



## Board of Directors Annual General Meeting

Hybrid meeting (via Zoom)

10:00 am

April 8, 2024

MVCA Boardroom

### AGENDA

#### ROLL CALL

**Welcome and Land Acknowledgement (Paul Kehoe)**

**Ceremonial (Roberta Della-Picca, Bonnechere Algonquin)**

**Declarations of Interest (written)**

**Adoption of Agenda**

#### MAIN BUSINESS

1. Approval of Minutes: Board of Directors Meeting Minutes, March 11, 2024, Page 3
2. Receive Approved Minutes:
  - a. Finance an Administration Advisory Committee Meeting Minutes, November 28, 2023, Page 12
3. Financial Statements, (Stacy Millard), Page 22
4. Auditors Report, (Chris Clarke, KPMG), Page 51
5. Employee Presentation: 2023 Compliance Implementation, (Rachel Clouthier)
6. Watershed Outlook, Report 3408/24, (Jennifer North), Page 82
7. GM Update, Report 3409/24, (Sally McIntyre), Page 84
8. Election of Officers, Report 3410/24, (Sally McIntyre), Page 87
9. 2024 Regulations Committee and Other Appointments, Report 3411/24, (Sally McIntyre), Page 88
10. 2024 Conservation Ontario Appointments, Report 3412/24, (Sally McIntyre), Page 92
11. Appointment of 2024 Auditor, Report 3413/24, (Sally McIntyre), Page 93
12. Removing Operational/Redundant Items from MVCA's *Employee Manual*, Report 3407/24, (Sally McIntyre), Page 94
13. Employee Manual Amendments, Report 3406/24, (Sally McIntyre), Page 115
14. 2023 Annual Report, Page 118

FOLLOWED BY Mississippi Source Protection Authority Meeting, Page 138





**MINUTES**

Hybrid Meeting Via Zoom  
and at MVCA Office

Board of Directors Meeting

March 11, 2024

**MEMBERS PRESENT**

Paul Kehoe, Chair  
Jeff Atkinson, Vice Chair  
Allison Vereyken (Virtual)  
Andrew Kendrick (Virtual)  
Bev Holmes  
Cathy Curry (Virtual)  
Cindy Kelsey  
Glen Gower  
Helen Yanch  
Janet Mason  
Mary Lou Souter  
Richard Kidd  
Roy Huetl  
Taylor Popkie (Virtual)

**MEMBERS ABSENT**

Dena Comley  
Clarke Kelly  
Steven Lewis

**STAFF PRESENT**

Sally McIntyre, General Manager  
Stacy Millard, Treasurer  
Matt Craig, Manager of Planning and Regulations  
Alex Broadbent, Manager of IC&T  
Scott Lawryk, Property Manager  
Juraj Cunderlik, Director of Engineering  
Jennifer North, Water Systems Technologist  
Diane Reid, Environmental Planner (Rural)  
Mercedes Liedtke Environmental Planner (Ottawa)  
Kelly Hollington, Recording Secretary

P. Kehoe called the meeting to order at 1:04 p.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 asked if there were any additions to the agenda. No additions were received.

#### **B24/03-11 - 1**

**MOVED BY: M. Souter**

**SECONDED BY: R. Huetl**

**Resolved, that the agenda for the March 11, 2024 Board of Directors Meeting be adopted as presented.**

**“CARRIED”**

### **MAIN BUSINESS**

1. Approval of Minutes: Board of Directors Meeting, February 12, 2024.

P. Kehoe asked if there were any changes or additions to the minutes. No changes or additions were received.

#### **B24/03/11-2**

**MOVED BY: H. Yanch**

**SECONDED BY: J. Mason**

**Resolved, that the minutes of the Board of Directors Meeting held on February 12, 2024 be received and approved as printed.**

**“CARRIED”**

2. Employee Presentation: 2023 Planning Overview (Diane Reid & Mercedes Liedtke)

D. Reid and M. Liedtke presented the annual overview of the MVCA planning advisory services. They described the program objectives as guiding development in and near regulated areas with an overall focus on protecting people and property from natural hazards. They highlighted that MVCA works closely with its member municipalities in an advisory role, MVCA is circulated planning applications for review in conformity with the Provincial Policy Statement (PPS) and Provincial guidelines. They noted that due to Bill 23 taking effect in 2023 MVCA no longer makes comments on with respect to impacts on significant natural heritage features such as fish habitats, waterbody setback and water quality.

They provided a breakdown of the volume of planning applications in 2023 by municipality and type of application, and a map showing the distribution of planning applications across the watershed. MVCA’s planning department received 456 inquiries in 2023. They described

challenges including: 2 subdivision applications with wetland removal, slope hazard and unauthorized development in the upper watershed and Pit/Quarry applications in Lanark Highlands. They noted that LiDAR imagery now covers the entire watershed, facilitating assessment of high steep slopes in the upper watershed.

M. Souter asked who has the authority to provide comments on planning applications with respect to significant natural heritage features due to Bill 109 and Bill 23. D. Reid responded that it is the responsibility of municipalities. She noted that MVCA assisted municipalities in this transition. M. Liedtke added that MVCA still has a role in regulating wetlands and can still review wetlands with respect to the natural hazard function including base flow and hydrologic function. D. Reid explained that the municipalities are employing different strategies, including incorporating measures into their by-laws to address aggressive applications near a waterbody or natural hazard.

A. Kendrick observed the high number of Minor Variance applications received by MVCA in 2023. He asked if the Conservation Authority has input into determining whether an application is to be treated as a minor variance or not. D. Reid responded that the planner at the municipality makes the decision as to type of application. She noted that MVCA has a screening process and will notify the applicant if their application is outside of the parameters for MVCA permitting. S. McIntyre added that MVCA does not comment on planning applications outside of their authority.

R. Kidd asked for more information on the challenges with subdivision planning applications in regards to slope hazards. D. Reid explained that there are 2 subdivision applications with unique challenges that fall within regulated wetlands. She noted the importance of finalizing wetland offsetting policies to inform similar applications.

R. Kidd commented that there are a high number of applications for Lanark Highlands and North Frontenac and asked why the volume of applications chart varies from the distribution of planning applications shown on the map. D. Reid and M. Liedtke noted the inconsistencies and will review the distribution of planning applications map.

### 3. Watershed Outlook, Report 3395/25, (Jennifer North)

J. North explained that rainfall and warm temperatures received have triggered an early spring freshet resulting in above normal flows for this time of year. A watershed conditions statement on water safety was released on February 26 and a flood outlook on March 8<sup>th</sup> due to unsafe ice conditions and increased water levels and flows. The main river is expected to peak this week, with below average water levels. Smaller tributaries have seen multiple small peaks, with flows constantly above normal and exceeding previously historical maximum values for February. She noted that averages have been increasing over the past 10 years. She explained that snow pack conditions as of March 1<sup>st</sup> were 50% below average. Between February 15<sup>th</sup> and

March 1<sup>st</sup>, the majority of the snow was lost due to sublimation with very little runoff. Current operating objectives are to capture as much precipitation over the next two months to be able to fill the upper lakes. She highlighted that there may be issues filling the lakes if there are low amounts of precipitation in the upcoming months. The long-range forecast predicts rain throughout April.

R. Kidd asked if the percentage of run-off is dependent on the snow pack and rain. J. North responded that the snow pack adds up to roughly 20% of the freshet, but that rain and air temperature are big factors. She estimated that about 4 inches of rainfall is needed over the next two months to fill the lakes.

R. Huetl asked if more water was left in the lakes due to a dry fall. J. North responded that water levels were kept higher due to a dry fall.

4. GM Update, Report 3402/24. (Sally McIntyre)

S. McIntyre highlighted the following items:

- MVCA's Server is being upgraded from Friday March 15- Sunday March 18.
- The first Community Liaison Committee (CLC) workshop meeting was held on February 26, 2024 for the Kashwakamak Environment Assessment (EA). First Nations communities have reached out with interest in the project. Preparations for the Public Information Centre (PIC) are currently underway, tentatively schedule for late April with the EA results schedule to be tabled with the Board of Directors in July.
- Rideau Valley Conservation Authority (RVCA), acting on behalf of both watersheds, has retained a consultant to prepare a conceptual water budget update with an interim report expected the end of March.
- MVCA received notice from MNRF of an implementation report for the Mississippi Water Management Plan (MWMP) being due December 31<sup>st</sup>, 2024. MVCA will be coordinating with partners including MNRF and Ontario Power Generation (OPG) in the completion of this report.

M. Souter asked what a water budget study entails. J. Cunderlik explained that a water budget study looks at the hydrological cycle, how water is transferred throughout the watershed, by examining factors such as precipitation, infiltration into ground water and ground water flow.

R. Huetl asked if there are any updates to the Water/Sewer connection. S. McIntyre responded that there are no updates as the town of Carleton Place is still in active negotiations with Cavanagh Construction.

5. Draft Land Inventory Report, Report 3396/24, (Sally McIntyre & Alex Broadbent)

S. McIntyre presented the Draft Land Inventory Report. She noted that the report is due by the end of 2024 and is a requirement of O.Reg 686/21 Under the Conservation Authority (CA) Act.

She explained that most of the documents are on file but challenges include: inaccessible formats, conflicting land ownership information, and lack of clear easements at most dams. She provided illustrated examples for properties on the Carp River, the Clyde River, at Bennett Lake Dam, and in Poole Creek. Further discussion is needed on management objectives for some shoreline parcels acquired in the late 1980s and early 1990s. She highlighted the importance of having clear roles and responsibilities set with landowners of properties that MVCA manages.

J. Mason asked if past staff have been contacted to better understand the history of land ownership, specifically former General Manager, Paul Lehman. S. McIntyre responded that she would be reaching out to Mr. Lehman once a comprehensive list of questions was prepared.

6. CA Act and Regulatory Changes, Report 3397/24, (Sally McIntyre)

S. McIntyre outlined regulatory changes to the *Conservation Authorities Act (CAA)* released by the Ministry of Natural Resources and Forestry (MNRF) on February 20, 2024. She summarized that O. Reg 42/24 amends the scope of CA mandatory programs and services; and that O. Reg 688/21, consolidated 36 different regulations into one to provide common rules across all 36 CA jurisdictions.

The focus of S. McIntyre's presentation was on changes made by O. Reg 41/24 that will take effect April 1. She stated that most elements of Section 28 of the Act were moved out of the legislation and into the new regulation and noted the following key changes: the definition of watercourse was altered; pollution and the conservation of land were removed as permitting tests and will constrain future permitting conditions; and setbacks from Provincially Significant Wetlands (PSW) were reduced from 120 meters to 30 meters. She noted that reducing the setbacks around PWS will reduce protection of the core resource due to increased edge effects. She noted that the new regulation provides for administrative reviews of submission requirements, and that Cas must notify applicants within 30 days whether their submission is deemed complete.

J. Mason asked what distinguishes a Provincially Significant Wetland (PSW) from another evaluated wetland from a regulations point of view. M. Craig responded that the policy says that a PSW has to be recognized by the MNRF. She expressed concern over a ¼ reduction of the buffer area. S. McIntyre suggested that municipalities may want to consider implementing a holding zone around PSWs. R. Kidd asked if municipalities can retain the 120-meter setback. S. McIntyre confirmed that the municipality can implement their own setback. M. Souter expressed concerns over small municipalities not having the man-power or funds to implement their own policies. P. Kehoe expressed concerns over the cost of the arbitration/ appeal process in the case of mediation at the Ontario Land Tribunal.

7. Revisions of MVCA Regulation Policies, Report 3398/24, (Matt Craig)

M. Craig explained that revisions to *MVCA's Regulation Policies* are required to be consistent with O. Reg. 41/24. He noted several key requirements including: removal of “pollution and conservation of land”, change to the definition of “watercourse”, and the reduction in the setback from PSWs from 120 metres to 30 metres. He also presented the new list of permitting exemptions that would require addition to MVCA regulation policies, namely maintenance or repair of municipal drains and reconstruction of a garage that does not exceed the same footprint. He noted that there are many municipal drains within the MVCA watershed. He noted that MVCA mapping will be updated to comply with these regulatory changes.

G. Gower asked about the maintenance of a municipal drain that passes through the Poole Creek Wetland and the permitting process involved. M. Craig explained that MVCA cannot permit maintenance or repair on municipal drains. S. McIntyre added that when CA's were briefed, the province hadn't considered potential overlap of municipal drains with PSWs and expects further direction from the province on this matter.

R. Kidd expressed concerns in regards to municipalities policing and permitting for municipal drains rather than the Conservation Authority. He highlighted the importance of including municipal drain rules/regulations in contracts with contractors doing maintenance on municipal drains.

**B24/03/11-3**

**MOVED BY: R. Huetl**

**SECONDED BY: C. Kelsey**

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

- a) **Update of the MVCA Regulation Policies as set out in report 3398/24 to comply with O. Reg. 41/24, and**
- b) **That proposed changes take effect April 1, 2024.**

**“CARRIED”**

8. Designation of a Provincial Offences Officer under Part VII (Enforcement and Offences) of the Conservation Authorities Act, Report 3403/24, (Matt Craig)

M. Craig explained that on April 1, 2024, Part VII Enforcement and Offences of the Conservation Authorities (CA) Act will be proclaimed and there is a need to re-appoint all existing Conservation Authority Provincial Offences Officers. He noted that William Ernewein and Brittany Moy were previously designated by the Board to enforce the CA Act. He highlighted changes to O. Reg 41/24 including changes with regards to officer entry without a warrant, stop work orders, and increases to penalty maximum fines.



**B24/03/11 - 4****MOVED BY: J. Atkinson****SECONDED BY: M. Souter**

**Resolved, That the Board of Directors appoint William Ernewein and Brittany Moy to enforce Ontario Regulation 41/24 and Ontario Regulation 686/21 of the *Conservation Authorities Act*.**

**“CARRIED”**9. Wetland Offsetting Policy Update, Report 3400/24, (Matt Craig)

M. Craig gave a history of MVCA Wetland Regulations with examples from previous approvals with unique features. He summarized the mitigation hierarchy process. He reviewed the objectives and requirements for Ecological Offsetting Plans (EOPs) and highlighted that all costs are to be associated with the applicant. He overviewed the feedback received from discussions with municipal partners.

R. Kidd asked how the municipalities were engaged. M. Craig responded that MVCA staff held three briefing sessions with planning staff including North and South Frontenac, Addington Highlands, Greater Madawaska, City of Ottawa and Municipalities within Lanark County. S. McIntyre added that the policy was shared with the CAOs of all 11-member municipalities.

P. Kehoe expressed concerns in regards to costs associated with arbitration or appeals related proposed developments on wetlands and associated ecological offsetting plans.

**B24/03/11 - 5****MOVED BY: G. Gower****SECONDED BY: J. Mason**

**Resolved, That the Board of Directors approve revisions of the wetland offsetting policy and other changes to MVCA’s Regulation Policies, as set out in report 3400/24.**

**“CARRIED”**10. Changes to the Class EA Act, Report 3403/24, (Sally McIntyre)

S. McIntyre described changes to the Class Environmental Assessments (EA) Act. She outlined the proposed updates to the Municipal Class EA (MCEA) process and reviewed the new “streamlined” process. She noted the opportunity to conduct field studies prior to the notice of commencement. She noted that CAs still have the ability to review and comment on matters related to natural hazards under O. Reg. 686/21.

J. Mason noted that the timeline for comment is very short. She asked if the Association of Municipalities of Ontario (AMO) has been notified of the changes. S. McIntyre responded that she is unsure if Conservation Ontario has reached out to AMO or if they will respond.

11. 2024 Audit Update, Report 3404/24, (Stacy Millard)

S. Millard noted that MVCA's audit is underway and close to completion. She highlighted an element of the audit, a new counting standard that came in place for public service bodies referred to the Asset Retirement Obligations (ARO). She explained that the purpose of an ARO is to set up a financial liability to capture costs that may be incurred at the end-of-life of an asset for hazardous material removal. She noted that the only assets that may be in scope are the Mill of Kintail Gatehouse, Museum, and Education Centre. KPMG recommended that MVCA adopt a definition of an ARO and a policy to review all asset acquisitions to determine if an ARO should be set up. She noted that a contract extra of approximately \$3,500 would be required for KPMG to deal with this matter.

P. Kehoe asked if wells and septic tanks are included and if the Water and Sewer connection for MVCA HQ would be an ARO. S. Millard responded that the costs to decommission are included in the costs for connection to Water and Sewer. Costs for future maintenance and replacement are not ARO's.

**B24/03/11 - 6**

**MOVED BY: M. Souter**

**SECONDED BY: H. Yanch**

**Resolved, That the Board of Directors approve amendment of MVCA's Tangible Capital Assets policy as set out in report 3404/24.**

**"CARRIED"**

12. Budget Control Report for 2023, Report 3401/24, (Stacy Millard)

S. Millard compared the budgeted expenditures and revenues to un-audited actual values for 2023. She noted that actual expenditures and revenues were within 1% of the budget. She reviewed the factors that created differences in expenses compared to the budget including: realignment of expenditures per the new categories of services (1,2 and 3), vacant positions, fees for service, grants/funding, and deferred projects.

13. K&P Trail Sale, Report 3405/24. (Scott Lawryk)

S. Lawryk explained that MVCA has received three draft documents from the County of Lanark on behalf itself and the counties of Frontenac and Renfrew: An Agreement of Purchase of Sale (APS), a lease agreement, and a memo of title issues along MVCA's 35 km section of the trail.

He noted that the agreement calls for a split in the surveying and legal costs to clear up title issues, with an estimated proportionate cost of approximately \$175,000. He noted that a large percentage of the land and trail can be conveyed to the counties immediately but the resolution of title issues could be costly and time-consuming.

**ADJOURNMENT**

**B24/03/11 – 7**

**MOVED BY: R. Huetl**

**SECONDED BY: J. Atkinson**

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

**“CARRIED”**

The meeting adjourned at 2:55 p.m.

K. Hollington, Recording Secretary

DRAFT



**MINUTES**

Hybrid Meeting Via Zoom  
and at MVCA Office

Finance and Administration  
Advisory Committee Meeting

November 28th, 2023

**MEMBERS PRESENT**

J. Mason, Chair  
R. Kidd  
P. Kehoe  
A. Vereyken (virtual)  
M. Souter  
R. Huetl  
C. Curry (virtual)  
A. Kendrick

**MEMBERS ABSENT**

A. Hubley  
J. Atkinson

**STAFF PRESENT**

S. McIntyre, General Manager  
A. Broadbent, Manager of I&CT  
S. Millard, Treasurer  
S. Lawryk, Property Manager  
D. Doughty, Finance Administrative Assistant  
K. Hollington, Recording Secretary

J. Mason called the meeting to order at 10:01 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**

M. Souter asked for an update on the K&P Trail Landowners Dispute. J. Mason noted this would be added as item 7 to the agenda.

**FAAC23/11/28-1**

**MOVED BY: M. Souter**

**SECONDED BY: R. Kidd**

**Resolved, that the agenda for the November 28<sup>th</sup>, 2023 Finance and Administration Advisory Committee Meeting be adopted as amended.**

**“CARRIED”**

## **MAIN BUSINESS**

1. Approval of Minutes: Finance and Administration Advisory Committee Meeting, October 2, 2023

### **FAAC23/11/28-2**

**MOVED BY: C. Curry**

**SECONDED BY: A. Kendrick**

**Resolved, that the minutes of the Finance and Administration Advisory Committee Meeting held on October 2nd, 2023 be received and approved as printed.**

**“CARRIED”**

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

A. Broadbent noted that MVCA had an independent review of IT assets to help guide the IT Asset Management Plan. He explained that MVCA uses a hybrid network environment, with both on-site equipment and a cloud-based system. He described main system elements, summarized issues, and noted recommendations for key system components, their timing and cost implications.

P. Kehoe asked whether the recommendation to reduce from 3 servers to 1 large server to save on costs would make MVCA more vulnerable to cyber attacks compared. A. Broadbent responded that the server would be partitioned, with each area acting independently of the others with its own antivirus and firewall. He added that two of the three servers are scheduled to be replaced between 2023 and 2025 in the current 10-Year Capital Plan, and this replacement server would not incur extra costs.

C. Curry described her previous experience with emergency response table-top exercises with other Boards she has sat on. She asked if there is a plan to have the MVCA Board of Directors and MVCA management participate in a run-through of an IT emergency response plan. A. Broadbent answered that documenting the IT emergency response plan is needed. S. McIntyre explained that most vulnerabilities identified were internal to MVCA and that there is an ongoing program to educate MVCA staff to reduce risks. She added that after the last security breach, a contractor was employed to make IT improvements to MVCA's IT security. S. McIntyre committed to connect with C. Curry to gain an understanding of her previous experiences and to determine what may be appropriate for the MVCA Board of Directors.

J. Mason asked if the IT Asset Management Plan will have an impact on the Operating or Capital Budget. S. McIntyre answered that there will be no impact to the 2024 budget, but moving forward Software as a Service (SAS) requirements will likely increase and put pressure on operating costs. She added that the existing 10-Year Capital Plan had allowed for replacement of the servers and that the new server would not incur any additional costs.

**FAAC23/11/28-3**

**MOVED BY: P. Kehoe**

**SECONDED BY: M. Souter**

**Resolved, That the Finance and Administrative Advisory Committee recommend that the Board of Directors approve the IT Asset Management Plan as set out in Report 3367/23.**

**“CARRIED”**

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

S. Lawryk summarized the current MVCA vehicle fleet, highlighting the aging condition of the vehicles, resulting in rising repair costs. He explained that four-wheel/all-wheel drive vehicles are required by most MVCA departments to access remote areas and to transport both staff and equipment. He added that MVCA has a need for a vehicle with Commercial Vehicle Operator’s Registration (CVOR) to tow equipment like boats and trailers

S. Lawryk identified short-term vehicle needs and outlined a mid-term plan to research modernization of the MVCA fleet and electric vehicle (EV) infrastructure, noting potential to partner with local municipalities. He highlighted that plan will be somewhat fluid based upon changing vehicle requirements and market conditions. Each purchase will be preceded by a cost benefit analysis to ensure it meets the operational and financial needs of the organization. He noted that with the age of the fleet, there is a greater risk of a vehicle requiring a major repair in the future.

A. Kendrick asked if there is a GIS mapping layer that shows EV charger locations within the watershed. A. Broadbent replied that MVCA does not have this GIS layer but that it could be looked into.

P. Kehoe explained that usually when entering a tendering process, the more vehicles the better and asked why the recommendation is to replace only 2 rather than 3. He noted that there are 3 vehicles in the fleet that need replacement based on age and being over 200,000 kilometers. He also asked if there is an ability to partner with member municipalities that will be buying vehicles in 2024 to take advantage of any possible cost-savings by buying in multiple. S. Lawryk replied that MVCA takes advantage of fleet pricing with the company that provides fuel for the fleet, but agreed that there is an opportunity to reach out to member municipalities to pursue bulk purchase. S. Lawryk added that his recommendation of replacing

two cars rather than 3 is based on maintaining lower costs and staggering the acquisition of vehicles to reduce multiple replacements or repair costs in the future.

M. Souter asked if there is an annual transfer of funds to reserves in anticipation of transfer of infrastructure to or electric vehicles or if it solely dependent on grants. S. Millard answered that the current 10-Year Capital Plan does not have MVCA building the vehicle reserve over the next 5 years—all contributions to reserves are scheduled to be allocated to Water Control Structures based upon need. Contributions to the Vehicle Reserve begin in year six. Currently, the vehicle reserve has approximately \$220,000. MVCA plans to draw from this reserve in 2024 but no other years in the near-term. S. McIntyre explained that the purchase of a new vehicle does not necessarily mean drawing from vehicle reserves. Another option is PAYGO—paying as you go using same-year revenues/cash on hand.

M. Souter expressed concern over the depletion of vehicle reserves with the additional need to replace the CVOR vehicle in the future in addition to the two recommended. S. Millard explained that in the current plan it is not anticipated that any excess above the approximate \$45,000 will be taken from vehicle reserves. Currently other sources of funding are expected to cover cost of any other vehicle procurement.

C. Curry expressed her support for collaborating with member municipalities to gather information to inform the Fleet Management Plan in regards to fleet optimization, cost savings, and electric infrastructure.

M. Souter asked if any thought has been given to installing public chargers at Conservation Areas. S. Lawryk explained that MVCA has started the process of exploring charging installation opportunities, noting that the grants available are larger for public charging stations in comparison to in-house fleet chargers.

R. Huetl asked what the waiting time would be for a new vehicle. S. Lawryk responded that it is dependent on the vehicle type/model and that a cost benefit analysis will be required to determine the best option.

R. Huetl commented that MVCA transition to EV cars is highly dependent on charger availability across the watershed, particularly in North Frontenac, which is a far distance from the MVCA's office. S. Lawryk agreed that once EV infrastructure is in place he would feel more comfortable about the safety of staff travelling far distances.

J. Mason commented that the plan for EV infrastructure is a future topic for discussion. She highlighted the current need for replacing two fleet vehicles. The Fleet Management Plan is open and can be developed over time as things change, leaving opportunities to discuss EV capabilities further.

R. Kidd asked if the price estimate of \$120,000 for a rental vehicle is for a 1-year period. S. Lawryk responded that the price is for an assumed 8-month period to cover MVCA through its main operational period.

R. Kidd highlighted the importance of pursuing grants for public charging stations at the Conservation Areas. He explained that MVCA should set an example by being the leader in installing charging stations. S. McIntyre responded that part of the Fleet Management Plan looks at how to implement the creation of EV infrastructure. She added that there is an opportunity for a public charging station at the MVCA office that would service the community using Roy Brown Park and commuting on Highway 7. She explained that grants available to the municipalities are more robust than those available to the Conservation Authority. Partnering with member municipalities would help ensure optimization of available grant funds. She added that in 2024 a supplemental report could be created to explore EV infrastructure options more thoroughly. R. Kidd noted that there will be many opportunities to charge along Highway 7 and feels there is a greater opportunity to support the community by providing chargers in more remote locations like Conservation Areas.

A. Kendrick added that he supports MVCA being a leader in EV infrastructure. He highlighted the opportunity for MVCA to purchase hybrid vehicles for the two immediate recommended replacements and to look to fully electric as infrastructure is improved and developed within the watershed.

J. Mason noted the commitment for MVCA to look into EV infrastructure opportunities and for future reports to be tabled with the Finance and Administration Committee and Board of Directors.

**FAAC23/11/28-4**

**MOVED BY: R. Huetl**

**SECONDED BY: A. Kendrick**

**Resolved, That the Finance and Administrative Advisory Committee recommend that the Board of Directors approve the Fleet Management Plan as set out in report 3368/23.**

**“CARRIED”**

4. **2024 Fees, Report 3369/23, (S. Millard)**

S. Millard explained that MVCA has updated the Fee Schedule assuming the Province of Ontario extend the freeze that ends on December 31<sup>st</sup>. The basis for all permit, planning and modelling fees is a 3% increase, which is inline with South Nation and Rideau Valley Conservation Authorities to keep City of Ottawa fees consistent.



Updating of wording is highlighted in yellow in the report to ensure clarity. She noted changes to Conservation Area fees in Schedule D, explaining that a market analysis and comparison was conducted over the past 6 months to determine appropriate fees. She noted that these fees are for Category 3 programs and that MVCA is working towards greater cost-recovery and a potential surplus. Comparative properties used for the analysis included other historic sites, such as Pinhey's Point in Dunrobin, rather than other local wedding venues. Fees have been structured to require a 4-hour minimum booking time.

A. Kendrick noted that proceeding with a 3% increase in fees for 2024, the Conservation Authorities are accepting a 1-year hiatus in fee increases. He asked if there was any discussion of a higher fee increase. S. McIntyre clarified that MVCA adjusted its 2023 fees in advance of the provincial freeze, therefore this impact will not be incurred.

**FAAC23/11/28-5**

**MOVED BY: A. Kendrick**

**SECONDED BY: M. Souter**

**Resolved, That the Finance and Administrative Advisory Committee recommend that the Board of Directors approve the 2024 Fee Schedule as set out in Report 3369/23.**

**“CARRIED”**

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

S. Millard explained that when the Reserve Policy was approved and implemented in July 2022, it was noted that MVCA would need to come back and update it to fully implement agreements under Category 2 and 3. She presented the current state of operating reserves and projected year-end, noting that the General Operating Reserve is projected to be almost double the target balance set in the policy; and that the 10-Year Capital Plan provides for building the capital reserves fairly aggressively over the next few years.

S. Millard explained that the target operating reserve levels for Category 2 and 3 are designed to offset fluctuations in funding for those programs, and equal the percentages used in the Category 2 and 3 municipal agreements. She summarized the proposed changes in reserve fund balances, and the projected 2023 year-end balances.

M. Souter noted that in order to bring the new Category 2 and 3 Operating Reserves up to target, it is proposed that any surplus within an operating budget would build the fund. She asked if there are any other sources of funding and if any future municipal capital levies would feed into these funds. S. Millard answered that grants, donations, and fees are alternative sources of funding that feed into these funds. S. McIntyre explained that the agreements that

the municipalities have signed says that up to 2% of the annual capital levy can go towards the category 3 capital works in the current year or to build the reserve. She added that grants and contributions are looked at to build Category 2 and 3 Operating Reserves.

**FAAC23/11/28-6**

**MOVED BY: P. Kehoe**

**SECONDED BY: M. Souter**

**Resolved, That the Finance and Administrative Advisory Committee recommend that the Board of Directors:**

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

**“CARRIED”**

6. 2024 Budget, Report 3371/23. (S. Millard)

S. McIntyre explained the process behind the budget setting for 2024. She noted that in the fall, the Board of Directors approved postponing the Annual General Meeting and annual review of financial statements to March/April, and that the budget would proceed in February separate from those items.

S. McIntyre reviewed the totals for the 2023 and 2024 budgets, noting a 6.5% increase. She explained that the increase in Capital budget is due to a major capital project--the Water and Sewer connection that is expected for 2024. The bulk of operating expenditures is for Category 1 programming. Most of the budget is supported by the municipal levy but MVCA is making efforts to increase revenues through fees for service, and pursuing grants and contributions.

She noted that all Category 1 programs see a drop from 2023 to 2024 due to the reallocation of costs to Category 2 and 3 programs. She highlighted the proposed draft budgets for Category 2 and 3 programs. She noted the increase in the budget for Category 3 programs in part due to the introduction of the approved education program. She summarized the Capital budget, noting the continuation of WECl projects, Conservation Area safety maintenance, Corporate projects such as the Water and Sewer Connection, and debt repayment. She highlighted capitalization of some of the technical studies, major products that MVCA produces like mapping and models that meet lifecycle length requirements and have the potential to be shared at a cost.

A. Kendrick asked if the Corporate projects ‘Other Revenue’ figure of \$715,000 is taking out more debt. S. McIntyre explained that the policy states that if a capital project exceeds

\$500,000 that MVCA would consider debt financing. This was tabled and approved previously when it was recognized that the water and sewer connection would likely exceed \$500,000.

M. Souter asked how long it will take for MVCA to repay the current mortgage. S. McIntyre responded that by 2040, 17 years.

M. Souter asked if money was set aside for future connection to Water and Sewer when the property was purchased and why it was not included in the mortgage. S. McIntyre responded that she cannot speak to the reason why it was not included in the mortgage at the time. She explained that some money has been set aside in the Capital Reserves over the years to allow for the water and sewer connection but are insufficient due to the combination of costs for hooking up to municipal services, decommissioning existing structures, and payment to the Town for bringing municipal services to the property line. M. Souter asked if any money is set aside for any potential lawsuits over the amount owed for the services being brought to the property line.

J. Mason noted that this topic was covered at the last Finance and Administration Committee meeting and Board of Directors Meeting and any further discussion should go in-camera. She explained that the General Manager will be tabling the status of negotiations with the Town of Carleton Place with the Finance and Administrative Committee and the Board of Directors. M. Souter withdrew her question. R. Kidd asked if an agreement has been reached. J. Mason confirmed that no agreement has been made at this time. R. Kidd commented that the amount of \$715,000 for the Water and Sewer Connection is close to 20% of the cost to build the MVCA office.

S. McIntyre asked if any further details/explanations are required in regards to the budget. J. Mason commented that the improved formatting makes the budget clear and easy to understand. J. Mason asked again if any members require more information. M. Souter also commented that the formatting made the budget very easy to understand and is satisfied that the budget can be tabled with the Board of Directors.

A. Kendrick expressed concern over the cost of the Water and Sewer Connection and asked if continuing with existing infrastructure is possible. J. Mason commented that the answer for this question will require going in-camera.

A. Kendrick asked about the status of the reserves, drawing down on reserves without any significant contributions and asked if this is sustainable moving forward. S. Millard answered that the 10-Year Capital Plan that was tabled with the Board in the spring has a significant increase in the levy over the next several years to bring the reserve levels up and MVCA is looking to transfer overages from the operating reserve to the capital reserves. J. Mason asked if there will be an update of the 10-Year Capital plan presented in 2024. S. Millard answered

that the intent is to update every year. J. Mason noted that this would provide an opportunity to see how the reserves are affected over time.

C. Curry asked there is any advocacy work that is recommended. S. McIntyre responded that the Board has previously lobbied the province regarding the WECl funding and annual transfer. MVCA is mandated by the regulation to deliver services on behalf of the province and the funding has been cut in half after 17 years with no increase. MVCA could lobby to reinstate the other half as well as indexing moving forward to cover the costs to deliver services for the province. She added that the province has not increased the value of the WECl capital funding envelope for roughly 20 years. She noted that a key constraint in the administration of WECl grants is that CAs are typically given less than 10 months to complete a capital project from the time funding is approved.

C. Curry mentioned a recent auditor report regarding a subdivision approved within the flood plain and expressed concern about approval processes of CAs. J. Mason confirmed that the General Manager will follow this situation. S. McIntyre commented that MVCA will be dealing with something comparable that will be tabled with the Policy and Planning Committee, regarding updated policies and objectives that will help guide permit approvals within MVCA regulated areas.

**FAAC23/11/28-7**

**MOVED BY: P. Kehoe**

**SECONDED BY: R. Huetl**

**Resolved, That the Finance and Administrative Advisory Committee enter into camera to discuss an issue of potential financial and legal impact to the Conservation Authority.**

**And further, Resolved, That:**

**Sally McIntyre, Stacy Millard, Scott Lawryk, Dana Doherty and Kelly Hollington remain in the room.**

**“CARRIED”**

**FAAC23/11/28-8**

**MOVED BY: P. Kehoe**

**SECONDED BY: M. Souter**

**Resolved, That the Finance and Administrative Advisory Committee move out of in-camera discussion.**

**“CARRIED”**

**FAAC23/11/28-9**

**MOVED BY: R. Huetl**

**SECONDED BY: A. Kendrick**

**Resolved, That the Finance and Administrative Advisory Committee recommend that the Draft 2024 Budget be tabled with the Board of Directors for consideration and circulated to member municipalities for comment.**

**“CARRIED”**

7. K&P Trail Landowners Dispute

J. Mason asked for a motion to defer item 7 of the agenda.

**FAAC23/11/28-10**

**MOVED BY: P. Kehoe**

**SECONDED BY: R. Huetl**

**Resolved, That the Finance and Administrative Advisory Committee defer item 7 that had been added to the agenda.**

**“CARRIED”**

**ADJOURNMENT**

**FAAC23/11/28-11**

**MOVED BY: R. Huetl**

**SECONDED BY: M. Souter**

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

**“CARRIED”**

The meeting adjourned at 11:56 a.m.

K. Hollington, Recording Secretary

Financial Statements of

**MISSISSIPPI VALLEY  
CONSERVATION AUTHORITY**

Year ended December 31, 2023

DRAFT

# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

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Year ended December 31, 2023

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### **Management's Responsibility for the Financial Statements**

The accompanying financial statements of the Mississippi Valley Conservation Authority (the "Authority") are the responsibility of the Authority's management and have been prepared in accordance with Canadian public sector accounting standards. The significant accounting policies are described in summary in Note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

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

The Board of Directors meets with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements. The financial statements have been audited by KPMG LLP, independent external auditors appointed by the Board. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Authority's financial statements.

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Sally McIntyre,  
General Manager

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Stacy Millard,  
Treasurer



## INDEPENDENT AUDITOR'S REPORT

To the Board of Mississippi Valley Conservation Authority

### **Opinion**

We have audited the financial statements of Mississippi Valley Conservation Authority (the Entity), which comprise:

- the statement of financial position as at December 31, 2023
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements, present fairly, in all material respects, the financial position of the Entity as at December 31, 2023, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditor's Responsibilities for the Audit of the Financial Statements**" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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### ***Other Matter – Comparative Information***

The financial statements as at and for the year ended December 31, 2022 were audited by another auditor who expressed an unmodified opinion on these financial statements on February 22, 2023.

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

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

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

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

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

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Page 3

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Kingston, Canada

April 8, 2024

# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

## Statement of Financial Position

December 31, 2023, with comparative information for 2022

	2023	2022
Financial assets:		
Cash	\$ 964,957	\$ 2,836,873
Investments (note 2)	2,620,945	1,019,167
Accounts receivable (note 3)	590,261	642,236
	<u>4,176,163</u>	<u>4,498,276</u>
Financial liabilities:		
Accounts payable and accrued liabilities (note 4)	563,806	370,234
Deferred revenue - other (note 5)	120,875	374,389
Current portion of long-term debt (note 6)	175,530	245,260
Long-term debt (note 6)	3,977,401	4,151,522
Retirement benefit liability (note 7)	146,346	155,818
Asset retirement obligations (note 13)	61,936	-
	<u>5,045,894</u>	<u>5,297,223</u>
Net financial debt	(869,731)	(798,947)
Non-financial assets:		
Prepaid expenses	36,450	35,165
Intangible assets (note 9)	117,697	111,244
Tangible capital assets (note 8)	7,893,010	7,482,111
	<u>8,047,157</u>	<u>7,628,520</u>
Contingent liabilities (note 16)		
Economic dependence (note 17)		
Accumulated surplus (note 10)	\$ 7,177,426	\$ 6,829,573

The accompanying notes are an integral part of these financial statements.

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

## Statement of Operations and Accumulated Surplus

Year ended December 31, 2023, with comparative information for 2022

	Budget 2023	Actual 2023	Actual 2022
	(Unaudited - note 11)		
<b>Revenue:</b>			
Municipal levy - general	\$ 2,962,450	\$ 2,962,451	\$ 2,777,100
Municipal levy - special	71,500	71,500	63,870
Other revenue (Schedule 1)	1,061,742	1,427,315	1,292,736
Provincial grant - MNRF Section 39	128,436	128,436	128,436
Provincial grant - CMOG	13,445	13,445	13,445
Conservation area - fees, sales and rental	84,000	96,148	77,428
Supplementary programs	24,235	26,774	15,232
Donations	58,500	36,500	15,469
	<u>4,404,308</u>	<u>4,762,569</u>	<u>4,383,716</u>
<b>Expenses:</b>			
Corporate services (Schedule 2)	1,108,512	1,026,312	795,489
Watershed management (Schedule 2)	2,100,573	2,079,651	1,693,892
Flood and erosion control (Schedule 2)	508,166	487,906	737,190
Conservation areas (Schedule 2)	416,511	543,832	496,663
Category 2 programs (Schedule 2)	—	104,131	15,158
Category 3 programs (Schedule 2)	391,199	331,370	203,654
	<u>4,524,961</u>	<u>4,573,202</u>	<u>3,942,046</u>
Annual operating surplus before the undernoted items	(120,653)	189,367	441,670
<b>Capital activities:</b>			
Municipal levy - capital	634,628	634,628	598,706
Interest on long-term debt	—	(141,488)	(142,500)
Amortization of assets	—	(334,654)	(310,837)
	<u>634,628</u>	<u>158,486</u>	<u>145,369</u>
Annual surplus	513,975	347,853	587,039
Accumulated surplus, beginning of year	6,829,574	6,829,573	6,242,534
Accumulated surplus, end of year (note 10)	<u>\$ 7,343,549</u>	<u>\$ 7,177,426</u>	<u>\$ 6,829,573</u>

The accompanying notes are an integral part of these financial statements.

# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

## Statement of Changes in Net Financial Assets

Year ended December 31, 2023, with comparative information for 2022  
(In thousands of dollars)

	Budget 2023	Actual 2023	Actual 2022
	(Unaudited - note 11)		
Annual surplus	\$ 513,975	\$ 347,853	\$ 587,040
Acquisition of tangible capital assets	(1,068,750)	(730,398)	(937,481)
Acquisition of intangible assets	—	(21,609)	(72,900)
Amortization of assets	—	334,654	310,837
Change in prepaid expenses	—	(1,284)	(12,452)
	(1,068,750)	(418,637)	(711,996)
Decrease in net financial assets	(554,775)	(70,784)	(124,956)
Net financial assets (debt), beginning of year	(798,947)	(798,947)	(673,991)
Net financial assets (debt), end of year	\$ (1,353,722)	\$ (869,731)	\$ (798,947)

The accompanying notes are an integral part of these financial statements.

# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

## Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Cash provided by (used for):		
Operating activities:		
Annual surplus	\$ 347,853	\$ 587,040
Items not involving cash:		
Amortization of assets	334,654	310,837
Retirement benefit liability	(9,472)	4,024
Asset retirement obligations	61,936	-
Changes to financial assets and liabilities:		
Accounts receivable	51,975	(272,971)
Prepaid expenses	(1,285)	(12,452)
Accounts payable and accrued liabilities	193,572	(400,759)
Deferred revenue	(253,514)	(297,265)
	(9,252)	(983,447)
Net change in operating activities	725,719	(81,546)
Capital activities:		
Acquisition of tangible capital assets	(730,398)	(937,481)
Acquisition of intangible assets	(21,609)	(72,900)
	(752,007)	(1,010,381)
Investing activities:		
Purchase of short-term investments	(1,601,778)	(1,019,167)
Financing activities:		
Proceeds from long-term debt	-	700,000
Repayment of long-term debt	(243,850)	(83,923)
	(243,850)	616,077
Decrease in cash during the year	(1,871,916)	(1,495,017)
Cash, beginning of year	2,836,873	4,331,890
Cash, end of year	\$ 964,957	\$ 2,836,873

The accompanying notes are an integral part of these financial statements.

# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

## Schedule 1 - Other Revenue

Year ended December 31, 2023

	Budget (note 11)	2023	2022
Other revenue:			
Bell Canada - K&P	\$ 1,769	\$ 1,933	\$ 2,857
Birdhouse Auction	16,094	–	–
Conservation Centre rentals	4,500	3,641	–
Enbridge	5,000	–	–
Freedom of Information	–	675	40
Special grants:			
ALUS	–	56,962	103,310
County of Lanark Forestry Program	7,000	15,252	11,147
DMAF	40,000	50,752	–
ECCC-CO	174,075	299,688	48,757
Education review	5,000	–	–
Provincial - FHIMP - Clyde River FPM	74,800	66,183	–
Other FPM	35,000	–	–
Federal - NDMP	–	–	7,535
Poole Creek	3,000	–	8,854
MOK - Mississippi Mills	17,914	5,693	12,460
Ottawa - Carp Erosion Control	–	42,193	9,443
Ottawa - Carp Restoration Survey	–	25,399	–
Ottawa Rural Clean Water Project	3,000	19,086	12,899
Grants - Other	70,000	8,100	–
Interagency Coordination - LiDAR	–	37,372	30,986
Interest	73,000	173,288	69,648
MNR - WECEI	105,000	199,725	397,259
MNR dam ops	7,590	8,000	7,730
Ontario Power Generation	44,000	38,243	19,320
Planning and regulation fees	280,000	332,466	445,363
Professional services/staff time	5,000	18,808	–
RTM trust fund	–	–	4,641
RBC	15,000	–	–
Septic inspection program	75,000	19,615	77,703
Sundry revenue	–	4,241	12,784
WISKI contributions	–	–	10,000
	\$ 1,061,742	\$ 1,427,315	\$ 1,292,736



# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

## Schedule 2 - Expenses

Year ended December 31, 2023

	Budget (note 11)	2023	2022
<b>Corporate services:</b>			
Administration	\$ 816,267	\$ 733,026	\$ 698,270
Communications	36,000	76,263	28,745
Information management	80,445	166,261	82,546
Head office	191,200	68,152	—
Vehicle and equipment	(17,400)	(17,390)	(14,072)
	1,106,512	1,026,312	795,489
<b>Watershed management:</b>			
Plan review	\$ 1,015,109	\$ 959,372	\$ 791,135
Septic inspection program	75,000	80,410	58,851
Monitoring - Category 1	42,500	6,667	—
Technical studies and watershed planning	967,963	1,033,202	843,906
	2,100,572	2,079,651	1,693,892
<b>Flood and erosion control:</b>			
Flood forecasting and warning	\$ 247,357	\$ 316,453	\$ 253,523
Dam operations	260,809	171,453	483,667
	508,166	487,906	737,190
<b>Conservation areas:</b>			
Conservation Areas	\$ 416,511	\$ 543,832	\$ 496,663
Technical Studies - Conservation	—	—	—
	416,511	543,832	496,663
<b>Category 2 programs:</b>			
Monitoring - Category 2	\$ —	\$ 104,131	\$ 15,158
Watershed Plan	—	—	—
	—	104,131	15,158
<b>Category 3 programs:</b>			
Stewardship programs	\$ 213,078	\$ 199,833	\$ 108,683
Education programs	17,000	—	—
Visitor services	163,121	131,537	94,971
	393,199	331,370	203,654
	\$ 4,524,960	\$ 4,573,202	\$ 3,942,046

# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements

Year ended December 31, 2023

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

## 1. Significant accounting policies:

The financial statements of the Authority are prepared by management in accordance with generally accepted accounting principles for organizations operating in the local government sector as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Authority are as follows:

### (a) Basis of accounting:

The financial statements of the Authority have been prepared on the accrual basis of accounting, whereby revenues and expenses are reflected in the accounts in the year in which they have been earned or incurred respectively. The financial statements do not include the activities of the Mississippi Valley Conservation Foundation, a related incorporated registered charity.

### (b) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

#### (i) Tangible capital assets:

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

Asset	Useful Life - Years
Land improvements	10-30 years
Water control structures	20-50 years
Buildings	40 years
Leasehold improvements	lease term
Equipment	10 years
Motor Vehicles	5 years
Computer equipment	5 years
Furniture and fixtures	10 years

# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2023

## 1. Significant accounting policies (continued):

### (b) Non-financial assets (continued):

#### (i) Tangible capital assets (continued):

Annual amortization is charged in the first year after acquisition and in the year of disposal. Work-in-progress is not amortized until the asset is available for productive use, at which time the costs are transferred to the appropriate asset category.

#### (ii) Intangible capital assets:

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

Asset	Years
GIS mapping	10 years

#### (iii) Impairment:

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

### (c) Leases:

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

### (d) Pensions and employee benefits:

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

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

# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2023

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## 1. Significant accounting policies (continued):

### (d) Pensions and employee benefits (continued):

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

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

### (e) Deferred revenue:

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

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

### (f) Revenue recognition:

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

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

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

### (g) Reserves:

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

### (h) Investments:

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

# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2023

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## 1. Significant accounting policies (continued):

### (i) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Derivative instruments and equity instruments that are quoted in an active market are reported at fair value. All other financial instruments are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value. The Authority has not elected to carry any such financial instruments at fair value.

Transaction costs incurred on the acquisition of financial instruments are measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations and adjusted through the statement of remeasurement gains and losses.

When the asset is sold, the unrealized gains and losses previously recognized in the statement of remeasurement gains and losses are reversed and recognized in the statement of operations.

The Standards require an organization to classify fair value measurements using a fair value hierarchy, which includes three levels of information that may be used to measure fair value:

- Level 1 - Unadjusted quoted market prices in active markets for identical assets or liabilities;
- Level 2 - Observable or corroborated inputs, other than level 1, such as quoted prices for similar assets or liabilities in inactive markets or market data for substantially the full term of the assets or liabilities: and
- Level 3 - Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets and liabilities.

### (j) Measurement uncertainty:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue during the period. Actual results could differ from these estimates. These estimates are reviewed periodically and as adjustments become necessary, they are recorded in the financial statements in the period in which they become known. Significant estimates include estimated useful life of tangible capital assets, retirement benefit liabilities and asset retirement obligations.

# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2023

---

## 1. Significant accounting policies (continued):

### (k) Contributed services:

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

### (l) Corporate services program revenue and expenditures:

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

### (m) Asset retirement obligations:

An asset retirement obligation ("ARO") at fair value is recognized when, as at the financial reporting date, all of the following criteria are met:

- (i) There is a legal obligation to incur retirement costs in relation to a tangible capital asset and other contract obligations;
- (ii) The past transactions or events giving rise to the liability has occurred;
- (iii) It is expected that future economic benefits will be given up; and
- (iv) A reasonable estimate of the amount can be made.

Actual remediation costs incurred are charged against the ARO to the extent of the liability recorded.

Differences between the actual remediation costs incurred and the associated liabilities are recognized in the Statement of Operations and Accumulated Surplus at the time of remediation.

The asset retirement obligation is based on management's best estimate of the expenditures to settle the obligation. A liability has been recognized based on estimated future expenses on retirement of the tangible capital assets. Under the prospective method, the assumptions used on initial recognition are those as of the date the legal obligation was incurred. Assumptions used in the subsequent calculations are revised yearly.

### (n) Statement of Remeasurement Gains and Losses:

A Statement of Remeasurement Gains and Losses has not been provided as there are no significant unrealized gains or losses at December 31, 2023 or 2022.

# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2023

## 2. Investments:

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

	2023	2022
Matures September 26, 2023 and earns interest at rate of 4.4% per annum	\$ —	\$ 1,019,167
Matures March 26, 2024 and earns interest at rate of 5.37% per annum	533,406	—
Matures June 6, 2024 and earns interest at rate of 4.9% per annum	514,029	—
Matures September 17, 2024 and earns interest at rate of 5.0% per annum	1,039,726	—
Matures January 27, 2025 and earns interest at rate of 5.64% per annum	533,784	—
	<b>\$ 2,620,945</b>	<b>\$ 1,019,167</b>

## 3. Accounts receivable:

	2023	2022
Government and trade receivables	\$ 390,941	\$ 410,160
HST rebate	139,310	210,566
Mississippi Valley Conservation Foundation	60,010	21,510
	<b>\$ 590,261</b>	<b>\$ 642,236</b>

## 4. Accounts payable and accrued liabilities:

	2023	2022
Trade payable and accruals	\$ 399,497	\$ 106,541
Wages and benefits	164,309	188,670
Loan interest	—	75,023
	<b>\$ 563,806</b>	<b>\$ 370,234</b>

# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2023

## 5. Deferred revenue:

	2023	2022
Beginning balance	\$ 374,389	\$ 671,654
Add amount received related to the following year	9,642	267,162
	384,031	938,816
Less: amount recognized as revenue in the year	263,156	564,427
Ending balance	\$ 120,875	\$ 374,389
	2023	2022
Deferred revenue consists of:		
City of Ottawa - Upper Poole Creek study	\$ 3,147	\$ 3,147
City of Ottawa - Municipal Levy	-	251,162
Developer deposits	63,170	62,970
Eastern Region Safety Committee	3,146	3,146
Enbridge - Roy Brown Park	5,000	5,000
Mississippi Mills - Naismith Foundation	-	5,693
MVC Foundation	25,771	25,771
Ontario Power Generation	2,500	2,500
RBC Foundation	15,000	15,000
Weddings - future bookings	3,141	-
	\$ 120,875	\$ 374,389



# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2023

## 6. Long-term debt:

	2023	2022
The Corporation of the Town of Carleton Place loan bearing interest at 3.4% per annum, repayable in semi-annual blended payments of \$138,502. The loan matures June 1, 2040. Secured by mortgage on property at 10970 Highway 7, Carleton Place, ON with a net book value of \$4,372,047	\$ 3,477,430	\$ 3,706,474
The City of Ottawa loan bearing interest at 3.0% per annum, repayable in monthly blended payments of \$2,951. The loan matures April 1, 2052. The purpose of the loan is to assist with financing of development and construction of water erosion control infrastructure at the Shabomeka Lake Dam.	675,501	690,308
	4,152,931	4,396,782
Less: current portion of long-term debt	175,530	245,260
Long-term portion	\$ 3,977,401	\$ 4,151,522

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

2024	\$ 175,530
2025	181,488
2026	187,651
2027	194,020
2028	200,610
Thereafter	3,213,632
	\$ 4,152,931

Interest paid during the year amounted to \$141,488 (2022 - \$142,500).

## 7. Retirement benefit liability:

The Authority sponsors a plan for retiree life and health benefits. Retirees are eligible for benefits from age 60 to age 65 after 25 years of service. Total benefit payments for retirees during the year were \$14,454 (2022 - \$9,399). The plan is unfunded and requires no contribution from employees.

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

# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2023

## 7. Retirement benefit liability (continued):

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

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

	2023	2022
Current service cost	\$ 5,384	\$ 7,562
Interest retirement benefit obligation	4,186	4,311
Amortization of actuarial gains	(4,588)	(688)
	\$ 4,982	\$ 11,185

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

Unamortized (gain) loss related to retirement benefits:

	2023	2022
Unamortized loss at beginning of year	\$ (61,254)	\$ (9,429)
Gain in period	-	(52,513)
	(61,254)	(61,942)
Less amortization of loss	4,588	688
Unamortized loss at end of year	\$ (56,666)	\$ (61,254)

	2023	2022
Accrued benefit obligation	\$ 89,680	\$ 94,564
Unamortized actuarial experience gain	56,666	61,254
Accrued benefit liability	\$ 146,346	\$ 155,818

# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2023

## 8. Tangible capital assets:

Cost	Balance at December 31, 2022	Transfers and additions	Transfers, disposals and adjustments	Balance at December 31, 2023
Land	\$ 903,066	\$ —	\$ —	\$ 903,066
Land improvements	141,595	13,452	—	155,047
Water and control structures	4,042,996	451,003	—	4,494,000
Buildings	6,221,446	56,104	—	6,277,550
Building asset retirement obligation	—	61,933	—	61,933
Leasehold improvements	452,442	1,976	—	454,418
Equipment	421,267	88,840	—	510,107
Motor vehicles	293,680	45,924	—	339,604
Computer equipment	181,515	11,166	—	192,681
Furniture and fixtures	273,170	—	—	273,170
<b>Total</b>	<b>\$ 12,931,177</b>	<b>\$ 730,398</b>	<b>\$ —</b>	<b>\$ 13,661,576</b>

Accumulated amortization	Balance at December 31, 2022	Amortization expense	Transfers, disposals and adjustments	Balance at December 31, 2023
Land	\$ —	\$ —	\$ —	\$ —
Land improvements	74,608	21,921	—	96,529
Water and control structures	2,045,794	81,184	—	2,126,978
Buildings	1,820,723	154,626	—	1,975,349
Building asset retirement obligation	—	14,104	—	14,104
Leasehold improvements	435,742	1,653	—	437,395
Equipment	356,918	23,575	—	380,493
Motor vehicles	286,114	11,076	—	297,190
Computer equipment	156,343	11,015	—	167,358
Furniture and fixtures	272,824	346	—	273,170
<b>Total</b>	<b>\$ 5,449,066</b>	<b>\$ 319,500</b>	<b>\$ —</b>	<b>\$ 5,768,566</b>

	Net book value December 31, 2022	Net book value December 31, 2023
Land	\$ 903,066	\$ 903,066
Land improvements	66,987	58,518
Water and control structures	1,997,202	2,367,022
Buildings	4,400,723	4,302,201
Building asset retirement obligation	—	47,829
Leasehold improvements	16,700	17,023
Equipment	64,349	129,614
Motor vehicles	7,566	42,414
Computer equipment	25,172	25,323
Furniture and fixtures	346	—
<b>Total</b>	<b>\$ 7,482,111</b>	<b>\$ 7,893,010</b>

# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2023

## 9. Intangible assets:

	Cost	Accumulated Amortization	2023 Net Book Value	2022 Net Book Value
GIS mapping	\$ 151,550	\$ 33,853	\$ 117,697	\$ 111,244

Cost and accumulated amortization of intangible assets at December 31, 2022 amounted to \$129,942 and \$18,698, respectively.

## 10. Accumulated surplus:

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

	2023	2022
Tangible capital assets	\$ 7,845,181	\$ 7,482,111
Less: long-term debt	(4,152,931)	(4,396,782)
Invested in tangible capital assets	3,692,250	3,085,329
Invested in intangible assets	117,697	111,244
Unrestricted deficit:		
Operating	1,022,526	1,496,074
Category 2 operating	89,000	–
Category 3 operating	125,760	–
	1,237,286	1,496,074
Reserves:		
Building	534,701	573,701
Conservation areas	185,700	185,700
Information technology	80,185	80,158
Museum building and art	–	6,760
Category 3 capital	39,000	–
Sick pay	73,843	73,843
Vehicles	263,537	263,537
Water control structures	514,391	514,391
Water management priorities (Glen Cairn Provincial funding)	438,836	438,836
	2,130,193	2,136,926
Total accumulated surplus	\$ 7,177,426	\$ 6,829,573

Tangible capital assets are less the net book value of the building asset retirement obligation of \$47,829 (2022 - \$Nil)

# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2023

## 11. Budget:

The budget data presented in these financial statements is based upon the 2023 operating and capital budgets approved by the Board on February 22, 2023.

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

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

	Budget	Actual
Annual surplus per Statement of Operations	\$ 513,975	\$ 347,853
Acquisition of tangible capital assets	(1,068,750)	(730,398)
Acquisition of intangible assets	–	(21,609)
Amortization of assets	–	334,654
Debt repayment	(312,417)	(385,340)
Debt financing	–	–
Transfers (to) from unrestricted operating reserve	198,120	75,476
Transfers (to) from restricted reserves	669,072	379,364
	\$ –	\$ –

## 12. Expenses by object:

A breakdown of expenses by object is as follows:

	2023	2022
Wages and benefits	\$ 3,214,418	\$ 2,923,938
Materials and supplies	152,128	184,243
Amortization	334,655	310,837
Purchased services	330,071	289,883
Insurance, heat and utilities	207,099	198,049
Direct project expenses	439,111	191,016
Travel and vehicle	94,609	50,052
Computer supplies and IT support	96,121	69,763
Property taxes	12,648	12,281
Interest on long-term debt	141,488	142,500
Other expenses	28,996	22,821
	\$ 5,049,344	\$ 4,395,383

# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2023

## 13. Asset retirement obligations:

The Authority's asset retirement obligations relate to the legally required removal or remediation of asbestos-containing materials in certain buildings. The obligation is determined based on the estimated undiscounted cash flows that will be required in the future to remove or remediate the asbestos containing material in accordance with current legislation.

The change in the estimated obligation during the year consists of the following:

	2023	2022
Balance, beginning of year	\$ -	\$ -
Change in accounting policy (note 19(a))	61,936	-
Opening balance, as restated	61,936	-
Less: obligations settled in the year	-	-
Balance, end of year	\$ 61,936	\$ -

## 14. Related parties:

Mississippi Valley Conservation Foundation ("Foundation") raises funds and provides volunteer support for the conservation and education programs of the Authority. The Foundation is a charitable public foundation and may issue tax receipts to donors. The Foundation is exempt from income taxes under paragraph 149(1)(f) of the Income Tax Act as a registered charity. The Foundation is subject to significant influence by the Authority due to Board membership and administrative support. During the year the Foundation provided \$15,000 (2022 - \$Nil) to the Authority to support the Authority's programs.

R.Tait McKenzie Trust ("Trust") raises funds for the R. Tait McKenzie museum operated as part of the Authority's programs. The Trust is a charitable private foundation and may issue tax receipts to donors. The Trust is exempt from income taxes as a registered charity. The Trust is subject to significant influence by the Authority due to Board membership and administrative support. During the year the Trust disbursed \$Nil (2022 - \$4,641) to the Authority to support the Authority's programs.

## 15. Financial risks:

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

### (a) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Authority is exposed to credit risk with respect to the accounts receivable, cash and investments.

# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2023

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## 15. Financial risks (continued):

### (a) Credit risk (continued):

The Authority assesses, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts. The maximum exposure to credit risk of the Authority as at December 31, 2023 is the carrying value of these assets.

The carrying amount of accounts receivable is valued with consideration for an allowance for doubtful accounts. The amount of any related impairment loss is recognized in the Statement of Operations. Subsequent recoveries of impairment losses to accounts receivable are credited to the Statement of Operations and Accumulated Surplus. The balance of the allowance for doubtful accounts is \$Nil (2022 - \$Nil).

There have been no significant changes to the credit risk exposure from 2022.

### (b) Liquidity risk:

Liquidity risk is the risk that the Authority will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Authority manages its liquidity risk by monitoring its operating requirements. The Authority prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations.

Accounts payable and accrued liabilities are generally due within 30 days of receipt of an invoice.

### (c) Interest rate risk:

Interest rate risk is the risk that the fair value of future cash flows or a financial instrument will fluctuate because of changes in the market interest rates.

Financial assets with variable interest rates expose the Authority to cash flow interest rate risk. The Authority's investments are disclosed in note 2.

There has been no change to the interest rate risk exposure from 2022.

## 16. Contingent liabilities:

The nature of Authority activities is such that there may be litigation pending or in prospect at any time. With respect to claims as at December 31, 2023, management believes that the Authority has valid defenses and appropriate insurance coverages in place. In the event any claims are successful, the amount is not determinable, therefore, no amount has been accrued in the financial statements of any potential liability.

## 17. Economic dependence:

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

# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2023

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## 18. Pension benefits:

The Authority makes contributions to the Ontario Municipal Employees Retirement System ("OMERS"), which is a multi-employer plan, on behalf of all eligible members of its staff. The plan is a defined benefit plan, which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

Because OMERS is a multi-employer pension plan, any pension plan surpluses or deficits are the joint responsibility of Ontario municipal organizations and their employees. As a result, the Authority does not recognize any share of the OMERS pension surplus or deficit.

The latest available report for the OMERS plan was December 31, 2023. At that time the plan reported a \$4.2 billion actuarial deficit (2021 - \$6.7 billion), based on actuarial liabilities of \$134.6 billion (2021 - \$128.8 billion) and actuarial assets of \$130.4 billion (2021 - \$122.1 billion). Ongoing adequacy of the current contribution rates will need to be monitored and may lead to increased future funding requirements.

In 2023, the Authority's contribution to OMERS was \$191,970 (2022 - \$157,915).

## 19. Change in accounting policies – adoption of new accounting standards:

(a) The Authority adopted the following accounting standard beginning January 1, 2023:

*PS 3280 Asset Retirement Obligations ("ARO")* establishes the accounting and reporting requirements for legal obligations associated with the retirement of certain tangible capital assets, such as asbestos removal in buildings controlled by public sector entities. An ARO liability can apply to tangible capital assets either in productive use or no longer in productive use. This standard was adopted on January 1, 2023 on prospective basis.

In the past, the Authority has reported its obligations related to the retirement of tangible capital assets in the period when the asset was retired directly as an expense. The new standard requires the recognition of a liability for legal obligations that exist as a result of the acquisition, construction or development of a tangible capital asset, or that result from the normal use of the asset when the asset is recorded, and replaces Section PS 3270, Solid Waste Landfill Closure and Post-Closure Liability. Such obligation justifies recognition of a liability and can result from existing legislation, regulation, agreement, contract, or that is based on a promise and an expectation of performance. The estimate of the liability includes costs directly attributable to asset retirement activities. When recording an asset retirement obligation, the estimated retirement costs are capitalized to the carrying value of the associated assets and amortized over the asset's estimated useful life. The amortization of the asset retirement costs follows the same method of amortization as the associated tangible capital asset.

A significant part of asset retirement obligations results from the removal and disposal of designated substances such as asbestos from the Authority's buildings. The Authority reports liabilities related to the legal obligations where the Authority is obligated to incur costs to retire a tangible capital asset.



# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2023

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## 19. Change in accounting policies – adoption of new accounting standards (continued):

(a) (Continued):

The Authority's ongoing efforts to assess the extent to which designated substances exist in Authority's assets, and new information obtained through regular maintenance and renewal of Authority's assets may result in additional asset retirement obligations from better information on the nature and extent the substance exists or from changes to the estimated cost to fulfil the obligation. The measurement of asset retirement obligations is also impacted by activities that occurred to settle all or part of the obligation, or any changes in the legal obligation. Revisions to the estimated cost of the obligation will result in adjustment to the carrying amount of the associated assets that are in productive use and amortized as part of the asset on an ongoing basis.

In accordance with the provisions of *PS 3280 Asset Retirement Obligations*, the Authority reflected the following adjustments at January 1, 2023:

- An increase of \$61,936, to buildings capital asset account, representing the fair value of the obligation;
- During the year, the ARO asset was amortized over the remaining useful lives of the assets; and
- The 2023 amortization of the ARO asset was \$14,104.

(b) The Authority adopted the following standards concurrently beginning January 1, 2023 prospectively: *PS 1201 Financial Statement Presentation*, *PS 2601 Foreign Currency Translation*, *PS 3041 Portfolio Investments*, and *PS 3450 Financial Instruments*.

(i) *PS 1201 Financial Statement Presentation* replaces *PS 1200 Financial Statement Presentation*. This standard establishes general reporting principles and standards for the disclosure of information in government financial statements. The standard introduces the Statement of Remeasurement Gains and Losses separate from the Statement of Operations. Requirements in *PS 2601 Foreign Currency Translation*, *PS 3450 Financial Instruments*, and *PS 3041 Portfolio Investments*, which are required to be adopted at the same time, can give rise to the presentation of gains and losses as remeasurement gains and losses.

(ii) *PS 2601 Foreign Currency Translation* replaces *PS 2600 Foreign Currency Translation*. The standard requires monetary assets and liabilities denominated in a foreign currency and non-monetary items denoted in a foreign currency that are reported as fair value, to be adjusted to reflect the exchange rates in effect at the financial statement date. Unrealized gains and losses arising from foreign currency changes are presented in the new Statement of Remeasurement Gains and Losses.

# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2023

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## 19. Change in accounting policies – adoption of new accounting standards (continued):

(b) (Continued):

- (iii) *PS 3041 Portfolio Investments* replaces *PS 3040 Portfolio Investments*. The standard provides revised guidance on accounting for, and presentation and disclosure of, portfolio investments to conform to *PS 3450 Financial Instruments*. The distinction between temporary and portfolio investments has been removed in the new standard, and upon adoption, *PS 3030 Temporary Investments* no longer applies.
- (iv) *PS 3450 Financial Instruments* establishes accounting and reporting requirements for all types of financial instruments including derivatives. The standard requires fair value measurement of derivatives and portfolio investments in equity instruments that are quoted in an active market. All other financial instruments will generally be measured at cost or amortized cost. Unrealized gains and losses arising from changes in fair value are presented in the Statement of Remeasurement Gains and Losses.

There were no impacts on the financial statements as a result of the adoption of these new standards.



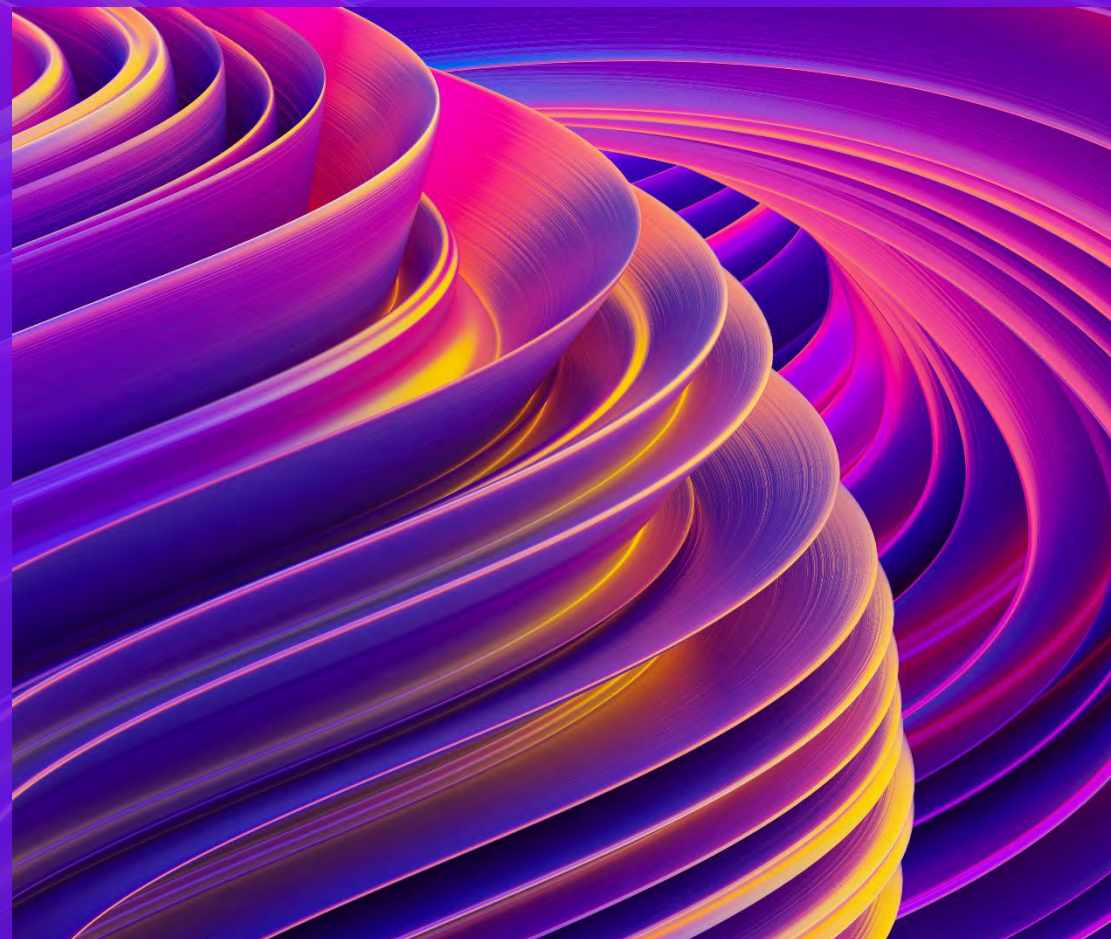
# Mississippi Valley Conservation Authority

Audit Findings Report  
for the year ended  
December 31, 2023



Prepared as of March 21, 2024 for presentation to the Board of  
Directors on April 8, 2024

[kpmg.ca/audit](https://kpmg.ca/audit)



# KPMG contacts

## Key contacts in connection with this engagement



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## Digital use information

This Audit Findings Report is also available as a “hyper-linked” PDF document.

If you are reading in electronic form (e.g. In “Adobe Reader” or “Board Books”), clicking on the home symbol on the top right corner will bring you back to this slide.



Click on any item in the table of contents to navigate to that section.


<b>4</b>	<b>Highlights</b>	<b>5</b>	<b>Status</b>	<b>6</b>	<b>Risks and results</b>	<b>10</b>	<b>Misstatements</b>
<b>11</b>	<b>Control deficiencies</b>	<b>14</b>	<b>Policies and practices</b>	<b>16</b>	<b>Specific topics</b>	<b>17</b>	<b>Independence</b>
<b>18</b>	<b>Appendices</b>						

The purpose of this report is to assist you, as a member of the Finance and Administration Advisory Committee of the Board of Directors, in your review of the results of our audit of the financial statements. This report is intended solely for the information and use of Management and those charged with governance and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.



# Audit highlights

## Status


We have completed the audit of the financial statements (“financial statements”) of Mississippi Valley Conservation Authority (“Conservation Authority”) for the year ended December 31, 2023, with the exception of certain remaining outstanding procedures, which are highlighted on the ‘Status’ side of this report. 

## Significant changes


Significant changes since our audit plan

- No changes to risk assessment
- No changes to audit strategy assessment

## Risks and results


Significant risks 


- We did not identify any significant financial reporting risks other than the presumed risk of management override of controls.


Other risks of material misstatement 


- Other financial reporting risks that required additional audit procedures related to the adoption of new accounting standards

## Policies and practices & Specific topics

Significant unusual transactions 

Accounting policies and practices 

Other financial reporting matters 

Going concern matters 



No matters to report




Matters to report – see link for details

## Materiality


<b>Current year</b>	<b>\$100,000</b>
Benchmark	Expenses
% Benchmark	2.28%
Audit Misstatement Posting Threshold	\$5,000


## Misstatements

Corrected misstatements 

Uncorrected misstatements

## Control deficiencies

Significant deficiencies 

Other observations 



# Status

As of March 21, 2024 in preparation of our Audit Findings Report, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include amongst others:

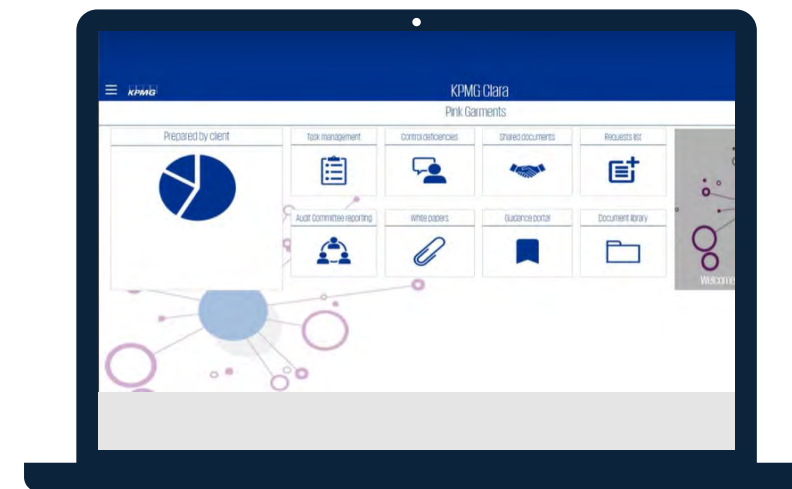
- Receipt of representation letter from the Conservation Authority's actuary;
- Completing our discussions with the Board of Directors;
- Completion of our subsequent events review procedures up to the date of our auditor's report;
- Obtaining evidence of the Board of Director's approval of the financial statements; and
- Receipt of signed management representation letter.

We will update the Board of Directors, and not solely the Chair, on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures.

A draft of our auditor's report is provided in Appendix 1a: Draft Auditor's Report.

Our auditor's report has been modified from the standard report because of the comparative information being audited by another auditor. As a result, an other matter paragraph has been added to the auditor's report.

## KPMG Clara for Clients (KCfc)



### Real-time collaboration and transparency

We leveraged **KCfc** to facilitate real-time collaboration with management and provide visual insights into the status of the audit!

On our audit we used KCfc to coordinate requests from management.



# Risk assessment summary

Our planning begins with an assessment of risks of material misstatement in your financial statements.

We draw upon our understanding of the Conservation Authority and its environment (e.g. the industry, the wider economic environment in which the business operates, etc.), our understanding of the Conservation Authority's components of its system of internal control, including our business process understanding.

	Risk of fraud	Risk of error	Risk Rating
● Management override of controls	✓		
● Revenue and related deferred revenue and accounts receivable		✓	Base
● Operating and payroll expenses (including related accruals)		✓	Base
● Tangible capital assets and related capital funding		✓	Base
● Asset retirement obligations		✓	Base
● Cash and Investments		✓	Base
● Financial reporting		✓	Base

- PRESUMED RISK OF MATERIAL MISSTATEMENT
- OTHER AREA OF FOCUS



## Current year findings

We did not uncover any significant findings as a result of the procedures performed over the areas highlighted above.





# Significant risks and results

We highlight our significant findings in respect of **significant risks**.



## Management Override of Controls

RISK OF



FRAUD

### Significant risk

### Estimate?

### Key audit matter?

Management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity, the risk nevertheless is present in all entities.

No

No

### Our response

- Our procedures included:
  - We tested the design and implementation of controls surrounding the review of journal entries, and the business rationale for significant entries.
  - Using our KPMG software tools, we analyzed the journal entries posted during the year for completeness.
  - In responding to risks of fraud and management override of controls, we set specific criteria to isolate high risk journal entries and adjustments in order to analyze for further insights into our audit procedures and findings.
  - We have not identified any specific additional risks of management override relating to this audit.
- There were no significant changes to management's process for making the critical accounting estimates and there were no indicators of possible management bias.
- No issues were noted.



# Other findings and results



## Asset Retirement Obligations

### Background

In 2023, the Conservation Authority adopted Public Accounting Standard PS 3280, Asset Retirement Obligations (“ARO”). The new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets, such as asbestos removal in buildings owned by the Conservation Authority. Asset retirement obligations are an estimate in the Conservation Authority’s financial statements which is derived from internal information and a widely-used costing model.

Management performed an assessment of the impact of the new accounting standard on the Conservation Authority’s financial statements, including potential liabilities related to asbestos and lead-based paint abatement. To generate their assessment, Management worked internally with the Property Manager and Director of Engineering to perform a calculation of estimated abatement costs. Using the prospective application approach, as at December 31, 2023, an asset retirement obligation amounting to \$61,936 has been recognized on the Conservation Authority’s statement of financial position along with \$14,104 in amortization expense on the ARO asset recorded on the statement of operations.

### Our response

- Our procedures included:
  - We obtained an understanding of the activities performed by Management to identify the Corporation’s legal obligations associated with the retirement of capital assets and ensured that all of the recognition criteria were met to recognize an ARO in the financial statements.
  - We obtained Management’s calculation of the ARO. As part of our audit, we corroborated management’s inputs into the calculation to assess their reasonableness.
  - We noted that this estimate is internal based on senior leadership’s knowledge of the assets within scope of ARO. Many other similar entities chose to obtain third party assessments to estimate the ARO which provided independent evidence to support the accuracy of the estimate. Any changes to the ARO in the future will be treated as a change in estimate, presented prospectively. We recommend that management re-evaluate this estimate annually to ensure accurate financial reporting.
  - The Conservation Authority has chosen not to discount or use the present value technique for measurement of the ARO liability, as the timeline for the retirement activities is not well defined and discounting would add an additional layer of substantial uncertainty. KPMG notes that while PS 3280 does not require the present value technique for measurement, it does suggest that it is often the best available technique. However, we do understand the Conservation Authority’s position for not discounting the obligation as there is uncertainty as to the timing of remediation.
  - Appropriate disclosures have been made in the financial statements for the adoption of the new accounting policy in note 19.
  - Looking ahead, in subsequent periods, continued effective communication between property management and finance will be important to ensure that the asset retirement obligations recorded in the Conservation Authority’s financial statements remain complete and accurate.
  - Based on the information provided and the audit procedures performed, we concur with Management’s presentation and disclosure related to the implementation of PS 3280, Asset Retirement Obligations in the Conservation Authority’s financial statements for the year ended December 31, 2023.



# Other findings and results (continued)



## Financial Instruments

### Background

In fiscal 2023, the Conservation Authority adopted the following standards concurrently beginning January 1, 2023 prospectively:

- PS 1201 Financial Statement Presentation;
- PS 2601 Foreign Currency Translation;
- PS 3041 Portfolio Investments; and
- PS 3450 Financial Instruments.

Management performed an assessment of the impact of the new accounting standards and concluded there was not a significant impact.

### Our response

- Our procedures included:
  - We obtained an understanding of the activities performed by Management to identify financial instruments and ensure compliance with the new standards.
  - Appropriate disclosures have been made in the financial statements for the adoption of the new accounting policy in note 19.
  - We noted no issues in the performance of the above procedures. We concur with Management's presentation and disclosure related to the implementation of the above noted standards in the Conservation Authority's financial statements for the year ended December 31, 2023.



# Corrected misstatements

Corrected misstatements include financial presentation and disclosure misstatements.



## Impact of corrected misstatements

- Discuss the effect on the financial reporting process
  - Discussion about the cause of the corrected misstatements (e.g. control deficiencies)
  - Discussion about that the matters underlying the corrected misstatements (e.g. control deficiencies) could potentially cause future-period financial statements to be materially misstated.
  - Corrected misstatements have been provided to management as part of the Management Representation Letter.



# Control deficiencies

## Consideration of internal control over financial reporting (ICFR)

In planning and performing our audit, we considered ICFR relevant to the Conservation Authority's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on ICFR.

Our understanding of internal control over financial reporting was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies. The matters being reported are limited to those deficiencies that we have identified during the audit that we have concluded are of sufficient importance to merit being reported to those charged with governance.

Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors. Had we performed more extensive procedures on internal control over financial reporting, we might have identified more significant deficiencies to be reported or concluded that some of the reported significant deficiencies need not, in fact, have been reported.

## A deficiency in internal control over financial reporting

A deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed, or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

## Significant deficiencies in internal control over financial reporting

A deficiency, or a combination of deficiencies, in internal control over financial reporting that, in our judgment, is important enough to merit the attention of those charged with governance. **We have not identified a significant deficiency in internal control over financial reporting. We identified certain other observations. See page 12.**





# Control deficiencies (continued)



## Evidence of review

### Observation:

During the audit, KPMG noted evidence of review was not present on all journal entries posted by the Treasurer, or monthly bank reconciliations.

KPMG notes that secondary review and segregation of duties is a key internal control to safeguard the Conservation Authority's assets.

### Recommendation:

KPMG recommends that either a physical or electronic signature with a time stamp be added on all journal entries and bank reconciliations to ensure adequate audit trail of approval and review.



## Vacation & time in lieu accruals

### Observation:

During the audit of the Conservation Authority's payroll accrual balances, KPMG identified the following:

- One employee in the sample did not have the proper amount of vacation accrued in the general ledger as per the payroll system report.
- Banked overtime (time in lieu) balances were being tracked, but not recorded in the general ledger.

### Recommendation:

KPMG recommends that the Conservation Authority periodically reviews the vacation accrual balances on an employee by employee basis to ensure the proper amounts are recorded in the general ledger. Management has recorded an adjusting journal entry at December 31, 2023 to record an accrual for time in lieu, however KPMG recommends that banked time continues to be tracked, quantified, and recorded in the general ledger on a periodic basis.



# Control deficiencies (continued)



## Tangible capital assets

### Observation:

During the audit of the Conservation Authority's tangible capital asset balances, KPMG noted the following:

- Deemed dispositions for fully amortized assets are not recorded in the general ledger. These unrecorded write-offs amount to approximately \$2.8 million at December 31, 2023.
- There were items capitalized during 2023 (and prior years) that fell below the capitalization threshold as outlined in the TCA Policy provided by Management.

### Recommendation:

KPMG recommends that deemed dispositions be recorded to ensure that accurate and clean capital asset records are maintained and to ensure that cost and accumulated amortization balances disclosed in the financial statements are not overstated.

KPMG also recommends that the Conservation Authority follows its policy in regard to capitalization thresholds for individual items, unless the item falls within a group of individual costs that, in aggregate, exceed the threshold (i.e. costs for an overall capital project).



## Vacation & time in lieu accruals

### Observation:

During the audit, KPMG notes that there was no formal process in place for tracking the receipt and reimbursement of developer deposits.

### Recommendation:

KPMG recommends that the Conservation Authority periodically review developer deposits on hand to determine if amounts are eligible for refund or should be written-off into income. This will ensure amounts recorded on the statement of financial position are not overstated.



# Accounting policies and practices



## Initial selection

The following new significant accounting policies and practices were selected and applied during the period.

- The Corporation adopted Public Accounting Standard PS 3280 – Asset Retirement Obligations on January 1, 2023 and applied this transition on the prospective basis. Note disclosure has been included in the financial statements related to the transition to the new accounting standard. Please see note 19 for additional information relating to the transitional adjustments.
- PS 1201 Financial Statement Presentation establishes general reporting principles and standards for the disclosure of information in government financial statements. This standard was applied prospectively.
- PS 2601 Foreign Currency Translation establishes monetary assets and liabilities denominated in a foreign currency and non-monetary items denoted in a foreign currency that are reported as fair value, to be adjusted to reflect the exchange rates in effect at the financial statement date. This standard was applied prospectively.
- PS 3041 Portfolio Investments establishes guidance on accounting for, and presentation and disclosure of, portfolio investments to conform to PS 3450 Financial Instruments. This standard was applied prospectively.
- PS 3450 Financial Instruments establishes accounting and reporting requirements for all types of financial instruments including derivatives. The standard requires fair value measurement of derivatives and portfolio investments in equity instruments that are quoted in an active market. This standard was applied prospectively.



## Revised

No matters to report.



## Significant qualitative aspects

Significant accounting policies or practices are disclosed in note 1 to the financial statements.


No matters to report.





# Other financial reporting matters


We also highlight the following:



**Financial statement presentation - form, arrangement, and content**




Through the course of the audit, KPMG provided guidance and support to management on required disclosures in accordance with the financial reporting framework along with the adoption of the new accounting standards in 2023.



**Concerns regarding application of new accounting pronouncements**



See [Appendix 3](#) for new and upcoming standards.



