

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

Meeting Held Electronically due to COVID-19 State of Emergency

APPROVED MINUTES

Board of Directors **1/20** **April 23, 2020**

Present:	Pat Barr	Gerry Boyce
	Judy Brown	Vince Carroll
	Barclay Cormack	Jamie Crawford
	Brian Dowdall	Julie Graveline
	Victor Heese	Andy Jozefowicz
	Pieter Leenhouts	Dale McLenaghan
	Scott Moffatt	Anne Robinson
	Rob Rothgeb	George Sachs
	Melissa Sullivan	
Staff:	Sommer Casgrain-Robertson	Dan Cooper
	Kathy Dallaire	Scott Muldoon
	Michelle Paton	Sarah Wayne
Guests:	Ian Murphy, MNP	
Regrets:	Carolyn Bresee	George Darouze
	Guy Desjardins	Don Halpenny
	Shawn Pankow	Gene Richardson

1.0 Administrative By-law Amendment – Declared State of Emergency

Pieter Leenhouts, Chair, called the meeting to order at 6:30 pm. A roll call was taken to confirm attendance.

Sommer Casgrain-Robertson explained that the Minister of Environment, Conservation and Parks issued direction enabling conservation authorities to amend their Administrative By-laws to allow for electronic meetings during states of emergency. This amendment allows members of the authority participating electronically to register votes and be counted in determining quorum. These changes apply to closed meetings and hearings.

Ms. Casgrain-Robertson highlighted that electronic meetings must still allow for participation by the public and noted that the website advised any members of the public wishing to attend the meeting to contact the Executive Assistant for assistance.

Motion 1-200423

Moved by:

Brian Dowdall

Seconded by:

Judy Brown

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached amended Administrative By-Law to add Section C 1B.

THAT the Board of Directors of the Rideau Valley Conservation Authority defers the Annual General Meeting and Election of Chair and Vice-Chair to May 28, 2020.

Carried

2.0 Agenda Review

Chair Leenhouts reviewed the Agenda.

Sommer Casgrain-Robertson asked that the Agenda be amended to allow staff to present one additional report - Forestry Hand Planting Contract – Rate Increase Due to COVID-19. Ms. Casgrain-Robertson suggested that this report be addressed as Agenda Item #12.

3.0 Adoption of Agenda

Motion 2-200423

Moved by:

Dale McLenaghan

Seconded by:

Melissa Sullivan

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

Carried

4.0 Declaration of Interest

None.

5.0 Approval of Minutes of November 28, 2019

Motion 3-200423

Moved by:

Barclay Cormack

Seconded by:

Anne Robinson

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #08/19, November 28, 2019 as circulated.

Carried

Note: Andy Jozefowicz joined the call at 18:43

6.0 Business Arising from the Minutes

None.

7.0 Financial Reports for the Year Ending December 31, 2019

Sarah Wayne, Manager of Finance, presented the financial reports for 2019 and responded to Board member inquiries.

Note: Pat Barr joined the call at 18:57

Motion 4-200423 **Moved by:** Andy Jozefowicz
Seconded by: Jamie Crawford

THAT the Board of Directors of the Rideau Valley Conservation Authority review and receive the Unaudited Revenue and Expenditure Reports and Unaudited Statement of Financial Position for the year ending December 31, 2019.

Carried

8.0 Proposed Year-End Reserve Transfers for 2019

Sarah Wayne gave an overview of the Proposed Transfers for 2019 and responded to questions.

Motion 5-200423 **Moved by:** Barclay Cormack
Seconded by: Brian Dowdall

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached 2019 Proposed Reserve Transfers.

Carried

9.0 2019 Audited Financial Statements and Report of the Auditor

Sarah Wayne introduced Ian Murphy, Partner with MNP who reviewed the 2019 Audited Financial Statements and responded to questions.

Motion 6-200423 **Moved by:** Rob Rothgeb
Seconded by: Victor Heese

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the attached Draft 2019 Audited Financial Statements and receive the Report of the Auditor.

Carried

10.0 2020 Budget and Municipal Levies

Sommer Casgrain-Robertson, General Manager, gave an overview of the proposed 2020 budget and responded to questions. She indicated that RVCA's proposed 2020 budget, levy apportionment sheet and workplan had been circulated to all member municipalities for review and that no comments had been received.

A recorded vote of all Members was taken to approve the 2020 budget dated February 19, 2020.

Motion 7-200423

Moved by:

Victor Heese

Seconded by:

Dale McLenaghan

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached 2020 Budget in the amount of \$10,736,338 (dated February 19, 2020); and further

THAT the Board of Directors of the Rideau Valley Conservation Authority establish a 2020 general municipal levy of \$6,037, 523; and further

THAT this levy be apportioned to the participating municipalities according to the attached sheet entitled "2020 Proposed Municipal Levy Apportionment" (dated February 19, 2020); and further

THAT the Board of Directors of the Rideau Valley Conservation Authority establish special levies payable by the City of Ottawa as sole benefitting municipality as follows:

1. \$10,000 – Capital Reserve for Water Control Structures in Ottawa;
2. \$21,500 – Capital Reserve for Britannia Village Flood Control Project;
3. \$40,000 – Operation of Water Control Structures in Ottawa;
4. \$946,215 – Rideau River Ice Management in Ottawa;
5. \$158,696 – Aquatic Monitoring in Ottawa.

Those in favour:

Pat Barr

Judy Brown

Barclay Cormack

Brian Dowdall

Victor Heese

Pieter Leenhouts

Gerry Boyce

Vince Carroll

Jamie Crawford

Julie Graveline

Andy Jozefowicz

Dale McLenaghan

Scott Moffatt
Rob Rothgeb
Melissa Sullivan

Anne Robinson
George Sachs

Absent:

Carolyn Bresee
Guy Desjardins

George Darouze
Don Halpenny
Shawn Pankow
Gene Richardson

Motion Carried

Sommer Casgrain-Robertson stated that levy invoices would be sent out to municipalities following the meeting.

11.0 COVID-19 Pandemic Response

Sommer Casgrain-Robertson reviewed RVCA's response to the COVID-19 pandemic and responded to questions. Ms. Casgrain-Robertson spoke to the financial implications of the pandemic and mitigating steps being taken by the RVCA.

In response to a question from a member as to whether the RVCA anticipated any difficulties by member municipalities in making their levy payments, Ms. Casgrain-Robertson responded that she has only heard from the City of Ottawa to date and they are proposing a small reduction to one special levy in light of COVID-19. She asked that members advise if municipalities have expressed any concerns in making payments.

Motion 8-200423

Moved by:

Anne Robinson

Seconded by:

Brian Dowdall

THAT the Board of Directors of the Rideau Valley Conservation Authority receive this report and approve RVCA's response to the COVID-19 pandemic.

Carried

12.0 Forestry Hand Planting Contract – Rate Increase Due to COVID-19

Dan Cooper, Director, Conservation Lands and Stewardship, presented the attached staff report which addresses a request by Brinkman & Associates Reforestation Ltd. to increase their hand planting rates for the year 2020.

Mr. Cooper confirmed that Brinkman & Associates Reforestation Ltd. has provided the RVCA with hand planting services for 17 years and was, in fact,

the only contractor to submit a bid to the RVCA for hand planting services when it was last tendered in 2018.

Mr. Cooper noted that the projected increase in costs of \$4,851 would have no budget implications because operational costs are covered by funding from external sources.

Motion 9-200423

Moved by:

Dale McLenaghan

Seconded by:

Anne Robinson

WHEREAS the Board of Directors of the Rideau Valley Conservation Authority retained Brinkman & Associates Reforestation Ltd. to provide hand planting services for 2019 at a rate of \$359.50/1000 trees for new planting sites and \$399.50/1000 trees for refill planting sites;

AND WHEREAS the Board provided staff with the option to retain Brinkman & Associates Reforestation Ltd. to provide hand planting services for 2020 at the same price subject to performance;

AND WHEREAS Brinkman & Associates Reforestation Ltd. has now notified RVCA that they are incurring increased costs for hand planting in 2020 due to required modifications to their operating procedures due to the COVID-19 pandemic;

THEREFORE BE IT RESOLVED THAT the Board of Directors of the Rideau Valley Conservation Authority approves Brinkman & Associates Reforestation Ltd. to provide hand planting services for 2020 at a rate of \$395.00/1000 trees for new planting sites and \$435.00/1000 trees for refill planting sites for an approximate value of \$54,316.

Carried

13.0 Meetings

- a) Provincial General Manager's Meeting: December 8, 2019 (Toronto)
- b) Conservation Ontario Council Meeting: December 9, 2019 (Toronto)
- c) Presentation to Frontenac County Council: January 15, 2020 (Glenburnie)
- d) RVCA Municipal Engagement Session: January 17, 2020 (Perth)
- e) Ad Hoc Policy Committee Meeting: January 22, 2020 (Manotick)
- f) Presentation to Lanark County Council: January 22, 2020 (Perth)
- g) Presentation to Drummond/North Elmsley Council: January 28, 2020 (Port Elmsley)
- h) Presentation to Leeds Grenville County Council: February 4, 2020 (Brockville)
- i) MECP Regional Consultation Session: February 7, 2020 (Colborne)
- j) City of Ottawa-CA General Managers Meeting: February 18, 2020 (Ottawa)

Upcoming:

- k) Eastern General Manager's Meeting: March 2, 2020 (Kingston)
- l) Audit Committee Meeting: March 10, 2020 (Manotick)
- m) Presentation to North Grenville Council: March 10, 2020 (Kemptville)
- n) RVCF Board of Directors Meeting: March 11, 2020 (Manotick)
- o) RVCA Board of Directors Meeting: March 26, 2020 (Manotick)

14.0 Member Inquiries

There were no member inquiries.

15.0 New Business

Pieter Leenhouts suggested that members might want to watch the TVO Original *TRIPPING the Rideau Canal*. Chair Leenhouts noted that this four hour virtual tour/documentary takes viewers along a 27 km portion of the historic Rideau Canal from Manotick to Ottawa.

16.0 Adjournment

The Chair adjourned the meeting at 7:52 p.m. on a motion by Andy Jozefowicz which was seconded by Gerry Boyce.

Pieter Leenhouts
Chair

Michelle Paton
Recording Secretary

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer