

RIDEAU VALLEY CONSERVATION AUTHORITY
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DRAFT MINUTES

Board of Directors **1/15** **February 26, 2015**

Present:

Jeff Banks	Anne Barr
Pat Barr	Judy Brown
Gerry Boyce	Brian Campbell
Vince Carroll	Barclay Cormack
Erin Greco	Ed Hand
Victor Heese	Andy Jozefowicz
Pieter Leenhouts	Dale McLenaghan
Scott Moffatt	Sharon Mousseau
Lyle Pederson	Ralph Pentland
Gerald Schwinghamer	Ray Scissons
Tom Scott	

Staff:

Ferdous Ahmed	Sommer Casgrain-Robertson
Dan Cooper	Terry Davidson
Diane Downey	Rudy Dyck
Ewan Hardie	Don Maciver
Glen McDonald	Michelle Paton
Brian Stratton	

Regrets: Joe Gallipeau

Prior to the meeting, Ken Graham was recognized for his contributions over the past 11 years by Members and staff. Mr. Graham, a municipal representative from Smiths Falls, served as Vice-Chair of the Authority from 2007 to 2011 and as Chair from 2012 to 2014.

RVCA Board and staff also recognized Jim Anderton, a municipal representative from Merrickville-Wolford who served on the Executive Committee from 2011 to 2014.

1.0 Agenda Review

2.0 Adoption of Agenda

Motion 1-150226 **Moved by:** Andy Jozefowicz
Seconded by: Sharon Mousseau

That the RVCA Board of Directors adopt the Agenda as circulated.

Motion Carried

3.0 Declaration of Interest

No declarations of interest were declared.

4.0 Consent Agenda

No Agenda items were approved on consent.

5.0 Approval of Minutes of November 27, 2014

Motion 2-150226 **Moved by:** Brian Campbell
Seconded by: Vince Carroll

That the RVCA Board of Directors approves the Minutes of the Board of Directors Meeting #8/14, November 27, 2014 as circulated/amended.

Motion Carried

6.0 Business Arising from the Minutes

There was no business arising from the Minutes.

7.0 Annual General Meeting

a) Election of Chair and Vice-Chair

Chair

Ed Hand surrendered the Chair to Sommer Casgrain-Robertson, RVCA's General Manager. Ms. Casgrain-Robertson conducted the election for Chair of the Rideau Valley Conservation Authority Board of Directors for 2015.

Ray Scissons nominated Lyle Pederson for Chair of the Rideau Valley Conservation Authority.

Motion 3-150226 **Moved by:** Ray Scissons
Seconded by: Ed Hand

That nominations for Chair be closed.

Motion Carried

Lyle Pederson was declared Chair of the Rideau Valley Conservation Authority. Mr. Pederson accepted the role and spoke highly of both the Board and staff and the spirit of cooperation that exists between them.

Vice-Chair

Lyle Pederson conducted the election for Vice-Chair of the Rideau Valley Conservation Authority for 2015.

Andy Jozefowicz nominated Ed Hand for Vice-Chair of the Rideau Valley Conservation Authority.

Motion 4-140227 **Moved by:** Ray Scissons
Seconded by: Sharon Mousseau

That nominations for Vice-Chair be closed.

Motion Carried

Ed Hand was declared Vice-Chair of the Rideau Valley Conservation Authority.

b) Appointment of Auditors

In response to a question from a member, Sommer Casgrain-Robertson advised that Allan Chartered Accountant Professional Corporation provides excellent service at a very competitive price. She added that periodically auditing services are put out for tender and that we are approaching the need to do so again. A member suggested that a policy be created regarding the appointment of auditors.

Motion 5-150226 **Moved by:** Brian Campbell
Seconded by: Ray Scissons

That the firm of Allan Chartered Accountant Professional Corporation be retained to provide auditing services to the RVCA for the year 2015.

Motion Carried

c) Appointment of Legal Advisors

Motion 6-150226 **Moved by:** Ed Hand
Seconded by: Barclay Cormack

That the firm of Bell Baker, Barristers and Solicitors be retained as legal advisors for the year 2015 and that the firm of Bird Richard be retained for employment issues and the firm of Wilson Law Partners be retained for land transfers; and furthermore that other legal counsel be retained as required.

Motion Carried

d) Appointment of Land Appraisers

Motion 7-150226 **Moved by:** Judy Brown
Seconded by: Pat Barr

That the firms of S. Rayner & Associates of Kingston and Rivington & Associates of Perth be appointed as the land appraisers for the Rideau Valley Conservation Authority for 2015.

Motion Carried

e) Borrowing By-Law

In response to a question from a member, Sommer Casgrain-Robertson confirmed that the Chair, General Manager, and Finance Officer are signing officers for the Authority and that two of the three officers are required to sign. Ms. Casgrain-Robertson added that the Authority has not had to borrow in recent years due to more consistent cash flows.

Motion 8-150226 **Moved by:** Brian Campbell
Seconded by: Sharon Mousseau

That in 2015, the signing officers of the RVCA be authorized to borrow up to a maximum of \$750,000, which may be required for the purpose of the RVCA to implement its program, until payment to the RVCA of any grants, levies or other revenues.

Motion Carried

f) Appointments to Executive Committee

Sommer Casgrain-Robertson explained the rationale for the proposed revocation of the role of the alternate member on the RVCA Executive Committee.

Motion 9-150226 **Moved by:** Vince Carroll
Seconded by: Gerry Boyce

That the position of alternate member on the RVCA Executive Committee be revoked;

That Section 3.2 of the RVCA's Administrative Resolutions dated November 2010 be amended to reflect this change; and

That the Chair, Vice-Chair, Andy Jozefowicz, Ray Scissons, and Sharon Mousseau be named to the RVCA Executive Committee for the year 2015.

Motion Carried

g) Appointments to Conservation Ontario

Motion 10-150226

Moved by:

Pieter Leenhouts

Seconded by:

Sharon Mousseau

That the Chair be appointed as the RVCA's Conservation Ontario representative for 2015 and that the Vice-Chair and General Manager be appointed as alternates.

Motion Carried

8.0 2014 Financial Statements

Sommer Casgrain-Robertson confirmed that Andy Jozefowicz and Lyle Pederson, as members of the Audit Committee, had met with the auditors prior to this meeting.

Howard Allan of Allan Chartered Accountant Professional Corporation presented the 2014 Financial Statements for the fiscal year ending December 31, 2014 (attached) and advised that his firm's Management Letter would be forthcoming. Mr. Allan recommended the establishment of a long-term financial plan which would allow for improved cash management and forecasting.

In response to a question from a member, Mr. Allan stated that the Authority's investments should be reviewed to ensure maximized revenues.

Motion 11-150226

Moved by:

Brian Campbell

Seconded by:

Andy Jozefowicz

That the RVCA Board of Directors approve the 2014 Financial Statements.

Motion Carried

9.0 2014 Annual Report

Lyle Pederson advised that distribution of the 2014 Annual Report had been delayed to March. Additional copies of the Municipal Information Sheets will also be available at that time.

10.0 2015 Budget and Levy

Sommer Casgrain-Robertson advised that the proposed 2015 budget and levy apportionment sheet had been circulated to municipalities in December. No written comments had been received. In response to a

request, Ms. Casgrain-Robertson and Barclay Cormack made a presentation to North Grenville's Council.

Ms. Casgrain-Robertson reviewed the proposed 2015 budget and responded to questions from members. She indicated that:

- Two updates had been made to the November 27, 2014 version of the budget which was circulated to municipalities (2014 estimates were updated to reflect year end numbers and the Rideau River Ice Management special levy amount was refined).
- One correction had to be made to the February 17, 2015 version of the budget which was in the agenda package (2014 estimates: Part IV Clean Water Act is \$6,406, Part VIII Building Code Act is \$537,911 and Septic Re-Inspection Program is \$38,577).

A recorded vote of all Board of Director members was undertaken to approve the 2015 Budget dated February 17, 2015.

Motion 13-150226

That the Rideau Valley Conservation Authority approve the attached 2015 Budget as amended in the amount of \$10,702,930 (dated February 17, 2015); and further

That the Rideau Valley Conservation Authority establish a 2015 general municipal levy of \$5,103,500; and further

That this levy be apportioned to the participating municipalities according to the attached sheet entitled "Rideau Valley Conservation Authority 2015 Municipal Levy Apportionment (dated February 17, 2015); and further

That the Rideau Valley Conservation Authority establish special levies payable by the City of Ottawa as sole benefitting municipality, as follows:

1. \$10,000 – Ottawa Infrastructure Reserve for Emergency Repairs (Capital – Water Control Structures)
2. \$23,500 – Routine Operation and Maintenance of Flood and Erosion Control Structures in Ottawa (Water Control Operations)
3. \$1,481,428 – Rideau River Ice Management (Water Control Operations)

Those in favour:

Jeff Banks	Pat Barr
Judy Brown	Gerry Boyce
Brian Campbell	Vince Carroll
Barclay Cormack	Erin Greco
Ed Hand	Victor Heese
Andy Jozefowicz	Pieter Leenhouts

Dale McLenaghan	Scott Moffatt
Sharon Mousseau	Lyle Pederson
Ralph Pentland	Gerald Schwinghamer
Ray Scissons	Tom Scott
Those against:	None.
Those abstaining:	Anne Barr
Absent:	Joe Gallipeau

Motion Carried

11.0 PLF 4-15 Spot Spray Contract

In response to a question from a member, Rudy Dyck, Director of Watershed Stewardship, confirmed that all applicators have all required licenses. Mr. Dyck also clarified the last paragraph of the staff report, explaining that the RVCA would like to extend the price of the winning bid to local companies who are capable of taking on small spraying contacts that come up from time to time.

Motion 14-150226	Moved by:	Sharon Mousseau
	Seconded by:	Jeff Banks

That the Rideau Valley Conservation Authority secure Brinkman and Associates Reforestation Ltd. to perform the Spot Spray contract for 2015 at a cost of \$314.95/1000 trees for a total value of approximately \$50,000 to \$55,000; and

That the Rideau Valley Conservation Authority retain Brinkman and Associates Reforestation Ltd. for the 2016 planting spot spray contract at the same price.

Motion Carried

12.0 2015 Fees for Planning Advisory and Regulatory Services Programs

In response to a question from a member, Sommer Casgrain-Robertson clarified that the proposed fees are paid by proponents requiring planning comments or approvals.

Motion 15-150226	Moved by:	Ray Scissons
	Seconded by:	Ed Hand

That the Rideau Valley Conservation Authority Board of Directors approve the attached fee schedules to take effect April 1, 2015 for Planning Advisory and Regulatory Services:

- Schedule “A” Fees: Planning Advisory Program
- Schedule “B” Fees: Section 28 of the *Conservation Authorities Act*
- Schedule “C” Fees: Technical Advisory Services
- Schedule “D” Fees: Technical Report Review Fees

Motion Carried

13.0 TransCanada Corporation – Energy East Pipeline Conversion

Don Maciver, Director of Planning & Regulations gave the attached presentation.

Note: Brian Campbell left the meeting

Staff recommended that the RVCA apply for Intervenor status with the National Energy Board (NEB). Sommer Casgrain-Robertson explained that the RVCA has information and knowledge about local watershed risks that the Ontario Energy Board and NEB should be aware of. As well, the RVCA is an affected landowner as the pipeline crosses through Baxter Conservation Area.

Members asked about the costs associated with participation. Don Maciver advised that funding may be available to those with Intervenor status.

Sommer Casgrain-Robertson stated that the Energy East Pipeline Project application is not at the point where the RVCA has all the information to make decisions or provide input but an application for Intervenor status must be made by March 3, 2015.

An error on page 25 of the staff report was identified. The second bullet should read October 2 and 10, 2013.

Motion 16-150226

Moved by:

Ed Hand

Seconded by:

Tom Scott

That the Rideau Valley Conservation Authority Board of Directors apply for Intervenor status with the National Energy Board (NEB) to inform them of local watershed constraints and RVCA property issues associated with the Energy East Pipeline Project;

That the RVCA also submit comments to the Ontario Energy Board (OEB) to assist them in preparing a position and recommendations for the NEB on behalf of the people of Ontario; and

That participant funding be applied for through the NEB as applicable.

Motion Carried

14.0 Public Open Houses for Flood and Regulation Limits Mapping for the Ottawa River and Cardinal Creek

In response to a question from a member on whether climate change is taken into consideration during the floodplain mapping process, Ferdous Ahmed, RVCA's Senior Water Resources Engineer, stated that floodplain mapping is based on historical data and not future predictions. Mr. Ahmed added that different analyses are done at different flow levels.

Sommer Casgrain-Robertson stated that current regulatory flood levels and climate change are an emerging issue that is being studied federally and being followed by Conservation Ontario.

15.0 Meetings

a) Ottawa River Hazard Mapping Open House (East): December 2, 2014

b) Conservation Ontario Council Meeting: December 8, 2014 (Toronto)

Sommer Casgrain-Robertson advised that she had participated in the Conservation Ontario Council meeting by conference call. Ms. Casgrain-Robertson expressed her hope that Conservation Ontario would continue with this option as it was extremely cost-effective.

c) Ottawa River Hazard Mapping Open House (West): December 9

d) RVC Foundation Board of Directors Meeting: February 9, 2015

Upcoming:

e) RVCA Board of Directors Meeting: Thurs, March 26, 2015 (7pm, Manotick)

f) Conservation Ontario Council Meeting: March 30, 2015 (Toronto)

16.0 Member Inquiries

In response to a question from a member regarding the proposed Strategic Review, Sommer Casgrain-Robertson explained that the process would begin with an internal assessment by staff. The results would then be summarized and presented to the Board for consideration. Municipal staff input would also be sought.

17.0 **New Business** None

18.0 **Adjournment**

The Chair adjourned the meeting at 8:47 p.m. This was moved by Andy Jozefowicz and seconded by Sharon Mousseau.

Lyle Pederson
Chair

Michelle Paton
Recording Secretary