

## **Board of Directors Meeting**

Thursday, April 27, 2023  
6:30 pm  
3889 Rideau Valley Drive, Manotick ON  
(RVCA Boardroom)

*Members and the public are also welcome to join via Zoom.*

Please contact Marissa Grondin at [marissa.grondin@rvca.ca](mailto:marissa.grondin@rvca.ca) or 1-800-267-3504 ext. 1177 in advance of the meeting if you wish to receive instructions to join.

## **AGENDA**

<b>Meeting 3/23</b>	<b>Page</b>
<b>1.0 Roll Call</b>	
<b>2.0 Land Acknowledgement Statement</b>	
<b>3.0 Agenda Review</b>	
<b>4.0 Adoption of Agenda</b>	
<b>5.0 Declaration of Interest</b>	
<b>6.0 Approval of Minutes from March 23, 2023</b>	
<b>7.0 Business Arising from Minutes</b>	
<b>8.0 Audited Financial Statements</b>	
Staff Report Attached (Kathy Dallaire and Ian Murphy, MNP LLP).....	01
<b>9.0 Annual Report</b>	
Staff Report Attached (Diane Downey) .....	38
<b>10.0 Cost Apportioning Agreements</b>	
Staff Report Attached (Sommer Casgrain-Robertson) .....	68
<b>11.0 Meeting Start Time</b>	
Staff Report Attached (Sommer Casgrain-Robertson) .....	75
<b>12.0 Meetings</b>	
a) Eastern Ontario General Managers Meeting: March 27, 2023	
b) Conservation Ontario Council Annual General Meeting: April 3, 2023	

- c) North Grenville Sustainability Fair (presentation and booth): April 16, 2023
- d) RVCA Audit Committee Meeting: April 19, 2023

Upcoming

- e) RVCA Summer Student Orientation Session: May 1, 2023
- f) AMCTO Training (Rules of Parliamentary Procedure): May 3, 2023
- g) RVCA 7 Millionth Tree Celebration: May 13, 2023
- h) Rescheduled Stillwater Creek Wetland Restoration Celebration: May 24, 2023
- i) RVCA Watershed Tour: June 22, 2023 (full day at Foley Mountain)
- j) Conservation Ontario Council Meeting: June 26, 2023
- k) General Managers Meeting: June 27 & 28, 2023

### 13.0 Member Inquiries

### 14.0 New Business

### 15.0 Adjournment

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#### Action Items from Previous Meetings:

Item	Lead Staff	Anticipated Timeline
Cost Analysis of Electric Vehicles	Terry Davidson	September, 2023
Update Purchasing Policy (staff signing limit)	Kathy Dallaire	October, 2023

**Proudly working in partnership  
with our 18 watershed municipalities**

Athens, Augusta, Beckwith, Central Frontenac, Clarence-Rockland,  
Drummond/North Elmsley, Elizabethtown-Kitley, Merrickville-Wolford, Montague,  
North Dundas, North Grenville, Ottawa, Perth, Rideau Lakes, Smiths Falls, South Frontenac, Tay Valley, Westport



**8.0 2022 Audited Financial Statements and Report of the Auditor  
Report #: 1-230427**

To: RVCA Board of Directors  
From: Kathy Dallaire, CPA, CA  
Manager of Finance  
Date: April 20, 2023

<input type="checkbox"/>	For Information
<input type="checkbox"/>	For Direction
<input checked="" type="checkbox"/>	For Adoption
<input checked="" type="checkbox"/>	Attachments – 34 pages

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**Recommendation:**

**THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached Draft 2022 Audited Financial Statements and receive the Report of the Auditor.**

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**Purpose**

To review and approve draft audited financial statements for the year ended December 31, 2022, and receive the Report of the Auditor.

**Background**

The firm of MNP LLP completed an audit of the RVCA in April 2023 and then met with RVCA's Audit Committee on April 19, 2023 to review the attached draft Audited Financial Statements and Report of the Auditor. Ian Murphy, Partner with MNP will be attending the Board meeting on April 27, 2023 to present the attached documents and respond to questions.

**Analysis**

At RVCA's March 23, 2023 Board meeting staff presented draft year end internal financial reports that included Statement of Operations for the year ended December 31, 2022, and a statement of Financial Position as at December 31 2022 (staff report # 09-230323). While these reports show an annual surplus of \$952,306 it is reduced to \$352,060 once required transfers to reserves are accounted for. There were no additional adjustments to the financial statements following the year-end audit, therefore, the surplus presented in the draft internal financial statements in March is unchanged and matches the surplus reported in the 2022 draft audited financial statements.

While there are variations among programs, the overall surplus position is due to lower than anticipated expenses in many program areas (due in large part to numerous temporary staff vacancies as a result of medical and parental leaves, retirements and

some scaled back programs due to COVID-19 restrictions) as well as higher than anticipated revenue (due in part to higher than normal development activity as well as new funding partnerships). In addition, the 2022 capital budget was not fully spent in 2022 as some projects were not complete by year end.

At their March 23, 2023 meeting, the Board also approved transfers to reserves of \$788,878 that includes required transfers of \$414,052 and discretionary transfers of \$374,826 (staff report # 10-230323). Total transfers from reserves are \$41,218. This means that net reserve transfers in 2022 are \$747,660. The transfers to reserves approved by the Board in March are unchanged following the completion of the audit.

Once approved, the audited financial statements will be posted on RVCA's website and circulated to member municipalities and the Province.

### **Input From Other Sources**

The attached Financial Statements were audited by MNP LLP and reviewed by RVCA's Audit Committee.

### **Financial Considerations**

Ending the year with an operational surplus provided the RVCA with an opportunity to increase its capital and program reserves, which has been a multi-year endeavour following the recommendation of RVCA's Auditor in previous years. Reserves enable the RVCA to leverage external funding by providing matching funding which we recently saw with key infrastructure projects (replacement of pedestrian bridges at Baxter and Chapman Mills Conservation Areas and washroom renovations at Baxter) as well as strategic land acquisitions.

### **Legal Considerations**

The RVCA's financial audit is in accordance with the *Conservation Authorities Act*. Specifically, Section 38 of the Act states:

#### Annual audit

38 (1) Every authority shall cause its accounts and transactions to be audited annually by a person licensed under the *Public Accounting Act, 2004* and shall ensure that the annual audit is prepared in accordance with generally accepted accounting principles for local governments recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada, as they exist from time to time. 2020, c. 36, Sched. 6, s. 24 (1).

#### Auditor

(2) No person shall be appointed as auditor of an authority who is or during the preceding year was a member of the authority or who has or during the preceding year had any direct or indirect interest in any contract or any employment with the authority other than for services within his or her professional capacity. R.S.O. 1990, c. C.27, s. 38 (2).



#### Auditor's report

(3) An authority shall, upon receipt of the auditor's report of the examination of its accounts and transactions, forthwith forward a copy of the report to each participating municipality and to the Minister. R.S.O. 1990, c. C.27, s. 38 (3).

#### Report made publicly available

(4) Within 60 days of receiving the auditor's report, an authority shall make the report available to the public on its website and by any other means that the authority considers appropriate. 2020, c. 36, Sched. 6, s. 24 (2).

#### **Adherence to RVCA Policy**

The RVCA's financial audit is in accordance with RVCA's Administrative By-law. Specifically, Sections B.7 and B.11 state:

##### B.7. Appointment of Auditor

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

##### B.10. Financial Statements and Report of the Auditor

*The Authority's accounts and transactions will be audited annually by a person licensed under the Public Accounting Act, 2004 and shall ensure that the annual audit is prepared in accordance with generally accepted accounting principles for local governments recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.*

*The General Membership shall receive and approve the Audited Financial Statements and Report of the Auditor by May 31 of each year for the previous year.*

*The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister in accordance with Section 38 of the Act and will make the Audited Financial Statements available to the public on the Authority's website within sixty (60) days of receiving the Auditor's Report.*

#### **Attachments:**

- Draft Audited Financial Statements Dec 31, 2022
- 2022 Management Letter
- 2022 Audit Findings
- Proposed Reserve Continuity Schedule December 31, 2022

**RIDEAU VALLEY CONSERVATION AUTHORITY**

**FINANCIAL STATEMENTS**

**December 31, 2022**

# RIDEAU VALLEY CONSERVATION AUTHORITY

December 31, 2022

## CONTENTS

### MANAGEMENT RESPONSIBILITY

### INDEPENDENT AUDITOR'S REPORT

### FINANCIAL STATEMENTS

	Page
Statement of Financial Position	1
Statement of Operations	2
Statement of Change in Net Financial Assets	3
Statement of Cash Flows	4
Notes to the Financial Statements	5 - 17
Reserves - Schedule 1	18
Program Revenues - Schedule 2	19
Program Expenditures - Schedule 3	20 - 21

# **RIDEAU VALLEY CONSERVATION AUTHORITY**

## **MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS**

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

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

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

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

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Sommer Casgrain-Robertson, General Manager / Secretary-Treasurer

To the To the Board members of Rideau Valley Conservation Authority:

### Opinion

We have audited the financial statements of Rideau Valley Conservation Authority (the "Organization"), which comprise the statement of financial position as at December 31, 2022, and the statements of operations, accumulated operating surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2022, and the results of its operations, changes in its net financial assets 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 report. We are independent of the Organization 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.

### 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 Organization'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 Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization'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 these 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 Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If 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 Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We 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.

Cornwall, Ontario

Chartered Professional Accountants

Licensed Public Accountants

# RIDEAU VALLEY CONSERVATION AUTHORITY

## STATEMENT OF FINANCIAL POSITION

As at December 31, 2022

	2022	2021
<b>NET FINANCIAL ASSETS</b>		
<b>Assets</b>		
Cash	\$ 8,714,813	\$ 7,982,094
Short-term investments (Note 3)	400,000	400,000
Accounts receivable (Note 4)	862,712	809,015
Long-term investments (Note 3)	1,350,913	1,350,920
	<b>11,328,438</b>	<b>10,542,029</b>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	2,048,454	1,999,088
Vacation pay and other leave entitlements	198,325	237,001
Deferred revenue (Note 6)	2,152,424	1,998,431
Non pension post-retirement benefits obligation (Note 7)	458,347	454,361
Obligation under capital lease (Note 9)	1,905,023	2,107,727
	<b>6,762,573</b>	<b>6,796,608</b>
<b>Net Financial Assets</b>	<b>4,565,865</b>	<b>3,745,421</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 10)	10,674,723	10,645,014
Prepaid expenses	179,816	77,665
<b>Non-Financial Assets</b>	<b>10,854,539</b>	<b>10,722,679</b>
Contingent Liabilities (Note 11)		
<b>ACCUMULATED SURPLUS</b>		
<b>Accumulated Surplus</b>	<b>\$ 15,420,404</b>	<b>\$ 14,468,100</b>

# RIDEAU VALLEY CONSERVATION AUTHORITY

## STATEMENT OF OPERATIONS

For the year ended December 31, 2022

	(Note 17) BUDGET 2022	ACTUAL 2022	ACTUAL 2021
<b>REVENUE</b>			
Municipal levies	\$ 6,461,296	\$ 6,461,296	\$ 6,248,836
Special municipal levies			
Rideau River Ice Management	1,119,559	894,774	1,005,837
Water Control infrastructure			
Reserve	10,000	10,000	10,000
Operation and maintenance	40,000	40,000	40,000
Water Quality Monitoring	158,696	158,696	158,696
Britannia Water Control Structure	21,500	21,500	21,500
Provincial Funding			
Ministry of Natural Resources			
Operating grant	107,422	125,286	125,286
Drinking Water Source Protection (Note 14)	217,021	218,572	199,083
Program revenues (Schedule 2)			
Watershed Sciences and Engineering Services	64,700	291,845	280,704
Planning Advisory and Regulatory Services	1,399,677	1,620,644	1,527,702
Stewardship Services	946,643	1,155,963	832,524
Conservation Land Management Services	463,035	436,221	348,805
Corporation Services	114,595	239,201	123,679
Other Income			
Capital projects	80,000	-	78,808
<b>Total Revenues</b>	11,204,144	11,673,998	11,001,460
<b>EXPENDITURES</b>			
Program expenditures (Schedule 3)			
Watershed Sciences and Engineering Services	3,431,718	3,267,327	3,091,837
Planning Advisory and Regulatory Services	2,553,378	2,644,676	2,393,688
Stewardship Services	1,651,914	1,639,509	1,381,300
Conservation Land Management Services	1,402,146	1,352,279	1,244,483
Corporate Services	1,712,311	1,784,715	1,629,188
Non Pension Post Retirement Benefit Obligation	26,682	33,188	31,174
<b>Total Expenditures</b>	10,778,149	10,721,694	9,771,670
<b>NET SURPLUS FOR THE YEAR</b>	425,995	952,304	1,229,790
<b>ACCUMULATED SURPLUS, beginning of year</b>	14,468,100	14,468,100	13,238,310
<b>ACCUMULATED SURPLUS, end of year</b>	\$ 14,894,095	\$ 15,420,404	\$ 14,468,100



**RIDEAU VALLEY CONSERVATION AUTHORITY**  
**STATEMENT OF CHANGE IN NET FINANCIAL ASSETS**

For the year ended December 31, 2022

	(Note 17) BUDGET 2022	ACTUAL 2022	ACTUAL 2021
Net surplus for the year	\$ 425,995	\$ 952,304	\$ 1,229,790
Amortization of tangible capital assets	273,877	302,015	295,164
Amortization of buildings under capital lease	146,313	146,313	146,313
Acquisition of tangible capital assets	(595,000)	(497,261)	(232,791)
Change in prepaid expenses	-	(102,151)	(17,638)
Gain on disposal of tangible capital assets	-	19,224	(6,511)
Proceeds on disposal of tangible capital assets	-	-	13,264
Increase in net financial assets	251,185	820,444	1,427,591
Net financial assets, beginning of year	3,745,421	3,745,421	2,317,830
Net financial assets, end of year	3,996,606	\$ 4,565,865	\$ 3,745,421

# RIDEAU VALLEY CONSERVATION AUTHORITY

## STATEMENT OF CASH FLOWS

For the year ended December 31, 2022

	2022	2021
<b>CASH FROM OPERATING ACTIVITIES</b>		
Net surplus for the year	\$ 952,304	\$ 1,229,790
Items not affecting cash or equivalent		
Amortization of tangible capital assets	302,015	295,164
Amortization of buildings under capital lease	146,313	146,313
Gain on disposal of tangible capital assets	19,224	(6,511)
Changes in non-cash working capital balances		
Accounts receivable	(53,697)	1,549,164
Accounts payable and accrued liabilities	49,366	76,769
Vacation pay and other leave entitlements	(38,676)	10,902
Deferred revenue	153,993	332,854
Non pension post retirement benefit obligation	3,986	7,684
Prepaid expenses	(102,151)	(17,638)
	<b>1,432,677</b>	<b>3,624,491</b>
<b>CASH USED IN CAPITAL ACTIVITIES</b>		
Proceeds on disposal of tangible capital assets	-	13,264
Acquisition of tangible capital assets	(497,261)	(232,791)
	<b>(497,261)</b>	<b>(219,527)</b>
<b>CASH FROM INVESTING ACTIVITIES</b>		
(Purchase) redemption of short-term investments	-	(99,993)
Redemption (purchase) of long-term investments	7	99,993
	<b>7</b>	<b>-</b>
<b>CASH USED IN FINANCING ACTIVITIES</b>		
Capital lease payments	(202,704)	(202,704)
<b>INCREASE IN CASH</b>	<b>732,719</b>	<b>3,202,260</b>
<b>CASH, beginning of year</b>	<b>7,982,094</b>	<b>4,779,834</b>
<b>CASH, end of year</b>	<b>\$ 8,714,813</b>	<b>\$ 7,982,094</b>

# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

### 1. STATUS OF THE AUTHORITY

The Rideau Valley Conservation Authority (the 'Authority') is established under the Conservation Authorities Act of Ontario to maintain and improve the quality of the valley environment through watershed planning, cooperative resource management and conservation awareness. The Authority is exempt from income taxes.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Rideau Valley Conservation Authority are the representations of management and have been prepared in accordance with Canadian Public Sector Accounting Standards. The financial statements include the following significant accounting policies:

#### **Basis of Accounting**

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

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

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

#### **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.

#### **Cash and Cash Equivalents**

The Authority considers cash and cash equivalents to be highly liquid investments with original maturities of three months or less.

#### **Investments**

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

# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### Tangible Capital Assets

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

	Estimated Useful Life
Buildings	20 - 50 years
Building under Capital Lease	50 years
Infrastructure < Dams / Berms / Dykes	20 - 25 years
< Bridges / Boardwalks	20 - 30 years
< Vehicles	7 years
< Machinery and Equipment	5 - 15 years
< Computer and IT Equipment	5 - 20 years
< Office and Audio Equipment	5 - 20 years

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

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

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

The Authority has a capitalization threshold of \$5,000 so that individual capital assets of lesser value are expensed, unless they are pooled because, collectively, they have significant value, or for operating reasons.

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

#### 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.

# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### Pension and Employee Benefits

The Authority participates in the Ontario Municipal Employees Benefit Retirement System ('OMERS'), a multi-employer public sector pension fund, which is a defined benefit plan. As sufficient information is not available to apply defined benefit plan accounting, the Authority accounts for the plan as a defined contribution plan. The OMERS plan specifies the retirement benefits to be received by employees based on length of service and pay rates.

Employee benefits include vacation entitlement which are accrued as entitlements are 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 and payable until the attainment of age 65. The annual cost of the benefit obligation will be charged as a program expenditure.

#### Deferred Revenues

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. These amounts are recognized as revenue in the fiscal year the services are performed or related expenses incurred.

#### 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.

#### Financial Instruments

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

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

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

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

# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### Measurement Uncertainty

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

#### Contributed services

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

#### Corporate Services Program Revenues 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 - Administration and Finance - Program Expenditures.

#### Contaminated Sites

Contaminated sites are the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceed an environmental standard. A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met: a) an environmental standard exists; b) contamination exceeds the environmental standard; c) the organization is directly responsible or accepts responsibility for the liability; d) future economic benefits will be given up; and e) a reasonable estimate of the liability can be made.

### 3. INVESTMENTS

Short-term investments consist of GIC's with interest rates between 2.60% - 3.20% (2021 - 1.80% - 2.15%) maturing in June 2023. Long-term investments consist of GIC's with interest rates between 1.11% - 4.6% (2021 - 1.11% - 3.2%) maturing between June 2024 and July 2027.

### 4. ACCOUNTS RECEIVABLE

	2022	2021
Trade and other	\$ 638,859	\$ 440,710
Rideau Valley Conservation Foundation (Note 15)	155,643	136,476
City of Ottawa	68,210	231,829
	<b>\$ 862,712</b>	<b>\$ 809,015</b>

# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

### 5. CREDIT FACILITY

The Authority maintains an operating line facility with the Bank of Montreal of \$750,000 which bears interest at prime + 0.25% and is due on demand. As of December 31, 2022, no balance (2021 \$Nil) was payable under the facility.

### 6. DEFERRED REVENUES

	2022	2021
Conservation Land Management Services	\$ 31,105	\$ 4,500
Watershed Sciences and Engineering Services	93,941	70,370
Planning Advisory & Regulatory Services	169,145	206,846
Stewardship Services	1,430,740	1,273,454
Municipal levies - City of Ottawa	427,493	443,261
	<b>\$ 2,152,424</b>	<b>\$ 1,998,431</b>

### 7. NON PENSION POST RETIREMENT BENEFIT OBLIGATION

The Authority's employee benefits plan consists of employer-paid group insurance premiums for extended health care and dental care, as well as life insurance coverage. Benefits commence on retirement and are payable for five years, or until the employee reaches the age of sixty-five, if earlier.

The valuation was based on a number of assumptions about future events such as inflation rates, interest rates, medical and dental inflation rates, wage and salary increases, and employee turnover and mortality.

An actuarial valuation was performed for accounting purposes on February 11, 2020.

The accrued benefit obligation as at December 31, 2022 consists of the following components:

	2022	2021
Accrued benefit obligation, beginning of year	\$ 454,361	\$ 446,677
Current service cost	23,661	22,696
Benefits paid during the year	(35,000)	(30,000)
Interest accrued	17,578	17,241
Unamortized Gain/(Loss)	(2,253)	(2,253)
Expected accrued benefit obligation, end of year	<b>\$ 458,347</b>	<b>\$ 454,361</b>

### 8. PENSION CONTRIBUTIONS

The Authority is a member of the Ontario Municipal Employees Retirement System ('OMERS'), which is a multi-employer plan. The plan is a contributory 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. Employers and employees contribute to the plan. Since any surpluses or deficits are a joint responsibility of all Ontario municipalities and their employees, the Authority does not recognize any share of the OMERS pension surplus or deficit in these financial statements.

The amount contributed to OMERS was \$393,795 (2021 - \$383,692) for current services and is included as an expenditure on the Statement of Operations classified under the appropriate functional expenditure.

# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

### 9. OBLIGATION UNDER CAPITAL LEASE

The Rideau Valley Conservation Authority is committed to total annual payments including interest under capital lease as follows:

2023	\$ 322,793
2024	322,793
2025	322,793
2026	322,793
2027	322,793
and thereafter	\$ 1,534,535

The Authority has entered into a twenty year lease agreement with the City of Ottawa for the new office building located in Beryl Gaffney Park which expires August 2030. Minimum annual payments are based on the annual debt charges that the City will incur on a twenty year debenture of \$4,735,000. The effective interest rate as of December 31, 2022 was 5.97% (2021 - 5.69%). In addition, an annual park development fee of \$32,000 will be paid to the City for the term of the lease. Rent and park development fees (excluding HST) in the amount of \$354,793 were paid for 2022 (2021 - \$354,793). Interest on the obligation was paid in the amount of \$120,089 (2021 - \$120,089).

In accordance with Article 2.04 of the building lease, monthly payments are based on estimated debt charges and will be amended to reflect actual debt charges.

The present value of the obligation at December 31, 2022, under the terms of the capital lease, is \$1,905,023 (2021 \$2,107,727).

At the end of the term, the Authority shall have the option to purchase the building for \$1. In no event shall acquisition of the building include the demised lands.



# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

### 10. TANGIBLE CAPITAL ASSETS

Cost	Opening	Additions	Transfers	Disposals	Closing
Land	\$ 1,977,823	\$ -	\$ -	\$ -	\$ 1,977,823
Buildings	1,876,142	-	-	-	1,876,142
Building Under Capital Lease	7,315,669	-	-	-	7,315,669
Infrastructure					
Dams/Berms/Dykes	9,399,096	-	-	-	9,399,096
Bridges/Boardwalks	538,212	-	-	(53,870)	484,342
Vehicles	791,716	41,218	-	-	832,934
Machinery and Equipment	665,648	58,482	-	(8,121)	716,009
Computers and IT equipment	457,132	36,017	-	-	493,149
Office and Audio Visual					
Equipment	159,739	-	-	-	159,739
Assets Under Construction	32,155	361,544			393,699
	\$ 23,213,332	\$ 497,261	\$ -	\$ (61,991)	\$ 23,648,602

Accumulated Amortization	Opening	Additions	Disposals	Closing
Buildings	\$ 1,218,921	\$ 33,296	\$ -	\$ 1,252,217
Building Under Capital Lease	2,060,579	146,313	-	2,206,892
Infrastructure				
Dams/Berms/Dykes	7,557,709	103,177	-	7,660,886
Bridges/Boardwalks	374,205	18,191	(36,811)	355,585
Vehicles	624,609	49,884	-	674,493
Machinery and Equipment	312,341	51,605	(5,956)	357,990
Computers and IT equipment	338,322	33,530	-	371,852
Office and Audio Visual				
Equipment	81,632	12,332	-	93,964
	\$ 12,568,318	\$ 448,328	\$ (42,767)	\$ 12,973,879

Net Book Value	2022	2021
Land	\$ 1,977,823	\$ 1,977,823
Buildings	623,925	657,221
Buildings Under Capital Lease	5,108,777	5,255,090
Infrastructure		
Dams/Berms/Dykes	1,738,210	1,841,387
Bridges/Boardwalks	128,757	164,007
Vehicles	158,441	167,107
Machinery and Equipment	358,019	353,307
Computers and IT equipment	121,297	118,810
Office and Audio Visual		
Equipment	65,775	78,107
Assets Under Construction	393,699	32,155
	\$ 10,674,723	\$ 10,645,014

# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

### 11. CONTINGENT LIABILITIES

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

### 12. ACCUMULATED SURPLUS

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

	2022	2021
<b>Unrestricted Surplus</b>	<b>217,851</b>	<b>245,619</b>
<b>Invested in Tangible Capital Assets</b>		
Tangible capital assets	\$ 10,674,723	\$ 10,645,014
Obligation under capital lease	(1,905,023)	(2,107,727)
	<b>8,769,700</b>	<b>8,537,287</b>
<b>Reserves</b>		
Capital Reserves	<b>1,906,394</b>	1,709,469
Building Life Cycle Reserve	<b>853,550</b>	783,550
Working Fund Reserve	<b>1,212,616</b>	1,212,616
Program Reserves		
Stewardship	<b>338,537</b>	147,011
Part VIII Program	<b>639,691</b>	553,659
LRC Production Centre	<b>100,800</b>	100,800
ORWC	<b>232,892</b>	198,016
Conservation Lands	<b>214,495</b>	91,443
Planning and Regulations	<b>540,992</b>	540,992
Watershed Science and Engineering	<b>256,623</b>	256,623
Corporate Communications	<b>90,491</b>	90,491
Part IV	<b>524</b>	524
Septic Reinspection	<b>45,248</b>	-
Total reserves	<b>6,432,853</b>	5,685,194
<b>Accumulated Surplus</b>	<b>\$ 15,420,404</b>	<b>\$ 14,468,100</b>

### 13. SPECIAL LEVY ON MEMBER MUNICIPALITIES

The Authority's share of the cost of the Rideau River Ice Management - City of Ottawa was funded by a special levy on the benefiting municipality for 2022 of \$894,774 (2021 - \$1,005,837). Other special levies in 2022 from the City of Ottawa include Water Control Infrastructure \$10,000 (2021 - \$10,000), Water Control Infrastructure Operation and Maintenance \$40,000 (2021 - \$40,000), Water Quality Monitoring \$158,696 (2021 - \$158,696), and Britannia Water Control Structure Reserve \$21,500 (2021 - \$21,500).

# **RIDEAU VALLEY CONSERVATION AUTHORITY**

## **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended December 31, 2022

### **14. SOURCE WATER PROTECTIONS**

The Authority is receiving funding support for the Drinking Water Source Protection Program. Funds are to be used to lead and deliver the local source protection program for the Mississippi-Rideau Source Protection Region. This project will be delivered with the collaboration of the Mississippi Valley Conservation Authority. Any unspent funds are repayable to the Province.

### **15. RELATED PARTY**

The Authority has an economic interest in the Rideau Valley Conservation Foundation. During the year, the Rideau Valley Conservation Foundation transferred donations of \$48,830 (2021 - \$44,131), grant revenue of \$Nil (2021 - \$Nil), Species at Risk program revenue of \$96,773 (2021 - \$17,074) and Shoreline program revenue of \$Nil (2021 - \$71,852) in addition, expense reimbursements of \$44,856 (2021 - \$3,418) to the Authority. Of these transfers, \$155,643 (2021 - \$136,475) is outstanding at year end. Amounts owing are due on demand, non-interest-bearing and have no specific terms of repayment but are expected to be paid after the Foundation's Annual General Meeting, held annually in June.

The Foundation funds are used to support the conservation programs of the Authority to protect and conserve the lands and waters of the valley of the Rideau River in Eastern Ontario. All transactions between the Authority and the Foundation are recorded at fair market value.

### **16. LIABILITIES FOR CONTAMINATED SITES**

The Authority reports environmental liabilities related to the management and remediation of contaminated sites where the Authority is obligated or likely obligated to incur such costs. A contaminated site liability of \$Nil (2021 - \$Nil) has been recorded based on environmental assessments or estimations for those sites where an assessment has not been conducted. The Authority's ongoing efforts to assess contaminated sites may result in additional environmental remediation liabilities related to newly identified sites, or changes in the assessments or intended use of existing sites. Any changes to the Authority's liabilities for contaminated sites will be accrued in the year in which they are assessed as likely and reasonably estimable.

# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

### 17. BUDGET AMOUNTS

The 2022 budget amounts that were approved on February 24, 2022 were not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget included capital items such as infrastructure replacements and estimated costs for constructed assets, as program expenses, but the actual expenses have been removed in the Statement of Operations. The revenues attributable to these items continue to be included in the Statement of Operations, resulting in a significant positive variance.

The following analysis is provided to assist readers in their understanding of differences between the approved budget and the audited financial statements:

	Approved Budget	Actual
<b>Surplus for the year per Statement of Operations</b>	\$ 425,995	\$ 952,304
Assets capitalized as tangible capital assets	(595,000)	(497,261)
Gain on disposal of tangible capital assets	-	19,225
Amortization	-	448,328
Repayment of obligation under capital lease	(202,704)	(202,704)
Transfers from reserves	495,000	41,218
Transfers to reserves	(123,291)	(788,877)
Adjusted surplus for the year	\$ -	\$ (27,767)

### 18. SEGMENTED INFORMATION

Certain allocation methodologies are employed in the preparation of segmented financial information. Government grants, user charges, transfers from other funds, and other revenues are allocated to the specific program or service they relate to. Expense allocations are both internal and external. The basis of accounting for inter-segment transfers is at cost using activity based costing for the allocation of internal support costs to departments. These costs include the net expenditures for departments, such as human resources, information systems, finance and others, commonly referred to as overhead.

Rideau Valley Conservation Authority segments its activities into five main program areas which are reported in the accompanying supplementary schedules to the financial statements.

#### **Watershed Sciences and Engineering Services**

Watershed management and health monitoring program costs and revenues are those required to develop the framework and management strategy to provide a rational approach to natural systems protection, restoration and use. The main activities included in this segment are watershed and sub watershed plans, resource inventory and environmental monitoring, flood protection services and source water protection.

#### **Planning Advisory and Regulatory Services**

Planning advisory and regulatory services include costs and revenues associated with the approval of development applications or rendering of opinions on the impact of development applications on natural hazards, natural heritage resources and water resources as provided under provincial legislation which includes the Planning Act, Conservation Authorities Act and the Environmental Assessment Act.

# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

### 18. SEGMENTED INFORMATION (Continued)

#### Stewardship Services

The stewardship services costs and revenues are those associated with providing service and assistance to private and public landowners on sound environmental practices that will enhance, restore or protect lands and natural features. This category includes activities such as fisheries rehabilitation, tree planting and reforestation, wildlife habitat improvements, management plans, agricultural best practices and erosion control services.

#### Conservation Land Management Services

The conservation land management services includes all expenses and revenues associated with lands, improvements, buildings and structures owned by Rideau Valley Conservation Authority. It also includes active programming on some Authority lands.

#### Corporate Services

Corporate services includes management and non-program specific costs and revenues. These include internal support service costs such as senior management costs, board costs, office services, financial services, human resources, information technology and corporate communications.

### 19. SEGMENTED DISCLOSURES

	Watershed Sciences & Engineering Services	Planning Advisory & Regulatory Services	Stewardship Services	Conservation Land Management Services	Corporate Services & Internal Recoveries	2022	2021
<b>Revenues</b>							
Levies	\$ 2,787,288	\$ 1,142,701	\$ 705,271	\$ 1,039,109	\$ 1,911,897	\$ 7,586,266	\$ 7,484,868
User fees, program revenues & other	621,279	1,635,068	1,049,524	420,478	84,309	3,810,658	3,362,464
Interest revenue	-	-	-	-	154,893	154,893	70,305
Donations	-	-	106,438	15,742	-	122,180	83,823
	3,408,567	2,777,769	1,861,233	1,475,329	2,151,099	11,673,997	11,001,460
<b>Expenses</b>							
Amortization	129,077	2,736	2,667	45,590	268,258	448,328	441,477
Charge - common cost	239,036	335,872	100,786	123,070	214,744	1,013,508	880,355
Charge - vehicle & equipment	1,583	47,436	22,396	64,467	11,916	147,798	153,585
Operating expenses	1,320,611	272,285	910,599	328,265	1,054,219	3,885,979	3,505,539
Interest on capital lease	-	-	-	-	157,771	157,771	157,771
Recovery - common costs	-	-	-	-	(1,016,749)	(1,016,749)	(874,457)
Recovery - LRC	-	-	-	-	(17,851)	(17,851)	(25,956)
Recovery - vehicle & equipment	-	-	-	-	(153,648)	(153,648)	(185,975)
Salaries, wages & benefits	1,577,013	1,986,353	603,062	790,887	1,266,055	6,223,370	5,688,157
	3,267,320	2,644,682	1,639,510	1,352,279	1,784,715	10,688,506	9,740,496
Non Pension Retirement Benefits	-	-	-	-	33,188	33,188	31,174
Net Surplus	\$ 141,247	\$ 133,087	\$ 221,723	\$ 123,050	\$ 333,196	\$ 952,303	\$ 1,229,790

# RIDEAU VALLEY CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

### 20. RISK MANAGEMENT

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

The Authority's financial instruments consist of cash, investments, accounts receivable, accounts payable and accrual liability, accrued vacation and other leave entitlements.

The Authority's exposure to and management of risk has not changed materially from December 31, 2021.

#### **Credit Risk**

Credit Risk arises from the possibility that the entities to which the Authority provides services to may experience difficulty and be unable to fulfil their obligations. The Authority is exposed to financial risk that arises from the credit quality of the entities to which it provides services. The Authority has the largest concentration of credit with South Nation Conservation Authority that totals 28% (2021 - City of Ottawa, 27%) of the Authority's entire receivable balance. As a result, the requirement for credit risk related reserves for accounts receivable is minimal.

#### **Interest Rate Risk**

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

#### **Liquidity Risk**

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

# RIDEAU VALLEY CONSERVATION AUTHORITY

## RESERVES

### Schedule 1

For the year ended December 31, 2022

## CONTINUITY OF RESERVES

	2022	2021
<b>Reserves and reserve fund balances, beginning of year</b>	<b>\$ 5,685,194</b>	<b>\$ 4,496,453</b>
Net transfers from operations approved by board	747,659	1,188,741
<b>Reserves and reserves fund balances, end of year</b>	<b>\$ 6,432,853</b>	<b>\$ 5,685,194</b>

## COMPOSITION OF RESERVES

	2022	2021
Capital Reserves	\$ 1,906,394	\$ 1,709,469
Building Life Cycle Reserve	853,550	783,550
Working Fund Reserve	1,212,616	1,212,616
Program Reserves	338,537	147,011
Stewardship	639,691	553,659
Part VIII Program	100,800	100,800
LRC Production Centre	232,892	198,016
ORWC	214,495	91,443
Conservation Lands	540,992	540,992
Planning and Regulations	256,623	256,623
Watershed Science and Engineering	90,491	90,491
Corporate Communications	524	524
Part IV	45,248	-
Septic Reinspection		
<b>Total</b>	<b>\$ 6,432,853</b>	<b>\$ 5,685,194</b>

# RIDEAU VALLEY CONSERVATION AUTHORITY

## PROGRAM REVENUES

### Schedule 2

For the year ended December 31, 2022

	(Note 17) Budget	2022	2021
<b>Watershed Sciences and Engineering Services</b>			
Surface Water Quality Monitoring	\$ -	\$ 70,774	\$ 5,652
Hydrometric Monitoring and Forecasting	2,700	36,113	2,492
Flood Erosion and Drought Studies	54,000	149,651	163,635
Ground Water Monitoring	-	1,204	-
Aquatic and Terrestrial Habitat Monitoring	38,000	34,103	67,762
Water Control Operations	-	-	41,163
Water Control Structures/Engineering	(30,000)	-	-
	64,700	291,845	280,704
<b>Planning Advisory and Regulatory Services</b>			
Plan Review	360,811	406,829	435,155
Section 28 Conservation Authorities Act	296,306	293,190	308,546
Septic Re-Inspection Program	69,906	121,138	45,027
Part VIII Building Code Act	627,774	797,943	733,700
Part IV Clean Water Act	44,880	1,544	5,274
	1,399,677	1,620,644	1,527,702
<b>Stewardship Services</b>			
Private Land Forestry	617,345	662,799	630,628
Clean Water Program	206,000	354,537	52,643
Other	123,298	138,627	149,253
	946,643	1,155,963	832,524
<b>Conservation Land Management Services</b>			
Program Management and Land Donations	15,000	30,950	-
Baxter	258,325	184,996	138,727
Foley Mountain	79,710	125,466	96,233
Other Developed Conservation Areas	70,000	41,929	55,645
Other Conservation Areas	8,000	18,987	26,200
Lease and Management Agreements	32,000	33,893	32,000
	463,035	436,221	348,805
<b>Corporate Services</b>			
Administration and Finance	114,595	159,236	91,210
Communications	-	7,873	24,334
Watershed Information Management System	-	72,092	8,135
	114,595	239,201	123,679
<b>Total Program Revenues</b>	\$ 2,988,650	\$ 3,743,874	\$ 3,113,414



# RIDEAU VALLEY CONSERVATION AUTHORITY

## PROGRAM EXPENDITURES

Schedule 3

For the year ended December 31, 2022

	(Note 17) Budget	2022	2021
<b>Watershed Sciences and Engineering Services</b>			
Program Management	\$ 64,568	\$ 101,139	\$ 97,361
Watershed Report Cards	165,160	228,856	161,252
Drinking Water Source Protection (Note 13)	217,020	218,572	199,083
Surface Water Quality Monitoring	447,113	440,554	391,142
Hydrometric Monitoring and Forecasting	286,787	273,438	282,742
Flood, Erosion and Drought Studies	418,562	558,881	524,033
Ground Water Monitoring	156,461	161,746	61,747
Aquatic and Terrestrial Habitat Monitoring	380,387	184,022	143,293
Water Control Infrastructure			
Operations	126,101	26,381	(12,229)
Capital Maintenance	50,000	(113)	70,953
Rideau River Ice Management	1,119,559	944,774	1,055,837
Amortization	-	129,077	116,623
	3,431,718	3,267,327	3,091,837
<b>Planning Advisory and Regulatory Services</b>			
Program Management	138,997	118,758	121,425
Plan Review	827,496	843,991	869,566
Section 28 Conservation Authorities Act	844,325	889,846	741,697
Part IV Clean Water Act	44,880	1,544	4,504
Part VIII Building Code Act	627,774	711,911	600,325
Septic Re-Inspection Program	69,906	75,890	53,435
Amortization	-	2,736	2,736
	2,553,378	2,644,676	2,393,688
<b>Stewardship Services</b>			
Program Management	162,603	166,277	155,598
Private Land Forestry	739,158	711,045	646,281
Clean Water Program	458,145	488,721	296,496
Shoreline Stewardship Program	217,289	192,133	230,813
Other	74,719	78,666	49,445
Amortization	-	2,667	2,667
	1,651,914	1,639,509	1,381,300
<b>Conservation Land Management Services</b>			
Program Management and Land Donations	101,847	96,059	85,105
Baxter Conservation Area	361,231	336,375	338,745
Foley Mountain Conservation Area	314,523	309,062	254,489
Other Developed Conservation Areas	340,037	291,895	282,351
Other Conservation Areas	252,508	239,405	203,304
Lease and Management Agreements	32,000	33,893	32,000
Amortization	-	45,590	48,489
	1,402,146	1,352,279	1,244,483

# RIDEAU VALLEY CONSERVATION AUTHORITY

## PROGRAM EXPENDITURES

Schedule 3 continued

For the year ended December 31, 2022

	(Note 17) Budget	2022	2021
<b>Corporate Services</b>			
Management and Members	\$ 331,170	\$ 301,438	\$ 304,744
Finance and Administration	546,910	485,426	433,036
Communications	294,868	247,867	247,701
Foundation	98,598	102,703	95,457
Headquarter Lease and Maintenance	157,771	157,771	157,771
Watershed Information Management System	245,690	253,137	226,310
	1,675,007	1,548,342	1,465,019
<b>Internal Cost - Expenditures (Recoveries)</b>			
Gain on Disposal	-	19,225	(6,511)
Common Cost	(22,696)	(28,052)	(26,814)
Vehicles and Equipment	60,000	(23,058)	(73,456)
Amortization	-	268,258	270,950
	37,304	236,373	164,169
<b>Total Corporate Services</b>	1,712,311	1,784,715	1,629,188
<b>Total Program Expenditures</b>	\$ 10,751,467	\$ 10,688,506	\$ 9,740,496

March 31, 2023

Sommer Casgrain-Robertson  
Rideau Valley Conservation Authority  
3889 Rideau Valley Drive PO Box 599  
Manotick, ON K4M 1A5

Dear Ms. Casgrain-Robertson:

**Management letter for the year ended December 31, 2022**

We have recently completed our audit of Rideau Valley Conservation Authority in accordance with Canadian generally accepted auditing standards ("GAAS"). The objective of our audit was to express an opinion on the financial statements, which have been prepared in accordance with Canadian public sector accounting standards. Included in our audit was the consideration of internal control relevant to the preparation and fair presentation of the financial statements. This consideration of internal control was for the purpose of designing audit procedures that were appropriate in the circumstances. It was not for the purpose of expressing an opinion on the effectiveness of internal control or for identifying all significant control deficiencies that might exist.

An audit is not specifically designed to identify all matters that may be of interest to management in discharging its responsibilities, however, during the course of our audit, we did, identify some areas for improvement that we are bringing to your attention with this letter. It is our responsibility to communicate any significant deficiencies identified to those charged with governance. A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

**Approval of Reconciliations**

**Observation:**

There is no physical evidence of the approval of the bank reconciliations.

**Impact:**

This results in an inability to verify that a review of the monthly reconciliations are taking place. This may lead to errors going undetected.

**Recommendation:**

There should be a sign off on monthly reconciliations, whether through the system or a physical signature by an individual other than the staff member responsible for the preparation of the reconciliation.

**Segregation of Duties - Cash**

**Observation:**

It appears that bank deposits are being reconciled to the transaction report batch by the same individual who brings the deposit to the bank.

**Impact:**

The results in a segregation of duties issue within the deposit process. This can increase the risk of errors in financial reporting due to a lack of oversight, and allow the occurrence of errors or fraudulent activities to go undetected.

**Recommendation:**

We recommend that two separate employees perform these duties. The deposit should be reconciled to the transaction report by one employee and brought to the bank by another. The deposit slip should be reviewed by a Manager to ensure that all funds received were deposited.

**Recording of Invoices****Observation:**

It appears that the date per general ledger does not always match the date that services were completed for invoices.

**Impact:**

The date per general ledger being the date the invoice was received and not the date an item was delivered/services were rendered may result in invoices being recorded in an incorrect period.

**Recommendation:**

All invoices entered into the GL should have effective dates that match the date of the service being performed/item being received.

We have discussed the matters in this letter with Kathy Dallaire and received her comments thereon.

We would like to express our appreciation for the co-operation and assistance we have received during the course of our audit from Kathy Dallaire.

We would be pleased to discuss with you further any matters mentioned in this letter at your convenience. This communication is prepared solely for the information of management and is not intended for any other purpose. We accept no responsibility to any third party who uses this communication.

Sincerely,



**Chartered Professional Accountants  
Licensed Public Accountants**

encls.

# Rideau Valley Conservation Authority

2022 Audit Findings

Report to the Audit Committee

December 31, 2022

Ian Murphy, CPA, CA  
T: 613.209.8252  
E: [ian.murphy@mnp.ca](mailto:ian.murphy@mnp.ca)

# Overview

---

We are pleased to submit to you this Audit Findings Report (the "Report") for discussion of our audit of the financial statements of Rideau Valley Conservation Authority (the "Organization") as at December 31, 2022 and for the year then ended. In this report we cover those significant matters which, in our opinion, you should be aware of as members of the Audit Committee.

As auditors, we report to the members on the results of our examination of the financial statements of the Organization as at and for the year ended December 31, 2022. The purpose of this Report is to assist you, as members of the Audit Committee, in your review of the results of our audit.

This Report is intended solely for the information and use of the Audit Committee and management and should not be distributed to or used by any other parties than these specified parties.

We appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

## Engagement Status

We have substantially completed our audit of the financial statements of the Organization which has been carried out in accordance with Canadian generally accepted auditing standards and are prepared to sign our Independent Auditor's Report subsequent to completion of the following procedures:

- Receipt of the remaining outstanding legal confirmations;
- Receipt of the signed management representation letter;
- Discussion of subsequent events with the Audit Committee;
- The Audit Committee's review and approval of the financial statements.

No significant limitations were placed on the scope or timing of our audit.

## Independent Auditor's Report








We expect to have the above procedures completed and to release our Independent Auditor's Report on April 27, 2023.



Unless unforeseen complications arise, our Independent Auditor's Report will provide an unmodified opinion to the members of the Organization. A draft copy of our proposed Independent Auditor's Report has been included with this report. The matters disclosed in the Independent Auditor's Report are discussed further in the relevant sections of the Report.

# Audit Reporting Matters

Our audit was carried out in accordance with Canadian generally accepted auditing standards, and included a review of all significant accounting and management reporting systems, with each material year end balance, key transaction and other events considered significant to the financial statements considered separately.

## Significant Audit, Accounting and Reporting Matters

Area		Comments
	<b>Changes from Audit Service Plan</b>	There were no deviations from the Audit Service Plan previously presented to you.
	<b>Final Materiality</b>	Final materiality used for our audit was \$420,000 for December 31, 2022, and \$390,000 for December 31, 2021.
	<b>Identified or Suspected Fraud</b>	While our audit cannot be relied upon to detect all instances of fraud, no incidents of fraud, or suspected fraud, came to our attention in the course of our audit.
	<b>Identified or Suspected Non-Compliance with Laws and Regulations</b>	Nothing has come to our attention that would suggest any non-compliance with laws and regulations that would have a material effect on the financial statements.
	<b>Matters Arising in Connection with Related Parties</b>	No significant matters arose during the course of our audit in connection with related parties of the Organization.
	<b>Going Concern</b>	No events or conditions identified that may cast significant doubt on the entity's ability to continue as a going concern.
	<b>Auditor's Views of Significant Accounting Practices, Accounting Policies and Accounting Estimates</b>	<p>The application of Canadian public sector accounting standards allows and requires the Organization to make accounting estimates and judgments regarding accounting policies and financial statement disclosures.</p> <p>As auditors, we are uniquely positioned to provide open and objective feedback regarding your</p>

Area		Comments
		<p>Organization's accounting practices, and have noted the following items during the course of our audit that we wish to bring to your attention.</p> <p>The accounting policies used by the Organization are appropriate and have been consistently applied.</p>
	<b>Financial Statement Disclosures</b>	The disclosures made in the notes to the financial statements appear clear, neutral and consistent with our understanding of the entity and the amounts presented in the financial statements.
	<b>Significant Deficiencies in Internal Control</b>	While our review of controls was not sufficient to express an opinion as to their effectiveness or efficiency we have not detected any significant deficiencies in internal controls.

## Significant Risk Areas and Responses

Significant Risk Area	Response and Conclusion
<b>Program revenue</b>  Risk that revenue is not complete due to management bias to defer revenue	Fraud risk in completeness of program revenue is addressed through work performed in deferred revenue section.
<b>Expenses</b>  Risk in existence of payables due to management bias to reduce surplus	Fraud risk on existence of expenses surrounding year end cut off is addressed through work performed in accounts payable section.
<b>Accounts payable and accrued liabilities</b>  Risk of overstating payables to reduce surplus due to management bias	Assign more experienced staff to this section of the file and increase sample size for testing existence of payables.
<b>Accounts receivable</b>  Risk of understating receivables to decrease surplus due to bias	Plan additional supervision from manager on this section, increase subsequent receipt testing by using a higher risk factor.



## Other Areas

Area	Comments
<b>Auditor Independence</b>	We confirm to the Audit Committee that we are independent of the Organization. Our letter to the Audit Committee discussing our independence is included as part of the additional materials attached to this report.
<b>Management Representations</b>	We have requested certain written representations from management, which represent a confirmation of certain oral representations given to us during the course of our audit. This letter, provided by management, has been included as additional material to this report.
<b>Summary of Significant Differences</b>	A few significant differences were proposed to management with respect to the December 31, 2022 financial statements.

We appreciate having the opportunity to meet with you and respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Sincerely,



Chartered Professional Accountants  
Licensed Public Accountants

encls

# Appendix A - Summary of Significant Differences

Description of Differences	Proposed Adjustments Dr (Cr)				
	Earnings		Balance Sheet		
	Identified	Likely Aggregate (Net of Tax)	Assets	Liabilities	Equity
To record accounts receivable for MMAHO funding received in January 2023	\$ (61,483)	\$ (61,483)	\$ 61,483	\$ -	\$ (61,483)
To adjust balance of Rural Clean Water deferred revenue	\$ 117,960	\$ 117,960	\$ (90,842)	\$ (27,118)	\$ 117,960
To record extrapolated difference for uninvestigated amount in Revenue testing	\$ -	\$ 52,242	\$ (52,242)	\$ -	\$ 52,242
Total	\$ 56,477	\$ 108,719	\$ (81,601)	\$ (27,118)	\$ 108,719
Differences corrected by management	\$ 56,477	\$ 56,477	\$ (29,359)	\$ (27,118)	\$ 56,477
Total differences net of corrections	\$ -	\$ 52,242	\$ (52,242)	\$ -	\$ 52,242
Uncorrected opening differences	\$ 50,995	\$ 50,995	\$ -	\$ -	\$ -
Current period differences	\$ 50,995	\$ 103,237	\$ (52,242)	\$ -	\$ 52,242
Final overall materiality	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000
<b>Excess (shortfall)</b>	<b>\$ 369,005</b>	<b>\$ 316,763</b>	<b>\$ 367,758</b>	<b>\$ 420,000</b>	<b>\$ 367,758</b>

## RVCA Reserves Continuity Schedule with 2022 Proposed Transfers

	Description	Balance YE 2021	2022 Changes Decrease Increase	Balance YE 2022
--	-------------	--------------------	-----------------------------------	--------------------

### Capital Reserves

	Vehicles	201,791	41,218	184,970	345,543
	Workshop Equipment	61,892		6,673	68,565
	Trimble Equipment	28,261		-	28,261
	Environmental Science Equipment	239,123			239,123
	Ottawa Water Control Structures	300,392		10,000	310,392
	Britannia Water Control Structure	64,500		21,500	86,000
	Conservation Areas Infrastructure	446,606			446,606
	Topographical Data	95,000		5,000	100,000
	Flood Event Aerial Imaging	64,000		1,000	65,000
	Drape Imagery Acquisition	12,461		3,000	15,461
	Water Control Infrastructure (outside Ottawa)	83,819			83,819
	Information Management System	57,624			57,624
	Watershed Modelling (formerly Mike 11)	54,000		6,000	60,000
	<b>Subtotal</b>	<b>1,709,469</b>	<b>41,218</b>	<b>238,143</b>	<b>1,906,395</b>

	Building Life Cycle Reserve	783,550		70,000	853,550
--	-----------------------------	---------	--	--------	---------

### Program Reserves

NEW	Septic Reinspection	0		45,248	45,248
3250	Part 8 Septic Program	553,659		86,032	639,691
3280	Watershed Science & Engineering	256,623			256,623
3300	Stewardship	147,011		191,526	338,537
3320	LRC Production Centre	100,800			100,800
3290	ORWC	198,016		34,876	232,892
3330	Conservation Lands	91,443		123,052	214,495
3310	Corporate Communications	90,491			90,491
3260	Part IV	523			523
3270	Planning & Regulations	540,993			540,993
	<b>Subtotal</b>	<b>1,979,559</b>	<b>0</b>	<b>480,734</b>	<b>2,415,045</b>

### Working Fund Reserve

	Working Fund Reserve	1,212,616			1,212,616
--	----------------------	-----------	--	--	-----------

<b>Total Reserves</b>	<b>5,685,194</b>	<b>41,218</b>	<b>788,878</b>	<b>6,387,605</b>
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Required or standard transfers.  
Discretionary transfers

414,052  
374,826



**9.0 2022 Annual Report  
Report #: 2-230427**

To: RVCA Board of Directors  
From: Diane Downey  
Director of Communications and Outreach  
Date: April 20, 2023

<input type="checkbox"/>	For Information
<input type="checkbox"/>	For Direction
<input checked="" type="checkbox"/>	For Adoption
<input checked="" type="checkbox"/>	Attachment – 28 pages

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**Recommendation:**

**THAT the Board of Directors of the Rideau Valley Conservation Authority approves RVCA's 2022 Annual Report.**

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**Purpose**

To seek Board approval of RVCA's Annual Report for the year 2022.

**Background**

Each year, the RVCA produces an Annual Report to highlight key accomplishments and special activities across all program areas for the prior year. The report also summarizes revenues and expenditures based on the audited financial statements.

Annual Reports are an important tool for public sector organizations to be transparent and accountable to taxpayers and other partners. An Annual Report is a way for member municipalities, stakeholders and the public to see what was accomplished in relation to the budget that was approved and the work plan that was set for that year. It is also a way for the RVCA to increase public awareness of its mandate and encourage support for conservation authority programs by illustrating the value provided to the watershed and those who live, work and play in it.

**Analysis**

Staff continue to enhance RVCA's Annual Report by adding additional graphs and maps to visually display information that is requested by municipal councils, while keeping the document concise and user-friendly for watershed residents and partners.

If the Annual Report is approved, electronic copies will be provided to municipalities for circulation to council members and staff. Members are encouraged to arrange a time for the General Manager or other RVCA staff to present a summary of the Annual Report to their municipal council. Copies of the Annual Report will also be circulated to all watershed MPs and MPPs, local partners, other conservation authorities and RVCA's mailing list (including local media).

An electronic copy will also be posted on RVCA's website and content will be used to create social media posts highlighting key partnerships and accomplishments. A small number of hard copies will also be produced for distribution at meetings and events throughout the year.

### **Input From Other Sources**

### **Financial Considerations**

Costs associated with creating and distributing the Annual Report are accounted for in RVCA's annual operating budget.

### **Legal Considerations**

### **Adherence to RVCA Policy**

### **Link to Strategic Plan**

### **Attachment**

- 2022 Annual Report





# 2022

## ANNUAL REPORT







**2022** was a year of restoration and renewal. As staff returned to pre-COVID programming and workspaces, we also embarked on a number of new and exciting projects to support our watershed and its communities.

At our conservation areas, staff kicked off multiple capital projects including the long-awaited accessible pedestrian bridge at Baxter Conservation Area. Thanks to special funding secured through our Foundation's Nature For All committee, the new bridge and its accessible learning platforms will help people of all ages and abilities get up close and personal with Baxter's thriving marshlands. Outdoor education staff at Baxter and Foley Mountain also welcomed the return of school groups following the pandemic, while continuing to offer forest school which grew in popularity during remote learning.

Our stewardship team launched a new chapter of ALUS in partnership with the County of Lanark and Mississippi Valley Conservation Authority. This new program helps farmers in Lanark expand environmental services on their property. During the program's inaugural year, nine wetland projects were completed to protect local water quality and support biodiversity. This new program is in addition to ongoing wetland restoration projects along Stillwater Creek in Nepean and in the Hutton Marsh near Lombardy. Going forward, it will complement our robust stewardship grant programs that support tree planting, shoreline naturalization and clean water projects.

On the planning and regulations side, our septic team expanded its permit and approvals program to include seven new municipalities previously served by the Leeds, Grenville and Lanark District Health Unit, while our planning and regulations staff welcomed a return to pre-pandemic workloads after several record-breaking years.

Science and engineering staff were also busy monitoring conditions across the watershed with help from new weather stations and the return of community volunteers who we missed during COVID. The return of volunteers and a full complement of summer students meant all programs were back to full capacity collecting critical data that municipalities and the RVCA use to make important decisions related to development, land use planning and resource management.

We are proud of the RVCA team for their dedication to conservation in the Rideau Valley. Whether they're adding resiliency through stewardship, protecting communities through permit approvals, maintaining our conservation lands, leading ground-breaking outdoor education programs or collecting critical watershed data, staff work tirelessly to ensure the watershed is healthy and thriving for all who call it home.

**Pieter Leenhouts**  
*Past Chair*

**Sommer Casgrain-Robertson**  
*General Manager/Secretary-Treasurer*



**THE RVCA** is one of 36 conservation authorities in Ontario working to manage local watersheds to protect people and property from natural hazards and conserve critical natural resources.

Since 1966, the RVCA has worked closely with its member municipalities, provincial and federal governments, local landowners, farmers, businesses and community groups to protect communities from natural hazards, guide sustainable development, improve water quality and connect people with nature.

The RVCA looks to build resilient communities in the face of climate change and population growth by promoting an integrated watershed approach — one that balances human, environmental and economic needs. Our success is based on partnerships that accomplish local initiatives at the watershed scale.

**OUR VISION:** A thriving watershed with clean abundant water, natural shorelines, rich forests and wetlands, diverse habitat and sustainable land use that is valued and protected by all.

**OUR MISSION:** To understand, manage, protect, restore and enhance the Rideau watershed through science, stewardship, education, policy and leadership.

#### 2022 Board of Directors

Pieter Leenhouts, Chair	Ottawa
Judy Brown, Vice Chair	Perth
Andy Jozefowicz	Athens
Dale McLenaghan	Augusta
Brian Dowdall	Beckwith
Victor Heese	Central Frontenac
Vacant	Clarence-Rockland
Jamie Crawford	Ottawa
George Darouze	Ottawa
Julie Graveline	Ottawa
Scott Moffatt	Ottawa
Anne Robinson	Ottawa
Steve Fournier	Drummond/North Elmsley
Rob Rothgeb	Elizabethtown-Kitley
Bob Foster	Merrickville-Wolford
Vince Carroll	Montague
Gerry Boyce	North Dundas
Kristin Strackerjan	North Grenville
Carolyn Bresee	Rideau Lakes
Shawn Pankow	Smiths Falls
John McDougall	South Frontenac
Gene Richardson	Tay Valley
Robin Jones	Westport
Mel Foster	Agricultural Sector

*The Rideau Valley watershed is located on the traditional unceded territory of the Algonquin Anishinaabeg people as well as the traditional territory of the Anishnabek, Huron-Wendat, Haudenosaunee and Oneida peoples. The RVCA pays respect to all Indigenous peoples in the watershed and acknowledges that they are the traditional guardians of this land and water. RVCA is working to deepen its understanding of local Indigenous peoples, cultures and knowledge and finding meaningful ways to collaborate and support reconciliation.*

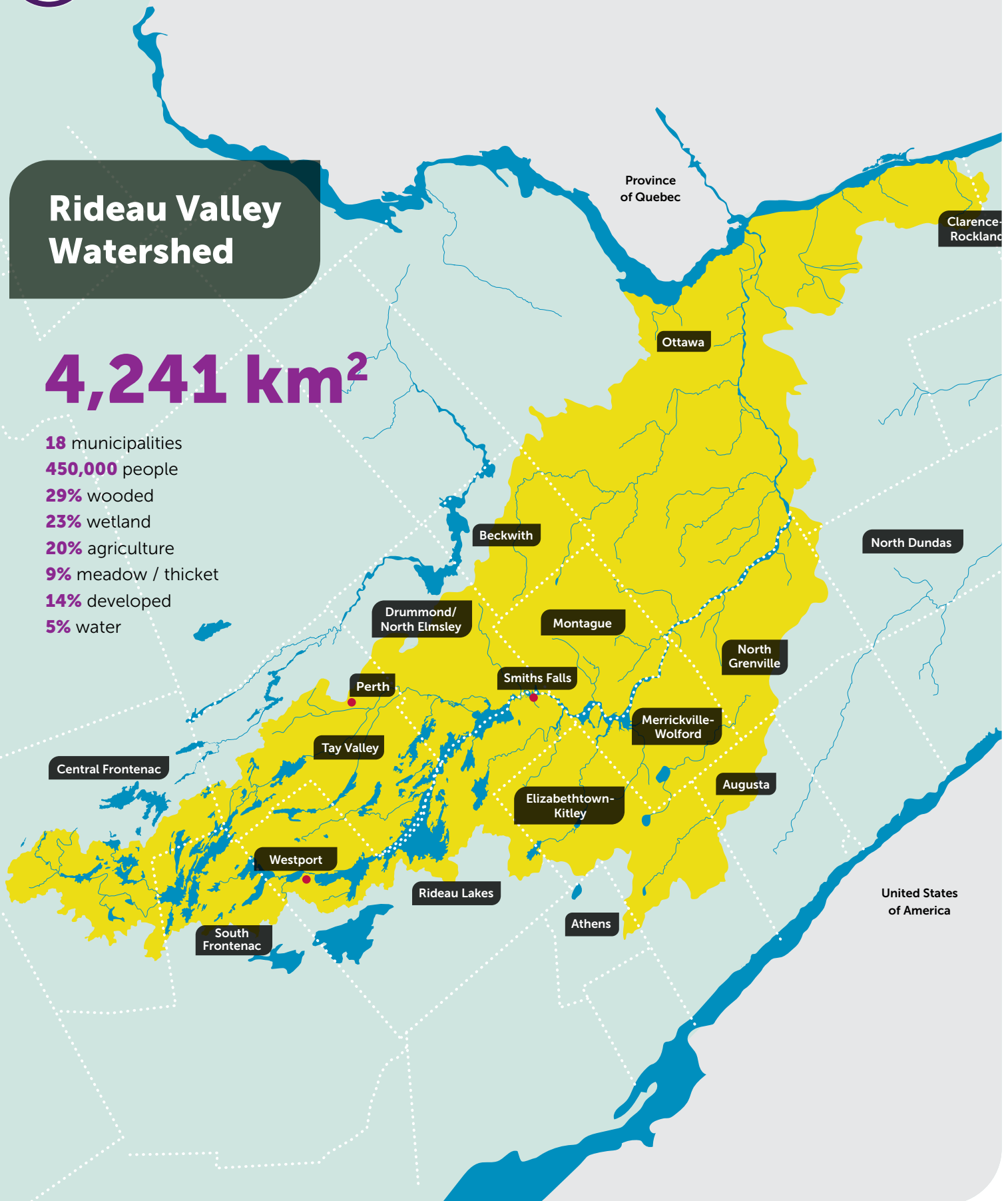




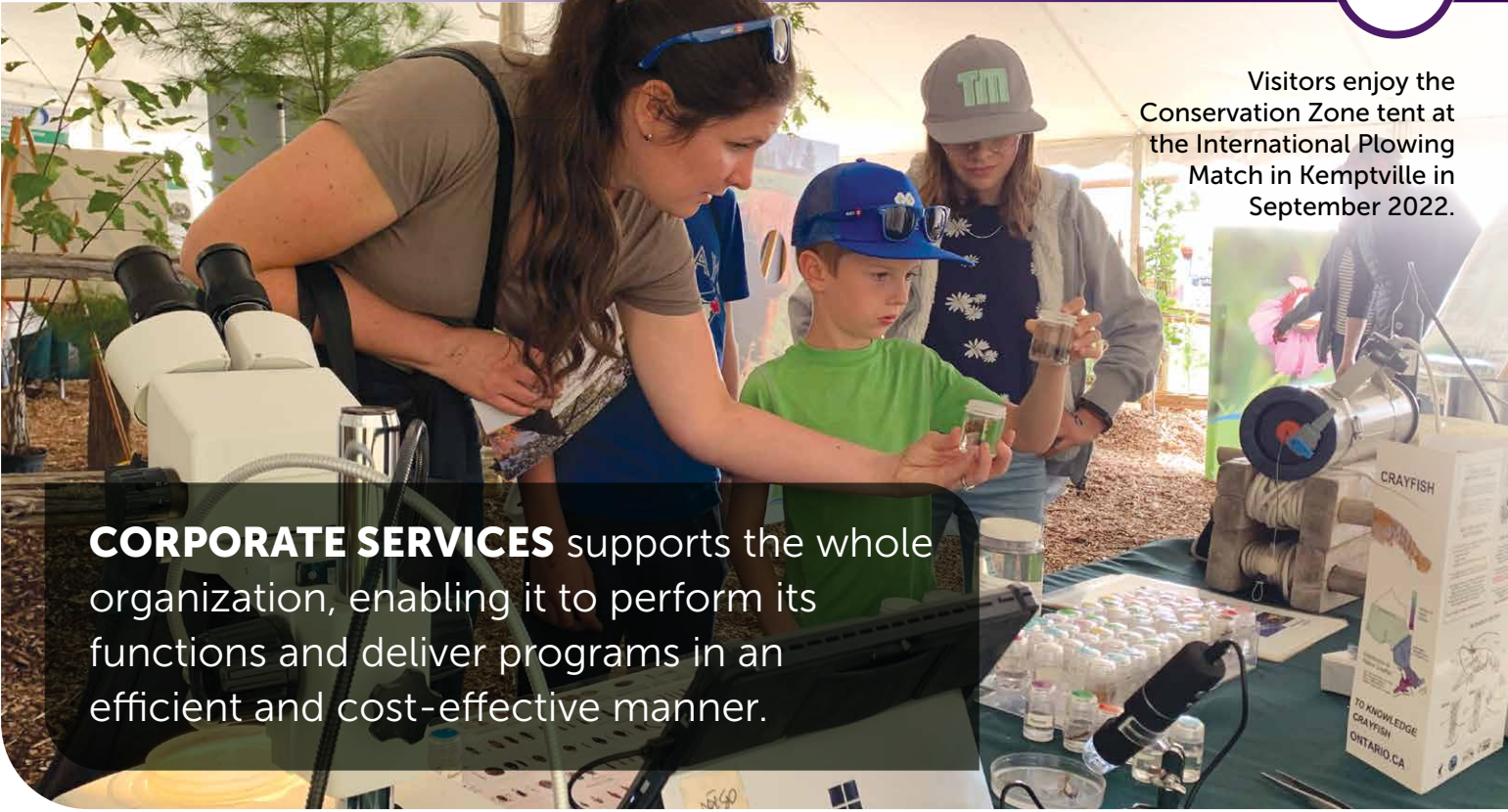
## Rideau Valley Watershed

**4,241 km<sup>2</sup>**

- 18** municipalities
- 450,000** people
- 29%** wooded
- 23%** wetland
- 20%** agriculture
- 9%** meadow / thicket
- 14%** developed
- 5%** water



Visitors enjoy the Conservation Zone tent at the International Plowing Match in Kemptville in September 2022.



**CORPORATE SERVICES** supports the whole organization, enabling it to perform its functions and deliver programs in an efficient and cost-effective manner.

The department is responsible for strategic planning, budgeting, financial reporting, business improvement, human resources, communications, IT, GIS, member services, fundraising and administration.

**\$11.67M**

budget for 2022

**69**

staff plus 16  
summer students

**23**

board members

- Welcomed a new board member appointed by the Province to represent the agricultural sector and assisted municipalities with their appointment of board members for 2023-2026
- Launched an online payment portal to enable clients to pay online for services (will expand to more program areas in 2023)
- Updated land cover data and received final LiDAR elevation data for the entire watershed which will support numerous municipal and RVCA programs
- Reopened the office to the public and implemented hybrid board meeting and return-to-work models
- Hosted annual watershed tour for board members and municipalities at the Rideau Ferry Yacht Club where staff showcased RVCA's programs and services
- Created a conservation education and demonstration tent at the International Plowing Match in Kemptville
- Reviewed Bill 23 (*More Homes Built Faster Act*) and worked with municipalities and other partners to prepare written comments and submissions





**PLANNING AND REGULATIONS** staff bring watershed science, provincial policies and individual municipal needs together to help build safe, sustainable communities.



