



**LONG POINT REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS - BUDGET MEETING MINUTES**

November 12, 2015

(as approved at the Board of Directors meeting held January 13, 2016)

Members in attendance: Leroy Bartlett, Doug Brunton, Robert Chambers, Michael Columbus, Roger Geysens, Craig Grice, Noel Haydt, David Hayes and Tom Southwick
Staff in attendance: C. Evanitski, J. Robertson, J. Maxwell, L. Minshall and D. McLachlan
Regrets: Dave Beres and John Scholten

The LPRCA Chair called the meeting to order at 10:00 am Wednesday, November 12th, 2015 in the LPRCA Administration office Boardroom.

MOTION A-148/15 moved: N. Haydt seconded: C. Grice

THAT the LPRCA Board of Directors approves the agenda for the Budget Meeting held November 12th, 2015.

CARRIED

DISCLOSURES OF INTEREST

- a) T. Southwick declared an interest in the Alternative Land Use Services (ALUS) Bayham Program.

BUDGET

GENERAL MANAGER'S REPORT

The GM put forward the proposed 2016 budget and noted that it does not draw down reserves as in the past. A number of capital items/projects were removed as identified in previous capital forecasts. . He noted that the proposed budget is as per the direction received from the Audit Committee earlier in the year and that the Chair had been consulted on the capital forecast to ensure this was a "needs" budget.

J. Maxwell reviewed the budget reports under Tab 3 detailing the Draft Consolidated Municipal Levy, Consolidated Budget Summary and the Statement of Operations. As detailed in the capital budget requirements, significant funds are required for dam studies and minor repairs, as well as, infrastructure upgrades and repairs in the parks. It was noted that there are some full-time and seasonal staff who will be stepping up in the pay grid in 2016, and the minimum wage was increased as of October 1, 2015. Ms. Maxwell responded to questions.

It is proposed that the total FTEs would be increased overall by .4 to accommodate a temporary contract position under the Public Forest Land Management Services and

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there is reallocation of staffing resources within departments.

WATERSHED PLANNING AND TECHNICAL SERVICES BUDGET

The FTE increased slightly due to reallocation of staff. The Planning and Technical fees were last reviewed in 2013. The proposed planning fees were not adjusted for 2016 and the technical fees were simplified to fit into four categories. The new fee structure fits the 60/40 user/CA split as per direction from the Board. L. Minshall responded to questions and noted that municipalities will now be charged for reviews and permits. The fees will be further revised as per board direction.

WATERSHED FLOOD CONTROL SERVICES BUDGET

The Flood Control budget is an area that is partially funded by the province. The FTE was reduced by reallocations to other departments.

HEALTHY WATERSHED SERVICES BUDGET

The majority of the activities/projects in this department are self-funded while three are funded through levy. The Open Water Habitat Creation Project wraps up in 2015 and there is a new Phosphorous BMP Implementation Project scheduled for 2016. All other projects, including the Big Creek Water Quality Monitoring and Clean Water Projects are ongoing. The FTE was reduced as the Source Water Protection funding and the Source Water Protection Technician position are expected to be no longer funded by the Province at the end of March.

COMMUNICATION AND MARKETING SERVICES BUDGET

Additional funds have been added for materials and supplies as staff will be introducing enhanced marketing service for the parks in 2016. The Community Relations Assistant contract position was not renewed for 2015 and therefore there is no change in the FTE for 2016.

BACKUS HERITAGE AND EDUCATION SERVICES BUDGET

The new Supervisor has now passed probation, and benefits have been added for 2016. Environment Canada has extended their lease option for the Education Centre until July 2016. The FTE has increased slightly due to staff reallocation.

CONSERVATION PARKS MANAGEMENT SERVICES BUDGET

This department encompasses Deer Creek, Haldimand, Norfolk and Waterford North

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conservation areas and is not supported by municipal levy. The Ontario minimum wage increase is reflected in the 2016 budget. Staffing can be a challenge and students are an important part of the conservation parks operations. Camping revenues were increased but are always dependent on the weather.

All park fees were reviewed and discussed and it was noted that LPRCA fees are mid-range among comparators. Staff was directed to revise the fee for seven items. A major challenge has been the large increase in septic costs in 2015 and the proposed fees reflect the change. D. Holmes noted that the sewage and garbage disposal contracts are due for re-tender in 2016. A number of items will be brought forward to the Strategic Planning review early in the New Year.

PUBLIC FOREST LAND MANAGEMENT SERVICES BUDGET

The Managed Forest Tax Incentive Program (MFTIP) plans for all LPRCA properties are due for renewal. The Plans are very labour intensive and staff requested a 24-week contract to hire a forest technician to help complete the renewals. There will be an increase in the cost of Ecological Studies for 2016.

PRIVATE FOREST LANDS MANAGEMENT SERVICES BUDGET

This department is self-sustaining and is not supported by levy. Staffing levels were decreased due to reallocation and reduced planting projects expected in 2016. Approximately 75,000 trees are to be planted as part of the restoration work. The OPG/Forest Corridor contract has concluded and the funds remaining are for long-term monitoring and site maintenance. Costs for new plantings are being offset by the Trees Ontario program and landowner support.

OTHER CONSERVATION AND LAND MANAGEMENT SERVICES BUDGET

This department includes all of the LPRCA parkettes within the watershed, Lee Brown Marsh Management facility, the Waterford Workshop and fish and wildlife stocking, tree removal. Maintenance costs include grass cutting; garbage collection; facility maintenance; roadway, parking lot, and walkway upkeep, etc. at all LPRCA-owned properties. The FTE was increased to reallocate seasonal worker hours to accommodate various activities such as Ash tree removal.

CORPORATE SERVICES BUDGET

Included in the Corporate Services department are Conservation Ontario fees, all LPRCA property taxes for the watershed and all board expenses. Staff reviewed the notes listed for the Corporate Services operating budget and noted that the Source Water Protection funding has been removed and insurance fees were reduced. There

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were increases made to legal fees, utilities and building maintenance. The building rental contracts were discussed as well as the Education Program Endowment Fund. There was a reallocation of staff due to the potential loss of the Source Water Protection Program.

CAPITAL PROJECTS SUMMARY

The GM noted that the main concern and area of greater expense is the watershed infrastructure including flood control structures and hydro and water systems at the parks. It was suggested by the Board to borrow to obtain the funds required for capital projects. The Board requested that some of the flood control structure costs be deferred. Staff to review and present at the next meeting. Water and hydro upgrades at the parks were deemed to be immediate concerns by staff.

The Chair adjourned the meeting at 3:20pm to be continued November 23, 2015 at 10am.

Mike Columbus
Chairman

Dana McLachlan
Administrative Assistant

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