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## Board of Directors Meeting

Thursday, September 26, 2019  
6:30 pm at the RVCA Office (Manotick)

## AGENDA

<u>Meeting 6/19</u>	<u>Page</u>
<b>1.0 Agenda Review</b>	
<b>2.0 Adoption of Agenda</b>	
<b>3.0 Declaration of Interest</b>	
<b>4.0 Approval of Minutes from July 25, 2019</b>	
<b>5.0 Business Arising from Minutes</b>	
<b>6.0 ERO Posting: Provincial Policy Statement</b> Staff Report Attached (Jamie Batchelor) .....	1
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<b>9.0 2020 Budget Discussion</b> Staff Report Attached (Sommer Casgrain-Robertson) .....	16
<b>10.0 2020 Meeting Schedule</b> Staff Report Attached (Sommer Casgrain-Robertson) .....	20
<b>11.0 Meetings</b>	
a) Rideau Lakes Municipal Services Committee: August 12, 2019 (Chantry)	
b) Drummond / North Elmsley Council: August 15, 2019 (Port Elmsley)	
c) Meeting with Provincial Flood Advisor: September 5, 2019 (Ottawa)	

Proudly working in partnership  
with our 18 watershed municipalities

Athens, Augusta, Beckwith, Central Frontenac, Clarence-Rockland,  
Drummond/North Elmsley, Elizabethtown-Kitley, Merrickville-Wolford, Montague,  
North Dundas, North Grenville, Ottawa, Perth, Rideau Lakes, Smiths Falls, South Frontenac, Tay Valley, Westport

- d) RVC Foundation Board of Directors Meeting: September 11, 2019 (Manotick)
- e) Ontario East Municipal Conference: September 11-13, 2019 (Cornwall)
- f) Mud Creek Hazard Mapping Open House, September 24, 2019 (Manotick)
- g) RVC Foundation Donor Appreciation Event: September 26, 2019 (Manotick)

Upcoming:

- h) Conservation Ontario Council Meeting: September 30, 2019 (Toronto)
- i) RVCA Board of Directors Meeting: October 24, 2019 (Manotick)
- j) **Latornell Conservation Symposium: November 19-21, 2019 (Alliston)**
  - RVCA traditionally sends a small number of Board members to this symposium each year in addition to staff.
  - Please review the symposium program online and let Sommer know prior to our September board meeting if you are interested in attending.

## **12.0 Member Inquiries**

## **13.0 New Business**

## **14.0 Adjournment**



**6.0 ERO Posting: Provincial Policy Statement**  
Report #: 1-190926

To: RVCA Board of Directors  
From: Jamie Batchelor  
Planner  
Date: September 16, 2019

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**Recommendation:**

**THAT the Board of Directors of the Rideau Valley Conservation Authority approve the attached submission and direct staff to submit it to the Environmental Registry of Ontario regarding Posting 019-0279.**

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**Purpose**

To seek approval from the Board of Directors to submit the attached comments to Environmental Registry Posting 019-0279 (changes to the Provincial Policy Statement).

**Background**

The Provincial Policy Statement (PPS) is an important part of Ontario's land use planning system, setting out the province's land use policy direction.

The *Planning Act* requires that local decisions on land use planning matters be “consistent” with Provincial Policy Statement policies. Through the Environmental Registry of Ontario, the government is now consulting on proposed changes to the PPS including changes to:

- Encourage the development of an increased mix and supply of housing
- Protect the environment and public safety
- Reduce barriers and costs for development and provide greater predictability
- Support rural, northern and Indigenous communities
- Support the economy and job creation

The proposed PPS policy changes are intended to support the implementation of the *More Homes, More Choice: Ontario's Housing Supply Action Plan*. It is intended that the proposed PPS changes work together with other recent changes to the land use planning system – including the *Planning Act* through Bill 108, *More Homes, More Choice Act, 2019* (once proclaimed) and *A Place to Grow: Growth Plan for the Greater Golden Horseshoe*.

All conservation authorities were delegated responsibility for natural hazards by the Minister of Natural Resources when providing planning advice to municipalities. This includes flood plain management, hazardous slopes, Great Lakes shorelines, unstable soils and erosion which are now encompassed by Section 3.1 "Natural Hazards" of the PPS. The RVCA also has MOU/MOA's with the County of Lanark, the United Counties of Leeds and Grenville and the City of Ottawa to provide planning advice on natural heritage features, hydrogeology investigations, and stormwater management which are encompassed in other sections of the PPS.

### **Analysis**

The majority of Section 3.1 Natural Hazards remains unchanged from the 2014 version of the PPS. However, there are two points which have the potential to impact the RVCA's planning review role in accordance with our delegated responsibility for Natural Hazards:

- An additional PPS Policy has been proposed which requires planning authorities to prepare for the impact of a changing climate that may increase the risk associated with natural hazards.
- The Province recently appointed a Provincial Flood Advisor (Doug McNeil) who is currently undertaking consultations across the Province to hear about flood related issues. It is anticipated that Section 3.1 Natural Hazards may be amended once the Flood Advisor's report and recommendations are presented.

The recognition of a changing climate for natural hazards is considered a positive step and strengthens the RVCA's role as it relates to Natural Hazard planning. Staff are also recommending that the Province provide some direction and consistent definitions for key terms that impact both the PPS and the *Conservation Authorities Act*.

A majority of the proposed changes to the PPS direct planning authorities to consider a changing climate in their decision making. Staff view this as a positive inclusion and is aligned with the RVCA's role as watershed managers. There are some points of clarification for certain proposed changes, however the document as a whole strikes a fair balance between promoting development, protecting the environment, and public health and safety. A copy of the draft comments are attached. The deadline to submit comments to the Province is October 21, 2019.

### **Input From Other Sources**

ERO posting 019-0279 was reviewed by RVCA planning staff and the attached comments were prepared. These comments were also shared with Conservation Ontario.

### **Financial Considerations**

N/A

### **Legal Considerations**

N/A

**Adherence to RVCA Policy**

N/A

**Link to Strategic Plan**

N/A

**Attachments:**

- Provincial Policy Statement Review – Proposed Policies: Consultation Table

**Additional Information**

- The full ERO posting is available at <https://ero.ontario.ca/notice/019-0279>



# Provincial Policy Statement Review — Proposed Policies

ERO Posting: 019-0279  
Consultation Table

## Questions from ERO Posting

PPS Consultation	
Question	RVCA Comments
Do the proposed policies effectively support goals related to increasing housing supply, creating and maintaining jobs, and red tape reduction while continuing to protect the environment, farmland, and public health and safety?	<ul style="list-style-type: none"><li>- Within the context of the CA's mandate as per the MOA with MNR to represent the Provincial interest on Natural Hazards in Section 3.0, the Conservation Authority does not consider the proposed policies to conflict with these stated goals.</li></ul>
Do the proposed policies strike the right balance? Why or why not?	<ul style="list-style-type: none"><li>- Within the context of the CA's mandate as per the MOA with MNR to represent the Provincial interest on Natural Hazards in Section 3.0, the RVCA supports the balanced approach proposed.</li></ul>
How do these policies take into consideration the views of Ontario communities?	<ul style="list-style-type: none"><li>- Throughout our work it is apparent that our clients expect a balanced approach and the proposed PPS appears to be consistent with community expectations in this regard.</li></ul>
Are there any other policy changes that are needed to support key priorities for housing, job creation, and streamlining of development approvals?	<ul style="list-style-type: none"><li>- Within the context of the CA's mandate as per the MOA with MNR to represent the Provincial interest on Natural Hazards in Section 3.0, the RVCA recommends further consistency with terms and definitions used between the PPS and those identified under the <i>Conservation Authorities Act</i>. Providing consistent terms and definitions will assist in the administration of the CA's mandate and will provide further transparency to the public.</li></ul>
Are there any other tools that are needed to help implement the proposed policies?	<ul style="list-style-type: none"><li>- Updates to Provincial documents which support the implementation of the PPS are required to reflect current practices and standards and to properly account for a changing climate (i.e.: Natural Hazards Guidelines, MECP's D-5-4, D-5-5 Guidelines).</li></ul>

