

**GREY SAUBLE CONSERVATION AUTHORITY
MINUTES**
Annual General Meeting & Full Authority Board of Directors
Wednesday, June 28, 2023, 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 Sue Carleton called the meeting to order at 1:18 p.m., welcomed all those present in person and virtually, and made a land acknowledgement declaration.

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

Directors Present Virtually: Jennifer Shaw

Regrets: Jay Kirkland, Scott Mackey, Jon Farmer, Alex Maxwell

Staff Present: CAO, Tim Lanthier (Virtually); Administrative Assistant, Valerie Coleman; Manager of Information Services, Gloria Dangerfield; Manager of Financial and Human Resources Services, Alison Armstrong; Manager of Environmental Planning, MacLean Plewes; Water Resources Coordinator, John Bittorf; Manager of Conservation Lands, Rebecca Anthony, Forestry Coordinator, Mike Fry

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-23-060

Moved By: Tobin Day
Seconded By: Nadia Dubyk

THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of June 28, 2023.

Carried

5. Approval of Minutes

Motion No.: FA-23-061	Moved By: Seconded By:	Robert Uhrig Tony Bell
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THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of May 24, 2023.

Carried

6. Business Out of Minutes

Nothing at this time.

7. Consent Agenda

Motion No.: FA-23-062	Moved By: Seconded By:	Scott Greig Robert Uhrig
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THAT in consideration of the Consent Agenda Items listed on the June 28, 2023, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits and Planning – May 2023; (ii) Administration – Receipts & Expenses – May 2023; (iii) Correspondence – GSCA Transition Plan Quarterly Progress Report # 5 to MNRF; Baker Tilly Management Letter, Audit Reporting Letter, and Final Audited Financial Statements; (v) Minutes – GSC Foundation – June 8, 2022 & May 16, 2023; (vi) Recent Media Articles

Carried

8. Presentation

i. GSCA Environmental Planning Board Orientation– MacLean Plewes

The Manager of Environmental Planning, MacLean Plewes, provided a presentation on the role and responsibilities of the Environmental Planning Department.

Mr. Plewes gave a brief introduction of GSCA’s Planning Department staff. It was also noted that the department works closely with many other staff and departments.

Mr. Plewes explained the department’s role as a regulatory authority in administering Ontario Regulation 151/06 under Section 28 of the Conservation Authorities Act.

Mr. Plewes went through the process of obtaining permission for a project, including the application process, staff review process, and the applicant’s options should the application be denied.

Mr. Plewes explained the Board of Directors role in acting as a Hearing Board should an applicant request one. It was stressed that the Board is to be objective in this role and avoid any apprehension of bias.

Lastly, Mr. Plewes described the enforcement component of the department’s compliance staff.

A Member asked if there were any permit hearings presented to the Board in the last term. Mr. Plewes stated that there had not been.

A Member asked about a specific development application within a municipality. Mr. Plewes answered that, in general, there is a process and depended on the specifics of the development project but was not able to speak to any specific

A Member asked if GSCA staff had been involved with any applications going to the OTC for review. Mr. Plewes responded that GSCA staff have not been involved with any.

A Member asked with regard to the 100-year flood mark of the lake and if it should be changed. Mr. Plewes explained that the Technical Guidance from the Province is being updated and that will inform the regulations.

A Member asked with regard to Provincially Significant Wetlands and if any of GSCA's wetlands are at risk of being declassified. Mr. Plewes clarified that the evaluation system is being changed but the legislation's goal is not to declassify wetlands.

Mr. Plewes explained the department's role and responsibility in representing the province regarding natural hazards on municipal policy documents and applications under the Planning Act, and that the Authority also works within the Aggregate Resources Act, Drainage Act, Environmental Assessment Act, and the Niagara Escarpment Planning and Development Act.

Mr. Plewes described what Hazardous Lands are and gave examples including, flood and erosion lands, dynamic beaches, inland lake areas, and lands with unstable soils or bedrock.

Mr. Plewes reviewed the planning process and noted that these typically begin with the municipality.

A Member asked with regard to what the planning department require for documentation. Mr. Plewes responded that it depends on the context around the file.

Mr. Plewes went through some of the other services that the department provides, including, real estate transaction inquiries, site inspections and mapping, responding to general questions, and communication and relationship building.

A Member asked if there were fees associated with all of the other services the department provides. Mr. Plewes responded that some items like clearance letters and site visit do have fees, however; the Authority does not charge individuals for answering general questions.

9. Resolution to Move Into Closed

Motion No.:
FA-23-063

Moved By: **Scott Greig**
Seconded By: **Nadia Dubyk**

THAT the Grey Sauble Conservation Authority Board of Directors proceed into closed session at 2:05 pm to discuss matters related to the following:

- i. Minutes of the Closed Session of the Regular Board of Directors meeting held on May 24, 2023; and,**
 - ii. To discuss a property item requiring the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose. (GSCA Administrative By-Law, Section 4(xvi)(f)); and,**
 - iii. To discuss an item related to litigation or potential litigation including matters before administrative tribunals and/or receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose (GSCA Administrative By-Law, Section 4(xvi)(d,f)).**
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AND FURTHER THAT CAO, Tim Lanthier and Administrative Assistant, Valerie Coleman and Manager of Information Services, Gloria Dangerfield, will be present with the Manager of Conservation Lands, Rebecca Anthony being present for item ii and iii only.

Carried

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

Chair Carleton declared that the Board of Directors had resumed open session at 2:32 p.m.

11. Resolution Approving the Closed Session Minutes of May 24, 2023

Motion No.:
FA-23-064

Moved By: Nadia Dubyk
Seconded By: Robert Uhrig

THAT the Grey Sauble Conservation Authority Board of Directors approve the May 24, 2023, Closed Session minutes as presented in the closed session agenda.

Carried

12. Reporting out of Closed Session

13. Business Items

i. Administration

a. Administration Office Renovation

CAO, Tim Lanthier, gave a brief overview of the activities taken to present and the costing schedule provided by the architects.

Mr. Lanthier reviewed the concept designs that the previous Board of Directors approved, including refurbishment of the existing building and the inclusion of an addition to provide classroom/rental space.

Mr. Lanthier outlined the next steps moving forward. This phase of the project has been broken down into 3 sub-phases. Phase 1A will include the Schematic Design, Detailed Designs, and Engineering at a cost of \$80,840. Phase 1B will include the Construction Drawings and Engineering at a cost of \$76,260. Phase 2 will include the Contract Administration and Engineering at a cost of \$37,585. It was noted that the architect's fee is based on a percentage of the total build cost, meaning that any cost savings will have an impact on the total cost for architectural services.

With the Board's approval to continue moving forward with Lebel and Bouliane Architects, Staff will discuss the necessary changes to the concept design and request Schematic Design drawings. Once the schematic designs have been finalized the architects will prepare and present detailed design drawings. It was noted that Lebel and Bouliane will conduct a Class B costing exercise to hone construction costs.

Mr. Lanthier and GSCA's Manager of Finance, Alison Armstrong, are developing funding options, these will include a blend of fundraising and drawing from reserve funds.

A Member asked if staff have approached TC Energy for funding. Mr. Lanthier explained that it will warrant further consideration as to whether that particular stream of funding would be a good fit with the Authority.

Mr. Lanthier stated that Staff are exploring the option of phasing in some components of the project, however; once construction of the project has begun, staff will not be able to continue to work in the building. Options are being explored for alternate work locations.

A Member asked if the capacity exists for staff to manage the fundraising. Mr. Lanthier responded that staff will be working with the GSC Foundation to assist with fundraising opportunities. Staff will be reaching out to other GSCA committees and stakeholders that would benefit from partnering with GSCA in fundraising for the addition/classroom portion of the project.

Motion No.: FA-23-065	Moved By: Seconded By:	Nadia Dubyk Tobin Day
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WHEREAS the GSCA Board of Directors has authorized the issuance and awarding of an RFP for concept design and feasibility study of the Administration Centre revitalization;

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;

THAT 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.

Carried

b. Conservation Authorities Act Changes

CAO, Tim Lanthier, spoke to upcoming changes to the CAA that are slated to come into force on July 1, 2023. It was noted that these changes were known to Authorities but are just now coming into effect. Mr. Lanthier gave an overview of the changes and stated that GSCA is well positioned for these changes.

Motion No.: FA-23-066	Moved By: Seconded By:	Tobin Day Robert Uhrig
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WHEREAS the Province of Ontario made changes to the Conservation Authorities Act (CAA) with a proclamation date of July 1, 2023,

THAT the GSCA Board of Directors receive the CAO's Report 020-2023 – "Update on Changes to the CAA in Force on July 1, 2023" as information.

Carried

c. Draft Category 3 Agreements

CAO, Tim Lanthier, spoke to the draft Category 3 Agreements that are required to utilize municipal levy to fund certain category 3 programs and services.

GSCA staff have circulated the drafted agreements to senior municipal staff for review, discussion, and approval. It was noted that the agreements have been written in such a way that should a municipality wish to amend or add additional programs and services, those could be added to their agreement without impacting other member municipalities.

The agreements have been scheduled for a five-year period with a review scheduled six months from their expiry.

Several municipalities have set dates for the approval of the agreement at council. GSCA staff continue to support senior municipal staff through the process.

The individual agreements will come back to the Board for final endorsement and a resolution to authorize the Chair and CAO to execute.

Motion No.:
FA-23-067

Moved By: Tony Bell
Seconded By: Tobin Day

WHEREAS under Section 21.1.2(2) of the Conservation Authorities Act, GSCA is required to enter into agreements with participating municipalities for the provision of Category 3 programs and services,

AND WHEREAS the GSCA has drafted and circulated a draft agreement to senior municipal staff for review, discussion and approval,

THAT the GSCA Board of Directors receive CAO Report 021-2023 – Draft Category 3 Agreements, as information.

Carried

ii. Water Management
a. Dam Updates

Water Resources Coordinator, John Bittorf gave a presentation on the installation and current state of GSCA dam structures. Mr. Bittorf noted that six of the dams require staff operation.

- Berford Lake Dam. This is the first dam in spring that is manipulated. There are four logs in total. The installation at this dam was complicated this year by an early heavy rain event.
- Mill Dam (Owen Sound). This dam contains a Fish Way that needs to be taken into consideration. Due to Swan nesting this dam needs to be installed early. A Swan Watch has started in response to a previous swan nesting situation.
- Bognor Marsh #2 Dam. This dam needs to be installed slowly so as to not cut off downstream flows.
- Clendenan Dam. This dam acts as a flood control structure to prevent ice jams in Clarksburg. WECI funding has covered 50% of costs to replace two electric winches and the construction of new logs.
- Rankin Dam. This is the most challenging dam in system. Its construction requires special care to ensure the right amount of flow down stream. GSCA Staff have developed biodegradable plugs to control leakage between logs that are below the water's surface.
- Inglis Falls Dam. This is strictly a recreational dam.

A Member asked how old some of the structures are. Mr. Bittorf responded that some of the structures are older than 100 years. Some have been rebuilt in whole or in part, however; all are showing their age.

A Member asked if the older dams have a life expectancy. Mr. Bittorf explained that engineer reports do not give a life expectancy. Additionally, dams are not typically removed and replaced but rather patched. In extreme circumstances a decision needs to be made whether to continue to maintain a dam or decommission and remove it.

b. Berford Lake Operational Plan

Water Resources Coordinator, John Bittorf spoke to the Berford Lake Operation and Maintenance Manual. It was noted that the document's format is a benchmark for all future reports and plans for the Water Resources department. The manual contains the history, site specific details, and maintenance needs of the dam.

Mr. Bittorf gave a quick overview of the report and opened the floor to questions.

A Member remarked on the historical cost of building the original dam structure versus the potential cost today.

c. In-Year WECl Funding Proposal

Water Resources Coordinator, John Bittorf, spoke to the WECl (Water and Erosion Control Infrastructure) program, eligibility, and GSCA funding requests.

GSCA staff applied for funding through WECl for the Clendenan Dam structure. This was planned to be spread over 3 phases. WECl provides funding for 50% of costs. GSCA's portion of the funding is allocated from the "Dam Reserve" fund.

Mr. Bittorf requested that approval be granted to complete the work sooner than originally forecasted.

Motion No.: FA-23-068	Moved By: Seconded By:	Jennifer Shaw Robert Uhrig
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WHEREAS GSCA estimates the total cost for Staff time and capital items to replace the remaining 12 logs will be \$29,200,

WHEREAS GSCA has successfully applied to the Province of Ontario WECl program for 50% of the eligible costs (staff time and materials) for the 12 remaining log replacements at Clendenan Dam,

WHEREAS the submission for 50% matched funding exceeds the 2023 approved capital budget,

WHEREAS the Province of Ontario WECl program requires Board approval to match provincial funding,

THAT the GSCA Board of Directors approve matching 50% of the approved Capital and Eligible Staff costs up \$14,600.

Carried

iii. Environmental Planning

Nothing at this time.

iv. Operations

Nothing at this time.

v. Conservation Lands

a. Arran Lake Boundary Adjustment

Manager of Conservation Lands, Rebecca Anthony, spoke to a boundary adjustment at the Arran Lake CA. It was noted that in 2022 GSCA received notice that a Declaration of Possession was made on a small piece of land bordering the Arran Lake CA. This parcel was left behind when the province converted land ownership records from the registry system to the land titles system, likely due to the disputed ownership.

After completing a survey of the property, staff recommended transferring the small parcel to the neighbouring landowners. It was noted that it would be the neighbouring landowner's responsibility to update the parcel into the land titles system.

A Member asked who is covering legal costs. Ms. Anthony responded that the costs will be born by each party individually.

Motion No.:
FA-23-069

Moved By: Nadia Dubyk
Seconded By: Tony Bell

WHEREAS, the Grey Sauble Conservation Authority (GSCA) under Section 21(c) has the power to acquire by purchase, lease or otherwise any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;

THAT the GSCA Board of Directors approve GSCA staff moving forward with a land disposal of 0.005 ha (0.01 acres) at Arran Lake Conservation Area. This disposition will further the objects of the Conservation Authority, pursuant to Section 20 of the Conservation Authorities Act.

Carried

vi. Forestry

a. Wood Products Tendering Policy Exception

Forestry Coordinator, Mike Fry, spoke to the GSCA Wood Products Tendering Policy and the staff request for the Board to approve an exception to the policy with regard to the Bognor Marsh – B Property.

Mr. Fry explained that staff had been approached by neighbouring property owner who hired a contractor to conduct a harvest on their property. The property owner asked if GSCA would be interested in having the contractor harvest at the Bognor Marsh property concurrently.

Mr. Fry noted that the last harvest conducted at the property was in 2009 and added that the parcel is landlocked with access only available through private property. Mr. Fry expressed concern with the uncertainty of gaining access to the property should the current opportunity be declined. Additionally, Mr. Fry noted the challenges of moving forward with an RFP or RFQ process versus a private sale on this property in particular.

Once the agreement has been reached, staff will provide an update to the Board of Directors for final approval.

Motion No.:
FA-23-070

Moved By: Nadia Dubyk
Seconded By: Tony Bell

WHEREAS, GSCA maintains a Wood Products Tendering Policy which provides direction to staff about the sale of wood products from GSCA lands;

AND WHEREAS, the Bognor Marsh – B property (Compartment 25, Property Location – Pt Lot 14, Concession 3, Municipality of Meaford (former Sydenham Township)) is scheduled for harvest in 2024 and is landlocked;

THAT the Board of Directors authorize an exception to the Wood Products Tendering Policy to allow staff to engage in a direct sale of standing timber.

Carried

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.

14. New Business

Nothing at this time.

15. CAO's Report

The Manager of Information Services, Gloria Dangerfield, provided an update on behalf of the CAO, Tim Lanthier.

Ms. Dangerfield reminded the Board of the upcoming Watershed Bus Tour scheduled for July 26th and asked that RSVPs be forwarded to staff.

Ms. Dangerfield informed the Board that, due to the summer camp requiring access to the basement area, the August Board of Directors meeting will be held at the Grey County Council Chambers.

It was noted that the Hibou CA 50th Anniversary celebration had been held on June 25th. Mr. Lanthier attended and noted that the event had been well attended.

On July 18th the Inglis Falls Arboretum Alliance (IFAA) will be hosting their Tree Signage Unveiling Event. This project was funded by the TD Friends of the Environment.

Ms. Dangerfield noted the removal of several Norway Maples from the Arboretum property. These are invasive species that outcompete native tree species.

Lastly, Ms. Dangerfield informed the Board of a successful in-person hosting of the Grey Bruce Water Festival. This event is geared to Grade 4 students.

16. Chair's Report

Chair Sue Carleton reported on CO meeting on June 26th. Chair Carleton attended the Hibou CA 50th Anniversary concert event. On June 20th, Chair Carleton attended the Grey Sauble Conservation Foundation Annual General Meeting and congratulated the volunteers for all of the work that they do and the support they provide to the Authority.

17. Other Business

Nothing at this time.

18. Next Full Authority Meeting

Wednesday August 23, 2023

19. Adjournment

The meeting was adjourned at 4:09 p.m.



Sue Carleton, Chair



Valerie Coleman
Administrative Assistant