

**GREY SAUBLE CONSERVATION AUTHORITY
MINUTES
Full Authority Board of Directors
Wednesday, October 26, 2022, at 1:00 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 1:00 p.m., welcomed all those present in person and virtually, and made a land acknowledgement declaration.

Directors Present In-Person: Chair Scott Greig, Vice Chair Matrosovs, Marion Koepke, Scott Mackey, Harley Greenfield, Ryan Greig, Cathy Little, Paul Vickers

Directors Present Virtually: Cathy Moore Coburn, Paul McKenzie

Regrets: Dwight Burley

Staff Present: CAO, Tim Lanthier; Administrative Assistant, Valerie Coleman; Manager of Information Services, Gloria Dangerfield; Manager of Financial and Human Resource Services, Alison Armstrong; Manager of Environmental Planning, Mac Plewes; Forestry Technician Cam Bennett

2. Disclosure of Pecuniary Interest

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

3. Call for Additional Agenda Items

Nothing at this time.

4. Adoption of Agenda

Motion No.:
FA-22-092

Moved By: Scott Mackey
Seconded By: Cathy Little

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

Carried

5. Approval of Minutes

Motion No.:
FA-22-093

Moved By: Marion Koepke
Seconded By: Harley Greenfield

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

Carried

6. Business Out of Minutes

Nothing at this time.

7. Consent Agenda

Motion No.:
FA-22-094

Moved By: Marion Koepke
Seconded By: Andrea Matrosovs

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

Carried

Congratulations given to Planning staff on the volume of files that they have been managing.

Member Paul McKenzie joined the meeting at 1:10 p.m.

Due to a delay in connection with Lebel and Bouliane representatives, the Board decided to advance an Operations Business Item.

8. Business Items

i. Operations

a. Compact SUV Tender Results

CAO, Tim Lanthier, presented the results of the Compact SUV tender results. Staff sent the tender to dealerships within 180 kilometers of GSCA. Four tender packages were received with a total of 12 bids. The tender allowed for Gas, Hybrid Electric Vehicle, and Electric Vehicle bids.

Upon reviewing the bids, staff recommended the purchase of a 2023 Kia Seltos LX AWD from Kia of Owen Sound at a cost of \$31,235.70, and with delivery in February 2023. Staff took fuel type, price, and availability in consideration.

A Member asked with regard to choosing a Gas vehicle versus an HEV or EV. The CAO responded that staff took into consideration fuel type, price, and availability. Due to current stock availability, an EV would not be available in an acceptable timeframe. The price of the one submitted HEV available within an acceptable timeline is approximately 60 percent higher than that of the recommended gas option.

Member Paul Vickers joined the meeting at 1:14 p.m.

It was asked whether the fuel savings of an HEV would effectively offset the extra cost of the HEV option. The CAO replied that staff did not complete a specific cost analysis but noted that the highway driving fuel consumption of both vehicles was comparable. As the use of GSCA's vehicles is primarily highway driving, the expected fuel savings would be negligible.

A Member asked if staff have considered purchasing the extended warranty, seeing that the Authority intends to keep the car past the base warranty period. The CAO replied that staff will investigate this option.

A Member asked with regard to snow tires. The CAO responded that GSCA required snow tires to be included in the bid price.

Motion No.:
FA-22-097

Moved By: Harley Greenfield
Seconded By: Marion Koepke

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.

Carried

9. Presentation

i. Lebel and Bouliane Architects

Lebel and Bouliane Architects representatives, Luc Bouliane and Rachel Briglio, provided a presentation of the GSCA Administrative Centre feasibility study and architectural concept design results.

Luc reviewed the analysis that was completed of the administrative centre's exterior and interior, opportunities, and challenges. As a result of this analysis were two options, one that included a renovation and addition to the building, and one that was a renovation only.

Scheme 1 included a 1,000 sq/ft addition that would incorporate a new and accessible public entrance and education classroom or public use space. It was noted that the current public entrance has a smaller parking lot and a non-accessible entrance. With the back (Northeast facing) entrance not being constrained by the raised landscaping and its proximity to the larger parking lot, it was decided to make it the new public entrance. The new public entrance would be at grade, would include a lobby, and access to an accessibility lift. The second-floor design incorporates private office space, flexible workstations, and shared meeting/workspaces. Sound/noise management was a major factor in the design process. The main-floor design includes a better organized flow and makes best advantage of the large windows.

Scheme 2 is a renovation of the building as is. This design would also move the public entrance to the back, with a reworking of the entrance space to include a customer service desk and accessibility lift. There would be some compressing of the available workspace in order to make room for the accessibility lift.

Luc reviewed the characteristics and budget of each option, providing a costing range based on other projects that the agency has worked on.

A Member asked how much confidence there is that the cost will fall within the range provided.

CAO, Tim Lanthier, replied that staff have discussed this and have planned to include a 30 percent contingency for budgeting purposes. Luc added that the costing estimates provided are calculated at a high level. The subsequent phases of the process would tighten up the accuracy of the costing. It was noted that in the planning process, costs can be placed in "required" and "optional" categories to allow for ongoing decision making and budget adjustment.

A Member asked if there had been a cost-benefit analysis of the proposed green roof. The CAO replied that it had not been looked into at that level of detail yet. Luc added that, the green roof would be an example of an item that could be costed as an option with the decision to move forward or not being made later.

A Member asked with regard to building a green roof on a slope. Luc replied that it can be done up to a degree and that Lebel and Bouliane has worked on one larger with a greater slope angle.

A Member asked if Luc could share this project. Luc agreed to forward the information.

A Member asked if an elevator is a legislated requirement? The CAO clarified that the plan incorporates a lift as opposed to an elevator to help with cost management. It was noted that all current entrances do not meet accessibility standards. A Member noted that the cost of putting a lift through the existing floor between the upper and lower levels could end up being very costly and that the cost savings of the lift being located in the addition would offset the increased cost of the addition.

Chair Greig thanked Luc and Rachel for their work and presentation.

10. **Business Items Con't**

i. Conservation Lands

a. Administration Building Architectural Drawings Update

CAO, Tim Lanthier, provided a review of the goals of the feasibility and concept design phase of the project. And that the in-depth details will be worked through as the process proceeds.

Tim stated that the addition included in Scheme 1 would fulfill the identified goal of having an indoor education space. This space could also be utilized as a rental space for community groups, events, and other revenue generating purposes.

Scheme 1 is the most practical option from an accessibility, public access, and cost perspective. It best meets the current and foreseeable needs of the Authority and provides flexibility for future needs.

Staff's recommendation is to move forward to Phase 2 with Scheme 1 (renovation and addition) as the preferred option.

A Member thanked the ad-hoc committee and staff for their work. Expressed support the scheme 1 concept with the addition.

A Member asked if there has been any preliminary investigation into how much revenue could be gained by including the addition.

The CAO replied that staff had not yet factored that into the preliminary budgeting.

A Member stated that it could be important to incorporate the idea of economic sustainability of including the addition as it will further GSCA's ability to access grants and other sources of funding.

A Member raised concern about passing the motion at this time, taking into consideration the number of Members who will not be returning, and the decision should be pushed to the new year.

Chair Greig noted that the present Membership has the most fulsome knowledge of the work that has been done so far and that any future Board could move the process back, should they choose to do so.

There was discussion around passing the motion immediately or deferring.

There was discussion around the specifics of which Scheme was being moved forward and the wording of the motion presented. There was support expressed in moving forward with the renovation and addition. The wording of the motion was adjusted to specifically reflect which scheme the Board was voting on.

A Member added a comment regarding the significant cost of installing an accessibility lift through the existing floor versus locating it within the proposed addition.

A Member thanked the staff and architects for their work and stressed that the building needs significant work. Supported moving forward with the renovation and addition.

A Member asked if there was an opportunity to have a separate Building Levy, similar to Nottawasaga. The CAO replied that staff would investigate that further.

A Member asked if consideration had been given into the heating and cooling needs with the additional space. Luc Bouliane replied that, as the project is still in concept there were no engineering reports on the system, however; the current geo-thermal system and structural layout were considered.

A Member asked what funds are available in reserves and how much would need to be funded. The CAO replied that there is currently \$1.98 million in reserves, however; not all are available for capital investment. \$600,000 to \$700,000 are available for capital renewal of the building in reserve funds presently. The remaining would be made up of a combination of a specific five year capital plan, grants, donations, and possibly a loan.

Motion No.:
FA-22-095

Moved By: Marion Koepke
Seconded By: Ryan Greig

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 of the Scheme 1, renovation and addition, option.

Carried

ii. Water Management

Nothing at this time.

iii. Environmental Planning

a. Environmental Planning Fee Schedule

The Manager of Environmental Planning, MacLean Plewes, reviewed the timeline and progress of the Environmental Planning Department's comprehensive fee review. Following the approval of the fee structure, staff developed an updated Fee Schedule.

MacLean reviewed the proposed 2023 Permit Fee Schedule and the changes made. It was noted that a new "Routine Permit" category was introduced for smaller more routine projects, in an effort to ensure these projects remain affordable.

MacLean reviewed the proposed 2023 Plan Review Fee Schedule.

It was noted that both schedules now include a note regarding annual increases to fees which would be linked to CPI.

A Member asked with regard to aggregate project application fees and if they are too low? MacLean replied that fees were set on the basis of staff time required, following a detailed analysis of effort estimates.

Motion No.:
FA-22-096

Moved By: Cathy Little
Seconded By: Harley Greenfield

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;

Carried

iv. Forestry

a. Feversham Tender Results

Forestry Technician, Cam Bennett provided an overview of the Feversham, Compartment 39 property, and the tender results. One bid was received by Moggie Valley Timber in the amount of \$16,000. This amount exceeded the staff estimate for the sale. Staff recommend accepting the bid from Moggie Valley Timber.

Motion No.:
FA-22-098

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

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 Moggie Valley Timber for their total bid of \$16,000, subject to signing the agreement.

Carried

v. Communications/Public Relations

Nothing at this time.

vi. Education

Nothing at this time.

vii. GIS/IT

Nothing at this time.

viii. DWSP

Nothing at this time.

ix. Administration

a. 2022 Workplan Update

The CAO spoke gave an update on GSCA's 2022 Priority Workplan. Items listed were based on the goals identified in the 2018 Strategic Plan and the Priority Workplan subsequently approved by the Board in January 2022.

The CAO noted that, although 2022 was another unusual year that started out with a lock down and a measured, cautious return to the office, most of the priority projects have either been completed or are in process. There were a few items that have been deferred. The completion of the planning agreements and strategic plan have been delayed to better align their completion with the Conservation Authorities Act changes and new municipal councils. The update to the planning application guide was deprioritized due to current workload and staffing disruptions. Lastly, the wholly updated personnel policy will be brought to the Board in Q1 of 2023, as discussed at the September 2022 Board meeting.

These examples aside, the CAO stressed that the Board and staff should be very proud of the accomplishments that have been made.

Motion No.:
FA-22-099

Moved By: Ryan Greig
Seconded By: Andrea Matrosovs

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.

Carried

The Board recessed from 2:45 to 3:05

b. New Environmental Planning Positions

The CAO spoke to the significant volume of files the Environmental Planning department has been handling and gave a brief overview of the new staffing positions proposed.

Staff recommended advertising right away for the positions of Water Resources Engineer and Planning Ecologist, with the hopes to have the new staff starting as early as possible in the new year, in line with the roll out of the newly approved fee structure.

It was noted that the cost of hiring the positions will be absorbed by the increase in revenue from fees, as determined through detailed costing analysis.

A Member asked to defer the motion to the next sitting of the new Board of Directors and noted that in light of the recent announcement from the Ministry of Municipal Affairs and Housing regarding potential of additional changes to the Conservation Authorities Act. There was discussion around the need to defer or not defer.

The CAO spoke to the relevant items within the proposed legislation that would affect the Environmental Planning Department. The proposed changes would not have any bearing on the Water Resources Engineer, this being something that GSCA should have to adequately meet mandatory requirements. It was further stated that the proposed changes may have an impact of the Planning Ecologist, however; there are a great number of unknowns at the moment.

There was discussion around moving forward with both position or just the Water Resources Engineer at this time. Support was expressed in moving forward with the Water Resource Engineer.

Motion No.:
FA-22-100

Moved By: Paul McKenzie
Seconded By: Cathy Moore Coburn

THAT the GSCA Board of Directors postpone the Motion as presented until the newly appointed Board sits.

Defeated

It was decided to word the motion to direct staff to create and fill the position of Water Resources Engineer.

Motion No.: FA-22-101	Moved By: Seconded By:	Marion Koepke Cathy Little
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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 position at GSCA: Water Resources Engineer,

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

Carried

Chair Greig passed the Chair's position to Vice Chair Matrosovs.

Member Scott Greig proposed a motion directing staff to bring a report back to the Board with regard to the development and filling of a Planning Ecologist position once more is known about the proposed changes to the legislation.

There was discussion around the timing of the report back. It was agreed that it will be brought back in the new year after the new Board Members had been appointed.

Motion No.: FA-22-102	Moved By: Seconded By:	Scott Greig Harley Greenfield
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THAT the GSCA Board of Directors direct staff to bring back a report to the Board

Carried

Vice Chair Matrosovs passed the Chair's position to Chair Greig.

c. Electronic Monitoring of Employees Policy

The CAO spoke to GSCA's requirement to have a formal Electronic Monitoring of Employee Policy. As part of the Working for Workers legislation, the Employment Standards Act now requires public organizations with more than 25 employees to have a formal policy in place if they electronically monitor their staff.

The CAO explained that monitoring is conducted to protect the security of GSCA assets and the organization.

Motion No.: FA-22-103	Moved By: Seconded By:	Cathy Little Marion Koepke
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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

Carried

11. New Business

A Member asked if staff could include a section on "Climate Initiatives" to staff reports. The CAO replied that this could be investigated.

12. CAO's Report

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

On October 17 & 18, the CAO attend the Latornell Symposium, the first in person since before the COVID-19 pandemic began.

The CAO gave an update on the status of Ministry appointed Agricultural Representative Board Members. To date, five conservation authorities have been appointed an Agricultural Representative, Rideau Valley, Mississippi Valley, Ganaraska Region, Lower Trent, and St. Clair Region. GSCA staff have not been informed of an Ag Rep being appointed to the GSCA Board of Directors as of yet.

The CAO, Chair Scott Greig, Vice Chair Matrosovs, and the Manager of Information Services, Gloria Dangerfield met with MPP Rick Byers on September 30th. The meeting was very positive and effectively opened up lines of communication between the MPP office and GSCA. The CAO will be setting up a similar meeting with the MPP Saunderson of Simcoe-Grey.

It was reported that parking revenues continue to be going well with roughly \$240,000 in parking sales, including \$47,000 in season pass sales. The program is generally well received with a very low percentage of complaints received.

The CAO offered congratulations to those Members who sought and were successful in re-election, and best wishes to those who would be moving on to other pursuits.

The CAO provided a brief review of the proposed changes to the CAA by Minister Clark, MMAH.

- Elimination of 36 individual CA regulations into 1 regulation.
- Removal of the ability to provide comment on natural heritage of proposed developments and limiting comments to natural hazards only.
 - This would put more burden on municipalities to provide the expertise to provide these comments on their own.
- Includes the allowance of permit extensions.
- There will be reporting requirements for permitting timelines.
- Minister may order freezing of fees.
 - This could result in either a reduction of service or increase in levy to municipalities.

- CAs to identify authority owned lands that could be designated for residential development.

A Member asked if GSCA owns property within designated settlement areas. The CAO replied that GSCA does, however; they may or may not be suitable for development.

Member Scott Mackey left the meeting at 4:01 p.m.

A Member asked with regard to GSCA staff sending a response, will staff require Board support, taking into consideration the short turn around time. The CAO replied that the information stated at the meeting would be the essence and content of the response.

The Board discussed the CAO preparing a response to the Minister that will be signed by the current Board Chair. The CAO stated that this will happen, though the provided commenting period will not allow the comments to come back before the Board. The key messages to be included in the letter will be:

- The conservation authorities' role in providing natural heritage comments is important and helps to minimize local costs.
- Freezing conservation authority fees to support development does not solve the housing problem or result in faster turnaround times.
- CA lands cannot be considered openly available for development. A very scoped lens needs to be applied to these considerations.
- The Provincial Conservation Authority Working Group was a positive and effective tool that needs to be reinstated.

A Member suggested that there may be opportunity to take the response to municipal councils if there is time for staff to get those to Members. The CAO stated he would try to forward it to Members in time.

13. Chair's Report

Chair Greig noted the cross country run/competition hosted at the Arboretum and the great exposure for the property.

Chair Greig expressed his thanks to Members Little and McKenzie for their service to the Board, congratulations to those Members re-elected, and best wishes to those not re-elected.

14. Other Business

Nothing at this time.

15. Resolution to Move into Closed Session

Motion No.: FA-22-104	Moved By: Seconded By:	Ryan Greig Cathy Little
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THAT the Grey Sauble Conservation Authority Board of Directors proceed into closed session at 4:08 pm to discuss matters related to the following:

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- 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 Network Administrator Les McKay, will be present for item i. only.

Carried

16. Resolution Approving the Closed Session Minutes

Motion No.:
FA-22-104

Moved By: Harley Greenfield
Seconded By: Ryan Greig

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

Carried

17. Reporting out of Closed Session

The CAO Performance Evaluation was discussed, and direction is to be provided by the Board of Directors to staff.

18. Next Full Authority Meeting

Wednesday October 26th, 2022

19. Adjournment

The meeting was adjourned at 5:24 p.m.

Motion No.:
FA-22-105

Moved By: Cathy Little
Seconded By: Paul McKenzie

THAT this meeting now adjourn.

Carried



Scott Greig, Chair



Valerie Coleman
Administrative Assistant