

October 16, 2008

The Board of Directors of the St. Clair Region Conservation Foundation met on the above date at the Administration Office at the hour of 10:00 a.m.

Directors Present: Duncan Skinner, President
 Norm Giffen, Vice President
 Melvin Dale, Treasurer
 Bill Bilton
 Lyn Goddard
 Shirley Warner
 Ted Butler
 Ken Brooks
 Laura Margetts
 John Simmons
 Rex Crawford
 Steve Arnold

Directors Absent: Ottavio Colosimo

Also Present: Ralph Coe, Executive Director
 Marlene Dorrestyn, Administrative Assistant/Bookkeeper
 Rick Battson, Fundraising Officer
 Bill Dakin, Director of Financial Services

The President welcomed everyone to the meeting and requested that each Director declare a conflict of interest at the appropriate time, on any item within this agenda in that a Director may have a pecuniary interest.

CF-08-51

Crawford - Warner

“That the minutes of the June 19, 2008 meeting be adopted as distributed.”

CARRIED

The Executive Director’s report was presented:

- Condolences: it was with great sadness when we learned of the passing of Ross Brewer on September 9, 2008. Ross was a sitting member of the Foundation and had served 4 and a half years. Ross also served 4 years on the Conservation Authority board representing Newbury and Southwest Middlesex. There was no funeral service at the request of Ross. A letter was sent to his wife Diane. The Foundation has arranged to plant a tree at A. W. Campbell Conservation Area in memory of Ross.
- Bus Tour and Warwick Visitors Centre:
 - September 18, 2008 - the morning tour was well attended and stopped at the Warwick Conservation Area Visitors Centre to officially open the building. Conservation Authority Chair, Steve Arnold provided remarks thanking the Foundation for this generous donation for the visitors to the area and all the work the Foundation. Bill Bilton responded on behalf of the Foundation outlining the work of the Foundation and its commitment to

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support work of the Authority. Two seasonal campers spoke, thanking the Foundation for this facility and the use and value it will have for years to come. A power point was shown profiling the construction of the building and activities that have been hosted. A sign has been installed in the building recognizing the contribution of the Foundation.

- the project was completed on time and within budget (\$56,500.00) and prior to the camping season. The Authority has paid for the building and the Foundation will make a donation to the Foundation at year end as part of their commitment to the Authority.
- Ecological Gifts Program (Appraiser/Recipient Course November 20, 2008.) The course, will engage appraisers in active discussion involving the unique and often difficult types of appraisals that are commissioned by recipients and/or donors for submission to the EGP. In particular an introduction to the EGP and the required appraisal steps will be provided, as well a discussion about the issue of pre-existing land use controls, the lack of clarity or understanding of easement documentation, the expected standard of documentation with respect to ownership and comparable market evidence typically considered under the EGP will ensue If you have an interest in attending please advise and we can register on your behalf.
- Equipment, Chemical and Cold Storage (Clark Wright CA): the contract for construction of the building was awarded at the September 19, 2008 meeting of the Conservation Authority Board. Wellington Construction from Forest was the successful contractor at \$128,700.00. Construction has begun and is expected to be complete by early December. The Foundation had made a commitment of \$10,000.00 towards this project as the facility supports tree planting and the Foundations memorial tree planting program.
- Next Meeting: December 11, 2008 - Lunch approx 11:45 a.m., meeting at approximately 1:00 p.m. Christmas meeting to be held the same day as the Conservation Authority Board of Directors. Board members of the Authority and Foundation, along with Staff will join in the Christmas lunch at noon.

CF-08-052

Butler - Arnold

“That the Board of Directors acknowledges the report dated October 9, 2008 on the Foundation general activities and property updates.”

CARRIED

A progress report outlining the Foundation’s Memorial Forest Dedications was reviewed.

- two dedications were held in the month of September. The McKenzie and Blundy dedication was held on September 21. Duncan Skinner brought greetings from the Foundation. Approximately 1,200 people attended. A Tulip Tree was planted as a symbol for all trees dedicated over the last year through the McKenzie and Blundy Funeral Home.
- the Foundation dedication was held on September 28. Duncan Skinner and Steve Arnold provided the remarks. The prayer was done by Mary Stranak, the wife of the late Tony Stranak for whom one of our scholarship programs is named. Joanne Randall, representing the families also provided a touching speech. Approximately 100 people attended. A Kentucky Coffee Tree was planted as a symbol for all trees dedicated over the last year through donations from individuals not associated with a funeral home program.

CF-08-053

Bilton - Brooks

“That the Board of Directors acknowledges the report dated October 1, 2008 on the fall memorial forest dedications.”

CARRIED

A progress report outlining the Foundation’s general activities was reviewed.

- Bus Tour: the annual Conservation Authority bus tour was held the morning of the September Conservation Authority Board Meeting. We would like to thank the Foundation members were able to attend. The tour focussed on the north eastern portion of the region and included stops at the Coldstream Conservation Area, Warwick Landfill, Warwick Conservation Area and the A.W. Campbell Conservation Area. The Visitor Centre was officially opened at the Warwick Conservation Area. Bill Bilton provided remarks representing the Foundation.
- Conservation Scholarships
 - presentations were made in July to the scholarship winners. The Conservation Scholarship program rewards graduating high school students continuing their post secondary studies in a conservation related field based on their academic achievement and their demonstrated interest and involvement with the environment.
 - Phillip Grover from North Lambton Secondary School and Craig Schritt from Strathroy District Collegiate Institute were selected as the recipients of the 2008 A.W. Campbell Memorial Scholarship. These \$1,000 scholarships are presented to the top two candidates among the applicants for scholarships offered by the St. Clair Region Conservation Authority.
 - four individuals received the Tony Stranak Conservation Scholarships this year: Stacey Broad, Lambton Kent Composite School; Amy Kuenzig, St. Patrick’s High School; Susan McCormick, Lambton Central Collegiate and Vocational Institute; and Stefan Ivanski, Strathroy District Collegiate Institute. These students each received a \$200 award.
 - the scholarships are made possible through trust funds established by the St. Clair Region Conservation Foundation and its donors.
- a new brochure has been completed to help promote the work of the Foundation. The brochure is used to accompany memorial forest certificates and is sent as part of a package when receipts are mailed for donations. The brochures are also displayed in our display rack in the office and used in displays at various functions. We have already received a donation as a result of the brochure being sent out with the memorial forest cards.
- Teachers Information Manual: with the Conservation Education Program about to launch into its season, a new teacher’s manual was produced highlighting the numerous programs available to students. Each program is described and the applicable curriculum ties are shown so that the teachers can see how we can help bring a hands-on approach to existing curriculum requirements.
- Friends of the Environment Foundation Application: an application is being prepared for the Friends of the Environment Foundation to support a reservoir rehabilitation project at the Bridgeview Conservation Area in Petrolia. Details will be provided at the meeting.
- SLEA: Sarnia Lambton Environmental Association has donated \$30,000 towards the River Bottom Critters and Go With the Flow Groundwater outdoor education programs.

CF-08-054**Warner - Crawford**

“That the Board of Directors acknowledges the Progress Report, dated October 1, 2008, including bus tour, Conservation Scholarships, Foundation brochure, Teachers Information Manual, Friends of the Environment Foundation Application and SLEA donation.”

CARRIED

A status report outlining bingo profits and purchases was presented.

- bingo profits to the end of August were \$3,978.91. Profits to the end of August were greater than all of last year.
- bingo donations to the Authority total \$5,552.0 to the end of August.

CF-08-055**Bilton - Simmons**

“That the Board of Directors acknowledges the 2008 Bingo status report including bingo profits to July 31, 2008 purchases to August 31, 2008 to support the work of the Conservation Authority.”

CARRIED

A staff report on property updates and activities was presented.

- Howarth Property (FYI-update) - Mr. Howarth has been advised by Percival Heath (Warwick Twp councillor and director on the Authority Board) along with myself, that we appreciate the offer of his land in Warwick Twp however we are unable to accept it at this time. Mr. Howarth would still like us to pursue the donation and has followed up with service clubs to consider support. This has again been discussed with Percival Heath and we concur with the original decision not to pursue this donation
- other properties: all other Foundation properties are in good condition with regular maintenance and attention as required.

CF-08-056**Warner - Butler**

“That the Board of Directors acknowledges the report dated October 9, 2008 on the Foundation property updates and activities.”

CARRIED

A staff report on encroachment issues on lands owned by the Foundation was explained.

- landowners adjacent to Conservation Authority/Foundation and municipally-owned green spaces in Strathroy-Caradoc have encroached with private gardens and structures.
- private compost and brush piles are damaging natural habitat and create weed and erosion problems.
- MNR indicated that part of one public property is not eligible for the Community Conservation Lands tax reduction program due to extensive encroachment from three abutting private properties.
- letters were mailed to thirty residents in north Strathroy where encroachment from newer developments has been extensive.
- property boundary markers will be installed in some locations, to help identify the public property lines.

- SCRCA and municipality issued a joint news release asking residents to:
 - respect natural areas.
 - remove any personal property from the publicly owned lands.
 - stop cutting the grass and planting trees, shrubs and perennials on these lands.
 - stop using pesticides or fertilizer on public lands.
- Action: recent
 - Western Land company has provided \$7000.00 as a replacement for a fence that was to be installed.
 - survey has been completed. October 1, 2008 (\$3200.00 , Ian McLaren)
 - landowner comments coming in to Town Hall plus several to staff.
 - all comments are being recorded/noted.
 - October 8- limited compliance to date with shed, fence, plantings, walkways, etc to be removed.
 - October 8 - Muriel Andreae and Kevan Baker have walked the surveyed lines with Chet Couture, Town By-law officer.
 - permanent markers to be installed by Authority staff in the month of October.
- Township and Authority staff will meet in mid to late October to review comments and expect to proceed as agreed. Municipal council will be advised prior to final enforcement and removals etc.

CF-08-057

Crawford - Margetts

“That the Board of Directors acknowledges the report dated October 9, 2008 on encroachment issues on lands owned by the Foundation or municipality that area associated with the Western land company transfers and further acknowledges the action taken to date.”

CARRIED

A staff report on the sale of approximately 1.5 acres at the Clark Wright Conservation Area was reviewed.

- March 6, 2008 meeting the Board provided direction to negotiate the terms and conditions of sale of the surplus buildings at the Clark Wright CA. The Board was in support of this sale if the purchasers, who are the abutting landowners, paid for all severance and transfer costs and for the cost of relocating their hydro service to be wholly on their own property.
- Agreement to Purchase completed and approved by the Board meeting of June 19, 2008. Sale subject to severance and minor variance approval. Mike Hopkins/Jill Glover, (purchasers)
- this resolves several issues such as hydro servicing, private/shared laneway access to the home and outbuildings, and removes the significant liability/costs of maintaining or removing horse barn, garage and drive shed. It also provides a clear building site (approved by municipality) for the construction of a workshop and cold storage.
Mike and Jill have also agreed to assume all costs and agreed/requested the Authority/Foundation staff act as their agent in the planning applications.
- Solicitor: Rob Waters, (agreed by both parties and at purchasers cost) to complete the agreement of purchase and sale, and transfer based on the Foundation Board approval.
- July 2, 2008 Committee of Adjustment for Strathroy-Caradoc.
- Approved application for severance and minor variance. No objections were received during the appeal period.

- Survey completed by Ian McLaren at Hopkins cost.
- Survey and agreement currently with Rob Waters for transfer.
- Next step: transfer will occur once the hydro is installed on Mr. Hopkins property, which is expected in October. Construction of the cold storage is underway on Authority property and the installation of the new pole, transformer etc for Mr. Hopkins will be completed at that time. Mr. Hopkins has already trenched his line ready for the hydro once the pole on the common boundary is installed.

CF-08-058

Giffen - Butler

“That the Board of Directors acknowledge the progress report dated October 9, 2008 on the sale of approx 1.5 acres and outbuildings to Hopkins/Glover at the Clark Wright Conservation Area and expected transfer by November.”

CARRIED

A status report on the proposed donation of conservation lands abutting Glenview Estates was presented.

CF-08-059

Goddard - Bilton

“That the Board of Directors acknowledge the status report dated October 9, 2008 on the proposed donation of conservation lands abutting Glenview Estates including the trust agreement, unopened road closures, letter to Enniskillen twp on proposed plans and other related activities associated with the donation.”

CARRIED

Statements outlining the financial status of the Foundation to August 31, 2008 were presented.

CF-08-060

Goddard - Crawford

“That the Board of Directors approves the statement of revenue and expenses to August 31, 2008.”

CARRIED

A list of disbursements to for June, July and August, was reviewed

CF-08-061

Warner - Simmons

“That the Board of Directors approves the list of disbursements to August 31, 2008. “

CARRIED

A report outlining the Foundation’s Investments was reviewed.

CF-08-062

Butler - Bilton

“That the Board of Directors acknowledges the investment report to August 31, 2008, outlining the status of Foundation investments.”

CARRIED

A report on the results of the request for proposals for audit services was explained.

- on July 16th, 2008, eight requests for proposals for auditing services were sent to firms requesting proposals for a five year term (2009-2013). It is understood that auditors are appointed on an annual basis. The proposals were to include separate fees to audit the Authority and the Foundation; along with any discount that would be available should both audits be awarded to the same firm. We requested that the firms identify any one-time costs that may be associated with the PSAB 3150 compliance.
- five proposals were received by the due date of August 6th, 2008.
- the summary of proposals is attached. Woods Pearson and Associates in Strathroy submitted the low bid of \$6,500 for the Authority audit and \$2,000 for the Foundation audit for the fiscal year of 2009. The proposal includes a 3% inflationary increase per year for the next four years thereafter. The proposal also offered a \$500 .00 discount if both audits were awarded to their firm.
- Woods Pearson is currently the auditor for the Foundation and is familiar with our organization and staff. Their 2007 audit fee for the Foundation was \$2500.00.
- we began the request for proposals process early to ensure if there was a change in firms there would be smooth transition and time to work with the new firm to meet the PSAB compliance requirement in 2009.
- note: Audit fees for the Conservation Authority in 1997 were \$9000.00 and in 2007 were \$8385.00

CF-08-063

Goddard - Simmons

“That the Board of Directors acknowledges the results of the request for proposals for audit services as outlined in the report and further accepts the recommendation as outlined.”

CARRIED

CF-08-064

Giffen - Bilton

“That the meeting be adjourned.”

Duncan Skinner
President

Ralph Coe
Executive Director