



**GREY SAUBLE CONSERVATION AUTHORITY
MINUTES
Full Authority Board of Directors
Wednesday, November 8th, 2017, at 1:00 p.m.**

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

Prior to the meeting being called to order Brian Murray and Bill Moses, both members of the Arboretum Alliance, hosted a brief field tour of the Arboretum.

1. Call to Order

Chair Dick Hibma called the meeting to order at 1:30 p.m.

Directors Present

Al Barfoot, Sue Carleton, Jaden Calvert, Dick Hibma, Cathy Little, John McGee
Marion Koepke, Paul Eagleson, Ana Vukovic, Harley Greenfield, and Bob Pringle

Staff Present - Sonya Skinner, Doreen Robinson, John Bittorf, Andy Sorensen, Tim Lanthier, Alison Armstrong, Jason Traynor, Cam Bennett, Gloria Dangerfield, Vicki Rowsell, and Karen Gillan

2. Adoption of Agenda

Motion No.:	Moved by:	Jaden Calvert
FA-17-100	Seconded by:	Cathy Little

THAT the Grey Sauble Conservation Authority Board of Directors approve the Agenda of November 8th, 2017, with the following amendment: Defer Item #8 d) Administration – ii) Job Description for Forestry Coordinator Position.

Carried

3. 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 this time.

4. Deputation – Arboretum Alliance – Annual Report, Past Year Accomplishments, Finances, Work Plan from the Arboretum Committee

Brian Murray, Chair, Arboretum Alliance and Bill Moses, Alliance Member, attended the meeting. Brian Murray advised that the Inglis Falls Arboretum Alliance is run by volunteers. The Alliance was started in 2000 with the vision of developing the arboretum. Over the years, the Alliance members have held several fund-raising events which enabled the following projects to be completed: arboretum pavilion; gravelling walkways and pathways; interpretive signage; continuing with pods and native tree species, the wild flower meadow, the sale and planting of about 300 tree species and shrubs. Each year in May they host the World of Trees which is an education program for Grade 3 students. The students are taught tree growth, maintenance and ecology and they are asked to plant a tree. The Alliance's greenhouse sells trees on the weekend and has \$1,400 in tree sales this year. A bench has been erected in memory of two key naturalists – Nels Maher and Merle Gunby. The Alliance is working with Steve Hogbin on the bench for Merle. The Alliance also assists in the Annual Tree Sale. They will be upgrading the butterfly garden at the front of the Administration Centre and holding a bio blitz where small plots in the arboretum are identified. A database is also being completed for the arboretum, including interpretive signs. As of today, there is \$9,400 in the Arboretum Alliance bank account.

Marion Koepke thanked Brian and Bill for the tour and asked that thanks be extended to the volunteers. There are ten volunteers on the Alliance.

The Grey Bruce Master Gardeners are designing a plan from the original 2001 Plan that sets out the vision for the Alliance. The trails are not accessible by the strict definition but are flat with stone dust and easy to traverse. It is important to note that the Arboretum Alliance generally operates without funding from GSC, though there is staff support provided. The Alliance also assisted in supporting the broader community, such as donating landscaping at the Chapman House Hospice.

5. Approval Of Minutes

- 1) Full Authority – October 11th, 2017

Motion No.:	Moved by:	Al Barfoot
FA-17-101	Seconded by:	John McGee

THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of October 11th, 2017.

Carried

6. Business Out Of Minutes

- 1) Strategic Plan – “Taking Stock” – Update and Next Steps

Strategic Planning meetings in watershed municipalities have been completed and GSC staff are in the process of sending drafts of what was heard to municipal councils and summarizing the input. About ninety Stakeholder and Partner groups were contacted with engagement from only 8 to 10 of the groups. These groups will be re-approached when the draft strategic plan is ready for comments. Members of the Métis Nation of Ontario met with GSC staff and Board members on November 7th. It is intended to have the summarized information available to hand out at the December BOD meeting, with a Board and staff workshop proposed on February 14th, 2018.

John McGee asked that if any items on the agenda cannot be provided to the BOD's the Friday before the Wednesday meeting, the item should be pulled off the agenda. The Meetings Policy states that the agenda is to be sent to the BOD's 5 working days before the scheduled meeting and the full meeting package sent at least 2 working days prior to the meeting. The meetings policy may need to be revisited.

The meeting with the Métis Nation of Ontario members was informative with regards to their beliefs and traditional culture, and GSC provided information about its programs. They are interested in partnering with GSC, for example in planting trees (where they may have additional grant opportunities), firewood harvest and in delivering educational programs such as Medicine Walks. There are follow-up items, including a request for Métis hunts at Hibou and inclusion in consultations on the GSC and potentially Grey County Forest Management plans.

2) Environmental Planning & Permitting Review Fees Update

Per a request at the October Board meeting, Andy Sorensen, Environmental Planning Coordinator, presented a report on whether environmental planning and permitting review fees could be adjusted to accommodate the additional costs for staffing without increasing the municipal levy.

An overview of the upward trend of annual planning and permit applications and revenues was provided, as well as the fees charged by neighbouring conservation authorities, indicating where fees are set by the GSC board versus joint agreements with municipalities.

Staff recommended selective fee increases for GSC-set fees in January 2018, the rollover of unused revenue of \$23K from 2017 to 2018, and seeking planning fee increases set via municipal MOU updates in January 2019.

Pending strategic plan outcomes and National Disaster Mitigation Plan work experiences there may be a need to increase department funding to also incorporate additional hydrological expertise.

The increased permits funding and the one-time ability to roll over about \$23K from 2017 will cover the change in the budget needed, thus holding the municipal levy at the 2017 value.

John McGee suggested that the Authority consider further increasing fees to fully fund the department and increase reserves funding.

Motion No.: **Moved by:** **Marion Koepke**

FA-17-102

Seconded by: Jaden Calvert

WHEREAS the Grey Sauble Conservation Authority Board of Directors has directed staff to investigate current fee schedules and make recommendations on whether fee changes should be made to offset additional staffing needs within the Land Use Planning and Regulation portion of the proposed 2018 budget.

THAT the Grey Sauble Conservation Authority Board of Directors approve selective fee increases on GSC-set fees as noted on the Appendix and defer 2017 user fee revenue of \$23,000 to 2018 budget year.

THAT staff be directed to further investigate changes for fees set via municipal MOUs and enable implementation of any changes by January 2019.

AND FURTHER, THAT GSC-set fees will automatically increase annually whenever the Cost of Living factors cumulatively reach the next \$10 increment.

Carried

John McGee was opposed to this motion.

3) 2018 Budget & Material for Municipal Consultation

Sonya Skinner presented the “draft” 2018 Proposed Budget material for circulation to watershed municipalities.

Marion Koepke left the meeting at 3:10 p.m.

The following discussion was held:

- NVCA budget has a separate levy for capital reserves. It was suggested that staff separate GSC’s operating and capital requests, and consider a phase-in of the capital needs.
- Most watershed municipal councils will not accept the proposed percentage increase as it is too much. SVCS’s budget increase is lower than 3% for 2018.
- The CAO suggested that the 2017 third quarter projection to year end indicates about \$50,000 under-expenditure, in large part related to one-time staffing vacancies and increase lands rent, and this funding, upon a re-confirmation, could be used as a one time offset.

- The TOBM outlines base services and then additions to the budget are voted individually. The material should list each budget increase and it's reason.

Sue Carleton left the meeting at 3:50 p.m.

- In the TOBM development fees pay for development. It was questioned whether at GSC the planning and permit fees pay our actual costs, and staff clarified that they do not, as some services such as municipal permits are not charged.
- Directors reiterated the desire to examine whether GSC should sell GSC properties that are not contributing to our desired outcomes, and staff confirmed that a review is planned for 2018.

Revisions as discussed will be made as discussed and circulated to Board Members for comments. After comments have been received, the 2018 Draft Budget will be circulated to the watershed municipalities for review.

Motion No.: Moved by: Jaden Calvert
FA-17-103 Seconded by: Ana Vukovic

THAT the Grey Sauble Conservation Authority Board of Directors receive the 2018 draft budget with revisions as discussed;
AND FURTHER, THAT staff be directed to distribute the 2018 Draft Budget booklet to municipalities for the 30 day review period.

Carried

7. Consent Agenda

Motion No.: Moved by: Harley Greenfield
FA-17-104 Seconded by: Cathy Little

THAT in consideration of the Consent Agenda, Items listed on the November 8thth, 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 October 2017; 2) the Receipts and Expenses for October 2017; 3) Foundation Minutes – October 11th, 2017; 4) Correspondence from the Township of Chatsworth; 5) BRWI Minutes – October 19th, 2017.

Carried

8. Business Items

- a) Water Management
 - 1) Dams Update – Fall Adjustments
 - 2) Great Lakes Guardian Fund Update

Both of these items were deferred.

- b) Environmental Planning – nothing at this time
- c) Lands Update
 - 1) Update on Bruce Ski Club Request

Tim Lanthier updated the Board on the Bruce Ski Club grant request. i) Grant was awarded and received from Community Foundation Grey Bruce; ii) Ski Club has secured a new used groomer; iii) Ski Club is constructing a small 10’ x 20’ addition to the back of their club house for the existing groomer storage shed to accommodate the size of the new groomer.

- 2) Amendment to BOD’s motion FA-17-089

Tim Lanthier advised that as set out in the Conservation Authorities Act, the clause “THAT this conveyance will further the objects of the Authority” must be added to Resolution FA-17-089 - transfer of a portion of the Inglis Falls Road to the Township of Georgian Bluffs.

The following motion was passed at the September 13th, 2017, BOD’s meeting.

Motion No.: Moved by: John McGee

FA-17-089 Seconded by: Jaden Calvert

WHEREAS the Township of Georgian Bluffs is a member Municipality who maintains the road in question (Inglis Falls Road);
AND FURTHER, WHEREAS the subject land does not offer any conservation, development of natural resources or recreational values;
THAT the Grey Sauble Conservation Authority Board of Directors approve the request from the Township of Georgian Bluffs to transfer the land to them, as per Report 8-2017, providing this transfer remains in accordance with all required policies under the Ontario Ministry of Natural Resources and Forestry and Section 21 of the CA Act for land disposal by Conservation Authorities, with the Township of Georgian Bluffs paying all legal fees.

Carried

Motion No.: Moved by: Ana Vukovic
FA-17-105 Seconded by: Jaden Calvert

THAT the following change be made to Resolution No. FA-17-089 with regards to the transfer of a portion of the Inglis Falls Road to the Township of Georgian Bluffs, from the September 13th, 2017, BOD’s meeting by adding the following wording **“THAT this conveyance will further the objects of the Authority”**.

Carried

d) Administration

- 1) Personnel Policy Update
 - i) Job Description for Accounting and Clerical Assistant
 - ii) Job Description for Forestry Coordinator Position – ***this item will be deferred until a future meeting***

Motion No.: Moved by: Al Barfoot
FA-17-106 Seconded by: Jaden Calvert

THAT the Grey Sauble Conservation Authority Board of Directors approve updating the Personnel Policy to include the Accounting & Clerical Assistant job description.

Carried

iii) Organizational Chart

An updated organizational chart was presented. The chart includes a position for a Conservation Technician reporting to the Field Superintendent, to be funded by Grey County work and parking fees. The Program & Communications Planner position has been filled by Vicki Rowsell and Karen Gillan. The Community Relations Coordinator position will not be filled at this time. With these changes GSC will have 28 full time staff and 12 to 15 summer staff.

2) CAO's Update and Monthly Calendar

- The competition for the Planning Technician positions has closed. After carrying out the interviews, at this time one applicant has accepted a position and another applicant is being considered.
- The Forestry Coordinator position will be filled and advertised both externally and internally.
- Bill 148 will have other impacts outside the increase to minimum wage related to scheduling staff and time off.
- The Bruce Trail Conservancy has generously donated \$15,000 towards completion of the staircase in 2018, and this amount will be reduced from the 2018 budget proposal.
- Staff are working with the Bruce Trail Conservancy who are leading the engagement of military personnel to repair the bridge on the Rocklyn Trail for a training exercise. This will involve a military camp site in that area.
- GSC has endorsed the continued use of GSC lands by the Beaver Valley Nordic Ski Club.
- MNRF is engaging CA staff via their consultant in the development of a best management practice for public engagement prior to board decisions on CA program changes. This was a commitment in MNRF's companion document to the proposed CA Act update.

3) 3rd Quarter Budget Report-Back

Alison Armstrong, Finance Coordinator, reviewed the 3rd quarter report-back for the 2017 budget. There is surplus in the Lands portion in part due to the position of Lands Management Coordinator being vacant for several months.

e) Forestry, Fish, and Wildlife

1) Forest Management Policy

Cam Bennett, Forestry Technician, reviewed with the BOD's the Grey Sauble Conservation Authority Forest Management Policy for the lands owned by GSC. This Policy provides a framework for forest management, including classification, inventories, properties and areas for preservation, sustainable harvesting and measuring performance.

Motion No.: **Moved by:** **John McGee**
FA-17-107 **Seconded by:** **Jaden Calvert**

THAT the Grey Sauble Conservation Authority Board of Directors endorse the draft Forest Management Policy that will be used to develop an updated Forest Management Plan and will be provided to the public for comments; AND FURTHER, THAT the policy be presented at a future Board of Directors meeting for adoption.

Carried

f) Communications/Public Relations

Gloria Dangerfield, GIS/Database Coordinator and Karen Gillan, Communications Specialist/Risk Management Inspector (DWSP), outlined the new brochure contents and handed around mock-up copies. GSC is promoting positive outdoor experiences and supporting parking revenue increases. This brochure includes 24 GSC properties and includes descriptions of what users will experience, trail maps and information such as winter and summer uses, parking and safety information.

Pending final proofing the brochure will be sent to the publisher in December and subsequently put on the GSC website.

9. Chair's Report

The Chair attended the meeting with the Métis Nation of Ontario.

10. Other Business

- a) Committee – Minutes – nothing at this time for the following:
 - 1) Friends of Hibou; 2) Arboretum Alliance; 3) Forestry Committee;
 - 4) Staff Meeting Minutes

- b) Next Meetings
 - Wednesday, December 13th, 2017 – meeting at 9:30 a.m. at GSCA Administration Centre followed by Christmas Luncheon at Tara Legion 12 noon
 - Commencing January 24th, 2018, BOD's monthly meeting will be held the 4th Wednesday of the month starting at 1:15 p.m.

11. Personnel – nothing at this time.

12. Adjournment – on Motion by Bob Pringle, the meeting adjourned at 4:50 p.m.

Dick Hibma, Chair

Doreen Robinson
Administrative Assistant

This set of minutes was adopted at the December 13th, 2017, Grey Sauble Conservation Board of Directors meeting.