

SAUGEEN VALLEY CONSERVATION AUTHORITY

Conservation through Cooperation

MINUTES

MEETING: Board of Directors
DATE: Thursday, September 24, 2015
TIME: 10:00am
LOCATION: Administration Office, Formosa

CHAIR: Luke Charbonneau

DIRECTORS PRESENT: Robert Buckle, Maureen Couture, Barbara Dobreen, Brian Gamble, Wilf Gamble, Dan Gieruszak, Stewart Halliday, Dan Kerr, Steve McCabe, Sue Paterson, Mike Smith, Andrew White.

DIRECTORS ABSENT, WITH REGRET: John Eccles, Kevin Eccles

OTHERS PRESENT:

Wayne Brohman, General Manager/Secretary-Treasurer
Gary Senior, Sr. Manager, Flood Warning & Land Management
Laura Molson, Manager, Accounting
Jim Penner, Manager, Forestry
Erik Downing, Manager, Environmental Planning & Regulations
Shannon Wood, Manager, Communications
Les McKay, Manager, Information Technology
Al Leach, Saugeen Valley Children's Safety Village
Janice Hagan, Recording Secretary
Member of the Press

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

1. ADOPTION OF AGENDA

MOTION #G15-51

Moved by Dan Kerr

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 – July 23, 2015

MOTION #G15-52

Moved by Stewart Halliday

Seconded by Sue Paterson

THAT the minutes of the Board of Directors meeting, held on July 23, 2015, be adopted as circulated.

Carried

4. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

5. CORRESPONDENCE

Letter from the Ministry of the Environment & Climate Change offering congratulations on updated Source Protection plans & revised assessment reports was **noted and filed**.

Letter from Maitland Valley Conservation Authority announcing the 2016 International Plowing Match to be held Sept 20 – 24, 2016. It was noted that page 2 of this letter had been omitted from the Board Package and was now being presented to the Board. MVCA is requesting that SVCA contribute \$5000 towards the IPM and that they provide assistance in staffing the display tent. The General Manager/Secretary-Treasurer explained that this amount had been submitted as an item in the proposed 2016 Budget. This letter was **noted and filed**.

6. 2016 Budget Review

A copy of the proposed draft 2016 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.

Laura Molson was called upon to explain the year end projections and proposed budget for the Administration Department. She explained there were no significant pension or other payroll cost changes expected. There were no questions from the Directors.

Gary Senior reviewed the budget for the Flood Warning Department. He noted that the staff travel expenses were due to having eleven Flood Warning gauges across the watershed and each one had to be maintained. He also noted that these gauges contributed to telephone costs. Mr. Senior pointed out that there were two new categories in the department budget: Software Reserve, and Software expense. He explained that there were plans to hire a coop student to research software options.

Gary Senior reviewed the budget for Property Management and explained that this department included the two shop buildings. There were no questions from the Directors.

Gary Senior reviewed the budget for the Capital Property Management Department. He explained that this department included minor improvements to infrastructure of the campgrounds and some non-revenue parks operations. He explained that future projects were budgeted based on the probability of the projects requiring to be done. He pointed out that the Campground Improvements were paid for by the Saugeen Parks Reserves.

Jo-Anne Harbinson was called into the meeting to discuss the budget for Water Projects Maintenance & Stewardship. The directors had some questions regarding the source of funding for some of the projects and Jo-Anne explained that funding came from MNRF Grants and Special Levy.

Jo-Anne Harbinson reviewed the budget for Water Quality. She told the Board that SVCA pays for fifteen of twenty-nine surface water sites. There were questions from the Board regarding this service and whether it was overlapping with Source Water Protection or other agencies. She indicated that SVCA only does water testing in areas not being done by others.

Erik Downing was called upon to review the budget for the Planning and Regulations Department. He explained that most of the expenses were salary based, but also included staff travel. He explained that there were plans to increase staff development costs. The Directors inquired about the legal fees and Mr. Downing explained that usually the amount allotted has been adequate. The General Manager/Secretary-Treasurer clarified that there is a separate reserve for legal fees. The Directors also questioned if the budget for this department reflected a solution to the backlog of applications. The GM/S-T explained that the Action Items chart had few dollar value items. Dan Gieruszak offered congratulations to Mr. Downing on the amount of work that has been accomplished in the past year.

Les McKay was called into the meeting to review the budget for Information Technology & GIS. He said that the budget numbers were similar to those of last year. He told the Board that each work station was on a schedule to be updated every three years. He also informed the Board that he was working with the General Manager/Secretary-Treasurer and the Manager of Environmental Planning & Regulations to develop a new file tracking system for the Planning & Regulation Department. There were no questions from the Directors.

Shannon Wood was called into the meeting to review the budgets for the Communications Department and the Education Department. She explained to the Directors the role of the Communications Department, which included publishing brochures and media materials, advertising, and applying for grants. She also discussed the different programs that the Education department delivers including the WREN program and the DEER program. The directors inquired about the Social Media activities, and she explained that SVCA was being promoted on Facebook and Twitter.

The General Manager/Secretary-Treasurer reviewed the budget for Agricultural Lands. He noted that there was an expected surplus of \$5000 for 2015 which would be deposited into the Reserve account. After discussion regarding the purpose of SVCA holding agricultural lands, the Directors suggested that the Property and Building Committee review this matter and make recommendations to the Board of Directors.

The GM/S-T reviewed the budget for Rental Property which comprises the house at Sulphur Spring. He explained that the projected improvement for 2015 was because it had been assumed that the tenant was going to move out and Rental Revenue had been adjusted.

The GM/S-T reviewed the Non-Revenue Parks Budget. There were no questions from the Directors.

The GM/S-T reviewed the Budgets for the Revenue Parks. He pointed out that salaries from the Durham Conservation Area were over budget because there had been another Superintendent hired transitionally as the current Superintendent is retiring. He also pointed out that the Bluffs Conservation Area is expected to have a small surplus in 2015 due to a large group event. He reminded the Board that revenue from the parks is weather dependent. There was discussion regarding the profitability of the parks and an urgency to find solutions to the problem of low revenues.

Jim Penner reviewed the Budget for the Forestry Department. He noted that more marketing was planned for autumn to continue to create revenues. He also told the Board that two more properties had been added this year which effects the property tax costs, but that next year should be reduced to reflect the 75% MFTIF reduction that SVCA receives.

Jim Penner discussed the Budget for the Grey Bruce Forestry Services. He pointed out that extra advertising had to be done since interest in the EAB program appears to be down. He explained that other agencies are now licensed to perform the same treatment which has caused revenues for SVCA to be lower.

Jim Penner reviewed the Motor Pool Budget. He told the Board that in 2015 a new pickup truck had been acquired. He pointed out that SVCA owns an aging 1989 tractor and 1963 float. It is proposed to sell the tractor and float and use the proceeds to purchase an Argo all-terrain vehicle. The budget provides for the purchase of a small dump truck and trailer which is to be paid for from the Forestry Reserve and Vehicle Replacement Reserve.

A lunch break was called at 12:18pm. The meeting was called back to order at 12:53.

The GM/S-T reviewed the Budget for Capital - Water and explained that funding for this department is from MNRF and Special Levy. There were no questions from the Directors.

The Directors requested that a review of the schedule of Reserve Fund balances be added to the agenda for the next scheduled Board of Directors meeting.

After discussion regarding various items in the 2016 Proposed Budget the following motion was made:

MOTION #G15-53

Moved by Dan Kerr

Seconded by Steve McCabe

THAT the September 24, 2015 version of the 2016 Draft Budget be approved in principle as presented, and further;

THAT staff be authorized to forward the Draft Budget to the Authority's watershed municipalities for a 30 day review.

Carried

7. PLANNING & REGULATIONS ACTION ITEMS

The GM/S-T reviewed the Planning & Regulations Action Items chart and pointed out that several of the items were complete. He told the Board that the priority is the File Tracking system which is currently being developed. He highlighted item #11 [conversion of paper files to digital form] and explained that a part time person will need to be hired to scan file documents. This position has been advertised.

8. PLANNING & REGULATIONS CUSTOMER SURVEY

The GM/S-T presented the proposed Planning & Regulations Customer Survey that has been developed at the request of the Board of Directors. Janice Hagan demonstrated how the survey would work using the online platform Survey Monkey and showed the Board the different reports that could be printed. After discussion the Board directed the GM/S-T to make the suggested changes to the questions and choose the Select level of pricing at an annual cost of \$228.

Al Leach arrived at the meeting at 1:52pm.

9. SAUGEEN VALLEY CHILDREN'S SAFETY VILLAGE

The GM/S-T reviewed the background on the SVCSV proposal to lease property and buildings at the Sulphur Spring CA. He presented the Draft Lease to the Board and reviewed the various changes that had been made. Dan Kerr told the Board that the Building & Property Committee had recommended to the Board of Directors that the Draft Lease be approved as amended. Mr. Brohman told the Board that there were plans to renovate the basement of the Resource Centre for use by the Foundation.

MOTION #G15-54

Moved by Dan Kerr

Seconded by Wilf Gamble

THAT the Board of Directors approve the draft lease agreement between Saugeen Valley Conservation Authority and the Saugeen Valley Children's Safety Village as amended, and further

THAT the Board of Directors authorizes the Chair of the Board of Directors and the General Manager/Secretary-Treasurer to sign a lease under the same terms & conditions as the DRAFT lease as amended, and further

THAT the final lease agreement be presented to the Board at the next scheduled Board of Directors meeting.

Carried

The Chair extended best wishes to the SVCSV as they proceed with the new project. Al Leach thanked the Board for working with SVCSV to attain the agreement.

Mr. Leach left the meeting 2:15pm.

10. BRUCE COUNTY MOA/OFFICIAL PLAN REVIEWS

The GM/S-T reviewed the history of the MOA that SVCA, MVCA, GSCA and the County of Bruce had signed in 2006. He reported that the purpose of the agreement is to describe the framework within which SVCA, MVCA, and GSCA will provide planning act application review and technical clearance services to the County. There was a question as to whether or not this is a required mandate of the Conservation Authority. After discussion the Board of Directors recommended that this topic be addressed at the next scheduled Board meeting.

A coffee break was called at 2:40pm. Dan Kerr, Steve McCabe and Sue Paterson left the meeting. Chair Luke Charbonneau called the meeting back to order at 2:50pm.

11. CONSERVATION AUTHORITIES ACT DISCUSSION PAPER

The GM/S-T told the Board that Conservation Ontario had prepared a draft response to the MNRF Discussion Paper and that they had highlighted four key points where changes were pending: Governance, Funding Mechanisms, Roles & Responsibilities and Other Areas of Interest. After discussion the Board directed The GM/S-T to submit a response to MNRF.

12. NEW BUSINESS

The Chair circulated an email of complaint received by Director Sue Paterson. This email is appended to the office copy of these minutes. He encouraged others to share issues pertaining to SVCA with the Board for discussion.

Dan Gieruszak commended Mr. Brohman and Mr. Downing for their efforts in organizing the Mapping Working Group Committee. He passed on regards from members of the Town of Brockton Building Department and encouraged other member municipalities to get involved in this project.

There being no further business, the meeting adjourned at 3:26pm on motion of Maureen Couture.

Luke Charbonneau
Chair

Janice Hagan
Recording Secretary