



Board of Directors Meeting Minutes

Date: December 7, 2023 Time: 10:00 a.m.
SCRCA Administration Office/Remote via Zoom

Directors Present: John Brennan, Pat Brown, Terry Burrell, Sue Cates Anne Marie Gillis, Greg Grimes, Frank Kennes, Emery Huszka, Adam Kilner, Brad Loosley, Betty Ann MacKinnon, Don McCabe, Don McCallum, Mary Lynne McCallum, Kristen Rodrigues, Jerry Westgate

Directors Remote: Aaron Hall, Lorie Scott

Regrets: Al Broad, Rhonda Jubenville, Steve Miller

Staff Present: Donna Blue, Manager of Communications; Chris Durand, Manager of IT/GIS; Emily Febrey, Communication and Education Technician; Ashley Fletcher, Administrative Assistant/ Board Coordinator; Melissa Levi, Conservation Education Coordinator; Chunning Li, Director of Corporate Services; Craig Paterson, Manager of Biology; Tim Payne, Manager of Forestry; Ken Phillips, General Manager; Girish Sankar, Director of Water Resources; Myra Spiller, Conservation Education/Community Partnership Technician; Greg Wilcox, Manager of Lands

Staff Remote: Melissa Deisley, Director of Planning and Regulations

1. Call to Order and Chair's Remarks

The Chair thanked Directors and Staff for their efforts in 2023 and wished everyone a safe and happy holiday season.

Each Director was asked to declare any conflicts of interest at the appropriate time, on any item within this agenda in that a Director may have pecuniary interest.

Director Brad Loosley was welcomed back to the Board of Directors. Mr. Loosley gave thanks to the Chair, General Manager, Board members, staff, municipalities and the public for their support and well wishes and expressed his pleasure to be back.

William Darcy McKeough passed away on Nov 29, 2023 at the age of 90. He will be remembered for his long standing dedication to local and provincial government, appointment as Officer to the Order of Canada of course, being the namesake of the Darcy McKeough Floodway.

Visitation and funeral services will both be held on Friday at 10:30 a.m. and 11:30 a.m. respectively, at Christ Church on Wellington Avenue West in Chatham. Flowers have been sent to the service on behalf of the Authority.

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-23-100

Loosley – MacKinnon

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

CARRIED

4. Minutes

4.1 Minutes of the September 14, 2023 Board of Directors meeting

BD-23-101

Burrell – Grimes

“That the minutes of the Board of Directors Meeting, held October 26, 2023, be approved as distributed.”

CARRIED

5. Delegations and/or Presentations

Director Terry Burrell declared a conflict of interest.

A presentation on outdoor education programming was provided by Emily Febrey, Communication and Education Technician; Melissa Levi, Conservation Education Coordinator and Myra Spiller, Conservation Education/Community Partnership Technician, followed by a question and answer period.

Director’s Comments:

Directors thanked the Education Department staff for their presentation and made topic suggestions for future programming such as Conservation regulations/governance and educational experiences geared toward senior citizens.

BD-23-102

Cates – Scott

“That the Board of Directors acknowledge the presentation from Emily Febrey, Communication and Education Technician; Melissa Levi, Conservation Education Coordinator and Myra Spiller, Conservation Education/Community Partnership Technician providing an overview of the Conservation Education department.”

CARRIED

6. Reports

6.1 General Manager’s Report

General Manager, Ken Phillips announced the appointment of Craig Paterson as Manager of Biology effective December 7th, 2023. Mr. Paterson had previously filled the position of Interim Manager of Biology.

BD-23-103

Gillis – Kilner

“That the Board of Directors acknowledges the General Manager’s report, dated November 28, 2023.”

CARRIED

6.2 Auditing Services 2024-2028

BD-23-104

McCallum, M L – Kennes

“That the Board of Directors recommends the request for proposals for audit services for the Authority for the period of 2024 – 2028.”

CARRIED

6.3 Proposed Changes to Administration Manual

Director’s Comments:

Director Emery Huszka enquired regarding SCRCA policies for safeguarding of personal data. Manager of IT/GIS, Chris Durand gave an overview of SCRCA policies and practices including:

- Emergency Work From Home Policy adopted during COVID-19 closures, which states that all data is to remain on corporate devices, later replaced by the Hybrid Work Policy
- Mandatory cyber security training for all staff members
- Random phishing tests
- Enforcement of strong passwords
- Multifactor authentication via secure VPN

- Back-up procedures

BD-23-105

Westgate – McCallum, D

“ That the Board of Directors acknowledges receipt of the draft SCRCA Administration Manual and summary of proposed changes and further approves the adoption of all updates recommended within the report.”

CARRIED

6.4 2024 Budget and Levy

Director Emery Huszka declared a conflict of interest.

A recorded weighted vote was administered in relation to BD-23-106 and passed by 94.437%

Municipal Funding Summary

	2024 Budget Total CVA Apport.%	2024 Budget CVA Apport.%	Representative	y/n Vote
Municipality				
Adelaide Metcalfe Tp	1.9522%	1.9522%	Betty Ann MacKinnon	y
Brooke-Alvinston Tp	1.7511%	1.7511%	Don McCabe	y
Chatham-Kent M		6.5207%	Aaron Hall	y
Chatham-Kent M	13.0414%	6.5207%	Rhonda Jubenville	y
Dawn-Euphemia Tp	2.6205%	2.6205%	Alan Broad	y
Enniskillen Tp	1.9194%	1.9194%	Mary Lynne McCallum	y
Lambton Shores M	5.0870%	5.0870%	Lorie Scott	y
Middlesex Centre M	2.3447%	2.3447%	Sue Cates	y
Newbury V	0.1580%	0.1580%	Don McCallum	y
Oil Springs V	0.2012%	0.2012%	Mary Lynne McCallum	y
Petrolia T	2.6021%	2.6021%	Brad Loosley	y
Plympton-Wyoming T	5.7152%	5.7152%	Kristen Rodrigues	y
Point Edward V	2.1215%	2.1215%	Greg Grimes	y
Sarnia C		12.2841%	Terry Burrell	y
Sarnia C		12.2841%	Anne Marie Gillis	y
Sarnia C	36.8523%	12.2841%	Adam Kilner	y
Southwest Middlesex M	1.1703%	1.1703%	Don McCallum	y
St. Clair Tp		5.5626%	Pat Brown	y
St. Clair Tp	11.1251%	5.5626%	Steve Miller	
Strathroy-Caradoc Tp		4.5341%	Frank Kennes	y
Strathroy-Caradoc Tp	9.0683%	4.5341%	John Brennan	y
Warwick Tp	2.2697%	2.2697%	Jerry Westgate	y

100%	100%	Yes	94.437%
		No	0.000%

BD-23-106

Brennan – Scott

“That the Board of Directors approves the 2024 General Levy of \$1,611,345 with all member municipalities deemed as benefitting and further that the levy be apportioned using the modified current value assessment of each municipality within the Authority’s area of jurisdiction.”

CARRIED

BD-23-107

Kennes – McCabe

“That the Board of Directors approves the 2024 Budget of \$11,231,089 including finalized general levy, updates to specific projects and municipal agreements and comments received to date.”

CARRIED

6.5 Destruction of Documents

BD-23-108

Loosley – Cates

“That the Board of Directors acknowledges the report dated November 17, 2023 regarding document retention and approves the destruction of the identified documents as per the SCRCA Document Retention Policy.”

CARRIED

6.5 Municipal Memorandums of Understanding

BD-23-109

Burrell – Grimes

“That the Board of Directors endorse the signing of Category 3 agreements with the Municipality of Brooke-Alvinston and the Township of Warwick; And further that the Board of Directors authorize the Chair and General Manager to sign all remaining Memorandum of Understanding (MOU) from Municipal Partners in order to meet the December 31 2023 deadline; 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

6.6 Seager Park Shoreline Project

BD-23-110

Burrell – McCallum, M L

“That the Board of Directors acknowledges the report dated November 17, 2023 on the Seager Park 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 Township of St. Clair and confirmation that all costs to undertake the work will be covered through available funding.”

CARRIED

7. Information Items

- (a) Business Arising**
- (b) Current Watershed Conditions**
- (c) Healthy Watershed Program Update**
- (d) Regulations Activity Report**
- (e) Planning Activity Report**
- (f) Revenue and Expenditure Report**
- (g) Disbursements**
- (h) 2023 General Levy Update**

Director’s Comments:

Staff are requested to follow up on any outstanding levy payments.

- (i) Investment Reports**

Director’s Comments:

Directors request that staff look into the possibility of quarterly reporting on investments.

- (j) Communications Update**

- (k) St. Clair River AOC**

BD-23-111

Burrell – MacKinnon

“That the Board of Directors approves the consent agenda and endorses the recommendations accompanying Items 7.1 a - 7.1 k.”

CARRIED

8. Director Correspondence

8.1 Draft Letter to ECCC

BD-23-112

Gillis – Rodrigues

“That the Board of Directors endorse the draft letter to Environment and Climate Change Canada (ECCC) appealing for investment into weather networks/stations in order to provide greater accuracy in flood forecasting models and further that staff be directed to distribute to Ontario Conservation Authorities for their information and/or support.”

CARRIED

8.2 Letter from Township of Dawn-Euphemia Re: 2024 Draft Budget

BD-23-113

Scott – Grimes

“That the Board of Directors acknowledge the correspondence from the Township of Dawn-Euphemia, dated November 8, 2023 regarding the 2024 draft budget.”

CARRIED

8.3 Resolution from the County of Prince Edward

BD-23-114

Burrell – Gillis

“That the Board of Directors support the correspondence from the County of Prince Edward regarding the carried resolution 2023-569 urging the Provincial government to stop the Ministry of Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule to waste management systems, storm water management systems, and certain water taking activities and further that this correspondence be forwarded to the MECP and Thames-Sydenham and Region Drinking Water Source Protection Committee.

CARRIED

8.4 Letter from the Friends of Campbell Park

BD-23-115

Kennes – McCallum, M L

“That the Board of Directors acknowledge the correspondence from the Friends of Campbell Park, dated November 22, 2023 regarding the A.W. Campbell house.”

CARRIED

9. In-Camera

The Board of Directors went in-camera to discuss Conservation Awards, personnel information and legal matters.

BD-23-116

Loosley – Kilner

“That the Board of Directors move in-camera at 11:20 a.m. to discuss conservation awards and personnel information with the General Manager, Manager of Communications, Director of Finance, Manager of IT and Administrative Assistant/ Board Coordinator remaining.”

CARRIED

BD-23-117

Gillis – Burrell

“That the Board of Directors rise and report at 12:00 p.m.”

CARRIED

10. New Business

10.1 McKeough Floodway Operating Criteria and Monitoring

Director and Agricultural Representative, Emery Huszka brought forth concerns regarding the damage to farm land that is experienced under the current operating criteria used for the W. Darcy McKeough Floodway. It is suggested that SCRCA continuously look into improvements in monitoring and operating criteria to better manage flooding to both the urban area and surrounding farm land.

Directors request that the McKeough Dam be a featured location for the Board of Directors at the June, 2024 meeting and Board tour and also that a visual be provided of the area affected by the use of the McKeough Dam, including average yields Agricorp.

BD-23-118

Westgate – Burrell

“That the Board of Directors acknowledge the report dated December 6, 2023 on the original and existing operating criteria of the McKeough Dam.”

CARRIED

11. Adjournment

BD-23-118

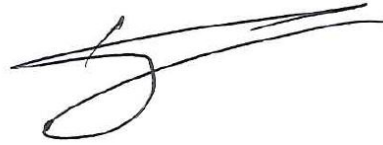
Grimes – Rodrigues

“That the meeting be adjourned.”

CARRIED



Pat Brown
Chair



Ken Phillips
General Manager