

MINUTES

BUDGET COMMITTEE

Thursday, October 12, 2017

9:30 a.m.

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

DIRECTORS PRESENT

Ray Chartrand, Doug Cook, Wayne Hall, Bob Harvey, Burk Metzger, Brian Ropp, Mike Tam

DIRECTORS ABSENT

David Frayne, George Irvin

STAFF PRESENT

Bev Brown, Brian Horner, Tracey McPherson, Kate Monk, Judith Parker, Alec Scott, Mari Veliz

OTHERS PRESENT

Kaitlyn Chagnon, Co-op Student

CALL TO ORDER

Chair Burk Metzger welcomed members and staff to the Board of Directors Budget Committee information session and called the meeting to order at 9:34 a.m.

ADOPTION OF AGENDA

MOTION #BD 86/17

Moved by Ray Chartrand

Seconded by Brian Ropp

“RESOLVED, THAT the agenda for the October 12, 2017 Board of Directors Budget Committee meeting be approved.”

Carried.

DISCLOSURE OF PECUNIARY INTEREST

None

PROPOSED 2018 BUDGET

General Manager Brian Horner provided an overview of the 2018 budget preparation by staff and the format for the meeting. Each department will present the budget for their program and a

summary of the individual projects that are proposed for 2018. Staff prepared the budget with a 3% wage increase on the proposed pay grid.

Vehicle and Equipment

Kate Monk, Stewardship, Conservation Lands & Education Manager presented the vehicle and equipment motor pool budget. There is no project or general levy required for the vehicle and equipment budget as expenses are offset by the revenue received when charging mileage and equipment rates to the users. According to the vehicle and equipment replacement schedule, the 2009 Ford Ranger pickup and the lawn mower at Rock Glen CA will be tendered for replacement in 2018.

Stewardship

Kate Monk reviewed the private-land stewardship budget wherein staff provide one-on-one technical advice, site visits, and assistance with paperwork in connecting landowners with cost-share funding to maximize grants for their stewardship projects. Expenses in the stewardship program are offset with tree sales, providing tree planting plans, phragmites management spraying and forest management plans for clients. The County of Huron continues to provide grants to landowners for stewardship projects through the Huron Clean Water Program. Since there is no municipally-funded grants available in Middlesex, Lambton or Perth Counties, there is an increase in the general levy for staff to provide technical advice to landowners wanting to access cost-share programs to improve water quality issues.

Recreation Services

Kate Monk explained that the ABCA provides essential recreation areas for municipal residents and tourists. The routine maintenance of the facilities at the conservation areas is carried out by ABCA employees. The ABCA has a part-time contract with two individuals to provide property patrol and enforcement duties. Revenue is generated by gate fees at Rock Glen Conservation Area, hunting passes and community donations. Project proposed in 2018 is a renovation of the washrooms at Rock Glen CA.

Property Management

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

Drinking Water Source Protection

Brian Horner presented the Source Protection Planning budget on behalf of Geoff Cade, DWSP Program Supervisor. There are no levy dollars allocated to the Drinking Water Source Protection budget. Ongoing mandatory implementation responsibilities for Source Protection Authorities are funded by the Province. Implementation costs are coordinated by the implementation body

for each source protection policy. By agreement, ABCA delivers Risk Management Services for eight municipalities. The current agreements end in October 2017 and discussions are underway to continue these risk management services until December 2020.

Environmental Monitoring

Tracey McPherson, GIS/IT Coordinator and Mari Veliz, Healthy Watersheds Supervisor assisted Alec Scott, Water & Planning Manager in presenting the Environmental Monitoring project factsheets and budgets. Alec Scott explained that there can be swings in comparing one budget year to another because of the various sources of grant revenue the department staff are successful in receiving. In some cases funds are deferred to meet the funder's year end. Mari Veliz explained that some projects are fully funded through other partners, while the project levy contribution often leverages other sources of substantial funding to undertake environmental monitoring and research projects. New projects introduced for 2018 were Sinkhole Water Quality Monitoring in Huron East and West Perth; updating floodplain mapping through the National Disaster Mitigation Program; improvements to the ABCA Flood Warning System; hosting a technical workshop to discuss low impact development; and relocation of the Exeter stream gauge due to a bridge replacement.

Floodplain Management

Alec Scott presented the four main components of the floodplain management program. They include maintenance of 16 erosion control projects, 7 flood control projects, the flood forecasting and warning system and the Port Franks ice management project. Since 1996 MNR has provided a 50% grant towards this program, however it has remained at the same dollar amount, so for 2018 only 39% grant funding is available. New projects include toe drain repairs to the Parkhill Dam and concrete repairs to the Morrison Dam.

Education

Kate Monk presented the conservation education budget. Revenue for providing effective and meaningful outdoor education experiences comes from the municipal levy, user fees, donations, foundations, provincial and federal governments. Staff promote environmental awareness through in-school nature programs, class field trips, summer day camps, Spring Water Awareness Program, community presentations and special events.

Corporate Services

Brian Horner presented the consolidated Corporate Services budget. Included in the budget are revenue and expenses for the Morrison Line pedestrian bridge project scheduled to be built in 2018. The amount of \$5,000 continues to be set aside annually in a reserve to meet office building accessibility legislation.

Project Levy

Brian Horner presented the proposed project levy summary for 2018 at \$437,530 as compared to \$399,091 in 2017. This includes ongoing, phased and new projects proposed for 2018. The project levy dollars will be leveraged with other sources of funding to undertake projects totalling \$838,021.

General Levy

The general levy proposed for 2018 totals \$908,320 in comparison to \$872,145 in 2017.

Proposed 2018 Budget

The proposed fee schedule and pay grid were presented for review as these figures were used in preparing the consolidated budget. The combined project and general levies total \$1,345,850 as compared to \$1,271,236 in 2017. Brian Horner reminded the directors that not every program area is sustained by levy dollars.

The Board asked staff to provide for discussion at the next meeting the policy on reserves and allocations to and from reserves related to the stewardship endowment fund, prioritization of the proposed new projects, analysis of investment income and scenarios for reducing levy contributions.

NEW BUSINESSChange of Date for Next Board Meeting

Due to a possible lack of quorum, it was decided to rescheduled the October 19, 2017 Board of Directors meeting.

MOTION #BD 87/17**Moved by Mike Tam****Seconded by Doug Cook**

“RESOLVED, THAT the October Board of Directors meeting be rescheduled to October 26, 2017 at 10:00 a.m.”

Carried.

ADJOURNMENT

The meeting was adjourned at 12:34 p.m.

Burk Metzger
Chair

Judith Parker
Corporate Services Coordinator