

## BOARD OF DIRECTORS MEETING

Thursday, February 20, 2025

Ausable Bayfield Conservation Authority Boardroom  
Morrison Dam Conservation Area

### DIRECTORS PRESENT

Ray Chartrand, Adrian Cornelissen, Joey Groot, Jaden Hodgins, Dave Jewitt, Dave Marsh, Marissa Vaughan

### DIRECTORS ABSENT

Steve Herold, Wayne Shipley

### STAFF PRESENT

Tina Crown, Abbie Gutteridge, Davin Heinbuck, Brian Horner, Daniel King, Nathan Schoelier, Erik Strahl, Ellen Westelaken.

### OTHERS PRESENT

Spencer Weidig

### CALL TO ORDER

Chair Marissa Vaughan called the meeting to order at 10:00 a.m., welcomed everyone in attendance, and read the Land Acknowledgement Statement.

### ADOPTION OF AGENDA

#### **MOTION #BD 01/25**

**Moved Dave Jewitt**

**Seconded by Ray Chartrand**

**“RESOLVED, THAT the agenda for the February 20, 2025, Board of Directors Meeting be approved as amended.”**

**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 02/25**

**Moved by Adrian Cornelissen  
Seconded by Jaden Hodgins**

**“RESOLVED, THAT the minutes of the Board of Directors meeting held on December 19, 2024, and the motions therein be approved as circulated.”**

**Carried.**

BUSINESS OUT OF THE MINUTES

None.

ELECTIONS

Chair Marissa Vaughan asked for a motion to appoint a chairperson for the elections.

**MOTION 03/25**

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

**“RESOLVED, THAT Davin Heinbuck be appointed as chairperson for the election proceedings.”**

**Carried.**

Davin Heinbuck outlined the procedures prior to conducting the elections.

Appointment of Scrutineers

**MOTION #BD 04/25**

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

**“RESOLVED, THAT Abbie Gutteridge and Brian Horner be appointed as scrutineers.”**

**Carried.**

The positions of Chair and Vice Chair were declared vacant.

Election of Chair

Nominations were called for the position of Chair for 2025. Marissa Vaughan nominated Ray Chartrand.

Davin Heinbuck called for nominations two more times.

**MOTION #BD 05/25**

**Moved by Adrian Cornelissen  
Seconded by Joey Groot**

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

**Carried.**

Ray Chartrand accepted his nomination with thanks, and Davin Heinbuck declared Mr. Chartrand, the representative for the Municipality of Huron East, as the Chair of the Ausable Bayfield Conservation Authority for 2025.

Election of Vice Chair

Nominations were called for the position of Vice Chair for 2025. Dave Jewitt nominated Adrian Cornelissen. Adrian Cornelissen nominated Dave Marsh.

Mr. Heinbuck called for nominations two more times.

**MOTION #BD 06/25**

**Moved by Ray Chartrand**

**Seconded by Jaden Hodgins**

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

**Carried.**

Adrian Cornelissen accepted his nomination; however, Dave Marsh declined his nomination, but thanked the directors for their confidence. Mr. Heinbuck declared Mr. Cornelissen, representative for the Municipality of North Middlesex, as Vice Chair for the Ausable Bayfield Conservation Authority for 2025.

Ray Chartrand again thanked the directors for their support and assumed the Chair.

APPOINTMENTS

Davin Heinbuck reminded the directors that last year both the auditor, financial institution and investment firm were appointed for a five-year period, so will not need to be reappointed this year. However, the solicitors used by the Authority need to be appointed. Davin recommended appointing the same four solicitors that were appointed in 2024.

**MOTION #BD 07/25**

**Moved by Dave Marsh**

**Seconded by Marissa Vaughan**

**“RESOLVED, THAT the firms of Little, Masson & Reid, Exeter; Raymond & McLean, Exeter; Grant Inglis of Scott Petrie, LLP of London; and Fraser M. Kelly, London be appointed as the Ausable Bayfield Conservation Authority solicitors for 2025.”**

**Carried.**

**PROGRAM REPORTS****1. (a) Development Review**

Ellen Westelaken, Water & Planning Technician, presented the Development Review report pursuant to Ontario Regulation 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 8 *Applications for Permission* and 6 *Minor Works Applications*.

**(b) Violation/Appeals Update**

Geoff Cade provided a brief update regarding a deck and storage area that was not permitted by the Board in 2024. The landowners appealed both the ABCA and Municipality's decisions to the Ontario Land Tribunal, and they are currently in some discussions. He also reminded the Board about a violation south of Hendrick Road where a large amount of fill was dumped over the bank. Staff are working with the landowner to try to resolve the violation.

**MOTION #BD 08/25****Moved by Jaden Hodgins****Seconded by Marissa Vaughan**

**"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. Permit Application Authorization**

Erik Strahl, Water & Planning Technician, and Geoff Cade, Water & Planning Manager presented an application for an addition and repairs to an existing residence located in an area of the shoreline where ABCA policy does not permit additions. Therefore, staff is unable to issue a permit. However, in working with the homeowners, Sue Brooks and Spencer Weidig, staff believe that this is a unique case and would not set a precedent. The house is in the shape of a 'U', and the proposed addition is a single story in the centre of the 'U', which already has a concrete slab. No grading changes or septic upgrades are required, and staff are satisfied that the work would not exacerbate dynamic beach hazards. Staff recommends that the Board authorize staff to issue the permit for this proposed development.

Chair Ray Chartrand asked to go into Committee of the Whole, briefly, to ask staff a few further questions regarding the development.

**MOTION #BD 08/25****Moved by Dave Jewitt****Seconded by Marissa Vaughan**

**“RESOLVED, THAT the Ausable Bayfield Conservation Authority Board of Directors go into Committee of the Whole at 10:30 a.m. to discuss this permitting issue with Geoff Cade, Abbie Gutteridge, Davin Heinbuck and Erik Strahl remaining in attendance.”**

**Carried.**

**MOTION #BD 09/25**

**Moved by Dave Marsh**

**Seconded by Marissa Vaughan**

**“RESOLVED, THAT the Ausable Bayfield Conservation Authority Board of Directors rise and report at 10:39 a.m.”**

**Carried.**

Chair Chartrand invited Mr. Weidig to make any remarks to the Board if he wished. Mr. Weidig thanked the Board for their consideration, as well as staff.

**MOTION #BD 10/25**

**Moved by Marissa Vaughan**

**Seconded by Dave Jewitt**

**“RESOLVED, THAT the Ausable Bayfield Conservation Authority Board of Directors authorize staff to issue a permit for Application #2025-03.”**

**Carried.**

### **3. Workshop Renovation Tender Results**

Nathan Schoelier, Stewardship & Lands Manager, presented the results from the tender that was put out for the ABCA workshop renovations to meet the standards in the Accessibility for Ontarians with Disabilities Act (AODA). The workshop is primarily used to support field staff operations, but it is also used for several weeks of day camps each summer. MR Engineering and Design Ltd. (MRE) is the contractor responsible for overseeing and designing the renovation, as well as preparing and issuing the tender to contractors. The tender was issued on Monday, January 20, 2025 with a submission deadline of Friday, January 31, 2025 at 3:00 p.m.

Matt Runge from MRE, Davin Heinbuck, Nathan Schoelier, and Jeff Van Niekerk met at the ABCA office to open the tenders at 3:05 p.m. on January 31, 2025. Three bids were received (details in attached report), and it is recommended that the tender be awarded to Vanderlaan Construction, which had the lowest cost at \$125, 643.00 plus HST. The ABCA was successful with an application to the Enabling Accessibility Fund in the amount of \$100,000 toward the project, and included \$25,000 in the 2025 budget for this project. This does leave a shortfall of \$24,491.61, which staff recommend be used from the property management reserves.

**MOTION #BD 11/25**

**Moved by Adrian Cornelissen**

**Seconded by Marissa**

**“RESOLVED, THAT the Ausable Bayfield Conservation Authority Board of Directors awards the tender for the workshop alteration project 9ABCA-25-01) to Vanderlaan Construction in the amount of \$125, 643.00 plus HST, and**

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

**Carried.**

**4. Linfield Wildlife Area Farmland Lease**

Nathan Schoelier also presented the results from the tender for the lease of the farmland at Linfield Wildlife Area, which includes approximately 58 farmable acres. In the ABCA Conservation Lands Strategy (CLS) was the objective to review and update the agricultural lease agreement to promote the use of conservation agriculture best management practices, and to develop a strong working relationship between the tenant farmer and staff, with a common goal of progressive and sustainable agriculture. The tender opportunity was made publicly available from January 2 until January 27, 2025.

In total, 13 bids were received, which described a wide range of intended agricultural practices, as well as rental cost per acre. Through this process, staff determined that the bid submitted by Shawn Willert best meets the goals of the CLS, and achieves a balance between utilizing the agricultural practices that ABCA encourages, while meeting the sustainable and responsible financial goals. This would be a six-year lease at a rental rate of \$405 per acre. This bid exceeds the ABCA’s farmland revenue amount included in ABCA’s 2025 budget by \$4890.

**MOTION #12/25**

**Moved by Dave Marsh**

**Seconded by Jaden Hodgins**

**“RESOLVED, 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, and**

**“FURTHER, 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, and**

**FURTHER, 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.”**

**Carried.**

**5. Flood Model Update Consultant Selection**

Daniel King, Water Resources Engineer, reported that the ABCA is in the process of updating the Flood Forecasting and Warning Software, and implemented an RFP opportunity. Two qualifying bids were received and from these, staff selected the bid from Innovative Defensive Options Inc., which submitted a lower cost. To fund this software update, the ABCA was successful with an application to the Flood Hazard Identification and Mapping Program (FHIMP) for 50% toward the project. The total cost to ABCA is expected to be \$80,000, which includes 10 % contingencies and consulting support. The original cost estimates were significantly higher at \$145,000. The project is designed to span over a two-year period. ABCA's 2025 budget included \$26,275 for this project. Based on this and the FHIMP funding, there may be a shortfall of approximately \$13,725, which could be taken from reserves. Board members asked about references for the winning bid, and Daniel noted that this person has worked with conservation authorities in the past, so is familiar with the specialized work that is needed for this model.

**MOTION #BD 13/25****Moved by Joey Groot****Seconded by Jaden Hodgins**

**“RESOLVED, THAT the Ausable Bayfield Conservation Authority Board of Directors awards the contract to the Flood model update to Innovative Defensive Options inc. in the amount of approximately \$72,200 (including unrecoverable HST) over two years, and**

**“FURTHER, 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.”**

**Carried.**

**6. Permit Review Timelines**

Geoff Cade presented an annual report, which summarizes the ABCA's Ontario Regulation 41/24 – Prohibited Activities, Exemptions and Permits. This report is a requirement of the changes to the Conservation Authorities Act. The report confirms that staff of the ABCA continue to excel at bettering expected permit review timelines, and 96% of the permits were issued well before the time limit.

**MOTION #14/25****Moved by Dave Marsh****Seconded by Marissa Vaughan**

**“RESOLVED, THAT the Ausable Bayfield Conservation Authority Board of Directors receives the report on permit review timelines for information as presented.”**

**Carried.**

**7. Unaudited Profit/Loss Statements – 2024**

Tina Crown, Financial Services Coordinator, presented the unaudited statements of profit and loss from January 2024 through December 2024. The audited financial statements are anticipated to be ready in March.

**MOTION #15/25****Moved by Joey Groot****Seconded by Jaden Hodgins**

**“RESOLVED, THAT the unaudited profit and loss financial statement for 2024 be received as presented.”**

**Carried.**

**STAFF PRESENTATION – MANAGING INVASIVE SPECIES FOR HEALTHY WATERSHEDS**

Nathan Schoelier presented ABCA’s management program for invasive species, specifically for phragmites, which have become prolific throughout Ontario. ABCA not only manages phragmites on ABCA owned lands and works with landowners for their properties, but also manages for several municipalities.

**COMMITTEE REPORTS****MOTION #BD 16/25****Moved by Dave Marsh****Seconded by Dave Jewitt**

**“RESOLVED, THAT the minutes of the Striking Committee meeting held on January 29, 2025 and the motions therein be approved as circulated.”**

**Carried.**

**COMMITTEE OF THE WHOLE****MOTION #BD 17/25****Moved by Dave Jewitt****Seconded by Marissa Vaughan**

**“RESOLVED, THAT the Ausable Bayfield Conservation Authority Board of Directors go into Committee of the Whole at 12: 02 p.m. to discuss a personnel matter, with Davin Heinbuck and Abbie Gutteridge remaining in attendance.”**

**Carried.**

**MOTION #BD 18/25****Moved by Joey Groot****Seconded by Jaden Hodgins**



**“RESOLVED, THAT the Ausable Bayfield Conservation Authority Board of Directors rise and report at 12:19 p.m.”**

**Carried.**

**CORRESPONDENCE**

a) Reference: Letter of Resignation

File: P.1.1

Brief: A letter from Geoff Cade, announcing his intent to retire at the end of June, after a long career with Conservation Authorities in Southwestern Ontario. He thanked staff and the Board for support over the course of his career with ABCA.

**NEW BUSINESS**

1. Adrian Cornelissen noted that some municipalities are exploring the option of a “Canadian Made” policy regarding purchasing of supplies, etc., and wondered if ABCA staff had considered the same. Directors concluded that, at present, it seems prudent to wait on such a policy, but staff noted that they do try to purchase any supplies and services from within Ontario, if not within the local watershed.

**ADJOURNMENT**

The meeting was adjourned at 12:25 p.m.

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Ray Chartrand  
Chair

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Abigail Gutteridge  
Secretary

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