

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 **3/19** **April 25, 2019**

Present: Pat Barr Gerry Boyce
Carolyn Bresee Judy Brown
Vince Carroll Barclay Cormack
Jamie Crawford George Darouze
Guy Desjardins Brian Dowdall
Julie Graveline Don Halpenny
Victor Heese Andy Jozefowicz
Pieter Leenhouts Dale McLenaghan
Shawn Pankow Anne Robinson
Rob Rothgeb Melissa Sullivan

Guests: Roddy Bolivar, Bolivar~Phillips

Staff: Sommer Casgrain-Robertson Dan Cooper
Diane Downey Marika Livingston
Michelle Paton Brian Stratton
Sarah Wayne

Regrets: Scott Moffatt Gene Richardson
George Sachs

1.0 Agenda Review

Pieter Leenhouts called the meeting to order at 6:32 pm.

Chair Leenhouts introduced Mayor Guy Desjardins, a new member from Clarence-Rockland, and asked for a round of introductions.

Chair Leenhouts then reviewed the Agenda. Melissa Sullivan noted that the presentation on May 21 would be to Westport's Committee of the Whole and not to Council as indicated under Agenda Item 12.0 Meetings.

2.0 Adoption of Agenda

Motion 1-190425 **Moved by:** Victor Heese
Seconded by: Barclay Cormack

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

Motion Carried

3.0 Declaration of Interest

Victor Heese declared a conflict of interest with Agenda Item 10.0. Mr. Heese indicated his intention to leave the room for the discussion.

4.0 Approval of Minutes of March 28, 2019

Chair Leenhouts pointed out an error in the minutes. Scott Moffatt was listed as being both present and absent. Mr. Moffatt was absent for the meeting on March 28, 2019.

Motion 2-190425 **Moved by:** Andy Jozefowicz
Seconded by: Melissa Sullivan

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #02/19, March 28, 2019 as amended.

Motion Carried

5.0 Business Arising from the Minutes

None.

6.0 Asset Management for Conservation Authorities

Sommer Casgrain-Robertson introduced Roddy Bolivar of Bolivar ≈Phillips.

Mr. Bolivar gave a presentation on Asset Management (attached) and responded to questions. Mr. Bolivar explained that Mississippi Valley Conservation Authority had successfully applied for a grant from the Federation of Canadian Municipalities on behalf of the ten eastern conservation authorities. Training will be offered in three modules as part of the grant and will take place at the Cataraqui Region Conservation Authority.

Sommer Casgrain-Robertson confirmed that the training costs were included in this year's budget and so would not be affected by recent provincial funding cuts.

Ms. Casgrain-Robertson advised that she, Sarah Wayne, Manager of Finance and Human Resources, and Leann Thompson, Finance Specialist, would be taking part in this asset management training.

7.0 Overview of the Rideau Valley Conservation Foundation

Diane Downey, Executive Director of the Foundation, gave a presentation (attached) on the Rideau Valley Conservation Foundation and responded to questions.

8.0 Job Evaluation and Salary Review

Sarah Wayne, Manager of Finance and Human Resources, reviewed the staff report on job evaluation and salary review. Ms. Wayne noted that RVCA's current job evaluation system has been in place for 15 years and that the RVCA conducted its last external compensation comparison in 2013.

In response to a question from a member, Ms. Wayne confirmed that the RVCA does have a purchasing policy which outlines the requirements for obtaining financial quotes for services but that there are allowances for professional services.

Ms. Wayne noted that there is a consultant who has worked with three other conservation authorities. Ms. Wayne suggested that this consultant would already have considerable knowledge of conservation authorities and practices whereas the learning curve associated with training another consultant might prove to be cost-prohibitive.

Motion 3-190425

Moved by:

Pat Barr

Seconded by:

Victor Heese

THAT the Board of Directors of the Rideau Valley Conservation Authority directs staff to engage a consultant to undertake a Job Evaluation and Compensation Review.

Motion Carried

9.0 Revised Terms of Reference for Executive Committee

Sommer Casgrain-Robertson explained that over the past five years, her performance appraisal has been completed by the Chair with input from the Board. Chair Leenhouts suggested it would be more appropriate for the Executive Committee to fulfill this role.

Barclay Cormack requested that recommendations of the Executive Committee be brought to the Board.

Motion 4-190425 **Moved by:** George Darouze
Seconded by: Anne Robinson

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the attached revised Terms of Reference for the RVCA's Executive Committee which is Appendix 4-A of RVCA's By-law No. 1 (Administrative Bylaw).

Motion Carried

10.0 Tiny Home Rentals on Conservation Lands

Victor Heese left the room due to a previously declared conflict of interest.

George Darouze left the meeting at 7:38 pm.

Dan Cooper, Director of Conservation Lands and Stewardship provided an update on a one-year trial agreement with Cabinscape to locate a temporary tiny cabin for public rental at RVCA's Mica Mines Conservation Area. Mr. Cooper responded to questions regarding rental rates, insurance and maintenance and confirmed that the cabin could be rented year-round.

Members expressed concern with potential impacts on the site and adjacent natural areas. Members suggested that staff consider the installation of one cabin at this time with an opportunity to increase the number of cabins following a review in one year's time.

Motion 5-190425 **Moved by:** Rob Rothgeb
Seconded by: Julie Graveline

THAT the Board of Directors of the Rideau Valley Conservation Authority receive this report for information and

THAT staff proceed with the installation of one Tiny Home rental at Mica Mines Conservation Area; and

THAT staff report back to the Board on the success of this project at which time the installation of additional rental units may be considered.

Motion Carried

Victor Heese returned to the room.

11.0 Provincial Update: Environmental Registry Postings and Funding Cut

Sommer Casgrain-Robertson presented an overview of two recent Environmental Registry of Ontario Postings proposing changes to the *Conservation Authorities Act* and funding cuts (attached).

In response to a question from a member, Ms. Casgrain-Robertson explained that the Green Acres Program is not affected as it is a municipal program funded by the City of Ottawa.

Motion 6-190425

Moved by:

Brian Dowdall

Seconded by:

Carolyn Bresee

THAT the Board of Directors of the Rideau Valley Conservation Authority receive this report and direct staff to submit comments to the Environmental Registry of Ontario regarding postings 013-4992 and 013-5018.

Motion Carried

Pat Barr, Gerry Boyce, and Judy Brown left the meeting at 8:50 pm.

12.0 Meetings

- a) Conservation Ontario Council Meeting and AGM: April 1, 2019 (Toronto)
Pieter Leenhouts and Sommer Casgrain-Robertson attended this Meeting. Ms. Casgrain-Robertson advised that Wayne Emmerson, Lake Simcoe Region Conservation Authority, had been elected as Chair of Conservation Ontario.
- b) Presentation to Perth Committee of the Whole: April 2, 2019 (Perth)
- c) Upper Watershed Information Day for Municipalities and Contractors:
April 3, 2019 (Perth)
Carolyn Bresee and Victor Heese both indicated that the training had been informative and well-received.
- d) Executive Committee Training: April 3, 2019 (Manotick)
- e) Mississippi-Rideau Source Protection Committee Meeting: April 4, 2019 (Carleton Place)

Upcoming:

- f) Summer Student Orientation and Training Session: April 29, 2019 (Manotick)
- g) Presentation to Montague Council: May 7, 2019 (Montague)
- h) Provincial General Managers Meeting: May 13, 2019
- i) Presentation to North Grenville Council: May 14, 2019
- j) Presentation to Westport Committee of the Whole: May 21, 2019

- k) RVCA Board of Directors Watershed Tour: May 23, 2019
 - Will take place at Baxter Conservation Area in Kars
 - Members are reminded to invite a member of their municipal council to join them or a senior municipal staff member.

In response to a suggestion from a member, Sommer Casgrain-Robertson indicated that MPPs would be invited to participate in the Watershed Tour.

Dan Halpenny left the meeting at 8:55 pm

13.0 Member Inquiries

There were no member inquiries.

14.0 New Business

There was no new business.

15.0 Adjournment

The Chair adjourned the meeting at 8:57 p.m. on a motion by Andy Jozefowicz which was seconded by Carolyn Bresee.

Pieter Leenhouts
Chair

Michelle Paton
Recording Secretary

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer