

# SAUGEEN VALLEY CONSERVATION AUTHORITY

# MINUTES

Conservation through Cooperation

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**MEETING:** Authority Meeting  
**DATE:** Tuesday September 18, 2018  
**TIME:** 10:00 am  
**LOCATION:** Administration Office, Formosa

**CHAIR:** Dan Gieruszak

**MEMBERS PRESENT:** John Bell, Robert Buckle, Maureen Couture, Mark Davis, Barbara Dobreen, Kevin Eccles, Brian Gamble, Wilf Gamble, Stewart Halliday, Steve McCabe, Sue Paterson, Mike Smith

**ABSENT WITH REGRETS:** Luke Charbonneau

**ABSENT:** Andrew White

**OTHERS PRESENT:** Wayne Brohman, General Manager/Secretary-Treasurer  
Shaun Anthony, Flood Warning/Water Quality Coordinator  
Erik Downing, Manager, Environmental Planning & Regulations  
Donna Lacey, Forestry Coordinator  
Laura Molson, Manager, Accounting  
Les McKay, Manager, IT  
Shannon Wood, Manager, Community Relations  
Jo-Anne Harbinson, Manager, Water Resources and Stewardship Services  
Tori Waugh, Primary Consultant, SVCA Agricultural Program  
Jim Penner, Manager, Forestry  
Janice Hagan, Recording Secretary  
Member of the Press

Due to Chair Luke Charbonneau's absence, 1<sup>st</sup> Vice Chair Dan Gieruszak assumed the position and called the meeting to order at 9:58 am.

## 1. Adoption of Agenda

### **MOTION #G18-74**

Moved by Sue Paterson

Seconded by Stewart Halliday

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 Authority Meeting – July 17, 2018**

**MOTION #G18-75**

Moved by Barbara Dobreen

Seconded by Steve McCabe

THAT the minutes of the Authority meeting, held on July 17, 2018 be approved as circulated.

**CARRIED**

**4. Correspondence**

- Copy of correspondence from Leanne Martin, CAO/Clerk, Municipality of South Bruce, addressed to Premier Ford, advising of a resolution in support of the Municipality of Grey Highland’s motion to request that the province of Ontario reallocate funding and increase transfer payments to Conservation Authorities was **noted and filed**.

**5. Presentations**

**a. 2019 Draft Budget Review**

A copy of the proposed draft 2019 Budget is appended to the office copy of these Minutes.

The General Manager/Secretary-Treasurer reviewed SVCA sources of funding and explained the calculations for determining General Levy percentages. The overall proposed increase is 1.7% effecting each member municipality differently with MPAC assessment values being a factor. It was noted that the General Levy allocation amongst the municipalities could not be done until the assessment values are received from MNRF.

The GM/S-T reviewed the submitted budget notes. The proposed salary grid increase is 3.1%.

Shaun Anthony presented the budget for the Flood Warning Department. He acknowledged the efforts of Gary Senior for his work in this department and thanked him for his assistance in preparing the budget. Shaun reviewed the primary programs of Flood Warning including monitoring of water levels, frazzle ice issues, and community Flood Warning procedures. He told the Members that revenues derive from both the General Levy and MNRF (50/50). Shaun described each line item in the proposed budget noting that budgeted training expenses are expected to increase due to his new role as Flood Warning Coordinator. He noted that significant phone and hydro charges are due to the number of stream gauges in the watershed, and that it is his intent to research the costs of changing to solar powered gauges. Shaun explained that the Software licensing fee is payable to the Upper Thames CA for hosting the WISKI software. He reminded the Members that the Orthophoto Reserve payment is due every five years but is transferred on an annual basis to the corresponding reserve account.

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Shaun Anthony presented the budget report on Water Quality. He noted that Water Quality programs are mainly supported by the General Levy. Salaries are higher than budgeted for 2018 due to changes in staff positions. There were no questions from the Members.

