



# MINUTES



## BOARD OF DIRECTORS

Thursday, May 17, 2007

Ausable Bayfield Conservation Authority Boardroom  
Morrison Dam Conservation Area

### DIRECTORS PRESENT

Adrian DeBruyn, Dave Frayne, Jim Ginn, Paul Hodgins, George Irvin, Lawrence McLachlan, Bill Siemon

### DIRECTORS ABSENT

Bob Norris, Bill Weber

### OTHERS PRESENT

Bob Pyatt, HR Consultant  
Cliff Evanitski - Long Point Conservation Authority

### STAFF PRESENT

Andy Bicknell, Cathie Brown, Geoff Cade, Judith Parker, Tom Prout, Alec Scott

### CALL TO ORDER

Vice Chairman Lawrence McLachlan welcomed those attending and called the meeting to order at 1:00 p.m.

### ADOPTION OF AGENDA

**MOTION #BD 57/07**

**Moved by Bill Siemon  
Seconded by Adrian deBruyn**

**“RESOLVED, THAT the agenda for the May 17, 2007 Ausable Bayfield Conservation Authority Board of Directors Meeting be approved.”**

**Carried.**

### DISCLOSURE OF PECUNIARY INTEREST

None

ADOPTION OF MINUTES**MOTION #BD 58/07****Moved by Jim Ginn****Seconded by Dave Frayne**

**“RESOLVED, THAT the minutes of the Board of Directors meeting held on April 25, 2007 and the motions therein be approved as circulated.”**

**Carried.**

BUSINESS OUT OF THE MINUTES1. Financial Statement to March 31, 2007

Cathie Brown reviewed the first quarter financial statement that was distributed at the last meeting. A draft copy of the audited 2006 Financial Statement was also circulated for the Directors to review before the next meeting. As directed by the Board, the auditor has presented a financial statement for the Source Water Protection project.

2. Bluewater Environmental Committee

Tom Prout advised he had met with the Municipality of Bluewater Environmental Committee who are initiating plans to host an information workshop next spring. The target groups to be invited will be municipalities, conservation authorities and county government agencies. The objective will be to examine shared water quality issues and explore opportunities for establishing by-laws that will recognize a homeowner's responsibility to deal with environmental problems.

**MOTION #BD 59/07****Moved by Dave Frayne****Seconded by Jim Ginn**

**“RESOLVED, THAT the ABCA Board of Directors support the initiative of the Municipality of Bluewater Environmental Committee.”**

**Carried.**

PRESENTATION

Tom Prout introduced human resources consultant, Bob Pyatt, who is conducting an Employment Equity Compensation Review for the ABCA. Mr. Pyatt outlined the steps to the review and the deliverables that will be presented to the Board at the end of the process:

- a) Review of the position descriptions;
- b) Evaluation of thirteen elements of the job content (eg. skills, budget management, efficiency, technical ability, working conditions);
- c) Develop a job score;
- d) Establish a hierarchy and grouping of jobs;
- e) Equate where the position sits on the 9 level point grid;
- f) Review the current position grading to the reviewed grade;

- g) Examine compensation levels of similar size conservation authorities and similar industry in the external marketplace within geographic area for competitiveness and comparison;
- h) Bring results to the Personnel Committee and appointed staff representatives for review;
- i) Present to the Board of Directors with recommendations on how implementation will take place.

Mr. Pyatt advised that organizations must maintain their employment equity plans to be compliant with legislation and as a good business practice. The time line for completion of the review is the end of June. Mr. Cliff Evanitski, Long Point CA General Manager addressed the Board of Directors and advised their conservation authority was going to be completing a similar compensation review. He has found it is important to stay competitive within the marketplace to protect the organization's investment in staff training and development.

Mr. Pyatt and Mr. Evanitski left the meeting at 1:40 p.m.

## PROGRAM REPORTS

### 1. Development Review

The Development Review report pursuant to Ontario Regulation 147/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses, was prepared by Andrew Bicknell, Regulations Coordinator. 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 5 *Minor Works* applications.

Geoff Cade, Water & Planning Supervisor, provided an additional report advising the Board of Directors on a violation notice that has been issued to a landowner and contractor pursuant to Ontario Regulation 147/06. Staff are working with the landowner and contractor to mitigate the situation where a substantial alteration has been made to an existing cottage within Lakeshore Area 2 and in close proximity to an existing gully. The violation surcharge will be applied.

## HEARING

**MOTION #BD 60/07**

**Moved by Dave Frayne  
Seconded by Paul Hodgins**

**“RESOLVED, THAT the ABCA Board of Directors adjourn the regular Board of Directors meeting at 2:00 p.m. and re-convene as a Hearing Committee pursuant to Ontario Regulation 147/06 - Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation to consider Application #2007-15 that was deferred from April 25, 2007.”**

**Carried.**

Tom Prout, General Manager advised that since a decision was deferred on this application, the Committee membership will be only those in attendance at the previous Hearing. Vice Chairman McLachlan asked the applicants to bring forward their additional information. In attendance with

the applicant, Kurt Mahon, was spokesman Barry Mahon and Peter Crook, P.Eng. of Peter Crook Engineering and Consulting. Andrew Bicknell, Regulations Coordinator summarized the Hearing proceedings from April 25, 2007 whereby the staff recommended denying the application to construct a new residence within the floodplain and the subsequent resolution of the Board to defer a decision. As suggested by staff and the Board of Directors, the applicant hired an engineer to undertake a more detailed study of the flood elevations of the proposed building site and the road and entranceway to the property. Mr. Peter Crook, P.Eng. addressed the Hearing Committee. After examining the flood flow information and refining the elevations on the property, he concluded that the flood elevations were similar to those identified by ABCA staff. The issue for the applicant is whether the residence can be built in the proposed location with safe egress and ingress to the site. It is Mr. Crook's opinion that 600 cubic metres of fill could be placed to raise the elevation at the building site by 4 feet. The residence should be constructed with no basement and all openings to the building should be 1.4 metres above the elevation. Access to the laneway would need to be raised to meet the roadway which is approximately 1 foot below the regulatory flood elevation. A concern was expressed on erosion of the fill, but it is Mr. Crook's opinion that surrounding topography is quite flat so the velocities would be too low to cause erosion problems and the loss of flood storage would be minimal. Barry Mahon informed the committee that the house would be built using new technology – ICF housing construction.

Mr. Bicknell inquired whether Mr. Crook would provide a statement in the engineer's report that the location of the building as being constructed safely within the known flood plain area. Mr. Crook responded that he would revise the report to include this statement.

Director Jim Ginn stated an important issue is whether there is safe access for emergency response personnel and the landowner's family so that no lives are in jeopardy.

**MOTION #BD 61/07**

**Moved by George Irvin**

**Seconded by Dave Frayne**

**“RESOLVED, THAT the Board of Directors approve Application# 2007-15 pursuant to Ontario Regulation 147/06, conditional on ABCA staff receiving a written response from Peter Crook, P.Eng stating he has no concerns with safety due to the susceptibility of flooding, and**

**FURTHER, THAT the flood proofing recommendations of the engineer consultant are followed by the applicant.”**

**Carried.**

The applicant and delegation left the Hearing.

**MOTION #BD 62/07**

**Moved by Bill Siemon**

**Seconded by Lawrence McLachlan**

**“RESOLVED, THAT the Hearing regarding Application #2007-15 be closed at 2:33 p.m. and th Board of Directors meeting reconvene.”**

**Carried.**

PROGRAM REPORTS (cont'd)

2. Public Consultation for O. Reg. 147/06

In response to a query at the previous Board of Directors meeting, Alec Scott, Water & Planning Manager provided a report to summarize how the public was consulted and informed of the new Ontario Regulation 147/06 - *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses* which came into effect in May 2006.

3. Conservation Authorities Act Hearing Guidelines

Alec Scott presented a copy of the Hearing Guidelines, October 2005 under Section 28(3) of the *Conservation Authorities Act*. These guidelines will be incorporated into the Policy and Procedures Manual that is being finalized.

4. Contract Staffing

For the Board's information, Tom Prout, General Manager presented a list of the contract staff and summer students that have been hired. The ABCA welcomes Mark Ecker, Aaron Clarke, Kristen Boorse, Mike Napper, Denise Biega, Carrie Prout, Cathy Fraser to assist with ongoing and new projects over the next few months.

5. CA Mapping Pilot Project

Alec Scott presented a report prepared by Tracey Boitson, GIS/CAD Information Specialist on the status of the CA mapping pilot project. In cooperation with Ministry of Natural Resources and Conservation Ontario, the ABCA is one of six participating conservation authorities to implement a GIS mapping web portal for common internet mapping applications. The geo-portal will be accessible to the public at [www.camaps.ca](http://www.camaps.ca). If required, member municipal staff will have the capability of accessing additional information within the mapping environment. A business plan will be developed to determine ongoing maintenance costs past the pilot year.

**MOTION #BD 63/07**

**Moved by Paul Hodgins**

**Seconded by Bill Siemon**

**“RESOLVED, THAT the program reports 1 through 5 be received as presented for information.”**

**Carried.**

6. ABCA Motor Pool

Tom Prout presented on behalf of Kate Monk, Stewardship & Conservation Lands Supervisor, a report on the operation and management of the ABCA motor pool which includes vehicles, tractors, field and technical equipment and computers. Capital items are purchased from the

motor pool as well as maintenance and fuel expenses. To recover costs, programs and projects are charged a pre-determined rate for use of vehicles and equipment. Because of significant capital purchases in recent years the vehicle and equipment reserve is dwindling. Staff made the following recommendations which will generate an increase of \$20,000-\$30,000 in revenue:

- a) Increase mileage fee charged to programs by 5 cents per kilometre
- b) Increase workstation fee from \$500/year to \$1,000/year per eligible employee position
- c) Increase rates for heavy equipment (tractors, backhoe, trailers).

