

Board of Directors Meeting

Thursday, March 23, 2023
6:30 pm
3889 Rideau Valley Drive, Manotick ON
(RVCA Boardroom)

Members and the public are welcome to join via Zoom

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

AGENDA

Meeting 2/23	Page
1.0 Roll Call	
2.0 Land Acknowledgement Statement	
3.0 Agenda Review	
4.0 Adoption of Agenda	
5.0 Declaration of Interest	
6.0 Approval of Minutes from February 23, 2023	
7.0 Business Arising from Minutes	
8.0 Annual General Meeting (Staff Reports Attached)	
a) Appointments to Executive Committee	01
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c) Appointments to Conservation Ontario	09
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e) Appointment of Legal Counsel	13
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19.0 Meetings	
a) RVCF Board of Directors Meeting: March 8, 2023	
Upcoming	
b) Eastern Ontario General Managers Meeting: March 27, 2023	
c) Conservation Ontario Council Annual General Meeting: April 3, 2023	
d) Stillwater Creek Wetland Restoration Celebration: April 6, 2023	
e) RVCA Board of Directors Meeting: April 27, 2023	
f) 7 Millionth Tree Celebration: May 13, 2023	
20.0 Member Inquiries	
21.0 New Business	
22.0 Closed Session	
To seek approval to proceed with the acquisition of a piece of land	
• Closed session as per RVCA's Administrative Bylaw Section C. 13. c) <i>A proposed or pending acquisition or disposition of land by the Authority</i>	
23.0 Adjournment	

**8.0a Appointment of Executive Committee
Report #: 1-230323**

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

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Recommendation:

That the Board of Directors of the Rideau Valley Conservation Authority appoints the Chair, Vice-Chair, Pieter Leenhouts, Brian Dowdall, and _____ to the RVCA’s Executive Committee for the year 2023.

Purpose

To appoint an Executive Committee for 2023.

Background

As outlined in RVCA’s Administrative By-Law, an Executive Committee shall be appointed to hold hearings under Section 28 of the *Conservation Authorities Act*.

- The Executive Committee hears applications for permission associated with Ontario Regulation 174/06 (“Development, Interference with Wetlands and Alteration to Shorelines and Watercourses” Regulation) under Section 28 of the Act.
- The Executive Committee shall evaluate the information presented at a hearing by both Conservation Authority staff and the applicant and decide whether the application will be approved with or without conditions or refused, or if a permit will be cancelled. Applicants can appeal decisions of the Executive Committee to the Minister.

The Executive Committee will also:

- Undertake an annual performance appraisal of the General Manager / Secretary-Treasurer. The Executive Committee shall work collaboratively with the General Manager / Secretary-Treasurer to set annual performance objectives and then review the General Manager / Secretary-Treasurer’s performance in achieving those objectives.
- Hear requests for fee reconsiderations in accordance with RVCA’s Fee Policy.

Appointment of members to the Executive Committee:

- Shall be made by the Chair, subject to approval by the General Membership
- Shall be made at the Annual meeting of the General Membership each year

- Shall consist of the Chair, Vice-Chair and three other Members, such that the Committee is comprised of at least one Member from the City of Ottawa. The Chair and Vice-Chair of the Authority shall be the Chair and Vice-Chair of the Executive Committee in accordance with the *Conservation Authorities Act*.

Appendix 4-A of By-law No.1 is attached as it outlines the Terms of Reference for the Executive Committee.

Analysis

The Chair will appoint members to the Executive Committee subject to the Board's approval. The Chair will appoint members who will represent the Board well on the Executive Committee and represent a mix of small, medium and large municipalities from across the watershed.

Input From Other Sources

Financial Considerations

Members of the Executive Committee receive a per diem and mileage for meetings. The RVCA's 2023 budget accounts for these costs.

Legal Considerations

The appointment of an Executive Committee is in accordance with Section 19 of the *Conservation Authorities Act* which states:.

- 19 (1) The authority may appoint an executive committee from among the members of the authority. R.S.O. 1990, c. C.27, s. 19 (1).

Chair, vice-chair

- (2) The chair and vice-chair of the Authority shall be the chair and vice-chair of the executive committee

Adherence to RVCA Policy

The appointment of an Executive Committee is in accordance with Section B.1 (c) of RVCA's Administrative By-law which states:

- 1 (c) ...the powers of the General Membership include but are not limited to:
- (vi) Appointing an Executive Committee and delegating to the Committee any of its powers except:
 - i. The termination of the services of the General Manager and/or Secretary-Treasurer,
 - ii. The power to raise money, and
 - iii. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority.

- (xv). Delegating to the Executive Committee the holding of hearings as may be required under any regulations made under Section 28 of the Act.

Link to Strategic Plan

Attachment:

- Terms of Reference for the Executive Committee (Appendix 4-A of RVCA's Administrative By-law)

Appendix 4-A – Terms of Reference for Executive Committee

1. Purpose

The Authority shall maintain a standing Executive Committee to:

- Hold hearings under Section 28 of the Act. The Executive Committee shall evaluate the information presented at a hearing by both Conservation Authority staff and the applicant and decide whether the application will be approved with or without conditions or refused, or if a permit will be cancelled. Applicants can appeal decisions of the Executive Committee to the Minister.
- Undertake an annual performance appraisal of the General Manager / Secretary-Treasurer. The Executive Committee shall work collaboratively with the General Manager / Secretary-Treasurer to set annual performance objectives and then review the General Manager / Secretary-Treasurer's performance in achieving those objectives.
- Hear requests for fee reconsiderations in accordance with RVCA's Fee Policy.

2. Membership

The Executive Committee shall consist of the Chair, Vice-Chair and three other Members, such that the Committee is comprised of at least one Member from the City of Ottawa. The Chair and Vice-Chair of the Authority shall be the Chair and Vice-Chair of the Executive Committee in accordance with Section 19(2) of the Act.

Appointment of Members to the Executive Committee shall be made by the Chair, subject to approval by the General Membership.

The Authority shall appoint an Executive Committee at the Annual meeting of the General Membership each year.

3. Meeting Procedures

Resolutions and policies governing the operation of the Authority shall be observed in all Executive Committee meetings.

The Executive Committee shall hold hearings in accordance with the Authority's Rules of Procedure for hearings as approved by the General Membership from time-to-time as well as other applicable laws including the *Statutory Powers Procedure Act* under which the Executive Committee is considered an Administrative Tribunal.

4. Frequency of Meetings

Meetings shall generally be held the second Thursday of the month as required.

**8.0b Appointment of Audit Committee
Report #: 2-230323**

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

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Recommendation:

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the Chair, Vice-Chair, _____, _____, and _____ to the RVCA Audit Committee for the year 2023.

Purpose

To appoint an Audit Committee for 2023.

Background

As outlined in RVCA's Administrative By-Law, an Audit Committee shall be appointed to:

- Ensure adequate financial systems, internal controls and reporting are in place for financial soundness of the Authority;
- To meet annually with the auditors before the General Membership receives and approves the Financial Statements and Report of the Auditor for the preceding year; and
- To address other specific financial matters as required.

The Audit Committee shall report to the General Membership, presenting any recommendations made by the Committee.

Appointment of members to the Audit Committee:

- Shall be made by the Chair, subject to approval by the General Membership
- Shall be made at the Annual meeting of the General Membership each year
- Shall consist of the Chair, Vice-Chair and three other Members, such that the Committee is comprised of at least one Member from the City of Ottawa. The Chair and Vice-Chair of the Authority shall be the Chair and Vice-Chair of the Audit Committee.

Appendix 4-B of RVCA's Administrative By-law is attached as it outlines the Terms of Reference for the Audit Committee.

Analysis

The Chair will appoint members to the Audit Committee subject to the Board's approval. The members selected by the Chair will represent the Board well on the Audit Committee and represent a mix of small, medium and large municipalities from across the watershed.

Input From Other Sources

Financial Considerations

Members of the Audit Committee receive a per diem and mileage for meetings. The RVCA's 2023 budget accounts for these costs.

Legal Considerations

The appointment of an advisory board is in accordance with the *Conservation Authorities Act*.

Specifically, Section 18 of the Act states:

- 18 (2) An authority shall establish such advisory boards as may be required by regulation and may establish such other advisory boards as it considers appropriate. 2017, c. 23, Sched. 4, s. 15.
- (3) An advisory board shall comply with any requirements that may be prescribed by regulation with respect to its composition, functions, power, duties, activities and procedures. 2017, c. 23, Sched. 4, s. 15.

Adherence to RVCA Policy

The appointment of an advisory board is in accordance with Section B.16 of RVCA's Administrative By-law.

Specifically, Section B.16 of RVCA's Administrative By-law (By-law No.1) states:

In accordance with Section 18(2) of the Act, the Authority shall establish such Advisory Boards as required by regulation and may establish such other Advisory Boards or committees as it considers appropriate to study and report on specific matters.

The General Membership shall approve the terms of reference for all such Advisory Boards and committees, which shall include the role, the frequency of meetings and the number of members required.

Terms of Reference for current Advisory Boards and committees include:

- Audit Committee (Appendix 4-B).

Appointment of members to Advisory Boards and committees shall be made by the Chair, subject to approval by the General Membership.

Resolutions and policies governing the operation of the Authority shall be observed in all Advisory Board and committee meetings.

Each Advisory Board or committee shall report to the General Membership, presenting any recommendations made by the Advisory Board or committee.

Link to Strategic Plan

Attachment:

- Terms of Reference for Audit Committee (RVCA's Administrative By-law Appendix 4-B)

Appendix 4-B – Terms of Reference for Audit Committee

1. Purpose

The Authority shall maintain a standing Audit Committee to ensure adequate financial systems, internal controls and reporting are in place for financial soundness of the Authority, to meet annually with the auditors before the General Membership receives and approves the Financial Statements and Report of the Auditor for the preceding year, and to address other specific financial matters as required.

The Audit Committee shall report to the General Membership, presenting any recommendations made by the Committee.

2. Membership

The Audit Committee shall consist of the Chair, Vice-Chair and three other Members, such that the Committee is comprised of at least one Member from the City of Ottawa. The Chair and Vice-Chair of the Authority shall be the Chair and Vice-Chair of the Audit Committee.

Appointment of Members to the Audit Committee shall be made by the Chair, subject to approval by the General Membership.

The Authority shall appoint an Audit Committee at the Annual meeting of the General Membership each year.

3. Meeting Procedures

Resolutions and policies governing the operation of the Authority shall be observed in all Audit Committee meetings.

4. Frequency of Meetings

Meetings shall be held at the call of the Chair. The Committee shall normally meet in February or March with the Auditors to review draft Financial Statements and Report of the Auditor, and thereafter as required.

**8.0c Appointments to Conservation Ontario
Report #: 3-230323**

To: RVCA Board of Directors
From: Sommer Casgrain-Robertson
General Manager
Date: March 23, 2023

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Recommendation:

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the Chair as RVCA's voting delegate for Conservation Ontario Council for 2023 and that the Vice-Chair and General Manager be appointed as first and second alternate respectively.

Purpose

To appoint RVCA's voting delegate to Conservation Ontario Council for 2023.

Background

Conservation Ontario is a non-profit association that represents Ontario's 36 Conservation Authorities.

Its core business functions are:

- Policy and Program Development
- Business Development and Partnerships
- Communications
- Education and Training
- Collective Corporate Services
- Government Relations
- Information Management and Research

Its Vision is:

- Engage Conservation Authorities in matters of common interest and shape effective policy relating to Conservation Authorities.

Its Mission is:

- To promote and continually strengthen a watershed-based conservation coalition in Ontario.

Conservation Ontario is directed by a Council comprised of one voting delegate from each conservation authority. This Council meets four times a year and voting delegates are usually accompanied by their conservation authority's General Manager.

The Council also elects a six-member Board of Directors who is responsible for governing Conservation Ontario. Conservation Ontario's main source of funding is from levies to each conservation authority supplemented by project funding and contracts.

As outlined in RVCA's Administrative By-Law, appointments to Conservation Ontario Council are made annually.

Analysis

Conservation Ontario strongly encourages conservation authorities to appoint a member of their Board of Directors as their voting delegate on Conservation Ontario Council. The RVCA has always appointed the Chair as its voting delegate with the Vice-Chair and General Manager acting as alternates.

Input From Other Sources

Financial Considerations

Costs associated with attending Conservation Ontario Council meetings (per diems and travel costs) are accounted for in RVCA's 2023 budget.

Legal Considerations

Adherence to RVCA Policy

Appointments to Conservation Ontario Council are in accordance with Section 6 of RVCA's Administrative By-law which states:

The Authority may appoint up to three Representatives to Conservation Ontario Council ("Council"), designated as Voting Delegate and Alternate(s). Council will consist of the Voting Delegates appointed by each Member Conservation Authority. The Voting Delegate and Alternates shall be registered with Conservation Ontario annually. Appointment of Voting Delegate and Alternate(s) to Council shall be made by the Chair at the Annual meeting of the General Membership, subject to approval by the General Membership.

Link to Strategic Plan



**8.0d Appointment of Auditors
Report #: 4-230323**

To: RVCA Board of Directors
From: Sommer Casgrain-Robertson
General Manager
Date: March 9, 2023

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Recommendation:

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints MNP LLP as the auditor for the Rideau Valley Conservation Authority and Rideau Valley Conservation Foundation for 2023.

Purpose

To appoint Auditors for the year 2023.

Background

In 2018, the RVCA issued an RFP for auditing services to six firms. Based on the results of that process, the firm of MNP was appointed as RVCA's auditors for 2019 and were subsequently reappointed for 2020, 2021 and 2022.

Analysis

The RVCA was satisfied with the auditing service provided by MNP in 2022.

Input From Other Sources

Financial Considerations

Audit fees for 2021 were \$17,225 which was an increase of \$3,475 over the prior year. RVCA's audit for 2022 is not yet complete, but it is estimated that the fees will be \$27,000 which is an increase of \$5,275 over 2021.

Legal Considerations

Section 38 of the *Conservation Authorities Act* states:

Annual audit

38 (1) Every authority shall cause its accounts and transactions to be audited annually by a person licensed under the Public Accounting Act, 2004 and shall ensure that the annual audit is prepared in accordance with generally accepted accounting principles for local governments recommended by the Public Sector

Accounting Board of the Chartered Professional Accountants of Canada, as they exist from time to time. 2020, c. 36, Sched. 6, s. 24 (1).

Auditor

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

Auditor's report

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

Report made publicly available

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

Adherence to RVCA Policy

RVCA's Administrative By-law states:

B.7. Appointment of Auditor

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

B.11. Financial Statements and Report of the Auditor

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

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

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

Link to Strategic Plan



**8.0e Appointment of Legal Counsel
Report #: 5-230323**

To: RVCA Board of Directors
From: Sommer Casgrain-Robertson
General Manager
Date: March 9, 2023

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Recommendation:

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the firm of Bell Baker LLP as legal counsel for the RVCA for the year 2023;

THAT the firm of Bird Richard be retained for employment issues;

THAT the firm of Wilson Law Partners LLP be retained for land transfers;

AND THAT other legal counsel be retained as required.

Purpose

To appoint legal counsel for the year 2023.

Background

The firm of Bell Baker has advised and represented the RVCA since its formation in 1966 on matters of general counsel as well as the administration and enforcement of RVCA's planning and regulations programs.

The firm of Bird Richard has advised and represented the RVCA since 2007 on matters pertaining to human resources.

The firm of Wilson Law Partners has advised and represented the RVCA since 2006 on matters pertaining to land acquisitions, donations and easements.

From time to time, the RVCA also engages the services of other firms as needed.

Analysis

The three firms appointed as legal counsel to the RVCA provide exceptional service and have developed an understanding and depth of knowledge about RVCA and its operations.

Input From Other Sources

Financial Considerations

The legal fees incurred in 2022 were \$77,086.85. These fees vary widely among the three firms from year to year depending on the nature of the issues that the RVCA is dealing with (personnel, Freedom of Information requests, regulatory enforcement, land donations).

The firm of Bird Richard is paid an annual flat fee retainer of \$2,000 for which they provide unlimited advice via telephone and email. If a third party becomes involved in a matter, then the firm provides their services at their current rates discounted by 20%.

The firms of Bell Baker, Wilson Law Partners and any other legal counsel engaged by the RVCA provides their services at their current rates.

Legal Considerations

Adherence to RVCA Policy

The RVCA's Administrative By-law states:

9. Appointment of Solicitor

The General Membership shall appoint a solicitor(s) to act as the Authority's legal counsel for the coming year at the Annual Meeting.

Link to Strategic Plan

**8.0f Appointment of Land Appraisers
Report #: 6-230323**

To: RVCA Board of Directors
From: Sommer Casgrain-Robertson
General Manager
Date: March 13, 2023

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Recommendation:

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the firms of S. Rayner & Associates of Kingston and Rivington & Associates of Perth as land appraisers for the RVCA for the year 2023.

Purpose

To appoint land appraisers for the year 2023.

Background

In order to appraise land for conservation purposes it is critical that firms have experience or training with the Eco Gifts program delivered by Environment Canada's Canadian Wildlife Service. The two firms identified as land appraisers for the RVCA have demonstrated a thorough understanding in the past with the appraisal requirements outlined in the Eco Gifts program.

Analysis

The Board of Directors appoints land appraisers annually to enable staff to contract the services of either firm as needed to facilitate the timely processing of potential land donations on behalf of donors.

Input From Other Sources

Financial Considerations

Both land appraisers provide services to the RVCA at their current rate.

Legal Considerations

Given the complexity of Environment Canada's Eco Gifts program and the potential tax and legal complications for both the RVCA and the donor if the land donation is not processed properly, it is important to engage land appraisers who are knowledgeable and experienced with this program.

Adherence to RVCA Policy

Appointing land appraisers exempts staff from needing to obtain three quotes as required by RVCA's current purchasing policy.

Link to Strategic Plan

**8.0g Appointment of Signing Authorities
Report #: 7-230323**

To: RVCA Board of Directors
From: Sommer Casgrain-Robertson
General Manager
Date: March 9, 2023

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Recommendation:

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the following positions as RVCA's signing officers for 2023:

- General Manager / Secretary-Treasurer
 - Manager of Finance
 - Director of Communications and Outreach
 - Chair of the Board of Directors
 - Vice-Chair of the Board of Directors
-

Purpose

To appoint signing officers for the year 2023.

Background

The RVCA operates with five signing officers made up of the:

- General Manager / Secretary-Treasurer
- Manager of Finance
- Director of Communications and Outreach
- Board Chair
- Board Vice-Chair

The General Manager / Secretary-Treasurer acts as the primary signing officer for contracts and agreements while the General Manager / Secretary-Treasurer and Manager of Finance act as the primary signing officers for cheques and land transfers which require two signatures.

The Director of Communications and Outreach acts as a backup signing officer in the event that either of the two primary signing officers are unavailable.

The Chair acts as a signing officer for documents requiring the signature of the Board Chair and the Chair and Vice-Chair are also available as backup signing officers in extenuating circumstances.

Analysis

Input From Other Sources

Financial Considerations

Legal Considerations

Adherence to RVCA Policy

RVCA's Administrative By-law states:

14. Signing Officers

All deeds, transfers, assignments, contracts, and obligations entered into by the Authority shall be signed by the signing officers of the Authority as specified by the General Membership for the coming year at the Annual Meeting. Signing authority that was authorized by any previous Administration Regulation or by-law is superseded by this by-law.

Link to Strategic Plan

**9.0 Revised Forestry Machine Planting & Band Spray Contract
Report #: 8-230323**

To: RVCA Board of Directors
From: Ian Cochrane
Forestry Program Manager
Date: March 9, 2023

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Recommendation:

THAT the Board of Directors of the Rideau Valley Conservation Authority approves Ottawa Valley Forest Consulting to provide machine planting and band spray services for 2023 at a revised rate of \$586 per 1000 trees planted and band spray services at a revised rate of \$350 per hectare with an approximate project value of \$30,000.

AND THAT, based on performance, staff have the option of retaining Ottawa Valley Forest Consulting to provide machine planting and band spray services for 2024 at the same price.

Purpose

To correct the cost of RVCA's machine planting and band spray contract for 2023.

Analysis

RVCA's machine planting and band spray contract was presented and approved by the Board of Directors at their February 23, 2023 meeting (see [staff report 01-230223](#))

The report mistakenly quoted the cost as \$580 / 1000 trees for machine planting and \$320 / hectare for band spraying.

The quoted price was actually \$586 / 1000 trees for machine planting and \$350 / hectare for band spraying, so staff require the Board to approve the correct amounts.

Background

RVCA's forestry program plants an average of 200,000 trees each year on private property and this includes machine planting. In 2023, approximately 49,000 trees will be machine planted. Band spraying is a site preparation and tending operation used to remove grass competition around trees where needed and appropriate.

**10.0 Appointment of Officers
Report #: 9-230323**

To: RVCA Board of Directors
From: Terry Davidson
Director of Engineering and Regulations
Date: March 23, 2023

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Recommendation:

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the following staff as “*officers*” for the purpose of enforcing Section 28 and Section 29 of the *Conservation Authorities Act* (R.S.O., 1990, Chapter 27 as amended) and as Sewage System Inspectors under the Ontario Building Code, Part 8, Sewage Systems as required under Section 3.1 (2) of the Ontario Building Code:

- ***Conservation Authorities Act, Section 28 Officers:***
 - Hal Stimson, Regulations Inspector
 - Eric Kohlsmith, Regulations Inspector
 - Laura Cummings, Regulations Inspector
 - Matt Jokiel, Regulations Inspector
 - Megan Peacock, Regulations Officer
- ***Conservation Authorities Act, Section 29 Officer:***
 - Megan Peacock, Regulations Officer
- ***Ontario Building Code, Sewage System Inspectors:***
 - Terry Davidson, Director of Engineering and Regulations
 - Eric Kohlsmith, Regulations Inspector
 - Alex Dekleine, Regulations Inspector
 - Jason Hutton, Engineering Inspector
 - Ryan Hiemstra, Regulations Inspector
 - Jacob Pruner, Regulations Inspector

AND THAT these appointments be contingent on continued employment with the Rideau Valley Conservation Authority.

Purpose

To appoint staff as Officers under the *Conservation Authorities Act* and Ontario Building Code.

Background

Conservation Authorities Act

The RVCA has been delegated responsibility by the Province for the enforcement of Sections 28 and 29 of the *Conservation Authorities Act*.

Section 28 of the *Conservation Authorities Act* and its regulation relate to the administration of RVCA's Development, Interference with Wetlands and Alterations to Shorelines and Watercourses regulation (Ontario Regulation 174/06). Staff undertake their duties in accordance with the Act, Ontario Regulation 174/06 and local implementation policies reviewed and approved by the RVCA's Board of Directors.

Section 29 of the *Conservation Authorities Act* and its regulation applies to conservation lands owned by the RVCA including developed Conservation Areas and relates to the protection of these lands and the users of Conservation Areas. Regulations under this section include tree cutting and permitted uses in Conservation Areas.

Part 8 of the Ontario Building Code

The RVCA through agreements with the City of Ottawa, Beckwith Township, Town of Carleton Place, Township of Lanark Highlands, Township of Mississippi Mills, Township of North Grenville, Town of Smith Falls, Tay Valley Township, and the Town of Westport is responsible for the enforcement of Part 8 (Sewage System) of the Ontario Building Code. Staff undertake their duties in accordance with the Act and Ontario Building Code.

Analysis

The appointment of staff under the *Conservation Authorities Act* and Ontario Building Code is routine practice to ensure a legal reference for staff involved in the administration of RVCA's regulation programs. All staff being appointed have successfully completed Provincial Offences training offered through Conservation Ontario and the Ministry of Natural Resources and Forestry for Section 28 and/or 29 of the *Conservation Authorities Act* and/or completed the required training offered through the Ministry of Municipal Affairs and Housing for Part 8 of the Ontario Building Code including Inspector and Legal requirements.

Input From Other Sources

Financial Considerations

Legal Considerations

Section 28(1)(d) of the *Conservation Authorities Act* states:

Providing for the appointment of officers to enforce any regulation made under this section or section 29;

Section 3.1 (2) of the Building Code Act states:

“The board of health, planning board or conservation authority shall appoint such sewage system inspectors as are necessary for the enforcement of this Act in the areas in which the board of health, planning board or conservation authority has jurisdiction”

Adherence to RVCA Policy

Link to Strategic Plan

**11.0 Section 28 Approval Timelines
Report #: 10-230323**

To: RVCA Board of Directors
From: Glen McDonald
Director of Planning and Science
Date: March 8, 2023

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Recommendation:

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

Purpose

To report on approval timelines for permits under Section 28 of the *Conservation Authorities Act*.

Background

Under section 28 of the *Conservation Authorities Act*, the RVCA administers Ontario Regulation 174/06 (*Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation*). Property owners require permission from the Conservation Authority to undertake development and site alterations within areas subject to the regulation which are defined on map schedules which have been approved by the Board of Directors. Regulated areas include hazard lands such as floodplains, steep slopes and unstable soils as well as wetlands, watercourses and shorelines.

In 2010, the Ministry of Natural Resources and Forestry (MNRF) issued *Policies and Procedures for Conservation Authority Plan Review and Permitting Activities*. This document outlines service standards including timelines for issuing Section 28 approvals. In 2019, Conservation Ontario led a client service and streamlining initiative aimed at improving conservation authority client service and accountability, increasing the speed of approvals and reducing red tape and regulatory burden. One of the recommended actions was for conservation authorities to adopt voluntary reduced timelines for reviewing Section 28 applications and to report annually on performance timelines and make this information available to the public. This initiative was endorsed by RVCA's Board of Directors (Staff Report #5-190725).

Analysis

Table 1 shows the 2010 MNRF review timelines as well as the 2019 Conservation Ontario voluntary timelines. The later also adds “routine” as an application category.

Table 1: Comparison of Timeline Standards

Permit Category	MNRF Policy and Procedure Guideline (2010)	Conservation Ontario Timeline Guideline (2019)
Major	90 days	28 days
Minor	30 days	21 days
Routine	N/A	14 days

- Major Permit – highly complex projects requiring technical review supported by comprehensive analysis, significant natural hazards issues and risk of environmental impact.
- Minor Permit – less complex projects with lower and mitigatable risk with respect to natural hazards.
- Routine Permit – small projects with minimal natural hazards issues that are easily managed with standard conditions.

Review timelines start from the date an application is deemed complete and includes weekends but excludes statutory holidays.

Table 2 shows RVCA’s timeline performance for 2022 and reports on the number of permits issued. Permits deemed incomplete are placed on hold (the clock stops) and not included in the report.

Table 2: RVCA Timelines for Permissions under Section 28 of the *Conservation Authorities Act*, January 1 to December 31, 2022

2010 MNRF Policy and Procedure Guideline Timelines					
Permits Issued Within the Timeline			Permits Issued Outside the Timeline		
Major	Minor		Major	Minor	
31	282		1	1	
2019 Voluntary Conservation Ontario Guideline Timelines					
Permits Issued Within the Timeline			Permits Issued Outside the Timeline		
Major	Minor	Routine	Major	Minor	Routine
13	70	102	19	52	59

For this reporting period, a total of 315 permits were issued.

- All but 2 permits were issued within the 2010 MNRF timelines
- 185 permits were issued within the voluntary 2019 CO timelines and 130 permits were issued outside these timelines

RVCA's workload across its regulations programs was well above average seeing a 25% increase in 2020 and 2021 due to the impact the pandemic had on development activity. During 2022, the number of Section 28 applications returned to pre-COVID levels, however staff continued to deal with many applications that were received in the two preceding years. This carryover contributed to a high workload throughout 2022. Most major applications were for complex sites with multiple natural hazard issues that required detailed integrated technical review. Although 36 applications remain on hold, they also required staff time to determine that they were incomplete and to have discussions with applicants and consultants. Changing pandemic protocols also required adjustments to workflow for receipt of applications, payment, technical review and site visits.

Also, to ensure that other workplan priorities were addressed and to address various staff leaves (medical and parental), RVCA had to temporarily reassign staff within planning and regulations which required significant additional training and supervision. Other high growth conservation authorities are reporting similar challenges with timelines due to volume and resourcing issues. In response to these challenges, RVCA implemented the following improvements to the workflow throughout 2022:

- Staff prioritized applications in consultation with applicants, and discretion was applied accordingly to manage the workload. No complaints regarding the processing of permits were received during this period.
- Updated website to provide clients with direction on how to submit and pay for applications, how to contact staff and information on site visit protocols.
- Redistributed and balanced workload.
- Continued improvements to data base for tracking workflow and due dates.
- Continued technical support for digital permit system which enables staff to access all file information digitally from any location.

Although staff worked diligently to process applications as efficiently as possible, demand exceeded RVCA's capacity to process all applications within the voluntary 2019 reduced timelines. However, 99% of permits issued met the service standards specified by the MNRF in their 2010 guideline document. RVCA will continue to monitor workload and performance timelines and adjust resources and processes in response to changing needs to further improve performance measures in 2023.

Input from Other Sources

Financial Considerations

Legal Considerations

Adherence to RVCA Policy

RVCA's Customer Service Charter specifies our commitment to meet timelines for permissions under the Section 28 regulation and to make this information publicly available.

Link to Strategic Plan

Annual timeline reporting supports Priority Action #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.

12.0 Federal Flood Hazard Projects

Report #: 11-230323

To: RVCA Board of Directors
 From: Brian Stratton, P.Eng.
 Manager, Engineering Services
 Date: March 13, 2023

<input type="checkbox"/>	For Information
<input type="checkbox"/>	For Direction
<input checked="" type="checkbox"/>	For Adoption
<input type="checkbox"/>	Attachment – 2 pages

Recommendation:

THAT the Board of Directors of the Rideau Valley Conservation Authority approves Aquafor Beech Limited to complete the Floodplain Mapping Data Acquisition – City of Ottawa project at a cost not to exceed \$287,500 with \$71,875 being funded from RVCA's reserves;

AND THAT Water's Edge Environmental Solutions Team Ltd be approved to complete the Floodplain Mapping Data Acquisition – RVCA Lakes project at a cost not to exceed \$320,000 with \$160,000 being funded from RVCA's reserves.

Purpose

To seek approval for two federally funded flood hazard mapping projects

Background

In August 2022, the Ministry of Natural Resources and Forestry (MNRF) announced its participation in the federal Flood Hazard Identification and Mapping Program (FHIMP). The goal of FHIMP is to increase the number and quality of publicly accessible flood maps across Canada. In Ontario, increasing the accuracy of publicly accessible flood maps will help reduce risks to people and property by informing land use planning decisions, directing development away from flood prone areas and enhancing flood forecasting and warning.

Under the *Conservation Authorities Act*, conservation authorities are responsible for:

- Delineating and mapping natural hazards including flooding. Figure 1 (attached) shows the current status of floodplain mapping across the Rideau watershed.
- Commenting on planning files with respect to natural hazards. Municipalities must circulate official plans, comprehensive zoning bylaws and site-specific planning applications to conservation authorities who then provide comments on behalf of the province relating to Section 3.1 of the Provincial Policy Statement (natural hazards). The RVCA relies on mapping to inform these comments.

- Regulating development within hazard lands like floodplains, unstable slopes and wetlands. Property owners must obtain permission from the RVCA before beginning any development, site alteration, construction, or placement of fill within a regulated area or for any wetland interference, or for straightening, changing, diverting, or interfering in any way with the existing channel of a watercourse. The RVCA relies on mapping to administer its “Development, Interference with Wetlands and Alterations to Shorelines and Waterways” regulation.

Analysis

In September 2022, RVCA submitted two funding applications to FHIMP to support the completion of floodplain mapping pertaining to six watercourses and four lakes (see Figure 2 attached):

1) Floodplain Mapping Data Acquisition – City of Ottawa

This project is the first phase of a larger initiative to complete natural hazard mapping along six additional watercourses in the City of Ottawa (Brassils Creek, Greens Creek, Sawmill Creek, Graham Creek, Stillwater Creek and Faulkner Drain). This project will support the completion of future floodplain mapping studies primarily through data collection and processing. The data includes topography (LiDAR verification), land use, representative channel cross-sections, field-confirmed bridge and culvert designs, and hydrometrics.

- Total cost: \$287,500 (plus applicable taxes)
- Proposed cost allocation: FHIMP (\$143,750), RVCA (\$71,875) and City of Ottawa (\$71,875).
- Study to be completed by March 31, 2024.

2) Floodplain Mapping Data Acquisition – RVCA Lakes

This project is the first phase of a larger initiative to complete natural hazard mapping around four large lakes in the upper watershed (Lower Rideau Lake, Big Rideau Lake, Bobs Lake and Otty Lake). This project will support the completion of future floodplain mapping studies primarily through data collection and processing. Data includes topography (LiDAR verification), land use, precipitation, high water levels, channel cross-sections, bridges, culverts, lake bathymetry, water level and flow as well as water control structures (including dams), their operating policies and their operational history.

- Total cost: \$320,000 (plus applicable taxes)
- Proposed cost allocation: FHIMP (\$160,000) and RVCA (\$160,000)
- This study is to be completed by March 31, 2024..

The RVCA was advised in November that both grant applications were approved. The RVCA then prepared two Requests for Proposals (RFPs) to seek a consultant(s) to undertake each study. The RFPs were posted on Biddingo.com (a government contract portal) on January 31, 2023 and proposals were due on March 3, 2023.

Proposals were received from the following consultants:

Study	Consultants	Bid
Floodplain Mapping Data Acquisition – City of Ottawa	Aquafor Beech Limited	\$221,378.30
	D.M. Wills Associates Limited	\$271,819.24
	McIntosh Perry Consulting Engineers Ltd.	\$288,157.63
	Water's Edge Environmental Solutions Team Ltd.	\$266,045.51
Floodplain Mapping Data Acquisition – RVCA Lakes	AECOM Canada Ltd.	\$282,186.00
	Aquafor Beech Limited	\$289,777.20
	McIntosh Perry Consulting Engineers Ltd.	\$325,546.22
	Water's Edge Environmental Solutions Team Ltd.	\$292,508.98

RVCA staff evaluated the proposals based on a scoring matrix that was included in each RFP that considered the following factors:

- Project Implementation Summary
- Qualifications and Expertise
- Project Management Plan
- Workplan
- Project Budget
- References

The preferred bidders are identified below based on the results of the scoring matrix:

Study	Recommended Consultant	Cost
Floodplain Mapping Data Acquisition – City of Ottawa	Aquafor Beech Limited	\$221,378.30
Floodplain Mapping Data Acquisition – RVCA Lakes	Water's Edge Environmental Solutions Team Ltd.	\$292,508.98

Staff will support project implementation and work closely with the successful consultants, including provision of available RVCA GIS datasets, co-ordinate provision of available data from municipalities, refine extents for surveying, assist in determining land ownership to support survey access permissions, attend all technical team meetings (FHIMP requirement), and assist the consultants to address issues that arise.

Input from Other Sources

Financial Considerations

These studies do not have budget implications as they will be funded through external funding and RVCA's reserves.

Legal Considerations

Adherence to RVCA Policy

The tendering of these projects was in accordance with the RVCA's purchasing policy.

Link to Strategic Plan

This project supports Strategic Direction #2, Priority #6:

- Focus new or updated regulatory mapping in areas where there is development pressure.

Attachments

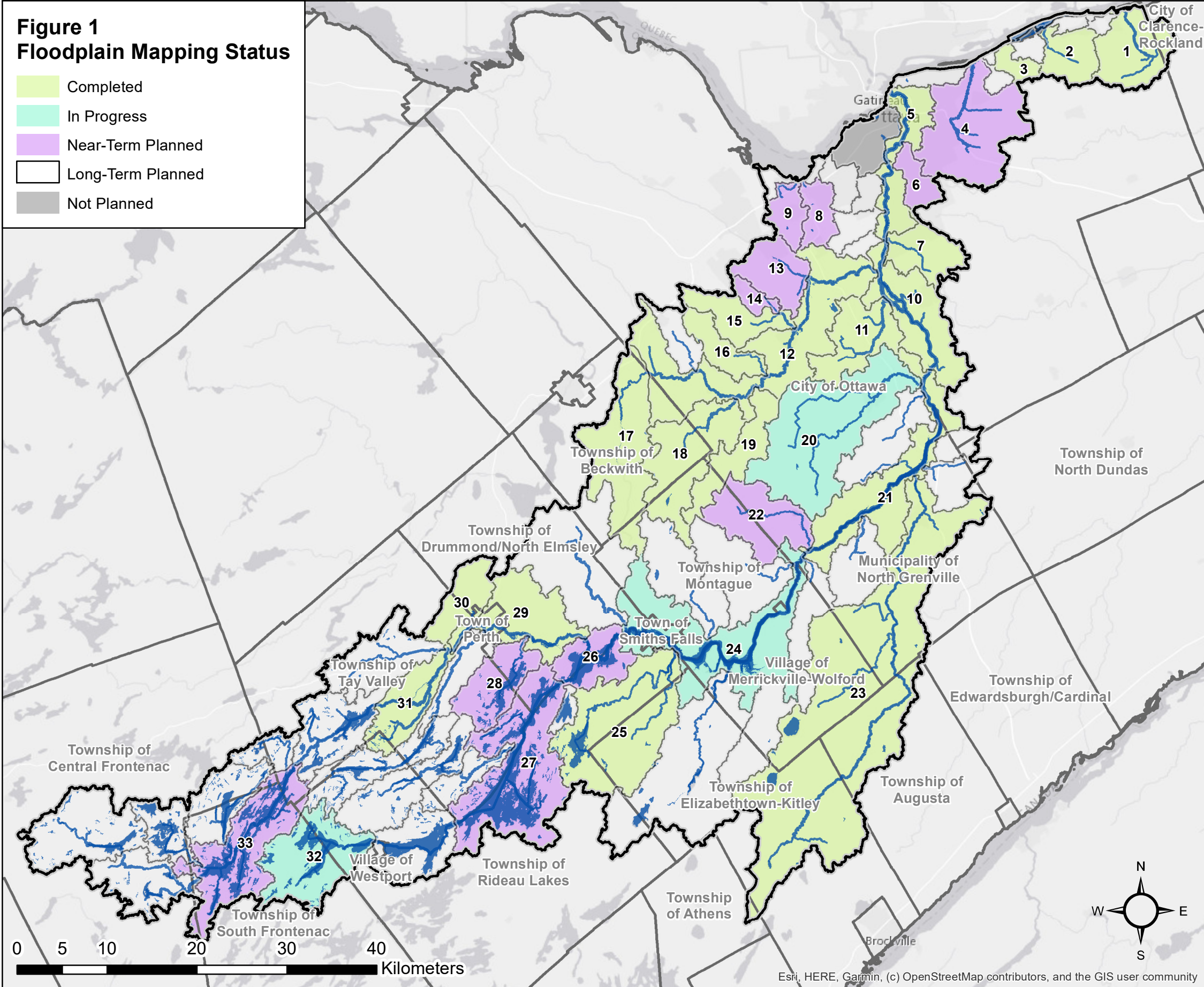
- Figure 1: Floodplain Mapping Status (March 13, 2023)
- Figure 2: Floodplain Mapping Data Acquisition, FHIMP Projects (Feb 9, 2023)

**Figure 1
Floodplain Mapping Status**

- Completed
- In Progress
- Near-Term Planned
- Long-Term Planned
- Not Planned

Floodplain Mapping Projects

1. Becketts Creek (2019)
2. Cardinal Creek (2014)
3. Bilberry Creek (2018)
4. Greens Creek (TBD)
5. Rideau River - Hogs Back to Rideau Falls (2016)
6. Sawmill Creek (TBD)
7. Mosquito Creek (2022)
8. Graham Creek (TBD)
9. Stillwater Creek (TBD)
10. Rideau River - Hogs Back to Kars (2017)
11. Mud Creek (2019)
12. Jock River (2004)
13. Monahan Drain (TBD)
14. Faulkners Drain (TBD)
15. Flowing Creek (2018)
16. Hobbs Drain (2018)
17. Upper Jock River (2022)
18. Kings Creek (2017)
19. Nichols Creek (2018)
20. Stevens Creek (TBD)
21. Rideau River - Kars to Burritts Rapids (2017)
22. Brassils Creek (TBD)
23. Kemptville Creek (2009)
24. Middle Rideau River (TBD)
25. Otter and Hutton Creeks (2016)
26. Lower Rideau Lake (TBD)
27. Big Rideau Lake (TBD)
28. Otty Lake (TBD)
29. Tay River - Glen Tay Road to Lower Rideau Lake (2013)
30. Blueberry Creek (2011)
31. Tay River - Christie Lake to Glen Tay (2010)
32. Wolf and Westport Lakes (TBD)
33. Bobs Lake (TBD)





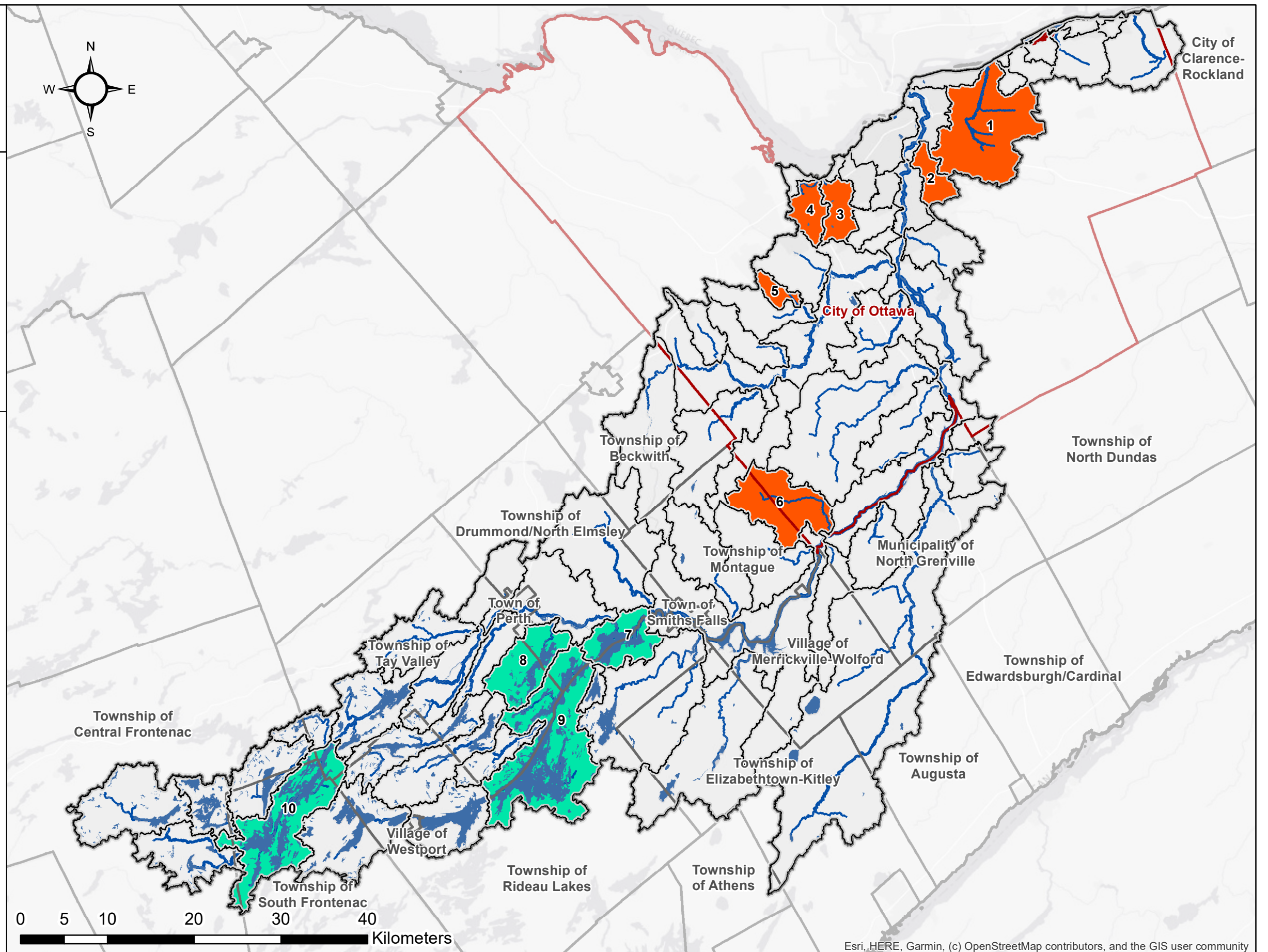
**Figure 2
Floodplain Mapping
Data Acquisition**

FHIMP Projects

- City of Ottawa
- RVCA Lakes
- RVCA Jurisdiction

Project Catchments

1. Greens Creek
2. Sawmill Creek
3. Graham Creek
4. Stillwater Creek
5. Faulkners Drain
6. Brassils Creek
7. Lower Rideau Lake
8. Otty Lake
9. Big Rideau Lake
10. Bobs Lake



**13.0 Staining of Main Office
Report #: 12-230323**

To: RVCA Board of Directors
From: Terry K. Davidson, P.Eng.
Director of Engineering and Regulations
Date: March 23, 2023

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

Recommendation:

THAT the Board of Directors of the Rideau Valley Conservation Authority approves CertaPro Painters to restore and stain all exterior wood surfaces on RVCA's main office building at a cost of \$27,925.56 to be funded by RVCA's Building Life Cycle reserve.

Purpose

To seek approval to refinish and stain the cedar exterior of RVCA's main office building.

Background

RVCA's main office was built in 2007 and the exterior of the building is a combination of stone, coloured concrete board and cedar posts and cladding. Due to age and weathering, the cedar posts and cladding require refinishing and staining to ensure their long-term maintenance.

Analysis

Staff met with several contractors and conducted an extensive pricing review to obtain the lowest possible price. Quotes were received from four contractors as follows:

Company	Cost (HST Included)	Date of Quote
Mr Painting	\$18,973.83	Feb 5th 2023
CertaPro Painters	\$27,925.56	Feb 24th 2023
Russell & Cassidy Painting	\$54,963.20	Feb 8th 2023
Envision Exterior Wood Restoration	\$111,850.79	Feb 22nd 2023

Staff reviewed each quote, focussing on the products used and warranty being provided and recommend CertaPro Painters. CertaPro Painters submitted the second lowest quote along with a written warranty document and identified the products that they would use. While there is one bid lower, that quote was provided without conducting a site visit and no specific details were provided.

Input From Other Sources

Financial Considerations

The full cost of this project will be covered by RVCA's Building Life Cycle reserve which was established for maintenance of the office building. This reserve was required by the City of Ottawa as a condition of RVCA's building debenture. The reserve has a current balance of \$853,550 and RVCA is required to contribute \$70,000 annually which is accounted for in RVCA's annual budget.

Legal Considerations

Adherence to RVCA Policy

This project complies with RVCA's purchasing policy.

Link to Strategic Plan

**14.0 Truck Purchases
Report #: 13-230323**

To: RVCA Board of Directors
From: Terry K. Davidson, P.Eng.
Director of Engineering and Regulations
Date: March 13, 2023

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

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the purchase of two ½ tonne trucks not to exceed \$65,000 each plus applicable taxes and one ¾ tonne truck not to exceed \$73,000 plus applicable taxes;

THAT the purchase be funded from RVCA's vehicle reserve;

THAT staff purchase the vehicles no later than December 31, 2023 after receiving quotes from a minimum of three dealerships for each vehicle;

AND THAT staff provide a report to the Board of Directors following each purchase demonstrating compliance with RVCA's purchasing policy.

Purpose

To seek approval to purchase two ½ tonne trucks and one ¾ tonne truck.

Background

The RVCA has been working to decrease the size of its fleet over the last 3 years to achieve efficiency and cost savings. The acquisition of three new trucks will be offset by the disposal of four of the oldest vehicles in RVCA's fleet.

Analysis

When purchasing a vehicle in the past, staff would solicit quotes from dealerships who provided quotes based on the cost of ordering a new truck. However, staff found that local dealerships sometimes had vehicles in their inventory that had manufacturer discounts along with dealership discounts that would have been a less expensive option. The issue is that those vehicles sell quickly and would be sold before staff could obtain Board of Director approval to purchase it.

To enable RVCA to be able to purchase discounted vehicles, staff are seeking pre-approval to purchase three trucks up to the highest Manufacturers Suggested Retail

Price (MSRP). This would enable staff to shop around over the next year and purchase three trucks within, but hopefully below, the funding envelope set by the Board. Following each purchase, staff would provide a report to the Board demonstrating the greatest discount offered from a minimum of three dealerships representing the three main manufacturers.

To set the upset limit for each vehicle, staff completed a Build & Price exercise to determine the MSRP as shown in the following table.

Category of Truck	Manufacturer	Build & Price (MSRP on March 7, 2023)
½ Tonne Truck	Dodge	\$56,048
	Ford	\$59,555
	GMC/Chev	\$64,812
¾ Tonne Truck	Dodge	\$72,265
	Ford	\$68,079
	GMC/Chev	\$71,357

Input From Other Sources

Financial Considerations

This purchase will be funded through RVCA's vehicle reserve. The cost of new acquisitions is taken out of the reserve which is replenished by collecting internal recoveries from programs that use vehicles. The internal recovery rates are set to sufficiently maintain the reserve.

Legal Considerations

Adherence to RVCA Policy

This approach to purchasing vehicles deviates from RVCA's Board approved purchasing policy but reflects the intent of the policy which requires three quotes and Board of Directors approval for purchases over \$25,000.

Link to Strategic Plan

**15.0 Washroom Renovations at Baxter Conservation Area
Report #: 14-230323**

To: RVCA Board of Directors
From: Dan Cooper
Director Conservation Lands and Stewardship
Date: March 14, 2023

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Recommendation:

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the completion of washroom renovations at the Patrick J. McManus Interpretive Centre at Baxter Conservation Area;

THAT the cost of the project not exceed \$260,000 plus applicable taxes;

THAT the project be funded with \$100,000 of external funding and \$160,000 from RVCA's reserves;

AND THAT staff provide a report to the Board following the awarding of the contract to demonstrate compliance with RVCA's purchasing policy.

Purpose

To create fully accessible and gender inclusive washrooms in the interpretive centre at Baxter Conservation Area.

Background

Baxter Conservation Area is one of 11 [conservation areas](#) operated by the RVCA. Baxter is an 80-hectare parcel of land located along the north shore of the Rideau River just east of Highway 416. The site is made up of forest, meadow, floodplain and wetland and has over 5 kms of trails as well as picnic shelters, a beach, a nut grove, boardwalks, a lookout and an interpretive centre that provides outdoor education.

Baxter welcomes 45,000 visitors a year including 9,000 students who participate in RVCA's outdoor education programs, forest school and summer camps as well as weekend rentals with community groups like the Girl Guides and Boy Scouts.

Staff have been working with the RVCF and [Nature For All](#) committee which is a community-led group focused on raising awareness and funds to improve accessibility

at Baxter Conservation Area. The group felt that the flat terrain and existing infrastructure and programs at Baxter could be improved to create a standard and destination for people of all ages, abilities and mobility.

The Committee began by working with Marnie Peters & Co. Accessibility Consulting to create an outdoor spaces accessibility standard. The purpose of the standard was to provide guidance and best management practices akin to the Accessibility for Ontarians with Disabilities Act (AODA) for outdoor spaces. While the mission of the Committee is to make Baxter more accessible, they are creating a gold standard of accessibility that could be used on a provincial or national scale. This work has attracted significant media attention and generated excitement and interest with the community and funders.

To-date, accessibility improvements at Baxter include:

- The installation of beach mats to allow people with wheelchairs and walkers to reach the beach
- The purchase of accessibility snow sleds
- The replacement of a raised boardwalk through the wetland that is safer and accessible for all.

Marnie Peters & Co. also provided recommendations on how Baxter's indoor spaces could be improved including the washrooms in the interpretive centre which was constructed in 1992. It was determined that to make the washrooms fully accessible, inclusive and designed to meet the needs of all visitors and programs, the washrooms need to be redesigned.

Analysis

In November 2021, staff issued a Request for Proposal seeking a consultant to redesign the washrooms. The firm of 25:8 Architecture and Urban Design was selected and worked with staff to create the attached plan.

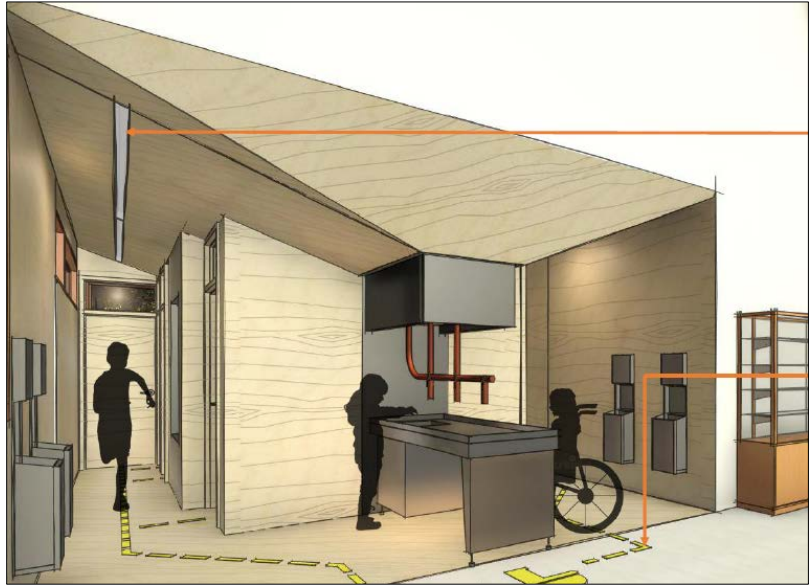
- Figure 1 shows the layout of the current washrooms
- Figure 2 shows the layout of the new proposed washrooms

The new design:

- Has four typical toilet stalls, two accessible stalls and one universal washroom with an adult change table
- Creates stalls that are genderless with a common sink area allowing anyone to use any stall, enabling groups to use all stalls simultaneously and eliminating staff and students from sharing a washroom
- Has accessibility features including touchless sinks and doors as well as emergency call buttons
- Increases the number of toilets from five to seven by making better use of the available space

Staff have issued a Request for Quotes to complete the project and bids are due March 31, 2023. The RVCF has also secured a grant of \$100,000 from the federal government's Enabling Accessibility Fund to support this project, however the funding

expires June 30, 2023 so the project must begin shortly. Staff are awaiting a building permit from the City of Ottawa to be able to tender the project so we are seeking pre-approval from the Board so the tender can be awarded prior to the April Board meeting. Based on preliminary cost estimates staff are confident that the project can be completed for under \$260,000 plus applicable taxes.



Input From Other Sources

RVCA worked closely with the RVCF and Nature for All Committee to prioritize and fundraise for accessibility improvements at Baxter Conservation Area. Marnie Peters & Co. Accessibility Consulting provided an initial accessibility audit of the site and has provided valuable ongoing feedback.

