

**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** **2/20** **May 28, 2020**

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<b>Present:</b>	Pat Barr Carolyn Bresee Barclay Cormack Guy Desjardins Julie Graveline Andy Jozefowicz Dale McLenaghan Shawn Pankow Anne Robinson George Sachs	Gerry Boyce Judy Brown Jamie Crawford Brian Dowdall Victor Heese Pieter Leenhouts Scott Moffatt Gene Richardson Rob Rothgeb Melissa Sullivan
<b>Staff:</b>	Sommer Casgrain-Robertson Kathy Dallaire Glen McDonald	Dan Cooper Terry Davidson Michelle Paton
<b>Guests:</b>	Michael Touw, Chief Administrative Officer, Town of Perth	
<b>Regrets:</b>	Vince Carroll Don Halpenny	George Darouze

Chair Leenhouts called the meeting to order at 6:40 pm.

A roll call was done to confirm attendance and Sommer Casgrain-Robertson welcomed Michael Touw, new Chief Administrative Officer for the Town of Perth.

**1.0 Agenda Review**

Scott Moffatt asked that an item be added to the In-Camera session to enable a question regarding RVCA's November 7, 2019 Executive Committee Hearing. Ms. Casgrain-Robertson noted that the Hearing would be discussed under Agenda Item # 11 and suggested that if any of the discussion needed to be deferred to an in-camera session that it could be added to Agenda Item #12.

**2.0 Adoption of Agenda**

**Motion 1-200528**

**Moved by:**

Brian Dowdall

**Seconded by:**

Julie Graveline

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

**Carried**

**3.0 Declaration of Interest**

None.

**4.0 Approval of Minutes of April 23, 2020**

**Motion 2-200528**

**Moved by:**

Andy Jozefowicz

**Seconded by:**

Anne Robinson

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #01/20, April 23, 2020 as circulated.

**Carried**

**5.0 Business Arising from the Minutes**

None.

**6.0 6.0 Annual General Meeting**

**a) Election of Chair and Vice Chair**

**Motion 3-200528**

**Moved by:**

Carolyn Bresee

**Seconded by:**

Pat Barr

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the General Manager as Acting Chair for the purpose of Election of Officers.

**Motion Carried**

Pieter Leenhouts surrendered the Chair to Sommer Casgrain-Robertson, General Manager. Ms. Casgrain-Robertson conducted the election for Chair of the Rideau Valley Conservation Authority Board of Directors for 2020.

Ms. Casgrain-Robertson called for nominations from the floor for Chair of the Rideau Valley Conservation Authority Board of Directors for the year 2020.

Pat Barr nominated Pieter Leenhouts for Chair of the Rideau Valley Conservation Authority. Mr. Leenhouts accepted the nomination.

Ms. Casgrain-Robertson called for further nominations from the floor two more times.

**Motion 4-200528**                      **Moved by:**                      Barclay Cormack  
**Seconded by:**                      Carolyn Bresee

That nominations for Chair be closed.

**Motion Carried**

Pieter Leenhouts was acclaimed as Chair of the Rideau Valley Conservation Authority for 2020.

Sommer Casgrain-Robertson then conducted the election for Vice-Chair of the Rideau Valley Conservation Authority Board of Directors for 2020.

Ms. Casgrain-Robertson called for nominations from the floor for Vice-Chair of the Rideau Valley Conservation Authority Board of Directors for the year 2020.

Pat Barr nominated Judy Brown for Vice-Chair of the Rideau Valley Conservation Authority. Ms. Casgrain-Robertson noted that Ms. Brown was not in attendance and RVCA's Administrative By-law requires her to have indicated her willingness to accept such a nomination. Ms. Barr advised that Ms. Brown indicated to her prior to the meeting that she would accept if nominated.

Ms. Casgrain-Robertson called for further nominations two more times.

**Motion 5-200528**                      **Moved by:**                      Jamie Crawford  
**Seconded by:**                      Guy Desjardins

That nominations for Vice-Chair be closed.

**Motion Carried**

Judy Brown was acclaimed as Vice-Chair of the Rideau Valley Conservation Authority for 2020.

**b) Appointments to Executive Committee**

**Motion 6-200528**                      **Moved by:**                      Carolyn Bresee  
**Seconded by:**                      Andy Jozefowicz

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the Chair, Vice-Chair, Barclay Cormack, Brian Dowdall and Melissa Sullivan to the RVCA's Executive Committee for the year 2020.

**Motion Carried**

**c) Appointments to Audit Committee**

Sommer Casgrain-Robertson advised that Andy Jozefowicz and Gene Richardson had stepped down from the Audit Committee. Ms. Casgrain-Robertson thanked both members for their service.

**Motion 7-200528**                      **Moved by:**                      Brian Dowdall  
**Seconded by:**                      Brian Dowdall

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the Chair, Vice-Chair, Dale McLenaghan, Anne Robinson and Rob Rothgeb to the RVCA's Audit Committee for the year 2020.

**Motion Carried**

**d) Appointments to Conservation Ontario**

**Motion 8-200528**                      **Moved by:**                      Dale McLenaghan  
**Seconded by:**                      Rob Rothgeb

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the Chair as RVCA's voting delegate for Conservation Ontario Council for 2020 and that the Vice-Chair and General Manager be appointed as first and second alternate respectively.

**Motion Carried**

**e) Appointment of Auditors**

Sommer Casgrain-Robertson confirmed that 2019 was MNP LLP's first audit of the Authority and the Foundation. Sarah Wayne and Ms. Casgrain-Robertson met with RVCA's Audit Committee following the audit and relayed feedback to MNP on behalf of the Committee. Ms. Casgrain-Robertson confirmed that Auditors are appointed annually.

**Motion 9-200528**

**Moved by:**

Rob Rothgeb

**Seconded by:**

Carolyn Bresee

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint MNP LLP as the auditor for the Rideau Valley Conservation Authority and Rideau Valley Conservation Foundation for 2020.

**Motion Carried**

*Note: Judy Brown joined the call at 6:55*

**f) Appointment of Legal Advisors**

**Motion 10-200528**

**Moved by:**

Barclay Cormack

**Seconded by:**

Judy Brown

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the firm of Bell Baker LLP as legal advisors for the RVCA for the year 2020;

THAT the firm of Bird Richard be retained for employment issues;

THAT the firm of Wilson Law Partners be retained for land transfers; and

FURTHERMORE, that other legal counsel be retained as required.

**Motion Carried**

**g) Appointment of Land Appraisers**

**Motion 11-200528**

**Moved by:**

Carolyn Bresee

**Seconded by:**

Pat Barr

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the firms of S. Rayner & Associates of Kingston and Rivington & Associates of Perth as land appraisers for the RVCA for the year 2020.

**Motion Carried**

## **h) Borrowing Resolution**

**Motion 12-200528**

**Moved by:**

Judy Brown

**Seconded by:**

Dale McLenaghan

THAT the signing officers of the RVCA be authorized to borrow up to a maximum of \$750,000 in 2020, which may be required for the purpose of the RVCA to implement its program, until payment to the RVCA of any grants, levies or other revenues.

**Motion Carried**

## **i) Approval of Conservation Ontario Levy**

Sommer Casgrain-Robertson advised that this agenda item would be moved to the fall in future years so that the Board could review and consider the levy as part of RVCA's annual budget process. Chair Leenhouts and Ms. Casgrain-Robertson responded to questions regarding what services and value Conservation Ontario provides to member conservation authorities. Ms. Casgrain-Robertson undertook to get more information about Conservation Ontario's staffing complement and funding and report back to the Board.

**Motion 13-200528**

**Moved by:**

Guy Desjardins

**Seconded by:**

Melissa Sullivan

THAT the Board of Directors of the Rideau Valley Conservation Authority approve payment in the amount of \$44,680 to Conservation Ontario for their 2020 levy to the RVCA.

**Motion Carried**

## **7.0 2019 Annual Report**

Sommer Casgrain-Robertson confirmed that the Annual Report and Municipal Information Sheets would be circulated to municipalities and other partners following the meeting.

**Motion 14-200528**

**Moved by:**

Brian Dowdall

**Seconded by:**

Carolyn Bresee

THAT the Board of Directors of the Rideau Valley Conservation Authority receive the RVCA's 2019 Annual Report.

**Motion Carried**

## **8.0 Septic Services in Frontenac County**

Terry Davidson, Director of Engineering & Regulations gave an overview of the proposal to offer septic approval services to municipalities in Frontenac County in partnership with neighbouring conservation authorities and responded to questions. Mr. Davidson confirmed that the proposal had been approved by the Cataraqui Region Conservation Authority and would be considered by Quinte Conservation and Mississippi Valley Conservation Authority in early June.

**Motion 15-200528**                      **Moved by:**                      Melissa Sullivan  
**Seconded by:**                      Carolyn Bresee

THAT the Board of Directors of the Rideau Valley Conservation Authority directs staff to offer septic approval services to additional municipalities including those in Frontenac County.

**Motion Carried**

## **9.0 COVID-19 Pandemic Response Update**

Sommer Casgrain-Robertson, General Manager, gave an update on RVCA's response to the COVID-19 pandemic and responded to questions. Staff committed that decisions would be made shortly regarding the reopening of beaches and the status of summer day camps at Baxter and Foley Mountain based on recent conversations and guidance with local public health.

**Motion 16-200528**                      **Moved by:**                      Melissa Sullivan  
**Seconded by:**                      George Sachs

THAT the Board of Directors of the Rideau Valley Conservation Authority receive this report for information regarding RVCA's ongoing response to the COVID-19 pandemic.

**Motion Carried**

## **10.0 Meetings**

Upcoming:

- a) RVC Foundation AGM and Board Meeting: June 10, 2020 (Manotick)
- b) Conservation Ontario Meeting, June 22, 2020 (Toronto)
- c) RVCA Board of Directors Meeting: June 25, 2020 (Manotick)

Sommer Casgrain-Robertson advised that RVCA's annual watershed tour would have to be postponed due to COVID-19 so June will be a regular board meeting this year.

## 11.0 Correspondence

Sommer Casgrain-Robertson gave the Board a brief overview of the Section 28 Hearing decision made by the Executive Committee last fall (November 7, 2019, file RV5-4419). Ms. Casgrain-Robertson, Mr. Terry Davidson, Mr. Glen McDonald and Chair Leenhouts then responded to questions regarding the correspondence received from Ms. Blacquiere and RVCA's response. Discussion included technical aspects of the application, the role and responsibilities of the conservation authority, hearing procedure and the role and responsibilities of the City of Ottawa. Ms. Casgrain-Robertson and Chair Leenhouts also indicated that they had been interviewed by the CBC for a story that is expected to run shortly.

**Motion 17-200528**

**Moved by:** Judy Brown

**Seconded by:** Pat Barr

THAT the Board of Directors of the Rideau Valley Conservation Authority receive the attached correspondence.

**Motion Carried**

## 12.0 Member Inquiries

Judy Brown asked when the new Finance Manager would be starting. Sommer Casgrain-Robertson confirmed that Kathy Dallaire had begun work in March and was getting up to speed quickly despite the challenges posed by COVID-19. Kathy was on the call and introduced herself to members. She was asked to circulate a short bio to members to help them get to know her.

## 13.0 New Business

There were no member inquiries.

## 14.0 In-Camera Session

Chair Leenhouts asked Sommer Casgrain Robertson, Dan Cooper and Michelle Paton to remain on the call, all other staff and guests were excused.

**Motion 18-200528**

**Moved by:** Brian Dowdall

**Seconded by:** Gene Richardson

That the RVCA Board of Directors move in-camera to discuss a proposed land donation (proposed acquisition of land).

**Motion Carried**



**Motion 19-200528**

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

Barclay Cormack  
Anne Robinson

That the RVCA Board of Directors move out-of-camera.

**Motion Carried**

The motion to accept the land donation was approved in-camera.

**15.0 Adjournment**

The Chair adjourned the meeting at 8:36 p.m. on a motion by Rob Rothgeb which was seconded by Andy Jozefowicz.

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**Pieter Leenhouts**  
**Chair**

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

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**Sommer Casgrain-Robertson**  
**General Manager/Secretary-Treasurer**