



**GREY SAUBLE CONSERVATION AUTHORITY
MINUTES
Full Authority Board of Directors
Wednesday, December 13th, 2017, at 9:30 a.m.**

The Grey Sauble Conservation Authority Board of Directors meeting was held at the Conservation Authority Administration Centre located on Inglis Falls Road.

1. Call to Order

Acting Chair Marion Koepke called the meeting to order.

Directors Present - Al Barfoot, Sue Carleton, Jaden Calvert, Cathy Little, John McGee, Marion Koepke, Paul Eagleson, Harley Greenfield, and Bob Pringle

Directors Absent - Ana Vukovic and Dick Hibma

Staff Present - Sonya Skinner, Doreen Robinson, Andy Sorensen, Lauren McGregor, Jacob Kloeze, John Bittorf, Alison Armstrong, and Jason Traynor

Marion Koepke and the Board congratulated Paul Eagleson on his election as Warden of Bruce County.

2. Adoption of Agenda

Motion No.: **Moved by:** **Cathy Little**
FA-17-108 **Seconded by:** **Al Barfoot**

THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of December 13th, 2017, with the following additions: Closure of Tree Facility in Angus under 8) Business Items – Forestry, Fish and Wildlife e) 1); and Hospital Land Naturalization under 8) Business Items – Lands Update c) 1).

Carried

3. Disclosure of Pecuniary Interest

The Directors were reminded to disclose any pecuniary interest that may arise during the meeting. No disclosures of pecuniary interest were expressed at this time.

4. Introduction of New Planning and Permits Staff

Andy Sorensen, Environmental Planning Coordinator, introduced the two Planning Technicians – Jacob Kloeze and Lauren McGregor, who are replacing staff that have left.

5. Approval of Minutes

Motion No.:	Moved by:	Cathy Little
FA-17-109	Seconded by:	John McGee

THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of November 8th, 2017.

Carried

6. Consent Agenda

Motion No.:	Moved by:	Sue Carleton
FA-17-110	Seconded by:	Harley Greenfield

THAT in consideration of the Consent Agenda, Items listed on the December 13th, 2017, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: 1) the list of permits under Ontario Regulation 151/06 – “Development, Interference, with Wetlands and Alterations to Shorelines and Watercourses Regulation”, for November 2017; 2) the Receipts and Expenses for November 2017; 3) Foundation Minutes of November 9th, 2017; 4) Staff minutes of November 24th, 2017;

Carried

7. Business Out Of Minutes

1) Strategic Plan Consultation Summary Materials – These materials were delayed and will be provided at a future meeting in advance of the Strategic Plan workshop on February 14th, 2018, at 9:00 a.m.

8. Business Items

- a) Water Management – nothing at this time
- b) Environmental Planning – nothing at this time

c) Lands Update

1) Hospital Naturalization

A group called ~~Neighbourhood North~~ Neighbourwoods North is seeking support to naturalize land northwest of the Grey Bruce Regional Health Centre (Owen Sound). Grey Sauble Conservation staff indicated an interest in learning more. Cathy Little advised that in 2018 there may be a similar project with the building of a new hospital in Markdale.

Motion No.: **Moved by:** **Paul Eagleson**
FA-17-111 **Seconded by:** **Sue Carleton**

THAT the Grey Sauble Conservation Authority Board of Directors direct staff to learn more about the naturalization of land by the ~~Neighbourhood North~~ Neighbourwoods North group at the Grey Bruce Regional Health Centre in Owen Sound.

Carried

2) Report on MacKay Pay System

Jason Traynor, Field Superintendent, reviewed with the Board a report on GSC's self-service paid parking. The chosen system "MacKay Pay" allows users to pay: by phone by calling the specified number and entering the appropriate "zone" (property); by downloading and utilizing a MacKay Pay parking application on their smartphone; or, by visiting the MacKay Pay website.

Funding from parking fees and seasons passes is used for capital and operating expenses and reduces the municipal levy funding request. The parking revenue increased steadily in 2017, with day pass revenue over \$70K and the seasons pass revenue around \$4K, indicating opportunities in the seasons pass market for local users. Part way through the 2017 summer, staff noticed significant non-compliance with parking fees, and added gatehouse staff into the fall weekends. A detailed review of the data indicates that revenue increases are due to increased fees, as there have been a trend of decreases in sales.

The reduction in season pass sales and the total value sold suggest that either local residents are not utilizing our properties as frequently, or that they are tending to not pay. This is reinforced by the fact that the most marked drops are at Ainslie Wood and Hibou, both properties that are primarily popular with residents.

With the new brochure, more GSC areas are being promoted year-round. Staff are seeking a contractor to plow at Bognor Marsh.

Staff suspect that the downward trend in parking fees paid is related to a perceived lack of enforcement, the time and trouble of using the MacKay pay website and the need for better signage to educate visitors including on how funds are used. Enforcement officers at present are Tim Lanthier, Jason Traynor, and Morgan Barrie.

Motion No.: **Moved by:** **Al Barfoot**
FA-17-112 **Seconded by:** **Sue Carleton**

THAT the Grey Sauble Conservation Authority Board of Directors accept the staff report “Paid Parking System - 2017 Review,” and direct staff to finish development of options to increase parking income in 2018, including signage, the compliance approach, and investigating other online payment system providers.

Carried

Cathy Little suggested placing on GSCA Website an incentive offering a reduced price for the purchase of a 2018 seasons pass for any early bird purchases. Sue Carleton suggested doing a social media blitz to purchase a Seasons Pass as a Christmas present.

d) Administration

1) Personnel Policy Update

The Board was given a revised copy of the job description for the Forestry Coordinator position. The evaluation of the revised job description resulted in its movement from Value Group 8 to Value Group 9 on the salary grid, with a result of about a \$6,000 difference in wages and benefits. The “wildlife” that was previously in the Forestry Coordinator position title is now included in the Lands and Habitats Coordinator position. Board members asked about the evaluation process and the position title.

Motion No.: **Moved by:** **Harley Greenfield**
FA-17-113 **Seconded by:** **Bob Pringle**

THAT the Grey Sauble Conservation Authority Board of Directors approve updating the Personnel Policy to include the revised Forestry Coordinator job description.

Carried

Paul Eagleson commented that all position descriptions should be reviewed periodically, and job competitions should always consider if we need to go outside the organization, as GSC has many capable staff.

Bob Pringle asked whether all Conservation Authorities have consistent organizational structures, job descriptions and titles, and it was clarified that they do not.

2) CAO’s Update and Monthly Calendar

- The Conservation Authorities Act was passed.

- The 2018 Budget and backup materials for municipal consultation was sent out to the municipalities. The City of Owen Sound has one question and the Town of Blue Mountains will be presenting the budget to their Council on December 18th. They will contact the Authority if attendance is required. The deadline for any feedback from the municipalities is January 17th. Bob Pringle asked the Chair and CAO to meet with Chatsworth Council on January 3rd.
- The Administration Centre downstairs will be reconfigured into 2 rooms.
- A proposal for a snowmobile trail through The Glen is under investigation by staff.
- The AGM on January 24th will be a distinct 2 parts, with part 1 containing a guest speaker and celebrating our accomplishments.
- Future volunteer luncheons will include employee recognition and thanks for donors.
- Future BOD meeting invitations will also be sent electronically. Materials and notices will be sent via e-mail.

3) Vacation Carry-Over Report from CAO

Per the Personnel Policy, the CAO reported to the Board the staff who were approved to carry more than 10 days of holidays into the next calendar year.

4) End of Year Report Back on CAO's performance priorities

The C.A.O. reviewed the 2017 Priorities for the CAO's Performance Plan as endorsed by the Board at the beginning of the year. Almost all items were delivered.

e) Forestry, Fish, and Wildlife

1) Tree Seed Facility

The Ministry of Natural Resources and Forestry has announced its intention to close its Tree Seed Facility in Angus, Ontario, in September 2018. Since September, Forest Gene Conservation Association, Forests Ontario, and others have continued to communicate with the MNRF Minister and staff to express their concerns about the closure and to determine options for maintaining a critical resource for afforestation in Ontario. CO Staff with input from John Enright (Upper Thames River CA and CO Rep on the FGCA), and Rick Grillmayer (NVCA and CO Rep on the Technical Advisory Committee of FO) have drafted a letter which recommends the engagement of stakeholders in the development of a transition strategy.

Motion No.:	Moved by:	Bob Pringle
FA-17-114	Seconded by:	Cathy Little

THAT the Grey Sauble Conservation Authority Board of Directors support the letter from Conservation Ontario to the Minister of Natural Resources and Forestry, encouraging the Ministry to consider the request towards the development of collaborative solutions and a

strategy for alternative modes of seed plant delivery to help meet this challenge, due to the closing of the MNRF's Ontario Tree Seed Facility in Angus, Ontario, in September 2018.

Carried

- f) Communications/Public Relations – nothing at this time
- g) DWSP/RMO – nothing at this time
- 9. Chair's Report

Marion Koepke, Acting Chair, attended the Conservation Ontario Council meeting held on December 11th, as a voting delegate. The following topics were discussed:

- Review of code of conduct for CA's – deferred until further review issue of Bill 139
- Draft of 2018 provincial strategy focusing on climate change
- Review of best practices and administrative by-law – return for review
- Review of human and ECO trillium funding
- Seed facility closure
- General business update reports

Dick Hibma attended the legislature re: Conservation Authorities and the Conservation Authority Act.

10. Other Business

- a) Committees – Minutes – nothing at this time for the following:
 - 1) Friends of Hibou; 2) Arboretum Alliance;
 - 3) Forestry Committee; 4) BRWI
- b) Next Meetings –
Note: GSC Offices closed December 23rd to January 2nd inclusive for Christmas break
Wednesday, January 24th, 2018, AGM – 1:15 p.m.
Wednesday, February 14th, at 9:00 a.m. – Strategic Plan Workshop (full day)
Wednesday, February 28th, at 1:15 p.m.

11. **Closed Session** – Personnel

Motion No.: Moved by: Harley Greenfield
FA-17-115 Seconded by: Jaden Calvert

THAT the Grey Sauble Conservation Authority Board of Directors move into Closed Session to consider a Personnel Matter.

Carried

12. **Adjournment** - The Chair declared the open session adjourned at 11:40 a.m.

Marion Koepke, Acting Chair
(Vice Chair)

Doreen Robinson
Administrative Assistant

This set of minutes was adopted at the GSC FA BOD's meeting held on January 24th, 2018.