**Significant qualitative aspects of financial statement presentation and disclosure**



No matters to report



# Specific topics

We have highlighted the following that we would like to bring to your attention:

Matter	Finding
<b>Illegal acts, including noncompliance with laws and regulations, or fraud</b>	No matters to report
<b>Other information in documents containing the audited financial statements</b>	No matters to report
<b>Significant difficulties encountered during the audit</b>	No matters to report
<b>Difficult or contentious matters for which the auditor consulted</b>	No matters to report
<b>Management's consultation with other accountants</b>	No matters to report
<b>Disagreements with management</b>	No matters to report
<b>Related parties</b>	KPMG noted that amounts due from the related Foundation are aged and we recommend the transfer of funds on a timely basis to clear the Conservation Authority's receivables.
<b>Significant issues in connection with our appointment or retention</b>	No matters to report
<b>Other matters that are relevant matters of governance interest</b>	No matters to report



# Independence

As a firm, we are committed to being and being seen to be independent. We have strict rules and protocols to maintain our independence that meet or exceed those of the IESBA Code<sup>1</sup> and CPA Code. The following are the actions or safeguards applied to reduce or eliminate threats to an acceptable level:



Dedicated ethics & independence partners



Process for reporting breaches of professional standards and policy, and documented disciplinary policy



Ethics, independence and integrity training for all staff



International proprietary system used to evaluate and document threats to independence and those arising from conflicts of interest



Operating policies, procedures and guidance contained in our quality & risk management manual



Mandated procedures for evaluating independence of prospective audit clients



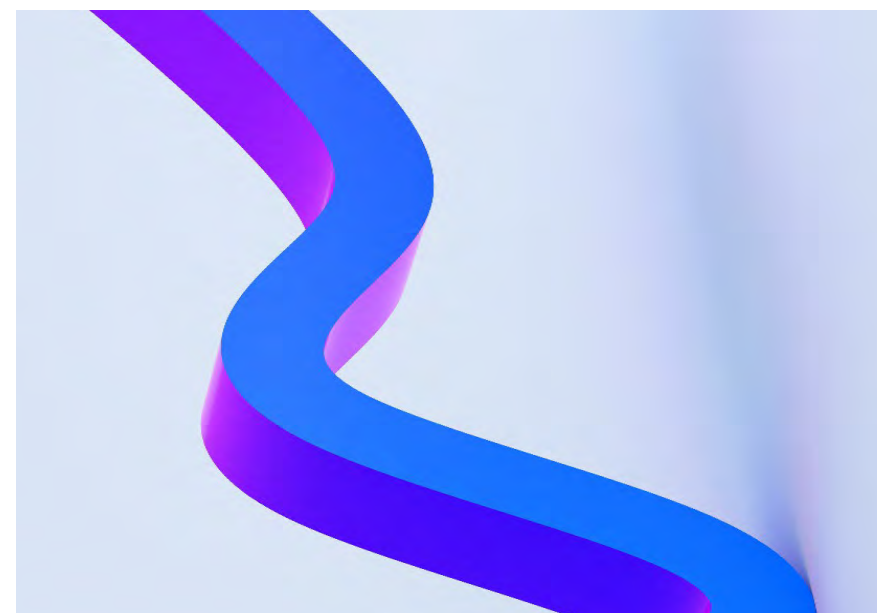
Restricted investments and relationships



Annual ethics and independence confirmation for staff

## Statement of compliance

We confirm that, as of the date of this communication, **we are independent** of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada.



<sup>1</sup> International Ethics Standards Board for Accountants' International Code of Ethics for Professional Accountants (including International Independence Standards)

# Appendices

1

Required communications

2

Audit quality

3

New and upcoming standards

4

Insights





# Appendix 1: Other required communications



## Engagement terms

A copy of the engagement letter and any subsequent amendments has been provided to the Board of Directors.



## CPAB communication protocol

The reports available through the following links were published by the Canadian Public Accountability Board to inform the Board of Directors and other stakeholders about the results of quality inspections conducted over the past year:

- [CPAB Audit Quality Insights Report: 2021 Annual Inspections Results](#)
- [CPAB Audit Quality Insights Report: 2022 Interim Inspections Results](#)
- [CPAB Audit Quality Insights Report: 2022 Annual Inspections Results](#)
- [CPAB Audit Quality Insights Report: 2023 Interim Inspections Results](#)



# Appendix 1a: Draft auditor's report

## INDEPENDENT AUDITOR'S REPORT

To the Board of Mississippi Valley Conservation Authority

### **Opinion**

We have audited the financial statements of Mississippi Valley Conservation Authority (the "Entity"), which comprise:

- the statement of financial position as at December 31, 2023
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements, present fairly, in all material respects, the financial position of the Entity as at December 31, 2023, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditor's Responsibilities for the Audit of the Financial Statements**" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



# Appendix 1a: Draft auditor's report (continued)

## ***Other Matter – Comparative Information***

The financial statements as at and for the year ended December 31, 2022 were audited by another auditor who expressed an unmodified opinion on these financial statements on February 22, 2023.

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

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

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

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

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



# Appendix 1a: Draft auditor's report (continued)

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Kingston, Canada

Date





# Appendix 1b: Management representation letter

KPMG LLP  
863 Princess Street, Suite 400  
Kingston, Ontario K7L 5N4  
Canada

April 8, 2024

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements (hereinafter referred to as "financial statements") of Mississippi Valley Conservation Authority ("the Entity") as at and for the period ended December 31, 2023.

*General:*

We confirm that the representations we make in this letter are in accordance with the definitions as set out in [Attachment I](#) to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

*Responsibilities:*

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated January 21, 2024, including for:
  - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
  - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements ("relevant information"), such as financial records, documentation and other matters, including:
    - the names of all related parties and information regarding all relationships and transactions with related parties;
    - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of shareholders, board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in such summaries.
  - c) providing you with unrestricted access to such relevant information.
  - d) providing you with complete responses to all enquiries made by you during the engagement.
  - e) providing you with additional information that you may request from us for the purpose of the engagement.

- f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the entity, did not intervene in the work the internal auditors performed for you.

*Internal control over financial reporting:*

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

*Fraud & non-compliance with laws and regulations:*

- 3) We have disclosed to you:
  - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
  - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
    - management;
    - employees who have significant roles in internal control over financial reporting; or
    - others
 where such fraud or suspected fraud could have a material effect on the financial statements.
  - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
  - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.
  - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

*Subsequent events:*

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

*Related parties:*

- 5) We have disclosed to you the identity of the Entity's related parties.



# Appendix 1b: Management representation letter (continued)

- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

*Estimates:*

- 8) The methods, the data and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

*Going concern:*

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.
- 10) We confirm that we are not aware of material uncertainties related to events or conditions that may cast significant doubt upon the Entity's ability to continue as a going concern.

*Misstatements:*

- 11) We approve the corrected misstatements identified by you during the audit described in [Attachment II](#).

*Non-SEC registrants or non-reporting issuers:*

- 12) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- 13) We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.'

Yours very truly,

---

Ms. Sally McIntyre, General Manager

---

Ms. Stacy Millar, Treasurer

## Attachment I – Definitions

### Materiality

Certain representations in this letter are described as being limited to matters that are material.

Information is material if omitting, misstating or obscuring it could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances, and are affected by perception of the needs of, or the characteristics of, the users of the financial statements and, the size or nature of a misstatement, or a combination of both while also considering the entity's own circumstances.

### Fraud & error

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.



# Appendix 1b: Management representation letter (continued)

## Attachment II – Summary of Audit Misstatements

### Summary of Corrected Audit Misstatements

Description	Statement of Financial Position effect <sup>1</sup>			Statement of Operations effect <sup>1</sup>
	Assets	Liability	Net	
	\$	\$	Assets	
<b>Audit misstatements greater than \$5,000 individually</b>				
Dr. Building ARO	61,936	-	-	-
Cr. ARO liability	-	(61,936)	-	-
Dr. Amortization	-	-	14,104	14,104
Cr. A.A. building ARO	(14,104)	-	-	-
To record adoption of asset retirement (ARO) standard and associated amortization expense.				
Dr. Retirement benefit liability	-	9,472	-	-
Cr. Wages and benefits	-	-	(9,472)	(9,472)
To record change in retirement benefit liability for 2023.				
Dr. Wages and benefits	-	-	14,269	14,269
Cr. Accrued liabilities	-	(14,269)	-	-
To record accrual for banked time in lieu.				
<b>TOTAL CORRECTED AUDIT MISSTATEMENTS</b>	<b>47,832</b>	<b>(66,733)</b>	<b>18,901</b>	<b>18,901</b>

<sup>1</sup> Debit (Credit)



# Appendix 2: Audit quality - How do we deliver audit quality?

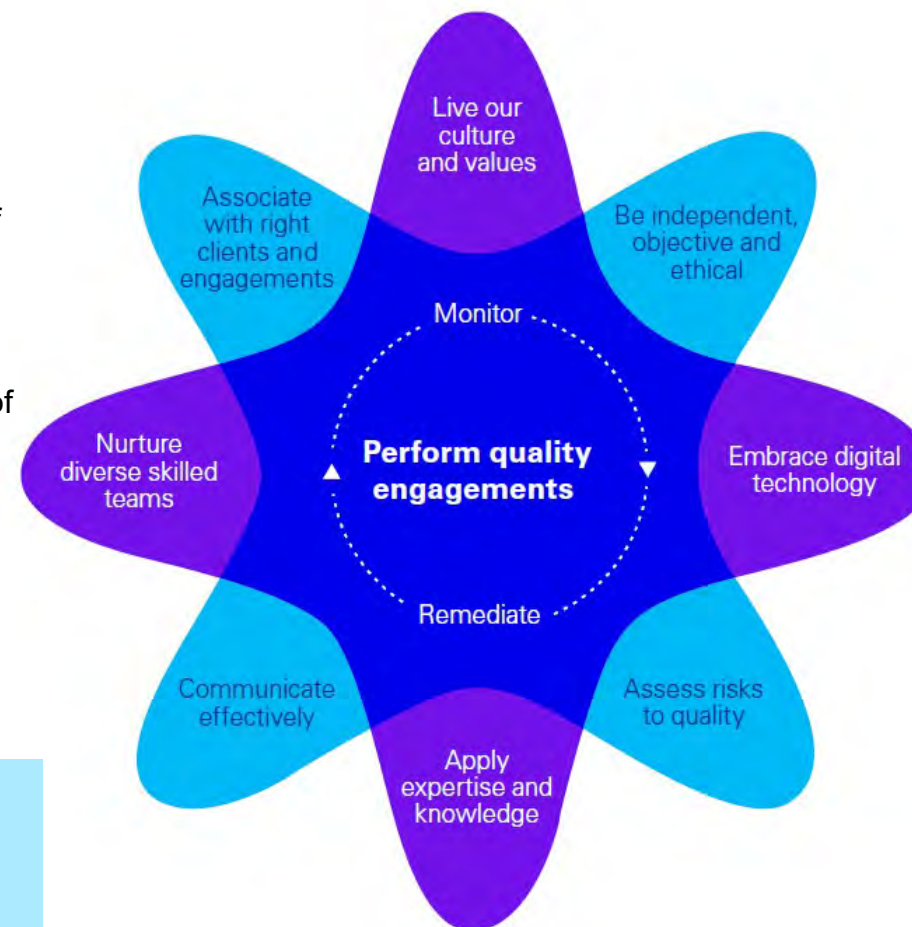
Quality essentially means doing the right thing and remains our highest priority. Our Global Quality Framework outlines how we deliver quality and how every partner and staff member contributes to its delivery.

The drivers outlined in the framework are the ten components of the KPMG System of Quality Management (SoQM). Aligned with ISQM 1/CSQM 1, our SoQM components also meet the requirements of the International Code of Ethics for Professional Accountants (including International Independence Standards) issued by the International Ethics Standards Board for Accountants (IESBA) and the relevant rules of professional conduct / code of ethics applicable to the practice of public accounting in Canada, which apply to professional services firms that perform audits of financial statements. Our Transparency Report includes our firm's Statement on the Effectiveness of our SoQM.

 [KPMG 2023 Audit Quality and Transparency Report](#)

We define 'audit quality' as being the outcome when:

- audits are **executed consistently**, in line with the requirements and intent of **applicable professional standards** within a strong **system of quality management**; and
- all of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics and integrity**.



**Doing the right thing. Always.**



# Appendix 2: Audit quality - Indicators (AQIs)

The objective of these measures is to provide the Board of Directors and management with more in-depth information about factors that influence audit quality within an audit process. Below you will find the current status of the AQIs that are relevant for the audit.

## Audit team composition

- Experience, commitment and knowledge of the broader public sector
- A combination of continuity and fresh perspectives
- Access to specialist resources with public sector experience

## Technology in the audit

- Increase in use of technology in the audit year over year
- Use of secure KPMG portal for transfer of electronic documents

## Independence

- We will not put ourselves in a situation where we would audit our own work.
- We apply the most rigorous standards to our professional services in order to ensure our continued independence in our role.

## Client preparedness

- Key financial records and working papers were not made available to the audit team during the planned week of fieldwork, including a final trial balance and draft financial statements
- KPMG provided guidance and support to management in ensuring the appropriate disclosures and adjustments were included in the financial statements, specifically in regard to new accounting standards adopted during the year

## Board of Directors and members

- Board of Directors and members participate fully in the discussion with auditors, including meeting in camera with the auditors
- KPMG provides current industry trends and updates to accounting and audit standards

 Nothing to report

 Some matters to report

 Specific matters to report



# Appendix 3: Newly effective and upcoming changes to auditing standards

## Effective for periods beginning on or after December 15, 2022

### ISA/CAS 220

.....  
(Revised) Quality management for an audit of financial statements

### ISQM1/CSQM1

.....  
Quality management for firms that perform audits or reviews of financial statements or other assurance or related services engagements

### ISQM2/CSQM2

.....  
Engagement quality reviews

For more information on newly effective and upcoming changes to auditing standards - see Current Developments 

## Effective for periods beginning on or after December 15, 2023

### ISA 600/CAS 600

.....  
Revised special considerations – Audits of group financial statements



# Appendix 3: Upcoming changes to accounting standards

## Accounting changes



### Newly effective accounting standards



The amendments to PS 3400, *Revenue*, become effective for this year end (fiscal years beginning on or after April 1, 2023).

- The standard establishes a single framework to categorize revenues to enhance the consistency of revenue recognition and its measurement.
- The standard notes that in the case of revenues arising from an exchange transaction, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations.
- The standard notes that unilateral revenue arises when no performance obligations are present, and recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.



### Newly effective accounting standards



PS 3160, *Public Private Partnerships ("P3s")* becomes effective for this year end (fiscal years beginning on or after April 1, 2023).

- This standard includes new requirements for the recognition, measurement and classification of infrastructure procured through a public private partnership. The standard may be applied retroactively or prospectively.
- The standard notes that recognition of infrastructure by the public sector entity would occur when it controls the purpose and use of the infrastructure, when it controls access and the price, if any, charged for use, and it controls any significant interest accumulated in the infrastructure when the P3 ends.
- The public sector entity recognizes a liability when it needs to pay cash or non-cash consideration to the private sector partner for the infrastructure.



### Newly effective accounting standards



PSG-8, *Purchased Intangibles*, becomes effective for this year end (fiscal years beginning on or after April 1, 2023).

- The guideline allows public sector entities to recognize intangibles purchased through an exchange transaction. The definition of an asset, the general recognition criteria and GAAP hierarchy are used to account for purchased intangibles.
- Narrow scope amendments were made to PS 1000 Financial statement concepts to remove the prohibition to recognize purchased intangibles and to PS 1201 Financial statement presentation to remove the requirement to disclose purchased intangibles not recognized.
- The guideline can be applied retroactively or prospectively.



# Appendix 4: Audit and assurance insights

Our latest thinking on the issues that matter most to Audit Committees, board of directors and management.

## KPMG Audit & Assurance Insights

Curated research and insights for audit committees and boards.

## Board Leadership Centre

Leading insights to help board members maximize boardroom opportunities

## Current Developments

Series of quarterly publications for Canadian businesses including Spotlight on IFRS, Canadian Securities & Auditing Matters and US Outlook reports.

## Audit Committee Guide – Canadian Edition

A practical guide providing insight into current challenges and leading practices shaping audit committee effectiveness in Canada.

## Accelerate 2024

The key issues driving the audit committee agenda in 2024.

## Momentum

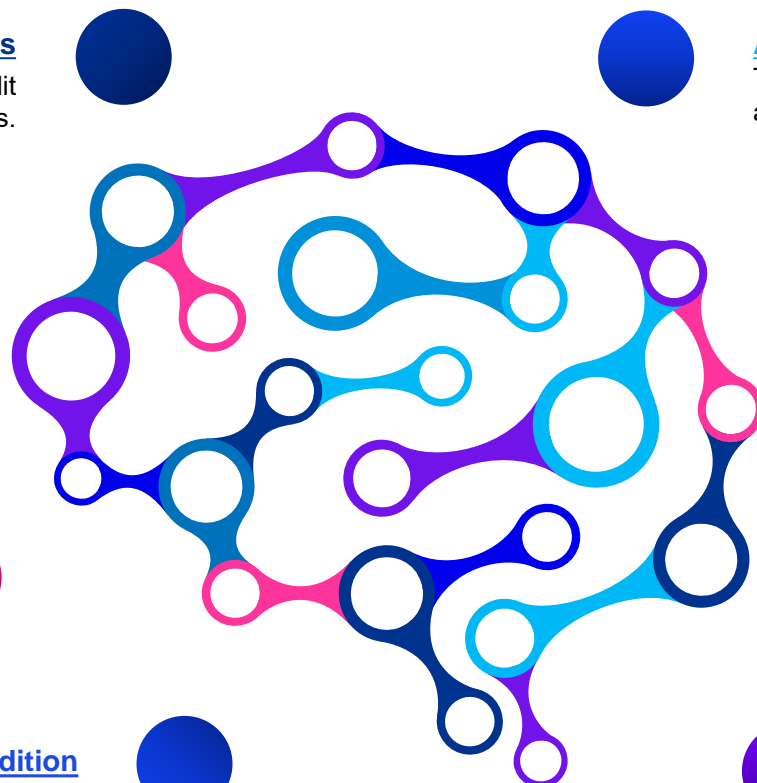
A quarterly newsletter with the latest thought-leadership from KPMG's subject matter leaders across Canada and valuable audit resources for clients.

## KPMG Climate Change Financial Reporting Resource Centre

Our climate change resource center provides insights to help you identify the potential financial statement impacts to your business.

## IFRS Breaking News

A monthly Canadian newsletter that provides the latest insights on international financial reporting standards and IASB activities.

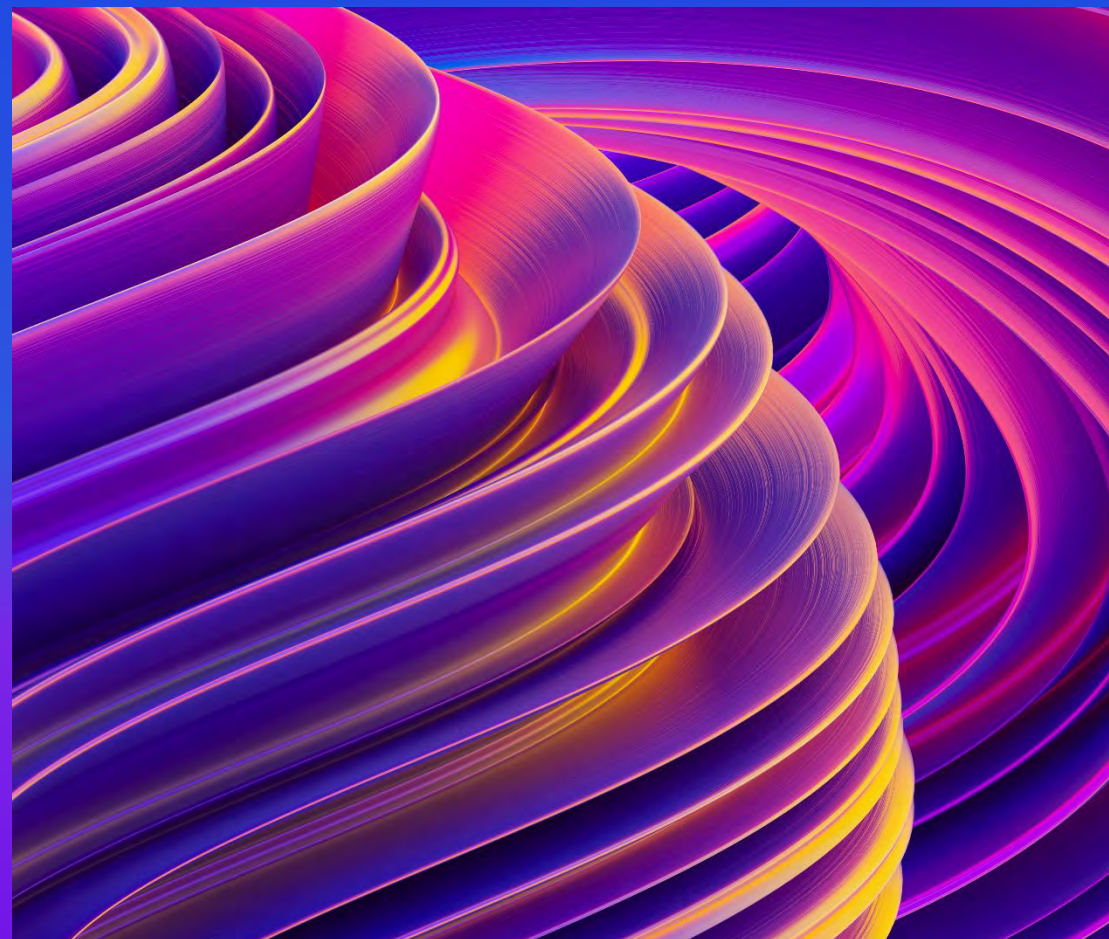






<https://kpmg.com/ca/en/home.html>

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**REPORT****3408/24**

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:	April 2, 2024

**For Information.**

This year gave us one of the earliest and lowest spring peaks on record. The following table compares Typical versus 2024 peak flows for the Carp, Clyde and Mississippi rivers.

	<b>Typical Peak</b>	<b>2024 Peak</b>
Carp River	April 3 at 43 m <sup>3</sup> /s	March 5 at 12 m <sup>3</sup> /s
Clyde River	April 10 at 62 m <sup>3</sup> /s	March 8 at 20.4 m <sup>3</sup> /s
Mississippi River at Appleton	April 13 at 150 m <sup>3</sup> /s	March 12 at 79.3 m <sup>3</sup> /s

It has been difficult to achieve and maintain targeted seasonal flows on the river system due to the earlier and lower than average spring peak across the Mississippi Valley watershed. Stop logs were installed earlier than usual to capture runoff and precipitation, and most dams now have all logs in.

The lack of rainfall and cooler temperatures over the past few weeks have slowed the process of filling the upper lakes to achieve target summer levels. Dams on the upper lakes are still between 20-40 cm below their summer target levels, which are expected to be reached by the long week in May. Crotch Lake is still over a meter below its summer target. We are continuing to build water levels to sustain flows on the system during the summer.

The Mississippi River has below average flows for most of its length for this time of year, we are expecting summertime flows in the lower reaches of the river until the upper portion of the watershed is filled or we get a significant amount of rainfall.

As for the Ottawa River, flows and levels are near the bottom of the normal range for this time of year in most locations along the main stem of the Ottawa River. With some snow still in the upper region of the Ottawa River basin, flows and levels are expected to rise slightly over the coming week. No flooding is expected.

Long range weather forecasts are indicating April to be a wet month with cooler temperatures, if this materializes it will help us to achieve target summer levels on the lakes and to bring flows back up to normal. The MVCA's Flood Forecasting and Warning Team will be actively monitoring conditions and issuing messages when needed.

## REPORT

3409/24

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:	April 3, 2024

**For Information.****INTERNAL**

- 1. Server Transition** – The migration to the new network server system was successfully completed over the weekend of March 15-17. All staff computers and other network equipment have been configured to the new system.
- 2. Permits for Municipal Drains in Wetlands** – At the April Board meeting, a Member asked whether the new regulations exempting municipal drain maintenance projects from a CA permit included projects involving regulated wetlands. Conservation Ontario recently released a bulletin stating that such projects should continue to be permitted in accordance with established protocols. Specifically, MVCA may require a permit with conditions that address mitigation of municipal drain works within regulated wetland limits. Municipality are encouraged to pre-consult with MVCA staff as early as possible to confirm permitting requirements and to identify and resolve any potential issues.
- 3. Safe Road Access** - MVCA staff provided a presentation on Safe Access to Drummond/North Elmsley Committee of the Whole on March 26, 2024. Members of the Mississippi Lake Association were also in attendance.
- 4. Ottawa Valley Farm Show** - MVCA stewardship staff attended the Ottawa Valley Farm Show March 13th-15th, promoting the ALUS Lanark program and the Ottawa Rural Clean Water Program. The event was well attended by local farmers, with an average of 150 attendees visiting our program booth each day.
- 5. Update of Mill of Kintail Museum strategies** – Organizations receiving the provincial CMOG subsidy for museum operations are to prepare and update a Museum Strategy and an Emergency and Disaster Plan every five years. The current museum strategy expires this year, and MVCA has engaged with Fauzya Moore to help review and update the current Strategy. A retired civil servant with a background in program evaluation, Fauzya has offered her

services *pro bono* as part of a course certificate she is obtaining from York University. Fauzya has been working with MVCA staff and will be reaching out to Museum Advisory Committee members shortly. Staff are nearing completion of the 2024 Emergency and Disaster Plan as it is to be submitted with this year's funding application.

6. **Summer Camps at the Mill of Kintail** - Summer Camps are currently over 2/3<sup>rd</sup> sold out. A pre-sale was offered to past participants and those that had expressed interest in the program, with great success. Further promotion is planned in print and social media to fill the remaining spots. Emma Higgins has been hired as the Summer Program Coordinator and will start on April 29th.
7. **Machine Upgrades at the Mill of Kintail and Morris Island Conservation Areas** - Machines used to collect site fees at the Mill of Kintail and Morris Island Conservation Areas have been updated to be compliant with Payment Card Industry's standards to be able to accept credit card payments without the use of the magnetic stripe. The 'tap' function is now available and the machines also have the ability to accept debit, Apple Pay and Google Pay.
8. **Carp Floodplain Mapping** – MVCA is currently finalizing hazard mapping for the Carp River. The mapping will include updated floodplain maps and new erosion hazard mapping (unstable slope and meander belt hazards). Draft results have been shared and discussed with City of Ottawa staff. Briefings of area councillors are planned for April 19<sup>th</sup> and 22<sup>nd</sup>. A Public Open House (POH) is scheduled for May 2<sup>nd</sup> and notices will be mailed to all affected property owners next week. The floodplain mapping study and finalized regulation limits are scheduled to go to the Board for approval in May.
9. **Staffing**
  - **Daniel Post** and his partner welcomed baby Jubilee on March 31<sup>st</sup>, 2024. Best wishes to Daniel and his family.
  - **Chris Stoddard** joined MVCA on April 2 as our new Geotechnical Civil Engineer. Chris will be supporting delivery of the 2024 capital program.
  - **Shabab Islam** will be joining us as our new Water Resources Engineer-in-Training (EIT) starting April 8, 2024.
  - MVCA's summer students will be starting on April 29<sup>th</sup>, 2024.

## EXTERNAL

10. **Homeowner Flood Insurance** – A recent [flood insurance study](#) commissioned by Public Safety Canada found that:

- Awareness matters. Most who know they face extreme risk will buy insurance. If not, few will. (i.e. the importance of preparing flood plain mapping, and promoting awareness of flood risks.)
- Price matters. Most homeowners at extreme flood risk will pay \$1,000 annually for flood insurance, half would pay \$5,000, and one in 10 would pay over \$13,000.
- Mitigation may be better for extreme risk. Relocation, elevation, and other protection may be preferable to insurance. (i.e. the importance of permitting systems to mitigate and minimize future losses.)

**11. Urbanism Lab: The Ceremonial Capital** – the National Capital Commission is hosting this event on April 11, where panellists from Washington, D.C., Paris, and Ottawa will discuss the planning and design of national symbolic sites. Learn more and register [here](#).

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**REPORT****3410/24**

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	<b>Election of Officers</b>
DATE:	April 3, 2024

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


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

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

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

*The term of office for the Authority Chair and Vice-Chair shall be limited to two (2) consecutive years unless otherwise decided by a resolution of the General Membership and approved by the Minister per Section 17 of the Act.*

Both Paul Kehoe and Jeff Atkinson have been in their positions one year and are eligible to stand for re-election to the positions of Chair and Vice-Chair, respectively.

Nominations from the floor for the incumbents or other Board Members are permitted.

## REPORT

3411/24

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	<b>Regulations Committee and Other Appointments</b>
DATE:	April 3, 2024

## RECOMMENDATION

1. That the Board of Directors:
  - a. Appoint the Board members listed in Table 1, as amended, to the Regulations Committee to hear applications pursuant to *Ontario Regulation 153/06* and MVCA's *Administrative By-law*; and
  - b. Direct members of the Regulations Committee to deliberate on the evidence presented at a hearing, and grant or deny such permission on behalf of the Mississippi Valley Conservation Authority and provide the applicant with reasons, in writing, thereof.
2. That the Board of Directors appoint Janet Mason as Board Representative on the Mississippi Valley Conservation Foundation.
3. That the Board of Directors appoint Bev Holmes as Board Representative on the Mill of Kintail Museum Advisory Committee.
4. That the Board of Directors appoint Dena Comley as Board Representative on the Mississippi River Watershed Plan Implementation Public Advisory Committee.

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

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

Tables 1, 2, and 3 list proposed committee memberships for 2024.

Members of the Regulations Committee must be confirmed by a motion of the Board because they have delegated powers under the *Conservation Authorities Act* and MVCA's *Administrative By-law*. (Refer to Attachment 1.) It is current MVCA practice that the Board Chair and Board Vice Chair sit *ex-officio* on all three standing committees. This is a legislative requirement for the Regulations Committee only. The Administrative By-laws are silent on this practice.



