



**8.0 2025 Meeting Schedules
Report #: 01-240926**

To: RVCA Board of Directors
From: Sommer Casgrain-Robertson
General Manager
Date: September 19, 2024

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| <input type="checkbox"/> | For Direction |
| <input checked="" type="checkbox"/> | For Adoption |
| <input checked="" type="checkbox"/> | Attachment – 2 pages |

Recommendation:

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the attached 2025 Meeting Schedules for the Board of Directors and Executive Committee.

Purpose

To approve meeting schedules for the Board of Directors and Executive Committee Hearings for 2025.

Background and Analysis

The RVCA usually holds 9 meetings a year of its Board of Directors plus a watershed tour in June (no meetings are typically held in August and December). Meetings are held the fourth Thursday of the month at 6:30 pm.

The RVCA also holds the second Thursday of each month for Section 28 Hearings to be used as needed, although the March date has been pushed back a week to avoid March Break. These meetings of the Executive Committee are held at 7:00 pm.

All other meetings will be at the call of the Chair.

Input from Other Sources

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

Financial Considerations

Members receive 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*".

Attachments:

- 2025 Board of Directors Meeting Schedule
- 2025 Executive Committee Meeting Schedule (Section 28 Hearings)



3889 Rideau Valley Drive
 PO Box 599, Manotick ON K4M 1A5
 T 613-692-3571 | 1-800-267-3504
 F 613-692-0831 | www.rvca.ca

2025 Board of Directors Meeting Schedule

| Date | | Location: RVCA Administrative Office 3889 Rideau Valley Drive, Manotick ON Monterey Boardroom Time: 6:30 p.m. |
|-----------|------------|--|
| January | Thurs 23 | |
| February | Thurs 27 | |
| March | Thurs 27 | |
| April | Thurs 24 | |
| May | Thurs 22 | |
| June | Fri 20 | Watershed Tour |
| July | Thurs 24 | |
| August | No Meeting | |
| September | Thurs 25 | |
| October | Thurs 23 | |
| November | Thurs 27 | |
| December | No Meeting | |

Note: 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



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2025 Executive Committee Meeting Schedule

| Date | | Location: RVCA Administrative Office 3889 Rideau Valley Drive, Manotick ON Monterey Boardroom |
|-----------|----------|---|
| | | Time: 7:00 pm (unless otherwise indicated) |
| January | | No Meeting |
| February | Thurs 13 | |
| March | Thurs 20 | |
| April | Thurs 10 | |
| May | Thurs 8 | |
| June | Thurs 12 | |
| July | Thurs 10 | |
| August | Thurs 14 | |
| September | Thurs 11 | |
| October | Thurs 9 | |
| November | Thurs 13 | |
| December | Thurs 11 | |

Note: All other meetings will be at the call of the Chair.

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 North Dundas, North Grenville, Ottawa, Perth, Rideau Lakes, Smiths Falls, South Frontenac, Tay Valley, Westport



**9.0 Appointment of Staff to Issue Permits on Conservation Lands
Report #: 02-240926**

To: RVCA Board of Directors
From: Sommer Casgrain-Robertson
General Manager / Secretary-Treasurer
Date: September 18, 2024

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Recommendation

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the following staff to issue permits on behalf of the authority under Ontario Regulation 688/21:

- **Director of Conservation Lands and Stewardship**
- **Conservation Lands Planner**
- **Baxter Area Supervisor**
 - **restricted to activities taking place at Baxter Conservation Area**
- **Foley Mountain Area Supervisor**
 - **restricted to activities taking place at Foley Mountain Conservation Area**

Purpose

To seek approval to delegate the issuance of permits for activities on land owned by the RVCA to additional staff.

Background

Section 5 of Ontario Regulation 688/21: *Rules of Conduct in Conservation Areas* states:

No person shall, in a conservation area, except under a permit issued by an authority,

- (a) kill, trap, pursue or disturb a wild bird, reptile or animal;*
- (b) possess or ignite fireworks;*
- (c) camp;*
- (d) make an excavation;*
- (e) possess, shoot, discharge or use a spring gun, air gun, firearm, slingshot or any archery equipment;*

- (f) erect, paint or affix a sign or notice;*
- (g) sell or offer for sale an article, thing or service;*
- (h) engage in fund raising;*
- (i) advertise or carry on a business or enterprise;*
- (j) conduct a public performance of any kind, or bring equipment for public entertainment into the conservation area;*
- (k) conduct a public meeting or do anything that is likely to cause persons to congregate; or*
- (l) remain in the conservation area after the posted times.*

Section 3 (1) of the regulation further indicates that:

A permit required for any activity or purpose under this Regulation may be issued on behalf of an authority by the secretary-treasurer of the authority or another person appointed by the authority or the executive committee of the authority for that purpose.

Analysis

Staff are requesting that in addition to the General Manager / Secretary-Treasurer, that the following staff be appointed to issue permits on behalf of the authority under Ontario Regulation 688/21 for activities taking place on land owned by the RVCA:

- Director of Conservation Lands and Stewardship
- Conservation Lands Planner
- Baxter Area Supervisor
 - restricted to activities taking place at Baxter Conservation Area
- Foley Mountain Area Supervisor
 - restricted to activities taking place at Foley Mountain Conservation Area



**10.0 Activity Report: July and August 2024
Report #: 03-240926**

To: RVCA Board of Directors
From: All Staff
Date: September 19, 2024

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Purpose

To provide the Board with an update on program delivery, operations, events and news items including links to key items.

Program Highlights

Science and Engineering

Provincial Water Quality Monitoring: Five sampling rounds have been completed. This includes 10 sites within the watershed located along major rivers and tributaries: 6 sites along the Rideau River, 2 sites along the Tay River, 1 site along the Jock River, and 1 site along Kemptville Creek.

Continuous monitoring equipment was launched in the Jock River in April in support of the province's continuous monitoring initiative. The turbidity and conductivity loggers will remain in the system until November. Logger downloads have been completed twice.

Baseline Water Quality Monitoring: The RVCA baseline monitoring program started in April and has completed four sampling rounds. This program aims to monitor rivers and tributaries in the upper watershed and consists of 59 sites outside of the City of Ottawa.

Lake Water Quality Monitoring (Watershed Watch Program): All 39 monitored lakes have been visited and sampled three times. A final sampling round will occur in October.

Maple Creek Estates Stormwater Monitoring: Newly deployed equipment has been able to successfully capture seven storm events so far this season.

City Stream Watch: Staff and volunteers completed surveys of Graham, Brassils, McEwan and Greens Creek, totaling over 32 kilometers. Data review is underway to start preparing for the completion of four catchment reports, to be released in early 2025. In July and August, the program focused on invasive species removal events with volunteers along the four target creeks. The program has also started hosting several private events for workplaces seeking community outreach opportunities.

Ontario Benthos Biomonitoring Network: Staff have been working to identify samples taken at 44 stream sites this spring. Preparation has also begun for the fall sampling season, scheduled to start the first week of October.

Headwaters: Staff have completed monitoring of 63 headwaters sites in the Graham, McEwan, Greens and Brassils catchments which were visited in July to observe summer conditions of the features. This information can be important in determining the function of headwater drainage features within each catchment.

Milfoil Growth Monitoring - Long Lake (East): A project to monitor milfoil stand has been initiated. Buoys were deployed in May and stand depth measurements have been taken twice. The lake association will also be taking periodic measurements of stand growth to support the community initiative. The goal of this project is to further our relationship with the lake association, while also gaining a better understanding of milfoil growth throughout the summer season. Increasing concerns over stand growth in the lake have been identified over the last several years.

Sustainable Drainage Project: A swale demonstration site was installed on St. Mary's Street near Water Street in the Village of Portland. This project was done in cooperation with township staff and RVCA's Shoreline Naturalization team. Maintenance and modification of the swale are ongoing. Demonstration site signage will be developed and installed later this fall.

Monitoring equipment has been deployed in two catch basins located within the Village of Portland. Eight sample events occurred over the summer months totaling eight sampling events and the collected data is currently being reviewed for presentation to the working group committee in September.

Staff have also been working to develop a "reduce your runoff" resource book as part of the pilot project. The first draft will be presented to the working committee in September.

Drinking Water Source Protection: The Mississippi-Rideau Source Protection Region co-hosted their sixth Drinking Water Wise Webinar in August. This session provided a general introduction to groundwater, with guest experts Kyle Smith and Trish Luty of the Ontario Groundwater Association. The webinar welcomed 170 registrants.

Staff have also started consulting on proposed updates to our Source Protection documents. These updates are required to align with provincial rule changes and an opportunity to make administrative updates to policies and technical work.

Conservation Lands and Stewardship

Outdoor Education Programs: Both Baxter and Foley Mountain welcomed many seasonal and local residents to the conservation area who enjoyed trails, picnic areas and swimming areas. Both sites wrapped up successful summer programming with Baxter delivering six weeks of sold-out day camp and Foley Mountain delivering four weeks. Foley Mountain also delivered several trial summer forest school and family

nature programs throughout July and August. Both sites are now preparing for fall school programming and Forest School registration is open. Baxter will be offering new PD Day programs throughout the 2024-2025 school year.

Conservation Areas: The summer season was very busy at our 11 developed conservation areas. Unfortunately, there were frequent beach closures and staff are working to understand what caused these spikes in E. coli. Beaches will slowly begin to close throughout September. Foley Mountain staff are gearing up for a busy season for park visitation as the leaves start to change. From the end of September through to mid-late October, staff will be on-site on weekends to assist the large number of visitors navigating the site while also keeping the facilities stocked and welcoming.

Conservation Lands Monitoring: Bobolink and Eastern Meadowlark surveys were conducted in the first week of July. Stationary bat acoustic surveys were conducted at two additional properties. Results from June and July monitoring from the forest bird recordings have confirmed the presence of the Wood thrush on one of the newly acquired properties along with many Species at Risk bats. Acoustic recorders were installed in potential Whippoorwill habitat until mid-July, results have not provided confirmation of Whippoorwill on the targeted properties. In August a monitoring blitz was conducted for the Monarch butterfly and caterpillar on a few of our properties. Baxter was successful with many locations around the Conservation Area having caterpillars and butterflies which will allow us to apply for CLTIP in 2025.

Rural Clean Water Program: 85 new projects have been approved by the RCWP in 2024. In total, \$295,000 in funding has been allocated to projects valued at about \$910,000. These projects will be implemented on farms and rural properties throughout the watershed, helping to protect and improve local water quality.

Shoreline Naturalization Program: Staff are booking site visits now through November for potential 2025 projects. Monitoring and maintenance activities continue at the 13.5-acre pollinator meadow completed in partnership with Hydro Ottawa.

Forestry: Staff collected over 4,000 butternut seeds over two days in August. Planning is underway for fall activities including survival assessments, site preparations for 2025 planting, coordinating stock for the Lanark County Spring tree give-away, and arranging a fall tree planting of 3,700 trees in a floodplain through the ALUS program.

Planning and Regulations

Property Inquiries: Staff have responded to 262 property inquiries and have provided 86 legal clearance letters.

Plan Review: Staff have reviewed 345 planning applications and provided comments to municipalities: 344 with no objections (with or without conditions), one with objections; 131 applications continue to be under review, or are on hold.

Section 28 Regulation: Staff approved 174 Section 28 permit applications, 42 are under review, and 12 are on hold.

Septic System Inspections: In July and August 77 permits and 21 Certificates of Completion have been issued in the City of Ottawa.

Corporate Services

Finance: In July, staff worked with True Sky to implement new budget and reporting software that will make budget, forecasting and reporting processes more streamlined and efficient. The project has been progressing well and to date, both the Financial Model and the Compensation Model are complete and are being used to prepare the 2025 Draft Budget.

Joint Health and Safety: The RVCA has joined the WSIB (Workplace Safety and Insurance Board of Ontario) Health and Safety Excellence Program to enhance its workplace safety practices. In partnership with Wilken's Health and Safety Solutions, RVCA is conducting an internal audit to review and strengthen its safety protocols. This collaboration will create a comprehensive plan for ongoing improvement. Upon completion, RVCA will receive recognition from the WSIB for its commitment to health and safety, along with rebates on its WSIB premiums.

Rideau Valley Conservation Foundation: The RVCF hosted the first of two Planned Giving workshops on August 22 in Westport. The session was well attended with more than 20 participants. Thank you to the estate planning experts at Kelly Santini LLP and financial experts from Investors Group for their support. The experts are offered their services free of charge. RVCF Chair Andrew Harkness also attended the annual Veg Run event at the Fo Guang Shan Temple in Richmond on July 7. The community has been proudly donating to the Foundation in support of tree planting for the past three years.

Staffing Updates

New Arrivals:

- Dan Nguyen, Planner: Dan joined the RVCA in August bringing a wealth of experience from both the public and private sectors. He is a graduate of the University of Waterloo School of Planning with a Bachelor of Environmental Studies (BES) Honours Planning, Urban Design Specialization. Over the past 16 years he gained planning experience in the municipal, consulting and provincial sector and most recently served as a planner for the Toronto Region Conservation Authority in both their Development Engineering and Planning department as well as Assets and Risk Management.

Departures:

- Isabelle Maltais, Water Resources Engineer, Natural Hazards: While we only had the pleasure of working with Isabelle for a year and a half, she was an important part of our engineering team, making tremendous progress on the development of landslide risk assessment guidelines and new regulations processes. We wish her well as she moves to the private sector.
- Summer students: 17 students finished their contracts on August 30. Three students will stay on longer to support special departmental needs.

