

**RIDEAU VALLEY CONSERVATION AUTHORITY
Box 599, 3889 Rideau Valley Drive
Manotick, Ontario, K4M 1A5
(613) 692-3571, 1-800-267-3504**

APPROVED MINUTES

Board of Directors **3/17** **March 23, 2017**

Present:

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

Staff:

Gary Boutilier	Sommer Casgrain-Robertson
Terry Davidson	Diane Downey
Rudy Dyck	Ewan Hardie
Michelle Paton	

Guests Howard Allan, Allan and Partners LLP

Regrets:

Anne Barr	Brian Campbell
Joe Gallipeau	Scott Moffatt
Sharon Mousseau	Ray Scissons

1.0 **Agenda Review**

Lyle Pederson called the meeting to order at 6:40 pm and reviewed the Agenda.

2.0 **Adoption of Agenda**

Motion 1-170323	Moved by:	Andy Jozefowicz
	Seconded by:	Victor Heese

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 February 23, 2017

Motion 2-170323 **Moved by:** Pat Barr
Seconded by: Barclay Cormack

That the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #2/17, February 23, 2017 as circulated.

Motion Carried

5.0 Business Arising from the Minutes

There was no Business Arising from the Minutes.

6.0 2016 Financial Statements

Lyle Pederson confirmed that the General Manager, Manager of Financial Services and the Audit Committee had met with Howard Allan, of Allan and Partners LLP, on March 16, 2017 to review the financial statements.

Mr. Pederson introduced Howard Allan who presented the 2016 Financial Statements for the fiscal year ending December 31, 2016.

Mr. Allan and Sommer Casgrain-Robertson responded to questions on the Financial Statements, reserves and financial policies.

Motion 3-170323 **Moved by:** Judy Brown
Seconded by: Pieter Leenhouts

That the Board of Directors of the Rideau Valley Conservation Authority approve the attached 2016 Financial Statements.

Motion Carried

Lyle Pederson spoke to the annual review of deferred revenues

Motion 4-170323 **Moved by:** Jeff Banks
Seconded by: Barclay Cormack

That the Board of Directors of the Rideau Valley Conservation Authority direct staff to return to the Board in October with a procedure for reviewing and managing deferred revenue on an annual basis. This procedure should include the identification of revenue that is no longer deferred, where such revenue should be directed as well as the approval mechanism for use of this revenue.

Motion Carried

Lyle Pederson also spoke to the recommendations made by the Auditor and indicated that while important, the Board has placed priority on completing a program review and modernizing financial processes and procedures in 2017. The drafting of a long-range financial plan will be a priority once these two items are complete.

7.0 2017 Budget and Levy

Sommer Casgrain-Robertson advised that the proposed 2017 budget and levy apportionment sheet had been circulated to municipalities in December. No concerns had been received. Presentations were made to the Councils of Beckwith and North Grenville. Ms. Casgrain-Robertson noted that the budget and levy apportionment sheet before the Board were identical to those presented to the Board in November 2016.

Ms. Casgrain-Robertson reviewed the proposed 2017 budget and responded to questions from members.

A recorded vote of all Board of Director members was undertaken to approve the 2017 Budget dated February 17, 2016.

Motion 5-170323

That the Board of Directors of the Rideau Valley Conservation Authority approve the attached 2017 Budget in the amount of \$10,293,766 (dated November 24, 2016); and further

That the Board of Directors of the Rideau Valley Conservation Authority establish a 2017 general municipal levy of \$5,466,606; and further

That this levy be apportioned to the participating municipalities according to the attached sheet entitled "Rideau Valley Conservation Authority 2017 Municipal Levy Apportionment" (dated November 24, 2016); and further

That the Board of Directors of 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. \$706,210 – Rideau River Ice Management (Water Control Operations).

Those in favour: Jeff Banks Pat Barr
 Judy Brown Gerry Boyce
 Vince Carroll Barclay Cormack
 Erin Greco Ed Hand
 Victor Heese Andy Jozefowicz
 Pieter Leenhouts Dale McLenaghan
 Lyle Pederson Ralph Pentland
 Gerald Schwinghamer Tom Scott

Those against: None

Those abstaining: None

Absent: Anne Barr Brian Campbell
 Joe Gallipeau Scott Moffatt
 Sharon Mousseau Ray Scissons

Ms. Casgrain-Robertson advised that levy invoices would be sent out to municipalities the week of March 27, 2017. Staff were asked to consider the option of instalment payments by municipalities.

