

SAUGEEN VALLEY CONSERVATION AUTHORITY

Conservation through Cooperation

MINUTES

MEETING: Board of Directors – Budget Review
DATE: November 23, 2010
TIME: 10:00 am
LOCATION: Neustadt Community Centre

CHAIR: Doug Freiburger

DIRECTORS PRESENT: John Bell, Gord Campbell, Luke Charbonneau, Anne Eadie, Dan Gieruszak, Peter Hambly, Ron Hewitt, Tom Kuglin, Mark MacKenzie, Jack Riley, Manley Risk, Dan Sullivan, Ralph Winslade

DIRECTORS ABSENT, WITH REGRET: Carl Zettel

OTHERS PRESENT: Jim Coffey, Chief Administrative Officer
Dave Pybus, Senior Manager, Flood Forecasting & Land Management
Gary Senior, Senior Manager, Environmental Planning & Regulations
Jim Penner, Manager, Forestry
Jo-Anne Harbinson, Manager, Water Resources/Stewardship Services
Laura Molson, Manager, Accounting
Bonnie Sherman, Executive Secretary

1. ADOPTION OF AGENDA

The agenda items under New Business were reversed, with the Executive Committee Report to be reviewed first.

MOTION #G10-78

Moved by Tom Kuglin
Seconded by Mark MacKenzie
THAT the agenda be adopted as amended.

Carried

2. DECLARATION OF PECUNIARY INTEREST

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

3. NEW BUSINESS

Executive Committee Report

The CAO distributed a copy of the Executive Committee's report with its attendant recommendation regarding the 2011 Salary Review.

The Executive Committee report recommended a cost of living increase of 2% with a half step increase on the wage scale. No cost of living was awarded in 2010 and only selective merit increases were approved. Extensive discussion arose ranging from freezing wages for 2011, to applying a 2% cost of living only, to accepting the Executive Committee's recommendation as proposed.

It was agreed to review the draft budget in detail, before deciding on whether or not to accept the Executive Committee's recommendation on salaries.

2010 Budget Review

A copy of the 2010 draft Budget information package is appended to the office copy of these minutes.

The CAO reviewed the proposed budget figures by department, highlighting significant proposed changes.

A number of Directors would like to see some of the revenue from the revenue-producing parks spread out a little more throughout the watershed. One suggestion made was that the revenue-producing parks could help pay for some of the advertising of the non-revenue producing parks.

Concerns were also expressed that the costs of operating the Administration Centre, i.e. utilities, etc., were not distributed amongst all departments. Staff was instructed to adjust the draft budget allocating reasonable administration costs departmentally.

Following lengthy discussion, it was agreed to adjust the draft budget by making the following changes:

- a) Communications budget - take \$4,000 out of New Endeavours, \$1,500 from printing and \$1,000 out of advertising;
- b) Education budget - charge a portion of Office Supplies for storage cabinets (approx. \$2,500) to Building Fund and the remaining \$2,500 to capital expenses for the video equipment;
- c) Discuss increasing fees for DEER Program with Bruce Power;
- d) Water Projects budget – take \$3,500 out of Reserves for the Wetland Training Course;
- e) Water Quality budget – cut \$1,000 from sampling to bring it closer to 2010 Projected Actual;
- f) Non-Revenue Parks budget – discontinue water usage immediately at Durham Day Use area, reallocate advertising to Revenue Producing parks, cut \$1,600 from Miscellaneous to remain the same as in 2010, take cost to replace Headquarters waterline out of Rental Properties revenue, cost of signage at Formosa to be taken from the Building Fund, Strategic Plan implementation to be moved into Administration Operations, IT Equipment to be cut to \$10,000, Plotter/Scanner purchase to be cut for 2011;
- g) Administration budget - funding for the scanning students (\$15,000) to be taken from Working Capital reserve, hold Per Diem expenses as close as possible to 2010 figures, review audit fees with BDO with the expectation of reducing their fee, now that PSAB review is finished;

- h) Administration costs (i.e. utilities, etc.) to be reasonably distributed amongst all departments;
- i) Capital – Property Management budget – eliminate costs for pool at Bluffs CA and WiFi from all parks.

It was agreed that the salary package shall remain as presented. Staff was instructed to prepare a report for the next meeting indicating where fees could be additionally increased to try to achieve a 50/50 split between user fees and General Levy.

With the recommended cuts and/or changes to the draft Budget, it is estimated that the General Levy amount would be approximately \$153,600, or an increase of 11.6%. Staff was instructed to rework the budget using Reserves to make up the difference needed to bring the increase in General Levy down to 5% and to bring the revised draft to the Board of Directors meeting on December 9 for their further review.

4. OTHER BUSINESS

There being no further business, the meeting adjourned at 3:10pm on motion of Peter Hambly.

Doug Freiburger
Chair

Bonnie Sherman
Executive Secretary