



***Grey Sauble Conservation Authority***

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

***Owen Sound, Ontario N4K 5N6 (519) 376-3076; ext. 234***

***[t.lanthier@greysauble.on.ca](mailto:t.lanthier@greysauble.on.ca)***

---

**The next regular meeting of the Grey Sauble Conservation Authority Board of Directors is scheduled for Wednesday, August 26<sup>th</sup>, 2020, at 1:15 p.m. The regular meeting meeting will occur via the Webex web-based application. Please notify Tim Lanthier 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  
Katona, Keley, MECP  
Lara Oosting, MNRF, Peterborough  
Tracy Allison, MNRF, Owen Sound  
Bill Walker, M.P.P., Bruce Grey Owen Sound  
Alex Ruff, M.P., Bruce Grey Owen Sound  
Terry Dowdall, M.P., Simcoe-Grey  
Jim Wilson, M.P.P., Simcoe-Grey



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

---

**The next regular meeting of the Grey Sauble Conservation Authority Board of Directors is scheduled for Wednesday, August 26<sup>th</sup>, 2020, at 1:15 p.m., via the Webex web-based application. Public viewing of this meeting will be available via a live stream on youtube at:**

**[https://www.youtube.com/channel/UCy\\_ie5dXG8aFYDYGe8tV9Yg/videos](https://www.youtube.com/channel/UCy_ie5dXG8aFYDYGe8tV9Yg/videos).**

***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**



237897 Inglis Falls Road, R.R.#4, Owen Sound, ON N4K 5N6  
Telephone: 519.376.3076 Fax: 519.371.0437  
[www.greysauble.on.ca](http://www.greysauble.on.ca)

## **AGENDA**

**Grey Sauble Conservation Authority  
Full Authority Meeting  
Wednesday, August 26<sup>th</sup>, 2020 at 1:15 p.m.**

---

- 1. Call to Order**
- 2. Disclosure of Pecuniary Interest**
- 3. Call for Additional Agenda Items**
- 4. Adoption of Agenda**
- 5. Approval of Minutes**
  - i) Full Authority – July 22<sup>nd</sup>, 2020 – **Attachment #1**
- 6. Business Out of Minutes** – nothing at this time
- 7. Consent Agenda – Resolution**
  - i) Environmental Planning – Section 28 Permits – July 2020 – **Attachment #2**
  - ii) Administration – Receipts and Expenses – July 2020 – **Attachment #3**
  - iii) Correspondence – nothing at this time
  - iv) Other Minutes – nothing at this time
  - v) Media – **Attachment #4**
- 8. Business Items**
  - i) Administration
    - a) Update on COVID-19 related Business and Operations Status – Information – (10 min)
    - b) Administration By-Law update to permit electronic meetings without state of emergency declaration – Resolution – **Attachment #5** (15 min)
    - c) TD Portfolio Q2 Report – Information – **Attachment #6** (15 min)
    - d) Staffing Update – Information – (5 min)
  - ii) Water Management – nothing at this time

## AGENDA

Grey Sauble Conservation Authority

Full Authority Meeting

Wednesday, August 26<sup>th</sup>, 2020 at 1:15 p.m.

---

- iii) Environmental Planning
  - a) CO Client Service and Streamlining Initiative – Information – **Attachment #7** (10 min)
- iv) Conservation Lands
  - a) Update on Operations and Visitation at GSCA Properties – Information (10 min)
- v) Forestry – nothing at this time
- vi) Communications/Public Relations – nothing at this time
- vii) Education – Guided Hikes – Information – **Attachment #8** (10 minutes)
- viii) GIS/IT – nothing at this time
- ix) DWSP/RMO Report – nothing at this time

**9. CAO's Report** (10 minutes)

**10. Chair's Report** (10 minutes)

**11. Other Business** – Nothing at this time

**12. Closed Session** – Nothing at this time

**13. Next Full Authority Meeting – Wednesday, September 23<sup>rd</sup>, 2020, at 1:15 p.m.**

**14. Adjournment**



## Grey Sauble Authority Board of Directors

---

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

**DATE:**                **August 26<sup>th</sup>, 2020**

**MOTION #:**        **FA-20-059**

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

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

**THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of August 26<sup>th</sup>, 2020.**



**GREY SAUBLE CONSERVATION AUTHORITY  
MINUTES  
Full Authority Board of Directors  
Wednesday, July 22, 2020, 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 Cathy Little called the meeting to order at 1:15 p.m.

Directors Present – Chair Cathy Little, Dwight Burley, Sue Carleton, Ryan Greig, Vice Chair Scott Greig, Marion Koepke, Scott Mackey, Andrea Matrosovs, Paul Vickers

Staff Present – Tim Lanthier, Chief Administrative Officer (CAO), Nancy Guest, Gloria Dangerfield, Alison Armstrong, Rebecca Ferguson

Regrets – Harley Greenfield, Paul McKenzie

**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. Call for Additional Agenda Items – none**

**4. Adoption of Agenda**

The Chair advised that three amendments were made to the Agenda:

- Item 5 – the date of the Minutes being approved was changed to “June 24”, 2020;
- Item 7(i) the Section 28 Permits date was changed to “June” 2020; and
- Item 7(ii) the Receipts and Expenses date was changed to “June” 2020.

**Motion No.:**  
**FA-20-056**

**Moved by:** Dwight Burley  
**Seconded by:** Scott Mackey

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

**Carried**

**5. Approval of Minutes**

**Motion No.:**  
**FA-20-057**

**Moved by:** Marion Koepke  
**Seconded by:** Scott Greig

**THAT the Grey Sauble Conservation Authority Board of Directors approve the minutes of June 24th, 2020.**

**Carried**

**6. Business Out of Minutes – None**

**7. Consent Agenda**

**Motion No.:**  
**FA-20-058**

**Moved by:** Scott Mackey  
**Seconded by:** Ryan Greig

**THAT in consideration of the Consent Agenda Items listed on the June 24<sup>th</sup>, 2020, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: i) Environmental Planning - Section 28 Permits – June 2020; ii) Administration - Receipts & Expenses – June 2020; iii) Correspondence: a) Letter from Wayne Emerson, Chair, Conservation Ontario to Federal Ministers regarding Federal Stimulus Opportunities – May 28, 2020.**

**Carried**

(Scott Greig was absent from the meeting from 1:32 pm to 1:57 pm)

**8. Business Items**

**i) Administration**

**a) Update on COVID-19-related Business and Operations Status**

The CAO advised that the Grey-Bruce region has entered into Phase 3 of the Provincial reopening guidelines and accordingly, all Authority operations are functional. Efforts continue in arranging for staff to return to the office on a rotating basis. Member municipalities have been contacted respecting their reopening plans and it is hoped that a plan will be

implemented by September 2020. The Health and Safety Committee is reviewing a reopening plan and will report back to the CAO with its comments and recommendations. In the meantime, staff have been successfully working remotely and have been effectively dealing with matters by phone and email. It is anticipated that staff may return on a cohort basis to enable ease of contact tracing, if necessary.

Operations staff has been increased to cover the Eugenia Falls and Inglis Falls Conservation areas with two staff off-setting each other at each site seven days a week. These staff members are assisting with compliance, paid parking procedures and general information, and the result has been well-received.

Funding was successfully applied for respecting summer student employment grants for four students working outdoors. Funding was also approved for two additional students, but since there was a stipulation that they work inside the office job-shadowing, it was not feasible to meet this criterium due to the COVID-19 restrictions.

The position of Manager of Conservation Lands was posted prior to COVID-19 and the hiring process put on hold temporarily. The CAO hopes to begin the interview process within the next week and have a new employee in this vacancy by the end of August 2020.

The Administrative Assistant vacancy will be posted shortly with the goal of having a new staff member in this position by the end of August 2020.

#### **b) Second Quarter Financial Update and Forecast**

Manager of Financial and Human Resource Services, Alison Armstrong, and the CAO reported that there is a possibility that original projections for the year may be achieved with the loss of revenue being offset by lower costs due to, among other things, staff vacancies and operations expenses. Section 39 funds will become available in the third quarter, and there has been a surplus in watershed monitoring and stewardship as more funding was received than was expected.

The CAO advised that reduced revenues recorded in the second quarter are expected to rebound in the third and fourth quarter as areas become more active. There has been a decrease in Environmental Planning applications which should eventually balance out with increasing applications. Respecting Forestry, a reduction in revenues has been balanced by a reduction in expenditures. A surplus exists in Conservation Lands due to the lack of salary expenditure while the Manager position remains vacant. The contract with the County of Grey continues without change; and the Administrative department is currently showing a surplus. All surpluses and deficits will be reassessed in the second half of the year.

With respect to capital spending, the plan is to move forward with most projects approved in the 2020 Budget. Some 2019 projects were also carried forward into 2020 and are planned to move forward.



## **ii) Water Management**

### **a) Bothwell Creek Subwatershed Report Card**

Stewardship Technician, Rebecca Ferguson, provided a PowerPoint presentation for the Bothwell's Creek Subwatershed Report Card 2019. Every five years, GSCA prepares a larger watershed report card including stream health, forest and wetland conditions, groundwater and surface water quality, and actions for improvement for the whole GSCA jurisdiction. As part of our Strategic Plan, GSCA is providing more refined Subwatershed report cards to provide a more localized overview of a subwatershed and to enable action for improvements specific to a particular area. Some recommendations would be, among other things, a three-metre riparian buffer along streams including fences and trees, maintenance and improvement of septic systems, and decommissioning of unused wells.

The full Report Card is posted for viewing on the Authority website at <https://www.greysauble.on.ca/3d-flip-book/bothwell-subwatershed-report-card/>. This is the first of approximately twenty-five subwatershed report cards.

## **iii) Environmental Planning**

Nothing at this time.

## **iv) Conservation Lands**

### **a) Update on Reopening of GSCA Properties to Public Access**

The CAO advised that there has been a renewed interest in Authority properties including the booking of facilities. Eugenia Falls, which had previously been temporarily closed, now has increased signage and fencing, rerouting of the Bruce Trail away from the slope, installation of portable washrooms, which are cleaned regularly, and staff circulating through the property to ensure compliance.

### **b) Eugenia Falls Management Plan**

The CAO provided a PowerPoint presentation to introduce the commencement of the Eugenia Falls Conservation Area and Cenotaph management plan. The goal is to develop a plan with input from partners, stakeholders and the general public that will lay out the groundwork to improve the management and integrity of the property, now and into the future. Public consultation will be initiated with surveys, open houses, website information, mail-outs to abutting landowners, and discussions with other stakeholders. The process, intended to start at the beginning of 2020, was delayed due to COVID-19 and staffing shortages. Staff and Board Chair Cathy Little had a productive meeting with a local group, Saving Lives at Eugenia Falls, who offered several suggestions. An advisory committee will be assembled including local interests, board members, First Nation representation, and staff. More information is available at [www.greysauble.on.ca](http://www.greysauble.on.ca).

### **c) Hibou Conservation Area Playground Equipment Update**

The Sydenham Optimists Club is raising funds to contribute playground equipment to the Hibou Conservation area. At this time, approximately \$1500 has been raised with a goal of \$50,000. The Club is researching several themes for the equipment including nautical and nature and three possible designs have been submitted for discussion.

#### **v) Forestry**

No new information at this time.

#### **vi) Communications and Public Relations**

No new information at this time.

#### **vii) Education – Enbridge Grant**

Manager of Information Services, Gloria Dangerfield, advised that the Authority had applied for a \$3500 grant to subsidize supplies and was approved for the purchase of an “augmented reality sandbox” similar to the existing sandbox used for educational purposes, except the new design is much more portable and user-friendly.

#### **viii) GIS/IT**

No new information at this time.

#### **ix) Drinking Water Source Protection & Risk Management**

Nothing to report at this time.

### **9. CAO's Report**

The CAO reported that the aforementioned correspondence from Wayne Emerson, Chair of Conservation Ontario to the federal government suggesting conservation authorities as implementation agents for a more resilient, sustainable and green Canadian economy, was forwarded to the local federal Member of Parliament, Alex Ruff, requesting his support.

The CAO and board member, Marion Koepke, had a positive and productive meeting at the Authority arboretum with the newly appointed Owen Sound City Manager, Tim Simmonds, to introduce him to Grey Sauble Conservation.

The CAO met with Grey County Warden Paul McQueen to brief him respecting visitors to Eugenia Falls prior to Warden McQueen being interviewed on the CBC radio program Ontario Morning regarding visitors to the County.

## **10. Chair's Report**

With respect to the accidents at Eugenia Falls, the Chair reported that the Municipality of Grey Highlands has invoiced the second accident casualty in the amount of \$15,000+ for the costs incurred by the rescue teams to recover him. The Chair thanked all involved in acting quickly and responsibly in this matter.

She continues to keep in close contact with the Vice Chair, Scott Greig, and CAO, Tim Lanthier, to deal with immediate matters.

## **11. Other Business**

Board member, Scott Mackey, commended staff for their immediate response to a request to rectify the danger of a tree overhanging the rail trail.

## **12. Closed Session**

Nothing at this time.

## **13. Next Full Authority Meeting – Wednesday, August 26, 2020 at 1:15 p.m.**

## **14. Adjournment**

Board member Sue Carleton made a motion to adjourn, seconded by Scott Mackey. The meeting was adjourned at 2:35 p.m.

---

Cathy Little, Chair

---

Nancy Guest  
Recording Secretary



## Grey Sauble Authority Board of Directors

---

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

**DATE:**                **August 26<sup>th</sup>, 2020**

**MOTION #:**         **FA-20-060**

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

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

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

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

ATTACHMENT #2

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS20-136	25-May-20	02-Jul-20	21	1	Town of the Blue Mountains	Collingwood Township
Approved works:			replacement of shoreline protection works		Project Location: 129 Fraser Crescent <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	
GS20-173	15-Jun-20	03-Jul-20	27	7	Town of the Blue Mountains	Collingwood Township
Approved works:			installation of an in-ground pool and associated site alterations		Project Location: 107 Aberdeen Ct <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    Jacob Kloeze	
GS20-176	17-Jun-20	03-Jul-20	Part Lot	2	Town of South Bruce Peninsula	Amabel Township
Approved works:			Installation of shoreline protection works and associated site alterations		Project Location: 10 Kimberly Lane <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Lauren McGregor	
GS20-202	30-Jun-20	03-Jul-20	Part Lot	10	Municipality of Grey Highlands	Artemesia Township
Approved works:			repair to an existing boathouse, repair and enlargement of an existing dock and associated site alterations		Project Location: 163 Blue Mountain Maples 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	
GS20-187	22-Jun-20	06-Jul-20			Town of South Bruce Peninsula	Albemarle Township
Approved works:			Boat ramp repairs		Project Location: 193 Mallory Beach Road <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    Andrew Sorensen	
GS20-089	17-Apr-20	06-Jul-20	27	7	Town of the Blue Mountains	Collingwood Township
Approved works:			repair to existing shoreline protection works		Project Location: 147 Hoover Lane <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	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS20-214	26-Jun-20	06-Jul-20			Township of Georgian Bluffs	Keppel Township
Approved works:			construction of an unenclosed boat storage structure		Project Location: 105 Dewar Street <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Justine Lunt	
GS20-215	26-Jun-20	06-Jul-20	18	Georgian Rang	Township of Georgian Bluffs	Keppel Township
Approved works:			repairs and addition to existing shoreline protection works		Project Location: 505463 Grey Road 1 <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Justine Lunt	
GS20-226	06-Jun-20	06-Jul-20	27	7	Town of the Blue Mountains	Collingwood Township
Approved works:			repair to existing shoreline protection works		Project Location: 143 Hoover Lane <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	
GS20-227	06-Jun-20	06-Jul-20	27	7	Town of the Blue Mountains	Collingwood Township
Approved works:			repair to existing shoreline protection works		Project Location: 145 Hoover Lane <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	
GS20-191	23-Jun-20	07-Jul-20	1	12	Municipality of Meaford	Sydenham Township
Approved works:			reconstruction of existing septic system and installation of aerobic treatment units		Project Location: 317239 Highway 6 & 10 <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jacob Kloeze	
GS20-132	22-May-20	08-Jul-20	Part Lot	12	Municipality of Grey Highlands	Artemesia Township
Approved works:			Construction of a residential dwelling, installation of a new septic and associated site alterations		Project Location: 122 Taylor 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 checked="" type="checkbox"/> fill    Lauren McGregor	
GS18-052	04-Mar-18	08-Jul-20	21	1	Town of the Blue Mountains	Collingwood Township
Approved works:			Repair of Existing Shoreline Protection Works		Project Location: <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	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS20-145	28-May-20	08-Jul-20	38	11	Town of the Blue Mountains	Collingwood Township
Approved works:		construction of a residential dwelling and associated site grading		Project Location: 345 Sunset Boulevard <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jacob Kloeze		
GS20-164	08-Jun-20	08-Jul-20	5	1 WGR	Township of Chatsworth	Township of Chatsworth
Approved works:		placement of fill associated with the installation of a septic system		Project Location: 212 Garafraxa Street <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jacob Kloeze		
GS20-169	05-Jun-20	13-Jul-20			Municipality of Meaford	Town of Meaford
Approved works:		construction of an addition and attached garage to existing dwelling		Project Location: 327 Sykes Street North <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    Jacob Kloeze		
GS20-184	22-Jun-20	13-Jul-20	38	11	Town of the Blue Mountains	Collingwood Township
Approved works:		repair to existing shoreline protection works and installation of flagstone patio		Project Location: 349 Sunset Boulevard <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		
GS20-206	30-Jun-20	13-Jul-20	7	3	Municipality of Meaford	St Vincent Township
Approved works:		placement of fill associated with the construction of a new septic system		Project Location: 317438 3rd Line <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jacob Kloeze		
GS20-244	02-Jul-20	13-Jul-20			Township of Chatsworth	Sullivan Township
Approved works:		Replacement of a culvert		Project Location: Grey Road 16 (Lat 44.47045 N, Long 80.94552 W) <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes		
GS20-155	03-Jun-20	14-Jul-20	Part Lot	11	Municipality of Grey Highlands	Artemesia Township
Approved works:		Installation of armourstones along the shoreline with steps, installation of a dock and boat lift		Project Location: 254 Point Road <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 type="checkbox"/> fill    Lauren McGregor		

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS20-157	04-Jun-20	14-Jul-20	10	5	Municipality of Meaford	St Vincent Township
Approved works:			construction of a residential dwelling, detached garage, septic system, and associated site alterations		Project Location: <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jacob Kloeze	
GS20-219	30-Jun-20	16-Jul-20			Township of Georgian Bluffs	Sarawak Township
Approved works:			installation of a shorewell		Project Location: 339572 Presqu'ile 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    Justine Lunt	
GS20-222	30-Jun-20	17-Jul-20			Municipality of Arran-Elderslie	Arran Township
Approved works:			Directional drilling to install fiber optics and associated site alterations		Project Location: HWY 21, Thomas Street and Bruce Road 10 <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input checked="" type="checkbox"/> alter wetland <input type="checkbox"/> fill    Lauren McGregor	
GS20-138	14-May-20	17-Jul-20	18	Colpoy's Range	Township of Georgian Bluffs	Keppel Township
Approved works:			Construction of a dwelling, shorewell, and associated site alterations		Project Location: 125 Mallard Street <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Mac Plewes	
GS20-194	25-Jun-20	17-Jul-20	Part Lot	5 WBR	Town of South Bruce Peninsula	Albemarle Township
Approved works:			Construction of a residential dwelling, garage and deck, installation of a septic system and gravel driveway and associated site alterations		Project Location: 1458 Sunset Drive <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Lauren McGregor	
GS20-190	23-Jun-20	20-Jul-20	27	7	Town of the Blue Mountains	Collingwood Township
Approved works:			repair to existing shoreline protection works		Project Location: 135 Hoover Lane <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	
GS20-198	25-Jun-20	20-Jul-20	27	7	Town of the Blue Mountains	Collingwood Township
Approved works:			repair to existing shoreline protection works		Project Location: 137 Hoover Lane <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	



Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS20-200	29-Jun-20	20-Jul-20	Mill	D	Town of South Bruce Peninsula	Amabel Township
Approved works:			placement of fill		Project Location: 48 Marina Ave. <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Andrew Sorensen	
GS20-163	08-Jun-20	20-Jul-20	36	11	Town of the Blue Mountains	Collingwood Township
Approved works:			repair to existing gabion wall and construction of boulder revetment		Project Location: 115 Lake Drive <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jacob Kloeze	
GS20-225	02-Jul-20	21-Jul-20	30	HMS	Municipality of Arran-Elderslie	Arran Township
Approved works:			extension of Nickason Drive and associated site alterations		Project Location: Extension of Nickason Drive <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Andrew Sorensen	
GS20-248	20-Jul-20	21-Jul-20	Part lot 1	6	Town of South Bruce Peninsula	Amabel Township
Approved works:			Construction of a garage and associated site alterations		Project Location: 100 Golden Pond Drive <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Lauren McGregor	
GS20-220	07-Jul-20	21-Jul-20			City of Owen Sound	City of Owen Sound
Approved works:			installation of a floating dock		Project Location: 209 5th Street East <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Justine Lunt	
GS20-221	09-Jul-20	21-Jul-20			Township of Georgian Bluffs	Derby Township
Approved works:			installation of an above-ground pool		Project Location: 327 2nd Ave SE <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Justine Lunt	
GS20-251	21-Jul-20	21-Jul-20	Part Lot	9	Municipality of Grey Highlands	Artemesia Township
Approved works:			construction of a deck		Project Location: 132 Peters Crescent <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Lauren McGregor	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS20-243	10-Jul-20	22-Jul-20			Town of the Blue Mountains	Collingwood Township
Approved works:			construction of a 496 ft <sup>2</sup> detached garage		Project Location: 222 Marsh Street <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jacob Kloeze	
GS20-160	04-Jun-20	22-Jul-20	4	8	Municipality of Meaford	Sydenham Township
Approved works:			improvements to an existing pond and expansion of a marsh feature		Project Location: 063589 Sunny Valley Road <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input checked="" type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jacob Kloeze	
GS20-172	12-Jun-20	23-Jul-20	40	12	Town of the Blue Mountains	Collingwood Township
Approved works:			repair to existing shoreline protection works		Project Location: 217 39th Sideroad <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	
GS20-139	27-May-20	23-Jul-20	40	12	Town of the Blue Mountains	Collingwood Township
Approved works:			repair to existing shoreline protection works		Project Location: 225 39th Sideroad <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	
GS20-195	25-Jun-20	23-Jul-20	49	12	Town of Collingwood	Town of Collingwood
Approved works:			construction of an addition to existing dwelling and associated site grading		Project Location: 31 Forest Drive <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input checked="" type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jacob Kloeze	
GS20-250	21-Jul-20	23-Jul-20	Twn Plt A		Town of South Bruce Peninsula	Albemarle Township
Approved works:			Construction of a dwelling and garage, modifications to an existing laneway and associated site alterations		Project Location: 46 Hope Bay 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	
GS20-240	10-Jul-20	23-Jul-20	Part Lot	B	Town of South Bruce Peninsula	Amabel Township
Approved works:			Construction of an accessory building, deck, driveway and associated site alterations		Project Location: 43 Lake Drive <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Lauren McGregor	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS20-171	12-Jun-20	24-Jul-20			Town of the Blue Mountains	Collingwood Township
Approved works:		construction of a residential dwelling and associated site alterations		Project Location: Lot 30, Grindelwald Court <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jacob Kloeze		
GS19-351	23-Oct-19	24-Jul-20	30	8	Town of the Blue Mountains	Collingwood Township
Approved works:		site alterations within a regulated area related to improvements to a RV Resort and Campground		Project Location: 496875 Grey Road 2 <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jacob Kloeze		
GS20-054	24-Feb-20	24-Jul-20	20	Colpoy's Range	Township of Georgian Bluffs	Keppel Township
Approved works:		Development associated with the installation of a septic system and site grading for a residential dwelling		Project Location: Grey Road 1 <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Mac Plewes		
GS20-197	25-Jun-20	27-Jul-20	31	7	Town of the Blue Mountains	Collingwood Township
Approved works:		site grading associated with the construction of a residential dwelling		Project Location: <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jacob Kloeze		
GS20-209	02-Jul-20	27-Jul-20	17	1	Town of the Blue Mountains	Collingwood Township
Approved works:		lot grading associated with the construction of a residential dwelling		Project Location: 132 Springside Crescent <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jacob Kloeze		
GS20-210	02-Jul-20	27-Jul-20	17	1	Town of the Blue Mountains	Collingwood Township
Approved works:		construction of attached deck and lot grading associated with the construction of a residential dwelling		Project Location: 134 Springside Crescent <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jacob Kloeze		
GS20-211	02-Jul-20	27-Jul-20	17	1	Town of the Blue Mountains	Collingwood Township
Approved works:		lot grading associated with the construction of a residential dwelling		Project Location: 136 Springside Crescent <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jacob Kloeze		

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS20-212	02-Jul-20	27-Jul-20	17	1	Town of the Blue Mountains	Collingwood Township
Approved works:			construction of attached deck and lot grading associated with the construction of a residential dwelling		Project Location: 140 Springside Crescent <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jacob Kloeze	
GS20-213	02-Jul-20	27-Jul-20	17	1	Town of the Blue Mountains	Collingwood Township
Approved works:			construction of attached deck and lot grading associated with the construction of a residential dwelling		Project Location: 144 Springside Crescent <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jacob Kloeze	
GS20-252	21-Jul-20	27-Jul-20	17-19	2-3	Town of the Blue Mountains	Collingwood Township
Approved works:			Maintenance work under 5 year blanket NEC application.		Project Location: 190 Gord Canning Drive <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	
GS20-265	30-Jun-20	27-Jul-20	17	3	Township of Georgian Bluffs	Sarawak Township
Approved works:			Lot grading and drainage associated with the construction of a residential dwelling		Project Location: 114 Balmy Beach Road <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Mac Plewes	
GS20-245	15-Jul-20	29-Jul-20	14	12	Town of the Blue Mountains	Collingwood Township
Approved works:			placement of fill associated with replacement of failing septic system		Project Location: 355899 Blue Mountains-Euphrasia Townline <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jacob Kloeze	
GS20-208	02-Jul-20	29-Jul-20	19	BF	Municipality of Meaford	Sydenham Township
Approved works:			construction of a covered porch and replacement of existing attached deck		Project Location: 350204 Bayshore 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    Jacob Kloeze	
GS20-223	29-Jun-20	30-Jul-20	Part Lot	5 WBR	Town of South Bruce Peninsula	Albemarle Township
Approved works:			replacement of existing shoreline armouring works and associated site alterations		Project Location: 96 Cedar Drive <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Lauren McGregor	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS20-224	29-Jun-20	30-Jul-20	Part Lot	5 WBR	Town of South Bruce Peninsula	Albemarle Township
Approved works:			installation of shoreline armouring works, installation of flagstone patio, landscaping works and associated site alterations		Project Location: 98 Cedar Drive	
					<input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline	Reviewed by:
					<input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill	Lauren McGregor
GS20-242	08-Jul-20	30-Jul-20	25	4	Town of the Blue Mountains	Collingwood Township
Approved works:			construction of a 12 x 24 ft attached deck		Project Location: 209330 Highway 26	
					<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	Jacob Kloeze
GS20-267	28-Jul-20	30-Jul-20	3, 4	2	Municipality of Meaford	St Vincent Township
Approved works:			replacement of existing culvert		Project Location: 4th Sideroad (Frogs Hollow) -80.5283, 44.5492	
					<input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline	Reviewed by:
					<input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill	Jacob Kloeze
GS20-268	28-Jul-20	30-Jul-20	3, 4	1	Municipality of Meaford	St Vincent Township
Approved works:			replacement of existing culvert		Project Location: 4th Sideroad (Frogs Hollow) -80.5220, 44.5505	
					<input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline	Reviewed by:
					<input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill	Jacob Kloeze
GS20-262	24-Jul-20	30-Jul-20	Part Lot	D	Town of South Bruce Peninsula	Amabel Township
Approved works:			repair of existing shoreline protection works and associated site alterations		Project Location: 1 Lonely Island Drive	
					<input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline	Reviewed by:
					<input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill	Lauren McGregor
GS20-273	31-Jul-20	31-Jul-20			City of Owen Sound	City of Owen Sound
Approved works:			Replacement of an existing deck		Project Location: 645 5th Ave West	
					<input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline	Reviewed by:
					<input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill	Mac Plewes
GS20-274	23-Jul-20	31-Jul-20	17, 18	1	Town of the Blue Mountains	Collingwood Township
Approved works:			the removal of sediment and spilled gravel from Watercourse 1		Project Location: 796203 Grey Road 19	
					<input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline	Reviewed by:
					<input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill	Andrew Sorensen

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS20-275	23-Jul-20	31-Jul-20	17, 18	1	Town of the Blue Mountains	Collingwood Township
Approved works:			the removal of accumulated sediment and granular material from watercourse 1 at Crosswinds Boulevard		Project Location: 796203 Grey Road 19 <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Andrew Sorensen	
GS20-203	22-Jun-20	31-Jul-20	12	Colpoy's	Township of Georgian Bluffs	Keppel Township
Approved works:			Alteration to shoreline to repair a breakwall		Project Location: 502233 Grey Road 1 <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	

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

## FROM

Regulation Permits	\$	19,300.00	
Planning	\$	11,920.00	
Property Usage	\$	40.00	Season Pass
Self-Serve Parking Fees	\$	29,632.00	148 Season and 3,952 Day Passes
Forestry	\$	13,687.93	MFTIP, 50 MTP, Tree Planting
Timber Sales	\$	52,641.00	Comp. 78, 109, 140
2nd Levy Installment	\$	11,279.43	Chatsworth
3rd Levy Installment	\$	46,245.61	Georgian Bluffs
Donations	\$	116.09	
Miscellaneous	\$	400.00	
Arboretum Alliance	\$	120.00	
Friends of Hibou	\$	670.00	Bob & Marie Knapp Endowment Fund
Oliphant Phragmites Project	\$	3,246.80	Donations
<b>July Receipts</b>	<b>\$</b>	<b>189,298.86</b>	

**GREY SAUBLE CONSERVATION AUTHORITY**  
**EXPENSES**  
**July 1st - 31st, 2020**

11175	Bell Canada	\$	80.21	Tara Stream Gauge Monthly Service
11176	The Cleaning Brigade	\$	361.60	Monthly Office Cleaning Services
11177	Township of Chatsworth	\$	1,385.23	Property Tax - 3rd Installment
11178	Coates & Best Inc.	\$	110.67	Office Supplies
11179	Sunbelt Rentals of Canada Inc.	\$	100.17	Shop Supplies
11180	Georgian Bay Chemical	\$	287.73	Shop Supplies
11181	Earth Power Tractors And Equip	\$	214.59	Equipment Repair
11182	Hastie Small Engines Ltd.	\$	110.29	Equipment Repair
11183	MacDonnell Fuels Limited	\$	921.49	Vehicle Fuel
11184	J.J. MacKay Canada Limited	\$	4.80	Self Serve Transaction Fees
11185	North Huron Publishing Inc.	\$	418.10	Stewardship Advertisement
11186	Miller Waste Systems Inc.	\$	28.35	Garbage Service
11187	Qlab Systems Ltd.	\$	728.85	Annual PayDirt Pro Renewal
11188	Riddell	\$	218.66	Indian Falls Pipe Repairs
11189	Rogers Wireless	\$	129.82	Cell Phone Usage
11190	Saugeen Valley Conservation A	\$	917.52	SPA Director Expenses
11191	Sprucedale Agromart	\$	3,090.62	Simazine and Roundup
11192	Town of South Bruce Peninsula	\$	3,511.09	Property Tax - 3rd Installment
11193	Vanwyck Crane Service Ltd.	\$	791.00	Log Removal at Clendenan Dam
11194	Bruce Telecom	\$	542.64	Telephone & Equipment Charges
11195	Owen Sound Glass Service	\$	38.42	Covid-19 Eugenia Falls Plexi Glass
11196	Damar Security Systems	\$	131.40	Building Monitoring Services
11197	Bell Canada	\$	194.18	Admin Centre Monthly Service
11198	Coates & Best Inc.	\$	305.86	Office Supplies
11199	Baker Tilly	\$	6,780.00	2019 Audit Fees
11200	Georgian Bay Chemical	\$	829.47	COVID-19 Supplies
11201	Georgian Bay Fire & Safety	\$	34.35	First Aid Kit
11202	Township of Georgian Bluffs	\$	230.58	Indian Falls Water Charges
11203	Harold Sutherland Construction	\$	64.51	Crushed Gravel
11204	Johnny Tint Graphics & Design	\$	958.24	Various Property Signage
11205	Kilsyth Auto Service Ltd.	\$	195.51	Vehicle Repair and Maintenance
11206	Lynne Sullivan	\$	31.62	Arboretum Alliance Expenses
11207	MacDonnell Fuels Limited	\$	1,047.07	Vehicle Fuel
11208	Municipality of Meaford	\$	88.12	Hibou Water Charges
11209	Muzzell Plumbing Inc.	\$	147.02	Indian Falls Water Valve Repair
11210	Rogers Wireless	\$	1,076.09	Cell Phone Usage and New Planning Phones
11211	Saugeen Valley Conservation Authority	\$	5,339.25	GSFS Tree Planting
	Mastercard Payments	\$	2,878.35	
	Moneris, Copier	\$	211.03	includes DWSP copier
	Self-Serve Moneris Fees	\$	1,070.88	
	Amilia Fees	\$	402.31	
	Hydro, Reliance	\$	2,033.26	



Receiver General, EHT, WSIB	\$ 39,079.51	
Group Benefits	\$ 14,970.02	
O.M.E.R.S.	\$ 21,571.80	
Employee Expense Claims	\$ 241.77	paid via payroll transfer
GSCA Per Diems	\$ 1,272.50	January to June 2020
SPC Per Diems	\$ 1,000.00	January to June 2020
July Payroll	\$ 125,886.45	
July Expenses	<u>\$ 242,063.00</u>	

# MEDIA RELEASES AND ARTICLES

Owen Sound Hub

August 19, 2020

*"Be green in remembering a loved one"*

<https://owensoundhub.org/life/9958-be-green-in-remembering-a-loved-one.html>

The Owen Sound Sun Times

August 18, 2020

*"Storm causes flooding, fire and other damage in Bruce County"*

<https://www.owensoundsuntimes.com/news/local-news/storm-causes-flooding-fire-and-other-damage-in-bruce-county>

The Owen Sound Sun Times

August 11, 2020

*"GSCA being kept busy with applications for shoreline work"*

<https://www.owensoundsuntimes.com/news/local-news/gsca-being-kept-busy-with-applications-for-shoreline-work>

BlogTO

August 9, 2020

*"Old Baldy conservation area and trail in Ontario comes with incredible views"*

<https://www.blogto.com/travel/2020/08/old-baldy-conservation-area-trial/>

The Owen Sound Sun Times

August 7, 2020

*"Recent storm impacts Georgian Bluffs Shoreline"*

<https://www.owensoundsuntimes.com/news/local-news/recent-storm-impacts-georgian-bluffs-shoreline>

Collingwood Today

July 28, 2020

*"Conservation Authority charting the future of Eugenia Falls"*

<https://www.collingwoodtoday.ca/the-blue-mountains-and-grey-highlands/conservation-authority-charting-the-future-of-eugenia-falls-2597147>

BlogTO

July 26, 2020

*"This Surreal Cave System in Ontario is an Explorer's Dream"*

[https://www.blogto.com/sports\\_play/2018/05/bruce-peninsula-caves-national-park/](https://www.blogto.com/sports_play/2018/05/bruce-peninsula-caves-national-park/)

The Owen Sound Sun Times

July 24, 2020

*"Safety measures enhanced at Eugenia Falls, people still walking out of bounds"*

<https://www.owensoundsuntimes.com/news/local-news/safety-measures-enhanced-at-eugenia-falls-people-still-walking-out-of-bounds>

Collingwood Today

July 24, 2020

*"Conservation Authority copes with an onslaught of litter...and other gross things"*

<https://www.collingwoodtoday.ca/the-blue-mountains-and-grey-highlands/conservation-authority-copes-with-an-onslaught-of-litter-and-other-gross-things-2586628>



## MOTION

Grey Sauble Authority Board of Directors

---

## MOTION

**DATE:** August 26<sup>th</sup>, 2020

**MOTION #:** FA-20-061

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

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

### Recommended Consent Agenda Motion

**THAT in consideration of the Consent Agenda Items listed on the August 26<sup>th</sup>, 2020, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: i) Environmental Planning - Section 28 Permits – July 2020; ii) Administration - Receipts & Expenses – July 2020; v) Recent Media Articles;**

**STAFF REPORT**

**Report To:** Board of Directors  
**Report From:** Tim Lanthier  
Chief Administrative Officer  
**Meeting Date:** August 26<sup>th</sup>, 2020  
**Report Code:** 20-2020  
**Subject:** Amendments to Administrative By-Law to Allow for Electronic Meeting Participation to Continue



**RESOLUTION:**

**WHEREAS** GSCA amended its Administrative Bylaws at the April 22, 2020 Full Authority meeting to enable electronic meetings of the Authority during a state of emergency;

**AND WHEREAS** ongoing use of electronic meetings of the Authority may be advisable and desired after the end of a declared state of emergency;

**THAT** the following proposed amendments to the Section 4 of Grey Sauble Conservation Authority's (GSCA) Administrative By-Law be executed in order to allow the GSCA Board of Director's to continue to meet and fulfill its duties under the Conservation Authorities Act.

*4(1) Introduction*

*The Meeting Procedures below governs the procedure of the Authority and shall be observed in Executive Committee and Advisory Board meetings, as far as they are applicable, and the words Executive Committee or Advisory Board may be substituted for the word Authority as applicable. The regulations governing the Authority shall be observed in any Committee as far as they are applicable, with the word "Committee" substituted for the word "Authority." When the Authority or Executive Committee, as the case may be, are sitting as a Hearing Board, hearings will meet the requirements of the Statutory Powers and Procedures Act SPPA, the details of which are specified in the GSCA's Hearing Guidelines.*

#### 4(6) *Electronic Meetings and Participation*

*Electronic meetings are permitted and must follow and/or accommodate all Section 4 Meeting Procedures identified in this by-law, or in the case of Hearings, the GSCA Hearing Guidelines.*

*A Member can participate electronically in a meeting that is open or closed to the public and in either case may be counted in determining whether or not a quorum of members is present at any point in time. Electronic meetings must permit all participants to communicate adequately with each other during the meeting. For open electronic meetings, the public must be able to participate in the meeting electronically and be able to observe all that Members can hear and see at the meeting.*

**Consultation:**

Chief Administrative Officer  
Conservation Ontario

**Date of Update of this Report:** August 20, 2020



---

# **Grey Sauble Conservation Authority Administrative By-law**

Updated: August 26, 2020

This By-law sets out the governance of the Grey Sauble Conservation Authority in the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario.

## Contents

1.	Introduction .....	3
	Powers of authorities.....	3
2.	Definitions .....	5
3.	Governance.....	6
	1) Members Appointments .....	6
	2) Term of Member Appointments .....	6
	3) Powers of the General Membership.....	6
	4) Member Accountability .....	7
	5) Applicable Legislation .....	7
	6) Relationship Between Members and Staff .....	8
	7) Officers and Responsibilities .....	8
	Chair.....	8
	Vice-Chair .....	8
	Chief Administrative Officer (CAO) .....	8
8)	Maximum Term for Chair and Vice-Chair(s) .....	9
9)	Representatives to Conservation Ontario Council.....	9
10)	Appointment of Auditor .....	9
11)	Appointment of Solicitor and Financial Institution.....	9
12)	Financial Statements and Report of the Auditor .....	9
13)	Borrowing Resolution .....	9
14)	Levy Notice.....	10
15)	Signing Officers .....	10
16)	Executive Committee .....	10
17)	Advisory Boards and Other Committees .....	10
18)	Remuneration of Members.....	10
19)	Records Retention .....	10
20)	Records Available to Public.....	11
21)	By-law Review.....	11
22)	By-law Available to Public.....	11
23)	Enforcement of By-laws and Policies .....	11
24)	Indemnification of Members, Officers and Employees.....	12
4.	Meeting Procedures .....	12
	1. Introduction .....	12
	2. Calling of Meetings .....	12
	3. Agenda and Notice .....	13
	4. Rules of Procedure at Meetings.....	13
	5. Declared State of Emergency .....	16
	6. Electronic Meetings and Participation.....	17
5.	Elections and Appointments.....	17
6.	Appendices .....	19
	1. Appendix 1 - Code of Conduct.....	19
	2. Appendix 2 - Conflict of Interest.....	21



## 1. Introduction

Grey Sauble Conservation Authority is a non-share corporation, established under Section 3 of the *Conservation Authorities Act*, with the objects to provide, in the area over which it has jurisdiction, programs and services designed to further the conservation, restoration, development and management of natural resources other than gas, coal and minerals.

Under the Act, municipalities within a common watershed are enabled to petition the province to establish a conservation authority. The purpose of the Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario. The Authority is comprised of its Members, appointed as representatives by the following Participating Municipalities. Municipality of Arran Elderslie, Township of Chatsworth, Township of Georgian Bluffs, Municipality of Grey Highlands, Municipality of Meaford, City of Owen Sound, Town of South Bruce Peninsula, and Town of Blue Mountains.

Our vision is a healthy watershed environment in balance with the needs of society.

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.

The Members of the Conservation Authority form the General Membership of the Conservation Authority. The Members are bound by the Act and other applicable legislation. The Authority must always act within the scope of its powers. As a non-share corporation, the Authority has the capacity and, subject to the Act and other applicable legislation, the rights, powers and privileges of a natural person.

The powers of a conservation authority to accomplish its objects are set out in the Act, including those identified under subsection 21(1) as follows:

### **Powers of authorities**

*21 (1) For the purposes of accomplishing its objects, an authority has power,*

*(a) to study and investigate the watershed and to determine programs and services whereby the natural resources of the watershed may be conserved, restored, developed and managed;*

*(b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;*

*(c) to acquire by purchase, lease or otherwise and to expropriate any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;*

*(d) despite subsection (2), to lease for a term of five years or less land acquired by the authority;*

*(e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;*

*(f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;*

*(g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project;*

*(h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;*

*(i) to erect works and structures and create reservoirs by the construction of dams or otherwise;*

*(j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;*

*(k) to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;*

*(l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;*

*(m) to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;*

*(m.1) to charge fees for services approved by the Minister;*

*Note: On a day to be named by proclamation of the Lieutenant Governor, clause 21 (1) (m.1) of the Act is repealed. (See: 2017, c. 23, Sched. 4, s. 19 (3))*

*(n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;*

*(o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;*

*(p) to cause research to be done;*

*(q) generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority.*

## 2. Definitions

In this policy:

**“Authority”** means the Grey Sauble Conservation Authority Board of Directors.

**“Act”** means the *Conservation Authorities Act*, R.S.O. 1990, chapter C.27

**“Chair”** means the Chairperson as referenced in the Act as elected by the Members of the Authority.

**“Chief Administrative Officer”** means the General Manager or Chief Administrative Officer of the Authority, and which may, by resolution of the Authority, include the responsibilities of the Secretary Treasurer if so designated by resolution of the Authority.

**“Director”** is the equivalent of the term "member" under the Conservation Authorities Act.

**“Fiscal Year”** means the period from January 1 through December 31.

**“General Membership”** means all of the Members, collectively.

**“Levy”** means the amount of costs apportioned to participating municipalities in accordance with the Act and Regulations under the Act.

**“Majority”** means half of the votes plus one.

**“Members”** shall mean the members appointed to the Authority by the participating municipalities in the Authority’s area of jurisdiction.

**“Motion”** means the formal statement of the decision that is being put to the Authority.

**“Non-matching Levy”** means that portion of an Authority’s levy that meets the definition of non-matching levy as found in Ontario Regulation 139/96.

**“Officer”** means an officer of the Authority empowered to sign contracts, agreements and other documents on behalf of the Authority in accordance with section 19.1 of the Act, which shall include the Chair, Vice-Chair(s) the Chief Administrative Officer and the Secretary Treasurer (or the CAO/Secretary Treasurer, if applicable).

**“Participating Municipality”** means a municipality that is designated by or under the Act as a participating municipality in a conservation authority.

**“Pecuniary Interest”** includes the financial or material interests of a Member and the financial or material interests of a member of the Member’s immediate family.

**“Resolution”** means a motion after it is affirmed by a majority vote.

**“Secretary Treasurer”** means Secretary Treasurer of the Authority with the roles specified in the Act. This position is fulfilled by the position of CAO.

**“Staff”** means employees of the Authority as provided for under Section 18(1) of the Act.

**“Vice-Chair”** means the Vice-Chairperson as elected by the Members of the Authority. If a first and second Vice-Chair are elected, they shall be called First Vice-Chair and Second Vice-Chair.

**Weighted Majority”** means that the votes are weighted as outlined in Ontario Regulations 670/00 and 139/96, and the votes must represent 51 percent of the available weighting. These regulations weight the votes based on the current value assessment of each municipality’s land within the conservation authority, with each parcel modified by a multiplier related to the Property’s class (e.g. residential/farm, commercial, managed forest, etc.).

### **3. Governance**

#### **1) Members Appointments**

Participating Municipalities within the jurisdiction of the Grey Sauble Conservation Authority may appoint Members in accordance with Section 14 of the Act.

Appointed Members must reside in a Participating Municipality within the Authority’s area of jurisdiction and may include citizens as well as elected members of municipal councils.

Collectively, the appointed Members comprise the Authority, and for the purposes of this by-law are also referred to as the General Membership.

#### **2) Term of Member Appointments**

In accordance with Section 14 of the Act, a Member shall be appointed for a term of up to four years at the discretion of the appointing municipal council; such term beginning at the first meeting of the Authority following his or her appointment and ending immediately before the first meeting of the Authority following the appointment of his or her replacement. The Secretary Treasurer shall notify the appropriate municipality in advance of the expiration date of any Member’s term, unless notified by the municipality of the Member’s reappointment or the appointment of his or her replacement. A Member is eligible for reappointment. A Member can be replaced by a Participating Municipality at the municipality’s discretion prior to the end of their term.

#### **3) Powers of the General Membership**

Subject to the Act and other applicable legislation, the General Membership is empowered without restriction to exercise all of the powers prescribed to the Authority under the Act. In addition to the powers of an authority under s.21 of the Act for the purposes of accomplishing its objects, as referenced in the introduction of this By-law model, the powers of the General Membership include but are not limited to:

- i. Approving by resolution, the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for these Committees and/or Advisory Boards;
- ii. Appointing a Chief Administrative Officer and/or Secretary Treasurer;
- iii. Terminating the services of the Chief Administrative Officer and/or Secretary Treasurer.
- iv. Approving establishing and implementing regulations, policies and programs;
- v. Awarding contracts or agreements where the approval of the Authority is required under the Authority’s purchasing policy.
- vi. Appointing an Executive Committee and delegate to the Committee any of its powers except:
  - i. The termination of the services of the Chief Administrative Officer and/or Secretary Treasurer,

- ii. The power to raise money, and
- iii. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority.
- vii. Approving by resolution, any new capital project of the Authority;
- viii. Approving by resolution, the method of financing any new capital projects;
- ix. Approving details on budget allocations on any new or existing capital projects;
- x. Approving of the total budget for the ensuing year, and approving the levies to be paid by the Participating Municipalities;
- xi. Receiving and approving the Financial Statements and Report of the Auditor for the preceding year;
- xii. Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- xiii. Approving by resolution, any proposed expropriation of land or disposition of land, subject to the requirements under the Act;
- xiv. Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act by Grey Sauble Conservation Authority including the delegation of this responsibility to Chief Administrative Officer consistent with Regulation 151/06];
- xv. Holding hearings required for the purpose of reviewing permit applications, and advising every applicant of their right to appeal the decision to the Minister of Natural Resources and Forestry through the Mining and Lands Tribunal;

#### **4) Member Accountability**

Participating Municipalities appoint Members to the Authority as their representatives. Members have the responsibilities of Directors of the corporation that is the Authority. While the administration is responsible for the day-to-day operations, the General Membership is responsible for matters of governance, ensuring compliance with applicable legislation, and ensuring appropriate policies are in place and for financial soundness of the Authority.

All Members have the responsibility to be guided by and adhere to the Code of Conduct (Appendix 1) and Conflict of Interest Policy (Appendix 2).

Members are responsible for:

- i. Attending all meetings of the Authority;
- ii. Understanding the purpose, function and responsibilities of the Authority;
- iii. Being familiar with the Authority's statutory and other legal obligations;
- iv. With the administration, setting strategic direction for the Authority.

The Authority shall provide a listing of Board Members' attendance at scheduled meetings of the Board of Directors to the participating municipalities at least annually, such that the municipal treasurers may comply with the Municipal Act. The CAO shall notify the applicable Municipality of excessive absences by their Member.

#### **5) Applicable Legislation**

In addition to the Act, the Members are subject to other legislation including, but not limited to:

- *Municipal Conflict of Interest Act*
- *Municipal Freedom of Information and Protection of Privacy Act*

If any part of the by-law conflicts with any provision of the Municipal Conflict of Interest Act or the Municipal Freedom of Information and Protection of Privacy Act or a provision of a regulation made under one of those acts, the provision of that act or regulation prevails.

## 6) *Relationship Between Members and Staff*

The General Membership relies on the Chief Administrative Officer to manage the operations of the organization, including all employees of the Authority. The Chief Administrative Officer is accountable to the Authority, working cooperatively to achieve the goals established by the Authority.

The CAO will draft his/her goals at the beginning of each year and request input from the Board of Directors before they are finalized in the performance plan. At the end of the year, the CAO will prepare a report on how she/he performed against the goals. This report is provided to the Board of Directors. At the end of the year the Board may use a Closed Session to consider performance of the CAO and the Chair or Vice Chair will review the Board's view of his/her performance with the CAO.

## 7) *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

#### **8) *Maximum Term for Chair and Vice-Chair(s)***

There is no maximum number of terms that a Chair and/or Vice-chair are eligible to stand for re-election to the same office.

#### **9) *Representatives to Conservation Ontario Council***

The Authority may appoint up to three Representatives to Conservation Ontario Council ("Council"), designated as Voting Delegate and Alternate(s). Council will consist of the Voting Delegates appointed by each Member Conservation Authority. The Voting Delegate and Alternates shall be registered with Conservation Ontario annually.

#### **10) *Appointment of Auditor***

The General Membership will confirm annually that a qualified audit service is in place in accordance with Section 38 of the Act.

#### **11) *Appointment of Solicitor and Financial Institution***

The General Membership may appoint a solicitor(s) to act as the Authority's legal counsel and financial institution.

#### **12) *Financial Statements and Report of the Auditor***

The General Membership shall receive and approve the Audited Financial Statements and Report of the Auditor annually for the previous year within the first four months of the following year.

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister of Natural Resources and Forestry in accordance with Section 38 of the Act and will make the Audited Financial Statements available to the public.

#### **13) *Borrowing Resolution***

If required, the Authority shall establish a borrowing resolution by March 31 of each year and such resolution shall be in force until it is superseded by another borrowing resolution.

#### **14) Levy Notice**

The levy due to the Authority from participating municipalities shall be communicated to those municipalities in accordance with the Act and any applicable Regulations.

#### **15) Signing Officers**

Signing Officers by the Authority is by Resolution.

#### **16) Executive Committee**

The Authority may appoint an executive committee at the first meeting of the General Membership each year in accordance with the Section 19 of the Act and Section 1(c)(xv) of this by-law.

#### **17) Advisory Boards and Other Committees**

In accordance with Section 18(2) of the Act, the Authority shall establish such advisory boards and committees as required by regulation and may establish such other advisory boards or committees as it considers appropriate to study and report on specific matters.

The General Membership 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.

Resolutions and policies governing the operation of the Authority shall be observed in all advisory board and committee meetings.

Each advisory board or committee shall report to the General Membership, presenting any recommendations made by the advisory board or committee.

The dates of all advisory board and committee meetings shall be made available to all Members of the Authority.

#### **18) Remuneration of Members**

The Authority may establish a per-diem rate from time to time to be paid to Members for attendance at sub-committees as appointed by the Board of Directors, and at such other business functions, and where required to report to the Conservation Authority at official events on the corporate calendar where they are compensated through other means. In addition, an honorarium may be approved by the Authority for the Chair and/or Vice-chair(s) as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day.

The Authority shall reimburse Members' reasonable travel expenses incurred for the purpose of attending meetings and/or functions on behalf of the Authority. A per-kilometre rate to be paid for use of a personal vehicle shall be approved by Resolution of the General Membership from time-to-time. Requests for such reimbursements shall be submitted within a timely fashion and shall be consistent with Canada Revenue Agency guidelines.

#### **19) Records Retention**

The Authority shall keep full and accurate records including, but not limited to:

- i. Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- ii. Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- iii. Human Resources Files for all employees and Members as applicable;



- iv. Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- v. Electronic Communications including emails
- vi. Contracts and Agreements entered into by the Authority;
- vii. Strategic Plans and other documents providing organizational direction
- viii. Projects of the Authority;
- ix. Technical Studies and data gathered in support of Programs of the Authority;
- x. Legal Proceedings involving the Authority;
- xi. Incidents of personal injury or property damage involving the Authority and members of the public.

Such records shall be retained and protected in accordance with all applicable laws and the Records Retention Policy of the Authority as approved by the General Membership from time-to-time.

## **20) Records Available to Public**

Records of the Authority shall be made available to the public, subject to requirements of the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA).

The Authority shall designate a Member or a committee of Members to act as head of the Authority for the purposes of MFIPPA unless there is a time bound resolution to the Authority Chair that will be for the purposes of MFIPPA.

## **21) By-law Review**

In accordance with the Act, these by-laws shall be reviewed by the Authority to ensure the by-laws are in compliance with the Act and any other relevant law. The General Membership shall review the by-laws on a regular basis to ensure best management practices in governance are being followed to comply with Section 19.1 of the Act. CA's with review in a minimum of between two and five years-

## **22) By-law Available to Public**

In accordance with the Act, the Authority shall make its by-laws available to the public on the Authority's website. By-laws shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

## **23) Enforcement of By-laws and Policies**

The Members shall respect and adhere to all applicable by-laws and policies (for example, the Code of Conduct and Conflict of Interest). The Authority may take reasonable measures to enforce its by-laws and policies, including the enforcement mechanisms under the *Municipal Conflict of Interest Act*. As a minimum, the procedure should include:

- an investigation will be conducted regarding the alleged breach;
- an opportunity will be provided to the affected member to respond to the allegation;
- the findings of the investigation and the affected member's response will be communicated to the General Membership in a closed meeting;
- the appointing municipality shall be notified of the outcome of the investigation ;
- an external public communications statement, if applicable to the findings.

The CAO may arrange for the investigation, and may use a third party such as a Municipal Integrity Commissioner.

## 24) Indemnification of Members, Officers and Employees

The Authority undertakes and agrees to indemnify and save harmless its Members, Officers and Employees and their heirs and legal representatives, respectively, from and against all costs, charges and expenses, including all amounts paid to settle an action or satisfy any judgement, reasonably incurred by any such Member, Officer or Employee in respect of any civil, criminal or administrative action or proceeding to which any such Member, Officer or Employee is made a party by reason of being a Member, Officer or Employee of the Authority (except in respect of an action by or on behalf of the Authority to procure a judgment in its favour) if;

- such Member, Officer or Employee acted honestly, in good faith with a view to the best interests of the Authority and within the scope of such Member's, Officer's or Employee's duties and responsibilities, and,
- in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such Member, Officer or Employee had reasonable grounds for believing that the conduct was lawful.
- The Authority shall maintain a liability insurance policy for Directors.

## 4. Meeting Procedures

### 1. Introduction

The Meeting Procedures below governs the procedure of the Authority and shall be observed in Executive Committee and Advisory Board meetings, as far as they are applicable, and the words Executive Committee or Advisory Board may be substituted for the word Authority as applicable. The regulations governing the Authority shall be observed in any Committee as far as they are applicable, with the word "Committee" substituted for the word "Authority." When the Authority or Executive Committee, as the case may be, are sitting as a Hearing Board, hearings will meet the requirements of the Statutory Powers and Procedures Act SPPA, the details of which are specified in the GSCA's Hearing Guidelines.

### 2. Calling of Meetings

- i. Other than portions that are designated as "Closed Session," Authority meetings are open and the public is able to attend. Anyone wishing to make a deputation presentation or discuss specific items should contact the Chief Administrative Officer. A deputation may be up to ten (10) minutes.
- ii. At least four meetings of the Authority shall be held each year at such time and place as the Authority decides, including one meeting prior to March 1st, and one meeting after July 1st.
- iii. The first meeting of the Authority in each year shall be designated as the Annual General Meeting (AGM).
- iv. The annual schedule of regular meetings shall be resolved at the AGM, and may be updated through the year at authority meetings.
- v. The Chair may, at any time, call a special meeting of the Authority. The Chair shall call a special meeting of the Authority when a written request stating the business to be considered is

received from one-third of the directors of the Authority. No business other than the stated business shall be considered at a special meeting.

### **3. Agenda and Notice**

- i. The CAO will prepare proposed agendas, which will be approved by the Chair and/or Vice Chair. Meeting agendas shall indicate what type of action is required by Board (e.g. resolution for decision or acceptance, or for information). Meetings will close at a reasonable time. Duration of meeting times may be extended with a 2/3 majority vote.
- ii. The agenda will include a consent agenda section, where routine items will be accepted or decided through one motion. The Chair or a member of staff will read the items listed on the consent agenda for approval prior to a motion being presented to approve the consent agenda. Unless removed by the CAO, the following items will default to the consent agenda: receipts and expenses, correspondence, approved Section 28 Permits, and committee minutes. A member may make brief comments to an item on the Consent Items list prior to the consideration of the adoption of the matters listed. However, if a member wishes to debate, ask questions of staff or amend the recommendation of an item listed, the member shall request the item(s) be removed from the consent agenda and have individual consideration.
- iii. Notice of Authority regular meetings shall be provided at least five (5) calendar days prior to the meeting and notice of special meetings shall be conveyed at least three (3) working days prior to the meeting, and will include the meeting date and time. Notice of meetings shall be provided to directors of the Authority, to appropriate Ministry of Natural Resources and Forestry offices, posted on the Grey Sauble Conservation Authority website, and to others who have provided their name and contact information with the Chief Administrative Officer.
- iv. The Chair or the CAO may, if it appears that a storm or like occurrence will prevent the members from attending a meeting, postpone that meeting by advising as many members as can be reached. Postponement shall not be for any longer than the next regularly scheduled meeting date.
- v. For regular meetings, the agenda shall be available to the directors at least five (5) calendar days prior to the meeting, and a full meeting package including proposed motions and supporting staff reports shall be available at least two (2) working days prior.

### **4. Rules of Procedure at Meetings**

- i. Rules of procedure for Authority meetings shall be as stated in this document, and if not stated shall adhere to the current edition of Robert's Rules of Order.
- ii. Duties of the Meeting Chair  
It shall be the duty of the Chair, with respect to any meetings over which she/he presides to:
  - a) Preserve order and decide on questions of order;

- b) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;
- c) Receive and submit to a vote all motions presented by Member, which do not contravene the rules of order or regulations of the Authority.
- d) Announce the results of the vote on any motions so presented.
- e) Adjourn the meeting which business is concluded.

When the Chair's ruling is challenged, the meeting shall forthwith vote to sustain the Chair's ruling or to make a new ruling, in which case the Vice Chair is authorized to assume the chair until the matter is resolved. This will enable the chair to defend the decision or move a motion. And without argument or comment, state the rule applicable to any point of order if called upon to do so;

iii. Conduct of Members

Members shall maintain a high standard for conduct and at all times comply with applicable laws and the GSCA's Code of Conduct. (See Appendix)

No Member at any meeting of the Authority shall:

- a) Ask any questions or make points of discussion unless directed through the Chair;
  - b) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place or origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status, or disability;
  - c) Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared.
  - d) Interrupt a Member while speaking, except to raise a point of order or a question of privilege;
  - e) Speak disrespectfully or use offensive words against the Authority, the Members, staff, or any member of the public;
  - f) Speak beyond the question(s) under debate;
  - g) Resist the rules of order or disobey the decision of the Chair on the questions of order or practices or upon the interpretation of the Meetings Policy.
- iv. In the event of the absence of the Chair and Vice Chair from any meeting, the directors present shall appoint an acting chair who, for that meeting, has all the powers and shall perform all the duties of the Chair.
- v. At any Authority meeting a quorum shall consist of one-half of the directors appointed. With an eleven-member Board, six members constitute a quorum.
- vi. If no quorum is present at the time scheduled for the meeting to commence, the meeting will proceed with the members who are in attendance with ratification of any motions at the next Authority meeting at which a quorum is present.
- vii. A motion presented to the Directors shall be in writing and duly moved and seconded prior to discussion and a vote being taken.
- viii. When a motion is under debate, no motion shall be received other than a motion to amend, to defer,

to refer the question, to take a vote, or extend the hour of closing of the meeting.

- ix. At any meeting, each accredited director is entitled to one vote and no one may vote by proxy. A majority vote of the directors present at any meeting is required for a motion to pass and become a Resolution. In the event of a tie vote, the motion is lost.
- x. Before, during or immediately after a vote is taken, any director may require that the vote be taken by roll call vote (recorded vote) and it shall be taken accordingly.
- xi. At the meeting of the Authority at which the Non-Matching Levy is to be approved, the vote to approve will be by a Weighted Majority of the Members present and eligible to vote, in accordance with Ontario Regulation 139/96.
- xii. The business of the Authority shall be taken up in the order in which it stands on the agenda unless otherwise directed by the Authority.
- xiii. Matters of Precedence  
The following matters shall have precedence over the usual order of business:
  - h) Point of order
  - i) Matter of privilege
  - j) A matter of clarification
  - k) A motion to suspend a rule of procedure or to request compliance with the rules of procedure
  - l) A motion that the question be put to a vote
  - m) A motion to adjourn
- xiv. A member may introduce a written notice of motion directly to an Authority meeting, following which a copy of the motion shall be filed with the CAO and the motion shall form part of the next Authority agenda for discussion. Following such notice there shall be no debate or discussion on the motion until it is contained in an agenda or unless agreed upon by a 2/3 majority vote.
- xv. After a resolution has passed, any director may re-introduce the resolution by notice of motion to the agenda for reconsideration at a subsequent meeting. The reasons for reconsideration include, but are not limited to, the introduction of new information. A decision on the new resolution may be changed only with a 2/3 majority vote.
- xvi. 1) An Authority meeting may be closed to the public (and called a “Closed Session”) if the subject matter being considered relates to:
  - (a) the security of the property of the Authority;
  - (b) personal matters about an identifiable individual including Authority Directors or Authority employees;
  - (c) employee negotiations or labour relations;
  - (d) litigation or potential litigation including matters before administrative tribunals;
  - (e) a matter in respect of which Directors, or Full Authority has authorized a meeting to be closed under an Act of the Legislature or an Act of Parliament;

- (f) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- (g) items 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.
- (h) A position, plan procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.

2) Before all or part of a meeting is closed to the public, the Directors shall state by Resolution:

- (a) the fact of the holding of the closed meeting;
- (b) the general nature of the matter considered at the closed meeting.

3) A meeting shall not be closed to the public during the taking of a vote. However, direction to staff may be voted on and given.

4) Confidential minutes are prepared for Closed Session meetings. Minutes are accepted by Resolution after the next Closed Session meeting. Minutes are recorded by the CAO in a confidential file and are not circulated.

xvii. The highlights of minutes will be sent to all watershed municipalities, MNRF contacts, and MP's/MPP's. Minutes, once approved by the Board of Directors, will continue to be publicly available on the Grey Sauble Conservation (GSC) website and upon request. Approved minutes shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the Accessibility for Ontarians with Disabilities Act, if requested by interested parties.

## ***5. Declared State of Emergency***

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, a Member may participate in meetings electronically and shall have the ability to:

- a. register a vote;
- b. be counted towards determining quorum; and
- c. participate in meetings closed to the public.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, any date or timeline requirement established under any Section in this By-law shall be postponed until such time as the General Membership can reasonably address the issue.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, the Authority shall implement best practices to make meetings of the Authority open to the public in accordance with Subsection 15(3) of the Act. Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, any hearing or

appeal dealt with in this By-law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.

## **6. Electronic Meetings and Participation**

Electronic meetings are permitted and must follow and/or accommodate all Section 4 Meeting Procedures identified in this by-law, or in the case of Hearings, the GSCA Hearing Guidelines.

A Member can participate electronically in a meeting that is open or closed to the public and in either case may be counted in determining whether or not a quorum of members is present at any point in time. Electronic meetings must permit all participants to communicate adequately with each other during the meeting. For open electronic meetings, the public must be able to participate in the meeting electronically and be able to observe all that Members can hear and see at the meeting.

## **5. Elections and Appointments**

- i. The election of officers shall be held at the Annual General Meeting.
- ii. Prior to the election, the CAO shall arrange for an independent third party to preside over the election.
- iii. Prior to the election, all elected positions shall step down from their positions, and the person presiding shall take over the Chair's seat.
- iv. The person presiding shall appoint two independent non-director scrutineers from the persons present.
- v. The order of procedure for the elections shall be:
  - The election of the Chair who shall be an accredited director of the Authority;
  - the election of the Vice Chair, who shall be an accredited director of the Authority;
  - The election of Committee Members.
- vi. Immediately following the election of Chair and Vice Chair, the person presiding over the election shall install the newly elected Chair in the chair and hand over control of the meeting.
- vii. The election procedure shall be:
  - nominations from the floor will be accepted when duly moved;
  - before closing nominations, the person presiding over the election shall call three times for further nominations;
  - closure of nominations will require a mover and seconder;

- in the order in which they were nominated, nominees are asked as to their acceptance;
- in the order in which they were nominated each nominee offered up to three minutes to speak to their nomination;
- voting shall occur by secret ballot, run and counted by the scrutineers. In the event of a tie vote, an additional vote will be held for the tied candidates. If the tie is not broken after three attempts, the final position will be filled by drawing the winning name from a hat containing the names of the tied candidates.

viii. Immediately following the election, the person presiding over the election shall install the newly elected Chair in the chair and hand over control of the meeting.

ix. A chair for each committee will be elected at the first meeting of the committee.

x. Upon a vacancy, due to death, incapacity, resignation or continued absence occurring:

- on the Board, then the CAO will ask the municipality in which there is a vacancy to appoint a new member.
- in the Chair, Vice Chair, Committee Members position(s), and the Authority may use the election procedures to fill that vacancy at any subsequent meeting.



## 6. Appendices

### 1. Appendix 1 - Code of Conduct

#### 1. Background

The Grey Sauble Conservation Authority demands a high level of integrity and ethical conduct from its General Membership. The Authority's reputation has relied upon the good judgement of individual Members. A written Code of Conduct helps to ensure that all Members share a common basis for acceptable conduct. Formalized standards help to provide a reference guide and a supplement to legislative parameters within which Members must operate. Further, they enhance public confidence that Members operate from a base of integrity, justice and courtesy.

The Code of Conduct is a general standard. It augments the laws which govern the behaviour of Members, and it is not intended to replace personal ethics.

This Code of Conduct will also assist Members in dealing with confronting situations not adequately addressed or that may be ambiguous in Authority resolutions, regulations, or policies and procedures.

#### 1. General

All Members, whether municipal councillors or appointed representatives of a municipality, are expected to conduct themselves in a manner that reflects positively on the Authority.

All Members shall serve in a conscientious and diligent manner. No Member shall use the influence of office for any purpose other than for the exercise of his/her official duties.

It is expected that Members adhere to a code of conduct that:

- i. upholds the mandate, vision and mission of the Authority;
- ii. considers the Authority's jurisdiction in its entirety, including their appointing municipality;
- iii. respects confidentiality;
- iv. approaches all Authority issues with an open mind, with consideration for the organization as a whole;
- v. exercises the powers of a Member when acting in a meeting of the Authority;
- vi. respects the democratic process and respects decisions of the General Membership, Executive Committee, Advisory Boards and other committees;
- vii. declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist; and
- viii. conducts oneself in a manner which reflects respect and professional courtesy and does not use offensive language in or against the Authority or against any Member or any Authority staff.

#### 2. Gifts and Benefits

Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties, except compensation authorized by law.

#### 3. Confidentiality

The members shall be governed at all times by the provisions of the *Municipal Freedom and Information and Protection of Privacy Act*.

All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.

Members shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons, other than those who are entitled thereto, to have access to information which is confidential.

In the instance where a member vacates their position on the General Membership they will continue to be bound by MFIPPA requirements.

Particular care should be exercised in protecting information such as the following:

- i. Human Resources matters;
- ii. Information about suppliers provided for evaluation that might be useful to other suppliers;
- iii. Matters relating to the legal affairs of the Authority;
- iv. Information provided in confidence from an Aboriginal community, or a record that if released could reasonably be expected to prejudice the conduct of relations between an Aboriginal community and the Authority;
- v. Sources of complaints where the identity of the complainant is given in confidence;
- vi. Items under negotiation;
- vii. Schedules of prices in tenders or requests for proposals;
- viii. Appraised or estimated values with respect to the Authority's proposed property acquisitions or dispositions;
- ix. Information deemed to be "personal information" under MFIPPA.

The list above is provided for example and is not exhaustive.

#### ***4. Use of Authority Property***

No Member shall use for personal purposes any Authority property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

#### ***5. Work of a Political Nature***

No Member shall use Authority facilities, services or property for his/her election or re-election campaign to any position or office within the Authority or otherwise.

#### ***6. Conduct at Authority Meetings***

During meetings of the Authority, Members shall conduct themselves with decorum. Respect for delegations and for fellow Members requires that all Members show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

#### ***7. Influence on Staff***

Members shall be respectful of the fact that staff work for the Authority as a whole and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence.

#### ***8. Business Relations***

No Member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No Member shall act as a paid agent before the Authority, the Executive Committee or an advisory board or committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

#### **9. Encouragement of Respect for the Authority and its Regulations**

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

#### **10. Harassment**

It is the policy of the Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment. Harassment of another Member, staff or any member of the public is misconduct. Members shall follow the Authority's Harassment Policy as approved from time-to-time.

Examples of harassment that will not be tolerated include: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to an individual's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The Authority will also not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit and any other prohibited grounds under the provisions of the *Ontario Human Rights Code*.

#### **11. Breach of Code of Conduct**

Should a Member breach the Code of Conduct, they shall advise the Chair and Vice-Chair, with a copy to the CAO, as soon as possible after the breach.

Should a Member allege that another Member has breached the Code of Conduct, the said breach shall be communicated to the Chair, with a copy to the Secretary Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Code of Conduct, the said breach shall be communicated the Vice-Chair, with a copy to the CAO, in writing.

Should a member of the public or a municipality allege that a Member has breached the Code of Conduct, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

## **2. Appendix 2 - Conflict of Interest**

The Authority Members commit themselves and the Authority to ethical, businesslike, and lawful conduct when acting as the General Membership. The Authority is bound by the *Municipal Conflict of Interest Act*. This appendix to the by-law is intended to assist Members in understanding their obligations. Members are required to review the *Municipal Conflict of Interest Act* on a regular basis.

### **1. Disclosure of Pecuniary Interest**

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Authority, Executive Committee, Advisory Board or committee at which the matter is the subject of consideration, the Member:

- a) State in writing the nature of the interest and provide to clerk/secretary before or at time of declaration for efficiency an accurate (first person) record;
- b) shall, prior to any consideration of the matter at the meeting, disclose the pecuniary interest and the general nature thereof;
- c) shall not take part in the discussion of, or vote on any question in respect of the matter; and,
- d) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

### **2. Chair's Conflict of Interest or Pecuniary Interest**

Where the Chair of a meeting discloses a conflict of interest with respect to a matter under consideration at a meeting, another Member shall be appointed to chair that portion of the meeting by Resolution unless it is an information item for acceptance e.g. a financial report containing documentation of an expense claim cheque to a director.

### **3. Closed Meetings**

Where a meeting is not open to the public, a Member who has declared a conflict of interest shall leave the meeting for the part of the meeting during which the matter is under consideration.

### **4. Member Absent**

Where the interest of a Member has not been disclosed by reason of their absence from the meeting, the Member shall disclose their interest and otherwise comply at the first meeting of the Authority, Executive Committee, Advisory Board or Committee, as the case may be, attended by them after the particular meeting.

### **5. Disclosure Recorded in Minutes**

The recording secretary shall record in reasonable detail the particulars of any disclosure of conflict of interest or pecuniary interest made by Members and whether the Member withdrew from the discussion of the matter. Such record shall appear in the minutes/notes of that particular meeting of the General Membership, Executive Committee, advisory board or committee, as the case may be.

### **6. Breach of Conflict of Interest Policy**

Should a Member breach the Conflict of Interest Policy, they shall advise the Chair and Vice-Chair, with a copy to the CAO, as soon as possible after the breach.

Should a Member allege that another Member has breached the Conflict of Interest Policy, the said breach shall be communicated to the Chair, with a copy to the CAO, in writing. In the absence of the

Chair, or if a Member alleges that the Chair has breached the Conflict of Interest Policy, the said breach shall be communicated the Vice-Chair, with a copy to the CAO, in writing.

Should a member of the public or a municipality allege that a Member has breached the Conflict of Interest Policy, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Conflict of Interest Policy shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.



## Grey Sauble Authority Board of Directors

---

**DATE:** August 26<sup>th</sup>, 2020

**MOTION #:** FA-20-062

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

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

**WHEREAS** GSCA amended its Administrative Bylaws at the April 22, 2020 Full Authority meeting to enable electronic meetings of the Authority during a state of emergency;

**AND WHEREAS** ongoing use of electronic meetings of the Authority may be advisable and desired after the end of a declared state of emergency;

**THAT** the following proposed amendments to the Section 4 of Grey Sauble Conservation Authority's (GSCA) Administrative By-Law be executed in order to allow the GSCA Board of Director's to continue to meet and fulfill its duties under the Conservation Authorities Act.



## Your Investment Account statement

April 1, 2020 to June 30, 2020

GREY SAUBLE CONSERVATION

Portfolio number: [REDACTED]

Portfolio type: Investment Account

## Your portfolio at a glance

### **i** 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 (Apr 1 - Jun 30, 2020)	Year to date (Jan 1 - Jun 30, 2020)	Last 12 months (Jul 1, 2019 - Jun 30, 2020)	Last 3 years (Jul 1, 2017 - Jun 30, 2020)	Since Apr 10, 2015 (Apr 10, 2015 - Jun 30, 2020)
Beginning portfolio balance	\$1,028,329.67	\$1,227,360.24	\$1,182,270.48	\$1,087,569.92	\$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	\$4,843.56	\$16,472.20	\$27,655.20
Interest	\$4.53	\$5,260.53	\$24,988.17	\$88,221.92	\$131,654.18
Realized capital distributions, gains and losses	-\$3,631.31	-\$1,809.61	\$8,367.29	\$33,458.78	\$64,440.97
Change in unrealized capital gains and losses	\$101,547.11	-\$106,427.91	-\$89,098.64	-\$67,906.39	-\$35,946.25
Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,437.50
Unallocated distributions for the current year	\$5,118.13	\$10,380.60	N/A	N/A	N/A
<b>Ending portfolio balance</b>	<b>\$1,128,136.91</b>	<b>\$1,128,136.91</b>	<b>\$1,128,136.91</b>	<b>\$1,128,136.91</b>	<b>\$1,128,136.91</b>

On June 30, 2020, CAD 1.00 = USD 0.73421

## Your personal rates of return as of Jun 30, 2020

For the last 12 months	For the last 3 years	For the last 5 years	Since Apr 10, 2015
<b>-4.57%</b>	<b>1.29%</b>	<b>2.60%</b>	<b>2.31%</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.





June 26, 2020

The Honourable Doug Ford  
Premier of Ontario  
Room 281, Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

**Re: Update on Conservation Ontario's Client Service and Streamlining Initiative – Reporting on the Timeliness of Section 28 Reviews**

Dear Premier Ford:

Conservation Ontario is the network of Ontario's 36 Conservation Authorities (CAs). In April, 2019 I wrote to you to advise of Conservation Ontario's new Client Service and Streamlining Initiative. The initiative was created to support actions outlined in the provincial *Housing Supply Action Plan*, and identifies a number of actions to improve client service and accountability, increase speed of approvals and reduce red tape and regulatory burden. This initiative is intended to help the Province address the lack of housing supply, while at the same time not jeopardizing public health and safety or the environment in the process.

A great deal of progress has been made through this initiative, including the training of over 300 staff in client-centric approaches, the creation of 5 template guidelines for CAs and the establishment of a client-centric checklist for CAs in high-growth areas. Further information on our progress can be found on our [website](#). Today, however, I want to highlight the results of our first quarter reporting on the timeliness of our CA Section 28 permit application reviews. In June, 2019 Conservation Ontario set new, challenging targets to improve client service and increase the speed of approvals. Through the Conservation Ontario *Client Service Standards for Conservation Authority Plan and Permit Review* (2019) guideline, best practice timelines were developed in response to industry concerns regarding timeliness of CA approvals. These best practice timelines represent a significant overall reduction compared to the expectations described in the *Policies and Procedures for Conservation Authority Plan Review and Permitting* (MNRF, 2010), including a 52% reduction in the overall timeline for major permit applications and 42% for minor permit applications.

I am pleased to report that the high-growth CAs were highly successful in issuing permits within the Provincial timelines and the Conservation Ontario best-practice timelines. From January 1<sup>st</sup> – March 31<sup>st</sup>, 2020 the high-growth CAs issued a combined total of 1077 permissions. During that same period, 12 of the 14 high-growth CAs issued over 96% of all permits within the Provincial timelines, and over 92% within the Conservation Ontario best practice timelines. Now, more than ever, we recognize the importance of providing superior client service and timely approvals as the Province commences economic recovery from the COVID-19 pandemic.

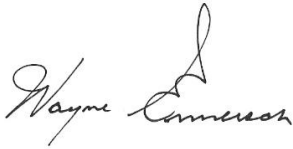


The attached bulletin provides additional background information on the Client Service Initiative as well as conservation authorities' first quarter performance results. This information has also been shared with Minister Yakabuski, as the lead Minister for Section 28 approvals under the *Conservation Authorities Act* and carbon copied to Minister Clark and Minister Yurek. We are also very pleased to share this bulletin with our industry partners involved in the Conservation Ontario Client Service and Streamlining Initiative, including the Association of Municipalities of Ontario, the Ontario Homebuilders Association, the Residential Construction Council of Ontario and the Building Industry and Land Development Association.

In summary, Conservation Ontario has remained actively engaged with our clients and is committed to process improvements in service delivery. Conservation authorities are collectively committed to working in collaboration with our member municipalities, as well as relevant stakeholders in the building and development industry to support the Province's objective to increase housing supply, while protecting public health and safety, and, the environment.

Should there be any questions or the need for additional information, please contact Kim Gavine, General Manager of Conservation Ontario, at 905-251-3268 or [kgavine@conservationontario.ca](mailto:kgavine@conservationontario.ca).

Sincerely,

A handwritten signature in black ink, reading "Wayne Emmerson". The signature is fluid and cursive, with the first name "Wayne" written in a larger, more prominent script than the last name "Emmerson".

Wayne Emmerson  
Chair, Conservation Ontario

ATTACH:        Bulletin: Conservation Authorities Setting Challenging Targets and Streamlining Processes to Improve Client Service and Increase the Speed of Approvals

c.c.             All CA General Managers/Chief Administrative Officers

**STAFF REPORT**

**Report To:** Board of Directors

**Report From:** Gloria Dangerfield, Manager of  
Information Services and Vicki Rowsell,  
Programs & Communications Planner

**Meeting Date:** August 26<sup>th</sup>, 2020

**Report Code:** 19-2020

**Subject:** **Introducing GSCA Guided Hike Series**



**Information:**

After cancelling the GSCA March Break, PD Day and Summer Day Camps due to COVID-19, staff have been investigating other opportunities to educate and engage the public.

Staff have reached out to partner groups including the Arboretum Alliance, the Bruce Trail and Friends of Hibou to collaborate on guided hikes at GSCA properties. GSCA's new guided hike series will start, with the Friends of Hibou, at Hibou Conservation Area on August 25<sup>th</sup>, 2020.

The details that have been provided to the public through Social Media and email are included below.

***GSCA Guided Hike Series: Back to Work? Back to School? Back to Nature!  
Experience the benefits of nature during stressful times***

*If you're feeling unsettled about the return to school/work or are just interested in learning about GSCA properties and how time spent in nature can help during stressful times, this hike series is for you!*

*First up in the hike series is Hibou Conservation Area!*

*Join GSCA and the Friends of Hibou to explore the trails, take deep breaths, and enjoy all the physical and mental health benefits of being in nature at a GSCA property.*

***August 25, 2020: Learn about Nature - All ages are welcome (10:00am – 12:00pm)***

*Walk with Bob Knapp along the shoreline loop (The Point Trail) across from the pump house parking lot at the south end of Hibou where you will see views of the changing rough shoreline (approx. 45 mins). This will be followed by an optional walk along the Interpretive Trail where you'll hear a description of the geography and plant life, as well as how the trail came to be (approx. 1.25 hours). – total 2 hours.*

**September 1, 2020: Forest Bathing – Ages 12 + (10:00am – 11:30pm)**

*Experience a deeper connection with the forest on a slow, almost meditative walk with Marie Knapp along the shoreline loop (The Point Trail) across from the pump house parking lot at the south end of Hibou. You will be guided through a few experiences as you relate with the forest in new ways and experience reduced stress (approx. 1.5 hours).*

*Please RSVP at [explore@greysauble.on.ca](mailto:explore@greysauble.on.ca) (space is limited to ensure physical distancing). More information will be provided upon registration.*

*Pack a lunch and enjoy Hibou beach following the hike!*

**Strategic Initiatives**

The 5<sup>th</sup> main goal of the 2018 Strategic Plan outlines that GSCA will Strengthen and Enhance Environmental Education and Communication and that this will also influence the success of the goals of other departments.

The guided hikes series will directly address the actions related to developing education for youth and adults across the watershed. This series will be directed towards a range of ages and will potentially be offered at several different properties in our watershed, not only those in Owen Sound. We will be highlighting natural and cultural heritage features at several different properties. This will build local knowledge of the area's natural features as well as the spectacular array of properties that GSCA has to offer.

The building relationships with partners action of the strategic plan goal will also be addressed through this programming as we will be working closely with partner groups and further developing the ties to these local organizations.

**Analysis:** Although there was a great deal of disappointment surrounding the cancellation of GSCA's day camp, staff feel that guided hikes are a safe option to educate the public and work towards meeting strategic plan goals related to education. As the concerns surrounding COVID-19 still exist, staff can easily control the number of attendees and ensure social distancing for participants of guided hikes while meeting the goals of educating residents or visitors of all ages. This initiative will contribute to the overall planning for future education opportunities especially as staff investigate opportunities for adults.

**Financial/Budget Implications:**

None

**Communication Strategy:**

Recommended Communications/Support by Staff: Communications staff have reached out to the public through social media and emails to partners agencies, current day camp guardians and municipal education staff. Partner agencies have been encouraged to share and post the information and poster through social media.

Recommended Communications/Support by Board Members: Please pass the information on verbally and share the posters and events through social media.

**Consultation:** Communication with GSCA staff, Bruce Trail Association, Friends of Hibou, Inglis Falls Arboretum Alliance and GSCA Board of Directors.

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





# **GSCA Guided Hike Series**

## **Back to Work? Back to School?**

## **Back to Nature!**

**Experience the benefits of being in nature  
during stressful times**

### **Hike Location #1: Hibou Conservation Area**

- **Learn about Nature - August 25, 2020**
- **Forest Bathing - September 1, 2020**

If you're feeling unsettled about the return to work/school or are just interested in learning about GSCA properties and how being in nature can help during stressful times, this hike series is for you!

#### **First up in the hike series is Hibou Conservation Area!**

Join GSCA and the Friends of Hibou to explore the trails, take deep breaths, and enjoy all the physical and mental health benefits of being in nature at a GSCA property.

#### **August 25, 2020: Learn about Nature - All ages are welcome (10:00am - 12:00pm)**

Walk with Bob Knapp along the shoreline loop (The Point Trail) across from the pump house parking lot at the south end of Hibou where you will see views of the changing rough shoreline (approx. 45 mins). This will be followed by an optional walk along the Interpretive Trail where you'll hear a description of the geography and plant life, as well as how the trail came to be (approx. 1.25 hours). – total 2 hours.

#### **September 1, 2020: Forest Bathing – Ages 12 + (10:00am – 11:30pm)**

Experience a deeper connection with the forest on a slow, almost meditative walk with Marie Knapp along the shoreline loop (The Point Trail) across from the pump house parking lot at the south end of Hibou. You will be guided through a few experiences as you relate with the forest in new ways and experience reduced stress (approx. 1.5 hours).

**Advanced registration is required. Please RSVP at [explore@greysauble.on.ca](mailto:explore@greysauble.on.ca) (space is limited to ensure physical distancing). More information will be provided upon registration.**

**Pack a lunch and enjoy Hibou beach following the hike!**