Lyle Pederson reviewed the year-end financial reporting process noting that a 4th quarter or year-end report is not currently provided to the Board. Staff were asked to prepare a 2017 4th quarter report and statement of reserves for Board consideration in January 2018 prior to the audit.

8.0 2016 Annual Report

Diane Downey presented highlights from the 2016 Annual Report (slides attached) and responded to questions.

Staff were asked to investigate the schedule for the replacement of the Bolingbroke Dam with Parks Canada staff and report back to the Board.

Motion 5-170323 **Moved by:** Andy Jozefowicz
 Seconded by: Victor Heese

That the Board of Directors of the Rideau Valley Conservation Authority receive the 2016 Annual Report.

Motion Carried

Sommer Casgrain-Robertson reviewed the distribution plan for the 2016 Annual Report, Municipal Information Sheets and Strategic Plan 2020. Members were asked to present copies of these documents to their respective Councils (packages were handed out at the meeting). Ms. Casgrain-Robertson noted that presentation slide decks are available for

use by members and added that staff are also happy to present to Council.

9.0 Land Donation: Oblates Property

Sommer Casgrain-Robertson reviewed the reasons and rationale for declining the Oblates Property donation.

Motion 6-170323 **Moved by:** Vince Carroll
Seconded by: Tom Scott

That the Board of Directors of the Rideau Valley Conservation Authority formally decline the proposed Oblates property land donation.

Motion Carried

10.0 EBR Posting: MNR Natural Resource Climate Adaptation Strategy

Sommer Casgrain-Robertson advised that the comment period for the EBR Posting: MNR Natural Resource Climate Adaptation Strategy has been extended to March 31, 2017.

Ms. Casgrain-Robertson documented feedback from the Board and responded to questions on the RVCA's proposed EBR submission.

Motion 7-170223 **Moved by:** Victor Heese
Seconded by: Tom Scott

That the Board of Directors of the Rideau Valley Conservation Authority submit the attached comments to the Ontario Ministry of Natural Resources and Forestry in response to EBR posting 012-9499.

Motion Carried

11.0 Vehicles

Motion 8-170223 **Moved by:** Ralph Pentland
Seconded by: Gerry Boyce

That the Board of Directors of the Rideau Valley Conservation Authority revise Motion 3-170223 to approve a purchase order to Surgenor Barrhaven Chevrolet Buick GMC Ltd for the acquisition of two 2017 Chevrolet Silverado trucks in the amount of \$28,670 each, plus all applicable taxes with the purchase funded through the vehicle and equipment reserve.

Motion Carried

12.0 Meetings

- a) Augusta Meeting: February 27, 2017 (Augusta)
Sommer Casgrain-Robertson and staff attended a meeting in Augusta to meet the Mayor, new CAO and other municipal staff. Dale McLenaghan noted that the meeting was informative and covered many topics including beaver management, municipal drains and forestry.
- b) North Grenville Council Presentation: February 27, 2017 (Kemptville)
Barclay Cormack and Sommer Casgrain-Robertson made a presentation to Council on the 2017 budget and workplan. Barclay Cormack noted that the presentation was well received.
- c) Beckwith Council Presentation: March 21, 2017
Sommer Casgrain-Robertson made a presentation to the Finance Committee on the 2017 budget which was well received.

Upcoming:

- d) Conservation Ontario AGM: Monday, April 3, 2017 (Toronto)
- e) Queen's Park Day: Tuesday, April 4, 2017 (Toronto)
- f) RVC Foundation AGM: Monday, April 24, 2017 (Manotick)
- g) RVCA Board of Directors Meeting: Thursday, April 27, 2017 (Manotick)

13.0 Member Inquiries

There were no Member inquiries.

14.0 New Business

Sommer Casgrain-Robertson reminded members to complete their mandatory Worker Health and Safety Awareness in 4 Steps Training.

Lyle Pederson noted that Ralph Pentland had been heavily involved in the production of the *"Transcending Boundaries – A Guidebook to the Alberta-Northwest Territories Mackenzie River Basin Bilateral Water Management Agreement"*. Mr. Pederson recommended that members download a copy of the guidebook and suggested that this type of bilateral water management agreement could be a prototype for managing watersheds on an agreement basis. Mr. Pentland noted that climate change had been integrated into all aspects of the agreement.

Lyle Pederson suggested that those members interested in the Great Lakes watch the March 22 episode of TVO's The Agenda with Steve Paikin.

15.0 Adjournment

The Chair adjourned the meeting at 8:37 on a motion by Andy Jozefowicz which was seconded by Jeff Banks.

Lyle Pederson
Chair

Michelle Paton
Recording Secretary