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Board of Directors Meeting

Thursday, November 23, 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 or 1-800-267-3504 ext. 1177 in advance of the meeting if you wish to receive instructions to join.

AGENDA

Meeting 8/23	Page
1.0 Roll Call	
2.0 Land Acknowledgement Statement	
3.0 Agenda Review	
4.0 Adoption of Agenda	
5.0 Declaration of Interest	
6.0 Approval of Minutes from October 26, 2023	
7.0 Business Arising from Minutes	
8.0 Conceptual Water Budget Update Staff Report Attached (Brian Stratton)	01
9.0 Updated Purchasing Policy Staff Report Attached (Sommer Casgrain-Robertson)	05
10.0 Financial Reports for the Period Ending September 30, 2023 Staff Report Attached (Kathy Dallaire)	17
11.0 2024 Draft Budget Staff Report Attached (Kathy Dallaire and Sommer Casgrain-Robertson)	33
12.0 Activity Report: October to November Staff Report Attached (Sommer Casgrain-Robertson)	63

13.0 Meetings

- a) Eastern Ontario General Managers Meeting: October 27, 2023
- b) General Managers Meeting: October 30, 2023
- c) Perth Council Presentation: November 7, 2023
- d) Clarence Rockland Council Presentation: November 8, 2023
- e) Executive Committee Hearing Training: November 14, 2023
- f) Watershed-Based Resource Management Strategy Meeting: Nov 17, 2023

Upcoming

- g) General Managers Meeting: December 4, 2023
- h) Eastern Ontario Finance Meeting: December 4, 2023
- i) Conservation Ontario Council Meeting: December 11, 2023
- j) Rideau Valley Conservation Foundation Meeting: December 13, 2023
- k) Conflict Resolution Training: January 16 to 18, 2024
- l) ROMA Conference: January 21-23, 2024

14.0 Member Inquiries

15.0 New Business

16.0 Adjournment

Action Items from Previous Meetings:

Item	Lead Staff	Anticipated Timeline
Updated Purchasing Policy	Kathy Dallaire & Sommer Casgrain-Robertson	Completed November 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 Conceptual Water Budget Update Report #: 01-231123

To: RVCA Board of Directors
From: Brian Stratton, P.Eng.
Manager, Engineering Services
Date: November 15, 2023

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<input type="checkbox"/>	For Direction
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Recommendation:

THAT the Board of Directors of the Rideau Valley Conservation Authority approves retaining Morrison Hershfield Limited and Geofirma Engineering Ltd to initiate updating the Conceptual and Tier 1 Water Budget Studies for the Mississippi-Rideau Source Protection Region to an upset limit of \$100,000.

Purpose

To seek approval to retain Morrison Hershfield Limited (MH) and Geofirma Engineering Ltd (Geofirma) to initiate updating the Conceptual and Tier 1 Water Budget Studies for the Mississippi-Rideau Source Protection Region (MRSPR).

Background

The MRSPR completed a Conceptual Water Budget Study in 2007. The study was completed by MRSPR staff and Intera Engineering Ltd (now Geofirma). Subsequently, a Tier 1 Water Budget Study was completed by the same team in 2009.

The Technical Rules under the *Clean Water Act* prescribe a tiered approach for the completion of water budget studies. With each subsequent tier, a smaller area is studied, model complexity increases, and confidence in the result improves.

Water budgets help build an understanding of how water moves through the watershed. They require information on climate, surface water and groundwater, and land cover attributes such as soils, topography, and geology. Calculations may be simple or complex depending on the study scope and the quality and quantity of the data.

The Conceptual Water Budget is the first level of water budget developed. It builds on the data and information gathered for the Watershed Characterization Report and it identifies important hydrologic processes using the best available data. The Conceptual Water Budget provides estimates of the annual water budgets on a watershed scale.

The Tier 1 Water Budget Study builds on the Conceptual Water Budget. Tier 1 water budgets are required to study smaller areas (subwatersheds) and monthly time scales instead of the annual time scales used in the Conceptual Water Budget. The Technical Rules require Tier 1 water quantity stress assessments for surface water and groundwater in all sub watersheds.

The 2007 and 2009 MRSPR water budget studies were completed over 15 years ago and are now considered to be somewhat out of date. On-going community growth in the MRSPR will put additional demand on drinking water supplies, so up-to-date water budget studies are considered important. Climate change is also a major driver in the need to update the water budget studies due to its effect on precipitation, evapotranspiration, and surface water and groundwater resources.

- Climate change was not accounted for in the 2007/2009 Conceptual and Tier 1 studies as the previous Technical Rules required the use of historical data to estimate the water supply. Climate change may impact future water supply but the impact that climate change will have on the water supply in the MRSPR is currently unknown.
- Average precipitation and (air) temperature models were developed using North America-wide climate models developed by the Canadian Forest Service (McKenney et al. 2006) for 1971-2000, with data from Meteorological Service of Canada climate stations. Updated and recent climate data is now available.
- The various components of the water budget studies included: climate, land cover, physical geography, surface water flow systems, aquatic habitat, geology, major aquifers, groundwater recharge and discharge, groundwater flow systems, anthropogenic water use. Some of this information is outdated.

In June 2023, MRSPR submitted a request for funding to provincial Drinking Water Source Protection staff to initiate an update to the Conceptual and Tier 1 water budget studies. In late October, funding was approved to initiate updating the Conceptual and Tier 1 Water Budget studies with the provision of \$100,000 to be spent before March 31, 2024 (only 5 months) with the understanding that additional funds are to be provided in the next funding agreement (likely April 1, 2024, through March 31, 2026).

Analysis

As time and funding are limited to update these water budget studies, the most cost-effective and timely approach is to retain the original team who completed the studies in 2007 and 2009 to scope and complete the update. Their familiarity with the work, how it was originally undertaken, and the provincial technical rules enable them to begin immediately without having to familiarize themselves with the data, methodologies or guidance documents.

Karyn Cornfield, M.Sc.Eng. led the planning and delivery of the previous Water Budget Studies (Conceptual and Tier 1) as a staff member of RVCA from 2005 to 2010. Karyn coordinated the groundwater inputs to those studies, which were provided by Sean Sterling, M.Sc., P.Eng. While undertaking the previous water budget studies, Karyn and Sean actively participated in the Eastern Ontario Working Group and the mandatory Peer Review process providing them with a strong understanding of the overall project background, rationale, and limitations of the approaches and methodologies that were ultimately developed and selected by the Eastern Ontario Regions. They played a key

role in developing a water budget approach and methodology that was suitable to the MRSPR given the technical constraints and best available data at the time of development. Ms. Cornfield is now employed as a Department Manager at Morrison Hershfield, while Mr. Sterling is still at GeoFirma as a Principal, Senior Hydrogeologist.

It is staff's recommendation that MH and Geofirma be retained to complete Step 1 outlined below which is to initiate an updated Conceptual Water Budget between now and March 31, 2024. It is anticipated that staff would then recommend the Board retain MH and GeoFirma to complete step 2 subject to provincial funding which would complete the Conceptual Water Budget as well as complete the Tier 1 water budget update.

Step 1 – Initiate Conceptual Water Budget

December 1, 2023, through March 31, 2024

Key tasks:

- Detailed Background Review
- Data Collection and Inventory
- Summary of Existing Conditions, Available Data, and Changes since Original WB Studies
- Confirmation of Overall Project Objectives, Assumptions and Criteria
- Evaluation of Water Budget Approaches, Climate Change Scenarios, and Preferred Approach
- Preparation of Interim Water Budget Update Report (Draft/Final)
- Meetings and Consultation

The estimated cost for MH and Geofirma to complete this step on a 'cost plus materials' basis is \$76,620 including disbursements, plus applicable taxes.

Step 2 – Complete Conceptual Water Budget and Tier 1 Water Budget

Could commence April 1, 2024 subject to MECP funding and Board approval

Deliverables:

- Conceptual Water Budget Report
- Tier 1 Water Budget

Financial Considerations

The funds are coming directly from the Province under the Drinking Water Source Protection Transfer Payment Agreement. There is no impact on the RVCA budget.

Consultation with Others

Legal Considerations

Adherence to RVCA Policy

RVCA's Purchasing Policy states that professional and technical consulting services valued more than \$50,000 requires the RVCA to advertise publicly for the submission of

letters of interest and statement of qualifications prior to selecting a consultant, with approval from the Board of Directors. However, it also states that “exemptions may be made to the above where the current supplier of professional or technical services has been engaged and has prior knowledge of the project or services and it is determined to be in the best interest of the RVCA or project to retain the services of the same professional or technical consultant.”

As outlined in the Analysis section, staff at MH and Geofirma have the deepest understanding and most prior knowledge of the project and it would therefore be in the best interests of the project and the RVCA to retain the original team to complete the update. As indicated above, the first round of funding recently received from the MECP must be spent by March 31, 2024 which provides limited time to complete the work.

Link to Strategic Plan

Attachments



**9.0 Updated Purchasing Policy
Report #: 02-231123**

To: RVCA Board of Directors
From: Sommer Casgrain-Robertson
General Manager
Date: November 14, 2023

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Recommendation:

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached updated Purchasing Policy to take effect January 1, 2024.

Purpose

To approve an updated Purchasing Policy.

Background

RVCA's current purchasing policy was approved in October 2011 and has not undergone any updates since. It was recommended by the Board that staff review the policy, in particular spending limits in relation to increased inflation over the past twelve years, and bring an updated purchasing policy to the Board for consideration.

Analysis

Staff reviewed RVCA's current purchasing policy along with more recent examples from other conservation authorities, municipalities and not-for-profits. Normally changes to an existing document would be shown as tracked changes but staff undertook significant edits to the policy to modernize language and eliminate redundancy in addition to revising spending limits. This made the edited document difficult to read so a clean version has been attached and a list of changes is summarized below.

Summary of Key Changes

- Purpose and Objectives Section
 - Three objective statements were added following the purpose statement.
- Definitions and Interpretations
 - Numerous terms that were not referenced in the Policy were removed.
- Purchasing Limits and Authorizations
 - Purchasing limits were reviewed and increased as requested by the Board. Board approval would now be required for purchases over \$30,000

- if the item was not included in the approved budget, or \$100,000 for those items approved in the budget. Currently Board approval is required for any purchase over \$25,000.
 - Purchasing limits for Directors remains at \$10,000 for items included in the approved budget but has been reduced to \$5,000 for items not included in the budget.
 - The threshold for requiring three quotes was increased from \$1,000 to \$10,000, although three quotes are still preferred over \$1,000.
- Exemptions Section
 - A list of circumstances when competitive bids or written quotations are not required was added to this section.
- Emergency Purchases Section
 - This section was added to allow RVCA to respond to such scenarios should they arise.
- Overall
 - Language and terminology were updated throughout the policy.
 - Redundancy was reduced by referencing other policies, documents and Board resolutions where possible, consolidating information under fewer sections, and using more concise wording and descriptions.
 - Procedural details including the use of petty cash, the use of purchase orders, the opening of bids and the solicitation of bids for professional and consulting services, have been removed and will be reflected in procedural guidelines issued by the Manager of Finance and approved by the General Manager. This will allow procedures to be updated more frequently to ensure oversight and accountability. These purchasing procedures will form Appendix B of the Policy
 - A section on purchases from staff and Board members was removed as this scenario would be governed by the purchasing policy as well as any conflict of interest or code of conduct policies in place by the RVCA.
 - A section on purchases for private use was also removed as purchases for private use are not permitted.

Input From Other Sources

Staff reviewed a number of purchasing policies from conservation authorities across the province as well as some municipalities and not-for-profit organizations. This attached updated policy, including revised spending limits, closely reflects an updated purchasing policy that was adopted by the MVCA earlier this year. New sections that were added, including sections on exemptions and emergency spending, also align with SNC's policy.

Financial Considerations

Legal Considerations

Adherence to RVCA Policy

This policy would take effect on January 1, 2024 for ease of auditing, and would supersede RVCA's current purchasing policy dated October 2011.

Attachment:

- Draft Purchasing Policy, dated January 1, 2024



Draft

Purchasing Policy

January 1, 2024

Department	Program	Review Period	Policy Number
Corporate Services	Finance	Five Years	FIN-01-23

Approved By	Resolution	Approval Date	Effective Date
Board of Directors	xxxxxxxx	November xx, 2023	January 1, 2024

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Appendices (approved by the General Manager/Secretary-Treasurer)

- A. List of Authorized Buyers
- B. Purchasing Procedures

1. Purpose and Objectives

The purpose of this policy is to provide authority and guidelines to conduct purchasing transactions for the Rideau Valley Conservation Authority (RVCA). The objectives are:

- Ensure openness, fairness, and transparency while protecting the financial best interests of the RVCA.
- Set out guidelines to ensure that the total cost of all purchases of materials, supplies and services provide the lowest total costs, including lifecycle costs that are consistent with the required quality, service, product delivery, efficiency and effectiveness.
- Promote and maintain the integrity of the purchasing process and protect the Board, vendors and staff involved in the process by providing clear direction and accountabilities and by reviewing the policy every five years or earlier to evaluate its effectiveness.

2. Principles and Practices

- **Accountability** – Staff authorized to undertake purchasing functions on behalf of the RVCA should always be cognizant of their responsibility to the Board of Directors, funding partners and other members of staff.
- **All Costs Considered** – In evaluating bid submissions from responsible and responsive bidders all purchasing shall be completed in a manner which considers all costs, including acquisition, operating, residual and disposal costs rather than a manner which bases a decision solely on the lowest bid price.
- **Canadian Products** – Preference may be given to the purchase of Canadian Goods and/or Services and Consulting Services when all else being equal, it is reasonable in the circumstances to do so.
- **Cooperative Purchasing** – Where the best interest of the RVCA will be served, the RVCA may participate with other Conservation Authorities, other Governments or their agencies or public authorities in Cooperative Purchasing ventures or joint contracts.
- **Document Retention** – Documents related to purchasing shall be retained in accordance with applicable legislation and policies and made available for auditing purposes.
- **Efficient/Effective Purchasing** – Staff will procure the necessary quality and quantity of goods and services, including professional and technical consulting services in the most efficient and cost-effective manner feasible.

- **Information Collection** – Information collected in response to purchasing is subject to the Municipal Freedom of Information and Protection of Privacy Act.
- **Non-Responsive Bids** - Bids which are late, illegible, unsigned, do not contain a deposit, or are in any other way incomplete shall be rejected as non-responsive.
- **Occupational Health & Safety** – All contractors required to do work for the RVCA will be required to comply with the Occupational Health & Safety Act.
- **Sustainability Ethic** – The RVCA will procure necessary goods and services with due regard to the preservation of the natural environment, will encourage vendors to supply goods made by a method resulting in the least damage to the environment, and vendors will be encouraged to supply goods incorporating recycled or recyclable materials where possible.

3. Definitions and Interpretations

- **Authorized Buyer** means those staff members who are designated by the General Manager to purchase goods and services on behalf of the RVCA. An up-to-date list of authorized buyers and their purchasing limit will be maintained by the Manager of Finance and attached to this Policy as Appendix A.
- **Bid** means a quotation, tender or proposal from a vendor in response to a request for quotation, tender or proposal, which is subject to acceptance or rejection.
- **Board of Directors** means the Members appointed to the RVCA by the participating municipalities in the RVCA's area of jurisdiction as defined in RVCA's Administrative Bylaw and any Member appointed by the Minister to represent the interests of the agricultural sector.
- **Contract** means a binding agreement between two parties.
- **Contractor** means the party responsible for providing the goods and/or services.
- **Disposal** means the process through which RVCA gives up title to tangible assets, and includes selling, recycling, donating or discarding an item for purposes of this policy, excluding land.
- **Goods and/or Services** mean any one or more of supplies, materials, maintenance and service contracts.

- **Proposal** means an offer from a vendor in response to a request for proposal, acceptance of which may be subject to further negotiation.
- **Purchase Order** means a written offer to purchase Goods and/or Services or a written acceptance of an offer submitted in an approved form sent to the Finance Department.
- **Quotation** means an offer from a bidder to buy or sell goods and services at a specified rate or price.
- **RVCA** means the Rideau Valley Conservation Authority.
- **Signing Officer** means persons appointed by the Board of Directors who are authorized to bind the RVCA, which includes but is not limited to, signing cheques and legal contracts
- **Tender** means an offer received from a supplier of Goods and/or Services in response to a request for tenders, the acceptance of which will result in the formation of a binding contract between the RVCA and the person submitting the tender.

4. Purchasing Limits and Authorization

Authorized Buyers shall adhere to the purchasing limits and procedures outlined in this section and any additional purchasing procedures outlined in Appendix B. Dollar amounts are the total cost before taxes.

For purchases of goods and/or services where delivery is expected over a long period of time, or at irregular intervals, the purchase amount is deemed to be the total estimated cost for the contract period. Purchases should not be subdivided to affect purchasing limits.

- Purchases less than \$1,000:
 - No quotations required.
 - Approval of an Authorized Buyer is required.
- Purchases between \$1,000 and \$9,999:
 - Competitive quotes preferred, but not required, so long as the Policy Objectives are adhered to.
 - Approval of an Authorized Buyer is required.
 - Approval of the General Manager is required if the expenditure is over \$5,000 and was not included in the approved annual budget for the RVCA.

- Purchases between \$10,000 and \$29,999:
 - Three written quotations required.
 - If three quotations are not available, the reasons must be documented.
 - Reasons for accepting other than the lowest quotation must be documented.
 - Approval of the General Manager is required.
- Purchases between \$30,000 and \$99,999:
 - Three written quotations required.
 - If three quotations are not available, the reasons must be documented.
 - Reasons for accepting other than the lowest quotation must be documented.
 - Approval of the General Manager is required.
 - Approval of the Board of Directors is required if the expenditure was not included in the approved annual budget for the RVCA.
- Purchases \$100,000 and above:
 - Must be obtained by public bid process.
 - Approval of the Board of Directors is required through a board resolution before awarding a contract to the successful bidder.
 - Reasons for accepting other than the lowest bid must be documented.

