

**RIDEAU VALLEY CONSERVATION AUTHORITY**  
**Box 599, 1128 Mill Street**  
**Manotick, Ontario, K4M 1A5**  
**(613) 692-3571, 1-800-267-3504**

**MINUTES**

**Board of Directors**                      **December 18, 2003**                      **#12/03**

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<b>Present:</b>	Alan Arbuckle Stephen Bird Allan McCallum Janet Stavinga Wendy Stewart	Dwight Bennett Charles Long John H. Miller Bill Stevenson Cathy Willoughby
<b>Staff:</b>	Charles Billington Dell Hallett Terry Davidson	Cliff Craig Don Maciver Shelley Macpherson
<b>Regrets:</b>	Jan Harder	Michael McEwen

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John Miller welcomed members to the meeting.

**1.     Declaration of Interest**

None.

**2.     Approval of Minutes, November 20, 2003**

<b>Motion</b>	<b>Moved by:</b>	Alan Arbuckle
	<b>Seconded by:</b>	Wendy Stewart

That the minutes of Board of Directors Meeting, #11/03, November 20, 2003, be approved, as amended.

**Motion Carried**

**3.     Business Arising from Minutes**

a) Kemptville Creek/South Nation funding report from DFO

Cliff Craig reported briefly that DFO is prepared to contribute \$45,000 for monitoring beaver management work on these two watersheds. The work and funding split between South Nation and Rideau has not been established.

b) Planning Fees, Partner Municipalities to Collect

Don Maciver indicated that a report on fee schedules and collection will be forthcoming in the new year.

4. **Meetings**

a) RVC Foundation Meeting, November 26, 2003

Charles Billington reported on land acquisition, donor plaques, Conservation Land Endowment Fund, committees for major donations, caring professionals and special events.

<b>Motion</b>	<b>Moved by:</b>	Bill Stevenson
	<b>Seconded by:</b>	Cathy Willoughby

That the Rideau Valley Conservation Foundation minutes dated November 26, 2003 be received.

**Motion Carried**

b) Conservation Ontario Council Meeting, December 8, 2003

John Miller summarized highlights of the meeting. A new logo has been designed. The 2004 budget was approved. Performance management indicators are being worked on for CA business functions. The three key priorities for CO in 2004 are Source Protection Planning, Stewardship Services and Strategic Planning.

5. **Accounts Paid, November 1 – 30, 2003**

Cheque #8518 to Bell Canada for the additional work done to our phone system to make it operational for Clapp Lane, additional phone set with labour charges and monthly MicroLink invoice for all lines.

Cheque #8574 to City of Ottawa for Windsor Park Pumping Station costs incurred from January to October 2003 for alarm monitoring and Hydro.

<b>Motion</b>	<b>Moved by:</b>	Dwight Bennett
	<b>Seconded by:</b>	Bill Stevenson

That the Accounts Paid, November 1 - 30, 2003, be approved.

**Motion Carried**

6. **Expenditure and Revenue Summary, November 30, 2003**

Dell Hallett presented this report. The financial position remains the same as the end of October. Charles Long reminded staff that a report

that addresses appropriate targets for reserves should be presented to the Board.

**Motion**                      **Moved by:**                      Alan Arbuckle  
**Seconded by:**                      Allan McCallum

That the Expenditure and Revenue Summary dated November 30, 2003, be approved.

**Motion Carried**

**7. Making it Happen – Three Year Strategy and Work Plan**

Dell Hallett presented the draft Poster and Booklet. Members had suggestions for improvements. The Poster will be printed next week. Members were encouraged to send in any comments regarding the Booklet so that these could be incorporated into the final document in January. The budget summary sheets and levy apportionment information were agreed to and will be circulated to member municipalities in early January. Staff will also prepare information sheets that summarize 2003 accomplishments for individual municipalities.

**Motion**                      **Moved by:**                      Allan McCallum  
**Seconded by:**                      Bill Stevenson

That the draft report "Making it Happen – Three Year Strategy and Work Plan 2004 – 2006", the 2004 RVCA Budget and levy apportionment information be received, and circulated to RVCA member municipalities in January 2004, for their consideration.

**Motion Carried**

**8. RVCA Communications Handbook**

Charles Billington presented the handbook as a working document. Members commented on a number of issues. Maintenance of trailhead signs is expensive. The guideline needs to provide direction regarding unbalanced reporting of complaints as well as editorial issues. Staff media training is important. Evaluation of press release uptake and follow up is required. The guidelines on bilingualism are premature until a policy discussion is held.

**Motion**                      **Moved by:**                      Alan Arbuckle  
**Seconded by:**                      Wendy Stewart

That the draft RVCA Communication Handbook be received.

**Motion Carried**

9. **Wetland Prioritization Project – Appointment of Biological Consultant**

Dell Hallett presented the staff report prepared by Martin Czarski. This work will establish and prioritize which important wetlands are under threat of development. This information can be used in the future by MNR in order to deal with boundary issues and classification priorities and by the RVCA for wetland protection through the generic regulation.

**Motion**                      **Moved by:**                      Janet Stavinga  
**Seconded by:**                      Bill Stevenson

That Vivian R. Brownell, Biologist and Natural Resource Planner, be appointed to provide professional services required for the Wetlands Prioritization Project (WPP), in accordance with her proposal dated November 29, 2003, and in fulfillment of the tasks outlined in the Request for Proposal, dated October 24, 2003, for a total cost that shall not exceed \$16,000.00 (plus GST) for the main project tasks and \$4,000.00 (plus GST) for supplementary services, for a grand total of \$20,000 (excluding GST).

**Motion Carried**

10. **Purchase of Vehicle**

Dell Hallett presented the staff report from Jim Ellis. Members would like to see financial implications included in future reports. A multi-year plan needs to be developed for vehicle and computer acquisitions.

**Motion**                      **Moved by:**                      Wendy Stewart  
**Seconded by:**                      Allan McCallum

That the RVCA purchase two 2002 half ton regular cab pick up trucks from Arthur Chrysler for \$18,500 each plus tax.

**Motion Carried**

11. **Proposed 2004 RVCA Meeting Schedule**

**Motion**                      **Moved by:**                      Charles Long  
**Seconded by:**                      Bill Stevenson

That the 2004 Meeting schedule be approved as presented.

**Motion Carried**

12. **December Activity Reports**

There was a discussion about RVCA participation at OMB hearings. Some municipalities seem to be approving projects that should not be

approved leaving the challenge at the OMB and high associated costs to the RVCA. This has an impact on municipal levy.

The RVCA is allocating more staff resources to enforcement however legal costs are high. Fines are not distributed back to CAs. Conservation Ontario has recently asked the provincial government for this. Dell Hallett will inquire about the status of this request.

Staff was asked to review the property assessment on Dickinson Square.

**Motion**                      **Moved by:**                      Charles Long  
**Seconded by:**                      Allan McCallum

That the December Activity Reports be accepted.

**Motion Carried**

**13. Members Inquiries**

Dwight Bennett inquired about the beaver management pilot on Kemptville Creek. No beaver dams have been removed but trapping has been done.

Member's per diem and Chair's honorarium should be reviewed in the context of 2004 budget.

**14. New Business**

Allan McCallum put forward the suggestion that a \$20,000 fund should be set aside for staff to deal with emergency or unanticipated water management issues.

**Motion**                      **Moved by:**                      Janet Stavinga  
**Seconded by:**                      Wendy Stewart

That staff prepare a report on the merits of establishing a fund to deal with unanticipated water management issues as they arise.

**Motion Carried**

The summary report on the Clean Water Program should be used during budget discussions with the municipalities.

**15. In-Camera**

**Motion**                      **Moved by:**                      Bill Stevenson  
**Seconded by:**                      Alan Arbuckle

That the Board of Directors move *in camera*.

**Motion Carried**

**Motion**                      **Moved by:**                      Wendy Stewart  
**Seconded by:**                      Dwight Bennett

That the Board of Directors move *out of camera*.

**Motion Carried**

**Motion**                      **Moved by:**                      Wendy Stewart  
**Seconded by:**                      Dwight Bennett

That the System Administrator position be reclassified according to the General Manager's report.

**Motion Carried**

**16. Upcoming Meetings**

- a) Middle Advisory Board, January 13, 2004
- b) Upper Advisory Board, January 14, 2004
- c) Board of Directors, January 22, 2004

**17. Adjournment**                      The Chair adjourned the meeting at 10:00 pm.

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**Chair,  
John Miller**

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**Recording Secretary,  
Charles Billington**