

SAUGEEN VALLEY CONSERVATION AUTHORITY

PROPERTY & PARKS COMMITTEE MEETING

Friday March 26, 2021 1:00 p.m.
Sutherland Centre, Saugeen Bluffs Campground

AGENDA

1. Appointment of Committee Chair
2. Adoption of Agenda
3. Declaration of Pecuniary Interest
4. Approval of Minutes
 - a. Parks Committee, January 21, 2021 – **attached**
 - b. Property & Building Committee, March 6, 2021 – **attached**
5. Matters Arising from the Minutes
6. New Business
 - a. Terms of Reference – **attached**
7. Date of Next Meeting – July 2021

Adjournment

A Tour of Saugeen Bluffs Campground and Remnants of Forestry Harvest Operation will follow the meeting. Please wear appropriate footwear.

SAUGEEN VALLEY CONSERVATION AUTHORITY

Conservation through Cooperation

MINUTES

MEETING: PARKS COMMITTEE
DATE: Thursday January 21, 2021
TIME: 10:00 a.m.
LOCATION: Remote

CHAIR: Cheryl Grace

MEMBERS PRESENT: Maureen Couture, Dan Gieruszak, Mike Myatt

ABSENT WITH REGRETS: Sue Paterson

OTHERS PRESENT: Christine Robinson, Mayor, Municipality of West Grey
Tom Hutchinson, Deputy Mayor, Municipality of West Grey
Jennifer Stephens, GM/S-T
Donna Lacey, Manager, Forestry & Lands
Janice Hagan, Executive Assistant

1. Adoption of Agenda

MOTION # PKC20-10

Moved by Maureen Couture

Seconded by Mike Myatt

THAT the agenda for the Parks Committee meeting 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 Parks Committee Meeting – October 29, 2020

MOTION # PKC20-11

Moved by Dan Gieruszak

Seconded by Maureen Couture

THAT the minutes of the meeting held October 29, 2020 be approved as circulated.

CARRIED

4. Matters Arising from the Minutes

a. Gates at Durham Upper Dam (DUD)

Jennifer Stephens provided an update on the closure of the DUD walkway gates and informed the Parks Committee that the gates have been closed since October 31, 2020 due to public safety concerns and noted that there has never been a Public Safety Plan developed for the site.

Staff propose the formation of a Water Resources Committee to make recommendations relating to SVCA water and erosion control infrastructure, water quality and flood forecasting & warning. Discussion would include public safety concerns, closure of the DUD walkway gates, and recommendation of mitigating actions relating to risk assessment.

After discussion, the following motion was carried:

MOTION # PKC20-12

Moved by Maureen Couture

Seconded by Mike Myatt

THAT staff be directed to recommend to the Board of Directors that a new SVCA Water Resources Committee be formed to address concerns related to water and erosion control infrastructure, water quality, and flood forecasting & warning;

AND THAT staff be directed to advise the Board of Directors at their January 22nd meeting of the feedback obtained from the public with regard to the DUD gates being closed;

AND THAT the gates to the pedestrian walkway remain closed until such time as the Board of Directors or the Water Resources Committee (if formed), decide otherwise;

AND FURTHER THAT the Municipality of West Grey and the public be advised of this decision.

CARRIED

5. New Business

There was no new business.

There being no further business the meeting adjourned at 10:52 a.m. on motion of Maureen Couture and Dan Gieruszak.

Cheryl Grace
Chair

Janice Hagan
Executive Assistant

SAUGEEEN VALLEY CONSERVATION AUTHORITY

MINUTES

Conservation through Cooperation

MEETING: Property & Building Committee
DATE: Tuesday March 9, 2021
TIME: 2:00 p.m.
LOCATION: Electronic

CHAIR: Paul Allen

MEMBERS PRESENT: Maureen Couture, Cheryl Grace, Don Murray, Diana Rae, Bill Stewart

OTHERS PRESENT: Jennifer Stephens, General Manager/Secretary-Treasurer
Donna Lacey, Manager, Forestry & Lands
Janice Hagan, Recording Secretary

The meeting was called to order at 2:00 p.m.

1. Selection of Chair

Diana Rae nominated Paul Allen as temporary chair. There were no other nominations. Paul accepted the nomination.

Motion #PBC21-01

Moved by Diana Rae

Seconded by Bill Stewart

THAT Paul Allen be appointed the temporary chair of the Property & Building Committee.

Carried

2. Adoption of the Agenda

Motion # PBC21-02

Moved by Don Murray

Seconded by Cheryl Grace

THAT the agenda for the Property and Building Committee meeting be adopted as presented.

Carried

3. Declaration of pecuniary interest

No persons declared a pecuniary interest relative to any item on the agenda.

4. Minutes of the Property & Building Committee Meeting – February 19, 2019

MOTION # PBC21-03

Moved by Maureen Couture

Seconded by Diana Rae

THAT the minutes of the Property & Building Committee meeting February 19, 2019 be approved as circulated.

Carried

5. Matters Arising from the Minutes

There were no matters arising from the minutes.

6. New Business

a. Proposed Amalgamation – Parks Committee & Property & Building Committee

Jennifer Stephens proposed that the Parks Committee amalgamate with the Property & Building Committee to become the Property and Parks Committee. She noted that the Property & Building Committee has been meeting infrequently which is problematic for staff in receiving direction. Combining the two committees would allow for more engagement by the directors in the activities of staff. Staff proposed that the purpose of the amalgamated committee would be to ensure maintenance of the Authority's assets, improve overall infrastructure, evaluate opportunities to increase revenues based on existing infrastructure, and to create and implement a 10-year master plan in accordance with budgetary resources.

After further discussion, the following motion carried:

MOTION #PBC21-04

Moved by: Cheryl Grace

Seconded by: Don Murray

THAT the Property and Building Committee recommends to the Board of Directors the amalgamation of the Property and Building Committee and the Parks Committee.

Carried

Maureen Couture left the meeting at 2:50 p.m.

b. [REDACTED] Property Donation

Jennifer announced that a landowner had offered to donate her property to SVCA. The property is adjacent to SVCA properties in the Municipality of West Grey and is approximately 123 acres including a substantial amount of wet forest and swamp. Donna Lacey explained the historical connection and noted that she had been involved in consultation with the landowner regarding forest management and trail maintenance since 2002. Property taxes are negligible and would have little impact on the Forestry budget. Opportunities for revenue exist as the property donation includes a small cottage which could potentially be rented.

After discussion, the Committee passed the following motion:

MOTION #PBC21-05

Moved by: Cheryl Grace

Seconded by: Bill Stewart

THAT the Property and Building Committee recommends to the Board of Directors the acceptance of

Property & Building Committee – March 9, 2021

Part Lot 37, Concession 17, Normanby Township, West Grey, by donation.

Carried

7. Date of Next Meeting

The next meeting of the amalgamated Committee will be Friday March 26, 2021 at 1:00 p.m. and will be conducted at the Saugeen Bluffs Campground.

There being no further business the meeting adjourned at 3:15 p.m. on motion of Don Murray and Bill Stewart.

Paul Allen
Chair

Janice Hagan
Recording Secretary

DRAFT



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TERMS OF REFERENCE

PROPERTY AND PARKS COMMITTEE

March 26, 2021

Version 1.0

PURPOSE

The Committee will exist for the following goals:

- To ensure the maintenance of the Authority's assets, as well as improved services, while maintaining sustained revenue from the campgrounds, providing safe public spaces, and safe workplaces;
- To examine means to improve the overall infrastructure at campgrounds, conservation areas, and other properties;
- To evaluate opportunities to increase revenue based on existing infrastructure at the Brucedale, Durham, Saugeen Bluffs, and other conservation areas;
- To look beyond existing infrastructure to examine revenue producing opportunities;
- To create, maintain, and implement a 10-year master plan for each campground and conservation area in accordance with the budgetary resources available;
- To incorporate all aspects of risk management and potential liability into decisions being made concerning SVCA properties and their operation; and
- To ensure that provincial health and safety guidelines are being respected at all of SVCA's properties.

SCOPE

The Committee is responsible for providing direction pertaining to conservation areas and properties.

AUTHORITY

Staff will look to Committee Members for approval of recommendations in the best interest of the conservation areas and properties.



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

MEMBERSHIP

For 2021, the Committee will consist of 8 members including the Chair, Saugeen Valley Conservation Authority. In 2022, the Committee will consist of at least 5 members including the Chair, Saugeen Valley Conservation Authority. Members will be appointed each calendar year at the Annual General Meeting of the Saugeen Valley Conservation Authority.

In 2021, the Committee will be Co-Chaired by the Chair of the Parks Committee (Director Cheryl Grace) and the Chair of the Property and Building Committee (Director Paul Allen)

MEETING ARRANGEMENTS

The Committee shall function until such time as the Board of Directors, Saugeen Valley Conservation Authority deems it unnecessary.

The Committee will convene a minimum of three times annually: March, July, and September.

The Committee, where possible, will tour conservation areas and properties on a rotational basis to gain an improved understanding of the status of the holdings. When meetings are not conducted at a conservation area or property, they will be held virtually until the Novel Coronavirus (COVID-19) pandemic has ended. Following the pandemic, meetings will be held at the Formosa Administration Office.

Meeting agenda materials and minutes will be circulated a minimum of seven (7) days before the Committee convenes.

REPORTING

Minutes from Committee Meetings will be brought forward through the Consent Agenda to the Saugeen Valley Conservation Authority Board of Directors at their next meeting.

DELIVERABLES

The Committee shall be delegated authority to implement actions for improvement to assets, infrastructure, and revenue production that do not require any unbudgeted money or impact General Levy.

The Committee will oversee the development and implementation of master plans.

The Committee will provide input and direction on marketing opportunities.

REVIEW

This Terms of Reference will be reviewed and amended, if necessary, every three years beginning in November 2024.