



**GREY SAUBLE CONSERVATION AUTHORITY  
MINUTES  
Full Authority Board of Directors  
Wednesday, November 25, 2020, at 1:15 p.m.**

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

**1. Call to Order**

Chair Cathy Little called the meeting to order at 1:15 p.m.

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

Staff Present – Chief Administrative Officer (CAO) Tim Lanthier, Administrative Assistant Valerie Coleman, Manager of Finance and Human Resources Alison Armstrong, Manager of Information Services Gloria Dangerfield, Manger of Conservation Lands Rebecca Ferguson, Drinking Water Source Protection Project Manager Carl Seider, Environmental Planning Coordinator Andy Sorensen, Acting Operations Manager, Morgan Barrie, Water Resources Coordinator, John Bittorf

Regrets – None

**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**

**Motion No.:**  
**FA-20-085**

**Moved by: Dwight Burley**  
**Seconded by: Paul Vickers**

**THAT the Grey Sauble Conservation Authority Board of Directors approve the Agenda of November 25, 2020.**

**Carried**

5. **Approval of Minutes**

Motion No.:  
FA-20-086

Moved by: Harley Greenfield  
Seconded by: Andrea Matrosovs

THAT the Grey Sauble Conservation Authority Board of Directors approve the minutes of October 28, 2020, as amended through a housekeeping amendment for Motion FA-20-075.

Carried

Motion No.:  
FA-20-087

Moved by: Dwight Burley  
Seconded by: Marion Koepke

THAT the Grey Sauble Conservation Authority Board of Directors approve the minutes of November 17, 2020.

Carried

6. **Business Out of Minutes** - none

7. **Consent Agenda**

Motion No.:  
FA-20-088

Moved by: Andrea Matrosovs  
Seconded by: Scott Greig

THAT in consideration of the Consent Agenda Items listed on the November 25, 2020, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning - Section 28 Permits – October 2020; (ii) Administration - Receipts & Expenses – October 2020; (iii) Correspondence – Letter to Conservation Ontario; (iv) Other Minutes – GSC Foundation – September 16, 2020; (v) Recent Media Articles;

Carried

8. **Business Items**

i. **Water Management**

a) **Update on Eugenia Dam Test**

The Water Resources coordinator, John Bittorf, presented the process and results of the OPG test of the Eugenia Dam via PowerPoint. The GSCA and relevant municipalities had been notified of the test in advance. Together with OPG, a plan was put in place to address concerns of flooding and risk to downstream areas. This included closing and monitoring

the Eugenia Falls Conservation Area. In an effort to limit flooding downstream, OPG opened one bay at a time with a delay between them. GSCA staff used this test as an opportunity to gather data and follow the pulse of water through the system and gauges. Of particular interest was measuring the pulses and lag time and the effect at downstream locations.

**ii. Environmental Planning**

**a) Report back on Planning and Permitting Activities - 2020**

The Environmental Planning Coordinator, Andy Sorensen, reported with respect to the planning and permitting activities of 2020. It was noted that there continues to be a high volume of phone calls and emails and more than 800 total planning and permit applications and regulation inquiries.

**iii. Conservation Lands**

**a) Request for Proposal: Inglis Falls Septic System**

The Acting Operations Manager, Morgan Barrie, reported back with respect to the Inglis Falls Conservation Area septic system project and reviewed the results of the RFP to replace this system.

After postponing the project, staff were able to review the project and locate the original plans and tile bed. Based on this, a new plan was developed to take advantage of the existing infrastructure, saving time and resources, and creating a more environmentally responsible plan.

Staff anticipate the work to commence in March/April of 2021. The plan consists of excavating the existing septic tanks and installing two new tanks utilizing the existing plumbing and the replacement of the tile bed piping.

Staff received three quotations and recommend Mac Taylor Corporation as the successful bidder due to experience and cost.

**Motion No.:**  
**FA-20-089**

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

**WHEREAS, GSCA staff were required to secure a contractor for the removal of the existing septic and replace with upgraded system;**

**AND WHEREAS, Plan for the work is to begin in the spring March/April 2021 weather dependent**

**AND WHEREAS, Staff have reviewed the plan with NEC and have received an exempt for a permit.**

**THAT the Board of Directors authorize staff to approve and award the contract to Mac Taylor Corporation.**

**Carried**

**b) Report back on Boat Lake Cottage**

The Acting Operations Manager, Morgan Barrie, gave a status update on the Boat Lake cottage removals. Work has begun to remove the cottages and buildings. A burn permit was procured from the South Bruce Peninsula Fire Chief to burn six-foot by six-foot piles of woody debris on site. Staff will be working through the winter and expect the project to be completed in the Spring of 2021.

**c) Staff Report on Parking Fees**

The Manager of Conservation Lands, Rebecca Ferguson, reported back with respect to GSCA conservation lands fee schedule. After investigating neighbouring CAs and municipalities it was recommended that the day use rate increase from \$6 to \$10 per vehicle per area and that the season parking pass be increased from \$40 to \$75 for the calendar year. Additionally, staff recommended creating a membership pass of \$40 for all residents of watershed municipalities, including those who rent or are seasonal residents.

There was discussion around what constitutes a resident and how will residents prove their eligibility. Staff noted that the entirety of GSCA's eight watershed municipalities would be eligible, including permanent residents that rent or own and seasonal residents that own property. It was agreed that applicants would be required to provide proof of residency.

**Motion No.:**  
**FA-20-090**

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

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

**AND WHEREAS these fees are required to support the management and maintenance of GSCA's properties;**

**THAT the GSCA Board of Directors support the revised Conservation Lands Fee Schedule update as presented.**

**Carried**

**iv. Forestry**  
Nothing at this time.

**v. Communications/Public Relations**

Noting at this time.

**vi. Education**

**a) Report on GSC K-12 Education Partnership with SVCA**

The Manager of Information Services, Gloria Dangerfield, reported back on the status of the education partnership with Saugeen Valley CA. Significant work was started between the Fall of 2019 and Winter of 2020, including the hiring of part-time education programmer tasked with creating consistent programming for day-camps, programming materials, and the setup of an online reservation and attendance system.

Moving forward, staff are working to determine gaps in programming and ways to provide programs under pandemic related restrictions. Virtual programming and remote learning opportunities are being investigated for the future.

**vii. GIS/IT**

Noting at this time.

**viii. Drinking Water Source Protection & Risk Management**

Nothing at this time.

**ix. Administration**

**a) Update on CAA Amendments**

The CAO reported on the status of Bill 229, its changes to the CAA, and the advocacy work that has been done. A letter was issued to all member municipal CAOs seeking support and a motion before Council for support. GSCA has reached out to partners and stakeholders explaining concerns and seeking support. Staff issued a media release and are utilizing social media to gain support, both Chair Little and the CAO have provided interviews with several local media outlets.

Bill 229 has had a second reading and is moving into Standing Committee on November 30<sup>th</sup>, December 1<sup>st</sup>, and December 2<sup>nd</sup>. Requests for oral submission were due by November 25<sup>th</sup> at 5:00 pm. Conservation Ontario and the Toronto Region CA have both made requests to give an oral presentation. Written submission are due by December 2<sup>nd</sup>, at 7:00 pm.

Link to the Canadian Environmental Law Association webinar:

[Canadian Environmental Law Association \(CELA\) We Need Our Conservation Authorities – Webinar](#)

**b) Q3 Portfolio Report Back**

The Manager of Finance and Human Resource Services, Alison Armstrong, reviewed the Q3 TD Investment Report. At the end of September, the GSCA investment portfolio had a market value of \$1.159 million, this is below end of December 2019. Year to date is showing a loss. Between June and September statements there was a \$31,000 or 2.5% increase. Value continues to increase, as of November 24<sup>th</sup> the market value sat at \$1.218 million.

**c) Report Back on and Updates to Reserves**

The Manager of Finance and Human Resource Services, Alison Armstrong, reviewed the GSCA 2020 Reserve Continuity Schedule. Opening balance of reserves was \$1,701,831. The report illustrated the budgeted versus the proposed transfers into and out of the reserve accounts.

