

SAUGEEN VALLEY CONSERVATION AUTHORITY

Conservation through Cooperation

MINUTES

MEETING: Authority
DATE: Thursday, December 10, 2015
TIME: 1:00pm
LOCATION: Administration Office, Formosa

CHAIR: Luke Charbonneau

MEMBERS PRESENT: John Bell, Robert Buckle, Barbara Dobreen, Brian Gamble, Wilf Gamble, Dan Gieruszak, Stewart Halliday, Steve McCabe, Sue Paterson, Mike Smith, Rob Thompson, Andrew White.

ABSENT WITH REGRET: Maureen Couture, Dan Kerr

OTHERS PRESENT: Wayne Brohman, General Manager/Secretary-Treasurer
Erik Downing, Manager, Environmental Planning & Regulations
Candace Hamm, Environmental Planning Coordinator
Laura Molson, Manager, Accounting
Janice Hagan, Recording Secretary
Members of the Media and the Public

Chair Luke Charbonneau called the meeting to order at 1:04 pm. He introduced and welcomed John Bell and Rob Thompson who were appointed by the Municipality of West Grey to replace John Eccles and Kevin Eccles as Members of the Authority.

1. ADOPTION OF AGENDA

MOTION #G15-61

Moved by Steve McCabe
Seconded by Barbara Dobreen
THAT the 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 BOARD OF DIRECTORS MEETING – October 22, 2015

MOTION #G15-62

Moved by Robert Buckle

Seconded by Dan Gieruszak

THAT the minutes of the Board of Directors meeting, held on October 22, 2015, be adopted as circulated.

Carried

4. MATTERS ARISING FROM THE MINUTES

a. Financial Reserves Report

The General Manager/Secretary-Treasurer presented the Reserve Schedule that reflected the 2016 Budget. He explained that the December 31, 2016 Reserve balances will differ once the 2015 Audit is completed and funds are re-allocated.

b. Human Resources/Staff Promotion

The GM/S-T reviewed the SVCA Human Resources policies including pay equity, hiring, promotion and remuneration practices and explained that in his opinion the policies and practices have reflected the appropriate legal requirements. He believes that employees are paid fairly and promoted equally. He told the Members that in 2008, a consultant was hired to confirm that the pay equity laws were correctly being observed and there were only minor changes made as a result of their recommendations. Mr. Brohman explained that each employee is moved up the salary grid based on performance. He also explained that he was able to compare SVCA's salary grid structure with other Conservation Authority grid structures. The Chair told the Authority members that there should be a plan in place to review the salary grid structure within the next two years.

5. CORRESPONDENCE

- Letter from the Honourable Kathleen Wynne, Premier of Ontario, responding to the letter from SVCA about the Phragmites issue was **noted and filed**.
- Copy of Letter from Mr. Larry Miller, M.P., Bruce/Grey/Owen Sound Riding written to The Honourable Jane Philpott, Minister of Health, responding to the letter from SVCA about the Phragmites issue was **noted and filed**.
- Letter from the Honourable Jeff Leal, Ontario Minister of Agriculture, Food and Rural Affairs, responding to the letter from SVCA about the Phragmites issue was **noted and filed**.
- Letter from the Township of Wellington North responding to the letter from SVCA about the Phragmites issue was **noted and filed**.
- Letter from Richard Aucoin, Executive Director, Health Canada responding to the letter from SVCA about the Phragmites issue was **noted and filed**

