

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 Restrictions

APPROVED MINUTES

<u>Board of Directors</u>	<u>2/22</u>	<u>February 24, 2022</u>
Present:	Gerry Boyce Judy Brown Brian Dowdall Victor Heese Andy Jozefowicz John McDougall Scott Moffat Kristin Strackerjan	Carolyn Bresee Jamie Crawford Steve Fournier Robin Jones Pieter Leenhouts Dale McLenaghan Shawn Pankow
Staff:	Sommer Casgrain-Robertson Kathy Dallaire Marissa Grondin	Dan Cooper Diane Downey Glen McDonald
Regrets:	Vince Carroll Bob Foster Gene Richardson Rob Rothgeb	George Darouze Julie Graveline Anne Robinson

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

Sommer Casgrain-Robertson, General Manager/Secretary-Treasurer conducted a roll call.

1.0 Land Acknowledgement Statement

Chair Leenhouts gave the Land Acknowledgement statement.

2.0 Agenda Review

Chair Leenhouts reviewed the Agenda.

3.0 Adoption of Agenda

Motion 1-220224

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

4.0 Declaration of Interest

There were no declarations of interest.

5.0 Approval of Minutes of January 27, 2022

Motion 2- 220224

Moved by: Brian Dowdall
Seconded by: Gerry Boyce

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #01/22, January 27, 2022.

Motion Carried

6.0 Business Arising from the Minutes

There was no business arising.

7.0 AGM

7.0a Appointments to Executive Committee

Sommer Casgrain-Robertson explained the policy requirements for appointing the Executive Committee.

Motion 3-220224

Moved by: Dale McLenaghan
Seconded by: Shawn Pankow

That the Board of Directors of the Rideau Valley Conservation Authority appoint the Chair, Vice-Chair, Brian Dowdall, Victor Heese, and Anne Robinson to the RVCA's Executive Committee for the year 2022.

Motion Carried

7.0b Appointments to Audit Committee

Sommer Casgrain-Robertson explained the policy requirements for appointing the Audit Committee.

Motion 4-220224

Moved by: Judy Brown
Seconded by: Steve Fournier

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the Chair, Vice-Chair, Jamie Crawford, Dale McLenaghan, and Rob Rothgeb to the RVCA Audit Committee for the year 2022.

Motion Carried

7.0c Appointments to Conservation Ontario

Sommer Casgrain-Robertson explained the guidance for appointing Conservation Ontario voting delegates

Motion 5-220224

Moved by: Brian Dowdall
Seconded by: Jamie Crawford

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the Chair as RVCA's voting delegate for Conservation Ontario Council for 2022 and that the Vice-Chair and General Manager be appointed as first and second alternate respectively.

Motion Carried

7.0d Appointment of Auditors

Sommer Casgrain-Robertson provided background on the auditors appointed for the last three years, and recommend they be appointed for another one-year term.

Motion 6-220224

Moved by: Carolyn Bresee
Seconded by: Robin Jones

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint MNP LLP as the auditor for the Rideau Valley Conservation Authority and Rideau Valley Conservation Foundation for 2022.

Motion Carried

7.0e Appointment of Legal Counsel

Sommer Casgrain-Robertson explained the RVCA appoints legal counsel every year to use on an as needed basis.

Motion 7-220224

Moved by: John McDougall
Seconded by: Judy Brown

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the firm of Bell Baker LLP as legal counsel for the RVCA for the year 2022;

THAT the firm of Bird Richard be retained for employment issues;

THAT the firm of Wilson Law Partners LLP be retained for land transfers;
and

Furthermore, THAT other legal counsel be retained as required.

Motion Carried

7.0f Appointment of Land Appraisers

Sommer Casgrain-Robertson explained the need for appointing Land Appraisers who are familiar with the Eco Gifts program to assist staff with land donations.

Motion 8-220224

Moved by:

Steve Fournier

Seconded by:

Dale McLenaghan

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the firms of S. Rayner & Associates of Kingston and Rivington & Associates of Perth as land appraisers for the RVCA for the year 2022.

Motion Carried

7.0g Appointment of Signing Authorities

Sommer Casgrain-Robertson outlined RVCA's signing authorities

Motion 9-220224

Moved by:

Jamie Crawford

Seconded by:

Gerry Boyce

THAT the Rideau Valley Conservation Authority Board of Directors appoint the following positions as RVCA's signing officers for 2022:

- General Manager / Secretary-Treasurer
- Manager of Finance
- Director of Communications and Outreach
- Chair of the Board of Directors
- Vice-Chair of the Board of Directors

Motion Carried

8.0 2022 Budget and Workplan Approval

Sommer Casgrain-Robertson gave an overview of the budget approval timeline and noted that the draft budget and workplan had been circulated to municipalities for review and comment on December 3, 2021. Comments were requested by February 16, 2022, and as of the Board meeting, no comments or concerns had been received from municipalities. Sommer Casgrain-Robertson responded to questions from the board.

A recorded vote of all Members was taken to approve the 2022 budget.

Motion 10-220224

Moved by: Brian Dowdall
Seconded by: Steve Fournier

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached 2022 Budget in the amount of \$11,639,143 (dated October 20, 2021);

THAT the Board of Directors of the Rideau Valley Conservation Authority establishes a 2022 general municipal levy of \$6,461,296;

THAT this levy be apportioned to the participating municipalities according to the attached sheet entitled "2022 Draft Municipal Levy Apportionment" (dated October 20, 2021); and further

THAT the Board of Directors of the Rideau Valley Conservation Authority establishes 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. \$1,119,559 Rideau River Ice Management in Ottawa
5. \$158,696 Aquatic Monitoring in Ottawa

Those in favour:

Gerry Boyce	Carolyn Bresee
Judy Brown	Jamie Crawford
Brian Dowdall	Steve Fournier
Victor Heese	Robin Jones
Andy Jozefowicz	Pieter Leenhouts
John McDougall	Dale McLenaghan
Scott Moffat	Shawn Pankow
Kristin Strackerjan	

Absent:

Vince Carroll
Bob Foster
Gene Richardson
Rob Rothgeb

George Darouze
Julie Graveline
Anne Robinson

Motion Carried

9.0 Financial Reports for the Year Ending December 31, 2021

Kathy Dallaire, Manager of Finance, presented the unaudited 2021 financial reports. Staff responded to questions from the Board.

A board member requested a summary of annual operating expenses for the Rideau Ferry Yacht Club Conservation Area. Staff confirmed that they would follow up and provide a summary to the member.

Motion 11-220224

Moved by:

Brian Dowdall

Seconded by:

John McDougall

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, 2021.

Motion Carried

10.0 Proposed Year-end Reserve Transfers for 2021

Kathy Dallaire, Manager of Finance, gave an overview of the proposed year-end reserve transfers and answered questions.

Motion 12-220224

Moved by:

Andy Jozefowicz

Seconded by:

Carolyn Bresee

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the attached 2021 Proposed Reserve Transfers.

Motion Carried

11.0 Appointment of Agricultural Representative

Sommer Casgrain-Robertson provided information about the intent of the Minister of Environment, Conservation and Parks to appoint one agricultural sector representative to each conservation authority Board of Directors under changes made to the *Conservation Authorities Act* in 2020. A timeline of when this appointment is to take place is to be determined, but job postings

for the positions were posted on the Public Appointments Secretariat website on February 8, 2022.

Ms. Casgrain-Robertson informed the Board that the RVCA reached out to local OFA and OSCIA regional representatives to ensure they were aware of the posting. Staff responded to questions from the Board.

Motion 13-220224

Moved by: Robin Jones
Seconded by: Steve Fournier

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

Motion Carried

12.0 MECP Phase 2 Consultation Guide

Sommer Casgrain-Robertson provided a brief overview of the MECP's Phase 2 Consultation Guide and indicated that much of it reflects RVCA's current practices and what is set out in existing regulation and/or policy. Staff responded to questions.

Motion 14-220224

Moved by: Judy Brown
Seconded by: Brian Dowdall

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

Motion Carried

13.0 Inventory of Programs and Services

Sommer Casgrain-Robertson provided a brief timeline of required changes under amendments to the *Conservation Authorities Act*, including the need to complete a Programs and Services Inventory by February 28, 2022. Ms. Casgrain-Robertson explained that the inventory attached to the staff report for Board consideration meets all content requirements, but staff will be preparing an improved refined version to circulate to municipalities once Phase 2 regulations are released by the province. It is the next version of the inventory that staff will consult municipalities on to ensure municipalities have the complete picture and the best available information to review prior to beginning discussions with conservation authorities.

Staff responded to questions from the Board.

Motion 15-220224

Moved by: Carolyn Bresee
Seconded by: Victor Heese

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the attached Programs and Services Inventory (Version 1 – Preliminary Draft) and direct staff to circulate a copy to all member municipalities and the Minister of Environment, Conservation and Parks by February 28, 2022, in compliance with Ontario Regulation 687/21.

Motion Carried

14.0 Meetings

- a) MECP Phase 2 Consultation Guide Webinar: February 2, 2022
- b) RVCA's Annual Flood Forecasting & Warning Program Meeting: February 22, 2022

Upcoming

- c) RVCF Board of Directors Meeting: March 16, 2022
- d) RVCA Board of Directors Meeting: March 24, 2022

15.0 Member Inquiries

Steve Fournier stated he attended the RVCA's Flood Forecasting and Warning Program meeting and felt that it was very informative and well presented. Ms. Casgrain-Robertson thanked the member and indicated that she would relay the positive comments back to those staff who organized the meeting.

Brian Dowdall asked if the RVCA's COVID-19 policies and practices would be changing in light of the lifting of some provincial restrictions. Ms. Casgrain-Robertson indicated that the eastern conservation authorities were in the process of reviewing the recent provincial announcement and reviewing current COVID protocols. Staff anticipate preparing a reopening plan in the coming weeks.

16.0 New Business

No new business.

17.0 Adjournment

The Chair adjourned the meeting at 7:46 p.m. on a motion by Andy Jozefowicz which was seconded by Steve Fournier

Pieter Leenhouts
Chair

Marissa Grondin
Recording Secretary

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer