

# SAUGEEN VALLEY CONSERVATION AUTHORITY

Conservation through Cooperation

## MINUTES

---

**MEETING:** Authority Meeting  
**DATE:** Tuesday October 17, 2017  
**TIME:** 1:00 p.m.  
**LOCATION:** Administration Office, Formosa

**CHAIR:** Luke Charbonneau

**MEMBERS PRESENT:** Robert Buckle, Maureen Couture, Mark Davis, Barbara Dobreen,  
Kevin Eccles, Brian Gamble, Wilf Gamble, Dan Gieruszak, Stewart Halliday,  
Mike Smith, Andrew White

**ABSENT WITH REGRETS:** John Bell, Steve McCabe, Sue Paterson

**OTHERS PRESENT:** Paul Philips, Loucks & Loucks  
Wayne Brohman, General Manager/Secretary-Treasurer  
Erik Downing, Manager, Environmental Planning & Regulations  
Les McKay, Manager, IT  
Laura Molson, Manager, Accounting  
Dave Growden, IT Consultant  
Janice Hagan, Recording Secretary

Chair Luke Charbonneau called the meeting to order at 1:02pm.

### **1. Adoption of Agenda**

#### **MOTION #G17-96**

Moved by Kevin Eccles

Seconded by Wilf Gamble

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 – September 19, 2017**

Kevin Eccles requested that comments regarding Jim Penner's intention to retire in 2018 be included in the Minutes.

**MOTION #G17-97**

Moved by Stewart Halliday

Seconded by Maureen Couture

THAT the minutes of the Authority meeting, held on September 19, 2017 be approved as amended.

**CARRIED**

**4. Presentations**

**a. Legal Matter Resolution**

Paul Philips, Loucks & Loucks reported to the Authority that the legal matter in the Municipality of South Bruce, had been resolved. He told the members that the Judge had recommended that the charges be dismissed since there was little chance of reoccurrence. The fill and the trailer that had been placed on the property have been removed and the ultimate goal of remediation has been reached.

Paul Philips left the meeting at 1:09 p.m.

**b. File Tracking Demonstration**

Les McKay introduced David Growden, hired on contract to assist with the compilation of the Planning & Regulations file tracking database system. Les demonstrated the various modules including reporting and search capabilities. He explained that staff will be able to use a tablet out in the field to access data and upload new information.

Les McKay and David Growden left the meeting at 1:40 p.m.

**5. Correspondence**

None at this time.

**6. Matters Arising from the Minutes**

**a. Wood's Agricultural Land Rental**

The GM/S-T informed the members that the current renter of the Woods' property agricultural lands offered to lease the land for 2018 at \$2,520 which approximates market value. The matter of long term land usage will be referred to the Property & Building Committee to consider options. After discussion the following motion was passed:

**MOTION #G17-98**

Moved by Mark Davis

Seconded by Stewart Halliday

THAT the GM/S-T be authorized to sign a one year lease agreement for the 34 acre agricultural portion of the Wood's property at the annual sum of \$2,520.

**b. 2018 Draft Budget**

Wayne Brohman presented various options for reduction of 2018 proposed budgeted expenses. After discussion the following motions were passed:

**MOTION #G17-99**

Moved by Kevin Eccles

Seconded by Dan Gieruszak

THAT Legal Fees in the draft 2018 Environmental Planning & Regulations program budget be reduced by \$5,000.

**CARRIED**

**MOTION #G17-100**

Moved by Kevin Eccles

Seconded by Maureen Couture

THAT advertising in the draft 2018 Administration program budget be reduced by \$4,000.

**CARRIED**

**MOTION #G17-101**

Moved by Kevin Eccles

Seconded by Dan Gieruszak

THAT the General Levy revenue line in the Environmental Planning & Regulations department be reduced by \$29,000; and further

THAT \$29,000 be added to the Regulation revenue income line.

**CARRIED**

**MOTION #G17-102**

Moved by Stewart Halliday

Seconded by Mike Smith

THAT the amended 2018 draft budget be approved in principle; and further

THAT staff be authorized to forward the amended 2018 draft budget to the Authority's watershed municipalities for a 30 day review.

**CARRIED**

A coffee break was called at 2:35 p.m. The meeting was called back to order at 2:45 p.m.

**7. Reports**

**a. Finance Report**

The GM/S-T pointed out that the expense for the WHISKI software has not yet been realized, however it is expected before the end of 2017. The Planning & Regulations department has generated higher than expected revenues due to increased number of permits and inquiries. The campgrounds received revenues from group camping that had not been previously budgeted. Motor pool budgeted expenses are down since an appropriate dump truck has not yet been purchased.

**MOTION #G17-103**

Moved by Robert Buckle

Seconded by Wilf Gamble

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

THAT the Accounts Payable, totaling \$277,037.01 be approved as distributed.

**CARRIED**

**b. Program Report**

The GM/S-T presented several photographs of the Markdale dam removal. After discussion the following motion was passed:

**MOTION #G17-104**

Moved by Barbara Dobreen

Seconded by Mike Smith

THAT the Program Report be received as information.

**CARRIED**

**c. Planning & Regulations Action Items**

It was noted that the file tracking system is priority #1 in the action items. The members inquired about procedures for obtaining updated mapping in their municipality. Staff can recommend an engineering firm who will give a quotation based on certain criteria.

**8. New Business**

None at this time.

**9. Other Business**

**a. Planning & Regulations Customer Service Survey Update**

The GM/S-T reviewed several survey submissions. It was noted that knowledge of the appeal process is still not acceptable.

**b. Annual Meeting date for January 2018**

**MOTION #G17-105**

Moved by Maureen Couture

Seconded by Mark Davis

THAT the 2018 Annual Meeting be scheduled for January 16<sup>th</sup>, 2018 at 1:00 p.m.

**CARRIED**

c. Policy on notification of dam water levels

Kevin Eccles requested that a policy on notification of water level reductions from SVCA dam maintenance be considered. He explained that an issue had arisen where a boat owner was unaware of the date that the boards on the Durham middle dam were to be removed. The options will be discussed at the next Authority meeting.

d. Memorandum of Agreement – Township of Howick

After discussion the following motion was passed:

**MOTION #G17-106**

Moved by Dan Gieruszak

Seconded by Brian Gamble

THAT the Authority authorizes the Chair and GM/S-T to sign the Memorandum of Understanding for Planning Services with the Township of Howick.

**CARRIED**

e. Three Year Term for Authority Member Appointments

It was noted that the term for Authority member appointments is currently three years in the Conservation Authorities Act. A notice will be sent out to applicable municipal clerks requesting updated appointments.

f. 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.

There being no further business, the meeting adjourned at 3:32 p.m. on motion of Maureen Couture.

---

Luke Charbonneau  
Chair

---

Janice Hagan  
Recording Secretary