- Letter from the Municipality of Morris-Turnberry indicating that Council had reviewed, and has no objections to, the 2016 SVCA Draft Budget was **noted and filed**.
- Letter from the Township of Chatsworth indicating that a resolution had been passed requesting SVCA to limit staff increases to the current CPI. The GM/S-T explained that he contacted the writer of the letter and determined that Chatsworth Council had no issue with the way salary increases were addressed in the proposed 2016 SVCA budget. The letter was **noted and filed**.
- Letter from Mr. Bill Walker, M.P.P, Bruce/Grey/Owen Sound Riding, regarding a Planning & Regulations complaint received by email from Jack Carleton. A response to this letter was written by Chair Luke Charbonneau and read to the Members. A duplicate of this response is appended to the office copy of these minutes. Both letters were **noted and filed**.
- Copies of letters written to Conservation Ontario from the Sault Ste Marie Conservation Authority and from the Maitland Valley Conservation Authority, regarding governance and attendance at the Conservation Ontario Council meetings were discussed by SVCA Members. The GM/S-T explained the voting procedures at the Council meetings included the General Managers if the Chair or Vice Chair were not available to attend the meetings due to travel issues or other extenuating circumstances. Most of the Conservation Ontario Members who spoke at the December Council meeting opposed the change to voting procedures and were confident that each Authority General Manager would properly represent their Authority Members. These letters were **noted and filed**.
- A letter from the Bruce County Federation of Agriculture had been received after publication of the Agenda package, requesting that the Municipalities withhold levy payments to SVCA due to long & unjustified delays in issuing permits. A response was drafted and presented to the Authority members. The Authority Members discussed the draft response and amended it to more directly answer the concerns of timeliness in getting permit approvals. The Chair has indicated that he will be requesting a meeting to directly communicate intended solutions to the issues raised by the BCFA. The Authority members requested that copies of both the letter from BCFA and the subsequent response be forwarded by email to the Member municipalities. The letter from BCFA and a copy of the response are appended to the office copy of these minutes.

MOTION #G15-63

Moved by John Bell

Seconded by Barbara Dobreen

THAT the draft letter of response to the Bruce County Federation of Agriculture as amended be authorized for signing by the Chair and forwarded to the BCFA and all watershed municipalities.

Carried

6. REPORTS

a. Finance Report #6a

MOTION #G15-64

Moved by Mike Smith

Seconded by Wilf Gamble

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

THAT the Accounts Payable, totaling \$388,822.61 be approved as distributed.

Carried

b. Program Reports #6b

MOTION #G15-65

Moved by Steve McCabe

Seconded by Robert Buckle

THAT the Program Report be adopted as presented.

Carried

c. Planning & Regulations Action Items Report

The GM/S-T reviewed the Planning & Regulations Action Items Report. He reviewed the changes and described the items that had been updated or completed. He explained that the draft Policy document (Item #1) has been a high priority and that there should be a submission to the Authority at the next scheduled meeting. He also told the Authority that progress was being made on the File Tracking System (Item #2). Dan Gieruszak suggested that SVCA communicate progress with the Municipalities. Chair Charbonneau would like Mr. Brohman to provide a summary of SVCA accomplishments and talking points, and forward the summary to each Authority Member and Municipality clerks on a regular basis.

7. PLANNING & REGULATION CUSTOMER SERVICE SURVEY – RESULTS TO DATE

The GM/S-T presented the results from the Planning & Regulations Customer Service Survey tabulated so far. There had been 6 respondents out of 22 invitations to complete the survey in the month of November. The Authority members reviewed the results which showed 5 of the 6 being positive and satisfied overall with SVCA services.

8. BUDGET VOTE

MOTION #G15-66

Moved by Stewart Halliday

Seconded by Mike Smith

THAT the amount of \$1,617,370 be raised by General Levy in 2016, and further;

THAT General Levy payments shall be due in two equal instalments on March 31 and June 30 and further;

THAT late payments shall be subject to the Authority's normal late payment charge of 1.50% per month thereafter, and further;

THAT, in accordance with Section 27(4) of the Conservation Authorities Act, R.S.O. 1990, the minimum sum that shall be levied against a participating municipality for administration costs shall be \$1,100.00.

A recorded vote was taken for this motion with the following results:

Arran-Elderslie	Dan Kerr	Absent
Brockton	Dan Gieruszak	Yea
Chatsworth	Brian Gamble	Yea
Grey-Highlands	Stewart Halliday	Yea
Hanover	Sue Paterson	Yea
Howick	Robert Buckle	Yea
Huron-Kinloss	Wilf Gamble	Yea
Kincardine	Maureen Couture	Absent
Kincardine	Andrew White	Yea
Minto	Steve McCabe	Yea
Morris-Turnberry	Robert Buckle	Yea
Saugeen Shores	Luke Charbonneau	Yea
Saugeen Shores	Mike Smith	Yea
South Bruce	Robert Buckle	Nay
Southgate	Barbara Dobreen	Yea
Wellington North	Steve McCabe	Yea
West Grey	John Bell	Yea
West Grey	Rob Thompson	Yea

The result of the vote was 94.83 percent of the weighted average of those present in favour. Therefore, **Motion #G15-66 was Carried.**

MOTION #G15-67

Moved by Barbara Dobreen

Seconded by Steve McCabe

THAT the Saugeen Valley Conservation Authority adopt the 2016 Budget as outlined in the document presented at the September 24, 2015 meeting, and further;

THAT the Authority share of the costs will be raised through general revenues, reserves, donations, general surplus and special and general levies in accordance with the Conservation Authorities Act, and further;

THAT the General Manager/Secretary-Treasurer is hereby authorized to forward levy notices to the member municipalities.

