

GREY SAUBLE CONSERVATION AUTHORITY  
MINUTES  
Full Authority Board of Directors  
Wednesday, August 25, 2021, at 1:15 p.m.

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The Grey Sauble Conservation Authority Board of Directors meeting was held via the internet on the meeting application, WebEx.

1. Call to Order

Chair Scott Greig called the meeting to order at 1:17 p.m.

Directors Present: Chair Scott Greig, Vice Chair Andrea Matrosovs, Dwight Burley, Cathy Moore Coburn, Cathy Little (2:15 p.m.), Scott Mackey, Paul McKenzie, Paul Vickers (1:40 p.m.), Marion Koepke

Regrets: Harley Greenfield, Ryan Greig

Staff Present: CAO, Tim Lanthier; Administrative Assistant, Valerie Coleman; Manager of Information Services, Gloria Dangerfield; Manager of Financial and Human Resource Services, Alison Armstrong; Water Resources Coordinator, John Bittorf; Manager of Environmental Planning, Maclean Plewes; Forestry Coordinator, Mike Fry

2. Disclosure of Pecuniary Interest

The Directors were reminded to disclose any pecuniary interest that may arise during the course of the meeting. No disclosures of pecuniary interest were expressed at the time.

3. Call for Additional Agenda Items

4. Adoption of Agenda

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Motion No.:  
FA-21-096

Moved By: Dwight Burley  
Seconded By: Cathy Moore Coburn

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

**Carried**

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5. Approval of Minutes

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| Motion No.: | Moved By:    | Cathy Moore Coburn |
| FA-21-097   | Seconded By: | Scott Mackey       |

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

Carried

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6. Business Out of Minutes

Nothing at this time.

7. Consent Agenda

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| Motion No.: | Moved By:    | Dwight Burley |
| FA-21-098   | Seconded By: | Marion Koepke |

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

Carried

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8. Business Items

i. **Administration**

a. **Q2 Budget Update**

Manager of Financial and Human Resource Services, Alison Armstrong, provided a review of the Second Quarter Budget update. It was noted that position vacancies and replacements have resulted in an anticipated surplus in salaries and wages. Due to some projects being delayed in the 2020 budget year, contracts and services appear over budget, however these will be covered by 2020 surplus.

Stewardship and Forestry received more funding than had been budgeted for, resulting in increased revenues and related expenses for these programs. GSCA was awarded funding through the Healthy Lake Huron program. The additional funding has allowed for additional expenditures on stewardship projects.

As previously reported, GSCA has had a significant Insurance Premium increase for 2021.

b. **Q2 TD Investment Update**

Manager of Financial and Human Resource Services, Alison Armstrong, reviewed the TD Investment update. The fund sits at \$1.331 million as of June 30, 2021, up 4% for the quarter and 8% for the year. As per the Board's direction, \$200,000 have been moved into portfolio and the approved funds will be transferred into the ESG fund when it will be most

advantageous for GSCA. As of mid-August 2021, GSCA's investment portfolio has a market value of \$1.552 million.

## **ii. Water Management**

### **a. Report on the 2021 Owen Sound Mill Dam Operations**

Water Resources Coordinator, John Bittorf, provided an update on the operations of the Owen Sound Mill Dam. Staff are in the process of updating the Operation Manuals all of the dams, with the Mill Dam manual being completed in 2021.

The gate's operation system utilizes a manual hydraulic hand pump. Typically, gates are installed in early May and before waterfowl nesting, reducing interference with migrating waterfowl. Staff use the south wing wall of overflow to gauge the target level of the pond.

In the fall, staff raise the gates to prepare for spring runoff (freshet). Of particular concern is debris getting caught under the open gates and restricting the operation of the gates. This needs to be monitored closely.

The dam requires periodic maintenance, and the hydraulic system needs to be kept in good working order for short notice of raising or lowering of gates.

### **Member Paul Vickers joined the meeting at 1:40 p.m.**

Member Marion Koepke asked if John could make a presentation to Owen Sound Council.

A Member asked, if the fluctuating water levels on Georgian Bay and Lake Huron effect the levels at the dam. Staff explained that the only effect lake levels have is on the fishway.

CAO, Tim Lanthier thanked John for his hard work and diligence in monitoring the water levels and adjusting the dam level when needed, day or night. Additionally, his efforts to pass on his experience and knowledge to junior staff were commended.

A Member asked if GSCA holds any responsibility to post signage for risk management. Fish signage is the responsibility of NDMRF. GSCA owns the dam structure, staff will look into the need for any improvements to safety signage.

## **iii. Environmental Planning**

### **a. Regulation Mapping Update**

Manager of Information Services, Gloria Dangerfield, and Manager of Environmental Planning, Maclean Plewes, provided a background of GSCA's regulation mapping.

The mapping is used as a visual aid to flag areas subject to Ontario Regulation 151/06. Although staff utilize best efforts and best available data, the text and intent of the regulation takes precedence over the mapping.

Staff continually update mapping with the best available data. Updates are brought to the Board and sent to municipal partners annually. GSCA has partnered with NDMNRF and member municipalities to acquire new ortho photos every five years. Staff utilizes 3D technology to accurately map water courses and elevations on a site-by-site basis.

GSCA will be providing mapping data to member municipalities and local counties staff.

**b. RFP Award Recommendation: Environmental Planning Service Rates and Fees Review**

CAO, Tim Lanthier presented the results of the Environmental Planning Service Rates and Fees Review RFP and staff recommendations. The review is indented to align the fees and rates with the total costs associated with them.

The RFP was advertised on MERX, Bids and Tenders, and GSCA's website.

GSCA received two qualified responses, one from Watson and Associates, and one from BMA. These were evaluated and scored by the Evaluation Team, consisting of Chair Greig, Tim Lanthier, CAO, Maclean Plewes, Manager of Environmental Planning, and Alison Armstrong, Manager of Finance and Human Resource Services.

Watson and Associates scored the highest and it was noted that Watson had demonstrated a strong understanding of conservation authorities and the recent changes to the Conservation Authorities Act.

The total estimated cost for the review is within the anticipated budgeted amount.

Staff recommended that the Board award the contract to Watson and Associates.

Staff asked Board Members if they wish to have any specific input into the process as it progresses. No members indicated a desire for such input.

Watson's workplan includes six meetings with staff and a presentation to the Board at the November Board meeting.

A Member asked if there is an upper limit on the amount that GSCA can charge for fees? Staff responded that Watson would determine the total cost of services including all direct and indirect costs and create a list of recommended rates. Rates must be in-line with what it costs GSCA to do the work.

A member questioned whether GSCA can set the fines for violations to Ontario Regulation 151/06. These fines are set in legislation and determined by a justice or judge.

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| Motion No.: | Moved By:    | Dwight Burley    |
| FA-21-099   | Seconded By: | Andrea Matrosovs |

**WHEREAS the GSCA Board of Director's passed resolution FA-21-076 at the June 23, 2021 Full Authority Meeting directing staff to issue an RFP to engage an economist consulting firm to conduct a service fee review of the Environmental Planning Department service fees to ensure that fees are adequate for appropriate cost recovery and to allow the provision of an enhanced level of service;**  
**AND WHEREAS GSCA staff issued an RFP to this effect on July 19, 2021 and received two (2) qualified proposals;**  
**AND WHEREAS the Evaluation Committee consisting of the Board Chair, the CAO, the Manager of Financial and Human Resource Services and the Manager of Environmental Planning reviewed the proposals per the evaluation template in the RFP;**

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**THAT the GSCA Board of Directors direct staff to engage Watson & Associates Economists Ltd. to conduct a service fee review of the Environmental Planning Department service rates and fees for a maximum cost of \$31,594.90, including HST;  
AND THAT the cost of this review be paid through forecasted in-year surplus from the 2021 Environmental Planning Department budget.**

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Carried

**Member Cathy Little joined the meeting at 2:15 pm.**

**iv. Conservation Lands**

Nothing at this time.

**v. Forestry**

**a. Tree Planting and Sales Update**

Forestry Coordinator, Mike Fry provided an update to the 2021 Spring Tree Sale and 2021 tree planting season. The 2020 Spring tree sale was cancelled due to COVID-19 and the health and safety concerns for staff. The 2020 pre-order sales were cancelled due to COVID-19 legal restriction. For 2021 staff conducted a pre-order tree sale with a modified tree pickup procedure. With the assistance of the IT department, an online pickup booking system was implemented to ensure the safe pick up of orders. The system was very successful and will be used moving forward.

There were thirty species of seedlings and twenty-one species of landscape trees available for order. More than 29,000 seedlings and 1,800 landscape trees were sold through pre-orders, generating over \$84,000 in revenue.

Forestry staff planted over 81,000 trees, between May 7<sup>th</sup> to June 11<sup>th</sup> with five tree planters, including four new staff. This is up from 71,000 in 2020. There was a total of 37 projects covering 53 hectares (132 acres). Additionally, staff completed a contract through Enbridge to replant areas that were disturbed by the construction of the Enbridge gas line. Enbridge provided funds to replant two acres for every acre affected.

Grants from Forests Ontario, One Tree Planted, and 2 private individuals allowed GSCA to pass significant savings on to landowners resulting in a reduction of the average per tree cost from \$2.06 to \$0.37.

Some Board members raised concern over the conversion of agricultural land to forested land. Staff acknowledged the importance of farmland and also noted that reforestation and afforestation are long-standing business objectives of the GSCA. Staff are mindful of this when discussing planting plans with landowners.

Question raised regarding starting a program for the establishment of “living” snow fencing”. Staff have been looking into this concept and have reached out to other CAs who run these programs and may look at partnering with member municipalities.

**vi. Communications/Public Relations**

Nothing at this time.

**vii. Education**

Nothing at this time.

viii. **GIS/IT**  
Nothing at this time.

ix. **Operations**  
Nothing at this time.

x. **DWSP**  
Nothing at this time.

## 9. CAO's Report

The CAO, Tim Lanthier, met with the Friends of Hibou and GSCA staff members at Hibou Conservation Area regarding Family Fun Day.

As per Conservation Ontario's efforts to improve CA transparency, GSCA staff have made updates to the GSCA website. Changes include an improved list of Board Members, a new space to post packages, agendas, minutes, and participants. Information on how to participate, as well as continuing to offer items such as the most recent Administrative By-Laws and audited financial statements.

The Administration Centre RFP for Phase 1 will be issued on August 27<sup>th</sup>, 2021. Phase 1 involves Concept Design proposals. This will be posted on GSCA's website, MERX, and Bids and Tenders. It will also be sent directly to several firms with experience in similar projects.

A member asked if there are any building reserves to cover the cost of building renovations. Staff explained that funds have been put in reserves for general investment in the administration building and \$20,000 was included in the 2021 Capital Budget to cover the cost of the Phase 1 RFP.

A member asked about when the Board could begin meeting in person for Board meetings. Staff are currently working on implementing changes to the building and procedures to the allow safe access of the public into the building. This includes the creation of a designated meeting area with barriers installed and meeting scheduling protocols. For the reinstatement of in-person Board meeting, the plan is to wait to Province's COVID-19 exit strategy is in place.

Members reviewed their municipalities strategies for council meeting. Technology and access to stable and quality internet service are a barrier to holding online council meetings for some areas. Members noted that although some councils are meeting in person, not all are meeting in the Council Chambers, but rather in alternate, larger spaces.

## 10. Chair's Report

Chair Greig did not have anything to report this month.

11. Other Business  
Nothing at this time.

## 12. Resolution to Move into Closed Session

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| Motion No.: | Moved By:    | Dwight Burley |
| FA-21-100   | Seconded By: | Marion Koepke |

**THAT the Grey Sauble Conservation Authority Board of Directors proceed into closed session at 3:01 pm to discuss matters related to the following:**

- i. Minutes of the Closed Session of the Regular Board of Directors meeting held on July 28, 2021; and,**
- ii. To discuss an item in the Town of South Bruce Peninsula regarding litigation or potential litigation including matters before administrative tribunals and/or the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,**
- iii. Minutes of the Confidential Closed Session of the Regular Board of Directors meeting held on February 25, 2021; and,**
- iv. Finalize CAO Performance Review – closed as it relates to personal matters about an identifiable individual including Authority directors or Authority employees (GSCA Administrative By-Law, Section 4(xvii)(b))**

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

Carried

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- 13. Declaration that the Board of Director’s has Resumed Open Session**  
Chair Greig declared that the Board of Director’s resumed open session.

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| Motion No.: | Moved By:    | Cathy Little |
| FA-21-101   | Seconded By: | Scott Mackey |

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

Carried

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

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| Motion No.: | Moved By:    | Marion Koepke    |
| FA-21-102   | Seconded By: | Andrea Matrosovs |

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

Carried

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- 15. Resolution Approving the Confidential Closed Session Minutes of February 24, 2021**

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Motion No.: Moved By: Dwight Burley  
FA-21-103 Seconded By: Cathy Little

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

Carried

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16. Reporting out of Closed Session

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Motion No.: Moved By: Marion Koepke  
FA-21-104 Seconded By: Cathy Moore Coburn

**WHEREAS the GSCA Board of Directors has received a letter from Mayor Jackson, of the Town of South Bruce Peninsula, requesting that GSCA share in the cost of a \$75,000 legal settlement against the Town;**

**AND WHEREAS GSCA has received advice from our legal counsel;**

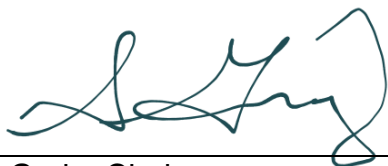
**THAT Staff shall follow the direction of the Board of Directors regarding the preparation of a response to this letter.**

Carried

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17. Next Full Authority Meeting  
Wednesday September 22<sup>nd</sup>, 2021

18. Adjournment  
The meeting was adjourned at 4:19 p.m.



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Scott Greig, Chair



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Valerie Coleman  
Administrative Assistant