



As Amended

Grey Sauble Conservation Authority

Minutes

Full Authority Board of Directors

Wednesday, September 10th, 2014 – 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

Acting Chair Dave Clarke called the meeting to order.

Directors Present

Dave Clarke, Judy Gay, Jan Chamberlain, Bob Lennox, Terry McKay, Michael Martin, Harley Greenfield, Paul McKenzie

Directors Absent – Dick Hibma, Paul Eagleson, and Mike Poetker

Staff Present – John Cottrill, Doreen Robinson, Alison Armstrong, John Bittorf, Krista McKee, and Andy Sorensen

2. Approval of Agenda

Motion No.:	Moved by:	Terry McKay
FA-14-075	Seconded by:	Harley Greenfield

THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of September 10th, 2014.

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. Approval of Minutes

a) Full Authority - July 9th, 2014

Motion No.:	Moved by:	Michael Martin
FA-14-076	Seconded by:	Bob Lennox

THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of July 9th, 2014.

Carried

5. Business Out of Minutes

1) Reserves Investments - Options

Background: GSCA staff presented a report at the July 9th Board meeting regarding the preparation and implementation of an investment strategy to optimize our returns through the investment of a portion of current funds held in reserve. The value of current reserves is \$1.5 million.

Action: The report provided a summary of the submissions from four banks, and resulted in a recommendation from the Board to hold further discussions with two banks, Scotia and TD.

Follow-up: GSCA staff met with both TD and Scotia, and received more detail on the management teams, their experience and qualifications, asset allocation options, and Portfolio Report formats. Both TD and Scotia banks had comparable

team support, reporting styles and fee structure. What sets TD apart is their commitment to the not-for-profit sector in general, and their environmental focus in particular, including the provision of a "Green Bond" and the provision of financial assistance through the "TD Friends of the Environment".

Motion No.: **Moved by:** **Jan Chamberlain**
FA-14-077 **Seconded by:** **Judy Gay**

THAT the Board of Directors authorize staff to work with TD Bank to develop an Investment Strategy to optimize the use of the existing funds currently in Reserve Accounts. Once the Strategy is in place, that TD make a presentation to the Board of Directors to summarize the plan and highlight anticipated future returns to the Authority.

Carried

6. **Correspondence** - nothing at this time

7. **Business Items**

a) Water Management - nothing at this time

b) Environmental Planning

1) Section 28 Permits - July 3rd to September 1st, 2014

Motion No.: **Moved by:** **Harley Greenfield**
FA-14-078 **Seconded by:** **Bob Lennox**

THAT the list of permits under Ontario Regulation 141/06 - "Development, Interference, with Wetlands and Alterations to Shorelines and Watercourses Regulation", for the period July 3rd to September 1st, 2014, be received by the Grey Sauble Conservation Authority Board of Directors.

Amendment: Ontario Regulation 141/06 should read "Ontario Regulation 151/06";

Carried

- c) Lands Management - nothing at this time
- d) Forestry, Fish and Wildlife - nothing at this time
- e) Communications/Public Relations

1) The Extraordinary Tree Project 2016 Challenge is to promote trees - their importance in our lives, their cultural and historical significance. The launch of this project is being held on September 11th at 3:00 p.m. at Grey Sauble's Arboretum Pavillion. Delegates from the area will be attending.

- f) Administration

- 1) Receipts and Expenses - July and August 2014

Motion No.:	Moved by:	Harley Greenfield
FA-14-079	Seconded by:	Paul McKenzie

THAT the Grey Sauble Conservation Authority Board of Directors approve the receipts and expenses for July and August 2014.

Carried

- 2) Mid-Year Financial report for 2014

John Cottrill and Alison Armstrong reviewed with the Directors the Authority's financial report up to June 30th, 2014. The 2014 approved budget of 2.2 million dollars is 1.1 million dollars spent up to June 30th, 2014.

Motion No.:	Moved by:	Terry McKay
FA-14-080	Seconded by:	Bob Lennox

THAT the mid-year financial report for 2014 up to June 30th, 2014, be accepted.

3) Summary of Proposals for Audit Services

Background:

The Grey Sauble Conservation Authority (GSCA) circulated a call for proposal to five accounting firms to provide audit services to both the Authority and the Foundation.

We received three submissions from BDO, KPMG and Gaviller & Company. Historically, we have chosen firms to provide auditing services over a five year period. BDO has been our auditor for the last ten years. The 2013 actual costs were \$ 17,800 for the Authority, and \$ 4,900 for the Foundation.

Review of Submissions:

GSCA staff have undertaken a review of the three submissions. We looked at the experience of the firms, their team make-up, the methodology to be used, the estimated hours to undertake the audit, and the cost estimates to do the work. We also checked references.

Discussion:

All three firms have experienced teams, good references, and comparable methodologies.

The estimated hours and costs to complete the work for both the Foundation and the Authority are listed below: (the chart shows year one costs, with each firm showing adjustments to year five)

		<u>BDO</u>	<u>KPMG</u>	<u>Gaviller</u>
Authority:	Time Estimate	118	93	67
	Cost Estimate	\$16,500	\$14,000	\$7,500
Foundation:	Time Estimate	31	25	33
	Cost Estimate	\$4,500	\$3,500	\$4,500

Motion No.: **Moved by:** **Terry McKay**
FA-14-081 **Seconded by:** **Paul McKenzie**

THAT the Grey Sauble Conservation Authority Board of Directors accept the proposal from Gaviller and Company to provide audit services for 2014 to 2018 as set out in their submission.

AND FURTHER, THAT this staff report be presented to the Foundation for their consideration.

Carried

4) Quotations for chairs for Basement Board Room

Background:

The current multi-purpose meeting room has not had a furniture upgrade for many years.

This summer, we approached three local firms to quote on prices for:

1. Boardroom chairs
2. Boardroom tables
3. Audience seating

Responses:

Coates & Best, Locking and Staples responded to the request.

1. Tables: The quotes for tables were very expensive, in the \$600 to \$800 range per table.

Staff are recommending we “make do” with our existing tables.

2. Boardroom Chairs: The three quotes for these chairs were in the \$160 to \$190 range. The models were similar in design, tilted, mesh backs, and upholstered seats.
3. Audience Seating: The three firms quoted on a “Sonic” stacking armless chair with a poly seat and back. The prices ranged from \$82 to \$97 per

chair. One firm suggested a substitute model at \$49, but it was not well received by staff.

The money for the purchase of the chairs will come from the Administration Reserve.

Motion No.:	Moved by:	Judy Gay
FA-14-082	Seconded by:	Jan Chamberlain

THAT the quote from Locking for a Canadian made mid-back mesh boardroom chair be accepted. The price for 15 chairs is \$180 each x 15 = \$ 2,700. AND FURTHER, THAT the quote from Staples Advantage for the "Sonic Series" armless stacking chair with plastic seat and back, in gray be accepted to replace the Audience chairs. The price for 60 chairs is \$82 each x 60 = \$4,920.

Carried

8. **Chairman's Report** - nothing at this time

9. **Other Business**

a) Foundation Minutes - July 9th and August 13th, 2014

Motion No.:	Moved by:	Judy Gay
FA-14-083	Seconded by:	Paul McKenzie

THAT the Grey Sauble Conservation Authority Board of Directors receive the Grey Sauble Conservation Foundation minutes of July 9th and August 13th, 2014.

Carried

b) Next Meeting - October 8th, 2014 at 1:15 p.m., Kimberley Hall

10. **In Camera Items** - nothing at this time

11. Adjournment

Motion No:
FA-14-094

Moved by:
Seconded by:

Terry McKay
Michael Martin


THAT this meeting now adjourn.

Carried

The meeting adjourned at 2:25 p.m.



Dave Clarke, Acting Chair



Doreen Robinson
Administrative Assistant