

**GREY SAUBLE CONSERVATION AUTHORITY  
MINUTES**  
Full Authority Board of Directors  
Wednesday, December 21, 2022, at 1:00 p.m.

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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 1:15 p.m., welcomed all those present in person and virtually, and made welcome new members. Members took a moment to introduce themselves. Chair Scott Greig made a land acknowledgement declaration.

Directors Present In-Person: Chair Scott Greig, Marion Koepke, Scott Mackey, Robert Uhrig, Tony Bell, Cathy Moore Coburn, Sue Carleton

Directors Present Virtually: Jennifer Shaw

Regrets: Nadia Dubyk, Alex Maxwell, Jay Kirkland

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 Conservation Lands, Rebecca Anthony; Water Resources Coordinator, John Bittorf; Forestry Coordinator, Mike Fry; DSWP Coordinator, Carl Seider; Manager of Environmental Planning, MacLean Plewes

**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**

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<b>Motion No.:</b> <b>FA-22-106</b>	<b>Moved By:</b> <b>Seconded By:</b>	<b>Sue Carleton</b> <b>Robert Uhrig</b>
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**THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of December 21, 2022.**

**Carried**

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#### **5. Approval of Minutes**

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<b>Motion No.:</b> <b>FA-22-107</b>	<b>Moved By:</b> <b>Seconded By:</b>	<b>Cathy Moore Coburn</b> <b>Tony Bell</b>
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**THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of October 26, 2022.**

**Carried**

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#### **6. Business Out of Minutes**

Nothing at this time.

#### **7. Consent Agenda**

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<b>Motion No.:</b> <b>FA-22-108</b>	<b>Moved By:</b> <b>Seconded By:</b>	<b>Scott Mackey</b> <b>Marion Koepke</b>
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**THAT in consideration of the Consent Agenda Items listed on the December 21, 2022, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits – October & November 2022; (ii) Administration – Receipts & Expenses – October & November 2022; (iii) Correspondence – Letter from GSCA to Premier Ford & Letter from GSCA Environmental Planning Department; (vi) Recent Media Articles**

**Carried**

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#### **8. Business Items**

##### **i. Administration**

##### **a. Board Introduction and GSCA Overview**

The CAO, Tim Lanthier provided a presentation to the Board introducing the Grey Sauble Conservation Authority (GSCA) with an overview of its geographic boundaries, operational makeup, funding breakdown, and programs and services. It was noted that a full orientation for Board Members would be held in 2023.

CAO Lanthier gave an overview of the role and responsibilities of GSCA Directors and noted that a more in-depth discussion of these will be held in 2023.

CAO Lanthier spoke briefly to the most recent changes to the Conservation Authorities Act (CAA) and included some details on the Ministry appointed Agricultural Representative, GSCA's mandatory and non-mandatory programs and services, and the other pieces that became required under the act.

Chair Greig noted the amount of time staff have redirected and dedicated to managing information coming from the Ministry with regard to the changes.

**b. Board Meeting Schedule for 2023**

Chair Greig noted that the GSCA Board of Directors has traditionally met on the 4<sup>th</sup> Wednesday of the month at 1:15 p.m.

A Member (Koepke) asked if staff find that the 4<sup>th</sup> Wednesday works for staff. CAO Lanthier answered that it does.

CAO Lanthier noted that, prior to December's meeting, a Board member expressed concern regarding a conflict with their municipal meeting schedule. Formal approval of the Board schedule will be held at the AGM.

A Member (Coburn) noted that the 4<sup>th</sup> Wednesday of the month does not necessarily work for them.

Discussion was had with regard to various municipal schedules and how the GSCA Full Authority meetings dovetail into them. It was generally agreed upon that the current schedule works well with few conflicts.

CAO Lanthier requested that the Board consider not meeting in January and making the February AGM be the first meeting of 2023, this was met with agreement.

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**Motion No.:**  
**FA-22-109**

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

**THAT the GSCA Board of Directors adopt a schedule that reflects Full Authority meetings to be held on the 4th day of the month at 1:15 pm.**

**Carried**

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**c. Passing of Bill 23**

The CAO, Tim Lanthier provided a presentation on the Bill 23 – More Homes Built Faster Act and noted that it had undergone a 3<sup>rd</sup> Reading and received Royal Assent on November 28<sup>th</sup>. A summary of the major changes to the CAA were reviewed.

A Member (Chair Greig) asked with regard to the disposition of conservation lands. The CAO clarified the factors involved.

A Member (Carleton) asked if GSCA currently has land that would be considered developable lands. The CAO answered that GSCA may; however, they may not be suitable for development. Staff will work through inventory process and report back to the Board.

CAO Lanthier spoke to issues that staff have identified.

A Member (Mackey) asked what staff are referring to with regard to the potential increase in municipal liability identified. CAO Lanthier clarified that bypassing the CA permitting process and not having a CA issued permit may increase liability on municipalities.

CAO Lanthier gave a summary of the pertinent dates moving forward and the elements of the legislation that will come into effect on January 1, 2023.

CAO Lanthier gave an overview of actions that staff have taken to date and what next steps look like.

A Member (Mackey) asked if the Environmental Planning Fee Schedule is safe from freezing fees. CAO Lanthier confirmed that the previously approved fee schedule is safe from the freeze, however; a revised version of the Fee Schedule will be presented later in the meeting to reflect the changes under Bill 23.

A Member (Bell) noted that agricultural lands are also at risk under Bill 23.

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**Motion No.:**  
**FA-22-110**

**Moved By:** Cathy Moore Coburn  
**Seconded By:** Sue Carleton

**WHEREAS the Province of Ontario has introduced, “consulted on” and passed Bill 23 – More Homes Built Faster Act,**

**THAT the GSCA Board of Directors receive Staff Report 031-2022 – Effects of Bill 23 on the Conservation Authorities Act as information.**

**Carried**

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**d. Fee Policy**

The CAO spoke to the required GSCA Fee Policy. The policy had been put out to consultation with no substantive feedback received.

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**Motion No.:**  
**FA-22-111**

**Moved By:** Marion Koepke  
**Seconded By:** Cathy Moore Coburn

**WHEREAS amendments to the Conservation Authorities Act requires 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,**

**AND WHEREAS GSCA Staff brought forward a Draft Fee Policy for endorsement for consultation on September 28, 2022,**

**AND WHEREAS such consultation has occurred,**

**THAT the GSCA Board of Directors endorse the Final GSCA Fee Policy as presented.**

**Carried**

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**e. Administration Office Cleaning Contract**

The CAO spoke to the results of the administrative office cleaning contract tender. Three bids were received with two of the contractors having had a tour of the facility. Staff recommended awarding the contract to O-Kay Cleaners of Owen Sound. A Member (Mackey) asked how many hours are included in the contract and if staff explored the option of having internal staff conducting the required work. CAO Lanthier responded that the cleaners would take about four person-hours on a weekly basis. Staff did not look internally as there are not staff currently on the team that would be qualified to conduct the work required.

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**Motion No.:**  
**FA-22-112**

**Moved By:** Sue Carleton  
**Seconded By:** Tony Bell

**WHEREAS the Grey Sauble Conservation Authority (GSCA) cleaning contract was terminated and was put out to tender;**

**AND WHEREAS, GSCA staff received and reviewed three bids;**

**AND WHEREAS, O-Kay Cleaners provided the lowest cost, met all of the requirements, and provided three satisfactory references;**

**THAT the Grey Sauble Conservation Authority Board of Directors award the administrative center cleaning contract to O-Kay Cleaners for their total bid of \$875.00 plus HST per month, to begin January 1, 2023 and end December 31, 2026.**

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**Carried**

**The Board recessed for 10 minutes at 2:40 pm.**

**The Board resumed session at 2:53 pm.**

**f. 2023 Draft Budget**

CAO, Tim Lanthier, presented the drafted 2023 Budget and noted that it was being presented later than typical due to circumstances around CAA changes and the 2022 Municipal Election.

CAO Lanthier summarized the details of the Environmental Planning Fee review process, results, and its impact on the 2023 budget process, the effect of increased visitation and parking revenues on the operating department budget, and the effect of lower timber harvest revenues on the forestry department.

CAO Lanthier introduced the 2023 Budget Companion that staff had created to illustrate the budget and noted that it should answer most initial questions.

The operating budget currently sits at a 2.99% levy increase or \$45,295, split between the eight municipalities. The capital budget is proposing a \$38,700 increase, this is intended to assist with long-term capital needs, including the future renewal of the administration centre.

A Member (Uhrig) asked with regard to management's satisfaction with current GSCA staffing levels. The CAO responded that with the addition of the Water Resources

Engineer included in the 2023 budget, mandatory staffing positions will be covered. However, there are some future goals and staffing positions that would require more investigation.

The CAO reviewed the budget consultation process once Board approval has been given to move forward.

A Member (Carleton) raised concern regarding the funds going into reserves being less than the funds coming out, and the potential for challenges in the future. The CAO clarified that there are significantly less funds coming out of reserves in 2023 than in 2022.

A Member (Chair Greig) asked with regard to the forestry reserves. The CAO stated that there is no expectation to see the level of revenues of previous decades. The Forestry Coordinator, Mike Fry added that staff utilize a 15-year cycle for forest operations. Staff are trying to be conservative and striving to not over harvest properties.

A Member (Chair Greig) asked with regard to GIS workstations, are these necessary. The CAO clarified that these are asset updates to technology needs and not physical desks.

A Member (Carleton) asked how much reduction in timber growth is due to climate change. Mike Fry answered that staff could be not specifically quantify the effect of climate change, however; it is certainly a factor.

A Member (Coburn) commented that they would prefer to see less reliance on timber harvest revenues.

A Member (Mackey) asked what opportunities there are for revenue generation to capitalize on those visitors from outside of the watershed. The CAO responded that staff are investigating additional opportunities that will be brought forward as the business cases are developed.

A Member (Greig) asked with regard to the Water Resources engineer position and where it is allocated. The CAO responded that it is predominantly allocated to planning, however; there may be a shift in the future.

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**Motion No.:**  
**FA-22-113**

**Moved By:** Marion Koepke  
**Seconded By:** Tony Bell

**WHEREAS GSCA Staff have prepared the 2023 Draft Budget for the Board of Directors' consideration,**

**AND WHEREAS the Conservation Authorities Act requires that this Draft Budget be circulated to participating municipalities for a minimum 30-day commenting period,**

**THAT the Grey Sauble Conservation Authority Board of Directors receive the 2023 Draft Budget,**

**AND THAT Staff be directed to distribute the 2023 Draft Budget and Budget Companion to participating municipalities for the minimum 30-day review period.**

**AND THAT Staff bring a report before the Board of Directors at the February 2023 meeting of the Board for final review and approval of the 2023 Draft Budget back**

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**Carried**

ii. **Water Management**

Nothing at this time.

iii. **Environmental Planning**

a. **Environmental Planning Fee Schedule Update**

The CAO spoke to the updates to the previously approved Environmental Planning Fee Schedule that became necessary by the passing of Bill 23. Staff have extracted the fees related to the Planning Ecologist position and updated the fees accordingly. Staff provided a side-by-side comparison of the changes to the fee schedule. Staff recommended that the proposed fee schedule be effective immediately.

A member (Carleton) asked what the Board's reasoning was to not move forward with the Planning Ecologist position. The CAO clarified that with the passing of Bill 23, CAs have been removed from commenting on Natural Heritage items and this has made the Planning Ecologist position unnecessary.

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**Motion No.:**  
**FA-22-114**

**Moved By:** **Scott Mackey**  
**Seconded By:** **Cathy Moore Coburn**

**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 Planning and Permitting Fee Schedule at the October Full Authority meeting;**

**AND WHEREAS changes in proposed staffing needs require an amendment to this Schedule THAT THE Board of Directors approve the reduced 2023 Plan Review and Permit fee schedules;**

**Carried**

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b. **Section 28 Regulation Consultation Comments**

The Manager of Environmental Planning, MacLean Plewes, gave a brief background of the requirements of Conservation Authorities and the proposed changes to the regulation.

MacLean provided some high-level comments and noted that staff are generally in favour of the changes being proposed with some minor comments.

A Member (Mackey) asked with regard to permits required for municipal drain clean out. MacLean clarified that a permit would be required, however; municipal projects are not subject to GSCA fees.

A Member (Greig) asked with regard to the variance between the two different watershed standards being used in GSCA, 100-year versus Timmins storm. Water Resources Coordinator, John Bittorf explained that a flood plain study was conducted on the Sauble River, at the time affected municipalities requested that the lesser 100-year standard be employed.

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**Motion No.:**  
**FA-22-115**

**Moved By:** Sue Carleton  
**Seconded By:** Robert Uhrig

**WHEREAS, on October 25, 2022, the Province of Ontario released the “Proposed updates to the regulation of development for the protection of people and property from natural hazards in Ontario” consultation guide on the Environmental Registry of Ontario, ERO #019-2927;**

**THAT THE GSCA Board of Directors receive Staff Report 036-2022 for ERO Posting #019-2927 as information.**

**Carried**

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**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. New Business**

**10. CAO's Report**

The CAO, Tim Lanthier, welcomed all of the new Members to the Board and gave an update on activities from the past month.

CAO Lanthier noted that Bill 23, the Budget, and the Election have claimed most of his time the past few months.

As required, the Transition Plan quarterly report has been completed and will be submitted by the end of 2023.



Staff have provided notice to the Minister that website requirements have been met.

Member pass sales for 2022 saw 1140 resident and 34 non-resident passes sold. The library loan program with Bruce and Grey County library branches was once again well received and had more than 100 loan outs of the passes reported.

A Member (Uhrig) asked with regard to a lack of a marketing budget. CAO Lanthier explained that the GSCA does have communications specialist on staff that works to market properties through community partnerships, social media, website, and the explore brochure. Staff have found that the properties have reached a point at which they market themselves.

A Member (Uhrig) asked with regard to municipal projects and the role that GSCA plays, in particular the planned Meaford Pumped Energy project. The CAO explained that GSCA does not have jurisdiction on Federal lands, however; GSCA does have jurisdiction in the water. It was noted that GSCA is not currently involved in the specified project, however; staff will review any permits submitted.

**11. Chair's Report**

Chair Greig thanked staff for their work and support over the last four years. Also, expressed gratitude to Board members.

**12. Other Business**

Nothing at this time.

**13. Resolution to Move into Closed Session**

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**Motion No.:**  
**FA-22-116**

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

**THAT the Grey Sauble Conservation Authority Board of Directors proceed into closed session at 3:52 pm to discuss matters related to the following:**

- i. Minutes of the Closed Session of the Regular Board of Directors meeting held on October 26, 2022; and,**
- ii. Minutes of the Confidential Closed Session of the Regular Board of Directors meeting held on October 26, 2022.**

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

**Carried**

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**14. Resolution that the Board of Directors has resumed Open Session**

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**Motion No.:**  
**FA-22-117**

**Moved By:** Sue Carleton  
**Seconded By:** Cathy Moore Coburn

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

**Carried**

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**15. Resolution Approving the Closed Session Minutes**

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**Motion No.:**  
**FA-22-118**

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

**THAT the Grey Sauble Conservation Authority Board of Directors approve the October 26, 2022, Closed Session and Confidential Closed minutes as presented in the closed session agenda.**

**Carried**

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**16. Reporting out of Closed Session**

The Board reviewed and approved both the Closed Session minutes of October 26, 2022 and the Confidential Closed Session Minutes of October 26, 2022.

**17. Next Full Authority Meeting**

Wednesday February 22, 2022

**18. Adjournment**

The meeting was adjourned at 3:59 p.m.

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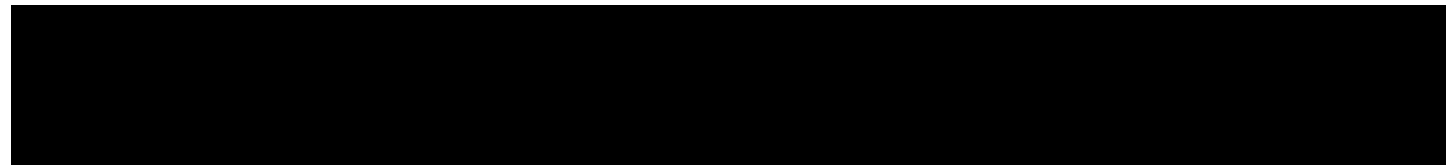
**Motion No.:**  
**FA-22-119**

**Moved By:** Cathy Moore Coburn  
**Seconded By:** Tony Bell

**THAT this meeting now adjourn.**

**Carried**

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Scott Greig, Chair

Valerie Coleman  
Administrative Assistant