the Board.
	5	Watershed LiDAR acquisition	COMPLETED: now in use.
	6	Flood risk assessment study	COMPLETED: presented to Board at December 7, 2022.
	7	Carp River flood plain mapping	WIP: Modeling complete; mapping 50% complete.
	8	Phase 1 of watershed model development	COMPLETE: ongoing work to increase details of subwatershed models.
c) Implement priority actions identified in the Mississippi River Watershed Plan.	9	Land Conservation Plan	WIP: Backgrounders in preparation
	10	Wetland inventory	COMPLETED: Areas under pressure identified; results to be incl. in #9.
d) Work with the City of Ottawa towards update of the Carp River Watershed Plan.	11	Carp Subwatershed Plan Update	DEFFERED: City has indicated that this will <u>not</u> be completed during the 2022-2026 term of council
e) Plan for the next phase of asset development and management.	12	Dam Safety Reviews (DSR)*	COMPLETED: Carleton Plan in 2023; future DSRs per 10-yr Cap. Plan.
	13	Asset Risk Analysis*	COMPLETED: Updated annually
	14	10-year Capital Plan*	COMPLETED: Updated annually
<b>2. Community Building - Engage local partners to foster connections, leverage our resources, and strengthen our "Social License" to operate</b>			
a) Demonstrate MVCA to be a trusted, client-centered, resourceful, and helpful partner.	15	Website*	COMPLETED: Updates on-going
	16	Gatehouse Door Upgrade	COMPLETED: installed
	17	Open Data Plan	AT RISK: draft policy prepared but awaiting clarity around funding and cost recovery matters

Strategic Goals and Objectives	#	Priority Projects/Initiatives	Status Update
	18	Transition Plan	COMPLETED and implemented
b) Strengthen relationships with municipalities and community stakeholders, First Nations, the agricultural sector, developers, not-for-profits, and academia.	19	Indigenous Engagement Plan (IEP)*	WIP: many outreach attempts made over three years; current focus on engaging re active projects
	20	ALUS program	COMPLETED: 3-year project. Negotiation of Year-4 funding underway.
c) Rejuvenate the Mississippi Valley Conservation Foundation (MVCF) into a highly functional and effective fundraising organization.	21	Governance Review	WIP: Focus pivoted to improving fund raising. Piloted 50/50; larger campaign to be undertaken in 2024. Website, and online and e-tools have been improved incl. donation top-up at CA parking meters.
<b>3. People and Performance - Support the operational transformations required to achieve MVCA's priorities and to address legislative changes</b>			
a) Staff the organization to allow for: delivery of mandatory programs and services, priority projects, and fulfillment of commitments made under memoranda of understanding (MOUs) and other agreements	22	Staffing*	COMPLETED: All positions filled except those deferred due to Bill 23
	23	Job Evaluation - Phase 2*	WIP: Most Job descriptions updated and evaluated; remainder in 2024
	24	Wages*	WIP: most positions market assessed and wage changes are being phased-in
b) Monitor the quality, efficiency and impact of what we do and modify to improve operational effectiveness.	25	Permit and planning timeline tracking*	COMPLETED: Now report bi-annually to Board with results.
c) Promote an engaging and inclusive environment that attracts and retains passionate and highly skilled people, and optimizes their expertise and contributions	26	Workplace Psycho-social Health*	COMPLETED: second survey completed and ongoing monitoring planned.
	27	Automated Timesheets	COMPLETED: automated sheets went live for pay period ending on 2023/02/10

## REPORT

3388/24

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	<b>2024 Work Plan</b>
DATE:	February 5, 2024

**RECOMMENDATION:**

**That the Board of Directors approve the 2024 Work Plan as presented.**

The purpose of this report is to inform the Board of key projects to be carried out in 2024. Projects listed herein address regulatory requirements, align with priorities set out in the *Corporate Strategic Plan Implementation Plan* and the most recent Needs Assessment<sup>1</sup>, and support implementation of the *Mississippi River Watershed Plan*.

**1.0 REGULATORY & RELATED PROJECTS**

Six products must be completed and approved by the board by December 31, 2024 to meet regulatory requirements of O.Reg. 686/21:

- Land Inventory
- Conservation Area Strategy (aka Land Strategy)
- Watershed-based Resource Management Strategy (WBRMS)
- Ice Management Strategy
- Water Control Structure Asset Management Plan
- Water Control Structure Operations Plan

All are works-in-progress and are on track for completion this year. Closely related policy and financial projects to be completed are the following:

- Completion of outstanding employee job evaluations and market assessments
- Update of MVCA's Corporate Strategic Plan
- Update of the Workforce Plan
- 2024 Budget

Table 1 shows the sequencing of deliverables to be brought to the Board for consideration. Subsequent sections summarize what is required and how they inter-relate.

<sup>1</sup> Last updated March 2023, Staff Report 3294/23.

**Table 1: 2024 Work Plan – Regulatory & Related Deliverables**

Item	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Comments
<b>1. Land Inventory</b>			<b>B</b>										<b>Mandatory</b>
2. Land Strategy - Backgrounder				<b>B</b>									Focuses on land assets
3. WBRMS* - Backgrounder				<b>B</b>									Focuses on programs & services
4. Discussion Papers						P&P	<b>B</b>						Outline Issues & Options
5. Mtg(s) of PAC & MAC							mtg						
6. Public Consultation							Consult						
<b>7. Ice Management Strategy</b>					<b>B</b>								<b>Mandatory</b>
<b>8. WECI Asset Management Plan</b>									<b>B</b>				<b>Mandatory</b>
<b>9. WECI Operational Plan</b>									<b>B</b>				<b>Mandatory</b>
10. Flood Plain Mapping Strategy										<b>B</b>			
11. Land Strategy - Draft Policies								P&P	<b>B</b>				Policy direction
12. WBRMS – Draft Priorities									<b>B</b>				Cat. 1 priorities
13. Public Consultation									Consult				<b>Mandatory</b>
14. Mtg(s) of PAC & MAC									mtg	mtg			
<b>15. Finalize Land Strategy</b>												<b>B</b>	<b>Mandatory</b>
<b>16. Finalize WBRM Strategy</b>												<b>B</b>	<b>Mandatory</b>
17. Job Eval. / Mkt. Assessments						F&A	<b>B</b>						Set financial assumptions
18. 2025 Budget Direction										<b>B</b>			Set financial assumptions
19. 10-year Capital Plan Update											F&A	<b>B</b>	Set financial assumptions
20. Draft 2025 Budget											F&A	<b>B</b>	
21. Corp. Strategic Plan - Update												<b>B</b>	
22. Strategic Plan – Implem. Plan													Q1 2025 – 2025-2030 Prior. Prj.
23. Workforce Plan Update													Q1 2025 – review SDM**

\* Watershed Based Resource Management Strategy (WBRMS)

\*\* Service Delivery Model (SDM)

The Land Strategy and WBRMS will be managed concurrently for the purpose of policy/priority setting and public engagement and are shown in orange. Once established, they will be used to obtain budget direction for 2025, update the Workforce Plan, and update the *Corporate Strategic Plan* and *Implementation Plan*.

## **1.1 Land Inventory**

This document must identify the location, acquisition details, and land uses at properties that MVCA owns or has an interest in. For example, it would include lands we don't own such as Roy Brown Park and Morris Island CA, and in proximity to several of our dams. It will also capture various properties the CA owns that we purchased in the 1980s under a program designed to buy-out landowners whose homes were within the flood plain. The document is also to categorize current land uses and each property's suitability for development. This work began in 2022 and is nearing completion.

## **1.2 Conservation Area Strategy (aka Land Conservation Strategy)**

This is a policy document that is to guide land acquisitions, development, and disposals. It is to demonstrate how MVCA holdings (and easements, etc.) integrate with other publicly-owned lands and enhance natural heritage. It is to establish acceptable land uses at each site, and the mandatory and non-mandatory programs and services each site supports. And, it is to identify funding sources for those programs and services.

Because of the variety of lands MVCA has acquire or has an interest in and the variety of uses, this document will deal with much more than Conservation Areas. For this reason, the Mississippi River Watershed Plan refers to it as a Land Conservation Strategy. To develop this strategy, the Board will need to consider what role MVCA has to acquire or maintain land ownership or an interest in a property for the purposes of:

- dam operations and future asset renewal (MVCA does not own the land under, or access roads to, several of our dams.)
- stormwater management (e.g. Glen Cairn Reservoir in Kanata.)
- mitigating natural hazard risks by:
  - maintaining or enhancing upstream freeboard in the system
  - maintaining natural reservoir capacity in the system (i.e. wetlands)
  - property buy-out of those with homes in the flood plain (MVCA acquired several properties in the 1980s for this purpose using funding from upper levels of gov.)
- park use (active and passive recreation)
- natural heritage and food web preservation (i.e. areas without public access)
- watershed and conservation education (e.g. Carp River Conservation Area; Poole Crk.)
- cultural heritage/assets (e.g. buildings at the Mill of Kintail Conservation Area.)

## **1.3 Water Control Asset Management Plan**

At minimum, this document will provide the following information:

- Policies governing MVCA's water control assets
- The standards / service standards to be maintained
- A list of water control assets
- Known conditions and issues

- Gaps in knowledge, including: feasibility to decommission existing structures, enhance reservoir capacity, optimize operation of current structures.
- Funding gaps/challenges
- Discussion of annual inspection programs, preventative maintenance program, dam safety reviews, and risk assessments.

Much of this information already exists and requires consolidation into a document that meets provincial requirements.

#### **1.4 Water Control Asset Operational Plan**

MVCA operates its water control structures and those of OPG and MNRF in accordance with the provincially approved *Mississippi River Water Management Plan* and Operation Plans established for each structure. These will be packaged to ensure compliance with O.Reg. 686/21 requirements.

#### **1.5 Ice Management Plan**

A Draft Ice Monitoring Plan was developed in 2021 and piloted the winter of 2022 and again this winter. The plan is being formalized into MVCA's Ice Management Plan that will be brought to the Board once finalized. It comprises a methodology for monitoring the formation, extent, and breakdown of ice along the Mississippi River system and indicator lakes in the upper, middle and downstream portions of the watershed. This data is used by MVCA's engineering team to predict water levels and flows and support effective operation of the system.

#### **1.6 Watershed- Based Resource Management Strategy (WBRMS)**

This policy document is to inform the design and delivery of mandatory programs and services. Specifically, it is to contain/address the following:

- guiding principles and objectives
- how MVCA is tracking against them
- gaps and challenges to delivering programs and services
- development pressures, funding needs, and revenues
- recommendations to address issues/risks and associated costs

This document will help to consolidate much of the information presented in the other five deliverables.

### **2.0 OTHER KEY PROJECTS**

MVCA's *Corporate Strategic Plan* is scheduled to be updated this year as it expires in 2025. Much of the aforementioned policy and planning work will help to inform that process, and is schedule to commence in the fall. Discussions on how best to manage that process will be held either at or prior to the July Board meeting.

Tables 2 and 3 list key projects identified in the 2024 Budget.

**Table 2: Watershed Management**

Operating	Capital
<ul style="list-style-type: none"> <li>• Carp River Floodplain Mapping</li> <li>• Upper Feedmill Creek Mapping<sup>2</sup></li> <li>• Kinburn Drain Mapping</li> <li>• Carp Erosion Control Project</li> <li>• Flood Plain Mapping Strategy<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Farm Lake Dam – Safety Assessment</li> <li>• Kashwakamak Lake Dam EA</li> <li>• Carp Erosion Control</li> </ul>

The Carp River Floodplain mapping project will go to the Board before summer, and the Kashwakamak EA findings are scheduled for July pending the outcome of spring field studies.

**Table 3: Conservation Areas**

Operating	Capital
<ul style="list-style-type: none"> <li>• Mill of Kintail Museum Strategy update</li> <li>• Mill of Kintail Master Plan update<sup>4</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Purdon boardwalk and stairs</li> <li>• Morris Island improvements</li> <li>• MOK <ul style="list-style-type: none"> <li>○ Workshop Building</li> <li>○ Museum &amp; Gatehouse stone work</li> <li>○ Gatehouse - veranda joists &amp; flooring</li> </ul> </li> </ul>

Note, the Engineering group has several paternity leaves and a maternity leave scheduled for this year. While some backfilling of staff is planned, this is not universally feasible and it is expected that some projects may be delayed or deferred. Conservation area work of the Operations group generally does not commence until after the freshet and summer water levels are achieved on the lakes. Last year that work extended well into June and delayed commencement and completion of various rehabilitation projects.

### **3.0 CORPORATE STRATEGIC PLAN**

The following workplan allows for the implementation of all 3 Corporate Strategic Goals:

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

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

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

<sup>2</sup> Work on this and the Kinburn Drain project will commence in 2024 but will take 1-2 years to complete.

<sup>3</sup> This and the Museum Strategy are not identified in the budget as they will be completed in-house at no cost.

<sup>4</sup> This will commence towards year’s end only if resources are available.



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**REPORT****3389/24**

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	<b>Appointment of Board Co-chair</b>
DATE:	February 6, 2024

**An appointment from the Board is required.**

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In 2022, a Public Advisory Committee (PAC) was appointed by the Board to support implementation of the Mississippi River Watershed Plan, (see attached Terms of Reference.) With retirement of John Karau from the Board of Directors a year ago, the Board Co-chair position was vacated and has remained vacant since.

The next meeting of the PAC is scheduled for February 26<sup>th</sup>. It is hoped that a member of the Board with an interest in the watershed will volunteer to act as the Board's Co-chair on the Committee. It is expected that there will be three meetings of the PAC in 2024 including the meeting scheduled for later this month.

## Attachment 1

### Terms of Reference: Mississippi River Watershed Plan Advisory Committee

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#### ***i) General Terms***

The Mississippi River Watershed Plan Advisory Committee will make recommendations to the Mississippi Valley Conservation Authority regarding prioritization and implementation of actions identified under the *Mississippi River Watershed Plan*.

#### ***ii) Specific Terms***

The Committee will:

- help gauge community interest in specific actions;
- provide input to the annual prioritization of actions;
- disseminate and collect information within their target sectors and communities to support project design and delivery;
- support community uptake and project implementation by engaging with member municipalities and community partners; and
- provide constructive feedback regarding implementation successes and challenges.

#### ***iii) Committee Membership***

Members of the Committee will be appointed annually by the Mississippi Valley Conservation Authority Board of Directors, and may be renewed at the discretion of the Board. Membership will consist of:

- A Member of the MVCA Board of Directors who will act as Board-liaison and Co-Chair; and;
- Up to 10 members of the public representing a cross-section of geographic areas, interests, expertise and experience including the following from within the Mississippi River watershed:
  - ratepayers with well or surface water intakes
  - recreational tourism
  - conservationists
  - land development
  - forestry sector
  - water resource management
  - aggregate sector
  - drinking water systems
  - agriculture sector

#### ***iv) Duties of the Co-Chairs***

At the first meeting of the Committee each year, committee members will elect a Co-Chair from amongst the public appointees to the Committee. It is the responsibility of the co-chairs to:

- preside over meetings of the Committee
- in conjunction with the General Manager, prepare and distribute agendas and other items of business
- report to the Board of Directors as appropriate

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**REPORT****3390/24**

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager Stacy Millard, Treasurer
RE:	<b>MVCA 2024 Budget</b>
DATE:	February 6, 2024

**Recommendation:**

**That the Board of Directors approve the 2024 Budget as submitted.**

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**1.0 TOTAL BUDGET**

The proposed 2024 budget is \$6,331,738 as shown in Table 1. Details of the Draft 2024 Budget are contained in Attachment 2.

<b>Table 1: TOTAL BUDGET</b>	<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2024 Budget</b>
<b>Operating</b>	\$3,955,961	\$4,524,962	<b>\$4,542,341</b>
<b>Capital</b>	\$1,466,638	\$1,438,327	\$1,789,397
<b>Total</b>	<b>\$5,422,599</b>	<b>\$5,963,289</b>	<b>\$6,331,738</b>

**2.0 MUNICIPAL LEVIES**

As authorized by the Board of Directors on September 11, 2023, the municipal levy portion of the Draft 2024 Budget shows increases of:

- 2.5% on the operating budget for inflation;
- 2.0% on the operating budget to allow for continued implementation of the Workforce Plan;
- 7.5% on the capital budget to implement the 10-year Capital Plan; and
- 1.5% on both the operating and capital budgets to allow for assessment growth.

Combined, these increases raise the Total Municipal Levy by 6.5% as shown in Table 2. Impacts on individual municipal levies are provided in Attachment 1. The Special Levy is for delivery of a program unique to paid by the City of Ottawa.<sup>1</sup>

<b>Table 2: MUNICIPAL LEVIES</b>	<b>2023</b>	<b>2024</b>
<b>General Operating Levy</b>	\$2,962,450	\$3,140,197
<b>Capital Levy</b>	\$634,628	\$691,745
<b>Total Levy</b>	<b>\$3,597,079</b>	<b>\$3,831,942</b>
<b><i>Special Levy<sup>1</sup></i></b>	<i>\$71,500</i>	<i>\$68,000</i>

### **3.0 MUNICIPAL CONSULTATION**

The draft budget was circulated to member municipalities for consideration and comment in December, with an offer to meet with municipal staff and to present to council. In mid-January a reminder was sent to municipalities, with a repeat offer to meet and/or present. Several municipalities formally declined and stated that council had not expressed any concerns.

No concerns were received from the eleven municipalities. A request was made by the City of Ottawa to include annotations regarding its special levy, which have been included in the attached draft. As well, several minor formatting/typo matters have been addressed.

### **4.0 NEXT STEPS**

Upon approval, the final budget will be published on MVCA's website and circulated to member municipalities for information.

<sup>1</sup> Several years ago, the City contracted-out its city-wide water quality monitoring program to the three local CAs. The City requested that this remain as a special levy as opposed to being considered a Category 2 program.

## Attachment 1: Impact on Municipal Levies

The following table shows the impact of the draft 2024 Budget on projected municipal levies and highlights three municipalities where the annual apportionment has increased.

Municipality	2023 Apportionment %	2024 Apportionment %	2023 Levy	2024 Levy	Variance	% Increase
Addington Highlands	0.1578	0.1551	5,678	5,945	267	4.71
Beckwith	0.6784	0.6922	24,403	26,524	2,121	8.69
Carleton Place	2.5368	2.6709	91,252	102,347	11,095	12.16
Central Frontenac	0.4357	0.4303	15,672	16,490	818	5.22
Drummond/North Elm	0.4880	0.4870	17,554	18,662	1,108	6.31
Greater Madawaska	0.0350	0.0351	1,259	1,344	85	6.76
Lanark Highlands	1.1218	1.1084	40,353	42,473	2,120	5.25
Mississippi Mills	2.7352	2.7838	98,387	106,674	8,287	8.42
North Frontenac	0.9283	0.9116	33,391	34,931	1,540	4.61
Ottawa <sup>2</sup>	90.2534	90.1030	3,246,487	3,452,696	206,209	5.35
Tay Valley	0.6295	0.6226	22,644	23,857	1,213	5.36
<b>Total</b>	<b>100</b>	<b>100</b>	<b>3,597,079</b>	<b>3,831,942</b>	<b>234,864</b>	<b>6.53</b>

<sup>2</sup> Plus, Special Levy of \$68,000 for delivery of the City's Baseline Monitoring Program.



# Draft 2024 BUDGET

February 2024

# Mississippi Valley Conservation Authority



MVCA was established in 1968 to deliver programs for the **conservation, restoration, development and management of natural resources** in the Mississippi River and Carp River watersheds and in areas draining to the Ottawa River from the outlet of the Mississippi River downstream to Shirley's Bay.

We are a not-for-profit organization governed by a Board of Directors comprised of 17 representatives from the eleven municipalities we serve, and a provincially appointed agricultural representative.

Our annual budget was developed in accordance with Ontario Regulation 402/22 under the *Conservation Authorities Act*.

## Our Board of Directors:

Rear: Roy Huetl, Janet Mason, Paul Kehoe, John Karau (now retired)

Middle: Helen Yanch, Cindy Kelsey, Mary Lou Souter, Dena Comley

Front: Richard Kidd, Cathy Curry, Bev Holmes, Clarke Kelly, Taylor Popkie, Jeff Atkinson

Absent: Allan Hubley, Allison Vereyken, Andrew Kendrick, Glen Gower, and Steve Lewis

# What we do

MVCA delivers a variety of programs and services ranging from the planning, design, and operation of water control structures through to the delivery of shoreline planting programs, and the operation of conservation areas. Our primary mandate is to deliver the following **Category 1** programs and services:

- Identify and delineate natural hazards (flooding, erosion, and unstable soils).
- Administer a permitting system that limits development in hazardous areas.
- Undertake regulatory compliance promotion, monitoring and enforcement.
- Review and comment on planning applications on behalf of the province.
- Forecast and issue flood warnings, and coordinate drought response.
- Monitor and manage ice.
- Manage water and erosion control structures we own or operate for others.
- Manage conservation lands we own or operate for others.

These activities constitute the majority of our work and ~84% of the Draft 2024 Operating Budget.

## Category 1

- CA programs and services mandated by regulation.

## Category 2

- Services that MVCA provides to help municipalities meet their legislated responsibilities.

## Category 3

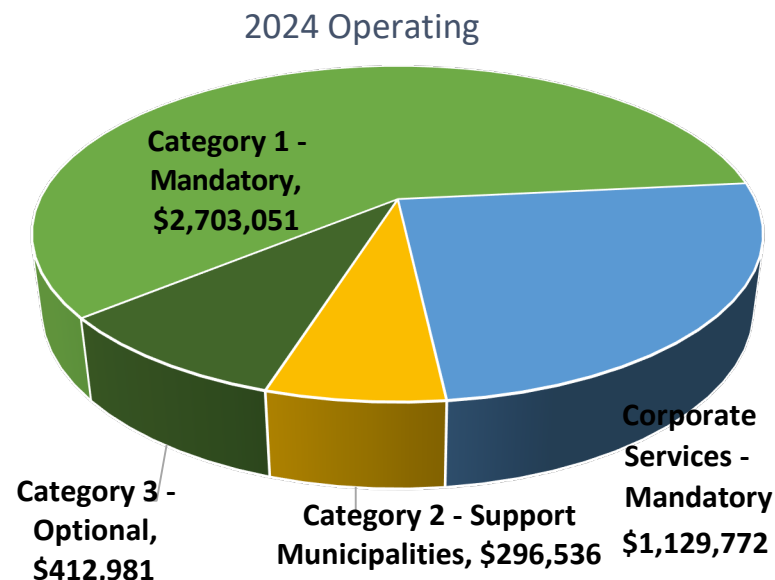
- Optional, largely community-based programs that MVCA delivers as funding allows.

Our eleven municipalities pay an annual levy that covers ~69% of our annual operating costs. Earlier this year they authorized spending up to 14% of their annual levy on Category 2 and 3 programs.



# Budget Summary

<b>DRAFT 2024 BUDGET</b>	<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2024 Budget</b>
<b>Operating</b>	\$3,955,961	\$4,524,962	\$4,542,341
<b>Capital</b>	\$1,466,638	\$1,438,327	\$1,789,397
<b>Total</b>	\$5,422,599	\$5,963,289	\$6,331,738



MVCA is currently in a period of significant capital renewal, with over \$1 million in capital expenditures occurring per year, largely to address the needs of water and erosion control structures. In 2024, several capital works and their precursor studies are planned, in particular at Kashwakamak Lake Dam and at various structures on the Clyde River. MVCA is continuing to expand its water gauge system, enhance its predictive modeling capabilities, and implement its hazard identification and mapping program.

Increases to the operating budget are largely associated with cost of living increases to employee wages, increases in goods and service costs like insurance and construction materials, and increased regulatory requirements such as the new ice monitoring program.

The budget is divided by regulatory category and by program area. Appendix 1 shows the impact of this budget on our operating and capital reserves. Appendix 2 provides a summary of municipal level apportionments. Appendix 3 contains details budget sheets.

# Operating Summary: Category 1 and Corporate

Category 1	BUDGET		2024 REVENUE (Draft Proposed)					
	2023 (APPROVED)	2024 (Draft Proposed)	Municipal Levy	Reserve Fund	Provincial/ Federal Grants	Fee for Service	Other Revenue	Total Revenue
Watershed Management								
Technical Studies	\$1,010,463	\$847,078	\$529,907	\$25,000	\$147,671	\$140,500	\$4,000	\$847,078
Planning & Regulations	\$1,090,109	\$1,003,375	\$708,375	\$0	\$0	\$280,000	\$15,000	\$1,003,375
<b>Subtotal</b>	<b>\$2,100,573</b>	<b>\$1,850,453</b>	<b>\$1,238,282</b>	<b>\$25,000</b>	<b>\$147,671</b>	<b>\$420,500</b>	<b>\$19,000</b>	<b>\$1,850,453</b>
Flood & Erosion Control								
Flood Forecasting & Warning	\$247,357	\$224,771	\$224,771	\$0	\$0	\$0	\$0	\$224,771
Dam Operations & Maintenance	\$260,809	\$257,359	\$201,564	\$0	\$0	\$55,795	\$0	\$257,359
<b>Subtotal</b>	<b>\$508,166</b>	<b>\$482,130</b>	<b>\$426,335</b>	<b>\$0</b>	<b>\$0</b>	<b>\$55,795</b>	<b>\$0</b>	<b>\$482,130</b>
Conservation Areas								
Conservation Areas	\$416,511	\$298,613	\$235,696	\$32,917	\$0	\$25,000	\$5,000	\$298,613
Technical Studies	\$0	\$71,856	\$71,856	\$0	\$0	\$0	\$0	\$71,856
<b>Subtotal</b>	<b>\$416,511</b>	<b>\$370,468</b>	<b>\$307,551</b>	<b>\$32,917</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$5,000</b>	<b>\$370,468</b>

O.Reg. 686/21 defines mandatory Category 1 programs and services, and O.Reg. 402/22 sets out how they and corporate (general) services are to be recovered.

General / Corporate Services								
<b>Subtotal</b>	<b>\$1,108,512</b>	<b>\$1,129,772</b>	<b>\$844,903</b>	<b>\$138,869</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$136,000</b>	<b>\$1,129,772</b>
<b>TOTAL</b>	<b>\$4,133,762</b>	<b>\$3,832,823</b>	<b>\$2,817,071</b>	<b>\$196,786</b>	<b>\$147,671</b>	<b>\$511,295</b>	<b>\$160,000</b>	<b>\$3,832,823</b>

# Operating Summary: Categories 2 & 3

CATEGORY 2	BUDGET		2024 REVENUE (Draft Proposed)					
	2023 (APPROVED)	2024 (Draft Proposed)	Municipal Levy	Reserve Fund	Provincial/ Federal Grants	Fee for Service	Other Revenue	Total Revenue
Watershed Management								
Monitoring & Watershed Planning	\$0	\$296,536	\$178,536	\$0	\$50,000	\$68,000	\$0	\$296,536
<b>TOTAL</b>	<b>\$0</b>	<b>\$296,536</b>	<b>\$178,536</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$68,000</b>	<b>\$0</b>	<b>\$296,536</b>

CATEGORY 3	BUDGET		2024 REVENUE (Draft Proposed)					
	2023 (APPROVED)	2024 (Draft Proposed)	Municipal Levy	Reserve Fund	Provincial/ Federal Grants	Fee for Service	Other Revenue	Total Revenue
Stewardship								
Stewardship	\$213,078	\$159,521	\$51,996	\$0	\$10,000	\$97,525	\$0	\$159,521
Education								
Education	\$15,000	\$61,170	\$19,970	\$0	\$6,000	\$25,200	\$10,000	\$61,170
Visitor Services								
Visitor Services	\$163,121	\$192,289	\$72,623	\$0	\$23,445	\$74,000	\$22,221	\$192,289
<b>TOTAL</b>	<b>\$391,199</b>	<b>\$412,981</b>	<b>\$144,590</b>	<b>\$0</b>	<b>\$39,445</b>	<b>\$196,725</b>	<b>\$32,221</b>	<b>\$412,981</b>

O.Reg. 687/21 defines Category 2 programs and services and sets out how they and Category 3 programs and services are to be cost recovered.

# 2024 Budget



MVCA has just over 30 full-time employees who are responsible for delivering a combination of Category 1, 2, and 3 programs and services.

The following budget sheets indicate the break-down in costs between payroll compensation, program expenses, and costs to be incurred to implement special projects. A list of projects is provided where applicable.

The budget also shows how each program is funded through a combination of municipal levy, reserves, fees for service, federal and provincial grants, and other contributions.

CATEGORY 1: PROGRAMS & SERVICES	BUDGET		2024 REVENUE (Draft Proposed)					
	2023 (APPROVED)	2024 (DRAFT PROPOSED)	Municipal Levy	Reserve Fund	Provincial/ Federal Grants	Fee for Service	Other Revenue	Total Revenue
<b>Watershed Management</b>								
<b>Technical Studies</b>								
Compensation	\$715,093	<b>\$734,378</b>						
Operating Expenses	\$71,100	<b>\$33,700</b>						
Special Projects	\$224,270	<b>\$79,000</b>						
Subtotal	\$1,010,463	<b>\$847,078</b>	\$529,907	\$25,000	\$147,671	\$140,500	\$4,000	\$847,078
<b>Planning &amp; Regulations</b>								
Compensation	\$940,609	<b>\$905,875</b>						
Operating Expenses	\$134,500	<b>\$82,500</b>						
Special Projects	\$15,000	<b>\$15,000</b>						
Subtotal	\$1,090,109	<b>\$1,003,375</b>	\$708,375	\$0	\$0	\$280,000	\$15,000	\$1,003,375
<b>TOTAL</b>	<b>\$2,100,573</b>	<b>\$1,850,453</b>	<b>\$1,238,282</b>	<b>\$25,000</b>	<b>\$147,671</b>	<b>\$420,500</b>	<b>\$19,000</b>	<b>\$1,850,453</b>

## Scope

Watershed management activities focus on the identification and management of natural hazards by:

- Monitoring water flows and levels, ice, surface and ground water quality, and changes in hydrologic and hydraulic conditions.
- Carrying out field investigations and developing predictive tools to identify, map, and managing natural hazards.
- Administering the regulatory permitting system to direct development away from hazards.
- Reviewing and commenting on planning applications on behalf of the province for compliance with provincial policy and regulations.

## 2024 Special Projects

- Ottawa Floodplain Mapping Update (Carp)
- Kinburn Drain
- Upper Feed Mill Creek
- Carp Erosion Control
- Hazard identification and mapping
- WCS Asset Management Plan
- WCS Operating Plans

## Details

Refer to sheets 1, 2 and 3 in Appendix 3.

CATEGORY 1: PROGRAMS & SERVICES	BUDGET		2024 REVENUE (Draft Proposed)					
	2023 (APPROVED)	2024 (DRAFT PROPOSED)	Municipal Levy	Reserve Fund	Provincial/ Federal Grants	Fee for Service	Other Revenue	Total Revenue
<b>Flood &amp; Erosion Control</b>								
<b>Flood Forecasting &amp; Warning</b>								
Compensation	\$209,765	<b>\$173,679</b>						
Operating Expenses	\$37,592	<b>\$51,092</b>						
Special Projects								
Subtotal	\$247,357	<b>\$224,771</b>	\$224,771	\$0	\$0	\$0	\$0	\$224,771
<b>Dam Operations &amp; Maintenance</b>								
Compensation	\$137,159	<b>\$167,859</b>						
Operating Expenses	\$123,650	<b>\$89,500</b>						
Special Projects								
Subtotal	\$260,809	<b>\$257,359</b>	\$201,564	\$0	\$0	\$55,795	\$0	\$257,359
<b>TOTAL</b>	<b>\$508,166</b>	<b>\$482,130</b>	<b>\$426,335</b>	<b>\$0</b>	<b>\$0</b>	<b>\$55,795</b>	<b>\$0</b>	<b>\$482,130</b>

## Scope

Flood & Erosion control activities focus on the following:

- monitoring and analysis of current water levels and flows and weather conditions.
- using predictive tools to identify short and medium-term risks of flooding and the potential need to operate control structures.
- operating water control structures to mitigate potential flooding and comply with Mississippi River Watershed Management Plan.
- notifying the public and key stakeholders of potential flood risks and coordinating drought response.
- collaborating with partner organizations such as OPG and MNRF for overall river management.

## 2024 Special Projects

No special projects are planned.

## Details

Refer to sheets 4 and 5 in Appendix 3.

CATEGORY 1: PROGRAMS & SERVICES	BUDGET		2024 REVENUE (Draft Proposed)					
	2023 (APPROVED)	2024 (DRAFT PROPOSED)	Municipal Levy	Reserve Fund	Provincial/ Federal Grants	Fee for Service	Other Revenue	Total Revenue
<b>Conservation Areas</b>								
<b>Conservation Areas</b>								
Compensation	\$314,061	<b>\$233,813</b>						
Operating Expenses	\$102,450	<b>\$64,800</b>						
Special Projects								
Subtotal	\$416,511	<b>\$298,613</b>	\$235,696	\$32,917	\$0	\$25,000	\$5,000	\$298,613
<b>Technical Studies</b>								
Compensation	\$0	<b>\$60,856</b>						
Operating Expenses	\$0	<b>\$0</b>						
Special Projects	\$0	<b>\$11,000</b>						
Subtotal	\$0	<b>\$71,856</b>	\$71,856	\$0	\$0	\$0	\$0	\$71,856
<b>TOTAL</b>	<b>\$416,511</b>	<b>\$370,468</b>	<b>\$307,551</b>	<b>\$32,917</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$5,000</b>	<b>\$370,468</b>

## Scope

MVCA has six conservation areas: four that it owns, and two at City of Ottawa properties. Operational activities at these sites include the following:

- Year-round site maintenance (parking areas, trails and bridges, washrooms, signage, grass).
- Hazard tree, drinking water and other health and safety inspections and measures.
- Public notifications and other communications.

## 2024 Special Projects

- Land Inventory
- Conservation Area Strategy
- Mill of Kintail Masterplan Update
- Communications Support
- Legal

## Details

Refer to sheets 6 and 7 in Appendix 3.

	BUDGET		2024 REVENUE (Draft Proposed)					
	2023 (APPROVED)	2024 (DRAFT PROPOSED)	Municipal Levy	Reserve Fund	Provincial/ Federal Grants	Fee for Service	Other Revenue	Total Revenue
<b>Corporate Services</b>								
<b>Corporate Services</b>								
Compensation	\$712,926	\$721,172						
Operating Expenses	\$395,586	\$407,100						
Special Projects	\$0	\$1,500						
<b>TOTAL</b>	<b>\$1,108,512</b>	<b>\$1,129,772</b>	<b>\$844,903</b>	<b>\$138,869</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$136,000</b>	<b>\$1,129,772</b>

## Scope

Corporate services refers to the variety of services used to support delivery of our mandate and includes the following activities:

- Board administration and corporate governance.
- Financial management.
- Fleet management.
- Information and communication technology support.
- Communications.
- Utility and other operating expenses at our office on Highway 7.

## 2024 Special Projects

No special projects are planned.

## Details

Refer to sheets 8 thru 12 in Appendix 3.



CATEGORY 2: PROGRAMS & SERVICES	BUDGET		2024 REVENUE (Draft Proposed)					
	2023 (APPROVED)	2024 (DRAFT PROPOSED)	Municipal Levy	Reserve Fund	Provincial/ Federal Grants	Fee for Service	Other Revenue	Total Revenue
<b>Watershed Management</b>								
<b>Technical Studies</b>								
Compensation	\$0	\$144,536						
Operating Expenses	\$0	\$82,000						
Special Projects	\$0	\$70,000						
<b>TOTAL</b>	<b>\$0</b>	<b>\$296,536</b>	<b>\$178,536</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$68,000</b>	<b>\$0</b>	<b>\$296,536</b>

## Scope

Approximately 6% of the Annual Operating Levy goes towards the following technical supports to our eleven member municipalities:

- Field monitoring of surface water bodies that are not captured in the provincial monitoring program and for parameters not captured under that program.
- Watershed planning and implementation of watershed plans.
- Public engagement including administrative support to the Mississippi River Watershed Plan Implementation Public Advisory Committee.

## 2024 Special Projects

- Clyde Water Storage Study
- Poole Creek Wetland Study
- ECCC Climate Action Project

## Details

Refer to sheets 13 and 14 in Appendix 3.

CATEGORY 3: PROGRAMS & SERVICES	BUDGET		2024 REVENUE (Draft Proposed)					
	2023 (APPROVED)	2024 (DRAFT PROPOSED)	Municipal Levy	Reserve Fund	Provincial/ Federal Grants	Fee for Service	Other Revenue	Total Revenue
<b>Stewardship</b>								
<b>Stewardship</b>								
Compensation	\$70,983	\$82,571						
Operating Expenses	\$7,500	\$7,500						
Special Projects	\$134,595	\$69,450						
<b>TOTAL</b>	<b>\$213,078</b>	<b>\$159,521</b>	<b>\$51,996</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$97,525</b>	<b>\$0</b>	<b>\$159,521</b>

## Scope

MVCA administers a variety of programs to help property owners, community groups and the public at large take action to prevent soil erosion, maintain and restore ecological features and functions, including:

- County of Lanark Program - Community Forest
- Ottawa Clean Water Program
- Shoreline Naturalization
- ALUS Project Delivery
- City Stream Watch
- Rural Stream Watch
- Trees Canada Program (RVCA Partnership)

## 2024 Special Projects

No special projects are planned.

## Details

Refer to sheet 15 in Appendix 3.

CATEGORY 3: PROGRAMS & SERVICES	BUDGET		2024 REVENUE (Draft Proposed)					
	2023 (APPROVED)	2024 (DRAFT PROPOSED)	Municipal Levy	Reserve Fund	Provincial/ Federal Grants	Fee for Service	Other Revenue	Total Revenue
<b>Education</b>								
<b>Education</b>								
Compensation	\$0	\$41,470						
Operating Expenses	\$0	\$4,700						
Special Projects	\$15,000	\$15,000						
<b>TOTAL</b>	<b>\$15,000</b>	<b>\$61,170</b>	<b>\$19,970</b>	<b>\$0</b>	<b>\$6,000</b>	<b>\$25,200</b>	<b>\$10,000</b>	<b>\$61,170</b>

## Scope

MVCA's education program was suspended during the pandemic. We plan to reintroduce an education program over the coming years, and are beginning by reintroducing our popular summer camp program.

This budget will allow MVCA to offer a nature-focused camp experience for up to 120 children over the months of July and August.

## 2024 Special Projects

No special projects are planned.

## Details

Refer to sheet 16 in Appendix 3.

CATEGORY 3: PROGRAMS & SERVICES	BUDGET		2024 REVENUE (Draft Proposed)					
	2023 (APPROVED)	2024 (DRAFT PROPOSED)	Municipal Levy	Reserve Fund	Provincial/ Federal Grants	Fee for Service	Other Revenue	Total Revenue
<b>Visitor Services</b>								
<b>Visitor Services</b>								
Compensation	\$111,871	\$146,130						
Operating Expenses	\$51,250	\$46,159						
Special Projects								
<b>TOTAL</b>	<b>\$163,121</b>	<b>\$192,289</b>	<b>\$72,623</b>	<b>\$0</b>	<b>\$23,445</b>	<b>\$74,000</b>	<b>\$22,221</b>	<b>\$192,289</b>

## Scope

Our Mill of Kintail site has been developed over the years to provide a variety of community-based services including the following:

- The Mill of Kintail Museum – displays artifacts from the lives of James Naismith and R. Tait McKenzie, renowned Canadians.
- Gate House – rented by community groups and individuals; houses our museum archives.
- Cloister and Picnic Shelter – rented by community groups and individuals for special events.

This budget provides for museum and site management. MVCA is working towards full cost-recovery of these programs.

## 2024 Special Projects

No special projects are planned.

## Details

Refer to sheet 17 in Appendix 3.

Capital Budget	BUDGET		2024 REVENUE (Draft Proposed)					
	2023 (APPROVED)	2024 (DRAFT PROPOSED)	Municipal Levy	Reserve Fund	Provincial/ Federal Grants	Fee for Service	Other Revenue	Total Revenue
Capital Budget								
<b>Category 1</b>								
WEI Capital Projects	\$327,160	<b>\$295,000</b>	\$98,925	\$36,075	\$150,000	\$0	\$0	\$285,000
Conservation Areas	\$231,000	<b>\$78,250</b>	\$58,250	\$0	\$0	\$0	\$20,000	\$78,250
Corporate Projects	\$470,000	<b>\$891,850</b>	\$86,850	\$90,000	\$0	\$0	\$715,000	\$891,850
Tech Studies - Capital	\$97,750	<b>\$149,375</b>	\$124,375	\$50,000	\$0	\$0	\$0	\$174,375
Debt Repayment	\$312,417	<b>\$344,922</b>	\$309,510	\$35,412	\$0	\$0	\$0	\$344,922
<b>Category 3</b>								
Mill of Kintail	\$0	<b>\$30,000</b>	\$13,835	\$16,165	\$0	\$0	\$0	\$30,000
<b>TOTAL</b>	<b>\$1,438,327</b>	<b>\$1,789,397</b>	<b>\$691,745</b>	<b>\$212,652</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$735,000</b>	<b>\$1,789,397</b>

### Water & Erosion Control Infrastructure (WEI) projects:

- Lanark Dam
- Farm Lake Dam - Safety Assessment
- Widow Lake Dam (WEI)
- Kash Lake Dam EA (DMAF/WEI)
- Kash Lake Dam Design

### Conservation Area projects:

- Purdon Boardwalk
- Purdon Stairs
- MOK - Workshop Building
- MOK Washrooms
- Morris Island improvements
- Category 3:
  - MOK Museum & Gatehouse stone work
  - Gatehouse - veranda joists & flooring

### Other projects:

- Gauge Network
- Trimble System
- MVCA FFW System Model
- DRAPE data purchase
- AV equipment purchase

## Details

Refer to sheets 18-23 in Appendix 3.

## Appendix 1: Impact on Reserves

	Dec 31 2022 Balance	2023 Projected Allocations FROM Reserves	2023 Projected Allocations TO Reserves	Projected Dec 31 2023 Balance	2024 Budget Allocations FROM Reserves	2024 Budget Allocations TO Reserves	Projected Dec 31 2024 Balance
<b>Capital Reserves</b>							
Building (HQ) Reserve	\$573,701	\$39,000	\$74,368	\$609,069	\$0		\$609,069
Conservation Areas Reserve	\$185,700			\$185,700			\$185,700
Information & Communication Technology Res.	\$80,158			\$80,158	\$45,000		\$35,158
Priority Projects (Formerly Glen Cairn)	\$438,836	\$82,500		\$356,336	\$25,000		\$331,336
Sick Pay (STD) Reserve	\$73,843			\$73,843			\$73,843
Vehicles & Equipment Reserve	\$263,537	\$42,674		\$220,863	\$45,000		\$175,863
Water Control Structure Reserve - MVCA	\$514,391	\$185,412	\$57,160	\$386,139	\$81,487		\$304,652
Category 3 Capital Reserve			\$39,000	\$39,000	\$16,165		\$22,835
<b>Total</b>	<b>\$2,130,166</b>	<b>\$349,586</b>	<b>\$170,528</b>	<b>\$1,951,108</b>	<b>\$212,652</b>	<b>\$0</b>	<b>\$1,738,456</b>
<b>Operating Reserves</b>							
Museum Building & Art Reserve	\$6,760	\$6,760		\$0			\$0
Operating Reserve	\$1,496,074	\$218,717		\$1,270,597	\$196,786	\$0	\$1,080,571
Category 2 Operating Reserve			\$89,000	\$89,000			\$89,000
Category 3 Operating Reserve			\$125,760	\$125,760			\$125,760
<b>Total</b>	<b>\$1,502,834</b>	<b>\$225,477</b>	<b>\$214,760</b>	<b>\$1,485,357</b>	<b>\$196,786</b>	<b>\$0</b>	<b>\$1,295,331</b>
<b>TOTAL</b>	<b>\$3,633,000</b>	<b>\$575,063</b>	<b>\$385,288</b>	<b>\$3,443,225</b>	<b>\$409,438</b>	<b>\$0</b>	<b>\$3,033,787</b>

## Appendix 2: 2024 Total Municipal Levy (General Benefiting)

Municipality	2023 Apportionment %	2023 Levy	2024 Apportionment %	2024 Levy	Variance	% Ch.
Addington Highlands	0.1578	\$5,678	0.1551	\$5,945	\$267	4.71%
Beckwith	0.6784	\$24,403	0.6922	\$26,524	\$2,121	8.69%
Carleton Place	2.5368	\$91,252	2.6709	\$102,347	\$11,095	12.16%
Central Frontenac	0.4357	\$15,672	0.4303	\$16,490	\$818	5.22%
Drummond/North Elmsley	0.4880	\$17,554	0.4870	\$18,662	\$1,108	6.31%
Greater Madawaska	0.0350	\$1,259	0.0351	\$1,344	\$85	6.76%
Lanark Highlands	1.1218	\$40,353	1.1084	\$42,473	\$2,120	5.25%
Mississippi Mills	2.7352	\$98,387	2.7838	\$106,674	\$8,287	8.42%
North Frontenac	0.9283	\$33,391	0.9116	\$34,931	\$1,540	4.61%
Ottawa*	90.2534	\$3,246,487	90.1030	\$3,452,696	\$206,209	6.35%
Tay Valley	0.6295	\$22,644	0.6226	\$23,857	\$1,213	5.36%
<b>Total</b>	<b>100</b>	<b>\$3,597,079</b>	<b>100</b>	<b>\$3,831,942</b>	<b>\$234,864</b>	<b>6.53%</b>

\* Plus special levy of \$68,000 for City of Ottawa Baseline Monitoring Program

# Appendix 3: Budget Details



**Category 1: Watershed Management - Technical Studies**

Expenditures	2023 Budget	2024 Budget
<b>Wages/Benefits</b>	\$715,093	\$698,784
<b>Mileage &amp; General Expenses</b>	\$8,250	\$3,200
<b>Staff Development</b>	\$8,250	\$7,000
<b>Materials/Supplies/Gen Expenses</b>	\$3,600	\$5,000
<b>Ice Monitoring Program Setup</b>	\$8,500	\$5,000
<b>Topo-bathymetric Data Collection Program</b>	\$0	
<b>Technical Studies</b>		
Ottawa Floodplain Mapping Update (Carp)	\$5,000	\$5,000
Kinburn Drain		\$11,000
Upper Feed Mill Creek		\$6,000
City AG3 Maintenance		
Carp Erosion Control	\$0	\$5,000
MVCA FPM Projects (Clyde)	\$123,000	\$1,000
Poole Creek Sub Watershed Study	\$3,000	
Mississippi River Watershed Plan & Implementation	\$30,000	
CA Strategy (ECCC-CO)	\$30,000	
FHIMP - Land Cover Update	\$33,270	
Hazard Identification and Mapping		\$50,000
WCS Asset Management Plan		\$500
WCS Operations Plan		\$500
<b>Total</b>	<b>\$967,963</b>	<b>\$797,984</b>
Revenues	2023 Budget	2024 Budget
<b>Municipal Levy - Operating</b>	<b>\$416,672</b>	<b>\$480,813</b>
<b>Reserve Funds</b>	<b>\$138,070</b>	<b>\$25,000</b>
Special Reserves - Priority Projects (formerly Glen Cairn)	\$138,070	\$25,000
<b>Provincial and Federal Grants</b>	<b>\$283,721</b>	<b>\$147,671</b>
Provincial Grant - Section 39	\$128,436	\$128,436
Student Grants	\$14,235	\$14,235
WECI Grant	\$26,250	
DMAF Grant	\$10,000	
ECCC-CO Grant	\$30,000	
FHIMP - Clyde River FPM	\$74,800	\$5,000
<b>Fees for Service</b>	<b>\$106,500</b>	<b>\$140,500</b>
Special Levy – City of Ottawa	\$71,500	
Ottawa Floodplain Mapping Update (Carp)	\$35,000	\$20,000
Kinburn Drain		\$53,000
Upper Feed Mill Creek		\$30,000
City AG3 Maintenance		\$2,500
Carp Erosion Control	\$0	\$5,000
Hazard Identification and Mapping		\$30,000
<b>Other Revenue</b>	<b>\$23,000</b>	<b>\$4,000</b>
Other -Professional Services / Staff Time	\$0	\$1,000
MVCF – Fundraising	\$20,000	
Other - Deferred Revenue (Poole Creek/ Ottawa FP Ma	\$3,000	\$3,000
<b>Total</b>	<b>\$967,963</b>	<b>\$797,984</b>

**Category 1: Watershed Management - Technical Studies - Monitoring**

Expenditures	2023 Budget	2024 Budget
Wages/Benefits		\$35,594
Mileage & General Expenses	\$36,500	\$5,000
Staff Development		\$1,000
Materials/Supplies/Gen Expenses		\$1,500
Lab Analysis (throughout watershed)	\$6,000	\$6,000
Total	\$42,500	\$49,094
Revenues	2023 Budget	2024 Budget
Municipal Levy - Operating	\$42,500	\$49,094
Reserve Funds		
Provincial and Federal Grants		
Fees for Service		
Other Revenue		
Total	\$42,500	\$49,094

**Category 1: Watershed Management - Planning & Regulations**

Expenditures	2023 Budget	2024 Budget
Wages/Benefits	\$940,609	\$905,875
Mileage & General Expenses	\$7,500	\$8,000
Staff Development	\$7,500	\$8,500
Materials/Supplies/Gen Expenses	\$2,500	\$1,000
Insurance		\$20,000
Legal Fees	\$17,000	\$30,000
Advisory Services (RVCA)	\$25,000	\$15,000
Septic Program	\$75,000	
Consulting - Fee Study	\$15,000	\$15,000
<b>Total</b>	<b>\$1,090,109</b>	<b>\$1,003,375</b>
Revenues	2023 Budget	2024 Budget
Municipal Levy - Operating	\$725,109	\$708,375
Reserve Funds		
Provincial and Federal Grants		
Fees for Service	\$355,000	\$280,000
User Fees - Plan Review	\$190,000	\$190,000
User Fees - Permit Processing Fees	\$90,000	\$90,000
User Fees - Septic Program	\$75,000	
Other Revenue	\$10,000	\$15,000
MVCF - Wetland Protection Fund	\$10,000	\$15,000
<b>Total</b>	<b>\$1,090,109</b>	<b>\$1,003,375</b>

**Category 1: Flood Erosion & Control - Flood Forecasting and Warning**

Expenditures	2023 Budget	2024 Budget
Wages/Benefits	\$209,765	\$173,679
Mileage & General Expenses	\$6,000	\$14,400
Staff Development	\$6,000	\$11,000
Equip Rent Pur Repair & Mtce	\$5,000	\$3,500
Utilities - Telephone & Hydro	\$9,000	\$8,500
Communications - Radios & Pagers	\$4,692	\$4,692
Materials/Supplies/General Expenses	\$900	\$1,000
Low Water Response	\$500	\$0
WISKI-Soda License and Maintenance Fees	\$4,000	\$6,000
Stream Gauges - minor repairs	\$1,500	\$2,000
<b>Total</b>	<b>\$247,357</b>	<b>\$224,771</b>
Revenues	2023 Budget	2024 Budget
Municipal Levy - Operating	\$247,357	\$224,771
Reserve Funds		
Provincial and Federal Grants		
Fees for Service		
Other Revenue		
<b>Total</b>	<b>\$247,357</b>	<b>\$224,771</b>

**Category 1: Flood Erosion & Control - Dam Operations & Maintenance**

Expenditures	2023 Budget	2024 Budget
Wages/Benefits	\$137,159	\$167,859
Mileage & General Expenses	\$18,075	\$20,000
Staff Development	\$18,075	\$3,000
Taxes/Insurance	\$69,000	\$42,000
Materials/Supplies/Equipment/General Exp	\$11,700	\$8,000
Health & Safety Clothing & Equipment	\$1,800	\$1,500
Stop Log Replacement	\$5,000	\$15,000
<b>Total</b>	<b>\$260,809</b>	<b>\$257,359</b>
Revenues	2023 Budget	2024 Budget
Municipal Levy - Operating	\$209,219	\$201,564
Reserve Funds		
Provincial and Federal Grants		
Fees for Service	\$51,590	\$55,795
User Fees - OPG Contract	\$44,000	\$44,000
Other - MNR Bancroft & Kemptville	\$7,590	\$11,795
Other Revenue		
<b>Total</b>	<b>\$260,809</b>	<b>\$257,359</b>

**Category 1: Conservation Areas**

Expenditures	2023 Budget	2024 Budget
Wages/Benefits	\$314,061	\$233,813
Supplies & Materials	\$18,950	\$10,000
Mileage & General Expenses	\$30,000	\$22,000
Staff Development	\$5,000	\$3,500
Contractor Services	\$20,000	\$10,000
Service & Maintenance Contracts	\$10,000	\$5,000
Taxes	\$5,000	\$11,000
Insurance	\$10,000	\$1,300
Utilities	\$3,500	\$2,000
<b>Total</b>	<b>\$416,511</b>	<b>\$298,613</b>
Revenues	2023 Budget	2024 Budget
Municipal Levy - Operating	\$385,742	\$235,696
Reserve Funds		\$32,917
Operating Reserve		\$32,917
Provincial and Federal Grants		
Fees for Service	\$21,769	\$25,000
Parking Revenue - CAs	\$20,000	\$20,000
Bell Canada - Annual Easement - K&P	\$1,769	\$0
CA Passes		\$5,000
Other Revenue	\$9,000	\$5,000
Donation Boxes - CAs	\$4,000	\$4,000
Charitable Donations		\$1,000
MVCF Contribution	\$5,000	
<b>Total</b>	<b>\$416,511</b>	<b>\$298,613</b>

**Category 1: Conservation Areas - Technical Studies**

<b>Expenditures</b>	<b>2023 Budget</b>	<b>2024 Budget</b>
<b>Wages/Benefits</b>		\$60,856
<b>Mileage &amp; General Expenses</b>		
<b>Materials/Supplies/Gen Expenses</b>		
<b>Technical Studies</b>		
Land Inventory		\$8,000
Conservation Area Strategy		\$1,500
Mill of Kintail Masterplan Update		\$1,500
<b>Total</b>	<b>\$0</b>	<b>\$71,856</b>
<b>Revenues</b>	<b>2023 Budget</b>	<b>2024 Budget</b>
<b>Municipal Levy - Operating</b>	<b>\$0</b>	<b>\$71,856</b>
<b>Reserve Funds</b>		
<b>Provincial and Federal Grants</b>		
<b>Fees for Service</b>		
<b>Other Revenue</b>		
<b>Total</b>	<b>\$0</b>	<b>\$71,856</b>

**Corporate Services: Administration**

Expenditures	2023 Budget	2024 Budget
Wages/Benefits	\$627,926	\$504,048
Mileage& General Expenses	\$2,500	\$9,000
Staff Development	\$2,500	\$12,000
Member Expenses & Allowances	\$18,000	\$16,000
Materials & Supplies	\$40,000	\$11,000
Banking and Payroll Fees		\$14,000
Equipment and Telephone		\$16,000
Insurance	\$42,700	\$35,000
Professional Services (Legal, Audit etc.)	\$20,000	\$40,000
Conservation Ontario Membership	\$28,000	\$31,500
OH&S-Other Costs	\$4,000	\$4,000
OH&S Shared Services (SNC)	\$7,500	\$0
Human Resources Services	\$15,000	\$10,000
Contribution to Operating Reserve	\$141	
Fundraising Campaign	\$10,000	\$0
Watershed-based Resource Mgmt Strategy		\$1,500
<b>Total</b>	<b>\$818,267</b>	<b>\$704,048</b>
Revenues	2023 Budget	2024 Budget
Municipal Levy - Operating	\$535,146	\$422,679
Reserve Funds	\$198,121	\$138,869
Operating Reserve (WFP Implementation)	\$198,121	\$138,869
Operating Reserve (General)		
Provincial and Federal Grants		
Fees for Service	\$9,500	\$10,000
Rental Income	\$4,500	\$5,000
Miscellaneous	\$5,000	\$5,000
Other Revenue	\$75,500	\$132,500
Interest	\$73,000	\$130,000
Donations (General)	\$2,500	\$2,500
<b>Total</b>	<b>\$818,267</b>	<b>\$704,048</b>



**Corporate Services: Communications**

Expenditures	2023 Budget	2024 Budget
Wages/Benefits	\$0	\$28,279
Mileage& General Expenses	\$0	\$0
Printing	\$500	\$500
Materials/Supplies/Equipment/Gen Expenses	\$500	\$500
Advertising/Promotion (core program & services)	\$1,000	\$1,000
Eko-Trekr App Annual Fee/Support	\$3,500	\$3,500
Comms Shared Services (RVCA)	\$30,000	\$25,000
Website Expenses	\$500	\$5,000
<b>Total</b>	<b>\$36,000</b>	<b>\$63,779</b>
Revenues	2023 Budget	2024 Budget
Municipal Levy - Operating	\$32,500	\$60,279
Reserve Funds		
Provincial and Federal Grants		
Fees for Service		
Other Revenue	\$3,500	\$3,500
MVCF - Contribution (Eco-Trekr)	\$3,500	\$3,500
<b>Total</b>	<b>\$36,000</b>	<b>\$63,779</b>

**Corporate Services: Vehicles & Equipment**

Expenditures	2023 Budget	2024 Budget
Wages/Benefits	\$0	\$18,474
Mileage & General Expenses	\$3,600	\$1,800
Equipment Purchase - non-capital	\$3,000	\$3,000
Fuel	\$31,000	\$30,000
Maintenance & Repairs	\$30,000	\$29,000
Insurance/Licensing	\$15,500	\$10,000
Materials & Supplies	\$3,500	\$3,500
Vehicle/Equipment Charges	-\$104,000	-\$104,000
<b>Total</b>	<b>-\$17,400</b>	<b>-\$8,226</b>
Revenues	2024 Budget	2024 Budget
Municipal Levy - Operating	-\$17,400	-\$8,226
Reserve Funds		
Provincial and Federal Grants		
Fees for Service		
Other Revenue		
<b>Total</b>	<b>-\$17,400</b>	<b>-\$8,226</b>

**Corporate Services: Head Office**

Expenditures	2023 Budget	2024 Budget
Wages/Benefits	\$85,000	\$87,142
Supplies & Materials	\$6,500	\$7,000
Mileage& General Expenses	\$800	\$1,000
Contractor Services	\$38,000	\$17,000
Service & Maintenance Contracts	\$4,900	\$5,000
Taxes	\$1,000	\$1,200
Insurance	\$30,000	\$28,000
Utilities	\$25,000	\$30,000
<b>Total</b>	<b>\$191,200</b>	<b>\$176,342</b>
Revenues	2023 Budget	2024 Budget
Municipal Levy - Operating	\$191,200	\$176,342
Reserve Funds		
Provincial and Federal Grants		
Fees for Service		
Other Revenue		
<b>Total</b>	<b>\$191,200</b>	<b>\$176,342</b>

**Corporate Services: Information Technology**

Expenditures	2023 Budget	2024 Budget
Wages/Benefits	\$0	\$83,229
Mileage & General Expenses	\$2,000	\$500
Materials/Supplies/Gen Expenses	\$3,150	\$1,500
Equipment Purchase, Repair & Mtce	\$4,500	\$10,000
Maintenance/IT Support	\$39,995	\$45,500
Software Licenses		\$35,000
High Speed Internet Access	\$7,800	\$8,100
Data Acquisition - General /Transfer to Reserve	\$8,000	\$0
CADIMS - Contracted Services (CLOCA)	\$10,000	\$10,000
Asset Management Study	\$5,000	
<b>Total</b>	<b>\$80,445</b>	<b>\$193,829</b>
Revenues	2023 Budget	2024 Budget
Municipal Levy - Operating	\$80,445	\$193,829
Reserve Funds		
Provincial and Federal Grants		
Fees for Service		
Other Revenue		
<b>Total</b>	<b>\$80,445</b>	<b>\$193,829</b>

**Category 2: Watershed Management - Technical Studies - Watershed Plan**

Expenditures	2023 Budget	2024 Budget
Wages/Benefits		\$48,223
Mileage & General Expenses		\$0
Staff Development		\$0
Materials/Supplies/Gen Expenses		\$10,000
Clyde Storage Study		\$10,000
Poole Creek Wetland Study		\$10,000
ECC Climate Action Project		\$50,000
Total	\$0	\$128,223
Revenues	2023 Budget	2024 Budget
Municipal Levy - Category 2	\$0	\$78,223
Reserve Funds		
Provincial and Federal Grants	\$0	\$50,000
ECC Climate Action Project	\$0	\$50,000
Fees for Service		
Other Revenue		
Total	\$0	\$128,223

**Category 2: Watershed Management - Technical Studies - Monitoring**

Expenditures	2023 Budget	2024 Budget
<u>Wages/Benefits</u>		\$96,313
<u>Mileage &amp; General Expenses</u>		\$5,800
<u>Materials/Supplies/Gen Expenses</u>		\$4,200
<u>Lab Analysis</u>		\$62,000
<b>Total</b>	<b>\$0</b>	<b>\$168,313</b>
Revenues	2023 Budget	2024 Budget
<u>Municipal Levy - Category 2</u>	<b>\$0</b>	<b>\$100,313</b>
<u>Reserve Funds</u>		
<u>Provincial and Federal Grants</u>		
<u>Fees for Service</u>	<b>\$0</b>	<b>\$68,000</b>
Special Levy – City of Ottawa		\$68,000
<u>Other Revenue</u>		
<b>Total</b>	<b>\$0</b>	<b>\$168,313</b>

**Category 3: Stewardship Programs**

Expenditures	2023 Budget	2024 Budget
<b>Wages/Benefits</b>	\$70,983	\$82,571
<b>Mileage &amp; General Expenses</b>	\$2,000	\$2,000
<b>Publicity /Outreach events</b>	\$1,000	\$1,000
<b>Staff Development</b>	\$2,000	\$2,000
<b>Mat&amp;Sup/Equip/GExp/Promotion</b>	\$2,500	\$2,500
<b>Programs</b>		
County of Lanark Program - Community Forest	\$3,000	\$5,000
Ottawa Clean Water Prog	\$3,500	\$10,750
Shoreline Naturalization	\$0	\$14,000
ALUS Project Delivery	\$122,595	\$32,000
City Stream Watch		\$1,200
Rural Stream Watch		\$1,000
Trees Canada Program (RVCA Partnership)	\$5,500	\$5,500
CA Strategy (aka Land Cons/Acquisition) (ECCC-CO)		
<b>Total</b>	<b>\$213,078</b>	<b>\$159,521</b>
Revenues	2023 Budget	2024 Budget
<b>Municipal Levy - Category 3</b>	<b>\$105,553</b>	<b>\$51,996</b>
<b>Reserve Funds</b>		
<b>Provincial and Federal Grants</b>	<b>\$10,000</b>	<b>\$10,000</b>
ECCC-CO Grant - ALUS	\$10,000	\$10,000
ECCC-CO Grant - Land Conservation Plan		
<b>Fees for Service</b>	<b>\$97,525</b>	<b>\$97,525</b>
Lanark County - Community Forest	\$7,000	\$7,000
Ottawa Rural Clean Water Program'	\$13,025	\$13,025
Shoreline Naturalization	\$5,500	\$5,500
ALUS - Lanark	\$72,000	\$72,000
<b>Other Revenue</b>		
<b>Total</b>	<b>\$213,078</b>	<b>\$159,521</b>

**Category 3: Education Services**

Expenditures	2023 Budget	2024 Budget
Wages/Benefits	\$0	\$41,470
Mileage & General Expenses	\$0	\$200
Staff Development	\$0	\$0
Mat&Sup/Equip/GExp/Promotion	\$0	\$3,000
Publicity	\$0	\$1,500
Review of Education Program	\$15,000	\$15,000
<b>Total</b>	<b>\$15,000</b>	<b>\$61,170</b>
Revenues	2023 Budget	2024 Budget
Municipal Levy - Category 3	\$15,000	\$19,970
Reserve Funds		
Provincial and Federal Grants	\$0	\$6,000
Summer Student Job Grants		\$6,000
Fees for Service	\$0	\$25,200
Camp Fees		\$25,200
Other Revenue	\$0	\$10,000
Grant for Review of Education Program		\$5,000
MVCF - Grant /In-Kind for Review of Education Program		\$5,000
<b>Total</b>	<b>\$15,000</b>	<b>\$61,170</b>



**Category 3: Visitor Services**

Expenditures	2023 Budget	2023 Budget
Wages/Benefits	\$111,871	\$146,130
Materials & Supplies	\$3,000	\$1,000
Mileage & General Expenses	\$300	\$1,000
Staff Development	\$300	\$300
Utilities	\$24,400	\$12,709
Insurance & Taxes	\$22,000	\$21,150
Building & Site Maintenance	\$1,250	\$2,500
Special Events		\$7,500
<b>Total</b>	<b>\$163,121</b>	<b>\$192,289</b>
Revenues	2023 Budget	2023 Budget
<b>Municipal Levy - Category 3</b>	<b>\$17,805</b>	<b>\$72,623</b>
<b>Reserve Funds</b>		
<b>Provincial and Federal Grants</b>	<b>\$23,445</b>	<b>\$23,445</b>
Student Grants	\$10,000	\$10,000
Special Grant - Provincial Grant	\$13,445	\$13,445
<b>Fees for Service</b>	<b>\$74,000</b>	<b>\$74,000</b>
Special Events	\$12,000	\$12,000
Rentals	\$2,000	\$2,000
Weddings	\$10,000	\$10,000
User Fees - MOK	\$50,000	\$50,000
<b>Other Revenue</b>	<b>\$22,221</b>	<b>\$22,221</b>
Special Grant - Miss Mills Grant - MOK & Naismith	\$12,221	\$12,221
Donations Received	\$10,000	\$10,000
<b>Total</b>	<b>\$163,121</b>	<b>\$192,289</b>

**Category 1 Capital: Water Control Structures**

Expenditures	2023 Budget	2024 Budget
Lanark Dam - DSR	\$0	\$80,000
Farm Lake Dam - CA/ RAS	\$0	\$35,000
Carleton Place Dam	\$120,000	\$0
Shab Lake Dam Commissioning & Inspections	\$50,000	\$0
Widow Lake Dam - DSR	\$0	\$80,000
Kash Lake Dam EA	\$100,000	\$60,000
Kash Lake Dam Design		\$40,000
Staff time in budgets		-\$165,551
Staff Allocation	\$0	\$165,551
Contributions to WCS Reserve	\$57,160	
<b>Total</b>	<b>\$327,160</b>	<b>\$295,000</b>
Revenues	2023 Budget	2024 Budget
Municipal Levy - Capital	\$204,920	\$98,925
Reserve Funds	\$52,240	\$46,075
WCS Reserve	\$52,240	\$46,075
Provincial and Federal Grants	\$70,000	\$150,000
WECl Grant	\$30,000	\$110,000
DMAF Grant	\$40,000	\$40,000
Fees for Service		
Other Revenue		
<b>Total</b>	<b>\$327,160</b>	<b>\$295,000</b>

**Category 1 Capital: Conservation Areas**

Expenditures	2023 Budget	2024 Budget
Conservation Area Signs (directional)	\$0	\$0
Purdon Boardwalk	\$18,000	\$18,000
Purdon Stairs		\$5,250
MOK - Workshop Building	\$5,000	\$15,000
MOK Washrooms	\$120,000	\$30,000
MOK Roof/Eaves	\$83,000	
Morris Island	\$5,000	\$10,000
<b>Total</b>	<b>\$231,000</b>	<b>\$78,250</b>
Revenues	2023 Budget	2024 Budget
Municipal Levy - Capital	\$124,213	\$58,250
Reserve Funds	\$0	\$0
Reserves - Conservation Area	\$0	\$0
Provincial and Federal Grants		
Fees for Service		
<b>Other Revenue</b>	<b>\$106,787</b>	<b>\$20,000</b>
Other - Def. Revenue - Miss Milll & Naismith (roof)	\$5,693	
Other - Def. Revenue -RBC	\$15,000	\$15,000
Other - Def. Revenue -Enbridge - Purdon	\$5,000	
Other - Def. Revenue - MOK Washroom	\$16,094	
Other- Grants	\$60,000	
MVCF - Purdon Donation	\$5,000	\$5,000
<b>Total</b>	<b>\$231,000</b>	<b>\$78,250</b>

**Category 1 Capital: Corporate**

Expenditures	2023 Budget	2024 Budget
HQ - Sewer & Water Connection	\$357,500	\$715,000
Vehicles	\$70,000	\$93,450
Equipment	\$12,500	\$8,400
Computer Hardware	\$30,000	\$50,000
AV Equipment		\$25,000
<b>Total</b>	<b>\$470,000</b>	<b>\$891,850</b>
Revenues	2023 Budget	2024 Budget
Municipal Levy - Capital	\$159,000	\$86,850
Reserve Funds	\$311,000	\$90,000
Reserves - Vehicles & Equipment	\$76,000	\$45,000
Reserves -Information Technology	\$0	\$45,000
Reserves - HQ Building	\$235,000	
Provincial and Federal Grants		
Fees for Service		
Other Revenue		\$715,000
Financing - HQ Sewer		\$715,000
<b>Total</b>	<b>\$470,000</b>	<b>\$891,850</b>

**Category 1 Capital: Tech Studies**

Expenditures	2023 Budget	2024 Budget
Guage Network	\$24,750	\$36,000
Trimble System		\$20,000
Ice Monitoring Equipment (Drone)	\$6,000	\$0
MVCA FFW System Model	\$67,000	\$75,000
DRAPE		\$18,375
Total	\$97,750	\$149,375
Revenues	2023 Budget	2024 Budget
Municipal Levy - Capital	\$6,000	\$124,375
Reserve Funds	\$91,750	\$25,000
Reserves- Priority Projects	\$91,750	\$25,000
Provincial and Federal Grants		
Fees for Service		
Other Revenue	\$0	\$0
Total	\$97,750	\$149,375

**Category 1 Capital: Debt Repayment**

Expenditures	2023 Budget	2024 Budget
HQ Annual Financing Charge	\$277,005	\$277,005
WCS Annual Financing Charge	\$35,412	\$35,412
Water/Sewer Annual Finance Charge		\$32,505
Total	\$312,417	\$344,922
Revenues	2023 Budget	2024 Budget
Municipal Levy - Capital	\$277,005	\$309,510
Reserve Funds	\$35,412	\$35,412
Special Reserve - WCS	\$35,412	\$35,412
Provincial and Federal Grants		
Fees for Service		
Other Revenue		
Total	\$312,417	\$344,922

**Category 3 Capital**

Expenditures	2023 Budget	2024 Budget
MOK Museum & Gatehouse Stone work	\$83,000	\$25,000
Gatehouse - veranda joists & flooring	\$0	\$5,000
Contributions to Category 3 Capital Reserve	\$0	\$0
<b>Total</b>	<b>\$83,000</b>	<b>\$30,000</b>
Revenues	2023 Budget	2024 Budget
Municipal Levy - Capital Category 3	\$83,000	\$13,835
Reserve Funds		\$16,165
Reserves- Category 3		\$16,165
Provincial and Federal Grants		
Fees for Service		
Other Revenue		
<b>Total</b>	<b>\$83,000</b>	<b>\$30,000</b>

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## REPORT

3391/24

TO:	The Chair and Members of Mississippi Valley Conservation Authority Board of Directors
FROM:	Scott Lawryk, Property Manager
RE:	<b>K&amp;P Trail Update / Quit Claim</b>
DATE:	February 6, 2024

### RECOMMENDATION

**That the Board of Directors approve the signing of the *Land Transfer Tax Affidavit* in regards to the property identified by PIN: 05001-0121-R in the County of Lanark.**

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The purpose of this report is two-fold:

- Provide an update to the Board on the status of sale to the counties.
- Obtain permission to execute a *Land Transfer Tax Affidavit* in favour of MVCA.

### 1.0 STATUS UPDATE

MVCA recently received the findings of a title search carried out by legal counsel for the County of Lanark. The document identifies several parcels along the length of the K&P requiring corrective action to properly capture ownership in Land Titles. Earlier this week, the County also provided a draft *Lease to Own Agreement* that is still undergoing review by the three counties and their insurers. We are reviewing these documents with MVCA's legal counsel and will report back with findings. The County plans to bring this matter to its Trails Committee and to County Council once the agreement is finalized.

### 2.0 QUIT CLAIM

On December 7, 2023 MVCA received notice from the estate of a landowner informing us that a section of the K&P trail had been incorrectly included in a conveyance to the family in June of 1995. The Estate Trustee has executed a Quit Claim Deed/Transfer in favour of MVCA. In order to accept the Quit Claim Deed, MVCA must sign a land transfer tax affidavit that allows the Land Titles office to determine the purchasers Land Transfer Tax liability and which school system the buyer chooses to support. This property is identified in the results of the title search provided by the County and could be quickly rectified by accepting the Quit Claim Deed.



## REPORT

3392/24

TO:	The Chair and Members of The Mississippi Valley Conservation Authority Board of Directors
FROM:	Scott Lawryk, Property Manager, & Stacy Millard, Treasurer
RE:	<b>2024 Fee Schedule Update: Education Program &amp; Group Rates</b>
DATE:	February 6, 2024

## RECOMMENDATION

That the Board of Directors approve:

- (a) update to Schedule D of MVCA's *2024 Fee Schedule* as set out in this report; and
- (b) implementation of the cancellation policies set out in this report.

The purpose of this report is to add educational and group rate fees to the *2024 Fee Schedule*. When the *2024 Fee Schedule* was approved in December 2023, the Education Program was still shown as suspended. Staff have now established that the program will run; and has also been contacted by schools about group rates for self-directed visits.

It is recommended that the existing Education fee section be replaced with the following.

Education Type	Fee
<b>Summer Camp (Mill of Kintail)</b>	
• 5-day session: 9 am – 4 pm	\$250 per week <sup>1</sup>
• 4-day session: 9 am – 4 pm	\$200 per week <sup>2</sup>
• Discount for extra children enrolled in the same session	\$25/child/session <sup>3</sup>
• Before OR After Care: 1 hour (8 am – 9 am or 4 pm – 5 pm)	\$10/child/per session <sup>4</sup>
<b>Group Rates – Self-Guided Tours (all sites)</b>	\$3 per participant <sup>5</sup>

<sup>1</sup> HST exempt

<sup>2</sup> HST exempt

<sup>3</sup> HST exempt. Discount only applies to 2<sup>nd</sup> or more child.

<sup>4</sup> HST exempt. For clarity, before AND after care would cost \$20/child/session.

<sup>5</sup> HST included. This rate would apply to vehicles with a carrying capacity greater than 7 passengers.

Due to the commitment that MVCA must make to hire staff to administer and deliver the program, it is recommended that the following cancellation policies be adopted to mitigate last minute cancellations and financial losses.

### **Cancellation Policy**

Registration fees will be refunded in accordance with the following policy:

- If cancelled **≥20 working days** notice before the session start date:
  - Full refund less \$40 administration fee.
- If cancelled **<20 working days** notice before the session start date:
  - If we can fill the spot: Full refund less \$40 administration fee.
  - If we can't fill the spot: Refund less \$140 cancellation fee.

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**REPORT****3393/24**

<b>TO:</b>	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
<b>FROM:</b>	Matt Craig, Manager, Planning and Regulations
<b>RE:</b>	<b>Safe Access Initiative – Mississippi Lake</b>
<b>DATE:</b>	February 6, 2024

**For Information.**


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The purpose of this report is to provide the Board with an update on work related to Safe Access around Mississippi Lake.

**1.0 BACKGROUND**

Last year, the Mississippi Lake Association (MLA) requested MVCA's assistance in determining which roads around Mississippi Lake were at risk of flooding during a regulatory flood event. Vehicular and pedestrian access routes are deemed unsafe by the province if:

the depth of flooding during a regulatory (1:100 year) flood event is equal or greater than 30 cm along the travelled surface of the road where the water velocity *does not* exceed 1.0 metre/second.

**2.0 FINDINGS**

MVCA completed a GIS desktop review of the roads and flood plain mapping for Mississippi Lake and field spot checks of some road segments. Results indicate that 41 roads have one or more segments that would be considered unsafe during a regulatory event. Of the 68 road segments identified, 23 segments would experience  $\geq 1.0$  m of inundation. These findings have both land use planning and permitting implications as discussed in Attachments 1 and 2.

**3.0 NEXT STEPS**

The attached information will be shared with municipal staff including those involved in emergency services. MVCA staff will meet with the MLA so it can coordinate communication with the road associations. Findings will be used in MVCA's flood warning bulletins to inform landowners which road segments may be considered unsafe during flood events.

## MVCA Completes Safe Access Review Around Mississippi Lake

January 2024



### Background

In 2022, MVCA adopted a [Watershed Plan for the Mississippi River](#) that recommends a variety of actions to support safe and sustainable development. One recommendation was to examine roads that flooded during the 2019 flood and other roads with potentially “unsafe access”.

Last year, the Mississippi Lake Association (MLA) approached MVCA to pursue an investigation of roads abutting the lake. Preliminary investigations were conducted in 2023 and results are being shared with MVCA’s Board of Directors, Emergency Services at the Township of Beckwith, Township of Drummond North Elmsley, and the Municipality of Mississippi Mills, and area residents.

### Methodology

A table-top review of flood plain mapping was used to identify roads at risk of flooding during a 1:100-year flood event. Preliminary findings were discussed with the MLA including areas where field verification would be beneficial. MVCA did spot-check surveys in a selection of areas where information received indicated that road works may have altered the road’s vulnerability during a 1:100-year flood event.

Based upon the desktop review and field spot checks, MVCA created a list of roads at risk for use by area municipalities and local road associations to prioritize the need for further surveys and road works. This work will assist municipal staff involved in emergency response during flood events.

## Unsafe Access

Vehicular and pedestrian access routes are deemed unsafe if the depth of flooding during a regulatory (1:100 year) flood event is equal or greater than 30 cm along the travelled surface of the road where the water velocity *does not* exceed 1.0 metre/second.

Under these circumstances, development of the property may be limited by MVCA to prevent loss of life and property during a flood event. Alterations can be made to a road to reduce or eliminate this risk, but must be done in consultation with MVCA and requires a permit and legal survey to verify finished grades.



## Findings

Much of Mississippi Lake was developed before flood plain mapping was available and before regulations were in place to restrict development within the flood plain. Therefore, several roads and properties around the lake are subject to seasonal flooding, and are particularly vulnerable during large flood events as evidenced during the 2019 spring freshet/rainfall event.

In total, 68 roads (and/or segments of roads) were identified that would experience a minimum 30 cm of flooding during a 1:100-year event. Of those, 23 segments are predicted to experience flooding to a depth greater than 1 metre.

Table 1 lists affected roads and the degree of predicted flooding.

## Next Steps

Residents can access [on-line flood plain mapping](#) to view current regulatory limits and affected roads.

**If a property has a second road access that is not subject to flooding, the property is deemed to have Safe Access.**

Alterations to roads and properties within regulated hazard lands require approval of MVCA. Depending upon whether a road is in public or private ownership, responsibility for the planning and completion of remedial works rests with either the municipality or the local road association.

MVCA will assist the Mississippi Lake Association to inform area Road Associations and present preliminary results.

**Table 1: Roads with Segment(s) of Unsafe Access**

<b>Beckwith Township</b>	
<b>≥ 30 cm of flooding</b>	<b>≥ 1 m of flooding</b>
<ul style="list-style-type: none"> <li>• Avenue 3</li> <li>• Avenue 3A</li> <li>• Avenue 4</li> <li>• Avenue 4A</li> <li>• Beckwith 9<sup>th</sup> Line</li> <li>• Beckwith Lane</li> <li>• Lakeside Drive</li> <li>• McCann Road</li> <li>• Mitchell Lane</li> <li>• Moonlight Bay</li> <li>• Petrie Road</li> <li>• Rathwells Shore Road</li> <li>• Ruth Street</li> <li>• Sunset Lane</li> </ul>	<ul style="list-style-type: none"> <li>• Abs Road</li> <li>• Dowdall Shore Lane</li> <li>• Mississippi Lake Seasonal Resort</li> <li>• Otterslide Lane</li> <li>• Scotch Corners Road</li> </ul>
<b>Drummond/North Elmsley Township</b>	
<b>≥ 30 cm of flooding</b>	<b>≥ 1 m of flooding</b>
<ul style="list-style-type: none"> <li>• 1st Avenue</li> <li>• Birch Grove Lane</li> <li>• Commodore Island Road</li> <li>• Flintoff Bay</li> <li>• Hardwood Road</li> <li>• Island View Drive</li> <li>• Lakeview Village Crescent (McCrearys)</li> <li>• Pickerel Point Road</li> <li>• Pretties Island</li> <li>• Tina Drive</li> </ul>	<ul style="list-style-type: none"> <li>• Craigs Shore</li> <li>• Drummond Concession 7B</li> <li>• Grasshopper Point</li> <li>• Hunters Bay</li> <li>• Machin Drive</li> <li>• McCulloughs Landing</li> <li>• Norway Point Road</li> </ul>
<b>Municipality of Mississippi Mills</b>	
<b>≥ 30 cm of flooding</b>	<b>≥ 1 m of flooding</b>
<ul style="list-style-type: none"> <li>• Townline Road West</li> </ul>	<ul style="list-style-type: none"> <li>• Birch Point Lane</li> <li>• Montgomery Park Road</li> <li>• Ramsay Concession 5A</li> </ul>



**Flooded roads** pose a risk to users and their vehicles and can prevent access to properties by emergency services. Conservation authorities are mandated to restrict development in areas with unsafe road access, and municipalities may order residents to leave their homes if safe access is in jeopardy.



**When does the province deem a road to be unsafe?**

Vehicular and pedestrian access routes are deemed unsafe if the depth of flooding during a regulatory (1:100 year) flood event exceeds 30 cm along the travelled surface of the road where the water velocity *does not* exceed 1.0 metre/second. A lesser depth can be deemed unsafe if higher velocities are predicted. Refer to [MVCA’s regulation policies](#)<sup>1</sup> for more information.

**How do I know if roads in my neighbourhood are deemed unsafe?**

MVCA has flood plain mapping for areas that have experienced major flooding that shows where water will likely flow during a 1:100-year event. You can view your property [here](#)<sup>2</sup> to see if access roads may be impacted during a major event. If your home can be accessed from more than one direction, it is deemed to have safe access if at least one access route meets the requirements for safe access.

**What do the different lines on flood plain maps mean?**

**RED line** – is the outer limit of the 1:100-year flood plain. Conservation authorities are mandated to restrict development within the flood plain to protect people and property from harm.

**YELLOW line** – delineates an area adjacent to the flood plain that is subject to permitting requirements under the *Conservation Authorities Act*. This area is referred to as the *Regulation Limit*. You are required to apply for a permit from MVCA prior to undertaking works within regulated areas.

**ORANGE line** – is the height of the floodway. Development is highly restricted in the floodway and in areas with access roads passing through the floodway, which can result in size limitations for redevelopment and additions to structures. See below.

<sup>1</sup> <https://mvc.on.ca/wp-content/uploads/2023/05/MVCA-Regulation-Policies-2021-Update-Mar-22-2023.pdf>

<sup>2</sup> <https://camaps.maps.arcgis.com/apps/webappviewer/index.html?id=70831905961e470988262c7a703a56af>

**What are “two-zone” regulations, the flood fringe and floodway?**

Constance Bay and Mississippi Lake are managed under “Two-Zone” policies which divide the 1:100-year flood plain into a *floodway* and *flood fringe*.

Provincial policy defines the *floodway* (orange line) as the inner portion of the flood plain where development and site alteration would cause a danger to public health and safety or property damage. Development in this zone is restricted and can result in size limitations for structures. The *flood fringe* is land lying between the *floodway* and the edge of the flood plain (between the orange and red lines.)

Water depths and velocities are generally less severe in the *flood fringe* and development is generally less restrictive compared to the *floodway*. Each application for development in the *flood fringe* is evaluated based upon its specific risks and merits.

**My house/land lies outside the flood plain. Could there still be development restrictions?**

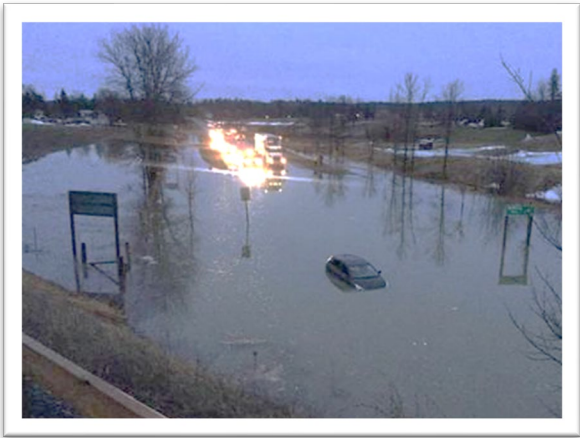
Yes. MVCA regulates activities associated with other natural hazards such as unstable soils and slopes, and wetlands. While your property may be outside of the flood plain, there may be restrictions due to these hazards/features. As well, development may be restricted if access to your property is affected by the flood plain.

Municipalities are required to circulate MVCA when they believe there may be a wetland or natural hazard that could impact the proposed development. Therefore, prior to obtaining planning approvals or a building permit, it is recommended that you consult with MVCA regarding your proposal.

If during review of your proposal it is determined that road(s) to your property are deemed unsafe under regulatory flood conditions, limits to the nature and extent of your development may be imposed by MVCA acting on behalf of the province. These restrictions are designed to protect you and future homeowners from property losses and limit risks to emergency responders and emergency vehicles during extreme flooding.

**How accurate is MVCA’s flood plain mapping?**

MVCA uses a combination of LiDAR elevation data, topographic and bathymetric surveys, as-built drawings, DRAPE aerial photography, land use and soil inventories, historic flow, water level, and climate data, and the latest in modeling methodologies to calculate flood flows (hydrologic analysis) and flood levels (hydraulic analysis). Calculated flows and levels are compared against field observations taken during actual flood events. These have shown a high degree of accuracy in MVCA’s mapping over time. MVCA aims to update floodplain maps every ten years to address changes on the landscape that might impact delineation of the floodplain.



Flooding of the Mississippi River



**REPORT****3394/24**

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

**FROM:** Matt Craig, Manager, Planning and Regulations

**RE:** **Section 28 Permits – Status Update**

**DATE:** February 8, 2024

**For Information****1.0 PURPOSE**

The purpose of this report is to inform the Board of the volume of permits processed in 2023, and MVCA's compliance with processing time performance targets set by Conservation Ontario.

**2.0 BACKGROUND**

MVCA administers *Ontario Regulation 153/06 (Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation)* under Section 28 of the *Conservation Authorities Act*. The regulation requires proponents to obtain a permit to undertake development and site alterations within the areas subject to the regulation, including hazard lands (floodplain and slopes), wetlands, watercourses and shorelines.

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.

**3.0 PERMIT VOLUMES 2023**

The Authority issued 205 permits in 2023. Note, some permits may involve more than one type of use.

<b>Culvert</b>	<b>Buildings</b>	<b>Other</b>	<b>Septic</b>	<b>Shoreline</b>	<b>Wetland</b>
12	54	30	19	37	53

As expected, permit activity stabilized in 2023 compared to the volumes seen 2019-2021.

<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
235	207	289	262	313	216	205

See attachments 1 and 2 for permit locations and details.

#### 4.0 PROCESSING TIMES 2023

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

In 2023, MVCA issued 205 permits under the regulation. The following Timeline Report is for the period January 1, 2023 to December 31, 2023.

PROVINCIAL STANDARD		# PERMITS	AVERAGE TURNAROUND	WITHIN TIMELINE		OUTSIDE TIMELINE	
Major	90 Days	7	6 Days	Major	7	Major	0
Minor	30 Days	134	5 Days	Minor	132	Minor	2
Routine	30 Days	64	4 Days	Routine	62	Routine	2

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

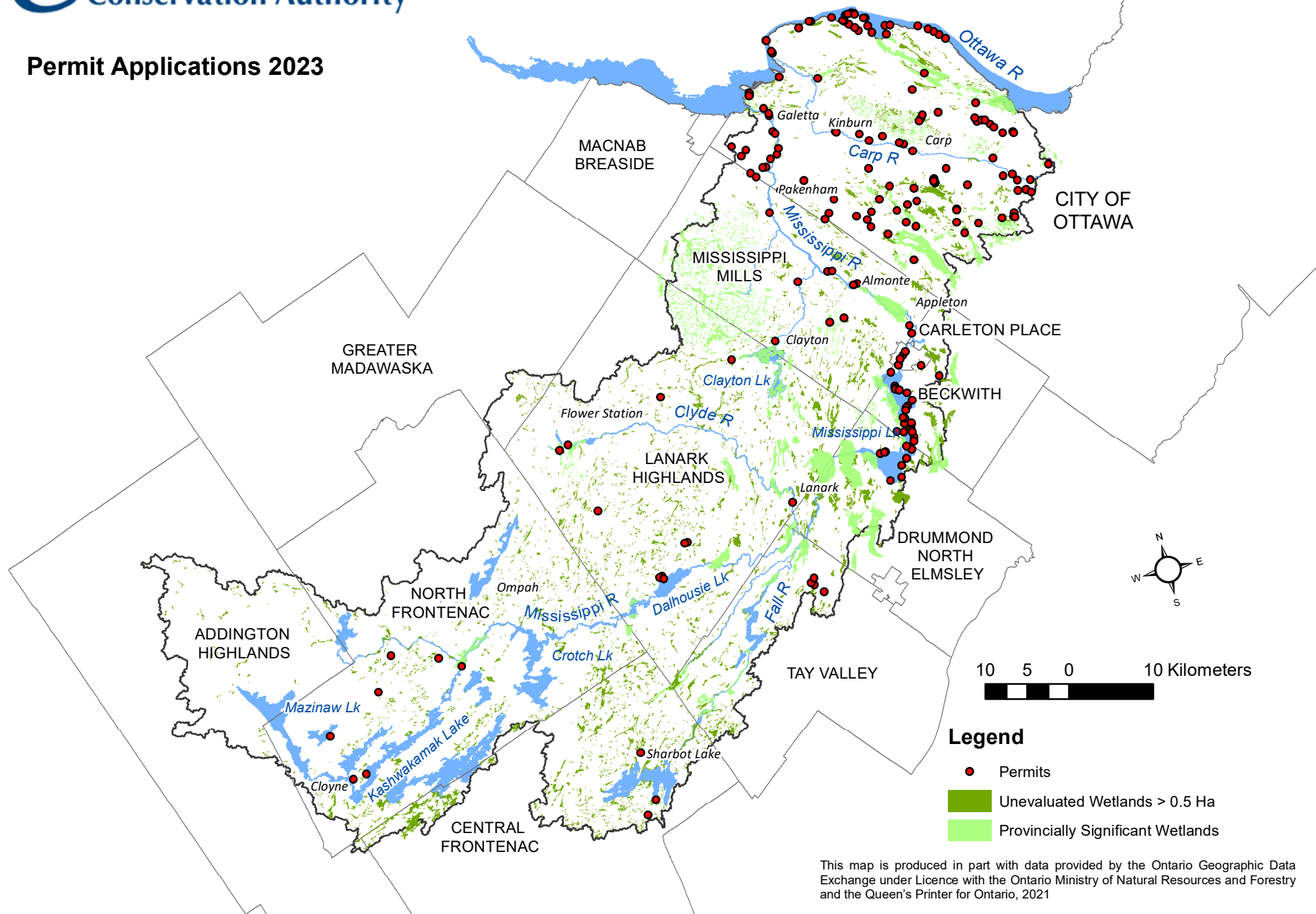
CONSERVATION ONTARIO STANDARD		# PERMITS	AVERAGE TURNAROUND	WITHIN TIMELINE		OUTSIDE TIMELINE	
Major	49 Days	7	6 Days	Major	7	Major	0
Minor	35 Days	134	5 Days	Minor	132	Minor	2
Routine	24 Days	64	4 Days	Routine	62	Routine	2

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

#### ATTACHMENTS:

- MAP – Location of 2023 Permits
- Table 1 – All Permits Issued: January 1, 2023 to December 31, 2023.

## Permit Applications 2023



	CAID	Approved	Permit No.	Expiry	Municipality	Water Body
1	RMRPM-145	Jan 06,2023	W22/214	Jan 06,2025	OTTAWA	Wetland
Street / Lot/ Con: 1595 Old Carp Road / LOT 12 / CON 1						
Description: Place Fill for a Driveway and Install Septic System within Regulation Limit of South March Highlands Wetland Complex.						
2	RTBPM-838	Jan 16,2023	W22/193	Jan 16,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 599 Bayview Drive						
Description: Construct a New Dwelling and Septic System within the Floodplain of the Ottawa River.						
3	RTBPM-837	Jan 16,2023	W22/194	Jan 16,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 597 Bayview Drive						
Description: Construct a New Dwelling and Septic System within the Floodplain of the Ottawa River.						
4	RTBPM-1072	Jan 16,2023	W22/119	Jan 16,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 860 Bayview Drive / LOT 20 / CON 5						
Description: Construct a Dwelling and Install Septic System within Floodway of Ottawa River.						
5	RTBPM-1085	Jan 17,2023	W23/003	Jan 17,2025	OTTAWA	Watercourse
Street / Lot/ Con: Kilmaurs Side Rd, Woodkilton Rd, Kinburn Side Rd, Torbolton Ridge Rd, Galetta Side Rd, Riverwood Dr.						
Description: Excavate and Install New Conduit and Telecom Equipment within Regulated Watercourses and Regulation Limit of Wetlands.						
6	RTBVL-15	Jan 20,2023	W22/175	Jan 20,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 148 Baillie Avenue / LOT 12 / CON 5						
Description: Place and Remove Fill within Floodplain of Ottawa River.						
7	RDNPM-380	Jan 23,2023	W22/206	Jan 23,2025	DRUMMOND/N ORTH ELMSLEY	Mississippi Lake
Street / Lot/ Con: 149 Cookes Shore / LOT 23 / CON 9						
Description: Construct a New Dwelling within the Regulation Limit of the Floodplain of Mississippi Lake.						

8	RMRPM-142	Jan 24,2023	W22/192	Jan 24,2025	OTTAWA	Shirleys Brook
Street / Lot/ Con: 930 March Road / LOT 12 / CON 4						
Description: Place Fill within the 1:100-year Floodplain of Shirley's Brook.						
9	RMRPM-140	Jan 27,2023	W22/182	Jan 27,2025	OTTAWA	Shirleys Brook
Street / Lot/ Con: 930 (936) March Road / LOT 13 / CON 4						
Description: Construct a Stromwater Management Outlet within the 1:100-year Floodplain and Meander Belt of Shirley's Brook.						
10	RMRPM-86	Feb 02,2023	W23/007	Feb 02,2025	OTTAWA	Kizell Drain
Street / Lot/ Con: 305 Legget Drive / LOT 4 / CON 6 & 7						
Description: Decommission, Remove and Reconstruct a Pumping Station within the Floodplain of Kizell Drain.						
11	RTBPM-1086	Feb 02,2023	W23/009	Feb 02,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 1312 Bayview Drive						
Description: Reconstruct a Deck within the Regulation Limit of a Non-Evaluated Wetland and the 1:100-year Floodplain of the Ottawa River.						
12	RMMPM-413	Feb 02,2023	W23/010	Feb 02,2025	MISSISSIPPI MILLS	Wetland
Street / Lot/ Con: 2759 Old Perth Road / LOT 13 / CON 6						
Description: Construct a New Driveway within the Regulation Limit of a Provincially Significant Wetland and a Replace an Existing Culvert within Wolf Grove Creek.						
13	RNFPM-209	Feb 02,2023	W23/011	Feb 02,2025	NORTH FRONTENAC	Wetland
Street / Lot/ Con: Hydro Lane / Rock Lake / LOT 45 / CON 1						
Description: Replace Hydro One Wood Poles within the Regulation Limit of Wetlands.						
14	RFTPM-304	Feb 02,2023	W23/014	Feb 02,2024	OTTAWA	Watercourse
Street / Lot/ Con: Loggers Way / LOT 22 / CON 6						
Description: Replace Hydro One Wood Poles within the Regulation Limit of Wetlands and Watercourses.						
15	RLHPM-274	Feb 06,2023	W23/013	Feb 06,2025	LANARK HIGHLANDS	Dalhousie Lake
Street / Lot/ Con: 635 North Shore Road / LOT 14 / CON 10						
Description: Partially Enclose an Existing Deck within the Regulation Limit of the Floodplain of Dalhousie Lake.						
16	RNFVL-12	Feb 06,2023	W22/189	Feb 06,2025	NORTH FRONTENAC	Watercourse
Street / Lot/ Con: 1570 Myers Cave Road / LOT 23 / CON 14						
Description: Realign the Existing Channel of a Watercourse and Develop within the Regulation Limit of a Wetland.						

17	RLWPM-6	Feb 09,2023	W23/008	Feb 09,2025	LANARK HIGHLANDS	Watercourse
Street / Lot/ Con: Tatlock Road						
Description: Replace Existing Culverts within Regulated Wetlands.						
18	RTBPM-1087	Feb 09,2023	W23/012	Feb 09,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 125 Sumac Hill Lane / LOT 12 / CON 6						
Description: Replace a Septic System within the Regulation Limit and 1:100-year Floodplain of the Ottawa River.						
19	RTBPM-1088	Feb 10,2023	W23/017	Feb 10,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 150 Lane Street / LOT 16 / CON 5						
Description: Replace a Septic System within the Regulation Limit of the 1:100-year Floodplain of the Ottawa River.						
20	RTVPM-79	Feb 17,2023	W23/018	Feb 17,2025	TAY VALLEY	Watercourse
Street / Lot/ Con: Harper Road / LOT 21/20 / CON 6						
Description: Replace Existing Culverts within a Watercourse.						
21	RMMPM-379	Feb 21,2023	W23/019	Feb 21,2025	MISSISSIPPI MILLS	Mississippi River
Street / Lot/ Con: LOT Part Lot 21 / CON 9						
Description: Construct a Dwelling and Install a New Septic System within the Regulation Limit of an Erosion Hazard of Mississippi River.						
22	RMRPM-137	Feb 21,2023	W22/156	Feb 21,2025	OTTAWA	Carp River
Street / Lot/ Con: 30 Frank Nighbor Place / LOT 2 / CON 1						
Description: Construct a Building and Dry Pond within the Regulation Limit of the 1:100-year Floodplain of the Carp River.						
23	RMRPM-147	Mar 01,2023	W23/020	Mar 01,2025	OTTAWA	Shirleys Brook
Street / Lot/ Con: 1145 March Road / LOT 13 / CON 3						
Description: Install Temporary Culverts within the Meander Belt and Floodplain of Shirley's Brook.						
24	RFTPM-306	Mar 01,2023	W23/024	Mar 01,2025	OTTAWA	Mississippi River
Street / Lot/ Con: 4806 Mohrs Road / LOT 21 / CON 6						
Description: Construct Garage within Stable Slope Hazard of the Mississippi River.						
25	RFTPM-303	Mar 03,2023	W22/184	Mar 03,2025	OTTAWA	Wetland
Street / Lot/ Con: 140 Mississippi Drive / LOT 25 / CON 5						
Description: Construct a Dwelling and Septic System within the Regulation Limit of the Morris Island Wetland Complex.						







44	RBWPM-579	Apr 24,2023	W23/023	Apr 24,2025	BECKWITH	Wetland
Street / Lot/ Con: 1619 9th Line / LOT 16 / CON 8						
Description: Construct an Addition and Install a Septic System within the Regulation Limit of a Wetland.						
45	RTBPM-1094	Apr 27,2023	W23/045	Apr 27,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 3094 Barlow Crescent / LOT 3 / CON 8						
Description: Construct Additions within the Erosion Hazard and Regulation Limit of the 1:100-year Floodplain of the Ottawa River.						
46	RGLPM-129	May 04,2023	W23/077	May 04,2025	OTTAWA	Wetland
Street / Lot/ Con: 6776 Rothbourne Road / LOT 18 / CON 02						
Description: Place Fill within the Regulation Limit of the Goulbourn Provincially Significant Wetland.						
47	RFTPM-310	May 05,2023	W23/058	May 05,2025	OTTAWA	Watercourse
Street / Lot/ Con: Upper Dwyer Hill Road / LOT 16-23 / CON 2						
Description: Excavate and Install Cables within Regulated Watercourses.						
48	RHTPM-208	May 09,2023	W23/064	May 09,2025	OTTAWA	Wetland
Street / Lot/ Con: 120 Chandelle Private / LOT 14 / CON 4						
Description: Construct New Dwelling within Regulation Limit of a Wetland.						
49	RHTPM-209	May 09,2023	W23/065	May 09,2025	OTTAWA	Wetland
Street / Lot/ Con: 126 Chandelle Private / LOT 14 / CON 4						
Description: Construct New Dwelling within Regulation Limit of a Wetland.						
50	RHTPM-210	May 09,2023	W23/066	May 09,2025	OTTAWA	Wetland
Street / Lot/ Con: 208 Silver Dart Private / LOT 13 / CON 4						
Description: Construct New Dwelling within Regulation Limit of a Wetland.						
51	RHTPM-211	May 09,2023	W23/067	May 09,2025	OTTAWA	Wetland
Street / Lot/ Con: 98 Chandelle Private / LOT 14 / CON 4						
Description: Place Fill within the Regulation Limit of Wetland.						
52	RHTPM-212	May 09,2023	W23/068	May 09,2025	OTTAWA	Wetland
Street / Lot/ Con: 106 Chandelle Private / LOT 14 / CON 4						
Description: Place Fill within the Regulation Limit of Wetland.						

53	RHTPM-213	May 09,2023	W23/069	May 09,2025	OTTAWA	Wetland
Street / Lot/ Con: 90 Chandelle Private / LOT 14 / CON 4						
Description: Construct New Dwelling within Regulation Limit of a Wetland.						
54	RHTPM-214	May 09,2023	W23/070	May 09,2025	OTTAWA	Wetland
Street / Lot/ Con: 86 Chandelle Private / LOT 14 / CON 4						
Description: Place Fill within the Regulation Limit of a Wetland.						
55	RHTPM-215	May 09,2023	W23/071	May 09,2025	OTTAWA	Wetland
Street / Lot/ Con: 108 Chandelle Private / LOT 14 / CON 4						
Description: Place Fill within the Regulation Limit of a Wetland.						
56	RHTPM-206	May 09,2023	W23/060	May 09,2025	OTTAWA	Wetland
Street / Lot/ Con: 114 Chandelle Private / LOT 14 / CON 4						
Description: Construct New Dwelling within Regulation Limit of a Wetland.						
57	RHTPM-207	May 09,2023	W23/061	May 09,2025	OTTAWA	Wetland
Street / Lot/ Con: 206 Silver Dart Private / LOT 13 / CON 4						
Description: Construct New Dwelling within Regulation Limit of a Wetland.						
58	RTBPM-1095	May 10,2023	W23/055	May 10,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 226 Bayview Drive / LOT 15 / CON 5						
Description: Install Erosion Protection along the Shoreline of the Ottawa River.						
59	RTBPM-1096	May 11,2023	W23/062	May 11,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 278 Riverwood Drive / LOT 24 / CON 13						
Description: Replace Septic within the Slope Stability Hazard of the Ottawa River.						
60	RDNPM-383	May 12,2023	W23/037	May 12,2025	DRUMMOND/N ORTH ELMSLEY	Mississippi Lake
Street / Lot/ Con: 424 Lakeview Road / LOT 21 / CON 8						
Description: Repair Retaining Wall along the Shoreline of Mississippi Lake.						
61	RHTPM-216	May 15,2023	W23/072	May 15,2025	OTTAWA	Wetland
Street / Lot/ Con: 212 Silver Dart Private / LOT 13 / CON 4						
Description: Place Fill within Regulation Limit of a Wetland.						

