

GREY SAUBLE CONSERVATION AUTHORITY
MINUTES
Full Authority Board of Directors
Wednesday, October 27, 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

Regrets: Paul McKenzie

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; 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-21-113

Moved By: Dwight Burley
Seconded By: Cathy Moore Coburn

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

Carried

5. Approval of Minutes

Motion No.:	Moved By:	Marion Koepke
FA-21-114	Seconded By:	Cathy Little

THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of September 22, 2021.

Carried

6. Business Out of Minutes

Nothing at this time.

7. Consent Agenda

Motion No.:	Moved By:	Andrea Matrosovs
FA-21-115	Seconded By:	Harley Greenfield

THAT in consideration of the Consent Agenda Items listed on the October 27, 2021, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning - Section 28 Permits – September 2021; (ii) Administration - Receipts & Expenses – September 2021; (v) Minutes – GSCA Indigenous Relationships Committee June 25, 2021; (vi) Recent Media Articles

Carried

8. Business Items

i. Administration

a. **2022 Draft Budget and Budget Companion**

The CAO, Tim Lanthier started by thanking staff for putting together the budget companion.

Tim reported that the 2022 budget process was especially challenging with several cost increases, including a significant rise in insurance rates, the organizational salary compensation review, and the cost-of-living adjustment increase. The Board was provided a breakdown of how these increases correspond to the total levy increase.

Tim expanded on these items and provided a synopsis by department. It was noted that the forestry department is anticipating lower revenues in 2022 and plan to utilize funds from the Forestry Reserve to cover the deficit, this department does not utilize levy funding.

The floor was opened to questions from members.

It was asked if staff see any opportunity for further revenue generation to offset the increase to the levy.

Staff continue to investigate these options, but there are no further options known at this time.

It was asked how staff are approaching the parking revenue forecasting for 2022. Are staff estimating conservatively or are they hoping to see the same numbers in 2022 as 2021?

Tim answered that staff had stayed conservative in their assessment of parking revenues for 2022, allowing for variances in attendance. Any surpluses will be directed to the Lands Reserve.

Motion No.:	Moved By:	Marion Koepke
FA-21-116	Seconded By:	Cathy Little

WHEREAS GSCA Staff presented the 2022 Draft Budget to the Board of Directors for review and discussion at the September 2022 Full Authority meeting,

AND WHEREAS GSCA Staff have, upon consideration of Board of Director comments and other market factors, prepared a final 2022 Draft Budget for the Board of Directors' consideration,

THAT the Grey Sauble Conservation Authority received the 2022 Draft Budget,

AND FURTHER THAT Staff be directed to distribute the 2022 Draft Budget and Budget Companion to member municipalities for the minimum 30-day review period.

Carried

b. Conservation Authority Act Phase 1 Regulations

The CAO, Tim Lanthier, gave a brief background and timeline to the new Conservation Authority Act (CAA) regulations and their roll out from the Province. GSCA had moved forward with drafting a Transition Plan, as required, prior to the regulations being released. Now that the regulations have been released by the Province, there is very little impact on the Transition Plan already drafted.

The programs and services remain largely the same as the Consultation Guide, however GSCA is very pleased that passive recreational uses such as trails have been added into the mandatory programs area. CAs are no longer required to establish a Community Advisory Board, however; CAs retain the ability to establish community advisory boards as they see fit. The completion date for CAs to transition to the new funding framework has been extended to the end of December 2023, with some other deadlines also laid out in regulation.

Staff have been meeting with senior staff at member municipalities to discuss the draft Transition Plan, the timelines and the programs and services.

Chair Greig noted that the working group continues to work on Phase 2 which are to include items around Section 28 and the levy regulation.

Motion No.:	Moved By:	Dwight Burley
FA-21-117	Seconded By:	Ryan Greig

**WHEREAS on October 4, 2021, the Province of Ontario released Phase 1 of the new Regulations to the Conservation Authorities Act (686/21, 687/21 and 688/21),
THAT the GSCA Board of Directors receive this report as information.**

Carried

c. Update to Land Acknowledgement

Valerie Coleman, Administrative Assistant, provided a report on the GSCA Indigenous Relationships Committee’s recommendation to update the GSCA Land Acknowledgement statement. After receiving feedback from a representative of the Saugeen Ojibwe Nation (SON) Environmental Office about the wording of GSCA’s current land acknowledgement, the committee discussed options for updating it. The two options presented were to reword the current statement or adopt a new one. Member Burley provided the statement used by the Township of Georgian Bluffs. The committee agreed that, aside from the reference to the Inuit community, it was well crafted and would suit the needs of GSCA.

It was asked, on what occasions does GSCA utilize the land acknowledgement?

Tim explained that it had been used at the beginning of GSCA Board of Directors meetings until COVID-19 required the Board to meet virtually. The land acknowledgement is also used at the Management Plan Committee meetings and the Indigenous Relationships Committee meetings.

Several members expressed that their municipalities use a land acknowledgement prior to all council, committee, and sub-committee meetings.

Motion No.:	Moved By:	Cathy Moore Coburn
FA-21-118	Seconded By:	Cathy Little

WHEREAS, GSCA Staff have received feedback from the SON Environmental Office on updating and focusing GSCA’s Land Acknowledgement to reference specific local communities.

AND WHEREAS, The Township of Georgian Bluffs has recently developed a Land Acknowledgement that embodies these suggestions.

THAT, the GSCA Board of Directors approve the adoption of the proposed Land Acknowledgment statement as presented.

Carried

ii. Water Management

Nothing at this time.

iii. Environmental Planning

a. Board Orientation – Environmental Planning

Manager of Environmental Planning, MacLean Plewes, made a presentation to the Board outlining the current staffing contingent, the role that the Environmental Planning Department plays in the GSCA and the watershed, and the additional functions that the department is involved in.

Members were provided with the number of files the department has been working through to date, by type.

MacLean then spoke to the online Inquiry and Permit forms that have been created to streamline requests made to the planning department. He credited the IT team for their hard work in creating the online forms.

MacLean fielded questions from Members.

A Member asked when the database was started and if information could be back filled? MacLean answered that the database has been active for more than 10 years, it is the linking to sharepoint and GSCA's GIS mapping platform.

A Member asked if the department could be expanded to improve efficiency and decrease wait times.?

MacLean replied that the goal of the fee review process will be to cover the cost of hiring additional staff.

A Member asked if there could be more enforcement, collaboration, and communication with member municipalities around violations and shoreline interference.

MacLean replied that a regulations officer is one of the positions that the service fee review is hoping to cover and that two of the staff members have just taken the Provincial Offences Officer Level 1 training.

A Member asked what the average turn-around time for a permit versus other CAs?

MacLean answered that it depends on the nature of the applications, however; at present it is about 4 to 6 weeks. Conservation Ontario does have a target timeline and that GSCA is not currently able to commit to that standard. The hope is that with additional resources and an improved intake process that timelines can be shortened.

iv. Conservation Lands

a. Administrative Building RFP Update

Manager of Conservation Lands, Rebecca Ferguson presented the results of the Administrative Building RFP. Three qualified bids were received. All three bids exceeded the allotted budget. As such, staff recommended that the RFP be re-issued with a more refined scope, focusing more on the Phase 1 component and removing mention of Phases 2 and 3.

A Member asked if the current budget for this RFP is sufficient to cover the cost?

Tim replied that staff have changed the budget to \$100,000 of which up to \$40,000 is earmarked for the Phase 1 architectural design and the remainder will be utilized to cover the costs of necessary repairs that cannot wait, including the roof and entrances.

Additionally, Tim explained that he would like to have a committee of the Board formed that will include Members with relevant knowledge and expertise in the construction fields.

Motion No.:
FA-21-119

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 the Evaluation Committee consisting of the Board Chair, the CAO, the Manager of Conservation Lands and the Operations Manager reviewed the proposals per the evaluation template in the RFP;

THAT the GSCA Board of Directors direct staff to reissue the RFP with a refined scope;

Carried

Member Cathy Moore Coburn left the meeting at 2:40 p.m.

The Board recessed for 10 minutes at 2:45 p.m.

The Board resumed session at 2:55 p.m.

b. Ash Management Along GSCA Trails – Preliminary Findings and Future Direction

Manager of Conservation Lands, Rebecca Ferguson spoke with regards to ash trees in proximity to GSCA trails and the risk of the emerald ash borer (EAB) to public safety. The Board was given brief background on the EAB and its difficulty to detect in standing ash trees. It was noted that these trees present a risk to users on GSCA trails.

To begin the planning process, staff have marked, GPS located, and classified the ash trees within 20 meters of trails and infrastructure at five GSCA properties. Maps show significant numbers of ash trees along many of GSCA’s trails that are classified as “Stressed” or “Dead”

Moving forward, staff will continue to map and mark ash trees at other GSCA properties. A tree removal plan is being developed that focuses on Category 1 lands and then Category 2 as per the Risk Management Guidelines. Staff will connect with the Bruce Trail Conservancy regarding trees located along the sections of Bruce Trail on GSCA lands. Funds will need to be allocated to hire an arborist to begin removing ash on a select number of properties per year, as budget allows. Additionally, staff are working to create a tree planting plan where tree removal occurs.

A Member asked if there will be any support from other agencies?

Rebecca replied that staff will be in touch with the Bruce Trail Conservancy and may look at contacting other agencies such as local ski groups and other user groups.

A Member asked how far ahead do staff need to look at removing trees, how long does it take for a tree to become a hazard?

Tim explained that staff are looking to move forward on this issue quickly. Forestry Coordinator, Mike Fry added that it is hard to determine how quickly trees can deteriorate and become a danger and stressed that it is important to be proactive. Tim echoed those comments and that ash trees are a risk management issue.

Motion No.:	Moved By:	Marion Koepke
FA-21-120	Seconded By:	Harley Greenfield

THAT the Grey Sauble Conservation Authority Board of Directors receive this report as information.

Carried

v. Forestry
a. Awarding of Forestry Tender – Holland Centre

Forestry Coordinator, Mike Fry spoke with regard to the Holland Centre tender results. Two qualifying bids were received by the deadline. Staff recommend awarding the tender to Page Logging and Landscaping with a bid of \$6,200.

Motion No.:	Moved By:	Paul Vickers
FA-21-121	Seconded By:	Andrea Matrosovs

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 Holland Centre Management Area – Compartment 62, Firewood & Sawlog Harvest tender be awarded to Page Logging and Landscaping with a total bid of \$6,200 at the Board of Director’s meeting on October 27th, 2021, subject to the signing of the agreement.

Carried

vi. Communications/Public Relations

Nothing at this time.

vii. Education

Nothing at this time.

viii. GIS/IT

Nothing at this time.

ix. Operations

a. Electric Vehicle Update

Manager of Conservation Lands, Rebecca Ferguson, spoke on behalf of Operations Manager, Morgan Barrie. A brief background of the 2021 Passenger Vehicle tender was given. It was explained that the gas-powered vehicle was delivered, however; the dealership providing the electric vehicle ran out of stock before fulfilling their order to GSCA.

Staff recommended reissuing the tender for an electric passenger vehicle.

It was asked if staff could utilize the second placed bid for an electric vehicle.

Tim explained that the next priced electric vehicle was almost double the price.

Motion No.:
FA-21-122

Moved By:
Seconded By:

Paul Vickers
Cathy Little

THAT the Grey Sauble Conservation Authority Board of Directors receive this report as information.

Carried

x. DWSP

Nothing at this time.

9. CAO's Report

The CAO, Tim Lanthier spoke to GSCA activities in October and items upcoming in November. On October 7th, The Drinking Water Source Protection team, Conservation Ontario, and local source protection authorities launched a three-week public information campaign about Drinking Water Protection Zone signs and what they mean.

Staff are beginning the process of filling out the Eugenia Falls Management Plan Committee and asked for two Board members to join. It was suggested that Member Cathy Little, as a councillor from Grey Highlands, would make a good addition. Member Little agreed to participate. It was discussed whether, as Chair of the Board, Member Scott Greig should also sit on the committee. Chair Greig offered and Member Little supported this decision. Terms of References for upcoming management plans will be updated to note that the member from the local municipality of the Plan and the Board Chair will sit on the committee. Member Little and Chair Greig will sit on the Eugenia Falls committee.

Tim was invited to speak at the October 25th meeting of the Rotary Club about the work that GSCA does within the community. As a thank you for his participation, the Rotary Club donated to the Owen Sound and North Grey Union Public Library's Children Literacy Program.

The Inglis Falls Arboretum Alliance will be partnering with the Owen Sound Forest School for a day of planting seeds and learning about identifying trees.

Tim informed the Board that in honour of Elwood Moore's 100th birthday, GSCA will be commemorating a bench in the arboretum this fall and will be planting a tree next to it in the spring. A commemoration ceremony will set for November.

As a follow up to the Forestry Coordinator, Mike Fry's presentation to the Board, a woodlot tour for the Board is being planned. A survey has been sent to all Board members, if any member's have yet to respond they were asked to do so as soon as possible.

Tim thanked the staff and especially the communications team for their collective work on putting the 2022 Draft Budget and Budget Companion together.

Staff have begun work on the 2023 Strategic Plan. The process was kicked off with a whole staff engagement session. A priority for this planning process is to have staff fully engaged in the final product. Staff were asked what they would like to see in the 2023 plan, what they would like to see the process look like, and any suggestions on engaging the staff and the public. Tim would like to see Corporate Excellence as one of the pillars of this plan. Staff will be approaching the Board for input at the 2022 AGM.

There was one staffing change to report. The Planning Technician position will be vacant as of Monday November 1st. Tim let the Board know that the position had already been posted and closes on November 1st. Staff will be reviewing applications and setting up interviews shortly thereafter.

10. Chair's Report

Chair Greig participated in the Conservation Ontario Chair's Listening Session on October 14th.

On October 20th, Chair Greig joined the Treading Water presentation hosted by the Georgian Bluffs Climate Action Team (GBCAT). The event was centered around how flooding, driven by climate change, are impacting communities and property values. Chair Greig suggested reviewing www.intactcentreclimateadaptation.ca for more information.

11. Other Business

Nothing at this time.

12. Resolution to Move into Closed Session

Motion No.:	Moved By:	Paul Vickers
FA-21-123	Seconded By:	Cathy Little

THAT the Grey Sauble Conservation Authority Board of Directors proceed into closed session at 3:31 pm to discuss matters related to the following:

- i. Minutes of the Closed Session of the Regular Board of Directors meeting held on August 25, 2021; and,**
- ii. Minutes of the Confidential Closed Session of the Regular Board of Directors meeting held on August 25, 2021; and,**
- iii. CAO Performance Review – 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 for item i.

Carried

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

Motion No.:	Moved By:	Marion Koepke
FA-21-124	Seconded By:	Andrea Matrosovs

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

Carried

14. Resolution Approving the Closed Session Minutes

Motion No.:	Moved By:	Cathy Little
FA-21-125	Seconded By:	Ryan Greig

THAT the Grey Sauble Conservation Authority Board of Directors approve the August 25, 2021 Closed Session minutes as presented in the closed session agenda, as amended.

Carried

15. Resolution Approving the Confidential Closed Minutes

Motion No.:	Moved By:	Dwight Burley
FA-21-126	Seconded By:	Harley Greenfield

THAT the Grey Sauble Conservation Authority Board of Directors approve the August 25, 2021 Confidential Closed Session minutes as presented in the closed session agenda.

Carried

16. Reporting out of Closed Session

Nothing at this time.

17. Next Full Authority Meeting

Wednesday November 24th, 2021

18. Adjournment

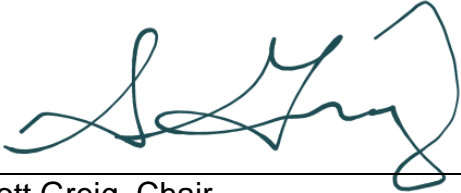
The meeting was adjourned at 4:01 p.m.

Motion No.:
FA-21-127

Moved By: Dwight Burley
Seconded By: Andrea Matrosovs

THAT this meeting now adjourn.

Carried



Scott Greig, Chair



Valerie Coleman
Administrative Assistant