

BOARD OF DIRECTORS MEETING

Thursday, September 18, 2025

Ausable Bayfield Conservation Authority Boardroom
Morrison Dam Conservation Area

DIRECTORS PRESENT

Ray Chartrand, Adrian Cornelissen, Steve Herold, Jaden Hodgins, Dave Jewitt (via Zoom), Marissa Vaughan

DIRECTORS ABSENT

Joey Groot, David Marsh, Wayne Shipley

STAFF PRESENT

Mike Bax, Tina Crown, Millie Ghorbankhani, Abbie Gutteridge, Davin Heinbuck, Jaden Schoelier, Nathan Schoelier, Ellen Westelaken.

CALL TO ORDER

Chair Ray Chartrand called the meeting to order at 10:34 a.m., welcomed everyone in attendance, and read the Land Acknowledgement Statement.

ADOPTION OF AGENDA

MOTION #BD 57/25

**Moved Adrian Cornelissen
Seconded by Marissa Vaughan**

“RESOLVED, THAT the agenda for the September 18, 2025 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 58/25**

**Moved by Steve Herold
Seconded by Dave Jewitt**

“RESOLVED, THAT the minutes of the Board of Directors meeting held on July 17, 2025, and the motions therein be approved as circulated.”

Carried.

BUSINESS OUT OF THE MINUTESDraft ABCA Administration Regulations By-Laws

At the July 17, 2025 Board of Directors meeting, a number of updates to the Administrative By-Law was brought forward. Many of those changes were to bring the By-Laws into compliance with recent changes made to the *Conservation Authorities Act*. At the last Board of Directors meeting, the direction from the Board was also to amend the draft document with several minor changes and the inclusion of guidance around the procedures for conducting Committee of the Whole during electronic meetings. Staff amended the document accordingly, as can be read in the Program Report.

MOTION #BD 59/25

**Moved by Marissa Vaughan
Seconded by Steve Herold**

“RESOLVED, THAT the Ausable Bayfield Conservation Authority (ABCA) Board of Directors approves the updated and amended ABCA Administration Regulations By-Laws as presented, and

“FURTHER, THAT the amended Administration Regulation By-Laws be posted on the ABCA website.”

Carried.

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

Andrew Bicknell, Water & Planning Manager, 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 15 *Applications for Permission* and 14 *Minor Works Applications*.

(b) Violation/Appeals Update

Andrew Bicknell had verbal updates on two files. The first was concerning a large proposed deck on the shoreline, which previously came to the Board for a hearing. This permit was denied, and has since been appealed to the Ontario Land Tribunal (OLT). The minor variance associated with this permit was also denied by the municipality. Staff are working through this process, and expect that it may come to a formal hearing at the OLT. A coastal engineering expert has been retained for this process. There was some discussion as to the cost of retaining a coastal engineering expert; however, staff assured the Directors that it was necessary for the process. Directors asked staff to approach the municipality about the potential to share the cost, as they are also involved in this process with the OLT.

The second file update was regarding a violation in Port Franks, which includes alteration to a waterway, adding fill, and doing work on ABCA owned land. Staff are working with legal counsel and coordinating with municipal staff on this matter.

MOTION #BD 60/25**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. Mileage Rate Policy**

Nathan Schoelier, Stewardship, Conservation Lands and Education Manager, presented a policy regarding annual mileage rates. The ABCA determines its rate annually during budget preparation. It is applied as an internal chargeback rate for use of a vehicle from the motor pool and for reimbursing employees for the use of their personal vehicles. This policy proposes that the mileage rate will be based on the Federal rates prescribed under *“Automobile or Motor Vehicle Benefits – Allowances or Reimbursements Provided to an Employee for the Use of Their Own Vehicle.”* Should the prescribed rates for the applicable year be lower than those used in the ABCA budget, the mileage rate will be adjusted downward to align with the prescribed rates. If the prescribed rates for the applicable year are higher than those used in the budget, the rate used in the budget will be maintained for that year.

MOTION #BD 61/25**Moved by Jaden Hodgins****Seconded by Steve Herold**

“RESOLVED, THAT the Ausable Bayfield Conservation Authority Board of Directors approves the proposed Mileage Rate Policy.

Carried.

3. Draft Rock Glen Conservation Area Master Plan

Nathan Schoelier reminded the Board of Directors that the 2025 budget included funds for updating the Rock Glen Conservation Area (RCGA) Master Plan. The original plan was developed in 1979, with updates in 1988 and 2004. One of the primary purposes for this update was to reintroduce institutional knowledge to the Master Plan, which will allow for decisions to be made that consider historic information alongside new resources. The next steps in this process will be to make the plan available for both public and stakeholder feedback. Staff have identified several stakeholders and will use various engagement methods to complete meaningful engagement. Following that period, any necessary changes will be reflected in the document, and it will return to the Board for approval. Nathan outlined several of the key sections in the Master Plan, including both recreational and environmental recommendations. He proposed that the plan be reviewed every ten years.

MOTION #BD 62/25

**Moved by Marissa Vaughan
Seconded by Adrian Cornelissen**

“RESOLVED, THAT the Ausable Bayfield Conservation Authority Board of Directors approves the draft Master Plan update for Rock Glen Conservation Area to be made available for public and stakeholder feedback.”

Carried.

Dave Jewitt left the meeting at 11:20 a.m.

GENERAL MANAGER’S REPORT

Davin Heinbuck, General Manager/Secretary-Treasurer, 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 63/25

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

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

Carried.

COMMITTEE REPORTS

None.

CORRESPONDENCE

- a) Reference: Note of Thanks
File: A.5.1

Brief: A note of thanks from Ralph Blasting (Bayfield River Valley Trails Association), commending Cassie Greidanus for a Night Hike in August.

b) Reference: Note of Thanks

File: A.5.1

Brief: A letter addressed to the Board of Directors, extending thanks for ABCA's help with the Huron Waves Music Festival. Special commendation was is given to Cassie Greidanus for leading a nature hike along the South Huron Trail, as one of the events.

NEW BUSINESS

1. Davin Heinbuck updated the Directors regarding a proposed tour for MPPs, championed by the Honourable Lisa Thompson. The tour date is still to be determined, but may go forward on September 22.
2. Davin provided the Directors with an update on OMERS. He noted that ABCA has joined OMERS as of September 7, 2025 and approximately 55% of staff have joined.
3. Davin Heinbuck, Daniel King and Christie Brown attended the Flood Forecasting and Warning Workshop held by Conservation Ontario, and Daniel King made a presentation to the group.
4. Davin reported that he would be starting CA University toward the end of September. Several ABCA staff have participated in this program in the past and have found it very useful.
5. Adrian Cornelissen asked if staff were aware of someone getting lost on the Mystery Falls property. Nathan Schoelier reported that staff were aware, but were not involved. A successful rescue was made by local authorities using the what3words app.
6. Directors asked how staff were doing with enforcement duties. Nathan reported that staff patrol occasionally, but find certain areas challenging with respect to ATV use on properties. There will be more frequent patrols during hunting season this fall.

COMMITTEE OF THE WHOLE

MOTION #BD 64/25

Moved by Steve Herold

Seconded by Jaden Hodgins

"RESOLVED, THAT the Ausable Bayfield Conservation Authority Board of Directors go into Committee of the Whole at 11:46 a.m. to discuss a property matter, with Nathan Schoelier, Davin Heinbuck and Abbie Gutteridge remaining in attendance."

Carried.

MOTION #BD 65/25

Moved by Steve Herold

Seconded by Marissa Vaughan

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

Carried.

ADJOURNMENT

The meeting was adjourned by Jaden Hodgins at 12:12 p.m.

Ray Chartrand
Chair

Abigail Gutteridge
Secretary

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