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

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

No changes were requested by the incumbants to these positions, respectively: Janet Mason, Bev Holmes, and Dena Comley.

Correspondence was issued March 18, 2024 asking Members to confirm whether they would like to change any of the Committees they sit on. Members wishing to put their name forward for any of the position identified may do so by advising the Chair before or at the AGM.

**Table 1: 2024 Regulations Committee Membership**

Board Chair	tbc , Committee Chair
Board Vice Chair	tbc , Committee Vice Chair
Richard Kidd	Beckwith
Janet Mason	Ottawa
Andrew Kendrick	Tay Valley

**Table 2: 2024 Finance & Administration Committee Membership**

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

**Table 3: 2024 Policy & Planning Committee Membership**

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

## **ATTACHMENT 1**

### **Regulations Committee Terms of Reference**

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

#### 1. General Terms

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

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

#### 2. Specific Terms

The role of the Regulations Committee will be to:

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

#### 3. Prehearing Procedures

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

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

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

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

#### 4. Hearing Procedures

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

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

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

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**REPORT****3412/24**

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	<b>2024 Conservation Ontario Appointments</b>
DATE:	April 3, 2024

**RECOMMENDATION**

That the Board of Directors appoint the following to Conservation Ontario Council for 2024.

- The 2024 Board Chair as Voting Delegate
- The 2024 Board Vice Chair as First Alternate
- The General Manager as Second Alternate

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

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

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

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**REPORT**
**3413/24**

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	<b>Appointment of 2024 Auditor</b>
DATE:	April 3, 2024

**RECOMMENDATION**

**That the Board of Directors appoint the firm of KPMG as the Authority's auditor for the year 2024.**

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MVCA's Administrative By-law states that:

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

The Authority secured the services of KPMG for the 2023 Audit, and recommend their reappointment for 2024.

**REPORT****3407/24**

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	<b>Removing Operational/Redundant items from MVCA's Employee Manual</b>
DATE:	March 20, 2024

**RECOMMENDATION**

**That the Board of Directors approve removal of various redundant or conflicting policies and operational elements from the *Employee Manual* as set out in report 3407/24.**

In September 2023,<sup>1</sup> the Board approved a process for disentangling Board-approved policies from operational procedures. The purpose of this report is to obtain approval to remove several items from the *Employee Manual* that are either redundant to or conflict with other approved policy (namely MVCA's *Health & Safety Manual* and *Code of Conduct*), or are not policy but rather operational procedures, guidance, or forms. Further amendments are still required to the *Employee Manual* but will require staff engagement prior to tabling with the Board.

**ITEMS PROPOSED FOR REMOVAL**

The following components are recommended for removal from the *Employee Manual*. Details are provided for review in Attachment 1.

- Annual pay adjustment procedure
- Workplace harassment procedure
- Workplace violence procedure
- Investigation process
- Corrective action process
- Performance evaluation process
- Workplace Harassment form
- Violence Incident/Complaint form
- Performance Evaluation form
- Confidentiality agreement
- Conflict of interest agreement

<sup>1</sup> Refer to Staff Report 3354/23.

## **CORPORATE STRATEGIC PLAN**

Clarification of these terms and amendment of the Employee Manual supports achievement of the following goal and objectives:

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

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

## Attachment 1: Items proposed to be removed from MVCA's *Employee Manual*

### 4.2 Annual Adjustments

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The following table is a summary of key action items and timelines:

What	When	Who
Establish corporate objectives	October/ November	Board & General Mgr
Establish departmental objectives	October/ November	General Manager and Management Staff
Establish individual employee performance objectives	January	Supervisor & Employee
Provide ongoing feedback throughout the year. Adjust objectives if necessary.	Ongoing	Supervisor
Conduct annual performance evaluation	December	Supervisor
Approve annual budget	February	Board
Implement retroactive salary increases	March	Finance

### 5.4 Complaint Procedure – Workplace Harassment

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#### 5.4.1 Informal Procedure

1. Employees are encouraged to attempt to resolve their concerns by direct communication with the person(s) engaging in the unwanted behaviour. Where the employee feels comfortable in doing so, they should communicate their disapproval in a respectful manner with the other person(s) regarding the behavior, conduct or comments and request that the offending behavior cease. Keep a personal written record of the date, time, details of the comments, and witnesses, if any. Although this may be difficult to do, telling the person you do not like their actions is often enough to stop the behavior.
2. Some of the things you can say that might stop the behavior include:
  - “I don’t want you to do that.”
  - “Please stop doing or saying ...”
  - “It makes me uncomfortable when you . . .”
  - “I don’t find it funny when you . . .”
3. If you believe that someone who is not an employee, for example a board member, member of the general public or a supplier, has harassed you, please report the harassment to your supervisor.



### 5.4.2 Formal Procedure

1. If you are unable to resolve the matter by dealing directly with the person, or if you feel uncomfortable about approaching him or her, speak to your supervisor. To the extent possible, your supervisor will attempt to address this issue.
2. In the event the harasser is your immediate supervisor or manager and you have been unable to resolve the matter by dealing directly with him or her, you should address the issue with the General Manager. If it is inappropriate or not possible to address the issue with the General Manager, the issue should be addressed with the Chairman and subsequently with the Board of Directors of the Authority if required.
3. Once your supervisor has resolved the issue, he or she will advise the General Manager about the complaint and its resolution. This will enable us to be aware of and respond to any pattern of harassment by a particular individual.
4. If your supervisor cannot resolve your complaint or if it is too serious to handle at that level, he or she will refer you to the General Manager. If you are not comfortable approaching your supervisor about your concerns, you may address the issue directly with General Manager.
5. The General Manager will explore your options with you. These options may include counseling you on how to resolve the problem with the individual, educating the person with whom you are having difficulty, or assisting you in making a formal complaint.
6. If you decide to initiate a formal complaint, we will need as much written information as possible, including the name of the person you believe is harassing you, the place, date and time of the harassment, specific words or actions as well as the frequency of occurrences and the name of any possible witnesses. A copy of the “Harassment Complaint” form is attached to this policy.
7. Harassment is a serious matter. Therefore, if you decide not to make a formal complaint, we may still need to look into the matter and take steps to prevent further harassment. We may need to do this if the allegations are particularly serious or there have been previous complaints or incidents involving the alleged harasser. An employee has the right to approach the Human Rights Commission if they are not satisfied with the result of the formal procedure undertaken by the Authority.

## **5.5 Procedure – Workplace Violence**

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### 5.5.1 Risk Assessment for Workplace Violence

The potential risk of violence in all workplaces is assessed. Workplace Violence Risk Assessments are conducted as necessary to ensure compliance with the Act, and the results are reported to the Joint Health and Safety Committee.

Measures will be taken to control risks and will include procedures for specific situations which may include but are not limited to:

- Working alone or after hours
- Working with unstable or volatile residents/members of the public
- Office reception area
- Interior and exterior lighting
- Driving a vehicle to provide service at various sites
- Handling cash

### 5.5.2 Reporting Emergencies

For acts of violence, assault, or other violent incidents, CALL 911 immediately. Critical information must be provided including the nature of the incident, whether emergency services are required, whether the perpetrator(s) are still present or whether weapons are involved.

After the proper control of the emergency, notify supervisor and complete a Harassment or Violent Incident Report Form.

### 5.5.3 Reporting Non-Emergencies

These include verbal threats or actions that may lead to emergency situations in the future. Violence-related incidents or hazards should be reported to your supervisor and a Harassment or Violent Incident Report form. The report may be made confidentially; however, information may need to be released to investigate and respond to the complaint.

## **5.6 Investigation**

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Mississippi Valley Conservation Authority recognizes the sensitive nature of workplace violence and harassment. Information about a complaint or incident will not be disclosed except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Mississippi Valley Conservation Authority will commence an investigation as quickly as possible. We may choose to use either an internal or external investigator, depending on the nature of the complaint.

The investigation will include giving the respondent an opportunity to respond to the allegations. It will also include speaking to witnesses and reviewing any related documentation.

Mississippi Valley Conservation Authority will not tolerate retaliations, taunts or threats against anyone who complains about harassment or takes part in an investigation. Any person who taunts, retaliates against or threatens anyone in relation to a complaint may be disciplined or terminated.

It is our goal to complete any investigation and communicate the results in a fair and timely manner, ideally within 30 days after we receive the complaint.

## **5.7 Corrective Action**

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If you have engaged in sexual or discriminatory harassment, been violent in the workplace, or have

created a poisoned work environment, you will be subject to disciplinary action, up to and including dismissal for cause.

If you taunt, retaliate against or threaten anyone for exercising his or her rights under this policy, you may be subject to disciplinary action, up to and including dismissal for cause.

If you make a complaint in good faith and without malice, you will not be subject to any form of discipline, regardless of the outcome of the investigation. We will discipline or terminate anyone who brings a complaint in bad faith or a malicious complaint.

Other resources available to provide support and help to address workplace harassment or violence include the Joint Health and Safety Committee, and Employee Assistance Program.

## **9.1 Performance Management Process**

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### 9.1.1 The Performance Evaluation Process

The following is a summary of the key phases:

<b>What</b>	<b>When</b>	<b>Who</b>
Step 1- Establish performance objectives	July	Supervisor & Employee
Step 2 – Provide ongoing feedback throughout the year. Adjust objectives if necessary.	Ongoing	Supervisor
Step 3 – Conduct annual performance evaluation	June	Supervisor

### 9.1.2 Establish Performance Objectives

The employee's job description and recent performance reviews may be helpful when establishing performance objectives.

Write SMART objectives:

<b>Specific</b>	<b>Measurable</b>	<b>Achievable</b>	<b>Realistic</b>	<b>Timely</b>
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Examples:

- Reduce the time it takes to process a planning application by 25%.
- Increase the length of trails in the conservation authority by 5%
- Deliver financial reports two days before the deadline.
- Implement three new best management practices.
- Research and apply to four new funding opportunities.
- Create a promotional campaign for the Mississippi Valley canoe route.

### 9.1.3 Annual Performance Evaluation Meeting

The performance evaluation meeting is a two-way, open-ended discussion between you and your

immediate supervisor. Both of you participate fully in the evaluation; however, your supervisor makes the overall decisions regarding performance levels achieved.

Each step in the performance evaluation process is summarized below:

Supervisor completes evaluation form	<p>Your supervisor completes the performance evaluation by reviewing all of the data collected over the past year.</p> <p>You are encouraged but not required to complete your own self-evaluation. Bring your self-evaluation to the annual performance evaluation meeting.</p>
Annual performance evaluation meeting	<p>One hour will be set aside to review the report. In addition, your self-evaluation is also reviewed. In the event there are discrepancies between your supervisor's evaluation and your self-evaluation, these are discussed.</p>
Sign off	<p>This may occur at the performance evaluation or at a later date. In the event your supervisor wants to revisit the evaluation form as a result of your self-evaluation, there will be a second meeting convened. Review final evaluation form. The intent is simply to confirm that the evaluation has taken place and that both of you have had the opportunity to discuss the evaluation. You then have the option to add comments.</p>
Distribution	<p>Your supervisor gives you a copy of the final evaluation form and forwards the original to the General Manager <i>for review and</i> inclusion in your employee file.</p>

**13.1 Workplace Harassment and Violence Incident/Complaint Forms**

**MVHS-002A**

**MISSISSIPPI VALLEY CONSERVATION AUTHORITY**

13.1.1 HARASSMENT INCIDENT REPORT FORM

IMPORTANT: Give this form to your supervisor immediately upon completion. In the event the harasser is your immediate supervisor or manager, address the issue with the General Manager. Refer to Section 5 of the Employee Manual for more information,

Name: \_\_\_\_\_  
\_\_\_\_\_

Department:

Please provide a detailed description of the behaviour or incident(s) about which you are making a complaint or attach the description to this form. Include the following information and anything else that would help management understand your complaint.

What Happened:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who was involved:

\_\_\_\_\_

When the Incident(s) took place:

\_\_\_\_\_  
\_\_\_\_\_

Where the Incident(s) took place:

\_\_\_\_\_  
\_\_\_\_\_

Who (if anyone) witnessed the Incident(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please also attach any documents, emails, or other materials that support your claim of harassment.

Date & Time Reported: \_\_\_\_\_ Signed: \_\_\_\_\_

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. The Mississippi Valley Conservation Authority will, however, discipline or terminate anyone who brings a false and malicious complaint.

If there is not enough evidence to substantiate the complaint, corrective measures will not be taken.

MVHS – 002B

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

13.1.2 VIOLENT INCIDENT REPORT FORM

IMPORTANT: Give this form to your supervisor immediately upon completion.

EMPLOYEE INFORMATION

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_
Date and time of incident: \_\_\_\_\_ Department: \_\_\_\_\_
Location of Incident: \_\_\_\_\_
Type of Assault: \_\_\_\_\_
Medical Attention/First Aid Obtained? [ ] Yes [ ] No WSIB Forms Completed? [ ] Yes [ ] No
Investigation Conducted? [ ] Yes [ ] No Police Called? [ ] Yes [ ] No
Action(s) Taken: \_\_\_\_\_

PERPETRATOR INFORMATION

[ ] Customer [ ] Co-Worker [ ] Delivery Person [ ] Resident
[ ] Student [ ] Visitor [ ] Other – Please Specify:
Description (to the best of your ability) [ ] Male [ ] Female
Age: \_\_\_\_\_ Complexion: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_
Name (if known) \_\_\_\_\_

INCIDENT AND INJURY INFORMATION

Explain what happened:

OTHER INFORMATION

Was the perpetrator involved in any previous violent incidents with staff? [ ] Yes [ ] No
Are there any measures in place to prevent a similar incident? [ ] Yes [ ] No
Please provide any other information you think is relevant:

Date & Time Reported: \_\_\_\_\_ Signed: \_\_\_\_\_

IMPORTANT: Supervisor to send copy of this form to Manager and Payroll/Benefits Administrator.

13.1.3 WORKPLACE VIOLENCE/HARASSMENT COMPLAINT INVESTIGATION PLAN

**Date:** \_\_\_\_\_ **Investigator:** \_\_\_\_\_

**Name of Complainant:** \_\_\_\_\_

**Name of Respondent:** \_\_\_\_\_

**Immediate response measures put in place:**

\_\_\_\_\_  
\_\_\_\_\_

Is an investigation warranted? Yes \_\_\_ No. If Yes, date of investigation, and names and titles of Team Members:

\_\_\_\_\_  
\_\_\_\_\_

If No, why not? \_\_\_\_\_

Is a third party necessary? Yes \_\_\_ No \_\_\_ Who? Not limited to: Investigator\_\_Police \_\_\_ EAP\_\_Lawyer \_\_\_

Describe third parties contacted, dates of contact and date of initial meeting:

\_\_\_\_\_  
\_\_\_\_\_

**THE INVESTIGATION**

**Notification of Parties:**

	<b>Date Letter Sent</b>	<b>Date of Initial Meeting</b>
Complainant:		
Respondent:		
Witness:		
Witness:		
Witness:		

**Interview Schedule:**

	<b>Date and Time</b>	<b>Location</b>
Complainant:		
Respondent:		
Witness:		
Witness:		
Witness:		

**Estimated Time Line for Investigation:** \_\_\_\_\_

**Estimate completed by:** \_\_\_\_\_

**Questions for the Complainant (list questions and record responses on separate document):**

**Questions for the Respondent (list questions and record responses on separate document):**

**Questions for Witnesses (list questions and record responses on separate document):**

**Relevant Documents:**

**13.2 Performance Evaluation Form**

*See next page.*



**ANNUAL REVIEW & GOAL SETTING**  
**CONFIDENTIAL**

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**Employee:****Position Title:**

---

**Review Period:****Length of Time in Position:**

---

**THE PROCESS**

1. The Supervisor/Manager drafts the Review. (Note, text can extend beyond the space provided in form.)
  2. The Supervisor/Manager presents and discusses the Review with the Employee.
  3. The Employee is given one week to review and provide written comments to Supervisor/Manager.
  4. The Supervisor/Manager and Employee meet again to review any comments, amend the Review if needed, and sign-off on the Review.
  5. Supervisor/Manager discusses recommendations for merit bonus/increase with the General Manager.
  6. General Manager signs-off Review, sets any merit increases/bonuses, and notifies Employee.
- 

**SIGNATURES****Supervisor**

- I have reviewed/revise the job description for the employee's position.
- I have prepared this Annual Review in accordance with established policies and procedures.
- I have discussed this Annual Review with the employee, and the employee has had an opportunity to add written comments.

Signature of Supervisor

Date

---

**Employee**

- I have had an opportunity to review my job description with my supervisor and to suggest any changes.
- I have had an opportunity to discuss this Annual Review with my supervisor.
- I have been given the opportunity to add my written comments.

Signature of Employee

Date

---

**General Manager**

- I have reviewed the final Annual Review to ensure that it conforms to established policies and procedures.
- I will ensure that the employee receives a copy of the signed Annual Review and that the original is placed on the employee's file.

Signature of General Manager

Date



## Part 1: Supervisor's Assessment

---

### **1. Work deliverables/methods**

Quality and quantity of work completed; demonstration of competencies; timeliness of work; compliance with policies, procedures, processes (record keeping and data management, health and safety, procurement, timesheets, expense claims.)

#### **Observations and Opportunity for improvement/growth**

---

### **2. Relationship Management / Customer Service**

Communications/relationship with colleagues, supervisor/management, Board members, partner organizations, clients, general public, media; anticipates needs; demonstrates initiative; delivers on commitments; supports others in achievement of corporate services standards; positive force in the organization.

#### **Observations and Opportunity for improvement/growth**

---

### **3. Planning / Problem Solving**

Task/project planning, follow-up, workload management, planning/use of resources, project and task monitoring and adjustment (assess situation/context, evaluate options, select and implements independently or in consultation, as needed); organization and efficiency; independence and personal accountability.

#### **Observations and Opportunity for improvement/growth**

---

### **4. Reliability**

Attendance and leave management; steadiness/maturity; adaptability, flexibility, resilience to change; openness to new challenges/projects/approaches; trains, supports, and inspires



---

others; positive representative of the corporation.

**Observations and Opportunity for improvement/growth**

---

**5. Strategic Leadership** (for managers and supervisors only)

Develops and champions corporate and unit vision; seeks out and motivates talent; maintains a positive work environment; sets an excellent example; reviews assumptions and business practices; monitors and evaluates trends; identifies and pursues opportunities for improvement and partnerships; builds on lessons learned; communicates with a view to all audiences and all objectives.

**Observations and Opportunity for improvement/growth**

---

**6. Supervision/Management** (for managers and supervisors only)

Conducts annual, seasonal, weekly, and daily work planning and coordinates with colleagues; assigns and explains work in a timely and clear manner; communicates and adjusts priorities; assigns work with consideration to staff workload; ensures quality and timeliness of work; assesses employees skill and proficiency; trains and mentors staff; monitors and manages conflict in the workplace; monitors and takes responsibility for health and safety in the workplace; provides constructive guidance and feedback; has regular 1:1 meetings with staff.

**Observations and Opportunity for improvement/growth**



Part 2: Progress Assessment of Annual Project Goals and Continuous Improvement Objectives

A) Annual Project Goals  
Up to a max. of four.

<b>Project Goal</b>	<b>Success Indicator (i.e. how we will know that this has been achieved)</b>	<b>Outcome</b>
1.		
2.		
3.		
4.		

Comments:

B) Annual Continuous Improvement / Growth Objectives

<b>Growth Objective</b>	<b>Success Indicator (i.e. how we will know that this has been achieved)</b>	<b>Outcome</b>
1.		
2.		
3.		
4.		

Comments:



### Part 3: Overall Performance

#### **CONTEXT**

##### **How did the past year compare to average?**

- Workload (volume/complexity/novelty)
- Work unit / Corporate condition (stable, minor or major changes)
- Externalities (extreme events, regulatory/other changes, revenue pressures)

Comments:

#### **DEVELOPMENT**

##### **Was there continuous improvement/learning?**

- Mandatory training (completed/incomplete)
- Career development (completed/incomplete)
- Personal development (improvement over previous year; lessons learned)

Comments:

#### **OVERALL ASSESSMENT**

##### **On balance, this employee:**

- Had a good year
- Had an exceptional year
- Requires significant improvement in key areas

Summary comments:



Part 4: Employee’s Comments on Annual Review

Part 5: Goals and Objectives for Next Review Period

*Key projects and initiatives to occur during the upcoming review period:*

<b>Project Goals</b>	<b>Dates</b>	<b>Expected Results and/or Success Indicators</b>

*Training and development which will occur during the upcoming review period.*

<b>Continuous Improvement / Growth Objectives</b>	<b>Start &amp; End Date</b>	<b>Expected Results and/or Success Indicators (i.e. how we will know that this has been achieved)</b>

*Note: Proposed training and development may be subject to funding approval.*

Part 6: Review of Job Description

- 1. Is the Job Description current and accurate? (yes/no)*
- 2. How significant are any potential additions/deletions? (minor, moderate, significant)*
- 3. Is the job description recommended for re-evaluation this year? (yes/no)*

**Supervisor’s comments:**

---



Part 7: Health and Safety

The Supervisor/Manager and Employee shall confirm which job-specific Health & Safety policies and SOPs are to be reviewed by the employee, and set deadline(s) for their completion.

Policy / Standard Operating Procedure	To be reviewed by / Deadline

Supervisor’s Name:  
Supervisor’s Position:  
Date:

Signature \_\_\_\_\_

Employee’s Name:  
Employee’s Position:  
Date:

Signature \_\_\_\_\_

### **13.3 Confidentiality Agreement**

---

In consideration of employment, continued employment, or engagement as an employee, independent contractor or consultant with Mississippi Valley Conservation Authority (the “**Organization**”) the undersigned (the “**Participant**”) agrees and covenants as follows:

1. Engagement with the Organization (“**Engagement**”) will give the Participant access to proprietary and confidential information belonging to the Organization, its members, its suppliers and others (the proprietary and confidential information is collectively referred to in this Agreement as “**Confidential Information**”). Confidential Information includes but is not limited to Organization business plans or processes, proposals, contracts, personal, technical and/or financial information, databases, emails, internal correspondence, member, or third party intellectual property or confidential information, and know-how. All Confidential Information remains the confidential and proprietary information of the Organization.
2. As referred to herein, the “**Business of the Organization**” shall relate to any business activity of the Organization during the term of the Participant’s employment by the Organization or any business activity contemplated to be undertaken at any time of which Participant is aware, or can reasonably be expected to be aware, either during the term of employment by Organization or thereafter.
3. The Participant shall return or destroy, as directed by the Organization, Confidential Information, Proprietary Property and Organization property to the Organization upon request by the Organization at any time. The Participant shall certify, by way of affidavit or statutory declaration that all such Confidential Information, Proprietary Property or Organization property has been returned or destroyed, as applicable.
4. The Participant covenants and agrees not to make any unauthorized use whatsoever of or to bring onto the Organization’s premises for the purpose of making any unauthorized use whatsoever of any confidential information or proprietary property of any third party during the course of the Participant’s Engagement with the Organization.
5. The Participant agrees that the Participant will, if requested from time to time by the Organization, execute such further reasonable agreements as to confidentiality and proprietary rights as the Organization, or Organization’s member or suppliers reasonably require to protect confidential information or proprietary property. Without limiting the generality of the foregoing, the Participant agrees to execute, and be bound by, the Conflict of Interest Policy.
6. The Participant agrees that the Participant’s sole and exclusive remedy for any breach of this Agreement by the Organization will be limited to monetary damages and that the Participant will not make any claim in respect of any rights to or interest in any Confidential Information or Proprietary Property.
7. The laws of the Province of Ontario govern this Agreement and the parties agree to the non-exclusive jurisdiction of the courts of the City of Ottawa, Province of Ontario in



relation to this Agreement.

- 8. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deleted and replaced with a provision most closely reflecting the intent of the parties and the other provisions shall remain in effect.

**IN WITNESS WHEREOF** the Organization and the Participant have caused this Agreement to be executed as of the \_\_\_ day of \_\_\_\_\_, 200\_\_.

**Mississippi Valley  
Conservation Authority**

Per: \_\_\_\_\_  
Name:

**Participant**

Per: \_\_\_\_\_  
Name:

**Witness to Participant**

Per: \_\_\_\_\_  
Name:

## **13.4 Conflict of Interest Agreement**

---

Employees, independent contractors and consultants (“Participants”) of Mississippi Valley Conservation Authority (the “Organization”) and any subsidiary of the Organization shall refrain from activities which conflict with the interests of the Organization during the course of their engagement with the Organization as Participants.

Every Participant will at all times be conscious of the interests of the Organization and will:

- (a) not appropriate or convert the Organization’s property, tangible or intangible, including confidential information and other proprietary information;
- (b) not offer bribes or accept corrupt payments or other like unethical or illegal considerations;
- (c) not accept gifts or gratuities that cannot be reciprocated in the ordinary course of business – see Section 3.1.2;
- (d) not disparage the Organization or the Organization’s products, services or personnel to Organization clients or Organization's potential clients;
- (e) not influence, in a manner unfavorable to the Organization, negotiations or transactions between the Organization and its suppliers, contractors, customers and others, because of a personal, commercial or financial interest in the outcome of the negotiations or transactions;
- (f) execute, respect and not act in breach of, directly or indirectly, the Confidentiality and Proprietary Information Agreement.

The above examples are merely illustrations of sources of possible conflicts. It is anticipated that the activities of Participants will comply with both the letter and the spirit of this policy.

The objective of this policy is to establish basic rules of conduct for all the Organization’s Participants in order to ensure that the business of the Organization is conducted with a high level of integrity and that the likelihood of conflicts of interest between the Organization and its Participants is minimal.

**Mississippi Valley  
Conservation Authority**

Per:

\_\_\_\_\_  
Name:

**Participant**

Per: \_\_\_\_\_

Name:

**Witness to Participant**

Per:

\_\_\_\_\_  
Name:

---

**REPORT****3406/24**

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	<b>Employee Manual Amendments</b>
DATE:	March 20, 2024

**RECOMMENDATION**

That the Board of Directors approve amendment of the *Employee Manual* as set out in report 3406, **as amended by the Finance and Administration Advisory Committee.**

---

**PURPOSE**

Section 2.3 of the *Employee Manual* has two terms with very similar meaning: Standby Pay and On Call Pay; and does not address the function or compensation of a Duty Officer. The purpose of this report is to amend the *Employee Manual* to clarify terms and compensation for this work.

**ON CALL**

An on-call roster is typically developed during the spring to manage weekend dam operations; and during the winter to deal with weekend snow clearing requirements. On-call may also be used when a major storm event is expected during the summer. When staff are on-call they are compensated for being available, within commuting distance of the office, and fit for work. Given that on-call is tied to weather and flow conditions, they are only on-call until 10am the day they are scheduled. If there is not a requirement to conduct a log operation, clear snow, or other emergency operation they are free for the balance of the day.

The use of terms “Standby Pay” and “On Call Pay” has led to much confusion over time. Attachment 1 to this report proposes amendments that, if approved, will delete the Standby Pay section and clarify the On Call Pay section. Proposed amendments include:

- explicit requirements regarding readiness and availability for work.
- an increase in on-call compensation from \$20 to **1-hour regular pay**/shift on weekends, and from \$30 to **1.5 hours regular pay**/shift on statutory holidays.

Compensation rate have not changed since at least 2018 during the last major update of the *Employee Manual*.

- Cash compensation for work performed on statutory holidays instead of time-in-lieu.

## **DUTY OFFICER**

MVCA uses this term to refer to the person responsible on weekends and statutory holidays for monitoring watershed conditions, liaising with OPG and others, and related operational duties. As with on-call, staff scheduled to be the Duty Officer are compensated for being available and fit for work outside of normal working hours.

While the term Duty Officer shows up in job descriptions, it is not captured in the *Employee Manual*. Attachment 1 to this report proposes amendment of Section 2.3 of the *Employee Manual* to describe this function and how it is to be compensated. Proposed compensation is consistent with current practice.

