

RIDEAU VALLEY CONSERVATION AUTHORITY
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APPROVED MINUTES

Board of Directors **7/16** **October 27, 2016**

Present:	Jeff Banks Pat Barr Vince Carroll Erin Greco Victor Heese Pieter Leenhouts Scott Moffatt Ralph Pentland Tom Scott	Anne Barr Brian Campbell Barclay Cormack Ed Hand Andy Jozefowicz Dale McLenaghan Lyle Pederson Ray Scissons
Staff:	Gary Boutilier Dan Cooper Rudy Dyck Glen McDonald Brian Stratton	Sommer Casgrain-Robertson Terry Davidson Ewan Hardie Michelle Paton
Regrets:	Gerry Boyce Joe Gallipeau Gerald Schwinghamer	Judy Brown Sharon Mousseau

1.0 Agenda Review

Lyle Pederson called the meeting to order at 7:18 pm and reviewed the Agenda.

2.0 Adoption of Agenda

Motion 1-161027	Moved by:	Pat Barr
	Seconded by:	Tom Scott

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

Motion Carried

3.0 Declaration of Interest

No declarations of interest were declared.

4.0 Approval of Minutes of August 25, 2016

Motion 2-161027 **Moved by:** Barclay Cormack
Seconded by: Victor Heese

That the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #6/16, August 25, 2016 as presented.

Motion Carried

5.0 Business Arising from the Minutes

Strategic Plan Update

Sommer Casgrain-Robertson updated the Board on the draft Strategic Plan which will be presented at the November meeting.

6.0 2017 Meeting Schedule

Sommer Casgrain-Robertson explained that the 2017 Meeting Schedule includes a meeting in January with no meeting in February. Elections and appointments associated with the AGM will be done at the January meeting while the March meeting will include approval of the budget and presentation of financial statements. This schedule will ensure sufficient time for the audit and circulation of draft financial statements to members before the March meeting.

Motion 3-161027 **Moved by:** Vince Carroll
Seconded by: Pat Barr

That the Board of Directors of the Rideau Valley Conservation Authority approve the Draft 2017 Meeting Schedule as presented.

Motion Carried

7.0 Mud Creek Manotick Shoreline Restoration Project

Lyle Pederson confirmed that this staff report had been sent to the Board on September 30 via email. Members had been asked to vote on the motion electronically by October 4. In response to a question from a member, Ms. Casgrain-Robertson clarified that our current purchasing policy does not obligate the RVCA to award tenders to the lowest bidder.

Motion 4-161027 **Moved by:** Dale McLenaghan
Seconded by: Tom Scott

That the Board of Directors of the Rideau Valley Conservation Authority approve purchase orders to facilitate the Mud Creek Shoreline Restoration Project. The following Purchase Orders are required:

- McGee Fencing Ltd \$16,840.00
- Brenning Construction (1986) Ltd \$38,750.00
- Rabb Construction Ltd \$59,975.00

Motion Carried

8.0 Britannia Village Flood Control Project

Terry Davidson, Director of Regulations, provided an update on the Britannia Village Flood Control Project. In response to a question from a member, Mr. Davidson confirmed that there have been numerous revisions to the design over the past six years.

Motion 5-161027 **Moved by:** Ray Scissons
Seconded by: Ralph Pentland

That the Board of Directors of the Rideau Valley Conservation Authority approve the issuance of a revised purchase order and authorization to Parsons Corp. to continue the delivery of “Part C – Engineering Support Services During Construction” within the revised scope of professional services as a new revised upset limit of \$79,547.

Motion Carried

9.0 2017 Fees for Planning Advisory & Regulatory Services

Glen McDonald presented the proposed Planning Advisory & Regulatory Services Fees for 2017. The annual adjustment of a 2 percent increase will be consistent with fees being charged by Mississippi Valley Conservation Authority (MVCA) and South Nation Conservation (SNC). In response to a question from a member, Mr. McDonald explained that full-cost recovery of fees is unlikely and levy will continue to subsidize the program. Staff were directed to add the percentage of program costs that are recovered through fees to future staff reports addressing fee changes.

Motion 6-161027

Moved by:

Tom Scott

Seconded by:

Victor Heese

That the Board of Directors of the Rideau Valley Conservation Authority approve the attached fee schedules to take effect January 1, 2017 for Planning Advisory and Regulatory Services:

- Schedule "A" Fees: Planning Advisory Program
- Schedule "B" Fees: Section 28 of the *Conservation Authorities Act*
- Schedule "C" Fees: Technical Report Review Fees
- Schedule "D" Fees: Information and Professional Services

Motion Carried

10.0 2016 Group Benefits Renewal

Sommer Casgrain-Robertson advised that Buffet Taylor is the broker and Sun Life Financial the carrier for the Authority's benefit package. In response to a suggestion from a member, Ms. Casgrain-Robertson indicated that staff could look in to the cost of self-insuring.

