

**Grey Sauble Conservation Authority**  
**R.R. #4, 237897 Inglis Falls Road**  
**Owen Sound, Ontario N4K 5N6 (519) 376-3076; ext. 221**  
**[v.coleman@greysauble.on.ca](mailto:v.coleman@greysauble.on.ca)**

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**The next regular meeting of the Grey Sauble Conservation Authority Board of Directors is scheduled for Wednesday, May 26<sup>th</sup>, 2021, at 1:15 p.m. The regular meeting will occur via the Webex web-based application. Please notify Valerie Coleman if you are unable to attend.**

**Directors**

Greig, Scott (Chair)  
Matrosovs, Andrea (Vice-Chair)  
Burley, Dwight  
Greenfield, Harley  
Greig, Ryan  
Koepke, Marion  
Little, Cathy  
Mackey, Scott  
McKenzie, Paul  
Moore Coburn, Cathy  
Vickers, Paul

**Honourary Members**

Elwood Moore  
Betty Adair

Ling, Mark, MECP  
Katona, Keley, MECP  
Oosting, Lara, MNRF Peterborough  
Allison, Tracy, MNRF Owen Sound  
Walker, Bill, MPP Bruce Grey Owen Sound  
Ruff, Alex, MP Bruce Grey Owen Sound  
Dowdall, Terry, MP Simcoe-Grey  
Wilson, Jim, MPP Simcoe-Grey

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**Member Municipalities**

Municipality of Arran-Elderslie, Town of the Blue Mountains, Township of Chatsworth, Township of Georgian Bluffs, Municipality of Grey Highlands, Municipality of Meaford, City of Owen Sound, Town of South Bruce Peninsula



519.376.3076  
237897 Inglis Falls Road  
Owen Sound, ON N4K 5N6  
[www.greysauble.on.ca](http://www.greysauble.on.ca)

Protect.  
Respect.  
Connect.

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**The next regular meeting of the Grey Sauble Conservation Authority Board of Directors is scheduled for Wednesday, May 26<sup>th</sup>, 2021, at 1:15 p.m. The regular meeting will occur via the Webex web-based application. Public viewing of this meeting will be available via a live stream on youtube at:**

**[https://www.youtube.com/channel/UCy\\_ie5dXG8aFYDYG8tV9Yg/videos](https://www.youtube.com/channel/UCy_ie5dXG8aFYDYG8tV9Yg/videos).**

***Please note that this is a Notice of Meeting only for your information.***

The Sun Times  
Bayshore Broadcasting  
The Meaford Independent  
The Dock  
The Wiarton Echo  
The Advance  
The Post  
The Thornbury Paper  
The Hub Owen Sound  
Blue Mountains Review  
South Grey News  
Collingwood Today

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**Member Municipalities**

Municipality of Arran-Elderslie, Town of the Blue Mountains, Township of Chatsworth, Township of Georgian Bluffs, Municipality of Grey Highlands, Municipality of Meaford, City of Owen Sound, Town of South Bruce Peninsula

## AGENDA

Grey Sauble Conservation Authority  
Full Authority Meeting  
Wednesday, May 26, 2021 at 1:15 p.m.

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1. Call to Order
2. Disclosure of Pecuniary Interest
3. Call for Additional Agenda Items
4. Adoption of the Agenda
5. Approval of Minutes
  - i. Full Authority – April 28, 2021 – Resolution – Attachment #1
6. Business Out of Minutes
7. Consent Agenda
  - i. Environmental Planning – Section 28 Permits – April 2021 – Attachment #2
  - ii. Administration – Receipts & Expenses – April 2021 – Attachment #3
  - iii. Correspondence
    - i. Ministry of Environment, Conservation & Park – Attachment #4
    - ii. Water Protection Legislation – Attachment #5
  - iv. Conservation Ontario
  - v. Minutes
  - vi. Media – Attachment #6
8. Delegation
  - i. Town of South Bruce Peninsula – Attachment #7
  - ii. Baker Tilly – Attachment #8
9. Business Items
  - i. Administration
    - a. Approval of Financial Statements – Resolution (10 min)
    - b. Q1 Budget Report Back – Information – Attachment #9 (10 min)
    - c. Administration By-Law Update – Resolution – Attachment #10 (10 min)
    - d. Update on Amendments to the Conservation Authorities Act – Information – Attachment #11 (30 min)

- ii. Water Management – Nothing at this time.
  - iii. Environmental Planning – Nothing at this time.
  - iv. Conservation Lands
    - a. Metis Nation of Ontario Request for Hunting MOU/Agreement – Resolution –Attachment #12 (20 min)
    - b. Risk Management Guidelines Update – Resolution – Attachment #13 (10 min)
  - v. Forestry – Nothing at this time.
  - vi. Communication/Public Relations – Nothing at this time.
  - vii. Education – Nothing at this time.
  - viii. GIS/IT – Nothing at this time.
  - ix. Operations
    - a. Inglis Falls Septic Update – Information – Attachment #14 (10 min)
  - x. DWSP/RMO Report – Nothing at this time
  - 10. CAO's Report
  - 11. Chair's Report
  - 12. Resolution to Move into Closed Session
- "THAT the GSCA Board of Directors now move into 'Closed Session' to consider:
- i. Minutes of the Closed Session of the Regular Board of Directors meeting held on February 24, 2021; and,
  - ii. One matter regarding an item of commercial significance, such as but not limited to a proposed or pending acquisition of real property for Authority purposes, internal reserve bid amounts, leases and property sales"
- 13. Declaration that the Board of Director's has Resumed Open Session
  - 14. Resolution Approving the Closed Session Minutes of February 24, 2021
  - 15. Reporting out of Closed Session – Resolution (5 min)
  - 16. Adjournment



## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** May 26, 2021

**MOTION #:** FA-21-059

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of May 26, 2021.**



GREY SAUBLE CONSERVATION AUTHORITY  
MINUTES

Full Authority Board of Directors  
Wednesday, April 28, 2021, at 1:15 p.m.

The Grey Sauble Conservation Authority Board of Directors meeting was held via the internet on the meeting application, WebEx.

1. Call to Order

Chair Scott Greig called the meeting to order at 1:15 p.m.

Directors Present: Chair Scott Greig, Vice Chair Andrea Matrosovs, Dwight Burley, Cathy Moore Coburn, Ryan Greig, Harley Greenfield, Marion Koepke, Cathy Little, Scott Mackey, Paul McKenzie, Paul Vickers

Regrets: Cathy Little

Staff Present: CAO Tim Lanthier, Administrative Assistant Valerie Coleman, Manager of Information Services Gloria Dangerfield, Manager of Financial and Human Resources Service Alison Armstrong, Forestry Coordinator Mike Fry, Manager of Environmental Planning MacLean Plewes

2. 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 the time.

3. Call for Additional Agenda Items

None at this time.

4. Adoption of Agenda

Motion No.:  
FA-21-050

Moved By: Cathy Moore Coburn  
Seconded By: Dwight Burley

**THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of April 28, 2021.**

Carried

5. Approval of Minutes

Motion No.:  
FA-21-051

Moved By: Marion Koepke  
Seconded By: Harley Greenfield

**THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of March 24, 2021.**

Carried

**6. Business Out of Minutes**

Noting at this time.

**7. Consent Agenda**

Motion No.:  
FA-21-052

Moved By: Dwight Burley  
Seconded By: Paul Vickers

**THAT in consideration of the Consent Agenda Items listed on the April 28, 2021, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning - Section 28 Permits – March 2021; (ii) Administration - Receipts & Expenses – March 2021; (iv) Conservation Ontario – April Agenda; (vi) Recent Media Articles**

Carried

**8. Deputation**

**i. Mike Konopka – GSCA TD Investment Update and Review**

Mike Konopka from TD Wealth made a presentation to the Board regarding GSCA's investment portfolio. Mike explained the portfolio's current market value, its performance, and history. Despite a low growth year in 2020, GSCA's portfolio has an average return rate of 4.6%. This is expected to increase with the economic bounce back from COVID.

A question was asked about the fees and expenses to manage the portfolio. Mike outlined the tiered fee schedule and non-profit discount. Currently the fee for managing GSCA's portfolio is an average of .99%.

Mike gave a detailed summary of the portfolio's asset mix. It is considered a balanced portfolio with the largest percentage invested in fixed assets.

The TD North American Sustainability Strategy was also discussed as an option for the Board to consider in the future.

**ii. Nancy Brown – Inglis Falls Arboretum Alliance (IFAA)**

Nancy Brown, Chair presented a brief history of the Arboretum and an overview of a new project, funded in part by TD Friends of the Environment.

The IFAA has secured a grant through the TD Friends of the Environment to fund a portion of a 2-part project to complete the planting of all tree species native to Grey Bruce, and to install signage for the trees in both sections of the Arboretum.

**Member Paul McKenzie left the meeting at 2:00 p.m.**

The IFAA has ordered most of the species they are looking for, attempting to purchase locally if possible. They will be starting to plant this May/June and hope to be able to invite volunteers to assist if possible, under the present health restrictions.

Having conducted extensive research on informational signage used at other parks and arboretums, IFAA intends to incorporate several styles of signs depending on location. In addition to including the tree's common, family, and botanical names, they have approached local first nations and metis communities to collaborate in adding traditional knowledge and medicinal uses of trees.

IFAA have collaborated with the Grey Sauble Conservation Foundation to create signage for the Annual Memorial Trees planted throughout the Arboretum.

## **9. Business Items**

### **i. Administration**

#### **a. Signing Officer Update**

CAO, Tim Lanthier spoke to the need to formally update the list of those staff and Board Members authorized to sign on behalf of GSCA. Tim noted that he added a section giving Departmental managers the authority to sign standard or minor agreements for their respective departments.

Motion No.:  
FA-21-053

Moved By: Cathy Moore Coburn  
Seconded By: Paul Vickers

**THAT effective April 28th 2021, the signing authorities for Grey Sauble Conservation Authority will be as follows:**

**Section 28 Permits – MacLean Plewes, Tim Lanthier, and John Bittorf;  
Financial – signing authorities for cheques – Scott Greig, Andrea Matrosovs, Tim Lanthier, Gloria Dangerfield, and John Bittorf;  
Agreements that bind the Authority (licenses, leases, MOU's, etc.) – Tim Lanthier, Gloria Dangerfield;  
Standard, Minor Agreements may be signed by the relevant manager for their respective department.**

Carried

#### **b. 2021 Insurance Premiums Update**

CAO, Tim Lanthier provided an update on GSCA's insurance premiums for 2021 and noted that on average GSCA will see a 24% increase. GSCA's umbrella, general liability, errors & omissions, and directors & officers policies represent the greatest increase.

According to GSCA's provider, Conservation Authorities are no longer considered low risk. This is based on recent and ongoing large lawsuits, and an increasingly litigious society.

This increase will have a budgetary impact. The CAO will report back in the 3rd or 4th Quarter as to how the shortfall will be funded.

**Member Paul McKenzie rejoined the meeting at 2:23 p.m.**

#### **c. Conservation Authorities Act Amendments**

CAO, Tim Lanthier provided the Board with an update regarding CAA Amendments and additional proclamations. Conservation Ontario (CO) has put together a table outlining all of the changes to the Act and detailing those changes that have been proclaimed and those yet to be proclaimed.

GSCA submitted a letter to Minister Yurek noting that GSCA utilizes the representation by population method for determining membership as presented in the Conservation Authorities Act. Staff have sent letters to Municipalities to inform them that representatives to the GSCA Board must be municipal councillors and that the term limit for the Chair & Vice-Chair is a maximum of two-years. Staff will be updating the Administration By-Law and bringing forward to the Board in May.

Staff will be updating Section 28 policies and the fee schedule to reflect MZO related permits.

On behalf of GSCA and CO, Tim asked the board to endorse CO's Accountability and Transparency Initiative which will include updates to GSCA Administration By-Laws, supporting CO on proactive reporting on Accountability and Transparency priorities, and supporting CO on promotion and demonstration of results.

Motion No.:  
FA-21-054

Moved By: Dwight Burley  
Seconded By: Harley Greenfield

**WHEREAS the provincial government has passed legislative amendments related to the governance of Conservation Authorities;**

**AND WHEREAS the Conservation Authorities remain committed to fulfilling accountable and transparent governance;**

**THEREFORE BE IT RESOLVED THAT the Grey Sauble Conservation Authority endorse the three key actions developed by the Conservation Ontario Steering Committee to update CA Administrative By-laws, to report proactively on priorities, and to promote/demonstrate results;**

**AND THAT staff be directed to work with Conservation Ontario to implement these actions and to identify additional improvements and best management practices.**

Carried

**The Board recessed from 2:36 – 2:44 pm.**

**ii. Water Management**  
Nothing at this time.

**iii. Environmental Planning**  
**a. Planning Department Service Interruption and Recovery**

CAO, Tim Lanthier updated the Board on the current service interruption in the planning department, the interim plan, and the plan for recovery.

Tim explained that due to significant staffing changes, the GSCA Environmental Planning Department is operating with two experienced staff instead of five. This combined with

onboarding of new staff and ongoing high levels of Planning Act and permit applications and property inquiry requests, it is not possible for the Department to continue to offer a full level of service. As such, the Department will be experiencing a service interruption until the Department is able to recover. This interim plan includes reallocating staff resources from some other departments, a prioritisation on select functions, a redirection of all inquiries to an electronic format, and the creation of an online form for submitting inquiries with an online permit application form coming soon. A notice with information regarding the disruption and links to allow the public to access information has been posted online and embedded in email auto-responses, and the GSCA phone system message has been changed to direct the public to the website.

Staff have been working to fill the vacancies within the Department. One new staff person started on April 26th, an additional staff person will start in mid-May. Staff will be interviewing shortly for the final position. However, it will take time for new staff to get up to speed.

It was noted that the current situation has led to GSCA investigating how GSCA compares to other conservation authority planning departments. Based on preliminary research, it appears that GSCA is in the top ten of CAs for total number of applications and in the bottom ten in resources available, based on population. Staff will investigate changes necessary to continue to provide a high-level of service under burgeoning workloads and will bring forward an options report to the Board.

The Board had some questions regarding the interruption of service and recommended that staff communicate with member Municipal Building Departments. Additionally, the Environmental Planning Department and its staff were commended on the hard work that they are doing, especially under difficult circumstances.

Staff will inform the Board when the department is running at full capacity.

**iv. Conservation Lands**

Nothing at this time.

**v. Forestry**

**a. Ash Management Report**

Forestry Coordinator, Mike Fry, spoke with respect to the provided report and recommendations on how GSCA is managing Ash trees on its properties. In response to questions asked about the Forestry department's method of dealing with Ash trees, which are at risk due to the Emerald Ash Borer, staff brought four options to the Forestry Committee in March; Business as Usual (Current Approach), Target Removal of Ash During Normal Marking Activities, Focus Marking Activities on Stands with Large Components of Ash, or Target Marking Activities Strictly on Ash Trees. Staff have recommended the Target Removal of Ash During Normal Marking Activities.

Staff want to ensure that the focus of management efforts do not lie solely with the dollar value of trees. It was noted that fallen trees create habitat and add nutrients to the soil. There is risk in opening up too much of the canopy as this can encourage an increase in new Ash growth, invasive species, and other undesirable species taking hold and creating problems in the future. In addition, staff need to consider the optics of large-scale removal of trees from single areas.

Motion No.:  
FA-21-055

Moved By: Dwight Burley  
Seconded By: Cathy Moore Coburn

**WHEREAS Grey Sauble Conservation Authority (GSCA) owns and manages over 28,000 acres of land comprised of 209 individual properties organized into 79 groupings;**

**AND WHEREAS, GSCA manages nearly 13,000 acres of forested area to improve forest health and maintain diversity, with revenues used to offset the operating expenses of the Forestry department and GSCA;**

**AND WHEREAS, the Emerald Ash Borer (EAB) is an invasive insect that is quickly spreading throughout Ontario, with few known predators;**

**AND WHEREAS, staff have identified the need to modify the approach to managing ash species within GSCA forested properties in light of EAB;**

**AND WHEREAS, the GSCA Forestry Committee has received this report and have recommended that the GSCA Full Authority Board of Director's receive it;**

**THAT the Board of Director's approve option B - Target Removal of Ash during Normal Marking Activities.**

Carried

**b. Forestry Tendering Policy**

Forestry Coordinator, Mike Fry, presented an updated version of the Forestry Tendering Policy. Staff have made efforts to make the tendering process less cumbersome and more effective in garnering appropriate bids.

Motion No.:  
FA-21-056

Moved By: Ryan Greig  
Seconded By: Andrea Matrosovs

**WHEREAS Grey Sauble Conservation Authority (GSCA) owns and manages over 28,000 acres of land comprised of 209 individual properties organized into 79 groupings;**

**AND WHEREAS, GSCA manages nearly 13,000 acres of forested area to improve forest health and maintain diversity, with revenues used to offset the operating expenses of the Forestry department and GSCA;**

**AND WHEREAS, GSCA maintains and follows a Wood Products Tendering Policy, which provides direction for the sale of wood products from GSCA lands;**

**AND WHEREAS, the GSCA Forestry Committee has received this report and have recommended that the GSCA Full Authority Board of Director's receive it;**

**THAT the Board of Director's accept and approve the updates to the Wood Products Tendering Policy.**

Carried

**vi. Communications/Public Relations**

Nothing at this time.

**vii. Education**

**a. Day Camp Update**

The Manager of Information Services, Gloria Dangerfield, updated the Board with regard to GSCA Summer Day Camp. With ongoing COVID-19 safety measures in mind, staff have evaluated the benefits and risks of running a day camp. Going ahead with planned numbers presented obstacles that could not be overcome. Running at half capacity would not be economically feasible. In addition, staff learned that GSCA's insurance carrier would not cover claims resulting from COVID-19 exposure. After careful consideration staff recommended cancelling the 2021 summer day camp program. The program will be re-instated in 2022.

**viii. GIS/IT**

**a. Capital Spending Update**

The Manager of Information Services, Gloria Dangerfield, spoke to the provided report regarding the need to spend additional funds to replace one of GSCA's server units. Due to the current pandemic, there is a shortage of electronic equipment. In light of this, staff acquired quotes for a new server and were only able to find one within the budgeted amount. Staff purchased this unit to ensure fulfilling capital needs. However, the unit requires additional software and memory to meet GSCA's system requirements.

Prior to being placed into full service, this unit be utilized to run a backup test in case of security breach as an essential component in GSCA's Business Continuity Plan.

Staff requested approval to access funds from the IT Reserves to cover the cost of the additional software and memory for the new unit.

Motion No.:  
FA-21-057

Moved By: Marion Koepke  
Seconded By: Scott Mackey

**WHEREAS Grey Sauble Conservation Authority budgeted \$6000 to acquire a new network server in 2021;**

**AND FURTHER WHEREAS the existing server is now 11 years old and overdue for renewal under our asset management plan;**

**AND FURTHER WHEREAS several factors, including component shortages have increased prices;**

**AND FURTHER WHEREAS the server with required software and additional memory will cost \$1700 above the budgeted amount;**

**THAT the Grey Sauble Conservation Authority approve spending an additional \$1700, above the budgeted \$6000, for the purchase of a new replacement server.**

Carried

**ix. Operations**

Nothing at this time.

**x. Drinking Water Source Protection & Risk Management**

Nothing at this time.

**10. CAO's Report**

The CAO gave an update on operations amid the current Stay-at-Home order. Staff are continuing to work remotely until at least May 20th. The situation will be reassessed at that time. Field work is continuing to be carried out in line with Provincial restrictions and internal health and safety plans. All office staff are working remotely with the exception of periodic access to the office to allow for working remotely. As curbside pickup is currently permitted, GSCA is able to move forward with pre-order tree sales. This opportunity did not exist in spring 2020.

Tim noted that parking revenue for 2021 Q1 is up 500% from previous year Q1 amounts. This is mainly attributed to the success of GSCA's new Member's Pass, with over 300 sold for 2021 to date, the new \$10 day pass rate, and the general increase in use. Once again there is a marked increase in attendance and the revenue earned from parking will provide much needed resources to maintain GSCA conservation areas and their infrastructure.

Tim, along with Chair Greig and Vice Chair Matrosov, attended the Conservation Ontario's Annual General Meeting and regular Council Meeting on April 12th. CO acclaimed Andy Mitchel as the new Chair. Staff will post the Conservation Ontario Agenda package in the Board Portal for reference.

In a continuing effort to locate cost saving opportunities staff are investigating the potential for a less expensive communication system and the replacement or elimination of the current postage machine.

Tim provided an update on the March 22, 2021 Judicial Review between applicant Tom LaForme and the Town of South Bruce Peninsula. Given the expedited timelines, the judicial review hearing date and the provision of a decision were expedited. The judicial panel has ordered that GSCA's permit be quashed and sent back to GSCA for re-consideration. The reasons for the decision have not yet been released. Staff are waiting for the panel to circulate their results which may occur by June 30, 2021.

Some staffing updates, the Stewardship Technician, Keith Reid and the Intermediate Planner, Olivia Sroka, have both started. The interviews for the Watershed Planner position have completed with an offer having been extended and accepted. Additionally, a Forest and Trails Technician contract position is being advertised to cover a maternity leave.

Conservation Ontario has provided an overview of the Federal Budget and there may be opportunities for funding. Staff will update the Board.

Tim had the opportunity to give an interview to On the Bay magazine regarding watershed health and monitoring.

**11. Chair's Report**

Chair Greig commended GSCA staff on their work in getting properties open and ready for the public and for the maintenance in keeping them looking great.

**Member Scott Mackey left the meeting at 3:55.**

In speaking with the CAO, Tim Lanthier, Chair Greig would like to make staff and the Chairs available for deputation to GSCA watershed municipalities. If any member municipalities would like an update or to hear from GSCA please reach out.

**12. Other Business**

Nothing at this time.

**13. Closed Session**

**i. Approval of Closed Session Minutes**

Nothing at this time.

**14. Next Full Authority Meeting**

i. Wednesday May 26<sup>th</sup>, 2021

**15. Adjournment**

Motion No.:

FA-21-058

**THAT this meeting now adjourn.**

Moved By:

Seconded By:

Cathy Moore Coburn

Dwight Burley

Carried

The meeting was adjourned at 3:59 p.m.

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Scott Greig, Chair

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Valerie Coleman  
Administrative Assistant



## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** May 26, 2021

**MOTION #:** FA-21-060

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of April 28, 2021.**

# Permits Issued from April 1, 2021 to April 30, 2021

ATTACHMENT #2

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS21-068	08-Mar-21	06-Apr-21	Part Lot	C	Town of South Bruce Peninsula	Amabel Township
Approved works:			Construction of a dwelling, deck and associated site alterations		Project Location:	31 Shore Drive
					<input checked="" type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill
					Reviewed by:	
					Lauren McGregor	
GS21-084	17-Mar-21	06-Apr-21	14	2	Township of Chatsworth	Holland Township
Approved works:			Construction of a detached garage		Project Location:	803149 Puddicombe Lane
					<input checked="" type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input type="checkbox"/> fill
					Reviewed by:	
					Mac Plewes	
GS21-099	29-Mar-21	07-Apr-21	TwN Plt A		Town of South Bruce Peninsula	Albemarle Township
Approved works:			Placement of fill for a new laneway and to facilitate construction of a new dwelling, and associated site alterations		Project Location:	32 Hope Bay Road
					<input type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill
					Reviewed by:	
					Lauren McGregor	
GS21-100	22-Mar-21	07-Apr-21	Part Lot	22	Town of South Bruce Peninsula	Amabel Township
Approved works:			Construction of a dwelling, installation of a septic and laneway and associated site alterations		Project Location:	2491 Bruce County Road 13
					<input checked="" type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill
					Reviewed by:	
					Lauren McGregor	
GS21-101	29-Mar-21	07-Apr-21	Part Lot	1	Municipality of Grey Highlands	Euphrasia Township
Approved works:			Construction of an addition on an existing structure and associated site alterations		Project Location:	356598 Euphrasia-Blue Mountain Town Line
					<input checked="" type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input type="checkbox"/> fill
					Reviewed by:	
					Lauren McGregor	
GS21-006	05-Jan-21	07-Apr-21	36	10	Town of the Blue Mountains	Collingwood Township
Approved works:			repair to existing shoreline revetment and associated site alterations		Project Location:	121 Cameron Street
					<input type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input type="checkbox"/> fill
					Reviewed by:	
					Justine Lunt	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS21-082	17-Mar-21	07-Apr-21	10	10	Municipality of Meaford	St Vincent Township
Approved works:			Construction of a 480 sq ft addition		Project Location: 077621 11th Line <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	
GS21-108	06-Apr-21	07-Apr-21	19	3	Township of Georgian Bluffs	Sarawak Township
Approved works:			Re-construction of a single-family dwelling, site grading and protection works		Project Location: 259 Balmy Beach Road <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Mac Plewes	
GS21-098	29-Mar-21	08-Apr-21	Part Lot	24	Town of South Bruce Peninsula	Amabel Township
Approved works:			construction of a garage with habitable space and associated site alterations		Project Location: 5 Spry Lake Road <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Lauren McGregor	
GS21-107	31-Mar-21	08-Apr-21	Part Lot	9	Municipality of Grey Highlands	Artemesia Township
Approved works:			Expansion of an existing dock structure and associated site alterations		Project Location: 108 Peters Crescent <input checked="" type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Lauren McGregor	
GS21-077	11-Mar-21	08-Apr-21	Part Lot	9	Municipality of Grey Highlands	Artemesia Township
Approved works:			shoreline armouring works, installation of patio, landscaping works and associated site alterations		Project Location: 212 Peters Crescent <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Lauren McGregor	
GS21-007	05-Jan-21	09-Apr-21			Township of Georgian Bluffs	Keppel Township
Approved works:			Construction of a single family dwelling and associated alterations		Project Location: White Cloud Island <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	
GS21-090	18-Mar-21	09-Apr-21			Township of Georgian Bluffs	Sarawak Township
Approved works:			Installation of an in-ground pool		Project Location: 169 Somers Street <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Mac Plewes	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS21-079	15-Mar-21	14-Apr-21	12	BF	Municipality of Meaford	Sydenham Township
Approved works:		Development and site alterations associated with a single-family dwelling with private servicing		Project Location: Eagle Ridge Drive <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes		
GS21-080	16-Mar-21	14-Apr-21			Township of Georgian Bluffs	Sarawak Township
Approved works:		Construction of a stormwater facility		Project Location: 120 Balmy Beach Road <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Mac Plewes		
GS21-081	16-Mar-21	15-Apr-21	3/4		Municipality of Meaford	Sydenham Township
Approved works:		Replacement of a bridge		Project Location: Sideroad 3 (Bridge No. 15) <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes		
GS21-083	17-Mar-21	15-Apr-21	34	Colpoy's Range	Township of Georgian Bluffs	Keppel Township
Approved works:		Re-construction of a cottage		Project Location: 503345 Grey Road 1 <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input checked="" type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes		
GS21-092	22-Mar-21	15-Apr-21			City of Owen Sound	City of Owen Sound
Approved works:		Site alterations associated with a landscaping project		Project Location: 2386 4th Ave W <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Mac Plewes		
GS21-123	08-Apr-21	15-Apr-21			City of Owen Sound	City of Owen Sound
Approved works:		Construction of an at-grade patio with landing and stairway		Project Location: 1317 7th Ave W <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Mac Plewes		
GS21-122	15-Apr-21	16-Apr-21	26 & 27	10	Municipality of Arran-Elderslie	Arran Township
Approved works:		Installation of agricultural tiles		Project Location: <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes		

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS21-118	06-Apr-21	19-Apr-21			Municipality of Meaford	St Vincent Township
Approved works:			Renovate an existing home		Project Location: 167 Kiwana Beach Road <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input checked="" type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	
GS21-116	06-Apr-21	20-Apr-21			Town of the Blue Mountains	Thornbury
Approved works:			construction of a single residential dwelling and associated site alterations		Project Location: 121 Cameron Street <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Justine Lunt	
GS21-117	07-Apr-21	21-Apr-21			Town of the Blue Mountains	Collingwood Township
Approved works:			construction of an accessory structure		Project Location: 123 Blue Mountain Drive <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Justine Lunt	
GS21-129	16-Apr-21	21-Apr-21			Town of Collingwood	Town of Collingwood
Approved works:			construction of a single family dwelling and associated site alterations		Project Location: 37 Silver Creek Drive <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Justine Lunt	
GS21-131	19-Apr-21	26-Apr-21	26-29 &	D	Town of South Bruce Peninsula	Amabel Township
Approved works:			Cleanout of existing storm outlets on Sauble Beach		Project Location: <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Mac Plewes	
GS21-142	27-Apr-21	26-Apr-21	25	12, 13 EBR	Town of South Bruce Peninsula	Albemarle Township
Approved works:			Replace existing culvert		Project Location: 100 metres south of 565 Purple Valley Road <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    John Bittorf	
GS21-102	29-Mar-21	28-Apr-21			Municipality of Meaford	St Vincent Township
Approved works:			Repair of shoreline protection works		Project Location: 183 Fraser Street <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS21-088	23-Mar-21	29-Apr-21	Part Lot	11 EBR	Town of South Bruce Peninsula	Albemarle Township
Approved works:			Construction of an addition onto an existing structure and associated site alterations		Project Location: 444 Mallory Beach Road <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	
GS21-106	06-Apr-21	29-Apr-21	5	3	Municipality of Meaford	St Vincent Township
Approved works:			Installation of two culverts		Project Location: 317282 3rd Line <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	
GS20-406	14-Oct-20	30-Apr-21			Town of the Blue Mountains	Collingwood Township
Approved works:			construction of a 100 m <sup>2</sup> deck		Project Location: 143 Cameron Street <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Justine Lunt	
GS21-103	22-Mar-21	30-Apr-21			Town of the Blue Mountains	Thornbury
Approved works:			site alterations and grading works associated with a new single residential dwelling		Project Location: 208543 Highway 26 <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Justine Lunt	

**Grey Sauble Conservation Authority  
Expense Report  
April 1st - 30th, 2021**

Regulation Permits	\$	15,490.00	
Planning	\$	11,430.00	
Land Leases	\$	5,638.70	
Season Passes	\$	3,425.00	
Self-Serve Parking Fees	\$	3,290.00	
Forestry	\$	65,021.70	
Forests Ontario	\$	73,715.88	
One Tree Planted	\$	22,358.75	1st Installment
GIS/LiDAR Sales	\$	1,130.00	
General Donations	\$	130.32	Canada Helps
Funds Owed to Foundation	\$	150.00	Memorial Trees
BRWI	\$	245.00	
Oliphant Phragmites	\$	16,504.58	

<b>Total Monthly Receipts</b>	<b>\$</b>	<b>218,529.93</b>
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**Grey Sauble Conservation Authority**  
**Expense Report**  
**April 1st - 30th, 2021**

11445	Ontario Professional Planners Insititute	\$	904.00	Job Advertisement
11446	GBTel	\$	451.98	Internet Service - March & April 2021
11447	Bell Canada	\$	80.19	Tara Stream Gauge Monthly Service
11448	Township of Chatsworth	\$	1,301.00	Property Tax
11449	City of Owen Sound	\$	136.00	Property Tax
11450	Directdial	\$	6,596.94	Server Hardware
11451	Township of Georgian Bluffs	\$	4,447.00	Property Tax
11452	Municipality of Meaford	\$	4,953.00	Property Tax
11453	Xerox Canada Ltd.	\$	49.40	GSCA Copy and Print Charges
11454	Excel Business Systems	\$	66.08	DWSP Copy and Print Charges
11455	The Cleaning Brigade	\$	361.60	Monthly Office Cleaning
11456	Grand River Conservation Authority	\$	2,856.41	Tree Order
11457	Grayhall Business Forms	\$	400.16	General Cheques
11458	Kilsyth Auto Service Ltd.	\$	5,034.67	Vehicle Repair and Maintenance
11459	MacDonnell Fuels Limited	\$	505.14	Vehicle Fuel
11460	J.J. MacKay Canada Limited	\$	74.30	Self Serve Transaction Fees
11461	Municipality of Meaford	\$	95.16	Hibou Water Charges
11462	Miller Waste Systems Inc.	\$	127.95	Garbage Service
11463	Owen Sound Septic Services Inc.	\$	565.00	Septic Tank Pumping
11464	Pickfield Law Professional Corporation	\$	152.55	Planning Legal Fees
11465	Rogers Wireless	\$	799.71	Cell Phone Usage
11466	Saugeen Valley Conservation Authority	\$	764.60	SPA Director Expenses
11467	Woods, Clemens, Fletcher & Cronin	\$	210.00	Planning Refund
11468	Alvin and Leah Sherk	\$	280.00	Planning Refund
11469	Terra Brook Homes Inc.	\$	405.00	Planning Refund
11470	Georgian Planning Solutions	\$	15.00	Planning Refund
	Mastercard Payments	\$	8,984.78	
	Amilia	\$	334.29	
	Bruce Telecom	\$	526.64	
	DWSP Copier Lease	\$	163.85	
	Office Moneris Fees	\$	63.76	
	Self-Serve Moneris Fees	\$	119.24	
	Hydro, Reliance	\$	2,682.31	
	Receiver General, EHT, WSIB	\$	42,877.37	
	Group Health Benefits	\$	8,251.69	
	OMERS	\$	23,778.90	
	March Payroll	\$	86,117.41	
	Employee Expense Claims	\$	2,179.69	CivilGEO GHR Annual Maintenance

<b>Total Monthly Expenses</b>	<b>\$</b>	<b>207,712.77</b>
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Ministry of the Environment,  
Conservation and Parks

Conservation and Source Protection  
Branch

14<sup>th</sup> Floor  
40 St. Clair Ave. West  
Toronto ON M4V 1M2

Ministère de l'Environnement, de la  
Protection de la nature et des Parcs

Direction de la protection de la nature et  
des sources

14<sup>e</sup> étage  
40, avenue St. Clair Ouest  
Toronto (Ontario) M4V 1M2



357-2021-1209

April 23, 2021

Tim Lanthier  
Chief Administrative Officer  
Grey Sauble Conservation Authority  
Email: [t.lanthier@greysauble.on.ca](mailto:t.lanthier@greysauble.on.ca)

Dear Tim Lanthier:

Thank you for your emailed letter to Minister Yurek informing us of how Grey Sauble Conservation Authority's members are appointed by the participating municipalities.

I am pleased to respond on behalf of the Minister to confirm receipt, and would note that we appreciate you providing this information to the ministry.

Thank you again for writing.

Sincerely,

*Sam Lyon*

Sam Lyon, Manager  
Conservation Authority Office  
Conservation and Source Protection Branch



## Community Services

### Legislative Services

April 27, 2021

File #120203

Sent via email: [premier@ontario.ca](mailto:premier@ontario.ca)

The Honourable Doug Ford, Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Honourable and Dear Sir:

**Re: Province Investigating and Updating Source Water Protection Legislation**

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of April 26, 2021 passed the following resolution:

**Whereas** the Municipal Council of the Town of Fort Erie passed a resolution on October 21st, 2019 identifying that 1,100 private water wells were in operation in the Town of Fort Erie, of which 75% were used for domestic purposes including human and livestock consumption, and

**Whereas** the Municipal Council of the Town of Fort Erie further identified in that resolution that Council requires the protection of water in the aquifer supplying water to those wells from contamination as the result of any remediation of Pit One owned by the Port Colborne Quarries in the City of Port Colborne, and further

**Whereas** Report No. PDS-23-2021, approved by Council on March 22, 2021, identified that while the Niagara Peninsula Conservation Authority, The Regional Municipality of Niagara and Local Area Municipalities work together to protect source water, these plans do not generally apply to private servicing, and

**Whereas** Report No. PDS-23-2021 further identified efforts undertaken by the Town of Fort Erie through available provincial planning policy, regulation and legislation to protect source water within the Town of Fort Erie without any explicit ability to designate source water protection for private services, and

**Whereas** on July 28, 2010, through Resolution 64/292, the United Nations General Assembly explicitly recognized the human right to water and sanitation and acknowledged that clean drinking water and sanitation are essential to the realization of all human rights, and

.../2

**Whereas** it would be desirable to ensure that those in our community who rely on wells and other private servicing for clean drinking water are afforded the same source water protection as municipal drinking water systems;

**Now therefore it be resolved,**

**That:** The Municipal Council of the Town of Fort Erie recognizes and acknowledges that clean drinking water and sanitation are basic human rights and essential to the realization of all human rights, and further

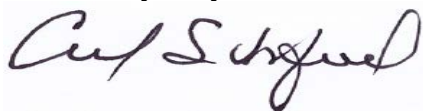
**That:** The Municipal Council of the Town of Fort Erie requests that the Ministry of Environment, Conservation and Parks consider legislative changes that would permit the expansion of source water protection to aquifers and private services, and further

**That:** This resolution be circulated to The Honourable Doug Ford, Premier of Ontario, the Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks, Wayne Gates, MPP Niagara Falls, Jeff Burch, MPP Niagara Centre, Jennifer Stevens, MPP St. Catharines and Sam Oosterhoff, MPP Niagara West, and further

**That:** This resolution be circulated to all Conservation Authorities and Municipalities in Ontario for their endorsement and support.

Thank you for your attention to this matter.

Yours very truly,



Carol Schofield, Dipl.M.A.  
Manager, Legislative Services/Clerk

[cschofield@forterie.ca](mailto:cschofield@forterie.ca)

CS:dlk

c.c.

The Honourable Jeff Yurek, Minister of Environment, Conservation and Parks [jeff.yurekco@pc.ola.org](mailto:jeff.yurekco@pc.ola.org)

Jeff Burch, MPP, Niagara Centre [burch-gp@ndp.on.ca](mailto:burch-gp@ndp.on.ca)

Sam Oosterhoff, MPP, Niagara West [sam.oosterhoff@pc.ola.org](mailto:sam.oosterhoff@pc.ola.org)

Jennifer Stevens, MPP, St. Catharines [JStevens-co@ndp.on.ca](mailto:JStevens-co@ndp.on.ca)

Wayne Gates, MPP, Niagara Falls [wgates-co@ndp.on.ca](mailto:wgates-co@ndp.on.ca)

Ontario Conservation and all Ontario Conservation Authorities: [kgavine@conservationontario.ca](mailto:kgavine@conservationontario.ca); [bhomer@abca.ca](mailto:bhomer@abca.ca); [kfurlanetto@crca.ca](mailto:kfurlanetto@crca.ca); [generalmanager@catfishcreek.ca](mailto:generalmanager@catfishcreek.ca); [@cloca.com](mailto:@cloca.com); [mvytyvtskyy@hrca.on.ca](mailto:mvytyvtskyy@hrca.on.ca); [deb.martindowns@cvc.ca](mailto:deb.martindowns@cvc.ca); [tim.pidduck@croweallevy.com](mailto:tim.pidduck@croweallevy.com); [tbyrne@erca.org](mailto:tbyrne@erca.org); [llaliberte@grca.on.ca](mailto:llaliberte@grca.on.ca); [karmstrong@grandriver.ca](mailto:karmstrong@grandriver.ca); [t.lanthier@greysauble.on.ca](mailto:t.lanthier@greysauble.on.ca); [Lisa.Burnside@conservationhamilton.ca](mailto:Lisa.Burnside@conservationhamilton.ca); [majachrowski@kawarthaconservation.com](mailto:majachrowski@kawarthaconservation.com); [elizabeth@kettlecreekconservation.on.ca](mailto:elizabeth@kettlecreekconservation.on.ca); [cullen@lsrca.on.ca](mailto:cullen@lsrca.on.ca); [tammy@lakeheadca.com](mailto:tammy@lakeheadca.com); [jmaxwell@lprca.on.ca](mailto:jmaxwell@lprca.on.ca); [mark.peacock@lvca.ca](mailto:mark.peacock@lvca.ca); [kelly.vandette@ltc.on.ca](mailto:kelly.vandette@ltc.on.ca); [beard@mvca.on.ca](mailto:beard@mvca.on.ca); [David.Vallier@mattagamiregion.ca](mailto:David.Vallier@mattagamiregion.ca); [smcintyre@mvc.on.ca](mailto:smcintyre@mvc.on.ca); [csharma@npca.ca](mailto:csharma@npca.ca); [carl.jorgensen@conservationsudbury.ca](mailto:carl.jorgensen@conservationsudbury.ca); [brian.tayler@nbmca.ca](mailto:brian.tayler@nbmca.ca); [dhevenor@nvca.on.ca](mailto:dhevenor@nvca.on.ca); [dlandry@otonabeeconservation.com](mailto:dlandry@otonabeeconservation.com); [bmcnevin@quinteconservation.ca](mailto:bmcnevin@quinteconservation.ca); [richard.pilon@rrca.on.ca](mailto:richard.pilon@rrca.on.ca); [sommer.casgrain-robertson@rvca.ca](mailto:sommer.casgrain-robertson@rvca.ca); [j.stephens@svca.on.ca](mailto:j.stephens@svca.on.ca); [cbarrett@ssmrca.ca](mailto:cbarrett@ssmrca.ca); [acoleman@nation.on.ca](mailto:acoleman@nation.on.ca); [bmcdougall@scrca.on.ca](mailto:bmcdougall@scrca.on.ca); [John.MacKenzie@trca.ca](mailto:John.MacKenzie@trca.ca); [annett@thamesriver.on.ca](mailto:annett@thamesriver.on.ca)

Ontario Municipalities



# MEDIA RELEASES AND ARTICLES

## ATTACHMENT #6

Collingwood Today

May 2, 2021

*"Grey Sauble's annual tree sale came back for 2021"*

[Grey Sauble's annual tree sale came back for 2021 - Collingwood News \(collingwoodtoday.ca\)](https://collingwoodtoday.ca/grey-saubles-annual-tree-sale-came-back-for-2021)

Collingwood Today

May 2, 2021

*"Local conservation authorities begin digesting changes to legislation"*

[Local conservation authorities begin digesting changes to legislation - Collingwood News \(collingwoodtoday.ca\)](https://collingwoodtoday.ca/local-conservation-authorities-begin-digesting-changes-to-legislation)

Collingwood Today

April 29, 2021

*"Grey Sauble day camp squashed by pandemic for a second year"*

[Grey Sauble day camp squashed by pandemic for a second season - Collingwood News \(collingwoodtoday.ca\)](https://collingwoodtoday.ca/grey-sauble-day-camp-squashed-by-pandemic-for-a-second-year)

The Toronto Observer

April 18, 2021

*"How Ontario's parks became pandemic lifesavers"*

[How Ontario's parks became pandemic lifesavers | The Toronto Observer](https://www.torontoobserver.com/news/how-ontario-parks-became-pandemic-lifesavers)

## **Grey Sauble Authority Board of Directors**

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### **M O T I O N**

**DATE:**                **May 26, 2021**

**MOTION #:**        **FA-21-061**

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**THAT in consideration of the Consent Agenda Items listed on the May 26, 2021, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning - Section 28 Permits – April 2021; (ii) Administration - Receipts & Expenses – April 2021; (iii) Correspondence – Ministry of the Environment, Water Protection Legislation; (vi) Recent Media Articles**



# Delegation to the Grey Sauble Conservation Authority (GSCA)

Date: May 26, 2021

## **Town of South Bruce Peninsula - Permit Discussion**

On behalf of the Council of the Town of South Bruce Peninsula, I have been asked to present our concerns regarding recent events that have transpired involving the Grey Sauble Conservation Authority (GSCA).

For the most part, the Town of South Bruce Peninsula has had a good working relationship with the GSCA. As a member of the Board of Directors for your organization it's imperative that although we don't always agree, we must work together to find solutions to our problems. This is what our Town and more importantly, what our ratepayers expect us to do.

The Town of South Bruce Peninsula contributes over \$200,000 annually to the GSCA to fund programs that are Provincially mandated. Those projects include watershed-based programs developed to protect people and property from flooding and other natural hazards, as well as conserve natural resources for economic social and environmental benefits.

### **Sauble Beach Retaining Wall Project**

As part of the above-mentioned mandate, the Conservation Authority reviews and issues permits for various types of projects that take place in proximity to lakes, rivers, unstable banks, hazards, etc.

One such project was proposed in Sauble Beach in 2020. As you aware the Town provides parking on Lakeshore Blvd, between the backside of the sand dunes and the traveled portion of the road. However, with the ongoing migration of sand accumulating in the parking area, parked vehicles are now encroaching well into the traveled southbound lane of Lakeshore Blvd, causing a very dangerous situation to people and property, the very thing your own mandate tries to prevent.

To mitigate this dangerous situation from reoccurring, the Town proposed to install a low elevation decorative retaining wall along the back edge of the dunes. The wall would help protect the dunes from encroaching vehicles, limit disturbances to the dunes caused by annual parking area maintenance activities, as well as enhance public safety.

As part of the planning for the proposed retaining wall project, the Town consulted with both the Ministry of Environment Conservation and Parks (MECP) and the GSCA.

- August 27<sup>th</sup>, 2020, the Town contacted the MECP to advise them of the project and asked if they had any concerns.

- August 28<sup>th</sup>, 2020, the Town receives a response from the Ministry stating it has no objections to the work, so long as it does not compromise the integrity of the dune ecosystem as a whole and Plover habitat is not impacted.
- September 15<sup>th</sup>, 2020, the Town submits an application to the GSCA for the project (note: Town staff worked hand in hand with the GSCA to obtain the information needed for the permit).
- November 13<sup>th</sup>, 2020, MECP staff, after speaking with the GSCA indicated they did not take issue with the project and encouraged the Town to continue to work with the GSCA.
- November 20<sup>th</sup>, 2020, the GSCA issues the permit. The Town did everything that was requested and/or required to do to obtain this permit.

As you were aware on December 15<sup>th</sup>, 2020, a judicial review was launched asking the court to revoke or “quash” the permit.

Although the Town had already provided all the information believed to be necessary to obtain a permit, the Town decided to retain, at great expense, a biologist and a coastal engineer to provide additional evidence to confirm our project was not adversely impacting the Piping Plover or the dunes.

