

Grey Sauble Conservation Authority
R.R. #4, 237897 Inglis Falls Road
Owen Sound, Ontario N4K 5N6 (519) 376-3076; ext. 221
v.coleman@greysauble.on.ca

The next regular meeting of the Grey Sauble Conservation Authority Board of Directors is scheduled for Wednesday, October 26th, 2022, at 1:00 p.m. The regular meeting will occur in a hybrid format, both in person at the GSCA Administrative Centre and via the Webex web-based application. Please notify Valerie Coleman if you are unable to attend.

Directors

Greig, Scott (Chair)
Matrosovs, Andrea (Vice-Chair)
Burley, Dwight
Greenfield, Harley
Greig, Ryan
Koepke, Marion
Little, Cathy
Mackey, Scott
McKenzie, Paul
Moore Coburn, Cathy
Vickers, Paul

Honourary Members

Elwood Moore
Betty Adair

Oosting, Lara, MNRF Peterborough
Allison, Tracy, MNRF Owen Sound
Byers, Rick, MPP Bruce Grey Owen Sound
Ruff, Alex, MP Bruce Grey Owen Sound
Dowdall, Terry, MP Simcoe-Grey
Saunderson, Brian, MPP Simcoe-Grey

Member Municipalities

Municipality of Arran-Elderslie, Town of the Blue Mountains, Township of Chatsworth, Township of Georgian Bluffs, Municipality of Grey Highlands, Municipality of Meaford, City of Owen Sound, Town of South Bruce Peninsula



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www.greysauble.on.ca

Protect.
Respect.
Connect.

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https://www.youtube.com/channel/UCy_ie5dXG8aFYDYGe8tV9Yg/videos.

Please note that this is a Notice of Meeting only for your information.

The Sun Times
Bayshore Broadcasting
The Meaford Independent
The Bounce
The Wiarton Echo
The Advance
The Post
The Thornbury Paper
The Hub Owen Sound
Blue Mountains Review
South Grey News
Collingwood Today

Member Municipalities

Municipality of Arran-Elderslie, Town of the Blue Mountains, Township of Chatsworth, Township of Georgian Bluffs, Municipality of Grey Highlands, Municipality of Meaford, City of Owen Sound, Town of South Bruce Peninsula

AGENDA

Grey Sauble Conservation Authority
Full Authority Meeting
Wednesday, October 26, 2022, at 1:00 p.m.

1. Call to Order

We acknowledge with respect, the history, spirituality, and culture of the Anishinabek: The People of the Three Fires known as Ojibway, Odawa, and Pottawatomi Nation, who have inhabited this land from time immemorial. And further give thanks to the Chippewa of Saugeen, and the Chippewa of Nawash, now known as the Saugeen Ojibway Nation, as the traditional keepers of this land. We also recognize, the Metis whose ancestors shared this land and these waters. May we all, as Treaty People, live with respect on this land, and live-in peace and friendship with all its diverse peoples.

2. Disclosure of Pecuniary Interest

3. Call for Additional Agenda Items - Two-thirds majority vote required to add any business items.

4. Adoption of the Agenda

5. Approval of Minutes

- i. Full Authority – September 28, 2022 – Resolution – Attachment # 1

6. Business Out of Minutes – None at this time.

7. Consent Agenda

- i. Environmental Planning – Section 28 Permits – September 2022 – Attachment # 2
- ii. Administration – Receipts & Expenses – September 2022 – Attachment # 3
- iii. Correspondence – Nothing at this time.
- iv. Conservation Ontario – Nothing at this time.
- v. Minutes – Nothing at this time.
- vi. Media – Attachment # 4

8. Presentation – Lebel and Bouliane Architects (30 min) – Attachment # 5

9. Business Items

- i. Conservation Lands
 - a. Administration Building Architectural Drawings Update – Resolution – Attachment # 6 (15 Min)
- ii. Water Management – Nothing at this time
- iii. Environmental Planning
 - a. Environmental Planning Fee Schedule – Resolution – Attachment # 7 (30 min)
- iv. Operations
 - a. Compact SUV Tender Results – Resolution – Attachment # 8 (15 Min)
- v. Forestry
 - a. Feversham Tender Results – Resolution – Attachment # 9 (10 Min)
- vi. Communication/Public Relations – Nothing at this time.
- vii. Education – Nothing at this time
- viii. GIS/IT – Nothing at this time.
- ix. DWSP/RMO Report – Nothing at this time.
- x. Administration
 - a. 2022 Workplan Update – Information – Attachment # 10 (20 Min)
 - b. New Environmental Planning Positions – Resolution – Attachment # 11 (20 Min)
 - c. Electronic Monitoring of Employees Policy – Resolution – Attachment #12 (10 Min)

10. New Business

11. CAO's Report

12. Chair's Report

13. Resolution to Move into Closed Session

- i. Minutes of the Closed Session of the Regular Board of Directors meeting held on August 24, 2022; and,
- ii. CAO Performance Review – closed as it relates to personal matters about an identifiable individual including Authority directors or Authority employees (GSCA Administrative By-Law, Section 4 (xvii)(b))

14. Resolution that the Board of Director's has Resumed Open Session

15. Resolution Approving the Closed Session Minutes of August 24, 2022

16. Reporting out of Closed Session

17. Adjournment

Grey Sauble Authority Board of Directors

M O T I O N

DATE: **October 26, 2022**

MOTION #: **FA-22-092**

MOVED BY: _____

SECONDED BY:_____

THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of October 26, 2022.



GREY SAUBLE CONSERVATION AUTHORITY
MINUTES
 Full Authority Board of Directors
 Wednesday, September 28, 2022, at 1:15 p.m.

The Grey Sauble Conservation Authority (GSCA) Board of Directors' meeting was held in a hybrid format of in-person at the Grey Sauble Conservation Authority Administrative Office and virtually via the meeting application, WebEx.

1. Call to Order

Chair Scott Greig called the meeting to order at 1:16 p.m., welcomed all those present in person and virtually, and made a land acknowledgement declaration.

Directors Present In-Person: Chair Scott Greig, Dwight Burley, Paul Vickers, Marion Koepke, Scott Mackey, Harley Greenfield, Ryan Greig

Directors Present Virtually: Vice Chair Matrosovs, Cathy Moore Coburn, Cathy Little, Paul McKenzie

Regrets: None

Staff Present: CAO, Tim Lanthier; Administrative Assistant, Valerie Coleman; Gloria Dangerfield; Manager of Finance and Human Resource Services, Alison Armstrong; Manager of Environmental Planning, Mac Plewes; Forestry Coordinator, Mike Fry, Water Resources Coordinator, John Bittorf

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-22-081

Moved By: Dwight Burley
Seconded By: Ryan Greig

THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of September 28, 2022.

Carried

5. Approval of Minutes

Motion No.:
FA-22-082

Moved By: Harley Greenfield
Seconded By: Marion Koepke

THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of August 24, 2022, as amended.

Carried

6. Business Out of Minutes

Nothing at this time.

7. Consent Agenda

Motion No.:
FA-22-83

Moved By: Ryan Greig
Seconded By: Dwight Burley

THAT in consideration of the Consent Agenda Items listed on the September 28, 2022, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits – August 2022; (ii) Administration – Receipts & Expenses – August 2022; (iii) Correspondence – Georgian Bay Garden Club; GSCA Member Newsletter – Fall 2022; (v) Minutes – Beaver River Watershed Initiative – January, February, March, April, and May 2022; (vi) Recent Media Articles

Carried

Members Scott Mackey and Paul Vickers joined the meeting at 1:20 p.m.

8. Business Items

i. Board Orientation – Operations – Property Management and Compliance

Operations Manager, Morgan Barrie provided a presentation via PowerPoint on the activities of the Operations Department.

Chair Greig thanked Morgan for his presentation.

Members thanked the Operations staff and extended the positive comments they had received from the public.

A Member asked with regard to the camping and if there are other issues with camping on other properties. Morgan commented that there seem to be less compliance issues this year, outside of a few notable occurrences. Additionally, some of the encampment type sites are complicated by the mental health and substance abuse issues of the person or persons involved.

A Member commented on the considerable work that so few staff manage to complete.

A Member asked with regard to the budgeting and spending of revenues generated by parking pass sales.

Morgan answered that funding for the Operations department is pulled from several different departmental budgets. Funds from the parking pass sales are used to cover seasonal staff positions and upgrades within the various areas. The CAO explained further that wages for operational staff are divided among the various departments

associated with particular tasks, however parking revenues are only being utilized for lands related items such as wages, capital, maintenance and taxes.

A Member asked if there are any shortfalls in the department and/or specific areas. Morgan stated that they are starting to get some capital projects done. Staff retention and hiring continues to be an issue for seasonal positions. Morgan commended his staff on the work they do.

A Member asked with regard to GSCA's fleet, where is it sitting and what needs are coming. Morgan answered that there will be a tender for an SUV coming. GSCA will start selling some of the older vehicles and replacing with new. Staff are exploring partnership opportunities with member municipalities to increase buying power and decrease costs.

A Member asked with regard to electric vehicles. Morgan responded that staff had tendered for one in 2021 but it fell through due to stock availability. Staff will be looking to revisit electric and hybrid vehicle options in the future.

The CAO thanked Morgan and the Operations staff for the excellent work that they have been doing.

ii. Administration

a. Updates to CAA Governance

The CAO stated that Conservation Authorities have been notified that the Ministry of Natural Resources and Forestry is once again the Ministry responsible for the Conservation Authorities Act.

Motion No.:
FA-22-084

Moved By: Scott Mackey
Seconded By: Harley Greenfield

WHEREAS on August 30, 2022, the Province of Ontario released an email advising Conservation Authority Partners and Interested Parties that Orders-in-Council had been made pursuant to the Executive Council Act which delegated responsibility for the Conservation Authorities Act to the Ministry of Natural Resources and Forestry,

THAT the GSCA Board of Directors receive Staff Report 025-2022 – Update to Conservation Authorities Act Governance as information

Carried

b. Second Quarterly Report to MNR for Transition Plan

The CAO, Tim Lanthier spoke with regard to the Second Quarterly Transition Plan report to the MNR. There were no significant changes noted. There were some timeline changes made based on the recommendation made by senior municipal staff to present the Programs and Services inventory to the incoming councils.

Motion No.:
FA-22-085

Moved By: Marion Koepke
Seconded By: Dwight Burley

WHEREAS amendments to the Conservation Authorities Act require GSCA to submit quarterly progress reports to the Province,

Vice Chair Andrea Matrosovs joined the meeting at 2:00 p.m.

c. GSCA Fee Policy

The CAO stated that recent changes to the Conservation Authorities Act require all conservation authorities to develop and adopt a Fee Policy by January 1, 2023.

The policy is to be based on the user pay principle and includes information on how the fees are established, the process to appeal a fee, and the period for review of the policy and its schedules.

It was noted that some programs are designed to be cost recovery and some are designed to generate revenue (i.e. Planning Fees versus Parking Fees).

A Member asked if the Authority has the flexibility to put funds into reserves in the event that the department, such as planning, realizes a surplus. The CAO explained that the planning fees cannot be designed to generate a surplus, however if a surplus is realized, those funds can be put into reserves. Other self-generated fees, such as parking fees, can be designed to generate surplus and put into reserves.

The consultation process will consist of circulating the policy to the senior staff of all municipal partners and counties and posting the policy to the website for a 21-day period. This is not intended for a comment on the individual fee schedules but rather on the policy itself. Once the consultation process has been completed, the policy will be brought back to the Board for approval.

A Member asked with regard to the timing of the election. The CAO replied that GSCA is required to move forward with this prior to the end of the year.

**Motion No.:
FA-22-086**

**Moved By: Paul Vickers
Seconded By: Andrea Matrosovs**

WHEREAS amendments to the Conservation Authorities Act require GSCA to administer fees in a transparent and accountable manner by adopting and publishing a written fee policy,

AND WHEREAS these changes to the Act will take effect on January 1, 2023,

THAT the GSCA Board of Directors endorse the Draft Fee Policy prepared by Staff,

AND THAT the GSCA Board of Directors direct staff to consult on the Draft Fee Policy,

AND THAT the GSCA Board of Directors request that staff bring back a final version of the GSCA Fee Policy at the November 23, 2022 Board of Directors meeting

Carried

d. Personnel Policy Update

The Manager of Finance and Human Resources Services spoke to the upcoming changes to OMERS Pension Plan eligibility and the required changes to GSCA's Personnel Policy.

As of January 1, 2023, all GSCA staff, including part-time and contract, will be eligible to be enrolled in the OMERS plan and must be offered the option.

At present, the GSCA Personnel Policy links eligibility for enrollment into GSCA's Benefit Plan with eligibility for enrollment into the OMERS pension plan. Staff proposed to dissolve the link between OMERS and Benefits enrollment.

There was concern raised with regard to the minimum threshold to be eligible for Health Benefits under the policy.

There was discussion about the need to revisit the policy as a whole.

Staff stressed that the purpose of this change in the personnel policy was to separate the condition of being eligible for OMERS enrolment from eligibility for benefits.

Motion No.:
FA-22-087

Moved By: **Harley Greenfield**
Seconded By: **Marion Koepke**

WHEREAS updates to Regulation 14 Pension Plans of the GSCA Personnel Policy are required as the result of changes to the voluntary enrollment requirements for other-than-continuous full-time employees for the OMERS Pension Plan,

AND WHEREAS, Regulation 15 Other Employee Benefits, Group Health Insurance is directly linked to Regulation 14,

THAT, the Board of Directors endorses the recommended changes to the GSCA Personnel Policy as detailed in the attached document.

Carried

Motion No.:
FA-22-088

Moved By: **Scott Mackey**
Seconded By: **Marion Koepke**

THAT, the Board of Directors direct staff to bring forward a wholly revised Personnel Policy within the first quarter of the new Board year.

Carried

iii. Water Management
Nothing at this time.

iv. Environmental Planning

a. Environmental Planning Fee Review

The Manager of Environmental Planning, MacLean Plewes, presented the conclusion of the Environmental Planning Fee Review consultation process.

MacLean displayed the presentation that was utilized for public consultation.

It was noted that GSCA is in the top 20% of CAs for total planning applications but in the bottom 40% for staffing level. This illustrated the misalignment of staff and workload.

MacLean reviewed the mandatory and discretionary roles and activities that the department conducts. It was noted that the current fee structure was established in 2006 and had not been based on a comprehensive review of actual costs.

The activity-based costing methodology used by Watson and Associates included all of the direct and indirect costs associated with the services provided by the department.

MacLean reviewed the findings and recommendations of the fee review.

MacLean explained the consultation process with watershed stakeholders, municipal partners, and industry experts in the development, building, engineering, planning, and environmental fields.

MacLean reviewed the major fee category items that had raised the most concern and explained that these major fee categories are new and structured differently than the previous fee structure. It was noted that the new major fee items have included the technical review fees that had previously been charged as separate items.

MacLean noted that concern was raised at the staff level over the minor project fee and as a result staff have recommended creating an additional "Routine Project" fee category that would cover routine permit applications intention of this fee category is to capture very basic types of development that require little effort and staff time to review and pose little to no risk from a natural hazard perspective.

A Member raised a concern regarding the process being fair, that larger more involved projects are charged more than those that require less staff time.

A Member commented that the fee structure does a good job of aligning the cost of providing service to the fees being applied. Additionally, appreciation was given of the staff's recommendation of the Routine Permit Fee and looks forward to seeing the details from staff.

A Member agreed that they would like to see the minor fees be kept appropriate.

A Member asked if the plan is to get fees to 100% cost recovery. The CAO explained that through the review, fees were compared to the market rate and some fees needed to be scaled back to be in line with the market rate.

How responsive would the department be in the case of a severe reduction in workload. MacLean explained that the number of applications used in the calculation were based on a five-year average. The CAO added that the additional staff could be utilized in other areas of the agency and partner municipalities, in the unlikely event of a significant reduction in workload.

Motion No.:
FA-22-089

Moved By: Paul Vickers
Seconded By: Harley Greenfield

WHEREAS, the GSCA Board of Directors recognizes that more capacity and expertise is required within GSCA's Environmental Planning Department;

AND WHEREAS, the GSCA Board of Directors directed staff to engage Watson & Associates to conduct a review of the Environmental Planning Department's service rates and fee for full cost recovery of an enhanced level of service;

AND WHEREAS, the Program Rates and Fees Review Final Report was completed in March of 2022;

AND WHEREAS, staff consulted with watershed stakeholders and further refined the consultant recommended proposed fee structure

**THAT THE Board of Directors endorse the Program Rates and Fees Review Final Report;
AND THAT The Board of Directors approve the staff amended proposed fee structure.**

Carried

v. Operations

Nothing at this time.

vi. Conservation Lands

a. GSCA Parking Lots

The Manager of Conservation Lands, Rebecca Ferguson, spoke to the proposed addition or expansion of the four identified parking lots.

Rebecca reviewed each of the four locations.

A Member asked with regards to funding the projects. Rebecca responded that some of the user groups have offered to pay for the construction, there may also be grants available. Any maintenance and/or snow removal could be included in the service agreements with user groups.

A Member asked what the extent of the work that would be required?

Rebecca responded that staff will be bringing more detail back to the Board.

A Member recommended discussing opportunities to partner with municipalities.

**Motion No.:
FA-22-090**

**Moved By: Scott Mackey
Seconded By: Paul Vickers**

WHEREAS, the Grey Sauble Conservation Authority (GSCA) is the fee-simple owner of the lands known to us as:

**Massie Hills Management Area
Griersville Management Area
Hepworth Management Area
Wodehouse Management Area**

AND WHEREAS, under Section 21 (1)(m) of the Conservation Authorities Act, GSCA has the ability to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;

THAT the Grey Sauble Conservation Authority Board of Directors approve GSCA staff continuing to pursue partnerships and NEC permits for the four proposed parking lots.

Carried

Member Dwight Burley left the meeting at 3:49 p.m.

vii. Forestry

Nothing at this time.

viii. Communications/Public Relations

Nothing at this time.

ix. Education

Nothing at this time.

x. GIS/IT

Nothing at this time.

xi. DWSP

Nothing at this time.

9. New Business

Nothing at this time.

10. CAO's Report

The CAO, Tim Lanthier, gave an update on activities from the past month.

On September 12th staff met with Arran-Elderslie Council regarding the programs and services inventory and transition plan. This was well received with very few questions. Staff will be reaching out to senior staff at all member municipalities to brief new councils on the programs and services inventory.

Tim followed up with some of the Eastern CAs regarding the Agricultural Representative, there have been no Ministry assigned representative as of yet.

Conservation Ontario has hired Angela Coleman, previously the CAO from South Nation CA, as the General Manager of CO.

On September 30th, Tim, Chair Scott Greig and Vice Chair Andrea Matrosovs and Manager of Information Services, Gloria Dangerfield, will be meeting with MPP Rick Byers to provide some high-level information about the GSCA and CAs in general.

Parking revenues continue to be high, having exceeded \$240,000 in total parking sales and more than 1,100 seasonal parking passes sold.

Due to unacceptable levels of service and communication, staff have ended the administration building's cleaning contract early. Staff will be putting this out to tender soon. Staff anticipate there being an impact on the year-end forecast.

Tim thanked Members for their support and work over the past several years and wished all those members running for re-election luck in respective races. Additionally, Tim expressed special thanks to Members Cathy Little and Paul McKenzie and wished them best wishes in their future endeavors.

11. Chair's Report

Chair Greig wished all members good luck in their upcoming elections and gave special thanks to Members Cathy Little and Paul McKenzie on all of their work and dedication to the GSCA as representatives of their municipalities.

Chair Greig asked Members for direction on conducting the CAO's performance review and handling of staff survey results. After discussion, it was agreed to conduct the CAO's performance review at the October meeting.

A Member recommended not having a meeting in November. This was agreed on.

Member Paul McKenzie left the meeting at 4:17 p.m.

12. Other Business

Nothing at this time.

13. Resolution to Move into Closed Session

Nothing at this time.

14. Resolution Approving the Closed Session Minutes

Nothing at this time.

15. Next Full Authority Meeting

Wednesday October 26th, 2022

16. Adjournment

The meeting was adjourned at 4:17 p.m.

Motion No.:
FA-22-091

Moved By: Ryan Greig
Seconded By: Scott Mackey

THAT this meeting now adjourn.

Carried

Scott Greig, Chair

Valerie Coleman
Administrative Assistant

Grey Sauble Authority Board of Directors

M O T I O N

DATE: **October 26, 2022**

MOTION #: **FA-22-093**

MOVED BY: _____

SECONDED BY: _____

THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of September 28, 2022.

Permits Issued from September 1, 2022 to September 30, 2022

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS22-194	03-Jun-22	01-Sep-22	LOT 5	creek crossing	Township of Chatsworth	Holland Township
Approved works:			Conduit watercourse crossing		Project Location: CON 1 EGR PT DIV 3 LOT 5 <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 Chris Scholz	
GS22-350	30-Aug-22	01-Sep-22			Municipality of Grey Highlands	Artemesia Township
Approved works:			replacement of road culvert within a regulated area		Project Location: South of 813528 East Back Line <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill John Bittorf	
GS22-351	30-Aug-22	01-Sep-22	24	9	Municipality of Grey Highlands	Euphrasia Township
Approved works:			cleanout existing drainage ditch		Project Location: 136488 GREY RD 12 (TYSON) AND NEIGHBOUR TO THE NO <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill John Bittorf	
GS22-270	05-Jul-22	02-Sep-22	13		Town of the Blue Mountains	Collingwood Township
Approved works:			Construction of a single-family dwelling and associated site alterations		Project Location: Plan 822 <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	
GS22-309	06-Jul-22	06-Sep-22			Town of South Bruce Peninsula	Amabel Township
Approved works:			Dwelling additions, including a basement and attached garage, deck replacement/expansion, and installation of new septic system.		Project Location: 3 Sunny Lane <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 Chris Scholz	
GS22-352	31-Aug-22	06-Sep-22	11	none	Town of South Bruce Peninsula	Amabel Township
Approved works:			Construction of a shed		Project Location: 23 Lakeside Place, Plan 712 <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 Olivia Sroka	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS22-353	01-Sep-22	06-Sep-22			Town of South Bruce Peninsula	Amabel Township
Approved works:		Construction of a drive shed and associated grading		Project Location: 675 side road 5 <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 type="checkbox"/> fill Olivia Sroka		
GS22-354	22-Aug-22	06-Sep-22			Town of South Bruce Peninsula	Amabel Township
Approved works:		Construction of a residential dwelling, septic and associated site alterations		Project Location: 162 Bruce Road 9 <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 Olivia Sroka		
GS22-357	29-Aug-22	06-Sep-22	15		Town of South Bruce Peninsula	Amabel Township
Approved works:		Construction of single family dwelling, detached garage and installation of septic		Project Location: 104 Fedy Drive <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill Olivia Sroka		
GS22-342	08-Aug-22	06-Sep-22	16,17		Township of Georgian Bluffs	Keppel Township
Approved works:		Construction of a detached garage and septic		Project Location: 505389 Grey Road 1 <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill Mac Plewes		
GS22-328	04-Aug-22	07-Sep-22			Town of the Blue Mountains	Collingwood Township
Approved works:		Deck addition		Project Location: 122 Springside Crescent <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill Chris Scholz		
GS22-326	03-Aug-22	08-Sep-22		6	Town of the Blue Mountains	Collingwood Township
Approved works:		Construction of a greenhouse		Project Location: 555525 6th Line <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 Chris Scholz		
GS22-337	29-Jul-22	08-Sep-22			Township of Chatsworth	Sullivan Township
Approved works:		Maintenance and repair of existing gas line		Project Location: No assigned address <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 Olivia Sroka		

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS22-338	29-Jul-22	08-Sep-22			Municipality of Meaford	Sydenham Township
Approved works:			Maintenance and repair of existing gas line		Project Location: 318083 Highway 6 & 10 <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill Olivia Sroka	
GS22-359	07-Sep-22	08-Sep-22	12	4	Township of Georgian Bluffs	Derby Township
Approved works:			Construction of storage building		Project Location: 177687 GREY ROAD 18 <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 Olivia Sroka	
GS22-323	15-Jul-22	08-Sep-22			Municipality of Arran-Elderslie	Arran Township
Approved works:			Construction of storage building		Project Location: 291 Yonge St. South <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 Olivia Sroka	
GS22-274	07-Jul-22	08-Sep-22			Municipality of Grey Highlands	Euphrasia Township
Approved works:			culvert replacement		Project Location: Euphrasia-St. Vincent townline <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 John Bittorf	
GS22-275	07-Jul-22	08-Sep-22			Municipality of Grey Highlands	Euphrasia Township
Approved works:			cleanout of road side ditch within a regulated area		Project Location: Side Rd 13B <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 John Bittorf	
GS22-345	11-Aug-22	08-Sep-22	40		City of Owen Sound	City of Owen Sound
Approved works:			Construction of an addition to existing deck		Project Location: 414 6TH Ave. West <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 Olivia Sroka	
GS22-349	26-Aug-22	08-Sep-22			Municipality of Meaford	St Vincent Township
Approved works:			Partial reconstruction of an existing dwelling		Project Location: 121 Kiowana 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 Mac Plewes	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS22-362	30-Aug-22	09-Sep-22	Lt 19 PL 3	Allenford Road	Town of South Bruce Peninsula	Amabel Township
Approved works:			4' X 25' closet addition to the existing cottage.		Project Location: 100 Golden Pond Dr. <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 Olivia Sroka	
GS22-343	15-Aug-22	09-Sep-22			Township of Georgian Bluffs	Keppel Township
Approved works:			Demolition of lean-to constructed without a permit		Project Location: 718056 Highway 6 <input 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 Olivia Sroka	
GS22-269	04-Jul-22	09-Sep-22			Town of the Blue Mountains	Collingwood Township
Approved works:			Reconstruction of a residence		Project Location: 104 Helen St <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	
GS22-317	05-Aug-22	12-Sep-22			Township of Georgian Bluffs	Derby Township
Approved works:			Septic holding tank installation		Project Location: 117 Browns Lane <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 Chris Scholz	
GS22-153	28-Apr-22	12-Sep-22	11	1	Municipality of Grey Highlands	Euphrasia Township
Approved works:			Construction of a tennis court		Project Location: 325 Fox Ridge Road, Clarksburg <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 Chris Scholz	
GS21-290	07-Jul-21	13-Sep-22	17	1	Town of the Blue Mountains	Collingwood Township
Approved works:			Construction of rock buttress, 60 townhouse dwellings, and associated grading.		Project Location: Part 2 of RP 16R11030 <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 Jake Bousfield-Baste	
GS22-170	20-May-22	16-Sep-22			Town of South Bruce Peninsula	Amabel Township
Approved works:			Residential dwelling with associated grading, septic system and accessory structure.		Project Location: 12 Pine Forest Drive <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill Chris Scholz	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS22-235	15-Jun-22	21-Sep-22	74		Township of Georgian Bluffs	Sarawak Township
Approved works:		Addition/Renovation of existing home and grading/drainage work associated with a second driveway entering on 24th Street.			Project Location: 222 Carney Street <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill Chris Scholz	
GS22-196	07-Jun-22	23-Sep-22		8	Town of South Bruce Peninsula	Amabel Township
Approved works:		Residential dwelling, accessory structure and septic system.			Project Location: 917 Silver Lake 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 Chris Scholz	
GS22-325	31-Jul-22	26-Sep-22			Town of the Blue Mountains	Collingwood Township
Approved works:		Home additions including 2-storey attached garage and addition of roof to existing rear deck.			Project Location: 198 Summit View Cres <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 Chris Scholz	
GS22-266	29-Jun-22	27-Sep-22			Municipality of Grey Highlands	Artemesia Township
Approved works:		Revetment structure and reconstruction of second storey deck and sheds.			Project Location: 134 Taylor Rd <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 Jake Bousfield-Baste	
GS22-210	16-May-22	28-Sep-22			Municipality of Meaford	St Vincent Township
Approved works:		Demolition of existing dwelling, construction of new dwelling, septic upgrade and associated site alterations.			Project Location: 123 Fraser St <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 Jake Bousfield-Baste	
GS22-331	10-Aug-22	28-Sep-22			Municipality of Meaford	St Vincent Township
Approved works:		Cleanout of roadside ditches, maintenance of roadway, and replacement of existing culvert.			Project Location: Fraser St on Christie Beach <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill Chris Scholz	
GS21-048	12-Feb-21	29-Sep-22	21	2	Town of the Blue Mountains	Collingwood Township
Approved works:		tree clearing and grubbing, erosion control installations, and pre-servicing construction works			Project Location: Grey Road 19 <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill Justine Lunt	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS22-290	15-Jul-22	30-Sep-22			Municipality of Meaford	St Vincent Township
Approved works:			Barn construction with laneway.			
			Project Location: 145678 Grey Road 12			
			<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 Chris Scholz			

**Grey Sauble Conservation Authority
Receipt Report
September 1st - 30th, 2022**

Regulation Permits	\$	14,060.00	
Planning	\$	12,160.00	
Pavilion Rentals	\$	226.00	
Square Parking Revenue	\$	38,330.00	
Forestry	\$	10,761.20	
Timber Sales	\$	22,167.50	
Stewardship	\$	3,812.00	
County of Grey	\$	49,996.41	
4th Levy Installment	\$	106,140.48	
NDMP Project	\$	2,789.50	
WSIB	\$	17,148.66	Rebate
Donations	\$	562.73	
Miscellaneous	\$	456.50	
Funds Owed To Foundation	\$	150.00	
BRWI	\$	10,000.00	
Friends of Hibou	\$	1,534.00	
Arboretum Alliance	\$	1,158.15	
Oliphant Phragmites	\$	36,193.81	

Total Monthly Receipts	\$	327,646.94
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Grey Sauble Conservation Authority
Expense Report
September 1st to 30th, 2022

11936	Excel Business Systems	\$	78.73	Copy and Print Charges
11937	A-1 Toilet Rentals	\$	875.75	Toilet Rentals
11938	iA Special Markets	\$	279.29	Insurance Coverage
11939	Bell Canada	\$	87.15	Tara Stream Gauge Service
11940	The Cleaning Brigade	\$	723.20	Office Cleaning Services
11941	City of Owen Sound	\$	148.00	Property Tax
11942	Staples Advantage	\$	101.70	Office Supplies
11943	Municipality of Grey Highlands	\$	4,178.42	Property Tax
11944	Locking Business Furnishings	\$	902.87	Office Furniture
11945	Town of South Bruce Peninsula	\$	3,091.00	Property Tax
11946	Xerox Canada Ltd.	\$	313.28	Copy and Print Charges
11947	T & W Enterprises	\$	16,950.00	BRWI Expenses
11948	Amy McConachie	\$	57.00	Summer Camp Refund
11949	Amber Jennings	\$	152.00	Summer Camp Refund
11950	Sciensational Sssnakes	\$	983.10	Friends of Hibou Supplies
11951	The European Bakery Cafe	\$	426.27	Refreshments
11952	M'Wikwedong Indigenous Friendship Centre	\$	264.41	Staff Training
11953	George Couchie	\$	3,387.00	Staff Training
11954	The Cleaning Brigade	\$	723.20	Office Cleaning Services
11955	The Cleaning Brigade	\$	1,084.80	Termination of Contract
11956	A-1 Toilet Rentals	\$	1,452.05	Toilet Rentals
11957	Bell Canada	\$	282.29	Monthly Phone Service
11958	Bradley Mulligan	\$	172.68	BRWI Expenses
11959	Coates & Best Inc.	\$	42.48	Office Supplies
11960	Staples Advantage	\$	158.68	Office Supplies
11961	Georgian Bay Chemical	\$	390.98	Shop Supplies
11962	Grey County Agricultural Services Centre	\$	197.75	DWSP Advertisement
11963	Inline Fencing	\$	27,208.14	Stewardship Project
11964	Kilsyth Auto Service Ltd.	\$	1,427.47	Vehicle Repair and Maintenance
11965	MacDonnell Fuels Limited	\$	1,428.34	Vehicle Fuel
11966	Municipality of Meaford	\$	117.92	Hibou Water Charges
11967	Miller Waste Systems Inc.	\$	274.49	Tipping Fees & Bin Rental
11968	Rogers Wireless	\$	491.97	Cell Phone Usage
11969	Martin's School Bus Transit	\$	1,192.15	Day Camp Bussing
11970	Welbeck Sawmill Ltd.	\$	1,294.66	Tree Marking Paint
11971	Woodys Arborist & Yard Services	\$	904.00	BRWI Expenses
11972	General Seed Company	\$	282.50	Lands Project
11973	CIMA Canada Inc.	\$	390.00	Planning Fee Refund
11974	Patricia Sparkhall	\$	83.84	Overpayment of 50 MTP Invoice
11975	Graham Heit	\$	230.00	Planning Refund
11976	Canadian Process Serving Inc.	\$	161.61	Planning Process Service
11977	Jeffrey Pryma	\$	290.00	Planning Fee Refund

11978	Adam Di Gregorio	\$	197.75	Tree Order Refund
11979	Purolator	\$	5.09	DWSP Shipping Charges
	Mastercard Payments	\$	6,528.75	See Summary Below
	Amilia	\$	701.53	
	City of Owen Sound	\$	436.84	Water Charges
	Equipment Corps	\$	11,367.80	Hoist Purchase
	Chris Durand	\$	500.00	DWSP Website Maintenance
	Bruce Telecom	\$	526.09	
	DWSP Copier Lease	\$	163.85	
	Square Fees	\$	1,194.39	
	Hydro, Reliance	\$	1,712.33	
	Receiver General, EHT, WSIB	\$	57,352.24	
	Group Health Benefits	\$	9,922.13	
	Monthly Payroll	\$	119,922.20	

Total Monthly Expenses	\$ 283,812.15
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Mastercard Summary

Building Services	\$	595.48	
DWSP	\$	56.50	
IT Supplies	\$	113.00	
Watershed Monitoring	\$	2,232.88	Lab Fees
Flood Forecasting	\$	1,232.99	Airtime and Supplies
Shop Supplies	\$	615.24	
Education/Communications	\$	302.87	
Staff Training	\$	1,039.60	
Staff Training Refreshments	\$	340.19	Cultural Awareness Training
Monthly Mastercard Payments	\$	6,528.75	



MEDIA RELEASES AND ARTICLES

ATTACHMENT #4

South Grey News

October 19, 2022

"Young woman raises awareness for mental health: Get Outside and Live Your Trail for CMHA Grey-Bruce"

<https://www.southgreynews.ca/local-news/get-outside-live-your-trail>

Collingwood Today

October 18, 2022

"Local CA planning for the future of Eugenia Falls"

<https://www.collingwoodtoday.ca/the-blue-mountains-and-grey-highlands/local-ca-planning-for-the-future-of-eugenia-falls-5971277>

Bayshore Broadcasting

September 28, 2022

"Public Comment Period Continues For Housing Development Proposed In Sauble Beach"

<https://www.bayshorebroadcasting.ca/2022/09/28/proposed-housing-development-proposed-in-sauble-beach/>

Penticton Herald

September 23, 2022

"Bruce County's planning committee approves economic development pilot program"

https://www.pentictonherald.ca/spare_news/article_0f3a320f-ac9a-51e6-affd-91fe3500bcee.html

Grey Sauble Authority Board of Directors

M O T I O N

DATE: October 26, 2022

MOTION #: FA-22-094

MOVED BY: _____

SECONDED BY: _____

THAT in consideration of the Consent Agenda Items listed on the October 26, 2022, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits – September 2022; (ii) Administration – Receipts & Expenses – September 2022; (vi) Recent Media Articles



FEASIBILITY & CONCEPT DESIGN FOR GSCA'S ADMINISTRATIVE CENTRE

Grey Sauble Conservation Authority

237897 Inglis Falls Road, Owen Sound ON, N4K 5N6

Feasibility Report
October 2022

ATTACHMENT # 5



**GREY SAUBLE CONSERVATION AUTHORITY
ADMINISTRATIVE CENTRE RENOVATION**

PROJECT INTRODUCTION

The Administrative Centre is the primary office and engagement space for Grey Sauble Conservation Authority, a local watershed management charitable organization dedicated to conserving, restoring and managing the natural ecosystems in the Grey Sauble watershed area.

The current GSCA Administrative Centre, a single-storey building with a raised basement, constructed in 1975, houses the offices of over 25 employees, public exhibitions and community services relating to the sustainable management of renewable natural resources, responsible leadership to enhance biodiversity and raising environmental awareness within the area.

Lebel & Bouliane were hired in May 2022 to conduct a review of the facilities and to prepare a **feasibility report** on how the Administrative Centre can be rearranged, renovated and re-imagined. This feasibility report includes the review of current site conditions and usage of the current Administrative Centre, the general condition of the building and its systems, and makes key recommendations to modernize the building’s interior to accommodate both existing and new programmatic and spatial needs of GSCA. This report will also include a scheme which proposes an addition to enhance the community services provided by the Authority.

SCOPE OF WORK

The general scope of this feasibility report is to provide concept designs for the future renovation (and potential construction of an addition) of the current GSCA Administrative Building, to address changes in staffing needs in the short and long-term future, the building’s aging infrastructure, and revitalize the building as an environment conducive to office working and public engagement. As such, this report will address the following:

1. Create an office space that provides staff with an attractive, inviting and functional work environment;
2. Create a space that lends itself to hosting events, meetings and educational sessions;
3. Reconfigure available space to accommodate current and future staffing needs;
4. Improve the public reception area such that it is welcoming, inviting, and contains space for informative displays that represent GSCA's program areas and expertise;
5. Provide multiple dedicated meeting spaces that are technologically functional, presentable and appropriately sound-proofed;
6. Evaluate the need to update the IT, electrical, and HVAC infrastructure and servicing;

7. Reconfigure the kitchen, washrooms, and interior and exterior entrance areas to renew these spaces and upgrade them where necessary to accommodate current accessibility standards;
8. Provide sufficient space, with an efficient design, for the physical storage of programme related materials, supplies and equipment;
9. Consider a new roof, including solutions to ensure that current leakage issues are eradicated in the future;
10. Provide a practical solution to reduce staff discomfort from skylights while maintaining the natural light and ambiance of the building;
11. Design and evaluate the feasibility of an addition that provides a space for education, interaction, and tourism.

To achieve this, we, Lebel & Bouliane, have proposed two schemes within the feasibility report. Scheme 1 proposes a full renovation to the interior of the existing Administrative Centre, along with an addition that houses enhanced public and educational programming. Scheme 2 outlines a lower-cost intervention, a full renovation to the existing building. Both schemes include the reconfiguration of the entrances into the Administrative Centre, to create a more iconic public entrance and meaningful connection with the wider landscape of the Grey Sauble watershed area. Additionally, both schemes evaluate the feasibility of upgrading the current Administrative Centre’s architectural, electrical, mechanical and HVAC systems, and provide strategies to meet current accessibility standards.

REPORT STRUCTURE

Firstly, the feasibility report reviews and analyzes the GSCA site, evaluating the features, conditions, challenges and opportunities of the existing Administrative Centre and its relationship with the surrounding landscape. This analysis extends into the interior of the Administrative Centre, to understand the working patterns, relationships and spatial needs of the departments within GSCA alongside the community services they provide.

The initial feasibility review, completed with the GSCA Team in July 2022, developed this analysis into four design ‘options’ - all options proposed a full renovation of the existing Administrative Centre, with two proposing a new addition. A preferred design option from this session and feedback from the GSCA team created Schemes 1 and 2, the key deliverables of this feasibility report. Within this report, each scheme is explained through diagrams, plans and a breakdown of the existing and proposed programmes contained within them. Finally, an order of magnitude and a detailed scope of work is also included to begin to assess the financial feasibility of both schemes.





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Site Challenges & Opportunities 7

Existing Building Plans & Features 8

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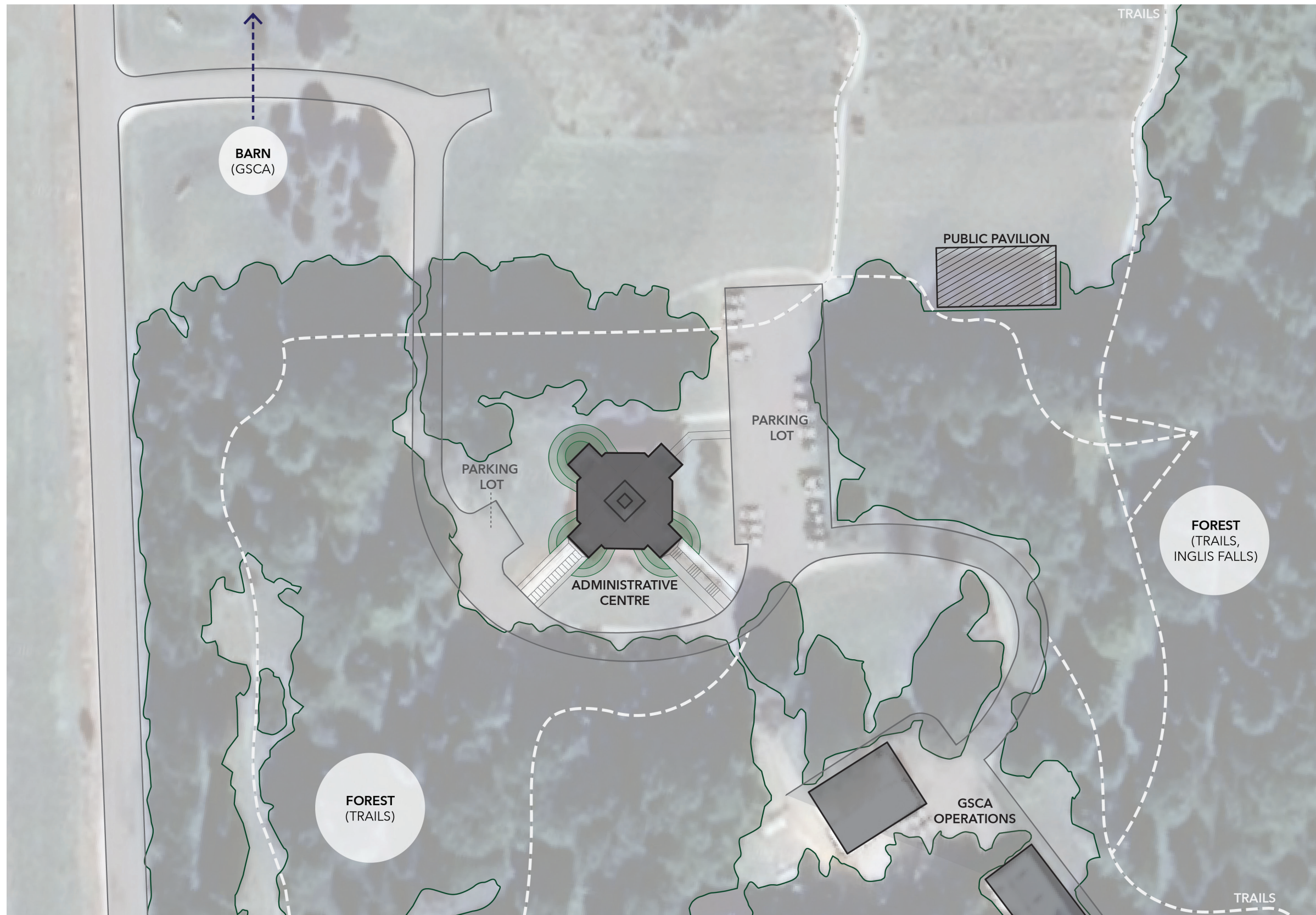
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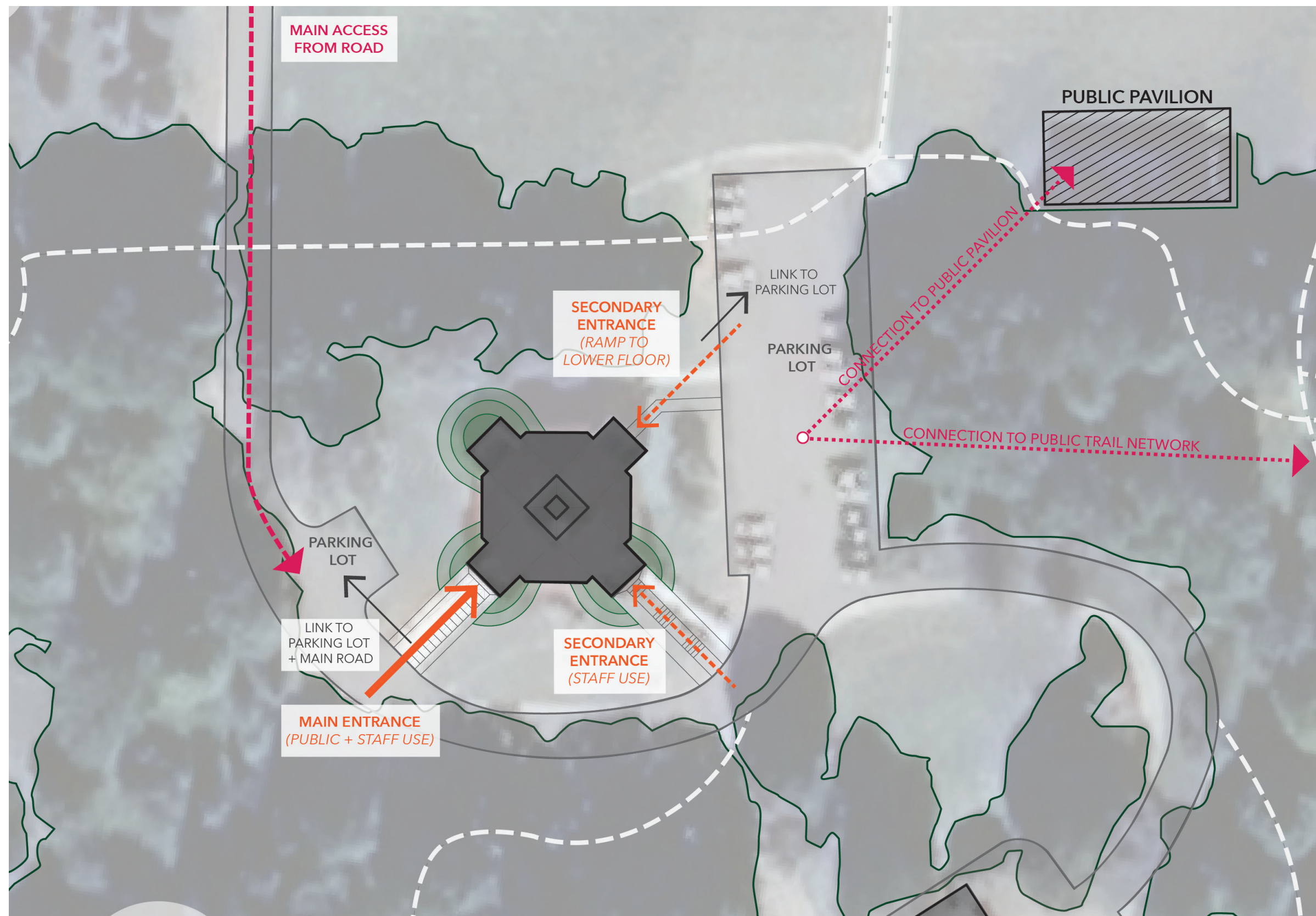


SITE OVERVIEW & ACCESS

The Grey Sauble Conservation Authority Administrative Centre is located on Inglis Falls Road, just south of central Owen Sound. Originally constructed in 1975, the Administrative Centre consists of a single storey building with a raised basement, and is approximately 1060 square metres (530 square metres or 7.700 square feet per floor).

This feasibility report focuses on the existing Administrative Centre on GSCA's property, however, understanding the site as a whole, and the building's proximity to and relationship with the site's additional elements is also crucial in order to propose a new design.

The additional buildings and relevant landscape elements on the GSCA site include the surrounding forest and trails, the existing barn and Arboretum to the North of the existing Administrative Centre, the Public Pavilion, Inglis Falls, and large parking lot to the East, the operations facilities to the South, and an additional smaller parking lot to the West.

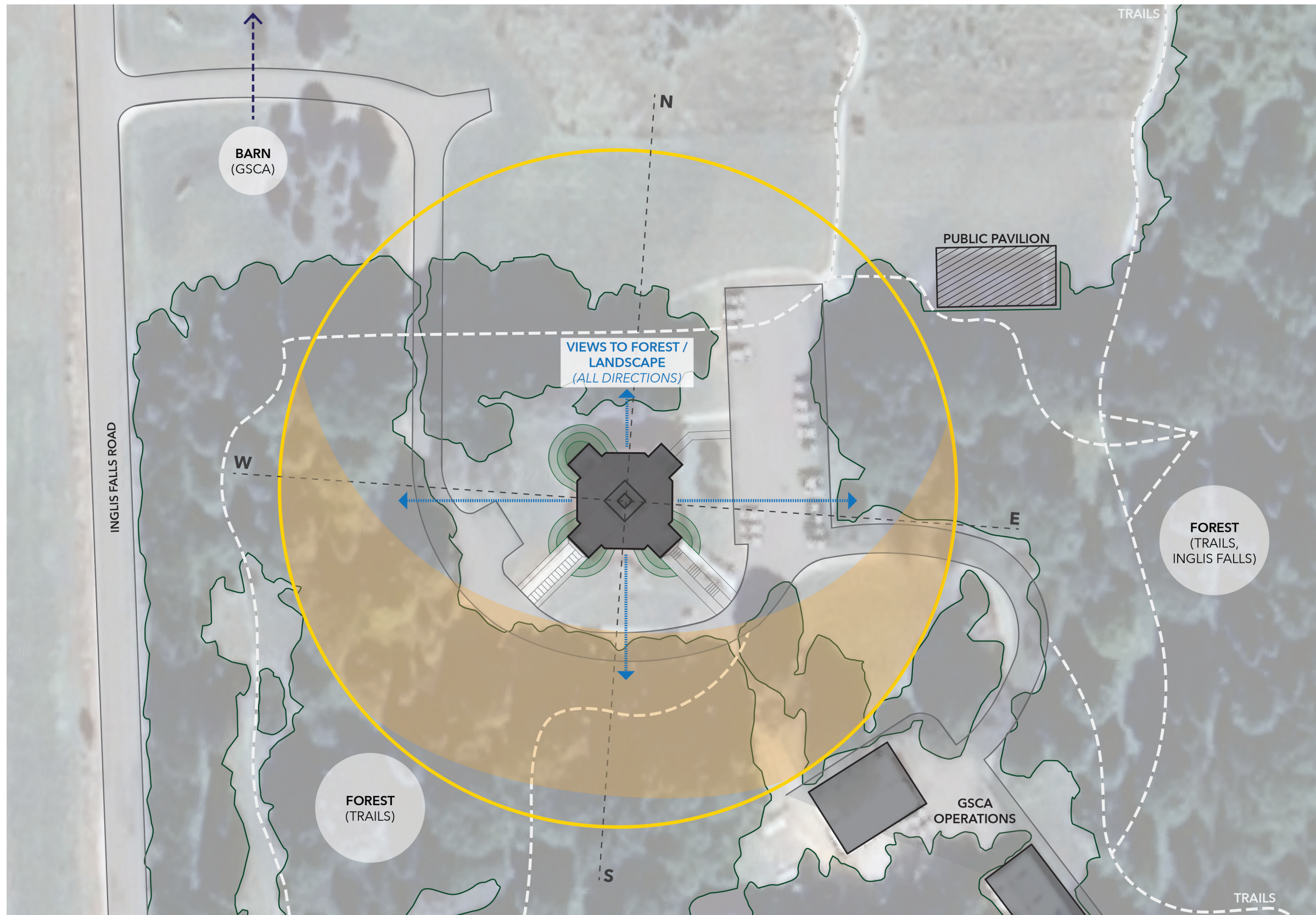


SITE ACCESS

When driving into the site, and around the building, it was difficult to distinguish the main entrance from the others, and public parking spaces versus those for GSCA staff. It became clear that the relationship between the parking lots and the entrances adjacent could be rethought to work more efficiently.

The main entrance and secondary entrance on the southeast side of the existing administrative building are not accessible, to current standards. The northeast secondary entrance has a ramp, but leads any users into the basement, rather than the main floor. There is also no elevator or lift in the building at present.

Bringing the existing building up to accessibility standards, both on the interior and exterior of the building, is noted as a priority in all documentation from GSCA. L&B has made this, along with having a distinct, easily recognizable main entrance for the public, a key design goal in the proposals in the later part of this study.

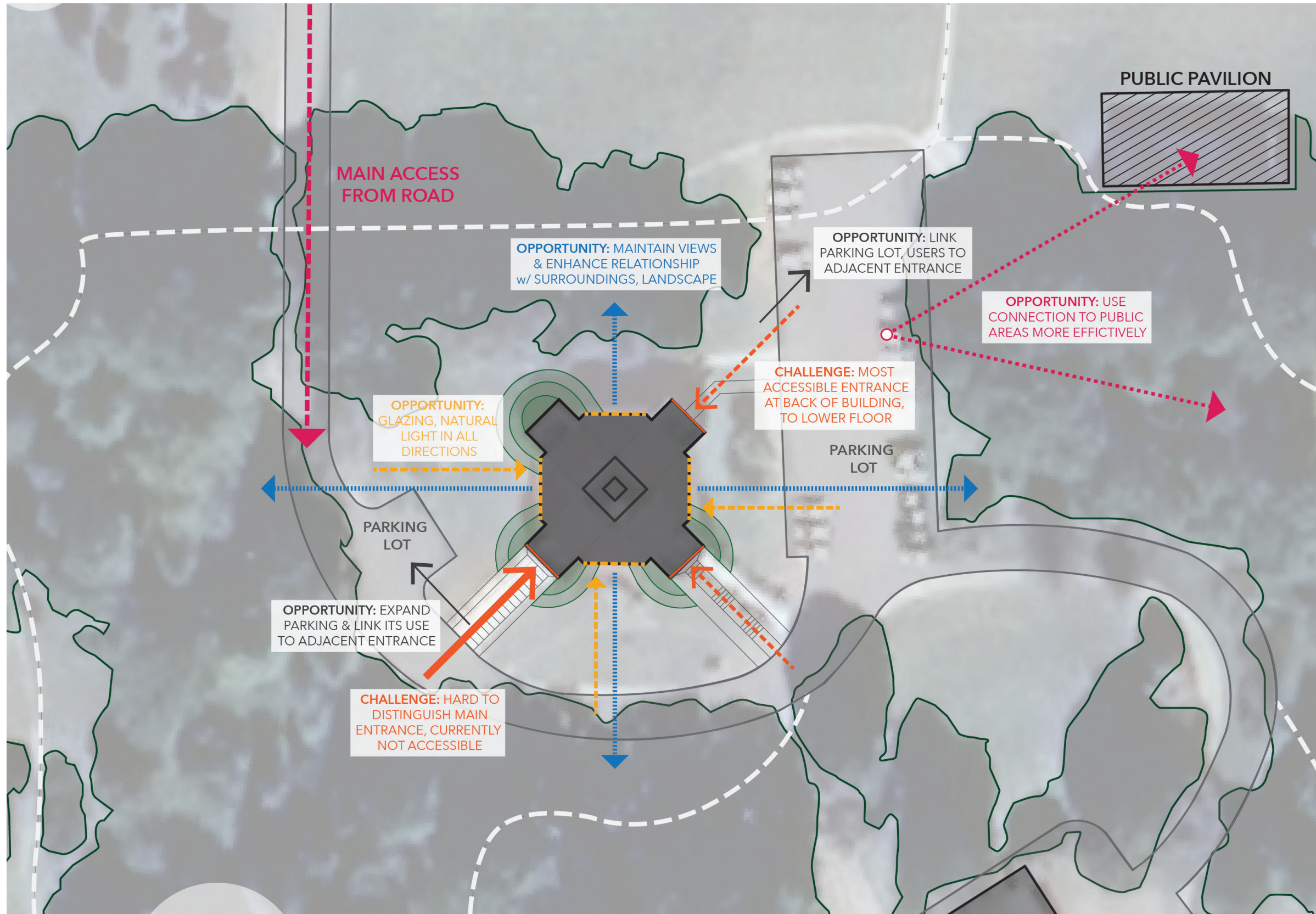


VIEWS & SUNLIGHT

There are great views from inside of the existing Administrative Centre in all directions, towards the surrounding forest and wider landscape.

The windows on both floors of the existing building bring in a substantial amount of natural light; GSCA staff have noted how much they enjoy working in an environment with an abundance of natural light and wish for L&B to maintain this.

The skylights on the ground floor pose some challenges, - the issue of direct sunlight was noted by GSCA staff - but they do help to create a working space that's bright and airy.



SITE CHALLENGES & OPPORTUNITIES

The adjacent diagram summarizes our investigations on site and resultant analysis, the challenges posed by the existing Administrative Centre, its external spaces (entrances, parking lots, etc.) and relationship with the surrounding site.

This diagram also proposes opportunities to be considered in the proposed redesign of the existing building:

- Connect the use of the parking lots with their adjacent entrances (ie. public entrance - public parking lot, staff entrance - staff parking lot)
- To consolidate and connect with the public programmes (trails, public pavilion) to the east of the existing building, the large parking lot could be used for public parking.
- The above move would help create a prime location for a distinguishable main entrance for the public, that could be made accessible with the parking lot being at grade.
- By keeping the glazing on all sides of the existing building, views and natural light levels are maintained. This would reinforce the building's relationship with its landscape.



MAIN ENTRANCE (CURRENT)
South - West Corner



SECONDARY ENTRANCE (STAFF)
South - East Corner



GLAZED CORNER
North - West Corner



SECONDARY ENTRANCE (ACCESSIBLE, LOWER FLOOR)
North - East Corner

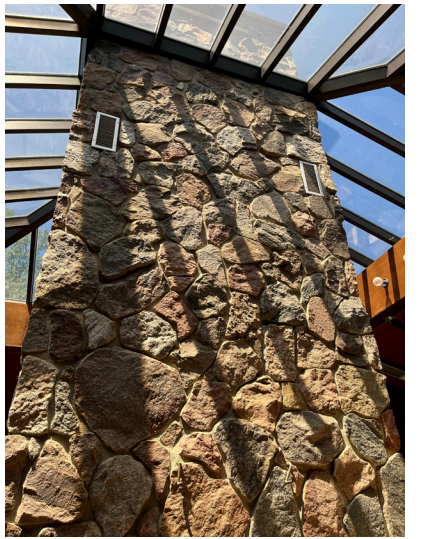


RELATIONSHIP TO ROADS & PARKING LOT





FIREPLACE / SKYLIGHTS



ENTRY / RECEPTION



CIRCULATION SPACES



STAFF ROOM



DEPARTMENT OFFICES / OVERFLOW SPACE

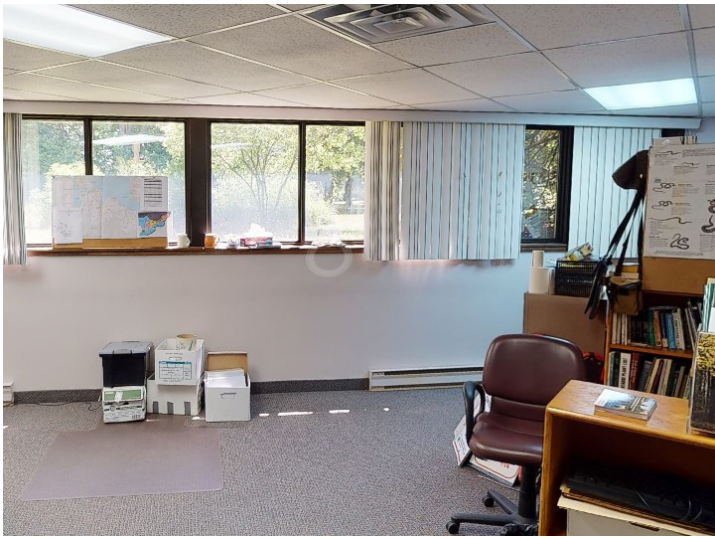




MEETING SPACES

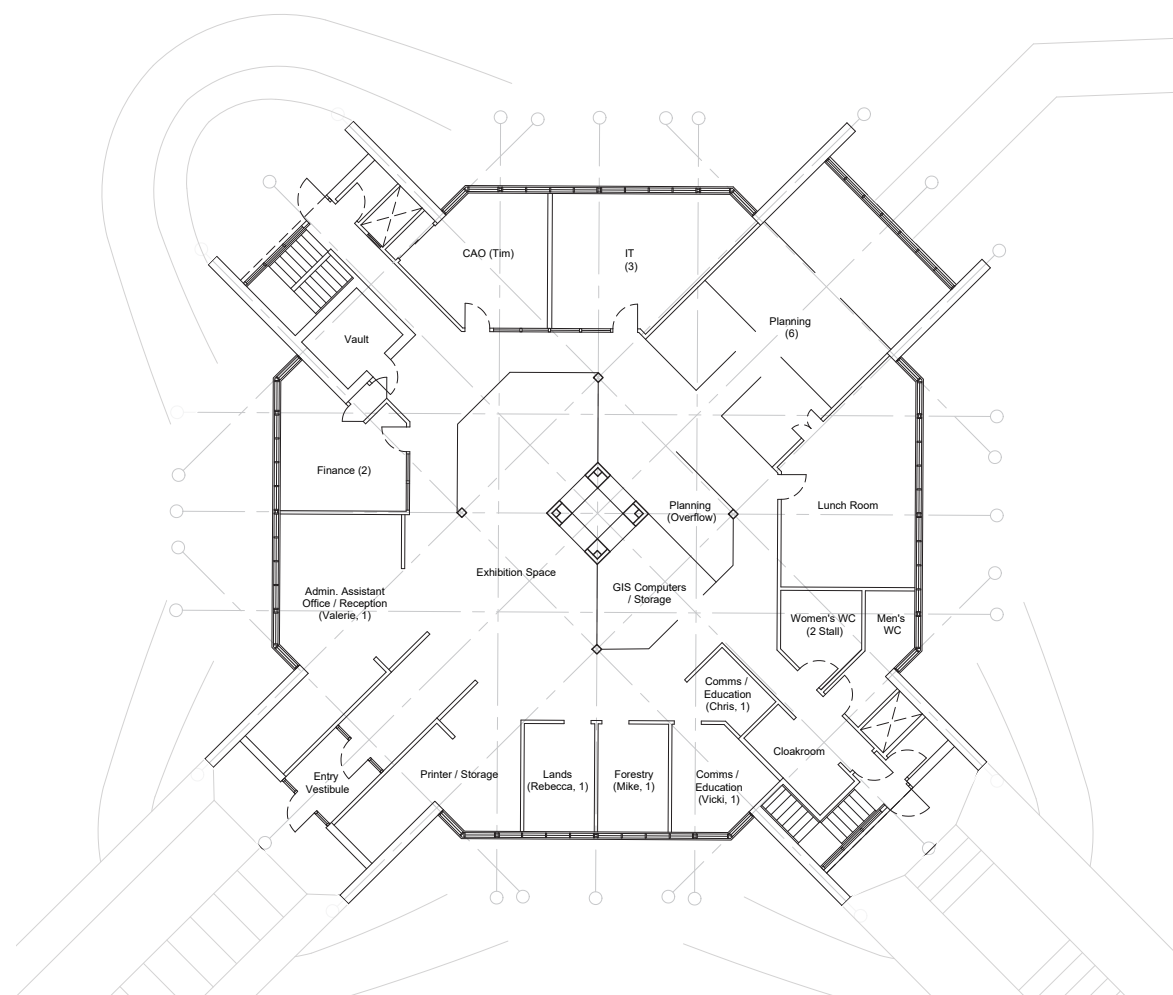


OFFICE SPACES / NATURAL LIGHT

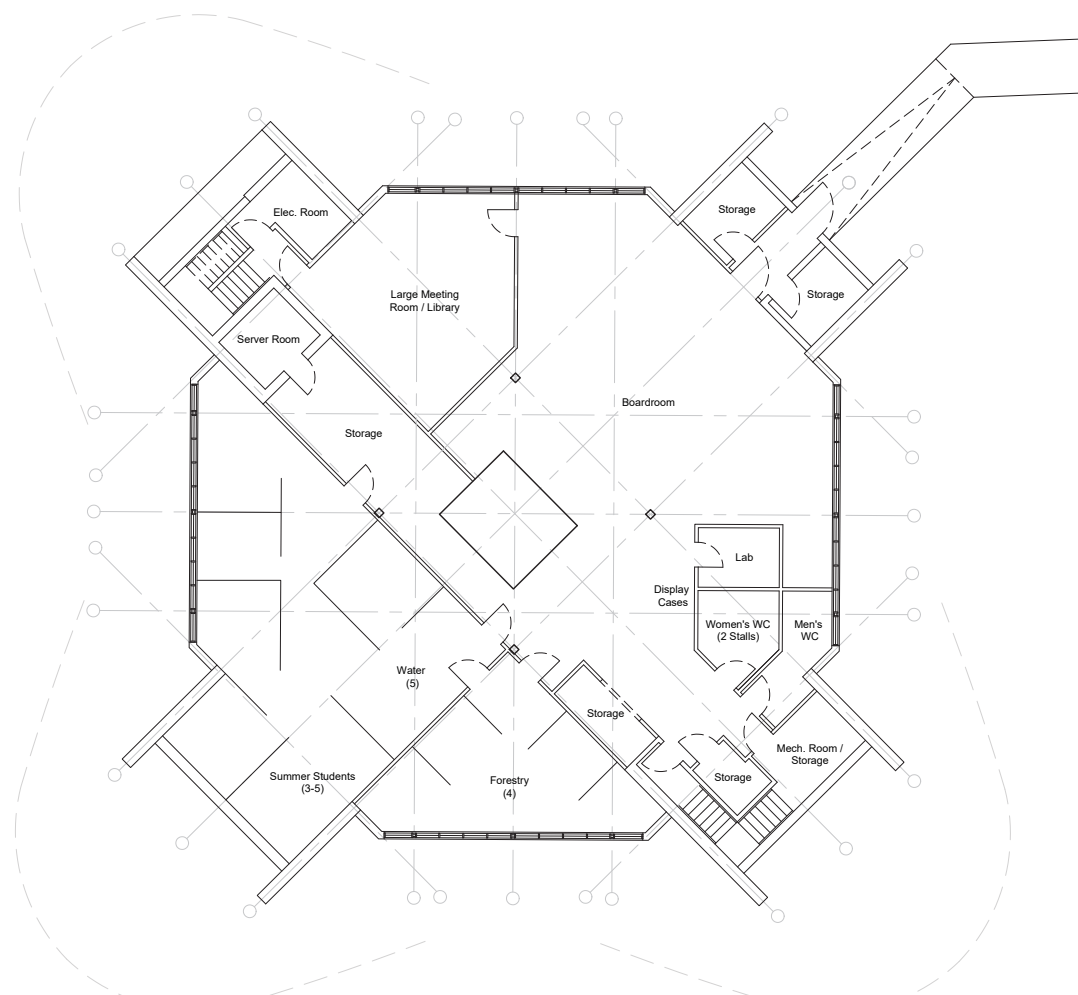


CIRCULATION SPACE / STORAGE





GROUND FLOOR



LOWER FLOOR

EXISTING FLOOR PLANS

L&B documented the existing GSCA Administrative Centre in plan. In doing so, it became clear the several renovations and ad-hoc spatial solutions (in response to the COVID-19 pandemic, company growth, etc.) that have been implemented in recent years underutilized the potential of the existing Administrative Centre.

EXISTING SYSTEMS

Additionally, L&B reviewed the existing architectural, mechanical, electrical and HVAC systems present within the Administrative Centre. Our observations and recommendations are as follows:

- The exposed existing structure on the ground floor - the wood beams and columns, - and the wood finish on the ceiling are in good shape and important to preserve.
- The structure of the existing stone fireplace also appears to be in good shape, but could be stuffed and sealed to maximize energy efficiency.
- The skylights on the ground floor were pointed out as an issue, as there is no way to control the amount of direct sunlight hitting certain spaces. New skylights and automatic blinds could be installed to help solve this issue and maximize efficiency, while maintaining the ambiance and lightness of the space.
- A new roof, to ensure that current leakage problems are resolved, but still suits the architectural language of the existing building.
- The existing geothermal heating and cooling system (heat pump, ground floor vents and lower floor baseboard heaters) is to remain, again to maximize efficiency as it seems to service the building well. Additionally, re-insulating exterior walls, to maximize heat retention, should be considered when renovating.
- The existing electrical systems also seem suitable to remain, but increasing the number of wifi hubs would be beneficial to ensure a strong connection across the building and to minimize exposed wires. The existing data and server room will also be planned to remain.

Parking Lot Use is Unclear from Main Road

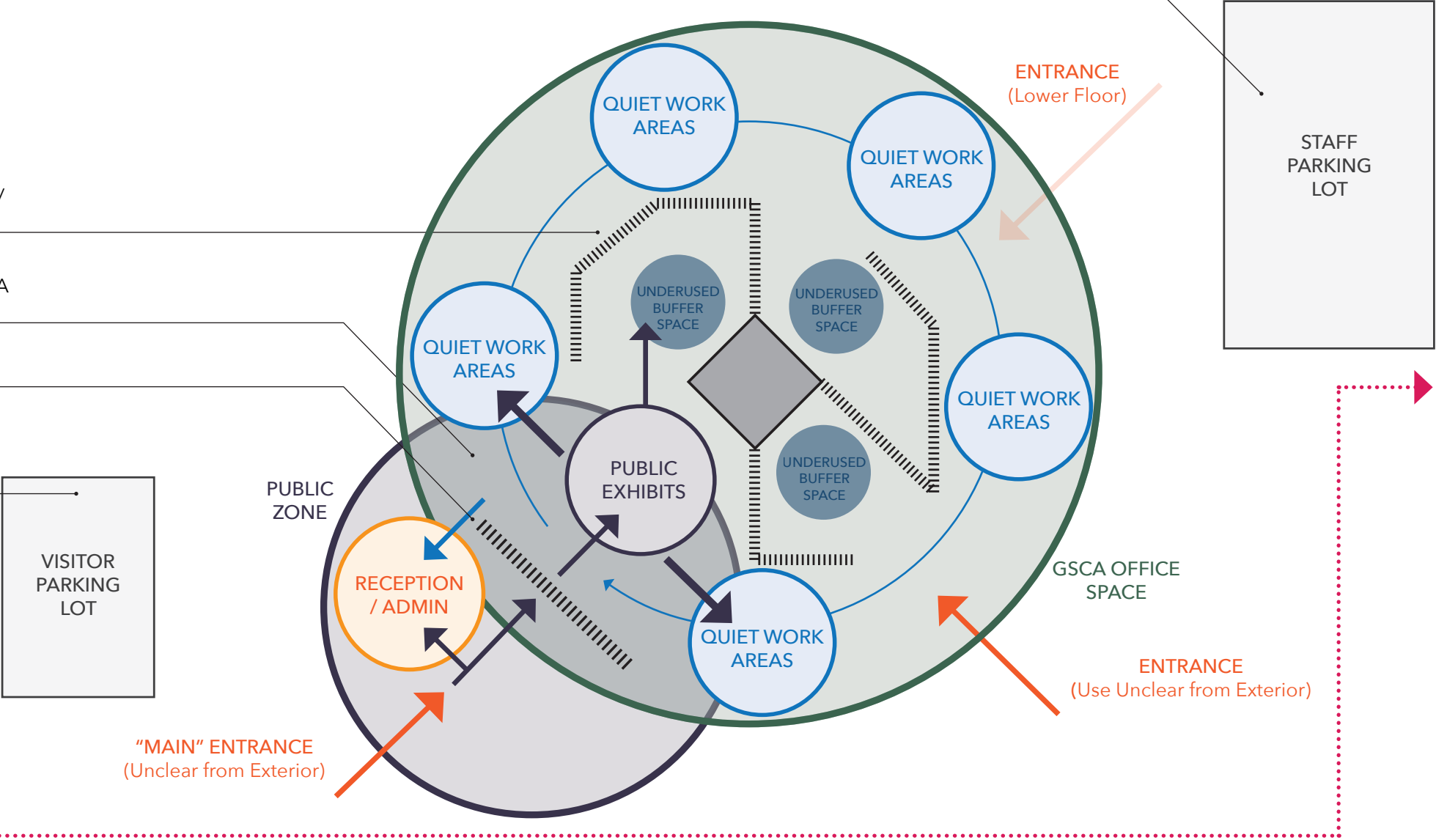
Temporary Partitions Confuse Flow / Routes through the Space

No Clear Direction for Public / GSCA at Main Entrance & Reception

Blockade at Reception

Parking Lot Use is Unclear from Main Road

MAIN ROAD



CONFLICTS IN THE EXISTING BUILDING

The ground floor on the existing Administrative Centre holds lots of activity: GSCA manager offices and department working areas that are not fully enclosed rooms; exhibition spaces that are meant to be interactive but are located behind a barrier; meeting areas for GSCA staff and the public; a reception area; communal computers, printing and storage spaces; and a staff room.

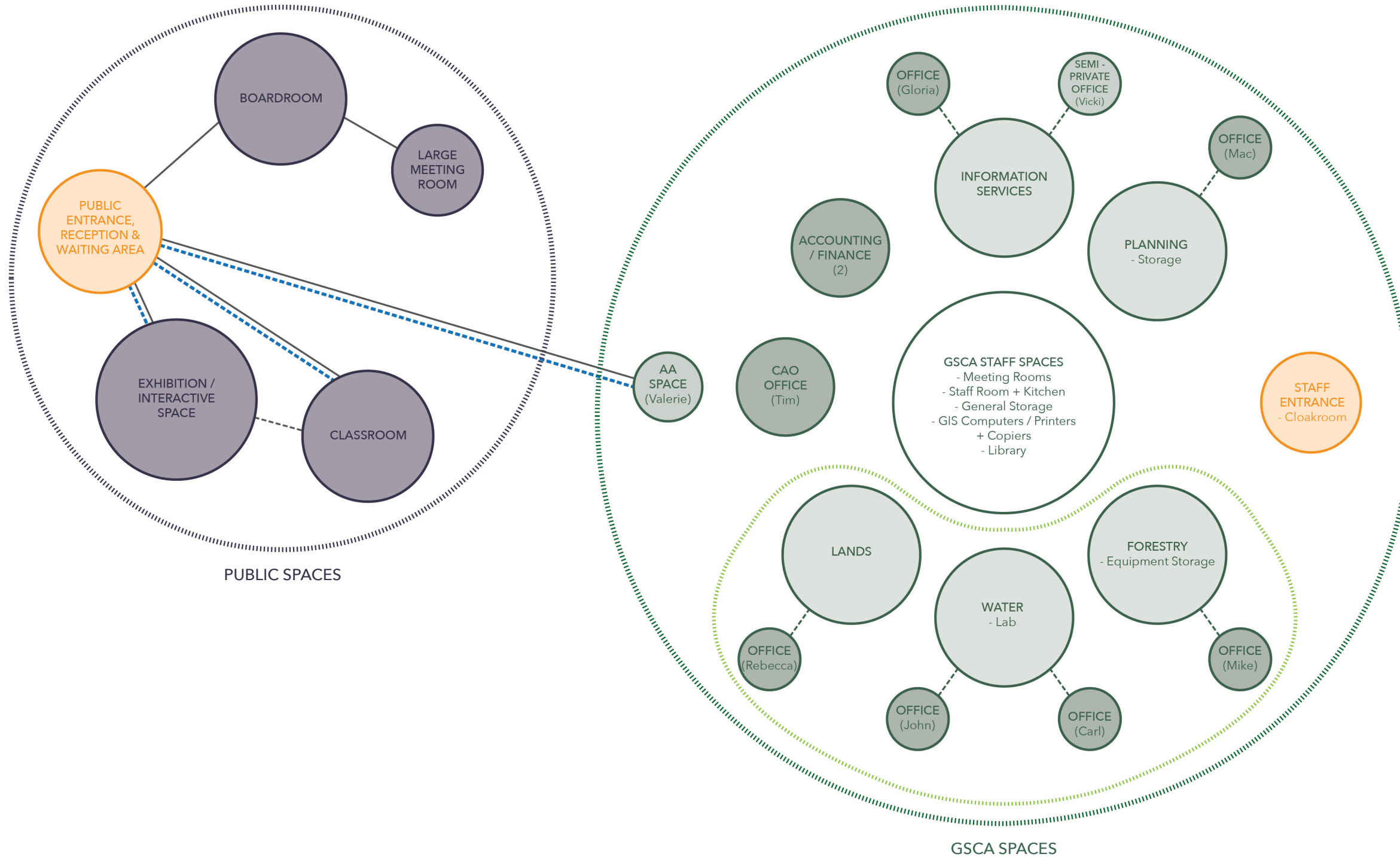
To summarize, wayfinding throughout this floor is difficult, and GSCA spaces for quiet working and areas intended for public use interact with each other in a conflicting way. Part of the issue stems from the office and working spaces not being enclosed - partitions between offices and open spaces generally do not extend to the ceiling, meaning the acoustics on the ground floor are poor. Additionally, temporary partitions section off areas around the fireplace. While these areas hold necessary programmes for the GSCA, the space between is awkward and underutilized.

The lower floor does not deal with the same acoustic issues, as the offices and working areas are within enclosed rooms. However, the arrangement of spaces could be laid out in a more efficient manner.

The key 'take-away' from this conflict diagram is that there needs to be a better separation between GSCA office space and spaces for the public - the reception, exhibition space, and any additional educational space. Having distinct entrances would also help achieve this separation.

LEGEND

- GSCA Circulation
- Public Circulation
- ||||| Temporary Partitions



PROPOSED PROGRAMME

Taking our understanding of the conflicts in layout in the existing Administrative Centre and the needs and wants of Grey Sauble Conservation Authority, we have remapped the programmatic adjacencies of GSCA space, public space, and the relationship between them.

Consolidating the more public programmes (ie. exhibition space, classroom, boardroom, etc.) into purpose-built spaces and separating them from GSCA space is the primary 'key move'. Some interaction and physical adjacencies are inevitable, however L&B has been mindful and strategic about these moments based on characteristics such as their use and acoustic needs. Additionally, through conversations with GSCA, certain programmatic adjacencies between departments came clear, as a result of staff work flow and managerial relationships. The prime example of this is with the Lands, Water and Forestry departments. Their working relationships lead us to conclude that they should be placed together when looking at redesigning the existing Administrative Centre. Another key consideration was positioning the Administrative Assistant in a place to help both GSCA staff, and be visual to help any members of the public that are entering the building.

The rest of the adjacencies within the spaces set for GSCA are less strict, however, it is important that they all have a connection with communal spaces such as the staff room, printers and copiers, meeting rooms and collaborative work areas, and storage for coats, files and other programmatic items.

LEGEND

- — — — Visual Connection
- Physical Adjacencies
- - - - Managerial Adjacencies (Physical + Visual)
- ||||| Departmental Adjacencies (Physical)

WHAT WE HEARD

"It would be really nice to have an **accessible** space for meetings that are enclosed/private - especially for when external people come in."

"The current office environment can be loud and *having a closed space to have discussions* will minimize a lot of the unnecessary distraction..."

"Would love to see some options about **shared workspaces** explored a little more. I think there are great models where there can be tiny, **dedicated call rooms/booths** that we can use for calls..."

"... there are times I need to work privately... so having *the ability to have a door open or closed when necessary* would be helpful..."

"Individual washrooms would be good."

"I am hoping that the space will be **inviting** and in keeping with the surrounding area and the work that happens here. It would be nice to *capture some of the unique details of the existing building while making it a more usable space.*"

WHAT WE SAW

Wayfinding on the ground floor of the existing Administrative Centre, and the separation between GSCA staff offices / spaces and public programmes **is unclear.**

Accessibility is an issue - currently there is **no lift or universal washroom**, and the **kitchen in staff room should be rethought to suit accessibility standards.**

The **architectural integrity and features** of the existing building - particularly the **ceiling** and **exposed structure** on the ground floor - **are important to maintain** in some capacity.

Spaces are either very open (ie. boardroom) **or closed off** (ie. department offices) **with little middle ground.** There is a lack of flexibility for work stations, along with little space for meeting in groups, taking private phone calls individually and general collaboration.

DESIGN GOALS

For GSCA staff, we want to create a workspace that is **inviting, accessible, comfortable, functional** and **suitable for all working needs, styles and practices.**

For the public, we want to create a space that is **welcoming and attractive**, and able to **host various events and exhibits for the community, its leaders, and learners of all ages.**

Bring an "openness" back to the Administrative Centre, particularly on the ground floor, while **maintaining and celebrating the building's unique existing architectural features.**

Improve the environment of the ground floor space, in regards to **controlling acoustics and natural daylight.**

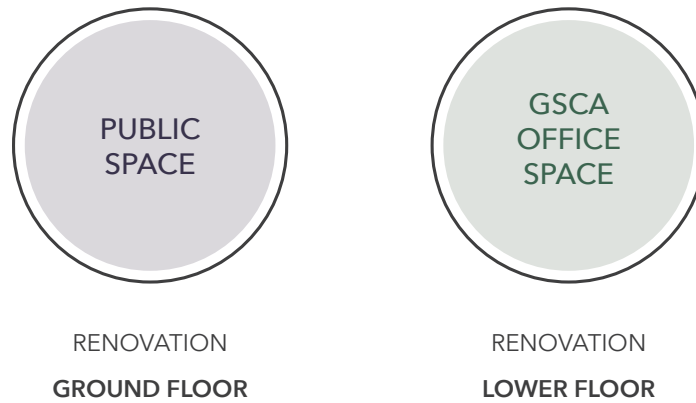
Retrofit the existing Administrative Centre to ensure it **meets accessibility requirements** throughout and is usable for all. **Individual, accessible washrooms, an indoor lift, and an accessible kitchen space** within the GSCA staff room are key design points.

To **improve wayfinding** on both the interior and exterior of the building, and **create a separation between GSCA staff and public programmes**, we want to create an iconic and accessible main entrance for public users, and a separate entrance for GSCA staff.

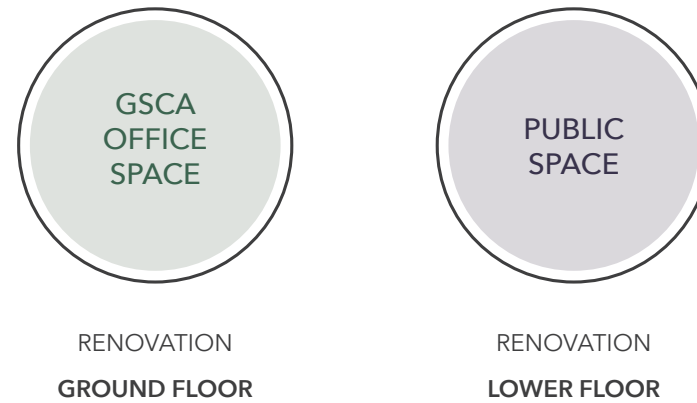
Create a mixture of **purpose-built rooms** (ie. boardroom, private meeting rooms, manager offices, etc.) and **flexible, shared working spaces** to meet the needs of GSCA staff **now and in the future.**

Propose an **addition that is attractive and iconic**, which meets educational and community service needs, that also includes accessible circulation for GSCA staff and public users.

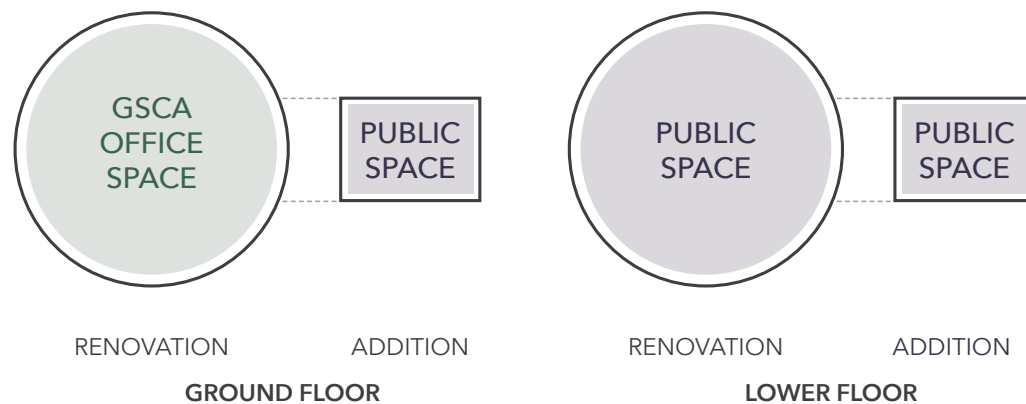
Option 1A - Renovation
Public Ground Floor
(Programmes Split by Floor)



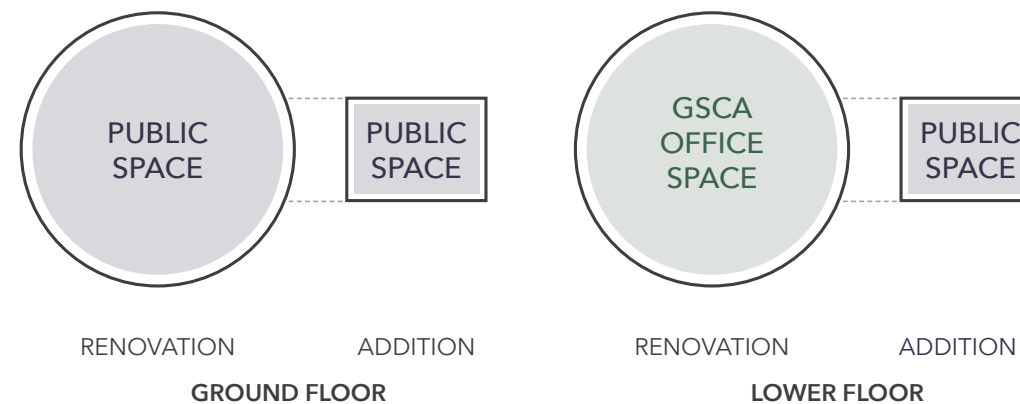
Option 1B - Renovation
Public Lower Floor
(Programmes Split by Floor)



Option 2A - Renovation with Addition
Public Lower Floor + Addition
(Programmes Split by Floor)



Option 2B - Renovation with Addition
Public Ground Floor + Addition
(Programmes Split by Floor)



INITIAL FEASIBILITY OPTIONS

The adjacent diagrams describe the 'Options' that were presented to GSCA at the first feasibility review meeting. These initial iterations were based on L&B's site visit, early discussions and findings from surveys that had been circulated amongst GSCA staff.

Option 1B was noted as most appealing by the GSCA team. Keeping the naturally-lit and architecturally appealing ground floor as the primary working environment for GSCA staff, and the lower floor for public space would help to resolve wayfinding and acoustical issues. That being said, given the number of private offices (closed spaces) required, it is likely that GSCA staff will need to remain utilizing both floors, but in a more efficient way. L&B acknowledged this as a primary driver moving forward.

This option also received approval because of the proposed separation of GSCA space and public space; each would have its own entrance, with the proposed public space having its own entrance with good proximity to the existing big parking lot, pavilion space, trails and arboretum.

Option 2A, as an option that is similar to 1B but with an addition, was discussed between GSCA and L&B. Using the addition as public space, for engagement and education, would free up more of the existing GSCA building for staff use. It would also be easier to accommodate accessibility standards, ie. a lift, in a new addition, though accessibility will remain as a priority in all options moving forward.

Options 1B and 2A - the thinking and concepts behind them, along with the feedback received from GSCA and the discussed changes - were taken forward and then developed into Scheme 1 (Addition + Renovation) and Scheme 2 (Renovation), which form the final output of this Feasibility Study.

Scheme 1 - Addition + Renovation of Existing Building

KEY ISSUES + CLIENT WANTS

ADDITION

The addition should be a beacon, and indicate a new main public entrance. It should also connect the Administrative Centre to its surrounding landscape.

Even with the proposal of an addition, this scheme should respect the original architecture of the existing Administrative Centre, on the inside and the outside, including the landscape. For example, new partitions could align with the existing beams, and the existing landscape could remain untouched and be celebrated with the new addition.

ACCESSIBILITY

Locating the addition off the north-east corner of the existing Administrative Centre creates the opportunity for the addition to be at grade, easily accessible from the main parking lot adjacent.

Providing a lift directly inside the addition creates accessible circulation throughout the interior of the building and requires little intervention into the fabric of the existing Administrative Centre, which is a more efficient strategy than implementing accessibility standards through renovation (Scheme 2).

GSCA WORKING SPACE

The presence of the addition creates the opportunity for GSCA Staff work areas to be consolidated to the second floor and specific areas on the ground floor, separate to public areas. The amount of natural light on the second floor and near the large windows on the ground floor, creates an ideal working environment.

Keeping the second floor for working space and GSCA offices, and having dedicated space for the public below, minimizes the acoustic concerns that are currently experienced in the Administrative Centre.



KEY DESIGN MOVES

1000 Sq. Ft. ADDITION

The proposed addition is intended to hold the public and educational programmes – a dedicated classroom and a space for interactive exhibitions, which would give the majority of the existing Administrative Centre over to GSCA programme needs (offices, working areas, meeting rooms, boardroom, etc.). This separation would improve the acoustic conditions throughout GSCA workspaces. Locating the addition at the north-east corner of the existing Administrative Centre creates a distinct main entrance for the public with connections to the main parking lot, the Public Pavilion and surrounding trails, and allows the existing south-east entrance to become a separate entrance for GSCA Staff.

The space between the existing Administrative Centre and the addition becomes a clear area for reception / administration and circulation, which service the GSCA, its wider network, and members of the public.

ACCESSIBILITY

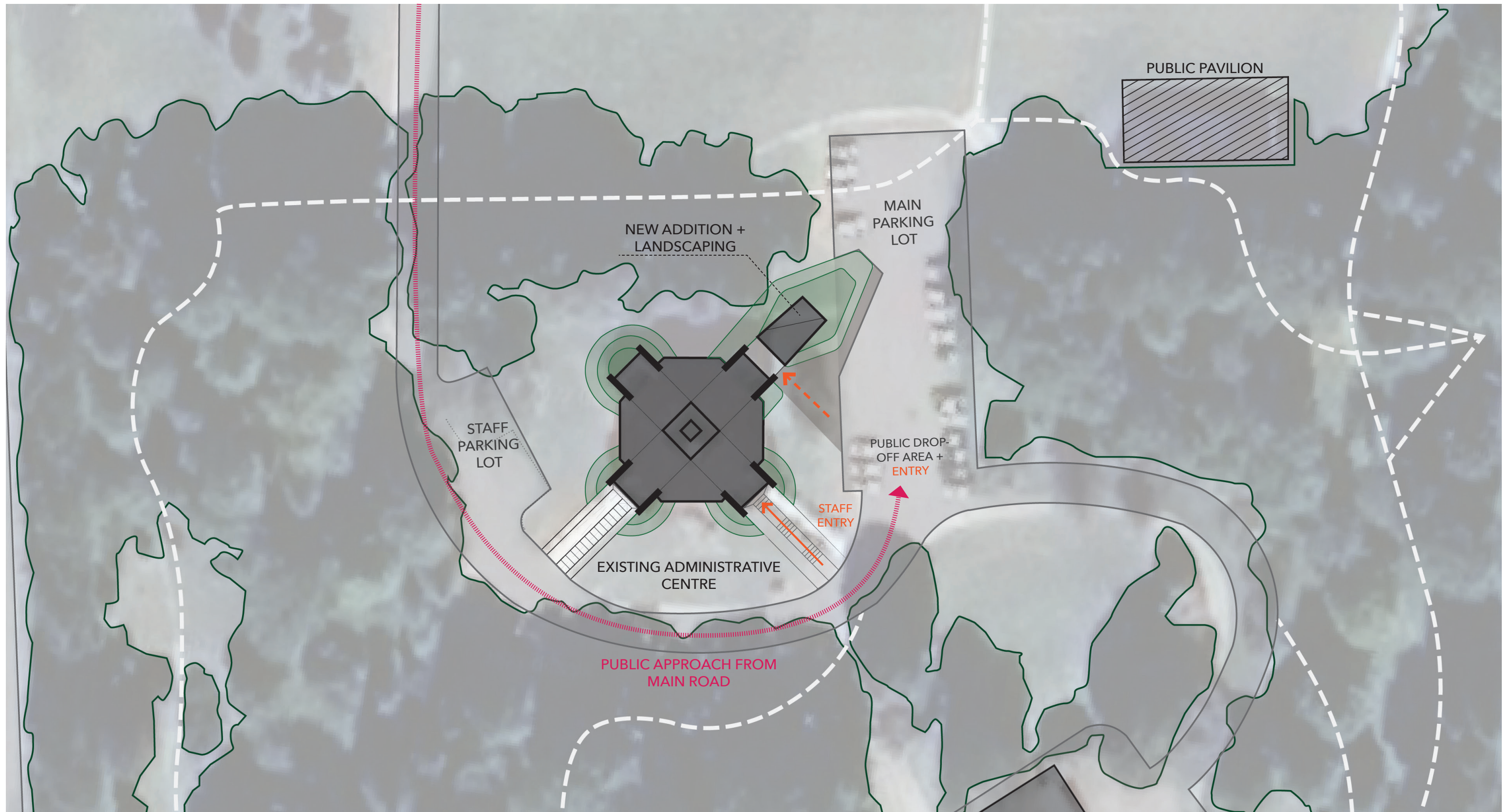
Having the new addition at grade creates an entrance that is accessible from the main parking lot, and provides the space for a new accessible lift between all floors of the Administrative Centre. Locating the lift in the addition is advantageous, as little intervention would be required into the fabric of the existing Administrative Centre.

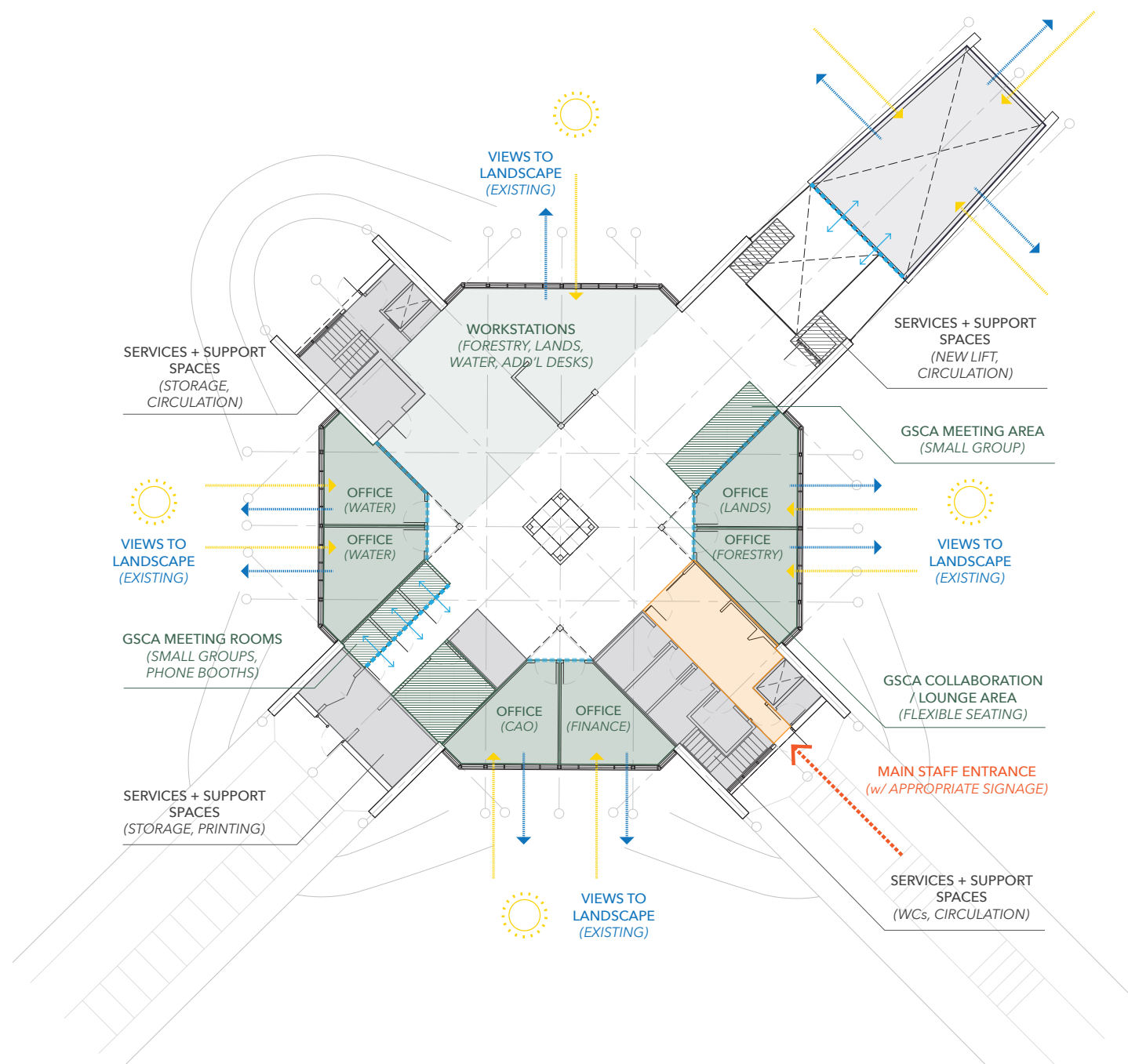
Washrooms (counts and designs) have been upgraded to suit current accessibility standards, as there is now a fully compliant Universal Washroom and a Barrier-Free washroom with an accessible shower on the ground floor, along with a Barrier-Free washroom on the second floor. The kitchen in the new staff room would also be designed to comply with accessibility standards and best practices.

GSCA OFFICES + WORKING AREAS

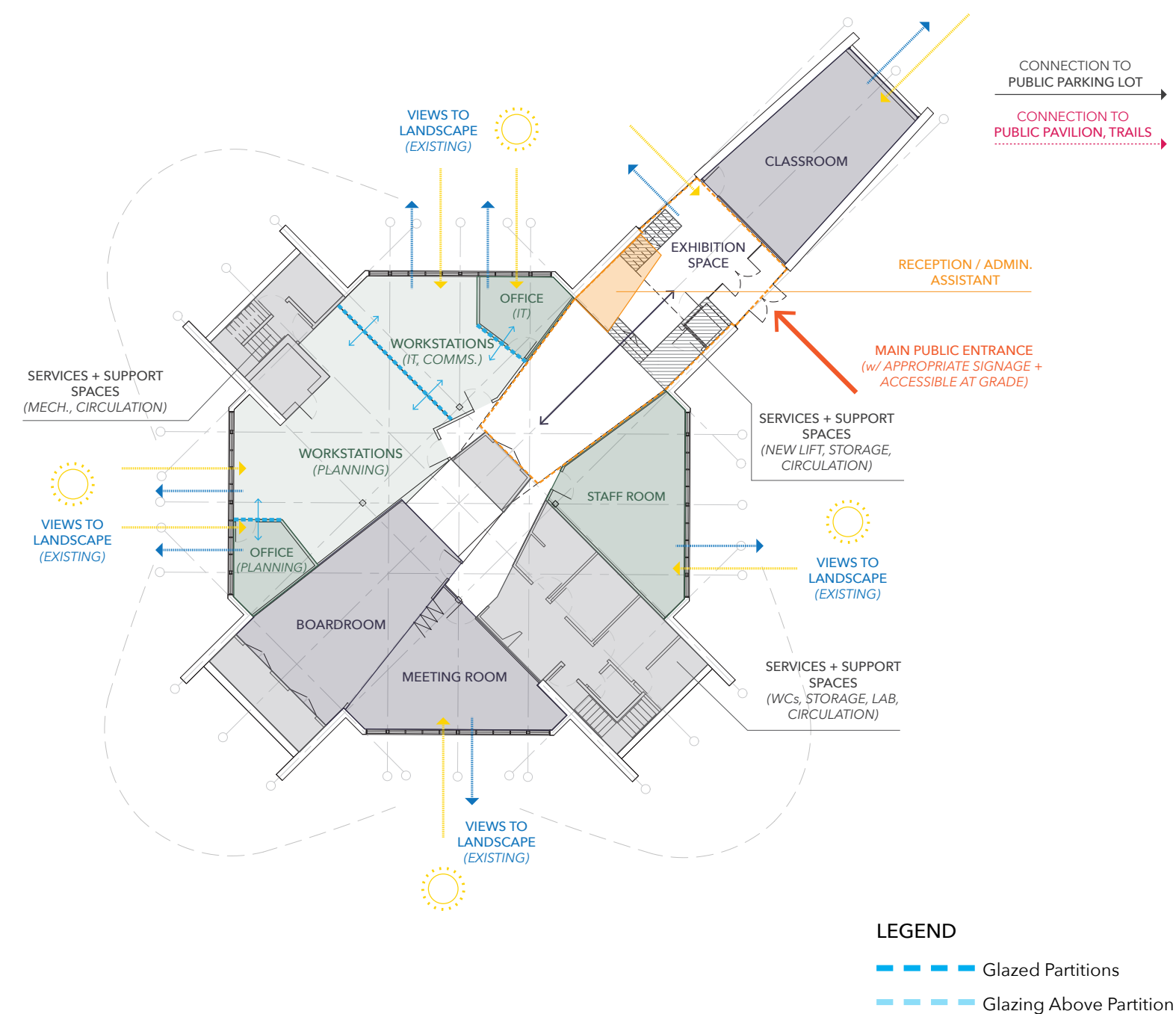
To provide a work environment conducive to the structure of GSCA and different working styles, different kinds of workspaces have been provided. Employee workstations are arranged by department, and are adjacent to the managers’ offices, other relevant departments and employees where necessary (ie. Lands / Water / Forestry). These workstations are more “open” and flexible; however, individual and group storage space has been provided where relevant. Additionally, small meeting rooms and “phonebooths” for private phone calls, sensitive team discussions and meetings have been worked into the scheme.

All managers have their own enclosed offices that do not disrupt the existing architectural features when located on the ground floor; the partitions between are in line with existing beams for ease. This means that some of the offices are quite large, but could accommodate more employees in the future.



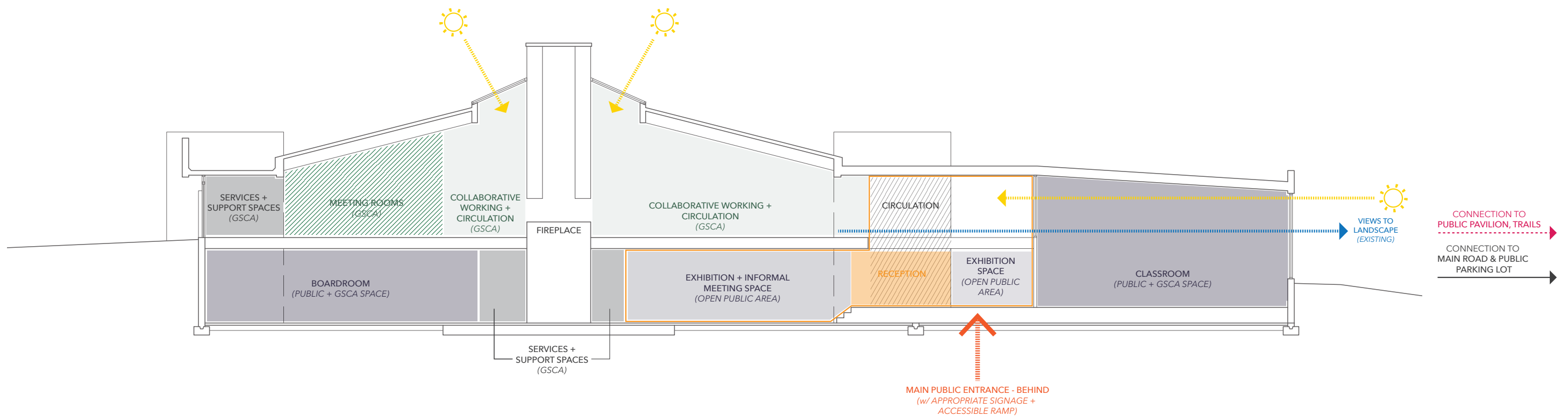


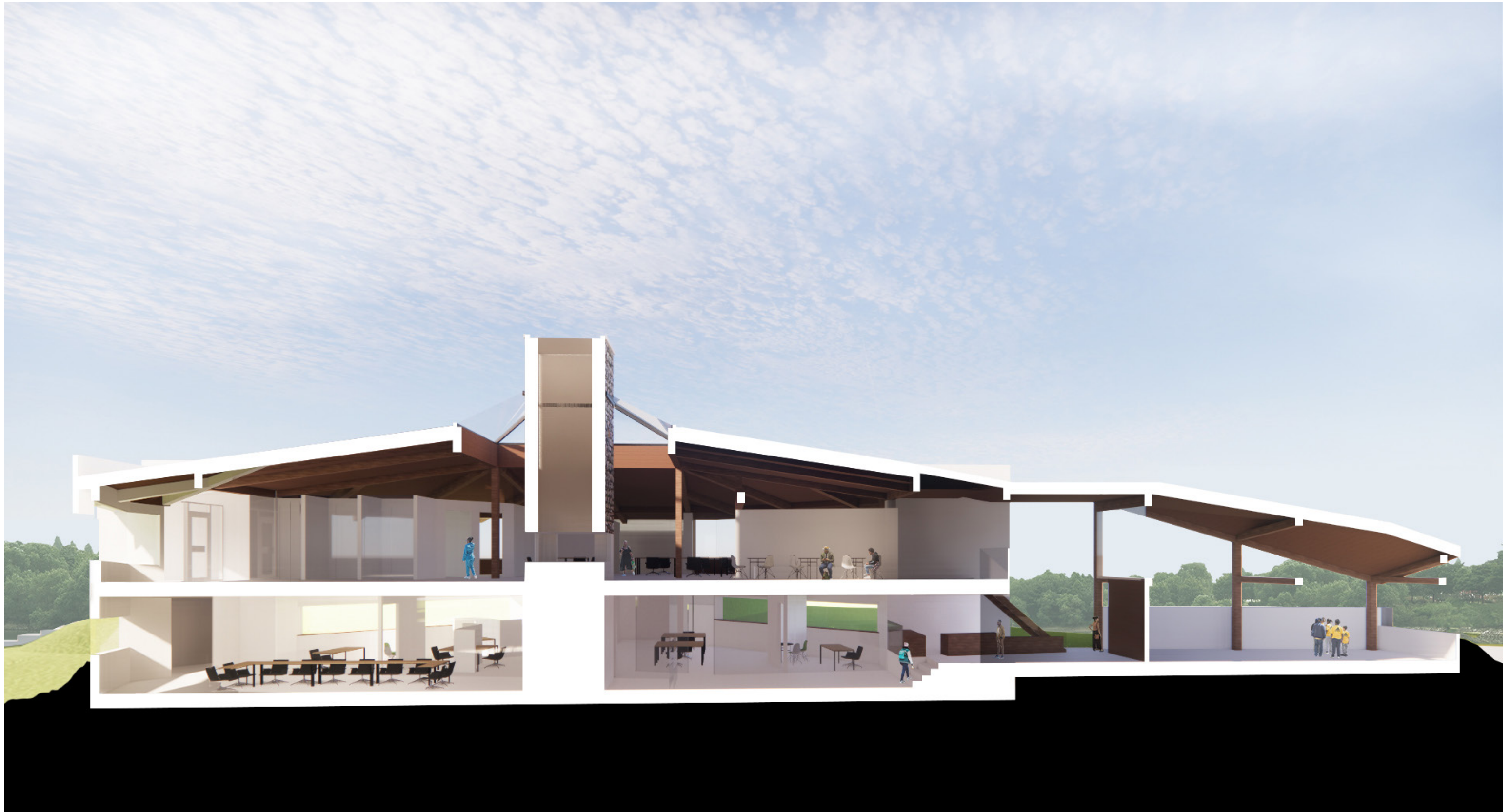
SECOND FLOOR

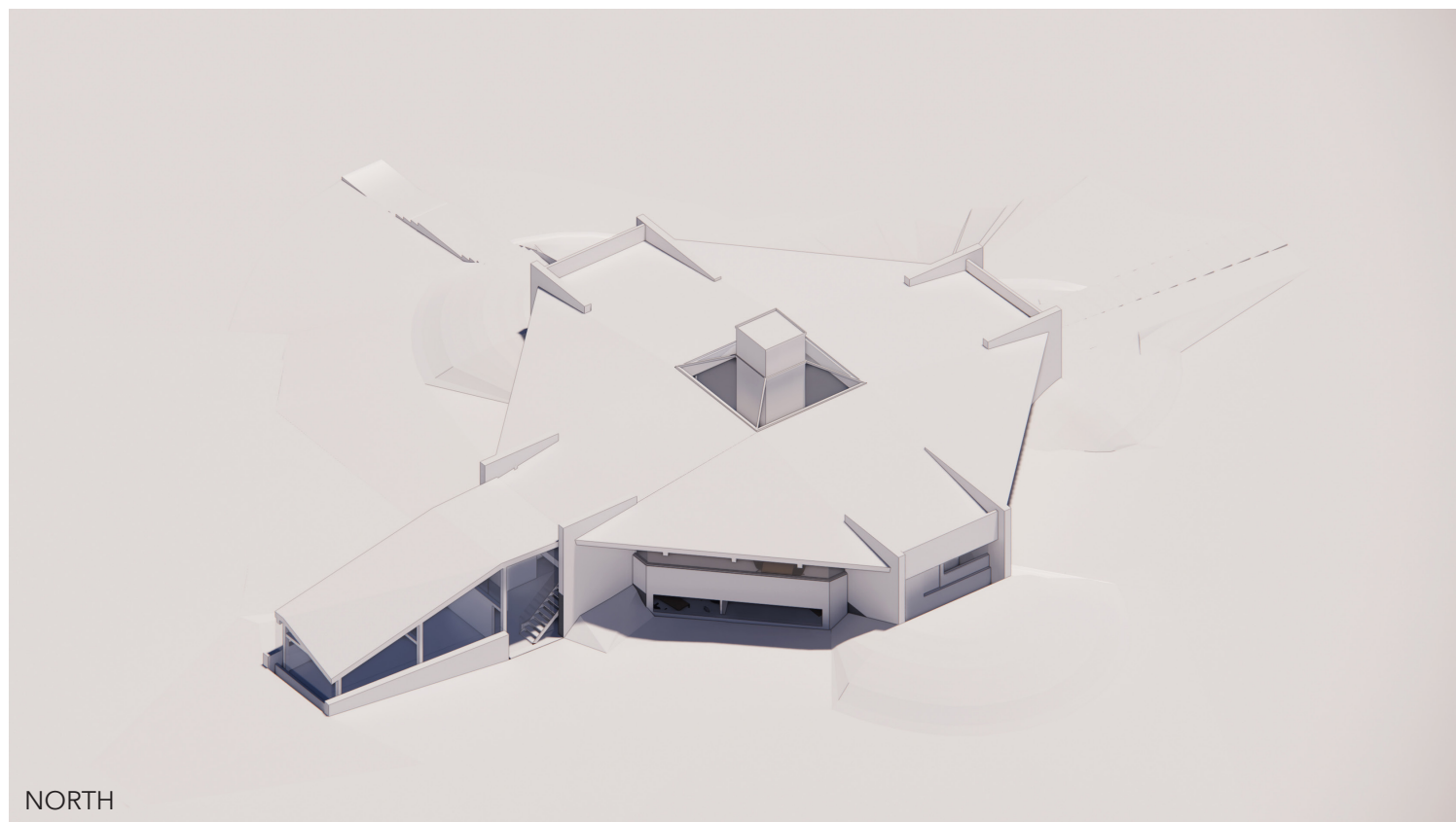
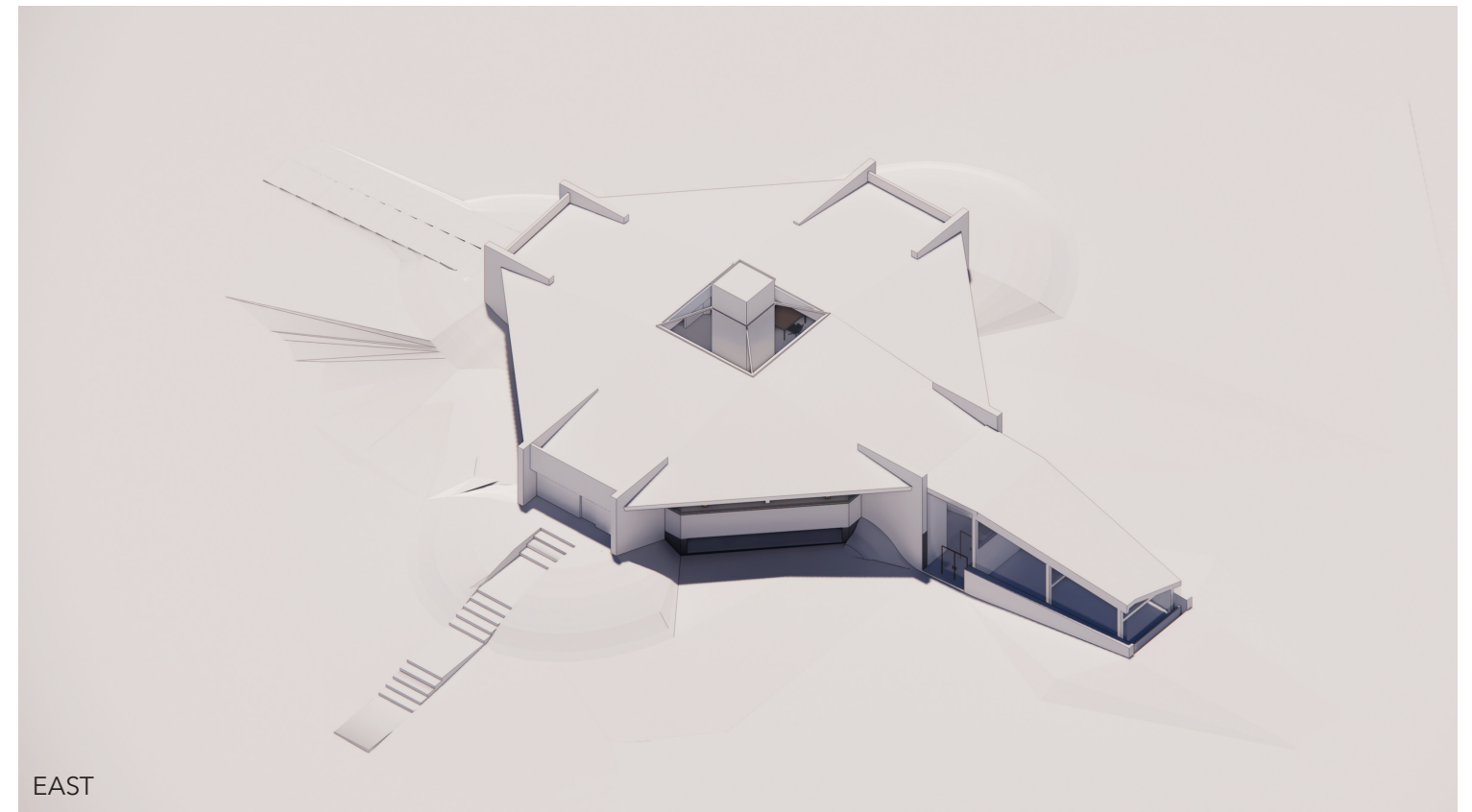
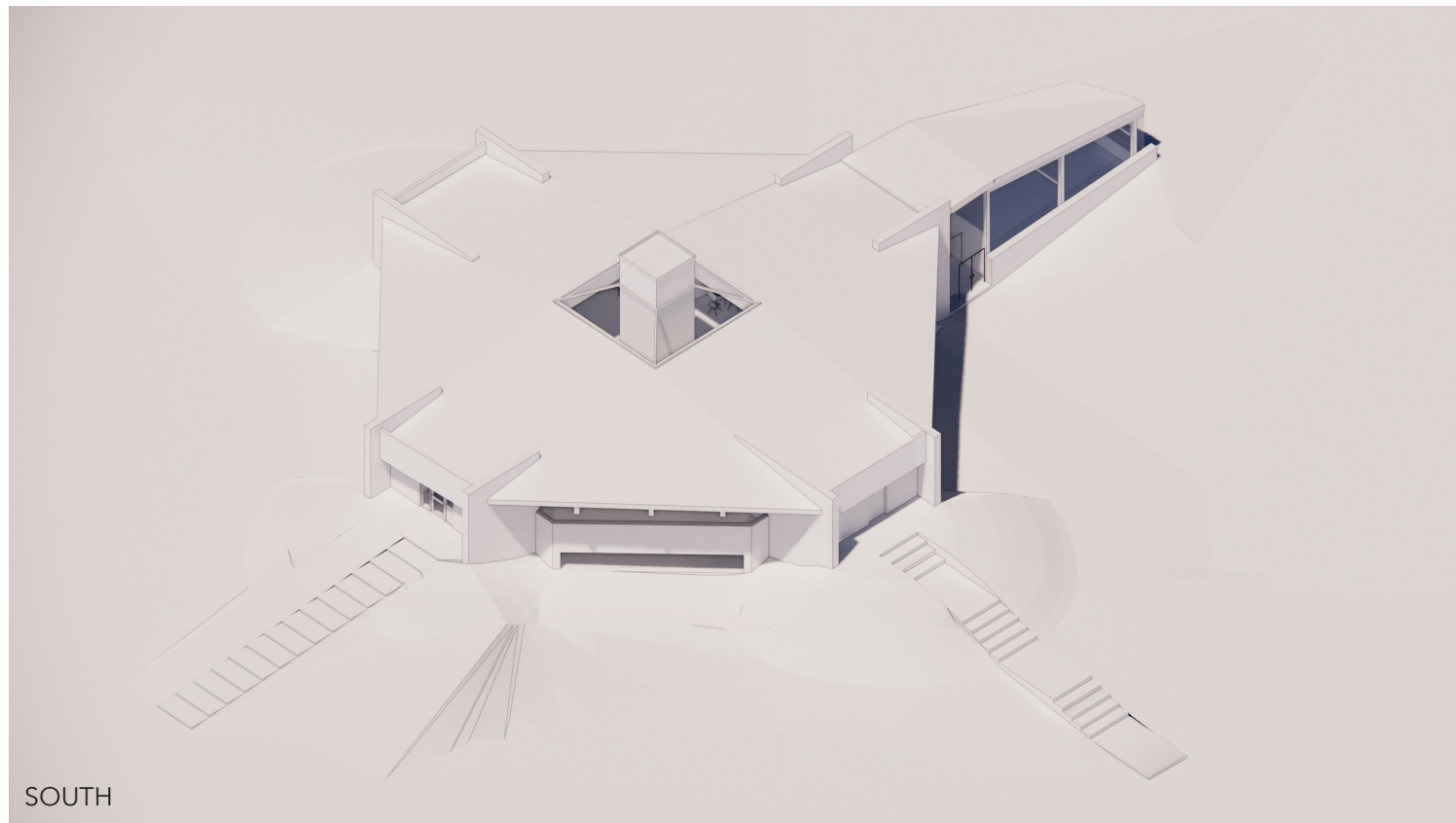


GROUND FLOOR

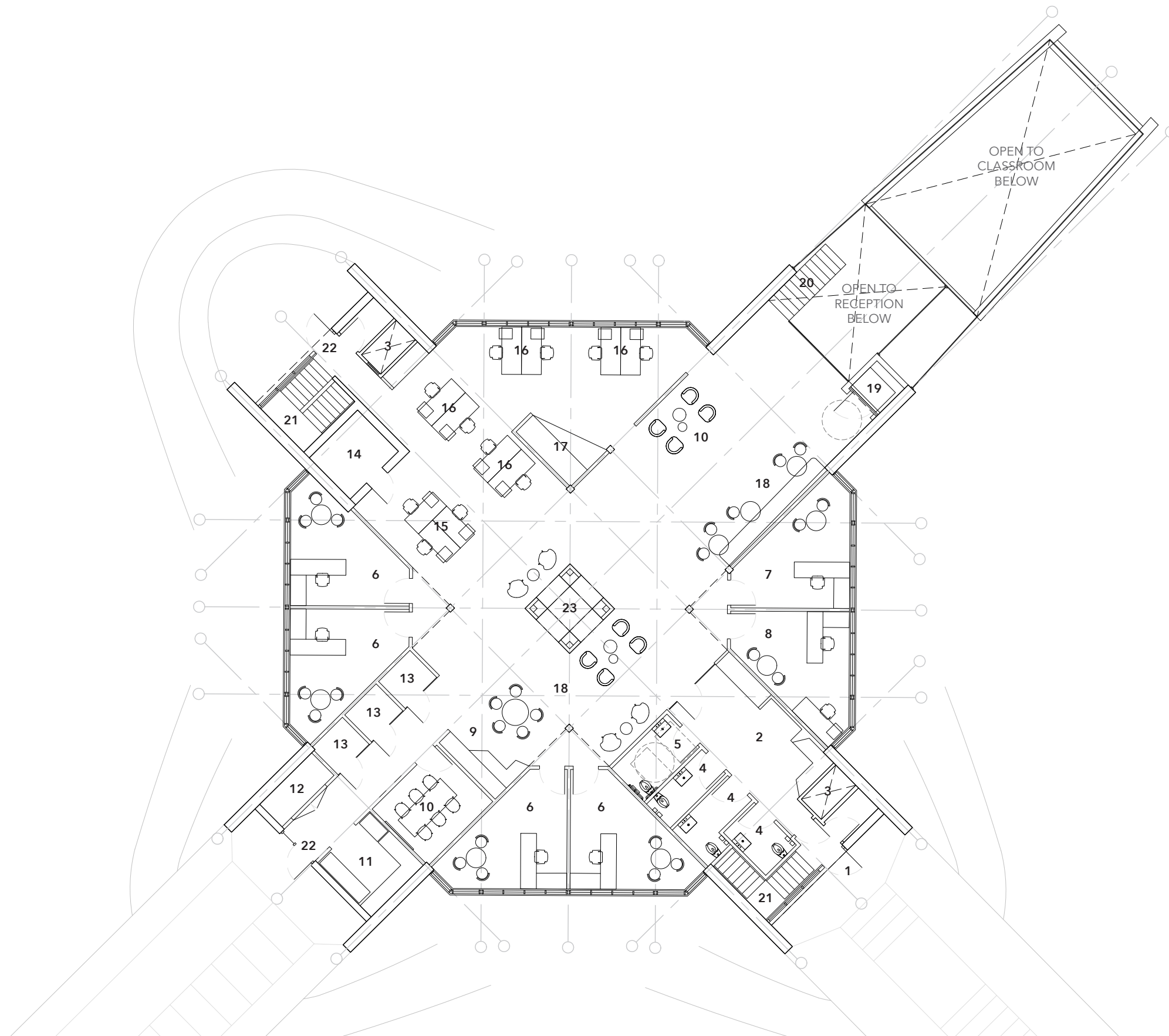
- LEGEND**
- Glazed Partitions
 - Glazing Above Partition







SECOND FLOOR



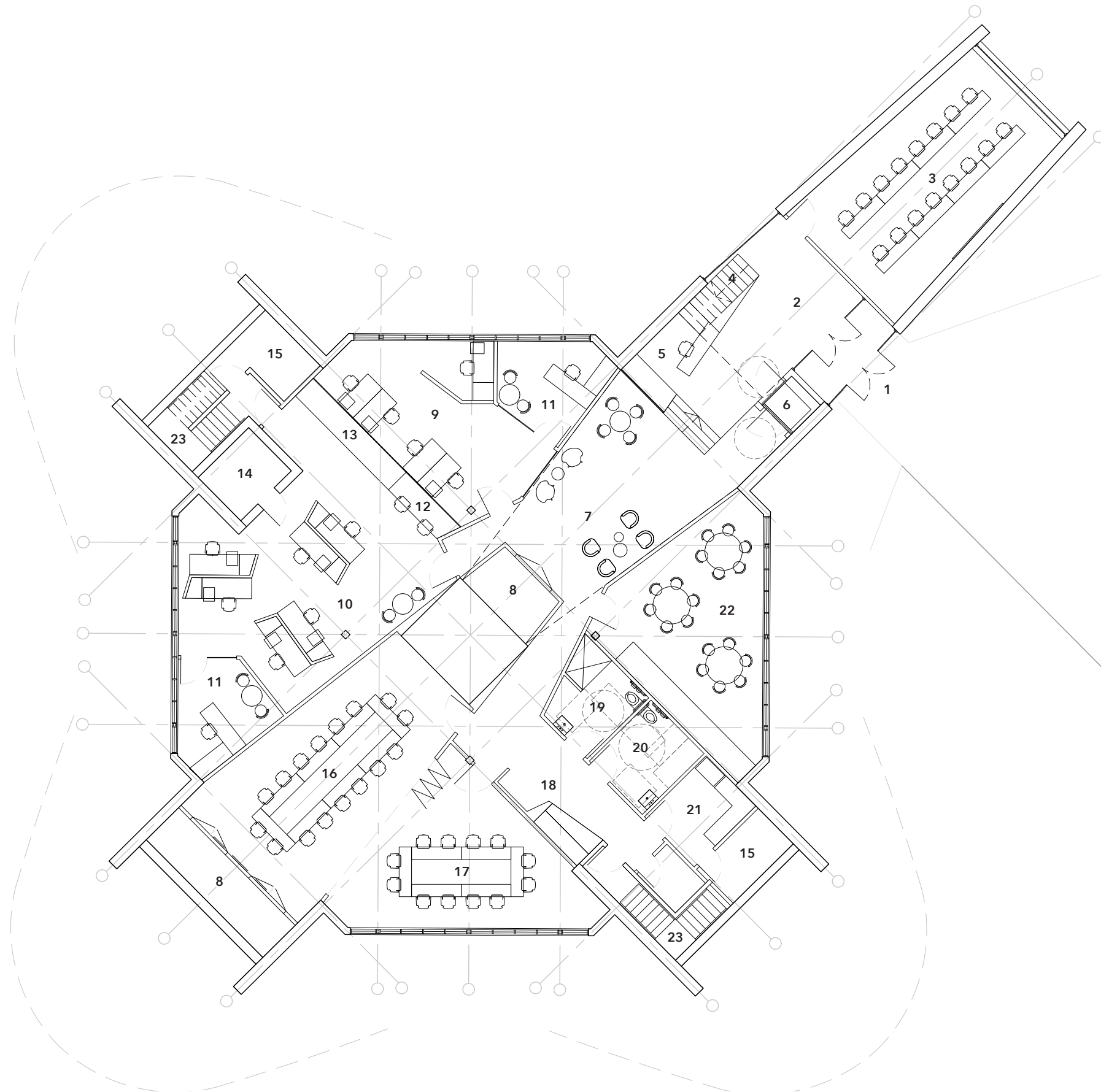
SECOND FLOOR PLAN

1. GSCA Staff Entry - Existing Staircase to be Repaired
2. Staff Entry - Closets, Additional Storage
3. Existing Mechanical to Remain
4. Staff Washrooms
5. Staff Barrier-Free Washroom
6. Manager Office - Lands, Forestry, DWSP + Flood Warning, Watershed Monitoring
7. CAO Office
8. Finance + Accounting Office
9. Library
10. Small Meeting Room / Area
11. Printers + Storage
12. Programme Storage
13. Phonebooth
14. Existing Vault to Remain
15. Workstations - Summer Students / Hot Desks
16. Workstations - Lands, Forestry + DWSP
17. Equipment Storage - Forestry
18. Flexible, Collaboration Seating
19. Accessible Lift
20. Staircase to Reception / Administrative Assistant / Public Programmes on Ground Floor
21. GSCA Staff / Exit Staircase
22. Emergency Exit
23. Existing Fireplace to Remain (Sealed)



Detailed Floor Plan: Scheme 1 - Addition + Renovation

GROUND FLOOR



GROUND FLOOR PLAN

1. Public Entrance (at Grade)
2. Exhibition Space + Reception Area
3. Classroom / Education Centre
4. Staircase to GSCA Offices on Second Floor
5. Administrative Assistant Desk / Office Space
6. Accessible Lift
7. Exhibition Area + Small Informal Meeting Space
8. Programme Storage
9. Workstations - IT & Communications
10. Workstations w/ Integrated Storage - Planning
11. Manager Office - IT, Communications + Planning
12. GIS Computers
13. Low-Height Storage (Planning)
14. Existing Server to Remain
15. Existing Mechanical / Electrical to Remain
16. Boardroom
17. Large Meeting Room (w/ Folding Doors to connect with Boardroom)
18. Staff Area - Closets, Additional Storage
19. Barrier-Free Washroom w/ Shower
20. Universal Washroom
21. Lab
22. Staff Room w/ Accessible Kitchen
23. GSCA Staff / Exit Staircase



Detailed Floor Plan: Scheme 1 - Addition + Renovation







Scheme 1 - Addition + Renovation

PROGRAMME BREAKDOWN + CHARACTERISTICS

The following pages outline the programmes required by Grey Sauble Conservation Authority in their Administrative Centre, based on what exists in the building and any additional programmes that have come up through discussions with the GSCA Team and their staff. The table includes how much area each programme is allotted currently and proposed in this scheme, any particular design considerations (ie. AV requirements, lighting, equipment) or adjacencies required. The proposed areas include that of the existing Administrative Centre, along with the 1000 sq. ft. that has been allocated for an addition.

KEY CHARACTERISTICS:

- ~1000 sq. ft. (100 sq. m.) addition with a dedicated classroom, exhibition space, double-height main 'formal' entrance and reception area.
- A new public entrance within the addition at the north-east corner of the existing Administrative Centre, which is beneficial for the building's connection to the wider site, and to consolidate public spaces away from GSCA work spaces.
- This scheme includes more meeting spaces of wider types and varieties - a dedicated large meeting room adjacent to the boardroom, with a glazed wall that can be opened to combine the meeting rooms, smaller closed meeting rooms, phonebooths for individual conversations, and more open collaboration areas for internal meetings, meetings with clients or individual working.
- Six individual washrooms; this still suits the occupant load of the existing building with the new addition and increased public programmes. This meets accessibility requirements with the introduction of a universal washroom and two barrier-free washrooms (one on each floor, with the ground floor barrier-free washroom including an accessible shower).
- More space for future flexibility, ie. space for additional workstations if GSCA grows.

**LEBEL &
BOULIANE**

3. ADDITION - GSCA / PUBLIC / SUPPORT SPACES																				
Entry Vestibule	1		-	60	-	110		Reception	Open	Public										
Reception w/ Waiting Area	1		-	100	-	200		Exhibition Space / Entry Vestibule	Open	Public	Include informal meeting area, seating for people waiting.			Computer station / screen for interacting with clients / the public,						
Exhibition Space	1	12 to 15	-	325	30	400		Reception / Entry Vestibule	Open	Public										1600 sq. ft. is approximation, based on the leftover space in each option that can be used as an "exhibition" space. Public washrooms (3 - 1 M, 2F) have been added to accommodate the largest approximated number of people.
4. SUPPORT SPACES - EXISTING BUILDING																				
Printing / Copier Area	1	-	-	200	-	120		GIS Computer Area	Open / Semi-Enclosed	Other (Support)	One (small) printer on each floor? Counter space									
GIS Computer Area	2	-	-	125	-	100		Planning Department, Printing / Plotter	Open / Semi-Enclosed	Other (Support)										
Water Management Lab (w/ Storage + Supplies)	1	1	-	70	-	90		Drinking Water Source Protection, Flood Warning, Watershed	Closed	Other (Support)	Counter space							Running water, floor drain, fume hood		
Server Room	1	-	-	65	-	65		Location to Remain - Directly below Vault (surrounded by concrete block walls)	Closed (Existing to Remain)	Other (Support)								Needs to be properly cooled and ventilated	Needs a new steel, fire-rated floor that can be maintained in a closed and locked condition	
Vault	1	-	-	65	-	65		Location to Remain - Directly above Server Room (surrounded by concrete block walls)	Closed (Existing to Remain)	Other (Support)										
Storage (existing is total of all existing storage rooms, excl. day camp storage)	1	-	-	530	-	~ 450			Closed	Other (Support)										Small locked storage spaces for committees (ie. the Garden Club, the Foundation, the Arboretum Alliance, etc.)
Electrical Room	1	-	-	75	-	75		Location to Remain	Closed	Other (Support)										
Mechanical Room	1	-	-	80	-	80		Location to Remain	Closed	Other (Support)	Currently more of a utility room, and includes water supplies (which can be relocated).									
Staff Cloakroom	2	-	-	65	55	110			Open	Other (Support)										
Centralized Library	1	-	-	75	-	200		Collaborative Working Areas	Open	Other (Support)										
Barrier Free Washroom + Shower	1	-	-	-	100	100		Ground Floor	Closed	Other (Support)										
+ WC Universal Washroom	1	1	-	-	100	100		Ground Floor - Close to Public Programmes (Boardroom, Classroom, etc.)	Closed	Other (Support)										
Staff Washrooms	4	4	Female (2 Stalls) - 80, Male (Single) - 80	320	75	300		Second Floor	Closed	Other (Support)	4 Single Use Washrooms (1 Barrier Free)									*This number is based on occupancy limits not including the current areas for storage and corridor space.

Subtotal 8,270

Approx. Corridor SF (Not Incl.) 1,200

Total Required 9,470

Total Existing 10,800

Difference 1,330

Scheme 2 - Renovation of Existing Building

KEY ISSUES + CLIENT WANTS

NEW ENTRANCE

The new public entrance in the north-east corner of the existing Administrative Centre should be distinct and iconic, and connect with the public programmes adjacent to it - the main parking lot, the Public Pavilion, surrounding trails and wider landscape.

The renovations proposed in this scheme should respect the original architecture of the existing Administrative Centre, on the inside and the outside, including the landscape. For example, new partitions could align with the existing beams, and the existing landscape could remain untouched and any landscaping around the new entrance should be of a similar language.

ACCESSIBILITY

Accessibility standards are still to be met with the renovation of the existing Administrative Centre, however, more work will be required to the fabric of the existing Administrative Centre compared to Scheme 1. Adding a lift is a priority, along with having an accessible and barrier-free path of travel into the main entrance on the ground floor.

GSCA WORKING SPACE

The consolidation of public spaces on the ground floor of the existing Administrative Centre provides the opportunity for GSCA Staff work areas to remain on both the second floor and ground floor, but separate to public areas. The amount of natural light on the second floor and near the large windows on the ground floor, creates an ideal working environment.

Keeping the second floor for working space and GSCA offices, and having dedicated space for the public below, minimizes the acoustic concerns that are currently experienced in the Administrative Centre.



KEY DESIGN MOVES

PUBLIC PROGRAMMES + ENTRANCE

Scheme 2 includes moving the main entrance to the north-east corner of the existing Administrative Centre on the ground floor. This is an ideal location for a separate public entrance, as it connects to the main parking lot, surrounding trails, Inglis Falls and GSCA's Public Pavilion.

Locating the main entrance here allows the exhibition and interactive space to be in a specific location near the reception, which helps to provide public services, such as permits, along with GSCA Administration. The boardroom, classroom / large meeting room, and universal washroom are consolidated on this floor for ease and efficiency, which leaves the rest of the building, including the entire second floor, for GSCA offices and workstations.

ACCESSIBILITY

Locating the main public entrance at the north-east corner of the existing Administrative Centre provides space to create an accessible ramp from grade (at the parking lot) into the main entrance and public areas of the building.

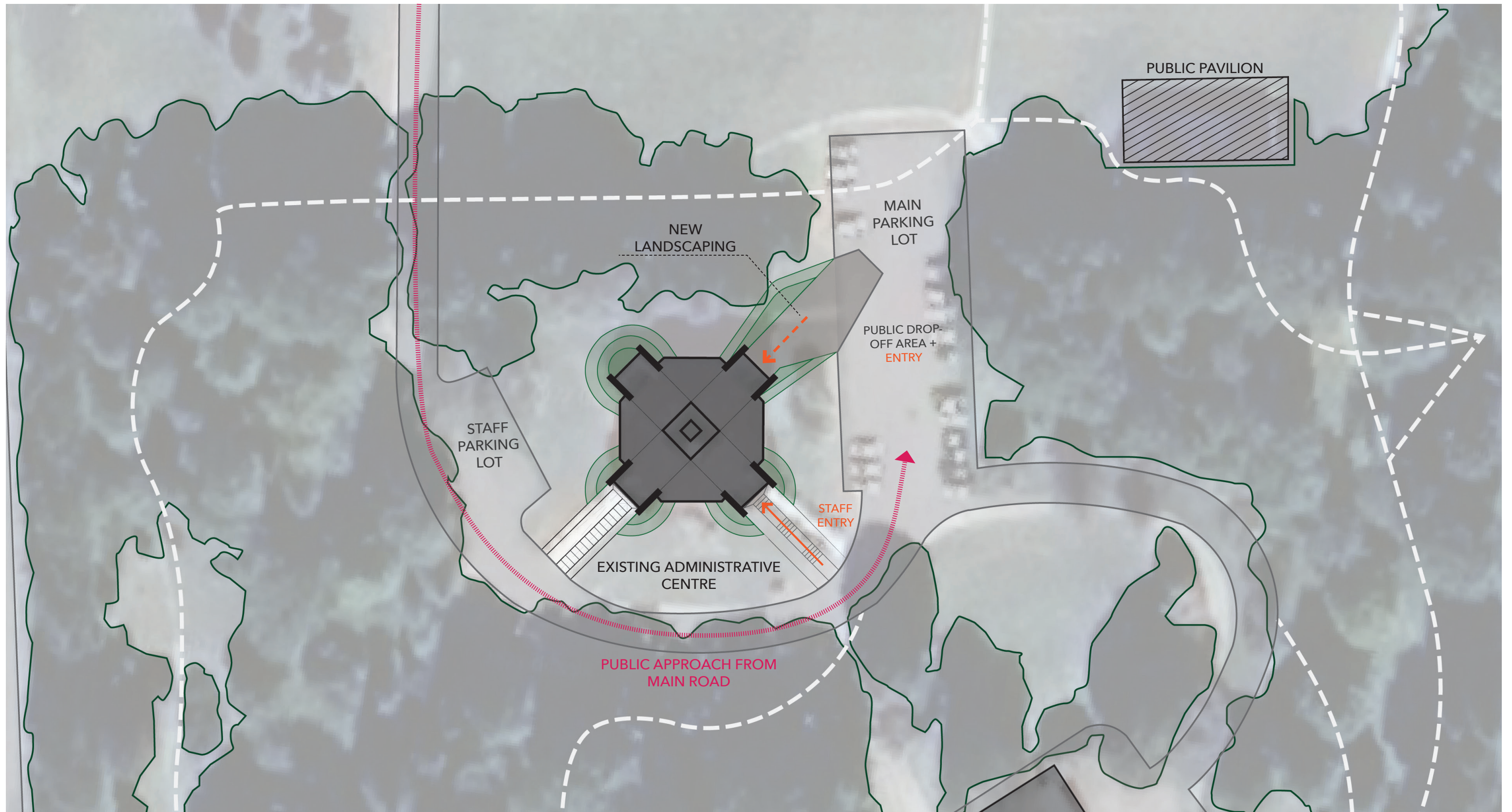
A lift has been added to suit accessibility standards, however, its install would require intrusive work to the floorplates of the existing Administrative Centre.

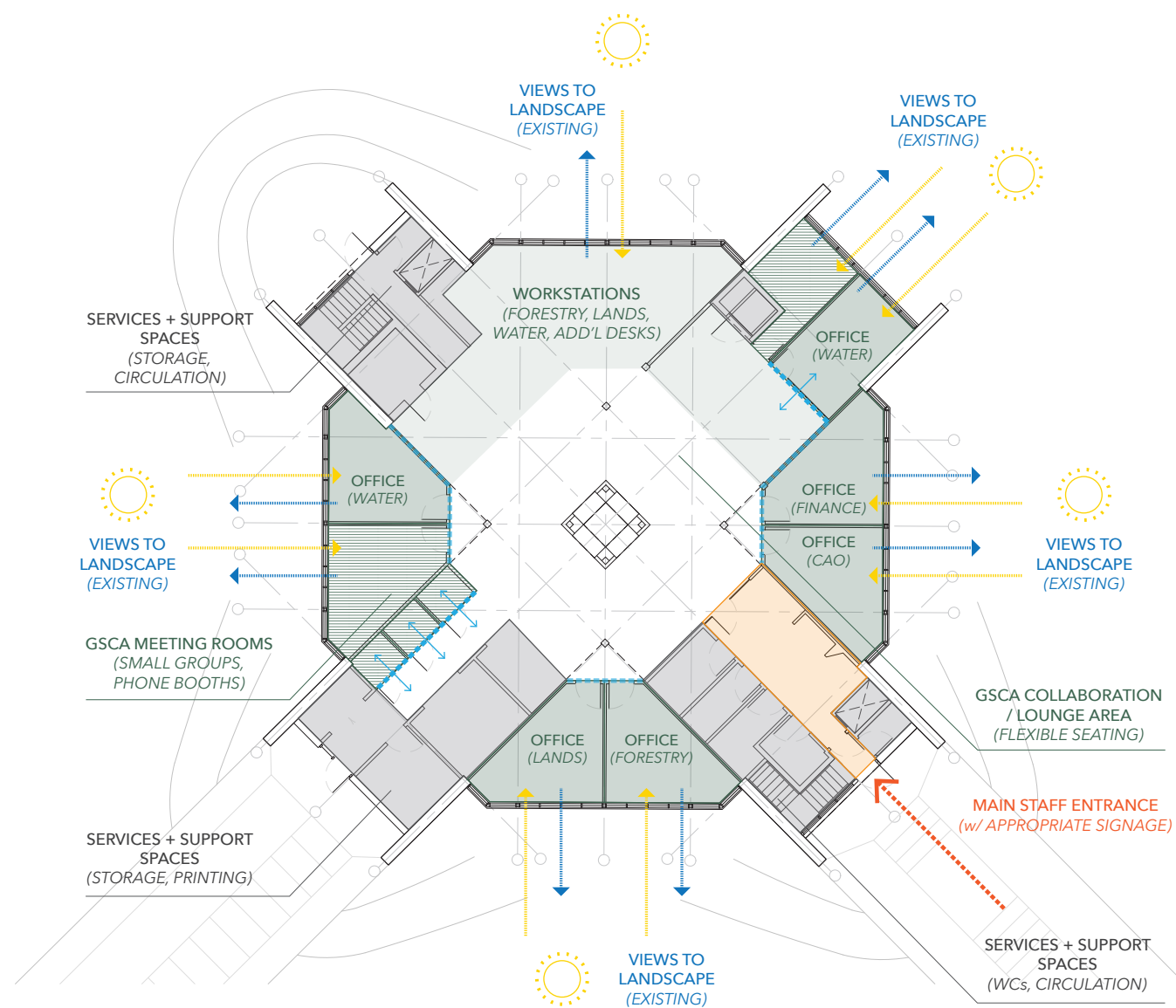
Washrooms (counts and designs) have been upgraded to suit current accessibility standards, as there is now a fully compliant Universal Washroom and a Barrier-Free washroom with an accessible shower on the ground floor, along with a Barrier-Free washroom on the second floor. The kitchen in the new staff room would also be designed to comply with accessibility standards and best practices.

GSCA OFFICES + WORKING AREAS

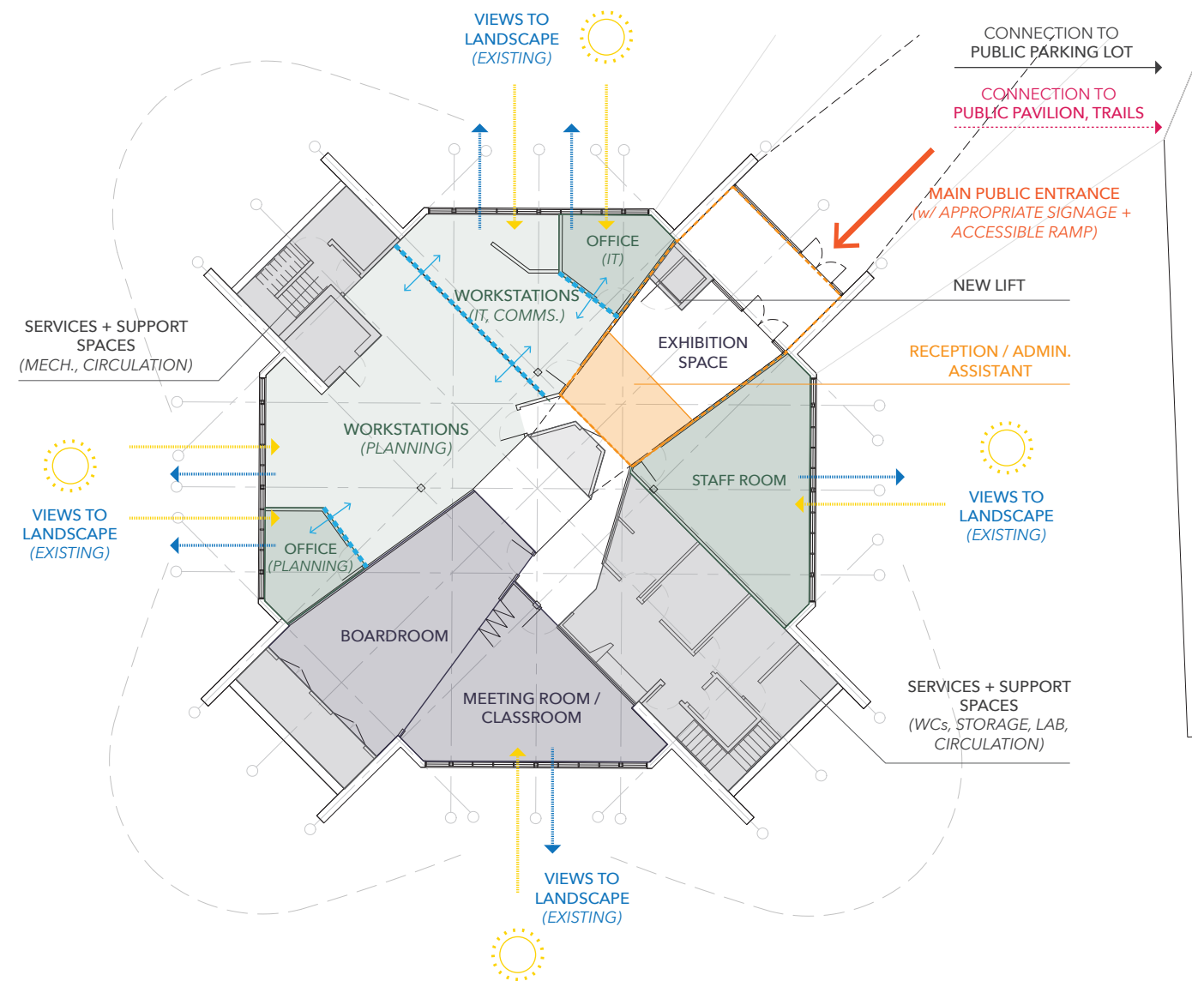
To provide a work environment conducive to the structure of GSCA and different working styles, different kinds of workspaces have been provided. Employee workstations are arranged by department, and are adjacent to the managers' offices, other relevant departments and employees where necessary (ie. Lands / Water / Forestry). These workstations are more "open" and flexible; however, individual and group storage space has been provided where relevant. Additionally, small meeting rooms and "phonebooths" for private phone calls, sensitive team discussions and meetings have been worked into the scheme.

All managers have their own enclosed offices that do not disrupt the existing architectural features when located on the ground floor; the partitions between are in line with existing beams for ease. This means that some of the offices are quite large, but could accommodate more employees in the future.





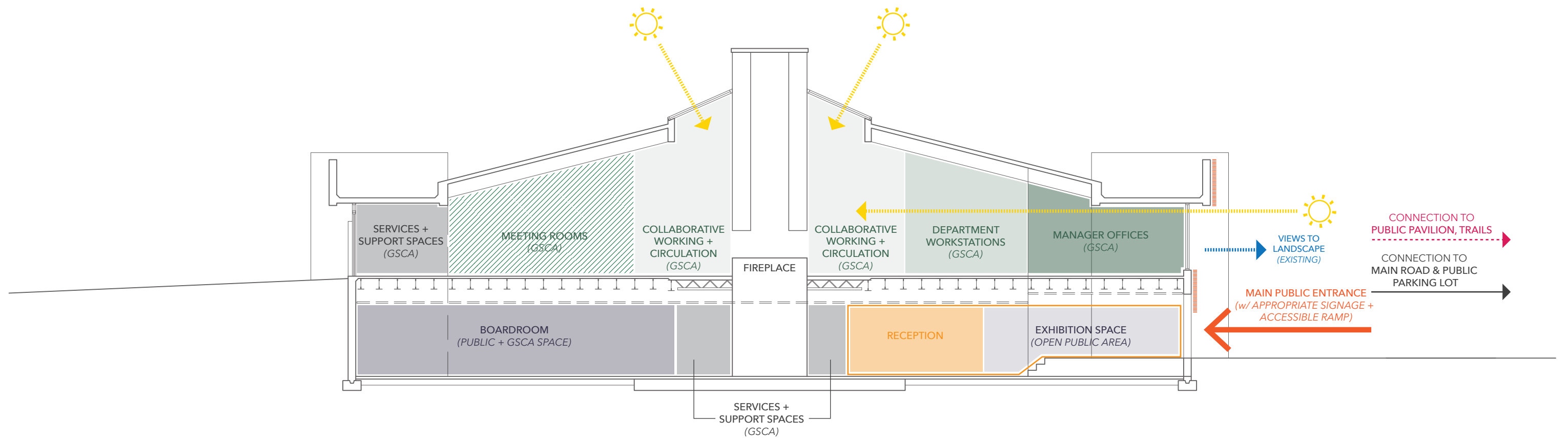
SECOND FLOOR



GROUND FLOOR

LEGEND

- Glazed Partitions
- Glazing Above Partition



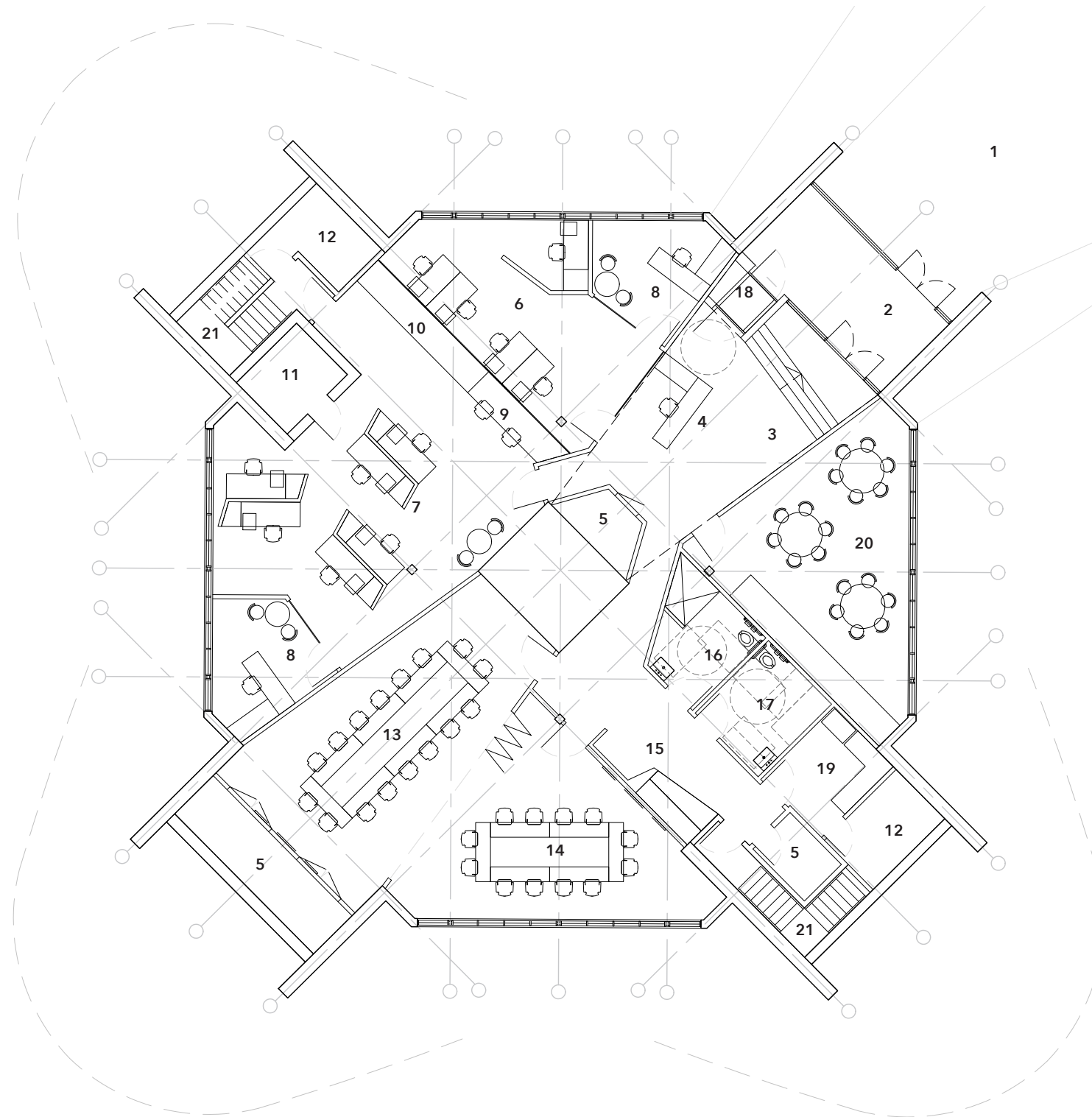
SECOND FLOOR

SECOND FLOOR PLAN

1. GSCA Staff Entry - Existing Staircase to be Repaired
2. Staff Entry - Closets, Additional Storage
3. Existing Mechanical to Remain
4. Staff Washrooms
5. Staff Barrier-Free Washroom
6. Manager Office - Lands, Forestry, DWSP + Flood Warning, Watershed Monitoring
7. CAO Office
8. Finance + Accounting Office
9. Library
10. Small Meeting Room
11. Printers + Storage
12. Programme Storage
13. Phonebooth
14. Existing Vault to Remain
15. Workstations - Summer Students / Hot Desks
16. Workstations - Lands, Forestry + DWSP
17. Equipment Storage - Forestry
18. Flexible, Collaboration Seating
19. Accessible Lift
20. Staircase to Reception / Administrative Assistant / Public Programmes on Ground Floor
21. GSCA Staff / Exit Staircase
22. Emergency Exit
23. Existing Fireplace to Remain (Sealed)



Detailed Floor Plan: Scheme 2 - Renovation



GROUND FLOOR PLAN

1. Accessible Ramp from Grade
2. Public Entrance + Vestibule w/ Display Area
3. Exhibition Space + Reception Area
4. Administrative Assistant Desk / Office Space
5. Programme Storage
6. Workstations - IT & Communications
7. Workstations w/ Integrated Storage - Planning
8. Manager Office - IT, Communications + Planning
9. GIS Computers
10. Low-Height Storage (Planning)
11. Existing Server to Remain
12. Existing Mechanical / Electrical to Remain
13. Boardroom
14. Large Meeting Room / Classroom (w/ Folding Doors to connect with Boardroom)
15. Staff Area - Closets, Additional Storage
16. Barrier-Free Washroom w/ Shower
17. Universal Washroom
18. Accessible Lift
19. Lab
20. Staff Room w/ Accessible Kitchen
21. GSCA Staff / Exit Staircase

GROUND FLOOR

Scheme 2 - Renovation

PROGRAMME BREAKDOWN + CHARACTERISTICS

The following pages outline the programmes required by Grey Sauble Conservation Authority in their Administrative Centre, based on what exists in the building and any additional programmes that have come up through discussions with the GSCA Team and their staff. The table includes how much area each programme is allotted currently and proposed in this scheme, any particular design considerations (ie. AV requirements, lighting, equipment) or adjacencies required.

KEY CHARACTERISTICS:

- Instead of having a dedicated classroom, as a result of less space, the large meeting room adjacent to the boardroom could be multi-functional and work as both a classroom and meeting room when scheduling allows.
- Making the north-east entrance to the building the main public entrance is beneficial for its connection to the wider site, and to consolidate public spaces away from GSCA work areas. The entrance is more condensed, leading to less space for exhibitions, interactive learning and reception.
- Five single washrooms; this still suits the occupant load of the existing building with the new addition and increased public programmes. This meets accessibility requirements with the introduction of a universal washroom and two barrier-free washrooms (one on each floor, with the ground floor barrier-free washroom including an accessible shower).
- Less space for future flexibility, ie. space for additional workstations if GSCA grows, public events and education, etc.

[illegible]

3. PUBLIC SPACES																					
Entry Vestibule	1		-	60	-	100		Reception	Open	Public											
Reception w/ Waiting Area	1		-	100	-	100		Exhibition Space / Entry Vestibule	Open	Public	Include informal meeting area, seating for people waiting.										
Classroom / Large Meeting Room	1	20	-	440 (incl. Library)	20	400		Reception / Exhibition Space	Closed	Public											
Exhibition Space	1	10	-	325	30	300		Reception / Entry Vestibule	Open	Public											

4. SUPPORT SPACES																					
Printing / Copier Area	1	-	-	200	-	120		GIS Computer Area	Open / Semi-Enclosed	Other (Support)	One (small) printer on each floor? Counter space										
GIS Computer Area	2	-	-	125	-	100		Planning Department, Printing / Plotter	Open / Semi-Enclosed	Other (Support)											
Water Management Lab (w/ Storage + Supplies)	1	1	-	70	-	90		Drinking Water Source Protection, Flood Warning, Watershed	Closed	Other (Support)	Counter space								Running water, floor drain, fume hood		
Server Room	1	-	-	65	-	65		Remaining - Directly below Vault (surrounded by concrete block walls)	Closed (Existing to Remain)	Other (Support)									Needs to be properly cooled and ventilated	Needs a new steel, fire-rated floor that can be maintained in a closed and locked condition	
Vault	1	-	-	65	-	65		Remaining - Directly above Server Room (surrounded by concrete block walls)	Closed (Existing to Remain)	Other (Support)											
Storage (existing is total of all existing storage rooms, excl. day camp storage)	1	-	-	530	-	350			Closed	Other (Support)										Small locked storage spaces for committees (ie. the Garden Club, the Foundation, the Arboretum Alliance, etc.)	
Electrical Room	1	-	-	75	-	75		Location to Remain	Closed	Other (Support)											
Mechanical Room	1	-	-	80	-	80		Location to Remain	Closed	Other (Support)	Currently more of a utility room, and includes water supplies (which can be relocated).										
Staff Cloakroom	2	-	-	65	55	110		Shower + Changeroom	Open	Other (Support)											
Centralized Library	1	-	-	75	-	200		Collaborative Working Areas	Semi-Enclosed?	Other (Support)											
Barrier Free Washroom + Shower	1	-	-	-	-	100		Ground Floor	Closed	Other (Support)											
Universal Washroom	1	1	-	-	100	100		Ground Floor - Close to Public Programmes (Boardroom, Classroom, etc.)	Closed	Other (Support)											
Staff Washrooms	3	3	Female (2 Stalls) - 80, Male (Single) - 80	320	75	225		Second Floor	Closed	Other (Support)	3 Single Use Washrooms										*This number is based on occupancy limits not including the current areas for storage and corridor space.

Subtotal	7,715
Approx. Corridor SF (Not Incl.)	1,000
Total Required	8,715
Total Existing	9,800
Difference	1,085

Scheme 1 - Addition + Renovation

ORDER OF MAGNITUDE

RENOVATION OF EXISTING ADMINISTRATIVE CENTRE WITH A NEW ADDITION

10,800 SF OFFICE RENO

+/- Range \$70 - \$100/Sq. Ft. = \$756,000 - \$1,080,000

+ Roof and Skylight Repair

+ Landscaping

+ Furniture

1,000 SF PUBLIC / ACCESSIBLE ENTRANCE ADDITION

+/- Range \$375 - \$500/Sq. Ft. = \$375,000 - \$500,000

TOTAL

+/- Range \$1,131,000 - \$1,580,000

Scheme 2 - Renovation

ORDER OF MAGNITUDE

RENOVATION OF EXISTING ADMINISTRATIVE CENTRE

10,800 SF OFFICE RENO

+/- Range \$70 - \$100/Sq. Ft. = \$756,000 - \$1,080,000

+ Roof and Skylight Repair

+ Landscaping

+ Furniture

TOTAL

+/- Range 756,000 - \$1,080,000



STAFF REPORT

Report To: Board of Directors
Report From: Rebecca Anthony, Manager of Conservation Lands
Meeting Date: October 26, 2022
Report Code: 025-2022
Subject: Administrative Building Update

Recommendation:

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 GSCA staff re-issued the RFP with a refined scope on March 21, 2022;

AND WHEREAS Lebel and Bouliane were awarded the contract for concept design drawings at the May 25, 2022 Board of Directors meeting.

THAT the GSCA Board of Directors accept the concept design drawings as completion of Phase 1 of the Admin Building renovation project.

AND THAT the GSCA Board of Directors direct Staff to proceed with receiving cost estimates to proceed to Phase 2, detailed design drawings.

Strategic Initiative:

This item is part of GSCA's corporate services that supports and assists all of GSCA's Strategic Plan deliverables and desired outcomes.

Background:

At the October 24, 2018 Board of Directors meeting, Lands Management Staff brought forward a report on the Administrative Centre building needs and wants. Staff recommended proceeding to an RFP/RFQ for concept design in line with the 2018 budget which included the use of up to \$20,000 from reserves. This motion was carried.

On August 27, 2021, an RFP was issued for architectural schematics and an Order of Magnitude budget for the renovation. Due to lack of submissions, the RFP was re-issued in 2022, which closed on April 28, 2022. At the May 25, 2022 Board of Directors meeting, Lebel and Bouliane were awarded the contract.

Analysis:

Lebel and Bouliane have developed a Feasibility Report (attached), which outlines challenges and opportunities of the existing building, and offers two design options for future renovation.

It is noted that the concept design does not provide a perfect layout solution as presented, but it does provide an excellent concept upon which GSCA and the architect can move forward with.

It is recommended that GSCA accept these concept design drawings and proceed to get a cost estimate for the development of detailed design drawings.

Financial/Budget Implications:

Concept design drawings were \$25,651.

Communication Strategy:

N/A

Consultation:

Ad Hoc Committee



Grey Sauble Authority Board of Directors

M O T I O N

DATE: October 26, 2022

MOTION #: FA-22-095

MOVED BY: _____

SECONDED BY: _____

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 GSCA staff re-issued the RFP with a refined scope on March 21, 2022;

AND WHEREAS Lebel and Bouliane were awarded the contract for concept design drawings at the May 25, 2022 Board of Directors meeting.

THAT the GSCA Board of Directors accept the concept design drawings as completion of Phase 1 of the Admin Building renovation project.

AND THAT the GSCA Board of Directors direct Staff to proceed with receiving cost estimates to proceed to Phase 2, detailed design drawings.



STAFF REPORT

Report To: Board of Directors
Report From: Mac Plewes, Manager of Environmental Planning
Meeting Date: October 26, 2022
Report Code: 026-2022
Subject: Environmental Plan Review and Permit 2023 Fee Schedules

Recommendation:

WHEREAS, the Board of Directors endorsed the Program Rates and Fees Review Final Report prepared by Watson's & Associates Economists Ltd.;

AND WHEREAS, the Board of Directors approved the staff amended proposed fee structure;

THAT THE Board of Directors approve the 2023 Plan Review and Permit fee schedules;

Strategic Initiative:

This item is related to the Better Manage Flood Risks, Improve Water Quality and Enhance GSC Land Management and Natural Heritage Preservation strategic goals.

Background and Discussion:

In 2021, the Board endorsed staff's recommendation to undertake a comprehensive fee review for planning and permitting services led by a consultant (Watson and Associates Economists Inc.)(FA-21-076). The final report was completed in March 2022 and identified the direct and indirect costs of undertaking the Environmental Planning Department's services. The report also included a proposed fee structure to recover the cost of providing these services.

Staff undertook consultation on the final report and proposed fee structure and at the conclusion of this process the Board endorsed the report and approved the staff amended Proposed Fee Structure at Staff's recommendation (FA-22-089).

After the Board's endorsement of the final report and fee structure at the September 2022 Board Meeting, Staff participated in an internal session to complete fee schedules that detail project categories and definitions. The resulting schedules are attached to this report as Appendix #1 and Appendix #2.

Permit Fee Schedule

Notable changes within the project definitions in the Permit Fee Schedule includes the following:

- Routine projects category that includes very basic types of projects that typically require little effort for GSCA staff to review.
- Square footage for buildings or structures in the minor works category was increased from 50 square metres (538 square feet) to 93 square metres (1001 square feet).
- Square footage for exempt buildings or structures increased to 15 square metres (161 square feet) to be consistent with Ontario Building Code exemptions.
- Exemption criteria for fill changed to note that it needs to be not located within a hazard area.
- Removed exemption for works within the waters of Lake Huron, Georgian Bay or inland lakes that require a review or permit from the Ministry of Natural Resources and Forestry under the Public Lands Act

Plan Review Fee Schedule

A Notes and Definitions were added to the Plan Review Fee Schedule and include the following:

- Minor includes applications with 1 or less scoped technical study including but not limited to a stormwater management report, environmental impact study, geotechnical study, floodplain report, and/or hydrogeological study.
- Major includes applications with 2 or more technical studies including but not limited to stormwater management report, environmental impact study, geotechnical study, floodplain report, and/or hydrogeological study.
- Preconsultation fee to be deducted from the formal application fee.
- Multiple applications received concurrently are subject to a 20% discount on the total applicable fees.

-
- GSCA reserves the right to modify or adjust fees should the review require a substantially greater or lower level of review and/or assessment.
 - Where a Conservation Authority development permit approval is required in addition to the planning approval, the fee for the Conservation Authority permit may be discounted at the Authority's discretion.

Current Request:

The Board of Directors approve the 2023 Plan Review and Permit Fee Schedules.

Financial/Budget Implications:

The financial implications of the proposed fee schedules are expected to provide for approximately 79 percent cost recovery within the Environmental Planning Department, as well as providing cost recovery for other directly involved staff and indirect and overhead costs.

Communication Strategy:

The Plan Review Fee Schedule will be sent to watershed municipalities to engage in MOU discussions and implementation. Both the Plan Review and Permit Fee Schedules will be posted on GSCA's website along with a plain language communication piece for the public outlining the changes, the process GSCA undertook and the rationale.

Consultation:

CAO, Water Resources Coordinator, Environmental Planner, Watershed Planner, Intermediate Planner, Planning Technician

Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation Ontario Regulation 151/06 FEE SCHEDULE 2023

When submitting an application, the appropriate fee must be included, otherwise, applications will not be processed. The fee is nonrefundable regardless of the decision reached by Grey Sauble Conservation Authority on the issuance of a permit. **Cheques made payable to: Grey Sauble Conservation Authority or by etransfer or Credit Card/Debit Card Payment available by phone or internet**

Application for Permission	Work Fee
1. Routine Projects	\$300.00
2. Minor Projects	\$600.00
3. Standard Projects	\$1500.00
4. Major Projects	\$3800.00
5. 60 Month Project (requires GSCA Board Approval)	\$5000.00
Permit Replacement (Expired within 1yr and no amendments)	\$130.00
Permit Replacement with Amendments (Minor Projects)	50% of original permit
Permit Replacement with Amendments (standard Projects)	50% of original permit
Permit Replacement with Amendments (Major Projects)	50% of original permit
Property Clearance and Inquiry Letters	\$225.00
Property Clearance and Inquiry Letters with Site Inspection	\$890.00

Projects commenced prior to the issuance of a permit are subject to a fee that is double the regular fee.

Definitions: This is a summary for the guidance of all applicants, Grey Sauble Conservation determines the applicable fee and whether the project is exempt.

1. Routine Projects:

- Development within an area of interference, accessory to existing development, greater than 50 metres from a wetland and is not located in a hazard area or other regulated area
- Decks and patios greater than 15 metres² (161 feet²) in floor area that are not enclosed or roofed and not located in a hazard area
- Non-permanent docks (example: floating or pipe dock)
- Shore wells

2. Minor Projects:

- Buildings and structures with a floor area equal to or less than 93 metres² (1001 feet²) and not otherwise identified in the routine projects or exempt projects categories
- Fill (including placing, removal or re-grading) where the total quantity is equal to or less than 100 metres³ (130.8 yards³)
- Retaining walls where slope stability is not a concern

Minor Projects Continued:

- Fences within a floodplain or dynamic beach
- Pools and associated minor site alterations
- Clean-out of existing ponds (location of disposal of dredged material must be indicated and may trigger additional permits) where pond size does not increase
- Clean-out of channels less than 100 metres in length completed while the channel is dry, provided the dimensions of the channel do not exceed the original “as constructed” channel
- Watercourse crossing where the existing stream channel width is equal to or less than 3.0 metres (9.8 feet) and the watercourse is dry at the time of construction
- Maintenance and repair to existing on-stream structures provided the use and dimensions remain substantially the same
- Stream bank or inland lake shoreline works that are equal to or less than 20 metres (65.6 feet) in total length
- Site alteration for the installation of a septic system
- Repairs or replacement of Great Lakes shoreline protection works within the same footprint

3. Standard Projects:

- All projects not defined as routine, minor, major or exempt are Standard Projects
- Clean-out of channels greater than 100 metres and less than 500 metres in length completed while the channel is dry, provided the dimensions of the channel do not exceed the original “as constructed” channel (primarily for agricultural purposes)

4. Major Projects:

- All non-residential buildings (commercial, industrial, institutional) greater than 500 metres² (5380 feet²) in floor area
- Filling (including placing, removal or re-grading) where the total quantity is more than 1500 metres³ (1962 yards³)
- Ponds, dams, watercourse crossings where the existing stream channel width is greater than 10 metres (33 feet)
- New stream bank and channel works that exceed 500 metres (1,640 feet) in length
- Retaining walls or similar structures where there is potential for slope instability.

Exempt Projects:

- Non-habitable buildings or structures equal to or less than 15 metres² (161 feet²) in floor area provided they are not located in a hazard area
- Fill quantities (including placing, removal or re-grading) equal to or less than 10 metres³ (13 yards³) where the work is completed in one calendar year, is not an ongoing project, is not located in a hazard area
- Fences not within a floodplain or dynamic beach
- Septic system replacements being replaced in the same general location and size and not within a hazard area with no change to existing drainage patterns
- New or replacement municipal/private water line and/or municipal/private sewer hook-up, telephone/cable/electrical/natural gas installations provided it does not cross a watercourse, wetland or steep slope and maintains existing drainage and grading patterns
- Demolition of an existing building provided there are no changes in grade

Exempt Projects continued:

- Repairs and/or replacement of a foundation provided the building footprint is not increased with no change in grade and the structure is not within a flood or erosion hazard area
- Landscape works that do not change the grade or drainage and are not considered a structure
- Works within the waters of Lake Huron, Georgian Bay or inland lakes that require a review or permit from the Ministry of Natural Resources and Forestry under the Public Lands Act
- Works that are required to protect municipal infrastructure in the case of a flood or erosion emergency. (Consultation is required with the GSCA prior to completing the work)
-

Note

On January 1st of every year, commencing January 1st of 2024, the fees as listed in the 'Ontario Regulation 151/06 Fee Schedule' shall automatically increase on a percentage basis, rounded up to the nearest ten dollar increment, in a manner consistent with the Statistics Canada "Consumer Price Index" for Ontario from October of the previous calendar year, if the consumer price index shows an increase. The unrounded fees as calculated shall be retained as the basis for the next year's CPI percentage calculations.

Grey Sauble Conservation Authority Plan Review Fee Schedule 2023

Planning Application Type	Fee
Zoning By-law Amendment (Re-zoning)	Minor \$830.00
	Major \$5,100.00
Official Plan Amendment	Minor \$1,190.00
	Major \$5,230.00
Consents (Severances)	Minor \$635.00
	Major \$2,000.00
Minor Variance	\$630.00
Plan of Subdivision/Condominium	Base Fee - \$8,500.00 Per Unit up to 50 units - \$191.00 Per Unit after 50 units - \$64.00
Site Plan Reviews – Minor – Single lot residential or small scale commercial/industrial	\$2,200.00
Site Plan Reviews – Major – Commercial, industrial and/or multiple residential	\$5,961.00
Red-line Revisions for Plan of Subdivision – Minor	\$940.00
Red-line Revisions for Plan of Subdivision – Major	\$3,315.00
Niagara Escarpment Development Permit Reviews	Minor \$830.00
	Major \$1,640.00
Niagara Escarpment Plan Amendment – Applicant Driven	\$1,240
Pre-consultation Meeting	\$690.00
Minor Aggregate Resources Act Licence Application – Above Water Table (under 20 hectares)	\$1,260.00
Minor Aggregate Resources Act Licence Application – Above Water Table (over 20 hectares)	\$1,400.00
Major Aggregate Resources Act Licence Application – Below Water Table (under 20 hectares)	\$3,460.00
Major Aggregate Resources Act Licence Application – Below Water Table (over 20 hectares)	\$4,310.00
Environmental Assessment Review Fee Class B & C	\$5775.00
Technical Clearance	
Scoped Environmental Impact Study	\$1,000.00
Full Environmental Impact Study	\$1,960.00
Sub-watershed Study/Master Drainage Plan or Tributary Study	\$1,000.00
Stormwater Management Study	\$1,960.00
Scoped Site Impact Study (Coastal, Flooding, Geotechnical, etc.)	\$1,000.00
Full Site Impact Study (Coastal, Flooding, Geotechnical, etc.)	\$1,960.00

Notes and Definitions:

1. Minor includes applications with 1 or less scoped technical study including but not limited to a stormwater management report, environmental impact study, geotechnical study, floodplain report, and/or hydrogeological study.
2. Major includes applications with 2 or more technical studies including but not limited to stormwater management report, environmental impact study, geotechnical study, floodplain report, and/or hydrogeological study.
3. Preconsultation fee to be deducted from the formal application fee.
4. Multiple applications received concurrently are subject to a 20% discount on the total applicable fees.
5. GSCA reserves the right to modify or adjust fees should the review require a substantially greater or lower level of review and/or assessment.
6. Where a Conservation Authority development permit approval is required in addition to the planning approval, the fee for the Conservation Authority permit may be discounted at the Authority's discretion.
7. On January 1st of every year, commencing January 1st of 2024, the fees as listed in the 'Plan Review Fee Schedule' shall automatically increase on a percentage basis, rounded up to the nearest ten dollar increment, in a manner consistent with the Statistics Canada "Consumer Price Index" for Ontario from October of the previous calendar year, if the consumer price index shows an increase. The unrounded fees as calculated shall be retained as the basis for the next year's CPI percentage calculations.



Grey Sauble Authority Board of Directors

M O T I O N

DATE: October 26, 2022

MOTION #: FA-22-096

MOVED BY: _____

SECONDED BY: _____

WHEREAS, the Board of Directors endorsed the Program Rates and Fees Review Final Report prepared by Watson's & Associates Economists Ltd.;

AND WHEREAS, the Board of Directors approved the staff amended proposed fee structure;

THAT THE Board of Directors approve the 2023 Plan Review and Permit fee schedules;



STAFF REPORT

Report To: Board of Directors
Report From: Morgan Barrie
Meeting Date: October 26, 2021
Report Code: 027-2022
Subject: Compact SUV Tender

Recommendation:

WHEREAS GSCA staff issued a tender for the purchase of one compact SUV passenger vehicle;

AND WHEREAS, Staff have received and reviewed four proposals;

AND WHEREAS, Kia from Owen Sound provided the lowest price and meets all requirements,

THAT the Board of Directors authorize staff to approve the purchase of one new vehicle from Owen Sound Kia.

Strategic Initiative:

This item impacts GSCA's ability to carry out all Strategic Initiatives

Background:

At the beginning of October 2022, GSCA issued a tender to purchase a new compact SUV. Tenders included an option for bidders to bid on a gas version and an electric/hybrid version. Tenders were sent to local dealerships as well as dealerships within 180km of GSCA. Four tenders were received by GSCA via mail. Tenders were opened in the presence of Board of Directors Chair, Scott Greig, Operations Manager, Morgan Barrie, and CAO, Tim Lanthier.

Recommendation:

GSCA is recommending that we purchase a gas engine Seltos LX AWD from Owen Sound Kia. The Seltos LX AWD meets all vehicle specifications and comes in under the allocated budget. Kia Owen Sound has also included rims and sensors for the winter tires which exceeds the minimum specifications specified in the tender.

Financial/Budget Implications:

GSCA budgeted \$35,000.00 for the purchase of the new compact SUV passenger vehicle. The Kia Seltos EX AWD purchase price comes in at \$31,235.70 which comes in under budget by \$3764.00.

Communication Strategy:

Once the tender is awarded, the Operations Manager will coordinate the purchase with the selected bidder, and will notify the other bidders of this decision.

Consultation:

Operation Manager, CAO, Authority Chair, Manager of Financial & HR

APPENDIX #1

2022 GSCA Vehicle Tender Results for Compact SUV

	Dealer	Make	Model	Year	Colour	Drive	Engine	Price	Delivery
1	Baywest Mitsubishi	Mitsubishi	RVR SE	2022	Red	FWD	Gas	\$35,162.40	11-Nov-22
2	Baywest Mitsubishi	Mitsubishi	RVR ES	2022	Orange	AWD	Gas	\$35,388.40	11-Nov-22
3	Hanna Motors Collingwood	Ford	Escape SE	2022	White	AWD	Hybrid	\$49,992.57	Dec-22
4	Kia Owen Sound	Kia	Seltos LX	2023		FWD	Gas	\$29,098.87	ASAP
5	Kia Owen Sound	Kia	Seltos LX	2023		AWD	Gas	\$31,235.70	ASAP
6	Kia Owen Sound	Kia	Sportage LX	2023		FWD	Gas	\$33,687.80	ASAP
7	Kia Owen Sound	Kia	Sportage LX	2023		AWD	Gas	\$35,808.81	ASAP
8	Kia Owen Sound	Kia	Sportage EX	2023		AWD	Hybrid	\$43,203.53	ASAP
9	Collingwood Hyundai	Hyundai	Kona	2023			EV	\$53,000.00	12-months
10	Collingwood Hyundai	Hyundai	Tucson Luxury	2023			Hybrid	\$48,000.00	6-8 months
11	Collingwood Hyundai	Hyundai	Tucson Essential	2023		FWD	Gas	\$35,000.00	12-weeks
12	Collingwood Hyundai	Hyundai	Tucson Preferred	2023		AWD	Gas	\$40,500.00	



Grey Sauble Authority Board of Directors

M O T I O N

DATE: October 26, 2022

MOTION #: FA-22-097

MOVED BY: _____

SECONDED BY: _____

WHEREAS GSCA staff issued a tender for the purchase of one compact SUV passenger vehicle;

AND WHEREAS, Staff have received and reviewed four proposals;

AND WHEREAS, Kia from Owen Sound provided the lowest price and meets all requirements,

THAT the Board of Directors authorize staff to approve the purchase of one new vehicle from Owen Sound Kia.



STAFF REPORT

Report To: Board of Directors
Report From: Cam Bennett, Senior Forestry Technician
Meeting Date: October 26, 2022
Report Code: 027-2022
Subject: Awarding of Forestry Tender – GSC-22-02 - Feversham MA (Comp 39)

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 to offset the operating expenses of the Forestry department and GSCA;

THAT the Grey Sauble Conservation Authority Board of Directors award the following forestry tender:

Plantation Thinning Harvest tender (GSC-22-02) for Feversham Management Area – Compartment 39 – to _____ for their total bid of \$_____, subject to signing the agreement.

Strategic Initiative:

This initiative applies to the GSCA Strategic Plan goal of 'Enhance 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 (GSCA) owns and manages over 11,300 hectares (28,000 acres) of land throughout its watersheds. GSCA has deemed approximately 5,260 hectares (13,000 acres) suitable for forest management activities.

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.

The following table describes the location, area, and expected forest products to be harvested. A map showing the property is contained within Appendix A.

Property	Area	Forest Products
Compartment 39 – Feversham MA	28.2 hectares / 70 acres	Plantation – Thinning (pine)
Total Area Marked	28.2 hectares / 70 acres	

Financial/Budget Implications:

Revenues raised through the sale of wood products from GSCA properties are used to offset the operating expenses of GSCA.

Communication Strategy:

After the tender is awarded, the selected bidder will be notified, and a contract will be entered into with them. Other bidders will be informed of the results and have their deposit cheques returned.

The results of the tendering process will be posted on the GSCA website.

Consultation:

- GSCA Forestry staff
- Board of Directors' Chair
- Chief Administrative Officer

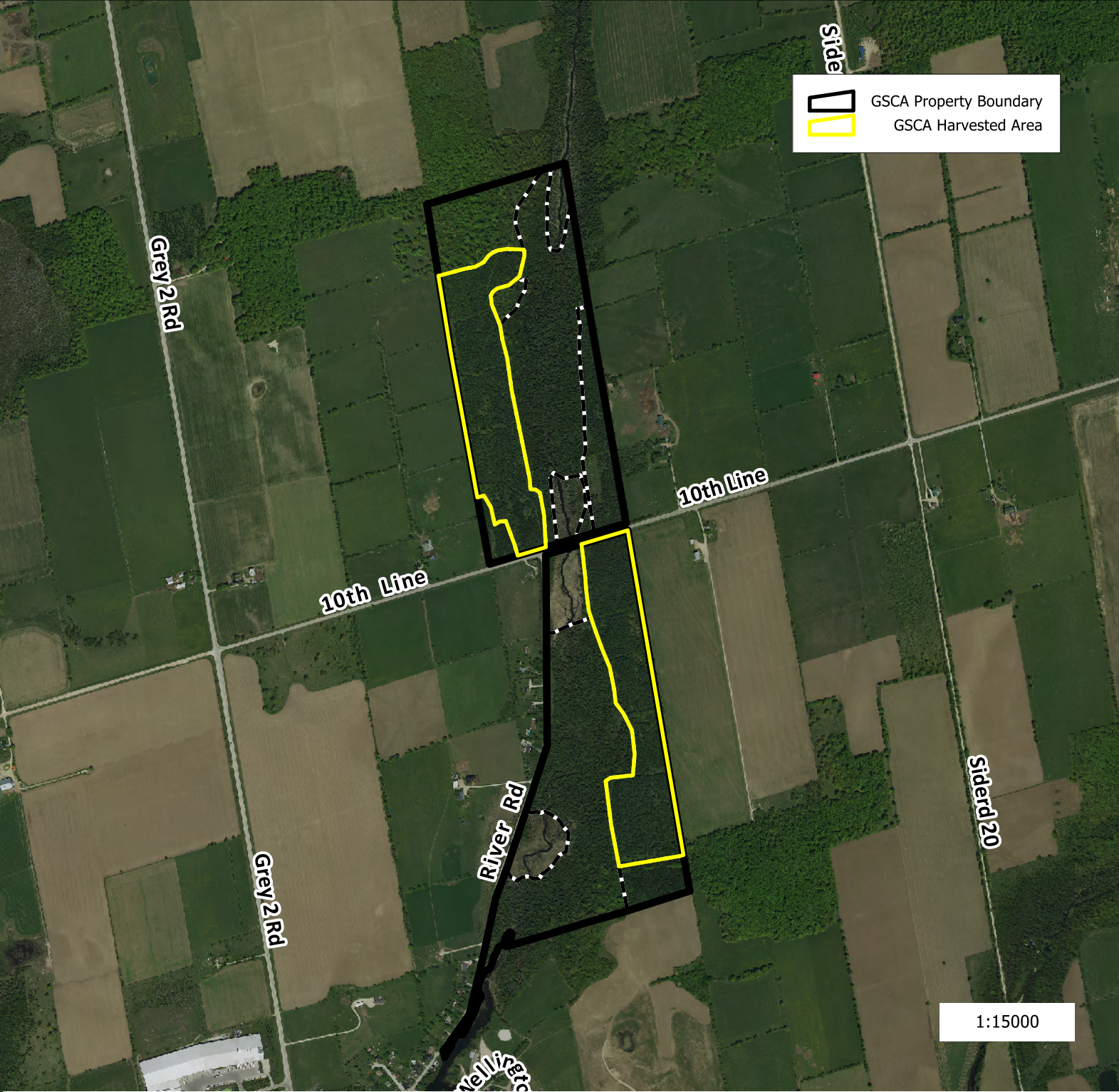


APPENDIX #1

Appendix A Feversham Management Area - Compartment 39 Tender Map



Comp	Assessment Roll #	Lot	Concession	Municipality	Former Twp	County
39	420814000606300	PT. 17 & 18 / 18	10 / 11	Municipality of Grey Highlands	Osprey	Grey



The included mapping has been compiled from various sources and is for information purposes only. Grey Sauble Conservation Authority (GSC) is not responsible for, and cannot guarantee, the accuracy of all the information contained within the map. By accepting this map you agree not share or edit the map or disclaimer without the explicit written permission of GSC. You also agree to inform GSC of any errors in mapping or missing base features that you are aware of. Produced by GSC with Data supplied under Licence by Members of the Ontario Geospatial Data Exchange. Includes Material [2022] of the © Queen's Printer for Ontario and its licensors. All rights reserved. May Not be Reproduced without Permission. THIS IS NOT A PLAN OF SURVEY. The use of this Data does not constitute an endorsement by the MNR or the Ontario Government of use of such Data. This mapping contains products of the South Western Ontario Orthophotography Project (SWOOP). These images were taken in 2010 at 20 cm resolution. They are the property of Grey Sauble Conservation.



Grey Sauble Authority Board of Directors

M O T I O N

DATE: October 26, 2022

MOTION #: FA-22-098

MOVED BY: _____

SECONDED BY: _____

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 to offset the operating expenses of the Forestry department and GSCA;

THAT the Grey Sauble Conservation Authority Board of Directors award the following forestry tender:

Plantation Thinning Harvest tender (GSC-22-02) for Feversham Management Area – Compartment 39 – to _____ for their total bid of \$_____, subject to signing the agreement.



STAFF REPORT

Report To: Board of Directors
Report From: Tim Lanthier, CAO
Meeting Date: October 26, 2021
Report Code: 028-2022
Subject: Report Back on 2022 Priority Workplan Status

Recommendation:

WHEREAS via Motion FA-22-010, the Board of Directors approved the **2022 Priority Workplan** for the GSCA,

THAT the GSCA Board of Directors receive *Report 028-2022 – Report Back on the 2022 Priority Workplan* status as information.

Strategic Initiative:

This item is related to all of GSCA's Strategic Initiatives.

Background:

Every year, the CAO recommends a priority workplan to the Board of Directors to assist GSCA in achieving its strategic initiatives. At the January 2022 Full Authority meeting, via Motion FA-22-010, the Board accepted and approved the attached priority workplan for the 2022 operating year.

Current Status

Attached to this report is a copy of the original 2022 Priority Workplan with a Status Update column. Include below is a detailed description of the status of each priority workplan deliverable.

- 1. Install remaining new water level monitoring stations as per the (Strategic) Plan.**
 - a. There were two new loggers to be installed in 2022.
 - b. One has been installed in the Meaford Inner Harbour area.
 - c. The second has not yet been installed as GSCA has had difficulty in securing an agreement with the County and/or municipality for this second unit.
- 2. Continue to train staff on tools and procedures for flood forecasting; maintain Duty Officer rotations to ensure staff are comfortable with data review, protocols and messaging.**
 - a. Two additional Authority staff have been trained on the tools and procedures for flood forecasting and Duty Officer responsibilities.
 - b. This goal and the actions thereunder help to support succession planning and critical business continuity for GSCA.
- 3. Ensure Asset Management Plan is kept up to date for incorporation into 2023 budget**
 - a. GSCA staff have worked to update and flesh out the GSCA Asset Management Plan.
 - b. This information will be factored into the 2023 operating and capital budgets as necessary.
- 4. Update land securement and disposition policy as per the CA Act changes**
 - a. Land securement and disposition was not specifically included in the CA Act changes, which was unknown at the time of creating the 2022 operational goals. However, as per another strategic plan item, GSCA staff have mapped out properties of interest for acquisition.
- 5. Commence overarching Conservation Authority land strategy as per CA Act changes**
 - a. GSCA staff have attended Conservation Ontario-led workshops regarding requirements of the land strategy. Lands information has started to be compiled to better guide this strategy. This will be a major deliverable for 2023.
- 6. Deliver capital projects per Asset Management Plan and approved budget: Entrance Signs, any new capital**
 - a. Signs have been designed and purchased for all GSCA properties.
 - b. Operations staff have been busy installing these signs.

7. Phase 1 of building renewal

- a. Phase 1 (Concept Design) is complete.

8. Phase 2 of building renewal (TBD)

- a. A report regarding Phase 2 will come forward to the Board in Q1.

9. Complete Eugenia Falls Management Plan

- a. Although this Plan is underway, the Eugenia Falls Management Plan will not be completed in 2022.
- b. The project is currently in Phase 2 of 3 and is expected to be finalized in Q2 of 2023.

10. Finalize investigation of carbon credit options

- a. Staff have completed an initial investigation into the selling of carbon credits from GSCA properties.
- b. Staff will bring back a formal report at the December Board meeting.

11. Invasive Species Policy/Strategy

- a. This Strategy was approved by the Board in August 2022 (Motion FA-22-074).
- b. Staff starting to plan location of treatments for next year.

12. Develop Natural Heritage land protection and acquisition approach

- a. Staff are finalizing a GIS Screening tool that will identify and prioritize which properties GSCA may be interested in acquiring.
- b. Actual acquisition will be based on acquisitions needs, available funding, and Board decision.

13. Meet net land use revenue budget target, including increased compliance enforcement. Review and implement options for expanded paid parking network (Ongoing)

- a. GSCA's paid parking program has had another excellent year.
- b. Targeted revenues have been realized for 2022.
Staff will bring forward a report in December or January.

14. Complete Approved Lands-based Capital Projects for 2022

- a. All land-based capital projects were completed except for repointing at Spirit Rock. The Spirit Rock repointing project will commence in 2023

15. Investigate Feversham Washroom Renewal or Removal

- a. After inspections and consulting with our partners and neighbours, GSCA has decided to remove the existing structure

16. Gate House Build or Relocation for Bruce's Caves

- a. After signing an agreement with the Township of Georgian Bluffs, Staff installed and staffed a gatehouse at the entrance to Bruce's Caves.

17. Complete one (1) sub-watershed health report; start preparing for the 2023 Report Card release

- a. Staff have completed a sub-watershed health report for the Sauble River headwaters. This report will be presented to the Board in December or January.
- b. Staff are currently working towards the 2023 Watershed Report Card, including sitting on Provincial steering committees.

18. Ongoing qualitative and quantitative benthic monitoring of stream health (15 sites/yr); continue training of technical staff

- a. Six sites will be completed this year to support the 2023 Watershed Report Card.

19. Ongoing monitoring of groundwater quality and quantity (10 wells)

- a. Staff are currently in the process of working through the 10 wells.

20. Ongoing Surface Water Quality Monitoring (10 PWQMN and 25 GSCA sites - 8x per year)

- a. Staff have sampled the 35 sites throughout the ice-free season. Information from these sampling events is available on GSCA's websites and results will be included in the 2023 Watershed Report Card.

21. Deliver and report on Stewardship activities

- a. Staff will bring forward a presentation reviewing annual activities of Stewardship department at the December Board meeting.

22. Create or update document with "pillars of education" at GSCA

- a. GSCA Staff have surveyed, researched and met with staff at other CA's to get information on education strategies at other CAs, including offerings and rates. This document is underway and scheduled to be in draft form by the end of 2022.

23. Support for additional education events

- a. Staff planned, delivered programming, and attended several events including the Friends of Hibou Family fun day, Earth Day Grey Bruce, Sydenham Fall Fair and Mini Forest Festival.

24. Run Summer Day Camp and incorporate planned programming

- a. After a two-year hiatus, GSCA's summer day camp returned with a very successful year.
- b. Staff will provide an update in December.

25. General Comms support to all departments (advertising, document and plain language support)

- a. GSCA's communications department has been providing ongoing support to all departments throughout the year.

26. Update website with information about sustainable forest management information for public consumption (text, photos, etc...)

- a. Several upgrades have occurred to GSCA's website in 2022, including a new section on Plantation Management:
<https://www.greysable.on.ca/plantation-management/>

27. Ongoing flood and low water monitoring, forecasts and communication

- a. Systems and charts are checked daily as part of Duty Officer daily cycle, systems are repaired as necessary. Provide rainfall storm frequency information to municipal partners after significant events.

28. Complete Clendenan Dam Procedure Document Guide

- a. Given the complexity of the Clendenan Dam structure and operations, staff decided to wait on Conservation Ontario's Flood Control Operations Plans to come out prior to tackling this. Instead, Staff will be completing a procedure document for the Berford Lake dam this year instead.

29. Start Developing Ice Management Plan for GSCA Watershed

- a. Staff have started undertaking training sessions on this and are comparing Ice Management Plan needs against current flood contingency plan documents. Determination will be made as to whether Ice Management Planning will be imbedded in the Flood Contingency Plan or separated out. Municipal consultations will occur in 2023. Plan is required to be complete by December 31, 2024.

30. Ongoing Plan Review of Planning Applications and Pre-consultation meetings/site visits in all municipalities and support to planning and regulation staff

- a. Planning and Regulations staff have been very busy in 2022. As of the writing of this report, GSCA has received 404 permit applications, 597 planning applications, and 11 formal violations. This is in addition to the 1000's of emails and phone calls received annually.

31. Open house information sessions for Real Estate Agents or Home Builders Association

- a. Information session was not held in 2022 due to combined high workload and staff leaves putting added pressure on the Department. However, broad consultation was completed for the Watson & Associates Fee review.

32. Update Planning Services Agreement with counties and local municipalities.

- a. This item has been deferred pending approval of the new GSCA Planning and Permitting Fee Schedule. All agreements will be refreshed in 2023 to comply with the new Conservation Authorities Act.

33. Participate in Bruce County Natural Legacy Planning Advisory Committee and OP update

- a. This work is ongoing and will continue into 2023.

34. Consult on and Implement fee schedule from Watson & Associates

- a. This work was completed in the summer and fall of 2022. The Board approved the fee structure at the September 2022 Board of Directors' meeting. Fee schedule came forward for final approval at the October 2022 Board of Directors' meeting.

35. Administration of the Program - Review permit applications, complete site visits and issue permits/comments

- a. Planning and Regulations staff have been very busy in 2022. As of the writing of this report, GSCA has received 404 permit applications, 597 planning applications, and 11 formal violations. This is in addition to the 1000's of emails and phone calls received annually.

36. Review and Update Permit application guide

- a. This item has been deferred to 2023 due to ongoing high workloads and a number of staff leaves throughout the year that added additional pressures to the department.

37. Annual Regulation Mapping Update

- a. Staff continue to update regulation mapping based on best available information. The Board was provided an update on the mapping at the July 2022 meeting of the Board of Directors.

38. Carry out Forest Management Activities on Grey County properties including: inventories, tree marking, property inspections, harvest inspections, harvest tenders

- a. GSCA staff completed approximately 250 intent applications, of which 10 were declined. There were 18 minor exemption applications.
- b. GSCA staff coordinated harvest operations, which amounted to 82 ha of plantations and 55 ha of hardwoods being harvested on Grey County forests.

39. Carry out trails maintenance and management activities on Grey County Forest Trails and CP Rail Trail properties.

- a. Forest trails were inspected 4 times throughout the summer and fall. GSCA staff helped to maintain trails by blazing, cutting trees, installing signage and trimming vegetation. GSCA staff also maintain forest trail mapping using the Trailforks platform.
- b. GSCA staff inspected the CP Rail Trail 4 times throughout the summer and fall. Other maintenance activities implemented by GSCA staff on the CP Rail Trail include: Grass cutting, gate replacements, sign and bench installs, as well as the installation of a swan nesting dock.

40. Deliver Drinking Water Risk Management Office services: - Per contract, and on behalf of 14 municipalities across Grey Sauble and Saugeen Valley watersheds, as delegated through municipal agreements (Arran-Elderslie, Blue Mountains, Brockton, Chatsworth, Georgian Bluffs, Grey Highlands, Kincardine, Meaford, Owen Sound, Saugeen Shores, South Bruce, South Bruce Peninsula, West Grey and Northern Bruce Peninsula), deliver Risk Management Office services

- a. GSCA's Drinking Water Source Protection (DWSP) Team continue to provide these services and ensure that agreements are kept up to date. As of September 30, 2022, staff have completed 25 risk management plans, 5 compliance inspections and have issued 51 notices.

41. Complete annual reporting requirements to Source Protection Authorities as specified under the Clean Water Act

- a. This was completed on time by DWSP Staff.

42. Deliver Drinking Water Source Protection: - Provide technical and administrative support and resources to the drinking water source protection program as the Lead Source Protection Authority (SPA) for the Source Protection Region (Saugeen, Grey Sauble, Northern Bruce Peninsula)

- a. Source Protection Plan amendments have been submitted to the Ministry of the Environment, Conservation, and Parks (MECP) for approval. Staff, through the Source Protection Authority, have appointed a new health representative and a new municipal representative.

43. Carry out Forest Management Activities on GSCA properties including: inventories, tree marking, property inspections, harvest inspections, harvest tenders

- a. On-going project.
- b. Staff completed marking of two properties (Feversham and Rocklyn Creek, both plantations). Currently working to mark additional forests as the weather allows.
- c. Inventory several properties to determine readiness for harvest. Visited several properties to complete property level inspections (Flesherton, Bognor Marsh, Cape Commodore)
- d. Conducted four harvest operations in 2023. Properties included Massie Hills, Kolapore, Hepworth, Skinners Marsh-McNab Lake. Included with these operations are numerous inspections before, during, and after the operations.
- e. Completed one tender (Hepworth MA) in 2023, with expectation to bring forward another in October and potentially one in December.

44. Forestry Committee Business

- a. Staff did not organize a meeting of the Forestry Committee in 2023.

45. Implementation next step of financial renewal and systems, including training

- a. The new timesheet system was fully implemented and adjusted to meet our needs throughout 2022 and staff have begun to make improvements to the payables and receivables application which will be completed in 2023.

46. Ongoing Finance and HR Management: - Budget, Auditors, etc.

- a. This work is ongoing throughout the year. GSCA staff worked with our auditor in Q1 and Q2 of this year to provide all necessary information for the successful completion of GSCA's 2021 Financial Statements.

47. Re-write and modernize GSCA's Personnel Policy

- a. Comprehensive updates to GSCA's Personnel Policy are currently underway. As per discussions at the September Board of Directors' meeting, staff will bring back a final Draft of this policy in the first quarter of 2023.

48. Develop GSCA's 2023 - 2027 Strategic Plan

- a. As per discussions with the Board, this item has been deferred to 2023 to better align with the new agreements required under the CAA and to better align with the municipal election.

49. Continue with Indigenous and GSCA Relationships Committee

- a. During 2022, the Indigenous and GSCA Relationships Committee held one meeting, one partnership event, and one cultural awareness training session.

50. Board Engagement and Onboarding

- a. GSCA has been offering Board engagement opportunities throughout the year in the form of ongoing orientation, a Board luncheon at Inglis Falls, and an end of term pre-meeting gathering.
- b. Staff are working on a package to provide orientation sessions to new Board members and municipal councillors. The first session will be alongside the County of Grey on December 1, 2022.

51. Agricultural Committee - Continue Committee of board with intent to host 3-4 meetings per year.

- a. The Agricultural Committee has had one meeting so far in 2022.
- b. Another meeting is being planned for November 2022.

52. Develop Inventory of Programs and Services and Consult with Municipal Partners

- a. The Programs and Services Inventory was approved by the Board for circulation and consultation in January 2022.
- b. This document was submitted to the Province in advance of the February 28, 2022 deadline.
- c. GSCA staff have spent time over the course of the year meeting with senior municipal staff to discuss the inventory and the path towards formal MOU's and agreements.
- d. Meetings with municipal councils will occur largely in 2023.

53. Develop equipment charge backs program for reserve renewal

- a. Staff are working on this and anticipate having something in ready for internal review within the month.

54. Review Fleet charge backs for 2022

- a. Fleet charge back rates were reviewed early in 2022. The Board approved a decision to increase the mileage rate from \$0.45 to \$0.50.

55. Investigate moving to digital phone system - (VOIP, pbx)

- a. Information Services staff have moved this system along throughout the course of the year and are currently in the pilot phase of the project.
- b. GSCA will be moving to a Teams Phone system.
- c. All staff will be converted to this system by the end of the year.
- d. Anticipated savings are approximately \$5,600 per year, or 53% savings over our current phone system.
- e. Additionally, staff were able to complete a lot of installation and set up work in-house, providing an additional one-time savings in excess of \$5,000.

56. Continue to work with LiDAR products: Improve regulations and hazard mapping using this

- a. Staff have updated the 100-year flood line along the whole of the Grey County shoreline using the LiDAR data. Regulation mapping been updated to reflect this change. Staff have also been using the LiDAR for other elevation data needs and have shared the data with several other agencies.

GSCA 2022 PRIORITY WORKPLAN



	Strategic Direction, Action or Significant Activity	2022 OPERATIONAL TASK	Status
	BETTER MONITOR AND MANAGE FLOOD RISKS		
1	Build a comprehensive real-time monitoring network	Install remaining new water level monitoring stations as per the plan	1 installed / 1 deferred (waiting on approval)
2	Enhance flood-related expertise and capacity	Continue to train staff on tools and procedures for flood forecasting; maintain Duty Officer rotations to ensure staff are comfortable with data review, protocols and messaging	Complete
	ENHANCE GSCA LAND MANAGEMENT AND NATURAL HERITAGE PRESERVATION		
3	Asset Management	Ensure Asset Management Plan is kept up to date for incorporation into 2023 budget	Complete
4	Land Management Policy and Strategy	Update land securement and disposition policy as per the CA Act changes	In Progress
5		Commence overarching Conservation Authority land strategy as per CA Act changes	In Progress
6		Deliver capital projects per Asset Management Plan and approved budget: - Entrance Signs, any new capital	In Progress
7		Phase 1 of building renewal	Complete
8		Phase 2 of building renewal (TBD)	Pending Phase 1
9		Complete Eugenia Falls Management Plan	In Progress
10		Finalize investigation of carbon credit options	First Phase Complete
11		Invasive Species Policy/Strategy	Complete
12		Develop Natural Heritage land protection and acquisition approach	In Progress
13	Lands Operations	Meet net land use revenue budget target, including increased compliance enforcement. Review and implement options for expanded paid parking network (Ongoing)	Complete
14		Complete Approved Lands-based Capital Projects for 2022	Complete
15		Investigate Feversham Washroom Renewal or Removal	Complete
16		Gate House Build or Relocation for Bruces Caves	Complete
	SUPPORT THE DEVELOPMENT OF WATERSHED PLANS WITH MUNICIPALITIES		
	IMPROVE WATER QUALITY		
17	Complete Sub-watershed Assessment Reports	Complete 1 subwatershed health report; start preparing for the 2023 Report Card release	Complete
18	BioMAP/Benthic Monitoring	Ongoing qualitative and quantitative benthic monitoring of stream health (15 sites/yr); continue training of technical staff	To be completed this fall
19	Groundwater Monitoring Quality and Quantity	Ongoing monitoring of groundwater quality and quantity (10 wells)	In Progress
20	Surface Water Quality and Streams Monitoring	Ongoing Surface Water Quality Monitoring (10 PWQMN and 25 GSCA sites - 8x per year)	Complete
21		Deliver and report on Stewardship activities	To be reported in December
	STRENGTHEN ENVIRONMENTAL EDUCATION AND COMMUNICATIONS		
22	Environmental Education	Create or update document with "pillars of education" at GSCA	In Progress
23		Support for additional education events	Complete
24		Run Summer Day Camp and incorporate planned programming	Complete
25	Communications	General Comms support to all departments (advertising, document and plain language support)	Complete
26		Update website with information about sustainable forest management information for public consumption (text, photos, etc...)	Complete
	WATER MANAGEMENT		
27	Flood Forecasting and Warning	Ongoing flood and low water monitoring, forecasts and communication	Complete
28	Flood and Erosion Control Structures	Complete Clendenan Dam Procedure Document Guide	Amended to Berford Lake
29	Ice Management Planning	Start Developing Ice Management Plan for GSCA Watershed	In Progress
	ENVIRONMENTAL PLANNING AND REGULATIONS		
30	Environmental Planning	Ongoing Plan Review of Planning Applications and Pre-consultation meetings/site visits in all municipalities and support to planning and regulation staff	Complete
31		Open house information sessions for Real Estate Agents or Home Builders Association	Amended Complete

	Strategic Direction, Action or Significant Activity	2022 OPERATIONAL TASK	
	ENVIRONMENTAL PLANNING AND REGULATIONS (con't)		
32	Environmental Planning	Update Planning Services Agreement with counties and local municipalities.	Deferred to 2023
33		Participate in Bruce County Natural Legacy Planning Advisory Committee and OP update	Complete
34	Planning Administration	Consult on and Implement fee schedule from Watson & Associates	Complete
35	Section 28 Regulations	Administration of the Program - Review permit applications, complete site visits and issue permits/comments	Complete
36		Review and Update Permit application guide	Deferred to 2023
37		Annual Regulation Mapping Update	Complete
	CONSERVATION LANDS - GREY COUNTY FOREST AND TRAILS MANAGEMENT		
38	Grey County Contract	Carry out Forest Management Activities on Grey County properties including: inventories, tree marking, property inspections, harvest inspections, harvest tenders	Complete
39		Carry out trails maintenance and management activities on Grey County Forest Trails and CP Rail Trail properties.	Complete
	DRINKING WATER SOURCE PROTECTION AND RISK MANAGEMENT		
40	Drinking Water Risk Management	Deliver Drinking Water Risk Management Office services: - Per contract, and on behalf of 14 municipalities across Grey Sauble and Saugeen Valley watersheds, as delegated through municipal agreements (Arran-Elderslie, Blue Mountains, Brockton, Chatsworth, Georgian Bluffs, Grey Highlands, Kincardine, Meaford, Owen Sound, Saugeen Shores, South Bruce, South Bruce Peninsula, West Grey and Northern Bruce Peninsula), deliver Risk Management Office services	Complete
41		Complete annual reporting requirements to Source Protection Authorities as specified under the Clean Water Act	Complete
42	Drinking Water Source Protection	Deliver Drinking Water Source Protection: - Provide technical and administrative support and resources to the drinking water source protection program as the Lead Source Protection Authority (SPA) for the Source Protection Region (Saugeen, Grey Sauble, Northern Bruce Peninsula)	Complete
	FORESTRY SERVICES		
43	GSCA Forests Management	Carry out Forest Management Activities on GSCA properties including: inventories, tree marking, property inspections, harvest inspections, harvest tenders	Complete
44		Forestry Committee Business	N/A
	ADMINISTRATION, FINANCE, AND HUMAN RESOURCES		
45	Finance	Implementation next step of financial renewal and systems, including training	In Progress to complete in 2023
46		Ongoing Finance and HR Management: - Budget, Auditors, etc.	Complete
47	Human Resources	Re-write and modernize GSCA's Personnel Policy	Deferred to 2023
48	Administration	Develop GSCA's 2023 - 2027 Strategic Plan	Deferred to 2023
49		Continue with Indigenous and GSCA Relationships Committee	1 meeting; 1 event; 1 training session
50		Board Engagement and Onboarding	Ongoing
51		Agricultural Committee - Continue Committee of board with intent to host 3-4 meetings per year.	1 meeting held 1 meeting pending
52		Develop Inventory of Programs and Services and Consult with Municipal Partners	Complete
	FLEET & EQUIPMENT MANAGEMENT		
53	Fleet and Equipment	Develop equipment charge backs program for reserve renewal	In Progress
54		Review Fleet charge-backs for 2021	Complete
	GIS/IM/INFORMATION TECHNOLOGY MANAGEMENT		
55	Information Management	Investigate moving to digital phone system - (VOIP, pbx)	In Pilot Stage
56		Continue to work with LiDAR products: Improve regulations and hazard mapping using this	Complete



Grey Sauble Authority Board of Directors

M O T I O N

DATE: October 26, 2022

MOTION #: FA-22-099

MOVED BY: _____

SECONDED BY: _____

WHEREAS via Motion FA-22-010, the Board of Directors approved the *2022 Priority Workplan* for the GSCA,

THAT the GSCA Board of Directors receive *Report 028-2022 – Report Back on the 2022 Priority Workplan* status as information.



STAFF REPORT

Report To: Board of Directors
Report From: Tim Lanthier, CAO
Meeting Date: October 26, 2021
Report Code: 029-2022
Subject: Creating and Onboarding New Staff Positions

Recommendation:

WHEREAS GSCA continues to experience a high level of development and planning applications within the Environmental Planning Department,
AND WHEREAS current staff capacity is unreasonably strained,
AND WHEREAS via Motion FA-21-076, the Board directed Staff to engage an economic consulting firm to conduct a service fee review of the Environmental Planning Department Fees and the cost of providing an enhanced level of service,
AND WHEREAS via Motion FA-22-089, the Board endorsed both the Watson & Associates Report and the new draft Fee Structure,
THAT the GSCA Board of Directors endorse the creation the following full time, permanent positions at GSCA: (1) Water Resources Engineer and (2) Planning Ecologist,
AND THAT the Board direct staff to fill these positions with an anticipated start date of January 3, 2023, or shortly thereafter.

Strategic Initiative:

This item is related to the “Better Monitor and Manage Flood Risk” priority set out in GSCA’s Strategic Plan. Although not specifically stated in the Strategic Plan, a primary component of managing flood risk is by ensuring that we fully understand where those

risks are and ensuring that new development is maintained outside of those areas and that re-development is appropriately safe guarded.

Background:

The Grey Sauble Conservation Authority's Environmental Planning Department has seen an unprecedented rise in applications over the last few years. In 2019, the Department received 378 permit application. In the 2020 year, despite a slow start due to the COVID-19 pandemic, the Department received 488 permit applications with a similar number in 2021. This is in addition to the over 500 planning applications received, several violations of the regulation and 1000's of phone and email inquiries.

Current numbers for 2022 suggest that GSCA will receive a similar number of permit applications again this year. Current numbers for Planning Applications in 2022 already exceeds that of the end of year numbers for the last three years.

With our budgeted full complement of Planning and Regulations Staff, this amounts to over 170 applications per staff per year, plus the informal phone and email inquiries and violations. It is important to note that some of these files may be very complex and ongoing year over year. It has become increasingly apparent that this volume of work is not sustainable with the current staff contingent.

Additionally, in 2021, GSCA lost three staff positions, totaling over 35-years in experience. Although GSCA has been able to restaff these positions, the breadth of experience has not yet been recuperated.

Recent changes to the Conservation Authorities Act, and the related regulations, put a strong emphasis on mandatory programming. One such program area are programs and services related to the risk of natural hazards. This includes, but is not limited to, delineation and mapping of natural hazards, studying surface water hydrology and hydraulics, studying stream morphology, and studying the potential effects of climate change on natural hazards.

It is becoming increasingly important that GSCA has this technical expertise on staff to guide our policies and decision making. Failure to do so increases the exposure of liability to GSCA.

In June 2021, GSCA staff brought forward a report to the Board of Directors explaining the discrepancy in staffing between GSCA and other conservation authorities, and seeking to expand the technical staffing within the organization by bringing on a Water Resources Engineer, a Planning Ecologist, and a Regulations Officer. A copy of this report is attached for reference. It was intended that these positions would be funded with little to no impact on municipal levy by leveraging the user pays principal for the review of planning and permit applications.

In January 2022, the Board approved the hiring of the Regulations Officer position through Motion FA-22-012.

Current Request

Based on a review of the Environmental Planning Department and the challenges expressed by staff, it is my opinion that the following staff positions are still necessary to alleviate the current issues:

1. **Water Resources Engineer:** This position would be responsible for aiding staff in the review of natural hazards and storm water management designs. This position could also assist with preparing flood line mapping for the Authority.
2. **Planning Ecologist:** This position would support the Environmental Planning Department through the review of applications with a special emphasis on the ecology side of our review.

GSCA Staff have already drafted rough job descriptions for these positions and rated them within our salary grid. The next step will be to finalize the job descriptions, post the employment opportunities, interview candidates, and hire and onboard the successful candidate.

The timeline for this would start soon with the goal of onboarding successful candidates within the first quarter of 2023.

Financial/Budget Implications:

The hiring of these two staff positions is expected to cost the Authority approximately \$205,000 per year, plus appropriate inflation year over year. This factors in wages, benefits and other costs such as OMERS, WSIB, CPP, EI, etc.

These expenses are planned to be offset by an equivalent increase in revenues within the Environmental Planning Department associated with the new fee schedule developed by Watson & Associates.

Additional costs will be incurred for the posting of these positions.

Communication Strategy:

GSCA staff will post the job advertisements as appropriate to obtain adequate coverage and to attract suitable candidates.



STAFF REPORT

Report To: Board of Directors
Report From: Tim Lanthier, CAO
Meeting Date: June 23, 2021
Report Code: 029-2021
Subject: Environmental Planning Department – Maintaining and Improving Service in the Long-Term

Recommendation:

WHEREAS GSCA is experiencing a trend of increased development and increases in applications within the Environmental Planning Department;

AND WHEREAS current staff capacity is unreasonably strained;

AND WHEREAS s. 21 of the Conservation Authorities Act provides the authority for GSCA to charge fees for services;

THAT the GSCA Board of Directors direct staff to engage an economist consulting firm to conduct a service fee review of the Environmental Planning Department service fees

AND THAT this review of service fees consider the cost of providing an enhanced level of service as described in this report.

AND THAT the cost of this review be paid through forecasted in-year surplus from the 2021 Environmental Planning Department budget.

Optional Recommendation:

WHEREAS GSCA's Procurement Policy requires that public tender in the form of an RFQ or RFP is required for procurement of expenditures exceeding \$20,000.

AND WHEREAS Watson & Associates Economists Ltd. has recently conducted similar reviews for several other conservation authorities,

THAT, the GSCA Board of Directors make an exception to the Procurement Policy to allow staff to engage Watson & Associates Economists Ltd. directly for the purposes of undertaking a full-cost recovery and fee schedule review for the Environmental Planning Department.

Strategic Initiative:

This item is related to the “Better Monitor and Manage Flood Risk” priority set out in GSCA’s Strategic Plan. Although not specifically stated in the Strategic Plan, a primary component of managing flood risk is by ensuring that we fully understand where those risks are and ensuring that new development is maintained outside of those areas and that re-development is appropriately safe guarded.

Background:

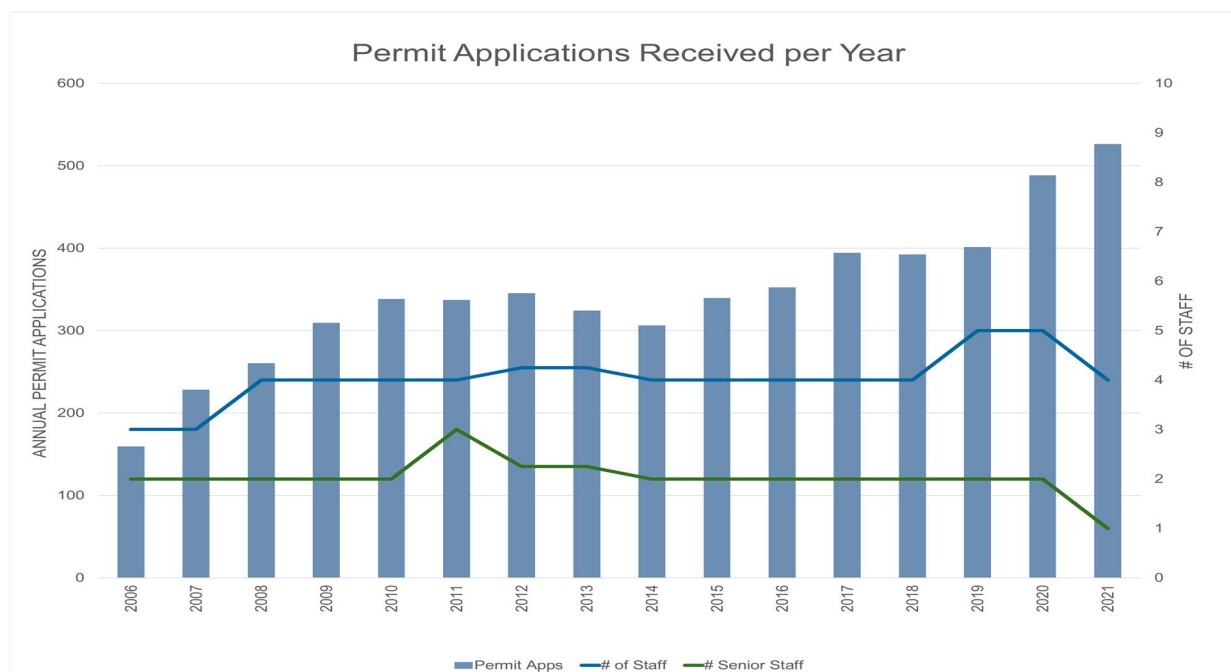
The Grey Sauble Conservation Authority’s Environmental Planning Department has seen an unprecedented rise in applications in the last few years. In 2019, the Department received 378 permit application. In the 2020 year, despite a slow start due to the COVID-19 pandemic, the Department received 488 permit applications. This is in addition to the over 500 planning applications received, several violations of the regulation and 1000’s of phone and email inquiries.

Current numbers for 2021 are trending towards GSCA receiving over 500 permit applications this year, as well as a rise in planning applications.

With our budgeted full complement of Planning and Regulations Staff, this amounts to over 200 applications per staff per year, plus the informal phone and email inquiries. It is important to note that some of these files may be very complex and ongoing year over year. It has become increasingly apparent that this volume of work is not sustainable with the current staff contingent.

Currently, due to a retirement and the loss of two additional staff, GSCA’s current staff compliment is at two experienced staff, plus two staff that started in April and May respectively. An additional junior level staff member is scheduled to start in mid-July.

The chart below illustrates the ongoing increase in permit applications, how this compares to our staff compliment and a comparison of how this relates to staff with more than 5-years of experience in the department.



Analysis:

Based on the review of this internal information, staff determined it to be appropriate to see how this situation compares to other conservation authorities throughout the province.

A recent report from Conservation Ontario on the high-growth CA's (largely Greater Golden Horseshoe) indicated these 14 Conservation Authorities collectively issues 6652 permits in 2020. Assuming a straight average would mean that each of these CA's issued 475 permits in 2020. As noted above, GSCA received 488 permit applications in 2020 and is tracking towards 520 in 2021.

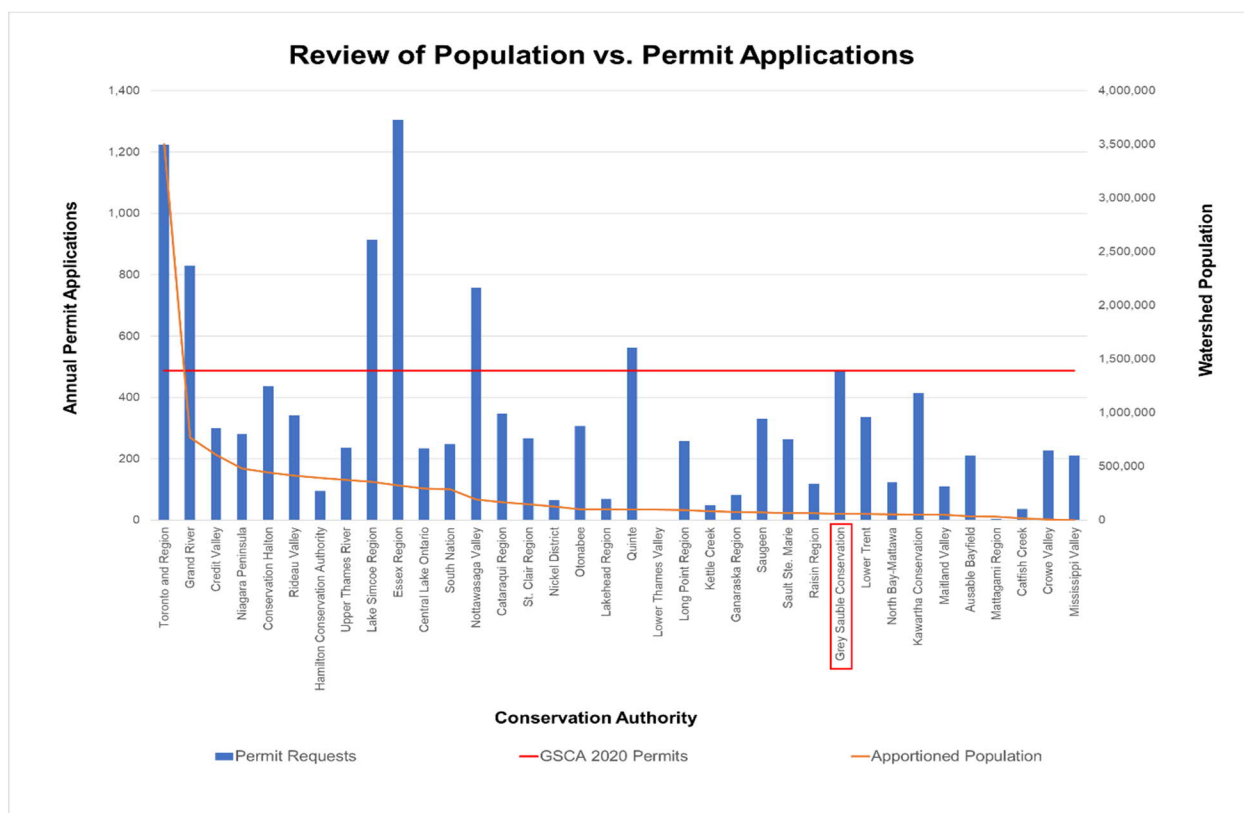
A review of the conservation authority statistical survey data from 2019 indicates that in 2019, GSCA received the ninth (9th) highest number of permits across 36-CA's. Everything else being equal, 2020 would place GSCA as the seventh (7th) highest across 36-CA's. This places GSCA in the upper 20 percent of permit applications received province wide. For the purposes of this review, GSCA only utilized permits as the data available on planning applications received contained too many outliers.

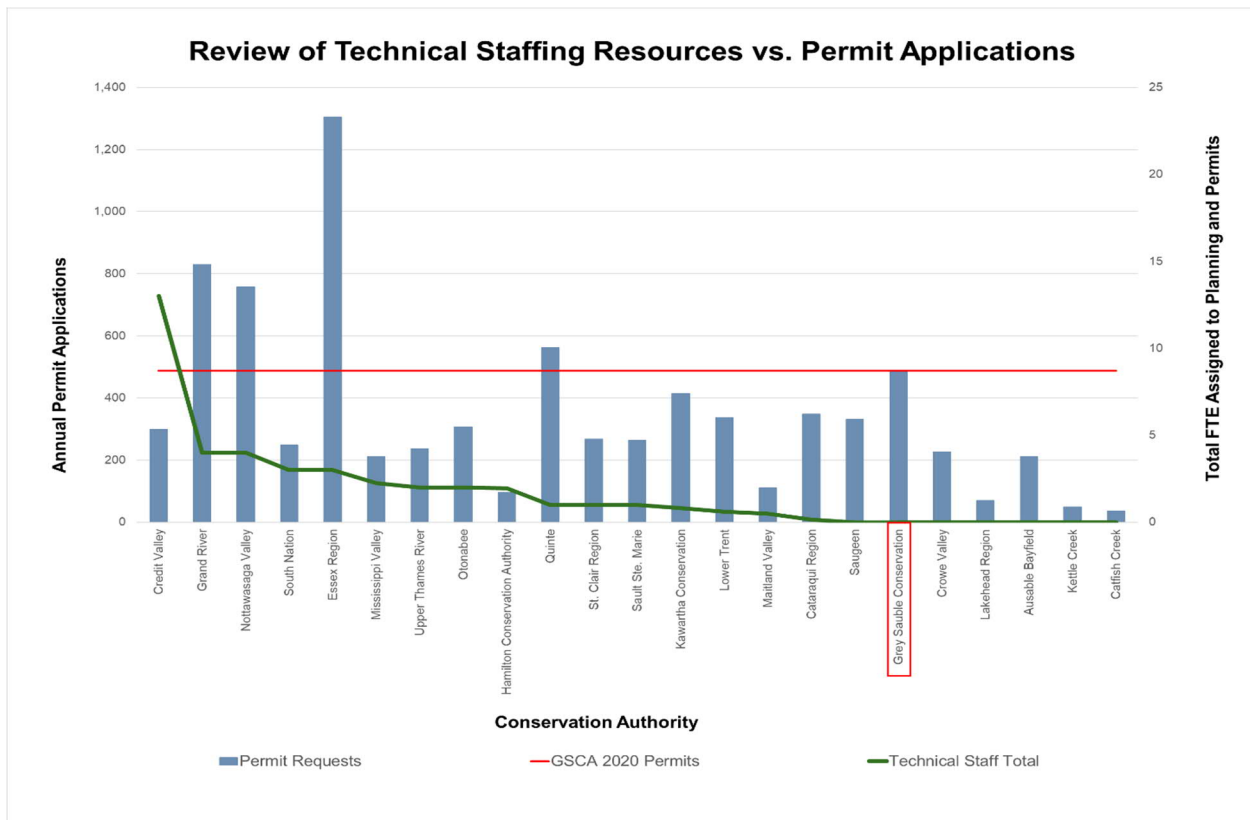
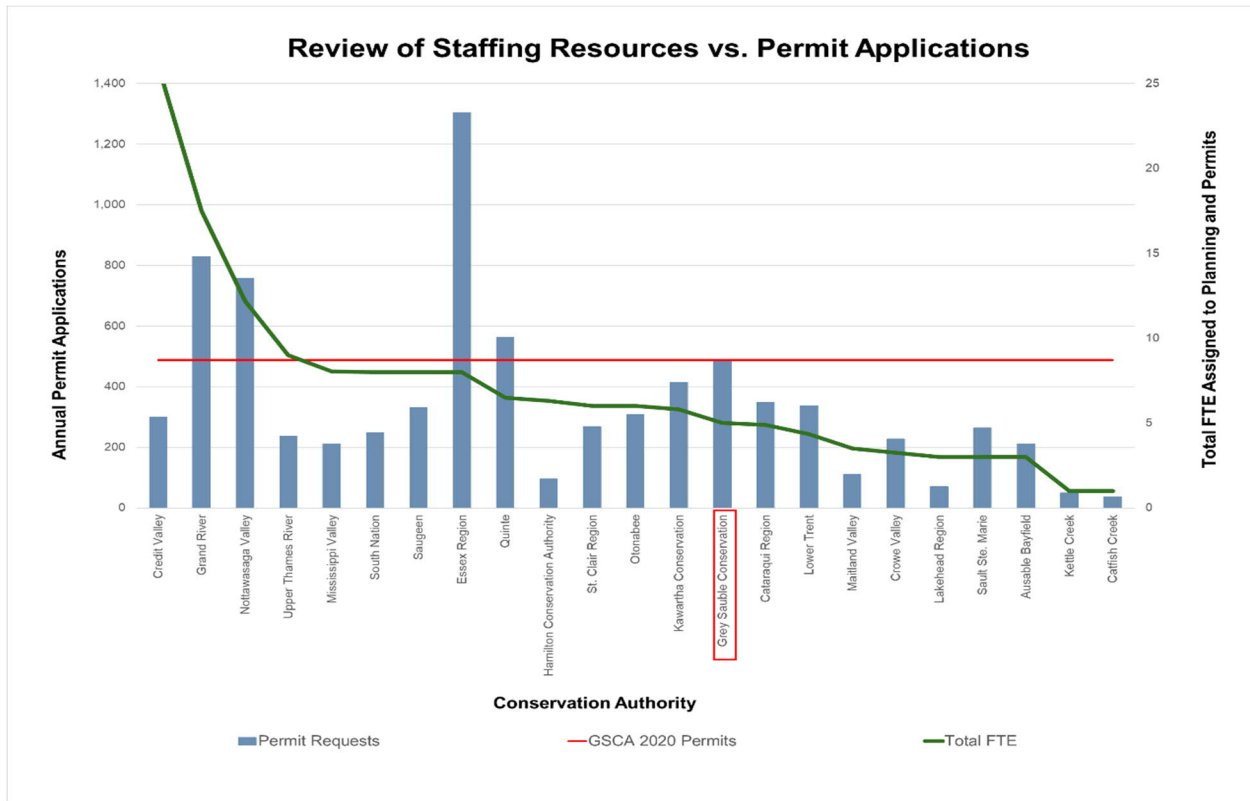
For the purposes of our review, population base was used as a surrogate for available financial resources (levy base) to compare GSCA's available resource base to the other Ontario conservation authorities. This review identified that GSCA is in the bottom 20 percent for available resources. This is a very coarse comparison but provides some relative perspective. The below chart entitled, "*Review of Population vs. Permit Applications*" shows this comparison.

Staff followed this up by reaching out to all 36 conservation authorities across the province to determine staffing levels available at each authority to review planning and permit files. GSCA requested data on the total Full Time Equivalents (FTE's) working on planning and/or regulation files. To standardize the data across all organizations, the staff breakdowns were aggregated into "Planning Staff", "Regulations Staff", "Engineering Staff", and "Ecology Staff". We received information from 23 of 36 conservation authorities.

As can be seen in the chart "*Review of Staffing Resources vs. Permit Applications*", based on the CA's that responded, GSCA is still within the top 20 percent of applications received and within the bottom 40 percent of available staff. When delving even further to review available technical staff in the Environmental Planning Department, we note that GSCA has zero dedicated engineering and ecological staff. This comparison is shown on the chart entitled, "*Review of Technical Staffing Resources vs. Permit Applications*".

A full-size version of all of these charts is available at the end of this report.





Based on a review of the Environmental Planning Department and the challenges expressed by staff, it is my opinion that the following staff positions are necessary to alleviate the current issues:

1. **Water Resources Engineer:** This position would be responsible for aiding staff in the review of natural hazards and storm water management designs. This position could also assist with preparing flood line mapping for the Authority. This position could potentially be shared with a neighbouring conservation authority to reduce overall costs.
2. **Regulations Officer:** This position would be responsible for following up on compliance related issues associated with GSCA's development regulation. This position could be shared with the Operations Department to assist in Section 29 compliance as well.
3. **Planning Ecologist:** This position would support the Environmental Planning Department through the review of applications with a special emphasis on the ecology side of our review.

Summary of Analysis:

- GSCA is at the higher end of the spectrum for permit applications received annually.
- GSCA is at the lower end of the spectrum for resources available to support the review of these applications.
- GSCA is at the lower end of the Planning and Regulations staff available to review these applications.
- GSCA is at the lower end of the spectrum for technical staff available to review these applications.
- This situation is not sustainable.
- GSCA and its clients would be better served by an expanded staff base to alleviate current workload and service challenges.

Options:

In order to identify appropriate next steps, it is necessary for us to consider some options for moving forward.

Option 1: Do nothing (not preferred)

This is the business-as-usual option. It is believed that the current situation is not sustainable and will result in high staff stress levels, staff burnout, increased staff turnover and ultimately a lower level of service provision to our municipal partners and the community.

Option 2: Hire additional staff utilizing levy increase (not preferred)

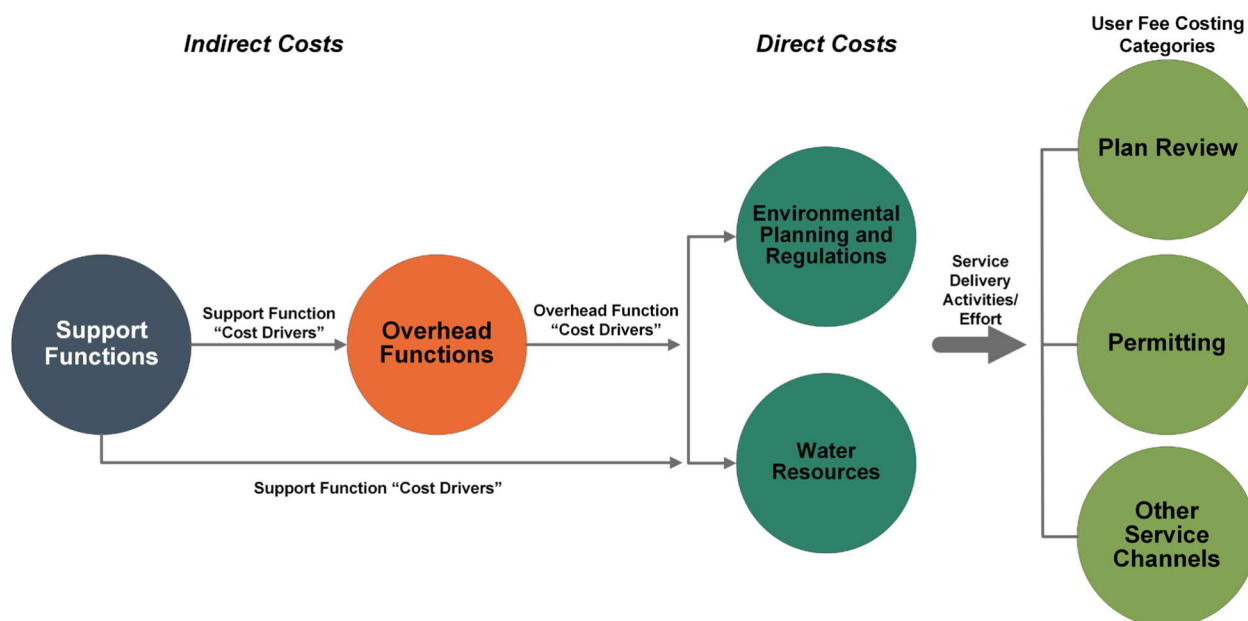
This option facilitates the increased regulation and technical staff base to alleviate workload challenges. However, this approach would require a substantial increase in GSCA's levy ask to member municipalities. Preliminary review suggests that the increased costs would be in the order of \$150,000 - \$200,000, or equivalent to a 10-15% levy increase.

Option 3: Engage a consultant to undertake a review of Planning and Permitting Fee Schedules to cover the increased costs of providing consistent, high-quality service (preferred option)

Recently, several other conservation authorities, have engaged Watson & Associates Economists Ltd. to develop an activity-based costing (A.B.C.) model for their respective CA that quantifies the full costs of service provision. GSCA staff have initiated discussions with SVCA to discuss collaboratively considering this option for our respective CA's as well.

The benefit of undertaking an A.B.C. methodology, as it pertains to C.A.s, is that it assigns the organization's resource costs through activities to the services provided to the public. An A.B.C. methodology attributes service effort and associated costs from all participating business units to the appropriate user fee service categories.

As illustrated in the figure below, an A.B.C. methodology attributes processing effort and associated costs from all participating business units to the appropriate user fee service categories. The resource costs attributed to processing activities and application/permit categories includes direct operating costs, indirect support and corporate overhead costs, and capital costs.



A.B.C. Methodology Figure courtesy of Watson & Associates Economists Ltd.

The primary objective of this course of action is two-fold. Firstly, this review will provide GSCA with a fully defensible, true account of the cost of service provision. GSCA has never undertaken this level of analysis in developing our Planning and Permitting fee schedules. The second primary objective of this type of review is to look at the level of service that GSCA should be providing in terms of timelines, technical review, etc. and what the true cost of providing that level of service is.

The outcome of this review would be a revised Planning and Permitting fee schedule which accounts for the true cost of service delivery and allows GSCA to hire additional technical staff to provide a higher level of service, while being considerate of the capacity of our existing staff resources.

This process also lends itself well to identifying costs associated with mandatory and non-mandatory portions of the program which will assist in facilitating MOU's with our municipal partners.

Further review and discussion with the Board of Directors would follow any such fee review.

Financial/Budget Implications:

The recommended financial review study is expected to cost GSCA approximately \$30,000 to be completed by an independent consulting firm. Additionally, the hiring of additional staff is expected to cost the Authority between \$150,000 and \$200,000 per year.

GSCA is forecasting a salary and wage surplus in the Environmental Planning Department of approximately \$35,000 for 2021 due to staff turnover in the early part of the year. It is proposed to utilize this in-year savings to fund the recommended study.

The goal of this course of action is that the outcomes of the study will provide a fully justified and defensible fee schedule that factors in an enhanced level of service within our Environmental Planning Department such that the fee schedule covers the cost of the increased service with little to no increase in municipal level.

Communication Strategy:

If the preferred option is chosen by the Board of Directors, GSCA will either sole-source Watson & Associates Economists Ltd, based on their recent CA experience, or will issue an RFP for provision of this service.

Consultation:

Staff have been in consultation with SVCA, NVCA, CVC and Watson and Associates.

Upon completion of the recommended study, it will be imperative that staff further consult with our municipal partners, stakeholders, the development industry, and the general public prior to formalizing a new fee schedule.



Grey Sauble Authority Board of Directors

M O T I O N

DATE: October 26, 2022

MOTION #: FA-22-100

MOVED BY: _____

SECONDED BY: _____

WHEREAS GSCA continues to experience a high level of development and planning applications within the Environmental Planning Department,

AND WHEREAS current staff capacity is unreasonably strained,

AND WHEREAS via Motion FA-21-076, the Board directed Staff to engage an economic consulting firm to conduct a service fee review of the Environmental Planning Department Fees and the cost of providing an enhanced level of service,

AND WHEREAS via Motion FA-22-089, the Board endorsed both the Watson & Associates Report and the new draft Fee Structure,

THAT the GSCA Board of Directors endorse the creation the following full time, permanent positions at GSCA: (1) Water Resources Engineer and (2) Planning Ecologist,

AND THAT the Board direct staff to fill these positions with an anticipated start date of January 3, 2023, or shortly thereafter.



STAFF REPORT

Report To: Board of Directors
Report From: Tim Lanthier, CAO
Meeting Date: October 26, 2022
Report Code: 030-2022
Subject: Electronic Monitoring Policy

Recommendation:

WHEREAS changes to the Employment Standards Act require that employers with 25 or more employees have a written policy on the electronic monitoring of employees

AND WHEREAS, Grey Sauble Conservation Authority, as an employer of 25 or more employees; must comply with Ontario's legislative requirement to develop such a policy

THAT, the GSCA Board of Directors accept GSCA's Electronic Monitoring Policy as presented on October 26, 2022

Background:

Employers that employ 25 or more employees on January 1 of any year are required to have a written policy on the electronic monitoring of employees in place.

The policy must state whether or not the employer electronically monitors employees. If the employer does, the policy must include:

- a description of how and in what circumstances the employer may electronically monitor employees
- the purposes for which the information obtained through electronic monitoring may be used by the employer
- the date the policy was prepared

- the date any changes were made to the policy

An employer must, within the specified timeframes, provide a copy of the written policy to all of its employees and to all assignment employees who are assigned to perform work for that employer.

These requirements were added to the Employment Standards Act, 2000 (ESA) on April 11, 2022. There is a special rule that applies in the first year of the requirement. Employers that employ 25 or more employees on January 1, 2022 have until October 11, 2022 to have a written policy on the electronic monitoring of employees in place.

Although GSCA has always had such practices in place and these are identified to employees through the IT Policy and at the time of onboarding, GSCA did not previously have a policy as explicit as that now required under the ESA.

Financial/Budget Implications:

There are no anticipated budget implications.

Communication Strategy:

This policy will be provided to all employees. This policy will also be discussed with staff at the next GSCA Staff meeting. The policy will be available for review by staff on the GSCA internal website.

Consultation:

CAO, GSCA Information Services Department, GSCA Human Resources



GSCA Electronic Monitoring Policy

Effective Date: October 26, 2022
Version 1.0

PROTECT. RESPECT. CONNECT.

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POLICY REVIEW3

Purpose

To comply with updated requirements under the Employment Standards Act, 2000. This policy also serves to improve and maintain transparency so that employees and other members of Grey Sauble Conservation Authority are aware of all potential monitoring of activity and information when using GSCA resources including credentials for GSCA networking environment and any other cloud services and all IT infrastructure (hardware and/or software).

This Policy does not provide employees any new rights or a right to not be electronically monitored. Nothing in this Policy affects or limits the GSCA's ability to conduct, or use information obtained through, electronic monitoring for lawful purposes.

Scope

This policy applies to all GSCA employees, members, co-op students or volunteers while using GSCA-provided network resources including credentials, hardware (including but not limited to computers, tablets, laptops, phones and printers), software and services.

Definitions

Electronic monitoring: Using electronic or other technological means to record, track, observe, or monitor someone's actions where such information can be accessed in real-time or at a later time by GSCA employers or a third party acting on GSCA's behalf.

MFIPPA: Means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.

Personal information: Any factual or subjective information about an identifiable individual.

Electronic Monitoring Practices

Electronic monitoring of employees has been implemented at GSCA for a variety of purposes. The primary purpose of such monitoring is corporate security, whether that be physical security for GSCA staff and property, security of the GSCA information technology (IT) infrastructure and assets, or otherwise protecting the company's legal and business interests.

Examples of this type of monitoring at GSCA include: security systems that monitor employee access to buildings, field instruments such as GPS units and tablets that record and geographically track location and usage, and computer networking hardware, software or cloud based services that record when a user logs into the network, uses an application, uses the file system, sends an email, chats with other users, or browses the web. IT infrastructure is regularly monitored for safety, security, and the protection of the Authority's digital assets.

GSCA may use data collected from electronic monitoring tools for lawful departmental and employment related purposes and reserves all rights to do so. Individual employee use and access to various services, files or accounts, including email, Teams Chats, etc. may be monitored by IT, a third party, or designate

with or without notification to the employee in advance, depending on the circumstances. Reasonable efforts will be made to ensure that reasonable justification is used prior to commencing monitoring of individual accounts and activities. The employer reserves the right to ensure that compliance with existing acceptable use policies and the security of Authority assets is maintained. The GSCA's use of electronic monitoring tools for employment-related purposes is further subject to any rights an employee may have otherwise per their employment contract or otherwise at law.

In the event the GSCA collects any personal information, as defined in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the GSCA shall collect, use, and disclose personal information in accordance with applicable legislation, including, but not limited to, MFIPPA.

For further information on policies surrounding use of Information Technology Infrastructure please see the [GSCA Information Management & Technology Policy](#).

Policy Review

This policy will be reviewed and updated on an as-needed basis in response to changes to monitoring technology, practices, or requirements.



Grey Sauble Authority Board of Directors

M O T I O N

DATE: October 26, 2022

MOTION #: FA-22-101

MOVED BY: _____

SECONDED BY: _____

WHEREAS changes to the Employment Standards Act require that employers with 25 or more employees have a written policy on the electronic monitoring of employees

AND WHEREAS, Grey Sauble Conservation Authority, as an employer of 25 or more employees; must comply with Ontario's legislative requirement to develop such a policy

THAT, the GSCA Board of Directors accept GSCA's Electronic Monitoring Policy as presented on October 26, 2022



Grey Sauble Authority Board of Directors

M O T I O N

DATE: October 26, 2022

MOTION #: FA-22-102

MOVED BY: _____

SECONDED BY: _____

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

- i. Minutes of the Closed Session of the Regular Board of Directors meeting held on August 24, 2022; and,**
- ii. CAO Performance Review – closed as it relates to personal matters about an identifiable individual including Authority directors or Authority employees (GSCA Administrative By-Law, Section 4(xvii)(b))**

AND FURTHER THAT CAO, Tim Lanthier, Administrative Assistant, Valerie Coleman, and Gloria Dangerfield, Manager of Information Services will be present.



Grey Sauble Authority Board of Directors

M O T I O N

DATE: October 26, 2022

MOTION #: FA-22-103

MOVED BY: _____

SECONDED BY: _____

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



Grey Sauble Authority Board of Directors

M O T I O N

DATE: October 26, 2022

MOTION #: FA-22-104

MOVED BY: _____

SECONDED BY: _____

THAT the Grey Sauble Conservation Authority Board of Directors approve the August 24, 2022 Closed Session minutes as presented in the closed session agenda.



Grey Sauble Authority Board of Directors

M O T I O N

DATE: October 26, 2022

MOTION #: FA-22-105

MOVED BY: _____

SECONDED BY: _____

THAT this meeting now adjourn.