

RIDEAU VALLEY CONSERVATION AUTHORITY
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APPROVED MINUTES

Board of Directors **1/16** **January 28, 2016**

Present:	Anne Barr	Jeff Banks
	Pat Barr	Gerry Boyce
	Judy Brown	Brian Campbell
	Vince Carroll	Barclay Cormack
	Joe Gallipeau	Erin Greco
	Ed Hand	Victor Heese
	Dale McLenaghan	Sharon Mousseau
	Lyle Pederson	Ralph Pentland
	Ray Scissons	
 Staff:	Jamie Batchelor	Sommer Casgrain-Robertson
	Dan Cooper	Terry Davidson
	Rudy Dyck	Ewan Hardie
	Kristy Giles	Glen McDonald
	Michelle Paton	
 Regrets:	Andy Jozefowicz	Pieter Leenhouts
	Scott Moffatt	Gerald Schwinghamer
	Tom Scott	

1.0 Agenda Review

Lyle Pederson reviewed the Agenda.

2.0 Adoption of Agenda

Motion 1-160128	Moved by:	Ed Hand
	Seconded by:	Judy Brown

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

Motion Carried

3.0 Declaration of Interest

No declarations of interest were declared.

4.0 Approval of Minutes of November 26, 2015

Motion 2-160128 **Moved by:** Erin Greco
Seconded by: Sharon Mousseau

That the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #9/15, November 26, 2015 as presented.

Motion Carried

5.0 Business Arising from the Minutes None.

6.0 Annual General Meeting

a) Election of Chair and Vice Chair

Chair

Lyle Pederson 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.

Sharon Mousseu nominated Lyle Pederson for Chair of the Rideau Valley Conservation Authority. Mr. Pederson agreed to let his name stand. Ms. Casgrain-Robertson called for further nominations three times.

Motion 3-160128 **Moved by:** Ray Scissons
Seconded by: Joe Gallipeau

That nominations for Chair be closed.

Motion Carried

Lyle Pederson was declared Chair of the Rideau Valley Conservation Authority for 2016. Mr. Pederson accepted the role and spoke to opportunities for the upcoming year.

Vice-Chair

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

Ray Scissons nominated Ed Hand for Vice-Chair of the Rideau Valley Conservation Authority. Mr. Hand agreed to let his name stand. Lyle Pederson called for further nominations three times.

Motion 4-160128 **Moved by:** Judy Brown
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 for 2016.

b) Appointments to Executive Committee

Motion 5-160128 **Moved by:** Judy Brown
Seconded by: Ralph Pentland

That the Chair, Vice-Chair, Andy Jozefowicz, Sharon Mousseau and Ray Scissons be named to the RVCA Executive Committee for the year 2016.

Motion Carried

c) Appointments to Conservation Ontario

Motion 6-160128 **Moved by:** Sharon Mousseau
Seconded by: Erin Greco

That the Chair be appointed as the RVCA's Conservation Ontario representative for 2016 and that the Vice-Chair and General Manager be appointed as alternates.

Motion Carried

d) Appointment of Auditors

In response to a question from a member, Sommer Casgrain-Robertson confirmed that a Request for Proposals will be issued for auditing services once the RVCA completes a major transition of their financial services. This transition has begun and should be completed within two fiscal cycles.

Motion 7-160128 **Moved by:** Brian Campbell
Seconded by: Judy Brown

That the firm of Allan and Partners LLP be retained to provide auditing services to the RVCA for the year 2016.

Motion Carried

e) Appointment of Legal Advisors

Ms. Casgrain-Robertson confirmed that the firms of Bell Baker and Wilson Law Partners provide legal services on an as-needed basis while the firm of Bird Richard provides unlimited legal advice for a modest retainer.

Motion 8-160128 **Moved by:** Pat Barr
Seconded by: Ray Scissons

That the firm of Bell Baker, Barristers and Solicitors be retained as legal advisors for the year 2016 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

f) Appointment of Land Appraisers

In response to a question from a member, Kristy Giles explained that the two appraisers being appointed have experience with the Ecological Gifts Program which is important when appraising land for donation to the Conservation Authority or Foundation.

