

SAUGEEN VALLEY CONSERVATION AUTHORITY

Conservation through Cooperation

MINUTES

MEETING: Authority Meeting
DATE: Tuesday September 19, 2017
TIME: 10:00 am
LOCATION: Administration Office, Formosa

CHAIR: Luke Charbonneau

MEMBERS PRESENT: John Bell, Robert Buckle, Maureen Couture, Mark Davis, Barbara Dobreen, Kevin Eccles, Brian Gamble, Wilf Gamble, Dan Gieruszak, Stewart Halliday, Steve McCabe, Sue Paterson, Mike Smith

ABSENT: Andrew White

OTHERS PRESENT: Diane Woods
Wayne Brohman, General Manager/Secretary-Treasurer
Gary Senior, Sr. Manager, Flood Warning & Land Management
Erik Downing, Manager, Environmental Planning & Regulations
Les McKay, Manager, IT
Laura Molson, Manager, Accounting
Jim Penner, Manager, Forestry
Shannon Wood, Manager, Community Relations
Shaun Anthony, Water Quality Specialist
Janice Hagan, Recording Secretary

Chair Luke Charbonneau called the meeting to order at 10:03 am.

1. Adoption of Agenda

Kevin Eccles requested that an item relating to a letter submitted by a member of the public regarding a Labour Day festival held at Durham Campground be added to the agenda under New Business.

MOTION #G17-82

Moved by Sue Paterson

Seconded by Wilf Gamble

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 18, 2017

MOTION #G17-83

Moved by John Bell

Seconded by Steve McCabe

THAT the minutes of the Authority meeting, held on July 18, 2017 be approved as circulated.

CARRIED

4. Matters Arising from the Minutes

a. Environmental Bill of Rights Posting – Proposed CA Act Amendments

The GM/S-T read aloud the comments on the EBR posting which are appended to the office copy of the minutes. He told the Authority that Bill Walker, MPP, Bruce-Grey-Owen Sound read the comments in the Provincial Legislature.

b. Compensation Review RFP responses

Wayne reviewed the three responses to the proposal requests. After discussion the Authority passed the following motion:

MOTION #G17-84

Moved by Kevin Eccles

Seconded by Robert Buckle

THAT the firm Ward & Uptigrove be awarded the Compensation Review project; and further

THAT the review be completed and presented to the SVCA by December 19, 2017.

CARRIED

c. Woods House and Presentation

The GM/S-T reported that staff had received one tender in the amount of \$5,000 for the Wood's house which covers the tender costs and the removal of several trees. The house will be removed from the property by mid-October.

The Chair presented Mrs. Diane Woods with a photo plaque in recognition of the gift of land comprising a significant part of the Greenock Wetland complex. Most of the property is considered a provincially significant Area of Natural and Scientific Interest. The Authority assured the donor that the property would be protected for generations to come. Mrs. Woods received a standing ovation from the Authority members. Mrs. Woods told the Authority that she is pleased the house is going to a new home and that it will be used as a vacation retreat.

5. Correspondence

- Letter from Sylvia Jones, MPP Dufferin-Caledon, advising the Authority of her private member's bill requiring the MoE to notify the public of instances of sewage bypasses was **noted and filed**.

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- Memo from Conservation Ontario advising all Conservation Authorities that the Gilmore v. Nottawasaga Valley CA case is being considered for appeal by the Supreme Court of Canada was **noted and filed**.
- Letter from Catherine Dickison, Chair, Saugeen Valley Conservation Foundation, advising the Authority of the Foundation's decision to cancel the Saugeen Bluffs Maple Syrup Festival was discussed. Chair Charbonneau thanked the Foundation for all of their hard work and efforts over the past 48 years.

6. Presentations

a. 2018 Draft Budget Review

A copy of the proposed draft 2018 Budget is appended to the office copy of these Minutes.

The General Manager/Secretary-Treasurer reviewed SVCA sources of funding and explained the calculations for determining General Levy percentages. The overall proposed increase is 3.4% effecting each member municipality differently with MPAC assessment values being a factor.

The proposed salary grid increase is 1.2% and LTD costs will rise by \$17,000 as per prior motion by the Authority. Increases to minimum wage in 2018 will impose an increase of \$24,000.

Gary Senior reviewed the budget for the Flood Warning Department. He noted that the WHISKI Hub software cost is allocated by the Thames River CA and that the 2017 budgeted amount will be spent this year if the rest of the group is ready, otherwise it will be spent in 2018. It was explained that the increase in salaries in this department is due to an overlap since Gary has indicated that he will retire next year. It was clarified that the grant from MNRF is 50% of the Flood Warning budget since this is the allowable amount.

Gary Senior reviewed the budget for Property Management. There was discussion regarding the increase in insurance costs.

Les McKay presented the budget for the Information Technology & GIS department. He told the Members that he has a schedule for updating all hardware systems which aids in adding financial stability. He updated the members on the File Tracking system which is currently being used by about half of the Planning & Regulations staff and will encompass actual workflows shortly. Old files are still being scanned. The GM/S-T will arrange a demonstration for the next scheduled Authority meeting.

Shannon Wood reviewed the budgets for the Communications Department and the Education Department. She gave a PowerPoint report and explained to the Members the role of the Communications Department, which included raising awareness of SVCA, its purpose, programs and services as well as lands, properties and local conservation issues. This is done through the publishing of brochures and media materials, advertising, and applying for grants. She told the members that much of the work efforts at SVCA events came from over 275 volunteers in 2017. Shannon also discussed the different programs that the Education department delivers, including the WREN program and the DEER program which are taught to over 10,000 students annually. She noted that expenses for the Communications Department would be decreasing by \$5,000 since the Maple Syrup Festival has been cancelled by the SVCF. She told the Authority that the Greenock Swamp tour had been successful and well received, with bookings for extra tours in April & June 2018 already filling up.

Erik Downing reviewed the budget for the Planning & Regulations department. He noted that the number of permits had increased by 10%, legal files had increased by 15%, and Planning Services were up by 36%. Since

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Planning Services revenues were high in 2017, the department would be budgeting the same next year. Staff were asked to provide a breakdown of permits showing various items i.e. % of violations reported and resolved.

A lunch break was called at 12:10pm. The meeting was called back to order at 12:43pm.

Erik discussed the expense side of the Planning & Regulations department. He noted that a majority of the expenses are dominated by salaries and staff travel. The members questioned staff about the amount being used from the reserve fund for revenue. The GM/S-T explained that it was intended to use \$72,000 for a new staff member and that money would be put into the reserve fund from the expected 2017 department surplus estimated at \$78,000. The current reserve is \$36,000.

Mike Smith left the meeting at 1:24pm.

Laura Molson reviewed the Administration department budget. She clarified that miscellaneous revenue is from the grants provided from the GLASI program which will be cancelled in 2018 and that SVCA had been given \$9,000 each year for funding.

Jim Penner reviewed the budget for the Forestry Department. He noted that there are no revenues from the General Levy in this department but that it is funded primarily from the sale of forest products. He noted that the projected revenues for 2017 were \$210,000 but that it was only \$40,000 to date, although he is anticipating reaching target revenues. It was explained that the increase in salaries in this department is due to an overlap since Jim has indicated that he will retire next year. He told the members that the Kaake drain may add approximately \$25,000 to expenses, but not likely until 2019. The firewood market is down and is unpredictable.

Jim Penner reviewed the Grey Bruce Forestry Services budget. He explained that the Tree Planting Incentive will be phased out. Prices of stock have increased. The EAB program needs to be re-evaluated as landowners are preferring to cut down infected trees rather than spend the money on treatments. Jim explained that the various forestry programs help to reinforce a positive image for SVCA but that the name GBFS can be confusing. It has been recommended to staff that the title be dropped while maintaining the joint committee with GSCA. The Authority would like to review the operation going forward.

