

**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 Pandemic**

**APPROVED MINUTES**

**Executive Committee Meeting      November 15, 2021      7:00 pm      #8/21**

<b>Present:</b>	Judy Brown Victor Heese Anne Robinson	Brian Dowdall Pieter Leenhouts*
<b>Staff:</b>	Sommer Casgrain-Robertson Michelle Paton	Terry Davidson Megan Peacock

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Judy Brown assumed the Chair and called the meeting to order at 7:01 p.m.

**1.    Agenda Review**

Chair Brown reviewed the Agenda.

**2.    Approval of Minutes**

<b>Motion 1-211115</b>	<b>Moved by:</b>	Victor Heese
	<b>Seconded by:</b>	Anne Robinson

That the Executive Committee Meeting minutes of October 14, 2021 be approved as circulated.

**Motion Carried**

**3.    Declaration of Interest**

There were no declarations of interest.

*Note: Pieter Leenhouts arrived and assumed the Chair*

**4.    Review of Revised Executive Committee Guidelines**

Sommer Casgrain-Robertson presented updated RVCA Hearing Procedures under Section 28 of the *Conservation Authorities Act*. These guidelines, once approved by the Board of Directors of the Rideau Valley Conservation Authority, would replace the RVCA's current Executive Committee Rules of Procedure. Ms. Casgrain-Robertson noted that the

draft RVCA Hearing Procedures are based on updated provincial hearing guidelines issued by Conservation Ontario in September. Members reviewed each section of the draft Hearing Procedures and provided feedback to staff. Staff responded to questions and documented recommended amendments.

**Motion 2-211115**

**Moved by:**

Anne Robinson

**Seconded by:**

Victor Heese

That the Executive Committee of the Rideau Valley Conservation Authority recommend the attached *Hearing Procedures under Section 28 of the Conservation Authorities Act* to the Board of Directors for approval as amended.

**Motion Carried**

**5. Adjournment**

The meeting adjourned at 8:06 on a motion by Judy Brown that was seconded by Victor Heese.

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**Pieter Leenhouts**  
**Chair**

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