Erik Downing reviewed the budget for the Planning & Regulations department. He told the Members that mapping updates are on target. He noted that the department had made significant customer service improvements which he attributed partly to the new Policies Manual. An analysis of the Customer Service Survey shows that complaints regarding the department have diminished. The work load continues to accelerate but Plan services should begin to decrease next year due to the changes in the Municipal MOU agreements. The GM/S-T explained that even though Plan services are decreasing, fixed costs remain. Chair Gieruszak thanked Erik for the budget and acknowledged that it is challenging.

Donna Lacey reviewed the budget for the Forestry Department. She recognized the efforts of Jim Penner and thanked him for his assistance in preparing the budget. She noted that there are no revenues from the General Levy in this department but that it is funded primarily from the sale of forest products. It was noted that the data logger software will need to be replaced in 2019 as the current version is no longer supported and cannot be updated. She told the members that property taxes will increase significantly due to the Kaake drain maintenance, a onetime expense.

Donna Lacey reviewed the Saugeen Forestry Services budget. She told the Members that the EAB program has been phased out and no longer offered to private landowners, however services are still available on Municipal properties. There was no further discussion.

Laura Molson reviewed the Administration department budget. She presented a PowerPoint and described the roles and responsibilities of each person in the department. She noted that revenues come from the General Levy and that administration costs account for 13% of the total budget. She noted that levy payments to Conservation Ontario would increase by \$4000 in 2019 due to increase in assets from donated properties.

A coffee break was called at 11:04am. The meeting was called back to order at 11:10am.

Les McKay presented the budget for the Information Technology & GIS department. He told the Members that he has a schedule for updating and replacing all hardware systems. In 2019, 5-6 workstations and a server would need to be replaced, as well as software licensing.

Shannon Wood reviewed the budgets for the Communications Department and the Education Department. Through a PowerPoint presentation she explained the role of the Communications Department including raising awareness of SVCA. She highlighted the Greenock Swamp Tours which have been fully booked and she is already taking reservations for 2019 Spring tours. The Members would like to see more communication with the municipalities to enhance awareness of the events and activities of SVCA, including orientation sessions in January for potential new Councillors. Shannon reminded the Members that SVCA staff are available to attend municipal events with displays and topic speeches. Staff were asked to contact each municipal CAO/Clerk to offer to provide a SVCA orientation presentation to councils.

A lunch break was called at 11:42am. The meeting was called back to order at 12:26pm.

The GM/S-T reviewed the budget for Rental Properties. He explained that the SVCA has only one rental property which has a modest surplus which is normally transferred to reserves for future property repairs. There was no discussion.

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The GM/S-T discussed the budget for the Agricultural Lands. He noted that there was a projected surplus of \$6,460 for 2018 due to the lease of the Wood's property and this could be transferred to reserves. He updated the Members on the Wood's property, stating that he had been directed by the Property and Building Committee to investigate severance options. The agriculture portion will continue to be rented in 2019.

The GM/S-T presented the Motor Pool budget which includes the purchase of snow removal equipment. Several items are scheduled for disposal including a backhoe and van.

The GM/S-T presented the budget for Non-Revenue Parks. He told the members that the Alan Park boardwalk had been completed. In 2018 projects included the repair of the stairway at the Durham Day Use area and the upgrading of the trail at Kinghurst CA. Boardwalk replacement at Sulphur Spring CA is scheduled in 2019. Revenue is generated through the Steelheaders at Denny's Dam, West Grey swimming program, parking fees and the donation box located at the parks.

The GM/S-T presented the budget for Property Management which includes the Sulphur Spring CA shop. There was no discussion.

The GM/S-T reviewed the budget for the Revenue Parks. He noted that revenues for all three campgrounds is up substantially due to favourable weekend weather conditions partially offset by less student grant funding received; however, expenses are also up due to the minimum wage increase and additional infrastructure repairs. He noted that revenue projections were up for the Bruce Dale Campground due in part to the cleanup of Phragmites at the beach in partnership with the Municipality of Kincardine and Enbridge. Staff are waiting for approval for over-water spraying to assist this process. SVCA has new tools for cutting the phragmites below the water level and moving forward will be able to better control the problem. Durham CA has had an increase in seasonal camping and daily camping but there was no summer staff grant received. There has been a tower erected to provide WIFI capabilities. Saugeen Bluffs revenue is projected to be \$20,000 more than budgeted for 2018. The three-year horse camping plan is showing revenue gains.