## Specific Comments

Provincial Policy Statement Review – Proposed Policies	
PPS Sections	RVCA Comments
<b>Part I: Preamble</b>	<ul style="list-style-type: none"> <li>- 5<sup>th</sup> paragraph: A reference is made to “Official Plans shall provide clear, reasonable and attainable policies...”. It is unclear what constitutes reasonable and attainable or what this means in a policy context. These terms are very subjective and may require further guidance from the Province.</li> </ul>
<b>Part III: How to Read the Provincial Policy Statement</b>	<ul style="list-style-type: none"> <li>- The sentence “<i>There is no implied priority in which the policies appear</i>” would be better suited at the beginning of Part III.</li> </ul>
<b>1.0 Building Strong Healthy Communities</b>	
1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns	<ul style="list-style-type: none"> <li>- 1.1.1 d) provides direction to avoid land use patterns that would prevent efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas.  Further clarification is required as to how this might impact rural severances including surplus farm severances.</li> <li>- 1.1.1 i) The recognition of preparing for regional and local impacts of climate change is a very positive update to the policies. It will assist in promoting a more resilient Ontario in the face of a changing climate and associated risks.</li> <li>- 1.1.3.2 d) The requirement to prepare for the impacts of a changing climate is a very positive update to the policies.  It will be very important to have supporting Provincial documents and guidelines to support these policies.</li> </ul>
1.2 Infrastructure and Public Service Facilities	<ul style="list-style-type: none"> <li>- 1.6.6.1 b) 2. This policy requires that planning for sewage and water services shall prepare for the impacts of a changing climate. This is a very positive step as it will ensure that sewage and water services are built with the necessary resiliency for Ontario’s long-term prosperity.</li> <li>- 1.6.6.1 e) provides very good clarity of the options available in areas where municipal servicing is not a feasible in the foreseeable future.</li> <li>- 1.6.6.4 (2<sup>nd</sup> paragraph): This policy makes reference to planning authorities “should” assess the long-term impacts of individual on-site sewage services and individual on-site water services on the environmental health and the character of rural settlement areas.  The term “should” implies that this is discretionary. This policy has an impact on public health and safety and therefore should be required. The RVCA recommends the term “should” be replaced with “shall”.</li> </ul> <p>While the objective of this policy is good, the implementation of it will likely be difficult. Most municipalities and counties do not have the expertise to comment or coordinate such a study.</p>

	<p>In order to implement this policy there will need to be standards or guidelines provided by the Province to ensure consistency between jurisdictions. Also, the definition of long-term in the context of this policy needs to be defined (i.e.: next 20 years, 50, 100?).</p> <ul style="list-style-type: none"> <li>- 1.6.6.7 c) requires stormwater management to minimize erosion and changes in water balance while preparing for a changing climate. This is a very positive step and will enable municipalities to become further resilient to climate change and its associated risks to public health/safety and properties (i.e.: flooding)</li> </ul>
<b>2.0 Wise Use and Management of Resources</b>	
2.1 Natural Heritage	<ul style="list-style-type: none"> <li>- 2.1.2 implies that the protection of the diversity of natural features in an area, and the long-term ecological function and biodiversity of natural systems to be maintained, restored or, where possible improved is discretionary using the word "should" as opposed to "shall".  This would appear to be in conflict with the statement in 2.1.1. which states natural features and areas shall be protected for the long term. The RVCA recommends the word "should" be replaced with "shall" for consistency with Policy 2.1.1.</li> <li>- 2.1.9 indicates that nothing in Policy 2.1 is intended to limit the ability of agricultural uses to continue. While the importance of agricultural uses to continue is acknowledged, there is often confusion as to how the policy relates to the expansion of agricultural uses.  Further direction and clarification from the Province is required to fully understand how this Policy is meant to be interpreted for the expansion of agricultural uses into existing Provincially Significant Wetlands.</li> <li>- 2.1.10 allows municipalities to manage wetlands not subject to Policy 2.1.4 and 2.1.5 in accordance with guidelines developed by the Province.  Clarification is required regarding the meaning of "manage" in this Policy. This Policy implies that the protection of wetlands not designated as Provincially Significant is discretionary.  The <i>Conservation Authorities Act</i> affords all wetlands protection which would seem to conflict with this Policy. This could lead to confusion and/or delays for developments. There should be consistency between this Policy and that of the <i>Conservation Authorities Act</i>.</li> </ul>
2.2 Water	<ul style="list-style-type: none"> <li>- 2.2.1 c) requires planning authorities to improve or restore the quality and quantity of water by evaluating and preparing for the impacts of a changing climate to water resource systems at the watershed level.</li> </ul>

