

Notice of Meeting
Meeting of the Membership #3-2025

Date: March 19, 2025
Time: 7:00 p.m. – 8:30 p.m.
Location: Administrative Centre, Wroxeter

Agenda

1. Call to Order
2. Declaration of Pecuniary Interest
3. Approval of Minutes: Membership Meeting #1-2025 held on January 22, 2025 & Meeting #2-2025 held on February 26th, 2025.
4. Presentation: 2024 Draft Audit, Paul Seebach, Seebach and Company Report #10-2025
5. Business Requiring Direction and or Decision:
 - a) 2025 Work Plan, Budget, and Cost Apportionment: Report #11-2025
 - b) Discussion Re: MVCA Purchasing Policy: Report #12-2025
 - c) Members Work Plan for 2025: Report #13-2025
 - d) Conservation Ontario Governance Proposal: Report #14-2025
 - e) Coastal Action Plan NRCAN Funding/Launch: Report #15-2025
 - f) Revisions to ECCO Funding Application: Report #16-2025
 - g) Proposed Revisions to Water & Erosion Control Infrastructure Agreement: Report #17-2025
 - h) Carbon Footprint Report 2024: Report #18-2025
 - i) Awarding of Tender for Truck & Tractor Purchases: Report #19a & b-2025
 - j) Appointment of Auditor, Solicitor and Bank: Report #20-2025
 - k) Appointment to Committees for 2025: Report #21-2025
 - l) Meeting Schedule for 2025: Report #22-2025

6. Consent Agenda:
 - a. Revenue/Expenditure Report for January & February: Report #23-2025
 - b. Carbon Footprint Initiative Meeting Summary: Report #24-2025
7. Chair and Members Reports
8. Closed Session: Personnel Matter
9. Adjournment – Next Meeting Date, Wednesday, April 16, 2025, at 7:00pm at the Administration Centre in Wroxeter.

Membership Meeting #1-2025

January 22, 2025

Members Present: Alison Lobb, Ed McGugan, Alvin McLellan, Andrew Fournier, Anita Van Hittersum, Ed Podniewicz, Matt Duncan, Megan Gibson, Sharen Zinn, Vanessa Kelly

Members Absent: Evan Hickey

Staff Present: Phil Beard, General Manager-Secretary-Treasurer
Stewart Lockie, Conservation Areas Services Coordinator
Erica Magee, Executive Assistant
Michelle Quipp, Executive Assistant

Others Present: Cory Bilyea, Midwestern Newspapers

1. Call to Order

Chair, Ed McGugan, welcomed everyone and called the virtual meeting to order at 7:00pm.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #10-2024 held on December 18, 2024.

Motion FA #1-25

Moved by: Alison Lobb

Seconded by: Anita Van Hittersum

THAT the minutes from the General Membership Meeting #10-2024 held on December 18 2024, be approved.
(carried)

4. Business out of the Minutes:

a) Final Agenda – Annual Meeting: Report #1-2025

Report #01-2025 was presented to the members and the following motions were made:

Motion FA #2-25

Moved by: Megan Gibson

Seconded by: Alvin McLellan

THAT the final agenda for the Annual Meeting be approved as outlined in Report #1-2025.
(carried)

b) Letter from Township of Howick-Gorrie Conservation Area: Report #2-2025

Report #02-2025 was presented to the members and the following motions were made:

Motion FA #3-25

Moved by: Alison Lobb

Seconded by: Matt Duncan

THAT the recommendation was received and MVCA is to proceed as directed in Report #2-2025.
(carried)

5. Business Requiring Decision and or Direction:

a) Review of Members 2024 Work Plan: Report #3-2025

Report #3-2025 was presented to the members and the following motions were made:

Motion FA #4-25

Moved by: Alvin McLellan

Seconded by: Alison Lobb

THAT Report #3-2025 be accepted.
(carried)

b) 2024 Year End Revenue/Expenditure Review: Report #4-2025

Report #4-2025 was presented to the members and the following motion was made:

Motion FA #5-25

Moved by: Matt Duncan

Seconded by: Sharen Zinn

THAT the year-end surpluses and deficits outlined in Report #4-2025 be directed to the appropriate accumulated surplus categories;
AND THAT all deferred revenue be directed to the designated projects in the 2025 draft budget. (carried)

c) Personnel Committee Recommendations: Report #5-2025

Report #5-2025 was presented to the members and the following motion was made:

Motion FA #6-25

Moved by: Andrew Fournier

Seconded by: Vanessa Kelly

THAT the recommendations outlined in Report #5-2025 be incorporated into the 2025 Personnel Policy.

(carried)

d) Annual Review of the Members Manual: Report #6-2025

Report #6-20245 was presented to the members and the following motion was made:

Motion FA #7-25

Moved by: Anita Van Hittersum

Seconded by: Ed Podniewicz

THAT the Members Manual will be revised to remove the word ethical.

(carried)

e) Declarations for Chair, Vice Chairs: Report #7-2025

Report #7-2025 was presented to the members for their information.

6. Consent Agenda:

The following items were circulated to the Members for their information:

- a) Revenue/Expenditure Report for December 2024: Report #8-2025
- b) Agreements Signed: Report #9-2025
- c) Correspondence: Letter from Minister of Natural Resources

Motion FA #8-25

Moved by: Alison Lobb

Seconded by: Vanessa Kelly

THAT Report #8-9 along with the respective motions as outlined in the Consent Agenda be approved.

(carried)

7. Chair and Member Reports

Member, Matt Duncan, commented that the province is seeking to fill vacancies for the Agricultural sector representatives for some conservations authorities.

Chair Ed McGugan thanked members for attending the reception for the Coastal Action Funding announcement at the Rural Ontario Municipal Association (ROMA) Conference.

8. Closed Session: Personal Matter

The closed session will be deferred to the March Members meeting.

- 9. Adjournment:** Next meeting February 19, 2025, at 2:00 pm in the upstairs hall at the Wroxeter Community Centre.

Motion FA #9-25

Moved by: Megan Gibson

Seconded by: Alison Lobb

THAT the Members Meeting be adjourned at 7:54 pm.

(carried)

Ed McGugan
Chair

Phil Beard
General Manager / Secretary-Treasurer

Annual Meeting of the Membership#2-2025

February 26, 2025

Members Present: Alison Lobb, Ed McGugan, Alvin McLellan, Ed Podniewicz, Matt Duncan, Vanessa Kelly, Anita Van Hittersum, Andrew Fournier

Members Absent: Sharen Zinn, Megan Gibson, Evan Hickey

Staff Present: Phil Beard, Jayne Thompson, Erica Magee, Mat Shetler, Stewart Lockie, Barry Skinn, Donna Clarkson, Elizabeth Huber-Kidby, Patrick Huber-Kidby, Karlene Zurbrigg, Shannon Millar, Tim Prentice, Dave Nuhn, Kirsten Snoek, Ben van Dieten, Laura Hopkins, Ethan Dykstra

Others Present: Kriss Snell, Geoff King, Susan Chan, Shirley Moore, Richard Keeso, Davin Heinbuck, Erik Downing, Jim Campbell, Tara Lantz, Doug Walker, Evelyn Weston, Jeff Brick, Art Versteeg, Lisa Thompson, Nick McGregor, Angela Coleman, Cory Bilyea, Nigel Bellchamber, Wendy Hoernig, Marg Beard, Emily & Sophia Hopf, Janet Haines, Jim Ginn, Doug Grant, Janice Hallahan, Marlene Ottens, Glenn McNeil, Jamie Heffer, Paul Heffer, Joy Rutherford, Ben Miltenburg, Leah Noel,

1. Welcome by the Chair

Chair, Ed McGugan, welcomed everyone and called the meeting to order at 2:05 pm.

2. Introduction of the Members of Maitland Conservation for 2025

Chair McGugan invited all the Members of the Maitland Valley Conservation Authority to introduce themselves and the Municipalities that they represent.

3. Introduction of Guests

Chair McGugan invited the following dignitaries to bring remarks:

Jamie Heffer – Warden of Huron County & Mayor, Morris-Turnberry
Paul Heffer – Reeve, North Huron
Glen McNeil – Mayor, Ashfield-Colborne-Wawanosh
Jim Ginn – Mayor, Central Huron
Marlene Ottens – Councillor, Township of Mapleton
Leah Noel – Deputy Mayor, Town of Goderich Goderich
Angela Coleman – Conservation Ontario

4. Chair's Remarks

Welcome to the 2025 Maitland Valley Conservation Authority Annual Meeting.

A warm welcome to all our guests, our Staff and the members of our Board of Directors. We also welcome the members of the Maitland Conservation Foundation who, along with the John Hindmarsh Environmental Trust Fund we will be hearing from further along in the meeting.

We have had a busy year again in 2024 with so much work done that I need to apologies right up front that we don't want to take enough time to mention everything so we will try to highlight only some of the items.

Governance Review:

We developed a better process for our Governance Review last year. We employed an outside facilitator, a former member and Chair, Art Versteeg, who helped the Members and staff to identify improvements and changes that would improve our governance going forward.

Conservation Lands Strategy:

We developed a Conservation Lands Strategy in 2024 that meets the Ministry of Natural Resources requirements by leveraging MVCA's three-year work plan for 2024 thru 2026. No small task to satisfy the MNR and we can be grateful that we did quickly meet their requirements.

Coastal Action Plan:

Funding was received from Natural Resources Canada to launch the Climate Resilient Coastal Communities program, to develop Collaborative Coastal Resiliency Plans. This program involves the Great Lakes and St. Lawrence Cities Initiative and a thank you goes to Conservation Ontario in assisting with this.

The Maitland Valley Conservation Authority will be working with its many partners to develop these plans to help protect over 900 homes and cottages along our lakeshore worth an estimated one billion dollars. And in some cases develop strategies to enact a safe retreat when the homes simply cannot be protected from the power of the lake.

Healthy Watersheds, People & Wildlife Approach (One Health)

One Health, which is a systems thinking approach to our environment, is an integrated, unifying approach that aims to sustainably balance and optimize the health of people, animals and ecosystems. It recognizes that the health of humans, domestic and wild animals, plants, and the wider environment (including ecosystems) are closely linked and inter-dependent.

And the MVCA has been working hard to think in terms of the broader scope of the environment as opposed to allowing ourselves to work within silos that isolate one area of expertise and influence from other areas. And working with our partners is an essential part of this integrated, collaborative thinking approach.

Conservation Areas:

The MVCA submitted to our member municipalities a draft Conservation Area Strategy late last year that we hope to receive member approval of early this year. And a great deal of credit goes to our wonderful staff who not only operate and manage the Wawanosh Park and the Falls Reserve Conservation Area in a stellar fashion, but who also put together an awesome plan that received rave reviews.

Great work is important of course, but the ability to communicate well is paramount.

Especially in the challenging and dynamic times in which we live. And our staff has performed admirably. So, thank you.

Our Foundations:

The Maitland Conservation Foundation has also had a stellar year who along with the John Hindmarsh Environmental Trust Fund has raised a record amount of money for the work of Conservation in our watershed.

We will be hearing from the Foundation Vice-Chair in a few minutes so I am not going to steal his thunder, but let him tell you all how much money they raised. That way, all the applause can go to our wonderful Foundation members!

Again, thank you to all the members for your hard work, our Staff for their dedication, our Foundations for their commitment, and our guests for taking the time to come out today and join us in celebrating our partnerships.

And please take note that next year, 2026 will be the Maitland Valley Conservation Authority's 75th anniversary. We are looking forward to that and we have already been working on plans to appropriately celebrate that incredible milestone

Thank you all for coming today.

5. Staff Service Awards

Chair McGugan and Vice Chair Duncan presented staff service awards to the following staff:

- a) Barry Skinn, Assistant Park Superintendent, Falls Reserve-5 years
- b) Shannon Millar, Restoration Supervisor-5 years:
- c) Danielle Livingston, Admin-Finance Coordinator-10 years
- d) Jeff Winzenried, Flood Forecasting Supervisor-10 years
- e) Phil Beard, General Manager Secretary Treasurer-45 years

6. Election of Officers: Maitland Conservation & Maitland Source Protection Authority

a) Appointment of Presiding Officer and Scrutineers

Chair McGugan called for an appointment of a Presiding Officer for the election of Chair.

Motion FA #10-2025

Moved by: Ed Podniewicz

Seconded by: Alison Lobb

THAT Art Versteeg act as the Presiding Officer for the election of Chair for the Maitland Valley Conservation Authority (MVCA) and the Maitland Source Protection Authority (MSPA).

(carried)

b) Election of Chair for 2025

Presiding Officer, Versteeg called for the appointment of two scrutineers for the election of officers.

Motion FA #11-2025

Moved by: Alison Lobb

Seconded by: Andrew Fournier

That Janice Hallahan and Jim Campbell be appointed as scrutineers.

(carried)

The Presiding Officer called for nominations for the position of Chair for the Maitland Valley Conservation Authority and the Maitland Source Protection Authority for 2025.

Motion FA #12-25

Moved by: Anita Van Hittersum

THAT Ed McGugan be nominated for Chair of the MVCA and the MSPA for 2025.

(carried)

Presiding Officer, Versteeg called for nominations for the Chair position two more times. There were no further nominations and the Presiding Officer called for a motion to close nominations.

Motion FA #13-25

Moved by: Alvin McLellan

Seconded by: Vanessa Kelly

THAT nominations for the position of Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2025 be closed.

(carried)

Ed McGugan agreed to stand for the position of Chair in 2025.

Presiding Officer, Versteeg declared Ed McGugan as the Chair of the MVCA and MSPA for 2025.

c) Election of Vice-Chair for 2025

Ed McGugan, Chair called for nominations for the position of Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2024.

Motion FA #14-25

Moved by: Alvin McLellan

THAT Matt Duncan be nominated for Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2025.

(carried)

The Chair called for further nominations for Vice-Chair two more times and no others were made so then called for a motion to close nominations.

Motion FA #15-25

Moved by: Alison Lobb

Seconded by: Anita Van Hittersum

THAT nominations for the position of Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2025 be closed.

(carried)

Matt Duncan accepted the Vice-Chair position.

The Chair declared Matt Duncan Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2025.

d) Election of 2nd Vice-Chair for 2025

The Chair called for nominations for the position of 2nd Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2025.

Motion FA #16-25

Moved by: Alison Lobb

THAT Evan Hickey be nominated for 2nd Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2025.

(carried)

Evan Hickey agreed to stand for the position of 2nd Chair in 2025.

The Chair called for further nominations for 2nd Vice-Chair and this motion was made.

Motion FA #17-25

Moved by: Andrew Fournier

Seconded by: Vanessa Kelly

THAT nominations for the position of 2nd Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2025 be closed.

(carried)

Chair McGugan declared Evan Hickey as 2nd Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2025.

7. Presentations: “Celebrating Partnerships”: Introductions-Chair & Vice Chair

- a) Carbon Footprint Initiative: Kriss Snell, CAO, Municipality of North Perth & Tara Lantz, Corteva Agriscience:
- c) Middle Maitland Rejuvenation Committee: Doug Grant, Chair
- d) John Hindmarsh Environmental Trust Fund: Geoff King, Chair
- e) Maitland Conservation Foundation: Nigel Bellchamber, Vice Chair

Chair, McGugan thanked each of the presenters.

8. Closing Remarks: Chair, MVCA

Chair, McGugan thanked everyone for coming to the MVCA annual meeting and looks forward to working with the board and staff in 2025.

9. Adjournment:

Next meeting: March 19, 2025, at 7:00pm at MVCA’s Admin. Centre located in Wroxeter.

Motion FA #18-25

Moved by: Alison Lobb

Seconded by: Andrew Fournier

THAT the Members Meeting be adjourned at 3:37pm.

(carried)

Ed McGugan
Chair

Phil Beard
General Manager / Secretary-Treasurer

MAITLAND VALLEY CONSERVATION AUTHORITY
FINANCIAL STATEMENTS
DECEMBER 31, 2024

DRAFT

SEEBACH & COMPANY
Chartered Professional Accountants

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The accompanying consolidated financial statements of Maitland Valley Conservation Authority (the "Authority") are the responsibility of the Authority's management and have been prepared in accordance with Canadian public sector accounting standards, established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada, as described in Note 1 to the financial statements.

The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Authority's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded from loss, transactions are properly authorized and recorded, and reliable information is available on a timely basis for preparation of the financial statements. These statements are monitored and evaluated by the Authority's management. The Board of Directors meets with management and the external auditor to review the financial statements and discuss and significant financial reporting or internal control matters prior to their approval.

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

MAITLAND VALLEY CONSERVATION AUTHORITY



Phil Beard
General Manager / Secretary-Treasurer

March 19, 2025



Danielle Livingston
Administrative Financial Services Coordinator

INDEPENDENT AUDITOR'S REPORT

To the Members of Maitland Valley Conservation Authority

Opinion

We have audited the accompanying financial statements of Maitland Valley Conservation Authority ("the Authority"), which are comprised of the statement of financial position as at December 31, 2024 and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2024, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAB).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

INDEPENDENT AUDITOR'S REPORT (continued)

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Seebach & Company

Chartered Professional Accountants
Licensed Public Accountants

Clinton, Ontario
March 19, 2025

MAITLAND VALLEY CONSERVATION AUTHORITY
STATEMENT OF FINANCIAL POSITION

As at December 31	2024	2023
FINANCIAL ASSETS		
Cash	899,181	1,208,969
Short-term investments (note 3)	366,446	339,859
Accounts receivable	67,036	45,539
	1,332,663	1,594,367
LIABILITIES		
Accounts payable and accrued liabilities	47,951	128,647
Deferred revenue (note 4)	82,500	293,732
	130,451	422,379
NET FINANCIAL ASSETS	1,202,212	1,171,988
NON-FINANCIAL ASSETS		
Tangible capital assets, net (note 6)	3,005,319	2,938,975
Prepayments	26,017	18,234
	3,031,336	2,957,209
ACCUMULATED SURPLUS	\$ 4,233,548	\$ 4,129,197

On behalf of the Members:

The accompanying notes are an integral part of this financial statement

**MAITLAND VALLEY CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS**

For the year ended December 31	2024 Budget	2024 Actual	2023 Actual
Revenue			
Municipal			
Municipal levies	2,022,706	2,022,705	1,850,181
Government Grants			
NDMNRF transfer payment	36,424	36,424	36,424
Other provincial	190,000	170,068	115,592
Federal	24,400	32,535	218,576
Partnership agreements	643,812	706,743	880,099
Authority Generated			
User fees, sales and admissions	1,026,836	1,086,666	1,116,505
Interest income	60,000	108,569	105,921
Donations and fundraising	140,655	178,967	250,970
Facility rentals	7,950	6,914	5,033
Deferred revenue - prior year	230,762	293,732	142,767
Deferred revenue - current year	-	(82,500)	(293,732)
	<u>4,383,545</u>	<u>4,560,823</u>	<u>4,428,336</u>
Expenditure			
Conservation land management	1,212,568	939,965	851,214
Flood safety services	822,491	781,096	822,533
Watershed stewardship	1,364,281	1,645,873	1,549,645
Corporate services	1,072,130	950,806	807,701
Amortization	-	138,732	125,616
	<u>4,471,470</u>	<u>4,456,472</u>	<u>4,156,709</u>
Annual surplus (deficit)	(87,925)	104,351	271,627
Opening balance	<u>4,129,197</u>	<u>4,129,197</u>	<u>3,857,570</u>
Closing balance	<u><u>\$ 4,041,272</u></u>	<u><u>\$ 4,233,548</u></u>	<u><u>\$ 4,129,197</u></u>

The accompanying notes are an integral part of this financial statement

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

For the year ended December 31	2024 Actual	2023 Actual
Annual surplus (deficit)	104,351	271,627
Amortization of tangible capital assets	138,732	125,616
Net acquisition of tangible capital assets	(205,076)	(299,854)
Decrease (increase) in inventory and prepaid expenses	(7,783)	(143)
Increase (decrease) in net financial assets	30,224	97,246
Opening balance	1,171,988	1,074,742
Closing balance	<u>\$ 1,202,212</u>	<u>\$ 1,171,988</u>

The accompanying notes are an integral part of this financial statement

DRAFT

**MAITLAND VALLEY CONSERVATION AUTHORITY
STATEMENT OF CASH FLOWS**

For the year ended December 31	2024	2023
Operating activities		
Annual surplus (deficit)	104,351	271,627
Amortization expense not requiring cash outlay	138,732	125,616
Decrease (increase) in accounts receivable	(21,497)	52,240
Increase (decrease) in accounts payable	(80,696)	71,554
Increase (decrease) in deferred revenue	(211,232)	150,965
Decrease (increase) in inventory and prepaid expenses	(7,783)	(143)
Cash provided by (used for) operating activities	<u>(78,125)</u>	<u>671,859</u>
Capital activities		
Net disposals (purchases) of tangible capital assets	(205,076)	(299,854)
Cash provided by (used for) capital activities	<u>(205,076)</u>	<u>(299,854)</u>
Investing activities		
Decrease (increase) in short-term investments	(26,587)	(10,872)
Cash provided by (used for) investing activities	<u>(26,587)</u>	<u>(10,872)</u>
Increase (decrease) in cash position	(309,788)	361,133
Cash (overdraft) beginning of year	<u>1,208,969</u>	<u>847,836</u>
Cash (overdraft) end of year	<u>\$ 899,181</u>	<u>\$ 1,208,969</u>

The accompanying notes are an integral part of this financial statement

MAITLAND VALLEY CONSERVATION AUTHORITY
NOTES TO FINANCIAL STATEMENTS

For the year ended December 31, 2024

The Maitland Valley Conservation Authority (“the Authority”) is established under the Conservation Authorities Act of Ontario. The purpose of this Act is to provide for the organization and delivery of programs and services that further conservation, restoration, development and management of natural resources in water sheds in Ontario. 2017, c. 23, Sched. 4, s. 1. The watersheds include areas in the Municipalities of Central Huron, Huron East, Morris-Turnberry and South Bruce, the Townships of Ashfield-Colborne-Wawanosh, Howick, North Huron, Perth East, West Perth, Mapleton, Wellington North and Huron-Kinloss, and the Town of Goderich, North Perth and Minto.

The Authority is a registered charity and is exempt from income taxes.

1. Accounting policies

The financial statements have been prepared by the management of the Authority in accordance with generally accepted accounting principles for organizations operating in the local government sector as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

Significant aspects of accounting policies adopted by the Authority are as follows:

a) **Accrual basis of accounting**

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable, and recognizes expenditures as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

b) **Portfolio investments**

Investments are recorded at cost less amounts written off to reflect a permanent decline in value.

c) **Vehicles and equipment**

The Authority operates a motor pool of vehicles and equipment. Internal charges for the use of vehicles and equipment are made to the various projects of the Authority based on an hourly or distance travelled rate, which is designed to recover all costs of operating the pool including replacement of vehicles and equipment.

These internal charges are included in the appropriate expense classifications. Expenditures incurred by the motor pool for the purchase of equipment and the operating cost and the recovery of expenses by internal charges are reported in the statement of operations and surplus.

1. Accounting policies (continued)

d) **Tangible capital assets**

Tangible capital assets are recorded at historical cost. Historical cost includes the costs directly related to the acquisition, design, construction, development, improvement or betterment of tangible capital assets. Cost includes overheads directly attributable to construction and development.

Tangible capital asset, except land, are amortized on a straight-line basis over the estimated useful lives as follows:

Category	Amortization Period
Land	not applicable
Land improvements	5 years
Buildings	5 - 75 years
Contents	5 - 50 years
Equipment	5 - 40 years
Furniture	45 - 50 years
Vehicles	5 - 10 years
Machinery	6 - 44 years
Information technology	5 - 9 years

Dams for the purposes of water control are not recorded as assets of the Conservation Authority.

e) **Contributed capital assets**

Contributed capital assets are recognized as assets and revenue at fair value at the time they are received.

f) **Deferred revenue**

Revenue restricted by legislation, regulation or agreement and not available for Authority purposes is reported as deferred revenue on the statement of financial position. The revenue is reported on the statement of financial activities in the year in which it is used for the specified purpose.

g) **Revenue recognition**

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized in revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

h) **Government transfers**

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

i) **Classification of expenses**

Expenses are reported in four main categories based on the type of services provided. Within these categories, expenses are broken down into operations and projects.

j) **Accumulated surplus**

Appropriations are made from operations to accumulated surplus for future expenditures and contingencies for such amounts as are deemed appropriate, upon approval of the Membership.

1. Accounting policies (continued)

k) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, the reported amounts of revenues and expenditures during the period, and the accompanying notes. Due to the inherent uncertainty in making estimates, actual results could differ from those estimates.

2. Cash

Interest is paid on the Authority's bank accounts at the bank's monthly average prime rate less 1.7%.

3. Short-term portfolio investments

The Authority has purchased fixed income investments that have a cost of \$366,446 (2023 : \$339,859) and have a market value of \$362,693 (2022 : \$346,988) at year end.

4. Deferred revenue

The balance of the long-term liabilities reported on the consolidated statement of financial position is made up of the following:

	2024	2023
Garvey/Glenn project	92,631	37,009
Stewardship short term projects	4,786	4,786
Wellington clean water project	5,830	-
Middle Maitland Headwaters Restoration	92,869	109,595
Carbon Footprint Initiative	2,907	3,217
Healthy Lake Huron	(6,163)	10,361
Nature Based Climate Solutions	-	43,129
Forest Health	10,285	22,667
ECCC Restoration / Natural Hazard	(96,484)	62,968
Floods Safety Coastal Resilience	(24,161)	-
	<u>\$ 82,500</u>	<u>\$ 293,732</u>

5. Pension plan

Some employees of Maitland Valley Conservation Authority are members of a defined benefit pension plan (OMERS). Contributions made during the year on behalf of the employees amounted to \$179,172 (2023 : \$159,353) and have been included as an expense on the statement of operations.

6. Tangible capital assets

For additional information, see the Schedule of Tangible Capital Assets information on the tangible capital assets of the Authority by major class, as well as for accumulated amortization of the assets controlled.

7. Expenditures by object

	2024	2023
Salaries and benefits	\$ 2,059,428	\$ 1,804,356
Operating goods and services	2,258,312	2,226,737
Amortization	<u>138,732</u>	<u>125,616</u>
	<u>\$ 4,456,472</u>	<u>\$ 4,156,709</u>

8. Financial instrument risk management

Credit risk

The Authority is exposed to credit risk through its cash, trade and other receivables, and short-term investments. There is the possibility of non-collection of its trade and other receivables. The majority of the Authority's receivables are from users and government entities. For trade and other receivables, the Authority measures impairment based on how long the amounts have been outstanding. For amounts outstanding considered doubtful or uncollectible, an impairment allowance is setup.

Liquidity risk

Liquidity risk is the risk that the Authority will not be able to meet its financial obligations as they fall due. The Authority has a planning and a budgeting process in place to help determine the funds required to support the Authority's normal operating requirements on an ongoing basis. The Authority ensures that there are sufficient funds to meet its short-term requirements, taking into account its anticipated cash flows from operations and its holdings of cash and cash equivalents. To achieve this aim, it seeks to maintain an available line of credit balance as approved by the Membership, at a minimum, expected requirements.

Market risk

Market risk is the risk that changes in market prices, such as foreign exchange rates or interest rates will affect the Authority's income or the value of its holdings of financial instruments. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing return on investments.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Authority is exposed to interest rate risk arising from the possibility that changes in interest rates will affect the variable rate of temporary borrowings and long-term liabilities and the value of fixed rate long-term liabilities.

There has been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure risks.

9. Budget amounts

Under Canadian public sector accounting standards, budget amounts are to be reported on the statement of operations for comparative purposes. The 2024 budget amounts for the Maitland Valley Conservation Authority approved by the Membership are unaudited and have been restated to conform to the basis of presentation of the revenues and expenditures on the consolidated statement of activities.

MAITLAND VALLEY CONSERVATION AUTHORITY
Schedule of Continuity of Accumulated Surplus
For the Year Ended December 31, 2024

	Balance, beginning of year	From Operations	To Operations	Balance, end of year
Internally restricted surplus				
Vehicle and equipment purchases	126,741	27,655	(51,316)	103,080
Insurance deductible	25,000			25,000
Working capital	643,568	213,911	(212,593)	644,886
Short Term Disability	38,000			38,000
Forestry management	115,502	33,589	(40,003)	109,088
Falls Reserve Conservation Area	212,423	60,497	-	272,920
Wawanosh Park Conservation Area	28,988	6,267	-	35,255
	<u>1,190,222</u>	<u>341,919</u>	<u>(303,912)</u>	<u>1,228,229</u>
Tangible capital assets	<u>2,938,975</u>	<u>66,344</u>		<u>3,005,319</u>
	<u>\$ 4,129,197</u>	<u>408,263</u>	<u>(303,912)</u>	<u>\$ 4,233,548</u>

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MAITLAND VALLEY CONSERVATION AUTHORITY
Schedule of Tangible Capital Assets
For the Year Ended December 31, 2024

	Land	Land Improvements	Buildings & Infrastructure	Contents	Furniture	Vehicles	Machinery	Equipment	Information Technology	TOTAL Net Book Value 2024	TOTAL Net Book Value 2023
Cost											
Balance, beginning of year	1,220,137	6,394	2,009,530	26,783	17,786	326,386	87,037	344,037	176,078	4,214,168	4,055,652
Add: Additions during the year			88,998			91,940		7,071	17,067	205,076	305,202
Less: Disposals during the year						(29,276)	(16,916)	(3,000)		(49,192)	(146,686)
Balance, end of year	<u>1,220,137</u>	<u>6,394</u>	<u>2,098,528</u>	<u>26,783</u>	<u>17,786</u>	<u>389,050</u>	<u>70,121</u>	<u>348,108</u>	<u>193,145</u>	<u>4,370,052</u>	<u>4,214,168</u>
Accumulated Amortization											
Balance, beginning of year		6,394	505,568	21,549	11,653	270,070	74,371	270,303	115,285	1,275,193	1,290,915
Add: Amortization during the year			72,036	336	368	25,660	2,461	15,331	22,540	138,732	125,616
Less: Accumulated amortization on disposals						(29,276)	(16,916)	(3,000)		(49,192)	(141,338)
Balance, end of year	<u>-</u>	<u>6,394</u>	<u>577,604</u>	<u>21,885</u>	<u>12,021</u>	<u>266,454</u>	<u>59,916</u>	<u>282,634</u>	<u>137,825</u>	<u>1,364,733</u>	<u>1,275,193</u>
Net Book Value of Tangible Capital Assets	<u>1,220,137</u>	<u>-</u>	<u>1,520,924</u>	<u>4,898</u>	<u>5,765</u>	<u>122,596</u>	<u>10,205</u>	<u>65,474</u>	<u>55,320</u>	<u>\$ 3,005,319</u>	<u>\$ 2,938,975</u>

**MAITLAND VALLEY CONSERVATION AUTHORITY
SCHEDULE OF EXPENSES**

For the year ended December 31	2024 Budget	2024 Actual	2023 Actual
Conservation Area Services			
Falls Reserve Conservation Area	560,666	504,942	469,093
Management, development and operations	326,583	303,357	283,407
Motor pool	17,170	13,195	16,325
Wawanosh Park Conservation Area	20,357	13,265	13,711
Conservation Area Projects			
Falls Reserve Conservation Area	156,032	66,544	9,675
Forest management	21,000	19,258	4,887
Vehicle/equipment replacement	71,900	478	413
Conservation Areas general projects	38,360	18,144	45,573
Carbon offset, footprints to forests, and naturalization	500	782	926
Naftel's Creek	-	-	7,204
Total Conservation Area	<u>1,212,568</u>	<u>939,965</u>	<u>851,214</u>
Flood Protection Services			
Regulations	313,059	308,537	271,258
Flood and erosion control structures	4,626	4,193	8,827
Flood forecasting and warning	278,404	288,407	278,889
Ice management, hazard prevention and information	93,402	76,802	78,019
Flood Safety Projects			
Shoreline	113,000	58,996	162,767
Flood safety equipment	20,000	20,000	7,434
Water and erosion control	-	24,161	15,339
Total Flood Safety Services	<u>822,491</u>	<u>781,096</u>	<u>822,533</u>

**MAITLAND VALLEY CONSERVATION AUTHORITY
SCHEDULE OF EXPENSES**

For the year ended December 31	2024 Budget	2024 Actual	2023 Actual
Watershed Stewardship Services			
Reforestation services	171,944	210,853	173,472
Watershed monitoring and reporting service	141,977	138,709	108,663
Extension services	172,428	162,088	125,121
Watershed Stewardship Projects			
Huron County clean water project	504,055	446,474	407,225
Garvey/Glen Watershed Co-ordination	93,852	19,378	51,175
Drinking water source protection - transition	22,950	26,303	20,106
Middle Maitland rejuvenation project	50,050	93,838	32,123
Stewardship ONfarm project	-	-	20,885
Stewardship short term projects	4,786	-	12,089
OMAFRA - COA Healthy Lake Huron	8,000	35,363	44,647
Watershed Health	91,022	110,642	102,634
Maitland Watershed Resiliency / CFI	3,217	310	109
Nature Based Climate Solutions	90,000	229,262	244,364
Stream Restoration / Natural Hazards	10,000	98,111	207,032
Wellington County	-	5,700	-
WS ECCO Restoration	-	68,842	-
Total Watershed Stewardship	1,364,281	1,645,873	1,549,645

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**MAITLAND VALLEY CONSERVATION AUTHORITY
SCHEDULE OF EXPENSES**

For the year ended December 31	2024 Budget	2024 Actual	2023 Actual
Corporate Services			
Administration	380,010	388,325	353,409
Communications and IT/GIS	244,824	232,416	202,630
Financial management	115,177	112,037	111,598
Service area support costs	54,449	51,878	47,646
Governance	16,600	14,557	17,610
Motor pool	10,400	7,947	10,458
Corporate Services Projects			
Information technology upgrades	56,000	17,770	12,401
Corporate office renovation	177,000	109,804	51,949
Watershed strategy	17,670	16,072	-
Total Corporate Services	<u>1,072,130</u>	<u>950,806</u>	<u>807,701</u>

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Members Report #11-2025

To: Members, Maitland Valley Conservation Authority
From: Phil Beard, General Manager-Secretary-Treasurer,
Danielle Livingston, Administrative-Financial Services Coordinator
Shannon Millar, Restoration Supervisor
Ben Van Dieten, Agricultural Stewardship Supervisor
Stewart Lockie, Conservation Areas Services Coordinator
Jayne Thompson, Communications, GIS, IT Coordinator
Patrick Huber-Kidby, Planning and Regulations Supervisor
Jeff Winzenried, Flood Forecast Supervisor
Donna Clarkson, DWSP Supervisor
Date: March 12, 2025
Subject: 2025 Work Plan and Budget

Purpose:

To approve the 2025 work plan.
To approve the 2025 budget.

Background:

On December 18th, 2024, the members passed the following motion:

Motion FA #115-24

THAT the 2025 draft budget, work plan and levy be approved for review and comment by MVCA's member municipalities;
AND THAT the final work plan and budget be brought back to the Members on March 19, 2025, for final review and approval;
AND FURTHER THAT the municipal information package be developed and circulated to member municipalities in January based upon the direction provided by the Members.
(carried)

Municipal Feedback: The draft 2025 Work Plan and Budget was circulated to all member municipalities on January 22, 2025.

Municipalities were asked to provide comments by March 10, 2025. No comments have been received to date.

MVCA Vision, Mission, and Ends:

Vision:

Working for a healthy environment

Mission:

Providing leadership to protect and enhance local water, forests, and soils.

Ends:

1. To protect life, property and prevent social disruption from flooding and erosion hazards.
2. To protect water and related resources for present and future generations.
3. To protect and expand natural areas.

Priorities:

1. Maitland Conservation has developed a three-year work plan that focusses our resources on delivering core services. Our priorities for the next three years are to:
2. Help our member municipalities reduce the potential for loss of life, property damage and social disruption in flood and erosion prone areas.
3. Help our member municipalities and landowners develop and implement soil and water conservation systems that will help keep soil and nutrients on the land and out of watercourses and Lake Huron.
4. Ensure that management of our conservation areas sets high standards of conservation practices and are safe for the public to use.
5. Develop a stable financial base for the MVCA so that we will be able to provide the support that our member municipalities require to develop a healthy, resilient, and prosperous watershed.

Service Area Priorities:

A) Corporate:

1. Update MVCA's three-year forecast to cover the years 2026-2028.
2. Corporate Services will review the existing services & programs agreement and identify if any changes need to be made to the next agreement that will have to be approved by member municipalities before July 1, 2026.
3. Corporate Services will continue to work with WSC Canada, University of Guelph and the One Health Institute to develop the environmental pillar for Healthy Watersheds, People and Wildlife Approach
4. Corporate Services will continue to encourage the Healthy Lake Huron Steering Committee to incorporate the Healthy Watersheds, People and Wildlife approach into their terms of reference and work plan.
5. Corporate Services will continue to consult with First Nations and Meti Councils through the Shared Pathway collaborative regarding land use planning as well as any other projects that are of mutual interest.

B) Flood & Erosion Safety:

1. Identify equipment and a strategy to replace the existing radio telemetry utilized in the headwater portions of our flood forecasting monitoring network. Although still functioning, the existing telemetry is no longer in production or supported by the manufacturer.
2. Develop a framework for identifying where new flood hazard mapping is needed in the rural areas of the watershed as well as a cost sharing approach with those municipalities where rural flood hazard mapping is needed.
3. Continue work on the Southern Lake Huron Adaptation Action Plan, continuing modelling and data gathering work, and the development of a Littoral Cell Steering Committee to guide the four-year project.
4. Update the flood hazard mapping in Lucknow.
5. Update the flood hazard mapping for Wingham to reflect the impact of the removal of the Howson Dam.

C) Watershed Stewardship:

The priorities for Watershed Stewardship are:

1. Natural Areas Restoration: provide technical and financial support for stream buffers, wetlands, windbreaks, and fragile land

retirement. Staff conduct site visits, develop planting plans, arrange planting contractors, secure funding, and inspect completed projects. Staff also organize and deliver the annual tree/shrub order to generate revenue for the forestry account. This involves securing stock from nurseries, tracking landowner order forms, scheduling pick-up, and invoicing customers.

2. Delivery and Administration of County Stewardship Programs: Delivery of Huron Clean Water Project, Wellington Rural Water Quality Program, as well as assistance with Perth County Stewardship Program. Staff coordinate projects and funding from start to finish and provide 'on-the-ground' assistance for landowners. This includes handling inquiries, presenting projects to a review committee, inspecting completed projects, and processing grant payment. We also provide technical support to the Counties to develop eligibility requirements and provide program statistics for reporting purposes. Through these programs we are able support a wide variety of projects, such as tree planting, invasive species removal, structural erosion control, well upgrades and decommissioning, as well as cover crops (among others).
3. Securement and Delivery of Federal and Provincial funding programs: MVCA staff apply for, and secure funding from Federal and Provincial funding sources, which complement our existing stewardship activities. We leverage the contribution from the cost apportionment to secure over 10x funding from Federal or Provincial programs. These programs allow us to deliver stewardship services throughout the watershed. They provide significant funding for targeted activities (stream buffering, cover crops, and rural stormwater management).
4. Healthy Lake Huron (HLH): collaborate with stakeholders from different levels of government. Through HLH partner funding, we provide 'on-the-ground' staff to get projects implemented. We deliver stewardship services on behalf of OMAFRA and MECP.
5. Middle Maitland Restoration Project: Targeted stewardship efforts to restore natural areas along the Middle Maitland River and its tributaries upstream of Wingham.

D) Watershed Health Assessment and Monitoring:

Forests and rivers have many stresses that are affecting their health. They respond to these stresses in different ways. These stresses can create conditions that can make people, livestock and/or wildlife sick. For example, algae blooms watercourses caused by excessive nutrients. Assessment allows MVCA to determine how the health of forests and streams are changing and identify challenges. Once MVCA can identify the causes of ill health, we will then focus our efforts on identifying how to improve the health of forests and rivers in the watershed.

The two core services for assessment and monitoring are:

1. Surface and Groundwater Monitoring - 2025 continue field work to collect water samples for the provincial surface and ground water monitoring program. This is a mandatory service.
2. Watershed Health Assessment -Build on the aquatic assessment begun in 2024 by finishing the peak temperature survey of watercourses
3. Survey watercourses to gather metrics to determine the health and stressors within watercourses work towards building a priority setting matrix for stewardship action.
4. Build on work done in forest health assessment by undertaking a landowner and forester survey. Review of stewardship programs and forest conservation regulations to support landowners in improving forest health.
5. Gather data to determine the outcomes of interventions like buckthorn control and ash land enrichment to improve the health of forests by addressing priority stressors to health

E) Conservation Areas:

1. Conservation Areas Infrastructure: Management of infrastructure will focus on the disposition of identified surplus buildings including the removal of two structures and a privy tank at the Maple Keys Conservation Area. MVCA will also work with the Municipality of Morris-Turnberry to transfer surplus parkland at the Pioneer Conservation Area.
2. The Privy at Naftel's Creek Conservation Area will be replaced with an accessible design including access improvements from the parking lot. Trail repairs will also be completed to remove hazardous sections at the entrance. This will provide improved and safe recreational opportunities at this very popular Conservation Area.
3. Administrative Office Renovations and Repairs: Several projects are planned for 2025 including washroom upgrades at the south part of the building and asphalt replacement at the south entrance and parking lot. These renovations are necessary to maintain the administrative office and will consider efficiency and environmental considerations.
4. Invasive Species Control: Showcase good forestry management practices, buckthorn and phragmites control will continue in 2025 to suppress the encroachment of these invasive species on C.A land. Buckthorn control along the agricultural land at Wawanosh Valley CA will also prepare for future naturalization of marginal farmland areas.
5. Falls Reserve Conservation Area Improvements: To provide continued recreational opportunities at FRCA, several infrastructure projects are planned. Renovations to the entranceway and gatehouse parking areas will help to

provide improved access. Signage will also be replaced at many locations throughout the park to help keep park users informed. Washroom improvements are also planned to update and improve these important facilities by replacing old plumbing, stall partitions, and the resurfacing of shower floors. Accessibility improvements are also planned to provide access to the day-use facilities/washrooms and includes several new picnic tables.

6. Wawanosh Park Conservation Area: A review of the seasonal camping operations will be undertaken to identify any liabilities and compatibility concerns associated at this conservation area. A report will be provided for Members consideration and direction.

F) Drinking Water Source Protection:

1. Governance & Leadership: Maitland Source Protection Authority meetings, to receive annual progress reports and program updates; Joint Management Committee meeting to recruit Source Protection Committee (SPC) member.
2. Communications: promotion of drinking water source protection program to the public.
3. Implementation/Technical Support: review of planning and development applications located within municipal well head and intake protection areas; Issue confirmation notices for new wells in Harriston and Palmerston in the Town of Minto, and initiate amendment to the Maitland Source Protection Plan

2025 Operating Budget

The total operating budget is \$3,420,249. The following table includes the 2025 draft budget & the 2025 final budget. A summary (Table 1) is included in the report.