Where more funds are expected to be available than budgeted or additional funds became available, transfers to the reserves were increased. Some transfers were carried forward from the previous year. It was noted that some numbers will change at the end of the 4<sup>th</sup> quarter.

**Motion No.:**  
**FA-20-091**

**Moved by:**  
**Seconded by:**

**Sue Carleton**  
**Scott Mackey**

**THAT the Grey Sauble Conservation Authority Board of Directors recognize the 2020 Reserve Continuity Schedule includes proposed transfers, interest and market information that varies from budget and will be updated when information is available and GSCA year end audit is completed.**

**AND THAT the Grey Sauble Conservation Authority Board of Directors approve the 2020 Reserve Continuity Schedule as it presents at September 30, 2020 based on actual and available information;**

**Carried**

**d) Second Draft 2021 Budget and Presentation of Budget Companion Document**

The CAO presented the 2<sup>nd</sup> draft of the 2021 GSCA budget. As per the GSCA Board's direction, staff have revised the budget to limit the levy increase to 2.99%. Staff reduced the levy ask from the 1<sup>st</sup> budget draft in the Water Management, Operations, Community Outreach, Administration, and GIS/IT departments.

The CAO presented the 2021 Budget Companion, noted that it helps to illustrate the budget and make it more user friendly.

**Motion No.:**  
**FA-20-092**

**Moved by:**  
**Seconded by:**

**Harley Greenfield**  
**Dwight Burley**

**WHEREAS the CAO brought forward a Draft Budget for discussion at the October 28, 2020 meeting of the Full Authority Board of Directors,**

**AND WHEREAS the Board of Directors passed a resolution that Staff revise the budget to maintain a levy increase below 3.00%,**

**AND WHEREAS the CAO has brought forward a 2<sup>nd</sup> Draft Budget that includes a levy increase of 2.99%,**

**THAT the Grey Sauble Conservation Authority Board of Directors receive the 2021 draft budget;**

**AND FURTHER, THAT staff be directed to distribute the 2021 Draft Budget to municipalities for the minimum 30-day review period.**

**Carried**

#### **e) CAO Performance Review Process Discussion**

The CAO reviewed this report and outlined the process the Board has been using to evaluate the CAO's performance as per the Administration By-Laws. It was proposed that the Board utilize the same process for the end of 2020 and that moving forward the CAO prepare a more robust process that includes clear, transparent, and measurable targets for early in 2021.

**Motion No.:**  
**FA-20-093**

**Moved by:**  
**Seconded by:**

**Sue Carleton**  
**Paul Vickers**

**WHEREAS the general membership of the Authority relies on the CAO to manage the operations of the organization,**

**AND WHEREAS Section 3(6) of GSCA's Administrative By-Law describes the general process by which the CAO's performance will be evaluated,**

**THAT the GSCA Board of Directors direct the CAO to bring back a more robust CAO Annual Performance Review Process Policy that will better define this process.**

**Carried**

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

The CAO reported that the 2021 GSCA budget and the changes to the CAA under Bill 229 have monopolized staff time over the past month. Including several meetings with Conservation Ontario GMs regarding changes to the CAA.

The CAO attended the first meeting of the Conservation Ontario's Member Services Steering Committee as part of COs strategic planning process.

Meeting with Bob Barnett with Escarpment Biosphere Conservancy regarding GSCA Land Management practices. The concept of carbon credit sales was discussed as the EBC has been selling them for a couple of years. The CAO suggests that this is something that merits further investigation and discussion.

**10. Chair's Report**

The Chair has been busy reaching out for support regarding changes to the CAA.

The CELA webinar was excellent at answering questions and a recording of the webinar is available to watch.

**11. Other Business**

Nothing at this time.

**12. Closed Session**

Nothing at this time.

**13. Next Full Authority Meeting – Wednesday, December 16 at 1:15 p.m.**

**14. Adjournment**

**Motion No.:**  
**FA-20-094**

**Moved by:**  
**Seconded by:**

**Marion Koepke**  
**Scott Greig**

**THAT this meeting now adjourn.**

**Carried**

The meeting was adjourned at 3:15 p.m.

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Cathy Little, Chair

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Valerie Coleman  
Recording Secretary