On March 22<sup>nd</sup>, 2021, the judicial review commenced pertaining to the permit issued by the GSCA. The three Justices who heard the case, expressed concern that the GSCA (Co-respondent), did not respond nor participate in the judicial review. This meant the Town was left to defend your (GSCA) permit.

We are all aware that the permit was quashed (reasons not yet released), however one can assume that if the GSCA had defended the permit they issued, the review may have gone the other way.

What the Town of South Bruce Peninsula is seeking clarification from the GSCA Board of Directors here today, is the following:

- 1) Why would the GSCA, deeply rooted in procedure, process and transparency, having responsibility for issuing a permit, choose not to defend it?
- 2) In the absence of your defense of the permit, why would you not, at a minimum, allow our lawyers to interview your employee(s) who worked on, and issued the permit?
- 3) Why would the GSCA not support a member municipality who did everything required of them to obtain that permit?

### **Recent Permit Concern**

In February 2021, Town Staff commenced permit discussions with GSCA regarding the renewal of a ‘storm outlet cleanout’ permit. This cleanout work is a practice that has

gone on for years, with the approval of GSCA. The work is necessary to prevent flooding of Lakeshore Blvd and adjacent properties.

On March 30, 2021 (6 weeks after permit discussions started), having no response from the GSCA since February 18, 2021, Town Staff inquired as to the status of our permit, as several of the storm outlets were plugged and flooding was likely to happen if heavy rainfall occurred. The GSCA advised that *"We are still considering the best way to approach this in light of the recent hearing, and now, in light of the decision released yesterday."* On April 16, 2021, the GSCA requested that the Town submit a new permit. The Town submitted a new permit application April 19, 2021, and finally received a permit April 26, 2021.

It's important to note that the MECP has provided guidance documentation (May 2020 and Feb 2021) that allows storm drain cleanout work, as well as other maintenance activities to proceed at Sauble Beach and the GSCA was provided a copy of this documentation as part of the permit discussions. From our understanding, the MECP was not involved or responsible for the delays in the permit issuance.

Because it took 10 weeks to obtain a permit, the cleanout work is now further complicated by the fact that the Piping Plover has returned to the beach. This means additional expense and consultation with the Ministry of Environment, Conservation & Parks (MECP) to address Endangered Species Act concerns, prior to starting work.

Moving forward, the Town cannot experience these kinds of delays, as we have a very small window to perform beach maintenance, after the snow melts and prior to the Plovers arrival. We hope the GSCA understands these constraints and works in an expeditious manner to prevent future issues like this from arising.

In closing, I wish to reiterate that aside from the above-mentioned permit concerns, the GSCA and the Town of South Bruce Peninsula have a good working relationship. It's imperative for both parties to continue to work together and support each other in order to maintain and/or develop critical infrastructure within our jurisdictions. The Town is also aware of the current staff shortages and heavy workload being experienced by GSCA. As such, the Town would be willing to meet with GSCA staff and review potential efficiencies to streamline the development review and/or permitting processes. Examples of items to consider include permit exemptions for municipal culvert replacements of the same size (like with like) and development application review work done under contract with Bruce County for planning processes.

I am happy to answer any questions you may have and look forward to your responses to our delegation.

Regards,

Mayor, Janice Jackson  
Town of South Bruce Peninsula

**GREY SAUBLE  
CONSERVATION AUTHORITY**

**FINANCIAL REPORT**

**DECEMBER 31, 2020**

*Draft for Discussion*

# GREY SAUBLE CONSERVATION AUTHORITY

DECEMBER 31, 2020

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# GREY SAUBLE CONSERVATION AUTHORITY

## MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL REPORT

The accompanying financial statements of the Grey Sauble Conservation Authority ("the Authority") are the responsibility of the Authority's management and have been prepared in accordance with Canadian public sector accounting standards, established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada, as described in Note 1 to the financial statements.

The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Authority's management maintains a system of internal control designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded, reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management. The Board of Directors meet with management and the external auditor to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by Baker Tilly SGB LLP, the independent external auditor appointed by the Authority. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Authority's financial statements.

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Chief Administrative Officer  
May 26, 2021

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Finance Coordinator  
May 26, 2021

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Grey Sauble Conservation Authority:

### **Opinion**

We have audited the financial statements of the Grey Sauble Conservation Authority ("the Authority"), which comprise the statement of financial position as at December 31, 2020, and the statements of operations, change in net financial assets and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2020, and its results of operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

***Baker Tilly SQB LLP***

Chartered Professional Accountants  
Licensed Public Accountants  
Collingwood, Ontario  
May 26, 2021

# GREY SAUBLE CONSERVATION AUTHORITY

## STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31

	2020	2019
	\$	\$
<b>Financial assets</b>		
Cash - Operating fund (Note 2)	644,287	511,779
Cash - Reserve funds (Note 2)	546,191	484,602
Accounts receivable (Note 12)	221,089	144,848
Investment portfolio - Reserve funds (Note 3)	1,185,313	1,159,875
Accounts receivable - government partnership (Note 13)	96,851	96,851
	<b>2,693,731</b>	<b>2,397,955</b>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	223,083	168,724
Other payables (Note 5)	68,359	44,662
Government remittances payable	49,139	43,615
Deferred revenue (Note 6)	116,313	212,443
	<b>456,894</b>	<b>469,444</b>
Net financial assets	<b>2,236,837</b>	<b>1,928,511</b>
<b>Non-financial assets</b>		
Prepaid expenses	24,583	22,199
Tangible capital assets (Note 8)	7,714,343	7,822,247
	<b>7,738,926</b>	<b>7,844,446</b>
<b>Accumulated surplus</b> (Note 9)	<b>9,975,763</b>	<b>9,772,957</b>

Approved \_\_\_\_\_ Director  
 \_\_\_\_\_ Director

The accompanying notes are an integral part of  
these financial statements

# GREY SAUBLE CONSERVATION AUTHORITY

## STATEMENT OF OPERATIONS FOR THE YEAR ENDED DECEMBER 31

	Budget 2020 \$ (Note 11)	Actual 2020 \$	Actual 2019 \$
<b>Revenue</b>			
Municipal levies	1,431,597	1,431,597	1,388,556
Government grants - operating	122,325	147,619	135,605
Government grants - Risk assessment of flood hazards (Note 13)	-	2,357	47,530
Grey Sauble Forestry/Ontario Trees	233,342	201,747	231,715
Grey County Forest Management	151,016	152,220	144,362
Timber and wood sales	136,215	118,891	71,334
User fees	498,110	500,513	506,102
Sourcewater protection	186,811	189,190	165,391
Rental recoveries (net of \$48,223 expense; 2019 - \$55,112)	21,803	17,834	17,195
Donations	7,450	2,753	7,410
Risk management	76,679	58,700	69,011
Miscellaneous (Note 12)	32,177	21,499	29,337
Interest earned (Note 12)	2,000	5,636	15,264
Income on reserve accounts (Note 3)	-	43,171	53,856
	2,899,525	2,893,727	2,882,668
<b>Expenses</b>			
Water management	142,659	135,063	118,437
Environmental planning	567,749	530,402	558,536
Forestry			
-Operations on Authority land	151,970	137,440	132,655
-Grey Sauble Forestry/Ontario Trees	206,653	192,874	242,642
-Grey County Forest Management	151,016	131,760	126,778
Conservation lands policy and procedure	184,982	123,823	169,740
Conservation lands operations	248,851	252,901	245,031
Conservation information and education	154,414	96,320	121,685
Administrative support	550,680	513,462	494,916
Major projects	-	1,408	1,931
Miscellaneous	-	16,175	10,533
Source water risk management	47,584	52,537	78,949
Sourcewater protection	186,811	189,190	165,391
GIS/IT department	238,824	195,103	206,266
Risk assessment of flood hazards (Note 13)	-	2,721	46,894
Loss on disposal of tangible capital assets	-	282	1,141
Amortization of tangible capital assets	-	119,460	118,254
	2,832,193	2,690,921	2,839,779
<b>Annual surplus (Note 11)</b>	67,332	202,806	42,889
<b>Accumulated surplus, beginning of year</b>	9,772,957	9,772,957	9,730,068
<b>Accumulated surplus, end of the year (Note 9)</b>	9,840,289	9,975,763	9,772,957

The accompanying notes are an integral part of  
these financial statements

# GREY SAUBLE CONSERVATION AUTHORITY

## STATEMENT OF CHANGE IN NET FINANCIAL ASSETS FOR THE YEAR ENDED DECEMBER 31

	Budget 2020	Actual 2020	Actual 2019
	\$	\$	\$
	(Note 11)		
<b>Annual surplus</b>	67,332	<b>202,806</b>	42,889
Acquisition of tangible capital assets	159,300	<b>(11,838)</b>	(38,452)
Amortization of tangible capital assets	-	<b>119,460</b>	118,254
Loss on disposal of tangible capital assets	-	<b>282</b>	1,141
Change in prepaid expenses	-	<b>(2,384)</b>	11,859
Change in net financial assets	226,632	<b>308,326</b>	135,691
Net financial assets, beginning of year	1,928,511	<b>1,928,511</b>	1,792,820
<b>Net financial assets, end of year</b>	<b>2,155,143</b>	<b>2,236,837</b>	1,928,511

The accompanying notes are an integral part of  
these financial statements

# GREY SAUBLE CONSERVATION AUTHORITY

## STATEMENT OF CASH FLOW FOR THE YEAR ENDED DECEMBER 31

	2020	2019
	\$	\$
<b>Cash flows from (for):</b>		
<b>Operating activities</b>		
Annual surplus	202,806	42,889
Non-cash items:		
Amortization of tangible capital assets	119,460	118,254
Loss on disposal of tangible capital assets	282	1,141
	322,548	162,284
Changes in:		
Accounts receivable	(76,241)	67,740
Accounts receivable - government partnership	-	(47,492)
Accounts payable and accrued liabilities	54,359	(23,857)
Other payables	23,697	12,258
Government remittances payable	5,524	13,004
Deferred revenue	(96,130)	33,667
Prepaid expenses	(2,384)	11,859
	231,373	229,463
<b>Investing activities</b>		
Increase in investment portfolio	(25,438)	(30,370)
<b>Capital activities</b>		
Acquisition of tangible capital assets	(11,838)	(38,452)
Net change in cash position	194,097	160,641
Cash, beginning of year	996,381	835,740
<b>Cash, end of year</b>	<b>1,190,478</b>	<b>996,381</b>
Comprised of:		
Cash - Operating fund	644,287	511,779
Cash - Reserve funds	546,191	484,602
	1,190,478	996,381

The accompanying notes are an integral part of  
these financial statements

# GREY SAUBLE CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2020

### Nature of Operations

The Grey Sauble Conservation Authority ("the Authority") is established under the Conservation Authorities Act of Ontario to further the conservation, restoration, development and management of natural resources, other than gas, oil, coal and minerals, for the watersheds within its area of jurisdiction. The watersheds include areas in the Municipalities of Arran-Elderslie, Grey Highlands and Meaford, the Town of The Blue Mountains and the Town of South Bruce Peninsula, the Townships of Chatsworth and Georgian Bluffs and the City of Owen Sound.

The Authority's mission is:

"In partnership with the stakeholders of the watershed, to promote and undertake sustainable management of renewable natural resources and provide responsible leadership to enhance bio-diversity and environmental awareness."

The Authority is a registered charity and is exempt from income taxes.

### 1. Summary of Significant Accounting Policies

The financial statements are the representation of management prepared in accordance with Canadian generally accepted accounting principles for organizations operating in the local government sector as recommended by the Public Sector Accounting Board of The Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Authority are as follows:

#### (a) Basis of Accounting

Sources of revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

A government partnership exists where the Authority has a shared control over an entity. The Authority's pro-rata share of assets, liabilities, revenues and expenses are reflected in the financial statements using the proportionate consolidation method. The Authority's proportionate interest of the following government partnership is reflected in the financial statements:

Risk Assessment of Flood Hazards in the Georgian Bay Shoreline Areas of Grey County - 27.54%

#### (b) Cash and Cash Equivalents

Cash and cash equivalents include cash on deposit and short-term deposits with a maturity of less than three months at acquisition.

#### (c) Investment Portfolio

The investment portfolio is recorded at cost.

Gains and losses on sale of investments are recognized when the assets are sold. All other distributions from the portfolio investments are recognized when they are received or become receivable.

# GREY SAUBLE CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2020

### 1. Summary of Significant Accounting Policies (continued)

#### (d) Revenue Recognition

Government grants are recognized in the financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made.

General and special municipal levies are recognized as revenue when the amounts are levied on the municipalities.

Authority-generated revenue is recognized when the price is fixed or determinable, collectability is reasonably assured and services are provided to customers. Types of services include tree planting, site inspections, forest maintenance, property access fees, rentals and planning.

All other revenues are recognized on an accrual basis.

#### (e) Deferred Revenue

Revenue restricted by legislation, regulation or agreement, and not available for general purposes, is reported as deferred revenue on the statement of financial position. The revenue is reported on the statement of operations in the year which it is used for the specified purpose.

#### (f) Tangible Capital Assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Cost includes overheads directly attributable to construction and development.

Amortization is reflected on a straight-line basis over the estimated useful life of the assets. The useful life of the assets is based on estimates made by management. The following rates are used:

Bridges and trails	6 - 30 years
Buildings	40 years
Dams and weirs	50 years
Equipment	15 years
Flood forecast equipment	10 - 20 years
Information technology infrastructure	3 - 15 years
Office furniture	20 years
Vehicles	10 years

Contributed tangible capital assets are recognized as assets and revenue at fair value at the time they are received.

# GREY SAUBLE CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2020

### 1. Summary of Significant Accounting Policies (continued)

#### (g) Vehicles and Equipment

The Authority operates a pool of vehicles and equipment. Internal charges for the use of vehicles and equipment are made to the various projects of the Authority based on an hourly or distance travelled rate, which is designed to recover all costs of operating the pool including replacement of equipment.

These internal charges are included in the appropriate expense classifications. Expenditures incurred by the motor pool for operating costs are netted against the internal charges and are reported in the statement of operations.

#### (h) Pension Plan

The Authority offers a pension plan for its full-time employees through the Ontario Municipal Employee Retirement System ("OMERS"). OMERS is a multi-employer, contributory, public sector pension fund established for employees of municipalities, local boards and school boards in Ontario. Participating employers and employees are required to make plan contributions based on participating employees' contributory earnings. The Authority accounts for its participation in OMERS as a defined contribution plan and recognizes the expense related to this plan as contributions are made, even though OMERS is itself a defined benefit plan.

#### (i) Use of Estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. The principle estimates used in the preparation of these financial statements are the determination of the estimated useful life of tangible capital assets and valuation of tangible capital assets when testing for possible impairment. Actual results could differ from management's best estimates as additional information becomes available in the future.

### 2. Cash

On December 31, 2020 the Authority had cash of \$1,190,478 (2019 - \$996,381) at one chartered bank. The Canada Deposit Insurance Corporation (CDIC) insures up to a maximum of \$100,000 per depositor at a CDIC member institution. Included in operating cash is \$116,313 (2019 - \$212,443) of funds restricted for the purposes as described in Note 6.

### 3. Investment Portfolio

The investment portfolio includes Canadian, U.S. and International equities, as well as bonds and cash. The fair market value of the investments at year end was \$1,230,478 (2019 - \$1,227,360). During the year, the investment portfolio generated investment revenue of \$41,982 (2019 - \$49,583), realized capital loss of \$1,679 (2019 - capital loss of \$5,552) and incurred management fees in the amount of \$13,499 (2019 - \$12,302). Income on reserve accounts, as reported on the statement of operations, includes all income and losses generated by the portfolio in addition to interest earned from reserve cash accounts.

# GREY SAUBLE CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2020

### 4. Pension Plan

The employees of the Authority participate in the Ontario Municipal Employees Retirement System ("OMERS"). Although the plan has a defined retirement benefit for employees, the related obligation of the Municipality cannot be identified. The Authority has applied defined contribution plan accounting as it has insufficient information to apply defined benefit plan accounting. The OMERS plan has several unrelated participating municipalities and costs are not specifically attributed to each participant. Amounts paid to OMERS for 2020 were \$146,703 (2019- \$141,554) for current service.

OMERS is a multi-employer plan, therefore any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. The most recent actuarial valuation of the Plan was conducted at December 31, 2020.

### 5. Other Payables

The Authority holds monies collected by the Beaver River Water Initiative ("BRWI"), Friends of Hibou, Fishing Islands Phragmites group and the Arboretum Alliance. These funds are distributed when these organizations require payment for expenses which they have incurred. As at December 31, 2020 the Authority held \$14,840 (2019 - \$14,177) on behalf of the BRWI, \$2,486 (2019 - \$1,073) on behalf of Friends of Hibou, \$10,837 (2019 - \$4,874) on behalf of Fishing Islands Phragmites group and \$22,957 (2019 - \$12,657) on behalf of the Arboretum Alliance.

### 6. Deferred Revenue

Deferred revenue consists of the following:

	2020	2019
	\$	\$
Blue Mountain gift certificates	-	4,000
Weston grant	-	391
Source water	15,846	80,080
Risk management legal contingency	68,468	62,668
RBC stewardship grant	-	32,755
Outstanding planning permits	11,455	17,960
Miscellaneous other deferrals	20,544	14,589
	<b>116,313</b>	<b>212,443</b>

### 7. Contingent Liability

Various actions and legal proceedings can arise during the course of normal operations against the Authority. During the year, the Authority was served notice of a legal matter. Management advises that they are in the process of evaluating the claim. The outcome is not determinable at this time and no financial liability has been accrued in the financial statements.

# GREY SAUBLE CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2020

### 8. Tangible Capital Assets

Tangible capital assets consists of the following:

	Balance 2019	Additions	Disposals	Balance 2020
<b>Cost</b>	\$	\$	\$	\$
Land	6,270,222	-	-	6,270,222
Bridges and Trails	440,851	-	-	440,851
Buildings	1,054,410	-	(7,000)	1,047,410
Dams and Weirs	2,116,930	-	-	2,116,930
Equipment	219,088	-	-	219,088
Flood Forecast Equipment	65,447	-	-	65,447
Information Technology Infrastructure	153,280	8,403	(8,072)	153,611
Office Furniture	49,334	3,435	-	52,769
Vehicles	293,187	-	-	293,187
	10,662,749	11,838	(15,072)	10,659,515
<b>Accumulated Amortization</b>				
Bridges and Trails	179,217	14,094	-	193,311
Buildings	796,260	12,557	(7,000)	801,817
Dams and Weirs	1,323,454	41,294	-	1,364,748
Equipment	149,425	10,916	-	160,341
Flood Forecast Equipment	34,322	4,250	-	38,572
Information Technology Infrastructure	102,206	15,234	(7,790)	109,650
Office Furniture	40,104	1,338	-	41,442
Vehicles	215,514	19,777	-	235,291
	2,840,502	119,460	(14,790)	2,945,172
<b>Net Book Value</b>				
Land	6,270,222			6,270,222
Bridges and Trails	261,634			247,540
Buildings	258,150			245,593
Dams and Weirs	793,476			752,182
Equipment	69,663			58,747
Flood Forecast Equipment	31,125			26,875
Information Technology Infrastructure	51,074			43,961
Office Furniture	9,230			11,327
Vehicles	77,673			57,896
	7,822,247			7,714,343

# GREY SAUBLE CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2020

### 9. Accumulated Surplus

Accumulated surplus consists of individual fund surplus and reserves as follows:

	2020	2019
	\$	\$
Invested in tangible capital assets	7,714,343	7,822,247
Operating surplus (Note 11)	240,451	187,683
Reserve funds (Note 10)	1,959,773	1,701,831
Proportionate share of government partnership surplus (Note 13)	1,196	1,196
Working capital reserve	60,000	60,000
	<b>9,975,763</b>	<b>9,772,957</b>

### 10. Reserve Funds Set Aside for Specific Purpose

	2020	2019
	\$	\$
Special projects	380,704	280,638
Computer replacement	18,269	13,874
Major dam maintenance	211,915	153,867
Vehicle replacement	244,085	222,374
Risk management	187,548	180,937
Administration centre	441,692	373,666
Forest management	451,065	455,278
Youth	24,495	21,197
	<b>1,959,773</b>	<b>1,701,831</b>

### 11. Budget

Under Canadian public sector accounting principles, budget amounts are to be reported on the statement of operations and changes in net financial assets for comparative purposes. The 2020 budget amounts for Grey Sauble Conservation Authority approved by the Board have been reclassified to conform to the basis of presentation of the revenues and expenses on the statements of operations and change in net financial assets. The budget numbers have not been audited. The following is a reconciliation of the budget approved by the Board:

	Budget 2020	Actual 2020	Actual 2019
	\$	\$	\$
Annual surplus	67,332	202,806	42,889
Prior year general surplus	187,683	187,683	175,652
Transfers from (to) reserves	30,968	(257,942)	(111,165)
Tangible capital asset acquisitions, disposals and write-down	(159,300)	(11,556)	(37,311)
Proportionate share of government partnership's annual surplus	-	-	(636)
Amortization	-	119,460	118,254
Operating surplus	126,683	240,451	187,683

# GREY SAUBLE CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS AS AT DECEMBER 31, 2020

### 12. Related Party Transactions

The Grey Sauble Conservation Foundation was founded to receive, accumulate and distribute funds and/or the income therefrom for the benefit of the Authority. The Foundation is incorporated under the Ontario Corporations Act and is a registered charity under the Income Tax Act. The Authority has representation on the Foundation's Board of Directors. Funds are solicited by the Foundation to further the mission of the Authority. Thus, as defined in the accounting recommendations of the Chartered Professional Accountants of Canada, the Authority has an economic interest in the Foundation.

Transactions with Grey Sauble Conservation Foundation include accounts receivable of \$10,764 (2019 - \$7,410), interest revenue of \$1,345 (2019 - \$6,178), and other transfers to fund Authority activities included in miscellaneous revenue of \$2,288 (2019 - \$10,500).

### 13. Government Partnership

The following summarizes the financial position and operations of the Risk Assessment of Flood Hazards in the Georgian Bay Shoreline Areas of Grey County in 2020. The Grey Sauble Conservation Authority's pro-rata share of these amounts has been reported in the financial statements using the proportionate consolidation method:

	Risk Assessment of Flood Hazards in the Georgian Bay Shoreline Areas of Grey County
	\$
Financial assets	138,000
Liabilities	133,654
Net financial debt	4,346
Non-financial assets	-
Accumulated surplus	4,346
Revenues	-
Expenses	-
Annual surplus	-

### 14. COVID-19

On March 11, 2020, the World Health Organization categorized COVID-19 as a pandemic. The measures introduced at various levels of government to curtail the spread of the virus, such as travel restrictions, closures of non-essential municipal and private operations, imposition of quarantines and social distancing, could have a material impact on its operations. Management is actively monitoring the situation and will adjust operations to comply with all government and health recommendations, guidelines and best practices.