Flood and Erosion Safety Services	2025 Draft Budget	Final Budget	Rationale for Changes
Flood Control Structures	3,147	3,150	<ul style="list-style-type: none"> • Employment Costs for Staffing Updated
Erosion Control Structures	1,640	1,640	<ul style="list-style-type: none"> • No change
Flood Forecasting & Warning	308,642	308,967	<ul style="list-style-type: none"> • Employment Costs for Staffing Updated
Hazard Prevention	24,568	24,568	<ul style="list-style-type: none"> • No Change

Natural Hazard Information	72,550	72,550	<ul style="list-style-type: none"> No Change
Regulation Administration	333,210	333,469	<ul style="list-style-type: none"> Employment Costs for Staffing Updated
Total	743,757	744,344	

	2025 Draft Budget	2025 Budget	Rationale for Changes
Watershed Stewardship Services			
Watershed Health	61,074	61,221	<ul style="list-style-type: none"> Employment costs for staffing updated
Watershed Monitoring	124,914	124,926	<ul style="list-style-type: none"> Employment costs for staffing updated
Extension	183,050	184,085	<ul style="list-style-type: none"> Employment costs for staffing updated
Forestry	203,971	203,985	<ul style="list-style-type: none"> Employment costs for staffing updated
Total	573,009	574,217	

Corporate Services	2025 Draft Budget	2025 Budget	Rationale for Changes
Administration	388,566	388,865	<ul style="list-style-type: none"> • Employment costs for staffing expenses updated.
Financial Management	123,679	125,990	<ul style="list-style-type: none"> • Conservation Ontario levy and insurance costs updates.
Governance	18,100	18,100	<ul style="list-style-type: none"> • No change
Service Area Support	54,600	54,600	<ul style="list-style-type: none"> • No change
Communications - GIS/IT	313,073	313,192	<ul style="list-style-type: none"> • Employment costs for staffing expenses updated.
Total	898,018	900,747	

Conservation Areas Services	2025 Draft Budget	2025 Budget	Rationale for Changes
Falls Reserve Conservation Area	743,715	803,767	<ul style="list-style-type: none"> • Budget amended to include projects not completed in 2024 as well as to update employment related costs for staffing
Wawanosh Park Conservation Area	21,808	21,808	<ul style="list-style-type: none"> • No Change
Management/Development/Ops.	322,476	322,916	<ul style="list-style-type: none"> • Employment costs for staffing expenses updated
Motor Pool	30,150	30,150	<ul style="list-style-type: none"> • No Change
Total	1,118,149	1,178,641	

2025 Projects Budget

Flood and Erosion Safety Services	2025 Budget	Outline, Funding, Status
Flood Forecasting Monitoring Network	\$30,000	<ul style="list-style-type: none"> Municipal Cost apportionment (formerly called municipal levy)
North Perth Flood Plain Mapping Project	\$21,428	<ul style="list-style-type: none"> Working Capital Accumulated surplus. Remainder of funding to be used by North Perth.
ECCC Natural Hazards Outreach & Education	\$34,130	<ul style="list-style-type: none"> Environment Canada
NRCAN Coastal Resiliency Strategy Implementation	\$204,120	<ul style="list-style-type: none"> Conservation Ontario (funding from Natural Resources Canada)
Total	\$289,678	

Watershed Health & Stewardship Projects	2025 Budget	Outline, Funding, Status
Garvey Glenn Coordination	69,419	<ul style="list-style-type: none"> Ministry of Environment and deferred from prior year.
Middle Maitland Restoration	33,186	<ul style="list-style-type: none"> Stratford Perth Community Fund, MCF, and deferred from 2024.
Huron Clean Water	500,000	<ul style="list-style-type: none"> Huron County.
Watershed Stewardship Projects	4,786	<ul style="list-style-type: none"> Deferred from prior year.
Wellington County Water Program	5,830	<ul style="list-style-type: none"> Deferred from prior year.
OMAFRA COA	12,837	<ul style="list-style-type: none"> Ministry of Agriculture.
Carbon Footprint Initiative	2,907	<ul style="list-style-type: none"> Deferred from prior year.
Watershed Health Assessment	111,103	<ul style="list-style-type: none"> Accumulated surplus, Environment Canada, Health Canada, MCF, JHETF.
Total	740,068	

Conservation Areas Projects	2025 Budget	Outline, Funding, Status
Forestry Management	19,000	<ul style="list-style-type: none"> • No Change. Perform Invasive species removal, update managed forest plans and improve forest health by planting trees on land owned by MVCA. Funding: \$14,500 Forestry Management Accumulated Surplus and \$4,500 JHETF
Vehicle and Equipment Replacement	130,000	<ul style="list-style-type: none"> • Increase of \$3,000 to reflect actual pricing of tractor replacement. Replace ½ ton truck with fuel efficient model and a tractor, loader, backhoe for Authority operations. (Sale of existing equipment will reduce the use of surplus shown) • Funding: \$92,500 Motor Pool Accumulated Surplus and \$37,500 Forestry Management Accumulated Surplus.
Carbon Sequestration	700	<ul style="list-style-type: none"> • No Change. Plant trees to sequester carbon from MVCA operations and Members mileage. \$700-Motor Pool Accumulated Surplus.
Conservation Areas	54,325	<ul style="list-style-type: none"> • Increase of \$10,000 for new project: Trail improvements at Naftel’s Creek CA. Repair hazardous trail surface sections. Funded by JHETF. • Increase of \$8,725 for deferred 2024 Brussels Mill Transfer project. • Develop and install new property signs at Conservation Areas. • Replace Privy at Naftel’s Creek C.A. • Obtain updated dam decommissioning costs for Authority owned structures. • Remove surplus infrastructure at Maple Keys CA and disposition of a section of Pioneer CA parkland. • Funding: \$44,325 Working Capital Accumulated Surplus and \$10,000 JHETF.
Total	204,025	

Corporate Projects	2025 Budget	Outline, Funding, Status
Administration Building Repairs and Maintenance, Telephone System	104,310	<ul style="list-style-type: none"> • Added deferred projects from 2024: Replace Office Telephone System \$25,000 and Accessibility Renovations \$12,010 • Replace Asphalt driveway and parking lot at Administration Office • Renovate two Bathrooms Municipal Cost Apportionment and Working Capital Accumulated Surplus. • Obtain Planting plan and replacement native stock for Administration office Naturalization. Funding: \$102,010 Working Capital Accumulated Surplus and \$2,300 JHETF
GIS/IT Equipment/Software	48,400	<ul style="list-style-type: none"> • Municipal Cost Apportionment and Working Capital Accumulated Surplus.
Total	152,710	

	Operating Budget Summary - Maitland Valley Conservation Authority					Table 1
ITEM	Revenue	Levy Funds	Deferred Revenue	Reserve Funds	Expense	NET Surplus/ Deficit
Administration	77,732	287,780		23,353	388,865	
Financial Management		125,990			125,990	
Governance		18,100			18,100	
Services Areas Support		54,600			54,600	
Communications, IT, GIS	2,500	269,092		41,600	313,192	
Source Water Protection	22,300				22,300	
Flood Control Structures		3,150			3,150	
Erosion Control Structures		1,640			1,640	
Flood Forecasting and Warning	36,424	272,543			308,967	
Hazard Prevention		24,568			24,568	
Natural Hazard Information		72,550			72,550	
Regulations	76,500	256,969			333,469	
Watershed Monitoring and Reporting	2,000	122,926			124,926	
Watershed Health Assessment Reporting		61,221			61,221	
Extension Services		184,085			184,085	
Forestry Services	174,100			29,885	203,985	
Management/Development/Operations	10,425	312,491			322,916	
Motor Pool	65,707				30,150	35,557
Falls Reserve Conservation Area	718,200			85,567	803,767	
Wawanosh Park Conservation Area	21,808				21,808	
Total	1,207,696	2,067,705		180,405	3,420,249	35,557

Project Budget Summary - Maitland Valley Conservation Authority									Table 2
ITEM	Revenue	Levy Funds	Special Levy Funds	Deferred Revenue	Working Capital Reserves	Forest Management Reserves	Motor Pool Reserves	Expense	Net Surplus / Deficit
Administration Centre	2,300	87,640			14,370			104,310	
GIS/IT Management/Communications		12,360			36,040			48,400	
Flood Forecasting Monitoring Network		30,000						30,000	
FHIMP North Perth					21,428			21,428	
ECCC Natural Hazards Outreach & Education	130,613			-96,483				34,130	
NRCAN Coastal Resiliency Strategy Implementation	190,780		37,500	-24,160				204,120	
Watershed Health Assessment Project	61,400			10,285	39,418			111,103	
Carbon Footprint Initiative				2,907				2,907	
Garvey Glenn Coordination	10,000			92,630				69,419	33,211
Middle Maitland Headwaters Restoration	18,500			92,868				33,186	78,182
Huron Clean Water	500,000							500,000	
Watershed Stewardship Projects (End date Dec 31/25)				4,786				4,786	
OMAFRA COA (End date Mar 31/25)	19,000			-6,163				12,837	
Wellington County Water Program				5,830				5,830	
Forestry Management	4,500					14,500		19,000	
Vehicles/Equipment Replacement						37,500	92,500	130,000	
Carbon Sequestration Planting							700	700	
Conservation Area Projects	10,000				44,325			54,325	
Net Project Budgets	947,093	130,000	37,500	82,500	155,581	52,000	93,200	1,386,481	118,496

Summary:

Projects Budget

The total Projects Budget is \$1,386,481. The Projects Budget is based upon utilizing \$300,781 from accumulated surplus.
Total Budget Summary:

MVCA's total budget for operating and projects for 2025 is \$4,806,730.

Work Plan and Budget Approval Process:

Step 1: Approval of Cost Apportionment for 2025:

Each member is entitled to vote for each of the municipalities that they represent. The levy must receive approval from the municipalities who represent 51% of the Current Value Assessment (CVA) in the watershed. Each municipality's vote is weighted based upon the percent of CVA that each municipality has in the watershed
This is a recorded vote.

RECOMMENDATION:

THAT the cost apportionment be approved at \$175,000 for 2025;
AND THAT the cost be apportioned to each municipality in accordance with the 2025 schedule.

Step 2: Approval of the 2025 Work Plan and Budget:

The approval of the work plan and budget requires a motion and a majority of the Members to be approved.

RECOMMENDATION:

THAT the 2025 Work Plan and Budget be approved as outlined in Report #11-2025.

2025 Draft Cost Apportionment Schedule Increase Amount: \$175,000 Municipality	% of Municipality In Watershed	2024 CVA (modified) in Watershed \$	Municipal Population in CA jurisdiction	CVA Based Apportionment Percentage	2024 Approved General Levy	2025 Draft General Levy	2025 Draft Special Levy	2025 Draft Total Levy
Ashfield-Colborne-Wawanosh Township	100	\$1,366,086,081	4,559	12.5000	\$ 251,643	\$ 274,712	\$ 10,000	\$ 284,712
Central Huron Municipality	76	\$1,030,972,224	4,619	9.4400	\$ 192,770	\$ 207,463	\$ 10,000	\$ 217,463
Goderich Town	100	\$1,161,508,274	6,118	10.6300	\$ 215,434	\$ 233,615	\$ 17,500	\$ 251,115
Howick Township	92	\$480,737,403	2,645	4.4000	\$ 89,620	\$ 96,699		\$ 96,699
Huron East Municipality	72	\$1,121,489,171	5,685	10.2600	\$ 211,405	\$ 225,485		\$ 225,485
Huron-Kinloss Township	43	\$664,332,688	2,523	6.0800	\$ 121,737	\$ 133,620		\$ 133,620
Mapleton Township	5	\$97,525,427	383	0.8900	\$ 18,205	\$ 19,561		\$ 19,561
Minto Town	64	\$778,354,167	4,134	7.1200	\$ 140,760	\$ 156,476		\$ 156,476
Morris/Turnberry Municipality	95	\$561,603,312	2,702	5.1400	\$ 105,407	\$ 112,962		\$ 112,962
North Huron Township	100	\$608,527,015	3,884	5.5700	\$ 113,476	\$ 122,412		\$ 122,412
North Perth Municipality	98	\$2,504,629,622	11,017	22.9200	\$ 460,198	\$ 503,713		\$ 503,713
Perth East Township	9	\$192,490,588	858	1.7600	\$ 35,677	\$ 38,681		\$ 38,681
South Bruce Municipality	1	\$7,700,881	71	0.0700	\$ 1,435	\$ 1,539		\$ 1,539
Wellington North Township	16	\$301,047,804	1,479	2.7600	\$ 55,428	\$ 60,657		\$ 60,657
West Perth Municipality	3	\$50,531,590	226	0.4600	\$ 9,510	\$ 10,110		\$ 10,110
Total		\$10,927,536,247	50903	100.0000	\$ 2,022,705	\$ 2,197,705	\$ 37,500	\$ 2,235,205

Members Report #12-2025

To: Members, MVCA
From: Ed McGugan, Chair; Phil Beard GM-ST
Date: March 6, 2025

Subject: Discussion Re: Interest in Amending MVCA's Purchasing Policy to Give Preference to Canadian suppliers.

Purpose:

To determine if the Members would like to make any amendments to MVCA's Purchasing Policy to support Canada's efforts to encourage support for Canadian companies and suppliers.

Background:

The USA has applied tariffs on a wide range of goods and services coming from Canada. The Canadian and Ontario governments are encouraging individuals and businesses to support Canadian companies in terms of purchasing goods and services.

Should MVCA consider amending its purchasing policy to give priority to purchasing goods and services from Canadian companies or other non-American companies where it is possible to do so and even though it may cost more?

A copy of MVCA's Purchasing Policy is attached to this report.

RECOMMENDATION:

To be developed at the meeting.

Appendix 5: Purchasing and Disposition of Authority Assets

Amended: October 18, 2023

Policies

1. Purchases and rental of goods, materials, and services to carry out the activities of the MVCA shall be made within the approved annual budget according to established requisition and purchase order procedures, and are subject to approval by the Members in accordance with the following policies and procedures:
 - Coordinators or Supervisors are responsible for managing the service and project budgets that they are responsible for within the approved budget.
 - Purchases not exceeding \$500 require prior approval by the employee's Coordinator.
 - Purchases exceeding \$501 but less than \$5,000 require written price quotations from a minimum of two suppliers and prior approval of the Coordinator unless they meet the exceptions policy.
 - Purchases exceeding \$5,001 but less than \$25,000 require written quotations from three suppliers unless they meet the exceptions policy. Purchases must be approved by the appropriate Coordinator.
 - Public Tender or Request for Proposal is required to purchase or contract services with a unit cost in excess of \$25,000 unless the project meets the exceptions policy and prior approval by the Members is required.

2. All purchases of goods and services are to be included with the Revenue & Expenditure Report that is provided to the Members at each meeting.

3. All agreements with the MVCA can only be signed by positions with signing authority. If the funding agency does not require MVCA's signing officers to sign an agreement for project funding and the project is \$50,000 or less, then the General Manager Secretary Treasurer or appropriate Coordinator or Supervisor may sign the agreement on behalf of MVCA. Amended: October 18, 2023.

Exceptions:

- Land rental agreements may be signed by the Conservation Areas Coordinator. Project funding agreements approved by the Members may be signed by the General Manager Secretary- Treasurer.
 - Exceptions to the above purchasing policies may be permitted under the following circumstances:
Continuity of Business: replacement or repair of equipment when continuity of business is compromised due to equipment breakdown or failure.
 - Fees for Professional Associations and Attendance to Training Sessions, Conferences or Specialized Support Services:
A purchase order would be developed along with a contract of service with the firm or individual providing specialized support.
- Exceptions:

When costs are recovered or revenue is generated for goods being purchased and no revenue is being used from working capital funds, purchasing guidelines can be excluded. When product comparisons aren't possible, or products aren't of equal comparison, purchasing guidelines can be excluded.

- Specialized services and technical support include the following:
 - Hydrogeology support, legal support, geotechnical support, coastal processes support, lab analysis, computer hardware and software.
 - Soil & Water Conservation Contractors and Wetland Projects.
 - Design and or Build Proposals - MVCA will invite qualified contractors that currently work within the watershed to an on-site meeting. MVCA will provide an overview of the soil erosion issue on the site and provide survey data, if available. Contractors will have the opportunity to conduct their own land survey, then provide MVCA with a proposed design along with estimated cost and timing to undertake the project. MVCA will select contractors and consultants based upon expertise, past project implementation, design proposed to address issue, cost and availability to complete the proposed project. The successful contractor would receive approval at the time that funding is secured for the project and the price to design the project would be included to the successful contractor only.

Procedures

- All payments over \$20,000 must be authorized by the Chair or Vice-Chair along with the General Manager-Secretary Treasurer or Administrative Financial Coordinator with the exception of cheques for payroll related items and the Huron Clean Water Project.
- All quotations are to be included in the purchase order submitted to the Administrative Financial Services Coordinator.
- Requisitions to purchase goods are submitted through the authorized Coordinator and a purchase order is to be obtained before the goods are purchased.
- Complete invoices shall be obtained for all purchases and shall be signed by the employee receiving the goods or services.
- Cheques issued during each month shall be listed by consecutive cheque number.
- Cheques for other goods and services received during the preceding month in accordance with approved purchasing procedures shall be identified as such. The name of the supplier and the amount of the payment due shall be listed in the revenue & expenditure report.

- Cheques are issued and distributed in accordance with internal control procedures acceptable to the MVCA's auditors.

4. When procuring goods, services and facilities, MVCA will incorporate Accessibility design criteria and features. Where applicable, procurement documents will specify the desired accessibility criteria to be met and provide guidelines for the evaluation of the proposals in respect to those criteria. Where it is impractical for the MVCA to incorporate accessibility criteria and features when procuring or acquiring specific goods, services or facilities, the General Manager Secretary-Treasurer or designate will provide a written explanation upon request.
5. MVCA will disclose the names of all bidders on projects as well as their bids.
MVCA will not disclose the details of quotes beyond what is permitted through the Freedom of Information and Privacy Act.
Procedure: a letter will be sent to all those who tender on MVCA projects of \$25,000 and over that outlines the number of tenders received, names of the companies who submitted a tender and the amount that was tendered.

6. Disposition of Authority Assets:

Purpose: The purpose of this policy is to dispose of surplus and obsolete assets in a fair and economically responsible manner. This policy excludes land, which is governed by the conservation authority land acquisition and disposition policy.

6.1: Disposition Policies:

- The decision to dispose of an asset may be based on one or more of the following and is determined by the appropriate service area coordinator or supervisor:
- Asset has been identified for replacement in the Tangible Capital Asset Program
- Determined surplus to the authorities needs
- Not fit for the intended purpose
- Unserviceable or cost prohibitive to service
- Does not meet legislative requirements
- A reasonable effort should be made to ensure that no other service area has a need for the asset before the disposition occurs.
- Revenues from the sale of assets will be credited to the appropriate service area account.

Procedures:

- Once an Asset is determined to be surplus, the appropriate service area coordinator or supervisor obtains approval from the General Manager Secretary Treasurer for disposal.
- All MVCA logos, identification labels, electronic information or software will be removed from the asset.
- Assets with an estimated value of greater than \$50 shall be disposed of through an internal service area transfer, by trade in, or through the Gov Deals' online market auction service. Internal transfers will be based on a fair market, agreed upon value determination.
- Disposal of computer and digital equipment will be sold on a first come, first served basis and offered to authority staff and members before recycling at an e-waste facility. Cost of the equipment will be based upon the time required to wipe the hard drive of working files and software (estimated to be \$100-150).
- Any asset determined to be under \$50 will be recycled, disposed or donated in an environmentally and fiscally responsible manner determined by the appropriate coordinator or supervisor.
- Any asset determined to be unsafe will be recycled or disposed of as waste.

Forestry Harvesting Sales:

Purpose: Forestry management will be conducted based on the approved Managed Forest Plans developed for individual conservation area properties. Harvesting will be conducted with a focus on improving forest health and not for commercial forestry operations.

6.2: Policies:

- Harvesting will follow the approved managed forest plans that are updated and then approved by Ministry of Northern Development Mines Natural Resources & Forestry (MNDMNRF) every ten years.
- A Forestry consultant will be selected to provide the services of a Registered Professional Forester (RPF). The RPF will provide harvesting advice, timber marking, timber marketing, and harvest monitoring based on individual site needs.

- Harvesting contractors will be selected based on recommendations from the selected forestry consultant. Contractors will be considered based on the type of harvest (hardwood or conifer), sensitivity of the land being harvested, contractor's equipment, contractor availability, contractor locality and current markets. A single contractor can be considered if it is in the best interests of the authority.
- Revenues generated from the sale of timber will be directed to the Forestry Management Reserves

Procedures:

- A forestry consultant will be obtained to assist in harvesting operations.
- The forestry consultant will market the woodlot and provide the authority with the recommended contractors and results of the bids.
- Timber sales must be approved by the Membership.
- All harvesting contractors will be required to sign a Timber harvesting agreement prior to the commencement of harvesting activities.

Members Report #13-2025

To: Members, Maitland Valley Conservation Authority
From: Phil Beard, General Manager -Secretary-Treasurer
Date: March 5, 2025

Subject: 2025 Draft Work Plan: Members

Purpose:

To outline the major items of governance related business that the Members will be dealing with in 2025.

Background:

The Members work plan is based upon the major business outlined in MVCA's 2025 Work Plan. If there are any additional items that should be added, please identify them at the meeting.

Conservation Ontario-Provincial Government:

Conservation Ontario (CO) is the association that has been established by the 36 Conservation Authorities (CAs) in Ontario to deal with issues of interest to all members. Conservation Ontario is also responsible for developing policy papers, lobbying, and negotiating agreements with the Provincial and Federal Governments on behalf of all Conservation Authorities.

In 2025 Conservation Ontario will be assisting conservation authorities with the following:

- a) The Ministry of Natural Resources and Forestry has amended the Conservation Authorities Act. The Minister may order conservation authorities to issue permits in regulated areas that do not conform with an authority's policies. Applicants for permits may now appeal the conditions of permits to the Members. All Conservation Authorities need to update their Hearing Policies to reflect these changes. Conservation Ontario has provided conservation authorities with a template to use for updating their Hearing Policies.

Government Relations Strategy:

The Members recommended that the Chair and Vice Chairs meet with watershed MPPs and MPs annually. There are two provincial ridings and two federal ridings that cover the Maitland Watershed (Perth-Wellington and Huron-Bruce).

The purpose of these meetings is to ensure that our Provincial and Federal representatives understand and support MVCA's priorities. MVCA also uses these meetings to outline how the Provincial and Federal Governments can fulfill their policy objectives by collaborating with conservation authorities.

The Members have directed that these meetings be organized by the Chair, Vice, and Second Vice. The GM-ST prepares briefing notes for these meetings.

Major Business requiring Direction and or Decision:

- a) Personnel Policy: The Members appoint a representative to the authority's Personnel Committee. This committee makes recommendations to the Members on changes to MVCA's Personnel Policy.
- b) Water and Erosion Control Infrastructure Policy Revision: The Members approved a cost sharing policy for the financing MVCA's water and erosion control infrastructure.
Staff are recommending that the Members review the policy for flood and erosion control structures and make some revisions to it for those structures that are not owned by MVCA. These structures include the Listowel Flood Control Works in the Municipality of North Perth, the McGuffin Gully Erosion Control Project located in Central Huron and the Goderich Bluffs Erosion Control located in the Town of Goderich.
- c) 2026-2028 Work Plan and Budget Forecast: Staff will develop an updated three-year work plan and budget for the years 2026-2028.
The three-year forecast will outline the resources that are needed to meet MVCA's needs over the next three years.
- d) Critical Infrastructure Asset Management Plan: The critical infrastructure asset management plan will be updated once an equipment source has been located for radio telemetry equipment for the rain gauge network. MVCA will also need to determine if the replacement equipment will be paid for by the authority or the municipalities (Minto, North Perth and Huron Kinloss). Those municipalities agreed to pay for the original rain gauge network and equipment.
- e) 75th Anniversary Celebration: MVCA will be celebrating its 75th Anniversary in 2026. Staff are to bring back a report regarding the idea of organizing a river festival.
- f) Review and Approval of the updated flood plain mapping for the village of Lucknow and the update to the flood plain mapping in Wingham to reflect the removal of the dam.

- g) Review and Updates to MVCA's Administrative Regulation. These updates will reflect changes to the CA Act. Conservation Ontario will provide a summary of the changes.
- h) Records Retention Policy: Staff have identified a need to amend sections of the Records Retention Policy so that the authority can dispose of maps that are no longer needed. Present policy states that all maps are to be kept.
- i) Review of Insurance Coverage: Staff are recommending that the Members review our insurance coverage for all authority assets. The cost of insurance is increasing, and staff would recommend that the Members review how the authority is insuring those assets.
- j) Gorrie Conservation Area: The Members have invited Howick Council to meet with them at the Gorrie Conservation Area to discuss MVCA's naturalization plans.
- k) Wawanosh Campground: Staff are recommending that the Members review the agreement that is in place regarding the Wawanosh Campground and the seasonal campers. This agreement has not been reviewed for many years.
- l) Audit Services 2026-2028: The three-year agreement with Seebach and Company ends with the 2025 audit. The Members will need to decide whether they would like Seebach and Company to submit a proposal for the next three years or go to the market and ask for proposals.

Summary:

This report outlines the major items of business that the Members will be dealing with in 2025. If the Members have any additional items that they think should be added to the work plan, please raise them at the meeting.

RECOMMENDATION:

THAT the work plan for 2025 be adopted as outlined in Report #13-2025.

Members Report #14-2025

To: Members, MVCA
From: Ed McGugan, Chair
Date: March 6, 2025

Subject: Governance Change Proposal-Conservation Ontario Council

Purpose:

To obtain the Members feedback and direction with respect to possible revisions to Conservation Ontario's Governance.

Background:

Conservation Ontario Council is comprised of delegates appointed by the 36 conservation authorities in Ontario. The voting delegate may be an authority staff member or Board member.

Conservation Ontario is the body that is to represent the interests of all conservation authorities.

The Core purpose of Conservation Ontario is as follows:

Core Purpose Whereas the "Core Purpose" of Conservation Ontario is to promote and strengthen a watershed-based conservation coalition in Ontario.

Conservation Ontario Objectives are:

- a. To promote and represent the interests of conservation authorities in Ontario.
- b. To support and enhance an effective conservation network in the Province of Ontario.
- c. To promote watershed-based conservation and resource management in Ontario.
- d. To provide a forum for discussion of the issues affecting watershed-based conservation and resource management.
- e. For such other purposes as are not inconsistent with these objects.

Meeting Frequency: Conservation Ontario Council meets four times per year in Toronto.

Structure of Conservation Ontario Board of Directors:

Conservation Ontario has a Board of Directors comprised of 6 Members. The Chair, 2 Vice Chairs, two Conservation authority General Managers and one member at large, which can be a CA General Manager or Chair/Vice Chair from a conservation authority. The Board of Directors are elected by the voting delegates at the Annual General Meeting.

Proposal:

A copy of the proposal is attached to this report. The Chair and General Manager reviewed this proposal with the Executive Director for Conservation Ontario.

Direction:

The Chair would like to discuss the proposal with the Members and receive direction as to whether you would like the Chair to present this proposal to the Council for Conservation Ontario and or submitted for discussion as part of the update to Conservation Ontario's Strategic Plan which will take place in 2025 or early in 2026.

If the Members support the idea of recommending changes to Conservation Ontario's governance, do you have any comments or suggestions for strengthening the proposal that has been developed.

RECOMMENDATION:

To be developed at the meeting.

Maitland Valley Conservation Authority Restructuring Proposal for Conservation Ontario

12.Feb.2025

Introduction / Purpose:

To model Conservation Ontario's (CO) meeting structure on similar Ontario wide organisations in an attempt to:

- Improve the efficiency of human and financial resources,
- Enhance CA member participation, and
- Alter the perception of CO and the meetings to the Ontario Government.

Opportunity:

MVCA's experience with CO meetings has been that the CO Executive have done an excellent job of reviewing all the items on the Agenda and so not a great deal of comment is received from the meeting participants.

Items are generally grouped into Consent Agenda sub-groups contributing to a remarkably efficient meeting that actually takes very little time.

Thus making some members ask the question, "what is the value of the meeting?"

And maybe more concerning, have we had staff or other officials from the Ontario government standing by the door over by the light switches watching the meeting and wondering the same thing? Could that possibly be contributing to the strained relationship with the current provincial government?

Proposed Solution:

Restructure not the CO, but simply the meetings.

Could we use a similar structure to many organizations ranging from AMO, ROMA, Dairy Farmers of Ontario etc. that have regional meetings that deal with:

- Questions from CO to the Regions,
- Challenges and opportunities in the Regions forwarded to CO and the membership as a whole to consider,
- Reports disseminated from CO to the Regions both to consider and comment on.

Then have one Annual General Meeting (AGM) where all the Conservation Authorities get together to review the previous year and discuss the upcoming year.

It would also be a great opportunity to hear a speaker and get people together to network and build and renew relationships.

Constraints:

This is a big change. Patterns are difficult to revise.

We may however, given the current situation, be due for a paradigm shift.

"Progress is impossible without change", George Bernard Shaw.

Ed McGugan
Chair, Maitland Valley Conservation Authority
Councillor, Township of Huron-Kinloss

Members Report #15-2025

To: Members, MVCA
From: Patrick Huber-Kidby, Supervisor of Planning & Regulations
Date: March 10, 2025

Subject: Southern Lake Huron Coastal Action Plan (2024-2028)
Climate Resilient Coastal Communities Funding and Echo Announcement

Purpose:

To provide an overview of the Southern Lake Huron Coastal Action Plan: Restoring Natural Sediment Transport Pathways.

Background:

At the 2025 *ROMA: Rural Routes* conference, Natural Resources Canada (NRCAN) announced the release of funding through the Climate Resilient Coastal Communities program.

The project is supported by funding from the three shoreline municipalities (Goderich, Ashfield-Colborne-Wawanosh, and Central Huron); and in partnership with Conservation Ontario and the Great Lakes Saint Lawrence Cities Initiative, MVCA was one of three successful pilot project areas to received funding (along with Lake Ontario and Lake Superior pilot areas).

This project will:

- Support the implementation of sediment bypass efforts along with the Great Lakes Freshwater Ecosystem Initiative
- Help our municipalities develop shoreline zoning provisions that minimizes exposure to risks of flooding and erosion within established shoreline communities
- Develop guidance for shoreline municipalities with respect to planned or reactive relocations, specifically where natural coastal processes of the Lake Huron bluffs endanger existing development or infrastructure.

Echo Event:

An event to gather locally and follow up the announcement of the funding at ROMA is being planned. The event will provide an overview of the Southern Lake Huron Littoral Cell Adaptation Action Plan.

The event will be held at the Goderich Town Hall, 3rd Floor, on March 26th from 11:00 AM to 1:00 PM, with a lunch provided.

The Chair and members from the three shoreline municipalities will be representing MVCA at this event.

Project Budget:

NRCAN is providing 75% of the funding for this project. The Funding is being flowed through Conservation Ontario as they applied for the funding on behalf of the conservation authorities involved.

The total budget for this project is \$678,632 (this includes in-kind time from a number of agency partners, municipalities, and adjacent conservation authorities).

Project Coordination and Technical Support:

The technical work will be led by Pete Zuzek, Coastal Geomorphologist with Zuzek Inc. SJL Engineering, Coastal Engineer, and DHI - hydraulic and hydrogeologic modellers.

Daniela Klicper has been hired as Project Coordinator for this project and the project components of the Climate Resilient Coastal Communities Program.

This project is included in MVCA's 2025 work plan.

RECOMMENDATION:

That Report #15 be accepted for information purposes.

Members Report #16-2025

To: Members, MVCA
From: Shannon Millar, Restoration Supervisor
Patrick Huber-Kidby, Supervisor of Planning & Regulations
Date: March 10, 2025
Subject: Southern Lake Huron Coastal Action Plan (2024-2028)
Workplan Revisions Under Investigation

Purpose:

To provide an overview of possible changes to the work plan for the Lake Huron Coastal Action Plan.

Background:

This project is funded by Environment Canada's (now called the Canada Water Agency) Great Lakes Freshwater Ecosystem Initiative

This project will restore and protect the natural transport pathways along Lake Huron's southern shores. This project has also made progress toward removing the remnants of a former mill dam located near Londesborough to reconnect the South Maitland River to Lake Huron.

This project builds on previous work and strong relationships established with the Canada Water Agency (formerly Environment and Climate Change Canada), for smaller dam decommissioning and coastal resilience groundwork facilitated through the shoreline hazard mapping project.

Through 2024 a consultant was selected and completed an engineered design, erosion and sediment plans, and an aquatic assessment required for permitting. Meetings with four permitting agencies were complete and background information was collected for those permits. First Nations consultation was also completed throughout 2024 in all aspects of the above. Unfortunately, due to legal concerns, the landowners of the dam changed their mind and decided not to pursue the project after many staff discussions.

The existing agreement includes 100% financial support from the Canada Water Agency to mobilize and remove the dam; however, since this component of the project is not moving

forward MVCA has been asked to investigate augmentations of sediment bypass techniques using the same financial resources to maintain the Year Two funding commitment.

We have begun to investigate design work accounting for increased financial resources including the possibility of in-water works in the nearshore to promote feeder beach longevity and habitat augmentation. As of the writing of this report all agencies (federal and provincial) have been supportive of additional design criteria including in-water works. As a result, design and modelling work will be significantly more intensive in early 2025, however we expect to be able to accomplish this in year two (2025-2026 fiscal year).

Project Budget:

There are no changes to the overall project budget or amounts within the individual years of the project.

This project is included in MVCA's 2025 work plan.

RECOMMENDATION:

That MVCA support feeder beach design investigations including in-water works and report back to the members once the review has been completed.

Members Report #17-2025

To: Members, MVCA
From: Sarah Gunnewiek, Water Resources Engineer;
Jeff Winzenried, Flood Forecasting Supervisor
Date: March 10, 2025
Subject: Water & Erosion Control Infrastructure (WECI) Cost Sharing Policy Update

Purpose:

To obtain Members approval for updating the 2018 Cost Sharing Policy for MVCA Water and Erosion Control Infrastructure to reflect differences between **Flood and Erosion Control Infrastructure** and **Recreational Water Control Structures (i.e., dams)**.

Background:

In 2018, Authority Members approved a Water and Erosion Control Infrastructure (WECI) cost sharing policy which outlined how major and minor repairs and decommissioning costs would be funded (Appendix A). This policy was provided to all member municipalities for comment and received support from member municipalities. The policy covered authority owned dams including Gorrie, Bluevale, and Brussels, and flood and erosion control structures including the Listowel Flood Control Works, Goderich Bluffs Stabilization Project, and the McGuffin Gully Erosion Control Project. These structures are owned by the municipalities and landowners in the case of the McGuffin Gully Erosion Control Project. Photos of these structures are attached in Appendix B.

When developing cost sharing agreements with the municipalities for the flood control structures, it was identified that the current cost sharing policy does not differentiate **Flood/Erosion Control Infrastructure** and **Recreational Water Control Structures**, making it difficult to develop cost sharing agreements for each flood and erosion control structure. This report outlines the proposed changes to the 2018 WECI Cost Sharing Policy.

Summary of proposed changes:

Attached is a draft of the 2025 updated cost sharing policy with suggested changes marked. The changes do not affect the agreements that have already been made with the municipalities for the Recreational Water Control Structures.

Major changes include:

- Separating the table into two tables for the ***flood/erosion control infrastructure*** and the ***recreational water control structures***.
- Changing the wording of the minor repairs and preventive maintenance cost sharing arrangement for MVCA and the Municipality. MVCA does not have the resources to cost share 50% of the work, instead staff will support activities that are outlined in each cost sharing agreement with the Municipality. MVCA does not own any of the flood/erosion control structures. However, since they were constructed with Provincial grants, we are required to develop agreements with the municipalities to ensure that they are maintained.
- Changing the current maintenance definitions in the policy to be specifically for recreational water control structures. Maintenance definitions for the flood and erosion control structures will be separately defined in the cost sharing agreements as they are different for each structure.

RECOMMENDATION:

THAT the Authority approves the 2025 updated cost sharing policy, to be used for cost sharing agreements for flood and erosion control structures with municipalities.

APPENDIX A

**Approved Cost Sharing Policy for MVCA Water and Erosion Control Infrastructure:
Oct.17, 2018**

	MVCA	Municipality
Flood/Erosion Control Infrastructure Minor Repairs Preventative Maintenance	The cost of minor repairs would be cost shared as follows: 50% (funding to come from MNRF's Annual Transfer Payment) All proposed work to be approved by both MVCA and the municipality.	50% from the local municipality where the structure is located.
Major Repairs and technical studies	The cost of major repairs and technical studies would be cost shared as follows: 50% (subject to approval of funding from WECI Program) If the funding is not approved, the municipality would be responsible for 100% of the cost of repairs. All repairs/studies subject to approval of MVCA and Municipality.	50% from the local municipality unless WECI funding is not approved then the municipality would need to decide whether they would like to proceed with the repairs as they would be responsible for 100% of the costs.
Recreational Water Control Structures Minor Repairs Preventative Maintenance	The cost of minor repairs and preventative maintenance would be cost shared as follows: 50% to come from MNRF's Annual Transfer Payment) All proposed work to be approved by both MVCA and the municipality	50% from the local municipality
Major Repairs & technical studies	The cost of Major Repairs and technical studies would be cost shared as follows: 50% (subject to approval of funding from Provincial WECI Program) from MVCA	50% from the local municipality unless WECI funding is not approved then the municipality would need to decide whether they would like to proceed with the repairs as they would be responsible for 100% of the cost.
Decommissioning	100% (subject to approval of WECI funding-50% grant; 50% to be funded by general levy from all member municipalities.	
Replacement/New Structure		MVCA would be willing to transfer ownership of the structure to the municipality if they are interested in replacing the structure. Transfer of ownership would be subject to the approval of the MNRF

Minor Repairs and Preventative Maintenance: Safety signage replacement, touch up painting, small repairs to concrete surfaces, Lifting cable replacement, small equipment/tool replacement, etc.

Major Repairs: Decking Replacement, Stripping and repainting, Stop log replacement, Concrete repairs, Repairs to earth-filled embankments and downstream channels, stabilization of slopes, Dam safety studies, repairs to control structure, etc.

APPENDIX B
Photos of Flood and Erosion Control Structures



Figure 1: Listowel Conduit, retention walls



Figure 2: Listowel Conduit, under main street



Figure 3: Goderich Bluffs



Figure 4: McGuffin Gully Aerial Extent

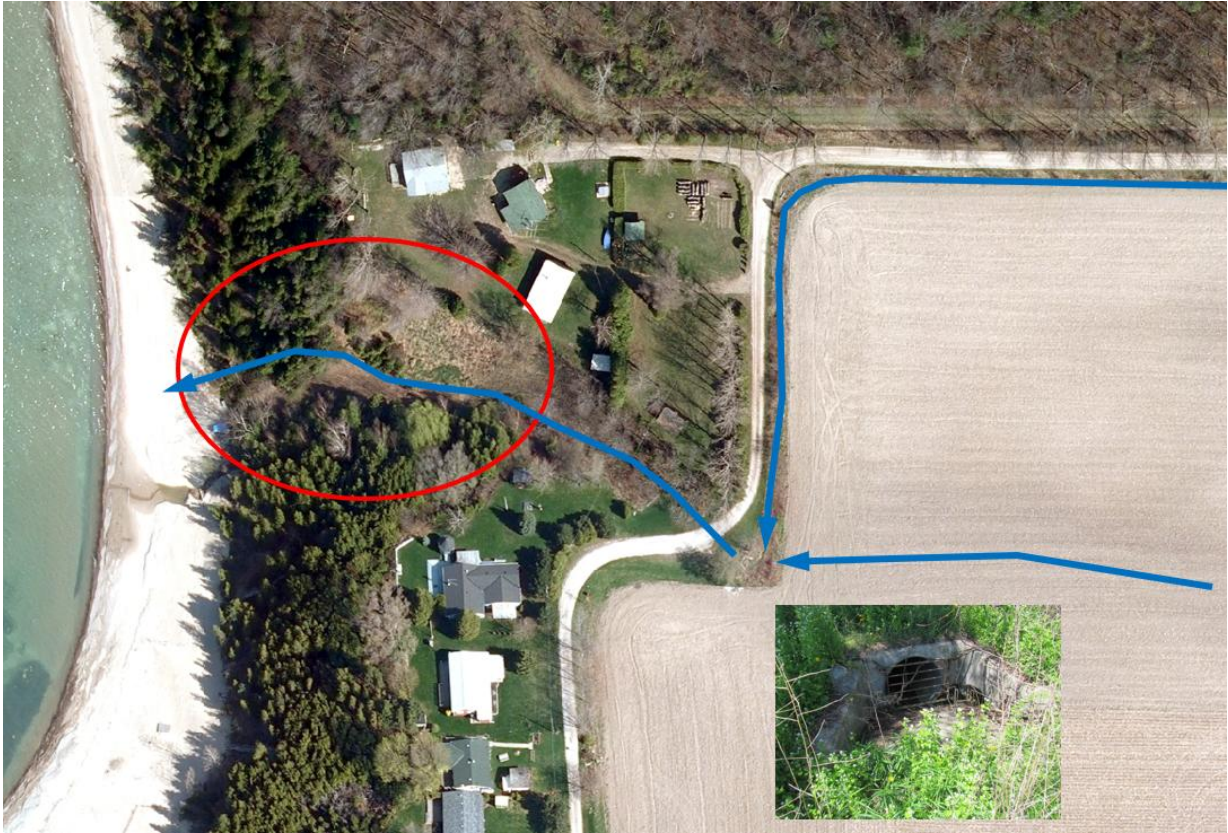


Figure 5: McGuffin Gully Conduit

DRAFT Cost Sharing Policy for MVCA Water and Erosion Control Infrastructure:

Table 1: Flood/Erosion Control Infrastructure

	MVCA	Municipality
Minor Repairs Preventative Maintenance	<u>Staff to support minor and preventative maintenance activities as defined in cost sharing agreements with each Municipality</u> <u>The cost of minor repairs would be cost shared as follows: 50% (funding to come from MNRF's Annual Transfer Payment)</u> <u>All proposed work to be approved by both MVCA and the municipality.</u>	<u>(50%) changed to 100% from the local municipality where the structure is located.</u> <u>50% from the local municipality where the structure is located.</u>
Major Repairs and technical studies	The cost of major repairs and technical studies would be cost shared as follows: 50% (subject to approval of funding from WECI Program) If the funding is not approved, the municipality would be responsible for 100% of the cost of repairs. All repairs/studies subject to approval of MVCA and Municipality.	50% from the local municipality unless WECI funding is not approved then the municipality would need to decide whether they would like to proceed with the repairs as they would be responsible for 100% of the costs.

Table 2: Recreational Water Control Structures

Minor Repairs Preventative Maintenance	The cost of minor repairs and preventative maintenance would be cost shared as follows: 50% to come from MNRF's Annual Transfer Payment) All proposed work to be approved by both MVCA and the municipality	50% from the local municipality
Major Repairs & technical studies	The cost of Major Repairs and technical studies would be cost shared as follows: 50% (subject to approval of funding from Provincial WECI Program) from MVCA	50% from the local municipality unless WECI funding is not approved then the municipality would need to decide whether they would like to proceed with the repairs as they would be responsible for 100% of the cost.
Decommissioning	100% (subject to approval of WECI funding- 50% grant; 50% to be funded by general levy from all member municipalities.	
Replacement/New Structure		MVCA would be willing to transfer ownership of the structure to the municipality if they are interested in replacing the structure. Transfer of ownership would be subject to the approval of the MNRF

Maintenance Definitions for Recreational Water Control Structures

Minor Repairs and Preventative Maintenance: Safety signage replacement, touch up painting, small repairs to concrete surfaces, Lifting cable replacement, small equipment/tool replacement, etc.

Major Repairs: Decking Replacement, Stripping and repainting, Stop log replacement, Concrete repairs, Repairs to earth-filled embankments and downstream channels, stabilization of slopes, Dam safety studies, repairs to control structure, etc.

Members Report #18-2025

To: Members, Maitland Valley Conservation Authority
From: Stewart Lockie, Conservation Areas Coordinator
Phil Beard, General Manager/Secretary-Treasurer
Date: March 11th, 2025
Subject: 2025 Carbon Reduction and Sequestration Report

Purpose:

To outline the progress that MVCA has made to reduce our use of fossil fuels and to sequester carbon through naturalizing conservation area lands.

To outline the proposed 2025 MVCA carbon reduction and sequestration activities.

2024 Carbon footprint strategy progress report:

Over the past several years, the Authority's strategy has followed scientific research recommending a two-pronged approach to CO₂ emission reduction and sequestration strategies. This includes the elimination of burning fossil fuels as quickly as possible in order to stabilize the climate and to restore natural areas and increase soil carbon in agricultural lands.

The Authority adopted the following strategy to meet this recommendation:

1. Reduce fossil fuel use by converting to electric vehicles and equipment when suitable technology is available at an affordable price. Fuel efficient vehicles/equipment will be considered if suitable electric options are not affordable or available at the time of replacement.
2. Ensure good forestry management practices are undertaken in our existing woodlands and reforest or naturalize marginal farmland and other areas within conservation areas to sequester carbon and restore biodiversity.

Each year, the Authority monitors fuel and electricity use in all aspects of our operations to calculate how many tons of Co2 were emitted. In 2024 the Authority has included an estimate of the paper use. Results for 2024 are listed below:

Product	Quantity	Emission Factor	Tons CO2
Gasoline	9,580 Litres	2.3	22.03
Diesel	515 Litres	2.68	1.38
Propane	2,349 Litres	1.52	3.57
Electricity	254,439 kWh	0.031	7.89
Director/staff mileage	5,693 km	2.3	1.66
Paper (8 ½ x 11)	61,450 sheets	0.0128	0.78
TOTAL Tons CO2			37.18

The following chart shows a comparison of yearly authority CO2 emissions. 2016 was used as a baseline when all fuel and electricity quantities were accounted for.

Year	Total Tons CO2	Yearly Difference
2016	52.22	
2017	49.61	-2.61
2018	46.42	-3.19
2019	41.64	-4.78
2020	32.70	-8.94 * pandemic effects
2021	38.66	+5.96
2022	40.00	+1.34
2023	41.39	+1.39
2024	37.18	-4.21

Significant CO2 emissions were reduced in 2024 due to the replacement of a gasoline van to a hybrid model, the conversion of a propane heater to an electric heat-pump at the Administration office shed, the use of an all-electric UTV and conversion to on-demand hot water heaters at FRCA.

Each year several factors can also impact the amount of Co2 use in authority operations, including the following:

- Authority projects and the requirements for vehicle/equipment use.
- Weather conditions - Heating and cooling requirements, Snow removal and vegetation mowing.

- Camping trends and demands. Increased usage impacts water heating use, electricity, and fuel use to meet the needs of users.

The Authority can expect to see another major reduction in Co2 when a suitable all-electric pickup truck, or further alternative water heating solutions become available.

Carbon Footprint Reduction and Sequestration Initiatives completed in 2024:

- Planted 250 tree seedlings at Naftel's Creek Conservation Area.
- Purchased a hybrid passenger van for fleet operations.
- Purchased an electric powered chainsaw and blower for field operations.
- Purchased an electric utility vehicle for campground operations.
- Purchased on-demand hot water heaters for washroom renovations at FRCA.
- Installed energy efficient fixtures and led lighting in the office washroom renovations.
- Promoted driving electric vehicles and the most fuel-efficient vehicle for the task required.

Maitland Conservation Carbon Footprint Reduction and Sequestration Strategy for 2025:

The Maitland Conservation's strategy continues to focus on the reduction of fossil fuel use that will lead to the elimination of Co2 emissions by Authority operations in the future. It also recognizes that we need to restore natural areas on conservation authority lands that are not presently in natural cover with the exception of lands used for roads and buildings.

Carbon Footprint Reduction Strategy and 2025 Initiatives:

Reduce fossil fuel use by converting to electric vehicles and equipment when suitable technology is available at an affordable price. Fuel efficient vehicles/equipment will be considered if suitable electric options are not affordable or available at the time of replacement.

- Promote employees to use electric vehicles and the most fuel-efficient vehicle for the task required.
- Purchase a fuel efficient ½ ton truck. An electric model is not currently available that meets the authority's needs.
- Replace lighting to LED technology when replacement is required.
- Replace equipment with energy efficient models when replacement is required.

Carbon Sequestration Strategy and 2025 Initiatives:

Ensure good forestry management practices are undertaken in our existing woodlands and reforest or naturalize marginal farmland and other areas within conservation areas to sequester carbon and restore biodiversity.

- Identify and prioritize forest management needs (harvesting, invasive species control, restoration), for the next 10 years on Conservation areas lands.
- Plant 225 tree seedlings and 100 largestock hardwoods in Conservation Areas to continue to improve forest health and diversity.
- Prepare Wawanosh Valley Conservation Area for future planting of marginal agricultural land by removing invasive buckthorn along perimeters.
- Finalize a naturalization plan for Gorrie Conservation Area to reduce grass cutting in the parkland area.

RECOMMENDATION:

THAT MVCA's carbon footprint progress report and 2025 strategic actions be approved as outlined in Report # 18-25

Members Report #19A/25

To: Members, Maitland Valley Conservation Authority
From: Dave Nuhn, Field Services Technician
Stewart Lockie, Conservation Areas Coordinator
Date: March 3rd, 2025 (to be presented March 19th, 2025)
Subject: Motor Pool –Truck Replacement

Purpose:

This report is being presented for the Members information and direction.

Background:

In 2025, the 2014 ½ ton truck was due for replacement in the Authorities Motor Pool. Vehicles in the Authority motor pool are replaced to ensure vehicles remain in a safe, reliable and efficient condition.

Staff researched suitable replacement models that would fit our carbon reduction strategy and also meet the needs of the Authority. At this time, suitable electric ½ ton trucks are unavailable and only four manufacturers (Chevrolet/GMC/Ford/Toyota) offered a 2-wheel drive, long box, ½ ton truck.

Tenders were sent to local dealerships with a tender deadline of Feb 28th. At the tender deadline, 3 tenders had been received for review and consideration. Prices were to include all applicable taxes and destination charges. A set of winter tires, rims and sensors was also asked to be built into this tender for consideration. Tender results are listed below.

Dealers	Make/Model	Met Specifications	Tendered Price (+ HST)
Larry Hudson Chevrolet Buick GMC Inc.	2025 Chevrolet Silverado 2.7 Turbo Max 4 cylinder engine	Yes	\$46,038.96 (Lowest tender)
Montgomery Ford	2025 Ford F-150 2.7 V6 engine	No – keyless 12 Volt aux power outlet	\$49,441.10 (+\$3,402.14 from lowest tender)
Leslie Ford	2025 Ford F-150 2.7 V6 engine	No - trailer brake controller and keyless 12 Volt aux power outlet	\$49,494.00 (+\$3,455.04 from lowest tender)

The tender received from Larry Hudson Chevrolet, Buick, GMC indicated an estimated delivery date of 4 months from the time of ordering. Montgomery Ford estimated their delivery date at 8-12 weeks and Leslie Ford omitted this information in their tender package.

Considering the vehicle information and pricing obtained through the tender process, staff are recommending the Authority accepts the lowest tender submitted. Staff are also recommending the 2014 Chevrolet Silverado remain in service until the new vehicle is delivered. The vehicle would then be advertised and sold on the Govdeals.ca website when it was no longer required.

RECOMMENDATION:

THAT Larry Hudson Chevrolet Buick GMC Inc. be advised that their tender in the amount of \$46,038.96 (plus HST) to supply a 2025 Chevrolet Silverado as per tender specifications, has been approved as presented;
AND THAT the 2014 Chevrolet Silverado be advertised and sold in 2025, when it is no longer required.

Members Report #19B-25

To: Members, Maitland Valley Conservation Authority
From: Tim Prentice, Field Services Specialist
Stewart Lockie, Conservation Areas Coordinator
Date: March 3rd, 2025 (to be presented March 19th, 2025)

Subject: Equipment Tender Results- Tractor and attachments

Purpose:

This report is being presented for the Members information and direction.

Background:

In 2025, the 2014 MX5200 Kubota tractor was due for replacement in the Authority's Motor Pool. Vehicles in the Authority motor pool are replaced to ensure vehicles remain in a safe, reliable and efficient condition. Staff researched suitable replacement models that would fit the needs of the Authority which included a 4-wheel drive, non-cab, compact tractor with a minimum 55 horsepower rating. Attachments were to include a front-end loader with a quick attach bucket and a subframe mounted quick attach backhoe with hydraulic thumb that had similar specifications to our current loader and backhoe.

Tenders were sent to local dealerships with a tender deadline of Feb 28th. At the tender deadline, 7 tenders had been received for review and consideration. Prices were to include all applicable taxes, charges and include any manufacturers discounts.

Dealers	Make/Model	Met Minimum Specifications	Tendered Price (+ HST)
Robert's Farm Equipment Sales Inc., Walton	2024 Bobcat CT4058	Yes	\$70,457.20
Robert's Farm Equipment Sales Inc., Lucknow	2025 Kubota MX6000	Yes	\$73,700.00
Midwestern Equipment, Listowel	2025 Kubota MX5400	Yes	\$75,500.00
Premier Equipment, Listowel	2023 John Deere 4066M	Yes	\$84,500.00

Robert's Farm Equipment Sales Inc., Walton	2025 New Holland Boomer55	Yes	\$84,900.00
Equipment Ontario, Lindsay	2024 Case IH Farmall 55C	No – Mechanical Thumb not available	\$81,000.00
Robert's Farm Equipment Sales Inc., Walton	2024 Bobcat CT4050	No – Minimum Horsepower Requirements not met	\$67,339.20

Two tenders did not meet the minimum specifications and were therefore not considered.

The remaining 5 tenders were reviewed for all desired options, specifications, and cost.

The lowest considered tender for a Bobcat CT4058 had several missing desired options including no interchangeable category 1 and 2 three-point hitch ends, a closed hydraulic system, no draft control, no telescoping steering wheel, no armrests, and a fixed drawbar. The backhoe was also a different brand which was lighter in weight, and had a lesser bucket dig force of 500 ft per lbs indicating a lesser quality backhoe. No backhoe was available to view by staff for comparison.

The second lowest tender for a Kubota MX6000 was reviewed and determined to be preferred for the following reasons:

- Only one specification (tilt/telescoping steering wheel) was not available.
- Increased engine horsepower to 63.4 and PTO horsepower to 51.8 was the most powerful tractor of any of the tenders offered.
- The heavier weight of the loader and backhoe then all other tenders indicate the use of thicker, stronger steel. The heavier the product, the less chance of breakdowns and less maintenance while in use.
- The loader bucket size and the lift capacity of the MX6000 is the highest capacity of the tenders.
- The estimated delivery date is 3 weeks from the time of ordering.

After review and consideration of all tenders, staff recommend the tender for a 2025 MX6000 with attachments, received from Roberts Farm Equipment Sales Inc. of Lucknow be accepted. The tender price of \$73,700.00 + HST includes delivery.

Staff are also recommending the 2014 Kubota MX5200 remain in service until the new tractor and attachments are delivered. The tractor and attachments would then be advertised and sold on the Govdeals.ca website when it was no longer required.

RECOMMENDATION:

THAT Roberts Farm Equipment Sales Inc. of Lucknow be advised that their tender in the amount of \$73,700.00 + HST to supply a 2025 Kubota MX6000 with attachments as per tender specifications, has been approved as presented;
AND THAT the 2014 Kubota MX5200 be advertised and sold in 2025, when it is no longer required.

Members Report #20-2025

To: Members, Maitland Valley Conservation Authority
From: Phil Beard, General Manager/Secretary-Treasurer
Date: March 6, 2025

Subject: Corporate Services:
Appointment of Banks, Approval of Bank Borrowing By-Law,
Appointment of Solicitors; Auditor for 2025

Purpose:

This report is being presented for the members approval.

Background:

In accordance with the Authority's Administrative Bylaw, the above noted appointments and approvals are to be made annually by the Members.

Banking

MVCA utilizes the services of CIBC for banking services. Two branches are utilized as the Falls Reserve Conservation Area deposits are made at the Goderich branch of CIBC.

MVCA utilizes the Wingham Branch of CIBC for all its transactions.

RECOMMENDATION #1:

THAT the MVCA's banking transactions be handled by the Wingham and Goderich Branches of the Canadian Imperial Bank of Commerce.

AND THAT investments be made at the financial institutions offering the most favourable rate of interest to the maximum of the guaranteed limits set by the Canadian Depository Act.

RECOMMENDATION #2:

THAT the Members approve a bank borrowing by-law of \$200,000 for 2025 on revolving credit, at the Canadian Imperial Bank of Commerce, Wingham Branch.

Solicitors

MVCA utilizes two solicitors on an as needed basis for legal support related to agreements, violations/prosecutions related to the Authority's development &/or alterations to watercourses regulation as well as any other legal matters that arise. The solicitors are not on a retainer. Mr. Greg Stewart also acts as MVCA's Integrity Commissioner.

RECOMMENDATION:

THAT the following solicitors be appointed to handle legal matters of the Conservation Authority for 2025: Darrell N. Hawreliak Professional Corporation, Kitchener and Greg Stewart, Donnelly & Murphy, Goderich.

Auditor for 2025

The Members passed the following motion in 2022:
Motion FA #39-22

THAT Seebach and Company be retained for audit services in 2023, 2024 and 2025 based upon the quote submitted on March 22, 2022.

The authority is required to formally appoint an auditor every year.

RECOMMENDATION:

THAT Seebach and Company be appointed as MVCA's auditor for 2025.

Members Report #21-2025

To: Members, Maitland Valley Conservation Authority
From: Phil Beard, General Manager-Secretary-Treasurer
Date: March 12, 2025
Subject: Appointments to Committees for 2025

Purpose:

The purpose of this report is to identify the appointments that need to be made to the various committees that the authority requires representatives for in 2025.

Conservation Ontario

Conservation Ontario represents the 36 Conservation Authorities in Ontario. Conservation Ontario deals with issues that affect all Conservation Authorities. Each Authority is to appoint one delegate to sit on Conservation Ontario's Council. Two alternates are also to be appointed. Conservation Ontario meets four times per year. The schedule for 2025 is as follows:

Monday, April 14th in person meeting (Annual General Meeting)
Monday, June 23rd virtual meeting
Monday, September 22nd in person meeting
Monday, December 8th virtual meeting

MVCA passed a motion in 2015 specifying that the Voting Delegate is to be the Chair and that the alternates are to be the Vice Chair and Second Vice Chair.

RECOMMENDATION:

THAT Ed McGugan be appointed as the MVCA's delegate to Conservation Ontario;
AND THAT Matt Duncan and Evan Hickey be appointed as alternates.

Maitland Conservation Foundation

The Maitland Conservation Foundation is a non-profit organization that raises money for Conservation Authority projects. MVCA's Board appoints one Director to the MCF Board on an annual basis. The MCF meets twice a year (May 1st and the third week of November-date to be set). Meetings are held during the day. A tour is organized in June each year.

The MCF has two subcommittees, an events Committee for organizing events and a Fundraising Committee. The Fundraising Committee meets with potential donors to raise money for the “Inspired by Nature” campaign. Vanessa Kelly was the representative in 2024.

RECOMMENDATION:

THAT _____ be appointed to the Board of Directors of the Maitland Conservation Foundation for 2025.

John Hindmarsh Environmental Trust Fund Board

The Maitland Conservation Foundation has established the John Hindmarsh Environmental Trust Fund in memory of John Hindmarsh who lived in the Goderich area. Mr. Hindmarsh donated several natural areas to MVCA over the years. The purpose of the Fund is to raise money for a variety of conservation projects. MVCA’s Members appoint a representative to this committee. This Committee usually meets four times each year, usually in the afternoon at the home of Susan Chan, who is a Board member.

Alison Lobb has been the Members appointee since 2016.

RECOMMENDATION:

THAT _____ be appointed to the John Hindmarsh Environmental Trust Fund Board for 2025.

MVCA Personnel Committee

MVCA appoints one Member to serve on MVCA’s Personnel Committee. The purpose of the Personnel Committee is to review MVCA’s Personnel Policies and Procedures and recommend any changes or additions to the Members for consideration. The Personnel Committee is comprised of the GM/ST, Health and Safety Officer and two representatives from staff. The committee meets 2-3 times per year starting in September. Andrew Fournier was the representative in 2024.

RECOMMENDATION:

THAT _____ be appointed to the Personnel Committee for 2025.

Huron County Water Protection Committee

Huron County has established a Water Protection Committee to provide recommendations to County Council with respect to improving water quality in the County. The County has asked the MVCA to appoint a representative to this committee. Alison Lobb was the Members Appointee in 2024.

RECOMMENDATION:

THAT _____ be appointed as the MVCA's representative to the Huron County Water Protection Steering Committee for 2025.

Carbon Footprint Initiative Leadership Team

The Leadership Team is comprised of one representative from MVCA's Board. Additional people who have volunteered to sit on the leadership team include: Richard Keeso; Tracy MacDonald, CEO of Trillium Mutual Insurance Company; Kriss Snell, CAO Municipality of North Perth; Ron Coghlin & Derek Mendez from Molesworth Farm Supply; Tara Lantz, Corteva Agrisciences; Derry Wallis from County of Huron; and Brendan Magee, Partner of Ward and Uptigrove.

The Leadership Team are focusing their efforts on reducing their carbon footprint but they are beginning to discuss broadening their interest to other environmental challenges. The Leadership Team usually meets 2-3 times per year.

Sharen Zinn represented MVCA in 2024. The Chair has also attended some meeting.

