

RIDEAU VALLEY CONSERVATION AUTHORITY
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(613) 692-3571, 1-800-267-3504

Meeting Held Electronically due to COVID-19 State of Emergency

APPROVED MINUTES

Board of Directors **7/20** **October 22, 2020**

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

Chair Leenhouts called the meeting to order at 6:31 pm.

A roll call was taken to confirm attendance.

1.0 Agenda Review

Chair Leenhouts reviewed the Agenda.

2.0 Adoption of Agenda

Motion 1-201022	Moved by:	Melissa Sullivan
	Seconded by:	Judy Brown

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

Carried

3.0 Declaration of Interest

No declarations of interest were identified.

4.0 Approval of Minutes of September 24, 2020

Motion 2-201022 **Moved by:** Don Halpenny
Seconded by: Gerry Boyce

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #06/20, September 24, 2020 as circulated.

Carried

5.0 Business Arising from the Minutes

None.

6.0 2021 Meeting Schedules

Sommer Casgrain-Robertson, General Manager, presented the 2021 Meeting Schedules for the Board of Directors and Executive Committee.

Motion 3-201022 **Moved by:** Carolyn Bresee
Seconded by: Barclay Cormack

That the Board of Directors of the Rideau Valley Conservation Authority approve the attached 2021 Meeting Schedules for the Board of Directors and Executive Committee.

Motion Carried

7.0 Appointment of Officers under the *Conservation Authorities Act* and *Building Code Act*

Terry Davidson, Director of Engineering and Regulations, gave an update on the appointment of officers under the *Conservation Authorities Act* and *Building Code Act*.

Motion 4-201022

Moved by:

Carolyn Bresee

Seconded by:

Julie Graveline

That the Board of Directors of the Rideau Valley Conservation Authority appoint the following staff as “*officers*” for the purpose of enforcing Section 28 and Section 29 of the *Conservation Authorities Act* (R.S.O., 1990, Chapter 27 as amended) and as Sewage System Inspectors under the Ontario Building Code, Part 8, Sewage Systems as required under Section 3.1 (2) of the Ontario Building Code:

- *Conservation Authorities Act*, Section 28 Officers:
 - Hal Stimson, Regulations Inspector
 - Eric Kohlsmith, Regulations Inspector
 - Jamie Bachelor, Planner
 - Adam Dillon, Regulations Inspector
 - Megan Peacock, Regulations Officer I
 - Laura Cummings, Regulations Specialist
 - Shelley Macpherson, Regulations Officer II (contract position)
- *Conservation Authorities Act*, Section 29 Officer:
 - Shelley Macpherson, Regulations Officer II (contract position)
- Ontario Building Code, Sewage System Inspectors:
 - Terry Davidson, Director of Engineering and Regulations
 - Eric Kohlsmith, Regulations Inspector
 - Adam Dillon, Regulations Inspector
 - Jason Hutton, Engineering Inspector

Motion Carried

8.0 Jock River Hydrologic Monitoring Plan

Brian Stratton, Manager of Engineering Services, provided an update on the Jock River Hydrologic Monitoring Plan and responded to questions.

Terry Davidson, Director of Engineering and Regulations, clarified that any necessary mitigation measures would require additional cutting to increase conveyance. Mr. Davidson confirmed that this was a condition of the permit.

In response to a question from a member, Brian Stratton explained that a significant flood event or series of lesser flood events during the contract period would be needed to validate the model, otherwise low flow conditions might require a contract extension.

Motion 5-201022

Moved by:

Carolyn Bresee

Seconded by:

Judy Brown

That the Board of Directors of the Rideau Valley Conservation Authority approves GHD Limited to complete the Jock River Hydrologic Monitoring Plan at a cost of \$348,642.09 plus HST over a period of 10 years subject to a signed Memorandum of Understanding between the RVCA and the Barrhaven Conservancy Development Corporation;

And that RVCA staff be allowed to spend contingency fees over a period of 10 years, if needed, up to a total maximum of \$52,256.32 plus HST to complete the Jock River Hydrologic Monitoring Plan.

Motion Carried

9.0 Mosquito Creek Landslide Risk Assessment

Terry Davidson, Director of Engineering and Regulations, gave an update on the Mosquito Creek Landslide Risk Assessment and responded to questions.

Motion 6-201022

Moved by:

Anne Robinson

Seconded by:

George Sachs

THAT the Board of Directors of the Rideau Valley Conservation Authority approves BGC Engineering Inc. to undertake a landslide risk assessment of Mosquito Creek in Riverside South at a cost of \$35,000 plus HST.

Motion Carried

10.0 Ferguson Tree Purchasing Contract

Meagan McDonald, Shoreline Stewardship Coordinator, provided an update on the Ferguson Tree Purchasing Contract and responded to questions.

Motion 7-201022

Moved by:

Melissa Sullivan

Seconded by:

Carolyn Bresee

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, 2025;

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 National Disaster Mitigation Program

Sommer Casgrain-Robertson, General Manager, updated the Board on the National Disaster Mitigation Program. Ms. Casgrain-Robertson explained that staff are looking for approval in principle in anticipation of a sixth intake period opening this fall. The intake period is likely to be as short as two weeks and it is expected that Board approval will be an application requirement.

The acquisition of LiDAR has been identified as a high priority for all eastern Ontario conservation authorities.

Motion 8-201022 **Moved by:** Andy Jozefowicz
Seconded by: Rob Rothgeb

That the Board of Directors of the Rideau Valley Conservation Authority approve the submission of one or more funding applications to the National Disaster Mitigation Program – Intake 6 requesting up to \$500,000 per project in cost share funding to complete projects within one or more of the eligible streams.

Motion Carried

12.0 Financial Reports for the Period Ending September 30, 2020

Kathy Dallaire, Manager of Finance, presented the financial reports for the period ending September 30, 2020 and responded to questions.

Motion 9-201022 **Moved by:** Don Halpenny
Seconded by: Julie Graveline

That the Board of Directors of the Rideau Valley Conservation Authority approve the Revenue and Expenditure Reports and Balance Sheet for the period ending September 30, 2020.

Motion Carried

13.0 2021 Fees for Planning Advisory, Regulatory and Professional Services

Glen McDonald, Director of Science and Planning, presented the 2021 Fees for Planning Advisory, Regulatory and Professional Services and responded to questions.

Motion 10-201022

Moved by:

Vince Carroll

Seconded by:

Don Halpenny

That the Board of Directors of the Rideau Valley Conservation Authority approve the attached fee schedules to take effect January 1, 2021 for Planning Advisory, Regulatory and Professional 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

14.0 2021 Ottawa Septic System Office Fee Schedule

Terry Davidson, Director of Engineering and Regulations, presented the 2021 Ottawa Septic System Office Fee Schedule noting the proposed fee schedule will now follow a calendar year schedule.

Motion 11-201022

Moved by:

Carolyn Bresee

Seconded by:

Rob Rothgeb

That the Board of Directors of the Rideau Valley Conservation Authority approves the attached fee schedule to take effect January 1, 2021 for the Ottawa Septic System Office 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.

Motion Carried

15.0 2021 Preliminary Budget

Sommer Casgrain-Robertson, General Manager, explained that there had been a delay in circulating the materials for this agenda item and apologized that members only received the report the day of the meeting. Ms Casgrain-Robertson suggested that the item be carried over to a special meeting of the Board to provide members with adequate time to review the materials. November 5, 2020 was suggested as a meeting date for the Board to deal exclusively with RVCA’s proposed 2021 work plan and preliminary draft budget.

Motion 12-201022

Moved by:

Carolyn Bresee

Seconded by:

George Sachs

THAT the Board of Directors of the Rideau Valley Conservation Authority directs staff to schedule a special meeting of the Board of Directors on November 5, 2020 at which time the 2021 Preliminary Draft Budget and Levy Apportionment sheet will be reviewed.

Motion Carried

16.0 Meetings

- a) Conservation Ontario Council: September 28, 2020
Pieter Leenhouts and Sommer Casgrain-Robertson participated in this meeting which was Conservation Ontario's first of the year. Minister Yurek joined the call and confirmed that changes to the *Conservation Authorities Act* would be coming before the end of the year. Minister Yurek also noted that there was an opportunity for conservation areas to play an important role in local post-COVID economic recovery.
- b) Ontario East Municipal Conference: October 21-22, 2020
Sommer Casgrain-Robertson stated that the eastern conservation authorities had collaborated on a presentation highlighting the collaborative partnership between conservation authorities and municipalities on development review. Phil Mosher, RVCA Planner and Noelle Reeve, Planner at Tay Valley gave the presentation.
- c) Latornell Leadership Project 2020 / 2021 Webinar Series (October)

Upcoming

- c) Lake Links, October 24, 2020
- d) Mississippi-Rideau Source Protection Committee Meeting: October 27, 2020
- e) RVCA Board of Directors Meeting: November 26, 2020
- f) Latornell Leadership Project 2020 / 2021 Webinar Series (November, December, January and February)

17.0 Member Inquiries

Chair Leenhouts extended his thanks to staff for their efforts in completing this agenda package.

18.0 New Business

Sommer Casgrain-Robertson raised the option of conducting future electronic meetings of the Board using the Zoom audio-visual platform.

Members were supportive but asked staff to offer a dry run for members prior to the next meeting and to maintain a phone in option for members.

Judy Brown asked that Kathy Dallaire's bio be distributed to Board members.

19.0 Adjournment

The Chair adjourned the meeting at 8:05 p.m. on a motion by Andy Jozefowicz which was seconded by Carolyn Bresee.

Pieter Leenhouts
Chair

Michelle Paton
Recording Secretary

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer