

RIDEAU VALLEY CONSERVATION AUTHORITY
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MINUTES

Board of Directors **January 25, 2007** **1/07**

Present:	Alan Arbuckle	Dwight Bennett
	David Biggs	Glenn Brooks
	David Crowley	Steve Desroches
	Ken Graham	Magda Kubasiewicz
	Michael McEwen	Maria McRae
	John H. Miller	Cathy Willoughby
Staff:	Charles Billington	Cliff Craig
	Dell Hallett	Don Maciver
	Bruce Reid	

Chair John Miller welcomed everyone and suggested a roundtable of self-introductions as the first order of business.

1. **Declaration of Interest** None.

2. **Approval of Minutes, December 14, 2006**

Motion 1	Moved by:	Dwight Bennett
	Seconded by:	Michael McEwen

That the minutes of Board of Directors Meeting, #13/06, December 14, 2006, be approved.

Motion Carried

3. **Business Arising from Minutes** None.

4. **Staff Report – Election of Chair and Vice-Chair for 2007**

There was a discussion about the possibility of electing two Vice-Chair instead of one. Consensus of the Board was to carry on for 2007 and consider the benefits of changing the election procedure at some later date for a future year.

Dell Hallett conducted the election for Authority Chair and Vice-Chair of the Rideau Valley Conservation Authority Board of Directors for 2007.

a) Chair

Motion 2 **Moved by:** Maria McRae

That Alan Arbuckle be nominated for Chair of the Rideau Valley Conservation Authority.

There were no other nominations for Chair. The member was willing to let his name stand for the position of Chair.

Motion 3 **Moved by:** David Crowley
Seconded by: Maria McRae

That nominations for Chair be closed.

Motion Carried

Alan Arbuckle expressed his thanks for the vote of confidence of the Board.

b) Vice-Chair

Motion 4 **Moved by:** Cathy Willoughby

That Ken Graham be nominated for Vice-Chair of the Rideau Valley Conservation Authority.

There were no other nominations for Vice-Chair. The member was willing to let his name stand for the position of Vice-Chair.

Motion 5 **Moved by:** Dwight Bennett
Seconded by: Magda Kubasiewicz

That nominations for Vice-Chair be closed.

Ken Graham expressed his appreciation to the Board.

5. Meetings

a. RVCA Upper Advisory Board, January 15, 2007

John H. Miller presented the minutes of the meeting including the election of John H. Miller, David Crowley and Michael McEwen as Chair and two Vice-Chairs respectively for 2007. The Board meetings in 2007 will be during the day with a 1:30 pm start.

b. RVCA Middle Advisory Board, January 17, 2007

Cathy Willoughby presented the minutes of the meeting including the election of Cathy Willoughby, Ken Graham and Dwight Bennett as Chair

and two Vice-Chairs respectively for 2007. The Middle Board also recommended that the program levy increase be reduced by 2% as outlined in the Budget.

Motion 6 **Moved by:** Ken Graham
 Seconded by: Maria McRae

That the RVCA Upper Advisory Board Minutes, January 15, 2007 and Middle Advisory Board Minutes, January 17, 2007 be received.

Motion Carried

6. Addition to the Agenda: Consent Agenda Discussion

Directors discussed the possibility of adopting a consent agenda by which a certain number of agenda items would be carried without further discussion thus saving considerable Board time for more controversial matters.

Motion 7 **Moved by:** Maria McRae
 Seconded by: Cathy Willoughby

That the RVCA Board of Directors use the Consent Agenda method in order to save time at the Board meetings for in-depth discussion when necessary.

Motion Carried

Motion 8 **Moved by:** Maria McRae
 Seconded by: David Biggs

That Agenda Items 8, 9, 10, 14 and 15 on the original Agenda be Carried on Consent.

Motion Carried

7. Accounts Paid, December 1 - 31, 2006

Dell Hallett responded to several enquiries about accounts paid. In particular, the Source Water Protection funds, which are incorporated in the RVCA budget and for which the Board of Directors is ultimately responsible, are not very accessible for scrutiny. The Directors asked for a Staff Report on these funds for the next meeting.

Motion 9 **Moved by:** Ken Graham
 Seconded by: Cathy Willoughby

That the Accounts Paid, December 1 - 31, 2006 be approved.

Motion Carried

8. **Staff Report –Ontario Trillium Foundation Eligibility Guidelines**

Dell Hallett led the discussion regarding the request from the Essex Region Conservation Authority.

Motion 10 **Moved by:** Dwight Bennett
 Seconded by: Maria McRae

That the RVCA endorse the request of the Essex Region Conservation Authority and write to the Chair of the Trillium Foundation requesting changes to their eligibility guidelines, allowing Conservation Authorities to apply directly for Trillium funding.

Motion Carried

9. **Staff Report – Appointment of Auditors**

That the firm of Allan and Partners be retained to provide auditing services to the RVCA for the year 2007.

Carried on Consent

10. **Staff Report –Appointment of Legal Advisors**

That the firm of Bell Baker, Barristers and Solicitors, be retained as legal advisors for 2007 and furthermore that other legal counsel be retained as required.

Carried on Consent

11. **Staff Report – Borrowing By-Law**

That, in 2007, the signing officers of the RVCA be authorized to borrow up to a maximum of \$575,000, which may be required for the purpose of the RVCA to implement its programs, until payment to the RVCA of any grants, levies or other revenues.

Carried on Consent

12. **Staff Report – Appointments to Executive Committee**

Dell Hallett reported that the Executive Committee hears applications for permits associated with the RVCA Fill, Construction and Alteration to Waterways Regulation. Since the RVCA adopted a written policy, there have been approximately five hearings per year. The Executive Committee has five members. The Chair and Vice-Chair are automatically appointed.

Motion 11 **Moved by:** Dwight Bennett
 Seconded by: Michael McEwen

That Alan Arbuckle, Ken Graham, Maria McRae, John H. Miller, and Cathy Willoughby be named to the RVCA Executive Committee and that David Biggs and David Crowley be named as alternates for 2007.

Motion Carried

13. Staff Report – Appointment to Conservation Ontario

Dell Hallett reported that in the past there have been different combinations of Members and the General Manager filling these positions.

Motion 12 **Moved by:** Ken Graham
Seconded by: David Crowley

That Alan Arbuckle be appointed as the Conservation Ontario representative and that Ken Graham, John Miller and Dell Hallett be appointed as alternates for 2007.

Motion Carried

14. Staff Report – Appointment to RVCA New Office Headquarters Committee

Dell Hallett reported that the RVCA New Office Headquarters Committee currently consists of two members, John H. Miller and Alan Arbuckle, and requires two members to replace retiring members Allan McCallum and Janet Stavinga.

Motion 13 **Moved by:** Steve Desroches
Seconded by: Maria McRae

That Alan Arbuckle, Ken Graham, Glenn Brooks and John Miller be appointed to the RVCA New Office Headquarters Committee.

Motion Carried

15. Staff Report – Conservation Ontario Levy

That the RVCA Board of Directors approve payment in the amount of \$23,998, to Conservation Ontario for the 2007 levy to the RVCA. This is \$2,727 less than the 2006 levy due to a change in the formula for calculating levies.

Carried on Consent

16. Staff Report – Member’s Per Diem & Chair’s Honorarium

That the RVCA Board of Directors increase members’ per diem for meetings to \$55.00, and further that the Chair’s honorarium be increased to \$2,000.

Carried on Consent

17. Staff Report – Mileage Rates

Dell Hallett reported that a mileage rate of .35 cents per km is currently paid for the business use of personal vehicles.

Motion 14 **Moved by:** Dwight Bennett
Seconded by: David Crowley

That the RVCA Board of Directors approve, an increase in mileage paid for the business use of personal vehicles by members and staff to 40 cents per km effective as of this meeting.

Motion Carried

18. Staff Report – RVCA 2007 Meeting Schedule Revised

Dell Hallett presented the draft 2007 Meeting Schedule as revised.

Motion 15 **Moved by:** David Crowley
Seconded by: Cathy Willoughby

That the RVCA Draft 2007 Meeting Schedule – Revised and dated January 19, 2007 be tabled until the February meeting of the Board which is scheduled for February 15 at 1:30 pm.

Motion Carried

19. Staff Report – 2007 Fees for Planning Advisory Program

Don Maciver presented the rationale and context for amending current Planning Advisory fees.

Motion 16 **Moved by:** David Crowley
Seconded by: Ken Graham

That the amendments in red on the attached Fee Schedules “A” (Planning Advisory Program 2007), “C” (Technical Advisory Services 2007) and “D” (Technical Report Review 2007) be approved for implementation effective March 1, 2007, and further, that letters be written informing municipal approval authorities that a posting be

provided on our web site, and that notices be placed in local newspapers informing the public and the development community.

Motion Carried

20. January Activity Reports

Motion 17 **Moved by:** Maria McRae
 Seconded by: David Crowley

That January Activity Reports be received.

Motion Carried

21. Member Inquiries

Directors expressed their appreciation for the long service and dedication of John Miller, outgoing Chair. John was an inspiration to many of the current Directors in their “rookie” years. A thank you note from the Chair will also be sent to Janet Stavinga and Wendy Stewart, departing Directors.

Cathy Willoughby and her family offered to host a “Day on the Ice” of the Rideau as our own contribution to the 175th anniversary of the Canal. Pond hockey, skating, bonfires, date to be decided.

Alan Arbuckle asked about our “state of the river” report. It is now called the Annual Rideau Valley Checkup and is scheduled for release at the Joint Advisory Board meeting on February 22.

Cliff Craig gave a brief update on progress in the new building. The foundations are in for the main building; the Annex is next. Masonry and structural steel contractors are preparing for work. The mechanical/electrical contract has come in over-budget. Communications around progress on the building was mentioned. The City of Ottawa has an option to purchase the Dickinson Square buildings and will likely be discussing this within months. A meeting of the Office Move Committee will be called shortly.

22. New Business

Dell Hallett presented a Staff Report on the 2007 Budget and Program Levy resulting from the December, 2006 request by the Board for staff to bring back options to reduce the 2007 preliminary program levy of \$3,402,000 by 2%. The result is a levy increase of \$108,000 instead of \$173,000. Directors agreed that any municipal relief is much appreciated. Staff have not been invited to make any budget presentations to municipal councils for 2007.

Motion 18

Moved by:

David Biggs

Seconded by:

John Miller

That the RVCA Board of Directors set the program levy at \$3,329,000 for the 2007 Budget Discussion at the Joint Advisory/Board of Directors meeting scheduled for February 22, 2007.

Motion Carried

23. Upcoming Meetings

- a) Board of Directors, Thursday, February 15, 2007 (NOTE: 1:30 pm START TIME)
- b) RVCA Joint Advisory Board, Thursday, February 22, 2007 (7:30 pm at the Baxter Conservation Area, McManus Interpretive Centre)

24. Adjournment

The Chair adjourned the meeting at 9:20 pm.

**Chair,
Alan Arbuckle**

**Recording Secretary,
Charles Billington**

C:Board of Directors Minutes January 25 2007 Approved