



**GREY SAUBLE CONSERVATION AUTHORITY
MINUTES
Full Authority Board of Directors
Wednesday, November 27th, 2019, at 1:15 p.m.**

The Grey Sauble Conservation Authority Board of Directors meeting was held at the Conservation Authority Administration Centre located at 237897 Inglis Falls Road.

1. Call to Order

Chair Cathy Little called the meeting to order.

Directors Present - Cathy Little, Sue Carleton, Scott Greig, Scott Mackey, Dwight Burley, Marion Koepke, Ryan Greig, Harley Greenfield, Andrea Matrosovs, and Paul Vickers

Director Absent – Paul McKenzie

Staff Present – Tim Lanthier, Doreen Robinson, Andy Sorensen, John Bittorf, Gloria Dangerfield, Mike Fry, Alison Armstrong, Carl Seider, Jason Traynor

Paul Vickers, BOD member, read the Indigenous Lands Acknowledgment.

2. Additional Items for Agenda

Scott Greig asked about small variances to people's properties. The Board sees the legal description but nothing which identifies the property further nor would allow the Board to be as aware, if any Board member had a pecuniary interest. Approval could be given to items in which the BOD's could have a potential conflict of interest. Tim Lanthier advised that in our regulation mapping, updated features are physical on the ground. This item will be added to the February BOD's agenda.

3. Adoption of Agenda

Motion No.:	Moved by:	Dwight Burley
FA-19-121	Seconded by:	Harley Greenfield

THAT the Grey Sauble Conservation Authority Board of Directors approve the Agenda of November 27th, 2019.

Carried

The minutes reflect the order in which items were discussed and not as set out on the approved agenda.

4. 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 this time.

5. Adoption of Minutes

Motion No.:	Moved by:	Marion Koepke
FA-19-122	Seconded by:	Sue Carleton

THAT the Grey Sauble Conservation Authority Board of Directors approve the minutes of October 23rd, 2019.

Carried

7. Consent Agenda

Motion No.:	Moved by:	Dwight Burley
FA-19-123	Seconded by:	Sue Carleton

THAT in consideration of the Consent Agenda Items listed on the November 27th, 2019, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: 1) Environmental Planning - a) Section 28 Permits – October 2019; 2) Administration – Receipts and Expenses - October 2019; 3) Correspondence – a) Letter from Town of Wasaga Beach re: CA Levies – Attachment #8; b) Letter from Township of Ramara re: CA’s Exit Clause – Attachment #9; c) Letter from Township of Springwater re: Nottawasaga Valley CA Levy – Attachment #10; d) Letter from Township of Springwater re: CA Levies – Attachment #11; e) Letter to Steve Clark, Minister of Municipal Affairs & Housing from Greenbelt Council re: Greenbelt Council 2019/20 Work Program – Attachment #12; f) Letter from Township of Harley – re: GSCA programs – Attachment #13; g) Letter from City of London re: Conservation Authorities – Attachment #14; h) Letter from City of Vaughan re: GSCA resolution FA-19-116 – CA’s & CA Act – Attachment #15; ; i) TOBM Resolution re: Climate Change Emergency – Attachment #16; j) Letter from Town of Ajax re: CA Act – Attachment #17;

Carried

Alison Armstrong advised that in the October receipts a cheque from the Government of Canada is listed in the amount of \$633.21 for an HST rebate. This rebate is for the Foundation. This brings the total of the October receipts to \$436,490.30.

Dwight Burley advised that in the motion from the Town of Blue Mountains re: Climate Change Emergency, it states that the Township of Georgian Bluffs are in the process of declaring a Climate Change Emergency. Georgian Bluffs have not started discussions on climate change emergencies. Sue Carleton advised that she has contacted Odette Bartnicki, the Councillor from the TOBM who moved the motion, with regards to this. Andrea Matrosovs, member from the Town of Blue Mountains, thanked Dwight and Sue for this information.

8. Business Items

- a) Water Management – nothing at this time
- b) Environmental Planning
 - 1) Planning/Permit Fees – Policy on Exemptions

Andy Sorensen, Environmental Planning Coordinator, made a presentation on this item. The proposed fee schedule was factored into the development of the 2020 budget. It is not proposed to raise the fees for 2020 but this will be re-evaluated for 2021. Some of the definitions under the exempt category have been expanded to include some works within regulated areas consistent with GSCA's regulation policies (i.e. new and replacement private water lines, sanitary sewer, cable, telephone, electrical, and natural gas). An additional exemption for emergency remedial measures has been added to assist timelines for municipalities and landowners, subject to appropriate consultation with the GSCA. A permit replacement fee for expired permits (no changes) has been re-instated. This fee was inadvertently left off the 2019 fee schedule. The five Planning and Regulation staff continue to process permits and regulation inquiry letters. Permits applied for in 2019 total 373 year to date. Under Section 21(1) (m.1) of the Conservation Authorities Act, the Authority has the power to charge fees for services. GSCA staff are requesting approval for an update to the 2019 fee schedule to be utilized from this date until December 31, 2020. The new fee schedule will be posted on the web site. The minor changes to the exemptions will be handled by staff during permit consultation process.

The following discussion was held with regards to this.

- Why would GSC be involved if building permit is required? The Conservation Authorities Act and associated regulations determine what works require a permit from a conservation authority. This is a legal requirement. The Ontario Building Code is largely related to how structures are built. The Conservation Authorities Act looks largely at where development occurs to ensure that it is not susceptible to natural hazards and to ensure consistency with the regulations and the Act.
- Based on site alterations, we have added "general location"
- The Great Lake shorelines in Meaford have had severe damage

- GSCA has contacted both the Ministry and Saugeen First Nations
- As long as GSCA is made aware of issues, staff are hopeful to have a lot of communication
- BOD's appreciate timing and communication

Motion No.: **Moved by:** **Harley Greenfield**
FA-19-124 **Seconded by:** **Andrea Matrosovs**

WHEREAS the Grey Sauble Conservation Authority is seeking ways to continually improve client services and streamline regulation processes. THAT the Grey Sauble Conservation Authority Board of Directors approve the 2019-2020 Development, Interference with wetlands and alteration to Shorelines and Watercourses Regulation Ontario Regulation 151/06 fee schedule as presented in Appendix A to this report and that said schedule is to take effect immediately upon approval.

Carried

2) Watershed Management Plan Outline

The *Provincial Policy Statement (2014) (PPS)* provides direction for planning authorities to protect, improve or restore the quality and quantity of water. Municipal and CA planning staff currently use the PPS to ensure that watershed planning considerations are undertaken when reviewing site specific applications.

Watershed Management Plans (WMPs) can be used to better understand cumulative impacts of land use activities (such as development projects) within the balance of local watershed inputs (e.g. runoff, surface/groundwater inflows) and outputs (e.g. surface/groundwater outflows, residential/industrial uses). WMPs are comprehensive documents that include goals and targets, plans for water quality, quantity, natural hazards, climate change, land use management scenarios, cumulative impacts, and an implementation strategy.

WMPs are used to establish management and policy direction for planners and decision makers regarding existing and future land uses within the watershed. The plans are typically implemented through Official Plan policies and in some cases zoning by-laws. They can also be used to help prioritize stewardship type projects.

WMPs are developed through technical studies and typically focus on the following elements: water quality & quantity, aquatic and terrestrial environments, groundwater, flood and erosion hazards, economic and recreation uses, ecological assets, and effects of climate change.

WMPs are typically developed to address: significant environmental effects (e.g. large-scale development, or large water takings, pollution), water quality or quantity parameters (cumulative effects, stormwater management practices, water budgets), or broad environmental concerns (e.g. degraded water quality, reduction in natural heritage features such as forest cover, natural heritage systems)

WMPs are typically developed through a consultative process with diverse stakeholders, which includes a number of steps: Get to know the watershed (Watershed Characterization Studies, floodplain studies, water chemistry studies, or Watershed/Subwatershed Report Cards); Identify watershed issues, current and future threats, opportunities and constraints (e.g. land use changes, climate change, etc.); Develop strategies and plan, through the identification of management targets and adaptive strategies to meet watershed management plan objectives; Develop recommendations for implementation and monitor effectiveness.

As part of the Strategic Plan goal for development of watershed management plans, staff were directed to review successful watershed management planning approaches and develop a draft table of contents.

GSCA staff attended a stakeholder engagement session hosted by Nottawasaga Valley Conservation Authority (NVCA) in October 2018 on Integrated Watershed Management Planning (IWM). This session was part of a 3-year project to update the NVCA's Watershed Management Plan 1996-2015. Staff also reviewed Conservation Ontario's Watershed Management in Ontario – Lessons Learned and Best Practices, which included case studies from the Credit River Water Management Strategy, Grand River Basin Watershed Management Study, and Credit Valley Conservation IWM Program.

Based on a review the Conservation Ontario reference document, other IWM Plans from CA's of similar size, staff recommend that the table of contents used in the NVCA IWM Plan provides a good basis for GSCA consideration.

Staff identified that a key component of watershed management plans that also needs to be included would be watershed health targets with long term management goals/objectives. This is a key element in other watershed management plans reviewed by staff, and it is recommended that watershed health targets and goals should be included as part of any stakeholder consultation process or broader Watershed Management Plan template for GSCA.

Motion No.:	Moved by:	Ryan Greig
FA-19-125	Seconded by:	Dwight Burley

WHEREAS staff were requested to review successful watershed management planning approaches and develop a draft table of contents under the Strategic Plan goal “Support the Development of Watershed Plans with Municipalities”;
THAT the Grey Sauble Conservation Authority Board of Directors supports the further development of water management plan opportunities and directs staff to explore collaboration opportunities with municipalities on possible sub-watershed plans and receive this report as information.

Carried

c) Lands Update

1) Property Signage Guidelines

Through the development of the Risk Management Guidelines (GSCA, 2018), GSCA recognized that property signage is an important element of mitigating risk and enhancing the visitor experience to GSCA properties. As part of the Risk Management Guideline and through the development of the 2019 operational workplan, it was determined that GSCA should develop a Property Signage Guideline to enhance land management activities by assisting in determining property resource needs and focusing those resources on the appropriate need areas.

The general breakdown of our risk management approach will be as follows:

Current Proposal:

This signage policy is intended to unify all property signage to appropriately serve the needs of the GSCA and to provide consistent messaging to the public which in turn will allow visitors to better enjoy GSCA properties. Further, the appropriate use of property signage will help to set expectations for the quality of the pending natural experience and will express the pride of ownership for these unique and important properties.

Public signage on GSCA properties is an integral part of GSCA's risk management and mitigation strategy, and serves the following purposes:

- Provides property users with relevant information related to the use and conditions of the property;
- Forms a part of the duty of care required under the Occupiers' Liability Act;
- Provides addresses for emergency response personnel;
- Directional signage guides visitors through the property and to key destinations and identifies accessible entries to buildings that do not have accessible front doors.

The aim is to have as few signs as possible, each with clear and consistent graphics, typography, and messaging. The placement of signs is likewise intended to be consistent across the properties and ordered to maximize effectiveness and efficiency.

The purpose of the Property Signage Guidelines is to specify the criteria for developing and creating signage to be installed on GSCA properties, including such factors as material, sizing, fonts, colour schemes, mounting, etc. Signage shall be updated, replaced, and/or installed at the discretion of GSCA as resources allow, with prioritization of needs factored into the budgeting process to determine actual signage to be installed and/or replaced.

Many of the steps involved in this process are already being undertaken by GSCA. However, this guideline will provide a consistent framework to help GSCA allocate signage resources to the most appropriate areas, with a focused attention on consistency. In order to provide a consistent and appropriate level of service, there are

expected to be financial/budget implications as part of this process. Although there are costs associated with the implementation of this guidance document, the recommendations contained within are a necessity in order to improve visitor satisfaction and reduce liability risk. The proper signing of GSCA properties will make these areas “market ready” and this will provide added value, not only to GSCA, but to the overall local tourism industry. It is understood that a finite resource base means that not all portions of this guidance document can be implemented immediately. However, GSCA will utilize this guidance document to allocated budgeted resources to higher priority signage needs first.

Motion No.: **Moved by:** **Marion Koepke**
FA-19-126 **Seconded by:** **Scott Greig**

WHEREAS Grey Sauble Conservation Authority has committed a strategic initiative to enhance current land management practices, including a renewal of land management policies, and specifically the development of Property Signage Guidelines;
AND FURTHER WHEREAS staff have developed such guidelines;
THAT the Grey Sauble Conservation Authority Board of Directors endorse the Property Signage Guidelines as presented.

Carried

2) Agreements Update – Sydenham Sportsmen’s Association

The Grey Sauble Conservation Authority (GSCA) has a long-standing partnership relationship with the Sydenham Sportsmen’s Association (SSA). Through this partnership both parties have benefited from the SSA’s commitment to wildlife conservation. The SSA has previously held agreements with GSCA for the operation of the fishway structure at the Owen Sound Mill Dam. This agreement has since expired. The SSA constructed the spawning channels to the south of the GSCA Administrative building prior to GSCA taking ownership of that particular parcel of land. The SSA has also historically conducted work to maintain these channels. No agreement has previously existed to permit or define this relationship.

Based on GSCA’s Risk Management Guidelines, and as part of Staff’s commitment to enhancement of current land management activities, it is in GSCA’s best interest to enter into formal agreements with partners and stakeholders that use GSCA properties. As noted above, GSCA has had such agreements with SSA in the past, however it is time for a renewal of the license agreement.

Lands Management and Administrative staff have been working with members of the SSA to come to a mutually acceptable license agreement for the operation of the fishway structure and the maintenance of the spawning channels by the SSA.

There are no specific financial or budget implications to executing this license agreement. No fees are proposed to be charged to SSA. Staff will continue to encourage a positive working relationship between the SSA and GSCA.

Motion No.: **Moved by:** **Scott Greig**
FA-19-127 **Seconded by:** **Harley Greenfield**

WHEREAS, the Sydenham Sportsmen’s Association has requested permissions from GSCA to operate the Mill Race Hydraulic System at the Owen Sound Mill Dam for the purposes of collecting fish eggs;
AND WHEREAS the Sydenham Sportsmen’s Association has requested permissions from GSCA to be able to maintain the artificial spawning channels on GSCA’s Inglis Falls Conservation Area property for the purpose of encouraging fish spawning;
THAT the GSCA Board of Directors authorize staff to execute new 5-year license agreements with the Sydenham Sportsmen’s Association for the purposes of operating the fishway at the Owen Sound Mill Dam and for maintaining of the artificial spawning channels on the Inglis Falls Conservation Area property.

Carried

d) Forestry

1) Forestry Management Tenders

Pine Thinning Tender – GSC-19-01

Skinner Marsh-McNab Lake Management Area – Compartment 109 & 113

Lots 21-24, Concession 1 NCD, Lot 21, Concession 1 SCD, Lot 21, Concession 2 NCD, Township of Georgian Bluffs (formerly Keppel Township), Grey County; Marked Area: 120 acres; Volume Tendered: 734 cords

Tenders Received

Contractor	Total Bid
Liverance Lumber Inc.	\$47,710.00

Stand Improvement Tender – GSC-19-02

Bognor Marsh Management Area – Compartment 27

Lots 12, 13, Concession 4, Municipality of Meaford (formerly Sydenham Township), Grey County; Marked Area: 50 acres; Volume Tendered: Sawlogs – 14,163 board feet; Fuelwood – 265 cords

Tenders Received

Contractor	Sawlogs	Fuelwood	Total Bid
Page Logging	\$9,100.00	\$9,100.00	\$18,200.00
Chris McComb	\$9,020.00	\$8,500.00	\$17,520.00

**Pine Thinning Tender – GSC-19-03-Shallow Lake Management Area –
Compartment 140**

Lot 9, Concession 5, Township of Georgian Bluffs (formerly Keppel Township), Grey County; Marked Area: 10 acres; Volume Tendered: 128 cords

Tenders Received

Contractor	Total Bid
Liverance Lumber Inc.	\$4,480.00
Moggie Valley Timber Inc.	\$3,200.00

**Pine Thinning Tender – GSC-19-04-Robson Lakes Management Area –
Compartment 134**

Lot 10, Concession 9, Township of Chatsworth (formerly Holland Township), Grey County; Marked Area: 18 acres; Volume Tendered: 139 cords

Tenders Received

Contractor	Total Bid
Moggie Valley Timber Inc.	\$4,800.00

Motion No.: **Moved by:** **Marion Koepke**
FA-19-128 **Seconded by:** **Andrea Matrosovs**

THAT Grey Sauble Conservation Authority award: pine thinning tender GSC-19-01 Skinner Marsh-McNab Lake Management Area-Compartment 109 & 113 to Liverance Lumber Inc. for their total bid of \$47,710.00, and: stand improvement tender GSC-19-02 Bognor Marsh Management Area-Compartment 27 to Page Logging for their total bid of \$18,200.00, and: pine thinning tender GSC-19-03 Shallow Lake Management Area-Compartment 140 to Liverance Lumber Inc. for their total bid of \$4,480.00, and: pine thinning tender GSC-19-04 Robson Lakes

Management Area-Compartment 134 to Moggie Valley Timber Inc. for their total bid of \$4,800.00, subject to signing the agreement.

Carried

2) Updates to Forestry Technician Job Description

There are currently two different job descriptions for GSC titled “Forestry Technician” and they are at different levels on the grid. This job description has been updated to change the title to “Senior Forestry Technician”.

3) Forestry Committee Terms of Reference

The Board asked that a report be brought to them in February giving more background information for further discussion by the Board on Terms of Reference. It has been difficult to get a quorum for attendance at Forestry Committee meetings. The Board was in agreement with passing the Terms of Reference with the understanding that a report is brought back to the Board for further discussion.

Motion No.: Moved by: Dwight Burley
FA-19-129 Seconded by: Andrea Matrosovs

WHEREAS the GSCA Forestry Committee is a subcommittee of the GSCA Board of Directors with the purpose to provide direction and support to the GSCA Forestry staff in the management of GSCA’s forested properties and forestry services offered to others.

FURTHER, THAT the Forestry Committee shall be comprised of members of the GSCA Board of Directors and GSCA Forestry staff. Members of the GSCA Board of Directors (‘Forestry Committee members’) shall have voting power whereas GSCA Forestry staff (‘staff’) shall provide information, further clarification on subject matter but do not hold voting right.

AND FURTHER, THAT Forestry Committee meetings shall be held at the call of the Chair, at least once per year.

AND FURTHER, THAT the actions of the Forestry Committee shall follow those regulations set out in the GSCA Administrative Bylaw including, but not limited to:

- 1) a quorum shall consist of one-half (50%) of the Forestry Committee members;**
- 2) the Forestry Committee shall report to the GSCA Board of Directors, presenting recommendations; and**
- 3) the Forestry Committee shall be comprised of at least three (3) and not more than six (6) members of the GSCA Board of Directors.**

AND FURTHER, THAT Meetings should be structured to address the following.

- 1) to provide Forestry Committee members opportunities to learn and understand the full scope of forest management activities carried out by GSC staff;**
- 2) to be informed by GSC staff of issues for consideration and resolution as they arise pertaining to forestry matters, e.g. invasive species, infestation threats, market considerations, governmental policy and legislation changes;**

3) to provide oversight to the completion of the GSC Forest Management Policy and Plan, to best accomplish GSC's desired objectives and performance measures, and to satisfy the requirements of the Managed Forest Tax Incentive Program; and 4) to provide direction and oversight to the implementation of the GSC Forest Management Policy, Plan and annual tendering plan.

Carried

Scott Mackey entered the meeting at 2:15 p.m.

e) Communications/Public Relations/GIS

1) IT Policy Update

This item indirectly relates to all GSCA's strategic initiatives in that its framework of information management and technology is one of the foundations of the work that GSCA undertakes. It helps to make available, manage, store, protect and analyze all the digital information that is used by all departments at GSCA and is therefore a key component of the information for all five goals of the strategic plan.

The Information Management & Technology Department at Grey Sauble Conservation Authority (GSCA) provides Information Services to all the departments in the organization as well as to other associated individuals or groups that make use of GSCA resources. These Information Services have become a key part of the daily functions of GSCA and have supported fundamental changes in the workplace over the last 20 years. Since the initial GSCA IT Policy was created in 2010, the amount of hardware and software applications entering the workplace, as well as connections and file transfer to the outside via the GSCA network, has increased dramatically. This has profoundly increased the potential risk and liability that must be monitored and controlled in order to safeguard information assets and operational integrity within the authority.

The integrated networked environment at GSCA has created the opportunity to share and access information and use resources in ways that were previously not possible. Inappropriate use of these resources, however, could expose GSCA to data loss or theft, physical equipment damage or loss, embarrassment and litigation. GSCA is committed to ensuring that information under its stewardship is appropriately collected, stored and accessed with regard for privacy rights, security and information integrity.

GSCA is proposing a new, draft Information Management & Technology Policy that will replace the 2010 Information Technology Policy. The purpose of the IM/IT policy is to guide and constrain users of the GSCA's Information Management & Technology (IM/IT) infrastructure. It seeks to balance the employee's ability to benefit fully from information technology with GSCA's need for a secure, consistent, cost-effective and robust IM/IT infrastructure. This policy will apply to all employees of GSCA as well as all agents, associates, board members, or others who connect to GSCA information systems.

Dwight Burley asked if it would be possible to make a portal to retrieve the BOD's meeting packages the same as Grey County does. At Grey County, Councillors are assigned a login for the portal and that login is maintained for the term on council. Gloria advised that the meeting packages are stored on GSC's Sharepoint system.

Motion No.: **Moved by:** **Sue Carleton**
FA-19-130 **Seconded by:** **Ryan Greig**

WHEREAS Grey Sauble Conservation Authority has a fully integrated, networked workplace, that requires guidelines for administrators and users to ensure the appropriate collection, use, storage, accessibility, privacy, security and integrity of its information;

AND FURTHER WHEREAS risks to the safety of the information assets and integrity of GSCA will be greatly reduced by the implementation of the Information Management & Technology Policy.

AND FURTHER WHEREAS this policy will bring the Information Management & Technology Department in line with the requirements of the Risk Management Guidelines, approved in 2018;

THAT the Grey Sauble Conservation Authority Board of Directors accept and endorse the Draft Information Management & Technology Policy.

Carried

f) Administration

1) 3rd Quarter Investment Report

Alison Armstrong advised that the Grey Sauble Conservation Investment Account has gained 4.75% and currently sits at 1.2 million dollars.

2) 3rd Quarter Budget report-back and year-end forecast

The Water Management Department has been able to absorb a portion of the Section 39 funding cuts that were announced in April 2019. There have also been cost savings in other departments.

The Forestry Department is forecasting a deficit that will require money from the Forestry reserves to balance, depending on this year's harvesting. A question was asked if money spent from this reserve is replenished. The intent of the Forestry Reserve is to balance the highs and lows associated with timber sales. For the past few years the Forestry Reserve has been drawn down and not reimbursed. Private land projects conducted by Grey Sauble Forestry Services are self sustaining, with surplus funds used to support forestry activities on GSCA lands.

A question was asked regarding cost sharing between the County of Grey forest management contract and the GSCA Forestry Department. It was noted that these are two separate programs operated by two separate departments. The County of Grey pays GSCA under the Lands Department on a fee for service basis.

The 2020 budget does not project funds being drawn from the Forestry Reserve. If we get a long hard winter, can Forestry recoup? Mike Fry advised that if we get a cold snap and no snow, we can still have crews going out.

The Board would like staff to provide a list of reserves for each department and the money in each of these reserves.

3) Procurement and Payment Policy

It was recognized that the guidelines GSCA staff were following for the procurement of goods and services were insufficient and out dated. Our existing guidelines are contained within our Personnel Policy and are more simplistic in nature than what is necessary for staff to follow for our purchasing practices. The existing guidelines address more of the “how to enter a purchase in our system” than the method or the approach to making the purchase. The current spending thresholds are very low resulting in approvals for payment for most of what we purchase. The draft policy document outlines the goals of the policy including GSCA’s intent to be open, transparent and fair while minimizing the potential for actual or perceived conflicts of interest. The Procurement Policy document supplies a number of definitions relative to the procurement of goods and services for GSCA and outlines financial guidelines for implementing procurement. Procurement approaches are indicated at three monetary thresholds and vary in complexity with increasing dollar values.

Responsibility for procurement based on financial criteria is also included in the policy. This policy is not anticipated to have significant financial or budgetary impacts. The policy will address how GSCA procures goods and services and provides clarity to staff and the Board on spending thresholds, approval requirements, and accountability.

Motion No.: Moved by: Paul Vickers
FA-19-131 Seconded by: Scott Mackey

WHEREAS Grey Sauble Conservation Authority has recognized the requirement for a more fullsome policy for the procurement of goods and services AND FURTHER WHEREAS staff have developed such a policy; THAT the Grey Sauble Conservation Authority Board of Directors endorse the Procurement Policy as presented.

Carried

8(c)(3) – Update on Capital Projects

Jason Traynor updated the BOD's on the capital projects.

- Ainslie Wood and Arran Lake washrooms completed, with entrance signs being deferred until next year
- The septic system upgrade at Inglis Falls has been deferred until 2020 and the contractor, Mac Taylor, will honour his 2019 bid price of around \$50,000.
- The fence at Eugenia Falls has been completed
- Commencement of the safety fence at Inglis Falls should start soon.
- The staircase at Indian Falls is completed and the price is under budget
- Hibou snack bar has been removed
- The gate at Feversham was knocked off and taken, with GSCA replacing it, only to have someone take it again. We will approach the snowmobile club in the area to donate \$ towards this.
- The RFP for the Administration Centre has been deferred.
- The purchase of 2 new vehicles has been budgeted for which we usually tender them out. Jason is presently working with the buyer for vehicles for Hydro One to negotiate with them and talk to the City of Owen Sound to be part of their fleet purchase. If we go with Hydro One we could get the vehicles \$6,000 to \$8,000 cheaper.
- In light of the procurement policy, include a broader tender request

8(c)(4) Annual Update on McKay Pay, Overall Lands Income and Number of Visitors

GSCA has 29,000 acres of property which is used by the public. GSCA charges fees for filming, parking, leases, license agreements and pavilion rentals, with the revenue being around \$100,000.

Despite staff projections for weekend parking revenues at Eugenia Falls, this site turned out to be less popular than Inglis Falls. Staff noted a marked drop in gate revenues at Inglis Falls in 2019, but these losses were buffered by a distinct increase in MacKay Pay fees.

The Inglis Falls road construction in 2020 may impact traffic to Inglis Falls. Georgian Bluffs have been advised of people who visit Inglis Falls and are parking on the Inglis Falls road. GSCA staff will continue trying to work with Georgian Bluffs staff and the OPP to rectify this issue.

Signs advising people to pay for parking have been installed at our areas – one at the entrance and one at the exit. These signs serve to inform visitors that parking requires payment, and also inform visitors that the payments are directed back into the properties in terms of maintenance, capital upgrades, and property taxes. Additionally, rotating staff throughout the parks is believed to explain some of the increase

associated with the dramatic rise in MacKay Pay revenues. Another important factor is believed to be the rise in use of such apps in urban areas.

Trail and car counters have been set up at various locations throughout the watershed. These counters indicate that over 85,000 visitors have entered the Inglis Falls parking area and over 25,000 visitors have entered the Inglis Falls property through the Administration Centre parking area. Over 27,000 visitors have been documented at Spirit Rock, over 23,000 visitors at Bruce's Caves, over 4,500 at Jones Falls and over 7,000 at Old Baldy.

Lands and Operations Staff propose increasing the rotating staff between the paid parking areas and continuing to update the user fee schedule, including the possibility of property tours.

One member asked a question about the process for receiving cash float gains at the end of each day. Process is generally as follows:

1. The gate staff count the money collected;
2. Monies are returned to Administrative Office;
3. Administrative staff recount the money;
4. Money is delivered to the bank.

The Chair called a break from 3:15 p.m. to 3:25 p.m.

The meeting reconvened at 3:25 p.m.

8. f) 4) End of year Report-back on CAO's performance priorities

The Interim General Manager and each Coordinator spoke on projects completed in 2019, covering the Five Strategic Goals: Better Monitor and Manage Flood Risks, Enhance Lands Management and Natural Heritage Preservation across the Watershed, Support more Educational Programs and Engage Public with the Environment and GSC, Improved Water Quality, Support Development of Watershed Plans with Municipalities; as well as other priorities, Drinking Water Source Protection and Risk Management, and fulfilling the Purpose of the CAO position. 2019 was another very successful year and organizational follow through on GSCA's strategic initiatives is progressing very well.

The following discussion was held.

- A member raised concerns that the tree planting program may be removing prime agricultural land from production. GSCA makes trees and a tree planting program available to watershed residents. These private landowners contact GSCA of their own accord if they wish to purchase trees or to engage GSCA to plant trees on their property.

- GSCA Planning Department has reviewed 320 permit applications to mid-October 2019. Of these, no permits were denied and no hearings were held. GSCA Staff strive to work with landowners to complete the projects that the landowner envisions. If these plans are not conducive to the requirements of the regulations and associated policies, GSCA Staff will work with landowners to find an amiable solution. Kudos to Andy Sorensen and his staff. The Board suggested that this information should be relayed to the watershed municipalities and should be included in the November 27th BOD's highlights. A summary report will be brought forward at the AGM.
- Through the implementation of GSCA's Strategic Plan, the organization is driving forward with a substantial amount of productive initiatives.

9. g) DWSP/RMO Report – Program update

Carl Seider, DWSP/RMO Coordinator, advised that the DWSP Management Committee met on the morning of November 27, 2019. The Management Committee includes representatives from North Bruce Peninsula, Saugeen Valley Conservation Authority and Grey Sauble Conservation Authority. The program is on budget for the fiscal year. DWSP Staff are currently preparing the work plan and budget for 2020. The Province has accepted the DWSP Committee Chair reappointment.

6. Business Out Of Minutes

a) 2020 Budget – Resolutions

Motion No.:	Moved by:	Andrea Matrosovs
FA-19-132	Seconded by:	Sue Carleton

WHEREAS the Conservation Authorities Act provides that an Authority shall have the power to determine the portion of total benefit afforded to each municipality in establishing the annual levy, the Grey Sauble Conservation Authority resolves as follows, subject to such regulations under the Act as may be approved by the Lieutenant-Governor-in-Council:

- i) That all participating municipalities be designated as benefiting for all projects included in the 2020 Operating Budget including administration and maintenance and the 2020 Capital Budget unless otherwise specified in the budget;**
- ii) That the Authority's share of the cost of the program and projects included in the 2020 Budget shall be raised from all participating municipalities as part of the General Levy, unless otherwise specified in the budget;**
- iii) That the 2020 General Levy be apportioned to the participating municipalities in the proportion that the modified current value**

assessment of the whole is under the jurisdiction of the Authority, unless otherwise provided in the levy or a project;

- iv) That the appropriate Authority officials be directed to advise the participating municipalities pursuant to the Conservation Authorities Act and the regulations made thereunder; to levy the said municipalities the amount of General Levy set forth in the 2020 Operating Budget, to levy the said municipalities the amount of the General Levy set forth in the 2020 Capital Budget and in the approved projects of the Authority, and any special levy attributable to any project which has been deemed to be of specific benefit to any particular municipality.

Carried

Motion No.: Moved by: Marion Koepke
FA-19-133 Seconded by: Scott Mackey

THAT the Grey Sauble Conservation Authority adopt the budget as presented for the year 2020 in the amount of \$3,158,547.38.

Carried

Motion No.: Moved by: Dwight Burley
FA-19-134 Seconded by: Paul Vickers

THAT the Grey Sauble Conservation Authority adopt a non-matching levy for the year 2020 of \$1,394,541.72 as required by Ontario Regulations 139/96 and 231/97.

Recorded Vote: Dwight Burley – yes; Sue Carleton – yes; Harley Greenfield – yes; Ryan Greig – yes; Scott Greig – yes; Marion Koepke – yes; Cathy Little – yes; Scott Mackey – yes; Andrea Matrosovs – yes; Paul McKenzie – absent; Paul Vickers – yes;

Carried

Motion No.: Moved by: Dwight Burley
FA-19-135 Seconded by: Ryan Greig

THAT the Grey Sauble Conservation Authority adopt a matching levy for the year 2020 of \$37,055.62 as required by Ontario Regulations 139/96 and 231/97.

Carried

9. Interim General Manager's Update

- a) Conservation Authorities Backgrounder

The Conservation Authorities Backgrounder information pamphlet includes information on Conservation Core Mandate, Mandatory Programs and Services; Preserving the Watershed Approach; How critical CA's are in helping other organizations and agencies to deliver programs and leverage funding; No further cuts to CA provincial transfer payments; CA Accountability and Transparency; Self-Generated Revenues of CAs support of under-funded mandatory programs and services, and The Flood Advisor's Report.

b) MECP Meeting Pkg – Table of Contents

Tim Lanthier updated the Board on GSCA's meeting with Ministry and Ministerial Staff of the Ministry of Environment, Conservation, and Parks on November 6th, 2019. Tim Lanthier, Gloria Dangerfield, John Bittorf, and Alison Armstrong attended this meeting. At the meeting, Ministerial Staff were provided with an overview of the GSCA, including those items listed on the provided Table of Contents, as well as a draft copy of GSCA Budget Companion document. The meeting was very positive, and it was good for GSCA to have a one-on-one dialogue with Ministerial Staff.

Based on feedback from other conservation authorities that had already met with MECP, and information in the media, it appears that the key issues for the Province are related to conservation authorities being open and transparent about their processes, their budgets and their policies. Additionally, timelines, mandates, and consistency appear to factor heavily into the Province's recent, ongoing review of the Conservation Authorities Act.

GSCA Staff utilized this opportunity to identify for the Ministry that GSCA, as an organization, strives for transparency and timeliness in all facets of the organization. Additionally, through working with Conservation Ontario and other conservation authorities, GSCA works towards consistency in approaches where this is applicable and valuable. Additionally, GSCA strives to be a valued partner to our member municipalities, our upper tier municipalities, and the Province.

GSCA Staff are hopeful that the message being presented to the Minister through these meetings is being well received and internalized. Staff were advised that the Ministry is proposing to host larger consultations in early 2020 to hear from CA's, municipalities, and other sectors.

c) Monthly Calendar – the calendar reflected meetings for the months of October, November and December 2019.

10. Chair's Report

- the job ad for a CAO for GSCA was posted on November 1st and closes on November 29th. In December, the Recruitment Committee will screen

applications and begin interviews in January. The new CAO is anticipated to start with GSCA in March.

- Attended Town of Blue Mountains budget presentation meeting. Concerns about the shoreline were discussed.
- Dick Hibma is the Interim General Manager/Secretary Treasurer for SVCA. Mr. Hibma started the position on October 28th.

11. Other Business

- a) Nothing at this time for the following Committees: 1) Forestry Committee; 2) Friends of Hibou; 3) BRWI; 4) Arboretum Alliance; 5) Indigenous & GSCA Relationship
- b) Next meeting – **No Meeting in December; AGM on Wednesday, January 22nd, 2020, at 12:45 p.m.**

All staff, excluding Doreen Robinson, left the meeting.

12. Closed session

Motion No.: Moved by: Harley Greenfield
FA-19-136 Seconded by: Marion Koepke

THAT the Grey Sauble Conservation Board of Directors now move into Closed Session to discuss Personnel items.

Carried

Motion No.: Moved by: Dwight Burley
FA-19-137 Seconded by: Andrea Matrosovs

THAT the Grey Sauble Conservation Board of Directors return to the regular agenda of November 27th, 2019.

Carried

13. Adjournment

Motion No.: Moved by: Dwight Burley
FA-19-138 Seconded by: Andrea Matrosovs

THAT this meeting now adjourn.

Carried

The meeting adjourned at 4:50 p.m.

Cathy Little, Chair

**Doreen Robinson
Administrative Assistant**

This set of minutes was adopted by the GSC BOD's at their meeting held on January 22nd, 2020.