



**GREY SAUBLE CONSERVATION AUTHORITY**  
**Minutes**  
**Full Authority Board of Directors**  
**Wednesday, March 8<sup>th</sup>, 2017**

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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 Dick Hibma called the meeting to order.

Directors Present

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

Staff Present – Sonya Skinner, Chris Hachey, Doreen Robinson, Anne Lennox, John Bittorf, Cam Bennett, and Alison Armstrong

**2. Motion to Adopt Agenda**

**Motion No.:**        **Moved by:**        **Al Barfoot**  
**FA-17-029**        **Seconded by:**    **John McGee**

**THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of March 8<sup>th</sup>, 2017, with the addition under Item 8) Business Items g) Administration of 4) Signing Authority.**

**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**

**Motion No.:**       **Moved by:**       **Marion Koepke**  
**FA-17-030**       **Seconded by:**   **Cathy Little**

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

**Carried**

### **5. Business Out Of Minutes**

#### **a) Haines Dam Cost and Funding Sources**

John Bittorf, Water Resources Coordinator, reviewed with the Directors the costs of the 2016/17 Haines Dam Decommissioning. Total costs, including Bridge Excavating – the contractor, and GSS Engineering, is \$393,703. Funding for the project is as follows: \$196,852. from DFO, and \$196,852 from Grey Sauble Conservation Reserves. There was no funding from the Ministry of Natural Resources and Forestry. The Directors expressed disappointment in no funding from the MNRF.

### **6. Correspondence**

#### **a) Letter from Owen Sound Field Naturalists**

A letter from Kate McLaren, Owen Sound Field Naturalists, was received with an accompanying cheque in the amount of \$2,000. Bob Knapp, on behalf of the Friends of Hibou, submitted to the Owen Sound Field Naturalists a request for funding. The money will be put towards refurbishing and refreshing much of the

interpretive signage at Hibou and to update the pamphlet. A thank you note will be sent to the Owen Sound Field Naturalists and the Friends of Hibou.

b) MNR Low Water Response Funding

Dave Burritt, Ministry of Natural Resources and Forestry, Surface Water Monitoring Centre, has written a letter to the Authority advising that funding this year in the amount of \$675 will be provided to the Authority towards communication activities such as updates on social media, press releases and interviews.

c) Letter from Ontario Power Generation

Cindy Clarke, Ontario Power Generation, forwarded a cheque in the amount of \$2,500 in support of the Authority's Wildwater Program offered to Grades 4 and 5 children. The schools involved in the program is down this year, but this seems to be the pattern every two years. A thank you note will be sent to Ontario Power Generation.

**Motion No.:**            **Moved by:**            **Al Barfoot**  
**FA-17-031**            **Seconded by:**        **Jaden Calvert**

**THAT the Grey Sauble Conservation Board of Directors receive the correspondence from the Owen Sound Field Naturalists, Ministry of Natural Resources and Forestry, and Ontario Power Generation.**

**Carried**

**8.        Business Items**

a)        Water Management - nothing at this time

b)        Environmental Planning

1) Section 28 Permits – February 2017

**Motion No.:**            **Moved by:**            **John McGee**  
**FA-17-032**            **Seconded by:**        **Jaden Calvert**

**THAT the Grey Sauble Conservation Authority Board of Directors receive the list of permits under Ontario Regulation 151/06 – “Development, Interference, with Wetlands and Alterations to Shorelines and Watercourses Regulation”, for February 2017.**

**Carried**

c) Boat Lake Cottage Rental Update

Chris Hachey, Land Management Coordinator, reviewed with the Directors the background, current situation, and recommendations for the Boat Lake Cottages, at Grey Sauble Conservation’s Boat Lake Management Area, located in the Town of South Bruce Peninsula.

A 175 acre parcel of what is now the Boat Lake Management Area was purchased by Grey Sauble Conservation in 1972. The Pattersons were granted lifetime access to the 5 acres portion of land where 5 cottages (circa 1945) resided. In 1998 the Pattersons relinquished their occupation of the cottage site.

In 2000 the area was publicly tendered and in 2001 the site was leased to Jim and Marilyn Cuming for 5 years at no cost, pending the cottages were repaired and upgraded. After 2005 the lease was reviewed every 5 years with the incumbent lessee having the first right of refusal pending adherence to the terms of the lease. Seven campsites have been added. The fees had an annual increase and the 2016 lease was \$4,212.

There is a small private lot with a cottage in the midst of the GSCA cottages.

The 5 existing cottage structures have far surpassed their life expectancy. There are major deficiencies which include electrical wiring, woodstoves, roofs, and railings. The cottages are in close proximity to each other and sit on stilts. Chris passed around photos.

One tenant of the last lessee requested to keep belongings in a cottage, and is interested in leasing one or more cottages.

Staff have thoroughly reviewed options including renovations, short term leases leading to full and partial decommissioning, leasing the land with associated sale of the structures, and an outright sale of the property.

Considerations included:

- the property is a viable shoreline section of the Boat Lake Management Area, with zoning and other developmental constraints.
- Notwithstanding a firm commitment to public transparency and tendering, the requirements to comply with the Building Code and Ontarians with Disabilities legislation, and the risk of injury to users, leads staff to recommend that the property not be offered again in a public tender.
- If investments are made to improve the cottages, an amount of \$50K or more is required per cottage, and projections indicate that it would take at least fifteen years to produce a return on the investment. This would also put GSCA in the camping business, which would add a new program that has not brought much income for a number of Conservation Authorities.
- GSCA staff have limited ability to monitor the site.
- Decommissioning is estimated at \$7-\$10K.

Grey Sauble staff is recommending that the Boat Lake Cottages be decommissioned over a 3 year period, with the land remaining in the broader Boat Lake Management Area and that staff pursue an agreement with the existing tenant of the last lessee, to decrease GSCA risk and fund decommissioning.

Staff recommended approaching the remaining tenant who had expressed interest in staying, to sell 1-2 wooden cottages to him (and thus the liability related to their condition and access) for a nominal fee, with a transparent three-year lease to the land. During this period staff would tender the removal of the other cottages, and remove the last one(s) at the end of the lease period. The leasing would enable the decommissioning without using reserve funding.

The following points were made during a discussion on the cottages:

- Clarified that the cottages are not on individual lots, that the zoning is open space (which would require an Official Plan change for development) and are closer to the water than the current setbacks allow.
- There is a hydro corridor behind the cottages.

- It would benefit the Conservation Authority's conservation goals to reinstate the natural shoreline.
- After 3 years the present lessee could move his cottage or any part of it he wants. During the three year period he would be responsible for anything that is in need of repair. After his vacancy date GSCA would remove any remaining cottage.
- The cottages are old and staff believe moving them whole is not viable and they would fall apart.
- The present tenant has insurance and an agreement with GSCA for storage over the winter of 2016/17, currently with no commitment by GSCA to allow any further occupancy.
- Several directors stated that they have concerns with the liability on the site as it stands, and they believe it is in the best interest of the Authority to have the present tenant leave, get rid of the cottages and rehabilitate the lands.

**Motion No.:**            **Moved by:**            **Al Barfoot**  
**FA-17- 033**            **Seconded by:**        **Jaden Calvert**

**THAT the Boat Lake Cottages be decommissioned over a 3 year period, with the land remaining in the broader Boat Lake Management Area.**  
**AND FURTHER, THAT staff pursue an agreement with the existing tenant of the last lessee, to decrease GSCA risk and fund decommissioning.**

**MOTION DEFEATED**

**Motion No.:**            **Moved by:**            **John McGee**  
**FA-17-034**            **Seconded by:**        **Ana Vukovic**

**THAT Grey Sauble Conservation Authority Board of Directors direct staff to have all buildings vacated at the Boat Lake Management Area and proceed with getting quotations for demolition and decommissioning of the property in 2017.**

**Carried**

The present tenant knows his lease is up this month and that he must vacate the property, clean the site, and take his possessions with him. Directors are comfortable with staff extending the lease for some weeks to give the tenant time to remove his belongings.

**7. Deputation**

Sue Bragg, Collins Barrow, Licensed Public Accountants, met with the Board of Directors to review the draft audited financial statements of Grey Sauble Conservation Authority, which comprise the statement of financial position as at December 31<sup>st</sup>, 2016. Also reviewed was the statement of operations, statement of change in net financial assets and the cash flow statement for the year ended, and a summary of significant accounting policies and other explanatory information. Of note was the reduction of the dam reserve due to the work on the Mill Dam and the Haines Dam. Land values are listed at cost.

**Motion No.:**            **Moved by:**            **Al Barfoot**  
**FA-17-035**            **Seconded by:**        **Harley Greenfield**

**THAT the Grey Sauble Conservation Authority Board of Directors approve the draft financial report for 2016 as prepared by Collins Barrow, Licensed Public Accountants.**

**Carried**

**8. Business Items – Cont'd**

d) Forestry, Fish and Wildlife

1) Proposed Wood Products Tendering Policy

Anne Lennox, Forestry & Wildlife Coordinator, and Cam Bennett, Forestry Technician, reviewed with the Board of Directors the Grey Sauble Conservation Authority Wood Products Tendering Policy.

The Directors made the following comments.

- Are the 174 acres at Boat Lake Management Area part of GSCA’s managed forest program? Staff commented that the Boat Lake Management Area is part of GSCA’s forest program but the stands there are not ready for management.
- Under Item 2.4 – Staff clarified that they recommend that the Forestry Committee make the decisions on the use of Tenders and Quotations. However, staff have proposed in the policy that this decision be the Forestry Committee and/or the Full Authority, as the Committee may not meet frequently. This clause may also be used to make decisions on next steps where Tenders are not awarded or have no bids.
- Under Section 4.1 – Quotations should also be put on the Grey Sauble Conservation website and referred to as a “Request for Quotation”.
- Under Item 6.1: The words should be adjusted to read that bids shall be opened by the “Chair, Vice Chair and/or the CAO,” that bids will be opened in a public venue at the date and time stated in the tender or Quotation, and that at least two GSCA representatives will be present.
- Under all sections, make references consistent as either “Board of Directors” or “Full Authority”.

