

GREY SAUBLE CONSERVATION AUTHORITY
MINUTES
Full Authority Board of Directors
Wednesday, September 25, 2024, 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 Robert Uhrig called the meeting to order at 1:15 p.m., welcomed all those present in person and virtually and provided a land acknowledgment declaration.

Directors Present In-Person: Chair Robert Uhrig, Vice Chair Nadia Dubyk, Scott Mackey, Tobin Day, Scott Greig, Tony Bell, Alex Maxwell

Directors Present Virtually: Kathy Durst, Sue Carleton, Jennifer Shaw

Regrets: Jon Farmer

Staff Present: CAO, Tim Lanthier; Administrative Assistant, Valerie Coleman; Manager of Information Services, Gloria Dangerfield; Manager of Financial and Human Resources, Alison Armstrong; Manager of Engineering Services, Ian Eriksen; 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.

3. Call for Additional Agenda Items

Nothing at this time.

4. Adoption of Agenda

Motion No.:
FA-24-077

Moved By: Tony Bell
Seconded By: Scott Mackey

THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of September 25, 2024.

Carried

5. **Approval of Minutes**

Motion No.:
FA-24-078

Moved By: Scott Greig
Seconded By: Nadia Dubyk

THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of August 28, 2024.

Carried

6. **Business Out of Minutes**

Nothing at this time.

7. **Consent Agenda**

Motion No.:
FA-24-079

Moved By: Scott Mackey
Seconded By: Sue Carleton

THAT in consideration of the Consent Agenda Items listed on the September 25, 2024, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits – August 2024; (ii) Administration – Receipts & Expenses – August 2024; (iii) Correspondence – Letter from Bruce Trail Conservancy; (vi) Media – Recent Media Articles

Carried

8. **Presentation – Lebel & Bouliane – Administrative Office Renovation Update**

Luc Bouliane, along with two members of their team, provided a presentation on the current status of the administrative office renovation project. Three dimensional renderings highlighted how the existing interior features inspired the new customer service entrance and addition.

Mr. Bouliane highlighted some of key features of the new interior design, increased office space, collaborative space, and traffic flow.

Mr. Bouliane spoke to the Class B costing review that was conducted by a 3rd party consultant and the subsequent revisions conducted by both GSCA and Lebel and Bouliane staff. Cost saving exclusions and the significant items that resulted in increased costs were reviewed.

A Member asked with regard to the possibility of any additional surprises down the road. Mr. Bouliane responded that the class B costing gets the project very close, however; cautioned that there may always be the possibility of some unknowns once construction starts. It was noted that the budget includes both a construction contingency and a design contingency.

A Member asked with regard to future maintenance of the roof and skylights, and whether the selection of other material choices took into consideration maintenance and longevity. Mr. Bouliane responded that with regard to the new skylight structure that is planned, the windows are a Canadian

product that also carries a warranty and that, generally, the team chose materials for their ease of maintenance and cleaning.

A Member asked with regard to future electrical needs. Mr. Bouliane and his team responded that, with the new panel, there is the option of tying in items such as electric vehicle charging stations.

9. Business Items

i. Administration

a. Administrative Office Renovation

Manager of Engineering Services, Ian Eriksen provided a presentation and recap of the Lebel and Bouliane Architects presentation.

Mr. Eriksen highlighted some of the main goals of the project. Accessibility has been a major issue, with the new entrance being at grade level and the inclusion of an accessibility lift and appropriate washrooms, the building will meet accessibility standards. Improving functionality of the office space and reception with improved sound control, a publicly available washroom, drinking water refill station, and a more welcoming customer service area. Increased energy efficiency by upgrading lighting to LED. With respect to the roof, Mr. Eriksen noted that staff will have the original contractor provide suggestions and an estimate. It was noted that there were some surprises with the geothermal, electrical conduit, and water supply.

Mr. Eriksen stressed that staff have reviewed the class B costing in great detail and outlined where staff were able to reduce the overall cost estimate.

CAO, Tim Lanthier, gave a summary of the costs and a breakdown of funding streams for the project. After factoring in construction, off-site office rental, remaining professional fees, and furniture/fixture costs, the project will come in at \$3 million. The project funding will be drawn from a combination of reserves and a loan from either a bank or Infrastructure Ontario.

A Member added that Infrastructure Ontario does provide construction loans, however; they may not be the best option for a long-term loan.

A Member asked with regards to estimated cost of completing the roofing. Mr. Lanthier explained that when the roof was completed previously the cost was significantly lower than the class B costing has determined.

A Member asked what the estimated lifespan of the building will be once the work has been completed. Mr. Lanthier responded that the building is currently 50 years old and shows no signs of structure deficiency. The improvements proposed will set the building up to last another 50 years.

A Member asked with regard to any fundraising options staff are investigating. Mr. Lanthier responded that staff have been and will continue to explore options for fundraising, including grants. Any funds raised will lower the total borrowed amount.

Mr. Eriksen concluded that staff have worked hard to contain increases and recommended moving on to having construction drawing prepared and tenders advertised.

A Member asked with regard to the proposed \$20,000 per year that GSCA would be contributing in non-levy dollars and if that would impact improvements at other properties. Mr. Lanthier responded that it would be drawn from the Lands Capital and may impact capital infrastructure projects elsewhere.

A Member asked with regard to insurance costs during construction and if staff expect them to increase. Mr. Lanthier responded that staff will look into the specifics, however; as GSCA is part of a group insurance provider, staff do not foresee any significant impacts.

Motion No.:
FA-24-080

Moved By: Scott Greig
Seconded By: Alex Maxwell

WHEREAS the GSCA Board of Director's (the GSCA Board) has provided ongoing direction to Staff to move through the Concept Design, Schematic Design, and Detailed Design stages and costing of major renovations to the GSCA Administration Centre,

AND WHEREAS the GSCA has received the 100% Detailed Design drawings and Costing estimate for the proposed renovations,

THAT the GSCA Board accept the Detailed Design Drawings and Construction Cost Estimate as completion of the Detailed Design phase of the Administration Building renovation project,

AND THAT the GSCA Board direct Staff to proceed to the Construction Documents and Tender phase,

AND THAT the GSCA Board of Directors direct Staff to set up funding for this project to proceed as detailed in this Staff Report (032-2024).

Carried

The Board recessed for a 10-minute break at 2:40 p.m.

The Board resumed session at 2:51 p.m.

b. Personnel Policy

Chair Uhrig reminded Members that depending on the nature of the discussion, the Board may need to move into closed session.

Manager of Finance and Human Resources Services, Alison Armstrong spoke with regard to the updated GSCA Personnel Policy drafted by staff and outlined some of the specific changes and improvements that had been made.

A Member asked with regard to not providing benefits for new long term contract staff and if this may impact GSCA corporate culture. Mr. Lanthier responded that this will only apply to new long-term contract staff and will not affect existing staff.

A Member asked with regard to Vulnerable Sector Check and should they be required by all staff. Ms. Armstrong responded that not all staff will be required to have a vulnerable sector check, these will only be for day camp staff. Mr. Lanthier added that criminal reference checks will be required for staff working in specific areas and departments of GSCA.

A Member asked with regard to the increase from 8 to 12 wellness days and if this is industry standard. Ms. Armstrong responded that it is. Mr. Lanthier added that to balance the increase, staff will no longer be able accrue year to year.

A Member followed up, asking if staff that currently have accrued sick time will lose those days? Ms. Armstrong responded that they will not lose those days, they will simply not be able to carry over additional days moving forward.

A Member asked if staff have determined what the changes will cost the organization? Mr. Lanthier responded that, at present, the only item that will incur costs would be the employee recognition, staff estimate this to cost approximately \$500 per year.

A Member suggested that the language around protected leaves could be more flexible and inclusive. There was general discussion around the determining factors and language used around protected leaves.

A Member asked with regard to the allotment granted for safety footwear and if it was sufficient to cover the cost. Mr. Lanthier responded that the amount was originally designed to subsidize the amount of safety footwear and not cover the entire amount.

Motion No.:
FA-24-081

Moved By: Scott Greig
Seconded By: Sue Carleton

WHEREAS, GSCA's Personnel Policy has not had substantive review and change for over 20 years,

AND WHEREAS, Management deems that it is necessary to update the policy to better reflect organizational needs,

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

Deferred

A Member moved to defer the motion to allow staff to research and amend the language that defines what constitutes and qualifies as 'family' under the protected bereavement leaves.

A Member requested a recorded vote.

Motion No.:
FA-24-082

Moved By: Tobin Day
Seconded By: Nadia Dubyk

THAT, the GSCA Board of Directors defer the approval of the updated GSCA Personnel Policy,

AND THAT, staff will revisit the language used to qualify a staff family member under bereavement leaves and bring the revised GSCA Personnel Policy back to the Board.

Carried

| Member | Yeah | Neah | Absent |
|----------------|-------------|-------------|---------------|
| Bell, Tony | X | | |
| Carleton, Sue | X | | |
| Day, Tobin | X | | |
| Dubyk, Nadia | X | | |
| Durst, Kathy | X | | |
| Greig, Scott | | X | |
| Farmer, Jon | | | X |
| Mackey, Scott | | X | |
| Maxwell, Alex | | X | |
| Shaw, Jennifer | X | | |
| Uhrig, Robert | X | | |
| Total | 7 | 3 | 1 |

ii. Water Management

Nothing at this time.

iii. Environmental Planning

Nothing at this time.

iv. Operations

Nothing at this time.

v. Conservation Lands

a. Property Acquisition in Georgian Bluffs

CAO, Tim Lanthier spoke to GSCA's opportunity to acquire a property that abuts with GSCA's The Glen property. Mr. Lanthier detailed the history of the property and the agreement in place with the property owners. It was noted that the property is an exhausted quarry. The property owner's hydrogeologist has estimated that it will fill with rainwater and snow melt to up to ten meters.

Mr. Lanthier outlined the benefits of folding the property into The Glen property holding.

It was noted that the most significant, short-term challenge will be enforcement

Motion No.:
FA-24-083

Moved By: Tobin Day
Seconded By: Nadia Dubyk

WHEREAS Section 21(1)(c) of the Conservation Authorities Act provides GSCA with the power to purchase or otherwise acquire land,

AND WHEREAS the GSCA has the irrevocable option to purchase a new parcel of land for one dollar (\$1.00),

THAT the GSCA Board of Directors direct the CAO to move forward with the acquisition of the subject parcel.

Carried

vi. **Forestry**
Nothing at this time.

vii. **Communications/Public Relations**
Nothing at this time.

viii. **Education**
Nothing at this time.

ix. **GIS/IT**
Nothing at this time.

x. **DWSP**
Nothing at this time.

10. New Business

Nothing at this time.

11. CAO's Report

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

GSCA hosted their Volunteer Appreciation luncheon on September 12th. The event was well attended and well received.

On October 6th the Bruce Trail Conservancy will be hosting their Bruce Trail Day at Eugenia Falls.

The Forest Festival will be hosted on October 8th, 9th, and 10th at Allen Park near Durham. The event is open to grade 7 students with stations being run by high school students.

The Eugenia Falls Cenotaph Revitalization project, being spearheaded by Margaret Potter continues to gain momentum. Financial and in-kind support has been received by many in the area.

On September 23rd, Mr. Lanthier attended the Conservation Ontario quarterly meeting with Vice Chair Dubyk. CO adopted their 2025 budget; this will result in an increase in GSCA levy by \$890 or 3.9%. There was a presentation regarding a new round of floodplain mapping grant through the federal government. Staff are working on a partnership to move forward with a floodplain mapping project.

Mr. Lanthier informed the Board that GSCA and its partners were not successful in the Great Lakes Coastal Community Resilience grant project.

GSCA's Fall Newsletter will be issued shortly.

2024 Member passes have sold well with still some time available to purchase a discounted pass. So far, there have been 1,585 passes sold with more coming in daily. In 2023, there were 1,391. 2025 Membership passes will go on sale on November 1.

Mr. Lanthier informed the Board that Administrative Assistant, Valerie Coleman has now been with GSCA for 4 years and thanked her for all of her work.

12. Chair's Report

Chair Uhrig had nothing to report at the time.

13. Other Business

Nothing at this time.

14. Resolution to Move into Closed Session

| | | |
|---------------------------------|---|---|
| Motion No.: FA-24-084 | Moved By: Seconded By: | Scott Mackey Tobin Day |
|---------------------------------|---|---|

THAT the GSCA Board of Directors now move into ‘Closed Session’ to consider:

- i. Minutes of the Closed Session of the Regular Board of Directors meeting held on August 28, 2024; and,**
- ii. To discuss a property transaction in the City of Owen Sound, closed as it pertains to an item of commercial significance, such as but not limited to a proposed or pending acquisition of real property for Authority purposes, internal reserve bid amounts, leases and property sales (GSCA Administrative By-Law Section 4 (xvi)(g)).**

AND FURTHER THAT CAO, Tim Lanthier, Administrative Assistant, Valerie Coleman will be present,

Carried

Member Scott Greig left the meeting at 4:05 p.m.

15. Declaration that the Board of Directors has resumed Open Session

Chair Uhrig declared that the Board of Directors had resumed Open Session at 4:35.

16. Resolution Approving the Closed Session Minutes of August 28, 2024

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|---------------------------------|---|---|
| Motion No.: FA-24-085 | Moved By: Seconded By: | Scott Mackey Nadia Dubyk |
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THAT the Grey Sauble Conservation Authority Board of Directors approve the August 28, 2024, Closed Session minutes as presented in the closed session agenda.

Carried

17. Reporting out of Closed Session

Chair Robert Uhrig stated that Members approved the closed session minutes of August 28, 2024, and gave direction to staff on items that were identified in the agenda and nothing else.

18. **Next Full Authority Meeting**

Wednesday October 23, 2024

19. **Adjournment**

The meeting was adjourned at 4:38 p.m.

Robert Uhrig, Chair



Valerie Coleman
Administrative Assistant