5. Exemptions

This Policy does not apply to the following expenditures:

- Training and education such as conferences, conventions, courses, seminars, magazines, books, periodicals and memberships.
- Employee and member expenses including meals, travel and accommodation while conducting business for the RVCA.
- RVCA expenses including but not limited to payroll deduction remittances, licenses, insurance premiums, damage claims, petty cash replenishment, tax remittances, employee income.
- Professional and special services such as per diems, honorariums, legal fees, audit and accounting fees, banking and investment fees, witness fees, appraiser fees, legal settlements or any other special services.
- Recurring payments including but not limited to utility, postage, hydro, fuel, telephone, gas and telecommunications.

Competitive bids and written quotations are not required under the following circumstances:

- The acquisition of real property
- When there is a statutory or market-based monopoly on the good or service
- When the required item is covered by an exclusive right such as a patent, copyright or exclusive license.
- When it is necessary to ensure compatibility with existing products or to avoid violating warranty/guarantee requirements.
- When the required good or service is in short supply due to market conditions.
- When the good is purchased for testing or trial use.
- When the current supplier of professional or technical services has been engaged and has prior knowledge of the project or services and it is determined to be in the best interest of the RVCA or project to retain the services of the same professional or technical consultant

Staff may also request an exemption from any procedure outlined in this Policy by obtaining approval from the Board of Directors through a board resolution.

6. Use of Corporate Credit Cards

Corporate credit cards are not intended to avoid or bypass appropriate purchasing or payment procedures, but to complement existing procedures. Corporate credit cards are issued to the General Manager and Departmental Directors. Credit cards issued to other staff will be approved by the General Manager based on a recommendation by the respective Director. Credit limits for all cards will be determined by the General Manager.

Each credit card has a unique number and will be issued both in the name of the RVCA and the name of the employee who has been authorized to use the card. The card is not transferable to, or to be used by, any other person including other employees.

Cardholder responsibilities include:

- Using the credit card in accordance with the guidelines set out in this policy.
- Security of the card and ensuring that documents bearing the card number are kept in a secure location with controlled access.

- Taking every precaution to avoid unauthorized use of the card. The credit card number must not be faxed or emailed at any time and is only to be provided for internet purchases if it is known to be a secure site.
- The cardholder must immediately notify the Manager of Finance or designate if the credit card is lost or stolen. During non-business hours the cardholder must contact the credit card company upon realizing the loss and report to Finance on the next day of business.
- Obtaining original receipts for each purchase.
- Vendor search and selection, product/service specification, quality, quantity, price negotiation and resolving any problems arising from the purchase including returns and disputed charges.

Upon transfer of position within the RVCA or termination from the RVCA, the cardholder shall return the credit card to the Manager of Finance or designate for immediate cancellation of the card.

7. Emergency Purchases

Emergency purchases are allowed when an urgent procurement is necessary to:

- Fulfill a statutory order issued by a federal, provincial, municipal or other authority such as an environmental, public health or workplace safety compliance order.
- Prevent loss of life, potential loss in business, damage to property or for the continuation of a program or service that is essential to the wellbeing of the RVCA.

Goods and services shall be acquired by the most open market procedure and lowest overall cost possible and:

- Purchases under \$50,000 shall be approved by the General Manager and reported to the Board of Directors at the next meeting.
- Purchases of \$50,000 and above shall be approved by the Chair, or Vice-Chair in their absence, and reported to the Board of Directors via email and at the next meeting.

8. Disposal of Surplus Goods

The General Manager or designate shall have the authority to sell, exchange or otherwise dispose of goods declared as surplus to the need of the RVCA and where it is cost effective and in the interest of the RVCA to do so, items or groups of items may:

- Be offered to other public agencies.
- Be sold by external advertisement, formal request, auction or public sale.

- Be advertised internally to employees for sale and sealed bids will be received with award to the highest bidder.

Obsolete or surplus goods may be sold or traded to the original supplier or others in that line of business where it is determined that a higher net return will be obtained.

A reserve price may be established where it is deemed appropriate.

The disposal of goods must be in accordance with current environmental procedures and in a responsible manner. A recommendation for safe disposal shall be obtained from the RVCA's Joint Health & Safety Committee prior to disposal of hazardous materials.

If all efforts to dispose of goods by sale are unsuccessful, staff shall dispose of such items in an appropriate manner and document the disposition.



**10.0 Financial Reports for the period ending September 30, 2023
Report #: 03-231123**

To: RVCA Board of Directors
From: Kathy Dallaire
Manager of Finance
Date: Nov 14, 2023

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Recommendation:

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the Revenue and Expenditure Reports and Balance Sheet for the period ending September 30, 2023.

Purpose

To present financial reports for the period ending September 30, 2023, to the Board of Directors for review and approval.

Background

Attached are three financial reports for review:

- RVCA Statement of Operations for the period ending September 30, 2023
- RVCA Statement of Operations for the period ending September 30, 2023 (side-by-side format).
- RVCA Balance Sheet as at September 30, 2023

The first attachment presents revenues and expenditures to September 30, 2023, the 2023 budget, the actual results for the year ended December 31, 2022, and projected results to December 31, 2023.

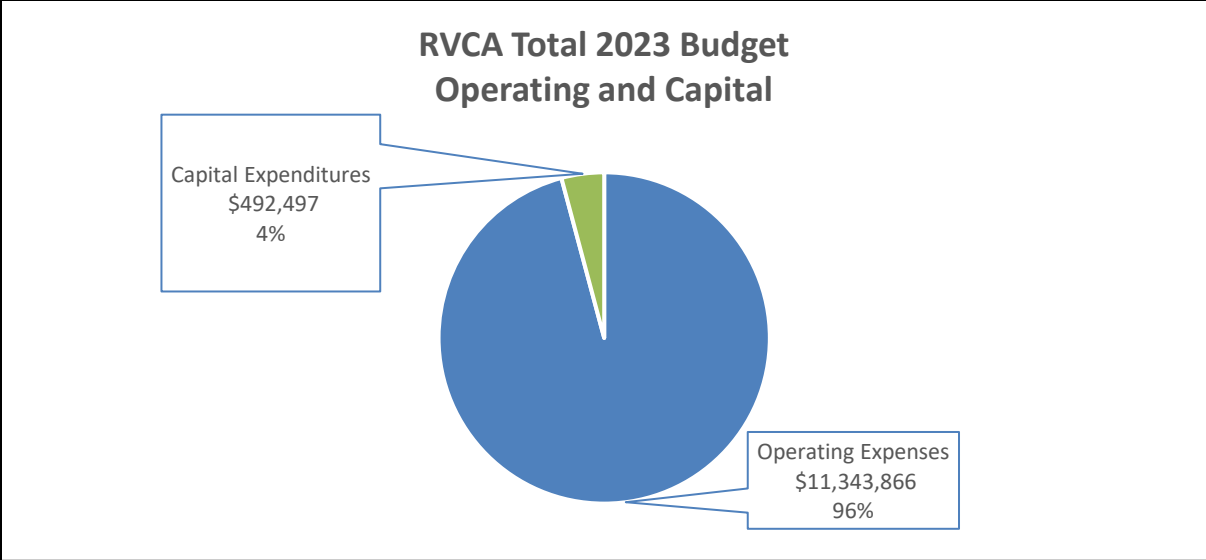
The second attachment presents revenues and expenditures by program, side-by-side, with projections to year end.

The third attachment presents the Balance Sheet as at September 30, 2023.

Analysis

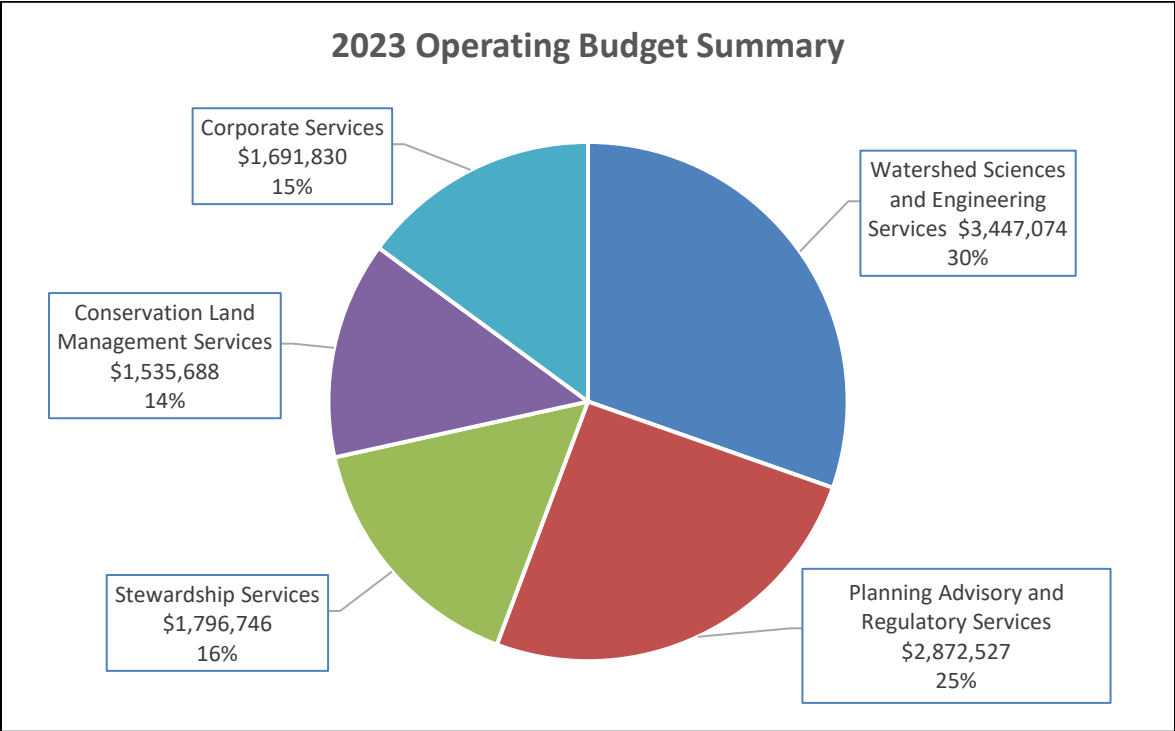
RVCA's approved budget for 2023 is \$11,836,363 and is broken down between:

1. Operating Expenses of \$11,343,866
2. Capital Expenditures of \$ 492,497



Operations

RVCA’s total 2023 operating expense budget of \$11,836,363 is split between departments as shown.



As at September 30, 2023, RVCA is reporting an operating surplus of \$995,614. This surplus reflects the recognition of nine months of 2023 operating general levy revenue. The monthly allocation of the levy provides a better matching of revenues to operating

expenses incurred to date. Included in the operating surplus are revenues that have been earmarked to fund 2023 capital purchases.

Department	Actual		
	Revenues Sep 30 2023	Expenses Sep 30 2023	Surplus/Deficit Sep 30 2023
Watershed Sciences and Engineering Services	\$ 2,923,207	\$ 2,905,794	\$ 17,413
Planning and Advisory Services	\$ 2,037,030	\$ 1,879,276	\$ 157,754
Stewardship Services	\$ 1,456,027	\$ 1,229,693	\$ 226,334
Conservation Land Management Services	\$ 1,939,911	\$ 1,229,378	\$ 710,533
Corporate	\$ 1,506,478	\$ 1,622,898	\$ (116,420)
Total	\$ 9,862,653	\$ 8,867,039	\$ 995,614

Based upon expected operations to December 31, 2023, the forecasted operating surplus is \$412,003. This reflects staff expectations for program results and the reallocation of revenues from operations to cover the expected capital expenditures to December 31, 2023.

Department	Forecast		
	Revenues Sep 30 2023	Expenses Sep 30 2023	Surplus/Deficit Sep 30 2023
Watershed Sciences and Engineering Services	3,562,194	\$ 3,387,459	\$ 174,735
Planning and Advisory Services	2,754,448	\$ 2,506,659	\$ 247,789
Stewardship Services	1,844,619	\$ 1,741,263	\$ 103,356
Conservation Land Management Services	1,655,603	\$ 1,607,887	\$ 47,716
Corporate	1,978,335	\$ 2,139,928	\$ (161,593)
Total	\$ 11,795,199	\$ 11,383,196	\$ 412,003

Within each department, program activity is proceeding as expected with notable exceptions reviewed below.

Watershed Science and Engineering Services

Overall Watershed and Sciences and Engineering Services has a forecasted operating surplus of \$174,735 to December 31, 2023. Various programs have minor variances to date, but most notable is a surplus of \$265,596 in Flood and Erosion and Drought Studies. This surplus is the result of cost savings associated with the departure of two full time staff in 2023.

Planning Advisory and Regulatory Services

Planning Advisory and Regulatory Services has a surplus at September 30 of \$157,754 and is forecasted to have a surplus of \$247,788 at December 31. Specific programs

within this department have minor surpluses and deficits which partially offset one another. Of note, is a forecasted surplus of \$209,811 in Site Specific Plan Review. The revenues in this program area are expected to be very close to budget, but the staff costs are lower than anticipated. This is largely due to a staff vacancy, and in part to fewer technical staff charging time to the program.

Stewardship Services

Stewardship Services has a surplus of \$226,334 to September 30, but is forecasted to be \$103,356 at year end. The Clean Water Program is forecasted to have a surplus of \$49,102. This is due to funding received that partially covers staff costs to support the ALUS Program which is revenue that was not included in the 2023 budget.

Conservation Land Management Services

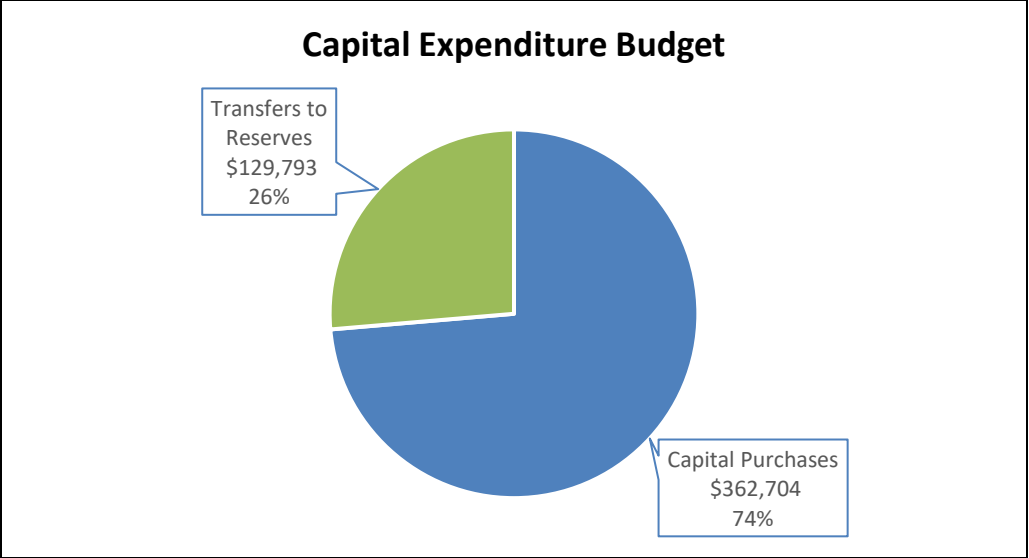
Conservation Land Management Services has a departmental surplus of \$710,533 to September 30 due to funding received for land donations and acquisitions from Conservation Ontario. The value of the land plus related acquisition costs totalling \$632,413 have been capitalized, but the funding is reflected in operations at September 30. The forecasted surplus to December 31 is \$47,715 which reflects the reallocation of the Conservation Ontario funding to capital for the land purchase.

Corporate Services

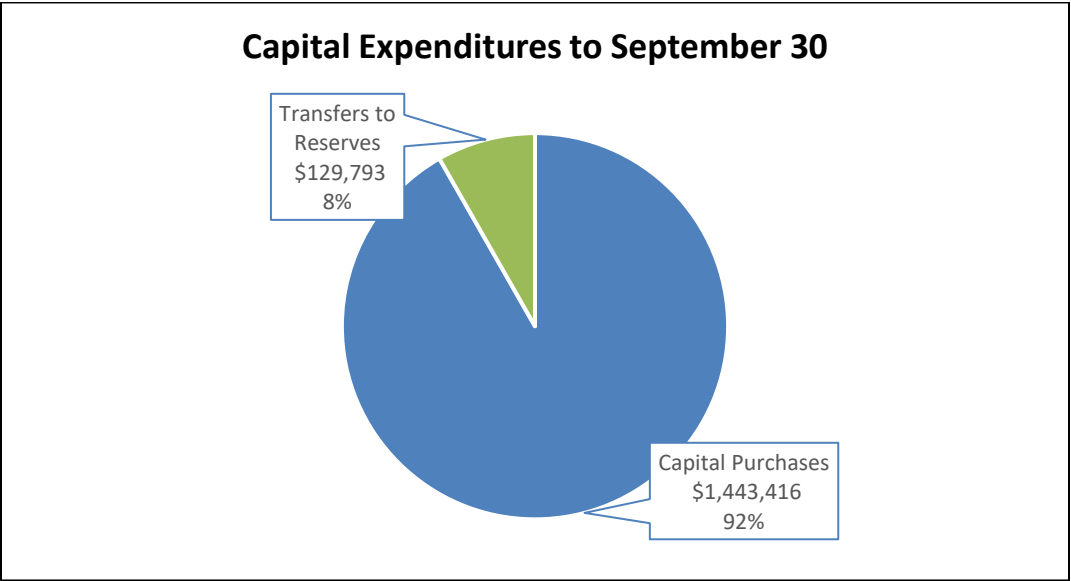
Corporate Services has a departmental surplus of \$136,742 to September 30. While various programs within the department have minor surpluses and deficits, Finance and Administration has a surplus of \$204,161 due to higher earnings on investments and deposit accounts resulting from increasing interest rates.

Capital

RVCA's 2023 approved capital budget includes total expenditures of \$492,497 which is split between capital purchases of \$362,704 and transfers to reserves of \$129,793.



