

**RIDEAU VALLEY CONSERVATION AUTHORITY**  
**Box 599, 3889 Rideau Valley Drive**  
**Manotick, Ontario, K4M 1A5**  
**(613) 692-3571, 1-800-267-3504**

**APPROVED MINUTES**

**Board of Directors** **9/18** **November 22, 2018**

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**Present:** Gerry Boyce  
Vince Carroll  
Ed Hand  
Erin Greco  
Andy Jozefowicz  
Dale McLenaghan  
Ralph Pentland  
Tom Scott

Judy Brown  
Barclay Cormack  
Joe Gallipeau  
Victor Heese  
Pieter Leenhouts  
Sharon Mousseau  
Ray Scissons

**Staff:** Sommer Casgrain-Robertson  
Diane Downey  
Michelle Paton

Terry Davidson  
Glen McDonald  
Sarah Wayne

**Guests:** Ronda Boutz, South Nation Conservation  
Magda Kubasciewicz  
Paul Strandberg

**Regrets:** Jeff Banks  
Pat Barr  
Scott Moffatt

Anne Barr  
Brian Campbell  
Mark Parliament

**1.0 Agenda Review**

Pieter Leenhouts, Vice-Chair called the meeting to order at 6:30 pm and reviewed the Agenda.

**2.0 Adoption of Agenda**

**Motion 1-181122** **Moved by:** Andy Jozefowicz  
**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**

There were no declarations of interest declared.

**4.0 Approval of Minutes of October 25, 2018**

**Motion 2-181025**

**Moved by:**

Sharon Mousseau

**Seconded by:**

Victor Heese

That the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #08/18, October 25, 2018 as circulated.

**Motion Carried**

**5.0 Business Arising from the Minutes**

None.

**6.0 Protecting and Increasing Forest Cover in the South Nation Conservation Jurisdiction**

Ronda Boutz, Team Lead, Special Projects for South Nation Conservation gave a presentation (attached) on recommendations from the Forest Conservation Working Group on ways that South Nation Conservation and its member municipalities could conserve and improve local forest cover.

Ms. Boutz responded to questions from the RVCA Board.

Barclay Cormack asked if staff could review the recommendations outlined by South Nation Conservation and prepare a report for the RVCA Board of Directors indicating which recommendations may be appropriate in the Rideau watershed. Staff confirmed that they have already reviewed the recommendations and could prepare a report in the first half of 2019.

**7.0 Financial Reports for January to September 2018**

Sarah Wayne, Manager of Finance, distributed copies of the Balance Sheet (attached) which had not been included in the Board package. Ms. Wayne responded to questions on the financial reports ending September 30, 2018.

Sharon Mousseau expressed her appreciation for the work done by Ms. Wayne and staff.

**Motion 3 -181122**

**Moved by:**

Judy Brown

**Seconded by:**

Barclay Cormack

That the Board of Directors of the Rideau Valley Conservation Authority approve the Unaudited Revenue and Expenditure Report and Balance Sheet for the period ending September 30, 2018

**Motion Carried**

**8.0 2019 Draft Budget**

Sommer Casgrain-Robertson gave a presentation on the 2019 Draft Budget (attached). Ms. Casgrain-Robertson responded to questions and outlined the steps for distribution of the budget and levy apportionment sheet to member municipalities.

**Motion 4-181122**

**Moved by:**

Vince Carroll

**Seconded by:**

Dale McLenaghan

That the Board of Directors of the Rideau Valley Conservation Authority approve the attached draft budget, revenue breakout and levy apportionment sheet for circulation to member municipalities for their review and comment prior to RVCA's February 28, 2019 meeting.

**Motion Carried**

**9.0 Graham Creek Erosion Control Project (Carling to Stonehedge)**

Terry Davidson, Director of Engineering & Regulations, reviewed the tender process for the Graham Creek Erosion Control Project. Seven contractors were invited to participate but only two submitted bids.

Mr. Davidson confirmed that the City of Ottawa was funding this project through its Water Environment Strategy.

**Motion 5-181122**

**Moved by:**

Ed Hand

**Seconded by:**

Tom Scott

That the Board of Directors of the Rideau Valley Conservation Authority approves TLC Exteriors to complete the Graham Creek Erosion Control Project (Carling to Stonehedge) at a cost of \$ 147,025 plus HST;

And that RVCA staff be allowed to issue Change Work Orders (contingencies) up to a total maximum of \$22,000 plus HST to complete the project.

**Motion Carried**

## 10.0 Meetings

- a) Eastern Ontario General Managers Meeting: October 29, 2018 (Kingston)  
Sommer Casgrain-Robertson advised that the meeting involved discussions on proposed asset management training which is being funded by the federal government.
- b) Leeds & Grenville County Wide Council Orientation: November 10, 2018 (Brockville)  
Sommer Casgrain-Robertson provided an update on this training for new and returning Council members. The conservation authorities had 10 minutes which they used to discuss new appointments to CA Boards. Ms. Casgrain-Robertson added that she hopes to attend similar sessions in Lanark and Frontenac.
- c) Latonnell Conservation Symposium: November 13-15, 2018 (Alliston)  
Sommer Casgrain-Robertson attended the conference and noted that this year's attendance was down.  
Ms. Casgrain-Robertson advised that Shelley Macpherson, RVCA'S Regulations Enforcement Officer had received a Leadership Award, the first regulations staff member to receive the award.

Upcoming:

- d) Conservation Ontario Council Meeting: December 10, 2018 (Toronto)  
Sommer Casgrain-Robertson and Pieter Leenhouts will be representing the RVCA at this meeting.
- e) Board of Directors Orientation Session: Thursday, January 24, 2019 (Manotick)  
Returning Board members are encouraged to participate in this orientation session.

## 11.0 Member Inquiries

There were no member inquiries.

## 12.0 New Business

- 1 Letter of Response to Randy Hillier's letter dated November 9, 2018 addressed to the Minister of Environment, Conservation and Parks

Sommer Casgrain-Robertson advised that Randy Hillier, MPP Lanark-Frontenac-Kingston had sent a letter to the Minister of Environment, Conservation and Parks dated November 9, 2018. In his letter, Mr. Hillier raised concerns about the mandate of conservation authorities and the work of the Mississippi Valley Conservation Authority and

Rideau Valley Conservation Authority. Mr. Hillier's letter was copied to all member municipalities in the Mississippi and Rideau watersheds.

A joint letter of response from the MVCA and RVCA is being prepared and will be sent to all member municipalities with copies to the Minister of Environment, Conservation and Parks, the Minister of Municipal Affairs and Housing, and the Minister of Natural Resources and Forestry. A copy of the letter will also be circulated to RVCA Board members.

## 2 Four Year Wrap-up

Sommer Casgrain-Robertson noted that this would be the last meeting of the current Board of Directors, and in light of the occasion, took a few minutes to review some highlights of the past four years including:

- The strategic plan
- New financial policies
- New planning and regulations policies
- The completion of Motts Mills, Haggart Island, Heart's Desire and Britannia Village water control projects
- New Administrative By-law
- Corporate restructuring
- New Foundation Executive Director (Diane Downey)
- New Corporate Culture Strategy

Ms. Casgrain-Robertson thanked those Board members who may not be returning, noting that it had been a pleasure to work with them. For those who are returning, Ms. Casgrain-Robertson promised a fun and productive four years.

### **13.0 Closed Session**

Sommer Casgrain-Robertson explained that in Lyle Pederson's absence, she will complete her annual performance appraisal with Pieter Leenhouts as Acting Chair. Ms. Casgrain-Robertson reminded members that a closed session is held at the last Board meeting of the year to give members an opportunity to provide the Chair with feedback and input regarding the General Manager's performance over the past year. This information is used by the Chair when completing their performance appraisal of the General Manager.

**Motion 6-181122**

**Moved by:**  
**Seconded by:**

Sharon Mousseau  
Ray Scissons

That the Board of Directors of the Rideau Valley Conservation Authority move in-camera to provide input into the General Manager's annual performance appraisal which is a personal matter about an identifiable individual.

**Motion Carried**

Staff were asked to leave the meeting.

**Motion 7-181122**

**Moved by:**  
**Seconded by:**

Andy Jozefowicz  
Erin Greco

That the Board of Directors of the Rideau Valley Conservation Authority move out-of-camera.

**Motion Carried**

There was nothing to report from the in-camera session.

#### **14.0 Adjournment**

The Chair adjourned the meeting at 8:16 p.m. on a motion by Ralph Pentland which was seconded by Victor Heese.

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**Pieter Leenhouts**  
**Acting Chair**

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**Michelle Paton**  
**Recording Secretary**