

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

Some members and guests attended the meeting electronically

APPROVED MINUTES

<u>Board of Directors</u>	<u>2/23</u>	<u>March 23, 2023</u>
Present:	Jeff Banks Barry Card Steve Fournier Charlene Godfrey Theresa Kavanagh Pieter Leenhouts Angela Pierman Kristin Strackerjan Adrian Wynands	Gerry Boyce Brian Dowdall Mel Foster Susan Irwin Morgan Kenny Wilson Lo Anne Robinson Gary Waterfield
Staff:	Sommer Casgrain-Robertson Kathy Dallaire Glen McDonald Marissa Grondin	Dan Cooper Terry Davidson Brian Stratton
Regrets:	Shawn Menard	Shawn Pankow
Guests:	Ed Gazendam – Water's Edge Environmental Solutions Marc McDonald – pending member from Elizabethtown-Kitley	

Chair Strackerjan called the meeting to order at 6:31 p.m.

1.0 Roll Call

General Manager/Secretary-Treasurer conducted a roll call and introduced Marc McDonald who will be appointed as the member for Elizabethtown-Kitley if the municipality receives an exception from the Minister to appoint a non-member of council.

2.0 Land Acknowledgement Statement

Chair Strackerjan gave the Land Acknowledgement statement.

3.0 Agenda Review

Chair Strackerjan reviewed the Agenda.

4.0 Adoption of Agenda

Resolution 1-230323

Moved by:

Steve Fournier

Seconded by:

Brian Dowdall

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

Resolution Carried

5.0 Declaration of Interest

There were no declarations of interest.

6.0 Approval of Minutes of February 23, 2023

Resolution 2-230323

Moved by:

Adrian Wynands

Seconded by:

Gary Waterfield

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #01/23, February 23, 2023 as circulated.

Resolution Carried

7.0 Business Arising from the Minutes

There was no business arising.

8.0 Annual General Meeting

a.) Appointment of Executive Committee

Sommer Casgrain-Robertson explained the bylaw requirements for appointing the Executive Committee.

Resolution 3-230323

Moved by:

Steve Fournier

Seconded by:

Wilson Lo

That the Board of Directors of the Rideau Valley Conservation Authority appoints the Chair, Vice-Chair, Pieter Leenhouts, Brian Dowdall, and Gary Waterfield to the RVCA's Executive Committee for the year 2023.

Resolution Carried

b.) Appointment of Audit Committee

Sommer Casgrain-Robertson explained the bylaw requirements for appointing the Audit Committee.

Resolution 4-230323

Moved by:

Theresa Kavanagh

Seconded by:

Wilson Lo

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the Chair, Vice-Chair, Barry Card, Steve Fournier, and Charlene Godfrey to the RVCA Audit Committee for the year 2023.

Resolution Carried

c.) Appointments to Conservation Ontario

Sommer Casgrain-Robertson explained the guidance for appointing Conservation Ontario voting delegates.

Resolution 5-230323

Moved by:

Brian Dowdall

Seconded by:

Adrian Wynands

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the Chair as RVCA's voting delegate for Conservation Ontario Council for 2023 and that the Vice-Chair and General Manager be appointed as first and second alternate respectively.

Resolution Carried

d.) Appointment to Auditors

Sommer Casgrain-Robertson recommend that the current auditors be appointed for another one-year term.

In response to a member inquiry about the cost increase for the 2022 audit, Kathy Dallaire, Manager of Finance, explained three reasons for the increase: the scope of audits has broadened requiring auditors to perform more due diligence which takes longer, prices have increased due to inflation and auditors typically bid low to get a new client and gradually increase fees over time. She confirmed that increases would likely be seen across municipalities as well.

Resolution 6-230323

Moved by:

Gary Waterfield

Seconded by:

Gerry Boyce

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints MNP LLP as the auditor for the Rideau Valley Conservation Authority and Rideau Valley Conservation Foundation for 2023.

Resolution Carried

e.) Appointment to Legal Counsel

Sommer Casgrain-Robertson spoke to RVCA's current legal counsel.

Resolution 7-230323 **Moved by:** Adrian Wynands
Seconded by: Anne Robinson

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the firm of Bell Baker LLP as legal counsel for the RVCA for the year 2023;

THAT the firm of Bird Richard be retained for employment issues;

THAT the firm of Wilson Law Partners LLP be retained for land transfers;

AND THAT other legal counsel be retained as required.

