

GREY SAUBLE CONSERVATION AUTHORITY
MINUTES

Full Authority Board of Directors
Wednesday, January 27, 2021, at 2:20 p.m.

The Grey Sauble Conservation Authority Board of Directors meeting was held via the internet on the meeting application, WebEx.

1. Call to Order

Chair Scott Greig called the meeting to order at 2:20 p.m.

Directors Present: Chair Scott Greig, Vice Chair Andrea Matrosovs, Dwight Burley, Cathy Moore Coburn, Harley Greenfield, Ryan Greig, Marion Koepke, Cathy Little, Scott Mackey, Paul McKenzie, Paul Vickers.

Regrets: None

Staff Present: CAO, Tim Lanthier, Administrative Assistant, Valerie Coleman, Manager of Information Services, Gloria Dangerfield, Water Resources Coordinator, John Bittorf, Forestry Coordinator, Mike Fry, Manager of Financial and Human Resource Services, Alison Armstrong, Manager of Conservation Lands, Rebecca Ferguson, Operations Manager, Morgan Barrie, Project Manager Source Water Protection, Carl Seider, Environmental Planning Coordinator, Andrew Sorensen.

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

4. Adoption of Agenda

Motion No.:
FA-21-012

Moved By: Dwight Burley
Seconded By: Cathy Moore Coburn

THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of January 27, 2021.

Carried

5. Approval of Minutes

Motion No.:
FA-21-013

Moved By: Cathy Little
Seconded By: Harley Greenfield

THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of December 16, 2020.

Carried

Motion No.:
FA-21-014

Moved By: Cathy Moore Coburn
Seconded By: Marion Koepke

THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of January 21, 2021.

Carried

6. Business Out of Minutes – Nothing at this time.

7. Consent Agenda

Motion No.:
FA-21-015

Moved By: Dwight Burley
Seconded By: Andrea Matrosovs

THAT in consideration of the Consent Agenda Items listed on the January 27, 2021, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning-Section 28 Permits – December 2020; (ii) Administration - Receipts & Expenses – December 2020; (iv) Minutes – GSCA Foundation January 2021; (v) Recent Media Articles;

Carried

8. Business Items

- i. Water Management – Nothing at this time.
- ii. Environmental Planning – Nothing at this time.
- iii. Conservation Lands – Nothing at this time.
- iv. Forestry
 - a. Forestry Tender

Forestry Coordinator, Mike Fry, presented the results of the forestry tender. One bid was received for tender for \$12,000. Staff recommended awarding this tender to Moggie Valley. Member Vickers asked if this bid was fair based on the increase in price of soft wood lumber. Mike Fry answered that this bid was above the internal estimate.

Motion No.:

FA-21-016

Moved By:

Paul McKenzie

Seconded By:

Harley Greenfield

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;

AND WHEREAS, GSCA conducts forest management activities on their products to improve the health of the forest and to generate revenue to offset operating expenses of the forestry department;

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

Pine-Spruce Second Thinning tender (GSC-21-01) for Wodehouse Management Area – Compartment 185 – to Moggie Valley Timber for their total bid of \$12,000, subject to signing the agreement.

Carried

v. Communications/Public Relations

a. Branding Strategy

Manager of Information Services, Gloria Dangerfield, presented the final results of the Corporate Image and Branding strategy with the assistance of a visual presentation. Staff outlined the details and specifics of the GSCA brand guidelines and key messages. eSolutions has provided several of the planned deliverables with a couple still to come. These include: the budget companion, templates for advertisements, reports, brochures, letterhead, and the Explore guide, and updated logos for GSCA and GSCF.

Motion No.:

FA-21-017

Moved By:

Marion Koepke

Seconded By:

Cathy Little

WHEREAS Grey Sauble Conservation Authority hired eSolutions to create a Corporate Image Design Strategy that included several design assets, key messaging and a brand platform;

AND FURTHER WHEREAS eSolutions has worked with Grey Sauble Conservation Authority staff to create and provide the agreed upon design asset deliverables;

AND FURTHER WHEREAS eSolutions worked with staff and board members to create key messaging and brand platform to serve as guiding documents for the organization;

AND FURTHER WHEREAS eSolutions provided a brand guidelines document for staff to follow when creating and using design assets;

THAT the Grey Sauble Conservation Authority approve the Corporate Image Design Strategy.

Carried

- vi. Operations – Nothing at this time.
- vii. Education – Nothing at this time.
- viii. GIS/IT – Nothing at this time.
- ix. Drinking Water Source Protection & Risk Management – Nothing at this time.
- x. Administration
 - a. 2021 Budget

The CAO presented the final 2021 Budget as presented to the Board and approved for municipal circulation in November 2020. Budget was circulated in excess of the 30-day requirement. The CAO provided a budget presentation to the Town of the Blue Mountains council on January 11, 2021. There were no other requests from watershed councils for a presentation.

Motion No.: FA-21-018

Moved By: Cathy Little
Seconded By: Ryan Greig

WHEREAS the Conservation Authorities Act provides that an Authority shall have the power to determine the portion of total benefit afforded to each municipality in establishing the annual levy, the Grey Sauble Conservation Authority resolves as follows, subject to such regulations under the Act as may be approved by the Lieutenant-Governor-in-Council:

- i) That all participating municipalities be designated as benefiting for all projects included in the 2021 Operating Budget including administration and maintenance and the 2021 Capital Budget unless otherwise specified in the budget;
- ii) That the Authority's share of the cost of the program and projects included in the 2021 Budget shall be raised from all participating municipalities as part of the General Levy, unless otherwise specified in the budget;
- iii) That the 2021 General Levy be apportioned to the participating municipalities in the proportion that the modified current value assessment of the whole is under the jurisdiction of the Authority, unless otherwise provided in the levy or a project;
- iv) That the appropriate Authority officials be directed to advise the participating municipalities pursuant to the Conservation Authorities Act and the regulations made thereunder; to levy the said municipalities the amount of General Levy set forth in the 2021 Operating Budget, to levy the said municipalities the amount of the General Levy set forth in the 2021 Capital Budget and in the approved projects of the Authority, and any special levy attributable to any project which has been deemed to be of specific benefit to any particular municipality.

Carried

Director	YES	NO	ABSENT
Chair Scott Greig	X		
Vice Chair Andrea Matrosovs	X		
Dwight Burley	X		
Cathy Moore Coburn	X		

Harley Greenfield	X		
Ryan Greig	X		
Marion Koepke	X		
Cathy Little	X		
Scott Mackey	X		
Paul McKenzie	X		
Paul Vickers	X		
TOTAL	11		

Motion No.:
FA-21-019

Moved By: Andrea Matrosovs
Seconded By: Harley Greenfield

THAT the Grey Sauble Conservation Authority adopt the budget as presented for the year 2021 in the amount of \$3,343,610.00.

Carried

Director	YES	NO	ABSENT
Chair Scott Greig	X		
Vice Chair Andrea Matrosovs	X		
Dwight Burley	X		
Cathy Moore Coburn	X		
Harley Greenfield	X		
Ryan Greig	X		
Marion Koepke	X		
Cathy Little	X		
Scott Mackey	X		
Paul McKenzie	X		
Paul Vickers	X		
TOTAL	11		

Motion No.:
FA-21-020

Moved By: Dwight Burley
Seconded By: Paul Vickers

THAT the Grey Sauble Conservation Authority adopt a matching levy for the year 2021 of \$37,056.00 as required by Ontario Regulations 139/96 and 231/97.

Carried

Director	YES	NO	ABSENT
Chair Scott Greig	X		
Vice Chair Andrea Matrosovs	X		
Dwight Burley	X		

Cathy Moore Coburn	X		
Harley Greenfield	X		
Ryan Greig	X		
Marion Koepke	X		
Cathy Little	X		
Scott Mackey	X		
Paul McKenzie	X		
Paul Vickers	X		
TOTAL	11		

Motion No.:
FA-21-021

Moved By: Dwight Burley
Seconded By: Scott Macky

THAT the Grey Sauble Conservation Authority adopt a non-matching levy for the year 2021 of \$1,437,380.40 as required by Ontario Regulations 139/96 and 231/97.

Carried

Director	YES	NO	ABSENT
Chair Scott Greig	X		
Vice Chair Andrea Matrosovs	X		
Dwight Burley	X		
Cathy Moore Coburn	X		
Harley Greenfield	X		
Ryan Greig	X		
Marion Koepke	X		
Cathy Little	X		
Scott Mackey	X		
Paul McKenzie	X		
Paul Vickers	X		
TOTAL	11		

b. 2021 Operational Plan

The CAO spoke with respect to the proposed 2021 Priority Workplan. It was noted that the items related to the strategic goals are listed first with other department specific items following. This represents the big picture and strategic initiatives, additionally, managers also have workplans specific to their respective departments.

Member Little inquired about updating the GSCA Strategic Plan and noted that it was due shortly. The CAO proposed that the Communication team begin work on getting the set-up done and process ready for 2022. It was suggested to use 2021 to complete set-up, 2022 to complete work, and 2023 the updated Strategic Plan be ready for use.

Motion No.:
FA-21-022

Moved By: Cathy Moore Coburn
Seconded By: Ryan Greig

WHEREAS the General Membership of the Authority has approved a Strategic Plan for the operations of the Authority;
AND FURTHER WHEREAS The Chief Administrative Officer of the Authority is responsible for developing short and long-term goals of the Authority to support the Strategic Plan;
THAT the Grey Sauble Conservation Authority Board of Directors accept and approve the 2021 Priority Workplan as presented.

Carried

c. Report Back on CAO Performance Standard

The CAO presented a proposed update on the CAO Performance review that provides a more robust framework. This updated review would be a more comprehensive policy with a more thorough look at performance metrics and include a personal performance review. This review would begin for 2021 with CAO's Personal Performance Plan to be brought forward at the February meeting of the Board. Once established, the CAO recommends reviewing the policy every four years.

Motion No.:
FA-21-023

Moved By: Dwight Burley
Seconded By: Marion Koepke

WHEREAS Section 18 of the Conservation Authorities Act states that an authority shall appoint a secretary-treasurer who shall hold office during the pleasure of the authority and shall receive such salary or other remuneration as the authority determines; and,

WHEREAS Section 19 of the Conservation Authorities Act states that an authority may make by-laws prescribing the powers and duties of the secretary-treasurer and respecting the roles and responsibilities of the members of the authority and of its officers and senior staff; and,

WHEREAS Section 2 of the Administrative By-Laws of the Authority states that the position of the Secretary-Treasurer is fulfilled by the CAO; and,

WHEREAS the Section 3(3) of the Administrative By-law of the Authority states that the General Membership is afforded the power to approve regulations, policies and programs; and

THAT the CAO Annual Performance Review Process Policy, attached hereto as Schedule A, is hereby adopted; and,

THAT the minor amendment to the Administrative By-Law, as detailed in this report, is approved.

Carried

d. 2021 Board Meeting Schedule

Motion No.:
FA-21-024

Moved By: Marion Koepke
Seconded By: Harley Greenfield

THAT the Grey Sauble Conservation Authority Board of Directors approve the 2021 BOD's meeting dates as follows:

January 27th (AGM); February 24th; March 24th; April 28th; May 26th; June 23rd; July 28th; August 25th; September 22nd; October 27th; November 24th; and December 22nd.

Carried

e. Board Member Per Diem

In order to accurately report Member's time to their respective municipalities and calculate any per diem owed, the CAO asked Board Members to communicate with the GSCA Administrative Assistant, Valerie Coleman, when they attend Board meetings, committee meetings, or other events on behalf of the GSCA.

f. Update to the CAA Amendments

The CAO updated the Board with respect to the changes to the CAA. There is limited information to be shared at this time. The Province has created a working group of ten members and 8 advisors to discuss the regulations. The members are comprised of seven conservation authority CAOs, Kim Gavine from Conservation Ontario (CO), an AMO representative, and the Mayor of the Township of Cavan Monaghan. The advisors include three Land Development Vice Presidents, one Planning representative from CO, two Planning representatives from conservation authorities, and one representative from OFA.

The focus will be on developing regulations related to the mandatory core programs and services CA's would be required to provide, the agreements between municipalities and CA's and the transition period associated with non-mandatory programs and services, and how local members of the community can participate in their CAs through community advisory boards.

It was noted that members of the working group were required to sign confidentiality agreements. The first meeting of the working group was held on January 20th, 2021 and will continue to be held every second week until June.

The CAO expressed concern with the timeline and whether or not CAs and municipalities will be required to have agreements and new budgets in place by January 2022 when regulations are not expected until after June of 2021.

9. CAO's Report

The CAO began by congratulating Chair Elect Greig and Vice Chair Elect Matrosovs for their new positions, welcomed Member Coburn to the board, and thanked Past Chair Little for all of her assistance, work, and support of the GSCA while she was Chair.

It was a busy end of the year with the completion of the budget, additional COVID lockdowns, and the changes to the CAA. Staff were able to have a small winter holiday event with a campfire, snacks, and a scavenger hunt.

Likewise, it was a busy start to the year with the COVID Stay-at-Home order, preparing for the AGM, and preparing for the new year. Staff are working remotely with staff going into the office for only time sensitive/hands on tasks. Field staff are still able to complete work in the field when necessary.

Morgan Barrie has been officially hired as the GSCA Operations Manager. The position was advertised, and several applications were received. Morgan was hired as the best fit for the position. Working with the Management Team to complete year end performance reviews and goal setting for 2021.

Staff have started the new year strong, making headway on several priority tasks.

The CAO attended the following meetings virtually:

- Budget Presentation to the Town of the Blue Mountains Council on January 11, 2021.
- First CO GM meeting of the year on January 21, 2021.
- NVCA and SVCA AGMs on January 22, 2021.
- CO Strategic Planning (Members Services Group) on January 25, 2021.

10. Chair's Report

Past Chair Cathy Little congratulated Chair Elect Greig and Vice Chair Elect Matrosovs for their new leadership roles and wished everyone on the Board well. Thanked the Board for their support over her tenure of Chairing the Board. Also, thanked Member Koepke for her Vice Chair-ship and assistance in 2019.

Attended and brought greetings from GSCA at the NVCA AGM. Noted that neighbouring CAs does not always enjoy the level of support that GSCA does. Good leadership and staff excellence have contributed to the reputation of GSCA in the public.

11. Other Business – Nothing at this time.

12. Closed Session

Motion No.:

FA-21-025

Moved By:

Seconded By:

Dwight Burley

Marion Koepke

THAT the Grey Sauble Conservation Authority Board of Directors proceed into closed session at 3:35 pm to discuss matters related to the following:

- To discuss an item in the Town of the Blue Mountains regarding litigation or potential litigation including matters before administrative tribunals and/or the receiving of advice that is subject to solicitor/client privilege, including communications necessary for that purpose (GSCA Administrative By-Law, Sections 4(xvii)(d)&(f).

- ii) 2020 CAO Performance Review and Discussion – 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, Gloria Dangerfield, Manager of Information Services, and Andrew Sorensen, Environmental Planning Coordinator remain in attendance for item 12(i).

Carried

Motion No.:
FA-21-026

Moved By: Paul McKenzie
Seconded By: Harley Greenfield

THAT a closed meeting was held, and only closed session items identified were discussed in closed session.

AND THAT the Grey Sauble Conservation Authority Board of Directors approve the January 21, 2021 Confidential Closed Session minutes as presented in the closed session agenda

Carried

13. Next Full Authority Meeting

14. Adjournment

Motion No.:
FA-21-027

Moved By: Dwight Burley
Seconded By: Cathy Moore Coburn

THAT this meeting now adjourn.

Carried

The meeting was adjourned at 4:37 p.m.

Scott Greig, Chair

Valerie Coleman
Administrative Assistant