

**SAUGEEN VALLEY CONSERVATION AUTHORITY  
EXECUTIVE COMMITTEE MEETING**

Friday September 18, 2020      1:00 p.m.  
Electronic

**AGENDA**

1. Adoption of Agenda
2. Declaration of Pecuniary Interest
3. Approval of Minutes
  - a. Minutes of Executive Committee Meeting – July 27, 2020 – **attached**
4. New Business
  - a. Preparation for Budget 2021 – Jennifer Stephens – **attached**
5. In Camera Session – To discuss matters relating to identifiable individuals
6. Other Business

**Adjournment**

# SAUGEEN VALLEY CONSERVATION AUTHORITY

# MINUTES

Conservation through Cooperation

MEETING: EXECUTIVE COMMITTEE  
DATE: Thursday July 27, 2020  
TIME: 1:00 p.m.  
LOCATION: Remote (Zoom)

CHAIR: Dan Gieruszak

MEMBERS PRESENT: Barbara Dobreen, Steve McCabe

ABSENT WITH REGRETS: Maureen Couture, Christine Robinson

OTHERS PRESENT: Jennifer Stephens, GM/S-T  
Erik Downing, Manager, Planning & Regulations  
Matt Armstrong, Regulations Officer  
Janice Hagan, Recording Secretary

The meeting was called to order at 1:00 p.m.

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

### **MOTION #E20-22**

Moved by Barbara Dobreen  
Seconded by Steve McCabe  
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 Executive Committee Meeting – July 16, 2020**

### **MOTION #E20-23**

Moved by Barbara Dobreen  
Seconded by Dan Gieruszak  
THAT the minutes of the Executive Committee meeting, July 16, 2020 be approved as circulated.

**CARRIED**

**4. Matters Arising from the Minutes**

- a. Violation under Ontario Regulation 169/06 – 6196 16th Line Pt Lot 17, Con 17, Town of Minto

Jennifer Stephens, GM/S-T, reviewed the submitted reports and noted that the file has been unresolved since 2017. The landowners had partially drained the pond located on their property which has been assessed as a Provincially Significant Wetland (PSW). SVCA staff have been in communication with the landowners to resolve this violation and an Environmental Impact Statement (EIS) had been required as part of the proposed remediation plan. The timeline of events is attached to the submitted report. It was noted that the landowners retained a consultant to complete the EIS which was submitted to SVCA May 15, 2020 and was deemed by staff to be incomplete since it did not include a Flooding Report, nor did it address some integral elements required in an EIS. SVCA staff consulted with the Ministry of Natural Resources & Forestry (MNR) and it was confirmed that the area is an element of the Provincially Significant Clifford Harriston Wetland Complex.

The GM/S-T informed the Executive committee that a meeting with the landowner's contractor attended by herself, Matt Armstrong, and Councillor Steve McCabe had taken place at the subject property to negotiate a proposal for partial remediation. The landowners would be required to fill in half of the original depression and move the remaining excavated material to the west of the wetland to allow flow to take place which should maintain the original footprint of the wetland while allowing the landowner to construct the drive shed and increase the desired area of lawn. The westerly portion would be restored and maintained as a wetland. She requested that documentation be included in the subject file to indicate that the restoration and conservation of the wetland would be maintained moving forward and that SVCA staff have done due diligence in resolution of the file. The addendum would be written by Councillor Steve McCabe, with support from SVCA staff and would summarize the agreement confirming that the hydrological and ecological functions of the wetland would be preserved.

After further discussion, the following motion was passed:

**MOTION #E20-24**

Moved by Barbara Dobreen

Seconded by Steve McCabe

THAT the Executive Committee direct staff to obtain rationale in writing, confirming how the hydrological and ecological functions of the wetland would be maintained.

**CARRIED**

**b. New Business**

There was no new business.

There being no further business the meeting adjourned at 1:39 p.m. on motion of Steve McCabe and Barbara Dobreen.

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Dan Gieruszak  
Chair

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Janice Hagan  
Recording Secretary



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**TO:** Chair and Members, Executive Committee

**FROM:** Jennifer Stephens, General Manager/Secretary-Treasurer

**DATE:** September 11, 2020

**SUBJECT:** Preparation for Budget 2021

**PURPOSE:** To discuss and receive direction on recommended changes to the budget for the 2021 calendar year

**RECOMMENDATION: THAT staff be directed to incorporate advice received into the proposed 2021 Authority budget.**

#### **BACKGROUND**

In the Fall of each calendar year, SVCA moves into budgetary preparations for the following year. The practice has been historically to provide management staff with the status of expenses towards their current budget. Managers are then asked to provide an estimation of expected expenses through the remainder of the calendar year and their proposed budget for the following year. Following receipt of this information, managers then meet with the General Manager/Secretary Treasurer and the Manager, Accounting to discuss their proposed budget. The budgetary information is then compiled and provided to the Authority for deliberation at their annual budget meeting.

#### **ANALYSIS**

The Management Team was provided with the summary of expenses towards their current budgets to the end of June 30<sup>th</sup>, 2020 the week of August 24<sup>th</sup>, 2020. Managers were asked to provide an estimation of expenses through the end of the calendar year and propose a budget for 2021. Budgetary meetings have taken place the week of September 8<sup>th</sup> and will continue through the week of September 14<sup>th</sup>. In preparation for the annual budget meeting scheduled for October 1<sup>st</sup>, 2020, a discussion with the Executive Committee is prudent to receive direction with respect to anticipated additional expenses and to focus activities within the Authority. To support discussions at the Authority annual budget meeting, as well as the formulation of the proposed budget, meetings with the Parks and Forestry Committees are also planned to occur the week of September 21<sup>st</sup>, 2020. Table 1 outlines the topics where direction from the Executive Committee is sought.



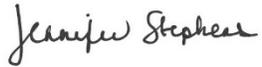
#### **Watershed Member Municipalities**

Municipality of Arran-Elderslie, Municipality of Brockton, Township of Chatsworth, Municipality of Grey Highlands, Town of Hanover, Township of Howick, Municipality of Morris-Turnberry, Municipality of South Bruce, Township of Huron-Kinloss, Municipality of Kincardine, Town of Minto, Township of Wellington North, Town of Saugeen Shores, Township of Southgate, Municipality of West Grey

**Table 1: Budgetary Discussion Items**

<b>Department or Budget Category</b>	<b>Topic of Discussion</b>
Administration	Office telephone system Health and safety Consumer Price Index – Fee schedule, salaries
Community Relations	Program focus
Environmental Planning and Regulations	File organization
Motor Pool and Office Equipment	Maintenance and succession planning
Non-Revenue and Revenue Parks	Equipment and asset repairs
Water Resources	Program focus

Approved By:



Jennifer Stephens, General Manager/Secretary-Treasurer