

# SAUGEEN VALLEY CONSERVATION AUTHORITY

CONSERVATION THROUGH COOPERATION

## MINUTES

---

**Meeting:** Authority Meeting  
**Date:** Thursday, May 19, 2022, 1:00 p.m.  
**Location:** Electronic  
**Chair:** Maureen Couture

**Members present:** Paul Allen, Mark Davis, Barbara Dobreen, Dan Gieruszak, Cheryl Grace, Tom Hutchinson, Steve McCabe, Don Murray, Dave Myette, Mike Niesen, Sue Paterson, Diana Rae, Christine Robinson, Bill Stewart

**Others present:** Jennifer Stephens, General Manager / Secretary-Treasurer  
Donna Lacey, Manager, Forestry and Lands  
Elise MacLeod, Manager, Water Resources  
Erik Downing, Manager, Environmental Planning and Regulations  
Laura Molson, Manager, Corporate Services  
Jeremy Harbinson, Water Resources Technician  
Jilliana Wiersma, Lands Technician  
Jody Duncan – Water Resources Technician  
Nicole Gibson – Water Resources Technician  
Stacey Van Opstal, Flood Forecasting and Warning Coordinator  
Janice Hagan, Executive Assistant / Recording Secretary

The Authority meeting was called to order at 1:00 p.m.

### 1. Land Acknowledgement:

As we work towards reconciliation with Indigenous people, we begin our meeting today by respectfully acknowledging that we are situated on Traditional Territories and Treaty Lands, in particular those of the Chippewas of Saugeen Ojibway Territory known as the Saugeen Ojibway Nation.

As shared stewards of Ontario's land and water resources – along with the First Nations community – Saugeen Valley Conservation Authority appreciates and respects the history and diversity of the land and its peoples and is grateful to have the opportunity to meet in this territory.

### 2. Adoption of Agenda

#### **Motion #G22-42**

Moved by Diana Rae

Seconded by Bill Stewart

THAT the agenda be adopted as circulated.

**CARRIED**

**3. Declaration of Pecuniary Interest**

No persons declared a pecuniary interest relative to any item on the agenda.

**4. Approval of Authority Annual Meeting Minutes –March 17, 2022**

**Motion #G22-43**

Moved by Paul Allen

Seconded by Barbara Dobreen

THAT the minutes of the Authority meeting held on March 17, 2022, be approved as circulated.

**CARRIED**

**5. New Staff Introductions**

The following new staff were introduced:

- a. Elise MacLeod, Manager, Water Resources
- b. Jeremy Harbinson – Water Resources Technician
- c. Nicole Gibson – Water Resources Technician
- d. Jody Duncan – Water Resources Technician
- e. Jilliana Wiersma, Lands Technician
- f. Stacey Van Opstal, Flood Forecasting and Warning Coordinator
- g. Ashley Richards, Communications Coordinator

**6. Matters Arising from the Minutes**

- a. Procurement policy

Laura Molson discussed the proposed updated Procurement policy. She clarified that items that are unbudgeted would continue to be brought to the Board for approval prior to requesting proposals (RFPs). After discussion the following motion carried:

**Motion #G22-44**

Moved by Dave Myette

Seconded by Paul Allen

THAT the Purchasing policy of Saugeen Valley Conservation Authority, dated May 2022, be approved as submitted.

**CARRIED**

- b. Hybrid Meetings

Janice Hagan presented her investigation into hybrid meeting options. Due to the high cost, the Directors resolved to continue conducting meetings remotely via Zoom and options will be reviewed at the end of the term in October 2022.

**Motion #G22-45**

Moved by Steve McCabe

Seconded by Cheryl Grace

THAT the Hybrid Meeting report be received for information.

**CARRIED**

Mark Davis arrived at 1:44 p.m.

## **7. General Manager's Update**

Jennifer Stephens reviewed the General Manager's report. She included a verbal update of the Cedar Crescent Village file and noted that the Executive Committee directed staff to reach out to a 3<sup>rd</sup> party Technical Expert to review the Dynamic Beach Hazard Assessment provided by the Town of Saugeen Shores. The review has been completed by a coastal expert and submitted to the Town.

After discussion, the following motion was carried:

### **Motion #G22-46**

Moved by Dan Gieruszk

Seconded by Bill Stewart

BE IT RESOLVED THAT the General Manager/Secretary-Treasurer's report be received as information.

**CARRIED**

## **8. Consent Agenda**

Bill Stewart requested Item 8g, Correspondence be removed from the Consent agenda for discussion.

### **Motion #G22-47**

Moved by Bill Stewart

Seconded by Diana Rae

THAT Item 8g, Correspondence, be removed from the Consent agenda for discussion.

**CARRIED**

Bill Stewart requested further information concerning correspondence from Bill Walker, MPP, Bruce-Grey-Owen Sound in response to a request from Developer Jayson Long, Saugeen Cedar Heights West Subdivision permit. Jennifer explained that staff have since met with the Developer and has alleviated his concerns. Staffing changes that may have contributed to the delays have been addressed.

### **Motion #G22-48**

Moved by Tom Hutchinson

Seconded by Diana Rae

THAT the reports, Minutes, and information contained in the Consent Agenda, [Items 8a-f, h], along with their respective recommended motions be accepted as presented.

**CARRIED**

## **9. New Business**

### **a. 2022 Workplan**

Jennifer Stephens presented the 2022 Workplan and noted that the Strategic Plan is a foremost priority. Status updates will be provided at each Board meeting. There was no discussion.

**Motion #G22-49**

Moved by Cheryl Grace

Seconded by Steve McCabe

THAT the 2022 Workplan for priority activities to be carried out using funds approved through the 2022 budget be approved.

**CARRIED**

**b. Award of Tender – User Fee Review**

Laura Molson discussed the User Fee Review Request for Proposal (RFP). One bid was received from Watson and Associates Economists Ltd. along with references.

**Motion #G22-50**

Moved by Dan Gieruszak

Seconded by Bill Stewart

THAT Watson & Associates Economists Ltd. Be engaged to perform a User Fee Review at a cost of \$29,100 plus HST, with funds to be drawn from the Working Capital Reserve.

**CARRIED**

Sue Paterson left the meeting at 2:21 p.m.

Christine Robinson arrived at 2:30 p.m.

**c. SVCA Flood and Erosion Control Projects – Request for Proposal (RFP)**

Elise MacLeod presented the Flood and Erosion Control report and the recommendation that external support be obtained for the 2022 annual inspection of all SVCA Flood and Erosion Control projects. It is the intention that this is a one-time investment to aid with obtaining a baseline for future inspections conducted by staff.

**Motion #G22-51**

Moved by Dan Gieruszak

Seconded by Bill Stewart

THAT staff be directed to prepare a Request for Proposal for external support to complete a 2022 inspection of all SVCA Flood and Erosion Control projects;

AND FURTHER THAT these funds be drawn from the Working Capital Reserve.

**CARRIED**

**d. Purchase of Additional Fleet Vehicles**

Donna Lacey discussed the report requesting the Authority purchase two new cars rather than the one truck that had been included in the 2022 budget at an additional cost of \$15,000.

**Motion #G22-52**

Moved by Dan Gieruszak

Seconded by Diana Rae

THAT staff be authorized to proceed with the purchase of two new cars, following the receipt of competitive quotes, in accordance with the Authority's Purchasing Policy, in an amount not to exceed \$55,000;

AND FURTHER THAT the up to \$15,000 not included in the 2022 budget be drawn from the Motor Pool Reserve.

**CARRIED**

**e. Connectivity in the Durham Campground**

Donna Lacey reviewed the submitted report and noted that seasonal campers at Durham expect better internet connectivity. The establishment of a hub and installation of fibre receptables for campers to connect would provide a solution. Campers would arrange for their own connection directly with the provider. The Directors thanked staff for the initiative in keeping the campgrounds modernized and competitive since broadband is a high priority for campers.

**Motion #G22-53**

Moved by Christine Robinson

Seconded by Tom Hutchinson

THAT staff be authorized to permit EH!tel to install a WI-FI hub in the seasonal campground section of the Durham campground, as well as the installation of fibre internet receptacles at each of the serviced seasonal campground sites;

AND FURTHER THAT the funds, not to exceed \$15,000 be taken from the campground reserves.

**CARRIED**

**10. Closed Session – To discuss personal matters relating to an identifiable individual.**

**Motion #G22-54**

Moved by Steve McCabe

Seconded by Bill Stewart

THAT the Authority move to Closed Session, In-Camera, to discuss matters relating to an identifiable individual; and further

THAT Jennifer Stephens, Laura Molson, and Janice Hagan remain in the meeting.

**CARRIED**

**Motion #G22-59**

Moved by Dave Myette

Seconded by Dan Gieruszak

THAT the Authority adjourn from Closed Session, In-Camera, and rise and report.

**CARRIED**

Chair Couture reported that there was direction given during the Closed Session.

There being no further business, the meeting adjourned at 3:23 p.m. on motion of Don Murray and Christine Robinson.

---

Maureen Couture  
Chair

---

Janice Hagan  
Recording Secretary