62	RHTPM-217	May 15,2023	W23/073	May 15,2025	OTTAWA	Wetland
Street / Lot/ Con: 118 Chandelle Private / LOT 14 / CON 4						
Description: Construct New Dwelling within Regulation Limit of a Wetland.						
63	RHTPM-218	May 15,2023	W23/074	May 15,2025	OTTAWA	Wetland
Street / Lot/ Con: 122 Chandelle Private / LOT 14 / CON 4						
Description: Construct New Dwelling within Regulation Limit of a Wetland.						
64	RHTPM-219	May 15,2023	W23/075	May 15,2025	OTTAWA	Wetland
Street / Lot/ Con: 128 Chandelle Private / LOT 14 / CON 4						
Description: Place Fill within Regulation Limit of a Wetland.						
65	RHTPM-220	May 15,2023	W23/076	May 15,2025	OTTAWA	Wetland
Street / Lot/ Con: 202 Silver Dart Private / LOT 13 / CON 4						
Description: Place Fill within Regulation Limit of a Wetland.						
66	RMRPM-151	May 16,2023	W23/059	May 16,2025	OTTAWA	Kizell Drain
Street / Lot/ Con: Legget Drive / LOT 6 / CON 4						
Description: Excavate and Install a Gas Pipeline within Floodplain and Meander Belt of Kizell Drain.						
67	RFTPM-309	May 16,2023	W23/048	May 16,2025	OTTAWA	Mississippi River
Street / Lot/ Con: Galetta Side Road / LOT 20 / CON 1-3						
Description: Excavate and Install Cables within Regulated Watercourse.						
68	ROWPM-12	May 16,2023	W23/049	May 16,2025	OTTAWA	Cody Creek
Street / Lot/ Con: Upper Dwyer Hill Road / LOT 6-8 / CON 2						
Description: Excavate and Install Cables within Regulated Areas.						
69	RGLPM-164	May 16,2023	W23/089	May 16,2025	OTTAWA	Wetland
Street / Lot/ Con: 150 West Ridge Drive / LOT 22 / CON 11						
Description: Construct Two Decks within the Regulation Limit of the Goulbourn Wetland Complex.						
70	RHTPM-221	May 19,2023	W23/080	May 19,2025	OTTAWA	Wetland
Street / Lot/ Con: 92 Chandelle Private / LOT 14 / CON 4						
Description: Construct New Dwelling within Regulation Limit of a Wetland.						

71	RHTPM-222	May 19,2023	W23/081	May 19,2025	OTTAWA	Wetland
Street / Lot/ Con: 116 Chandelle Private / LOT 14 / CON 4						
Description: Construct New Dwelling within Regulation Limit of a Wetland.						
72	RHTPM-223	May 19,2023	W23/082	May 19,2025	OTTAWA	Wetland
Street / Lot/ Con: 88 Chandelle Private / LOT 14 / CON 4						
Description: Place Fill within Regulation Limit of a Wetland.						
73	RHTPM-224	May 19,2023	W23/083	May 19,2025	OTTAWA	Wetland
Street / Lot/ Con: 94 Chandelle Private / LOT 14 / CON 4						
Description: Place Fill within Regulation Limit of a Wetland.						
74	RHTPM-225	May 19,2023	W23/084	May 19,2025	OTTAWA	Wetland
Street / Lot/ Con: 124 Chandelle Private / LOT 14 / CON 4						
Description: Construct New Dwelling within Regulation Limit of Wetland.						
75	RHTPM-226	May 19,2023	W23/085	May 19,2025	OTTAWA	Wetland
Street / Lot/ Con: 210 Silver Dart Private / LOT 13 / CON 4						
Description: Construct New Dwelling within Regulation Limit of a Wetland.						
76	RHTPM-227	May 19,2023	W23/086	May 19,2025	OTTAWA	Wetland
Street / Lot/ Con: 100 Chandelle Private / LOT 14 / CON 4						
Description: Place Fill within Regulation Limit of a Wetland.						
77	RHTPM-228	May 19,2023	W23/087	May 19,2025	OTTAWA	Wetland
Street / Lot/ Con: 96 Chandelle Private / LOT 14 / CON 4						
Description: Place Fill within Regulation Limit of a Wetland.						
78	RHTPM-229	May 19,2023	W23/088	May 19,2025	OTTAWA	Wetland
Street / Lot/ Con: 102 Chandelle Private / LOT 14 / CON 4						
Description: Place Fill within the Regulation Limit of a Wetland.						
79	RCFPM-73	May 23,2023	W23/090	May 23,2025	CENTRAL FRONTENAC	St Georges Lake
Street / Lot/ Con: St. George Lake / LOT 5 / CON 10						
Description: Construct a Dock along the Shoreline of St. George Lake.						

80	RDNPM-386	May 24,2023	W23/050	May 24,2024	DRUMMOND/N ORTH ELMSLEY	Mississippi Lake
Street / Lot/ Con: 436 Black Bass Bay Road / LOT 24 / CON 7						
Description: Repair Existing Erosion Protection Retaining Walls along the Shoreline of Mississippi Lake.						
81	RMRPM-146	May 23,2023	W23/005	May 23,2025	OTTAWA	Kizell Drain
Street / Lot/ Con: 300 & 302 Legget Drive / LOT 6 / CON 4						
Description: Replace Culvert within Kizell Drain.						
82	RHTPM-202	May 24,2023	W23/004	May 24,2025	OTTAWA	Huntley Creek
Street / Lot/ Con: 2727 Carp Road / LOT 7 / CON 3						
Description: Construct New Outlets to Huntley Creek within the 1:100-year Floodplain and Meander Belt of Huntley Creek.						
83	RHTPM-202	May 24,2023	W23/015	May 24,2025	OTTAWA	Huntley Creek
Street / Lot/ Con: 2727 Carp Road / LOT 7 / CON 3						
Description: Realign a Headwater Drainage Feature Tributary to Huntley Creek.						
84	RTBPM-1071	May 24,2023	W22/118	May 24,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 760 Bayview Drive / LOT 19 / CON 5						
Description: Reconstruct a Detached Garage within the 1:100-year Floodplain on the Ottawa River.						
85	RGLPM-160	May 29,2023	W23/032	May 29,2025	OTTAWA	Carp River
Street / Lot/ Con: 5618 Hazeldean Road / LOT 28 / CON 11						
Description: Realign a Portion of the Upper Reach of the Carp River West Tributary.						
86	RFTPM-311	May 30,2023	W23/096	May 30,2025	OTTAWA	Wetland
Street / Lot/ Con: 119 Lighthouse Lane / LOT 26 / CON 6						
Description: Replace a Septic System within Regulation Limit of 1:100-year Floodplain and Provincially Significant Wetland.						
87	RFTPM-313	May 30,2023	W23/099	May 30,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 113 Lighthouse Lane / LOT 26 / CON 6						
Description: Replace a Septic System within 1:100-year Floodplain and Regulation Limit of Provincially Significant Wetland.						
88	RTBPM-1097	May 31,2023	W23/091	May 31,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 4010 Armitage Ave / LOT 11 / CON 6						
Description: Replace a Septic System within the Regulation Limit of the 1:100 Year Floodplain of the Ottawa River.						

89	RMMPM-410	Jun 08,2023	W22/178	Jun 08,2025	MISSISSIPPI MILLS	Mississippi Lake
Street / Lot/ Con: 196 Montgomery Park Road / LOT 1 / CON 4						
Description: Construct an Addition within the Regulation Limit of a Provincially Significant Wetland, an Non-Evaluated Wetland and the Floodplain of Mississippi Lake.						
90	RMRPM-149	Jun 07,2023	W23/056	Jun 07,2025	OTTAWA	Watercourse
Street / Lot/ Con: Thomas A Dolan and Old Second Line / LOT 1,1,27 / CON 2,3,3						
Description: Excavate and Install New Conduit and Telecom Equipment within Regulated Watercourses and Regulation Limit of a Wetland.						
91	RTBPM-1101	Jun 07,2023	W23/103	Jun 07,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 2836 Barlow Crescent / LOT 1 / CON 8						
Description: Replace a Septic System within the Regulation Limit of the 1:100-year Floodplain of the Ottawa River.						
92	RBWPM-581	Jun 09,2023	W23/053	Jun 09,2025	BECKWITH	Mississippi Lake
Street / Lot/ Con: 230 Gardiner Shore Road / LOT 8 / CON 9						
Description: Install and Repair Existing Rip Rap Erosion Protection on Mississippi Lake.						
93	RMRPM-150	Jun 09,2023	W23/057	Jun 09,2025	OTTAWA	Shirleys Brook
Street / Lot/ Con: 1055 Klondike Road						
Description: Install a Watermain Crossing Shirley's Brook.						
94	RBWPM-583	Jun 09,2023	W23/095	Jun 09,2025	BECKWITH	Mississippi Lake
Street / Lot/ Con: 108 Avenue 4 / LOT 7 / CON 9						
Description: Construct an Auxiliary Building within the 1:100-Year Floodplain of Mississippi Lake.						
95	RGLPM-165	Jun 13,2023	W23/100	Jun 13,2025	OTTAWA	Watercourse
Street / Lot/ Con: Hazeldean Road / LOT 20 / CON 11						
Description: Conduct Maintenance on Hazeldean Municipal Drain.						
96	RGLPM-163	Jun 21,2023	W23/063	Jun 21,2025	OTTAWA	Carp River
Street / Lot/ Con: 5618 Hazeldean Road / LOT 28 / CON 11						
Description: Realign a Portion of the Upper Reach of the Carp River West Tributary.						
97	RMMPM-417	Jun 21,2023	W23/101		MISSISSIPPI MILLS	Mississippi River
Street / Lot/ Con: 260 Glen Isle Road / LOT 1 / CON 9						
Description: Construct an Addition to Dwelling within Regulation Limit of 1:100-year Floodplain of Mississippi River.						



107	RHTVL-11	Jul 07,2023	W23/118	Jul 07,2025	OTTAWA	Wetland
Street / Lot/ Con: 2677 McGee Side Road / LOT 11 / CON 5						
Description: Remove Unauthorized Material within Regulated Wetland.						
108	RCPPM-100	Jul 11,2023	W23/116	Jul 11,2025	CARLETON PLACE	Mississippi River
Street / Lot/ Con: 176 Bridge Street / LOT 14 / CON 12						
Description: Construct a Deck partially within the Floodplain of the Mississippi River.						
109	RDNPM-379	Jul 14,2023	W22/203	Jul 14,2025	DRUMMOND/N ORTH ELMSEY	Mississippi Lake
Street / Lot/ Con: 112 Hardwood Lane / LOT 21 / CON 6						
Description: Construct a New Dwelling within the Floodplain of Mississippi Lake.						
110	RTBPM-1103	Jul 14,2023	W23/119	Jul 14,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 974 Bayview Drive / LOT 19 / CON 4						
Description: Install New Septic System within Regulation Limit of 1:100-year Floodplain of Ottawa River.						
111	RBWPM-585	Jul 07,2023	W23/108	Jul 07,2025	BECKWITH	Mississippi Lake
Street / Lot/ Con: 251 Ikwe Point Road / LOT 3 / CON 9						
Description: Construct an Addition within the Regulation Limit of an Erosion Hazard and the Floodplain of Mississippi Lake.						
112	RBWPM-588	Jul 17,2023	W23/114	Jul 17,2025	BECKWITH	Mississippi Lake
Street / Lot/ Con: 3108 Beckwith 9th Line / LOT 3 / CON 8						
113	RDNPM-388	Jul 17,2023	W23/106	Jul 17,2025	DRUMMOND/N ORTH ELMSEY	Mississippi Lake
Street / Lot/ Con: 177 Cookes Shore Road / LOT 23 / CON 9						
Description: Repair Existing Rip Rap Shoreline Erosion Protection along Mississippi Lake.						
114	RFTPM-317	Jul 18,2023	W23/124	Jul 18,2025	OTTAWA	Wetland
Street / Lot/ Con: 106 Dewolfe Street / LOT 26 / CON 6						
Description: Replace Covered Porch within Regulation Limit of Provincially Significant Wetland.						
115	RKNPM-186	Jul 18,2023	W23/022	Jul 18,2025	OTTAWA	Shirleys Brook
Street / Lot/ Con: TERRY FOX DRIVE/GOULBOURN FORCED ROAD / LOT 09 / CON 02						
Description: Realign a Portion of Shirley's Brook.						



116	RDNPM-389	Jul 19,2023	W23/121	Jul 19,2025	DRUMMOND/N ORTH ELMSLEY	Mississippi Lake
Street / Lot/ Con: 104 Craig Shore / LOT 27 / CON 7						
Description: Install Erosion Protection along the Shoreline of Mississippi Lake.						
117	RTBPM-1105	Jul 20,2023	W23/132	Jul 20,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 406 Bayview Drive / LOT 16 / CON 5						
Description: Install Rip Rap along Shoreline of Ottawa River.						
118	RHTPM-231	Jul 21,2023	W23/133	Jul 21,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 113 Rushing Brook Drive / LOT 7 / CON 5						
Description: Replace Septic System within Meander Belt of Huntley Creek.						
119	RNFPM-212	Jul 24,2023	W23/128	Jul 24,2024	NORTH FRONTENAC	Hills Lake
Street / Lot/ Con: 6253 BUCKSHOT LAKE RD / LOT 41 / CON 11						
Description: Replace Existing an Existing Culvert within Hills Lake.						
120	RMRPM-154	Jul 25,2023	W23/131	Jul 25,2025	OTTAWA	Shirleys Brook
Street / Lot/ Con: 1020 March Road / LOT 13 / CON 4						
Description: Place Fill within the 1:100-year Floodplain of Shirley's Brook.						
121	RTBPM-1104	Jul 25,2023	W23/125	Jul 25,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 948 Bayview Drive / LOT 19 / CON 4						
Description: Construct Additions and Replace Septic System within Flood Fringe of Ottawa River.						
122	RTBPM-1106	Jul 27,2023	W23/136	Jul 27,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 802 Bayview Drive / LOT 19 / CON 5						
Description: Install Rip Rap Erosion Protection along Shoreline of Ottawa River.						
123	RTBPM-1032	Jul 27,2023	W23/137	Jul 27,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 3210 Barlow Crescent						
Description: Install Rip Rap Erosion Protection along the Shoreline of the Ottawa River.						
124	RBWPM-590	Jul 28,2023	W23/123	Jul 28,2025	BECKWITH	Mississippi Lake
Street / Lot/ Con: 147 Avenue 2 / LOT 5 / CON 9						
Description: Construct an Addition within the Floodplain of Mississippi Lake.						

125	RBWPM-554	Jul 28,2023	W22/008	Jul 28,2025	BECKWITH	Mississippi Lake
Street / Lot/ Con: 131 Elm Avenue / LOT 8 / CON 11						
Description: Construct a New Dwelling within the 1:100-year Floodplain of Mississippi Lake.						
126	RLHPM-278	Aug 03,2023	W23/141	Aug 03,2025	LANARK HIGHLANDS	Clyde River
Street / Lot/ Con: K&P Trail / LOT 18;19 / CON 6						
Description: Replace Two Existing Culverts and Place Rip-Rap along the K&P Trail.						
127	RHTPM-232	Aug 03,2023	W23/142	Aug 03,2025	OTTAWA	Wetland
Street / Lot/ Con: 2981 Richardson Side Road / LOT 6 / CON 6						
Description: Reconstruct Foundation to Existing Dwelling within Regulation Limit of Wetland.						
128	RHTPM-233	Aug 03,2023	W23/143	Aug 03,2025	OTTAWA	Watercourse
Street / Lot/ Con: 233 Russ Bradley Road / LOT 13 / CON 3						
Description: Excavate and Install a Gas Pipeline within Watercourse.						
129	RGLPM-157	Aug 03,2023	W22/188	Aug 03,2025	OTTAWA	Wetland
Street / Lot/ Con: 6559 Hazeldean Road / LOT 20 / CON 12						
Description: Install Tile Drainage within the Regulation Limit of the Goulbourn Provincially Significant Wetland Complex.						
130	RTBPM-1089	Aug 03,2023	W23/030	Aug 03,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 2978 Barlow Crescent / LOT 2 / CON 8						
Description: Replace Retaining Wall along Shoreline of Ottawa River.						
131	RDNPM-390	Aug 04,2023	W23/127	Aug 04,2025	DRUMMOND/N ORTH ELSLEY	Mississippi Lake
Street / Lot/ Con: 104 Craig's Shore / LOT 26 / CON 7						
Description: Construct a Dwelling with attached Deck within the Regulation Limit of the Erosion Hazard Limit of Mississippi Lake.						
132	RBWPM-589	Aug 09,2023	W23/115	Aug 09,2025	BECKWITH	Mississippi Lake
Street / Lot/ Con: 125 Riverside Road / LOT 12 / CON 12						
Description: Install a Septic System within the Flood Plain of Mississippi Lake.						
133	RMMPM-415	Aug 11,2023	W23/029	Aug 11,2025	MISSISSIPPI MILLS	Mississippi River
Street / Lot/ Con: 172 Spring Street / LOT 15 / CON 10						
Description: Construct an Addition and Replace a Deck within a Regulated Erosion Hazard of the Mississippi River.						