Jim Penner reviewed the Motor Pool budget. He told the Members that staff are trying to locate a used single axle dump truck and are considering the sale of the Bluffs gator in favour of an ATV and 2 snowmobiles. This is necessary for improved access to the trails at the Bluffs.

Shaun Anthony presented the budget report on Water Quality. He noted that miscellaneous revenues from the 2017 budget were from the water sampling service agreement with Bruce Power. Shaun reported that he had installed 95% of the equipment and that there were no provisions to continue the program in 2018. Shaun also reported that the Watershed Report cards are scheduled to be completed in 2018, increasing printing costs. Travel costs have increased due to more sampling sites.

Wayne Brohman reviewed the budgets for Water Project Maintenance & Stewardship, and Capital (Water). Various erosion control projects are charged to the specific municipality as a special levy. Wayne told the Members that a small SVCA property along Silver Creek in Walkerton requires erosion control updating.

Wayne Brohman reviewed the Agricultural Lands budget. He told the Members that any surplus in this

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department goes into reserves. Discussion surrounded the use of the agricultural land portion of the Woods property. The following motion was passed:

MOTION #G17-85

Moved by Kevin Eccles

Seconded by Steve McCabe

THAT the GM/S-T be authorized to negotiate the agricultural part of the Wood's property at fair market value in 2018.

CARRIED

A coffee break was called at 2:35. The meeting was called back to order at 2:45pm.

Wayne Brohman reviewed the Rental Properties budget. There was no discussion.

Wayne Brohman reviewed the Non-Revenue Parks budget. Revenue is generated through the Steelheaders at Denny's Dam, West Grey swimming program, parking fees and the donation box located at the parks. Salaries will be increasing in 2018 due to the minimum wage increase and due to training expenses for the Manager position.

Wayne Brohman reviewed the budget for the Revenue Parks. He noted that revenue projections were up for the Brucedale Campground. The Phragmites on the beach have been cleaned up in partnership with Enbridge Green Energy and the Coastal Centre. The Durham Campground is also above budgeted revenues with large group camping being a good revenue generator. The Bluffs horse camping reservations are not as high as expected but group camping reservations are up. Seasonal salaries are on the rise in all campgrounds with the increase in minimum wage. The 5-year contract with Camis is due to be renewed. The members would like staff to look into a partnership with the municipalities to reduce Camis fees. The Chair told the Authority that in spite of the rainy weather for the season, all three campgrounds kept up revenues.

Wayne Brohman reviewed the budget for Capital Property Management. There was no discussion.

The Members discussed the requested General Levy increase of 3.4% and requested that staff reduce expenditures by \$32,000. After further discussion the following motion was passed:

MOTION #G17-86

Moved by Kevin Eccles

Seconded by Dan Gieruszak

THAT the General Levy be reduced by \$32,000; and further

THAT Staff report back to the Authority in October.

CARRIED

b. 2018 Draft User Fee Schedule

Wayne Brohman reviewed the 2018 draft User Fee Schedule and noted that increases reflected 1.2% inflationary increases. The Horse camping fees are to remain the same. Erik Downing reviewed the Planning & Regulation fee increases. The Members discussed the Exempt works line in the schedule and directed staff to remove

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reference to Exempt works under section 8a and 8b.

MOTION #G17-87

Moved by Kevin Eccles

Seconded by Maureen Couture

THAT “Other Works – Exempt Works” be struck from 8.a, Application to Alter a Watercourse; and further,

THAT “Exempt Works” be struck from 8.b, Application to Alter a Regulated Area.

CARRIED

The Members discussed the Planning & Regulations fees and asked Staff to consult with Conservation Ontario to determine the fees charged by other Conservation Authorities. The Members are not willing to raise the P&R fees for 2018.

MOTION #G17-88

Moved by Steve McCabe

Seconded by Stewart Halliday

THAT the fees for Planning & Regulations be frozen at the 2017 levels for the year 2018.

CARRIED

MOTION #G17-89

Moved by Barbara Dobreen

Seconded by Maureen Couture

THAT the 2018 User Fee Schedule, dated September 2017, be adopted as amended.

CARRIED

7. Other Business

This item was moved up in the agenda to accommodate the request of an Authority member.

a. Saugeen Bluffs Hunting Policy

The Parks Committee reported that Staff had reviewed the hunting policy at the Bluffs property. The Committee recommended to the Authority that a previous motion (#G16-72) be rescinded and that hunting be reinstated in the non-campground area of the property.

After discussion the following motion was defeated:

MOTION #G17-90

Moved by Brian Gamble

Seconded by Dan Gieruszak

THAT Authority Motion #G16-72, which established a ‘No Hunting’ designation for all of the Saugeen Bluffs Conservation Area, be rescinded; and further,

THAT the campground portion of the Saugeen Bluffs Conservation Area continues to be designated as a no

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hunting area; and further,

THAT hunting is hereby permitted in the northerly portion of the property between November 1st and March 31st of each year; AND FURTHER,

THAT SVCA staff place appropriate signage on the property.

DEFEATED

b. Planning & Regulations Customer Service Survey Update

Due to time constraints, the survey update was postponed to the next scheduled Authority meeting.

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.

Mark Davis left the meeting at 4:15pm.

8. Reports – Adopted by Consent

The following reports were adopted by consent:

- a. Finance Report
- b. Program Report
- c. Minutes of the Executive Committee Meeting – May 26, 2017
- d. Minutes of the Executive Committee Section 28 Hearing – May 26, 2017
- e. Minutes of the Executive Committee Meeting – June 15, 2017

MOTION #G17-91

Moved by Steve McCabe

Seconded by Stewart Halliday

THAT all reports in Item 8 be adopted by consent.

CARRIED

9. New Business

a. Saugeen Valley Children’s Safety Village Lease

After discussion the following motion was passed:

MOTION #G17-92

Moved by Barbara Dobreen

Seconded by Stewart Halliday

THAT the Annulment of the 2013 Lease Agreement between SVCA and the Saugeen Valley Children’s Safety Village be signed by SVCA.

CARRIED

b. Memorandum of Agreement

After discussion the following motions were passed:

MOTION #G17-93

Moved by Dan Gieruszak

Seconded by Barbara Dobreen

THAT the Authority authorizes the Chair and the GM/S-T to sign the Memorandum of Understanding for Planning Services with the Township of Chatsworth.

CARRIED

MOTION #G17-94

Moved by Barbara Dobreen

Seconded by John Bell

THAT the Authority authorizes the Chair and the GM/S-T to sign the Memorandum of Understanding for Planning Services with the Township of Melancton.

CARRIED

c. Auditor Proposal

After discussion the following motion was passed:

MOTION #G17-95

Moved by Steve McCabe

Seconded by Wilf Gamble

THAT the Authority accepts the August 14, 2017 audit proposal from Collins Barrow.

CARRIED

d. Labour Day Festival held at Durham Campground

Kevin Eccles presented a letter from John & Bev Porter regarding the Labour Day Festival held at the Durham Campground. The letter is appended to the office copy of the minutes. He summarized the complaints in the letter suggesting that permits were not taken out for noise bylaw extensions and that municipal officials, including the police department were not made aware of the event. The GM/S-T told the Authority that there were more participants than what were expected by staff, and an apology had been issued by the event organizers. The Authority members would like a policy put in place to deal with large events, which would increase communication levels with the municipality and would trigger certain actions to be taken when events are booked on SVCA property.

10. For the Good of the Committee

It was requested by the Members that in future, the Budget Review meeting be held separately from the regular business of the Authority.

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There being no further business, the meeting adjourned at 4:42 on motion of Kevin Eccles.

Luke Charbonneau
Chair

Janice Hagan
Recording Secretary