

SAUGEEN VALLEY CONSERVATION AUTHORITY

PROPERTY & PARKS COMMITTEE MEETING

Tuesday July 6, 2021, 10:00 a.m.
Sutherland Centre, Saugeen Bluffs Campground

AGENDA

1. Adoption of Agenda
2. Declaration of Pecuniary Interest
3. Approval of Minutes – March 26, 2021 – **attached**
4. Matters Arising from the Minutes
 - a. Capital Projects- Donna Lacey
5. New Business
 - a. Bluffs Master Plan (Incomplete) – Donna Lacey – **attached**
 - b. Un-serviced Seasonal Campers Refund – Donna Lacey – **attached**
 - c. Homelessness – Donna Lacey
6. Date of Next Meeting

Adjournment

A Tour of Saugeen Bluffs Campground will follow the meeting. Please wear appropriate footwear.

SAUGEEN VALLEY CONSERVATION AUTHORITY

MINUTES

Conservation through Cooperation

MEETING: Property & Parks Committee
DATE: Friday March 26, 2021
TIME: 1:00 p.m.
LOCATION: Sutherland Centre, Saugeen Bluffs Campground

CHAIR: Paul Allen

MEMBERS PRESENT: Maureen Couture, Cheryl Grace, Diana Rae, Bill Stewart
ABSENT: Don Murray, Mike Myatt, Sue Paterson

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

The meeting was called to order at 1:08 p.m.

Jennifer Stephens introduced Elijah Wilson, Superintendent, Saugeen Bluffs Campground. During the introductions, Elijah was queried about various capital projects required on site. He informed the committee that top priorities included upgrades to washroom facilities, and site hydro and water access.

1. Selection of Chair

Motion #PPC21-01

Moved by Cheryl Grace

Seconded by Bill Stewart

THAT the Property and Parks Committee appoint Paul Allen and Cheryl Grace to be Co-Chairs,

AND FURTHER THAT the Co-Chairs alternate the position at each meeting.

Carried

2. Adoption of the Agenda

Bill Stewart requested that a discussion on required capital projects be added to the agenda under New Business.

Motion #PPC21-02

Moved by Diana Rae

Seconded by Bill Stewart

THAT the agenda for the Property and Parks Committee meeting be adopted as amended.

Carried

3. Declaration of pecuniary interest

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

4. Minutes of the Parks Committee Meeting – January 21, 2021

MOTION # PPC21-03

Moved by Cheryl Grace

Seconded by Maureen Couture

THAT the minutes of the Parks Committee meeting January 21, 2021 be approved as circulated.

Carried

5. Minutes of the Property and Building Committee Meeting – March 6, 2021

MOTION # PPC21-04

Moved by Cheryl Grace

Seconded by Bill Stewart

THAT the minutes of the Property and Building Committee meeting March 6, 2021 be approved as circulated.

Carried

6. Matters Arising from the Minutes

There were no matters arising from the minutes.

7. New Business

a. Terms of Reference

The proposed Terms of Reference for the newly amalgamated committee was presented by Jennifer Stephens and Donna Lacey. Several changes were recommended by the committee members, including the acquisition and disposition of properties and buildings.

After discussion, the following motion carried:

MOTION #PBC21-05

Moved by: Bill Stewart

Seconded by: Cheryl Grace

THAT the Property and Parks Committee recommends to the Board of Directors that the draft Terms of Reference be approved as amended.

Carried

b. Required Capital Projects

Upon request of the committee members, Donna Lacey noted various capital projects that are required. She noted that of the three SVCA campgrounds, the Bluffs historically had been the most neglected. The washrooms / shower rooms and privies require major renovations to be modernized and to meet accessibility codes. Donna noted that there is only one source of water on the property and a new well is required to meet daily requirements. Currently there is not enough water to service the splashpad. The existing hydro power load is insufficient and needs to be upgraded from the road.

The committee discussed possible funding opportunities including debentures and camper capital improvement fees.

After discussion, the committee passed the following motion:

MOTION #PBC21-06

Moved by: Maureen Couture

Seconded by: Bill Stewart

THAT the Property and Parks Committee recommends to the Board of Directors that staff receive quotations for a new well at the Bluffs Campground, and further

THAT the well be funded by the campground reserves.

Carried

8. Date of Next Meeting

The next meeting of the Property and Parks Committee will be July 6, 2021 10:00 a.m. and will be conducted at the Saugeen Bluffs Campground.

There being no further business the meeting adjourned at 2:30 p.m. on motion of Maureen Couture and Bill Stewart.

Paul Allen
Chair

Janice Hagan
Executive Assistant

SAUGEEN BLUFFS CONSERVATION AREA MASTER PLAN

1. Site Description

Saugeen Bluffs Conservation Area is a campground located North of Paisley, along the Saugeen River. The property is just shy of 300 acres with the majority being forested land with a 14km trail system for hiking, cycling and equestrian users. Along the Saugeen River there are steep clay banks or “bluffs”, for which the property gets its name.

