

SAUGEEN VALLEY CONSERVATION AUTHORITY

Conservation through Cooperation

MINUTES

MEETING: Authority
DATE: Thursday, February 25, 2016
TIME: 1:00 pm
LOCATION: Administration Office, Formosa

CHAIR: Luke Charbonneau

MEMBERS PRESENT: John Bell, Barbara Dobreen, Brian Gamble, Dan Gieruszak, Steve McCabe, Sue Paterson, Andrew White

MEMBERS ABSENT WITH REGRET: Robert Buckle, Maureen Couture, Kevin Eccles, Wilf Gamble, Stewart Halliday, Dan Kerr, Mike Smith

OTHERS PRESENT: Wayne Brohman, General Manager/Secretary-Treasurer
Carl Seider, Project Manager, Drinking Water Source Protection
Emily Vandermeulen, Program Supervisor, Drinking Water Source Protection
Heather Malcolmson, Director, Source Protection Programs Branch, MOECC
Teresa McLellan, Liaison Officer, Source Protection Programs Branch, MOECC
Erin Harkins, Review Coordinator, Source Protection Programs Branch, MOECC
Jo-Anne Harbinson, Manager, Water Resources & Stewardship Services
Erik Downing, Manager, Planning & Regulations
Les McKay, Manager, IT
Gary Senior, Sr. Manager, Flood Warning & Land Management
Shannon Wood, Manager, Communications
Catherine Billings, Communications Assistant
Jack MacLeod, Chair, Saugeen Valley Conservation Foundation
Catherine Dickison, Vice-Chair, Saugeen Valley Conservation Foundation
Janice Hagan, Recording Secretary
Guests and Members of the Press

CALL TO ORDER & CHAIR'S WELCOME

Chair Luke Charbonneau called the meeting to order at 1:03 pm.

1. Adoption of the Agenda

Item #4 of the agenda was amended to include staff appreciation.

MOTION #G16-20

Moved by Dan Gieruszak

Seconded by Sue Paterson

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 – January 15, 2016

MOTION #G16-21

Moved by Andrew White

Seconded by John Bell

THAT the minutes of the Authority meeting, held on January 15, 2016 be adopted as circulated.

Carried

4. Presentations

a. Volunteer, Sponsor & Staff Appreciation

The following Staff Appreciation Awards were presented by Luke Charbonneau to Long Serving employees of SVCA:

- Twenty-five Year Service Award (Watch): Jo-Anne Harbinson, Manager, Water Resources & Stewardship Services.
- Fifteen Year Service Award (Plaque): Ron Kaufman, Superintendent of Saugeen Bluffs Conservation Area [not in attendance].

The following major sponsors of SVCA were recognized by Luke Charbonneau, and representatives in attendance were presented with a plaque for their financial contribution to SVCA:

Bruce Power, Community Foundation Grey Bruce, Enbridge, Grey Bruce Sustainability Network, RBC Foundation – Bluewater Fund, Stewardship Grey Bruce, John Sutherland & Sons Ins., TD Friends of the Environment, Walkerton Rotary Club.

The following major volunteers of SVCA were recognized and those in attendance were presented with a bottle of maple syrup:

Ontario Steelheader's Association, Kincardine Ski Club, Melissa Henkusens & Julie Henhoeffler, Gary Senior, Jack MacLeod, Catherine Dickison, and Marian Wersch (*in memoriam*).

Authority Meeting – February 25, 2016

The following SVCF major sponsors were recognized by Jack MacLeod, SVCF Chair and Catherine Dickison SVCF Vice-Chair and representatives in attendance were presented with a plaque:

Bruce Power, Bruce Telecom, Grants Independent, Love's Sweetness Maple Syrup, Ontario Power Generation, Ross Young Bus Lines, Scotia Bank, The Post, Trillium Mutual Insurance Company.