	<p>This is a positive step as it is aligned with the Conservation Authority's role in watershed management.</p>
2.3 Agriculture	<ul style="list-style-type: none"> <li>- 2.3.5.1 gives direction to planning authorities as to where exclusions from prime agricultural areas can be considered. However, this policy does not recognize that there may be natural features which warrant exclusion from prime agricultural areas.</li> <li>- The RVCA recommends that natural features be excluded from prime agricultural area.</li> </ul>
2.5 Mineral Aggregate Resources	<ul style="list-style-type: none"> <li>- 2.5.2.2 implies that Provincially Significant Wetlands that are not within the Greenbelt Area and are north of Ecoregions 5E, 6E and 7E would be open for mineral aggregate extractions. This could be very detrimental to the overall watershed planning strategy previously identified in the PPS.</li> </ul> <p>This policy also makes reference to mineral aggregate extraction being permitted in the natural features provided a long-term rehabilitation can demonstrate no negative impacts on the natural features or their ecological functions. This seems like an impossible goal to achieve as many mineral aggregate extraction operations are active for decades at which time any biodiversity and the ecological functions of those natural features would be significantly altered or potentially completely lost.</p> <p>The term "long-term" is not defined which leaves room for interpretation. This term should be defined.</p> <ul style="list-style-type: none"> <li>- 2.5.3.1 should also provide for the creation, rehabilitation or enhancement of natural features as defined in the PPS which may have been altered or lost as a result of the cumulative mineral aggregate extraction operations.</li> </ul>
<b>3.0 Protecting Public Health and Safety</b>	
3.1 Natural Hazards	<ul style="list-style-type: none"> <li>- 3.1.3 recognizes that planning authorities must prepare for the impacts of a changing climate that may increase the risk associated with natural hazards. This is a very positive update and is in keeping with the mandate of the Conservation Authority as it relates to natural hazards.</li> <li>- 3.1.4 makes reference to minor additions. The term minor additions should be well defined. At present there is no consensus Provincially as to what a minor addition is and it is left up to each municipality to define. A well-defined term would provide clarity and consistency Province wide.</li> <li>- 3.1.7 sets out the criteria in which development may be permitted in a two-zone concept for flooding.</li> </ul> <p>It may be advisable to consider the scope of development in such areas as there still is a risk. This could include policy that would avoid over development in these low risk areas.</p> <p>This policy should also take into consideration that all other options have been exhausted. In other words this policy should not be used to justify new development on vacant land, but rather be utilized only for areas where there is already established development.</p>

<b>4.0 Implementation and Interpretation</b>	<ul style="list-style-type: none"> <li>- 4.7 makes reference to planning authorities shall take action to support increased housing supply and facilitate a timely and streamlined process for local development. It is unclear what projects would fit this definition. These goals are better suited in regulations, legislation or a municipal administrative policy which dictate the review times of a specified application.</li> <li>- There is also confusion as to what would happen to other applications which had been submitted, for example, would those applications be “bumped” to the back of the queue for review in favor of certain applications?</li> </ul>
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**7.0 Client Service Charter**  
Report #: 2-190926

To: RVCA Board of Directors  
From: Glen McDonald  
Director of Planning and Watershed Science  
Date: September 19, 2019

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**Recommendation:**

**That the Board of Directors of the Rideau Valley Conservation Authority adopt the attached Client Service Charter and direct staff to post it on RVCA's website.**

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**Purpose**

To formally establish and publish client service standards for all RVCA programs and services.

**Background**

In response to Bill 108, the *More Homes, More Choices Act*, Conservation Ontario Council endorsed a Client Service and Streamlining Initiative which outlined actions to support the provincial government's objective of increasing the housing supply without jeopardizing public health and safety and the environment. This initiative was endorsed by the RVCA Board of Directors at their meeting on March 28, 2019 (Staff Report #10-190328) and has since been endorsed by all 36 conservation authorities. An update to the Client Service and Streamlining Initiative was received by the RVCA Board of Directors at their meeting on July 25, 2019 (Staff Report #5-190725).

The Client Service Streamlining Initiative has three broad components:

- Improve client service and accountability
- Increase speed of approvals
- “Reduce red tape” and regulatory burden

Each component has a subset of actions to guide implementation. One of the actions identified to improve client service and accountability is for each conservation authority to adopt client service standards, which are to be available to the public on our websites.

**Analysis**

The attached Client Service Charter defines RVCA's service commitments to our clients. It identifies who our clients are, our commitment to exemplary customer service,

our client service standards, opportunities for feedback whereby client service can be monitored and improved, and protocols for issues management focused on early problem identification and resolution.

### **Input From Other Sources**

Staff reviewed client service standards developed by other conservation authorities and the standards specified in the charter are consistent with those standards.

### **Financial Considerations**

The adoption and implementation of the client service charter is not expected to have any financial impact on the RVCA. Most of the standards and actions specified in the charter are already in place. The charter formalizes these practices and documents them so that they are accessible to the public.

### **Legal Considerations**

The adoption of the client service charter, and the commitments made therein with respect to timelines for planning and regulation application review, will be consistent with the timelines specified in our MOAs with our municipalities and timelines specified in legislation and regulations. If these timelines change, the client service charter will be updated through a report to the Board.

### **Adherence to RVCA Policy**

Client service measures will comply with RVCA's policies or policies will be revised to reflect improvements and brought to the Board for approval.

### **Link to Strategic Plan**

The client service charter supports Priority Action #2 under Strategic Direction #4:

- Review delivery costs, revenue generation and value to the watershed for all programs and implement changes that improve efficiency, effectiveness and client service.

### **Attachments:**

- Client Service Charter

# **Client Service Charter**

## **RVCA CLIENT SERVICE PROMISE**

The RVCA's goal is to provide a high standard of efficient and effective service to all our clients. We will provide conservation information, advice and service in a helpful, fair, consistent and respectful manner so that our clients, our citizens and our municipalities can do their jobs well. This charter explains our service commitment.

### **1. Who Are Our Clients?**

- Clients of all programs and services
- Community and business partners and key stakeholders
- Municipal, provincial and federal governments
- Education institutions
- The public, including visitors to our conservation areas and users of related programs and services
- Members of the RVCA Board of Directors and RVCA staff

### **2. Our Commitment to Our Clients**

- Provide client service that is timely, welcoming and helpful
- Provide knowledgeable, professional and courteous service
- Treat clients with respect, fairness, openness and equality
- Ensure that it is easy and convenient to contact us
- Maintain client confidentiality and abide by all privacy legislation
- Ensure that services are accessible to all and provide information in alternative formats upon request
- Ensure our client service locations are accessible, safe and healthy environments

### **3. Our Client Service Standards**

- Ensure that all staff provide a courteous and accurate voicemail greeting indicating when they will be available to respond to messages
- For extended absences, ensure that all staff provide information on voicemail greetings and automated e-mail responses for alternative contacts
- Strive to acknowledge receipt of voicemail and e-mail within two working days
- Explain our processes and provide a time estimate on all work
- Provide comments on planning applications within the specified due date or within the time frames specified in agreements
- Make decisions on septic permit applications within the time frames specified in the Ontario Building Code
- Make decisions on Section 28 permit applications within 42 calendar days for minor applications and 63 calendar days for major applications, excluding statutory holidays
- Keep clients informed, advise of and explain delays
- Post notice of holidays and service disruptions on our website, social media, telephone system and building entrances
- Respect our clients' time by keeping scheduled appointments and strive to attend to clients without appointments within 20 minutes

- Use plain language wherever possible and provide more detail or explanation when asked
- Provide written material and mapping or links to the website where these resources can be accessed
- Provide business cards for ease of access

#### **4. Continuous Improvement**

- Ensure that all clients have the opportunity to provide feedback on the service received
- Monitor feedback and review performance regularly and provide an annual report to our clients via the website
- Respond to all feedback if accompanied by contact information within five business days
- Review our client service charter, commitments and standards annually

#### **5. Client Service Partnership**

As the RVCA strives to provide the best possible client service experience, respect for the client is essential. In turn, staff must be provided with a safe, healthy work environment in which they are treated with respect by their colleagues and all those who utilize RVCA programs and services. The client has a role in the client service partnership, and we ask that you please:

- Behave courteously toward our staff and other clients
- Be respectful of posted rules including those regarding parking, entry fees, smoking, motorized vehicles, pets, wildlife, hunting and trespassing
- Respect our “no gifts” policy
- Provide accurate and complete information when making inquiries
- Whenever possible, make appointments with staff

#### **Issues Management**

The RVCA is committed to resolving issues that may arise during the delivery of our planning and regulation services:

- The file manager will resolve planning file issues by working with the client/municipality to find solutions which are supported by RVCA policies and the memorandums of agreement.
- If a resolution is not achieved, the appropriate Director will act as a client service facilitator.
- If a resolution is not achieved, the matter will be referred to the General Manager, and then to the Board of Directors if the matter is not resolved.
- If not satisfied with a decision on whether a permit application is complete, the applicant can request an administrative review by the General Manager. This review will be limited to a complete application policy review and not the technical merits of the application.
- If a decision on a permit application has not been made within the appropriate time frame the applicant can submit a request for administrative review by the General Manager.
- Any dispute of fee calculations that cannot be resolved through consultation with the appropriate Director or the General Manager, can be referred to the Board of Directors.



