

RIDEAU VALLEY CONSERVATION AUTHORITY
Box 599, 3889 Rideau Valley Drive
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Hybrid meeting held in-person and electronically

APPROVED MINUTES

Board of Directors **7/23** **Thursday, October 26, 2023**

Present:	Jeff Banks	Anne Barr
	David Brown	Barry Card
	Brian Dowdall	Charlene Godfrey
	Susan Irwin	Shawn Pankow
	Angela Pierman	Anne Robinson
	Kristin Strackerjan	Gary Waterfield
	Adrian Wynands	

Staff: Sommer Casgrain-Roberton, General Manager
Dan Cooper, Director of Conservation Lands and Stewardship
Kathy Dallaire, Manager of Finance
Terry Davidson, Director of Engineering and Regulations
Diane Downey, Director, Communications and Outreach and Executive Director, RVCF
Glen McDonald, Director of Science and Planning
Brian Stratton, Manager of Engineering
Marissa Grondin, Executive Assistant

Regrets:	Riley Brockington	Theresa Kavanagh
	Wilson Lo	Morgan Kenny
	Mel Foster	Steve Fournier

Chair Strackerjan called the meeting to order at 6:31 p.m.

1.0 Roll Call

General Manager/Secretary-Treasurer conducted a roll call.

2.0 Land Acknowledgement Statement

Chair Strackerjan gave the Land Acknowledgement statement.

3.0 Agenda Review

Chair Strackerjan reviewed the Agenda.

4.0 Adoption of Agenda

Resolution 1-231026

Moved by:

Brian Dowdall

Seconded by:

Adrian Wynands

THAT the Board of Directors of the Rideau Valley Conservation Authority adopts the Agenda as circulated.

Resolution Carried

5.0 Declaration of Interest

There were no declarations of interest.

6.0 Approval of Minutes of September 28, 2023

Resolution 2-231026

Moved by:

Susan Irwin

Seconded by:

Jeff Banks

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #06/23, September 28, 2023 as circulated.

Resolution Carried

7.0 Business Arising from the Minutes

There was no business arising.

8.0 2024 Meeting Schedules

Sommer Casgrain-Robertson presented the 2024 meeting schedules for the Board of Directors and Executive Committee noting a change in the Watershed Tour to the fourth Friday in June as opposed to the fourth Thursday to avoid conflicts with council meetings.

Resolution 3-231026

Moved by:

Anne Robinson

Seconded by:

Gary Waterfield

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the attached 2024 Meeting Schedules for the Board of Directors and Executive Committee.

Resolution Carried

9.0 Appointment of Executive Committee

Ms. Casgrain-Robertson provided a brief review of RVCA's Administrative By-law regarding the appointment of Executive Committee members. She explained that the resignation of former member Pieter Leenhouts from RVCA's Board of Directors left a vacancy and Chair Strackerjan is recommending Anne Barr for appointment to the Committee.

Resolution 4-231026

Moved by:

Charlene Godfrey

Seconded by:

Anne Robinson

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints Anne Barr to the RVCA's Executive Committee for the year 2023.

Resolution Carried

10.0 Six Year Natural Hazard Mapping Strategy

Brian Stratton, Manager of Engineering, gave an overview of RVCA's responsibilities pertaining to natural hazard mapping and presented a six-year workplan to complete or update additional mapping across the watershed.

Ms. Casgrain-Robertson responded to a member's question, explaining what dynamic beaches are and noted that there are none in the Rideau watershed.

Mr. Stratton addressed a member inquiry outlining that RVCA recently completed a risk assessment exercise that prioritized mapping areas in the watershed but also relies on planning and regulations activity to identify high growth areas that require mapping.

Glen McDonald, Director of Science and Planning, responded to a question about impacts of mapping on existing lots of record explaining that lots within a regulated area become subject to RVCA's Section 28 regulation once mapping is approved by the Board.

Mr. McDonald responded to a further inquiry explaining that the City of Ottawa usually does not apply their site alteration bylaw to properties that are subject to RVCA's Section 28 regulation to avoid duplication.

Resolution 5-231026

Moved by:

Adrian Wynands

Seconded by:

Anne Barr

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the attached Six Year Natural Hazard Mapping Strategy and direct staff to apply to the federal Flood Hazard Identification and Mapping

Program, or other funding programs as appropriate, to help fund the completion of this work.

Resolution Carried

11.0 Fleet Emissions Reduction Guideline

Terry Davidson, Director of Engineering and Regulations, presented a proposed Fleet Emissions Reduction Guideline for RVCA's highway fleet in response to a request from the Board in February to assess the cost-benefit of electric vehicles.

Mr. Davidson addressed a member's inquiry, confirming there is currently funding to install charging stations but only outside of urban areas and that the estimated cost per station is six thousand dollars. He also addressed a concern about charging station availability in remote areas of the watershed by indicating that the guideline focuses on converting RVCA's light duty highway fleet to electric as those are vehicles used in more urban areas of the watershed. For remote areas and heavier duty vehicles, the guideline also explores hybrid vehicles and alternative fuel vehicles.

A member shared their own positive experience with an electric vehicle and wondered if the guideline should consider more aggressive targets for medium and heavy-duty vehicles. Mr. Davidson noted a slower roll out of electric options for heavy-duty vehicles, especially when moving away from diesel fuel, as the reason for the proposed targets and that many conservation authorities have similar targets for their heavy-duty fleets. However, he acknowledged the fast-changing nature of the electric vehicle industry and the need for staff to continue to monitor emerging technology and new vehicle options. Ms. Casgrain-Robertson added that since it is a guideline, staff can monitor industry advancements and bring the guideline back to the Board as needed to adjust targets.

In response to a question, Mr. Davidson summarized RVCA's lifecycle schedule for disposing of vehicles which is based on age, mileage, use and maintenance costs. Ms. Casgrain-Robertson added that the replacement of vehicles is captured in RVCA's annual Capital Budget.

A member inquired whether staff have explored hydrogen vehicles. Mr. Davidson responded that Toyota is exploring hydrogen options, and that staff will continue to monitor the rapid technological advancements being made in anticipation of new technology emerging from these developments.

A member shared their municipality's experience with an electric vehicle pilot indicating that some light duty trucks are not performing as advertised especially if they are towing, some vehicles are not lasting the whole day on a charge depending on program demands and sometimes there have been

too many vehicles needing charging over night for the next day. Mr. Davidson responded that these are the challenges that staff will be looking to address when working with program managers to select vehicles to implement the guideline.

Gary Waterfield commended the report and recommended that the guideline be reviewed and presented to the Board every three years in light of the dynamic nature of the market and technology. Staff agreed that it would be beneficial to add a review period of three years to the recommendation.

Resolution 6-231026

Moved by:

Anne Barr

Seconded by:

Angela Pierman

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the attached Fleet Emissions Reduction Guideline and that the Guideline be reviewed and presented to the Board every three years.

Resolution Carried

12.0 Proposed 2024 Fee Schedules

Glen McDonald, Director of Planning and Science, gave an overview of the proposed fee schedules for RVCA's planning and regulatory programs for 2024. He also indicated that the fee increase is contingent on the Minister of Natural Resources and Forestry not extending his temporary freeze on fees beyond December 31, 2023. Should the fee freeze be extended, the 2023 fee schedules would remain in effect for 2024.

Mr. McDonald responded to a member inquiry explaining that neighbouring conservation authorities work to align their planning fee schedules because they rely on municipalities to collect those fees, and that they also work to align their regulatory fee schedules although some variations may occur due to differences in administrative costs or other factors.

In response to a question, Mr. McDonald indicated that staff do not receive a lot of push back regarding fees. He explained that occasionally applicants will express concern about a fee, which is typically addressed through discussions to clarify the rationale behind the fee and that they are used for cost recovery not generating profits. He emphasized that staff apply the fee schedules in a reasonable manner.

A member questioned if the \$175 fee for a digital report on Fee Schedule D was excessive. Mr. McDonald acknowledged that this fee might be a holdover from when people requested printed copies of reports (staff time, paper, binding). He indicated that generally staff email most reports now, which is at no cost. This fee will be reexamined for 2025.

Resolution 7-231026

Moved by:

Adrian Wynands

Seconded by:

Charlene Godfrey

THAT the Board of Directors of the Rideau Valley Conservation Authority direct staff to implement the following attached fee schedules to take effect January 1, 2024 subject to the Minister's direction dated December 28, 2022 expiring:

- Schedule A: Planning Advisory Program
- Schedule B: Conservation Authorities Act Applications
- Schedule C: Technical Report Review
- Schedule D: Information and Professional Services

AND THAT the Board approve the following attached fee schedule to take effect January 1, 2024:

- Schedule E: Onsite Sewage Disposal Systems

Resolution Carried

13.0 2024 Preliminary Draft Budget

Ms. Casgrain-Robertson summarized RVCA's budget process and reviewed information in the staff report regarding non-pension post-retirement benefits that was in response to a question from a member. Kathy Dallaire, Manager of Finance, gave an overview of the preliminary draft budget and how it aligned with budget direction provided by the Board in September.

