

RIDEAU VALLEY CONSERVATION AUTHORITY
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Meeting Held Electronically due to COVID-19 State of Emergency

APPROVED MINUTES

Board of Directors **2/21** **March 25, 2021**

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

Chair Leenhouts called the meeting to order at 6:30 p.m.

A roll call was taken to confirm attendance.

1.0 Agenda Review

Chair Leenhouts reviewed the Agenda.

2.0 Adoption of Agenda

Motion 1-210325	Moved by:	Andy Jozefowicz
	Seconded by:	Carolyn Bresee

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

Motion Carried

3.0 Declaration of Interest

No declarations of interest were identified.

4.0 Approval of Minutes of February 25, 2021

Motion 2-210225 **Moved by:** Brian Dowdall
Seconded by: Victor Heese

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #01/21, February 25, 2021 as circulated.

Motion Carried

5.0 Business Arising from the Minutes

None.

Note: Gerry Boyce joined the meeting

6.0 Annual Timeline Reporting for Section 28 Applications

Glen McDonald, Director of Science and Planning, reviewed the annual report on timeline performance for the issuance of permits under Section 28 of the *Conservation Authorities Act* and responded to questions.

Note: Kristin Strackerjan joined the meeting

Motion 3-210325 **Moved by:** Anne Robinson
Seconded by: Melissa Sullivan

That the Board of Directors of the Rideau Valley Conservation Authority receive the attached annual report for information on timeline performance for the issuance of permits under Section 28 of the *Conservation Authorities Act*.

Motion Carried

7.0 Forestry Machine Planting Contract

Sommer Casgrain-Robertson introduced Ian Cochrane, RVCA's new Forestry Program Manager. Mr. Cochrane presented the Forestry Machine Planting Contract for consideration and responded to questions.

In response to a request from a member, Mr. Cochrane agreed to share a list of tree plantings by municipality.

Motion 4-210325

Moved by:
Seconded by:

Dale McLenaghan
Gerry Boyce

THAT the Board of Directors of the Rideau Valley Conservation Authority approves retaining Ottawa Valley Forest Consulting to provide machine planting services for 2021 at a rate of \$520.00 per 1000 trees planted for an approximate project value of \$29,000;

AND THAT, based on performance, staff have the option of retaining Ottawa Valley Forest Consulting to provide machine planting services for 2022 at the same price.

Motion Carried

8.0 Forestry Hand Planting Contract

Ian Cochrane, Forestry Program Manager presented the Forestry Hand Planting Contract for consideration and responded to questions.

Mr. Cochrane confirmed that prices had risen since the last contract which as in 2019 due to increased costs related to the COVID-19 pandemic. Mr. Cochrane confirmed that the proposed contract was for a one-year term so the RVCA can renegotiate the price for 2022 should costs be back to normal.

Motion 5-210325

Moved by:
Seconded by:

Brian Dowdall
Rob Rothgeb

THAT the Board of Directors of the Rideau Valley Conservation Authority approves retaining Brinkman & Associates Reforestation Ltd. to provide hand planting services for 2021 at a rate of \$420.00/1000 trees for new planting sites and \$470.00/1000 trees for refill planting sites for an approximate project value of \$56,000;

AND THAT, based on performance, staff have the option of retaining Brinkman & Associates Reforestation Ltd. to provide hand planting services for 2022 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

9.0 Forestry Spot Spraying Contract

Ian Cochrane, Forestry Program Manager presented the Forestry Spot Spraying Planting Contract for consideration and responded to questions.

Mr. Cochrane confirmed that herbicide-free options are offered to landowners who request them.

Motion 6-210325 **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 2021 at a rate of \$349.00 per 1000 trees sprayed for an approximate project value of \$47,000;

AND THAT, based on performance, staff have the option of retaining Brinkman & Associates Reforestation Ltd. to provide spot spraying services for 2022 at the same price;

AND THAT, this spot spraying 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

10.0 Flood Forecasting & Warning Update

Brian Stratton, Manager of Engineering Services, presented an update on enhancements to RVCA's Flood Forecasting and Warning program and current watershed conditions and responded to questions.

Motion 7-210325 **Moved by:** Shawn Pankow
Seconded by: Dale McLenaghan

That the Board of Directors of the Rideau Valley Conservation Authority receive this report for information.

Motion Carried

11.0 NDMP Funding Application – Weather Stations

Brian Stratton, Manager of Engineering Services, presented an update on RVCA's NDMP funding application to purchase 18 weather stations and responded to questions.

In response to a question from a member, Justin Robert, Hydrometric Data Coordinator, confirmed that the RVCA will continue to leverage WISKI, RVCA's current data management platform, to analyze all new data collected from the new weather stations. Mr. Robert noted that an alarm system can alert program managers to sudden, severe weather.

Motion 8-210325 **Moved by:** Judy Brown
Seconded by: Jamie Crawford

That the Board of Directors of the Rideau Valley Conservation Authority approve up to \$148,750 from the RVCA's working fund reserve plus a contingency of \$20,000 to purchase equipment from Hoskins and FTS to construct and install 18 weather stations subject to NDMP funding.

Motion Carried

12.0 Financial Reports for the Year Ending December 31, 2020

Kathy Dallaire, Manager of Finance, presented the draft financial reports for the year ending December 31, 2020 and responded to questions.

In response to a request from a member, Ms. Dallaire agreed to circulate a copy of her remarks highlighting key points of the draft financial statements.

Motion 9-210325 **Moved by:** Anne Robinson
Seconded by: Judy Brown

That the Board of Directors of the Rideau Valley Conservation Authority receive the Unaudited Revenue and Expenditure Reports and Unaudited Statement of Financial Position for the year ending December 31, 2020.

Motion Carried

13.0 Proposed Year-End Reserve Transfers for 2020

Kathy Dallaire, Manager of Finance, reported on the proposed year-end transfers for 2020 and responded to questions.

Motion 10-210325 **Moved by:** Andy Jozefowicz
Seconded by: Gene Richardson

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the attached 2020 Proposed Reserve Transfers.

Motion Carried

14.0 Meetings

a) RVCA Executive Committee Meeting: March 4, 2021

Sommer Casgrain-Robertson confirmed that the Executive Committee completed their annual performance appraisal of the General Manager. Ms. Casgrain-Robertson confirmed that the Executive Committee had passed a recommendation to change her title from General Manager to Chief Administrative Officer but asked that the Board consider this motion later in the year when the RVCA has completed a review of its job evaluation process which is currently underway.

b) General Manager's Meeting: March 22, 2021

Sommer Casgrain-Robertson confirmed that the General Managers have continued to hold regular meetings to discuss COVID-19 response and implementation of *Conservation Authorities Act* amendments.

Upcoming

c) Mississippi-Rideau Source Protection Committee Meeting: April 8, 2021

d) Conservation Ontario Council Meeting: April 12, 2021

e) RVCA Board of Directors Meeting: April 22, 2021

15.0 Member Inquiries

Pieter Leenhouts, Chair, asked that members of the Executive Committee remain on the line following the end of the call so that a short meeting to approve the minutes of March could be held.

16.0 New Business

Minister Zoning Orders

In response to a question from Anne Robinson at RVCA's February 25, 2021 Board meeting, Sommer Casgrain-Robertson reported that approved Minister Zoning Orders are posted on the Environmental Registry of Ontario and Conservation Ontario is tracking them.

Ms. Casgrain-Robertson indicated that staff would be bringing a report forward in April on MZOs.

Borrowing Resolution

In response to a question from Brian Dowdall at RVCA's February 25, 2021 Board meeting, Ms. Casgrain-Robertson confirmed that conservation authorities are permitted to borrow money.

Exception Submission

Sommer Casgrain-Robertson also confirmed that the RVCA applied to the Minister of the Environment, Conservation and Parks under Section 17(1.3) of the *Conservation Authorities Act* to request an exception to

Section 17(1.1) to allow the current Chair and Vice-Chair to serve up to four consecutive one-year terms subject to annual re-election.

A response has not been received yet, but Ms. Casgrain-Robertson reported that all requests for exceptions filed by other conservation authorities had been approved to-date.

17.0 Adjournment

The Chair adjourned the meeting at 8:27 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