

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

MINUTES

Board of Directors **August 21, 2003** **#8/03**

Present: Alan Arbuckle Dwight Bennett
Stephen Bird Charles Long
Allan McCallum Michael McEwen
John H. Miller Bill Stevenson
Cathy Willoughby

Staff: Charles Billington Cliff Craig
Bruce Reid

Guest: Steve Simmering, Vice-Chair, Rideau Valley Conservation Foundation

Regrets: Jan Harder Janet Stavinga
Wendy Stewart

John Miller welcomed members to the meeting.

1. Unveiling of Rideau Valley Conservation Foundation Donor Wall

John Miller, Chair RVCA and Stephen Simmering, Vice-Chair RVCF unveiled the new “Partners in Conservation” donor wall as part of the Foundation’s donor recognition program. The Foundation is proud to recognize donors who have given \$500 or more since 1998. The wall features a carved butternut tree with four categories of gifts each with a different background of native Canadian wood. Over the fall, the wall will become populated with the names of donors and quickly become an attractive new feature among the community groups who use the RVCA / RVCF Boardroom and help attract new partners to the program.

2. Declaration of Interest None

3. Approval of Minutes, July 17, 2003

Motion 1 **Moved by:** Alan Arbuckle
Seconded by: Bill Stevenson

That the minutes of Board of Directors Meeting, #7/03, July 17, 2003, be approved.

Motion Carried

4. **Minutes, Joint Advisory Board, June 26, 2003**

Motion 2 **Moved by:** Allan McCallum
 Seconded by: Michael McEwen

That the minutes of the Joint Advisory Board Meeting, #2/03, June 26, 2003, be received.

Motion Carried

5. **Business Arising from Minutes** None

6. **Accounts Paid, July 1 - 31, 2003**

Cliff Craig presented the Accounts Paid statement for July. Two items required explanation: apparently high payments to Harris Computers and a high monthly Bell bill. The Harris Computer payments are as a result of computers purchased for the well inspection program, network server at Clapp Lane, back up system and service charges. The Bell bill includes monthly charges and an amount of approximately \$5,500 for unexpected installation requirements at Clapp Lane. This installation has to do with the stability of the voice over IP connection and two ISDN lines and two high capacity routes were required. RVCA will receive rebates of about \$2,000 that will reduce the cost of these items to \$3,500.

Motion 3 **Moved by:** Alan Arbuckle
 Seconded by: Dwight Bennett

That the Accounts Paid, July 1 - 31, 2003 be approved.

Motion Carried

7. **Expenditure and Revenue Summary, July 31, 2003**

Cliff Craig presented the July summary Expenditures as a whole remain on target for year end. Staff will be doing a more comprehensive review at the end of September.

Motion 4 **Moved by:** Alan Arbuckle
 Seconded by: Cathy Willoughby

That the Expenditure and Revenue Summary dated July 31, 2003 be approved.

Motion Carried

8. **Consultant Appointment – Inspection and Preliminary Design Services; Graham Creek Major Maintenance**

Bruce Reid presented the proposal for inspection and preliminary design services for the major maintenance required on the Graham Creek Flood and Erosion Control project. Discussion emphasized that this could be an opportunity to upgrade the environmental expectations of structures or parts of this project that were integrated into the original project for cost and homeowner reasons, and that perhaps it is time to consider an harmonious approach to maintaining water control services along the entire 5 km stretch of urban creek. Bruce stated that this service agreement will give us a good look at the extent of the problem and provide a range of options that could be used to maintain the flood and erosion protection system along the creek.

Motion 5 **Moved by:** Dwight Bennett
 Seconded by: Allan McCallum

That SNC-Lavalin, Engineers & Constructors Inc. be appointed to provide professional engineering services required for the general inspection of existing RVCA-owned water control structures on Graham Creek, and preliminary engineering design of the replacement of a retaining wall at 16 Qualicum Street, also on Graham Creek, according to terms of reference dated June 30, 2003 and the letter proposal dated August 18, 2003 at a total cost, covering labour and expenses, that shall not exceed \$20,000 (GST excluded).

Motion Carried

9. **Draft Corporate Communications Plan and supporting documents forming the RVCA Communications Handbook**

Charles Billington presented the DRAFT Corporate Communications Plan and associated policy documents. Charles emphasized that this is a work in progress and invited comments and suggestions from Board members over the next few weeks. The critical parts of the Plan are the three bullet points called “Desired Results” and the “Key Elements of the Corporate Communications Plan”. Board members offered immediate comments on items they felt needed emphasis including relations with farm organizations, linkages to neighbouring CAs, relationship with the Foundation, working towards a CA one-stop shop for environmental information and a proactive media relations program. DRAFT policy and procedures on Municipal Reporting and Liaison, Media Relations and Crisis Communications are attached for review.

Motion 6 **Moved by:** Bill Stevenson
 Seconded by: Alan Arbuckle

That the RVCA Board of Directors accept this DRAFT report with the expectation of further development this fall.

Motion Carried

10. Outdoor Education Centres in Ottawa

Cliff Craig gave a brief history of this project.

Motion 7 **Moved by:** Charles Long
Seconded by: Dwight Bennett

That the RVCA participate in the development of a business plan for the operation of Outdoor Environmental Education Programs in and around Ottawa and contribute up to a maximum of \$2,000 to the partnership.

Motion Carried

11. August Activity Reports

The difficulty of reaching consensus on the Lower Rideau Watershed Strategy was discussed. The Board is satisfied that reaching consensus is 90% of the task involved and is not unduly stalling the strategy process.

Board is also very supportive of seeking an extension to funding programs under the Rideau Valley Clean Water Program particularly in light of the current difficulties farmers are having at the international level.

Board is delighted with progress on the Beaver Management Pilot project on Kemptville Creek. There is a strong desire to see some “on-the-ground” work accomplished this year. This work is very important to several municipalities.

Motion 8 **Moved by:** Alan Arbuckle
Seconded by: Bill Stevenson

That the August Activity Reports be accepted.

Motion Carried

12. Members Inquiries

Allan McCallum reported that the Centre for Sustainable Watersheds is doing lake water testing on the Lower Rideau Lake. Hopefully, it will lead to an understanding of that lake’s capacity to sustain new development along the shores.

Cliff Craig gave a brief update on the new office situation. The space needs analysis was recently completed and we are now moving into the phase of identifying potential locations and types of buildings (existing, leased, owned, etc). Several municipalities have indicated that they

may have suitable facilities available and all will be contacted for further discussion.

The preliminary "next edition" of RVCA Three-Year Workplan and Budget is under development by staff and it is anticipated that there will be further discussion regarding the 2004 Preliminary Budget at the September meeting of the Board.

13. New Business

Members of the Board interested in the work and decisions of the Executive Committee are invited to call the office to review copies of past Hearing Minutes. There are accompanying Staff Procedures and Hearing Procedures guidelines that would help them understand the role and function of the Committee.

Motion 9 **Moved by:** Dwight Bennett
 Seconded by: Bill Stevenson

That the Board of Directors move in camera.

Motion Carried

Motion 10 **Moved by:** Bill Stevenson
 Seconded by: Charles Long

That the Board of Directors move out of camera.

14. Upcoming Meetings

- a) Board of Directors – September 18, 2003
- b) RVCA Upper Advisory Board – October 1, 2003
- c) RVCA Middle Advisory Board – October 2, 2003

15. Adjournment The Chair adjourned the meeting at 9:45 pm.

**Chair,
John Miller**

**Recording Secretary,
Charles Billington**