



MINUTES



BOARD OF DIRECTORS

Thursday, September 20, 2007

Ausable Bayfield Conservation Authority Boardroom
Morrison Dam Conservation Area

DIRECTORS PRESENT

Adrian DeBruyn, Dave Frayne, Jim Ginn, George Irvin, Bob Norris, Bill Siemon, Bill Weber

DIRECTORS ABSENT

Paul Hodgins, Lawrence McLachlan

OTHERS PRESENT

Nina Lieshout, Exeter TA
Bob Montgomery, CKNX Radio

STAFF PRESENT

Tracey Boitson, Bev Brown, Cathie Brown, Geoff Cade, Kate Monk, Judith Parker, Tom Prout,
Alec Scott, Mari Veliz

CALL TO ORDER

Chairman Weber called the meeting to order at 1:46 p.m. and welcomed everyone to the meeting.

ADOPTION OF AGENDA

MOTION #BD 103/07

**Moved by Bob Norris
Seconded by Adrian DeBruyn**

“RESOLVED, THAT the agenda for the September 20, 2007 Ausable Bayfield Conservation Authority Board of Directors Meeting be approved.”

Carried.

DISCLOSURE OF PECUNIARY INTEREST

None

ADOPTION OF MINUTES**MOTION #BD 104/07****Moved by Bob Norris
Seconded by George Irvin**

“RESOLVED, THAT the minutes of the Board of Directors meeting held on August 16, 2007 and the motions therein be approved as presented.”

Carried.

BUSINESS OUT OF THE MINUTES1. Revisions to Financial Management Procedures

Cathie Brown, Financial Services Supervisor reported on the discussions with the auditor on improvements to financial services in regards to software, record keeping, chart of accounts, capital asset management and the 2008 budget.

MOTION #BD 105/07**Moved by Jim Ginn
Seconded by Bob Norris**

“RESOLVED, THAT Quick Books be purchased and implemented effective January 2008 with staff receiving appropriate training, and

FURTHER, THAT, the Auditor be requested to provide a list of required documents prior to the 2007 audit, and

FURTHER, THAT the Chart of Accounts and Job List be revised pending feedback from the Auditor, and

FURTHER, THAT a report on Capital Asset Management be prepared for the Board in early 2008 to address the Auditor’s concerns, and

FURTHER, THAT the staff investigate software for Capital Asset Management.”

Carried.

2. Draft Policy & Procedures Manual (O Reg 147/06)

Geoff Cade, Supervisor of Water & Planning gave an update on the draft Policy & Procedures Manual for implementing the Ontario Regulation 147/06 *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation*. The draft manual was circulated to municipal and county staff for comment. There were limited responses and revisions were made where appropriate.

MOTION #BD 106/07**Moved by Bill Siemon
Seconded by Jim Ginn**

“RESOLVED, THAT the draft ABCA Policies & Procedures Manual for the Implementation of Ontario Regulation 147/06 be approved effective September 20, 2007, and

FURTHER, THAT any applications received prior to the adoption of the new Policies & Procedures Manual continue to be reviewed based on the existing policy manual.”

Carried.

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 7 *Applications for Permission* and 3 *Minor Works* applications.

2. Violations Update

Geoff Cade provided an update on two violations pursuant to Ontario Regulation 147/06. Staff are working with the landowners to resolve the situations.

3. Incoming Mail Procedure

Judith Parker, Corporate Services Coordinator provided for the directors information, the procedures corporate services staff follow for distribution of incoming correspondence, payments and print media.

4. Healthy Watersheds Program Update

Mari Veliz, Healthy Watersheds Coordinator provided an update on the healthy watersheds program. Key components of the program are to monitor and to work towards improving water quality and fish habitat by working with local community groups and other natural resource agencies.

MOTION #BD 107/07

Moved by Adrian DeBruyn

Seconded by Dave Frayne

“RESOLVED, THAT program reports # 1, 2, 3 and 4 be received for information.”

Carried.

5. Conservation Area Donation Boxes

Kate Monk, Stewardship & Conservation Lands Supervisor advised that the donation boxes installed at conservation areas have become targets for vandals. Repairs to the boxes are costing more than the amount being collected.

MOTION #BD 108/07**Moved by George Irvin
Seconded by Bob Norris**

“RESOLVED, THAT the donation boxes be removed and information posted to encourage visitors to send donations to the ABCA which are eligible for charitable receipts.”

Carried.**6. Stormwater Management Policy Review**

Alec Scott, Water & Planning Manager advised that requests for proposal were sent to five consultants familiar with the ABCA watershed to prepare Storm Water Management Plans. Two firms submitted proposals.

MOTION #BD 109/07**Moved by Bill Siemon
Seconded by Jim Ginn**

“RESOLVED, THAT the consulting firm of Stantec Consulting Engineers be engaged at a price of \$29,198 plus GST to complete the Stormwater Management Policy Review project.”

Carried.**7. 2007 Information Systems Strategy Summary**

Tracey Boitson, GIS/CAD Information Systems Specialist gave an update on the development of an Information Systems Strategic Plan for the 2007 budget year. A database has been created itemizing all computer hardware and software. Alternatives to the current back-up system have been examined and additional hardware has been purchased. Currently, a framework for annual budgeting is being discussed to maintain the current and future information technology investments.

MOTION #BD 110/07**Moved by Jim Ginn
Seconded by George Irvin**

“RESOLVED, THAT the during the 2008 budget preparation, a financial planning model be developed in which annual, ongoing and replacement costs for information management and information technology can be calculated so programs and projects can budget accordingly.”

Carried.**COMMITTEE REPORTS****Ausable Bayfield Conservation Foundation****MOTION #BD 111/07****Moved by Bill Siemon
Seconded by Bob Norris**

“RESOLVED, THAT the minutes of the Ausable Bayfield Conservation Foundation meeting held on September 7, 2007 and the motions therein be approved as presented.”

Carried.

Conservation Ontario

Tom Prout, General Manager reported that he had attended the meeting of Conservation Ontario council on August 27, 2007. Of note was discussion on the next Source Protection Planning agreements and debate over the appointments by the Minister of Environment of Source Protection Committee Chairs.

Property Management Committee

Tom Prout advised that a letter and petition from local hunters suggests changes to the Conservation Lands Pass system for hunting on ABCA lands.

MOTION #BD 112/07

Moved by George Irvin

Seconded by Jim Ginn

“RESOLVED, THAT the minutes of the Property Management Committee meeting held August 9, 2007 and the motions therein be approved as presented, and

FURTHER, THAT a complimentary, non-transferable Conservation Lands Pass be offered to landowners adjacent to ABCA owned properties.”

Carried.

Water Response Team

MOTION #BD 113/07

Moved by Dave Frayne

Seconded by Bob Norris

“RESOLVED, THAT the minutes of the Ausable Bayfield Water Response Team meeting on September 7, 2007 and the motions therein be approved as presented.”

Carried.

CORRESPONDENCE

- a) Reference: Source Protection Committee Chair
File: L.9.57
Brief: Letter from Ministry of Environment appointing Laurence Brown as chair of the Ausable Bayfield Maitland Valley Source Protection Region Source Protection Committee.

- b) Reference: Thank You
File: P.1
Brief: Thank you from Judith Briggs, commending Superintendent, Dale Cable, for his assistance during a recent visit to Rock Glen Conservation Area.
- c) Reference: MNR Aquatic Resource Advisory Management Committee
File: A.5.3
Brief: Notice from Ministry of Natural Resources of a change to procedures in how in-water work timing windows are implemented to protect fish from impacts of works or undertakings in and around water during spawning migrations and other critical life history changes.

DISPOSITION OF CORRESPONDENCE

MOTION #BD 114/07

Moved by George Irvin

Seconded by Jim Ginn

“RESOLVED, THAT the correspondence not specifically dealt with be received and filed.”

Carried.

NEW BUSINESS

1. The Board of Directors asked that a congratulatory letter be sent to Larry Brown on his appointment as Source Protection Committee Chair for the Ausable Bayfield Maitland Valley Source Protection Region.
2. George Irvin inquired whether ABCA staff were aware of a Request for Proposal for development of a Master Plan for Port Blake Conservation Area that had been circulated to the Municipality of Bluewater from the Municipality of South Huron. A copy of the request was left with ABCA staff to follow up.

COMMITTEE OF THE WHOLE

MOTION #BD 115/07

Moved by Adrian DeBruyn

Seconded by Jim Ginn

“RESOLVED, THAT the Board of Directors go into Committee of the Whole at 3:05 p.m. to discuss property matters with Tom Prout and Judith Parker in attendance.”

Carried.

MOTION #BD 116/07

**Moved by Jim Ginn
Seconded by Bill Siemon**

“RESOLVED, THAT Committee of the Whole rise and report at 3:35 p.m.”

Carried.

MOTION #BD 117/07

**Moved by Bob Norris
Seconded by George Irvin**

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

Carried.

ADJOURNMENT

The meeting was adjourned at 3:38 p.m.

Bill Weber
Chairman

Judith Parker
Corporate Services Coordinator

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

