



***Grey Sauble Conservation Authority***

***R.R. #4, 237897 Inglis Falls Road***

***Owen Sound, Ontario N4K 5N6 (519) 376-3076; ext. 221***

***[d.robinson@greysauble.on.ca](mailto:d.robinson@greysauble.on.ca) (519) 371-0437 (fax)***

---

**The next regular meeting of the Grey Sauble Conservation Authority Board of Directors is scheduled for Wednesday, February 26th, 2020, at 1:15 p.m., at the Administration Centre in the basement boardroom. Please notify Doreen if you are unable to attend.**

**Directors**

Burley, Dwight  
Carleton, Sue  
Greig, Ryan  
Greig, Scott  
Little, Cathy  
Koepke, Marion

Mackey, Scott  
McKenzie, Paul  
Matrosovs, Andrea  
Greenfield, Harley  
Vickers, Paul

**Honourary Members**

Elwood Moore  
Betty Adair

Ling Mark, MECP  
Lara Oosting, MNRF, Peterborough  
Tracy Allison, MNRF, Owen Sound  
Bill Walker, M.P.P., Bruce Grey Owen Sound  
Jim Wilson, M.P.P., Simcoe-Grey  
Alex Ruff, M.P., Bruce Grey Owen Sound  
Kellie Leitch, M.P., Simcoe-Grey



***Grey Sauble Conservation Authority***

***R.R. #4, 237897 Inglis Falls Road***

***Owen Sound, Ontario N4K 5N6 (519) 376-3076***

***[d.robinson@greysauble.on.ca](mailto:d.robinson@greysauble.on.ca) (519) 371-0437 (fax)***

---

**The next regular meeting of the Grey Sauble Conservation Authority Board of Directors is scheduled for Wednesday, February 26th, 2020, at 1:15 p.m., at the Administration Centre in the basement boardroom.**

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

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

**A G E N D A**  
**Grey Sauble Conservation Authority**  
**Meeting**  
**Wednesday, February 26th, 1:15 p.m.**

**1. Call to Order**

*We acknowledge that we are meeting on the traditional territory of the Anishinabek Nation: The People of the Three Fires known as Ojibway, Odawa, and Pottawatomi Nations, who have inhabited this land from time immemorial.*

*We recognize deeply and appreciate their historic connection to and stewardship of this land, as well as, the contributions and care taken by the Metis and other Indigenous Peoples, and we are sincerely grateful for the opportunity to gather here.*

**2. Disclosure of Pecuniary Interest**

**3. Closed Session**

- a) Personnel Matter
- b) Legal Item

**4. Call for Additional Agenda Items**

**5. Adoption of Agenda**

**6. Approval of Minutes**

- i. Full Authority — January 22<sup>nd</sup>, 2020 – Resolution

**7. Consent Agenda - Resolution**

- i. Environmental Planning - Section 28 Permits – January 2020
- ii. Administration - Receipts & Expenses – January 2020
- iii. Correspondence
  - a) Resolution from Municipality of Dutton Dunwich re: CA's
  - b) Resolution from Municipality of Strathroy-Caradoc re: CA's
  - c) Letter/Resolution from Municipality of Chatham-Kent re: CA's
- iv. Minutes – a) Inglis Falls Arboretum Alliance – October 7/19; Nov 18/19; and Jan 20/20
  - b) Foundation Minutes – January 15<sup>th</sup>, 2020

**8. Business Out of Minutes – nothing at this time**

**9. Business Items**

- i. Water Management – nothing at this time

- ii. Environmental Planning
  - a) Regulation Mapping Updates and Board Approval – Potential Conflict of Interest – Clarification (10 minutes)
- iii. Lands Update
  - a) Paid parking partnership with Town of the Blue Mountains – Resolution (10 minutes)
  - b) Boat Lake Decommissioning Report Back (10 minutes)
- iv. Forestry – nothing at this time
- v. Communications/Public Relations/GIS
  - a) Corporate Image Strategy update – information (10 minutes)
- vi. Administration
  - a) Awarding of Cleaning Contract for the Administration Centre for period Feb 1/20 to Jan 31/23 – Information (5 minutes)
  - b) Updating signing authorities for cheques for GSCA – Resolution – (5 minutes)
  - c) 4<sup>th</sup> Quarter 2019 Financial Report and Year End Actuals – Information – (15 minutes)
  - d) Year End Reserves Update – Information - (15 minutes)
  - e) Report on Board Advisory Committee – Discussion – (15 minutes)
  - f) Requests for Board Engagement – Discussion – (15 minutes)
- vii. DWSP/RMO Report-nothing at this time
- 10. CAO's Report – (10 minutes)
- 11. Chair's Report – (10 minutes)
- 12. Other Business
  - i. Committees: Minutes – nothing at this time for:
    - a) Indigenous & GSCA Relationships Committee
    - b) Forestry Committee
    - c) BRWI
- 13. Next Full Authority Meeting – Wednesday, March 25<sup>th</sup>, 2020, at 1:15 p.m.
- 14. Adjournment



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

---

### **MOTION**

**DATE:** February 26th, 2020

**MOTION #:** FA-20-

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

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

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





**GREY SAUBLE CONSERVATION AUTHORITY  
MINUTES – ANNUAL GENERAL MEETING  
Full Authority Board of Directors  
Wednesday, January 22nd, 2020, at 12:30 p.m.**

---

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

Guests, Board of Directors, and staff arrived at the AGM at 12:30 p.m. to mingle and enjoy refreshments.

**1. Call to Order**

Chair Cathy Little called the meeting to order at 1:20 p.m.

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

Directors Absent – Paul Vickers and Ryan Greig

Staff Present – Tim Lanthier, Doreen Robinson, Andy Sorensen, Alison Armstrong, Cam Bennett, Carl Seider, Gloria Dangerfield, Jason Traynor, John Bittorf, Justine Lunt, Karen Gillan, Kristopher Robinson, Lee Thurston, Mac Plewes, Mike Fry, Rebecca Ferguson, Serenity Morton, Vicki Rowsell, Rita McGee

Guests – Don Sankey-Chair-Grey Sauble Conservation Foundation, Nancy Brown – Chair – Inglis Falls Arboretum Alliance, Wendi Hunter – Acting CAO/Clerk, Township of Georgian Bluffs, Paul McQueen – Warden of Grey County and Mayor of Grey Highlands, Doug Hevenor – CAO, Nottawasaga Valley C.A., Dick Hibma – Interim General Manager/Secretary Treasurer – Saugeen Valley Conservation, Kim Wingrove – CAO County of Grey, Elwood Moore – Retired Board Director, Dan Gieruszek – Chair – Saugeen Valley Conservation

Presenters - Bryan Plumstead and Heather Aljoe, Grey County Tourism; Marie Knapp, Krista McKee, and Barry Lewin of Friends of Hibou

**2. Disclosure of Pecuniary Interest** - The Directors were reminded to disclose any pecuniary interest that may arise during the course of the meeting. No disclosures of pecuniary interest were expressed at this time.

### **3. Remarks from the Chair**

Good afternoon. I'm Cathy Little, Chair of the Grey Sauble Conservation Authority. Welcome Board Members, Staff and honoured guests to our 2020 Annual General Meeting.

It has always been for me an honour and a privilege to serve on the Grey Sauble Conservation (GSCA) Board. After the 2018 municipal election, our 11- member Board had 8 new faces. Getting up to speed is not an easy task and our Directors proactively requested training on operations and our new Strategic Plan. In the first few months, Staff engaged the board in learning sessions which were very successful and well-received. Almost immediately in the new term, there were ongoing challenges for board and staff alike: announcements of changes to Provincial legislation for Conservation Authorities; a 50% reduction in Provincial funding after our budget was passed; the resignation of our CAO midway through the year; the investigation with Saugeen Valley Conservation of shared leadership, and currently recruitment to fill the CAO position. To my colleagues on the Board, thank you for your commitment, for the enthusiasm you bring to your role, and for your support of GSCA in your community, at your council table and with the Province.

GSCA has earned respect across the watershed largely because our qualified and knowledgeable staff have a reputation for excellent customer service. GSCA manages to attract great people. The dominant culture here has been nurtured and reinforced over time from our very beginning in the late 50's when Elwood Moore presided, and including my predecessor, Dick Hibma, who provided such strong leadership at GSCA and provincially for approximately 20 years. In her relatively short time at GSCA, as CAO, Sonya Skinner spearheaded the new Strategic Plan, brought a new level of aspirational leadership and bridge-building with our municipal and community partners. GSCA has a strong footing and over the last six months, has been in good hands, continuing to provide excellent service and fighting the good fight, with Tim Lanthier as Interim GM and the support of Coordinators, Gloria Dangerfield, John Bittorf, Jason Traynor, Carl Seider, Andy Sorensen, and Alison Armstrong and Doreen of course who somehow manages to keep me on track. To all staff, too many to mention all today, on behalf of the Board, thank you for your dedication through the years and particularly for your professionalism this past year under difficult circumstances.

GSCA benefits so much from good relationships with the community, our member municipalities and two counties. The GSCA Foundation enriches Grey Sauble both financially and in their signature programs such as the popular Annual Film Festival and the beloved Memorial Forest. Thank you to Don Sankey and the Foundation for your service. The Board enjoyed their guided tour of the Trees of the World in the spring and also the tour of the nursery and wildflower gardens managed and maintained by the Arboretum Alliance. Thank you, Nancy Brown, for the wonderful work of the Alliance. Last spring we held a volunteer appreciation lunch at beautiful Hibou Park and we are looking forward to hearing from Marie Knapp and Krista McKee about the Friends of Hibou shortly. We value our relationship with Grey County. Staff and Council have been very helpful to and supportive of GSCA and on behalf of the Board, CAO Kim

Wingrove and Warden Paul, McQueen, thank you. We, here at GSCA are more fortunate than many CAs, and our member municipalities have passed resolutions supporting the continuance and funding of the good work GSCA does for individual municipalities and the watershed and we are grateful for that.

The watershed is the model that characterizes conservation authorities. The watershed is first of all a physical entity enduring through time, from time immemorial under the stewardship of indigenous peoples. The watershed is defined by nature not mutable political boundaries and changing political policies. The watershed draws each of us from our various responsibilities and affiliations together as partners. I am personally grateful for the opportunity to serve GSCA, to work with our indigenous, County, municipal and community partners; and in dire times when so many local municipalities are declaring climate emergencies, together we are able to make a difference where we live, protecting people, plants and animals, and preserving our waterways and natural areas across our watershed for future generations.

#### **4. 2019 Highlights and Accomplishments and Upcoming Plans**

Tim Lanthier, Interim General Manager, made a presentation on highlights and accomplishments for 2019.

#### **5. Guest Speaker: Grey County Tourism**

Bryan Plumstead and Heather Aljoe from Grey County Tourism made a presentation with regards to Grey County Tourism. In 2016, there were more than 2.7 million domestic visitors to Grey County, some for pleasure and some for visiting friends and relatives. 333.7 million dollars was spent by tourists for food and beverages encompassing all Grey County municipalities. Graphs and comparisons including various topics and years were presented. It included 747,933 postal codes. Kim Wingrove, CAO, Grey County, asked that anyone who might have information to contact Grey County as the County wants to hear these items, suggestions, and concerns about tourist properties. Scott Greig thanked the guest speakers and presented them each with the "Heart of Turtle Island, the Niagara Escarpment Book, a photograph book by Mark Zelinski", and a Season Parking Pass.

#### **6. Deputation – Friends of Hibou**

The Friends of Hibou, Marie Knapp and Krista McKee, presented a brief overview of how the Knapp Family was involved with fundraising to purchase the Hibou Property in the 1970's. As well as reviewing the past fundraising efforts to date that have contributed to upgrading the trails, boardwalks, the Interpretive Trail and Brochures. For the past many years, the Knapp Family Foundation has contributed to the Friends of Hibou in accomplishing many of these projects. In 2020 the Friends of Hibou have planned an event for Saturday, June 20, 2020 called "Hibou Free Family Fun Day" from 10:00 am to 3:00 pm. How the event is planned, when a family arrives, they will receive a passport to visit 8 activities. When they complete the activity, they



will get their passport stamped and move onto the next activity. Once completed they can enter their passport in a free draw. To date, we will have live snakes, reptiles and fish for families to learn what lives in their community. Krista handed out Save the Date cards to the directors, so that they could mark it in their calendar to be involved with this event. This will also showcase Grey Sauble Conservation, the Foundation, Arboretum Alliance and the Friends of Hibou with displays in the pavilion. There will be more information available as the planning continues for the event with Grey Sauble Staff. Chair, Cathy Little thanked Marie and Krista for the presentation and acknowledged the Knapp Family for their contributions to Hibou over the years.

## **7. Greetings from Guests**

Each guest brought greetings from their respective organizations and gave a brief overview of their mandate.

## **8. Board Appointments**

### **i. Election of Officers**

Cathy Little and Marion Koepke vacated their Chairs.

#### **a) Appointment of Chair Pro Tem**

<b>Motion No.:</b>	<b>Moved by:</b>	<b>Marion Koepke</b>
<b>FA-20-001</b>	<b>Seconded by:</b>	<b>Paul McKenzie</b>

**THAT Dick Hibma be appointed as Chair Pro Tem for the 2020 election of officers.**

**Carried**

#### **b) Review of Voting Procedures**

Dick Hibma reviewed the voting procedures and asked if there were any questions.

#### **c) Motion to Appoint Scrutineers**

<b>Motion No.:</b>	<b>Moved by:</b>	<b>Dwight Burley</b>
<b>FA-20-002</b>	<b>Seconded by:</b>	<b>Harley Greenfield</b>

**THAT Doug Hevenor and Heather Aljoe be appointed scrutineers.**

**Carried**

#### **d) Election of 2020 Chair**

Paul McKenzie nominated Cathy Little for the position of Chair for 2020.

<b>Motion No.:</b>	<b>Moved by:</b>	<b>Scott Mackey</b>
<b>FA-20-003</b>	<b>Seconded by:</b>	<b>Andrea Matrosovs</b>

**THAT nominations for the election of Chair for 2020 close.**

**Carried**

Cathy Little accepted her nomination for Chair for 2020 and thanked Paul McKenzie for nominating her. Dick Hibma declared Cathy Little as Chair for 2020.

e) Election of 2020 Vice Chair

Marion Koepke nominated Scott Greig for the position of Vice Chair for 2020.

<b>Motion No.:</b>	<b>Moved by:</b>	<b>Dwight Burley</b>
<b>FA-20-004</b>	<b>Seconded by:</b>	<b>Paul McKenzie</b>

**THAT the nominations for the election of Vice Chair for 2020 close.**

**Carried**

Scott Greig accepted his nomination for Vice Chair and thanked Marion Koepke for his nomination. Dick Hibma declared Scott Greig as Vice Chair for 2020.

Chair Little called a break at 3:28 p.m. The meeting reconvened at 3:45 p.m.

iii) Terms of Reference

a) for Executive Committee

Marion Koepke acted as Chair for this item.

Under the Conservation Authorities Act the authority may appoint an executive committee from among the members of the Authority. As per the CAA and in the Authority's Administrative By-Law, both state that an authority may make by-laws delegating all or any of its powers to an executive committee, except the termination of the services of the CAO and/or Secretary-Treasurer; the power to raise money and the power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the work approved by the authority. Executive Committee would be comprised of the Chair, Vice Chair, and one other member of the Authority. This Committee would meet every other month. The following discussion took place

- In three years, there could be an entirely new Board with succession planning

- It would be better to have an Advisory Committee to the Board
- An Advisory Committee would have minutes available to the Board to be approved at the next meeting of the Full Authority. Executive Committee minutes would be received as information and would be iron clad.
- The Board echoed that not knowing who will be on the Board in the future, creating another level of committee, demeans the BOD's decisions. What we have now works well.

**Motion No.:                      Moved by:                      Andrea Matrosovs**  
**FA-20-005                      Seconded by:                      Scott Mackey**

**WHEREAS the Conservation Authorities Act and the GSCA Administrative By-Law allow for the establishment of an Executive Committee;**  
**AND FURTHER WHEREAS the Chair of the Board of Directors has requested the establishment of an Executive Committee;**  
**THAT the Board of Directors establish an Executive Committee and adopt, as the supporting bylaw, the associated Terms of Reference as presented (or as amended).**

**A recorded vote for the above noted resolution is as follows: Dwight Burley – no; Sue Carleton – no; Harley Greenfield – no; Ryan Greig – absent; Scott Greig – no; Marion Koepke – no; Cathy Little – no; Scott Mackey – no; Andrea Matrosovs – no; Paul McKenzie – no; Paul Vickers – absent;**

**MOTION DEFEATED UNANIMOUSLY**

**Motion No.:                      Moved by:                      Cathy Little**  
**FA-20-006                      Seconded by:                      Dwight Burley**

**THAT a decision for an Advisory Committee be deferred back to staff for recommendations for an alternative structure for meeting to discuss some matters of a sounding Board and succession planning.**

**Carried**

Cathy Little resumed the Chair.

**b) Forestry Committee**

The Terms of Reference for the Forestry Committee are the same as the Terms presented to the Board at their meeting on November 27<sup>th</sup>, 2019.

**c) Indigenous and GSCA Relationships Committee**

The Board reviewed the Terms of Reference for the Indigenous and GSCA Relationships Committee.

**Motion No.:                      Moved by:                      Scott Greig**  
**FA-20-007                      Seconded by:                      Sue Carleton**

**THAT the Grey Sauble Conservation Authority Board of Directors approve the Terms of Reference for the Forestry Committee and the Indigenous and GSCA Relationships Committee.**

**Carried**

**iv.      Committee Appointments**

**Motion No.:                      Moved by:                      Marion Koepke**  
**FA-20-008                      Seconded by:                      Harley Greenfield**

**THAT the Grey Sauble Conservation Authority Board of Directors make the following appointments to the Committees as listed:  
Conservation Foundation – Cathy Little and Sue Carleton; Forestry Committee – Andrea Matrosovs, Dwight Burley, Scott Mackey, Harley Greenfield, and Ryan Greig; Arboretum Alliance – Nancy Brown and Scott Greig; Conservation Ontario Council Voting Reps – Cathy Little, Scott Greig – 1<sup>st</sup> Alternate, and Tim Lanthier – 2<sup>nd</sup> Alternate; Indigenous Relationships Committee – Cathy Little, Sue Carleton, Paul McKenzie, Dwight Burley, Tim Lanthier, Serenity Morton, and Vicki Rowsell; Source Protection Region Management Committee – Cathy Little, Scott Greig, and Tim Lanthier.**

**Carried**

**9.      Call for Additional Agenda Items**

Marion Koepke will remain as a member of the CAO Recruitment Committee.

**10.     Adoption of Agenda**

**Motion No.:                      Moved by:                      Marion Koepke**  
**FA-20-009                      Seconded by:                      Andrea Matrosovs**

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

**Carried**

**11.     Adoption of Minutes**

**Motion No.:                      Moved by:                      Sue Carleton**  
**FA-20-010                      Seconded by:                      Dwight Burley**

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

**Carried**

**12. Consent Agenda**

<b>Motion No.:</b>	<b>Moved by:</b>	<b>Dwight Burley</b>
<b>FA-20-011</b>	<b>Seconded by:</b>	<b>Harley Greenfield</b>

**THAT in consideration of the Consent Agenda Items listed on the January 22nd, 2020, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items, save and except the Receipts and Expenses, which will be dealt with separately : i) Environmental Planning-Section 28 Permits – November & December 2019 – Attachment #7; ii) Administration - Receipts & Expenses – November & December 2019 – Attachment 8 # iii) Correspondence a) Ltr from Township of Huron-Kinloss to MECP re: CA Act – Attachment #9; b) Ltr from County of Simcoe to MECP re: CA Exit Clause – Attachment #10; c) Ltr from County of Simcoe to NVCA re: NVCA Levy – Attachment #11; d) Ltr from Township of Ramara to MECP re: CA Exit Clause – Attachment #12; e) Ltr from Greenbelt Council to Minister of Municipal Affairs & Housing re: Watershed Planning and Management Protection – Attachment #13; iv) Minutes – a) BRWI – from March 2019 – October 2019 – Attachment #14; b) Indigenous & GSCA Relationships Committee – January 7<sup>th</sup>, 2020 – Attachment #15; c) Forestry Committee – November 19<sup>th</sup>, 2019 – Attachment #16; d) Foundation – i) November 13<sup>th</sup>, 2019 – Attachment #17; ii) December 11<sup>th</sup>, 2019 – Attachment #18;**

**Carried**

In the Indigenous minutes it states “that quarterly meeting dates will be proposed with the intention that one of the dates will be to attend a local Pow-wow in August.” Scott Greig stated that a GSCA committee cannot have a meeting at a pow wow. Our committee would have to be extended an invitation. Dwight Burley stated that the intent is to visit the pow wow, not have a meeting at the event.

Scott Mackey questioned the increase in OMERS contributions in November from \$20,116.76 to the OMERS contributions in December being \$23,830.02. Marion Koepke attributed the increase due to the percentage increase in wages for several staff until a CAO is hired.

<b>Motion No.:</b>	<b>Moved by:</b>	<b>Scott Mackey</b>
<b>FA-20-012</b>	<b>Seconded by:</b>	<b>Marion Koepke</b>



**THAT the Grey Sauble Conservation Authority Board of Directors receive the OMERS expenses for November and December 2019.**

**Carried**

**13. Business Out Of Minutes – nothing at this time**

**14. Business Items**

- i. Water Management – nothing at this time
- ii. Environmental Planning – nothing at this time
- iii. Lands Update
  - a) Private Event Special Permissions

This item is related to the “Enhance Land Management” priority that was set out in the 2018 Strategic Plan.

GSCA Staff have received a request from an individual to host a private wedding event on the Inglis Falls Conservation Area property at the Arboretum. This type of event is permitted for individual licensing and has been factored into GSCA’s Conservation Lands Fee Schedule as approved by the Board of Director’s in 2019.

The current request is that GSCA also permit the applicant to remain on the property after dark (12:00 am) and to allow the consumption of alcoholic beverages, subject to appropriate liquor licensing requirements.

GSCA Staff have considered the request as presented. Generally, Staff have no objection to the request, but a few logistical concerns have been considered.

- 1. Serving and consuming alcohol on the property will require a license from the Alcohol and Gaming Commission of Ontario (AGCO).
- 2. Serving and consuming alcohol on the property increases GSCA’s liability risk and potential for property damage.
- 3. Extending the hours in which the licensee is permitted on the property may cause noise bylaw concerns.

To address these concerns, GSCA Staff have spoken with Staff at the Township of Georgian Bluffs and offer the following possible solutions:

- 1. The applicant will be required to show proof of a license from the AGCO. It is our understanding that this will require the applicant to isolate the area in which alcohol can be served and consumed.

2. Marsh Insurance offers a special third-party insurance for these types of events. GSCA Staff are able to collect the money and issue the certificate of insurance on Marsh Insurance's behalf. GSCA then relinquishes the money to Marsh. The insurance takes effect immediately. The insurance is offered directly through Marsh and any claims made are independent of GSCA and do not affect GSCA's premium. This situation is specifically listed in the insurance fee schedule (ie: wedding with alcohol).  
GSCA can collect a damage deposit to account for any potential property damage. The deposit would be returned only after a satisfactory inspection by GSCA Staff.
3. In discussing this item with the Township of Georgian Bluffs, it was identified that the typical noise by-law time constraint is 11:00pm. However, it was noted that the applicant or GSCA can make a request to the Township to waive this condition.

Regardless of the bylaw, there are potential implications to neighbouring properties due to this request. GSCA Staff are proposing to notify the immediate neighbours so that they understand what is going on.

Utilizing the Conservation Lands Fee Schedule that was approved by the Board in 2019, this license should provide for a net revenue of approximately \$2500.

GSCA Staff will notify the immediate neighbours of the following:

1. That a wedding will be occurring on the property.
2. That noise levels may be louder than normal, but not excessive.
3. That the noise may include music.
4. That the property attendance will extend beyond normal operating hours.

Additionally, GSCA will sign the property and install barricades to identify the use of this portion of the property as a private event.

The licensee will be notified that they are solely responsible for site management and security, and that GSCA cannot provide absolute exclusive use.

<b>Motion No.:</b>	<b>Moved by:</b>	<b>Dwight Burley</b>
<b>FA-20-013</b>	<b>Seconded by:</b>	<b>Scott Greig</b>

**WHEREAS GSCA has the ability to set permitted uses and exceptions for its property holdings,**  
**AND WHEREAS GSCA Staff have received a request to allow for a limited license for the possession and consumption of alcohol and to exceed the normal property hours for a private wedding event on GSCA's Inglis Falls Conservation Area property at the Arboretum,**  
**THAT the GSCA Board of Directors direct Staff to support this request subject to all other permits and liability requirements being obtained and/or otherwise met.**  
**Carried**

#### iv. Forestry

##### a) Options for GSCA Forestry Committee

This initiative applies to the GSCA Strategic Plan goal of 'Enhance Land Management and Natural Heritage Preservation.' It also falls under GSCA's Overall Desired Outcome of Healthy and Enough Forests and Habitats.

The Grey Sauble Conservation Authority (GSCA) is governed by a Board of Directors. The directors are appointed by their respective municipalities and are either elected officials or members of the public. As defined in GSCA's Administrative By-law, as well as in the Conservation Authorities Act (1990), the GSCA Board of Directors is permitted to establish committees as it considers advisable.

For much of its history, GSCA has had some form of a Forestry Committee. Early on, the committee appears to be a part of a Conservation Resources committee. At this time, the main function of the committee was to approve tree planting and wildlife projects on GSCA land and received reports from MNR(F) about the Agreement Forest properties.

The overarching purpose of the Forestry Committee has changed over time to what it is now. The current structure of the Forestry Committee meetings is to:

- provide Forestry Committee members opportunities to learn and understand the full scope of forest management activities carried out by GSC staff;
- be informed by GSC staff of issues for consideration and resolution as they arise pertaining to forestry matters, e.g. invasive species, infestation threats, market considerations, governmental policy and legislative changes;
- provide oversight to the completion of the GSC Forest Management Policy and Plan, to best accomplish GSC's desired objectives and performance measures, and to satisfy the requirements of the Managed Forest Tax Incentive Program; and
- provide direction and oversight to the implementation of the GSC Forest Management Policy, Plan and annual tendering plan.

The current structure of the Forestry Committee has allowed forestry staff to work through an update of the GSCA Forest Management Plan, create a Forest Management Policy as well as receive direction and input for annual operating plans.

In most years, at least two meetings are held. One in the winter/early spring, and one in the fall. In the winter/early spring meeting, the annual work plan and tendering plan is presented. At the fall meeting, an update is provided on the progress of the annual work plan and tendering plan as well as any scheduled tender awards.

By maintaining a Forestry Committee, issues specific to the Forestry Department can be discussed in greater length than may be available at Board of Director meetings.

These longer discussions allow for a greater understanding of the Forestry Department and forest management conducted within the Grey Sauble watersheds.

Grey Sauble Conservation Authority and Saugeen Valley Conservation Authority have worked jointly to offer private landowners with ethical, affordable and sustainable forestry related services. This joint venture was named Grey Bruce Forestry Service. In 2018, Grey Sauble was informed by Saugeen Valley Conservation Authority that they no longer wanted to participate in this joint venture and were going to offer their own forestry service to private landowners within their watershed. As such, GSCA also created their own forestry service, named Grey Sauble Forestry Service.

This change in structure forced a change to the Terms of Reference for the Forestry Committee. The Terms of Reference were updated and approved at the August 2018 Board of Directors meeting. At the November 2019 Forestry Committee meeting, Forestry Committee members requested additional changes to the Terms of Reference. These changes were brought forward to the November Board of Directors meeting and approved (Motion #: FA-19-129).

As this is a committee of the GSCA Board of Directors, members who attend meetings are entitled to a per diem. Current rates are: for a half day meeting \$52.25 and for a full day meeting \$76. Members are also entitled to mileage of \$0.45/km.

With between three (3) and six (6) members on this committee, and two half day meetings per year, the maximum per diems paid will be \$627.00 plus mileage.

<b>Motion No.:</b>	<b>Moved by:</b>	<b>Scott Greig</b>
<b>FA-20-014</b>	<b>Seconded by:</b>	<b>Andrea Matrosovs</b>

**WHEREAS Grey Sauble Conservation Authority (GSCA) owns and manages over 11,300 hectares (28,000 acres) of land comprised of 207 individual properties organized into 79 groupings;**

**AND WHEREAS, GSCA manages nearly 5260 hectares (13,000 acres) of forested area to offset the operating expenses of the Forestry department and GSCA;**

**AND WHEREAS, the GSCA is governed by a Board of Directors who are appointed by their respective municipalities;**

**AND WHEREAS, the GSCA Board of Directors has previously implemented a Forestry Sub-Committee comprised of members of the GSCA Board of Directors;**

**THAT, the GSCA Forestry Committee continue to operate and function in a manner according to the approved Terms of Reference.**

**Carried**

- v. Communications/Public Relations/GIS – nothing at this time

vi. Administration

a) 2020 BOD's Meeting Schedule

**Motion No.:**                **Moved by:**                **Marion Koepke**  
**FA-20-015**                **Seconded by:**                **Harley Greenfield**

**THAT the Grey Sauble Conservation Authority Board of Directors approve the 2020 BOD's meeting dates as follows: January 22<sup>nd</sup> (AGM), February 26<sup>th</sup> , March 25<sup>th</sup> , April 22<sup>nd</sup> , May 27<sup>th</sup> , June 24<sup>th</sup> , July 22<sup>nd</sup> , August 26<sup>th</sup> , September 23<sup>rd</sup> , October 28<sup>th</sup> , November 25<sup>th</sup>, and December 16<sup>th</sup>.**

**Carried**

b) 2020 Operational Plan Review

Tim Lanthier presented the Work Plan for 2020 which meets the 2020 strategic goals.

Dwight Burley left the meeting at 4:45 p.m.

**Motion No.:**                **Moved by:**                **Andrea Matrosovs**  
**FA-20-016**                **Seconded by:**                **Sue Carleton**

**WHEREAS the General Membership of the Authority has approved a Strategic Plan for the operations of the Authority;**  
**AND FURTHER WHEREAS the Chief Administrative Officer of the Authority is responsible for developing short and long-term goals of the Authority to support the Strategic Plan;**  
**THAT the Grey Sauble Conservation Authority Board of Directors accept and approve the 2020 Priority Workplan as presented.**

**Carried**

c) Flood Advisors Report

A report released by the Province's Special Advisor on Flooding recognizes the critical role that conservation authorities play in flood management in Ontario. Of the 66 total recommendations in the report, approximately half of these recommendations relate either directly or indirectly to the work of conservation authorities. The report uses terms such as collaborate with, partner with, and support, when discussing the relationship between the Province and conservation authorities. One such recommendation in this report states that the Province maintains, at a minimum, the current level of funding to support flood related programs. It should be noted that with the recent 50 per cent reduction to conservation authorities' provincial transfer payments for the natural hazards program, CA's are recommending that the Province



should be looking to increase natural hazard management spending to at least reinstate what has been lost.

d) Award of Cleaning Contract – this item was deferred

vii DWSP/RMO Report – nothing at this time

## **15. Interim General Manager's Report**

- Grey Sauble has not heard anything further from the MECP since the joint meeting in late 2019. Consultation with Minister Yurek starts as early as January 31st, but we have not been advised, but are still hopeful. Tim Lanthier, Cathy Little, Dick Hibma, and Dan Gieruszak, will be meeting with Bill Walker, MPP, Grey Bruce Owen Sound, at his office on February 4th.
- Agreements with Grey County for Forest and Trails Management and By-Law Enforcement have been signed for a 5 year term.
- The agreement with the Sydenham Sportsmen's Association has been signed for the Mill Race at the Mill Dam and the spawning channels on Inglis Falls Conservation Area.
- The Sydenham Optimists Club has approached the Authority to contribute money towards playground equipment at Hibou. They would like to fund raise. Sydenham Optimist Club is reaching out to other clubs for experience. Board recommended approaching Bruce Power. A member asked if it is just a children's playground or will there be adult exercise equipment and equipment for children with disabilities? We don't expect any adult equipment, but will definitely be looking to comply with AODA standards.
- Staff have been contacted with regard for the potential of a property donation. This item will be discussed at a future closed session.
- Staff have been contacted about a potential TV shoot at Bruce's Caves. More details will follow if this project proceeds.
- As per the Personnel Policy, Interim GM reported back on employee vacation carryover exceeding 10 days. Two staff carried over one extra day, each of which was utilized in the first week of 2020.
- GSCA staff are applying for, with partners, a Trillium Mutual grant for the accessible trail at the Arboretum which is to be paved. This has been discussed with both the Arboretum Alliance and the Foundation and both groups are supportive. Grey County has an accessibility committee which can be contacted to ensure the path will meet AODA standards.
- The Foundation are proposing to hire a staff person who would be an employee of GSCA, but with all costs being borne by the Foundation.

## **16. Chair's Report**

- Attended the Conservation Ontario meeting on December 9<sup>th</sup>, 2019. Dick Hibma was in attendance
- Conservation Ontario has been soliciting agreements covering responsibilities with municipalities
- Recommendation to all Conservation Authorities to meet with MPP's
- CAO recruitment Committee – received 50 applications. Applicants to be interviewed will be narrowed down with the CAO starting in March.
- Board members asked to be involved with the top 2 candidates for the 2<sup>nd</sup> round of interviews.

## **17. Other Business**

### **i. Committees**

- a) Arboretum Alliance – nothing at this time.
- b) Next Full Authority meeting – February 26<sup>th</sup>, 2020, at 1:15 p.m.

## **18. Closed Session – nothing at this time.**

## **19. Adjournment**

<b>Motion No.:</b>	<b>Moved by:</b>	<b>Sue Carleton</b>
<b>FA-20-017</b>	<b>Seconded by:</b>	<b>Paul McKenzie</b>

**THAT this meeting be now adjourned.**

**Carried**

The meeting adjourned at 5:15 p.m.

---

Cathy Little, Chair

---

Doreen Robinson  
Administrative Assistant



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

---

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

**DATE:** February 26th, 2020

**MOTION #:** FA-20-

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

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

**THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of January 22<sup>nd</sup>, 2020.**

# Permits Issued from January 1, 2020 to January 31, 2020

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS20-001	03-Jan-20	03-Jan-20			Town of the Blue Mountains	Collingwood Township
Approved works:			Construction of a 2973 sq. ft. residence with garage, septic system, and associated site alterations		Project Location:	145 Bayview Avenue
					<input checked="" type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill
					Reviewed by:	
					Andrew Sorensen	
GS19-093	04-Apr-19	06-Jan-20			City of Owen Sound	City of Owen Sound
Approved works:			expansion of existing gatehouse to include seasonal washrooms		Project Location:	2475 3rd Ave West
					<input checked="" type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input type="checkbox"/> fill
					Reviewed by:	
					Justine Lunt	
GS19-393	18-Dec-19	08-Jan-20	39	12	Town of the Blue Mountains	Collingwood Township
Approved works:			the construction of a single family dwelling and associated site alterations		Project Location:	119 Admirals' Trail
					<input checked="" type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill
					Reviewed by:	
					Andrew Sorensen	
GS19-392	17-Dec-19	09-Jan-20	23	8	Town of the Blue Mountains	Collingwood Township
Approved works:			expansion of an existing pond		Project Location:	496445 Grey Road 2
					<input type="checkbox"/> construct	<input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill
					Reviewed by:	
					Andrew Sorensen	
GS19-369	11-Nov-19	14-Jan-20	11	1	Municipality of Meaford	St Vincent Township
Approved works:			repair to existing shoreline protection works		Project Location:	197 Fraser Street
					<input type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input type="checkbox"/> fill
					Reviewed by:	
					Jacob Kloeze	
GS19-376	20-Nov-19	14-Jan-20	11	1	Municipality of Meaford	St Vincent Township
Approved works:			repair to existing shoreline protection works		Project Location:	201 Fraser Street
					<input type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input type="checkbox"/> fill
					Reviewed by:	
					Jacob Kloeze	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS19-378	20-Nov-19	14-Jan-20	11	1	Municipality of Meaford	St Vincent Township
Approved works:			repair to existing shoreline protection works		Project Location: 205 Fraser Street <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jacob Kloeze	
GS19-385	20-Nov-19	14-Jan-20	Part Lot	8	Municipality of Grey Highlands	Euphrasia Township
Approved works:			construction of a berm, driveway widening, relocation of a well and associated site alterations		Project Location: 825584 Grey Road 40 <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Andrew Sorensen	
GS19-390	13-Dec-19	20-Jan-20			Municipality of Meaford	Town of Meaford
Approved works:			Rehabilitation of Trowbridge Street bridge		Project Location: <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input checked="" type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jacob Kloeze	
GS19-399	23-Dec-19	20-Jan-20			Town of the Blue Mountains	Thornbury
Approved works:			repair to existing shoreline protection works		Project Location: 230 Bay Street East <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jacob Kloeze	
GS19-397	11-Dec-19	21-Jan-20	Part Lot	23	Town of South Bruce Peninsula	Amabel Township
Approved works:			Construction of a 24' by 24' carport and associated site alterations		Project Location: 288 Spry Lake Road <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Lauren McGregor	
GS19-347	21-Oct-19	28-Jan-20	Mill	D	Town of South Bruce Peninsula	Amabel Township
Approved works:			the construction of a new dwelling, grading associated with a septic system and associated drainage alterations		Project Location: 33 Cammidge Crescent <input checked="" type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Andrew Sorensen	



**GREY SAUBLE CONSERVATION AUTHORITY**  
**RECEIPTS**  
**January 1st - 31st, 2020**

FROM		
Regulation Permits	\$ 8,720.00	
Planning	\$ 13,060.00	
County of Bruce	\$ 3,260.00	4th Quarter 2019 Planning Fees
Pavillion Rentals/User Fees	\$ 1,085.90	
Self-Serve Parking Fees	\$ 360.00	20 Day and 6 Season Passes
Forestry	\$ 1,499.68	
Forests Ontario	\$ 4,546.78	50 Million Tree Program
Day Camp	\$ 430.00	
County of Grey	\$ 13,978.11	December Management
1st Levy Installment	\$ 50,270.18	Town of South Bruce Peninsula
Blue Mountain Watershed Trust	\$ 1,139.04	Lab Fees
Risk Management Office	\$ 46,500.00	TOSBP, Arran-Elderslie, Brockton, Saugeen Shores, South Bruce, Owen Sound, Georgian Bluffs, TOBM, Kincardine
WSIB	\$ 2,665.64	NEER Program
Owed to Foundation	\$ 560.00	Memorial Forest Trees and Donations via Moneris
Donations	\$ 567.90	
Miscellaneous	\$ 261.22	
Oliphant Phragmites Project	\$ 50.00	
BRWI	\$ 1,500.00	Final Project Installment from TOBM
<b>January Receipts</b>	<b>\$ 150,454.45</b>	

**GREY SAUBLE CONSERVATION AUTHORITY  
EXPENSES**

**January 1st - 31st, 2020**

10997	Bruce Telecom	\$	528.62	Monthly Telephone & Equipment Charges
10998	Excel Business Systems	\$	170.74	DWSP Copy Charges
10999	Bell Canada	\$	264.08	Monthly Tara Stream Gauge and Office Services
11000	John Bittorf	\$	470.94	Water Management Supplies
11001	Coates & Best Inc.	\$	129.92	Office Supplies
11002	Conservation Ontario	\$	12,209.50	2020 CO Levy - 1st installment
11003	Sunbelt Rentals of Canada Inc	\$	467.07	Safety Salt
11004	Staples Advantage	\$	323.34	Office Supplies
11005	Carl Seider	\$	96.00	DWSP Mileage
11006	Directdial	\$	324.31	Wifi Guest Network Extension
11007	Grey Bruce Children's Water Festival	\$	600.00	2020 Donation
11008	Township of Georgian Bluffs	\$	4,223.02	Con 1 SCD Road Improvements Indian Falls Water Charges November 2nd to December 30th
11009	Grey County Agricultural Services Centre	\$	339.00	GSFS Advertisement
11010	Jason Traynor	\$	1,143.00	Health & Safety Recertification Course
11011	Kempenfelt Imaging Systems	\$	228.20	Postage Machine Ink Cartridge
11012	Kilsyth Auto Service Ltd.	\$	65.60	Vehicle Maintenance
11013	MacDonnell Fuels Limited	\$	3,508.94	Furnace Oil, Diesel and Vehicle Fuel December 1st to January 15th
11014	Municipality of Meaford	\$	82.74	Leith Water Billing Charges November 1st to December 31st
11015	Middlebro' & Stevens LLP	\$	226.08	Legal Services
11016	Neopost	\$	605.42	Purchase of Postage
11017	Norma Jean Embree	\$	508.50	Office Cleaning Services January 2020
11018	North Huron Publishing Inc.	\$	410.19	Stewardship Advertisement
11019	O.M.E.R.S.	\$	21,713.98	OMERS Contributions December 2019
11020	Miller Waste Systems Inc.	\$	221.27	Garbage Bin Rental November and December
11021	Purolator inc.	\$	133.54	Courier Deliveries
11022	Rogers Wireless	\$	228.11	Cell Phone Usage November 2nd to January 1st
11023	Pam Sartorelli	\$	620.00	Refund of Payment - Permit Not Required
11024	Saugeen Valley Conservation Authority	\$	1,149.12	SPA Meeting Director Expenses
11025	Country Squire Printing	\$	361.60	Watershed Report Card Printing
11026	Grey Sauble Conservation Foundation	\$	935.00	Purchases and donations via GSCA Moneris
	Mastercard Payments	\$	12,290.51	
	Moneris, Copier	\$	350.58	includes DWSP copier
	McKay Pay Self-Serve Fees	\$	29.01	
	Hydro, Reliance	\$	3,002.19	
	Receiver General, EHT, WSIB	\$	21,118.11	
	January Payroll	\$	115,008.35	
	<b>January Expenses</b>	<b>\$</b>	<b>204,086.58</b>	




## COUNCIL RESOLUTION



Res: 2020.01. 23

Wednesday, January 15, 2020

Moved by:



Seconded by:



**THAT** Conservation Authorities have been protecting people and conserving and restoring watersheds with local communities for over 50 years; and

**THAT** Municipalities must work together to ensure resilient and healthy watersheds for residents; and

**THAT** Conservation Authorities will be important partners in concrete and cost-effective initiatives to address climate change.

**THEREFORE IT BE RESOLVED THAT** the Council of the Municipality of Dutton Dunwich supports the important role Conservation Authorities provide to local communities in delivering watershed management programs

**AND THAT** this resolution be circulated to all upper and lower-tier municipalities, Conservation Authorities and the Provincial Government (Minister of Environment, Conservation and Parks) in Ontario

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
P. Corneil	_____	_____
A. Drouillard	_____	_____
K. Loveland	_____	_____
M. Hentz	_____	_____
B. Purcell – Mayor	_____	_____

CARRIED

  
\_\_\_\_\_  
Mayor

DEFEATED:

\_\_\_\_\_  
Mayor

**Subject:** Strathroy-Caradoc Regular Council Meeting January 20, 2020 - Approval of Resolution LTVC - Watershed Management Programs

Please be advised the following resolution sent to member municipalities of the Lower Thames Valley Conservation Authority, was presented for consideration by Council at their regular meeting of Monday, January 20, 2020 and approved as follows:

Moved by Councillors Brennan and Kennes:

**WHEREAS** Conservation Authorities have been protecting people and conserving and restoring watersheds with local communities for over 50 years; and

**WHEREAS** Municipalities must work together to ensure resilient and healthy watersheds for residents, and

**WHEREAS** Conservation Authorities will be important partners in concrete and cost-effective initiatives to address climate change,

**THEREFORE BE IT RESOLVED THAT:** the Municipality of Strathroy-Caradoc supports the important role Conservation Authorities provide to local communities in delivering watershed management programs; and that this resolution be circulated to Municipalities, Conservation Authorities and the Provincial Government (Minister of Environment, Conservation and Parks), in Ontario. **Carried.**

Kind Regards,

*Ruth*

Ruth Alcaldinho

Deputy Clerk/Insurance Co-Ordinator

Legal & Legislative Services

Tel: 519-245-1105 Ext 237

Fax: 519-245-6353

Email: [ralcaldinho@strathroy-caradoc.ca](mailto:ralcaldinho@strathroy-caradoc.ca)



February 11, 2020

The Honourable Jeff Yurek  
Minister of Environment, Conservation and Parks  
College Park 5th Floor, 777 Bay Street  
Toronto, ON M7A 2J3

**Re: Resolution to Support Role of Conservation Authorities**

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on February 10, 2020 passed the following resolution:

Whereas the Lower Thames Valley Conservation Authority and the St. Clair Region Conservation Authority and other Conservation Authorities have been protecting people and conserving and restoring watersheds with local communities for over 50 years, and

Whereas municipalities must work together to ensure resilient and healthy watersheds for residents, and

Whereas Conservation Authorities will be important partners in concrete and cost-effective initiatives to address the climate change,

Therefore be it Resolved: That the Municipality of Chatham-Kent supports the important role Conservation Authorities provide to local communities in delivering watershed management programs.

And that the Municipality of Chatham-Kent circulate that support to municipalities, conservation authorities and the Minister of Environment, Conservation and Parks in Ontario.

If you have any questions or comments, please contact Judy Smith at [ckclerk@chatham-kent.ca](mailto:ckclerk@chatham-kent.ca)

Sincerely,



Judy Smith, CMO  
Director Municipal Governance  
Clerk /Freedom of Information Coordinator

C Ontario Municipalities, LTVCA, SCRC



## **Minutes of Inglis Falls Arboretum Alliance Committee**

**Monday, October 7, 2019**

**Present:** Peter Smith, Lynne Sullivan, Brian Murray, Jason Traynor, Rod Saunders,  
Carl Sadler, Julie Lambert, Nancy Brown, Sue Carleton, Murray Peer.

**Regrets:** Jim Hastie, Cecilie Moses

Murray Peer called the meeting to order at 1:30 p.m.

Moved by Nancy Brown/Second by Brian Murray to accept the minutes of Sept. 12, 2019 meeting. Approved.

### **Business arising from the minutes:**

- a) Passed around the contact list to update committee member's information.

For members use only-see attachment.

- b) Suggested by Nancy Brown that there will be a review and opportunity for members to join sub-committees at the next meeting in November
- c) TD FEF application for grant was declined. See email attached. Phone advice and conversation with Stephanie Stanov suggested trying again.
- d) Signage sub-committee will meet within next month and bring suggestions to November meeting.

### **FALL WORK LIST for the Inglis Falls Arboretum**

Lynne Sullivan noted the following **WINTER PROTECTION** tasks

-planting of raised native plants – pots are marked with their pod numbers and set aside to be planted out. Neighbourwoods North has accepted a load of potted trees already and will be taking excess large stock from planted section of nursery by the end of October. Any trees that can find a place in the arboretum need to be chosen and planted prior to this. Tuesday work parties to plant out.

-watering of newly planted specimens - a flag will be placed at each new planting along the trail and these will be watered on Tuesday (workparty) and/or Thursday (NB) as necessary for at least 2 weeks after planting depending on rainfall.

-needs help labelling each pot before winter – to use grease pencil on recycled plastic tabs (blinds) – Tuesday task

-require help for cleaning nuts – Julie Anne Lamberts and Nancy will do Oct 22

-suggests that when planting out and sales finish (end of fall) the rest of the potted plants should be tarped and mulched heavily. GSCA to provide additional tarps.

-pollinator garden needs weeding, plants moved and daffodils planted – Nancy will organize volunteers to do this task on a Tuesday.

-the **MEADOW** – to cut or not to cut that is the question? – Lynne to make inquiries and let Jason Traynor know before snow flies. (Peter Smith suggested inventory of wildflowers be completed starting next spring)

-requests changes to increase visibility of Inglis Falls Arboretum information on GSCA website – Jason will note to communication staff and expects that changes are being planned.

**SKOOT PARTY** Tuesday, October 29, 2019 9:30- noon Skoot is available – bring old paint brush to apply, if conditions are perfect may try spraying (diluted 50:50)

**FILL THE PODS** Tuesday work parties – planting of the specimens raised in the nursery (potted and bare root) for the pods, also the purchased specimens as indicated on pots and in the list circulated of needed and available specimens. Other sources will be considered if one can be fairly certain of the native status of the plant. Julie Anne to check on native plants from Keppelcroft at Big Bay. Jason to check with Mike Fry (Forestry) on acceptability of digging small saplings and inventory of species on GSCA lands.

**PLANTING THIS FALL** – to proceed for the next 4 weeks on Tuesday mornings 9:30 to noon until finished with available specimens for pods or other trail side

backdrop. Distributed list of the native Grey Bruce tree and shrub species sorted by the number of plants at the pods. Section for comments can be used to note availability, characteristics (short-lived), seed sources, condition of plants or changes needed.

**SEED STARTING** – Lynne and nursery crew will be busy with this each Saturday as well as sales, weeding etc. It will be necessary for any seeds brought to the nursery to be labelled as to species, who provided (esp if leaving when no one there), and location of the seed source. We are beginning a database to record our seed sources so this is important. For location, an address with close by property number works as does GPS coordinates if you have the ability to do so with phone and Google maps for example. Discussed the need to do our best to assure native Grey Bruce sources for both seeds and any plants accepted.

**ENTRANCEWAY MULCHING** – to finish Tuesday, Oct 8. Jason offered help to move mulch when staff and truck are available.

**PATHWAY REVITALIZATION** – Jason has created a scraper to complete this job. Will be completed before winter. Discussed using A gravel in the future instead of stonedust as it provides a superior surface in the long term.

**FACEBOOK START-UP PAGE** – Jason suggested to connect with the GSCA communications staff to have input from the arboretum added to their Facebook page or for advice on how to handle. Also suggested the possibility that a coop student could help with this.

**OTHER TASKS** Tuesday, October 15 – GSCA staff will be conducting tree removal and pruning of dead trees

Tuesday, October 22 – GSCA staff could help to remove the woodpile alongside the compost and woodchip pile at the nursery

- Elderberries replaced at Nels Maher bench – need a source of elderberry plants (confirmed there are none currently present-just sumacs)
- Consider planting Camassia bulbs in native portion of the arboretum as well as daffodils in exotic section.

- Peter suggested moving posts and signage for some plants to areas where the specimens are growing well already. Eg, Hemlock, Yellow birch, Nannyberry.

**BILLS TO BE PAID:** Steve Linn for building materials for Nut House recently completed for keeping young nut trees safe \$233.78 approved.

Lynne Sullivan for accommodation to attend seed saving course in Guelph \$112.99 previously approved.

\$110 submitted from sales of nursery plants

**NEXT MEETING:** November – will work with Julie Anne to use Doodle Pool to establish regular monthly meeting date and time. Will hold meeting indoors (basement of GSCA) in November and can use projector for agenda instead of paper copies.

December will be our annual pot luck lunch.

Minutes submitted by Nancy Brown

It was decided we should order another copy of the manual she received with the course for the use of our members. Cost is \$46.00. Moved by Nancy and seconded by Sue. The manual will be kept in the library downstairs with our other reference books. Half the day course was on viability of seeds and the other half was on where/how to collect.

c). **Tuesday Work-Party Subcommittee** - Planting out specimens, maintaining the pods, weeding, mulching, removing invasives, replacing damaged and dead specimens. The fall 5 Tuesday work parties got lots of planting out done. Scoot was mostly completed, but still some to do. Tanks emptied and pump put away. Buckthorn cleaned out. Getting elderberries replaced next year at the Nels Maher site. The leads to be MURRAY AND CARL.

d). **Pollinator Garden and Meadow Wildflowers Subcommittee**: Inventory of meadow every three years. Julie will help with inventory of the wildflower garden. Cecilie cleaned up the pollinator garden and did some more planting. The leads to be BRIAN AND CECILIE.

e). **Signage Subcommittee** - research and present to the IFAA committee for approval a plan for proper identification of all existing trees, shrubs and vines in The Trees of The World as well as The Native Trees of Grey Bruce in the Inglis Falls Arboretum by spring 2020.

A preliminary report on suggestions was presented and discussed.

Research done into concreting the posts in - very expensive. Moved by Murray and seconded by Jim that we move forward and get firm quotes for various types of signage and installation costs. Carried. Peter reported on Guelph's old engraving machine that they do not use any more to see if they would donate it to us or for a small fee. It requires repair. Permission granted.

The subcommittee will be BRIAN, PETER, NANCY and JULIE  
The leads will be NANCY AND JULIE.

#### **Presentation to Past Chair:**

Nancy presented a gift certificate to Brian for his years of Chair and leadership.

**Bills** - None.

**Xmas Gathering** - Pot luck at Murray's on Dec. 9th. Happy hour 5:00 p.m.

**Next meeting:** for 2020 meetings will be held on the third Monday of the month whenever not falling on a holiday. Next meeting Monday, Jan 20, 2020

Meeting adjourned.

Respectfully submitted.

Cecilie Moses.

**Minutes of the Inglis Falls Arboretum Alliance, Monday, Nov. 18, 2019.**

**Present:** Nancy Brown, Sue Carlton, Jim Hastie, Julie Anne Lambert, Cecilie Moses, Brian Murray, Murray Peer, Carl Sadler, Rodney Saunders, Peter Smith, Lynne Marie Sullivan. **Regrets:** Jason Traynor.

Murray, the Vice-Chair, chaired the meeting. Cecilie was Secretary.

**Motion to Approve Minutes:** Moved by Jim and seconded by Carl. Carried.

**Business Arising:** Nancy presented the following:

- a) Fall Work Accomplishments: Planting out from nursery to Arboretum Plant pots labelled. Scoot applied to most new plantings, some nursery plants still to be done, nursery plants mulched, shade house down, water tanks emptied and pump drained. Dead elm and buckthorn trees were removed. No elderberries or Camassia bulbs planted this fall.
- b) Still more seed starting to happen yet this fall. Many varieties started by Lynne and Val. An Excel spreadsheet will be available with these listed.
- c). Meadow not cut this fall due to recommendation by Wildflower Farms.
- d). Entranceway finished mulching.
- e f and g) were to be addressed by Jason. They are:
- e) Pathway Revitalization.
- f) Facebook start-up Question - is there a co-op student at this time at GSCA who might help with this? (Murray asked if Vicki should do this)
- g). Website changes to improve visibility of IFAA and Nursery information.

**3). Financial review to October 31, 2019.**

Nancy presented the report (See Attachment). Moved by Nancy and seconded by Carl that the report be accepted. CARRIED.

It was brought to our attention that the Alliance has been paying for the Grade 3 program. Cost for 2019 was \$904.00. The cost for Nancy from Saugeen is \$334.00 per day plus \$66.00 mileage. SUE CARLTON will get this clarified with Serenity Morton.

**4). Subcommittees reviewed and reports:** Leads and interested members identified:

a). **Promotion and Education Subcommittee** - grade 3 program, tour guides and documents, promotion through Roger's TV, CFOS and other media opportunities. Lead will be NANCY.

Nancy Brown is doing a promotion on Rogers with Mary Jane Murray. She will demonstrate making an outdoor Xmas arrangement. One will be donated to GSCA as a thank-you.

b). **Propagation Subcommittee** - seed sourcing, nursery propagation of seeds, potting up woody plants, Saturday sales, weeding and watering, donations handled, greenhouse and barn storage. The lead will be LYNNE.

Lynne reported on her attending the seed saving course at U of G.

## **Minutes of the Inglis Falls Arboretum Alliance Committee**

**Monday, January 20, 2020 1:30pm**

**Present:** Nancy Brown, Chair, Cecilie Moses, Secretary, Julie Ann Lamberts, Peter Smith, Murray Peer, Carl Sadler. Mike Fry, forestry coordinator, was welcomed to the committee.

**Regrets:** Sue Carleton, Jim Hastie, Brian Murray, Rod Saunders, Lynne Marie Sullivan, Jason Traynor.

**1) Motion to approve Minutes from previous meeting.**

Moved by Cecilie and Seconded by Carl. Carried.

**2) Business arising:**

It is to be noted the meetings are regularly scheduled for 1:30 on the third Monday of the month unless it is a holiday.

**a) Pathway revitalization-Mike**

Revitalization of pathway did not get done due to the early bad weather. Grants are being looked into to widen and smooth surface the pathway in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

**b) Facebook Start-up –** Mike will check to see if a GSCA coop student in the next semester can help with this. Suggested maybe share GSCA Facebook. Maybe cross share when set up.

**c) Website changes to improve visibility of IFAA and Nursery information**

Gloria and Vicki are revamping. Mike will follow this up.

**3) Financial Review to December 31, 2019 (see separate attachment)**

**a) Discussion re need for treasurer position to oversee finances and create budget for the IFAA?**

Nancy reviewed financial statement. Copy attached.

Nancy presented somewhat of a budget - we never had one before. Nancy asked for a volunteer Coordinator for Treasurer. Mike volunteered

**4) Subcommittees reviewed and reports:**

**Promotion and Education Subcommittee – Nancy**

**a) Grade 3 program –** discussion of current format SVCA staff leading through WREN program. Discussion on the cost charged to us, etc. The committee used to do this program independently. Discussed going back to doing it that way again. Nancy to contact Nancy Griffin at WREN. Peter suggested we might get a corporate sponsor. Tabled.

**b) Doors Open 2020 - Saturday June 6 IFAA involvement**

This year Doors Open on June 6th is emphasizing the environment. The Arboretum Alliance committee has been invited to participate. After discussion it was moved by Carl and seconded by Peter that we participate along with GSCA, GSFoundation and Arboretum Alliance in Doors Open. Carried. An email will be sent asking for comments and volunteers.

**c) Volunteers - volunteer fair, creating email list with Friends of Hibou**

Discussed working with Friends of Hibou and sharing volunteers. Julie suggested working through OSFN. She will write something for their newsletter. Discussed sending letters to original stakeholders. Considering doing the volunteer fair at the Library again this year. Subcommittee formed: Peter, Julie and Nancy. Friends of Hibou's open house - promotion is Saturday, June 20th.

**Propagation Subcommittee**

**a) Seeds of Ontario Trees and Shrubs -** The manual has been placed in our section on the library for everyone to share. There are other propagation books of interest there as well.

**b) Carolinian Grove establishment -** Peter suggested it should be a Carolinian Grove. Discussion various locations. Soil and moisture conditions need to be considered. Julie will do some investigating. Great idea. Tabled.

**Tuesday Work-party Subcommittee** – Murray reported they are waiting for spring. None of the people from last year's collection of names at the Volunteer Fair ever participated.

**Pollinator Garden and Meadow Subcommittee** – Cecilie overseeing the pollinator garden. Nancy reported there is a possibility of two new helpers. Julie will oversee the Meadow. This is the year to do an inventory. Both on hold until late spring.

**Signage Subcommittee - Nancy**

a) Preliminary report on suggestions for signage.

Nancy reported three types of signs investigated. Kuhl Machine Shop, Keady, preparing a quote for metal stakes to be used for labels for shrubs and smaller trees. Looking at using metal screws with spring on back for larger trees. Possibly a 4x4 post cut on a slant for native trees of Grey Bruce. To be installed in the grass - not in front of the specimen. Discussed American suppliers as well. Grey County sign shop in Thornbury to be checked out.

Quotation info attached.

b) U of G label printer

Peter did not get info yet. He will follow up on this.

5) **Bills** to be paid. None

6) **Next Meeting:** Since February 17 is Family Day we will meet **Wednesday, February 19<sup>th</sup> at 1:30pm** in **smaller upstairs boardroom**

Starting in January 2020 meetings will be each month on the third Monday at 1:30 pm.  
March 16, April 20, May 18.

Adjourned.

Respectfully submitted.

Cecilie Moses



Arboretum Alliance Funds as of January 2020

		Budget 2020
Opening Balance Jan 1st, 2020	\$12,656.98	12656.98
Income		
Donations for Plants		\$2,000 Tree nursery donations
Donations		
		\$2,000
Expenditures		
Administration Fees		\$25 Printing
Nursery Supplies		\$500 As necessary
Plant Purchases		\$300 Plants unavailable to grow
Education/Grade 3 Program		\$850 Gr. 3 Program
		\$1,675 Yearly expenditures
		\$7,500 Labelling/signage project
Closing Balance January 31, 2020		5481.98

	National	Precision	Austin Graphics
4"x4" – Price for 175 signs	N/A	.032 thickness, anodize aluminum – entails a photo etching process where image burned into the aluminum – no clear coat, no etching, no engraving and therefore no cracking/peeling. SATIN BLACK/SILVER TEXT 1/8" holes in each corner. \$10 ea. <b>Total: \$1750 – 10% US\$ = \$2100 CAN\$</b>	.040" aluminum Digital print black uv ink One side  <b>Total: \$1559.25 + tax</b>
3"x5" Tag - Description	UV resistant, black, anodized aluminum. laser etched (as opposed to engraved), 0.040" thick, no clear coating	.032 thickness, anodize aluminum (see above detail). SATIN BLACK/SILVER TEXT Quantity: 85 with holes top and bottom. Quantity: 70 without holes (for riveting to stake)	.040" aluminum Digital print black uv ink One side
3"x5" Tag – Price for 155 tags	(85/70) would be <b>\$641.70 (US\$)</b> This price is for one layout only. If multiple layouts are needed, there will be additional charges.  <b>Total = \$855 CAN\$</b>	All are \$9.25 ea  <b>Total: \$1433.75 – 10% US\$ = \$1710 CAN\$</b>	<b>Total: \$1432.00 CAN\$ + tax</b>
Nails/Screws and springs	3" aluminum nails @ \$5/box of 50 2-1/8" stainless steel springs @ \$10/box of 50. 4 boxes each.  <b>Total: \$60 US\$ = \$80 CAN\$</b>	3" stainless steel screws and springs, 2 per sign, 85 signs  Screws allow you to unscrew them easily and give the tree more space to grow.  <b>Total: \$144.50 – 10% US\$ = \$180 CAN\$</b>	Not available  Can source at local hardware store
Stakes, quantity 70	20" long anodized aluminum stakes. Rivets available, 1/8" and require a 9/64" hole, which is an additional \$25-\$50 charge. Our tags come standard with (4) 5/32" holes	0.75" x 24" RIVET STAKE .75" X 24" 3" bend at the base of stake...(90 Degrees),  \$6.15 ea.  <b>Total: \$430.50 – 10% US\$ = \$515 CAN\$</b>	Will receive quote from Kuhl Machine Shop, Keady

	\$6 each US\$ <b>Total = \$420 US\$ = \$560 CAN\$</b>		
Guarantees	UV stable tags are guaranteed not to fade for 20 years	15 years on the signs and will likely last longer	
Shipping	UPS \$80US\$	\$600 US\$ <u>estimate</u> that includes taxes, customs. If IFAA providesFedEx account, we handle this fee and this fee is completely removed from bill.	
	Total \$1495 CAN\$ excluding 4"x4" signs and shipping/txs	Total \$2405 CAN\$ excluding 4"x4" signs, and shipping/txs	
		Total\$4505 CAN\$ excluding shipping/tx	
exchange rate 1.33 used for all US to CAN conversions			

Inglis Falls Arboretum Signage – August 2019

1. Cedar posts – square 4” x 4” x 12’ – 128 posts needed
- Home Hardware OS
- Western Red Cedar –higher resins to stop it from decaying – old growth has higher resin than younger growth
- Pressure treated – treated with salt and chemical
- Eastern Cedar – doesn’t last as long as Western Red
- Mennonite’s Easter White Cedar not as good of quality as Western Red Cedar

(Taxes not incl.)	Home Hardware (519) 376-1210	Home Depot (519) 372-3970	Local Sawmill Desboro
Western Red Cedar 4”x4”x10’ , square	N/A	\$30.73 each x 128 =3933.44	
Western Red Cedar 4”x4”x12’ , square	\$41 each x 128 = \$5248	N/A	
Pressure Treated 4”x4”x12’ , square	\$1872 (unsure if this is 12’ or 10’ lengths)	\$17.43 each x 128 = \$2231.04	
Eastern White Cedar 4X4x12			\$21 each

**MINUTES**  
**GREY SAUBLE CONSERVATION FOUNDATION**  
**BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, JANUARY 15, 2020 – 9:00 A.M.**  
**GREY SAUBLE CONSERVATION AUTHORITY BASEMENT MEETING ROOM**

---

**MEMBERS PRESENT:** Don Sankey (Chair); Al Wilcox (Vice-Chair); Bill Law; Sue Carleton (GSCA Board Representative); Don Knight (Acting Treasurer); Marion Koepke (Secretary and GSCA Board Representative)

**REGRETS/ABSENT:** Cathy Little, (GSCA Board Chair); Dick Hibma; Marg Gaviller  
Don Knight (Acting Treasurer); Don Knight (Acting Treasurer)

**GREY SAUBLE CONSERVATION AUTHORITY:** Tim Lanthier (Acting General Manager and Lands and Habitats Coordinator); Alison Armstrong (Finance Coordinator)

**1. CALL TO ORDER**

Chair Don Sankey called the meeting to order and welcomed those present. There was some discussion regarding upcoming resignations of Don Knight and Marion Koepke.

**2. ADDITIONAL ITEMS (TO BE DISCUSSED UNDER NEW BUSINESS)**

- Resignations of Don Knight and Marion Koepke
- Board Recruitment
- Bruce Calvert Funeral update
- Foundation Connections Newsletter
- Correspondence – Bill Walker Christmas Greeting

**3 ADOPTION OF AGENDA**

Moved by Marion Koepke; Seconded by Al Wilcox

**“THAT the agenda of the Grey Sauble Conservation Foundation meeting dated January 15, 2020 be approved.”**

Carried.

**4. MINUTES OF THE PREVIOUS MEETING**

Moved by Marion Koepke; Seconded by Bill Law

**“THAT the minutes of the Grey Sauble Conservation Foundation meeting dated December 11, 2019 be approved with a correction to the date noted on the footer.”**

Carried.

**5. BUSINESS ARISING FROM THE MINUTES**

There were no business items arising that will not further be discussed at the meeting.

**6. COMMITTEE REPORTS**

**6.1 Finance and Administration/Financial Statements – Don Knight**

**6.1 a) Financial Statements**

Alison Armstrong provided a review of the financial statements for the month of December, 21019 indicating a total of operating, investments and accounts in the amount of \$161,404.42. Alison explained that the Foundation audit will take place earlier than the Authority. She commented on the interest earned from the Endowment Fund held with the Community Foundation Grey Bruce and will be contacting them to find out what the estimated interest earned will be. She also noted there is no motion from the Foundation to justify where the proceeds go from the Earth Film Festival.

Moved by Sue Carleton; Seconded by Al Wilcox

**"THAT proceeds in the amount of \$2,000 from the Earth Film Festival be designated toward the Education Awareness Fund to pay scholarships and the remainder to the Project Fund."**

Carried

Moved by Bill Law; Seconded by Sue Carleton

**"THAT the Financial Statements for December 2019 be approved as presented."**

Carried

#### **6.1 b) Investments**

Alison Armstrong discussed generally the current investments noting the next investment due will be in August, 2020.

#### **6.2 Memorial Forest**

Don Sankey noted there is no Memorial Forest report at this time. He noted the Memorial Forest Commemorative Ceremony will take place on the 2<sup>nd</sup> Sunday in June (June 14, 2020) with the ceremony starting at 2 pm. Members were explained that STRIP takes a 2% admin fee to process the donations for trees.

Members engaged in a lengthy discussion regarding dog excrement and people picking up after their dogs.

#### **6.3 Fundraising Committee**

Don Sankey provided a report on the Fundraising Committee noting Don Knight and Brian Low will remain to assist with the 500 Club.

#### **6.4 Earth Film Festival**

Don Sankey provided an update on the Earth Film Festival taking place April 30, 2020 at the Roxy featuring the film "Flight of the Butterflies". Meetings have been taking place for the event including a presentation to the students by Audrey Armstrong and Willie Waterton who will discuss "Bruce Grey Monarchs". Don provided information on the evening performance schedule. Don noted a larger donation is being sought from Enbridge to assist with costs toward the afternoon student performance. He noted other sponsorships have been secured. The 500 Club will be promoted at this event. Don also explained students will be provided a take away information kit on butterflies and those attending the evening performance will be provided information on gardening.

## 6.5 Motion to Accept Committee Reports

Moved by Sue Carleton; Seconded by Bill Law

**"THAT the reports of the Finance and Administration Committee, Fundraising and Earth Film Festival Committees presented at the January 2020 meeting of the GSCF Board of Directors be received and the items contained therein be approved."**

Carried

## 7. GSCA REPORT

Tim Lanthier Acting General Manager and Lands and Habitats Coordinator provided information on the following items:

- 2020 budget
- No further update on Conservation Authority Act from Ministry
- Board is working on filling CAO position hopefully by March
- Hibou - reinstatement of playground structure and potential of partnership with Sydenham Optimist Club with consideration of including adult equipment and AODA standards for the children's equipment
- Friends of Hibou want to host a family fun day on June 20, 2020 with wildlife displays, various other displays by community organizations along with highlighting the trail and other features conducive to conservation
- Granting opportunities for accessible trail at the arboretum to allow an inclusive nature experience and a request that the Foundation be the applicant for the grant
- GSCA Annual General Meeting – January 22, 2020
- GSCF funding toward new pavilion structure at Arran Lake
- GSC new branding initiative and communication strategy and website review through E-Solutions
- Tree Sale – last Saturday in April
- AMELIA Software – Automation of Day Camp Registration and other booking opportunities along with retail sales and donations acceptance including collection of data for future mailings

Moved by Bill Law; Seconded by Sue Carleton

**"THAT the Grey Sauble Conservation Foundation proceed to complete a grant application for funds to be used to create an accessible trail at the arboretum."**

Carried

## 8. NEW BUSINESS

### 8.1 Resignations of Don Knight and Marion Koepke from GSCF Board

Moved by Al Wilcox; Seconded by Sue Carleton

**"THAT the Board of Grey Sauble Conservation Foundation accepts with regret the resignations of Don Knight as Treasurer and Marion Koepke as Secretary from the Board."**

Carried

### 8.2 Foundation Connections Newsletter

Don Sankey provided an update on the newsletter and highlights. He invited members to attend the GSCA Annual General Meeting taking place on January 22, 2020.

### **8.3 Bruce Calvert Memorial**

Don Sankey explained there will be funeral donations coming to Grey Sauble as a memorial tribute of Bruce Calvert.

### **8.4 Board Recruitment**

Don Sankey requested members to seek out recruitments to fill vacancies on the Board. Tim Lanthier noted he will seek a Board replacement and assist with social media connections to seek new members. An Executive meeting between GSCA and GSCF needs to take place in the near future to review issues of common interest. It was recommended that individuals that are involved from various other organizations of similar interest be contacted to see if they would like to be included as a foundation member.

### **8.5 Communications and Fundraising Officer**

Don Sankey discussed the potential of hiring a Communications and Fundraising Officer to assist the Foundation with various duties as noted in a draft job description provided to members in November. It was noted that the Authority is not in a position at this time to fund half of the salary for this position. It was explained there is funding available for a part time position through the foundation at this time.

Moved by Marion Koepke; Seconded by Al Wilcox

**"THAT the Grey Sauble Conservation Foundation proceed to investigate the hiring of a part time Communications and Fundraising Officer to assist the Foundation with various duties as described in the job description provided to members at the November, 2019 meeting, and further**

**THE Foundation Communications and Fundraising Officer be designated as an employee of the Grey Sauble Conservation Authority through funding from Grey Sauble Conservation Foundation, and further**

**THAT the Interim General Manager request approval from the Grey Sauble Conservation Authority Board for the hiring of this position."**

Carried

## **9. CORRESPONDENCE**

Don Sankey noted a Christmas greeting was received from Bill Walker, MPP, Bruce, Grey, Owen Sound.

## **10. NEXT MEETING – February 15, 2020**

The next meeting of the Grey Sauble Conservation Foundation will take place on February 12, 2020 at 9:00 a.m.

## **11. ADJOURNMENT**

On declaration of the Chair, the meeting adjourned at 10:40 am



## MOTION

### Grey Sauble Authority Board of Directors

## MOTION

**DATE:** February 26th, 2020

**MOTION #:** FA-20-

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

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

#### Recommended Consent Agenda Motion

THAT in consideration of the Consent Agenda Items listed on the February 26th, 2020, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: i) Environmental Planning - Section 28 Permits – January 2020; ii) Administration - Receipts & Expenses – January 2020; iii) Correspondence: a) Resolution from Municipality of Dutton Dunwich re: CA's; b) Resolution from Municipality of Strathroy-Caradoc re: CA's; c) Letter/Resolution from Municipality of Chatham-Kent re: CA's; iv) Minutes – a) Inglis Falls Arboretum – October 7/19; November 18/19; and January 20/20; b) Foundation - January 15<sup>th</sup>, 2020;



## **STAFF REPORT**

**Report To:** Board of Directors  
**Report From:** Tim Lanthier  
Chief Administrative Officer  
**Meeting Date:** February 26, 2020  
**Report Code:** 04-2020  
**Subject:** Parking Fee Collaboration Opportunity  
**Recommendation:**



**WHEREAS under Section 21(1)(m) of the Conservation Authorities Act, Grey Sauble Conservation Authority (GSCA) may charge fees for the use of its properties and facilities;**

**AND WHEREAS under Section 21(1)(n) of the Conservation Authorities Act, GSCA may collaborate and enter into agreements with municipal councils;**

**AND WHEREAS GSCA charges fees for parking at eight property locations and these fees are used to support the management and maintenance of GSCA's properties;**

**THAT the GSCA Board of Directors direct staff to negotiate a collaborative parking fee agreement with the Town of the Blue Mountains for the Peasemarth Nature Preserve**

### **Strategic Initiatives**

This item is related to the "Enhance Current Land Management" priority set out in GSCA's Strategic Plan.

### **Background**

In 2019, GSCA Lands Management staff brought forward a comprehensive report on the history and current state of GSCA's paid parking program. Based on the success of this program in offsetting operating costs, GSCA has been approached by staff from the Town of the Blue Mountains to allow the charging of parking fees at Peasemarth. The Town is proposing to share the fees collected at Peasemarth with GSCA.

GSCA currently leases a portion of the Peasemash property to the Town of the Blue Mountains. This lease is in affect until February 12, 2021.

The Town of the Blue Mountains (TBM) is currently investigating the option of offering paid parking at four municipal parking areas. Northwinds Beach, Thornbury Harbour, Lora Bay, and Peasemash (under agreement with GSCA). Based on a report brought before TBM Council, municipal staff are proposing a pilot project that would collect parking fees from non-residents at the above noted locations at an hourly rate. A portion of the fees collected at Peasemash would be remitted to GSCA.

**Analysis:**

Based on initial discussion with TBM staff, this proposal appears very beneficial to both parties. TBM is proposing to assume all costs associated with the project, including signage, transaction/subscription fees, and enforcement. GSCA would receive a portion of the fees collected.

Based on the report to Council, TBM staff are anticipating approximately \$29,600 in gross annual revenues from this property. Net review is expected to total \$7,700 in year one, with an anticipated decline in costs after the initial buy-in phase is complete.

**Financial/Budget Implications:**

Financial/budget implications of this collaboration would be positive for GSCA. Potential revenues will depend on the terms of the agreement, with specific revenues depending on actual uptake.

**Communication Strategy:**

Updates will be required to GSCA's website to indicate that this is a paid parking area. Any updates to GSCA's *Explore* brochure would also indicate this.

**Consultation:**

Chief Administrative Officer, Town of Blue Mountains staff.

**Date of Update of this Report:** February 19, 2020



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

---

**DATE:** February 26th, 2020

**MOTION #:** FA-20-

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

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

**THAT effective January 22<sup>nd</sup>, 2020, the signing authorities for Grey Sauble Conservation Authority for cheques be updated as follows: Cathy Little, Scott Greig, Tim Lanthier, Gloria Dangerfield, and John Bittorf, due to Scott Greig replacing Marion Koepke as Vice Chair.**



## Your Investment Account statement

October 1, 2019 to December 31, 2019

GREY SAUBLE CONSERVATION

Portfolio number: MP3613

Portfolio type: Investment Account

## Your portfolio at a glance

### You need to know

Please see **page 9** for important information about your portfolio.

Please see **page 11** for further information about Your portfolio at a glance and Your personal rates of return sections.

	This period (Oct 1 - Dec 31, 2019)	Year to date (Jan 1 - Dec 31, 2019)	Last 12 months (Jan 1 - Dec 31, 2019)	Last 3 years (Jan 1, 2017 - Dec 31, 2019)	Since Apr 10, 2015 (Apr 10, 2015 - Dec 31, 2019)
Beginning portfolio balance	\$1,203,640.54	\$1,080,336.23	\$1,080,336.23	\$1,061,165.15	\$0.00
Cash deposits & net transfers of securities	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00
Withdrawals & deregistrations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Investment income:					
Dividends	\$0.00	\$0.00	\$0.00	\$11,404.52	\$21,023.82
Interest	\$39.74	\$10,473.79	\$10,473.79	\$69,828.92	\$104,971.08
Realized capital distributions, gains and losses	\$10,422.75	\$5,770.49	\$5,770.49	\$34,920.09	\$66,809.73
Change in unrealized capital gains and losses	\$1,900.91	\$116,386.52	\$116,386.52	\$61,822.97	\$69,922.51
Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,437.50
Unallocated distributions for the current year	\$14,877.71	\$28,053.95	N/A	N/A	N/A
<b>Ending portfolio balance</b>	<b>\$1,227,360.24</b>	<b>\$1,227,360.24</b>	<b>\$1,227,360.24</b>	<b>\$1,227,360.24</b>	<b>\$1,227,360.24</b>

On December 31, 2019, CAD 1.00 = USD 0.77115

## Your personal rates of return as of Dec 31, 2019

For the last 12 months	For the last 3 years	Since Apr 10, 2015
<b>13.61%</b>	<b>4.97%</b>	<b>4.38%</b>

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 directly by this account. 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.

# GREY SAUBLE CONSERVATION AUTHORITY 2019 CAPITAL BUDGET

## EXPENSES

	Approved Budget 2019	Q4 Actuals	2019 Ye End Forecast
<b>WATER MANAGEMENT</b>			
<b>Flood Forecasting &amp; Warning</b>			
To Reserves	25,000	25,000	25,000
<b>Flood Control Structures</b>			
Materials & Supplies	20,000	8,038	8,038
<b>WATER MANAGEMENT Subtotal</b>	<b>45,000</b>	<b>33,038</b>	<b>33,038</b>
<b>CONSERVATION LANDS Policy/Operations</b>			
<b>Entrance Signs</b>			
Contracts & Services	10,000	deferred	-
<b>Arran Lake - Washroom</b>			
Contracts & Services		2,790	2,790
Materials & Supplies		370	370
<b>Spirit Rock - Grading Coran &amp; trail upgrade</b>			
Contracts & Services	7,066	1,931	1,931
<b>Eugenia Falls - Pavillion Repair</b>			
Contracts & Services	3,000		
<b>Eugenia Falls - Safety Fence</b>			
Contracts & Services	8,000	4,984	4,984
<b>Admin Centre refurbish Concept Design</b>			
Contracts & Services	20,000	deferred	-
<b>Admin Centre - Renewal</b>			
Contracts & Services	20,000	deferred	-
<b>Admin Centre - Air conditioning for server</b>			
Contracts & Services		7,373	7,373
<b>Inglis Falls - Septic</b>			
Contracts & Services	40,000	deferred	-
<b>Inglis Falls - Safety Fence</b>			
Contracts & Services	8,000	deferred	

## FUNDING

	Approved Budget 2019	Q4 Actuals	2019 Ye End Forecast
<b>WATER MANAGEMENT</b>			
<b>Flood Forecasting &amp; Warning</b>			
Municipal Levy	25,000	25,000	25,000
<b>Flood Control Structures</b>			
WECI	10,000	4,019	4,019
Reserves	10,000	4,019	4,019
<b>WATER MANAGEMENT Subtotal</b>	<b>45,000</b>	<b>33,038</b>	<b>33,038</b>
<b>CONSERVATION LANDS Policy/Operations</b>			
<b>Entrance Signs</b>			
Municipal Levy	5,200	deferred	-
Donations			
Reserves	4,800		
<b>Arran Lake - Washroom</b>			
Municipal Levy		3,160	3,160
<b>Spirit Rock - Grading Coran</b>			
Donations	7,066	1,931	1,931
<b>Eugenia Falls - Pavillion Repair</b>			
Donations	3,000		
<b>Eugenia Falls - Safety Fence</b>			
Donations	8,000	4,984	4,984
<b>Admin Centre refurbish Concept Design</b>			
Reserves	20,000	deferred	-
<b>Admin Centre - Renewal</b>			
Reserves	20,000	deferred	-
<b>Admin Centre - Air conditioning for server</b>			
Reserves/levy surplus		7,373	7,373
<b>Inglis Falls - Septic</b>			
Sales & Services	25,000	deferred	-
Reserves	15,000	deferred	-
<b>Inglis Falls - Fence</b>			
Sales & Services	8,000		

# GREY SAUBLE CONSERVATION AUTHORITY 2019 CAPITAL BUDGET

## EXPENSES

<b>Indian Falls - Staircase Replacement</b>			
Contracts & Services	2,500	630	630
<b>Hibou - Snack Bar Removal</b>			
Contracts & Services	2,000	deferred	
<b>Feversham - Management Area Gate</b>			
Contracts & Services	1,000		-
<b>Various - Stone Repointing Projects</b>			
Contracts & Services	10,000	deferred	-
<b>CONSERVATION LANDS Subtotal</b>	<b>131,566</b>	<b>18,078</b>	<b>18,078</b>

<b>Conservation Information, Education &amp; Community Outreach - Interpretive Signs</b>			
Contracts & Services	7,000	350	350
<b>Conservation Information, Education &amp; Community Outreach - Subtotal</b>	<b>7,000</b>	<b>350</b>	<b>350</b>

<b>GIS, Information Management &amp; Information Technology - Projector</b>			
Materials & Supplies (Projector)		741	741
<b>GIS, Information Management &amp; Information Technology - GPS units</b>			
Materials & Supplies	2,000	1,290	1,290
<b>GIS, Information Management &amp; Information Technology - Network Switch</b>			
in operations	500		
<b>GIS, Information Management &amp; Information Technology - Swoop</b>			
To Reserves	3,000	3,000	3,000
<b>GIS, Information Management &amp; Information Technology - GPS Units</b>			
Materials & Supplies	3,000		
<b>GIS, Information Management &amp; Information Technology - Scanner</b>			
Materials & Supplies	500		
<b>GIS, Information Management &amp; Information Technology - Workstations</b>			

## FUNDING

<b>Indian Falls - Staircase Replacement</b>			
Donations	2,500	630	630
<b>Hibou - Snack Bar Removal</b>			
Reserves	2,000		
<b>Feversham - Management Area Gate</b>			
Reserves	1,000		
Donations			
<b>Various - Stone Repointing Projects</b>			
Levy	10,000	deferred	-
<b>CONSERVATION LANDS Subtotal</b>	<b>131,566</b>	<b>18,078</b>	<b>18,078</b>

<b>Conservation Information, Education &amp; Community Outreach</b>			
Donations	1,000	350	350
Reserves	6,000		
<b>Conservation Information, Education &amp; Community Outreach - Subtotal</b>	<b>7,000</b>	<b>350</b>	<b>350</b>

<b>GIS, Information Management &amp; Information Technology - GPS units</b>			
Surplus		741	741
<b>GIS, Information Management &amp; Information Technology - GPS units</b>			
Agreements, MOUs and Grants	2,000	1,290	1,290
<b>GIS, Information Management &amp; Information Technology - Network Switch</b>			
Municipal Levy	500		
<b>GIS, Information Management &amp; Information Technology - Swoop</b>			
Municipal Levy	3,000	3,000	3,000
<b>GIS, Information Management &amp; Information Technology - GPS Units</b>			
From Reserves	3,000		
<b>GIS, Information Management &amp; Information Technology - Scanner</b>			
From Reserves	500		
<b>GIS, Information Management &amp; Information Technology - Workstations</b>			

# GREY SAUBLE CONSERVATION AUTHORITY 2019 CAPITAL BUDGET

## EXPENSES

Materials & Supplies	8,000	7,131	7,131
<b>GIS, Information Management &amp; Information Technology - Subtotal</b>	<b>17,000</b>	<b>12,162</b>	<b>12,162</b>
<b>Fleet &amp; Equipment Management</b>			
Vehicles & Equipment	60,000	deferred	-
To Lands Operations	4,000		-
<b>Fleet &amp; Equipment Management Subtotal</b>	<b>64,000</b>	<b>-</b>	<b>-</b>
Total Capital Budget	<u>264,566</u>	<u>63,628</u>	<u>63,628</u>
Total Capital Budget			
Salary, wages & benefits			
Contracts & Services	138,566	18,058	18,058
Vehicles & Equipment	60,000	-	-
Materials & Supplies	34,000	17,570	17,570
Training & Workshops			
Donations			
Other	4,000		-
To Reserves	28,000	28,000	28,000
To Deferred Revenue			
Total Capital Budget	<u>264,566</u>	<u>63,628</u>	<u>63,628</u>

## FUNDING

Municipal Levy	8,000	7,131	7,131
<b>GIS, Information Management &amp; Information Technology - Subtotal</b>	<b>17,000</b>	<b>12,162</b>	<b>12,162</b>
<b>Fleet &amp; Equipment Management</b>			
Services & Sales	4,000		-
From Reserves	60,000	deferred	-
<b>Fleet &amp; Equipment Management Subtotal</b>	<b>64,000</b>	<b>-</b>	<b>-</b>
Total Capital Budget	<u>264,566</u>	<u>63,628</u>	<u>63,628</u>
Total Capital Budget			
Municipal Levy	51,036	45,663	45,663
CAA S39			
MECP (DWSP)			
Agreements, MOUs and Grants	12,000	5,309	5,309
Services & Sales	37,000		-
Donations	21,566	7,896	7,895
Interest & Gains			
From Reserves/Surplus	142,964	4,760	4,760
From Deferred Revenue			
Total Capital Budget	<u>264,566</u>	<u>63,628</u>	<u>63,628</u>

# GREY SAUBLE CONSERVATION AUTHORITY 2019 APPROVED BUDGET

## EXPENSES

	Approved Budget 2018	Approved Budget 2019	Q4 Actuals 2018	Dec Actuals 2019	2019 Yr End Forecast
<b>WATER MANAGEMENT</b>					
Flood Forecasting & Warning					
<b>Total Flood Forecasting &amp; Warning</b>	<b>111,250</b>	<b>124,408</b>	<b>107,112</b>	<b>108,112</b>	<b>108,112</b>
<b>Flood Control Structures</b>					
<b>Total Flood Control Structures</b>	<b>8,000</b>	<b>7,530</b>	<b>11,573</b>	<b>4,822</b>	<b>4,822</b>
<b>Ice Management Planning &amp; Funding</b>					
<b>Total Ice Management Planning &amp; Funding</b>	<b>9,000</b>	<b>4,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Erosion Control Structures</b>					
<b>Total Erosion Control Structures</b>	<b>2,000</b>	<b>2,000</b>	<b>300</b>	<b>729</b>	<b>729</b>
<b>Other Dams</b>					
<b>Total Other Dams</b>	<b>10,000</b>	<b>12,544</b>	<b>8,710</b>	<b>4,774</b>	<b>4,774</b>
<b>TOTAL WATER MANAGEMENT</b>	<b>140,250</b>	<b>150,482</b>	<b>127,695</b>	<b>118,437</b>	<b>118,437</b>
<b>Watershed Monitoring &amp; Management</b>					
<b>Total Watershed Monitoring &amp; Management</b>	<b>138,788</b>	<b>191,139</b>	<b>163,176</b>	<b>234,707</b>	<b>234,707</b>
<b>Environmental Planning &amp; Regulations</b>					
<b>Total Environmental Planning &amp; Regulations</b>	<b>353,298</b>	<b>380,288</b>	<b>377,145</b>	<b>398,211</b>	<b>398,211</b>
<b>FORESTRY &amp; SPECIES</b>					
GSCA Forestry & Species					
<b>Total GSCA Forestry &amp; Species</b>	<b>190,521</b>	<b>168,297</b>	<b>168,443</b>	<b>132,655</b>	<b>132,655</b>
<b>Grey Sauble Forestry Service</b>					
<b>Total Grey Sauble Forestry Service</b>	<b>321,039</b>	<b>233,330</b>	<b>175,232</b>	<b>242,642</b>	<b>242,643</b>
<b>TOTAL FORESTRY &amp; SPECIES</b>	<b>511,560</b>	<b>401,627</b>	<b>343,674</b>	<b>375,297</b>	<b>375,298</b>
<b>CONSERVATION LANDS</b>					
Conservation Lands Policy & Strategy					
<b>Total Conservation Lands Policy &amp; Strategy</b>	<b>158,374</b>	<b>173,922</b>	<b>160,809</b>	<b>196,854</b>	<b>196,854</b>

## FUNDING

	Approved Budget 2018	Approved Budget 2019	Q4 Actuals 2018	Dec Actuals 2019	2019 Yr End Forecast
<b>WATER MANAGEMENT</b>					
Flood Forecasting & Warning					
<b>Total Flood Forecasting &amp; Warning</b>	<b>111,250</b>	<b>124,408</b>	<b>107,472</b>	<b>108,112</b>	<b>108,112</b>
<b>Flood Control Structures</b>					
<b>Total Flood Control Structures</b>	<b>8,000</b>	<b>7,530</b>	<b>11,573</b>	<b>4,823</b>	<b>4,823</b>
<b>Ice Management Planning &amp; Funding</b>					
<b>Total Ice Management Planning &amp; Funding</b>	<b>9,000</b>	<b>4,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Erosion Control Structures</b>					
<b>Total Erosion Control Structures</b>	<b>2,000</b>	<b>2,000</b>	<b>300</b>	<b>729</b>	<b>729</b>
<b>Other Dams</b>					
<b>Total Other Dams</b>	<b>10,000</b>	<b>12,544</b>	<b>8,710</b>	<b>4,774</b>	<b>4,774</b>
<b>TOTAL WATER MANAGEMENT</b>	<b>140,250</b>	<b>150,482</b>	<b>128,055</b>	<b>118,438</b>	<b>118,438</b>
<b>Watershed Monitoring &amp; Management</b>					
<b>Total Watershed Monitoring &amp; Management</b>	<b>138,788</b>	<b>191,139</b>	<b>163,176</b>	<b>234,965</b>	<b>234,965</b>
<b>Environmental Planning &amp; Regulations</b>					
<b>Total Environmental Planning &amp; Regulations</b>	<b>353,298</b>	<b>380,288</b>	<b>377,145</b>	<b>398,211</b>	<b>398,211</b>
<b>FORESTRY &amp; SPECIES</b>					
GSCA Forestry & Species					
<b>Total GSCA Forestry &amp; Species</b>	<b>190,521</b>	<b>168,297</b>	<b>139,932</b>	<b>132,655</b>	<b>132,654</b>
<b>Grey Sauble Forestry Service</b>					
<b>Total Grey Sauble Forestry Service</b>	<b>321,039</b>	<b>233,330</b>	<b>203,742</b>	<b>242,643</b>	<b>242,644</b>
<b>TOTAL FORESTRY &amp; SPECIES</b>	<b>511,560</b>	<b>401,627</b>	<b>343,674</b>	<b>375,298</b>	<b>375,298</b>
<b>CONSERVATION LANDS</b>					
Conservation Lands Policy & Strategy					
<b>Total Conservation Lands Policy &amp; Strategy</b>	<b>158,374</b>	<b>173,922</b>	<b>165,359</b>	<b>196,854</b>	<b>196,854</b>



EXPENSES					
	Approved Budget 2018	Approved Budget 2019	Q4 Actuals 2018	Dec Actuals 2019	2019 Yr End Forecast
Grey County Management Contract					
Total Grey County Management Contract	172,939	149,542	133,200	126,778	126,778
Conservation Lands Operations					
Total Conservation Lands Operations	263,531	254,914	249,514	249,784	249,784
TOTAL CONSERVATION LANDS	594,844	578,378	543,523	573,415	573,417
Conservation Information, Education & Community Outreach					
Total Conservation Information, Education & Community Outreach	121,355	140,156	128,798	133,581	133,581
Administration, Finance & Human Resources					
Total Administration, Finance & Human Resources	529,668	532,793	524,707	503,319	503,319
GIS, Information Management & Information Technology					
Total GIS & Information Management	247,959	355,765	351,294	363,872	363,872
Source Water Protection					
Total Source Water Protection	190,699	158,738	275,575	212,388	212,388
Source Water Risk Management Service					
Total Source Water Risk Management Service	176,280	76,679	110,166	86,617	86,617
Fleet & Equipment Management					
Total Fleet & Equipment Management	63,000	85,425	55,915	72,308	72,308
Total Operating Budget	3,067,701	3,051,469	3,001,667	3,072,152	3,072,154

FUNDING					
	Approved Budget 2018	Approved Budget 2019	Q4 Actuals 2018	Dec Actuals 2019	2019 Yr End Forecast
Grey County Management Contract					
Total Grey County Management Contract	172,939	149,542	148,498	126,778	126,778
Conservation Lands Operations					
Total Conservation Lands Operations	263,531	254,914	249,514	249,784	249,785
TOTAL CONSERVATION LANDS	594,844	578,378	563,370	573,417	573,417
Conservation Information, Education & Community Outreach					
Total Conservation Information, Education & Community Outreach	121,355	140,156	128,798	133,581	133,582
Administration, Finance & Human Resources					
Total Administration, Finance & Human Resources	529,668	532,793	543,696	534,547	535,876
GIS, Information Management & Information Technology					
Total GIS & Information Management	247,959	355,765	351,293	363,994	363,994
Source Water Protection					
Total Source Water Protection	190,699	158,738	275,575	212,388	212,388
Source Water Risk Management Service					
Total Source Water Risk Management Service	176,280	76,679	110,166	86,617	86,617
Fleet & Equipment Management					
Total Fleet & Equipment Management	63,000	85,425	55,915	72,308	70,886
Total Operating Budget	3,067,701	3,051,470	3,040,863	3,103,764	3,103,670

## EXPENSES

	Approved Budget 2018	Approved Budget 2019	Q4 Actuals 2018	Dec Actuals 2019	2019 Yr End Forecast
Total Operations Budget Expenses					
Salary, wages & benefits	2,199,708	2,150,795	1,997,017	1,991,072	1,991,072
Contracts & Services	263,222	298,777	296,051	356,936	356,935
Vehicles & Equipment	99,550	92,825	73,706	78,286	78,286
Materials & Supplies	280,071	252,215	212,963	270,064	270,064
Training & Workshops	19,250	23,735	18,600	15,408	15,408
Donations	3,100	3,800	2,500	3,600	3,600
Other	186,800	169,950	165,456	164,448	164,448
To Reserves	16,000	59,372	64,941	90,287	90,287
To Deferred Revenue	-	-	170,434	102,053	102,053
	3,067,701	3,051,470	3,001,668	3,072,154	3,072,154

## FUNDING

	Approved Budget 2018	Approved Budget 2019	Q4 Actuals 2018	Dec Actuals 2019	2019 Yr End Forecast
Total Operations Budget Funding					
Municipal Levy	1,310,381	1,337,520	1,296,583	1,333,276	1,333,276
CAA S39	71,779	71,779	64,491	37,056	37,055
MECP (DWSP)	190,699	158,738	273,457	211,000	211,000
Agreements, MOUs and Grants	273,550	416,686	316,993	386,832	387,153
Services & Sales	1,048,936	1,006,636	964,857	993,992	994,942
Donations	5,600	1,600	22,678	50,206	50,208
Interest & Gains	-	2,500	8,334	9,253	7,888
From Reserves	166,756	56,011	92,097	82,149	82,149
From Deferred Revenue	-	-	1,373	-	-
	3,067,701	3,051,470	3,040,863	3,103,763	3,103,670

Grey Sauble Conservation Authority  
 Reserve Continuity  
 December 31, 2019

	V & E	Admin	Forestry Mgmt.	Major Dam	Computer	Special includes swoop	Cap Proj	Youth	Risk Management	Total
Value at Jan 1, 2019 (Audited)	200,122	332,438	514,488	129,611	13,532	32,377	161,253	20,675	186,170	1,590,666
Transfers to Reserves	17,195	22,827 10,000		25,000		3,000 10,000	80,433			148,456
Transfers From Reserves			(72,211)	(4,019)	-		(1,318)		(9,938)	(87,486)
Gain on TD Investment Portfolio	3,821	6,347	9,823	2,475	258	618	3,079	395	3,554	30,370
Bank Interest	1,236	2,053	3,178	801	84	200	996	128	1,150	9,825
Dec 31, 2019 projected Ending balance	222,374	373,665	455,278	153,867	13,874	36,195	244,443	21,197	180,937	1,701,831
										1,701,831
Comprised of:										
Bank	205,179	340,838	527,489	132,886	13,874	33,195	165,328	21,197	190,875	484,602
TD Investment Portfolio at Cost				1,159,875						
2019 Transfers	17,195	32,827	(72,211)	20,981	-	3,000	79,115	-	(9,938)	70,970
	222,374	373,665	455,278	153,867	13,874	36,195	244,443	21,197	180,937	1,701,831
Addtl investment income on portfolio	6,238	10,362	16,036	4,040	422	1,009	5,026	644	5,803	49,579

	Actual	Budget		Transfers from Reserves	Actual	Budget
Transfers to Reserves						
Forestry timber sales						
Forestry surplus			Risk Management	9,938		
Computer Reserve			Fence at Clendenan	4,019		10,000
Vehicle Reserve	17,195					
Admin Centre	10,000					
Foundation funds (int+donation)	9,969					
Special Projects - Day Camp			Special Projects - Day Camp	-		8,000
Special Projects - Swoop	3,000	3,000				
Capital Projects -	52,114	25,000				
Capital Projects - addtl parking revenue	4,753					
Risk Management			Forest Mngmt Oper	Spirit Rock grading coran	1,318	7,066
Admin for Planning	22,827			72,211		28,197
Dams	25,000	25,000		Admin for Planning		19,813
Daycamp revenue to capital	8,397			Signage		
Signs	5,200					
	158,456	53,000			87,486	- 73,076

## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Tim Lanthier  
Chief Administrative Officer  
**Meeting Date:** February 26, 2020  
**Report Code:** 03-2020  
**Subject:** Advisory Committee Options Review



## FOR DISCUSSION

At the January 22, 2020 meeting of the Grey Sauble Conservation Authority Full Authority, the Board was presented with a Terms of Reference for an Executive Committee. The Board unanimously voted to reject this proposal and directed staff to come back with options for an Advisory Committee.

Based on this decision, Staff have put together three possible options for the Board's consideration.

### Option 1: Advisory Committee

As follow up to the direction from the Board, Staff have drafted a Terms of Reference for an Advisory Committee. The Board will note that this option is considered and permissible under both the Conservation Authorities Act and the GSCA's Administrative By-Laws. The Board will also note that Committee does not have the power to make decisions for the Board and must bring any recommended actions before the Full Authority for a decision. The structure and administration of this committee is quite formal in nature.

A copy of the draft Terms of Reference are attached.

### Option 2: Changes to the Administrative By-Law

The second option is to amend the *Officers and Responsibilities* section of the Administrative By-Law. The proposed changes to the by-law would expand and better define the role of the Vice-Chair, in order to formally give the Vice-Chair a more involved role. Additionally, the proposed amendment defines that Chair,

Vice-Chair, and CAO as the voting delegates (or alternates) for Conservation Ontario Council.

A copy of the draft amended Administrative By-Law is attached. The proposed changes are underlined and bold.

#### Option 3: Status Quo

Option 3 is the “do nothing” option.

#### **Recommendation**

It is recommended that the Board consider each of these options and discuss their preferred option. Based on this discussion and any necessary amendments, staff can present a formal resolution at the March meeting.

**Consultation: CAO, GSCA Chair**

**Date of Update of this Report:** February 19, 2020

# BOARD ADVISORY COMMITTEE

Terms of Reference

Adopted  
February 26<sup>th</sup>, 2020



## Table of Contents

1.0	GSCA's Mandate .....	1
2.0	GSCA's Vision .....	1
3.0	GSCA's Mission .....	1
4.0	Strategic Direction .....	1
5.0	Introduction.....	1
6.0	Role of the Advisory Committee .....	2
7.0	Composition.....	2
8.0	Meetings and Administration.....	2

---

## **1.0 GSCA'S MANDATE**

Grey Sauble Conservation Authority's (GSCA) mandate comes to it legislatively from the Province of Ontario through the Conservation Authorities Act. Within the act, the objects of an Authority are to provide programs and services designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals. (R.S.O. 1990, c. C.27, s.20).

## **2.0 GSCA'S VISION**

A healthy watershed environment in balance with the needs of society.

## **3.0 GSCA'S MISSION**

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

## **4.0 STRATEGIC DIRECTION**

In 2018, GSCA developed and approved a Strategic Plan to guide the operation of the organization over the next 3-4-year period, based on a 20-year strategic vision. Five primary goals were identified through this planning process and carried forward into the plan. The creation of an Executive Committee is intended to aid the Authority in carrying out all five of these strategic goals.

## **5.0 INTRODUCTION**

Section 18(2) of the Conservation Authorities Act (CAA) states that the authority shall establish such advisory boards as may be required by regulation and may establish such other advisory boards as it considers appropriate. Further, Section 18(3) states an advisory board shall comply with any requirements that may be prescribed by regulation with respect to its composition, functions, powers, duties, activities and procedures.

As per Section 19.1(1)(e) of the CAA and carried forward under Sections 3(i) and 17 of the Authority's Administrative By-Law, an authority may make by-laws providing for the establishment of committees that it considers advisable and respecting any other matters relating to its governance.

Under Section 17 of the Authority's Administrative By-Law, the General Membership of the Authority shall approve the terms of reference for all such advisory boards and committees, which shall include the role, the frequency of meetings and the number of members required.



## **6.0 ROLE OF THE ADVISORY COMMITTEE**

The purpose of this committee is to provide an opportunity for the executive members of the authority to meet on an “as necessary” basis to discuss matters of importance to the Authority, to assist the Chair, and to address time sensitive issues of the Authority that may arise from time to time outside of the timeframe of the regular scheduled meetings of the Full Authority.

## **7.0 COMPOSITION**

The Board Advisory Committee shall be comprised of the Chair of the Authority, the Vice-Chair of the Authority, and one other member of the Authority. Where possible, it is advisable that one of member of the committee be a former Chair of the Authority.

The Chair and Vice-Chair of the Authority shall be the Chair and Vice-Chair of the Board Advisory Committee.

The composition of the Committee shall generally be assigned at the Annual General Meeting of the Full Authority and assessed annually at each Annual General Meeting thereafter.

## **8.0 MEETINGS AND ADMINISTRATION**

The actions of the Advisory Committee shall be subject to the following:

- 8.1 The Advisory Committee shall meet at the call of the Chair as a special meeting for specifically stated business.
- 8.2 No business other than the stated business shall be considered at a special meeting.
- 8.3 The Advisory Committee shall not meet without one of either the Chair or the Vice-Chair being present.
- 8.4 Prior to any meeting of the Advisory Committee, a minimum of three (3) working days' notice stating the date, time, location, and business of the meeting shall be provided to each member of the Authority.
- 8.5 A quorum shall consist of a minimum of two members.
- 8.6 If no quorum is present at the time scheduled for the meeting to commence, the meeting shall not proceed.
- 8.7 Meetings of the Advisory Committee shall be open to the public.
- 8.8 The Advisory Committee shall not entertain questions, comments or delegations from the public.

- 8.9 Decisions of the Advisory Committee that affect projects, programs or policies of the Authority shall require unanimous support of the Advisory Committee members.
- 8.10 Such unanimous decisions of the Advisory Committee shall be documented and brought forward to the Full Authority as recommendations for approval.
- 8.11 The Advisory Committee shall not have the power to pass resolutions or to make binding decisions on behalf of the Authority.
- 8.12 The Chair shall advise the General Membership of the Authority in a timely fashion of any significant issues arising from the Advisory Committee.
- 8.13 A copy of the minutes of such meetings will be provided to each member of the authority within the board meeting package for which the recommendations are to be considered or reported.

## Officers and Responsibilities

The Officers of the Authority, and their respective responsibilities, shall be:

### Chair

- Is a Member of the Authority.
- Presides at all meetings of the General Membership (and Executive Committee if applicable) **or delegates duties to the Vice Chair if not available.**
- Calls special meetings if necessary.
- Acts as a public spokesperson on behalf of the General Membership.
- Serves as signing officer for the Authority.
- Ensures relevant information and policies are brought to the Authority's attention.
- Keeps the General Membership apprised of significant issues in a timely fashion.
- Performs other duties when directed to do so by resolution of the Authority.
- **Acts as the Authority's Voting Delegate on Conservation Ontario Council**

### Vice-Chair

- Is a Member of the Authority.
- **Reasonably** attends all meetings of the Authority (and Executive Committee if applicable).
- **In the event of the absence of the Chair from any meeting of the Authority, the Vice-Chair shall, for the purposes of such meeting, assume all the powers and perform the duties of the Chair.**
- Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her duties.
- Carries out assignments as requested by the Chair.
- **Acts as a public spokesperson on behalf of the General Membership at the request of the Chair.**
- Serves as a signing officer for the Authority.
- **Keeps the General Membership apprised of significant issues in a timely fashion.**
- **Performs other duties when directed to do so by resolution of the Authority.**
- **Acts as the Authority's First Alternate Voting Delegate on Conservation Ontario Council**

### Chief Administrative Officer (CAO)

Responsibilities of the CAO as assigned by the Authority include, but are not limited to the following:

- Is an employee of the Authority.
- Attends all meetings of the General Membership (and Executive Committee if applicable) or designates an acting CAO if not available.
- Works in close collaboration with the Chair and Vice-Chair(s) and keeps them apprised of relevant information and significant issues in a timely fashion.
- Develops a strategic plan for approval by the General Membership and Implements short

and long-range goals and objectives.

- Is responsible for the management of the operations of the Authority, including all staff and programs of the Authority.
- Ensures resolutions of the Authority are implemented in a timely fashion.
- Develops and maintains effective relationships and ensures good communications with Participating Municipalities, federal and provincial government ministries/agencies, Indigenous communities, other conservation authorities, Conservation Ontario, stakeholders, community groups and associations.
- Serves as a signing officer for the Authority.
- Is the custodian of the Corporate Seal.
- **Acts as the Authority's Second Alternate Voting Delegate on Conservation Ontario Council**