

**GREY SAUBLE CONSERVATION AUTHORITY
MINUTES**
Annual General Meeting & Full Authority Board of Directors
Wednesday, March 22, 2023, at 1:15 p.m.

The Grey Sauble Conservation Authority (GSCA) Board of Directors' meeting was held in a hybrid format of in-person at the Grey Sauble Conservation Authority Administrative Office and virtually via the meeting application, WebEx.

1. Call to Order

Chair Sue Carleton called the meeting to order at 1:15 p.m., welcomed all those present in person and virtually, and made a land acknowledgement declaration.

Directors Present In-Person: Chair Sue Carleton, Vice Chair Scott Greig, Scott Mackey, Robert Uhrig, Tony Bell, Tobin Day, Nadia Dubyk, Jennifer Shaw

Directors Present Virtually: Jon Farmer

Regrets: Jay Kirkland, Alex Maxwell

Staff Present: CAO, Tim Lanthier; Administrative Assistant, Valerie Coleman; Manager of Information Services, Gloria Dangerfield; Water Resources Coordinator, John Bittorf; Operations Manager, Morgan Barrie; Field Assistant, Spencer Young; Education Specialist, Vicki Rowsell; Manager of Environmental Planning, MacLean Plewes;

2. Disclosure of Pecuniary Interest

The Directors were reminded to disclose any pecuniary interest that may arise during the course of the meeting. No disclosures of pecuniary interest were expressed at the time.

3. Call for Additional Agenda Items

Nothing at this time.

4. Adoption of Agenda

Motion No.:
FA-23-028

Moved By: Tony Bell
Seconded By: Scott Greig

THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of March 22, 2023.

Carried

5. Approval of Minutes

Motion No.:
FA-23-029

Moved By: Scott Mackey
Seconded By: Jennifer Shaw

THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of February 22, 2023.

Carried

6. Business Out of Minutes

Nothing at this time.

7. Consent Agenda

Motion No.:
FA-23-030

Moved By: Nadia Dubyk
Seconded By: Tobin Day

THAT in consideration of the Consent Agenda Items listed on the March 22, 2023, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits – February 2023; (ii) Administration – Receipts & Expenses – February 2023; (v) Minutes – GSC Foundation – January 18, 2023; (vi) Recent Media Articles

Carried

8. Business Items

i. Board Orientation – IT Policy

Manager of Information Services, Gloria Dangerfield, provided a presentation regarding GSCA's Information Technology (IT) Policy, with an accompanying PowerPoint presentation, and a tour of GSCA's Board SharePoint document sharing site.

Ms. Dangerfield gave a high-level overview of the IT policy, noting that the policy became necessary in 2010 with the increased integration of technology into everyday work at the authority. The IT team manages upwards of 60 terabytes of information.

Ms. Dangerfield outlined several risks associated with inappropriate use.

A Member asked if GSCA has technology-based insurance. Ms. Dangerfield confirmed that GSCA does carry Cyber Insurance and outlined the requirements that GSCA must meet to keep it in good standing.

It was noted that the IT policy applies to staff, directors, volunteers, and guests who use GSCA systems.

Ms. Dangerfield reviewed the key points of GSCA use and acquisition of IT equipment.

It was noted that GSCA falls under MFIPPA and there are standards that must be met that protect staff and client information.

Ms. Dangerfield outlined some of the security and data protection measures that staff take and are required of all users.

Ms. Dangerfield gave the Board a tour of the SharePoint document sharing site.

A Member asked with regard to security in the case of fire. Ms. Dangerfield replied that staff have started to push information to the cloud and that staff are investigating accessing off-site physical storage.

ii. Administration

a. Agricultural Advisory Committee – Terms of Reference Update

The CAO, Tim Lanthier, spoke to the proposed updates to the Agricultural Advisory Committee as requested by the Board at the Annual General Meeting on February 22, 2023.

The changes reflect the Board's request to increase the number of Member's that can sit on the Agricultural Advisory Committee from two to four.

A Member asked to be removed from the Agricultural Advisory Committee, citing that they feel well connected to the agricultural community already as a member of another agricultural association.

A Member asked if the wording within the terms of reference could be changed to note a minimum of two Members to a maximum of four Members. Mr. Lanthier agreed that that seemed reasonable, and the change could be made without issue.

A Member asked to move a motion that the Board maintain the current maximum of two Members and cited concerns with increasing the number of members on the committee may be getting away from the intent of Board representation on the committee being a conduit of information between the Board and the agricultural community. The Member believed that the benefits of increasing the number of Members does not outweigh the potential expense adding additional Members would incur.

A Member countered that the role of Members on the committee is also to raise awareness, learning, relationship building, and communicate as a Board Member. Believed that more Members being involved would increase the knowledge sharing.

A Member asked to clarify the role of the committee and reporting relationship. It was clarified that the committee reports to the GSCA Board of Directors.

A Member added that having additional members on the committee may show an increased commitment to the agricultural community and that the agricultural community is impacted by the decisions of GSCA and the Board of Directors. Believes that changing the number of Member representatives brings it more in line with the representation on other committees under the Board.

Motion No.:
FA-23-031

Moved By: Scott Greig
Seconded By: Nadia Dubyk

THAT, the GSCA Board of Directors maintain the Agricultural Advisory Committee at the previously stipulated two Members;

Defeated

Motion No.:
FA-23-032

Moved By: Robert Uhrig
Seconded By: Scott Mackey

WHEREAS GSCA established an Agricultural Advisory Committee in 2021 (FA-21-048);

AND WHEREAS, the GSCA Board of Directors approved updates to the Terms of Reference of the Agricultural Advisory Committee (FA-22-021);

AND WHEREAS, at the February 2023 Board of Directors meeting, Board Members requested an amendment to the composition of the committee membership;

THAT, the GSCA Board of Directors approve the updated Terms of Reference for the Agricultural Advisory Committee to include a minimum of two Members to a maximum of four Members;

Carried

Motion No.:
FA-23-033

Moved By: Scott Greig
Seconded By: Tony Bell

WHEREAS GSCA maintains an Agricultural Advisory Committee composed of members of the Agricultural community and members of GSCA's Board of Directors;

THAT, the GSCA Board of Directors appoint Members Robert Uhrig, Scott Mackey and Member Jennifer Shaw, and reaffirm Member Alex Maxwell to the Agricultural Advisory Committee for the 2023 operating year.

Carried

iii. Water Management

a. Watershed Health Check & Report Card

The Water Resources Coordinator, John Bittorf, provided a presentation to the Board on the 2023 Watershed Report Cards. These report cards are put out every 5 years since 2008. Mr. Bittorf explained why the reporting is completed by the watershed and what criteria is evaluated. Mr. Bittorf gave an overview of how the different criteria are evaluated, what the grades mean, and how GSCA's watersheds measure.

A Member asked how GSCA's watersheds compares to other CAs. Mr. Bittorf explained that in comparison to the other southern CAs, GSCA is doing very well.

A Member asked if GSCA has any advice for Members on how to maintain or improve in the criteria areas. Mr. Bittorf replied that 30m buffers around watercourses and tree cover are essential for improving water quality.

The Board took a five-minute recess at 2:15 p.m.

The Board resumed session at 2:21 p.m.

The Water Resources Coordinator, John Bittorf, provided a presentation on the Upper Sauble Sub-Watershed, previously Sauble Headwaters. Mr. Bittorf explained some of the features and inclusions within the Health Check document. Mr. Bittorf detailed the particulars of the Upper Sauble and compared the results to the Sauble River Watershed as a whole.

A Member asked how the municipal drains factor into and affect the system. Mr. Bittorf explained that they are challenging, they often lack buffers and tree cover, and affect water quality. It was noted that increased drainage causes more water to move more quickly to the river systems. Mr. Bittorf noted that they are a part of the agricultural community and that there are ways to minimize their impact on water quality with tree coverage and buffer zones. A Member commented that this comes into conflict with the agricultural community that need the drains clear. Mr. Bittorf stressed that the Health Check focuses on the watershed or sub-watershed as a whole and is not directed specifically towards the agricultural community.

It was noted that the Upper Sauble scores much lower than other areas within the watershed.

Mr. Bittorf went through some of the actions that can be taken to improve the system.

A Member mentioned a presentation made by Dr. Peter Kotzeff, the winner of the Innovative Farmer of the Year Award through Innovative Farmers of Ontario. It was noted that Dr. Kotzeff is a farmer in Grey County and uses practices like cover crops and aerial seeding. It was stated that these practices are not always popular but that there is room to consider alternatives.

A member asked if there is a mechanism to advocate or share best practices. Staff responded that information is posted to the GSCA and Conservation Ontario websites.

iv. Environmental Planning
a. 2022 Planning Department Update

The Manager of Environmental Planning, MacLean Plewes, provided an update on the activities of the Environmental Planning department in 2022.

It was noted that 2022 saw a significant increase in planning application numbers over 2021 and that there is an upward trend over the previous 5 years. Mr. Plewes explained that some applications can be very complex and can span more than one year.

Mr. Plewes noted that 2022 permit applications numbers were a little lower, on average, than 2021 but still higher than the 5-year average. The Department has guidelines for review timelines, established by the ministry, and that the Department is meeting this standard 79% of the time. Mr. Plewes commented that he would like to see that number higher, however; there were both internal and external factors affecting staff's ability to close out applications.

A Member asked if Mr. Plewes could anticipate how much time will be saved by not reviewing natural heritage items. Mr. Plewes explained that it will be difficult to tell as many of those applications are still being commented on for natural hazard.

Motion No.: FA-23-034	Moved By: Seconded By:	Jennifer Shaw Nadia Dubyk
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THAT the GSCA Board of Directors receive the 2022 Environmental Planning Report (009-2023) as information;

Carried

v. Operations
a. 2022 Parking Revenue Update

The Operations Manager, Morgan Barrie, spoke to the parking revenues of 2022. Mr. Barrie explained that staff had explored what opportunities for improving parking revenue and made the necessary changes to increase customer service and parking compliance. The introduction of the park ambassador program to provide information on the relevant conservation area and the use of the Square payment system to take payment for parking on site improved parking compliance and revenues.

Mr. Barrie outlined each of the main parking lots, approximate compliance levels, and items for improvement for 2023.

Mr. Barrie commented that the member's parking pass program has been very successful over the past two plus years.

A Member asked with regard to allowing cycling. Mr. Barrie said that staff encourage visitors to cycle to properties and that the Manager of Conservation Lands, Rebecca Anthony, is exploring the addition of cycling trails through the Inglis Falls Management Plan.

A Member asked if there was any infrastructure holding information of other sites in the areas. Mr. Barrie replied that GSCA partners with Grey County and other tourism agencies to cross promote local attractions.

A Member asked with regard to advertising funds to marketing the parking pass. Mr. Lanthier noted that the budget includes funds for marketing, however; how marketing is done has changed. Staff are not taking out paid ads for specific properties but rather putting a greater emphasis on marketing the member's pass and using social media marketing to spread the message.

A Member asked what other potential revenue generating opportunities are being explored. Mr. Barrie explained that staff are currently looking at the potential of putting in a "snack shack" that may include pre-packaged foods, drinks, and other items.

Mr. Barrie expressed concern regarding staffing levels for the summer season and noted that recruitment has been a challenge.

A Member asked when the parking fee schedule will be brought back to the Board and expressed concern over not charging for visitors that are not parking. Mr. Lanthier explained that the difference between charging a parking fee over an entry fee comes down to the duty of care requirements under the Occupier's Liability Act for recreational use versus active use. The standard or duty of care changes depending on the use. By charging a parking fee only GSCA's duty of care continues to fall under the recreational use.

Motion No.:
FA-23-035

Moved By: Tobin Day
Seconded By: Tony Bell

THAT the GSCA Board of Directors accept Report 010-2023 – Parking Revenue for 2022, as information.

Carried

b. Hibou 50th Anniversary Report

Field Assistant, Spencer Young, spoke to the proposal by the Friends of Hibou (FoH) to host an event to celebrate 50-years since Hibou Conservation Area (CA) was brought back into the public realm. Mr. Young gave a brief overview of the recent history and details of the Hibou property. The Friends of Hibou are requesting an evening event with a concert and activities with tickets being sold.

Mr. Young expressed that there will be no cost to the GSCA, other than staff time. Friends of Hibou will be selling tickets for the event to cover the associated cost. Any surplus revenue generated will be used to support the work of the Friends of Hibou on the property.

It is proposed to close the CA at 4:00 p.m. and to have GSCA staff on-site for security purposes.

Mr. Young detailed some of the proposed activities and performers.

A Member asked if there will be any messaging around encouraging participants to car-pool in respect of limited parking. A question was also raised regarding whether or not the organizers will be looking to diversify the line-up of performers.

Mr. Young replied that FoH volunteers and staff have considered the parking situation. If the event gets a lot of traction, they may look at getting a shuttle bus from the Bayshore. Organizers have reached out to a female children’s performer as well.

A Member asked who is organizing the event. Friends of Hibou are organizing this event. GSCA staff sit on the committee.

A member asked if there will be any recognition of Bob Knapp’s role in helping GSCA to acquire the property. Mr. Young replied that he believed that there was a plan to include a recognition of those involved.

A member asked with regard to the status of the washrooms on site. Staff explained that the washrooms have been repaired but not been tested. Additionally, has any weather contingency been discussed. Mr. Young stated that if it is only rain, the event will go ahead.

Motion No.:
FA-23-036

Moved By: Jon Farmer
Seconded By: Tobin Day

WHEREAS, Friends of Hibou approached GSCA for approval to host a celebration at Hibou Conservation Area on June 24th, 2023.

AND WHEREAS, GSCA staff and FOH have assembled a committee to create, review, and plan the celebration.

AND WHEREAS, GSCA staff have reviewed current plan and continue to work with FOH on this event.

THAT, the Board of Directors authorize Friends of Hibou to host this event.

Carried

vi. Conservation Lands
Nothing at this time.

vii. Forestry

a. Stewardship Project Update

The Stewardship Technician, Keith Reid, provided a presentation on the stewardship activities of 2022.

Mr. Reid spoke to GSCA's participation in the Healthy Lake Huron project and to the Erosion Risk Potential and Constructed Drain mapping project.

Mr. Reid outlined the different projects that received funding, and their results and benefits.

It was noted that the Grey Bruce area is experiencing changes in the agricultural community with less livestock and more cash crop farming.

Mr. Reid expanded on some of the other activities the Stewardship program was involved in over the past year, including a farm tour with day campers from the GSCA day camp, as well as some invasive species control work.

A Member asked if information regarding spraying for invasive species could be forwarded to member municipalities. Mr. Reid replied that staff could pass along the information.

Mr. Reid expressed interest in speaking with member municipalities about municipal drains.

A Member asked about whether Healthy Lake Huron program partners have to be conservation authorities. Mr. Reid answered that he believes that other agencies have been involved.

A Member asked if there are funding opportunities for livestock exclusion fencing and if permits are required. Mr. Reid replied that funding can be available as a percentage of the total project costs. Permits are not typically required.

viii. Communications/Public Relations

Nothing at this time.

ix. Education

a. Day Camp Update

Education Specialist, Vicki Rowsell provided a presentation on the 2022 Day Camp. Ms. Rowsell gave a brief overview of the camp program details, mission, and objectives.

The camp had been closed due to COVID-19 for 2020 and 2021. In returning to camp, staff put focus on ensuring a safe camp experience.

Staff took the opportunity to make some changes to the day camp structure. These included an additional week of camp, online registration, full-week registration requirement, and removal of before and after care.

Ms. Rowsell detailed the content, activities, and bus trips of the camp.

Ms. Rowsell outlined some of the challenges that the camp faced. There were COVID related challenges. Lacking one on one staff opportunities, dealing with behavioural issues presents challenges. Staffing was especially challenging with a lack of candidates, lack of expertise and experience, and loss of staff prior to end of summer.

However, Staff received a lot of positive feedback regarding the programming.

Results of the parent survey showed that the two main motivations for sending their children to the day camp were to explore the outdoors and access to childcare for the summer.

Motion No.:
FA-23-037

Moved By: Nadia Dubyk
Seconded By: Scott Mackey

THAT the GSCA Board of Directors receive the Grey Sauble Day Camp 2022 Overview Report (012-2023) as information;

Carried

x. GIS/IT

Nothing at this time.

xi. DWSP

Nothing at this time.

9. New Business

Nothing at this time.

10. CAO's Report

The CAO, Tim Lanthier, gave the Board a quick update on activities from the past month.

Mr. Lanthier has been visiting member municipalities to consult on GSCA's Programs and Services Inventory. Five of the eight municipalities have been consulted with the last three to be completed prior to the next Board meeting. Positive resolutions to move forward with agreements have been received from all municipalities so far.

Mr. Lanthier updated the Board on the status of the appointment of Source Protection Committee Chair. The Minister has appointed Carl Kuhnke from Walkerton as Chair of the committee. Mr. Kuhnke is currently a Councillor with the Municipality of Brockton, sits on the Brockton Police Board, graduated with a BSc in Biology and an MBA from the University of Alberta. Mr. Kuhnke spent two decades in the Canadian diplomatic service and was the CEO of Saskatchewan's Centre for Excellence for Infrastructure and the Walkerton Clean Water Centre.

On behalf of the Source Protection Authority, Mr. Lanthier extended his sincere thanks to Dick Hibma for his service and commitment as Interim Chair over the past six months. Mr. Hibma will return to his role as environmental/public sector representative on the committee.

Mr. Lanthier informed the Board that Stewardship Technician, Keith Reid was successful in securing \$5,000 in funding from Lake Huron Forever to fund cover crop projects.

Mr. Lanthier congratulated Bob Knapp of the Friends of Hibou and Anna Zandvliet, a former GSCA summer staff, for their Volunteer of Year awards from the Township of Georgian Bluffs. It was noted that at Mr. Knapp's request, the Township of Georgian Bluffs has donated \$100 in his honour to the Friends of Hibou.

11. Chair's Report

Chair Carleton reported that the Conservation Ontario Council Meeting will be held April 3rd. CAO Lanthier and Chair Carleton will be attending the meeting in person.

Vice Chair Greig reported that the GSC Foundation's Earth Film Festival is scheduled for April 20th. The feature film this year will be Antarctica from Above.

12. Other Business

Nothing at this time.

13. Resolution to Move into Closed Session

Motion No.: FA-23-038	Moved By: Seconded By:	Scott Greig Jennifer Shaw
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THAT the Grey Sauble Conservation Authority Board of Directors proceed into closed session at 4:21 pm to discuss matters related to the following:

- i. Minutes of the Closed Session of the Regular Board of Directors meeting held on February 22, 2023; and,**
- ii. To discuss three separate items of commercial significance, such as, but not limited to, a proposed or pending acquisition of real property for Authority purposes, internal reserve bid amounts, leases, and property sales (GSCA Administrative By-Law, Section 4 (xvi)(g));**
- iii. To discuss a Human Resources item – closed as it relates to personal matters about an identifiable individual including Authority directors or Authority employees (GSCA Administrative By-Law, Section 4 (xvii)(b));**

AND FURTHER THAT CAO, Tim Lanthier, and Administrative Assistant, Valerie Coleman will be present and Rebecca Anthony and Gloria Dangerfield will be present for items i, ii, and iii.

Carried

14. Resolution that the Board of Directors has resumed Open Session

Motion No.: FA-23-039	Moved By: Seconded By:	Tony Bell Robert Uhrig
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THAT the Grey Sauble Conservation Authority Board of Directors resume open session.

Carried

15. Resolution Approving the Closed Session Minutes

Motion No.: FA-23-040	Moved By: Seconded By:	Nadia Dubyk Jennifer Shaw
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THAT the Grey Sauble Conservation Authority Board of Directors approve the February 22, 2023, Closed Session minutes as presented in the closed session agenda.

Carried

16. **Reporting out of Closed Session**

The Board reviewed and approved both the Closed Session minutes of February 22, 2023, and gave direction to staff regarding three items of commercial significance, and one human resources item.

17. **Next Full Authority Meeting**

Wednesday April 26, 2023

18. **Adjournment**

The meeting was adjourned at 5:32 p.m.

Motion No.:
FA-23-041

Moved By: Tony Bell
Seconded By: Nadia Dubyk

THAT this meeting now adjourn.

Carried



Sue Carleton, Chair



Valerie Coleman
Administrative Assistant