SAUGEEN VALLEY CONSERVATION AUTHORITY

Conservation through Cooperation

MINUTES

MEETING: **Authority Meeting**
DATE: **Thursday August 6, 2020**
TIME: **1:00 p.m.**
LOCATION: **Electronic**

CHAIR: Dan Gieruszak

MEMBERS PRESENT: Paul Allen, Maureen Couture, Barbara Dobreen, Cheryl Grace, Tom Hutchinson, Steve McCabe, Don Murray, Mike Myatt, Sue Paterson, Diana Rae, Christine Robinson, Bill Stewart

ABSENT WITH REGRETS: Mark Davis, Mark Goetz

OTHERS PRESENT: Jennifer Stephens, General Manager/Secretary Treasurer
Laura Molson, Manager, Accounting
Erik Downing, Manager, Environmental Planning & Regulations
Shannon Wood, Manager, Community Relations
JoAnne Harbinson, Manager, Water Resources & Stewardship Services
Donna Lacey, Manager, Forestry and Lands
Shaun Anthony, Flood Warning/Water Quality Coordinator
Janice Hagan, Administrative Assistant/Recording Secretary

Chair Dan Gieruszak, called the meeting to order at 1:00 p.m.

1. Adoption of Agenda

The members requested that the Closed Session be moved up in the agenda to follow Item 4, Matters Arising from the Business.

MOTION #G20-66
Moved by Bill Stewart
Seconded by Maureen Couture
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 – June 4, 2020

MOTION #G20-67
Moved by Bill Stewart
Seconded by Sue Paterson
THAT the minutes of the Authority meeting, held on June 4, 2020 be approved as circulated.

CARRIED

4. Matters Arising from the Minutes

a. Novel Coronavirus (COVID-19) Pandemic Response Update

Jennifer Stephens, GM/S-T, reviewed the submitted report. She noted that the campgrounds are now fully operational including the playground structures, however the showers will remain closed for the 2020 season. She told the members the Administration office remains closed to the public and that staff are continuing to work from home. A rotational schedule for return to the office on September 8th will be proposed. There was no discussion.

MOTION #G20-68
Moved by Diana Rae
Seconded by Steve McCabe
THAT the Administration Office remain closed until September 8, 2020; and

THAT staff be directed to finalize an Infectious Disease Protocol prior to the Administration Office opening to the public; and further

THAT staff be directed to advise member municipalities of the current state of operations at SVCA properties and plans to re-open the Administration Office.

CARRIED

b. Section 28 Violations Report

Erik Downing reviewed the Section 28 Violations Report and presented a chart summarizing current violations. He clarified that the summary chart prioritizes the violations based on the severity of the works and expiration of statute of limitations. Staff will submit an updated Section 28 Violations Summary Report to the Authority on a regular basis. The members noted that the municipalities may be able to play a role in reducing violations through communication and education. It was emphasized that the Authority Board of Directors may be held legally responsible for not enforcing the Regulation should there be a loss of life or destruction of property. It was also pointed out that public perception should be that the Authority members are seen to support staff when dealing with violations. Staff are devising a plan of action that will ensure violations are addressed in an appropriate timeline.

After further discussion, the following motion was passed:

MOTION #G20-69
Moved by Barbara Dobreen
Seconded by Cheryl Grace
THAT a report of outstanding violations be presented to the Authority regularly; and further
THAT staff prioritize the resolution of violations based on the severity of the works and where there is little time before the statute of limitations expires.

CARRIED

5. CLOSED SESSION

MOTION #G20-70
Moved by Bill Stewart
Seconded by Cheryl Grace
THAT the Authority move to Closed Session, In Camera, to discuss personal matters about identifiable individuals; and further

THAT Jennifer Stephens, Laura Molson, Erik Downing, Donna Lacey, and Janice Hagan remain in the meeting.

CARRIED

MOTION #G20-74
Moved by Bill Stewart
Seconded by Cheryl Grace
THAT the Authority adjourn from Closed Session, In Camera, and rise and report.

CARRIED

The Authority members reported that direction was given to staff during the Closed Session.

The Chair called a recess at 2:35 p.m. and the meeting was reconvened at 2:45 p.m. Christine Robinson joined the meeting.

6. CONSENT AGENDA

MOTION #G20-75
Moved by Steve McCabe
Seconded by Paul Allen
THAT the reports, Minutes, and information contained in the Consent Agenda, [items 5a-e], along with their respective recommended motions be accepted as presented.

CARRIED

7. NEW BUSINESS

a. Creation of SVCA Strategic Action Plan

The GM/S-T discussed the timeline and procedures for the creation of the SVCA Strategic Action Plan which is to be combined with the Communications plan. Members requested an electronic copy of the old strategic plan.

After discussion, the following motion was passed:

MOTION #G20-76
Moved by Diana Rae
Seconded by Mike Myatt
THAT staff be directed to pursue the development of a new Strategic Action Plan for 2021-2025 in accordance with the proposed outreach schedule.

CARRIED

b. Environmental Planning & Regulations Department Status

Erik Downing provided an overview of the status of the Environmental Planning & Regulations (EPR) department. The focus for the remaining year is revision and updating of the EPR Policies Manual and the development of a Communications Plan including regular website and social media updates, and the use of print media and story maps. Staff are encouraged to reach out to the municipalities concurrent with the Strategic Action Plan process, to communicate the strategy to attain more public accessibility to SVCA applications. The members requested that staff provide links to sample story maps.

Maureen Couture left the meeting at 3:20 p.m.

After further discussion, the following motion was carried:

MOTION #G20-77
Moved by Christine Robinson
Seconded by Cheryl Grace
THAT staff be directed to implement the actions outlined in this report; and further

THAT a progress report be provided to the Authority at their November 2020 meeting.

CARRIED

Mike Myatt left the meeting at 3:30 p.m.

c. Administrative By-law Amendments

Janice Hagan presented a summary of the recommended amendments to the SVCA Administrative By-laws. The GM/S-T indicated that the Ministry of the Environment, Conservation and Parks (MECP) has confirmed that meetings are legally allowed to be conducted remotely in non-emergency situations. After discussion, the following motion was passed:

MOTION #G20-78
Moved by Christine Robinson
Seconded by Steve McCabe
THAT the recommended amendments to the SVCA Administrative By-laws be approved; and further

THAT staff continue to review the Administrative By-laws and present any further proposed amendments to the Authority at the next Annual meeting.

CARRIED

d. Nuclear Waste Management Organization (NWM0)

The GM/S-T discussed the establishment of a Service Level Agreement with the NWMO to provide data collected by SVCA. The members requested that SVCA remain neutral regarding the site selection process and that a 30-day opt out clause be included in the agreement.

MOTION #G20-79
Moved by Steve McCabe
Seconded by Don Murray
THAT staff be directed to enter into a Service Level Agreement with the Nuclear Waste Management Organization.

CARRIED

e. Compensation for Seasonal Campers

Donna Lacey told the members that, due to the COVID-19 pandemic, some seasonal campers had requested compensation for the period of time where the parks were closed earlier in the season. Staff propose that the season be extended to October 30th and that SVCA purchase the end-of-year fireworks to show appreciation for the patience of the seasonal campers.

MOTION #G20-80
Moved by Cheryl Grace
Seconded by Bill Stewart
THAT staff be directed to extend the camping season to October 30, 2020; and

THAT staff arrange for the purchase of fireworks for the Labour Day weekend; and further

THAT staff advise seasonal campers accordingly.

CARRIED

There being no further business, the meeting adjourned at 4:11 p.m. on motion of Steve McCabe and Paul Allen.

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Dan Gieruszak
Chair

Janice Hagan
Recording Secretary