

SAUGEE VALLEY CONSERVATION AUTHORITY

Conservation through Cooperation

MINUTES

MEETING: Authority Meeting
DATE: Tuesday December 19, 2017
TIME: 1:00 p.m.
LOCATION: Administration Office, Formosa

CHAIR: Luke Charbonneau

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

ABSENT WITH REGRETS: Sue Paterson, Andrew White

OTHERS PRESENT: Ben Cornell, Ward & Uptigrove
Wayne Brohman, General Manager/Secretary-Treasurer
Laura Molson, Manager, Accounting
Janice Hagan, Recording Secretary

Chair Luke Charbonneau called the meeting to order at 1:03 p.m.

1. Adoption of Agenda

MOTION #G17-107

Moved by Wilf Gamble

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 Authority Meeting – October 17, 2017

MOTION #G17-108

Moved by Maureen Couture

Seconded by John Bell

THAT the minutes of the Authority meeting, held on October 17, 2017 be approved as circulated.

CARRIED

4. Presentations

a. Compensation Review – Closed Session

MOTION #G17-109

Moved by Barbara Dobreen

Seconded by Dan Gieruszak

THAT the Authority move to Closed Session, In Camera, to discuss matters about identifiable individuals; and further

THAT representatives from Ward & Uptigrove, Wayne Brohman, and Laura Molson remain in the meeting.

CARRIED

MOTION #G17-112

Moved by Steve McCabe

Seconded by Kevin Eccles

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

CARRIED

A coffee break was called at 2:29 p.m. Ben Cornell left the meeting.

The meeting was called back to order at 2:39 p.m.

MOTION #G17-113

Moved by Maureen Couture

Seconded by Brian Gamble

THAT the Authority approve and implement the 2018 pay bands effective January 1, 2018.

CARRIED

MOTION #G17-114

Moved by Barbara Dobreen

Seconded by Steve McCabe

THAT the Members direct the GM/S-T to communicate the market check and job evaluation results to staff by way of an information session presented by Ward & Uptigrove, a personalized letter for each employee and follow up meetings with individual staff as necessary.

CARRIED

5. Correspondence

- Copy of The Town of Saugeen Shores Report, dated December 16, 2016 forwarded via email by Linda White, Clerk, Town of Saugeen Shores, advising SVCA of the re-appointment of Authority Members, Luke Charbonneau and Mike Smith was **noted and filed**.
- Email from Brian Tocheri, Chief Administrative Officer/Clerk, Town of Hanover advising SVCA of the re-appointment of Authority Member Sue Paterson was **noted and filed**.
- Memo from the Municipality of Brockton, advising SVCA of the re-appointment of Authority Member Dan Gieruszak was **noted and filed**.

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- Letter from Carolyn Vlieland-Marx, Deputy Clerk, Township of Chatsworth, advising SVCA of the re-appointment of Authority Member Brian Gamble was **noted and filed**.
- Letter from Karren Wallace, Director of Legislative Services/Clerk, Township of Wellington-North, advising SVCA of the re-appointment of Authority Member Steve McCabe was **noted and filed**.
- Email from Donna MacDougall, Clerk, Municipality of Kincardine, advising SVCA of the re-appointment of Authority Members Maureen Couture and Andrew White was **noted and filed**.
- Letter from Sonya Watson, Clerk, Township of Huron-Kinloss, advising SVCA of the re-appointment of Authority Member Wilf Gamble was **noted and filed**.
- Letter from Leanne Martin, CAO/Clerk, Municipality of South Bruce, advising SVCA of the re-appointment of Authority Member Robert Buckle was **noted and filed**.
- Email from Josh Brick, Deputy Clerk, Township of Southgate, advising SVCA of the re-appointment of Authority Member Barbara Dobreen was **noted and filed**.
- Email from Carol Watson, Clerk, Township of Howick, advising SVCA of the re-appointment of Authority Member Robert Buckle was **noted and filed**.
- Letter from Carolyn Vlieland-Marx, Deputy Clerk, Township of Chatsworth, regarding their motion for approval of the SVCA 2018 draft budget was **noted and filed**.
- Email from Nancy Michie, Administrator Clerk-Treasurer, Municipality of Morris-Turnberry, regarding approval of the SVCA 2018 draft budget was **noted and filed**.
- Letter from Raylene Martell, Director of Legislative Services/Clerk, Municipality of Grey Highlands, regarding their motion for approval of the SVCA 2018 draft budget was **noted and filed**.
- Letter from Brian Tocheri, CAO/Clerk, Town of Hanover, regarding their motion for approval of the SVCA 2018 draft budget was **noted and filed**.

6. Matters Arising from the Minutes

a. Wood's Agricultural Land Rental

The GM/S-T informed the Members that a tenant of the Woods' property agricultural lands has signed the lease contract for 2018 as presented.

b. Durham Middle Dam Board Removal

The GM/S-T informed the members that the land owners adjacent to the Durham Middle Dam will be notified by the Durham Campground supervisor when the boards are to be removed.

7. Reports

a. Finance Report

The GM/S-T pointed out that revenues for Planning & Regulations was significantly over budget due to a high volume of general inquiries and letters. Revenues for Education are down slightly due to a staff illness. It was noted that campgrounds were ahead in spite of inclement weather for 2017. Forestry revenues are currently lower but do not include tenders expected before year end. Agricultural land shows high expenses due to road repairs required for the McBeath pasture.

MOTION #G17-115

Moved by Mark Davis

Seconded by Kevin Eccles

THAT the Financial Report to October 31, 2017 be accepted as distributed and further;

THAT the Accounts Payable, totaling \$332,822.92 be approved as distributed.

CARRIED

b. Program Report

The GM/S-T informed the Members that the new Conservation Authorities Act has been passed in the Ontario Legislature. He reviewed some of the changes that may affect SVCA, including a requirement for the establishment of Bylaws, fee schedules, policies, and MOU's being made available to the public, and increased enforcement powers.

After discussion the following motion was passed:

MOTION #G17-116

Moved by Maureen Couture

Seconded by Barbara Dobreen

THAT the Program Report be received as information.

CARRIED

c. GLASI Program Update

The GM/S-T reviewed the GLASI program update submitted by Tori Waugh, Agricultural Outreach Program Coordinator, and explained that funding had been extended to March 2018, and that staff would like to research further funding opportunities in order to continue the program. The Members congratulated staff on an effective program that has been well received by the public.

MOTION #G17-117

Moved by Barbara Dobreen

Seconded by John Bell

THAT the GLASI Program update be received as information.

CARRIED

d. Planning and Regulations Action Items

The GM/S-T reviewed the Planning & Regulations Action items chart. There was discussion regarding the Memorandum of Agreements and this topic was deferred to Other Business – Planning Services Update (Item 9a).

8. New Business

a. 2018 Budget Vote

Laura Molson, Manager, Accounting, explained the budget voting process and the weighted system. After a brief discussion the following motions were carried:

MOTION #G17-118

Moved by Maureen Couture

Seconded by Stewart Halliday

THAT the Saugeen Valley Conservation Authority adopt the 2018 Budget as approved in principle at the October 17, 2017 meeting, and further

THAT the Authority share of the costs will be raised through general revenues, reserves, donations, general surplus and special and general levies in accordance with the Conservation Authorities Act, and further

THAT the General Manager/Secretary-Treasurer is hereby authorized to forward levy notices to the member municipalities.

A recorded vote was taken for the 2018 Budget with the following results:

Arran-Elderslie	Mark Davis	Yea
Brockton	Dan Gieruszak	Yea
Chatsworth	Brian Gamble	Yea
Grey-Highlands	Stewart Halliday	Yea
Hanover	Sue Paterson	Absent
Howick	Robert Buckle	Yea
Huron-Kinloss	Wilf Gamble	Yea
Kincardine	Maureen Couture	Yea
Kincardine	Andrew White	Absent
Minto	Steve McCabe	Yea
Morris-Turnberry	Robert Buckle	Yea
Saugeen Shores	Luke Charbonneau	Yea
Saugeen Shores	Mike Smith	Yea
South Bruce	Robert Buckle	Yea
Southgate	Barbara Dobreen	Yea
Wellington North	Steve McCabe	Yea
West Grey	John Bell	Yea
West Grey	Kevin Eccles	Yea

The result of the vote was 100 percent of the weighted average of those present in favour. Therefore, **Motion #G17-118 was CARRIED.**

MOTION #G17-119

Moved by Mike Smith

Seconded by John Bell

THAT the amount of \$1,663,755 be raised by General Levy in 2018, and further

THAT General Levy payments shall be due in two equal instalments on March 31 and June 30 and further

THAT late payments shall be subject to the Authority's normal late payment charge of 1.50% per month thereafter, and further

THAT, in accordance with Section 27(4) of the Conservation Authorities Act, R.S.O. 1990, the minimum sum that shall be levied against a participating municipality for administration costs shall be \$1,100.

CARRIED

b. 2018 Authority Meeting Schedule

After discussion the following motion was passed:

MOTION #G17-120

Moved by Mark Davis

Seconded by Wilf Gamble

THAT the 2018 Authority meeting schedule be adopted as presented.

CARRIED

Laura Molson left the meeting at 3:37 p.m.

c. Social Media Policy

The GM/S-T presented the draft Social Media Policy to the Authority Members. After discussion, the Members requested that various changes be made and that it be brought back to the January Authority meeting for further discussion.

9. Other Business

a. Memorandum of Understanding – Planning Services Update

The GM/S-T updated the Authority on the Planning Services MOU's. He told the Members that so far the Township of Howick and the Township of Melancthon had signed the MOU and that Huron County is in the process of signing. Grey County is still in contemplation.

b. Authority Member Appointments Update

The GM/S-T reported that notices regarding appointments had been emailed to member municipalities and that most had responded.

c. **News Articles**

The GM/S-T submitted articles from local newspapers regarding the SVCA for the purpose of keeping the Authority Members up to date on current events.

10. For the Good of the Committee

Maureen Couture brought forward news that the Stoney Island Trails Opening is scheduled for January 16, 2018 and that the Lieutenant Governor of Ontario will be in attendance.

There being no further business, the meeting adjourned at 4:10 p.m. on motion of John Bell.

Luke Charbonneau
Chair

Janice Hagan
Recording Secretary