The campground typically operates from the second last weekend in April to Thanksgiving weekend in October. All park staff are seasonal, which includes the superintendent and assistant superintendent who typically work from the first week in April to the last week in October. The other 5 staff are summer students who work from the first week in May to September (Labour Day).

The revenue for the Bluffs comes mainly from seasonal campers and transient campers, with equestrians, group camping, day users, and other fees making up the rest. The majority of our seasonal campers are retirees or families with younger kids. Our transient camping is mainly comprised of families with young children. Because the park is located along the Saugeen River and a major river access point (#11) we also attract a lot of canoeists and other river users and they typically are adults. Another major audience are equestrians as the park has a horse campground.

Our busiest times are July-August and especially on long weekends, where we will regularly book up all our campsites. Most campers will make reservations over the internet, but reservations are still made over the phone or in person on rare occasions. Advertising is done through the administrative office. For several years we have hosted several events including a large cultural festival which had over 500 attendees.

The park itself is a beautiful property with plenty of shaded and private campsites. However, a lot of the facilities are showing their age and need repair/replacement or need to be modernized to fit today's standards.

2. Property History

3. Operating Season:

The campground is typically open from the last full week in April until Thanksgiving Monday.

4. Site Description

1) Buildings

a) Building Type and Capacity

- i) Shed
Barn converted to a maintenance building with a small office that has also served as a staff lunchroom.
- ii) Picnic Shelter

Two picnic shelters, one in the upper area, one in the lower area

- iii) Shower Building
One shower building combined with toilets, water treatment room, and laundry. Four showers Men, Four showers Women
- iv) Toilet Building
There are 12 vault toilet buildings. Each contains two toilets
One toilet building with showers, water treatment room, and laundry.
Four toilets women, two toilets men, two urinals
There are also toilets in the Sutherland Centre, two ladies, 1 men, 1 urinal.
- v) Administrative
Office in barn, office in gatehouse, office in Sutherland Centre
- vi) Store
One store building, with kitchen
- vii) Laundry
One laundry building combined with toilets, water treatment room, and showers.
Two washing machines
Two dryers
- viii) Unused/ Unnamed/ Other Buildings
There are two small sheds, one serves as a pump house, the other is a storage area for equipment shared by staff and seasonal campers.

The Robert Sutherland Centre serves as an activity centre for the campers, a staff lunchroom, and an office. This building has a full kitchen, and washrooms.

The evaporator house consists of the evaporator room and a wood room.

2) Campsites

i) Campsite Type

The conservation area portion of this property is a campground, which is divided into two separate camping areas for a total of 180 available sites. Generally, 100 of the available 180 campsites are classified as serviced, which indicated the provision of hydro and water. The remaining 80 sites are un-serviced. None of the sites have septic hookups. Of the available 180 sites, normally 60 are seasonally booked which means that the campers have the site for the entire

camping season with option to store their trailer on-site over the winter. There are 15 sites dedicated to equestrian campers, some these sites provide corrals and possibly bunkies. Seven sites are for canoeists. There are two areas available for group camping, large gatherings, or events.

ii) Percentage of Bookings

3) Trails

i) Design Details

Trail design has been very rough, placing trails in areas that are desirable using whatever cost conscience method to maintain such trails.

4) Playgrounds

There are two swing sets, and a very small wading pool, near the gatehouse. One swing set, 2 spring toys, and one small metal slide in the upper camping area. In the lower camping area there are two swing sets, 3 spring toys, two play structures, and a splash pad. The spring toys, swings, and one play structure are likely from the 1980's. The other play structure was installed in the mid 2000's.

5) Water System

This campground is serviced by a dug well. All water is treated to be potable prior to servicing taps, toilets, and the splash pad. Water treatment is completed by an Ultra Violet Light System. A drilled well was created in the 2000s, this well produced unusable hard water.

1. Staffing:

5a. Supervision/Management

The supervision and management consists of the Superintendent, the Manager of Forestry and Lands, the General Manager/Secretary-Treasurer, and the Authority Board of Directors.

5b. Personnel

In park staffing is seasonal. One Superintendent, One Assistant Superintendent, and 4-6 students. The Superintendent is responsible for all of the day-to-day activities within the campground.

5c. Employee Training

Training will take place at the start of employment for each worker. Subsequent training will take place as required.

5d. Employee Conduct

All staff will conduct themselves in a Professional courteous manner when dealing with both colleagues and members of the public.

5e. Uniforms and Vehicle Identification

Staff will be provided with uniform items that are to be worn when working. All park vehicles will have the Authority logo affixed to a highly visible portion on the vehicle.

2. Minimum Operations and Maintenance Standards

3a. Customer Service

3. Preseason Operations

7a. Safety and Hazard Tree Inspections

7b. Water Systems

7c. General Facilities Maintenance

4. "Open" Season Operations

8a. Water Systems

8b. General Maintenance

8c. Standards for Site Facility Cleaning and Maintenance

8c1. All Facilities

8c2. Toilets

8c3. Tables

8c4. Fire Rings and Grills

8c5. Grounds

8c6. Roads and Trails

8c7. Trash and Recycling Receptacles

8c8. Signs, Bulletin Boards, and Fee Stations

5. Post-Season Operations

9a. Water Systems

9b. Utilities

9c. Year-End Reports and Inspections

9d. A joint end of season inspection

6. Site Hazards (Including Hazard Trees)

10a. A annual site safety inspection

- 10b. High risk site conditions - closed season
- 10c. Removal of other similar natural or man-made objects
- 10d. Identifying and removing all hazard trees
- 10e. Approval for cutting or pruning of any trees.
- 10f. Stumps, slash and logs
- 11. Signs and Posters
 - 11a. Entrance board signing
 - 11b. Signing requirements
 - 11c. Signs or other advertising on SVCA lands
- 12. Advertising
 - 12a. Accurate representation
 - 12b. Equal opportunity provider
- 13. Fire Prevention
 - 13a. Fire prevention plan
- 14. Road and Trail Maintenance
 - 14a. Safe and passable condition
 - 14b. Road maintenance schedule
- 15. Emergency Response
 - 15a. Responding to emergencies
- 16. Communication Systems
 - 16a. Ensuring complete, timely, and accurate communication
- 17. Herbicides, Pesticides, and Noxious Weeds
 - 17a. Manage noxious weeds
- 18. Vandalism
 - 18a. Minimize vandalism
- 19. Other Optional Programs
 - 19a . Interpretive Programs
 - 19a1. Interpretive services plan 1
- 20. Asset Management

- 20a. Guiding Principles
- 20b. Site Potential
- 20c. Site Limitations
- 20d. Recommendations
 - 20d1. Management
 - 20d2. Improvements
 - 20d3. Additional revenue-producing sales, services, and/or fees
- 20e. 10-Year Capital Budget Plan
- 20f. Implementation and Monitoring

DRAFT



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TO: Chair and Members, Parks and Property Committee
FROM: Donna Lacey, Manager of Forestry and Lands
DATE: June 29, 2021
SUBJECT: Unserviced Seasonal Campsite Partial Refund Due to COVID-19 Restrictions

RECOMMENDATION

WHEREAS the Novel Coronavirus (COVID-19) provincial restrictions denied access to campgrounds by unserviced seasonal campers until June 10, 2021;

AND WHEREAS Saugeen Valley Conservation Authority offers both serviced and unserviced seasonal sites at its campgrounds;

AND WHEREAS each seasonal camper is required to execute a contract with Saugeen Valley Conservation Authority;

AND WHEREAS Saugeen Valley Conservation Authority requires its seasonal campers to pay the balance of their camping fees by April of the year for which the seasonal contract is valid;

AND THEREFORE, BE IT RESOLVED THAT the five seasonal campers who were unable to use our campgrounds due to the Provincial Restrictions, be refunded site fees in the amount of \$407.54 each for the term of April 30th to June 11th, 2021.

BACKGROUND

Saugeen Valley Conservation Authority (SVCA) opened its three campgrounds officially for the season on April 30th, 2021, in response to having met the conditions outlined in the Stay-At-Home Order, as well as Regulation 82: Rules for Areas in Shutdown Zone and at Step 1. Campgrounds permitted to open were required to meet the following conditions as outlined by the Province:

- 1) Campsites could be made available only to trailers and recreational vehicles that,
 - i. are used by individuals who are in need of housing, or



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

ii. are permitted to be there by the terms of a full season contract.

2) Only campsites with electricity, water service and facilities for sewage disposal may be provided for use.

3) All recreational facilities in the campground and all other shared facilities in the campground, other than washrooms and showers, must be closed.

4) Other areas of the seasonal campground must be closed to the general public and must only be opened for the purpose of preparing the seasonal campground for reopening.

SVCA offers seasonal camping to both serviced and unserviced campers.

ANALYSIS

Seasonal campers pay \$1,600 per season for an unserviced site. There are eight unserviced seasonal sites in its campgrounds, all sites have been booked for the 2021 season. Three campers were able to temporarily relocate to a serviced site for the period between April 30th to June 11th. Five campers were unable to relocate their campsites during this period. Unserved seasonal campers that are not making use of their sites do not require any staff resources, other resources, or maintenance work. It is important to note that serviced seasonal sites may use other resources as often items are left plugged into the electrical hookup while no campers are present.

When the unserved seasonal fee is broken down to a per camping day rate it is \$9.94. The five unserved seasonal campers that were unable to relocate to a serviced site missed 41 days of camping due to the Stay-At-Home Order. The 41 days of missed camping at \$9.94 per day equals \$407.54 per camper or site. Given the inconvenience of not having access to their site per the contract signed with SVCA, a refund to each of these campers is proposed.

FINANCIAL IMPLICATIONS

With only five campers being offered this refund, the total amount of refunded fees would total \$2,037.70.

Approved By:



Donna Lacey
Manager of Forestry and Lands

Approved By:



Jennifer Stephens
General Manager / Secretary-Treasurer