**8.0 Ad Hoc Policy Committee**  
Report #: 3-190926

To: RVCA Board of Directors  
From: Sommer Casgrain-Robertson  
General Manager  
Date: September 18, 2019

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**Recommendation:**

**THAT the Board of Directors of the Rideau Valley Conservation Authority appoint Pieter Leenhouts, Judy Brown, Barclay Cormack, Brian Dowdall, Melissa Sullivan, Anne Robinson and Carolyn Bressee to an Ad Hoc Policy Committee with the attached Terms of Reference.**

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**Purpose**

To form an Ad Hoc Committee of the Board of Directors to assist staff in a review and advisory capacity in drafting updated planning and regulations policies for consideration by the Board.

**Background**

At their April 2019 meeting, Conservation Ontario Council endorsed a Client Service and Streamlining Initiative which outlined actions to support the provincial government's objective of increasing the supply of housing without jeopardizing public health or safety or the environment. This initiative proposes actions to improve plan review and permitting services and processes across all conservation authorities in an effort to:

- Improve Client Service and Accountability
- Increase speed of approvals
- Reduce “red tape” and regulatory burden

One of the key elements to achieve these objectives is having effective policies guiding plan review and permitting services. RVCA has existing Board approved policies but they require updating and some policy gaps need to be addressed. Updating these policies is identified in RVCA's Strategic Plan as a priority action.

**Analysis**

Chair Leenhouts proposed that policies be updated by staff in consultation with an ad hoc committee of the Board of Directors. This idea was supported by the Board at their July meeting and it was suggested that the committee be made up of members of the

Executive Committee as well as two or three other board members who may be interested. Members were asked to express their interest to the General Manager.

### **Input From Other Sources**

N/A

### **Financial Considerations**

Members of the Ad Hoc Committee will receive a per diem and mileage for meetings. These costs can be accounted for in RVCA's existing budget.

### **Legal Considerations**

Section 18(2) of the *Conservation Authorities Act* states:

*An authority shall establish such advisory boards as may be required by regulation and may establish such other advisory boards as it considers appropriate. 2017, c. 23, Sched. 4, s. 15.*

Section 19.1(1)(e) of the Act also states:

*19.1 (1) An authority may make by-laws,  
(e) providing for the composition of its executive committee and for the establishment of other committees that it considers advisable and respecting any other matters relating to its governance;*

### **Adherence to RVCA Policy**

Section 16 of RVCA's Administrative By-law states that the Authority "may establish such other Advisory Boards or committees as it considers appropriate to study and report on specific matters".

The By-law also states:

- *The General Membership shall approve the terms of reference for all such committees, which shall include the role, the frequency of meetings and the number of members required.*
- *Appointment of members to committees shall be made by the Chair, subject to approval by the General Membership.*
- *Resolutions and policies governing the operation of the Authority shall be observed in all committee meetings.*
- *Each committee shall report to the General membership, presenting any recommendations made by the committee.*

### **Link to Strategic Plan**

This initiative supports Priority Action #3 under Strategic Direction #2:

- *Update development review policies to guide development away from natural hazards (areas prone to flooding, erosion or slope failure) and natural features (wetlands, shorelines and watercourses). Ensure updated policies are effective, balanced and user-friendly.*

**Attachment:** Terms of Reference for Ad Hoc Policy Committee

## **Terms of Reference for Ad Hoc Policy Committee**

### **1. Purpose**

The Authority shall form an Ad Hoc Policy Committee to:

- To form an Ad Hoc Committee of the Board of Directors to assist staff in a review and advisory capacity in drafting updated planning and regulations policies for consideration by the Board.

### **2. Membership**

The Ad Hoc Policy Committee shall consist of all members of the Executive Committee and may include an additional three Members from the Board.

The Chair and Vice-Chair of the Authority shall be the Chair and Vice-Chair of the Ad Hoc Policy Committee.

Appointment of Members to the Ad Hoc Policy Committee shall be made by the Chair, subject to approval by the General Membership.

### **3. Meeting Procedures**

Resolutions and policies governing the operation of the Authority shall be observed in all Ad Hoc Policy Committee meetings.

### **4. Frequency of Meetings**

Meetings shall be held at the call of the Chair.



## 9.0        2020 Budget Discussion

**Report #: 4-190926**

To: RVCA Board of Directors  
From: Sommer Casgrain-Robertson  
General Manager / Secretary-Treasurer  
Date: September 18, 2019

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### Purpose

To have a preliminary discussion about the preparation of RVCA's 2020 budget and seek high level direction from the Board of Directors.

### Background

Each fall, the RVCA prepares an annual budget for the coming year based on workplan priorities from our Strategic Plan.

- September – staff outline key budget considerations for the coming year and seek high level direction from the Board
- October – staff present a preliminary draft budget for Board review and input
- November – staff present a revised draft budget for Board consideration. If approved for circulation, this draft budget is circulated to all member municipalities for review and comment. Presentations to council are also offered.
- February – all comments received from municipalities are considered by the Board before approving a budget at their February meeting.

### Analysis

For the past two years, the RVCA has used a new budget format which reflects Public Sector Accounting Standards and aligns with our year-end Financial Statements.

Revenues are stated on one page, expenditures on another, and on a third page adjustments are made for tangible capital assets, reserve transfers and our office building debenture. A further breakout of revenue by program is also provided.

For 2020, additional changes are being made to our budget format to separate operating and capital expenses which is current best practice. Having separate operating and capital budgets will position us well for bringing in a multi-year asset management plan which is a priority to develop in 2020.

In 2019, RVCA's approved budget totaled \$10,765,201 and could be broken down into the following components:

	<u>2018 Budget</u>	<u>2019 Budget</u>
Staffing Costs:		
• Salary	\$4,471,773	\$4,521,557
• Payroll Taxes (WSIB, EI, CPP, EHT)	\$ 474,191	\$ 486,485
• OMERS	\$ 412,398	\$ 424,247
• Benefits	\$ 320,314	\$ 322,245
• Subtotal	\$5,678,676	\$5,754,534
Other Costs:		
• Non-Labour Operating Costs	\$3,199,312	\$3,420,523
• Rideau River Ice Management	\$ 500,000	\$ 675,059
• Water Control Infrastructure TCAs	\$ 675,000	\$ 860,000
• Other TCAs (vehicles and IT)	\$ 120,000	\$ 55,000
• Amortization	\$ (370,314)	\$ (358,600)
• Reserve Transfers (net)	\$ 57,976	\$ 84,018
• Office Building Debenture Repayment	\$ 263,667	\$ 274,667
• Subtotal	\$4,445,641	\$5,010,667
Total	\$10,124,317	\$10,765,201

This year there have been lots of provincial changes that affect workplans and budgets and more changes are anticipated this fall and into next year. Key budget considerations for 2020 that will be reviewed and discussed at our meeting include:

- 2019 reduction in provincial funding and expectations for remaining funding in 2020
- Factors impacting wages (cost of living, grid movement for staff still moving through their salary band, payroll taxes and contribution rates for OMERS and benefits).
- Provincial Flood Advisor's report and recommendations which are expected in October and could influence the work of conservation authorities.
- Draft regulations that are expected under the *Conservation Authorities Act* and how that may define what programs and services the province considers to be "core mandate" for conservation authorities.
- The attached letter from Minister Yurek that was sent to all conservation authorities and the heads of their municipal councils.
- Assessment growth in the watershed and direction on fee and municipal levy increases. In recent years, RVCA, MVCA and SNC have implemented an annual increase to their fees of 2% to keep pace with cost of living. They have also implemented an annual increase to their municipal levy of 2% plus assessment growth to keep pace with cost of living and reflect budget direction from Ottawa Council and some surrounding municipalities.

## **Input from Other Sources**

A draft budget and workplan is circulated to all member municipalities in November for review and comment prior to the board considering the budget for approval in February. RVCA also offers to attend a meeting of council to present the draft budget and answer questions.

## **Financial Considerations**

The annual budget sets revenues and expenditures for all RVCA programs and services and sets the general and special levies for municipalities. Actual expenditures and revenues are tracked monthly by managers and reported on three times a year to the Board.

## **Legal Considerations**

RVCA prepares an annual budget and municipal levies in accordance with:

- *Conservation Authorities Act*, R.S.O. 1990, c. C.27
- O. Reg. 670/00: Conservation Authority Levies
- O. Reg. 139/96: Municipal Levies

## **Adherence to RVCA Policy**

RVCA prepares an annual budget in accordance with its Administrative By-law.

## **Link to Strategic Plan**

RVCA's annual budget and workplan are designed to support the implementation of multiple priority actions in its Strategic Plan.