In response to questions, Ms. Dallaire confirmed that the 2023 budget included a cost-of-living adjustment of 3 percent for salaries. She also indicated that municipalities pay their levy annually, but that bi-annual payments could be considered if requested by a municipality.

A member noted the absence of interest income in the budget and indicated that they expected to see it presented as a separate line item. Ms. Dallaire explained that interest income is included within Finance and HR and is shown as other revenue, but how it is presented could be reviewed.

In response to an inquiry, Ms. Casgrain-Robertson explained that it is important that RVCA communicate its municipal levy increase as a 2.5% tax increase plus 1.5% assessment growth, otherwise municipalities may think the 4% increase is on top of assessment growth which municipalities receive automatically as additional revenue, but conservation authorities have to include as part of their levy in order to tap into.

A member inquired about the feasibility of Outdoor Education programs operating on a cost-recovery basis. Ms. Dallaire explained that achieving cost recovery is the objective, however, this is a transition year to that model so some support from reserves is required.

In response to a question regarding the use of capital reserves as a revenue source, Ms. Dallaire noted the existence of healthy reserves available for use for capital projects and indicated that a report would be presented in November showing the current balance of all reserves.

Resolution 8-231026

Moved by: Brian Dowdall

Seconded by: Anne Barr

THAT the Board of Directors of the Rideau Valley Conservation Authority receives the attached 2024 Preliminary Draft Budget and Levy Apportionment sheet for review and comment.

Resolution Carried

14.0 Meetings

Ms. Casgrain-Robertson reviewed the October meetings, highlighting that the majority were council meetings focusing on the Category 3 Cost Apportioning agreement presentations.

- a) Westport Council Meeting: October 3, 2023
- b) Montague Council Meeting Presentation: October 3, 2023
- c) Thanksgiving Harvest (SNC Healing Place): October 4, 2023
 - Adrian Wynands shared positive feedback, noting the event was well attended. Students who had previously planted a garden in the spring returned for the harvest, contributing donations to the food bank.
- d) Agriculture and Rural Affairs Committee, City of Ottawa: October 5, 2023
- e) Source Protection Committee Meeting: October 5, 2023
 - Carol Dillon who is resigning from the Committee was recognized for her extensive and long-term commitment as an original member.
- f) Smiths Falls Council Meeting Presentation: October 10, 2023
- g) Merrickville-Wolford Council Meeting Presentation: October 10, 2023
- h) North Dundas Council Meeting Presentation: October 17, 2023
- i) South Frontenac Council Meeting Presentation: October 17, 2023
- j) ALUS Lanark Launch Event: October 21, 2023
 - Ms. Casgrain-Robertson reported that it was a great event with good turnout including key partners and local MPP John Jordan.
- k) Latonell Conservation Symposium: October 23 & 24, 2023
 - Anne Robinson, an attendee, shared insights from the symposium. She highlighted her experience, key takeaways that she learned, and she encouraged other members to attend in the future if their schedules permitted.
- l) RVCA Board of Directors Meeting: October 26, 2023

Upcoming

m) Eastern Ontario General Manager's Meeting: October 27, 2023

n) General Manager's Meeting: October 30, 2023

o) Perth Council Meeting Presentation: November 7, 2023

p) Clarence Rockland Council Meeting Presentation: November 8, 2023

15.0 Member Inquiries

Jeff Banks mentioned the recent passing of former RVCA Board Member Joe Gallipeau, who served on the Board from 2014 to 2018. Ms. Casgrain-Robertson thanked Councillor Banks for informing staff and the Board as the RVCA was unaware that he had passed. Staff indicated that they would make a donation on behalf of the RVCA in recognition of his service.

16.0 New Business

None.

17.0 Adjournment

The Chair adjourned the meeting at 7:57 p.m. on a resolution by Charlene Godfrey which was seconded by Anne Robinson.

Kristin Strackerjan
Chair

Marissa Grondin
Recording Secretary

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer