

SAUGEEN VALLEY  
CONSERVATION  
AUTHORITY

Conservation through Cooperation

# MINUTES

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**MEETING:** Authority Meeting  
**DATE:** Tuesday, March 19, 2019  
**TIME:** 1:00 p.m.  
**LOCATION:** Administration Office, Formosa

**CHAIR:** Dan Gieruszak

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

**ABSENT WITH REGRET:** Bill Stewart

**OTHERS PRESENT:** John Bujold, Baker Tilly SGB LLP  
Wayne Brohman, General Manager/Secretary-Treasurer  
Laura Molson, Manager, Accounting  
Erik Downing, Manager, Environmental Planning & Regulations  
Janice Hagan, Administrative Assistant

Chair Dan Gieruszak, called the meeting to order at 1:02 p.m.

**1. Adoption of Agenda**

Barbara Dobreen requested that correspondence from Grey County regarding Natural Heritage Comments be included in the agenda package.

**MOTION #G19-31**

Moved by Barbara Dobreen  
Seconded by Christine Robinson  
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 – February 19, 2019**

**MOTION #G19-32**

Moved by Steve McCabe

Seconded by Paul Allen

THAT the Minutes of the Authority meeting, held on February 19, 2019 be approved as circulated.

**CARRIED**

Sue Paterson noted that the amended Authority Meeting Schedule hinders her attendance at several meetings. The Chair told the Members that the meeting dates in question could be reviewed.

**4. Presentation**

- a. 2018 Audited Financial Statement – Baker Tilly

Mr. John Bujold, Baker Tilly SGB LLP, presented the Audit Report for the 2018 financial statements. It is the opinion of Baker Tilly that the financial statements of SVCA present fairly the financial position as at December 31, 2018 and are in accordance with Canadian public sector accounting standards. Mr. Bujold thanked SVCA staff involved in the audit for their assistance and cooperation in completing the audit.

**MOTION #G19-33**

Moved by Steve McCabe

Seconded by Paul Allen

THAT the 2018 Audited Financial Statements, as prepared by Baker Tilly SGB LLP be adopted.

**CARRIED**

- b. Environmental Planning & Regulations Department overview

Erik Downing presented a synopsis of the Environmental Planning & Regulations department functions, including the origin and purpose of Regulation 169/06, the features that are regulated, and types of reviews. Using PowerPoint, he demonstrated the various hazard lands that are regulated including land that could be unsafe for development because of naturally occurring processes associated with flooding, erosion, dynamic beaches or unstable soil or bedrock (Conservation Authorities Act, Section 28(25)). Discussion included Regulated areas that are close to the Lake Huron shorelines effected by flooding, erosion and dynamic beaches, and definitions of Watercourses, Wetlands, and Floodplains. After discussion and questions, the Members requested that a copy of his presentation be distributed by email to the Members and appended to the Minutes.

**5. Matters Arising from the Minutes**

- a. Commenting on Natural Heritage

The Members discussed the report submitted by Erik Downing. He was asked for clarification on the fee schedule and were advised that there are currently additional fees charged for Natural Heritage commenting which has been historically approximately 50/50 split between municipal levy and user fees. The Chair suggested that staff communicate publicly that SVCA has been endorsed by municipalities to continue to provide Natural Heritage commenting services.

Barbara Dobreen requested a recorded vote for the following motion:

**MOTION #G19-34**

Moved by Barbara Dobreen

Seconded by Paul Allen

Whereas motions G16-80 and G18-69 are interpreted to indicate that SVCA cease providing Natural Heritage comments under its Planning Services Agreements with upper and lower tier municipalities;

Be it resolved that Natural Heritage comments in the Planning process should continue to be provided to those counties and municipalities whose councils specifically request the continuation of the provision of Natural Heritage commenting.

Paul Allen	Yea
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
Dan Gieruszak	Yea

**CARRIED**

**b. Records Retention Policy**

The GM/S-T informed the Members that a policy regarding records retention is required according to the Administrative By-laws adopted by SVCA in October 2018.

**MOTION #G19-35**

Moved by Steve McCabe

Seconded by Sue Paterson

THAT the draft Records Management & Retention Policy be approved effective March 20, 2019; and further

THAT staff be directed to compile detailed records retention and disposition schedules for each department.

**CARRIED**

**6. Consent Agenda**

**MOTION #G19-36**

Moved by Mark Goetz

Seconded by Mark Davis

THAT the reports, Minutes, and information contained in the Consent Agenda, [items 6a-e], along with their respective recommended motions be accepted as presented.

**CARRIED**

- a. Program Report
- b. Accounts Payable Report  
*THAT the Accounts Payable, totaling \$126,018.36 be approved as distributed.*
- c. Draft Property & Building Committee Minutes, February 19, 2019
- d. Correspondence for Members' information
- e. News Articles for Members' information

**7. New Business**

**a. Reserve Report**

**MOTION #G19-37**

Moved by Maureen Couture

Seconded by Tom Hutchinson

THAT appropriations to and from reserves as at December 31, 2018 be approved as distributed.

**CARRIED**

**b. Woods Agriculture Lands**

There was no discussion on the report submitted by the GM/S-T.

**MOTION #G19-38**

Moved by Paul Allen

Seconded by Diana Rae

THAT SVCA retain the agricultural portion of the Woods property; and further

THAT the agricultural portion be continued to be rented on a year to year basis.

**CARRIED**

**c. Durham Middle Dam**

After discussion regarding the report submitted by the GM/S-T, the following motion was passed:

**MOTION #G19-39**

Moved by Mark Goetz

Seconded by Cheryl Grace

THAT staff indicate to Infrastructure Ontario that SVCA is not interested in acquiring ownership of the Durham Middle Dam.

**CARRIED**

**d. Annual Report**

The draft Annual Report was distributed to the Members for approval. The Chair congratulated staff for producing a high-quality document and keeping costs to a minimum. After discussion the following motion was passed:

**MOTION #G19-40**

Moved by Mike Myatt

Seconded by Don Murray

THAT the 2018 Annual Report be accepted as presented and authorized for distribution.

**CARRIED**

**8. Other Business**

**a. Environmental Planning & Regulations Customer Service Survey update**

The GM/S-T reported that the average respondent rate of participants is approximately 25%. The Members discussed several of the respondent comments and directed staff to refine the appeal process question to filter those that are not applicable.

There being no further business, the meeting adjourned at 2:55 p.m. on motion of Barbara Dobreen.

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Dan Gieruszak  
Chair

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Janice Hagan  
Recording Secretary