Resolution Carried

f.) Appointment of Land Appraisers

Sommer Casgrain-Robertson explained RVCA's use of land appraisers.

In response to an inquiry, Ms. Casgrain-Robertson indicated that staff would obtain the name of the land appraiser used by the Nature Conservancy of Canada.

Dan Cooper, Director of Conservation Lands and Stewardship responded to a member inquiry stating that the RVCA and Foundation manage approximately three thousand hectares of land.

Ms. Casgrain-Robertson responded to an inquiry stating that the average cost of a land appraisal varies from site-to-site but is typically \$4000 per appraisal.

Resolution 8-230323 **Moved by:** Jeff Banks
Seconded by: Theresa Kavanagh

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the firms of S. Rayner & Associates of Kingston and Rivington & Associates of Perth as land appraisers for the RVCA for the year 2023.

Resolution Carried

g.) Appointment of Signing Authorities

Sommer Casgrain-Robertson outlined RVCA's signing authorities.

Resolution 9-230323

Moved by:

Susan Irwin

Seconded by:

Steve Fournier

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the following positions as RVCA's signing officers for 2023:

- General Manager / Secretary-Treasurer
- Manager of Finance
- Director of Communications and Outreach
- Chair of the Board of Directors
- Vice-Chair of the Board of Directors

Resolution Carried

9.0 Revised Forestry Machine Planting & Band Spray Contract

Dan Cooper explained that the Forestry Machine Planting & Band Spray Contract approved by the board in February required a correction to the quoted cost.

Resolution 10-230323

Moved by:

Anne Robinson

Seconded by:

Adrian Wynands

THAT the Board of Directors of the Rideau Valley Conservation Authority approves Ottawa Valley Forest Consulting to provide machine planting and band spray services for 2023 at a revised rate of \$586 per 1000 trees planted and band spray services at a revised rate of \$350 per hectare with an approximate project value of \$30,000.

AND THAT, based on performance, staff have the option of retaining Ottawa Valley Forest Consulting to provide machine planting and band spray services for 2024 at the same price.

Resolution Carried

10.0 Appointment of Officers

Terry Davidson, Director of Engineering and Regulations presented the annual appointment of officers.

In response to a question, Mr. Davison explained that the appointment of officers is done on an annual basis and that new officers can be appointed throughout the year if needed.

Resolution 11-230323

Moved by:

Theresa Kavanagh

Seconded by:

Barry Card

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the following staff as “*officers*” for the purpose of enforcing Section 28 and Section 29 of the *Conservation Authorities Act* (R.S.O., 1990, Chapter 27 as amended) and as Sewage System Inspectors under the Ontario Building Code, Part 8, Sewage Systems as required under Section 3.1 (2) of the Ontario Building Code:

- *Conservation Authorities Act*, Section 28 Officers:
 - Hal Stimson, Regulations Inspector
 - Eric Kohlsmith, Regulations Inspector
 - o Laura Cummings, Regulations Inspector
 - Matt Jokiel, Regulations Inspector
 - Megan Peacock, Regulations Officer

- *Conservation Authorities Act*, Section 29 Officer:
 - Megan Peacock, Regulations Officer

- Ontario Building Code, Sewage System Inspectors:
 - Terry Davidson, Director of Engineering and Regulations
 - Eric Kohlsmith, Regulations Inspector
 - Alex Dekleine, Regulations Inspector
 - Jason Hutton, Engineering Inspector
 - Ryan Hiemstra, Regulations Inspector
 - Jacob Pruner, Regulations Inspector

AND THAT these appointments be contingent on continued employment with the Rideau Valley Conservation Authority.

Resolution Carried

11.0 Section 28 Approval Timelines

Glen McDonald, Director of Science and Planning explained the procedure for reporting Section 28 approval timelines and reviewed the number of permits issued in 2022.

In response to a member inquiry about timeline expectations set by Conservation Ontario, Mr. McDonald stated that the focus was on high growth conservation authorities such as the RVCA and that the enhanced service standards were challenging to meet during the pandemic when development activity was so high. He explained that although development

trends are now slowing down, there are still complex files from that time period still under review which added to workloads in 2022.

Resolution 12-230323

Moved by:

Anne Robinson

Seconded by:

Gary Waterfield

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

Resolution Carried

12.0 Federal Flood Hazard Projects

Brian Stratton, Manager of Engineering Services summarized two successful funding applications to the federal Flood Hazard Identification and Mapping Program (FHIMP) and recommended consultants to undertake each study.

In response to member inquiries, Mr. Stratton explained that:

- The studies are focused on the 1:100 year regulatory flood, but other return periods will also be run and that data collection is expected to conclude in spring of 2024.
- The lowest bidder did not have the highest score following an evaluation of the RFPs due in part to the work plan that was presented.
- As technology advances and development growth continues, natural hazard mapping will need to be updated and improved on a continuous cycle
- Bass Lake and Otty Lake are not part of this study but will be mapped at a future date.

Ms. Casgrain-Robertson then responded to a member inquiry explaining that once a mapping study is approved by the Board, property within the designated area becomes subject to RVCA's Section 28 regulation which prohibits some forms of development under certain conditions and requires a permit for others. She added that municipalities also revise their zoning to reflect natural hazard areas and clarified that RVCA's policies do not prohibit normal farming practices. She also explained that natural hazard mapping models flood conditions based on free-flowing unobstructed watercourses so the presence of any beaver dams or fallen trees would cause greater flooding upstream than what is identified by floodplain mapping. Ms. Casgrain-Robertson also confirmed that impediments to the flow of water during a flood event do not expand the area that is mapped and regulated as floodplain.

A member suggested that there are alternative solutions to mitigating flood paths to reduce the size of floodplains such as cleaning out creeks and directing water flow to ditches. Ms. Casgrain-Robertson responded that

cleaning out municipal drains or establishing new drains is done by municipalities under the Drainage Act but that it is uncommon for natural watercourses to be dredged which would require authorization from the Ministry of Natural Resource and Forestry (MNRF) on provincial watercourses. If property owners want to pursue the dredging of a watercourse, they could approach the MNRF. The member requested that staff include a statement in future natural hazard mapping studies that indicates whether or not the removal of sediment from the bottom of the watercourse would lower flood levels and reduce the size of the floodplain. Ms. Casgrain-Robertson indicated that she would look into the potential of including such a statement as part of future studies.

In response to an additional question, Ms. Casgrain-Robertson explained that natural hazard mapping studies undergo full public consultation including posting the draft study and mapping on RVCA's website, letters sent to impacted property owners containing a fact sheet about the study and open house and comment period details, an open house is held as well as one-on-one consultations as requested and all comments are considered and changes made to the mapping where warranted before the study is presented to the Board for approval. Often mapping boundaries are refined based on site specific elevation data received from property owners or verified by RVCA. Ongoing mapping adjustments are also made after a study is approved to reflect changes in elevation or new site-specific elevation data.

Ms. Casgrain-Robertson also explained in response to an inquiry, that she is not aware of any liability on conservation authorities in the event that flooding exceeds the floodplain delineated on regulatory mapping as mapping identifies areas prone to flooding in a 1:100 year return period as defined by the province, but that flood waters can and have exceeded that storm event in other parts of Ontario.

Resolution 13-230323

Moved by:

Adrian Wynands

Seconded by:

Brian Dowdall

THAT the Board of Directors of the Rideau Valley Conservation Authority approves Aquafor Beech Limited to complete the Floodplain Mapping Data Acquisition – City of Ottawa project at a cost not to exceed \$287,500 with \$71,875 being funded from RVCA's reserves;

AND THAT Water's Edge Environmental Solutions Team Ltd be approved to complete the Floodplain Mapping Data Acquisition – RVCA Lakes project at a cost not to exceed \$320,000 with \$160,000 being funded from RVCA's reserves.

Resolution Carried

13.0 Staining of Main Office

Terry Davidson, gave an overview of the need to restrain the exterior wood siding and pillars at the main office.

In response to member inquiries, Mr. Davidson confirmed that the project will be complete by September 2023 and that this will be the second time the building has been stained. He explained that for health and safety reasons due to the building being two stories, it needs to be done by a contractor. A member suggested replacing the wood siding with a lower maintenance product. Mr. Davidson stated that the City of Ottawa would need to be consulted on architectural decisions given the location of our building in Beryl Gaffney Park. Ms. Casgrain-Robertson added that because the building is LEED certified, only certain sustainable products were permitted at the time of construction and that staff have been making material and construction decisions on other capital projects with longer term lifespans in mind.

Mr. Davidson confirmed that staining will not affect office operations or disrupt workflow.

A member informed staff that the City of Ottawa will be conducting road maintenance in front of the RVCA office during the summer, and inquired if the staining process will be affected by asphalt dust. Mr. Davidson stated that he was not aware of the construction plans and will coordinate the project with the City of Ottawa. The member stated that there are currently no firm timelines for the road maintenance but will keep staff updated.

Resolution 14-230323

Moved by:

Charlene Godfrey

Seconded by:

Susan Irwin

THAT the Board of Directors of the Rideau Valley Conservation Authority approves CertaPro Painters to restore and stain all exterior wood surfaces on RVCA's main office building at a cost of \$27,925.56 to be funded by RVCA's Building Life Cycle reserve.

Resolution Carried

14.0 Truck Purchases

Terry Davidson provided an overview of RVCA's fleet and the need to replace three trucks in 2023.

A member inquired about RVCA's policy on electric and hybrid vehicles. Mr. Davidson explained that currently there are no hybrid or electric vehicles in RVCA's fleet but that it is currently being explored. He also indicated that there is a safety concern with purchasing such vehicles for staff traveling in the upper watershed where charging stations may be more limited but that

these vehicles would be well suited for staff travelling within more populated areas of the watershed. The member requested that staff complete an assessment of electric vehicles and identify opportunities for RVCA to integrate hybrid or electric vehicles into its fleet as conservation authorities should be working to reduce emissions. Mr. Davidson committed to bringing a report back to the Board within six months that will include looking at electric vehicle battery life and long-term replacement costs. Staff are also looking into installing charging stations at the office.

Pieter Leenhouts left the meeting 7:59

Resolution 15-230323

Moved by:

Adrian Wynands

Seconded by:

Steve Fournier

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the purchase of two ½ tonne trucks not to exceed \$65,000 each plus applicable taxes and one ¾ tonne truck not to exceed \$73,000 plus applicable taxes;

THAT the purchase be funded from RVCA's vehicle reserve;

THAT staff purchase the vehicles no later than December 31, 2023 after receiving quotes from a minimum of three dealerships for each vehicle;

AND THAT staff provide a report to the Board of Directors following each purchase demonstrating compliance with RVCA's purchasing policy.

Resolution Carried

15.0 Washroom Renovations at Baxter Conservation Area

Dan Cooper gave an update on proposed washroom renovations at Baxter Conservation Area's interpretive centre.

Mr. Cooper confirmed in response to a question that usable space will not be lost with the new design, existing space will just be used more efficiently.

In response to a member inquiry about timing, Mr. Cooper stated that the preference was to complete the work in the winter, however, there were delays in getting the necessary approvals and availability of contractors. The work will now be completed in the summer before funding expires in June.

A member inquired if water efficient fixtures would be used in the new washrooms. Mr. Cooper confirmed that touchless faucets with automatic shutoff were part of the design but would confirm that low-flow toilets were included.

Mr. Cooper confirmed that alternative portable washrooms will be on site during the renovation and that staff just received confirmation that the building permit will be issued.

Resolution 16-230323

Moved by:

Wilson Lo

Seconded by:

Pieter Leenhouts

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the completion of washroom renovations at the Patrick J. McManus Interpretive Centre at Baxter Conservation Area;

THAT the cost of the project not exceed \$260,000 plus applicable taxes;

THAT the project be funded with \$100,000 of external funding and \$160,000 from RVCA's reserves;

AND THAT staff provide a report to the Board following the awarding of the contract to demonstrate compliance with RVCA's purchasing policy.

Resolution Carried

16.0 Draft Financial Reports for the Year Ending December 31, 2022

Kathy Dallaire, Manager of Finance presented the draft financial reports for the year ending on December 31, 2022. Ms. Dallaire noted that the audit is still in the review phase and that the statements may change once the audit is complete.

In response to a member inquiry, Ms. Casgrain-Robertson explained that the *Ontario Building Code* requires that the septic approval program have a reserve and that any surplus or deficit related to the septic re-inspection program is kept segregated in its own reserve.

Resolution 17-230323

Moved by:

Anne Robinson

Seconded by:

Brian Dowdall

That the Board of Directors of the Rideau Valley Conservation Authority receives the Unaudited Revenue and Expenditure Reports and Unaudited Statement of Financial Position for the year ending December 31, 2022.

Resolution Carried

17.0 Proposed Year-End Reserve Transfers for 2022

Kathy Dallaire presented the proposed 2022 reserve transfers.

Ms. Casgrain-Robertson responded to a member inquiry explaining that the RVCA owns the main office building but that the land is leased from the City of Ottawa. The lease payment goes towards development of Beryl Gaffney Park.

Resolution 18-230323

Moved by:

Gary Waterfield

Seconded by:

Adrian Wynands

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached 2022 Proposed Reserve Transfers.

Resolution Carried

18.0 Activity Report: January to March 2023

Sommer Casgrain-Robertson presented a new quarterly activity report summarizing RVCA program highlights between January and March 2023 and indicated that staff would provide such a report to the Board every 2 to 3 months to keep members apprised of RVCA activities.

She informed the Board about the 7th Million Tree planting event in May and extended the invitation to all members.

A member commented that he found the report informative and useful and looks forward to viewing the video showing the Chapman Mills Bridge Installation. Other members agreed that they found the report informative.

A member commented on the great work on the Chapman Mills pedestrian bridge replacement and asked when the project would be completed. Mr. Cooper replied that the project will be finalized within a couple of weeks of the snow melting when final grading can be completed. Mr. Cooper also thanked Wilson Lo, the ward Councillor, for his assistance with the road closure during installation.

A member noted an incorrect date in the activity report on page 58.

19.0 Meetings

a) RVCF Board of Directors Meeting: March 8, 2023

Upcoming

b) Eastern Ontario General Managers Meeting: March 27, 2023

- c) Conservation Ontario Council Annual General Meeting: April 3, 2023
- d) Stillwater Creek Wetland Restoration Celebration: April 6, 2023
- e) RVCA Board of Directors Meeting: April 27, 2023
- f) 7 Millionth Tree Celebration: May 13, 2023

20.0 Member Inquiries

In response to a member inquiry, Ms. Casgrain-Robertson stated that any purchase over \$25,000 requires Board approval and that increasing this limit could be looked at as part of an updated purchasing policy which staff will be bringing to the Board later this year.

Ms. Casgrain-Robertson responded that RVCA's fleet is split between the main office and RVCA's workshop which is located in Kars. Mr. Davidson also responded that the RVCA used to take part in bulk purchasing of vehicles with the provincial government but that now government pricing is provided directly by dealerships.

Ms. Casgrain-Robertson explained that more outreach needs to take place with members regarding their responses to the poll about beginning Board meetings earlier and that a report will be brought to the Board in April with the results.

A member suggested adding a section at the bottom of the agenda to track action items and timeline expectations. Staff agreed that this would be a helpful addition.

21.0 New Business

None.

22.0 Closed Session

Kristin Strackerjan asked Sommer Casgrain-Robertson, Dan Cooper and Marissa Grondin to remain in the room for the in-camera session. All other staff and guests were asked to leave the meeting.

Resolution 19-230323

Moved by:

Steve Fournier

Seconded by:

Angela Pierman

THAT the Board of Directors of the Rideau Valley Conservation Authority move into closed session to consider the acquisition of a piece of land which it is permitted to do under Section C. 13. c) of RVCA's Administrative Bylaw and as listed on tonight's agenda;

AND THAT the following staff participate in the closed session in addition to the recording secretary: Dan Cooper and Sommer Casgrain-Robertson.

Resolution Carried

Marc McDonald left the meeting 8:49 p.m.

Resolution 21-230323

Moved by:

Susan Irwin

Seconded by:

Wilson Lo


THAT the Board of Directors of the Rideau Valley Conservation Authority rise from the closed session and report.

Resolution Carried

Chair Strackerjan reported that the Rideau Valley Conservation Authority Board of Directors met in closed session to consider the acquisition of land and staff were directed to proceed with acquiring the subject property.

23.0 Adjournment

The Chair adjourned the meeting at 9:14 p.m. on a motion by Wilson Lo which was seconded by Adrian Wynands.



Kristin Strackerjan
Chair



Marissa Grondin
Recording Secretary



Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer