

**GREY SAUBLE CONSERVATION AUTHORITY
MINUTES**

**Full Authority Board of Directors
Wednesday, February 28, 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 1:13 p.m., welcomed all those present in person and virtually and made a land acknowledgement declaration.

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

Directors Present Virtually: Alex Maxwell, Jennifer Shaw, Jon Farmer

Regrets: Kathy Durst

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 Engineering Services, Ian Erikson; Operations Manager, Morgan Barrie; Water Resources Coordinator, John Bittorf; GIS Technologist, Kris Robinson

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-24-014

Moved By: Jon Farmer
Seconded By: Nadia Dubyk

THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of February 28, 2024.

Carried

5. **Approval of Minutes**

Motion No.:
FA-24-015

Moved By: **Scott Greig**
Seconded By: **Scott Mackey**

THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of January 24, 202.

Carried

6. **Business Out of Minutes**

Nothing at this time.

7. **Delegation**

i. Beaver Valley Destination Stewardship

Cathy Little of the Beaver Valley Destination Stewardship (BVDS) group provided a presentation to the Board with respect to who BVDS are and what they are doing in the community. Ms. Little gave a brief explanation on what “Destination Stewardship” is and an overview of the guiding principles.

Ms. Little expanded on the unique aspects of the Beaver River watershed. The group has been giving presentations and hosting stewardship circles to gain support and expand membership. Moving forward the group has secured funding through the Gros Morne Institute of Sustainable Tourism and are working to expand their presence on social media and in municipal circles.

The group asked to work with GSCA and for staff attendance at their next stewardship circle with the potential to have the GSCA present at a future stewardship circle.

A Member asked if destination stewardship is a set of principles to adopt or if it is a certification program. Ms. Little explained that there are certifications, however BVDS is not currently looking at that.

8. **Presentation**

i. 100% Schematic Design Presentation

Luc Bouliane and Duane Comins gave a presentation on the proposed schematic design of the Administration Centre renovation and foyer/vestibule addition. Mr. Bouliane started with an explanation of what elements and needs inspired the architects in their design.

Mr. Bouliane detailed some of the specifics of the design, the public versus staff spaces, and some of the unique elements included.

A Member asked to with respect to the identified issues of noise and light/heat and on how these issues will be managed in the new design. Mr. Bouliane explained that for sound control, the main staff offices will be closed in with walls that extend up to the ceiling and the larger departmental spaces will be closed off from the public. For heat and light control, solar shading has been added to the larger spans of windows and the sky lights will be replaced with a more comfortable option. On the lower level there will be fewer individual offices and more large departmental office spaces that will not restrict the natural light coming in from the windows.

A Member asked with regard to the need for the 3-4 stairs down from the entrance and if this could not have been a ramp. Mr. Bouliane explained that the entrance will be at grade to improve accessibility of the building. However, as the building is split level from grade, creating a walkway with the appropriate slope to eliminate the need for the mid-level entry would be challenging.

A Member asked with regard to green building standards and how they will be worked into the final product. Mr. Bouliane responded that from a technical perspective it will be in the materials selected that improve efficiency, such as windows and extra insulation. Additionally, the design has included elements that work to divert rainwater run off.

A Member asked with regard to the materials being considered for the paved surfaces and bird friendly windows. Mr. Bouliane responded that the next round or stage of the process will look more closely at materials.

A Member asked with regard to the administrative logistics of the office spaces and reception. CAO Tim Lanthier responded that staff have been consulted throughout the process.

A Member asked if the natural landscape offer a challenge to grass cutting. Staff answered that there are no concerns on their end.

A Member asked what the timeline looks like and what the plan is for during construction. Mr. Lanthier responded that staff are looking at options for a temporary office space.

A Member asked with regard to costing and protecting against inflation. Mr. Bouliane explained how the costing process works in conjunction with the design process. Lebel and Bouliane will engage a third-party costing consultant that has expertise with these types of projects and understands the costing in the Grey Bruce region.

9. Consent Agenda

Motion No.: FA-24-016	Moved By: Seconded By:	Scott Greig Tobin Day
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THAT in consideration of the Consent Agenda Items listed on the February 28, 2024, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits – January 2024; (ii) Administration – Receipts & Expenses – January 2024; (iii) Correspondence – GSC Foundation Connection; (v) Minutes – GSC Foundation – January 16, 2024; (vi) Recent Media Articles

Carried

10. Business Items

i. Board Orientation

a. Operations

Operations Manager, Morgan Barrie provided a presentation on the Operations Department and its staff.

It was stressed that the department wears a lot of hats and that their work intersects with that of all GSCA departments.

Mr. Barrie expanded on their various tasks, activities, duties, and responsibilities seasonally and day to day. It was noted that the operations staff need to remain flexible as situations can arise at any time that pull staff away from other planned activities.

Mr. Barrie outlined some of the capital projects that operations staff manage and complete. It was noted that staff are actively looking for cost saving opportunities, notably a new partnership with the 32 Combat Engineers regiment to complete the demolition and rebuilding of a bridge at the Inglis Falls property.

Mr. Barrie thanked the various groups and agencies that he works with.

The Board recessed for a 10-minute break at 3:06 p.m.

Member Scott Mackey left the meeting at 3:07 p.m.

The Board resumed session at 3:15 p.m.

ii. Administration

a. Administration Centre Renovation

Manager of Engineering Services, Ian Eriksen, spoke to the 100% schematic design drawings as presented by Luc Bouliane. It was noted that staff are pleased with the process and the product that was provided. Mr. Eriksen added that, based on his expertise, the Administration property does not have drainage issues. Staff are looking forward to the next stages of the process.

A Member asked with regard to a change in the driveway entry. Mr. Eriksen responded that from a flow perspective, moving the public drive entrance to the other side of the building would make sense. This is something that could be completed during or after the renovation.

A Member noted that the Boardroom and auxiliary meeting space being utilized concurrently could cause a noise issue, especially where day camp use is concerned. Mr. Lanthier responded that the only reason day camp would be using that space, concurrently with a Board meeting, would be in the case of dangerous or severely inclement weather, and that the proposed solution is much better than the current situation.

Motion No.:
FA-24-017

Moved By: Sue Carleton
Seconded By: Scott 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 Lebel and Bouliane were awarded the contract for concept design drawings at the May 25, 2022, Board of Directors meeting;

AND WHEREAS the GSCA Board of Directors has directed Staff to obtain cost estimates to proceed with Detailed Design Drawings for the Scheme 1, Renovation and Addition, option;

AND WHEREAS the GSCA Board of Directors direct Staff to engage Lebel and Bouliane Architects to continue with Schematic and Detailed Design drawings based on Scheme 1, Renovation and Addition option;

THAT the GSCA Board of Directors accept the Schematic Design Drawings as completion of the Schematic Design phase of the Admin Building renovation project and direct Staff to proceed to the Detailed Design phase.

Carried

b. GSCA 2025-2035 Strategic Plan Goals

CAO Tim Lanthier spoke to the proposed strategic plan goals. It was noted that four of the original goals have been maintained and reworded as they provide good coverage of the work and mandate of the Authority. Staff have proposed replacing the watershed planning goal with one designed around achieving organizational excellence. The proposed strategic plan goals are:

- Effectively monitor and manage the risks of natural hazards
- Enhance GSCA Land Management
- Achieve Organizational Excellence
- Improve Watershed Health
- Strengthen Environmental Education and Communications

The goals were presented to the Strategic Planning Subcommittee and were supported.

Mr. Lanthier added that by setting the goals in advance of full consultation, the feedback would be scoped to the actual mandate of the authority.

Motion No.:
FA-24-018

Moved By: Jon Farmer
Seconded By: Jennifer Shaw

WHEREAS the GSCA Board of Directors approved the 2019-2023 GSCA Strategic Plan at the May 23, 2018, meeting of the Board of Directors,

AND WHEREAS the received the Final Strategic Plan Report at the August 2023 meeting of the Board of Directors,

AND WHEREAS the Board has been presented with the proposed Draft 2025-2035 Strategic Plan goals on multiple occasions,

THAT the GSCA Board of Directors approve the following five Strategic Plan goals for the 2025-2035 Strategic Plan:

- Effectively Monitor and Manage the Risk of Natural Hazards
 - Enhance GSCA Land Management
 - Achieve Organizational Excellence
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- **Improve Watershed Health**
 - **Strengthen Environmental Education and Communication**
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Carried

c. 2024 GSCA Workplan

CAO Tim Lanthier spoke to the presented GSCA workplan for 2024. It was noted that the organizational workplan does not encompass all of the work done across the Authority, and that each department has its own workplans.

Mr. Lanthier stressed that there will be several large deliverables that will require considerable time and staffing resources. Many of these are driven by the changes to the Conservation Authorities Act.

Motion No.:
FA-24-019

Moved By: **Scott Greig**
Seconded By: **Jon Farmer**

WHEREAS the General Membership of the Authority has approved a Strategic Plan for the operations of the Authority;

AND 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 2024 Priority Workplan as presented.

Carried

d. 2023 Q4 Budget and Reserve Update

CAO Tim Lanthier spoke to the 2023 fourth quarter budget update and the annual reserve adjustments and noted that there were some unexpected changes throughout the year.

Mr. Lanthier outlined some of the specific causes for the deficit in the planning department.

Mr. Lanthier spoke with respect to surpluses in the education, operations, and stewardship departments. These surpluses were proposed for transfer to their respective reserve funds to be utilized in the future.

Mr. Lanthier noted that, previously, any funds from the stewardship program had been placed in the Administration Reserve until needed. Staff propose creating a specific stewardship reserve to improve clarity and transparency.

A Member asked with regard to two of the line items associated with surplus and deferred revenue in the Stewardship program. Mr. Lanthier and Ms. Armstrong responded that these were bookkeeping items due to the differences in fiscal year timeframes between the province and the Authority.

Mr. Lanthier noted that the capital budget had been underspent. While portions of the Administration Centre renewal were pushed to 2024, many lands-based capital projects that came in under budget.

Manager of Finance and Human Resources Services, Alison Armstrong, spoke to the reserve transfers proposed.

Motion No.: FA-24-020	Moved By: Seconded By:	Nadia Dubyk Sue Carleton
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WHEREAS the Board of Directors approved the GSCA 2023 Operating and Capital Budget on February 22, 2023, by motion FA- 23-017,

AND WHEREAS, the 2023 Year-End actuals deviate from the approved budget,

THAT, the Board of Directors approve any previously unapproved transfers of funds to or from reserves or surplus as detailed in Report 005-2024.

AND THAT, the Board of Directors approve the creation of a Stewardship Reserve to clearly manage year over year funding of stewardship grant funding and projects.

Carried

e. 2023 Q4 Portfolio Update

Manager of Finance and Human Resources Services, Alison Armstrong gave a brief update on the portfolio, in consideration that GSCA's Portfolio Manager will be providing a presentation to the Board in March.

It was noted that, as of December 2023, GSCA's portfolio is up significantly over December 2022.

Motion No.: FA-24-021	Moved By: Seconded By:	Sue Carleton Tony Bell
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THAT, the Board of Directors receive the GSCA 2023 4th Quarter Portfolio update as information.

Carried

iii. Water Management
Nothing at this time.

iv. Environmental Planning
Nothing at this time.

v. Operations
Nothing at this time.

vi. Conservation Lands
Nothing at this time.

vii. Forestry

Nothing at this time.

viii. Communications/Public Relations

Nothing at this time.

ix. Education

Nothing at this time.

x. GIS/IT

Nothing at this time.

xi. DWSP

Nothing at this time.

11. New Business

Nothing at this time.

12. CAO's Report

The CAO, Tim Lanthier, gave a brief report on February's activities.

As requested by the Board in December, Mr. Lanthier and the Board Chairs have been setting meetings with GSCA's local MPPs. Staff are still working on setting a meeting with MPP Saunderson, however; CAO Lanthier and Vice Chair Dubyk were able to meet with MPP Rick Byers. Overall, the meeting was positive. Mr. Lanthier and Vice Chair Dubyk were able to get across the need for CAs to be able to manage fees to continue to provide services at a consistent level.

Mr. Lanthier noted that the planning department issued 338 permits in 2023. 97% of these were issued with the MNRF timelines and 93% were issued with Conservation Ontario timelines. Permit approvals falling outside of the timelines can be attributed to complex projects, or those projects where the proponent fails to provide further detail within a timely manner. Mr. Lanthier gave credit to the work of the staff and the hard work that they are doing to meet these timelines.

In mid-February, the Provincial Government proclaimed several outstanding amendments to the Conservation Authorities Act which will come into effect on April 1, 2024. Additionally, a new development regulation titled, "Prohibited Activities, Exemptions and Permits" and a new lands regulation titled, "Rules of Conduct in Conservation Areas" were released and will also come into force and effect on April 1, 2024. It was noted that these new regulations will create a significant workload to put the necessary changes in place by the April 1st, deadline. Several required components, as well as a more in-depth report, will come to the March meeting of the Board of Directors.

Vice Chair Dubyk added that she felt that the meeting with MPP Byers was time well spent and congratulated CAO Tim Lanthier on his management of the content and briefing. Mr. Lanthier will circulate the briefing package to the Board.

13. Chair's Report

Chair Uhrig had nothing to report.

14. Other Business

Nothing at this time.

15. Resolution to Move into Closed Session

Motion No.:	Moved By:	Tony Bell
FA-24-022	Seconded By:	Nadia Dubyk

THAT the Grey Sauble Conservation Authority Board of Directors proceed into closed session at 4:12 pm to discuss matters related to the following:

- i. Minutes of the Closed Session of the Regular Board of Directors meeting held on December 19, 2024; and,**
- ii. CAO Workplan – 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,**

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

Carried

Member Alex Maxwell left the meeting at 4:12 p.m.

16. Declaration that the Board of Directors has Resumed Open Session

Chair Uhrig declared that the Directors resumed open session at 4:29 p.m.

17. Resolution Approving the Closed Session Minutes

Motion No.:	Moved By:	Tobin Day
FA-24-023	Seconded By:	Nadia Dubyk

THAT the Grey Sauble Conservation Authority Board of Directors approve the December 19, 2023, Closed Session minutes as presented in the closed session agenda.

Carried

18. Reporting out of Closed Session

Chair Uhrig reported that the Members approved the closed session minutes of December 19, 2023, and discussed and gave direction to staff on items that were identified and nothing else.

19. **Next Full Authority Meeting**

Wednesday March 27, 2024

20. **Adjournment**

The meeting was adjourned at 4:33 p.m.



Robert Uhrig, Chair

A handwritten signature in blue ink, appearing to be "Robert Uhrig", is written over a faint, illegible stamp or watermark.

Valerie Coleman
Administrative Assistant