

RIDEAU VALLEY CONSERVATION AUTHORITY
Box 599, 3889 Rideau Valley Drive
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APPROVED MINUTES

Board of Directors 1/19 February 28, 2019

- Present:** Gerry Boyce
Judy Brown
Barclay Cormack
Brian Dowdall
Victor Heese
Pieter Leenhouts
Gene Richardson
Rob Rothgeb
Melissa Sullivan
- Carolyn Bresee
Vince Carroll
Jamie Crawford
Don Halpenny
Andy Jozefowicz
Dale McLenaghan
Anne Robinson
George Sachs
- Staff:** Ferdous Ahmed
Dan Cooper
Terry Davidson
Michelle Paton
- Sommer Casgrain-Robertson
Scott Danford
Glen McDonald
Sarah Wayne
- Regrets:** Pat Barr
Scott Moffatt
- George Darouze
Shawn Pankow

1.0 Agenda Review

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

2.0 Adoption of Agenda

Motion 1-190228 **Moved by:** Gene Richardson
Seconded by: Brian Dowdall

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 November 22, 2018

Motion 2-190228 **Moved by:** Judy Brown
Seconded by: Barclay Cormack

That the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #09/18, November 22, 2018 as circulated.

Motion Carried

5.0 Business Arising from the Minutes

None.

6.0 Election of Chair and Vice-Chair

a) Election of Chair and Vice-Chair

Motion 4-190228 **Moved by:** Dale McLenaghan
Seconded by: Carolyn Bresee

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 2019.

Barclay Cormack 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 4-190228 **Moved by:** Vince Carroll
Seconded by: Andy Jozefowicz

That nominations for Chair be closed.

Motion Carried

Pieter Leenhouts was acclaimed as Chair of the Rideau Valley Conservation Authority for 2019.

Sommer Casgrain-Robertson conducted the election for Vice-Chair of the Rideau Valley Conservation Authority Board of Directors for 2019.

Pieter Leenhouts nominated Judy Brown for Vice-Chair of the Rideau Valley Conservation Authority. Ms. Brown accepted the nomination

Ms. Casgrain-Robertson called for further nominations. Dale McLenaghan nominated Victor Heese for Vice-Chair of the Rideau Valley Conservation Authority. Mr. Heese declined the nomination.

Ms. Casgrain-Robertson called for further nominations from the floor one more time.

Motion 5-190228	Moved by:	Gene Richardson
	Seconded by:	Andy Jozefowicz

That nominations for Vice-Chair be closed.

Motion Carried

Judy Brown was acclaimed as Vice-Chair of the Rideau Valley Conservation Authority for 2019.

7.0 Financial Reports for the Year Ending December 31, 2018

Sarah Wayne, Manager of Finance, presented the unaudited financial reports for 2018. Sarah responded to Board member inquiries.

Judy Brown congratulated Ms. Wayne on her great work.

Motion 6-190228	Moved by:	Anne Robinson
	Seconded by:	Gerry Boyce

THAT the Board of Directors of the Rideau Valley Conservation Authority receive and review the Unaudited Revenue and Expenditure Reports and Unaudited Statement of Financial Position for the year ending December 31, 2018.

Motion Carried

8.0 Proposed Year-End Reserve Transfers for 2018

Sarah Wayne distributed a revised copy of RVCA's Reserves Continuity Schedule with 2018 Proposed Transfers (attached). The amendment to the proposed reserve transfers is allocating \$40,000 to the Environmental Science Equipment capital reserve instead of \$50,000 and transferring the difference of \$10,000 to the Flood Event Aerial Imagery capital reserve. Ms. Wayne explained that the revision was based on recent cost estimates for aerial imaging which has increased. Ms. Wayne then gave an overview of the remaining proposed year-end reserve transfers and answered questions.

Terry Davidson, Director of Engineering and Regulations, responded to questions about flood event aerial imaging and the possibility of using drones. Brian Dowdall offered to share information on drones that he had received at the Ontario Good Roads Association Conference.

Ferdous Ahmed, Senior Water Resources Engineer, responded to questions about the Mike 11 Capital Reserve.

Motion 7-190228

Moved by:

Victor Heese

Seconded by:

Julie Graveline

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached 2018 Proposed Reserve Transfers as amended.

Motion Carried

9.0 2019 Proposed Budget

Sommer Casgrain-Robertson, General Manager, gave an overview of the proposed 2019 budget (presentation attached). She answered questions and indicated that RVCA's proposed 2019 budget, levy apportionment sheet and workplan had been circulated to all member municipalities in December for review and that no comments had been received.

Ms. Casgrain-Robertson also informed Members that regrettably, the municipal levy apportionment sheet that was circulated to municipalities had an error that staff had just recently identified. She explained that the total municipal levy amount is correct but that the apportionment to individual municipalities is incorrect because it is based on the previous year's Current Value Assessment (modified) figures. A revised copy of the 2019 Municipal Levy Apportionment sheet labeled Version 2 and dated February 27, 2019 was circulated to all members (attached) and Ms. Casgrain-Robertson explained that this would be shared with all municipal clerks along with an explanation of the recalculation.

Ms. Casgrain-Robertson also highlighted an update to the special levy payable by the City of Ottawa for Rideau River Ice Management. This special levy increased to \$800,344 from \$575,000 to include a program deficit of \$225,344 from 2018 as per RVCA's agreement with the City of Ottawa.

A recorded vote of all Members was taken to approve the 2019 budget dated November 9, 2018.

Motion 8-190228

Moved by:

Brian Dowdall

Seconded by:

Barclay Cormack

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached 2019 Budget in the amount of \$10,765,201 (dated November 9, 2018); and further

THAT the Board of Directors of the Rideau Valley Conservation Authority establish a 2019 general municipal levy of \$5,833,355; and further

THAT this levy be apportioned to the participating municipalities according to the attached sheet entitled "2019 Municipal Levy Apportionment" (dated February 27, 2019); 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. \$800,344 – Rideau River Ice Management in Ottawa;
5. \$194,000 – Aquatic Monitoring in Ottawa.

Those in favour:

Gerry Boyce
Judy Brown
Barclay Cormack
Brian Dowdall
Don Halpenny
Andy Jozefowicz
Dale McLenaghan
Anne Robinson
George Sachs

Carolyn Bresee
Vince Carroll
Jamie Crawford
Julie Graveline
Victor Heese
Pieter Leenhouts
Gene Richardson
Rob Rothgeb
Melissa Sullivan

Absent:

Pat Barr
Scott Moffatt

George Darouze
Shawn Pankow

Motion Carried

Sommer Casgrain-Robertson stated that the levy invoices would be sent out to municipalities within the next week.

10.0 Tree and Shrub Purchases

Scott Danford, Forestry Program Manager, responded to questions on the tendering process.

Motion 9-190228

Moved by:

Anne Robinson

Seconded by:

Dale McLenaghan

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Ferguson Tree Nursery as RVCA's primary source for tree and shrub purchases for its planting programs through to December 31, 2020;

AND THAT, any stock requirements that cannot be met by the Ferguson Tree Nursery be sourced from other nurseries at the lowest rate possible.

Motion Carried

11.0 Forestry Machine Planting Contract

Scott Danford responded to questions of the tendering process.

Motion 10-190228

Moved by:

George Sachs

Seconded by:

Carolyn Bresee

THAT the Board of Directors of the Rideau Valley Conservation Authority approves retaining Ottawa Valley Forest Consulting to provide machine planting services for 2019 at a rate of \$430.00/1000 trees for an approximate project value of \$21,000;

AND THAT, based on performance, staff have the option of retaining Ottawa Valley Forest Consulting to provide machine planting services for 2020 at the same price.

Motion Carried

12.0 Forestry Hand Planting Contract

Scott Danford responded to questions on the hand planting program.

Motion 11-190228 **Moved by:** Victor Heese
Seconded by: Melissa Sullivan

THAT the Board of Directors of the Rideau Valley Conservation Authority approves retaining 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 for an approximate project value of \$35,000;

AND THAT, based on performance, staff have the option of retaining Brinkman & Associates Reforestation Ltd. to provide machine planting services for 2020 at the same price;

AND THAT, this hand planting rate be extended to local contractors who are not able to complete a contract of this size but can complete smaller hand planting projects.

Motion Carried

13.0 Forestry Spot Spraying Contract

Scott Danford responded to questions on the licensing of spot sprayers and the toxicity of herbicides.

Motion 12-190228 **Moved by:** Andy Jozefowicz
Seconded by: Judy Brown

THAT the Board of Directors of the Rideau Valley Conservation Authority approves retaining Brinkman & Associates Reforestation Ltd. to provide spot spraying services for 2019 at a rate of \$330.00/1000 trees for an approximate project value of \$42,000;

AND THAT, based on performance, staff have the option of retaining Brinkman & Associates Reforestation Ltd. to provide spot spraying services for 2020 at the same price;

AND THAT, this hand planting rate be extended to local contractors who are not able to complete a contract of this size but can complete smaller spot spraying projects.

Motion Carried

14.0 2019 Ottawa Septic System Office Fee Schedule

Terry Davidson responded to questions about the septic approvals program and fee schedule. He also identified that the cost indicated in row 1 under “2019 Proposed Cash Discount” should be \$815 not \$810.

Motion 13-190228 **Moved by:** Gene Richardson
Seconded by: Don Halpenny

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached Ottawa Septic System Office Proposed 2019 Fee Schedule as amended as per the requirements of the Building Code Act, S.O. 1992, c.23 as amended by S.O. 2010, c.19, schedule 2, section 7.(1)(c), and section 7.(6) BCA;

AND THAT the proposed 2019 Fee Schedule as amended take effect April 1, 2019.

Motion Carried

15.0 Truck Purchases

Terry Davidson summarized the report and responded to questions.

Motion 14-190228 **Moved by:** Dale McLenaghan
Seconded by: Jamie Crawford

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the purchase of a 2019 GMC Sierra 1500 Double Cab 4x4 from Surgenor Barrhaven (GMC) in the amount of \$30,570, plus all applicable taxes with the purchase funded through the vehicle reserve;

AND THAT, the Board of Directors of the Rideau Valley Conservation Authority approves the purchase of a 2019 GMC Canyon Crew Cab 4x4 from Surgenor Barrhaven (GMC) in the amount of \$34,958, plus all applicable taxes with the purchase funded through the vehicle reserve.

Motion Carried

16.0 Public Open House for Flood and Regulation Limits Mapping for Becketts Creek from Sarsfield Road to the Ottawa River

Ferdous Ahmed summarized the report.

Motion 15-190228

Moved by:

Brian Dowdall

Seconded by:

Victor Heese

That the Board of Directors of the Rideau Valley Conservation Authority receives Report #12-190228 regarding the Public Open House that was held for Flood and Regulation Limits Mapping for Becketts Creek from Sarsfield Road to the Ottawa River.

Motion Carried

17.0 Meetings

- a) Conservation Ontario Council Meeting: December 10, 2018 (Toronto)
Sommer Casgrain-Robertson provided highlights from the meeting.
- b) Presentation to Tay Valley Township Council: February 12, 2019 (Perth)
Gene Richardson recommended that other municipalities have Sommer Casgrain-Robertson present to their municipal councils about RVCA's programs and services as he found the session very informative.
- c) Board of Directors Orientation Session: February 21, 2019 (Manotick)
- d) Planning and Regulations Information Day: February 28, 2018 (Manotick)
Terry Davidson stated that 35 participants from engineering and consulting organizations had attended this information session. Glen McDonald advised that another "Information Day" was being planned for the upper watershed and would likely take place in Perth in April. This day would be split with a half day focused on municipal staff and the other half focused on contractors and consultants.

Upcoming:

- e) RVC Foundation Meeting: March 21, 2019 (Manotick)
- f) Presentation to Lanark County Economic Development Committee: March 27, 2019 (Perth)
Sommer Casgrain-Robertson noted that this would be a joint presentation with the Mississippi Valley Conservation Authority and is at the request of the County Council following a presentation by MPP Randy Hillier.
- g) RVCA Board of Directors Meeting: March 28, 2018
- h) Ontario Rural Wastewater Centre Installer's Day: April 24, 2019 (Kemptville)
Terry Davidson advised that the RVCA and the University of Guelph will be hosting a regional septic Installer's Day at the North Grenville Municipal Centre on April 24, 2019. This annual information day traditionally attracts between 150-180 participants.

18.0 Member Inquiries

None.

19.0 New Business

RVCA Annual General Meeting: Thursday, March 28, 2019 (Manotick)
Sommer Casgrain-Robertson advised that this meeting would be the Authority's Annual General Meeting. Ms. Casgrain-Robertson asked that anyone interested in sitting on RVCA's Audit Committee or Executive Committee express their interest to Chair Leenhouts or herself.

Round Table Introductions

Chair Leenhouts asked for a round table introduction of Board members and staff as some members were not able to attend the orientation session last week.

20.0 Adjournment

The Chair adjourned the meeting at 8:17 p.m. on a motion by Andy Jozefowicz which was seconded by Barclay Cormack.

Pieter Leenhouts
Chair

Michelle Paton
Recording Secretary

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer