



ANNUAL MEETING

Thursday, February 20, 2025

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

10:00 a.m.

AGENDA

1. Chair's Welcome and Land Acknowledgement
2. Adoption of Agenda
3. Disclosure of Pecuniary Interest
4. Disclosure of intention to record this meeting by video and/or audio device
5. Adoption of Minutes from December 19, 2024
6. Business Out of the Minutes
7. **Elections**
 - (i) Appointment of Chair for Election
 - (ii) Appointment of Scrutineers for Election
 - (iii) Positions of Chair and Vice Chair declared vacant
 - (iv) Election of Chair
 - (v) Election of Vice Chair
 - (vi) Motion to Destroy Ballots (if required)
8. **Appointments**
 - (i) Solicitor
9. **Program Reports**
 - Report 1: (a) Development Review (O.Reg 41/24) – Andrew Bicknell
 - (b) Violation/Appeals Update - Geoff Cade/ Daniel King
 - Report 2: Permit Application Authorization– Erik Strahl/Geoff Cade
 - Report 3: Workshop Renovation Tender Results – Nathan Schoelier
 - Report 4: Linfield Wildlife Area Farmland Lease – Nathan Schoelier
 - Report 5: Flood Model Update Consultant Selection – Daniel King
 - Report 6: Permit Review Timelines – Geoff Cade
 - Report 7: Unaudited Profit/Loss Statement – 2024 – Tina Crown
10. **Staff Presentation:** *Managing Invasive Species for Healthy Watersheds* – Nathan Schoelier
11. **Committee Reports**
 - Striking Committee – Abbie Gutteridge
12. Correspondence
13. Committee of the Whole
14. New Business
15. Adjournment

Source Protection Authority Meeting to follow

UPCOMING MEETINGS AND EVENTS

March 20, 2025

Board of Directors Meeting at 2:30 p.m. Followed by Partner
Appreciation Evening

April 3, 2025

35th Annual Conservation Dinner and Auction

BOARD OF DIRECTORS MEETING

Thursday, December 19, 2024

Ausable Bayfield Conservation Authority Boardroom
Morrison Dam Conservation Area

DIRECTORS PRESENT

Ray Chartrand, Adrian Cornelissen, Joey Groot, Steve Herold, Jaden Hodgins, Dave Jewitt, Dave Marsh, Wayne Shipley, Marissa Vaughan

STAFF PRESENT

Mike Bax, Andrew Bicknell, Tina Crown, Abbie Gutteridge, Davin Heinbuck, Brian Horner, Ian Jean, Daniel King, Nathan Schoelier, Erik Strahl, Angela Van Niekerk, Ellen Westelaken.

CALL TO ORDER

Chair Marissa Vaughan called the meeting to order at 2:30 p.m., welcomed everyone in attendance, and read the Land Acknowledgement Statement.

ADOPTION OF AGENDA

MOTION #BD 99/24

Moved Jaden Hodgins

Seconded by Ray Chartrand

“RESOLVED, THAT the agenda for the December 19, 2024, 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

None.

ADOPTION OF MINUTES

MOTION #BD 100/24

Moved by Joey Groot

Seconded by Wayne Shipley

“RESOLVED, THAT the minutes of the Board of Directors meeting held on November 21, 2024, and the motions therein be approved as circulated.”

Carried.

BUSINESS OUT OF THE MINUTES

Vote on 2025 Proposed Operating Levies (Category 1 and 3), Capital Levy, and Budget

Davin Heinbuck, General Manager/Secretary-Treasurer, reviewed the process to date for the Ausable Bayfield Conservation Authority (ABCA) Proposed 2025 Budget, and then reviewed the operating levies for both Category 1 and 3, as well as the Capital Levy, and advised that approval is by weighted vote.

2025 Proposed Operating Levies and Capital Levy Vote

MOTION #BD 101/24

**Moved by Dave Jewitt
Seconded by Wayne Shipley**

“RESOLVED, THAT the 2025 Operating Levy for Category 1 be approved at \$1,304,605.”

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
Adelaide Metcalfe	✓		
Bluewater	✓		
Central Huron	✓		
Huron East	✓		
Lambton Shores	✓		
Lucan Biddulph	✓		
Middlesex Centre	✓		
North Middlesex	✓		
Perth South	✓		
South Huron	✓		
Warwick	✓		
West Perth	✓		

“The result was Yea 100% based on the current value assessment apportionment schedule.”

Carried.

MOTION #BD 102/24

**Moved by Steve Herold
Seconded by Jaden Hodgins**

“RESOLVED, THAT the 2025 Operating Levy for Category 3 be approved at \$172,616.”

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
Adelaide Metcalfe	✓		
Bluewater	✓		
Central Huron	✓		
Huron East	✓		
Lambton Shores	✓		
Lucan Biddulph	✓		
Middlesex Centre	✓		
North Middlesex	✓		
Perth South	✓		
South Huron	✓		
Warwick	✓		
West Perth	✓		

“The result was Yea 100% based on the current value assessment apportionment schedule.”

Carried.

MOTION #BD 103/24

**Moved by Dave Jewitt
Seconded by Joey Groot**

“RESOLVED, THAT the 2025 Capital Levy be approved at \$20,045.”

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
Adelaide Metcalfe	✓		
Bluewater	✓		
Central Huron	✓		
Huron East	✓		
Lambton Shores	✓		
Lucan Biddulph	✓		
Middlesex Centre	✓		
North Middlesex	✓		
Perth South	✓		
South Huron	✓		
Warwick	✓		
West Perth	✓		

“The result was Yea 100% based on the current assessment apportionment schedule.”

Carried.

2025 Proposed Budget

MOTION #BD 104/24

**Moved by Wayne Shipley
Seconded by Ray Chartrand**

“RESOLVED, THAT the proposed 2025 overall budget be approved.”

Carried.

PROGRAM REPORTS

1. (a) Development Review

Andrew Bicknell, Senior Regulations Coordinator, presented the Development Review report pursuant to Ontario Regulation 41/24 *Prohibited Activities, Exemptions and Permits*. Through the application process, proposed developments within regulated areas are protected from flooding and erosion hazards. Staff granted permission for 5 *Applications for Permission* and 3 *Minor Works Applications*.

(b) Violation/Appeals Update

Andrew Bicknell provided one appeal update regarding a deck and storage area in the dynamic beach area of Huron Woods, which came to a hearing at the ABCA Board of Directors in 2024. It was appealed to the Ontario Land Tribunal; however, councils for the applicant as well as the ABCA are speaking, and there is hope that a redesign that would be acceptable can be negotiated.

MOTION #BD 105/24

**Moved by Jaden Hodgins
Seconded by Ray Chartrand**

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

Carried.

2. Conservation Lands Risk Mitigation – Implementation Framework

Nathan Schoelier, Stewardship and Conservation Lands Manager, provided a report on the findings of a visit from ABCA’s insurance broker, Marsh Canada Limited (Marsh). This visit was to three properties, with the intent of observing a cross section of typical properties owned by the ABCA, obtaining and understanding of typical exposures and risk mitigating initiatives, reviewing permitted activities, identifying liability hazards, and discussing opportunities for improvement. In general, the ABCA employs reasonable risk mitigation measures, and is consistently working toward enhancing

these as funding permits. The properties visited included Mystery Falls, Rock Glen Conservation Area, and Ausable River Cut Conservation area. A memo was provided from Marsh's representative, and this report outlines a framework on how to implement these improvements.

MOTION #BD 106/24

**Moved by Dave Marsh
Seconded by Adrian Cornelissen**

"RESOLVED, THAT the Ausable Bayfield Conservation Authority Board of Directors approves the framework described in this report for implementing conservation lands risk mitigation measures provided by Marsh Canada Limited."

Carried.

3. Hazard Tree Policy

Nathan Schoelier presented a policy for the management of hazard trees on ABCA properties. As noted in Marsh Canada Limited's property visits, ABCA manages hazard trees well, but a formal policy for this management should be put into place. A draft policy for hazard tree management is attached.

MOTION #BD 107/24

**Moved by Wayne Shipley
Seconded by Joey Groot**

"RESOLVED, THAT the Ausable Bayfield Conservation Authority Board of Directors approves the hazard tree policy appended to this report."

Carried.

4. Rock Glen Conservation Area 2024 Summary

Mike Bax, Rock Glen Conservation Area (RGCA) Superintendent, provided Directors with a summary of the 2024 season at RGCA. He noted that this is the only ABCA conservation area that is staffed during the summer season. Two staff are present from May to October, and a summer student is typically employed during July and August. This year, ABCA was successful in receiving funding from Canada Summer Jobs to contribute to the student position. In general, it was a successful season at RGCA, which saw more than 40,000 day entries and almost 1000 pass entries. In addition, there was more than a 120 per cent increase in Family Pass and Individual Pass sales, as well as pavilion rentals. The Arkona Lions Museum, located within RGCA, also provides a good overview of visitors. In 2024, the visitor log at the museum showed more than 2000 visitors from 52 unique countries, 10 Canadian provinces and 17 U.S. states. RGCA has also remained an excellent venue for education programming throughout the year.

MOTION #108/24

**Moved by Steve Herold
Seconded by Wayne Shipley**

“RESOLVED, THAT the Ausable Bayfield Conservation Authority Board of Directors receives the report Rock Glen Conservation Area 2024 Summary as presented for information.”

Carried.

5. Stewardship Funding Update

Angela Van Niekerk, Wetlands Specialist, provided an update on stewardship funding and projects for 2024. The Canada Nature Fund from Fisheries and Oceans Canada has contributed to 15 projects including 9 fragile land retirement projects, and 6 wetland restorations. The Wetlands Conservation Partner Program through the Ministry of Environment, Conservation and Parks has helped to fund 30 projects, including 13 wetland restorations and 17 fragile land retirement projects.

MOTION #BD 109/24

**Moved by Jaden Hodgins
Seconded by Dave Jewitt**

“RESOLVED, THAT the Ausable Bayfield Conservation Authority Board of Directors receive the Stewardship Funding Update as presented for information.”

Carried.

6. Tree Planting Program – 2024 Summary

Ian Jean, Forestry and Land Stewardship Specialist, provided a summary report on the 2024 tree planting program at the ABCA. Between both spring and fall planting programs, 243 landowners throughout the watershed participated, and more than 35,000 trees were planted. Projects that benefit watershed health include reforestation, field windbreaks and riparian buffers. The program operates on a cost recovery basis and is supported through technical service fees, and tree sales. Various funding sources also provide support to local landowners, including the Huron Clean Water Project, Forests Ontario, Canada Nature Fund, as well as others. ABCA also works with Maitland Valley Conservation Authority to help deliver their tree program.

MOTION #110/24

**Moved by Dave Marsh
Seconded by Dave Jewitt**

“RESOLVED, THAT the Ausable Bayfield Conservation Authority Board of Directors receives the Tree Planting Program – 2024 Summary for information as presented.”

Carried.

7. ABCA Ice Management Plan

To meet Ontario Regulation 686/21: Mandatory Programs and Services, Section 4: Ice Management, of the Conservation Authorities Act, staff have prepared a plan that focusses on the monitoring and messaging surrounding ice buildup and ice jam risks. This work is done as part of the Flood Forecasting and Warning program at the ABCA. The plan is intended to be a living document and will be reviewed, amended, and updated as needed.

MOTION #111/24

**Moved by Jaden Hodgins
Dave Jewitt**

“RESOLVED, THAT the Ausable Bayfield Conservation Authority Board of Directors receives the report ABCA Ice Management Plan for information as presented.”

Carried.

GENERAL MANAGER’S REPORT

Davin Heinbuck provided a report with a brief update on the progress of various projects, staff training, upcoming meetings and events, and general activities of ABCA staff.

MOTION #BD 112/24

**Moved by Dave Marsh
Wayne Shipley**

“RESOLVED, THAT the Ausable Bayfield Conservation Authority Board of Directors receives the General Manager’s Report for information as presented.”

Carried.

COMMITTEE REPORTS

MOTION #BD 113/24

**Moved by Joey Groot
Seconded by Ray Chartrand**

“RESOLVED, THAT the minutes of the Ausable Bayfield Conservation Foundation meeting held on November 26, 2024 and the motions therein be approved as circulated.”

Carried.

CORRESPONDENCE

- a) Reference: Extension of Minister’s direction to No Change Fees
File: A.5.3

Brief: Davin Heinbuck noted that the ABCA received a letter from the Honourable Graydon Smith, Minister of Natural Resources, noting that the freeze on fees associated with planning and regulations will continue in 2025. This will be the third year in which fees are not able to be raised. Directors agreed that advocacy should continue, and that ABCA should continue with their proposed letter to the Province with support of member municipalities.

NEW BUSINESS

1. Davin Heinbuck provided a brief update on the Low Water Response status within the ABCA watershed. He reported that base flows have now recovered with the snow, rain and melting in December, and that the Level 1 Low Water Advisory is being lifted.

COMMITTEE OF THE WHOLE

None.

ADJOURNMENT

The meeting was adjourned at 4:04 p.m.

Marissa Vaughan
Chair

Abigail Gutteridge
Secretary

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

ABCA Program Report

To: Board of Directors
Date: February 20, 2025
From: Andrew Bicknell, Acting Water and Planning Supervisor
Subject: Applications for Permission
Ontario Regulation 41/24 – Prohibited Activities, Exemptions and Permits

Recommendation:

THAT the Ausable Bayfield Conservation Authority Board of Directors affirm the approval of the permits issued by ABCA staff as outlined in the *Applications for Permission* Program Report.

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

*A Coastal Assessment was provided as part of the application

**Work commenced without a permit

Major Permits

- (1) PERMIT # 2024-68
NAME: Paul and Virginia Warwick
ADDRESS: 47 Riverside Drive
MUNICIPALITY: South Huron
PERMISSION TO: Construct a covered porch and covered patio
COMPLETED APPLICATION RECEIVED ON DATE: January 13, 2025
PERMISSION GRANTED BY STAFF DATE: January 22, 2025
NUMBER OF BUSINESS DAYS TO REVIEW: 6
STAFF NAME: Ellen Westelaken
- (2) PERMIT # 2024-61
NAME: Overholt Excavating c/o Craig Overholt
ADDRESS: 33 Sauble River Road, Grand Bend
MUNICIPALITY: Lambton Shores
PERMISSION TO: Replace existing docking
COMPLETED APPLICATION RECEIVED ON DATE: November 8, 2024
PERMISSION GRANTED BY STAFF DATE: December 6, 2024

NUMBER OF BUSINESS DAYS TO REVIEW: 20
STAFF NAME: Erik Strahl

(3) PERMIT # 2024-56
NAME: Greg McColm
ADDRESS: 29 Tuyl Street, Bayfield
MUNICIPALITY: Bluewater
PERMISSION TO: Re-develop existing residence and associated work
COMPLETED APPLICATION RECEIVED ON DATE: November 18, 2024
PERMISSION GRANTED BY STAFF DATE: December 2, 2024
NUMBER OF BUSINESS DAYS TO REVIEW: 11
STAFF NAME: Erik Strahl

(4) PERMIT # 2024-63
NAME: Mac Voisin
ADDRESS: 72777 Ravine Drive, St Joseph
MUNICIPALITY: Bluewater
PERMISSION TO: Construct a detached garage and associated work
COMPLETED APPLICATION RECEIVED ON DATE: November 12, 2024
PERMISSION GRANTED BY STAFF DATE: December 13, 2024
NUMBER OF BUSINESS DAYS TO REVIEW: 23
STAFF NAME: Erik Strahl

(5) PERMIT # 2024-64
NAME: Ironwood Golf Course c/o Grant Coon
ADDRESS: 70969 Morrison Line
MUNICIPALITY: South Huron
PERMISSION TO: Replace existing equipment storage shed and associated work
COMPLETED APPLICATION RECEIVED ON DATE: November 27, 2024
PERMISSION GRANTED BY STAFF DATE: December 13, 2024
NUMBER OF BUSINESS DAYS TO REVIEW: 13
STAFF NAME: Erik Strahl

(6) PERMIT # 2024-65A-E
NAME: Multiple property application c/o Moira Wills
ADDRESS: 33931 Sunnyridge Road

MUNICIPALITY: Bluewater

PERMISSION TO: Construct shoreline protection and associated work

COMPLETED APPLICATION RECEIVED ON DATE: December 4, 2024

PERMISSION GRANTED BY STAFF DATE: December 20, 2024

NUMBER OF BUSINESS DAYS TO REVIEW: 12

STAFF NAME: Erik Strahl

(7) PERMIT # 2024-59A-B

NAME: Overholt Excavating c/o Craig Overholt

ADDRESS: 75197, 75191A Gordon Drive, Bayfield

MUNICIPALITY: Bluewater

PERMISSION TO: Replace gabion basket shore protection with steel sheet pile wall.

COMPLETED APPLICATION RECEIVED ON DATE: January 8, 2025

PERMISSION GRANTED BY STAFF DATE: January 14, 2025

NUMBER OF BUSINESS DAYS TO REVIEW: 4

STAFF NAME: Erik Strahl

(8) PERMIT # 2024-67

NAME: Nick Vanderburgt c/o Matt Runge

ADDRESS: 72104B Bluewater Highway

MUNICIPALITY: Bluewater

PERMISSION TO: Construct a barn, yard areas, and associated work

COMPLETED APPLICATION RECEIVED ON DATE: December 12, 2024

PERMISSION GRANTED BY STAFF DATE: January 10, 2025

NUMBER OF BUSINESS DAYS TO REVIEW: 16

STAFF NAME: Erik Strahl

Minor Permits

(1) PERMIT #MW2025-03

NAME: Grit Engineering Inc.

ADDRESS: 71851 Sunridge Crescent

MUNICIPALITY: Bluewater

PERMISSION TO: Install a septic system
COMPLETED APPLICATION RECEIVED ON DATE: January 15, 2025
PERMISSION GRANTED BY STAFF DATE: January 21, 2025
NUMBER OF BUSINESS DAYS TO REVIEW: 4
STAFF NAME: Ellen Westelaken

(2) PERMIT # MW2025-05
NAME: Dynamic Septic and Drainage (c/o Devon Webb)
ADDRESS: 74333 Driftwood Drive, Bayfield
MUNICIPALITY: Bluewater
PERMISSION TO: Install a replacement septic system
COMPLETED APPLICATION RECEIVED ON DATE: January 23, 2025
PERMISSION GRANTED BY STAFF DATE: January 28, 2025
NUMBER OF BUSINESS DAYS TO REVIEW: 3
STAFF NAME: Ellen Westelaken

(3) PERMIT # MW2024-73
NAME: NFTC Telecom c/o Sam Maclin
ADDRESS: No civic address, Hungry Hollow Road
MUNICIPALITY: North Middlesex
PERMISSION TO: Construct an aerial river fibre optic crossing
COMPLETED APPLICATION RECEIVED ON DATE: November 27, 2024
PERMISSION GRANTED BY STAFF DATE: December 5, 2024
NUMBER OF BUSINESS DAYS TO REVIEW: 7
STAFF NAME: Erik Strahl

(4) PERMIT # MW2024-71
NAME: Dan and Carolyn Dupuis
ADDRESS: Wildwood by the River Bayfield, Site 14
MUNICIPALITY: Bluewater
PERMISSION TO: Replace the existing trailer
COMPLETED APPLICATION RECEIVED ON DATE: November 26, 2024
PERMISSION GRANTED BY STAFF DATE: December 6, 2024
NUMBER OF BUSINESS DAYS TO REVIEW: 8
STAFF NAME: Erik Strahl

- (5) PERMIT # MW2024-59A-H
NAME: Lynx Planning & Engineering c/o Heather Jones
ADDRESS: Multi. Location qty = 8, Dublin
MUNICIPALITY: West Perth
PERMISSION TO: Fibre Optic Cable Installations along road allowances
COMPLETED APPLICATION RECEIVED ON DATE: December 13, 2024
PERMISSION GRANTED BY STAFF DATE: January 20, 2025
NUMBER OF BUSINESS DAYS TO REVIEW: 20
STAFF NAME: Erik Strahl
- (6) PERMIT # MW2025-06
NAME: Overholt Excavating c/o Craig Overholt
ADDRESS: 74135 Bluehaven Beach Rd.
MUNICIPALITY: Bluewater
PERMISSION TO: Replace failed septic system
COMPLETED APPLICATION RECEIVED ON DATE: January 21, 2025
PERMISSION GRANTED BY STAFF DATE: January 29, 2025
NUMBER OF BUSINESS DAYS TO REVIEW: 7
STAFF NAME: Erik Strahl

ABCA Program Report

To: Board of Directors
Date: February 20, 2025
From: Geoff Cade, Water & Planning Manager
Erik Strahl, Water & Planning Technician
Subject: Permit Application
O. Reg. 41/24 – Prohibited Activities, Exemptions and Permits
7250 Seth Lane, Port Franks
Sue Brooks and Spencer Weldig
Permit Application #2025-03
Report Type: ACTION REQUIRED

Recommendation:

THAT the Ausable Bayfield Conservation Authority Board of Directors authorize staff to issue a permit for Application #2025-03

Background:

Staff is seeking permission from the Board of Directors to approve an application that does not meet ABCA policy. The application is for an addition and repairs to an existing residence located in an area of the shoreline where ABCA policy does not permit additions.

As the application does not meet Board approved policy, staff is unable to issue a permit.

The proposal is unique and would not set a precedent.

The existing structure is located just south of Port Franks, in the dynamic beach hazard. It is located within Lakeshore Area 1, but landward of the flood hazard. The existing structure has been owned by the applicants' family since 1939. The applicants outline that the structure previously was on the National Defence Canada property, and the Army moved it to its current location.

The structure is in the shape of a letter 'U' with the two 'legs' extending landward. The interior of the 'U' is a concrete slab patio. The building is a single story high.

Following a pre-consultation meeting with ABCA staff on August 27, 2024, the applicants submitted a proposal for an addition and repairs. The applicants proposed that the concrete area, in the interior of the 'U', be enclosed with a single story addition. Further, work to the existing building is also proposed. No grading changes and no septic system upgrades are required. No further site alteration is proposed.

The existing building has a footprint area of 165 sq. m. (1,775 sq ft). The proposed addition has a footprint area of 15 sq. m. (160 sq ft) or 9% of the existing structure. See the attached air photo.

Since the addition is nearly surrounded by the existing structure, it is not expected to exacerbate dynamic beach hazards. The addition does represent an increase in building investment, but staff are satisfied that the addition is very minor in nature.

Staff recommends to the Board that it authorize staff to issue a permit for the proposed development with standard conditions.

This situation is unique, and staff does not recommend re-visiting shoreline development guidelines.



LEGEND

Lakeshore features

- Lake 100 year flood (FDRP 1988)
- Stable Slope (3:1) - Lakeshore Area 1

Dynamic Beach Lakeshore Policy Zone

Policy Zone

- 0 - see Lakeshore Area 1 activities
- 1 - major and minor additions
- 2 - major and minor additions plus
- Stable Slope (3:1) - Gully
- Building
- Surface watercourse
- - - Subsurface (tile) waterflow

ABCA Program Report

To: Board of Directors
Date: Thursday, February 20, 2025
From: Nathan Schoelier, Stewardship & Lands Manager
Subject: Workshop Renovation Tender Results
Report Type: ACTION REQUIRED

Recommendation:

THAT the Ausable Bayfield Conservation Authority Board of Directors awards the tender for the workshop alteration project (ABCA-25-01) to Vanderlaan Construction in the amount of \$125, 643+HST.

THAT, the Ausable Bayfield Conservation Authority Board of Directors approves the use of property management reserves to fund the balance of the project.

Background:

Tender Process and Bids

The Ausable Bayfield Conservation Authority (ABCA) is renovating its workshop, located at Morrison Dam Conservation Area (MDCA). The focus of the renovation is to meet the standards outlined in the Accessibility for Ontarians with Disabilities Act (AODA). The primary use of the workshop is to support field staff operations; however, the workshop also supports several weeks of conservation education day camps per year.

MR Engineering and Design Ltd. (MRE) is the contractor responsible for designing and overseeing the renovation; working with the municipal building official; as well as preparing and issuing the tender, on behalf of ABCA. MRE worked with ABCA staff to prepare the tender documents, which were issued to contractors on Monday, January 20, 2025, with a submission deadline of Friday, January 31, 2025, at 3:00 p.m.

The tender process provided bidders the opportunity to submit a lump sum amount for completing all demolition required for the renovation, as well as an hourly rate for completing any demolition that ABCA staff does not complete (i.e., removing walls). ABCA staff are available to complete demolition work; therefore, the results, below, describe the submissions without the lump sum demolition rate.

Matt Runge, from MRE, Davin Heinbuck, Nathan Schoelier, and Jeff Van Niekerk, met at the ABCA office to open the tender submissions at 3:05 p.m. on Friday, January 31, 2025. The following bids were received:

Bidder	Sub-Total	HST	Total including non-refundable HST
Vanderlaan Construction	\$125,643	\$16,333.59	\$127, 854.32
JSB Construction	\$137,470	\$17,871.10	\$139, 889.47
ConPro	\$151,390.26	\$19,680.73	\$154,054.73

Funds to Support the Work

ABCA was successful with an application to the Enabling Accessibility Fund (EAF) in the amount of \$100,000 towards this project. ABCA also included \$25,000 for this project in its 2025 budget. To date, ABCA has incurred \$20,759.04 in expenses related to the project design, permitting, and tender process.

The following table describes the available funds, as well as the incurred and expected expenditures:

Source	Revenue
Enabling Accessibility Fund	\$100,000
ABCA Budget	\$25,000
Total Funds Available	\$125,000
Service	Expense
Engineering Services; including site inspections	\$16,688.64
Municipal building permit	\$878.25
Contract Administration Services	\$4,070.40
Vanderlaan Construction	\$127,854.32
Total Expense	\$149, 491.61
Surplus/(Deficit)	(\$24,491.61)

ABCA Program Report

To: Board of Directors
Date: Thursday, February 20, 2025
From: Nathan Schoelier, Stewardship and Lands Manager
Subject: Linfield Wildlife Area Farmland Lease
Report Type: ACTION REQUIRED

Recommendation:

THAT the Ausable Bayfield Conservation Authority Board of Directors award the Linfield Wildlife Area farmland lease to Shawn Willert in the amount of \$405.00 per acre.

THAT the Ausable Bayfield Conservation Authority Board of Directors approve the Linfield Wildlife Area farmland lease to commence February 20, 2025 and conclude December 31, 2030.

THAT the Ausable Bayfield Conservation Authority Board of Directors approve the use of the funds that exceed the 2025 budgeted amount to implement stewardship projects at Linfield Wildlife Area.

Background:

The Linfield Wildlife Area was donated to Ausable Bayfield Conservation Authority (ABCA) by the Linfield Family in 2009. Since that time, the ABCA has rented the farmland through leases, determined by a bid process. The most recent lease expired at the end of 2024.

In 2024, ABCA prepared its first Conservation Lands Strategy (CLS) to guide the management of its lands. The CLS includes management goals, and objectives; management considerations; as well as implementation items. One of the items was to review and update the agricultural lease agreement to promote the use of conservation agriculture best management practices (BMPs); incorporate targets to help guide BMP implementation; and encourage a strong working relation between the tenant farmer and staff, with a common goal of progressive and sustainable agriculture.

The tender opportunity was publicly available from January 2 to January 27, 2025. The opportunity was made available on ABCA's website, shared via its newsletters, and shared on its social media platforms.

Bids Received

The farmland lease opportunity received a significant amount of interest relative to past farmland lease opportunities that ABCA has facilitated. This interest included several enquiries about the

agricultural practices that have been employed on the farm previously, highlighting that utilizing BMPs has environmental values, as well as an economic value.

Thirteen bids were received for the farmland lease opportunity. The submissions described a wide range of intended agricultural practices; included bids that proposed terms ranging from three to six-years; and ranged from \$250 to \$450 per acre. Staff reviewed the submissions, closely considering the proposed agricultural practices, and the bid rate, for how the submission aligned with the CLS. The CLS goals and objectives that were considered include, but are not limited to:

- To recognize the watershed model, and the correlation between land management and water quality and quantity
- To utilize conservation lands for delivering programs and services of ABCA
- To implement projects and practices to protect, improve, conserve, and restore the property
- To provide demonstration and knowledge-sharing opportunities about stewardship practices undertaken on the property
- To generate revenue in a sustainable manner to offset the costs of property ownership and restoration activities

Staff determined that the bid submitted by Shawn Willert best meets these goals and achieves a balance between utilizing the agricultural practices that ABCA encourages, and the sustainable and responsible financial goals. The details of the submission are as follows:

- A six-year lease, extending from 2025 until the end of 2030
- Diverse crop rotation, including perennial crops (e.g., hay)
- Over-wintered cover crops, after all row crops
- Reduced tillage practices
- Tailored nutrient management, guided by soil analysis
- Agricultural rental rate of \$405 per acre

The bid from Shawn Willert exceeds ABCA's recommended minimum target of maintaining over-winter cover 2 out of every 3 years. The submission exceeds the farmland revenue amount included in ABCA's 2025 budget by \$4890.

ABCA Program Report

To: Board of Directors
Date: Thursday, February 20, 2025
From: Daniel King, Water Resources Engineer
Subject: Flood Model Update Consultant Selection
Report Type: ACTION REQUIRED

Recommendation:

THAT the Ausable Bayfield Conservation Authority Board of Directors awards the contract for the Flood Model Update to Innovative Defensive Options Inc. in the amount of approximately \$72,200 (including unrecoverable HST) over two years. AND,

THAT, the Ausable Bayfield Conservation Authority Board of Directors approves the use of reserves to fund the balance of the project; estimated to be approximately \$13,725, with the potential to replenish the reserve in the 2026 Budget preparation.

Background:

Request for Proposals (RFP) process and Bids

The Ausable Bayfield Conservation Authority (ABCA) is updating the Flood Forecasting and Warning Software. The focus of the update is to implement a similarly calibrated model onto the Hydraulic Engineering Centre (HEC) Hydrologic Modeling System (HMS) commonly referred to as HEC-HMS software platform developed by the US Army Corps of Engineers (USACE). This platform is increasingly considered the industry standard, and staff and the consultant's expectation is that it would have a long and supported service life.

The RFP process provided bidders the opportunity to submit a lump sum amount for completing all model development and calibration, as well as presenting the results to ABCA staff with an orientation on model performance and use.

Two qualifying bids were received in response to ABCA's RFP. Staff reviewed these and selected the bid from Innovative Defensive Options Inc. which submitted a lower cost.

Funds to Support the Work

ABCA was successful with an application to the Flood Hazard Identification and Mapping Program (FHIMP) for 50% funding towards this project. Based on awarding the recommended tenderer above, the total cost to ABCA is expected to be \$80,000. This includes 10% contingencies and consulting support. Original cost estimates that were brought to the Board in 2024, as part of the 5 Year Forecast, were for \$145,000. The project has been designed to span over a two-year period. ABCA's 2025 budget included \$26,275 for this project. Based on a 50% matching formula, ABCA may realize a total project shortfall of up to approximately \$13,725.

ABCA Program Report

To: Board of Directors
Date: February 20, 2025
From: Geoff Cade, Water & Planning Manager
Subject: Permit Review Timelines
O. Reg. 41/24 – Prohibited Activities, Exemptions and Permits
Report Type: INFORMATION REPORT

Recommendation:

THAT the Ausable Bayfield Conservation Authority Board of Directors receives the report *Permit Review Timelines* for information as presented.

Background:

This report is for information only.

Changes to the Conservation Authorities Act and Ontario Regulation 41/06 requires the production of an annual report which summarizes the Authority's O.Reg. 41/24 permit review timelines.

That report is attached for the Board's information. It is a summary of the monthly reports already provided to the Board. The data is presented in a format provided by Conservation Ontario. The attached chart will also be posted to the ABCA's website.

The report confirms that staff of the ABCA continue to accel at bettering expected permit review timelines. Staff processed 96% of the permits issued well before the time limit.

ABCA 2024 Permit Compliance Reporting

Annual Reporting – Permit Statistics	
Total Permits Issued (Overall) (January 1 – December 31):	105
Total Major Permits Issued (January 1 – December 31):	46
Total Minor Permits Issued (January 1 – December 31):	59
Total Applications Subject to Minister’s Order (Minister’s Review):	0
Annual Reporting – Permit Timelines	
COMPLETE APPLICATION REVIEW Total complete application reviews completed in 21 days:	105
PERMIT TIMELINES (MAJOR) Total Major Permits Issued <u>Within</u> Decision Timeline (90 Days):	46
PERMIT TIMELINES (MAJOR) Total Major Permits Issued <u>Outside</u> Decision Timeline (90 Days):	0
PERMIT TIMELINES (MINOR) Total Minor Permits Issued <u>Within</u> Decision Timeline (30 Days):	55
PERMIT TIMELINES (MINOR) Total Minor Permits Issued <u>Outside</u> Decision Timeline (30 Days):	4
VARIANCE FROM TIMELINES Reason for Variance from Timelines (Optional):	Commentary: exceedance is due to staff loss and subsequent transition
PERMIT TIMELINES (AVERAGE – ALL) Overall Average Permit Review Timeline ():	13.8 days
PERMIT TIMELINES (AVERAGE – MAJOR – 90 DAYS) Average Major Permit Review Timeline:	14.6 days
PERMIT TIMELINES (AVERAGE – MINOR – 30 DAYS) Average Minor Permit Review Timeline:	13.1 days

Annual Reporting – Compliance with O. Reg. 41/24	
MAPPING Are maps of regulated areas available at the CA head office and on the CA website? (ss. 4(1) of O. Reg. 41/24) (Yes / No)	Yes
MAPPING Has the Authority undertaken an annual review of the mapping and made necessary updates? (ss. 4(2) of O. Reg. 41/24) (Yes / No)	Yes
ADMINISTRATIVE REVIEWS Total requests for administrative reviews made to the Authority:	0
ADMINISTRATIVE REVIEWS Total administrative reviews completed within 30 days of the request:	0



Ausable Bayfield Conservation Authority
71108 Morrison Line, RR 3
Exeter, ON N0M 1S5

Statement of Profit & Loss
January through December

(Unaudited)

Accrual Basis

Table 1: Consolidated

	2023	2024				
	Actual	Six Months January to June	Six Months July to December	TOTAL		
	Twelve Months			Twelve months	Budget	% of Budget
Revenue						
Grant, Provincial/Federal	455,142	353,811	269,122	622,933	435,070	143%
Operating Levy - Category 1		538,437	538,437	1,076,874	1,076,875	100%
Operating Levy - Category 1 Projects		99,887	99,887	199,773	199,773	100%
Operating Levy - Category 3		81,989	81,988	163,976	163,974	100%
Levy, General	1,149,358	0	0	0	0	0%
Levy, Projects	253,347	0	0	0	0	0%
Levy, Special Benefit	84,400	0	91,053	91,053	91,054	100%
Levy, Special Benefit, WECl	0	0	0	0	0	0%
Rental	67,715	39,587	29,475	69,062	62,028	111%
Conservation Area User Fees	147,805	46,684	129,803	176,487	121,520	145%
Sales & Service	848,810	528,371	327,412	855,783	742,870	115%
Donations	186,900	958	1,630	2,588	1,000	259%
Interest	82,785	35,124	37,586	72,710	61,000	119%
Partnership Contributions	1,400,440	665,077	691,388	1,356,465	829,580	164%
Sundry	0	0	564	564	0	0%
Deferred from Prior Year - Revenue	1,322,720	1,198,470	0	1,198,470	1,146,870	104%
Deferred to Future Year - Expense	(1,198,470)	0	(1,268,133)	(1,268,133)	(678,894)	187%
Total Revenue	4,800,952	3,588,394	1,030,209	4,618,603	4,252,720	109%
Expense						
Purchased Services	495,006	160,278	241,466	401,745	448,922	89%
Advertising	5,145	4,875	5,217	10,092	9,518	106%
Bad Debts	0	2	0	2	0	0%
Memberships, Dues, Licenses	62,128	39,136	20,312	59,448	58,213	102%
Maintenance and Repair	34,875	14,931	16,634	31,565	29,734	106%
Property Taxes	51,655	24,103	27,788	51,891	57,176	91%
Office Operations	122,191	74,857	57,537	132,394	128,290	103%
Rental	12,340	5,417	7,321	12,738	11,932	107%
Training and Development	9,945	8,031	9,590	17,621	27,154	65%
Travel Costs and Accommodations	15,782	8,129	12,585	20,714	14,843	140%
Uniforms	6,041	2,678	3,747	6,425	10,712	60%
Utilities	40,711	21,414	18,373	39,787	44,945	89%
Vehicles and Field Equipment	100,261	56,746	66,200	122,946	103,058	119%
Program	807,230	515,789	185,440	701,228	540,970	130%
Board Of Director's	36,919	10,921	10,178	21,100	29,474	72%
Wages and Benefits	2,747,679	1,338,386	1,513,095	2,851,480	2,784,579	102%
Total Operating Expense	4,547,909	2,285,692	2,195,482	4,481,174	4,299,520	104%
Net Operating Income	253,043	1,302,703	(1,165,273)	137,429	(46,800)	-294%
Other Expense (Income)						
Capital	282,959	206,944	7,055	213,999	125,600	170%
Amortization	173,285	84,594	81,920	166,514	162,071	103%
Investment Income - Earned	(187,910)	(70,949)	(155,945)	(226,894)	0	0%
Investment Income - Unearned	(259,693)	(201,112)	(260,470)	(461,582)	0	0%
From Reserves - Revenue	(204,211)	(60,661)	(66,987)	(127,647)	(239,321)	53%
To Reserves - Expenses	162,642	24,466	24,466	48,932	66,921	73%
Total Other Expense	(32,929)	(16,717)	(369,961)	(386,678)	115,271	-335%
Net Income	285,972	1,319,420	(795,313)	524,107	(162,071)	-323%



Ausable Bayfield Conservation Authority
71108 Morrison Line, RR 3
Exeter, ON N0M 1S5

Statement of Profit & Loss

January through December

(Unaudited)

Accrual Basis

Table 2: Drinking Water Source Protection

	2023	2024				
	Actual	Six Months	Six Months	TOTAL		
	Twelve Months	January to June	July to December	Twelve months	Budget	% of Budget
Revenue						
Grant, Provincial/Federal	148,833	104,667	201,617	306,284	251,504	122%
Interest	3,762	593	1,590	2,183	1,000	218%
Deferred from Prior Year - Revenue	120,595	0	0	0	99,975	0%
Deferred to Future Year - Expense	0	0	(34,721)	(34,721)	(84,580)	41%
Total Revenue	273,191	105,260	168,486	273,746	267,899	102%
Expense						
Purchased Services	21,161	10,398	15,451	25,849	23,500	110%
Advertising	203	557	278	835	800	0%
Memberships, Dues, Licenses	512	438	322	759	0	0%
Maintenance and Repair	0	0	0	0	0	0%
Property Taxes	0	0	0	0	0	0%
Office Operations	16,260	17,934	1,350	19,284	20,604	94%
Rental	7,317	3,321	3,906	7,227	7,000	103%
Training and Development	46	46	0	46	300	15%
Travel Costs and Accommodations	2,110	1,839	458	2,296	1,100	209%
Uniforms	178	0	88	88	350	25%
Utilities	1,380	690	690	1,380	1,407	98%
Vehicles and Field Equipment	383	174	0	174	1,020	17%
Program	791	2,329	0	2,329	50	4658%
Board Of Director's	9,937	4,589	3,053	7,642	13,689	56%
Wages and Benefits	212,914	109,225	96,612	205,837	198,079	104%
Total Operating Expense	273,191	151,539	122,206	273,746	267,899	102%
Net Operating Income	0	(46,280)	46,280	0	0	0%
Other Expense (Income)						
From Reserves - Revenue	0	0	0	0	0	0%
Total Other Expense	0	0	0	0	0	0%
Net Income	0	(46,280)	46,280	0	0	0%



Ausable Bayfield Conservation Authority
71108 Morrison Line, RR 3
Exeter, ON N0M 1S5

Statement of Profit & Loss

January through December

(Unaudited)

Accrual Basis

Table 3: ABCA Excluding DWSP

	2023 Actual Twelve Months	Six Months January to June	Six Months July to December	2024		
				TOTAL		
				Twelve months	Budget	% of Budget
Revenue						
Grant, Provincial/Federal	306,309	249,144	67,505	316,649	183,566	172%
Operating Levy - Category 1	0	538,437	538,437	1,076,874	1,076,875	100%
Operating Levy - Category 1 Projects	0	99,887	99,887	199,773	199,773	100%
Operating Levy - Category 3	0	81,989	81,988	163,976	163,974	100%
Levy, General	1,149,358	0	0	0	0	0%
Levy, Projects	253,347	0	0	0	0	0%
Levy, Special Benefit	84,400	0	91,053	91,053	91,054	100%
Levy, Special Benefit, WECl	0	0	0	0	0	0%
Rental	67,715	39,587	29,475	69,062	62,028	111%
Conservation Area User Fees	147,805	46,684	129,803	176,487	121,520	145%
Sales & Service	848,810	528,371	327,412	855,783	742,870	115%
Donations	186,900	958	1,630	2,588	1,000	259%
Interest	79,022	34,531	35,997	70,528	60,000	118%
Partnership Contributions	1,400,440	665,077	691,388	1,356,465	829,580	164%
Sundry	0	0	564	564	0	0%
Deferred from Prior Year - Revenue	1,202,125	1,198,470	0	1,198,470	1,046,895	114%
Deferred to Future Year - Expense	(1,198,470)	0	(1,233,413)	(1,233,413)	(594,314)	208%
Total Revenue	4,527,784	3,483,134	861,723	4,344,858	3,984,821	109%
Expense						
Purchased Services	473,844	149,881	226,015	375,896	425,422	88%
Advertising	4,942	4,318	4,940	9,257	8,718	106%
Bad Debts	0	2	0	2	0	0%
Memberships, Dues, Licenses	61,616	38,698	19,990	58,688	58,213	101%
Maintenance and Repair	34,875	14,931	16,634	31,565	29,734	106%
Property Taxes	51,655	24,103	27,788	51,891	57,176	91%
Office Operations	105,932	56,923	56,187	113,110	107,686	105%
Rental	5,023	2,096	3,414	5,511	4,932	112%
Training and Development	9,899	7,985	9,590	17,575	26,854	65%
Travel Costs and Accommodations	13,672	6,290	12,127	18,417	13,743	134%
Uniforms	5,863	2,678	3,660	6,337	10,362	61%
Utilities	39,331	20,724	17,683	38,407	43,538	88%
Vehicles and Field Equipment	99,878	56,572	66,200	122,772	102,038	120%
Program	806,439	513,460	185,440	698,899	540,920	129%
Board Of Director's	26,983	6,333	7,125	13,458	15,785	85%
Wages and Benefits	2,534,765	1,229,161	1,416,483	2,645,644	2,586,500	102%
Total Operating Expense	4,274,718	2,134,152	2,073,276	4,207,428	4,031,621	104%
Net Operating Income	253,066	1,348,982	(1,211,553)	137,429	(46,800)	-294%
Other Expense (Income)						
Capital	282,959	206,944	7,055	213,999	125,600	170%
Amortization	173,285	84,594	81,920	166,514	162,071	103%
Investment Income - Earned	(187,910)	(70,949)	(155,945)	(226,894)	0	0%
Investment Income - Unearned	(259,693)	(201,112)	(260,470)	(461,582)	0	0%
From Reserves - Revenue	(204,211)	(60,661)	(66,987)	(127,647)	(239,321)	53%
To Reserves - Expenses	162,642	24,466	24,466	48,932	66,921	73%
Total Other Expense	(32,929)	(16,717)	(369,961)	(386,678)	115,271	-335%
Net Income	285,995	1,365,699	(841,592)	524,107	(162,071)	-323%

MINUTES

STRIKING COMMITTEE

**Wednesday, January 29, 2025
9:30 a.m.**

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

DIRECTORS PRESENT

Ray Chartrand, Dave Jewitt, Marissa Vaughan

OTHERS PRESENT

Davin Heinbuck, Abigail Gutteridge

APPOINTMENT OF RECORDING SECRETARY

MOTION #SC 01/25

**Moved by Ray Chartrand
Seconded by Marissa Vaughan**

“RESOLVED, THAT Abigail Gutteridge be appointed recording secretary for the Striking Committee meeting.”

Carried.

APPOINTMENT OF CHAIR

MOTION #SC 02/25

**Moved by Ray Chartrand
Seconded by Dave Jewitt**

“RESOLVED, THAT Marissa Vaughan be appointed Chair for the Striking Committee meeting.”

Carried.

STANDING COMMITTEE APPOINTMENTS

The committee reviewed the ABCA Standing Committee appointments for 2025 and 2026, making some minor adjustments for new staff and Directors.

Ausable Bayfield Conservation Foundation

The Foundation has 9 volunteer Directors and each year the Authority reviews the appointments. The following individuals have agreed to sit on the ABCF Board of Directors: ***Janet Clarke, Dave Frayne, George Irvin, Roger Lewington, David McClure, Anne Melady, Charlie Miner, Bob Radtke, Robert Norris, Abigail Gutteridge-Secretary, Tina Crown-Treasurer, Davin Heinbuck – Staff Advisor, and Jackson Janmaat – ABCF Assistant.***

The Ausable Bayfield Conservation Foundation established the **Huron Tract Land Trust Conservancy** in 2011. The following individuals agree to sit on the HTLTC volunteer Board of Directors: ***Don Farwell, Steve Bowers, Alison Lobb, Max Morden, Jessica Smeekens, Paul Spittal, Kerry Teskey, Philip Walden, Roger Lewington, Abigail Gutteridge-Secretary, Tina Crown-Treasurer, Davin Heinbuck-Staff Advisor, and Nathan Schoelier – Property Management Advisor.***

Arkona Lions Museum Management Committee

Arkona Lions Club and the ABCA have an agreement regarding operation and maintenance of the Museum and Information Centre. The Committee meets 2 times per year. Staff are represented by Nathan Schoelier, Stewardship & Conservation Lands Manager, Mike Bax, Rock Glen CA Superintendent, Cassie Greidanus, Conservation Educator and Abigail Gutteridge, Recording Secretary.

