



519.376.3076
237897 Inglis Falls Road
Owen Sound, ON N4K 5N6
www.greysauble.on.ca

Protect.
Respect.
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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

The next regular meeting of the Grey Sauble Conservation Authority Board of Directors is scheduled for Wednesday, August 25th, 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

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



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The next regular meeting of the Grey Sauble Conservation Authority Board of Directors is scheduled for Wednesday, August 25th, 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.

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

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, August 25, 2021, at 1:15 p.m.

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 – July 28, 2021 – Resolution – Attachment #1
6. **Business Out of Minutes**
7. **Consent Agenda**
 - i. Environmental Planning – Section 28 Permits – July 2021 – Attachment #2
 - ii. Administration – Receipts & Expenses – July 2021 – Attachment #3
 - iii. Correspondence – Letter from the Town of South Bruce Peninsula – Attachment #4
 - iv. Conservation Ontario – None at this time.
 - v. Minutes – None at this time.
 - vi. Media – Attachment #5
8. **Business Items**
 - i. Administration
 - a. Q2 Budget Update – Information – Attachment # 6 (10 min)
 - b. Q2 TD Investment – Information – Attachment # 7 (10 min)
 - ii. Water Management
 - a. Report on the 2021 Owen Sound Mill Dam Operations – Information – Attachment # 8 (15 min)
 - iii. Environmental Planning
 - a. Regulation Mapping Update – Information – Attachment # 9 (10 min)

- b. RFP Award Recommendation: Environmental Planning Service Rates and Fees Review – Resolution – Attachment # 10 (20 min)
- iv. Conservation Lands – Nothing at this time.
- v. Forestry
 - a. Tree Planting and Sales Update – Information – Attachment # 11 (10 min)
- vi. Communication/Public Relations – Nothing at this time
- vii. Education – Nothing at this time.
- viii. GIS/IT – Nothing at this time
- ix. Operations – Nothing at this time
- x. DWSP/RMO Report – Nothing at this time
- xi.

9. CAO's Report

10. Chair's Report

11. 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 July 28, 2021; and,
- ii. 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;
- iii. Minutes of the Confidential Closed Session of the Regular Board of Directors meeting held on February 24, 2021; and,
- iv. Finalize CAO Performance Review – closed as it relates to personal matters about an identifiable individual including Authority directors or Authority employees (GSCA Administrative By-Law, Section 4(xvii)(b))

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

13. Resolution Approving the Closed Session Minutes of July 28, 2021

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

15. Reporting out of Closed Session (10 min)

16. Adjournment



Grey Sauble Authority Board of Directors

M O T I O N

DATE: August 25, 2021

MOTION #: FA-21-096

MOVED BY: _____

SECONDED BY: _____

THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of August 25, 2021.



GREY SAUBLE CONSERVATION AUTHORITY
MINUTES

Full Authority Board of Directors
Wednesday, July 28, 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 1:17 p.m.

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

Regrets: Ryan Greig

Staff Present: CAO Tim Lanthier, Administrative Assistant Valerie Coleman, Manager of Information Services Gloria Dangerfield, Manager of Financial and Human Resources Service Alison Armstrong, Water Coordinator John Bittorf, Operations Manager Morgan Barrie

Guest: Jane Mizanski

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

Item 8(iv) struck from agenda as anticipated information has not yet been received.

4. Adoption of Agenda

| | | |
|-------------|--------------|---------------|
| Motion No.: | Moved By: | Dwight Burley |
| FA-21-084 | Seconded By: | Marion Koepke |

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

Carried

5. Approval of Minutes

| | | |
|-------------|--------------|--------------------|
| Motion No.: | Moved By: | Cathy Moore Coburn |
| FA-21-085 | Seconded By: | Paul McKenzie |

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

Carried

6. Business Out of Minutes

Noting at this time.

7. Consent Agenda

| | | |
|-------------|--------------|---------------|
| Motion No.: | Moved By: | Cathy Little |
| FA-21-086 | Seconded By: | Dwight Burley |

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

Carried

8. Resolution to Move into Closed Session

| | | |
|-------------|--------------|-------------------|
| Motion No.: | Moved By: | Harley Greenfield |
| FA-21-087 | Seconded By: | Andrea Matrosovs |

THAT the Grey Sauble Conservation Authority Board of Directors proceed into closed session at 1:22 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,**

AND FURTHER THAT CAO, Tim Lanthier, Administrative Assistant, Valerie Coleman, and Gloria Dangerfield, Manager of Information Services will be present, Manager of Financial 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.

Carried

9. 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.: Moved By: Harley Greenfield
 FA-21-088 Seconded By: Marion Koepke

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

The Board of Directors recessed from 2:46 to 2:55.

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

Motion No.: Moved By: Cathy Little
 FA-21-089 Seconded By: Cathy Moore Coburn

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

11. Reporting out of Closed Session

Motion No.: Moved By: Cathy Little
 FA-21-090A Seconded By: Dwight Burley

RECOMMENDATION 1:

WHEREAS GSCA has engaged the expertise of Gallagher Benefit Services Group to conduct a compensation review including job evaluation, pay equity analysis and market study

AND WHEREAS GSCA as a public sector employer, concluded by said review has been found to have achieved and maintained pay equity.

AND WHEREAS GSCA has not maintained the target 50th percentile of comparator market as has been our historical pay policy

THAT the GSCA Board of Director’s approve the Grey Sauble Conservation Compensation Report and Salary Update as presented by Gallagher Benefit Services Group

| Director | Yes | No | Absent |
|-----------------------------|-----|----|--------|
| Chair Scott Greig | X | | |
| Vice Chair Andrea Matrosovs | X | | |
| Dwight Burley | X | | |
| Cathy Moore Coburn | X | | |
| Harley Greenfield | | X | |
| Ryan Greig | | | X |
| Marion Koepke | X | | |

| | | | |
|---------------|----------|----------|----------------|
| Cathy Little | X | | |
| Scott Mackey | | X | |
| Paul McKenzie | | X | |
| Paul Vickers | | X | |
| TOTAL | 6 | 4 | 1 |
| | | | Carried |

Motion No.: Moved By: Dwight Burley
FA-21-090B Seconded By: Marion Koepke

RECOMMENDATION 2:

WHEREAS the approved Gallagher Benefit Services Group’s compensation review has established that GSCA is not currently meeting 50th percentile salary rates versus market comparators.

AND WHEREAS GSCA has experienced negative impacts of this in terms of staff turnover and recruitment challenges.

THAT the GSCA Board of Director’s approve the implementation of these revised salary rates effective October 1, 2021, and that existing year-over-year surplus be utilized to cover this cost.

| Director | Yes | No | Absent |
|-----------------------------|----------|----------|----------|
| Chair Scott Greig | X | | |
| Vice Chair Andrea Matrosovs | X | | |
| Dwight Burley | X | | |
| Cathy Moore Coburn | | X | |
| Harley Greenfield | | X | |
| Ryan Greig | | | X |
| Marion Koepke | X | | |
| Cathy Little | X | | |
| Scott Mackey | | X | |
| Paul McKenzie | | X | |
| Paul Vickers | | X | |
| TOTAL | 5 | 5 | 1 |

Defeated

Motion No.:
FA-21-091

Moved By: Cathy Moore Coburn
Seconded By: Paul McKenzie

WHEREAS the approved Gallagher Benefit Services Group's compensation review has established that GSCA is not currently meeting 50th percentile salary rates versus market comparators.

AND WHEREAS GSCA has experienced negative impacts of this in terms of staff turnover and recruitment challenges.

THAT the GSCA Board of Director's direct Staff to bring forward a justification report at budget time that defines how the Authority will pay for the implementation of the approved Gallagher Salary Review.

| Director | Yes | No | Absent |
|-----------------------------|----------|----------|----------|
| Chair Scott Greig | X | | |
| Vice Chair Andrea Matrosovs | X | | |
| Dwight Burley | | X | |
| Cathy Moore Coburn | X | | |
| Harley Greenfield | X | | |
| Ryan Greig | | | X |
| Marion Koepke | | X | |
| Cathy Little | X | | |
| Scott Mackey | | X | |
| Paul McKenzie | X | | |
| Paul Vickers | | X | |
| TOTAL | 6 | 4 | 1 |

Carried

Motion No.:
FA-21-092

Moved By: Paul Vickers
Seconded By: Cathy Little

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;

AND WHEREAS, GSCA Staff have reviewed the proposal and determined that it does not meet GSCA's criteria for a desirable acquisition;

THAT the GSCA Board of Directors direct GSCA staff to respectfully decline a land donation offer in the Town of South Bruce Peninsula

Carried

12. Business Items

i. Administration

a. Update to the GSCA Procurement Policy

CAO, Tim Lanthier spoke to the proposed updates to the Procurement Policy. GSCA staff identified some inconsistencies and unworkable portions of the policy, in particular the RFP process. Recommendations should provide increased flexibility to the RFP process and help to differentiate between RFPs and RFQs.

Motion No.:
FA-21-093

Moved By: Scott Mackey
Seconded By: Dwight Burley

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.

Carried

ii. Water Management

a. June 26 Flood Watch Review, Low Water Levels, and Urban Flooding

Water Coordinator, John Bittorf provided a slide presentation of recent weather events. It was reported that watershed conditions prior to the storm were very dry with most systems near a Level 1 Low Water Condition with below average rainfall for the six weeks previous. Staff gave an overview of the forecasted rainfall prior to June 26th Flood Watch alert. Staff issued a Flood Watch on June 26th to Municipal and Media flood contacts. Social media messaging was also circulated. There were impacts within the watershed with Thornbury's urban flooding being noted.

Member Cathy Moore Coburn left the meeting at 3:28 pm.

iii. Environmental Planning

Nothing at this time.

iv. Conservation Lands

Nothing at this time.

v. Forestry

Nothing at this time.

vi. Communications/Public Relations

Nothing at this time.

vii. Education

Nothing at this time.

viii. GIS/IT

a. Financial Renewal and AMP Software Platform

Manager of Information Services, Gloria Dangerfield spoke with respect to the acquisition of a front-end software application that will allow GSCA to do time sheeting, payables and receivables, and the tagging of items as capital assets. Staff noted that the process of financial renewal began in 2017 with the aim to reduce duplication of data entry, streamline approvals and workflows, improve full cost accounting, and allow managers to budget and track expenditures. As part of this process, the GSCA payroll software was updated and resulted in less data entry time. The next step was to create an end-user solution for timesheet submission, payables, and receivables.

Nottawasaga Valley Conservation Authority (NVCA) contacted GSCA to offer their in-house developed application at a cost-recovery rate. This system will allow GSCA to do time sheeting, payables/receivables, and capital asset tagging, and can be customized to GSCA's needs.

Vice Chair Andrea Matrosovs stepped out of meeting as a possible conflict of interest at 3:47.

This software has been purchased by additional CAs. It was noted that the software has the flexibility to be used for other applications in the future.

Motion No.:
FA-21-094

Moved By: Scott Mackey
Seconded By: Marion Koepke

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.

Carried

Vice Chair Andrea Matrosovs rejoined the meeting at 3:55 pm.

Member Paul McKenzie left the meeting at 3:56 pm.

ix. Operations

a. Report Back on Spring Opening and Current Property Status

Operations Manager, Morgan Barrie, gave an update on spring operations and the current status of properties. Gate houses and new outhouses have been installed. Incorporation

of cashless payment system at high traffic sites has improved compliance. Expanded ambassador program.

x. Drinking Water Source Protection & Risk Management

Nothing at this time.

13. CAO's Report

The CAO, Tim Lanthier, reported on activities since the previous meeting.

The CAO provided delegations to the Municipality of Meaford, Grey County, the Town of the Blue Mountains to discuss the proposed regulatory changes. Chair Greig attended the Municipality of Meaford and Grey County meetings and Vice-Chair Matrosovs attended the Town of the Blue Mountains meeting.

Member Dwight Burley left the meeting at 4:10 pm.

On June 25th the Inglis Fall Arboretum Alliance had the media and previous Mayor of Owen Sound, Ruth Lovell-Stanners, out to announce the TD Friends of the Environment grant and project.

Staff and several Board members met for an Indigenous Relationship Committee meeting. With several new members and an extended delay from the previous meeting, participants focused reviewing previous work and goals moving forward. The Committee will re-establish quarterly meeting schedule.

On July 12th, the CAO met with MPP Walker and the Minister MacLeod at Inglis Falls. Tourism in the area and the impact of the changes to the CAA on education and recreation programs were discussed.

July 13th was the ribbon cutting event for the new playground at Hibou. The CAO noted how impressed he was with the work and fundraising put in by the Sydenham Optimist Club and the community involvement.

Christie Beach agreement has been signed by the Municipality of Meaford and the Town of the Blue Mountains. Staff will be commencing with paid parking in the immediate future.

The Environmental Planning Department staff have been very busy with 368 Planning Applications and Inquiries, and 312 Permit Applications to date. This exceeds last year's totals. In addition, staff have been handling numerous violation and violation reports. Three new staff have now been hired to fill vacancies and are in various stages of being onboarded. The service disruption has not yet been lifted but staff are working hard to meet the high demands.

The RFP for the Environment Planning Service Rates and Fee Review has been issued and will be open until August 13th. It has been posted to the GSCA website, MERX, Bids & Tenders, and was sent directly to Watson and Associates. The review committee will bring forward its recommendations to the board.

Question regarding office status and reopening. The CAO explained that the office is not open to public at present. It was emphasised that the priority is on staff safety. Staff will continue to connect with the public health unit for advice and recommendations.

14. Chair's Report

Chair Greig echoed the CAO's remarks.

15. Other Business

Nothing at this time.

16. Next Full Authority Meeting

i. Wednesday August 25th, 2021

17. Adjournment

Motion No.:
FA-21-095

Moved By: Scott Mackey
Seconded By: Andrea Matrosovs

THAT this meeting now adjourn.

Carried

The meeting was adjourned at 4:20 p.m.

Scott Greig, Chair

Valerie Coleman
Administrative Assistant



Grey Sauble Authority Board of Directors

MOTION

DATE: August 25, 2021

MOTION #: FA-21-097

MOVED BY: _____

SECONDED BY: _____

THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of July 28, 2021.

**Grey Sauble Conservation Authority
Receipt Report
July 1st - 31st, 2021**

| | | | |
|-------------------------------|-----------|-------------------|---|
| Regulation Permits | \$ | 13,470.00 | |
| Planning | \$ | 13,175.00 | |
| Season Passes | \$ | 5,380.00 | |
| Self-Serve Parking Fees | \$ | 20,640.00 | |
| Square Parking Revenue | \$ | 40,554.52 | |
| Forestry | \$ | 2,584.31 | |
| Donations | \$ | 1,875.33 | Georgian Bay Garden Club, Canada Helps |
| Arboretum Alliance | \$ | 1,140.00 | |
| Oliphant Phragmites | \$ | 28,080.00 | |
| Sydenham Optimists | \$ | 25,900.00 | |
| Total Monthly Receipts | \$ | 152,799.16 | |

**Grey Sauble Conservation Authority
Expense Report
July 1st - 31st, 2021**

| | | | | |
|-------|------------------------------------|----|-----------|--|
| 11535 | Have1.com | \$ | 1,648.67 | Staff Clothing |
| 11536 | The Cleaning Brigade | \$ | 361.60 | Office Cleaning |
| 11537 | Township of Chatsworth | \$ | 1,393.58 | Property Tax |
| 11538 | Freeman Excavating | \$ | 1,695.00 | Capital Projects |
| 11539 | Baker Tilly | \$ | 17,458.50 | Financial Statements and Audit |
| 11540 | Grand River Conservation Authority | \$ | 1,052.93 | Tree Order |
| 11541 | Harold Sutherland Construction Ltd | \$ | 59.38 | Crushed Gravel |
| 11542 | J.A. Porter Holdings Ltd. | \$ | 1,405.72 | Capital Projects |
| 11543 | Jim Hastie | \$ | 73.82 | Arboretum Alliance Expenses |
| 11544 | Murray Peer | \$ | 112.97 | Arboretum Alliance Expenses |
| 11545 | MacDonnell Fuels Limited | \$ | 4,418.22 | Vehicle Fuel |
| 11546 | Municipality of Meaford | \$ | 97.54 | Hibou Water Charges |
| 11547 | Nancy Brown | \$ | 253.12 | Arboretum Alliance Expenses |
| 11548 | Owen Sound Septic Services Inc. | \$ | 265.55 | Capital Projects |
| 11549 | Rogers Wireless | \$ | 173.01 | Cell Phone Usage |
| 11550 | Postmedia Network Inc. | \$ | 141.25 | Advertisement |
| 11551 | Town of South Bruce Peninsula | \$ | 221.25 | Tipping Fees |
| 11552 | Xerox Canada Ltd. | \$ | 181.27 | Copy and Print Charges |
| 11553 | A-1 Toilet Rentals | \$ | 485.90 | Toilet Rentals |
| 11554 | Municipality of Arran-Elderslie | \$ | 341.94 | Property Tax |
| 11555 | Bell Canada | \$ | 271.13 | Tara Stream Gauge and Office Monthly Service |
| 11556 | Sunbelt Rentals of Canada Inc. | \$ | 92.77 | Capital Projects |
| 11557 | Staples Advantage | \$ | 554.37 | Office Supplies |
| 11558 | Township of Georgian Bluffs | \$ | 234.36 | Indian Falls Water Charges |
| 11559 | Harold Sutherland Construction Ltd | \$ | 124.87 | Crushed Gravel |
| 11560 | MacDonnell Fuels Limited | \$ | 1,767.74 | Vehicle Fuel |
| 11561 | J.J. MacKay Canada Limited | \$ | 555.40 | Self Serve Transaction Fees |
| 11562 | Municipality of Meaford | \$ | 95.16 | Hibou Water Charges |
| 11563 | Middlebro' & Stevens LLP | \$ | 613.25 | Legal Fees |
| 11564 | Nancy Brown | \$ | 318.30 | Arboretum Alliance Expenses |
| 11565 | Quadient Leasing Canada Ltd. | \$ | 601.35 | Postage Machine Lease |
| 11566 | Miller Waste Systems Inc. | \$ | 200.23 | Garbage Bin Rental and Tipping Fees |
| 11567 | Xerox Canada Ltd. | \$ | 142.06 | GSCA Print and Copy Charges |
| 11568 | Sherry Pottage | \$ | 280.00 | Planning Refund |

| | | | | |
|-------|-----------------------------|----|------------|--------------------------|
| 11569 | Barry McLean Construction | \$ | 620.00 | Planning Refund |
| | Kim's Custom Sheds | \$ | 8,092.52 | Capital Projects |
| | Gallagher Benefit Services | \$ | 8,123.64 | Compensation Review |
| | Chris Durand | \$ | 500.00 | DWSP Website Maintenance |
| | Mastercard Payments | \$ | 7,189.77 | |
| | Amilia | \$ | 865.27 | |
| | Bruce Telecom | \$ | 526.72 | |
| | DWSP Copier Lease | \$ | 163.85 | |
| | Office Moneris Fees | \$ | 68.65 | |
| | Self-Serve Moneris Fees | \$ | 643.49 | |
| | Square Transaction Fees | \$ | 780.42 | |
| | Hydro, Reliance | \$ | 2,541.72 | |
| | Receiver General, EHT, WSIB | \$ | 48,428.06 | |
| | Group Health Benefits | \$ | 9,556.25 | |
| | OMERS | \$ | 22,209.24 | |
| | Employee Expense Claims | \$ | 549.17 | |
| | Monthly Payroll | \$ | 160,984.04 | 3 Pay Periods in July |

| | | |
|-------------------------------|-----------|-------------------|
| Total Monthly Expenses | \$ | 309,535.02 |
|-------------------------------|-----------|-------------------|



August 6, 2021

Chair and Board of Directors
Grey Sauble Conservation Authority
23789 Inglis Falls Road
Owen Sound ON N4K 5N6

Dear Chair Greig and Directors:

Re: Judicial Review – Reasons for Judgement

On May 26, 2021, myself and CAO Jones appeared as a delegation to discuss the judicial review regarding the proposed retaining wall along Lakeshore Blvd North at Sauble Beach. At that time the decision to quash the Grey Sauble Conservation Authority (GSCA) permit was known, however the reasoning for the ruling was not.

On Friday July 30th, 2021, the Divisional Court released their reasons for their ruling.

Case Findings

The Town: The applicant had asked the court to quash the Town's decision to proceed with the project. The panel reviewed the Town of South Bruce Peninsula's decisions regarding the proposed project and considered adherence to the following:

- 1) Endangered Species Act
- 2) Environmental Assessment Act
- 3) Planning Act

Ultimately, the panel found "*no basis for the court to quash the Town's decisions*"

The GSCA: Secondly, the panel reviewed the GSCA's permit that was issued to the Town of South Bruce Peninsula for the proposed retaining wall project. The panel found that "*The Authority's decision to issue the permit was unreasonable*".

The panel further broke down its decision into the following two points:

- 1) The authority failed to apply the relevant tests for granting the permit which required the authority to form an opinion that the project would not affect the beach.
- 2) The authority failed to ensure the project was consistent with planning act/provincial policy statement, that would prohibit the project because it's a dynamic beach hazard.

Although the Town disagrees with the panel's decision, the evidence strongly suggests the decision to quash the permit would likely have been different, had the GSCA defended its position at the hearing.

Costs

The Town of South Bruce Peninsula and the GSCA were both named as respondents for the tribunal. The applicant had requested decisions made by the Town of South Bruce Peninsula and the GSCA be quashed. The Town chose to defend its decisions (at a cost of \$200,000) and was also left to defend those of the GSCA, as the Authority chose not to respond to the applicants challenge of its permit. The court found no basis to quash any of the Town's decisions, however, the court did quash the GSCA permit for the proposed project. In addition, the court awarded the applicant \$75,000 in costs.

Based on the information provided above including the fact that we were co-defendants, the Town is requesting that the GSCA share in the \$75,000 cost award to the applicant. Town staff are willing to meet with GSCA staff to formalize a cost sharing agreement between the parties to address the applicants award, at your convenience.

Next Steps

Moving forward, the Town remains committed to maintaining its road allowance and parking spaces along Lakeshore Blvd North. As such, the Town will again be requesting a permit from the GSCA in the near future.

To clarify any misconceptions regarding the proposed retaining wall and its impacts to the dunes, it's important to note the following; If the Town is to maintain parking in a safe and practical manner, the amount of sand that is required to be removed from the roadside toe of the dunes, is essentially the same with or without the installation of a retaining wall. Secondly, maintaining adequate and safe parking along Lakeshore Blvd. North without a retaining wall in place, will only serve to increase impacts to the dunes (routine sand removal for maintenance purposes and damage caused by vehicles infringing on the dunes while parking).

Any future permit applications regarding the proposed project will also be supported by studies that debunk concerns regarding negative impacts on the dunes. We look forward to working with the GSCA on the necessary and important initiative and will be happy to answer any questions you may have.

I am happy to answer any questions you may have and look forward to your response.

Regards,



Mayor, Janice Jackson
Town of South Bruce Peninsula
315 George Street Warton ON N0H 2T0
519-534-1400 ext 200
Janice.jackson@southbrucepeninsula.com



MEDIA RELEASES AND ARTICLES

Owen Sound Hub
August 19, 2021
"Flora and Fauna"
[Flora and fauna \(owensoundhub.org\)](http://owensoundhub.org)

ATTACHMENT # 5



Grey Sauble Authority Board of Directors

MOTION

DATE: August 25, 2021

MOTION #: FA-21-098

MOVED BY: _____

SECONDED BY: _____

THAT in consideration of the Consent Agenda Items listed on the August 25, 2021, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning - Section 28 Permits – July 2021; (ii) Administration - Receipts & Expenses – July 2021; (iii) Correspondence – Letter from the Town of South Bruce Peninsula; (vi) Recent Media Articles

ATTACHMENT # 6

GREY SAUBLE CONSERVATION AUTHORITY 2021 APPROVED BUDGET vs ACTUAL - Q2

EXPENSES

| | Approved Budget 2020 | Approved Budget 2021 | Actual Q2 2020 | Actual Q2 2021 | Forecast |
|--|----------------------|----------------------|----------------|----------------|----------|
| WATER MANAGEMENT | | | | | |
| Flood Forecasting & Warning | | | | | |
| Total Flood Forecasting & Warning | 110,229 | 132,399 | 49,350 | 51,543 | 132,399 |
| Flood Control Structures | | | | | |
| Total Flood Control Structures | 7,287 | 7,350 | 3,568 | 5,759 | 9,706 |
| Ice Management Planning & Funding | | | | | |
| Total Ice Management Planning & Funding | - | - | - | - | - |
| Erosion Control Structures | | | | | |
| Total Erosion Control Structures | 2,100 | 2,100 | 448 | - | 2,100 |
| Other Dams | | | | | |
| Total Other Dams | 23,043 | 21,141 | 6,407 | 6,157 | 21,141 |
| TOTAL WATER MANAGEMENT | 142,660 | 162,990 | 59,773 | 63,459 | 165,346 |
| Watershed Monitoring & Management | | | | | |
| Total Watershed Monitoring & Management | 50,905 | 36,781 | 10,483 | 7,446 | 36,781 |
| Stewardship | | | | | |
| Total Stewardship | 104,755 | 92,552 | 20,824 | 27,307 | 132,635 |
| Environmental Planning & Regulations | | | | | |
| Total Environmental Planning & Regulations | 412,089 | 405,066 | 180,848 | 188,275 | 381,799 |
| Forestry, Species & Forestry Services | | | | | |
| Total Forestry, Species & Forestry Services | 372,557 | 354,872 | 191,436 | 279,124 | 378,015 |
| CONSERVATION LANDS | | | | | |
| Conservation Lands Policy & Strategy | | | | | |
| Total Conservation Lands Policy & Strategy | 189,982 | 203,995 | 53,846 | 102,373 | 203,995 |
| Grey County Management Contract | | | | | |
| Total Grey County Management Contract | 151,016 | 174,364 | 54,692 | 47,808 | 178,315 |
| Conservation Lands Operations | | | | | |

FUNDING

| | Approved Budget 2020 | Approved 2021 Budget | Actual Q2 2020 | Actual Q2 2021 | Forecast |
|--|----------------------|----------------------|----------------|----------------|----------|
| WATER MANAGEMENT | | | | | |
| Total Flood Forecasting & Warning | 110,229 | 132,399 | 40,369 | 51,500 | 132,399 |
| Flood Control Structures | | | | | |
| Total Flood Control Structures | 7,287 | 7,350 | 2,734 | 2,854 | 7,350 |
| Ice Management Planning & Funding | | | | | |
| Total Ice Management Planning & Funding | - | - | - | - | - |
| Erosion Control Structures | | | | | |
| Total Erosion Control Structures | 2,100 | 2,100 | 275 | 550 | 2,100 |
| Other Dams | | | | | |
| Total Other Dams | 23,043 | 21,141 | 11,522 | 9,321 | 21,141 |
| TOTAL WATER MANAGEMENT | 142,660 | 162,990 | 54,899 | 64,224 | 162,990 |
| Watershed Monitoring & Management | | | | | |
| Total Watershed Monitoring & Management | 50,905 | 36,781 | 23,602 | 17,791 | 36,781 |
| Stewardship | | | | | |
| Total Stewardship | 104,755 | 92,552 | 108,333 | 103,142 | 140,962 |
| Environmental Planning & Regulations | | | | | |
| Total Environmental Planning & Regulations | 412,089 | 405,066 | 179,853 | 231,917 | 437,066 |
| Forestry, Species & Forestry Services | | | | | |
| Total Forestry, Species & Forestry Services | 372,557 | 354,872 | 120,106 | 224,647 | 378,015 |
| CONSERVATION LANDS | | | | | |
| Conservation Lands Policy & Strategy | | | | | |
| Total Conservation Lands Policy & Strategy | 189,982 | 203,995 | 120,725 | 120,651 | 203,995 |
| Grey County Management Contract | | | | | |
| Total Grey County Management Contract | 151,016 | 174,364 | 82,551 | 46,460 | 178,315 |
| Conservation Lands Operations | | | | | |

EXPENSES

| | Approved Budget 2020 | Approved Budget 2021 | Actual Q2 2020 | Actual Q2 2021 | Forecast |
|---|----------------------|----------------------|------------------|---------------------------|------------------|
| Total Conservation Lands Operations | 248,851 | 357,152 | 61,996 | 125,488 | 366,152 |
| TOTAL CONSERVATION LANDS | 589,849 | 735,511 | 170,535 | 275,669 | 748,462 |
| | | | | 227,861 | |
| Conservation Information & Community Outreach | | | | | |
| | | | | Community Outreach | |
| Total Conservation Information & Community Outreach | 98,471 | 98,856 | 37,317 | 47,559 | 105,956 |
| Education | | | | | |
| Total Education | 55,943 | 52,290 | 10,891 | - | 7,000 |
| Administration, Finance & Human Resources | | | | | |
| Total Administration, Finance & Human Resources | 550,680 | 569,429 | 259,746 | 297,061 | 594,019 |
| GIS, Information Management & Information Technology | | | | | |
| Total GIS & Information Management | 238,824 | 269,432 | 94,642 | 120,201 | 269,432 |
| Source Water Protection | | | | | |
| Total Source Water Protection | 186,811 | 181,804 | 95,693 | 87,730 | 181,804 |
| Source Water Risk Management Service | | | | | |
| Total Source Water Risk Management Service | 76,679 | 61,427 | 18,683 | 30,159 | 61,427 |
| Fleet & Equipment Management | | | | | |
| Total Fleet & Equipment Management | 94,025 | 90,500 | 19,910 | 46,923 | 97,181 |
| Total Operating Budget | 2,974,247 | 3,111,510 | 1,170,780 | 1,470,914 | 3,159,856 |
| Total Operations Budget Expenses | | | | | |
| Salary, wages & benefits | 2,121,289 | 2,295,068 | 861,954 | 1,046,531 | 2,207,702 |
| Contracts & Services | 229,702 | 201,764 | 66,672 | 109,411 | 249,873 |
| Vehicles & Equipment | 94,025 | 90,500 | 23,074 | 31,658 | 84,850 |
| Materials & Supplies | 252,100 | 224,220 | 106,326 | 177,653 | 327,320 |
| Training & Workshops | 22,650 | 18,000 | 5,354 | 2,245 | 18,000 |
| Donations | 3,200 | 100 | 3,000 | - | - |
| Other | 168,800 | 184,875 | 104,400 | 103,416 | 196,800 |
| To Reserves | 82,482 | 96,983 | - | - | 75,311 |
| To Deferred Revenue | - | - | - | - | - |
| Total Operating Budget | 2,974,247 | 3,111,510 | 1,170,780 | 1,470,914 | 3,159,856 |

FUNDING

| | Approved Budget 2020 | Approved 2021 Budget | Actual Q2 2020 | Actual Q2 2021 | Forecast |
|---|----------------------|----------------------|------------------|------------------|------------------|
| Total Conservation Lands Operations | 248,851 | 357,152 | 107,893 | 157,821 | 382,152 |
| TOTAL CONSERVATION LANDS | 589,849 | 735,511 | 311,169 | 324,932 | 764,462 |
| Conservation Information & Community Outreach | | | | | |
| Total Conservation Information & Community Outreach | 98,471 | 98,856 | 49,235 | 54,792 | 105,471 |
| Education | | | | | |
| Total Education | 55,943 | 52,290 | 12,798 | - | 7,000 |
| Administration, Finance & Human Resources | | | | | |
| Total Administration, Finance & Human Resources | 550,680 | 569,429 | 270,895 | 278,960 | 586,954 |
| GIS, Information Management & Information Technology | | | | | |
| Total GIS & Information Management | 238,824 | 269,432 | 92,662 | 116,115 | 269,432 |
| Source Water Protection | | | | | |
| Total Source Water Protection | 186,811 | 181,804 | 176,155 | 171,691 | 181,804 |
| Source Water Risk Management Service | | | | | |
| Total Source Water Risk Management Service | 76,679 | 61,427 | 64,500 | 48,500 | 61,427 |
| Fleet & Equipment Management | | | | | |
| Total Fleet & Equipment Management | 94,025 | 90,500 | 23,762 | 43,989 | 97,181 |
| Total Operating Budget | 2,974,247 | 3,111,510 | 1,487,970 | 1,680,698 | 3,229,544 |
| Total Operations Budget Funding | | | | | |
| Municipal Levy | 1,380,597 | 1,432,136 | 690,024 | 716,068 | 1,432,136 |
| CAA S39 | 37,325 | 37,056 | - | - | 37,056 |
| MECP (DWSP) | 186,811 | 181,804 | 176,155 | 171,691 | 181,804 |
| Agreements, MOUs and Grants | 163,500 | 223,413 | 192,527 | 184,384 | 282,241 |
| Services & Sales | 1,146,564 | 1,073,901 | 424,750 | 582,280 | 1,075,413 |
| Donations | 7,450 | 6,600 | 1,234 | 5,000 | 16,100 |
| Interest & Gains | 2,000 | 4,000 | 3,281 | 2,330 | 3,500 |
| From Reserves | 50,000 | 152,599 | - | 18,945 | 201,294 |
| From Deferred Revenue | - | - | - | - | - |
| Total Operating Budget | 2,974,247 | 3,111,510 | 1,487,970 | 1,680,698 | 3,229,544 |

GREY SAUBLE CONSERVATION AUTHORITY 2021 APPROVED CAPITAL BUDGET
EXPENSES **FUNDING**

| | Approved Budget 2021 | 2021 Q2 Actual | Forecast | | Approved Budget 2021 | 2021 Q2 Actual | Forecast |
|---|-------------------------|-------------------|---------------|---|-------------------------|-------------------|---------------|
| WATER MANAGEMENT | | | | WATER MANAGEMENT | | | |
| Flood Forecasting & Warning | | | | Flood Forecasting & Warning | | | |
| To Reserves | 25,000 | 25,000 | 25,000 | Municipal Levy | 25,000 | 25,000 | 25,000 |
| WATER MANAGEMENT Subtotal | 25,000 | 25,000 | 25,000 | WATER MANAGEMENT Subtotal | 25,000 | 25,000 | 25,000 |
| CONSERVATION LANDS Policy/Operations | | | | CONSERVATION LANDS Policy/Operations | | | |
| Entrance Signs | | | | Entrance Signs | | | |
| Contracts & Services | 19,600 | | 19,600 | Municipal Levy | 4,800 | | 4,800 |
| | | | | Reserves | 14,800 | | 14,800 |
| Spirit Rock - Washroom Upgrade/Gatehouse | | | | Spirit Rock - Washroom Upgrade | | | |
| Contracts & Services | 10,000 | 4,335 | 10,000 | Reserves | 10,000 | 4,335 | 10,000 |
| | | | | Sales and Services | - | | |
| Bruce's Caves - Washroom Upgrade/Gatehouse | | | | Bruce's Caves - Washroom Upgrade | | | |
| Contracts & Services | 10,000 | 1,316 | 10,000 | Municipal Levy | | | |
| | | | | Sales and Services | | | |
| | | | | Reserves | 10,000 | 1,316 | 10,000 |
| Lake Charles - Washroom Removal | | | | Lake Charles - Washroom Removal | | | |
| Contracts & Services | | 250 | 2,000 | Municipal Levy | | | |
| | | | | Sales and Services | - | 250 | 2,000 |
| Indian Falls - Washroom Upgrades | | | | Indian Falls - Washroom Upgrades | | | |

EXPENSES

FUNDING

| | Approved Budget 2021 | 2021 Q2 Actual | Forecast | | Approved Budget 2021 | 2021 Q2 Actual | Forecast |
|--|-------------------------|-------------------|---------------|--|-------------------------|-------------------|---------------|
| Contracts & Services | 15,000 | | - | Municipal Levy | | | |
| | | | | Agreements/MOUs/Grants | 7,500 | | - |
| | | | | Sales and Services | | | |
| | | | | Reserves | 7,500 | | - |
| Inglis Falls - Septic | | | | Inglis Falls - Septic | | | |
| Contracts & Services | 45,000 | 2,080 | 6,500 | Sales and Services | | | |
| | | | | Reserves | 45,000 | 2,080 | 6,500 |
| Inglis Falls - Safety Fence | | | | Inglis Falls - Fence | | | |
| Contracts & Services | 3,000 | | 3,000 | Sales & Services | | | |
| | | | | Reserves | 3,000 | | 3,000 |
| Various - Stone Repointing Projects | | | | Various - Stone Repointing Projects | | | |
| Contracts & Services | 6,000 | | 6,000 | Reserves | 6,000 | | 6,000 |
| CONSERVATION LANDS Subtotal | 108,600 | 7,982 | 57,100 | CONSERVATION LANDS Subtotal | 108,600 | 7,982 | 57,100 |
| Administration, Finance & Human Resources | | | | Administration, Finance & Human Resources | | | |
| Admin Centre refurbish Concept Design | | | | Admin Centre refurbish Concept Design | | | |
| Contracts & Services | 20,000 | | 20,000 | Reserves | 20,000 | | 20,000 |
| Admin Centre - Renewal | | | | Admin Centre - Renewal | | | |
| Contracts & Services | - | 549 | 10,000 | Reserves | - | 549 | 10,000 |
| Admin Centre - Office Furniture | | | | Admin Centre - Office Furniture | | | |

EXPENSES

FUNDING

| | Approved Budget 2021 | 2021 Q2 Actual | Forecast |
|---|-------------------------|-------------------|----------|
| Materials and Supplies | 6,000 | 3,038 | 6,000 |
| Admin Centre Meeting Tables Materials and Supplies | - | | 0 |
| Administration, Finance & Human Resources Subtotal | 26,000 | 3,587 | 36,000 |
| GIS, Information Management & Information Technology - 2020 Servers Materials & Supplies Equipment | 6,000 | 5,941 | 8,000 |
| GIS, Information Management & Information Technology - GPS Units/Tablets Materials & Supplies | 500 | | 500 |
| GIS, Information Management & Information Technology - 2020 Screen Equipment | - | | - |
| GIS, Information Management & Information Technology - Workstations Materials & Supplies | 6,000 | 6,561 | 6,561 |
| GIS, Information Management & Information Technology - Subtotal | 12,500 | 12,501 | 15,061 |

| | Approved Budget 2021 | 2021 Q2 Actual | Forecast |
|--|-------------------------|-------------------|--------------|
| Surplus | 6,000 | 3,038 | 6,000 |
| Admin Centre Meeting Tables Municipal Levy | - | | 0 |
| Administration, Finance & Human Resources Subtotal | 26,000 | 3,587 | 36,000 |
| GIS, Information Management & Information Technology - 2020 Servers From Reserves | 6,000 | 5,941 | 8,000 |
| GIS, Information Management & Information Technology - GPS Units From Reserves Municipal Levy | 500 | | 500 |
| GIS, Information Management & Information Technology - 2020 Smart Screen Municipal Levy | - | | 0 |
| GIS, Information Management & Information Technology - Workstations Municipal Levy Reserves | 6,000 | 6,000 561 | 6,000 561 |
| GIS, Information Management & Information Technology - Subtotal | 12,500 | 12,501 | 15,061 |

EXPENSES

| | Approved Budget 2021 | 2021 Q2 Actual | Forecast |
|--|-------------------------|-------------------|----------------|
| Fleet & Equipment Management | | | |
| Vehicles & Equipment** | 60,000 | 30,455 | 118,843 |
| To Lands Operations** | | | |
| Fleet & Equipment Management Subtotal | 60,000 | 30,455 | 118,843 |
| Total Proposed Capital Budget | 232,100 | 79,525 | 252,003 |
| Total Capital Budget | | | |
| Salary, wages & benefits | | | |
| Contracts & Services | 128,600 | 8,531 | 87,100 |
| Vehicles & Equipment | 60,000 | 30,455 | 118,843 |
| Materials & Supplies | 18,500 | 15,539 | 21,061 |
| Training & Workshops | | | |
| Donations | | | |
| Other | - | | |
| To Reserves | 25,000 | 25,000 | 25,000 |
| To Deferred Revenue | | | |
| Total Capital Budget | 232,100 | 79,525 | 252,003 |

FUNDING

| | Approved Budget 2021 | 2021 Q2 Actual | Forecast |
|--|-------------------------|-------------------|----------------|
| Fleet & Equipment Management | | | |
| Services & Sales | | | |
| From Reserves | 60,000 | 30,455 | 118,843 |
| Fleet & Equipment Management Subtotal | 60,000 | 30,455 | 118,843 |
| Total Proposed Capital Budget | 232,100 | 79,525 | 252,003 |
| Total Capital Budget | | | |
| Municipal Levy | 42,300 | 34,038 | 42,300 |
| CAA S39 | | | |
| MECP (DWSP) | | | |
| Agreements, MOUs and Grants | 7,500 | - | - |
| Services & Sales | - | 250 | 2,000 |
| Donations | - | - | |
| Interest & Gains | | | |
| From Reserves | 182,300 | 45,237 | 207,703 |
| From Deferred Revenue | | | |
| Total Capital Budget | 232,100 | 79,525 | 252,003 |



Your Investment Account statement

April 1, 2021 to June 30, 2021

 GREY SAUBLE CONSERVATION
 Portfolio number: MP3613
 Portfolio type: Investment Account

Your portfolio at a glance

i You need to know

Please see **page 11** for important information about your portfolio.

Please see **page 13** for further information about Your portfolio at a glance section.

| | This period (Apr 1 - Jun 30, 2021) | Year to date (Jan 1 - Jun 30, 2021) | Last 12 months (Jul 1, 2020 - Jun 30, 2021) | Last 3 years (Jul 1, 2018 - Jun 30, 2021) | Since Apr 10, 2015 (Apr 10, 2015 - Jun 30, 2021) |
|--|---------------------------------------|--|--|--|--|
| Beginning portfolio balance | \$1,277,859.17 | \$1,230,478.39 | \$1,128,135.47 | \$1,135,242.40 | \$0.00 |
| Deposits & transfers-in of securities | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000,000.00 |
| Withdrawals & transfers-out of securities | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Fees | -\$3,665.13 | -\$7,192.21 | -\$14,063.91 | -\$41,022.78 | -\$81,674.20 |
| Investment income: | | | | | |
| Dividends | \$5,846.79 | \$11,881.63 | \$36,286.63 | \$46,868.62 | \$63,941.83 |
| Interest | \$0.87 | \$2,601.21 | \$2,607.61 | \$57,677.78 | \$134,261.79 |
| Realized capital distributions, gains and losses | \$0.00 | \$4,363.75 | \$4,493.91 | \$25,932.25 | \$68,934.88 |
| Change in unrealized capital gains and losses | \$51,600.49 | \$89,509.42 | \$173,519.12 | \$96,459.11 | \$135,693.08 |
| Adjustments for the period | \$0.00 | \$0.00 | -\$459.41 | -\$1,018.56 | -\$1,018.56 |
| Unallocated distributions for the current year | \$0.00 | \$0.00 | N/A | N/A | N/A |
| Ending portfolio balance | \$1,331,642.19 | \$1,331,642.19 | \$1,331,642.19 | \$1,331,642.19 | \$1,331,642.19 |

On June 30, 2021, CAD 1.00 = USD 0.80613

Your personal rates of return as of Jun 30, 2021

| This period | Year to date | For the last 12 months | For the last 3 years | For the last 5 years | Since Apr 10, 2015 |
|--------------|--------------|---------------------------|-------------------------|-------------------------|-----------------------|
| 4.04% | 8.05% | 17.85% | 5.41% | 5.60% | 4.65% |

Personal rate of return reflects the total percentage return earned on the investments held in your account. Total percentage return means the cumulative realized and unrealized capital gains and losses of an investment, plus income from the investment, over a specified period of time, expressed as a percentage.

Personal rate of return is calculated using a money-weighted methodology. Unlike alternative rate of return methodologies, it takes into account any deposits or withdrawals you have made, and the performance outcomes of your investments over a specified time period, net of fees and charges paid. Rates of return are provided on an annualized basis except for any returns reflective of a period of less than one year.

This historical data offers you a longer term perspective about your account's performance and progress towards your goals.



STAFF REPORT

Report To: Board of Directors
Report From: John Bittorf, Water Resources Coordinator
Meeting Date: August 25, 2021
Report Code: 039-2021
Subject: Mill Dam Operations and Maintenance Manual

Strategic Initiative:

This item is related to the “Better Monitor and Manage Flood Risk” priority set out in GSCA’s Strategic Plan. This item also lends itself to organizational improvement and succession planning.

Background:

As part of GSCA’s commitment to better monitor and manage flood risks and to provide for better corporate resiliency to address potential loss of corporate knowledge, the Water Management Department has committed to preparing a series of operational manuals for the dam structures that GSCA owns and manages.

Financial/Budget Implications:

There are no direct financial or budget implications associated with the receipt of this report. However, the creation of these documents will insulate GSCA against staffing changes and will assist in providing a training and knowledge resource to new and/or crossover staff, thereby reducing potential costs to the organization.

Communication Strategy:

This document will be stored on GSCA’s internal website as a training and knowledge resource.

OPERATIONS AND MAINTENANCE
MANUAL

OWEN SOUND MILL DAM

GREY SAUBLE CONSERVATION AUTHORITY
August 2021

Location of Dam

The Owen Sound Mill Dam is located on the Sydenham River within the City of Owen Sound. It is situated approximately 1 km upstream from the mouth of the river at Georgian Bay. Main access to the dam is from 2nd Avenue West at 6th St. West. Maintenance access is also available from 5th St. "A" East. The drainage/watershed area above the dam is approximately 195 square kilometers.

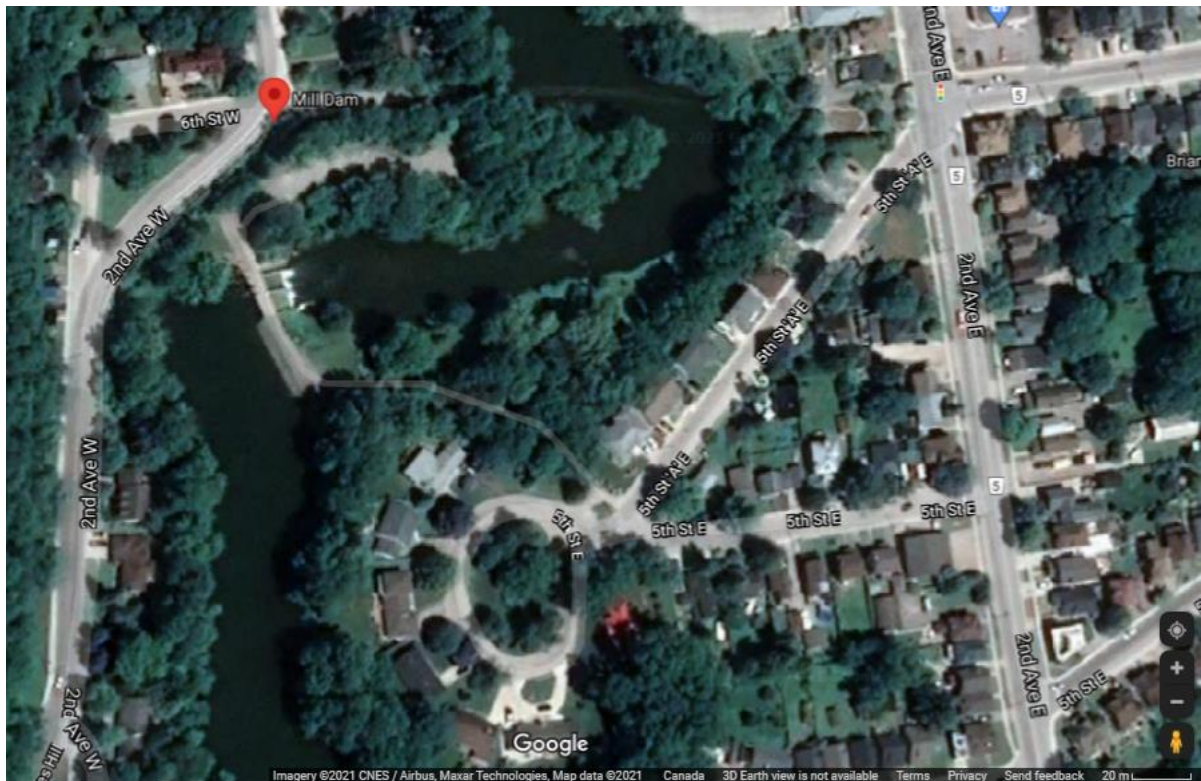


Figure 1 Mill Dam Location

Purpose of the Dam

The dam was originally constructed to provide water power for the Harrison Mill site. The Authority purchased the dam structure from the City of Owen Sound prior to significant reconstruction in 1958. The Province added the fishway at the time of reconstruction. The fishway was reported to be the first of its kind in Ontario. The fishway permits the migration of rainbow trout, brown trout and Chinook salmon to upstream spawning areas located between Harrison Park and Inglis Falls.

The upstream pond is approximately 2 kilometers in length and ends within Harrison Park at the south end of the city. The pond contributes significantly to the aesthetics of the river and to recreational activities on and around the river. The dam does not provide any flood mitigation measures.

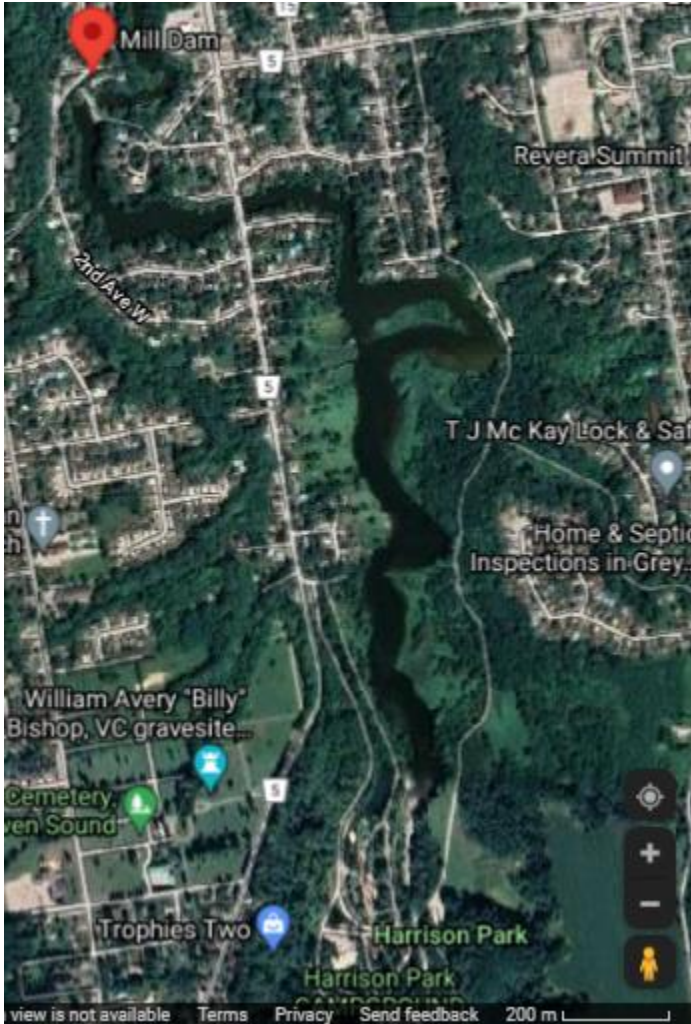


Figure 2 Mill Pond

Description of Dam

The dam is approximately 6 meters high with a crest length of about 60 meters. It consists of 2 concrete control structures that are separated by an earthen berm and an overflow weir.

The main control structure is at the north end of the dam (beside the fishway) and consists of 2 bays (openings) that are each 2.8 meters wide. Each bay has 1.5 meter high solid gates consisting of wooden planks.

The second control structure is a former mill race intake containing 2 bays that are 1.8 meters wide. Each bay has 1.5 meter high solid gates constructed of wooden planks.



Figure 3 Mill Dam Reconstruction 1958

Three of the gates are operated by manual hydraulic hand pumps. A set of valves must be opened and closed to either raise or lower the gates. The fourth gate (in the Mill Race) is manually raised or lowered using a chain hoist. This allows for the gate to be raised higher for winter settings since the hydraulic system limits the height the gates can be raised.



Figure 4 Mill Dam Gate Control Box

The reservoir covers approximately 0.10 square kilometers and the total discharge capacity of the four bays and the overflow weir is 55 cubic meters per second (cms). Historically, flows have exceeded 55 cms and have over topped the dam structure.

Dam Operations

All gates are raised each fall to lower the pond and prevent flood damage during the spring freshet or other high flow events. Usually after the spring freshet, around mid-April or early May, the process to start lowering the gates begins. The Mill Race gates are lowered first when flows have dropped to 5 cms and it's safe for staff to clear the concrete channels under the gates. The timing for lowering the main gates depends on the general watershed conditions, the long range forecast, and the timing of waterfowl nesting and fish runs.

Typically, the south gate is completely lowered and the north gate is left slightly open to maintain flows downstream and pass surplus flows. Ideally, the main gates should be installed when flows are between 2-3 cms. However, for flows between 3-5 cms, the north gate can be managed at a higher setting to raise the Mill Pond in an effort to discourage waterfowl nesting within the flood zone and/or provide flow to the fishway. Once the pond level is within the normal operating level, the gates are manually adjusted to maintain the level until flows reach 2 cms or lower. At this point, the north gate can be completely closed and all flows will be over the gates and through the fishway.

Managing the main gates while one is partially open can be challenging. Water levels respond slowly to gate adjustments and may require several adjustments to find the balance between river flows and pond levels. There is an added risk of debris collecting under the gate and preventing the gate from being completely closed. In this event, the gate must be opened until the debris clears and then closed.



Figure 5 Mill Dam North Gate Setting During Install

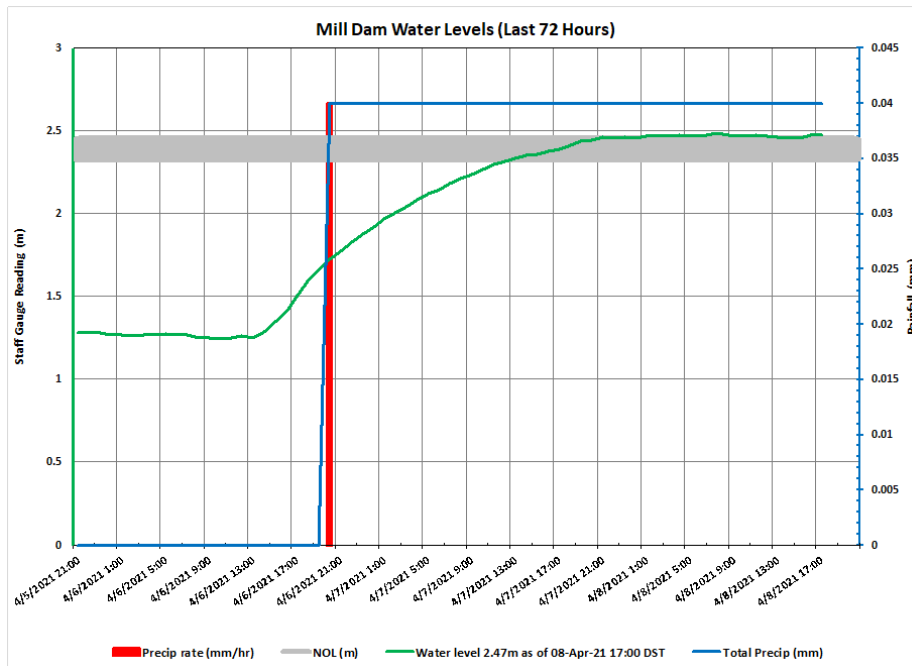


Figure 6 Mill Pond Water Levels during Installation



Figure 7 Mill Dam Normal Operating Level (water level +/- 5cm from concrete tip of wing wall)

During intense rain events within the City of Owen Sound, the north gate may need to be raised to compensate for the sudden inflow of storm water. The lowering of the gate will depend on water levels and flows in the river. During periods of wet weather, when flows in the river are fluctuating above 2 cms, the gates must be adjusted on a regular basis to maintain the water level. When flows exceed 5 cms it is difficult to regulate the water levels in the reservoir. Small changes to the gate system or debris collecting under the gate can cause sudden increases to the pond level that may cause damage to docks and near shore features.

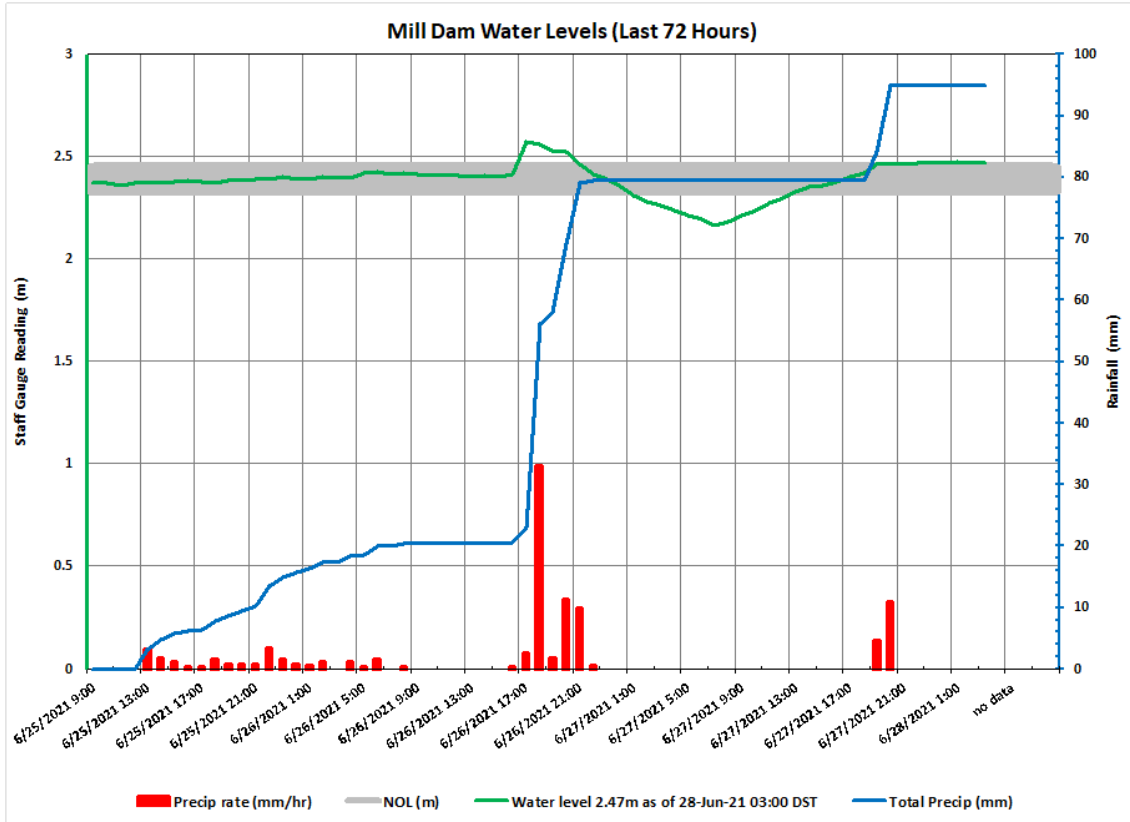


Figure 8 Mill Dam Water Levels during Intense Storm Event and after North Gate Adjustments

In the fall, the gates are left in place as long as possible to facilitate the operation of the fishway for fish migration. Normally the gates are raised around mid-November, after the majority of the leaves have dropped and before freeze-up. Fortunately, the top 2 gates of the fishway can be removed to allow it to operate during “low level” or “no pond” condition until freeze-up. Frequent inspections may be required to ensure debris does not plug the fishway during this period. Leaf litter is one of the main contributors to plugging the fishway. If flows in the fall consistently exceed 5 cms or fluctuate significantly due to rain events, it may be necessary to raise the gates earlier in the season.



Figure 9 Mill Dam Gate Settings for Draw Down

Dam Maintenance

Gates must to be in working order to facilitate emergency adjustments during intense storm events that cause storm water surging of the pond. The hydraulic pumps and pistons are prone to leakage around the seals and hose connections and should be frequently inspected and repaired as required.

An annual inspection of the dam should be undertaken to determine if any repairs or alterations are needed. Particular attention should be paid to the state of the concrete to determine if any chipping or spalling has occurred on the older parts of the dam.

Railings should be checked to ensure they are secure. The dam is heavily used by pedestrians and cyclist who utilize it as a bridge to cross the river. Significant numbers of tourists visit the dam each year to observe the migration of fish through the fishway.

The downstream side of the berms should be checked regularly for evidence of seepage and or piping of water through the structure. Piping has been encountered in the past requiring remedial repairs to a concrete cutoff wall on the upstream side of the dam.

The main control structure has a wooden deck. The support beams under the deck should be inspected annually to check for evidence of rot or cracking.

Public Communication

Grey Sauble staff maintains a confidential email list that includes City of Owen Sound staff, Provincial staff and any private individual that has expressed an interest in the operation of the dam. Where possible, notification of adjustments to the dam should be sent out a minimum of 3 days prior. Social media may also be used to notify the general public.

Emergency Operations

An emergency situation is defined as any condition that requires the operator to take immediate action that should not be delayed. Details of the situation can be communicated to supervisory personnel in due course.

An emergency condition can include failure of the dam or some component, suspected impending failure, overtopping of the dam or flooding above a specified level. Examples are:

- sudden slumping, cracking, bulging of dam embankments or abutments
- seepage or wet areas on the downstream slope of the dam
- flows in the river upstream of the dam that exceed the discharge capacity of the dam
- ice or debris blockage of the spillways
- intense rainfall event that causes storm water surging of the pond



If any of these conditions become apparent it may be necessary to immediately draw down the water level in the reservoir to prevent possible damage to or failure of the dam.

If the emergency or the operator's response to the emergency results in a rapid draw down of the reservoir the operator should immediately inform the GSCA office. If the situation warrants, media contacts will be handled by designated GSCA personnel and not by the operator or individuals involved in the site response activities.

The floodplain of the Sydenham River downstream of the dam is contained within a well-defined valley. There is some low-risk development within the floodplain area. However, a controlled emergency drawdown of the dam would not create a flooding problem. Due to the relatively small size of the dam and the well-defined floodplain, a dam break is not expected to create significant flood damage downstream. The dam is considered to be a low hazard in the event of a dam break.

The most significant threat of damage is to the dam itself in the event of overtopping due to high flows. The dam has a limited capacity to pass flow during a major runoff event.

Appendix 1 – Property Survey

|  IVAN C. DINSMORE ONTARIO LAND SURVEYOR | |  SA. DEP. LAND REGISTRAR FOR THE REGISTRY DIVISION OF GREY NORTH (No. 16) | |
|--|--|--|--|
| SCHEDULE OF PARTS | | | |
| PART | LOT | INST. | |
| 1 | PART OF THE MILL RESERVE, NORTH OF VICTORIA STREET | ALL OF 34279. | |

PLAN OF SURVEY
 OF PART OF
THE MILL RESERVE
 NORTH OF VICTORIA STREET
 CITY OF OWEN SOUND
 COUNTY OF GREY
1988
 IVAN DINSMORE LTD., O.L.S.
 SCALE : 1 INCH = 40 FEET

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
 1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT AND THE REGISTRY ACT AND THE REGULATIONS MADE THEREUNDER.
 2. THE SURVEY WAS COMPLETED ON THE 5TH DAY OF DECEMBER, 1988.
 OWEN SOUND, DECEMBER 13, 1988.

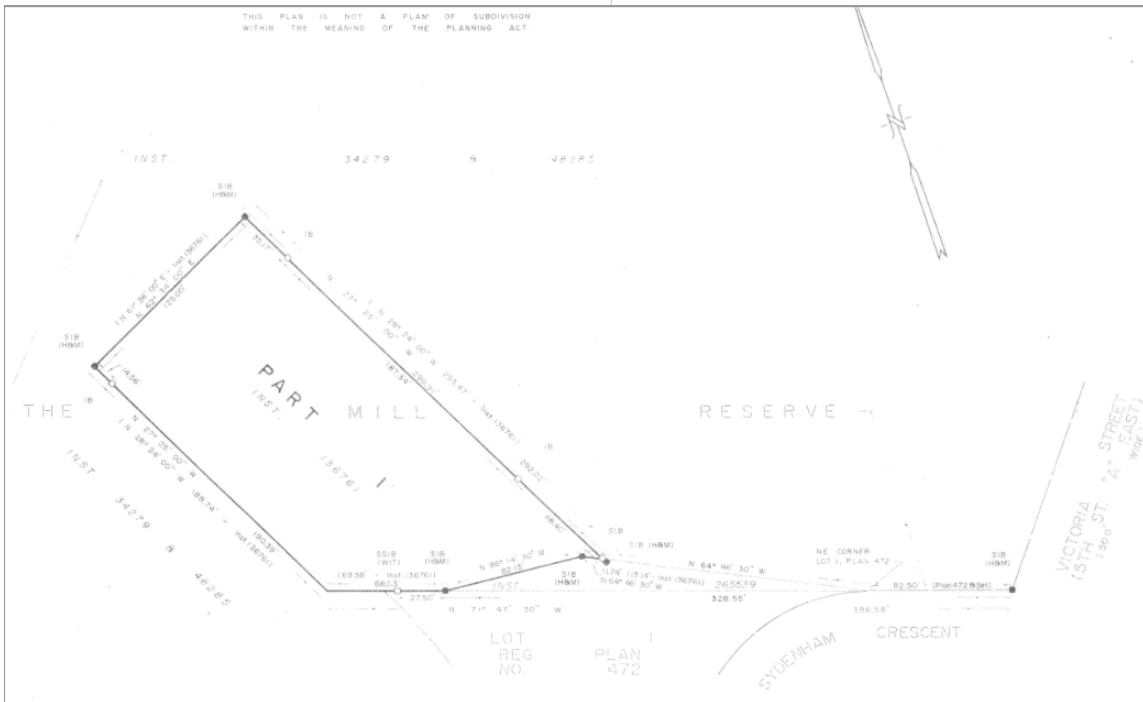

 IVAN C. DINSMORE, O.L.S.

LEGEND

- SURVEY MONUMENT FOUND
- SURVEY MONUMENT SET
- SIB STANDARD IRON BAR
- B IRON BAR
- SSIB SHORT STANDARD IRON BAR
- H&M HEWETT AND MILNE LIMITED, O.L.S.

BEARING NOTE

BEARINGS ARE REFERRED TO THE NORTHERLY LIMIT OF LOT 1, REG. PLAN NO. 472, SHOWN TO BE N 71° 47' 30" W, ASTRONOMIC, ON SAID PLAN.



Appendix 2 – Dam Capacity (no gates; not including fishway)

FIGURE 5.5.2 OWEN SOUND MILL DAM
STAGE DISCHARGE CURVE

| ELEVATION | | Q GATED SLUICE | | Q OPEN SLUICE | | Q MILLRACE GATES | | Q TOTAL | |
|-----------|--------|----------------------|---------------------|---------------------|---------------------|------------------------|---------------------|------------|---------------------|
| | | (cfs) | (m ³ /s) | (cfs) | (m ³ /s) | (cfs) | (m ³ /s) | (cfs) | (m ³ /s) |
| 587.5 | 173.07 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 588.0 | 173.22 | 1.54 | 0.04 | 0.00 | 0.00 | 8.27 | 0.23 | 9.81 | 0.28 |
| 588.5 | 173.38 | 22.56 | 0.64 | 0.00 | 0.00 | 23.40 | 0.66 | 45.96 | 1.30 |
| 589.0 | 173.53 | 56.00 | 1.59 | 0.00 | 0.00 | 42.99 | 1.22 | 98.99 | 2.80 |
| 589.5 | 173.68 | 98.24 | 2.78 | 0.00 | 0.00 | 66.19 | 1.87 | 164.43 | 4.66 |
| 590.0 | 173.83 | 147.72 | 4.18 | 0.00 | 0.00 | 92.50 | 2.62 | 240.22 | 6.80 |
| 590.5 | 173.99 | 203.51 | 5.75 | 0.00 | 0.00 | 121.59 | 3.44 | 325.10 | 9.21 |
| 591.0 | 180.14 | 264.95 | 7.50 | 0.00 | 0.00 | 153.22 | 4.34 | 418.17 | 11.84 |
| 591.5 | 180.29 | 331.57 | 9.35 | 0.00 | 0.00 | 187.20 | 5.30 | 518.77 | 14.69 |
| 592.0 | 180.44 | 402.99 | 11.41 | 0.00 | 0.00 | 223.38 | 6.33 | 626.36 | 17.74 |
| 592.5 | 180.60 | 478.91 | 13.56 | 0.00 | 0.00 | 261.62 | 7.41 | 740.53 | 20.97 |
| 593.0 | 180.75 | 559.08 | 15.83 | 0.00 | 0.00 | 301.83 | 8.55 | 860.91 | 24.38 |
| 593.5 | 180.90 | 643.28 | 18.22 | 9.40 | 0.27 | 343.91 | 9.74 | 996.59 | 28.22 |
| 594.0 | 181.05 | 731.33 | 20.71 | 40.93 | 1.16 | 387.78 | 10.98 | 1160.04 | 32.85 |
| 594.5 | 181.21 | 823.05 | 23.31 | 84.78 | 2.40 | 433.37 | 12.27 | 1341.22 | 37.98 |
| 595.0 | 181.36 | 918.34 | 26.01 | 138.14 | 3.91 | 480.63 | 13.61 | 1537.11 | 43.53 |
| 595.5 | 181.51 | 1017.04 | 28.50 | 199.52 | 5.65 | 529.48 | 14.99 | 1746.04 | 49.44 |
| 596.0 | 181.66 | 1119.04 | 31.69 | 268.00 | 7.59 | 579.69 | 16.42 | 1966.93 | 55.70 |

ASSUMED WEIR COEFFICIENT 2.6



Appendix 3 – Dam Information

Flood Control and Water Conservation Dams

Project: Owen Sound Mill Dam
 Authority: Grey Sauble
 Location: Sydenham River (City of Owen Sound)
 Type: Earthen Dyke, Concrete control structure
 Purpose: Maintain water levels for recreational purposes
 Drainage Area 195 km² Total Discharge Capacity 55 m³/s
 Construction Period August 1959 to December 1959 *

Elevations

Crest 181.66 m
 Sill 179.19 m
 Invert of Uncontrolled
 Spillway 180.80 m
 Invert of Low Flow
 Control Nil m

Reservoir

Surface Area at Max.
 Water Level N/A km²
 Storage Volume at Max.
 Water Level N/A m³
 Surface Area at
 Conservation Level .10 km²
 Storage Volume at
 Conservation Level 150,000 m³
 Average Length at
 Max. Water Level N/A m
 Average Width at
 Max. Water Level N/A m
 Average Length at
 Conservation Level 1,800 m
 Average Width at
 Conservation Level 60 m

Dam

Crest Length 60 m
 Crest Width 6.1 m
 Height above Stream Bed 6.0 m
 Maximum Width 21 m
 Spillway Width 7.3 m

Control Structure

Number of Gates 2
 Type of Gates wooden plank
 Width of Opening 2 x 2.8 m
 Height of Opening 2.4 m
 Size of Gates 2.8 x 1.5 m
 Low Flow Tubes Nil

* rehabilitation of an old mill dam
 N/A - information not available

water/floodcon firm

Appendix 4 – North Gate Settings for Flows 2-5 cms

| Gate Raised | Inglis Falls flows (CMS) |
|-------------|--------------------------|
| 0 | <2.0 |
| 2-4" | 2.0-2.5 |
| 4-6" | 2.5-3.5 |
| 6-8" | 3.5-5.0 |



STAFF REPORT

Report To: Board of Directors

Report From: Maclean Plewes, Manager of Environmental Planning & Gloria Dangerfield, Manager of Information Services

Meeting Date: August 25, 2021

Report Code: 040-2021

Subject: Regulation 151/06 Regulatory Mapping - Board Information 2021

Background:

Section 2.1 of the text of Ontario Regulation 151/06 states all the areas where development is to be regulated by GSC through the issuance of permits. This includes:

- Watercourses (meander belt and confined valleys),
- Flood Prone Areas,
- Great Lakes Shoreline,
- Wetlands/Waterbodies,
- Associated allowances

The text of the Regulation determines the actual regulated area, and GSCA staff use mapping as a screening tool. Staff visit the sites prior to making permit decisions. Minor mapping updates are continuously made and checked to reflect the most accurate conditions on the ground using current sources and technology.