## **Attachments**

- Letter from Minister Yurek to conservation authorities and municipal Mayors  
(August 16, 2019)

**Ministry of the Environment,  
Conservation and Parks**

Office of the Minister

777 Bay Street, 5th Floor  
Toronto ON M7A 2J3  
Tel.: 416-314-6790

**Ministère de l'Environnement,  
de la Protection de la nature et des  
Parcs**

Bureau du ministre

777, rue Bay, 5<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416.314.6790



August 16, 2019

To whom it may concern:

As you know, on June 6, 2019, our government passed the *More Homes, More Choice Act, 2019*, which updated the *Conservation Authorities Act*. We made these legislative changes to improve public transparency, consistency, and accountability in conservation authority operations. These changes will give greater control to individual municipalities on conservation authority programs and budgets. These changes will also require conservation authorities to re-focus their efforts on the delivery of programs and services related to their core mandate, such as those related to:

- Risk of natural hazards;
- Conservation and management of CA owned or controlled lands;
- Drinking water source protection;
- Protection of the Lake Simcoe watershed;
- Other programs or services, as prescribed by regulation.

Furthermore, over the coming months, I will be reviewing all of the relevant legislation and regulations that govern Ontario's conservation authorities to explore even more opportunities to re-focus their efforts and to ensure they are best serving the interests of the people of Ontario.

In the meantime, I request that you review and consider your own conservation authority's activities and begin preparations and planning to wind down those activities that fall outside the scope of your core mandate. I also encourage you to refrain from developing new policies that are not aligned with your mandate or with provincial policies. Finally, I ask that while we are undergoing this review and updating the legislation and regulations that you do not proceed with any increases to your fees or levies.

I appreciate the work of conservation authorities and the feedback that was provided on the legislative changes. I look forward to receiving further input and recommendations as we move forward with upcoming regulatory and policy proposals.

Sincerely,

Jeff Yurek

Minister of the Environment, Conservation and Parks



**10.0            2020 Meeting Schedule**  
Report #: 5-190926

To: RVCA Board of Directors  
From: Sommer Casgrain-Robertson  
General Manager  
Date: September 18, 2019

<input type="checkbox"/>	For Information
<input type="checkbox"/>	For Direction
<input checked="" type="checkbox"/>	For Adoption
<input checked="" type="checkbox"/>	Attachment – 1 page

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**Recommendation:**

**THAT the Board of Directors of the Rideau Valley Conservation Authority approve the attached 2020 Board of Directors Meeting Schedule.**

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**Purpose**

To approve a meeting schedule for the Board of Directors for 2020.

**Background**

The RVCA usually holds 8 meetings a year of its Board of Directors plus a watershed tour in June (no meetings are usually held in January, August and December).

**Analysis**

For 2020, we are adding a tentative meeting for January in case we require it to review draft regulations that may be proposed under the *Conservation Authorities Act* or if draft policies are ready for review from staff and the Ad Hoc Policy Committee.

**Input from Other Sources**

All meetings are open to the public. Meeting dates, agenda packages and meeting minutes are posted on RVCA's website and all municipalities receive a meeting summary and approved minutes by email.

**Financial Considerations**

Members receive a per diem and mileage for meetings. These costs are accounted for in RVCA's annual budget.

**Legal Considerations**

Section 15(1) of the *Conservation Authorities Act* states:

*The first meeting of an authority shall be held at such time and place as may be determined by the Minister and, in each year thereafter, the authority shall hold at least one meeting before the 1st day of March and at least one meeting after the 1st day of July and such other meetings as it considers necessary to effectively conduct the affairs of the authority. R.S.O. 1990, c. C.27, s. 15 (1).*

**Adherence to RVCA Policy**

Section C 2 of RVCA's Administrative By-law states that "*the General Membership shall approve a schedule for regular meetings in advance*".

**Link to Strategic Plan**

N/A

**Attachment:** 2020 Board of Directors Meeting Schedule



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## 2020 Board of Directors Meeting Schedule

<b>Date</b>		<b>Location:</b> RVCA Office (unless otherwise indicated) 3889 Rideau Valley Drive, Manotick
		<b>Time:</b> 6:30 pm (unless otherwise indicated)
January	Thurs 23	<i>Tentative Meeting</i>
February	Thurs 27	
March	Thurs 26	
April	Thurs 23	
May	Thurs 28	
June	Thurs 25	<b>Watershed Tour</b>
July	Thurs 23	
August		No Meeting
September	Thurs 24	
October	Thurs 22	
November	Thurs 26	
December		No Meeting

**Note:**

- A meeting schedule will also be prepared for the Executive Committee
- All other meetings will be at the call of the Chair.

Proudly working in partnership  
with our 18 watershed municipalities

Athens, Augusta, Beckwith, Central Frontenac, Clarence-Rockland,  
Drummond/North Elmsley, Elizabethtown-Kitley, Merrickville-Wolford, Montague,  
North Dundas, North Grenville, Ottawa, Perth, Rideau Lakes, Smiths Falls, South Frontenac, Tay Valley, Westport