Kevin Eccles arrived at the meeting at 1:12pm.

Jo-Anne Harbinson presented the Water Projects Maintenance & Stewardship budget. She showed photos of various projects completed including the Willow Creek drainage cleanout project, Arran Elderslie sewage treatment overflow and the Paisley Drainage Outflow Channel. She discussed the Envirolok system that had been installed at Walkerton Silver Creek to repair the bank.

Tori Waugh, Consultant for the SVCA Agricultural Program, presented a summary of programming for 2018. She noted that programming was a higher caliber than previously and that impressive improvements had been made. The average attendance at the Coffee, Crops & Donuts workshops had increased. Tori recommends a two-fold continuation of the program including the Ag Outreach and an added Stewardship component. The recommended funding models for both strategies is appended to the office copy of the minutes. The Members discussed the potential options for funding and gave some suggestions for partnership.

A coffee break was called at 2:10pm. The meeting was called back to order at 2:20pm.

**Authority Meeting – September 18, 2018**

The GM/S-T presented the current Reserves Report. He told the Members that this was normally presented after the year end. He reviewed current numbers and discussed the purpose of the working capital reserve fund.

**MOTION #G18-76**

Moved by Steve McCabe

Seconded by Barbara Dobreen

WHEREAS the Authority recognizes the benefit of the Agricultural Outreach programming; therefore,

THAT funding to a maximum of \$64,000 be made available to extend Agricultural Outreach Program funding through 2019; and further, THAT those funds will be allocated from the working capital reserve; and further,

THAT staff are directed to seek external funding that is intended to offset this Authority funding; and further,

THAT the Authority members recognize the value of Agriculture Stewardship projects and will provide funding to a maximum of \$40,000 contingent on staff obtaining external funding to the satisfaction of the Authority.

**CARRIED**

The Members requested to see the Draft User Fee schedule before proceeding with the applicable Motion on the 2019 Draft Budget.

**b. 2019 Draft User Fee Schedule**

The GM/S-T presented the 2019 Draft User Fee Schedule. He told the Members that the seasonal camping rate for serviced sites had a large increase due to both the minimum wage rate increase and was adjusted for general inflation. As well, the extra hydro rate normally charged had been added to the seasonal camping rate. Staff are proposing that group camping fees be changed to a flat rate plus a per person rate as this may be easier to administer. Wayne told the Members that there would no longer be any seasonal rates for the horse camping area.

Erik Downing addressed Planning & Regulations fees and reminded the Members that fees are the same as 2017 due to a freeze imposed by the Authority. The Initial Inquiry Fee was discussed, and staff told the Authority that the fee is important for weeding out non-serious inquiries, and that many government agencies have gone to a user pay system. The Members asked Erik to review with staff situations when discretion can be used.

**MOTION #G18-77**

Moved by: Stewart Halliday

Seconded by: Mark Davis

THAT the 2019 User Fee Schedule, dated September 2018, be adopted.

**CARRIED**

Stewart Halliday left the meeting at 3:18pm.

**Authority Meeting – September 18, 2018**

**MOTION #G18-78**

Moved by Maureen Couture

Seconded by Mark Davis

THAT the September 18, 2018 version of the 2019 Draft Budget be approved in principle as presented, and further;

THAT staff be authorized to forward the 2019 Draft Budget to the Authority’s watershed municipalities for a 30-day review.

**DEFEATED**

The Members discussed the requested General Levy increase of 1.7% and requested that the expected general levy surplus from 2018 be used to reduce the 2019 general levy increase to zero.

**MOTION #G18-79**

Moved by: Maureen Couture

Seconded by: Mark Davis

THAT the 2019 Draft Budget be approved without a Levy increase; and further,

THAT the proposed General Levy increase of \$27,953 be offset by the 2018 surplus; and further

THAT staff be authorized to forward the amended 2019 Draft Budget to the Authority’s watershed municipalities for a 30-day review.

**CARRIED**

There being no further business, the meeting adjourned at 3:32 pm on motion of Kevin Eccles.

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Dan Gieruszak  
Chair

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Janice Hagan  
Recording Secretary