**GREY SAUBLE  
CONSERVATION AUTHORITY  
SUPPLEMENTARY INFORMATION  
DECEMBER 31, 2020**

*Draft for Discussion*

# GREY SAUBLE CONSERVATION AUTHORITY

DECEMBER 31, 2020

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## AUDITOR'S COMMENTS ON SUPPLEMENTARY FINANCIAL INFORMATION

To the Board of Directors of Grey Sauble Conservation Authority:

We have audited the financial statements of Grey Sauble Conservation Authority, which comprise the statement of financial position as at December 31, 2020, and the statements of operations, change in net financial assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information, and have issued our report thereon dated May 26, 2021 which contained an unmodified opinion on those financial statements. The audit was performed to form an opinion on the financial statements as a whole. The supplementary information is presented for the purposes of additional analysis and is not a required part of the financial statements. Such supplementary information is the responsibility of management and was derived from the underlying accounting and other records used to prepare the financial statements.

The supplementary information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such supplementary information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves.

### **Restriction on Distribution and Use**

The supplementary information is prepared to provide additional information to the Board of Directors. As a result, the supplementary information may not be suitable for another purpose. Our report is intended solely for the Board of Directors and should not be distributed to or used by parties other than the Board of Directors.

***Baker Tilly SGB LLP***

Licensed Public Accountants  
Collingwood, Ontario  
May 26, 2021

# GREY SAUBLE CONSERVATION AUTHORITY

## SCHEDULE 1 SCHEDULE OF REVENUE FOR THE YEAR ENDED DECEMBER 31 (UNAUDITED)

	Budget 2020	Actual 2020	Actual 2019
	\$	\$	\$
<b>Government Grants</b>			
<b>Provincial and Federal - Programming</b>			
Flood control and warning	37,325	37,056	37,056
Stewardship program	70,000	91,955	87,067
Groundwater monitoring	-	665	1,008
Provincial and Federal - Other	15,000	14,277	-
Other	-	3,666	10,474
	122,325	147,619	135,605
<b>Federal and local governments - Risk     assessment of flood hazards (Note 13)</b>	-	2,357	47,530
	122,325	149,976	183,135
<b>Grey Sauble Forestry/Trees Ontario</b>			
Trees and landscape stock	158,342	8,222	90,590
Planning	-	16,614	15,792
Planting	-	4,466	4,001
Site inspections	-	-	900
Stewardship	-	10,357	-
Vegetation control	-	-	525
Other	-	4,311	100
Trees Ontario Foundation grants	75,000	157,777	119,807
	233,342	201,747	231,715
<b>User Fees, Service Fees and Other Revenue Sources</b>			
Parking fees	60,000	104,215	88,891
Planning fees	325,490	338,506	325,269
Rentals	55,000	56,694	58,672
The Great Outdoors Day Camp	52,120	543	32,775
GIS consulting	5,500	555	495
	498,110	500,513	506,102

# GREY SAUBLE CONSERVATION AUTHORITY

## SCHEDULE 2 SCHEDULE OF RENTAL RECOVERIES AND EXPENDITURES FOR THE YEAR ENDED DECEMBER 31 (UNAUDITED)

	Budget 2020	Actual 2020	Actual 2019
	\$	\$	\$
<b>Recoveries</b>			
<b>Vehicle</b>			
Flood control and warning	-	4,282	7,570
Operating conservation property	-	32,046	24,379
Forest management	-	17,198	18,861
Grey Sauble Forestry/Trees Ontario	-	5,186	6,348
Erosion control	-	77	166
Land use planning and regulation	-	6,220	10,724
Information and education	-	21	431
Administrative support	-	759	1,970
Special programs	-	268	1,858
	81,375	66,057	72,307
<b>Expenditures</b>			
<b>Vehicle</b>			
Fuel	30,000	20,074	26,847
Repairs	11,072	18,350	19,333
Licenses and insurance	18,500	7,765	7,337
<b>Equipment</b>			
Fuel	-	371	1,006
Repairs	-	1,663	589
	59,572	48,223	55,112
<b>Excess of recoveries over expenditures</b>	21,803	17,834	17,195

# GREY SAUBLE CONSERVATION AUTHORITY

## SCHEDULE 3 SCHEDULE OF WATER MANAGEMENT EXPENDITURES FOR THE YEAR ENDED DECEMBER 31 (UNAUDITED)

	Budget 2020	Actual 2020	Actual 2019
	\$	\$	\$
<b>Flood Forecast and Warning</b>			
Salaries and benefits	96,729	102,128	97,245
Service contracts	5,500	1,386	285
Vehicle and equipment rentals	4,000	3,137	4,845
Materials and supplies	3,000	2,716	3,626
Training	1,000	-	706
Services, rents and utilities	-	2,359	1,405
	110,229	111,726	108,112
<b>Flood Control Structures</b>			
Clendenan dam	7,287	5,864	4,768
Taylor Street retention pond	-	257	53
	7,287	6,121	4,821
<b>Dams</b>			
Salaries and benefits	18,043	11,674	2,832
Service contracts	2,000	-	-
Vehicle and equipment rentals	1,500	1,772	894
Materials and supplies	1,500	1,591	1,049
Dam maintenance	-	252	-
	23,043	15,289	4,775
<b>Erosion Control</b>			
Salaries and benefits	800	1,123	563
Vehicle and equipment rentals	300	77	166
Materials and supplies	1,000	727	-
	2,100	1,927	729
	142,659	135,063	118,437

# GREY SAUBLE CONSERVATION AUTHORITY

## SCHEDULE 4 SCHEDULE OF ENVIRONMENTAL PLANNING EXPENDITURES FOR THE YEAR ENDED DECEMBER 31 (UNAUDITED)

	Budget 2020	Actual 2020	Actual 2019
	\$	\$	\$
<b>Bio-Mapping</b>			
Salaries and benefits	-	-	1,429
Vehicle and equipment rentals	-	-	288
Materials and supplies	-	-	102
	-	-	1,819
<b>Groundwater Monitoring</b>			
Salaries and benefits	-	383	6,260
Vehicle and equipment rentals	-	243	956
	-	626	7,216
<b>Watershed Management</b>			
Salaries and benefits	36,255	44,906	96,909
Vehicle and equipment rentals	10,000	1,536	3,821
Materials and supplies	98,655	72,312	76,765
Services, rents and utilities	750	-	-
Watershed monitoring	10,000	8,658	14,043
	155,660	127,412	191,538
<b>Land Use Planning and Regulation</b>			
Salaries and benefits	390,089	386,631	336,276
Service contracts	1,000	4,690	394
Vehicle and equipment rentals	11,000	5,977	9,828
Materials and supplies	5,000	4,665	5,248
Training	5,000	401	6,217
	412,089	402,364	357,963
	567,749	530,402	558,536

# GREY SAUBLE CONSERVATION AUTHORITY

## SCHEDULE 5 SCHEDULE OF FORESTRY EXPENDITURES FOR THE YEAR ENDED DECEMBER 31 (UNAUDITED)

	Budget 2020	Actual 2020	Actual 2019
	\$	\$	\$
<b>Operations on Authority Land</b>			
Salaries and benefits	135,470	130,497	124,204
Service contracts	-	1,119	-
Vehicle and equipment rentals	10,000	3,904	5,496
Materials and supplies	2,500	1,248	2,143
Training	-	672	812
Services, rents and utilities	4,000	-	-
	151,970	137,440	132,655
<b>Grey Sauble Forestry/Trees Ontario</b>			
Purchases and Trees Ontario expenses	90,000	63,793	105,449
Salaries and benefits	111,153	116,298	129,522
50 Million Trees program	-	1,240	-
Other	5,500	11,543	7,671
	206,653	192,874	242,642
<b>Grey County Forest Management</b>			
Salaries and benefits	134,516	115,369	113,040
Vehicle and equipment rentals	16,500	13,294	12,240
Supplies	-	3,097	1,498
	151,016	131,760	126,778

# GREY SAUBLE CONSERVATION AUTHORITY

## SCHEDULE 6 SCHEDULE OF CONSERVATION AND ADMINISTRATIVE EXPENDITURES FOR THE YEAR ENDED DECEMBER 31 (UNAUDITED)

	Budget 2020	Actual 2020	Actual 2019
	\$	\$	\$
<b>Conservation Lands Operations</b>			
Salaries and benefits	186,926	184,350	185,687
Service contracts	23,000	15,429	9,919
Vehicle and equipment rentals	21,925	28,921	22,028
Materials and supplies	15,000	17,714	15,060
Services, rents and utilities	-	6,487	11,308
Training	2,000	-	1,029
	248,851	252,901	245,031
<b>Conservation Lands Policy and Strategy</b>			
Salaries and benefits	103,482	38,747	97,906
Service contracts	3,000	9,131	2,827
Vehicle and equipment rentals	1,500	884	1,465
Property taxes	73,000	73,689	65,982
Materials and supplies	3,000	532	857
Training	1,000	840	703
	184,982	123,823	169,740
<b>Conservation Information and Education</b>			
Salaries and benefits	71,221	79,953	80,675
Contracts and services	22,700	12,779	3,176
Vehicle and equipment rentals	500	21	505
Materials and supplies	3,050	292	3,567
Advertising contracts	200	1,018	5,050
The Great Outdoors Day Camp	56,743	2,257	28,712
	154,414	96,320	121,685
<b>Administrative</b>			
Salaries and benefits	351,580	344,717	328,152
Board members' allowances	-	2,119	8,631
Service contracts	85,300	3,357	-
Vehicle and equipment rentals	1,000	371	3,100
Materials and supplies	16,800	13,294	17,979
Services, rents and utilities	96,000	149,604	137,054
	550,680	513,462	494,916

# GREY SAUBLE CONSERVATION AUTHORITY

## SCHEDULE 7 SCHEDULE OF PROGRAMMING EXPENDITURES FOR THE YEAR ENDED DECEMBER 31 (UNAUDITED)

	Budget 2020	Actual 2020	Actual 2019
	\$	\$	\$
<b>Sourcewater Protection</b>			
Salaries and benefits	171,019	162,793	136,613
Committee members' allowance	-	4,064	7,607
Vehicle and equipment rentals	1,500	136	1,246
Materials and supplies	3,000	3,742	4,752
Services, rents and utilities	11,292	18,455	15,173
	186,811	189,190	165,391
<b>Risk Management</b>			
Salaries and benefits	34,084	46,263	65,808
Vehicle and equipment rentals	1,500	37	1,161
Materials and supplies	2,000	6,237	9,182
Services, rents and utilities	10,000	-	2,798
	47,584	52,537	78,949
<b>GIS and IT Support</b>			
Salaries and benefits	201,664	184,708	160,839
Service contracts	26,910	6,313	29,258
Vehicle and equipment rentals	1,200	495	797
Materials and supplies	5,850	1,749	2,025
Hardware and software	-	1,686	13,344
Training	3,200	153	3
	238,824	195,104	206,266
<b>Risk Assessment of Flood Hazards in the Georgian Bay Shoreline Areas of Grey County (Note 13)</b>			
Salaries and benefits	-	2,657	5,283
Services and supplies	-	-	-
Vehicle and equipment	-	64	83
Materials and supplies	-	-	28
Light detection and ranging (Lidar)	-	-	41,500
	-	2,721	46,894

# GREY SAUBLE CONSERVATION AUTHORITY

## SCHEDULE 8 SCHEDULE OF OPERATING SURPLUS FOR THE YEAR ENDED DECEMBER 31 (UNAUDITED)

	Budget 2020	Actual 2020	Actual 2019
	\$	\$	\$
<b>Revenue</b>			
Municipal levies	1,431,597	1,431,597	1,388,556
Government grants	122,325	147,619	135,605
Grey Sauble Forestry/Ontario Trees	233,342	201,747	231,715
Grey County Forest Management	151,016	152,220	144,362
Timber and wood sales	136,215	118,891	71,334
User fees	498,110	500,513	506,102
Sourcewater Protection	186,811	189,190	165,391
Net rental recoveries	21,803	17,834	17,195
Donations	7,450	2,753	7,410
Risk management	76,679	58,700	69,011
Miscellaneous	32,177	21,499	29,337
Interest earned	2,000	5,636	15,264
	2,899,525	2,848,199	2,781,282
<b>Expenditures</b>			
Water management	142,659	135,063	118,437
Environmental planning	567,749	530,767	558,536
Forestry			
-Operations on Authority land	151,970	137,440	132,655
-Grey Bruce Forestry/Ontario Trees	206,653	192,874	242,642
-Grey County Forest Management	151,016	131,760	126,778
Conservation lands policy and procedures	184,982	123,823	169,740
Conservation lands operations	248,851	252,901	245,031
Conservation information and education	154,414	96,320	121,685
Administrative support	550,680	513,462	494,916
Miscellaneous	-	16,175	10,533
Risk management	47,584	52,537	78,949
Sourcewater protection	186,811	189,190	165,391
GIS/IT department	238,824	195,103	206,266
Major projects (Schedule 9)	159,300	13,246	40,383
	2,991,493	2,580,661	2,711,942
<b>Net (expenditures) revenues</b>	(91,968)	267,538	69,340
<b>Appropriations</b>			
From reserve funds	125,800	31,905	53,856
To reserve funds	(94,832)	(246,675)	(111,165)
	30,968	(214,770)	(57,309)
<b>Net surplus (deficit) for the year</b>	(61,000)	52,768	12,031
Operating surplus, beginning of the year	187,683	187,683	175,652
<b>Operating surplus, end of the year</b>	126,683	240,451	187,683

# GREY SAUBLE CONSERVATION AUTHORITY

## SCHEDULE 9 SCHEDULE OF MAJOR AND OTHER PROJECT EXPENDITURES FOR THE YEAR ENDED DECEMBER 31 (UNAUDITED)

	Budget 2020	Actual 2020	Actual 2019
	\$	\$	\$
Buildings	-	-	4,676
IT equipment	15,500	8,403	8,700
Flood forecasting equipment	-	-	4,826
Admin centre - concept design	20,000	-	-
Admin centre - renewal	20,000	545	-
Other equipment	6,000	3,435	19,509
Office furniture	-	-	741
Minor infrastructure	14,800	863	-
Stone repointing	6,000	-	-
Bruce's Caves - upgrades	10,000	-	-
Spirit Rock - upgrades	10,000	-	1,931
Indian Falls - upgrades	15,000	-	-
Arran Lake - pavilion	40,000	-	-
Lake Charles - washroom removal	2,000	-	-
	159,300	13,246	40,383



## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** May 26, 2021

**MOTION #:** FA-21-062

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**THAT the Grey Sauble Conservation Authority Board of Directors accept the draft financial report for 2020 as prepared by BakerTilly, Licensed Public Accountants.**

GREY SAUBLE CONSERVATION AUTHORITY 2021 APPROVED BUDGET vs ACTUAL - Q1											
EXPENSES						FUNDING					
	Approved Budget 2020	Approved Budget 2021	Actual Q1 2020	Actual Q1 2021	Forecast		Approved Budget 2020	Approved 2021 Budget	Actual Q1 2020	Actual Q1 2021	Forecast
WATER MANAGEMENT						WATER MANAGEMENT					
Flood Forecasting & Warning						Flood Forecasting & Warning					
Total Flood Forecasting & Warning	110,229	132,399	27,241	29,354	132,399	Total Flood Forecasting & Warning	110,229	132,399	20,184	25,750	132,399
Flood Control Structures						Flood Control Structures					
Total Flood Control Structures	7,287	7,350	481	2,364	8,350	Total Flood Control Structures	7,287	7,350	1,367	1,427	7,350
Ice Management Planning & Funding						Ice Management Planning & Funding					
Total Ice Management Planning & Funding	-	-	-	-	-	Total Ice Management Planning & Funding	-	-	-	-	-
Erosion Control Structures						Erosion Control Structures					
Total Erosion Control Structures	2,100	2,100	-	-	2,100	Total Erosion Control Structures	2,100	2,100	275	275	2,100
Other Dams						Other Dams					
Total Other Dams	23,043	21,141	-	430	21,100	Total Other Dams	23,043	21,141	5,761	4,660	21,141
TOTAL WATER MANAGEMENT	142,660	162,990	27,722	32,147	163,949	TOTAL WATER MANAGEMENT	142,660	162,990	27,587	32,112	162,990
Watershed Monitoring & Management						Watershed Monitoring & Management					
Total Watershed Monitoring & Management	50,905	36,781	3,867	2,593	36,781	Total Watershed Monitoring & Management	50,905	36,781	11,801	8,895	36,781
Stewardship						Stewardship					
Total Stewardship	104,755	92,552	12,410	12,975	134,016	Total Stewardship	104,755	92,552	72,533	56,910	140,962
Environmental Planning & Regulations						Environmental Planning & Regulations					
Total Environmental Planning & Regulations	412,089	405,066	89,792	100,564	398,916	Total Environmental Planning & Regulations	412,089	405,066	98,932	130,463	407,066
Forestry, Species & Forestry Services						Forestry, Species & Forestry Services					
Total Forestry, Species & Forestry Services	372,557	354,872	71,549	86,699	345,750	Total Forestry, Species & Forestry Services	372,557	354,872	111,577	116,625	345,750
CONSERVATION LANDS						CONSERVATION LANDS					
Conservation Lands Policy & Strategy						Conservation Lands Policy & Strategy					
Total Conservation Lands Policy & Strategy	189,982	203,995	27,964	47,496	203,995	Total Conservation Lands Policy & Strategy	189,982	203,995	87,579	77,255	203,995
Grey County Management Contract						Grey County Management Contract					
Total Grey County Management Contract	151,016	174,364	25,901	21,007	174,364	Total Grey County Management Contract	151,016	174,364	29,804	21,007	174,364
Conservation Lands Operations						Conservation Lands Operations					

EXPENSES					
	Approved Budget 2020	Approved Budget 2021	Actual Q1 2020	Actual Q1 2021	Forecast
Total Conservation Lands Operations	242,472	357,152	30,899	35,704	357,152
TOTAL CONSERVATION LANDS	583,470	735,511	84,763	104,207	735,511
Conservation Information & Community Outreach					
			Community Outreach		
Total Conservation Information & Community Outreach	98,471	98,856	22,070	30,658	98,356
Education					
Total Education	55,943	52,290	1,747	-	-
Administration, Finance & Human Resources					
Total Administration, Finance & Human Resources	550,680	569,429	123,980	132,045	588,354
GIS, Information Management & Information Technology					
Total GIS & Information Management	238,824	269,432	47,700	53,747	269,432
Source Water Protection					
Total Source Water Protection	186,811	181,804	46,533	42,310	181,804
Source Water Risk Management Service					
Total Source Water Risk Management Service	76,679	61,427	9,202	14,035	61,427
Fleet & Equipment Management					
Total Fleet & Equipment Management	94,025	90,500	8,891	21,493	92,831
Total Operating Budget	2,967,868	3,111,510	550,229	633,476	3,107,128
Total Operations Budget Expenses					
Salary, wages & benefits	2,114,909	2,295,068	425,136	476,103	2,225,554
Contracts & Services	229,702	201,764	25,897	54,027	217,273
Vehicles & Equipment	94,025	90,500	9,038	6,951	89,850
Materials & Supplies	252,100	224,220	35,843	45,757	268,820
Training & Workshops	22,650	18,000	4,949	821	18,000
Donations	3,200	100	3,000	-	-
Other	168,800	184,875	46,366	49,819	203,800
To Reserves	82,482	96,983	-	-	83,831
To Deferred Revenue	-				
Total Operating Budget	2,967,868	3,111,510	550,229	633,476	3,107,128

FUNDING					
	Approved Budget 2020	Approved 2021 Budget	Actual Q1 2020	Actual Q1 2021	Forecast
Total Conservation Lands Operations	242,472	357,152	48,289	54,565	357,152
TOTAL CONSERVATION LANDS	583,470	735,511	165,673	152,826	735,511
Conservation Information & Community Outreach					
Total Conservation Information & Community Outreach	98,471	98,856	24,618	31,003	105,771
Education					
Total Education	55,943	52,290	12,718	-	-
Administration, Finance & Human Resources					
Total Administration, Finance & Human Resources	550,680	569,429	137,195	140,737	571,954
GIS, Information Management & Information Technology					
Total GIS & Information Management	238,824	269,432	46,331	60,382	269,432
Source Water Protection					
Total Source Water Protection	186,811	181,804	80,080	73,491	181,804
Source Water Risk Management Service					
Total Source Water Risk Management Service	76,679	61,427	64,500	48,500	61,427
Fleet & Equipment Management					
Total Fleet & Equipment Management	94,025	90,500	8,731	19,282	92,831
Total Operating Budget	2,967,868	3,111,510	862,275	871,227	3,112,278
Total Operations Budget Funding					
Municipal Levy	1,374,218	1,432,136	343,555	358,034	1,432,136
CAA S39	37,325	37,056	-	-	37,056
MECP (DWSP)	186,811	181,804	80,080	73,491	181,804
Agreements, MOUs and Grants	163,500	223,413	159,887	119,409	277,996
Services & Sales	1,146,564	1,073,901	275,078	300,054	1,012,112
Donations	7,450	6,600	1,234	-	15,600
Interest & Gains	2,000	4,000	2,442	994	3,500
From Reserves	50,000	152,599	-	19,245	152,073
From Deferred Revenue	-				
Total Operating Budget	2,967,868	3,111,510	862,275	871,227	3,112,278

# GREY SAUBLE CONSERVATION AUTHORITY 2021 APPROVED CAPITAL BUDGET

## EXPENSES

## FUNDING

	Approved Budget 2020	Approved Budget 2021	2021 Q1 Actual	Forecast		Approved Budget 2020	Approved Budget 2021	2021 Q1 Actual	Forecast
<b>WATER MANAGEMENT</b>					<b>WATER MANAGEMENT</b>				
Flood Forecasting & Warning					Flood Forecasting & Warning				
To Reserves	25,000	25,000		25,000	Municipal Levy	25,000	25,000		25,000
<b>WATER MANAGEMENT Subtotal</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>	<b>25,000</b>	<b>WATER MANAGEMENT Subtotal</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>	<b>25,000</b>
<b>CONSERVATION LANDS Policy/Operations</b>					<b>CONSERVATION LANDS Policy/Operations</b>				
Entrance Signs					Entrance Signs				
Contracts & Services	14,800	19,600		19,600	Municipal Levy	4,800	4,800		4,800
					Reserves	10,000	14,800		14,800
<b>Spirit Rock - Washroom Upgrade</b>					<b>Spirit Rock - Washroom Upgrade</b>				
Contracts & Services	10,000	10,000		10,000	Reserves	5,500	10,000		10,000
					Sales and Services	4,500	-		
<b>Bruce's Caves - Washroom Upgrade</b>					<b>Bruce's Caves - Washroom Upgrade</b>				
Contracts & Services	10,000	10,000		10,000	Municipal Levy				
					Sales and Services	10,000			
					Reserves		10,000		10,000
<b>Lake Charles - Washroom Removal</b>					<b>Lake Charles - Washroom Removal</b>				
Contracts & Services	2,000		250	2,000	Municipal Levy				
					Sales and Services	2,000	-	250	2,000
<b>Indian Falls - Washroom Upgrades</b>					<b>Indian Falls - Washroom Upgrades</b>				
Contracts & Services	15,000	15,000		15,000	Municipal Levy				
					Agreements/MOUs/Grants	7,500	7,500		7,500
					Sales and Services	7,500			
					Reserves		7,500		7,500

EXPENSES					FUNDING				
	Approved Budget 2020	Approved Budget 2021	2021 Q1 Actual	Forecast		Approved Budget 2020	Approved Budget 2021	2021 Q1 Actual	Forecast
Arran Lake Pavilion					Arran Lake Pavilion				
Contracts and Services	40,000	-		0	Municipal Levy	4,700			0
					Donations	25,000			0
					Reserves	9,300			0
					Sales and Service	1,000			0
Inglis Falls - Septic					Inglis Falls - Septic				
Contracts & Services		45,000		6,500	Sales and Services				
					Reserves		45,000		6,500
Inglis Falls - Safety Fence					Inglis Falls - Fence				
Contracts & Services		3,000		3,000	Sales & Services				
					Reserves		3,000		3,000
Various - Stone Repointing Projects					Various - Stone Repointing Projects				
Contracts & Services	6,000	6,000		6,000	Reserves	6,000	6,000		6,000
CONSERVATION LANDS Subtotal	97,800	108,600	250	72,100	CONSERVATION LANDS Subtotal	97,800	108,600	250	72,100
Administration, Finance & Human Resources					Administration, Finance & Human Resources				
Admin Centre refurbish Concept Design					Admin Centre refurbish Concept Design				
Contracts & Services	20,000	20,000		20,000	Reserves	20,000	20,000		20000
Admin Centre - Renewal					Admin Centre - Renewal				
Contracts & Services	20,000	-	549	10,000	Reserves	20,000	-	549	10,000
Admin Centre - Office Furniture					Admin Centre - Office Furniture				
Materials and Supplies		6,000	3,038	6,000	Municipal Levy		6,000	3,038	6,000
Admin Centre Meeting Tables					Admin Centre Meeting Tables				
Materials and Supplies	6,000	-		0	Municipal Levy	6,000	-		0

**EXPENSES**

	Approved Budget 2020	Approved Budget 2021	2021 Q1 Actual	Forecast
Administration, Finance & Human Resources Subtotal	46,000	26,000	3,587	36,000
GIS, Information Management & Information Technology - 2020 Servers				
Materials & Supplies Equipment	5,000	6,000	From Reserves 5,941	8,000
GIS, Information Management & Information Technology - GPS Units/Tablets				
Materials & Supplies	1,500	500		500
GIS, Information Management & Information Technology - 2020 Screen Equipment	1,000	-		-
GIS, Information Management & Information Technology - Workstations				
Materials & Supplies	8,000	6,000	6,561	6,561
GIS, Information Management & Information Technology - Subtotal	15,500	12,500	12,501	15,061
Fleet & Equipment Management				
Vehicles & Equipment**	60,000	60,000		60,000
To Lands Operations**	4,000			
Fleet & Equipment Management Subtotal	64,000	60,000	-	60,000
Total Proposed Capital Budget	248,300	232,100	16,338	208,161
Total Capital Budget				

**FUNDING**

	Approved Budget 2020	Approved Budget 2021	2021 Q1 Actual	Forecast
Administration, Finance & Human Resources Subtotal	46,000	26,000	3,587	36,000
GIS, Information Management & Information Technology - 2020 Servers				
From Reserves		6,000	8,000	8,000
5,000				
GIS, Information Management & Information Technology - GPS Units				
From Reserves				
Municipal Levy	1,500	500		500
GIS, Information Management & Information Technology - 2020 Smart Screen				
Municipal Levy	1,000	-		0
GIS, Information Management & Information Technology - Workstations				
Municipal Levy	8,000	6,000	6,000	6,000
Reserves			561	561
GIS, Information Management & Information Technology - Subtotal	15,500	12,500	14,561	15,061
Fleet & Equipment Management				
Services & Sales	4,000			
From Reserves	60,000	60,000		60,000
Fleet & Equipment Management Subtotal	64,000	60,000	-	60,000
Total Proposed Capital Budget	248,300	232,100	18,398	208,161
Total Capital Budget				

EXPENSES

	Approved Budget 2020	Approved Budget 2021	2021 Q1 Actual	Forecast
Salary, wages & benefits				
Contracts & Services	137,800	128,600	799	102,100
Vehicles & Equipment	60,000	60,000	-	60,000
Materials & Supplies	21,500	18,500	15,539	21,061
Training & Workshops				
Donations				
Other	4,000	-		
To Reserves	25,000	25,000	-	25,000
To Deferred Revenue				From Deferred Revenue
Total Capital Budget	248,300	232,100	16,338	208,161

2020 Capital Projects completed are excluded

\*\* not included in original 2020 Capital budget, carry forward from 2019

FUNDING

	Approved Budget 2020	Approved Budget 2021	2021 Q1 Actual	Forecast
Municipal Levy	51,000	42,300	9,038	42,300
CAA S39				
MECP (DWSP)				
Agreements, MOUs and Grants	7,500	7,500	-	7,500
Services & Sales	29,000	-	250	2,000
Donations	25,000	-	-	
Interest & Gains				
From Reserves	135,800	182,300	9,110	156,361
Total Capital Budget	248,300	232,100	18,398	208,161

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## **STAFF REPORT**

**Report To:** Board of Directors  
**Report From:** Tim Lanthier, CAO  
**Meeting Date:** May 26, 2021  
**Report Code:** 022-2021  
**Subject:** Amendments to the GSCA Administrative By-Law to Reflect Recent Proclamations to the Conservation Authorities Act

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### **Recommendation:**

**WHEREAS GSCA maintains Administrative By-Laws which set out the governance of the Authority;**

**AND WHEREAS GSCA will amend these by-laws from time to time to ensure consistency with legislation;**

**AND WHEREAS recent changes to the Conservation Authorities Act necessitate updates to this by-law;**

**THAT the GSCA Board of Director's approved the proposed changes to the by-laws as expressed in this report and in the attached, marked-up version of the by-laws.**

### **Background:**

On December 8, 2020, Bill 229 received Royal Assent. This Bill included additional changes to the Conservation Authorities Act. Upon Royal Assent, several portions of the Act were immediately brought into effect. On February 2, 2021, the Provincial Government proclaimed several additional sections of the Act. In April 2021, Staff brought forward a report to the Board (013-2021) detailing these changes, including some items that necessitated changes to GSCA's Administrative By-Laws.

**Analysis:**

In order to bring the GSCA Administrative By-Law document into conformity with recent changes to the Conservation Authorities Act, the following changes have been made to GSCA's Administrative By-Laws:

- Page 2: Changes to Section 1 relating to the objects of an Authority.
- Pages 2 & 3: changes to the "Powers of Authorities".
- Page 6, Section 3(1): changes to "Members Appointments" requiring Members to be municipally elected members of a local council.
- Page 9, Section 3(8): changes to the "Maximum Term for Chair and Vice-Chair(s)".
- Page 14, Section 4(3)(v): changes to "Agenda and Notice".
- Page 16, Section 4(3)(xvii): changes to "Agenda and Notice".

All changes are highlighted in yellow in the attached "marked up" version of the by-laws. Removals are further identified with a strikethrough (~~example~~).

**Financial/Budget Implications:**

There are no immediate financial or budget implications.

**Communication Strategy:**

As noted in the attached table, the following communication items have occurred:

1. Staff updated on changes to the Administrative By-Laws.
2. Updated version of Administrative By-Laws to be posted on internal staff and Board of Directors sharepoint sites.

**Consultation:**

The CAO has been in consultation with Conservation Ontario, Ontario's other Conservation Authorities and the GSCA Board of Directors.

## Administrative By-Law

This By-law sets out the governance of the Grey Sauble Conservation Authority in the organization and delivery of programs and services that further the conservation, restoration, development, and management of natural resources in watersheds in Ontario

Updated: May 26, 2021



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## 1. Introduction

Grey Sauble Conservation Authority is a non-share corporation, established under Section 3 of the *Conservation Authorities Act*, with the objects to provide, in the area over which it has jurisdiction, ~~programs and services designed to further the conservation, restoration, development and management of natural resources other than gas, coal and minerals~~

- a) the mandatory programs and services required under section 21.1;
- b) any municipal programs and services that may be provided under section 21.1.1; and
- c) any other programs or services that may be provided under section 21.1.2. 2020, c. 36, Sched. 6, s. 6 (1).

Under the Act, municipalities within a common watershed are enabled to petition the province to establish a conservation authority. The purpose of the Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario. The Authority is comprised of its Members, appointed as representatives by the following Participating Municipalities. Municipality of Arran Elderslie, Township of Chatsworth, Township of Georgian Bluffs, Municipality of Grey Highlands, Municipality of Meaford, City of Owen Sound, Town of South Bruce Peninsula, and Town of Blue Mountains.

Our vision is a healthy watershed environment in balance with the needs of society.

Our mission, in partnership with the stakeholders of the watershed, is to promote and undertake sustainable management of renewable natural resources and to provide responsible leadership to enhance biodiversity and environmental awareness.

The Members of the Conservation Authority form the General Membership of the Conservation Authority. The Members are bound by the Act and other applicable legislation. The Authority must always act within the scope of its powers. As a non-share corporation, the Authority has the capacity and, subject to the Act and other applicable legislation, the rights, powers and privileges of a natural person.

The powers of a conservation authority to accomplish its objects are set out in the Act, including those identified under subsection 21(1) as follows:

### Powers of authorities

*21 (1) For the purposes of accomplishing its objects, an authority has power,*

~~*(a) to study and investigate the watershed and to determine programs and services whereby the natural resources of the watershed may be conserved, restored, developed and managed; to research, study and investigate the watershed and to support the development and implementation of programs and services intended to further the purposes of this Act;*~~

*(b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land, with consent of the occupant or owner, and survey and take levels of it and make such borings or sink such trial pits as the authority*

*considers necessary;*

*(c) to acquire by purchase, lease or otherwise ~~and to expropriate~~ any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;*

*(d) despite subsection (2), to lease for a term of five years or less land acquired by the authority;*

*(e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;*

*(f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;*

*(g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project;*

*(h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;*

*(i) to erect works and structures and create reservoirs by the construction of dams or otherwise;*

*(j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;*

*(k) to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;*

*(l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;*

*(m) to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;*

*(m.1) to charge fees for services approved by the Minister;*

*Note: On a day to be named by proclamation of the Lieutenant Governor, clause 21 (1) (m.1) of the Act is repealed. (See: 2017, c. 23, Sched. 4, s. 19 (3))*

*(n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;*

*(o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;*

*(p) to cause research to be done;*

*(q) generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority.*

## 2. Definitions

In this policy:

**“Authority”** means the Grey Sauble Conservation Authority Board of Directors.

**“Act”** means the *Conservation Authorities Act*, R.S.O. 1990, chapter C.27

**“Chair”** means the Chairperson as referenced in the Act as elected by the Members of the Authority.

**“Chief Administrative Officer”** means the General Manager or Chief Administrative Officer of the Authority, and which may, by resolution of the Authority, include the responsibilities of the Secretary Treasurer if so designated by resolution of the Authority.

**“Director”** is the equivalent of the term "member" under the Conservation Authorities Act.

**“Fiscal Year”** means the period from January 1 through December 31.

**“General Membership”** means all of the Members, collectively.

**“Levy”** means the amount of costs apportioned to participating municipalities in accordance with the Act and Regulations under the Act.

**“Majority”** means half of the votes plus one.

**“Members”** shall mean the members appointed to the Authority by the participating municipalities in the Authority’s area of jurisdiction.

**“Motion”** means the formal statement of the decision that is being put to the Authority.

**“Non-matching Levy”** means that portion of an Authority’s levy that meets the definition of non-matching levy as found in Ontario Regulation 139/96.

**“Officer”** means an officer of the Authority empowered to sign contracts, agreements and other documents on behalf of the Authority in accordance with section 19.1 of the Act, which shall include the Chair, Vice-Chair(s) the Chief Administrative Officer and the Secretary Treasurer (or the CAO/Secretary Treasurer, if applicable).

**“Participating Municipality”** means a municipality that is designated by or under the Act as a participating municipality in a conservation authority.

**“Pecuniary Interest”** includes the financial or material interests of a Member and the financial or material interests of a member of the Member’s immediate family.

**“Resolution”** means a motion after it is affirmed by a majority vote.

**“Secretary Treasurer”** means Secretary Treasurer of the Authority with the roles specified in the Act. This position is fulfilled by the position of CAO.

**“Staff”** means employees of the Authority as provided for under Section 18(1) of the Act.

**“Vice-Chair”** means the Vice-Chairperson as elected by the Members of the Authority. If a first and second Vice-Chair are elected, they shall be called First Vice-Chair and Second Vice-Chair.

**Weighted Majority**” means that the votes are weighted as outlined in Ontario Regulations 670/00 and 139/96, and the votes must represent 51 percent of the available weighting. These regulations weight the votes based on the current value assessment of each municipality’s land within the conservation authority, with each parcel modified by a multiplier related to the Property’s class (e.g. residential/farm, commercial, managed forest, etc.).

### 3. Governance

#### 1) *Members Appointments*

Participating Municipalities within the jurisdiction of the Grey Sauble Conservation Authority may appoint Members in accordance with Section 14 of the Act.

Appointed Members must reside in a Participating Municipality within the Authority’s area of jurisdiction and ~~may include citizens as well as must be~~ elected members of municipal councils.

Collectively, the appointed Members comprise the Authority, and for the purposes of this by-law are also referred to as the General Membership.

#### 2) *Term of Member Appointments*

In accordance with Section 14 of the Act, a Member shall be appointed for a term of up to four years at the discretion of the appointing municipal council; such term beginning at the first meeting of the Authority following his or her appointment and ending immediately before the first meeting of the Authority following the appointment of his or her replacement. The Secretary Treasurer shall notify the appropriate municipality in advance of the expiration date of any Member’s term, unless notified by the municipality of the Member’s reappointment or the appointment of his or her replacement. A Member is eligible for reappointment. A Member can be replaced by a Participating Municipality at the municipality’s discretion prior to the end of their term.

#### 3) *Powers of the General Membership*

Subject to the Act and other applicable legislation, the General Membership is empowered without restriction to exercise all of the powers prescribed to the Authority under the Act. In addition to the powers of an authority under s.21 of the Act for the purposes of accomplishing its objects, as referenced in the introduction of this By-law model, the powers of the General Membership include but are not limited to:

- i. Approving by resolution, the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for these Committees and/or Advisory Boards;
- ii. Appointing a Chief Administrative Officer and/or Secretary Treasurer;
- iii. Terminating the services of the Chief Administrative Officer and/or Secretary Treasurer.
- iv. Approving establishing and implementing regulations, policies and programs;
- v. Awarding contracts or agreements where the approval of the Authority is required under the Authority’s purchasing policy.
- vi. Appointing an Executive Committee and delegate to the Committee any of its powers except:
  - i. The termination of the services of the Chief Administrative Officer and/or Secretary Treasurer,

- ii. The power to raise money, and
- iii. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority.
- vii. Approving by resolution, any new capital project of the Authority;
- viii. Approving by resolution, the method of financing any new capital projects;
- ix. Approving details on budget allocations on any new or existing capital projects;
- x. Approving of the total budget for the ensuing year, and approving the levies to be paid by the Participating Municipalities;
- xi. Receiving and approving the Financial Statements and Report of the Auditor for the preceding year;
- xii. Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- xiii. Approving by resolution, any proposed expropriation of land or disposition of land, subject to the requirements under the Act;
- xiv. Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act by Grey Sauble Conservation Authority including the delegation of this responsibility to Chief Administrative Officer consistent with Regulation 151/06];
- xv. Holding hearings required for the purpose of reviewing permit applications, and advising every applicant of their right to appeal the decision to the Minister of Natural Resources and Forestry through the Mining and Lands Tribunal;

#### **4) Member Accountability**

Participating Municipalities appoint Members to the Authority as their representatives. Members have the responsibilities of Directors of the corporation that is the Authority. While the administration is responsible for the day-to-day operations, the General Membership is responsible for matters of governance, ensuring compliance with applicable legislation, and ensuring appropriate policies are in place and for financial soundness of the Authority.

All Members have the responsibility to be guided by and adhere to the Code of Conduct (Appendix 1) and Conflict of Interest Policy (Appendix 2).

Members are responsible for:

- i. Attending all meetings of the Authority;
- ii. Understanding the purpose, function and responsibilities of the Authority;
- iii. Being familiar with the Authority's statutory and other legal obligations;
- iv. With the administration, setting strategic direction for the Authority.

The Authority shall provide a listing of Board Members' attendance at scheduled meetings of the Board of Directors to the participating municipalities at least annually, such that the municipal treasurers may comply with the Municipal Act. The CAO shall notify the applicable Municipality of excessive absences by their Member.

#### **5) Applicable Legislation**

In addition to the Act, the Members are subject to other legislation including, but not limited to:

- *Municipal Conflict of Interest Act*
- *Municipal Freedom of Information and Protection of Privacy Act*

If any part of the by-law conflicts with any provision of the Municipal Conflict of Interest Act or the Municipal Freedom of Information and Protection of Privacy Act or a provision of a regulation made under one of those acts, the provision of that act or regulation prevails.

## **6) Relationship Between Members and Staff**

The General Membership relies on the Chief Administrative Officer to manage the operations of the organization, including all employees of the Authority. The Chief Administrative Officer is accountable to the Authority, working cooperatively to achieve the goals established by the Authority.

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.

## **7) Officers and Responsibilities**

The Officers of the Authority, and their respective responsibilities, shall be:

### **Chair**

- Is a Member of the Authority.
- Presides at all meetings of the General Membership (and Executive Committee if applicable) or delegates duties to the Vice Chair if not available.
- Calls special meetings if necessary.
- Acts as a public spokesperson on behalf of the General Membership.
- Serves as signing officer for the Authority.
- Ensures relevant information and policies are brought to the Authority's attention.
- Keeps the General Membership apprised of significant issues in a timely fashion.
- Performs other duties when directed to do so by resolution of the Authority.
- Acts as the Authority's Voting Delegate on Conservation Ontario Council

### **Vice-Chair**

- Is a Member of the Authority.
- Reasonably attends all meetings of the Authority (and Executive Committee if applicable).
- In the event of the absence of the Chair from any meeting of the Authority, the Vice-Chair shall, for the purposes of such meeting, assume all the powers and perform the duties of the Chair.
- Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her duties.
- Carries out assignments as requested by the Chair.
- Acts as a public spokesperson on behalf of the General Membership at the request of the Chair.
- Serves as a signing officer for the Authority.
- Keeps the General Membership apprised of significant issues in a timely fashion.
- Performs other duties when directed to do so by resolution of the Authority.
- Acts as the Authority's First Alternate Voting Delegate on Conservation Ontario Council

### **Chief Administrative Officer (CAO)**

Responsibilities of the CAO as assigned by the Authority include, but are not limited to the following:

- Is an employee of the Authority.
  - Attends all meetings of the General Membership (and Executive Committee if applicable) or designates an acting CAO if not available.

- Works in close collaboration with the Chair and Vice-Chair(s) and keeps them apprised of relevant information and significant issues in a timely fashion.
- Develops a strategic plan for approval by the General Membership and Implements short and long-range goals and objectives.
- Is responsible for the management of the operations of the Authority, including all staff and programs of the Authority.
- Ensures resolutions of the Authority are implemented in a timely fashion.
- Develops and maintains effective relationships and ensures good communications with Participating Municipalities, federal and provincial government ministries/agencies, Indigenous communities, other conservation authorities, Conservation Ontario, stakeholders, community groups and associations.
- Serves as a signing officer for the Authority.
- Is the custodian of the Corporate Seal.
- Acts as the Authority's Second Alternate Voting Delegate on Conservation Ontario Council

#### **8) *Maximum Term for Chair and Vice-Chair(s)***

~~There is no maximum number of terms that a Chair and/or Vice chair are eligible to stand for re-election to the same office.~~

A chair or vice-chair shall hold office for a term of one year and shall serve for no more than two consecutive terms.

Appointments must rotate amongst participating municipalities, a member from a specific municipality cannot be appointed to succeed an outgoing chair or vice-chair appointed by the same municipality.

The Minister may grant permission to appoint a chair or vice-chair for a term of more than one year or to hold office for more than two consecutive years or waive the rotating provision

#### **9) *Representatives to Conservation Ontario Council***

The Authority may appoint up to three Representatives to Conservation Ontario Council ("Council"), designated as Voting Delegate and Alternate(s). Council will consist of the Voting Delegates appointed by each Member Conservation Authority. The Voting Delegate and Alternates shall be registered with Conservation Ontario annually.

#### **10) *Appointment of Auditor***

The General Membership will confirm annually that a qualified audit service is in place in accordance with Section 38 of the Act.

#### **11) *Appointment of Solicitor and Financial Institution***

The General Membership may appoint a solicitor(s) to act as the Authority's legal counsel and financial institution.

#### **12) *Financial Statements and Report of the Auditor***

The General Membership shall receive and approve the Audited Financial Statements and Report of the Auditor annually for the previous year within the first four months of the following year.

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister of Natural Resources and Forestry in accordance with Section 38 of the Act and will make the Audited Financial Statements available to the public.

### **13) Borrowing Resolution**

If required, the Authority shall establish a borrowing resolution by March 31 of each year and such resolution shall be in force until it is superseded by another borrowing resolution.

### **14) Levy Notice**

The levy due to the Authority from participating municipalities shall be communicated to those municipalities in accordance with the Act and any applicable Regulations.

### **15) Signing Officers**

Signing Officers by the Authority is by Resolution.

### **16) Executive Committee**

The Authority may appoint an executive committee at the first meeting of the General Membership each year in accordance with the Section 19 of the Act and Section 1(c)(xv) of this by-law.

### **17) Advisory Boards and Other Committees**

In accordance with Section 18(2) of the Act, the Authority shall establish such advisory boards and committees as required by regulation and may establish such other advisory boards or committees as it considers appropriate to study and report on specific matters.

The General Membership shall approve the terms of reference for all such advisory boards and committees, which shall include the role, the frequency of meetings and the number of members required.

Resolutions and policies governing the operation of the Authority shall be observed in all advisory board and committee meetings.

Each advisory board or committee shall report to the General Membership, presenting any recommendations made by the advisory board or committee.

The dates of all advisory board and committee meetings shall be made available to all Members of the Authority.

### **18) Remuneration of Members**

The Authority has established a per-diem rate to be paid to appointed Board Members for attendance at committee meetings as approved by the Board of Directors, and at such other business functions (watershed tour, CO meetings) for which Board Members are required to report to the Conservation Authority for official events on the corporate calendar, save and except where they are compensated through other means. Committees of the Authority shall be established, and members appointed, annually at the Authority's Annual General Meeting. A single per diem will be paid for attendance at more than one meeting if they occur consecutively on the same day.

The current per diem rate is contained in 'Appendix 3' to the GSCA Administrative By-law and may be amended from time to time through a formal resolution of the Full Authority Board.

As per Motion EX-06-98, Board Members will not be paid a per diem for attendance at regular meetings of the Full Authority Board.

In addition, an honorarium may be approved by the Authority for the Chair and/or Vice-chair(s) as compensation for their additional responsibilities.

The Authority shall reimburse Board Members for reasonable travel expenses incurred for the purpose of attending approved committee meetings and/or functions on behalf of the

Authority. A per-kilometre rate shall be paid for use of a personal vehicle as contained in 'Appendix 3' to this Administrative By-Law and may be amended by Resolution of the General Membership from time-to-time. Requests for such reimbursements shall be submitted within a timely fashion and shall be consistent with Canada Revenue Agency guidelines.

As per Motion FA-06-017, Board Members will not be paid travel expenses for mileage incurred for attendance at regular meetings of the Full Authority Board.

As per Motion EX-06-98, the Chief Administrative Officer and/or Manager of Financial and Human Resource Services are authorized to pay such compensation, on a semi-annual basis, based on attendance sheets signed by the individual Board Members, at each meeting they attend.

### **19) Records Retention**

The Authority shall keep full and accurate records including, but not limited to:

- i. Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- ii. Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- iii. Human Resources Files for all employees and Members as applicable;
- iv. Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- v. Electronic Communications including emails
- vi. Contracts and Agreements entered into by the Authority;
- vii. Strategic Plans and other documents providing organizational direction
- viii. Projects of the Authority;
- ix. Technical Studies and data gathered in support of Programs of the Authority;
- x. Legal Proceedings involving the Authority;
- xi. Incidents of personal injury or property damage involving the Authority and members of the public.

Such records shall be retained and protected in accordance with all applicable laws and the Records Retention Policy of the Authority as approved by the General Membership from time-to-time.

### **20) Records Available to Public**

Records of the Authority shall be made available to the public, subject to requirements of the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA).

The Authority shall designate a Member or a committee of Members to act as head of the Authority for the purposes of MFIPPA unless there is a time bound resolution to the Authority Chair that will be for the purposes of MFIPPA.

### **21) By-law Review**

In accordance with the Act, these by-laws shall be reviewed by the Authority to ensure the by-laws are in compliance with the Act and any other relevant law. The General Membership shall review the by-laws on a regular basis to ensure best management practices in governance are being followed to comply with Section 19.1 of the Act. CA's with review in a minimum of between two and five years.

### **22) By-law Available to Public**

In accordance with the Act, the Authority shall make its by-laws available to the public on the Authority's website. By-laws shall also be available for review by any member of the

public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

### **23) Enforcement of By-laws and Policies**

The Members shall respect and adhere to all applicable by-laws and policies (for example, the Code of Conduct and Conflict of Interest). The Authority may take reasonable measures to enforce its by-laws and policies, including the enforcement mechanisms under the *Municipal Conflict of Interest Act*. As a minimum, the procedure should include:

- an investigation will be conducted regarding the alleged breach;
- an opportunity will be provided to the affected member to respond to the allegation;
- the findings of the investigation and the affected member's response will be communicated to the General Membership in a closed meeting;
- the appointing municipality shall be notified of the outcome of the investigation ;
- an external public communications statement, if applicable to the findings.

The CAO may arrange for the investigation and may use a third party such as a Municipal Integrity Commissioner.

### **24) Indemnification of Members, Officers and Employees**

The Authority undertakes and agrees to indemnify and save harmless its Members, Officers and Employees and their heirs and legal representatives, respectively, from and against all costs, charges and expenses, including all amounts paid to settle an action or satisfy any judgement, reasonably incurred by any such Member, Officer or Employee in respect of any civil, criminal or administrative action or proceeding to which any such Member, Officer or Employee is made a party by reason of being a Member, Officer or Employee of the Authority (except in respect of an action by or on behalf of the Authority to procure a judgment in its favour) if;

- such Member, Officer or Employee acted honestly, in good faith with a view to the best interests of the Authority and within the scope of such Member's, Officer's or Employee's duties and responsibilities, and,
- in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such Member, Officer or Employee had reasonable grounds for believing that the conduct was lawful.
- The Authority shall maintain a liability insurance policy for Directors.

## **4. Meeting Procedures**

### **1) Introduction**

The Meeting Procedures below governs the procedure of the Authority and shall be observed in Executive Committee and Advisory Board meetings, as far as they are applicable, and the words Executive Committee or Advisory Board may be substituted for the word Authority as applicable. The regulations governing the Authority shall be observed in any Committee as far as they are applicable, with the word "Committee" substituted for the word "Authority."

### **2) Calling of Meeting**

- i. Other than portions that are designated as "Closed Session," Authority meetings are

open and the public is able to attend. Anyone wishing to make a deputation presentation or discuss specific items should contact the Chief Administrative Officer. A deputation may be up to ten(10) minutes.

- ii. At least four meetings of the Authority shall be held each year at such time and place as the Authority decides, including one meeting prior to March 1st, and one meeting after July 1st.
- iii. The first meeting of the Authority in each year shall be designated as the Annual General Meeting (AGM).
- iv. The annual schedule of regular meetings shall be resolved at the AGM, and may be updated through the year at authority meetings.
- v. The Chair may, at any time, call a special meeting of the Authority. The Chair shall call a special meeting of the Authority when a written request stating the business to be considered is received from one-third of the directors of the Authority. No business other than the stated business shall be considered at a special meeting.

### **3) Agenda and Notice**

- i. The CAO will prepare proposed agendas, which will be approved by the Chair and/or Vice Chair. Meeting agendas shall indicate what type of action is required by Board (e.g. resolution for decision or acceptance, or for information). Meetings will close at a reasonable time. Duration of meeting times may be extended with a 2/3 majority vote.
- ii. The agenda will include a consent agenda section, where routine items will be accepted or decided through one motion. The Chair or a member of staff will read the items listed on the consent agenda for approval prior to a motion being presented to approve the consent agenda. Unless removed by the CAO, the following items will default to the consent agenda: receipts and expenses, correspondence, approved Section 28 Permits, and committee minutes. A member may make brief comments to an item on the Consent Items list prior to the consideration of the adoption of the matters listed. However, if a member wishes to debate, ask questions of staff or amend the recommendation of an item listed, the member shall request the item(s) be removed from the consent agenda and have individual consideration.
- iii. Notice of Authority regular meetings shall be provided at least five (5) calendar days prior to the meeting and notice of special meetings shall be conveyed at least three (3) working days prior to the meeting and will include the meeting date and time. Notice of meetings shall be provided to directors of the Authority, to appropriate Ministry of Natural Resources and Forestry offices, posted on the Grey Sauble Conservation Authority website, and to others who have provided their name and contact information with the Chief Administrative Officer.
- iv. The Chair or the CAO may, if it appears that a storm or like occurrence will prevent the members from attending a meeting, postpone that meeting by advising as many members as can be reached. Postponement shall not be for any longer than the

next regularly scheduled meeting date.

- v. For regular meetings, the agenda shall be available to the directors and shall be posted on GSCA's public facing website at least five (5) calendar days prior to the meeting, and a full meeting package including proposed motions and supporting staff reports shall be available to the directors at least two (2) working days prior.

#### **4) Rules of Procedure at Meetings**

- i. Rules of procedure for Authority meetings shall be as stated in this document, and if not stated shall adhere to the current edition of Robert's Rules of Order.
- ii. Duties of the Meeting Chair  
It shall be the duty of the Chair, with respect to any meetings over which she/he presides to:
  - a) Preserve order and decide on questions of order;
  - b) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;
  - c) Receive and submit to a vote all motions presented by Member, which do not contravene the rules of order or regulations of the Authority.
  - d) Announce the results of the vote on any motions so presented.
  - e) Adjourn the meeting which business is concluded.

When the Chair's ruling is challenged, the meeting shall forthwith vote to sustain the Chair's ruling or to make a new ruling, in which case the Vice Chair is authorized to assume the chair until the matter is resolved. This will enable the chair to defend the decision or move a motion. And without argument or comment, state the rule applicable to any point of order if called upon to do so;

- iii. Conduct of Members  
Members shall maintain a high standard for conduct and at all times comply with applicable laws and the GSCA's Code of Conduct. (See Appendix)

No Member at any meeting of the Authority shall:

- a) Ask any questions or make points of discussion unless directed through the Chair;
- b) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place or origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status, or disability;
- c) Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared.
- d) Interrupt a Member while speaking, except to raise a point of order or a question of privilege;
- e) Speak disrespectfully or use offensive words against the Authority, the Members, staff, or any member of the public;
- f) Speak beyond the question(s) under debate;
- g) Resist the rules of order or disobey the decision of the Chair on the questions of order or practices or upon the interpretation of the Meetings Policy.

- iv. In the event of the absence of the Chair and Vice Chair from any meeting, the directors

present shall appoint an acting chair who, for that meeting, has all the powers and shall perform all the duties of the Chair.

- v. At any Authority meeting a quorum shall consist of one-half of the directors appointed. With an eleven-member Board, six members constitute a quorum.
- vi. If no quorum is present at the time scheduled for the meeting to commence, the meeting will proceed with the members who are in attendance with ratification of any motions at the next Authority meeting at which a quorum is present.
- vii. A motion presented to the Directors shall be in writing and duly moved and seconded prior to discussion and a vote being taken.
- viii. When a motion is under debate, no motion shall be received other than a motion to amend, to defer, to refer the question, to take a vote, or extend the hour of closing of the meeting.
- ix. At any meeting, each accredited director is entitled to one vote and no one may vote by proxy. A majority vote of the directors present at any meeting is required for a motion to pass and become a Resolution. In the event of a tie vote, the motion is lost.
- x. Before, during or immediately after a vote is taken, any director may require that the vote be taken by roll call vote (recorded vote) and it shall be taken accordingly.
- xi. At the meeting of the Authority at which the Non-Matching Levy is to be approved, the vote to approve will be by a Weighted Majority of the Members present and eligible to vote, in accordance with Ontario Regulation 139/96.
- xii. The business of the Authority shall be taken up in the order in which it stands on the agenda unless otherwise directed by the Authority.
- xiii. Matters of Precedence  
The following matters shall have precedence over the usual order of business:
  - a) Point of order
  - b) Matter of privilege
  - c) A matter of clarification
  - d) A motion to suspend a rule of procedure or to request compliance with the rules of procedure
  - e) A motion that the question be put to a vote
  - f) A motion to adjourn
- xiv. A member may introduce a written notice of motion directly to an Authority meeting, following which a copy of the motion shall be filed with the CAO and the motion shall form part of the next Authority agenda for discussion. Following such notice there shall be no debate or discussion on the motion until it is contained in an agenda or unless agreed upon by a 2/3 majority vote.
- xv. After a resolution has passed, any director may re-introduce the resolution by notice of motion to the agenda for reconsideration at a subsequent meeting. The reasons for reconsideration include, but are not limited to, the introduction of new information. A decision on the new resolution may be changed only with a 2/3 majority vote.
- xvi. 1) An Authority meeting may be closed to the public (and called a "Closed Session") if the subject

matter being considered relates to:

- (a) the security of the property of the Authority;
- (b) personal matters about an identifiable individual including Authority Directors or Authority employees;
- (c) employee negotiations or labour relations;
- (d) litigation or potential litigation including matters before administrative tribunals;
- (e) a matter in respect of which Directors, or Full Authority has authorized a meeting to be closed under an Act of the Legislature or an Act of Parliament;
- (f) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- (g) items of commercial significance, such as but not limited to a proposed or pending acquisition of real property for Authority purposes, internal reserve bid amounts, leases and property sales.
- (h) A position, plan procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.

2) Before all or part of a meeting is closed to the public, the Directors shall state by Resolution:

- (a) the fact of the holding of the closed meeting;
- (b) the general nature of the matter considered at the closed meeting.

3) A meeting shall not be closed to the public during the taking of a vote. However, direction to staff may be voted on and given.

4) Confidential minutes are prepared for Closed Session meetings. Minutes are accepted by Resolution after the next Closed Session meeting. Minutes are recorded by the CAO in a confidential file and are not circulated.

- xvii. The highlights of minutes will be sent to all watershed municipalities, MNRF contacts, and MP's/MPP's. A draft version of the Minutes will be available to the public on GSCA website within 30-days following a Board of Director's meeting. Once approved by the Board of Directors, the draft minutes will be replaced by the final approved minutes and will continue to be publicly available on the Grey Sauble Conservation (GSC) website and upon request. Approved minutes shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the Accessibility for Ontarians with Disabilities Act, if requested by interested parties.

## **5) Declared State of Emergency**

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, a Member may participate in meetings electronically and shall have the ability to:

- a. register a vote;
- b. be counted towards determining quorum; and
- c. participate in meetings closed to the public.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, any date or timeline requirement established under any Section in this By-

law shall be postponed until such time as the General Membership can reasonably address the issue.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, the Authority shall implement best practices to make meetings of the Authority open to the public in accordance with Subsection 15(3) of the Act. Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, any hearing or appeal dealt with in this By-law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.

## **5. Elections and Appointments**

- i. The election of officers shall be held at the Annual General Meeting.
- ii. Prior to the election, the CAO shall arrange for an independent third party to preside over the election.
- iii. Prior to the election, all elected positions shall step down from their positions, and the person presiding shall take over the Chair's seat.
- iv. The person presiding shall appoint two independent non-director scrutineers from the persons present.
- v. The order of procedure for the elections shall be:
  - The election of the Chair who shall be an accredited director of the Authority;
  - the election of the Vice Chair, who shall be an accredited director of the Authority;
  - The election of Committee Members.
- vi. Immediately following the election of Chair and Vice Chair, the person presiding over the election shall install the newly elected Chair in the chair and hand over control of the meeting.
- vii. The election procedure shall be:
  - nominations from the floor will be accepted when duly moved;
  - before closing nominations, the person presiding over the election shall call three times for further nominations;
  - closure of nominations will require a mover and seconder;
  - in the order in which they were nominated, nominees are asked as to their acceptance;
  - in the order in which they were nominated each nominee offered up to three minutes to speak to their nomination;
  - voting shall occur by secret ballot, run and counted by the scrutineers. In the event of a tie vote, an additional vote will be held for the tied candidates. If the tie is not broken after three attempts, the final position will be filled by drawing the winning name from a hat containing the names of the tied candidates.
- viii. Immediately following the election, the person presiding over the election shall install the newly elected Chair in the chair and hand over control of the meeting.

- ix. A chair for each committee will be elected at the first meeting of the committee.
- x. Upon a vacancy, due to death, incapacity, resignation or continued absence occurring on the Board, then the CAO will ask the municipality in which there is a vacancy to appoint a new member. Where this situation applies to the Chair, Vice Chair, or Committee Members position(s), the Authority may use the election procedures to fill that vacancy at any subsequent meeting.

## 6. Appendices

### Appendix 1 - Code of Conduct

#### Background

The Grey Sauble Conservation Authority demands a high level of integrity and ethical conduct from its General Membership. The Authority's reputation has relied upon the good judgement of individual Members. A written Code of Conduct helps to ensure that all Members share a common basis for acceptable conduct. Formalized standards help to provide a reference guide and a supplement to legislative parameters within which Members must operate. Further, they enhance public confidence that Members operate from a base of integrity, justice and courtesy.

The Code of Conduct is a general standard. It augments the laws which govern the behaviour of Members, and it is not intended to replace personal ethics.

This Code of Conduct will also assist Members in dealing with confronting situations not adequately addressed or that may be ambiguous in Authority resolutions, regulations, or policies and procedures.

#### 1. General

All Members, whether municipal councillors or appointed representatives of a municipality, are expected to conduct themselves in a manner that reflects positively on the Authority.

All Members shall serve in a conscientious and diligent manner. No Member shall use the influence of office for any purpose other than for the exercise of his/her official duties.

It is expected that Members adhere to a code of conduct that:

- i. upholds the mandate, vision and mission of the Authority;
- ii. considers the Authority's jurisdiction in its entirety, including their appointing municipality;
- iii. respects confidentiality;
- iv. approaches all Authority issues with an open mind, with consideration for the organization as a whole;
- v. exercises the powers of a Member when acting in a meeting of the Authority;
- vi. respects the democratic process and respects decisions of the General Membership, Executive Committee, Advisory Boards and other committees;
- vii. declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist; and
- viii. conducts oneself in a manner which reflects respect and professional courtesy and does not use offensive language in or against the Authority or against any Member or any Authority staff.

#### 2. Gifts and Benefits

Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties, except compensation authorized by law.

#### 3. Confidentiality

The members shall be governed at all times by the provisions of the *Municipal Freedom and Information and Protection of Privacy Act*.

All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.

Members shall not disclose or release by any means to any member of the public, either in verbal

or written form, any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons, other than those who are entitled thereto, to have access to information which is confidential.

In the instance where a member vacates their position on the General Membership they will continue to be bound by MFIPPA requirements.

Particular care should be exercised in protecting information such as the following:

- ix. Human Resources matters;
- x. Information about suppliers provided for evaluation that might be useful to other suppliers;
- xi. Matters relating to the legal affairs of the Authority;
- xii. Information provided in confidence from an Aboriginal community, or a record that if released could reasonably be expected to prejudice the conduct of relations between an Aboriginal community and the Authority;
- xiii. Sources of complaints where the identity of the complainant is given in confidence;
- xiv. Items under negotiation;
- xv. Schedules of prices in tenders or requests for proposals;
- xvi. Appraised or estimated values with respect to the Authority's proposed property acquisitions or dispositions;
- xvii. Information deemed to be "personal information" under MFIPPA.

The list above is provided for example and is not exhaustive.

#### **4. Use of Authority Property**

No Member shall use for personal purposes any Authority property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

#### **5. Work of a Political Nature**

No Member shall use Authority facilities, services or property for his/her election or re-election campaign to any position or office within the Authority or otherwise.

#### **6. Conduct at Authority Meetings**

During meetings of the Authority, Members shall conduct themselves with decorum. Respect for delegations and for fellow Members requires that all Members show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

#### **7. Influence on Staff**

Members shall be respectful of the fact that staff work for the Authority as a whole and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence.

#### **8. Business Relations**

No Member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money. No Member shall act as a paid agent before the Authority, the Executive Committee or an advisory board or committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

#### **9. Encouragement of Respect for the Authority and its Regulations**

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

## **10. Harassment**

It is the policy of the Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment. Harassment of another Member, staff or any member of the public is misconduct. Members shall follow the Authority's Harassment Policy as approved from time-to-time.

Examples of harassment that will not be tolerated include: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to an individual's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The Authority will also not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit and any other prohibited grounds under the provisions of the *Ontario Human Rights Code*.

## **11. Breach of Code of Conduct**

Should a Member breach the Code of Conduct, they shall advise the Chair and Vice-Chair, with a copy to the CAO, as soon as possible after the breach.

Should a Member allege that another Member has breached the Code of Conduct, the said breach shall be communicated to the Chair, with a copy to the Secretary Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Code of Conduct, the said breach shall be communicated to the Vice-Chair, with a copy to the CAO, in writing.

Should a member of the public or a municipality allege that a Member has breached the Code of Conduct, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

## **Appendix 2 - Conflict of Interest**

The Authority Members commit themselves and the Authority to ethical, businesslike, and lawful conduct when acting as the General Membership. The Authority is bound by the *Municipal Conflict of Interest Act*. This appendix to the by-law is intended to assist Members in understanding their obligations. Members are required to review the *Municipal Conflict of Interest Act* on a regular basis.

### **1. Disclosure of Pecuniary Interest**

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Authority, Executive Committee, Advisory Board or committee at which the matter is the subject of consideration, the Member:

- a) State in writing the nature of the interest and provide to clerk/secretary before or at time of declaration for efficiency an accurate (first person) record;
- b) shall, prior to any consideration of the matter at the meeting, disclose the pecuniary interest and the general nature thereof;
- c) shall not take part in the discussion of, or vote on any question in respect of the matter; and,
- d) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

### **2. Chair's Conflict of Interest or Pecuniary Interest**

Where the Chair of a meeting discloses a conflict of interest with respect to a matter under consideration at a meeting, another Member shall be appointed to chair that portion of the meeting by Resolution unless it is an information item for acceptance e.g. a financial report containing documentation of an expense claim cheque to a director.

### **3. Closed Meetings**

Where a meeting is not open to the public, a Member who has declared a conflict of interest shall leave the meeting for the part of the meeting during which the matter is under consideration.

### **4. Member Absent**

Where the interest of a Member has not been disclosed by reason of their absence from the meeting, the Member shall disclose their interest and otherwise comply at the first meeting of the Authority, Executive Committee, Advisory Board or Committee, as the case may be, attended by them after the particular meeting.

### **5. Disclosure Recorded in Minutes**

The recording secretary shall record in reasonable detail the particulars of any disclosure of conflict of interest or pecuniary interest made by Members and whether the Member withdrew from the discussion of the matter. Such record shall appear in the minutes/notes of that particular meeting of the General Membership, Executive Committee, advisory board or committee, as the case may be.

### **6. Breach of Conflict of Interest Policy**

Should a Member breach the Conflict of Interest Policy, they shall advise the Chair and Vice-Chair, with a copy to the CAO, as soon as possible after the breach.

Should a Member allege that another Member has breached the Conflict of Interest Policy, the

said breach shall be communicated to the Chair, with a copy to the CAO, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Conflict of Interest Policy, the said breach shall be communicated to the Vice-Chair, with a copy to the CAO, in writing.

Should a member of the public or a municipality allege that a Member has breached the Conflict of Interest Policy, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Conflict of Interest Policy shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

### Appendix 3 – Per Diem and Mileage Rates (2020)

Payment Rate	Unit	Activity
\$0.00	Half Day	Full Authority Board Meetings
\$0.00	Full Day	Full Authority Board Meetings
\$52.50	Half Day	Special Meetings and Events
\$76.00	Full Day	Special Meeting and Events
\$1,500.00	Year	Honorarium for Chair of Authority
Not Established	Year	Honorarium for Vice-Chair of Authority
\$0.45	KM	Mileage

## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** May 26, 2021

**MOTION #:** FA-21-063

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**WHEREAS** GSCA maintains Administrative By-Laws which set out the governance of the Authority;

**AND WHEREAS** GSCA will amend these by-laws from time to time to ensure consistency with legislation;

**AND WHEREAS** recent changes to the Conservation Authorities Act necessitate updates to this by-law;

**THAT** the GSCA Board of Director's approved the proposed changes to the by-laws as expressed in this report and in the attached, marked-up version of the by-laws.



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## STAFF REPORT

**Report To:** Board of Directors

**Report From:** Tim Lanthier, CAO

**Meeting Date:** May 26, 2021

**Report Code:** 023-2021

**Subject:** Information and Preliminary Comments on the Province's  
*"Regulatory Proposal Consultation Guide: Regulations Defining Core Mandate and Improving Governance, Oversight and Accountability of Conservation Authorities"*

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### Background:

On December 8, 2020, Bill 229 received Royal Assent. This Bill included additional changes to the Conservation Authorities Act (CAA). Upon Royal Assent, several portions of the Act were immediately brought into effect.

On February 2, 2021, the Provincial Government proclaimed several additional sections of the Act.

In April 2021, Staff brought forward a report to the Board of Directors (013-2021) detailing these changes. Several portions of the legislation are yet to be proclaimed as they require accompanying regulation.

