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**Board of Directors Meeting**  
Thursday, November 28, 2019  
6:30 pm at the RVCA Office (Manotick)

**AGENDA**

<b>Meeting 7/19</b>	<b>Page</b>
<b>1.0 Agenda Review</b>	
<b>2.0 Adoption of Agenda</b>	
<b>3.0 Declaration of Interest</b>	
<b>4.0 Approval of Minutes from October 24, 2019</b>	
<b>5.0 Business Arising from Minutes</b>	
<b>6.0 Watershed Hazard Characterization Program Review</b> Staff Report Attached (Claire Milloy) .....	1
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**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

### **13.0 Meetings**

- a) Lake Links Workshop, October 26, 2019 (Perth)
- b) Provincial General Managers Meeting: October 28, 2019 (Toronto)
- c) Consultation Session with MECP: November 5, 2019 (Toronto)
- d) Source Protection Committee Meeting: November 7, 2019 (Manotick)
- e) Latonell Conservation Symposium: November 19-21, 2019 (Alliston)
- f) Presentation to Augusta Council: November 25, 2019 (Prescott)
- g) Ottawa Riverkeeper Annual Public Meeting: November 27, 2019 (Ottawa)

#### Upcoming

- h) Provincial General Managers Meeting: December 8, 2019 (Toronto)
- i) Conservation Ontario Council Meeting: December 9, 2019 (Toronto)
- j) RVCA Board of Directors Meeting: January 23, 2020 (Manotick)

### **14.0 Member Inquiries**

### **15.0 New Business**

### **16.0 Adjournment**



**6.0 Watershed Hazard Characterization Program Review Status  
Report #: 1-191128**

To:	RVCA Board of Directors	For Information	<input checked="" type="checkbox"/>
From:	Claire Milloy, M.Sc., P.Geo Groundwater Scientist	For Direction	<input type="checkbox"/>
		For Adoption	<input type="checkbox"/>
Date:	November 13, 2019		<input type="checkbox"/>

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**Recommendation**

**THAT the Rideau Valley Conservation Authority Board of Directors receive this report for information**

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**Purpose**

To inform the Board of Directors about the status of, activities to date, and required next steps for RVCA's Watershed Hazard Characterization Program (WHCP) review.

**Background**

In December 2018, RVCA initiated an internal review of its monitoring and reporting programs which was identified as a priority in RVCA's Strategic Plan and 2017 program reviews. The resulting WHCP review was conceived as a project, for which a charter was established. The charter, which is available for review, outlines the project's rationale, stakeholders, phases and milestone schedule.

Between January and October 2019, the following project activities were achieved:

- Project **objectives** were established.
- An internal **technical advisory committee** (TAC) was convened to discuss the project objectives, TAC roles and activities, and program effectiveness and deficiencies.
- The following **stakeholder** groups were also convened to discuss program effectiveness and deficiencies: Data users; field technicians; and GIS.
- Provincial **guidelines** and municipal / provincial **Memorandums of Understanding** (MOU) were collected and organized.
- The review was scoped to address regulatory matters.

- The status of **regulatory information/information requirements** were summarized by the TAC.
- The outline of a **service framework** (internal policy document) was drafted.
- Staff were apprised of project progress at two all-staff **Town Hall** meetings, on March 18 and October 10.
- Management was apprised of **preliminary project findings** on October 29.

## Analysis

### Review Scope

Originally, the review was intended to encompass all RVCA programs, however, it was recognized that a review of that scope would take multiple years to complete so the review was reconceptualized into phases. The first phase, which was undertaken in 2019, was scoped to address only natural hazards described in the *Conservation Authorities Act* and Ontario Regulation 174/06 or those services officially delegated by the province (flooding, erosion, unstable slopes, wetlands). This reconceptualization of the review also aligned with changes made to the *Conservation Authorities Act* this spring which looks to ensure conservation authorities are focused on managing natural hazards in their watersheds.

The first phase of the review was named a **watershed hazard characterization program** (WHCP) review. Characterization is a broad term that encompasses any data product, including but not limited to regulatory maps, reports, computer simulations, conceptual models, maps, published monitoring tables and charts, and metadata. Other RVCA programs will be reviewed under subsequent phases.

### Review Criteria

In order to evaluate the efficacy of RVCA's natural hazard characterization services, members of the TAC created a series of status tables for each natural hazard and delegated responsibility. The status tables are predicated on the requirements to:

- Establish a "**Regulation Limit**" for the full extent of each natural hazard.  
See: O.Reg. 174/06, s. 2 (2)  
→ for which various types and amounts of information are needed.
- Develop informed and current opinions as to where and how "the **control** of flooding, erosion, dynamic beaches, pollution or the conservation of land will not be affected by the **development**"  
See: O.Reg. 174/06, s. 3 (1)  
→ for which various types and amounts of information are needed.
- Follow all related **provincial guidance**.

It is noted that the aforementioned *controls* pertain to RVCA's ability to provide 'permission to develop', under O.Reg. 174/06. There is no similar charge for RVCA's ability to provide 'permission to alter'. However, there is the ability for RVCA to ask that an applicant submit 'such other technical studies or plans as the Authority may request'. This means that RVCA does not need to undertake related characterization work, although it is understood that this may occur via a related partnership with our municipalities, academic institutions, NGOs, etc.

It is further noted that the terms of reference for 'such other technical studies or plans as the Authority may request' should be addressed through RVCA regulatory policies and standardized guidance for applicants. Although it is not addressed in the WHCP, staff are working on a number of policy and guidance initiatives which will be consistent with this best practice.

### Status Tables

The TAC established **status tables** for the following natural watershed hazards and delegated provincial services. The status tables are organized in a digital folder and hard-copy binder for reference.

- Flood forecasting and warning service
- Watercourses
- Flood hazards
  - Lake flood plains
  - Watercourse flood plains
- Erosion hazards
  - Stable and unstable slopes
  - Valley meander belts
  - Dynamic beaches
- Other Hazardous lands:
  - Marine clay
  - Organic soils
  - Karst
- Wetlands
- Other areas that control the hydrologic function of wetlands

Each status table then summarizes the following information:

- Is the complete "**Regulation Limit**" available? (yes, partially or no).

- What **information** is required to establish or document establishment of the “Regulation Limit”? (*information includes engineering reports, models, manual surveys, logged time-series, telemetry data, air photos, LiDAR, conceptual models, etc.*).
  - Is the information available? (yes, partially or no).
- What specific **provincial guidance** tells us this information is required?
- General discussion points.

### Status Summary

The status tables, which are now in *final draft* form, document the following general findings:

- All hazard characterization services have **gaps** that need to be considered.
  - Gaps were identified with respect to each criterion, as above.
  - Gaps are currently believed to range from **simple**, and relatively easy to address, to **complex**, and challenging to address.
    - An example of a **simple gap** is documentation of what are believed to be the few minor **dynamic beaches** in the watershed. This should be assessed and documented for public record.
    - An example of a **complex gap** is regulation of development adjacent to slopes in the **marine clay** plain which spans much of the lower watershed. This could require significant resources; additional speciality expertise; a new geomorphological erosion and landslide monitoring program; and extensive municipal, provincial and resident cooperation.

During the course of the service review, which included a gap analysis and guidance review, the following opinions were also developed.

- The **hazard service needs** within RVCA may be more **substantial** than with other conservation authorities in the province.
  - For example, in the Rideau watershed there are vast wetlands and there is a large population base living within the marine clay plain which are not characteristic of most other watersheds in the province.
- The provincial **guidance is strong** but may need revisions to bring some aspects to current standards.
  - One exception is with respect to the hydrologic function of wetlands, where the Ministry of Natural Resources and Forestry does not provide guidance and we must rely on guidance from other provincial and conservation authority programs (i.e. stormwater management)

- Some service **inconsistencies** may exist.
  - **Resources** should be **allocated** to services based on a documented prioritization and long-term work planning process.
  - Specific **professional staff** should be **delegated** the responsibility to fulfill and document each hazard service.

#### Next steps

- During late 2019 and into the first quarter of 2020, RVCA **management** should **prioritize and schedule overarching implementation goals**, as to address the identified gaps amongst on-going priorities. These goals would be presented to the Board for review and approval.
- During late 2019 and into the first quarter of 2020, the project manager should undertake or facilitate completion of the **remaining project objectives**.
- Throughout 2020, designated senior technical staff should implement the **service framework** elements, within the context of priorities identified by management and the Board, to align RVCA services with regulatory requirements.
- It is understood, at this time, that a commensurate review of MOU services will also be undertaken in 2020 by the science team followed by a review of other RVCA services.

#### **Financial Considerations**

Financial impacts will be considered when draft implementation goals are presented to the Board of Directors in the first quarter of 2020.

#### **Legal Considerations**

RVCA is responsible for implementing Ontario Regulation 174/06 and other services officially delegated to conservation authorities by the province. Specific legal considerations will be considered when draft implementation goals are presented to the Board of Directors in the first quarter of 2020.

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

It is expected that implementation goals will generate new or updated RVCA policies.

#### **Link to Strategic Plan**

This review supports Priority Action #1 under Strategic Direction #1:

- Focus and tailor watershed monitoring to meet program and decision-making needs

Implementation goals resulting from this review will support many more strategic priorities across multiple strategic directions.



**7.0 Motts Mills Channel and Ponds Project (UCLG Site)  
Report #: 2-191128**

To: RVCA Board of Directors  
From: Dan Cooper  
Director of Conservation Lands and Stewardship  
Date: November 18, 2019

<input type="checkbox"/>	For Information
<input type="checkbox"/>	For Direction
<input checked="" type="checkbox"/>	For Adoption
<input checked="" type="checkbox"/>	Attachment – 3 pages

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**Recommendation:**

**That the Board of Directors of the Rideau Valley Conservation Authority approves Redpath Crane and Dragline to undertake the Motts Mills Channel & Ponds Project (United Counties of Leeds and Grenville site) at a cost of approximately \$79,382.50 plus HST.**

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**Purpose**

To seek approval from the Board of Directors to award a contract to provide excavation related services to rehabilitate a section of the Hutton Creek Wetland upstream of the Motts Mills earthen berm.

**Background**

The Motts Mills Committee including RVCA, Leeds and Grenville Stewardship Council, Ducks Unlimited Canada, United Counties of Leeds and Grenville, and local landowners have been working together to address issues in and around the former Motts Mills Dam near Toledo, Ontario.

A Wetland Management Plan was written in 2011 and updated in 2016. The centrepiece of the plan involved the replacement of the Motts Mills Dam that was originally built in 1952. This project was completed in 2015 when the dam was replaced with an earthen berm designed by Ducks Unlimited Canada.

Another important objective of the plan is to assess and rehabilitate the wetland. The area is currently 90% cattail and 10% open water. Historical air photos show that the Hutton Marsh Wetland was roughly 50/50 open water and emergent vegetation in 1963 (see figure 1). This hemi-marsh condition is often considered most ideal for waterfowl and generally supports the greatest wildlife species diversity. The wetland plan includes measures to help achieve this objective. One of the options is to initiate projects to mechanically remove the cattails and to dig ponds to create habitat for turtles and frogs.

Figure 1: Air photo comparison of ratio of open water:emergent vegetation

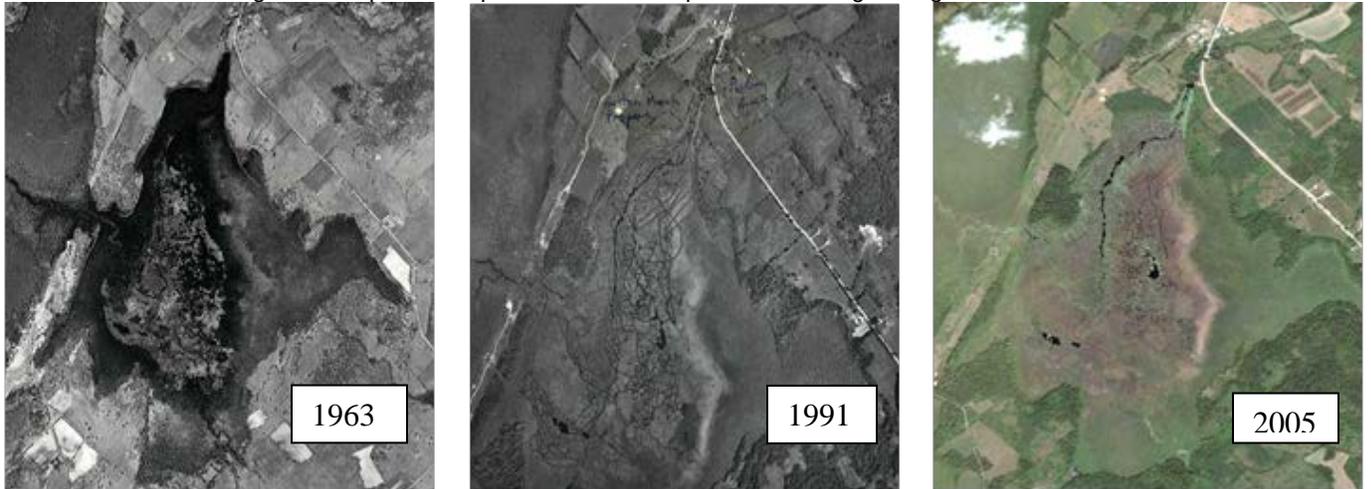
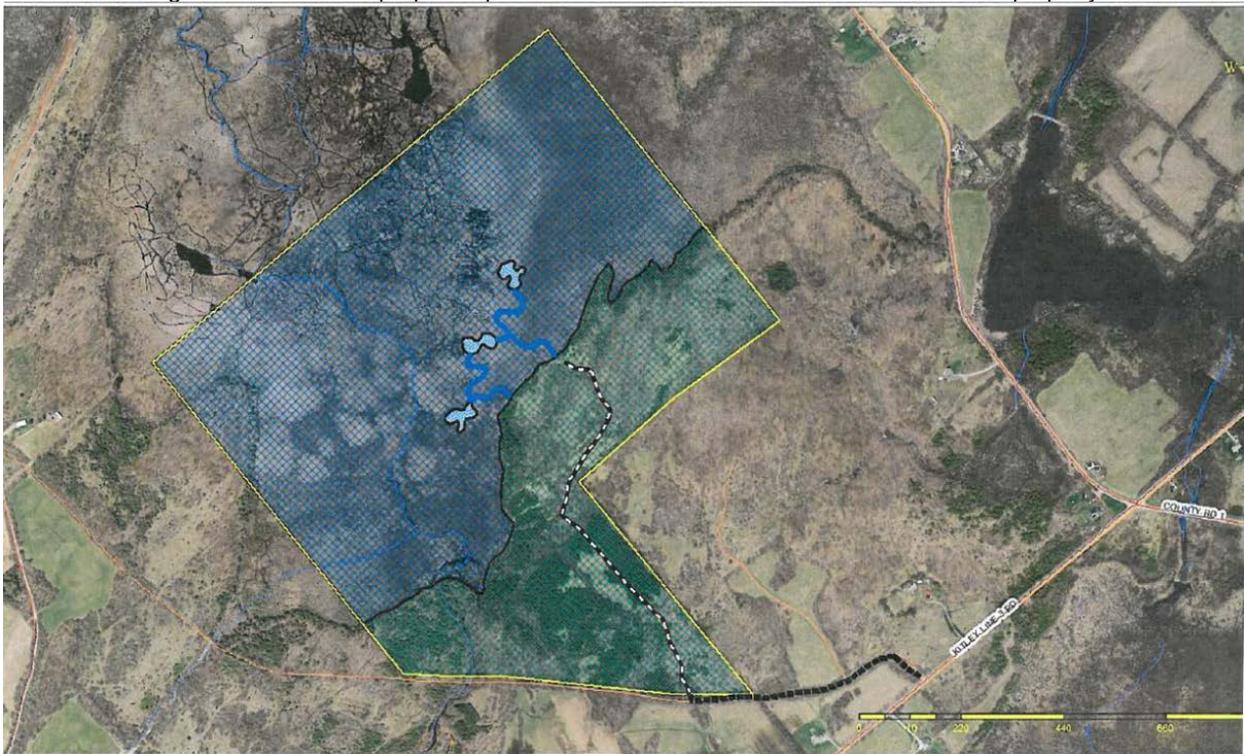


Figure 2: Location of proposed ponds on United Counties of Leeds and Grenville property



## Analysis

### Project Description

The Motts Mills Channel and Ponds project involves the excavation of three 0.20 hectare ponds and a 600 metre connecting channel in a section of the Hutton Creek Wetland which is owned by the United Counties of Leeds and Grenville. The project will excavate a total of 14,256 m<sup>3</sup> of material (2,640 m<sup>3</sup> to create each pond and 6,336 m<sup>3</sup> to create the channel).

Excavating ponds and channels was recommended as one of many measures to be incorporated to restore the wetland and to return it to the preferred hemi-marsh condition. Many locations were considered and this one was chosen because it is in public ownership, is accessible by the public and meets the landowner's objectives.

It is the committee's intention to offer a similar opportunity to the other 10 landowners who share a portion of the Hutton Creek Wetland.

### Results of RFP

To complete the work, a "Request for Quotes" was sent out to three experienced contractors. The contractors were chosen by staff at Ducks Unlimited Canada and the RVCA based on their knowledge and reputation related to this type of specialized work. The request was sent on October 9, 2019. All three contractors attended one of two site meetings. Two quotes were received and are summarized in the attached document. The Request for Quotes for the project included an Equipment Rental Agreement and the contractors were asked to submit what equipment they would use and the price per hour for each piece of equipment. Ducks Unlimited Canada compared the different pieces of equipment and compared their efficiencies to offer an anticipated final cost (see Table 1).

The anticipated costs include all of the activities related to the Equipment Rental Agreement. It is anticipated that other costs will be incurred including refueling, siltation mitigation and delays caused by weather and unique terrain and conditions.

Table 1: Bid Summaries

Company	Attended Site Visit	Anticipated Cost
Redpath	Yes	<b>\$66,272</b>
ASL Agrodrain	Yes	<b>\$76,636</b>
Tackaberry Construction	Yes	Did not Submit Quote

### **Input From Other Sources**

RVCA is considered the lead on this project but has relied heavily on Ducks Unlimited Canada for their expertise in understanding the complexity of the project. They were instrumental in producing and evaluating the request for proposals. The United Counties of Leeds and Grenville and the Township of Elizabethtown-Kitley also provided input and guidance as their properties are affected. And of course the Motts Mills Committee

continues to be instrumental in championing Hutton Creek Wetland enhancement projects and providing invaluable input and guidance.

### **Financial Considerations**

The Committee approved an upset limit of \$79,382.50 plus HST for this portion of the project. The total cost of the Ponds and Channel project is estimated to be \$90,117.50. Should any cost savings be realized during construction the extra funds will be used to build more or bigger ponds. The project is being paid for entirely with external funding generated through fundraising. Those efforts generated a total of \$90,117.50 from Wildlife Habitat Canada, Ducks Unlimited Canada, Rideau Valley Conservation Foundation, Leeds and Grenville Stewardship Council, Ontario Federation of Anglers and Hunter Zone F, and TD Friends of the Environment.

### **Legal Considerations**

None

### **Link to Strategic Plan**

This project supports Strategic Priority #2 under Strategic Direction #2 as well as Strategic Priority #3 under Strategic Direction #3:

- Continue to partner with landowners to reforest idle land, naturalize shorelines, enhance habitat and wetlands, re-inspect septic systems and implement other best management practices. Enhance these efforts where monitoring results indicate they are most needed.
- Continue to provide technical and financial assistance to help people undertake stewardship projects on their property.

### **Attachment:**

- Motts Mills RFP ERA Contractor Comparison (dated November 18, 2019):
  - Estimate of Material Excavation
  - Contractor Cost Summary Comparison



Ducks Unlimited  
Canada

## Motts Mills

# RFP ERA Contractor Comparison

November 18, 2019

**Ducks Unlimited Canada**  
**Ontario Region**

# Motts Mills RFP Tender Comparison

Estimate of material excavation:

Pond	Size (ha)	Variable Pond Depth (m)				Avg (m)	Volume (m3)	
		1.8	1.2	0.9	0.6		Neat	Bulked (10%) min
<b>1</b>	0.20	25	40	20	15	100		Percentage Depth
		900	960	360	180		<b>2,400</b>	<b>2,640</b>

<b>2</b>	0.20	25	40	20	15	100		Percentage Depth
		900	960	360	180		<b>2,400</b>	<b>2,640</b>

<b>3</b>	0.20	25	40	20	15	100		Percentage Depth
		900	960	360	180		<b>2,400</b>	<b>2,640</b>

Channel	Length (m)	Width (m)	Depth (m)			
<b>1</b>	600	8.0	1.2		<b>5,760</b>	<b>6,336</b>

## Volume (m3) Summary

	Neat	Bulked
<b>Ponds</b>	<b>7,200</b>	<b>7,920</b>
<b>Channel</b>	<b>5,760</b>	<b>6,336</b>
<b>Total</b>	<b>12,960</b>	<b>14,256</b>

## RFP Hourly Rates - Contractor Cost Summary Comparison

Contractor	Ponds & Channel Excavation	Mobilization	Matts	Sub Total	HST	Total	Difference
* Redpath	54,648	4,000	-	58,648	7,624	\$ 66,272	\$ -
ASL	60,826	1,080	5,914	67,819	8,816	\$ 76,636	\$ 10,363
** Tackaberry	0	0	0	0	0	\$ -	NA

\* Preferred Contractor based on cost comparison

\*\* Did not submit a RFP hourly rates - without notice

### Notes:

- 1: Three (3) experienced contractors were contacted and expressed interest in receiving a RFP Motts Mills Channel & Ponds UCLG
  - 1: Redpath Crain & Dragline
  - 2: ASL Agrodrain Limited
  - 3: Tackaberry G & Sons Construction Co Ltd
  
- 2: Site Meeting (optional) November 4, 2019 at 10:00 am
  - 1: Redpath Crain & Dragline - not present at site meeting but had made site visit earlier and familiar with site & work conditions
  - 2: ASL Agrodrain Limited - representatives present for site meeting
  - 3: Tackaberry G & Sons Construction Co Ltd - representative present for site meeting
  
- 3: RFP closing date and time: November 15, 2019 at 1:00 pm
  - 1: Redpath Crain & Dragline - submitted RFP hourly rates within closing date and time
  - 2: ASL Agrodrain Limited - submitted RFP hourly rates within closing date and time
  - 3: Tackaberry G & Sons Construction Co Ltd - declined to submit RFP hourly rates within closing date and time - without notice
  
- 4: Contractor cost summary comparison
  - Two (2) competitive RFP Equipment Hourly Rates were received and compared - cost estimate for main pond(s) and channel work
  - Based on cost estimates for work - recommended contractor to be awarded work would be Redpath Crane & Dragline
  - main advantage of Redpath is their dragline equipment and ability to efficiently move excavated material to designated spoil location (length of dragline boom and bucket cable to reach further without having to multi handle excavated spoil material) they also have specialized equipment (Argo & Bombardier - as noted on ERA) that they will use and available for rent
  - Fueling will be an issue of lost time for ASL as they will be fueling from shore and will have to track and mat back and fourth from the pond location, where as Redpath will fuel from an Argo or Bombardier and Dragline will not have to move



**8.0 2020 Fee Schedule for Conservation Area Facilities  
Report #: 3-191128**

To: RVCA Board of Directors  
From: Megan Dunster  
Conservation Lands Planner  
Date: November 28, 2019

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<input type="checkbox"/>	For Direction
<input checked="" type="checkbox"/>	For Adoption
<input checked="" type="checkbox"/>	Attachment – 1 page

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**Recommendation:**

**THAT the Board of Directors of the Rideau Valley Conservation Authority approve the attached fee schedule for the rental of conservation area facilities and that this fee schedule take effect January 1, 2020.**

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**Purpose**

To seek approval from the Board of Directors to implement the attached fee schedule on January 1, 2019 for all conservation area facility rentals.

**Background**

At some conservation areas, the RVCA offers facility rentals, education programs and day camps which strive to operate on a cost recovery basis through user fees. Last year the Board of Directors approved a new fee schedule for education programs and day camps. This year, staff undertook a review of its current facility rental fee structure and it was determined that rental fees should increase to better cover costs and that a modest increase in fees would still keep facilities affordable for current user groups (e.g. Girl Guides, Scouts). Facilities that visitors can rent at some conservation areas include, picnic shelters, interpretive centres and group camping areas.

**Analysis**

RVCA has not increased its fees for facility rentals since 2010. Most of the proposed fee increases for 2020 are consistent with inflation rates while some are slightly higher. Staff reviewed current rates and determined the fee increases based on what other conservation authorities are charging visitors as well as what would be accepted by current users.

**Input From Other Sources**

Staff reviewed what neighbouring conservation authorities charge visitors to rent their facilities.

**Financial Considerations**

The modest increase in rental fees will help offset the cost of maintenance and upkeep for the facilities.

**Legal Considerations**

N/A

**Link to Strategic Plan**

This fee schedule review supports Strategic Priority #2 under Strategic Direction #4:

- Review delivery costs, revenue generation and value to the watershed for all programs and implement changes that improve efficiency, effectiveness and client service.

**Attachment:**

- RVCA Conservation Area Facility Rentals – Proposed 2020 Fee Schedule

## RVCA Conservation Area Facility Rentals – Proposed 2020 Fee Schedule

Facility	Capacity (people)	Current Fee	Proposed Fee for Foley	Proposed Fee for Baxter
<b>Interpretive Centre</b> Day Meeting (Monday to Friday) 8am to 4pm	60	\$80	\$90	\$125
<b>Interpretive Centre</b> Evening Meeting (Monday to Friday) After 4:00pm	60	---	\$90	\$100
<b>Interpretive Centre</b> Extended Meeting (Monday to Friday) 8am to 11pm	60	\$150	\$160	\$175
<b>Interpretive Centre</b> Day Meeting (Saturday/Sunday)	60	\$150	\$160	\$175
<b>Interpretive Centre</b> Social Rentals (e.g. family reunions, staff parties)	60	\$300	\$200	\$250
<b>Interpretive Centre</b> Community Group Overnight (1 night)	25	\$200	\$225	\$275
<b>Interpretive Centre</b> Community Group Overnight (1 ½ days)	25	\$275	\$300	--
<b>Interpretive Centre</b> Community Group Overnight (Weekend: Friday to Sunday)	25	\$350	\$400	\$425
<b>Group Camping Area</b> (Baxter, Foley, Mill Pond)	100	\$6 / person / night (min \$75/night)	1-15 people: \$75 16-30 people: \$150 30+ people: contact staff for more info	
<b>River Cabin (Baxter)</b> Day Rental	25	\$50	---	\$65/day
<b>River Cabin (Baxter)</b> Overnight Rental	12	\$75/night	---	\$90/night
<b>Silversides (Foley)</b> Day Rental	60	\$50	\$65	---
<b>Silversides (Foley)</b> Overnight Rental	15-25	\$75/night	\$100/night	---
<b>Silversides (Foley)</b> Overnight Rental Package	30	--	\$200/night \$350/weekend	--
<b>Picnic Shelter</b> (Baxter, Foley, Rideau Ferry)	100	\$70	\$75 with 1-10 vehicles: \$125 with 11-20 vehicles: \$175 with 20+ vehicles: \$225	



**9.0 Financial Reports for the Period Ending September 30, 2019  
Report #: 4-191128**

To: RVCA Board of Directors  
From: Sarah Wayne  
Manager of Finance and Human Resources  
Date: November 21, 2019

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<input type="checkbox"/>	For Direction
<input checked="" type="checkbox"/>	For Adoption
<input checked="" type="checkbox"/>	Attachment – 5 pages

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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, 2019.**

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**Purpose**

To present financial reports for the period ending September 30, 2019 to the Board of Directors for review and approval.

**Background**

The first attachment shows revenues and expenditures against the 2019 budget and the 2018 year, plus projections to year end. The second attachment shows revenues and expenditures by program, side-by-side, with projections to year end. The third attachment is the Balance Sheet at September 30, 2019.

**Analysis**

At this time, operations are generally proceeding as planned, with some projected savings in expenses. Three notable exceptions are:

- The \$117,000 decrease in provincial funding from MNRF announced earlier this year (a reduction of approximately 50%)
- The \$703,000 increase in Rideau River Ice Management (a cost that is fully funded by the City of Ottawa through a Special Levy).
- A projected \$133,000 increase in user fee revenue in Planning Advisory and Regulatory Services due to a higher volume of applications than estimated

We also expect to realize some savings in staffing costs due to leaves which left some positions vacant for a portion of the year, additional government funding for youth jobs that we were able to access this year, plus a change in policy to have staff use up vacation balances. In addition, staff across all program areas have once again endeavored to realize non-payroll cost savings where possible. As such, we project a year end operating surplus of approximately \$310,000.

At a high level, we are showing an operating surplus of \$2.3 million at September 30, 2019 (similar to the \$2.4 million surplus we were showing at this time last year). The surplus is due to the front-loading of levy revenue; we have recognized all of our annual levy revenue by September 30 but have incurred only 9 months of operating expenses). For the same reason, on the Balance Sheet, our financial asset balance is up significantly over the December 31, 2018 balance.

### Program Highlights

- Watershed Science and Engineering Services
  - *Water Control Infrastructure Operations* consists mostly of the Rideau River Ice Management program, which is invoiced to RVCA by the City of Ottawa and funded by the City through a Special Levy. Costs and revenue are up by \$703,000 over budget.
- Planning Advisory and Regulatory Services
  - Overall costs in this department are tracking as expected, however costs in each program can be higher or lower than budgeted as staff resources are deployed in response to application requirements. User fees are tracking about \$133,000 over budget due to higher than expected activity.
- Stewardship Services
  - Costs and revenues are tracking as expected except for *Rural Clean Water* which is projected to come in with costs and revenues lower by \$100,000. This program relies upon landowners undertaking improvement projects, so level of activity is difficult to predict.
- Conservation Land Management Services
  - *Foley Mountain* and *Baxter Conservation Areas* have seen higher user activity than budgeted, by approximately \$50,000 in total. Additional revenues are offset by the costs of additional casual labour to deliver programs.
- Corporate Services
  - *Finance and Administration* revenue is expected to exceed budget by \$50,000 due to conservative budgeting of interest revenue.
  - *Communications* expects to have costs \$30,000 below budget due to a partial staff vacancy and postponed expenditures.
- Capital Projects
  - Revenue is projected to be under budget by approximately \$135,000 as fewer large projects were undertaken by the City of Ottawa than we had projected. Additionally, in 2019, these projects were of the fee-for-service type, in contrast to our budget which expected projects where we would assume ownership of the asset. As such, costs of the projects appear as

expenses in our actual results, instead of capital assets (a “below the line” item). There is no net change to the accumulated surplus of the RVCA as a result of this difference.

**Input From Other Sources**

n/a

**Financial Considerations**

See analysis section

**Legal Considerations**

n/a

**Adherence to RVCA Policy**

n/a

**Link to Strategic Plan**

The attached financial reporting supports Priority #3 under Strategic Direction #4

- *Modernize financial processes, including budgeting and reporting, to increase automation, strengthen internal controls and provide timely and reliable data.*

**Attachments:**

- Expenditure and Revenue Report (January to September 2019) – actuals vs budget and prior year
- Expenditure and Revenue Report (January to September 30, 2019) – side-by-side format
- Balance Sheet as at September 30, 2019

**Rideau Valley Conservation Authority  
Expenditure and Revenue Report**

<b>For the period ending September 30, 2019</b>	<b>Fiscal 2018 Audited</b>	<b>2019 Approved Budget</b>	<b>2019 Year to Date Actuals</b>	<b>Projections to Year End</b>
<b>Revenue</b>	<b>\$ 10,381,477</b>	<b>\$ 10,765,201</b>	<b>\$ 9,471,906</b>	<b>\$ 11,379,338</b>
<b>Watershed Sciences and Engineering Services</b>	<b>\$ 3,198,027</b>	<b>\$ 3,017,608</b>	<b>\$ 2,665,075</b>	<b>\$ 3,611,935</b>
Program Management	\$ 114,340	\$ 59,508	\$ 51,478	\$ 51,478
Watershed Report Cards	\$ 184,859	\$ 164,610	\$ 164,610	\$ 164,610
Drinking Water Source Protection	\$ 201,874	\$ 230,803	\$ 154,399	\$ 230,803
Surface Water Quality Monitoring	\$ 375,059	\$ 475,715	\$ 445,799	\$ 445,779
Hydrometric Monitoring and Forecasting	\$ 250,711	\$ 254,933	\$ 250,209	\$ 250,209
Flood Erosion and Drought Studies	\$ 356,321	\$ 323,115	\$ 245,750	\$ 323,115
Ground Water Monitoring	\$ 283,990	\$ 291,745	\$ 222,154	\$ 222,154
Aquatic and Terrestrial Habitat Monitoring	\$ 423,160	\$ 410,185	\$ 381,010	\$ 420,185
Water Control Infrastructure Operations	\$ 960,813	\$ 757,395	\$ 700,067	\$ 1,454,002
Amortization	\$ 46,900	\$ 49,600	\$ 49,600	\$ 49,600
<b>Planning Advisory and Regulatory Services</b>	<b>\$ 2,179,521</b>	<b>\$ 2,086,021</b>	<b>\$ 2,017,310</b>	<b>\$ 2,219,816</b>
Program Management	\$ 115,454	\$ 126,361	\$ 126,361	\$ 126,361
Site Specific Plan Review	\$ 565,841	\$ 613,353	\$ 584,900	\$ 653,618
Non-Site Specific Plan Input	\$ 181,366	\$ 173,266	\$ 168,133	\$ 168,133
S. 28 Conservation Authorities Act	\$ 575,240	\$ 595,264	\$ 563,618	\$ 605,618
S. 28 Conservation Authorities Act - Program Developer	\$ 19,860	\$ 20,135	\$ 20,135	\$ 20,135
Part IV Clean Water Act	\$ 20,599	\$ 7,800	\$ 2,200	\$ 4,000
Part VIII Building Code Act	\$ 678,707	\$ 524,251	\$ 491,946	\$ 554,251
Septic Re-Inspection Program	\$ 19,854	\$ 22,889	\$ 57,317	\$ 85,000
Amortization	\$ 2,600	\$ 2,700	\$ 2,700	\$ 2,700
<b>Stewardship Services</b>	<b>\$ 1,744,847</b>	<b>\$ 1,647,034</b>	<b>\$ 1,144,783</b>	<b>\$ 1,564,716</b>
Program Management	\$ 143,184	\$ 147,733	\$ 147,733	\$ 147,733
LRC - Storefront\General Stewardship	\$ 177,122	\$ -	\$ -	\$ -
Private Land Forestry Assistance	\$ 733,107	\$ 646,315	\$ 467,803	\$ 646,315
Clean Water Program	\$ 372,234	\$ 498,280	\$ 284,985	\$ 398,280
Shoreline Stewardship Program	\$ 202,070	\$ 279,382	\$ 161,255	\$ 279,382
Beaver Management	\$ 15,164	\$ 6,000	\$ 6,000	\$ 6,000
Ontario Rural Wastewater Centre	\$ 99,441	\$ 66,723	\$ 74,406	\$ 84,406
Amortization	\$ 2,525	\$ 2,600	\$ 2,600	\$ 2,600
<b>Conservation Land Management Services</b>	<b>\$ 1,193,379</b>	<b>\$ 1,293,767</b>	<b>\$ 1,179,111</b>	<b>\$ 1,341,678</b>
Program Management	\$ 88,913	\$ 87,986	\$ 87,986	\$ 87,896
Land Donations / Acquisitions	\$ 4,207	\$ 20,000	\$ -	\$ 10,000
Baxter Conservation Area	\$ 330,891	\$ 309,743	\$ 290,924	\$ 349,743
Foley Mountain Conservation Area	\$ 280,932	\$ 297,679	\$ 292,939	\$ 315,679
Other Developed Conservation Areas	\$ 222,666	\$ 286,635	\$ 260,437	\$ 286,635
Other Conservation Lands	\$ 182,853	\$ 210,325	\$ 197,425	\$ 210,325
Lease and Management Agreements	\$ 34,241	\$ 32,000	\$ -	\$ 32,000
Amortization	\$ 48,675	\$ 49,400	\$ 49,400	\$ 49,400
<b>Corporate Services</b>	<b>\$ 1,483,028</b>	<b>\$ 1,560,273</b>	<b>\$ 1,610,417</b>	<b>\$ 1,614,336</b>
Management and Members	\$ 290,671	\$ 298,211	\$ 293,251	\$ 293,251
Finance and Administration	\$ 448,719	\$ 421,309	\$ 476,390	\$ 480,309
Communications	\$ 198,926	\$ 275,470	\$ 275,493	\$ 275,493
Foundation	\$ 84,615	\$ 87,386	\$ 87,386	\$ 87,386
Watershed Information Management System	\$ 200,461	\$ 228,655	\$ 228,655	\$ 228,655
Headquarter Lease and Management	\$ 259,637	\$ 249,242	\$ 249,242	\$ 249,242
<b>Internal Recoveries</b>	<b>\$ 273,810</b>	<b>\$ 268,999</b>	<b>\$ 271,597</b>	<b>\$ 268,999</b>
Amortization	\$ 269,614	\$ 254,300	\$ 254,300	\$ 254,300
Internal Recoveries	\$ 4,196	\$ 14,699	\$ 17,297	\$ 14,699
<b>Capital Projects</b>	<b>\$ 308,863</b>	<b>\$ 891,500</b>	<b>\$ 583,614</b>	<b>\$ 757,858</b>
Capital Projects	\$ 308,863	\$ 891,500	\$ 583,614	\$ 757,858

<b>Expenses</b>	<b>\$ 9,320,098</b>	<b>\$ 9,850,116</b>	<b>\$ 7,118,851</b>	<b>\$ 11,068,522</b>
<b>Watershed Sciences and Engineering Services</b>	<b>\$ 3,124,639</b>	<b>\$ 3,021,314</b>	<b>\$ 1,729,009</b>	<b>\$ 3,698,150</b>
Program Management	\$ 177,164	\$ 59,971	\$ 81,036	\$ 99,971
Watershed Report Cards	\$ 203,429	\$ 165,073	\$ 118,308	\$ 140,073
Drinking Water Source Protection	\$ 201,874	\$ 230,803	\$ 153,637	\$ 230,803
Surface Water Quality Monitoring	\$ 320,871	\$ 476,179	\$ 311,565	\$ 440,779
Hydrometric Monitoring and Forecasting	\$ 224,025	\$ 255,396	\$ 231,061	\$ 255,396
Flood Erosion and Drought Studies	\$ 321,262	\$ 323,578	\$ 256,438	\$ 323,578
Ground Water Monitoring	\$ 236,311	\$ 292,208	\$ 143,443	\$ 222,208
Aquatic and Terrestrial Habitat Monitoring	\$ 405,973	\$ 410,649	\$ 295,217	\$ 420,649
Water Control Infrastructure Operations	\$ 982,586	\$ 757,858	\$ 59,219	\$ 1,454,002
Amortization	\$ 51,143	\$ 49,600	\$ 79,085	\$ 110,691
<b>Planning Advisory and Regulatory Services</b>	<b>\$ 1,855,084</b>	<b>\$ 2,088,338</b>	<b>\$ 1,636,083</b>	<b>\$ 2,078,648</b>
Program Management	\$ 92,283	\$ 126,824	\$ 111,721	\$ 136,824
Site Specific Plan Review	\$ 459,358	\$ 613,817	\$ 362,483	\$ 508,817
Non-Site Specific Plan Input	\$ 120,997	\$ 173,730	\$ 122,827	\$ 158,730
S. 28 Conservation Authorities Act	\$ 554,559	\$ 595,727	\$ 514,346	\$ 600,727
S. 28 Conservation Authorities Act - Program Developer	\$ 40,594	\$ 20,599	\$ 26,317	\$ 32,599
Part IV Clean Water Act	\$ 20,599	\$ 7,800	\$ 3,119	\$ 4,000
Part VIII Building Code Act	\$ 544,000	\$ 524,251	\$ 428,257	\$ 549,251
Septic Re-Inspection Program	\$ 19,957	\$ 22,889	\$ 64,960	\$ 85,000
Amortization	\$ 2,736	\$ 2,700	\$ 2,052	\$ 2,700
<b>Stewardship Services</b>	<b>\$ 1,546,331</b>	<b>\$ 1,649,351</b>	<b>\$ 1,062,832</b>	<b>\$ 1,550,351</b>
Program Management	\$ 139,711	\$ 148,197	\$ 100,211	\$ 135,197
LRC - Storefront\General Stewardship	\$ 159,592	\$ -	\$ -	\$ -
LRC - Production Centre	\$ (22,850)	\$ -	\$ (0)	\$ -
Private Land Forestry Assistance	\$ 595,476	\$ 646,778	\$ 503,358	\$ 646,778
Clean Water Program	\$ 372,234	\$ 498,744	\$ 166,565	\$ 398,744
Shoreline Stewardship Program	\$ 202,070	\$ 279,846	\$ 235,607	\$ 275,846
Beaver Management	\$ 9,070	\$ 6,463	\$ 2,153	\$ 6,463
Ontario Rural Wastewater Centre	\$ 88,360	\$ 66,723	\$ 52,938	\$ 84,723
Amortization	\$ 2,667	\$ 2,600	\$ 2,001	\$ 2,600
<b>Conservation Land Management Services</b>	<b>\$ 1,114,254</b>	<b>\$ 1,296,084</b>	<b>\$ 995,462</b>	<b>\$ 1,334,709</b>
Program Management	\$ 57,413	\$ 88,449	\$ 59,218	\$ 95,000
Land Donations / Acquisitions	\$ 4,207	\$ 20,000	\$ 7,090	\$ 10,000
Baxter Conservation Area	\$ 309,759	\$ 310,206	\$ 294,162	\$ 349,743
Foley Mountain Conservation Area	\$ 265,735	\$ 298,142	\$ 230,101	\$ 310,679
Other Developed Conservation Areas	\$ 204,099	\$ 287,098	\$ 194,001	\$ 277,098
Other Conservation Lands	\$ 188,778	\$ 210,789	\$ 158,782	\$ 210,789
Lease and Management Agreements	\$ 33,365	\$ 32,000	\$ 14,609	\$ 32,000
Amortization	\$ 50,898	\$ 49,400	\$ 37,499	\$ 49,400
<b>Corporate Services</b>	<b>\$ 1,302,166</b>	<b>\$ 1,563,516</b>	<b>\$ 1,057,558</b>	<b>\$ 1,439,348</b>
Management and Members	\$ 265,241	\$ 298,674	\$ 222,769	\$ 293,674
Finance and Administration	\$ 433,946	\$ 421,772	\$ 293,122	\$ 411,772
Communications	\$ 150,844	\$ 276,396	\$ 156,241	\$ 241,693
Foundation	\$ 77,111	\$ 87,849	\$ 65,204	\$ 87,849
Watershed Information Management System	\$ 185,061	\$ 229,118	\$ 175,892	\$ 225,118
Headquarter Lease and Management	\$ 189,965	\$ 249,705	\$ 144,330	\$ 179,242
<b>Internal Recoveries</b>	<b>\$ 152,098</b>	<b>\$ 200,480</b>	<b>\$ 112,905</b>	<b>\$ 188,424</b>
Common Cost	\$ (1,537)	\$ 14,699	\$ 10,487	\$ 14,699
Vehicles and Equipment	\$ (104,921)	\$ (68,518)	\$ (92,337)	\$ (68,518)
Amortization	\$ 263,003	\$ 254,300	\$ 206,813	\$ 254,300
Gain on Disposal	\$ (4,447)	\$ -	\$ (12,057)	\$ (12,057)
<b>Capital Projects</b>	<b>\$ 204,491</b>	<b>\$ 10,000</b>	<b>\$ 509,226</b>	<b>\$ 757,858</b>
Water Control Structures	\$ 204,491	\$ 10,000	\$ 509,226	\$ 757,858
<b>Non Pension Benefit Obligation</b>	<b>\$ 21,034</b>	<b>\$ 21,034</b>	<b>\$ 15,775</b>	<b>\$ 21,034</b>
Non-Pension Benefit Obligation	\$ 21,034	\$ 21,034	\$ 15,775	\$ 21,034
<b>Annual Surplus (Deficit)</b>	<b>\$ 1,061,379</b>	<b>\$ 915,085</b>	<b>\$ 2,353,056</b>	<b>\$ 310,816</b>

<b>TCA, Reserves, and Debenture Activity</b>				
Assets Capitalized as TCA	\$ (243,866)	\$ (915,000)		\$ (119,362)
Gain on Disposal of Tangible Capital Assets	\$ (4,447)	\$ -		\$ (12,057)
Amortization	\$ 370,448	\$ 358,600		\$ 419,691
Proceeds on Disposal of Tangible Capital Assets	\$ 12,871	\$ -		
Repayment of obligation under capital lease	\$ (263,667)	\$ (274,667)		\$ (274,667)
Transfers from reserves	\$ 68,803	\$ 35,000		\$ 35,000
Transfers to reserves	\$ (1,000,909)	\$ (119,018)		\$ (119,018)
<b>Increase/(decrease) in Unrestricted Surplus</b>	\$ 611	\$ 0	\$ 2,353,056	\$ 240,403

**Rideau Valley Conservation Authority**  
**Expenditure and Revenue Report (Attachment 1)**

For the period ending September 30, 2019	2019 Year to Date Actuals			Projections to Year End		
	Revenue	Expenses	Net Income	Revenue	Expenses	Net Income
<b>Watershed Sciences and Engineering Services</b>	<b>\$2,665,075</b>	<b>\$1,729,009</b>	<b>\$936,067</b>	<b>\$3,611,935</b>	<b>\$3,698,150</b>	<b>(\$86,215)</b>
Program Management	\$51,478	\$81,036	(\$29,559)	\$51,478	\$99,971	(\$48,493)
Watershed Report Cards	\$164,610	\$118,308	\$46,302	\$164,610	\$140,073	\$24,537
Drinking Water Source Protection	\$154,399	\$153,637	\$762	\$230,803	\$230,803	\$0
Surface Water Quality Monitoring	\$445,799	\$311,565	\$134,234	\$445,779	\$440,779	\$5,000
Hydrometric Monitoring and Forecasting	\$250,209	\$231,061	\$19,148	\$250,209	\$255,396	(\$5,187)
Flood Erosion and Drought Studies	\$245,750	\$256,438	(\$10,688)	\$323,115	\$323,578	(\$463)
Groundwater Monitoring	\$222,154	\$143,443	\$78,710	\$222,154	\$222,208	(\$54)
Aquatic and Terrestrial Habitat Monitoring	\$381,010	\$295,217	\$85,793	\$420,185	\$420,649	(\$464)
Water Control Infrastructure Operations	\$700,067	\$59,219	\$640,848	\$1,454,002	\$1,454,002	\$0
Amortization	\$49,600	\$79,085	(\$29,485)	\$49,600	\$110,691	(\$61,091)
<b>Planning Advisory and Regulatory Services</b>	<b>\$2,017,310</b>	<b>\$1,636,083</b>	<b>\$381,227</b>	<b>\$2,219,816</b>	<b>\$2,078,648</b>	<b>\$141,168</b>
Program Management	\$126,361	\$111,721	\$14,641	\$126,361	\$136,824	(\$10,463)
Site Specific Plan Review	\$584,900	\$362,483	\$222,417	\$653,618	\$508,817	\$144,801
Non-Site Specific Plan Input	\$168,133	\$122,827	\$45,306	\$168,133	\$158,730	\$9,403
S. 28 Conservation Authorities Act	\$563,618	\$514,346	\$49,271	\$605,618	\$600,727	\$4,891
S. 28 Conservation Authorities Act - Program Dev.	\$20,135	\$26,317	(\$6,182)	\$20,135	\$32,599	(\$12,464)
Part IV Clean Water Act	\$2,200	\$3,119	(\$919)	\$4,000	\$4,000	\$0
Part VIII Building Code Act	\$491,946	\$428,257	\$63,689	\$554,251	\$549,251	\$5,000
Septic Re-Inspection Program	\$57,317	\$64,960	(\$7,644)	\$85,000	\$85,000	\$0
Amortization	\$2,700	\$2,052	\$648	\$2,700	\$2,700	\$0
<b>Stewardship Services</b>	<b>\$1,144,783</b>	<b>\$1,062,832</b>	<b>\$81,951</b>	<b>\$1,564,716</b>	<b>\$1,550,351</b>	<b>\$14,365</b>
Program Management	\$147,733	\$100,211	\$47,522	\$147,733	\$135,197	\$12,536
LRC - Storefront/General Stewardship	\$0	\$0	\$0	\$0	\$0	\$0
LRC - Production Centre	\$0	(\$0)	\$0	\$0	\$0	\$0
Private Land Forestry Assistance	\$467,803	\$503,358	(\$35,555)	\$646,315	\$646,778	(\$463)
Clean Water Program	\$284,985	\$166,565	\$118,420	\$398,280	\$398,744	(\$464)
Shoreline Stewardship Program	\$161,255	\$235,607	(\$74,352)	\$279,382	\$275,846	\$3,536
Beaver Management	\$6,000	\$2,153	\$3,847	\$6,000	\$6,463	(\$463)
Ontario Rural Wastewater Centre	\$74,406	\$52,938	\$21,468	\$84,406	\$84,723	(\$317)
Amortization	\$2,600	\$2,001	\$600	\$2,600	\$2,600	\$0
<b>Conservation Land Management Services</b>	<b>\$1,179,111</b>	<b>\$995,462</b>	<b>\$183,649</b>	<b>\$1,341,678</b>	<b>\$1,334,709</b>	<b>\$6,969</b>
Program Management	\$87,986	\$59,218	\$28,768	\$87,896	\$95,000	(\$7,104)
Land Donations / Acquisitions	\$0	\$7,090	(\$7,090)	\$10,000	\$10,000	\$0
Baxter Conservation Area	\$290,924	\$294,162	(\$3,238)	\$349,743	\$349,743	\$0
Foley Mountain Conservation Area	\$292,939	\$230,101	\$62,838	\$315,679	\$310,679	\$5,000
Other Developed Conservation Areas	\$260,437	\$194,001	\$66,436	\$286,635	\$277,098	\$9,537
Other Conservation Lands	\$197,425	\$158,782	\$38,643	\$210,325	\$210,789	(\$464)
Lease and Management Agreements	\$0	\$14,609	(\$14,609)	\$32,000	\$32,000	\$0
Amortization	\$49,400	\$37,499	\$11,901	\$49,400	\$49,400	\$0
<b>Corporate Services</b>	<b>\$1,610,417</b>	<b>\$1,057,558</b>	<b>\$552,859</b>	<b>\$1,614,336</b>	<b>\$1,439,348</b>	<b>\$174,988</b>
Management and Members	\$293,251	\$222,769	\$70,482	\$293,251	\$293,674	(\$423)
Finance and Administration	\$476,390	\$293,122	\$183,268	\$480,309	\$411,772	\$68,537
Communications	\$275,493	\$156,241	\$119,252	\$275,493	\$241,693	\$33,800
Foundation	\$87,386	\$65,204	\$22,182	\$87,386	\$87,849	(\$463)
Watershed Information Management System	\$228,655	\$175,892	\$52,763	\$228,655	\$225,118	\$3,537
Headquarter Lease and Management	\$249,242	\$144,330	\$104,912	\$249,242	\$179,242	\$70,000
<b>Internal Recoveries</b>	<b>\$271,597</b>	<b>\$112,905</b>	<b>\$158,691</b>	<b>\$268,999</b>	<b>\$188,424</b>	<b>\$80,575</b>
Common Cost	\$17,297	\$10,487	\$6,810	\$14,699	\$14,699	\$0
Vehicles and Equipment	\$0	(\$92,337)	\$92,337	\$0	(\$68,518)	\$68,518
Amortization	\$254,300	\$206,813	\$47,487	\$254,300	\$254,300	\$0
Gain on Disposal	\$0	(\$12,057)	\$12,057	\$0	(\$12,057)	\$12,057
<b>Capital Projects</b>	<b>\$583,614</b>	<b>\$509,226</b>	<b>\$74,387</b>	<b>\$757,858</b>	<b>\$757,858</b>	<b>\$0</b>
Capital Projects	\$583,614	\$509,226	\$74,387	\$757,858	\$757,858	\$0
<b>Non Pension Post Retirement Benefit Obligation</b>	<b>\$0</b>	<b>\$15,775</b>	<b>(\$15,775)</b>	<b>\$0</b>	<b>\$21,034</b>	<b>(\$21,034)</b>
Non Pension Post Retirement Benefit Obligation	\$0	\$15,775	(\$15,775)	\$0	\$21,034	(\$21,034)
	<b>\$9,471,906</b>	<b>\$7,118,851</b>	<b>\$2,353,056</b>	<b>\$11,379,338</b>	<b>\$11,068,522</b>	<b>\$310,816</b>

<b>Rideau Valley Conservation Authority</b>	<b>September 30,</b>	<b>December 31,</b>
<b>Balance Sheet</b>	<b>2019</b>	<b>2018 (Audited)</b>
<b>Financial Assets</b>		
Cash and Short Term Investments	6,648,022	5,165,686
Accounts Receivable	1,869,638	944,143
	<b>8,517,660</b>	<b>6,109,829</b>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	605,514	770,646
Vacation pay and sick leave entitlements	338,695	183,304
Deferred revenues	1,560,024	1,563,418
Non pension post retirement benefits	436,619	420,844
Obligation under capital lease	2,636,499	2,840,665
	<b>5,577,352</b>	<b>5,778,878</b>
<b>Net Financial Assets (Debt)</b>	<b>2,940,308</b>	<b>330,951</b>
<b>Non-Financial Assets</b>		
Tangible capital assets	10,931,788	11,205,350
Prepaid expenses	75,225	57,964
	<b>11,007,013</b>	<b>11,263,314</b>
<b>Accumulated Surplus</b>	<b>13,947,320</b>	<b>11,594,265</b>



**10.0 2020 Draft Budget  
Report #: 5-191128**

To: RVCA Board of Directors  
From: Sarah Wayne  
Manager, Finance & HR  
Date: November 21, 2019

<input type="checkbox"/>	For Information
<input checked="" type="checkbox"/>	For Direction
<input type="checkbox"/>	For Adoption
<input checked="" type="checkbox"/>	Attachments – 9 pages

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**Recommendation:**

**THAT the Board of Directors of the Rideau Valley Conservation Authority receives the attached 2020 Draft Budget and Levy Apportionment sheet and directs staff to circulate it to all member municipalities for review and comment along with RVCA's 2020 Workplan.**

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**Purpose**

To present draft operation and capital budgets for the RVCA for the year 2020 and seek approval to circulate them to member municipalities for their review and comment.

**Background**

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

1. Staff provide a high level summary of budget factors in September and seek budget direction from the Board.
2. Staff presents a preliminary draft budget in October for review and comment.
3. Staff returns with a draft budget in November, updated if necessary based on Board input plus further information that may have become available. Staff requests direction from the Board to circulate this draft budget to member municipalities for review and comment along with a workplan.
4. Staff presents a proposed budget for Board approval in February where the Board takes into consideration any comments received from municipalities.

At their September 2019 meeting, the Board received a high level summary of RVCA's 2019 budget and an overview of the 2020 budget factors and pressures. The Board then directed staff to prepare a preliminary draft budget for 2020 based on the following direction:

- A municipal levy increase of 2% plus assessment growth which is 1.5%
- An increase in fees of 2%
- A cost of living increase for staff closer to 1.9% which is the August to August Consumer Price Index (management had proposed 1%)

In keeping with a commitment to continuously improve RVCA's budgeting and financial reporting processes, staff presented RVCA's 2020 budget in two parts: Operations and Capital. This step is in preparation for completing a long-term capital asset budget and capital asset management plan in 2020. The 2019 Budget numbers have been re-stated for this separation of operations and capital items.

The attached draft budget contains only three changes from the preliminary draft budget presented in October, all of which are based on third quarter financial results for 2019:

1. Having received the invoice from the City of Ottawa for 2019 *Rideau River Ice Management*, the program expense for 2020 has been adjusted upward by approximately \$321,000 and the City of Ottawa's corresponding special levy has been increased by the same amount.
2. Staff allocations were changed slightly between WSES Program Management, Section 28, and Plan Review – no change to total expenditures.
3. Grant expenditures in *Rural Clean Water* were decreased by \$70,000 with an equal reduction in related revenue.

### Analysis

The attached draft budget totals \$10,741,642 which can be broken down as follows:

<b>2020 Draft Budget Overview</b>			
		2019 Budget	2020 Budget
Operating Costs			
Staffing Costs			
	Salary	\$ 4,521,557	\$ 4,681,787
	Payroll taxes and benefits	\$ 1,232,977	\$ 1,258,118
	<b>Subtotal of Staffing Costs</b>	<b>\$ 5,754,534</b>	<b>\$ 5,939,906</b>
	Non-Labour Operating Costs	\$ 2,981,924	\$ 3,265,660
	Rideau River Ice Management	\$ 675,059	\$ 996,215
	<b>Total Operating Costs</b>	<b>\$ 9,411,517</b>	<b>\$ 10,201,781</b>
Capital Costs			
	Water Control Infrastructure TCA's	\$ 860,000	\$ -
	Other TCA's	\$ 55,000	\$ 45,000
	Reserve Transfers (net)	\$ 199,018	\$ 239,293
	Office Building Debenture Repaym	\$ 274,667	\$ 255,568
	<b>Total Capital Costs</b>	<b>\$ 1,388,685</b>	<b>\$ 539,861</b>
	<b>Total</b>	<b>\$ 10,800,202</b>	<b>\$ 10,741,642</b>

### Staffing Highlights

- The attached draft budget supports 70 FTE's, which is an increase of 2 FTEs from the 2019 budget. One FTE is a contract position that is externally funded and one represents a more accurate presentation of our usual summer student hiring for which we usually receive 50% government grant funding. There is no increase in permanent staff.
- RVCA uses the August to August Consumer Price Index as a basis for their cost of living adjustment. This year, the Index was 1.9%. This budget includes a cost of living increase of 1.5% for staff, which represents a compromise between the pressures of cost of living and funding cuts.
- This budget also accommodates grid movement of 2% for staff who are not at their full job rate and grid movement is contingent on a positive performance appraisal.
- Overall, payroll taxes (WSIB, EI, CPP, EHT) and contribution rates for OMERS and Benefits remain largely unchanged from 2019.

### Program Highlights

This section explains changes in program expenses and revenues compared to the 2019 budget.

#### *Watershed Science and Engineering Services*

- There is a \$30,000 decrease in *Surface Water Quality Monitoring* revenues and costs, due entirely to a program funded by special levy for which the final amount had not been confirmed at the time of the 2019 budget. The 2020 budget represents the actual value of the 2019 program, which is also the estimated value of the 2020 work.
- There is a \$30,000 decrease in *Hydrometric Monitoring and Forecasting*, reflecting a small reallocation of staff time out of this program, and some expected efficiencies to be achieved with new data collection and analysis methodology.
- There is a \$54,000 increase in programs revenues and costs in *Flood Erosion and Drought Studies*, representing a new federally funded project.
- There is a \$145,000 decrease in *Groundwater Monitoring* program revenues and costs due to the completion of a program that was funded by the City of Ottawa.
- There is a \$321,000 increase in *Rideau River Ice Management*, with a corresponding increase in Special Levy.

#### *Planning Advisory & Regulatory Services*

- There is a \$30,000 increase in *Site Specific Plan Review* due to costs related to digitizing files, plus a small amount of staff reallocation to reflect actual effort on permit applications.
- There is a \$70,000 increase in *Section 28 Conservation Authorities Act* due mainly to reallocation of staff resources to increase our monitoring efforts. We expect these increased monitoring efforts to generate some offsetting permit revenues and decrease our costs related to enforcement, which are largely unrecoverable.

*Stewardship Services*

- There is a \$70,000 increase in program revenues and related costs in *Private Land Forestry Assistance*, due to increased funded activity.
- There is a \$50,000 decrease in funded program revenues and related costs in *Shoreline Stewardship*.

*Conservation Land Management Services*

- *Baxter Conservation Area* has a \$25,000 increase in program revenues and associated casual staffing costs.

*Corporate Services*

- *Management and Members* has an increase of \$10,000 to deal with costs associated with legislative changes expected in 2020.
- *Finance and Administration* has an increase of \$40,000 due to deal with increasing third party and legal costs associated with HR matters and FOI requests.

Capital Budget Highlights

- The absence of Water Control Infrastructure Tangible Capital Assets (TCA's) represents the trend in these types of projects. Whereas in the past we would undertake the construction of infrastructure and then assume ownership of it, projects now tend to be of a contract engineering nature, where we plan and supervise the construction on a fee-for-service basis. As such, these projects are not capital items.
- This year's proposed TCA's consist of \$30,000 for boardwalks and bridges repair/replacements at Baxter funded by existing capital reserves, plus \$15,000 for Hydrometrics gauges funded by current year capital levy.
- The Office Building Debenture Repayment represents the principal portion of this year's payments, as dictated by a repayment schedule entered into with the City of Ottawa which ends in 2030.

Municipal Levy Highlights

- The Municipal Levy will increase to \$6,037,523 (3.5% increase from 2019)
- Attached is a sheet showing what the levy apportionment would be to member municipalities.
- Below is a chart showing how this proposed levy increase compares to years past.

Budget Year	Assessment Growth	Municipal Levy	Levy Increase	Levy / \$100,000 of Assessment*
2020	1.50 %	\$ 6,037,523	3.5 %	\$ 5.62
2019	1.30 %	\$ 5,833,355	3.3 %	\$ 5.62
2018	1.30 %	\$ 5,647,004	3.3 %	\$ 5.66

<b>2017</b>	1.30 %	\$ 5,466,606	3.3 %	\$ 5.50
<b>2016</b>	1.55 %	\$ 5,289,763	3.6 %	\$ 5.31
<b>2015</b>	1.28 %	\$ 5,118,419	3.2 %	\$ 5.22
<b>2014</b>	n/a	\$ 4,943,500	3.6 %	\$ 5.11
<b>2013</b>	2.07 %	\$ 4,770,000	3.9 %	\$ 6.17
<b>2012</b>	1.31 %	\$ 4,589,000	4.6 %	\$ 6.05
<b>2011</b>	2.27 %	\$ 4,387,000	4.7 %	\$ 5.86
<b>2010</b>	n/a	\$ 4,190,000	2.7 %	\$ 5.73
<b>2009</b>	1.63 %	\$ 4,081,000	5.6 %	\$ 6.74
<b>2008</b>		\$ 3,865,000	5.4 %	\$ 6.48

\* Based on Current Value Assessment (modified) provided by the Ministry of Natural Resources

### Budget Direction

This year, budget direction to staff from City of Ottawa Council was to stay within a 2% property tax increase. The three Ottawa Conservation Authorities (RVCA, SNC and MVCA) therefore began their 2020 budget process with a target levy increase of assessment growth plus 2%. Assessment is the value of a property for taxation purposes (calculated by MPAC) while assessment growth is how much new assessment there is in an area from the previous year (e.g. new construction). Assessment growth automatically adds to a municipality's tax revenue from one year to the next and Council can then decide whether to increase the tax rate on top of that.

For 2020 assessment growth in the City of Ottawa is 1.5% which means the City would like our 2020 levy increase to be no more than 3.5% as this would be equivalent to a tax increase of 2%. Last year, the Municipality of North Grenville also indicated they sought a tax increase of no more than 2%.

### **Input From Other Sources**

A draft budget will be circulated to all member municipalities in early December for review and comment along with a workplan for 2020. Staff will offer to present to municipal councils during this time. Comments will be requested by early February and any comments received from municipalities 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 draft 2020 budget and municipal levies are in accordance with:

- *Conservation Authorities Act*, R.S.O. 1990, c. C.27
- O. Reg. 670/00: Conservation Authority Levies
- O. Reg. 139/96: Municipal Levies

**Adherence to RVCA Policy**

n/a

**Link to Strategic Plan**

This draft budget supports the implementation of multiple key priorities in the Strategic Plan.

**Attachments:**

- 2020 Draft Operations and Capital Budget
- 2020 Capital Budget Schedule
- 2020 Draft Operations Budget Revenue Breakout
- 2020 Draft Capital Budget Revenue Breakout
- 2020 Draft Municipal Levy Apportionment
- 2020 Workplan – [to be circulated](#)

<b>Rideau Valley Conservation Authority</b>			
<b>Draft Budget 2020</b>			
	<b>Fiscal 2018 (Audited)</b>	<b>2019 Budget</b>	<b>2020 Budget</b>
<b>Operating Revenue</b>			
<b>Municipal operating levies</b>	<b>\$ 5,647,004</b>	<b>\$ 5,371,170</b>	<b>\$ 5,559,161</b>
<b>Special levies</b>	<b>\$ 826,514</b>	<b>\$ 809,059</b>	<b>\$ 1,150,215</b>
Rideau River Ice Management	\$ 793,014	\$ 575,059	\$ 946,215
Water Quality Monitoring	\$ -	\$ 194,000	\$ 164,000
Water Control Operations	\$ 10,000	\$ 40,000	\$ 40,000
<b>Provincial funding</b>	<b>\$ 444,561</b>	<b>\$ 473,490</b>	<b>\$ 354,751</b>
MNRF Operating Grant	\$ 242,687	\$ 242,687	\$ 121,344
Drinking Water Source Protection	\$ 201,874	\$ 230,803	\$ 233,407
<b>Program Revenues</b>			
<b>Watershed Science and Engineering Services</b>	<b>\$ 472,485</b>	<b>\$ 273,425</b>	<b>\$ 213,288</b>
Surface Water Quality Monitoring	\$ 113,001	\$ -	\$ -
Hydrometric Monitoring and Forecasting	\$ 8,000	\$ -	\$ -
Flood Erosion and Drought Studies	\$ 125,015	\$ 88,425	\$ 169,488
Groundwater Monitoring	\$ 141,144	\$ 145,000	\$ -
Aquatic and Terrestrial Habitat Monitoring	\$ 82,513	\$ 40,000	\$ 43,800
Water Control Infrastructure Operations	\$ 2,812	\$ -	\$ -
<b>Planning Advisory and Regulatory Services</b>	<b>\$ 1,383,471</b>	<b>\$ 1,134,941</b>	<b>\$ 1,183,336</b>
Site Specific Plan Review	\$ 369,038	\$ 340,000	\$ 346,800
S. 28 Conservation Authorities Act	\$ 295,273	\$ 240,000	\$ 284,800
Part IV Clean Water Act	\$ 20,599	\$ 7,800	\$ 7,800
Part VIII Building Code Act	\$ 678,707	\$ 524,251	\$ 505,828
Septic Re-Inspection Program	\$ 19,854	\$ 22,889	\$ 38,108
<b>Stewardship Services</b>	<b>\$ 972,112</b>	<b>\$ 963,632</b>	<b>\$ 962,230</b>
LRC - Storefront\General Stewardship	\$ 538	\$ -	\$ -
LRC - Production Centre	\$ 73,787	\$ -	\$ -
Private Land Forestry Assistance	\$ 598,546	\$ 506,845	\$ 605,932
Clean Water Program	\$ 138,043	\$ 256,000	\$ 206,000
Shoreline Stewardship Program	\$ 61,757	\$ 134,064	\$ 82,000
Beaver Management	\$ -	\$ -	\$ -
Ontario Rural Wastewater Centre	\$ 99,441	\$ 66,723	\$ 68,298
<b>Conservation Land Management Services</b>	<b>\$ 332,999</b>	<b>\$ 344,000</b>	<b>\$ 337,000</b>
Land Donations / Acquisitions	\$ 4,207	\$ 20,000	\$ 20,000
Baxter Conservation Area	\$ 161,813	\$ 150,000	\$ 175,000
Foley Mountain Conservation Area	\$ 88,711	\$ 70,000	\$ 72,000
Other Developed Conservation Areas	\$ 40,259	\$ 59,000	\$ 30,000
Other Conservation Lands	\$ 3,766	\$ 13,000	\$ 8,000
Lease and Management Agreements	\$ 34,243	\$ 32,000	\$ 32,000
<b>Corporate Services</b>	<b>\$ 110,684</b>	<b>\$ 41,800</b>	<b>\$ 41,800</b>
Finance and Administration	\$ 107,433	\$ 40,000	\$ 40,000
Communications	\$ 3,251	\$ 1,800	\$ 1,800
GIS	\$ -	\$ -	\$ -
<b>Engineering Projects</b>	<b>\$ 298,863</b>	<b>\$ -</b>	<b>\$ 400,000</b>
Water Control Structures/Engineering	\$ 298,863	\$ -	\$ 400,000
<b>TOTAL REVENUES - OPERATING</b>	<b>\$ 10,488,693</b>	<b>\$ 9,411,516</b>	<b>\$ 10,201,781</b>

	Fiscal 2018 (Audited)	2019 Budget	2020 Budget
<b>Expense</b>			
<b>Watershed Science and Engineering Services</b>	<b>\$ 3,124,640</b>	<b>\$ 2,971,714</b>	<b>\$ 3,119,590</b>
Program Management	\$ 177,164	\$ 59,971	\$ 91,483
Watershed Report Cards	\$ 203,429	\$ 165,073	\$ 159,395
Drinking Water Source Protection	\$ 201,874	\$ 230,803	\$ 233,407
Surface Water Quality Monitoring	\$ 320,871	\$ 476,179	\$ 440,347
Hydrometric Monitoring and Forecasting	\$ 224,025	\$ 255,396	\$ 225,129
Flood Erosion and Drought Studies	\$ 321,262	\$ 323,578	\$ 377,792
Groundwater Monitoring	\$ 236,311	\$ 292,208	\$ 110,655
Aquatic and Terrestrial Habitat Monitoring	\$ 405,973	\$ 410,649	\$ 403,301
Water Control Infrastructure Operations	\$ 982,586	\$ 757,858	\$ 1,078,082
Amortization	\$ 51,143	\$ -	\$ -
<b>Planning Advisory and Regulatory Services</b>	<b>\$ 1,855,084</b>	<b>\$ 2,085,638</b>	<b>\$ 2,180,818</b>
Program Management	\$ 92,283	\$ 126,824	\$ 129,580
Site Specific Plan Review	\$ 459,358	\$ 613,817	\$ 642,911
Non-Site Specific Plan Input	\$ 120,997	\$ 173,730	\$ 170,551
S. 28 Conservation Authorities Act	\$ 554,559	\$ 595,727	\$ 665,600
S. 28 Conservation Authorities Act - Program Dev.	\$ 40,594	\$ 20,599	\$ 20,439
Part IV Clean Water Act	\$ 20,599	\$ 7,800	\$ 7,800
Part VIII Building Code Act	\$ 544,000	\$ 524,251	\$ 505,828
Septic Re-Inspection Program	\$ 19,957	\$ 22,889	\$ 38,108
Amortization	\$ 2,736	\$ -	\$ -
<b>Stewardship Services</b>	<b>\$ 1,653,548</b>	<b>\$ 1,646,751</b>	<b>\$ 1,628,031</b>
Program Management	\$ 139,711	\$ 148,197	\$ 152,519
LRC - Storefront\General Stewardship	\$ 159,592	\$ -	\$ -
LRC - Production Centre	\$ 84,367	\$ -	\$ -
Private Land Forestry Assistance	\$ 595,476	\$ 646,778	\$ 720,421
Clean Water Program	\$ 372,234	\$ 498,744	\$ 451,885
Shoreline Stewardship Program	\$ 202,070	\$ 279,846	\$ 228,908
Beaver Management	\$ 9,070	\$ 6,463	\$ 6,000
Ontario Rural Wastewater Centre	\$ 88,361	\$ 66,723	\$ 68,298
Amortization	\$ 2,667	\$ -	\$ -
<b>Conservation Land Management Services</b>	<b>\$ 1,114,254</b>	<b>\$ 1,246,684</b>	<b>\$ 1,300,006</b>
Program Management	\$ 57,413	\$ 88,449	\$ 85,693
Land Donations / Acquisitions	\$ 4,207	\$ 20,000	\$ 20,000
Baxter Conservation Area	\$ 309,759	\$ 310,206	\$ 337,310
Foley Mountain Conservation Area	\$ 265,735	\$ 298,142	\$ 305,675
Other Developed Conservation Areas	\$ 204,099	\$ 287,098	\$ 297,179
Other Conservation Lands	\$ 188,778	\$ 210,789	\$ 222,148
Lease and Management Agreements	\$ 33,365	\$ 32,000	\$ 32,000
Amortization	\$ 50,898	\$ -	\$ -
<b>Corporate Services</b>	<b>\$ 1,302,166</b>	<b>\$ 1,493,516</b>	<b>\$ 1,552,302</b>
Management and Members	\$ 265,241	\$ 298,674	\$ 316,099
Finance and Administration	\$ 433,946	\$ 421,772	\$ 464,336
Communications	\$ 150,844	\$ 276,396	\$ 280,418
Foundation	\$ 77,111	\$ 87,849	\$ 92,736
GIS	\$ 185,061	\$ 229,118	\$ 231,690
Headquarter Lease and Management	\$ 189,965	\$ 179,705	\$ 167,023
<b>Internal Cost (Recoveries)</b>	<b>\$ 152,098</b>	<b>\$ (53,820)</b>	<b>\$ (0)</b>
Common Cost	\$ (1,537)	\$ 0	\$ 0
Vehicles and Equipment	\$ (104,921)	\$ (68,518)	\$ (0)
Amortization	\$ 263,003	\$ -	\$ -
Contingency	\$ -	\$ 14,699	\$ -

Gain on Disposal	\$ (4,447)	\$ -	\$ -
<b>Engineering Projects</b>	<b>\$ 204,491</b>	<b>\$ -</b>	<b>\$ 400,000</b>
Water Control Structures/Engineering	\$ 204,491	\$ -	\$ 400,000
<b>Non Pension Post Retirement Benefit Obligation</b>	<b>\$ 21,034</b>	<b>\$ 21,034</b>	<b>\$ 21,034</b>
Non pension post retirement benefit obligation	\$ 21,034	\$ 21,034	\$ 21,034
<b>TOTAL EXPENSES - OPERATING</b>	<b>\$ 9,427,315</b>	<b>\$ 9,411,516</b>	<b>\$ 10,201,781</b>
<b>ANNUAL SURPLUS/(DEFICIT) - OPERATING</b>	<b>\$ 1,061,378</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Capital Budget</b>			
<b>Municipal levies - Capital</b>		<b>\$ 462,185</b>	<b>\$ 478,361</b>
Headquarters Building - Capital (repayments)		\$ 274,667	\$ 255,568
Building Life Cycle Reserve Investment		\$ 70,000	\$ 70,000
Other Asset Management - Capital - see schedule		\$ 20,000	\$ 15,000
Transfers to Reserves		\$ 97,518	\$ 137,793
<b>Special levies - Capital</b>		<b>\$ 31,500</b>	<b>\$ 31,500</b>
Britannia Water Control Structure - Capital		\$ 21,500	\$ 21,500
Other Water Control Structures - Capital		\$ 10,000	\$ 10,000
<b>Province - Capital</b>		<b>\$ -</b>	<b>\$ -</b>
<b>Foundation - Capital</b>		<b>\$ -</b>	<b>\$ 0</b>
<b>Funded Capital Projects</b>		<b>\$ 860,000</b>	<b>\$ -</b>
<b>Transfers from Capital Reserves - see schedule</b>		<b>\$ 35,000</b>	<b>\$ 30,000</b>
<b>TOTAL REVENUES - CAPITAL</b>		<b>\$ 1,388,685</b>	<b>\$ 539,861</b>
<b>Capital Expenses</b>			
Principle Repayment of Obligation under Capital Lease HQ		\$ 274,667	\$ 255,568
Capital Projects/Purchases - see schedule		\$ 915,000	\$ 45,000
Transfer to Building Life Cycle Reserve		\$ 70,000	\$ 70,000
<b>Transfers to Reserves - see schedule</b>		<b>\$ 129,018</b>	<b>\$ 169,293</b>
<b>TOTAL EXPENSES - CAPITAL</b>		<b>\$ 1,388,685</b>	<b>\$ 539,861</b>
<b>ANNUAL SURPLUS/(DEFICIT) - CAPITAL</b>		<b>\$ -</b>	<b>\$ 0</b>
<b>ANNUAL SURPLUS - OPERATING &amp; CAPITAL</b>			
		<b>\$ 0</b>	<b>\$ 0</b>
<b>Accounting Reconciling Items</b>			
	<b>Fiscal 2018 (Audited)</b>	<b>2019 Budget</b>	<b>2020 Budget</b>
<b>TCA, Reserves, and Debenture Activity</b>			
Assets Capitalized as TCA	\$ (243,866)	\$ 915,000	\$ 45,000
Gain on Disposal of Tangible Capital Assets	\$ (4,447)	\$ -	
Amortization	\$ 370,448	\$ (358,600)	\$ (420,190)
Proceeds on Disposal of Tangible Capital Assets	\$ 12,871	\$ -	
Repayment of obligation under capital lease	\$ (263,667)	\$ 274,667	\$ 255,568
Transfers from reserves	\$ 68,803	\$ (35,000)	\$ (30,000)
Transfers to reserves	\$ (1,000,909)	\$ 119,018	\$ 169,293
<b>Accounting Surplus/(Deficit)</b>	<b>\$ 611</b>	<b>\$ 915,085</b>	<b>\$ 19,671</b>

## 2020 Capital Budget Schedule

### Capital Purchases

Baxter Boardwalk and Bridges	\$	30,000	Funded from Existing Reserves
Hydrometrics Monitoring Gauges	\$	15,000	Funded from Current Year Capital Budget
Total Capital Purchases	\$	<u>45,000</u>	

### Transfers to Capital Reserves

#### Funded by Municipal Capital Levy

Mike 11	\$	6,000	Flood Erosion and Drought Studies software tool
Drape	\$	3,000	GIS data
Topographical Data	\$	10,000	GIS data
Flood Event Aerial Imaging	\$	12,000	Hydrometrics data
Water Control Infrastructure	\$	100,000	structures other than Britannia
Vehicles	\$	6,793	fleet reserve
	\$	<u>137,793</u>	

#### Funded by Special Levy

Ottawa WCI	\$	10,000
Britannia	\$	21,500
	\$	<u>31,500</u>

Transfers other than Building \$ 169,293

Building Life Cycle \$ 70,000 mandatory annual transfer

Total Capital Reserve Transfers \$ 239,293

Rideau Valley Conservation Authority														REVENUE		EXPENSES	
Revenue Breakdown														TOTAL REVENUE		TOTAL EXPENSES	
Municipal Levy		Special Levy		Province		Foundation		Other Revenue		TOTAL REVENUE		TOTAL EXPENSES					
2019 Budget	2020 Budget	2019 Budget	2020 Budget	2019 Budget	2020 Budget	2019 Budget	2020 Budget	2019 Budget	2020 Budget	2019 Budget	2020 Budget	2019 Budget	2020 Budget				
<b>Draft Operating Budget 2020</b>																	
<b>Watershed Science and Engineering Services</b>																	
Program Management	\$ 42,508	\$ 82,983	\$ -	\$ -	\$ 17,000	\$ 8,500	\$ -	\$ -	\$ -	\$ -	\$ 59,508	\$ 91,483	\$ 59,971	\$ 91,483			
Watershed Report Cards	\$ 164,610	\$ 159,395	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,610	\$ 159,395	\$ 165,073	\$ 159,395				
Drinking Water Source Protection	\$ -	\$ -	\$ -	\$ -	\$ 230,803	\$ 233,407	\$ -	\$ -	\$ -	\$ -	\$ 230,803	\$ 233,407	\$ 230,803	\$ 233,407			
Surface Water Quality Monitoring	\$ 281,715	\$ 276,346	\$ 194,000	\$ 164,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 475,715	\$ 440,346	\$ 476,179	\$ 440,347				
Hydrometric Monitoring and Forecasting	\$ 217,433	\$ 215,129	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 227,433	\$ 225,129	\$ 255,396	\$ 225,129				
Flood Erosion and Drought Studies	\$ 173,003	\$ 180,461	\$ -	\$ -	\$ 55,687	\$ 27,844	\$ -	\$ -	\$ 88,425	\$ 169,488	\$ 317,115	\$ 377,792	\$ 323,578	\$ 377,792			
Groundwater Monitoring	\$ 146,745	\$ 110,655	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145,000	\$ -	\$ 291,745	\$ 110,655	\$ 292,208	\$ 110,655			
Aquatic and Terrestrial Habitat Monitoring	\$ 362,685	\$ 359,501	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 43,800	\$ 402,685	\$ 403,301	\$ 410,649	\$ 403,301			
Water Control Infrastructure Operations	\$ 24,836	\$ 27,866	\$ 615,059	\$ 986,215	\$ 117,500	\$ 64,000	\$ -	\$ -	\$ -	\$ -	\$ 757,395	\$ 1,078,081	\$ 757,858	\$ 1,078,082			
Amortization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
	\$ 1,413,534	\$ 1,412,336	\$ 809,059	\$ 1,150,215	\$ 430,990	\$ 343,751	\$ -	\$ -	\$ 273,425	\$ 213,288	\$ 2,927,008	\$ 3,119,590	\$ 2,971,714	\$ 3,119,590			
<b>Planning Advisory and Regulatory Services</b>																	
Program Management	\$ 126,361	\$ 129,581	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 126,361	\$ 129,581	\$ 126,824	\$ 129,580			
Site Specific Plan Review	\$ 273,353	\$ 296,111	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 340,000	\$ 346,800	\$ 613,353	\$ 642,911	\$ 613,817	\$ 642,911			
Non-Site Specific Plan Input	\$ 161,266	\$ 159,551	\$ -	\$ -	\$ 12,000	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ 173,266	\$ 170,551	\$ 173,730	\$ 170,551			
S. 28 Conservation Authorities Act	\$ 355,264	\$ 380,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,000	\$ 284,800	\$ 595,264	\$ 665,600	\$ 595,727	\$ 665,600			
S. 28 Conservation Authorities Act - Program Dev.	\$ 20,135	\$ 20,439	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,135	\$ 20,439	\$ 20,599	\$ 20,439			
Part IV Clean Water Act	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,800	\$ 7,800	\$ 7,800	\$ 7,800	\$ 7,800	\$ 7,800			
Part VIII Building Code Act	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 524,251	\$ 505,828	\$ 524,251	\$ 505,828	\$ 524,251	\$ 505,828			
Septic Re-Inspection Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,889	\$ 38,108	\$ 22,889	\$ 38,108	\$ 22,889	\$ 38,108			
Amortization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
	\$ 936,380	\$ 986,482	\$ -	\$ -	\$ 12,000	\$ 11,000	\$ -	\$ -	\$ 1,134,941	\$ 1,183,336	\$ 2,083,321	\$ 2,180,818	\$ 2,085,638	\$ 2,180,818			
<b>Stewardship Services</b>																	
Program Management	\$ 147,733	\$ 152,519	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 147,733	\$ 152,519	\$ 148,197	\$ 152,519			
LRC - Storefront/General Stewardship	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ -	\$ -	\$ -			
Private Land Forestry Assistance	\$ 139,470	\$ 114,490	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 120,000	\$ 486,845	\$ 485,932	\$ 646,315	\$ 720,422	\$ 646,778	\$ 720,421			
Clean Water Program	\$ 242,280	\$ 245,885	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 256,000	\$ 206,000	\$ 498,280	\$ 451,885	\$ 498,744	\$ 451,885			
Shoreline Stewardship Program	\$ 145,318	\$ 146,907	\$ -	\$ -	\$ -	\$ -	\$ 94,000	\$ 40,000	\$ 40,064	\$ 42,000	\$ 279,382	\$ 228,907	\$ 279,846	\$ 228,908			
Beaver Management	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	\$ 6,463	\$ 6,000			
Ontario Rural Wastewater Centre	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,723	\$ 68,298	\$ 66,723	\$ 68,298	\$ 66,723	\$ 68,298			
Amortization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
	\$ 680,802	\$ 665,801	\$ -	\$ -	\$ -	\$ -	\$ 114,000	\$ 160,000	\$ 849,632	\$ 802,230	\$ 1,644,434	\$ 1,628,031	\$ 1,646,751	\$ 1,628,031			
<b>Conservation Land Management Services</b>																	
Program Management	\$ 87,986	\$ 85,693	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 87,986	\$ 85,693	\$ 88,449	\$ 85,693			
Land Donations / Acquisitions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000			
Baxter Conservation Area	\$ 159,743	\$ 162,310	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 145,000	\$ 170,000	\$ 309,743	\$ 337,310	\$ 310,206	\$ 337,310			
Foley Mountain Conservation Area	\$ 227,679	\$ 233,675	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	\$ 64,000	\$ 66,000	\$ 297,679	\$ 305,675	\$ 298,142	\$ 305,675			
Other Developed Conservation Areas	\$ 227,635	\$ 267,179	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,000	\$ 30,000	\$ 286,635	\$ 297,179	\$ 287,098	\$ 297,179			
Other Conservation Lands	\$ 197,325	\$ 214,148	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 13,000	\$ -	\$ 210,325	\$ 222,148	\$ 210,789	\$ 222,148			
Lease and Management Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000			
Amortization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
	\$ 900,367	\$ 963,004	\$ -	\$ -	\$ -	\$ -	\$ 21,000	\$ 29,000	\$ 323,000	\$ 308,000	\$ 1,244,367	\$ 1,300,004	\$ 1,246,684	\$ 1,300,006			
<b>Corporate Services</b>																	
Management and Members	\$ 287,711	\$ 316,099	\$ -	\$ -	\$ 10,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 298,211	\$ 316,099	\$ 298,674	\$ 316,099			
Finance and Administration	\$ 371,261	\$ 424,338	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ 431,261	\$ 464,338	\$ 421,772	\$ 464,336			
Communications	\$ 273,670	\$ 278,618	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800	\$ 1,800	\$ 275,470	\$ 280,418	\$ 276,396	\$ 280,418			
Foundation	\$ 87,386	\$ 92,736	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 87,386	\$ 92,736	\$ 87,849	\$ 92,736			
GIS	\$ 225,655	\$ 231,690	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,655	\$ 231,690	\$ 229,118	\$ 231,690			
Headquarter Lease and Management	\$ 179,705	\$ 167,023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 179,705	\$ 167,023	\$ 179,705	\$ 167,023			
	\$ 1,425,388	\$ 1,510,504	\$ -	\$ -	\$ 30,500	\$ -	\$ -	\$ -	\$ 41,800	\$ 41,800	\$ 1,497,688	\$ 1,552,304	\$ 1,493,515	\$ 1,552,302			

<b>Internal Cost (Recoveries)</b>																
Common Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0
Vehicles and Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (68,518)	\$ (0)
Amortization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ 14,699	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,699	\$ -	\$ 14,699	\$ -	\$ -
Gain on Disposal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 14,699	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,699	\$ -	\$ (53,820)	\$ (0)	\$ (0)
<b>Engineering Projects</b>																
Water Control Structures/Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ 400,000	\$ -	\$ 400,000	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ 400,000	\$ -	\$ 400,000	\$ -
<b>Non Pension Post Retirement Benefit Obligation</b>																
Non pension post retirement benefit obligation	\$ -	\$ 21,034	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,034	\$ 21,034	\$ 21,034	\$ 21,034
	\$ -	\$ 21,034	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,034	\$ 21,034	\$ 21,034	\$ 21,034
<b>OPERATING SURPLUS/(DEFICIT)</b>	\$ 5,371,170	\$ 5,559,161	\$ 809,059	\$ 1,150,215	\$ 473,490	\$ 354,751	\$ 135,000	\$ 189,000	\$ 2,622,798	\$ 2,948,654	\$ 9,411,516	\$ 10,201,781	\$ 9,411,516	\$ 10,201,781	\$ 9,411,516	\$ 10,201,781

Rideau Valley Conservation Authority														
Revenue Breakdown	REVENUE										EXPENSES			
	Municipal Levy		Special Levy		Province		Foundation		Other Revenue		TOTAL REVENUE		TOTAL EXPENSES	
Draft Capital Budget 2020	2019 Budget	2020 Budget	2019 Budget	2020 Budget	2019 Budget	2020 Budget	2019 Budget	2020 Budget	2019 Budget	2020 Budget	2019 Budget	2020 Budget	2019 Budget	2020 Budget
<b>Watershed Science and Engineering Services</b>														
Program Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Watershed Report Cards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Drinking Water Source Protection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surface Water Quality Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hydrometric Monitoring and Forecasting	\$ 27,500	\$ 27,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,500	\$ 27,000	\$ 27,500	\$ 27,000
Flood Erosion and Drought Studies	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Groundwater Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Aquatic and Terrestrial Habitat Monitoring	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500	\$ -	\$ 7,500	\$ -
Water Control Infrastructure Operations	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 31,500	\$ 100,000
Amortization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 41,000	\$ 133,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,000	\$ 133,000	\$ 72,500	\$ 133,000
<b>Planning Advisory and Regulatory Services</b>														
Program Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Site Specific Plan Review	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Site Specific Plan Input	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
S. 28 Conservation Authorities Act	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
S. 28 Conservation Authorities Act - Program Dev.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Part IV Clean Water Act	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Part VIII Building Code Act	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Septic Re-Inspection Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amortization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Stewardship Services</b>														
Program Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LRC - Storefront/General Stewardship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Private Land Forestry Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Clean Water Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shoreline Stewardship Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Beaver Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ontario Rural Wastewater Centre	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amortization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Conservation Land Management Services</b>														
Program Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Donations / Acquisitions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Baxter Conservation Area	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Foley Mountain Conservation Area	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Developed Conservation Areas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Conservation Lands	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lease and Management Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amortization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ 30,000
<b>Corporate Services</b>														
Management and Members	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Finance and Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Foundation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GIS	\$ 3,000	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 13,000	\$ 3,000	\$ 13,000
Headquarter Lease and Management	\$ 344,667	\$ 325,568	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 344,667	\$ 325,568	\$ 344,667	\$ 325,568
	\$ 347,667	\$ 338,568	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 347,667	\$ 338,568	\$ 347,667	\$ 338,568

<b>Internal Cost (Recoveries)</b>																
Common Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ -	
Vehicles and Equipment	\$ 73,518	\$ 6,793	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 108,518	\$ 6,793	\$ 108,518	\$ 6,793	
Amortization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ -	
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ -	
Gain on Disposal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ -	
	\$ 73,518	\$ 6,793	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 108,518	\$ 6,793	\$ 108,518	\$ 6,793	
<b>Engineering Projects</b>																
Water Control Structures/Engineering	\$ -	\$ -	\$ 31,500	\$ 31,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 860,000	\$ -	\$ 891,500	\$ 31,500	\$ 860,000	\$ 31,500	
	\$ -	\$ -	\$ 31,500	\$ 31,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 860,000	\$ -	\$ 891,500	\$ 31,500	\$ 860,000	\$ 31,500	
<b>Non Pension Post Retirement Benefit Obligation</b>																
Non pension post retirement benefit obligation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>CAPITAL SURPLUS/(DEFICIT)</b>	\$ 462,185	\$ 478,361	\$ 31,500	\$ 31,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 895,000	\$ 30,000	\$ 1,388,685	\$ 539,861	\$ 1,388,685	\$ 539,861	

### Rideau Valley Conservation Authority - 2020 Proposed Municipal Levy Apportionment

RVCA Member Municipality	Percentage in Watershed	Current Value Assessment (modified) in Watershed			Levy Portion Based on CVA (modified)			Municipal Levy		
		For 2019	For 2020	Difference	For 2019	For 2020	Difference	For 2019	For 2020	Difference
Athens*	4	\$ 12,592,060	\$ 12,857,817	\$ 265,756.78	0.0121	0.0120	-0.0001	\$ 1,500.00	\$ <b>1,600.00</b>	\$100.00
North Dundas*	1	\$ 15,361,337	\$ 16,359,627	\$ 998,290.11	0.0148	0.0152	0.0004	\$ 1,500.00	\$ <b>1,600.00</b>	\$100.00
Clarence-Rockland	3	\$ 90,820,629	\$ 94,381,892	\$ 3,561,262.89	0.0876	0.0879	0.0003	\$ 5,108.64	\$ <b>5,305.75</b>	\$197.11
Westport	100	\$ 113,587,437	\$ 118,120,928	\$ 4,533,490.85	0.1096	0.1100	0.0004	\$ 6,389.27	\$ <b>6,640.26</b>	\$250.99
Augusta	19	\$ 152,973,266	\$ 157,955,403	\$ 4,982,136.69	0.1475	0.1471	-0.0004	\$ 8,604.71	\$ <b>8,879.58</b>	\$274.87
Central Frontenac	22	\$ 200,910,283	\$ 207,003,784	\$ 6,093,501.44	0.1938	0.1928	-0.0010	\$ 11,301.16	\$ <b>11,636.87</b>	\$335.71
Merrickville-Wolford	100	\$ 378,495,995	\$ 393,570,010	\$ 15,074,015.25	0.3651	0.3666	0.0015	\$ 21,290.32	\$ <b>22,124.83</b>	\$834.52
Montague	100	\$ 384,241,190	\$ 404,161,141	\$ 19,919,951.25	0.3706	0.3764	0.0058	\$ 21,613.48	\$ <b>22,720.22</b>	\$1,106.74
South Frontenac	13	\$ 421,589,078	\$ 433,431,737	\$ 11,842,659.15	0.4066	0.4037	-0.0029	\$ 23,714.29	\$ <b>24,365.69</b>	\$651.40
Elizabethtown - Kitley	61	\$ 690,548,792	\$ 702,302,839	\$ 11,754,046.57	0.6660	0.6541	-0.0119	\$ 38,843.22	\$ <b>39,480.48</b>	\$637.27
Beckwith	64	\$ 756,573,135	\$ 785,659,419	\$ 29,086,284.20	0.7297	0.7317	0.0020	\$ 42,557.07	\$ <b>44,166.44</b>	\$1,609.36
Drummond/North Elmsley	70	\$ 765,180,901	\$ 788,293,037	\$ 23,112,136.35	0.7380	0.7342	-0.0038	\$ 43,041.26	\$ <b>44,314.49</b>	\$1,273.23
Tay Valley	65	\$ 807,896,542	\$ 829,004,474	\$ 21,107,931.76	0.7792	0.7721	-0.0071	\$ 45,444.00	\$ <b>46,603.11</b>	\$1,159.11
Smiths Falls	100	\$ 864,768,062	\$ 886,651,308	\$ 21,883,246.15	0.8341	0.8258	-0.0083	\$ 48,643.01	\$ <b>49,843.77</b>	\$1,200.76
Perth	100	\$ 880,975,615	\$ 907,156,260	\$ 26,180,644.70	0.8497	0.8449	-0.0048	\$ 49,554.68	\$ <b>50,996.47</b>	\$1,441.79
Rideau Lakes	51	\$ 1,162,003,636	\$ 1,194,637,120	\$ 32,633,483.78	1.1208	1.1126	-0.0082	\$ 65,362.45	\$ <b>67,157.43</b>	\$1,794.98
North Grenville	67	\$ 1,708,213,328	\$ 1,778,421,344	\$ 70,208,016.39	1.6476	1.6563	0.0087	\$ 96,086.62	\$ <b>99,975.29</b>	\$3,888.67
Ottawa	46	\$ 94,272,384,576	\$ 97,661,448,790	\$ 3,389,064,214.18	90.9271	90.9567	0.0296	\$ 5,302,800.81	\$ <b>5,490,111.87</b>	\$187,311.06
<b>TOTALS:</b>		<b>\$ 103,679,115,862</b>	<b>\$ 107,371,416,930</b>	<b>3,692,301,068</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>5,833,355</b>	<b>\$ 6,037,523</b>	<b>\$ 204,168</b>

\*Athens and North Dundas are charged our minimum levy amount which is \$1,600 for 2020.

**Levy Increase: 3.5%**



**11.0 Updated Personnel Regulations  
Report #: 6-191128**

To: RVCA Board of Directors  
From: Rico Vipari  
Human Resources Technician  
Date: November 19, 2019

<input type="checkbox"/>	For Information
<input type="checkbox"/>	For Direction
<input checked="" type="checkbox"/>	For Adoption
<input checked="" type="checkbox"/>	Attachment - 77 pages

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**Recommendation:**

**THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached updated Personnel Regulations for permanent and term employees, short-term and on-call employees, and student employees.**

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**Purpose**

To seek Board approval of updated Personnel Regulations for all categories of employees to align with legislative and RVCA policy changes.

**Background**

RVCA currently has personnel regulations for permanent and term employees as well as casual employees. These policies were last updated in January 2018. Since then:

- Canada's *Cannabis Act* came into force on October 17, 2018
- On January 1, 2019 changes to Ontario's *Employment Standards Act* came into force resulting in changes to sick leave
- On January 1, 2019 RVCA implemented changes to its vacation policy (staff were notified of these changes in June 2018 to provide them with notice)

**Analysis**

Throughout the year, Human Resources makes small updates to RVCA's Personnel Regulations to keep them current with legislation and policies. However, more significant changes require Board review and approval. Attached are three Personnel Regulations that have been updated and reformatted:

- Personnel Regulations Handbook for Permanent and Term Employees
- Personnel Regulations Handbook for Short-Term and On-Call Employees
- Personnel Regulations Handbook for Student Employees

These Personnel Regulations:

- Align with all federal and provincial legislation including the *Employment Standards Act* and the *Cannabis Act*.

- Align with RVCA's new vacation policy
  - Under the previous policy, at 21 years of service staff received an additional vacation day for each subsequent year of service. Under the new policy, this has been replaced with staff receiving five additional days of vacation when they reach 30 years of service (for a maximum of 30 days)
  - The previous policy also allowed employees to carry forward to the next year a maximum of their current year's vacation entitlement with their supervisor's approval. The new policy only allows employees to carry forward a maximum of five vacation days to the next year.
- Wording in the Personnel Regulations has also been updated to better explain the supplementary benefit process for pregnancy and parental leave and short-term disability benefits.
- A separate Personnel Regulation has also been created for student employees to better reflect the terms of their employment.

### **Input From Other Sources**

Over the past few months, staff reviewed Personnel Policies from other conservation authorities. In 2018, staff reviewed vacation policies of nearly all other conservation authorities and RVCA's new policy is more in-line with other conservation authorities.

### **Financial Considerations**

The auditors identified that RVCA's previous vacation policy was having a negative financial impact on the organization because the large carry forward of vacation time was creating a significant liability on RVCA's financial statements. Under the new policy, staff are using up their vacation carry forward by one week a year until their get it down to the new maximum of five days. This is steadily improving RVCA's financial position.

### **Legal Considerations**

Updated sections of the Personnel Regulations have been reviewed by RVCA's employment lawyer and employees were given six months notice of changes to the vacation policy as it forms part of their employment contract.

### **Adherence to RVCA Policy**

n/a

### **Link to Strategic Plan**

n/a

### **Attachment:**

- Personnel Regulations Handbook for Permanent and Term Employees
- Personnel Regulations Handbook for Short-Term and On-Call Employees
- Personnel Regulations Handbook for Student Employees



Personnel Regulations Handbook

Permanent and Term Employees

November 2019

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## PERSONNEL REGULATIONS

### Other Important Reference Documents:

RVCA Health and Safety Manual  
Workplace Safety Plan

### Employee Acknowledgement

I hereby acknowledge that I have read, understood and agree to abide by the policies as outlined in the RVCA's Personnel Regulation Handbook for Permanent and Term Employees, issued to me on:

\_\_\_\_\_.

I recognize that a violation of any of these policies may result in disciplinary action, up to, and including, dismissal.

\_\_\_\_\_  
**Employee Name (Print)**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

### 1 Who is Covered by this Handbook

#### 1.1 Permanent Employees

If you have been hired for a permanent position (continuous with no end date), this handbook applies to you.

#### 1.2 Term Employees

If you are an employee who has been hired on a contract for a period of twelve (12) months or more, this handbook applies to you.

- **Note that some of the statements and policies in this handbook apply to permanent employees only. In those cases, there is a note stating \*Permanent Employees Only\***
- **If you have any questions about the contents of this handbook, please contact Human Resources.**

### 2 General Conditions of Employment

#### 2.1 General Conduct of Employees

The Rideau Valley Conservation Authority is firmly committed to a positive, professional and safe working environment in which all staff, visitors and clients are treated with respect and dignity. The following statements should be considered as guidelines that will assist you to manage your behaviour and activities in the workplace. Flexibility and compassion for individuals will be considered; however, the guiding principle is that we work in a positive, professional and safe environment.

Employees of the Authority shall:

- Observe and comply with the laws of Canada and Ontario and the Rules and Regulations of the Authority.
- Treat other employees and the general public courteously and respectfully.
- Perform all duties in an efficient manner.
- Not, unless legally required, disclose or give to any person, any information or document of a confidential nature.
- Not undertake any outside activity or employment that has a significant impact with the performance of duties or in which personal interest conflicts with the best interest of the Authority.
- Ensure that the use of Authority equipment, goods and materials is only for the purposes of the Rideau Valley Conservation Authority or member municipalities and ensure proper care and protection of such equipment, goods and materials.

#### 2.2 Work Schedule

The Rideau Valley Conservation Centre (RVCC) is open to visitors from 8:30 a.m. to 4:30 p.m. Monday

through Friday. The work schedule for all full-time employees is based on a 35-hour work week. Part-time employees will have the number of hours they work each week clearly stated in an agreement.

Depending on the requirements of your job, you may not have any option but to start work at 8:30 and leave at 4:30, with a one-hour unpaid lunch break and a paid 15-minute mid-morning and mid-afternoon break. That's seven hours a day five days a week. Some jobs require you to be flexible in starting earlier, working later or working on weekends to accumulate 35 hours of paid time a week.

In accordance with the Ontario *Employment Standards Act*, you cannot work more than 48 hours a week. You must also take a 30-minute unpaid break at least every five hours. [Ministry of Labour](#)

The flexibility of working different hours than 8:30 – 4:30 may appeal to you. You and your supervisor may agree to implement a flexible work schedule that helps you maintain a satisfying and healthy work/family balance while meeting workload demands.

If you work a compressed work week, or you work part-time, on PUBLIC (STATUTORY) HOLIDAYS you will be paid your average daily rate. To calculate your average daily rate, multiply the regular hours you work each week by 4 (weeks) and then divide by 20 (days). If you work 35 hours a week this calculation will result in 7 paid hours for the statutory holiday, regardless of the number of hours you normally work on that day of the week. If you normally work 21 hours a week, this calculation will result in 4.2 paid hours for the holiday, regardless of how many hours you normally work on that day of the week. You may want to adjust your schedule for the week accordingly.

Working from home (aka telecommuting) on occasion may appeal to you, however not all positions are suitable for such an arrangement. Talk to your supervisor to explore this option and to get their consent.

- **Keep in mind that a flexible work schedule, or working from home, is a privilege that is earned through commitment and continuous satisfactory performance. If abused, the arrangement can be terminated**

You can use sick leave to attend dental and medical appointments during office hours. Time must be made up for attending to other personal business by starting work early, staying late or taking a shorter lunch. Working through your morning or afternoon break cannot be counted towards making up time.

### 2.3 Confidentiality

You will not directly or indirectly disclose or use, either during or subsequent to your employment with the RVCA, any confidential information or data obtained in the course of your employment (whether acquired or developed by you) except as required for the good faith performance of the duties of your employment. Exceptions can only be made when you obtain the written consent of the General Manager or appropriate Director prior to the disclosure or use of such information.

Information which you obtain in the course of your employment is the exclusive property of RVCA and you further agree that any information that you collect, use or disclose must be in compliance with the Municipal Freedom of Information and Protection of Privacy Act.

All right and title to any tangible or intellectual property produced during the course of your employment with the RVCA shall belong to and remain with the RVCA.

### 2.4 Guidelines for Appropriate Work Attire

You are expected to maintain a standard of grooming and dress that is appropriate to effectively carry out your job. Your supervisor may be able to give you guidance if you're in doubt, or you can get advice from Human Resources. Your supervisor will also make sure you are aware of specific clothing requirements due to safety concerns.

- **Although the RVCA is fortunate in that we operate in an environment that allows casual attire, it is important that you exercise good judgement and common sense in your choice of what you wear to work.**

It's important that you dress appropriately for the nature of the work you perform and that you dress in a manner that reflects the respect that we have for the public we are serving, be they landowners, park visitors, municipal or agency representatives or fellow staff.

The following is considered inappropriate while at work and in the field:

- T-shirts, ball caps and other clothing with inappropriate slogans, text, pictures or symbols which may be deemed to be offensive. This includes but is not limited to advertising for alcoholic beverages. (*Deemed to be* infers that although you may not find it distasteful, someone else at the office may.)
- Overly revealing clothing.
- Dirty or torn clothing (unless it's the result of working out in the field).

This list is not inclusive and your supervisor may ask you to return home to change clothing if necessary.

### 2.5 Scents in the Workplace

As part of our commitment to maintaining a safe, secure and clean working environment, you need to be aware that some individuals suffer from asthma, allergies or sensitivities to manufactured scents.

We encourage you to be considerate of your co-workers and refrain from using or wearing scented products while at work or prior to coming to work. Remember that co-workers are not just those in your immediate section, but every person who works at RVCA. Scents may linger in common spaces such as washrooms, stairwells, elevators and meeting rooms.

### 2.6 Smoking in the Workplace

In accordance with the *Smoke-Free Ontario Act*, smoking is strictly forbidden in any enclosed workspace. This includes but is not restricted to vehicles, boats, motorized equipment, washrooms, garages, covered patios, lobbies and offices.

Smoking will be tolerated outside, where smokers are encouraged to use the 'butt receptacles' provided by the RVCA or otherwise dispose of their butt without littering.

If you are a smoker and want to quit, you can refer to the Employee Assistance Plan (EAP) for resources to help you become a non-smoker. [EAP](#)

### 2.7 Drugs, Alcohol and Impairment

RVCA is committed to promoting the health, safety and wellness of its employees and the public by providing a safe work environment.

Employees are expected to report to work capable of performing their tasks in a safe and efficient manner. Impairment from illicit drugs, and the inappropriate use of alcohol, cannabis or medications can have serious safety and productivity impacts on the workplace.

RVCA has established this Policy in order to balance our respect for individuals with the need to maintain an impairment-free work environment.

#### 2.7.1 Alcohol and Cannabis

The following are strictly prohibited while on RVCA property, operating an RVCA vehicle, during working hours, at RVCA-sponsored events, and whenever an employee is representing RVCA or conducting RVCA business:

- Being under the influence of alcohol or recreational cannabis
- Consuming alcohol or recreational cannabis
- Possessing, distributing, offering or selling alcoholic beverages or recreational cannabis.

#### 2.7.2 Medications

All Employees are expected to use prescribed and over-the-counter medications responsibly, including prescribed medical cannabis. The intentional misuse of medications (for example, using the medication other than as prescribed, using someone else's prescribed medication, or combining medication and alcohol use against direction) while on RVCA property, operating an RVCA vehicle, during working hours, at RVCA sponsored events, and whenever an employee is representing RVCA or conducting RVCA business, is prohibited.

Employees are responsible to investigate with their doctor or pharmacist whether a medication can affect their ability to work safely and take appropriate steps to minimize associated risks. Employees must report the use of any psychoactive drug or substance taken in the preceding 24 hours which might cause impairment. The RVCA will assess any requirement for modified work due to the risk of impairment from use of medication and the employee shall follow any recommended course of action to minimize safety risks.

#### 2.7.3 Other Drugs and Improper Use of Medication

The following are strictly prohibited while on RVCA property, operating a RVCA vehicle, during working hours, at RVCA sponsored events, and whenever an employee is representing RVCA or conducting RVCA business:

- Being impaired by drugs, including cannabis
- Using, possessing, distributing, offering or selling cannabis or illegal drugs
- Possessing prescription medication without a legally obtained prescription
- Distributing, offering or selling prescription medications

An employee must never use, possess, sell, distribute, manufacture or transfer illegal controlled substances on RVCA premises, or during non-working time if their activities could affect RVCA's reputation.

#### 2.7.4 Compliance

Compliance with this Policy is a condition of employment with the RVCA. The RVCA applies this policy equally to anyone working on RVCA premises including full or part-time employees, temporary or term employees, contractors and consultants.

When there are reasonable grounds to believe that an employee is unfit for work due to impairment, the employee will be escorted to a safe place and given the opportunity to explain why he or she appears to be in an unfit condition. If the manager conducting the interview still believes that the employee is unfit for duty, one or more of the following steps may be taken:

- The employee will be referred for medical attention if there are immediate medical concerns;
- The employee may be reassigned or sent home for the day;
- The employee may be placed on a leave of absence until they provide documentation from a qualified medical practitioner certifying that the employee is fit to return to work safely.

RVCA will investigate any suspected or confirmed violation of this Policy. An employee may be placed on leave (with or without pay, depending on the circumstances) while the investigation is being conducted. When a policy violation is found, the consequences will depend on the nature of the violation and the employee's circumstances, and may include:

- Temporary removal from the employee's position or placement in another position, with or without modified duties
- Medical assessment to determine the need for a treatment program
- Medical leave of absence in order to obtain treatment
- Fitness for return to work assessment
- Terms upon which the employee will be permitted to return to work
- Discipline up to and including termination

RVCA recognizes that alcohol and drug dependence are treatable illnesses. RVCA encourages employees to seek help if they are concerned that they or a family member may have a drug and/or alcohol problem. We

all share responsibility for maintaining a safe and productive alcohol and drug free workplace. All employees are responsible for compliance with this policy and for:

- Always striving to keep the work environment safe
- Supporting fellow co-workers in seeking help
- Reporting dangerous or suspicious behaviour to their supervisor or RVCA

### 2.8 Drivers of RVCA Vehicles

Prior to operating an RVCA vehicle you must provide, at your own cost, a three-year uncertified driver's record (driver's abstract) that will identify your driver and license details, conviction information, and any applicable demerit points and suspensions. You must also successfully complete an RVCA Driver's Test.

If your job requires you to operate an RVCA vehicle on a regular basis, passing this test, maintenance of a valid Driver's license, Class G2 or better, and a safe driving record are conditions of continued employment. At the Authority's discretion, during the course of your employment you may be asked to provide a valid driver's license.

If you are authorized to take a vehicle home at night, the mileage between your home and the office will be considered personal use of the vehicle and a taxable benefit will be reported on your T4 slip. You may not use the vehicle for any personal use other than travelling between the office and home, or between a worksite and home. Stops on the route are permitted.

Refer to Section 4 for restrictions on operating RVCA vehicles and on taking a vehicle home at night.

### 2.9 Police Vulnerable Sector Check (PVSC)

Any employee who is in a position where they work or interact with youth must provide an original copy of a successful (i.e. negative) Police Vulnerable Sector Check (PVSC), paid for by the RVCA as a condition of their employment offer. The PVSC must be conducted exclusively for their employment with the RVCA. Thereafter, it is a condition of continued employment to provide a successful PVSC at least every three years, or upon request. On an annual basis, the employee must sign-off on a declaration that they have no convictions under the Criminal Code of Canada, or convictions for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

If the employee is under age 18, he or she must instead provide a clear Criminal Record and Judicial Matters Check (CRJM).

### 2.10 Police Criminal Record Check (PCRC)

Any employee who is in a position where they work directly with cash must provide a successful (i.e. negative) Police Criminal Record Check (PCRC) as a condition of their employment offer. The PCRC must have been issued within the last six months. Thereafter, they must provide a successful PCRC upon request. Failure to do so may result in termination of employment, depending on the nature of the charges or convictions.

### 2.11 Travel on Authority Business

You are asked to use the most practical and economical mode of transportation when you travel on Authority business. Whenever possible, Authority vehicles shall be used to transport personnel and goods

of the Authority while on Authority business.

You are encouraged to travel during regular work hours, however when this is not possible you will be compensated with time off at the regular rate.

You are insured under WSIB when travelling on RVCA business, except when you make a distinct departure on a personal errand.

You will be reimbursed for reasonable expenses related to:

- transportation
- taxi fares
- accommodation
- meals excluding alcoholic beverages (including gratuities)
- business and personal telephone and internet charges
- parking fees

You must support all claims with receipts.

The payment of any fines associated with parking tickets and/or traffic violations will be your responsibility.

### 2.11.1 Personal Vehicles

With prior approval from your supervisor, you may use your personal vehicle for Authority business when there is no Authority vehicle available and/or when it is most practical to do so. You must carry proper vehicle insurance in accordance with the Ministry of Transportation's vehicle licensing requirements.

You will be reimbursed for the use of your personal vehicle for the actual distance traveled on Authority business at the current RVCA rate. You do not need to support your claim with receipts.

If you use your vehicle for long distance travel on RVCA business, and you find yourself stranded because your vehicle has broken down or because of a severe storm, reasonable expenditures for meals, accommodation and alternative transportation will be reimbursed. In no way will the RVCA reimburse or share in the cost of repairs to your personal vehicle.

### 2.12 Resignation

You are asked to provide at least two weeks' notice in writing when you resign. In management positions a longer notice period is appreciated.

If you are absent from duty without authorized leave for a period of two weeks, the RVCA may declare you to have abandoned your position and you will cease to be an employee of the Authority.

### 2.13 Retirement

There is no mandatory retirement date; however, your normal retirement date is the last day of the month in which you reach age 65.

If you are a member of the OMERS pension plan, you must start receiving your OMERS pension no later than December 1 in the year in which you turn 71, regardless of whether you continue to work.

You may elect to retire and receive early retirement benefits as early as age 55. Depending on your service,

the benefits will be reduced or unreduced. You are entitled to Retiree Benefits paid for by the RVCA, as outlined in Section 6.3.9. Benefits terminate at age 65.

If you are considering retirement, talk to your supervisor at least six months prior to your retirement date. That will provide sufficient notice for workforce planning.

You must provide a letter confirming your retirement date at least one month prior to the retirement date. This will help to ensure there is no gap between your regular earnings and the payment of your first pension benefit.

### 3 Staffing, Pay Administration and Performance Management

#### 3.1 Accessibility

Rideau Valley Conservation Authority is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner.

##### 3.1.1 Recruitment, Assessment and Selection

For job applicants, accommodation will be provided, on request, during all stages of the recruitment and selection process.

##### 3.1.2 Documented Individual Accommodation Plans

When an employee with a disability requests an accommodation, or when a need is identified by their manager, the Human Resources Specialist will work with the employee and their supervisor to develop a personalized accommodation plan. The employee's health care provider is often consulted in order to help determine the employee's functional abilities and capacity.

Once the most appropriate accommodation has been identified, the accommodation details are written down in a formal plan, including accessible formats and communications supports, workplace emergency response information and any other accommodation that is to be provided. The plan can be provided to the employee in a format that is accessible. At all times we protect the employee's personal information. If an individual accommodation is denied, the Human Resources Specialist will provide the employee with the reason for the denial, in an accessible format.

A schedule for formally reviewing the individual accommodation plan will be built into the plan. The plan will also be reviewed if the employee's work location or position changes.

If the accommodation is no longer appropriate, the employee, their supervisor and the Human Resources Specialist work together to gather relevant information and reassess the employee's needs.

When an employee has been absent because of a disability, whether the disability is temporary, recurring or permanent, they may need some form of disability-related accommodation in order to effectively return to work. In consultation with the employee, we will prepare an accommodation plan, similar to that described above, that balances the needs of both the employee and the RVCA.

##### 3.1.3 Individualized Emergency Response Information

As part of your accommodation plan, we develop a personalized emergency response plan (if necessary).

We review the emergency response information when the employee changes work locations, or when their overall accommodation plan is reviewed and updated, or when we review and update the RVCA's emergency response policies. An employee with a disability, either temporary or permanent, should notify their supervisor and the Human Resources Specialist. This will help to ensure a personal emergency response plan is triggered and put in place as soon as possible.

### 3.1.4 Accessible Formats and Communication Supports

When an employee with a disability asks for it, we work with them to make workplace information accessible in a way that meets their needs. This means providing the information in an accessible format or with communication supports suited to the individual needs of the employee. Workplace information can relate to the information the employee needs to do their job, or it can be general information available to all employees.

### 3.1.5 Performance Management and Career Development

We take into account the accessibility needs of our employees and any documented accommodation plans. We make performance management accessible by reviewing an employee's accommodation plan to understand their needs and determine if there are any adjustments that should be made to help them succeed. When we provide career development opportunities, we consider what accommodations an employee with disabilities may need to learn new skills or take on more responsibilities.

## 3.2 Staffing Philosophy

At the RVCA we recognize there is a rich pool of talent and knowledge within the organization. Our staffing philosophy, therefore, is to promote from within whenever possible, by selecting an internal candidate who meets all of the qualifications of the position, or sometimes by under-filling a position at a lower salary band in order to develop an otherwise qualified employee's skillset until they meet all of the qualifications.

With that philosophy in mind, competent and deserving employees who have demonstrated the willingness to go above and beyond their normal duties; who have consistently achieved goals and targets; and who have taken the time and effort to prepare themselves for greater challenges will be "promoted" to positions according to the hiring practice outlined below. Exceptions to using this hiring practice must be approved by the General Manager.

The nature and size of the organization means that a job will sometimes change significantly to reflect the developing capabilities of the incumbent as well as the demands of the position. In these cases, when a job is reclassified into a higher salary band it is appropriate for the incumbent's salary to move into the new salary band.

Although there is no formal probation period for internal candidates, there is a period of between three and six months when performance is closely monitored to ensure successful integration into their new responsibilities. Supervisors are responsible for mentoring, coaching and training their employees to make this possible.

## 3.3 Hiring Practices

Job openings will initially be posted internally. Occasionally it may be necessary to post a vacant position internally and externally at the same time, for example when there are time constraints or when it is not evident there is a qualified employee who may be interested in the opportunity. It is in the best interests of the RVCA to select the most qualified and suitable candidate for the job; however, all things being equal,

preference will be given to internal candidates.

The selection process is led by the hiring supervisor with assistance from the Human Resources Specialist. Normally a selection committee lead by the hiring supervisor conducts structured interviews and selects the preferred candidate. For external candidates, at least two reference checks are completed before a candidate is offered a position. For internal candidates, with the permission of the employee, the hiring supervisor will have access to their personnel file. The preferred candidate must be endorsed by the departmental director and General Manager.

Normally the employee will start at, or close to, the minimum of the job's salary band. When a candidate demonstrates exceptional qualities or experience, or the salary of an employee being promoted is already within the band, their starting salary may be anywhere between the minimum and the mid-point of the band. Only in very exceptional circumstances, and with the approval of the General Manager, will a new employee be offered more than the mid-point salary. At times, it may be necessary to fill the job with a less than qualified employee. When that's the case the employee will start at a lower salary band until they demonstrate they can meet all of the requirements of the job, normally by the end of the probation period but sometimes for an extended period. For more information on job evaluation and classification see Section 3.8.

New employees will serve a probationary period of at least six months during which time their performance will be carefully monitored to ensure they successfully integrate into the job. A formal performance review will be conducted after two months, again after four months and again at the end of the probation period. During the first three months of employment, a new employee's employment may be terminated without notice. The Authority may, at its sole discretion, extend the probationary period.

### 3.4 Working Relationships

No employee will be directly or indirectly supervised by a close family member such as a spouse, child, parent or sibling (including in-laws and step relatives).

### 3.5 Acting Assignments

In an acting assignment, you normally give up your regular responsibilities for a period of several months in order to fulfill other responsibilities, either in your department or another department. You may or may not receive 'acting pay', depending on several conditions such as how well qualified you are for the position and how much different the responsibilities are from your own job. Each case will be considered individually with input from the supervisor, director and sometimes the General Manager.

If you want to be considered for an acting assignment, you should first seek the support of your current supervisor, as they will need to make sure your work gets done in your absence.

### 3.6 Payroll

You will be paid on a bi-weekly basis through automatic payroll deposit to your bank account. Deductions for CPP, EI, tax, taxable benefits, pension and other authorized contributions or deductions will be withheld. You must complete an accurate record of your working hours and leave taken using our web-based system in accordance with the published payroll schedule. Failure to do so may result in inaccurate or late pay.

### 3.7 Overtime Work and Overtime Compensation

The RVCA complies with the Ontario *Employment Standards Act*. We do not offer a greater benefit; when there is any doubt about our practices reference should be made to the ESA [ESA Hours of Work](#).

Our work week begins at 12:00 a.m. Saturday morning and ends at 11:59 p.m. Friday night. Use this period to determine if your overtime work will be compensated at the regular rate or at the rate of one-and-a-half.

You can only claim overtime if you work 60 minutes longer than your normal workday. If you regularly work longer hours, talk to your supervisor to determine if a compressed workweek is right for you. Starting a bit early, staying a few minutes late or working through part of your lunch hour or your morning or afternoon breaks may be appreciated and can be used to make up for time lost in the same week, but should not be recorded as overtime worked because it's not compensated or banked.

#### 3.7.1 Regular Overtime

When you work more than your regular hours, you **MUST** have your supervisor's express prior approval and **you must work a minimum of sixty minutes in a day to claim overtime**. Record the excess hours as overtime worked at the regular rate (OTW@1). These hours are banked as time off, and at a future date you can use the banked time to take paid leave. You should schedule time off to use all your overtime before the end of the calendar year. If there's a balance left at the end of the year you'll lose those hours; they will not be carried forward to the next year. If your employment is terminated with an overtime balance, your supervisor may approve the balance be paid out.

#### 3.7.2 Overtime at Time-and-a-Half

If you must work more than 44 hours in a work week, you **MUST** have your supervisor's express prior approval and **you must work a minimum of sixty minutes in a day to claim overtime**. Any hours you work in excess of 44 hours are recorded as overtime worked at the rate of time-and-a-half (OTW@1.5). **Before working more than 44 hours, consider re-arranging your work schedule for the week to take some time off.**

There may be times when you are requested or obligated to work on the weekend or a statutory holiday. If a supervisor feels that an employee is going above and beyond the call of duty, a recommendation can be made to compensate the employee with time off at the rate of time-and-a-half. This is a deviation from our standard policy, and as such will be considered on a case-by-case basis which the General Manager must approve.

These overtime hours are automatically banked as time off at the rate of time-and-a-half, and at a future date you can use the banked time to take paid leave. You can also ask that the banked time be paid out as overtime earnings. If you have a balance at the end of the year, those hours will be carried forward to the next year.

#### 3.7.3 Board/Committee Meetings

If you must attend a board or committee meeting outside of your regular work hours, you will be compensated with overtime for the time you spend attending the meeting, rounded up to the hour. You can claim mileage.

#### 3.7.4 Emergencies

If you are called in to work on an emergency basis, you will be compensated with a minimum of

3.5 hours of overtime leave.

### 3.7.5 Public (Statutory) Holidays

If you must work on a holiday, you will be paid your regular statutory holiday pay for the day and you will record the hours you worked as overtime.

- **Commuting between home and the regular workplace is not considered working, travel or waiting time.**

## 3.8 Job Evaluation and Job Classification

The RVCA has established a salary scale with bands that differentiate jobs based on their relative worth to the organization. A trained Job Evaluation Committee uses a structured 'point factor' job evaluation system to consistently and objectively determine the worth of jobs according to several factors. The factors accumulate points and the sum of those points ranks a job on the salary scale.

A copy of the job evaluation plan can be obtained from Human Resources. To maintain objectivity, the weighting of factors will not be released.

We strive to pay our employees salaries that are fair from two perspectives:

- Internal equity ensures that differences in salary levels correctly reflect differences in the relative value of job responsibility; and
- External equity ensures that salary ranges at the RVCA compare favourably to those of similar employers.

To achieve external equity, the RVCA normally conducts a survey of similar employers every three to four years and makes necessary adjustments to the salary scale as our budget and financial constraints permit. In addition, every year we consider the inflation rate, and when approved by the Board of Directors, we increase salary ranges appropriately.

Decisions about pay inevitably involve some judgement. If you feel your job has been classified inappropriately on the salary scale, you may appeal the Committee's decision to the Director of your department.

Job descriptions are an important and valuable resource, not only for helping the Job Evaluation Committee members understand the responsibilities of your job, but also for identifying training needs, managing performance and assessing performance during the annual performance review cycle. When changes in your job description are substantial, you should ask your Supervisor to request the job be re-evaluated by the Committee.

## 3.9 Performance Reviews

At the RVCA, Performance Management is a process. Review of performance is one of the six components of that process. The components are:

1. Review of performance in relation to the responsibilities outlined in the job description and the achievement of goals/targets.
2. Establishment of employee goals/targets that are aligned with departmental and Authority objectives.
3. Facilitation of two-way feedback throughout the year.
4. Commitment to recognizing and motivating employees.
5. Identification of training needs and career development opportunities.
6. Determination of salary increases based on merit when appropriate.

- **Your performance is always rated in comparison to the expectations of the job, not in comparison with another employee.**

The performance review cycle normally ends in December, at which time your supervisor will initiate the formal performance review by inviting you to submit your input on the performance review form. They, in turn, will make comments on your form and may adjust the rating you have assigned for one or more factors. After that you will have a meeting in private to discuss your performance over the past review period, the contents of the form and to establish goals and objectives for the upcoming year.

Once you, your supervisor and your director have all signed off on the form, it is sent to the Human Resources Specialist who processes your merit increase (if recommended) and economic adjustment (if applicable) and forwards it to the General Manager for his review and signature. The final copy is stored in your personnel file in perpetuity.

- **Merit increases are based on your performance and approved by the Board of Directors. A merit increase is never automatic.**

### 3.10 Performance Management and Progressive Discipline

The RVCA encourages open and frank discussion between you and your supervisor. We want performance and other work-related issues brought to light when incidents occur, so they can be resolved in a proactive manner. A supervisor must never wait for the annual performance review to address performance problems, bad behaviour or work-related incidents.

Behaviour that will not be tolerated includes but is not limited to:

- excessive tardiness or absenteeism;
- disrespecting or harassing co-workers, clients or the public;
- theft and other crimes;
- spending too much time on personal activities;
- abusing e-mail and internet access;
- not complying with health and safety policies, practices and protocol;
- reckless driving of Authority vehicles or boats;

- negligent use of Authority tools and equipment.

When an initial discussion and some preliminary coaching and training fail to immediately improve an employee's performance, or when an employee continuously demonstrates unacceptable behaviour, or when one critical incident warrants it, a supervisor, in consultation with their Director and the Human Resources Specialist, may begin disciplinary action as described below.

### **Step One: Verbal Reprimand**

Your supervisor will meet with you privately to discuss the situation by advising you of the inappropriate behaviour or poor performance, outlining how it fails to comply with RVCA expectations and standards and reminding you that failure to meet those expectations may result in further disciplinary action.

Together you will brainstorm ideas to help you overcome obstacles preventing you from performing to your full potential. You are expected to implement what you both agree will work best for you, and it's anticipated that this will be the last time you will need to meet to discuss the problem.

Your supervisor will document the meeting.

### **Step Two: First Written Warning**

If you fail to heed the verbal warning in a timely manner, your supervisor will meet with you again to discuss the issue. You will receive a letter as a written warning which states the expectations for improvement and consequences should the expectations not be met. You will be asked to acknowledge the warning by signing the letter which will then be placed on your personnel file as a semi-permanent record.

There is normally a period of between 30 and 90 days when your behaviour and performance will be carefully monitored to ensure the warning is successful. If after that period, you have clearly and consistently changed your behaviour or met the performance standard, your supervisor will confirm in writing that the matter has been closed and a copy will be placed on your personnel file. After a two-year period, if there have been no other similar performance issues or poor behaviour, the written warning may be removed from your file and destroyed. Depending on the severity of the infraction, the warning may be kept indefinitely as a separate record.

Failure to heed the first written warning will result in a second written warning.

### **Step Three: Second Written Warning**

If, after the 30 to 90-day period, you have still not clearly and consistently changed your behaviour or improved your performance significantly, you will be given a second written warning that demands you immediately and consistently meet the requirements for the next 30 days, or face possible suspension without pay for a period of time as deemed appropriate given the type and level of the infraction. You will be asked to sign the letter and it will be placed on your personnel file.

If, after the 30-day period, you have clearly and consistently changed your behaviour or met the performance standard, your supervisor will confirm in writing that the matter has been closed and a copy will be placed on your personnel file. After a two-year period, if there have been no other similar performance issues or poor behaviour, the written warnings may be removed from your file and destroyed. Depending on the severity of the infraction, the warnings may be kept indefinitely as a separate record.

Failure to heed the second written warning may result in suspension without pay.

### **Step Four: Suspension without Pay**

If, after the 30-day period, you have still not clearly and consistently changed your behaviour or improved your performance significantly, you may be suspended without pay. The length of the suspension will depend on the type and level of the infraction.

Where suspension without pay is deemed to be the only course of action left available, the approval of the General Manager is absolutely essential.

The Human Resources Specialist will issue a letter describing the serious infraction or lack of performance, the discipline being administered in terms of a suspension without pay, and the expectations that you must meet upon your return to work. You will be asked to sign the letter and a copy will be placed on your personnel file. You will be expected to comply with the requests to perform at the expected standards immediately upon your return to work and over the next 30 days, or risk a longer suspension without pay or immediate termination of employment without further notice.

If upon return to work and for the next 30-day period, you have clearly and consistently changed your behaviour or met the performance standard, your supervisor will confirm in writing that the matter has been closed and a copy will be placed on your personnel file. After a two-year period, if there have been no other similar performance issues or poor behaviour, the written warnings may be removed from your file and destroyed. Depending on the severity of the infraction, the warnings may be kept indefinitely as a separate record.

Failure to improve may result in a longer suspension without pay or termination of employment without further notice.

### **Step Five: Termination of Employment**

If, after being suspended without pay, you are still not complying with the expectations, depending on the nature of the problem and the outlook for a positive outcome, your employment may be terminated without further notice.

Where termination of employment is deemed to be the only course of action left available, the approval of the General Manager is absolutely essential.

Where an incident or event is so critical that it drastically undermines the employment relationship or is a criminal act, an investigation will be conducted by the Human Resources Specialist and the General Manager. During an investigation you will be suspended with pay and you will not have access to authority computers, equipment and vehicles. Depending on the outcome of the investigation, your employment may be terminated with or without notice and without following any disciplinary action as described in the previous steps.

## 4 Use of Authority Property and Resources

Equipment, vehicles and other RVCA property are for the exclusive use of employees, members and

volunteers of the Authority engaged in the business of the Authority. Exceptions must be approved by the General Manager or designate.

### 4.1 Equipment

Equipment is defined as the set of articles, implements or physical resources that allow you to do your work and includes but is not limited to tools, instruments, measuring devices and electronic equipment.

You are expected to maintain the equipment you are assigned in good working condition. When something breaks, or begins to wear down, it is your responsibility to advise your supervisor and arrange for its repair or replacement.

If a piece of equipment fails and becomes a health and safety hazard, you must stop using it immediately and report the problem to your supervisor. You must take steps to ensure it is not inadvertently used by someone else before it is repaired or replaced.

You must, at all times, protect the equipment from theft or loss. Failure to do so may result in you having to reimburse the authority for its replacement if you are found to be negligent.

### 4.2 Vehicles

An RVCA vehicle is defined as any transportation device including cars, trucks, water craft, snow and all-terrain vehicles and associated equipment used for transportation, whether owned outright or leased by the Authority.

All employees in charge of an RVCA vehicle will be responsible to conduct themselves in a professional manner at all times when operating a vehicle. An employee who inappropriately uses an RVCA vehicle will be subject to disciplinary action.

If you are required to operate an Authority vehicle:

- you must be properly licensed;
- you must report to your supervisor immediately if your license expires, is suspended or taken away from you;
- you must have successfully completed any mandatory training or testing;
- you must obey all highway traffic laws and other laws and operate the vehicle in a safe manner;
- you must immediately report to your supervisor any tickets that are issued to you while operating an RVCA vehicle;
- you will be responsible for the payment of any fines imposed for speeding, parking or other violations;
- you will not permit unauthorized persons to operate the vehicle;
- you will perform a routine circle check to ensure that the vehicle is in safe operating condition before assuming responsibility for it.

### 4.2.1 Motor Vehicle Home at Night

In most cases an RVCA vehicle must be parked in the vehicle compound, or other designated area, overnight and on weekends.

With express written permission from the director of your department, you can take the motor vehicle home at night. In accordance with Canada Revenue Agency's (CRA) "Motor Vehicle Home at Night Policy", the distance travelled between the office and your residence will be considered "personal use". A taxable benefit will be assessed using CRA's *Fixed Rate Calculation* and added to your T4 slip. If you are travelling directly between a worksite and your residence, it is not considered personal use of the vehicle.

You will be issued a log book in which to record your daily personal and business mileage. This log book must be presented to the Finance Department before the end of each calendar year. You will be responsible for supporting claims for business travel versus personal travel if you are called upon by Revenue Canada to support claims made to the RVCA regarding the use of a company vehicle.

**You may not use the vehicle for any personal use other than travelling between the office and home or between a worksite and home. Stops on the route are permitted.**

The Director or General Manager can, without notice, withdraw their authorization to allow you to take a vehicle home.

### 4.3 Cellular and Wireless Devices

The law makes it illegal for drivers to talk, text, type, dial or email using hand-held cell phones and other hand-held communications and entertainment devices. You are obliged to use cellular/wireless devices in an informed, safe and responsible manner. You may make limited use of cell phones and other wireless devices to conduct conversations when you drive as long as you use headsets and other hands-free devices. When using hands-free accessories or devices, you are strongly encouraged to pull off roadways and keep calls as brief as possible. If you are driving, whenever possible, turn off your device and answer messages and place calls when you have pulled off the roadway in a safe place.

You will be accountable for any fines or legal action resulting from inappropriate use of cellular/wireless devices.

Disciplinary action may be taken where there is evidence of misuse or failure to exercise due diligence while using cellular/wireless devices. Disciplinary action can range from an oral or written reprimand to suspension or termination of employment, depending on the severity of the infractions.

### 4.4 Internet and E-mail

Use of the internet and e-mail systems is restricted to Authority and related business. You may use these tools for personal use during your breaks, however abuse of this privilege will result in access being restricted and potentially you may face disciplinary action.

There is absolutely no guarantee of privacy in using the Internet, including associated e-mail communication. The General Manager or designate, on behalf of the Authority, reserves the right to

monitor all user Internet communications and examine all information collected, created or generated as a result of the use of Authority equipment including any files, messages, print outs, diskettes, tapes, USB drives, CD and DVD media or other material in order to monitor compliance with this policy.

Recognizing that you are entering into a public forum, you must be aware that your actions will reflect on the Authority as a whole and therefore your communication must be professional and positive at all times. You may only use your own name in communications and you should use Authority templates and forms for specific communication when provided.

You must behave in a proper, ethical and legal manner consistent with the Personnel Regulations of the Authority and the laws of Ontario and Canada. You are responsible for security features on your own work station and security codes and procedures shall not be divulged to unauthorized users. Illegal or unethical use may be cause for disciplinary action, up to and including termination of employment. Infractions include but are not limited to:

- Disseminating, mailing, posting, receiving or solicitation for the reception of illegal material such as any form of pornography, obscene, threatening, intimidating or harassing material, or hate propaganda in any form and circulating or making public any such materials or direct links to such locations elsewhere on the Internet.
- Use of Authority equipment and connections to libel or slander other users, individuals or institutions.
- Posting or in any way compromising the personal information of others prohibited by the Protection of Personal Information and Privacy Act.
- Extortion or threats.
- Violation of copyright, trade secrets or infringement of any patent or other proprietary interest, including any activity that supports illegal distribution of software, otherwise known as pirating.
- Gaining or attempting to gain unauthorized access to any kind of network, service, information, communications, or computing facility or resource.
- Damaging or destroying the integrity of a computer system or the data or programs stored on a computer system.
- Personal gain or profit or for the benefit of other persons or entities or for sales or personal purchases or for posting advertisements for private money making schemes including pyramid schemes.

#### 4.5 Safety Equipment and Clothing

You will be issued personal safety equipment as required by your job. For periodic tasks that are not a regular part of your work, you will be supplied with safety equipment; however that equipment may be used by more than one employee.

If your job requires you to wear clothing which identifies you as an RVCA employee, you will be reimbursed reasonable costs upon submission of receipts. Check with your supervisor for

restrictions before placing your order.

If your job requires you to wear work boots, you will be reimbursed upon submission of receipts, for one pair of boots every two years, to a maximum of \$200 per pair.

- **Appropriate safety equipment must be worn on Authority work sites at all times.**

## 5 Leave (Time Off Work)

### 5.1 Statutory and Other Holidays

The RVCA observes the following Statutory Holidays:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

We also observe the following non-statutory paid holidays:

- Remembrance Day
- Easter Monday
- August Civic Holiday
- Office Closure between Christmas and New Years

and such other days as may be authorized by the Board of Directors.

If you work part-time, your Holiday pay will be calculated in accordance with the Ontario *Employment Standards Act* [ESA Public Holidays](#). That is, we take the total amount of regular wages that you earned in the pay period immediately before the public holiday and we divide it by the number of days that you worked in that pay period.

### 5.2 Annual Vacation

Your annual vacation entitlement is based on the calendar year (January 1 to December 31).

In general, employees are not allowed to take paid vacation leave within the first three (3) months of employment. However, your director may, at their discretion, approve vacation leave during this period in exceptional circumstances.

Your supervisor must approve your vacation leave in advance and reserves the right to schedule your vacation leave in accordance with operational requirements. You are encouraged to discuss your vacation plans well in advance with your supervisor. The RVCA is not responsible for any expenses or cancellation fees that you incur in relation to vacation bookings.

Vacation leave is earned at 1.25 days per month of service. This rate will be prorated if you worked less than a full year or work part-time hours. The annual vacation entitlement increases with years of service as outlined in following table.

Years of Service	Annual Vacation Entitlement
Less than 10 years of service	15 days (105 hours)
10 years of service	20 days (140 hours)
20 years of service	25 days (175 hours)
30 years of service	30 days (210 hours)

You may carry forward to the next year a maximum of 5 days (35 hours) of vacation time.

### 5.3 Paid Sick Leave

You have the benefit of 1.25 days of sick leave per month of service (15 days per year). If you work part-time, your entitlement is prorated to reflect your part-time hours. Unused sick leave cannot be carried forward to the following year.

You can take reasonable sick leave for any short-term illness, or to attend medical or dental appointments. You may also use reasonable sick leave to care for young children or elderly relatives whose care cannot be provided for by others. The RVCA reserves the right to limit the amount of time that can be taken to care for a sick relative.

You must contact your supervisor first thing in the morning on the first day of your absence and every morning thereafter until you return to work.

If it seems apparent that you are suffering from a contagious illness and you insist on coming to work, the RVCA will consider several factors before deciding to send you home to recover:

- Are you able to perform normal job duties?
- Are you meeting normal performance standards?
- Does your continued presence pose a risk to the health of yourself, other employees, clients and visitors?
- Can you work from home?

You may be asked to produce a medical certificate from a qualified medical practitioner for any

absence in excess of three (3) consecutive working days certifying that you are unable to carry out your duties. The General Manager has the discretion to request a medical certificate from a qualified medical practitioner for any occurrence of sick leave.

### 5.4 Short Term Disability Plan (STD) \* *Permanent Employees Only* \*

This benefit does not apply to employees who are on contract.

If you are a permanent employee, you will be eligible for the STD plan after three months of employment with the RVCA.

Short Term Disability payments are provided through a Supplemental Unemployment Benefit (SUB) plan registered with Service Canada.

This plan is intended to protect your income during a lengthy period of non-occupational illness or disability. You may be totally disabled and unable to work or you may be able to work part-time during a period of STD. If you are able to work part-time you will be paid regular earnings for the hours you work, and you may receive STD payments as a top-up to 95% of your regular weekly earnings.

STD benefits are calculated in conjunction with EI sickness benefits under and approved SUB plan to provide a top-up to a maximum of 95% of your regular earnings up to a maximum of 15 weeks in a 52-week period.

During the EI one week waiting period, the RVCA pays 95% of your regular earnings. For the remaining 14 weeks the RVCA will top-up your EI sickness benefit to a combined maximum of 95% of your regular earnings.

In the event you do not qualify for EI sickness benefits, the RVCA will provide STD benefits at 95% of your regular earnings.

**STD benefits are limited to a maximum of 15 weeks in any 52-week period (525 hours for full-time employees and prorated for part-time employees).** This period may be used to satisfy the 105-day elimination period for Long Term Disability (LTD) benefits. LTD eligibility is determined by the benefits carrier.

Any group benefits coverage in place will continue throughout your leave. The RVCA will continue to pay the premiums for benefits normally covered by the employer.

Your OMERS contributions will continue uninterrupted.

To receive STD benefit payments, you must:

- First exhaust your sick leave entitlement
- Provide a medical certificate to human resources as soon as possible that indicates the start date of the disability and expected return to work date
- Apply for EI sickness benefits and provide an EI statement to human resources
- Agree in writing to repay any amounts advanced by the RVCA that result in overpayment
- Continue to update human resources on any changes to your ability to return to work

The RVCA may request a functional abilities form (FAF). RVCA will remain in contact with you to monitor your ability to return to work. The RVCA reserves the right to contract a third-party service provider to manage your STD claim.

It is RVCA's goal to get you back to work as soon as you are able. Each department will work to accommodate an employee whose abilities have changed due to illness, injury or diminished capacity. In the event you are not able to be accommodated within your department the RVCA will make every effort to find suitable alternate employment elsewhere within the organization.

If a disability is due to a workplace injury a claim should be processed through WSIB.

### 5.5 Pregnancy and Parental Leave

The RVCA complies with the Ontario *Employment Standards Act*. For clarification on our practices please refer to the [ESA Pregnancy and Parental Leave](#) . We also offer regular employees a Supplementary Benefit Plan (refer to section 5.5.4). You may qualify for EI benefits. [Maternity and Parental EI Benefits](#)

Please let your supervisor and the HR Specialist know that you are expecting or adopting and suggest when you might want to start your leave. You must confirm your last day of work at least two weeks in advance of the start of your leave. You may be asked to provide a doctor's certificate.

With the exception of determining completion of a probationary period, Pregnancy or Parental Leave is included in calculating your length of employment to determine seniority, sick and vacation leave entitlement.

#### 5.5.1 Pregnancy Leave

If you are pregnant and have been employed with the RVCA for at least 13 weeks before your due date, you are entitled to take a leave of absence without pay. Your leave of absence is for a maximum of 17 weeks. You can start your leave no earlier than 17 weeks before your due date and no later than your due date (or the delivery date if the baby comes early).

Those who suffer a miscarriage are entitled to take 12 weeks of leave.

You may be entitled to EI benefits.

#### 5.5.2 Parental Leave

If you have been employed with the RVCA for at least 13 weeks and you are expecting a baby or adopting a child, you are entitled to take a leave of absence without pay.

If you are taking Pregnancy Leave, your Parental Leave must normally start the day after your Pregnancy Leave ends. Your Parental Leave is for a maximum of 61 weeks.

If you are only taking Parental Leave, you are entitled to a leave of absence of up to 63 weeks. Your leave must start no later than 78 weeks after the birth of your baby or the day a child comes into your custody and control.

You may be entitled to EI benefits.

#### 5.5.3 Return to Work



## PERSONNEL REGULATIONS

You may decide to end your Pregnancy or Parental Leave earlier than planned. You are asked to give at least four weeks written notice of your new return to work date.

If you want to take additional unpaid leave you are asked to request an extension at least four weeks before your original leave is to end. The RVCA will make every attempt to approve your request, however it may not be approved based on operational requirements. If your request is not approved and you do not return to work on time or provide a written notice of termination, we will assume you have voluntarily resigned your employment effective the date your leave expired.

When you return to work, you will be reinstated in the position you occupied when you left. If that position is no longer available, you will be offered a comparable position (if one exists) with not less than the same wages and benefits. In the unexpected circumstance that no comparable position exists, you will be offered a severance package.

### 5.5.4 Supplementary Benefit Plan (SBP) \* Permanent Employees Only \*

This policy does not apply to employees who are on contract.

If you are eligible for pregnancy and/or parental leave under the *Employment Standards Act, 2000*, you are a permanent employee, and you are receiving EI maternity/parental benefits you are eligible to receive SBP payments.

SBP payments are calculated in conjunction with EI maternity/parental benefits to provide a top-up to 93% of your regular earnings for the first 17 weeks of your leave (pregnancy or parental).

During the one week waiting period for EI benefits the RVCA pays 93% of your regular earnings. During the remaining 16 weeks, the RVCA will top-up your EI benefit to a combined maximum of 93% of your regular earnings.

Your membership in OMERS will be suspended during your leave. Upon your return to work you will have until December 31 of the following year to buy back the break in service. RVCA will pay the employer contributions.

Any group benefits coverage in place will continue throughout your leave. The RVCA will continue to pay the premiums for benefits normally covered by the employer. If you subscribe to optional benefits such as optional life insurance or critical illness, you will need to prepay those premiums.

You will continue to accrue paid vacation leave for the duration of the time you are receiving SBP payments (17 weeks). After this point you will accrue unpaid vacation leave in accordance with the *Employment Standards Act, 2000*.

Pregnancy and parental leave are included in your length of service used to calculate your vacation entitlement and seniority.

You will be credited with a full year of sick leave entitlement upon your return to work. Sick leave balances cannot be carried forward.

To receive SBP payments you must:

- Provide in writing, your anticipated last day of work and anticipated return to work date to your supervisor and human resources
- Agree in writing, to receive SBP payments and to return to work for at least one year following your leave or repay in one lump sum the net balance of SBP payments
- Be receiving EI maternity/parental benefits
- Provide a copy of your EI benefit statement to human resources as soon as you begin to receive payments

### 5.6 Bereavement Leave

You will be granted up to five consecutive working days with pay in the event of the death of:

- spouse, parent, child, sibling, grandparent, grandchild (including step relatives)
- mother-in-law, father-in-law, daughter-in-law, son-in-law
- sibling of your spouse

You will be granted one working day with pay for any other close relative.

At the discretion of the departmental Director, you may be granted an additional two days leave for travel time to attend a funeral. Under special circumstances additional compassionate leave may be granted at the discretion of the General Manager.

### 5.7 Special Leave

You may be granted a Leave of Absence without pay upon submission of a written request. Your Departmental Director will be responsible for approving such a request.

You may continue to participate in the benefits plan at your own expense. Arrangements for payment of premiums must be made in advance with the Human Resources Specialist. Your membership in the OMERS pension plan will be suspended until you return to work, at which time you have the option of purchasing the service by paying both the employee and the employer contributions. Paid vacation leave does not accumulate during the unpaid leave. Any merit increase and/or economic adjustment awarded upon your return to work will be prorated to reflect your reduced service.

### 5.8 Service as Juror or Witness

If you are asked to serve as a Juror or Witness in any court, you will be granted leave of absence with pay, which will not constitute a break in service for determining seniority or calculating leave entitlement. You must submit a copy of your summons to your supervisor. You will be paid your regular wages, less any fee you are paid for serving as a juror (not including reimbursement you may receive for travelling or using your vehicle).

### 5.9 Statutory Leaves (Leaves to Help Families)

In accordance with the Ontario *Employment Standards Act*, the RVCA offers several kinds of unpaid, job-protected leave. During these types of leave, your benefits coverage will continue. Upon your return to work, you have the option of purchasing OMERS pension service, with contributions matched by the RVCA.

You may be entitled to receive EI benefits for some or all of the period during these types of leave.

### 5.9.1 Family Medical Leave

You are entitled to an unpaid leave of absence of up to twenty-eight weeks to provide care to certain family members and people who consider you to be like family, when there is a serious medical condition with a significant risk of death occurring within a period of 52 weeks.

### 5.9.2 Family Caregiver Leave

You are entitled to an unpaid leave of absence of up to eight weeks to provide care or support to a family member with a serious medical condition.

### 5.9.3 Critical Illness Leave

*You must have been employed for at least six consecutive months* to be eligible to take Critical Illness Leave. You are entitled to an unpaid leave of absence of up to 37 weeks to provide care to a critically ill family member. You will be able to take further leave if the family member remains critically ill. You must provide a certificate from a qualified health practitioner that: (a) states that the family member is critically ill and requires the care or support of one or more family members; and (b) sets out the period during which the family member requires care or support.

### 5.9.4 Child Death Leave

*You must have been employed for at least six consecutive months* to be eligible to take Child Death Leave. You are entitled to an unpaid leave of absence of up to 104 weeks if your child has died. You must take the leave within 105 weeks after the week of the child's death.

### 5.9.5 Crime-related Child Disappearance Leave

*You must have been employed for at least six consecutive months* to be eligible to take Crime-related Child Disappearance Leave. You are entitled to an unpaid leave of absence of up to 104 weeks if your child disappears as a likely result of a crime.

### 5.9.6 Domestic or Sexual Violence Leave

*You must have at least 13 weeks of service* to be eligible to take up to 5 paid days and another 5 unpaid days in a calendar year in the event that you experience domestic or sexual violence. You may be entitled to take more time off, up to a maximum of 15 weeks in a calendar year. You may be asked to provide reasonable evidence.

## 6 Benefits and Income Protection

### 6.1 W.S.I.B. Benefits (Workplace Safety and Insurance Board)

If you are off duty as a result of an accident or occupational illness incurred in the performance of your duties, you will be entitled to all benefits to the extent provided by the Ontario *Workplace Safety and Insurance Act*, which includes hospital and medical care [WSIB for Workers](#).

In accordance with W.S.I.B regulations, when you travel away from RVCA offices on Authority business, you are considered to be "at work" and are therefore covered for W.S.I.B. benefits in the event of an accident. If you take a "distinct departure on personal business", you are not covered during that time.

If you are a **regular** employee, your benefits will be topped up by the RVCA to a maximum of your regular earnings.

### 6.2 OMERS Pension Plan

The RVCA is a member of the Ontario Municipal Employees Retirement System (OMERS), serving about 380,000 working and retired members. OMERS is a Defined Benefit (DB) pension plan that is funded by equal contributions from employers and members based on earnings, and by OMERS investment earnings.

If you are a regular full-time or part-time employee, you are required to join the OMERS pension plan on your first day of employment.

If you are a contract employee, you will have the option of joining the pension plan when you have served two consecutive years working at least 700 hours or having earned at least 35% of the Year's Maximum Pensionable Earnings (YMPE) in each year.

You must start receiving an OMERS pension plan by December 1 in the year in which you turn 71. Your contributions to the plan will stop.

More detailed information is available in the OMERS pension booklet available from Human Resources.

### 6.3 Group Benefits

If you are a regular employee or you have a contract that is greater than one year and you work more than 28 hours per week, you are entitled to join the group benefits plan. Life insurance, Accidental Death and Dismemberment (AD&D), and for most employees, LTD, are mandatory. The other benefits are optional. Depending on your employment type, you may not be eligible for all the benefits (see the table below). The waiting period for regular employees is three months; for contract employees it is six months.

The RVCA pays 100% of the premiums for either Single or Family coverage, with some exceptions as noted below.

You can obtain a booklet from the Human Resources department that provides details about all the coverage available.

#### ***MANDATORY COVERAGE (if eligible)***

##### 6.3.1 Long Term Disability (LTD) \* Permanent Employees Only \*

LTD coverage provides a benefit to you if you are totally disabled, even if you can still work part-time. The benefit is 70% of your monthly basic earnings up to a maximum of \$5,000 (or \$10,000 with evidence of good health), less income you receive from other sources such as CPP, WSIB or an insurance plan. For a complete list of other income sources, refer to the SunLife Group Benefits Booklet. The benefit payment is taxable income. Benefits coverage such as life insurance, AD&D, health and dental continues.

Paid vacation leave and paid sick leave does not accumulate when you are in receipt of LTD benefits (paid vacation leave and sick leave for part-time LTD is pro-rated). Unpaid vacation leave continues to accumulate. When you return to work from LTD you will be credited with a full year of sick leave entitlement.

LTD does not interfere with service used to determine seniority or to calculate a merit increase, entitlement for vacation leave or other types of leave.

##### 6.3.2 Life Insurance with Dependent Life Coverage

This is a taxable benefit. Your Life coverage provides a benefit for your named beneficiary if you die while

covered. The benefit is two times (2x) your annual basic earnings rounded to the next higher \$1,000.

Your dependents' Life coverage provides a benefit payable to you of \$5,000 for dependent children and \$10,000 for your spouse.

### 6.3.3 Basic Accidental Death and Dismemberment (AD&D)

In the event that you die as the result of an accident, this benefit pays your beneficiary an amount equivalent to the Life Coverage. It pays you an amount if you lose the use of certain parts of your body as the result of an accident.

### 6.3.4 Employee Assistance Program (EAP)

The Employee Assistance Program is a confidential support service that can help you and your family members find solutions for personal or work life issues. It offers qualified professionals who can provide counselling and a variety of resources and referrals.

## **OPTIONAL COVERAGE**

### 6.3.5 Extended Health Care with Emergency Travel Assistance

This benefit pays for eligible services or supplies that are medically necessary for the treatment of an illness. It also covers semi-private hospital coverage, out-of-province travel protection and some paramedical services for which you do not need a prescription or doctor's referral. For full coverage details refer to the booklet or go on-line.

### 6.3.6 Dental Care

Dental coverage pays for eligible expenses that you incur for dental procedures provided by a licensed dentist, denturist, dental hygienist and anaesthetist and includes Orthodontic procedures for minor dependents. For major procedures you should ask your dentist to submit to the carrier an estimate for pre-approval. For full coverage details refer to the booklet or go on-line.

### 6.3.7 Critical Illness

You pay the premium through payroll deduction. You can purchase coverage for yourself, your spouse and dependent children. This plan pays a lump sum benefit in the event the insured is diagnosed with a defined critical illness.

### 6.3.8 Optional Life Insurance

You pay the premium through payroll deduction. You can choose Optional Life coverage for you or your spouse in units of \$10,000 to a maximum of \$250,000.

### 6.3.9 Retiree Benefits \* Regular Employees Only \*

If you are between age 55 and 65 when you retire, and you have 10 years continuous full-time service (minimum 28 hours per week) immediately preceding retirement, you are eligible for retiree benefits paid for by the RVCA. You will have the same extended health care and dental coverage as you did as an employee. Your out-of-country travel protection will be limited to \$100,000 for your lifetime and your life insurance will be reduced by 50%. There is no LTD or AD&D coverage. Benefits terminate at age 65.

## 6.4 Home and Vehicle Insurance

You pay the premium directly to the carrier. Through this plan, we can offer employees competitive automobile and property premiums. You can get a quotation with no obligation from the same company



## PERSONNEL REGULATIONS

that provides the RVCA with general insurance. Contact the Human Resources Specialist for details.

### 6.5 Gift Fund

The Gift Fund helps us acknowledge events such as leaving, getting married, having a baby or adopting, suffering from a lengthy illness or being hospitalized, or a death in your immediate family. The bi-weekly contribution is nominal and comes right off your pay. Although it is better to give than receive, if you don't make contributions to the Gift Fund you will not receive acknowledgements.

### 6.6 Social Fund

The Social Fund pays for social events such as BBQs, special parties and the annual Holiday party. The bi-weekly contribution is nominal and comes right off your pay. If you join you'll always be welcome to participate in social activities!

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Employee Classification	Waiting Period	WSIB	OMERS	Gift & Social Funds	Extended Health Care	Dental Care	Long Term Disability	Life Coverage	AD&D	Critical Illness	Optional Life	EAP	Home & Vehicle
<b>Regular Full-time</b> <i>Minimum 28 hours/week</i>	None	✓	✓	✓									
	3 months				✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Regular Part-time</b> <i>Minimum 17.5 hours/week</i>	None	✓	✓	✓									
	3 months				✓	✓		✓	✓	✓	✓	✓	✓
<b>Contract Full-time</b> <i>Minimum 28 hours/week</i>	None	✓		✓									
	Qualifying Period *		✓										
	6 months				✓	✓		✓	✓	✓	✓	✓	✓
<b>Contract Part-time</b> <i>Less than 28 hours/week</i>	None	✓		✓									
	Qualifying Period		✓										
<b>Retirees</b>	None				✓	✓		✓				✓	

\*During each of the two immediately preceding calendar years, you have worked at least 700 hours or you earned at least 35% of the CPP earnings limit. If you are filling the role of a regular employee, there is no waiting period.

### 7 Workplace Violence and Harassment Prevention

RVCA is committed to the prevention of workplace violence and harassment and to providing a safe work environment in which all individuals are treated with respect and dignity. RVCA will take whatever steps are reasonable to protect employees from workplace violence and workplace harassment, including sexual harassment, from all sources. Employment-related incidents that occur beyond the normal workplace, on social media or outside of working hours will also be addressed under this policy.

This policy applies to the Board of Directors, management, employees, clients, independent contractors, volunteers and members of the public. Everyone is expected to work together to prevent violence and harassment in the workplace as set out by the Occupational Health and Safety Act and its applicable regulations related to workplace violence and harassment.

The Occupational Health and Safety Act defines workplace harassment as sexual harassment or as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known, or ought reasonably to be known, to be unwelcome. Sexual harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known, or ought reasonably to be known, to be unwelcome. Sexual harassment also refers to sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows, or ought reasonably to know, that the solicitation or advance is unwelcome. Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code. A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

All employees are encouraged to raise any concerns about workplace violence, report any violent incidents or threats and report any incidents of workplace harassment. A member of the Workplace Violence and Harassment Prevention Committee will investigate and deal with all incidents and complaints of workplace violence and harassment in a timely and fair manner, respecting the privacy of all concerned to the extent possible. No employee will be penalized for reporting an incident or participating in a workplace harassment investigation.

There is a Workplace Violence and Harassment Program that implements and supports this policy. It includes measures and procedures to protect employees from workplace violence and harassment, a means to call for immediate assistance, a process for workers to report incidents or raise concerns and a procedure for investigation. RVCA will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence and harassment in the workplace. Other resources are available to employees, such as the Employee Assistance Program (EAP) and the Joint Health and Safety Committee.

### 8 Training and Development

The RVCA's philosophy on training and professional development is based on the principle that the performance of the Authority is the result of the performance of each individual in the organization.

The primary objective of training and professional development is to improve the performance and effectiveness of our employees. Courses, workshops and conferences where the content is relevant to an

## PERSONNEL REGULATIONS

employee's current or potential job responsibilities will be supported through a combination of financial assistance and paid time to participate in the training.

Employees have the principal responsibilities for their career progress. They should be willing to make the effort to identify their training needs and to actively participate in training activities. Managers and supervisors need to work with their staff to develop rational training plans that are in accordance with operational priorities.

### 8.1 Eligibility

All employees are entitled to pursue training and professional development opportunities as supported by their direct supervisor and departmental director.

Eligibility for financial support will depend on the relevance of the training and is subject to available funding.

As a guideline, employees are asked to restrict themselves to 35 hours (5 days) each year.

### 8.2 Prioritizing Training and Development Needs

Defined training and development needs will be prioritized in the following order:

#### 8.2.1 Basic Training Needs

Acquisition of a skill or competency that is required in order to effectively perform the basics of an employee's current job. These mandatory skills are often identified in the job description. Examples include computer applications, First Aid or specific certification.

#### 8.2.2 Training for Performance

Acquisition of skills or knowledge that would enhance or improve an employee's performance in his or her current role. Examples include developing better presentation skills, improving communication skills or attending a conference on emerging trends.

#### 8.2.3 Continuing Education

Training that would enhance an employee's overall skill set and prepare an employee for potential career or self development. For example, pursuing post-secondary studies in programs related to an employee's chosen career path.

#### 8.2.4 Professional Designations

When the professional designation directly relates to your work and the business of the Authority, one professional designation will be paid for you each year.

### 8.3 Eligible Expenses

#### 8.3.1 Basic and Performance Training

On submission of an invoice or expense claim, and when accompanied by an approved training request form, RVCA will compensate for expenses related to:

- Course, Workshop or Conference Fee;
- Reasonable travel and accommodation;
- Meals (excluding alcoholic beverages).

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For time spent at workshops, seminars, conferences and other training events:

- Banked overtime at the regular rate for travelling time to and from a different city outside of regular working hours;
- Banked overtime at the regular rate for course time outside of regular working hours;
- Overtime pay at the rate of 1.5 (in accordance with our overtime policy) when the training is deemed to be mandatory as determined by the department head.
- Attending special events at a conference (i.e. networking dinners) **will not be compensated** with banked overtime.

### 8.3.2 Continuing Education

On submission of an invoice or expense claim and when accompanied by an approved training request form and proof of successful completion (passing grade), the RVCA will pay for:

- Tuition fees;
- Text books and other publications (which become the property of the RVCA).
- There is no compensation for:
  - Costs related to travel, accommodation, parking or meals;
  - Purchase of tools such as calculators, pens and writing paper;
  - Time spent on course or for travel time.

Employees who require financial assistance may request a cash advance, which will be immediately repayable to the RVCA if they do not receive a passing grade.

For full-time studies (normally at the graduate level) where the employee has requested a leave of absence, the General Manager will make the final decision with regards to the terms of any financial assistance and leave of absence.

### 8.4 Procedure

Potential training and development needs are identified during the Performance Appraisal process. At that time, both the employee and their supervisor may suggest potential training courses, workshops or conferences that would benefit the employee. Training opportunities that are not identified during the Performance Appraisal process may be submitted later for approval, however they may not take priority.

All training and development needs are then assessed by the departmental Director and a priority list is developed based on the needs of the employees, the department and the Authority. The priorities are communicated to the employees.

It is usually the employee who looks for specific opportunities to take the training. As soon as detailed information on a specific course, workshop or conference is available, they must complete a "Training and Professional Development Request Form" (see Appendix) and have it signed by their immediate supervisor and the departmental director. Employees are encouraged to seek out training opportunities in the local area and must not make any travel arrangements, commit the RVCA to any training costs (e.g. fees), or make any other commitment that would necessitate the employee's attendance at the event until signed approval has been obtained.



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The employee registers for the training and makes their own travel arrangements. The Human Resources Specialist can assist with course registration on request.

While on training, most employees use the shift called 'Professional Development'. An attempt should be made to avoid using the overtime shift by taking equivalent time off work during the same week.

Completed and approved forms must be submitted to the Human Resources Specialist along with invoices and expense claims. **For *Continuing Education* courses, attach copy of transcript.**

The employee may be asked to prepare an evaluation form.



Personnel Regulations Handbook

Short-Term and On-Call Employees

November 2019

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**Other Important Reference Documents:**

RVCA Health and Safety Manual  
Workplace Safety Plan

**Employee Acknowledgement**

I hereby acknowledge that I have read, understood and agree to abide by the policies as outlined in the RVCA's Personnel Regulations Handbook for Short-Term and Casual Employees, issued to me on:

\_\_\_\_\_.

I recognize that a violation of any of these policies may result in disciplinary action, up to, and including, dismissal.

\_\_\_\_\_  
**Employee Name (Print)**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

## 1 Who is covered by this Handbook

### 1.1 Short Term or On-Call Employees

If you are a paid employee who has been hired on contract for a period of less than one year and/or you work on an on-call basis, this is your Handbook.

- **If you have questions about any of the contents of this Handbook, you can get clarification from human resources.**

## 2 General Conditions of Employment

### 2.1 Accessibility

Rideau Valley Conservation Authority is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner.

#### 2.1.1 Recruitment Assessment and Selection

For job applicants, accommodation will be provided, on request, during all stages of the recruitment and selection process.

#### 2.1.2 Documented Individual Accommodation Plans

When an employee with a disability requests an accommodation, or when a need is identified by their manager, the Human Resources Specialist will work with the employee and their supervisor to develop a personalized accommodation plan. The employee's health care provider is often consulted in order to help determine the employee's functional abilities and capacity.

Once the most appropriate accommodation has been identified, the accommodation details are written down in a formal plan, including accessible formats and communications supports, workplace emergency response information and any other accommodation that is to be provided. The plan can be provided to the employee in a format that is accessible. At all times we protect the employee's personal information. If an individual accommodation is denied, the Human Resources Specialist will provide the employee with the reason for the denial, in an accessible format.

A schedule for formally reviewing the individual accommodation plan will be built into the plan. The plan will also be reviewed if the employee's work location or position changes.

If the accommodation is no longer appropriate, the employee, their supervisor and the Human Resources Specialist work together to gather relevant information and reassess the employee's needs.

When an employee has been absent because of a disability, whether the disability is temporary, recurring or permanent, they may need some form of disability-related accommodation in order to effectively return to work. In consultation with the employee, we will prepare an accommodation plan, similar to that described above, that balances the needs of both the employee and the RVCA.

#### 2.1.3 Individualized Emergency Response Information

As part of your accommodation plan, we develop a personalized emergency response plan (if necessary). We review the emergency response information when the employee changes work locations, or when their overall accommodation plan is reviewed and updated, or when we review and update the RVCA's emergency response policies. An employee with a disability, either temporary or permanent, should notify

their supervisor and the Human Resources Specialist. This will help to ensure a personal emergency response plan is triggered and put in place as soon as possible.

#### 2.1.4 Accessible Formats and Communication Supports

When an employee with a disability asks for it, we work with them to make workplace information accessible in a way that meets their needs. This means providing the information in an accessible format or with communication supports suited to the individual needs of the employee. Workplace information can relate to the information the employee needs to do their job, or it can be general information available to all employees.

#### 2.1.5 Performance Management and Career Development

We take into account the accessibility needs of our employees and any documented accommodation plans. We make performance management accessible by reviewing an employee's accommodation plan to understand their needs and determine if there are any adjustments that should be made to help them succeed. When we provide career development opportunities, we consider what accommodations an employee with disabilities may need to learn new skills or take on more responsibilities.

## 2.2 General Conduct of Employees

The Rideau Valley Conservation Authority is firmly committed to a positive, professional and safe working environment in which all staff, visitors and clients are treated with respect and dignity. The following statements should be considered as guidelines that will assist you to manage your behaviour and activities in the workplace. Flexibility and compassion for individuals will be considered; however the guiding principle is that we work in a positive, professional and safe environment.

Employees of the Authority shall:

- Observe and comply with the laws of Canada and Ontario and the Rules and Regulations of the Authority.
- Treat other employees and the general public courteously and respectfully.
- Perform all duties in an efficient manner.
- Not, unless legally required, disclose or give to any person, any information or document of a confidential nature.
- Not undertake any outside activity or employment that has a significant impact with the performance of duties or in which personal interest conflicts with the best interest of the Authority.
- Ensure that the use of Authority equipment, goods and materials is only for the purposes of the Rideau Valley Conservation Authority or member municipalities and ensure proper care and protection of such equipment, goods and materials.

## 2.3 Work Schedule

The Rideau Valley Conservation Centre (RVCC) is open to visitors from 8:30 a.m. to 4:30 p.m. Monday through Friday. The work schedule for all full-time employees is based on a 35-hour work week. Part-time employees will have the number of hours they work each week clearly stated in an agreement.

Depending on the requirements of your job, you may not have any option but to start work at 8:30 and leave at 4:30, with a one-hour unpaid lunch break and a paid 15-minute mid-morning and mid-afternoon break. That's seven hours a day five days a week. Some jobs require you to be flexible in starting earlier, working later or working on weekends to accumulate 35 hours of paid time a week.

In accordance with the Ontario *Employment Standards Act*, you cannot work more than 48 hours a week. You must also take a 30-minute unpaid break at least every five hours. [Ministry of Labour](#)

The flexibility of working different hours than 8:30 – 4:30 may appeal to you. You and your supervisor may agree to implement a flexible work schedule that helps you maintain a satisfying and healthy work/family balance while meeting workload demands.

If you work a compressed work week, or you work part-time, on PUBLIC (STATUTORY) HOLIDAYS you will be paid your average daily rate. To calculate your average daily rate, multiply the regular hours you work each week by 4 (weeks) and then divide by 20 (days). If you work 35 hours a week this calculation will result in 7 paid hours for the statutory holiday, regardless of the number of hours you normally work on that day of the week. If you normally work 21 hours a week, this calculation will result in 4.2 paid hours for the holiday, regardless of how many hours you normally work on that day of the week. You may want to adjust your schedule for the week accordingly.

Working from home (aka telecommuting) on occasion may appeal to you, however not all positions are suitable for such an arrangement. Talk to your supervisor to explore this option and to get their consent.

- **Keep in mind that a flexible work schedule, or working from home, is a privilege that is earned through commitment and continuous satisfactory performance. If abused, the arrangement can be terminated or adjusted at the discretion of your supervisor or your departmental Director.**

Time must be made up for attending to personal business by starting work early, staying late or taking a shorter lunch. Working through your morning or afternoon break cannot be counted towards making up time.

### 2.4 Confidentiality

You will not directly or indirectly disclose or use, either during or subsequent to your employment with the RVCA, any confidential information or data obtained in the course of your employment (whether acquired or developed by you) except as required for the good faith performance of the duties of your employment. Exceptions can only be made when you obtain the written consent of the General Manager or appropriate Director prior to the disclosure or use of such information.

Information which you obtain in the course of your employment is the exclusive property of RVCA and you further agree that any information that you collect, use or disclose must be in compliance with the Municipal Freedom of Information and Protection of Privacy Act. All right and title to any tangible or intellectual property produced during the course of your employment with the RVCA shall belong to and remain with the RVCA.

### 2.5 Guidelines for Appropriate Work Attire

You are expected to maintain a standard of grooming and dress that is appropriate to effectively carry out your job. Your supervisor may be able to give you guidance if you're in doubt, or get advice from Human Resources. Your supervisor will also make sure you are aware of specific clothing requirements due to safety concerns.

It's important that you dress appropriately for the nature of the work you perform and that you dress in a manner that reflects the respect that we have for the public we are serving, be they landowners, park visitors, municipal or agency representatives or fellow staff.

- **Although the RVCA is fortunate in that we operate in an environment that allows casual attire, it is important that you exercise good judgement and common sense in your choice of what you wear to work.**

The following is considered inappropriate while at work and in the field:

- T-shirts, ball caps and other clothing with inappropriate slogans, text, pictures or symbols which may be deemed to be offensive. This includes but is not limited to advertising for alcoholic beverages. (*Deemed to be* infers that although you may not find it distasteful, someone else at the office may.)
- Overly revealing clothing.
- Dirty or torn clothing (unless it's the result of working out in the field).

This list is not inclusive and your supervisor may ask you to return home to change clothing if necessary.

## 2.6 Scents in the Workplace

As part of our commitment to maintaining a safe, secure and clean working environment, you need to be aware that some individuals suffer from asthma, allergies or sensitivities to manufactured scents.

We encourage you to be considerate of your co-workers and refrain from using or wearing scented products while at work or prior to coming to work. Remember that co-workers are not just those in your immediate section, but every person who works at RVCA. Scents may linger in common spaces such as washrooms, stairwells, elevators and meeting rooms.

## 2.7 Smoking in the Workplace

In accordance with the *Smoke-Free Ontario Act*, smoking is strictly forbidden in any enclosed workspace. This includes but is not restricted to vehicles, boats, motorized equipment, washrooms, garages, covered patios, lobbies and offices.

Smoking will be tolerated outside, where smokers are encouraged to use the 'butt receptacles' provided by the RVCA or otherwise dispose of their butt without littering.

## 2.8 Drugs, Alcohol and Impairment

RVCA is committed to promoting the health, safety and wellness of its employees and the public by providing a safe work environment.

Employees are expected to report to work capable of performing their tasks in a safe and efficient manner. Impairment from illicit drugs, and the inappropriate use of alcohol, cannabis or medications can have serious safety and productivity impacts on the workplace.

RVCA has established this Policy in order to balance our respect for individuals with the need to maintain an impairment-free work environment.

### 2.8.1 Alcohol and Cannabis

The following are strictly prohibited while on RVCA property, operating an RVCA vehicle, during working hours, at RVCA-sponsored events, and whenever an employee is representing RVCA or conducting RVCA business:

- Being under the influence of alcohol or recreational cannabis
- Consuming alcohol or recreational cannabis
- Possessing, distributing, offering or selling alcoholic beverages or recreational cannabis.

### 2.8.2 Medications

All Employees are expected to use prescribed and over-the-counter medications responsibly, including prescribed medical cannabis. The intentional misuse of medications (for example, using the medication other than as prescribed, using someone else's prescribed medication, or combining medication and alcohol use against direction) while on RVCA property, operating an RVCA vehicle, during working hours, at RVCA sponsored events, and whenever an employee is representing RVCA or conducting RVCA business, is prohibited.

Employees are responsible to investigate with their doctor or pharmacist whether a medication can affect their ability to work safely and take appropriate steps to minimize associated risks. Employees must report the use of any psychoactive drug or substance taken in the preceding 24 hours which might cause impairment. The RVCA will assess any requirement for modified work due to the risk of impairment from use of medication and the employee shall follow any recommended course of action to minimize safety risks.

### 2.8.3 Other Drugs and Improper Use of Medication

The following are strictly prohibited while on RVCA property, operating a RVCA vehicle, during working hours, at RVCA sponsored events, and whenever an employee is representing RVCA or conducting RVCA business:

- Being impaired by drugs, including cannabis
- Using, possessing, distributing, offering or selling cannabis or illegal drugs
- Possessing prescription medication without a legally obtained prescription
- Distributing, offering or selling prescription medications

An employee must never use, possess, sell, distribute, manufacture or transfer illegal controlled substances on RVCA premises, or during non-working time if their activities could affect RVCA's reputation.

### 2.8.4 Compliance

Compliance with this Policy is a condition of employment with the RVCA. The RVCA applies this policy equally to anyone working on RVCA premises including full or part-time employees, temporary or term employees, contractors and consultants.

When there are reasonable grounds to believe that an employee is unfit for work due to impairment, the employee will be escorted to a safe place and given the opportunity to explain why he or she appears to be in an unfit condition. If the manager conducting the interview still believes that the employee is unfit for duty, one or more of the following steps may be taken:

- The employee will be referred for medical attention if there are immediate medical concerns;
- The employee may be reassigned or sent home for the day;
- The employee may be placed on a leave of absence until they provide documentation from a qualified medical practitioner certifying that the employee is fit to return to work safely.

RVCA will investigate any suspected or confirmed violation of this Policy. An employee may be placed on leave (with or without pay, depending on the circumstances) while the investigation is being conducted. When a policy violation is found, the consequences will depend on the nature of the violation and the employee's circumstances, and may include:

- Temporary removal from the employee's position or placement in another position, with or without modified duties
- Medical assessment to determine the need for a treatment program
- Medical leave of absence in order to obtain treatment
- Fitness for return to work assessment
- Terms upon which the employee will be permitted to return to work
- Discipline up to and including termination

RVCA recognizes that alcohol and drug dependence are treatable illnesses. RVCA encourages employees to seek help if they are concerned that they or a family member may have a drug and/or alcohol problem. We all share responsibility for maintaining a safe and productive alcohol and drug free workplace. All employees are responsible for compliance with this policy and for:

- Always striving to keep the work environment safe
- Supporting fellow co-workers in seeking help
- Reporting dangerous or suspicious behaviour to their supervisor or RVCA

## 2.9 Drivers of RVCA Vehicles

Prior to operating an RVCA vehicle you must provide, at your own cost, a three-year uncertified driver's record (driver's abstract) that will identify your driver and license details, conviction information, and any applicable demerit points and suspensions. You must also successfully complete an RVCA Driver's Test.

If your job requires you to operate an RVCA vehicle on a regular basis, passing this test, maintenance of a valid Driver's license, Class G2 or better, and a safe driving record are conditions of continued employment. At the Authority's discretion, during the course of your employment you may be asked to provide a valid driver's license.

If you are authorized to take a vehicle home at night, the mileage between your home and the office will be considered personal use of the vehicle and a taxable benefit will be reported on your T4 slip. You may not use the vehicle for any personal use other than travelling between the office and home, or between a worksite and home. Stops on the route are permitted.

Refer to Section 4 for restrictions on operating RVCA vehicles and on taking a vehicle home at night.

### 2.10 Police Vulnerable Sector Check (PVSC)

Any employee who is in a position where they work or interact with youth must provide an original copy of a successful (i.e. negative) Police Vulnerable Sector Check (PVSC), paid for by the RVCA as a condition of their employment offer. The PVSC must be conducted exclusively for their employment with the RVCA. Thereafter, it is a condition of continued employment to provide a successful PVSC at least every three years, or upon request. On an annual basis, the employee must sign-off on a declaration that they have no convictions under the Criminal Code of Canada, or convictions for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

If the employee is under age 18, he or she must instead provide a clear Criminal Record and Judicial Matters Check (CRJM).

### 2.11 Police Criminal Record Check (PCRC)

Any employee who is in a position where they work directly with cash must provide a successful (i.e. negative) Police Criminal Record Check (PCRC) as a condition of their employment offer. The PCRC must have been issued within the last six months. Thereafter, they must provide a successful PCRC upon request. Failure to do so may result in termination of employment, depending on the nature of the charges or convictions.

### 2.12 Social Fund

The Social Fund pays for social events such as BBQs, special parties and the annual Holiday party. The bi-weekly contribution is nominal and comes right off your pay. If you join you'll always be welcome to participate in social activities!

### 2.13 Travel on Authority Business

You are asked to use the most practical and economical mode of transportation when you travel on Authority business. Whenever possible, Authority vehicles shall be used to transport personnel and goods of the Authority while on Authority business.

