

SAUGEEN VALLEY CONSERVATION AUTHORITY

Conservation through Cooperation

MINUTES

MEETING: Authority Meeting
DATE: Thursday October 3, 2019
TIME: 10:00 am
LOCATION: Administration Office, Formosa

CHAIR: Dan Gieruszak

MEMBERS PRESENT: Paul Allen, Maureen Couture, Mark Davis, Barbara Dobreen, Mark Goetz, Cheryl Grace, Tom Hutchinson, Mike Myatt, Diana Rae, Christine Robinson, Bill Stewart

ABSENT WITH REGRETS: Steve McCabe, Sue Paterson

ABSENT: Don Murray

OTHERS PRESENT: Wayne Brohman, General Manager/Secretary-Treasurer
Shaun Anthony, Flood Warning/Water Quality Coordinator
Erik Downing, Manager, Environmental Planning & Regulations
Jo-Anne Harbinson, Manager, Water Resources and Stewardship Services
Donna Lacey, Forestry Coordinator
Laura Molson, Manager, Accounting
Shannon Wood, Manager, Community Relations
Janice Hagan, Recording Secretary

Chair Dan Gieruszak called the meeting to order at 10:00 a.m.

1. Adoption of Agenda

Member Christine Robinson requested that the order of the agenda be revised so that item 7a & b and item 6c & d be moved forward to follow item 4a. It was also requested that item 6c be held In Camera.

MOTION #G19-59

Moved by Christine Robinson

Seconded by Tom Hutchinson

THAT the agenda be adopted as amended.

CARRIED

2. Declaration of Pecuniary Interest

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

3. Minutes of the Authority Meeting – July 16, 2019

MOTION #G19-60

Moved by Barbara Dobreen

Seconded by Paul Allen

THAT the minutes of the Authority meeting, held on July 16, 2019 be approved as circulated.

CARRIED

4. Matters Arising from the Minutes

a. Bruce County Memorandum of Agreement

Wayne Brohman, GM/S-T gave an update on the status of the Memorandum of Agreement between the County of Bruce, SVCA, the Grey Sauble Conservation Authority, and the Maitland Valley Conservation Authority. Bruce County has approved the agreement and it has been signed by all parties except MVCA which is expected to sign it shortly.

5. Presentations

a. 2020 Draft Budget Review

A copy of the proposed draft 2020 Budget is appended to the office copy of these Minutes.

Donna Lacey reviewed the proposed Saugeen Forestry Services budget. Through a PowerPoint presentation, she informed the Authority that SVCA is responsible for the management of 21,000 acres of owned forested land, for delivering private land forestry services, and for demonstrating best forestry practices across the watershed. Forest management includes tree marking, harvest supervision, and property maintenance. The target for 2020 is to plant 80,000 seedlings, and to administer MFTIP applications for 20 landowners. She told the members that it is difficult to predict revenues and expenses for the program due to variance in lumber pricing and tender submittals and is often based on client demand. Mike Myatt thanked Donna and staff for their participation in the Saugeen Shores municipal tree planting program.

Shaun Anthony presented the budget for the Flood Warning department. He reviewed the primary flood warning programs including monitoring of water levels, frazzle ice issues, and community flood warning procedures. He noted that SVCA currently owns and operates 10 stream gauges which are reaching or exceeding “end of useful life” as they are using outdated technology. He is proposing to begin updating the gauges over the next 5 – 10 years at a cost of \$5-7k/gauge. SVCA owns and operates 11 rain gauges, of which several meteorological stations need replacing. The members agreed that replacing them gradually will ensure that they don’t all expire at the same time. Shaun noted that there is a 3% increase in the proposed budget for this program.

Shaun presented the budget report for the Water Quality program. He explained that the program is in partnership with the Ministry of Environment, Conservation & Parks [MECP] with regards to Lab loads (i.e. sample analysis fees). A consideration for the Water Quality program is the possibility of a drop in the lab

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load from MECP for 2020. He noted that data is published every five years in the Watershed Report cards which indicate the watershed health trends. The proposed budget increase is approximately 1%.

Jo-Anne Harbinson presented the Water Projects Maintenance & Stewardship budget. She presented photos of various projects completed in 2019 including the Riggins Penetangore River Rehabilitation, Durham Ice Management Channel, tree planting at Otter Creek Riparian, and various community support ventures i.e. TD Trees. She told the members that she undertakes to complete projects that make improvements to the watershed and to research funding opportunities for those projects. She noted that Bruce Power and Enbridge support SVCA with program grants. Jo-Anne reported that the Agricultural Outreach program has had another successful year and it was suggested that there may be businesses in the Bruce and Grey Counties that would be willing to sponsor the program. It was noted that the proposed 2020 budget did not include the Agricultural Outreach program as the members need to decide whether or not to continue funding that program.

The GM/S-T reviewed the budget proposal for the GIS program. He noted that salaries have been reduced as a staff member had resigned and a consulting firm is being used to monitor the computer systems.

Erik Downing reviewed the budget for the Planning & Regulations department. He told the members that plan services from watershed municipalities are continuing due to signed MoA's and that legal searches have been continuing to increase. Members noted that timelines need to be tightened and recommended that the File Tracking system be completed as soon as possible. Members requested a report showing a 5-year trend of permits, planning files, and number of staff hired in the department.

Laura Molson reviewed the Administration department budget. She presented a PowerPoint and described the roles and responsibilities of each person in the department. She noted that revenues come from the General Levy and that other sources of revenue include interest and funding received for the administration of special programs. She noted that there is a budgeted increase for staff salaries which is primarily due to staffing changes. There was no further discussion.

A lunch break was called at 12:00 p.m. The meeting was called back to order at 12:32 p.m.

Shannon Wood reviewed the budgets for the Communications department and the Education department. Through a PowerPoint presentation she explained the role of the Communications department including raising awareness of SVCA and local conservation issues. She discussed the change in location for the Foundation's Christmas in the Country event which is to take place in Formosa. She thanked the Municipality of South Bruce for their partnership and assistance in the planning process. The members would like to see more communication with the municipalities to enhance awareness of the events and activities of SVCA. It was requested that coming events be added to the Authority meeting agenda and that the members receive emailed information. The members discussed the sources of funding for the education programs and it was noted that Bruce Power has decreased funding for the DEER program.

The GM/S-T reviewed the budget for Rental Properties. He explained that SVCA has only one rental property and noted that future decisions would include either tearing it down or plan for major renovations. There was no discussion.

The GM/S-T discussed the budget for the Agricultural Lands. He explained that the McBeath pasture land and the agricultural portion of the Woods property are rented out on a yearly basis. The members discussed the implications of severing the McBeath property. The GM/S-T told the members that the

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McBeath ag lands are part of the campground and is necessary for access to the stream gauge and the McBeath campground. Previous discussion on the issue had determined that it is not suitable to sever it.

The GM/S-T presented the Motor Pool budget which receives revenue from the other departments through mileage expenses. He noted that a tractor had been purchased and is currently being used at the Bluffs and Sulphur Spring, and in the spring will be used for tree planting. Other purchases include 2 snowmobiles and two vehicles (Equinox and Rav4). In 2020, a van will need to be replaced.

The GM/S-T presented the budget for Non-Revenue Parks. In 2019 projects included the replacement of a large section of Sulphur Spring boardwalk and stairs at the Durham day use area. Projects budgeted for 2020 include further Sulphur Spring boardwalk and the Varney platform. Ongoing expenses include washroom upgrades, trail maintenance, and general park maintenance. It was noted that then Minister Rod Philips had encouraged continued public access to natural parks.

The GM/S-T presented the budget for Property Management which includes the Sulphur Spring CA shop and is funded entirely by the General Levy. The members asked staff to consider combining the Property Management program budget with the Rental Properties budget.

The GM/S-T reviewed the budget for the Revenue Parks. He noted that Bruce Dale Campground consistently earns \$20,000/year and is a low maintenance park. Durham Campground has seen an increase in seasonal campers and has surpassed the 2019 budgeted revenues. It was clarified that the advertising expense includes the on-line reservation system.

The GM/S-T reviewed the submitted 2020 Budget notes. He noted that the salary grid increase will be 2.1% as per the CPI. He told the members that Conservation Ontario has been in talks with the Provincial government regarding the directive to wind down activities that fall outside the scope of the CA's mandate. Wayne informed the members that there will be an opportunity for each conservation authority to make presentations to Jeff Yurek, Minister of MECP in the next month. Further discussion on the File Tracking system proceeded and the members directed staff to commit to a timeline for completion. There was recognition that the Agricultural Outreach program has been a success but that continuing to finance this program from reserves was not feasible. This program will not be offered in 2020 and will be reviewed again with respect to the 2021 budget.

Tom Hutchinson left the meeting at 2:16 p.m.

After further discussion the following motion was passed:

MOTION #G19-61

Moved by Mark Davis

Seconded by Barbara Dobreen

BE IT RESOLVED THAT the SVCA board of directors approve a 2.5% levy increase for the 2020 draft budget in principal; and further

THAT staff be authorized to forward the draft budget to the Authority's watershed municipalities for a 30-day review.

CARRIED

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A coffee break was called at 2:34 p.m. The meeting was called back to order at 2:42 p.m.

b. 2020 Draft User Fee Schedule

The GM/S-T presented the 2020 Draft User Fee Schedule. He told the members that there was a modest increase in the camping fees to reflect inflation rates, but that staff recommended a decrease in the bunkie rates. He explained that the Forestry fees have not been finalized. Education fees are based on Bruce Power grants. After further discussion the following motion was passed:

MOTION #G19-62

Moved by: Mark Goetz

Seconded by: Bill Stewart

THAT the 2020 User Fee Schedule, presented October 3, 2019 be adopted.

CARRIED

6. New Business

a. Sharing GM/CAO position

MOTION #G19-63

Moved by: Christine Robinson

Seconded by: Maureen Couture

THAT the Authority move to Closed Session, In Camera, to discuss personnel matters; and further

THAT Janice Hagan remain in the meeting.

CARRIED

MOTION #G19-64

Moved by: Barbara Dobreen

Seconded by: Bill Stewart

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

CARRIED

The GM/S-T returned to the meeting.

MOTION #G19-65

Moved by: Barbara Dobreen

Seconded by: Diana Rae

After careful consideration of the benefits and challenges of a shared General Manager/Secretary-Treasurer with the Grey Sable Conservation Authority – the SVCA thanks the Executive of both Conservation Authorities, staff, and directors as well as Murray Clark, Kim Wingrove, and Grant McLevy for their insight and participation;

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AND WHEREAS, acting with due diligence and in the best interests of SVCA, staff and the communities they serve;

BE IT RESOLVED THAT the Authority now directs the Executive Committee of SVCA to commence the process of recruiting a General Manager/Secretary-Treasurer for SVCA immediately.

CARRIED

MOTION #G19-66

Moved by: Cheryl Grace

Seconded by: Paul Allen

WHEREAS the Authority sees merit in improved communication with GSCA directors and staff;

BE IT RESOLVED THAT the Executive Committee endeavor to meet semiannually with the Chair and Vice Chair of GSCA, and further;

THAT staff continue to investigate opportunities for further efficiencies and best practices with GSCA staff.

CARRIED

b. Administrative Review Procedure

Chair Dan Gieruszak discussed delegating responsibility for administrative reviews from the full board to the Executive committee. It was agreed that all Authority members are invited to participate in an administrative review, but that quorum would be based on the members of the executive committee. All members would have the right to vote, however only the executive members are required to be present. After further discussion the following motion was passed:

MOTION #G19-67

Moved by: Bill Stewart

Seconded by: Diana Rae

THAT the Authority members delegate responsibility for Administrative Reviews to the executive committee; and further

THAT the Administrative Review be open to all available board members; and further

THAT a majority of the executive committee must be present to constitute a meeting; and further

THAT all members present have voting privileges.

CARRIED

7. Consent Agenda

a. Accounts Payable Report

THAT the Accounts Payable, totaling \$409,105.27 be approved as distributed.

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- b. Agricultural Advisory Committee draft minutes – June 10, 2019
- c. Executive Committee draft minutes – July 28, 2019
- d. Correspondence for Members' information
- e. News Articles for Members' information

MOTION #G19-68

Moved by: Paul Allen

Seconded by: Maureen Couture

THAT the reports, Minutes, and information contained in the Consent Agenda, [items 7a-e], along with their respective recommended motions be accepted as presented.

CARRIED

8. New Business (Cont'd)

a. Saugeen Valley Children's Safety Village

The GM/S-T reported that the lease for the Saugeen Valley Children's Safety Village will expire in 2020. The members need to agree to a suitable rent amount or continue with a rent-free period by April 17, 2020. This report is for information only.

b. Realtors Association of Grey Bruce Owen Sound [RAGBOS]

The GM/S-T briefed the members on the meeting with RAGBOS which took place August 8, 2019. One of the recommendations was to establish a working committee to hold discussions and improve working relationships. After a brief discussion it was decided to defer this to the next scheduled Authority meeting.

MOTION #G19-69

Moved by: Barbara Dobreen

Seconded by: Christine Robinson

THAT the discussion on whether to form a Real Estate Advisory Committee be deferred to the next scheduled Authority meeting.

CARRIED

There being no further business, the meeting adjourned at 4:03 pm on motion of Diana Rae.

Dan Gieruszak
Chair

Janice Hagan
Recording Secretary