134	RHTPM-234	Aug 16,2023	W23/147	Aug 16,2025	OTTAWA	Huntley Creek
Street / Lot/ Con: 289 Cyd Street / LOT 8 / CON 3						
Description: Construct New Dwelling within Regulation Limit of Meander Belt to Huntley Creek.						
135	RTBPM-1084	Aug 17,2023	W23/001	Aug 17,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 312 Old Quarry Road / LOT B Gore						
Description: Reconstruct Dwelling and Septic System within the Stable Slope Hazard along the Ottawa River.						
136	RBWPM-592	Aug 28,2023	W23/135	Aug 28,2025	BECKWITH	Mississippi Lake
Street / Lot/ Con: 110 Munro Lane / LOT 4 / CON 8						
Description: Repair Rip Rap Shoreline Erosion Protection along Mississippi Lake.						
137	RBWPM-586	Aug 28,2023	W23/109	Aug 28,2025	BECKWITH	Mississippi Lake
Street / Lot/ Con: 3316 9th Line Beckwith / LOT 2 / CON 7						
Description: Install Rip Rap Shoreline Erosion Protection and Access to Mississippi Lake.						
138	RMMPM-419	Aug 28,2023	W23/144	Aug 28,2025	MISSISSIPPI MILLS	Mississippi River
Street / Lot/ Con: 5 Bridge Street / LOT 15 / CON 9						
Description: Repair Concrete Retaining Wall along Mississippi River.						
139	RDNPM-387	Aug 28,2023	W23/078	Aug 28,2025	DRUMMOND/N ORTH ELMSLEY	Mississippi Lake
Street / Lot/ Con: 190 Rothwell Road / LOT 22 / CON 9						
Description: Repair Existing Rip Rap Shoreline Erosion Protection along the Mississippi Lake.						
140	RMMPM-418	Aug 29,2023	W23/126	Aug 29,2025	MISSISSIPPI MILLS	Mississippi River
Street / Lot/ Con: 279 Borden Road / LOT 2 / CON 9						
Description: Place Fill and Replace Retaining Walls within the Regulation Limit of the Floodplain of Mississippi River.						
141	RBWPM-594	Aug 29,2023	W23/146	Aug 29,2025	BECKWITH	Mississippi Lake
Street / Lot/ Con: 110 Chickadee Lane / LOT 4 / CON 9						
Description: Install a Septic System within the Floodplain of Mississippi Lake.						
142	RDNPM-392	Aug 29,2023	W23/148	Aug 29,2025	DRUMMOND/N ORTH ELMSLEY	Mississippi Lake
Street / Lot/ Con: 235 Pretties Island Road / LOT 26 / CON 7						
Description: Expand an Existing Deck within the Regulation Limit of the Floodplain of Mississippi Lake.						

143	RMMPM-423	Aug 29,2023	W23/154	Aug 29,2025	MISSISSIPPI MILLS	Wetland
Street / Lot/ Con: 284 Antler Court / LOT 19 / CON 10						
Description: Build a Deck within the Regulation Limit of a Regulated Wetland.						
144	RTBPM-1107	Aug 30,2023	W23/156	Aug 30,2025	OTTAWA	Wetland
Street / Lot/ Con: Thomas A Dolan Parkway / LOT 1 / CON 4						
Description: Excavate and Install a Gas Pipeline within Regulation Limit of Constance Creek Provincially Significant Wetland.						
145	RTBPM-1063	Aug 30,2023	W22/043	Aug 30,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 248 Old Quarry Road / LOT B Gore						
Description: Construct a Single-Family Dwelling and Septic System within the Regulation Limit of the 1:100-year Floodplain of the Ottawa River.						
146	RMRPM-155	Sep 06,2023	W23/153	Sep 06,2025	OTTAWA	Shirleys Brook
Street / Lot/ Con: 930 March Road / LOT 12 / CON 4						
Description: Place Fill within the 1:100-year Floodplain of Shirley's Brook.						
147	RMMPM-420	Sep 07,2023	W23/145	Sep 07,2025	MISSISSIPPI MILLS	Wetland
Street / Lot/ Con: 921 Wolf Grove Road / LOT 15 / CON 5						
Description: 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						
148	RCPPM-102	Sep 08,2023	W23/152	Sep 08,2025	CARLETON PLACE	Mississippi Lake
Street / Lot/ Con: 186 Joseph Street / LOT 13 / CON 12						
Description: Construct a Dwelling and Septic System, and Grading Activities within the Floodplain of the Mississippi River.						
149	RTBPM-1079	Sep 06,2023	W22/170	Sep 06,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 4894 Opeongo Road / LOT 21 / CON 4						
Description: Construct Retaining Walls with Rip Rap within the Erosion Hazard and along Shoreline of Ottawa River.						
150	RMRPM-156	Sep 11,2023	W23/166	Sep 11,2025	OTTAWA	Shirleys Brook
Street / Lot/ Con: 42 Inverary Drive / LOT 10 / CON 4						
Description: Replace Second Storey Deck within Meander Belt and Regulation Limit of 1:100-year Floodplain of Shirley's Brook.						
151	RMMPM-424	Sep 13,2023	W23/155	Sep 13,2025	MISSISSIPPI MILLS	Indian River
Street / Lot/ Con: 2438 Ramsay Concession 6D / LOT 22 / CON 6						
Description: Construct a Pool and Place Fill within the Regulation Limit of the Floodplain of the Indian River.						

152	RBWPM-596	Sep 13,2023	W23/159	Sep 13,2025	BECKWITH	Mississippi Lake
Street / Lot/ Con: 308 Scotch Corners / LOT 2 / CON 8						
Description: Reconstruct an Existing Auxiliary Structure within the Regulation Limit of a Regulated Wetland, and the Regulation Limit of the Floodplain of Mississippi Lake.						
153	RMMPM-416	Sep 15,2023	W23/079	Sep 15,2025	MISSISSIPPI MILLS	Mississippi River
Street / Lot/ Con: 127 Water Street / LOT 15 / CON 9						
Description: Construct an Attached Garage with a Secondary Dwelling Unit within the Regulation Limit of the 1:100-Year Floodplain of the Mississippi River.						
154	RGLPM-166	Sep 15,2023	W23/164	Sep 15,2025	OTTAWA	Poole Creek
Street / Lot/ Con: 20 Cedarow Court / LOT 27 / CON 12						
Description: Install a Storm Sewer within the Regulation Limit of the Floodplain of Poole Creek.						
155	RBWPM-597	Sep 18,2023	W23/160	Sep 18,2025	BECKWITH	Wetland
Street / Lot/ Con: 109 Blue Jay Lane / LOT 4 / CON 9						
Description: Install a Septic System Within the Regulation Limit of a Provincially Significant Wetland.						
156	RMRPM-157	Sep 18,2023	W23/169	Sep 18,2025	OTTAWA	Wetland
Street / Lot/ Con: 180 Escarpment Crescent / LOT 7 / CON 1						
Description: Construct Deck within Regulation Limit of Provincially Significant Wetland.						
157	RTBPM-1099	Sep 18,2023	W23/094	Sep 18,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 3220 Barlow Crescent / LOT 5 / CON 5						
Description: Reconstruct a Dwelling and Attached Garage within the Erosion Hazard and Regulation Limit of the 1:100-year Floodplain of the Ottawa River.						
158	RLHPM-276	Sep 18,2023	W23/129	Sep 18,2025	LANARK HIGHLANDS	Robertson Lake
Street / Lot/ Con: 107 Firehall Crescent / LOT 5 / CON 8						
Description: Install Rip Rap Shoreline Erosion Protection along Robertson Lake.						
159	RLHPM-277	Sep 18,2023	W23/138	Sep 18,2025	LANARK HIGHLANDS	Patterson Lake
Street / Lot/ Con: 164 Fairs Lane / LOT 14 / CON 7						
Description: Install Rip Rap Shoreline Erosion Protection Along Patterson Lake.						
160	RMMPM-421	Sep 18,2023	W23/149	Sep 18,2025	MISSISSIPPI MILLS	Clayton Lake
Street / Lot/ Con: 115 Bay Road / LOT 21 / CON 1						
Description: Repair Existing Shoreline Erosion Protection along Clayton Lake.						

161	RNFPM-213	Sep 18,2023	W23/150	Sep 18,2025	NORTH FRONTENAC	Kashawakamak Lake
Street / Lot/ Con: 1140 Fosters Lane / LOT 17 / CON 6						
Description: Install Rip Rap Shoreline Erosion Protection along Kashwakamak Lake.						
162	RDNPM-391	Sep 20,2023	W23/140	Sep 20,2025	DRUMMOND/N ORTH ELMSLEY	Mississippi Lake
Street / Lot/ Con: 266 Beck Shore / LOT 23 / CON 7						
Description: Reconstruct a Dwelling within the Regulation Limit of the Erosion Hazard and the Regulation Limit of the Floodplain of Mississippi Lake.						
163	RDNPM-373	Sep 22,2023	W22/099	Sep 22,2025	DRUMMOND/N ORTH ELMSLEY	Mississippi Lake
Street / Lot/ Con: 190 Grasshopper Point / LOT 20 / CON 8						
Description: Repair Existing Rip Rap Shoreline Erosion Protection along Mississippi Lake.						
164	RMMPM-422	Sep 27,2023	W23/151	Sep 27,2025	MISSISSIPPI MILLS	Mississippi River
Street / Lot/ Con: 95 James Naismith Way / LOT 21 / CON 9						
Description: Construct a Drainage Swale in the Regulation Limit of an Erosion Hazard.						
165	RLHPM-280	Sep 28,2023	W23/171	Sep 28,2025	LANARK HIGHLANDS	Clyde River
Street / Lot/ Con: Clyde Forks Bridge / LOT 17 / CON 5						
Description: Replace a Bridge on the Clyde River and Joes Lake Provincially Significant Wetland.						
166	RBWPM-598	Oct 05,2023	W23/161	Oct 05,2025	BECKWITH	Mississippi Lake
Street / Lot/ Con: 3160 9th Line Road / LOT 3 / CON 8						
Description: Construct (3) Stormwater Drainage Swales and Outlets within the Floodplain and Place Fill within the Regulation Limit of the Floodplain of Mississippi Lake.						
167	RMRPM-158	Oct 06,2023	W23/172	Oct 06,2025	OTTAWA	Shirleys Brook
Street / Lot/ Con: 1053, 1075 & 1145 March Road / LOT 13 / CON 3						
Description: Install a Temporary Culvert within the Meander Belt and Floodplain of Shirley's Brook.						
168	RHTPM-235	Oct 17,2023	W23/179	Oct 17,2025	OTTAWA	Cody Creek
Street / Lot/ Con: Peter Robinson Road / LOT 16-22 / CON 10						
Description: Excavate to Install Telecom Equipment within Regulated Areas.						
169	RHTPM-203	Oct 17,2023	W23/006	Oct 17,2025	OTTAWA	Wetland
Street / Lot/ Con: 111 Edith Margaret Place / LOT 23 / CON 1						
Description: Construct a Dwelling and Install a Septic System within an Unevaluated Wetland.						

170	RTBPM-1110	Oct 18,2023	W23/168	Oct 18,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 1212 & 1218 Bayview Drive / LOT 16 / CON 4						
Description: Construct a Detached Garage within the 1:100-year Floodplain of the Ottawa River.						
171	RCFPM-74	Oct 19,2023	W23/176	Oct 19,2025	CENTRAL FRONTENAC	Sharbot Lake
Street / Lot/ Con: 1195 Shibley Road / LOT 7 / CON 1						
Description: Construct a Dwelling and Install a Septic System within the Regulation Limit of a Wetland.						
172	RHTPM-236	Oct 19,2023	W23/180	Oct 19,2025	OTTAWA	Huntley Creek
Street / Lot/ Con: 109 Rushing Brook Drive / LOT 7 / CON 5						
Description: Replace Septic System within Meander Belt of Huntley Creek.						
173	RBWPM-601	Oct 19,2023	W23/174	Oct 19,2025	BECKWITH	Mississippi Lake
Street / Lot/ Con: 504 Scotch Corners Road / LOT 1 / CON 9						
Description: Increase the Number of Dwelling Units within the Regulation Limit of an Erosion Hazard of Mississippi Lake.						
174	RHTPM-237	Oct 19,2023	W23/185	Oct 19,2025	OTTAWA	Wetland
Street / Lot/ Con: 1208 Corkery Road / LOT 12 / CON 8						
Description: Construct Building and Grade Equestrian Area within Regulation Limit of Corkery Creek Provincially Significant Wetland.						
175	RFTPM-318	Oct 20,2023	W23/183	Oct 20,2025	OTTAWA	Mississippi River
Street / Lot/ Con: 3267 Galetta Side Road / LOT 21 / CON 6						
Description: Replace Septic System within Stable Slope Hazard of Mississippi River.						
176	RBWPM-599	Oct 24,2023	W23/167	Oct 24,2025	BECKWITH	Mississippi River
Street / Lot/ Con: 127 First Ave / LOT 8 / CON 11						
Description: Install Rip Rap Shoreline Erosion Protection along Mississippi Lake.						
177	RBWPM-602	Oct 24,2023	W23/177	Oct 24,2025	BECKWITH	Mississippi Lake
Street / Lot/ Con: 176 Richards Lane / LOT 10 / CON 12						
Description: Replace a Deck and Porch within the Floodplain of Mississippi Lake.						
178	RBWPM-600	Oct 24,2023	W23/170	Oct 24,2025	BECKWITH	Mississippi Lake
Street / Lot/ Con: 123 1st Avenue / LOT 8 / CON 11						
Description: Install Rip Rap Shoreline Erosion Protection along Mississippi Lake.						

179	RLHPM-281	Oct 25,2023	W23/188	Oct 25,2025	LANARK HIGHLANDS	Clyde River
Street / Lot/ Con: 44 George Street / LOT 1 / CON 2						
Description: Demolish Building within Regulation Limit of Floodplain of Clyde River						
180	RNFPM-214	Oct 30,2023	W23/157	Oct 30,2025	NORTH FRONTENAC	Mississippi River
Street / Lot/ Con: 1100 Swamp Lane / LOT 21 / CON 7						
Description: Repair Existing Dock and Associated Retaining Walls along the Shoreline of Kashwakamak Lake.						
181	RBWPM-595	Oct 31,2023	W23/158	Oct 31,2025	BECKWITH	Mississippi Lake
Street / Lot/ Con: Elm Avenue / LOT 8 / CON 11						
Description: Place Fill within the Floodplain of Mississippi Lake.						
182	RCFPM-75	Nov 03,2023	W23/194	Nov 03,2025	CENTRAL FRONTENAC	Wetland
Street / Lot/ Con: 14756 Road 38 / LOT 15 / CON 3						
Description: Replace a Septic Tank Within a Wetland.						
183	RBWVL-18	Nov 06,2023	W23/195	Nov 06,2024	BECKWITH	Mississippi River
Street / Lot/ Con: 101 Patty Lane / LOT 17 / CON 12						
Description: Construct of a Sun Room within the Regulation Limit of the 1:100-Year Floodplain of the Mississippi River.						
184	RMMPM-426	Nov 07,2023	W23/184	Nov 07,2025	MISSISSIPPI MILLS	Mississippi River
Street / Lot/ Con: 2756 County Road 29 / LOT 10 / CON 10						
Description: Replace a Detached Garage with an Attached Garage within the Regulated Erosion Hazard of the Mississippi River.						
185	RTVPM-80	Nov 07,2023	W23/173	Nov 07,2025	TAY VALLEY	Wetland
Street / Lot/ Con: Bolingbroke / LOT 13 / CON 6						
Description: Replace Culverts within Regulated Watercourses.						
186	RMRPM-153	Nov 07,2023	W23/120	Nov 07,2025	OTTAWA	Kizell Drain
Street / Lot/ Con: LOT 6 / CON 4						
Description: Conduct Maintenance and Improvement Works on the Kizell Municipal Drain.						
187	RHTPM-238	Nov 08,2023	W23/192	Nov 08,2025	OTTAWA	Watercourse
Street / Lot/ Con: Corkery Road, Silent Wood Grove, Grey Fox Drive, March Road, Corkery Woods Drive / LOT 15 / CON 9						
Description: Excavate to Install Telecom Equipment within Regulated Areas.						



188	RMRPM-159	Nov 09,2023	W23/187	Nov 09,2025	OTTAWA	Constance Creek
Street / Lot/ Con: 139 John Aselford Driveway / LOT 23 / CON 1						
Description: Construct a Garage within the Regulation Limit of the Carp Hills Provincially Significant Wetland.						
189	RMMPM-427	Nov 10,2023	W23/189	Nov 10,2025	MISSISSIPPI MILLS	Mississippi River
Street / Lot/ Con: 169 Hillcrest Drive / LOT 4 / CON 10						
Description: Construct a Concrete Patio and Covered Landing within a Regulated Erosion Hazard of the Mississippi River and within the Regulation Limit of a Provincially Significant Wetland.						
190	RMRVL-12	Nov 15,2023	W23/182	Nov 15,2023	OTTAWA	Wetland
Street / Lot/ Con: 2275 Marchurst Road / LOT 22 / CON 1						
Description: Construct Water Crossing over a Regulated Watercourse and Within a Non-Evaluated Wetland.						
191	RHTPM-240	Nov 21,2023	W23/197	Nov 21,2025	OTTAWA	Wetland
Street / Lot/ Con: 4039 Old Almonte Road / LOT 9 / CON 11						
Description: Construct a Dwelling and Install Septic System within the Regulation Limit of Provincially Significant Wetland.						
192	RFTPM-320	Nov 21,2023	W23/199	Nov 21,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 157 Timber Lane / LOT D Gore of Lake Chaudiere						
Description: Construct New Detached Garage within the Regulation Limit of the Slope Hazard of the Ottawa River.						
193	RTBPM-1113	Nov 28,2023	W23/198	Nov 28,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 609 Bayview Drive / LOT 18 / CON 5						
Description: Install New Septic System within Flood Fringe of Ottawa River.						
194	RTBPM-1112	Dec 01,2023	W23/196	Dec 01,2025	OTTAWA	Ottawa River
Street / Lot/ Con: 622 Bayview Drive / LOT 18 / CON 5						
Description: Replace Septic System within Flood Fringe of Ottawa River.						
195	RHTPM-241	Dec 04,2023	W23/203	Dec 04,2025	OTTAWA	Watercourse
Street / Lot/ Con: Carp Road / LOT 23 / CON 3						
Description: Replace Culverts Like-for-Like within Regulated Watercourses.						
196	RFTPM-321	Dec 05,2023	W23/206	Dec 05,2025	OTTAWA	Carp River
Street / Lot/ Con: 3560 John Shaw Road / LOT 8 / CON 8						
Description: Construct a Dwelling within the Regulation Limit of the 1:100-year Floodplain and Regulation Limit of the Meander Belt of the Carp River.						