GSCA's minor mapping updates rigor has led to developing some of the best and most detailed mapping available in the watershed. In addition to its use for regulatory permits, it is used for reference when reviewing planning applications under municipal Memorandums of Understanding (MOU) for Natural Heritage and to provide input on behalf of the province on Natural Hazards.

The Ministry of Natural Resources and Forestry (MNR) has leadership on changes to provincially significant wetland boundaries, GSCA staff do not update these boundaries, and provide their input to MNR on recommended changes, and incorporate any decisions from MNR.

Analysis:

In full alignment with the September 2017 Board-endorsed process, GSC staff have used the newest-available map version for:

- discussions with the public and the screening of applications, and
- the maps on GSCA's own website and the Grey and Bruce County mapping websites.

See Appendix A for a listing of all changes since the 2020 board update and examples of the changes.

See Appendix B to see the Regulations Mapping Updates Procedure approved by the GSC board in September 2017.

Financial/Budget Implications:

None

Communication Strategy:

Member municipalities will receive an email with associated information and the spatial data and tables in the form of shapefiles and pdf. The counties will be provided the data for upload to their web mapping sites and the Grey Sauble web mapping site. This data will be updated 2 to 3 times per year depending on the number of updates.

Consultation:

- GSCA Staff
- MNRF (Provincially-significant wetlands changes)

| APPENDIX A: LISTING OF REGULATION MAPPING REVISIONS | | | | | | | |
|---|---|---------|-------------|--|-----------------|--------------------|-------|
| Municipality | UPDATE SOURCE | LOT NUM | CON NUM | UPDATE INFO | REVISION NUMBER | FORMER TOWNSHIP | Total |
| Municipality Of Grey Highlands | 3D STEREO PAIRS | LOT 31 | CON 4 | UPDATED WETLAND IN STEREO (MP) | 164-050521-1 | Artemesia Township | 1 |
| | | LOT 32 | CON 4 | UPDATED WETLAND IN STEREO (MP) | 164-050521-1 | Artemesia Township | 1 |
| | | LOT 64 | CON 3 NDR | ADDED WATERCOURSE | 164-050521-2 | Artemesia Township | 1 |
| | | | | UPDATED WETLAND IN STEREO (MP) | 164-050521-1 | Artemesia Township | 1 |
| | | LOT 65 | CON 3 NDR | ADDED WATERCOURSE | 164-050521-2 | Artemesia Township | 1 |
| | SITE INSP / SWOOP 2010 / 5M CONTOURS / STREAM UPDATES | LOT 170 | CON 3 NETSR | REGULATE FLOOD PRONCE AREA AS SHOWN (TL) | 164-050321-2 | Artemesia Township | 1 |
| | | LOT 171 | CON 2 NETSR | REGULATE FLOOD PRONCE AREA AS SHOWN (TL) | 164-050321-1 | Artemesia Township | 1 |
| | | LOT 172 | CON 2 NETSR | REGULATE FLOOD PRONCE AREA AS SHOWN (TL) | 164-050321-1 | Artemesia Township | 1 |
| | | | | | 164-050321-3 | Artemesia Township | 1 |
| | SWOOP2015 | LOT 174 | CON 2 NETSR | ADDED REG FOR SEASONAL FLOWS | 169-050521-3 | Artemesia Township | 1 |
| | | LOT 175 | CON 2 NETSR | ADDED REG FOR SEASONAL FLOWS | 169-050521-3 | Artemesia Township | 1 |
| | | LOT 176 | CON 2 NETSR | ADDED REG FOR SEASONAL FLOWS | 169-050521-3 | Artemesia Township | 1 |
| | | | | UPDATED WATERBODY | 163-050421-1 | Artemesia Township | 1 |
| | | LOT 177 | CON 2 NETSR | ADDED REG FOR SEASONAL FLOWS | 169-050521-3 | Artemesia Township | 1 |
| | | | | UPDATED WATERBODY | 163-050421-1 | Artemesia Township | 1 |

| | | | | | | | |
|---|---|--------|------------------|--|---------------------|----------------------|-----------|
| | | LOT 26 | CON 6 | ADDED SETBACK FOR ONLINE POND | 163-092120-2 | Artemesia Township | 1 |
| | | LOT 27 | CON 6 | ADDED SETBACK FOR ONLINE POND | 163-092120-2 | Artemesia Township | 1 |
| | | LOT 64 | CON 2 NDR | ADDED REG FOR SEASONAL FLOWS | 169-050521-3 | Artemesia Township | 1 |
| | | LOT 65 | CON 2 NDR | ADDED REG FOR SEASONAL FLOWS | 169-050521-3 | Artemesia Township | 1 |
| | | LOT 66 | CON 2 NDR | ADDED REG FOR SEASONAL FLOWS | 169-050521-3 | Artemesia Township | 1 |
| Municipality Of Grey Highlands Total | | | | | | | 20 |
| Municipality Of Meaford | LIDAR | LOT 22 | CON 6 | REFINED REGULATIONS | 59-052521-1 | St. Vincent Township | 1 |
| | | | | | 59-052521-2 | St. Vincent Township | 1 |
| | SOCET / SWOOP 2010 / SWOOP 2015 / 3:1 SLOPE ANGLE PLUS 15M REG ALLOWANCE | LOT 10 | CON 3 | ADJUSTED EXTENT OF REG AREA BASED ON STEREO ELEVATION DATA | 73-052621-1 | St. Vincent Township | 1 |
| | | LOT 11 | CON 3 | ADJUSTED EXTENT OF REG AREA BASED ON STEREO ELEVATION DATA | 73-052621-1 | St. Vincent Township | 1 |
| | SOCET/SWOOP 2010/LIDAR CONTOUR | LOT 11 | CON 3 | ADJUSTED EXTENT OF REG AREA (3:1 + 15M) | 73-052621-2 | St. Vincent Township | 1 |
| | SWOOP2015 | LOT 14 | CON 5 | REALIGNED WATERCOURSE | 72-060121-1 | St. Vincent Township | 1 |
| | | LOT 15 | CON 5 | REALIGNED WATERCOURSE | 72-060121-1 | St. Vincent Township | 1 |
| | | LOT 23 | CON 2 | REALIGNED WATERCOURSE, CHANGED DOWNSTREAM SEGMENT TO VIRTUAL & REMOVED REG | 58-210513-1 | Sydenham Township | 1 |

| | | | | | | | |
|--|--|--------|--------|-----------------------------------|--------------|----------------------|-----------|
| | | LOT 24 | CON 2 | REALIGNED WATERCOURSE | 58-210513-2 | Sydenham Township | 1 |
| | | LOT 25 | CON 2 | REALIGNED WATERCOURSE | 58-210513-2 | Sydenham Township | 1 |
| | | | CON 3 | REALIGNED WATERCOURSE | 58-210513-2 | Sydenham Township | 1 |
| | SWOOP2015/CONTOURS/HAZARD | LOT 14 | CON 5 | ADDED WATERCOURSE | 72-020621-1 | St. Vincent Township | 1 |
| Municipality Of Meaford Total | | | | | | | 12 |
| The Blue Mountains | BASED ON LIDAR DATA SLOPES | LOT 24 | CON 8 | UPDATED CONFINED VALLEY 3:1 + 15M | 106-060821-1 | Collingwood Township | 1 |
| The Blue Mountains Total | | | | | | | 1 |
| Town Of South Bruce Peninsula | ADJUSTED EVALUATED WETLANDS BASED ON MNRF DATASET | LOT 26 | CON C | ADDED MISSING SETBACK | 50-103020-1 | Amabel Township | 1 |
| | ADJUSTED EVALUATED WETLANDS BASED ON MNRF DATASET | LOT 23 | CON C | ADDED MISSING SETBACK | 50-103020-1 | Amabel Township | 1 |
| | | LOT 24 | CON C | ADDED MISSING SETBACK | 50-103020-1 | Amabel Township | 1 |
| | | LOT 25 | CON C | ADDED MISSING SETBACK | 50-103020-1 | Amabel Township | 1 |
| | | LOT 27 | CON C | ADDED MISSING SETBACK | 50-103020-1 | Amabel Township | 1 |
| | | LOT 28 | CON C | ADDED MISSING SETBACK | 50-103020-1 | Amabel Township | 1 |
| | | LOT 29 | CON C | ADDED MISSING SETBACK | 50-103020-1 | Amabel Township | 1 |
| | EVALUATED WETLANDS LAYER | LOT 26 | CON 24 | ADDED MISSING PSW ALLOWANCE | 30-052721-1 | Amabel Township | 1 |
| | HAZARD MAPPING/SWOOP | LOT 49 | CON D | ADDED MISSING WETLAND AREAS | 30-052621-1 | Amabel Township | 1 |
| Town Of South Bruce Peninsula Total | | | | | | | 9 |
| Grand Total | | | | | | | 42 |



STAFF REPORT

Report To: Board of Directors

Report From: Andrew Sorensen, Planning Coordinator & Gloria Dangerfield, GIS/Database Coordinator

Meeting Date: September 13th, 2017

Report Code: 9-2017

Subject: Request for approval of the updates procedure for the Ontario Regulation 151/06 mapping

Recommendation:

WHEREAS it is the text of the Regulation that determines the actual regulated area;

AND FURTHER, WHEREAS Grey Sauble creates and updates mapping as a screening tool for planning staff when dealing with permits for Ontario Regulation 151/06;

AND FURTHER, WHEREAS the mapping is continuously updated & checked to reflect the most accurate conditions on the ground using current sources & technology;

THAT the Grey Sauble Conservation Authority Board of Directors approve the procedure undertaken by Grey Sauble Staff for updating Ontario Regulation 151/06 mapping, including that a list of changes and example maps be provided to the Board of Directors once a year for their information.

Background:

Section 2.1 of the text of Ontario Regulation 151/06 states all the areas where development is to be regulated by Grey Sauble Conservation (GSC) through the issuance of permits. These physical features and their associated regulated areas are:

- Watercourses
 - Meander Belt (10 times the full bank width + 15m allowance on either side)
 - Confined Valley (long term stable slope from the toe of slope + 15m setback for toe erosion & additional 15m allowance)
- Flood Prone Areas
 - Engineered Flood Plain Areas
 - Estimated Flood Prone Areas

- Great Lakes Shoreline
 - Dynamic Beach + a 15m setback
 - Wave Uprush (15m from the 100 year flood line plus 15m allowance)
 - Erosion Areas (3:1 slope setback + 15m toe erosions & 15m additional allowance, or top of bank + 15m toe erosions & 15m additional allowance)
 - The Nipissing Ridge and Algonquin Ridge which are post glacial hazard slopes associated with the great lakes shoreline (3:1 + 15m additional allowance or top of bank + 15m additional allowance)
- Wetlands/Waterbodies
 - Provincially Significant (120m area of interference)
 - Locally Significant (30m area of interference)
 - All other wetlands/waterbodies (30m area of interference if greater than 2 Ha, no setback otherwise)

Section 2.2 of the text of Ontario Regulation 151/06 states that *All areas within the jurisdiction of the Authority that are described in subsection (1) are delineated as the “Regulation Limit” shown on a series of maps filed at the head office of the Authority under the map title “Ontario Regulation 97/04: Regulation for Development, Interference with Wetlands and Alterations to Shorelines and Watercourses”.*

While GSC originally used the best mapping available to plot the regulated areas, the Ontario Basic Mapping (OBM), it was at a 1:10 000 scale in most areas, which meant it could be difficult to accurately locate points for detailed site decisions, and there were some inaccuracies.

Based on site visits with GPS units, as well as the use of new technologies such as:

- Newly created elevation information in combination with stereo viewing;
- 2006, 2010 and 2015 orthophotography; and
- Three-dimensional (3D) mapping software acquired through the Shell Canada grant in 2013,

GSC staff have continued to suggest and verify updates to the mapping so it accurately reflects the current physical features on the ground.

Staff have access to, and have been trained to use desktop Geographic Information System (GIS) software that displays base data “layers” as well as orthophotography. Using this software, they can edit ground features such as wetland boundaries and watercourses according to the most recent aerial photograph and can use the other photography as a reference. These same staff are also trained to use GPS units in the field and to upload the resulting information into GIS software so that it can be incorporated into the base data updates “layers”. This data is then checked by the GIS coordinator and appropriate setbacks, as noted above, are calculated and updated in the Regulations 151/06 “layer”.

Planning staff are also trained to use stereo/3D software to allow for viewing and capture of accurate elevation information. This allows for accurate updates to slope steepness and setbacks, as well as shoreline 100 year lines and flood prone areas. This system also allows for more accurate viewing and capture of wetlands and watercourses in stereo which is a large improvement to viewing using traditional air photos.

As the Ministry of Natural Resources and Forests has leadership on changes to provincially significant wetlands boundaries, staff also provide information to MNRF on recommended changes and incorporate any decisions from MNRF.

All changes follow the applicable technical mapping “Guidelines for Developing Schedules of Regulated Areas”, October 2005.

This rigor has led to GSC staff developing some of the best and most detailed mapping available in the watershed. In addition to its use for regulatory permits, GSC uses it to provide comments under municipal MOUs for Natural Heritage and to provide input on behalf of the province on Natural Hazards.

As soon as a map is updated, staff use the newest version for discussions with the public, the screening of applications, and for updates to web mapping sites (such as GSC’s own site, and the Grey and Bruce County sites).

For the past 10 years, staff have annually presented a summary of the past year’s regulatory mapping changes to the board for approval.

Current Request:

Per discussion at a Board of Directors meeting, that staff investigate whether the Grey Sauble Board of Directors should approve the process of updating the regulation limit maps and receive mapping examples and a list of recent updates for information, as opposed to approving each change.

Analysis:

The regulated areas are based on the text of the regulation, and the mapping of these physical features is used to screen permit applications and provide changes. Improvements in the accuracy of mapping does not change the underlying geographic features, which are also checked in the field for most permits.

The Conservation Authorities Act and the GSC Regulation 151/06 do not require approval for updates in the screening mapping.

Board Directors are not well positioned to “approve” mapping changes, as they are not familiar in the field with each geographic feature, and it is not in line with their role to field-check changes.

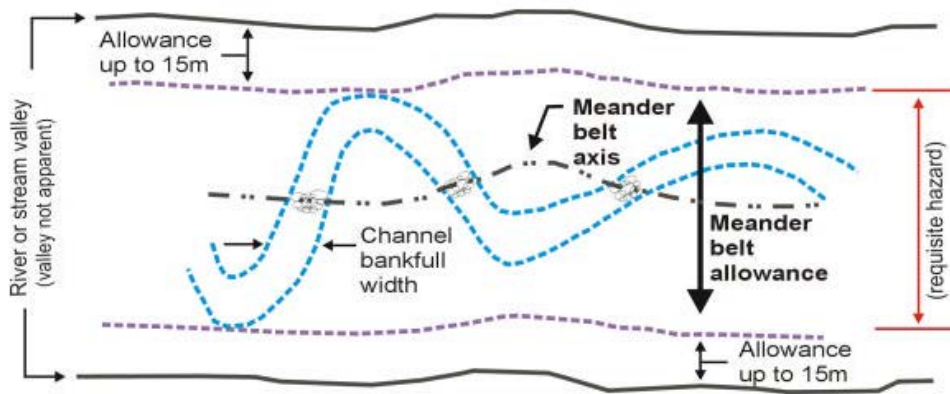
Example 1: Adjusted Watercourses

Orange represents the original watercourse “layer” and the blue is updated “layer”.



Example 1.1: Meander Belt Calculation

The meander belt allowance is 10 times the bank full width on either side from the axis of the watercourse, plus an additional 15m. In the absence of width information 1.5m is the default.



“Guidelines for Developing Schedules of Regulated Areas”, October 2005

Example 1.2: Updated watercourses with applied meander belts (map also shows other regulated area features such as evaluated wetland 120m area of interference)



Financial/Budget Implications:

None

Communication Strategy:

Continuously updated map layers will continue to be provided to both Grey County and Bruce County and on the Grey Sauble Interactive Regulation Map viewer.

An annual listing of changes and examples will be provided to the Board of Directors for their information.

Consultation:

- CAO, Planning & GIS/Database Staff
- Other Conservation Authorities who do regular regulation mapping updates



STAFF REPORT

Report To: Board of Directors
Report From: Tim Lanthier, CAO
Meeting Date: August 25, 2021
Report Code: 041-2021
Subject: RFP Award: Environmental Planning Service Rates and Fees Review

Recommendation:

WHEREAS the GSCA Board of Director's passed resolution FA-21-076 at the June 23, 2021 Full Authority Meeting directing staff to issue an RFP to engage an economist consulting firm to conduct a service fee review of the Environmental Planning Department service fees to ensure that fees are adequate for appropriate cost recovery and to allow the provision of an enhanced level of service;

AND WHEREAS GSCA staff issued an RFP to this effect on July 19, 2021 and received two (2) qualified proposals;

AND WHEREAS the Evaluation Committee consisting of the Board Chair, the CAO, the Manager of Financial and Human Resource Services and the Manager of Environmental Planning reviewed the proposals per the evaluation template in the RFP;

THAT the GSCA Board of Directors direct staff to engage Watson & Associates Economists Ltd. to conduct a service fee review of the Environmental Planning Department service rates and fees for a maximum cost of \$31,594.90, including HST;

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

Strategic Initiative:

This item is related to the “Better Monitor and Manage Flood Risk” priority set out in GSCA’s Strategic Plan. Although not specifically stated in the Strategic Plan, a primary component of managing flood risk is by ensuring that we fully understand where those risks are and ensuring that new development is maintained outside of those areas and that re-development is appropriately safe guarded.

Background:

A detailed breakdown and analysis of the issues at hand was presented to the Board of Directors by the CAO at the June 23, 2021 Full Authority meeting in report 029-2021.

As directed by the Board, Staff prepared and issued a detailed RFP tender document to solicit proposals to undertake a fulsome review of the service rates and fees of GSCA’s Environmental Planning Department.

The RFP was posted for a four-week period on GSCA’s website, on the MERX site, and on Bids and Tenders site. The RFP was also circulated directly to Watson & Associates based on a previous expression of interest in the project. A copy of the RFP is attached to this report for reference purposes.

GSCA received two qualified bid proposals for this project. The Evaluation Committee, comprised of the Board Chair, the CAO, the Manager of Financial and Human Resource Services and the Manager of Environmental Planning reviewed the proposals per the following criteria:

- Understanding of the scope of work and key deliverables (20 pts)
- Qualifications, references and experience (25 pts)
- Project management, proposed methodologies and detailed work plan (30 pts)
- Cost (25 pts)
- Total Score out of 100

Based on the results of this review, Watson & Associates scored the highest and is therefore recommended by the Evaluation Committee for award of the contract.

Watson & Associates brings with them a wealth of experience conducting similar reviews for both municipalities and conservation authorities. Most recently, they have completed similar reviews for Conservation Halton, Hamilton Conservation Authority, and Credit Valley Conservation, and are in discussions or mid-project with several other conservation authorities as well.

Watson & Associates demonstrated a firm understanding of the work that conservation authorities conduct, particularly within the planning and permitting realm, and they also

Subject: RFP Award: Environmental Planning Service Rates and Fees Review

Report No: 041-2021

Date: August 25, 2021

demonstrated a firm understanding and appreciation for the current ongoing changes to the Conservation Authorities Act and the relevant regulations.

Financial/Budget Implications:

The budgeted cost of this review, as presented in June, was approximately \$30,000, to be paid through forecasted in-year surplus from the 2021 Environmental Planning Department budget. The recommended proposal comes in at \$27,960 plus HST. GSCA will recover most of the HST, which brings this project in slightly under the anticipated budget.

Communication Strategy:

In the short-term, GSCA staff will communicate with Watson & Associates to inform them of their success in their contract bid and will proceed to work with Watson & Associates to move forward with this review.

In the longer-term, GSCA staff will prepare a broader communication strategy for conveying a revised rates and fees schedule to our partners and stakeholders.

**REQUEST FOR PROPOSAL
PROGRAM RATES AND FEES REVIEW**

Issued July 19, 2021



237897 INGLIS FALLS ROAD, RR4
OWEN SOUND, ON N4K 5N6



Issued by: Grey Sauble Conservation Authority

Contact: Tim Lanthier, Chief Administrative Officer

Contact information: 519-376-3076, Ext. 234 or t.lanthier@greysauble.on.ca

Issue Date: July 19, 2021

Proposal Closing

Closing Date: August 13, 2021

Time: 4:00 pm (EST)

Location: 237897 INGLIS FALLS ROAD, RR4, OWEN SOUND, ON, N4K 5N6

Grey Sauble Conservation Authority (GSCA) reserves the right to accept or reject all or part of any Proposal and also reserves the right to accept other than the lowest proposal and to cancel the Call for Proposals at any time.

TO OBTAIN DOCUMENTS

A full copy of the RFP may be downloaded from GSCA's website at:

www.greysauble.on.ca



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Chapter 1 General Requirements

Introduction

Grey Sauble Conservation Authority (GSCA) was established by an Order-in-Council on January 1, 1985, following the amalgamation of the North Grey Region and the Sauble Valley Conservation Authorities. The North Grey Region and Sauble Valley Conservation Authorities were established under the Conservation Authorities Act in 1957 and 1958, respectively.

Conservation authorities are local public sector organizations similar to public health units, hospitals, libraries or schools. We are one of 36 conservation authorities in Ontario. We are governed by an 11-member board of directors, appointed by eight member municipalities.

GSCA is a local watershed management charitable organization dedicated to conserving, restoring and managing the natural ecosystems in the Grey Sauble watershed area.

Our mission is to promote and undertake sustainable management of renewable natural resources and to provide responsible leadership to enhance biodiversity and environmental awareness, in partnership with our watershed stakeholders.

For further information on the work of the GSCA please visit our website: www.gsca.on.ca

Project Overview

GSCA currently offers a wide range of services and programs for which user fees are charged in order to recover the costs of providing those programs and services. The delivery of services by GSCA is expected to be undertaken while maintaining municipal funding increases within a range of approximately 2.5% to 4.0% annually and ensuring that user fee increases are competitive and affordable.

The delivery of planning and permitting services is funded in a small part by the Province through annual operating grants, by municipalities through annual municipal funding, and by user fees paid by applicants. Planning services includes plan input and plan review. Plan input includes the review of policies and long-range plans generated by municipalities. GSCA staff participate in municipal planning processes and provide comments that relate to its regulatory and advisory roles. The cost of plan input services should be covered 100% by the municipal levy and provincial operating grants where comments are provided which pertain to provincial interest under Section 3.0 of the Provincial Policy Statement. Plan review includes the review of planning applications under the Planning Act. These costs should be covered 100% through fees for service. GSCA also administers Ontario Regulation 151/06 – Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation on a fee-for-service basis with the current goal of approximately 80% cost recovery.



GSCA is also interested in expanding the level of service provided within these program areas such that it is consistent with the needs and expectations of our partners and more consistent with other conservation authorities within the province. This increased level of service is expected to include the addition of up to three (3) new technical staff.

GSCA is interested in retaining consulting services to complete a comprehensive review of its Environmental Planning Department program rates and fees to ensure costs are being fully recovered and to provide recommendations on updates to program rates and fees and the associated principles and policies for the fees charged, such that GSCA can offer an enhanced level of service while meeting the cost recovery goals noted above. Chapter 2 of the Request for Proposal outlines the Scope of Work and Key Deliverables of the consultants to be retained by GSCA to participate in this project.

Request for Proposal Schedule

| Events | Date |
|---|--|
| Issue Request for Proposal | July 19, 2021 |
| Final date for Proponents to submit questions | July 30, 2021, 12:00 pm EST |
| Response to Proponents questions | August 9, 2021 |
| Proposal Closing Date | August 13, 2021, 4:00 pm EST |
| Interviews, if requested | Week of August 16 th , 2021 |
| Anticipated Award | August 25 th , 2021 |
| Anticipated Commencement of Contract | August 30 th , 2021 |

Note: Although every attempt will be made to meet all dates, GSCA reserves the right to modify any or all dates at its sole discretion.

GSCA reserves the right at any time prior to the close of this RFP:

- a) to withdraw or cancel the RFP;
- b) to extend the time for the submission of proposals; or
- c) to modify the RFP;

by the publication of an addendum or other notice, and GSCA shall not be liable for any expense, cost, loss or damage incurred or suffered by any Applicant (or any other person) as a result of its so doing.

Inquiries, Clarifications and Addenda

Inquiries regarding this Request for Proposal are to be directed to GSCA before the specified closing date (see cut off dates above) by contacting Tim Lanthier, CAO, by email at t.lanthier@greysauble.on.ca.

Inquiries must not be directed to other GSCA employees or its Board of Directors. Directing inquiries to other than the CAO may result in your submission being rejected.



All clarification requests are to be sent in writing to the individual mentioned above. No clarification requests will be accepted by telephone. Responses to all clarification requests will be provided to all Proponents in writing.

Any and all changes to the RFP required before the Proposal closing will be issued by GSCA in the form of written Addenda and shall hereby form part and parcel of the project. Addenda shall be issued as per schedule above and no later than three (3) days prior to close as applicable. Addenda will be provided to all Proponents the same way that the original RFP was provided. GSCA will assume no responsibility for oral instruction or suggestion. If Addenda are issued, Proponents must acknowledge receipt by indicating such receipt in the appropriate section of the Form of Proposal. Failure to acknowledge the addendum/addenda may result in your Proposal being rejected.

The onus is on the Proponent to ensure they have received and acknowledged all addenda prior to submission of proposals. Failure to acknowledge receipt of addenda will be cause for rejection of the Proponent's submission.

Limitation of Liability

GSCA and its agents and advisors shall not be liable for any information or advice or any errors or omissions that may be contained in the RFP or any data, materials, or documents disclosed or provided to the Proponent pursuant to this RFP or otherwise. GSCA and its agents and advisors make no representation or warranty, either express or implied, in fact or in law, with respect to the accuracy or completeness of this RFP or such data, materials, or documents, and shall not be responsible for any claim, action, cost, loss, damage, or liability whatsoever arising from the Proponent's reliance or use of this RFP or any data, materials, or documents provided. The Proponent should satisfy itself as to the accuracy of the information contained in the RFP through independent means. The only representations and warranties made by GSCA will be those that may be contained in any definitive agreement between GSCA and the Proponent.

Neither the transmission of this RFP to a Proponent nor the acceptance or receipt of a Proposal by GSCA shall be construed as or imply any obligation or commitment on the part of GSCA to enter into a contract or agreement of any kind in respect of any or all of the contents of this RFP.

Statement of Understanding

For the purpose of this RFP, whoever is named, as the Proponent shall be the single point of contact. Each Proponent shall be deemed to have carefully examined the RFP prior to submitting its Proposal, and if any Proponent should discover any omissions, errors, discrepancies, ambiguities, or other anomalies or have any doubts or questions as to the meaning of any portion thereof, or if any Proponent has an issue with any term or condition or requirement of the RFP, it shall, before the close of questions, communicate the same to GSCA in writing. Without such notice, the Proponents are deemed to have accepted the terms and conditions which shall carry forward to form the contract for the awarded project. At GSCA's sole discretion, some or all of



the corrections, questions, and answers may be incorporated into Addenda to the RFP for distribution to all Proponents.

By submittal of a proposal, the Proponent represents that they are fully experienced and properly qualified to undertake work of a nature and scope similar to that requested herein; that they possess the competence, skills, experience, and expertise required to successfully carry out the work; that they are properly licensed, equipped, organized, and financed to perform such service; and that they have secured all the necessary information required by a competent, experienced Proponent to prepare a responsible and complete Proposal.

No Collusion

No Proponent shall discuss or communicate with any other person or entity (including, without limitation, any employee, representative, or agent of any other Proponent) about the preparation of its Proposal. Each Proponent's Proposal shall be prepared without any connection, knowledge, comparison of information, or arrangement with any other person or entity responding to the RFP (or any employee, representative, or agent thereof) and each Proponent shall be responsible to ensure that its participation in this RFP is conducted fairly and without collusion or fraud.

No Publicity or Promotion

The Proponent shall not make any public announcement or distribute any literature regarding this RFP or otherwise promote itself in connection with this RFP. In the event the Proponent is awarded a contract, the Proponent shall not identify GSCA as a customer of the Proponent and shall not otherwise use GSCA's name or any GSCA mark, without the written consent of GSCA.

Right to Audit

The Proponent is required to maintain complete books and records with respect to services, costs, expenses, receipts or other information necessary to verify the scope or charges for any services provided under this program. GSCA has the right to review documents and work in progress and to audit financial and other records pertaining to the performance of the work under this agreement.

False or Misleading Statements

If in GSCA's opinion, a Proposal contains false or misleading statements or references that do not support a function, attribute, capacity or condition as contended by the vendor the entire Proposal may be rejected.



Bribery/ Fraud

Should any Proponent or any of their agents give or offer any gratuity or attempt to bribe any employee or official of GSCA, or to commit fraud, GSCA shall be at liberty to cancel the Proponent's submission.

No Local Preference

GSCA endeavors to achieve the best value for its members in its programs and transactions. As a result, GSCA will not be bound to purchase supplies or services based upon Canadian content.

All procurement processes are to be conducted so as not to unduly exclude local vendors while at the same time maintaining the duty to be fair, open and transparent.

Insurance

The successful Bidder shall at its own expense obtain and maintain until the termination of the contract, and provide GSCA with evidence of:

- a) Comprehensive general liability insurance on an occurrence basis for an amount not less than Five Million (\$5,000,000.) dollars with respect to the Bidder's operations, acts and omissions relating to its obligations under this Agreement, such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners' and contractors' protective, products and completed operations, contingent employers liability, cross liability and severability of interest clauses;
- b) Automobile liability insurance for an amount not less than Two Million (\$2,000,000.) dollars on forms meeting statutory requirements covering all vehicles used in any manner in connection with the performance of the terms of this Agreement.
- c) Professional Liability: If applicable and noted in this request, the successful Bidder shall carry insurance covering the work and services described in this Agreement. Such policy shall provide coverage for an amount not less than one million (\$1,000,000.) dollars with respect to all of the responsibilities relating to this Agreement.

The policies shown above will not be cancelled or permitted to lapse unless GSCA is notified in writing at least thirty (30) days prior to the effective date of cancellation or expiry. GSCA reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as GSCA may reasonably require.

The successful Bidder shall indemnify and hold GSCA, its employees, servants, agents and directors, harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether wilful or otherwise by the bidder, its agents, officers, employees or other persons for whom the Bidder is legally responsible.



Laws of Ontario

The laws of the Province of Ontario govern the contract resulting from this RFP.

Form of Contract

Unless otherwise stated, the contract for this project is formed by this Request for Proposal document, the successful Proponent's submission and the Purchase Order issued by GSCA.

Any terms or conditions contained within the Proponent's submission that are contradictory to any terms or conditions within the proposal issued by GSCA, unless otherwise agreed to before the close of the bid and which agreement is confirmed by addenda, may result in rejection of the Proponent's submission. GSCA does not accept any contradiction to terms and condition of this RFP without written agreement to the contrary.

Indemnification

The Proponent shall protect, defend and save the GSCA, its agents and advisors harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages received or sustained by a party or parties, by or from any of the acts, errors or omissions of the Proponents', and/or its agents, employees, or successors.

The Proponent hereby agrees to defend, indemnify and hold harmless GSCA, and all GSCA elected or appointed officials, officers, employees, and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the foregoing representation and warranties.

Non-Waiver

No act or omission by GSCA shall be construed by the successful Proponent as a renunciation or waiver of any rights or recourses for any breach by the successful Proponent of its obligations set out in this RFP and in the Contract, unless GSCA provided the successful Proponent with an express waiver in writing. Any work performed by GSCA, which is part of the Work, shall not relieve the successful Proponent of his/her obligations to do that Work.

Non-Assignment

During the performance of the contract, the successful Proponent shall not assign, transfer, convey, sublet, or otherwise dispose of any award or any or all of its rights, title, or interest therein, without the prior written consent of GSCA.

Damage Claims

The successful Proponent shall be responsible for all damages caused by it, its employees, agents, sub-contractors or persons under its control, or arising from the performance of the work or arising from the successful Proponent's failure or the failure of its employees, agents, sub-



contractors, or persons under its control, to perform any or all of its obligations in accordance with the terms of the Contract.

Conflict of Interest

The Proponent is required to disclose in its Proposals and on an ongoing basis thereafter any conflict of interest, real or perceived, that exists now or may exist in the future, with respect to this RFP.

The Proponent shall provide a statement that clearly identifies if the Proponent has any conflict of interest with respect to other work and/or other clients. The Proponent shall ensure that all Sub-contractors also have no conflict with respect to other work and/or other clients. No officer or employee of GSCA is, will be, or has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise howsoever in or in the performance of the said contract, or in the supplies, work or business in connection with the said contract, or in any portion of the profits thereof, or any supplies to be used herein, or in any of the monies to be derived therefrom.

For the purpose of this Request for Proposal, "conflict of interest" includes but is not limited to any situation or circumstance where, in relation to the performance of its obligations under this Request for Proposal and any subsequent consulting agreement, the Proponent's other commitments, relationships or financial interests could be, or could be seen, to exercise an improper influence over the objective, unbiased and impartial exercise of the Proponent's independent judgment, or could be, or could be seen, to compromise, impair or be incompatible with the effective performance of the Proponent's contractual obligations.

The Proponent is in agreement that the final contract with GSCA contains the following provisions.

1. The Proponent agrees to:

- a) avoid any conflict of interest in the performance of its contractual obligations,
- b) disclose to GSCA without delay any actual or potential conflict of interest that arises during the performance of its contractual obligations, and
- c) comply with the requirements imposed by GSCA to resolve the conflict of interest.

2. In addition to all other contractual rights or any other rights available at law or in equity, GSCA may immediately terminate the agreement upon giving written notice to the Proponent when:

- a) the Proponent fails to disclose any actual or potential conflict of interest
- b) the Proponent fails to comply with any requirements imposed by GSCA to resolve the conflict of interest, or
- c) in the reasonable opinion of GSCA it is not possible to resolve the Proponent's conflict of interest.



3. By their signature on the Form of Proposal the Proponent thereby agrees:

- a) that it will enter into an agreement containing the clauses set out above
- b) all the measures, steps, policies and procedures that it currently takes to ensure that conflicts of interest are avoided or that it will take to ensure that there will be no conflicts of interest in regard to GSCA' program.

Inclusion of any statements contradicting these terms will be cause for rejection of the proposal.

GSCA Not Employer

The Proponent agrees that GSCA is not to be understood as the employer to the successful Proponent nor to such Proponent's personnel or staff for any work, services, or supply of any products or materials that may be awarded as a result of the RFP process. It is understood that the successful Proponent will act as an independent supplier.

Termination

In the event that the successful Proponent fails to comply with any provision of this Request for Proposal or otherwise fails to perform its obligations hereunder in a competent manner satisfactory to GSCA, GSCA may give the successful Proponent notice in writing of such failure. In the event that the successful Proponent has not remedied its failure within ten (10) days of the said notice, GSCA shall be entitled to exercise any one or more of the following remedies:

- a) GSCA may terminate the contract without further notice;
- b) GSCA may withhold any payment due to the successful Proponent hereunder until the successful Proponent has remedied its failure;
- c) GSCA may engage the services of another Proponent or any other firm to remedy the successful Proponent's failure, and obtain reimbursement therefore from the successful Proponent. The said reimbursement may be obtained either through deduction from any amounts owing to the successful Proponent hereunder, or through any other legal means available to GSCA; and/or;
- d) GSCA may assert any other remedy available to it in law or equity.

Unless GSCA expressly agrees to the contrary, any failure of GSCA to exercise any of the foregoing remedies, or the granting of any extension or indulgences, shall not be prejudicial to any right of GSCA to subsequently obtain such remedies.

Rights Reserved by GSCA

GSCA reserves the right, in its sole discretion and without notice or reasons, and without liability to:

- a) accept/reject any or all Proposals and/or reissue the RFP in its original or revised form.
- b) reject any Proposal that includes any qualifications or modifications to this RFP or its addenda that were not submitted prior to close of questions and which were not accepted in writing by GSCA.
- c) add specific requirements not covered in the RFP or Proposal.
- d) modify any and all requirements stated in the RFP at any time prior to the possible awarding of a contract.
- e) cancel this RFP at any time, without penalty or cost to GSCA. This RFP should not be considered a commitment by GSCA to enter into any contract.
- f) decline to permit any party to participate in this RFP.
- g) terminate discussions or negotiations with any or all of the Proponents.
- h) accept a Proposal that does not comply with the requirements of this RFP.
- i) request additional information from a Proponent to supplement or clarify a Proposal.
- j) in evaluating Proposals, consider any factor which GSCA considers to be relevant.
- k) negotiate with any Proponent.

In the event of any disagreement between GSCA and a Proponent regarding the interpretation of the provisions of the RFP, the GSCA Chair or an individual acting in that capacity, shall make the final determination as to interpretation.

Exclusion of Proponents in Litigation

GSCA may, in its absolute discretion, reject a Proposal submitted by a Proponent if the Proponent, or any officer or director of the Proponent is or has been engaged, either directly or indirectly through another corporation, in a legal action against GSCA or its elected or appointed officers and employees in relation to:

- a) Any other contract or services; or



- b) Any matter arising from GSCA's exercise of its powers, duties or functions.

In determining whether or not to reject a Proposal under this clause, GSCA will consider whether that litigation is likely to affect the Proponent's ability to work with GSCA, its agents and advisors, and whether GSCA's experience with the Proponent indicates that GSCA is likely to incur increased staff and legal costs in the administration of the contract if it is awarded to the Proponent.

Exclusion of Proponents Due to Poor Performance

GSCA shall document evidence where the performance of the Proponent has been unsatisfactory in terms of failure to meet contract specification, terms and conditions or for Health and Safety violations.

The Chair (or designate) may, in consultation with the GSCA Board of Directors, prohibit an unsatisfactory Proponent from bidding on future RFPs or contracts for a period of up to three years.

Pricing

Unless otherwise stated in this document or the successful Proponent's submission, all pricing will be firm for the duration of the contract. Any pricing increases year over year will be limited to the annual change percentage in the CPI index at the time of renewal.

Accessibility

GSCA is committed to the accessibility principles of preventing and removing barriers in accessing goods and services for people with disabilities and is bound by the Standards under the Accessibility for Ontarians with Disabilities Act, 2005 as may be amended from time to time. Regulations enacted under the Act apply to third parties providing goods and services to members of the public on behalf of GSCA. The Consultant/Contractor, its employees and all sub-contractors hired by the consultant/contractor in the completion of its work, must meet or exceed compliance with all applicable regulations under the Act.

Sustainability

One of the principles of GSCA's Purchasing Policy is to procure services with regard to the preservation of the natural environment, by encouraging suppliers to provide services that result in the least damage to the environment and incorporating recycled materials. Bidders are expected to carry out their work in an environmentally responsible manner.

Chapter 2 The Opportunity

2.1 Project Overview and Scope of Work

GSCA has not previously undertaken a comprehensive review of its program rates and fees.

GSCA sets program rates and fees in order to offset the costs of providing the wide range of services and programs and to be competitive when possible. GSCA has generally strived to ensure that the programs and services provided within the Environmental Planning Department, such as plan review, achieve between 70-90% cost recovery. Exceptions to this approach include:

- Permit fees and other services provided directly to municipalities are drawn from general levy.
- Legislated fees i.e. Municipal Freedom of Information and Protection and Privacy Act fees.

Currently, GSCA's fee structure is not designed to include overhead costs associated with capital costs and support staff (ie: finance staff, administrative staff, HR, IT, etc.).

It is expected that a comprehensive review of current Environmental Planning Department program fees, practices and legislation will result in an update of GSCA program rates and fees and related policies. Recommended revisions to program fees are required to take into consideration relevant agreements, Memorandums of Understandings, provincial policies and procedures, and in accordance with policies and philosophies of the GSCA Board of Directors.

2.2 Scope of Work and Key Deliverables

The purpose of the Environmental Planning Program Rates and Fees Review is to determine the guiding principles and policies for the fees to be charged, the fee structure and the resulting fees that should be charged for various services provided by GSCA.

Specifically, the objectives for this assignment are:

1. Meet with GSCA staff to ensure a full understanding of the project expectations and schedule, review background information and confirm process, goals and objectives, roles and responsibilities, etc.
2. Perform an initial review of documentation with respect to existing program rates and fees, practices and average staff hourly rates. This should also include a review of the provincially legislated user fee requirements of the Conservation Authorities Act and Policies and Procedures for Conservation Authority Plan Review and Permitting Activities in order to consider the implications for GSCA's program rates and fees.

The Consultant will have available a variety of background documents and related policies that may come from the following resources:

- GSCA Strategic Plan
- GSCA 2021 Budget and Operational Plan
- GSCA 2020 Audited Financial Statements
- Current program rates and fees and the respective reports to the Board of Directors
- Memorandum of Understandings with Municipalities for Plan Review and Plan Input
- Provincial Policies and Procedures for Conservation Authority Plan Review and Permitting Activities
- Review of Conservation Authority Fees for Planning and Permitting Activities by the Conservation Authorities Liaison Committee, October 2012
- GSCA Roles and Responsibilities for Planning and Permitting
- Provincial Conservation Authorities Policy and Procedures Manual
- Other relevant service agreements with municipalities and external agencies
- Data on number and types of applications received annually.
- Data on relevant staffing costs.
- Additional GSCA information, policies, studies, and data as available and requested by the consultant(s)

3. Review all existing policies, guiding principles and current fees including but not limited to:

- a. Comprehensive review of all GSCA rates and fees for programs and services delivered including, but not limited to:**
 - Planning and Watershed Management fees including plan review and permit fees
 - Mapping and data sharing fees
 - Project costing, including support staff chargebacks, for additional projects such as NDMP, Green Infrastructure, etc.
 - Consulting and other services provided to external and partner agencies including municipalities that provide annual funding to GSCA
- b. The Consultant is required to have knowledge of current best practices in the development, application and successful implementation of policies in the setting of user fees and pricing of programs and services for planning and permitting.**
- c. Review and recommend changes, if needed, to existing fee structures to assist with implementing recoveries to reserves through fees charged such as building, fleet and IT infrastructure reserves to assist with long term capital needs that are impacted by program usage.**
- d. Conduct research to identify potential new fees, develop and/or recommend new fees and policies and develop an implementation strategy to phase in new policies and significant fee changes.**
- e. Provide recommendations for rates and fees that align with short- and long-term forecasts for service expansion, capital renewal and staffing.**

4. Develop an activity-based costing program fee model that includes:
 - a. Establishing each fee to be calculated in the activity-based costing model
 - b. Cost definition and allocation methods for direct and indirect functions
 - c. Staff average hourly rate
 - d. Reasonability checks to ensure resources are not being over allocated
 - e. Factoring in the proposed enhanced service level that includes additional technical staff within the program.
5. Ensure conformity with various pieces of legislation and provincial policies including the Conservation Authorities Act and Procedures for Conservation Authority Plan Review and Permitting Activities.
6. Compare GSCA fees with those of comparable Conservation Authorities, municipalities and GSCA market competitors and the average benchmarking rate and cost recovery percentage for each. GSCA staff can assist with acquiring comparator data.
7. Provide recommendations on potential redefining of program fee categories.
8. Recommend a communication strategy for key stakeholders, funding organizations, program participants and watershed residents related to GSCA program fees that considers other funding sources and meeting the objectives of GSCA's legislated and MOU requirements.
9. Prepare a draft report summarizing findings, policy recommendations, implementation strategy and recommended user fees to be presented to the Project Team with the final report to be received as detailed below.
10. Present the final report to the GSCA Board of Directors at the November 24, 2021 meeting with recommendations for program rates and fees for implementation in 2022.

| Date | Action/Deliverable |
|------------------------------|---|
| August 25, 2021 | Award of Proposal |
| Week of August 30, 2021 | Meet with Project staff and confirm work plan and schedule |
| August 30 to October 8, 2021 | Background research, carry out assessment |
| October 22, 2021 | Draft report due to Project Team |
| October 29, 2021 | Draft revisions completed |
| November 4, 2021 | Presentation to Planning Department Team |
| November 17, 2021 | Final report required for Board of Directors meeting agenda |
| November 24, 2021 | Presentation of final report for Board of Directors meeting |

The draft and final reports must be provided in both hard copy and in electronic format and be acceptable to GSCA in form and content. All schedules must be presented in an Excel and PDF electronic format as well as in hard copy and be acceptable to GSCA in form and content. All data collected in the course of conducting the Program Rates and Fees Review, is to be provided to GSCA in an electronic form.



Proponents will keep prices firm for the duration of the contract period. Failure to comply with this requirement will be cause for rejection of a Proposal.



Chapter 3 Proposal Submission Requirements

3.1 *Delivery of Proposals*

Proponents are required to submit five (5) paper copies and one (1) electronic copy (on CD, DVD or USB Flash drive) in a sealed envelope with the envelope template provided in the RFP to:

Attn: CAO – Confidential
Grey Sauble Conservation Authority
237897 Inglis Falls Road
RR4, Owen Sound, ON N4K 5N6

Proposals must be received at the location noted, on or before, August 13, 2021 at 4:00 pm EST.

No facsimile transmission or electronic delivery of Proposals will be accepted.

All Proposals must be signed by an authorized signing officer of the Proponent and contain a statement that the Proposal represents a binding offer which is irrevocable by the Proponent and remains in effect and open for acceptance by GSCA for ninety (90) days from date of submission, or as may be extended further as agreed by GSCA and the Proponent.

The Proposal will be submitted in a single envelope, containing all information and pricing requested.

3.2 *Late Submissions*

Proposals will not be accepted after the date and time stated above. Proposals received by GSCA later than the specified closing time will be returned unopened to the Proponent.

3.3 *Submission Requirements*

A Proponent's Proposal must include all data and information requested by the RFP and must be submitted in accordance with these instructions. Incomplete proposals or proposals that do not conform to the requirements specified herein will not be considered.

The Proposal shall be clear, concise and shall include sufficient detail for effective evaluation for substantiating the validity of stated claims. The Proposal shall not simply rephrase or restate GSCA's requirements but rather shall provide convincing rationale to address how the Proponent intends to meet these requirements. The Proponents are encouraged to provide details that may demonstrate the excellence of their Proposal. Proponents shall assume that GSCA has no prior knowledge of their experience and will base its evaluation on the information presented in the Proponent's Proposal.



The act of submitting a Proposal is a declaration that the Proposer has read the RFP and understands all the requirements and conditions. The submitted Proposal should reflect that the Proponent understands the objectives, context, issues, deliverables and methodologies. Information that summarizes the Proponent's expertise, background and particular suitability for the project should be indicated and illustrated.

If there are questions or concerns regarding terms, conditions or requirements of this request, they must be clarified and resolved prior to submission. Any statements contrary to those contained within this request or any qualification of terms or conditions that have not been agreed to by GSCA before closing, may result in disqualification of the submission.

All information is to be submitted on corporate letterhead, duly signed by an authorized official, and enclosed as specified. Proponents must clearly mark the original submission.

3.4 Costs and Expenses

GSCA and its agents and advisors are not liable for any costs or expenses incurred by the Proponent in the preparation of their response to the RFP. Furthermore, GSCA shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent, prior or subsequent to, or by reason of the acceptance, or non-acceptance by GSCA of any Proposal, or by reason of any delay in the award of the Proposal.

3.5 Amendment of Submission

Proponents may amend their Proposals only if the Proposal is resubmitted before the Submission Deadline in accordance with the following:

- a. The Proponent must withdraw its original Proposal on written notice to the Chief Administrative Officer or designate before the Submission Deadline; and
- b. The Proponent must submit a revised Proposal before the Submission Deadline in accordance with the requirements of the RFP.

Amendments by telephone, facsimile, email, or letter shall not be accepted or considered.

If more than one Proposal is received under the same name for the same project, the Proposal contained in the submission envelope bearing the latest date and time shall be deemed the intended Proposal. The first Proposal received shall be considered withdrawn and returned unopened to the Proponent.

3.6 Withdrawal of Proposals

A Proponent may withdraw its Proposal prior to the Submission Deadline by giving written notice before the Submission Deadline. Telephone notices shall not be considered. Proposals may not be withdrawn after the Submission Deadline.



3.7 RFP Opening

Submissions received by the Deadline, will be opened administratively by members of the GSCA Project Team and at a time subsequent to the closing.

3.8 Acceptance or Rejection of Offer

1. The submission of Proposals does not obligate GSCA to accept any Proposal or to proceed further with the Project. GSCA may, in its sole discretion, elect not to proceed with the Project in whole or in part and may elect not to accept any or all proposals for any reason or to cancel the Project without any obligation whatsoever to Proponents.
2. Should GSCA not receive any Proposals satisfactory to it for any reason, it may, in its sole and absolute discretion, revise the Proposal Documents or negotiate a Contract for the whole or any part of the Project with any of the Proponents or the lowest compliant.
3. Proposals which are informal, incomplete, contain qualifying conditions or otherwise fail to comply with the requirements of the Proposal Documents or are otherwise irregular in anyway may, at the sole and absolute discretion of GSCA, be declared invalid and rejected.
4. GSCA retains the separate right to accept or waive irregularities if, in GSCA's sole discretion, such irregularities are of a minor or technical nature or, where practicable to do so, GSCA may, as a condition of proposal acceptance, request a Proponent to correct a minor or technical irregularity with no change to the Proposal Price.
5. The determination of what is, or is not, a minor or technical irregularity, the determination of whether to accept, waive, or require correction of an irregularity, and the final determination of the validity of a Proposal, shall be at GSCA's sole and absolute discretion.
6. GSCA reserves the right to accept or reject any or all Proposals or to accept any Proposal should it be deemed to be in its best interest to do so in its sole and absolute discretion. GSCA will not necessarily accept the lowest price Proposal.
7. Proponents expressly waive any and all rights to make any claim against GSCA for any matter arising from GSCA exercising its rights as stated in these Instructions to Bidders.

Chapter 4 Evaluation of Proposals

4.1 Proposal Evaluation Project Team

The Project Team, comprised of the CAO, the Board Chair and representatives from GSCA's Planning and HR Departments will evaluate each proposal received in accordance with the evaluation criteria as set out in the Proposal Documents. The Team reserves the right but is not obliged to perform any of the following:

- a) Enter into further discussions with the Proponent to seek clarification or verify any or all information provided by the Proponent with respect to this RFP that will allow the Committee to reach a decision with a Proponent;
- b) Independently verify any information provided in a Proposal. The Proponent shall co-operate with such independent verification.
- c) Contact any or all of the references supplied and to interview, at the sole costs of the Proponent, the Proponent and/or any or all of the resources proposed by the Proponent to fulfill the requirement to verify and validate any information or data submitted by the Proponent. Any such interviews will be held via a virtual meeting platform such as Microsoft Teams or similar.
- d) Waive irregularities and omissions if, in doing so, the best interest of GSCA and its municipal members will be served.

In submitting a Proposal, the Proponent agrees that the decision of the Project Team is final and binding and will not be subject to review by any court and any Proponent breaching this provision will indemnify GSCA for all its costs as a result of the same, save and except where GSCA has acted in bad faith.

4.2 Interviews

A Proponent whose written Proposal has received a high ranking may be invited to an interview with the Evaluation Committee, the results of which will be used by the Committee as a mechanism to revisit, revise, confirm and finalize the score and select the recommended Proponent. GSCA reserves the right to interview up to a maximum of three (3) top ranked Proponents.

The representative(s) of a Proponent at any scheduled interview is/are expected to be thoroughly versed and knowledgeable with respect to the requirements of this RFP and the contents of its Proposal and must have the authority to make decisions and commitments with respect to matters discussed at the interview, which may be included in any resulting Agreement.

Where the staff team proposed by the Proponent is an important element in the selection criteria, the staff team proposed shall be present for the interviews.



No Proponent will be entitled to be present during, or otherwise receive, any information regarding any interview with any other Proponent.

The Selection Committee may interview any Proponent(s) without interviewing others, and GSCA will be under no obligation to advise those not receiving an invitation until completion of the evaluation and selection process.

4.3 Negotiations

During negotiations, the scope of the services may be refined, issues may be prioritized, responsibilities among the Proponent, all staff and sub-consultants provided by it and GSCA may be settled, and the issues concerning implementation may be clarified.

4.4 Evaluation Criteria

It is understood by the parties submitting Proposals, that to qualify Proponents must meet all mandatory requirements as well as the minimum score identified for the point-rated criteria. The contract will be awarded to a single Proponent based on a determination of best value taking into account the technical merit of the Proposals including the financial evaluations.

GSCA reserves the right to change the structure and criteria set out in this RFP prior to the date and time of closing for the acceptance of Proposals.

Proposals will be evaluated as follows:

- a) Evaluation of the Mandatory Requirements as listed below. Only Proposals meeting all of the Mandatory Requirements will advance to Step b).
- b) Evaluation of the point-rated requirements as listed below in 4.6.

4.5 Mandatory Submission Requirements

Mandatory Requirements are evaluated on a pass or fail basis. Failure to adhere to the following mandatory requirements shall result in a Proposal being declared a Non-compliant Proposal and will be given no further consideration. GSCA may decide to terminate the evaluation upon the first finding of non-compliance with a mandatory requirement.

- a) Proposal must be received at the closing location prior to closing date and time.
- b) Proposal must be typewritten in English and will not be accepted by email.
- c) Any changes on the original Proposal should be made in ink and initialed by the person signing the Proposal.
- d) Five (5) hard copies of the Proposal and one (1) electronic copy (on CD, DVD or USB flash drive) must be submitted as indicated.

- e) Completed, signed and sealed the Form of Proposal (Chapter 5). The Form shall be an Original that is signed in the spaces provided by a duly authorized official of the Proponent;
- f) All Addenda must be acknowledged.
- g) Include Conflict of Interest Statement per Chapter 1.
- h) Proof of insurance per Chapter 1.

Inclusion of all point rated requirements outlined below.

4.6 Rated Criteria

The following is an overview of the categories and weighting for the rated criteria of the RFP that are not necessarily in order of importance.

| Evaluation Criteria | Percentage |
|---|-------------|
| 4.6.1 Understanding of the Scope of Work and Key Deliverables | 20% |
| 4.6.2 Qualifications, References and Experience | 25% |
| 4.6.3 Project Management, Proposed Methodologies and Detailed Work Plan | 30% |
| 4.6.4 Cost | 25% |
| TOTAL | 100% |

Proposal Submission Contents

The Proposal Submission shall address all items identified in Chapter 2, Scope of Work and Key Deliverables and include the following:

4.6.1 Understanding of the Scope of Work and Key Deliverables

- a) Provide a Statement of Understanding of the Scope of Work and Key Deliverables including a demonstrated understanding of the nature of the various programs and services offered by GSCA.
- b) Confirmation of the services to be provided and a commitment that the services will be provided during the timeframes outlined in the RFP.

4.6.2 Qualifications, References and Experience

Each proponent should provide the following in its proposal:

- a) a brief description of the Proponent including, but not limited, to the following:
 - Size of the firm;
 - Location of the office from which the work on the assignment will be performed
- b) the roles and responsibilities of the Proponent and any of its agents, employees and sub-contractors who will be involved in providing the Key Deliverables, together with the identity of those who will be performing those roles;
- c) the qualifications and experience of the team to be assigned to the assignment. Provide information on the conservation authority, municipal or public sector experience of each person, and details of skills that are directly relevant to the ability of the team to perform the assignment;
- d) a description of the services the Proponent has previously delivered and/or is currently delivering, with an emphasis on experience relevant to the Scope of Work and Key Deliverables;
- e) For the firm's office that will be assigned responsibility for this assignment, list the most significant assignments performed in the past three years;
- f) Provide three references on the List of References form provided, including contact name and telephone number, for whom the Proponent has provided similar services to the current project in scope and value;

4.6.3 Project Management, Proposed Methodologies and Detailed Work Plan

- a) Provide a description of the general strategies and methodology to be employed including but not limited to:
 - identification of GSCA's Environmental Planning programs and services delivered;
 - approach to understand, review and evaluate GSCA's program rates and fees;
- b) Provide a proposed work plan including tasks and procedures, schedule with proposed completion dates, and report deliverables. Please include sample formats of these reports.

4.6.4 Cost

- a) Complete Chapter 5 Form of Proposal Section 4 – Pricing Summary. Proponents should be aware that any expenditure beyond the amount proposed require prior written approval and will only be considered in cases where material changes have occurred to GSCA requirements from the time of this proposal.

- b) The fee estimate should show the estimate of hours broken down between the various responsibilities which are perceived to be required and showing the category of staff assigned to each of the responsibilities.
- c) Out of pocket expenses should be clearly stated to be either part of the fee or estimated separately;
- d) The Proponent shall keep account of actual time spent on each task which compares the actual time spent to the time budgeted. The cost of this accounting of time shall be considered to be included in their fees quoted under this proposal.
- e) An indication should be given in the Proposal as to how fees for special work would be costed. All fees quoted will be kept confidential until they are released for the purpose of approval of the Board of Directors.

4.7 Confidentiality of Evaluation

Evaluation scores and rankings are confidential and, apart from identifying the top-ranked Proponent, no details of the Proposal or score or ranking of any Proponent will be released to any other Proponent.

Notwithstanding the foregoing, the GSCA Project Team will bring a report forward to the Board of Directors' August 25, 2021 Full Authority meeting identifying the three top Proposals and the associated costs and recommending the top-ranked Proponent. This meeting occurs in open, public session.



Chapter 5 FORM OF PROPOSAL (BID FORM)

We offer to supply the services or goods asked for within this document at the fees prior to HST as stipulated below;

BID PRICE: \$ _____

HST at 13% of the total \$ _____

TOTAL COST: \$ _____

(Include price breakdown by staff/hours as noted in 4.6.4 (b))

ADDENDA:

I/We have carefully examined all documents contained in the Request for Proposal, including Addenda No. _____ through No. _____.

**The Bidder will insert here the number(s) of the Addendum/Addenda received during the bidding period and taken into account in preparing their Proposal(s) – for example 1 through 4.*

By signing the document below;

I/We agree that we have reviewed and understand the Proposal documents and I/we are capable and willing to perform the requirements of the Proposal and if a corporation submits the Proposal, a duly authorized officer of the company must sign it.

I/We the undersigned authorized signing officer(s) of the Bidder; hereby declare that no person, firm or corporation other than the one represented by the signature(s) of proper officers as provided below, has any interest in this proposal.

I/We declare that all statements, schedules and other information provided in this Proposal are true, complete and accurate in all respects to the best knowledge and belief of the Bidder.

I/We further declare that this Proposal is made without connection, knowledge, and comparison of figures or arrangement with any other company, firm or person making a proposal and is in all respects fair and without collusion for fraud.

I/We agree to comply with the terms and conditions herein and to commence the work immediately when authorized to proceed and to carry it forward in such a manner as to ensure proper completion at the earliest possible date.

By signing this document, you are agreeing that you have read and agreed to all requirements set out in this Document Package (unless otherwise noted). When the contract is awarded, GSCA will issue a purchase order and the Bidder acknowledges that upon such issuance the Bidder shall be bound by the terms and the conditions set out herein.



Proposal submitted by:
(Please type/print)

Business Name

Signature of Signing Officer

Name & Title (Please print)

Address

City/Town and Postal Code

Name and title of main Contact Person

Email and phone # for main Contact Person

Date of Submission

HST Registration #



LIST OF REFERENCES

Please provide the information requested below. Reference checks will be completed and the decision to award the proposal will be based on the GSCA's assessment of overall qualified bidder.

Experience listed below must be relevant to the current project in scope and value. If there is additional information you wish to provide with regard to references, please do so on the reverse of this sheet.

| | | |
|---|--|---|
| Project Name | | |
| Company for whom the work was complete. | | |
| On the project did your firm act as | General Contractor <input type="checkbox"/> | Subcontractor <input type="checkbox"/> |
| What was the value of the project or your portion of the project? | \$ | |
| Contact Name at the owner's facility | | |
| Email and Telephone with area code | Phone: | Email: |
| Date of Completion of this project | | |

| | | |
|---|--|---|
| Project Name | | |
| Company for whom the work was complete. | | |
| On the project did your firm act as | General Contractor <input type="checkbox"/> | Subcontractor <input type="checkbox"/> |
| What was the value of the project or your portion of the project? | \$ | |
| Contact Name at the owner's facility | | |
| Email and Telephone with area code | Phone: | Fax:: |
| Date of Completion of this project | | |

| | | |
|---|--|---|
| Project Name | | |
| Company for whom the work was complete. | | |
| On the project did your firm act as | General Contractor <input type="checkbox"/> | Subcontractor <input type="checkbox"/> |
| What was the value of the project or your portion of the project? | \$ | |
| Contact Name at the owner's facility | | |
| Email and Telephone with area code | Phone: | Fax:: |
| Date of Completion of this project | | |

RFP Submission Envelope Template

SUBMITTED BY:

NAME: .

ADDRESS:

GSCA ATTN: CAO – Confidential
237897 INGLIS FALLS ROAD, RR4
OWEN SOUND, ONTARIO
N4K 5N6

CONTRACT NAME: **REQUEST FOR PROPOSAL – ENVIRONMENTAL PLANNING RATES AND FEES REVIEW**

CLOSING DATE: **August 13, 2021**

CLOSING TIME: **4:00 pm EST**

IMPORTANT:

Proposals are to be dropped off in the Drop Box or Couriered to, 237897 Inglis Falls Road, Owen Sound, ON. Submissions received after the closing time will NOT be accepted. The onus is on the proponent to ensure that the bid is received in the proper location and before the closing time.



Grey Sauble Authority Board of Directors

MOTION

DATE: August 25, 2021

MOTION #: FA-21-099

MOVED BY: _____

SECONDED BY: _____

WHEREAS the GSCA Board of Director's passed resolution FA-21-076 at the June 23, 2021 Full Authority Meeting directing staff to issue an RFP to engage an economist consulting firm to conduct a service fee review of the Environmental Planning Department service fees to ensure that fees are adequate for appropriate cost recovery and to allow the provision of an enhanced level of service;

AND WHEREAS GSCA staff issued an RFP to this effect on July 19, 2021 and received two (2) qualified proposals;

AND WHEREAS the Evaluation Committee consisting of the Board Chair, the CAO, the Manager of Financial and Human Resource Services and the Manager of Environmental Planning reviewed the proposals per the evaluation template in the RFP;

THAT the GSCA Board of Directors direct staff to engage Watson & Associates Economists Ltd. to conduct a service fee review of the Environmental Planning Department service rates and fees for a maximum cost of \$31,594.90, including HST;

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



2021 Spring Tree Sales and Tree Planting



GSCA Spring Tree Sales

Sell quality native trees and shrubs to the public to generate revenue to offset operating costs.

- 30 species of seedlings available
- 21 species of landscape trees
 - Including conifers, deciduous, and fruit trees
- New procedure to pick up trees and online booking system developed in 2021



2021 Spring Tree Sales

Sold over 30,000 trees and picked up over
2 weeks

- Sold more than 29,000 seedlings, and 1,800 landscape trees
- Generated over \$84,000 in revenue



2021 Spring Tree Planting

Planted over 81,000 trees (~71,000 in 2020)

- Six-week season (May 7 to June 11)
- Five tree planters (4 new staff)
- Season had some ups and downs
- Completed 37 projects
- Established ~53 ha (~132 acres)
of new forests
- Completed a contract to replant areas
disturbed by the new Enbridge gas line



2021 Spring Tree Planting



Tree Planting by the Numbers

| Municipality | # of Trees | Hectares (Acres) |
|--------------------------------|---------------|---------------------|
| Municipality of Grey Highlands | 20,090 | 13.6 (33.7) |
| Municipality of Meaford | 15,268 | 12.8 (31.7) |
| Town of The Blue Mountains | 14,325 | 10.2 (25.2) |
| Town of South Bruce Peninsula | 4,250 | 2.8 (6.9) |
| Township of Chatsworth | 8,935 | 5.9 (14.6) |
| Township of Georgian Bluffs | 19,200 | 13.3 (32.9) |
| Total | 81,987 | 58.7 (145.0) |

Tree Planting by the Numbers

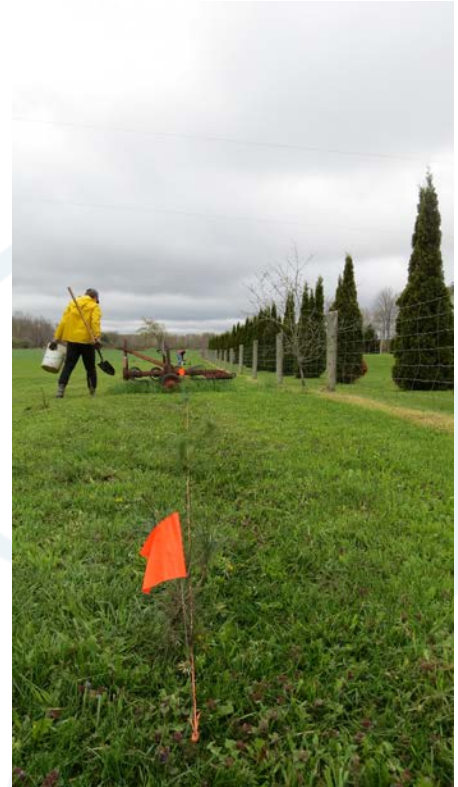
| Subwatershed | # of Trees | Hectares (Acres) |
|--------------------------|---------------|---------------------|
| Beaver River | 34,855 | 23.1 (57.1) |
| Bighead River | 9,468 | 10.3 (25.4) |
| Bothwell Creek | 3,200 | 2.2 (5.4) |
| Craighleith / Camperdown | 620 | 0.4 (1.0) |
| Indian Creek | 1500 | 1.0 (2.4) |
| Keefer Creek | 750 | 0.3 (0.8) |
| Little Beaver River | 700 | 0.3 (0.8) |
| Pottawatomie River | 6,950 | 4.6 (11.4) |
| Sauble River | 4,250 | 2.8 (6.9) |
| Sydenham River | 14,535 | 9.7 (23.9) |
| Lake Fringe | 5,150 | 4.0 (9.9) |
| Total | 81,987 | 58.7 (145.0) |



2021 Spring Tree Planting Funding

Grants

- Staff were able to secure grants from Forests Ontario, One Tree Planted, and two private individuals
- Through grants we were able to lower the average cost to lands to ~\$0.37/tree.





Grey Sauble
CONSERVATION



Grey Sauble Authority Board of Directors

MOTION

DATE: August 25, 2021

MOTION #: FA-21-100

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 July 28, 2021; and,**
- ii. 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,**
- iii. Minutes of the Confidential Closed Session of the Regular Board of Directors meeting held on February 25, 2021; and,**
- iv. Finalize CAO Performance Review – closed as it relates to personal matters about an identifiable individual including Authority directors or Authority employees (GSCA Administrative By-Law, Section 4(xvii)(b))**

AND FURTHER THAT CAO, Tim Lanthier, Administrative Assistant, Valerie Coleman, and Gloria Dangerfield, Manager of Information Services will be present for items i and ii.



Grey Sauble Authority Board of Directors

MOTION

DATE: August 25, 2021

MOTION #: FA-21-101

MOVED BY: _____

SECONDED BY: _____

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



Grey Sauble Authority Board of Directors

MOTION

DATE: August 25, 2021

MOTION #: FA-21-102

MOVED BY: _____

SECONDED BY: _____

THAT the Grey Sauble Conservation Authority Board of Directors approve the July 28, 2021 Closed Session minutes as presented in the closed session agenda.



Grey Sauble Authority Board of Directors

MOTION

DATE: August 25, 2021

MOTION #: FA-21-103

MOVED BY: _____

SECONDED BY: _____

THAT the Grey Sauble Conservation Authority Board of Directors approve the February 24, 2021 Confidential Closed Session minutes as presented in the closed session agenda.



Grey Sauble Authority Board of Directors

MOTION

DATE: August 25, 2021

MOTION #: FA-21-104

MOVED BY: _____

SECONDED BY: _____

THAT this meeting now adjourn.