

SAUGEEN VALLEY  
CONSERVATION  
AUTHORITY

# MINUTES

Conservation through Cooperation

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**MEETING:** Authority Meeting  
**DATE:** Thursday December 3, 2020  
**TIME:** 1:00 p.m.  
**LOCATION:** Electronic

**CHAIR:** Dan Gieruszak

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

**ABSENT WITH REGRETS:** Paul Allen

**OTHERS PRESENT:** Jennifer Stephens, General Manager/Secretary Treasurer  
Laura Molson, Manager, Accounting  
Erik Downing, Manager, Environmental Planning & Regulations  
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**

An amended agenda had been forwarded to the Directors prior to the meeting.

**MOTION #G20-106**

Moved by Christine Robinson

Seconded by Tom Hutchinson

THAT the amended agenda be adopted as presented.

**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 – November 5, 2020**

**MOTION #G20-107**

Moved by Steve McCabe

Seconded by Bill Stewart

THAT the minutes of the Authority meeting, held November 5, 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 COVID-19 protocols set in place in adherence to regional guidelines. She advised the Members that the Administration office is open to the public by appointment, and that staff are continuing to manage a 50% occupancy rate in the office.

**b. Conservation Authorities Act Update**

Jennifer advised the Directors that SVCA staff had issued a press release regarding the *Conservation Authorities Act* amendments under Bill 229, Schedule 6, and had circulated correspondence to the member municipalities requesting endorsements. Media releases and resolutions from other CAs, and municipal resolutions from across Ontario have been posted to the Conservation Ontario website. The Provincial Standing Committee has received 15 presentations from various CAs and organizations opposing Schedule 6. Voting on Bill 229 will take place in the next week.

**c. Section 28 Violations Report**

Erik Downing presented an updated report on current Section 28 violations. The Chair noted that if Directors require discussion on specific violations, an In Camera session should be convened. The Directors requested that staff present an explanation of the severity of works scale. After discussion, the following motion was passed:

**MOTION #G20-108**

Moved by Cheryl Grace

Seconded by Mike Myatt

THAT staff continue to work towards the resolution of outstanding violations, while prioritizing those that have the most likelihood of resulting in the risk to life and property.

**CARRIED**

**5. Consent Agenda**

**MOTION #G20-109**

Moved by Barbara Dobreen

Seconded by Sue Paterson

THAT the reports, Minutes, and information contained in the Consent Agenda, [items 5a-d], along with their respective recommended motions be accepted as presented.

**CARRIED**

6. **New Business**

a. **2021 Meeting Schedule**

Janice Hagan presented the proposed Authority meeting schedule for 2021. The third Thursday of the month has been recommended for Authority meetings to reduce the potential for conflicts with municipal council meeting schedules. The Directors requested that staff review future agendas to keep meetings to a maximum of 3 hours. It was noted that the Directors are not in favour of in-person meetings at this time and this should be monitored on a month-to-month basis.

After discussion, the following motion was passed:

**MOTION #G20-110**

Moved by Sue Paterson

Seconded by Maureen Couture

THAT the 2021 SVCA Authority meeting schedule be adopted as presented,

AND FURTHER THAT the January 2021 Annual Meeting be held as an electronic meeting.

**CARRIED**

b. **Operational Hours – Christmas 2020**

Jennifer reviewed the submitted report regarding office closures between the Christmas statutory holiday and New Year’s Day and recommended that staff be compensated for the 3 days off in lieu of 2021 salary performance increases. The Members requested that staff communicate office closures with municipal partners, stakeholders and the public.

A recorded vote was requested for the following motions:

**MOTION #G20-111**

Moved by Don Murray

Seconded by Barbara Dobreen

THAT staff be directed to inform municipal partners, the public, and other stakeholders that the SVCA office will be closed between December 25, 2020 and January 4, 2021.

Maureen Couture	Yea
Mark Davis	Yea
Barbara Dobreen	Yea
Mark Goetz	Yea
Cheryl Grace	Yea
Tom Hutchinson	Yea
Steve McCabe	Yea
Don Murray	Yea
Mike Myatt	Yea
Sue Paterson	Yea
Diana Rae	Yea
Christine Robinson	Yea
Bill Stewart	Yea

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Dan Gieruszak Yea

**CARRIED**

**MOTION #G20-112**

Moved by Maureen Couture

Seconded by Steve McCabe

THAT staff be directed to inform staff that the Board of Directors is offering the three days' time off between December 25, 2020 and January 4, 2020 for exemplary work in 2020.

Maureen Couture	Yea
Mark Davis	Nay
Barbara Dobreen	Yea
Mark Goetz	Yea
Cheryl Grace	Yea
Tom Hutchinson	Yea
Steve McCabe	Yea
Don Murray	Nay
Mike Myatt	Yea
Sue Paterson	Yea
Diana Rae	Yea
Christine Robinson	Nay
Bill Stewart	Yea
Dan Gieruszak	Yea

**CARRIED**

**c. Proposed Amendments to Environmental Planning and Regulations Policies Manual, May 2017**

Erik Downing outlined the intent and approach of the Environmental Planning and Regulations Policies Manual. It was noted that significant omissions and necessary revisions have been identified by staff that require amendments. Staff recommend that an extensive review of the manual be conducted, and proposed changes be circulated to municipal staff, stakeholders, and the public before finalizing the document.

After discussion, the following motion was passed:

**MOTION #G20-113**

Moved by Cheryl Grace

Seconded by Christine Robinson

THAT staff be directed to move forward with content and typographical revisions to the Environmental Planning & Regulations Policies Manual.

**CARRIED**

**d. Strategic Plan, Rebranding, Website Redesign Initiatives**

Jennifer discussed issues regarding the current website and the necessity of brand re-development. She remarked that the SVCA Personnel Policy does not have provision for sole sourcing, but staff recommend using the services of eSolutions Group for both the website redesign and rebranding initiatives due to the firm’s experience in completing website and rebranding projects for various conservation authorities and municipalities. The Members directed staff to follow the policy procedure of issuing an RFP to obtain quotations and to review and make recommendations for amendments to the procurement policy.

Maureen Couture left the meeting at 3:45 p.m.

After discussion, the following motion passed:

**MOTION #G20-114**

Moved by Mike Myatt

Seconded by Christine Robinson

THAT staff be directed to continue with the Strategic Plan;

AND THAT staff prepare an RFP for the redesign of the SVCA website and for development of a new brand for the conservation authority.

**CARRIED**

There being no further business, the meeting adjourned at 4:12 p.m. on motion of Barbara Dobreen and Steve McCabe.

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Dan Gieruszak  
Chair

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Janice Hagan  
Recording Secretary