



**AMENDED - GREY SAUBLE CONSERVATION AUTHORITY
MINUTES
Full Authority Board of Directors
Wednesday, March 27th, 2019, at 1:15 p.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

Chair Cathy Little called the meeting to order.

Directors Present – Cathy Little, Marion Koepke, Dwight Burley, Sue Carleton, Scott Greig, Harley Greenfield, Andrea Matrosovs, Paul McKenzie, and Paul Vickers

Directors Absent – Ryan Greig and Scott Mackey

Staff Present – Sonya Skinner, Doreen Robinson, Alison Armstrong, Tim Lanthier, and John Bittorf

2. Adoption of Agenda

Motion No.:	Moved by:	Dwight Burley
FA-19-029	Seconded by:	Andrea Matrosovs

THAT the Grey Sauble Conservation Authority Board of Directors approve the Agenda of March 27th, 2019.

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. Adoption of Minutes

Motion No.:	Moved by:	Sue Carleton
FA-19-030	Seconded by:	Paul McKenzie

THAT the Grey Sauble Conservation Authority Board of Directors approve the minutes of March 1st, 2019.

Carried

5. Deputation – 1:20 p.m. – Mike Konopka, Senior Portfolio Manager, TD Wealth, Annual Presentation re: Authority’s Wealth Portfolio Market Outlook

In 2014 GSCA had over \$1,000,000 in reserve funds in an interest-bearing treasury account with the Bank of Montreal, with interest at 1.9% below prime rate.

An RFP was forwarded to financial institutions inviting them to assist GSC with preparation and implementation of an investment strategy. The Asset Allocation provided by GSC was 60% equity and 40% fixed income (Motion FA-14-064). TD Wealth was selected as the successful financial institution based on their overall presentation, their commitment to the not-for-profit sector, and an agreement to match fee rates offered by another contender.

The initial investing commenced with TD Wealth in April of 2015 in the amount of \$1,000,000 under Motion FA-14-077 (September 2014).

Within the asset allocation approved by the Board, the CAO and Finance Coordinator have been delegated by the authority to adjust and sign the annual Investment Policy Statement which contains:

- Purpose of the statement – defines parameters of the relationship between Grey Sauble and TD Wealth
- Organization Profile – information about us, the names of the signing officers, our Directors, income level and net worth
- Portfolio Managed – our account number and investment in the portfolio
- Investment Objective – establishes the goals of the investments including required return and risk tolerance
- Constraints – includes time horizon, liquidity, unique/legal. GSCA receives a 20% discount off standard fees
- Asset Allocation – Portfolio chart provided, indicates what the portfolio may include and what is eligible
- Reporting and Review Process – outlines contacts and reporting as well as additional services offered by TD Wealth

Within the Investment Policy Statement parameters, the TD Wealth funds manager makes adjustments using his/her professional judgement to produce the best returns the individual can achieve for GSCA. Under the agreement, TD Wealth receives a management fee based on a percentage of the value of the assets in the portfolio. This is about \$13,000 per year including HST.

Each year the TD Wealth funds manager provides an update on these investments, generally in March. Past discussions have included:

- How GSCA could produce higher returns, and if it would make sense to adjust GSCA's Asset Allocation to higher risks and thus potentially higher returns.
- Whether GSCA should restrict investments to products that have certification that they are environmentally responsible.
- Whether diversifying to other types of investments such as land lots would produce better returns.

Analysis

The TD Wealth investment growth since inception in 2015 has been recently reported by the fund manager as 3.83%.

The GSCA Asset Management Plan sets out that ideally GSC would have at least six months of operating funds or about \$1.58M in reserves. However, it would be acceptable to have the reserves maintained to be at least \$1M such that the Board has prudently put aside funding for unexpected risks. Thus, the funding currently invested with TD Wealth underpins the long-term financial stability of GSCA. However, gains on investments above \$1M could be used to address ongoing capital investment needs.

In addition to the funds invested with TD Wealth, GSCA retains a Reserves bank account with a current balance of approximately \$475,000. Future discussions could be held on alternate approaches for the remaining reserves. However, upcoming financial needs will be better known after the proposed Administration Centre concept design and costing are completed later in 2019.

Mike Konopka made a presentation on the Authority's investments, and described the responsible investment approach that TD Wealth already uses and a green bond approach that may reduce investment returns. The portfolio one-year return is up 2.46 percent, and the compounded annualized return is 3.83 percent. 2019 is forecast to be a more positive year than 2018.

The following questions/comments were made.

- Members questioned if continued decline or volatility can be expected due to reduced trade with China, particularly related to canola. Mike indicated that while talks continue, this issue is not expected to have an effect on a diversified portfolio of investments.
- Members were also worried about the effects of not having a pipeline for Alberta's oil, and Mike said this could have an impact, and TD does an analysis considering this type of volatility to guide their investment decisions.
- Mike confirmed that we are invested in the TD bank itself, as part of multi-component investments where this may not be apparent from the name of the investments.
- GSCA has investments in the U.S. and Canadian markets, with some recent trimming in the international investments though there is global bonds exposure.

Cathy Little thanked Mike for his presentation.

Motion No.: **Moved by:** **Harley Greenfield**
FA-19-031 **Seconded by:** **Marion Koepke**

WHEREAS the Grey Sauble Conservation Authority (GSCA) has reserve funds invested with TD Wealth and in a bank account,

AND WHEREAS the TD Wealth Portfolio Manager provided his annual portfolio update to the Board in March 2019,

THAT the Grey Sauble Conservation Authority Board of Directors receive this investment portfolio background report for their information.

Carried

6. Business Out Of Minutes

a) Lands – Agricultural Lease Tender Awards Addendum – 2018/2019 Lease Rate

Per a Board request, a comparison of the 2018 lease rates to 2019 lease rates for GSC Agricultural Properties was provided, and shows a substantial increase in tender bids received.

b) Additional appointments to Committees

Motion No.: **Moved by:** **Andrea Matrosovs**
FA-19-032 **Seconded by:** **Dwight Burley**

THAT the following Committee-related appointments for 2019 be updated as follows to include the following appointments.

Conservation Foundation – Ryan Greig
Forestry Committee – Harley Greenfield

Carried

7. Consent Agenda

Motion No.: **Moved by:** **Dwight Burley**
FA-19-033 **Seconded by:** **Paul McKenzie**

THAT in consideration of the Consent Agenda Items listed on the March 27th, 2019, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: 1) Environmental Planning - Section 28 Permits – February 2019; 2) Administration - Receipts and Expenses – February 2019; 3)

Correspondence - i) Letter from Middlebro' and Stevens re: Transfer of Property to Township of Georgian Bluffs; ii) Resolution from County of Bruce re: Provision of Natural Hazard/Natural Heritage Review & Memorandum of Agreement; 4) Minutes: 1) Foundation – January 9th, 2019; 2) Friends of Hibou – October 25th, 2018; 3) BRWI Minutes – June 21st, 2018, to November 8th, 2018; 4) Arboretum Alliance Minutes – March 6th, 2019;

Carried

8. Business Items

a) Water Management

- 1) Demonstration of website products (flood forecasting/low water) including on-line, real-time flow and rain gauge data and snow survey data

John Bittorf, Water Resources Coordinator, provided the Board with a demonstration of GSCA's online information available to the public, including stream flows; precipitation gauges, history and forecasts; cameras; and snow depth, water content and melt. Some data provided was in real time, and the history can cover 2 years or more.

Directors suggested that the availability of this information be provided to schools, as they may wish to use the data or tools in their programs and projects.

The CAO complimented John on his ability to combine many data sources with free tools and input from dedicated volunteers to provide comprehensive information for flood and drought prediction, as well as information to support municipal emergency service decisions such as where flooding may be occurring. There have been over 20,000 hits to this web content in the past 18 months. This work is essential given continuing extreme localized weather experiences.

b) Environmental Planning – nothing at this time

c) Lands Update

- 1) Permitted uses update

Under the Section 29 of the Conservation Authorities Act, on lands owned by CAs certain property uses are prohibited or require a permit from the Authority. Examples of these include injuring or removing plants and wildlife, camping, or having a dog off leash, and every person who contravenes a regulation made under Section 29 of the Act is guilty of an offence and on conviction is liable to a fine of not more than \$1,000.

Under the Trespass to Property Act, GSCA also may set the permitted and prohibited uses for our own properties. Such permitted or prohibited uses will be posted at primary entrance locations or as determined through GSCA's Risk Management Guidelines and Property Signage Guidelines. Under this Act, any person who engages in a prohibited

or non-permitted activity on a GSCA property is guilty of an offence and on conviction is liable to a fine of not more than \$10,000.

Setting permitted uses:

1. Protects GSCA's interests;
2. Provides the public with a reasonable expectation of what may and may not occur on a property;
3. Increases public safety;
4. Increases environmental integrity;
5. Provides GSCA with a mechanism to gain compliance with the intended use of the properties.

Fines from a Conservation Authority fall under the Provincial Offences Act and are payable to a municipality.

GSCA has set permitted uses for all of its property holdings, which date back more than 10 years.

The proposed guideline provides a framework that GSCA staff and Board will use when considering changes in permitted uses. There are no immediate financial and/or budget implications. This guideline will be publicly available on the GSCA website.

Staff confirmed that permitted uses information has been shared, including with Grey County Tourism and is included in the guide published by Conservation Ontario.

Some minor use decisions will be approved by staff, such as the research works currently underway by the Canadian Wildlife Association, Wildlife Protection Canada and the Canadian Museum of Nature.

Motion No.:	Moved by:	Sue Carleton
FA-19-034	Seconded by:	Marion Koepke

WHEREAS the Grey Sauble Conservation Authority (GSCA) owns over 28,000 acres of land comprised of 209 individual properties organized into 76 property groupings;

AND WHEREAS, through the Conservation Authorities Act and the Trespass to Property Act, GSCA may determine allowable uses for these properties;

AND WHEREAS, GSCA has historically exercised this right and determined permitted uses for each property grouping;

AND WHEREAS, GSCA Staff have prepared a "Permitted Uses Guideline" that identifies the existing permitted uses and will guide future decisions regarding updating, revising, or implementing new permitted uses,

THAT the Grey Sauble Conservation Authority Board of Directors endorse the approval of the “Permitted Uses Guideline” as presented.

Carried

2) Permitted uses framework

**Motion No.: Moved by: Dwight Burley
FA-19-035 Seconded by: Harley Greenfield**

WHEREAS the Grey Sauble Conservation Authority (GSCA) Board of Directors has recently approved a Permitted Uses Framework;

AND WHEREAS, GSCA Staff have noted an inconsistency with the existing list of permitted uses;

THAT the Grey Sauble Conservation Authority Board of Directors endorse adding snowmobiling as a permitted use to the Inglis Falls Conservation Area and the Bruce’s Caves Conservation Area, but only in those locations where an approved OFSC Trail already exists.

AND FURTHER, THAT the Grey Sauble Conservation Authority Board of Directors endorse adding rock climbing as a permitted use to the Old Baldy Conservation Area, but only in the location allowed and with participants’ acceptance of a waiver indemnifying GSCA of liability.

Carried

- d) Forestry – nothing at this time
- e) Communications/Public Relations – nothing at this time
- f) Administration

1) Year End Reserves Update Report-Back

Alison Armstrong reviewed the 2018 Year End Reserves summary spreadsheet that was provided. The total in reserves is \$1,590,666 which includes the TD Portfolio investments.

Changes from the 2018 Year Start - expectations included the use of more funds than expected for forestry, as tree planting numbers were lower and year-end harvests were delayed by snow pushing the income into 2019, and additional funds were put into reserves from permits and planning fees due to continuing high volumes and a later hiring of the additional planner.

2) Strategic Plan Workshop Preparations

The Strategic Plan Workshop is scheduled for 1 pm on Wednesday, April 10th, 2019. Information on how the plan was developed and the input from municipalities, stakeholders and partners was given to the Board for their review.

3) GSCA Staff and CAO's Priorities

Under the Personnel Policy, Regulation #1, Section 10 Performance Planning and Assessment it states:

"... The CAO will draft his/her goals at the beginning of each year and request input from the Board of Directors before they are finalized in the performance plan. At the end of the year, the CAO will prepare a report on how she/he performed against the goals. This report is provided to the Board of Directors. At the end of the year the Board may use a Closed Session to consider performance of the CAO and the Chair or Vice Chair will review the Board's view of his/her performance with the CAO."

The Board was provided the proposed 2019 Staff Priorities/CAO Performance Plan, including the work proposed for each of the five GSCA strategic plan goals. The work supports and is within the approved 2019 budget.

After the Board workshop on April 10th, Board members will have until the start of the workday on April 15th to provide any additional feedback on the 2019 priorities.

The workshop on April 10th will be divided into groups: a) Improve Water Quality – Dwight Burley and Sue Carleton with John and Becca as staff; b) Support the Development of Watershed Plans with Municipalities – Andrea Matrosovs and Scott Mackey with Carl and Mac as staff; c) Strengthen Environmental Education and Communication – Marion Koepke and Scott Greig with Karen and Vicki as staff; d) Enhance Land Management and Natural Heritage Preservation – Cathy Little and Paul McKenzie – with Jason and Tim as staff; e) Better Monitor and Manage Flood Risks – Ryan Greig and Harley Greenfield – with John as staff

This timing will allow any adjustments prior to the circulation of the April Board Meeting package, as the Board will be asked to endorse the 2019 Staff Priorities/CAO Performance Plan via Resolution in the April meeting.

Harley Greenfield left the meeting at 3:45 p.m.

Motion No.: **Moved by:** **Scott Greig**
FA-19-036 **Seconded by:** **Andrea Matrosovs**

THAT the Grey Sauble Conservation Authority Board of Directors accept the Draft Proposed 2019 Staff Priorities (CAO Performance Plan) for consideration, and FURTHER THAT Board members are requested to provide any input by the start of workday on Monday, April 15th.

Carried

4) Support for Reducing Regulatory Burdens

Mac Plewes, Watershed Planner, reviewed the following item with the Board. This item seeks the endorsement of the Board of Directors of Grey Sauble Conservation Authority for staff to pursue streamlining and client service measures to contribute to provincial priorities for housing supply, and for GSCA's Conservation Ontario (CO) Delegates to support this initiative at the upcoming CO Council Meeting.

The province is seeking to streamline planning and development approvals to facilitate the housing supply. CAs have a role to play in examining our processes for permits, plan review and permitting and GSCA is committed to continuous improvement.

Conservation authorities (CAs) in Ontario are part of the planning and development approvals process as we implement our mandate. Concerns have been expressed that conservation authorities "need to stick to their mandate" and that they present a "significant barrier" to timely development approvals. Many of these concerns arise in the Greater Toronto Area where land development is complex, and demands are high. However, it is also very relevant to other areas in the province where development is occurring.

CAs have acknowledged that we can always improve our processes and relationships with our many stakeholders. All of GSCA's policies, guidelines and mapping are available to our clients. Staff work to adhere to the review and permitting timelines as determined through the CALC process. GSCA's statistics show that timeline goals are generally achieved.

It is imperative that conservation authorities engage in the conversation about our very important role in land use planning and development approvals as well as helping the new government understand our mandate and the relationships we have with our municipalities.

Conservation Ontario (CO) retained Strategy Corp to provide insights and advice on working with the new government. Through this process a number of General Managers volunteered to establish a small CO working group to work with CO to identify recommendations for solutions that will address the issues identified by the government.

The CO working group discussed clarifying and restating our mandate as supported by the recent update to the *Conservation Authorities Act (2017)* and as described in the province's *Made in Ontario Environment Plan*:

"The core mandate of conservation authorities is to undertake watershed-based programs to protect people and property from flooding and other natural hazards,

and to conserve natural resources for economic, social and environmental benefits”.

The CO working group has been evaluating ways that CAs can streamline approval activities and “reduce red tape” in order to help the province address the lack of housing supply. It is recognized that we need to identify the **outcomes** that the province and our municipalities need and review and **modify our processes** to ensure the **best solutions**.

The CO working group developed the following three key solutions that we will work on with the development and construction community and municipalities:

1. Improve Client Service and Accountability
 - Provide client service training and establish client service standards implementing activities such as one point of contact for applications, and template guidelines for policies, processes, and CA/Municipal MOUs that have clear deadlines for the different plan review services.
 - Our commitment to timely approvals will be reported on annually.
 - Initially, focus efforts on conservation authorities with high growth areas (GGHG/GTA and other parts of the province) where housing supply is needed immediately.
2. Increase speed of approvals
 - Assess current application review/approval timelines, identifying problem areas where timelines are not being met and developing solutions to meet timelines.
 - Establish timelines that match the complexity of development applications (e.g. simple and complete applications can be processed more quickly).
3. Reduce “red tape” and regulatory burden
 - Examine where conservation authorities can improve or change our processes to speed up or simplify permitting in hazard areas.
 - Explore additional legislative or regulatory amendments to achieve increased housing supply and decreased approval timeframes.

GSCA has already developed a ‘Navigating the Process’ chart to help permit and planning applicants understand that they are part of a larger process, recommend the order for the larger process, provide source information on where to go for applications, and payment information. The 2019 operational plan includes further developing this chart with our local municipalities and NEC.

GSCA intends to strongly consider the key actions identified by the CO working group and develop additional actions based on internal discussions.

There are no immediate financial and/or budget implications. GSCA will communicate with municipalities to ensure their input has been incorporated into the “Navigating the Process” chart and will encourage them to provide the same chart to applicants.

Motion No.: Moved by: Marion Koepke
FA-19-037 Seconded by: Sue Carleton

WHEREAS the provincial government intends to increase the supply of housing and streamline the land use planning and development approval process to achieve this goal; and

AND WHEREAS the Conservation Authorities play an important role in the planning and development review process with respect to watershed protection and hazard lands; and

AND WHEREAS Conservation Authorities support and can help deliver the Government’s objective not to jeopardize public health and safety or the environment;

THAT the Board of Directors endorse the three key solutions developed by the Conservation Ontario working group: to improve client service and accountability; increase speed of approvals; and, reduce “red tape” and regulatory burden; and

THAT staff be directed to work with Conservation Ontario and our clients to identify additional improvements; and further

THAT staff be directed to implement these solutions as soon as possible.

Carried

g) DWSP/RMO Report – nothing at this time

9. CAO’s Update and Monthly Calendar

- There is a provincial consultation underway related to the disposition of provincial lands. GSCA staff will provide input including that CAs would like to continue to be consulted in advance.
- The SVCA Board has resolved to continue to provide Natural Heritage comments to municipalities.
- GSCA staff are engaged with Grey County staff and several other municipalities who are considering or have passed Resolutions related to the new provincial legislative requirement to have a Municipal tree canopy policy, including conversations on future updates to the county by-law and the concept of a template local municipal bylaw.
- Bruce County has voluntarily signed on for a Carbon Offsetting Program related to their forests. GSCA staff have been investigating this concept, and are waiting to learn more with a future action likely tied to an open procurement.

- Grey County Federation of Agriculture Chair Hugh Simpson approached GSCA. Staff, Cathy Little, and Andrea Matrosovs **Amendment* ~~*met~~ will meet** with him. He is encouraging stronger partnerships between organizations, including the idea of an Agriculture Committee at GSCA.
- Day camp staff hiring for the summer is almost completed. Several other summer/seasonal operational staff have been hired.
- On March 11th a presentation was made to Arran Elderslie Council – Full Council Orientation. Interested in carbon offsets and the sale of GSCA Lands to raise funds. Staff perceived that there was good support for GSCA’s services in Arran Elderslie and a positive working relationship.
- On March 13th, several staff including the CAO, and Cathy Little met with Doran Ritchie of the Saugeen Ojibway Nation. There was an excellent discussion on collaboration, including interpretive signage, treaties, land claims, and habitats (such as that for black bear). They will likely comment on the GSCA Forest Management Plan in the summer when new staff are available and/or annually as the stands for upcoming years are communicated.
- Upcoming events of interest include:
 - April 1 – Conservation Ontario AGM;
 - April 7 – The Arboretum Alliance is attending the volunteers event at OS Library;
 - April 10 – Foundation AGM & GSCA Board Strategic Plan Workshop;
 - April 16 – Arboretum Alliance Meeting;
 - April 18 – Earth Film Festival at the Roxy Theatre;
 - April 27 (morning) – Tree Sale – all volunteers welcome.

10. Chair’s Report

- March 13 Chair’s letter to Minister Phillips sent, as directed by the BOD.
- March 9 Politician’s Meeting hosted by Bruce and Grey Federations of Ag. Paul Vickers, Sue Carleton, Scott Mackey attended. OFA Priorities include environmental stewardship and working with CAs to this end. Karen Gillan made an excellent presentation on what GSCA does.
- March 13 Excellent meeting and discussion (Sonya, Mike and Tim) with Doran Richie.
- March 14 Continuous Improvement Committee –debrief of Volunteer Christmas Luncheon and AGM and excellent discussion on improvement.
- March 19 Cycling and Trails meeting - Grey County Tourism. Sue Carleton also attended. Survey still open; not just cycling routes but looking at trails on properties not owned by County; mountain biking continues to grow and

looking for venues; followed up on general question re: parking, with info on GSC passes.

April 1 Upcoming Conservation Ontario meeting.

11. Other Business

- a) Committees – Minutes – nothing at this time for the following:
1) Forestry Committee; 2) Indigenous Relationship Committee;
b) Next Meeting: ***Strategic Plan Workshop – Wednesday, April 10th, 2019, at 1:00 p.m.; & Regular Meeting - Wednesday, April 24th, 2019, at 1:15 p.m.***

12. Closed Session – nothing at this time

13. Adjournment – The Chair declared the meeting adjourned at 4:15 p.m.

Cathy Little, Chair

Doreen Robinson
Administrative Assistant

This set of minutes was amended and adopted by the Grey Sauble Conservation Board of Directors at their meeting held on April 24th, 2019.