On May 13, 2021, the Province released a high-level consultation guide to receive feedback on some of these proposed regulations. The guide, entitled, *"Regulatory Proposal Consultation Guide: Regulations Defining Core Mandate and Improving Governance, Oversight and Accountability of Conservation Authorities"* (the Guide) is appended to this report.

This guide provides an overview of the proposed regulations that will address the following:

1. Mandatory versus non-mandatory programs.
2. Municipal MOU's and Transition Plans.

3. Community Advisory Boards.
4. Section 29 Regulations (rules on Authority-owned lands).

### **General Content of the Guide:**

As noted above, the Guide provides information on the regulations that the Province is proposing to introduce as part of their first phase of CAA regulations. The following information is provided:

1. Mandatory programs and services are those programs that are being mandated by the Province and for which the Conservation Authority (CA) can levy municipalities for without the requirement of an MOU or Agreement.
2. Non-mandatory programs and services that may be provided by a conservation authority at the request of and on behalf of one or more participating municipalities under the Conservation Authorities Act if a memorandum of understanding (MOU) or other agreement has been entered into between the parties.
3. Non-mandatory programs and services provided on behalf of the municipality from 'specified' municipalities as designated in an authority for the purposes of the Clean Water Act, 2006 would also require a MOU or other agreement to be entered into between the parties to have the non-mandatory program or service funded by municipal levy or by other funding mechanisms that may be set out in the MOU or the other agreement.
4. Non-mandatory programs and services that the authority determines are advisable to meet the purpose of the Conservation Authorities Act in their jurisdiction. These programs would require an MOU or other agreement if municipal funding is required. No MOU or other agreement would be required if these programs are self-funded. GSCA will be providing comment on this item to ensure that it is clear in the regulations that the Authority may choose to carry out any programs and/or services that it deems appropriate without an MOU or other agreement so long as the Authority can fund those programs and/or services.
5. Identification of mandatory programs and services are loosely provided on Page 5 of the Guide.

Of note here is the addition of the following prescribed programs and services:

- a. On-site sewage systems approvals by North Bay-Mattawa Conservation Authority as prescribed under the Building Code Act, 1992.
- b. Core Watershed-based Resource Management Strategy
- c. Provincial Water Quality and Quantity Monitoring

6. Information on Pages 6 – 21 of the Guide specifically define what services are intended to be included within each of mandatory programs.
7. The Natural Hazards program will include the following:
  - a. Administration of Section 28 permitting, including enforcement.
  - b. Commenting on Environmental Assessment Act, Drainage Act, Aggregate Resources Act, Niagara Escarpment Planning and Development Act proposals.
  - c. Land use planning input on Natural Hazards.
  - d. Flood forecasting and warning.
  - e. Operation and maintenance of any water control infrastructure.
  - f. Ice management services.
  - g. Low water monitoring and communications.
  - h. Collection, provision, and management of information as needed to support the conservation authorities to:
    - i. delineate and map hazard areas.
    - ii. develop plans and policies to guide appropriate management and use of hazard lands within the conservation authority's jurisdiction, including shorelines and rivers.
    - iii. study surface water flows and levels (e.g. low/peak flow, water budget, surface/groundwater interactions, flood hazard).
    - iv. study stream morphology.
    - v. study the potential impact of changing climatic conditions on natural hazards.
    - vi. study design to mitigate natural hazards.
  - i. Communications, public awareness and education regarding the risk of natural hazards present within the jurisdiction of the authority to public safety, and to consult on program components as required.
8. Under the Management of Conservation Authority owned or controlled lands mandatory program, Conservation Authorities will be required to implement the following programs and services:
  - a. Administration of the section 29 Conservation Area regulations.
  - b. Have a strategy for all conservation authority owned or controlled lands.
  - c. Have a policy regarding the securement/acquisition and disposition of land owned or controlled by the authority.
  - d. Have a management plan for each property or small group of properties owned or controlled by the authority.
  - e. Management and maintenance of conservation authority owned or controlled lands (based in the management plans) related to:
    - i. Land management and stewardship activities related to protecting natural heritage systems/features/values.

- ii. Employing best management practices to protect and conserve provincially significant conservation lands and natural heritage features.
    - iii. Monitoring and enforcement actions.
    - iv. Identification, mapping and assessments as appropriate to determine maintenance and repair needs as well as whether changes are required to any management plan.
  - f. The Province has explicitly stated in this Guide that other land uses, such as the provision of recreational opportunities or environmental education, on conservation authority owned land are not mandatory programs or services (including management and maintenance of lands for these purposes).
9. Mandatory programs and services related to Source Protection Authority responsibilities under the Clean Water Act include the following:
- a. Administration and support of the source protection committee.
  - b. Preparing amendments to assessment reports and source protection plans.
  - c. Implementing source protection plan policies.
  - d. Tracking and reporting on the progress of source protection plan implementation.
  - e. Maintaining and providing access to source protection data and information.
10. A newly proposed mandatory program is that the ministry is proposing that each conservation authority be required to develop a core watershed-based resource management strategy that documents the current state of the relevant resources (principally water resources) within their jurisdictions in the context of the mandatory programs and services described in the Guide.
11. Additionally, the Province intends to prescribe the Provincial Water Quality and Quantity Monitoring program(s) as CA mandatory programs. This will include:
- a. Collection and submission of stream water samples.
  - b. Collection of in-situ water quality data.
  - c. Participation in annual program meetings, regional meetings and training sessions as required.
  - d. Groundwater level, precipitation, barometric pressure and soil moisture data downloaded and provided to the ministry.
  - e. Collection and submission of groundwater samples.
  - f. Maintenance and participation in the repair of program wells and associated equipment.
  - g. Confirmation that Landowner Agreements between conservation authorities and private landowners are in place for program wells that are on private lands.
  - h. Maintenance of groundwater collection sites.

- i. Participation in the Protocol-for-Actions (Exceedance Protocol) when a program well reports an exceedance of an Ontario Drinking Water Quality Standard.
  - j. Participation in the decommissioning or construction of monitoring wells that are part of the program.
12. The Guide identifies the establishment of a fixed minimum levy to address on-going organizational costs of conservation authorities that are not directly related to the delivery of any specific program or service, such as staffing and expenses for the authority members (governance costs), general management, clerical, financial (e.g., accounting, payroll), general asset management planning, IT staff, senior management costs, legal costs (termed 'back office functions'), office equipment and supplies including IT, vehicles and machinery, workshop space, main office occupancy costs (e.g., heating, utilities, potentially rent), depreciation on owned buildings and equipment, main office maintenance, repair as well as insurance and property taxes.
13. The Guide provides proposed content and timelines for the establishment of such agreements as would be necessary for the provision of non-mandatory programs requiring municipal funding.
14. The Guide provides proposed content and timelines for the establishment of transition plans to develop, execute and initiate the new agreements.
15. The government is proposing to proclaim a provision of the Conservation Authorities Act related to advisory boards and to develop a proposed a Lieutenant Governor in Council (LGIC) regulation to require conservation authorities to establish community advisory boards, that can include members of the public, to provide advice to the authority.
16. The government is also proposing to make a Minister's regulation to provide greater clarity that conservation authority by-laws are applicable to the community advisory boards. The by-laws could apply to any matter not addressed by the regulation. The Minister's regulation would also clarify that the by-laws can speak to any other advisory boards an authority decides to establish.
17. The government intends to prescribe certain aspects in regulation related to the composition, procedures and accountabilities of the community advisory board.
18. Once the new section 29 of the Conservation Authorities Act is proclaimed, a Minister's regulation is proposed to consolidate the current individual authority section 29 'Conservation Areas' regulations regarding activities on lands owned by conservation authorities into one regulation.

### **Preliminary Analysis:**

At this point, Staff are still reviewing the Consultation Guide and considering the following high-level items:

### **What actions will need to be taken by GSCA and what is the timeline for completing these?**

1. Develop a Transition Plan. Required by December 31, 2021.
2. Complete a detailed review, including budgetary, of all GSCA programs and services to determine which program areas are mandatory, non-mandatory municipal, and non-mandatory Authority prior to budget discussions for the 2023 budget.
3. Determine if the Ministry (MNRF or MECP) are establishing service delivery standards for mandatory programs. If so, determine any budget implications associated with addressing those standards. Timeline to be determined (TBD).
4. Determine and establish a minimum levy amount prior to budget discussions for the 2023 budget.
5. Develop, consult on and execute municipal MOUs/Agreements by December 31, 2022. However, to avoid potential "lame duck" situation, this may need to be completed by mid-2022.
6. Provide quarterly reports to MECP throughout 2022 on the status of the agreements.
7. Create a strategy for all conservation authority owned or controlled lands. Determine budget requirements associated with this requirement. Timeline TBD.
8. Create/update land securement/disposition policy(ies). Timeline TBD.
9. Create management plans for each property or group of smaller properties. Determine budget requirements associated with this requirement. Timeline TBD.
10. Development of a core watershed-based resource management strategy that documents the current state of relevant resources (principally water resources) in the context of mandatory programs and services. Determine budget requirements associated with this requirement. Timeline TBD.
11. Establish a Terms of Reference for a Community Advisory Board. Timeline TBD.
12. Establish and operate the Community Advisory Board. Determine budget requirements associated with this requirement. Timeline TBD.
13. Implement new Section 29 Regulation. Determine budget requirements associated with this requirement. Timeline TBD.

### **What are the anticipated budget implications to GSCA and/or member municipalities?**

The changes to the CAA and the associated regulations will require GSCA to re-design its budget breakdown to identify those programs for which levy can be included due to being mandatory programs and services or as part of a fixed levy for ongoing organizational costs. GSCA will also have to identify which program areas will be funded through municipal agreement and which program areas will be funded through non-levy sources.

Additionally, several of the requirements presented in the Guide may require increases in spending on mandatory programs. GSCA will have to consider how to fund any such increases.

### **What comments does GSCA wish to provide to the Province on the Consultation Guide to provide meaningful input into the pending regulations?**

At this point, Staff have not fully formulated the comments that will be provided to the Ministry. These will be developed in conjunction with GSCA's management team and staff, as well as through discussions with the Board and staff and councils of member and county municipalities.

A special meeting of the Board may be required prior to submission of these comments.

### **Financial/Budget Implications:**

Based on the information provided in the consultation guide, GSCA has significant concerns about the potential financial, budgetary and staff resource implications of the proposed implementing regulations.

### **Communication Strategy:**

The following communication actions are already in motion:

1. Meeting with GSCA Management Team to discuss the proposed regulations, provide initial thoughts and have a preliminary discussion.
2. Email to GSCA Staff to provide a copy of the consultation guide and provide opportunities for staff to ask questions and provide feedback.
3. Set up meetings with CAO's and senior staff from member municipalities.
4. Set up meetings with CAO's and senior staff from upper tier municipalities.
5. Arrange delegations at member municipal and county councils.
6. Set up meetings with key partners and stakeholders to discuss the proposals and potential commenting strategies.

7. Provide opportunities for members of the GSCA Board to ask questions and provide feedback.
8. Prepare comments to provide to Conservation Ontario for inclusion in their aggregated response.
9. Prepare comments to provide directly to the Province on the ERO posting.

**Consultation:**

The CAO has been in consultation with Conservation Ontario and Ontario's other Conservation Authorities. Ongoing consultation will include staff and Councils from member and county municipalities, as well as the Ministry of the Environment, Conservation and Parks.

**MINISTRY OF THE ENVIRONMENT, CONSERVATION AND  
PARKS**

**REGULATORY PROPOSAL CONSULTATION GUIDE:  
Regulations Defining Core Mandate and Improving Governance,  
Oversight and Accountability of Conservation Authorities**

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## PURPOSE

The Ministry of the Environment, Conservation and Parks (the “ministry”) is consulting on proposed regulations that would be made under the *Conservation Authorities Act* to ensure that conservation authorities focus and deliver on their core mandate of helping protect people and property from the risk of natural hazards, the conservation and management of conservation authority-owned lands, and their roles in drinking water source protection and to improve governance and oversight in conservation authority operations.

The purpose of this consultation guide is to provide a description of the proposed regulations in order to obtain feedback on the ministry’s regulatory postings on the Environmental Registry of Ontario and Ontario’s Regulatory Registry. Comments on the regulatory proposals may be submitted through either registry before the date indicated or can be emailed directly to the ministry at [ca.office@ontario.ca](mailto:ca.office@ontario.ca). The comments received from the posting will be considered by the ministry when developing the proposed regulations.

## INTRODUCTION

In 2018, the government made a commitment in its “Made-in-Ontario Environment Plan” to collaborate with municipalities and other stakeholders to ensure that conservation authorities focus and deliver on their core mandate.

As part of that commitment, the government passed the *More Homes, More Choice Act, 2019* which received Royal Assent on June 6, 2019 and made amendments to the *Conservation Authorities Act*.

Beginning in late 2019, the ministry undertook extensive consultations with municipalities, the public, landowners, development, agricultural, environmental and conservation organizations as well as conservation authorities, about the core role of conservation authorities. The government takes consultation seriously, which is why the ministry also posted an online survey in January 2020 to gather feedback from the general public and anyone who was unable to attend the in-person sessions.

The extensive and valuable feedback received informed legislative amendments to the *Conservation Authorities Act* that were made through Bill 229, *Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020* which passed on December 8, 2020. These changes will help ensure conservation authorities are best serving the needs of their communities and allow them to focus and deliver on their core mandate, as committed to in the Made-in-Ontario Environment Plan.

The government is proposing to proclaim un-proclaimed provisions in the *Conservation Authorities Act* (stemming from amendments made in 2017, 2019, and 2020) through a staged process. This will enable accommodation of a staggered rollout of regulations (in two phases) and policies that are to be consulted on and developed in the future.

The first of these proclamations occurred on February 2, 2021 and included provisions related to conservation authority governance as well as items related to housekeeping amendments, government requirements and the Minister's powers. This Consultation Guide supports consultations on the first phase of proposed regulations to be developed.

## **REGULATORY PROPOSAL CONSULTATION GUIDE**

The proposed regulations for consultation are focused on:

- the mandatory programs and services to be delivered by conservation authorities,
- the proposed agreements that may be required with participating municipalities to fund non-mandatory programs and services through a municipal levy,
- the transition period to establish those agreements,
- the requirement to establish 'community' advisory boards, and
- the Minister's section 29 regulation relating to conservation authority operation and management of lands owned by the authority.

### Mandatory Programs and Services

- Mandatory Conservation Authority Programs and Services Regulation

### Non-mandatory Programs and Services

- Minister's Regulation for Municipal Agreements and Transition Period

### Governance and Oversight of Conservation Authorities

- Regulation to require 'Community' Advisory Boards
- Regulation to enable conservation authority by-laws (under s.19.1 of the *Conservation Authorities Act*) to be able to address the advisory boards prescribed by the proposed 'Community Advisory Board' regulation.

### Other Regulatory Matters

- Section 29 Minister's Regulation of 'Conservation Areas'

## PART ONE: PROGRAMS AND SERVICES DELIVERED BY CONSERVATION AUTHORITIES

Conservation authorities were established by the Province through municipal resolutions to address cross municipal boundary interests in resource management principally related to water and natural hazard management. The *Conservation Authorities Act*, sets out the “objects” or goals of a conservation authority to deliver on the prescribed and core mandatory programs and services (which are noted in this section of the Guide) to ensure that conservation authorities are in the best position possible to deliver on their mandate. These objects also provide conservation authorities with the authority to deliver non-mandatory programs and services that their participating municipalities ask them to deliver on a municipality’s behalf, or which the conservation authority determines are advisable and has funding including from participating municipalities under agreement. As a result, conservation authorities, with their watershed-based jurisdictions, are able to provide a fuller resource perspective to their municipalities and the Province that supports managing inter-municipal as well as provincial natural resource issues like flooding, drought, erosion, sedimentation and water quality. Especially as Ontario continues to deal with the worsening impacts of climate change, this is supportive of conservation authorities’ role to help ensure that the people of Ontario and their properties are protected from events like flooding, drought, and erosion.

Under the *Conservation Authorities Act*, programs and services delivered by conservation authorities can be:

- Mandated by the Province (mandatory) and may be funded by provincial grants and/or conservation authority self-generated revenue (e.g. user fees). Where such revenue sources cannot finance the entire costs of those programs, the costs must be raised through the municipal levy.
- Non-mandatory programs and services that may be provided by a conservation authority at the request of and on behalf of one or more participating municipalities under the *Conservation Authorities Act*, if a memorandum of understanding (MOU) or other agreement has been entered into between the parties to have the program or service be funded by municipal levy or by other funding mechanisms that may be set out in the MOU or service contract.
- Municipal requests of authorities to provide non-mandatory programs and services on behalf of the municipality from ‘specified’ municipalities; municipalities that are designated in an authority for the purposes of the *Clean Water Act, 2006* or the *Lake Simcoe Protection Act, 2008*, would also require a MOU or other agreement to be entered into between the parties to have the non-mandatory program or service funded by municipal levy or by other funding mechanisms that may be set out in the MOU or the other agreement.
- Non-mandatory programs and services that the authority determines are advisable to meet the purpose of the *Conservation Authorities Act* in their jurisdiction and that

require municipal funding through an agreement with the authority's participating municipalities. These non-mandatory programs and services would be determined at the local CA level and would be beyond those that the province has set out as being required, or that a municipality has indicated it would like the CA to deliver on its behalf. Other funding sources such as self-generated revenue (e.g. user fees), project funding from other government agencies or other organizations may also fund (in whole or in part) conservation authority determined non-mandatory programs and services.

## **1. MANDATORY CONSERVATION AUTHORITY PROGRAMS AND SERVICES REGULATION**

In June 2019, the *More Homes, More Choice Act, 2019* amended the *Conservation Authorities Act* to identify the categories of mandatory programs and services which conservation authorities are required to provide where applicable in their specific jurisdictions. The *Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020* re-enacted this provision.

These categories of programs and services are related to:

- A. Risk of natural hazards.
- B. Conservation and management of lands owned or controlled by a conservation authority, including any interests in land registered on title.
- C. Conservation authority duties, functions and responsibilities as a source protection authority under the *Clean Water Act, 2006*.
- D. Lake Simcoe Region Conservation Authority duties, functions and responsibilities under the *Lake Simcoe Protection Act, 2008*.
- E. Conservation authority duties, functions and responsibilities under other legislation prescribed by regulation. Proposed to be:
  - On-site sewage systems approvals by North Bay-Mattawa Conservation Authority as prescribed under the *Building Code Act, 1992*.
- F. Other programs or services prescribed by the regulation within a year of the end of the transition period. Proposed to be:
  - Core Watershed-based Resource Management Strategy
  - Provincial Water Quality and Quantity Monitoring

### **A. MANDATORY PROGRAMS AND SERVICES RELATED TO THE RISK OF NATURAL HAZARDS**

#### **Introduction:**

It is proposed by the Ministry of Natural Resources and Forestry that each conservation authority would be required to implement a program or service to help manage the risk posed by the natural hazards within their jurisdiction, including: flooding, erosion, dynamic beaches, hazardous sites as defined in the Provincial Policy Statement, 2020

(PPS, 2020) and low water/drought as part of Ontario's Low Water response. This program shall be designed to:

- identify natural hazards;
- assess risks associated with natural hazards including impacts of climate change;
- manage risks associated with natural hazards; and
- promote public awareness of natural hazards.

Managing risks associated with natural hazards may include prevention, protection, mitigation, preparedness and response.

Mandatory Programs and Services related to the Risk of Natural Hazards include:

1. Administration of permits issued under section 28.1 of the *Conservation Authorities Act*, including associated enforcement activities (sections 28.1 and 28.1.2 once proclaimed). Where appropriate, conservation authority administration of permits may include coordinated involvement in other review or approval processes in accordance with applicable law (e.g. conservation authorities' role in commenting on *Environmental Assessment Act*, *Drainage Act*, *Aggregate Resources Act*, *Niagara Escarpment Planning and Development Act* proposals.)
2. Land-use planning input on behalf of the Ministry of Natural Resources and Forestry related to the Natural Hazards policies of the PPS, 2020 under the *Planning Act* (excluding policies associated with wildland fires) in accordance with Provincial One Window Planning Service protocols, including, when appropriate, *Planning Act* appeals to the Local Planning Appeal Tribunal related to Natural Hazard policies, and input into review of applications for new or amended Special Policy Areas.
3. Flood forecasting and warning in accordance with and, at a minimum, to the extent described by approved provincial standards.
4. Operation and maintenance of:
  - any water control infrastructure (including soft or hard structures) owned or controlled by the conservation authority that mitigates risk to life and property damage from flooding or supports low flow augmentation;
  - any erosion control infrastructure owned or controlled by the conservation authority;
  - the completion of operational and asset management plans; and
  - infrastructure operations, maintenance, rehabilitation/repair and the undertaking of any associated necessary technical or engineering studies, including dam safety studies and emergency preparedness plans.
5. Ice management services (preventative or remedial) as appropriate and as supported by an authority approved ice management plan, including:
  - development and updating of plans;

- control of ice, including potential standby equipment (e.g. icebreaker put in place in advance of ice season to prevent ice formation); and
  - addressing ice-related erosion.
6. Low water monitoring and communications in accordance with and, at a minimum, to the extent described by approved provincial standards.
  7. Collection, provision, and management of information as needed to support the conservation authorities to:
    - delineate and map hazard areas;
    - develop plans and policies to guide appropriate management and use of hazard lands within the conservation authority's jurisdiction, including shorelines and rivers;
    - study surface water flows and levels (e.g. low/peak flow, water budget, surface/groundwater interactions, flood hazard);
    - study stream morphology;
    - study the potential impact of changing climatic conditions on natural hazards; and
    - study design to mitigate natural hazards.
  8. Communications, public awareness and education regarding the risk of natural hazards present within the jurisdiction of the authority to public safety, and to consult on program components as required.

## **B. MANDATORY PROGRAMS AND SERVICES RELATED TO THE MANAGEMENT OF CONSERVATION AUTHORITY LAND**

### **Introduction:**

Conservation authority owned land has been acquired under the *Conservation Authorities Act*, mainly through cost shared purchases by the province and municipalities, but also through other means, such as donations. In a number of cases, this land was acquired as it is considered to be hazardous for development. This would include any land that had been previously expropriated by the authority. The power of a conservation authority to expropriate land has been removed by the amendments to the Act made by the *Protect, Support and Recover from COVID-19 Act (Budget Measures)*, 2020. Public benefits of these properties reflect the provincial/municipal mandate for conservation authorities in land ownership and include, for example, public safety (i.e. flood control, flood forecasting and warning) and protection of natural heritage.

Some of these lands contain buildings (offices, outbuildings and interpretive centres), other structures or amenities (marinas and picnic areas) or works such as flood and erosion control structures. Authority owned land may generate revenue for the authority (e.g. fees for access, permit fees or by leasing land to a tenant) to self finance the land management programs and services or to be applied to other conservation authority programs and services (thereby reducing reliance on municipal levy).

Conservation authority land is considered private land and as such is subject to the *Planning Act*, municipal official plans, zoning and by-laws as well as to property taxes.

The mandatory programs and services related to the conservation and management of lands owned or controlled by a conservation authority, including any interests in land registered on title, relate to conservation authority as the owner of its land but also to land owned by others where the conservation authority has an 'interest' or right related to that other person's property, as granted by the property owner.

