

**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 the COVID-19 Pandemic**

**APPROVED MINUTES**

**Board of Directors** **8/21** **October 28, 2021**

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<b>Present:</b>	Gerry Boyce	Judy Brown
	Vince Carroll	Jamie Crawford
	Brian Dowdall	Steve Fournier
	Julie Graveline	Victor Heese
	Robin Jones	Andy Jozefowicz
	Pieter Leenhouts	Dale McLenaghan
	Scott Moffatt	Gene Richardson
	Anne Robinson	Rob Rothgeb

<b>Staff:</b>	Sommer Casgrain-Robertson	Dan Cooper
	Kathy Dallaire	Terry Davidson
	Diane Downey	Eric Lalande
	Glen McDonald	Michelle Paton

**Guests:** Mel Foster (Foster Family Farm)

<b>Regrets:</b>	Carolyn Bresee	George Darouze
	Shawn Pankow	Kristin Strackerjan

Chair Leenhouts called the meeting to order at 6:36 p.m.  
Sommer Casgrain-Robertson conducted a roll call.

Chair Leenhouts read the following:

**Land Acknowledgement Statement**

*I would like to begin our meeting by acknowledging that we are gathered across the Rideau watershed tonight which is located on the traditional unceded territory of the Algonquin Anishinaabeg people, as well as the traditional territory of the Anishnabek, Huron-Wendat, Haudenosaunee and Oneida peoples which is covered by the Upper Canada Treaties. We pay respect to all Indigenous peoples in the Rideau watershed and acknowledge their longstanding relationship with this territory. We recognize that they are the traditional guardians of this land and its water and we honour their traditional knowledge keepers and leaders: past, present and future. We commit to deepening our understanding of local Indigenous peoples and their cultures and to move forward in a spirit of reconciliation and collaboration.*

**1.0 Agenda Review**

Chair Leenhouts reviewed the Agenda.

**2.0 Adoption of Agenda**

**Motion 1-211028**                      **Moved by:**                      Judy Brown  
**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**

Victor Heese declared a conflict of interest with Agenda Item 9.0 because his son is an employee of Cabinscape. Mr. Heese confirmed that he would not participate in any discussion or vote on the matter.

**4.0 Approval of Minutes of September 23, 2021**

**Motion 2-211028**                      **Moved by:**                      Dale McLenaghan  
**Seconded by:**                      Anne Robinson

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #07/21, September 23, 2021 as circulated.

**Motion Carried**

**5.0 Business Arising from the Minutes**

There was no business arising.

**6.0 Delegation – Request for Fee Reconsideration under Section 28**

Sommer Casgrain-Robertson welcomed Mel Foster of Foster Family Farm. Mr. Foster appeared before the Board to request a fee reconsideration for a retroactive application he submitted under Section 28. The fee was \$620 based on the nature of the project and was then doubled as per RVCA's fee schedule because the application was submitted after construction had begun on the building.

Mr. Foster explained the nature of his farming operation and that the building would be used to sell farm produce. It was indicated that Mr. Foster was unaware that he required a permit from the RVCA to construct the building. Mr. Foster and staff responded to questions from the Board.

**Motion 3-211028**                      **Moved by:**                      Vince Carroll  
**Seconded by:**                      Gene Richardson

That the Board of Directors of the Rideau Valley Conservation Authority approve a reduction in fee, as requested by Mel Foster, to the original cost of \$620 effective October 28, 2021.

**Motion Carried**

**7.0      2022 Meeting Schedules**

Sommer Casgrain-Robertson, General Manager, presented the 2022 Meeting Schedules and responded to questions.

**Motion 4-211028**                      **Moved by:**                      Brian Dowdall  
**Seconded by:**                      Rob Rothgeb

That the Board of Directors of the Rideau Valley Conservation Authority approve the attached 2022 Meeting Schedules for the Board of Directors and Executive Committee.

**Motion Carried**

**8.0      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* and responded to questions.

**Motion 5-211028**                      **Moved by:**                      Dale McLenaghan  
**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
  - Megan Peacock, Regulations Officer I
  - Laura Cummings, Regulations Specialist
  - Matt Jokiel, Regulations Inspector
  - Shelley Macpherson, Regulations Officer II (contract position)
  
- *Conservation Authorities Act*, Section 29 Officer:
  - Megan Peacock, Regulations Officer I
  
- Ontario Building Code, Sewage System Inspectors:
  - Terry Davidson, Director of Engineering and Regulations
  - Eric Kohlsmith, Regulations Inspector
  - Alex Dekleine, Regulations Inspector
  - Jason Hutton, Engineering Inspector
  - Ryan Hiemstra, Regulations Inspector

AND THAT these appointments be contingent on continued employment with the Rideau Valley Conservation Authority.

**Motion Carried**

**9.0 Additional Tiny Cabin at Mica Mines Conservation Area**

*Note: Victor Heese declared a conflict of interest under Agenda Item 3.0*

Dan Cooper, Director of Conservation Lands and Stewardship, provided an update on the temporary tiny cabin pilot project and proposed the installation of a second tiny cabin at Mica Mines Conservation Area. Mr. Cooper responded to questions.

<b>Motion 6-211028</b>	<b>Moved by:</b>	Anne Robinson
	<b>Seconded by:</b>	Rob Rothgeb

That the Board of Directors of the Rideau Valley Conservation Authority receive this report for information and direct staff to proceed with the installation of a second tiny cabin at Mica Mines Conservation Area.

