



3889 Rideau Valley Drive
PO Box 599, Manotick ON K4M 1A5
T 613-692-3571 | 1-800-267-3504
F 613-692-0831 | www.rvca.ca

Board of Directors Meeting
Thursday, May 26, 2022
6:30 pm
RVCA Monterey Boardroom
3889 Rideau Valley Dr. Manotick, ON

Members and the public are also able to join via Zoom given the ongoing pandemic.
Please contact Marissa Grondin at marissa.grondin@rvca.ca or 1-800-267-3504 ext 1177 in advance of the meeting if you wish to receive instructions to join.

AGENDA

Meeting 4/22	Page
1.0 Land Acknowledgement Statement	
2.0 Agenda Review	
3.0 Adoption of Agenda	
4.0 Declaration of Interest	
5.0 Approval of Minutes from March 24, 2022	
6.0 Business Arising from Minutes	
7.0 Chapman Mills Conservation Area Bridge Replacement Staff Report Attached (Dan Cooper).....	1
8.0 Baxter Conservation Area Helical Piles Staff Report Attached (Dan Cooper)	5
9.0 Program Inventory Update Staff Report Attached (Sommer Casgrain-Robertson)	9
10.0 Meetings	
a) Source Protection Committee Meeting – April 7, 2022	
b) Leeds and Grenville Planning Meeting – April 8, 2022	

**Proudly working in partnership
with our 18 watershed municipalities**

Athens, Augusta, Beckwith, Central Frontenac, Clarence-Rockland,
Drummond/North Elmsley, Elizabethtown-Kitley, Merrickville-Wolford, Montague,
North Dundas, North Grenville, Ottawa, Perth, Rideau Lakes, Smiths Falls, South Frontenac, Tay Valley, Westport

- c) Conservation Ontario Council Meeting – April 11, 2022
- d) Stevens Creek Natural Hazard Mapping Public Meeting – April 21, 2022
- e) Executive Committee General Manager's Performance Appraisal – April 25, 2022
- f) Source Protection Authority Meeting – April 28, 2022
- g) Summer Student Orientation – May 2, 2022
- h) MECP Program Inventory Workshop – May 2, 2022
- i) North Grenville Council Presentation – May 3, 2022
- j) Agricultural Representative MECP Orientation – May 11, 2022
- k) Executive Committee Hearing – May 12, 2022

Upcoming

- l) Municipal Information Day – May 31 or June 7, 2022
- m) Conservation Ontario Council Meeting – June 20, 2022
- n) Watershed Tour – June 23, 2022

11.0 Member Inquiries

12.0 New Business

13.0 Adjournment

**7.0 Chapman Mills Conservation Area Bridge Replacement
Report #: 1-220526**

To: RVCA Board of Directors
 From: Dan Cooper
 Director Conservation Lands and Stewardship
 Date: May 20, 2022

<input type="checkbox"/>	For Information
<input type="checkbox"/>	For Direction
<input checked="" type="checkbox"/>	For Adoption
<input type="checkbox"/>	Attachment

Recommendation:

THAT the Board of Directors of the Rideau Valley Conservation Authority approve Eagle Bridge to construct, deliver and install a prefabricated bridge at Chapman Mills Conservation Area at a cost of \$77,851 plus applicable taxes;

THAT staff be authorized to spend up to an additional \$11,677 (15 percent contingency) should there be unforeseen project expenses;

AND THAT the project be funded from RVCA's *Conservation Areas Infrastructure* reserve and a private donation of nearly \$50,000.

Purpose

To seek approval from the Board of Directors to purchase and install a prefabricated bridge to replace an existing bridge at Chapman Mills Conservation Area.

Background

Chapman Mills Conservation Area is a 23-acre parcel of land located on the west bank of the Rideau River on Prince of Wales Drive between Winding Way and Lodge Road. It consists of natural shoreline, wetlands and floodplain and forms a passive recreation area in the communities of Chapman Mills and Riverside South. The site has a picnic shelter, lookout points and a 1.5 km trail made up of walkways, boardwalks and bridges. The site now welcomes over 150,000 visitors a year.

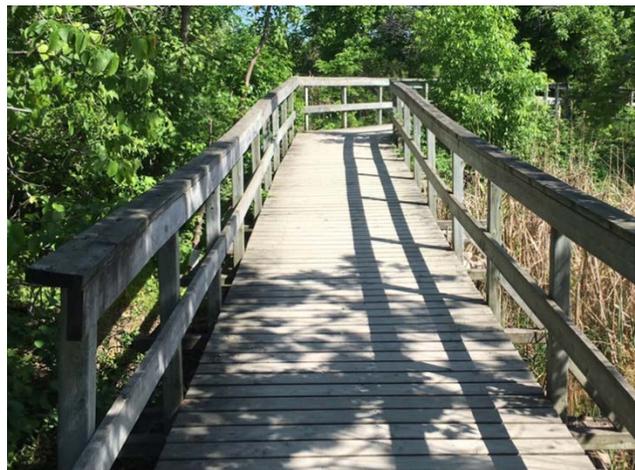


Figure 1

Chapman Mills Conservation Area still contains one original wooden bridge that was constructed in 1999 (see Figure 1). When staff observed that the bridge was becoming less stable, Cleland Jardine Engineering was contracted to evaluate the structure. The firm’s structural engineer confirmed that the bridge needed to be replaced.



Figure 2

Cleland Jardine worked with staff to review options and it was concluded that the most efficient and safest option was to purchase a prefabricated steel bridge (see Figure 2). A similar bridge was installed at Chapman Mills in 2012 and they are commonly used on City of Ottawa properties, including properties in the area.

Analysis

Staff prepared a request for proposal (RFP) for the purchase, delivery and installation of a prefabricated bridge. The RFP asked suppliers to consider the following in their proposals:

- The site receives 150,000 visitors each year
- The bridge needs to be able to support up to 40 people at a time

Staff also consulted the accessibility matrix created by Marnie Peters & Co. that RVCA uses when designing new projects at our conservation areas. This resulted in staff including design elements that protect sightlines for people in wheelchairs, that have contrasting colours so people who are visually impaired can find handrails more easily and a wider bridge design to accommodate a variety of needs.

The RFP also allowed for alternative approaches to be proposed to benefit from any innovations in the industry.

The RFP was sent to three firms in Ontario who construct, deliver and install prefabricated bridges. Two proposals were received and neither proposed an alternative approach to a prefabricated bridge.

The two proposals that were received are summarized below:

Supplier	Cost	Proposal Details / Considerations
Algonquin Bridge	No proposal received	

Iron Bridge	\$66,500	<ul style="list-style-type: none"> • Bridge capacity is 30 kN (6,800 lbs) • Installer did not visit the site when preparing the proposal and did not anticipate needing to close the road and use a crane in their initial bid
Eagle Bridge	\$77,851	<ul style="list-style-type: none"> • Bridge capacity is 80 kN (18,000 lbs) • Installer visited the site when preparing the proposal, understood the need to close the road and use a crane to install the bridge • Will provide staff on site to assist with installation • Will guarantee the work after they inspect the installation

After reviewing the proposals carefully, RVCA staff recommend awarding the contract to Eagle Bridge for the following reasons:

- The bridge needs to accommodate up to 40 people at one time as it is sometimes used for group photos. Some calculations estimate 40 people to weigh 7,240 lbs which could make the Iron Bridge design under capacity (only supports 6,800 lbs). The Eagle Bridge design will easily support 40 people (rated for 18,000 lbs) and it is also rated for vehicles which would offer flexibility in the future if staff or contractors need to take maintenance vehicles across the bridge.
- Eagle Bridge also demonstrated a strong understanding of what is required to install a new bridge in this complex location. They visited the site when preparing their proposal and know the need to stop traffic on Prince of Wales Road and use a 200 ton crane to lift the new bridge into place 38 metres from the road.
- It is also worth noting that in 2012, it was Eagle Bridge that built and installed the prefabricated bridge located 250 meters further down the trail. The installation went smoothly and they are proposing the same installation approach this time. RVCA has also been very happy with the construction and quality of the bridge.

In addition to the prefabricated bridge, there are two other components to the project:

- Staff are working on finalizing a design for bridge abutments. The current plans include concrete abutments, however helical piles are also being explored. An RFP will be issued, and the results brought to the Board for consideration.
- The project also needs ramps at both ends of the bridge and RVCA staff will be constructing these new ramps. RVCA staff will also be decommissioning the existing bridge and ramps. Doing this work in-house will save significant expense compared to hiring it out to a contractor.

Input From Other Sources

Cleland Jardine Engineering provided a structural engineering assessment of the existing bridge and prepared a cost estimate for the construction of a new bridge.

Marnie Peters & Co. are accessibility consultants who created outdoor spaces standards that RVCA uses when designing new projects at our conservation areas.

Financial Considerations

This project was identified as a priority in RVCA's 2021 and 2022 workplans and was planned for in RVCA's reserves.

The Rideau Valley Conservation Foundation (RVCF) received a private donation of close to \$50,000 directed towards the replacement of the bridge at Chapman Mills. The remaining funds will come from RVCA's *Conservation Areas Infrastructure* reserve which has a current balance of \$446,606.

The RVCF has also submitted a grant application to the Federal Government's Healthy Communities fund and will continue to look for other partners and grants to support the project up until the time of construction.

Legal Considerations

The RVCA will secure all necessary permits for this project including from:

- The City of Ottawa (building permit)
- The RVCA (Mississippi Valley Conservation Authority will review the Section 28 permit application to ensure no conflict of interest)
- Parks Canada
- Ministry of Environment, Conservation and Parks (Endangered Species registration)

**8.0 Baxter Conservation Area Helical Piles
Report #: 2-220526**

To: RVCA Board of Directors
 From: Dan Cooper
 Director Conservation Lands and Stewardship
 Date: May 20, 2022

- For Information
- For Direction
- For Adoption
- Attachment

Recommendation:

THAT the Board of Directors of the Rideau Valley Conservation Authority approve Pier Pressure to install helical piles as a foundation for a new boardwalk at Baxter Conservation Area at a cost of \$1,217 per pile plus applicable taxes and other project costs, for a total project cost not to exceed \$262,000;

AND THAT the project be funded from fundraised dollars with the balance coming from RVCA’s *Conservation Areas Infrastructure* reserve.

Purpose

To seek approval from the Board of Directors to install helical piles as the base of a new raised boardwalk at Baxter Conservation Area.

Background

Baxter Conservation Area is an 80 hectare parcel of land located along the north shore of the Rideau River just east of Highway 416. The site is made up of forest, meadow, floodplain and wetland and has over 5 kms of trails including a raised boardwalk that crosses a wetland. This boardwalk is used for outdoor education and summer camp programs, is a popular visitor attraction because of its view of the Rideau River and provides access to the Filmore Park Nut Grove which showcases a variety of nut and bean trees.

This boardwalk, which was built in the late 1990s, is now past its lifecycle (see photo). It is uneven and unsafe and has been closed to visitors for the past two years.



Staff had been working on a new design to replace the boardwalk and were beginning to fundraise when they were approached by a community group asking if RVCA would consider making Baxter Conservation Area accessible to all visitors. The group felt that the flat terrain and existing infrastructure and programs could be improved to create a standard and a destination for people with disabilities, senior citizens and people with special needs. RVCA agreed and the community group, RVCA, the Rideau Valley Conservation Foundation and Councillor Moffatt's office formed the "Nature for All" Committee.

The Committee began by working with Marnie Peters & Co. who are accessibility consultants to create an outdoor spaces accessibility standard. The purpose of the standard was to provide guidance and best management practices akin to the Accessibility for Ontarians with Disabilities Act (AODA) which does not provide specific guidance for outdoor spaces. While the mission of the Committee is to make Baxter accessible to all visitors, they are creating a gold standard of accessibility that could be used on a provincial or national scale. This pledge has created many opportunities for the committee to attract media attention, including being featured on the front page of the Ottawa Citizen. The accessibility mission has also generated excitement and interest with the community and funders.

While the Committee remains focused on making all amenities and programs at Baxter accessible to all, replacing the boardwalk across the wetland is Phase 1 (image below).



Analysis

This section of boardwalk at Baxter needs to be able to withstand fluctuating water levels, frost and ice heave and be stable as it extends across the wetland and some areas of open water. Working with consultants, RVCA staff determined that the best footings for the new boardwalk would be helical piles. Helical piles, also known as screw piles, are resilient, have a long lifespan and high load capacity, are relatively quick and easy to install and cause little disruption. Based on a geotechnical report prepared for the RVCA, it is anticipated that the helical piles will be installed to a depth of 24 feet.

Staff prepared a request for proposal (RFP) and provided it to five local firms who could provide and install helical piles. Three proposals were received and they are summarized below:

Company	Cost / Pile	Number of Piles	Extras	Total Cost
Pier Pressure	\$1,217	190	\$30,000	\$261,230.00
Techno Metal Post	\$1,546	173	\$27,000	\$294,458.00
Pro Post	\$1,700	186	\$141,360	\$307,550.00
North Shore	No proposal received			
Ansell Group	No proposal received			

After reviewing the proposals carefully, RVCA staff recommend awarding the contract for helical piles and installation to Pier Pressure for the following reasons:

- Pier Pressure has the lowest cost per pile. While each company estimated the number of piles that may be needed for the project, only the number of piles required will be installed based on a geotechnical report that was prepared for RVCA.
- The supplier visited the site before preparing their proposal.
- The potential extra costs included in the proposal are to cover the cost of a barge or the cost of strengthening the existing boardwalk should it be necessary for the installation equipment.
- It should also be noted that Pier Pressure will train RVCA staff to install helical piles during the Baxter installation and RVCA will get to keep the installation equipment as part of this contract. This will enable staff to install piles for future projects.

Following the installation of the helical piles, RVCA staff will construct the new boardwalk and platforms at Baxter Conservation Area which will save significant expense compared to hiring it out to a contractor.

Input From Other Sources

RVCA worked closely with the Nature for All Committee on the design and fundraising of the new boardwalk. Marnie Peters & Co. created the outdoor spaces accessibility standards that RVCA uses when designing new projects at our conservation areas. Lashley and Associates completed the boardwalk design based on Baxter's needs and the outdoor spaces accessibility standards. Gemtec Engineering completed a

geotechnical investigation. HP Engineering then provided structural engineering and a Class 'A' cost estimate.

Financial Considerations

It is estimated that the entire boardwalk project will cost \$777,000. To-date:

- The Rideau Valley Conservation Foundation (RVCF) has contributed \$120,000
- The RVCF was also successful in obtaining a federal grant of \$280,000
- The RVCA also secured City of Ottawa funding of \$50,000

This leaves \$327,000 that would need to be funded from RVCA's *Conservation Areas Infrastructure* reserve which has a current balance of \$446,606 (\$406,606 should the Chapman Mills bridge replacement) or RVCA's *Working Fund* reserve unless additional funding can be secured. The RVCF is continuing to pursue additional funding opportunities including corporate funders.

Legal Considerations

The RVCA will secure all necessary permits for this project including from:

- The City of Ottawa (building permit)
- The RVCA (Mississippi Valley Conservation Authority will review the Section 28 permit application to ensure no conflict of interest)
- Parks Canada
- Ministry of Environment, Conservation and Parks (Endangered Species registration)



**9.0 Programs and Services Inventory Update
Report #: 3-220526**

To: RVCA Board of Directors
From: Sommer Casgrain-Robertson
General Manager / Secretary-Treasurer
Date: May 19, 2022

<input type="checkbox"/>	For Information
<input type="checkbox"/>	For Direction
<input checked="" type="checkbox"/>	For Adoption
<input type="checkbox"/>	Attachments

Recommendation:

THAT the Board of Directors of the Rideau Valley Conservation Authority receive this report for information and direct staff to submit an interim progress report to the Ministry of Environment, Conservation and Parks by July 1, 2022 in compliance with Ontario Regulation 687/21.

Purpose

To update the Board of Directors on RVCA's inventory of programs and services and seek direction to submit a progress report to MECP by July 1, 2022.

Background

On December 5, 2020 the *Conservation Authorities Act* was amended followed by new regulations on October 1, 2021 and April 21, 2022. These changes require CAs to:

- Complete a Transition Plan by December 31, 2021
- Complete a Program Inventory by February 28, 2022
- Complete Cost Apportioning Agreements with municipalities by January 1, 2024

Transition Plans require conservation authorities to outline the timeline and steps they will follow to prepare a program inventory and enter into cost apportioning agreements with participating municipalities.

Program Inventories require conservation authorities to:

- List their current programs and services
- Categorize their programs and services into three categories
 - Category 1 – those prescribed as mandatory by the province
 - Category 2 – those delivered on behalf of municipalities
 - Category 3 – those that further the conservation, restoration, development and management of natural resources
- Identify the cost of delivering each program and service
- Identify the revenue source(s) of each program and service

Cost-Appportioning Agreements then require conservation authorities to:

- Enter into agreements with participating municipalities for any category 2 or 3 programs that are support by municipal levy.

Analysis

RVCA staff have been working closely with Eastern Ontario CAs, as well as Conservation Ontario, to begin implementing these new requirements. To-date:

- RVCA's Board of Directors approved a Transition Plan on November 25, 2021. The plan was circulated to municipalities and MECP on December 15, 2021 and posted on RVCA's website.
- RVCA's Board of Directors then approved a draft Inventory of Programs and Services on February 24, 2022. The inventory was circulated to municipalities and MECP on February 28, 2022 and posted on RVCA's website.

Conservation authorities are now in the process of consulting with municipalities about program inventories and how best to establish cost apportioning agreements. During this period, conservation authorities are required to submit progress reports to MECP every three months beginning July 1, 2022 up until January 2024 when agreements are required to be in place. Progress reports must include updated program inventories if changes or revisions were made.

On May 2, 2022 the MECP also hosted a webinar for conservation authorities to provide feedback on initial program inventories that were submitted in February. Chair Leenhouts and Sommer Casgrain-Robertson participated on behalf of the RVCA. The MECP noted six areas where some inventories may need to be updated, they are:

- Ensuring inventories indicate which method was used to estimate program and service costs as there are four options that can be used
- Ensuring inventories provide a sufficient explanation of why, in the conservation authorities opinion, a program or service was classified as category 1
- Ensuring individual program components are split out for programs that span more than one category
- Ensuring inventories indicate the date of all existing municipal agreements and the name of the participating municipalities
- Ensuring inventories indicate if the conservation authorities intends to pursue a cost apportioning agreement for category 3 programs
- Ensuring general expenses not related to specific programs are captured in the inventory in compliance with O. Reg. 402/22 (Budget and Apportionment regulation)

RVCA's Next Steps

- Staff are now reviewing RVCA's draft program and service inventory in relation to the feedback provided by MECP, the phase 2 regulations that were issued in late April and additional resources that were provided by the Ministry in May.
- On May 31 and June 7, the RVCA will hosting a municipal information session for municipal staff and members of Council to provide an overview of the changes to the Conservation Authorities Act, the new categories of programs and services, what programs will now require an agreement with municipalities and to seek guidance from municipalities about how best to work with them to implement

changes and establish program agreements. An invitation was emailed to all municipal Mayors and CAOs on May 17, 2022

- Staff will submit a progress report to the MECP by July 1, 2022 indicating that the RVCA is in the process of consulting with municipalities and updating its inventory to address MECP's feedback and direction received from member municipalities at our information sessions
- Staff will then bring an updated inventory to the Board in July or September with a more detailed workplan to work with municipalities to establish cost apportioning agreements.

Input from Other Sources

Conservation authorities continue to collaborate (especially Eastern Ontario CAs) on implementation of new regulatory requirements, this includes the sharing of templates, resources and joint communications to member municipalities.

Financial Considerations

It is unknown at this time what financial implications these legislative changes will have.

Legal Considerations

Program Inventories need to comply with Ontario Regulation 687/21 in addition to the *Conservation Authorities Act* and Ontario Regulation 686/21.

Adherence to RVCA Policy

N/A

Link to Strategic Plan

This initiative supports the following strategic priority:

- *Prepare an implementation strategy to address any changes made to the Conservation Authorities Act that may result from the legislative review currently underway.*