You are encouraged to travel during regular work hours, however when this is not possible you will be compensated with time off at the regular rate.

You are insured under WSIB when travelling on RVCA business, except when you make a distinct departure on a personal errand.

You will be reimbursed for reasonable expenses related to:

- transportation
- taxi fares
- accommodation
- meals excluding alcoholic beverages (including gratuities)
- business and personal telephone and internet charges
- parking fees

You must support all claims with receipts.

The payment of any fines associated with parking tickets and/or traffic violations will be your responsibility.

#### 2.13.1 Personal Vehicles

With prior approval from your supervisor, you may use your personal vehicle for Authority business when there is no Authority vehicle available and/or when it is most practical to do so. You must carry proper

vehicle insurance in accordance with the Ministry of Transportation's vehicle licensing requirements.

You will be reimbursed for the use of your personal vehicle for the actual distance traveled on Authority business at the current RVCA rate. You do not need to support your claim with receipts.

If you use your vehicle for long distance travel on RVCA business, and you find yourself stranded because your vehicle has broken down or because of a severe storm, reasonable expenditures for meals, accommodation and alternative transportation will be reimbursed. In no way will the RVCA reimburse or share in the cost of repairs to your personal vehicle.

### 2.14 Resignation

You are asked to provide at least two weeks' notice in writing when you resign. If you are absent from duty without authorized leave for a period of two weeks, the RVCA may declare you to have abandoned your position and you will cease to be an employee of the Authority.

## 3 Staffing, Pay Administration and Performance Management

### 3.1 Compensation

Employees are entitled to receive compensation at equal rates of pay when they perform substantially the same kind of work; their performance requires substantially the same skill, effort and responsibility; and their work is performed under similar working conditions.

The RVCA uses a point-factor job evaluation system to help ensure that all employees receive equal pay for equal work.

### 3.2 Working Relationships

No employee will be directly or indirectly supervised by a close family member such as a spouse, child, parent or sibling (including in-laws and step relatives).

### 3.3 Probation

Employees hired for a contract of less than three months will have a one-month probationary period. Employees hired for more than three months will have a three-month probationary review. In both cases, a mid-point and end-of-probation performance review will be conducted. The Authority may, at its sole discretion, extend the probationary period.

### 3.4 Payroll

You will be paid on a bi-weekly basis through automatic payroll deposit to your bank account. Deductions for CPP, EI, tax, taxable benefits, pension and other authorized contributions or deductions will be withheld. You must complete an accurate record of your working hours and leave taken using our web-based system in accordance with the published payroll schedule. Failure to do so may result in inaccurate or late pay.

### 3.5 Vacation Pay

You will be paid 4% vacation pay on every pay in lieu of paid vacation leave.

### 3.6 Overtime Work and Overtime Compensation

The RVCA complies with the Ontario *Employment Standards Act*. We do not offer a greater benefit; when there is any doubt about our practices reference should be made to the ESA [Ontario Ministry of Labour](#).

Our work week begins at 12:01 a.m. Saturday morning and ends at 11:59 p.m. Friday night. Use this period

to determine if your overtime work will be compensated at the regular rate or at the rate of one-and-a-half.

### 3.6.1 Regular Overtime

When you work more than your regular hours, you **MUST** have your supervisor's express prior approval. Record the excess hours as overtime worked at the regular rate (OTW@1). These hours are banked as time off, and at a future date you can use the banked time to take paid leave. You should schedule time off in order to use all your overtime before the end of your contract. If your employment is terminated with an overtime balance, your supervisor may approve the balance be paid out.

### 3.6.2 Overtime at Time-and-a-Half

If you must work more than 44 hours in a work week, you **MUST** have your supervisor's express prior approval. Any hours you work in excess of 44 hours are recorded as overtime worked at the rate of time-and-a-half (OTW@1.5). ***Before working more than 44 hours, consider re-arranging your work schedule for the week to take some time off.***

These overtime hours are automatically banked as time off at the rate of time-and-a-half, and at a future date you can use the banked time to take paid leave. You can also ask that the banked time be paid out as overtime earnings. If you have a balance at the end of your contract those hours will be paid out.

### 3.6.3 Board/Committee Meetings

If you must attend a board or committee meeting outside of your regular work hours, you will be compensated with overtime for the time you spend attending the meeting, rounded up to the hour. You can claim mileage.

### 3.6.4 Emergencies

If you are called in to work on an emergency basis, you will be compensated with a minimum of 3.5 hours of overtime leave.

### 3.6.5 Public (Statutory) Holidays

If you must work on a holiday, you will be paid your regular statutory holiday pay for the day and you will record the hours you worked as overtime.

## 3.7 Performance Management and Progressive Discipline

The RVCA encourages open and frank discussion between you and your supervisor. We want performance and other work-related issues brought to light when incidents occur, so they can be resolved in a proactive manner. A supervisor must never wait for a formal performance review to address performance problems, bad behaviour or work-related incidents.

Behaviour that will not be tolerated includes but is not limited to:

- excessive tardiness or absenteeism;
- disrespecting or harassing co-workers, clients or the public;
- theft and other crimes;
- spending too much time on personal activities;
- abusing e-mail and internet access;
- not complying with health and safety policies, practices and protocol;
- reckless driving of Authority vehicles or boats;

- negligent use of Authority tools and equipment.

When an initial discussion and some preliminary coaching and training fail to immediately improve an employee's performance, or when an employee continuously demonstrates unacceptable behaviour, or when one critical incident warrants it, a supervisor, in consultation with their Director and the Human Resources Specialist, may terminate a casual employee with appropriate notice.

## 4 Use of Authority Property and Resources

Equipment, vehicles and other RVCA property are for the exclusive use of employees, members and volunteers of the Authority engaged in the business of the Authority. Exceptions must be approved by the General Manager or designate.

### 4.1 Equipment

Equipment is defined as the set of articles, implements or physical resources that allow you to do your work and includes but is not limited to tools, instruments, measuring devices and electronic equipment.

You are expected to maintain the equipment you are assigned in good working condition. When something breaks or begins to wear down, it is your responsibility to advise your supervisor and arrange for its repair or replacement.

If a piece of equipment fails and becomes a health and safety hazard, you must stop using it immediately and report the problem to your supervisor. You must take steps to ensure it is not inadvertently used by someone else before it is repaired or replaced.

You must at all times protect the equipment from theft or loss. Failure to do so may result in you having to reimburse the authority for its replacement if you are found to be negligent.

### 4.2 Vehicles

An RVCA vehicle is defined as any transportation device including cars, trucks, watercraft, snow and all-terrain vehicles and associated equipment used for transportation, whether owned outright or leased by the Authority.

All employees in charge of an RVCA vehicle will be responsible to conduct themselves in a professional manner at all times when operating a vehicle. An employee who inappropriately uses an RVCA vehicle will be subject to disciplinary action.

If you are required to operate an Authority vehicle:

- you must be properly licensed;
- you must report to your supervisor immediately if your license expires, is suspended or taken away from you;
- you must have successfully completed any mandatory training or testing;
- you must obey all highway traffic laws and other laws and operate the vehicle in a safe manner;
- you must immediately report to your supervisor any tickets that are issued to you while operating an RVCA vehicle;
- you will be responsible for the payment of any fines imposed for speeding, parking or other violations;
- you will not permit unauthorized persons to operate the vehicle;

- you will perform a routine circle check to ensure that the vehicle is in safe operating condition before assuming responsibility for it.

#### 4.2.1 Motor Vehicle Home at Night

In most cases an RVCA vehicle must be parked in the vehicle compound, or other designated area, overnight and on weekends.

With express written permission from the director of your department, you can take the motor vehicle home at night. In accordance with Canada Revenue Agency's (CRA) "Motor Vehicle Home at Night Policy", the distance travelled between the office and your residence will be considered "personal use". A taxable benefit will be assessed using CRA's *Fixed Rate Calculation* and added to your T4 slip. If you are travelling directly between a worksite and your residence, it is not considered personal use of the vehicle.

You will be issued a log book in which to record your daily personal and business mileage. This log book must be presented to the Finance Department before the end of each calendar year. You will be responsible for supporting claims for business travel versus personal travel if you are called upon by Revenue Canada to support claims made to the RVCA regarding the use of a company vehicle.

**You may not use the vehicle for any personal use other than travelling between the office and home or between a worksite and home. Stops on the route are permitted.**

The Director or General Manager can, without notice, withdraw their authorization to allow you to take a vehicle home.

#### 4.3 Cellular and Wireless Devices

The law makes it illegal for drivers to talk, text, type, dial or email using hand-held cell phones and other hand-held communications and entertainment devices. You are obliged to use cellular/wireless devices in an informed, safe and responsible manner. You may make limited use of cell phones and other wireless devices to conduct conversations when you drive as long as you use headsets and other hands-free devices. When using hands-free accessories or devices, you are strongly encouraged to pull off roadways and keep calls as brief as possible. If you are driving, whenever possible, turn off your device and answer messages and place calls when you have pulled off the roadway in a safe place.

You will be accountable for any fines or legal action resulting from inappropriate use of cellular/wireless devices.

Disciplinary action may be taken where there is evidence of misuse or failure to exercise due diligence while using cellular/wireless devices. Disciplinary action can range from an oral or written reprimand to suspension or termination of employment, depending on the severity of the infractions.

#### 4.4 Internet and E-mail

Use of the internet and e-mail systems is restricted to Authority and related business. You may use these tools for personal use during your breaks, however abuse of this privilege will result in access being restricted and potentially you may face disciplinary action.

There is absolutely no guarantee of privacy in using the Internet, including associated e-mail communication. The General Manager or designate, on behalf of the Authority, reserves the right to monitor all user Internet communications and examine all information collected, created or generated as a result of the use of Authority equipment including any files, messages, print outs, diskettes, tapes, USB drives, CD and DVD media or other material in order to monitor compliance with this policy.

Recognizing that you are entering into a public forum, you must be aware that your actions will reflect on the Authority as a whole and therefore your communication must be professional and positive at all times. You may only use your own name in communications and you should use Authority templates and forms for specific communication when provided.

You must behave in a proper, ethical and legal manner consistent with the Personnel Regulations of the Authority and the laws of Ontario and Canada. You are responsible for security features on your own work station and security codes and procedures shall not be divulged to unauthorized users. Illegal or unethical use may be cause for disciplinary action, up to and including termination of employment. Infractions include but are not limited to:

- Disseminating, mailing, posting, receiving or solicitation for the reception of illegal material such as any form of pornography, obscene, threatening, intimidating or harassing material, or hate propaganda in any form and circulating or making public any such materials or direct links to such locations elsewhere on the Internet.
- Use of Authority equipment and connections to libel or slander other users, individuals or institutions.
- Posting or in any way compromising the personal information of others prohibited by the Protection of Personal Information and Privacy Act.
- Extortion or threats.
- Violation of copyright, trade secrets or infringement of any patent or other proprietary interest, including any activity that supports illegal distribution of software, otherwise known as pirating.
- Gaining or attempting to gain unauthorized access to any kind of network, service, information, communications, or computing facility or resource.
- Damaging or destroying the integrity of a computer system or the data or programs stored on a computer system.
- Personal gain or profit or for the benefit of other persons or entities or for sales or personal purchases or for posting advertisements for private money making schemes including pyramid schemes.

### 4.5 Safety Equipment and Clothing

You will be issued personal safety equipment as required by your job. For periodic tasks that are not a regular part of your work, you will be supplied with safety equipment; however that equipment may be used by more than one employee.

If your job requires you to wear clothing which identifies you as an RVCA employee, you will be reimbursed reasonable costs upon submission of receipts. Check with your supervisor for restrictions before placing your order.

## 5 Leave (Time off Work)

### 5.1 Statutory and Other Holidays

The RVCA observes the following Statutory Holidays:

- New Year's Day
- Family Day

- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

We also observe the following non-statutory paid holidays:

- Remembrance Day
- Easter Monday
- August Civic Holiday
- Office Closure between Christmas and New Years

If you work part-time, your Holiday pay will be calculated in accordance with the Ontario Employment Standards Act [ESA Public Holidays](#). That is, we take the total amount of regular wages that you earned in the pay period immediately before the public holiday and we divide it by the number of days that you worked in that pay period.

### 5.2 Sick Leave

You are entitled to three (3) unpaid sick days per calendar year in accordance with the *Employment Standards Act, 2000*. The RVCA does not provide a greater benefit. Unused sick leave cannot be carried over. The RVCA may request a medical note if deemed reasonable in the circumstances.

### 5.3 Family Responsibility Leave

You are entitled to three (3) unpaid family responsibility leave days per calendar year because of an illness, injury, medical emergency or urgent matter relating to certain relatives in accordance with the *Employment Standards Act, 2000*. The RVCA does not provide a greater benefit. Unused family responsibility leave cannot be carried over. The RVCA may request proof of entitlement if deemed reasonable in the circumstances.

### 5.4 Bereavement Leave

You are entitled to two (2) unpaid bereavement leave days per calendar year because of the death of certain family members in accordance with the *Employment Standards Act, 2000*. The RVCA does not provide a greater benefit. Unused bereavement leave cannot be carried over. The RVCA may request proof of entitlement if deemed reasonable in the circumstances.

For more information regarding Sick Leave, Family Responsibility Leave and Bereavement Leave visit: [ESA](#)

### 5.5 Absence due to Workplace Injury

If you are off duty as a result of an accident or occupational illness incurred in the performance of your duties, you will be entitled to all benefits to the extent provided by the Ontario *Workplace Safety and Insurance Act* [WSIB](#), which includes hospital and medical care.

In accordance with W.S.I.B regulations, when you travel away from RVCA offices on Authority business, you are considered to be “at work” and are therefore covered for W.S.I.B. benefits in the event of an accident. If you take a “distinct departure on personal business”, you are not covered during that time.

## 5.6 Pregnancy and Parental Leave

The RVCA complies with the Ontario *Employment Standards Act*. For clarification on our practices please refer to the [Ontario Ministry of Labour](#). Please let your supervisor and the HR Specialist know that you are expecting or adopting and suggest when you might want to start your leave. You must confirm your last day of work at least two weeks in advance of the start of your leave. You may be asked to provide a doctor’s certificate. You may be entitled to [EI Benefits](#).

With the exception of determining completion of a probationary period, Pregnancy or Parental Leave is included in calculating your length of employment to determine seniority.

### 5.6.1 Pregnancy Leave

If you are pregnant and have been employed with the RVCA for at least 13 weeks before your due date, you are entitled to take a leave of absence without pay. Your leave of absence is for a maximum of 17 weeks. You can start your leave no earlier than 17 weeks before your due date and no later than your due date (or the delivery date if the baby comes early).

Those who suffer a miscarriage are entitled to take 12 weeks of leave.

You may be entitled to EI benefits.

### 5.6.2 Parental Leave

If you have been employed with the RVCA for at least 13 weeks and you are expecting a baby or adopting a child, you are entitled to take a leave of absence without pay.

If you are taking Pregnancy Leave, your Parental Leave must normally start the day after your Pregnancy Leave ends. Your Parental Leave is for a maximum of 61 weeks.

If you are only taking Parental Leave, you are entitled to a leave of absence of up to 63 weeks. Your leave must start no later than 78 weeks after the birth of your baby or the day a child comes into your custody and control.

You may be entitled to EI benefits.

### 5.6.3 Return to Work

You may decide to end your Pregnancy or Parental Leave earlier than planned. You are asked to give at least four weeks written notice of your new return to work date.

If you want to take additional unpaid leave you are asked to request an extension at least four weeks before your original leave is to end. The RVCA will make every attempt to approve your request, however it may not be approved based on operational requirements. If your request is not approved and you do not return to work on time or provide a written notice of termination, we will assume you have voluntarily resigned your employment effective the date your leave expired.

When you return to work, you will be reinstated in the position you occupied when you left. If that position is no longer available, you will be offered a comparable position (if one exists) with not less than the same wages and benefits. In the unexpected circumstance that no comparable position exists, you will be offered a severance package.

## 5.7 Special Leave

You may be granted a Leave of Absence without pay upon submission of a written request. Your Departmental Director will be responsible for approving such a request.

### 5.7 Service as Juror or Witness

If you are asked to serve as a Juror or Witness in any court, you will be granted leave of absence without pay. You must submit a copy of your summons to your supervisor.

## 5.8 Statutory Leaves (Leaves to Help Families)

In accordance with the Ontario *Employment Standards Act*, the RVCA offers several kinds of job-protected leave.

You may be entitled to receive EI benefits for some or all of the period during these types of leave.

### 5.8.1 Family Medical Leave

You are entitled to an unpaid leave of absence of up to twenty-eight weeks to provide care to certain family members and people who consider you to be like family, when there is a serious medical condition with a significant risk of death occurring within a period of 52 weeks.

### 5.8.2 Family Caregiver Leave

You are entitled to an unpaid leave of absence of up to eight weeks to provide care or support to a family member with a serious medical condition.

### 5.8.3 Critical Illness Leave

*You must have been employed for at least six consecutive months* to be eligible to take Critical Illness Leave. You are entitled to an unpaid leave of absence of up to 37 weeks to provide care to a critically ill family member. You will be able to take further leave if the family member remains critically ill. You must provide a certificate from a qualified health practitioner that: (a) states that the family member is critically ill and requires the care or support of one or more family members; and (b) sets out the period during which the family member requires care or support.

### 5.8.4 Child Death Leave

*You must have been employed for at least six consecutive months* to be eligible to take Child Death Leave. You are entitled to an unpaid leave of absence of up to 104 weeks if your child has died. You must take the leave within 105 weeks after the week of the child's death.

### 5.8.5 Crime-related Child Disappearance Leave

*You must have been employed for at least six consecutive months* to be eligible to take Crime-related Child Disappearance Leave. You are entitled to an unpaid leave of absence of up to 104 weeks if your child disappears as a likely result of a crime.

### 5.8.6 Domestic or Sexual Violence Leave

*You must have at least 13 weeks of service* to be eligible to take up to 5 paid days and another 5 unpaid days in a calendar year in the event that you experience domestic or sexual violence. You may be entitled to take more time off, up to a maximum of 15 weeks in a calendar year. You may be asked to provide reasonable evidence.

## 6 Workplace violence and Harassment Prevention

RVCA is committed to the prevention of workplace violence and harassment and to providing a safe work

## Short Term and On-Call Employees

environment in which all individuals are treated with respect and dignity. RVCA will take whatever steps are reasonable to protect employees from workplace violence and workplace harassment, including sexual harassment, from all sources. Employment-related incidents that occur beyond the normal workplace, on social media or outside of working hours will also be addressed under this policy.

This policy applies to the Board of Directors, management, employees, clients, independent contractors, volunteers and members of the public. Everyone is expected to work together to prevent violence and harassment in the workplace as set out by the Occupational Health and Safety Act and its applicable regulations related to workplace violence and harassment.

The Occupational Health and Safety Act defines workplace harassment as sexual harassment or as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known, or ought reasonably to be known, to be unwelcome. Sexual harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known, or ought reasonably to be known, to be unwelcome. Sexual harassment also refers to sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows, or ought reasonably to know, that the solicitation or advance is unwelcome. Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code. A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

All employees are encouraged to raise any concerns about workplace violence, report any violent incidents or threats and report any incidents of workplace harassment. A member of the Workplace Violence and Harassment Prevention Committee will investigate and deal with all incidents and complaints of workplace violence and harassment in a timely and fair manner, respecting the privacy of all concerned to the extent possible. No employee will be penalized for reporting an incident or participating in a workplace harassment investigation.

There is a Workplace Violence and Harassment Program that implements and supports this policy. It includes measures and procedures to protect employees from workplace violence and harassment, a means to call for immediate assistance, a process for workers to report incidents or raise concerns and a procedure for investigation. RVCA will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence and harassment in the workplace. Other resources are available to employees, such as the Employee Assistance Program (EAP) and the Joint Health and Safety Committee.



## Personnel Regulations Handbook

### Student Employees



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**Other Important Reference Documents:**

RVCA Health and Safety Manual  
Workplace Safety Plan

**Employee Acknowledgement**

I hereby acknowledge that I have read, understood and agree to abide by the policies as outlined in the RVCA's Personnel Regulations Handbook for Students, issued to me on:

\_\_\_\_\_.

I recognize that a violation of any of these policies may result in disciplinary action, up to, and including, dismissal.

\_\_\_\_\_  
**Employee Name (Print)**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**



## 1 Who is Covered by this Handbook

### 1.1 Student Employees

If you are a paid employee who is a student and has been hired on a Summer or Co-op contract, this is your Handbook.

**If you have questions about any of the contents of this Handbook, contact the Human Resources Technician and your Supervisor for clarification.**

## 2 Accessibility and Accommodation

### 2.1 Accessibility Statement

The Rideau Valley Conservation Authority (RVCA) is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner.

#### 2.1.1 Accessibility in Recruitment, Assessment and Selection

For job applicants, accommodation will be provided, upon request, during all stages of the recruitment and selection process.

#### 2.1.2 Accessible Formats for Employees

When requested by an employee with a disability, the RVCA will work with them to make workplace information accessible in a way that meets their needs. This means providing the information in an accessible format or with communication supports suited to the individual needs of the employee. Workplace information can relate to the information the employee needs to do their job, or it can be general information available to all employees.

Accessibility needs of our employees are considered during the performance management process. The RVCA makes performance management accessible by reviewing an employee's accommodation plan to understand their needs and determine if there are any adjustments that should be made to help them succeed. When providing career development opportunities, we

consider what accommodations an employee with disabilities may need to learn new skills or take on more responsibilities.

#### 2.1.3 Individual Accommodation Plans



Where accommodation is requested an employee with a disability, or when a need is identified by their manager, the Human Resources Technician will work with the employee and their manager to develop an individualized accommodation plan. The plan will be reviewed regularly and adjusted accordingly as an employee's needs or work changes.

#### 2.1.4 Individualized Emergency Response Information

As part of an accommodation plan, an individualized emergency response plan may be developed if necessary. The emergency response information is reviewed if/when the employee changes work locations, when their overall accommodation plan is updated, or when the RVCA's emergency response policies are updated. An employee with a disability who requires an individualize plan should notify their supervisor and/or the Human Resources Technician for emergency plans to be kept up to date.

### 3 General Conduct of Employees

The Rideau Valley Conservation Authority is committed to a positive, professional and safe working environment for all employees, visitors and clients. The following statements should be considered as guidelines on how to conduct yourself in the workplace.

Employees of the RVCA shall:

- Observe and comply with the laws of Canada and Ontario and the Rules and Regulations of the RVCA.
- Treat other employees and the general public with courtesy, respect and dignity.
- Perform all duties in a safe and efficient manner.
- Not, unless legally required, disclose or give to any person, electronic data or documents of a confidential nature.
- Not undertake any outside activity or employment that has a significant impact with the performance of duties or in which creates a conflict of interest with the RVCA.
- Ensure that the use of RVCA equipment, goods and materials is only for the purposes of the Rideau Valley Conservation Authority or member municipalities and ensure proper care and protection of such equipment, goods and materials.

#### 3.1 Work Schedule

The Rideau Valley Conservation Centre (RVCC) is open to visitors from 8:30 a.m. to 4:30 p.m. Monday through Friday.



The work schedule for all full-time employees is based on a 35-hour work week.

Generally, most full-time employees work 8:30am to 4:30pm with a one-hour unpaid lunch break and a paid 15-minute mid-morning and mid-afternoon break. That's seven hours a day five days a week.

Some positions will require you to be flexible in starting earlier, working later or working on weekends to accumulate 35 hours of paid time a week. Your Offer Letter will specify your hours if they differ from the usual full-time office hours.

You will normally not be required to work more than 48 hours a week. You will also normally be required to take a 30-minute unpaid break after five hours of work.

Time must be made up for attending to personal business by starting work early, staying late or taking a shorter lunch. Discuss these options with your immediate supervisor.

- **Working through your morning or afternoon break cannot be counted towards making up time.**

### 3.2 Confidentiality

You will not directly or indirectly disclose or use, either during or following your employment with RVCA, any confidential information or data obtained throughout the course of your employment (whether acquired or developed by you) except where required in the performance of your duties. Exceptions can only be made when you obtain the written consent of the General Manager or appropriate Director prior to the disclosure or use of such information.

Information which you obtain throughout the course of your employment is the exclusive property of RVCA and you further agree that any information that you collect, use or disclose must be in compliance with the Municipal Freedom of Information and Protection of Privacy Act. All right and title to any tangible or intellectual property produced throughout the course of your employment with RVCA shall belong to and remain with RVCA.

### 3.3 Guidelines for Appropriate Work Attire

You are expected to maintain a standard of grooming and dress that is appropriate to effectively carry out your job. Your supervisor will make sure you are aware of specific clothing requirements due to safety concerns. It's important that you dress appropriately for the nature of the work you perform and that you dress in a manner that reflects the respect that we have for the public we are serving, be they landowners, park visitors, municipal or agency

representatives or fellow employees. If you have any questions or concerns, your supervisor and/or human resources can provide guidance.

The following is considered **inappropriate** while at work and in the field:



- T-shirts, ball caps and other clothing with inappropriate slogans, text, pictures or symbols which may be deemed to be offensive. This includes but is not limited to advertising for alcoholic beverages. (Keep in mind, something that is not offensive to you, may be offensive to someone else).
- Overly revealing clothing.
- Dirty or torn clothing (unless it's the result of working out in the field).

This list is not exhaustive, and your supervisor may ask you to return home to change clothing if necessary.

Although the RVCA is fortunate in that we operate in an environment that allows casual attire, it is important that you exercise good judgement and common sense in your choice of what you wear to work.

### 3.4 Scents in the Workplace

As part of the RVCA's commitment to maintaining a safe and positive work environment, please be aware that some individuals suffer from asthma, allergies or sensitivities to manufactured scents.

Please be considerate of your co-workers and refrain from using or wearing products with strong scents while at work or prior to coming to work. Remember that co-workers are not just those in your immediate section, but every person who works at the RVCA. Scents may linger in common spaces such as washrooms, stairwells, elevators and meeting rooms.

### 3.5 Smoking in the Workplace

In accordance with the *Smoke-Free Ontario Act, 2017*, smoking or vaping, is strictly forbidden in any enclosed workspace and sheltered area. This includes but is not limited to vehicles, boats, motorized equipment, washrooms, garages, covered patios, lobbies and offices.

Smoking or vaping of tobacco products will be tolerated outside, where smokers are encouraged to use the 'butt receptacles' provided by the RVCA or otherwise dispose of their butt without littering.

Smoking or vaping of cannabis is prohibited.

For more information visit: [\*Smoke-Free Ontario Act, 2017\*](#)

### 3.6 Drugs, Alcohol and Impairment

RVCA is committed to promoting the health, safety and wellness of its employees and the public by providing a safe work environment.



Employees are expected to report to work capable of performing their tasks in a safe and efficient manner. Impairment from illicit drugs, and the inappropriate use of alcohol, cannabis or medications can have serious safety and productivity impacts on the workplace.

RVCA has established this Policy in order to balance our respect for individuals with the need to maintain an impairment-free work environment.

### 3.6.1 Alcohol and Cannabis

The following are strictly prohibited while on RVCA property, operating an RVCA vehicle, during working hours, at RVCA-sponsored events, and whenever an employee is representing RVCA or conducting RVCA business:

- Being under the influence of alcohol or recreational cannabis
- Consuming alcohol or recreational cannabis
- Possessing, distributing, offering or selling alcoholic beverages or recreational cannabis.

### 3.6.2 Medications

All Employees are expected to use prescribed and over-the-counter medications responsibly, including prescribed medical cannabis. The intentional misuse of medications (for example, using the medication other than as prescribed, using someone else's prescribed medication, or combining medication and alcohol use against direction) while on RVCA property, operating an RVCA vehicle, during working hours, at RVCA sponsored events, and whenever an employee is representing RVCA or conducting RVCA business, is prohibited.

Employees are responsible to investigate with their doctor or pharmacist whether a medication can affect their ability to work safely and take appropriate steps to minimize associated risks. Employees must report the use of any psychoactive drug or substance taken in the preceding 24 hours which might cause impairment. The RVCA will assess any requirement for modified work due to the risk of impairment from use of medication and the Employee shall follow any recommended course of action to minimize safety risks.

### 3.6.3 Other Drugs and Improper Use of Medication

The following are strictly prohibited while on RVCA property, operating an RVCA vehicle, during working hours, at RVCA sponsored events, and whenever an employee is representing RVCA or conducting RVCA business:

- Being impaired by drugs, including cannabis
- Using, possessing, distributing, offering or selling cannabis or illegal drugs
- Possessing prescription medication without a legally obtained prescription
- Distributing, offering or selling prescription medications

An employee must never use, possess, sell, distribute, manufacture or transfer illegal controlled substances on RVCA premises, or during non-working time if their activities could affect RVCA's reputation.

### 3.6.4 Compliance

Compliance with this Policy is a condition of employment with the RVCA. The RVCA applies this policy equally to anyone working on RVCA premises including full or part-time employees, temporary or term employees, contractors and consultants.

When there are reasonable grounds to believe that an employee is unfit for work due to impairment, the employee will be escorted to a safe place and given the opportunity to explain why he or she appears to be in an unfit condition. If the manager conducting the interview still believes that the employee is unfit for duty, one or more of the following steps may be taken:

- The employee will be referred for medical attention if there are immediate medical concerns;
- The employee may be reassigned or sent home for the day;
- The employee may be placed on a leave of absence until they provide documentation from a qualified medical practitioner certifying that the employee is fit to return to work safely.

RVCA will investigate any suspected or confirmed violation of this Policy. An employee may be placed on leave (with or without pay, depending on the circumstances) while the investigation is being conducted. When a policy violation is found, the consequences will depend on the nature of the violation and the employee's circumstances, and may include:

- Temporary removal from the employee's position or placement in another position, with or without modified duties
- Medical assessment to determine the need for a treatment program
- Medical leave of absence in order to obtain treatment
- Fitness for return to work assessment
- Terms upon which the employee will be permitted to return to work
- Discipline up to and including termination

RVCA recognizes that alcohol and drug dependence are treatable illnesses. RVCA encourages employees to seek help if they are concerned that they or a family member may have a drug and/or alcohol problem. We all share responsibility for maintaining a safe and productive alcohol and drug free workplace. All employees are responsible for compliance with this policy and for:

- Always striving to keep the work environment safe
- Supporting fellow co-workers in seeking help
- Reporting dangerous or suspicious behaviour to their supervisor or RVCA

### 3.7 Drivers of RVCA Vehicles

Prior to operating an RVCA vehicle you must provide, at your own cost, a three (3)-year uncertified driver's record (driver's abstract). You must report any convictions, suspensions or demerits. RVCA may, at its discretion, direct you to obtain updated abstracts at your expense. You must also successfully complete a RVCA Driver's Test.



If your job requires you to operate a RVCA vehicle on a regular basis, passing the RVCA test, maintenance of a valid Driver's license, Class G2 or better, and a safe driving record are conditions of continued employment.

### 3.8 Police Vulnerable Sector Check (PVSC)

Any employee who is in a position where they work or interact with youth must provide an original copy of a successful (i.e. negative) Police Vulnerable Sector Check (PVSC). The PVSC must be conducted exclusively for their employment with the RVCA. Thereafter, it is a condition of continued employment to provide a successful PVSC at least every three years, or upon request. On an annual basis, the employee must sign-off on a declaration that they have no convictions under the Criminal Code of Canada, or convictions for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

If the employee is under age 18, he or she must instead provide a clear Criminal Record and Judicial Matters Check (CRJM).

### 3.9 Police Criminal Record Check (PCRC)

Employees in other positions working directly with cash or sensitive information must provide a successful (i.e. negative) Police Criminal Record Check (PCRC) as a condition of their employment offer. The PCRC must have been issued within the last six months. Thereafter, they must provide a successful PCRC upon request. Failure to do so may result in termination of employment, depending on the nature of the charges or convictions.

### 3.10 Working Relationships

No employee will be directly or indirectly supervised by a close family member such as a spouse, child, parent or sibling (including in-laws and step relatives).

### 3.11 Travel on Authority Business

You are asked to use the most practical and economical mode of transportation when you travel on Authority business. Whenever possible, Authority vehicles shall be used to transport personnel and goods of the Authority while on Authority business.

You are encouraged to travel during regular work hours, however when this is not possible you will be compensated with time off at the regular rate.

You are insured under WSIB when travelling on RVCA business, except when you make a distinct departure on a personal errand.

You will be reimbursed for reasonable expenses related to:

- transportation
- taxi fares
- accommodation
- meals excluding alcoholic beverages (including gratuities)
- business and personal telephone and internet charges



- parking fees

You must support all claims with receipts.

The payment of any fines associated with parking tickets and/or traffic violations will be your responsibility.

### 3.11.1 Personal Vehicles

With prior approval from your supervisor, you may use your personal vehicle for Authority business when there is no Authority vehicle available and/or when it is most practical to do so. You must carry proper vehicle insurance in accordance with the Ministry of Transportation's vehicle licensing requirements.

You will be reimbursed for the use of your personal vehicle for the actual distance traveled on Authority business at the current RVCA rate. You do not need to support your claim with receipts.

If you use your vehicle for long distance travel on RVCA business, and you find yourself stranded because your vehicle has broken down or because of a severe storm, reasonable expenditures for meals, accommodation and alternative transportation will be reimbursed. In no way will the RVCA reimburse or share in the cost of repairs to your personal vehicle.

## 3.12 Termination of Employment

Termination provisions are outlined in your offer letter.

If you are absent from duty without authorized leave for a period of two weeks, the RVCA will consider you to have abandoned your position and you will cease to be an employee of the Authority.

# 4 Pay Administration and Performance Management

## 4.1 Compensation

Employees are entitled to receive compensation at equal rates of pay when they perform substantially the same kind of work; their performance requires substantially the same skill, effort and responsibility; and their work is performed under similar working conditions. The RVCA uses a point-factor job evaluation system to help ensure that all employees receive equal pay for equal work.

## 4.2 Probation

Employees will have a one-month probationary period. A mid-point and end-of-probation performance review will be conducted. The RVCA may, at its sole discretion, extend the probationary period. When the probationary period is extended, the employee will be provided with an explanation in writing.



## 4.3 Payroll

You will be paid on a bi-weekly basis through automatic payroll deposit to your bank account. Deductions for CPP, EI, tax, taxable benefits (if applicable) and other authorized contributions or deductions will be withheld.

You are responsible to enter your working hours and leave taken using our web-based system in accordance with the published payroll schedule. Failure to do so may result in inaccurate or late pay.

## 4.4 Vacation Pay

You will be paid 4% vacation pay on every pay in lieu of paid vacation leave.

## 4.5 Overtime Work and Overtime Compensation

The RVCA complies with the Ontario *Employment Standards Act*. We do not offer a greater benefit.

Please refer to the ESA for further information: [ESA](#)

Our work week begins at 12:01 a.m. Saturday morning and ends at 11:59 p.m. Friday night. Use period will be used to determine any overtime amounts.

- **When you work through the supper hour or you attend a Committee meeting, reasonable meal expenses will be reimbursed.**

### 4.5.1 Regular Overtime

When you work more than your regular hours, you **MUST** have your supervisor's express prior approval. Record the excess hours as overtime worked at the regular rate (OTW@1). These hours are banked as time off, and at a future date you can use the banked time to take paid leave. You should schedule time off in order to use all your overtime before the end of your contract. If your employment is terminated with an overtime balance, your supervisor may approve the balance be paid out.

### 4.5.2 Overtime at Time-and-a-Half

If you must work more than 44 hours in a work week, you **MUST** have your supervisor's express prior approval. Any hours you work in excess of 44 hours are recorded as overtime worked at the rate of time-and-a-half ([OTW@1.5](#)).

- **Before working more than 44 hours, consider re-arranging your work schedule for the week to take some time off.**

These overtime hours are automatically banked as time off at the rate of time-and-a-half, and at a future date you can use the banked time to take paid leave. You can also ask that the banked time be paid out as overtime earnings. If you have a balance at the end of your contract those hours will be paid out.

#### 4.5.3 Board/Committee Meetings

If you must attend a board or committee meeting outside of your regular work hours, you will be compensated with overtime for the time you spend attending the meeting, rounded up to the hour. You can claim mileage.

#### 4.5.4 Emergencies

If you are called in to work on an emergency basis, you will be compensated with a minimum of 3.5 hours of overtime leave.

#### 4.5.5 Public (Statutory) Holidays

If you must work on a holiday, you will be paid your regular statutory holiday pay for the day and you will record the hours you worked as overtime.

- **Commuting between home and the regular workplace is not considered working, travel or waiting time.**

### 4.6 Performance Management and Progressive Discipline

The RVCA encourages open and frank discussion between you and your supervisor. Performance and other work-related issues should be brought to light when incidents occur, so they can be resolved in a proactive manner. A supervisor must never wait for a formal performance review to address performance problems, unacceptable behaviour or work-related incidents.

Behaviour that will not be tolerated includes but is not limited to:

- Excessive tardiness or absenteeism;
- Disrespecting or harassing co-workers, clients or the public;
- Theft and other crimes;
- Spending too much time on personal activities;
- Abusing e-mail and internet access;



- Not complying with health and safety policies, practices and protocol;
- Reckless driving of Authority vehicles or boats;
- Negligent use of Authority tools and equipment.

When an initial discussion and some preliminary coaching and training fail to immediately improve an employee's performance, or when an employee continuously demonstrates unacceptable behaviour, or when one critical incident warrants it, a supervisor, in consultation with their Director and the Human Resources Specialist, may terminate a casual employee with appropriate notice.

## 5 Use of Authority Property and Resources

Equipment, vehicles and other RVCA property are for the exclusive use of employees, members and volunteers of the Authority engaged in the business of the Authority. Exceptions must be approved by the General Manager or designate.

### 5.1 Equipment

Equipment is defined as the set of articles, implements or physical resources that allow you to do your work and includes but is not limited to tools, instruments, measuring devices and electronic equipment.

You are expected to maintain the equipment you are assigned in good working condition. When something breaks or begins to wear down, it is your responsibility to advise your supervisor and arrange for its repair or replacement.

If a piece of equipment fails and becomes a health and safety hazard, you must stop using it immediately and report the problem to your supervisor. You must take steps to ensure it is not inadvertently used by someone else before it is repaired or replaced.

You must at all times protect the equipment from theft or loss. Failure to do so may result in you having to reimburse the authority for its replacement if you are found to be negligent.

### 5.2 Vehicles

An RVCA vehicle is defined as any transportation device including cars, trucks, water craft, snow and all-terrain vehicles and associated equipment used for transportation, whether owned outright or leased by the Authority.



All employees in charge of an RVCA vehicle will be responsible to conduct themselves in a professional manner at all times when operating a vehicle. An employee who inappropriately uses an RVCA vehicle will be subject to disciplinary action.

If you are required to operate an Authority vehicle:

- you must be properly licensed;
- you must report to your supervisor immediately if your license expires, is suspended or taken away from you;
  
- you must have successfully completed any mandatory training or testing;
- you must obey all highway traffic laws and other laws and operate the vehicle in a safe manner;
- you must immediately report to your supervisor any tickets that are issued to you while operating an RVCA vehicle;
- you will be responsible for the payment of any fines imposed for speeding, parking or other violations;
- you will not permit unauthorized persons to operate the vehicle;
- you will perform a routine circle check to ensure that the vehicle is in safe operating condition before assuming responsibility for it.

#### 5.2.1 Motor Vehicle Home at Night

In most cases an RVCA vehicle must be parked in the vehicle compound, or other designated area, overnight and on weekends.

With express written permission from the director of your department, you can take the motor vehicle home at night. In accordance with Canada Revenue Agency's (CRA) "Motor Vehicle Home at Night Policy", the distance travelled between the office and your residence will be considered "personal use". A taxable benefit will be assessed using CRA's *Fixed Rate Calculation* and added to your T4 slip. If you are travelling directly between a worksite and your residence, it is not considered personal use of the vehicle.

You will be issued a log book in which to record your daily personal and business mileage. This log book must be presented to the Finance Department before the end of each calendar year. You will be responsible for supporting claims for business travel versus personal travel if you are called upon by Revenue Canada to support claims made to the RVCA regarding the use of a company vehicle.

- **You may not use the vehicle for any personal use other than travelling between the office and home or between a worksite and home. Stops on the route are permitted.**

The Director or General Manager can, without notice, withdraw their authorization to allow you to take a vehicle home.

#### 5.3 Cellular and Wireless Devices



It is illegal in Ontario for drivers to talk, text, type, dial or email using hand-held cell phones and other hand-held communications and entertainment devices. You are obliged to use cellular/wireless devices in an informed, safe and responsible manner. You may make limited use of cell phones and other wireless devices to conduct conversations when you drive as long as you use headsets and other hands-free devices. When using hands-free accessories or devices, you are strongly encouraged to pull off roadways and keep calls as brief as possible. If you are driving, whenever possible, turn off your device and answer messages and place calls when you have pulled off the roadway in a safe place.

You will be accountable for any fines or legal action resulting from inappropriate use of cellular/wireless devices.

Disciplinary action may be taken where there is evidence of misuse or failure to exercise due diligence while using cellular/wireless devices. Disciplinary action can range from an oral or written reprimand to suspension or termination of employment, depending on the severity of the infractions.

#### 5.4 Internet and E-mail

Use of the internet and e-mail systems is restricted to Authority and related business. You may use these tools for personal use during your breaks, however abuse of this privilege will result in access being restricted and potentially you may face disciplinary action.

There is absolutely no guarantee of privacy in using the Internet, including associated e-mail communication. The General Manager or designate, on behalf of the Authority, reserves the right to monitor all user Internet communications and examine all information collected, created or generated as a result of the use of Authority equipment including any files, messages, print outs, diskettes, tapes, USB drives, CD and DVD media or other material in order to monitor compliance with this policy.

Recognizing that you are entering into a public forum, you must be aware that your actions will reflect on the Authority as a whole and therefore your communication must be professional and positive at all times. You may only use your own name in communications and you should use Authority templates and forms for specific communication when provided.

You must behave in a proper, ethical and legal manner consistent with the Personnel Regulations of the Authority and the laws of Ontario and Canada. You are responsible for security features on your own work station and passwords or security codes shall not be divulged to unauthorized users. Illegal or unethical use may be cause for disciplinary action, up to and including termination of employment.

Violations include but are not limited to:

- Disseminating, mailing, posting, receiving or solicitation for the reception of illegal material such as any form of pornography, obscene, threatening, intimidating or harassing material, or hate propaganda in any form and circulating or making public any such materials or direct links to such locations elsewhere on the Internet.



- Use of Authority equipment and connections to libel or slander other users, individuals or institutions.
- Posting or in any way compromising the personal information of others prohibited by the Protection of Personal Information and Privacy Act.
- Extortion or threats.
- Violation of copyright, trade secrets or infringement of any patent or other proprietary interest, including any activity that supports illegal distribution of software, otherwise known as pirating.
- Gaining or attempting to gain unauthorized access to any kind of network, service, information, communications, or computing facility or resource.
- Damaging or destroying the integrity of a computer system or the data or programs stored on a computer system.
- Personal gain or profit or for the benefit of other persons or entities or for sales or personal purchases or for posting advertisements for private money-making schemes including pyramid schemes.

## 5.5 Safety Equipment and Clothing

You will be issued personal safety equipment as required by your job. For periodic tasks that are not a regular part of your work, you will be supplied with safety equipment. However, that equipment may be used by more than one employee.

If your job requires you to wear clothing which identifies you as an RVCA employee, you will be reimbursed reasonable costs upon submission of receipts. Check with your supervisor for restrictions before placing your order.

## 6 Leave (Time Off Work)

### 6.1 Statutory and Other Holidays

The RVCA observes the following Statutory Holidays:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
  
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day



We also observe the following non-statutory paid holidays:

- Easter Monday
- August Civic Holiday
- Remembrance Day
- Office closure between Christmas and New Year's

Your public holiday pay will be calculated in accordance with the *Employment Standards Act, 2000*.

## 6.2 Sick Leave

Sick leave is provided at three (3) unpaid days per year, as mandated by *Employment Standards Act, 2000*.

For More information visit: [ESA Sick Leave](#)

You must contact your supervisor immediately when you know you will miss work due to illness. You must continue to contact your supervisor on any subsequent days you will miss due to sickness.

You may be asked to provide a medical note if you will need to be off for an extended period (beyond three days). The General Manager has the discretion to request a medical certificate from a qualified medical practitioner for any occurrence of sick leave.

## 6.3 Absence due to Workplace Injury

If you are off duty because of an accident or occupational illness incurred in the performance of your duties, you will be entitled to all benefits to the extent provided by the Ontario *Workplace Safety and Insurance Act* WSIB, which includes hospital and medical care.

In accordance with W.S.I.B regulations, when you travel away from RVCA offices on Authority business, you are considered to be "at work" and are therefore covered for W.S.I.B. benefits in the event of an accident. If you take a "distinct departure on personal business", you are not covered during that time.

When an employee's work schedule is affected because of an injury, whether the is temporary, recurring or permanent, occurred in the workplace or outside of the workplace, they may require modified duties in order to return to work. In consultation with the employee, and their supervisor, the RVCA will work with the employee to develop an individualized Early and Safe

Return to Work Plan (ESRTW). The plan will be reviewed regularly, and the employee will provide an updated Functional Abilities Form (FAF) from a medical professional, to update their abilities and adjust the plan accordingly. The goal of an ESRTW plan is to gradually restore the employee to their full duties.



## 6.4 Pregnancy and Parental Leave

The RVCA complies with the Ontario *Employment Standards Act, 2000*. For clarification on our practices please refer to the Ontario Ministry of Labour. Please let your supervisor and the HR Technician know that you are expecting or adopting and suggest when you plan to begin your leave. You must confirm your last day of work at least two weeks in advance of the start of your leave. You may be asked to provide a medical certificate. You may be entitled to EI Benefits.

With the exception of determining completion of a probationary period, Pregnancy or Parental leave is included in calculating your length of employment to determine seniority.

### 6.4.1 Pregnancy Leave

If you are pregnant and have been employed with the RVCA for at least 13 weeks before your due date, you are entitled to take a leave of absence without pay. Your leave of absence is for a maximum of 17 weeks. You can start your leave no earlier than 17 weeks before your due date and no later than your due date (or the delivery date if the baby comes early). Those who suffer a miscarriage are entitled to take 12 weeks of leave.

You may be entitled to EI benefits.

### 6.4.2 Parental Leave

If you have been employed with the RVCA for at least 13 weeks and you are expecting a baby or adopting a child, you are entitled to take a leave of absence without pay.

If you are taking Pregnancy Leave, your Parental Leave must normally start the day after your Pregnancy Leave ends. Your Parental Leave is for a maximum of 61 weeks.

If you are only taking Parental Leave, you are entitled to a leave of absence of up to 63 weeks. Your leave must start no later than 78 weeks after the birth of your baby or the day a child comes into your custody and control.

You may be entitled to EI benefits.

### 6.4.3 Return to Work

You are required to give at least four weeks written notice of your new return to work date.

If you want to take additional unpaid leave you are asked to request an extension at least four weeks before your original leave is to end. The RVCA will make every attempt to approve your request, however it may not be approved based on operational requirements. If your request is not approved and you do not return to work on time or provide a written notice of termination, your employment will be terminated for cause effective the date your leave expired.

When you return to work, you will be reinstated in the position you occupied when you left. If that position is no longer available, you will be offered a comparable position (if one exists) with



not less than the same wages and benefits. In the unexpected circumstance that no comparable position exists, you will be offered a severance package.

## 6.5 Special Leave

You may be granted a Leave of Absence without pay upon submission of a written request. Your Departmental Director will be responsible for approving such a request.

## 6.6 Service as Juror or Witness

If you are asked to serve as a Juror or Witness in any court, you will be granted leave of absence without pay. You must submit a copy of your summons to your supervisor.

## 6.7 Other Statutory Leaves

In accordance with the Ontario *Employment Standards Act, 2000* the RVCA offers several kinds of job-protected leave.

You may be entitled to receive EI benefits for some or all of the period during these types of leave.

See the ESA website for more information: [ESA](#)

### 6.7.1 Family Responsibility Leave

In accordance with the Ontario *Employment Standards Act, 2000* employees have the right to take up to three (3) days of unpaid job-protected leave each calendar year because of an illness, injury, medical emergency or urgent matter relating to certain relatives.

### 6.7.2 Family Medical Leave

You are entitled to an unpaid leave of absence of up to twenty-eight weeks to provide care to certain family members and people who consider you to be like family, when there is a serious medical condition with a significant risk of death occurring within a period of 52 weeks.

### 6.7.3 Family Caregiver Leave

You are entitled to an unpaid leave of absence of up to eight weeks to provide care or support to a family member with a serious medical condition.

### 6.7.4 Critical Illness Leave

*You must have been employed for at least six consecutive months* to be eligible to take Critical Illness Leave. Critical illness leave is unpaid job-protected leave of absence of up to 37 weeks in relation to a critically ill minor child, or 17 weeks in relation to a critically ill adult within a 52-week period.



### 6.7.5 Child Death Leave

*You must have been employed for at least six consecutive months* to be eligible to take Child Death Leave. You are entitled to an unpaid leave of absence of up to 104 weeks if your child has died. You must take the leave within 105 weeks after the week of the child's death.

### 6.7.6 Crime-related Child Disappearance Leave

*You must have been employed for at least six consecutive months* to be eligible to take Crime-related Child Disappearance Leave. You are entitled to an unpaid leave of absence of up to 104 weeks if your child disappears as a likely result of a crime.

### 6.7.7 Domestic or Sexual Violence Leave

*You must have at least 13 weeks of service* to be eligible to take up to 5 paid days and another 5 unpaid days in a calendar year in the event that you experience domestic or sexual violence. You may be entitled to take more time off, up to a maximum of 15 weeks in a calendar year. You may be asked to provide reasonable evidence.

## 7 Workplace Violence and Harassment Prevention

RVCA is committed to the prevention of workplace violence and harassment and to providing a safe work environment in which all individuals are treated with respect and dignity. RVCA will take whatever steps are reasonable to protect employees from workplace violence and workplace harassment, including sexual harassment, from all sources. Employment-related incidents that occur beyond the normal workplace, on social media or outside of working hours will also be addressed under this policy.

This policy applies to the Board of Directors, management, employees, clients, independent contractors, volunteers and members of the public. Everyone is expected to work together to prevent violence and harassment in the workplace as set out by the Occupational Health and Safety Act and its applicable regulations related to workplace violence and harassment.

The *Occupational Health and Safety Act* defines workplace harassment as sexual harassment or as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known, or ought reasonably to be known, to be unwelcome. Sexual harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known, or ought reasonably to be known, to be unwelcome. Sexual harassment also refers to sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows, or ought reasonably to know, that the solicitation or advance is unwelcome. Harassment may also relate to a form of discrimination as set out in the *Ontario Human Rights Code*. A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.



All employees are encouraged to raise any concerns about workplace violence, report any violent incidents or threats and report any incidents of workplace harassment. A member of the Workplace Violence and Harassment Prevention Committee will investigate and deal with all incidents and complaints of workplace violence and harassment in a timely and fair manner, respecting the privacy of all concerned to the extent possible. No employee will be penalized for reporting an incident or participating in a workplace harassment investigation.

There is a Workplace Violence and Harassment Program that implements and supports this policy. It includes measures and procedures to protect employees from workplace violence and harassment, a means to call for immediate assistance, a process for workers to report incidents or raise concerns and a procedure for investigation. RVCA will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence and harassment in the workplace. Other resources are available to employees, such as the Employee Assistance Program (EAP) and the Joint Health and Safety Committee.



**12.0 Provincial Updates and Comments to MECP  
Report #: 7-191128**

To: RVCA Board of Directors  
From: Sommer Casgrain-Robertson  
General Manager / Secretary-Treasurer  
Date: November 22, 2019

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

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**Purpose**

To provide new updates to the Board on provincial developments affecting conservation authorities and seek approval to submit written comments to the Minister of Environment, Conservation and Parks following RVCA's meeting with MECP.

**Background**

This year, there have been many changes undertaken or initiated by the province that pertain to conservation authorities. Two upcoming items that conservation authorities and their municipalities need to pay close attention to are:

- The release of recommendations from Ontario's Special Advisor on Flooding
- The introduction of revised regulations under the *Conservation Authorities Act*

Recommendations from the Provincial Flood Advisor

In July 2019, Minister Yakabuski appointed Doug McNeil as Ontario's Special Advisor on Flooding. His role was to review Ontario's flood management efforts and point out ways it could improve. The advisor held round table discussions in August / September with key stakeholders including conservation authorities, municipalities, power generators and the Ottawa River Regulation Board. He also visited communities impacted by flooding to better understand the nature of flooding in Ontario and see local flood control works. Roundtables were held in Ottawa, Pembroke, North Bay, Toronto, Huntsville, Cambridge and London. The RVCA, MVCA and SNC were invited to attend the Ottawa session along with local municipalities along the Ottawa River. A summary of comments raised at the Ottawa session was provided to the Board in October.

**New Update**

On November 1, 2019 Minister Yakabuski announced that Ontario's Flood Advisor had delivered his report to the Minister and that MNR would review the report before releasing it to the public in the coming weeks. The report has not yet been released but once it is, it will be important to see how the recommendations may impact or reshape conservation authorities' role in natural hazard management.

### Regulations under the *Conservation Authorities Act*

In June 2019, changes were made to the *Conservation Authorities Act* through Bill 108 (*More Homes, More Choice Act*). These changes laid the groundwork for new or revised regulations to be introduced under the *Conservation Authorities Act*. While some proposed changes could be positive, other changes will need to be reviewed carefully to assess their impact on conservation authorities.

#### Changes that Could Impact our Regulatory Work:

- New or updated definitions for key regulatory terms
- Reduction of regulatory restrictions between 30m and 120m of a wetland and where a hydrological connection has been severed
- Exempting low-risk development activities from requiring a permit

#### Changes that Could Impact our Programs and Services:

- Defining the core mandatory programs provided by conservation authorities to be natural hazard protection and management, conservation and management of conservation authority lands, and drinking water source protection
- Requiring conservation authorities and municipalities to enter into agreements for the delivery of non-mandatory programs and services that are funded by levy

As conservation authorities were awaiting draft regulations this summer, they received a letter in August from Minister Yurek. The letter stated that the Minister would be undertaking a review of all legislation that governs the work of conservation authorities to improve transparency and accountability for conservation authority activities and to refocus conservation authorities on their core mandate. It also instructed conservation authorities to begin winding down non-core programs while this review was underway and to not increase their fees or municipal levy until it was complete. A week later, the Minister sent a follow up email to Conservation Ontario acknowledged that conservation authorities are allowed to enter into agreements with municipalities to deliver programs that are “non-core” and that fees and municipal levies can be increased if there is local municipal support. The Minister’s letter and email was shared with the Board in September and October respectively.

In September, Conservation Ontario arranged a meeting with the Minister and conveyed that conservation authorities are proactively working to streamline their development review processes and improve client service, accountability and transparency. Conservation Ontario requested that the province pre-consult with conservation authorities before preparing draft regulations. In late September, each conservation authority received an invitation from the Minister to set up a 90 minute meeting with staff from his office and MECP to discuss the programs and services provided by their conservation authority. The invitation indicated that the Minister is working to focus conservation authorities on their core mandate and to help them function in a more transparent and open way with municipalities.

## New Update

All 36 conservation authorities accepted the Minister's invitation to meet and most meetings are now complete. RVCA had their meeting on November 5, MVCA had their meeting on November 7 and SNC had their meeting on November 14. On November 5, 2019 the following people participated in RVCA's meeting with the Ministry which was held in Toronto and led by Holly Fullager from Minister Yurek's office:

### RVCA

- Pieter Leenhouts, Chair
- Judy Brown, Vice Chair (on teleconference)
- Scott Moffatt, Board member
- Melissa Sullivan, Board member (on teleconference)
- Sommer Casgrain-Robertson, General Manager

### MECP Minister's Office

- Holly Fullager

### MECP Deputy Minister's Office

- Rebecca Teare

### MNRF Minister's Office

- Kyle Nietvelt

### MMAH Minister's Office

- Chris Crawford

### MPPs

- MPP Goldie Ghamari, Carleton
- MPP Jeremy Roberts (and assistant), Ottawa West-Nepean

### MECP Great Lakes and Inland Waters Branch

- Liora Burton

RVCA prepared a binder of resources for the meeting which they walked participants through while answering questions. The binder covered the following topics:

- An introduction to the Rideau watershed
  - Lots of maps showing municipalities, natural features (forest, wetland, watercourses, settlement areas) and natural hazards (floodplain, organic soils, marine clay, karst, highly vulnerable aquifers)
- An introduction to RVCA's Board of Directors
  - Member list, training and orientation slide deck, meeting schedule, Administrative Bylaw
- An overview of RVCA's budget process
  - Sample consultation package sent to municipalities, 2019 budget, 2019 workplan, 2019 annual report and sample municipal information sheet, 2018 audited financial statements

- An overview of RVCA's programs
  - Maps illustrating each program outlined in our workplan and annual report
- Miscellaneous samples of good work
  - Sample social media posts, newsletters, blogs, outreach tools

The meeting was very conversational in nature and the discussion was positive and engaging. It felt like MECP was interested in understanding more about the RVCA, our watershed, our Board, our programs and our relationship with our member municipalities. RVCA took the opportunity at the end of the meeting to raise concerns about how some recent changes to the *Conservation Authorities Act* may impact program delivery and the impact it could have on local watersheds, municipalities and residents. RVCA underscored the critical importance of holistic watershed management, the value of municipalities working collaboratively through the CA model to make decisions in the best interests of their shared watershed and the fact that conservation authorities are already responsible for being transparent and accountable to their member municipalities.

The ministry thanked us for our comments and ended the meeting by reiterating that these meetings were only pre-consultation and that there will be further consultation in the new year with a broader range of stakeholders including municipalities. We were also invited to submit written comments to the Minister if there was information or comments that we wanted to reiterate or additional items we wanted to raise.

### **Updated Analysis**

General Managers and Conservation Ontario have been collaborating regionally and provincially on key messages to the province. AMO also shared a letter that they sent to the Minister of MECP outlining their position and concerns regarding changes to the *Conservation Authorities Act* and anticipated regulations (this letter was shared with the Board in October). RVCA also attended a session at the Latornell Conservation Symposium where Conservation Ontario and AMO presented on changes to the Act and discussed shared concerns and positions.

Based on these discussions, RVCA is drafting a written submission to Minister Yurek as a follow up to RVCA's meeting with his staff on November 5, 2019. This submission will be circulated to the Board for review and approval. Conservation Ontario has also confirmed that Minister Yurek is planning to attend the December 9 meeting of Conservation Ontario Council which will be an opportunity for discussion.

### **Input from Other Sources**

Conservation authorities worked together with Conservation Ontario to prepare for their meetings with MECP and will continue to collaborate with one another, AMO, member municipalities and other partners and stakeholders as provincial consultation continues.

**Financial Considerations**

N/A

**Legal Considerations**

N/A

**Adherence to RVCA Policy**

N/A

**Link to Strategic Plan**

This work supports Priority #8 under Strategic Direction #2:

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

**Attachments**

- Submission to Minister Yurek – to be circulated