**Motion Carried**

**10.0 2022 Conservation Ontario Levy**

Sommer Casgrain-Robertson presented Conservation Ontario's 2022 Levy and responded to questions.

**Motion 7-211028**

**Moved by:**

Judy Brown

**Seconded by:**

Jamie Crawford

THAT the Board of Directors of the Rideau Valley Conservation Authority approve payment in the amount of \$45,894 to Conservation Ontario for their 2022 levy to the RVCA.

**Motion Carried**

**11.0 2022 Fees for Planning Advisory, Regulatory and Professional Services**

Glen McDonald, Director of Science and Planning, presented the 2022 Fees for Planning Advisory, Regulatory and Professional Services and responded to questions.

Members noted that a two percent increase in fees is not narrowing the gap in the recovery of costs associated with applications and expressed concern that the gap appears to be widening. Glen McDonald advised that the Mississippi Valley Conservation Authority, South Nation Conservation and the RVCA are meeting early next year to discuss undertaking a comprehensive fee review following the release of final regulations under the *Conservation Authorities Act*.

**Motion 8-211028**

**Moved by:**

Brian Dowdall

**Seconded by:**

Julie Graveline

That the Board of Directors of the Rideau Valley Conservation Authority approve the attached fee schedules to take effect January 1, 2022 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**

*Note: Gene Richardson left the meeting  
Robin Jones joined the meeting*

**12.0 2022 Ottawa Septic System Office Fee Schedule**

Terry Davidson, Director of Engineering and Regulations, presented the 2022 Ottawa Septic System Office Fee Schedule and responded to questions.

Terry Davidson confirmed that the Ottawa Septic System Office does operate on a full cost-recovery basis and noted that the Part 8 program has a reserve fund as required by the *Building Code Act*

**Motion 9-211028**                      **Moved by:**                      Dale McLenaghan  
**Seconded by:**                      Rob Rothgeb

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached Ottawa Septic System Office 2022 Fee Schedule 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 2022 Fee Schedule take effect January 1, 2022.

**Motion Carried**

**13.0 2022 Preliminary Draft Budget**

Kathy Dallaire, Manager of Finance, presented RVCA's 2022 preliminary draft operating and capital budget and responded to questions.

**Motion 10-211028**                      **Moved by:**                      Robin Jones  
**Seconded by:**                      Judy Brown

THAT the Board of Directors of the Rideau Valley Conservation Authority receives the attached 2022 Preliminary Draft Budget and Levy Apportionment sheet for review and comment.

**Motion Carried**

**14.0 MECP Phase 1 Regulations Under the *Conservation Authorities Act***

Sommer Casgrain-Robertson presented a summary of the phase 1 regulations released by MECP on October 1, 2021 under the *Conservation Authorities Act* and outlined the Authority's next steps.

**Motion 11-211028**                      **Moved by:**                      Rob Rothgeb  
**Seconded by:**                      Julie Graveline

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

**Motion Carried**

## **15.0 Meetings**

- a) Conservation Ontario Council Meeting: September 27, 2021  
Pieter Leenhouts participated in this meeting that focused on ongoing work with the province.
- b) Staff Town Hall: September 29, 2021  
Sommer Casgrain-Roberson led a Town Hall meeting that focused on the National Day for Truth and Reconciliation and COVID-19 vaccination policy.
- c) General Managers Meeting: October 12, 2021  
Sommer Casgrain-Robertson advised that this meeting focused on the recently released provincial regulations.
- d) Policy Working Group Meeting #5: October 19, 2021  
Sommer Casgrain-Robertson advised that the Policy Working Group hopes to complete a first draft of policies later this year.
- e) Ontario East Municipal Conference: October 20-21, 2021
- f) Green Acres 2 Millionth Tree Planting: October 22, 2021  
Sommer Casgrain-Robertson noted that a celebration of the planting of the 2 millionth tree for the City of Ottawa under the Green Acres program had taken place at the RVCA
- g) Lake Links Workshop: October 23, 2021

Upcoming

- h) RVCA Board of Directors Meeting: November 25, 2021

## **16.0 Member Inquiries**

### In-Person Meetings

In response to a question from a member, Sommer Casgrain-Robertson confirmed that the RVCA office was open to the public by appointment only. Ms. Casgrain-Robertson explained that the difficulty in returning to in-person Board meetings lies in the provincial requirement for social distancing. She confirmed that staff are considering the option of hybrid meetings. It was recommended that the November meeting be held via Zoom with a possible return to in-person meetings in 2022.

### RVCA Recent Low Water Status

In response to a question from a member regarding the end of the recent low water status in the watershed, Terry Davidson offered to bring a report on stream flows to the November Board meeting.

### LiDAR

In response to a question from a member, Sommer Casgrain-Robertson confirmed that the LiDAR project is underway. The contract was awarded and agreements amongst all the partners are in the process of being signed. Ms. Casgrain-Robertson noted that the Mississippi, Rideau and South Nation watersheds will be flown first in the fall and spring as those three conservation authorities were the original project partners.

**17.0 New Business**

Pieter Leenhouts announced that Michelle Paton, RVCA's Executive Assistant, would be retiring in the coming weeks. Members offered their good wishes and appreciation and remarked on Michelle's dedication, hard work and commitment to both the RVCA and its Board members.

**18.0 Adjournment**

The Chair adjourned the meeting at 8:30 p.m. on a motion by Andy Jozefowicz which was seconded by Vince Carroll.

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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**