



**GREY SAUBLE CONSERVATION AUTHORITY
MINUTES
Full Authority Board of Directors
Wednesday, April 22nd, 2020, at 1:30 p.m.**

The Grey Sauble Conservation Authority Board of Directors meeting was held via the web.

1. Call to Order

Chair Cathy Little called the meeting to order.

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

Staff Present – Tim Lanthier, Doreen Robinson, Gloria Dangerfield, Alison Armstrong, Mike Fry

Chair Little welcomed everyone and wished them a Happy Earth Day. Due to the COVID-19 pandemic, some of the GSCA related events which are cancelled are the Tree Sale which was scheduled for April 25th, March break and two other PD day camps. The Earth Film Festival has been re-scheduled from April to October. The Chair stressed that we will get through this.

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 this time.

3. Closed Session

Motion No.:	Moved by:	Scott Mackey
FA-20-028	Seconded by:	Marion Koepke

THAT the Grey Sauble Conservation Authority Board of Directors proceed into closed session at 1:35 pm to discuss matters related to the following:

- the security of the property of the Authority – s.4(17)(xvii)(a);
- litigation or potential litigation including matters before administrative tribunals - s.4(17)(xvii)(d);

- the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose – s.4(17)(xvii)(f).

AND FURTHER THAT CAO Tim Lanthier, Administrative Assistant Doreen Robinson, and GIS/Database Coordinator Gloria Dangerfield remain in attendance.

Carried

Motion No.:	Moved by:	Marion Koepke
FA-20-029	Seconded by:	Sue Carleton

THAT the Grey Sauble Conservation Authority Board of Directors return to Open Session at 2:35 P.M.

Carried

Motion No.:	Moved by:	Marion Koepke
FA-20-030	Seconded by:	Dwight Burley

THAT a closed meeting was held and only closed session items identified were discussed in closed session.

AND THAT The Grey Sauble Conservation Authority Board of Directors endorse and direct the CAO to continue with the legal proceedings that have commenced related to the items discussed in closed session.

AND THAT the Grey Sauble Conservation Authority Board of Directors approve the February 26, 2020 Confidential Closed Session minutes as presented in the closed session agenda.

Carried

4. Call for Additional Agenda Items – nothing at this time

5. Adoption of Agenda

Motion No.:	Moved by:	Marion Koepke
FA-20-031	Seconded by:	Andrea Matrosovs

THAT the Grey Sauble Conservation Authority Board of Directors approve the Agenda of April 22nd, 2020.

Carried

6. Approval of Minutes

Motion No.:	Moved by:	Sue Carleton
FA-20-032	Seconded by:	Ryan Greig

THAT the Grey Sauble Conservation Authority Board of Directors approve the minutes of February 26th, 2020.

Carried

7. Consent Agenda

Motion No.:	Moved by:	Marion Koepke
FA-20-033	Seconded by:	Scott Greig

THAT in consideration of the Consent Agenda, items listed on the April 22nd, 2020, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items.

i) Environmental Planning – Section 28 Permits – February 2020 and March 2020; ii) Administration – Receipts and Expenses – February 2020 and March 2020; iii) Correspondence – a) Resolution from Northumberland County re: CA’s ; b) Resolution from Town of Orangeville – re: CA’s; c) Resolution from Town of Collingwood – re: CA’s; d) Resolution from Municipality of Strathroy-Caradoc - re: CA’s; iv) Minutes: a) Forestry Committee Minutes – February 6th, 2020; b) Inglis Falls Arboretum Alliance (IFAA) Committee Minutes – February 19th, 2020; c) Letter of support from IFAA for new members.

Carried

It was noted that in the February Inglis Falls Arboretum Alliance minutes, where it states Sue Carleton, it should be replaced by Scott Greig. It was also noted that membership listed in the Foundation minutes should be updated. Both the Alliance and Foundation Boards will be notified of these changes.

8. Business Out of Minutes – nothing at this time

9. Business Items

i) Administration

a) Update on COVID-19 related Business and Operations Status

At the onset of the COVID-19 health emergency, GSCA took active measures to keep abreast of advice from public health authorities and the Province. This included a stepped approach as the situation escalated. A primary component of this stepped approach was the drafting, review and approval of the GSCA Interim Pandemic Plan which will also be presented at the April 22, 2020, Full Authority meeting. The Interim Pandemic Plan was circulated to Board of Directors Members on March 19th via email for endorsement of the Plan. Also in this March 19th email was a request for the Board of Directors to endorse payment of staff time during this unprecedented situation. All 11 Board Members responded in favour of endorsing the Plan.

Current Request

The request for Board endorsement included the following items, which we now seek ratification of:

1. Board of Directors meeting scheduled for March 25th be cancelled. This happened in order to follow the direction of public health officials and Provincial directions;
2. Formally activate the Interim Pandemic Plan. This item will be covered under Board Report 07-2020;
3. Staff will be working from home and may have reduced duties. However, as these are very unusual circumstances and we want to ensure that we are valuing our staff in this difficult time. As such, I am seeking Board endorsement that we continue to pay staff their regular salaried pay during this time. The CAO and the Finance Coordinator will continue to monitor the 2020 budget and this situation will be formally reappraised as to its functionality within one to two months time, if necessary.

It now appears that this situation will proceed longer than initially suggested by the Provincial government. At this time, staff are continuing to work remotely and in the field with occasional office access, consistent with the requirements of the Provincial Orders. This is detailed in the document, *“COVID-19 Health and Safety Protocols and Actions to Date: April 17, 2020”*.

Staff have been asked to freeze spending except as otherwise approved on a case-by-case basis. Onboarding of new staff has been deferred due to this situation. This is the result of both the practicalities of onboarding during this time, as well as to preserve the budget dollars as much as possible. The CAO and the Finance Coordinator are continuing to monitor the budget and will report back again at the May 2020 Full Authority meeting.

4. During this pandemic, if staff are unable to report to work due to COVID-19 illness that GSCA will require the use of a maximum of eight (8) sick day credits before continuing these staff back on their regular salary. Staff are afforded eight new sick days per year. The limit of a maximum of eight sick day usage during this pandemic keeps things fair for all staff.

Other actions that have taken place to ensure the safety of staff, the organization, and the public are as follows:

1. Field work has been dramatically reduced. Staff are not permitted to take any in person meetings with anyone.
2. March Break and PD Day Camps were cancelled after one day each.
3. GSCA Office is closed to the public, and largely closed to staff, except in accordance with allowances under Provincial Order 82/20.
4. Annual Arbor Day Tree Sale has been cancelled.

5. Pre-Order Sales may not happen or may be dramatically reduced due to Provincial Order 82/20 regarding Essential Businesses.
6. Tree Planting may not happen or may be dramatically reduced due to Provincial Order 82/20 regarding Essential Businesses.
7. All GSCA properties are closed to the public, effective March 27, 2020.

It is expected that self-generated revenues will be impacted by the COVID-19 situation. At the current time, the budget is being impacted as follows:

1. The cancellation of the March Day Camp resulted in an approximate loss of \$3,000 in net revenues.
2. The Annual tree sale has been cancelled. This equates to an approximate \$20,000 in lost revenues.
3. Pre-Order tree sales and tree planting will be dramatically reduced and/or lost for the 2020 season. This equates to up to \$75,000 in lost revenues for pre-orders and \$53,000 in lost revenues for tree planting.
4. Nominal paid parking revenue losses are occurring due to the early spring and the necessity to close GSCA properties.
5. Planning revenues appear to be consistent with 2019 first quarter numbers.

If the situation persists through the summer, GSCA will see further budget impacts from:

1. No property and facility rental fees resulting in approximately \$100,000 in lost revenues.
2. Reduced Planning and Permitting fees. Forecasted impacts are unknown at this time, but conservatively this would reduce revenues by approximately \$60,000 over the year.
3. GSCA's Education Program would not run, resulting in gross revenue loss of \$45,000, but a net revenue loss of approximately \$10,000.
4. Impacts to DWSP and Stewardship are unknown at this time.

Management staff are taking appropriate steps to reduce spending in other areas to help accommodate these existing and potential losses. We are also actively tracking these losses in the hope of recovering some monies through government assistance programs.

Motion No.:
FA-20-034

Moved by:
Seconded by:

Marion Koepke
Dwight Burley

WHEREAS, the operation of the business of GSCA will be impacted by the COVID-19 global pandemic;

AND FURTHER WHEREAS, GSCA has taken a suite of proactive measures to address these impacts, including the preparation of a Pandemic Plan, development of alternate working conditions for staff, review of sick leave policies, and a reduction in overall spending;

AND FURTHER WHEREAS, the GSCA Board of Director's endorsed these actions through an informal digital poll;

THAT the Grey Sauble Conservation Authority Board of Directors formally ratify the following items:

- 1. Continuation of salary payments to staff working remotely from home, so long as adequate work exists;**
- 2. If staff are unable to report to work due to COVID-19 related illness, that GSCA will require the use of a maximum of eight (8) sick day credits before continuing these staff back on their regular salary.**

AND FURTHER THAT the GSCA Board of Directors direct the CAO to report back on the status of this situation on a monthly basis, with opportunity to update this directive at that (those) time(s).

Carried

FORESTRY ITEMS

1. GSCA Staff have sought direction and advice from Conservation Ontario (CO), Forest Ontario, other Conservation Authorities, the Province (through CO), the Provincial Assistance Hotline, and finally through a legal opinion from our solicitor.
2. The direction and advice from CO, FO, CA's, the Province, and the Hotline was inconclusive and did not authoritatively answer our questions.
3. GSCA Staff interpretation of the legislation was provided to our legal counsel and they generally supported this interpretation in their Opinion.
4. There were originally issues raised with Tree Planting and Tree Sales and determining if these meet the essential business criteria of Forestry.
5. Further clarification was sought in light of these being part of a federally funded program, whereby we are delivering a government service. The advice from our solicitor is that this is valid.
6. As such, we offer the recommendation to the Board.

Motion No.:
FA-20-035

Moved by:
Seconded by:

Scott Greig
Harley Greenfield

THAT GSCA staff carry out tree planting and pre-order tree sales, to the extent reasonable and practical, through the utilization of enhanced health and safety measures that respect the Provincial Emergency Orders and the health and safety of our employees.

Carried

b) Interim Pandemic Plan

At the onset of the COVID-19 health emergency, GSCA took active measure to keep abreast of advice from public health authorities and the Province. This included a stepped approach as the situation escalated.

A primary component of this stepped approach was the drafting, review and approval of the GSCA Interim Pandemic Plan. This Plan was circulated to Board of Directors Members on March 19th via email for endorsement of the Plan. All 11 Board Members responded in favour of endorsing the Plan

The Pandemic Plan is a policy document that effects that actions of staff and the organization. As such, Staff sought endorsement from the Board of Director's prior to implementing the actions in the Plan. Due to the urgency of the situation, a formal approval at a Full Authority meeting was not possible. As such, Staff are seeking formal approval of the Plan now that the Board is able to meet

Motion No.:
FA-20-036

Moved by:
Seconded by:

Sue Carleton
Ryan Greig

WHEREAS, the business of GSCA will be impacted by the COVID-19 global pandemic;

AND FURTHER WHEREAS, GSCA has taken proactive measures to address these impacts through the creation of a business continuity plan entitled GSCA's Pandemic Plan;

THAT the Grey Sauble Conservation Authority Board of Directors endorse and approve the GSCA Pandemic Plan as presented.

Carried

c) Policy/Report on Per Diem Payments

Members of the GSCA Full Authority Board have requested clarification regarding how per diems and mileage are handled by GSCA versus what their municipality may need to provide compensation for.

Staff have reviewed previous motions of the Board related to this topic and have summarized these into the proposed Administrative By-Law Amendment.

The Administrative By-law with the recommended modifications provides good guidance and clearly outlines what the Authority pays and what is submitted to the municipalities for payment.

The Administrative By-Law, as amended, will be updated on the Authority website. Further, this information will be included in the minutes and minute highlights that are provided to member municipalities.

Staff will collect data from municipalities on their payments of per diems and will prepare a future report to the Board on this item.

Motion No.: **Moved by:** **Dwight Burley**
FA-20-037 **Seconded by:** **Andrea Matrosovs**

WHEREAS GSCA makes semi-annual payments of per diem and mileage claims for attendance at committee meetings, Conservation Ontario meetings and official Authority events

AND WHEREAS the Grey Sauble Conservation Authority Board of Directors has requested more clarification and direction with regards to per diems and mileage. THAT GSCA Board of Directors approve amendments to Section 18 of the GSCA Administrative By-Law as presented.

Carried

One Board Member was opposed.

Dwight Burley left the meeting at 3:30 p.m.

d) Personnel Policy Updates

Several positions within GSCA's organizational structure require updating to better reflect the duties and responsibilities of the position. These positions are the *Finance Coordinator, the GIS/Database Coordinator, and the Lands and Habitats Coordinator.*

References to these positions throughout the Policy will be updated to reflect the new titles.

The current organizational chart needs to be updated to reflect the new position titles, to reflect the appropriate organizational hierarchy, and to remove the names of individuals from the job titles.

Two amendments are proposed to the Sick Leave policies within the Personnel Policy document. Both are related to the pandemic situation. The first change would allow a staff member to utilize sick days, during a declared pandemic, to care for a sick family member, to cover time spent in quarantine/isolation, and to cover actual sick time. This deviates from typical sick leave allowances but is justified under pandemic situations.

The second change allows the CAO the discretion to waive the requirement for a doctor's note in a pandemic situation.

Motion No.: **Moved by:** **Sue Carleton**
FA-20-038 **Seconded by:** **Scott Mackey**

WHEREAS, several updates are required to the GSCA Personnel Policy, including the updating of three position descriptions, the re-evaluation of two of these position , minor restructuring of the Organizational Chart and updates to the Sick Leave Policies

THAT the Grey Sauble Conservation Authority Board of Directors approve revising the Personnel Policy effective April 22nd 2020, to include:

- 1. Changing the Lands Department lead's title from *Lands and Habitats Coordinator* to the *Manager of Conservation Lands*;**
- 2. Updates to the job description for the Manager of Conservation Lands;**
- 3. Changing the Finance Department lead's title from *Finance Coordinator* to *Manager of Financial and Human Resource Services*;**
- 4. Updates to the job description for the Manager of Financial and Human Resource Services;**
- 5. Changing the Manager of Financial and Human Resources Services Salary Grid Value Group from Group 8 to Group 9;**
- 6. Changing the Data Management Department lead's title from *GIS/Database Coordinator* to *Manager of Information Services*;**
- 7. Updates to the job description for the Manager of Information Services;**
- 8. Changing the Manager of Information Services Salary Grid Value Group from Group 8 to Group 9;**
- 9. Updates the Organizational Chart; and,**
- 10. Updates to Regulation #11 – Sick Pay Credits**

Carried

One Board Member was opposed.

- ii) Water Management- nothing at this time
- iii) Environmental Planning – nothing at this time
- iv) Conservation Lands – nothing at this time
- v) Forestry
 - a) Update of GSCA Forest Management Plan

Grey Sauble Conservation Authority (GSC) owns and manages over 11,300 hectares (28,000 acres) of land throughout Bruce and Grey Counties. Of this total area, nearly 5,260 hectares (13,000 acres) is forested and are eligible for sustainable forest management activities.

This Forest Management Plan (FMP) clearly and systematically sets out GSC's forest stands, their habitats and geographic characteristics and environmentally sensitive areas. This FMP provides detailed current forest inventory information including species, size and

distribution of trees within stands. It also provides an estimate of the annual harvestable area over the length of this plan.

In 2013, GSC submitted an FMP to the MNRF to ensure its forested properties were eligible for the Managed Forest Tax Incentive Program (MFTIP). This FMP has been updated with current relevant information, such as new inventory and revenue, and new properties acquired by GSC since that submission. The Plan includes feedback received through a public consultation process.

Forest management activities are conducted in a sustainable manner to ensure the long-term supply of wood products as well as the continual existence of values, such as wildlife habitat and wetlands. Forest management activities use the best available scientific information to ensure values are maintained.

At the February 6, 2020 Forestry Committee meeting, members approved a draft version of the FMP and recommended the Board of Directors approve these updates.

Motion No.: Moved by: Scott Mackey
FA-20-039 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 for natural heritage values, ecosystem services and to offset the operating expenses of the Forestry department and GSCA;

AND WHEREAS, GSCA has maintained a Forest Management Plan which governs the forest management activities conducted on GSCA properties;

AND WHEREAS, GSCA has recently updated their Forest Management Plan including conducting a stakeholder engagement process;

AND WHEREAS, a draft version of the Forest Management Plan has been presented to the Forestry Committee;

AND WHEREAS, the Forestry Committee has accepted the updates and recommends the Board of Directors accept these updates;

THAT, the GSCA Board of Directors accept the updates to this Forest Management Plan as presented.

Carried

- i) Communications/Public Relations/GIS/IT – nothing at this time

ii) DWSP/RMO Report – nothing at this time

10. CAO's Report

- Staff is working remotely and doing a great job of meeting the challenges of this new reality.
- Doreen Robinson will be retiring with her last day of work May 11th, 2020. Doreen has worked for GSCA for 14 years and has provided excellent service to staff, the BOD's and the public. We wish her a great retirement.

11. Chair's Report

- Working to keep abreast of local, provincial and federal COVID-19 related updates
- Keeping in regular contact with GSCA through CAO
- Would like to thank all front line workers, including municipal service workers and grocery and retail workers.

12. Other Business

- i. **Committees: Minutes** – nothing at this time for:
- a) Indigenous & GSCA Relationships Committee
 - b) BRWI
 - c) Foundation

13. Next Full Authority Meeting – Wednesday, May 27th, 2020, at 1:15 p.m.

14. Adjournment

Motion No.: **Moved by:** **Sue Carleton**
FA-20-040 **Seconded by:** **Andrea Matrosovs**

THAT this meeting be now adjourned.

Carried

Sue Carleton left the meeting.

The meeting adjourned at 3:55 p.m.

Cathy Little, Chair

Doreen Robinson
Administrative Assistant