

**Grey Sauble Conservation Authority**  
**R.R. #4, 237897 Inglis Falls Road**  
**Owen Sound, Ontario N4K 5N6 (519) 376-3076; ext. 221**  
**[v.coleman@greysauble.on.ca](mailto:v.coleman@greysauble.on.ca)**

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**The next regular meeting of the Grey Sauble Conservation Authority Board of Directors is scheduled for Wednesday, July 28<sup>th</sup>, 2021, at 1:15 p.m. The regular meeting will occur via the Webex web-based application. Please notify Valerie Coleman if you are unable to attend.**

**Directors**

Greig, Scott (Chair)  
Matrosovs, Andrea (Vice-Chair)  
Burley, Dwight  
Greenfield, Harley  
Greig, Ryan  
Koepke, Marion  
Little, Cathy  
Mackey, Scott  
McKenzie, Paul  
Moore Coburn, Cathy  
Vickers, Paul

**Honourary Members**

Elwood Moore  
Betty Adair

Oosting, Lara, MNRF Peterborough  
Allison, Tracy, MNRF Owen Sound  
Walker, Bill, MPP Bruce Grey Owen Sound  
Ruff, Alex, MP Bruce Grey Owen Sound  
Dowdall, Terry, MP Simcoe-Grey  
Wilson, Jim, MPP Simcoe-Grey

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**Member Municipalities**

Municipality of Arran-Elderslie, Town of the Blue Mountains, Township of Chatsworth, Township of Georgian Bluffs, Municipality of Grey Highlands, Municipality of Meaford, City of Owen Sound, Town of South Bruce Peninsula



519.376.3076  
237897 Inglis Falls Road  
Owen Sound, ON N4K 5N6  
[www.greysauble.on.ca](http://www.greysauble.on.ca)

Protect.  
Respect.  
Connect.

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**The next regular meeting of the Grey Sauble Conservation Authority Board of Directors is scheduled for Wednesday, July 28<sup>th</sup>, 2021, at 1:15 p.m. The regular meeting will occur via the Webex web-based application. Public viewing of this meeting will be available via a live stream on youtube at:**

**[https://www.youtube.com/channel/UCy\\_ie5dXG8aFYDYG8tV9Yg/videos](https://www.youtube.com/channel/UCy_ie5dXG8aFYDYG8tV9Yg/videos).**

***Please note that this is a Notice of Meeting only for your information.***

The Sun Times  
Bayshore Broadcasting  
The Meaford Independent  
The Bounce  
The Wiarton Echo  
The Advance  
The Post  
The Thornbury Paper  
The Hub Owen Sound  
Blue Mountains Review  
South Grey News  
Collingwood Today

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**Member Municipalities**

Municipality of Arran-Elderslie, Town of the Blue Mountains, Township of Chatsworth, Township of Georgian Bluffs, Municipality of Grey Highlands, Municipality of Meaford, City of Owen Sound, Town of South Bruce Peninsula

## **AGENDA**

Grey Sauble Conservation Authority  
Full Authority Meeting  
Wednesday, July 28, 2021 at 1:15 p.m.

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- 1. Call to Order**
- 2. Disclosure of Pecuniary Interest**
- 3. Call for Additional Agenda Items**
- 4. Adoption of the Agenda**
- 5. Approval of Minutes**
  - i. Full Authority – June 23, 2021 – Resolution – Attachment #1
- 6. Business Out of Minutes**
- 7. Consent Agenda**
  - i. Environmental Planning – Section 28 Permits – June 2021 – Attachment #2
  - ii. Administration – Receipts & Expenses – June 2021 – Attachment #3
  - iii. Correspondence – None at this time
  - iv. Conservation Ontario – None at this time
  - v. Minutes – Indigenous Relationships Committee Meeting – Draft – June 25, 2021 – Attachment #4
  - vi. Media – Attachment #5
- 8. Resolution to Move into Closed Session**

"THAT the GSCA Board of Directors now move into 'Closed Session' to consider:

- i. Minutes of the Closed Session of the Regular Board of Directors meeting held on June 23, 2021; and,
- ii. Personal matters about an identifiable individual including Authority Directors or Authority employees AND employee negotiations or labour relations related to the Draft Salary Review.
- iii. 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 related to a property purchase offer in the Town of South Bruce Peninsula; and,

- iv. To discuss an item in the Town of South Bruce Peninsula regarding litigation or potential litigation including matters before administrative tribunals and/or the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,

**9. Resolution that the Board of Director's has Resumed Open Session**

**10. Resolution Approving the Closed Session Minutes of June 23, 2021**

**11. Reporting out of Closed Session (5 min)**

**12. Business Items**

- i. Administration
  - a. Update to the GSCA Procurement Policy – Resolution – Attachment #6 (10 min)
- ii. Water Management
  - a. June 26 Flood Watch Review, Low Water Levels, and Urban Flooding – Information – Attachment #7 (15 min)
- iii. Environmental Planning – Nothing at this time.
- iv. Conservation Lands – Nothing at this time.
- v. Forestry – Nothing at this time.
- vi. Communication/Public Relations – Nothing at this time.
- vii. Education – Nothing at this time.
- viii. GIS/IT
  - a. Financial Renewal and AMP Software Platform – Resolution – Attachment #8 (15 min)
- ix. Operations
  - a. Report Back on Spring Opening and Current Property Status – Information – Attachment #9 (20 min)
- x. DWSP/RMO Report – Nothing at this time

**13. CAO's Report**

**14. Chair's Report**

**15. Adjournment**



## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** July 28, 2021

**MOTION #:** FA-21-084

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of July 28, 2021.**



GREY SAUBLE CONSERVATION AUTHORITY  
MINUTES

Full Authority Board of Directors  
Wednesday, June 23, 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 1:16 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



## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** July 28, 2021

**MOTION #:** FA-21-085

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

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



# Permits Issued from June 1, 2021 to June 30, 2021

ATTACHMENT #2

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS21-162	29-May-21	02-Jun-21	14	12	Town of the Blue Mountains	Collingwood Township
Approved works:			remove old deck and replace with 624sqft deck with 61sqft landing, cut and fill to install pool of 1.2m max depth		Project Location:	355905 Blue Mountain/Euphrasia Townline
					<input checked="" type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline Reviewed by:
					<input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill	Justine Lunt
GS21-169	05-May-21	02-Jun-21			Township of Georgian Bluffs	Keppel Township
Approved works:			install a shorewell on dry land		Project Location:	502254 Grey Rd 1
					<input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline	Reviewed by:
					<input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill	Olivia Sroka
GS21-174	14-May-21	02-Jun-21			Township of Georgian Bluffs	Sarawak Township
Approved works:			construction of a new deck to replace existing deck (81m2), with pergola		Project Location:	205 Carney St, Township of Georgian Bluffs
					<input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline	Reviewed by:
					<input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill	Olivia Sroka
GS21-190	01-Jun-21	02-Jun-21	13	8	Municipality of Meaford	St Vincent Township
Approved works:			Riverine erosion control works		Project Location:	137767 Grey Road 12
					<input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline	Reviewed by:
					<input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill	Mac Plewes
GS20-474	10-May-20	03-Jun-21			Town of the Blue Mountains	Collingwood Township
Approved works:			cut and fill, installation of retaining walls and associated site alterations in support of planned residential development		Project Location:	Cottages at Lora Bay Phase 5 (200 Beacon Drive)
					<input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline	Reviewed by:
					<input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill	Justine Lunt
GS21-095	24-Mar-21	07-Jun-21	14	1	Township of Georgian Bluffs	Derby Township
Approved works:			Installation of an harbour		Project Location:	
					<input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline	Reviewed by:
					<input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill	Mac Plewes

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS21-184	28-May-21	07-Jun-21	20	1	Town of the Blue Mountains	Collingwood Township
Approved works:		Construction of a lower and upper deck, 18.9m2 and 6.4m2 respectively.		Project Location: 194 Timmons Street <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jake Bousfield-Baste		
GS21-192	14-Jun-21	08-Jun-21	Part Lot		Town of South Bruce Peninsula	Albemarle Township
Approved works:		single family dwelling and garage of 215.8 sq.m, sand fill and tile bedstone for site grading		Project Location: 9 Bay Dr <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Olivia Sroka		
GS21-165	06-May-21	08-Jun-21			Municipality of Meaford	St Vincent Township
Approved works:		replace existing structure with new dwelling 88.1m2 in size with basement		Project Location: 143 Kiowana Beach Rd <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Olivia Sroka		
GS21-203	08-Jun-21	08-Jun-21			Township of Georgian Bluffs	Keppel Township
Approved works:		Replace an Existing Culvert		Project Location: Grey Rd 170, culvert #399 (495102, 4943105 UTM's) <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    John Bittorf		
GS21-204	08-Jun-21	08-Jun-21			Township of Chatsworth	Sullivan Township
Approved works:		Replacement of Existing Culvert		Project Location: Grey Rd 3; culvert #430 (498057, 4915892 UTM's) <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    John Bittorf		
GS21-156	03-May-21	09-Jun-21	22	4	Town of South Bruce Peninsula	Albemarle Township
Approved works:		demolition of existing inhabitable structure and construction of structure of similar size (30sqm)		Project Location: 96 Given Lane <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Olivia Sroka		
GS21-164	07-May-21	09-Jun-21		24	Town of South Bruce Peninsula	Amabel Township
Approved works:		construct a house, septic and storage shed. Place gravel fill as according to site plan		Project Location: 18 Tamarac Rd <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Olivia Sroka		

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS20-305	20-Aug-20	10-Jun-21	32	9	Town of the Blue Mountains	Collingwood Township
Approved works:			Shoreline Protection Works and Landscaping		Project Location: 138 Bay Street <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Justine Lunt	
GS21-202	08-Jun-21	10-Jun-21			Township of Georgian Bluffs	Sarawak Township
Approved works:			Replace Existing Culvert		Project Location: Grey Rd 1; Culvert #673 (504361, 4938254 UTM's) <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    John Bittorf	
GS21-210	03-May-21	11-Jun-21			Municipality of Meaford	Municipality of Meaford
Approved works:			construction of a 120sqm garage		Project Location: 226071 Centreville Rd <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Olivia Sroka	
GS21-144	04-May-21	11-Jun-21	47	D	Town of South Bruce Peninsula	Amabel Township
Approved works:			Construction of a single-family dwelling, detached garage, servicing and associated site grading		Project Location: 255 Bay Street <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	
GS21-166	12-May-21	11-Jun-21	30	HMS	Municipality of Arran-Elderslie	Arran Township
Approved works:			Construction of a dwelling and associated site alterations		Project Location: 31 Nickason Drive <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	
GS21-201	11-Jun-21	11-Jun-21			Municipality of Grey Highlands	Artemesia Township
Approved works:			Construction of a shoreline retaining wall and flagstone patio		Project Location: 106 Whittaker Way <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Tim Lanthier	
GS21-193	17-May-21	11-Jun-21			Town of South Bruce Peninsula	Albemarle Township
Approved works:			addition to existing cabin of 95sq m.		Project Location: 404 Mallory Beach Rd <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Olivia Sroka	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS21-195	24-May-21	11-Jun-21			Town of South Bruce Peninsula	Amabel Township
Approved works:			replace existing deck with new deck and roof		Project Location: 018620 Bruce Road 10 <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Olivia Sroka	
GS21-191	03-Jun-21	14-Jun-21	8	BF	Municipality of Meaford	Sydenham Township
Approved works:			Detached Residential Dwelling of 163m2 and associated site alterations.		Project Location: 122 Mimi Crescent <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	
GS21-183	28-May-21	14-Jun-21			Town of the Blue Mountains	Collingwood Township
Approved works:			Installation of septic system		Project Location: 224 Marsh Street <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	
GS21-173	11-May-21	14-Jun-21			Town of South Bruce Peninsula	Amabel Township
Approved works:			Construction of a single-family dwelling and associated site alterations		Project Location: 452 Bay Street <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	
GS21-163	26-Apr-21	14-Jun-21			Municipality of Meaford	St Vincent Township
Approved works:			Contruction of a 320 sq ft deck, gravel fill to match existing grade		Project Location: 215 Lakeshore Rd South <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Justine Lunt	
GS21-146	06-May-21	14-Jun-21			Municipality of Meaford	St Vincent Township
Approved works:			Remove an existing culvert and installation of a new culvert		Project Location: Christie Beach Road <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	
GS20-448	11-Nov-20	14-Jun-21	6 & 7	11	Municipality of Meaford	St Vincent Township
Approved works:			installation of two culverts and placement of fill for construction of driveway		Project Location: <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Mac Plewes	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS21-206	06-May-21	14-Jun-21	49	12	Town of Collingwood	Town of Collingwood
Approved works:			Raised bungalow and detached garage, 1380 sq. ft.		Project Location: <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Justine Lunt	
GS21-216	10-Jun-21	15-Jun-21			Township of Georgian Bluffs	Sarawak Township
Approved works:			septic system installation and required site grading		Project Location: 183 Ishwar Drive <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Olivia Sroka	
GS21-220	14-Jun-21	15-Jun-21			Township of Chatsworth	Holland Township
Approved works:			installation of a septic system		Project Location: 636704 Euphrasia Holland Townline <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Olivia Sroka	
GS21-159	04-May-21	15-Jun-21			Municipality of Meaford	St Vincent Township
Approved works:			construct footbridge to access back of property, place rock along edge of ditch for erosion prevention		Project Location: 9 Grace Ave <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Olivia Sroka	
GS21-197	28-May-21	15-Jun-21			Town of South Bruce Peninsula	Albemarle Township
Approved works:			construction of single family dwelling of 207sqm, fill used for stabilizing foundation walls		Project Location: 237 Mallory Beach Rd, Wiarton <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Olivia Sroka	
GS21-167	03-May-21	16-Jun-21	27	3	Township of Georgian Bluffs	Sarawak Township
Approved works:			Channel stabilization project		Project Location: Balmy Beach Road <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	
GS20-484	17-Dec-20	17-Jun-21	49	12	Township of Clearview	Nottawasaga
Approved works:			installation of an in-ground pool and associated landscaping		Project Location: 39 Forest Drive <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Justine Lunt	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS21-139	26-Apr-21	17-Jun-21			Township of Georgian Bluffs	Keppel Township
Approved works:		Installation of a parking pad		Project Location: 502337 Grey Road 1 <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Mac Plewes		
GS21-198	01-Jun-21	17-Jun-21	PT LOT 2	5	Town of the Blue Mountains	Collingwood Township
Approved works:		Construction of a 928 sq ft residential dwelling and associated site alteration		Project Location: <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Justine Lunt		
GS21-185	28-May-21	17-Jun-21			Town of the Blue Mountains	Collingwood Township
Approved works:		construction of detached 257m2 residential dwelling and associated site alterations		Project Location: Lot 34. Escarpment View Court <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Justine Lunt		
GS21-187	31-May-21	17-Jun-21	36		Town of the Blue Mountains	Collingwood Township
Approved works:		construction of detached 222.3 m2 residential dwelling and associated site alterations		Project Location: Lot 36, Escarpment View Court <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Justine Lunt		
GS21-209	09-Jun-21	18-Jun-21			City of Owen Sound	City of Owen Sound
Approved works:		Construction of a 65 sq. m. garage and associated site grading.		Project Location: 579 10th Street East <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jake Bousfield-Baste		
GS21-226	09-Jun-21	21-Jun-21			Town of South Bruce Peninsula	Amabel Township
Approved works:		Bottom Cleanout of Municipal Drain		Project Location: Ottewell Drain #2 <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    John Bittorf		
GS21-227	11-Jun-21	21-Jun-21	25, 27, 2	12, 14, 1	Municipality of Arran-Elderslie	Arran Township
Approved works:		Partial Bottom Cleanout of Municipal Drain		Project Location: Parts of Calhoun Municipal Drain <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    John Bittorf		

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS21-212	08-Jun-21	24-Jun-21	31	10	Town of the Blue Mountains	Collingwood Township
Approved works:			Demolition of rear portion of building, construction of an addition and associated site grading.		Project Location: 201 Marsh Street, Clarksburg <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jake Bousfield-Baste	
GS21-214	10-Jun-21	24-Jun-21	31	8	Town of the Blue Mountains	Collingwood Township
Approved works:			Construction of a 37 sq. m deck		Project Location: 126 Bayview Avenue <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Justine Lunt	
GS21-225	01-Apr-21	24-Jun-21	Pt Lot 30	1	Municipality of Grey Highlands	Artemesia Township
Approved works:			Detached 572 sq. ft. garage		Project Location: 133612 Wilcox Lake Road <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	
GS21-249	23-Jun-21	25-Jun-21	20	BF	Municipality of Meaford	Sydenham Township
Approved works:			Construction of a single-family dwelling and associated site alterations		Project Location: Ashgrove Lane <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	
GS21-217	14-Jun-21	25-Jun-21			Township of Georgian Bluffs	Keppel Township
Approved works:			shorewell installation		Project Location: 504585 Grey Rd 1 <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Olivia Sroka	
GS21-218	14-Jun-21	25-Jun-21			Township of Georgian Bluffs	Keppel Township
Approved works:			shorewell installation		Project Location: 504587 Grey Rd 1 <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Olivia Sroka	
GS21-228	22-Jun-21	25-Jun-21			Town of South Bruce Peninsula	Amabel Township
Approved works:			construction of garage and storage loft (119.5sqm)		Project Location: 41 MacDonald St <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Olivia Sroka	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS21-224	28-May-21	25-Jun-21			Municipality of Meaford	Sydenham Township
Approved works:		Installation of a shore well and alterations associated with a dwelling		Project Location: 153 Eagle Ridge Drive <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes		
GS21-086	18-Mar-21	25-Jun-21	Part Lot	D	Town of South Bruce Peninsula	Amabel Township
Approved works:		construction of a dwelling, installation of a septic and associated site alterations		Project Location: 19 Walker Way <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Olivia Sroka		
GS21-126	06-Apr-21	25-Jun-21	34	8	Municipality of Grey Highlands	Artemesia Township
Approved works:		Demolition of an exsiting cottage and construction of a single-family dwelling, septic and associated site alterations		Project Location: 426472 8th Concession <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes		
GS21-149	29-Apr-21	25-Jun-21	28	11	Municipality of Grey Highlands	Artemesia Township
Approved works:		Shoreline restoration and landscaping works		Project Location: 194487 Grey Road 13 <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Mac Plewes		
GS21-188	11-May-21	28-Jun-21			Town of the Blue Mountains	Collingwood Township
Approved works:		construct 247.34m2 residential dwelling, fill in granular driveway and select areas		Project Location: George McRae Rd <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Justine Lunt		
GS21-071	08-Mar-21	29-Jun-21	10	3	Municipality of Meaford	St Vincent Township
Approved works:		Construction of a single family dwelling on private services, associated site alterations, and directional drill for future servicing		Project Location: 3rd Line <input checked="" type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Mac Plewes		
GS21-223	16-Jun-21	29-Jun-21	E Pt Lot 2	12	Town of the Blue Mountains	Collingwood Township
Approved works:		Addition to existing dwelling and demolition of sunroom		Project Location: 727410 21st Sideroad, Heathcote <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input checked="" type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jake Bousfield-Baste		



Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS21-252	29-Jun-21	29-Jun-21			Town of South Bruce Peninsula	Amabel Township
Approved works:			11 sqm addition		Project Location: 7 McLachlan St <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input checked="" type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Olivia Sroka	
GS21-253	29-Jun-21	29-Jun-21	23	BF	Municipality of Meaford	Sydenham Township
Approved works:			construction of a residential dwelling, attached garage, septic system, and associated site grading		Project Location: 110 Buckingham Lane <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Mac Plewes	
GS21-239	22-Jun-21	30-Jun-21	51	12	Township of Clearview	Nottawasaga
Approved works:			Extend existing outdoor porch area.		Project Location: 53 Madeline Drive <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Justine Lunt	

## ATTACHMENT #3

### Grey Sauble Conservation Authority Receipt Report June 1st - 30th, 2021

Regulation Permits	\$	21,440.00	
Planning	\$	21,050.00	
Pavillion Rentals	\$	90.40	
Season Passes	\$	7,485.00	
Self-Serve Parking Fees	\$	19,656.00	
Square Parking Revenue	\$	8,997.00	
Forestry	\$	67,710.87	
LiDAR Sales	\$	4,802.50	
Levy - Installment 2	\$	50,500.56	Meaford
Province of Ontario	\$	98,199.50	DWSP 2021-2022 Transfer Payment
Funds Received from Foundation	\$	3,023.00	Endowment Fund Interest
Arboretum Alliance	\$	2,343.00	
Oliphant Phragmites	\$	5,000.00	
Sydenham Optimists	\$	6,843.08	Hibou Playground
Miscellaneous Revenue	\$	10.00	MFIPPA Requests

<b>Total Monthly Receipts</b>	<b>\$</b>	<b>317,150.91</b>	
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**Grey Sauble Conservation Authority**  
**Expense Report**  
**June 1st - 30th, 2021**

11502	Gary McMillan	\$	620.00	Permit Fee Refund
11503	Municipality of Arran-Elderslie	\$	321.00	Property Tax
11504	Ardiel Septic Services Inc.	\$	316.40	Capital Projects
11505	Bell Canada	\$	80.19	Tara Stream Gauge Monthly Service
11506	The Cleaning Brigade	\$	723.20	Office Cleaning Services
11507	Chapple's Excavating & Trucking Ltd.	\$	847.50	Clendenan Dam
11508	Conservation Ontario	\$	11,686.00	CO Levy
11509	Sunbelt Rentals of Canada Inc.	\$	174.12	Shop Supplies
11510	Georgian Bay Chemical	\$	33.99	Shop Supplies
11511	Municipality of Grey Highlands	\$	1,960.00	Property Tax
11512	Harold Sutherland Construction Ltd	\$	116.25	Grey County Trail Supplies
11513	Kilsyth Auto Service Ltd.	\$	706.17	Vehicle Repair and Maintenance
11514	MacDonnell Fuels Limited	\$	5,608.24	Vehicle Fuel
11515	Middlebro' & Stevens LLP	\$	179.61	Legal Fees
11516	Rogers Wireless	\$	176.04	Cell Phone Usage
11517	Directdial	\$	241.82	InfoServices - Peripherals - CA Gatehouses
11518	A-1 Toilet Rentals	\$	282.50	Toilet Rentals
11519	Bell Canada	\$	192.08	Monthly Phone Service
11520	City of Owen Sound	\$	147.69	Property Tax
11521	Coates & Best Inc.	\$	104.66	Office Supplies
11522	Sunbelt Rentals of Canada Inc.	\$	44.07	Grey County Trail Supplies
11523	Staples Advantage	\$	103.96	Office Supplies
11524	Kilsyth Auto Service Ltd.	\$	1,806.63	Vehicle Repair and Maintenance
11525	MacDonnell Fuels Limited	\$	47.60	Shop Supplies
11526	J.J. MacKay Canada Limited	\$	527.99	Self Serve Transaction Fees
11527	Openspace Solutions Inc.	\$	57,121.50	Hibou Playground
11528	Miller Waste Systems Inc.	\$	890.45	Garbage Service & Tipping Fees
11529	Pickfield Law Professional Corporation	\$	203.40	Legal Fees
11530	Somerville Nurseries Inc.	\$	80,450.44	Tree Order
11531	Sprucedale Agromart	\$	1,109.78	Vegetation Control
11532	Thrifty Car Rental	\$	2,553.12	Vehicle Rentals
11533	By the Bluffs	\$	104.00	Arboretum Alliance Expenses
11534	Cheryl Drynan	\$	340.00	Planning Refund

City of Owen Sound	\$	336.85	Admin Centre Water Charges
Gallagher Benefit Services	\$	967.28	Compensation Review
Wilson Niblett GMC	\$	33,805.43	Truck Purchase
Mastercard Payments	\$	2,625.55	
Amilia	\$	835.60	
Bruce Telecom	\$	526.25	
DWSP Copier Lease	\$	163.85	
Office Moneris Fees	\$	57.22	
Self-Serve Moneris Fees	\$	613.10	
Square Transaction Fees	\$	174.04	
Hydro, Reliance	\$	1,891.20	
Receiver General, EHT, WSIB	\$	42,799.22	
Group Health Benefits	\$	8,425.75	
OMERS	\$	21,978.50	
Employee Expense Claims	\$	437.76	
Monthly Payroll	\$	106,006.54	

<b>Total Monthly Expenses</b>	<b>\$</b>	<b>391,464.55</b>
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## MINUTES

Indigenous and GSCA Relationships Committee  
Friday, June 25, 2021 at 1:00 p.m.

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Invitees Present: Cathy Little, Dwight Burley, Cathy Moore Coburn, Vicki Rowsell, Tim Lanthier, Serenity Morton, Jake Bousfield-Bastedo, Rebecca Ferguson, Valerie Coleman  
Guests: NA  
Regrets: Paul Mackenzie

1. Welcome and Indigenous Lands Acknowledgment  
The Land Acknowledgement was read by Tim Lanthier. Serenity Morton suggested that in keeping with Indigenous traditions, that the Chair position be rotated at each meeting. Attendees agreed.
2. Adoption of Agenda  
Agenda was moved by Dwight Burley and seconded by Cathy Moore Coburn and Carried.
3. Review and Approval of Minutes – January 7, 2020  
Minutes were reviewed. Moved by Cathy Moore Coburn and seconded by Dwight Burley and Carried.
4. Introductions  
Each member introduced themselves and their goals for participating in the committee.
5. Review of Previous Meeting Topics and Provided Resources for Reference  
Tim gave an overview items discussed at previous meetings. Members were asked to read the Declaration, Calls to Action, and the committee's goals and Terms of Reference for the next meeting.

6. Giiwe Recommendations

In response to the discoveries of mass grave sites at several residential schools, a list of 20 recommendations was compiled. Members reviewed the list and identified those that GSCA has incorporated, is working on, and could work or incorporate.

Several members supported the idea of creating a garden of traditional indigenous medicines.

Members were asked to come to the next meeting with ideas.

7. Discussion of current GSCA projects that will hopefully involve indigenous communities.

i. Metis Hunting Request/Agreement – Rebecca

Rebecca gave an overview of MNO's request for bow-only hunt at Hibou or a nearby property. As there is no hunting permitted at Hibou, GSCA is working with the MNO to arrange for an exclusive bow-only hunt at a nearby GSCA property that allows hunting. This hunt will be conducted in the last two weeks of October.

ii. Arboretum Tree/Shrub Labelling project – Tim

As part of the IFAA's signage project, they are reaching out to local Indigenous communities to assist with incorporating traditional names and knowledge onto the signage.

iii. Property Management Plans – Rebecca

Rebecca would like to incorporate the cultural heritage and traditional knowledge of the areas into the management plans.

8. Review of the City of Hamilton's Urban Indigenous Strategy:

Tim expressed that he was very impressed with the scope of the goals and directions of the City's strategy. Tim noted that this was something that GSCA could move toward.

The committee will discuss this strategy further.

9. Further Reading for Future Meeting Opportunities

Members were asked for suggestions to add to the resource list.

10. Further Training Opportunities

i. [Indigenous Canada – University of Alberta](#) (free to take or \$60 to earn a certificate)

Those Committee, Board, and staff Members who have taken the courses speaking very highly of the program.

ii. Cultural Awareness "Safety" Training

A member of the committee expanded on the concept of “Cultural Safety” training in contrast to “Cultural Awareness” training. Staff are currently looking into opportunities to provide this training for all GSCA staff. This could be extended to the whole board.

11. Next Meeting

To be held in early September 2021

12. Adjourn

DRAFT



# MEDIA RELEASES AND ARTICLES

## ATTACHMENT #5

Owen Sound Sun Times

July 7, 2021

*"Paid parking coming to Christie Beach"*

[Paid parking coming to Christie Beach | Owen Sound Sun Times](#)

Owen Sound Sun Times

June 26, 2021

*"Forest Funding"*

[https://www.greysauble.on.ca/wp-content/uploads/2021/07/IFAA\\_FOREST\\_FUNDING.pdf](https://www.greysauble.on.ca/wp-content/uploads/2021/07/IFAA_FOREST_FUNDING.pdf)

Collingwood Today

June 24, 2021

*"More paid parking proposed along TBM's waterfront"*

[More paid parking proposed along TBM's waterfront - Collingwood News \(collingwoodtoday.ca\)](https://collingwoodtoday.ca)



## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** July 28, 2021

**MOTION #:** FA-21-086

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

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

## **Grey Sauble Authority Board of Directors**

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### **M O T I O N**

**DATE:** July 28, 2021

**MOTION #:** FA-21-087

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

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

- i. Minutes of the Closed Session of the Regular Board of Directors meeting held on June 23, 2021; and,**
- ii. Personal matters about an identifiable individual including Authority Directors or Authority employees AND employee negotiations or labour relations related to the Draft Salary Review.**
- iii. 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 related to a property purchase offer in the Town of South Bruce Peninsula; and,**
- iv. To discuss an item in the Town of South Bruce Peninsula regarding litigation or potential litigation including matters before administrative tribunals and/or the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,**

**AND FURTHER THAT CAO, Tim Lanthier, Administrative Assistant, Valerie Coleman, and Gloria Dangerfield, Manager of Information Services will be present, Manger of Finance and Human Resources Services, Alison Armstrong and Jane Mizanski of Gallagher Benefit Services (Canada) Group Inc. will be present for item ii, Manager of Conservation Lands, Rebecca Ferguson will be present for item iii and Manger of Environment Planning, MacLean Plewes will be present for item iv.**



## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** July 28, 2021

**MOTION #:** FA-21-088

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

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



## **Grey Sauble Authority Board of Directors**

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### **M O T I O N**

**DATE:**                July 28, 2021

**MOTION #:**        FA-21-089

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

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



## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Tim Lanthier, CAO  
**Meeting Date:** July 28, 2021  
**Report Code:** 036-2021  
**Subject:** Amendments to the GSCA Procurement Policy to Correct Unintended Policy Issues

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### Recommendation:

**WHEREAS GSCA maintains a Procurement Policy to ensure that ongoing financial approvals and reporting provide for appropriate controls;**

**AND WHEREAS GSCA will amend this Policy from time to time to ensure its appropriateness and functionality;**

**THAT the GSCA Board of Director's approved the proposed changes to the Procurement Policy as expressed in this report and in the attached, marked-up version of the policy.**

### Background:

Recent Request-for-Proposal undertakings by GSCA staff have identified some inconsistencies and unworkable portions of the Procurement Policy, specifically related to the RFP process.

By their nature, RFP's are intended to be used for services that may have many different possible approaches and/or solutions. The received proposals tend to be highly technical and may be sizeable documents, requiring the selection committee to take time in fully reviewing and considering such proposals. Further, the information contained in these documents may be proprietary in nature and not suitable for public disclosure.

## **Analysis:**

In order to bring the GSCA Procurement Policy document into a more functional state, the following changes have been made to GSCA's Procurement Policy:

- Page 8, Clause 5: Provides more flexibility in terms of advertising tenders.
- Pages 9: Provides a differentiation between the RFQ process and the RFP process.
- Page 10, Clauses 1 and 3: Provides consistency with the rest of the Policy document.

All changes are highlighted in yellow in the attached "marked up" version of the by-laws. Removals are further identified with a strikethrough (~~example~~).

## **Financial/Budget Implications:**

There are no immediate financial or budget implications.

## **Communication Strategy:**

The policy document will be updated within GSCA's internal Sharepoint site and staff will be made aware of the changes.

## **Consultation:**

The CAO has been in consultation with the Manager of Financial and Human Resource Services.



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# **Grey Sauble Conservation Authority**

## **Procurement, Payments and Financial Reporting Policy**

Version 3.4

Updated: November 15, 2019

Approved November 27<sup>th</sup>, 2019

## Contents

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## Goals of this Policy

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- The procurement of goods and services:
  - Is open, transparent and fair
    - Evaluation criteria are applied fairly to assess the merits of competitive bids, proposals, quotes and submissions;
    - Those seeking contracts for goods and services are required to disclose potential conflicts of interest
  - Ensures local suppliers are aware of tenders so they may provide bids if desired
  - Attracts competitive bids and the achievement of good value for Grey Sauble Conservation Authority (GSCA)
  - Where feasible, supports social enterprise goals, and watershed businesses and employment
  - Addresses accessibility requirements for goods, services and facilities
- To ensure that senior staff are accountable for ensuring expenditures are within approved budgets, that charges are valid and for accurate forecasting of expected year-end totals.
- To ensure that ongoing financial approvals and reporting give senior staff and the Board of Directors assurance that there are appropriate controls on expenditures, they know the financial situation and can react to financial opportunities and risks.

## Definitions

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**Bid** means a Vendors response to a request to a procurement process.

**Contract** means a written agreement between GSCA and another party for the purchase of a Good or Service.

**Emergency** means a situation requiring immediate action and includes:

- a. An imminent or actual danger to the life, health or safety of an official or employee acting on the GSCA's behalf;
- b. An imminent or actual danger of injury to or destruction of real or personal property belonging to the GSCA;
- c. An unexpected interruption of an essential public Service; and
- d. A spill of a pollutant as contemplated by Part IX of the Environmental Protection Act, R.S.O. 1990, c. E.19;

**Feasible** – For the purposes of this document, the phrase “where feasible” shall mean those procurements that allow GSCA to meet the requirements of this policy without compromising GSCA's financial and strategic goals.

**Goods** includes supplies, materials and equipment of any kind.

**GSCA** means the Grey Sauble Conservation Authority as created under Order-in-Council 3135/84, and shall also include those properties, real and personal, purchased and/or owned under the names Sauble Valley Conservation Authority and/or the North Grey Conservation Authority.

**Local** means occurring within the boundaries of GSCA's Watershed Jurisdiction.

**Proposal** means a sealed Submission received in response to a Request for Proposal issued by GSCA.

**Quotation** means a written cost estimate provided in response to an invitation issued by the GSCA for the supply of specific Goods or Services.

**Request for Proposal (RFP)** means a document that solicits a proposal, often through bidding, for a purchase of a commodity or service. An RFP outlines the requirements of what is being sought and a proposal on some facet of the work (such as who will complete it, their qualifications, past successes, proposed approach), and the award decision is made using an approach specified in the Request that includes both the bid and proposal.

**Request for Quotation (RFQ)** means a process where a quote is requested from a supplier(s) for the purchase of a specific product or service and includes price, payment terms and quality.

**Senior staff** means CAO, Interim General Manager, Coordinators and Managers.

**Services** means amenities, facilities, or activities provided or performed by others where no transfer of ownership occurs of tangible items.

**Social Enterprise** means an organization that applies commercial strategies to maximize improvements in financial, social and environmental well-being and which may include maximizing social impact alongside profits for external shareholders.

**Sole Source** means a procurement decision whereby purchases are directed to one source of supply where GSCA has determined that no other source is qualified or capable of providing the Goods or Services.

**Tender** means an open invitation to bid on a project. Tenders within this document are related only to procurement and purchasing. As a point of clarity, this policy document does not override tendering policies related to the sale of forest products or the leasing, rental, or sale of Authority property.

**Unsolicited Proposal** means submission from any source whereby senior staff believes that the proposal may be of benefit to GSCA and the information has not been submitted in response to a request.

**Vendor** means any individual or organization offering Goods or Services and includes contractors, consultants, suppliers and service organizations.

**Watershed Jurisdiction** means the area of land defined through Order-in-Council 3135/84 as being under the jurisdiction of GSCA.

## Out of Scope

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This policy shall apply to the procurement, payments and financing of all Goods and Services except:

- The purchase of land;
- Staff training, professional development, accreditation or membership in professional organizations and related travel, accommodation or meal expenses;
- Utilities, including repair, servicing and modification;
- Licenses or maintenance for existing computer hardware or software;
- General corporate expenses including employee documentation such as functional abilities forms, debentures, claim settlements, arbitrators, historical experts, damage claims, Workplace Safety and Insurance (WSIB) remittance, or customs brokerage services;
- Goods or Services from a public body, including schools and educational facilities or a non-profit organization;
- All refunds and returns of deposits;
- Salary, honorarium or remuneration of staff, Board members or members of GSCA committees;
- Procurement of Goods and Services related to cultural or artistic fields; and,

Where this policy does not apply to the procurement of a Good or Service, this policy may be used as a guide for procuring the Good or Service.

## Application of Policy:

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This policy provides mandatory direction to GSCA staff. It also sets financial oversight and approval roles for the Board of Directors as well as its Chair or the Chair's Board designate.

## References and Related Policies and Guidelines

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GSCA Forest Products Tender Policy

Personnel Policy

GSCA Accessibility Standards Policy

Order-in-Council 3135/84

TOBM Purchasing of Goods and Services Procedures

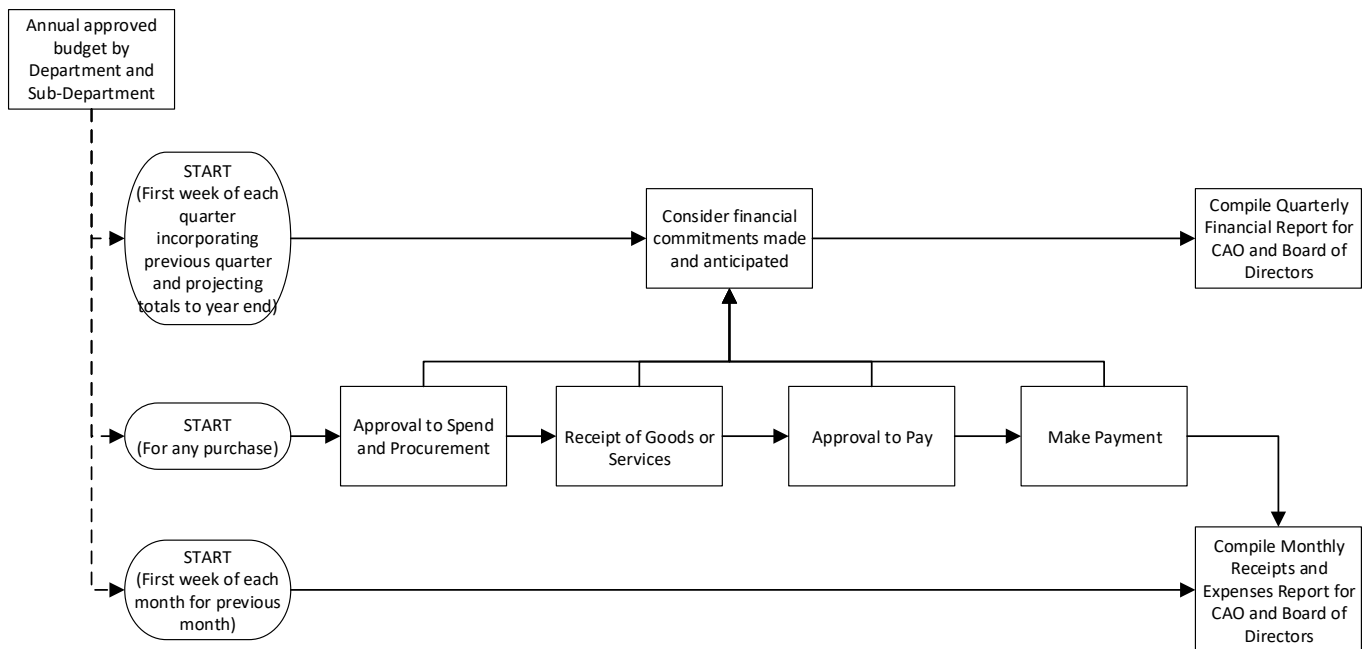
## Background

At GSCA, following the Board of Directors' approval of the budget, any expenditure will follow the steps of:

1. Approval to Spend and Procurement
2. Receipt of Goods and Services
3. Approval to Pay, and
4. Make Payment.

The activities in each step will vary as set out below based on factors such as the size of the expenditure and considering pre-approval by the Board of Directors through the budget process.

Throughout the year the actual and planned expenditures will be used to update the Board's Quarterly Financial Report, year-end expenditure projections, and the Monthly Receipts and Expenses Report



# Expenditure Steps

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## General

1. Only senior staff and their delegate(s) as approved by the CAO/General Manager can procure goods and services for GSCA. Employees not responsible for purchasing for their program may only do so with the pre-approval of their department lead (i.e. Coordinator or Manager).
2. Department leads may only procure items that are within the mandate of their department (e.g. the Fleet Manager will procure vehicles) and within their allotted budget.
3. No contract or purchases may be artificially divided into smaller contracts or purchases for the sole purpose of avoiding the thresholds as defined in this Policy.
4. No personal purchases shall be made by the GSCA for Members of the Board or employees of the GSCA unless authority by the Board and/or the Executive of the Board and the CAO/General Manager.
5. No employee or Member of the Board shall purchase or offer to purchase, on behalf of the GSCA, any goods or services except in accordance with this policy.

## Approval to Spend

1. The proposed expenditure will not bring the year end forecast for a department above that department's approved budget limit for a given line item (e.g. materials and supplies).
2. If a proposed expenditure will exceed the department's budget, the CAO/General Manager may approve the expenditure so long as the overall projected year-end finances are within the overall annual GSCA budget limit.
3. A formal supportive resolution by the Board of Directors is required if a proposed expenditure will cause an exceedance of the overall annual GSCA budget.
4. If a purchase is over \$5,000, then the endorsement of the CAO/General Manager or designate on the purchase and procurement method is required.
5. Further to 'Clause 4', notification shall be provided to the Board at the next meeting after the Approval to Spend stage is completed for all expenditures over \$20,000.

## Procurement Requirements

### Acceptable Procurement Approaches

1. Purchasers can make purchases using their best judgement on convenience and value for expenditures up to and including \$1,000.

2. Two documented quotations (screen shots, emails or written quotes containing company identity) are required for expenditures of over \$1,000 and up to including \$5,000. Records of the price check shall be maintained for three years.
3. Three written quotations are required for expenditures exceeding \$5,000 and up to and including \$20,000. Email quotations are considered acceptable. Records of the quotations (e.g. scans of written quotes, pdfs, screen shots.) shall be maintained for three years.
4. Public tender for procurement is required for expenditures exceeding \$20,000.
5. Public tenders may consist of a Request for Quotation or a Request for Proposal.

The minimum public tender effort includes posting on the GSCA website, direct contact to all known local suppliers who provide the types of goods or services required and advertisement in local newspapers or on a local online classified website or on a public bidding website.

6. Staff may use a public tender below the threshold values if they believe it will provide better value to GSCA.
7. In the event of an emergency that requires the immediate purchase of supplies and/or services, it will be the responsibility of the relevant Coordinator to secure the necessary supplies and services. If the emergency purchasing results in unbudgeted expenditures representing more than \$1,000, the Coordinator must, in consultation with the CAO/General Manager, report to the Chair and/or Vice-Chair as soon as possible after the emergency.
8. Exceptions to the above requirements include: utilities, annual dues, subscriptions and memberships, courses and workshops for staff and limitations placed by fund grantors on available suppliers.

### **Requests for Quotations**

1. A Request for Quotation (RFQ) is used for procurements where there are clear specifications and an ability to define the exact product or service that is required. This includes most construction projects and materials, and most commodities and equipment. Requests for quotation may include allowances that will affect the award decision, such as providing a bonus or considerations for better vehicle mileage or warranty.
2. The Project Leader will prepare the RFQ package and this package will require approval of the CAO/General Manager prior to being advertised.

### **Request for Proposals**

Request for Proposals (RFP) shall be used where a product and/or service is difficult to define and may require individualized methodologies and assurances of the provider's expertise and successful experience. Any award decisions should be based on the entire proposal, including experience and technical expertise, not only on a financial bid.

1. All submissions will be examined for suitability, completeness, technical capacity and best overall value to GSCA.
2. Depending on the information received, GSCA may contact and seek to negotiate with any vendor, or several vendors, for all or part of the product/service, or decide to advertise for competitive bids, or, not contract with any vendor at all.
3. The Project Leader will work with any support staff necessary in completing the RFP. The RFP requires the approval of the CAO/General Manager prior to being advertised.
4. RFP results will be reported to the Board of Directors in an open session unless specifically requested by GSCA or the service provider.

### **Special Circumstances**

In the event that funding has been obtained for works on private property through a grant, donation, fundraising and/or a project that is dependent on prior quotes or estimates and/or the grantor has specified a service contract for the application, the CAO/General Manager/Department head will have the authority to proceed with the project without following the above procedures.

### **Unsolicited Proposals**

Unsolicited proposals must be in writing, detailing information on a product or service that may provide the Authority with significant value and/or savings. Unsolicited proposals may be accepted, and a contract entered dependent on the vendor norm, without a competitive bid process, providing the annual expenditure is less than \$15,000.

### **Tender Openings – RFQ's**

1. **Tenders RFQ's** shall be opened in a public venue, in the presence of the Chair **or the** Vice-Chair or a designated member(s) of the Board of Directors, the CAO/General Manager or his/her designate, the department/program head or his/her designate, the Project Leader (if different than the department/program head), and, duly signed by those present. If, due to unforeseen circumstances, a member of the Board of Directors cannot be present, the opening shall proceed, but there must be at least two senior GSCA staff and the CAO/General Manager present at the opening.
2. **Tender RFQ** results will be reported to the Board of Directors in an open session at the next available Board Meeting.

### **Tender Openings – RFP's**

1. RFP's shall not be opened in a public venue due to the generally complex nature of these proposals and the potential for them to contain propriety information. RFP's openings shall include the Chair or the Vice-Chair or a designated member(s) of the Board of Directors, the CAO/General Manager or his/her designate, the department/program head or his/her designate, the Project Leader (if different than the department/program head), and, duly signed by those present.
2. The selected candidate from the RFP results will be recommended to the Board of Directors in open session at the next available Board Meeting.

## **Identical Bids**

In the case of identical low compliant Bids, the Manager or Coordinator may invite the low Vendors to submit new Bids to obtain a lesser price.

If this procedure is not successful in breaking a tie between two or more identical low compliant Bids, or GSCA determines it is in the best interest of the GSCA, the GSCA shall invite the tied proponents to an interview in an effort to break the tie. The interview will have a set agenda and be scored by the evaluation team.

## **Reporting Requirements**

Reports to the Board of Directors recommending the acceptance of a Bid or Proposal shall include the following:

- b. Analysis of any significant cost changes from the previous year for regularly purchased Goods or Services;
- c. The sources of financing or allocation of revenue; and
- d. Any financial commentary considered appropriate.

## **General**

1. The results of all RFPs and purchase tenders and the recommendation of RFP selections will be reviewed by the Board of Directors.
2. Notwithstanding the provisions of this Procedure, every bid document issued by GSCA shall contain a provision that GSCA shall have the right to reject or accept any bid at its absolute discretion, and that the GSCA also reserves the right to reissue the bid document in its original form or a revised form.
3. Each Tender/RFP/RFQ will be subject to a pre-determined closing time, after which they will not be accepted, and will be returned unopened. Tenders are not subject to negotiations unless initiated by GSCA.
4. In order to include local businesses, all tender, RFP, and RFQ processes will be circulated to known local providers where applicable.
5. All responses for RFQs, RFPs, and Tenders must be evaluated using a standard evaluation template as modified to meet the specific requirements of the RFQ, RFP, or Tender process. The Evaluation Committee (Board Chair or Vice Chair, CAO/General Manager, relevant Coordinator or Manager) assigned to a procurement process must document the conclusions of the evaluation process.
6. No employee of GSCA, or Member of the Board, Member of an Associated Committee, or immediately family member of such persons, may bid on the GSCA's proposed purchase of goods and services.
7. To ensure the GSCA's procurement process is fair, open and transparent to all proponents, there shall be no communications between the GSCA and the proponents except for the official representative(s) noted in the quotation document. This blackout is for the period of time



immediately following the release of the request until the final award of the bid. All questions asked by proponents during the course of procurement must be submitted in writing to the official representative and the questions and responses must be circulated to all proponents. Lobbying during the procurement process will not be permitted and may result in the disqualification of the proponent.

## **Receipt of Goods and Services**

1. Senior staff responsible for initiating the procurement shall be accountable for ensuring that all charges are valid and that the Goods and/or Services procured are consistent with any relevant quotes and/or bids.
2. Where relevant, the packing slip for goods should match the purchase order.
3. Received invoices shall be entered into procurement tracking data collection system for payment approval.

## **Approval to Pay**

1. Senior staff responsible for initiating the procurement shall be afforded Approval to Pay for goods and/or services not exceeding the original approval and not exceeding department budget allowances, subject to consistency with all other portions of this Policy Document, including but not limited to the Approval to Spend.
2. Senior staff responsible for initiating the procurement shall be afforded Approval to Pay for or make a deposit for Goods and/or Services exceeding the originally quoted or agreed to price with the endorsement of the CAO/General Manager, subject to not exceeding department budget allowance, and subject to consistency with all other portions of this Policy Document.
3. Approval of the CAO/General Manager is required for the payment for Goods and/or Services exceeding original quotes and exceeding the department budget allowance.
4. A formal supportive resolution by the Board of Directors is required prior to approval of payment on expenditures exceeding the overall annual GSCA budget if not previously approved by the Board. Where previous Board approval has been received, the CAO/General Manager shall notify the Board of Payment at the next Full Authority Board Meeting.

## **Make a Payment**

1. Normal method of payment is by cheque. GSCA requires two authorized signors.
2. On occasion payment by wire transfer is required. Normal approval process must be followed. Finance Coordinator then would process a wire transfer through online banking. Authorization through GSCA's banking system requires a passcode using a fob provided by GSCA's bank.

## Monthly and Quarterly Financial Reporting

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- To ensure that ongoing financial approvals and reporting give senior staff and the Board of Directors assurance that they know the financial situation and can react to financial opportunities and risks.
- Senior staff are accountable for accurate forecasting of expected year-end totals on a quarterly basis.

## Monthly Receipts and Expenses Report

- The receipts report is generated for in-house use and for information for our Board and includes a summary of the total monies received broken down by department or program. GSCA receives payments in multiple ways and many of the payments are received prior to a receivable being acknowledged by GSCA, therefore, the tracking of receipts is done manually in Excel. This allows GSCA to record its receipts daily and summarize at month end. This report is completed within five business days after the end of the month and is included in the outgoing Board package.
- The expense report includes an itemized list of cheque details, including cheque number, vendor and sum, that had been issued in the previous month. The cheque list is generated within SharePoint and exported to excel. This report also provides a monthly total of credit card purchases, salaries and other employee related payments and any automated payments from the bank. This information is manually entered using data contained within the monthly bank statement. This report is completed when our monthly bank statement is available (usually within a week of month end) and is included in the outgoing Board package.

## Summary of Responsibilities and Accountabilities

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- The Finance Coordinator is accountable for the management and updates of chart of accounts with input from Senior Staff on reporting needs.
- Senior Staff and the Board of Directors are appropriately accountable for all material procurement.
- The Board of Directors is accountable for overall expenditures.

### Revision Control Record for this Policy

Date Approved	Change		
November 27, 2019	Initial approval		
July 28, 2021			

## Grey Sauble Authority Board of Directors

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### MOTION

**DATE:** July 28, 2021

**MOTION #:** FA-21-092

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**WHEREAS** GSCA maintains a Procurement Policy to ensure that ongoing financial approvals and reporting provide for appropriate controls;

**AND WHEREAS** GSCA will amend this Policy from time to time to ensure its appropriateness and functionality;

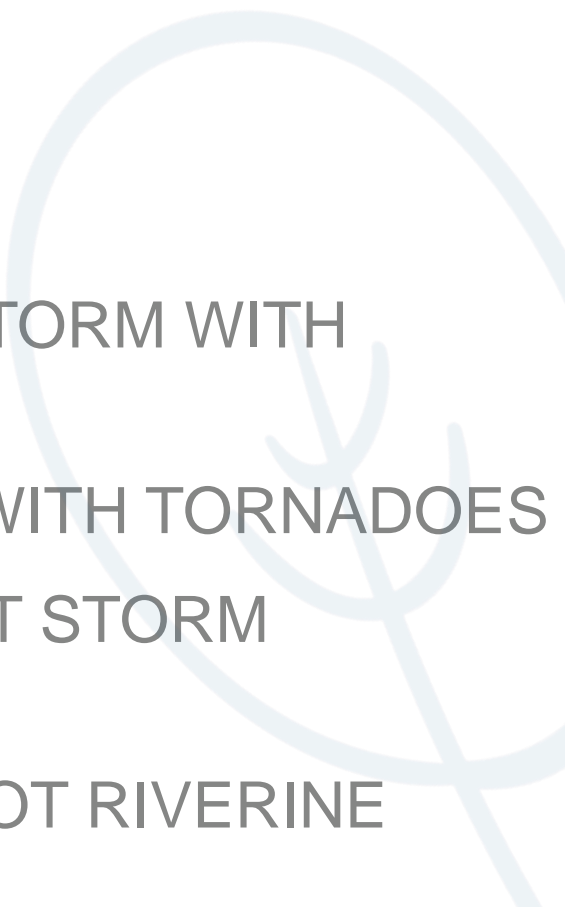
**THAT** the GSCA Board of Director's approved the proposed changes to the Procurement Policy as expressed in this report and in the attached, marked-up version of the policy.



# **FLOOD WATCH ISSUED**

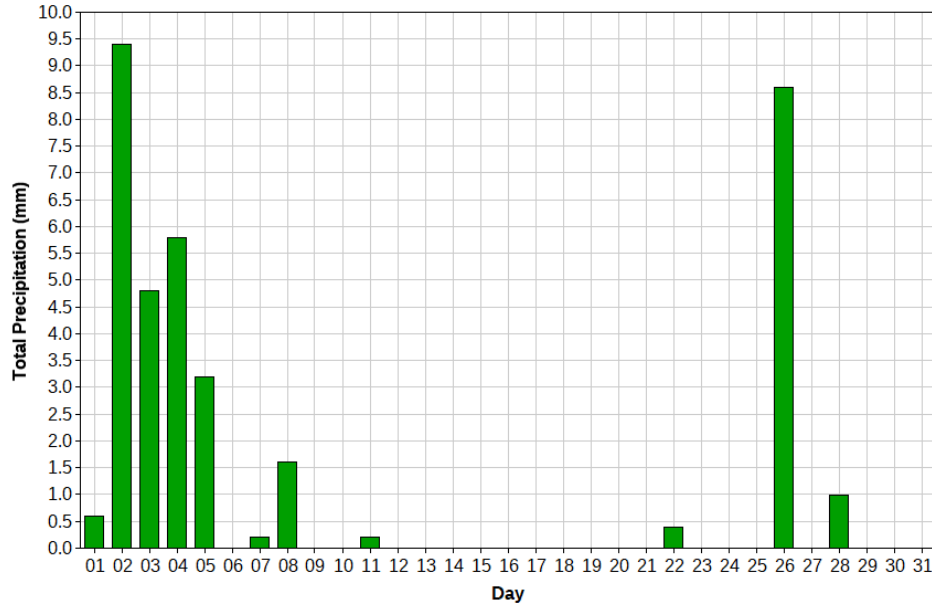
## **26-JUN-2021**

# HIGHLIGHTS

- WATERSHEDS VERY DRY
  - MNRF API 25
  - INCONSISTENT FORECASTS
  - STARTED AS TYPICAL SUMMER STORM WITH ISOLATED SHOWERS
  - INTENSE RAINFALL DEVELOPED WITH TORNADOES
  - INTENSITY EXCEEDS SIGNIFICANT STORM THRESHOLDS
  - URBAN FLOODING ISSUES BUT NOT RIVERINE ISSUES
- 

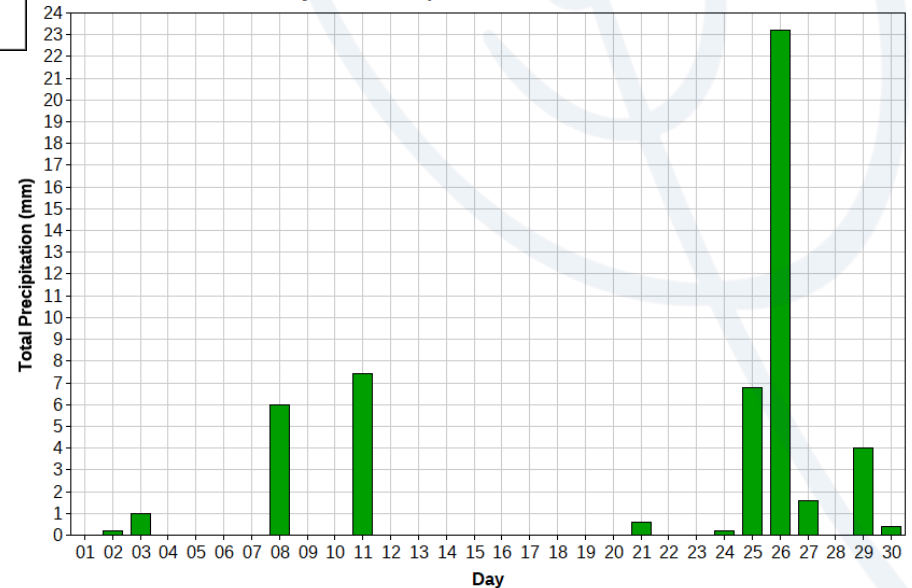
# PRE-WATERSHED CONDITIONS

Daily Total Precipitation for May 2021



Below average rainfall for Wiarton  
for the previous 6 weeks

Daily Total Precipitation for June 2021



# PRE-WATERSHED CONDITIONS

- MOST SYSTEMS NEAR LEVEL 1 LOW WATER CONDITIONS
- BASED ON WIARTON RAINFALL DATA, MNRF DETERMINED THE API (Antecedent Precipitation Index) TO BE **26** FOR JUNE 26<sup>TH</sup>.
- BASED ON **26** API, RUNOFF WAS ESTIMATED TO OCCUR AFTER 45 MM OF RAINFALL (WATERSHED COULD HANDLE APPROX. 2" OF RAINFALL BEFORE STREAM RESPONSE) .
- TABLE BELOW IS AN EXAMPLE ONLY (NOT JUNE 26<sup>TH</sup>)



## Ontario Ministry of Natural Resources Surface Water Monitoring Centre (SWMC)



### Runoff Report - Day 1 (Today)

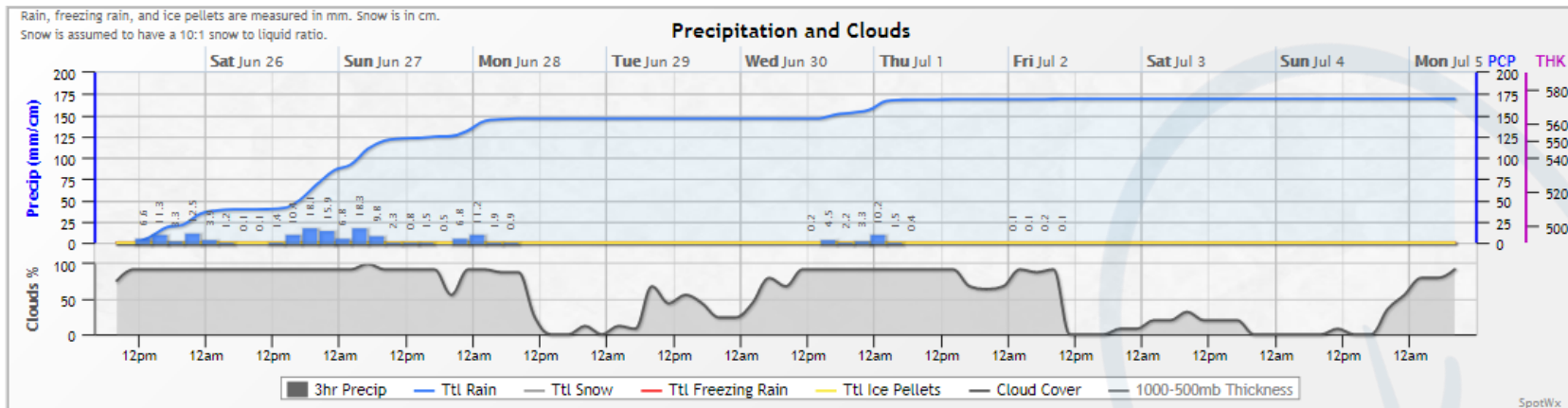
Date: July 12 2021

Values of Rainfall/Snowmelt in mm required to Produce specified Run-off

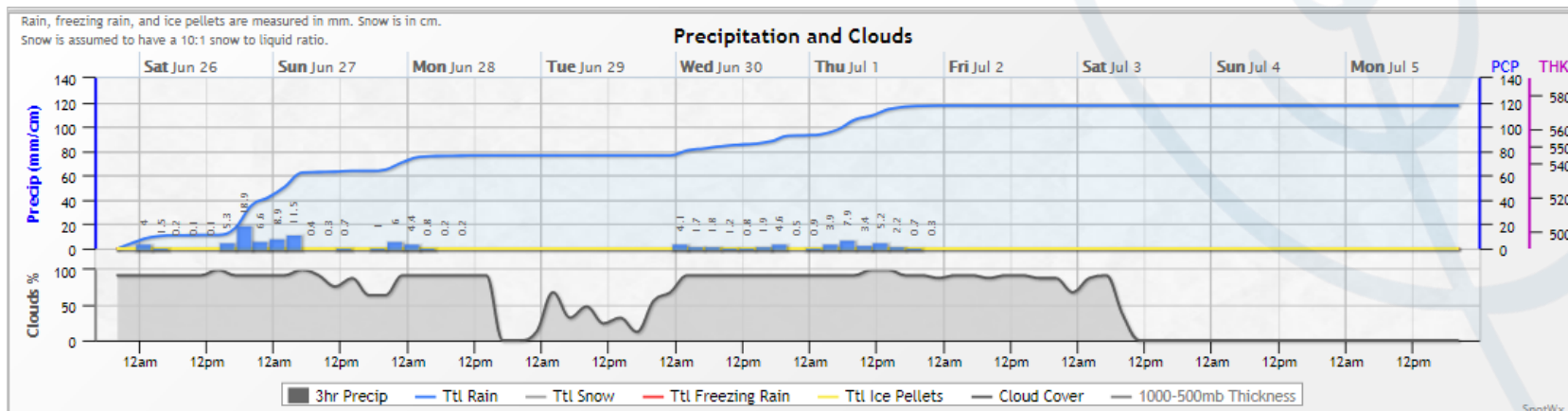
Stn ID	Stn Name	API	5mm	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100mm
YTS	TIMMINS	25	1	1	1	1	1	1	1	1	2	4	6	8	9	11	13	15	17	20	22	25
XTO	TORONTO CITY	22	1	1	1	1	1	1	3	4	6	7	9	11	13	15	17	19	22	26	30	33
YUL	MONTREAL INTL	24	1	1	1	1	1	1	1	2	3	5	7	9	10	12	14	16	19	21	24	27
YVO	VAL DOR	26	1	1	1	1	1	1	1	1	3	5	7	8	10	12	14	16	18	21	23	23
YVV	WIARTON	21	1	1	1	1	1	2	4	5	7	9	11	13	14	17	19	21	25	29	32	37
YWA	PETAWAWA	24	1	1	1	1	1	1	1	2	3	5	7	9	10	12	14	16	19	21	24	27
YXL	SIOUX LOOKOUT A	27	1	1	1	1	1	1	1	1	2	4	6	7	9	11	13	15	17	19	22	22
YXR	EARLTON A	25	1	1	1	1	1	1	1	1	2	4	6	8	9	11	13	15	17	20	22	25

# FORECASTS - 10 DAY (OWEN SOUND)

JUNE 25<sup>TH</sup> AT 8 AM

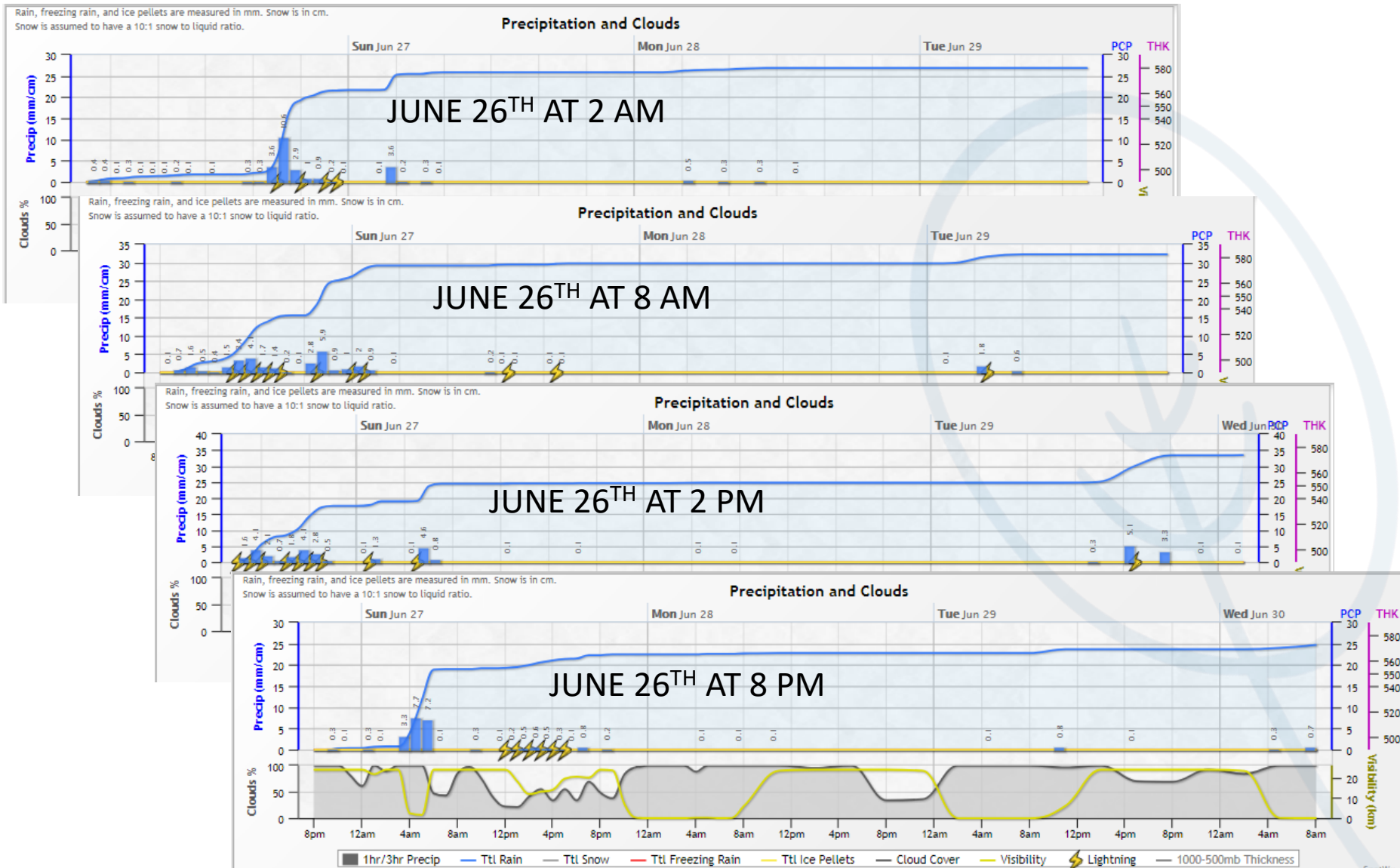


JUNE 25<sup>TH</sup> AT 8 PM

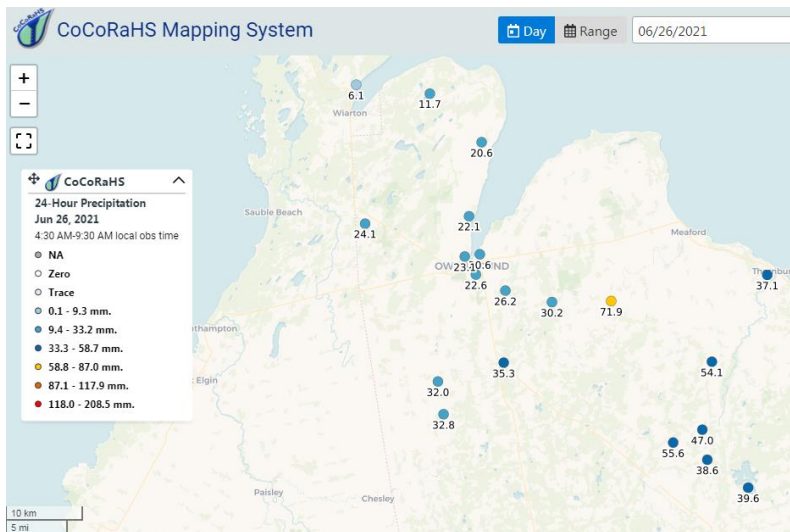
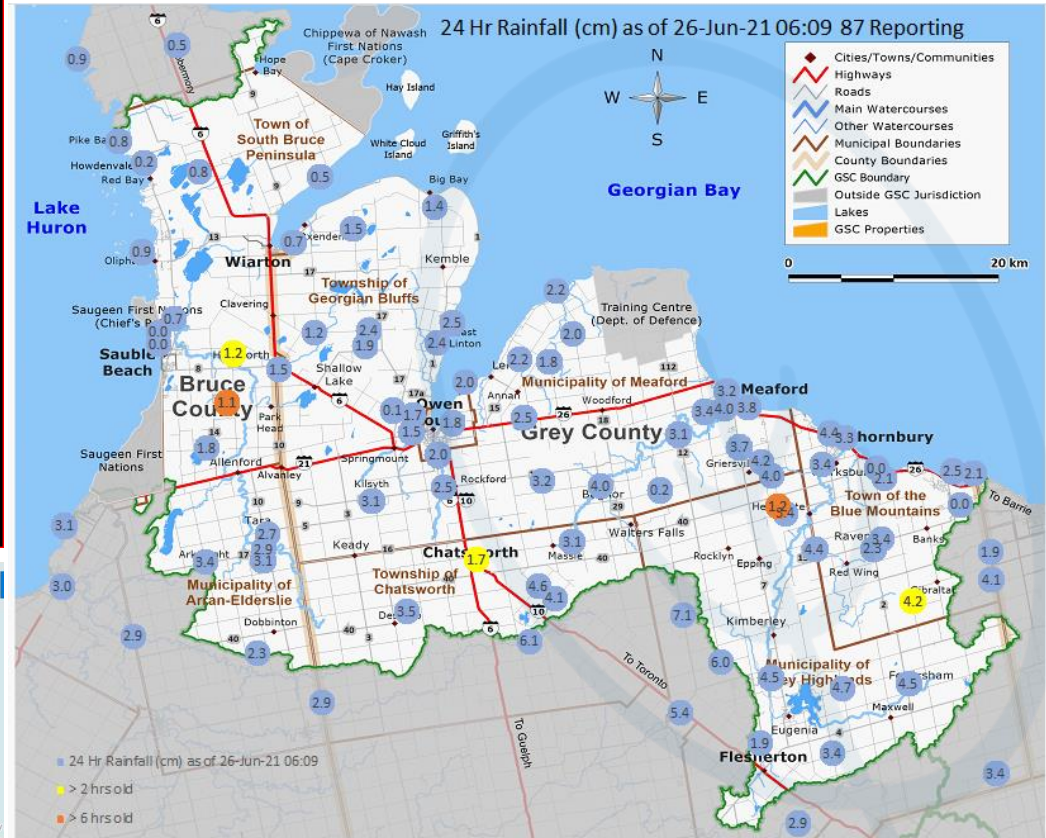
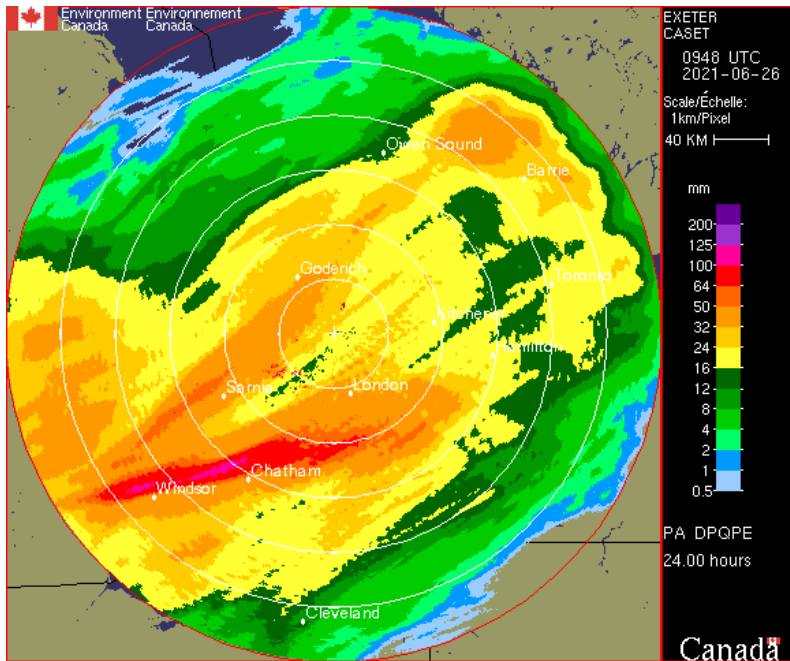




# FORECASTS - 3 DAY (OWEN SOUND)

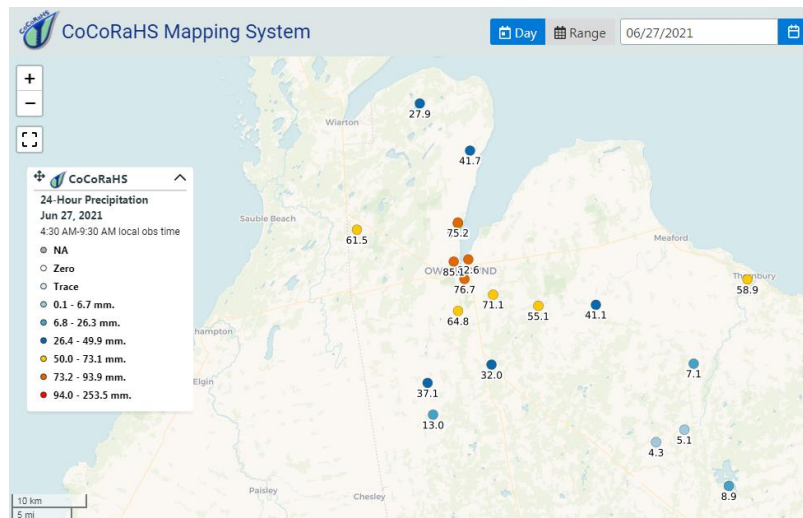
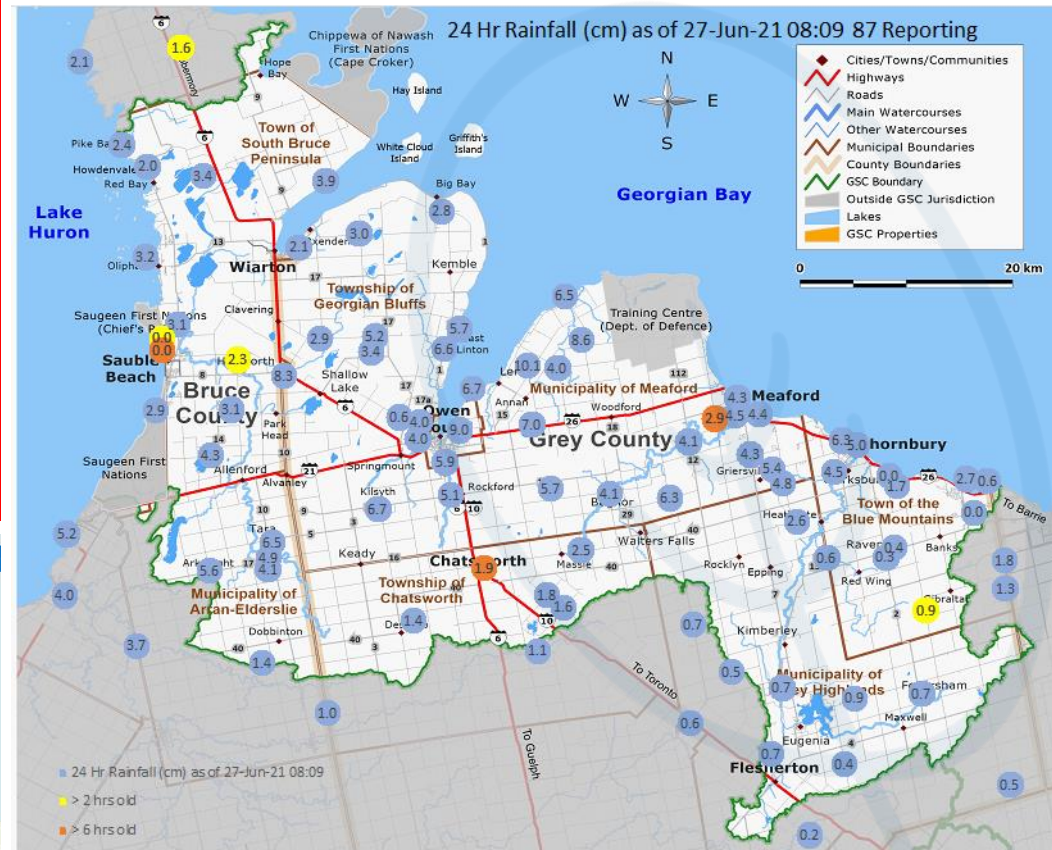
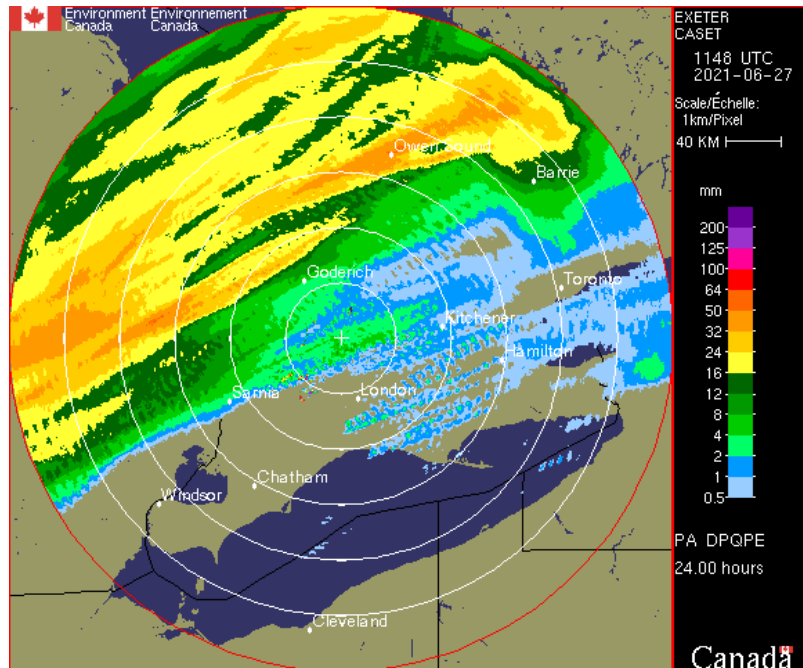


# RAINFALL DISTRIBUTION (as of 6am June 26<sup>th</sup>)





# RAINFALL DISTRIBUTION (as of 8am June 27<sup>th</sup>)



# MESSAGING – Municipal Flood Contacts

## Heads Up issued to Municipal Flood Contacts Friday June 25<sup>th</sup> at 11:45am

Heads up regarding i



John Bittorf

To: Brian McDougald; Christine Fraser-McDonald; David Smith; Ivan Langerap; Ryan Grieg; Scott McLeod; Andrea Matrosov; Darrell Martin; Diana Livingston; Jason Hindle; Jim McCannell; Ryan R. Gibbons; Shawn Carey; Steve Conn; (Bruce County) Larry Arnold; David Smith; Jerry Haan; Miguel Pelletier; Ray Lux; Steve Cobeane; Steve Schaus; Aferguson@brucecounty.on.ca; Jamie Edwards; Jamie Morgan; +66 others  
Cc: Carl Seider; Kristopher Robinson; Tim Lanthier; Gloria Dangerfield

Reply Reply All Forward ...

Fri 6/25/21 11:54 AM

If there are problems with how this message is displayed, click here to view it in a web browser.

Hi Flood Contacts

We are starting to see the first line of showers working their way across our watersheds. This is the start of a large system that may become stationary over our region. As a result, we may see several days of rainfall in the range of 20-35mm each day. The system is anticipated to slowly shift south but may continue to contribute into early next week.

Our watersheds have been fairly dry over the past month and will likely respond slowly to the added moisture. However, the risk of thunder showers exists, and this could cause localized drainage issues as ditches and small drainage systems become overwhelmed.

We advise that your staff continue to monitor the weather conditions and take advantage of the online products we have on our website. We will be keeping an eye on the situation and update everyone as needed.

[Current Watershed Conditions – Grey Sauble Conservation Authority](#)

John

John Bittorf  
Water Resources Coordinator/Flood Duty Officer  
Grey Sauble Conservation Authority  
[www.greysauble.on.ca](http://www.greysauble.on.ca)

519.376.3076 Ext. 228  
237897 Inglis Falls Road  
Owen Sound, ON N4K 5N6  
[www.greysauble.on.ca](http://www.greysauble.on.ca)



# MESSAGING – Municipal Flood Contacts

Flood Watch issued to Municipal Flood Contacts Saturday June 26<sup>th</sup> at 4:22pm

Flood Watch now in effect



John Bittorf

To Brian McDougald; Christine Fraser-McDonald; David Smith; Ivan Langerap; Ryan Grieg; Scott McLeod; Andrea Matrosovs; Darrell Martin; Diana Livingstone; Jason Hindle; Jim McCannell; Ryan R. Gibbons; Shawn Carey; Steve Conn; Dax McAllister; (Bruce County) Larry Arnold; David Smith; Jerry Haan; Miguel Pelletier; Ray Lux; Steve Cobean; Steve Schaus; Aferguson@brucecounty.on.ca; Jamie Edwards; **+68 others**  
Cc Carl Seider; Tim Lanthier; Kristopher Robinson; Gloria Dangerfield

Reply Reply All Forward ...

Sat 6/26/21 4:22 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

Hi Everyone

There is an intense system passing over our watersheds. Some of you may have already experienced the start of it. Rainfall is intense and will cause smaller drainage system to become overwhelmed quickly. The larger systems will take longer but will respond later tonight and into tomorrow.

Please continue to watch the radar and forecast and be prepared for issues with road crossings and possible urban flooding.

John

John Bittorf  
Water Resources Coordinator/Flood Duty Officer  
Grey Sauble Conservation Authority  
[www.greysauble.on.ca](http://www.greysauble.on.ca)

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# MESSAGING – Media Contacts

## Flood Watch issued to Media Contacts Saturday June 26<sup>th</sup> at 5:05pm

### Grey Sauble enters Flood Watch Status



John Bittorf

To news@bayshorebroadcasting.ca; news.wingham@blackburnradio.com; news@t931freshradio.ca; wendy.king@corusent.com; diana@923thedock.com; BarrieNews@ctv.ca; osst.news@sunmedia.ca; denis.langlois@sunmedia.ca; dundalk.heraldnews@gmail.com; londonnews@ctv.ca; steve.young@bellmedia.ca  
Cc Tim Lanthier; Gloria Dangerfield; Vicki Rowsell; Carl Seider; Kristopher Robinson

Reply Reply All Forward ...

Sat 6/26/21 5:05 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

Grey Sauble watersheds are now saturated and experiencing intense rainfall events that will cause localized flooding in traditional flood prone areas. Smaller watersheds and drainage systems will become overwhelmed and exceed their banks. Larger streams and river system will take longer to respond but are expected to continue to rise overnight and peak sometime tomorrow. We do not expect watersheds to exceed normal spring runoff conditions, but they will become fast flowing. People should take notice of the weather and water levels and stay safely back from the flowing systems. The flood watch will remain in effect until Monday June 28th at noon. Grey Sauble staff will continue to monitor the situation and will update this status as needed.

-30-

John

Cell 519 270 9906

John Bittorf  
Water Resources Coordinator/Flood Duty Officer  
Grey Sauble Conservation Authority  
[www.greysauble.on.ca](http://www.greysauble.on.ca)

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# MESSAGING - Facebook



Grey Sauble Conservation Authority

June 26 at 7:03 PM · 🌐



Grey Sauble watersheds are now saturated and experiencing intense rainfall events that will cause localized flooding in traditional flood prone areas. Smaller watersheds and drainage systems will become overwhelmed and exceed their banks. Larger streams and river system will take longer to respond but are expected to continue to rise overnight and peak sometime tomorrow.

We do not expect watersheds to exceed normal spring runoff conditions, but they will become fast flowing. People should take notice of the weather and water levels and stay safely back from the flowing systems.

The flood watch will remain in effect until Monday June 28th at noon. Grey Sauble staff will continue to monitor the situation and will update this status as needed.

-30-

John Bittorf  
Water Resources Coordinator/Flood Duty Officer  
Grey Sauble Conservation Authority  
[www.greysauble.on.ca](http://www.greysauble.on.ca)

Flood  
Watch



3

5 Shares



Grey-Bruce Weather Watchers

Admin · June 26 at 5:10 PM · 🌐



Flood Warning Issued. Grey Sauble has just issued a flood warning for its watersheds.

Grey Sauble watersheds are now saturated and experiencing intense rainfall events that will cause localized flooding in traditional flood prone areas. Smaller watersheds and drainage systems will become overwhelmed and exceed their banks. Larger streams and river system will take longer to respond but are expected to continue to rise overnight and peak sometime tomorrow. We do not expect watersheds to exceed normal spring runoff conditions, but they will become fast flowing. People should take notice of the weather and water levels and stay safely back from the flowing systems. The flood watch will remain in effect until Monday June 28th at noon. Grey Sauble staff will continue to monitor the situation and will update this status as needed.

-30-

[View Insights](#)

4.1K Post Reach >



6

21 Shares



Like



Comment

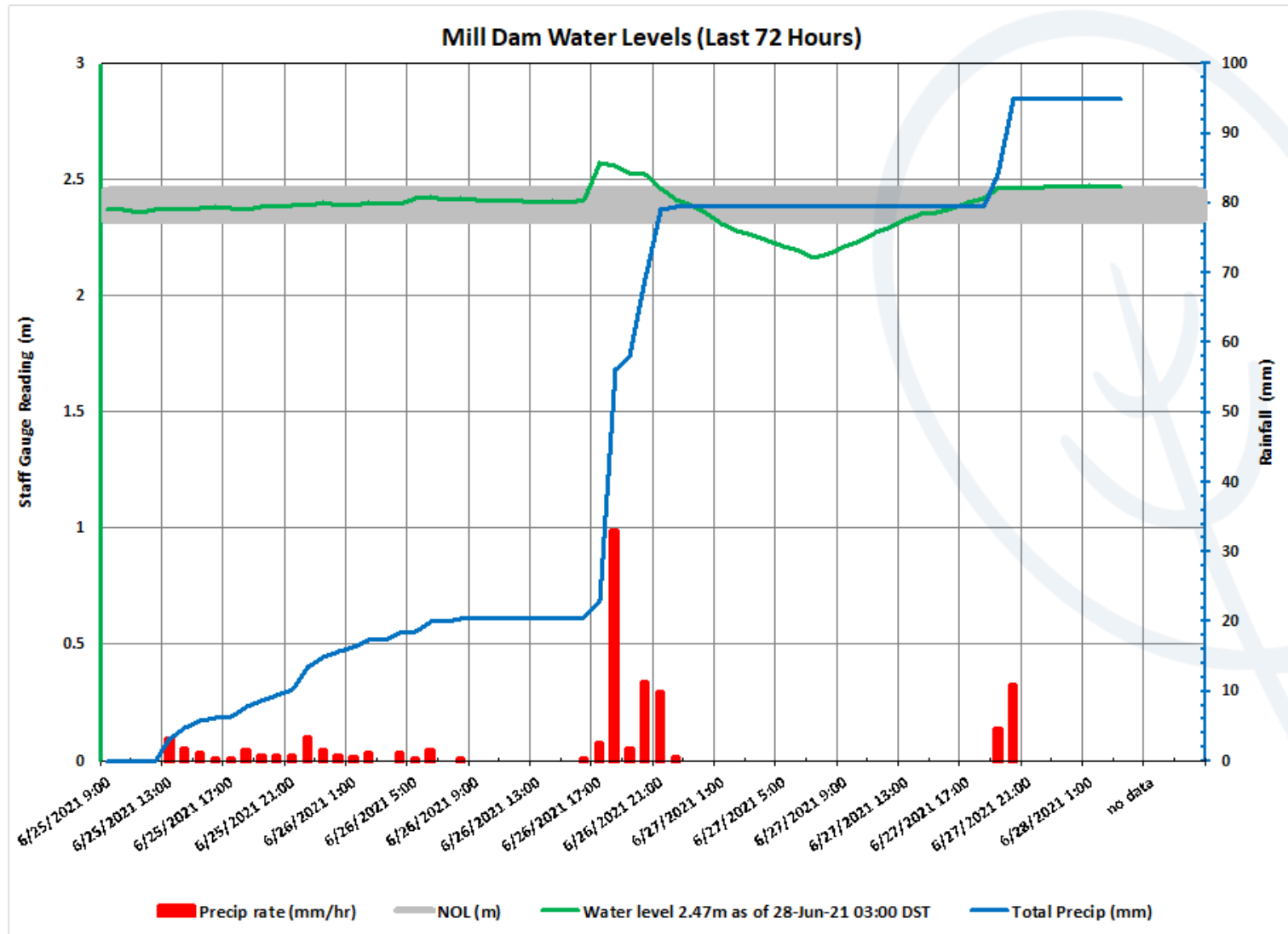


Share



# IMPACTS

June 26<sup>th</sup> at 4pm, Mill Dam gate partially opened to prevent flooding  
June 27<sup>th</sup> at 7:50am, Gate adjusted to return pond to normal range





# IMPACTS

June 26<sup>th</sup> at 7:30pm, removed 3 logs/bay at Bognor Marsh Dam to prevent bypass  
June 29<sup>th</sup>, logs re-installed



# IMPACTS

26-Jun-21 Urban Flooding; Thornbury – Hwy 26



# IMPACTS – How significant was the event?

Based on MTO 2010 IDF (intensity–duration–frequency) Equations if centered over Owen Sound

Site	5-min (0.083)	10-min (0.167)	15-min (0.25)	30-min (0.5)	1-hr	2-hr	6-hr	12-hr	24-hr	Greater Than
Stations with an * are GSCA owned and permission for data use is available										100
26-Jun-21; Annan WU	7.9	12.39	17.3	32.0	48.51	65.2	100.79	100.99	104.6	50
26-Jun-21; Beaver Valley/Clendenan WU	8.89	17.02	23.6	30.7	33.02	34.8	45.47	45.47	53.09	25
26-Jun-21; Boomer/Bognor WU	16.48	27.89	32.69	39.9	42.02	44.4	55.5	56.69	60.6	10
26-Jun-21; Brooke WU	4.83	8.13	10.41	13.46	17.28	19.82	39.88	40.38	42.67	5
26-Jun-21; Coffin Ridge WU*	6.85	13.2	18.28	30.73	43.69	57.66	85.34	85.6	88.9	2
26-Jun-21; DbtB/Hibou WU	6.35	10.16	13.71	20.83	26.16	33.53	66.3	66.8	68.84	
26-Jun-21; Francis Lake WU*	7.87	10.92	11.43	13.21	18.54	30.48	50.8	51.56	54.61	
26-Jun-21; Kilsyth WU*	10.16	20.06	25.9	40.64	50.29	53.34	66.55	67.31	72.9	
26-Jun-21; Owen Sound WU	7.37	13.46	16.76	25.14	33.02	36.07	59.18	59.18	63.25	
26-Jun-21; Thornbury Harbour WU*	10.42	20.32	27.69	37.59	43.18	44.71	50.04	50.04	56.9	



**THANK YOU**





## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Gloria Dangerfield  
**Meeting Date:** July 28, 2021  
**Report Code:** 037-2021  
**Subject:** Financial Renewal – Timesheet and Payable Software

---

### Recommendation:

**WHEREAS, GSCA is in need of updated front-end application(s) for time sheeting, payables and receivables;**

**AND WHEREAS, the current application that is used for payables and receivables is reaching end-of-life;**

**AND FURTHER WHEREAS, Nottawasaga Valley Conservation Authority (NVCA) has developed an application specifically tailored to the needs of Conservation Authorities and will customize it further for GSCA's time sheeting, payables and asset tagging needs;**

**THAT, the GSCA Board of Directors agree to pay for the services of NVCA to install and train Information Services staff on their Time Card Application.**

### Strategic Initiative:

This item supports and streamlines all departments in the organization to undertake budget tracking and reporting and ensure appropriate fiscal responsibility.

### Background:

The financial renewal process began in 2017 to reduce duplication of data entry, streamline approvals and workflows across the organization, undertake improved full



cost accounting and allow managers to more easily budget and track expenditures. It also sought to address the issue of software that has reached end-of-life which is currently being used for payables and receivables.

This process includes updating the time sheets, payroll, payables and receivables procedures and applications.

### **Analysis:**

Staff have worked to define updated, logical cost centres for allocating expenditures to the appropriate programs and projects. Payroll software has been updated that connects directly to the backend accounting software to eliminate duplicate data entry (previously information had to be entered twice) and staff are now working on an end-user solution for timesheet submission, payables and receivables.

A great deal of consideration was taken into whether GSCA should develop a solution in-house or purchase it from a third-party provider. Most third-party providers sell separate applications for timesheets and payables and receivables that require upfront costs as well as yearly maintenance fees and are not necessarily well matched to CA needs.

Nottawasaga Valley Conservation Authority reached out to GSCA staff and has developed a front-end application that will allow GSCA to do time sheeting, payables and receivables as well as tagging items as capital assets which will aid in asset management. They've developed this application internally and will customize it for the needs of GSCA.

### **Financial/Budget Implications:**

The financial implications will be approximately \$6000 that is recommended to come from the administration reserve. NVCA is seeking only cost recovery for staff time and not charging for the software itself or any other additional revenue. They have estimated 7 to 10 working days for staff time at a rate of \$85/hour for the additional time sheet application.

### **Communication Strategy:**

Meetings and training by NVCA IT staff with GSCA Information Services Staff who will then train all other staff on system administration and use.

### **Consultation:**

Grey Sauble Staff have met with NVCA staff to discuss requirements and installation and will continue this communication moving forward throughout installation and training.

GSCA Board of Directors.

## Grey Sauble Authority Board of Directors

---

### M O T I O N

**DATE:** July 28, 2021

**MOTION #:** FA-21-093

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**WHEREAS, GSCA is in need of updated front-end application(s) for time sheeting, payables and receivables;**

**AND WHEREAS, the current application that is used for payables and receivables is reaching end-of-life;**

**AND FURTHER WHEREAS, Nottawasaga Valley Conservation Authority (NVCA) has developed an application specifically tailored to the needs of Conservation Authorities and will customize it further for GSCA's time sheeting, payables and asset tagging needs;**

**THAT, the GSCA Board of Directors agree to pay for the services of NVCA to install and train Information Services staff on their Time Card Application.**





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## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Morgan Barrie  
**Meeting Date:** July 28, 2021  
**Report Code:** 038-2021  
**Subject:** Spring Opening and Property Status Update

---

### Strategic Initiative:

This item is related to the “Enhance Current Land Management” priority set out in GSCA’s Strategic Plan.

### Background:

In 2020, GSCA Operations Department made plans to expand the Ambassador Program, update bathroom facilities, add gatehouses where needed, and implement a new cashless payment system.

### Update:

Spring opening was a very busy time for the GSCA Operations Staff. The installation of our new accessory buildings has been completed. The new buildings are well crafted and have really updated the look of our properties. Updates to Inglis Falls, Eugenia, and Bruce’s Caves Conservation Areas washrooms/privies have also been completed.

The Ambassador program has expanded and has proven to be beneficial in terms of increased parking revenues. The new cashless Square system has had some kinks to work out, but is working well now and is also increasing revenues.

Roads into Clendenan Dam and Spirit Rock Conservation Area have been spot filled to accommodate traffic. Bruce’s Caves and Colpoy’s Lookout have both had a much needed top up of material and grading. The Township of Georgian Bluffs was kind enough to assist with those two properties.

### **Financial/Budget Implications:**

With increased presence at more properties and the introduction of the Square system, GSCA is on target to realize and hopefully exceed net budgeted parking revenues of \$140,000 for 2021.

Total gross revenue to date last year at this time (July 22<sup>nd</sup>, 2020) = \$29,882.00

Total gross revenue to date this year (July 22<sup>nd</sup>, 2021) = \$122,826.72

### **Consultation:**

N/A



## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** July 28, 2021

**MOTION #:** FA-21-94

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**THAT this meeting now adjourn.**