

GREY SAUBLE CONSERVATION AUTHORITY  
MINUTES

Full Authority Board of Directors  
Wednesday, August 28, 2024, at 1:15 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 County Council Chambers Office and virtually via the meeting application, WebEx.

**1. Call to Order**

Chair Robert Uhrig called the meeting to order at 1:16 p.m., welcomed all those present in person and virtually and asked Member Jennifer Shaw to provide a land acknowledgment declaration.

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

Directors Present Virtually: Jon Farmer, Jennifer Shaw

Regrets: NA

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 Environmental Planning, MacLean Plewes; Regulations Officer, Olivia Sroka

**2. Disclosure of Pecuniary Interest**

The Directors were reminded to disclose any pecuniary interest that may arise during the course of the meeting.

Vice Chair Dubyk and Member Greig declared a conflict with item *9.iii.a Permit Fee Waiver for Bruce Trail Conservancy*.

**3. Call for Additional Agenda Items**

Nothing at this time.

**4. Adoption of Agenda**

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**Motion No.:**  
FA-24-065

**Moved By:** Tony Bell  
**Seconded By:** Nadia Dubyk

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

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**Carried**

5. **Approval of Minutes**

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<b>Motion No.:</b> FA-24-066	<b>Moved By:</b> <b>Seconded By:</b>	<b>Sue Carleton</b> <b>Jon Farmer</b>
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**THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of July 24, 2024.**

**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> FA-24-067	<b>Moved By:</b> <b>Seconded By:</b>	<b>Scott Mackey</b> <b>Kathy Durst</b>
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**THAT in consideration of the Consent Agenda Items listed on the August 28, 2024, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits – July 2024; (ii) Administration – Receipts & Expenses – July 2024; (iii) Correspondence – (a) Q2 Portfolio Update; (b) Minutes from Grey County Joint Accessibility Committee; (vi) Media – Recent Media Articles**

**Carried**

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8. **Business Items**

- i. Administration**
  - a. Auditor RFP**

Manager of Financial and Human Resources Services, Alison Armstrong informed the Board that the previous Auditor RFP in 2019 covered a five-year period. Staff recommended establishing a Selection Committee consisting of two Board Members, the CAO, and the Manager of Financial and Human Resources Services.

Chair Uhrig put out the call for two volunteers to serve on the selection committee.

Members Nadia Dubyk and Scott Greig volunteered to serve on the selection committee.

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<b>Motion No.:</b> FA-24-068	<b>Moved By:</b> <b>Seconded By:</b>	<b>Sue Carleton</b> <b>Tobin Day</b>
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**WHEREAS Grey Sauble Conservation Authority has a need to update and renew contracts for the provision of audit services,**

**THAT the Board of Directors direct staff to prepare and issue a request for proposals for audit services,**

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**AND THAT a Selection Committee consisting of two Board Members (Vice Chair Nadia Dubyk, and Member Scott Greig), CAO Lanthier, and Manager of Financial Services be formed to select and prepare recommendations,**

**AND THAT the recommendation(s) from the Selection Committee be brought before the Full Authority Board for final decision at the October Board meeting.**

**Carried**

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**b. Legal Counsel RFP**

CAO Tim Lanthier provided background on GSCA's current legal counsel providers and the services they provide, including GSCA's agreement with Grey County for prosecutor services.

It was noted that GSCA has not gone out to tender for legal counsel services since 2011.

Staff recommended the establishment of a Selection Committee made up of two Board Members, the CAO, and two relevant staff members.

Chair Uhrig put out the call for two volunteers to serve on the selection committee.

Member Sue Carleton and Chair Robert Uhrig volunteered to serve on the selection committee.

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**Motion No.:**  
**FA-24-069**

**Moved By: Alex Maxwell**  
**Seconded By: Scott Mackey**

**WHEREAS Grey Sauble Conservation Authority has a need to update and renew contracts for the provision of legal services,**

**THAT the Board of Directors direct staff to prepare and issue a request for proposals for legal services,**

**AND THAT a Selection Committee consisting of two Board Members (Sue Carleton, and Robert Uhrig), CAO Lanthier, and two GSCA Staff be formed to interview respondent law firms and prepare recommendations,**

**AND THAT the recommendation(s) from the Selection Committee be brought before the Full Authority Board for final decision at the November Board meeting.**

**Carried**

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**c. Fee Policy Update**

CAO, Tim Lanthier spoke with respect to GSCA's fee policy that was created in 2023. Due to changes to the Conservation Authorities Act, an amendment to GSCA's fee policy is required. This amendment includes additional appeal mechanisms for fees associated with development permits and ensures that GSCA's policy complies with the legislation.

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**Motion No.:**  
**FA-24-070**

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

**WHEREAS 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 changes to the Act require an amendment to this policy,**

**THAT the GSCA Board of Directors endorse the proposed revisions to the GSCA Fee Policy as presented.**

**Carried**

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**d. Q2 Workplan Update**

CAO, Tim Lanthier spoke with respect to GSCA's workplan status and added that the majority of workplan items are proceeding as expected. It was noted that there were some items in the workplan that may deviate from the anticipated timelines. Mr. Lanthier explained that some items have been delayed due to resource constraints and workload, while others have taken more time to ensure thoroughness and accuracy.

A Member asked what item in the workplan the CAO would be most proud of and if he could speak to it. Mr. Lanthier congratulated the staff for the work they have put in and the challenges they have persevered through. Mr. Lanthier added that he is proud of the work that the staff's social committee has done in elevating staff moral through their regular events and functions and noted that they have really made a difference.

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**Motion No.:**  
**FA-24-071**

**Moved By: Nadia Dubyk**  
**Seconded By: Tobin Day**

**WHEREAS via Motion FA-24-019, the Board of Directors approved the 2024 Priority Workplan for the GSCA,**

**THAT the GSCA Board of Directors receive Report 029-2024 – Q2 Report Back on the 2024 Priority Workplan status as information.**

**Carried**

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**e. Q2 Budget Update**

Manager of Financial and Human Resources Services, Alison Armstrong spoke to the Q2 Budget Update. It was noted that there were not any significant anomalies at this point and noted that the budget is in surplus in some areas due to some changes in staffing.

It was noted that parking revenue is up from this time 2023.

Ms. Armstrong explained that it is too early in the fiscal year to speak to the capital budget as many of the capital projects were expected to be completed in the last half of the year.

A Member asked with regard to the staff positions that were not filled. Ms. Armstrong explained that the tree planting positions are short term and there was a lack of applications. The other back fill position was intended to cover a maternity leave and was not filled as early as initially anticipated.

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**Motion No.:**  
**FA-24-072**

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

**WHEREAS the Board of Directors approved the GSCA 2024 Operating and Capital Budget on December 19, 2023, by motion FA-23-122,**

**THAT, the Board of Directors receive staff report 030-2024 – 2024 Q2 Budget Report Back as information.**

**Carried**

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**f. Reserves Update**

Manager of Financial and Human Resources Services, Alison Armstrong spoke to GSCA's reserves status. Due to a new accounting standard introduced for 2023, staff felt it was important to bring forward an update of the reserves at market value.

Vice Chair Dubyk asked Ms. Armstrong what her sense was of the health of GSCA's reserves. Ms. Armstrong stated that, at a general level, the reserves are in a good position. Individually, some reserves could use some attention. CAO, Tim Lanthier added that the Vehicle, IT, and Lands reserves are oversubscribed, and that staff are taking action to remedy this issue.

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**Motion No.:**  
**FA-24-073**

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

**THAT the GSCA Board of Directors receive the 2024 Reserve Continuity status update as information.**

**Carried**

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**ii. Water Management**  
Nothing at this time.

**iii. Environmental Planning**

**a. Permit Fee Waiver for Bruce Trail Conservancy**

Vice Chair Nadia Dubyk and Member Scott Greig recused themselves from the discussion.

Manager of Environmental Planning, MacLean Plewes, introduced Regulations Officer, Olivia Sroka to provide the presentation.

Ms. Sroka spoke to the staff recommendation to waive all planning & permit fees for Bruce Trail Conservancy (BTC) projects. Ms. Sroka gave a brief explanation of the BTC and their relationship with GSCA. It was noted that, in general, the planning and/or permitting activities of BTC are minor in nature.

Previously, the Board had approved a fee waiver for up to three planning or permitting fees per year.

Ms. Sroka spoke to the monetary and non-monetary benefits that GSCA experiences as part of its partnership with the BTC.

Several Members provided support for the proposal.

A member asked with regard to the Member clubs within the BTC for clarification. Ms. Sroka explained that the entirety of the trail is segmented into nine different member clubs, and some do not fall within the GSCA watershed.

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**Motion No.:**  
**FA-24-074**

**Moved By:** Alex Maxwell  
**Seconded By:** Tobin Day

**WHEREAS the Bruce Trail Conservancy and GSCA share mutual goals in conservation;**

**AND WHEREAS, the Bruce Trail Conservancy’s activities provide significant benefit to GSCA;**

**AND WHEREAS, the Bruce Trail Conservancy is currently granted up to three (3) planning and permitting related fee waivers per year;**

**THAT THE GSCA Board of Directors grant Staff the discretion to waive planning and permitting fees for all applications of the Bruce Trail Conservancy and their member clubs;**

**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**

Nothing at this time.

**10. CAO’s Report**

The CAO, Tim Lanthier, gave a brief report on activities from July and dates of note coming up.

The Source Protection Committee met on July 26. It was well attended by committee members and the public. The committee received a delegation regarding water quality concerns near Oxenden in the Township of Georgian Bluffs.

GSCA’s Volunteer Appreciation Day will be held on September 12<sup>th</sup> at the Inglis Falls Arboretum pavilion. Mr. Lanthier noted that RSVPs for this event are low than anticipated.

The BTC will be hosting Bruce Trail Day at the Eugenia Falls property. The day will include guided hikes of the trails.

Staff have met with representatives from the proposed Georgian Bay GeoPark to discuss a possible educational event at Inglis Falls. Staff are hopeful that this partnership could provide more educational opportunities for the GSCA Education department.

Staff continue to work on the Inglis Falls washroom project. Staff had applied for an accessibility grant but was unsuccessful. Staff continue to seek other granting opportunities. The project is projected to cost between \$60,000 and \$65,000. GSCA current has \$40,000 in the budget earmarked for the project.

Mr. Lanthier and Vice Chair Dubyk will be attending the Conservation Ontario meeting on September 23<sup>rd</sup>.

**11. Chair’s Report**

Chair Uhrig reported that he attended the AMO conference and was able to participate in several conservation minded sessions.

**12. Other Business**

Nothing at this time.

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

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**Motion No.:**  
**FA-24-075**

**Moved By:** Sue Carleton  
**Seconded By:** Jennifer Shaw

**THAT the Grey Sauble Conservation Authority Board of Directors proceed into closed session at 2:35 pm to discuss matters related to the following:**

- i. Minutes of the Closed Session of the Regular Board of Directors meeting held on May 22, 2024; and,**
  - ii. Potential Property Acquisition in the Township of Georgian Bluffs, closed as it pertains to discussion of an item of commercial significance, such as but not limited to a proposed or pending acquisition of real property for Authority**
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purposes, internal reserve bid amounts, leases and property sales (GSCA Administrative By-Law Section 4 (xvi)(g)); and,

- iii. **CAO Mid-Year Review - 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 will be present, and the Manager of Engineering Services, Ian Eriksen will be present for item ii only.**

**Carried**

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

**15. Resolution Approving the Closed Session Minutes of May 22, 2024**

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**Motion No.:**  
**FA-24-076**

**Moved By: Scott Greig**  
**Seconded By: Sue Carleton**

**THAT the Grey Sauble Conservation Authority Board of Directors approve the May 22, 2024, Closed Session minutes as presented in the closed session agenda.**

**Carried**

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**16. Reporting out of Closed Session**

Chair Robert Uhrig stated that Members approved the closed session minutes of May 22, 2024, and gave direction to staff on items that were identified in the agenda and nothing else.

**17. Next Full Authority Meeting**

Wednesday September 25, 2024

**18. Adjournment**

The meeting was adjourned at 3:38 p.m.

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Robert Uhrig, Chair

Valerie Coleman  
Administrative Assistant