

**GREY SAUBLE CONSERVATION AUTHORITY  
MINUTES**

Full Authority Board of Directors  
Wednesday, June 22, 2022, at 1:15 p.m.

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The Grey Sauble Conservation Authority 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 Scott Greig called the meeting to order at 1:16 p.m., welcomed all those present in person and virtually, and made a land acknowledgement declaration.

Directors Present In-Person: Chair Scott Greig, Dwight Burley, Paul Vickers, Marion Koepke, Scott Mackey

Directors Present Virtually: Cathy Little

Regrets: Cathy Moore Coburn, Harley Greenfield, Ryan Greig, Paul McKenzie, Vice Chair Matrosovs

Staff Present: CAO, Tim Lanthier; Administrative Assistant, Valerie Coleman; Network Administrator, Les McKay; Manager of Financial and Human Resource Services, Alison Armstrong, Manager of Conservation Lands, Rebecca Ferguson, Senior Forestry Technician, Cam Bennett

**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**

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**Motion No.:**  
**FA-22-049**

**Moved By:** Scott Mackey  
**Seconded By:** Paul Vickers

**THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of June 22, 2022.**

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**Carried**

**5. Approval of Minutes**

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<b>Motion No.:</b> FA-22-050	<b>Moved By:</b> <b>Seconded By:</b>	<b>Marion Koepke</b> <b>Dwight Burley</b>
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**THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of May 25, 2022.**

**Carried**

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**6. Business Out of Minutes**

Nothing at this time.

**7. Consent Agenda**

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<b>Motion No.:</b> FA-22-51	<b>Moved By:</b> <b>Seconded By:</b>	<b>Dwight Burley</b> <b>Scott Mackey</b>
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**THAT in consideration of the Consent Agenda Items listed on the June 22, 2022, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits – May 2022; (ii) Administration – Receipts & Expenses – May 2022; (vi) Recent Media Articles**

**Carried**

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**8. Delegation**

**i. Sue Bragg of BakerTilly – GSCA 2021 Annual Audit and Financial Statements**

Sue Bragg reviewed and outlined the results of the 2021 annual audit, the financial statements, and highlighted some notable details.

GSCA received a clean auditor's opinion.

It was noted that GSCA's deferred revenue was higher for 2021-2022 than 2020-2021. This was attributed to \$62,000 in Stewardship grants for projects that had not been completed in 2021, and \$67,000 increase in Drinking Water Source Protection (DWSP) funding.

GSCA's revenues were reviewed, and it was noted that GSCA experienced an increase in revenues over what had been budgeted. It was noted that there was \$100,000 grant for Forestry and that User Fees were up from 2020 and higher than budgeted.

Sue reviewed some of the audit notes. Specifically, Note 8 on Dispersals, Note 9 on Accumulated Surplus, and Note 10 on Reserves were explained.

A Member asked if the two items noted in the deferred revenues have been paid out at this time?

Alison Armstrong, Manager of Finance and Human Resource Services, explained that DWSP deferred revenues have been paid out and noted that the DWSP fiscal year is from April 1 to March 31, as opposed to GSCA's year of January 1 to December 31. Some of the deferred revenues from Stewardship have been paid, some projects have yet to be completed, and some projects are waiting for invoices to be paid.

Due to some technical difficulties with the second delegation, the Board choose to advance the motion to approve the draft financial report prior to the second delegation on the agenda.

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**Motion No.:**  
**FA-22-052**

**Moved By:** Dwight Burley  
**Seconded By:** Cathy Little

**WHEREAS Section 38 (1) of the Conservation Authorities Act states that, “every authority shall cause its accounts and transactions to be audited annually by a person licensed under the Public Accounting Act, 2004 and shall ensure that the annual audit is prepared in accordance with generally accepted accounting principles for local governments recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada, as they exist from time to time”.**

**THAT the Grey Sauble Conservation Authority Board of Directors accept and receive the draft financial report for 2021 as prepared by BakerTilly, Licensed Public Accounts.**

**Carried**

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**ii. Vojka Glazar – Old Baldy Conservation Area Parking Agreements**

Chair Scott Greig welcomed Ms. Glazar to the meeting and noted that, in accordance with GSCA Administrative By-Laws, Ms. Glazar had ten minutes to speak to the Member’s of the Board.

Ms. Glazar explained that in December of 2020 she received a letter on her car from GSCA at the Old Baldy parking area, stating that there is no overnight parking on GSCA properties. Ms. Glazar subsequently received an agreement from GSCA that she was asked to sign and pay the agreement fee if she wished to continuing parking at Old Baldy. Ms. Glazar expressed that she did not ask for the agreement and believes that GSCA and the Municipality of Grey Highlands should come to an agreement on behalf of the residents.

Chair Greig thanked Ms. Glazar for her presentation and package of documents. It was noted that the Old Baldy parking lot is private property of the GSCA and inclusion of Grey Highlands in the agreement would be not appropriate. Chair Greig expressed his hopes that GSCA and Ms. Glazar can come to an agreement.

Chair Greig asked the Manager of Conservation Lands, Rebecca Ferguson, if the other five residents have indeed signed agreements and paid the requisite fees. Rebecca replied that all the other residents affected have signed agreements, submitted the necessary documentation, and paid the requisite fees. It was also noted that, as per the agreement, each resident was also given two visitor passes.

A Member asked if the residents were required to park in the Old Baldy parking lot or if they could choose to park on the road. Parking on the roadway would be between the Municipality and the individual as GSCA does not own the roadway.

A Member asked if staff from the Municipality of Grey Highlands have reached out to GSCA to discuss the issue and had they asked GSCA to set up the agreement with residents affected.

CAO Lanthier answered that GSCA staff have been in contact with staff from Grey Highlands and that municipal staff supported the direction that GSCA has taken. It was noted that the parking lot is owned by GSCA and that GSCA pays taxes on the property.

Chair Greig thanked Ms. Glazar for her time and informed her that the Board would not be making any changes to the agreement and expressed his hope that she could come to agreement with GSCA staff.

**9. Business Items**

**i. Administration**

**a. Right to Disconnect Policy**

Manager of Finance and Human Resources Services, Alison Armstrong spoke to the drafted Right to Disconnect Policy.

Alison noted that this policy is required by Bill 27, the Working for Workers Act 2021 for all provincially regulated employers with more than 25 employees. The policy includes a policy statement, definitions (including what is considered normal working hours), criteria (workload, productivity, communication), steps for managers and employees to follow to be in compliance.

A Member asked if the policy covered both management staff and non-management staff.

Alison explained that yes, it includes all staff and added that the policy does make allowances for emergency situations outside of normal working hours.

There was some discussion around the employee's responsibility to disconnect themselves, the necessity for the policy, and some specific suggestions on how to comply with the policy. It was noted that the Township of Georgian Bluffs has instituted a similar policy and that members of Council have been instructed to not contact staff outside of their normal working hours and in the event of an emergency to follow the emergency communications procedures.

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**Motion No.:**  
**FA-22-053**

**Moved By:** Dwight Burley  
**Seconded By:** Paul Vickers

**WHEREAS the Grey Sauble Conservation Authority (GSCA) Board of Directors requested that Staff review the feasibility of the Board of Directors returning to in-person meetings, AND FURTHER WHEREAS GSCA offering a hybrid option for Board of Directors meetings is ideal for many directors and staff,**

**AND FURTHER WHEREAS GSCA Staff have reviewed the feasibility of such based on a variety of factors,**

**THAT, further to the information presented in this report, the GSCA Board of Directors resolve to return to the GSCA Administration Centre for monthly board meetings and to purchase the Meeting Owl Pro as a solution for offering a hybrid meeting option.**

**Carried**

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**ii. Water Management**

Nothing at this time.

**iii. Environmental Planning**

Nothing at this time.

**iv. Operations**

Nothing at this time.

**v. Conservation Lands**

**a. Parking Payment System Update**

Manager of Conservation Lands, Rebecca Ferguson, updated the Board on steps that staff have taken to respond to the loss of the MacKay Payment system.

Rebecca noted that GSCA received notice on April 26, 2022, that MacKay Pay would be terminated on May 31, 2022, this resulted in a one-month turnaround.

Staff analyzed four replacement options. Staff have opted to move forward with the Square Payment system. This payment system was introduced last year to allow gate staff to take onsite payments. Additionally, staff had already moved the season’s pass payments away from MacKay Pay and over to Square. The system has been successful, and staff are acquainted with its functionality and capabilities.

It was noted that the only drawback is that there is no 1-800 number to make payments in off hours. Staff are not sure how much this function was being used previously. The public is able to call into the office to purchase parking during working hours.

A Member asked with regards to the 1-800 number and what happens when the office is closed. Rebecca stressed that staff do not know how often the number was being used and that there are several options for individuals to make payment, including gate staff, phoning the office during working hours, and the QR Code displayed on site.

Staff were commended for their work to transition to the new system quickly and with no down time.

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**Motion No.:**  
**FA-22-054**

**Moved By:** Marion Koepke  
**Seconded By:** Scott Mackey

**THAT the GSCA Board of Directors accept report number 018-2022, Parking Payment Provider System Update, as information.**

**Carried**

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**vi. Forestry**

**a. Awarding of Forestry Tender – Hepworth MA (111)(GSC-22-01)**

Senior Forestry Technician, Cam Bennett presented the results of the Forestry Tender for the Hepworth MA and staff’s recommendation.

Cam reviewed the property specifics. Two bids were received with Moggie Valley Timber bidding \$20,000 and Hayes Timber Inc bidding \$24,640. Staff recommended awarding the tender to Hayes Timber Inc.

A Member asked if these bids were in the range of staff expectation. Cam answered that the bid was a little higher than staff anticipated.

A Member asked if the companies are notified of the results. Cam answered that staff will contact both companies and let them know the results, including who bid, how much was bid, and who was awarded the tender.

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<b>Motion No.:</b> <b>FA-22-055</b>	<b>Moved By:</b> <b>Seconded By:</b>	<b>Scott Mackey</b> <b>Paul Vickers</b>
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**WHEREAS Grey Sauble Conservation Authority (GSCA) owns and manages over 11,300 hectares (28,000 acres) of land comprised of 207 individual properties organized into 79 groupings;**

**AND WHEREAS, GSCA manages nearly 5,260 hectares (13,000 acres) of forested area to offset the operating expenses of the Forestry department and GSCA;**

**THAT the following tender (GSC-22-01) be awarded to Hayes Timber Inc. as presented at the Board of Director's meeting on June 22<sup>nd</sup>, 2022.**

**Carried**

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**vii. Communications/Public Relations**

Nothing at this time.

**viii. Education**

Nothing at this time.

**ix. GIS/IT**

Nothing at this time.

**x. DWSP**

Nothing at this time.

**10. CAO's Report**

The CAO, Tim Lanthier, expressed that it was nice to see the Board Meeting and Member's back in the GSCA Boardroom and happiness at being able to accommodate Members joining remotely.

Tim and staff have met with senior municipal staff regarding the Programs and Services Inventory at all member Municipalities except one. Discussions have been very positive and there have not been any comments or requests to have it changed. Staff are moving forward with scheduling times to meet with municipal councils. Agreements will need to be in place by the end of 2023. CAs are now required to submit quarterly reports, GSCA's has been completed and is ready to be submitted. There has been some interest from municipal staff to discuss what services GSCA can provide beyond the mandatory programs. Tim invites Members to bring forward any items that municipalities would like included in the agreements.

GSCA staff and Tim have had several meetings with partners and stakeholders.

- Municipality of Grey Highlands regarding Lake Eugenia water quality.
- Township of Georgian Bluffs regarding potential collaborations.

- Meetings with the Saugeen Ojibway Nation regarding a potential partnership on their tributary monitoring program.
- Traditional Fire event held at the GSCA Arboretum and hosted by M'Wikwedong.
- Making arrangements with M'Wikwedong to facilitate Cultural Mindfulness Training for GSCA staff and Board Members.
- Staff have been working with the Friends of Hibou to host their Family Fun Day on August 7<sup>th</sup> at Hibou CA.

The GSC Foundation held their AGM on June 8<sup>th</sup>. They welcomed three new members to the Board. There were no changes to their executive officers, except the addition of a Secretary in new Member Laurie Del Net. Additionally, the Foundation held their first Memorial Forest Ceremony in three years. It was held over two days and recognized three years of honourees. It was well received and well attended.

GSCA's Summer Day Camp is back for 2022. It will run from July 4<sup>th</sup> to September 2<sup>nd</sup> and it is nearly full at this time. COVID-19 related restrictions pertaining to the running of day camps have been lifted.

Conservation Ontario held its second quarterly meeting. Staff can make the minutes of the meeting available to the Board.

A Member asked how the Environmental Planning Department is doing regarding turn around times, workload, and staffing. Tim answered that the department continues to be very busy with an extremely high workload. New staff are adjusting and learning quickly. Staff are working hard to tighten up turnover times.

A Member asked about the meetings with municipal councils regarding the programs and service agreements, and whether staff wait until after the municipal election. Most municipal senior staff have recommended waiting until after the election. Some prefer the communications to start before.

A Member asked about new Board Member orientations. Tim explained that staff are planning not only to conduct orientations with new Members but also extending the orientation to municipal councils.

## **11. Chair's Report**

Chair Greig noted the Metis Nation of Ontario Fish Fry happening at Hibou Conservation Area on July 16<sup>th</sup> should any Board Members be interested in attending.

Chair Greig attended the GSC Foundation's Memorial Forest ceremony on June 11<sup>th</sup> and 12<sup>th</sup>.

Chair Greig attended the Ceremonial First hosted by M'Wikwedong on June 17<sup>th</sup> and noted that several Board Members and GSCA staff were also in attendance.

Chair Greig noted that at the June 20<sup>th</sup> Conservation Ontario meeting, the Canada Nature Fund Program was reported on. This program is funded by Environment and Climate Change Canada and is coordinated through Conservation Ontario. 7.3 million dollars in funding will be available over three years through Conservation Authorities. More information will be forthcoming for CAs and Boards.

Chair Greig thanked the staff for facilitating the tour of the Arboretum and Inglis Falls and for lunch.

**12. Other Business**

Nothing at this time.

**13. Resolution to Move into Closed Session**

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<b>Motion No.:</b> FA-22-056	<b>Moved By:</b> Cathy Little	<b>Seconded By:</b> Marion Koepke
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**THAT the Grey Sauble Conservation Authority Board of Directors proceed into closed session at 2:56 pm to discuss matters related to the following:**

- i. Minutes of the Closed Session of the Regular Board of Directors meeting held on March 23, 2022; and,**
- ii. To discuss a matter regarding an item 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"; and,**
- iii. 2022 CAO Mid-Year Performance Check-In and Discussion – 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; Administrative Assistant, Valerie Coleman; and, Gloria Dangerfield, Manager of Information Services will be present; and Rebecca Ferguson, Manager of Conservation Lands will be present for items i. and ii only.**

**Carried**

Board recessed from 2:49 to 2:55 pm.

**14. Resolution that the Board of Director’s has Resumed Open Session**

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<b>Motion No.:</b> FA-22-057	<b>Moved By:</b> Marion Koepke	<b>Seconded By:</b> Scott Mackey
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**THAT the Grey Sauble Conservation Authority Board of Directors resume open session.**

**Carried**

**15. Resolution Approving the Closed Session Minutes**

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<b>Motion No.:</b> FA-22-058	<b>Moved By:</b> Dwight Burley	<b>Seconded By:</b> Paul Vickers
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**THAT the Grey Sauble Conservation Authority Board of Directors approve the March 23, 2022, Closed Session minutes as presented in the closed session agenda.**

**Carried**



**16. Reporting out of Closed Session**

Board Member's gave direction to staff regarding an item 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.

**17. Next Full Authority Meeting**

Wednesday July 27<sup>th</sup>, 2022

**18. Adjournment**

The meeting was adjourned at 3:57 p.m.

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**Motion No.:**  
**FA-22-059**

**Moved By:** **Scott Mackey**  
**Seconded By:** **Dwight Burley**

**THAT this meeting now adjourn.**

**Carried**

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Scott Greig, Chair



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Valerie Coleman  
Administrative Assistant