## **CORPORATE STRATEGIC PLAN**

Clarification of these terms and amendment of the *Employee Manual* supports achievement of the following goal and objectives:

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

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

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

## Attachment 1: Proposed Amendments to the Employee Manual

### Section 2.3 Hours of Work

~~**Standby Pay** – Occasionally supervisors may request employees to be on standby for a specified period of time. These employees will be paid \$10.00 per half day if they are not called in **OR** will get a minimum of 4 hours overtime if they are called in which must be taken as time in lieu. If an employee is required to be on standby on a Statutory Holiday, they will be paid \$15.00 per half day if they are not called in. If they are called in they will continue to receive their regular pay for the statutory holiday and will receive time off in lieu for the time worked or a minimum of 6 hours.~~

~~**On Call Pay** – Occasionally supervisors may request employees to be on call to conduct dam operations, clear snow, or perform other emergency operations and carry a pager for a specified period of time.~~

~~Employees scheduled to be On Call shall ensure that during their scheduled shift they are available by phone, within a 45-minute drive of the office, be free of other responsibilities, and are fit for work.~~

~~These employees will be paid \$10.00 per week day and \$25.00 1-hour regular pay per shift day on the weekend if they are not called in, and will be entitled to earn time off in lieu for any time worked in accordance with statutory requirements. If an employee is required to be on call on a Statutory Holiday, they will be paid \$35.00 1.5 hours regular pay per shift day if they are not called in. If they are called in they will continue to receive their regular pay for the statutory holiday, and will receive pay time off in lieu at the rate of 1.5 times for the time worked, which shall be no less than the 3-hour statutory minimum. Hours worked shall include travel time to and from home to the office or work site.~~

#### Duty Officer

~~The Duty Officer is responsible for remote or onsite monitoring of watershed conditions, liaising with OPG and others, determining the need for dam operations and public notifications, arranging for dam operations, drafting and issuing public notifications when required, and related functions as assigned.~~

~~Duty Officer responsibilities are assigned on weekends and statutory holidays, and typically require no more than 1 hour to complete. Employees scheduled to be the Duty Officer shall ensure that during their scheduled shift they have reliable internet and phone service, computer access, are free of other responsibilities, and are fit for work. The Duty Officer will be compensated as follows:~~

- ~~• On weekends – 1-hour regular pay/shift. If system conditions require work beyond 1-hour, the Duty Officer will be entitled to the statutory minimum 3-hours pay. Any time worked beyond the 3-hours will be compensated as time-in-lieu.~~
- ~~• On Statutory Holidays – the employee will receive their regular pay for the statutory holiday, plus an additional 1.5-hour regular pay/shift. If system conditions require work beyond 1-hour, the Duty Officer will be entitled to the statutory minimum 3-hours at a rate of 1.5 regular pay. Any time worked beyond the 3-hours will be compensated as time-in-lieu at a rate determined in accordance with statutory requirements.~~



Piping-in ceremony at the 50<sup>th</sup> Anniversary celebration of the Mill of Kintail Conservation Area.

# ANNUAL REPORT

# 2023

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# Chair's Report

PAUL KEHOE, DRUMMOND NORTH ELMSLEY

On behalf of the Board of the Mississippi Valley Conservation Authority, I want to congratulate the hard-working staff of MVCA for their professionalism and dedication this past year. As you will read in this Annual Report, they rose above the chaos and confusion of so many changes and challenges to deliver a stellar performance. There is so much about the MVCA that is constantly evolving and changing at this time--I applauded staff for not just keeping up but exceling.

MVCA had several significant accomplishments in 2023 that demonstrated the strength of community support for the organization. The Mill of Kintail 50th Anniversary celebration was an amazing event that was enjoyed by hundreds of supporters.

This was followed by an equally well attended Holiday celebration in December. These community fun events would not have been possible without tremendous extra effort by staff and volunteers willing to go that extra mile.

The core work of the Authority never rests, and 2023 marked a number of accomplishments to put the Authority on sound footing for the future. I believe that the time invested in visioning and planning has enabled the Authority to embrace its revised mandate and re-confirm partnerships with its member municipalities to ensure the long-term viability of local programs designed to meet local needs.

To that end, MVCA continues to realign resources to match the new direction, and completed a number of infrastructure projects to ensure that Authority properties are maintained to a high standard. The work to transfer the K&P rail trail to the counties of Renfrew, Lanark, and Frontenac is one project that comes to mind. By preserving this trail intact in the 1990s, MVCA is now able to transfer this recreational property to be managed for local recreation and economic development.

Now is a time for looking forward not backward and I am confident that we are well position to take the steps required to continue this exciting journey into 2024 and beyond. It has been an honour to hold this office the past year. I have learned so much but know that I have barely scratched the surface of the work preformed by MVCA. The staff of the MVCA are some of the most professional, knowledgeable and dedicated people I have had the pleasure to associate with. They are the MVCA.



*Paul Kehoe, Chair, MVCA Board of Directors*



# General Manager's Report

SALLY MCINTYRE

One of the biggest events of the year occurred on August 20, 2023 when MVCA celebrated the 50<sup>th</sup> Anniversary of the Mill of Kintail Conservation Area. Representatives from The Cameron Highlanders of Ottawa kicked off the event, as they had done in 1973 during opening of the conservation area. The conservation area was the result of a 33-acre purchase in 1972 from Maj. James Leys, and an adjacent 134-acre farm from Philip and Hildegard Corbet in 1973. Today the property offers visitors passive and active recreational opportunities, community facilities for hosting events and educational activities, and historic buildings that house artifacts and tell the stories of R. Tait McKenzie and James Naismith—both born and raised in Lanark County in the 1860s.



*Sally McIntyre, MVCA General Manager, Mill of Kintail 50th Anniversary Celebration*

Over the years, MVCA worked with partner organizations to secure, develop, and manage five other properties for nature conservation and recreational use. This has been and continues to be an important role played by the conservation authority. Understanding and planning for the needs of current and future generations is an important role of the Conservation Authority.

On January 1, 2023 O. Reg. 596/22 took effect that curtailed the role of conservation authorities in commenting on natural heritage and pollution matters under ten Acts. Its unexpected release over the 2022 Christmas holidays necessitated an intense effort by MVCA staff and their municipal counterparts to navigate and implement required changes. All files were successfully transitioned by spring.

Later in 2023, MVCA received a vote of confidence from its municipalities when all eleven signed 5-year agreements allowing up to 14% of municipal levies to be allocated towards the delivery of natural system monitoring, watershed planning, and the delivery of cultural, stewardship, and educational programming. The agreements took effect January 1, 2024 and informed the 2024 budget.

A sincere thank you to the members of the eleven councils and municipal staff who helped to bring those agreements to conclusion by the provincial deadline, and for working collaboratively with MVCA during ongoing changes arising from Bills 108/19, 229/20, and 23/22.

The following sections highlight the work and key accomplishments of our organization in 2023.

## Hazard Management

Every employee at MVCA is involved in hazard management—from hazard identification, assessment, and mapping, to planning, construction, operation and maintenance of water control structures, through to the administration of permits and review of planning applications under the *Conservation Authorities Act* and *Provincial Policy Statement*.

### Kashwakamak Lake Dam Environmental Assessment (EA)

This 114-year old dam in North Frontenac Township has reached the end of its useful life. Detailed studies were carried out in 2023 to enable identification and evaluation of options. Key actions completed in 2023 included the following:

- Circulated project initiation notice
- Developed a consultation plan and issued bi-monthly updates to interested First Nations
- Conducted field investigations
- Recruited members to a Community Liaison Committee (CLC)
- Drafted and circulated field investigation reports
- Drafted Alternative Solutions and Evaluation Matrix



*Kashwakamak Dam*

### Lower Clyde River Floodplain Mapping

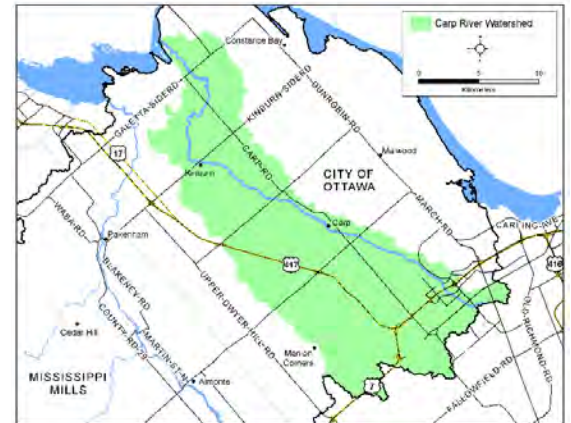
The Clyde River was identified as a high priority area for mapping during a Risk Study completed in 2022. In 2023, with funding support from the National Disaster Mitigation Program (NDMP), MVCA carried out extensive field work of the lower 45 km of the Clyde River from its outlet at Joe's Lake to the confluence with the Mississippi River. AECOM was retained to prepare the subwatershed model and mapping, which were reviewed by both MVCA and federal staff. MVCA circulated affected landowners and held a Public Open House in December attended by 19 residents. New mapping was approved by the Board later in December.



*Lanark Village, 2023*

## Carp River Floodplain Mapping Update

Floodplain maps for the Carp River were prepared in 1983 and required update. The City of Ottawa provided 50% funding towards this work, which began in 2022 and is scheduled to be completed in 2024. In 2022-23, MVCA undertook extensive field work and developed the watershed model to enable mapping. The draft model and findings underwent review by an independent third-party technical reviewer and was updated based upon comments received and confirmatory field survey checks. Draft results from the updated model show mostly minor changes in urban areas. Final results are to be presented to the public and the Board by mid-2024.



*Carp River Watershed*

## Dam Safety & Maintenance Works

Various safety measures started in 2022 were completed at the Carleton Place Dam in Spring 2023 including installation of signage, safety railing and fencing. As well, repairs and the installation of safety controls were completed at Pine Lake dam; and stairs and railings were installed at Mississagagon Lake Dam.



*Carleton Place Dam Boom Replacement*



*Pine Lake Dam Safety Controls*



*Mississagagon Lake Dam, railing installation*



*Mississagagon Lake Dam Safety Controls*

## Federation of Canadian Municipalities (FCM) Study Tour

MVCA hosted FCM's Asset Management Technical Advisory Committee the afternoon of September 29, 2023 as part of an Ottawa study tour. MVCA staff showed the group of 40+ members from across Canada the Carp River Conservation Area (CRCA), upgrades to the Carleton Place dam, and provided presentations on our new drone program, hazard mapping, monitoring and data management, and capital programs. The focus of the group's tour was on asset management and climate adaptation activities.



*FCM Study Tour at the Carleton Place Dam*

## Mississippi Lake Safe Road Project

In 2023, Mississippi Lake Association (MLA) requested MVCA's assistance in determining which roads around Mississippi Lake were at risk during a flood event. 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. Results and related information were shared with municipal and county staff, including those involved in emergency services early in 2024.



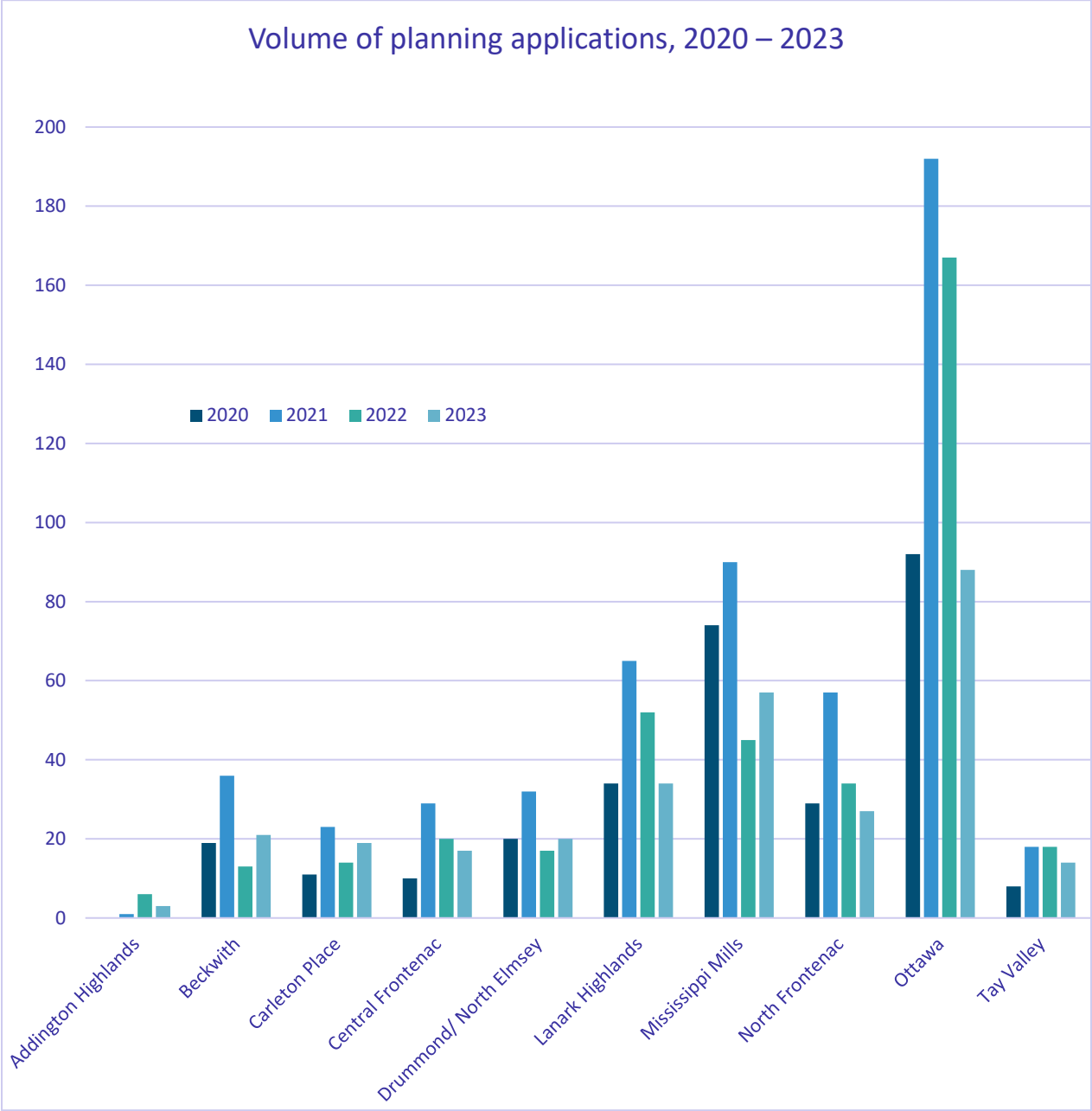
*Flooding around Mississippi Lake*



*Flooding around Mississippi Lake*

## 2023 Planning Applications

Planning reviews and permit applications returned to near-2020 levels in 2023 with a total of 300 applications reviewed. Of the 205 Section 28 permits issued, 201 were processed within targeted timelines. MVCA also fielded 456 inquiries and completed 20 compliance inspections.



## Number of planning applications by type and municipality, 2023

	Sev	ZBA	Min Var	Site Plan	Dev PA	OPA	Subdiv Condo	Other	TOTAL
Addington Highlands	1		1					1	3
Beckwith	7	6	2	6					21
Carleton Place	7				6	1	4	1	19
Central Frontenac	10	1	6						17
Drummond/ North Elmsey	11	1	7					1	20
Lanark Highlands	24	5	1			3		1	34
Mississippi Mills	18	11	21	2			4	1	57
North Frontenac	12	2	13						27
Ottawa	42	15	13	9			4	5	88
Tay Valley	12		1	1					14
<b>TOTAL</b>	<b>144</b>	<b>41</b>	<b>65</b>	<b>18</b>	<b>6</b>	<b>4</b>	<b>12</b>	<b>10</b>	<b>300</b>

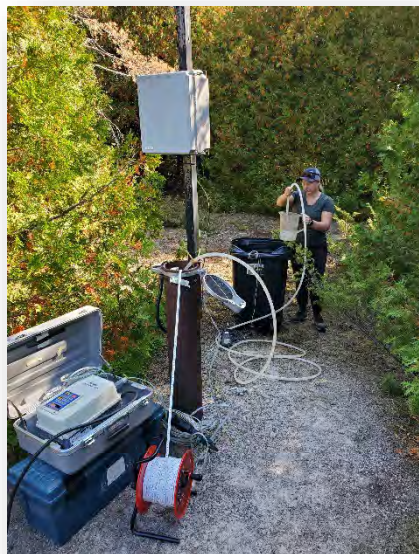
## Resource Conservation

### 2023 Monitoring Program

With the assistance of two summer students, MVCA successfully delivered the 2023 provincial surface and ground water monitoring programs, the City of Ottawa's baseline monitoring program, and MVCA's lake monitoring program, which aims to test most lakes in the watershed on a 5-year rotation.

- Eleven lakes were sampled in 2023 as part of MVCA's lake monitoring program. The 2023 program focused on the Mazinaw and Upper Mississippi subwatershed, with each lake sampled 3 times for a total of 27 lake sampling days during May, July and September.
- Provincial Monitoring Programs: During the open water season (April – November), MVCA staff spend two days each month collecting surface water samples from 14 sites across the watershed. And, every spring and late-fall MVCA staff collect groundwater samples and take water levels from 8 provincial wells. As is done every year, in 2023 samples and information collected were provided to the province for analysis and reporting.
- From March to November each year, MVCA staff spend 2 days per month collecting samples from 19 water crossings in Ottawa's portion of our jurisdiction in support of the City's Baseline Monitoring Program (funding by Special Levy.)

As lake associations returned to in-person meetings, MVCA attended the Dalhousie Lake Association's Annual General Meeting to discuss our monitoring programs and what the results mean for lake users. Additional information is shared about our stewardship programs, and invasive species awareness.



*Provincial Ground Water Monitoring*



*Stream sampling*

## Stewardship

MVCA was able to resume full implementation of stewardship activities with the assistance of a stewardship student funded in part by the Ontario Federation of Anglers and Hunters. 2023 saw continued uptake of the ALUS Lanark program that was launched in 2022, which saw a doubling of the participation rate.

### ALUS Lanark

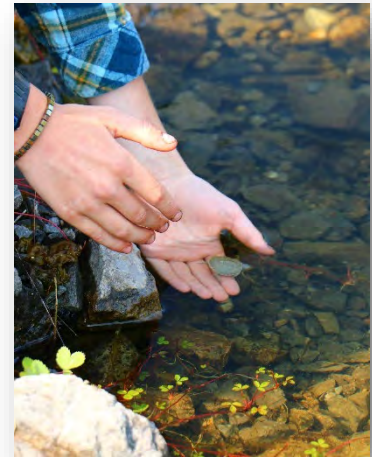
Nine stewardship projects were completed in 2023 of which seven were in MVCA's jurisdiction. In total, over 41 acres were positively impacted under this program. One project included a large-scale riparian planting, which could not have been completed without the help of several staff members from MVCA. ALUS Lanark hosted a celebration of its successful year on Saturday October 21 at a recently constructed wetland site in Montague Township.



*Riparian Planting*

## Northern Map Turtles at Morris Island

In June, 2023, North Map Turtle nests were found in a precarious location by long time Morris Island Conservation Area user and Ontario Registered Wildlife Custodian, Roger Magoon. The Canadian Wildlife Federation collected and incubated the eggs until they hatched when they were released back into the water at Morris Island. MVCA staff assisted with the release of four nests of baby turtles.



*Northern Map Turtle being released*



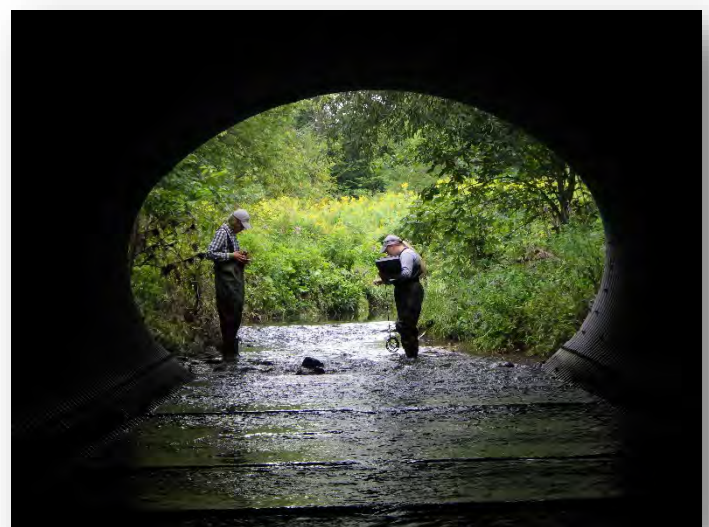
*Northern Map Turtle*



*Exploring their home at Morris Island Conservation Area*

## City Stream Watch (CSW)

MVCA's CSW program involves visiting 7 tributaries to the Carp River, 4 tributaries to the Ottawa River and 1 tributary to the Mississippi River on a 5-year rotation. In 2023, 4.3 km of Watt's Creek and 2.1 km of Carp Creek were sampled. To support these surveys, 3 temperature loggers were installed and 3 sites were electro-fished. Additional temperature loggers were also launched at 7 sites in 3 other CSW catchments. Results are looking similar to the last time we were out with additional details being learned through completing more survey sections this time around. MVCA will use these findings to inform potential stewardship projects.



*Stewardship & Monitoring Students taking samples for City Stream Watch*



## Shoreline Naturalization

In 2023 the Shoreline Naturalization Program planted a total of 414 trees/shrubs at eight properties in the watershed including along the shores of Constance Bay, Mazinaw Lake, the Ottawa River and Mississippi River.

## Tree Day Giveaways

The Stewardship team held two Lake Tree Giveaways Days with Palmerston Lake Association and Canonto Lake Cottage Association, and Malcolm and Ardoch Lakes Landowners Association. Butternut Tree giveaways were held in partnership with Rideau Valley Conservation Authority (RVCA). Approximately 850 trees and shrubs were distributed to 61 landowners within the watershed.



*Planting site in Lanark Highlands*



*Trees and shrubs loaded up for planting*

## Museum & Visitor Services

### Mill of Kintail Conservation Area (MOK)

The big events of the year were the 50<sup>th</sup> Anniversary held in August followed by the largest ever Kintail Country Christmas in December. Both events drew over 1,000 visitors who were wowed by the site, the activities, and the night-time light display. MVCA also hosted a March Break Family Nature Day, with 150 visitors participating in a variety of outdoor educational activities.



*Ray's Reptiles presentation at the Mill of Kintail 50th Anniversary Celebration*



*Red Gate Arena Farms providing horse-drawn carriage rides at Kintail Country Christmas 2023*

In October, MVCA partnered with a local Girl Guides troop to host a Walk for Wenjack event, which is used to build cultural understanding and create a path toward reconciliation between Indigenous and non-Indigenous peoples. This was the second year that MVCA participated in this event sponsored by the Gord Downey Foundation.

Capital works carried out at the MOK in 2023 included replacement of the Museum roof and Museum Lookout roof. Quotes were obtained for several improvement projects including the replacement of windows and re-pointing of the Gatehouse as well as repairs to the chimney on the Museum.



*Walk for Wenjack, guides activities*



*Mill of Kintail Museum, new roof*



*Mill of Kintail lookout, new roof*

## Museum Advisory Committee (MAC)

A new Museum Advisory Committee was established to support the Board in setting annual priorities for implementation of the Museum Strategic Plan; and to support staff in implementation of those actions through their expertise and connections in the community.



*Inside the Mill of Kintail Museum*

## Purdon Conservation Area

MVCA's Operations Department completed widening and replacement of a further 75m of the Purdon boardwalk. The boardwalk section extending from the parking lot entrance to the Ted Mosquin trailhead is now fully replaced.



*Purdon Conservation Area, boardwalk improvements*

## Carp River Conservation Area (CRCA)

Installation of an osprey nesting platform was completed in 2023 with support from donors to the Mississippi Valley Conservation Foundation.



*CRCA Osprey Nest*



*Aerial view*

## Board & Staff Activities

### Trade Show

In February, staff organized an informational open house for new and returning Board members to learn about MVCA's programs and services, and some of the projects we were working on.



*MVCA Trade Show*

## Board Watershed Tour

In June, Members of the MVCA Board, Foundation and Mississippi River Watershed Plan Public Advisory Committee were invited on a guided tour of the watershed. In 2023, the tour focused on the middle watershed that included a log operation demonstration at Lanark Dam, a water quality demonstration at Long Sault Creek, a short hike at Palmerston-Canonto Conservation Area, a drive along the K&P Trail where a large snapping turtle was found, and a visit to Cedardale, a site of regular flooding and where MVCA was updating flood plain mapping.



*Learning about surface water sampling*



*Tour of Purdon Conservation Area*

## BBQs & Holiday Luncheon

During the warm weather and at the end of every year, MVCA holds joint staff and Board lunches to allow people to meet, socialize, and learn about each others' work.



*Staff lunches*

## Staff Events

Each month, we take time to celebrate work anniversaries; and every spring and fall we host a half-day staff-appreciation event—this year a picnic at Robertson Lake and afternoon bowling in Perth.



*Staff Summer Retreat at Robertson Lake*



*Staff Summer Retreat at Robertson Lake*



*Staff Bowling Event*



*Alyson Simon retired in 2023 after 23 years with MVCA*



*Alyson Simon (4th from the left), summer student 1983*

## 2023 Financial Statements KPMG, March 2024

### DRAFT Statement of Financial Position

December 31, 2023, with comparative information for 2022

	2023	2022
<b>Financial assets:</b>		
Cash	\$ 964,957	\$ 2,836,873
Investments (note 2)	2,620,945	1,019,167
Accounts receivable (note 3)	590,261	642,236
	<u>4,176,163</u>	<u>4,498,276</u>
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities (note 4)	563,806	370,234
Deferred revenue - other (note 5)	120,875	374,389
Current portion of long-term debt (note 6)	175,530	245,260
Long-term debt (note 6)	3,977,401	4,151,522
Retirement benefit liability (note 7)	146,346	155,818
Asset retirement obligations (note 13)	61,936	-
Total liabilities	<u>5,045,894</u>	<u>5,297,223</u>
<b>Net financial debt</b>	<b>(869,731)</b>	<b>(798,947)</b>
<b>Non-financial assets:</b>		
Prepaid expenses	36,450	35,165
Intangible assets (note 9)	117,697	111,244
Tangible capital assets (note 8)	7,893,010	7,482,111
	<u>8,047,157</u>	<u>7,628,520</u>
<b>Contingent liabilities (note 16)</b>		
<b>Economic dependence (note 17)</b>		
<b>Accumulated surplus (note 10)</b>	<b>\$ 7,177,426</b>	<b>\$ 6,829,573</b>

## DRAFT Statement of Operations & Accumulated Surplus

Year ended December 31, 2023, with comparative information for 2022

	Budget 2023	Actual 2023	Actual 2022
	(Unaudited - note 11)		
<b>Revenue:</b>			
Municipal levy - general	\$ 2,962,450	\$ 2,962,451	\$ 2,777,100
Municipal levy - special	71,500	71,500	63,870
Other revenue (Schedule 1)	1,061,742	1,427,315	1,292,736
Provincial grant - MNR Section 39	128,436	128,436	128,436
Provincial grant - CMOG	13,445	13,445	13,445
Conservation area - fees, sales and rental	84,000	96,148	77,428
Supplementary programs	24,235	26,774	15,232
Donations	58,500	36,500	15,469
	<u>4,404,308</u>	<u>4,762,569</u>	<u>4,383,716</u>
<b>Expenses:</b>			
Corporate services (Schedule 2)	1,108,512	1,026,312	795,489
Watershed management (Schedule 2)	2,100,573	2,079,651	1,693,892
Flood and erosion control (Schedule 2)	508,166	487,906	737,190
Conservation areas (Schedule 2)	416,511	543,832	496,663
Category 2 programs (Schedule 2)	-	104,131	15,158
Category 3 programs (Schedule 2)	391,199	331,370	203,654
	<u>4,524,961</u>	<u>4,573,202</u>	<u>3,942,046</u>
Annual operating surplus before the undernoted items	(120,653)	189,367	441,670
<b>Capital activities:</b>			
Municipal levy - capital	634,628	634,628	598,706
Interest on long-term debt	-	(141,488)	(142,500)
Amortization of assets	-	(334,654)	(310,837)
	<u>634,628</u>	<u>158,486</u>	<u>145,369</u>
Annual surplus	513,975	347,853	587,039
Accumulated surplus, beginning of year	6,829,574	6,829,573	6,242,534
Accumulated surplus, end of year (note 10)	<u>\$ 7,343,549</u>	<u>\$ 7,177,426</u>	<u>\$ 6,829,573</u>

## 2023 Board of Directors

Paul Kehoe, Chair	Drummond N. Elmsley	Alyson Vereyken	Lanark Highlands
Jeff Atkinson, V. Chair	Carleton Place	Dena Comley	Carleton Place
E. Helen Yanch	Addington Highlands	Roy Huetl	North Frontenac
Richard Kidd	Beckwith	Allan Hubley	Ottawa
Cindy Kelsey	Central Frontenac	Cathy Curry	Ottawa
Janet Mason	Ottawa, <i>Cit. Appoint.</i>	Clarke Kelly	Ottawa
Taylor Popkie	Greater Madawaska	Glen Gower	Ottawa
Mary Lou Souter	Mississippi Mills	Andrew Kendrick	Tay Valley
Bev Holmes	Mississippi Mills	Steven Lewis	Prov. Agricultural Rep.



2023 Board of Directors



## 2023 MVCA Staff

General Manager	Sally McIntyre	Water Res. Engineer	Bryan Flood
Treasurer	Stacy Millard	Water Res. Engineer	Sobha Kunjikutty / Alana Perez
Director Engineering	Juraj Cunderlik	Water Res. Engineer	Ramy Saadeldin
Mgr. of Plan. & Regs	Matt Craig	Water Res. Technol.	Jennifer North
Property Manager	Scott Lawryk	Watershed Planner	Alyson Symon
Manager of I&CT	Alex Broadbent	Environmental Planner	Mercedes Liedtke
MOK Site Supervisor	Stephanie Kolsters	Environmental Planner	Diane Reid
Operations Supervisor	John Hendry	Engineer-in-Training	Jane Cho
Regulations Officer	Tatyana Vukovic / Rachel Clouthier	Engineer-in-Training	Tim Yoon
GIS Specialist	Lauren Shupe	Regulations Officer	Tatyana Vukovic / Will Ernewein
Planning Technician	Brittany Moy	Regulations Technician	Alexis Perrin / Rachel Clouthier
Biologist	Kelly Stiles	Planning Technician	Jacob Perkins
Full Stack Developer	Daniel Post	Maintenance Tech.	Rob King
Executive Assistant	Rachel Clouthier / Kelly Hollington	Maintenance Tech	Joe Arbour
Financial Assistant	Tina Fragnito / Dana Doughty	Maintenance Tech.	Sarah Kirkham
Admin. Assistant	Kelly Hollington / Krista Simpson	Maintenance Tech.	Carson James
MRSSO Inspector	Eric Kohlsmith	Custodian	Colinda Beauregard
MRSSO Assistant	Jessica Corrigan	MRSSO Inspector	Jacob Pruner



2023 MVCA Staff

Your partner in natural hazard  
management, resource conservation,  
and stewardship.

10970 Highway 7, Carleton Place ON, K7C 3P1  
(613) 253-0006 | [info@mvc.on.ca](mailto:info@mvc.on.ca)





**Source Protection Authority Meeting**

Hybrid meeting (via Zoom)  
MVCA Boardroom

1 PM

April 8, 2024

**AGENDA**

**ROLL CALL**

**Adoption of Agenda**

**Declaration of Interest (written)**

1. Approval of Minutes
  - a. Source Protection Authority, December 11, 2023 (see attached)
2. Business Arising from the Minutes
3. Source Protection Staff Update—verbal (Marika Livingston)
4. Source Protection Committee Member Appointments (Marika Livingston)
5. Source Protection Annual Progress Report (Marika Livingston)
6. Source Protection Risk Management Official Reports (Marika Livingston)

**Other Business**

**ADJOURNMENT**

REPORT	/24
TO:	Mississippi Valley Source Protection Authority
FROM:	Marika Livingston, Project Manager Mississippi-Rideau Source Protection Region
RE:	<b>Source Protection Committee Member Appointments</b>
DATE:	April 8, 2024

## Recommendation

That the Mississippi Valley Source Protection Authority re-appoint the following individuals to the Mississippi-Rideau Source Protection Committee for a 5-year term:

Michel Kearney to represent the City of Ottawa, Municipal Sector;  
 Scott Byrce to represent the Groundwater Systems, Municipal Sector;  
 Peter McLaren and Drew Lampman to represent the Economic Sector; and,  
 Eleanor Renaud to represent the Municipalities with No Systems, Municipal Sector.

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## 1.0 Background

As outlined in the Clean Water Act, 2006, under Ontario Regulation 288/07, the Mississippi-Rideau Source Protection Committee was created to develop a Source Protection Plan to protect municipal sources of drinking water in this region. The Committee oversees the source protection program, and the composition ensures that a variety of local interests are represented at the decision-making table.

## 2.0 Current Membership

As per resolution SPA-2-2/17, the Mississippi-Rideau Source Protection Committee membership is currently:

Economic Sector – 4 members  
 Municipal Sector – 4 members  
 Environment / Health / Public Sector – 4 members  
 Total – 12 members

## 3.0 Renewal and Reappointments

In accordance with O. Reg. 288/07, Source Protection Committee members may only be appointed for a maximum term of five (5) years. Five (5) of the twelve (12) membership appointments expire in 2023, with the remaining seven (7) seats expiring in 2024.

Of the seven (7) seats due for renewal, five (5) members are seeking re-appointment, one (1) member has already been appointed and one (1) member is not seeking re-appointment. It is beneficial to welcome member renewals to promote consistency; many members have been on the Committee since its inception (2007) and therefore have a long history and a great understanding of the complex Source Water Protection Program and the *Clean Water Act*, 2006. One member is not seeking reappointment and recruitment for their seat will commence later in 2024.

The following candidates are recommended for consideration for renewal and re-appointment of a term of 5 years:

- Economic: Drew Lampman (a member since 2007)
- Economic: Peter McLaren (a member since 2007)

In accordance with the Regulation, the following individuals have been jointly selected by the municipalities they represent. It is requested the Source Protection Authority consider re-appointing the following candidates for a term of 5 years.

- Municipal, Groundwater seat: Scott Byrce (a member since 2007)
- Municipal, City of Ottawa seat: Michel Kearney (a member since 2016)
- Municipal, No Municipal Systems seat: Eleanor Renaud (a member since 2007)

#### **4.0 Next Steps**

Once the proposed members are re-appointed by both Source Protection Authorities, Source Protection staff will prepare letters of appointment.

## REPORT

/24

TO:	Mississippi Valley Source Protection Authority
FROM:	Marika Livingston, Project Manager Mississippi-Rideau Source Protection Region
RE:	<b>Source Protection Annual Progress Report</b>
DATE:	April 8, 2024

**Recommendation**

That the Mississippi Valley Source Protection Authority receive the 2023 Source Protection Annual Progress Report (public facing report and supplemental form), including the Source Protection Committee comments and grading;

And further, that the Mississippi Valley Source Protection Authority direct staff to submit the Annual Progress Report (public and supplemental form) to the Ministry of the Environment, Conservation and Parks as required by the *Clean Water Act* and Regulations.

**ANNUAL REPORTING REQUIREMENTS**

The *Clean Water Act* (Section 46) requires the Annual Progress Report to be prepared and:

- Describe measures taken to implement the Plan
- Describe the results of monitoring programs
- Describe extent to which objectives set out in the plan are being achieved
- Contain other information as prescribed by the regulations

Ontario Regulation 287/07 (Section 52) describes other information to be included:

- Description and reasons for policy delays
- Description of steps taken to address deficiencies in information
- Summary of the report prepared and submitted by the RMO each year
- Any other information the SPA considers advisable

**BACKGROUND**

The Source Protection Authorities are required to submit an Annual Progress Report each year, under Section 46 of Ontario's *Clean Water Act*. The report is to be submitted to the Ministry of Environment, Conservation and Parks (MECP) by May 1 of each year and is to be provided to the SPC for comment at least 30 days prior to this. The report summarizes:

- Measures taken to implement the source protection plan;
- Results of monitoring policies;
- The extent to which objectives of the plan are being achieved; and,

- Other information that might be required by the regulation.

There are two components of the progress reporting, a public facing report document and a supplemental reporting form that is to be provided directly to the MECP.

This is the seventh Annual Progress Report since the Source Protection Plan came into effect on January 1, 2015. The previous Annual Progress Reports were submitted on May 1<sup>st</sup> of 2018, 2019, 2020, 2021, 2022 and 2023.

### **PUBLIC FACING ANNUAL PROGRESS REPORT**

The public portion of the Annual Progress Report includes an introductory section which includes Source Protection Committee comments, information about the Mississippi-Rideau Source Protection Region, and an overall 'grade' for the region in achieving source protection plan objectives. Where the form asks for grading, there were three options for the SPC:

- P: Progressing Well/On Target, meaning that the majority of the source protection plan policies have been implemented and/or are progressing
- S: Satisfactory, meaning that some of the source protection plan policies have been implemented and/or are progressing
- L: Limited progress, meaning that a few of the source protection plan policies have been implemented and/or are progressing

There are ten general sections in the public report that pull information from the MECP supplemental reporting form.

### **ANNUAL PROGRESS REPORTING SUPPLEMENTAL FORM FOR SOURCE PROTECTION**

This form is meant to provide a standardized form across the province for sharing critical information from the source protection authorities on implementation progress. It is to be completed and provided to the MECP by May 1, 2024.

### **SEPARATE ATTACHMENTS**

1. Source Protection Annual Progress Report—Public Facing Document
2. Annual Progress Reporting Supplemental Form

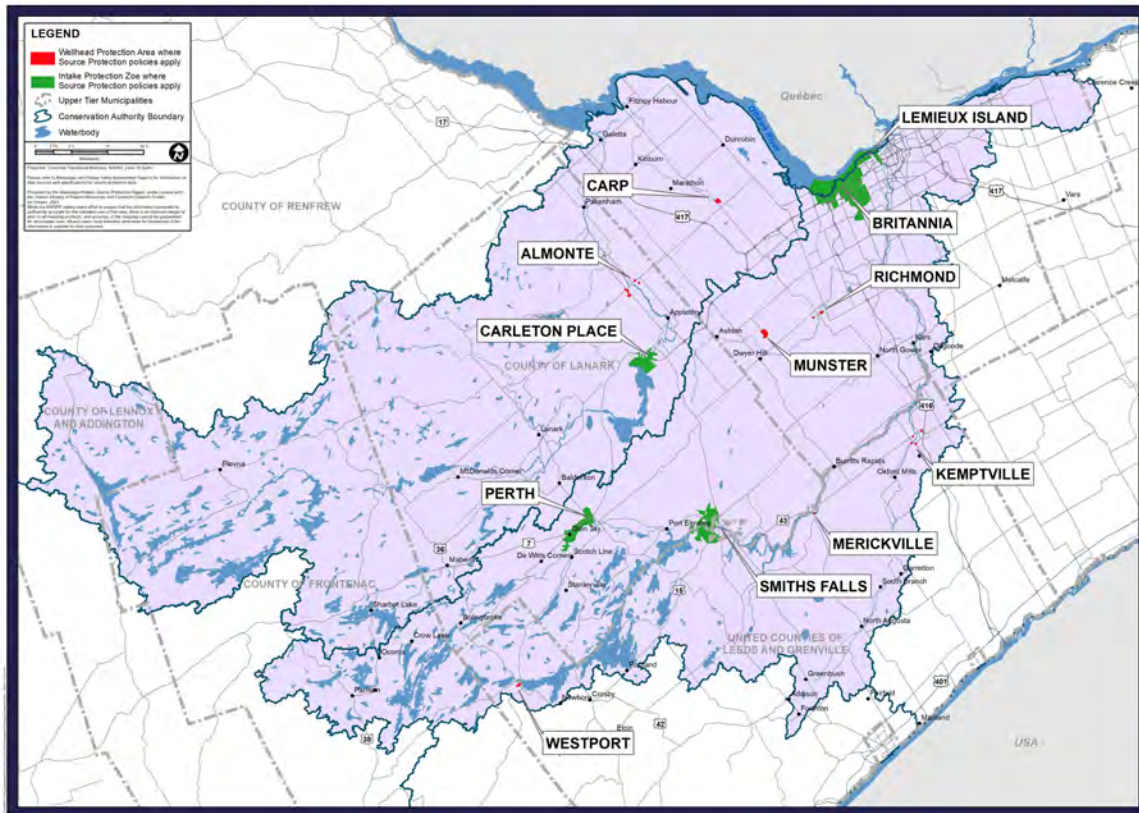
## Source Protection Annual Progress Report

### I. Introduction

As required by the *Clean Water Act* and its regulations, this report outlines the progress made in implementing the Mississippi-Rideau Source Protection Plan (MRSP) in 2023. Our Source Protection Region is made up of the Mississippi Valley and the Rideau Valley Source Protection Areas.

Source protection focuses on protecting sources of municipal drinking water such as lakes, rivers or underground aquifers that supply people with drinking water, from contamination and overuse.

About three quarters of the population of the Mississippi-Rideau Region live in an area that is serviced by the 13 municipal drinking water systems that are the focus of the MRSP. This report highlights progress made towards implementing this plan, which contains policies to protect these 13 local drinking water sources, spread across two watersheds.



## II. A message from your local Source Protection Committee

Our progress score on achieving source protection plan objectives this reporting period:

**P: Progressing Well/On Target** – The majority of the source protection plan policies have been implemented and/or are progressing.

Overall, the Source Protection Committee feels that implementation of Source Protection Plan policies is progressing well in the Mississippi-Rideau Region.

The Source Protection Committee met on April 4, 2024 to discuss the Annual Progress Report, which was provided to them prior to the meeting with the Agenda package. At the meeting, the Committee reviewed each item in the report, and agreed on a grade where needed. Each section was presented and discussed as questions or comments arose. Following the review of each section, the Committee completed the overall progress score for the reporting period. Committee members also had an opportunity to provide written comments, if desired, to staff.



### III. Our Watershed

To learn more, please read our assessment report(s) and source protection plan(s).

The Mississippi-Rideau Source Protection Region is made up of two Source Protection Areas: the Mississippi Valley Source Protection Area; made up of the lands that drain into the Mississippi River (called the Mississippi watershed) and the Rideau Valley Source Protection Area; made up of the lands that drain into the Rideau River (the Rideau watershed). All or part of 31 municipalities fall within the Mississippi-Rideau Source Protection Region. About three-quarters of the population of the Mississippi-Rideau Region live in an area that is serviced by the 13 municipal drinking water systems which are the focus of the Mississippi-Rideau Source Protection Plan. These 13 drinking water systems serve communities across the Region, and are divided into eight municipal wells (taking water from the ground), and five surface water systems (taking water from local rivers):

Groundwater Systems: Almonte, Munster, Carp, Richmond (King's Park), Kemptville, Richmond (W. Dev lands), Merrickville, and Westport.

Surface Water Systems: Carleton Place, Smiths Falls, Perth, Ottawa (Lemieux) and Ottawa (Brittania).

To develop the Source Protection Plan, a local committee with multiple stakeholders was created to oversee the source protection program and to guide its content. This committee includes members representing municipalities in the region, the agricultural community, industry, government and non-governmental organizations, as well as members of the public. It is supported by the two Conservation Authority's Board of Directors, which is referred to as the "Source Protection Authority", when completing source protection work. Source Protection focuses on protecting rivers, lakes and groundwater where they supply drinking water systems that serve villages, towns and cities. This work is going on locally in 19 source protection regions and areas across Ontario. Between 2006 and 2012, studies were completed to help find out where the water for these systems was most vulnerable, by mapping areas around water treatment plant intake pipes (Intake Protection Zones or IPZs) and around municipal wells (Wellhead Protection Areas or WHPAs) to show where water comes from, how quickly it gets there, and how vulnerable it is to contamination or overuse. These areas are the focus of where policies in the Source Protection Plan apply today, to protect the sources of the 13 drinking water systems. Policies include prohibiting a few high-risk activities, requirements for risk management plans, the use of existing or amended approval processes, and education and outreach to encourage voluntary good practices. Highly vulnerable aquifers (HVAs), where soil is thin or absent and underlying bedrock contains large cuts and gaps characterize 89% of the region. Moreover, approximately 13% of the region is characterized as Significant Groundwater Recharge Area, where there are gravel deposits or soil features that allow a significant amount of rain and snowmelt to move down into the groundwater. In these areas, there are policies encouraging the wise use of road salt, promoting best management practices through education and outreach, and policies aimed at managing waste disposal sites.

## IV. At a Glance: Progress on Source Protection Plan Implementation

### 1. Source Protection Plan Policies and Addressing Significant Risks

#### **P: Progressing Well/On Target.**

There are 50 significant threat policies in the Mississippi-Rideau Source Protection Plan. These policies either prohibit or manage activities. 46 of the policies that address significant drinking water threats have been implemented (92%); 3 are still in progress (6%); and 1 of the significant threat policies is not applicable (2%). In 2023, there was no change in significant threat policy implementation. The outstanding significant threat policies are related to Risk Management Plans that are still in negotiation.

As a result of policies being continually implemented in our region, approximately 99% of existing significant drinking water threats on the landscape have been addressed (i.e., eliminated or managed). We are on track to address all 100% existing significant threats to our sources of drinking water.

## 2. Municipal Progress: Addressing Risks on the Ground

### **P: Progressing Well/On Target**

In the Mississippi-Rideau Source Protection Region, 15 municipalities have vulnerable areas where significant drinking water threat policies are included in the SPP. Legally binding policies apply to portions of Wellhead Protection Areas or Intake Protection Zones.

Municipalities work to ensure that their day-to-day planning decisions conform with the source protection plan policies. All municipalities in our source protection region have processes in place to ensure that their day-to-day decisions conform with our source protection plans.

Municipalities regulate development through their powers under the Planning Act. Updating the Official Plan and Zoning By-Laws tools will help to ensure that decisions on planning matters are consistent with Source Protection Plan policies.

In our Source Protection Region, municipalities are required to update their Official Plans either before, or during their next five-year review after January 1, 2015. Zoning must be updated within three years of the Official Plan amendments.

In the Mississippi-Rideau Region, all municipalities have completed their Official Plan amendments, and 13 have completed or are in the process of completing their Zoning By-Law amendments (two municipalities are upper tier and do not have Zoning By-Laws).

### 3. Septic Inspections

#### **P: Progressing Well/On Target**

When an on-site sewage system is functioning properly, contaminants from the system are greatly reduced or eliminated. A key part of protecting drinking water is therefore accomplished through the Mandatory On-Site Sewage System Maintenance Inspection Program. Through inspections, this program ensures that on-site sewage systems are functioning properly where they are considered a significant drinking water threat.

100% of on-site sewage systems identified as a significant threat have been inspected in the first 5 year cycle in accordance with the Ontario Building Code, and minor maintenance work was completed where required. 2021 began the second 5 year cycle and 1 of 2 mandatory on-site sewage systems inspections were completed. The remaining inspection was completed in 2022 and found the system to be functioning as required.

## 4. Risk Management Plans

### **S: Satisfactory**

A Risk Management Plan is a document that outlines the actions required to address an activity that has the potential to contaminate drinking water. These actions manage the risk associated with the activity so that drinking water is better protected. A Risk Management Official works with the person to decide on the components of the Risk Management Plan. There are currently five Risk Management Officials in the Mississippi-Rideau Region, four of these work at the Conservation Authorities and one works at the City of Ottawa. In the region, all municipalities except for the City of Ottawa have delegated risk management responsibilities to the Conservation Authorities. Since the SPP took effect, a total of 50 Risk Management Plans have been established in the Mississippi-Rideau Region with 1 Risk Management Plan being established this reporting period. In 2023, 23 inspections were carried out within the Region to verify Risk Management Plans were still accurate and ensure compliance. There have been no cases of non-compliance with established Risk Management Plans observed to date. There are 2 parcels remaining that require Risk Management Plans. For fuel and chemical handling or storage, Risk Management Plans look to address preventative maintenance, monitoring, spills response knowledge and information. For agricultural sites, they look to document existing best management practices, or work with persons to implement best management practices in a practical way.

## 5. Provincial Progress: Addressing Risks on the Ground

### **P: Progressing Well/On Target**

Ontario Ministries are reviewing previously issued provincial approvals (i.e. prescribed instruments, such as environmental compliance approvals under the Environmental Protection Act) where they have been identified as a tool in our plan to address existing activities that pose a significant risk to sources of drinking water. The provincial approvals are being amended or revoked where necessary to conform with plan policies. Our policies set out a timeline of three years to complete the review and make any necessary changes. The Ministries have completed this review for previously issued provincial approvals. Processes have been developed and implemented to screen new provincial approvals within vulnerable areas and are reported on annually.

All of these have been reviewed, for conformity to our Source Protection Plan. Only 2 Prescribed Instruments were amended or replaced because of the conformity exercises as described above. In 2023, 4 wastewater and sewage works applications and 1 hauled sewage application were screened in our Region for Source Water Protection Policies. None were determined to be significant drinking water threats.

## 6. Source Protection Awareness and Change in Behaviour

A total of 63 Drinking Water Protection Zone signs have been installed in the Mississippi-Rideau Source Protection Region along municipal and county roads to mark the 13 drinking water systems in the Source Protection Plan. A total of 9 Drinking Water Protection Zone signs have been installed in the Mississippi-Rideau Source Protection Region along provincial roads. These signs alert travelers to the vulnerable areas and some direct them to our website for more information.

A comprehensive education and outreach program, 'Living in the Zone', has been developed. This includes resources on the Source Protection Region website. Social media campaigns are frequently posted to raise awareness on protecting drinking water.

In 2022, the Ministry of Environment, Conservation and Parks released the Best Practices for Source Water Protection to help individuals with private drinking water systems assess the risk/vulnerability of their drinking water source and inform them on how to properly protect this source of drinking water. Alongside the Best Practices the MECP provided funding for Source Protection Areas/Regions to provide advice and support to people with drinking water systems not included in a Source Protection Plan (SPP). The Mississippi-Rideau Source Protection Region initiated a pilot project to address concerns raised by local lake associations. These concerns were focused on waterfront property owners sourcing their drinking water from the lake through surface water intakes. The project was divided into two phases: Phase 1 was to characterize the lakes, survey residents, assess vulnerability and determine possible drinking water risks using the Best Practices guidance and Phase 2 is the education and outreach component based on the results of Phase 1. Phase 2 progressed in 2023, and included the production of 3 short videos, a social media campaign, jointly hosting 3 informational webinars and the initiation of a new Source Protection Plan policy which involves the establishment of a working group with to discuss private drinking water protection and more.

In 2022, the Mississippi-Rideau Source Protection Region transitioned the municipal annual reporting templates to an online format. Municipal representatives were provided with login privileges and access to the Electronic Annual Reporting platform to answer questions related to Source Protection Plan implementation and risk management (if applicable). This transition was an effort to streamline reporting and reduce inefficiencies. The first year went well, but in 2023 the Province required municipalities to report on policy implementation statuses in a new online interface. Mississippi-Rideau Source Protection staff supported this transition and hosted a training session to ensure the transition went smoothly.

In 2023, significant effort was put into advancing the Section 36 Update as committed to in our submitted Section 36 Workplan to the Ministry in 2018. Additionally, Mississippi-Rideau Source Protection staff reviewed the 2021 Technical Rule Changes and in 2023, consulted with Municipal Working Group members to discuss proposed policy changes to align with the updates.

In 2023, the City of Ottawa, a municipality in our Source Protection Region, launched a Fuel Oil Tank Replacement Rebate Program. The program offers financial incentives to remove existing fuel oil tanks that are located near municipal wells and replace them with an alternate heating source (air source heat pump or natural gas), that are not considered a significant drinking water threat. The goal of the fuel tank incentive program is to eliminate existing fuel threats and protect rural communal drinking water resources.

The 2007 and 2009 Mississippi-Rideau Source Protection Region (MRSPR) water budget studies were completed over 15 years ago and are now considered to be somewhat out of date. On-going community growth in the MRSPR will put additional demand on drinking water supplies, so up-to-date water budget studies are considered important. Climate change is also a major driver in the need to update the water budget studies due to its effect on precipitation, evapotranspiration, and surface water and groundwater resources. In 2023, the MRSPR initiated a conceptual water budget update and hired a team of consultants to manage this work.

## 7. Source Protection Plan Policies: Summary of Delays

Overall, policy implementation is Progressing Well in our region. Some policy tools are challenging to implement, and require significant time to build relationships with landowners, business operators, and other key individuals across the region. In particular, the policies that require negotiation of Risk Management Plans with individuals have been challenging to implement. Progress has been made to identify properties that require risk management plans, refine threat numbers and identify sites that do not require plans at this time. Some Risk Management Plans for existing activities are not yet complete, and staff are working hard to finish all required plans across the Region at identified properties, however additional time is required to complete this work. The risk management program is still new and managing activities in this way requires trust and relationship building between staff and affected landowners. There must be consideration for the type and extent of risk management measures asked for, as well as their feasibility for individuals to complete. Provincial funding previously offered assistance with implementing risk management programs. However, this funding was not renewed, resulting in additional pressures on our small municipalities to fund the Risk Management Office. Fortunately, we have had success leveraging existing incentive programs offered by our Conservation Authorities.

Risk management staff at the Conservation Authorities have worked to implement policies, and 50 Risk Management Plans are in place. Over the last few years, staff developed a practical and straightforward approach to implement Risk Management Plans, focusing on best management practices and spills response. As of 2023, 2 parcels still require risk management plans. There have been some challenges with a few non-responsive landowners within the Source Protection Region which has proven to be difficult. The SPA has explored legal options and alternatives to address these conflicts.

For the outstanding agricultural Risk Management Plan, risk management staff have made progress in 2023 towards coming to an agreement. Staff will rely on existing incentive programs to help offset the costs of implementing Risk Management measures.

For the outstanding Fuel Oil Risk Management Plan, the City of Ottawa initiated a Fuel Oil Replacement Incentive Program. They will contribute funds towards replacing fuel oil with an alternative heat source. The homeowner without a Risk Management Plan, is proceeding with connecting to Natural Gas and decommissioning the oil tank, following this heating season by the end of 2024.



## **8. Source Water Quality: Monitoring and Actions**

In our source protection region/area, no issues have been identified in our local science-based assessment reports regarding the quality of the sources of municipal drinking water.

## 9. Science-based Assessment Reports: Work Plans

No work plans were required to be implemented for our assessment reports.

## 10. More from the Watershed

To learn more about our source protection region/area, visit our website at:

[www.mrsourcewater.ca](http://www.mrsourcewater.ca)



Top left photo: 2024 SPC Membership

Top right photo: Rideau Valley Conservation Authority summer students at the May 2023 Smiths Falls Water Treatment Plant Open House

Bottom right photo: Local Kemptville automotive repair shop with their Spill Kit, delivered during Fall 2023 Risk Management site visits.





# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Mississippi - Rideau

Report Id	Completed	Question
10	True	As applicable to your source protection region/area, indicate if all relevant implementing bodies submitted a status update/annual report to the source protection authority for the previous reporting year. If "No" is selected for any implementing body(ies), then please complete the Comments field below with details including the name of the specific implementing body along with an explanation, if available, for not submitting a status update/annual report as required by a monitoring policy. *NOTE: Where a listed implementing body(ies) is not applicable/relevant to your source protection region/area, then simply select "No" and explain that it is not an applicable implementing body in your source protection region/area in the Comments field text box.

Response	Answer
Risk Management Official	Yes
Municipality	Yes
Conservation Authority	Yes
Local Health Unit	Yes
MECP - Waste Disposal Sites - Landfilling and Storage	Yes
MECP - Wastewater/Sewage Works	Yes
MECP - Pesticides	Yes
MECP - Hauled Sewage/Biosolids	Yes
MECP - Hauled Sewage/Biosolids Inspections	Yes
MECP - Permit to Take Water	Yes
MECP - Permit to Take Water Inspections	Yes
MECP - Municipal Residential Drinking Water Systems	Yes
MECP - Municipal Residential Drinking Water Systems Inspections	Yes
MECP - Source Protection	Yes
MECP - Waste Disposal Sites - Landfilling and Storage Inspections	Yes
MECP - Wastewater/Sewage Works Inspections	Yes
MECP - Conditions Sites	Yes
MECP - NMA - ASM and NASM Inspections	Yes
MECP - Environmental Monitoring	Yes
MECP - Fuel	Yes
MECP - Great Lakes	Yes



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Mississippi - Rideau

MECP - Spills Response	Yes
MECP - Wells	Yes
OMAFRA	Yes
MNRF	Yes
MTO	Yes
MMAH	Yes
MGCS-TSSA	Yes
MENDM	Yes
Provincial Board/Commission	No
Federal Departments/Agencies/Commissions/Crown Corporations	No
Private Entity/Company	No
Association/Organization	No

**Comment:** If "no" is selected, the implementing body was not required to submit an annual report.



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Mississippi - Rideau

Report Id	Completed	Question	Category
20	True	Did the Source Protection Authority indicate the status of all threat policies as contained in their source protection plan? Please provide details in the response field text box in the Policy Interface for policies with a "No Progress Made" and "No information available/no response received" implementation status especially for legally-binding policies that address significant drinking water threat activities and for any moderate/low threat policies that use prescribed instruments and Planning Act tools.	Implementation status of source protection plan policies
<b>Answer:</b>		Yes	
<b>Comment:</b>			

Report Id	Completed	Question	Category
21	True	Did the source protection authority(ies) confirm the accuracy of the implementation status of all threat policies as contained in their source protection plan and located on the policy interface database for the current reporting year?	Monitoring Policy Implementation
<b>Answer:</b>		Yes	
<b>Comment:</b>			

Report Id	Completed	Question	Category
22	True	Did all source protection authority(ies) confirm that if a policy is significant and legally binding and has not been implemented by a person or a body by the implementation date specified in the policy, that there are written comments that include a description of the failure and the reasons for the failure as per O.Reg 287/07 s.52(1) 1.?	Monitoring Policy Implementation
<b>Answer:</b>		Yes	
<b>Comment:</b>			



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Mississippi - Rideau

Report Id	Completed	Question						
30	True	Number of risk management plans agreed to or established within the source protection area/region (to address existing and future threats) in this reporting period (i.e., annual total).						
<table border="1"> <thead> <tr> <th>Current Year</th> <th>Cumulative Count</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">50</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">50</td> </tr> </tbody> </table>			Current Year	Cumulative Count	1	50	1	50
Current Year	Cumulative Count							
1	50							
1	50							
<b>Provincial Total</b>								
<b>Comment:</b>								

Report Id	Completed	Question						
31	True	Number of properties (i.e., parcels) with risk management plans agreed to or established in this reporting period.						
<table border="1"> <thead> <tr> <th>Current Year</th> <th>Cumulative Count</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">53</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">53</td> </tr> </tbody> </table>			Current Year	Cumulative Count	1	53	1	53
Current Year	Cumulative Count							
1	53							
1	53							
<b>Provincial Total</b>								
<b>Comment:</b>								

Report Id	Completed	Question						
32	True	How many existing* significant drinking water threats have been managed through the established risk management plans in this reporting period (* meaning engaged in OR enumerated as existing significant threats)?						
<table border="1"> <thead> <tr> <th>Current Year</th> <th>Cumulative Count</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">54</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">54</td> </tr> </tbody> </table>			Current Year	Cumulative Count	1	54	1	54
Current Year	Cumulative Count							
1	54							
1	54							
<b>Provincial Total</b>								
<b>Comment:</b>								



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Mississippi - Rideau

Report Id	Completed	Question	Current Year	Cumulative Count
40	True	How many section 59 notices were issued in this reporting period for activities to which neither a prohibition (section 57) nor a risk management plan (section 58) policy applied, as per ss. 59(2)(a) of the Clean Water Act?	0	2
<b>Provincial Total</b>			0	2
<b>Comment:</b>				

Report Id	Completed	Question	Current Year	Cumulative Count
41	True	How many section 59 notices were issued in this reporting period for activities to which a risk management plan (section 58) policy applied, as per ss. 59(2)(b) of the Clean Water Act?	0	0
<b>Provincial Total</b>			0	0
<b>Comment:</b>				

Report Id	Completed	Question	Current Year	Cumulative Count
61	True	State the total number of inspections (including any follow-up site visits) that were carried out for activities (existing or future) that are prohibited under section 57 of the Clean Water Act in this reporting period. If no inspections were conducted in the previous calendar year, please explain.	0	0
<b>Provincial Total</b>			0	0
<b>Comment:</b>				



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Mississippi - Rideau

Report Id	Completed	Question	Current Year	Cumulative Count
62	True	Among the inspections conducted for section 57, how many showed that activities were taking place on the landscape even though they were prohibited (i.e., in contravention) under section 57 of the Clean Water Act in this reporting period?	0	0
<b>Provincial Total</b>			0	0
<b>Comment:</b>				

Report Id	Completed	Question	Current Year	Cumulative Count
63	True	How many new properties were identified with s.57 prohibited activities during the reporting year (do not include properties established outside of this reporting year)?	0	0
<b>Provincial Total</b>			0	0
<b>Comment:</b>				

Report Id	Completed	Question	Current Year	Cumulative Count
70	True	How many existing significant drinking water threats have been prohibited as a result of section 57 prohibitions in this reporting period?	0	0
<b>Provincial Total</b>			0	0
<b>Comment:</b>				





# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Mississippi - Rideau

Report Id	Completed	Question
80	True	State the total number of inspections (including any follow-up site visits) that were carried out for activities that require a risk management plan under section 58 of the Clean Water Act in this reporting period. If no inspections were conducted in the previous calendar year, please explain.

	Current Year	Cumulative Count
	23	120
<b>Provincial Total</b>	23	120

**Comment:** 23 businesses handling and storing DNAPLs were visited, as a follow-up to their previously negotiated RMP. The site visits were to verify that the RMP was still accurate, remind RMP holders of their obligations and ensure no change in activities or ownership had happened since we last visited.

Report Id	Completed	Question
81	True	Among the inspections conducted for section 58, how many were in contravention with section 58 of the Clean Water Act in this reporting period (i.e., person engaging in a drinking water threat activity without a risk management plan as required by the source protection plan)?

	Current Year	Cumulative Count
	0	0
<b>Provincial Total</b>	0	0

**Comment:**



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Mississippi - Rideau

Report Id	Completed	Question	Current Year	Cumulative Count
82	True	Among the inspections for section 58, how many were in non-compliance with the specific contents of the risk management plan in this reporting period? (NOTE: Please only include those inspections that showed non-compliance with measures/conditions to manage the actual threat activity.)	0	0
<b>Provincial Total</b>			0	0
<b>Comment:</b>				

Report Id	Completed	Question	Current Year	Cumulative Count
83	True	State the total number of notices issued where there were cases of contraventions and/or non-compliance found with section 57 in this reporting period.	0	0
<b>Provincial Total</b>			0	0
<b>Comment:</b>				

Report Id	Completed	Question	Current Year	Cumulative Count
84	True	State the total number of notices issued where there were cases of contraventions and/or non-compliance found with section 58 in this reporting period.	0	1
<b>Provincial Total</b>			0	1
<b>Comment:</b>				



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Mississippi - Rideau

Report Id	Completed	Question	Current Year	Cumulative Count
85	True	State the total number of orders issued for contraventions and/or non-compliance found with section 57 in this reporting period.	0	0
<b>Provincial Total</b>			0	0
<b>Comment:</b>				

Report Id	Completed	Question	Current Year	Cumulative Count
86	True	State the total number of orders issued for contraventions and/or non-compliance found with section 58 in this reporting period.	0	0
<b>Provincial Total</b>			0	0
<b>Comment:</b>				



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Mississippi - Rideau

**Report Id   Completed   Question**

220      True      List the municipality(ies) (including upper-, lower-, and single-tier) within the source protection region/area that are required to complete Official Plan and Zoning exercises to conform to the latest source protection plan, and indicate the status of those exercises for each applicable municipality. "Latest source protection plan" means the first approved plan or any subsequent approved plan update. \*NOTE: Applies to every municipality affected by land use planning or Part IV type policies. Where the official plan and/or zoning by-law status for any particular municipality needs to be changed/updated, then please do so by deleting the entry for that particular municipality by clicking on the red "-" (minus) sign and then re-select the municipality name from the drop down list of municipalities followed by selecting the updated status of the conformity exercise for the official plan and zoning by-law from the drop down list for that particular municipality. After doing so, please be sure to add the municipality as your response by clicking on the green plus sign.

Municipality	Official Plan	Zoning By Law
Town of Carleton Place	Completed	Completed
Town of Mississippi Mills	Completed	Completed
Town of Perth	Completed	Completed
Town of Smiths Falls	Completed	Completed
Township of Beckwith	Completed	Completed
Township of Drummond/North Elmsley	Completed	Completed
Township of Montague	Completed	Completed
Township of Rideau Lakes	Completed	Completed
Township of Tay Valley	Completed	Completed
Village of Westport	Completed	Completed
City of Ottawa	Completed	In Progress/Updates Underway
Municipality of North Grenville	Completed	In Progress/Updates Underway
Village of Merrickville-Wolford	Completed	In Progress/Updates Underway
Lanark, County of	Completed	Not Applicable
Leeds and Grenville, United Counties of	Completed	Not Applicable

**Comment:**



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Mississippi - Rideau

Report Id	Completed	Question	Current Year	Cumulative Count
240	True	State the number of source water protection signs installed on provincial highways in the source protection region/area in this reporting period.	0	9
<b>Provincial Total</b>			0	9
<b>Comment:</b>				

Report Id	Completed	Question	Current Year	Cumulative Count
241	True	State the number of source water protection signs installed on municipal roads in the source protection region/area in this reporting period.	0	63
<b>Provincial Total</b>			0	63
<b>Comment:</b> No new signs. but many signs were replaced due to damage or fading				

Report Id	Completed	Question	Current Year	Cumulative Count
242	True	State the number of source water protection signs installed at other locations (if applicable) in the source protection region/area in this reporting period.	0	2
<b>Provincial Total</b>			0	2
<b>Comment:</b> Two waterway signs were installed, one in Rideau Lakes and one in Smiths Falls.				



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Mississippi - Rideau

Report Id	Completed	Question	Category
260	True	Current total overall number of on-site sewage systems that are assessed as significant drinking water threat activities and that are required to be inspected every five years in accordance with the Ontario Building Code.	Sewage System Inspections
<b>Answer:</b>		2	
<b>Comment:</b>			

Report Id	Completed	Question	Category
261	True	Of those requiring inspections, how many inspections of on-site sewage systems were due to be carried out in this reporting period? If not applicable or no inspections of on-site sewage systems were due to be carried out in this reporting period because they were already inspected earlier within the inspection cycle or will be inspected in a future year within the cycle, then please enter "0" and state either explanation in the comment field.	Sewage System Inspections
<b>Answer:</b>		0	
<b>Comment:</b> Due for re-inspection in 2026 and 2027			

Report Id	Completed	Question		
262	True	How many on-site sewage system inspections were completed in this reporting period?		
			<b>Current Year</b>	<b>Cumulative Count</b>
			0	2
<b>Provincial Total</b>			0	2
<b>Comment:</b>				



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Mississippi - Rideau

Report Id	Completed	Question	Current Year	Cumulative Count
263	True	How many of the inspected on-site sewage systems required minor maintenance work in this reporting period?	0	2
<b>Provincial Total</b>			0	2
<b>Comment:</b>				

Report Id	Completed	Question	Current Year	Cumulative Count
264	True	How many of the inspected on-site sewage systems required major maintenance work (e.g., tank replacement, etc.) in this reporting period?	0	0
<b>Provincial Total</b>			0	0
<b>Comment:</b>				

Report Id	Completed	Question	Category
265	True	How many of the inspected on-site sewage systems required no maintenance work?	Sewage System Inspections
<b>Answer:</b>	0		
<b>Comment:</b>			



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Mississippi - Rideau

Report Id	Completed	Question	
266	True	For those on-site sewage systems that were not inspected in this reporting period but should have been inspected, and are now out of compliance, please indicate why they were not all inspected from among the reasons below. [Note: For municipalities that have not yet initiated the mandatory on-site sewage system inspection program, please see the next reportable to provide your response if this is the case].	
		<b>Response</b>	<b>Answer</b>
		landowner refused entry, compliance order being sought	No
		inspections delayed/postponed due to COVID-19 restrictions	No
		vulnerable area changed and on-site sewage system(s) no longer a threat activity	No
		other. Please specify in the comment box below.	No
<b>Comment:</b>			





# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Mississippi - Rideau

**Report Id    Completed    Question**

270            True            Complete the information below regarding environmental monitoring of drinking water issues identified in accordance with the Technical Rules within your source protection region/area. Begin by selecting the drinking water system, the specific well or intake, the drinking water issue, the delineation status, and the observation of the concentration. [OPTIONAL]: In the comments field, describe any actions or behavioural changes that might be contributing to reported changes in the concentration of the issue or parameter. Where the drinking water issue, well or intake, delineation status, or observation of any previously listed drinking water system needs to be changed/updated, then please do so by deleting the entry for that particular drinking water system by clicking on the red minus sign on the right side of the entry and then re-select the drinking water system from the dropdown list of drinking water systems followed by selecting the associated well or intake, the drinking water issue, its delineation status, and the observation from the dropdown list for that particular drinking water system. After doing so, please be sure to add the drinking water system as your response by clicking on the green plus sign on the right side of the entry. If this reportable is not applicable to your source protection region/area, please indicate as such by choosing "No system with issues," "Not Known/Available," "No issue," "Not applicable," and "No observation," respectively, under the drop down menu options under each of the categories of this reportable. Do not leave blank.

<b>DWIS Number</b>	<b>DWIS Name</b>	<b>Issue</b>	<b>ICA Delinated</b>	<b>Observation</b>
	-- No system with issues --	-- No Issue --	--Not Applicable --	-- No Observation --

**Comment:**

**Report Id    Completed    Question**

280            True            How many notices about transport pathways (meaning a condition of land resulting from human activity (e.g., pits and quarries, improperly abandoned wells, geothermal system, etc.) that increases the vulnerability of a raw water supply of a drinking water system) did the source protection authority receive from municipalities in this reporting period (as per O. Reg. 287/07, ss. 27(3))?

	<b>Current Year</b>	<b>Cumulative Count</b>
--	---------------------	-------------------------

	0	4
--	---	---

**Provincial Total**

	0	4
--	---	---

**Comment:**



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Mississippi - Rideau

Report Id	Completed	Question	
281	True	Where transport pathway notices were received, indicate the action(s) taken by the source protection region/area in response to receiving these notices:	
<b>Response</b>			<b>Answer</b>
Provided information to municipalities about changes in vulnerability			No
Provided notice to Source Protection Committee for information			No
Situation continues to be monitored			No
<b>Comment:</b>			



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Mississippi - Rideau

Report Id	Completed	Question	
300	True	[OPTIONAL]: If and where there are successful examples for each of the following initiatives in the source protection region/area (including from local municipalities, residents and businesses) that occurred in this reporting period that the authority wishes to highlight, then please indicate in the Comments field below. In your comments, please include details for each of the selected topics. Please limit the descriptions provided (e.g., one example for each topic or more could be included when the source protection authority feels they are exceptional/quite successful).	
		<b>Response</b>	<b>Answer</b>
		Education and Outreach (in description include details, if available, on type and percentage of target population reached, outcome(s) achieved, etc.)	No
		Incentives (in description include details, if available, on outcome(s) achieved, how widely available was the incentive, etc.)	No
		Stewardship Programs	No
		Best Management Practices	No
		Pilot Programs	No
		Research	No
		Specify Action (e.g., road salt management, municipal by-laws, legislative or regulatory amendments, mapping, review of fuel codes, new airport facility design standards to manage runoff of chemicals from de-icing of aircraft, instrumentation, etc.)	No
		Climate Change (e.g., data collection)	No
		Spill prevention/spill contingency/emergency response plan updates	No
		Transport pathways	No
		Water quantity	No
		Great Lakes	No
		Other policies (i.e., strategic action, etc.)	No
		<b>Comment:</b> This optional question was not answered in the previous reporting period.	



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Mississippi - Rideau

**Report Id    Completed    Question**

305            True

Complete the table below with the count data for each significant drinking water threat activity/local threat activity/condition being engaged in (i.e., enumerated as 'existing' significant threats) at the time of source protection plan approval or approval of amendments that include new / changing protection zones. Please use the best available information/desktop exercises, reports from Risk Management Officials, and other implementing bodies to provide the counts below. For convenience, the count data from the previous reporting year have been copied over, but please be sure to review, edit, and confirm the counts for accuracy in the table below. [CWA Section 46(1)(a)]

The running tally consists of the formula: A+B-C-D where:

A = Number of significant drinking water threats estimated when the source protection plan was first approved

B = Number of additional significant drinking water threats counted after the first source protection plan approval (not part of the original estimate)

C = Number of significant drinking water threats included in A that were determined through field verification to no longer exist because: (i) the threat was not actually engaged in at a particular location after all OR (ii) it was no longer engaged in (e.g., land may still have an agricultural operation but owner is no longer applying pesticides for their own reasons)

D = Number of significant drinking water threats addressed because a policy is implemented. (It is understood that multiple policies/policy tools may address a single threat on the landscape. If any one policy is implemented and directed at that single threat it is considered addressed.)

In the comments box below summarize any remaining significant threats needing to be addressed for each source protection authority and what actions will be taken to eliminate those threats. If all threats have been addressed for each source protection authority(ies) write "All known significant threats have been addressed" in the comments box. Note that this summary response will be posted under the objective summary section 2 of the report.

ThreatId	Threat	A	B	C	D
1	The establishment, operation or maintenance of a waste disposal site within the meaning of Part V of the Environmental Protection Act.	0	0	0	0
2	The establishment, operation or maintenance of a system that collects, stores, transmits, treats or disposes of sewage.	130	0	0	130
3	The application of agricultural source material to land.	14	21	30	5
4	The storage of agricultural source material.	42	0	37	4



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Mississippi - Rideau

5	The management of agricultural source material.	0	0	0	0
6	The application of non-agricultural source material to land.	0	0	0	0
7	The handling and storage of non-agricultural source material.	0	0	0	0
8	The application of commercial fertilizer to land.	0	0	0	0
9	The handling and storage of commercial fertilizer.	1	0	1	0
10	The application of pesticide to land.	32	0	0	32
11	The handling and storage of pesticide.	5	0	5	0
12	The application of road salt.	37	0	0	37
13	The handling and storage of road salt.	0	0	0	0
14	The storage of snow.	18	0	18	0
15	The handling and storage of fuel.	129	0	111	17
16	The handling and storage of a dense non-aqueous phase liquid.	2	30	10	22
17	The handling and storage of an organic solvent.	2	0	2	0
18	The management of runoff that contains chemicals used in the de-icing of aircraft.	0	0	0	0
19	Water taking from an aquifer without returning the water to the same aquifer or surface water body	0	0	0	0
20	Reducing recharge of an aquifer	0	0	0	0
21	The use of land as livestock grazing or pasturing land, an outdoor confinement area or a farm-animal yard. O. Reg. 385/08, s. 3.	45	0	34	10
22	The establishment and operation of a liquid hydrocarbon pipeline	0	0	0	0
1000	Water conditioning salts from water softeners	0	0	0	0



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Mississippi - Rideau

1001	Transportation of specified substances along corridors	0	0	0	0	
1002	Spill of Tritium from Nuclear Generating Station	0	0	0	0	
1003	Handling storage of fuel	0	0	0	0	
1004	Transportation, storage and handling of diesel/gasoline	0	0	0	0	
1005	Transportation of Agricultural and Non-Agricultural Source Materials	0	0	0	0	
1006	International Shipping Channel within IPZ2	0	0	0	0	
1007	Transportation of hazardous substances along transportation corridors	0	0	0	0	
1008	Transportation or Storage and Handling of Fuel in an Event Based Area	0	0	0	0	
1009	Waterfowl	0	0	0	0	
1010	Local condition	0	0	0	0	
<b>257</b>	<b>260</b>	<b>Totals:</b>	<b>457</b>	<b>51</b>	<b>248</b>	<b>257</b>

**Comment:** 3 outstanding threats. 1 fuel tank threat (to be removed in 2024 when they connect to natural gas), 2 agricultural threats to be managed by 1 Risk Management Plan.

**MECP Calc (C+D)/(A+B): 99 %**



# Source Water Protection Annual Report

## 2023 - Supplemental Form

### SPR - Mississippi - Rideau

Report Id	Completed	Question	Category
310	True	<p>Please provide comments below to explain the overall progress made in addressing existing significant threat activities and include the percentage of overall progress made within the comments provided. The percentage of overall progress made in addressing local threats and conditions that are taking place on the landscape is determined by taking the total number in column D (i.e., significant drinking water threat addressed because policy is implemented) from the table above (reportable 305) adding it to C (i.e., significant threats determined through field verification to no longer be threats) and dividing it by the number that is derived by adding the total numbers in columns A and B. In other words, overall progress made = <math>(C+D)/(A + B)</math>.</p> <p><b>Answer:</b> The overall progress in addressing these significant threats since Source Protection Plan implementation is 99%. Progress has been made by implementing bodies managing threat activities, verifying and removing threats where needed in the Mississippi-Rideau Region.</p> <p>Many potential threats were removed around the time of Source Protection Plan approval by staff through a combination of field and GIS verification, including the storage of snow and commercial fertilizer, and the organic solvent threats.</p> <p>Threats remaining to be managed (3) for application and storage of agricultural source material, the handling and storage of fuel, grazing and pasturing represent threats that remain to be managed by risk management plans. One (1) fuel oil threat will be removed in 2024 when the owner converts to natural gas and removes the existing oil tank. A Risk Management Plan for the remaining agricultural threats is under negotiation.</p>	Addressing existing enumerated threats

**Comment:**

Report Id	Completed	Question	Category
320	True	<p>If applicable, where the 2013/2017 technical rules were used for the assessment report update/amendment, provide a summary of steps taken to further assess or implement the plans of work described in technical rule 30.1: Water Budget Tier 3 not included in your original assessment report(s).</p> <p><b>Answer:</b> Not applicable</p>	Assessment report information gaps

**Comment:**



# Source Water Protection Annual Report 2023 - Supplemental Form SPR - Mississippi - Rideau

Report Id	Completed	Question	Category
321	True	If applicable, where the 2013/2017 technical rules were used for the assessment report update/amendment, provide a summary of steps taken to further assess or implement the plans of work described in technical rule 50.1: GUDI for WHPA-E or F not included in your original assessment report(s).	Assessment report information gaps
<b>Answer:</b>		Not applicable	
<b>Comment:</b>			

Report Id	Completed	Question	Category
322	True	If applicable, where the 2013/2017 technical rules were used for the assessment report update/amendment, provide a summary of steps taken to further assess or implement the plans of work described in technical rule 116: Issue Contributing Area not included in your original assessment report(s).	Assessment report information gaps
<b>Answer:</b>		Not applicable	
<b>Comment:</b>			

Report Id	Completed	Question	Category
323	True	[OPTIONAL] If applicable where the 2021 technical rules were used for the assessment report update/amendment, provide a summary of steps taken to further assess or implement the plans of work described in technical rule 30.1: Water Budget Tier 3 not included in your original assessment report(s).	Assessment report information gaps
<b>Answer:</b>		Not applicable	
<b>Comment:</b>			





# Source Water Protection Annual Report 2023 - Supplemental Form SPR - Mississippi - Rideau

Report Id	Completed	Question	Category
324	True	[OPTIONAL] Where the 2021 technical rules were used for the assessment report update/amendment, provide a summary of steps taken to further assess or implement the plans of work described in technical rule 50.1: GUDI for WHPA-E or F not included in your original assessment report(s).	Assessment report information gaps
<b>Answer:</b>		Not applicable	

**Comment:**

Report Id	Completed	Question	Category
330	False	Does the source protection authority have any other item(s) on which it wishes to report? If so, please explain.	Other reporting items
<b>Answer:</b>			

**Comment:**



# Source Water Protection Annual Report 2023 - Supplemental Form SPR - Mississippi - Rideau

Report Id	Completed	Question	
350	True	In the opinion of the Source Protection Committee, to what extent have the objectives of the source protection plan been achieved in this reporting period?	
<b>Response</b>			<b>Answer</b>
Progressing Well - The majority of the policies from the approved original or an amended source protection plan have been implemented and/or are progressing well			Yes
Satisfactory - Some of the policies from the approved original or an amended source protection plan have been implemented and/or are progressing well			No
Limited Progress made - A few of the policies from the approved original or an amended source protection plan have been implemented and/or are progressing well			No
<b>Comment:</b>			



# Source Water Protection Annual Report 2023 - Supplemental Form SPR - Mississippi - Rideau

Report Id	Completed	Question	Category
351	True	Please provide comments to explain how the Source Protection Committee arrived at its opinion. Include a summary of any discussions that might have been had amongst the Source Protection Committee members, especially where no consensus was reached.	Achievement of source protection plan objectives
<b>Answer:</b>		<p>Overall, the Source Protection Committee feels that implementation of Source Protection Plan policies is progressing well in the Mississippi-Rideau Region.</p> <p>The Source Protection Committee met on April 4, 2024 to discuss the Annual Progress Report, which was provided to them prior to the meeting with the Agenda package. At the meeting, the Committee reviewed each item in the report, and agreed on a grade where needed.</p> <p>Each section was presented and discussed as questions or comments arose. Following the review of each section, the Committee completed the overall progress score for the reporting period. Committee members also had an opportunity to provide written comments, if desired, to staff.</p>	
<b>Comment:</b>			

## REPORT

/24

TO:	Mississippi Valley Source Protection Authority
FROM:	Marika Livingston, Risk Management Official Mississippi-Rideau Source Protection Region
RE:	<b>Source Protection Risk Management Official Reports</b>
DATE:	April 8, 2024

**Recommendation**

That the Mississippi Valley Source Protection Authority receive for information the Risk Management Official Annual Reports for the 2023 calendar year.

**BACKGROUND**

The Mississippi-Rideau Source Protection Plan contains some policies that regulate significant drinking water threats using Part IV of the *Clean Water Act*. Municipalities are responsible for these Part IV policies however they have the option of transferring their enforcement authority to another body. In the Mississippi-Rideau Source Protection Region, all municipalities except the City of Ottawa have chosen to transfer their Part IV enforcement authority to the Source Protection Authorities (SPA) which is the Conservation Authorities. Qualified staff with specialized training have been appointed by the Source Protection Authority or Municipality to implement Part IV Policies in our region.

**RISK MANAGEMENT OFFICIAL ANNUAL REPORTS**

Section 81 of the *Clean Water Act* requires each Risk Management Official to submit an annual report that summarizes the actions taken by risk management staff. Each report applies to a calendar year and must be submitted to the SPA by February 1 in the year following the year to which the report applies. The report will be submitted to the Ministry of Environment, Conservation and Parks (MECP) if requested by the Director. Section 65 of the *Clean Water Act* Regulation 287/07 sets out the required content of the report.

**Attachments:** Risk Management Official Annual Reports for 2023

1. RMO Reports from the Mississippi-Rideau Risk Management Office and the City of Ottawa Risk Management Office

## Risk Management Official (Fuel / Chemicals) Annual Report for the Mississippi Valley Source Protection Area Required under Section 81 of the *Clean Water Act*

**Risk Management Official (RMO):** Brian Stratton, P. Eng.

**Period:** January 1- December 31, 2023

**Source Protection Region:** Mississippi-Rideau

**Source Protection Area:** Mississippi Valley

**Municipalities:**

- Beckwith Township
- Town of Carleton Place
- Town of Mississippi Mills

<b>Required Report Content</b> (under section 65 of O. Reg. 287/07)		<b>Number</b>	<b>Details</b>
1	Risk Management Plans agreed to by the RMO under subsection 56(1) or 58(5) of the Act and the number of plans established by the RMO under subsection 56(6), 58(10) or (12) of the Act	0	See below
2	Risk Management Plans the RMO refused to agree to or to establish under subsection 56(9), 58(15) or (16)	0	n/a
3	Orders issued under Part IV of the Act	0	n/a
4	Notices given to or by the RMO under subsection 61(2), (7) and (10)	0	n/a
5	Inspections carried out under section 62 of the Act (for the purpose of enforcement)	0	n/a
6	Risk assessments submitted under section 60 of the Act	0	n/a
7	RMO caused a thing to be done under section 64 of the Act	0	n/a
8	Prosecutions and convictions under section 106 of the Act	0	n/a

### **Description of Work Conducted in 2023 in the Mississippi Valley Source Protection Area (Outside the City of Ottawa)**

Risk Management Staff focused on compliance inspections in the Mississippi-Rideau Source Protection Region in 2023, whereby 22 businesses that handle and store Dense Non-Aqueous Phase Liquids (DNAPLs) were visited.

## Risk Management Official Annual Report for the Mississippi-Rideau Source Protection Region Required under Section 81 of the *Clean Water Act*

**Risk Management Official (RMO):** Tessa Di Iorio, M.Sc., P.Geo.

**Period:** January 1- December 31, 2023

**Source Protection Region:** Mississippi-Rideau

**Source Protection Area:** Mississippi

**Municipality:** The City of Ottawa

<b>Required Report Content</b> (under section 65 of O. Reg. 287/07)		<b>Number</b>	<b>Details</b>
1	Risk Management Plans agreed to by the RMO under subsection 56(1) or 58(5) of the Act and the number of plans established by the RMO under subsection 56(6), 58(10) or (12) of the Act	0	n/a
2	Risk Management Plans the RMO refused to agree to or to establish under subsection 56(9), 58(15) or (16)	0	n/a
3	Orders issued under Part IV of the Act	0	n/a
4	Notices given to or by the RMO under subsection 61(2), (7) and (10)	0	n/a
5	Inspections carried out under section 62 of the Act (for the purpose of enforcement)	0	n/a
6	Risk assessments submitted under section 60 of the Act	0	n/a
7	RMO caused a thing to be done under section 64 of the Act	0	n/a
8	Prosecutions and convictions under section 106 of the Act	0	n/a

The City of Ottawa Risk Management Office implements Part IV policies, including:

- review of development applications within vulnerable areas made under the *Planning Act*;
- Section 59 internal screening procedures for *Planning Act* and *Building Code Act* applications will be amended following new zoning by-law procedures to be drafted in 2024 in consultation with local Source Protection Regions;
- development of an RMO database to facilitate threats verification and RMP management for existing activities.

Within the Mississippi Valley Source Protection Area, there are 0 established Risk Management Plans for existing significant drinking water threat activities which fall under Part IV policies under the Clean Water Act. Note that in 2023, one previously established fuel RMPs was rescinded because the owner converted to natural gas, and two outstanding fuel threats (no RMP established) were removed as threats because the owner converted to natural gas; rebates were provided through the City's Fuel Tank Incentive Program.