**MOTION #BD 64/07**

**Moved by Jim Ginn  
Seconded by Dave Frayne**

**“RESOLVED, THAT the proposed fee changes be implemented where possible effective July 1, 2007, and**

**FURTHER, THAT vehicles be leased for special programs and the costs be charged to that program.”**

**Carried.**

**MOTION #BD 65/07**

**Moved by Dave Frayne  
Seconded by Paul Hodgins**

**“RESOLVED, THAT staff prepare for a future Board meeting, a list of vehicles and equipment owned and maintained by the ABCA.”**

**Carried.**

#### 7. Electricity Market Energy Report

Cathie Brown, Financial Services Supervisor presented a comparison for energy supply with Universal Power, Direct Energy and Ontario Energy Savings Corp. The recommendation was to enter into a contract with Universal Power. There was considerable discussion regarding contracts with energy suppliers and potential savings.

**MOTION #BD 66/07**

**Moved by George Irvin  
Seconded Bill Siemon**

**“RESOLVED, THAT the ABCA decline entering into a multi-year contract with an energy supplier at this time.”**

**Carried.**

Staff were directed to monitor the electricity usage in preparation of the 2008 Budget and survey other conservation authorities as to whether they have contracts for energy supply.

### 8. Levy Installment Schedule

Cathie Brown brought forth a recommendation to change the municipal levy installment schedule from billing 50% in May and 50% in November to 75% due on May 15<sup>th</sup> and the remaining 25% due on September 30.

**MOTION #BD 67/07**

**Moved by George Irvin  
Seconded by Paul Hodgins**

**“RESOLVED, THAT the recommendation be approved.”**

**Motion Lost.**

The Directors asked that staff provide some installment schedule options and survey the Treasurers of the member municipalities for a response. A follow-up report will be brought to a future meeting.

### CORRESPONDENCE

- a) Reference: Huron County Clean Water Project  
File: S.64.1  
Brief: Thank you to Kate Monk, ABCA Stewardship & Conservation Lands Supervisor for attending Huron County Council meeting and presenting a slide show on the Clean Water Project and successes of the partnership in delivering the program.
- b) Reference: Conservation Ontario  
File: A.7.1  
Brief: Copy of Conservation Ontario 2006 Annual Report is available for circulation.
- c) Reference: Willert-Ross Tract  
File: L.4.101  
Brief: Invitation for the Directors to attend an on-site ABCA event recognizing the financial donation from Fred & Reit Willert and the estate of Catherine Georgina Ross towards the purchase of a 25 acre parcel of woodland in the Hay Swamp wetland complex.
- d) Reference: Drinking Water Source Protection  
File: A.6.23  
Brief: Invitation to attend an information session for the local general public to learn more about the drinking water source protection planning process.
- e) Reference: Water Quality Sampling  
File: W.10.1  
Brief: Copy of 2006 Beach Water Monitoring Data report as compiled by Huron County Health Unit.

NEW BUSINESS

None

COMMITTEE OF THE WHOLE**MOTION #BD 68/07****Moved by Bill Siemon  
Seconded by George Irvin**

**“RESOLVED, THAT the Board of Directors go into Committee of the Whole at 3:15 p.m. to discuss property and personal matters with Tom Prout and Judith Parker remaining in attendance.”**

**Carried.****MOTION #BD 69/07****Moved by Bill Siemon  
Seconded by Jim Ginn**

**“RESOLVED, THAT Committee of the Whole rise and report at 3:46 p.m.”**

**Carried.****MOTION #BD 70/07****Moved by Dave Frayne  
Seconded by Paul Hodgins**

**“RESOLVED, THAT the staff recommendations presented in consideration of signing the Ausable River Riders agreement be approved and the agreement be renewed.”**

**Carried.****MOTION #BD 71/07****Moved by George Irvin  
Seconded by Jim Ginn**

**“RESOLVED, THAT the General Manager/Secretary Treasurer performance review and employment contract be approved as amended and prepared for signature of the Chairman.”**

**Carried.****MOTION #BD 72/07****Moved by Bill Siemon  
Seconded by Adrian DeBruyn**

**“RESOLVED, THAT staff proceed with the property matters as discussed.”**

**Carried.**



**MOTION #BD 73/07**

**Moved by Jim Ginn  
Seconded by Dave Frayne**

**“RESOLVED, THAT the definitions for clarification of Job Classifications be approved as presented, and**

**FURTHER, THAT the ABCA Personnel Regulation #3 - Regular Service Personnel; Personnel Regulation #4 - Contract Personnel; and Personnel Regulation #5 Casual Personnel be revised.”**

**Carried.**

ADJOURNMENT

The meeting was adjourned at 4:10 p.m.

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Lawrence McLachlan  
Vice Chairman

Judith Parker  
Corporate Services Coordinator

*Copies of Program Reports are available upon request.  
Contact Judith Parker, Corporate Services Coordinator.*

