

RIDEAU VALLEY CONSERVATION AUTHORITY
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Members and the public are also able to join via Zoom given the ongoing pandemic.

APPROVED MINUTES

Board of Directors	5/22	July 28, 2022
Present:	Carolyn Bresee Vince Carroll Bob Foster Julie Graveline Robin Jones Pieter Leenhouts Dale McLenaghan Anne Robinson	Judy Brown Brian Dowdall Mel Foster Victor Heese Andy Jozefowicz John McDougall Gene Richardson Kristin Strackerjan
Staff:	Sommer Casgrain-Robertson Kathy Dallaire Marissa Grondin	Dan Cooper Terry Davidson
Regrets:	Gerry Boyce George Darouze Scott Moffat Rob Rothgeb	Jamie Crawford Steve Fournier Shawn Pankow

1.0 Roll Call

Chair Leenhouts called the meeting to order at 6:31 p.m.
General Manager/Secretary-Treasurer conducted a roll call.

2.0 Land Acknowledgement Statement

Chair Leenhouts gave the Land Acknowledgement statement.

3.0 Agenda Review

Chair Leenhouts reviewed the agenda.

4.0 Adoption of Agenda

Motion 1-220728

Moved by:

Anne Robinson

Seconded by:

Brian Dowdall

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

Motion Carried

5.0 Declarations of Interest

There were no declarations of interest.

6.0 Approval of Minutes of May 26, 2022

Motion 2-220728

Moved by: Judy Brown
Seconded by: Robin Jones

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #05/22, May 26, 2022, as circulated.

Motion Carried

7.0 Business Arising from the Minutes

There was no business arising.

8.0 Financial Reports for the period ending May 31, 2022

Kathy Dallaire presented the financial reports for the period ending May 31, 2022. Program activities are progressing as expected and operating costs are forecasted to remain on budget.

In response to a question from a member regarding accumulated surplus, Ms. Dallaire explained that accumulated surplus represents income earned year over year. The surplus in financial reports to May 31, 2022 reflect the levy for the current year not yet spent.

In response to a question from a member, Ms. Casgrain-Robertson confirmed that the auditors were pleased with the improvement in RVCA's capital and program reserves.

In response to a question from a member regarding deferred revenues, Ms. Dallaire explained that the deferred revenue are funds that the Authority received in advance of services that are going to be performed. The RVCA is obligated to complete the project or services paid for. Projects are reviewed annually, and deferred revenues balances are estimated and adjusted at year end. Deferred revenues are not considered revenue until they are

earned. As the income associated with the project is earned, the liability is reduced and recognized as revenue. Various methods are used to estimate the amount of revenue to recognize, such as a percentage of completion. These funds are not spent or allocated toward anything else.

Motion 3-220728

Moved by: Brian Dowdall
Seconded by: Gene Richardson

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the Revenue and Expenditure Reports and Balance Sheet for the period ending May 31, 2022.

Motion Carried

Kristen Strackerjan joined the meeting 6:39 p.m.

9.0 RVCA Mileage Rate

Kathy Dallaire presented a review of RVCA's mileage rate as it has been a decade since the RVCA increased its mileage rate paid to employees and directors for the personal use of their vehicles while conducting business on behalf of the Authority. Staff analyzed mileage rates from 24 conservation authorities and the Canada Revenue Agency (CRA) and evaluated the financial impact of increasing RVCA's mileage rate.

During discussion, Mayor Jones recommended that the RVCA consider adopting the CRA's mileage rate for RVCA employees and directors for personal use of a vehicle while conducting business on behalf of the Authority.

Motion 4-220728

Moved by: Robin Jones
Seconded by: Gene Richardson

THAT the Board of Directors of the Rideau Valley Conservation Authority adopt the Canada Revenue Agency's mileage rate to be paid to RVCA employees and directors for use of a personal vehicle to carry out duties on behalf of the Rideau Valley Conservation Authority, and that this mileage rate take effect August 1, 2022.

Motion Carried

Zoom video conference call lost. The meeting reconnected to Zoom and Chair Leenhouts called for roll call. The General Manager conducted roll call. The meeting resumed with quorum.

Mel Foster joined the meeting at 6:59 p.m.

10.0 Chapman Mills Conservation Area Bridge Abutment Replacement

Dan Cooper presented on the Chapman Mills Conservation Area Bridge replacement plan to install concrete abutments and sonotubes. He noted that the RVCA is still awaiting a permit from Parks Canada and that they may require the use of helical piles instead of concrete sonotubes.

In response to questions from members, Mr. Cooper explained the difference in bidder cost is due to one contractor proposing a secondary bridge installation during construction, while the other did not, therefore reducing the project cost. Mr. Cooper also explained that both bids contained a cost estimate with sonotubes and without, as the bidders are aware the sonotubes may not be required. If helical piles are required instead of sonotubes, RVCA staff are seeking approval to hire the contractor previously approved by the Board at their May 26, 2022 for the boardwalk replacement at Baxter.

Motion 5-220728

Moved by: Carolyn Bresee
Seconded by: Anne Robinson

THAT the Board of Directors of the Rideau Valley Conservation Authority approve Manotick Concrete to install concrete bridge abutments and sonotubes at Chapman Mills Conservation Area at a cost of \$29,700 plus applicable taxes;

THAT staff be authorized to spend up to an additional \$4,455 (15 percent contingency) to cover any unforeseen project expenses;

And THAT staff be authorized to contract Pier Pressure to install helical piles instead of concrete sonotubes, if required by a regulatory agency, within the existing project budget.

Motion Carried

Dale McLenaghan left the meeting at 7:09 p.m.

11.0 Baxter Conservation Area Boardwalk Replacement Building Materials

Dan Cooper presented a report on the building materials needed to complete the Baxter Conservation Area boardwalk replacement. RVCA's Board of Directors approved the purchase and installation of helical piles as the base of the replacement boardwalk at their May 26, 2022, meeting. Staff then obtained quotes for the building materials required to construct the raised boardwalk and platforms on top of the piles.

In response to a question from a member, Mr. Cooper confirmed that the RVCA is acting as the General Contractor, and work on this project is scheduled to begin fall 2022.

Motion 6-220728

Moved by:

Brian Dowdall

Seconded by:

Anne Robinson

THAT the Board of Directors of the Rideau Valley Conservation Authority approve Kemptville Building Centre to provide the lumber required to construct a new raised boardwalk at Baxter Conservation Area;

THAT staff acquire all other building materials for the new raised boardwalk from Kemptville Building Centre unless they can be sourced from another supplier for a lower cost;

And THAT the total materials cost not exceed \$212,000 plus applicable taxes.

Motion Carried

12.0 Disconnect Policy

Sommer Casgrain-Robertson presented RVCA's Disconnect from Work Policy in compliance with Bill 27 (*Working for Workers Act, 2021*) which amended the *Employment Standards Act*.

The RVCA collaborated with other conservation authorities on the development of this policy and thanked South Nation Conservation whose policy formed the basis for RVCA's policy. Ms. Casgrain-Robertson noted that the new policy has been circulated to staff and will be updated as needed to remain compliant with provincial legislation.

Motion 7-220728

Moved by:

Bob Foster

Seconded by:

Victor Heese

THAT the Board of Directors of the Rideau Valley Conservation Authority adopt the attached Disconnect from Work Policy, dated June 2022 in compliance with the *Employment Standards Act*.

Motion Carried

13.0 Meetings

- a) Program Inventory Municipal Information Session: June 7, 2022
 - Members of Council and municipal staff attended RVCA's information session on program inventories. Participants provided RVCA staff with good input and advice on how best to move forward with an updated inventory, draft agreements and communication and consultation with municipalities.

- b) RVCF AGM and Board of Directors Meeting: June 9, 2022
 - It was noted that Andrew Harkness and Tom Scott were elected as the new Chair and Vice-Chair respectively of the RVCF
- c) Conservation Ontario Council Meeting: June 20, 2022
- d) Program Inventory Meeting with City of Ottawa: June 21, 2022
- e) RVCA Watershed Tour: June 23, 2022
 - Staff received positive feedback from RVCA and RVCF members regarding the watershed tour and staff were thanked for all their hard work in organizing the day

Upcoming

- f) AMO Conference (CA Panel Presentation): August 14 to 17, 2022
- g) OEMC Conference (CA display): September 14 to 16, 2022
- h) RVCF Board of Directors Meeting: September 14, 2022
- i) RVCA Board of Directors Meeting: September 22, 2022
- j) Conservation Ontario Council Meeting: September 26, 2022

14.0 Member Inquiries

Andy Jozefowicz inquired about the term of appointment of existing members in light of upcoming municipal elections. Ms. Casgrain-Robertson explained that the Conservation Authorities Act states that current members continue to serve until their replacement is appointed to ensure conservation authorities continue to have quorum for meetings after the municipal election until member municipalities appoint new members which is sometimes not until the new year.

15.0 New Business

Chair Leenhouts informed the Board that the Executive Committee decided to recognize the General Manager for excellent performance in 2021 following her annual performance appraisal. This recognition was done at the RVCA's watershed tour on June 23, 2022.

Mayor Jones recommended that the Board of Directors support the Executive Committee's decision and put forth a motion to recognize the General Manager's performance.

Motion 8-220728

Moved by: Robin Jones
Seconded by: Carolyn Bresee

THAT the Board of Directors of the Rideau Valley Conservation Authority supports the decision taken by the Executive Committee to recognize the General Manager's outstanding performance.

Motion Carried

16.0 Adjournment

The Chair adjourned the meeting at 7:29 p.m. on a motion by Andy Jozefowicz which was seconded by Bob Foster.

Pieter Leenhouts
Chair

Marissa Grondin
Recording Secretary

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer