



***Grey Sauble Conservation Authority***

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

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

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

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**Via a web based app, on Wednesday, April 22nd, 2020, at 1:15 p.m., a Special Meeting of the Grey Sauble Conservation Authority Board of Directors is scheduled to be held. The regular meeting and a closed session meeting will be held at 1:30 p.m. followed by a Source Protection Authority Meeting. Please notify Doreen if you are unable to participate. Gloria will contact you on what steps to follow to access the app.**

**Directors**

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

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

**Honourary Members**

Elwood Moore  
Betty Adair

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



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***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**

**AGENDA**  
**Grey Sauble Conservation Authority**  
**Meeting**  
**Wednesday, April 22<sup>nd</sup>, 2020**  
**1:30 p.m.**

- 1. Call to Order**
- 2. Disclosure of Pecuniary Interest**
- 3. Closed session**
  - i) The receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- 4. Call for Additional Agenda Items**
- 5. Adoption of Agenda**
- 6. Approval of Minutes**
  - i) Full Authority – February 26<sup>th</sup>, 2020 – Attachment #1
- 7. Consent Agenda – Resolution**
  - i) Environmental Planning – Section 28 Permits – February 2020 and March 2020 – Attachment #2
  - ii) Administration – Receipts and Expenses – February 2020 and March 2020 – Attachment #3
  - iii) Correspondence
    - a) Resolution from Northumberland County re: CA's – Attachment #4
    - b) Resolution from Town of Orangeville – re: CA's – Attachment #5
    - c) Resolution from Town of Collingwood – re: CA's – Attachment #6
    - d) Resolution from Municipality of Strathroy-Caradoc - re: CA's – Attachment #7
  - iv) Minutes
    - a) Forestry Committee Minutes – February 6<sup>th</sup>, 2020 – Attachment #8
    - b) Inglis Falls Arboretum Alliance (IFAA) Committee
      - i) Minutes – February 19<sup>th</sup>, 2020 – Attachment #8 a)
      - ii) Letter of support from IFAA for new members – Attachment #8 b)
- 8. Business Out of Minutes – nothing at this time**
- 9. Business Items**
  - i) Administration
    - a) Update on COVID-19 related Business and Operations Status – Resolution – Attachment #9 (15 min)

- b) Interim Pandemic Plan – Resolution – Attachment #10- (15 min)
  - c) Policy/Report on Per Diem Payments – Resolution – Attachment #11 (15 minutes)
  - d) Personnel Policy Updates – Resolution – Attachment #12 (10 min)
- ii) Water Management – nothing at this time
- iii) Environmental Planning – nothing at this time
- iv) Conservation Lands – nothing at this time
- v) Forestry
  - a) Update of GSCA Forest Management Plan – Resolution – Attachment #13 (15 minutes)
- vi) Communications/Public Relations/GIS/IT – nothing at this time
- vii) DWSP/RMO Report – nothing at this time
- 10. CAO's Report (10 minutes)**
- 11. Chair's Report (10 minutes)**
- 12. Other Business**
  - i. **Committees: Minutes** – nothing at this time for:
    - a) Indigenous & GSCA Relationships Committee
    - b) BRWI
    - c) Foundation
- 13. Next Full Authority Meeting – Wednesday, May 27<sup>th</sup>, 2020, at 1:15 p.m.**
- 14. Adjournment**

**Grey Sauble Authority Board of Directors**

**MOTION**

**DATE:**           **April 22<sup>nd</sup>, 2020**

**MOTION #:**

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

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

**THAT the Grey Sauble Conservation Authority Board of Directors  
approve the agenda of April 22<sup>nd</sup> 2020.**



**GREY SAUBLE CONSERVATION AUTHORITY  
MINUTES  
Full Authority Board of Directors  
Wednesday, February 26th, 2020, at 1:15 p.m.**

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

**1. Call to Order**

Chair Cathy Little called the meeting to order.

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

Director Absent – Scott Mackey

Staff Present – Tim Lanthier, Doreen Robinson, Alison Armstrong, Carl Seider, John Bittorf, Vicki Rowsell, Gloria Dangerfield

**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. Scott Greig brought to the attention of the Board that his company, Runners Den, is a sponsor for the Foundation's Earth Film Festival.

**3. Closed Session**

<b>Motion No.:</b>	<b>Moved by:</b>	<b>Dwight Burley</b>
<b>FA-20-018</b>	<b>Seconded by:</b>	<b>Sue Carleton</b>

**THAT the Grey Sauble Conservation Authority Board of Directors move into Closed Session to discuss two Personnel Items and one Legal Item.**

**Carried**

<b>Motion No.:</b>	<b>Moved by:</b>	<b>Sue Carleton</b>
<b>FA-20-019</b>	<b>Seconded by:</b>	<b>Paul McKenzie</b>

**THAT the Grey Sauble Conservation Authority Board of Directors return to the regular agenda of February 26<sup>th</sup>, 2020.**

**Carried**

**Personnel**

**Motion No.:                      Moved by:              Dwight Burley  
FA-20-020                      Seconded by:          Sue Carleton**

**THAT the GSCA Board of Directors acknowledge and support the terms of employment offered to and accepted by Tim Lanthier for the position of Chief Administrative Officer for the Grey Sauble Conservation Authority.  
AND FURTHER THAT the GSCA Board of Directors formally notify Tim Lanthier of this decision and direct the Finance Coordinator to implement the terms of the offer effective as of the signing date of February 6, 2020.**

**Carried**

**4.      Call for Additional Agenda Items**

Paul Vickers asked that the following item be put on the agenda: Grey County Federation of Agriculture Advisory Committee.

**5.      Adoption of Agenda**

**Motion No.:                      Moved by:              Harley Greenfield  
FA-20-021                      Seconded by:          Ryan Greig**

**THAT the Grey Sauble Conservation Authority Board of Directors approve the Agenda of February 26<sup>th</sup>, 2020, as amended with the addition under Item 12 ii) Other Business – Grey County Federation of Agriculture Advisory Committee.**

**Carried**

**6.      Approval of Minutes**

**Motion No.:                      Moved by:              Scott Greig  
FA-20-022                      Seconded by:          Andrea Matrosovs**

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

**Carried**

## **7. Consent Agenda**

A question was asked about payment to the Township of Georgian Bluffs listed on the expenses in the amount of \$4,223.02. It was explained that \$223.02 was for water charges at Indian Falls and \$4,000 was for road improvements at Skinners Marsh.

<b>Motion No.:</b>	<b>Moved by:</b>	<b>Marion Koepke</b>
<b>FA-20-023</b>	<b>Seconded by:</b>	<b>Andrea Matrosovs</b>

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

**Carried**

## **8. Business Out Of Minutes – nothing at this time**

## **9. Business Items**

i. Water Management – nothing at this time

ii. Environmental Planning

a) Regulation Mapping Updates and Board Approval – Potential Conflict of Interest

The Board of Director's does not approve individual updates to the regulation mapping. Rather, through a resolution passed at the September 13, 2017 Board of Directors meeting, the Board has approved the process by which the changes to the mapping occur. The mapping updates are brought before the Board as information only. Further, Ontario Regulation 151/06 is a text-based regulation. That is, where the text of the regulation differs from the mapping, the text shall take precedence.

iii. Lands Update

a) Paid Parking partnership with Town of Blue Mountains

In 2019, GSCA Lands Management staff brought forward a comprehensive report on the history and current state of GSCA's paid parking program. Based on the success of this program in offsetting operating costs, GSCA has been approached by staff from the



Town of the Blue Mountains to allow the charging of parking fees at Peasemmarsh. The Town is proposing to share the fees collected at Peasemmarsh with GSCA.

GSCA currently leases a portion of the Peasemmarsh property to the Town of the Blue Mountains. This lease is in affect until February 12, 2021. The Town of the Blue Mountains (TBM) is currently investigating the option of offering paid parking at four municipal parking areas. Northwinds Beach, Thornbury Harbour, Lora Bay, and Peasemmarsh (under agreement with GSCA). Based on a report brought before TBM Council, municipal staff are proposing a pilot project that would collect parking fees from non-residents at the above noted locations at an hourly rate. A portion of the fees collected at Peasemmarsh would be remitted to GSCA.

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

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

Financial/budget implications of this collaboration would be positive for GSCA. Potential revenues will depend on the terms of the agreement, with specific revenues depending on actual uptake. Updates will be required to GSCA's website to indicate that this is a paid parking area. Any updates to GSCA's *Explore* brochure would also indicate this.

<b>Motion No.:</b>	<b>Moved by:</b>	<b>Scott Greig</b>
<b>FA-20-024</b>	<b>Seconded by:</b>	<b>Dwight Burley</b>

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

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

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

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

**Carried**

b) Boat Lake Decommissioning Report Back

The cottages at Boat Lake were going to be removed by GSC Staff. As staff have not had the time to remove the cottages, contractors will be contacted to submit a price for the removal.

- iv. Forestry – nothing at this time
- v. Communications/Public Relations/GIS
  - a) Corporate Image Strategy Update

Vicki Rowsell updated the BOD's on the corporate image strategy. At the BOD's meeting in October 2019, it was recommended that eSolutions be chosen as the consulting firm to undertake Corporate Image Design, Strategy, and Training for GSCA. This work will assist Grey Sauble in developing key messaging that is easily understood and a consistent, recognizable look for the organization, which will help us increase public awareness and support for the important work that we do throughout the watershed. This had been a challenging endeavour for GSCA in the past because our story is a very complex one.

An official Kick-Off meeting was held between GSCA Staff and members of the eSolutions team that will be primarily working on the GSCA project. Staff and Marion Koepke, representing the BOD, was in attendance. Overall it was a productive meeting and with positive discussions surrounding timelines, priority deliverables and project goals. eSolutions was provided with specific information about GSCA's strengths and weaknesses, conducted some brand brainstorming activities, and highlighted the challenges GSCA has telling its story. The next step in this process will be a focus group meeting to be held on March 26<sup>th</sup> from 1:00 p.m. to about 2:30 p.m. The point of this meeting will be to engage staff and the BOD's directly in order to have these types of branding identify discussions. Everyone will be invited to attend, but there will also be an option for the BOD's to submit your feedback via a digital survey. A Doodle poll will be sent out shortly to determine who is available to attend this meeting and who would prefer to utilize the digital survey that will have similar questions.

- vi Administration
  - a) Awarding of Cleaning Contract for the Administration Centre for period Feb 1/20 to Jan 31/23

The previous cleaning contract for the Administration centre ended January 31/20. GSC advertised and two bids were received. A company called "The Cleaning Brigade" was awarded the tender which results in a savings of \$1,762.80 per year.

- b) Updating signing authorities for cheques for GSCA

<b>Motion No.:</b>	<b>Moved by:</b>	<b>Harley Greenfield</b>
<b>FA-20-025</b>	<b>Seconded by:</b>	<b>Sue Carleton</b>

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

**Carried**

c) Year End Reserves

Alison Armstrong reviewed the summary of reserves as of December 31<sup>st</sup>, 2019. The following points were made.

- Risk Management costing more than what was received in 2019
- Water and Erosion Control Infrastructure (WECI) funding received and utilized in 2019. Matching funds utilized from dam reserve. This amount was lower than budgeted.
- Forest Management – 2019 harvests carried forward into 2020 – Associated costs taken from reserve to temporarily balance the budget.

Reserve amounts in each category in the budget were also reviewed.

d) 4<sup>th</sup> Quarter 2019 Financial Report and Year End Actuals

Alison Armstrong reviewed the 2019 Approved and Capital Budget. The auditors were completed the 2019 audit.

The TD investment account statement was presented. GSC's personal rate of return was 13.61% in the last 12-months, 4.97% for the last three years, and 4.38% over the last five year period.

e) Report on Board Advisory Committee

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

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

Option 1: Advisory Committee

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

Authority for a decision. The structure and administration of this committee is quite formal in nature.

Option 2: Changes to the Administrative By-Law

The second option is to amend the *Officers and Responsibilities* section of the Administrative By-Law. The proposed changes to the by-law would expand and better define the role of the Vice-Chair, in order to formally give the Vice-Chair a more involved role. Additionally, the proposed amendment defines that Chair, Vice-Chair, and CAO as the voting delegates (or alternates) for Conservation Ontario Council.

Option 3: Status Quo

Option 3 is the “do nothing” option.

<b>Motion No.:</b>	<b>Moved by:</b>	<b>Dwight Burley</b>
<b>FA-20-026</b>	<b>Seconded by:</b>	<b>Marion Koepke</b>

**THAT the Grey Sauble Conservation Board of Directors are in favour of Option 2: Changes to the Administrative By-Law - The second option is to amend the *Officers and Responsibilities* section of the Administrative By-Law. The proposed changes to the by-law would expand and better define the role of the Vice-Chair, in order to formally give the Vice-Chair a more involved role. Additionally, the proposed amendment defines that Chair, Vice-Chair, and CAO as the voting delegates (or alternates) for Conservation Ontario Council.**

**Carried**

f) Requests for Board Engagement

Gloria Dangerfield addressed the BOD's. Last year staff provided several orientation sessions at BOD's meetings, including Background on Conservation Authorities, Flood Forecasting and Monitoring, Risk Management and Water Management. GSC Staff would like the BOD's to advise what they are interested in seeing at future orientation sessions. Some options brought up included:

1. more pre-budget preparation, such as status and needs for GSCA Fleet;
2. Forestry needs;
3. Communications and Strategy;
4. Administration Policy overview;
5. AODA;
6. CA Collaborations;
7. Climate change actions that GSCA is undertaking;
8. Review of works completed by GSCA in each municipality, such as trees planted, properties managed;

Additionally, the BOD was asked what business areas or properties they would like to see included in the Annual Bus Tour

## **10. CAO's Report**

1. Tim Lanthier thanked the BOD's for the opportunity to lead GSCA as the new Chief Administrative Officer.
2. Update to the BOD on the status of the changes to CA Act:
  1. CA's are working towards positive outcomes with MECP and municipal partners.
  2. Cathy Little, Dick Hibma, Barbara Dubryn, and Tim Lanthier met with Bill Walker, MPP, Bruce Grey Owen Sound, about CA Act changes with the hope that key messages will be relayed to Minister Yurek:
    - Change in which programs can be levied against does not impact the Provincial budget but could dramatically impact the programming provided by CA's and CA's ability to provide services to member municipalities.
    - The Province needs to change their messaging to align CA's as partners. Although much education has occurred over the last year regarding CA business, the Provincial messaging around reigning in CA's has not changed.
    - Conservation authorities partner with MECP, MNRF, and MMAH on a number of fronts. This offers tremendous value to these agencies.
  3. Cathy Little and Tim attended an MECP workshop in London. Conservation Ontario made presentations.
  4. Section 28 – centred around planning and permitting role
  5. Ministry put out a survey. Feedback on what CA Act look like in the future
3. Met with the Sydenham Optimists Club with regards to the Club funding playground equipment at Hibou. They will donate \$50,000 in total.
4. Cathy Little and Tim met with the Foundation executive and interaction. May hire staff person to find effective ways to fund raise.
5. Foundation's Earth Film festival – being held on Thursday, April 30<sup>th</sup>, 2020 – Two films – Bruce Grey Monarchs & Flight of the Butterflies
6. Phoned by Dave Shearman to appear on politically speaking on Rogers near the end of April.
7. Have been approached by a benefits provider for health benefits for staff. Investigate further – potential for savings.
8. Contact Rogers to ask if Foundation could be on their program
9. Dwight Burley asked that if there are any concerns expressed to GSC with regards to construction/closure of the Inglis Falls Road, contact Georgian Bluffs

## **11. Chair's Report**

- Myself, Dick Hibma, B Dubryn, and Tim Lanthier met with Bill Walker, MPP, Bruce Grey Owen Sound, about changes with the hope he can bring messaging back.
- Attended Foundation meeting which is the 2<sup>nd</sup> Wednesday of the month

- Tim Lanthier and I attended an MECP workshop in London. Conservation Ontario made presentations. It is important to listen to criticisms and valid concerns
- Attended SVCA's AGM. Dan Gieruszek was re-elected Chair
- Attended Executive Foundation meeting

## **12. Other Business**

- i. Committees – Minutes – nothing at this time for:
  - a) Indigenous & GSCA Relationships Committee
  - b) Forestry Committee
  - c) BRWI
- ii) Grey County Federation of Agriculture Advisory Committee

Paul Vickers advised that Hugh Simpson, President, Grey County Federation of Agriculture, had talked to Paul to advise that he is disappointed that there is no Agriculture Advisory Committee for GSCA. Hugh would like the Conservation Authority involved in the development and policies for agriculture. Board comments as follows.

- This issue needs to be revisited. It is an active group waiting to be acknowledged. Andrea Matrosovs is on the NVCA Board and suggested that it is effective for outreach and collaboration for stewards of the land. Support Chair of Ag Advisory Committee for TOBM.
- A reason GSC didn't establish a Committee is that it did not fit into GSC's Strat Plan
- Ask the CAO to bring back Terms of Reference what the Ag Committee would consist of. What would an Ag Committee do? What would the purpose of this Committee be?
- Contact other organizations.
- The Committee may be advisory with relevance to the farming community.
- The OFA is the lobbying arm of agriculture. They feel they can contribute. There are other farming organizations.
- They address climate change, share stewardship opportunities and reach out to farmers.
- GSC represents 8 municipalities, of which 7 are rural.
- Recap our previous decision.
- Doreen will forward the previous minutes on this item to the Directors.
- Tim Lanthier or Cathy Little will talk to Hugh Simpson.

It was asked if the flood forecasts sent out by John Bittorf could be sent to the Police. John stated that he sends the forecasts to the municipalities who in turn forward it to their emergency agencies if they feel it is warranted.

## **12. Next Full Authority Meeting – Wednesday, March 25<sup>th</sup>, 2020, at 1:15 p.m.**

**13. Adjournment**

<b>Motion No.:</b>	<b>Moved by:</b>	<b>Sue Carleton</b>
<b>FA-20-</b>	<b>Seconded by:</b>	<b>Andrea Matrosovs</b>

**THAT this meeting be now adjourned.**

**Carried**

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Cathy Little, Chair

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Doreen Robinson  
Administrative Assistant

**Grey Sauble Conservation Authority Board of Directors**

**MOTION**

**DATE:**           **April 22<sup>nd</sup>, 2020**

**MOTION #:**

**MOVED BY:**       \_\_\_\_\_

**SECONDED BY:**   \_\_\_\_\_

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



# Permits Issued from Feb. 1, 2020 to Mar. 31, 2020

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS20-007	17-Jan-20	07-Feb-20	Part Lot	9	Municipality of Grey Highlands	Artemesia Township
Approved works:			Construction of a single family dwelling, garage, installation of septic system and associated site alterations.		Project Location:	122 Peter's Crescent
					<input checked="" type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill
					Reviewed by:	
					Lauren McGregor	
GS20-017	31-Jan-20	10-Feb-20			Municipality of Arran-Elderslie	Tara
Approved works:			the construction of a picnic shelter and associated site alterations		Project Location:	86 River Street
					<input checked="" type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input type="checkbox"/> fill
					Reviewed by:	
					Andrew Sorensen	
GS20-005	16-Jan-20	11-Feb-20	Patr Lot	1	Municipality of Grey Highlands	Euphrasia Township
Approved works:			Construction of a detached barn, laneway, installation of a culvert and associated site alterations		Project Location:	325 Fox Ridge Road
					<input checked="" type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill
					Reviewed by:	
					Lauren McGregor	
GS18-340	10-Oct-18	13-Feb-20			Municipality of Meaford	Town of Meaford
Approved works:			the repair to existing shoreline protection works		Project Location:	395 Grandview Drive
					<input type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input type="checkbox"/> fill
					Reviewed by:	
					Jacob Kloeze	
GS19-313	30-Sep-19	13-Feb-20	25	6	Town of the Blue Mountains	Collingwood Township
Approved works:			construction of a residential dwelling and associated site alterations		Project Location:	131 Barton Boulevard
					<input checked="" type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill
					Reviewed by:	
					Jacob Kloeze	
GS19-317	02-Oct-19	13-Feb-20	11	9	Municipality of Meaford	St Vincent Township
Approved works:			construction of a 4000 ft <sup>2</sup> barn and driveway extension		Project Location:	137662 Grey Road 12
					<input checked="" type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill
					Reviewed by:	
					Jacob Kloeze	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS19-362	05-Nov-19	14-Feb-20	23	3	Town of the Blue Mountains	Collingwood Township
Approved works:			construction of a 140 square foot accessory structure and wooden walkway		Project Location: 209511 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	
GS20-023	05-Feb-20	14-Feb-20	7	3	Town of South Bruce Peninsula	Amabel Township
Approved works:			stream crossing and drainage improvements		Project Location: 263 Salem Road <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	
GS19-330	10-Oct-19	25-Feb-20	14 & 15	3 & 4	Township of Chatsworth	Sullivan Township
Approved works:			Installation of the Phase 4 - Owen Sound Reinforcement Pipeline		Project Location: Concession 4 <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	
GS19-331	10-Oct-19	25-Feb-20	M	3 & 4	Township of Chatsworth	Sullivan Township
Approved works:			Installation of the Phase 4 - Owen Sound Reinforcement Pipeline		Project Location: Concession 4 <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	
GS19-332	10-Oct-19	25-Feb-20	I	3 & 4	Township of Chatsworth	Sullivan Township
Approved works:			Installation of the Phase 4 - Owen Sound Reinforcement Pipeline		Project Location: Concession 4 <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	
GS19-333	10-Oct-19	25-Feb-20	A & B	2 WGR	Township of Chatsworth	Sullivan Township
Approved works:			Installation of the Phase 4 - Owen Sound Reinforcement Pipeline		Project Location: Grey Road 40 <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	
GS19-334	10-Oct-19	25-Feb-20	A, B & F	2 & 3 WGR	Township of Chatsworth	Sullivan Township
Approved works:			Installation of the Phase 4 - Owen Sound Reinforcement Pipeline		Project Location: Concession 4 & Grey Road 40 <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS20-030	18-Feb-20	26-Feb-20			City of Owen Sound	City of Owen Sound
Approved works:			construction of a 1519 sq. ft. single family dwelling		Project Location: 515 3rd Street 'A' 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    Justine Lunt	
GS20-020	31-Jan-20	26-Feb-20	39	11	Town of the Blue Mountains	Collingwood Township
Approved works:			the demolition of an existing dwelling, construction of a new dwelling and associated site alterations		Project Location: 285 Sunset Blvd <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    Andrew Sorensen	
GS20-003	10-Jan-20	27-Feb-20	Part Lot	12 EBR	Town of South Bruce Peninsula	Albemarle Township
Approved works:			Demolition of an existing dwelling and construction of a new dwelling in the existing footprint		Project Location: 562 Mallory Beach Road <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Lauren McGregor	
GS19-347	21-Oct-19	02-Mar-20	Mill	D	Town of South Bruce Peninsula	Amabel Township
Approved works:			the construction of a new dwelling, grading associated with a septic system and associated drainage alterations		Project Location: 33 Cammidge Crescent <input checked="" type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Andrew Sorensen	
GS19-303	19-Sep-19	03-Mar-20	31	9	Township of Georgian Bluffs	Keppel Township
Approved works:			Construction of a dwelling, septic system, and laneway		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    Mac Plewes	
GS19-388	10-Dec-19	03-Mar-20	15	Colpoy's Range	Township of Georgian Bluffs	Keppel Township
Approved works:			Placement of fill and site grading associated with a landscaping project		Project Location: 502337 Grey Road 1 <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	
GS20-014	27-Jan-20	03-Mar-20	11	1 & 2	Township of Georgian Bluffs	Derby Township
Approved works:			Replacement of an existing culvert		Project Location: Inglis Falls Road <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	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS20-010	20-Jan-20	04-Mar-20	6	Georgian Rang	Township of Georgian Bluffs	Keppel Township
Approved works:			Installation of a shore well		Project Location: 505035 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	
GS20-018	31-Jan-20	04-Mar-20			City of Owen Sound	City of Owen Sound
Approved works:			Construction of an addition to a residential dwelling		Project Location: 349 5th Street E <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	
GS20-019	31-Jan-20	04-Mar-20			City of Owen Sound	City of Owen Sound
Approved works:			Construction an addition and deck		Project Location: 335 5th Street E <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	
GS20-024	06-Feb-20	05-Mar-20	5	1 NCD	Township of Georgian Bluffs	Sarawak Township
Approved works:			Placement of fill associated with an access lane		Project Location: 758201 Girl Guide 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	
GS20-025	06-Feb-20	05-Mar-20	11	Jones Range	Township of Georgian Bluffs	Keppel Township
Approved works:			Construction of a 300 sq ft deck and roof structure		Project Location: 257 Old Mill 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    Mac Plewes	
GS20-048	03-Feb-20	06-Mar-20	4	9	Municipality of Meaford	Sydenham Township
Approved works:			Construction of an Accessory Structure and Associated Grading		Project Location: 063470 Sunny Valley 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    Jacob Kloeze	
GS20-047	12-Feb-20	09-Mar-20	2	Georgian Rang	Township of Georgian Bluffs	Keppel Township
Approved works:			Construction of a deck		Project Location: 504737 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 type="checkbox"/> fill    Mac Plewes	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS20-009	20-Jan-20	10-Mar-20	19	6	Municipality of Meaford	St Vincent Township
Approved works:		construction of a 60.5 square foot addition to existing dwelling		Project Location: 174 Lakeshore Road <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 type="checkbox"/> fill    Jacob Kloeze		
GS20-036	29-Jan-20	10-Mar-20			Town of the Blue Mountains	Collingwood Township
Approved works:		repair to existing shoreline protection works		Project Location: 58 Cottage Avenue <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		
GS20-037	29-Jan-20	10-Mar-20			Town of the Blue Mountains	Collingwood Township
Approved works:		repair to existing shoreline protection works		Project Location: 60 Cottage Avenue <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		
GS20-038	29-Jan-20	10-Mar-20			Town of the Blue Mountains	Collingwood Township
Approved works:		repair to existing shoreline protection works		Project Location: 64 Cottage Avenue <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jacob Kloeze		
GS19-086	12-Apr-19	17-Mar-20	Part Lot	5	Municipality of Grey Highlands	Euphrasia Township
Approved works:		Refurbish existing dirt driveway with asphalt from road to ski club house 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    Lauren McGregor		
GS20-033	26-Feb-20	17-Mar-20	Part Lot	10	Municipality of Grey Highlands	Artemesia Township
Approved works:		Reconstruction of an existing deck and associated site alterations		Project Location: 147 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		
GS20-032	26-Feb-20	19-Mar-20	Part Lot	5 WBR	Town of South Bruce Peninsula	Albemarle Township
Approved works:		Construction of a 24 ft. by 26 ft. garage and associated site alterations		Project Location: 810 Howdenvale 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		

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS20-059	12-Mar-20	23-Mar-20	34	11	Town of the Blue Mountains	Collingwood Township
Approved works:			construction of a 288 ft <sup>2</sup> accessory structure		Project Location: 067485 33 Sideroad <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	
GS20-029	14-Feb-20	25-Mar-20			Town of the Blue Mountains	Thornbury
Approved works:			construction of a 16.7 sq. m. electrical control building for the existing Sewage Pumping Station		Project Location: 230 Peel 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    Andrew Sorensen	
GS20-004	07-Jan-20	25-Mar-20			Municipality of Meaford	Town of Meaford
Approved works:			expansion of existing shoreline protection works and replacement of patio		Project Location: 327 Sykes Street North <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	
GS20-045	03-Mar-20	27-Mar-20	42	3	Township of Georgian Bluffs	Sarawak Township
Approved works:			Placement of rocks for shoreline protection		Project Location: 339678 Presqu'ile 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	
GS20-065	07-Mar-20	30-Mar-20	34	10	Town of the Blue Mountains	Collingwood Township
Approved works:			construction of a deck		Project Location: 210 Alice Street 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    Jacob Kloeze	

**GREY SAUBLE CONSERVATION AUTHORITY  
RECEIPTS  
February 1st - 29th, 2020**

FROM		
Regulation Permits	\$ 8,090.00	
Planning	\$ 12,120.00	
Pavillion Rentals/User Fees	\$ 360.00	
Self-Serve Parking Fees	\$ 220.00	30 Day Passes and 1 Season Pass
Timber Sales	\$ 16,380.00	Compartment 27
Day Camp	\$ 1,170.00	
LiDAR Mapping	\$ 38,420.00	TOBM
County of Grey	\$ 4,520.00	Phragmites
1st Levy Installment	\$ 228,017.23	Arran-Elderslie, Chatsworth, Owen Sound, Georgian Bluffs, TOBM
Risk Management Office	\$ 14,500.00	Grey Highlands, West Grey, Chatsworth
Government of Canada	\$ 1,577.02	2019 4th Qtr. HST Return
Owed to Foundation	\$ 1,425.00	Memorial Forest, Sponsorship, Memberships and Donations
Donations	\$ 607.90	Tree Planting Donations
Miscellaneous	\$ 782.02	
Oliphant Phragmites Project	\$ 21,298.39	
Arboretum Alliance	\$ 100.00	
BRWI	\$ 70.00	
<b>February Receipts</b>	<b>\$ 349,657.56</b>	

**GREY SAUBLE CONSERVATION AUTHORITY**  
**EXPENSES**  
**February 1st - 29th, 2020**

11027	Lynn's Bakery & Deli	\$	233.10	CACIS (GIS) Meeting Lunch
11028	Buffett Taylor	\$	17,526.24	Employee Group Benefits January and February 2020
11029	AccountAbility	\$	791.00	Adagio Modules Annual Renewals
11030	Damar Security Systems	\$	165.30	Alarm Code Update and Monitoring Services February 2 to April 30, 2020
11031	Bruce Grey Forest Festival	\$	3,000.00	2020 Bruce Grey Forest Festival Donation
11032	Coates & Best Inc.	\$	45.30	Office Supplies
11033	Directdial	\$	620.37	Replacement Batteries, Desktop UPS, Network Switch
11034	Grey County Agricultural Services Centre	\$	339.00	Stewardship Program Advertisement
11035	Kilsyth Auto Service Ltd.	\$	1,541.01	Vehicles Maintenance & Repair
11036	Minister of Finance	\$	6,789.53	2019 - 2020 WECI Project Close
11037	Neopost Leasing Services Canada Ltd	\$	569.19	Postage Machine Lease February 15 to May 14, 2020
11038	Purolator Inc.	\$	21.12	Courier Delivery
11039	Tim Lanthier	\$	151.20	GSCA Mileage
11040	Toronto and Region Conservation	\$	2,500.00	Greenbelt Golden Horseshoe CA's Collaborative 2020 Contribution
11041	The Nutty Bakers Food Shoppe	\$	81.08	GSCA Recruitment Committee Interviews Lunch
11042	Staples Advantage	\$	97.18	Office Supplies
11043	Bruce Telecom	\$	528.38	Telephone & Equipment Charges February 2020
11044	CACPT	\$	215.00	Annual Membership Dues
11045	Excel Business Systems	\$	286.31	Drinking Water Source Protection
11046	Barclay Wholesale	\$	93.93	Washroom Hand Soap
11047	Bell Canada	\$	255.96	Tara Stream Gauge and Office Monthly Services
11048	Township of Chatsworth	\$	1,227.00	Property Tax - 1st Installment
11049	City of Owen Sound	\$	139.23	Property Tax - 1st Installment
11050	Coates & Best Inc.	\$	164.44	Office Supplies
11051	Sunbelt Rentals of Canada Inc	\$	154.25	Safety Salt
11052	Carl Seider	\$	115.20	DWSP Mileage
11053	Grey Bruce Farmers' Week	\$	169.50	Grey Bruce Farmers' Week Booth Rental
11054	Earth Power Tractors and Equipment Inc.	\$	140.74	Equipment Maintenance
11055	Township of Georgian Bluffs	\$	4,166.00	Property Tax - 1st Installment
11056	Gloria Dangerfield	\$	105.75	Mileage for Lake Huron Municipal Forum
11057	HR downloads	\$	3,727.87	HR Complete Access for 26-50 Employees
11058	Hutten & Co	\$	237.30	On-Call Snow Clearing
11059	MacDonnell Fuels Limited	\$	654.80	Fuel for GSC Vehicles
11060	J.J. MacKay Canada Limited	\$	12.43	Self Serve Transaction Fees
11061	Municipality of Meaford	\$	4,650.00	Property Tax - 1st Installment
11062	Messer Owen Sound	\$	312.22	Acetylene & Cylinder Utilization Fee
11063	O.M.E.R.S.	\$	34,323.18	OMERS Contributions
11064	Miller Waste Systems Inc.	\$	73.76	Garbage Bin Rental January 2020
11065	Riddell Contracting Ltd.	\$	831.55	Administration Centre Maintenance



11066	Rogers Wireless	\$	112.46	Cell Phone Usage January 2 to February 2, 2020
11067	POSTMEDIA Payment Centre	\$	542.74	Advertising for Cleaning Contract
11068	Xerox Canada Ltd.	\$	36.97	GSCA Copy Charges November 25, 2019 to January 26, 2020

Mastercard Payments	\$	3,468.29	
Moneris, Copier	\$	389.38	includes DWSP copier
McKay Pay Self-Serve Fees	\$	25.63	
Hydro, Reliance	\$	3,366.01	
Receiver General, EHT, WSIB	\$	57,977.60	
February Payroll	\$	74,709.31	
<b>February Expenses</b>	<b>\$</b>	<b>193,310.35</b>	

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

FROM

Regulation Permits	\$	7,080.00	
Planning	\$	7,890.00	
Pavillion Rentals/User Fees	\$	273.00	
Self-Serve Parking Fees	\$	514.00	7 Season and 39 Day Passes
Forestry	\$	508.50	2019 Tree Invoice
Timber Sales	\$	4,320.00	
Forests Ontario	\$	96,738.20	50 Million Tree Program
Day Camp	\$	7,598.24	Revenue Less Refunds for Program Cancellation
1st Levy Installment	\$	79,611.90	Meaford, Grey Highlands
Bruce Power	\$	25,000.00	Stewardship
Province of Ontario	\$	3,748.60	Great Lakes Guardian Community Fund (2018 Funding)
Owed to Foundation	\$	75.00	
Donations	\$	57.90	Canada Helps
Miscellaneous	\$	621.30	
Oliphant Phragmites Project	\$	15,900.00	
BRWI	\$	100.00	
<b>March Receipts</b>	<b>\$</b>	<b>250,036.64</b>	

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

11069	Bruce Telecom	\$	526.33	Telephone & Equipment Charges
11070	Rita McGee	\$	100.00	OPFA Membership Application Fee
11071	Municipality of Arran-Elderslie	\$	287.00	2020 Property Taxes - First Installment
11072	Excel Business Systems	\$	284.04	DWSP Copy & Print Charges
11073	Bayshore Broadcasting	\$	339.00	Day Camp Advertisement
11074	Bell Canada	\$	80.21	Tara Stream Gauge Monthly Service
11075	Buffett Taylor	\$	9,711.25	Employee Group Benefits
11076	City of Owen Sound	\$	502.97	Water Consumption & Service Charges
11077	Sunbelt Rentals of Canada Inc.	\$	90.40	Safety Salt
11078	Grey-Bruce Boomers	\$	353.69	Day Camp Advertisement
11079	Municipality of Grey Highlands	\$	3,751.17	2020 Property Taxes - First Installment
11080	Ideal Supply Inc.	\$	84.74	Vehicle Repair and Maintenance
11081	Kilsyth Auto Service Ltd.	\$	460.12	Vehicle Repair and Maintenance
11082	MacDonnell Fuels Limited	\$	1,527.79	Fuel for GSCA Vehicles & Furnace Oil
11083	O.M.E.R.S.	\$	22,348.72	OMERS Contributions
11084	Owen Sound Sun Times	\$	300.30	Sun Times Annual Renewal
11085	Pineneedle Farms	\$	3,978.84	Deposit for 2020 Tree Order
11086	Somerville Nurseries Inc.	\$	13,988.00	Deposit for 2020 Tree Order
11087	Postmedia Payment Centre	\$	268.49	Summer Employment Advertisement
11088	Tim Lanthier	\$	216.77	GSCA Mileage & Expenses
11089	Town of South Bruce Peninsula	\$	2,219.69	2020 Property Taxes - First Installment
11090	Xerox Canada Ltd.	\$	48.61	GSCA Copy & Print Charges
11091	Town of The Blue Mountains	\$	1,543.59	2020 Property Taxes - First Installment
11092	Adam Atyeo	\$	175.00	March Break Day Camp Refund
11093	Matthew Cummins	\$	300.00	March Break Day Camp Refund
11094	Tammy Robertson	\$	161.56	March Break Day Camp Refund
	Mastercard Payments		\$3,022.62	
	Moneris, Copier		\$330.83	includes DWSP copier
	McKay Pay Self-Serve Fees		\$33.41	
	Hydro, Reliance		\$3,103.42	
	Receiver General, EHT, WSIB		\$39,637.62	
	March Payroll		\$78,820.33	
	March Expenses		<u>\$ 188,596.52</u>	



# Resolution

Moved By



Agenda  
Item 8b

Resolution No.  
2020-02-19-55

Last Name Printed

Ostrander

Seconded By



Last Name Printed

Latchford

Council Date: February 19, 2020

"Whereas Northumberland County supports the important role that conservation authorities provide, including watershed management programs; and

Whereas Northumberland County believes that the Province should undertake consultations with municipalities prior to making any program or funding changes;

Now Therefore Be It Resolved That County Council receive the supporting resolutions from Ontario municipalities (including the Town of Orangeville, the Town of Collingwood and the Municipality of Strathroy-Caradoc; and

Further Be It Resolved That this resolution be forwarded to: Premier Doug Ford, the Minister of the Environment, Conservation and Parks, MPP David Piccini, the Association of Municipalities of Ontario, the Ganaraska Conversation Authority, the Lower Trent Conversation Authority, the Crowe Valley Conservation Authority and the Otonabee Region Conservation Authority, and all Ontario municipalities."

Recorded Vote  
Requested by

Councillor's Name

Carried

  
Warden's Signature

Deferred

Warden's Signature

Defeated

Warden's Signature

**Ellis, Maddison**

---

**From:** Tracy MacDonald <tmacdonald@orangeville.ca>  
**Sent:** Monday, January 27, 2020 6:34 PM  
**Subject:** Resolution - Environmental Awareness and Action

**CAUTION: External E-Mail**

Good afternoon,

The Town Orangeville passed the following resolution at its January 13, 2020 Council meeting:

**13.1 Councillor Peters – Environmental Awareness and Action**

**Resolution 2020-14**

Moved by Councillor Peters  
Seconded by Councillor Post

That the Town of Orangeville supports continuation of the programs and services of the CVC, both mandatory and non-mandatory, and that no programs or services of the CVC or other CAs in Ontario be “wound down” at this time; and

That the Minister of the Environment, Conservation, and Parks give clear direction as to what programs and services are considered mandatory and non-mandatory and how those programs will be funded in the future; and

That the Minister of the Environment, Conservation, and Parks recognizes the strong and positive Provincial role Conservation Authorities (CAs) play in flood risk reduction programs and reinstates funding to the CAs of Ontario; and

That this resolution be forwarded to the Minister of the Environment, Conservation, and Parks, Premier Doug Ford, MPP Sylvia Jones, the Association of Municipalities of Ontario, the Credit Valley Conservation Authority, Conservation Ontario, and all Ontario municipalities.

Carried.

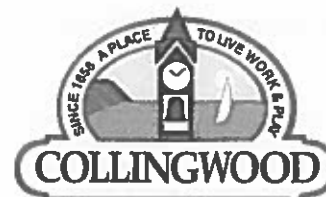
Regards,

**Tracy Macdonald | Assistant Clerk | Corporate Services**  
**Town of Orangeville | 87 Broadway | Orangeville ON L9W 1K1**  
**519-941-0440 Ext. 2256 | Toll Free 1-866-941-0440 Ext. 2256**  
[tmacdonald@orangeville.ca](mailto:tmacdonald@orangeville.ca) | [www.orangeville.ca](http://www.orangeville.ca)

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**TOWN OF COLLINGWOOD**

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**Attachment #6****Becky Dahl, Deputy Clerk**

97 Hurontario St. P.O. Box 157  
Collingwood, ON L9Y 3Z5  
Tel: (705) 445-1030 Ex. 3230  
Fax: (705) 445-2448  
Email: bdahl@collingwood.ca

January 21, 2020

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

**Re: Conservation Authorities**

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On behalf of the Council for the Corporation of the Town of Collingwood, I write to advise you of the following recommendation approved at its meeting held on January 20, 2020 for your consideration:

**WHEREAS** the Town of Collingwood has recently declared a Climate Emergency;

**AND WHEREAS** the Town of Collingwood has committed to nine core principles of sustainability;

**AND WHEREAS** the Town of Collingwood is a beneficiary of the upstream environmental remediation work done by the Nottawasaga Valley Conservation Authority (NVCA);

**AND WHEREAS** the Town of Collingwood is a member of the NVCA, with representation on its Board of Directors;

**AND WHEREAS** under the direction of the Board of Directors, the NVCA provides programs and services addressing local priorities to the residents of Collingwood and its other member municipalities, including inclusive outdoor education and recreation, water quality monitoring, preservation of species at risk as well as protecting life and property through a variety of measures;

**AND WHEREAS** the NVCA provides the Town of Collingwood with expert advice on the environmental impact of land use planning proposals and that the Municipality does not have staff with comparable expertise or experience;

**AND WHEREAS** the Ministry of the Environment, Conservation and Parks provides approximately one percent of the budget for programs and services currently delivered by the NVCA;

**THEREFORE BE IT RESOLVED THAT** the Town of Collingwood supports Conservation Authority regulations under Bill 108 being completed in consultation with municipalities, the NVCA and Conservation Ontario;

**AND THAT** the Town of Collingwood supports continuation of the critical programs and services included in the mandate of Conservation Authorities;

**AND THAT** during the fulsome review and consultations the Minister of Environment, Conservation and Parks continue to allow local municipalities' designated representatives

to determine which programs will be delivered and mandatory, along with the use of a Board-directed fair municipal levy as per current Regulation;

**AND THAT** this resolution be forwarded to the Minister of the Environment, Conservation and Parks, Premier Doug Ford, MPP Jim Wilson, the Association of Municipalities of Ontario, Nottawasaga Valley Conservation Authority, Conservation Ontario, all Ontario municipalities, and the County of Simcoe.

Should you require anything further, please do not hesitate to contact the undersigned at 705-445-1030 ext. 3230 or [clerk@collingwood.ca](mailto:clerk@collingwood.ca).

Yours truly,

~~TOWN OF COLLINGWOOD~~

A large, stylized handwritten signature in black ink, appearing to be 'Becky Dahl', written over the crossed-out town name.

Becky Dahl  
Deputy Clerk, Clerk Services

c.c. Premier Doug Ford  
Jim Wilson, MPP  
Association of Municipalities of Ontario  
Nottawasaga Valley Conservation Authority  
Conservation Ontario  
County of Simcoe  
Ontario municipalities

## Ellis, Maddison

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**From:** Ruth Alcaindinho <ralcaindinho@strathroy-caradoc.ca>  
**Sent:** Friday, January 24, 2020 10:50 AM  
**To:** minister.mecp@ontario.ca; admin@ltvca.ca  
**Subject:** Strathroy-Caradoc Regular Council Meeting January 20, 2020 - Approval of Resolution LTVC - Watershed Management Programs

### CAUTION: External E-Mail

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

Moved by Councillors Brennan and Kennes:

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

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

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

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

Kind Regards,

*Ruth*

Ruth Alcaindinho  
Deputy Clerk/Insurance Co-Ordinator  
Legal & Legislative Services  
Tel: 519-245-1105 Ext 237  
Fax: 519-245-6353  
Email: [ralcaindinho@strathroy-caradoc.ca](mailto:ralcaindinho@strathroy-caradoc.ca)



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Grey Sauble Conservation Authority  
Forestry Committee Meeting

# MINUTES

**MEETING:** Forestry Committee Meeting  
**DATE:** Thursday February 6, 2020  
**TIME:** 2:00 pm – 4:30 pm  
**LOCATION:** GSC Administration Centre

**CHAIR:**

**Committee Members Present:** Andrea Matrosovs, Dwight Burley, Scott Mackey, Harley Greenfield, Ryan Greig

**Staff Present:** Mike Fry, Cam Bennett

**1. Call to Order**

Mike Fry called the meeting to order at 2:07 PM.

**2. Motion to Adopt Agenda**

<b><u>Motion</u></b>	<b>Moved by</b>	<b>Dwight Burley</b>
	<b>Seconded by</b>	<b>Scott Mackey</b>

**THAT the Forestry Committee adopt the agenda of November 19, 2019**

<b>All in Favour</b>	<b>Carried</b>
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**3. Disclosure of Pecuniary Interest**

No disclosures of pecuniary interest were expressed.

**4. Selection of Chair**

Andrea Matrosovs was nominated for and accepted the position of Chair.

**Motion**

**Moved by  
Seconded by**

**Dwight Burley  
Harley Greenfield**

**THAT Andrea Matrosovs be elected to the position of Chair of the Forestry Committee.**

**All in Favour**

**Carried**

**5. Approval of Minutes from November 19, 2019 – Attachment #1**

There was a brief discussion about the Emerald Ash Borer (EAB) parasitoid release at West Rocks in 2019. Mike described the project which partnered Grey Sauble with the Ministry of Natural Resources and Forestry (MNRF) and the Canadian Forest Service (CFS).

**Motion**

**Moved by  
Seconded by**

**Dwight Burley  
Scott Mackey**

**THAT the Forestry Committee approve the minutes of November 19, 2019.**

**All in Favour**

**Carried**

**6. Business Arising from the Minutes**

None

**7. Discussion Items**

**a. Grey Sauble Conservation Forest Management**

**i. Forest Management Plan – Attachment #2**

Mike reviewed the updated Forest Management Plan (FMP) and stakeholder comments and survey results. There was a lengthy discussion about harvest schedules, revenue and Ash management.

**Motion**

**Moved by  
Seconded by**

**Dwight Burley  
Harley Greenfield**

**THAT the Forestry Committee recommends the Board of Directors accept the updates to the Forest Management Plan.**

**All in Favour**

**Carried**

**ii. 2020 Tendering Plan - Attachment #3**

Mike reviews the 2020 Tendering Plan. There was a request to notify the roads departments of the various Municipalities when logging operations are taking place. This could assist Municipalities with planning road work in the future. Staff will develop a method of informing the appropriate people at the different Municipalities about upcoming operations based on the Tendering Plan.

**Motion**

**Moved by  
Seconded by**

**Scott Mackey  
Ryan Greig**

**THAT the Forestry Committee receive the 2020 Tendering Plan as information.**

**All in Favour**

**Carried**

iii. Tender Status Report – Attachment #4

Cam reviewed the Tender Status Report.

**Motion**

**Moved by  
Seconded by**

**Harley Greenfield  
Dwight Burley**

**THAT the Forestry Committee receive the Tender Status Report as information.**

**All in Favour**

**Carried**

**b. Grey Sauble Forestry Services**

i. Update on Tree Planting for 2020 - Information

Mike reviewed the tree planting numbers for 2020. There are 33 projects approved for a total of approximately 85,000 trees. The Annual tree sale will be held on Saturday April 25<sup>th</sup>, 2020. Andrea Matrosovs asks for a map of tree planting numbers for each Municipality. It was also request that councilors be provided with talking points for Council Meetings about trees planted within each Municipality.

Mike briefly described the recent changes to the Grey County Tree Cutting By-law agreement between Grey Sauble and Grey County and how it impacts Grey Sauble Forestry Services.

**Motion**

**Moved by**

**Ryan Greig**

**Seconded by        Scott Mackey**

**THAT the Forestry Committee receive the 2020 Update on Tree Planting as information.**

**All in Favour**

**Carried**

**8.    Other Business**

Other business was covered at various points earlier in the meeting.

**9.    Next Meetings**

**Next Forestry Committee meeting:**

Date: Thursday September 17, 2020

Time: 2:00 PM – 4:30 PM

Location: GSC Administration Centre

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Chairman  
Andrea Matrosovs

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Recording Secretary  
Cam Bennett

**Minutes of the Inglis Falls Arboretum Alliance (IFAA), February 19, 2020, 1:30 p.m.**

Nancy chaired the meeting and Cecilie was Secretary.

**Present:** Nancy Brown, Chair, Cecilie Moses, Secretary, Murray Peer, Carl Sadler, Peter Smith, Rodney Saunders, Julie Anne Lamberts, Mike Fry, Brian Murray.

**Regrets:** Lynne Marie Sullivan, Sue Carlton, Jim Hastie, Jason Traynor

1. Motion to approve minutes by Murray, seconded by Mike. Approved.

2. **Business Arising from Minutes:** None.

3. **Financial Review** to January 31, 2020. No transactions since last meeting. Nancy presented an overview of financial structure. Spending policy established as follows: if a committee member needs to make purchases up to \$50.00 it is okay to proceed if necessary. Ideally all expenditures and definitely those above \$50.00 require approval by majority of committee preferably at monthly meetings or by email consensus. Moved by Murray and seconded by Brian. Carried.

4. **IFAA Committee History & Structure** (See attached Terms of Reference 2008). Nancy gave a detailed report. IFAA was the brainchild of the Grey Sauble Conservation Foundation. Rod was actually the founder of the Alliance. The Foundation is the fundraising arm of the Grey Sauble Conservation Authority (GSCA). Someone is needed from IFAA to sit on Foundation and Vice Versa. The term is two years.

Interested persons wishing to sit on the IFAA committee need to submit their interest to be a member first to the IFAA committee to be then recommended for approval to the Board of Directors of the GSCA.

Mike's official title on IFAA is Financial Reviewer. As the position does not handle money or a bank account this was deemed a more appropriate title than Treasurer.

Discussed need to review constitution. Tabled.

5. **Report on local Climate Action Team Bruce Grey** - request for support.

Julie explained about the group and asked for a Letter of Support to encourage Georgian Bluffs Council to include a citizen group. Julie moved that their Letter of Support be signed by the IFAA. Seconded by Rod. Carried. Nancy will sign on behalf of IFAA and a template letter will be sent to IFAA members if they wish to sign individually.

6. **Education and Promotions Committee**

- (a). Volunteer Fair will be at the legion and not the library. Date to be announced.
- (aa). OSFN newsletter. Julie did an ad for the Field Nats news letter and a little blurb. Hopefully some volunteers will come forth.
- (b). Grey Sauble Tree Sale, Saturday April 25, 8:00 until noon. Let Nancy know if you can help.
- (c). Grade 3 program (WREN) Nancy investigated details of cost, etc. IFAA participating since 2011 - cost goes up 2 to 3 percent per year. Grey Sauble pays for the buses. IFAA has paid for Nancy Griffin to come from Saugeen Valley Conservation Authority. Recommended we ask Grey Sauble to pay SVCA expenses. Discussed.  
Proposed Dates, Friday, May 1st and Tuesday, May 5th. 80 kids per day. Continue with this program if we can. Work to Rule may affect whether we can do the program. Should we consider expanding to schools further away, i.e. Tobermory. Also consider getting high school students involved again. Tabled to March meeting.
- (d). Doors Open: Saturday, June 6th. IFAA is on. We will do it along with help from GSCA and GSC Foundation
- (e). Tours scheduled for talk and tour of Inglis Falls Arboretum.  
Probus Garden Club - Thursday, June 4th.  
Meaford Garden Club - Monday, August 17th.

- (a). **Propagation Subcommittee:** Nancy suggested we purchase at least 2 lots of 50 trees each which is the minimum amount. Rod donating \$100.00 for this. Suggestions include white birch, red maple, high bush cranberry, tamarack.
- (b). Tuesday work parties - tabled until nice weather. Murray and Carl will get together to review the species list for the tree and shrub walk area.
- (c). Pollinator and Meadow Gardens - Two new volunteers forthcoming for these projects.

**7. Signage Subcommittee:**

Lots of possibilities to consider

Nancy reported and showed samples of possible signs. 3 1/2"X5". All to be one size. Can go vertical or horizontal. Several materials presented for consideration. Font samples presented. Put on white cedar posts in the native arboretum section. Use screws and springs when on large trees in the Trees of World section. Consider applying in July to TD Friends of the Environment again for funding. Tabled.

8. **Earth Film** April 30, 7:00 p.m. at the Roxy by Grey Sauble Conservation Foundation. Our members encouraged to attend and to join the Foundation.

9. Inviting Anne Lennox to join IFAA committee was supported unanimously by those present.

10. **Next Meeting:** Monday, March 16, 1:30 p.m.

Respectfully Submitted.

Cecilie Moses.

Inglis Falls Arboretum Alliance  
Grey Sauble Conservation Authority  
237 897 Inglis Falls Road, Owen Sound, ON  
N4K 5N6

April 1, 2020

Board of Directors  
Grey Sauble Conservation Authority

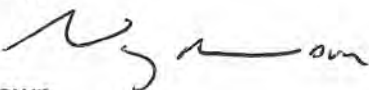
Dear Directors,

The Inglis Falls Arboretum Alliance (IFAA) is a committee of the Grey Sauble Conservation Authority (GSCA). It consists of approved members representing interest groups and individuals who bring their knowledge and enthusiasm to collaborate on the development of the arboretum surrounding the authority administration office. We support educational days for school age children, conduct tours and support an active native plant nursery producing plants for the arboretum as well as the public. Current plans include the design and implementation of improved signage for the approximately 200 specimens of woody plants.

On the committee currently we have 10 members plus two assigned GSCA staff and a representative of your Board of Directors, Scott Greig. Recently we have had two individuals who have expressed interest in joining our committee. Myles Armstrong works in the field of landscaping and has completed his Horticulture Diploma at Fanshawe College in London. He is new to the area in the past couple of years and has frequented the arboretum and admired the work being done. The other person is Anne Lennox who is no stranger to us as we appreciated her years of work as the GSCA Forestry Coordinator. Anne started on the IFAA committee in the early 2000s when the expansion of the arboretum was in its formative years. Her expertise on native woody plants, right tree for the right site and sourcing of seeds are so needed at this time if the arboretum is to fulfil its potential as a destination for those seeking to learn and enjoy time among the trees at the arboretum. Both of these individuals are enthusiastic, experienced and ready to work hard to forward the goals of the IFAA.

Our committee fully supports and recommends the participation of these two individuals on the Inglis Falls Arboretum Committee and look now to the Board of Directors of the Grey Sauble Conservation Authority for final approval.

Respectfully,

  
Nancy Brown  
IFAA Chairperson

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

## **MOTION**

**DATE:** **April 22<sup>nd</sup> 2020**

**MOTION #:**

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

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

**THAT in consideration of the Consent Agenda, items listed on the April 22<sup>nd</sup>, 2020, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items.**

**i) Environmental Planning – Section 28 Permits – February 2020 and March 2020; ii) Administration – Receipts and Expenses – February 2020 and March 2020; iii) Correspondence – a) Resolution from Northumberland County re: CA's ; b) Resolution from Town of Orangeville – re: CA's; c) Resolution from Town of Collingwood – re: CA's; d) Resolution from Municipality of Strathroy-Caradoc - re: CA's; iv) Minutes: a) Forestry Committee Minutes – February 6<sup>th</sup>, 2020; b) Inglis Falls Arboretum Alliance (IFAA) Committee Minutes – February 19<sup>th</sup>, 2020; c) Letter of support from IFAA for new members**



## **STAFF REPORT**

**Report To:** Board of Directors  
**Report From:** Tim Lanthier  
Chief Administrative Officer  
**Meeting Date:** April 22, 2020  
**Report Code:** 06-2020  
**Subject:** Business Continuity and Operational Plan Updates



### **Recommendation:**

**WHEREAS, the operation of the business of GSCA will be impacted by the COVID-19 global pandemic;**

**AND FURTHER WHEREAS, GSCA has taken a suite of proactive measures to address these impacts, including the preparation of a Pandemic Plan, development of alternate working conditions for staff, review of sick leave policies, and a reduction in overall spending;**

**AND FURTHER WHEREAS, the GSCA Board of Director's endorsed these actions through an informal digital poll;**

**THAT the Grey Sauble Conservation Authority Board of Directors formally ratify the following items:**

- 1. Continuation of salary payments to staff working remotely from home, so long as adequate work exists;**
- 2. If staff are unable to report to work due to COVID-19 related illness, that GSCA will require the use of a maximum of eight (8) sick day credits before continuing these staff back on their regular salary.**

**AND FURTHER THAT the GSCA Board of Directors direct the CAO to report back on the status of this situation on a monthly basis, with opportunity to update this directive at that (those) time(s).**

## **Strategic Initiatives**

This item is not directly related to all of GSCA Strategic Initiatives and overall organizational continuity.

## **Background**

At the onset of the COVID-19 health emergency, GSCA took active measure to keep abreast of advice from public health authorities and the Province. This included a stepped approach as the situation escalated.

A primary component of this stepped approach was the drafting, review and approval of the GSCA Interim Pandemic Plan which will also be presented at the April 22, 2020 Full Authority meeting. The Interim Pandemic Plan was circulated to Board of Directors Members on March 19<sup>th</sup> via email for endorsement of the Plan. Also in this March 19<sup>th</sup> email was a request for the Board of Directors to endorse payment of staff time during this unprecedented situation. All 11 Board Members responded in favour of endorsing the Plan.

## **Current Request**

The request for Board endorsement included the following items, which we now seek ratification of:

1. Board of Directors meeting scheduled for March 25<sup>th</sup> be cancelled. This has obviously already happened and keeps in line with public health and Provincial directions;
2. Formally activate the Interim Pandemic Plan as attached. This item will be covered under Board Report 07-2020;
3. Staff will be working from home and may have reduced duties. However, this is a very unusual circumstance and we want to make sure that we are valuing our staff in this difficult time. As such, I am seeking Board endorsement that we continue to pay staff their regular salaried pay during this time. The CAO and the Finance Coordinator will continue to monitor the 2020 budget and this situation will be formally reappraised as to its functionality within one to two months time, if necessary.

It now appears that this situation will proceed longer than initially suggested by the Provincial government. At this time, staff are continuing to work remotely and in the field with occasional office access. This is detailed in the attached document, *“COVID-19 Health and Safety Protocols and Actions to Date: April 17, 2020”*.

Staff have been asked to freeze spending except as otherwise approved on a case-by-case basis. Onboarding of new staff has been deferred due to this situation. This is the result of both the practicalities of onboarding during this time, as well as to preserve the budget dollars as much as possible. The CAO and the Finance Coordinator are continuing to monitor the budget and will report back again at the May 2020 Full Authority meeting.

4. If staff are unable to report to work (ie: check in with management that they are ill and unable to continue working) that GSCA will require the use of a maximum of eight (8) sick day credits before continuing these staff back on their regular salary. Staff are afforded eight new sick days per year. The limit of a maximum of eight sick day usage keeps things fair for all staff.

### **Other Relevant Information**

Other actions that have taken place to ensure the safety of staff, the organization, and the public are as follows:

1. Field work has been dramatically reduced. Staff are not permitted to take any in person meetings with anyone.
2. March Break and PD Day Camps were cancelled after one day each.
3. GSCA Office is closed to the public, and largely closed to staff.
4. Annual Arbor Day Tree Sale has been cancelled.
5. Pre-Order Sales may not happen or may be dramatically reduced due to Provincial Order 82/20 regarding Essential Businesses.
6. Tree Planting may not happen or may be dramatically reduced due to Provincial Order 82/20 regarding Essential Businesses.
7. All GSCA properties are closed to the public, effective March 27, 2020.

### **Financial/Budget Implications:**

It is expected that self-generated revenues will be impacted by the COVID-19 situation. At the current time, the budget is being impacted as follows:

1. The cancellation of the March Day Camp resulted in an approximate loss of \$3,000 in net revenues.
2. The Annual tree sale has been cancelled. This equates to an approximate \$20,000 in lost revenues.
3. Pre-Order tree sales and tree planting will be dramatically reduced and/or lost for the 2020 season. This equates to up to \$75,000 in lost revenues for pre-orders and \$53,000 in lost revenues for tree planting.
4. Nominal paid parking revenue losses are occurring due to the early spring and the necessity to close GSCA properties.
5. Planning revenues appear to be consistent with 2019 first quarter numbers.

If the situation persists through the summer, GSCA will see further budget impacts from:

1. No property and facility rental fees resulting in approximately \$100,000 in lost revenues.
2. Reduced Planning and Permitting fees. Forecasted impacts are unknown at this time, but conservatively this would reduce revenues by approximately \$60,000 over the year.
3. GSCA's Education Program would not run, resulting in gross revenue loss of \$45,000, but a net revenue loss of approximately \$10,000.
4. Impacts to DWSP and Stewardship are unknown at this time.

Management staff are taking appropriate steps to reduce spending in other areas to help accommodate these existing and potential losses. We are also actively tracking these losses in the hope of recovering some monies through government assistance programs.

**Communication Strategy:**

None at this time.

**Consultation: CAO, All GSCA Management Staff**

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

# Draft – COVID-19 Health and Safety Protocols and Actions to Date: April 17, 2020

## Background: Actions to Date

At the onset of the COVID-19 health emergency, GSCA took active measure to keep abreast of advice from public health authorities and the Province. This included a stepped approach as the situation escalated. The following steps occurred:

1. March 5, 2020: GSCA starts planning for the possibility of an escalation in the COVID-19 situation by commencing work on a business continuity plan.
2. March 11, 2020: The World Health Organization officially declares COVID-19 a global pandemic.

Very few cases confirmed in Grey and Bruce Counties at this time (<3). All are travel related. No community transmission reported.

3. March 13, 2020: GSCA staff engaged in ongoing communications with other day camp providers and Public Health Grey Bruce about whether GSCA March Break Day Camp should proceed. Information from both public health officials and another large local Day Camp provider were that it was okay to proceed.
4. March 15, 2020: GSCA makes the decision to cancel March Break Day Camp effective end of day, Monday, March 16, 2020. Parents were also offered the opportunity to cancel on Monday as well with full refund.
5. Effective March 16, 2020: The GSCA Administrative Office was closed to the public. Additionally, staff were instructed to limit exposure to situations involving the public by discontinuing all meetings, workshops, etc.

GSCA issued media release, social media posts and updated website to inform the public of the office closure.

First meeting of the GSCA Pandemic Plan Management Committee.

6. March 17, 2020: All staff except for IT related staff are asked to stay home while a remote working solution is finalized. For the remainder of the week, managers

are asked to attend the office to help determine what their staff resource needs are.

GSCA Administrative and IT staff work out solution for remote working.

Safety procedure developed for staff utilizing vehicles to ensure a minimum three days separation between users. Only one staff person allowed in a vehicle at any given time.

7. March 18, 2020: "Final" draft of the Interim Pandemic Plan sent to GSCA managers for review and comments.

Final Interim Pandemic Plan circulated to Board of Director's for endorsement. The Board was also asked to endorse the cancellation of the March 25<sup>th</sup> Board Meeting, and some Finance and HR related items associated with the COVID-19 situation.

8. March 19, 2020: First workstation pickups are arranged for staff to work remotely from home.

After discussion with Office Cleaning Contractor, it was deemed prudent to put a pause on the Cleaners entering the office space until most of the staff had vacated. This was based on a comment from the Cleaner that they are cleaner for workplaces that account for 1500 people. Extra office cleaning was conducted by staff to compensate.

Confirmation from all Board Members of endorsement of the Interim Pandemic Plan. Plan circulated to all GSCA Staff.

9. March 20, 2020: Vehicle reservation procedure refined.

10. March 23, 2020: Vehicle key rack moved to Alarm Room to minimize the need for staff to enter the office proper. Check in procedure increased for staff in the field during this time. Check in procedure also developed for staff working from home to inform their supervisor that they are healthy and planning to work a seven-hour day.

11. March 24, 2020: Most staff now working remotely from home or allotted space as the only employee within the office. Staff working remotely are set up with a desktop or laptop complete with Manifold GIS (if necessary), Office Suite, including Teams, and Splashtop to allow them to remote into their physical office desktop.

Province issues an order under the Emergency Management and Civil Protection Act (EMCPA) for the closure of all non-essential businesses.

12. March 27, 2020: GSCA closes all properties to the public. Media release, social media posts, and website updates all occurred on this day. OPP notified of this.
13. March 28, 2020: Province issues an order under the EMCPA limiting public gatherings to five or fewer people.
14. March 29, 2020: Grey Bruce Public Health reports first confirmed case of community transmission within Grey and Bruce Counties.
15. March 30, 2020: Province issues an order under the EMCPA requiring the closure of outdoor recreational amenities.
16. March 30, 2020: All staff now set up to work from home. Office booking procedure implemented which only allows one staff on each floor per day. Online booking tool available for staff to utilize.
17. March 31, 2020: Signage and barricades installed at many GSCA properties. OPP notified of this.
18. April 3, 2020: Province issues an order under the EMCPA narrowing the number of businesses that qualify as essential under the Act.
19. April 4, 2020: Cleaners started back and cleaned and disinfected all common areas and common touch areas within the office.
20. April 9, 2020: Letters prepared and issued to staff fulfilling essential workplace duties. The letter is to be shown to any law enforcement officer that may stop any staff under the EMCPA. The letter states that the staff member is undertaking an essential business activity as per O.Reg. 82/20 made pursuant to the EMCPA.
21. April 15, 2020: GSCA seeks legal opinion from Middlebro' and Stevens on interpretation of the Essential Businesses order relative to GSCA's business areas. Response received is generally supportive of our work as an essential or exempt workplace. Tree planting and tree sales identified as being less likely to meet the criteria of essential.
22. Throughout this process, there has been ongoing communication with Conservation Ontario to sort out BMP's, Next Steps, and Interpretations of Provincial Orders.

23. Throughout the process, updates have been going to all staff regarding:
- a) the implementation of different measures noted above;
  - b) current provincial orders and directions
  - c) current state of COVID-19 situation in Grey and Bruce Counties
- 

## Protocol and Procedures

### Office Working Environment

Most staff have been working remotely since March 24, 2020. However, there is a need for certain staff to enter the office on occasion for duties that are consistent with Emergency Order 82/20 made pursuant to the EMCPA.

In order to ensure a safe working environment for the staff that do need to enter the office, the following Protocols and Procedures have been implemented as a minimum requirement:

1. Staff must book out a day to be in the office utilizing the Office Booking Calendar available on Sharepoint.
2. Staff must book either the Upper Floor, the Lower Floor, or both.
3. Staff shall only enter the floor for which they have made a booking.
4. The booking shall be booked for the entire day, regardless of the amount of time required to be in the office.
5. Staff shall wash hands and/or sanitize hands immediately upon entering the office.
6. Staff shall only use their own office space and may also utilize common areas such as the 3D Computer, the photocopier area, the safe (if authorized), the washroom on the floor they have booked, and any other specialized areas on the floor they have booked for which they are permitted use.
7. Staff shall follow public health guidance while in the building regarding personal hygiene, including frequent hand washing, coughing/sneezing into sleeve, etc.
8. Prior to leaving, staff shall clean all areas that they have utilized. Staff shall use the disinfectant spray which has been provided for on each floor, following the directions on the spray container. This shall include cleaning the alarm touch pad.



9. Staff are strongly encouraged to sanitize hands immediately upon leaving the office and prior to entering their personal vehicle.
- 10. If a staff person has been confirmed with or has presumed COVID-19 symptoms or has a new or worsening respiratory illness or symptoms and/or a member of their household has been confirmed with or has presumed COVID-19 symptoms or has a new or worsening respiratory illness or symptoms, that employee will not attend any Authority property or the Administrative Office until such time as the illness has cleared.**
  - a. In the case of a staff member exhibiting any of the above symptoms, clearance from a doctor or public health may be required before returning to work on an Authority property or the Administrative Office.**
  - b. In the case of a household member exhibiting any of the above conditions, a minimum two weeks must pass, without the staff member exhibiting any symptoms, before the staff member is permitted to return to an Authority property or the Administrative Office.**
11. If a supervisor suspects that one of their staff meets the conditions in 'Item 10' above, that supervisor reserves the right to restrict access to any Authority properties and the Administrative Office. This should be immediately reported to the CAO and the Manager of Financial and Human Resource Services.

## Field Working Environment

A large portion of the positions at GSCA have a necessary field work component required to fulfill the duties of the position. Some of these roles are essential, even in times of a pandemic, while others are not, and the field work portion can be postponed.

For those staff that must continue with field work in order to continue the essential and time-critical services provided by GSCA, the following safety considerations must be adhered to:

1. Where possible, staff will be assigned a vehicle for their sole use during the duration of the field work and/or the pandemic. In consultation with the Assistant Operations Manager and the CAO, these staff will be assigned such vehicle and it will be recorded as such in the Vehicle Booking Calendar on Sharepoint.
2. However, the fleet is not large enough and field work not consistent enough to warrant each staff person being assigned a vehicle for their sole use. For those vehicles and staff that are not paired up, staff may book a vehicle using the Vehicle Booking Calendar on Sharepoint.

3. When booking a vehicle, staff shall book the vehicle for the day that they need it plus an additional three (3) calendar days. Staff shall ensure that their booking does not overlap with another future booking by a separate staff person.
4. The key rack for the vehicles has been moved to the alarm room. Staff picking up keys for a vehicle shall not enter the office further than the alarm room for any reason unless they have booked the office using the steps provided for above. Upon leaving the alarm room, staff shall follow the sanitization procedures included above.
5. All GSCA fleet vehicles will be provided with hand sanitizer, disinfectant wipes, and nitrile gloves.
6. Staff are shall utilize the hand sanitizer frequently throughout the day and shall try to refrain from touch eyes, nose, and mouth while in the vehicle.
7. Upon completion of use with the vehicle, staff shall utilize the disinfectant wipes to wipe the steering wheel, gear shifter, door, and any other frequent touch areas.
8. If staff are required to fuel a vehicle, the provided gloves should be utilized to avoid touching of any of the high touch areas at the fueling station. Upon completion of fueling, the gloves can be disposed of in a garbage can at the fueling station. Proper procedures should be used for removing gloves.
9. Staff are not to conduct site visits with members of the public present. If conducting a site inspection of private property, staff must notify the owner of the property prior to their arrival and advise the owner that they are not permitted to meet with them at this time. If members of the public approach staff during field work, staff shall advise them of these policies. If the member of the public refuses to respect the staff request, staff shall leave the site. In the instance that this happens during field work on GSCA property, staff should notify their supervisor who will notify the OPP of trespass.
10. Where more than one staff member must attend the same site (dam installation or other such requirement), each staff member shall attend the site in a separate vehicle.
11. While conducting field work, staff will employ social distancing at all times. Social distancing for staff should include a minimum of 10 feet (3m) when possible, but never less than 6 feet (2m).
12. While conducting field work, staff are to check in with their immediate supervisor at the commencement of the workday, during the workday or when traveling to a new site, and at the end of the workday. This check in will include where they will be that day and any other pertinent information to ensure staff safety.

- 13. If a staff person has been confirmed with or has presumed COVID-19 symptoms or has a new or worsening respiratory illness or symptoms and/or a member of their household has been confirmed with or has presumed COVID-19 symptoms or has a new or worsening respiratory illness or symptoms, that employee will not conduct field work or use an Authority owned vehicle until such time as the illness has cleared.**
  - a. In the case of a staff member exhibiting any of the above symptoms, clearance from a doctor or public health may be required before returning to fieldwork or using an Authority vehicle.**
  - b. In the case of a household member exhibiting any of the above conditions, a minimum two weeks must pass before the staff member resumes fieldwork or uses an Authority vehicle.**
14. If a supervisor suspects that one of their staff meets the conditions in 'Item 13' above, that supervisor reserves the right to restrict field work and vehicle use. This should be immediately reported to the CAO and the Manager of Financial and Human Resource Services.

## Working from Home

Due to the rapid onset and the seriousness of the global pandemic situation, GSCA took steps early in the process to arrange for staff to be able to work from home. The first deployment of workstations occurred on March 19, 2020. By March 24, 2020 most staff were set up to work remotely, and by March 30, 2020, all staff were working remotely with only occasional office access or field work, as described above.

As part of the remote working arrangement, staff are to check in with their immediate supervisor every morning to notify their supervisor that they are planning to work a seven-hour workday. They will also advise their supervisor of their general health, as it relates to COVID-19. If a staff member is not planning to work for a full day, they will make arrangements with their supervisor according to the situation.

## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Tim Lanthier  
Chief Administrative Officer  
**Meeting Date:** April 22, 2020  
**Report Code:** 07-2020  
**Subject:** Endorsement of GSCA Pandemic Plan



### Recommendation:

**WHEREAS, the business of GSCA will be impacted by the COVID-19 global pandemic;**

**AND FURTHER WHEREAS, GSCA has taken proactive measures to address these impacts through the creation of a business continuity plan entitled GSCA's Pandemic Plan;**

**THAT the Grey Sauble Conservation Authority Board of Directors endorse and approve the GSCA Pandemic Plan as presented:**

### Strategic Initiatives

This item is not directly related to the priorities set out in GSCA's Strategic Plan, but rather supports the goals of ongoing corporate improvement.

### Background

At the onset of the COVID-19 health emergency, GSCA took active measure to keep abreast of advice from public health authorities and the Province. This included a stepped approach as the situation escalated.

A primary component of this stepped approach was the drafting, review and approval of the GSCA Interim Pandemic Plan. This Plan was circulated to Board of Directors Members on March 19<sup>th</sup> via email for endorsement of the Plan. All 11 Board Members responded in favour of endorsing the Plan.

**Current Proposal**

The Pandemic Plan is a policy document that effects that actions of staff and the organization. As such, Staff sought endorsement from the Board of Director's prior to implementing the actions in the Plan. Due to the urgency of the situation, a formal approval at a Full Authority meeting was not possible. As such, Staff are seeking formal approval of the Plan now that the Board is able to meet.

**Financial/Budget Implications:**

The Plan provides the organization with direction to help guide it during times of a pandemic emergency. The Plan itself will not impact the finances or budget of the Authority, but will provide guidance to ensure business continuity to the extent possible.

**Communication Strategy:**

Staff will be notified via email of the decision of the Board.

**Consultation: CAO, All GSCA Management Staff, Network Administrator, Chair of the JH&S Committee**

**Date of Update of this Report:** April 17, 2020



Grey Sauble Conservation Authority

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## **Pandemic Plan**

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Endorsed by GSCA Board of Directors on March 19, 2020

Approved by GSCA Board Resolution on April 22, 2020

From:  
Tim Lanthier  
Chief Administrative Officer

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# GSCA Pandemic Plan

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## Introduction

The intent of this policy is to ensure business continuity in a pandemic. Short-term planning with a health focus is paramount. The assignment of temporary duties may be required as is the identification of essential services and key staff to maintain essential and/or time critical services.

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## Status

- Currently Grey Sauble Conservation Authority (GSCA) does not have a contingency plan for any form of business interruption.
- GSCA has provided communications to employees in the form of internet source information (public health, insurance providers, etc.) to create awareness among employees regarding the pandemic and methods to prevent the spread of any virus.
- GSCA has provided opportunities for hand-washing guidance and hand-washing facilities in the form of hand sanitizers and hand-wash stations throughout the buildings as well as disinfectant products to clean multiple-use surfaces such as keyboards and doorknobs.

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## Legal Issues

- OHSA – employers have a duty to “take every precaution reasonable in the circumstances for the protection of the worker.
- Employees have the right to refuse unsafe work.
- Human rights law generally provides that employers are only allowed to request information that is relevant to the accommodation of a disability.
- The Ontario Employment Standards Act provides for a statutory protected unpaid leave for care of certain family members for up to 10 days.
- The Ontario Employment Standards Act provides for a statutory protected unpaid leave for up to 28 weeks for care of certain family members in the case of a serious

medical condition with a significant risk of death occurring within a period of 26 weeks.

- GSCA provides eight (8) days per year for sick leave on a cumulative basis. Many GSCA employees have enough accumulated sick leave to accommodate a longer period.
- GSCA does not provide a policy for “working from home”. Employees generally do not have a legal right to be paid unless they work. GSCA policies allow employees to take up to eight (8) days of unpaid leave for Personal Emergencies.
- In general, right to privacy must be balanced with maintaining a safe and healthy workplace.



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## Pandemic Stage

**Several measures should be considered once a pandemic has been declared:**

- Social distancing – cancelling or limiting face-to-face meetings.
- Tele-working – working from a remote location.
- Infection Control & Education – continuation of education regarding proper hygiene to reduce the spread of infection and increasing the cleaning of “high-touch” areas.
- Communication – continuous updates to employees as required.

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## Steps to a Pandemic Plan

- establish critical functions
- designate primary individuals to maintain critical functions
- designate back-ups for critical functions
- establish priorities in order to set aside certain functions and tasks during critical pandemic period
- designate key people and back-ups to disseminate information
- decide on communication measures to:
  - disseminate essential information
  - establish mechanisms for alerting staff to changes in pandemic status
  - establish procedures for escalating a response
- establish procedures:
  - to ensure employees do not come to work while infectious
  - to send staff home due to suspected illness
  - for reporting/calling-in procedure for employees
  - to establish a tracking mechanism for sick or not-at-work employees
  - for permitting employees to return to work

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## Steps to a Pandemic Plan (continued)

### 1. Pandemic Plan Management Committee:

Will be established consisting of the CAO, Finance Coordinator, GIS/Database Coordinator, Network Administrator, Project Manager DWSP, and Chair of JH&S Committee to ensure the continuation of essential services and proper monitoring and communication for the pandemic event. Committee will meet as necessary to assess the situation. All communication will be the responsibility of the Programs and Communications Planner or designate.

## 2. Essential Services

Will be maintained by the following staff:

Function	Lead Staff	Back-up Staff
Corporate Direction	Tim Lanthier, Chief Administrative Officer	1 <sup>st</sup> Alternate: John Bittorf, Water Resources Coordinator  2 <sup>nd</sup> Alternate: Carl Seider, Project Manager, DWSP
Flood Forecasting & Warning	John Bittorf, Water Resources Coordinator	1 <sup>st</sup> Alternate: Carl Seider, Project Manager, DWSP  2 <sup>nd</sup> Alternate: Gloria Dangerfield, GIS/Database Coordinator
Payroll & Payroll Records	Alison Armstrong, Finance Coordinator	Les McKay, Network Administrator
Information Technology	Gloria Dangerfield, GIS/Database Coordinator	1 <sup>st</sup> Alternate: Les McKay, Network Administrator  2 <sup>nd</sup> Alternate: Mike Fry, Forestry Coordinator
Communications	Vicki Rowsell, Programs and Communication Planner	1 <sup>st</sup> Alternate: Gloria Dangerfield, GIS/Database Coordinator  2 <sup>nd</sup> Alternate: Karen Gillan, Program Supervisor, DWSP

### 3. Time Critical Services

Will be maintained by the following staff:

Function	Lead Staff	Back-up Staff
Corporate Direction	Tim Lanthier, Chief Administrative Officer	1 <sup>st</sup> Alternate: John Bittorf, Water Resources Coordinator  2 <sup>nd</sup> Alternate: Carl Seider, Project Manager, DWSP
Flood Forecasting & Warning	John Bittorf, Water Resources Coordinator	1 <sup>st</sup> Alternate: Carl Seider, Project Manager, DWSP  2 <sup>nd</sup> Alternate: Gloria Dangerfield, GIS/Database Coordinator
Payroll & Payroll Records	Alison Armstrong, Finance Coordinator	Les McKay, Network Administrator
Information Technology	Gloria Dangerfield, GIS/Database Coordinator	1 <sup>st</sup> Alternate: Les McKay, Network Administrator  2 <sup>nd</sup> Alternate: Mike Fry, Forestry Coordinator
Communications	Vicki Rowsell, Programs and Communications Planner	1 <sup>st</sup> Alternate: Gloria Dangerfield, GIS/Database Coordinator  2 <sup>nd</sup> Alternate: Karen Gillan, Program Supervisor, DWSP
Planning and Development Regulations	Andrew Sorensen, Environmental Planning Coordinator	MacLean Plewes, Watershed Planner  Justine Lunt, Environmental Planner

Dam Maintenance (installation, removal, or management of major dam structures)	John Bittorf, Water Resources Coordinator	Morgan Barrie, Acting Operations Manager
Tree Planting and Sales	Mike Fry, Forestry Coordinator	1 <sup>st</sup> Alternate: Cam Bennett, Senior Forestry Technician  2 <sup>nd</sup> Alternate: Rita McGee, Forestry Technician
Grey County Forestry By-Law	Lee Thurston, Forestry Technician (Grey County)	Tim Lanthier, Andy Sorensen, or as assigned
Source Water Protection Risk Management (Land Use Screening and Compliance)	Carl Seider, Project Manager, DWSP	1 <sup>st</sup> Alternate: Karen Gillan, Program Supervisor, DWSP  2 <sup>nd</sup> Alternate: Justine Lunt, Risk Management Inspector
Fleet Resources (as necessary)	Morgan Barrie, Acting Operations Manager	As Necessary

All other functions will be considered non-essential unless otherwise decided by the Pandemic Plan Management Committee.

#### 4. Supervisory Staff

Will designate a second-in-command for the purpose of reporting, maintaining and carrying out matters related to this plan. Supervisors and designates will be listed on the GSCA webpage and at all first aid stations.

#### 5. Reporting

All Employees will be required to report as appropriate on a daily basis to inform their supervisor or designate of their status as to availability to work. This information will be reported to the Finance Coordinator for monitoring purposes.

## 6. Responsibilities of Grey Sauble Conservation Authority

Grey Sauble Conservation Authority is committed to taking reasonable and responsible precautions to protect staff. This Plan details the general precautions and measures that GSCA is committed to undertaking. Other specific items will be addressed through the CAO, in consultation with the Board, as they arise

## 7. Responsibilities of the Pandemic Plan Management Committee

- designating, altering or changing priorities as required, including essential services and essential staff
- ensuring that the health and safety of staff is paramount to exercising the pandemic plan including requests for employees to go home or not report to work
- ensuring that appropriate procedures are in place for employees to return to work after a personal or family illness
- altering hours of work to accommodate essential services and re-deploying staff to ensure that essential services are carried out
- ensuring flexibility is maximized for situations when working from home is advantageous to ensure health and safety of staff and/or maximizes business processes
- ensuring support for staff who require time off to care for an ill dependent
- cancelling planned vacation leaves if necessary, to maintain essential services
- to give consideration to exceptional circumstances where an employee has exhausted all accumulated sick leave and vacation credits
- to have discretion when a doctor's note is required in keeping with current sick leave policy and legislation

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## Responsibilities of Employees

In consideration of the health and wellbeing of both GSCA staff and visitors at all our locations, the following precautionary measures are effective immediately:

All GSCA employees are asked to:

- wash hands frequently
- use antiseptic wipes on desks, telephones, keyboards, chair handles and other workspace surfaces

- practice social distancing and utilize telephone or email over direct meetings with internal staff.
- refrain from face to face meetings with the public and/or outside agencies
- refrain from using telephones and computers in workspaces other than one's own

Anyone who has had direct contact with a person known to be infected with COVID-19 must:

- disclose this to his/her Supervisor, Manager, CAO or Human Resources
- remain at home unless considered essential staff and entering the office is necessary for completion of essential tasks. Staff should attempt to utilize alternate staff to accomplish task if possible.
- If essential tasks require entering the office, the employee must use extra caution and limit his/her interactions with others while self-monitoring for symptoms
- remain at home and notify back-up staff if feeling ill

Any GSCA staff exhibiting COVID-19 symptoms must:

- disclose this to his/her Supervisor, Manager, CAO or Human Resources
- remain at home for a minimum 14 days after symptoms are no longer present and in concert with the provisions of the above policies related to contact with an infected person (eg: family member still sick)
- provision of a medical clearance may be required prior to returning to work

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## Escalation Triggers and Actions

These escalation actions will be triggered by a series of potential events, including proactive management measures, partner and stakeholder actions, Public Health authority directives and/or advice, and Provincial and Federal government directives. Decisions to escalate will be determined by the CAO, or designate, in consultation with the Chair and/or Vice Chair of the Authority.

### 1. Level 1: Enhanced Cleaning and Hygiene Measures

As per the Infection Control Measures in Section 12 of GSCA's Health and Safety Policies, upon threat of a viral pandemic, GSCA will increase messaging

to staff on office and hand hygiene. GSCA will also increase availability of hand washing supplies (as necessary), hand sanitizers, and disinfectant wipes.

Under this situation, all services will continue as per usual, with a heightened awareness of common personal health and safety measures. Reasonable social distancing is recommended during this time.

## 2. Level 2: Reduced Public Service

Based on the advice of Public Health authorities and/or the Provincial and/or Federal Government and/or occurrence of pandemic cases in local community, GSCA will restrict office access to only GSCA employees and will restrict employee travel, meetings, workshops, etc.

All meetings, camps, etc. at GSCA's office will be cancelled, postponed, or rescheduled as teleconference.

During this phase, business will otherwise continue as per usual for all departments. Level 1 measures will continue to apply. Staff may continue with site visits subject to not meeting other people (public, landowner, other agencies) as part of visit. Staff will be available to the public through email and telephone communications.

During this phase, GSCA will work towards ensuring that resources are in place to support staff in the event that the situation evolves to Level 3.

## 3. Level 3: Remote Services (Time Critical Services)

Based on the advice of Public Health authorities and/or the Provincial and/or Federal Government and/or decision of the CAO in consultation with the Chair and/or Vice Chair of the Authority, GSCA staff will be advised of the necessity to work remotely from home where possible or to otherwise stay home.

All restrictions of Levels 1 and 2 will apply. At this time, Time Critical Services and Essential Services will continue as per the necessity of these services. Non-essential and non-time critical services may need to be discontinued to accommodate available resources, bandwidth, and working conditions. Department managers, in consultation with the CAO, will determine what services should continue and which can wait.

Staff providing these services will still generally be available to the public through email communications.

## 4. Level 4: Essential Services (Essential Staff Only)

This situation is near worst case in which work can continue and will generally arise out of strict advice from Public Health authorities and/or the Provincial and/or Federal government to reduce services.



In this situation, GSCA will only be providing Essential Services as noted above. These essential staff may be required to come into the office to provide these services. Situations will vary and will be assessed and re-evaluated as necessary. Other than formal communications, staff will generally not be available to the public.

#### 5. Level 5: Cease Work

This situation represents a scenario in which it is not possible or unacceptably unsafe for GSCA to continue to provide its services. In this scenario, GSCA will shut down completely until further notice.

#### 6. Return to Service

Following the recession of a pandemic situation, GSCA service levels will ultimately return to a higher level of service (ie: level 3 to level 2). This will be assessed and evaluated by the CAO and Board Chair/Vice-Chair as each individual situation arises in conjunction with advice from Public Health authorities and/or the Provincial and/or Federal Government.

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## Definitions

Essential Staff: to be determined by the Pandemic Plan Management Committee or as set out in this policy for the purpose of carrying out the following essential services:

1. Corporate Direction
2. Flood Forecasting & Warning
3. Payroll & Payroll Records
4. Information Technology
5. Communications

Time Sensitive Staff: to be determined by the Pandemic Plan Management Committee or as set out in the policy for the purpose of carrying out the following essential services:

1. Corporate Direction
2. Flood Forecasting & Warning
3. Payroll & Payroll Records
4. Information Technology
5. Communications
6. Planning and Regulations
7. Forestry Operations – (during Spring planting period)

Dependent: parent, spouse/partner, child, sibling, in-law, grandparent, grandchild, ward or guardian.

## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Alison Armstrong, Finance Coordinator  
**Meeting Date:** April 22, 2020  
**Report Code:** 8-2020  
**Subject:** Board Per Diem Payments



### Recommendation:

**WHEREAS** GSCA makes semi-annual payments of per diem and mileage claims for attendance at committee meetings, Conservation Ontario meetings and official Authority events

**AND WHEREAS** the Grey Sauble Conservation Authority Board of Directors has requested more clarification and direction with regards to per diems and mileage.

**THAT** GSCA Board of Directors approve amendments to Section 18 of the GSCA Administrative By-Law as presented.

### Strategic Initiatives

This item is not directly related to the priorities set out in GSCA's Strategic Plan, but rather supports the goals of ongoing corporate improvement.

### Current Request

Members of the GSCA Full Authority Board have requested clarification regarding how per diems and mileage are handled by GSCA versus what their municipality may need to provide compensation for.

### Background

Grey Sauble Conservation Authority is governed by a Board of Directors appointed by member municipalities within the Grey Sauble watershed. Board members are either elected officials or members of the public. The Administrative Bylaws of

the Authority and previous Board motions establish per diem, honorarium and mileage compensation. (Attached)

Motion EX-06-98 (from the Executive Minutes, January 30, 1998) was a request of the auditors at the time and clarified the amounts and frequency of per diem and mileage payments. Further, this motion exempted Members from claiming per diems for attendance at Full Authority Board meetings, for the year of 1998. It also stated that Authority Directors would continue to receive a mileage allowance for Full Authority Board meeting. Rates of compensation specified in the motion were:

- \$76.00 for a full day
- \$52.25 for a half day
- \$650.00 annual Honorarium to the chair

Motion FA-03-135 (Dec. 17, 2003) discontinued mileage payments to directors appointed by the municipalities for Full Authority meetings but continued to allow mileage payments to non-elected directors appointed by municipalities. This motion clarified that mileage and per diem payments would be provided to directors appointed to committees.

Motion FA-06-017 discontinued mileage payments for Full Authority meetings for all appointed directors to the Authority board.

Motion FA-06-026 increased the mileage rate paid by the Authority to 42 cents per kilometer.

The current honorarium payment to the Chair is \$1,500.00 annually. At this time, staff have been unable to find the Board motion which directs this increase.

### **Analysis**

At the time the above motions were passed the rules governing these payments under the Conservation Authorities Act (CAA) were more restrictive than today. Until 2017 Authorities needed permission from the Ontario Municipal Board to make changes to member payments. Section 37 of the CAA stated, *"All money required by this Act to be raised for the purpose of an authority shall be paid to the authority, and the authority may spend money as it considers proper, except that no salary, expenses or allowances of any kind shall be paid to any of the members of the authority without the approval of the Ontario Municipal Board.* R.S.O. 1990, c. C.27, s 37."

In 2017, changes to the CAA amended this clause to, *“All money that is paid to an authority for specified purposes under this Act may be spent by the authority as it considers proper. 2017, c. 23, Sched. 4, s. 32.”*

In this time of pandemic, we should also consider that meetings may not all be conducted via a physical presence. We are now in a time where an increasing number of meetings are being held remotely by electronic means. Consideration should be given to how we account for attendance, method of submission for mileage and whether the per diem payments for committee meetings should remain the same for all meetings.

The Administrative By-law with the recommended modifications provides good guidance and clearly outlines what the Authority pays and what is submitted to the municipalities for payment. There is also consideration for honorariums for the Chair and Vice-Chair. As per recent changes to the Administrative By-Law, dated February 2020, the Vice-Chair has increased responsibilities.

**Financial/Budget Implications:**

Providing that only Board Members appointed to a committee are paid per diem and mileage there is no change in financial implications. If it is suggested that a change be made in the per diem or honorarium payments, the cost to the Authority and the municipalities could increase.

**Communication Strategy:**

The Administrative By-Law, as amended, will be updated on the Authority website. Further, this information will be included in the minutes and minute highlights that are provided to member municipalities.

**Consultation:**

Accounting Manager SVCA, CAO GSCA

**Date of Update of this Report:** April 17, 2020

# Summary of Per Diem Updates History

Meeting Date	Motion #	Motion
January 30, 1998	EX-06-98	WHEREAS Section 38 of the Administration Regulations states that: "Authority Directors shall receive a per diem allowance for attending Authority meeting"; Now, Therefore, be it resolved that Section 38 be amended, for the year 1998, by adding thereto: "Save and except the regular monthly Full Authority Meetings"; AND FURTHER THAT the Authority Directors shall continue to receive a mileage allowance for attending all Authority meetings, including the regular monthly Full Authority Meetings; AND FURTHER THAT the rates of compensation, as previously approved by the Ontario Municipal Board, are as follows: \$76.00 for a full day meeting; \$52.25 for a half day meeting; \$650.00 annual Honorarium to the chair; Mileage allowance at \$.30/km for travel to and from Authority meetings AND FURTHER THAT the ChiefAdministrative Officer and/or Finance Coordinator are hereby authorized to pay such compensation, on a semi-annual basis, based on attendance sheets signed by the individual Directors, at each meeting they attend.
November 19, 2003	FA-03-127	THAT effective January 1, 2004 the mileage rate for the Grey Sauble Conservation Authority be set at 34 cents per kilometer.
December 17, 2003	FA-03-135	THAT the Grey Sauble Conservation Authority discontinue payment of mileage to those directors appointed by the municipalities to the board of directors; AND FURTHER THAT the Conservation Authority continue to pay mileage to those board of directors appointed by the municipalities that are not councillors from a municipality; AND FURTHER THAT the Conservation Authority continued to pay mileage and per diem to Conservation Authority directors that are appointed to committees/positions by the Grey Sauble Conservation Authority Board of Directors.
January 11, 2006	FA-06-017	THAT the Grey Sauble Conservation Authority discontinue payment of mileage for Authority meetings for all appointed directors to the Authority board.
January 11, 2006	FA-06-026	THAT the Grey Sauble Conservation Authority’s mileage rate be increased to 42 cents per kilometer effective January, 2006.

Draft showing changes

## From Grey Sauble Conservation Authority Administrative By-law February 26, 2020

### 18) Remuneration of Members

The Authority ~~may~~<sup>has</sup> established<sup>ed</sup> a per-diem rate ~~from time to time~~ to be paid to ~~appointed~~<sup>Board</sup> Members for attendance at ~~sub-committee~~<sup>meetings</sup> as ~~appointed~~<sup>approved</sup> by the Board of Directors, and at such other business functions (watershed tour, CO meetings) ~~and where~~<sup>for which Board Members are</sup> required to report to the Conservation Authority at ~~for~~ official events on the corporate calendar, ~~save and except~~ where they are compensated through other means. ~~Committees of the Authority~~ shall be established, and members appointed, annually at the Authority's Annual General Meeting. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day.

The current per diem rate is contained in 'Appendix 3' to the GSCA Administrative By-law and may be amended from time to time through a formal resolution of the Full Authority Board.

As per Motion EX-06-98, Board Members will not be paid a per diem for attendance at regular meetings of the Full Authority Board.

In addition, an honorarium may be approved by the Authority for the Chair and/or Vice-chair(s) as compensation for their additional responsibilities.

The Authority shall reimburse ~~Board~~ Members ~~for~~ reasonable travel expenses incurred for the purpose of attending ~~approved committee~~ meetings and/or functions on behalf of the Authority. A per-kilometre rate ~~to~~<sup>shall</sup> be paid for use of a personal vehicle ~~as contained in 'Appendix 3' to this Administrative By-Law~~<sup>shall</sup> and may be ~~amended~~<sup>approved</sup> 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.

As per Motion FA-06-017, Board Members will not be paid travel expenses for mileage incurred for attendance at regular meetings of the Full Authority Board.

As per Motion EX-06-98, the Chief Administrative Officer and/or Manager of Financial and Human Resource Services are authorized to pay such compensation, on a semi-annual basis, based on attendance sheets signed by the individual Board Members, at each meeting they attend.

## FINAL RECOMMENDED VERSION

From Grey Sauble Conservation Authority Administrative By-law  
February 26, 2020

### 18) Remuneration of Members

The Authority has established a per-diem rate to be paid to appointed Board Members for attendance at committee meetings as approved by the Board of Directors, and at such other business functions (watershed tour, CO meetings) for which Board Members are required to report to the Conservation Authority for official events on the corporate calendar, save and except where they are compensated through other means.

Committees of the Authority shall be established, and members appointed, annually at the Authority's Annual General Meeting. A single per diem will be paid for attendance at more than one meeting if they occur consecutively on the same day.

The current per diem rate is contained in 'Appendix 3' to the GSCA Administrative By-law and may be amended from time to time through a formal resolution of the Full Authority Board.

As per Motion EX-06-98, Board Members will not be paid a per diem for attendance at regular meetings of the Full Authority Board.

In addition, an honorarium may be approved by the Authority for the Chair and/or Vice-chair(s) as compensation for their additional responsibilities.

The Authority shall reimburse Board Members for reasonable travel expenses incurred for the purpose of attending approved committee meetings and/or functions on behalf of the Authority. A per-kilometre rate shall be paid for use of a personal vehicle as contained in 'Appendix 3' to this Administrative By-Law and may be amended 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.

As per Motion FA-06-017, Board Members will not be paid travel expenses for mileage incurred for attendance at regular meetings of the Full Authority Board.

As per Motion EX-06-98, the Chief Administrative Officer and/or Manager of Financial and Human Resource Services are authorized to pay such compensation, on a semi-annual basis, based on attendance sheets signed by the individual Board Members, at each meeting they attend.



### APPENDIX 3 - PER DIEM AND MILEAGE RATES (2020)

Payment Rate	Unit	Activity
\$0.00	Half Day	Full Authority Board Meetings
\$0.00	Full Day	Full Authority Board Meetings
\$52.50	Half Day	Special Meetings and Events
\$76.00	Full Day	Special Meetings and Events
\$1,500.00	Year	Honorarium for Chair of Authority
Not Established	Year	Honorarium for Vice-Chair of Authority
\$0.45	km	Mileage

**STAFF REPORT**

**Report To:** Board of Directors

**Report From:** Tim Lanthier  
Chief Administrative Officer

**Meeting Date:** April 22, 2020

**Report Code:** 10-2020

**Subject:** Updates to GSCA Personnel Policy to Amend Job Descriptions, the Organizational Chart and Regulation #11 – Sick Pay Credits

**Recommendation:**

**WHEREAS, several updates are required to the GSCA Personnel Policy, including the updating of three position descriptions, the re-evaluation of two of these position , minor restructuring of the Organizational Chart and updates to the Sick Leave Policies**

**THAT the Grey Sauble Conservation Authority Board of Directors approve revising the Personnel Policy effective April 22nd 2020, to include:**

- 1. Changing the Lands Department lead's title from *Lands and Habitats Coordinator* to the *Manager of Conservation Lands*;**
- 2. Updates to the job description for the Manager of Conservation Lands;**
- 3. Changing the Finance Department lead's title from *Finance Coordinator* to *Manager of Financial and Human Resource Services*;**
- 4. Updates to the job description for the Manager of Financial and Human Resource Services;**
- 5. Changing the Manager of Financial and Human Resources Services Salary Grid Value Group from Group 8 to Group 9;**
- 6. Changing the Data Management Department lead's title from *GIS/Database Coordinator* to *Manager of Information Services*;**
- 7. Updates to the job description for the Manager of Information Services;**
- 8. Changing the Manager of Information Services Salary Grid Value Group from Group 8 to Group 9;**
- 9. Updates the Organizational Chart; and,**

## 10. Updates to Regulation #11 – Sick Pay Credits

### Strategic Initiatives

This item is not directly related to the priorities set out in GSCA's Strategic Plan, but rather supports the goals of ongoing corporate improvement.

### Proposal

#### New Position Descriptions

Several positions within GSCA's organizational structure require updating to better reflect the duties and responsibilities of the position. These positions are the *Finance Coordinator*, the *GIS/Database Coordinator*, and the *Lands and Habitats Coordinator*.

The duties of the *Finance Coordinator* have changed from the last assessment of the position to include supervising one staff person, and to better reflect the Human Resources function of this role. Additionally, we wanted the position description to recognize the professional credentials required to do this job for the Authority. As such, the duties in the position description have been updated. Additionally, the job was re-evaluated based on our grid system evaluation provided by McDowell and Associates in 2012. Based on this re-evaluation, this position will move from a Group 8 position to a Group 9 position within the organization. To better reflect the role of this position, the title will change from *Finance Coordinator* to *Manager of Financial and Human Resource Services*.

The duties of the *GIS/Database Coordinator* have changed from the last assessment of the position to include supervising the Education and Communications Department, as well as supervising staff within the Data Management Department. These additional responsibilities were not adequately captured under the current description and evaluation. Re-evaluation of the position through the McDowell criteria will move this position from Group 8 to Group 9. To better reflect the role of this position, the title will change from *GIS/Database Coordinator* to *Manager of Information Services*.

The *Lands and Habitats Coordinator* position duties and responsibilities were drafted as a "new" position without the benefit of someone having lived in the job. After three years of seeing this position function, the position description has been modified slightly to accurately reflect this role within the Authority. The

position was not re-evaluated. To better reflect the role of this position, the title will change from *Lands and Habitats Coordinator* to *Manager of Conservation Lands*.

References to these positions throughout the Policy will be updated to reflect the new titles.

#### Organizational Chart Updates

The current organizational chart needs to be updated to reflect the new position titles, to reflect the appropriate organizational hierarchy, and to remove the names of individuals from the job titles.

#### Sick Leave Amendments

Two amendments are proposed to the Sick Leave policies within the Personnel Policy document. Both are related to the pandemic situation. The first change would allow a staff member to utilize sick days, during a declared pandemic, to care for a sick family member, to cover time spent in quarantine/isolation, and to cover actual sick time. This deviates from typical sick leave allowances, but is justified under pandemic situations.

The second change allows the CAO the discretion to waive the requirement for a doctor's note in a pandemic situation.

#### **Financial/Budget Implications:**

There will be some minor budget related financial implications associated these changes. However, salary expenditures will be well under budget this year, and there was a salary surplus carried over from 2019. This is stated, understanding that there may be other financial implications in 2020 associated with the impacts of the COVID-19 pandemic.

#### **Communication Strategy:**

Staff will be notified of the changes and GSCA's website will be updated accordingly.

**Consultation: CAO, Finance Coordinator, GIS/Database Coordinator**  
**Date of Update of this Report: April 15, 2020**

**Position Title:**     **Finance and Human Resources Coordinator**

**Purpose of Position**

Responsible for maintaining the financial records and accounting programs that support the operation of the Authority and the Foundation

Responsible for the Human Resources functions of the Authority

**Reporting Relationship**

Reports to the Chief Administrative Officer

**Positions Supervised**

Accounting and Clerical Assistant

**Job Requirements:**

a) Education

- Graduation from university program in accounting, human resources and/or business administration
- Possession of a CPA designation

b) Technical Knowledge

- Demonstrated knowledge and understanding of generally accepted accounting principles, public sector accounting principles and not-for-profit accounting principles
- Ability to prepare accurate financial records
- Payroll knowledge/regulations/practices
- Budgeting
- Banking procedures
- Experience using accounting software, (Adagio preferred)
- Proficiency with Microsoft Office Suite
- Understanding of insurance
- Knowledge of municipal assessments & taxes
- Understanding of charitable donations programs, including land transfers
- Understanding of human resources principles and practices in Ontario
- Minimum 5 years' experience in financial accounting

c) Skills

- Demonstrated leadership and good judgement
- Effective communication skills, including consistent messaging, tact, effective presentations, active listening and clear written and oral communication

- Demonstrated fiscal accountability and effectiveness
- Sound decision making and the ability to balance competing priorities, deal with ambiguities and take risk mitigation and political implication into account.
- Demonstrated ability to work in a team and to develop and leverage working relationships and partnerships to influence and support the authority's desired outcomes
- Strong interpersonal and organizational skills
- Valid Ontario Class G Driver's License

### **Responsibilities:**

- a) Finance and Administration (45%)
  - Maintain the integrity of the Authority's accounting system
  - Supervise day to day operations of the Administration/Finance department
  - Develop and implement internal financial control mechanisms and related policies and procedures as required
  - Coordinate the preparation of financial budgets and in year forecasts
  - Develop, and monitor the budget for the Administration department
  - Provide financial reports and analysis as required to staff, CAO and the BOD
  - Assist other staff with preparing budget aspects of submissions for special program funding
  - Special program financial reporting such as S.39 MNRF, WECl, Conservation Ontario annual survey, grant reporting
  - Perform or approve journal entries and allocation
  - Perform month end and year end accounting procedures
  - Maintain the Authority's Tangible Capital Asset register and perform relevant journal entries
  - Co-ordinate yearly audit and prepare working papers and reports
  - Calculation and distribution of levies to municipalities
  - Conduct the banking business of the Authority including bank deposits, electronic payments from clients, online payment for government remittances and other vendors
  - Development and maintenance of a list of potential funding sources for Authority projects and programs
  - Collection of overdue receivables
  - Preparation of expenditure projections and statements
  - Execute funds for special grants
- b) Human Resources/Payroll (30%)
  - Provide day-to-day support for a variety of Human Resource (HR) programs
  - Onboarding of new hires, including: confirming start date logistics; participating in interviews as required; participating in onboarding meetings as required; gathering new hire paperwork; coordinating with hiring manager for smooth transition to active duty; and coordinating with hiring manager that necessary generic training occurs
  - Input and generate biweekly payroll for 2 payroll groups

- Administer the employee benefits program
  - Administer the employee pension program
  - Prepare T4, T4 summaries and related filings annually
  - Prepare, release and follow-up on learning invitations and material through email and the online learning platform
  - Coordinate and administer all insurance licensing requirements
  - Inform employees and managers of licensing requirements
  - Ensure employees complete all required processes prior to deadlines
  - Maintain employee records and verify data integrity ensuring all systems (internal and external) house identical information
  - Respond in a timely and accurate manner to routine requests for information and direction about all employment programs – time and attendance, recruitment, pay, benefits, learning, policies, etc.
  - Assist in the preparation of documents, including but not limited to employment letters, forms, legal documents, and other business correspondence
  - Organize and maintain various filing systems, including electronic files, data tracking spreadsheets, and employee files onsite and off-site.
  - Periodically assist employees with their benefit program transactions related to enrollments, re-enrollment, life changes, etc.
  - Assist in the implementation of human resources projects and initiatives such as generating standard forms and documents, data compilation and training.
  - Assist CAO or Departmental Managers with correspondence related to employee terminations, including
  - Process employee terminations including records of employment, benefits and pensions
  - Apply annual COLA and grid increases as directed, calculate pay rates and related implications (benefits, pension)
  - Administer employee entitlements for vacation, sick time and paid or unpaid leave
  - Administer WSIB program and reports and manage claims
  - Assist CAO and departmental managers in position evaluations on GSC salary grid and assist with reevaluation and maintenance of the same
- c) Conservation Foundation (10%)
- Prepare payments and deposits for Foundation
  - Prepare all government filings required
  - Prepare monthly reports to Directors (Expenses, Receipts, bank and fund activity)
  - Prepare all year- end financial reports and working papers for Auditors
  - Prepare and file annual charitable tax return
  - Attend monthly finance meetings and required Board meetings
- d) Other (15%)
- Preparation of tenders for banking and auditors

- Maintain insurance coverage, provide proof of insurance as requested, manage insurance reporting and claims
- Update personnel policy with legislated changes and internal policy changes
- Consult with Operations Manager on fleet chargebacks annually or as necessary
- Back up reception and administrative duties
- Other duties as assigned

**Working Conditions:**

Works majority of time in Authority's Administration Centre. Work is performed in an office setting and requires a significant amount of computer work. Concentration, attention to detail and accuracy is critical

Occasional meetings with outside stakeholders or attendance at workshops

Some weekend/evening work required.

**Contacts:**

All levels of government, Authority's benefit providers, suppliers and general public, all staff and the Board of Directors (Authority and Foundation)



**Position Title: Manager of Information Services****Purpose of Position:**

To lead the management of the Authority's information, education and communications programs, and to coordinate, develop, implement and oversee the information systems (including Geographic Information Systems) and technology needs, programs and services of the Authority.

**Reporting Relationship:**

Reports to the Chief Administrative Officer

**Positions Supervised:**

- Geospatial Technician
- Network Administrator
- GIS/Forestry Technician
- Programs and Communications Planner

**Job Requirements:****a) Education**

- Graduation from a college or university in computer science, natural resources, environmental science or a related field
- Graduation from college or university in a GIS or specialized computer program (graduate or advanced diploma program preferred)

**b) Experience**

- Minimum 7 years experience in Information Management/Technology with 5 years GIS experience
- Minimum 5 years experience in a supervisory capacity

**c) Technical Knowledge**

- Advanced knowledge of GIS systems and software including, but not limited to Manifold, Auto CAD and ArcGIS
- Network domain administration
- Advanced understanding of spatial data concepts and theories for both vector and raster data
- Advanced spatial data analysis capabilities including watershed analysis and flood mapping
- Advanced understanding of relational database design and Enterprise Database Development (Specifically, SQL Server 2014)

- Experience with cartography & the creation of maps for display & public use
- Strong working knowledge of SQL and spatial SQL
- Strong working knowledge of Microsoft Office Suite, Sharepoint, web development & graphics programs
- Strong understanding of IT and Information Management concepts & principles
- Experience in scanning, georeferencing & digitizing paper maps and plans
- Understanding of watershed management principles
- GIS customization languages and web mapping
- Website administration and editing
- Monitor that advisable levels of IT Security are being provided and lead proactive updates and address immediate threats as needed.
- Familiarity with effective communication techniques and media relations
- Familiarity with principles of educational programming and program design

d) Skills

- Effective leadership which includes strong strategic thinking and successful execution with technical and non-technical resources.
- Experience in training, coaching and motivating staff
- Strong research, analytic and problem-solving capabilities
- Ability to work independently and within a team environment
- Experience in managing IT and Information assets
- Ability to prepare information for yearly capital and operating budgets
- Excellent leadership, oral and written communication skills
- Strong organizational & decision-making ability
- Ability to communicate with stakeholders and other agencies concerning data exchange/sharing
- Valid Ontario "G" Driver's Licence

**Responsibilities:**

a) Lead and Manage the Information Services Department (15%)

- Lead, supervise and motivate department staff, including the identification of the skills needed, skills improvement and succession planning for staff and own position.
- Propose department program(s), including their performance measures and targets, and track results.
- Create annual budget and operational plan.
- Attend Authority Board of Directors, local Municipalities and Counties Councils meetings to advise and provide comments regarding various Information Services programs and/or issues.
- Work with the Finance Coordinator to apply for and supervise special funding and employment programs related to the department.
- Help guide and direct strategic planning and initiatives as well as yearly operational plans related to Information Services

b) Information Management (including GIS Systems) (40%)

- Manage and/or support projects that involve the overall acquisition and improvement of information and information flow; including those that contribute to proactive flood mitigation and resiliency
- enable & train staff to use current spatial and non spatial Information
- train staff to view, query, symbolize data, create maps and edit appropriate data
- maintain, update, organize, disseminate all spatial and non-spatial data
- Perform surface analysis for creation of watersheds, stream orders, drainage areas and other Outputs

c) Data Input and sharing (10%)

- Oversee the input of natural resources information by digitizing, scanning and database entry
- create and update base feature data and regulated areas
- coordinate exchange of data with other organizations/agencies and maintain meta database
- create & coordinate data sharing agreement, use and be familiar with GIS exchange formats
- Acquire, use and train staff with GPS units & develop process using this information
- Oversee Cartographic Output
  - o provide digital cartographic services for Authority programs & projects including water
  - o management, planning, lands, forestry & public relations
  - o provide mapping outputs via public website
- Support and/or steer the renewal and creation of internal information systems processes, software and hardware

d) Enterprise Database (SQL Server) Management (20%)

- develop, disseminate & maintain Enterprise database system
- assign & administer appropriate levels of permissions for users within the organization
- convert wide array of spatial formats to SQL Server formats and import
- perform backup and restores of all spatial databases

e) Website Development (10%)

- Act as technical lead for website development, updates and renewals

f) Other Duties (5%)

- support Network Administrator in server administration
- support Network Administrator with network domain administration
- offer general computer assistance (troubleshooting, installations etc.) to staff
- undergo training to keep up to date with changing technologies
- participate in technical steering committees & user groups

- help organize GIS meetings & conferences for collaboration among agencies
- Support GSCA corporate endeavours

**Working Conditions:**

- Works at Authority's Administration Centre
- Meetings with other agencies at other locations.
- Regular and frequent contact with the Board of Directors, municipal staff and councils.

**Contacts:**

All levels of government, municipal partners, volunteers, partners and stakeholders and general public, all staff and the Board of Directors (Authority and Foundation)

**Position Title:**      **Manager of Conservation Lands**

**Purpose of Position:**

To manage GSCA's own lands and more broadly GSCA's lands-related policies and strategies across the watershed such that GSCA:

- Provides recreation and healthy living opportunities for people,
- Protects natural and cultural heritage, including habitats for wildlife and plant species and,
- Works with partners and stakeholders to identify and protect lands for conservation.

To ensure that GSCA's own lands and facilities are managed sustainably for the long term, and that they enable and support the work of other departments, such as Forestry, Water Management and Conservation Education.

**Reporting Relationship:**

Reports to the Chief Administrative Officer

**Positions Supervised:**

- Grey County Forestry Technician
- Ecological Lands Technician

**Job Requirements:**

a) Education

- Graduation from a post-secondary institution in resource management, life sciences, geography, environmental science, or a similar discipline.

b) Technical Knowledge

- Minimum of ten (10) years' experience in land and/or natural resource management, including:
  - Managing the use and development of land resources including conservation lands.
  - Familiarity with title searching, land registry and land appraisal processes and with land use planning principles and mechanisms.
  - Demonstrated knowledge of the principles and practices of natural resource management.
- Minimum of five (5) years' experience in a supervisory capacity.
- Familiarity with the use of Geographic Information Systems (GIS), air photo interpretation and mapping.
- A good understanding of creating tender packages, and a basic understanding of construction practices and requirements for capital projects for trails, buildings

and roads.

- An understanding of the development of sound policy and guidelines frameworks and experience in writing and implementing policies.
- Familiarity with relevant legislation, including the Conservation Authorities Act, Trespass to Property Act, Occupiers Liability Act, Occupational Health and Safety Act and related regulations and codes.
- An understanding of property tax documents and available incentive programs.
- General expertise to recognize and understand local wildlife, plants and habitats

c) Skills

- Demonstrated leadership and good judgement
- Effective communication skills, including consistent messaging, tact, effective presentations, active listening and clear written and oral communication.
- Demonstrated fiscal effectiveness.
- Sound decision-making and the ability to balance competing priorities, deal with ambiguities and take risk mitigation and political implication into account.
- Demonstrated ability to work in a team and to develop and leverage working relationships and partnerships to influence and support the Authority's desired outcomes
- A focus on customer service, results and continuous improvement.
- Strong organizational skills.
- Valid Ontario Class "G" Driver's License.
- Designation or the ability to become designated as a Provincial Offences Officer.
- It is considered an asset to have:
  - Provincial Offences Officer law enforcement training, designation and experience.
  - Ontario Wetland Evaluation System accreditation.
  - Ecological Land Classification System accreditation.

**Responsibilities:**

a) Lead and Manage the Conservation Lands Management Department (10%)

- Lead, supervise and motivate department staff, including the identification of the skills needed, skills improvement and succession planning for staff and own position.
- Propose department program(s), including their performance measures and targets, and track results.
- Create annual budget and operational plan.
- Attend Authority Board of Directors, local Municipalities and Counties Councils meetings to advise and provide comments regarding various conservation lands management issues.
- Work with the Finance Coordinator to apply for and supervise special funding and employment programs related to the department.

b) Manage GSCA Lands and Facilities Policies and Strategies (60%)

- Propose updates and improvement to policies, standards and guidelines for the department, to better achieve the desired outcomes of the Authority.
- Manage collection and documentation of GSCA properties' characteristics and wildlife/plants data and information (e.g. species at risk, invasive species, habitat types) and manage properties' and sub-property classifications.
- Provide advice and expertise to other departments about wildlife, plants, habitats and lands.
- Create and update Management Plans for all properties, with the input of partners and stakeholders, including future target states, site plans, and current and future permitted uses.
- Monitor properties' uses and ongoing users' input.
- Provide the target asset state (including input from Management Plans) and multi-year capital investments needed for the development and updates of the Authority's Asset Management Plan, in conjunction with the Operations Manager, who will provide operational and maintenance components.
- Work cooperatively with the Operations Manager to implement Property Management Plans and Asset Management Plan.
- Work with other Coordinators to identify and support how lands and facilities can be used to further the Authority's desired outcomes.
- Liaise with interest groups regarding properties use and improvements, including opportunities and issues such as trail re-routes, maintenance, agreements and insurance (e.g. "friends of" groups, ski clubs, sportspersons, naturalists, Bruce Trail Conservancy, etc.)
- Review all property tax assessments and seek to correct errors and work cooperatively with the Forestry Coordinator to keep properties in appropriate tax status, such as under the Conservation Lands Tax Incentive Program, the Community Conservation Lands Program, or the Managed Forest Tax Incentive Program.
- Manage the approach by which the Authority updates the permitted uses of Authority-owned lands, make staff reports and recommendations for changes, and deliver or work with other Coordinators on the implementation (e.g. board motions, signage, communication).
- Manage fees and funding requests to ensure financial sustainability.
- Tender or negotiate and manage all GSCA property agreements, easements, leases and rentals, with support from Authority staff.
- Design and hone the compliance monitoring approach, in cooperation with the Operations Manager, for the use of properties and enforcement of Conservation Authority regulations and assist with delivery as/if required.
- Provide policy guidance of GSCA's risk management approach and documentation in cooperation with the Operations Manager. Maintain and improve emergency and incident procedures and reporting.
- Work with the Finance Coordinator to provide input on required insurance coverages and the characteristics of the uses, lands and facilities that will be insured.

- Develop the program of major capital contracts for lands and facilities, including input from Operations Manager and other Coordinators, tender documents and the management of tender awards. Provide contract administration information to Operations Manager and support him/her as needed during the contract delivery.
  - Maintain central organized file and data structures in alignment with GSCA's overall IT Policies and keep documentation for all of GSCA properties, including deeds, property registers, survey records, management plans, use agreements (e.g. trapping, pavilion rentals, agricultural leases), issues, correspondence, risk inspection results, etc.
- c) Manage County of Grey Forest and Trail Properties (10%)
- Under the contract with the County of Grey, carry out duties and deliverables as assigned, in conjunction with the Operations Manager, such as:
    - Liaison and communication with County of Grey staff.
    - Ensuring the effective management of County of Grey forest and trails lands and infrastructure,
    - Oversee and carry out by-law compliance monitoring and enforcement.
- d) Work with partners and stakeholders to identify and protect lands for conservation (15%)
- Develop and improve land acquisition and disposition policies and strategies.
  - Working with watershed partners and stakeholders, identify properties across the watershed for conservation, and work cooperatively and innovatively to identify how and who will acquire or otherwise protect natural areas within the watershed.
  - Coordinate the Authority's land acquisition and disposition, including appraisals, negotiations, grants, and incentives.
- e) Other (5%)
- Respond to public and staff inquiries as required.
  - Participate on selected working groups and committees to represent the Authority.
  - Assist with other departments as required (e.g. flood monitoring/prevention activities).
  - Support GSCA corporate endeavours as required.
  - Other duties may be assigned.

### **Working Conditions:**

- Primarily working in the Administration Centre with frequent contacts with other staff, club representatives, other government representatives, special interest groups and the public.
- Frequent site visits including navigation through rough terrain, during all seasons and all weathers, including visits to habitats, trails and field facilities.
- Frequent schedule adjustments to accommodate meetings with public, interest



- groups, lessees, neighbours, etc. outside core working hours.
- Infrequent out of watershed meetings.

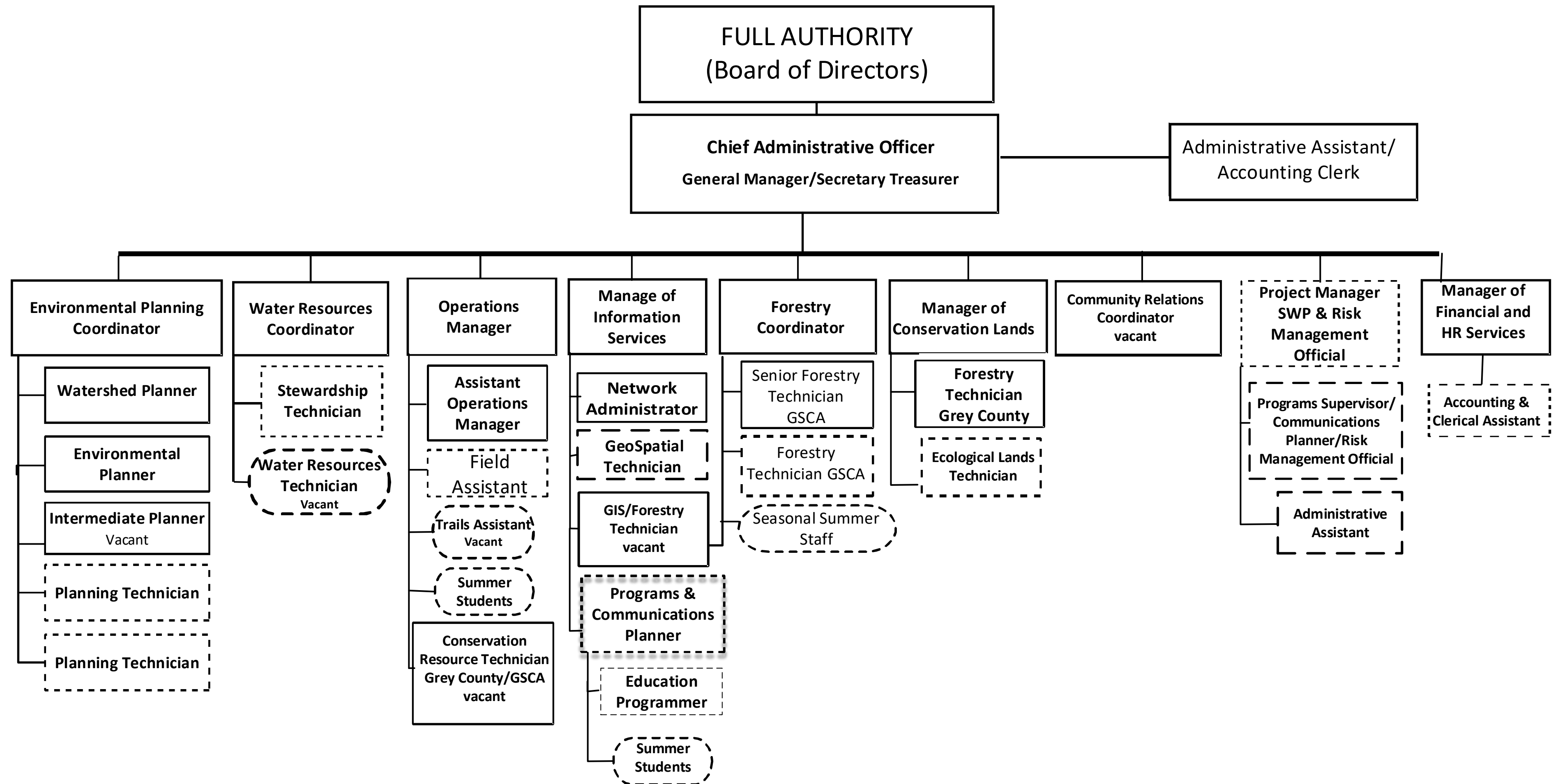
**Contacts:**

All levels of government, tenants, solicitors, municipal partners, volunteers, partners and stakeholders and general public, all staff and the Board of Directors (Authority and Foundation)

**Updated:** April 2020



# Grey Sauble Conservation Organizational Chart



Permanent Positions

Contract Positions

Casual Positions

## **Regulation #11**

### **Sick Pay Credits**

1. At the beginning of each calendar year, or upon date of hiring for a regular employee, or commencement of contract for a contract employee, each regular and contract employee shall be credited in advance with eight (8) sick credit days per year at 100% salary to be used for their own health circumstances.
2. Any sick days taken will be deducted from the total.
3. Days absent due to weather conditions, lack of work, lost time due to accidents occurring on the job shall not be considered to be sick days.
4. If a pandemic has been declared by the World Health Organization (WHO), sick credits may be used for personal illness, caring for a family member, community containment, self-isolation and quarantine, unless the office has been temporarily closed or the employee has been temporarily laid off.
5. Where an employee has not used all the sick days credited to them in any calendar year, the unused days will be accumulated.
6. When all sick days and/or vacation days have been exhausted the employee is then eligible for EI Sick Benefits at 55% of their gross earnings and through the Supplemental Unemployment Benefit Program the Grey Sauble Conservation Authority will top up the employee's earning to a maximum of 85% of their gross earnings until the waiting period (105 days) for long term disability has been met.
7. After 105 days of sick leave, long term disability will then be used.
8. Accumulated sick credits for contract staff and for regular staff will have no cash value on termination (e.g. upon retirement, if one quits or layoff or if fired).
9. Days of illness are taken as either half or full days only (not hours) and must be appropriately shown on time sheets.
10. Employees shall notify their immediate supervisors by 8:30 a.m. if they are not reporting for work due to illness.
11. Sick credits will not be awarded during any leave of absence without pay.
12. Employees absent for more than three consecutive working days are required to furnish a doctor's certificate covering the relevant work restrictions and duration of the illness to the Chief Administrative Officer. During a pandemic situation, this condition may be waived by the CAO or designate.



**STAFF REPORT**

**Report To:** Board of Directors  
**Report From:** Michael Fry, Forestry Coordinator  
**Meeting Date:** April 22<sup>nd</sup>, 2020  
**Report Code:** 09-2020  
**Subject:** Update of Grey Sauble Conservation Forest Management Plan

**Recommendation:**

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

**AND WHEREAS**, GSCA manages nearly 5,260 hectares (13,000 acres) of forested area for natural heritage values, ecosystem services and to offset the operating expenses of the Forestry department and GSCA;

**AND WHEREAS**, GSCA has maintained a Forest Management Plan which governs the forest management activities conducted on GSCA properties;

**AND WHEREAS**, GSCA has recently updated their Forest Management Plan including conducting a stakeholder engagement process;

**AND WHEREAS**, a draft version of the Forest Management Plan has been presented to the Forestry Committee;

**AND WHEREAS**, the Forestry Committee has accepted the updates and recommends the Board of Directors accept these updates;

**THAT**, the GSCA Board of Directors accept the updates to this Forest Management Plan as presented.

**Strategic Initiative:**

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

**Background:**

Grey Sauble Conservation Authority (GSC) owns and manages over 11,300 hectares (28,000 acres) of land throughout Bruce and Grey Counties. Of this total area, nearly 5,260 hectares (13,000 acres) is forested and are eligible for sustainable forest management activities.

This Forest Management Plan (FMP) clearly and systematically sets out GSC's forest stands, their habitats and geographic characteristics and environmentally sensitive areas. This FMP provides detailed current forest inventory information including species, size and distribution of trees within stands. It also provides an estimate of the annual harvestable area over the length of this plan.

In 2013, GSC submitted an FMP to the MNRF to ensure its forested properties were eligible for the Managed Forest Tax Incentive Program (MFTIP). This FMP has been updated with current relevant information, such as new inventory and revenue, and new properties acquired by GSC since that submission. In the summer of 2019, GSC undertake a stakeholder engagement process to gather input from individuals and groups who an interest in the management of GSC's forests. The feedback received through this process has been included in the updated FMP.

Forest management activities are conducted in a sustainable manner to ensure the long-term supply of wood products as well as the continual existence of values, such as wildlife habitat and wetlands. Forest management activities use the best available scientific information to ensure values are maintained.

GSC properties are eligible for the Managed Forest Tax Incentive Program. This program provides a reduction in property taxes of up to 75% of the residential tax rate for eligible areas. As such, GSC's FMP has been written to meet the MFTIP standards and guidelines. All operations and activities will be conducted in such a manner to ensure GSC's MFTIP eligibility is not jeopardized.

This FMP provides details regarding the types of silvicultural systems that will be utilized to sustainably manage GSC's forests. These systems include the selection, shelterwood, and clearcut systems. An appropriate system will be selected depending on the current and desired state of the forest. Through forest operations, revenue will be generated through the sale of wood products. The plan estimates \$90,000 per year will be generated. This revenue will be used to offset the cost of operating the Forestry Department as well as GSC's operating budget. Any surplus revenue will be placed in a forestry reserve and maybe used to address GSC Board of Directors' priorities.

At the February 6, 2020 Forestry Committee meeting, members approved a draft version of the FMP and recommended the Board of Directors approve these updates.

**Financial/Budget Implications:**

This forest management plan details the forested areas that are expected to be managed throughout the duration of this plan. As such, annual revenue has been estimated.

By maintaining GSC's MFTIP eligible forest management plan, GSC will be able to retain lower operating costs through lower property taxes.

**Communication Strategy:**

The updated and approved Forest Management Plan will be placed on the Grey Sauble Conservation Authority's website allowing individuals to access it.

**Consultation:**

- GSCA Forestry Committee
- Stakeholders (through a stakeholder engagement process)
- Forestry staff