

MINUTES

BUDGET COMMITTEE

Thursday, October 10, 2013

9:30 a.m.

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

DIRECTORS PRESENT

Dave Frayne, Paul Hodgins, Burk Metzger, Don Shipway, Lorie Scott, Joe Steffler, Ute Stumpf, Mike Tam,

DIRECTOR ABSENT

Janisse Zimmerman

STAFF PRESENT

Jenna Allain, Bev Brown, Geoff Cade, Brian Horner, Tracey McPherson, Kate Monk, Judith Parker, Tom Prout, Alec Scott, Julie Stellingwerff, Mari Veliz

CALL TO ORDER

Chair David Frayne welcomed members and staff to the Board of Directors Budget Committee meeting and called the meeting to order at 9:35 a.m.

ADOPTION OF AGENDA

MOTION #BD 95/13

**Moved by Ute Stumpf
Seconded by Paul Hodgins**

“RESOLVED, THAT the agenda for the October 10, 2013 Board of Directors Budget Committee meeting be approved.”

Carried.

DISCLOSURE OF PECUNIARY INTEREST

None

PROPOSED 2014 BUDGET

General Manager Tom Prout provided an overview of the 2014 budget preparation by staff and the format for the meeting. Each department will present the budget for their program and a summary of the individual projects that are proposed for 2014. The proposed pay grid and fee schedule for 2014 will be reviewed as well. The directors were reminded that the municipalities are circulated the agreed upon proposed budget for information and staff are available to attend a Council meeting to provide further clarification. The Board members will make the final decision on approval of the 2014 budget.

Vehicle and Equipment

Kate Monk, Stewardship & Conservation Lands Supervisor advised that the equipment scheduled for replacement in 2014 is the 1991 tractor with loader. It will be replaced with a more versatile piece of equipment. There is no project or general levy required for the vehicle and equipment budget as expenses are offset by the revenue from charging the 'users' a specific rate or mileage for using the vehicles and equipment.

Stewardship

Kate Monk reviewed the stewardship budget whereby staff provide one-on-one technical advice, site visits, and assistance with paperwork in connecting landowners with cost-share funding to maximize grants for their stewardship projects. Applications looking for sources of stewardship project funding are ongoing. Expenses in the stewardship program are offset with tree sales, providing tree planting plans and forest management plans for clients. The ABCA is a full service tree delivery agency in the area and does not require project or general levy funding.

Recreation Areas

Kate Monk explained that the ABCA provides essential recreation areas for municipal residents and tourists. The routine maintenance of the facilities at the conservation areas is carried out by ABCA employees. Projects proposed in 2014 are the Parkhill CA laneway repairs, Rock Glen CA gatehouse roof, Rock Glen CA roadway resurfacing reserve amount, and hazardous tree removal at certain conservation areas of concern.

Property Management

Kate Monk summarized the goals of managing the ABCA properties and water bodies which includes conservation areas, wildlife areas, management areas, conservation forests and agriculture land. Property management revenue is generated from timber harvests, farm land rental, the rental house and the Parkhill CA campground lease. Any surplus in property management through woodlot harvesting operations is used to compensate for the shortfall in the recreation budget for maintaining conservation areas.

Drinking Water Source Protection

Jenna Allain, DWSP Program Supervisor advised that 2014 is the 10th year of provincial funding for the Source Protection Planning Program. The end goal of the program is the implementation of source protection policies for protecting municipal sources of drinking water. The Ausable Bayfield and Maitland Valley Source Protection Plans were submitted to the Minister of

Environment for approval last August and the earliest approval date will be in the spring of 2014. An implementation date for the policies will be later in the year. It is anticipated that the funding from the province will be ongoing for mandatory responsibilities of Source Protection Authorities. However the costs of policy implementation will be coordinated by the implementing body of each policy.

Environmental Monitoring

Mari Veliz, Healthy Watersheds Coordinator, Geoff Cade, Supervisor of Water & Planning and Tracey McPherson, GIS/CAD Information Systems Specialist assisted Alec Scott, Water & Planning Manager in presenting the Environmental Monitoring project factsheets and budgets. Alec Scott explained that there can be swings in comparing one budget year to another because of the various sources of revenue the department procures. Mari Veliz explained that some projects are fully funded through other partners while the project levy contribution often leverages other sources of substantial funding to undertake environmental monitoring and research projects. At the request of the representative for Municipality of Bluewater, a budget for water sampling along the Lake Huron shoreline of Bluewater and inland on the Bayfield River was included in the budget as project levy. After some discussion by the directors on who should pay for this project and the significant increase to the project levy the following motion was made.

MOTION #BD 96/13

Moved by Lorie Scott

Seconded by Ute Stumpf

“RESOLVED, THAT staff bring back a report on the BSRA/BRA Water Sampling Project Code #5191 showing the proposed budget as a Special Benefitting Levy instead of Project Levy.”

Carried.

Floodplain Management

Prior to the presentation of the floodplain management program budgets, Burkhard Metzger declared a conflict of pecuniary interest with project code #4172 and #4402.

Alec Scott presented the four main components of the floodplain management program. They include maintenance of 16 erosion control projects, 7 flood control projects, the flood forecasting and warning system and the Port Franks ice management project. Since 1996 MNR has provided a 50% grant towards this program, however it has remained at the same dollar amount so for 2014 only 42% grant funding is available.

Education

Julie Stellingwerff, Conservation Education Specialist presented the conservation education budget. The Weston Family Foundation Environmental Leaders of Tomorrow program at Camp Sylvan will continue into 2014 with an additional 16 schools participating in the residential outdoor education program. An anticipated budget increase includes salary for another staff person.

Corporate Services

Brian Horner, Financial Services Supervisor presented the consolidated Corporate Services budget. There are some upgrades needed for the HVAC mechanical system at the Administration Centre as well as setting aside the annual reserve amount in working towards making the office building accessible to comply with upcoming provincial regulations.

Joe Steffler arrived for the meeting at 11:50 a.m.

Project Levy

Brian Horner presented the proposed project levy summary for 2014 at \$371,960 as compared to \$305,810 in 2013. This includes ongoing, phased and new projects proposed for 2014. With funding from other sources the levy investment would be leveraged to undertake \$823,483 worth of projects during 2014.

General Levy

The proposed general levy for 2014 is a \$21,440 increase (2.47%) totalling \$890,063 in comparison to \$868,623 in 2013.

Proposed 2014 Budget

The proposed 2014 fee schedule, pay grid and reserves (as per the 2012 audited statement) were presented for review, as these figures were used in preparing the consolidated budget. The combined project and general levies total \$1,262,022. This is \$87,587 of a \$4.7M budget or a 7.46% increase. Chair Frayne thanked the staff for their work in preparing the proposed budget.

NEW BUSINESS

1. Chair Dave Frayne advised that Vice Chair Mike Tam will be chairing the next Board of Directors meeting on October 17th.
2. Chair Frayne noted that the HR Committee has met and are meeting on November 8th to review the applications.

ADJOURNMENT

The meeting was adjourned at 12:05 p.m.

Dave Frayne
Chairman

Judith Parker
Corporate Services Coordinator