

**RIDEAU VALLEY CONSERVATION AUTHORITY**  
**Box 599, 3889 Rideau Valley Drive**  
**Manotick, Ontario, K4M 1A5**  
**(613) 692-3571, 1-800-267-3504**

**APPROVED MINUTES**

**Board of Directors**

**January 22, 2009**

**1/09**

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<b>Present:</b>	Alan Arbuckle David Crowley Ed Hand Maria McRae Cathy Willoughby	Glenn Brooks Ken Graham Michael McEwen John H. Miller
<b>Staff:</b>	Dell Hallett Joan Sherwood	Bruce Reid
<b>Regrets:</b>	Steve Desroches Andy Jozefowicz	Clive Doucet

**1. Declaration of Interest**

None.

**2. Consent Agenda**

<b>Motion 1</b>	<b>Moved by:</b>	Maria McRae
	<b>Seconded by:</b>	David Crowley

That agenda items #3, #8, #9, #10, #13, #15 and #17 be carried on Consent.

**Motion Carried**

**3. Approval of Minutes, December 18, 2008**

Carried on consent.

**4. Business Arising from Minutes**

None.

**5. Staff Report – Election of Chair and Vice-Chair for 2009**

Dell Hallett conducted the election for RVCA Authority Chair of the Rideau Valley Conservation Authority Board of Directors for 2009.

**a) Chair**

**Motion 2**                      **Moved by:**                      Maria McRae

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

**Motion 3**                      **Moved by:**                      David Crowley  
**Seconded by:**                      John H. Miller

Dell Hallett requested that there being no other nominations for Chair, nominations be closed.

**Motion Carried**

Alan Arbuckle was declared Chair of the RVCA Board of Directors.

Alan Arbuckle conducted the election for RVCA Authority Vice-Chair of the Rideau Valley Conservation Authority Board of Directors for 2009.

**b) Vice-Chair**

**Motion 4**                      **Moved by:**                      John H. Miller

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

**Motion 5**                      **Moved by:**                      David Crowley  
**Seconded by:**                      Cathy Willoughby

Alan Arbuckle requested that there being no other nominations for Vice-Chair, nominations be closed.

**Motion Carried**

Ken Graham was declared Vice-Chair of the RVCA Board of Directors.

**6. Meetings**

a) SPC Meeting, January 8, 2009

Alan Arbuckle, SWP Liaison, reported that he attended the first 2009 meeting of the Source Protection Committee on January 8, 2009. The last meeting in 2008 was in August and since then the SWP Terms of Reference have been submitted to the Province. All indications are that they will be accepted. A number of reports were reviewed and a draft meeting schedule discussed with 2009

meetings scheduled every month except February and August. They will be held in different communities in the watershed.

b) RVCA Middle Advisory Board, January 14, 2009

Cathy Willoughby reported that the RVCA Middle Advisory Board met on January 14, 2009, in the Council Chambers, Village of Merrickville-Wolford. Dwight Bennett, the representative from North Grenville retired and was replaced by Barclay Cormack. Elections took place appointing Andy Jozefowicz and Ken Graham as Vice-Chair and Cathy Willoughby as Chair. Cathy reported that the Source Water Protection Update was much appreciated. The Kemptville Creek Flood Plain Mapping report was presented. RVCA Rural Clean Water Update information was summarized and Dell Hallett provided an update on the 2009 RVCA Budget. Montague Township Council sent a letter to RVCA expressing their concern over levy increase.

b. RVCA Upper Advisory Board, January 19, 2009

John H. Miller reported on the RVCA Upper Advisory Board meeting held in the Provincial Court Room, Perth Town Hall, on January 19, 2009. Michael McEwen and David Crowley are again Vice-Chair and John H. Miller remains as Chair. Reports on the Haggart Island Dam Project, the Rideau Lakes Watershed Plan, a Planning Report and Watershed Watch Program presentation by RVCA staff were well received. Dell Hallett reported on the RVCA 2009 Budget. A discussion took place on future meeting dates and a revised schedule will be attached to the minutes. Dell provided information on the RVCA Rural Clean Water Program.

**Motion 6**                      **Moved by:**                      Ken Graham  
   **Seconded by:**                 David Crowley

That the SCP Meeting, January 8, 2009, report and the RVCA Middle and Upper Advisory Board Meeting reports be received.

**Motion Carried**

**7. Accounts Paid, December 1 - 31, 2008**

Ed Hand asked about the \$501,171 payment to the City of Ottawa for the Rideau River Ice Management Program. Dell responded that the RVCA is able to get a grant from the Province and sets a special levy to the City to finance the program each year.

**Motion 7**                      **Moved by:**                      Ken Graham  
   **Seconded by:**                 Cathy Willoughby

That the Accounts Paid, December 1 - 31, 2008 be approved.

**Motion Carried**

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

Carried on consent.

That the firm of Allan and Partners be retained to provide auditing services to the RVCA for the year 2009.

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

Carried on consent.

That the firm of Bell Baker, Barristers and Solicitors be retained as legal advisors for 2009 and furthermore that other legal counsel be retained as required.

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

Carried on consent.

That, in 2009, the signing officers of the RVCA be authorized to borrow up to a maximum of \$750,000, which may be required for the purpose of the RVCA to implement its program, until payment to the RVCA of any grants, levies or other revenues.

**11. 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 six hearings per year. The Executive Committee has six members. The Chair and Vice-Chair are automatically appointed.

<b>Motion 8</b>	<b>Moved by:</b>	Ken Graham
	<b>Seconded by:</b>	John H. Miller

That Alan Arbuckle, Ken Graham, John H. Miller, Cathy Willoughby, and David Crowley be named to the RVCA Executive Committee, and that Ed Hand be named as alternate for 2009.

**Motion Carried**

**12. 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 9**                      **Moved by:**                      Cathy Willoughby  
**Seconded by:**                      John H. Miller

That Alan Arbuckle be appointed as the Conservation Ontario representative, and that Ken Graham and Dell Hallett be appointed as alternates for 2009.

**Motion Carried**

**13. Staff Report – Conservation Ontario Levy**

Carried on consent.

That the RVCA Board of Directors approve payment in the amount of \$27,449. to Conservation Ontario for the 2009 levy to the RVCA.

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

Discussion took place on the merits of increasing the per diem by cost of living increase each year. Several members, however, pointed out that the rate is now the lowest being paid as compared to other meetings they attend and although the increase from \$57 to \$60 is more than the current cost of living increase, by increasing a few dollars each year, there is the opportunity to catch up. It was noted that the Councillors appointed to the RVCA Board of Directors, do not receive the per diem or the mileage as directed by the City.

**Motion 10**                      **Moved by:**                      David Crowley  
**Seconded by:**                      Michael McEwen

That the RVCA Board of Directors increase members’ per diem for meetings in 2009 to \$60.00, and further that the Chair’s honorarium remain at \$2,000.

**Motion Carried**

**15. Staff Report – RVCA Administrative Resolutions**

Carried on consent.

That the Administrative Resolutions dated January 14, 2009 be adopted by the Rideau Valley Conservation Authority.

**16. Staff Report – RVCA Expenditure and Revenue Summary, December 31, 2008**

Dell Hallett circulated a copy of the RVCA Expenditure and Revenue Summary, December 31, 2008. In the six main program expenditure areas, there was a 4.25% increase from the proposed February 2008 budget amounting to \$356,211. However, the program revenues resulted in some additional funding received for Source Water Protection from the Province, some revenue collected where work has not yet been completed and expenses/revenue relating to the Manotick buildings and new office headquarters, resulting in a surplus of \$893,580. This amount should be allocated towards our Capital, Working Fund and Program Reserves, since they were depleted during the construction of the new office.

Capital Reserves are required to maintain vehicles, equipment and infrastructure. By allocating \$50,000 from surplus we are still short of our \$200,000 target. Our working fund reserve and fund balance should be reinstated at historical levels. This amounts to allocations of \$350,000 and \$194,000 respectfully. Program reserves cover future liabilities that have already been committed to and projects in the Septic, Production Centre and Rural Waste Water Centre Programs. The office debenture may increase/decrease depending on the actual debenture interest rate and \$100,000 would be used to reduce levies for a short period of time.

Dell indicated that there may be further minor changes to the RVCA Expenditure and Revenue Summary, December 31, 2008.

The members were given an opportunity to discuss the budget. It was suggested that RVCA staff may wish to talk to City of Ottawa staff on looking for “efficiency targets”. Dell requested further information from Glenn Brooks. Maria indicated that this would be a good idea as the subject could come up at a later date. Dell reported that a media release will follow the budget approval meeting in February. Dell responded to an inquiry into funding from the RVC Foundation. Approximately \$200,000 of Foundation money was contributed to the RVCA in 2008. The Foundation has its own audited statements.

<b>Motion 11</b>	<b>Moved by:</b>	Cathy Willoughby
	<b>Seconded by:</b>	Glenn Brooks

That the RVCA Expenditure and Revenue Summary, December 31, 2009, be received.

**Motion Carried**

**17. January Activity Reports**

Carried on consent.

**18. Member Inquiries**

There was a request for circulation to members of the RVCA Membership Directory and a Staff List. The 2009 Directory will be available shortly and a staff list will be e-mailed.

**19. New Business**

None

**20. Upcoming Meetings**

- a) Board of Directors, Thursday, February 19, 2009
- b) RVCA Joint Advisory Board, Thursday, February 26, 2009

**21. Adjournment**      The Chair adjourned the meeting at 8:45 pm.

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**Alan Arbuckle**  
**Chair**

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**Joan Sherwood**  
**Recording Secretary**

C:Board of Directors Minutes January 22 2009 Approved