

SAUGEEN VALLEY
CONSERVATION
AUTHORITY

Conservation through Cooperation

MINUTES

MEETING: EXECUTIVE COMMITTEE
DATE: Friday September 18, 2020
TIME: 1:00 p.m.
LOCATION: Electronic (Zoom)

CHAIR: Dan Gieruszak

MEMBERS PRESENT: Barbara Dobreen, Maureen Couture, Christine Robinson, Sue Paterson

OTHERS PRESENT: Jennifer Stephens, GM/S-T
Laura Molson, Manager, Accounting
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 #E20-26

Moved by Barbara Dobreen
Seconded by Maureen Couture
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 27, 2020

MOTION #E20-27

Moved by Barbara Dobreen
Seconded by Maureen Couture
THAT the minutes of the Executive Committee meeting, July 27, 2020 be approved as circulated.

CARRIED

4. New Business

a. Preparation for Budget 2021

Jennifer Stephens, GM/S-T, presented the Budget 2021 Preparation Report which proposed various changes to the 2021 budget. It was noted that in 2012 there was a 9% General Levy increase and in subsequent years, increases have dropped substantially, with 2019 reflecting no increase, and most recently, a 2.1% increase in 2020. Budgetary discussion included items pertaining to each department and comprised the following:

- Administration requirements include a new office phone system. A proposed cost of living adjustment of 1% was proposed to staff salaries. The members requested information on the total dollar amount that would be associated with a 1% increase in staff salaries. Jennifer noted that SVCA salary grid increases have been arbitrarily determined in the past with only a small percentage of staff receiving a step in their salary grids. Typically, these staff have exceeded expectations in the performance of their duties. Jennifer mentioned to the Committee that this approach has not been her experience at other conservation authorities. Typically, if an annual performance evaluation has indicated that the employee has met or exceeded the expectations of the position, they are awarded an annual step increase. The members requested information on the effect of implementing a step increase without regards to performance, and to give examples of other conservation authorities (CAs) and municipality practices.
- The Community Services budget would see a slight increase to accommodate changes to website design including compliance with the *Accessibility for Ontarians with Disabilities Act* (AODA). The Greenock Swamp initiative line item remains in the budget; however, staff recommend that should they continue the focus of the tours be redirected from a historical aspect to wetland conservation.
- The Environmental Planning & Regulations (EPR) will be hiring a new Regulations Coordinator position and third-party consultant technical support as approved by at the Authority Meeting held in August 2020. Staff are anticipating an increase in Planning Services revenue due to finalization of the Grey County and Wellington County agreements. Staff recommend the purchase of a Content Management System (CMS) developed by Central Lake Ontario Conservation Authority (CLOCA) and used by 6 other CAs, replacing the File Tracking System. This system would be fully integrated with all other authority business and is continually updated and maintained by CLOCA. The (CMS) would cost \$10,000 per annum with an initial \$5000 for migration of files in Year 1. The initial cost would be covered by 2020 available surplus dollars.
- The Flood Forecasting & Warning program would see a slight increase for cellular data transmissions with transition to digital data, and continued modernization of stream gauges.
- It is anticipated that the Forestry budget will have approximately \$12,000 less revenue due to a decrease in tree planting. Improvements to the Mildmay trail systems will be necessary.
- Staff are anticipating a slight increase in the GIS/IT budget to employ the ESRI GIS platform for Forestry and EPR, and the implementation of a 4-year computer replacement rotational schedule.

It was noted that there was further budget information to be discussed, however due to time constraints the members passed a motion to amend the agenda to go into the closed session and return to the discussions afterward.

MOTION #E20-28

Moved by Barbara Dobreen

Seconded by Maureen Couture

THAT the agenda be amended to move the closed session forward.

CARRIED

5. In Camera Session

MOTION #E20-29

Moved by Sue Paterson

Seconded by Maureen Couture

THAT the Executive Committee move to Closed Session, In Camera, to discuss matters relating to identifiable individuals; and further

THAT Jennifer Stephens, Laura Molson, and Janice Hagan remain in the meeting; and further

THAT Erik Downing and Matt Armstrong rejoin the meeting for the second item.

CARRIED

MOTION #E20-34

Moved by Christine Robinson

Seconded by Sue Paterson

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

CARRIED

It was reported that direction was given to staff in the closed session.

The GM/S-T reconvened the 2021 Budget Preparation presentation.

- In the Motor Pool budget staff recommends the purchase of a new 4 x 4 truck, a second used vehicle, and a replacement tractor compensated by the Durham Conservation Area over 5 years. Revenues are proposed from sales of assets which would increase to \$6,000, and transfers from capital reserves of \$25,000 and agricultural lands reserve of \$30,000.
- The Non-Revenue Parks/Property budget requirements include staff development, trail and infrastructure repairs and improvements, hazard tree removal, and shop renovations. Staff recommend that capital reserves support the budget by \$35,000.
- The Revenue Parks budget includes allocations for capital projects such as cell booster systems, replacement equipment, and bathroom renovations.
- The Water Resources budget would have a slight increase from 2020 to accommodate improvements to the Inverhuron and Neustadt Flood Control structures. The Water Quality budget will remain status quo.

The Committee requested that the presentation slide deck be circulated to the Executive members.

MOTION #E20-35

Moved by Barbara Dobreen

Seconded by Christine Robinson

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

CARRIED

6. Other Business

There was no other business.

There being no further business the meeting adjourned at 4:15 p.m. on motion of Sue Paterson and Barbara Dobreen.

Dan Gieruszak
Chair

Janice Hagan
Recording Secretary