

GREY SAUBLE CONSERVATION AUTHORITY MINUTES

Full Authority Board of Directors
Wednesday, March 23, 2022, at 1:15 p.m.

The Grey Sauble Conservation Authority Board of Directors meeting was held in a hybrid format of in-person at the Grey County Council Chambers and virtually via the meeting application, WebEx.

1. Call to Order

Chair Scott Greig called the meeting to order at 1:15 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, Harley Greenfield, Ryan Greig, Marion Koepke, Scott Mackey

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

Regrets: Paul Vickers

Staff Present: CAO, Tim Lanthier; Administrative Assistant, Valerie Coleman; Manager of Information Services, Gloria Dangerfield; Manager of Financial and Human Resource Services, Alison Armstrong; Manager of Environmental Planning, MacLean Plewes; Regulations Technician, Olivia Sroka; Watershed Planner, Jake Bousfield-Bastedo; Environmental Planner, Justine Lunt; Field Assistant, Spencer Young.

Guest: Sean-Michael Stephen

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-22-024	Moved By: Seconded By:	Marion Koepke Dwight Burley
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THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of March 23, 2022.

Carried

5. Approval of Minutes

Motion No.: FA-22-025	Moved By: Seconded By:	Ryan Greig Harley Greenfield
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THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of February 23, 2022.

Carried

6. Business Out of Minutes

Nothing at this time.

7. Consent Agenda

Motion No.: FA-22-26	Moved By: Seconded By:	Cathy Little Scott Mackey
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THAT in consideration of the Consent Agenda Items listed on the March 23, 2022, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits – February 2022; (ii) Administration – Receipts & Expenses – February 2022; (iii) Correspondence – Friends of Hibou Newsletter; (v) Minutes – Agricultural Advisory Committee Minutes, GSC Foundation Board Minutes; (vi) Recent Media Articles

Carried

8. Business Items

i. Administration

a. Appointment of Provincial Offenses Officers

The CAO, Tim Lanthier, spoke to GSCA's responsibility to carry out enforcement of Section 28 and 29 of the CAA. Officers are designated by the Board of Directors after completion of appropriate training.

It was noted that, MacLean Plewes, Morgan Barrie, and Tim Lanthier are currently the only designated officers. It was requested that the Board appoint an additional four Officers.

Olivia Sroka (Regulations Technician), Jake Bousfield-Bastedo (Watershed Planner), Justine Lunt (Environmental Planner), and Spencer Young (Field Assistant) have all completed the required training. Their certificates were presented to the Board for viewing.

Chair Greig thanked and congratulated the staff for their successful completion of their training.

Member Marion Koepke asked for the staff to introduce themselves. All four staff introduced themselves and their current position with GSCA.

Member Scott Mackey asked how many charges are laid by the Authority on average and where do the proceeds of the fines go.

The CAO answered that GSCA has not historically laid many charges and attempts to work cooperatively with landowners to resolve issues as much as possible. It was noted that GSCA may need to take a harder line moving forward.

Member Scott Mackey asked what the penalties for starting work without a permit are.

The CAO answered that sometimes the fee is double that of the permit/planning fee. However, depending on the staff time and resources required, GSCA could draft a restoration agreement that covers additional costs.

Motion No.:
FA-22-027

Moved By: Dwight Burley
Seconded By: Marion Koepke

WHEREAS Grey Sauble Conservation Authority must monitor compliance with the Conservation Authorities Act and, where appropriate, enforce the provisions of that Act, AND WHEREAS certain staff have completed the appropriate Provincial Offences Officer training,

THAT Spencer Young, Justine Lunt, Jake Bousfield-Bastedo, and Olivia Sroka be designated as Provincial Offences Officers, to enforce the provisions of the Conservation Authorities Act and any related regulations.

Carried

b. Agricultural Advisory Committee Terms of Reference Update

The CAO, Tim Lanthier, stated that at the most recent meeting of the Agricultural Committee it was decided to alter the number of members included in the committee and update the Terms of Reference to reflect this change.

The committee Terms of Reference had stated that there would be a total of 5 members, this has been proposed to increase to 8. This would include the Agricultural Representative appointed by the Ministry, should the Ministry appoint one to Grey Sauble CA.

Member Cathy Little asked to clarify the status of Chair and Vice Chair positions, and would the appointed Agricultural Rep take over as Chair?

The CAO answered that the Forestry Coordinator, Mike Fry was asked to act as Chair in the short term. If an Agricultural Rep is appointed to GSCA, they would assume the Chair position.

Motion No.:
FA-22-028

Moved By: Paul McKenzie
Seconded By: Ryan Greig

**WHEREAS GSCA established an Agricultural Advisory Committee in 2021 (FA-21-048);
AND WHEREAS, a Terms of Reference for this committee are maintained and reviewed by
members of the Committee;**

**THAT, the GSCA Board of Directors approve the updated Terms of Reference for the
Agricultural Advisory Committee as presented in Appendix A.**

Carried

ii. Water Management

Nothing at this time.

iii. Environmental Planning

a. Environmental Planning Program Rates and Fees Review

The CAO, Tim Lanthier, gave a summary of events leading to the presentation of the completed review. It was noted that the significant need to expand the Environmental Planning Department was the driving factor to conduct this review and that Watson and Associates was directed to develop a fee schedule that allow GSCA to provide the needed level of service with 100% cost recovery.

The CAO introduced Sean-Michael Stephen from Watson and Associates and yielded the floor for his presentation.

Sean-Michael went through the objectives and deliverables of the review, and the legislative context and trends, especially with regards to the recent changes to the Conservation Authorities Act.

Sean-Michael explained how Watson and Associates uses their Activity-Base Costing methodology to determine the full cost of providing a service, and the results of their analysis. The results reflected the costs for providing services and included the three additional staff positions GSCA intends to hire into the Environmental Planning Department.

The results showed that current fees are insufficient to fund the department at a full cost recovery level. The short fall would either need to come from an increase in fees or an increase in the Municipal Levy.

Watson and Associates proposed fee increases would achieve full cost recovery and decrease Municipal levy funding.

The next steps would be to conduct public consultation meetings.

Sean-Michael welcomed questions from Members.

Chair Greig thanked Sean-Michael for his presentation and Watson and Associates for their thorough report.

Member Scott Mackey asked how the proposed rates compare to neighbouring CAs.

Sean-Michael stated that the recommended fees were below the top end of other CAs. The comparison chart has been included in the full report.

The CAO included that many of the neighbouring CAs will be conducting similar reviews in the near future.

Member Scott Mackey asked to clarify what the justification was in the variance between the fees of different services.

Sean-Michael responded that the fees are based on staff time, effort, and resources.

Member Scott Mackey commented that he hopes to not see fees set so high that residents try to circumvent the process.

The CAO responded that the proposed fee increases are in line with the cost of providing the services. Additionally, forthcoming changes to section 28 and 30 may see violation fees increase, providing a stronger deterrent to landowners failing to go through the process.

Member Dwight Burley asked if the fees would be available for comment before being approved.

The CAO replied that public consultation would be the next step.

Chair Scott Greig asked if, in Watson and Associates experience, if there were any common themes that arise during public consultation.

Sean-Michael replied that levels of service and timing tend to be the most common themes. Stakeholders have a desire to see that they are getting value in relation to the increased fee.

Member Harley Greenfield stated that the fees need to be adequate and supports users paying for a larger percentage of the costs associated with providing the service.

Member Marion Koepke expressed support for the reduction of the Municipal levy and asked how fees will be managed if projects that bridge across the two fee structures.

Sean-Michael stated that this situation could be defined during the public consultation.

Member Ryan Greig expressed support for the reduction of the Municipal levy and a desire to see clear and transparent definitions on what minor, standard, and major projects are.

The CAO clarified that some of those definitions are clearly stated in the fee structure with specific parameters. Effort will be put into defining the minor vs major zoning, amendments and other new categories.

Member Cathy Little asked when the last fee review was conducted, if CAs have discretion over how often fee reviews are conducted, and if there is a best practice.

The CAO stated that GSCA has never conducted a comprehensive fee review. Previously, staff have applied the Consumer Price Index (CPI) increase to fees across the board on an annual basis to address inflation. Within the Watson and Associates report it is recommended that GSCA create a fee policy document and review the fees annually and conduct a comprehensive review every 5 years.

The CAO stated that the plan moving forward into the public consultation process will be with a goal of full cost recovery. The Watson and Associates report has taken into consideration the direct input time of other staff outside of the Environmental Planning department, which is not currently budgeted for. Staff will be setting up meetings with member municipalities, partners, and stakeholders that will include developers, contractors, consultants, as well as the general public. Staff will then collect, aggregate and review the feedback and present to the Board.

Member Dwight Burley asked if the upcoming Municipal election would have an impact on the process, in reference to a Lame Duck situation.

The CAO indicated that at this point staff are only asking for input from municipal councils and staff.

Member Scott Mackey pointed out that, depending on the time frame, the Board may not be able to approve the fee changes.

Member Marion Koepke asked about the timing on the new positions proposed.

The CAO explained that staff, with Board approval, have moved forward with one of the proposed positions but that the other two will be held off until the fee schedule is approved and implemented.

Chair Scott Greig asked if the fee analysis was based on the context of mandated and/or regulated fees or were there others that other CAs had that GSCA did not.

Sean-Michael answered that all CAs generally have the same types of activities but that there may some differences in how the parameters are set. For example, what defines a standard versus a minor versus a major project.

Chair Scott Greig asked if there may be opportunities for Municipalities to reduce their requirements by relying on GSCA's staff expertise.

The CAO replied that those opportunities may exist through service agreements. At present GSCA does not charge municipalities for the various services.

A recorded vote was requested.

Motion No.:
FA-22-029

Moved By: Marion Koepke
Seconded By: Cathy Moore Coburn

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 enhance level of service

THAT the Program Rates and Fees Review report prepared by Watson & Associates be received,

FURTHER THAT Staff be directed to move to public consultation to gather feedback on the recommended fee schedule.

Carried

Director	Yay	Nay	Absent
Dwight Burley	X		
Cathy Moore Coburn	X		
Harley Greenfield	X		
Ryan Greig	X		
Scott Greig	X		
Marion Koepke	X		
Cathy Little	X		
Scott Mackey	X		
Andrea Matrosovs	X		
Paul McKenzie	X		
Paul Vickers			X

iv. Operations

Nothing at this time.

v. Conservation Lands

Nothing at this time.

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.

9. CAO's Report

The CAO, Tim Lanthier informed the Board of a potential funding opportunity facilitated through Conservation Ontario for a Flood-Line Mapping project. This project would involve the eastern edge of Grey County and the Town of the Blue Mountains and would be a partnership between the Town of the Blue Mountains, Grey County, GSCA, NVCA, the Town of

Collingwood, and Simcoe County. There is up to 50% grant funding available. Staff are waiting to hear back on cost estimates.

GSCA staff are working with the Town of the Blue Mountains, Grey County, and Greenland to finalize the remaining components of the NDMP-4 project. The LiDAR product will be incorporated into the flood models to produce more accurate mapping. Staff expect that there will be some additional costs incurred that will be drawn from reserves.

The GSCA's front office has re-opened to the public for general inquiries, fee payments, pick ups & drop offs, and membership pass purchases. Effective March 28, 2022, clients will be able to schedule in-office meetings. Masks will continue to be required for these meetings.

The CAO asked for comment on Board meetings being moved back to the GSCA boardroom starting in April.

The general consensus was that Member's support continuing in a hybrid format, while many Members expressed the preference to meet face to face, they understood the benefit of having the option to choose between attending in person and virtual. There was general acceptance of the need to remain flexible even after COVID-19 is no longer the most pressing issue. There was general direction from Board members to have staff investigate hybrid meeting technologies and present a report to the Board with costing.

The CAO thanked the Member's for their input and stated that staff will update the report from November 2021 and bring back to the Board. GSCA can continue to utilize the Grey County Council Chambers until a decision has been made.

GSCA Manager of Conservation Lands, Rebecca Ferguson will be presenting the Inglis Falls Management Plan at the April meeting of the Grey Bruce Healthy Communities Partnership.

GSCA parking passes continue to sell well with 260 passes sold at present. More than 850 passes were sold in 2021 and GSCA is on its way to meeting that in 2022.

The CAO ended his report with a notice from staff that 2022 is the third year in a row with lower than average spring run off.

10. Chair's Report

Chair Greig thanked Grey County for the use of the Council Chambers to host hybrid Board of Directors meetings.

Chair Greig gave a brief update on the Inglis Falls Arboretum Alliance (IFAA) tree sign project. The timeline extension for the project was approved by TD Friends of the Environment to the end of 2022. The delay has resulted in the original quote for the signs to expire and the new price rose substantially. As such, the IFAA is taking new quotes to help contain costs. IFAA members have worked with local Indigenous communities to includes content translations in three Indigenous languages. The IFAA has partnered with the GSC Foundation to provide signs for the Annual Memorial Trees planted in the Arboretum.

11. Other Business

Nothing at this time.

12. Resolution to Move into Closed Session

Motion No.: FA-22-030	Moved By: Seconded By:	Scott Mackey Dwight Burley
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THAT the Grey Sauble Conservation Authority Board of Directors proceed into closed session at 3:13 pm to discuss matters related to the following:

- i. Minutes of the Closed Session of the Regular Board of Directors meeting held on December 22, 2021; and,**
- ii. To discuss an item in the Town of South Bruce Peninsula regarding litigation or potential litigation including matters before administrative tribunals (GSCA Administrative By-Law, Section 4(xvii)(1)(d); and,**

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

Carried

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

Motion No.: FA-22-031	Moved By: Seconded By:	Scott Mackey Ryan Greig
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THAT the Grey Sauble Conservation Authority Board of Directors resume open session.

Carried

14. Resolution Approving the Closed Session Minutes

Motion No.: FA-22-032	Moved By: Seconded By:	Ryan Greig Harley Greenfield
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THAT the Grey Sauble Conservation Authority Board of Directors approve the December 22, 2021 Closed Session minutes as presented in the closed session agenda.

Carried

15. Reporting out of Closed Session

Motion No.: FA-22-033	Moved By: Seconded By:	Marion Koepke Harley Greenfield
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THAT the Grey Sauble Conservation Authority Board of Directors discussed the Minutes of the Closed Session of the Regular Board of Directors meeting held on November 24, 2021;

and an item in the Town of South Bruce Peninsula regarding litigation or potential litigation including matters before administrative tribunals (GSCA Administrative By-Law, Section 4(xvii)(1)(d); and,

THAT the Grey Sauble Conservation Authority Board of Directors provided direction to staff.
Carried

16. **Next Full Authority Meeting**

Wednesday April 27th, 2022

17. **Adjournment**


The meeting was adjourned at 4:15 p.m.


Motion No.:
FA-22-034

Moved By: Ryan Greig
Seconded By: Scott Mackey

THAT this meeting now adjourn.

Carried


Scott Greig, Chair


Valerie Coleman
Administrative Assistant