

GREY SAUBLE CONSERVATION AUTHORITY
MINUTES
Full Authority Board of Directors
Wednesday, February 23, 2022, at 1:15 p.m.

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

1. Call to Order

Vice Chair Andrea Matrosovs called the meeting to order at 1:20 p.m.

Directors Present: Chair Scott Greig (1:30), Vice Chair Andrea Matrosovs, Dwight Burley, Cathy Moore Coburn, Cathy Little, Harley Greenfield (1:30), Ryan Greig, Paul Vickers, Marion Koepke

Regrets: Paul McKenzie, Scott Mackey

Staff Present: CAO, Tim Lanthier; Administrative Assistant, Valerie Coleman; Manager of Information Services, Gloria Dangerfield; Manager of Financial and Human Resource Services, Alison Armstrong; Manager of Environmental Planning, MacLean Plewes; Manager of Conservation Lands, Rebecca Ferguson; Forestry Coordinator, Mike Fry; Forestry Technician, Cam Bennett

2. Disclosure of Pecuniary Interest

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

3. Call for Additional Agenda Items

Nothing at this time.

4. Adoption of Agenda

Motion No.:
FA-22-015

Moved By: Cathy Little
Seconded By: Cathy Moore Coburn

THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of February 23, 2021.

Carried

5. Approval of Minutes

Motion No.:
FA-22-016

Moved By: Dwight Burley
Seconded By: Cathy Little

THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of January 26, 2021.

Carried

6. Business Out of Minutes

Nothing at this time.

Member Ryan Greig left the meeting at 1:22 p.m.

7. Consent Agenda

Member Paul Vickers asked for item (ii) of the consent agenda to be pulled from the motion for further comment and discussion.

Motion No.:
FA-22-17

Moved By: Dwight Burley
Seconded By: Marion Koepke

THAT in consideration of the Consent Agenda Items listed on the February 23, 2022, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits – January 2022; (iii) Correspondence – Letter from Elwood Moore; (iv) Conservation Ontario – 2022 Provincial Budget Consultation, CO Phase 2 Regulation Summary; (v) Minutes – GSC Foundation Minutes; (vi) Recent Media Articles

Carried

Member Vickers asked with respect to Line 11714 of the January Expense Report titled Saugeen Valley Conservation, SPC Per Diems.

CAO, Tim Lanthier, responded that the amount is in relation to the Drinking Water Source Protection Program. Board members of the Saugeen Valley CA sit on the Saugeen Valley Source Protection Authority. The amount noted in the report covers the meeting per diem for SVCA's Board Members and is paid for by the province not GSCA.

Member Vickers asked with respect to the line titled Mastercard Payments if there is an itemized list of the charges, and what accountability there is for these amounts.

Manager of Finance and Human Resources Services, Alison Armstrong, responded that staff in several departments use a GSCA Mastercard to pay for a variety of items. All purchases are for expenses that have been approved in the budget.

Chair Scott Greig and Member Harley Greenfield joined the meeting at 1:30 pm.

CAO, Tim Lanthier added that all purchases have been approved and receipts submitted.

It was asked if staff could include an itemized list of Mastercard expenses in the financial report.

Alison Armstrong responded that staff could accommodate the request.

Motion No.:
FA-22-18

Moved By: Marion Koepke
Seconded By: Paul Vickers

**THAT in consideration of the Consent Agenda Items listed on the February 23, 2022, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following item(s):
(ii) Administration – Receipts & Expenses – January 2022**

Carried

8. Business Items

i. Administration

a. 2021 Year End Budget Report Back and Reserve Transfers

The CAO, Tim Lanthier, reported the details of the 2021, year end budget report by department. It was noted that the Environmental Planning, Forestry, Lands, and Operations departments all experienced a surplus. This was driven mainly by staffing changes and increased revenues. Due to the increases in insurance premiums, the Administration department realized a deficit, however; this was balanced through the budget and GSCA experienced an overall surplus for 2021.

The CAO detailed the proposed reserve transfers and use of surplus.

Motion No.:
FA-22-019

Moved By: Scott Greig
Seconded By: Dwight Burley

WHEREAS the Board of Directors approved the GSCA 2021 Operating and Capital Budget on January 27, 2021, by motion FA-21-019,

AND WHEREAS, the 2021 Year-End actuals deviate from the approved budget,

THAT, the Board of Directors approve any previously unapproved transfers of funds to or from reserves or surplus as detailed in Report 004-2022.

Carried

Chair Scott Greig stepped in to Chair the meeting at 1:42 pm.

b. CAA Regulatory and Policy Proposal Consultation Guide

The CAO, Tim Lanthier, provided a review of the Province's CAA Phase 2 Regulatory and Policy Guide and Conservation Ontario's summary document.

The guide is broken into 4 parts:

- Proposed Municipal Levies Regulation
- Proposed Minister's Regulation for Determining Amounts Owed by Specified Municipalities
- Proposal for Minister's Published List of Classes of Programs and Services for Which a Conservation Authority May Charge a Fee
- Complementary Proposals to Increase Transparency of Authority Operations

The GSCA will be submitting comments on the Guide.

Motion No.:
FA-22-020

Moved By:
Seconded By:

Marion Koepke
Cathy Moore Coburn

WHEREAS on January 26, 2022, the Province of Ontario released the “Regulatory and Policy Proposal Consultation Guide: Regulations Regarding Municipal Levies, Conservation Authority Budget Process, Transparency, and Provincial Policy for the Charging of Fees by Conservation Authorities”,

THAT the GSCA Board of Directors receive Staff Report 005-2022 as information

Carried

c. GSCA Agricultural Committee Terms of Reference and Committee Appointments

The CAO, Tim Lanthier, updated the Board on the Terms of Reference (ToR) for the Agricultural Committee. There was concern that the ToR did not stipulate the appointment of Members of the Board to the committee. After review, the current ToR does specify the appointment of two (2) Members of the Board. The CAO asked the Board if they felt that was sufficient or if they would like to amend it to include more. The Board expressed satisfaction with the two (2) positions noted.

Member Marion Koepke nominated Member Paul Vickers to sit on the committee.

Member Paul Vickers thanked Member Koepke and respectfully declined the nomination stating that he would like to see another Member with less agricultural familiarity to sit on the committee.

Chair Scott Greig offered to sit on the committee. It was also noted that Member Mackey, who was absent from the meeting, had expressed interest in the committee.

Member Marion Koepke nominated Member Scott Greig to sit on the committee.

There was discussion around allowing for the appointment of an absent Member to a committee.

Member Marion Koepke nominated Member Scott Mackey to sit on the committee.

Motion No.:
FA-22-021

Moved By:
Seconded By:

Marion Koepke
Cathy Moore Coburn

WHEREAS the GSCA Board of Directors passed motion FA-21-048 which approved the formation of an Agricultural Advisory Committee and Terms of Reference for this Committee at the March 24, 2021, meeting of the Board of Directors;

AND WHEREAS, as per the Terms of Reference, GSCA is to appoint two members to this committee;

THAT, the GSCA Board of Directors appoint Member Scott Greig and Member Scott Mackey to the Agricultural Committee for the 2022 operating year.

Carried

ii. Water Management
Nothing at this time.

iii. Environmental Planning

Nothing at this time.

iv. Operations

Nothing at this time.

v. Conservation Lands

a. Ad Hoc Committee for Administrative Building RFP

Manager of Conservation Lands, Rebecca Ferguson, spoke with respect to the need to strike an ad hoc advisory committee to review the RFP for concept design schematics for the Administration Centre. Staff asked for two (2) additional Board Members with experience and/or knowledge in the building/construction field to lend their expertise to the review committee.

Member Dwight Burley and Member Harley Greenfield volunteered and were appointed to the committee.

Motion No.:
FA-22-022

Moved By: Cathy Little
Seconded By: Andrea Matrosovs

WHEREAS the GSCA Board of Director’s passed resolution FA-18-094 at the October 24, 2018, Full Authority Meeting directing staff to issue an RFP to engage an architect for concept design drawings;

AND WHEREAS GSCA staff issued an RFP to this effect on August 27, 2021, and received three (3) proposals, which all came in over budget;

AND WHEREAS the GSCA Board of Director’s passed resolution FA-21-119 at the October 27, 2021, Full Authority Meeting to direct staff to reissue the RFP with a refined scope;

THAT, the GSCA Board of Directors appoint Member Dwight Burley and Member Harley Greenfield to join the Evaluation Committee to review the new RFP.

Carried

vi. Forestry

a. Skinners Marsh/McNab Lake Forestry Harvest Update

Forestry, Cam Bennett updated the Board on the forest harvest operation at Sinners Marsh/McNab Lake. The compartment had been marked and tendered in the Fall of 2020 but received no bids. In the Fall of 2021, GSCA was approached by a private contractor to harvest the compartment. The Board approved the awarding of the harvest.

Subsequently, the contractor offered to purchase any ash that were in the bush. Staff marked the ash and agreed on a price. The Board approved this exception.

The harvest has been completed.

A Member asked how many ash trees were in the stand and how many were harvested.

Staff answered that 40 trees were marked and that not all of the ash was marked in accordance with GSCA’s forest management policies.

vii. Communications/Public Relations

Nothing at this time.

viii. Education

Nothing at this time.

ix. GIS/IT

Nothing at this time.

x. DWSP

Nothing at this time.

9. CAO's Report

The CAO, Tim Lanthier gave a report on recent activities.

The administration building required an emergency septic repair after the septic line between the building and the septic system froze twice. After the second time, an excavating company was brought in to dig up and replace the line. Insulation was added around the pipe to prevent it from freezing again. No other parts of the septic were damaged and/or repaired.

The Foundation and Authority Executives met to update and discuss several topics. It was noted that Foundation events have struggled with COVID restrictions. The Foundation is moving forward with plans for the Film Festival and Memorial Tree Ceremony in May and June, respectively.

Staff have been closely monitoring provincial restrictions and communicating with the local health unit. The administrative office has been closed since the winter holiday break. As of February 22nd, the front lobby doors have re-opened to the public. Most staff continue to work from home where possible. Staff are still assessing a full reopening of the office.

The CAO informed the Board that staff have secured the Grey County Council Chambers to facilitate in-person/hybrid Board meetings starting in March. Staff will forward details prior to the next board meeting.

The CAO updated the Board on the Ministry appointed Agricultural Representative to the Board of Directors. The Ministry is handling the advertising, hiring, and funding the Agricultural Representative position. Ontario's CA's have expressed the desire for the Minister to clear any selected applicants with each individual CA to forestall any potential conflicts of interest.

Member Ryan Greig rejoined the meeting at 2:21 p.m.

It was noted that not all CAs will be appointed an Agricultural Representative. The Agricultural Representative will have all of the rights and responsibilities of all other members, excepting that the representative will not be able to vote on the enlargement, amalgamation, or dissolution of the CA or any budgetary matters. CA's are seeking clarification on what constitutes a budgetary matter.

The CAO informed the Board that GSCA has received a permit application from the Town of South Bruce Peninsula regarding the Lakeshore Blvd retaining wall. Staff will be reviewing the application and more information will come forward at a later date.

At the January meeting of the Board, a question was raised regarding the discrepancy in revenues, staff and applications between the GSCA and SVCA planning departments as GSCA experiences more applications, but SVCA has a larger budget and more staff. The difference can largely be attributed to both higher permit fees at SVCA, as well as a difference fee structure.

It is hoped that the Watson service fee review will help close the gap in fees between the two CAs and allow GSCA to expand the department to better service our communities.

10. Chair's Report

Chair Greig passed along the Foundation Executive's concern around the distribution of the Foundation members and would like to see more members from across the watershed. Members were asked to keep the Foundation in mind and pass along information about Foundation membership in their regions.

11. Other Business

Nothing at this time.

12. Resolution to Move into Closed Session

Nothing at this time.

13. Resolution Approving the Closed Session Minutes

Nothing at this time.

14. Reporting out of Closed Session

Nothing at this time.

15. Next Full Authority Meeting

Wednesday March 23rd, 2022

16. Adjournment

The meeting was adjourned at 2:31 p.m.

Motion No.:
FA-22-023

Moved By: **Cathy Moore Coburn**
Seconded By: **Andrea Matrosovs**

THAT this meeting now adjourn.

Carried



Scott Greig, Chair



Valerie Coleman
Administrative Assistant