It is recommended that the following continue to be on the Arkona Lions Museum Management Committee for 2025 and 2026: ***Representatives from Adelaide-Metcalfe/Middlesex Centre and Lambton Shores/Warwick.***

Conservation Ontario

Each conservation authority is permitted two voting delegates on Conservation Ontario Council. It is recommended that our representatives continue to be the ***Chair and Vice Chair, with ABCA General Manager as alternate.***

Human Resources Management Committee

A Human Resources Management Committee meets at such times as deemed necessary by the Chair of the Committee. The committee is to ensure employment equity, pay equity, a healthy and safe work environment and maintain a positive workplace environment. Staff are represented by the General Manager and Recording Secretary Abigail Gutteridge (Corporate Services Coordinator).

It is recommended that the ***Chair, Vice Chair and Past Chair*** continue as members to the HR Management Committee for 2025-26.

Source Protection Authority

Established in 2007, the role of the Source Protection Authority is one of reviewing and consultation for the Source Protection Committee. Staff are represented by Co-Program

Supervisors Elizabeth Balfour and Donna Clarkson, General Manager Davin Heinbuck and Recording Secretary Abigail Gutteridge.

It is recommended that the **ABCA Board of Directors** continue as the *Source Protection Authority*.

The Source Protection Authority is governed by an agreement with the Maitland Valley Source Protection Authority, which lays out the Terms of Reference for both Source Protection Authorities, as well as the Joint Management Committee.

Drinking Water Source Protection Joint Management Committee

The Joint Management Committee was formed in 2005 with representation from the Ausable Bayfield Conservation Authority and Maitland Valley Conservation Authority to oversee development and implementation of Source Protection Plans for the Ausable Bayfield and Maitland Valley source protection regions. Staff are represented by Co-Program Supervisors Elizabeth Balfour and Donna Clarkson, General Manager Davin Heinbuck and Recording Secretary Abigail Gutteridge.

It is recommended the following be representatives from the Ausable Bayfield Conservation Authority continue to sit on the DWSP Joint Management Committee: ***Chair and Vice Chair, (alternate – Representative from North Middlesex).***

Source Protection Committee

The Source Protection Committee is made up of twelve members of the public who represent different sectors (*i.e.*, Public at Large, Environment, Industry, etc.). ***The ABCA General Manager is appointed by the Source Protection Authority as Liaison to the Source Protection Committee. Staff representatives include Elizabeth Balfour and Donna Clarkson, Co-Program Supervisors, and Abigail Gutteridge as Recording Secretary.***

The Source Protection Committee is governed by Ontario Regulation 288/07, and the Rules of Procedure were adopted by the Committee in 2007.

Striking Committee

The Striking Committee meets to recommend appointments to the Standing Committees and review the schedule of Board meetings for the upcoming year. Staff are represented by General Manager Davin Heinbuck and Secretary Abigail Gutteridge.

It is recommended the following continue to sit on the Striking Committee: ***Chair, Vice Chair and Past Chair (alternate – Representative for Bluewater)*** for 2025-2026.

Water Response Team

The ABCA appoints three municipal representatives and a Secretary to the Ausable Bayfield

Water Response Team (WRT). An ABCA representative will be Chair of the WRT which addresses low water conditions in the Ausable, Bayfield and Parkhill watersheds by reviewing precipitation, stream flow and groundwater data collected by the ABCA. The Committee meets when deemed necessary under the direction of the Ontario Low Water Response Plan. It is recommended that the following individuals be appointed to the Ausable Bayfield Water Response Team for 2024: ***Representatives from South Huron, West Perth and Lucan Biddulph. Staff are represented by General Manager Davin Heinbuck, Water Resources Technologist Christie Brown, and Abigail Gutteridge as WRT Secretary.***

Terms of Reference for the Water Response Team are reviewed yearly.

RECOMMENDATION

MOTION #SC 03/25

**Moved by Dave Jewitt
Seconded by Ray Chartrand**

“RESOLVED, THAT the recommendation for appointments to the ABCA Standing Committees be presented to the Board of Directors at the February 20, 2025 Annual Meeting for their consideration and approval.”

Carried.

2025 MEETING SCHEDULE

Abigail Gutteridge, Corporate Services Coordinator presented the proposed schedule of dates for the 2024 Board of Directors meetings (attached). A schedule for staff and management team meetings is also available as the Board is invited to attend any of the meetings.

RECOMMENDATION

MOTION #SC 04/25

**Moved by Dave Jewitt
Seconded by Ray Chartrand**

“RESOLVED, THAT the 2025 schedule of Board meetings be recommended for approval to the Board of Directors.”

Carried.

NEW BUSINESS

Davin Heinbuck, General Manager/Secretary-Treasurer, reminded the Striking Committee that no terms of reference could be found for the Striking Committee, and recommended that staff develop a brief term of reference to be brought forward to the Board of Directors.

MOTION #SC 05/25

**Moved by Ray Chartrand
Seconded by Dave Jewitt**

“RESOLVED, THAT Ausable Bayfield Conservation Authority staff develop a

brief Terms of Reference for the Striking Committee to be brought forward to the Board of Directors in the coming year.”

Carried.

ADJOURNMENT

The meeting was adjourned at 10:00 a.m.

Marissa Vaughan
Chair

Abigail Gutteridge
Recording Secretary

2025 Board of Directors Meeting Schedule

Meeting time will be 10:00 a.m. with the exceptions of March and December

February 20, 2025	Annual Meeting at 10:00 a.m.
March 20, 2025	Board of Directors at 2:30 p.m. followed by Partner Appreciation Evening
April 17, 2025	Board of Directors at 10:00 a.m.
May 15, 2025	Board of Directors at 10:00 a.m.
June 19, 2025	Board of Directors at 10:00 a.m.
July 17, 2025	Board of Directors at 10:00 a.m.
August 21, 2025	Board of Directors (if needed)
September 18, 2025	Board of Directors at 10:00 a.m.
October 9, 2025	Budget Committee Meeting at 9:30 am
October 23, 2025	Board of Directors at 10:00 a.m.
November 20, 2025	Board of Directors at 10:00 a.m.
December 18, 2025	Board of Directors at 2:30 pm followed by Christmas Dinner

NOTE: as per Regulations of the Ausable Bayfield Conservation Authority, December 21, 2000
The Chair shall call regular meetings of the Board of Directors, 4 days written notice, at least ten times each year, including one meeting prior to March 1st and one meeting after November 1st.

Office closed..... Wednesday, December 24 at noon and reopen Friday, January 2, 2026

2025 Conservation Ontario Meetings and Conferences

Conservation Ontario Council Meetings..... April 15 (AGM), June 24, September 23, December 9
 ROMA Conference (Toronto).....January 19-21
 Association of Municipalities of Ontario (Ottawa).....August 17-20

2025-2026 ABCA Standing Committees

Appointments recommended by Striking Committee to Board of Directors

Ausable Bayfield Conservation Foundation

(Board members are appointed by ABCA)

Janet Clarke
George Irvin
Roger Lewington
David McClure
Anne Melady
Bob Radtke
Robert Norris

Dave Frayne, Chair
Charles Miner, Vice Chair
Abigail Gutteridge- Secretary
Tina Crown- Treasurer
Davin Heinbuck - Staff Advisor
Jackson Janmaat - ABCF Assistant

Huron Tract Land Trust Conservancy

(HTLTC was established by ABCF and Board members are appointed by ABCA)

Steve Bowers
Don Farwell
Alison Lobb
Jessica Smeekens
Paul Spittal
Kerry Teskey
Philip Walden

Max Morden, Chair
Roger Lewington, Past Chair
Abigail Gutteridge - Secretary
Tina Crown- Treasurer
Davin Heinbuck - Staff Advisor
Nathan Schoelier- Property Management
Advisor

Arkona Lions Museum Management Committee

Municipality of Lambton Shores/Warwick - *Dave Marsh*
Municipality of Adelaide-Metcalf/Middlesex Centre - *Wayne Shipley*
Staff - Nathan Schoelier, Mike Bax, Cassie Greidanus, Abigail Gutteridge

Conservation Ontario

Chair, Vice Chair, and ABCA General Manager as Alternate

Human Resources Management Committee

Chair, Vice Chair, Past Chair and Alternate - *Adrian Cornelissen*
Staff - ABCA General Manager, Abigail Gutteridge

Source Protection Authority

ABCA Board of Directors
Staff - ABCA General Manager, Elizabeth Balfour/Donna Clarkson-Co-Program Supervisors,
Abigail Gutteridge - Recording Secretary

Source Protection Committee

ABCA General Manager, Liaison appointed by the Source Protection Authority
*Staff – Elizabeth Balfour/Donna Clarkson Co-Program Supervisors,
Abigail Gutteridge - Recording Secretary*

Joint Management Committee (DWSP)

Chair & Vice Chair or Alternate - *Adrian Cornelissen*
*ABCA General Manager, Elizabeth Balfour/Donna Clarkson-Co-Program Supervisors,
Abigail Gutteridge-Recording Secretary*

Striking Committee

Chair, Vice Chair, Past Chair and Alternate – *Joey Groot*
Staff – ABCA General Manager, Abigail Gutteridge

Low Water Response Team

Chair - Marissa Vaughan, Steve Herold, Jaden Hodgins
Staff - Davin Heinbuck, Abigail Gutteridge

(Chair is Ex-officio member on all Standing Committees)

Ausable Bayfield Conservation Authority
Source Protection Authority Meeting

Thursday, February 20, 2025

11:45 a.m.

Administration Centre Boardroom
Morrison Dam Conservation Area

Agenda

1. Call to Order
2. Adoption of Agenda for February 20, 2025
3. Declaration of Pecuniary Interest
4. Adoption of Minutes from September 19, 2024
5. Business Out of the Minutes
6. Program Reports – Elizabeth Balfour
 - Program Update – for Information and Approval
7. New Business
8. Adjournment

SOURCE PROTECTION AUTHORITY

Thursday September 19, 2024

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

DIRECTORS PRESENT

Ray Chartrand, Adrian Cornelissen, Joey Groot, Steve Herold, Jaden Hodgins, Dave Jewitt, Dave Marsh, Wayne Shipley, Marissa Vaughan

STAFF PRESENT

Elizabeth Balfour, Geoff Cade, Abbie Gutteridge, Davin Heinbuck

CALL TO ORDER

Chair Marissa Vaughan called the meeting to order at 1:05 p.m.

ADOPTION OF AGENDA

MOTION #SPA 13/24

**Moved by Dave Marsh
Seconded by Jaden Hodgins**

“RESOLVED, THAT the agenda for the September 19, 2024 Source Protection Authority meeting be approved.”

Carried.

DECLARATION OF PECUNIARY INTEREST

None

ADOPTION OF MINUTES

MOTION #SPA 14/24

**Moved by Ray Chartrand
Seconded by Steve Herold**

“RESOLVED, THAT the minutes of the Source Protection Authority meeting held on April 18, 2024, and email vote held on August 21, 2024, and the motions therein be approved.”

Carried.

BUSINESS OUT OF THE MINUTES

None

PROGRAM UPDATE

Elizabeth Balfour, Drinking Water Source Protection (DWSP) Program Co-Supervisor, provided a brief program update. She noted that the three-year funding workplan application that was submitted to the Ministry of Environment, Conservation and Parks (MECP) in January 2024, received its approval in July 2024. There were some slight changes made to the budget such as the removal of funding for best practices for private well owners; however, some technical funding was available, which will help with wellhead delineations over the next few years.

Elizabeth also reported that the Section 34 amendment to the Maitland Valley SPP for two wellhead delineations (Lucknow and Century Heights), was approved in July 2024. Municipalities and Counties affected by these changes have been notified of the approved amendment.

Elizabeth reminded the SPA that there had been a vacancy on the Source Protection Committee (SPC), due to the passing of former member Bert Dykstra. The process to appoint a new member to fill the Economic-Agricultural representative position began earlier in the summer, and interviews were held in August. Chair Matt Pearson received three applications, all of which were interviewed. The Joint Management Committee was pleased to recommend Carol Leeming to the SPA as the successful candidate, and the SPA approved of the appointment by email vote in August. Carol has completed her training for this position, and will be attending the next SPC meeting to be held on September 25, 2024.

Finally, Elizabeth provided a brief update on the Water Wise events that began in 2023, which encouraged private well owners to get their well water tested. While there is no current funding available from the Province to continue these events, the SPC received some funding from the Huron Clean Water Project to complete a couple of events that were in progress in Huron County. Staff are pleased that an excellent model now exists for these efforts, which can be used when funding becomes available in the future.

MOTION #SPA 15/24

**Moved by Joey Groot
Seconded by Steve Herold**

“RESOLVED, THAT the Ausable Bayfield SPA receive the program update for information as presented.”

Carried.

NEW BUSINESS

None

ADJOURNMENT

The meeting was adjourned at 1:15 p.m.

Marissa Vaughan
Chair

Abigail Gutteridge
Secretary

To: Ausable Bayfield Source Protection Authority (AB SPA)
Date: February 20, 2025
From: Donna Clarkson and Elizabeth Balfour, DWSP Co-Supervisors
Subject: Program Update – Drinking Water Source Protection (DWSP)

For Information

A. Drinking Water Source Protection (DWSP) Budget and Workplan

The Ministry of Environment, Conservation, and Parks (MECP) signed a Transfer Payment Agreement (TPA) in July 2024 with the Ausable Bayfield Conservation Authority, the lead Source Protection Area (SPA). The three year workplan was approved with \$916,400 granted over three years. As a requirement for funding, the lead SPA is required to submit interim reports according to the reporting schedule outlined by MECP. MECP also provides the reporting templates that must be completed for each interim report. These reports are due every four months. The first interim report was submitted in October of 2024. The second interim report was submitted January 31st, 2025. Workplan tasks and expenditures on are track.

B. Source Protection Committee (SPC)

i. SPC Member Recruitment:

As of January 2025, four members have expiring terms on the Source Protection Committee. Staff contacted these members in October 2024 to determine their interest in being re-appointed to the SPC for another five years. Three of the four members, expressed interest in standing for reappointment: Alyssa Keller (Environment), Philip Keightley (Commerce), and Rowland Howe (Industry). One member, John Graham, did not wish to renew for another term.

With the expiry of John Graham's term as the Environment rep, the position is now vacant. Ads were placed in regional papers from the end of November to December, and the notice was added to the Source Protection website, posted on social media, and circulated to municipalities. Six applications were received. Interviews for the vacant Environmental rep were conducted by the Joint Management Committee (JMC) on January 31st, 2025.

The JMC recommended that Joy Rutherford be appointed to the Ausable Bayfield Maitland Valley Source Protection Committee, as representative for the 'Other-Environment' sector. Each applicant had unique qualities that would contribute to the SPC, however, the JMC felt that Ms. Rutherford's experience as a hydrogeologist, member of early DWSP working group,

plus her committee experience with the Huron County Clean Water Project made her the preferred candidate for this position.

Staff Recommendation:

That the Joint Management Committee recommendation to reappoint Alyssa Keller (Environment), Rowland Howe (Economic-Industry) and Philip Keightley (Economic-Commerce) to the Ausable Bayfield Maitland Valley Source Protection Committee for a 5 year term be accepted;

And further

That Joy Rutherford be appointed to the Ausable Bayfield Maitland Valley Source Protection Committee, as representative for the Other- Environment sector for a 5 year term, as recommended by the Joint Management Committee.

ii. SPC Meeting

The next SPC Meeting is March 26th 2025

C. Social Media Campaign

ABMV Drinking Water Source Protection is participating in the #WaterWednesday social media campaign developed by Conservation Ontario, promoting smart salt use in winter to protect our water resources. This social media campaign runs from January to March 2025.

D. Walkerton 25 Commemoration

Staff are working with Conservation Ontario and other Source Protection Regions to mark the 25th anniversary of the water contamination event that occurred in Walkerton in May 2000. Plans are underway for a video to reflect on the event and subsequent achievements in water protection. The primary goal is having viewers understand the importance of continued source water protection. Timeline for release of the video is April 2025.