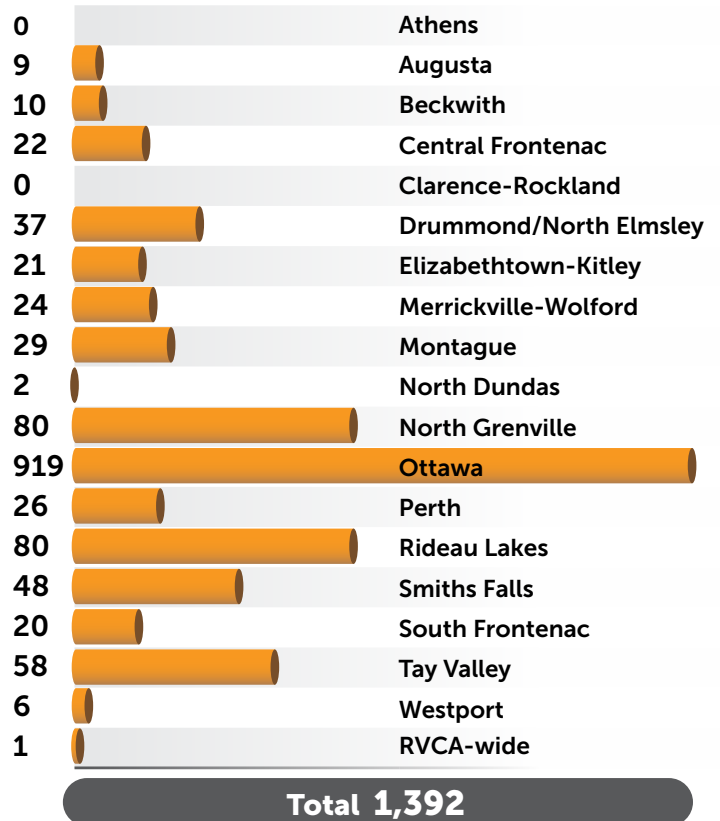


The RVCA provides planning advice to municipalities and is the approval authority for development affecting natural hazards like flooding, erosion, steep slopes, unstable soils and wetlands, as well as watercourses. Staff also approve the construction, enlargement or alteration of septic systems and provide septic re-inspection services to several municipalities.

## Planning Reviews

- **127** Pre-consultation Meetings
- **468** Severances
- **390** Minor Variances
- **192** Site Plan Control
- **144** Zoning By-law Amendments
- **17** Official Plan Amendments
- **12** Subdivision Reviews
- **14** Condominium Applications
- **1** Community Design Plan Review
- **7** Part Lot Control
- **8** Lifting of 30-cm Reserve
- **5** *Environmental Assessment Act* Reviews
- **5** Official Plan reviews
- **2** Comprehensive ZBA reviewed (Smiths Falls & Central Frontenac)

## Planning Activities by Municipality, 2022



**1,392**  
planning reviews



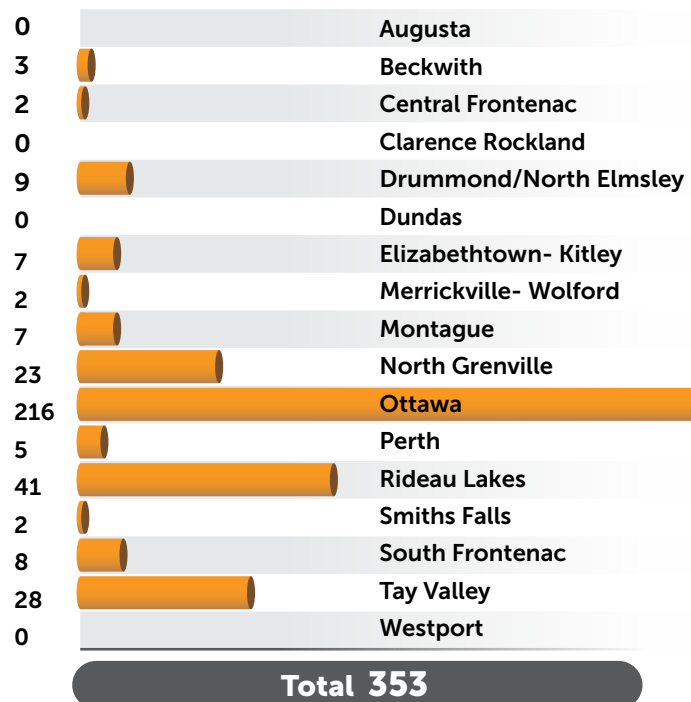
## Section 28 Activities

- **870** Property Inquiries
- **207** Clearance Letters
- **353** Applications
  - **86%** Approved
  - **13%** Under Review
  - **1%** Withdrawn
  - **3** hearings
- **75** Complaints/Occurrences
  - **7** Violations
  - **1** Charge laid under *Conservation Authorities Act*

# 353

permit applications

## Section 28 Applications by Municipality, 2022



RVCA issued **99%** of Section 28 permits within provincial timelines:

Permits Issued Within Provincial Timelines	
Major Permits (90 days)	Minor Permits (30 days)
<b>31</b>	<b>282</b>

Permits Issued Outside Provincial Timelines	
Major Permits (90 days)	Minor Permits (30 days)
<b>1</b>	<b>1</b>

In support of Conservation Ontario's client service initiative, RVCA issued **58%** of its permits within the following enhanced service standards which it works to achieve where possible;

- **28** days for major applications
- **21** days for minor applications
- **14** days for routine applications

## Source Water Protection Approvals

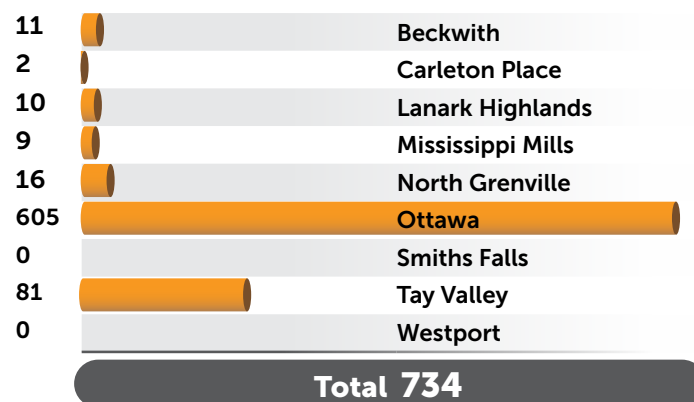
- Trained staff as Risk Management Inspectors and Officials
- Renegotiated Part IV Risk Management Agreement with Mississippi Mills
- Assisted the City of Ottawa with Risk Management work

## Septic System Services

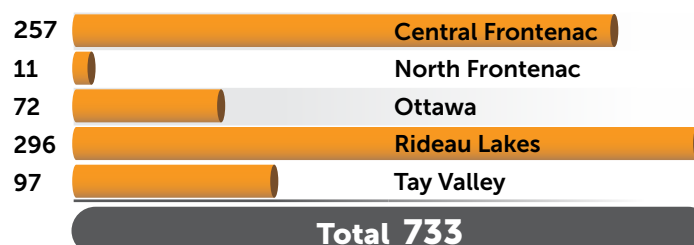
- Expanded septic approval services in partnership with Mississippi Valley Conservation Authority to seven new municipalities previously served by the Leeds, Grenville & Lanark District Health Unit
- 171** file search requests
- 622** applications for new or replacement septic systems
- 112** applications for septic renovations or alterations
- 24** complaints
- 733** septic re-inspections
- 3** virtual sessions of the *Ontario Building Code* Part 8 Installers Course delivered, welcoming **61** participants
- Distributed educational material to landowners about the care and maintenance of their septic system
- Published a new edition of *Septic Smart*, providing homeowners with information about the different types of septic systems and how to maintain them

### Septic Applications by Municipality, 2022

New, replacement or renovation



### Septic Re-Inspections by Municipality, 2022



RVCA issues most septic permits within half the time prescribed by the *Ontario Building Code*:

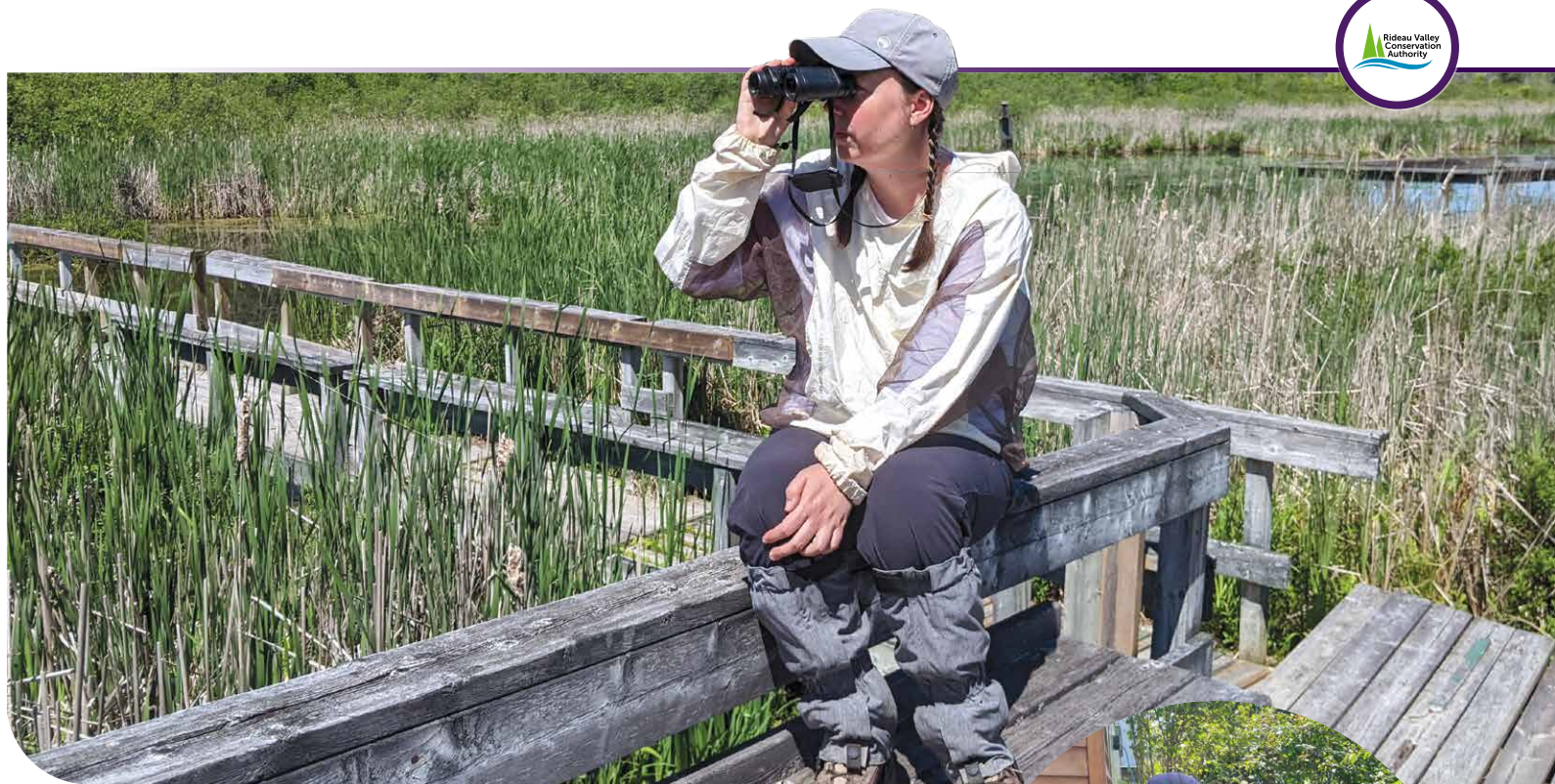
Building Code Requirement	Building Code Timeline	RVCA Timeline
New Sewage System Permit	10 days	<b>5 days</b>
Clay Seal Inspection	5 days	<b>48 hours</b>
Scarification Inspection	5 days	<b>48 hours</b>
Installation Inspection	5 days	<b>48 hours</b>
Final Grading Inspection	5 days	<b>48 hours</b>



A photograph taken from the driver's perspective inside a tractor cab. The view is through the front windshield, showing a dense forest with green trees and foliage. The tractor's steering wheel, dashboard with gauges, and red mechanical components are visible in the foreground. A semi-transparent text box is overlaid on the center of the image.

**CONSERVATION LANDS** staff manage more than **3,300** hectares of conservation land for the strategic protection of natural hazards, critical natural resources and vulnerable habitats.





Our conservation lands include 11 developed conservation areas offering public trails, beaches, boat launches and a range of popular outdoor education programs. Conservation areas provide affordable recreation, education and tourism opportunities to watershed residents and communities.

## Land Management

- **2,210** hectares of conservation land owned across the watershed
- **3,300+** hectares inspected and assessed annually
- **3** new properties totalling **127** hectares donated to our Foundation
- **52** nest boxes monitored at nine conservation areas
- **23** Species at Risk projects maintained at six conservation areas in support of bobolink, butternut and barn swallows

## Conservation Areas

- **11** public conservation areas maintained for public enjoyment
- **317,000** visitors in 2022 (up from 200,000 annually pre-pandemic)
- **42** kilometres of trails and **3** beaches maintained
- Replaced the boat launch ramps at W.A. Taylor Conservation Area
- Started construction on a replacement pedestrian bridge and learning platforms over the marsh at Baxter Conservation Area that will be accessible for people with varying mobility
- Began construction on a replacement accessible pedestrian bridge at Chapman Mills Conservation Area

**317,000**  
conservation area  
visitors





# 6,783

children participated  
in outdoor education  
and summer camps

## Outdoor Education

### Baxter Conservation Area:

- **3,697** students from 62 schools, five school boards and numerous community groups participated in in-person outdoor education programs
- **145** students attended weekly in-person Forest School in spring and fall (Winter Forest School was cancelled due to COVID-19 restrictions)
- **144** children participated in Summer Day Camps

### Foley Mountain Conservation Area:

- **2,671** students participated in in-person outdoor education programs, including Forest School sessions in spring and fall (Winter Forest School was cancelled due to COVID-19 restrictions)
- **29** schools from across three school boards came for field trips
- **126** children participated in Summer Day Camps

## Facilities and Rentals

- **2,402** people enjoyed rental facilities at Baxter Conservation Area (group camping areas, picnic shelter, Interpretive Centre, River Cabin)
- **2,000** participants and supporters welcomed to Baxter Conservation Area for the Ottawa Carleton District School Board Cross Country Meet
- **579** people enjoyed rental facilities at Foley Mountain conservation area (Interpretive Centre, Silversides, Group Campsite)
- Continued our partnership with Cabinscape, adding a second tiny cabin at Mica Mines Conservation Area





**11**  
Conservation  
Areas





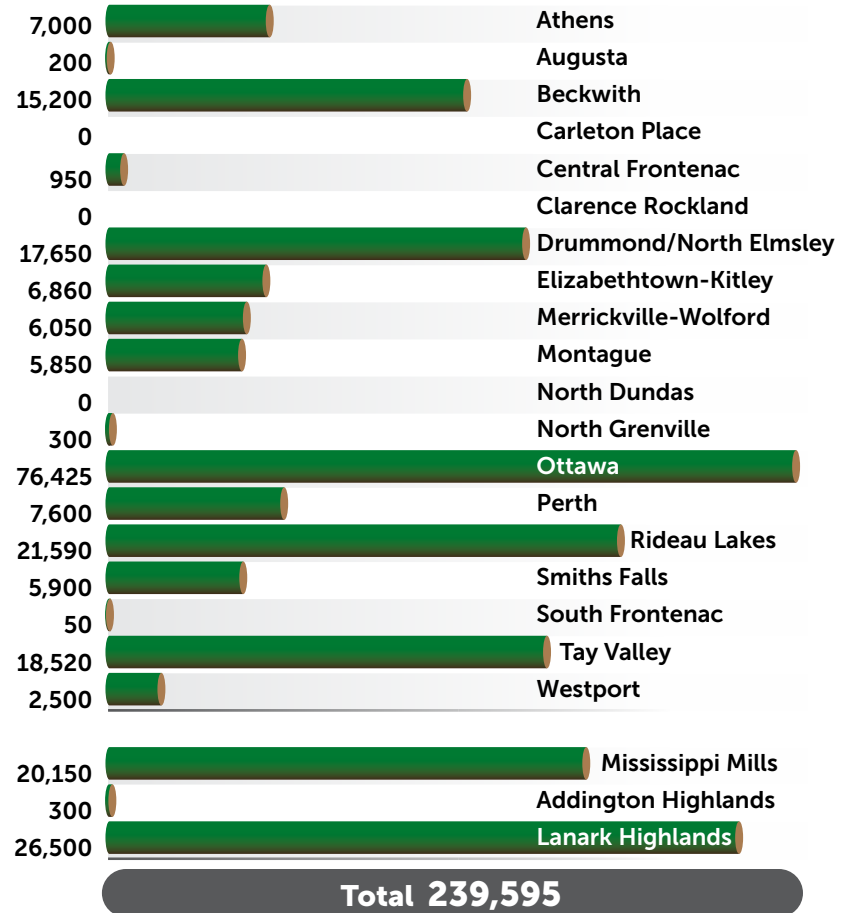
**STEWARDSHIP** staff work with landowners, farmers, lake associations, businesses, government agencies and the public to undertake on-the-ground projects that improve the health and resilience of the watershed. Programs such as tree planting, shoreline restoration, clean water incentives, wetland enhancement and habitat creation help reduce flooding, erosion and droughts, protect water quality and reduce the impacts of climate change and development.

## Tree Planting

- **239,595** trees planted in the Rideau and Mississippi watersheds (**76,425** in the City of Ottawa through the Green Acres program)
- **\$323,091** fundraised to help offset landowner costs



### Tree Planting by Municipality, 2022

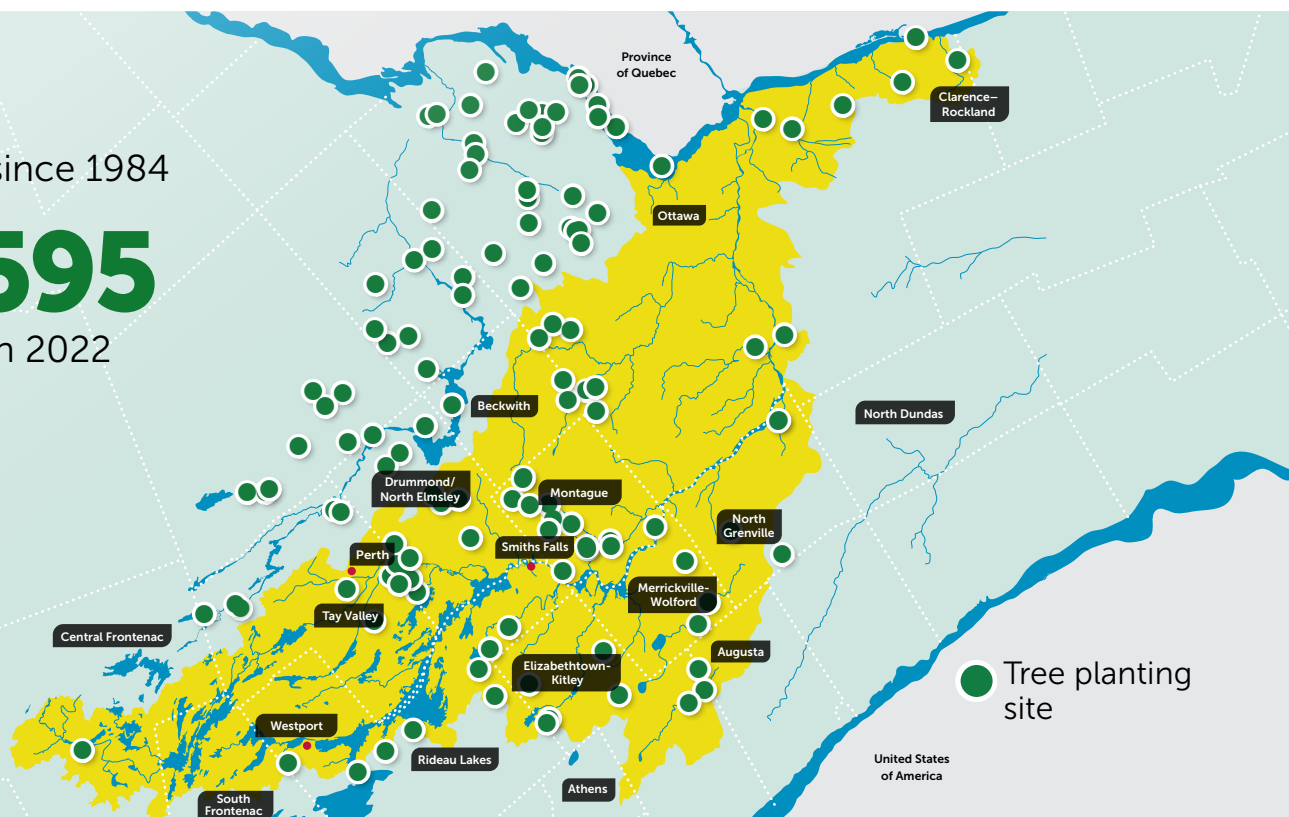


**7M**

trees planted since 1984

**239,595**

trees planted in 2022







## Shoreline Naturalization Program

- **10,127** trees and shrubs planted on 69 properties
- **800** metres of shoreline naturalized
- **1,000** trees and shrubs distributed to lake residents through over-the-counter plant sales through Upper Rideau Lake Association and Otty Lake Association
- **12** free shoreline planting projects provided to Bobs and Crow Lake residents thanks to top-up partnerships with Bobs and Crow Lake Association Foundation
- **130** native pollinator-friendly perennials distributed to landowners through over-the-counter sale

## Lake Planning

- **100** local lake stewards and residents participated in the 21<sup>st</sup> annual Lake Links Workshop which was held virtually in October

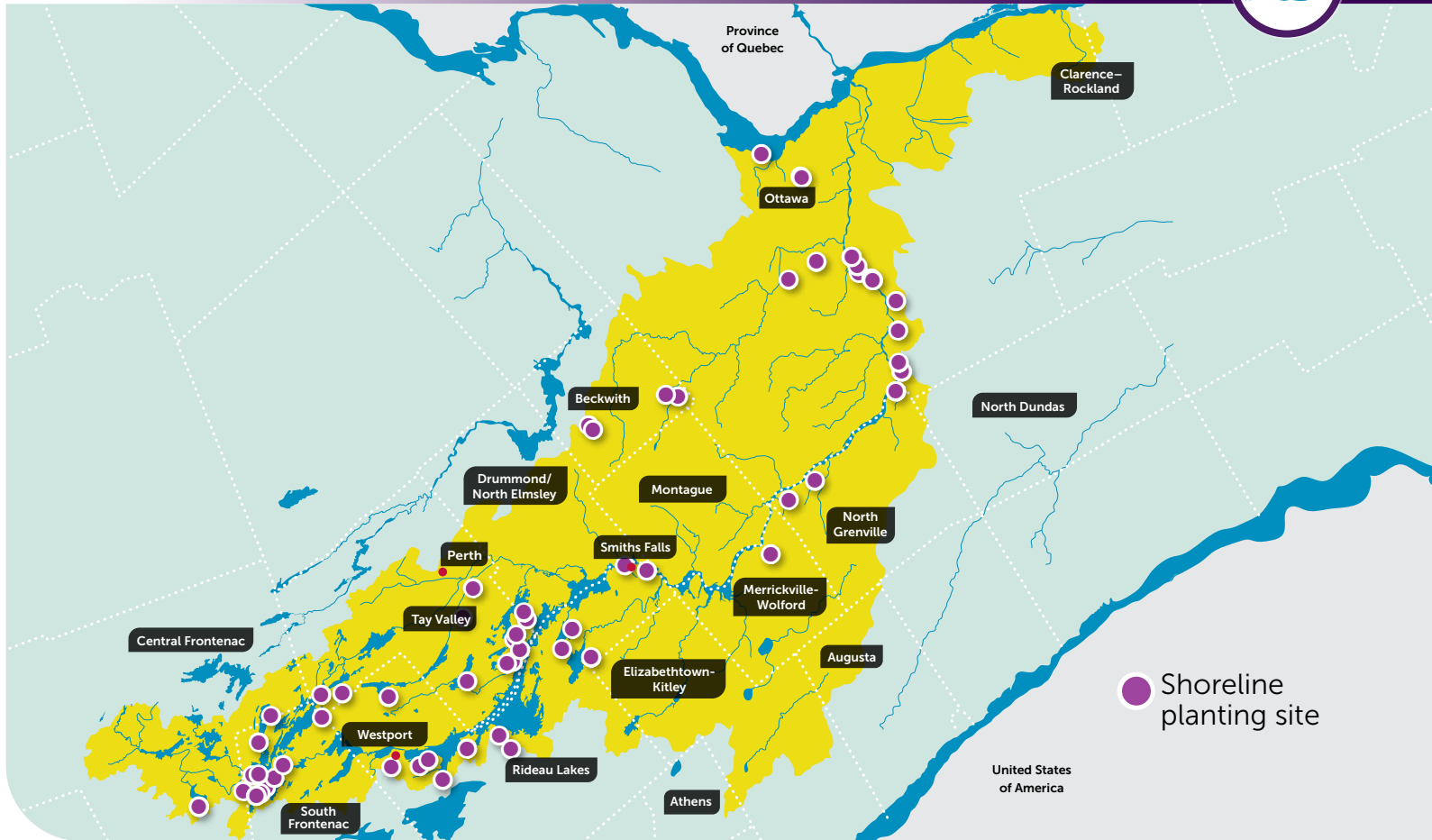
# 10,127

trees and shrubs planted on 69 properties

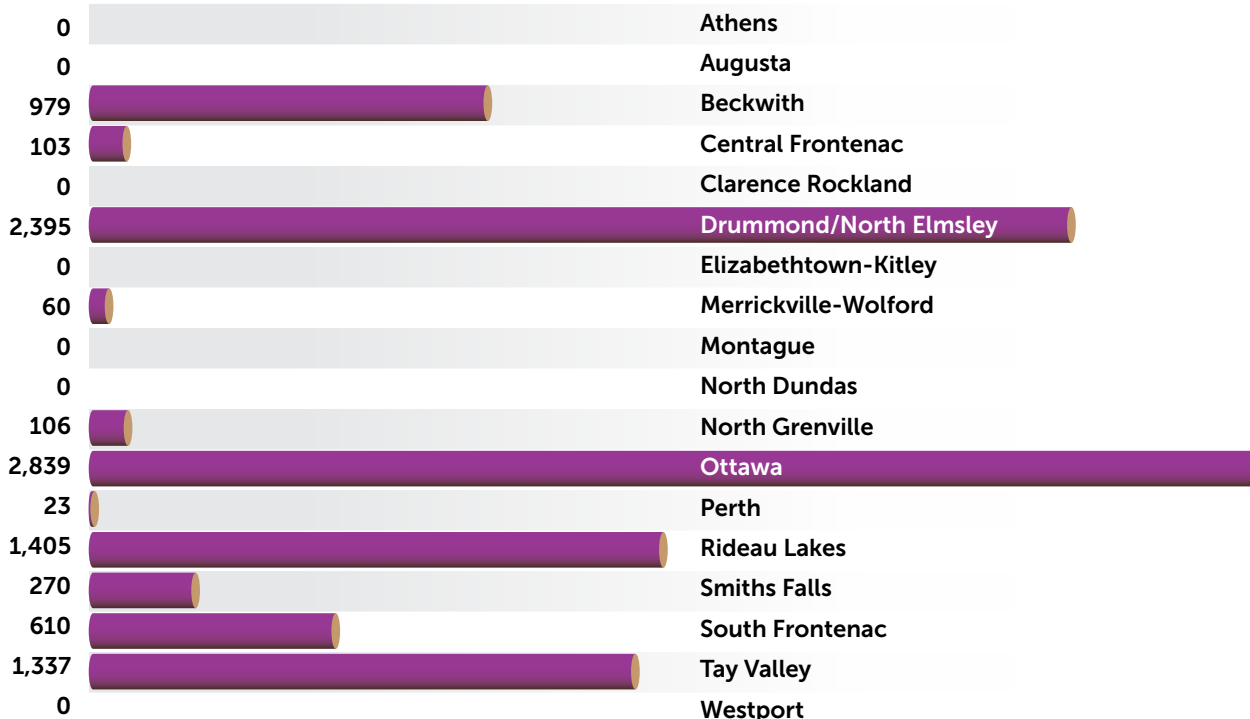
# 800m

of shoreline naturalization





### Shoreline Plantings by Municipality, 2022



**Total 10,127**

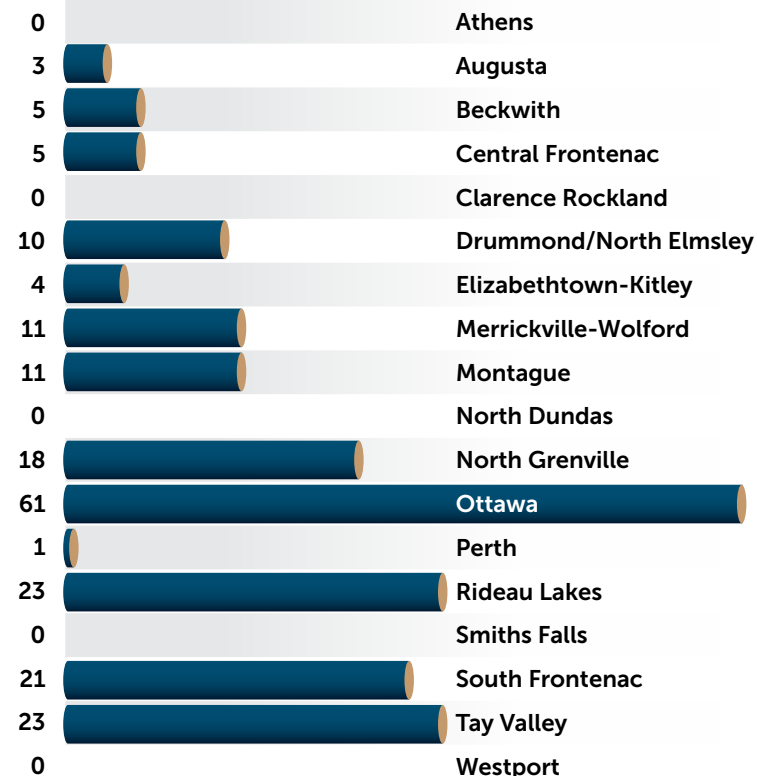


## Rural Clean Water Programs

- **135** projects approved through the Rideau Valley Rural Clean Water Program, allocating **\$265,167** in grants with landowner contributions totaling **\$1,076,185**
- **61** projects approved through the Ottawa Rural Clean Water Program, allocating **\$284,916** in grants with landowner contributions totaling **\$615,297**



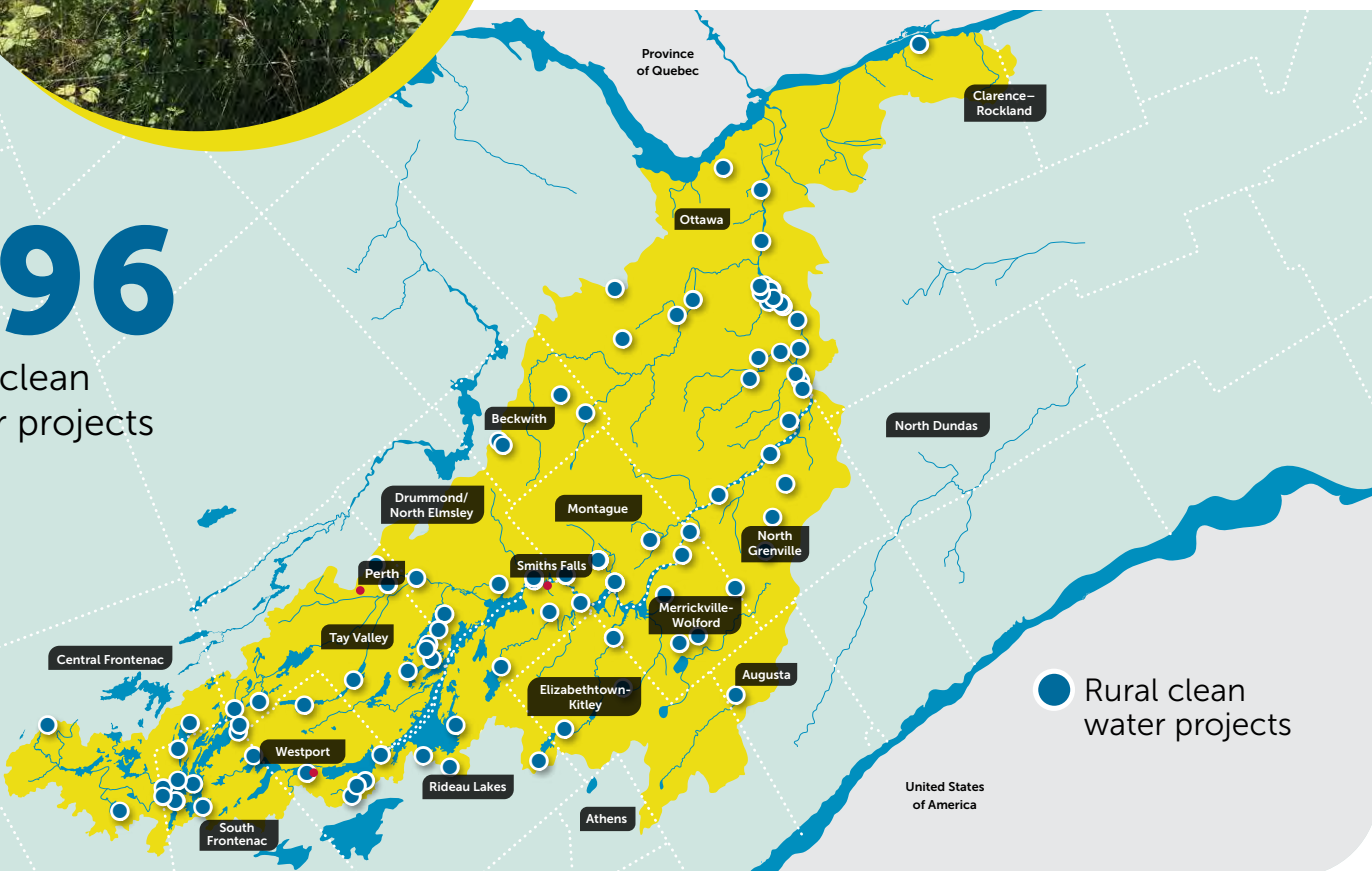
### Clean Water Projects by Municipality, 2022



**Total 196**

**196**

rural clean  
water projects





New wetland construction in  
Smiths Falls, 2022

## ALUS Lanark

- Worked with the County of Lanark and Mississippi Valley Conservation Authority to establish a new ALUS chapter to help farmers in Lanark County create environmental services on their land
- Established a Partnership Advisory Committee with members from the local farming community as well as business leaders and local government officials
- **9** wetland projects completed, distributing **\$79,658** in grants towards projects valued at **\$91,235**
- **4.03** acres of new wetlands were constructed and **10.09** acres of wetlands were restored

## Butternut Recovery

- **2,050** free butternut seedlings distributed to help replace dead and dying butternut trees in Eastern Ontario
- Continued effort to locate and assess healthy trees and track survival and health of planted butternut seedlings
- New three-year contract with the Canadian Wildlife Service to manage the butternut population in the Mississippi Lake National Wildlife Area. This includes releasing a number of natural seedlings on site and releasing seed tree crowns to give them more space and less competition from nearby trees
- Continued partnership with Ontario Nature to search for the endangered American Ginseng on landowner properties involved in the Butternut Recovery Program







**SCIENCE AND ENGINEERING** staff monitor watershed conditions to understand and manage natural hazard risks to people and property and to protect water quality and natural resources. Data about water levels and hydrology, land cover and elevation, surface and ground water and aquatic environments, is critical to guide decisions about land and water to keep people and development safe from hazards and protect the many natural benefits of a healthy watershed.



## Flood Forecasting & Warning

- **10** flood messages issued for the Rideau River
- **2** flood messages issued for the Ottawa River
- **0** low water messages issued
- **24** sites monitored for water levels and flow
- **7** Parks Canada water level gauges monitored by staff through public info-net site
- **24** sites monitored for precipitation, including 11 new RVCA Weather Stations installed in 2021
- **6** sites monitored for snowpack
- Hosted the Annual Flood Forecasting and Warning Meeting in February for all municipalities and partner agencies



## Source Water Protection

- **8<sup>th</sup>** year implementing the Mississippi-Rideau Source Protection Plan
- Updated Source Protection Plan and technical Assessment Reports to reflect updated rules from the Province, a new municipal intake in the City of Ottawa and a new well in the Town of Kemptville
- Completed Phase 1 of a Best Practices Guide for private drinking water users
- Launched educational resources about highly vulnerable aquifers, including an interactive StoryMap
- Welcomed a new Source Protection Committee member and recognized the retirement of long-time Committee Chair Ken Graham

## Natural Hazard Mapping

- Completed new or updated mapping for Mosquito Creek and Upper Jock River
- Consulted on draft mapping for Stevens Creek
- Continued work on mapping for Middle Rideau River and Wolf/Sand Lake System

## Stream Characterization Monitoring

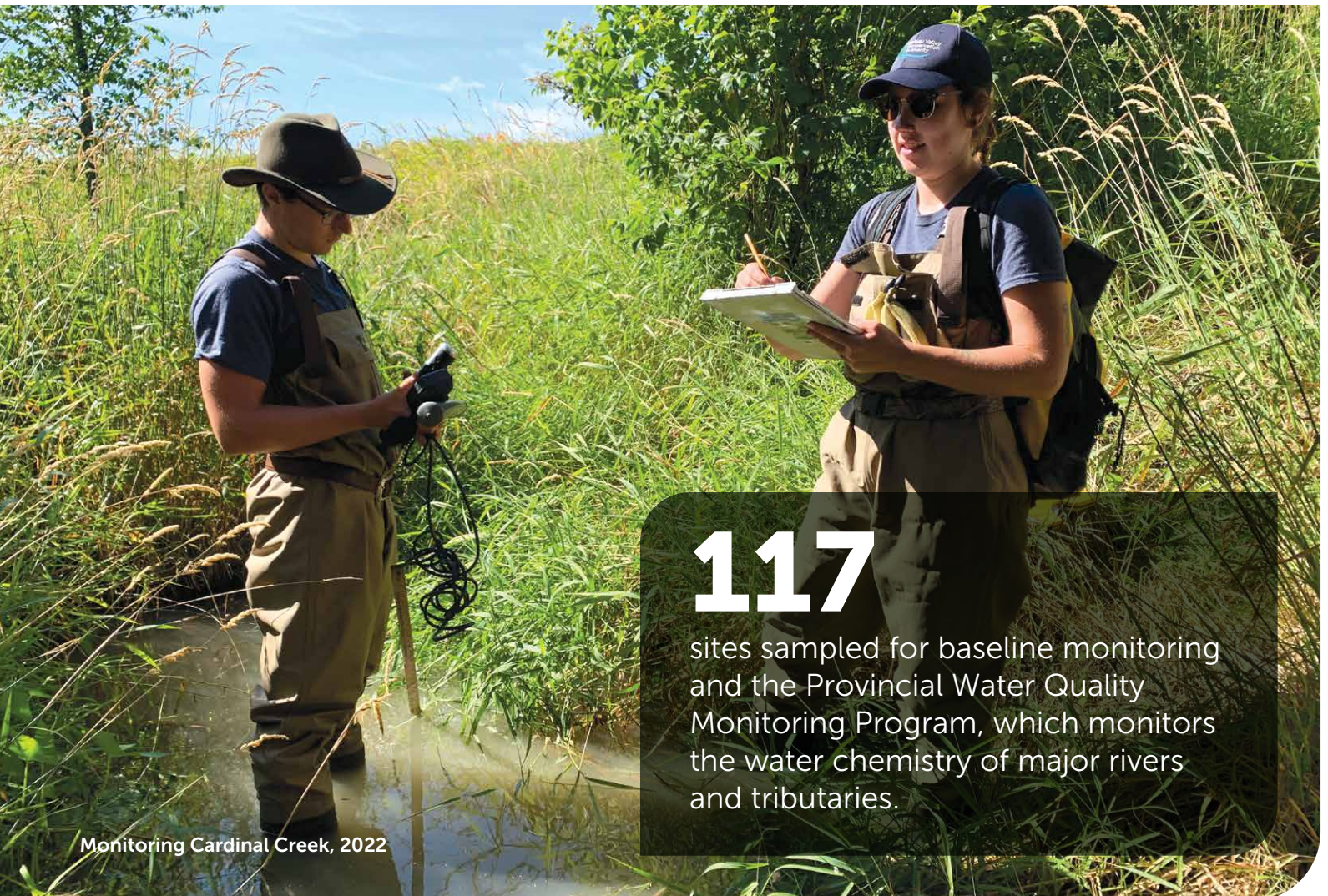
- **44** sites sampled across the watershed in spring and fall for the Ontario Benthic Biomonitoring Network (OBBN)
- City Stream Watch Program resumed after a two-year COVID-19 hiatus, monitoring four creeks in the City of Ottawa: Sawmill Creek, Barrhaven Creek, Black Rapids Creek and Cardinal Creek
  - **187** volunteers for a total of 580 volunteer hours
  - **253** stream survey sections completed
  - **14** temperature loggers installed
  - **18** fish sampling sites monitored
  - **9** stream cleanups completed
  - **3** invasive species removals completed
- Catchment level watershed conditions were classified across the watershed by aquatic score, benthic community score, fish community score and thermal classification





## Surface Water Quality Monitoring

- **117** sites sampled for baseline monitoring and the Provincial Water Quality Monitoring Program, which monitors the water chemistry of major rivers and tributaries
- **39** lakes sampled from May to November
- **51** water quality parameters monitored annually
- **19** landowners facilitated sampling by providing access to lakes and streams through their properties
- **80** volunteer hours were donated by **10** waterfront property owners who provided on-water transportation for staff as part of the Watershed Watch program
- **2** drainage features within the Portland area were monitored as part of the Sustainable Drainage project in partnership with the Township of Rideau Lakes, Cataraqui Region Conservation Authority, and Big Rideau Lake Association
- Completed a literature review of sustainable drainage and low impact development practices to support improvements to drainage and water quality protection within Rideau Lakes Township

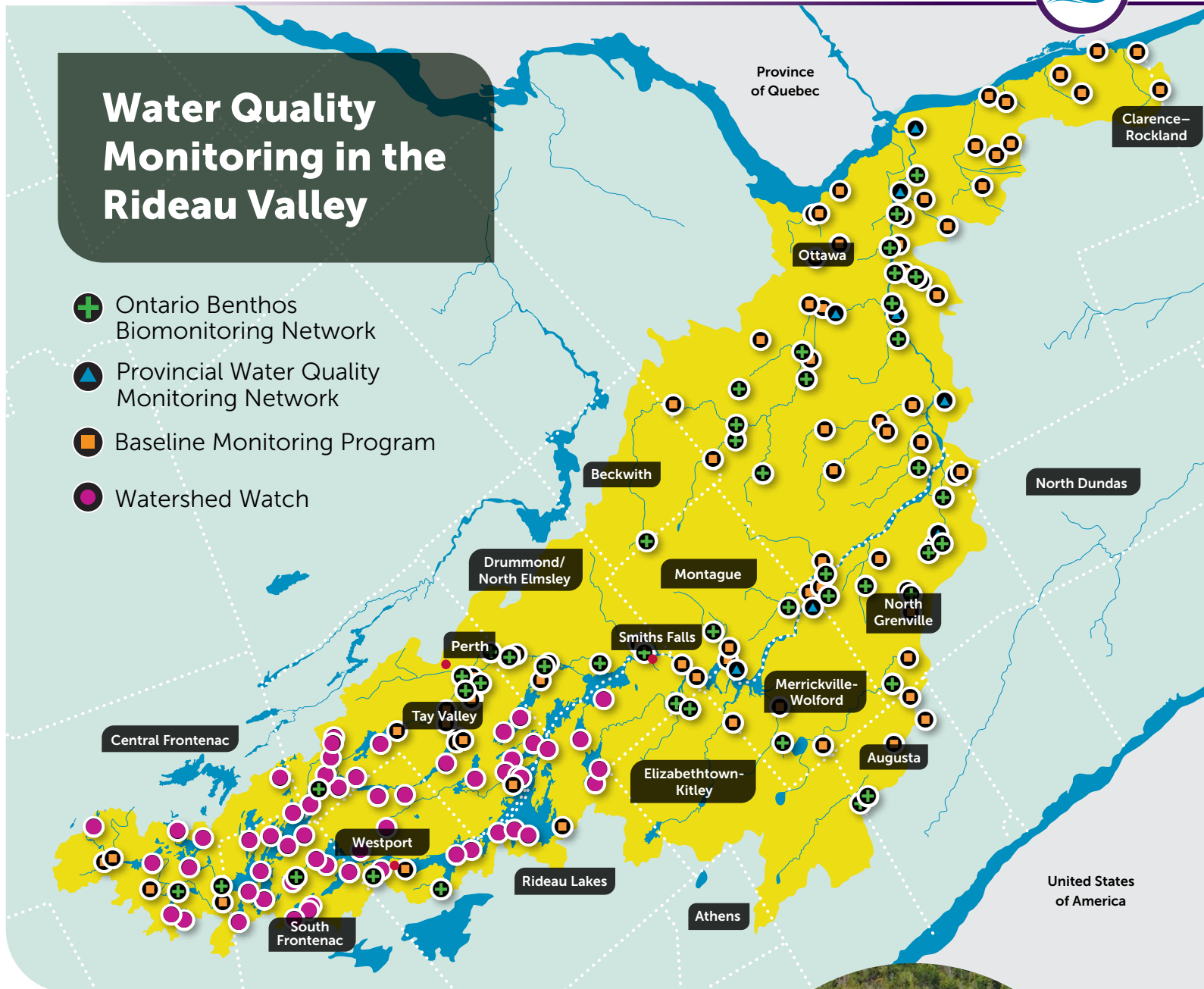


**117**

sites sampled for baseline monitoring and the Provincial Water Quality Monitoring Program, which monitors the water chemistry of major rivers and tributaries.

Monitoring Cardinal Creek, 2022





## Wetland Restoration Post-Effectiveness Monitoring

- Continued restoration and enhancement of Stillwater Wetland Complex in Nepean
- Post-effectiveness monitoring at Jebbs Creek Wetland Embayment (Year 4)
- Continued restoration of the Hutton Marsh in Motts Mills with the excavation of several more ponds and channels to create more open water and encourage biodiversity)





## Financing Conservation

Science & Engineering Services	<b>\$3,391,379</b>
Planning Advisory and Regulatory Services	<b>\$2,641,947</b>
Stewardship Services	<b>\$1,636,843</b>
Conservation Land Management Services	<b>\$1,306,689</b>
Corporate Services	<b>\$1,273,740</b>
Transfer to Reserves	<b>\$747,660</b>
Investment in Capital Assets	<b>\$473,035</b>
Repayment of Capital Lease	<b>\$202,704</b>



Municipal Levy	<b>\$6,461,296</b>
Program Revenue	<b>\$3,605,502</b>
Special Levies	<b>\$1,124,970</b>
Provincial Funding	<b>\$336,626</b>
Foundation	<b>\$145,603</b>





# 2022

## ANNUAL REPORT



Rideau Valley  
Conservation  
Foundation

Baxter Bridge reconstruction,  
Fall 2022



# 2022 Annual Report

For several years we have been focused on resiliency: not just in our natural environment, but in our communities as well. This continued into 2022, but perhaps for different reasons as we moved forward from the COVID-19 pandemic and began to focus once again on the protection of our natural spaces.

## RVCF Board of Directors

- Andrew Harkness, Chair
- Tom Scott, Vice Chair
- Jason W. M. Kelly, Past Chair
- Kathy Dallaire, Secretary-Treasurer
- Allison Gibbons
- Gary Howard
- R.E. (Bob) Smith
- Kathy Thomas

Wetlands, forests and shorelines are increasingly under threat; legislative changes, increased development pressure across the watershed and a changing climate all have cumulative impacts on the longevity of these natural features. Thankfully, our community continues to come together to protect and conserve our watershed resources. Many understand the need for continued stewardship of these lands – so they can be protected now and enjoyed in the future.

2022 was a banner year for corporate and governmental support, with multiple major grants allowing us to move forward on several significant capital projects to improve accessibility and biodiversity in our watershed. Our partners also continued to support stewardship programs and outdoor education for the benefit of the entire watershed.

Thank you to our board members, donors and many partners who stepped up to lend their time, expertise and resources to the conservation cause. Your enthusiasm, leadership and generosity are greatly appreciated. With your commitment, we continue to safeguard critical natural spaces, protect species at risk, plant trees, naturalize shorelines and support accessible, outdoor education for our youth.

It is a pleasure to acknowledge and thank the many hundreds of generous and community-minded people who made a gift to conservation in 2022. Thank you for making your local natural environment a priority.

On behalf of the RVCF Board of Directors, I am proud to share our 2022 highlights. We appreciate your continued confidence in our conservation projects and look forward to a healthy, resilient future together.

Yours in conservation,

**Andrew Harkness,**  
RVCF Chair



**LEFT:** Hulse, Playfair & McGarry President Sharon McGarry joins RVCF Chair Andrew Harkness to plant a ceremonial tree in celebration of the funeral home's 20 years of memorial tree planting.

**RIGHT:** RVCF Executive Director Diane Downey, left, thanks LiVE 88.5's Dave Schellenberg for the radio station's 10 years of Carbon Neutral commitment. Forestry Manager Ian Cochrane and RVCA General Manager Sommer Casgrain-Robertson joined in to offer their appreciation, too!

## In 2022, the RVCF was generously supported by



**600**

individuals and  
families



**11**

corporate  
partners



**3**

not-for-profits



**3**

government  
partners



**8**

in-kind donors



**8**

directors

### 2022 Highlights

- Celebrated \$429,000 in grants from Canada's Community Revitalization Fund in support of two major accessibility infrastructure projects: Baxter Conservation Area Accessible Bridge and Boardwalk Project and the Chapman Mills Conservation Area Accessible Bridge;
- Honoured year two of our partnership with Modern Niagara, which will provide \$300,000 over five years to help acquire and protect vulnerable land in the watershed;
- Accepted three new land donations to ensure long-term protection of 127 hectares of green infrastructure;
- Raised \$8,270 for the Steve Simmering Conservation Land Endowment Fund during our Giving Tuesday campaign, thanks to generous matching funds from the Simmering Family;
- Continued protection of more than 3,176 hectares of conservation land throughout the Rideau watershed;
- Raised \$134,000 in support for Phase 2 of the restoration of Hutton Marsh thanks to a dedicated group of local stakeholders and funders, including Ducks Unlimited Canada, Leeds Grenville Stewardship Council, Ontario Federation of Anglers and Hunters Zone F, the United Counties of Leeds and Grenville (UCLG), Wildlife Habitat Canada, Ontario Land Trust Alliance, and the Rideau Valley Conservation Authority;
- Partnered with One Tree Planted to plant 40,000 tree seedlings in spring 2022;
- Celebrated 62,700 trees planted by LiVE 88.5 over its 10 years of Carbon Neutral commitments;
- Commemorated our 20-year tree planting partnership with Hulse, Playfair and McGarry with the planting of a ceremonial oak at their Kemptville chapel;
- Planted 807 memorial and special occasion trees in tribute of loved ones;
- Applauded new and returning Carbon Neutral individuals, businesses and events including Capital Pyro, LiVE 88.5, Elephant Print, Greek Fest Ottawa, McCooye Wealth Management – Mandeville Private Client Inc., Somersault Events, and velofix Ottawa;
- Supported the Nature for All Committee in its fundraising efforts for a transformational accessibility project at Baxter Conservation Area;
- Continued partnership with GiveShop to raise funds through its online community marketplace;
- Helped families in need participate in Forest School programming at Baxter and Foley Mountain Conservation Areas;
- Partnered with BOGS® Outdoor Fund to reduce or eliminate bus and registration fees for students attending outdoor education programs at Foley and Baxter Conservation Areas;
- Welcomed support from special partners including the City of Ottawa Rural Community Building Grant, FedEx Cares and RBC Foundation;
- Enjoyed the confidence of several land development companies who use the Foundation's Species at Risk Compensation Program services to compensate for the unavoidable loss of butternut or bobolink and meadowlark habitat during their business activities. We are currently managing 37 projects.

RVCF has raised

**\$ 7.9M**

for conservation since 1994.

### Rideau Valley Conservation Foundation

Box 988

3889 Rideau Valley Drive  
Manotick, ON K4M 1A8

613-692-3571 ext. 1126

info@rvcf.ca www.rvcf.ca

Visit our donor board at [rvcf.ca/supporters](https://rvcf.ca/supporters)  
or visit us at our office!

The RVCF is proudly accredited under Imagine Canada's Standards Program having demonstrated excellence in board governance, financial accountability and transparency, ethical fundraising, staff management and volunteer involvement. RVCF is also a proud and practicing member of both the Ontario and Canada Land Trust Alliances.







**Rideau Valley Conservation Authority**

Box 599, 3889 Rideau Valley Drive  
Manotick, ON K4M 1A5  
613-692-3571 or 1-800-267-3504  
[www.rvca.ca](http://www.rvca.ca)

-  RideauValleyConservationAuthority
-  RideauValleyCA
-  rideauvalleyca
-  @RideauValleyCA



## 10.0 Category 3 Cost-Apportioning Agreements Report #: 3-230427

To: RVCA Board of Directors  
From: Sommer Casgrain-Robertson  
General Manager / Secretary-Treasurer  
Date: April 19, 2023

<input type="checkbox"/>	For Information
<input checked="" type="checkbox"/>	For Direction
<input type="checkbox"/>	For Adoption
<input type="checkbox"/>	Attachments

### Recommendation:

**THAT the Board of Directors of the Rideau Valley Conservation Authority directs staff to prepare a Category 3 programs and services business case and draft cost-apportioning agreement to seek municipal support to continue to fund these programs and services with 20% of RVCA's general levy.**

### Purpose

To seek direction from the Board regarding Category 3 cost apportioning agreements.

### Background

2020 *Conservation Authorities Act* amendments now require conservation authorities to:

- Complete a Transition Plan by December 31, 2021
- Complete a Program Inventory by February 28, 2022
- Complete Municipal Agreements by January 1, 2024

Transition Plans require conservation authorities to:

- Outline the timeline and steps they would follow to prepare a program inventory and enter into agreements with participating municipalities

RVCA's Board of Directors approved a [Transition Plan](#) on November 25, 2021 (Staff Report #: 5-211125) and it was circulated to all member municipalities, posted on RVCA's website and submitted to MECP on December 15, 2021.

Program Inventories then require conservation authorities to:

- List their current programs and services
- Categorize their programs and services into three categories
  - Category 1 – those prescribed as mandatory by the province
  - Category 2 – those delivered on behalf of municipalities
  - Category 3 – those that further the conservation, restoration, development and management of natural resources
- Identify the cost to deliver each program and service and its revenue sources

RVCA's Board of Directors approved an [Inventory of Programs and Services](#) on February 24, 2022 (Staff Report #: 7-220224) and it was circulated to all member municipalities and submitted to MECP on February 28, 2022.

Municipal Agreements then require conservation authorities to:

- Enter into agreements with municipalities for any category 2 programs and services; and
- Enter into cost apportioning agreements with municipalities for any category 3 programs and services that are support by municipal levy

The table below summarizes the steps and deliverables required to implement all 2020 amendments to the *Conservation Authorities Act*.

Due Date	Deliverable	Status
December 31, 2021	Transition Plan	complete
February 28, 2022	Inventory of Programs and Services	complete
July 1, 2022	Quarterly Progress Report to MECP	complete
October 1, 2022	Quarterly Progress Report to MNRF	complete
January 1, 2022	Quarterly Progress Report to MNRF	complete
April 1, 2023	Quarterly Progress Report to MNRF	complete
July 1, 2023	Quarterly Progress Report to MNRF	
October 1, 2023	Quarterly Progress Report to MNRF	
January 1, 2024*	Municipal Agreements	underway
January 30, 2024	Final Inventory of Programs and Services	
December 31, 2024	Watershed-Based Resource Management Strategy	underway
	Ice Management Plan	underway
	Infrastructure Operational Plan	underway
	Asset Management Plan	underway
	Conservation Area Strategy	underway
	Land Inventory	underway

\* October 1, 2023 is the deadline to request an extension for municipal agreements

## Analysis

### Category 1 Programs and Services

The province has identified the following programs and services as “mandatory” and conservation authorities can levy municipalities for the amount required to deliver them. RVCA staff are continuing to refine which existing program and service elements and associated expenditures fall within this category which encompasses:

- Risk of Natural Hazards
  - Developing an awareness of natural hazards (wetlands, river and stream valleys, floodplains, erosion hazards, unstable soils and bedrock)
  - Delineating and mapping natural hazards
  - Studying surface water hydrology and hydraulics, related interactions with groundwater, stream morphology, potential effects of climate change on natural hazards, management of natural hazards
  - Managing risks related to natural hazards

- Promoting public awareness of natural hazard risks
- Flood forecasting and warning
- Drought or low water response
- Ice management
- Infrastructure related to flooding, flow augmentation and erosion
- Plan review related to natural hazards
- Administration and enforcement of Section 28
- Conservation and Management of Lands
  - Maintenance of facilities, trails or other amenities that support public access and recreational activities in conservation areas that can be provided without direct support or supervision of staff
  - Development of a conservation area strategy, land inventory and land acquisition/disposition policies (due December 31, 2024)
- Other
  - Participation in the provincial groundwater monitoring network
  - Participation in the provincial water quality monitoring network
  - Development and implementation of a watershed-based resource management strategy (due December 31, 2024)
  - Fulfilling drinking water source protection responsibilities

### Category 2 Programs and Services

Conservation authorities can deliver programs and services on behalf of municipalities but require an agreement to be in place by January 1, 2024. RVCA staff are continuing to refine which existing program and service elements and associated expenditures fall within this category which includes:

- Septic system approval services (Part 8, OBC)
  - Beckwith, North Grenville, Ottawa, Smiths Falls, Tay Valley, Westport
  - All agreements are in place
- Septic system re-inspection services.
  - Municipalities vary each year (currently Central Frontenac, Rideau Lakes)
  - All agreements are in place
- Drinking water source protection risk management services (Part 4, CWA)
  - Beckwith, Drummond / North Elmsley, Montague, Merrickville-Wolford, Mississippi Mills, North Grenville, Perth, Rideau Lakes, Smiths Falls, Tay Valley, Westport
  - All agreements are in place
- Enhanced stewardship and monitoring services within the City of Ottawa
  - Green acres, rural clean water program, surface water quality monitoring
  - All agreements are in place
- Management of municipal lands for various municipalities
  - Existing agreements are currently being reviewed

### Category 3 Programs and Services

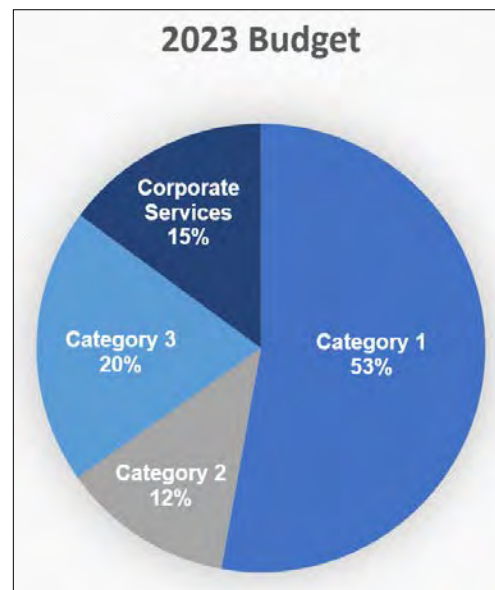
Conservation authorities can also deliver programs and services that further the conservation, restoration, development and management of natural resources in their watershed, but a cost apportioning agreement must be in place by January 1, 2024 if the program is support by municipal or special benefiting levy. Existing category 3 programs include:

- Monitoring
  - Surface water quality, aquatic and terrestrial
- Stewardship
  - Tree planting, shoreline naturalization, clean water grants
- Education
  - Forest school, school groups, summer camps, septic courses

### Program Expenditures

RVCA's 2023 budget breaks down into the following program and service categories:

- Category 1
  - \$5,991,949
  - 53% of budget
- Category 2
  - \$1,403,498
  - 12% of budget
- Category 3
  - \$2,256,589
  - 20% of budget
- Corporate Services
  - \$1,691,830
  - 15% of budget



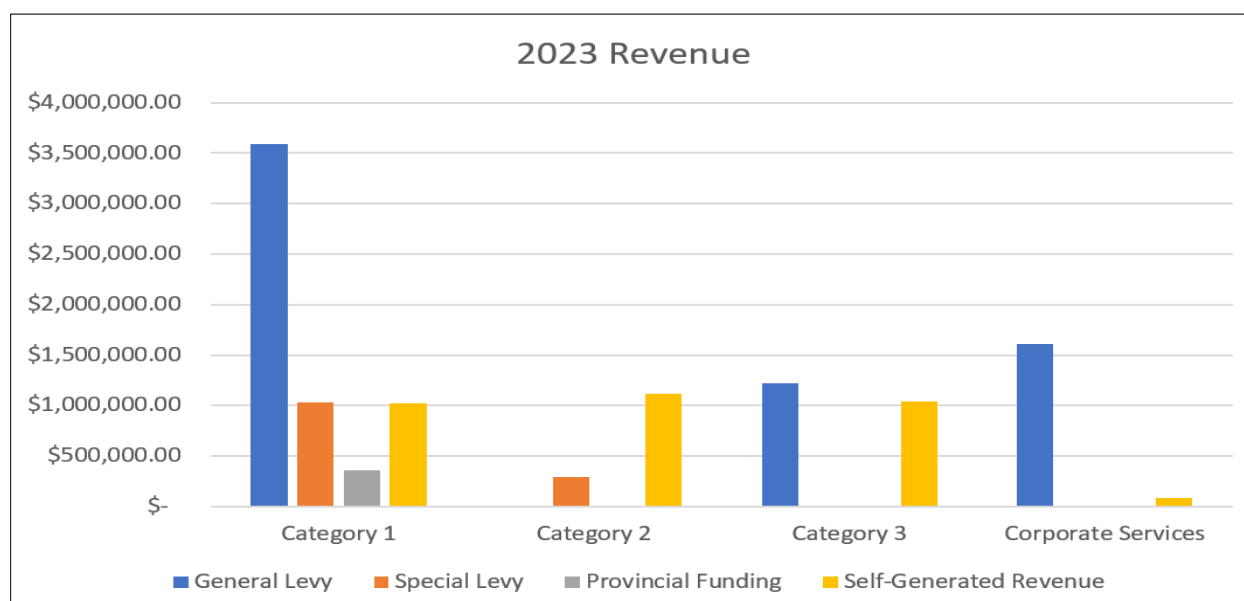
### Program Revenue

These programs and services are then funded through the following revenue streams:

- Municipal levy
- Special benefiting levy
- Provincial funding
- Self generated revenue (user fees, fundraising, grants, partnership agreement)

RVCA's 2023 program categories are funded through the following revenue streams:

2023 Revenue	General Levy	Special Levy	Provincial	Self-Generated
Category 1	\$3,586,855	\$1,027,648	\$355,862	\$1,021,584
Category 2	\$76,000	\$288,696	0	\$1,114,802
Category 3	\$1,144,065	0	0	\$1,036,524
Corporate Services	\$1,611,830	0	0	\$80,000



### Category 3 Break Down

RVCA's 2023 budget supports the following category 3 programs and services through general levy and self-generated revenue:

Category 3 Programs	General Levy	Self-Generated	Total Cost
<b>Monitoring</b>			
Surface Water Quality	\$307,084		\$307,084
Aquatic and Terrestrial	\$354,412	\$26,195	\$380,607
<b>Stewardship</b>			
Tree Planting	\$121,660	\$555,000	\$676,660
Rural Clean Water	\$260,718	\$76,000	\$336,718
Shoreline Naturalization	\$176,191	\$71,419	\$247,610
<b>Education</b>			
Outdoor Education		\$234,512	\$234,512
Septic Courses		\$73,398	\$73,398

This means the RVCA will need to enter into a cost-apportioning agreement with all member municipalities prior to January 1, 2024 to continue supporting the following category 3 programs and services with general levy:

- Monitoring programs - \$661,496 or 10% of RVCA's general levy
- Stewardship programs - \$558,569 or 9% of RVCA's general levy

Based on RVCA's modified current value assessment, this amount of levy would be apportioned to municipalities as follows:

- City of Ottawa - \$1,108,551 (91%)
- Remainder apportioned to the 17 other member municipalities - \$111,514 (9%)

Education programs do not need a cost-apportioning agreement, as they are now self-funded and do not require general levy support at this time.

#### Proposed Approach to Cost Apportioning Agreements

The 10 conservation authorities in eastern Ontario worked closely to develop the following approach to cost-apportioning agreements with municipalities. RVCA continues to work particularly closely with SNC, MVCA and CRCA to ensure a common approach across shared municipalities, especially within the City of Ottawa.

- RVCA is not proposing any changes to its Category 3 programs and services and is not seeking any additional levy or funding from municipalities. Staff are seeking to enter into agreements to enable RVCA to continue delivering its current programs and services within existing funding envelopes.
- Levy supporting category 3 programs and services would continue to be apportioned to municipalities using the modified current value assessment method as these are watershed-wide programs that benefit all municipalities and residents. This would also be consistent with how the remainder of the levy is apportioned for category 1 programs and corporate services.
- To streamline and simplify the administration of cost-apportioning agreements, staff are recommending that the agreement set a maximum percentage of levy that can be allocated to category 3 programs and services annually.
- This means the total municipal levy would not increase beyond the regular cost of living plus growth figure used for the overall budget each year.
- Staff are also recommending that one agreement would encompass all category 3 programs and services and that the same agreement would be provided to all municipalities for consideration.

#### Next Steps

If the Board is supportive of the approach outlined above, staff will:

- Prepare a business case for municipal engagement that provides background information on RVCA and its category 3 programs and services. This will be helpful for new municipal staff and council members.
- Staff will also prepare a draft cost-apportioning agreement for municipal consideration.

**Input from Other Sources**

Conservation authority General Managers have been meeting to discuss implementation approaches and share templates and best practices. The eastern Ontario conservation authorities worked together to develop a common implementation approach and are sharing business case and agreement templates. RVCA is working particularly closely with MVCA, SNC and RVCA to approach shared municipalities in a consistent manner.

**Financial Considerations**

No impact to the 2023 budget. The outcome of cost apportioning agreements will be reflected in RVCA's 2024 budget.

**Legal Considerations**

Municipal agreements need to comply with Ontario Regulation 687/21 in addition to the *Conservation Authorities Act* and Ontario Regulation 402/22.

**Adherence to RVCA Policy****Link to Strategic Plan**

This initiative supports the following strategic priority:

- *Prepare an implementation strategy to address any changes made to the Conservation Authorities Act that may result from the legislative review currently underway.*



## 11.0 2023 Meeting Schedules Report #: 4-230427

To: RVCA Board of Directors  
From: Sommer Casgrain-Robertson  
General Manager  
Date: April 21, 2023

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<input type="checkbox"/>	For Direction
<input checked="" type="checkbox"/>	For Adoption
<input type="checkbox"/>	Attachment

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### Recommendation:

**THAT the Board of Directors of the Rideau Valley Conservation Authority directs staff to prepare a report for the July 2026 Board meeting to re-examine the start time of Board of Director meetings.**

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### Purpose

To provide the Board with the results of a member survey regarding the start time of Board meetings.

### Background

The RVCA usually holds 9 meetings a year of its Board of Directors plus a watershed tour in June (no meetings are typically held in August and December). Meetings are held the fourth Thursday of the month at 6:30 pm and members are able to attend in-person or virtually unless otherwise stated by the Chair.

### Analysis

At their February 23, 2023 meeting, RVCA's Board asked staff to prepare a report looking at the potential to start Board meetings earlier, either earlier in the evening or holding meetings during the day.

In early March, a poll was sent to all members asking them to indicate their availability to attend meetings beginning as early as 1:00 pm through to 6:00 pm. The results were examined by staff and some follow up was undertaken to clarify responses. The results of the survey indicated that:

- If the meeting start time was pushed back to 6:00 pm, there are three members who would no longer be able to attend meetings.
- If the meeting start time was pushed back earlier, additional members would not be able to attend.

It is staff's recommendation that the start time of Board meetings remains 6:30 pm for the remainder of this term as that was the time advertised to municipalities in the fall

when Councils were selecting members, but that a staff report be brought to the Board in July 2026 to reexamine the issue for the next term of the Board (2027-2030).

### **Input from Other Sources**

The recommendation in this report is based on the results of a member poll.

### **Financial Considerations**

### **Legal Considerations**

#### **Adherence to RVCA Policy**

Section C 2 of RVCA's Administrative By-law states that "*the General Membership shall approve a schedule for regular meetings in advance*".