

# SAUGEEN VALLEY CONSERVATION AUTHORITY

Conservation through Cooperation

# MINUTES

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**MEETING:** Authority  
**DATE:** Wednesday, November 2, 2016  
**TIME:** 1:00 pm  
**LOCATION:** Administration Office, Formosa

**CHAIR:** Luke Charbonneau

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

**MEMBERS ABSENT WITH REGRET:** Brian Gamble, Andrew White

**MEMBERS ABSENT:** Dan Kerr

**OTHERS PRESENT:** Wayne Brohman, General Manager/Secretary-Treasurer  
Erik Downing, Manager, Environmental Planning & Regulations  
Jo-Anne Harbinson, Manager, Water Resources & Stewardship Services  
Les McKay, Manager, Information Technology  
Laura Molson, Manager, Accounting  
Jim Penner, Manager, Forestry  
Gary Senior, Sr. Manager, Flood Warning & Land Management  
Shannon Wood, Manager, Communications  
Janice Hagan, Recording Secretary

Chair Luke Charbonneau called the meeting to order at 1:05pm.

## **1. Adoption of the Agenda**

### **MOTION #G16-88**

Moved by Sue Paterson

Seconded by Wilf Gamble

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 the Special Authority Meeting – October 18, 2016**

**MOTION #G16-89**

Moved by Barbara Dobreen

Seconded by Steve McCabe

THAT the minutes of the Authority meeting, held on October 18, 2016 be adopted as circulated.

**Carried**

**4. Matters arising from the Minutes**

There were no matters arising from the minutes.

**5. Correspondence**

Letter from the Honourable Catherine McKenna, P.C., M.P., Minister of Environment and Climate Change, regarding the phragmites issue was **noted and filed**. The General Manager/Secretary-Treasurer gave an update on the phragmites issue stating that a trial was being performed regarding the spraying of a chemical treatment over water. The procedure had been done in September at Long Point and results of the test are pending. The ability to spray the chemical treatment over water would be very beneficial to controlling the phragmites problem at the Brucedale campground.

**6. Presentations**

a. 2017 Budget Review

A copy of the proposed draft 2017 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 2.1% effecting each member municipality differently with assessment values being a factor. The proposed salary grid increase is 1.5%. Discussion regarding the MNRF grant ensued with members asking about the possibility of having the grant increased. The GM/S-T explained the improbability of that occurring since the grant amount has remained the same for over 15 years.

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 2016. Shannon also discussed the different programs that the Education department delivers, including the WREN program and the DEER program and are taught to over 10,000 students annually. She also reviewed the various festivals and educational events that staff had attended.

Jo-Anne Harbinson was called to give a report on Water Projects Maintenance & Stewardship, Water Quality and Capital (Water). The members questioned the budgeted cost of the water sampling service agreement with Bruce Power, as compared with the expected revenue for the program. The GM/S-T explained that the program was initiated at the request of Bruce Power, was fully funded by Bruce Power and staff time was being invoiced at rates approved in the User Fee Schedule.

Maureen Couture left the meeting at 1:58pm due to illness.

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 told the members that there had been a decrease in benefits due to a retiree no longer requiring them from SVCA. He explained that there are proposed purchases for new equipment such as solar power systems for the stream gauges.

Gary Senior reviewed the budget for Property Management and explained that this department included the two shop buildings at Sulphur Spring. There were no questions from the Authority Members.

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 pointed out that the Campground improvements were paid for from the Saugeen Parks Reserves. Gary clarified the difference between capital costs and general maintenance costs, being that capital costs referred to those that occur only periodically, whereas general maintenance included routine costs occurring on a regular basis. Gary also explained why the Non-Revenue Parks & Land Management costs for 2016 had decreased, being that there had been a donation from Cedarwell Excavating Ltd. to partially cover the cost of the cleanout at the Varney Pond.

Les McKay presented the budget for the Information Technology & GIS department. He explained to the members that the increase in expected revenues and expenses for 2016 was due to the Authority approved 3D software purchase. He told the Members that the proposed increase in salaries was to retain outside services to assist with seasonal volumes in workload.

A coffee break was called at 2:35pm. The meeting was called back to order at 2:48pm.

Erik Downing reviewed the budget for the Planning & Regulations department. He noted that it had been approved to hire a contract Regulations Officer for the period of one year, and the cost was to be covered substantially by the reserve fund. He also noted that there was an anticipated decrease in plan services

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revenue as a result of expected changes to planning services provided to Municipalities. Erik explained that the increase in telephone costs for the department was for the purchase of smart phones for staff. This would increase staff productivity in the field as they could access emails, mapping, and data tracking, and as well it would add to staff safety. The consulting fees were higher in 2016 than were budgeted due to the development of the draft Planning & Regulations Policies document.

There were questions regarding the breakdown of group benefits in each department and Luke suggested that staff research the reasonableness of dividing these benefits in a different manner.

Laura Molson reviewed the Administration department budget. She explained that 2016 reserves were transferred for the purpose of paying for Resource Centre renovations and for the replacement of the Administration building siding. She informed the members that the Sutherland Centre expenses would be transferred to the Saugeen Bluffs CA budget next year since the building is now being used primarily for the campground. There were no questions from the Members.

Jim Penner reviewed the Motor Pool budget. He told the Members that there were plans to purchase a utility vehicle that would replace the gator at the Saugeen Bluffs. This is necessary for improved access to the trails at the Bluffs. The Chair asked SVCA staff to prepare a ten-year schedule of expected vehicle and equipment replacement.

Jim Penner reviewed the budget for the Forestry Department. He noted that there was no revenues from the General Levy in this department but that it was funded primarily from the sale of forest products. He noted that the cost of FSC Certification is \$9000/year.

Jim Penner reviewed the Grey Bruce Forestry Services budget. He explained that the Tree Planting Incentive was a grant given by the department to encourage tree planting. Jim explained that the various forestry programs help to reinforce a positive image for SVCA.

Wayne Brohman reviewed the Non-Revenue Parks & Land Management budget and noted the proposed increase in Hazard Trees removal expense. He explained that it is necessary to be proactive and diligent in the removal of hazard trees due to liability issues.

Wayne Brohman reviewed the budgets for the Revenue Parks. He noted that the seasonal camping revenues were down at Bruce Dale CA which is likely attributed to the phragmites issue on the beach. It is anticipated that these numbers could increase if the chemical spraying is approved. The revenues for daily camping at Durham CA and the Bluffs were higher than expected for 2016 due to the good weekend weather. Revenues for the Bluffs were up, as were expenses due to the new horse camping. There will be an expectation of higher than normal expenses next year as well since there are plans to put up additional corrals and complete extra trail maintenance. The Chair indicated that the phragmites issue at Bruce Dale must be dealt with as this is contributing to a loss, and SVCA is grateful to Enbridge for all the work they have been doing to assist.

Wayne reviewed the budgets for the Rental Property and the Agricultural Lands departments. There were no questions from the Members.

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The Members discussed the \$20,000 in revenue from Bruce Power for the water sampling service and requested that \$11,000 of this be applied to reduce the general levy. As well, in the opinion of the members, \$15,000 in additional revenues could be added to the revenue campground budgets for 2017. It was requested that revenues be increased by \$10,000 in grants and \$5000 in gate incomes.

**MOTION #G16-90**

Moved by Kevin Eccles

Seconded by Stewart Halliday

THAT the Authority directs SVCA staff to transfer the \$11,000 reserve from Bruce Power and apply it to the General Levy.

**Carried**

**MOTION #G16-91**

Moved by Kevin Eccles

Seconded by Robert Buckle

THAT 2017 budget revenues be increased by \$10,000 in grants and \$5,000 in gate revenues.

**Carried**

**MOTION #G16-92**

Moved by Steve McCabe

Seconded by Wilf Gamble

THAT the September 29, 2016 version of the 2017 Draft Budget be approved in principle as amended, and further;

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

**Carried**

A coffee break was called at 4:45pm. Barbara Dobreen and Steve McCabe left the meeting. The meeting was called back to order at 4:52pm.

b. 2017 User Fee Schedule

Wayne presented the proposed User Fee Schedule for 2017. The members had some questions regarding several items in the Planning & Regulations section and would like to defer this item until the next scheduled regular Authority Meeting.

**MOTION #G16-93**

Moved by Mike Smith

Seconded by Dan Gieruszak

THAT the 2017 User Fee Schedule, dated September 2016, be adopted.

**Deferred**

**7. Reports**

a. Finance Report

**MOTION #G16-94**

Moved by John Bell

Seconded by Sue Paterson

THAT the Financial Report to August 31, 2016 be accepted as distributed and further;

THAT the Accounts Payable, totaling \$647,414.22 be approved as distributed.

**Carried**

b. Program Report

Wayne highlighted several items in the program report including the Water Quality initiative with Bruce Power, whereby SVCA staff take water quality samples in the six main drains on the property and take various field measurements. A report will be provided to Bruce Power annually. Wayne told the Members that staff performance appraisals were under way and were due by November 20, 2016.

**MOTION #G16-95**

Moved by Wilf Gamble

Seconded by Robert Buckle

THAT the Program Report be adopted as presented.

**Carried**

c. Conservation Ontario Council Meeting

Wayne told the Authority that he had attended the Conservation Ontario Council Meeting on September 26, 2016. He noted that Kathryn McGarry had been appointed the new Minister of the MNRF and had been introduced at the meeting. She had told the Council that the CA Act Review was expected to be completed by the winter of 2018. Wayne updated the Members on the Gilmore vs NVCA case, in that the Canadian Institute for Property Rights Advocacy did not receive intervener status. The appeal case will be heard December 20<sup>th</sup>. He also noted that WSIB rates were going to increase by 5.9% in 2017 as the CA's are in the same rate group as the Municipalities and included first responders. Conservation Ontario has indicated their intention to request a review by WSIB.

d. Executive Committee Minutes – June 21, 2016

**MOTION #G16-96**

Moved by John Bell

Seconded by Kevin Eccles

THAT the Minutes of the Executive Committee meeting, held on June 21, 2016, be received.

**Carried**

- e. Agricultural Advisory Committee Minutes – June 13, 2016

**MOTION #G16-96**

Moved by Robert Buckle

Seconded by Dan Gieruszak

THAT the Minutes of the Agricultural Advisory Committee meeting, held on June 13, 2016, be received.

**Carried**

- f. Agricultural Advisory Committee Draft Minutes – September 12, 2016

The Chair indicated that he would like to postpone the receiving of draft minutes until after they are approved by the committee.

- g. Planning & Regulations Action Items

Wayne reviewed the Planning & Regulations Action Item chart with the members. He pointed out that staff were using the new database but that the file tracking dashboard is still in progress.

- h. Drinking Water Source Protection & Risk Management office report

Wayne reviewed the report submitted by Carl Seider, Project Manager, DWSP. He noted that the program is under budget at this point.

**8. New Business**

- a. Saugeen Bluffs Track Meet Washroom Issue

This item was deferred since Dan Kerr was not in attendance at the meeting.

**9. Other Business**

- a. Planning & Regulations Customer Service Survey update

Wayne highlighted several of the most recent comments on the P&R Customer Service Survey. The members noted that question #6, “Were you advised of the appeal process?” is still over 50% in the negative. The Chair would like staff to realize that this is a part of the whole process in obtaining a permit from SVCA and he directed staff to ensure that all applicants are made aware of the appeal process as part of the permitting procedure.

b. 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.

There being no further business, the meeting adjourned at 5:47 pm on motion of Wilf Gamble.

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Luke Charbonneau  
Chair

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Janice Hagan  
Recording Secretary