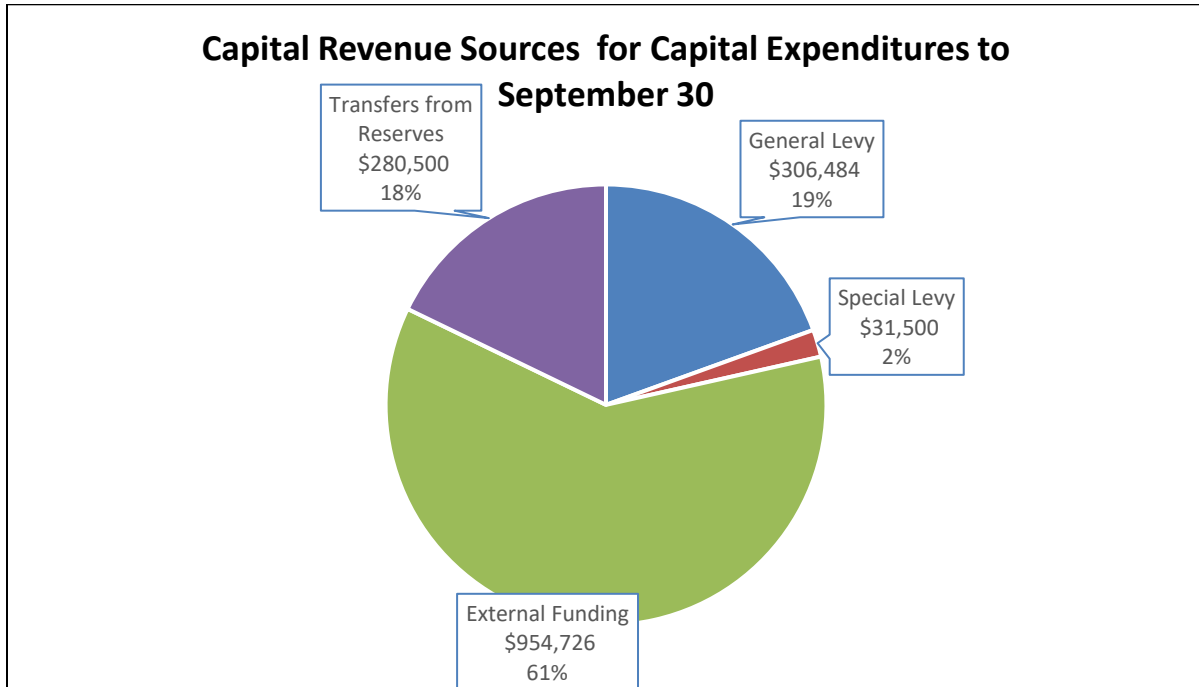
Actual capital expenditures to September 30 are \$1,573,210 which are split between capital purchases of \$1,443,416 and transfers to reserves of \$129,793.



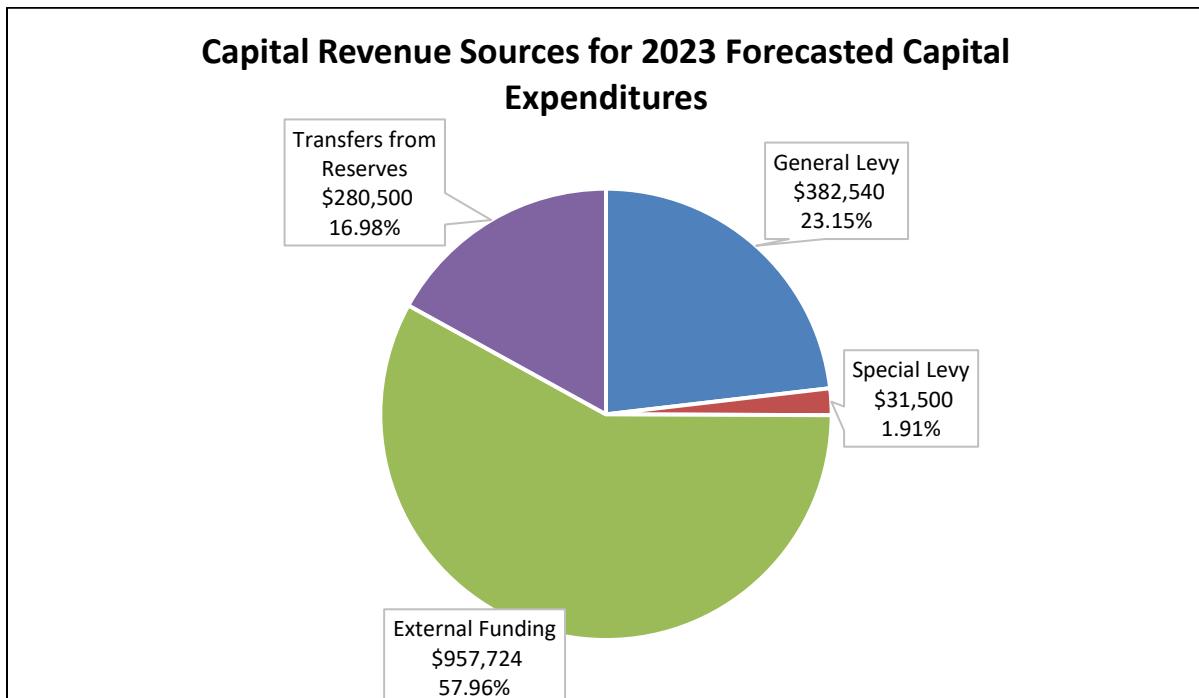
The following table summarizes capital expenditures to September 30, compared to the 2023 approved budget and lists forecasted capital expenditures to December 31, 2023. At the bottom of the table is a list of the sources of revenue that will finance the 2023 year to date and 2023 forecasted capital expenditures.

Capital Expenditures			
Expenditures	Actual Sep 30 2023	Budget	Forecast Dec 31 2023
Capital Purchases			
Land	\$ 632,413	\$ -	\$ 635,413
Principle Repayment on Building	\$ 156,648	\$ 202,704	\$ 202,704
Hydrometrics & Monitoring Equipment	\$ 46,358	\$ 30,000	\$ 46,358
Pontoon Boat - Septic Program	\$ 47,140	\$ -	\$ 47,140
Baxter Conservation Area Bridge and Boardwalk	\$ 215,326	\$ 100,000	\$ 215,324
Baxter Conservation Area Accessible Washrooms	\$ 8,642	\$ -	\$ 8,642
Other Developed Lands -Chapman Mills Bridge Replacement	\$ 98,345	\$ -	\$ 98,345
Watershed Control Infrastructure	\$ -	\$ 30,000	\$ 30,000
Forestry - Deer Fence	\$ 14,851	\$ -	\$ 14,851
Computer Equipment	\$ 36,692	\$ -	\$ 36,692
Vehicles & Equipment -Trucks	\$ 180,704	\$ -	\$ 180,704
Vehicles & Equipment -Log Splitter	\$ 6,298	\$ -	\$ 6,298
Total Capital Purchases	\$ 1,443,417	\$ 362,704	\$ 1,522,471
Transfers to Reserves			
Building Reserve	\$ 70,000	\$ 70,000	\$ 70,000
Water Control Infrastructure	\$ 31,500	\$ 31,500	\$ 31,500
Hydrometrics & Monitoring Equipment	\$ 13,500	\$ 13,500	\$ 13,500
Vehicles	\$ 6,793	\$ 6,793	\$ 6,793
Topographical Data	\$ 5,000	\$ 5,000	\$ 5,000
Drape	\$ 3,000	\$ 3,000	\$ 3,000
Total Transfers to Reserves	\$ 129,793	\$ 129,793	\$ 129,793
Total Expenditures	\$ 1,573,210	\$ 492,497	\$ 1,652,264
Revenues			
General Municipal Levy	\$ 306,484	\$ 300,997	\$ 382,540
Special Levy	\$ 31,500	\$ 31,500	\$ 31,500
External Funding	\$ 954,726		\$ 957,724
Transfers from Reserves	\$ 280,500	\$ 160,000	\$ 280,500
Total Revenues	\$ 1,573,210	\$ 492,497	1,652,264

Actual capital expenditures incurred to September 30 total \$1,573,210 and are \$1,080,713 over the approved 2023 capital budget.



Forecasted capital expenditures to December 31, 2023 are \$1,652,264 and \$571,552 over the 2023 budget.



Variance Explanations

The following capital expenditures are over and above the 2023 budgeted amounts.

The Board approved RVCA's purchase of the Mott's Mills property. The full capital cost of the property is \$632,413 and is reflected in the Q3 results. The property was appraised with a market value of \$850,000. External funding was received from Conservation Ontario to finance the cost.

The Board approved the purchase of an acoustic doppler current profiler at its October 2022 meeting (report # 2-221027) to be funded from 2022 operations, but RVCA did not receive the equipment until 2023, so an operating reserve was set up in 2022 to be used to cover the purchase. The revenue from the reserve is not reflected in the Q3 financial results but is reflected in the forecast to year end.

The Board approved the purchase of a pontoon boat for septic inspection and reinspection to be funded from the Septic operating reserve at its May 2023 meeting (report #01-230525).

The Board approved the purchase of three trucks at its March 2023 meeting (report #13-230323) funded from the vehicle reserve.

To September 30, RVCA spent \$215,326 on the Baxter Conservation Area bridge. External funding secured by the Rideau Valley Conservation Foundation will cover the costs to date.

At its May 2022 meeting, the Board approved the purchase and installation of a prefabricated bridge. The total cost to replace the Chapman Mills bridge is approximately \$200,000. RVCA and RVCF have successfully secured external funding of \$200,000 which will cover the 2023 expenditures of \$98,345 on the Chapman Bridge.

Expenditures for the deer fence, wood splitter, and computer equipment were planned to be funded through operational revenues, but due to their value they have been capitalized and will be financed from the general levy.

Reserve Balances

The attached Schedule of Forecasted Reserve Balances illustrates the impact on reserve balances of the 2023 forecasted capital expenditures and the proposed 2024 operating and capital budgets. The 2023 forecasted reserve balances have not been increased for the 2023 forecasted surplus.

Input From Other Sources

Financial Considerations

Legal Considerations

Adherence to RVCA Policy

Link to Strategic Plan

Attachments:

- RVCA Statement of Operations for the period ending September 30, 2023
- RVCA Statement of Operations for the period ending September 30, 2023 (side-by-side format)
- RVCA Statement of Operations Forecasted for the period ending December 31, 2023 (side-by-side format)
- RVCA Balance Sheet as at September 30, 2023
- RVCA Schedule of Forecasted Reserve Balances

Rideau Valley Conservation Authority

Statement of Operations

For the period ending September 30, 2023

	Fiscal 2022 Audited	2023 Approved Budget	2023 Year to Date Actuals	2023 Forecast to Year End
Revenue	11,673,998	11,343,866	9,862,652	11,795,199
Watershed Sciences and Engineering Services	3,377,067	3,397,076	2,891,707	3,512,194
Program Management	67,213	74,994	61,015	77,639
Watershed Report Cards	165,160	164,468	123,351	164,468
Drinking Water Source Protection	218,572	248,440	198,425	250,138
Surface Water Quality Monitoring	517,885	465,780	360,195	477,780
Hydrometric Monitoring and Forecasting	324,310	294,906	347,647	477,443
Flood Erosion and Drought Studies	524,544	482,746	312,707	406,901
Groundwater Monitoring	157,665	174,898	127,599	168,822
Aquatic and Terrestrial Habitat Monitoring	376,490	380,606	273,802	374,411
Water Control Infrastructure Operations	1,025,229	1,110,236	1,086,965	1,114,591
Planning Advisory and Regulatory Services	2,777,769	2,872,527	2,037,030	2,754,448
Program Management	138,997	143,037	107,278	143,037
Site Specific Plan Review	695,108	730,550	567,396	740,550
Non-Site Specific Plan Input	181,829	173,884	136,585	177,306
S. 28 Conservation Authorities Act	804,197	890,893	628,994	869,586
S. 28 Conservation Authorities Act - Prog Development	37,013	16,361	12,270	16,361
Part IV Clean Water Act	1,544	47,003	991	2,635
Part VIII Building Code Act	797,943	785,324	561,113	719,497
Septic Re-Inspection Program	121,138	85,475	22,402	85,475
Stewardship Services	1,861,233	1,796,745	1,456,027	1,844,619
Program Management	162,603	167,360	125,520	167,360
Private Land Forestry Assistance	784,612	841,660	690,207	826,808
Clean Water Program	606,681	466,718	404,417	528,718
Shoreline Stewardship Program	190,591	242,610	148,256	216,733
Beaver Management	6,421	5,000	3,750	5,000
Ontario Rural Wastewater Centre	110,324	73,398	83,878	100,000
Conservation Land Management Services	1,475,331	1,535,687	1,939,911	1,655,603
Program Management	86,847	89,240	66,930	89,240
Land Donations / Acquisitions	30,950	15,000	635,413	4,646
Baxter Conservation Area	387,901	423,132	351,484	423,132
Foley Mountain Conservation Area	360,279	349,256	285,624	358,885
Other Developed Conservation Areas	311,966	350,868	392,138	472,818
Other Conservation Lands	263,495	276,190	207,120	274,881
Lease and Management Agreements	33,893	32,000	1,202	32,000

Rideau Valley Conservation Authority

Statement of Operations

For the period ending September 30, 2023	Fiscal 2022 Audited	2023 Approved Budget	2023 Year to Date Actuals	2023 Forecast to Year End
Corporate Services	2,136,073	1,687,845	1,494,563	1,965,424
Management and Members	331,171	330,278	247,710	330,280
Finance and Administration	647,306	553,443	604,235	776,986
Communications	302,742	269,055	206,126	270,305
Foundation	98,598	101,618	76,213	101,618
Watershed Information Management System	325,783	275,681	241,950	328,466
Headquarter Lease and Management	430,475	157,771	118,328	157,771
Internal Recoveries	11,038	-	8,925	8,925
Internal Recoveries	11,038	-	8,925	8,925
Engineering Projects	31,500	50,000	31,500	50,000
Water Control Structures/Engineering	31,500	50,000	31,500	50,000
Non Pension Benefit Obligation	3,986	3,986	2,990	3,986
Non-Pension Benefit Obligation	3,986	3,986	2,990	3,986
Expenses	10,721,692	11,343,866	8,867,038	11,383,196
Watershed Sciences and Engineering Services	3,267,432	3,397,074	2,905,794	3,337,459
Program Management	101,139	74,994	76,265	109,791
Watershed Report Cards	228,856	164,469	137,460	191,784
Drinking Water Source Protections	218,572	248,440	200,600	250,138
Surface Water Quality Monitoring	440,554	465,780	369,781	473,374
Hydrometric Monitoring and Forecasting	273,438	294,907	328,965	448,148
Flood Erosion and Drought Studies	558,881	482,745	300,347	141,305
Ground Water Monitoring	161,746	174,897	72,051	127,169
Aquatic and Terrestrial Habitat Monitoring	184,022	380,607	252,067	363,155
Water Control Infrastructure Operations	971,149	1,110,236	1,067,113	1,114,591
Amortization	129,077	-	101,146	118,004
Planning Advisory and Regulatory Services	2,644,683	2,872,527	1,879,276	2,506,659
Program Management	118,758	143,037	103,396	149,008
Site Specific Plan Review	689,513	730,550	387,048	530,739
Non-Site Specific Plan Input	154,478	173,884	90,160	117,851
S.28 Conservation Authorities Act	840,221	890,893	582,243	800,194
S.28 Conservation Authorities Act - Program Developmen	49,631	16,360	13,495	21,797
Part IV Clean Water Act -E	1,544	47,003	1,925	2,635
Part VIII Building Code Act	711,911	785,324	616,418	790,711
Septic Re-Inspection Program	75,890	85,475	80,969	89,642
Amortization	2,736	-	3,624	4,083

Rideau Valley Conservation Authority

Statement of Operations

For the period ending September 30, 2023

	Fiscal 2022 Audited	2023 Approved Budget	2023 Year to Date Actuals	2023 Forecast to Year End
Stewardship Services	1,639,510	1,796,746	1,229,693	1,741,263
Program Management	166,277	167,360	125,185	156,991
Private Land Forestry Assistance	711,045	841,660	660,010	832,418
Clean Water Program	488,721	466,718	232,618	479,616
Shoreline Stewardship Program	192,133	242,610	157,557	199,142
Beaver Management	3,218	5,000	1,009	5,000
Ontario Rural Wastewater Centre	75,448	73,398	50,570	64,579
Amortization	2,667	-	2,743	3,516
Conservation Land Management Services	1,352,279	1,535,688	1,229,378	1,607,887
Program Management	65,108	89,240	64,661	99,123
Land Donations/Acquisitions	30,950	15,000	3,480	4,646
Baxter Conservation Area	336,375	423,133	264,051	409,937
Foley Mountain Conservation Area	309,062	349,257	291,232	374,797
Other Developed Conservation Areas	291,895	350,868	401,754	472,236
Other Conservation Lands	239,405	276,190	138,027	172,485
Lease and Management Agreements	33,893	32,000	33,540	32,000
Amortization	45,590	-	32,634	42,664
Corporate Services	1,548,341	1,687,844	1,357,821	1,853,954
Management and Members	301,438	330,278	269,483	345,204
Finance and Administration	485,426	553,443	400,075	554,975
Communications	247,867	269,055	187,981	269,923
Foundation	102,703	101,618	85,290	116,169
Watershed Information Management System	253,137	275,681	283,636	374,912
Headquarter Lease and Management	157,771	157,771	131,358	192,771
Internal Recoveries	265,573	0	260,378	281,988
Common Cost	1,148	(0)	57,880	8,925
Vehicles and Equipment	(23,058)	0	(3,023)	(0)
Amortization	268,258	-	208,671	276,213
Gain on Disposal	19,225	-	(3,150)	(3,150)
Engineering Projects	(113)	50,000	-	50,000
Water Control Structures/Engineering	(113)	50,000	-	50,000
Non Pension Benefit Obligation	3,987	3,986	4,699	3,986
Non-Pension Benefit Obligation	3,987	3,986	4,699	3,986
Annual Surplus (Deficit)	952,306	(0)	995,614	412,003

Rideau Valley Conservation Authority Statement of Operations Side-by-Side for the period ending September 30, 2023				
Dept	Budget Line	Actual September 30, 2023		
		Revenue	Expense	Surplus (Deficit)
10-Watershed Sciences and Engineering Services	WSES Program Management	61,015	76,265	(15,250)
	Watershed Report Cards	123,351	137,460	(14,109)
	Drinking Water Source Protection	198,425	200,600	(2,175)
	Surface Water Quality Monitoring	360,195	369,781	(9,586)
	Hydrometric Monitoring and Forecasting	347,647	328,965	18,683
	Flood Erosion and Drought Studies	312,707	300,347	12,360
	Groundwater Monitoring	127,599	72,051	55,549
	Aquatic and Terrestrial Habitat Monitoring	273,802	252,067	21,735
	Water Control Infrastructure Operations	62,296	42,444	19,853
	Ice Management - Rideau River	1,024,669	1,024,669	-
	WSES Amortization	-	101,146	(101,146)
10-Watershed Sciences and Engineering Services Total		2,891,707	2,905,794	(14,087)
20-Planning Advisory and Regulatory Services	PARS Program Management	107,278	103,396	3,882
	Site Specific Plan Review	567,396	387,048	180,348
	Non-Site Specific Plan Input	136,585	90,160	46,426
	S. 28 Conservation Authorities Act	628,994	582,243	46,751
	S.28 Conservation Authorities Act - Program Development	12,270	13,495	(1,224)
	Part IV-Clean Water Act	991	1,925	(933)
	Part VIII - Building Code Act	561,113	616,418	(55,304)
	Septic Re-Inspection Program	22,402	80,969	(58,567)
	PARS Amortization	-	3,624	(3,624)
20-Planning Advisory and Regulatory Services Total		2,037,030	1,879,276	157,754
30-Stewardship Services	WSS Program Management	125,520	125,185	335
	LRC Storefront/General Stewardship	-	-	-
	Private Land Forestry Assistance	690,207	660,010	30,196
	Clean Water Program	404,417	232,618	171,798
	Shoreline Stewardship Program	148,256	157,557	(9,301)
	Beaver Management	3,750	1,009	2,741
	Ontario Rural Wastewater Centre	83,878	50,570	33,308
	WSS Amortization	-	2,743	(2,743)
30-Stewardship Services Total		1,456,027	1,229,693	226,334
40-Conservation Land Management Services	CLMS Program Management	66,930	64,661	2,269
	Land Donations / Acquisitions	635,413	3,480	631,933
	Baxter Conservation Area	351,484	264,051	87,433
	Foley Mountain Conservation Area	285,624	291,232	(5,607)
	Other Developed Conservation Areas	392,138	401,754	(9,615)
	Other Conservation Lands	207,120	138,027	69,093
	Lease and Management Agreements	1,202	33,540	(32,339)
	CLMS Amortization	-	32,634	(32,634)
40-Conservation Land Management Services Total		1,939,911	1,229,378	710,533
50-Corporate Services & Internal Recoveries	Management and Members	247,710	269,483	(21,773)
	Finance and Administration	604,235	400,075	204,161
	Communications	206,126	187,981	18,145
	Foundation	76,213	85,290	(9,076)
	GIS	241,950	283,636	(41,685)
	Headquarters & Lease	118,328	131,358	(13,029)
50-Corporate Services & Internal Recoveries Total		1,494,563	1,357,821	136,742
60-Corporate Services & Internal Recoveries	Common Cost	8,925	57,880	(48,955)
	Vehicles and Equipment	-	(3,023)	3,023
	Amortization	-	208,671	(208,671)
	Gain on Disposal	-	(3,150)	3,150
60-Corporate Services & Internal Recoveries Total		8,925	260,378	(251,453)
80-Corporate Services & Internal Recoveries	Non-Pension Post Retirement Benefit Obligation	2,990	4,699	(1,709)
80-Corporate Services & Internal Recoveries Total		2,990	4,699	(1,709)
90-Watershed Sciences and Engineering Services	Water Control Structures	31,500	-	31,500
90-Watershed Sciences and Engineering Services Total		31,500	-	31,500
Operating Surplus (Deficit)		9,862,652	8,867,038	995,614

Rideau Valley Conservation Authority Statement of Operations Side-by-Side Forecast for the period ending December 31, 2023				
		Forecast December 31, 2023		
Dept	Budget Line	Revenue	Expense	Surplus (Deficit)
10-Watershed Sciences and Engineering Services	WSES Program Management	77,639	109,791	(32,152)
	Watershed Report Cards	164,468	191,784	(27,316)
	Drinking Water Source Protection	250,138	250,138	-
	Surface Water Quality Monitoring	477,780	473,374	4,406
	Hydrometric Monitoring and Forecasting	477,443	448,148	29,296
	Flood Erosion and Drought Studies	406,901	141,305	265,596
	Groundwater Monitoring	168,822	127,169	41,653
	Aquatic and Terrestrial Habitat Monitoring	374,411	363,155	11,256
	Water Control Infrastructure Operations	89,922	89,922	(0)
	Ice Management - Rideau River	1,024,669	1,024,669	-
	WSES Amortization	-	118,004	(118,004)
10-Watershed Sciences and Engineering Services Total		3,512,194	3,337,459	174,735
20-Planning Advisory and Regulatory Services	PARS Program Management	143,037	149,008	(5,971)
	Site Specific Plan Review	740,550	530,739	209,811
	Non-Site Specific Plan Input	177,306	117,851	59,455
	S. 28 Conservation Authorities Act	869,586	800,194	69,393
	S.28 Conservation Authorities Act - Program Development	16,361	21,797	(5,436)
	Part IV-Clean Water Act	2,635	2,635	0
	Part VIII - Building Code Act	719,497	790,711	(71,214)
	Septic Re-Inspection Program	85,475	89,642	(4,167)
	PARS Amortization	-	4,083	(4,083)
20-Planning Advisory and Regulatory Services Total		2,754,448	2,506,659	247,788
30-Stewardship Services	WSS Program Management	167,360	156,991	10,369
	LRC Storefront/General Stewardship	-	-	-
	Private Land Forestry Assistance	826,808	832,418	(5,610)
	Clean Water Program	528,718	479,616	49,102
	Shoreline Stewardship Program	216,733	199,142	17,591
	Beaver Management	5,000	5,000	-
	Ontario Rural Wastewater Centre	100,000	64,579	35,421
	WSS Amortization	-	3,516	(3,516)
30-Stewardship Services Total		1,844,619	1,741,263	103,356
40-Conservation Land Management Services	CLMS Program Management	89,240	99,123	(9,883)
	Land Donations / Acquisitions	4,646	4,646	-
	Baxter Conservation Area	423,132	409,937	13,196
	Foley Mountain Conservation Area	358,885	374,797	(15,912)
	Other Developed Conservation Areas	472,818	472,236	582
	Other Conservation Lands	274,881	172,485	102,396
	Lease and Management Agreements	32,000	32,000	-
	CLMS Amortization	-	42,664	(42,664)
40-Conservation Land Management Services Total		1,655,603	1,607,887	47,716
50-Corporate Services & Internal Recoveries	Management and Members	330,280	345,204	(14,925)
	Finance and Administration	776,986	554,975	222,010
	Communications	270,305	269,923	382
	Foundation	101,618	116,169	(14,551)
	GIS	328,466	374,912	(46,446)
	Headquarters & Lease	157,771	192,771	(35,000)
50-Corporate Services & Internal Recoveries Total		1,965,424	1,853,954	111,471
60-Corporate Services & Internal Recoveries	Common Cost	8,925	8,925	(0)
	Vehicles and Equipment	-	(0)	0
	Amortization	-	276,213	(276,213)
	Gain on Disposal	-	(3,150)	3,150
60-Corporate Services & Internal Recoveries Total		8,925	281,988	(273,063)
80-Corporate Services & Internal Recoveries	Non-Pension Post Retirement Benefit Obligation	3,986	3,986	0
80-Corporate Services & Internal Recoveries Total		3,986	3,986	0
90-Watershed Sciences and Engineering Services	Water Control Structures	50,000	50,000	-
90-Watershed Sciences and Engineering Services Total		50,000	50,000	-
Operating Surplus (Deficit)		11,795,199	11,383,196	412,003

Rideau Valley Conservation Authority**Balance Sheet****September 30, 2023****December 31, 2022 (Audited)****Financial Assets**

	-	-
Cash	9,451,463	8,714,813
Short Term Investments	-	400,000
Accounts Receivable	1,651,850	862,712
Long Term Investments	1,750,913	1,350,913
	12,854,226	11,328,438

Liabilities

	-	-
Accounts payable and accrued liabilities	1,966,145	2,048,454
Vacation pay and sick leave entitlements	289,948	198,325
Deferred revenues	3,781,820	2,152,425
Non pension post retirement benefits	463,047	458,348
Obligation under capital lease	1,752,995	1,905,023
	8,253,954	6,762,574

Net Financial Assets (Debt)

	4,600,272	4,565,864
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Non-Financial Assets

	-	-
Tangible capital assets	11,614,294	10,674,722
Prepaid expenses	201,453	179,818
	11,815,747	10,854,541

Accumulated Surplus

	16,416,019	15,420,405
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Accumulated Surplus consists of:

	-	-
Unrestricted Surplus(Deficit)	217,853	217,853
Reserves	6,432,853	6,432,853
Invested in Tangible Capital Assets	8,769,699	8,769,699
Year-to-date Surplus	995,614	-
Accumulated Surplus (Check)	16,416,019	15,420,405

Rideau Valley Conservation Authority Reserves							
		2023 Forecast			2024 Budget		
Description	Balance Dec 31 2022	2023 Transfers		Balance Dec 31 2023	2024 Transfers		Balance Dec 31 2024
		Decrease	Increase		Decrease	Increase	
Capital Reserves							
Vehicles	345,543	180,704	6,793	171,632	85,000	6,793	93,425
Workshop Equipment	68,565	6,298		62,267	-		62,267
Trimble Equipment	28,261			28,261			28,261
Environmental Science Equipment	239,123	46,358	12,500	205,265	42,000	18,688	181,953
Ottawa Water Control Structures	310,392		10,000	320,392		10,000	330,392
Britannia Water Control Structures	86,000		21,500	107,500		21,500	129,000
Conservation Area Infrastructure	446,606			446,606	18,000		428,606
Topographical Data	100,000		5,000	105,000		5,000	110,000
Flood Event Aerial Imaging	65,000		1,000	66,000			66,000
Drape Imagery Acquisition	15,461		3,000	18,461		3,000	21,461
Water Control Infrastructure (outside Ottawa)	83,819			83,819			83,819
Information Management System	57,624			57,624			57,624
Watershed Modelling	60,000		-	60,000			60,000
Total Capital Reserves	1,906,394	233,360	59,793	1,732,827	145,000	64,981	1,652,808
Building Life Cycle	853,550		70,000	923,550	250,000	70,000	743,550
Program Reserves							
Septic Reinspection	45,248			45,248	17,368		27,880
Part 8 Septic Program	639,691			639,691	14,013		625,678
Watershed Science and Engineering	256,623			256,623			256,623
Stewardship	338,537			338,537			338,537
LRC Production Centre	100,800			100,800			100,800
ORWC	232,892			232,892			232,892
Conservation Lands	214,495			214,495	54,887		159,608
Corporate Communications	90,491			90,491			90,491
Part IV	523			523			523
Planning and Regulations	540,993			540,993			540,993
Total Program Reserves	2,415,045	-	-	2,460,293	86,268	-	2,546,561
Working Fund Reserve	1,212,616	47,140		1,165,476	181,500		1,346,976
Total Reserves	6,387,605	280,500	129,793	6,282,146	662,768	134,981	6,289,895

**11.0 2024 Draft Budget
Report #: 04-231123**

To: RVCA Board of Directors
From: Kathy Dallaire
Manager of Finance
Date: November 10, 2023

<input type="checkbox"/>	For Information
<input checked="" type="checkbox"/>	For Direction
<input type="checkbox"/>	For Adoption
<input checked="" type="checkbox"/>	Attachments – 26 pages

Recommendation:

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached 2024 Draft Budget, Levy Apportionment sheet and Workplan for circulation to member municipalities and posting on RVCA's website.

Purpose

To present RVCA's updated 2024 draft operations and capital budgets and to seek approval from the Board to circulate them to member municipalities and post on the website.

Background

RVCA's annual budget process typically takes the following course:

1. September – Staff provide a summary of budget factors and seek initial budget direction from the Board.
2. October – Staff presents a preliminary draft budget for review and comment.
3. November – Staff present a revised draft budget based on Board input and further staff refinement. Staff requests approval from the Board to circulate this draft budget to member municipalities for review and comment and post on the website.
4. February – Staff presents a proposed budget for Board approval, taking into consideration any comments received.

At their September meeting, the Board received an overview of 2024 budget factors and pressures. The Board directed staff to prepare a preliminary draft budget for 2024 incorporating the following factors:

- Municipal levy increase of 2.5% plus assessment growth of 1.5%
- A cost-of-living increase for salaries of 3.0%.
- Fee increase of 3% for planning advisory and regulatory services

At the October 26, 2023, meeting, the Board received the 2024 Preliminary Draft Operations and Capital Budgets that incorporated these factors.

Analysis

The attached 2024 Draft Budget includes operating expenses of \$11,650,932 and capital expenditures of \$994,185 totaling \$12,645,117 summarized as follows:

2023 Draft Budget Overview			
	2024 Budget	2023 Budget	Variance
Operating Expenses			
Staffing	\$ 5,517,924	\$ 5,457,033	\$ 60,891
Payroll taxes and benefits	\$ 1,545,019	\$ 1,498,831	\$ 46,188
Total Staffing Expenses	\$ 7,062,943	\$ 6,955,864	\$ 107,079
Non Labour Operating Expenses			
Non-Labour Operating Expenses	\$ 3,566,194	\$ 3,360,354	\$ 205,840
Rideau River Ice Management	\$ 1,021,795	\$ 1,027,648	\$ (5,853)
Total Non Labour Operating Expenses	\$ 4,587,989	\$ 4,388,002	\$ 199,987
Total Operating Expenses	\$ 11,650,932	\$ 11,343,866	\$ 307,066
Capital Expenditures			
Water Control Infrastructure TCA's	\$ -	\$ -	\$ -
Capital Projects	\$ 674,188	\$ 160,000	\$ 514,188
Transfers to Reserve	\$ 117,293	\$ 129,793	\$ (12,500)
Office Building Debenture Repayment	\$ 202,704	\$ 202,704	\$ -
Total Capital Expenditures	\$ 994,185	\$ 492,497	\$ 501,688
Total Operating Expenses and Capital Expenditures	\$ 12,645,117	\$ 11,836,363	\$ 808,754

The Draft Operating Budget remains the same as the version presented on October 26, 2023, except for a minor reallocation of staff time among various programs. These changes do not have a financial impact on the overall budget. An additional section has also been added to comply with new legislative requirements to present operating and capital expenses in relation to category 1, 2 and 3 programs as well as representing revenue within provincially defined categories.

Funding for the 2024 Draft Operating Budget will come from a variety of sources as summarized below:

2024 Draft Operating Budget - Revenue	2024	% of Total	2023	Variance
Municipal Operating Levy	\$ 6,682,351	57%	\$ 6,418,749	\$ 263,602
Special Levies	\$ 1,180,491	10%	\$ 1,186,344	\$ (5,853)
Provincial Funding	\$ 358,609	3%	\$ 355,862	\$ 2,747
Rideau Valley Conservation Foundation	\$ 181,000	2%	\$ 179,000	\$ 2,000
Other Revenue	\$ 3,248,481	28%	\$ 3,203,910	\$ 44,571
Total Revenues	\$ 11,650,932	100%	\$ 11,343,865	\$ 307,067

The Draft Capital Budget contains an additional expenditure to demolish a building that is beyond its useful life. The building is located on one of our land donations. It is estimated the demolition will cost \$50,000 and will increase our total budgeted capital expenditures in 2024 to \$994,185. The expenditure will be funded through a transfer from the working fund reserve. The 2024 Draft Capital of \$994,185 is summarized below:

2024 Draft Capital Budget Expenditures	
Capital Purchases	Amount
Headquarters - Exterior Building Cladding	\$ 250,000
Principle Repayment on Building	\$ 202,704
Workshop Equipment - Skid Steer	\$ 150,000
Vehicles - Hybrid SUV and Charging Station	\$ 85,000
Building Demolition on Donated Property	\$ 50,000
Hydrometrics Monitoring Equipment	\$ 42,000
Office Chairs	\$ 31,500
Watershed Control Infrastructure	\$ 30,000
Baxter - Generator	\$ 10,000
Foley - Furnace Replacement	\$ 8,000
Total Capital Purchases	\$ 859,204
Transfers to Capital Reserves	
Building Reserve	\$ 70,000
Water Control Infrastructure	\$ 31,500
Hydrometrics & Monitoring Equipment	\$ 18,688
Vehicles	\$ 6,793
Topographical Data	\$ 5,000
Drape	\$ 3,000
Total Transfers to Capital Reserves	\$ 134,981
Total Capital Expenditures	\$ 994,185

Funding for the 2024 Draft Capital Budget will come from a variety of sources and is summarized below:

Sources of Revenue	2024	% of Total	2023	Variance
Municipal Operating Levy	\$ 306,185	31%	\$ 300,997	\$ 5,188
Special Levies	\$ 31,500	3%	\$ 31,500	\$ -
Transfers from Reserves	\$ 656,500	66%	\$ 60,000	\$ 596,500
External Funding	\$ -	0%	\$ 100,000	\$ (100,000)
Total Revenues	\$ 994,185	100%	\$ 492,497	\$ 501,688

Input From Other Sources

The 2024 Draft Budget will be circulated to all member municipalities for review and comment and will be posted on RVCA's website. Staff will offer to present to municipal councils and any comments received will be considered by the Board before voting to approve a budget at their February meeting.

Financial Considerations

See analysis section.

Legal Considerations

RVCA's 2024 Draft Budget and municipal levies are in accordance with:

- *Conservation Authorities Act*, R.S.O. 1990, c. C.27
- O. Reg.402/22 Budget and Apportionment Regulation

Section 14 of the Conservation Authorities Act also stipulates that:

Member from agricultural sector appointed

(4) In addition to the members of an authority appointed in accordance with subsections (1) to (2.1), an additional member may be appointed to the authority by the Minister as a representative of the agricultural sector. 2020, c. 36, Sched. 6, s. 2 (5).

Limitation on voting

(4.0.1) The member of an authority appointed under subsection (4) shall not vote on,

[...]

(d) a resolution relating to any budgetary matter that is presented at a meeting held under section 16. 2020, c. 36, Sched. 6, s. 2 (5).

Link to Strategic Plan

This budget supports the implementation of multiple priorities in RVCA's Strategic Plan.

Attachments:

- 2024 Draft Budget
- 2024 Draft Workplan



2024 Draft Budget

November 2023

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Rideau Valley Conservation Authority			
2024 Draft Operations and Capital Budget (Nov 10, 2023)			
	Fiscal 2022 (Audited)	2023 Budget	2024 Budget
Operating Revenue			
Municipal Levy	\$ 6,166,799	\$ 6,418,749	\$ 6,682,351
Special Levies	\$ 1,093,470	\$ 1,186,344	\$ 1,180,491
Rideau River Ice Management	\$ 894,774	\$ 987,648	\$ 981,795
Water Quality Monitoring	\$ 158,696	\$ 158,696	\$ 158,696
Water Control Operations	\$ 40,000	\$ 40,000	\$ 40,000
Provincial Funding	\$ 343,858	\$ 355,862	\$ 358,609
MNRF Operating Grant	\$ 125,286	\$ 107,422	\$ 125,286
Drinking Water Source Protection	\$ 218,572	\$ 248,440	\$ 233,323
Program Revenues			
Watershed Science and Engineering Services	\$ 291,843	\$ 131,292	\$ 147,800
Watershed Reporting	\$ -	\$ -	\$ -
Drinking Water Source Protection	\$ -	\$ -	\$ -
Surface Water Quality Monitoring	\$ 70,774	\$ -	\$ -
Hydrometric Monitoring and Forecasting	\$ 36,113	\$ 2,974	\$ 132,800
Natural Hazard Studies	\$ 149,651	\$ 92,048	\$ 15,000
Groundwater Monitoring	\$ 1,204	\$ 10,075	\$ -
Aquatic and Terrestrial Habitat Monitoring	\$ 34,103	\$ 26,195	\$ -
Water and Erosion Control Infrastructure	\$ -	\$ -	\$ -
Planning Advisory and Regulatory Services	\$ 1,620,645	\$ 1,629,203	\$ 1,554,029
Site Specific Plan Review	\$ 406,829	\$ 400,000	\$ 400,000
Section 28 Conservation Authorities Act	\$ 293,190	\$ 311,401	\$ 290,000
Part 4 Clean Water Act	\$ 1,544	\$ 47,003	\$ 47,173
Part 8 Ontario Building Code	\$ 797,943	\$ 785,324	\$ 714,013
Septic Reinspection	\$ 121,138	\$ 85,475	\$ 102,843
Stewardship Services	\$ 1,155,962	\$ 1,070,817	\$ 1,075,262
Tree Planting	\$ 662,799	\$ 720,000	\$ 726,864
Rural Clean Water Program	\$ 354,537	\$ 206,000	\$ 220,000
Shoreline Naturalization	\$ 28,302	\$ 71,419	\$ 55,000
Beaver Management	\$ -	\$ -	\$ -
Ontario Rural Wastewater Centre	\$ 110,324	\$ 73,398	\$ 73,398
Conservation Land Management Services	\$ 436,222	\$ 421,598	\$ 519,748
Land Acquisition	\$ 30,950	\$ 15,000	\$ 15,000
Conservation Areas	\$ 158,968	\$ 141,903	\$ 162,794
Conservation Lands	\$ 18,987	\$ 22,809	\$ 19,000
Outdoor Education	\$ 193,423	\$ 209,886	\$ 290,954
Lease and Management Agreements	\$ 33,893	\$ 32,000	\$ 32,000
Corporate Services	\$ 239,201	\$ 80,000	\$ 82,642
Finance and Human Resources	\$ 159,236	\$ 65,000	\$ 82,642
Communications and Outreach	\$ 7,873	\$ 15,000	\$ -
GIS and Information Management	\$ 72,092	\$ -	\$ -
Engineering Projects	\$ -	\$ 50,000	\$ 50,000
Water Control Structures/Engineering	\$ -	\$ 50,000	\$ 50,000
TOTAL REVENUES - OPERATING	\$ 11,348,001	\$ 11,343,866	\$ 11,650,932

	Fiscal 2022 (Audited)	2023 Budget	2024 Budget
Expense			
Watershed Science and Engineering Services	\$ 3,267,433	\$ 3,397,076	\$ 3,480,836
Program Management	\$ 101,139	\$ 74,994	\$ 68,423
Watershed Reporting	\$ 228,856	\$ 164,468	\$ 164,566
Drinking Water Source Protection	\$ 218,572	\$ 248,440	\$ 233,323
Surface Water Quality Monitoring	\$ 440,554	\$ 465,780	\$ 482,969
Hydrometric Monitoring and Forecasting	\$ 273,437	\$ 294,906	\$ 460,633
Natural Hazard Studies	\$ 558,881	\$ 482,747	\$ 346,172
Groundwater Monitoring	\$ 161,746	\$ 174,897	\$ 222,168
Aquatic and Terrestrial Habitat Monitoring	\$ 184,022	\$ 380,606	\$ 397,456
Water and Erosion Control Infrastructure	\$ 971,149	\$ 1,110,236	\$ 1,105,126
Amortization	\$ 129,077	\$ -	\$ -
Planning Advisory and Regulatory Services	\$ 2,644,683	\$ 2,872,527	\$ 2,812,852
Program Management	\$ 118,758	\$ 143,037	\$ 146,856
Site Specific Plan Review	\$ 689,513	\$ 730,550	\$ 736,904
Non-Site Specific Plan Input	\$ 154,478	\$ 173,884	\$ 197,945
Section 28 Conservation Authorities Act	\$ 840,220	\$ 890,893	\$ 848,335
S. 28 Conservation Authorities Act - Program Dev.	\$ 49,631	\$ 16,361	\$ 18,783
Part 4 Clean Water Act	\$ 1,544	\$ 47,003	\$ 47,173
Part 8 Ontario Building Code	\$ 711,911	\$ 785,324	\$ 714,013
Septic Reinspection	\$ 75,890	\$ 85,475	\$ 102,843
Amortization	\$ 2,736	\$ -	\$ -
Stewardship Services	\$ 1,639,510	\$ 1,796,745	\$ 1,861,899
Program Management	\$ 166,277	\$ 167,360	\$ 175,626
Tree Planting	\$ 711,045	\$ 841,660	\$ 853,390
Rural Clean Water Program	\$ 488,721	\$ 466,718	\$ 491,147
Shoreline Naturalization	\$ 192,133	\$ 242,610	\$ 263,140
Beaver Management	\$ 3,218	\$ 5,000	\$ 5,200
Ontario Rural Wastewater Centre	\$ 75,448	\$ 73,398	\$ 73,398
Amortization	\$ 2,667	\$ -	\$ -
Conservation Land Management Services	\$ 1,352,278	\$ 1,535,687	\$ 1,630,659
Program Management	\$ 65,108	\$ 89,240	\$ 83,510
Land Acquisition	\$ 30,950	\$ 15,000	\$ 15,000
Conservation Areas	\$ 742,743	\$ 836,899	\$ 913,414
Conservation Lands	\$ 239,405	\$ 276,190	\$ 295,780
Outdoor Education	\$ 194,588	\$ 286,358	\$ 290,954
Lease and Management Agreements	\$ 33,893	\$ 32,000	\$ 32,000
Amortization	\$ 45,590	\$ -	\$ -
Corporate Services	\$ 1,548,341	\$ 1,687,845	\$ 1,816,546
Management and Members	\$ 301,438	\$ 330,278	\$ 348,267
Finance and Human Resources	\$ 485,426	\$ 553,443	\$ 590,404
Communications and Outreach	\$ 247,868	\$ 269,055	\$ 312,859
Fundraising and Partnerships	\$ 102,703	\$ 101,618	\$ 105,911
GIS and Information Management	\$ 253,136	\$ 275,681	\$ 301,334
Headquarter Lease and Management	\$ 157,771	\$ 157,771	\$ 157,771
Internal Cost (Recoveries)	\$ 236,372	\$ 0	\$ (0)
Common Cost	\$ (28,052)	\$ 0	\$ (0)
Vehicles and Equipment	\$ (23,058)	\$ 0	\$ 0
Amortization	\$ 268,258	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Gain on Disposal	\$ 19,225	\$ -	\$ -
Engineering Projects	\$ (111)	\$ 50,000	\$ 50,000
Water Control Structures/Engineering	\$ (111)	\$ 50,000	\$ 50,000
Non Pension Post Retirement Benefit Obligation	\$ 33,188	\$ 3,986	\$ (1,860)
Non pension post retirement benefit obligation	\$ 33,188	\$ 3,986	\$ (1,860)
TOTAL EXPENSES - OPERATING	\$ 10,721,693	\$ 11,343,866	\$ 11,650,932
ANNUAL SURPLUS/(DEFICIT) - OPERATING	\$ 626,307	\$ 0	\$ 0

Capital Budget			
Municipal levy	\$ 294,497	\$ 300,997	\$ 306,185
Headquarters Building - Capital (repayments)	\$ 202,704	\$ 202,704	\$ 202,704
Building Life Cycle Reserve Investment	\$ 70,000	\$ 70,000	\$ 70,000
Other Asset Management - Capital - see schedule		\$ -	\$ -
Transfers to Reserves	\$ 21,793	\$ 28,293	\$ 33,481
Special levies	\$ 31,500	\$ 31,500	\$ 31,500
Britannia Water Control Structure - Capital	\$ 21,500	\$ 21,500	\$ 21,500
Other Water Control Structures - Capital	\$ 10,000	\$ 10,000	\$ 10,000
Province - Capital	\$ -	\$ -	\$ -
Foundation - Capital	\$ -	\$ 0	\$ 0
Funded Capital Projects	\$ -	\$ 100,000	\$ -
Transfers from Capital Reserves - see schedule	\$ -	\$ 60,000	\$ 656,500
TOTAL REVENUES - CAPITAL	\$ 325,997	\$ 492,497	\$ 994,185
Capital Expenditures	\$ -	\$ 432,704	\$ 946,892
Principle Repayment of Obligation under Capital Lease HQ	\$ -	\$ 202,704	\$ 202,704
Capital Projects/Purchases - see schedule	\$ -	\$ 160,000	\$ 674,188
Transfer to Building Life Cycle Reserve	\$ -	\$ 70,000	\$ 70,000
Net Transfers to Reserves - see schedule	\$ -	\$ 59,793	\$ 47,293
TOTAL EXPENDITURES - CAPITAL	\$ -	\$ 492,497	\$ 994,185
ANNUAL SURPLUS/(DEFICIT) - CAPITAL	\$ 325,997	\$ 0	\$ 0
ANNUAL SURPLUS - OPERATING & CAPITAL	\$ 952,304	\$ 0	\$ 0
Accounting Reconciling Items			
	Fiscal 2022	2023 Budget	2024 Budget
TCA, Reserves, and Debenture Activity			
Assets Capitalized as TCA	\$ (497,261)	\$ (160,000)	\$ (656,500)
Gain on Disposal of Tangible Capital Assets	\$ 19,225	\$ -	\$ -
Amortization	\$ 448,328	\$ 448,400	\$ 448,400
Proceeds on Disposal of Tangible Capital Assets	\$ -	\$ -	\$ -
Repayment of obligation under capital lease	\$ (202,704)	\$ (202,704)	\$ (202,704)
Transfers from reserves	\$ 41,218	\$ 160,000	\$ 742,768
Transfers to reserves	\$ (788,877)	\$ (129,793)	\$ (117,293)
Accounting Surplus/(Deficit)	\$ (27,767)	\$ 115,903	\$ 214,671

Rideau Valley Conservation Authority		REVENUE												EXPENSES	
Revenue Breakdown		Municipal Levy		Special Levy		Province		Foundation		Other Revenue		TOTAL REVENUE		TOTAL EXPENSES	
2024 Draft Operating Budget (dated November 10, 2023)	Cat.	2023 Budget	2024 Budget	2023 Budget	2024 Budget	2023 Budget	2024 Budget	2023 Budget	2024 Budget	2023 Budget	2024 Budget	2023 Budget	2024 Budget	2023 Budget	2024 Budget
Watershed Science and Engineering Services															
Program Management	1	\$ 66,494	\$ 57,279	\$ -	\$ -	\$ 8,500	\$ 11,144	\$ -	\$ -	\$ -	\$ -	\$ 74,994	\$ 68,423	\$ 74,994	\$ 68,423
Watershed Reporting	1	\$ 164,468	\$ 164,566	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,468	\$ 164,566	\$ 164,468	\$ 164,566
Drinking Water Source Protection	1	\$ -	\$ -	\$ -	\$ -	\$ 248,440	\$ 233,323	\$ -	\$ -	\$ -	\$ -	\$ 248,440	\$ 233,323	\$ 248,440	\$ 233,323
Surface Water Quality Monitoring	1/2/3	\$ 307,084	\$ 324,273	\$ 158,696	\$ 158,696	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 465,780	\$ 482,969	\$ 465,780	\$ 482,969
Hydrometric Monitoring and Forecasting	1	\$ 281,932	\$ 314,722	\$ -	\$ -	\$ 10,000	\$ 13,111	\$ -	\$ -	\$ 2,974	\$ 132,800	\$ 294,906	\$ 460,633	\$ 294,906	\$ 460,633
Natural Hazard Studies	1	\$ 376,776	\$ 312,919	\$ -	\$ -	\$ 13,922	\$ 18,253	\$ -	\$ -	\$ 92,048	\$ 15,000	\$ 482,747	\$ 346,172	\$ 482,747	\$ 346,172
Groundwater Monitoring	1	\$ 164,823	\$ 222,168	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,075	\$ -	\$ 174,897	\$ 222,168	\$ 174,897	\$ 222,168
Aquatic and Terrestrial Habitat Monitoring	3	\$ 354,411	\$ 397,456	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,195	\$ -	\$ 380,606	\$ 397,456	\$ 380,606	\$ 397,456
Water and Erosion Control Infrastructure	1	\$ 18,588	\$ 14,976	\$ 1,027,648	\$ 1,021,795	\$ 64,000	\$ 68,355	\$ -	\$ -	\$ -	\$ -	\$ 1,110,236	\$ 1,105,126	\$ 1,110,236	\$ 1,105,126
		\$ 1,734,578	\$ 1,808,358	\$ 1,186,344	\$ 1,180,491	\$ 344,862	\$ 344,187	\$ -	\$ -	\$ 131,292	\$ 147,800	\$ 3,397,076	\$ 3,480,836	\$ 3,397,076	\$ 3,480,836
Planning Advisory and Regulatory Services															
Program Management	1	\$ 143,037	\$ 146,856	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 143,037	\$ 146,856	\$ 143,037	\$ 146,856
Site Specific Plan Review	1	\$ 330,550	\$ 336,904	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 730,550	\$ 736,904	\$ 730,550	\$ 736,904
Non-Site Specific Plan Input	1	\$ 162,884	\$ 183,523	\$ -	\$ -	\$ 11,000	\$ 14,422	\$ -	\$ -	\$ -	\$ -	\$ 173,884	\$ 197,945	\$ 173,884	\$ 197,945
Section 28 Conservation Authorities Act	1	\$ 579,492	\$ 558,335	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 311,401	\$ 290,000	\$ 890,893	\$ 848,335	\$ 890,893	\$ 848,335
S. 28 Conservation Authorities Act - Program Dev.	1	\$ 16,361	\$ 18,783	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,361	\$ 18,783	\$ 16,361	\$ 18,783
Part 4 Clean Water Act	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,003	\$ 47,173	\$ 47,003	\$ 47,173	\$ 47,003	\$ 47,173
Part 8 Ontario Building Code	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 785,324	\$ 714,013	\$ 785,324	\$ 714,013	\$ 785,324	\$ 714,013
Septic Reinspection	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,475	\$ 102,843	\$ 85,475	\$ 102,843	\$ 85,475	\$ 102,843
		\$ 1,232,324	\$ 1,244,401	\$ -	\$ -	\$ 11,000	\$ 14,422	\$ -	\$ -	\$ 1,629,203	\$ 1,554,029	\$ 2,872,527	\$ 2,812,852	\$ 2,872,527	\$ 2,812,852
Stewardship Services															
Program Management	3	\$ 167,360	\$ 175,626	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167,360	\$ 175,626	\$ 167,360	\$ 175,626
Tree Planting	2/3	\$ 121,660	\$ 126,526	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ 120,000	\$ 600,000	\$ 606,864	\$ 841,660	\$ 853,390	\$ 841,660	\$ 853,390
Rural Clean Water Program	2/3	\$ 260,718	\$ 271,147	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 206,000	\$ 220,000	\$ 466,718	\$ 491,147	\$ 466,718	\$ 491,147
Shoreline Naturalization	3	\$ 171,191	\$ 208,140	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 46,419	\$ 30,000	\$ 242,610	\$ 263,140	\$ 242,610	\$ 263,140
Beaver Management	3	\$ 5,000	\$ 5,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,200	\$ 5,000	\$ 5,200
Ontario Rural Wastewater Centre	3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,398	\$ 73,398	\$ 73,398	\$ 73,398	\$ 73,398	\$ 73,398
		\$ 725,928	\$ 786,637	\$ -	\$ -	\$ -	\$ -	\$ 145,000	\$ 145,000	\$ 925,817	\$ 930,262	\$ 1,796,745	\$ 1,861,899	\$ 1,796,745	\$ 1,861,899
Conservation Land Management Services															
Program Management	1	\$ 89,240	\$ 83,510	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 89,240	\$ 83,510	\$ 89,240	\$ 83,510
Land Acquisition	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Conservation Areas	1	\$ 694,996	\$ 750,620	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 141,903	\$ 162,794	\$ 836,899	\$ 913,414	\$ 836,899	\$ 913,414
Conservation Lands	1	\$ 253,381	\$ 276,780	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ 14,809	\$ 11,000	\$ 276,190	\$ 295,780	\$ 276,190	\$ 295,780
Outdoor Education	3	\$ 76,472	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,000	\$ 13,000	\$ 198,886	\$ 277,954	\$ 286,358	\$ 290,954	\$ 286,358	\$ 290,954
Lease and Management Agreements	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000
		\$ 1,114,089	\$ 1,110,911	\$ -	\$ -	\$ -	\$ -	\$ 34,000	\$ 36,000	\$ 387,598	\$ 483,748	\$ 1,535,687	\$ 1,630,659	\$ 1,535,687	\$ 1,630,659
Corporate Services															
Management and Members	4	\$ 330,278	\$ 348,267	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 330,278	\$ 348,267	\$ 330,278	\$ 348,267
Finance and Human Resources	4	\$ 488,443	\$ 507,762	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ 82,642	\$ 553,443	\$ 590,404	\$ 553,443	\$ 590,404
Communications and Outreach	4	\$ 254,055	\$ 312,859	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 269,055	\$ 312,859	\$ 269,055	\$ 312,859
Fundraising and Partnerships	4	\$ 101,618	\$ 105,911	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 101,618	\$ 105,911	\$ 101,618	\$ 105,911
GIS and Information Management	1/4	\$ 275,681	\$ 301,334	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,681	\$ 301,334	\$ 275,681	\$ 301,334
Headquarter Lease and Management	4	\$ 157,771	\$ 157,771	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 157,771	\$ 157,771	\$ 157,771	\$ 157,771
		\$ 1,607,845	\$ 1,733,903	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 82,642	\$ 1,687,845	\$ 1,816,546	\$ 1,687,845	\$ 1,816,546
Internal Cost (Recoveries)															
Common Cost	4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ (0)
Vehicles and Equipment	4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0
Contingency	4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gain on Disposal	4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ (0)
Engineering Projects															
Water Control Structures/Engineering	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Non Pension Post Retirement Benefit Obligation															
Non pension post retirement benefit obligation	4	\$ 3,986	\$ (1,860)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,986	\$ (1,860)	\$ 3,986	\$ (1,860)
		\$ 3,986	\$ (1,860)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,986	\$ (1,860)	\$ 3,986	\$ (1,860)
OPERATING SURPLUS/(DEFICIT)		\$ 6,418,749	\$ 6,682,351	\$ 1,186,344	\$ 1,180,491	\$ 355,862	\$ 358,609	\$ 179,000	\$ 181,000	\$ 3,203,910	\$ 3,248,481	\$ 11,343,866	\$ 11,650,932	\$ 11,343,866	\$ 11,650,932

Rideau Valley Conservation Authority		REVENUE												EXPENSES	
Revenue Breakdown		Municipal Levy		Special Levy		Province		Foundation		Other Revenue		TOTAL REVENUE		TOTAL EXPENSES	
2024 Draft Capital Budget (dated November 10, 2023)	Cat.	2023 Budget	2024 Budget	2023 Budget	2024 Budget	2023 Budget	2024 Budget	2023 Budget	2024 Budget	2023 Budget	2024 Budget	2023 Budget	2024 Budget	2023 Budget	2024 Budget
Watershed Science and Engineering Services															
Program Management	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Watershed Reporting	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Drinking Water Source Protection	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surface Water Quality Monitoring	1/2/3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hydrometric Monitoring and Forecasting	1	\$ 13,500	\$ 18,688	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 42,000	\$ 43,500	\$ 60,688	\$ 43,500	\$ 60,688
Natural Hazard Studies	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Groundwater Monitoring	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Aquatic and Terrestrial Habitat Monitoring	3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water and Erosion Control Infrastructure	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 13,500	\$ 18,688	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 42,000	\$ 43,500	\$ 60,688	\$ 43,500	\$ 60,688
Planning Advisory and Regulatory Services															
Program Management	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Site Specific Plan Review	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Site Specific Plan Input	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Section 28 Conservation Authorities Act	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
S. 28 Conservation Authorities Act - Program Dev.	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Part 4 Clean Water Act	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Part 8 Ontario Building Code	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Septic Reinspection	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stewardship Services															
Program Management	3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tree Planting	2/3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rural Clean Water Program	2/3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shoreline Naturalization	3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Beaver Management	3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ontario Rural Wastewater Centre	3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conservation Land Management Services															
Program Management	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conservation Areas	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 18,000	\$ 100,000	\$ 18,000	\$ 100,000	\$ 18,000
Conservation Lands	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000
Outdoor Education	3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lease and Management Agreements	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 68,000	\$ 100,000	\$ 68,000	\$ 100,000	\$ 68,000
Corporate Services															
Management and Members	4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Finance and Human Resources	4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Communications and Outreach	4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fundraising and Partnerships	4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GIS and Information Management	1/4	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Headquarter Lease and Management	4	\$ 272,704	\$ 272,704	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 272,704	\$ 522,704	\$ 272,704	\$ 522,704
		\$ 280,704	\$ 280,704	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 280,704	\$ 530,704	\$ 280,704	\$ 530,704
Internal Cost (Recoveries)															
Common Cost	4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,500	\$ -	\$ 31,500	\$ -	\$ 31,500
Vehicles and Equipment	4	\$ 6,793	\$ 6,793	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 235,000	\$ 6,793	\$ 241,793	\$ 6,793	\$ 241,793
Contingency	4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gain on Disposal	4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 6,793	\$ 6,793	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 266,500	\$ 6,793	\$ 273,293	\$ 6,793	\$ 273,293
Engineering Projects															
Water Control Structures/Engineering	1	\$ -	\$ -	\$ 31,500	\$ 31,500	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 61,500	\$ 61,500	\$ 61,500	\$ 61,500
		\$ -	\$ -	\$ 31,500	\$ 31,500	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 61,500	\$ 61,500	\$ 61,500	\$ 61,500
Non Pension Post Retirement Benefit Obligation															
Non pension post retirement benefit obligation	4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL SURPLUS/(DEFICIT)		\$ 300,997	\$ 306,185	\$ 31,500	\$ 31,500	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ 656,500	\$ 492,497	\$ 994,185	\$ 492,497	\$ 994,185

Revenue Breakdown: Provincial Categories

Changes to the *Conservation Authorities Act* also require conservation authorities to now classify their programs and services into the following four categories. These categories are referenced on the prior two pages by a notation in the second column.

- **Category 1: Mandatory Programs and Services** – These are programs undertaken by all conservation authorities and are usually supported by municipal levy along with other sources of revenue. They include programs and services related to natural hazards, conservation land management, drinking water source protection and provincial groundwater and surface water monitoring.
- **Category 2: Municipal Programs and Services** – These are programs provided at the request of a municipality and are usually funded through fees or by individual municipalities through an agreement or special levy.
- **Category 3: Other Programs and Services** – These are other programs that a conservation authority may deliver to further the conservation, restoration, development and management of natural resources in its watershed. They are often funded through a variety of revenue sources, but any use of municipal levy now requires a written agreement with municipalities. All municipalities in the Rideau watershed have approved the use of up to 20% of the municipal levy to support category 3 programs.
- **General Costs** – These are general operating expenses or capital costs that do not relate to a specific program or service. They are generally supported by municipal levy. These costs are noted as “Cat.4” on the previous two pages.

2024 Draft Operating Budget: \$11,650,932

Revenue Source	Category 1 Programs	Category 2 Programs	Category 3 Programs	General Costs
Fees & Charges	\$852,794	\$702,000	\$361,726	
Donations & Grants	\$15,000		\$459,603	
Agreements	\$506,409	\$570,016		
Self-Generated	\$19,000		\$100,000	
Reserve Funds		\$14,013	\$54,887	
Other	\$50,000			\$82,642
Special Levy ¹	\$1,021,795	\$158,696		
Municipal Levy ²	\$3,555,548		\$1,394,759	\$1,732,043*
Total:	\$6,020,546	\$1,444,725	\$2,370,976	\$1,814,685

* This expense includes the interest payment for the debenture on the office building

2024 Draft Capital Budget: \$994,185

Revenue Source	Category 1 Programs	Category 2 Programs	Category 3 Programs	General Costs
Fees & Charges				
Donations & Grants				
Agreements				
Self-Generated				
Reserve Funds	\$272,000		\$18,000	\$366,500
Other				
Special Levy ¹	\$31,500			
Municipal Levy ²	\$26,688			\$279,497
Total:	\$330,188		\$18,000	\$645,997

¹ Special Levy has the meaning of "benefit-based appointment method" which is used to apportion the cost of programs and services that only benefit certain municipalities

² General Levy has the meaning of "MCVA appointment method" which is used to apportion the cost of programs and services that benefit all municipalities in the watershed

* This expense includes the principal repayment for the debenture on the office building

Special Levy Summary:

Based on this draft budget, the City of Ottawa would receive five special levies to support programs and services that solely benefit their municipality:

Operating Expenses

- \$40,000 – Operation of Water Control Structures in Ottawa
- \$981,795 – Rideau River Ice Management in Ottawa
- \$158,696 – Enhanced Water Quality Monitoring in Ottawa

Capital Costs

- \$10,000 – Capital Reserve for Water Control Structures in Ottawa
- \$21,500 – Capital Reserve for Britannia Village Flood Control Project

Municipal Levy Summary:

Based on this draft budget, a total of \$6,988,536 would be apportioned to member municipalities based on modified current value assessment data provided by the province. This apportionment is shown on the following page and includes:

- \$6,682,351 for operating expenses
- \$306,185 for capital costs

It should be noted that only \$1,394,759 of this levy would support Category 3 programs which is 19.96% of the levy. This complies with new cost-apportionment agreements approved by municipalities which now cap this contribution at 20%.

Rideau Valley Conservation Authority - 2024 Proposed Municipal Levy Apportionment

RVCA Member Municipality	Percentage in Watershed	Population	Population in Watershed	Current Value Assessment (modified) in Watershed			Levy Portion Based on CVA (modified)			Municipal Levy		
				For 2023	For 2024	Difference	For 2023	For 2024	Difference	For 2023	For 2024	Difference
Athens*	4	2,374	95	\$ 13,249,531	\$ 13,473,229	\$ 223,698	0.0116	0.0115	-0.0001	\$ 1,900	\$ 1,900	\$ -
North Dundas*	1	9,195	92	\$ 17,886,367	\$ 18,637,372	\$ 751,005	0.0156	0.0159	0.0003	\$ 1,900	\$ 1,900	\$ -
Clarence-Rockland	3	21,841	655	\$ 102,500,096	\$ 106,657,710	\$ 4,157,614	0.0894	0.0908	0.0014	\$ 6,006	\$ 6,345	\$ 339
Westport	100	541	541	\$ 120,611,425	\$ 127,713,404	\$ 7,101,979	0.1052	0.1087	0.0035	\$ 7,067	\$ 7,597	\$ 530
Augusta	19	6,048	1,149	\$ 165,056,598	\$ 166,388,989	\$ 1,332,391	0.1440	0.1417	-0.0023	\$ 9,671	\$ 9,898	\$ 227
Central Frontenac	22	3,696	813	\$ 217,970,547	\$ 220,938,674	\$ 2,968,127	0.1901	0.1881	-0.0020	\$ 12,771	\$ 13,143	\$ 371
Merrickville-Wolford	100	2,528	2,528	\$ 426,082,854	\$ 431,950,979	\$ 5,868,125	0.3716	0.3678	-0.0039	\$ 24,965	\$ 25,695	\$ 730
Montague	100	3,049	3,049	\$ 438,443,929	\$ 448,713,799	\$ 10,269,870	0.3824	0.3820	-0.0004	\$ 25,689	\$ 26,692	\$ 1,003
South Frontenac	13	15,326	1,992	\$ 457,407,604	\$ 463,712,161	\$ 6,304,557	0.3989	0.3948	-0.0041	\$ 26,800	\$ 27,584	\$ 784
Elizabethtown - Kitley	61	7,677	4,683	\$ 728,393,304	\$ 737,355,274	\$ 8,961,970	0.6353	0.6278	-0.0075	\$ 42,677	\$ 43,861	\$ 1,184
Beckwith	64	7,150	4,576	\$ 877,636,866	\$ 918,981,599	\$ 41,344,733	0.7655	0.7824	0.0170	\$ 51,422	\$ 54,665	\$ 3,244
Drummond/North Elmsley	70	6,539	4,577	\$ 828,598,881	\$ 848,637,306	\$ 20,038,425	0.7227	0.7225	-0.0001	\$ 48,548	\$ 50,481	\$ 1,933
Tay Valley	65	4,861	3,160	\$ 850,744,426	\$ 863,472,631	\$ 12,728,205	0.7420	0.7352	-0.0068	\$ 49,846	\$ 51,364	\$ 1,518
Smiths Falls	100	6,188	6,188	\$ 1,052,314,561	\$ 1,074,804,601	\$ 22,490,040	0.9178	0.9151	-0.0027	\$ 61,656	\$ 63,935	\$ 2,279
Perth	100	4,468	4,468	\$ 988,665,408	\$ 1,018,832,048	\$ 30,166,640	0.8623	0.8674	0.0051	\$ 57,927	\$ 60,605	\$ 2,678
Rideau Lakes	51	8,733	4,454	\$ 1,249,295,835	\$ 1,263,392,536	\$ 14,096,701	1.0896	1.0757	-0.0139	\$ 73,197	\$ 75,153	\$ 1,955
North Grenville	67	14,404	9,651	\$ 1,943,393,319	\$ 1,994,123,658	\$ 50,730,339	1.6950	1.6978	0.0028	\$ 113,865	\$ 118,620	\$ 4,755
Ottawa	46	793,743	365,122	\$ 104,177,240,245	\$ 106,734,718,086	\$ 2,557,477,841	90.8611	90.8748	0.0137	\$ 6,103,842	\$ 6,349,100	\$ 245,258
TOTALS:		918,361	417,793	\$ 114,655,491,796	\$ 117,452,504,054	\$ 2,797,012,258	100	100	0	\$ 6,719,748	\$ 6,988,536	\$ 268,788
											Levy Increase	4.0%

*Athens and North Dundas are charged our minimum levy amount which is \$1,900 for 2024.



2024

Annual
Work Plan



Since our formation in 1966, the RVCA has worked with our municipal partners to deliver programs and services that protect the Rideau watershed for the benefit of everyone. Our goal is to ensure actions upstream don't have detrimental impacts downstream.

Municipalities understand that it takes a healthy watershed to support local economies, protect public health, reduce flooding, droughts and erosion and protect communities against climate change. In 2024, we continue on this path as we work to conserve our shared watershed.

Our Legislative Mandate

To provide programs and services designed to further the conservation, restoration, development and management of natural resources in the Rideau watershed (*Conservation Authorities Act*).

Our Vision

A thriving watershed with clean, abundant water, natural shorelines, rich forests and wetlands, diverse habitats 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.

Our Priorities

Our Strategic Plan outlines a number of key priorities. Many are now complete, while others will be achieved this year and are highlighted in our "Special for 2024" boxes.



2024 Budget Summary

RVCA's proposed budget for 2024 is \$12.6 million. This will enable the RVCA to continue meeting the needs of our municipalities and watershed residents while completing critical priorities including new provincial deliverables due December 31, 2024.

Throughout this work plan, you will see projects highlighted in boxes marked "Special for 2024." These boxes highlight both capital projects and operational priorities to be initiated or completed next year. Our proposed budget for 2024 can be broken into:

- **\$0.99** million for capital projects
- **\$11.6** million for operations

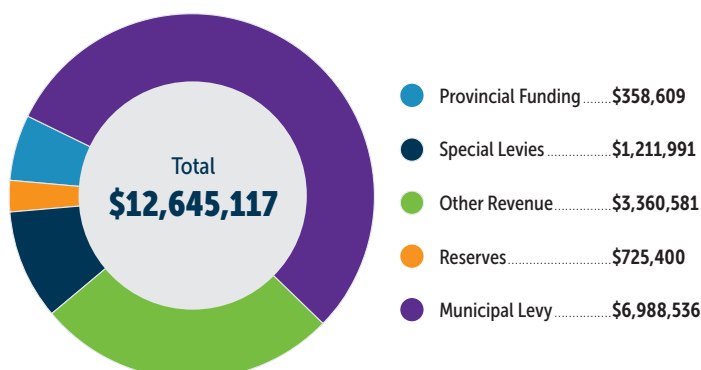
Expenditure Highlights

- The draft budget for 2024 reflects an overall decrease of 1.19 staff positions to enable the reallocation of funds. Staff time has also been reallocated amongst programs and departments to best reflect priorities and workload and better serve municipalities and residents.
- Like our member municipalities, salary costs are an expenditure that increases annually. Benefit contribution rates are expected to rise next year while payroll taxes should remain relatively steady. The budget also accommodates a cost-of-living increase of 3 percent, which is slightly below Ontario's Consumer Price Index, but enables RVCA to retain staff while remaining fiscally responsible.
- A number of capital projects are also planned for 2024, most replacing dated assets and aging infrastructure. RVCA's contributions for these projects will be taken from reserves so additional pressure is not put on the municipal levy.

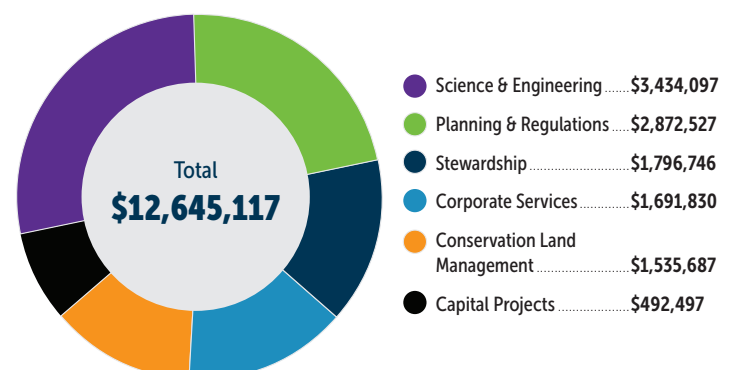
Revenue Highlights

- Provincial funding remains largely unchanged over last year and is projected to be \$358,609.
- Special levies to the City of Ottawa also remain largely unchanged at \$1,211,991.
- As always, the RVCA works to maximize other revenues including user fees, grants, self-generated revenue and fundraising which is projected to be \$3,360,581 for next year. This includes a 3 percent increase to development review fees to keep pace with cost of living and the exploration of additional partnerships, grants and donations.
- An additional \$656,500 is also budgeted to come from reserves for capital projects and \$68,900 for operational needs.
- This leaves the municipal levy which is budgeted to be \$6,988,536 for 2024. This represents a 2.5 percent tax increase for municipalities as 1.5 percent will come from assessment growth. This modest increase in light of continued inflation, reflects budget direction received from our Board of Directors and is in keeping with City of Ottawa budget direction. Based on assessment value, the City of Ottawa will pay 91 percent of RVCA's levy in 2024. This amounts to \$6.3 million leaving our other 17 municipalities to share the remaining \$651,145. Levy costs for these municipalities range from \$1,900 to \$121,308 depending on their assessment.

Where does the money come from?




Where does the investment go?



Municipal Levy

Being a municipally-based organization, the foundation of our budget is the municipal levy. However, we are committed to minimizing pressure on the tax base, so despite record-high inflation the RVCA has kept its municipal levy increase to a 2.5 percent tax increase plus growth by reducing costs, finding efficiencies and maximizing other revenue sources. While the levy remains the foundation of our budget, other sources make up approximately half our revenue in any given year. This means that for every dollar invested through the municipal levy, the RVCA is able to double that investment to deliver a variety of programs and services in the Rideau watershed. Our other revenue sources include:

- Charging fees for education programs, conservation areas, permits and planning comments
- Getting grants for special projects, students and interns
- Fundraising through our Foundation
- Special levies for specific projects that benefit a particular municipality
- Joint programming and staff sharing with neighbouring conservation authorities
- Landowner contributions for services they receive

 Through the RVCA, municipalities and residents have access to expert staff who develop a strong understanding of our local watershed and share their knowledge, expertise and skills with our partners.

RVCA Services: Serving our Municipalities and Residents

RVCA staff work closely with municipal staff because our work is so interconnected. In fact, it's hard to find a municipal service that our programs don't support either directly or indirectly! For example, our work supports municipal development review, emergency management, water and sewage services, tourism and recreation and of course economic development. And the benefit of a conservation authority is that these programs are delivered consistently across the watershed at a fraction of the cost because our staff are shared among 18 municipalities and sometimes neighbouring Conservation Authorities. This saves money and avoids duplication. RVCA's programs also serve a wide range of public interests and needs benefiting local watershed residents from lake country to agricultural areas to urban communities.

Through the RVCA, municipalities and residents have access to expert staff who develop a strong understanding of our local watershed and share their knowledge, expertise and skills with our partners. In the following pages, you will find information about all of RVCA's programs and services organized into five key areas:

- Watershed Science and Engineering Services
- Planning Advisory & Regulatory Services
- Stewardship Services
- Conservation Land Management Services
- Corporate Services

Watershed Science & Engineering Services

RVCA collects, monitors and analyses watershed data to gain a better understanding of natural hazards and the health of our watershed. This includes understanding local flood, erosion and slope stability hazards as well as the condition of local lakes and streams, forest and wetland cover as well as fish and aquatic communities.

This knowledge enables RVCA, municipalities and other partners to make informed decisions about how best to manage our shared natural resources, protect people and property from natural hazards and tailor programs and services to meet the evolving needs of our watershed. This information and data are shared with municipalities, partners and the public through online tools, maps, reports, presentations and other accessible means.



Special for 2024

- Complete RVCA's new watershed model that will support flood forecasting and warning and enable climate change assessments of the watershed
- Improve network of flow gauges across the watershed and pilot a new real-time water level gauge tailored for areas with limited internet connectivity
- Initiate natural hazard mapping on Faulkner Drain, Sawmill Creek, Lower Rideau Lake, Big Rideau Lake, Upper Rideau Lake, Wolfe Lake, Westport Lake and Sand Lake
- Prepare a Watershed-Based Resource Management Strategy that will identify priority actions to address natural hazards and protect and enhance the watershed
- Introduce a new public platform for accessing monitoring data as part of RVCA's new website
- Redesign monitoring programs to better align with natural hazards, understand climate change impacts, integrate water quality and flow data and improve overall program efficiency
- Prepare an updated operational plan for all water and erosion control infrastructure
- Complete an updated water budget for the Mississippi and Rideau watersheds through the Drinking Water Source Protection program

WATERSHED SCIENCE & ENGINEERING SERVICES INCLUDE:

Watershed Reporting

- Report on the health of the watershed through user-friendly, accessible analysis of the RVCA's extensive monitoring programs.
- Identify concerns, trends and priority areas for action at both a subwatershed and catchment scale.
- Engage with municipalities, watershed residents, NGOs and government agencies to focus watershed management actions where they are needed most.

Drinking Water Source Protection

- Administer the province's Drinking Water Source Protection Program under the *Clean Water Act* in the Mississippi and Rideau watersheds.
- Help protect present and future sources of municipal drinking water from contamination and overuse.
- Work with municipalities, provincial ministries, property owners, businesses, health units and others to implement source protection policies.

Surface Water Quality Monitoring

- Provide a consistent baseline dataset that can provide a general indication of water quality within the watershed.
- Assess water quality within tributary streams and how they impact conditions in the Rideau River and upper watershed lakes.
- Monitor ambient water quality conditions at locations on major tributaries, streams and watershed lakes.
- Involve local lake residents in monitoring to increase the extent of monitoring activities and provide training to develop consistent methods to ensure data integrity.

Hydrometric Monitoring and Forecasting

- Collect, manage, analyze and disseminate data and information about the abundance or scarcity of surface water resources within the watershed.
- Issue flood and drought advisories and warnings as needed.
- Expand data availability through the RVCA website.



RVCA collects, monitors and analyses watershed data to gain a better understanding of natural hazards and the health of our watershed.

Flood and Hazard Mapping

- Study and map hazard lands as defined by the MNRF such as floodplain, steep slopes and unstable soils for effective administration and enforcement of regulations under Section 28 of the *Conservation Authorities Act*.
- Support municipalities with up-to-date mapping of hazard lands for Official Plan and Zoning By-law schedules.
- Refine RVCA's numerical watershed modeling system for use in floodplain hydrology and hydraulic analyses for ungauged watersheds and for investigating the potential impacts of land use and climate change on a watershed scale.

Aquatic & Terrestrial Habitat Monitoring

- Sample bottom-dwelling bugs (benthic invertebrates) to determine water quality and habitat conditions using a biological method that complements water chemistry sampling programs.
- Undertake Ontario Stream Assessment Protocol at special Habitat Restoration project sites as a tool for post effective monitoring.

Habitat and Wetland Restoration

- Create, restore and/or enhance fish and wildlife habitats in the watershed.
- Use watershed monitoring data to identify opportunities and at-risk areas.
- Partner with like-minded organizations to secure funds and complete restoration work.
- Conduct post-construction monitoring for five years to measure project success.

City Stream Watch

- Monitor, record and report on the health of creeks and streams within the City of Ottawa.
- Collect information on the physical and biological attributes of surveyed creeks and streams (habitat surveys, fish sampling, thermal regime) through the Stream Characterization program.



- Gather information on headwater drainage features through a rapid assessment method characterizing the amount of water, sediment transport, and storage capacity within headwater drainage features.
- Inventory detailed land cover information to help facilitate land use planning and regulations, ecosystem management and conservation objectives for the RVCA and member municipalities.
- Gather information using a robust network of trained volunteers.
- Use data to guide rehabilitation and enhancement projects.

Water, Flood and Erosion Control Structures

- Operate and maintain water, flood and erosion control structures (berms, dams and weirs).
- Determine whether to maintain, rehabilitate or decommission existing structures.
- Work with municipalities interested in constructing or replacing structures to alleviate flooding or erosion concerns.

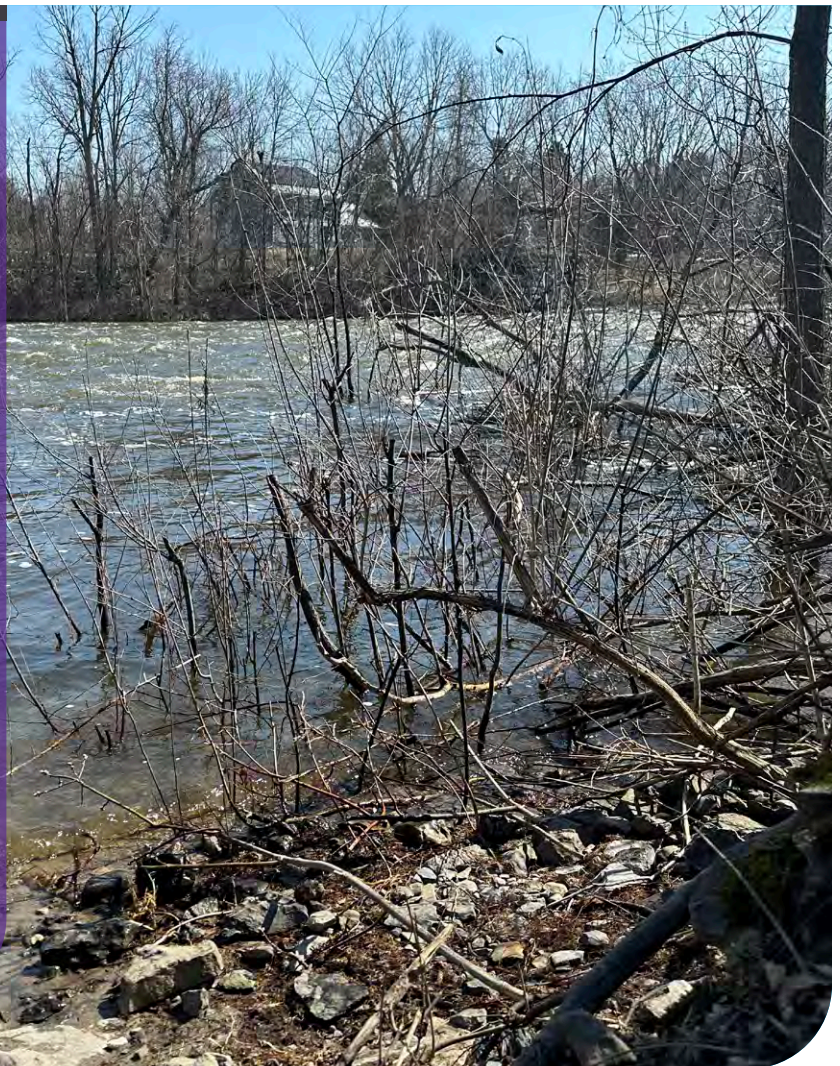
Planning Advisory & Regulatory Services

RVCA plays a key role in development review to help municipalities and the province meet their legislative responsibilities of providing safe drinking water and protecting people from natural hazards. Our role includes providing comments to municipalities on *Planning Act* applications and municipal planning documents; issuing permits for development in areas vulnerable to flooding, erosion or unstable slopes or near wetlands, shorelines or watercourses; issuing approvals for septic systems and re-inspecting lakefront septic systems in some municipalities; and regulating activities near sources of municipal drinking water. Staff provide a comprehensive streamlined service to municipalities and applicants that brings together local watershed knowledge and provincial policies to reduce municipal liability, avoids delays and unnecessary expenses for applicants, and creates safe sustainable communities.

 RVCA plays a key role in development review to help municipalities and the province meet their legislative responsibilities.

Special for 2024

- Update policies and procedures to better address slope stability hazards and reflect changes to provincial regulations and guidelines
- Work with municipalities to further integrate our development review processes and respond to increased pre-consultation requirements
- Improve technology in the field for inspection staff to be able to access information remotely and complete digital inspection reports
- Work with municipalities to increase awareness and implementation of Low Impact Development practices
- Continue providing septic approval and reinspection services to municipalities and train new septic installers and inspectors through the Ontario Rural Wastewater Centre
- Host information days for municipalities and contractors to discuss development review processes and emerging issues
- Host homeowner workshops about wells, septic systems and waterfront living



PLANNING ADVISORY & REGULATORY SERVICES INCLUDE:

Site-Specific Plan Review

- Review planning applications on behalf of the Province and municipalities.
- Provide comments to municipalities on natural hazards (floodplains, steep slopes, unstable soils, wetlands) and surface and ground water quantity.
- Staff work closely with applicants to discuss concerns and alternatives and prepare recommendations to the municipal approval authority.
- RVCA's review and recommendations brings local watershed science, provincial policies and guidelines, and individual municipality needs together to ensure sustainable development.

Non Site-Specific Plan Input

- Provide input to municipalities on official plans, comprehensive zoning by-laws, environmental assessments and other special studies in an effort to identify natural hazards and protect and enhance surface and groundwater quantity, wetlands and watercourses.
- Participate on technical advisory committees that oversee the preparation of master servicing studies, community design plans, subwatershed studies and environmental management plans.
- Sharing watershed knowledge and expertise with municipalities through these processes helps build sustainable communities.

Section 28 Regulations

- Regulate development, interference with wetlands and alterations to shorelines and watercourses as mandated by the *Conservation Authorities Act*.
- Mapping is prepared to show where development is regulated including hazard lands such as floodplains, steep slopes and unstable soils.
- Staff work closely with property owners to guide them through the permitting process and encourage pre-consultation to avoid unnecessary costs and delays.
- Staff also work with property owners to resolve issues of non-compliance and violations outside of the legal system wherever possible.

Septic Approvals

- Provide full review and approval services for private septic systems under Part 8 of the *Ontario Building Code*. This service is available to interested municipalities and is currently provided in the City of Ottawa, Tay Valley Township, Town of Carleton Place, Town of Smiths Falls, Township of Beckwith, Township of Lanark Highlands, Township of Mississippi Mills, Township of North Grenville and Village of Westport in partnership with our neighbouring Conservation Authorities.
- Staff work closely with local septic designers and installers as well as property owners when delivering this service.

Septic Re-Inspection

- Provide mandatory and discretionary inspection programs for existing private septic systems under the *Ontario Building Code*.
- This service is available to interested municipalities and is currently provided in the Township of Central Frontenac, Township of North Frontenac, Township of Rideau Lakes and Tay Valley Township.
- Staff work closely with property owners, lake associations and other local partners when delivering this service.

Source Water Regulations

- Act as Risk Management Inspectors and Officials on behalf of 12 municipalities in the Mississippi and Rideau watersheds. This service implements policies in the Mississippi-Rideau Source Protection Plan under Part IV of the *Clean Water Act*.
- Screen development applications within vulnerable drinking water areas on behalf of municipalities.



Stewardship Services

RVCA provides technical and financial support to landowners and other partners to help them undertake projects on private and public property that will improve watershed health. Projects include tree planting, naturalizing shorelines, managing runoff, enhancing habitat and upgrading wells and septic systems. Staff work closely with private landowners, municipalities, lake associations, NGOs, community groups, businesses, government agencies and the public to complete these important on-the-ground projects. Information from RVCA's science and monitoring programs help target areas and projects that provide the most benefit. Completing landowner stewardship projects across the watershed helps improve water quality, increase forest and wetland cover, reduce flooding and erosion and increase climate change resiliency.

STEWARDSHIP SERVICES INCLUDE:

Tree Planting

- Deliver a quality, full-service tree planting program to rural landowners that plants more than 200,000 trees a year on private land.
- Provide significant cost subsidies through external funding.
- Provide technical advice on woodlot management and best practices for landowners.
- Review conservation areas' coniferous plantations for thinning opportunities and potential revenue generation.

Butternut Recovery

- Help butternut persist on the landscape through the development of healthy, disease-tolerant seedlings.
- Locate healthy, disease-tolerant butternuts on private lands.
- Collect seeds to grow seedlings for distribution to landowners free of charge.
- Give away up to 2,000 seedlings per year to landowners.





Special for 2024

- Work with municipalities to increase promotion of stewardship programs and host more tree giveaways and community planting days
- Find new ways to increase the number of trees planted annually on private and public land
- Begin introducing shrubs as part of reforestation projects to increase biodiversity in woodlots
- Explore expanding the ALUS program to cover the whole Rideau watershed
- Integrate more bioengineering and aquatic plants into shoreline naturalization projects to demonstrate and promote erosion protection without hardening shorelines
- Work with the agricultural community to promote demonstration sites to encourage more farmers to access available grants for clean water and stewardship projects
- Support smaller scale planting and restoration sites that can provide connectivity and increase pollinator habitat
- Acquire more land to complete additional Species at Risk projects

Rural Clean Water

- Provide financial and technical assistance to farmers and rural landowners undertaking projects to protect and improve water quality in the watershed.
- Address erosion control and reduce the amount of nutrients, bacteria and microorganisms entering groundwater and surface water.
- Provide financial support through cost-share grants and incentive payments.
- Promote and support best management practices that address both surface and groundwater issues.

Shoreline Naturalization

- Increase the amount of natural shoreline cover across the watershed.
- Provide a simple and affordable option for landowners to complete naturalization projects on their shoreline by providing free advisory site visits, customized planting plans, subsidized native trees and shrubs, project management and monitoring

and assistance with planting installation.

- Work closely with municipalities, Parks Canada and RVCA regulatory staff to facilitate planting requirements for planning and permit applications when needed.
- Fundraise for special large-scale projects and stewardship targeting.

Ontario Rural Wastewater Centre

- Develop and teach courses for septic installers, designers and regulators looking to advance their knowledge of design, inspection, and repairing on-site systems.
- Ensure best practices, technology and innovations are being used across the industry.
- Manage and maintain a demonstration site at Baxter Conservation Area that provides hands-on learning, through displays of a wide variety of wastewater treatment technologies.

Conservation Land Management Services

RVCA accepts land donations to protect valuable features like forests, wetlands and shorelines in perpetuity. Staff manage these properties so natural features are left to perform natural functions like slowing runoff, filtering pollutants, reducing flooding and erosion and providing habitat. Some properties are developed into public conservation areas to encourage residents to spend time outdoors and develop an

appreciation for nature. Two conservation areas also offer outdoor education programs to get children outside and teach them about the importance of our natural environment and the need to protect it for future generations. RVCA's conservation areas are valued by local communities and municipalities as they provide affordable recreation, tourism and education for local residents and visitors.

“Some properties are developed into public conservation areas to encourage residents to spend time outdoors and develop an appreciation for nature.”

Special for 2024

- Complete a land inventory and conservation area strategy for all lands owned by the RVCA in accordance with new provincial regulations
- Improve trail information and signage at conservation areas
- Continue fundraising to replace a section of boardwalk at Baxter Conservation Area to make it more accessible and redesign and improve accessibility at Spy Rock
- Invest in staff training to improve knowledge of building and managing accessible outdoor spaces
- Increase fundraising for outdoor education programs, including more subsidies for school groups and forest school
- Continue to diversify outdoor education programs with a focus on attracting high schools
- Enhance Species at Risk monitoring on conservation lands and submit more CLTIP applications to reduce property taxes
- Improve heating and cooling at the workshop and interpretive centres (Baxter and Foley)





CONSERVATION LAND MANAGEMENT SERVICES INCLUDE:

Conservation Lands

- Accept land donations to restore and enhance degraded areas and protect high-quality natural areas in perpetuity for their invaluable environmental and ecological services and public benefits.
- Manage 61 properties (8,300 acres) of critical green infrastructure.
- Develop management plans for each property to ensure strategic land use planning and efficient use of resources.

Conservation Areas

- Welcome visitors to 11 public conservation areas.
- Provide nature-based recreation and visitor experiences through trails, picnic shelters, beaches, boat launches, docks and lookout points.
- Connect people to nature and ensure people of all backgrounds, abilities and circumstances can access natural areas and the Rideau River system.

Outdoor Education

- Deliver high-quality, curriculum-based education programs, forest schools, day camps and group programs that promote the values of conservation and environmental stewardship.
- Maintain quality facilities and interpretive centres at Baxter and Foley Mountain Conservation Areas where these programs and camps are offered.
- Incorporate new technology into education programs to enhance learning experiences.
- Encourage families and children to be active in outdoor play all-year-round.

Corporate Services

The RVCA is a public sector body committed to operating in an open, accountable and transparent manner. Working with all levels of government, residents, businesses and community partners the RVCA delivers programs and services that conserve, restore and responsibly manage land and water resources while balancing human, environmental and economic interests. As the needs of our watershed change, RVCA remains agile in the face of increasing growth pressure, fiscal constraints and climate change impacts. Through strategic planning, program reviews and consultation with partners and stakeholders, the RVCA is focused on modernizing our programs to ensure they are effective and cost-efficient at meeting the current and future needs of our watershed.

Special for 2024

- Host annual watershed tour in June for Board members and municipal partners
- Complete an Asset Management Plan for RVCA's tangible assets and work with municipalities to scope an Asset Management Plan for natural assets in the watershed
- Implement new budget and reporting software to improve efficiency
- Purchase an electric vehicle to reduce fleet emissions
- Digitize key records and documents across all departments
- Launch a new modernized, service-oriented website that optimizes functionality and responsiveness while ensuring accessible design standards are met
- Develop additional tools and applications to support information and data management and improve workflows and efficiency
- Acquire updated DRAPE imagery in partnership with MNR, municipalities, conservation authorities and others
- Continue efforts to learn from and integrate Indigenous knowledge, support Indigenous conservation priorities and be a stronger ally in the journey of reconciliation

CORPORATE SERVICES INCLUDE:

Management, Finance & Human Resources

- Provide overall management of the RVCA through work planning, budgeting, financial reporting, policy development, issues management, municipal and government relations, partnership development, employee management and payroll.
- Serve the needs of the Board of Directors (training, meetings, agendas and minutes).
- Operate the RVCA efficiently, effectively and safely for staff and patrons while providing excellent customer service.

Communications and Outreach

- Increase awareness, knowledge, and understanding of RVCA services, programs and initiatives.
- Build effective relationships with municipal, provincial and federal levels of government as well as other stakeholders and partners.
- Maintain a positive, proactive relationship with watershed media to ensure a high level of accurate, comprehensive regional media coverage.



- Provide communication support through communication planning, media relations and plain language services.
- Distribute corporate information through annual reports, *Around the Rideau* newsletter, municipal information sheets, program brochures, displays, media releases, website, social media and public events/workshops.

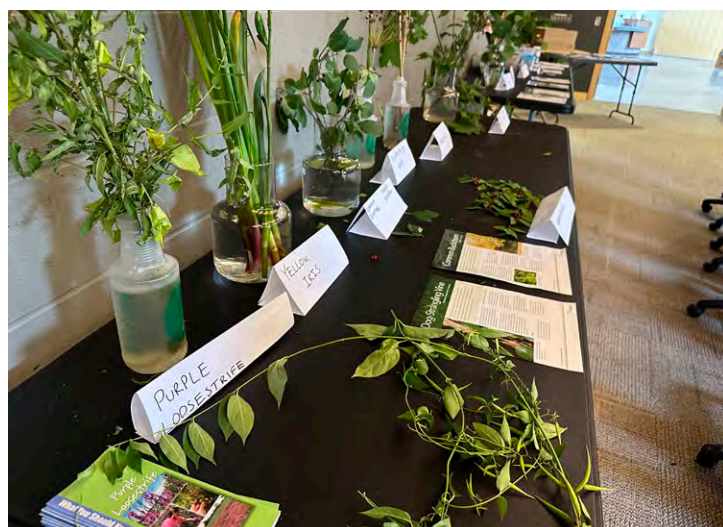
GIS and Information Management

- Create and manage high-quality data sets and provide mapping, apps and other tools to help staff make sound and informed watershed decisions.
- Support flood and hazard mapping studies, analysis and delineation as well as the development of watershed analysis reports.
- Create tools to ensure data is readily accessible to staff, consultants and the public.

Fundraising and Partnerships

- Support the Rideau Valley Conservation Foundation in its efforts to raise funds for conservation programs and services.
- Solicit donations from corporate and private donors, manage multiple special fundraising campaigns, apply for grants and administer compensation projects.
- Focus efforts on raising funds for land care, river care and conservation education.

As the needs of our watershed change, RVCA remains agile in the face of increasing growth pressure, fiscal constraints and climate change impacts.





Questions?

Sommer Casgrain-Robertson, General Manager

Rideau Valley Conservation Authority

3889 Rideau Valley Drive, P.O. Box 599, Manotick, ON K4M 1A5

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**12.0 Activity Report: October to November
Report #: 05-231123**

To: RVCA Board of Directors
From: All Staff
Date: November 20, 2023

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

Purpose

To provide the Board with an update on program delivery, operations, events and news items including links to key items.

Program Highlights

Science and Engineering

Provincial Water Quality Monitoring: All eight sampling rounds are complete at the 10 sites assigned by the province. A special winter sampling of a small subset of sites will take place in December. Turbidity and conductivity loggers were removed and data was submitted to the province for review.

Baseline Water Quality Monitoring: Sample collection and monitoring is nearing completion. Sites in the City of Ottawa (45) will be visited once more in December and sites in the remainder of the watershed (59) are complete.

Lake Water Quality Monitoring (Watershed Watch Program): All 39 monitored lakes have been visited four times, concluding lake visits for 2023.

City Stream Watch: With the help of volunteers, staff have completed stream surveys and fish sampling for Mud Creek, Mosquito Creek, Bilberry Creek, and Stillwater Creek. Thermal data was collected in these systems into early November. Data cleanup and analysis are now underway to prepare the data for our Catchment Reports which will be released in early 2024.

Ontario Benthos Biomonitoring Network: RVCA staff and volunteers sampled 44 sites for benthic invertebrates across the watershed in October. Staff are working through these samples to identify thousands of macroinvertebrates over the next few months as they are indicators of water quality and aquatic health. We have finished the identification of our 2022 samples and will start producing our 2022 OBBN reports for release early in 2024.

Wetland Restoration Projects: Staff completed monitoring visits for both Stillwater Wetland and Jebbs Wetland Embayment at the end of October. Over the next few months, we will be working to produce a report for Year 3 monitoring for Stillwater Wetland. Next year will be the final year of monitoring for the Jebbs Wetland Embayment project.

Spill Response Kits Distributed:

Staff have been visiting businesses that handle and store certain chemicals around municipal drinking water systems to distribute complimentary Spill Response Kits. Kits contain cleanup materials and a poster that highlights what to do in the event of a spill. During the visit, staff were also able to verify that Risk Management Plans were still valid, answer any questions owners or staff had and check if any activities had changed onsite. The site visits went well and businesses in our vulnerable areas are being very mindful of proper chemical handling and storage.



Employees of Howard Wilson Motors in Kemptville receiving their Spill Response Kit.

Maple Creek Estates Stormwater Monitoring: Targeted monitoring for Total Suspended Solid contributions and water quality impacts from a stormwater outfall within the Maple Creek Estates Subdivision in Manotick is complete for 2023. Monitoring equipment was removed after the successful completion of several sampling events. Equipment and loggers will be redeployed next year for continued monitoring. This monitoring project is funded through the City of Ottawa as part of a development agreement.



CB Shield installed in catch basin in Portland

Sustainable Drainage Pilot Project:

Seven “CB Shields” were installed in select catch basins in Portland to trap sediment, reduce Total Suspended Solid loads, and assess suitability for further use. Continuous loggers were removed for the sampling season. This project is a collaboration with the Township of Rideau Lakes, Big Rideau Lake Association, Cataraqui Conservation and RVCA.

Conservation Lands and Stewardship

Tree Planting: We currently have agreements in place to plant a total of 177,000 trees next spring. Staff have also completed 202 survival assessments with 74% of sites growing well.

Butternut Recovery Program: Over 1,500 butternut seeds were collected this fall. They were sowed at Ferguson Forest Centre. Staff have visited 20 sites to inspect the survival of butternut plantations on private lands, provided advice on the planting to help improve survival, and offered more trees if the landowners were interested.

Shoreline Naturalization Program: Staff have completed over 60 site visits in preparation for spring planting and will continue to schedule visits as long as weather permits. Survival assessments have now been completed and show excellent survival rates for 2023 projects. Staff also assisted with shoreline planting and yellow iris removal in Stanley Park and shoreline planting and buckthorn removal along Nesbit Creek in Ottawa.

Rural Clean Water Program: Sixteen new projects were approved over September and October. A total of \$52,000 in funding was allocated to projects valued at \$138,000. This brings the total for 2023 to 126 projects, with \$300,000 supporting projects valued at over \$825,000. These projects will be implemented on farms and rural properties throughout the watershed, helping to protect and improve local water quality.

Outdoor Education: Registration for winter forest school programs at Baxter and Foley is now open and staff look forward to welcoming families and their children for some wintery forest adventures. The Township of Rideau Lakes has once again generously sponsored free monthly forest school drop-in programs at Foley for 2024. Families with children of all ages can join on the third Saturday of each month from 10-11:30 a.m. for a morning of forest play, adventure, and learning.

Outdoor education program bookings are also starting to come in for the winter season and subsidies for local schools are available thanks to the fundraising efforts of the Rideau Valley Conservation Foundation. Winter is also one of the busiest seasons for facility rentals at Foley Mountain with spots filling up quickly with groups like Guiding and Scouting.

Land Donations: The acquisition of 361 acres next to the Motts Mills Conservation Area is now complete and staff have already planted butternut trees on the site for a Species at Risk project. Staff also anticipate closing one more land donation within the next couple of months.

Conservation Areas: Foley Mountain saw a large number of visitors come out to enjoy the fall colours again this year, and as water levels were lowered across the Rideau Canal system this fall, all docks were removed from conservation areas. Conservation areas are now transitioning to the winter season where parks remain open for use, but a winter maintenance schedule is in effect. Before the end of the year, staff will work on

reinforcing sections of shoreline at W.A. Taylor and Chapman Mills. Rock rip rap will be combined with planting native shrubs to help protect small sections of the shoreline from further erosion.

Conservation Lands Monitoring: Staff are completing reports for monitoring projects that took place during the spring, summer and fall and annual inspections of conservation lands will continue through the winter months.

Planning and Regulations

Property Inquiries: Staff have responded to 597 property inquiries and provided 92 legal clearance letters.

Plan Review: Staff have reviewed 778 planning applications and provided comments to municipalities: 769 with no objections (with or without conditions), 9 with objections, 74 under review, and 5 on hold.

Section 28 Regulation: Staff have approved 250 Section 28 permit applications, an additional 22 are under review, and 14 are on hold.

Septic System Inspections: Staff have reviewed 435 septic permit applications: 345 permits issued and 98 Certificates of Completion issued.

Septic System Re-inspections: Re-inspections continue for Rideau Lakes, Tay Valley, Central Frontenac, and North Frontenac with 652 completed to-date.

Corporate Services

Interim Audit: Auditors from MNP are conducting the interim audit from November 14 to 21. This includes being onsite for two days for the review of documentation.

Policy Work: Staff have completed an updated Purchasing Policy for the Board's consideration and work continues on updated Personnel Policies to be presented in the new year.

Budget and Workplan: Cost-apportioning agreements have now been approved by all 18 member municipalities. The draft budget and workplan, if approved by the Board for consultation, will be circulated to municipalities for review and comment. Staff will offer to present to municipal councils and comments will be accepted until February 12, 2024.

Rideau Valley Conservation Foundation: Staff are finalizing the donation of 65 acres on Big Rideau Lake including two small islands. The property boasts 200 meters of frontage on Big Rideau Lake, 34 acres of forest, 23 acres of open field and two acres of wetland that is part of the Big Rideau Bass Lake Provincially Significant Wetland Complex.

Events

RVCA Hosted

Invasive species removals:

- Sawmill Creek Dog Strangling Vine Removal
 - City Stream Watch volunteers, September 6
- Bilberry Creek Himalayan Balsam and Garbage Removal
 - Modern Niagara workplace event, September 15
- Bilberry Creek Himalayan Balsam Removal
 - New Edinburg Community Association, September 23
- Rideau River Yellow Iris Removal
 - City Stream Watch volunteers, October 11
- Rideau River Common Buckthorn Removal
 - Carleton Memorial United Church and Watersheds Canada, October 19

Drinking Water Wise Webinar Series:

A new webinar series about how to protect rural drinking water sources is being hosted by Cataraqui Conservation, Lower Trent Conservation, Quinte Conservation, MVCA and RVCA.

- Algae Blooms – September 26
 - This session looked at how algal blooms can negatively impact shared drinking water sources. Guest speakers were Frances Pick, Professor of Biology and Environmental Science at uOttawa and Kim McCann, Senior Public Health Inspector for Leeds, Grenville & Lanark District Health Unit.
- Private Wells – October 26
- Septic Systems – November 30

Celebrations:

- Foley Mountain 50th Anniversary Celebration (September 22)
 - Lots of great accomplishments and memories were shared at Foley Mountain's 50th anniversary celebration along with the unveiling of a permanent story trail. MPP Steve Clark, Mayors Hoogenboom and Jones, staff, former members, Friends of Foley Mountain, RVCF and present and past visitors joined together to celebrate.
- ALUS Lanark Official Launch (October 21)
 - Celebrations took place at Milkhouse Farm and Dairy in Montague to officially launch the new Lanark Chapter of ALUS. This program provides funding and incentive payments to farmers providing ecological services on their farms. Through the program, Milkhouse Farm and Dairy created two new wetlands in areas that were too wet to mow or graze, in addition to fencing their sheep out of a nearby creek with support from RVCA's rural clean water program. Officials from Lanark County, Climate Network Lanark, RVCA and MVCA joined Lanark-Frontenac-Kingston MPP John Jordan, Ducks Unlimited staff, neighbouring farmers and other guests to tour the farm and learn about ALUS.



Foley Mountain 50th



Foley Mountain Story Trail Unveiling



ALUS Lanark Launch

RVCA Participation

- Jon Stuart Stillwater Creek Restored Wetland Photography Exhibit, Shenkman Arts Centre (October 5-31) – Artist Talk (October 17, 2023)
- 22nd Annual Lake Links Workshop (October 21) – included a presentation on recent fish habitat on lakes and streams by RVCA, MVCA and CRCA staff.

Staff Presentations

- CALM (Conservation Authority Long-Term Monitoring) Working Group Presentation (November 14)

Information Booths

- Ottawa Ward 22 Open House (October 24)

News

Newsletters:

- [RVCA Around the Rideau](#) (September/October 2023)

Media Releases:

- [ALUS Lanark officially launches at Montague farm tour](#), October 27, 2023
- [Story Trail combines love of reading, outdoors at Foley Mountain](#), October 12, 2023)
- [PSA: Mill Pond to close temporarily for maintenance](#), October 5, 2023
- [Reception celebrates 50 years of Foley Mountain](#), September 29, 2023)

Media Coverage:

- [Reception celebrates 50 years of Foley Mountain Conservation Area](#), Hometown TV12, September 29, 2023
- [Mill Pond Conservation Area to close temporarily](#), Inside Ottawa Valley, October 9, 2023
- Farmer-led wetland project celebrated in Montague, Lanark Era, Oct. 24, 2023
- [ALUS Lanark sees significant participation boost in second year](#), Lanark Leeds Today, October 27, 2023
- [This Ontario hike leads to towering views of a waterfront village steeped in fall colours](#), Narcity, October 8, 2023
- [25 Fall Day Trips From Ottawa](#), To Do Canada, September 18, 2023
- [Small Town Canada: Westport, Ontario](#), September 27, 2023

Save the Date