**Motion No.:**            **Moved by:**            **Harley Greenfield**  
**FA-17-036**            **Seconded by:**        **Ana Vukovic**

**THAT the Grey Sauble Conservation Board of Directors direct staff to make the revisions to the Draft Wood Products Tender Policy based on the discussion as held at today’s meeting with the amended Policy being brought back to the April meeting.**

**Carried**

e)     **Communications/Public Relations**

1)     **Summer Students and Stewardship Positions Advertised**

The summer student and stewardship positions have been advertised on twitter, the Grey Sauble Conservation website, facebook, and at the “Y” employment.



Eighty applications have been received for the Stewardship position. Sixty-one applications were reviewed in depth and five were selected for interviews on March 15<sup>th</sup>.

f) DWSP/RMO Report – nothing at this time

g) Administration

1) Receipts and Expenses – February 2017

**Motion No.:**            **Moved by:**            **Sue Carleton**  
**FA-17- 037**            **Seconded by:**        **Jaden Calvert**

**THAT the Grey Sauble Conservation Authority Board of Directors approve the receipts and expenses for February 2017.**

**Carried**

2) China Trip Delay

The China Trip for CAO has been deferred to 2018. Representatives from China are currently intending to tour select parts of Ontario in the fall of this year.

3) Calendar

Sonya reviewed with the Board a calendar for the months of February – May 2017 which lists key upcoming meetings and dates for Grey Sauble Conservation.

Ana Vukovic left the meeting at 3:15 p.m.

4) Signing Authority

**Motion No.:**            **Moved by:**            **Cathy Little**  
**FA-17-038**            **Seconded by:**        **John McGee**

**THAT effective January 11<sup>th</sup>, 2017, the signing authorities for Grey Sauble Conservation Authority will be as follows:**

**Section 28 Permits – Andy Sorensen, Sonya Skinner, and John Bittorf.  
Financial (cheques) – Chris Hachey, Krista McKee, Dick Hibma, Sonya Skinner, and Marion Koepke.**

**Carried**

**9. Chair's Report**

In the past month I have participated in the following meeting and activities.

Feb. 9th - Drinking Water Source Protection Management Committee meeting here at GSCA, receiving updates on a number of items.

Feb. 21st - Ontario Partners Environmental Network - Great Lakes Health Workshop with CAO Sonya, hosted by Conservation Ontario and MOECC at Black Creek Pioneer Village

Feb. 23rd - Catfish Creek Conservation Authority Annual General Meeting in Aylmer, Ont.

Feb. 24th - Forestry Committee meetings at West Grey Municipal office in Durham.

Mar. 6th - GSCA presentation with CAO Sonya to Owen Sound City Council at Bayshore Community Centre.

**10. Other Business**

**a) Committees**

- 1) Foundation Minutes – February 8<sup>th</sup>, 2017
- 2) BRWI – nothing at this time
- 3) Arboretum Alliance – nothing at this time
- 4) Forestry Committee – February 24<sup>th</sup>, 2017

**Motion No.:            Moved by:            Sue Carleton  
FA-17-039            Seconded by:        Al Barfoot**

**THAT the Grey Sauble Conservation Authority Board of Directors receive the Foundation minutes of February 8<sup>th</sup>, 2017, and the Forestry Committee minutes of February 24<sup>th</sup>, 2017.**

**Carried**

b) Next Meeting – April 12<sup>th</sup>, 2017, at 1:15 p.m.

All staff, excluding Doreen Robinson, left the meeting.

**11. Closed Session**

**Motion No.:            Moved by:            Harley Greenfield  
FA-17-040            Seconded by:        Jaden Calvert**

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

**Carried**

**Motion No.:            Moved by:            Marion Koepke  
FA-17-041            Seconded by:        John McGee**

**THAT the Grey Sauble Conservation Authority Board of Directors rise from Closed Session at 3:45 p.m.**

**Carried**

1) Personnel

**Motion No.:            Moved by:            Al Barfoot  
FA-17-042            Seconded by:        Harley Greenfield**

**THAT the deemed requirements for the probationary period of the CAO have been met.**

**Carried**

**Motion No.:            Moved by:            John McGee  
FA-17-043            Seconded by:        Sue Carleton**

**THAT the Grey Sauble Conservation Authority Board of Directors direct staff and the Chair to prepare a policy for the Annual Performance Review of the CAO.**

**Carried**

12. **Adjournment** – On motion by Shawn Greig, the meeting adjourned at 3:50 p.m.

***Original Signed***  
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Dick Hibma, Chair

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Doreen Robinson  
Administrative Assistant/  
Accounting Clerk