



# Board of Directors Meeting Minutes

Date: September 14, 2023 Time: 10:00 a.m.  
SCRCA Administration Office/Remote via Zoom

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**Directors Present:** John Brennan, Al Broad, Pat Brown, Terry Burrell, Sue Cates, Anne Marie Gillis, Greg Grimes, Frank Kennes, Emery Huszka, Adam Kilner, Don McCabe, Don McCallum, Mary Lynne McCallum, Steve Miller, Kristen Rodrigues, Lorie Scott, Jerry Westgate

**Remote:** Aaron Hall, Rhonda Jubenville

**Regrets:** Betty Ann MacKinnon, Ross O'Hara

**Staff Present:** Donna Blue, Manager of Communications; Melissa Deisley, Director of Planning and Regulations; Chris Durand, Manager of IT/GIS; Emily Febrey, Communication Education Technician; Ashley Fletcher, Administrative Assistant/ Board Coordinator; Chunng Li, Director of Corporate Services; Tim Payne, Manager of Forestry; Ken Phillips, General Manager; Girish Sankar, Director of Water Resources; Greg Wilcox, Manager of Lands

**1. Call to Order**

The Chair 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 pecuniary interest.

**2. Declarations of Pecuniary Interest**

Director Emery Huszka declared a pecuniary interest pertaining to budgetary items, as per the terms of his appointment as agricultural representative through the Ministry of Northern Development, Mines, Natural Resources and Forestry.

**3. Approval of the Agenda**

The Chair requested any additions or deletions to the agenda.

**BD-23-66**

**Gillis – Grimes**

**“That the Board of Directors adopts the agenda for the meeting as presented.”**

**CARRIED**

## **4. Minutes**

### **4.1 Minutes of the June 22 ,2023 Board of Directors meeting**

**BD-23-67**

**Miller – Burrell**

**“That the minutes of the Board of Directors Meeting, held June 22, 2023, be approved as distributed.”**

**CARRIED**

### **4.2 June 26, 2023 Conservation Ontario Council Meeting**

General Manager, Ken Phillips provided a verbal update on the Conservation Ontario (CO) Council meeting, held remotely on June 26, 2023.

- CO will be seeking proposals for insurance services
- Online governance compliance checks are in force ensuring that Conservation Authorities (CAs) are meeting the standards of the Governance Accountability and Transparency Initiative (i.e. accessible posting of public information)
- Standardization of operating procedures related to Regulations and the Provincial Offences Act
  - Expanding service digitization and e-permitting for standardization and efficiency
  - Uniforms for identification of Provincial Offences Officers
- CO Council meets again on Monday, September 25, 2023. Discussion to include:
  - Responsibility for natural heritage analysis
  - Potential for increases to Planning & Regulations fees in 2024
  - CO 2024 budget

**BD-23-68**

**Scott – Brennan**

**“That the Board of Directors acknowledges the verbal update of the Conservation Ontario Council meeting, held remotely on June 26, 2023.”**

**CARRIED**

## **5. Delegations and/or Presentations**

There were no delegations or presentations made.

## **6. Reports**

### **6.1 General Manager's Report**

Director Emery Huszka commended the efforts of General Manager, Ken Phillips to educate the public on the work of the CA and its importance by presenting to local businesses and service groups.

**BD-23-69**

**Huszka – Scott**

**“That the Board of Directors acknowledges the General Manager's report, dated August 28, 2023.”**

**CARRIED**

### **6.2 Memorandums of Understanding for Category 2 and 3 Programs and Services**

**BD-23-70**

**Westgate – Kennes**

**“That the Board of Directors endorse the Chair and General Manager signing of the Memorandum of Understanding received from the**

**Municipality of Middlesex Centre and the Village of Oil Springs; And**

**further that that the Agreements be posted on the Governance section of the SCRCA's website in accordance with Province of Ontario guidelines.”**

**CARRIED**

### **6.3 Vehicle Purchase**

**BD-23-71**

**Cates – Grimes**

**“That the Board of Directors approve staff to order three new trucks to be delivered in 2024 and transfer of up to a maximum of \$250,000 from the Equipment Reserve to be included in the 2024 budget to accommodate the purchase.”**

**CARRIED**

## **6.4 Vaccine Policy Update**

**BD-23-72**

**McCallum, Mary Lynne – Cates**

**“That the Board of Directors approve the suspension of the Vaccination Policy, implemented on November 10, 2021 for all SCRCA employees, prospective employees and Board Members, as defined in the policy and further, that any re-implementation of the policy be an operational decision, as determined by the General Manager on the direction of local health units and/or the Province of Ontario.”**

**CARRIED**

## **6.5 C.J. McEwen Disposition**

Director Terry Burrell introduced a motion to amend section 4 of the draft purchase agreement for both C.J. McEwen and Highland Glen Conservation Areas to clarify that the first right of refusal extends to the property as a whole, or parts thereof in the event of a severance.

Motion not seconded; Motion failed.

It was clarified by staff that clause states that the properties must remain whole and may not be severed.

**BD-23-73**

**Kilner – Gillis**

**“That the Board of Directors acknowledges this report dated August 28, 2023 on the Disposition of the C.J. McEwen Conservation Area and further approve the draft purchase agreement and revised conservation easement and direct staff to provide notice to the Minister of Natural Resources and Forestry of the disposition with a closing date of December 20, 2023.”**

**CARRIED**

## **6.5 Highland Glen Disposition**

**BD-23-74**

**Rodrigues – McCallum, Mary Lynne**

**“That the Board of Directors acknowledges this report dated August 28, 2023 on the Disposition of the Highland Glen Conservation Area and further approve the draft purchase agreement and revised conservation easement and direct staff to provide notice to the Minister of Natural Resources and Forestry of the disposition with a closing date of December 20, 2023.”**

**CARRIED**

## **6.6 A.W. Campbell Sewage Design Request for Proposals**

A verbal update was provided by the Director of Water Resources, Girish Sankar. Of the 3 proposal submissions received, staff will proceed with the Board's approval enter into contract with the preferred consultant, Strik, Baldinelli & Moniz (SMB) Ltd.

### **BD-23-75**

#### **Cates – Kennes**

**“That the Board of Directors acknowledges this report dated August 22, 2023 on the A.W. Campbell Sewage Design Study and further directs staff to review the proposals submitted by three consultants. The board further delegates the Chair and General Manager to approve the preferred consultant and sign necessary contracts, subject to confirmation that all costs to undertake the study are available.**

**CARRIED**

## **6.7 Storm Damage to Campgrounds**

Verbal Updates and Discussion:

- Insurers are investigating the potential for 2 separate claims, which would each be subject to a deductible
- Damage to camper's property is to be dealt with through personal insurance policies
- Seasonal camper contact information is now shared amongst staff at all 3 campgrounds, and also available from the main office
- Generators will be available at each campground for emergency use
- Directors request to be notified in the event of future emergency communications with seasonal campers
- Staff are currently developing a firm protocol for emergency management and the designation of roles for such events

### **BD-23-76**

#### **Miller – Gillis**

**“That the Board of Directors acknowledges the report dated August 28, 2023 on the Impacts of July and August Storms on SCRCA Campgrounds.”**

**CARRIED**

**6.8 2024 Conservation Area Fees**

**BD-23-77**

**Kennes – Gillis**

**“That the Board of Directors acknowledges the report dated August 31, 2023 on the proposed 2024 Conservation Area fees and concurs with staff recommendations, as presented.”**

**CARRIED**

**6.9 Preliminary General Levy Estimate for 2024**

**BD-23-78**

**McCallum, Don – Brennan**

**“That the Board of Directors receive for information and discussion the report, dated September 2, 2023 on the preliminary levy estimate for the 2024 Budget.”**

**CARRIED**

**6.10 Shoreline Project – Penhuron to Kenwick Street**

**BD-23-79**

**Kilner – Burrell**

**“That the Board of Directors acknowledges the report dated August 23, 2023 on this Shoreline project and further directs staff to acquire and review tender documents from contractors. The board further delegates the Chair and General Manager to approve the preferred contractor and sign necessary contracts, subject to the direction from the City of Sarnia and confirmation that all costs to undertake the work will be covered through available funding.”**

**CARRIED**

**6.11 Disaster Mitigation and Adaptation Fund Application**

**BD-23-80**

**Miller – Burrell**

**“That the Board of Directors acknowledges the report dated August 23, 2023 on the list of projects submitted through the Disaster Mitigation and Adaptation Fund (DMAF) - intake 3 for shoreline restoration along Lake Huron and St. Clair River.”**

**CARRIED**

**7. Board Correspondence**

**7.1 E-mail from Val Goodin**

**BD-23-81**

**Grimes – Kennes**

**“That the Board of Directors acknowledges the e-mail correspondence received August 14, 2023, from Val Goodin regarding the changes to seasonal campground regulations.”**

**CARRIED**

**8. Information Items**

- (a) Business Arising**
- (b) Current Watershed Conditions**
- (c) Regulations Activity Report**
- (d) Planning Activity Report**
- (e) 2024 Planning and Regulations Fees (unchanged)**
- (f) SCRCA Fee Policy Annual Review**
- (g) Revenue and Expenditure Report**
- (h) Disbursements**
- (i) 2023 General Levy Update**
- (j) Investments**
- (k) Communications Update**
- (l) AOC Report**

**BD-23-82**

**Gillis – Westgate**

**“That the Board of Directors approves the consent agenda and receives the accompanying items 8.1 (a) through 8.1 (l) as information.”**

**CARRIED**

**9. In-Camera**

The Board of Directors went in-camera to discuss legal matters

**BD-23-83**

**Huszka – McCallum, Don**

**“That the Board of Directors move in-camera at 11:05 a.m. with only the General Manager, Board Coordinator, Manager of IT/GIS and Manager of Conservation Areas present, in order to discuss legal matters.”**

**CARRIED**

**BD-23-84**

**Grimes – Kennes**

**“That the Board of Directors rise at 12:03 p.m. and return to regular business.”**

**CARRIED**

The board of Directors provided direction to staff in regards to legal matters involving SCRCA seasonal camping.

## 10. New Business

Director Kristin Rodrigues enquired regarding the status of the permit to restore the Crest storm drain outlet in Plympton-Wyoming. Director of Planning and Regulations, Melissa Deisley informed the board that permit applications are being processed at the expected rate, however some applications requiring technical review and study will be subject to delays. SCRCA is in the process of hiring a Regulations Officer as well as a Drainage Technologist, which once appointed, will help to expedite such requests.

Directors enquired whether SCRCA has any plans to utilize Cloudpermit, a building permitting and licensing software currently being used by Lambton County. While SCRCA uses an internal software to manage cases, Planning and Regulations staff do have access to view submitted applications and plans. As discussed earlier within the meeting, Conservation Ontario may consider cloud-based systems as part of their effort to digitize and standardize operating procedures.

## 11. Adjournment

**BD-23-85**

**Huszka – McCabe**

**“That the meeting be adjourned.”**

**CARRIED**



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**Pat Brown**  
Chair



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**Ken Phillips**  
General Manager