Motion 9-160128 **Moved by:** Brian Campbell
Seconded by: Jeff Banks

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 2016.

Motion Carried

g) Borrowing By-Law

In response to a question from a member, Sommer Casgrain-Robertson explained that the City of Ottawa pays their levy in monthly installments to ensure continued cash flow to the RVCA during January to March. All other municipalities pay in one installment after invoices are issued in March as their levy amounts are significantly smaller.

Motion 10-160128 **Moved by:** Pat Barr
Seconded by: Ray Scissons

That in 2016, the signing officers of the Rideau Valley Conservation Authority 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

7.0 Spot Spray Contract

Rudy Dyck explained that the spot spray process is mainly used to control grass growth around tree seedlings and involves the application of herbicide.

Motion 11-160128 **Moved by:** Barclay Cormack
Seconded by: Pat Barr

That the Board of Directors of the Rideau Valley Conservation Authority retain Brinkman and Associates Reforestation Ltd. to perform the spot spray contract for 2016 at a cost of \$320.00/1000 trees for a total value of approximately \$50,000-\$55,000; and

That the Board of Directors approve the option of offering Brinkman and Associates Reforestation Ltd. the 2017 and 2018 spot spray contracts at the same price.

Motion Carried

8.0 Machine Plant Contract

Sommer Casgrain-Robertson advised that the proposed motion for the machine plant contract had been amended to include a unit cost.

Motion 12-160128 **Moved by:** Judy Brown
Seconded by: Victor Heese

That the Board of Directors of the Rideau Valley Conservation Authority retain Ottawa Valley Forest Consulting to perform the machine plant contract for 2016 at a cost of \$360.00/1000 trees for a total value of approximately \$25,000 to \$30,000; and

That the Board of Directors approve the option of offering Ottawa Valley Forest Consulting the 2017 and 2018 machine plant contracts at the same price.

Motion Carried

9.0 Hand Plant Contract

Motion 13-160128

Moved by:

Sharon Mousseau

Seconded by:

Joe Gallipeau

That the Board of Directors of the Rideau Valley Conservation Authority retain Brinkman and Associates Reforestation Ltd. to perform the hand plant contract for 2016 at a cost of \$299.75/1000 trees for a total value of approximately \$40,000 to \$45,000; and

That the Board of Directors approve the option of offering Brinkman and Associates Reforestation Ltd. the 2017 and 2018 hand plant contracts at the same price.

Motion Carried

10.0 Vehicle Purchase

Kristy Giles responded to questions relating to vehicle lifespan and RVCA's acquisition process. Ms. Giles confirmed that the RVCA does not use ARI Fleet Management for fleet maintenance.

Motion 14-160128

Moved by:

Ralph Pentland

Seconded by:

Vince Carroll

That the Board of Directors of the Rideau Valley Conservation Authority approves a purchase order to ARI for the acquisition of a 2016 Ford F450 heavy duty truck in the amount of \$43,276, plus all applicable taxes with the purchase funded through the vehicle and equipment reserve.

Motion Carried

11.0 Consultant Contract for Short-term Stormwater Reviews

Sommer Casgrain-Robertson noted that an abnormally high number of stormwater reviews were received in January and because of this the total cost of the services to be rendered by consultants will likely exceed the originally estimated \$10,000. Consultant costs will be kept within the 2016 proposed budget and most will be recovered through user fees.

Motion 15-160128

Moved by:
Seconded by:

Sharon Mousseau
Pat Barr

That the Board of Directors of the Rideau Valley Conservation Authority award a short-term contract to J & J Engineering and Management Inc. for stormwater management engineering services and, if necessary, retain the services of Novatech Engineering Consultants Ltd.

Motion Carried

12.0 Appeal to the Ontario Municipal Board

Glen McDonald summarized the attached staff report. He emphasized that staff had not reached the decision to appeal to the Ontario Municipal Board lightly but that the RVCA has delegated responsibilities from the Province of Ontario for the management of natural hazards with respect to the effect on and risk to public safety.

He stated that staff are fully committed to working with the applicant and the Township of Beckwith to resolve the matters in advance of a hearing, adding that there have already been continued conversations between RVCA staff and the Township of Beckwith to work to address the outstanding matters.

In response to questions from members, Mr. McDonald confirmed that staff are hopeful that the matter can be resolved expeditiously allowing for a possible withdrawal of the appeal. While a hearing would not likely be held until June or July, Ontario Municipal Board processes may require a conference call to terminate the matter.

Sharon Mousseau thanked staff for their cooperation to date and called for continued efforts to work together to resolve the outstanding issues.

Staff will provide updates to the Board on this matter as it progresses.

Motion 16-160128

Moved by:
Seconded by:

Judy Brown
Joe Gallipeau

That the Board of Directors of the Rideau Valley Conservation Authority authorize staff to proceed with an appeal to the Ontario Municipal Board of a decision by the Township of Beckwith Committee of Adjustment on minor variance application A-06-15.

Motion Carried

13.0 Strategic Review

Sommer Casgrain-Robertson provided an update on the strategic review process and responded to questions regarding the consultant-led staff training that is currently taking place.

Ms. Casgrain-Robertson proposed that departmental presentations proposed for April 28 and May 26 be scheduled from 5 to 6:30 pm. The Board meetings would begin at the regular time of 7:00 pm.

Motion 17-160128 **Moved by:** Jeff Banks
Seconded by: Judy Brown

That the Board of Directors of the Rideau Valley Conservation Authority endorse the proposed strategic review process.

Motion Carried

14.0 Meetings

- a) Conservation Ontario Council Meeting: Monday, December 7, 2015
In response to a question from a member, Sommer Casgrain-Robertson will follow up with MNRF regarding the designation of wetlands including notification and appeal processes.
- b) Meeting of Ottawa Board Members (MVCA, RVCA, and SNC): Monday, January 18, 2016
Lyle Pederson spoke to the opportunities discussed at the meeting of Ottawa Board members. The City is looking to conservation authorities to take the lead on a number of environmental issues.

Upcoming

- c) Eastern Ontario MNRF / CA Regulations Meeting: Thursday, February 4, 2016 (Manotick)
- d) RVC Foundation Board of Directors Meeting: Monday, February 8, 2016 (Manotick)
- e) RVCA Board of Directors Meeting: Thursday, February 25, 2016 (Manotick)

15.0 Member Inquiries

- 1. Email from Jeff Banks regarding lot coverage
Jeff Banks advised that his proposal to change lot coverage in Rideau Lakes will be brought through Rideau Lakes Council before being circulated to RVCA staff for consideration.

2. Beaver Management on Otter Creek

Jeff Banks thanked staff, in particular Sommer Casgrain-Robertson and Rudy Dyck, for their efforts to establish a locally agreeable approach to beaver management on Otter Creek.

16.0 New Business

There was no new business discussed.

17.0 In-Camera Session

Staff were asked to leave the meeting. Michelle Paton was asked to remain for the in-camera session.

Motion 18-160128 **Moved by:** Ed Hand
Seconded by: Pat Barr

That the Board of Directors of the Rideau Valley Conservation Authority move in-camera to discuss a personnel issue.

Motion Carried

Motion 19-160128 **Moved by:** Brian Campbell
Seconded by: Judy Brown

That the Board of Directors of the Rideau Valley Conservation Authority move out-of-camera.

Motion Carried

Motion 20-160128 **Moved by:** Brian Campbell
Seconded by: Judy Brown

That the Board of Directors of the Rideau Valley Conservation Authority accept the RVCA General Manager Performance Expectations as attached.

Motion Carried

14.0 Adjournment

The Chair adjourned the meeting at 8:15 on a motion by Brian Campbell which was seconded by Ray Scissons.

Lyle Pederson
Chair

Michelle Paton
Recording Secretary