Financial Considerations

It is estimated that the entire project will not exceed \$260,000 and the RVCF has secured a federal grant of \$100,000. This leaves \$160,000 that would need to be funded from RVCA's Conservation Areas Infrastructure reserve or RVCA's Working Fund reserve.

Legal Considerations

RVCA will secure all necessary permits for this project including from the City of Ottawa (building permit) and the RVCA (South Nation Conservation will review the septic permit to ensure no conflict of interest)

Strategic Plan

This project supports a number of Strategic Priorities including:

- Employ new strategies to attract more visitors to our conservation areas where people unwind and develop an appreciation for nature.
- Integrate more technology and innovation into our outdoor education programs at Baxter and Foley Mountain to enhance student learning and inspire the next generation of conservationists.
- Continue developing new partnerships and business models that increase capacity, reduce costs or generate new revenue.

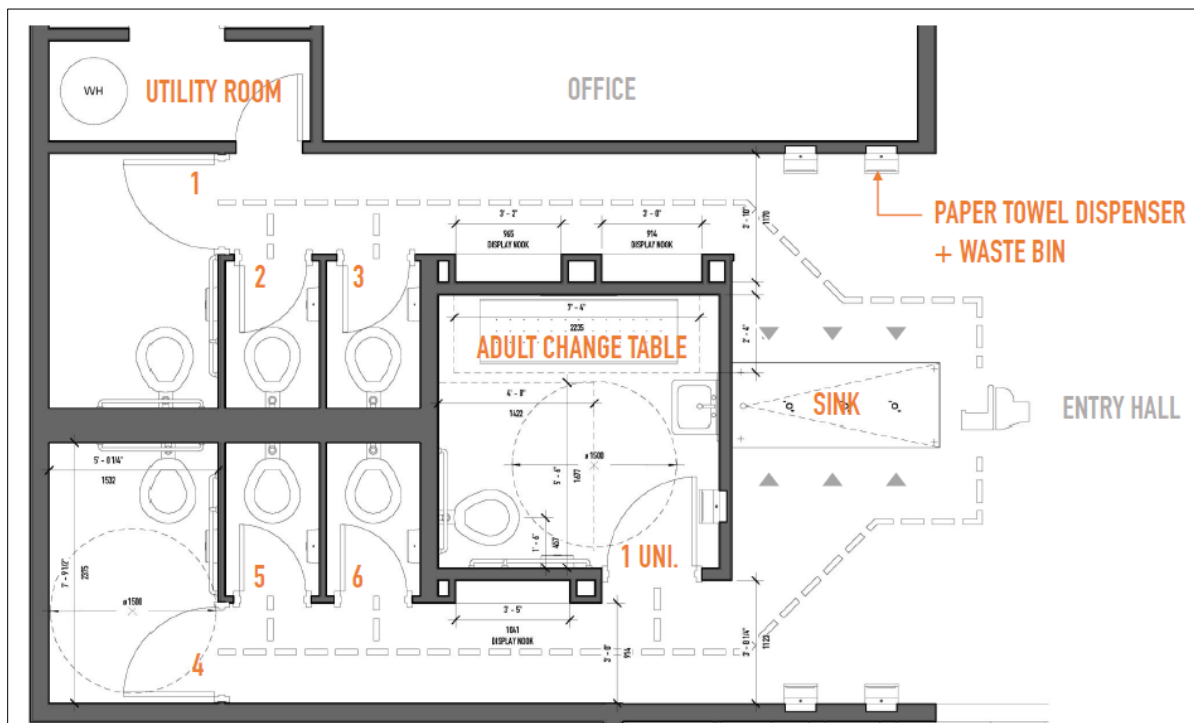
Attachments

- Figure 1: Current Layout of Interpretive Centre
- Figure 2: Layout of Proposed Washrooms

Figure 1: Existing Floor Plan – Baxter Conservation Area Interpretive Centre



Figure 2: Proposed Layout of New Washrooms



**16.0 Draft Financial Reports for the Year Ending December 31, 2022
Report #: 15-230323**

To: RVCA Board of Directors
From: Kathy Dallaire
Manager of Finance
Date: March 15, 2023

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

Recommendation:

That the Board of Directors of the Rideau Valley Conservation Authority receives the Unaudited Revenue and Expenditure Reports and Unaudited Statement of Financial Position for the year ending December 31, 2022.

Purpose

To present draft year-end financial reports to the Board for review prior to the Auditor presenting audited Financial Statements for approval in April.

Background

Draft year-end financial reports are being presented to the Board of Directors in March to provide insight into the financial results of the Authority prior to the Auditor presenting audited Financial Statements in April. By providing year-end financial information in March in a format that is in keeping with the format of RVCA's budget and interim financial reports, it enables the Board to review and analyze information in advance of the Auditor's presentation in April.

Attached are three draft financial reports:

- Revenues and Expenditures for the year ending December 31, 2022 with revenues and expenditures presented against the 2022 approved budget.
- Side-by-side version of revenues and expenses by program.
- Statement of Financial Position (Balance Sheet) as at December 31, 2022.

Analysis

The attached draft reports show an operational surplus at year-end of \$352,060 before discretionary reserve transfers. While there are variations among programs, at a high level the overall surplus position is due to lower than anticipated expenses in many program areas (due in large part to numerous temporary staff vacancies as a result of medical and parental leaves, retirements and some scaled back programs due to COVID-19 restrictions) as well as higher than anticipated revenue (due in large part to higher than normal development activity as well as new funding partnerships). In

addition, the 2022 capital budget was not fully spent in 2022 as projects were not complete by year end.

The attached reports show revenue and expenditure variance by program compared to the 2022 budget. A summary of key variances by program is provided below.

Watershed Science and Engineering Services

- *Aquatic and Terrestrial Habitat Monitoring* has a program surplus of \$192,500 as program delivery had to be scaled back in this program area due to COVID-19 restrictions. This resulted in reduced expenditures. The largest variance occurred in staffing costs which are \$187,000 lower than budgeted. There was one staff vacancy. The balance of the surplus is lower than planned operating expenses as a direct result of COVID-19 limitations on the delivery of the program. Some staff time allocated to Aquatic and Terrestrial Habitat Monitoring was transferred to meet program needs on Surface Water Quality Monitoring and Watershed Report Cards.
- *Watershed Report Cards* has a program deficit of \$64,000. This is due to staff time being reallocated to this program more than what was budgeted to support the Rideau Watershed report and watershed report card projects.
- *Surface Water Quality Monitoring* has a program surplus of \$77,000. This surplus is the result of cost savings from one full time staff vacancy and a summer student vacancy.

Planning Advisory and Regulatory Services

- *Part VIII Building Code Act* has a surplus of \$86,000 resulting from a \$170,000 increase in program revenue over the previous year (23% increase) due to a significant increase in septic permit applications. This increase in revenues was partially offset by the increase in staff time allocated to service the program needs. This surplus is required to remain with the program in a dedicated reserve.
- *Septic Reinspection Program* has a surplus of \$42,000 which resulted from the recognition of RVCA's share of program surpluses from prior years. This surplus is required to remain with the program in a dedicated reserve.

Stewardship Services

- *Clean Water Program* has a surplus of \$118,000 which is attributed to the receipt of external funding from ALUS as well as a federal funding partnership with MVCA which partially offset staffing and administration costs.
- *Private Land Forestry Assistance* has a surplus of \$74,000 also due to higher than projected external funding.

Conservation Land Management Services

Overall Conservation Land Management Services has a surplus of \$123,000. There are surpluses in all program areas. Explanation of the most significant follow:

- *Foley Mountain Conservation Area* has a surplus of \$51,000 due to higher than budgeted program revenue as education programs and forestry school initiatives began their recovery following the past two years of COVID restrictions.
- *Baxter Conservation Area* also has a surplus of \$51,000 due to higher than budgeted program revenue as education programs and forestry school initiatives began their recovery following the past two years of COVID restrictions.

Corporate Services

- Corporate services have a departmental surplus of \$587,000, but \$272,704 of this amount is due to the levy allocated to the capital lease for the office building. This means the operating surplus is \$314,000. Program expenditures were lower than anticipated due to staff retirements and vacancies filled with staff at lower rates, COVID-19 (travel, meetings, events, and publication costs) and higher than budgeted interest revenue from increased interest rates in 2022.

Internal Cost Recoveries

Vehicles and Equipment

- This year, recoveries from the Authority's programs more than offset costs, due to higher recovery rates. This surplus gets allocated to the reserve to fund the future replacement of assets.

Capital Expenditures

Total capital asset expenditures in 2022 total \$497,260. The budgeted capital expenditures for 2022 were \$595,000, excluding reserve transfers. Overall, the capital budget in 2022 was underspent by \$97,740.

There are expenditures included in work in progress for the Chapman Mills pedestrian bridge, Baxter accessible washrooms and Baxter boardwalk projects that amount to \$393,700. These projects were not complete at the end of the year. It is anticipated that all three projects will be completed in 2023 at which time the full cost of the projects will be transferred to tangible capital assets and the required reserve transfer will be made.

The table below outlines the capital expenditures incurred in 2022 compared to the 2022 budget. This table does not include the reserve transfers as these are presented in a separate staff report.

Item	Actual	Budget	Under (Over) Budget
Chapman Pedestrian Bridge-WIP	\$ 50,424	\$ 265,000	\$ 214,576
Hydrometrics Monitoring	\$ -	\$ 130,000	\$ 130,000
Baxter Accessible Washrooms-WIP	\$ 24,314	\$ 100,000	\$ 75,686
Vehicles	\$ 41,218	\$ 60,000	\$ 18,782
Watershed Control Infrastructure	\$ -	\$ 30,000	\$ 30,000
Baxter Trail Upgrades	\$ -	\$ 10,000	\$ 10,000
Baxter Nature For All- WIP	\$ 286,805	\$ -	\$ (286,805)
Tools, Machinery & Equipment	\$ 58,482	\$ -	\$ (58,482)
Computers and IT	\$ 36,017	\$ -	\$ (36,017)
Total	\$ 497,260	\$ 595,000	\$ 97,740

Statement of Financial Position (Balance Sheet)

- Financial assets increased over 2021 by \$913,000 primarily from an increase in cash balance.
- Liabilities increased by \$92,400 due mainly to late in the year invoicing by contractors, offset by the paydown of the capital lease obligation.
- Vacation and sick leave entitlement liability decreased in 2022 due to management's adherence to a policy that limits the carryover of these balances year to year.
- The deferred revenue balance at December 31 2022 is \$2,152,000. This represents advance payments received by RVCA for services to be delivered in the future. This amount is a liability to RVCA as it quantifies revenue that has not been earned and represents services that are owed to customers. As the service is delivered over time, the deferred revenue balance will be drawn down and will be recognized proportionately.
- The obligation under capital lease of \$1,905,000 represents the outstanding capital lease balance on our building owing to the City of Ottawa at December 31, 2022. In 2022 RVCA repaid \$202,704 of principal on the capital lease.
- Overall working capital or the ability to cover current liabilities with current assets when due improved in 2022 compared to 2021.

Input From Other Sources

When this report was prepared, RVCA's audit was well underway but not yet complete.

Financial Considerations

See Analysis section.

Legal Considerations

Adherence to RVCA Policy

The attached year-end financial reports were prepared in accordance with RVCA's Reserves and Deferred Revenue Policies.

Link to Strategic Plan

Attachments:

- Expenditure and Revenue Report (Draft) – For the Period Ending December 31, 2022 - Compared to Budget
- Expenditure and Revenue Report (Draft) – For the Period Ending December 31, 2022 - By Program
- Unaudited Statement of Financial Position as at December 31, 2022 (Draft)

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

For the period ending December 31, 2022	Fiscal 2021 Audited	2022 Approved Budget	2022 Year to Date Actuals
Revenue	11,001,460	11,639,142	11,673,998
Watershed Sciences and Engineering Services	3,444,635	3,518,715	3,377,067
Program Management	103,906	64,568	67,213
Watershed Report Cards	160,659	165,160	165,160
Drinking Water Source Protection	199,083	217,020	218,572
Surface Water Quality Monitoring	451,342	447,111	517,885
Hydrometric Monitoring and Forecasting	288,991	417,787	324,310
Flood Erosion and Drought Studies	521,344	424,562	524,544
Groundwater Monitoring	113,575	156,461	157,665
Aquatic and Terrestrial Habitat Monitoring	421,539	380,387	376,490
Water Control Infrastructure Operations	1,184,197	1,245,658	1,025,229
Planning Advisory and Regulatory Services	2,574,675	2,553,378	2,777,769
Program Management	132,418	138,997	138,997
Site Specific Plan Review	755,032	649,265	695,108
Non-Site Specific Plan Input	170,690	178,231	181,829
S. 28 Conservation Authorities Act	684,257	807,312	804,197
S. 28 Conservation Authorities Act - Program Development	48,276	37,013	37,013
Part IV Clean Water Act	5,274	44,880	1,544
Part VIII Building Code Act	733,700	627,774	797,943
Septic Re-Inspection Program	45,027	69,906	121,138
Stewardship Services	1,502,606	1,651,914	1,861,233
Program Management	157,257	162,603	162,603
LRC - Storefront/General Stewardship	-	-	-
Private Land Forestry Assistance	748,436	739,158	784,612
Clean Water Program	296,496	458,145	606,681
Shoreline Stewardship Program	230,342	217,289	190,591
Beaver Management	6,210	6,421	6,421
Ontario Rural Wastewater Centre	63,864	68,298	110,324
Conservation Land Management Services	1,387,849	1,777,144	1,475,331
Program Management	79,381	86,847	86,847
Land Donations / Acquisitions	-	15,000	30,950
Baxter Conservation Area	334,909	471,231	387,901
Foley Mountain Conservation Area	321,141	314,522	360,279
Other Developed Conservation Areas	367,681	605,037	311,966
Other Conservation Lands	252,738	252,508	263,495
Lease and Management Agreements	32,000	32,000	33,893
Corporate Services	1,946,015	1,955,712	2,136,073
Management and Members	326,755	331,170	331,171
Finance and Administration	546,442	546,910	647,306
Communications	307,267	294,868	302,742
Foundation	95,697	98,598	98,598
Watershed Information Management System	239,380	253,690	325,783
Headquarter Lease and Management	430,475	430,475	430,475
Internal Recoveries	27,688	66,793	11,038
Internal Recoveries	27,688	66,793	11,038
Engineering Projects	110,308	111,500	31,500
Water Control Structures/Engineering	110,308	111,500	31,500
Non Pension Benefit Obligation	7,684	3,986	3,986
Non-Pension Benefit Obligation	7,684	3,986	3,986

Expenses	9,771,673	11,639,144	10,721,692
Watershed Sciences and Engineering Services	3,020,873	3,518,717	3,267,432
Program Management	97,361	64,568	101,139
Watershed Report Cards	161,252	165,160	228,856
Drinking Water Source Protections	199,083	217,020	218,572
Surface Water Quality Monitoring	391,142	447,113	440,554
Hydrometric Monitoring and Forecasting	282,742	417,787	273,438
Flood Erosion and Drought Studies	524,033	424,562	558,881
Ground Water Monitoring	61,747	156,461	161,746
Aquatic and Terrestrial Habitat Monitoring	143,293	380,387	184,022
Water Control Infrastructure Operations	1,043,597	1,245,659	971,149
Amortization	116,623	-	129,077
Planning Advisory and Regulatory Services	2,393,699	2,553,378	2,644,683
Program Management	121,425	138,997	118,758
Site Specific Plan Review	631,203	649,265	689,513
Non-Site Specific Plan Input	238,363	178,231	154,478
S.28 Conservation Authorities Act	696,456	807,312	840,221
S.28 Conservation Authorities Act - Program Development	45,252	37,013	49,631
Part IV Clean Water Act -E	4,504	44,880	1,544
Part VIII Building Code Act	600,325	627,774	711,911
Septic Re-Inspection Program	53,435	69,906	75,890
Amortization	2,736	-	2,736
Stewardship Services	1,381,301	1,651,914	1,639,510
Program Management	155,598	162,603	166,277
Private Land Forestry Assistance	646,281	739,158	711,045
Clean Water Program	296,496	458,145	488,721
Shoreline Stewardship Program	230,813	217,289	192,133
Beaver Management	2,873	6,421	3,218
Ontario Rural Wastewater Centre	46,572	68,298	75,448
Amortization	2,667	-	2,667
Conservation Land Management Services	1,244,483	1,777,145	1,352,279
Program Management	77,132	86,847	65,108
Land Donations/Acquisitions	7,973	15,000	30,950
Baxter Conservation Area	338,745	471,231	336,375
Foley Mountain Conservation Area	254,489	314,523	309,062
Other Developed Conservation Areas	282,351	605,037	291,895
Other Conservation Lands	203,304	252,508	239,405
Lease and Management Agreements	32,000	32,000	33,893
Amortization	48,489	-	45,590
Corporate Services	1,465,019	1,955,711	1,548,341
Management and Members	304,744	331,170	301,438
Finance and Administration	433,036	546,910	485,426
Communications	247,701	294,868	247,867
Foundation	95,457	98,598	102,703
Watershed Information Management System	226,310	253,690	253,137
Headquarter Lease and Management	157,771	430,475	157,771
Internal Recoveries	187,660	66,792	265,573
Common Cost	(3,323)	-	1,148
Vehicles and Equipment	(73,456)	66,792	(23,058)
Amortization	270,950	-	268,258
Gain on Disposal	(6,511)	-	19,225
Engineering Projects	70,953	111,500	(113)
Water Control Structures/Engineering	70,953	111,500	(113)
Non Pension Benefit Obligation	7,684	3,986	3,987
Non-Pension Benefit Obligation	7,684	3,986	3,987

Annual Surplus (Deficit)	1,229,787	(1)	952,306
TCA, Reserves, and Debenture Activity			
Assets Capitalized as TCA	(232,791)	(595,000)	(497,260)
(Gain) Loss on Disposal of Tangible Capital Assets	(6,511)		19,225
Amortization	441,467	419,200	448,328
Proceeds on Disposal of Tangible Capital Assets	13,264		5,000
Repayment of obligation under capital lease	(202,704)	(202,704)	(202,704)
Transfers from reserves	192,670	495,000	41,218
Required transfers to reserves	(453,296)	(53,293)	(414,052)
Operational Surplus before Discretionary Transfer to Reserve	981,886	63,202	352,060
Proposed Discretionary Transfers from Reserves			
Proposed Discretionary Transfers to Reserves	(928,115)		(374,826)
Increase/(decrease) in Unrestricted Surplus	53,771	63,202	(22,766)
Starting Unrestricted Surplus	191 835	245 606	245 606
Ending Unrestricted Surplus	245 606	308 808	222 840

Rideau Valley Conservation Authority				
For the period ending December 31, 2022				
Dept	Budget Line	Revenue	Expense	Net Income
10-Watershed Sciences and Engineering Services	WSES Program Management	67,213	101,139	(33,926)
	Watershed Report Cards	165,160	228,856	(63,695)
	Drinking Water Source Protection	218,572	218,572	-
	Surface Water Quality Monitoring	517,885	440,554	77,331
	Hydrometric Monitoring and Forecasting	324,310	273,438	50,873
	Flood Erosion and Drought Studies	524,544	558,881	(34,337)
	Groundwater Monitoring	157,665	161,746	(4,081)
	Aquatic and Terrestrial Habitat Monitoring	376,490	184,022	192,468
	Water Control Infrastructure Operations	80,455	26,375	54,080
	Watershed Information Mgmt System	-	-	-
	Ice Management - Rideau River	944,774	944,774	-
	WSES Amortization	-	129,077	(129,077)
10-Watershed Sciences and Engineering Services Total		3,377,067	3,267,432	109,635
20-Planning Advisory and Regulatory Services	PARS Program Management	138,997	118,758	20,239
	Site Specific Plan Review	695,108	689,513	5,595
	Non-Site Specific Plan Input	181,829	154,478	27,351
	S. 28 Conservation Authorities Act	804,197	840,221	(36,024)
	S.28 Conservation Authorities Act - Program Development	37,013	49,631	(12,618)
	Part IV-Clean Water Act	1,544	1,544	(0)
	Part VIII - Building Code Act	797,943	711,911	86,032
	Septic Re-Inspection Program	121,138	75,890	45,248
	PARS Amortization	-	2,736	(2,736)
20-Planning Advisory and Regulatory Services Total		2,777,769	2,644,683	133,086
30-Stewardship Services	WSS Program Management	162,603	166,277	(3,673)
	LRC Storefront/General Stewardship	-	-	-
	Private Land Forestry Assistance	784,612	711,045	73,566
	Clean Water Program	606,681	488,721	117,960
	Shoreline Stewardship Program	190,591	192,133	(1,542)
	Beaver Management	6,421	3,218	3,203
	Ontario Rural Wastewater Centre	110,324	75,448	34,876
	WSS Amortization	-	2,667	(2,667)
30-Stewardship Services Total		1,861,233	1,639,510	221,722
40-Conservation Land Management Services	CLMS Program Management	86,847	65,108	21,739
	Land Donations / Acquisitions	30,950	30,950	-
	Baxter Conservation Area	387,901	336,375	51,526
	Foley Mountain Conservation Area	360,279	309,062	51,216
	Other Developed Conservation Areas	311,966	291,895	20,071
	Other Conservation Lands	263,495	239,405	24,090
	Lease and Management Agreements	33,893	33,893	-
	CLMS Amortization	-	45,590	(45,590)
40-Conservation Land Management Services Total		1,475,331	1,352,279	123,052
50-Corporate Services & Internal Recoveries	Management and Members	331,171	301,438	29,733
	Finance and Administration	647,306	485,426	161,880
	Communications	302,742	247,867	54,875
	Foundation	98,598	102,703	(4,105)
	GIS	325,783	253,137	72,646
	Headquarters & Lease	430,475	157,771	272,704
50-Corporate Services & Internal Recoveries Total		2,136,073	1,548,341	587,732
60-Corporate Services & Internal Recoveries	Common Cost	(755)	1,148	(1,903)
	Vehicles and Equipment	11,793	(23,058)	34,851
	Amortization	-	268,258	(268,258)
	Gain on Disposal	-	19,225	(19,225)
60-Corporate Services & Internal Recoveries Total		11,038	265,573	(254,534)
80-Corporate Services & Internal Recoveries	Non-Pension Post Retirement Benefit Obligation	3,986	3,987	(1)
80-Corporate Services & Internal Recoveries Total		3,986	3,987	(1)
90-Watershed Sciences and Engineering Services	Water Control Structures	31,500	(113)	31,613
90-Watershed Sciences and Engineering Services Total		31,500	(113)	31,613
Net Income		11,673,998	10,721,692	952,306

Rideau Valley Conservation Authority Balance Sheet	Dec 31 2022	December 31, 2021 (Audited)
Financial Assets	-	-
Cash and Short Term Investments	10,465,726	9,733,014
Accounts Receivable	852,672	672,539
	11,318,398	10,405,553
	-	-
Liabilities	-	-
Accounts payable and accrued liabilities	2,038,414	1,862,612
Vacation pay and sick leave entitlements	198,325	237,001
Deferred revenues	2,152,425	1,998,430
Non pension post retirement benefits	458,348	454,361
Obligation under capital lease	1,905,023	2,107,727
	6,752,534	6,660,130
	-	-
	-	-
Net Financial Assets (Debt)	4,565,864	3,745,424
	-	-
Non-Financial Assets	-	-
Tangible capital assets	10,674,722	10,645,015
Prepaid expenses	179,818	77,661
	10,854,541	10,722,675
	-	-
Accumulated Surplus	15,420,405	14,468,099

Accumulated Surplus consists of:	-	-
Unrestricted Surplus(Deficit)	245,619	191,838
Reserves	5,685,194	4,496,453
Invested in Tangible Capital Assets	8,537,286	8,550,021
Year-to-date Surplus	952,306	1,229,787
Accumulated Surplus (Check)	15,420,405	14,468,099

**17.0 Proposed Year-End Reserve Transfers for 2022
Report #: 16-230323**

To: RVCA Board of Directors
From: Kathy Dallaire
Manager of Finance
Date: March 13, 2023

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

Recommendation:

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached 2022 Proposed Reserve Transfers.

Purpose

To approve reserve transfers prior to completing audited Financial Statements for 2022.

Background

RVCA has four categories of reserves:

- Capital Reserves
 - Designed to fund future capital expenses
- Building Lifecycle Reserve
 - Designed to fund lifecycle maintenance on the main office building (this reserve is required by the City of Ottawa as part of our debenture)
- Program Reserves
 - Designed to stabilize highs and lows in program funding as well as fund program expenses outside of normal operating costs (some program reserves are required by legislation or service agreements)
- General Working Fund Reserve
 - Designed to fund strategic priorities, enable RVCA to apply for matching external funding and stabilize the Authority's financial position against significant impacts to revenue or expenses.

Capital Reserves

RVCA has thirteen Capital Reserves plus a Building Lifecycle Reserve. As assets depreciate, these reserves are used to fund major maintenance or replacement, so it is important that capital reserves reach appropriate levels over time to adequately support asset management. In recent years, the Auditor had cautioned that RVCA's Capital Reserves may be low in relation to its total tangible capital assets, a concern for many public sector entities.

Program Reserves

RVCA has ten Program Reserves plus a general Working Fund Reserve. These reserves are necessary for the Board of Directors and senior management to undertake strategic priorities and initiatives, leverage partnership and funding opportunities, and stabilize revenue by absorbing unforeseen expenditures or decreases in projected revenue. In recent years, the Auditor had cautioned that RVCA's program reserves may be low in relation to its total operating expense.

Analysis

As outlined in the year-end financial reports for 2022, the RVCA ended the year with an operational surplus. After accounting for our "below the line" items such as amortization, debenture repayment and required reserve transfers, the Board of Directors is left with approximately \$352,061 for discretionary transfers to reserves.

The opportunity to contribute to reserves in 2022 continues our movement toward a healthy reserve balance and builds the organization's financial resiliency. It also enables the RVCA to complete strategic priorities that have been identified in recent years such as the purchase of climate stations in 2021 to improve flood forecasting and warning, the acquisition of LiDAR topographical data in 2022 to improve floodplain mapping and watershed modeling, and the replacement of pedestrian bridges at Chapman Mills and Baxter Conservation areas which will be completed shortly. Ongoing legislative changes also require stronger reserves to enable the organization to adjust to changes in revenues, programming and new deliverables.

The attached table shows the continuity of the reserve balances from last year to this year along with proposed transfers for 2022. Transfers highlighted in green are required and total \$414,052. The remaining proposed transfers which total \$374,826 represent Management's recommendation to the Board for building capital and program reserves in the most strategic manner. These recommendations are designed to support the implementation of strategic priorities, respond to legislative changes and ensure that user fees, application fees and special funding stays within the program area it was intended to fund.

Required Reserve Transfers

Capital Reserves:

- Vehicles – Net increase of \$143,752
 - Capital purchase (vehicle) and program recoveries
- Workshop Equipment – Net increase of \$6,673
- Ottawa Water Control Structures – Increase of \$10,000
 - City of Ottawa special levy
- Britannia Water Control Structure – Increase of \$21,500
 - City of Ottawa special levy
- Building Lifecycle Reserve – Increase of \$70,000
 - Budgeted annual contribution required by office building debenture

Program Reserves:

- Septic Reinspection (new) – Increase of \$45,248
 - Program requires a dedicated reserve to manage surpluses / deficits.
- Part 8 Program – Increase of \$86,032
 - Legislation requires a dedicated reserve to manage surpluses / deficits
- ORWC – Increase of \$34,876
 - Program requires a dedicated reserve to manage surpluses / deficits

Discretionary Reserve Transfers

Capital Reserves:

- Topographic Data – Increase of \$5,000
 - Budgeted annual contribution.
- Flood Event Aerial Imaging – Increase of \$1,000
 - Budgeted annual contribution.
- Drone Imagery Acquisition – Increase of \$3,000
 - Budgeted annual contribution.
- Watershed Modelling (formerly Mike 11) – Increase of \$6,000
 - Budgeted annual contribution.

Program Reserves:

- Stewardship – Increase of \$191,526
 - Recommended contribution from year-end surplus generated by Watershed Stewardship Services resulting from higher than expected external funding and user fees.

Input From Other Sources

Financial Considerations

See analysis section

Legal Considerations

Reserves required through legislation or signed agreements are in place.

Adherence to RVCA Policy

Proposed reserve transfers are in keeping with RVCA's Reserve Policy while ensuring the Board of Directors makes strategic transfers at year-end to best support program needs and priorities.

Link to Strategic Plan

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

- RVCA Reserves Continuity Schedule with 2022 Proposed Transfers

RVCA Reserves Continuity Schedule with 2022 Proposed Transfers

	Description	Balance YE 2021	2022 Changes Decrease Increase	Balance YE 2022
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Capital Reserves

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

	Building Life Cycle Reserve	783,550		70,000	853,550
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Program Reserves

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

Working Fund Reserve

	Working Fund Reserve	1,212,616			1,212,616
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Total Reserves 5,685,194 41,218 788,878 6,387,605

Required or standard transfers.
Discretionary transfers

414,052
374,826

18.0 Activity Report: January to March 2023
Report #: 17-230323

To: RVCA Board of Directors
 From: All Staff
 Date: March 15, 2023

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Purpose

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

Program Highlights

Flood Forecasting and Warning: Staff are monitoring flood conditions across the watershed including water levels, snowpack and weather forecasts and providing regular updates and flood forecasts to municipalities, partners and the public.

- YouTube Video: [How we measure water in the snowpack](#)
- Condition Statements:
 - [Flood Outlook – Elevated Water Levels expected to continue for Christie Lake and Tay River Region](#), January 12, 2023
 - [Spring Outlook – With High Snowpack, Prepare for Spring Flooding Across the Rideau Valley](#), March 9, 2023

Watershed Report Card: Staff produced a report card on surface water quality, groundwater quality, forest cover and wetland conditions across the watershed and it will be launched on World Water Day (March 22) as part of Conservation Ontario's province-wide release.

- [RVCA Watershed Report Card 2023](#) (also attached)

Tree Planting: Staff have organized the planting of 225,000 trees across the watershed this spring and RVCA has now planted more than seven million trees since 1984.

- YouTube Video: [Tree Planting in the Ottawa / Rideau Area](#)
- Upcoming Event: 7 millionth tree planting ceremony, May 13, 2023

Chapman Mills Conservation Area: The pedestrian bridge at Chapman Mills will be replaced on March 19. The road will be closed to traffic as a crane lifts the prefabricated bridge into place.

Baxter Conservation Area: Following the installation of helical piles, staff have been installing new decking on the raised boardwalk through the wetland at Baxter. The boardwalk and its education platforms will reopen this spring.

Motts Mills Wetland Restoration Project: Phase 2 is now complete creating ponds and channels of open water within the provincially significant wetland to support a more diverse ecosystem.

- YouTube Video: [Phase 1 of Hutton Mash Wetland Restoration, 2020](#)

Development Review Activity: Since January 1, 2023 staff have:

- Responded to 81 property inquiries and provided 14 legal clearance letters
- Reviewed 217 planning applications
 - 214 were supported, 1 objection and 2 are under technical review
- Reviewed 48 Section 28 permit applications
 - 34 were approved, 13 are under review, 1 is on hold
- Reviewed 77 septic permit applications
 - 67 were approved, 10 are still under review

Ontario Rural Wastewater Centre: Staff taught four week-long Part 8 Sewage Installer / Inspector courses that prepare participants for the provincial licensing exam. A total of 76 students participated.

Algonquin College Videos: Staff are working with students at the college to produce two videos about RVCA's conservation areas and land donation program.

Rideau Valley Conservation Foundation: The Foundation submitted its reaccreditation application to Imagine Canada's Standards Program which demonstrates excellence and leadership. The Foundation also welcomed 3 new Board members in February.

Finance: Staff posted RVCA's approved 2023 budget on the website and levy invoices will be sent to municipalities the week of March 27.

Presentations

- Big Rideau Lake Association: *Maintaining Your Septic* (Jan 14, 2023)
- Ottawa Real Estate Board: *Waterfront Properties* (Feb 22, 2023)
- Ottawa Real Estate Board: *Septic System Care and Maintenance* (Mar 22, 2022)
- TD Friends of the Environment Foundation (Mar 24, 2023)
- North Grenville Sustainability Fair: *Bill 23* (Apr 16, 2023)

Events

- ROMA Conference, Conservation Ontario booth (Jan 22-24, 2023)
- Ottawa Farm Show, RVCA booth (Mar 14 to 16, 2023)
- Stillwater Creek Wetland Restoration Celebration, hosted by Ottawa Carleton Wildlife Center (Apr 13, 2023)
- North Grenville Sustainability Fair, booth and display (Apr 16, 2023)
- 7 Millionth Tree Celebration, hosting (May 13, 2023)

Meetings

- Annual Flood Forecasting and Warning Partners Meeting (Feb 22, 2023)

Newsletters

- RVCA [Around the Rideau](#) (January / February 2023)
- RVCF [The Trillium](#) (November / December 2022)

Blog Posts

- [A Home on Foley Mountain – Living an unexpected life in a public park](#)

Media Releases:

- [Feds grant \\$429,000 for accessibility projects at RVCA properties](#), Dec 15, 2022
- [Pristine island property preserved in Rideau Lakes](#), Jan 9, 2023
- [North Grenville councillor elected RVCA board chair](#), Mar 3, 2023

Social Media

- February Feature: Women in Science Day (staff profiles)



- RVCA
 - [Facebook](#)
 - [Twitter](#)
 - [Instagram](#)
 - [Foley Mountain Conservation Area Facebook](#)
 - [Baxter Conservation Area Facebook](#)
- Foundation
 - [Facebook](#)
 - [Twitter](#)

Media Coverage:

- [Government grants \\$429k for accessibility projects at RVCA](#), Barrhaven Independent (Dec 23, 2023)
- [Foley Mountain forest school nurtures natural curiosity in Westport](#), Perth Courier (Feb 23, 2023)
- [North Grenville councillor is new Rideau Valley Conservation Authority board chair](#), Inside Ottawa Valley (Mar 4, 2023)
- [Who should pay when development causes floods?](#) The Narwhal (Mar 4, 2023)
- [Conservation authority warns of spring flooding risks along Rideau River watershed](#), CTV News Ottawa (aired Mar 9, 2023)
- [Be prepared for spring flooding: RVCA](#), CityNews (Mar 10, 2023)
- [Flood Status](#), All in A Day, CBC (aired Mar 15, 2023)

Rideau Valley

Watershed Report Card 2023



Rideau Valley Conservation Authority has prepared this report card as a summary of the state of local forests, wetlands and water resources.

WHERE ARE WE?



What is a Watershed?

A watershed is an area of land drained by a creek or stream into a river, which then drains into a body of water such as a lake or larger river system. Everything in a watershed is connected. Our actions upstream can affect conditions downstream.

Why Measure?

Measuring helps us better understand our watershed. We can target our work where it is needed and track progress. We measured:



GRADING

A Excellent

B Good

C Fair

D Poor

F Very Poor

Insufficient Data

What is a watershed report card?

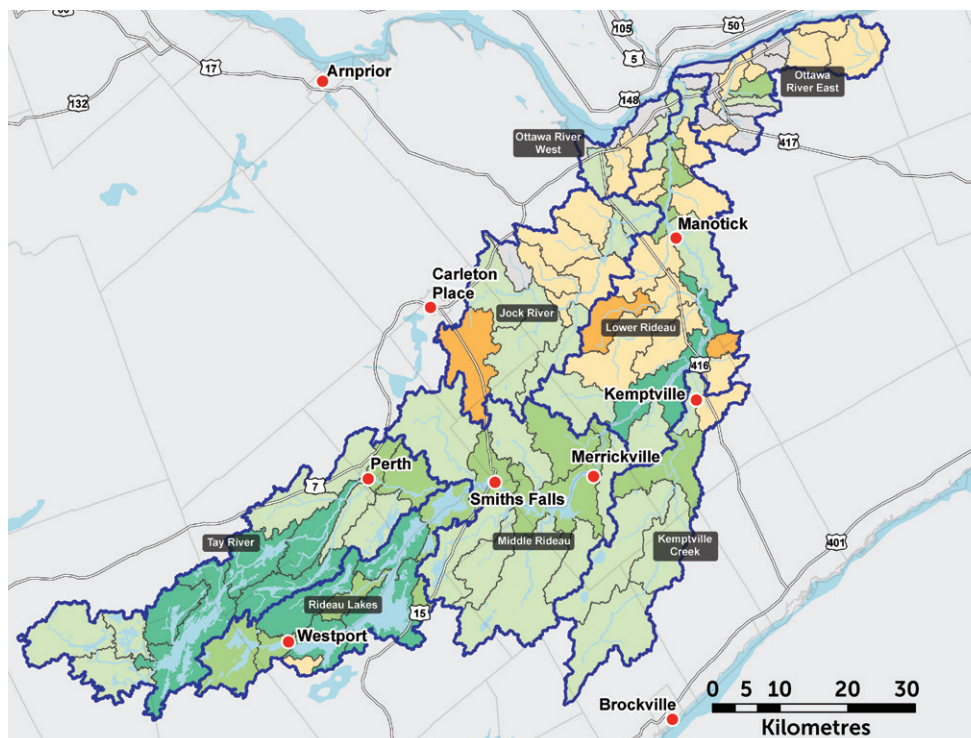
Ontario's Conservation Authorities report on watershed conditions every five years. The watershed report cards use Conservation Ontario guidelines and standards developed by Conservation Authorities and their partners.



Phosphorus concentrations and/or *Escherichia coli* (bacteria) counts were measured at locations throughout the Rideau Valley watershed. Benthic invertebrates (small aquatic animals living in the sediment) were also identified. The type and number of these animals are measures of water quality and aquatic habitat conditions.

What Did We Find?

- Grades range from A to F across the 92 catchments in the Rideau watershed
- Not all catchments have data available for all three parameters
- Our highest-scoring catchments are typically found in areas where urbanization is minimal
- Poorer-scoring catchments demonstrated high phosphorus concentrations and poor benthic (Family Biotic Index) scores. These catchments are often found in areas with intensive land uses, hardened surfaces and low levels of wetland, woodland and shoreline cover (i.e. highly urbanized areas and/or agriculturally dominated lands)
- 50% of catchments across the watershed demonstrated either no change or an improving trend between 2018 and 2023. Positive trends were primarily driven by improvements in Total Phosphorus and benthic scores
- Declining trends were a result of decreasing scores in two or three evaluated parameters



What Can We Do?

- Reduce runoff by conserving wetlands, forests, natural shorelines and buffers
- Limit fertilizer use
- Properly maintain and inspect your septic system

GRADING

A Excellent**B** Good**C** Fair**D** Poor**F** Very Poor

Insufficient Data



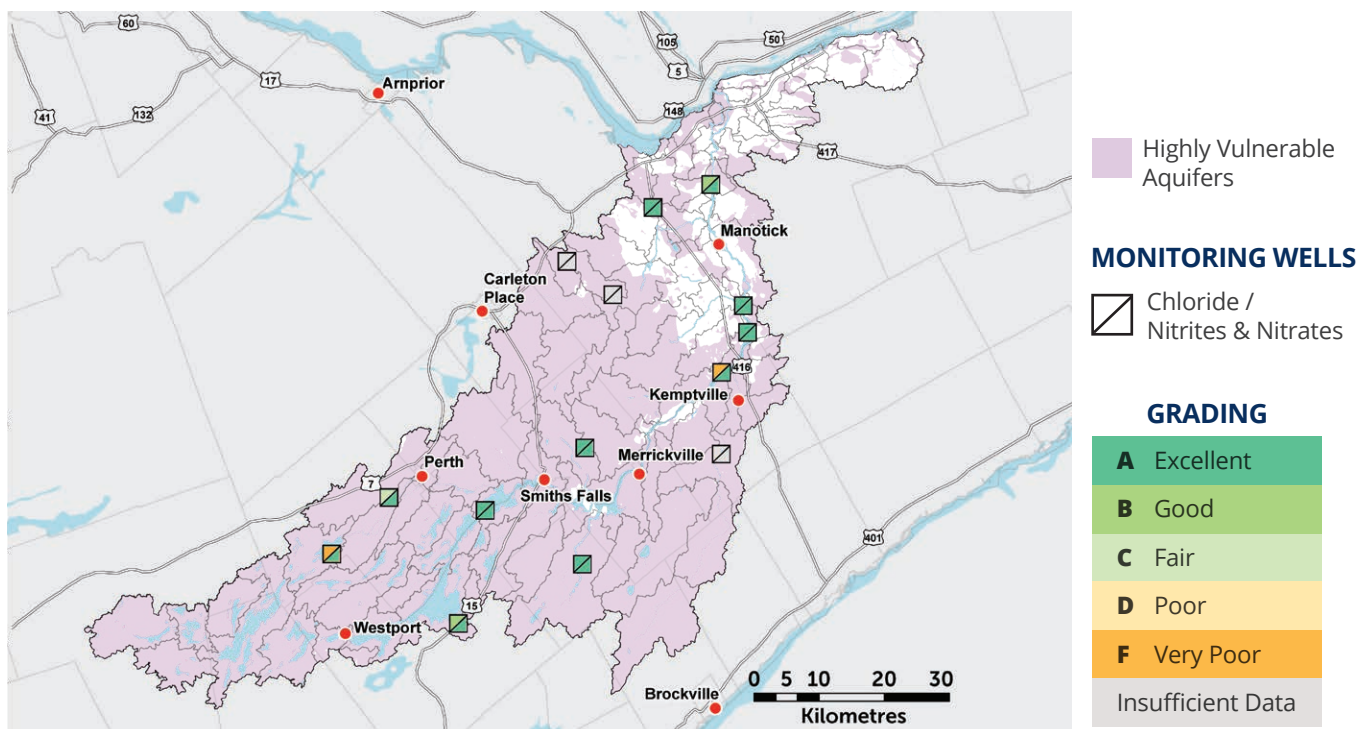
Concentrations of nitrite, nitrate and chloride have been measured, amongst many other parameters, at Provincial Groundwater Monitoring Network (PGMN) Program locations in the Rideau Valley since 2003. Learn more about local groundwater at www.mrsourcewater.ca and more about the PGMN Program from [Ontario's Data Catalogue](#).

What Did We Find?

- Chloride levels ranged from very good to very poor depending on the location. Chloride can be naturally present in groundwater from its host rocks and sediments; or it can be a contaminant from road salting operations, septic bed and landfill effluent etc.
- Nitrite and nitrate levels were very good at all locations. Nitrite and nitrate are more complex ions that are usually present as contaminants, originating mainly from agricultural/landscaping practices and from the disposal of human sewage

What can we do?

- Maintain natural areas to encourage clean infiltration of water to aquifers
- Find alternatives and limit use of road salt, fertilizers, home chemicals and hazardous materials
- Maintain and inspect your well and septic system and decommission unused wells



**Note that grades do not reflect the presence or absence of pathogens; you should regularly test any groundwater you use for several types of common chemicals and bacteria, as recommended by the province.*



Forests are an essential part of a healthy watershed. Forests slow down and soak up stormwater runoff, making our watershed more resilient to increasing heavy rainfall, irregular storms and unseasonal precipitation. They also filter water as it soaks into the ground where it supplies drinking water. Forests are also critical habitat for many species.

Forest condition grades are calculated using the percentages of forest cover, forest interior and forest riparian cover in each catchment.

What Did We Find?

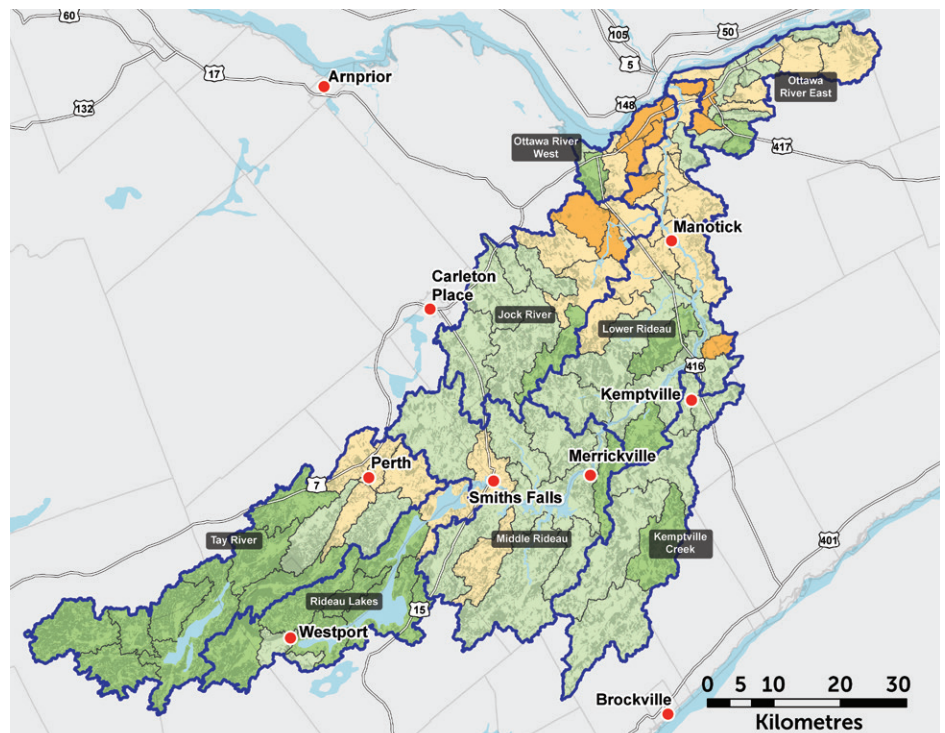
- Grades range from B to F across the 92 catchments, with C and D being the most common
- The majority of B graded catchments (15) are found in the upper watershed within the Tay River and Rideau Lakes subwatersheds
- Most C graded catchments (26) are equally distributed between the Middle/Lower Rideau, Kemptville Creek, Jock River and Ottawa East subwatersheds
- The majority of D grades (15) are found in the Lower Rideau and Ottawa East subwatersheds
- The ten catchments with an F are located in the urban area of the City of Ottawa and in intensively farmed agricultural areas of the Jock River and Lower Rideau subwatersheds

What Can We Do?

- Plant more trees and protect existing forests
- Let forests regenerate naturally

GRADING

A	Excellent
B	Good
C	Fair
D	Poor
F	Very Poor
	Insufficient Data





Rideau Valley WETLAND COVER

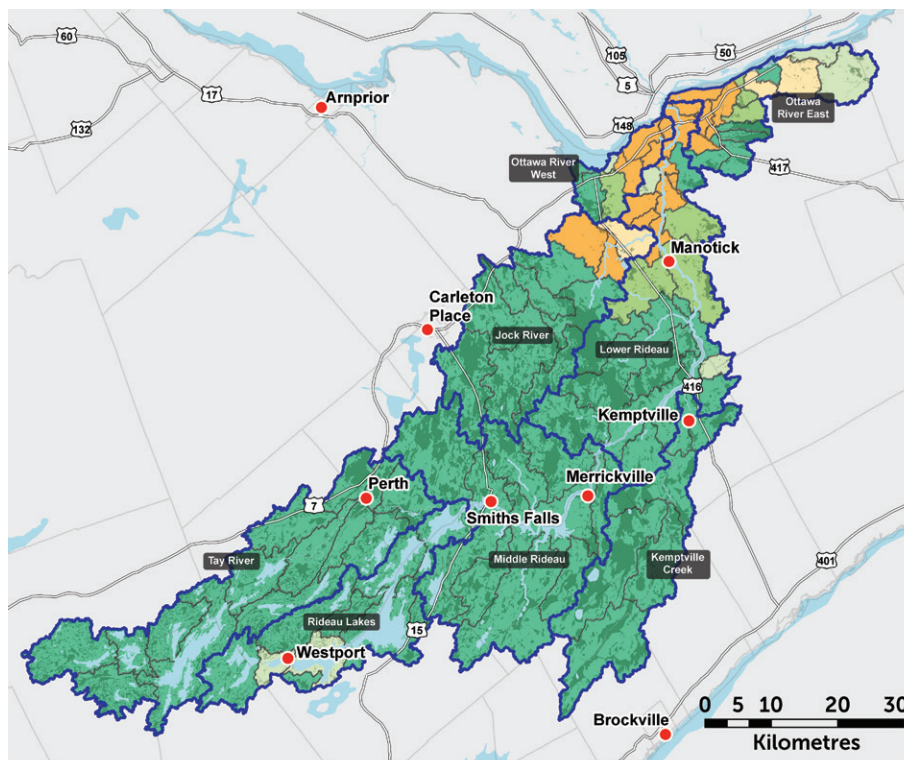
GRADE
A-F

Wetlands are nature's flood control and water supply reservoirs. They store excess storm and meltwater to mitigate floods and release flows slowly to mitigate droughts and replenish groundwater. Wetlands also filter pollutants out of our lakes and rivers and are a critical habitat for many species.

Wetland grades are calculated using the percentage of wetland cover in each catchment.

What Did We Find?

- Grades range from A to F across the 92 catchments in the Rideau watershed
- A grades (61) are the most common and are found throughout the Rideau Watershed, with the Tay River subwatershed having the most (14), closely followed by the Middle Rideau subwatershed (10)
- Eleven of 13 B and C graded catchments are found in the Lower Rideau and Ottawa river systems
- All D and F graded catchments are located within the urban area of the City of Ottawa and in intensively farmed agricultural areas of the Jock River, Lower Rideau and Ottawa East subwatersheds



What Can We Do?

- Protect remaining wetlands
- Restore and enhance existing wetlands
- Let wetlands regenerate naturally

GRADING

A	Excellent
B	Good
C	Fair
D	Poor
F	Very Poor
	Insufficient Data

WHAT ARE OUR KEY WATERSHED ISSUES?



Loss of wetlands and forests:

- Significant loss of wetland and forest cover since European settlement across the watershed
- Ongoing wetland and forest loss is occurring in nearly every subwatershed
- Losses contribute to increased flooding and droughts, poor water quality, biodiversity loss and reduced hydrologic functions across the watershed

High levels of nutrients and contaminants in tributaries:

- Rising levels of chlorides due to road salt runoff
- Phosphorus and nitrates causing excessive weed growth and blue-green algae blooms in some lakes

What is RVCA doing about it?

- Offering technical and financial support to landowners to plant trees, naturalize shorelines, adopt agricultural best management practices and undertake projects to improve water quality

- Restoring impaired creeks and wetlands with help from volunteers, partner agencies, community groups and private landowners
- Directing development away from wetlands and shorelines so these critical features can continue to mitigate flooding and droughts, filter contaminants and recharge groundwater
- Providing septic system approval and reinspection services to ensure systems are constructed properly and continue to function effectively
- Accepting and protecting donated lands that are ecologically and hydrologically important such as wetlands, forests, floodplains, shorelines and significant wildlife habitats
- Developing a new hydrologic and hydraulic model of the watershed to assess how landscape changes and climate change may impact water levels and flooding
- Continued monitoring of the watershed to understand changing conditions and health to inform future actions and decisions

HOW CAN WE ENHANCE THE WATERSHED?



Municipalities

- Develop and implement environmental strategies and initiatives
- Ensure new development, re-development and site alterations support sustainable growth and adhere to development standards and best practices
- Monitor that conditions of planning and development approvals are implemented

Urban residents

- Reduce the use of road salt and lawn fertilizer
- Plant a rain garden or use a rain barrel to reduce runoff
- Pick up pet waste right away
- Use interlocking paving stones or crushed gravel instead of asphalt for driveways and walkways

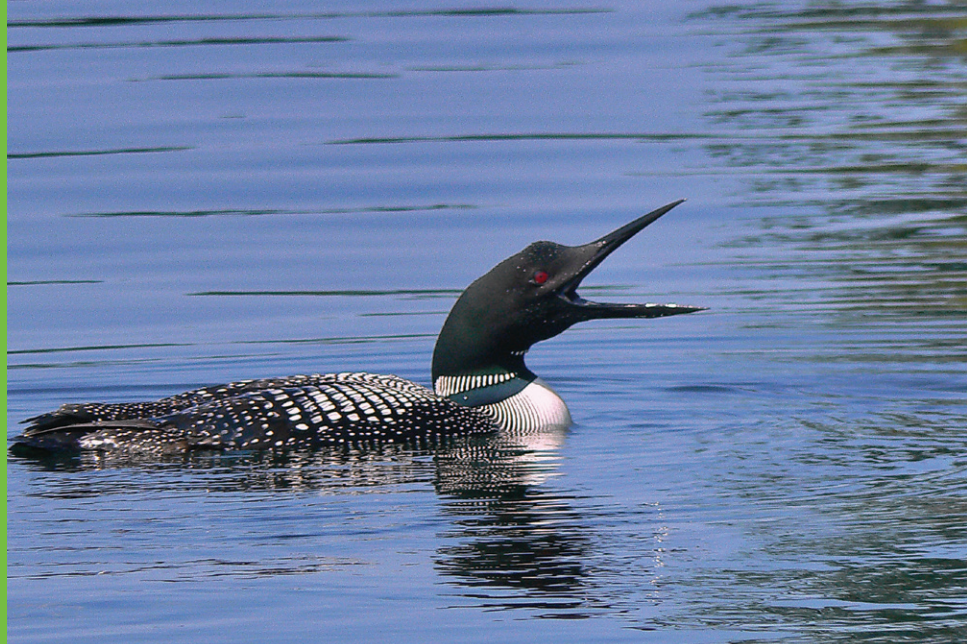
Rural residents

- Create natural landscapes through RVCA's stewardship programs for tree planting, shoreline naturalization and clean water projects



- Store hazardous materials properly to avoid spills and leaks and reduce their use
- Ensure septic systems and wells are properly constructed and maintained
- Properly decommission any unused wells
- Protect important natural features on properties like wetlands, forests and windbreaks
- Donate environmentally sensitive land to a land trust or other public body

HOW CAN WE ENHANCE THE WATERSHED?



Farmers:

- Implement agricultural best management practices through RVCA's stewardship programs such as constructing manure storage facilities, implementing a nutrient management plan, restricting livestock access to watercourses, retiring sensitive lands like stream buffers, controlling soil erosion and nutrient loss, maintaining soil moisture through tile drainage best practices and year-round cover crop management
- Plant trees, naturalize shorelines and create wetlands on marginal lands through RVCA's stewardship grant programs
- Handle and store chemicals, fertilizers and other potential contaminants safely and securely



Businesses:

- Reduce road salt use at facilities and parking lots
- Pile snow away from creeks and other waterways
- Implement low-impact development designs to increase infiltration and reduce runoff
- Support the Rideau Valley Conservation Foundation as a corporate partner to help fund conservation efforts in the watershed



*Do you have questions not answered by this summary document?
Visit rvca.ca for the full report or contact us for more information:*

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