



## **BOARD OF DIRECTORS**

**Thursday, June 16, 2022**

**Ausable Bayfield Conservation Authority Administration Centre  
Morrison Dam Conservation Area**

### **VIA VIDEO CONFERENCE**

**10:00 a.m.**

#### **AGENDA**

1. Chair's Welcome and Call to Order
2. Land Acknowledgement Statement
3. Adoption of Agenda
4. Discloser of Pecuniary Interest
5. Disclosure of intention to record this meeting by video and/or audio device
6. Approval of Minutes from May 19, 2022
7. Business Out of the Minutes

#### **8. Program Reports**

- Report 1: (a) Development Review (O Reg147/06) – Daniel King  
(b) Violations/Appeals Update – Geoff Cade/Daniel King
- Report 2: CA Act Update – Brian Horner/Kate Monk
- Report 3: Land Acquisition Plan – Kate Monk
- Report 4: DWSP Workplan and Budget Update – Mary Lynn MacDonald

#### **9. Presentation – Healthy Watersheds Update – Rosalind Chang**

#### **10. Committee Reports**

- Ausable Bayfield Conservation Foundation – Abbie Gutteridge

#### **11. Correspondence**

#### **12. New Business**

#### **13. Committee of the Whole – *property matter***

#### **14. Adjournment**

#### **Upcoming Meetings and Events**

July 14, 2022 – Board of Directors Meeting at 10:00 a.m.

**Note:** No August Board Meeting, unless needed.

## BOARD OF DIRECTORS MEETING

Thursday, May 19, 2022

**Ausable Bayfield Conservation Authority Boardroom  
Morrison Dam Conservation Area**

### VIA VIDEO CONFERENCE

#### DIRECTORS PRESENT

Ray Chartrand, Doug Cook, Adrian Cornelissen, Bob Harvey, George Irvin, Dave Jewitt, Mike Tam, Marissa Vaughan, Alex Westman

#### STAFF PRESENT

Andrew Bicknell, Hope Brock, Geoff Cade, Tina Crown, Abbie Gutteridge, Brian Horner, Denise Iszczuk, Daniel King, Tommy Kokas, Tracey McPherson, Kate Monk, Brooklyn Rau, Nathan Schoelier, Meghan Tydd-Hrynyk, Angela Van Niekerk, Mari Veliz

#### CALL TO ORDER

Chair Dave Jewitt called the meeting to order at 10:00 a.m., welcomed everyone in attendance, both in person and virtually.

#### LAND ACKNOWLEDGEMENT STATEMENT

Chair Jewitt read the Land Acknowledgement Statement, acknowledging the original stewards of this land, the Haudenosaunee and Anishinaabe.

#### ADOPTION OF AGENDA

#### **MOTION #BD 47/22**

**Moved Ray Chartrand  
Seconded by Doug Cook**

**“RESOLVED, THAT the agenda for the May 19, 2022 Board of Directors Meeting be approved,”**

**Carried.**

DISCLOSURE OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest at this meeting or from the previous meeting.

DISCLOSURE OF INTENTION TO RECORD

Chair Jewitt noted that this meeting was being recorded on Zoom for temporary posting online, and is not an official record. The official record of this meeting will be the approved minutes.

ADOPTION OF MINUTES**MOTION #BD 48/22**

**Moved by Bob Harvey  
Seconded by Marissa Vaughan**

**“RESOLVED, THAT the minutes of the Board of Directors meeting held on April 21, 2022 and the motions therein be approved as circulated.”**

**Carried.**

BUSINESS OUT OF THE MINUTES

## a) In Person Meetings

Chair Jewitt and Brian Horner, General Manager and Secretary-Treasurer, brought forward the possibility of returning to in-person Board Meetings and requested direction from Board members. Brian noted that the ABCA boardroom does have the space to create distance between members. The majority of Members agreed that it would be possible to return to in-person meetings. They noted that most municipalities have returned to in-person meetings for at least part of their council meetings. It was agreed that in-person meetings would be preferred, but a hybrid option will be kept for staff presentations, delegations from the community and Board Members that are not able to attend due to illness.

PROGRAM REPORTS1. (a) Development Review

Daniel King, Regulations Coordinator, presented the Development Review report pursuant to Ontario Regulation 147/06 *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses*. Through the application process, proposed developments

within regulated areas are protected from flooding and erosion hazards. Staff granted permission for 9 *Applications for Permission* and 15 *Minor Works Applications*.

(b) Violations/Appeals Update

Daniel King noted that one of the ongoing violations will be before the courts this month, but that there are no other updates at this time.

**MOTION #BD 49/22**

**Moved by George Irvin  
Seconded by Mike Tam**

**“RESOLVED, THAT the Board of Directors affirm the approval of applications as presented in Program Report # 1 – a) Development Review and receive the Violations and Appeals update as presented.”**

**Carried.**

2. Conservation Authorities Act Update

Kate Monk, Projects Coordinator, and Brian Horner presented an update on the ongoing changes to the Conservation Authorities Act. Kate Monk reported that the Phase II Regulations were released late on April 21. These regulations build on the budget process that is already working between municipalities and conservation authorities. There are some changes in terminology used, and these changes will not come into effect until the 2024 budget. Some changes include making the draft budget public and provide it to municipalities and the province ahead of voting. There are also some changes that need to be made on the website, as it will be the primary way of communicating with the public. Staff are currently working on these changes, and Geoff Cade, Water and Planning Manager, is working with neighbouring conservation authorities to develop a consistent agreement for planning services. In addition, the first quarterly progress report for the MECP is due by July 1, 2022.

**MOTION #BD 50/22**

**Moved by Doug Cook  
Seconded by Marissa Vaughan**

**“RESOLVED, THAT the Board of Directors receive the update on the Conservation Authorities Act as presented.”**

**Carried.**

3. Education Report

Denise Iszczuk, Conservation Educator, provided an update on education activities over the past months. Of note, programs are still being delivered virtually, but there are many in-person programs, both in the schoolyard and in the classroom. Class trips to conservation

areas have also resumed. Snowshoe rentals were high over the winter months, including snowshoeing programs at St. James and Our Lady of Mount Carmel. Other highlights include non profit programs supported by the Ausable Bayfield Conservation Foundation, 2800 participants in River Safety programs and 1600 participants in Earth month programs. In addition, the Watershed Champions Grant for 2022 was awarded to Parkhill West Williams Public School.

**MOTION #BD 51/22**

**Moved by Ray Chartrand  
Seconded by Bob Harvey**

**“RESOLVED, THAT the Board of Directors receive the update on Education programming as presented.”**

**Carried.**

**4. WECI Application – Parkhill Dam Electrical Upgrades**

Geoff Cade, Water and Planning Manager, presented an update on a project that was brought to the Board in April 2021. On occasion, non-routine maintenance is needed for equipment to keep the Parkhill Dam in good running order. An electrical repair revealed that the interior of the main control box was severely rusted. In 2021, the Board approved the repairs to the electrical box if funding to offset the costs could be obtained. Funding was not approved at that time; however, the project was put back into the budget for 2022, and was successful in receiving Water and Erosion Control Structure Infrastructure (WECI) funding from the Province. Staff would like to begin the repairs by obtaining quotes for the electrical work.

**MOTION #BD 52/22**

**Moved by George Irvin  
Seconded by Adrian Cornelissen**

**“RESOLVED, THAT the ABCA Board of Directors receives the staff report on the Parkhill Dam electrical panel repair, and**

**“FURTHER, THAT the ABCA Board of Directors directs staff to proceed with the repairs.”**

**Carried.**

**PRESENTATION**

As the Partnership Appreciation Evening was once again cancelled, due to the pandemic, the Management Team wanted to take the opportunity to present the Years of Service Awards

to both staff and Board Members. Chair Jewitt, as well as Managers, took turns acknowledging staff members and Board Members for their continued excellent work.

**Staff Members Receiving Awards:**

- Five Years of Service: Tommy Kokas
- Ten Years of Service: Jeff Van Niekerk
- Fifteen Years of Service: Hope Brock, Aaron Clarke, Abbie Gutteridge, Angela Van Niekerk, and Ross Wilson

**Board Members Receiving Awards:**

- Three Years of Service: Adrian Cornelissen, Dave Jewitt, Marissa Vaughan, Alex Westman
- Six Years of Service: Bob Harvey

**COMMITTEE REPORTS**

**MOTION #BD 53/22**

**Moved by Alex Westman  
Seconded by Marissa Vaughan**

**“RESOLVED, THAT the minutes of the Arkona Lions Museum Committee meeting held on May 2, 2022 and the motions therein be approved as circulated.”**

**Carried.**

**CORRESPONDANCE**

- a) Reference: Letter of Thanks from David Piccini, Minister of the Environment Conservation and Parks  
File: A.39.1.2  
Brief: A letter of thanks directed to Kate Monk, for her participation in the Conservation Authorities Working Group, to provide feedback and direction with the Conservation Authorities Act Update.
  
- b) Reference: WECI Application, Ministry of Northern Development, Mines, Natural Resources and Forestry  
File: W.3.16.1  
Brief: A letter informing Brian Horner about the successful application for WECI funding for the Parkhill Dam Electrical Panel Replacement.

- c) Reference: Ausable Bayfield Conservation Foundation Member Retirement  
File: A.9  
Brief: A letter from Peter Darbishire to the Ausable Bayfield Conservation Foundation informing him of his retirement from the Foundation Board, and expressing thanks for the many years of work that has been accomplished.

### NEW BUSINESS

1. George Irvin noted that on May 4, 2022 Bluewater Council had a special meeting to discuss beach access. George contacted ABCA staff ahead of this meeting and was informed that the Lake Huron lake level is down 40 cm from last year, and is expected to continue to decrease up to another 20 cm. He reported that this was good news for all lakeshore municipalities.
2. Chair Jewitt asked that ABCA staff send out the levy apportionment for 2022 to remind Board members of what their apportionment was last year, and to help better understand the Phase II Regulations for the Conservation Authorities Act Update.
3. Due to a scheduling conflict, staff are asking the Board of Directors to change the date of the July Board Meeting. It was suggested that it be held on either Thursday July 14 or Thursday July 28. Abbie Gutteridge will send a poll around to Board Members to determine which date will work best.

### COMMITTEE OF THE WHOLE

#### **MOTION #BD 54/22**

**Moved by George Irvin  
Seconded by Alex Westman**

**“RESOLVED, THAT the Board of the Directors go into Committee of the Whole at 11:02 a.m. to a property matter and personnel matter with Brian Horner, Nathan Schoelier, Abbie Gutteridge and Tracey McPherson remaining in attendance.”**

**Carried.**

#### **MOTION #BD 55/22**

**Moved by Alex Westman  
Seconded by George Irvin**

**“RESOLVED, THAT the Committee of the Whole rise and report at 11:23 a.m.”**

**Carried.**

**MOTION #BD 56/22**

**Moved by Doug Cook  
Seconded by Adrian Cornelissen**

**“RESOLVED, THAT the Board of Directors proceed as directed in both the property matter and personnel matter.”**

**Carried.**

ADJOURNMENT

The meeting was adjourned at 11:25 a.m.

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Dave Jewitt  
Chair

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Abigail Gutteridge  
Corporate Services Coordinator

*Copies of program reports are available upon request.  
Contact Abigail Gutteridge, Corporate Services Coordinator*

# ABCA Program Report

**To:** Board of Directors  
**Date:** June 16, 2022  
**From:** Daniel King, Regulations Coordinator  
**Subject:** Applications for Permission - Ontario Regulation 147/06 - *Development, Interference with Wetlands and Alteration to Shorelines and Watercourses*

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The following *Applications for Permission* have been issued by staff since the last Board of Directors Meeting.

\* A Coastal Assessment and coastal engineering design was submitted as part of the application  
\*\* Work began before a permit was issued

## **MAJOR PERMIT**

1. PERMIT # 2022-28

NAME:	Joan Butler
MUNICIPALITY:	Bluewater
PERMISSION TO:	renovate an existing residence in a regulated area
COMPLETED APPLICATION RECEIVED ON DATE:	March 23, 2022
PERMISSION GRANTED BY STAFF DATE:	April 13, 2022
NUMBER OF BUSINESS DAYS TO REVIEW:	15
STAFF NAME:	Andrew Bicknell

PERMIT # 2022-48

NAME:	1145236 Ontario Ltd.
MUNICIPALITY:	Bluewater
PERMISSION TO:	development and construct storm infrastructure in a regulated area
COMPLETED APPLICATION RECEIVED ON DATE:	April 29, 2022
PERMISSION GRANTED BY STAFF DATE:	May 11, 2022
NUMBER OF BUSINESS DAYS TO REVIEW:	8
STAFF NAME:	Andrew Bicknell
2. PERMIT # 2022-51

NAME:	Dennis Oliver
MUNICIPALITY:	Bluewater
PERMISSION TO:	renovate an existing residence in a regulated area

- COMPLETED APPLICATION RECEIVED ON DATE: April 20, 2022  
 PERMISSION GRANTED BY STAFF DATE: May 13, 2022  
 NUMBER OF BUSINESS DAYS TO REVIEW: 16  
 STAFF NAME: Andrew Bicknell
3. PERMIT # 2022-46  
 NAME: Devon & Alyssa Sanger  
 MUNICIPALITY: Lambton Shores  
 PERMISSION TO: relocate existing garage and construct new garage in a regulated area
- COMPLETED APPLICATION RECEIVED ON DATE: May 10, 2022  
 PERMISSION GRANTED BY STAFF DATE: May 13, 2022  
 NUMBER OF BUSINESS DAYS TO REVIEW: 4  
 STAFF NAME: Meghan Tydd-Hrynyk
4. PERMIT # 2022-33  
 NAME: Paulina Poland  
 MUNICIPALITY: Lambton Shores  
 PERMISSION TO: construct an addition in a regulated area
- PERMISSION GRANTED BY BOARD OF DIRECTORS DATE: April 21, 2022  
 STAFF NAME: Meghan Tydd-Hrynyk
5. PERMIT # 2022-52  
 NAME: Stephen Bujaki  
 MUNICIPALITY: Bluewater  
 PERMISSION TO: construct an addition and a shed in a regulated area
- COMPLETED APPLICATION RECEIVED ON DATE: May 15, 2022  
 PERMISSION GRANTED BY STAFF DATE: May 17, 2022  
 NUMBER OF BUSINESS DAYS TO REVIEW: 2  
 STAFF NAME: Daniel King
6. PERMIT # 2022-54  
 NAME: Scott Jesney  
 MUNICIPALITY: Bluewater  
 PERMISSION TO: repair an existing foundation in a regulated area
- COMPLETED APPLICATION RECEIVED ON DATE: April 29, 2022  
 PERMISSION GRANTED BY STAFF DATE: May 25, 2022  
 NUMBER OF BUSINESS DAYS TO REVIEW: 18  
 STAFF NAME: Meghan Tydd-Hrynyk

7. PERMIT # 2022-55  
NAME: Steve Thoms & Tim Hartley  
MUNICIPALITY: Bluewater  
PERMISSION TO: reconstruct a dwelling in a regulated area  
  
COMPLETED APPLICATION RECEIVED ON DATE: May 16, 2022  
PERMISSION GRANTED BY STAFF DATE: May 25, 2022  
NUMBER OF BUSINESS DAYS TO REVIEW: 7  
STAFF NAME: Meghan Tydd-Hrynyk
8. PERMIT # 2022-58  
NAME: Jason Wilband  
MUNICIPALITY: Lambton Shores  
PERMISSION TO: construct a detached accessory garage within a regulated area  
  
COMPLETED APPLICATION RECEIVED ON DATE: May 18, 2022  
PERMISSION GRANTED BY STAFF DATE: June 1, 2022  
NUMBER OF BUSINESS DAYS TO REVIEW: 10  
STAFF NAME: Andrew Bicknell
9. PERMIT # 2022-56  
NAME: Rick & Marlene Mazur  
MUNICIPALITY: Lambton Shores  
PERMISSION TO: restack an existing armour stone shorewall  
  
COMPLETED APPLICATION RECEIVED ON DATE: May 17, 2022  
PERMISSION GRANTED BY STAFF DATE: May 25, 2022  
NUMBER OF BUSINESS DAYS TO REVIEW: 6  
STAFF NAME: Meghan Tydd-Hrynyk
10. PERMIT # 2022-61  
NAME: Sara Croke & Joy Croke  
MUNICIPALITY: Bluewater  
PERMISSION TO: repair a bridge  
  
COMPLETED APPLICATION RECEIVED ON DATE: May 19, 2022  
PERMISSION GRANTED BY STAFF DATE: June 3, 2022  
NUMBER OF BUSINESS DAYS TO REVIEW: 11  
STAFF NAME: Daniel King

## MINOR WORKS PERMIT

1. PERMIT: MW # 2022-49  
NAME: Geoff Moss  
MUNICIPALITY: Lambton Shores  
PERMISSION TO: construct an attached deck in a regulated area  
  
COMPLETED APPLICATION RECEIVED ON DATE: May 12, 2022  
PERMISSION GRANTED BY STAFF DATE: May 13, 2022  
NUMBER OF BUSINESS DAYS TO REVIEW: 1  
STAFF NAME: Andrew Bicknell
2. \*\*PERMIT: MW # 2022-54  
NAME: Brian Chalmers  
MUNICIPALITY: Bluewater  
PERMISSION TO: construct a detached deck in a regulated area  
  
COMPLETED APPLICATION RECEIVED ON DATE: May 12, 2022  
PERMISSION GRANTED BY STAFF DATE: May 17, 2022  
NUMBER OF BUSINESS DAYS TO REVIEW: 4  
STAFF NAME: Meghan Tydd-Hrynyk
3. PERMIT : MW # 2022-48  
NAME: Skylar Van Osch  
MUNICIPALITY: North Middlesex  
PERMISSION TO: construct a wetland in a regulated area  
  
COMPLETED APPLICATION RECEIVED ON DATE: May 6, 2022  
PERMISSION GRANTED BY STAFF DATE: May 18, 2022  
NUMBER OF BUSINESS DAYS TO REVIEW: 8  
STAFF NAME: Andrew Bicknell
4. PERMIT: MW # 2022-50  
NAME: Jenny Parsons  
MUNICIPALITY: Lambton Shores  
PERMISSION TO: construct an inground pool in a regulated area  
  
COMPLETED APPLICATION RECEIVED ON DATE: May 16, 2022  
PERMISSION GRANTED BY STAFF DATE: May 18, 2022  
NUMBER OF BUSINESS DAYS TO REVIEW: 2  
STAFF NAME: Andrew Bicknell

5. PERMIT: MW # 2022-55  
NAME: Valerie & Dennis Voisin  
MUNICIPALITY: Bluewater  
PERMISSION TO: replace trailer in a regulated area  
COMPLETED APPLICATION RECEIVED ON DATE: May 17, 2022  
PERMISSION GRANTED BY STAFF DATE: May 19, 2022  
NUMBER OF BUSINESS DAYS TO REVIEW: 3  
STAFF NAME: Meghan Tydd-Hrynyk
  
6. PERMIT: MW # 2022-56  
NAME: Danine Pike  
MUNICIPALITY: Bluewater  
PERMISSION TO: repair existing shore protection  
COMPLETED APPLICATION RECEIVED ON DATE: February 1, 2022  
PERMISSION GRANTED BY STAFF DATE: June 1, 2022  
NUMBER OF BUSINESS DAYS TO REVIEW: 86  
STAFF NAME: Andrew Bicknell
  
7. PERMIT: MW # 2022-57  
NAME: Jeff Fung  
MUNICIPALITY: Lucan Biddulph  
PERMISSION TO: Install drainage infrastructure in a regulated area  
COMPLETED APPLICATION RECEIVED ON DATE: May 19, 2022  
PERMISSION GRANTED BY STAFF DATE: June 1, 2022  
NUMBER OF BUSINESS DAYS TO REVIEW: 8  
STAFF NAME: Andrew Bicknell
  
8. PERMIT: MW # 2022-51  
NAME: Colden Homes  
MUNICIPALITY: South Huron  
PERMISSION TO: construct a new dwelling in a regulated area  
COMPLETED APPLICATION RECEIVED ON DATE: May 26, 2022  
PERMISSION GRANTED BY STAFF DATE: June 1, 2022  
NUMBER OF BUSINESS DAYS TO REVIEW: 5  
STAFF NAME: Meghan Tydd-Hrynyk
  
9. PERMIT: MW # 2022-52  
NAME: Colden Homes  
MUNICIPALITY: South Huron  
PERMISSION TO: construct a new dwelling in a regulated

COMPLETED APPLICATION RECEIVED ON DATE: May 26, 2022  
PERMISSION GRANTED BY STAFF DATE: June 1, 2022  
NUMBER OF BUSINESS DAYS TO REVIEW: 5  
STAFF NAME: Meghan Tydd-Hrynyk

10. PERMIT: MW # 2022-53  
NAME: Colden Homes  
MUNICIPALITY: South Huron  
PERMISSION TO: construct a new dwelling in a regulated area  
  
COMPLETED APPLICATION RECEIVED ON DATE: May 26, 2022  
PERMISSION GRANTED BY STAFF DATE: June 1, 2022  
NUMBER OF BUSINESS DAYS TO REVIEW: 5  
STAFF NAME: Meghan Tydd-Hrynyk

11. PERMIT: MW # 2022-61  
NAME: Jack Ciommo & Jennifer Keresturi  
MUNICIPALITY: Bluewater  
PERMISSION TO: construct an add a room in a regulated area  
  
COMPLETED APPLICATION RECEIVED ON DATE: June 2, 2022  
PERMISSION GRANTED BY STAFF DATE: June 2, 2022  
NUMBER OF BUSINESS DAYS TO REVIEW: 1  
STAFF NAME: Meghan Tydd-Hrynyk

## *ABCA Program Report*

To: Board of Directors  
Date: June 16, 2022  
From: Brian Horner, General Manager/Secretary Treasurer  
Kate Monk, Projects Coordinator  
Subject: Conservation Authorities Act Update - Progress Report

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This report provides an update on the implementation of the Conservation Authorities Act and associated regulations, for information purposes. Additional information may be available at the board meeting.

Since the last update at the May 19, 2022 Board of Directors meeting:

1. The governance webpage on the ABCA website is currently being updated with an expected completion date of June 30, 2022.
2. On June 15, Tracey McPherson presented information on the ABCA properties database at a webinar for Conservation Areas staff regarding Conservation Areas Strategies and Conservation Authority property inventories.
3. Kate Monk is on the Conservation Authority subcommittee developing guidance for the Watershed Based Resource Management Strategies. The committee's first meeting is June 16.
4. The "draft" agreements for planning services, attached, have been prepared and will be sent to our Conservation Authorities Act Update primary contact for each of our member municipalities for further discussion.
5. Staff will submit the attached first quarterly progress report to Ministry of Environment, Climate Change and Parks (MECP) by July 1 to meet the requirements of the Act.



**TRANSITION PLANS AND AGREEMENTS FOR PROGRAMS AND  
SERVICES UNDER SECTION 21.1.2 OF THE CONSERVATION  
AUTHORITIES ACT**

**AUSABLE BAYFIELD CONSERVATION AUTHORITY**

**PROGRESS REPORT # 1**

**To: Ministry of the Environment, Climate Change and Parks**  
**From: Brian Horner, General Manager and Secretary Treasurer**  
**Date: June 17, 2022**

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*a. Comments or feedback submitted by a municipality referred to in clause 5 (1) (b) regarding the inventory:*

None received.

*b. Summary of any changes that the authority has made to the inventory to address comments or other feedback referred to in clause (a), including the changed inventory and a clear description of the changes between the previous inventory and the changed inventory:*

No changes have been made.

*c. Update on the progress of negotiations of cost apportioning agreements with the participating municipalities:*

This activity has not started.

*d. Outline of any difficulties that the authority is experiencing that might affect the ability of the authority to conclude any cost apportioning agreements with one or more participating municipalities by the transition date:*

No difficulties at this time.

**SERVICE AGREEMENT/ Memorandum of Understanding (MOU)**

**BETWEEN**

**The CORPORATION OF THE Municipality of .....**

**(the "Municipality")**

**AND**

**The AUSABLE BAYFIELD**

**CONSERVATION AUTHORITY**

**(the "Conservation Authority" or "CA")**

**Date: \_\_\_\_\_, 2022**

**Endorsed by all Parties and in effect as of \_\_\_\_\_, 2022**

## **1. PURPOSE:**

The Ausable Bayfield Conservation Authority and its member Municipalities have long enjoyed a cooperative relationship of plan review activities based on shared values and mutual respect.

The land use planning framework has evolved dramatically over the lifetime of this relationship. The policy and the regulatory systems have become more complex with more specific requirements geared to ensure planning of safe and healthy communities. This MOU is an important tool to aid in defining the Conservation Authority's roles and responsibilities in this process. This ultimately improves planning service delivery.

It is crucial that the relationships between the parties and the roles and responsibilities in implementing the planning and regulatory framework are seamless, integrated and well understood.

This agreement only pertains to land use planning, infrastructure and development related issues. The objectives of this MOU are to describe services in addition to those activities and services which are undertaken by the Conservation Authority as part of its own legislative mandate or by agreement with others. It helps to ensure that the Conservation Authority's role is:

- complementary to the decision making process and does not result in service duplication;
- is consistent with the scale and impacts of the project;
- to provide natural hazard advice consistent with its provincially delegated responsibility
- to provide natural heritage and water resource advice consistent with the Conservation Authority's policies to help protect and restore the natural environment and natural heritage features using a systems-based approach;
- to share information to expedite decision-making.

The purpose of this Memorandum includes:

- identifying the roles and responsibilities of the Conservation Authority and the Municipality and to record a mutual understanding of the Conservation Authority's role in planning policy and development matters;
- describing services in addition to those which are undertaken by the Conservation Authority under its provincially delegated responsibilities, its legislative mandate and or its agreement with others.
- establishing expectations for plan review and technical clearance on matters relating to natural heritage and water resources;
- improving alignment between planning services and Conservation Authority permitting processes.

This MOU is intended to work in tandem with the legislative and policy framework for planning in the Province of Ontario. It is not intended to conflict with responsibilities that have been assigned to any of the Parties, either by statute, regulation, policy or other instrument. For example, the MOU is not intended to conflict with:

1. Responsibilities assigned to the Municipality through:
  - 1.1 The Planning Act; and
  - 1.2 Any MOU between the County of ..... and the Province of Ontario relating to municipal plan review.
2. Responsibilities assigned to the Conservation Authority through:
  - 2.1 The Conservation Authority Act and associated Regulations;
  - 2.2 The provincially delegated Natural Hazard responsibilities;
3. This MOU is not intended to conflict with any MOU between any municipality, county or other agencies.

DRAFT

## **2. DEFINITIONS**

### **“Board”**

Means the Board of Directors of the Conservation Authority.

### **“Interests”**

Means the interests of the Party as defined by its approved plans, policies, and programs.

### **“Natural Environment”**

Means the natural heritage system and the water resource system including natural hazards and stormwater management.

### **“Natural Heritage System”**

Means the same as the Provincial Policy Statement definition.

### **“Parties”**

Means the upper- and lower-tier municipalities' planning policy and implementation departments and the Conservation Authority planning and development department.

### **“Plan Review”**

The review of applications/studies as set out in the *Planning Act* or other relevant legislation; identifying the need for and assessing the adequacy of technical surveys, studies and reports relating to the watershed natural hazards, natural heritage and water policies for natural environment features or functions; and specifying and clearing conditions of approval. It also includes the review of municipal planning documents, such as Official Plans and amendments and may include studies associated with infrastructure development, such as Environmental Assessment Reports.

### **“Technical Clearance”**

Assessing technical reports submitted by the proponent to determine if the reports satisfy the conditions through a comprehensive study (e.g. master environmental servicing plans, secondary plans, etc.) or plan review process and in order to clear the conditions of a plan of subdivision, severance application or other planning instrument.

### **“Technical Review”**

Assessing technical reports submitted by the proponents' consultants in terms of applicable and most recent technical guidelines and standards and the approved terms of reference; specifying modifications or additional technical studies required and conditions of acceptance; validating the technical methods used to determine potential environmental impacts; identifying the nature and extent of mitigation measures required; recommending modifications to, or acceptance of, the technical report.

### **3. GUIDING PRINCIPLES**

This Memorandum of Understanding is based on the following principles. The parties agree to work collaboratively to:

- deliver timely, accurate, effective and customer-focussed planning services;
- eliminate unnecessary duplication to maximize the utilization of existing resources and technical expertise and, where possible, coordinate efforts;
- ensure the planning and regulatory systems are seamless, integrated, complementary and well understood;
- share technical resources where needed (i.e. digital mapping resources);
- continuously improve working relationships and enhance service performance of all Parties;
- monitor the performance of this MOU and service delivery;
- establish a data sharing agreement where needed;
- create and regularly maintain a screening tool readily available to all relevant staff and which clearly identifies those geographic areas where Conservation Authority input will be required and to insure that all applicable staff are familiar with its use.

### **4. MOU Framework**

4.1 For the purposes of this MOU, planning services have been defined and organized into two categories: 1) Policy Planning; and 2) Development Planning. By organizing the MOU in this manner, it is not intended to limit or define the service delivery method or the service delivery entity within each of the Parties. The MOU is organized in this manner for ease of reading and reference.

4.2 The Parties recognize that there may be initiatives, specific studies and technical studies in support of development applications that exhibit components of both policy planning and development planning.

4.3 For the purposes of this MOU, Policy Planning includes:

- a. Provincial Plans, Policies and Initiatives
- b. County Official Plan and Amendments
- c. Local Official Plans and Amendments
- d. Local Zoning By-laws and Comprehensive Amendments
- e. Area Specific Plans (e.g. Secondary Plans)
- f. Community Improvement Plans and Incentives

- g. Special Studies (e.g. watershed/subwatershed studies)
- h. Guidelines

Section 5 of this MOU provides specific provisions.

4.4 For the purposes of this MOU, Development Planning includes:

- a. Zoning By-law Amendments
- b. Plans of Subdivision and Condominium
- c. Consents
- d. Minor Variances
- e. Part Lot Control
- f. Site Plans

Section 5 of this MOU provides specific provisions.

## **5. LAND USE PLANNING ROLES AND RESPONSIBILITIES**

The CA will endeavor to provide timely comments / advice to the Municipality on planning matters. The Municipality and the Conservation Authority agree that the CA will provide comments / advice as to whether planning applications are consistent with the PPS (S. 2.1, 2.2 and S. 3.1) for the following:

1. Official Plan and Zoning Bylaw - comprehensive reviews and amendments
2. Plans of subdivision/condominium
3. Stormwater Management Plans
4. Secondary Plans
5. Consents
6. Minor Variance
7. Site Plan Control
8. Watershed/subwatershed studies
9. Guidelines
10. Part lot control
11. Site alteration by-laws

The Conservation Authority will also provide comments assessing the adequacy of technical environmental studies in meeting PPS (S. 2.1, 2.2 and S. 3.1) policy requirements and objectives and will review documents that assess impacts on the natural environment related to:

- significant wetlands, coastal wetlands, local and unevaluated wetlands;
- significant woodlands, local and unevaluated woodlands;
- significant valley lands, valley lands and stream corridors;
- natural hazards (flooding and erosion);
- hazardous sites (unstable soils or bedrock unstable slopes);

- Source Water Protection areas (e.g. SGRA, HVA's, WHPA & IPZ's);
- ground water recharge areas;
- surface water quantity and quality;
- Hydrology and Hydraulic documents and modelling (e.g. LID, SWM Ponds, etc.);
- Impact and mitigation measures related to natural hazards.

The Conservation Authority will also provide comments:

- advising the Municipality of the adequacy of technical environmental studies in relation to the Municipality's Official Plan policy requirements and objectives;
- on the need for technical reports, the adequacy with reference to relevant guidelines/standards, or related conditions of approval, including but not limited to such studies or plans as:
  - Stormwater management
  - Lot grading and drainage
  - Geotechnical
  - Hydrogeological
  - Erosion and Sediment Control
  - Coastal Engineering Studies
  - Environmental Impact Studies and related natural heritage impact and mitigation measures
  - Fluvial Geomorphology
  - Wetland water balance
- report defining features and assess the long-term ecological function and biodiversity of natural heritage systems, identifying opportunities where applicable for restoration or improvements.
- to identify, where appropriate, the Fisheries and Oceans Canada self-assessment process pursuant to the federal Fisheries Act and other similar pieces of legislation affecting the interests of the Conservation Authority;
- to assist in the technical aspects of applying alternative development standards as a best management practice for stormwater management purposes (e.g. Low Impact Development (LID projects)) and enhancement of natural heritage features and functions.

5.1 The Parties agree that a high degree of policy alignment is important in advancing an integrated and seamless planning system.

5.2 Local Official Plans and Amendments

5.2.1 The Local Municipality leads and adopts policy based Local Official Plans and Amendments.

- 5.2.2 Prior to initiating policy based Official Plans or Official Plan amendments, the Local Municipality will share information on the initiative and seek input from the Conservation Authority.
  - 5.2.3 The Conservation Authority will review and provide comments on policy-based Local Official Plan Amendments as it relates to their interests and mandates.
- 5.3 Area Specific Plans (Secondary Plans and Related Studies)
- 5.3.1 The Municipality will lead and adopt Area Specific Plans for growth areas where required.
  - 5.3.2 In developing Area Specific Plans, the Local Municipality will engage the Conservation Authority as it relates to their interests and mandates.
  - 5.3.3 The Municipality is responsible for undertaking studies in support of Area Specific Plans.
  - 5.3.4 The Municipality will work collaboratively with the Conservation Authority to identify and scope the necessary studies required for the Area Specific Plans.
  - 5.3.5 The Parties agree to work together to develop a Terms of Reference for each study required.
  - 5.3.6 That the Terms of Reference will ensure that any Party involved in the review of any study, and where applicable, will provide technical clearance in writing to the Local Municipality in the timelines defined by the municipality.
  - 5.3.7 The Parties have a mutual interest in advancing work on Area Specific Plans. In recognition of this mutual interest, the Parties agree to work within the timelines and scope set out in a Terms of Reference under the proviso that all applicable materials have been received within the agreed to Area Specific Plans / Study initiation timelines.
- 5.4 Special Studies
- 5.4.1 From time to time the Parties will engage in special studies (e.g. watershed / subwatershed, geotechnical, flood line studies, Municipal Stormwater/ Servicing Master Plans, etc.) related to land use and regulatory matters that affect the Municipality and the Conservation Authority.
  - 5.4.2 The Parties will develop a work plan to collaboratively engage in these studies when it has been determined to be of mutual interest.
- 5.5 Attending Meetings
- 5.5.1 The Conservation Authority will attend any meetings (council and/or planning meetings) and public consultation meetings when requested by the municipality.

## **6. ROLES & RESPONSIBILITIES in the PLANNING SYSTEM relating to IMPLEMENTATION PLANNING**

6.1 All Parties agree that in reviewing and assessing development applications, comments must be scoped based on:

- 6.1.1 Legislative or Regulatory authority;
- 6.1.2 Council or Board approved policies and by-laws;
- 6.1.3 A consideration of the built context;
- 6.1.4 Interests that have been identified through pre-consultation, terms of reference, comprehensive complete application requirements, and/or requisite studies.

6.2 The Parties agree that it is important to advance an expeditious review of development applications based on Planning Act timelines.

6.3 The CA will respond to general inquiries from the Municipality and applicants, will participate in informal or formal pre-consultation meetings with applicants and the Municipality (or provide written comments), and provide expert witness support to the Municipality as necessary where the subject lands involve natural hazards, natural heritage or CA regulated lands.

6.4 To ensure that the approval authority is in a position to make a decision on the application within the Planning Act timeframes, the Parties agree to share best practices and to examine ways to harmonize policies and approaches related to pre-consultation and complete application requirements.

6.5 The Parties agree to monitor and report on service delivery measures based on common goals and metrics, with reporting as required by the municipality and/or the CA.

## **7. PLANNING for the NATURAL ENVIRONMENT**

7.1 The Parties agree that coordination between the Municipality and the Conservation Authority is necessary for advancing an integrated and seamless planning system as it relates to the natural environment and further agree that they will continue to explore means to improve that planning system and to clarify roles and responsibilities.

7.2 The Parties agree to work collaboratively to advance an integrated and seamless planning system, based on the following principles:

- a. a high degree of policy alignment is important in advancing an integrated and seamless planning system;
- b. the rigour of environmental review must match the scale and nature of the impacts;

- c. that the parties will continue to leverage the significant work that has already taken place in identifying and protecting significant natural areas, but at the same time recognize that much remains to be done
- d. unnecessary duplication is to be eliminated;
- e. that the parties shall optimize the use of staff expertise;
- f. that the parties will seek opportunities for inter agency educational workshops.

## **8. DATA and INFORMATION SHARING**

- 8.1 The Parties will work together to define a screening map and guidelines to assist the Municipality in determining when an application will be circulated for review.

## **9. DISPUTE RESOLUTION**

- 9.1 Where a dispute arises between two or more Parties' staff pertaining to service matters undertaken in sections 5, 6 or 7 above, the Parties agree that the staff will implement dispute resolution practices utilizing the following principles:

- a. Agree to a fair process for mediating issues;
- b. Utilize the services of a neutral facilitator, if required;
- c. Discuss the impasse item and avoid blame;
- d. Accept responsibility;
- e. Identify common agreement / ground;
- f. Identify all options to resolve;
- g. Select best option.

- 9.2 The Municipality or the Conservation Authority may recommend that a third party consultant be engaged to undertake any particular review where special expertise is required, or the authority has a conflict of interest or where it is otherwise mutually agreed that it would be in the best interest of the planning process.

## **10. DURATION AND FORMAL REVIEW**

- 10.1 This MOU shall come into effect on the date of the last party to sign this MOU and shall remain in effect until such time as it may be replaced.
- 10.2 Any review shall be overseen by the Parties' CAOs with any final recommended changes being subject to full agreement by all Parties.

## 11. GENERAL

- a) The Conservation Authority will respond to general inquiries from the Municipality and applicants; participate in informal or formal pre-consultation meetings with applicants and the Municipality (or provide written comments); and provide expert witness support to the Municipality as necessary where the subject lands involve natural hazards or Conservation Authority regulated lands.
- b) Nothing in the agreement precludes the Conservation Authority from commenting to the Municipality, and implementing their regulatory responsibilities, as they would normally exercise their rights under the *Planning Act*, the *Conservation Authority Act* (as amended), *Environmental Assessment Act*, or other applicable legislation.
- c) Nothing in this agreement precludes the Municipality from exercising responsibility under the *Municipal Act*, the *Planning Act*, the County Official Plan, the Municipal Official Plan or any other statutory requirement.
- d) Nothing in this agreement precludes the parties from respectfully disagreeing with comments provided by the other party.
- e) The Conservation Authority and the Municipality will endeavor to have open communication on activities or programs which may impact each other's mandates or responsibilities – e.g. the Municipality proposing to amend general by-laws; the Conservation Authority undertaking work for the province to identify natural features.

## 12. TERMS OF THE AGREEMENT

- a) The Municipality and the Conservation Authority agree that:
  - 1. The term of this Agreement shall be for a period of five (5) years from the date of execution by the Municipality and the Agreement shall be automatically extended for an additional five (5) year term, on the same terms and conditions as contained herein at the discretion of the Municipality and the Conservation Authority, until terminated by any of the parties.
  - 2. The Municipality and the Conservation Authority will review this Agreement, to consider changes in programs of the parties or changes in Provincial policies, at least six months prior to the expiry of each five (5) year term;
- b) Any party may terminate this Agreement at any time upon delivering six (6) months written notice of termination, by registered mail, to all of the parties, which notice shall be deemed to be received on the third business day from the date of mailing.

- c) Any notice to be given pursuant to this Agreement shall be delivered to the parties at the following address:

### **13. IMPLEMENTATION**

The Municipality and the Conservation Authority agree:

- That the Municipality is responsible for submitting meeting minutes/records of outcomes of pre-consultation meetings.
- The Municipality will establish a mechanism to determine complete application requirements as outlined in the County and Municipal Official Plans and to determine the technical checklist required for these studies.
- That fees for planning services will be collected by the Municipality and will be remitted to the applicable CA on a semi annual basis as outlined in Section 15.

### **14. SERVICE DELIVERY STANDARDS**

- a) The Municipality shall set timeframes for responding to planning document amendments and development applications in keeping with the requirements of legislated timelines.
- b) A pre-consultation meeting between the Municipality, Conservation Authority and the applicant and their agents shall take place. Extensions to the agreed to timelines, if necessary, should be discussed at the pre-consultation meeting.

### **15. CONSERVATION AUTHORITY FEES**

All parties of this MOU concur that the screening of applications is desirable. This process will ensure that only the appropriate applications are circulated to the Conservation Authority. Although this MOU does not contain specific provisions for screening, both the municipality and the CA are committed to this end to ensure the best possible service.

#### Collection of Fees

The Conservation Authorities Act provides the legislative basis to allow conservation authorities in Ontario to charge fees for services approved by the Minister. Section 21 (m.1) of the Act, allows for the collection of fees for planning and development related activities, such as permitting, plan review and public and legal inquiries.

The Conservation Authority's fees are based on a partial user pay principle; adequate consultation and notification; and its timely receipt of a complete and fulsome application.

For the review and provisions of comments for all planning applications, a fee will be assessed by the Conservation Authority as outlined in Schedule 1. This fee schedule may be changed from time to time (with approval of the Conservation Authority's Board of Directors) without the need to amend the agreement.

The Municipality will collect the fee on behalf of the Conservation Authority at the time an application is submitted. Fees collected from planning submissions will be tracked by both the municipality and the Conservation Authority, with the municipality to remit the fees on a semi annual basis.

#### Appeal

An applicant, proponent, or developer has the right to appeal should there be any dissatisfaction with the prescribed fees. Any appeal shall be heard by the General Manager/Secretary-Treasurer of the Conservation Authority, with subsequent appeal to the Board of Directors.

#### Monitoring

Conservation Authority Fees are assessed on an annual basis by its Board of Directors to evaluate their effectiveness and fairness.

This MOU may be amended by mutual agreement from time to time, to reflect changes in programs, funding and personnel for both agencies, or changes to the Act or provincial policy.

### **16. List of Schedules to the MOU**

Schedule 1: Conservation Authority Fee Schedule

**THE CORPORATION OF THE MUNICIPALITY**

CAO / Clerk-Treasurer Signature

Mayor Signature

**CONSERVATION AUTHORITY**

General Manager/ Secretary-Treasurer Signature

Board Chair Signature

DRAFT

**SCHEDULE 1**

**Conservation Authority Planning Fee Schedule**

DRAFT

## *ABCA Program Report*

To: Board of Directors  
Date: June 16, 2022  
From: Kate Monk, Projects Coordinator  
Subject: ABCA Land Acquisition Plan (LAP)

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*This report provides the key points of the Land Acquisition Plan (2022-2042). Please contact me if you would like to read the entire Land Acquisition Plan.*

The Ausable Bayfield Conservation Authority (ABCA) has been acquiring land for most of its 75-year history. Conservation Authorities across the province have been acquiring land for environmental and community purposes since the 1940s. Land acquisition is an important tool to help achieve the organization's vision of healthy watersheds and helps fulfill the organization's mission to protect, improve, conserve and restore the watershed in partnership with the community.

In April 2022, the board approved the Land Acquisition Policy which provides the principles and guidance for the ABCA as an organization and for staff to develop the Land Acquisition Plan. The last such plan was developed in 2008. It was scheduled to be updated in 2020, but was delayed pending the updates to the Conservation Authorities Act.

The LAP is a practical, hands-on document with technical information, best management practices and procedures. The plan contains 11 chapters:

1. Introduction
2. Ausable Bayfield Conservation Authority Land Ownership
3. Link to ABCA Priorities and Strategies
4. Land Acquisition Goals, Criteria and Priorities
5. Methods of Land Acquisition
6. Ensuring Sound Transactions
7. Program Funding
8. Environmental Protection Measures
9. Landowner Relationships
10. Education and Outreach
11. Recommendations

The plan draws criteria and information from other ABCA policies and plans including the conservation strategy, watershed management strategy, drinking water source protection plan, watershed report cards, subwatershed plans and others.

The ABCA will need to consider and use a variety of approaches to acquire and protect land depending on environmental, economic and property owner situations, in order to meet the needs of the authority, local landowners and the watersheds. There needs to be a balance between acquiring existing environmentally significant areas and properties that need of ecological restoration.

A property evaluation procedure will rank areas based on the number of features on the property. For example, a property with several environmental features of importance will be ranked higher than a property with one feature.

Staff will use the criteria in the plan to prioritize areas for acquisition and use the evaluation tools to assess properties when potential vendors/donors approach the ABCA. The plan does not identify a goal of a number of hectares to be acquired each year, nor does it identify specific properties. The degree to which the plan is implemented will depend on funding, staff resources, and willing vendors/donors.

The plan only includes high-level maps because the ABCA's sophisticated Geographic Information System (GIS) enables staff to evaluate parcels better than referring to maps in a document.

The following are broad types of geographic features of interest:

#### Environmental protection

- Forests and wetlands that are:
  - Areas of Natural and Scientific Interest (ANSI – Life Science)
  - Near Lake Huron
  - Valley lands
  - Species at Risk habitat
  - Groundwater recharge areas (including sinkholes)
  - Adjacent to ABCA properties
- Coldwater stream subwatersheds;
- Municipal wellhead protection areas (WHPAs);
- Significant restoration project properties.

#### Ecological Restoration and Enhancement

- Valley lands;
- Species at Risk habitat;
- Groundwater recharge areas;
- Adjacent to ABCA properties;
- Municipal wellhead protection areas (WHPAs);

- Adjacent to ANSIs;
- Upstream from flood-prone urban areas and areas scheduled for development.

The number of hectares of environmentally important areas is larger than the ABCA has the capacity to acquire and manage. The following three primary criteria can be used to prioritize:

- Areas near existing secured land;
- Areas with funding opportunities and partnerships;
- Areas where the average parcel fabric is a minimum of 20 hectares.

Secondary criteria apply a fine-filter analysis looking at each property individually. Focusing more on the properties within a defined target area, factors that could be considered at a property-specific level include:

- Development pressure and urgency of acquisition;
- Cost of land is relatively inexpensive;
- Site's species and features viability, given existing conditions and practical stewardship actions;
- Property capability with the current and potential future surrounding uses;
- Existing or potential ecological connections between the property and other natural areas;
- Potential to acquire other lands that may add to the viability of the site.

The plan includes the following recommendations:

1. The Plan will be in place for 20 years (2022-2042) with five-year reviews.
2. Inform member municipalities, neighbouring conservation authorities and local environmental agencies about ABCA land acquisition priorities.
3. Work with municipalities to identify needs for green space, passive recreation, stormwater management, and drinking water source protection.
4. Seek advice from Indigenous communities regarding values, features for environmental and cultural protection, and land acquisition opportunities to achieve common goals.
5. Collaborate with other agencies, especially the Ausable Bayfield Conservation Foundation and Huron Tract Land Trust Conservancy, to determine the best organization to own parcels.
6. Encourage municipal, provincial and federal government as well as non-government agencies to acquire land to protect important environmental features.

7. Undertake GIS analysis of land acquisition priorities and identify candidate sites for evaluation.
8. Undertake natural heritage analysis to identify priority areas for ecological restoration.
9. Evaluate acquisition priorities based on existing property conditions or potential of the property to improve environmental conditions (grades) in Watershed Report Cards: surface water quality, groundwater quality, forest conditions, wetland cover.
10. Identify priority areas for protection through integrated watershed management.
11. Include land acquisition in ABCA subwatershed and strategic plans.
12. Continue to compile key natural heritage feature data to identify significant ecological features and habitats.
13. Complete a land securement funding strategy to develop a long-term funding plan.
14. Work with funding partners to secure financial support for land acquisition and work with government and non-government agencies to identify and foster new funding partnerships.
15. Prepare communications material to promote land acquisition and educate the public and partner agencies about land acquisition options.
16. Include land acquisition in the position descriptions of the General Manager/Secretary Treasurer and Stewardship and Conservation Lands Manager.
17. Provide an annual land acquisition update to the board of directors.

### **Recommendation**

Recommended that, the Ausable Bayfield Conservation Authority Land Acquisition Plan be approved.

# ABCA Program Report

**To:** Board of Directors  
**Date:** Donna Clarkson and Mary Lynn MacDonald, DWSP Co-Supervisors  
**From:** June 16, 2022  
**Subject:** Workplan and Budget Update

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## 2022-2024 Work Plan and Budget

Approval of the **two year** 2022 -2024 workplan and budget for the ABMV Region was received from the Province on May 13, 2022.

The approved budget for the Drinking Water Source Protection program is similar to the 2021-2022 budget of \$242,331.

Below is a summary of the budget:

Staffing Position Title	Proposed Staff FTE	Annual Staffing Budget (including salary, benefits and project administration costs)
Project Manager	1.00	\$213,629
GIS / Data	0.35	\$5,2509
Communication Specialist	0.30	\$50,544
Planning and Technical support	0.30	\$66,664
<b>Total staffing request</b>	<b>1.95</b>	<b>\$383,347</b>

Non-Staff Budget – Administrative costs; SPC per diem, meeting, engagement and recruitment expenses; website maintenance; amendment consultation; promotion of new Best Practices program	\$119,751
<b>Total Budget</b>	<b>\$503,098</b>

MVCA's two year allocation for 2022-2024 is \$ 46,441 for Planning and Communication staff.

**MINUTES**  
**AUSABLE BAYFIELD CONSERVATION FOUNDATION**  
**ANNUAL MEETING**

May 10, 2022  
Ausable Bayfield Conservation Authority Boardroom

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MEMBERS PRESENT

Janet Clarke, Peter Darbishire, Dave Frayne, Anne Melady, Charles Miner, Robert Norris

OTHERS PRESENT

Tina Crown, Abigail Gutteridge, Brian Horner, Sharon Pavkeje

CALL TO ORDER

Chair Dave Frayne welcomed the Board of Directors and staff to the meeting and called it to order at 1:58 p.m. Members joined the meeting in person and Robert Norris joined by phone. Chair Dave welcomed Janet Clarke, as a newly appointed Director to the Ausable Bayfield Conservation Foundation.

ADOPTION OF AGENDA

**MOTION #1/22**

**Moved by Charles Miner**  
**Seconded by Peter Darbishire**

**“RESOLVED, THAT the May 10, 2022 agenda for the Ausable Bayfield Conservation Foundation meeting, with the removal of the HTLTC report, be approved.”**

**Carried.**

ADOPTION OF MINUTES

**MOTION #2/22**

**Moved by Robert Norris**  
**Seconded by Peter Darbishire**

**“RESOLVED, THAT the minutes of the Ausable Bayfield Conservation Foundation meeting held on November 23, 2021 be approved.”**

**Carried.**

BUSINESS OUT OF THE MINUTES

None.

ELECTION OF OFFICERS

**MOTION #3/22**

**Moved by Dave Frayne  
Seconded by Anne Melady**

**“RESOLVED, THAT Brian Horner, ABCA General Manager, be appointed to run the elections for the Ausable Bayfield Conservation Foundation for 2022.”**

**Carried.**

**MOTION #4/22**

**Moved by Dave Frayne  
Seconded by Peter Darbshire**

**“RESOLVED, THAT Tina Crown and Sharon Pavkeje be appointed as scrutineers for the elections.”**

**Carried.**

Brian declared all positions on the Board of Directors, as vacant, and asked for nominations.

APPOINTMENT OF CHAIR

Charles Miner nominated Dave Frayne as Chair of the Ausable Bayfield Conservation Foundation. Brian asked for further nominations three more times.

**MOTION #5/22**

**Moved by Peter Darbshire  
Seconded by Janet Clarke**

**“RESOLVED, THAT the nominations be closed for the position of Chair of the Ausable Bayfield Conservation Foundation for 2022.”**

**Carried.**

Dave Frayne accepted the position of Chair and thanked members for their support.

**APPOINTMENT OF VICE CHAIR**

Dave Frayne nominated Charles Miner as Vice Chair of the Ausable Bayfield Conservation Foundation. Brian asked for further nominations three more times.

**MOTION #6/22**

**Moved by Peter Darbishire  
Seconded by Anne Melady**

**“RESOLVED, THAT the nominations be closed for the position of Vice Chair of the Ausable Bayfield Conservation Foundation for 2022.”**

**Carried.**

Charles Miner accepted the position of Vice Chair and thanked members for their support. Brian turned the meeting back to Chair Dave Frayne.

**APPOINTMENTS OF SOLICITOR, AUDITOR AND BANK**

**MOTION #7/22**

**Moved by Charles Miner  
Seconded by Janet Clarke**

**“RESOLVED, THAT the Ausable Bayfield Conservation Foundation appoint Seebach & Company Chartered Accountants as Auditor for 2022.”**

**Carried.**

**MOTION #8/22**

**Moved by Charles Miner  
Seconded by Janet Clarke**

**“RESOLVED, THAT the Ausable Bayfield Conservation Foundation appoint the Bank of Montreal, Exeter as financial institution for banking services for 2022.”**

**Carried.**

**MOTION #9/22**

**Moved by Charles Miner  
Seconded by Janet Clarke**

**“RESOLVED, THAT the Ausable Bayfield Conservation Foundation appoint Little, Masson & Reid of Exeter; Raymond & McLean of Exeter; Trudy Mauth of Woodstock and Grant Inglis, solicitor with Scott Petrie LLP of London as solicitors for 2022.”**

**Carried.**

**2021 AUDITED FINANCIAL STATEMENT**

Paul Seebach, of Seebach & Company, presented the draft Audited 2021 Financial Statement for review.

**MOTION #10/22**

**Moved by Peter Darbishire  
Seconded by Janet Clarke**

**“RESOLVED, THAT the Ausable Bayfield Conservation Foundation approve the 2021 Financial Statement as prepared by Seebach & Company Chartered Accountants.”**

**Carried.**

The Financial Statement was signed by Chair Dave and Vice Chair Charles.

**PROJECT UPDATES****Conservation Dinner**

Brian reported the Conservation Dinner for 2022 was held as an online event again this year as Covid restrictions were just beginning to ease up. Our numbers are not finalized yet, as not all of the items have been picked up and we are waiting for funds from three of our restaurant partnerships. An estimated profit would be around \$32,500, less an ABCA admin fee. The online event received 183 bidders or donors. We are hopeful for an in person event in 2023.

**Junior Conservationist**

The ABCF funds an eight week student position with the ABCA as Junior Conservationist during July and August. The student must live within an ABCA watershed municipality and be a senior high school student or a first or second year university or college student enrolled in the environmental field. We have not been able to post this position for the last two years, due to Covid. Abbie has posted the position this year with a

closing date of May 27<sup>th</sup>. This student will help with a wide variety of departments within the ABCA, including our Education department summer day camps and Healthy Watersheds environmental monitoring.

#### Student Environmental Award

Abbie Gutteridge reported the ABCF offered a \$1,000 environmental student award for a High School student going into University or College in an environmental field. We received no applications last year. Abbie will notify the watershed schools of the bursary with a deadline of June 27. The ABCF Board will be forwarded the applications and vote on the winning applicant.

#### Morrison Dam Fishing Derby

The 36<sup>th</sup> Annual Morrison Dam Fishing Derby took place Saturday May 7<sup>th</sup> from 8 am to 12 noon at the Morrison Dam reservoir with 235 anglers registered and 37 fish registered. This event is sponsored by the Exeter Lions Club and the Ausable Bayfield Conservation Foundation. The expense of stocking the rainbow trout and renting one port a potty were shared between the two organizations. This event has been cancelled two years due to Covid.

#### South Huron Trail Golf Tournament

Brian Horner reported that Monday August 22 is tentatively booked at Ironwood Golf Course for the South Huron Trail Golf Tournament. The committee will decide by the end of June if there is enough interest to move forward with the tournament.

#### Morrison Dam Tree Dedication Service

Abbie reported the Morrison Dam Commemorative Woods Service will be held Sunday, September 18<sup>th</sup> at 2 pm. The service is held in partnership with Haskett Funeral Homes from Exeter, Lucan, Zurich and Seaforth. Approximately 350-400 people attend and the trailmobile is used to transport people with mobility challenges from their car to the seating area.

#### NEW BUSINESS

##### Commemorative Woods Bronze Plaque Pricing

Abbie reported the price of our Commemorative Woods bronze plaques from Stratford Memorials has increased to \$575 plus tax. We have had 14 purchased since last year, with some purchasing these plaques instead of tombstones. Peter Darbishire wondered if we should increase the price to \$950. Members felt we should investigate if South Huron High School has a CNC machine, as well as a Huron Park company that has a laser

cutter. Members felt we should defer this to next meeting, when we have more information.

### Commemorative Woods / Trails Bench Fundraiser

At our last meeting, Dave McClure suggested we develop a list of spots for benches on our conservation lands, as he knows a lot of people who would contribute to this type of fundraiser. Benches along the MacNaughton Morrison Trail were sponsored for \$1,200, with South Huron District High School building the benches and metal plaques from RSD attached to the bench. Members wondered if the High School closest to where the bench would be installed, could be asked to prepare the bench. ABCA is also investigating the cost of staff to build the benches. Anne Melady said a composite bench along the G2G trail is \$2,500 to sponsor. This will be deferred until our next meeting.

### Proposed Fish Fry Fundraiser

Charles Miner has suggested a Fish Fry as a fundraiser for the Foundation. The Lake Smith Conservationists, Brussels Legion and Kirkton Optomists are all local groups who fry their own fish for their Fish Frys. As we do not have a large membership to help out with this, Sharon has been in contact with Lina Marie from Craklin's Best Fish & Chips in London. They have outdoor fryers and with a kitchen she can prepare a take home meal. We are waiting to hear back from their recent meal with the Ilderton Lions. Dave Frayne and Charles Miner will investigate our options further and report at our next meeting.

### Funding Proposals

- 1) Blue Bayfield submitted a funding application through the ABCF to the Erb Foundation for \$10,000 for a new project, Blue Schools. The application was successful and Blue Bayfield would like ABCF to retain \$200 of the proceeds as a donation from Blue Bayfield.
- 2) Blue Bayfield submitted a funding application to publish a book "The Great Lakes: A time of Reckoning". The application was successful and Abbie showed members a copy of the book.

### CORRESPONDENCE

Abbie shared the following correspondence:

1) Thank you from Diane Carson, for being able to showcase the art of quilting, as the Feature Artist for our 2022 Conservation Dinner. Diane was nominated by the Exeter Lions Club, and the Conservation Dinner committee approved wholeheartedly.

2) Peter Darbishire sent a note resigning from the Ausable Bayfield Conservation Foundation Board of Directors, as of 5 pm today. Peter has been on our Board of Directors for 35 years. Chair Dave thanked Peter and noted we will miss him and his insight that he has provided over the past 35 years. We accepted Peter's resignation, with deep regret.

COMMITTEE OF THE WHOLE

None.

NEXT MEETING

The next Foundation meeting will be held at the Call of the Chair, possibly late July.

ADJOURNMENT

Peter Darbishire adjourned the meeting at 3:05 p.m.

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Dave Frayne  
Chair

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Sharon Pavkeje  
Recording Secretary