RECOMMENDATION:

THAT _____ be appointed to the Carbon Footprint Initiative Leadership Team for 2025.

Members Report #22-2025

To: Members, MVCA
From: Phil Beard, General Manager
Date: March 10, 2025
Subject: Proposed 2025 Meeting Schedule

Purpose:

To outline the proposed meeting schedule for 2025

Background:

All meetings are held on the third Wednesday of every month, except for the January meeting which is held on the fourth Wednesday.

Meetings start at 7:00pm at MVCA's Admin. Centre located in Wroxeter.

Proposed Schedule:

1. April 16th
2. May 21st
3. June 18th
4. July 16th (Optional Meeting and or Tour)
5. August 20th (Optional Meeting and or Tour)
6. September 17th
7. October 15th
8. November 19th
9. December 17th
10. January 28th, 2026

RECOMMENDATION:

THAT the meeting schedule for 2025 be approved as outlined in Report #22-2025.

Members Report #23-25

To: Member's, Maitland Valley Conservation Authority
From: Danielle Livingston, Administrative and Financial Services Coordinator
Date: March 10, 2025

Subject: Corporate Services - Accounts Paid and Received for:
January and February 2025

Recommendation:

That the financial report be accepted as presented for the month of January, 2025;
And that accounts outlined in the appendix to this report be approved.

Financial Summary Report Ending	January, 2025;
Revenue Invoiced	\$133,216.04
Accounts Paid	\$229,748.48

Financial Status at Month Ending	January, 2025;
Bank Loans Outstanding	\$0.00
Bank Balance at Month End	\$1,440,541.58
Total	\$1,440,541.58

Recommendation:

That the financial report be accepted as presented for the month of February, 2025;
And that accounts outlined in the appendix to this report be approved.

Financial Summary Report Ending	February, 2025;
Revenue Invoiced	\$98,683.46
Accounts Paid	\$176,961.70

Financial Status at Month Ending	o
Bank Loans Outstanding	\$0.00
Bank Balance at Month End	\$1,235,996.75
Total	\$1,235,996.75

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**Maitland Valley Conservation Authority
Accounts Receivable as of January 31, 2025**

Operating Budget Revenue

Corporate

Corporate Services sale office support/rent office equipment	\$ 626.10
Drinking Water Source Protection rent/overhead	\$ 240.00
bank interest	\$ 3,370.50
Huron Clean Water Project administration	\$ 487.66
	\$ 4,724.26
Source Water Protection ABCA funding	\$ 3,154.11
	\$ 3,154.11
Communications sales and donations	\$ 105.00
	\$ 105.00
Total Corporate Services	\$ 7,983.37

Flood Safety

Planning/Regulations planning application fees	\$ 755.00
CWMS/watercourse regulations	\$ 235.00
regulation applications	\$ 5,870.00
	\$ 6,860.00
Total Flood Safety Services	\$ 6,860.00

Watershed Stewardship

Forestry seedling planting plan fee	\$ 1,500.00
large stock user fees	\$ 1,140.00
seedling user fees	\$ 19,130.00
	\$ 21,770.00
Total Watershed Stewardship Services	\$ 21,770.00

Conservation Areas

FRCA camping and park admission	\$ 38,233.63
	\$ 38,233.63
MDO property revenue	\$ 325.00
	\$ 325.00
Motor Pool revenue	\$ 1,746.49
	\$ 1,746.49

Total Conservation Areas Operations \$ 40,305.12

Total Operating Budget Revenue \$ 76,918.49

Projects Budget Revenue

Huron County Clean Water funding \$ 21,764.97

\$ 21,764.97

Total Watershed Stewardship Services \$ 21,764.97

Total Project Budget Revenue \$ 21,764.97

Total Operating and Project Revenues \$ 98,683.46

Maitland Valley Conservation Authority
Expense Reports
As of January 31, 2025

Date	Num	Name	Amount
01-15-2025		Payroll	-49,716.30
01-17-2025	25307	Elizabeth Borland	-5,000.00
01-17-2025	25308	Jayne Rowcliffe	-1,789.74
01-17-2025	25309	Nature Conservancy Canada	-2,125.65
01-17-2025	25310	Norma Bator	-150.00
01-17-2025	25311	Lakeside Radio Broadcasting	-508.50
01-17-2025	25312	Wightman Telecom Ltd.	-1,012.45
01-17-2025	25313	Warren Wolfe	-2,633.75
01-17-2025	25314	Werner Ritgen	-1,593.60
01-17-2025	25315	Weiler's Cleaning & Restoration Ltd.	-1,875.80
01-17-2025	25316	Xerox Canada Ltd.	-79.43
01-17-2025	25317	CIBC Visa Centre	-707.18
01-17-2025	25318	Bell Canada-properties	-998.38
01-17-2025	25319	Bagida'waad Alliance	-74.42
01-17-2025	EFTJan2025	Sun Life Financial	-6,945.11
01-17-2025	01203	ADT Security Services Canada Inc.	-552.57
01-17-2025	01204	Borrmann's Garage	-74.04
01-17-2025	01205	Brandt Security	-22.60
01-17-2025	01206	ContinuIT Corp.	-3,249.78
01-17-2025	01207	Dagny Kane-Haas	-673.11
01-17-2025	01208	Durand Webs and Design	-240.00
01-17-2025	01209	Eric Cox Sanitation Ltd.	-385.96
01-17-2025	01210	Mid Western Newspapers	-418.10
01-17-2025	01211	North Huron Publishing Company Inc.	-188.86
01-17-2025	01212	Patrick Huber-Kidby	-44.07
01-17-2025	01213	Robert's Farm Equipment	-22.48
01-17-2025	01214	The Drafting Clinic Canada Limited	-772.29
01-17-2025	01215	Waterloo Biofilter	-2,847.60
01-31-2025		Payroll	-53,521.70
01-31-2025	EFTJan2025	OMERS	-28,402.70
01-31-2025	EFTJan2025	Minister of Finance	-3,196.60
01-31-2025	25320	Receiver General	-54,860.47
01-31-2025	EFTJan2025	Workplace Safety & Insurance Board	-5,065.24
		Total	-229,748.48

**Maitland Valley Conservation Authority
Accounts Receivable as of February 28, 2025**

Operating Budget Revenue

Corporate

Corporate Services sale office support/rent office equipment	\$ 438.45
Drinking Water Source Protection rent/overhead	\$ 240.00
bank interest	\$ 4,441.23
Huron Clean Water Project administration	\$ 487.74
	\$ 5,607.42

Source Water Protection ABCA funding	\$ 1,163.08
	\$ 1,163.08

Communications sales and donations	\$ 96.00
	\$ 96.00

Total Corporate Services \$ 6,866.50

Flood Safety

Planning/Regulations planning application fees	\$ 1,640.00
solicitor inquires	\$ 190.00
CWMS/watercourse regulations	\$ 1,100.00
regulation applications	\$ 1,580.00
	\$ 4,510.00

Total Flood Safety Services \$ 4,510.00

Watershed Stewardship

Forestry Provincial funding	\$ 200.00
	\$ 200.00

Total Watershed Stewardship Services \$ 200.00

Conservation Areas

FRCA camping and park admission	\$ 87,894.69
	\$ 87,894.69

MDO property revenue	\$ 225.00
	\$ 225.00

Motor Pool revenue	\$ 2,776.99
	\$ 2,776.99

Total Conservation Areas Operations \$ 90,896.68

Total Operating Budget Revenue \$ 102,473.18

Projects Budget Revenue

Middle Maitland Restoration reimbursement of expenses, donations \$ 7,500.00
\$ 7,500.00

Huron County Clean Water funding \$ 23,242.86
\$ 23,242.86

Total Watershed Stewardship Services \$ 30,742.86

Total Project Budget Revenue \$ 30,742.86

Total Operating and Project Revenues \$ 133,216.04

**Maitland Valley Conservation Authority
Expense Reports
As of February 28, 2025**

Date	Num	Name	Amount
02-05-2025	EFTFeb2025	Sun Life Financial	-6,952.47
02-06-2025	25321	Pullen Farms c/o Don Pullen	-525.00
02-06-2025	25322	Chris and Aiden Hogevorst	-4,701.60
02-06-2025	25323	Weth Mushrooms Inc.	-2,657.01
02-06-2025	25324	St Helens Wood Products	-723.20
02-06-2025	25325	Bell Mobility Inc. 500181172	-974.27
02-06-2025	25326	Domm Construction Ltd	-13,334.00
02-06-2025	25327	Preston's Principled Electric Ltd.	-2,859.81
02-06-2025	25328	Xerox Canada Ltd.	-47.67
02-06-2025	25329	D & I Wattam Construction Ltd.	-565.00
02-06-2025	25330	Bell Canada-properties	-526.67
02-06-2025	01216	ARTECH	-146.90
02-06-2025	01217	B.M. Ross & Associates Limited	-395.50
02-06-2025	01218	Blackburn Media Inc.	-180.80
02-06-2025	01219	Brand One Digital	-450.87
02-06-2025	01220	CDW Canada Corp.	-63.62
02-06-2025	01221	ComPsych Canada Ltd.	-651.83
02-06-2025	01222	Conservation Ontario	-14,069.00
02-06-2025	01223	ContinuIT Corp.	-3,376.91
02-06-2025	01224	Donnelly and Murphy - Lawyers	-141.25
02-06-2025	01225	Edward Fuels	-440.06
02-06-2025	01226	Foxton Fuels Limited	-38.06
02-06-2025	01227	GRIT Engineering Inc.	-881.40
02-06-2025	01228	Hodgins BC Wingham	-75.30
02-06-2025	01229	Ideal Supply Inc.	-367.63
02-06-2025	01230	MicroAge BASICS	-150.32
02-06-2025	01231	Mid Western Newspapers	-596.70
02-06-2025	01232	North Huron Publishing Company Inc.	-359.13
02-06-2025	01233	Township of Perth East	-420.51
02-06-2025	01234	W.D. Hopper & Sons Ltd.	-832.40
02-06-2025	01235	Watson's Home Hardware	-1,086.69
02-06-2025	01236	Westario Power Inc.	-103.02
02-06-2025	01237	Yellow Pages	-16.72
02-15-2025		Payroll	-45,828.06
02-16-2025	25332	Corporation of the Twp. of Huron-Kinloss	-169.00
02-16-2025	25333	Municipality of South Huron	-1,512.37
02-16-2025	25334	Municipality of Central Huron	-1,636.72
02-16-2025	25335	Town of Goderich	-815.78
02-16-2025	25336	Township of Howick	-30.00

02-16-2025	25337	Wightman Telecom Ltd.	-1,023.84
02-16-2025	25338	Lakeside Radio Broadcasting	-226.00
02-16-2025	01238	Borrmann's Garage	-147.33
02-16-2025	01239	Brandt Security	-22.60
02-16-2025	01240	Edward Fuels	-417.04
02-16-2025	01241	Mathew Shetler	-50.00
02-16-2025	01242	Municipality of Morris-Turnberry	-748.25
02-16-2025	01243	North Huron Publishing Company Inc.	-55.00
02-18-2025	25331	Receiver General	-9,682.19
02-18-2025	PaperCheque	CIBC Visa Centre	-8,950.79
02-28-2025		Payroll	-46,935.41
		Total	-176,961.70



Carbon Footprint Initiative Meeting #1-2025

Date: Wednesday, March 5, 2025
Location: County of Huron; 57 Napier St, Goderich;
Time: 9:30am -11:00am

Attendance: Derry Wallis, Cty. Of Huron; Tara Lantz, Corteva; Ed McGugan & Phil Beard, MVCA; Richard Keeso; Kriss Snell, North Perth; Brendan Magee, Ward & Uptigrove;

Guests: Jordan Nairn, Libro Credit Union; Jessica Clapp, Town of Goderich; Tova Davidson, Sustainable Waterloo Region; Hannah Cann, County of Perth

1. Derry welcomed everyone to the meeting.
2. Sustainable Waterloo Region Presentation - Tova Davidson
Tova provided an overview of the services that Sustainable Waterloo Region can provide to companies and municipalities who are interested in determining how to measure their sustainability goals. They have software tools for tracking and measuring a range of sustainability indicators based upon the interests of the company or municipality. They can also help determine the most cost effective way to determine what changes they need to make to meet their sustainability goals. North Perth has retained SWR to help them measure their sustainability goals. SWR has a tool for measuring Scope 1 emissions-direct emissions; Scope 2 emissions for example the carbon content of emissions from electricity; Scope 3 emissions from business travel and employees using their own vehicle to travel to work.
They also have tools for measuring emissions related to the use of paper.
They also have tools for calculating the ROI of making changes that will reduce emissions.
Fees are based upon the number of employees a company or municipality has.
SWR is the contact for those in Perth County and that Green Economy London is the contact for organizations based in the County of Huron.

The next meeting will include an overview of the Carbon Footprint Initiative and is geared toward outreach to other organizations. I think it is important to emphasize that it is the best meeting to bring potential new members to.

3. Review of Summary of Meeting held on Oct 2nd : The main business that was identified for follow up at the October 2nd meeting was to contact Brendan at Ward & Uptigrove and Martin Vogt at EFS Plastics to see if they supported the revised CFI Framework. Both companies indicated that they support the updated Framework.
4. Progress reports: Phil noted that each member is to provide an progress report each year in accordance with the CFI Framework. Phil will send out a reminder.
 - a) MVCA is purchasing a new fuel efficient pick up truck
 - b) Corteva rents 7 pickups each summer.
 - c) North Perth: Purchasing the type of fuel efficient vehicle that is needed for each department. Biggest challenge is lack of options for snow plows and graders. This winter has resulted in an increase in emissions due to the additional time and equipment needed to plow and dispose of snow on municipal streets.
 - d) Richard Keeso: Importance of having the right tires for a vehicle impacts range/fuel efficiency.
 - e) County of Perth: Challenges to change cultural attitudes towards fuel efficient and electric vehicles. Suggested that Hanna talk to Ron Coghlin re: Approach used at MFS. Ed recommended reading the book: The Four Disciplines of Execution:
<https://www.franklincovey.com/courses/the-4-disciplines/>
 - f) Libro Credit Union: Jordan reviewed Libro's progress in reducing their Scope 1, 2 and 3 emissions over the past five years.
 - g) Ward & Uptigrove: Brendan asked for some assistance in developing their carbon footprint strategy. He would also like to see carbon footprint strategies developed by other companies. Kriss and Phil agreed to send their strategies. Richard offered to meet with Brendan.
5. Sustainable Development Goals: Deferred to next meeting.
6. Action on the ground - Richard Keeso outlined the opportunities and his willingness to help with any planting projects that members would like to organize or get

involved with. Phil outlined that if anyone would like to plan a naturalization project, that MVCA would be happy to help.

7. Develop outreach strategy for 2025: Deferred to next meeting. Members encouraged to invite others who may be interested.

8. Next Meeting Date: Tuesday, June 3rd, Board Room, Ward & Uptigrove, Listowel.
Time: 9:30am – 11:00am.

Note: The next meeting will include an overview of the Carbon Footprint Initiative and is geared toward outreach to other organizations. Feel free to invite representatives from other companies/municipalities to attend.