

GREY SAUBLE CONSERVATION AUTHORITY
MINUTES

Full Authority Board of Directors
Wednesday, July 28, 2021, at 1:15 p.m.

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

1. Call to Order

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

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

Regrets: Ryan Greig

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

Guest: Jane Mizanski

2. Disclosure of Pecuniary Interest

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

3. Call for Additional Agenda Items

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

4. Adoption of Agenda

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

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

Carried

5. Approval of Minutes

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

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

Carried

6. Business Out of Minutes

Noting at this time.

7. Consent Agenda

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

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

Carried

8. Resolution to Move into Closed Session

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

THAT the Grey Sauble Conservation Authority Board of Directors proceed into closed session at 1:22 pm to discuss matters related to the following:

- i. Minutes of the Closed Session of the Regular Board of Directors meeting held on June 23, 2021; and,**
- ii. Personal matters about an identifiable individual including Authority Directors or Authority employees AND employee negotiations or labour relations related to the Draft Salary Review.**
- iii. A matter regarding an item of commercial significance, such as but not limited to a proposed or pending acquisition of real property for Authority purposes, internal reserve bid amounts, leases and property sales related to a property purchase offer in the Town of South Bruce Peninsula; and,**

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

Carried

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

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

Motion No.:	Moved By:	Harley Greenfield
FA-21-088	Seconded By:	Marion Koepke

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

Carried

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

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

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

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

Carried

11. Reporting out of Closed Session

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

RECOMMENDATION 1:

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

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

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

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

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

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

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

RECOMMENDATION 2:

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

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

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

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

Motion No.: Moved By: Cathy Moore Coburn
 FA-21-091 Seconded By: Paul McKenzie

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

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

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

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

Carried

Motion No.: Moved By: Paul Vickers
 FA-21-092 Seconded By: Cathy Little

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

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

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

Carried

12. Business Items

i. Administration

a. Update to the GSCA Procurement Policy

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

Motion No.:
FA-21-093

Moved By: Scott Mackey
Seconded By: Dwight Burley

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

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

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

Carried

ii. Water Management

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

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

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

iii. Environmental Planning

Nothing at this time.

iv. Conservation Lands

Nothing at this time.

v. Forestry

Nothing at this time.

vi. Communications/Public Relations

Nothing at this time.

vii. Education

Nothing at this time.

viii. GIS/IT

a. Financial Renewal and AMP Software Platform

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

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

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

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

Motion No.:	Moved By:	Scott Mackey
FA-21-094	Seconded By:	Marion Koepke

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

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

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

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

Carried

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

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

ix. Operations

a. Report Back on Spring Opening and Current Property Status

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

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

x. Drinking Water Source Protection & Risk Management

Nothing at this time.

13. CAO's Report

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

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

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

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

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

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

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

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

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

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

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

14. Chair's Report

Chair Greig echoed the CAO's remarks.

15. Other Business

Nothing at this time.

16. Next Full Authority Meeting

i. Wednesday August 25th, 2021

17. Adjournment

Motion No.:
FA-21-095

Moved By: Scott Mackey
Seconded By: Andrea Matrosovs

THAT this meeting now adjourn.

Carried

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



Scott Greig, Chair



Valerie Coleman
Administrative Assistant