The following SVCF major volunteers were recognized by Jack MacLeod, SVCF Chair and Catherine Dickinson SVCF Vice-Chair and those in attendance were presented with a bottle of maple syrup:

Lin Fleming, Sam Fraser, Johanna Hardy & Family, Faye Moore, Bryce Johnson, John & Jeanne Kuntz, MaryAnn Kroetsch, Helen Grubb, Marlene Montag, The Martyn Family, Jim & Barbara Potts, The Ward Family, Sharon Yorke, Lucy Luyten, & Brian Oberle.

A coffee break was called at 1:30pm.

Chair Luke Charbonneau called the meeting back to order at 1:38pm

b. Source Water Protection Plan Amendment

Carl Seider welcomed Heather Malcolmson, Teresa McLellan, and Erin Harkins in attendance from MOECC. Mr. Seider gave a presentation on the SWP plan amendment and highlighted the Timeline of Intake Protection Zone 3 Events-based Area Delineation Work. His presentation is attached to the office copy of these Minutes. He told the Authority that the next steps are public consultations. The Chair presented the Authority members with a letter he had drafted regarding the amendments and told them they needed to determine if appropriate steps had been taken. Heather Malcolmson told the Authority that it was not the role of the MOECC to check for agreements and approvals by the Authority at each step but it was the assumption of MOECC that this was already in effect once it was presented to them. Further discussion on the Plan Amendment will take place at the next Source Protection Management meeting.

5. Matters arising from the Minutes

a. Administration Resolutions

A copy of the updated Administration Resolutions was distributed to each Authority Member.

b. Planning & Regulations Policy Document

Erik Downing told the Authority that the next step in the creation of the Planning & Regulations Policy document was public consultations. He gave the Members a list of possible community groups that may want to contribute ideas to the policy document. The Members discussed the possibility of hiring an external consultant to carry out the process in order to avoid unnecessary taxation on SVCA staff. Erik assured the Authority that SVCA staff would like to be involved in shaping the Policy document. After discussion, the Authority members made the following resolution:

MOTION #G16-22

Moved by John Bell

Seconded by Barbara Dobreen

THAT the Authority members refer the Planning & Regulations consultation process to the Executive Committee; and further,

THAT the Executive Committee report back to the Full Authority.

Carried

c. Customer Service Survey

A hard copy of the Customer Service Survey report was handed out to each of the Members for their information.

d. Staff Performance Reviews and Salary Grid Movement

This item is discussed under New Business below (8c).

6. Correspondence

- Copy of Resolution 15-25 from the Corporation of the Municipality of Brockton regarding the Phragmites issue was **noted and filed**.
- Copy of Letter from Dick Hibma, Chair, Grey Sauble Conservation Authority, written to Premier Kathleen Wynne, regarding the Phragmites issue was **noted and filed**.
- Letter from Raylene Martell, Clerk, Township of Southgate, responding to the letter from SVCA regarding the Phragmites issue was **noted and filed**.
- Letter from the Honourable Jane Philpott, Minister of Health, responding to the letter from SVCA regarding the Phragmites issue was **noted and filed**.
- Letter from B.Funes, Executive Correspondence Officer, on behalf of the Right Honourable Justin Trudeau, Prime Minister of Canada, responding to the letter from SVCA regarding the Phragmites issue was **noted and filed**.

7. Reports

a. Finance Report

Wayne Brohman reviewed the highlights of the Finance Report.

MOTION #G16-23

Moved by Steve McCabe

Seconded by Barbara Dobreen

THAT the Financial Report to December 31, 2015 be accepted as distributed and further;

THAT the Accounts Payable, totaling \$298,147.14 be approved as distributed.

Carried

b. Reserve Report

Wayne Brohman reviewed the highlights of the Reserve Report.

MOTION #G16-24

Moved by Barbara Dobreen

Seconded by Andrew White

THAT appropriations to and from reserves as at December 31, 2015 be approved as distributed.

Carried

c. Program Report

MOTION #G16-25

Moved by Andrew White

Seconded by Steve McCabe

THAT the Program Report be adopted as presented.

Carried

d. Planning and Regulations Action Items

Due to time constraints, the Chair postponed this item to the next scheduled meeting of the Authority.

8. New Business

a. Planning & Regulations File Tracking System

Les McKay demonstrated how the file tracking system will work once it is completed. He explained that SVCA staff currently use Microsoft SharePoint software as a database system which will be the software platform for the new file tracking system. After extensive consultation with Staff in the Planning & Regulations department, he has developed InfoPath files to store permit information and all relevant information pertaining to the department. He also explained that old permit files are being scanned and stored as digital files to allow for easier access. There was a brief discussion about the advantages of upgraded Digital Elevation Modeling [DEM] software. The Chair asked that a report on DEM be provided at the next Authority meeting. The Chair thanked Les for all of the efforts being put into this project so far.

Les McKay and Erik Downing left the meeting at 3:10 pm.

b. Agricultural Advisory Committee

Wayne Brohman presented a draft copy of the Terms of Reference for governance of the proposed adhoc Agricultural Advisory Committee.

MOTION #G16-26

Moved by Steve McCabe

Seconded by John Bell

THAT an Ad-Hoc Advisory Committee be struck; and further

THAT the Authority adopt the amended draft Terms of Reference for the Agricultural Ad-Hoc Advisory Committee as presented to the Authority on February 25, 2016.

Carried

c. Staff Performance Reviews and Salary Grid Movement

Due to time constraints, the Chair postponed this item to the next scheduled meeting of the Authority.

d. Bluffs Campground update, Business/Marketing Plan

Shannon Wood gave a brief synopsis of the Bluffs Campground Business/Marketing plan which included the addition of horse camping. This plan was discussed at the Executive meeting, February 17, 2016 and the recommendation was made that the Authority pursue this as an effective plan. Time constraints did not allow for Shannon to share her presentation but this will be added to the agenda for the next scheduled Authority meeting. The Members congratulated Shannon and staff for their hard work, creativity, and obvious enthusiasm.

MOTION #G16-27

Moved by Barbara Dobreen

Seconded by Steve McCabe

THAT the Authority accept the Bluffs Campground Business/Marketing Plan as presented on February 25, 2016; and further

THAT SVCA Staff be authorized to proceed to implement the initiatives set out in the plan.

Carried

9. Other Business

a. Planning & Regulations Customer Service Survey Update

Due to time constraints, the Chair postponed this item to the next scheduled meeting of the Authority.

b. Chatsworth Road Issue

Brian Gamble reviewed the Town of Chatsworth road allowance issue regarding Lot 69, Concession 2. He told the Authority that there had been previous discussions regarding the request to transfer a portion of SVCA property to the Town of Chatsworth in order to straighten the road. The Chair would like to discuss the issue further and postponed any resolution to the next scheduled Authority meeting. Wayne Brohman was directed to prepare a report for the next Authority meeting.

MOTION #G16-28

Moved by John Bell

Seconded by Sue Paterson

THAT the Authority directs SVCA staff to return with a report to Authority members on Concession 2, Town of Chatsworth.

Carried

c. News Articles

The GM/S-T submitted articles from local newspapers regarding the SVCA for the purpose of keeping the Authority members up to date on current events. There were no questions related to the news articles.

10. Closed Session – Personnel Matter

MOTION #G16-29

Moved by Barbara Dobreen

Seconded by Dan Gieruszak

THAT the Authority Members move to Closed session, In Camera, to discuss a personnel matter; and further

THAT Janice Hagan remain in the meeting.

Carried

MOTION #G16-33

Moved by Andrew White

Seconded by John Bell

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

Carried

Only those items identified on the agenda were discussed in Closed Session. There were no actions to report from the Closed Session, In Camera.

There being no further business, the meeting adjourned at 4:10 pm on motion of Steve McCabe.

Luke Charbonneau
Chair

Janice Hagan
Recording Secretary