

GREY SAUBLE CONSERVATION AUTHORITY
MINUTES
Full Authority Board of Directors
Wednesday, November 24, 2021, at 1:15 p.m.

The Grey Sauble Conservation Authority Board of Directors meeting was held via the internet on the meeting application, WebEx.

1. Call to Order

Chair Scott Greig called the meeting to order at 1:15 p.m.

Directors Present: Chair Scott Greig, Vice Chair Andrea Matrosovs, Dwight Burley, Cathy Moore Coburn, Cathy Little, Harley Greenfield, Ryan Greig, Paul Vickers, Marion Koepke, Scott Mackey, Paul McKenzie

Regrets: None

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; Forestry Coordinator, Mike Fry; Operations Manager, Morgan Barrie; DWSP Project Coordinator, Carl Seider

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.: | Moved By: | Cathy Little |
| FA-21-128 | Seconded By: | Dwight Burley |

THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of November 24, 2021.

Carried

5. Approval of Minutes

Motion No.:
FA-21-129

Moved By: Andrea Matrosovs
Seconded By: Harley Greenfield

THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of October 27, 2021.

Carried

6. Business Out of Minutes

Nothing at this time.

7. Consent Agenda

Motion No.:
FA-21-130

Moved By: Cathy Little
Seconded By: Cathy Moore Coburn

THAT in consideration of the Consent Agenda Items listed on the November 24, 2021, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits – October 2021; (ii) Administration – Receipts & Expenses – October 2021; (iii) Correspondence – Letter from GSCA to Ian Boddy Re: Estate Sale; Thank you letter from the Rotary Club of Owen Sound; (iv) Conservation Ontario – Minutes of September 2021; (vi) Recent Media Articles

Carried

8. Business Items

i. Administration

a. Q3 Budget Update

The Manager of Financial and Human Resource Services, Alison Armstrong presented the Q3 Budget update. Alison gave a brief overview by department and noted that many departments were under budget either due to unexpected funding streams or changes to salaries and wages. Also noted was an increase in insurance costs reflected under the administration budget. Alison reported that there is currently expected to be an overall surplus in the Operating Budget.

Member Marion Koepke joined the meeting at 1:30 p.m.

In the capital budget, several projects were completed under budget. The capital budget is expected to come in under budget at yearend.

A Member asked with regard to the surplus showing in the Environmental Planning & Regulations Department. Alison and the CAO, Tim Lanthier explained that there is an increase in planning and permit applications and there was a reduction in staff wages and salaries due to staff change over. Tim noted that the surplus in wages was expected and had been set aside to fund the service rate review through Watson & Associates.

b. Q3 Investment Update

The Manager of Financial and Human Resource Services, Alison Armstrong gave an update on the TD Wealth Investment Account. Alison noted that the end of September market value of \$1.528 million has increased since the send of September. The statement also shows the transfer of new funds into the portfolio as per the Board's direction.

A Member raised a concern around the emerging financial issues in the US market and the idea of transferring a portion of GSCA's invested funds into a more secure investment form, such as a 1-year GIC. Other Member's agreed. The CAO, Tim Lanthier will investigate with GSCA's financial advisor and bring a report back to the Board.

Motion No.:
FA-21-131

Moved By: Paul Vickers
Seconded By: Paul McKenzie

THAT, the Grey Sauble Conservation Authority Board of Directors direct staff to prepare a report providing options for safeguarding current investment gains while also allowing for possible short-term use of investments, including cash holdings in reserves.

Carried

c. Reserve Funds Update

The Manager of Financial and Human Resource Services, Alison Armstrong provided an update of the GSCA reserve funds. It was noted that not all of the GSCA reserve funds are invested in the TD Wealth investment portfolio, there is a portion that is set aside in a separate savings account. It was suggested that these funds could be considered for alternative investment.

Alison outlined the reserves activity and noted that anticipated transfers into the Lands reserve are higher than budgeted due to increased parking revenues.

d. Recruitment Guidelines for Managers

The CAO, Tim Lanthier spoke to the provided newly created Recruitment and Onboarding Guidelines. As part of ongoing succession planning, staff have been working on developing a Manager's Toolkit to provide a framework and guidance for department managers. The next component of the Manager's Toolkit will be a performance measures document, to be completed in 2022.

e. In-Person Meeting Report Back

The CAO, Tim Lanthier made a report to the Board regarding the return of in-person Board of Directors meetings. As directed by the Board, staff have investigated the feasibility of resuming in-person Board meetings in the administration building and provided several options for the Board to consider. This report took into consideration the relevant pieces of legislation and feedback from member municipalities and neighbouring CAs. Tim provided a photo and diagram of the GSCA board room set-up with proper distancing showing that it can fit 13 to 15 people safely.

Several options were presented to the Board: resume meetings at the GSCA Administration Centre utilizing a hybrid format; resume meeting at a larger facility with the possibility of requiring A/V equipment to accommodate all needs; or continue meeting virtually. Staff continue to investigate other alternative meeting locations, such as the possibility of utilizing the County of Grey's Council Chambers.

Several Members supported using the County of Grey Council Chambers and offered other locations that could also be utilized.

A Member noted that not all municipalities are meeting fully in person and that some councils using a hybrid format have invested heavily in the necessary equipment to do so.

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| Motion No.: | Moved By: | Paul McKenzie |
| FA-21-132 | Seconded By: | Dwight Burley |

WHEREAS COVID-19 cases with the Province of Ontario have declined substantially since the spring of 2021, but now continue to fluctuate,

AND 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 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 continue meeting virtually until further notice.

Carried

ii. Water Management

Nothing at this time.

iii. Environmental Planning

Nothing at this time.

iv. Operations

a. Land Use Revenue Targets

The Operations Manager, Morgan Barrie, spoke to the provided report outlining the results of the expanded Ambassador program, parking revenue generated, and provided suggestions for improvement by area.

The increase in staff presence and the introduction of the Square electronic payment system at some areas was very successful. Morgan recommended that expanding the number of areas with staff and adjusting the staffing schedule would improve visitor compliance and experience further.

A Member asked if there continued to be issues with parking out of bounds at Inglis Falls and Bruce's Caves. Morgan replied that there were minimal reported issues at either location. Staff are exploring options to further improve those areas.

Chair Scott Greig passed along compliments to the staff from a visitor to Eugenia Falls. A Member suggested that staff make connections with other tourism agencies in the area to increase interest in the season pass.

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| Motion No.: | Moved By: | Marion Koepke |
| FA-21-133 | Seconded By: | Dwight Burley |

THAT the Grey Sauble Conservation Authority Board of Directors receive report 053-2021 from the Operations Department regarding parking revenue from January 1st to October 31st, 2021 as information.

Carried

v. Conservation Lands

a. Trail Counter Data

Manager of Conservation Lands, Rebecca Ferguson provided an update on visitation to GSCA properties. Overall, the number of visitors was up; however, not as dramatically as the previous year.

b. Property Entrance Signs

Manager of Conservation Lands, Rebecca Ferguson updated Members on the newly updated property signage. There are two sizes, a smaller one for less frequented areas and a larger, framed sign for more popular areas. The signage includes the new branding and logo.

The Board meeting recessed at 3:16 p.m.

The Board meeting resumed at 3:31 p.m.

c. Eugenia Falls Management Plan Terms of Reference

Manager of Conservation Lands, Rebecca Ferguson presented the drafted Terms of Reference (ToR) for the Eugenia Falls Management Plan. This ToR document is in line with that of the Inglis Falls Management Plan.

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| Motion No.: | Moved By: | Cathy Little |
| FA-21-134 | Seconded By: | Harley Greenfield |

WHEREAS, Grey Sauble Conservation Authority is committed to completing a Management Plan for the Eugenia Falls Conservation Area;

THAT, the Grey Sauble Conservation Authority Board of Directors endorse the provided Terms of Reference for the development of the Plan.

Carried

vi. Forestry

a. Carbon Credit Review

Forestry Coordinator, Mike Fry spoke to what carbon credits are and how GSCA may utilize them as a potential revenue stream. Mike gave an overview of what carbon credits are, how organizations like GSCA can sell them, and the steps for GSCA to pursue this opportunity.

Member Paul Vickers left the meeting @ 3:30 p.m.

The next step for GSCA will be to have a Feasibility Assessment to determine if GSCA forests meet the requirements to offer Carbon Credit sales.

Staff have recommended commissioning CarbonZero to conduct the feasibility assessment. Once complete, staff will report any findings to the Board of Directors and discuss next steps.

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| Motion No.: | Moved By: | Scott Mackey |
| FA-21-135 | Seconded By: | Marion Koepke |

WHEREAS under Section 21(1)(f) of the Conservation Authorities Act, Grey Sauble Conservation Authority (GSCA) has the power to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority’s objects;

WHEREAS under Section 21.1 GSCA shall provide programs and services related to the conservation and management of lands owned or controlled by the authority, including any interests in land registered on title;

WHEREAS 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 Board of Director’s approve the recommendation to engage CarbonZero to conduct a Feasibility Assessment of GSCA lands to assess the potential of a viable Forest Carbon Offset project.

Carried

b. Review of Cutting Cycle Lengths for Plantations

Forestry Coordinator, Mike Fry spoke to what cutting cycles are and how the GSCA decides what is appropriate for GSCA forest. The cutting cycle length is one part of a Forest Management Plan. GSCA, in consultation with the Ministry of Northern Development Mines Natural Resources and Forests (MNDMNR), and historical forest management practices have applied a 15-year cutting cycle. However, this cycle length is flexible to take into consideration stands that will not yield an appropriate amount of volume at the 15-year mark.

Staff are also using Density Management Software through the MNDMNR to help plan harvests and project future harvest volumes and timing.

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| Motion No.: | Moved By: | Cathy Moore Coburn |
| FA-21-136 | Seconded By: | Ryan Greig |

THAT the Grey Sauble Conservation Authority Board of Directors receive report 056-2021 from the Forestry Department regarding Cutting Cycle Lengths for Plantations as information.

Carried

c. Kolapore 97 Tender

Forestry Coordinator, Mike Fry presented the received bids for the Kolapore 97 Management Area. GSCA received a total of five tender bids for this management area. Bids were opened by Mike Fry, Forestry Coordinator, Cam Bennett, Forestry Technician, Tim Lanthier, CAO, and Scott Greig, Board Chair. Staff recommended the Board award the tender to Klemmer Lumber for their bid of \$53,000.

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| Motion No.: | Moved By: | Dwight Burley |
| FA-21-137 | Seconded By: | Paul McKenzie |

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 Grey Sauble Conservation Authority Board of Directors award the following forestry tender:

Sawlog Harvest tender (GSC-21-03) for Kolapore Management Area – Compartment 97 – to Klemmer Lumber for their total bid of \$53,000, subject to signing the agreement;

Carried

d. Skinners Marsh – McNab Lake Tender Exemption

Forestry Coordinator, Mike Fry spoke to Compartment 110 & 112 at Skinner's Marsh/McNabb Lake. There had been a tender advertised for this management area but failed to receive any bids. Subsequently, GSCA received an offer for the marked volume.

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| Motion No.: | Moved By: | Harley Greenfield |
| FA-21-138 | Seconded By: | Cathy Little |

WHEREAS, GSCA maintains and follows a Board approved Wood Products Tendering Policy which allows for stands of marked trees with an estimated value of less than \$10,000 to be sold through an RFQ process instead of public tender;

AND WHEREAS, Compartments 110 and 112 at Skinner’s Marsh – McNabb Lake have been marked and estimated at a value below this threshold;

AND WHEREAS, Board approved changes to GSCA’s management of ash trees has changed since time of marking and valuing these Compartments;

THAT the Board of Directors authorize staff to utilize the RFQ process for these Compartments even if the added value of ash exceeds \$10,000.

Carried

vii. Communications/Public Relations

Nothing at this time.

viii. Education

Nothing at this time.

ix. GIS/IT

a. SWOOP Update

The Manager of Information Services, Gloria Dangerfield provided an update on the Southwestern Ontario Orthophotography Project (SWOOP) 2020 Air Photos. GSCA has received air photos from the province every five years. It was noted that the partnership allows agencies to acquire these photos at a greatly reduced rate. Additionally, overlapping photos combined with the GSCA stereo system and 3D glasses, allows staff to view images in three dimensions.

Tim noted that these photos are utilized by every department in the GSCA.

Motion No.:
FA-21-139

Moved By: Cathy Moore Coburn
Seconded By: Andrea Matrosovs

THAT the Grey Sauble Conservation Authority Board of Directors receive report 059-2021 from the Information Services Department regarding SWOOP as information.

Carried

x. DWSP

Nothing at this time.

9. CAO’s Report

The CAO, Tim Lanthier spoke to GSCA activities in November and items upcoming in December. The Elwood Moore Commemorative event will be held on November 25th to celebrate Elwood’s 100th birthday. Tim has made a budget presentation to the Township of Georgian Bluffs Council and will be presenting to the Town of the Blue Mountains council. Tim extended this offer to all member municipalities. Staff have been developing the 2022 workplan and timeline to be presented at the December meeting of the Board.

Thanks were given to Mike Fry and Cam Bennet for facilitating the Board’s woodlot tour. Tim noted that there were lots of great questions.

GSCA had partnered with the Owen Sound Library to provide two free parking passes for lend out to library card holders. Tim reported that the passes had been checked out 22 times in 2021. This was a successful partnership and will continue in 2022. Staff will be reaching out to other libraries in the watershed to discuss expanding this partnership.

Lastly, Tim reported that staff are working on finalizing year end operations.

10. Chair's Report

Chair Greig had nothing to report this meeting.

11. Other Business

Nothing at this time.

12. Resolution to Move into Closed Session

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| Motion No.: | Moved By: | Scott Mackey |
| FA-21-140 | Seconded By: | Marion Koepke |

THAT the Grey Sauble Conservation Authority Board of Directors proceed into closed session at 4:29 pm to discuss matters related to the following:

- i. Minutes of the Closed Session of the Regular Board of Directors meeting held on October 27, 2021; and,**
- ii. To discuss an item in the Municipality of Meaford regarding litigation or potential litigation including matters before administrative tribunals and/or the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (GSCA Administrative By-Law, Section 4(xvii)(1)(d)&(f)); and,**
- iii. CAO Performance Goal Setting Session - 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, Gloria Dangerfield, Manager of Information Services, and Manager of Conservation Lands, Rebecca Ferguson will be present, as amended.

Carried

13. Resolution that the Board of Directors has Resumed Open Session

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| Motion No.: | Moved By: | Marion Koepke |
| FA-21-141 | Seconded By: | Cathy Little |

THAT the Grey Sauble Conservation Authority Board of Directors resume open session.

Carried

14. Resolution Approving the Closed Session Minutes

Motion No.:
FA-21-142

Moved By: Harley Greenfield
Seconded By: Ryan Greig

THAT the Grey Sauble Conservation Authority Board of Directors approve the October 27, 2021, Closed Session minutes as presented in the closed session agenda.

Carried

15. Reporting out of Closed Session

Nothing at this time.

16. Next Full Authority Meeting

Wednesday December 22th, 2021

17. Adjournment


The meeting was adjourned at 4:56 p.m.

Motion No.:
FA-21-143

Moved By: Ryan Greig
Seconded By: Scott Mackey

THAT this meeting now adjourns.

Carried



Scott Greig, Chair



Valerie Coleman
Administrative Assistant