Motion 7-161027

Moved by:

Barclay Cormack

Seconded by:

Pat Barr

That the Board of Directors of the Rideau Valley Conservation Authority accept the 2016 Group Benefits Renewal, the terms of which have already been accepted by the Group Insurance and Benefits Committee.

Motion Carried

11.0 Finance and Budget Update

Finance

Sommer Casgrain-Robertson provided a finance and budget update (attached).

In response to a question from a member, Ms. Casgrain-Robertson confirmed that the RVCA is not required to fulfill the same Public Service Accounting Board (PSAB) reporting requirements that municipalities do. RVCA finance staff will however take these standards into account when updating our financial policies and reporting in 2017. Gary Boutilier, Manager of Financial Services, also confirmed that he would be performing risk assessments on internal controls.

Budget

Sommer Casgrain-Robertson confirmed that Authority staff were targeting a levy increase of no more than 3.3 percent for the 2017 budget which

would be the same as levy increases being sought by MVCA and SNC. With assessment growth at 1.3 percent, this is equivalent to a 2 percent tax increase.

Ms. Casgrain-Robertson noted that this levy increase would be one of the lowest in recent years and a challenge to achieve. Members expressed concern that lower levy increases are being accommodated by reducing salary adjustments for staff and emphasized the need to reexamine program costs. Members also directed staff to implement other ways of recognizing and valuing staff including a documented training and development plan.

The Board gave direction to staff to prepare a draft 2017 budget with a levy increase of no more than 3.3 percent.

Motion 8-161027 **Moved by:** Brian Campbell
Seconded by: Andy Jozefowicz

That the Board of Directors of the Rideau Valley Conservation Authority direct management to prepare an employee training and development plan that captures how management will support the growth and development of employees, the training and development planning process for 2017 and a description of the methods that the organization will adopt to support the training and development of employees

Motion Carried

In response to a question from a member, Ms. Casgrain-Robertson confirmed that she had received information from Conservation Ontario on per diem and mileage rates for other conservation authorities and would bring this information to the November Board meeting.

12.0 Meetings

On October 26, 2016, Lyle Pederson, Ralph Pentland and Sommer Casgrain-Robertson attended an event on Parliament Hill. This event was attended by a group of mayors, business leaders, fisheries advocates and environmental non-governmental organizations who are calling on the federal government to work collaboratively with stakeholders to undertake strategic examination of programming related to the protection and promotion of the Great Lakes and St. Lawrence environment and economy.

- a) 2016 OEMC: September 14-16, 2016 (Kingston)
Sommer Casgrain-Robertson confirmed that Conservation Ontario had once again sponsored a booth at this event for eastern Ontario conservation authorities. As well, the eastern Ontario conservation authorities had two speaking slots, one on planning and development and one on low impact development.

- b) RVC Foundation Board of Directors Meeting: September 19, 2016
- c) Pipeline Public Meeting: September 20, 2016 (Merrickville)
Anne Barr provided an update on the Pipeline Public Meeting which was called by Merrickville Mayor David Nash who was looking for direction from constituents on how the municipality should vote at the county level. Councillor Barr thanked Sommer Casgrain-Robertson for presenting at this meeting on behalf of the Authority.
- d) Conservation Ontario Council Meeting: September 26, 2016 (Toronto)
Lyle Pederson provided an update from this meeting on the *Conservation Authorities Act* review and the Gilmor case.
- e) Lake Links Workshop, October 22, 2016 (Perth)
Sommer Casgrain-Robertson indicated that this meeting was well attended again this year with a number of elected officials taking part along with other interested partners like lake associations, ENGOs and residents.

Upcoming:

- f) A.D. Latornell Conference; November 15-17, 2016 (Alliston)
Erin Greco and Ralph Pentland will be the Board Members attending this year's Conference. Mike Yee and Sommer Casgrain-Robertson will attend as staff.
- g) RVC Foundation Board of Directors Meeting: November 21, 2016 (Manotick)
- h) RVCA Board of Directors Meeting: Thursday, November 24, 2016 (Manotick)
- i) 50th Anniversary Event: Wednesday, November 30, 2016 (Manotick)
This event will be a social "wine and cheese" event running from 5 to 8 pm. The official ceremony, including speeches, will begin at 6:30. Invitations were extended to all municipal members of council and staff so members were asked to encourage their staff and council colleagues to attend. Please RSVP to Michelle Paton.

12.0 Member Inquiries

In response to a question from a member, Sommer Casgrain-Robertson advised that the City of Ottawa had contacted the RVCA regarding the Oblates property shortly after our July board meeting. RVCA is currently waiting for some feedback from the City before considering Greystone's request to accept the land donation. Staff will follow up with the City regarding proposed site work in the 30 metre buffer.

13.0 New Business

Lyle Pederson recommended TVO's five-part series on the Great Lakes Initiative to Members and staff.

14.0 Adjournment

The Chair adjourned the meeting at 9:13 on a motion by Andy Jozefowicz which was seconded by Pieter Leenhouts.

Lyle Pederson
Chair

Michelle Paton
Recording Secretary