

GREY SAUBLE CONSERVATION AUTHORITY  
MINUTES

Full Authority Board of Directors  
Wednesday, June 23, 2021, at 1:15 p.m.

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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 1:16 p.m.

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

Regrets: Marion Koepke

Staff Present: CAO Tim Lanthier, Administrative Assistant Valerie Coleman, Manager of Information Services Gloria Dangerfield, Manager of Financial and Human Resources Service Alison Armstrong, Manager of Conservation Lands Rebecca Ferguson, Manager of Operations Morgan Barrie, Water Coordinator John Bittorf, DSWP Coordinator Carl Seider, DSWP Program Supervisor Karen Gillan, Forestry Coordinator Mike Fry

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

None at this time.

4. Adoption of Agenda

Motion No.:  
FA-21-070

Moved By: Cathy Moore Coburn  
Seconded By: Paul Vickers

**THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of June 23, 2021.**

Carried

5. Approval of Minutes

Motion No.:  
FA-21-071

Moved By: Ryan Greig  
Seconded By: Andrea Matrosovs

**THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of May 23, 2021, as amended.**

Carried

6. Business Out of Minutes

Noting at this time.

7. Consent Agenda

Motion No.:  
FA-21-072

Moved By: Harley Greenfield  
Seconded By: Cathy Moore Coburn

**THAT in consideration of the Consent Agenda Items listed on the June 23, 2021, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning - Section 28 Permits – May 2021; (ii) Administration - Receipts & Expenses – May 2021; (iii) Correspondence – Ministry of the Environment, Municipal Communications re DWSP; (vi) Recent Media Articles**

Carried

**Member Dwight Burley joined the meeting at 1:21.**

8. Business Items

i. **Administration**

a. **CAA Regulatory Proposal Comments**

CAO, Tim Lanthier spoke to the proposed comments to the Regulatory Proposal Consultation Guide. Comments were grouped into five categories:

1. Mandatory and Non-Mandatory Programs and Services.
2. Transition Plans and MOU's.
3. Community Advisory Boards.
4. Section 29 Regulations.
5. Phase 2 Levy Regulations.

The CAO has presented to several of the GSCA member Municipal Council's to provide initial information regarding the proposed regulations and the upcoming transition plans and MOU's.

It was noted that it will be essential that communication and education activities related to all mandatory programs be maintained as part of those mandatory programs, allowing GSCA to explain, consult, and effectively communicate the various aspects of all the mandatory programs and services.

Chair Greig noted that the list of comments provided were very thorough and thanked the CAO for his work in preparing them.

Motion No.:  
FA-21-073

Moved By: Paul McKenzie  
Seconded By: Dwight Burley

**WHEREAS on May 13, 2021, the Province of Ontario released the “Regulatory Proposal Consultation Guide: Regulations Defining Core Mandate and Improving Governance, Oversight and Accountability of Conservation Authorities” on the ERO with a commenting deadline of June 27, 2021;**

**AND WHEREAS this document has a direct bearing on the operations of the Grey Sauble Conservation Authority (GSCA) and its member municipalities**

**AND WHEREAS Staff of the GSCA have reviewed this document and briefed the Board of Directors on its content and implications;**

**THAT the GSCA Board of Directors endorse the enclosed comments, as amended, and direct staff to submit these comments to the Province through the ERO website;**

**AND THAT the GSCA Board of Directors direct staff to provide a copy of these comments to Conservation Ontario, GSCA’s member municipalities and counties, MPP Walker and MPP Wilson, as amended.**

Carried

**b. ESG Fund Recommendations**

Manager of Finance and Human Resource Services, Alison Armstrong reported back on the Board’s expressed interest in adding ESG (Environmental, Social, Governance) funds to the GSCA investment portfolio. Having spoken with Mike Konopka from TD Wealth, staff have provided two options for the Board to consider:

1. To transfer 50% of existing equities to the ESG fund.
2. To transfer 25% of existing equities to the ESG fund and add \$200,000 to the portfolio from reserves.

After some discussion the Board chose to transfer 50% of existing equities to the ESG fund and, from reserves, add \$100,000 to the ESG fund, \$80,000 to fixed assets, and \$20,000 to the existing equities portfolio.

Motion No.:  
FA-21-074

Moved By: Cathy Little  
Seconded By: Dwight Burley

**WHEREAS GSCA currently has an investment portfolio containing an asset mix of cash, fixed income and equity components with a market value on June 15, 2021 of \$1,325,653.63.**

**AND WHEREAS GSCA, as an environmentally conscious organization is interested in investing in a fund profile of companies of like- minded consciousness.**

**AND WHEREAS a fund profile of companies best in class in environmental impact and social responsibility has been introduced.**

**THAT the GSCA Board of Director's approve Option 1 below to invest in TD North American Sustainability Equity model, and amended to add \$100,000 to the ESG fund, \$80,000 to fixed assets, and \$20,000 to the existing portfolio from reserves.**

Carried

**c. Update on Salary Review**

Manager of Finance and Human Resource Services, Alison Armstrong reported back with regard to the ongoing Salary Review by Gallagher Benefit Services (Canada) Group Inc. Staff have submitted all of the necessary documents. Gallagher has compiled a list of comparable organizations including, ten CA's, two Counties, and three Municipalities. Once all information is received, staff will prepare a report to the Board.

**d. CAO Performance Review Policy Update**

CAO, Tim Lanthier spoke to two updates to be made to the CAO Performance Review Policy. The first change was in regard to the make up of the review panel; moving from "longest standing member" to "previous Chair. If Chair not available, then previous Vice-Chair."

The second change noted was to correct an error in bullet point numbering.

Motion No.:  
FA-21-075

Moved By: Harley Greenfield  
Seconded By: Paul Vickers

**WHEREAS GSCA's CAO Performance Review Policy states that the Chair, the Vice Chair and the longest serving member of the Board will meet with the Chief Administrative Officer to provide formal, documented feedback as gathered above and to communicate the Board's compensation salary adjustment decision;**

**AND WHEREAS the Board of Directors has determined that the reference to the "longest serving member of the Board" should be replaced with the "Past Chair";**

**THAT the CAO Performance Review Policy document be updated to reflect that the Chair, the Vice Chair and the previous Chair (or Vice Chair as necessary) will meet with the Chief Administrative Officer to provide formal, documented feedback as gathered above and to communicate the Board's compensation salary adjustment decision.**

**AND THAT a typo related to the Step numbers in review process be corrected to read Step 4 instead of Step 5.**

Carried

## ii. **Water Management**

### a. **Update on Water Control Structures**

Water Coordinator, John Bittorf presented an update on the GSCA dam structures. With the aid of PowerPoint slides, John gave an overview of each dam, including when the dam went in and any information of note.

## iii. **Environmental Planning**

### a. **Initial Report on Planning Staff Needs**

CAO, Tim Lanthier provided a report and presentation regarding the workload and staffing needs of the GSCA Planning Department. As a result of recent staff turnover and ongoing increases in workload, staff have been investigating how GSCA compares to other conservation authorities (CAs) and have found that GSCA is in the top 20% of CAs for applications received, however; in the bottom 20% in resources. Additionally, current and previous staff were surveyed to further clarify what elements are contributing to the high level of stress in the department. It was found that a lack of technical support and change in skill set and corporate knowledge were significant factors. It was noted that the current workload is not sustainable. Developments in the area are becoming increasingly complex, requiring more staff resources. There has been an increase in reported violations, requiring staff to divert time away from applications.

The CAO identified three staffing needs:

- Water Resources Engineer (technical staff)
  - It was noted that this position could possibly be shared with a neighbouring CA to reduce the budgetary impact.
- Regulations Officer (multi-departmental)
  - This position could be shared with the Operations Department.
- Planning Ecologist

Three options were identified moving forward:

1. Do nothing (not preferred)
  - This would be unsustainable and lead to an increase in staff burnout and turnover.
2. Hire additional staff utilizing a levy increase (not preferred)
  - This would result in a significant increase to the levy ask.
3. Engage a consultant to undertake a review of Planning and Permitting Fee Schedules to cover the increased costs of providing consistent, high-quality service (preferred option)
  - It was proposed GSCA engage a consultant to develop an activity-based costing model. The model aligns service effort with service fees, incorporating direct costs, indirect costs, and corporate overhead and capital costs.
  - This will give the most accurate cost analysis and will result in a fee schedule that represents the true cost providing services.

The expected cost for an independent consulting firm to conduct the review is approximately \$30,000. It was proposed that the Environmental Planning Department's forecasted salary and wage surplus be redirected to fund the study.

Staff provided the Board with an option to sole source the review. Board members raised concern with single sourcing the consultant, and instead recommended going through an RFP process.

Motion No.:  
FA-21-076

Moved By: Dwight Burley  
Seconded By: Paul McKenzie

**WHEREAS GSCA is experiencing a trend of increased development and increases in applications within the Environmental Planning Department;**

**AND WHEREAS current staff capacity is unreasonably strained;**

**AND WHEREAS s. 21 of the Conservation Authorities Act provides the authority for GSCA to charge fees for services;**

**THAT the GSCA Board of Directors direct staff to engage an economist consulting firm to conduct a service fee review of the Environmental Planning Department service fees**

**AND THAT this review of service fees consider the cost of providing an enhanced level of service as described in this report.**

**AND THAT the cost of this review be paid through forecasted in-year surplus from the 2021 Environmental Planning Department budget.**

Carried

**The Board recessed from 3:25 to 3:33.**

**iv. Conservation Lands**

**a. Hibou Playground Update**

Manager of Conservation Lands, Rebecca Ferguson provided an update on the Hibou Playground project. The Sydenham and District Optimist Club, with considerable leadership from Katie Holovaci, have reached their \$57,000 fundraising goal. Excavation of the site was completed during the last week of May by way of in-kind contribution from Walker Aggregates. The structure was installed and opened to the public in early June. Through Rebecca, the Optimist Club members expressed their gratitude to all those who supported this initiative. Rebecca, on behalf of the GSCA, also expressed her appreciation for the hard work of the Optimist Club and Katie Holovaci in particular.

Staff will be working with the Optimist Club on a plan to maintain the playground area.

**b. Christie Beach Parking Agreement**

Manager of Conservation Lands, Rebecca Ferguson spoke to a proposed parking agreement between GSCA and the Municipality of Meaford. This agreement would allow for paid parking along the Christie Beach Road and would increase the parking capacity for the Christie Beach property. To help ensure that visitors are parking in only designated areas, the Town of the Blue Mountains will be installing no parking signage on the east side of the road.

This paid parking will help to offset the cost of owning and operating this property.

Motion No.:  
FA-21-077

Moved By: Paul Vickers  
Seconded By: Andrea Matrosovs

**WHEREAS, the Grey Sauble Conservation Authority (GSCA) is the fee-simple owner of the lands known to us as Christie Beach Conservation Area (herein, Christie Beach) in the Municipality of Meaford;**

**AND WHEREAS, under Section 21(n) of the Conservation Authorities Act, GSCA has the ability to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;**

**THAT the Grey Sauble Conservation Authority Board of Directors approve GSCA staff signing a parking agreement with the Municipality of Meaford and the Town of The Blue Mountains to charge parking fees at Christie Beach Conservation Area.**

Carried

**v. Forestry**

Nothing at this time.

**vi. Communications/Public Relations**

Nothing at this time.

**vii. Education**

**a. Children's Water Festival**

The DWSP Program Supervisor, Karen Gillan provided an update on the 2021 Children's Water Festival. After having to cancel in 2020 due to COVID-19 the organizing committee decided to organize a virtual Water Festival for 2021. It has been decided to extend the invitation to both grades 4 and 5 to include those students who could not attend last year. Thanks to fundraising efforts there will be in fees to schools for this event.

**viii. GIS/IT**

Nothing at this time.

**ix. Operations**

Nothing at this time.

**x. Drinking Water Source Protection & Risk Management**

**a. Request from the Town of North Bruce Peninsula to Provide RMP Services**

DWSP Coordinator, Carl Seider spoke to the request made by the Municipality of Northern Bruce Peninsula for delivery of Risk Management services. Services would include negotiation of Risk Management Plans, completion of land use screenings including issuing notices for activities within source protection areas, and the completion of the Municipalities annual reporting requirement. Staff recommended entering into a five-year agreement with the municipality at a rate of \$1,700 per year. This is in line with the fee for other municipalities with a similar workload.

Motion No.:  
FA-21-078

Moved By: Dwight Burley  
Seconded By: Cathy Little

**WHEREAS staff received a request from the Municipality of Northern Bruce Peninsula to provide Risk Management services on their behalf in an effort to meet Part IV responsibilities under the *Clean Water Act, 2006*; and**

**WHEREAS staff currently designated as Risk Management Officials and Risk Management Inspectors provide Risk Management services on behalf of 13 municipalities across the Grey Sauble and Saugeen Valley Watersheds;**

**THAT the Grey Sauble Conservation Authority Board of Directors endorse the delivery of Risk Management services to be provided by designated Grey Sauble Conservation staff on behalf of the Municipality of Northern Bruce Peninsula; and**

**THAT staff be directed to enter into a 5-year service Agreement with the Municipality of Northern Bruce Peninsula for the delivery of Risk Management Services.**

Carried

## **9. CAO's Report**

The CAO, Tim Lanthier reported that June was another busy month.

Staff have circulated the Spring Membership newsletter to all Members Pass holders, partners, and stakeholders.

The Information Services Department has developed and launched a MFIPPA request form on the GSCA website in an effort to improve accessibility and transparency. Since it was uploaded GSCA had received three requests.

The CAO and Chair Greig have attended council and staff meetings with many of GSCA's member municipalities to discuss the Regulatory Proposal issued by the province. Additional meetings are also scheduled.

The Forest Festival hosted at Allan Park in October has been cancelled this year due to COVID-19 concerns. This event has been attended by 700 to 800 grade 7 students with stations run by local high school students. In the past, GSCA has provided funds and staff to assist with running the festival. Packages will be prepared for participating classrooms and virtual presentations may be organized.

The CAO joined Jeff Graham at the Griersville site to plant a few trees as part of the Graham Family Tree Planting Project.

In continuing to expand GSCA's partner's and stakeholders, the CAO met with members of the Friends of Sauble Beach to discuss what they do, why they do it and what is important to them. Staff have also started a partnership relationship with staff from the M'wikwedong Indigenous Learning Center in Owen Sound.

The CAO, Chair Greig, and Vice-Chair Matrosovs attended a Conservation Ontario Council meeting. The meeting agenda largely focused on the proposed Conservation Authorities Act Regulations.

The Indigenous and GSCA Relationships Committee is scheduled to meet on June 25th and will be looking at opportunities for GSCA to assist with reconciliation and to build relationships with local indigenous communities.

The CAO fielded questions from Members. Member Vickers asked to have an update on the Agricultural Advisory Committee. Invitations have been circulated to local agricultural organizations and as of yet GSCA has received only one response. Several members inquired with regards to concerns about Gypsy Moth. Forestry Coordinator, Mike Fry, reported that there have been increased reports of Gypsy Moth activity. It was noted that Gypsy Moth targets Oak trees first and then spreads. Staff are monitoring the situation and asked if information reported to the municipalities could be shared. If required, any spraying will be done in the spring of next year.

**10. Chair's Report**

Chair Greig commended the CAO's work on communicating with member municipalities and creating a thorough list of comments ahead of the ERO deadline. In contrast to other CAs GSCA seems to be working proactively. Gratitude was expressed to Municipalities for allowing GSCA to present to their staff and councils.

On June 11<sup>th</sup> the Grey Sauble Conservation Foundation hosted their Annual General Meeting virtually. The Foundation is looking forward to hosting their Memorial Forest ceremony and Film Festival.

**11. Other Business**

**12. Resolution to Move into Closed Session**

Motion No.:  
FA-21-079

Moved By: Ryan Greig  
Seconded By: Cathy Little

**THAT the Grey Sauble Conservation Authority Board of Directors proceed into closed session at 4:24 pm to discuss matters related to the following:**

- i. Minutes of the Closed Session of the Regular Board of Directors meeting held on May 26, 2021; and,**
- ii. A matter regarding an item of commercial significance, such as but not limited to a proposed or pending acquisition of real property for Authority purposes, internal reserve bid amounts, leases and property sales"; and,**
- iii. 2021 CAO Mid-Year Performance Check-In and Discussion – 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 and Manager of Conservation Lands, Rebecca Ferguson will be present for items i and ii only.**

Carried

**13. Declaration that the Board of Director's has Resumed Open Session**

Chair Greig declared that the Board of Director's resumed open session.

Motion No.:  
FA-21-080

Moved By: Scott Mackey  
Seconded By: Paul McKenzie

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

Carried

**14. Resolution Approving the Closed Session Minutes of February 24, 2021**

Motion No.:  
FA-21-081

Moved By: Cathy Little  
Seconded By: Scott Mackey

**THAT the Grey Sauble Conservation Authority Board of Directors approve the May 23, 2021 Closed Session minutes as presented in the closed session agenda.**

Carried

**15. Reporting out of Closed Session**

Motion No.:  
FA-21-082

Moved By: Paul Vickers  
Seconded By: Scott Mackey

**WHEREAS, the Grey Sauble Conservation Authority (GSCA) under Section 21(c) has the power to acquire by purchase, lease or otherwise any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;**

**THAT the GSCA Board of Directors support GSCA staff in acquiring a property in the Town of South Bruce Peninsula.**

Carried

**16. Next Full Authority Meeting**  
i. Wednesday July 28<sup>th</sup>, 2021

**17. Adjournment**

Motion No.:  
FA-21-083

Moved By: Paul McKenzie  
Seconded By: Harley Greenfield

**THAT this meeting now adjourn.**

Carried

The meeting was adjourned at 5:42 p.m.

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Scott Greig, Chair

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Valerie Coleman  
Administrative Assistant