

**GREY SAUBLE CONSERVATION AUTHORITY
MINUTES**

**Full Authority Board of Directors
Wednesday, May 25, 2022, at 1:15 p.m.**

The Grey Sauble Conservation Authority Board of Directors meeting was held in a hybrid format of in-person at the Grey County Council Chambers and virtually via the meeting application, WebEx.

1. Call to Order

Chair Scott Greig called the meeting to order at 1:19 p.m., welcomed all those present in person and virtually, and made a land acknowledgement declaration.

Directors Present In-Person: Chair Scott Greig, Vice Chair Matrosovs, Dwight Burley, Harley Greenfield, Paul Vickers, Ryan Greig, Marion Koepke

Directors Present Virtually: Cathy Little, Cathy Moore Coburn, Paul McKenzie

Regrets: Scott Mackey

Staff Present: CAO, Tim Lanthier; Administrative Assistant, Valerie Coleman; Manager of Information Services, Gloria Dangerfield; Manager of Financial and Human Resource Services, Alison Armstrong, Manager of Conservation Lands, Rebecca Ferguson, Water Resources Coordinator, John Bittorf

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-22-042

Moved By: Paul Vickers
Seconded By: Dwight Burley

THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of May 25, 2022.

Carried

5. Approval of Minutes

Motion No.:
FA-22-043

Moved By: Harley Greenfield
Seconded By: Ryan Greig

THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of April 27, 2022.

Carried

6. Business Out of Minutes

Nothing at this time.

7. Consent Agenda

Motion No.:
FA-22-44

Moved By: Marion Koepke
Seconded By: Dwight Burley

THAT in consideration of the Consent Agenda Items listed on the May 25, 2022, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits – April 2022; (ii) Administration – Receipts & Expenses – April 2022; (iv) Conservation Ontario – Council and AGM Minutes – April 11, 2022; (v) Minutes – GSCA Indigenous Relationship Committee Minutes – November 29, 2021; (vi) Recent Media Articles

Carried

Chair Greg asked for confirmation and clarity on an expense item to the Toronto Region Conservation Authority for the Inglis Falls Management Plan. CAO, Tim Lanthier explained that this item was for a cultural heritage review for the Inglis Falls Management Plan.

8. Business Items

i. Administration

a. **2022 Q1 Report Back**

Manager of Finance and Human Resource Services, Alison Armstrong, provided a report back on the first quarter of the 2022 budget year.

It was noted that the expenses for the quarter were \$111,000 greater than budgeted. This was attributable:

- Salary and wages; \$57,000 due to added positions, the increase in minimum wage not reflected in budget, and increased benefits costs not reflected in budget.
- Contracts and Services; \$33,000 due to Watson Service Fee Review Study, Carbon Credit Feasibility Study, increase in DWSP per diem costs.
- Insurance Premiums; \$24,000 increase over what staff had previously anticipated.

This deficit will be covered by surplus from previous years, user fees, and the increase in DWSP contract funding will cover the additional cost in DWSP per diems.

It was noted that there was an error in the reported funding of the Stewardship program and was overstated by \$22,500.

The forecast for the 2022 budget year is \$165,000 greater than budget with a significant portion attributed to Stewardship.

A Member asked to clarify where the funds will come from to cover the increase in expenses. Alison explained that some will be drawn from the anticipated increases in planning and permitting fees, covering the additional costs in wages and contracts. Additionally, parking revenues will cover the added cost of the minimum wage increase. Surplus from previous years will also be used to cover increase salary and wages

A Member asked if all of the revenues had been received for Stewardship. Alison explained that yes, however not the remainder of the budget year's levy funds have been identified.

A Member asked if there is any indication of how parking revenues are compared to last year. Alison stated that she wasn't sure but that parking passes have been selling very well.

A Member asked if staff had a year-to-year comparison of parking revenues. The CAO explained that staff did not at the moment, however; in the previous week GSCA made approximately \$10,000 in parking revenues and have sold more than 500 Member's passes to date.

b. Hybrid Board Meeting Options

Manager of Information Services, Gloria Dangerfield, spoke to the options available for the Board to meet at the Administration Centre in a hybrid format.

Gloria reviewed the previous staff reports and the quoted cost to retrofit the Administration centre to host hybrid meetings. Quotes ranged from \$18,000 to \$31,000.

At that time, the administrative offices were closed to the public, four options were presented to the Board and the Board choose to continue meeting virtually until the option to meet at the Grey County Council Chambers became available.

It was noted that the administrative office has opened to staff and the public, and that meetings with small numbers of attendees are now taking place. While meeting at the Grey County Council Chambers has worked well and GSCA is grateful to Grey County for the offer to host GSCA Board meetings, it is desirable to return to the GSCA Administrative Centre.

Gloria presented the options for providing hybrid meetings at the administrative office:

- A professionally installed meeting system ranging from \$18,000 to \$30,000, it would require less staff time to get meeting ready but results in a higher price point.
- A less expensive, staff installed system, the OWL Meeting Pro, is a cost-effective solution for small meeting spaces. This unit is equipped with a 360-degree camera and eight microphones, and will auto-track to the speaker, similar to the county chambers system. It was noted that some agencies utilize 2 units in tandem to increase coverage.

Staff recommended purchasing one OWL Meeting Pro unit, with the option of purchasing a second one should it become necessary, and host GSCA Board of Directors meetings at the administrative office.

There was discussion and general agreement that, moving forward, the option of hybrid meetings would be beneficial even outside of the current pandemic situation.

A Member asked how soon the unit could be purchased and set up.

Gloria stated that the OWL unit could be available within a couple of weeks.

A Member stated that they had a favourable experience attending meetings using this technology.

A Member asked if the OWL unit was compatible with the technology that GSCA is using, i.e., WebEx and YouTube Live. Gloria explained that the OWL specifically works with WebEx and YouTube Live.

Motion No.:
FA-22-045

Moved By: Paul Vickers
Seconded By: Dwight Burley

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

c. Conservation Authorities Act Update

The CAO, Tim Lanthier, provided an update on the CAA Phase 2 regulations released by the Province of Ontario. These regulations enable the changes to the Conservation Authorities Act enforceable and focus on look of transparency, fees, budgets and apportionment.

At the end of April 2022, the province released four regulations and one policy document.

- Regulation 399/22 – Amendment to Transition Plans and Agreements Regulation
 - Allows for fees to be charged by an authority for services under the agreements with municipalities.
- Regulation 400/22 – Information Requirements
 - Details information that CA's must include in a Governance section of the CA's website.
 - GSCA staff have updated or added most of the requirements already and will be in touch with Member's for any information that may be missing.
 - These updates must be completed by the end of the 2022.
- Regulation 401/22 – Determination of Amounts under Subsection 27.2(2)
 - Details the methods available to CA's to determine the amounts owed by their member municipalities for CA programs and services with respect to the Clean Water Act, 2006, and Lake Simcoe Protection Act, 2008.
 - Does not necessarily relate to GSCA.

- Regulation 402/22 – Budget and Apportionment
 - Defines the budget and apportionment process.
 - Category 2 and 3 programs need to be specifically identified in the Budget and separated as necessary. These programs will require service agreements with member municipalities.
 - Category 1, general operating expenses, and capital costs can be apportioned without an agreement.
- Minister’s Fee Policy
 - Allows a CA to charge fees where a user pay principle is appropriate.
 - Category 2 and 3 services under agreement require agreement to state that CA may charge fee for these services.
 - This may or may not affect GSCA under the current program breakdown.

A Member asked if staff would wait until after the fall election to gather the contact information required?

Tim answered that staff will collect the required information now and update the information post election.

A Member asked if there will be any significant difference in how the Board deals with the annual budget.

Tim answered that there will be subtle differences. The Board will need to look specifically at what items are mandatory, general expenses, and capital costs versus Category 3 items when considering apportionment. There will be some procedural changes in how items are recognized.

Motion No.: FA-22-046	Moved By: Seconded By:	Dwight Burley Cathy Little
---------------------------------	---	---

WHEREAS on April 22, 2022, the Province of Ontario released Regulations 399/22, 400/22, 401/22 and 402/22 Regarding Municipal Levies, Conservation Authority Budget Process, and Transparency, as well as a Minister’s Fee Policy for the Charging of Fees by Conservation Authorities,

THAT the GSCA Board of Directors receive Staff Report 015-2022 as information

Carried

ii. Water Management

a. Dam Installation Update

Water Coordinator, John Bittorf provided a presentation to the Board on GSCA Dams. John displayed a map showing the location of the GSCA managed dam structures in the watershed and noted that some are GSCA-owned and some are Ducks Unlimited. The map provided was updated to remove dams that have been decommissioned.

- Berford Lake Dam – Installed on April 7th and 14th
 - logs were put in and repairs made to some of the deck boards
- Mill Dam – Installed on April 22nd
 - Water levels were raised before the nesting swans arrived so as to alleviate any potential issues.

- Bognor Marsh # 2 – Installed April 25th through 28th
- Clendenan Dam – Installed on May 10th
 - Staff needed to use of the manual winch as the electric winch reached its end-of-life last fall. GSCA has been successful in acquiring 50 percent funding for new electric winches through the Water and Erosion Control Infrastructure (WECI) grant program. Funding was also secured to replace some of the old stop logs which have not been replaced since 1986.
- Rankin Dam – Installed on May 17th
 - New set up worked very well. The structure required about 100 biodegradable plugs to reduce water leaking through the logs.
- Inglis Falls Dam has not yet been installed

A Member asked if the Clendenan dam logs that have been replaced have any residual value? John answered that they are likely rotted and would maintain little to no value. A Member offered congratulations to staff on securing funding for repairs to the dams.

iii. Environmental Planning

Nothing at this time.

iv. Operations

Nothing at this time.

v. Conservation Lands

a. Administrative Building RFP Award

Manager of Conservation Lands, Rebecca Ferguson, reported on the results of the Administrative Building RFP.

The RFP was reissued on March 21st after an unsatisfactory response to the original RFP released in the Fall of 2021.

The review committee met on May 17th to discuss the submissions and compare their individual scoring.

Rebecca reported that the submission made by Lebel and Bouilane was the only firm to provide all of the required documents.

Staff recommended awarding the RFP to Lebel and Bouilane.

Motion No.:
FA-22-047

Moved By: Dwight Burley
Seconded By: Ryan Greig

WHEREAS the GSCA Board of Director’s passed resolution FA-18-094 at the October 24, 2018 Full Authority Meeting directing staff to issue an RFP to engage an architect for concept design drawings;

AND WHEREAS GSCA staff issued an RFP to this effect on August 27, 2021 and received three (3) proposals, which all came in over budget;

AND WHEREAS GSCA staff re-issued the RFP with a refined scope on March 21, 2022;

AND WHEREAS the Evaluation Committee met on May 17 to discuss and score the submissions;

THAT the GSCA Board of Directors award Lebel and Bouliane the contract for concept design drawings.

Carried

b. Inglis Falls Management Plan Presentation

Manager of Conservation Lands, Rebecca Ferguson, provided a presentation on the Inglis Falls Conservation Area Management Plan.

There have been two committee meetings, a virtual public open house, and a mail out survey. There were only seven attendees to the open house. The draft plan and all supporting documentation are available on the website.

Staff are looking to create a 20-year vision for the property.

Staff went through each of the five action areas and provided some highlights of the potential projects and ideas.

There was some discussion around a few of the specific potential projects.

A Member asked if there was an opportunity for Members to submit comments after the Board meeting. Rebecca answered that she is happy to receive feedback from the Board and suggested having Members out to tour and discuss the Inglis Falls/Arboretum properties.

vi. Forestry

Nothing at this time.

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.

9. CAO's Report

The CAO, Tim Lanthier, reviewed the month's activities and some upcoming events.

Tim and staff have been consulting with senior municipal staff regarding the Programs and Services Inventory. It was noted that there have not been any concerns about the inventory as of yet. GSCA is planning to assist and support municipal staff in reporting back to their respective councils and will attend if necessary. Moving forward, staff will be looking at the existing Category 2 agreements to be sure that they are inline with the legislation.

On May 2nd MECP hosted a workshop focused on the Programs and Service Inventories. Tim reported that Vice Chair Matrosovs, and Manager of Information Services, Gloria Dangerfield were able to attend in his stead. Staff feel satisfied with GSCA's Program and Service Inventory document, however; not all CA's met the MECP expectations.

On May 18th, the GSCA Indigenous Relationships Committee met and were joined by Diane Giroux from the M'Wikwedong Indigenous Friendship Centre. GSCA received a request from M'Wikwedong to host a Ceremonial Fire at the Arboretum on June 17th from 10:00 am to 2:00 pm to mark the summer solstice. Staff and Board Members are welcome to attend.

Tim noted that GSCA has sold more than 540 Membership Passes so far for 2022.

With the loss of McKay Pay, staff have been researching alternative options and have found an excellent solution. Staff will be bringing a report to the Board in June.

The GSC Foundation hosted their Earth Film Festival on May 19th with a well received showing of the Flight of the Monarch and a successful silent auction. Tim will connect with Foundation Members to discuss further.

10. Chair's Report

Chair Greig thanked Vice Chair Matrosovs for stepping in at the Earth Film Festival and at the MECP Workshop meeting.

Chair Greig reminded Board Member that the Foundation continues to work on having their first Memorial Forest Ceremony in three years on June 11th and 12th. If any Members may be able to take part, their support will be appreciated.

11. Other Business

Nothing at this time.

12. Resolution to Move into Closed Session

Nothing at this time.

13. Resolution Approving the Closed Session Minutes

Nothing at this time.

14. Next Full Authority Meeting

Wednesday June 22nd, 2022

15. Adjournment

The meeting was adjourned at 3:17 p.m.

Motion No.:
FA-22-048

Moved By: Andrea Matrosovs
Seconded By: Ryan Greig

THAT this meeting now adjourn.

Carried



Scott Greig, Chair



Valerie Coleman
Administrative Assistant