Upcoming Retirements:

- Terry Davidson, Director of Engineering and Regulations has announced that after 34 years, he will be retiring from the RVCA at the end of the year. First hired in 1990 as a Water Quality Technician, Terry went on to hold a number of positions including Rural Water Quality Specialist, Regulations Inspector, Manager of Septic Approvals, Director of Regulations and finally Director of Engineering and Regulations. Over the course of his career, Terry initiated RVCA's first rural clean water program, piloted shoreline erosion projects which led to our shoreline naturalization program, he began the septic program which expanded to seven municipalities and established our septic reinspection program. Terry has also strengthened RVCA's Section 28 program, and helped modernize natural hazard identification, monitoring, watershed modeling and flood forecasting and warning. He has also led significant water control infrastructure projects at Haggart Island, Mott's Mills, Britannia and Heart's Desire and oversaw RVCA's fleet and building.
- Brian Stratton, Manager of Engineering Services has also announced that after 20 years, he will be retiring from the RVCA in the new year. First hired by the RVCA in 2005 as Project Manager for the newly created source protection program, Brian has guided drinking water source protection in the Mississippi and Rideau watersheds overseeing the formation of a Source Protection Committee, the undertaking of technical studies and the creation of a Source Protection Plan. As the source protection program matured, Brian took on the additional responsibility of Manager of Engineering Services in 2015. In this role he helped build a team who are deepening our understanding of the watershed's groundwater, hydrology and natural hazards through improvements to equipment, monitoring and technology. These advancements better support development review and are enhancing hazard mapping, flood forecasting, low water response and watershed modeling. Brian also took over the lead role for flood forecasting and warning in 2019, strengthening partner relationships and outreach and communication efforts.

Events / Training

RVCA Hosted

- Amazon YOW Planting Event, Richmond Conservation Area (May 25)
- City Stream Watch Events:
 - July 13: Himalayan Balsam Removal along Graham Creek
 - July 20: Invasive Species Workshop at the RVCA main office
 - July 26: European Water Chestnut removal with Parks Canada on the Tay River
 - July 27: Japanese Knotweed Removal along Sawmill Creek
 - August 10: Care for the Creek Day at Graham Creek with Acora Village: benthic invertebrate display, invasive Himalayan balsam removal, garbage cleanup
 - August 14: Common Buckthorn Removal along Graham Creek with Trout Unlimited
 - August 17: Benthic Invertebrate Display at the Tay Discovery Day in Perth
 - August 17: Himalayan Balsam Removal along Graham Creek
 - August 24: Dog-strangling vine removal along Greens Creek
 - August 28: Himalayan Balsam Removal along McEwan Creek
- RVCF Planned Giving Workshop, Westport Community Centre (August 22)

Staff Presentations

- Rotary Club of Ottawa South Baxter Boardwalk Tour (August 14): RVCA and RVCF staff introduced club members to the accessible work being undertaken at Baxter Conservation Area.
- Upper Rideau Lake Association AGM: Upper Rideau Lake Conditions Update (July 6)
- Eagle Lake Property Owners Association: Eagle Lake Water Quality Conditions Update (July 14)
- Wolfe Lake Association AGM: Water Quality and Invasive Species Updates (July 27)

News

Newsletters:

- [RVCA Around the Rideau \(July/August 2024\)](#)

Media Releases:

- [Watershed Conditions Statement: Forecasted precipitation to increase water levels across Rideau Valley Watershed](#), August 8, 2024
- [Tree planting protects properties against extreme weather](#), August 1, 2024
- [Try Forest School this summer during Baxter's drop-in days!](#) August 1, 2024
- [Free workshops in Westport and Sandy Hill to explore benefits of estate donations](#), July 24, 2024
- [Free workshop aims to stop spread of invasive species](#), July 16, 2024

Blog:

- [Six ways to give back to your lake this summer](#), August 7, 2024
- [New doors for Chapman's fairy colony, thanks to local carver](#), July 29, 2024

Media Coverage:

- Inside Ottawa Valley, July 7: ['Elevated levels of bacteria': Swim advisory in effect at Baxter Conservation Area](#)
- Inside Ottawa Valley, July 18: ['Don't stop looking now': Kemptville realtors say people need to pay attention to new provincial regulations that could drive up insurance rates](#)
- North Grenville Times, Aug 2: [Free workshops to explore benefits of estate donations](#)
- Inside Ottawa Valley, Aug 6: [Tree planting protects properties against extreme weather: RVCA](#)
- Frontenac News, Aug. 7: [Tree planting protects properties against extreme weather](#)
- North Grenville Times, Aug. 8: [New doors for Chapman's fairy colony](#)
- West Carleton Online, Aug. 8: [RVCA puts 2 million trees in WC](#)
- Your Community Voice (Stittsville), Aug. 15: Tree planting protects properties against extreme weather (no link)
- Barrhaven Independent, Aug. 16: New doors for Chapman's fairy colony, thanks to local carver (no link)
- Manotick Messenger, Aug. 23: New doors for Chapman's fairy colony, thanks to local carver (no link)

Save the Date:

- RVCA Board of Directors Meeting – October 24