



## **BOARD OF DIRECTORS**

**Thursday, November 18, 2021**

**Ausable Bayfield Conservation Authority Administration Centre  
Morrison Dam Conservation Area**

### **VIA VIDEO CONFERENCE**

**10:00 a.m.**

#### **AGENDA**

1. Chair's Welcome and Call to Order
2. Adoption of Agenda
3. Discloser of Pecuniary Interest
4. Disclosure of intention to record this meeting by video and/or audio device
5. Adoption of Minutes from October 21
6. **Business Out of the Minutes**
  - 2022 Fee Schedule and Pay Grid Approval – Brian Horner
7. *Presentation*: Investment Income Semi-Annual Report – Adam Skillen
8. **Program Reports**
  - Report 1: (a) Development Review (O Reg147/06) - Meghan Tydd-Hrynyk  
(b) Violations/Appeals Update – Daniel King/Geoff Cade
  - Report 2: Land Acknowledgement – Brian Horner/Mari Veliz
  - Report 3: ABCA Personnel Reg.: Unacceptable and Unreasonable Citizen Behaviour – Kate Monk
  - Report 4: ABCA Vaccination Policy – Brian Horner
  - Report 5: Transition Plan Report – Kate Monk/Brian Horner
  - Report 6: ABCA Reserve Analysis Report – Brian Horner
9. *Presentation* – Education Program Update – Denise Iszczuk
10. **Committee Reports**
  - Friends of the South Huron Trail – Tim Cumming
11. Correspondence
12. New Business
13. Committee of the Whole
14. Adjournment

#### **Upcoming Meetings and Events**

December 16, 2021 – Board of Directors Meeting at 2:30 p.m. –  
Christmas Dinner to follow at Ironwood Golf Club

## BOARD OF DIRECTORS MEETING

Thursday, October 21, 2021

Ausable Bayfield Conservation Authority Boardroom  
Morrison Dam Conservation Area

### VIA VIDEO CONFERENCE

#### DIRECTORS PRESENT

Ray Chartrand, Doug Cook, Adrian Cornelissen, Bob Harvey, Dave Jewitt, Mike Tam, Marissa Vaughan, Alex Westman

#### DIRECTORS ABSENT

George Irvin

#### STAFF PRESENT

Geoff Cade, Abbie Gutteridge, Davin Heinbuck, Brian Horner, Daniel King, Mary Lynn MacDonald, Tracey McPherson, Kate Monk, Nathan Schoelner, Meghan Tydd-Hrynyk

#### OTHERS PRESENT

Delegation attendees: Nigel Gilby, Greg Willson  
Other Observers: Dave Crockett, Leslie Myers

#### CALL TO ORDER

Chair Doug Cook called the virtual meeting to order at 10:04 a.m. and welcomed everyone in attendance.

#### ADOPTION OF AGENDA

#### **MOTION #BD 104/21**

**Moved Mike Tam  
Seconded by Alex Westman**

**“RESOLVED, THAT the agenda for the October 21, 2021 Board of Directors Meeting be approved,”**

**Carried.**

#### DISCLOSURE OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest at this meeting or from the previous meeting.

#### DISCLOSURE OF INTENTION TO RECORD

Chair Cook noted that this meeting was being recorded on Zoom for temporary posting online, and is not an official record. The official record of this meeting will be the approved minutes.

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ADOPTION OF MINUTES**MOTION #BD 105/21****Moved by Bob Harvey  
Seconded by Marissa Vaughan**

**“RESOLVED, THAT the minutes of the Board of Directors meeting held on September 16, 2021 and minutes of the Budget Committee meeting held on October 14, 2021 and the motions therein be approved as circulated.”**

**Carried.**

DELEGATION

Mr. Nigel Gilby and Mr. Greg Willson joined the meeting at 10:10 a.m. to address the Board of Directors concerning some language in the Shoreline Management policy regarding shoreline protection. Before beginning the presentation, Mr. Gilby raised a concern that he may not be permitted to present based on an email from Mr. Geoff Cade, Manager of Water and Planning. Staff clarified that they had some concern that, based on some of the photos used in the presentation, Mr. Gilby may reference applications that are before staff, and that Board members should remain unbiased about these projects in the event that they come to a Hearing at some point in the future. Mr. Gilby noted that he was not referencing specific projects, but rather that the photos are examples of erosion that has occurred in the past year. Chair Cook asked Mr. Gilby to proceed with the presentation and that he had 15 minutes to present.

Mr. Gilby noted that he is a shoreline property owner along Lake Huron, and that even though he and other landowners are trying to maintain the bank, they cannot stop the erosion that has been occurring over the past year. Mr. Gilby commended the community approach that the ABCA takes with respect to shoreline permitting, as noted in the Shoreline Management Plan. He wants landowners to do shoreline protection in a reasonable way, and feels that the language currently used in the policy is too stringent and does not allow for site-specific analysis. Specifically, Mr. Gilby noted that the policy for new shoreline protection in dynamic beach areas requires that the “proposed works will not...negatively impact on coastal processes.” Mr. Gilby stated that any type of shoreline work results in a negative impact on coastal processes. Therefore, he asked that the Board consider adding wording to the existing policy which would reference the recommendations of a coastal engineer as they relate to the location of a proposed shore protection structure. Mr. Gilby also suggested additional policy wording indicating that the engineer must outline that the proposed works would not ‘unnecessarily or without justification’ aggravate natural hazards. Mr. Gilby’s suggestions were for policies governing new shore protection structures in dynamic beach areas only.

**MOTION #BD 106/21****Moved by Dave Jewitt  
Seconded by Bob Harvey**

**“RESOLVED, THAT a staff report be provided at a future Board of Directors meeting, addressing the issue raised by the Delegation.”**

**Carried.**

BUSINESS OUT OF THE MINUTES

2022 Proposed Budget

General Manager Brian Horner presented several changes to the budget to lower the increase in the general and project levies. These changes include some wage reallocations, using some reserve funds for major maintenance at the Administration Centre and deferring one privy replacement at the Ausable River Cut Conservation Area. With these changes the proposed 2022 combined general (\$1,119,184) and project levy (\$249,595) equal an increase of 2.43 per cent from 2021.

**MOTION #BD 107/21**

**Moved by Dave Jewitt  
Seconded by Adrian Cornelissen**

**“RESOLVED, THAT the proposed amendments to the draft 2022 budget be approved as presented, and**

**“FURTHER, THAT the member municipalities be advised of the 2022 proposed project levy, general levy and budget and provided with supplementary information for the 30 day review, as the weighted vote by apportionment is intended to be held at the December 16, 2021 Board of Directors meeting”**

**Carried.**

PROGRAM REPORTS1. (a) Development Review

Meghan Tydd-Hrynyk, Planning & Regulations Officer, presented the Development Review report pursuant to Ontario Regulation 147/06 *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses*. Through the application process, proposed developments within regulated areas are protected from flooding and erosion hazards. Staff granted permission for 26 *Applications for Permission* and 9 *Minor Works Applications*.

**MOTION #BD 108/21**

**Moved by Alex Westman  
Seconded by Marissa Vaughan**

**“RESOLVED, THAT the Board of Directors affirm the approval of applications as presented in Program Report # 1 – a) Development Review.”**

**Carried.**

Permit Extension

Geoff Cade presented an additional report regarding a permit extension for permit numbers MW2020-89A, MW2020-89B, and MW2020-89C. The original permit for the installation of temporary shore protection was approved at a hearing held on October 15, 2020. Prior to expiry on March 31, 2021, the Board approved a permit extension request until October 15, 2021. The landowners have made application to install permanent protection, as was the intent of the permit for temporary works. Another extension for the temporary works has been requested until April 15, 2022, and staff supports the request and recommends approval.

**MOTION #BD 109/21**

**Moved by Mike Tam  
Seconded by Marissa Vaughan**

**“RESOLVED, THAT the Board of Directors extend the approval of permits MW2020-89A, MW2020-89B and MW2020-89C, for temporary shoreline protection until April 15, 2022.”**

**Carried.**

(b) Violations/Appeals Update

Daniel King, Regulations Coordinator, advised that, along with some ongoing violations, there is a new violation along the shoreline, that involves over 100 truck loads of fill material being put over the bank. There were no permits issued for this work. The Municipality of Bluewater’s CBO alerted staff to this work, and staff are working with the municipality and considering what action to take. At present, as this is not a building code matter, the municipality may not need to issue permits.

**MOTION #BD 110/21**

**Moved by Alex Westman  
Seconded by Dave Jewitt**

**“RESOLVED, THAT the Board of Directors receive the Violations and Appeals update as presented.”**

**Carried.**

2. Stewardship Funding Project Review

Nathan Schoelier, Manager of Stewardship and Conservation Lands, presented a report on stewardship funding to the Board of Directors. He reported that two fragile land retirement wetland projects and 10 cover crop projects were approved for funding through the Canada Nature Fund. In addition, one wetland project was approved for funding through the EcoAction program.

**MOTION #BD 111/21**

**Moved by Adrian Cornelissen  
Seconded by Bob Harvey**

**“RESOLVED, THAT the reports on Stewardship project funding be received as presented.”**

**Carried.**

3. Morrison Dam Concrete Repairs

Tommy Kokas, Water Resources Engineer, reported to the Board that the ABCA was successful in receiving Water and Erosion Control Infrastructure (WECI) funding from the Ministry of Northern Development, Mines, Natural Resources and Forestry (NDMNRF) in 2021. As a result of a Dam Safety Assessment in 2015-16, a number of deficiencies or repair works were identified for Morrison Dam. Concrete Repairs were originally to take place in 2018, but the cost was too prohibitive at that time. ABCA has continued to apply for WECI funding for this work since that time, and obtained the grant in 2021. The total estimate for capital works on the Morrison Dam bridge (in partnership with the Municipality of South Huron) is \$300,000. South Huron has budgeted to do their work within the next five years, but was unable to start work within the budget timelines of the NDMNRF.

Due to the uncertainty of WECI funding from year to year, ABCA staff recommend using the current grant funding towards minor concrete repairs on the ABCA owned and managed components of the dam. ABCA received quotations from both B.M. Ross and GM BluePlan, and recommend retaining B.M Ross for engineering services at their quoted priced of \$8,000, excluding HST. The total cost

for this project is estimated at \$40,000. WECI funding will provide \$18,500 toward the project and the Special Benefitting Levy from South Huron will provide an additional \$15,000.

**MOTION #BD 112/21**

**Moved by Mike Tam  
Seconded by Marissa Vaughan**

**“RESOLVED, THAT the Board of Directors allow the ABCA to retain B.M Ross for engineering services at a quoted price of \$8,000 excluding HST.**

**Carried.**

**4. Land Acknowledgment**

Brian Horner brought a report before the Board of Directors regarding a land acknowledgement statement. Several departments have requested a land acknowledgement statement to use at special meetings and events, as it is an important step as we learn and develop actions to build better relations with Canada’s First Nations. The recommended statement was developed by looking at many different interpretations from other conservation authorities, municipalities and other environmental non-governmental organizations. Guidance from First Nations organizations was also consulted.

Board members raised concern about the phrase “We are all Treaty People,” and requested that staff return at the next board meeting with a more fulsome explanation of the language used in the proposed land acknowledgement.

**5. Flood Event Summary – September 22-27**

Davin Heinbuck, Water Resources Coordinator, provided a summary of the major flood event that occurred on September 22, 2021. Staff monitored conditions as the low pressure system moved into the watershed from the south. The heaviest rains occurred along the shoreline of Lake Huron. Prior to the event the watershed saw approximately 10 mm of rain. This small rainfall, along with several rain events in the preceding weeks, cause saturated ground conditions and very little capacity to store extra rain. By noon on September 22, the watershed had received between 40-60 mm of rain, and the same amount was forecast for the next 12 hours. In total, between 60-130 mm of rain fell in the watershed over 24 hours.

This resulted in rapid runoff and widespread overland flows, causing road closures throughout the watershed. In addition, the water levels in the Parkhill reservoir rose quickly, and staff operated the dam beginning on September 23 and continued for 6 days. ABCA staff issued a watershed wide Flood Warning for this event, and the warning remained in place in Lambton Shores and North Middlesex over the weekend.

**6. Conservation Authorities Act – Update**

Kate Monk, Projects Coordinator, provided an update on the Conservation Authorities Act implementation process. The Province released the Phase 1 Regulations earlier in October. These regulations now give conservation authorities until January 1, 2024, to complete the transition to a new budgetary framework with their municipalities. The deadline for the distribution of the Transition Plan is now December 31, 2021 and the deadline to create the inventory of current programs and services is February 28, 2022. The three new regulations made under the Conservation Authorities Act include:

- Ontario Regulation 686/21: Mandatory Programs and Services

- Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act.
- Ontario Regulations 688/21: Rules of Conduct in Conservation Areas.

**MOTION #BD 113/21**

**Moved by Ray Chartrand  
Seconded by Marissa Vaughan**

**“RESOLVED, THAT the update on Conservation Authorities Act implementation plan be received as presented.”**

**Carried.**

**7. Profit and Loss Statement**

Brian Horner, General Manager/Secretary-Treasurer, provided the profit and loss statement to September 30, 2021 including a projection for the remaining quarter of 2021.

**MOTION #BD 114/21**

**Moved by Mike Tam  
Seconded by Adrian Cornelissen**

**“RESOLVED, THAT the financial statement to September 30, 2021 be received as presented.”**

**Carried.**

**COMMITTEE REPORTS****MOTION #BD 115/21**

**Moved by Doug Cook  
Seconded by Alex Westman**

**“RESOLVED, THAT the minutes of the Arkona Lions Museum Management Committee meeting held on September 15, 2021 and the motions therein be approved as circulated.”**

**Carried.**

**CORRESPONDANCE**

None.

**NEW BUSINESS**

1. Nathan Schoelier reported to the Board that the Rock Glen Conservation Area (RGCA) parking lot has taken some damage over the past two seasons. In September 2020 the Board approved at project to upgrade the parking lot with granular material and install catch basins using surplus revenue from Rock Glen entrance fees. Time constrains prohibited the completion of this project in 2020, so staff would like to go ahead with it in 2021. Staff received two bids for this project and the competitive bid was from JLH Excavating Incorporated for \$40,125 plus HST.

**MOTION #BD 116/21**

**Moved by Mike Tam  
Seconded by Ray Chartrand**

**“RESOLVED, THAT the Ausable Bayfield Conservation Authority accept the bid of \$40,125.00, plus HST, from JLH Excavating Inc. of Arkona for the RGCA Parking Lot Expansion, using funds from RGCA surplus revenue.”**

**Carried.**

2. Brian Horner mentioned to Board members that the ABCA Boardroom could accommodate more Directors in person with distancing in place. Board members inquired as to whether the ABCA will have a vaccination policy. Brian reported that a draft policy has gone to staff for comment and will be coming to the Board for approval. Board members agreed in principal that Directors should be fully vaccinated to attend an in-person Board Meeting at the ABCA Administration Centre.

COMMITTEE OF THE WHOLE

None.

ADJOURNMENT

The meeting was adjourned at 11:30 a.m.

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Doug Cook  
Chair

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Abigail Gutteridge  
Corporate Services Coordinator

*Copies of program reports are available upon request.  
Contact Abigail Gutteridge, Corporate Services Coordinator*



# *ABCA Program Report*

**To:** Board of Directors  
**Date:** November 18, 2021  
**From:** Meghan Tydd-Hrynyk, Planning & Regulations Officer  
**Subject:** Development Review Ontario Regulation 147/06  
- Development, Interference with Wetlands and Alteration to  
Shorelines and Watercourse

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## **Applications for Permission**

The following *Applications for Permission* have been submitted to our Authority for permission to construct works within areas regulated by our Authority.

\* A Coastal Assessment was required as part of the application

\*\* Work commenced without a permit

- (1) \*John Looby (#2021-92B) - Municipality of Bluewater (former Township of Stanley) - permission to construct new shore protection in a regulated area was granted by Authority Staff on August 30, 2021.  
Completed Application Received: August 9, 2021
  
- (2) Dennis Blasutti & Jennifer Cahalane (#2021-105) - Municipality of Bluewater (former Township of Hay) - permission to renovate existing dwelling and construct an addition in a regulated area was granted by Authority Staff on October 6, 2021.  
Completed Application Received: September 16, 2021
  
- (3) Peter & Lynn McClary (#2021-01) - Municipality of Bluewater (former Township of Hay) - permission to repair shore protection in a regulated area was granted by Authority Staff on October 8, 2021.  
Completed Application Received: September 15, 2021
  
- (4) Ann Farrell (#2021-104A) - Municipality of Bluewater (former Township of Hay) - permission to install replacement steel wall shore protection was granted by Authority Staff on October 12, 2021.  
Completed Application Received: October 11, 2021
  
- (5) Peter & Claire Thorup (#2021-104B) - Municipality of Bluewater (former Township of Hay) - permission to install replacement steel wall shore protection was granted by Authority Staff on October 12, 2021.  
Completed Application Received: October 11, 2021

- (6) Peter & Beverly Hodge (#2021-104C) - Municipality of Bluewater (former Township of Hay) - permission to install replacement steel wall shore protection was granted by Authority Staff on October 12, 2021.  
Completed Application Received: October 11, 2021
- (7) Scott & Kate-Lyn Holman (#2021-105) - Municipality of Bluewater (former Township of Hay) - permission to renovate existing dwelling and construct an addition in a regulated area was granted by Authority Staff on October 14, 2021.  
Completed Application Received: October 6, 2021
- (8) Patricia & Richard Sharpe (#2021-108) - Municipality of Lambton Shores (former Township of Bosanquet) - permission to construct a detached garage in a regulated area was granted by Authority Staff on October 15, 2021.  
Completed Application Received: October 13, 2021
- (9) Peter Firth (#2021-109) - Municipality of South Huron (former Township of Stephen) - permission to construct a covered deck in a regulated area was granted by Authority Staff on October 15, 2021.  
Completed Application Received: September 15, 2021
- (10) Kerry & Julie Teskey (#2021-110) - Municipality of Lambton Shores (former Township of Bosanquet) - permission to construct a new dwelling in a regulated area was granted by Authority Staff on October 21, 2021.  
Completed Application Received: October 15, 2021
- (11) Municipality of North Middlesex c/o Dietrich Engineering (#2021-111) - Municipality of North Middlesex (former Township of McGillivray) permission to enclose and relocate a drain in a regulated area was granted by Authority Staff on October 22, 2021.  
Completed Application Received: September 24, 2021
- (12) Sugarbush Campground (#2003-25M) - Municipality of Bluewater (former Township of Stanley) - renewal of blanket permission for development of specific sites in a regulated area was granted by Authority Staff on October 22, 2021.
- (13) \*Lyn Carapella (#2021-10D) - Municipality of South Huron (former Township of Stephen) - permission to install steel wall shore protection was granted by Authority Staff on September 29, 2021.  
Completed Application Received: September 15, 2021

- (14) Peter & Joan Karstens (#2021-107) - Municipality of Bluewater (former Township of Hay) - permission to construct a secondary retaining wall along the bottom of lakebank was granted by Authority Staff on October 25, 2021.  
Completed Application Received: October 22, 2021
  
- (15) 1412720 Ontario Inc c/o Mark Przeweida (#2021-112) - Municipality of Lambton Shores (former Township of Bosanquet) - permission to install replacement steel wall shore protection was granted by Authority Staff on November 2, 2021.  
Completed Application Received: October 28, 2021
  
- (16) Gary & Shana Graham (#2021-115) - Municipality of Lambton Shores (former Township of Bosanquet) - permission to construct a new dwelling in a regulated area was granted by Authority Staff on November 2, 2021.  
Completed Application Received: October 29, 2021
  
- (17) Municipality of Central Huron (#2021-116) - Municipality of Central Huron (former Township of Goderich) - permission to repair a Municipal Drain and subsequent shore protection was granted by Authority Staff on November 2, 2021.  
Completed Application Received: November 1, 2021

## **Minor Works Permits**

- (1) Douglas & Elizabeth Norton (MW#2020-90A) - Municipality of Bluewater (former township of Stanley) - permission to repair existing shore protection in a regulated area was granted by Authority Staff on October 5, 2021.
- (2) Jeff Ernewein (MW#2020-66) - Municipality of Bluewater (former township of Stanley) - permission to construct an addition to existing trailer in a regulated area was granted by Authority Staff on October 12, 2021.  
Completed Application Received: August 21, 2020
- (3) Lorance Robinson (MW#2021-100) - Municipality of Bluewater (former township of Stanley) - permission to install a replacement trailer in a regulated area was granted by Authority Staff on October 14, 2021.  
Completed Application Received: September 29, 2021
- (4) Frank Tremblay (MW#2021-101) - Municipality of Bluewater (former township of Stanley) - permission to construct a roof over existing deck in a regulated area was granted by Authority Staff on October 14, 2021.  
Completed Application Received: October 6, 2021
- (5) Brett Griffiths (MW#2021-102) - Municipality of Middlesex Centre (former township of Lobo) - permission to restore a wetland in a regulated area was granted by Authority Staff on October 14, 2021.  
Completed Application Received: October 13, 2021
- (6) Will Rempel (MW#2021-103) - Municipality of North Middlesex (former township of West Williams) - permission to restore a wetland in a regulated area was granted by Authority Staff on October 15, 2021.  
Completed Application Received: October 13, 2021
- (7) Tracy & Garrett Roberts (MW#2021-104) - Municipality of North Middlesex (former township of East Williams) - permission to restore a wetland in a regulated area was granted by Authority Staff on October 15, 2021.  
Completed Application Received: October 13, 2021
- (8) Rick Kootstra (MW#2021-105) - Municipality of Huron East (former township of Tuckersmith) - permission to restore a wetland in a regulated area was granted by Authority Staff on October 15, 2021.  
Completed Application Received: October 13, 2021

- (9) Chris & Vivian Crump (MW#2021-106) - Municipality of Middlesex Centre (former township of Lobo) - permission to restore a wetland in a regulated area was granted by Authority Staff on October 15, 2021.  
Completed Application Received: October 13, 2021
- (10) \*\*Erica Willick (MW#2021-107) - Municipality of Bluewater (former township of Hay) - permission to reconstruct a deck in a regulated area was granted by Authority Staff on October 18, 2021.  
Completed Application Received: October 12, 2021

# *ABCA Program Report*

**To:** Board of Directors  
**Date:** November 2, 2021  
**From:** Brian Horner, General Manager/Secretary Treasurer  
**Subject:** Land Acknowledgement

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Earlier in 2021, Education and Healthy Watersheds staff requested a land acknowledgement for their webinars and other information sessions.

Staff gathered a number of different interpretations from conservation authorities, municipalities and other environmental non-governmental organizations. They also considered suggestions from First Nations governance organizations (for example - [A guide to Indigenous land acknowledgment - Native Governance Center](#)).

The following statement shares common language used by local municipalities and organizations but also recognizes that the ABCA is a conservation organization.

This land acknowledgement is an important step as we learn, reflect and develop actions to build better relations with Canada's First Nations.

## **October 21, 2021 Recommendation**

Recommended that, the Ausable Bayfield Conservation Authority adopts the following statement as the land acknowledgement for in person/hybrid board meetings and gatherings:

*Please join me in acknowledging the original stewards of this land in the Huron Tract Treaty signed by some Anishinaabe (A-nish-in-a-bae) in 1827. We are all Treaty people. We recognize that this territory was subject to the Dish with One Spoon wampum, under which multiple nations agreed to care for the land and resources including plants and animals, in peace. As shared stewards of this land and water, the Ausable Bayfield Conservation Authority is grateful to have the opportunity to meet in this territory.*

Further clarification was recommended at the October 21<sup>st</sup> Board meeting. The Management Team welcomes the opportunity to provide more information about the meaning of each line. First Nations people request this level of consideration so that there is more conversation about the meaning behind our words about treaties. Words can have different meanings than what was originally intended and if there is potential for the words to be understood in a negative manner, than the language can be changed. Therefore, reference to *We are all Treaty people*, and *some Anishinaabe* was removed and the Haudenosaunee people were included as original stewards.

## **November 3, 2021 Recommendation**

Recommended that, the Ausable Bayfield Conservation Authority adopts the following statement as the land acknowledgement for in person/hybrid board meetings and gatherings:

*Please join me in acknowledging the original stewards of this land, the Haudenosaunee (hoe-dee-no-SHOW-nee) and Anishinaabe (A-nish-in-a-bae). We recognize the Huron Tract Treaty signed in 1827. We recognize that this territory was subject to the Dish with One Spoon wampum, under which multiple nations agreed to care for the land and resources including plants and animals, in peace. As shared stewards of this land and water, the Ausable Bayfield Conservation Authority is grateful to have the opportunity to meet in this territory.*

Table of the meaning of each line

Sentence	Sentence meaning
<i>Please join me in acknowledging the original stewards of this land, the Haudenosaunee (hoe-dee-no-SHOW-nee) and Anishinaabe (A-nish-in-a-bae).</i>	We acknowledge the original stewards of this land. The area we work in has a ‘layered’ history. While the Anishinaabe were signatories to the Huron Tract Treaty, the inclusion of the Haudenosaunee recognizes their presence in this area, as well.
<i>We recognize the Huron Tract Treaty signed in 1827.</i>	From: <a href="https://www.huroncountymuseum.ca/treaties-huron-county/">https://www.huroncountymuseum.ca/treaties-huron-county/</a> What is a Treaty? How were they created? Treaties are agreements between First Nations and the British Crown. While the Crown used treaties to gain access to land for settlement and mining, First Nations understood treaties as building nation-to-nation relationships and protecting their continued stewardship of the land. The Crown often promised to protect First Nations’ rights and to set aside tracts of land for the exclusive use of the First Nations and their members. Today, the <a href="#">knowledge regarding the intent of the treaties</a> is documented in history books and passed down through oral history for some First Nations.
<i>We recognize that this territory was subject to the Dish with One Spoon wampum, under which multiple nations agreed to care for the land and resources including plants and animals, in peace.</i>	Prior to the Huron Tract Treaty signed by the Crown, the different First Nations of the Great Lakes region agreed to care for the land and plants and animals in the Dish with One Spoon wampum, an agreement. It is this original understanding of shared responsibility that the First Nations negotiated with the Crown for the Huron Tract Treaty.
<i>As shared stewards of this land and water, the Ausable Bayfield Conservation Authority is grateful to have the opportunity to meet in this territory.</i>	This recognizes today’s ongoing shared stewardship of land and water. This acknowledges that it is important to meet and that we are grateful to meet on this land.

## *ABCA Program Report*

**To:** Board of Directors  
**From:** Kate Monk, Projects Coordinator  
**Re:** ABCA Personnel Regulation: Unacceptable and Unreasonable Citizen Behavior  
**Date:** November 18, 2021

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This report is a follow-up to Motion #BD 24/21, approved by Board of Directors in February 2021:

*Moved by Bob Harvey*

*Seconded by Ray Chartrand*

*“RESOLVED, THAT staff proceed with developing a policy to deal with staff harassment by the public.” Carried.*

Ausable Bayfield Conservation Authority (ABCA) employees are governed by the Personnel Regulations, which is a consolidation of the Authority’s policies and procedures for the purpose of ensuring fair and uniform treatment of employees in their day-to-day relations with the Authority.

This proposed regulation addresses unacceptable and unreasonable behavior by citizens. It will guide staff to identify situations that meet the criteria and the associated actions that may be undertaken in such circumstances. The aim of this regulation is to contribute to the overall intent of dealing with the public in ways which are consistent, fair and reasonable while acknowledging that there may be a need to shield staff from unreasonable behaviour. This regulation is in addition to Personnel Regulation #19: Workplace Harassment and Violence, already in place.

Staff consulted documents from other conservation authorities and municipalities. Documents from the Municipality of Lambton Shores and Town of Wasaga Beach were used as the basis of this regulation. ABCA staff have reviewed and provided input to this regulation.

This regulation shall be administered by the General Manager/Secretary-Treasurer and will be reviewed as required based on revisions to corporate practices or Provincial legislation.

### **Recommendation,**

Recommended that, the Ausable Bayfield Conservation Authority approve the Unacceptable and Unreasonable Citizen Behavior Regulation and include the regulation in ABCA the Personnel Regulations.



## **PERSONNEL REGULATION #\_\_ : UNACCEPTABLE AND UNREASONABLE CITIZEN BEHAVIOUR**

### **1. Purpose**

The Ausable Bayfield Conservation Authority (ABCA) is committed to providing professional and timely service to all members of the public and aims to address inquiries, requests and complaints in the same manner. We are committed to dealing with all complaints impartially, comprehensively, and in a timely manner.

In certain circumstances, the behaviour or conduct of a citizen towards an ABCA staff member may be considered unacceptable or unreasonable.

Vexatious, frivolous and/or unreasonably-persistent requests may compromise the ABCA's ability to deliver high-quality citizen service in a timely manner. As such, these situations may require limits on the contact with citizens who meet the criteria of unacceptable, vexatious, frivolous and/or unreasonable as outlined in this regulation.

This regulation will guide staff to identify situations that meet the criteria and the associated actions that may be undertaken in such circumstances. The aim of this regulation is to contribute to the overall intent of dealing with the public in ways which are consistent, fair and reasonable while acknowledging that there may be a need to shield staff from unreasonable behaviour.

Please refer to Personnel Regulation #19: Workplace Harassment and Violence for situations involving workplace, sexual, racial and ethnic harassment.

For immediate threats to persons or property, 911 systems should be activated.

### **2. Background**

This regulation is not intended to deal with generally difficult citizens, but rather, it only applies to unreasonable citizen behaviour and unreasonably persistent requests from the same citizen or group.

The decision to classify citizen behaviour as unreasonable, frivolous or vexatious may have serious consequences for the individual or group, including but not limited to restricting access to ABCA services.

The decision may be as a result of a repeated pattern of conduct, in which on several occasions, a citizen engages in one or more of the identified examples of behaviour. This does not preclude a single significant incident from being considered under this regulation.

Depending on its severity, the aggressive use of violent and threatening behaviour by a citizen may be reported to the local police. The police may take further action if they consider it appropriate.

### 3. Examples of Unreasonable Behaviour

The list below outlines possible examples of unreasonable behaviour. This list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category.

- a. Refusing to specify the grounds of a complaint/request
- b. Changing the basis of the complaint/request as the matter proceeds
- c. Denying or changing statements made at an earlier stage
- d. Covertly recording meetings and conversations
- e. Misrepresenting facts or statements of others
- f. Posting defamatory or knowingly false information on social media platforms
- g. Submitting falsified documents from themselves or others
- h. Making excessive demands on the time and resources of staff with lengthy phone calls, number of emails to a single or numerous staff, or voluminous requests
- i. Refusing to accept the decision or repeatedly arguing points with no new evidence
- j. Persistently approaching the ABCA through different routes about the same issue
- k. Causing distress to staff
- l. Making unjustified complaints about staff who are attempting to deal with issues
- m. Unreasonable demands or expectations and failing to accept these are unreasonable
- n. Threatening staff with investigations, lawsuits and job dismissal
- o. Communicating defamatory or knowingly-false information, verbally or in writing

### 4. Examples of Vexatious and Frivolous Requests

The list below outlines possible examples of vexatious or frivolous requests. This list is not exhaustive, nor does one single feature on its own necessarily imply that the request will be considered vexatious or frivolous.

- a. Submission of requests with very high volume and frequency of correspondence
- b. Requests for information the requester has already seen or clear intention to reopen issues that have already been considered
- c. Where complying with the request would impose significant burden on the ABCA in terms of expense, and negatively impacting the ability of staff to provide services that are priorities of the conservation authority, clients and other citizens

- d. Where it is known or likely that the requester seeks to cause maximum inconvenience, disruption or annoyance through the request
- e. Harassing ABCA staff, including a very high volume and frequency of correspondence, or combining requests with accusations and complaints

#### 5. Examples of Unacceptable Behaviour

There may be situations when a citizen's behaviour is deemed unacceptable. A citizen's behaviour may be regarded as being unacceptable if:

- a. Language is used (including both verbal and/or written) that may cause staff to feel abused, threatened or scared. Such language includes, but is not limited to: profanity, rudeness, racist comments, homophobic comments and sexist comments
- b. Any form of physical, hostile or abusive behaviour to staff
- c. Unauthorized recording(s) of face-to-face or telephone communication or meeting(s), without the prior agreement and knowledge of all parties involved
- d. Repeated contact with staff outside of business hours in non-emergency situations

#### 6. Handling unacceptable or unreasonable citizen behaviour

When verbal communication towards staff is unacceptable, the staff member(s) will politely ask the citizen to stop using language which is offensive, obstructive or unhelpful. Where written forms of communication sent to staff are unacceptable, the sender will be asked to amend their correspondence to a more acceptable level.

If such language persists, the citizen could be escalated to a supervisor/manager who will undertake a review and agree on the necessary actions. We will always strive to maintain an open line of communications with the citizen. However, where the behaviour continues, all direct communications may be restricted.

In order to determine if a request is deemed unacceptable, unreasonable, vexatious or frivolous, staff must follow the process identified below:

##### a) Identify the Problem

Before deciding to apply any restrictions, the Conservation Authority must ensure that:

- i) The request has been dealt with properly and in line with the relevant procedures and statutory guidelines
- ii) Staff has made reasonable efforts to satisfy and resolve the request
- iii) The citizen is not presenting new material or information about the situation or that it is not a new request

Each case will be considered on an individual basis. The decision to classify a citizen's behaviour as unreasonable or to classify the request as vexatious will be made by the manager of the relevant department in consultation with the General Manager/Secretary-Treasurer.

b) Staff Recommendations

If a staff member believes a request is unreasonable, frivolous or vexatious, the employee should consult with their department manager, provide supporting materials and advise the manager of the steps taken in attempting to resolve the issue. This should include the length of time staff has been in contact with the citizen, history of the interactions, number of requests, nature of the citizen's behaviour, and amount of staff time that has been consumed and the impact.

The department manager is responsible for reviewing the information provided by staff in a timely manner and confirming if this regulation should apply. The department manager will review the information provided by staff, determine if the request is unreasonable, vexatious or frivolous, determine appropriate restrictions, meet with the General Manager/Secretary-Treasurer to review recommendations and background, and determine an appropriate method of informing citizen.

The General Manager/Secretary-Treasurer will review all information provided by staff and department manager and will make a determination to classify a citizen's behaviour as unreasonable or to classify a request as vexatious or frivolous. Determining factors include:

- i. The request has been properly investigated
- ii. Communication with the citizen has been adequate
- iii. The citizen is not attempting to provide new information when contacting staff

The General Manager/Secretary-Treasurer will provide written notification to the citizen of the decision including the following information:

- i) Explain what action staff has taken
- ii) Indicate what restrictions are being applied to the current or future requests

c) Application of Restrictions

Restrictions will be tailored to deal with the individual circumstances and may include one or more of the following (this list is not exhaustive):

- i) Placing limits on the number and duration of contacts with staff
- ii) Offering a restricted time slot for necessary calls
- iii) Limiting the citizen to one method of communication
- iv) Restricting contact to a nominated member of staff at specific days/times
- v) Requiring any personal contacts to take place in the presence of a witness and in a suitable location

- vi) Requiring the citizen to make contact only through a third party (e.g., solicitor, counsellor, friend acting on behalf)
- vii) Limiting or regulating the citizen's use of the Conservation Authority's services
- viii) Refusing the citizen access to any Conservation Authority buildings except by appointment
- ix) Informing the citizen that further contact on the matter of the complaint/request will not be acknowledged or replied to
- x) Pursuing legal actions (e.g., Notice of Trespass)
- xi) Where efforts to resolve matters with the citizen have not been successful the case or request may be closed.
- xii) Other actions as deemed appropriate

## 7. Monitoring and Quality Assurance

Adequate records will be retained by the appropriate manager of the details of any cases and the actions that have been taken. The records will be reviewed at least annually by the manager to ensure the application of the regulation is still relevant.

The application of this regulation to a citizen may be withdrawn when the case has been reviewed. Discretion will be exercised when reviewing cases to ensure behaviour changes and circumstances are considered. The citizen will be notified in writing if the status is withdrawn.

In addition, a central record will be maintained setting out:

- i. Name and address of each citizen whose behaviour has been categorized as unacceptable or unreasonable
- ii. When the restriction comes into force and culminates
- iii. Specific restrictions
- iv. When the citizen and departments were advised of the restrictions.

The General Manager/Secretary-Treasurer will inform the Board of Directors of the application of restrictions and withdrawal of restrictions during the Committee of the Whole.

## 8. Regulation Administration and Review

This regulation shall be administered by the General Manager/Secretary-Treasurer and will be reviewed as required based on revisions to corporate practices or Provincial legislation.

## *ABCA Program Report*

**To:** Board of Directors  
**From:** Brian Horner, General Manager/Secretary Treasurer  
**Re:** ABCA Covid-19 Vaccination Policy  
**Date:** November 18, 2021

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Ausable Bayfield Conservation Authority is committed to adhering to public health guidance at all times, and has an obligation under the Occupational Health and Safety Act (OHSA) to take all necessary precautions to protect the health and safety of its workers. Although the ABCA is not required to have a COVID-19 vaccination policy, it is a best practice during the pandemic and complements other protocols in place.

Information from this policy will be included in the Ausable Bayfield Conservation Authority Work Place COVID-19 Safety Plan.

The ABCA Joint Health and Safety Committee has provided recommendations for a vaccination policy for staff, facilities, meetings and special events. All staff have had the opportunity to provide input to the policy as well. The policy is attached to this report.

It is proposed that the policy take effect following board approval.

### **Recommendation**

Recommended, that the ABCA COVID-19 Vaccination Policy be approved.



# COVID-19 Vaccination Policy

## 1. Purpose

The Ausable Bayfield Conservation Authority (ABCA) is committed to implementing and maintaining a health and safety program at all levels of its operation, to a standard not less than that required by the Ontario Occupational Health and Safety Act (OHS) RSO 1990, and all other applicable regulations and legislation.

The ABCA is also committed to adhering to public health guidance at all times, and has an obligation under the OHS to take all necessary precautions to protect the health and safety of its workers.

A workplace vaccination policy is an important measure to help reduce the risk of COVID-19 transmission. The policy complements other workplace health and safety measures, including daily health screening, contact tracing, mandatory masking, physical distancing, hand hygiene, and enhanced cleaning.

This policy is in line with public health guidance and supports the directive that vaccines provide a high level of protection against COVID-19 and related variants.

## 2. Policy Statement

Ausable Bayfield Conservation Authority is committed to providing a safe working environment and taking every precaution reasonable in the circumstances for the protection of our employees, volunteers, board members, contractors, consultants and members of the public from the hazard of COVID-19.

The ABCA strongly recommends staff be fully vaccinated. All staff are required to disclose their vaccination status to Human Resources (HR). Fully vaccinated staff shall provide proof of vaccination. Staff who are not fully vaccinated shall provide their reason for not receiving vaccines (medical, religious, creed or personal).

Staff who have chosen to not be fully vaccinated shall be provided with educational material on the risks and benefits of the COVID-19 vaccination and the risk of COVID-19.

Unvaccinated staff shall be required to complete rapid antigen testing (provided by the ABCA) in a pre-emptive manner when circumstances warrant, such as:

- Completing a task, essential to their job, where physical distancing is not possible
- Providing programs and services to individuals and groups who are not eligible for vaccination or people who are unvaccinated

- Attend in-person, indoor meetings with external partners

This is not an exhaustive list of situations where a rapid test may be needed. When circumstances warrant, staff may be required to complete up to three rapid antigen tests per week.

Vaccinated staff may share offices if employees are fully vaccinated, work stations are greater than 2 metres apart and physical distancing barriers are in place. Unvaccinated staff will not be permitted to share an office. Proof of vaccination is required to eat in the lunchrooms.

### 3. Vaccinated Requirements for Providing Programs and Services to the Public

The ABCA administration office may be re-opened to the public, by appointment only, for meetings and providing programs and services.

Visitors to the building shall provide proof of vaccination and complete a COVID screening questionnaire. Services to unvaccinated citizens will be provided outdoors or through phone, email and online meetings.

Office visits of 15 minutes or less do not require the individual to show proof of vaccination or complete a screening questionnaire. However, information will be obtained for the purposes of contact tracing.

The vaccination requirements, as well as the requirements of the facility owner/operator, will be required when the ABCA holds meetings and events in other locations.

Staff may attend external, in-person meetings if staff are able to abide by ABCA COVID-19 protocols, and the external organization's vaccination policy.

### 4. Review and Amendments

The ABCA will review and update this policy as required and reasonable in response to changes in the pandemic, vaccine availability, and/or government and public health direction.

### 5. References

COVID-19 Vaccine Procedures

Ministry of Health

Occupational Health and Safety Act

Ontario Regulation 364/20 under the Reopening Ontario Act, 2020



## *ABCA Program Report*

**To:** Board of Directors  
**Date:** November 18, 2021  
**From:** Brian Horner, General Manager/Secretary Treasurer  
Kate Monk, Projects Coordinator  
**Subject:** Conservation Authorities Act Updates – Transition Plan

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**Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act** requires each authority to have a ‘transition plan’ that would outline the steps to be taken to develop an inventory of programs and services and to enter into agreements with participating municipalities to fund non-mandatory programs and services through a municipal levy, among other things. It also establishes the transition period to enter into those agreements. <https://www.ontario.ca/laws/regulation/210687> The transition period ends January 1, 2024.

By December 31, 2021, each Conservation Authority must complete a Transition Plan and distribute the plan to member municipalities and Ministry of the Environment, Climate Change and Parks (MECP). The Regulation does not require that municipalities or MECP approve the Transition Plan.

The October 2022 municipal election has a significant impact on the Transition Plan schedule. The Ausable Bayfield Conservation Authority work plan is based on the premise that municipalities will prefer the newly-elected councils to enter into the Memorandum of Understanding/agreements. The same premise is used with the ABCA board of directors which may have a turn-over in membership following the election. However, Conservation Authority staff can do background work, draft financial scenarios and prepare the framework of agreements in 2022.

Although each conservation authority has its own budget processes and timelines, we will make efforts to coordinate with neighbouring conservation authorities that share a municipality.

The draft Transition Plan and timeline documents are attached to this report.

### **Recommendation**

Recommended that, the Ausable Bayfield Conservation Authority approves the Transition Plan to be distributed to member municipalities and Ministry of the Environment, Climate Change and Parks.



# CONSERVATION AUTHORITIES ACT AMENDMENTS TRANSITION PLAN

## TRANSITION PERIOD

The purpose of the transition period is to provide conservation authorities and municipalities with the time to address changes to the budgeting and levy process based on mandatory programs and services (Category 1), municipal programs and services (Category 2), and other programs and services (Category 3) and the need, in some cases, to reach agreements.

Phase 1 of the transition period is October 7, 2021 – February 28, 2022 and has two deliverables. The first is developing a Transition Plan which includes a timeline and work plan. The Transition Plan is required to be submitted to the member municipalities and Ministry of Environment, Conservation and Parks (MECP) by December 31, 2021. The second is the Inventory of Programs and Services, which is to be completed and provided to member municipalities and MECP by February 28, 2022.

Phase 2 of the transition period includes developing and finalizing Memorandums of Understanding (MOU) or agreements between conservation authorities and member municipalities in accordance with any regulations governing municipal programs and services. These agreements must be completed by January 1, 2024.

This document focuses on the creation of the Transition Plan.

## REGULATORY PROCESS REQUIREMENTS FOR THE TRANSITION PLAN

To be completed by the deadline of December 31, 2021, the Transition Plan must include a work plan and timeline for the authority to meet the requirements for the first and second phases of the transition period. A copy of this transition plan must be sent to each participating municipality in the authority's area of jurisdiction and to the Ministry of Environment, Conservation and Parks. The Transition Plan must be published onto the authority's website or made available to the public by other means (as per Section 3 of the regulation: [Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act](#)).

The Transition Plan is to include the consultation process on the inventory of all the Authority's programs and services and the steps to be taken to enter into MOUs/agreements where municipal levy is required to fund non-mandatory programs and services.

## WORK PLAN, TIMELINE AND CONSULTATIONS

The process will support 2024 budget discussions including the new categorization of Conservation Authority (CA) programs and services:

Category 1: Mandatory programs and services where municipal levy could be used without any agreement.

Category 2: Non-mandatory programs and services at the request of a municipality with municipal funding through a MOU or agreement.

Category 3: This category includes other non-mandatory programs and services a CA determines are advisable. These may use municipal levy through a MOU/agreement. Programs and services in Category 3 may also be funded through other means. In the latter situation, an MOU/agreement with the municipality is not required.

The majority of the work plan efforts will focus on developing financial scenarios and MOUs/agreements. Conservation authority staff will be engaged in this work through communication and consultation with municipalities (staff and council). It is proposed that the CA Board of Directors will review draft documents prior to circulation to municipalities for approval.

The October 2022 municipal election has a significant effect on the Transition Plan schedule. The Ausable Bayfield Conservation Authority work plan is based on the premise that municipalities will prefer the newly-elected councils to enter into the MOU/agreements. The same premise is used with the ABCA board of directors which may have a turn-over in membership following the election. However, Conservation Authority staff can do background work, draft financial scenarios and prepare the framework of agreements in 2022.

Although each conservation authority has its own budget processes and timelines, we will make efforts to coordinate with neighbouring conservation authorities that share a municipality.

### **Ausable Bayfield Conservation Authority Participating Municipalities**

*Adelaide Metcalfe, Bluewater, Central Huron, Huron East, Lambton Shores, Lucan Biddulph, Middlesex Centre, North Middlesex, Perth South, South Huron, Warwick, West Perth*

## PART 1: TRANSITION PLAN AND INVENTORY OF CURRENT PROGRAMS AND SERVICES

Task	Date
<b><i>Phase 1: October 2021 - February 2022</i></b>	
<b><u>Transition Plan</u></b>	
Develop work plan timeline	Oct '21
Discuss with neighbouring CAs	Nov '21
Develop Transition Plan draft	Oct - Nov '21
Present Draft Transition Plan to Board of Directors	Nov. 18 '21
Provide Transition Plan to municipalities	Dec '21
Provide Transition Plan to MECP	Dec. 31 ' 21
Transition Plan on Website	Dec. 31 ' 21
Establish communication with municipal staff	Nov '21
Municipality determines lead staff person	Nov '21
<b><u>Inventory of Programs and Services</u></b>	
Discuss with neighbouring CAs	Nov '21
Develop inventory of current programs & services draft	Nov '21
Present draft inventory to BOD	Dec. 16 '21
Provide Inventory to Municipalities	Jan '22
Provide Inventory to MECP	Feb. 28 '22
Inventory on Website	Feb. 28 '22

**PHASE 2: MOUS/AGREEMENTS**

<b>Task</b>	<b>Date</b>
<b><i>Phase 2: February 2022 -December 2023</i></b>	
Draft inventory with categories 1, 2 and 3	Feb '22
Amend existing municipal agreements for any “municipal services”	March - May '22
Consult with municipalities on inventory	July - Aug '22
Create draft MOU/agreements for "other programs and services" requiring levy	Sept '22 - Jan '23
Draft six-year financial forecast 2023-2028	July - Aug '22
Develop 2024 financial scenario	Sept '22 - Jan '23
Attribute levy into mandatory and non-mandatory service areas	Sept '22 - Jan '23
Apportion levy based on previous MVCA for inclusion in the draft MOU/agreements	Sept '22 - Jan '23
Bring draft MOU/agreements with cost apportionment scenario to BOD	Feb '23
Consult with municipal staff on draft MOU/agreements	March '23
Revise MOU/agreements as necessary	Mar - Apr '23
Return to BOD with revised financial plan/MOU/agreements (if necessary)	May '23
Consult with municipal staff on revised MOU/agreements (if necessary)	July - Aug '23
Finalize draft MOU/agreements at staff level	Apr - June '23
Resolution from BOD to circulate MOU/agreements to municipalities	May - July '23
Circulate MOU/agreements to municipalities	June - Aug '23
Attend municipal council meetings as requested	Jan - Aug '23
Execute MOU/agreements	July - Sept '23
Revise and finalize inventory	Sept '23
Develop draft 2024 budget	Sept '23
BOD approves draft 2024 budget to circulate to municipalities	Oct - Nov '23
BOD approves 2024 budget	Dec '23
Submit copies of signed MOU/agreements to MECP	Dec '23
Transition period ends	Jan 1 '24
Submit final version of inventory to municipalities	Jan 31 '24
Submit final version of inventory to MECP	Jan 31 '24
Post final MOUs/agreements on CA website	Jan 31 '24

PROGRESS REPORTS TO MINISTRY OF ENVIRONMENT, CONSERVATION AND PARKS

Progress Reports	Date
Progress report to MECP	July 1 '22
Progress report to MECP	Oct 1 '22
Progress report to MECP	Jan 1 '23
Progress report to MECP	April 1 '23
Progress report to MECP	July 1 '23
Progress report to MECP	Oct 1 '23

COMMUNICATIONS PLAN

A successful transition will require effective and timely communications. Audiences and communication methods will vary but the messages need to be consistent.

Audience	Method of Communications
ABCA Staff	In person/online meetings, email
ABCA Board of Directors	Board meeting reports, email
Municipal staff	Phone, email, meetings, respond to inquiries
Municipal councils	Delegations to council, webinars
General public	Media releases, social media, fact sheets, respond to inquiries, webinars
Neighbouring CAs	In person/online meetings, email







## *ABCA Program Report*

**To:** Board of Directors  
**Date:** November 18, 2021  
**From:** Brian Horner, General Manager/Secretary Treasurer  
**Subject:** ABCA Reserve Analysis - Update

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### **Background:**

The Ausable Bayfield Conservation Authority has nine separate, Internally Restricted, Reserve funds. The respective funds, and the utilization of said funds, are described as follows:

**Administration Building** – Capital Improvements to the Morrison Dam office and buildings;

**Barrier-Free Facilities** – Capital purchases, or improvements to create barrier free trails on conservation lands or lands where a partnership exists;

**Stewardship Endowment (Land Acquisition)** – Securement of property, implementation and maintenance of stewardship practices. Additional funds were transferred in 2014, the majority of which related to the capital gain realized on the sale of properties during the year;

**Outdoor Education** – Staff's time and capital items that support education programs;

**Property Management** – Forest management, conservation area maintenance and capital improvements;

**Vehicles & Equipment** – Purchase of the fleet's vehicles, a tractor and other work machinery as well as scientific equipment and monitoring stations;

**Flood and Erosion Control Major Maintenance** – To offset the costs of the dam erosions and control structure repairs;

**Administration Information Technology** – Information Technology improvement to the Morrison Dam office and buildings;

**Operating Reserve** – Internally restricted surpluses, relating to specific departments, to be used for future expenditures.

An original Reserve policy had minimum and maximum amounts for each respective reserve. In 2012 the ABCA Board passed the following Motion ***“Resolved , that the ABCA remove Vehicle and Equipment from the ABCA Reserve Policy and change minimum balances to 20% and maximum balances to 100% with a target of 60% of the related operating expenditures”***

The target set at 60% was based on the Member Municipality Average Reserve Balance in relation to their respective operating expenditures of 61.65% at the time.

Similar data gathered now shows Reserve balances now at a little over 100% in relation to operating expenditures. See Schedule A – Current Reserve Analysis

Excluding amounts from the Stewardship Endowment Fund, that are designated by the Province, the overall % is 57%. Reserve balances that exceed the 100% threshold are the result of a combination of Investment income earned on the respective balances and the realization of surpluses from Conservation Area fees over the last few years. As indicated on the analysis only two Reserves currently have amounts being put aside to reserves.

### Schedule A - Current Reserve Analysis

#### Reserve Fund Analysis - Member Municipalities

	<u>Reserve Balance</u>	<u>Operating Expenditures</u>	<u>%</u>
<b>Member Municipality Average</b>	15,465,054	14,588,575	106.01%

#### Ausable Bayfield Conservation Authority Reserve Balance Analysis

<u>Reserve Fund Description</u>	Current					
	Policy		Financial Statement Balance	Unrealized Investment Income	Net Balance	%
	Minimum 20%	Maximum 100%	<u>@ Sep '21</u>		<u>@ Sep 30 '21</u>	<u>Related Expenditures</u>
<b>Internally Restricted(Designated)</b>						
Administration Centre	141,044	705,218	132,788	(5,408)	127,380	18.06%
Barrier-Free Facilities	36,021	180,105	114,397	(8,425)	105,972	58.84%
Land Acquisition	70,051	350,254	765,706	(586,040)	179,666	51.30%
Outdoor Education	28,487	142,433	195,064	(6,554)	188,510	132.35%
Property Management	23,624	118,121	373,326	(33,344)	339,982	287.83%
Vehicles & Equipment	23,601	118,007	173,053	(13,239)	159,814	135.43%
FI & EC Major Maintenance	390,531	1,952,656	771,072	(68,797)	702,275	35.97%
IT	26,134	130,670	100,870	(12,290)	88,580	67.79%
<b>Reserve Total</b>	<b>739,493</b>	<b>3,697,464</b>	<b>2,626,276</b>	<b>(734,097)</b>	<b>1,892,179</b>	
Operating Reserve	215,397	215,397	215,397	0	215,397	
Combined Total	<b>954,890</b>	<b>3,912,861</b>	<b>2,841,673</b>	<b>(734,097)</b>	<b>2,107,576</b>	<b>57.00%</b>
<b>Provincially Restricted</b>						
Remaining Stewardship Endowment Designated by the Province from Farm sale + Inflation			4,878,772		4,878,772	
<b>Total Balance</b>	<b>954,890</b>	<b>3,912,861</b>	<b>7,720,445</b>	<b>(734,097)</b>	<b>6,986,348</b>	

Note: Target for each respective Reserve is 60%. Other than amounts set aside for Specific Amortization and internal V & E charges the only amounts being set aside to reserves are for the Administration Centre and for the FI & EC Major maintenance which are still below their targets

Member Municipality numbers were obtained from the most recent Audited Financial Statements available on the respective municipality website

## *ABCA Board Report*

**To:** Board of Directors  
**From:** Denise Iszczuk, Conservation Educator  
**Re:** Education Update  
**Date:** November 1, 2021

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Throughout 2021, the Education Department has been able to provide valuable services to our watershed community.

Some highlights for 2021:

1. Increased participants in conservation programming from 2020
2. Increased virtual programs
3. Increased high school level participants

ABCA Education staff began the year with continued development and delivery of virtual programs to meet the needs of the teachers and the local non-profit groups (mainly County libraries). During that time, we also delivered a series of Lunch and Learn special events.

From April to the end of June, schools went to online learning ABCA delivered programs virtually throughout the spring. Both ABCA Education staff transitioned to spend the majority of their time helping with other projects in other departments.

Many youth and parents began looking forward to Summer Nature Day Camps as an opportunity for social interactions and outdoor learning. ABCA Education staff navigated through safety protocols and activities to ensure the safety of staff and campers. By hiring two Day Camp Assistants, we were able to ensure proper ratios and safety. In total, we saw 64 campers through four weeks of day camps during July and August.

Fall began with a few inquiries from schools who have a long-standing relationship with the ABCA and program bookings continued daily into November. The number of high school students participating in programs has increased this fall because we were able to fund all high school programs through Next Era/Cordelio. The new GPS Journey Program at Clinton Conservation Area was especially popular among high school physical education classes. In addition, the Oaks and Acorns adult caregiver and tot outdoor program began again in October and continues into November. This program meets a need in the community for getting preschool aged children outside and providing mentoring to caregivers on how to connect their children with the natural world. This program is set to continue through winter into spring as a series of monthly sessions.

Although schools returned to in-person learning in September, we are still facing challenges with respect to COVID-19. Depending on the school and school board, they may not allow outside visitors to school

and, for the most part, no field trips via busses for schools (one bus came from GDCI to CCA). Although, high school field trips to walkable locations like Clinton Conservation Area proved popular.

In spring 2022, ABCA Education Staff are planning for renewed interest in field trips to conservation areas but we will continue to book schoolyard and virtual programs when requested.



# *MINUTES DRAFT*

## **Friends of the South Huron Trail Meeting **DRAFT****

**Monday, November 1, 2021 (Meeting by Zoom video conference)**

### MEMBERS PRESENT BY ZOOM VIDEO CONFERENCE

Dave Frayne; Linda Wilhelm; Carol Rideout; Sharon O’Toole; Suzie McComb; George Finch; Peter Moseley-Williams; Henry Winters; Norm Eckel; Jim Hayter; Lorne Rideout; Jim O’Toole; Terry Wilhelm.

### STAFF PRESENT BY ZOOM

Nathan Schoelier; Tim Cumming

### CALL TO ORDER AND WELCOME

The meeting was called to order at 9:00 a.m. by Chairperson Dave Frayne.

### DISCLOSURE OF PECUNIARY INTEREST

None

### ADOPTION OF AGENDA

**MOTION #4/21 Moved by George Finch**

**Seconded by Norm Eckel**

**“RESOLVED, THAT the November 1, 2021 meeting agenda be adopted as circulated.”**

**Carried.**

### ADOPTION OF THE MINUTES

**MOTION #5/21 Moved by Terry Wilhelm**

**Seconded by Jim Hayter**

**“RESOLVED, THAT the minutes of the May 3, 2021 meeting and the motions therein be adopted as amended (adding Linda Wilhelm to list of members who attended).”**

**Carried.**

### BUSINESS OUT OF THE MINUTES

None

## ELECTION OF CHAIR

Past Chair Dave Frayne vacated the Chair's seat and Ausable Bayfield Conservation Authority (ABCA) staff member Tim Cumming facilitated the election of a new Chair. He called for nominations. Linda Wilhelm nominated Henry Winters. Henry said he would decline the nomination at this time. Tim asked for further nominations. Peter Moseley-Williams nominated Dave Frayne. Dave accepted the nomination. Tim asked three times for further nominations. There were none. Dave was declared elected by consensus.

## REPORTS – 2021 PROJECTS AND ACTIVITIES

### TRAIL USE AND MAINTENANCE – NATHAN SCHOELIER

Nathan Schoelier, Manager of Stewardship and Conservation Lands with Ausable Bayfield Conservation Authority (ABCA), provided the Trail Use and Maintenance Report.

The trail maintenance was largely routine throughout 2021, Nathan said, and the trail remains in good shape. The September flood event caused some damage to the trail, but less than what was to be expected with the volume of water the trail received. A section of trail, approximately 40 metres long, along the south side, a few hundred metres west of Morrison Line, received the most damage during the event. An erosion control webbing material has been ordered to repair the trail in a more permanent fashion.

Trail usage remains high. People have been behaving, Nathan said, and he has received very few reports since being in his new role as Stewardship and Conservation Lands Manager.

Two separate reports of tents along the trail were received. Both reports were in a similar area, along the south side of the trail, approximately 150 metres east of the trailhead at MacNaughton Park. Ontario Provincial Police (OPP) assisted the ABCA in both cases, with the first tent being located and the individual being asked to leave the property and the individual doing so. The second reported tent was not located, but an area where it was believed to be and had been cleaned up in the time being was observed.

ABCA staff continue to manage a small patch of invasive Japanese Knotweed along the trail.

Nathan provided his work mobile phone number to members of the group in case there are urgent needs along the trail.

Peter thanked everyone, including Ausable Bayfield Conservation Authority (ABCA) staff and everyone else who keeps the trail clean, for keeping the trail as clean as it's been in the past 18 months.

### DEER RUN TRAIL BRIDGE DECK REPLACEMENT – NATHAN SCHOELIER

The Deer Run Trail bridge deck was replaced as planned. There are no further updates at this time.

### SOUTH HURON TRAIL MOBILE – NORM ECKEL AND JIM HAYTER

Volunteer drivers Norm Eckel and Jim Hayter reported on the South Huron Trail Mobile.

They said inclement weather forced a later start this year but the drivers were busy with weekly pickups at Exeter Villa as well as providing a trail journey for other local people, with limited mobility, who could not enjoy the trail this way otherwise. The autumn colours came a little later this year so the season finished about 10 days to two weeks later than normal this year.



People have been asking about the trail and some public awareness and promotion of the Trail Mobile at the start of next season could help make people aware.

Almost everyone who takes a trail ride donates towards the trail and there is a donation box on the Trail Mobile.

#### SOUTH HURON TRAIL FUNDRAISER GOLF TOURNAMENT – TIM CUMMING

The South Huron Trail Golf Fundraiser was held in a different way in 2021 as the COVID-19 coronavirus pandemic continued. Instead of an event with a lunch and social time, the 2021 golf fundraiser involved the booking of ten tee times at Ironwood Golf Course for the morning of August 23. Golfers could book their own tee time and purchase lunch at Ironwood following their game, if they wished. Unlike previous years, when we had multiple teams, this year there were only a few individuals. However, there were generous financial donations from those golfers and others in the community and seven donations totalled \$4,690. Donations towards the trail are still welcome.

#### CONSERVATION DINNER – VIRTUAL CONSERVATION DINNER – DAVE FRAYNE

The Conservation Dinner was held online this year and raised \$40,000. The money is split evenly between conservation projects (such as trails and parks) of the Exeter Lions Club and local conservation projects of Ausable Bayfield Conservation Foundation (ABCF).

Dave complimented Ausable Bayfield Conservation Authority staff on making the virtual event a success including online auction and live cable TV shows and local and social media.

There was also a Dining in Your Community component with local restaurants.

The Conservation Dinner Committee will meet in November and discuss whether next year's event will be online and/or in person.

There is an interest in having an in-person event if possible but this will have to be confirmed.

#### FAMILY DAY WINTERFEST SOUTH HURON

Dave Frayne said a grant application to the South Huron Community Foundation for WinterFest 2021, in the amount of \$3,000.00, was carried over to the next year. Family Day WinterFest South Huron was cancelled for 2021, as a result of the pandemic, but the granting organization agreed that WinterFest can keep the funds for use in 2022.

Dave is Co-Chair of Family Day WinterFest South Huron with Jeffrey Musser. The Co-Chairs will meet to discuss plans for the event and whether and how it would proceed based on evolving public health direction leading up to February and the plans of other groups.

If Family Day WinterFest South Huron does proceed, there were nine members of Friends of the South Huron Trail who said they would be interested in helping with the free family snowshoeing event. Ausable Bayfield Conservation Authority donates use of the snowshoes but at least eight volunteers are needed to carry on the event.

Plans will be dependent on public health direction.



## TRAIL PROMOTION AND PUBLICITY – TIM CUMMING

Tim Cumming, Communications Specialist, provided the Trail Promotion Report. Tim said, in 2022, we can move back into promotion mode for the South Huron Trail Mobile as the pandemic situation changes and permits.

He outlined Notices that had been issued to the public since last meeting; local and social media outreach; and trail-related content as part of the celebration of the Ausable Bayfield Conservation Authority (ABCA) 75th anniversary (1946-2021). Tim said the anniversary has been an excellent opportunity to promote the amazing and successful community partnership that is the South Huron Trail.

The one-hour video documentary, about the MacNaughton-Morrison Section of the South Huron Trail, that was produced for the 2014 tenth anniversary of the trail, has been posted online (to YouTube) for the first time and in high definition for the first time and he encouraged Friends of the Trail to watch it.

Other activities included a family fishing week Facebook Live event on Morrison Lake (Morrison Reservoir). Members of Friends of the South Huron Trail were included in a feature on the Municipality of South Huron, which was one of the #AusableBayfield75th municipal feature profile articles. A news release shared that Blue Fish Canada has donated a receptacle for discarded fishing tackle at Morrison Dam Conservation Area east of Exeter. A news release also shared that enforcement is taking place, on lands owned by and/or managed by Ausable Bayfield Conservation Authority (ABCA), by Municipal Enforcement Unit (MEU).

A colour run on the trail by South Huron District High School did not take place this year due to poor weather having forced its cancellation.

## OTHER BUSINESS

Suzie said there is a calendar out featuring local photographers and it is \$10 and available at Exeter BIA and other locations.

The Friends of the South Huron Trail complimented Suzie for her photos, including White Squirrel, in the calendar.

## NEXT MEETING

The next meeting of the Friends of South Huron Trail is on Monday, March 28, 2022 at 9 a.m.

## ADJOURNMENT

**MOTION #6/21**

**Moved by George Finch**

**Seconded by Terry Wilhelm**

**“RESOLVED, THAT the November 1, 2021 meeting of the Friends of the South Huron Trail be adjourned.”**

The meeting was adjourned at 9:50 a.m.

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Dave Frayne, Chair

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Tim Cumming, Recording Secretary