A coffee break was called at 2:24pm. Laura Molson left the meeting at this time.

Chair Luke Charbonneau called the meeting back to order at 2:34pm. Erik Downing and Candace Hamm joined the meeting.

9. PRESENTATION: ENVIRONMENTAL PLANNING

Erik Downing gave a presentation to the Authority members regarding the involvement of the Planning & Regulations department in the Planning Act process. His presentation is appended to the office copy of these minutes. He explained to the Members that Planning Services Agreements, for the most part, guide SVCA's participation in the Planning process. He explained the reasons why SVCA is involved in the planning process, in Natural Hazards and in Natural Heritage. He also explained to the Members how SVCA's Regulation fits into the planning process. Finally he gave an example of the process. In conclusion Mr. Downing told the Members that if SVCA were to eliminate participation in the Plan Review role, then the Municipalities would be required to either train their own staff or contract this review to outside agencies.

Candace Hamm then gave a presentation further explaining the Review Process. She explained the role of Environmental Planning Staff, and the types of Review they perform. She presented the Provincial Policy Statement with regard to Natural Heritage and Natural Hazards and gave an example of how the Planning Review Process is carried out. Candace's presentation is also appended to the office copy of these minutes.

A coffee break was called at 4:14pm.

Chair Luke Charbonneau called the meeting back to order at 4:19pm.

Chair Luke Charbonneau made the decision to change the order of the Agenda and move forward to the In Camera Closed session.

10. IN CAMERA CLOSED SESSION: POTENTIAL LITIGATION REGARDING A MATTER RELATING TO ZONING IN THE MUNICIPALITY OF BROCKTON.

MOTION #G15-68

Moved by Brian Gamble

Seconded by Steve McCabe

THAT the Authority Members move to Closed session, In Camera, to discuss a legal matter relating to zoning in the Municipality of Brockton; and further

THAT Wayne Brohman, Erik Downing, Candace Hamm and Janice Hagan remain in the meeting.

Carried

MOTION #G15-71

Moved by Stuart Halliday

Seconded by Sue Paterson

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

Carried

MOTION #G15-72

Moved by Stuart Halliday

Seconded by Wilf Gamble

THAT the Saugeen Valley Conservation Authority appeal the Corporation of the Municipality of Brockton Zoning By-law No. 2015-085 to the Ontario Municipal Board;

AND FURTHER, THAT Authority staff are authorized to retain the services of legal counsel for this appeal.

Defeated

MOTION #G15-73

Moved by Robert Thompson

Seconded by Stuart Halliday

THAT the Saugeen Valley Conservation Authority appeal Amendment No. 12 to the Walkerton Community Official Plan to the Ontario Municipal Board;

AND FURTHER, THAT Authority staff are authorized to retain the services of legal counsel for this appeal.

Defeated

11. NEW BUSINESS

a. 2016 Authority Meeting Schedule

MOTION #G15-74

Moved by Barbara Dobreen

Seconded by Dan Gieruszak

THAT the 2016 Authority meeting schedule be adopted as presented.

Carried

b. 2016 User Fee Schedule – Forestry

MOTION #G15-75

Moved by Sue Paterson

Seconded by Mike Smith

THAT the 2016 Grey Bruce Forestry Fee Schedule, dated December 1, 2015, be adopted as presented.

Carried

Robert Buckle left the meeting at 5:20pm.

c. Administration Resolutions

It was decided to postpone discussion regarding the draft Administration Resolutions document to the next scheduled Authority Meeting.

d. Local Newspaper 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.

Steve McCabe left the meeting at 5:25pm.

11. OTHER BUSINESS

Member Stuart Halliday requested that the complete Authority Agenda package including attachments be uploaded to the SVCA website prior to each meeting. The GM/S-T agreed to make that happen.

There being no further business, the meeting adjourned at 5:32pm on motion of Barbara Dobreen.

Luke Charbonneau
Chair

Janice Hagan
Recording Secretary