For example, property owners may grant easements registered on their title to conservation authorities; i.e. 'conservation easements' that may protect a natural heritage feature or 'access easements' that may enable a conservation authority to develop trails that cross another landowner's property.

Each conservation authority will be required to implement the following mandatory programs and services related to the conservation and management of lands owned or controlled by the authority, including any interests in land registered on title, within their jurisdiction.

Mandatory Programs and Services related to the Management of Land Owned by Conservation Authorities include:

1. Administration of the section 29 Minister's regulation of 'Conservation Areas' or land owned by conservation authorities including the setting out of fees, permits and enforcement activities.
2. A conservation authority shall have a strategy for all conservation authority owned or controlled lands which could include:
  - Guiding principles, objectives, including for an authority's land acquisition and disposition strategy, land use categories on conservation authority owned land, recommended management principles for different land categories, etc.
  - A broader jurisdictional assessment using existing information (for example natural hazard information from an existing watershed plan or study, or other existing sources for natural heritage systems, wildlife corridors, connecting conservation land through trails, linking with others' land and trails, etc.)
  - Public participation in the planning process when developing or updating the 'overarching' conservation authority land strategy.
3. A conservation authority shall have a policy regarding the securement/acquisition and disposition of land owned or controlled by the authority. This policy shall be approved by the authority by resolution.
  - Land acquisition or securement policy shall be in accordance with current legislation and provincial policy for conservation authority land securement / acquisition.

- Much conservation authority owned land was purchased using provincial grants issued under the *Conservation Authorities Act* and the purchase cost shared by municipal levy. For the disposition of lands purchased in this manner, a conservation authority requires Minister's approval to dispose of that conservation authority owned land.
  - The government is proposing that the requirements for a Minister's approval on the disposition of conservation authority property (land/fixed assets) (should not involve the disposition of conservation authority property that relate to hazardous lands) will continue as set out in current provincial policy.
    - Generally, current ministry policy would not support the approval of dispositions of conservation authority property that relate to hazardous lands, provincially significant conservation land, natural heritage features or areas (including environmentally/ecologically sensitive land) or for managed/agreement forest lands.
4. A conservation authority shall have a management plan for each property owned or controlled by the authority. For groups of smaller properties that are, for example, related in environmental sensitivity or land use, one management plan could cover the multiple properties.
- The management plans may consider specific objectives, including: the purpose for the original acquisition, function, features, special features/sensitive areas for protection, use, infrastructure, public input; or other considerations that the authority decides may be applicable.
  - The management plans may involve, as appropriate, a resource inventory.
  - An authority shall update/approve the management plans when the authority deems necessary.
5. Management and maintenance of conservation authority owned or controlled lands (based in the management plans) related to:
- Land management and stewardship activities related to protecting natural heritage systems/features/values to ensure the property is maintained in accordance with the authority approved management plan for natural heritage management.
  - Employing best management practices to protect and conserve provincially significant conservation lands and natural heritage features as appropriate including environmentally or ecologically sensitive lands (for habitat restoration/rehabilitation, invasive species control, fish and wildlife monitoring).
  - Monitoring and enforcement actions to ensure the maintenance of the property boundaries and also the land title from encroachments as well as to ensure the ecological integrity of conservation authority owned properties, to address illegal activity, with a goal also of reduction of liability and risk associated with the use of the properties.
  - Identification, mapping and assessments as appropriate to determine maintenance and repair needs as well as whether changes are required to any management plan.

Note that other land uses, such as the provision of recreational opportunities or environmental education, on conservation authority owned land are not mandatory programs or services (including management and maintenance of lands for these purposes).

### **C. MANDATORY PROGRAMS AND SERVICES RELATED TO SOURCE PROTECTION AUTHORITY RESPONSIBILITIES UNDER THE *CLEAN WATER ACT, 2006***

#### **Introduction:**

The Province's *Clean Water Act, 2006* is part of a multi-barrier approach to ensure safe and sustainable drinking water for Ontarians. We continue to ensure that our drinking water sources are among the best protected in the world through requiring collaborative, watershed-based source protection plans that are locally driven and based in science and focused on prevention. Source protection plans contain a series of locally developed policies that reduce, eliminate or manage the risks of various activities to sources of drinking water.

Under the *Clean Water Act, 2006* conservation authorities are required to exercise and perform the powers and duties of a drinking water source protection authority. Each conservation authority therefore would be required to implement programs and services related to those responsibilities as source protection authorities under the *Clean Water Act, 2006*.

Mandatory Programs and Services for Conservation Authorities related to Source Protection Authority Responsibilities under the *Clean Water Act, 2006* are as follows:

1. Administration of the prescribed composition of the source protection committee and administrative support to source protection committees (Subsections 4(2) or 6(2) and section 7 of the *Clean Water Act, 2006* and O. Reg. 288/07: Source Protection Committees)
  - Maintaining source protection committees by filling vacancies as required by the *Clean Water Act, 2006* and O. Reg. 288/07: Source Protection Committees;
  - Assisting the source protection committee in exercising and performing the committee's powers and duties under the *Clean Water Act, 2006*;
  - Providing scientific, technical and administrative support and resources to the source protection committee; and
  - Where there is a source protection region, the lead conservation authority undertakes the above in addition to leading work in the region for assessment reports and source protection plan amendments, consultation, progress reports, and for coordinating with other source protection authorities as required and set out in agreements between source protection authorities in the region.

2. Preparing amendments to assessment reports and source protection plans (Sections 34, 35 and 36 of the *Clean Water Act, 2006*).
  - Updating the text and mapping in an assessment report and source protection plan to include new drinking water systems and associated vulnerable areas or amend vulnerable areas and risk assessments where drinking water systems change, as provided by drinking water system owners.
    - As part of this, source protection authorities are required to issue a Notice to drinking water system owners.
  - Complying with orders under sections 35 and 36 of the *Clean Water Act, 2006*.
  - Developing or revising policies that address risks to sources of drinking water.
  - Incorporating new scientific information about sources of drinking water, changes in infrastructure or land use.
  - Completing related land use mapping necessary (e.g. managed lands, impervious surfaces) to determine the risk posed by various prescribed drinking water threats, new local or provincially-identified threats, and to address changes to the *Clean Water Act, 2006*, O. Reg. 287/07: General Regulation or Director's Technical Rules made by the Province.
  - Receiving information from municipalities regarding a proposal to create or modify transport pathways in wellhead protection areas and intake protection zones, or from municipalities or risk management officials as a result of field-verified knowledge of existing transport pathways, to determine if assessment reports or plans should be amended.
  - Clarifying requirements for amendments to assessment reports and plans, vulnerable area delineations, risk assessments, and transport pathways with municipalities or drinking water system owners and their consultants.
  - Consulting with municipalities and other bodies responsible for implementing plan policies (such as provincial ministries and agencies such as the Technical Standards and Safety Authority and Niagara Escarpment Commission), other persons or bodies as may be required by the *Clean Water Act, 2006*, as well as neighbouring source protection authorities where required.
  - Consulting with the ministry's staff involved with the source protection program on proposed amendments, including during the early development phase.
  - Ensuring publication and notice of the proposed amendments (to the assessment reports and source protection plans) are completed in accordance with the *Clean Water Act, 2006*, regulations and orders.
3. Implementing source protection plan policies (Sections 38 and 45 of the *Clean Water Act, 2006*, and section 33 of O. Reg. 287/07).
  - Complying with obligations imposed by significant threat policies that rely on Part III of the *Clean Water Act, 2006*, and by other strategic action policies directed to the source protection authority.
  - Conducting monitoring directed to the source protection authority in accordance with monitoring policies set out in the source protection plan.
  - Clarifying *Clean Water Act, 2006*, regulations and source protection plan requirements and implementation responsibilities as necessary to municipalities,

- landowners or other persons impacted by source protection policies, including interpreting technical (scientific) work and plan policies.
- Responding to requests to review proposals in wellhead protection areas and intake protection zones to identify the source protection policies that apply and note potential effect(s) of the project on source water where required (such as under the *Planning Act*, *Environmental Assessment Act* or associated applications under the *Environmental Protection Act* and *Ontario Water Resources Act*).
4. Tracking and reporting on the progress of source protection plan implementation (Section 46 of the *Clean Water Act*, 2006).
    - Liaising with public bodies responsible for implementing plan policies including municipalities, provincial ministries and agencies to collect information that tracks the progress of source protection plan implementation and issues that arise.
    - Fulfilling reporting obligations set out in the *Clean Water Act*, 2006 and O. Reg. 287/07 General Regulation.
  5. Maintaining and providing access to source protection data and information (Sections 20, 32, 46 of the *Clean Water Act*, 2006 and section 12, 21, subsections 52(5) and 52(6) of O. Reg. 287/07).
    - Ensuring the assessment report, source protection plan and any amendments and updates, as well as public progress reports, are available on the Internet.
    - Providing updated maps and data to the Province for assessment report and source protection plan amendments.
    - Providing progress report information and supporting data to the Province.

#### **D. MANDATORY PROGRAMS AND SERVICES RELATED TO LAKE SIMCOE REGION CONSERVATION AUTHORITY RESPONSIBILITIES UNDER THE LAKE SIMCOE PROTECTION ACT, 2008.**

##### **Introduction:**

Our government is committed to the ongoing protection and restoration of the ecological health of the Lake Simcoe Watershed as outlined in the *Lake Simcoe Protection Act*, 2008. The Act is delivered through the Lake Simcoe Protection Plan, which addresses long term environmental issues in Lake Simcoe and its watershed by building on science and monitoring programs that inform the adaptive management approach used to address threats to the ecosystem, such as degraded water quality, unsustainable land uses and pressures of human activity.

Lake Simcoe Region Conservation Authority is a key public body that works in collaboration with provincial ministry leads, including the Ministry of the Environment, Conservation and Parks, Ministry of Natural Resources and Forestry and Ministry of Agriculture, Food and Rural Affairs as well as municipalities, Indigenous communities and others to support the delivery of many Lake Simcoe Protection Plan policies.

The Lake Simcoe Protection Plan and its policies are given legal effect in two distinct ways.

- a) *Protect, restore and enhance ecosystem health*: “Designated Policies” and “Have Regard Policies” have legal effect when implemented through decision making under six prescribed instruments (i.e., legislation).

The Lake Simcoe Region Conservation Authority’s s.28 permit under the *Conservation Authorities Act* is a prescribed instrument under the *Lake Simcoe Protection Act* that is used to implement specific policies of the Lake Simcoe Protection Plan.

Under the *Lake Simcoe Protection Act*, the Lake Simcoe Region Conservation Authority is under an obligation to ensure that its *Conservation Authorities Act* s.28 permit decisions conform to the applicable designated policies in the Lake Simcoe Protection Plan and have regard to other certain specified policies. The appendix to the Lake Simcoe Protection Plan sets out which policies are implemented through Lake Simcoe Region Conservation Authority’s s.28 permit.

- b) *Adaptive management informed by science and monitoring*: “Strategic Actions and Monitoring Policies” are implemented through a multi-agency partnership approach. Lake Simcoe Protection Plan Monitoring Policies have legal effect obligating the Lake Simcoe Region Conservation Authority to collaborate in the delivery of monitoring programs led by the Ministry of Natural Resources and Forestry and/or the Ministry of the Environment, Conservation and Parks. Strategic Action Policies are not legal obligations; however, the Lake Simcoe Region Conservation Authority has committed to leading and/or supporting their implementation.

Mandatory Programs and Services related to the Lake Simcoe Region Conservation Authority’s duties, functions and responsibilities under the Lake Simcoe Protection Plan are:

- the monitoring policies and strategic action policies in the Lake Simcoe Protection Plan where the policy names the Lake Simcoe Region Conservation Authority as the lead body or collaborating body with other public bodies (see table of relevant Lake Simcoe Protection Plan policies below).

**Table of Relevant Lake Simcoe Protection Plan Policies**

Policy	Description	Listed Policy Lead	Description of LSRCA role in Policy
<b>Chapter 3 Aquatic Life</b>			
<b>3.4 SA</b>	Develop baseline mapping of aquatic habitat in lake and tributaries	Ministry of Natural Resources and Forestry (MNRF)	Collaborating body

<b>3.5 SA</b>	Undertake research projects on the aquatic communities in lake and tributaries	MNRF	Collaborating body
<b>3.6 M</b>	Aquatic Community Monitoring Program	MNRF	Collaborating body
<b>Chapter 4 Water Quality</b>			
<b>4.5 SA</b>	Prepare and implement stormwater management master plans	Municipalities	Collaborating body
<b>4.22 M</b>	Enhanced water quality monitoring program	Ministry of the Environment, Conservation and Parks (MECP)	Collaborating body
<b>4.23 SA</b>	Promote, conduct and support scientific water quality research	MECP/ MNRF/Ministry of Agriculture, Food and Rural Affairs	Collaborating body
<b>4.24 SA</b>	Develop phosphorus reduction strategy	MECP	Collaborating body
<b>Chapter 5 Water Quantity</b>			
<b>5.1 SA</b>	Develop in-stream flow targets	MECP / MNRF	Collaborating body
<b>5.2 SA</b>	Tier 2 Water Budgets	Lake Simcoe Region Conservation Authority (LSRCA)	Lead
<b>Chapter 6 Shorelines, Natural Heritage</b>			
<b>6.12 SA</b>	Shoreline Management Strategy	MNRF	Collaborating body
<b>6.30 SA</b>	Define key natural heritage & hydrologic features	MNRF	Collaborating body
<b>6.31 SA</b>	Map natural areas abutting Lake Simcoe	MNRF / MECP	Collaborating body
<b>6.37 SA</b>	Develop guidelines for significant groundwater recharge areas	MECP / MNRF	Collaborating body
<b>6.46 SA</b>	Development of a template for municipal site alteration and tree cutting bylaws	MNRF / MECP	Collaborating body
<b>6.47 SA</b>	Delineate riparian areas for restoration	MNRF / LSRCA	Lead
<b>6.48 SA</b>	Map areas of high-quality cover	MNRF	Collaborating body
<b>6.49 SA</b>	Identify stressed sub-watersheds or portions from a natural heritage perspective	MNRF / MECP/ LSRCA	Lead
<b>6.50 M</b>	Develop a monitoring program, targets, indicators for natural heritage and hydrologic features	MNRF /MECP/ LSRCA	Lead

Chapter 7 Other Threats and Activities			
7.1 SA	Outreach on invasive species	MNRF	Collaborating body
7.2 SA	Community based social marketing to improve knowledge of control of invasive species	MNRF	Collaborating body
7.7 SA	Evaluate and report on the risk related to ponds contributing to invasive species	MNRF	Collaborating body
7.10 M	Develop terrestrial invasive species monitoring program and annually implement	MNRF	Collaborating body
7.11 SA	Develop climate adaption strategy for Lake Simcoe	MECP	Collaborating body
Chapter 8 Implementation			
8.1 SA	Develop guidelines to provide direction on identified sub watershed areas	LSRCA /MECP	Lead
8.2 SA	Undertake sub-watershed evaluations that build on and integrate source protection plans	LSRCA / MECP	Lead
8.3 SA	Develop and complete sub-watershed evaluations for priority sub-watersheds	LSRCA	Lead

## **E. MANDATORY PROGRAMS AND SERVICES RELATED TO A CONSERVATION AUTHORITY'S RESPONSIBILITIES UNDER AN ACT PRESCRIBED BY REGULATION.**

### **Introduction:**

This category of mandatory programs and services refers to responsibilities that may be assigned to conservation authorities through other legislation (other than the *Conservation Authorities Act*, *Clean Water Act*, 2006 or *Lake Simcoe Protection Act*, 2008) and which are proposed to be prescribed in regulation under the *Conservation Authorities Act*:

### **Mandatory Programs and Services under other legislation:**

- a) On-site sewage systems (septic systems) approvals by North Bay-Mattawa Conservation Authority as prescribed under the *Building Code Act*, 1992.

## **Ontario Building Code/Septic Inspections**

Municipalities are generally responsible for the enforcement of the *Building Code Act, 1992*, including issuing septic system approvals, and can choose to delegate this responsibility to others (such as public health units or conservation authorities) by agreement. Others may also be prescribed in regulation as responsible for certain aspects of enforcement.

When a conservation authority is prescribed under the *Building Code Act, 1992* for septic system approvals and enforcement, the responsibilities would become a mandatory program and service proposed to be prescribed in regulation under the *Conservation Authorities Act*.

- North Bay-Mattawa Conservation Authority is currently the only conservation authority prescribed in regulation to enforce provisions related to sewage systems under the *Building Code Act, 1992* (e.g., approve permits for on-site sewage systems).

Other conservation authorities may have already or could enter into agreements to approve on-site sewage systems on behalf of municipalities under the *Building Code Act, 1992*, but this would not be considered a mandatory program or service under the *Conservation Authorities Act*.

### **F. MANDATORY PROGRAMS AND SERVICES PRESCRIBED IN REGULATION (Within the Year after the Transition Period for Municipal Funding Agreements for Non-Mandatory Programs and Services).**

#### **Introduction:**

The *Conservation Authorities Act* also allows for the prescribing of 'other' programs and services not listed in previous mandatory categories. These 'other' programs and services must be prescribed within a year after the end of the transition period. Within this year municipalities and conservation authorities are to create an inventory of their programs and services and enter into agreements for municipal funding of non-mandatory programs and services through a municipal levy, where applicable.

#### **Mandatory Programs and Services to be prescribed:**

##### **1. Core Watershed-based Resource Management Strategy:**

A watershed-based resource management strategy can provide a means to develop an improved integrated planning process with a longer-term perspective for the delivery of the mandatory programs and services that all conservation authorities must deliver. The results may inform an adaptive management approach to address the issues or threats that these mandatory programs and services may be addressing such as mitigating the

risk from the impacts of natural hazards. A successful strategy should also help ensure effective and efficient use of funding, especially of the municipal levy.

To capture the value of the broader watershed and resource management perspective that conservation authorities have, the ministry is proposing that each conservation authority be required to develop a core watershed-based resource management strategy that documents the current state of the relevant resources (principally water resources) within their jurisdictions in the context of the mandatory programs and services described in this section of the Guide.

The benefit to having a watershed-based resource management strategy is that it can potentially:

- Identify changes over time, causal relationships, issues, and stressors for input into a plan of action;
- Identify the best, most cost-effective management approach to mitigate the risk or issue;
- Propose key or strategic management activities;
- Monitor the authority's performance in meeting any key management activities; and
- Monitor outcomes of proposed key or strategic management activities.

Aspects of watershed-based resource management are already embedded in the proposed mandatory programs and services listed in the above sections of this Guide. Conservation authorities currently undertake much of this work, generally related to natural hazard management, with extensive current monitoring, data collection, management and modelling used to track conditions and with existing technical studies.

For example, the mandatory programs and service for the risk of natural hazards requires conservation authorities to undertake watershed-based collection, provision, and management of information as needed, including to study:

- surface water flows and levels (e.g. low/peak flow, water budget, surface / groundwater interactions, flood hazard);
- stream morphology; and
- the potential impact of changing climatic conditions on natural hazards.

The resource management strategy could also be informed by the development of the mandatory authority land acquisition and disposition strategy or policy detailed above. As part of this, an authority may, for example, review information from an existing watershed plan or study for acquiring natural hazard land, or assess municipal plans that delineate natural heritage systems for acquiring heritage features or review Ministry of Natural Resources and Forestry information on wildlife corridors to connect authority owned land with other lands.

Another example that may contribute to the strategy are "watershed characterizations" completed for source protection plans under the *Clean Water Act, 2006*.

The Ministry is proposing that the core watershed-based resource management strategy could include the following components:

- guiding principles and objectives;
- characterization of the current state and management of the natural resources related to the mandatory programs and services, in specific watersheds (if appropriate) or at the authority's jurisdictional scale;
- scope of the strategy;
- details of existing technical studies, monitoring frameworks, relevant provincial policy and direction;
- analysis and plan of potential actions for more effectively implementing the mandatory programs and services on an integrated basis; and
- annual reporting on the accomplishments, outcomes, impacts of the strategy.

The strategy would include provisions for review and periodic updating to support the design and implementation of the mandatory programs and services the strategy is intended to support.

### **Mandatory Programs and Services that would be incorporated in the strategy:**

<b>PROGRAM AND/OR ACTIVITY</b>	<b>CONSERVATION AUTHORITY (CA) ROLE</b>	<b>POTENTIAL FUNDING MECHANISMS</b>
<b>RELATED TO THE RISK OF NATURAL HAZARDS</b>		
Provincial Flood Forecasting and Warning Program	Ministry of Natural Resources and Forestry (MNRF) lead, CA delivers	MNRF Grant, Municipal Levy
Flood and Erosion Control Infrastructure Operation	CA Lead	MNRF Grant, Municipal Levy
Natural Hazard (floodplain) Mapping For Land Use Planning	Municipal lead, CA delivers	MNRF Grant, Municipal Levy
S.28 Permitting	CA Lead	Municipal Levy, Permit Fees
Studies Supporting Natural Hazard Program	CA lead	MNRF Grant, Municipal Levy
<b>RELATED TO THE CONSERVATION/MANAGEMENT OF AUTHORITY OWNED LANDS</b>		
Land Acquisition Strategy or Policy	CA lead	Municipal Levy, Self-generated revenue
Land Management for the Protection of Natural Heritage	CA Lead	Municipal Levy, Self-generated revenue
<b>"OTHER" MANDATORY PROGRAMS AND SERVICES</b>		
Water Quantity and Quality Monitoring	Ministry of the Environment, Conservation and Parks lead, CAs monitoring/data	Municipal Levy

## Potential Non-Mandatory Extension of the Strategy's Scope

The ministry further recognizes that there is significant variation in the circumstances of individual conservation authorities and the programs and services they offer. Depending on the circumstances of a conservation authority, such a resource management strategy could be extended to cover a broader range of natural resource areas than the core mandate of mandatory programs and services set out in this Guide.

Additional non-mandatory resource management components could be included in the strategy and be based in a similar process of resource assessment, technical studies and/or monitoring including using existing information (for example in municipal plans or leveraged from the natural hazard or other mandatory programs), and thus expand the benefit of the strategy's integrated perspective.

As noted above, if municipal funding is required to finance (in whole or in part) the development of such additional components, such as non-mandatory resource management components there are two mechanisms: if the non-mandatory program is one being delivered by the authority on behalf of a participating municipality through a MOU, the MOU could be amended accordingly. Similarly, where the component of the strategy is to support a non-mandatory program or service the authority has determined is advisable to further the purposes of the Act, the authority's agreement with participating municipalities can ensure the necessary funding for the strategy to play that role.

Funding from others (such as other provincial grant programs, federal government programs, foundations or funding from conservation organizations etc.) could also support the development of non-mandatory resource management monitoring/studies to add into an authority's watershed-based resource management strategy.

Funding partners may want to consider whether as part of paying for a non-mandatory program and service the authority would need to include it in the strategy, so as to provide the integrated perspective to the design and implementation of that non-mandatory program or service.

## **Non-Mandatory Programs and Services on Behalf of a Municipality**

<b>PROGRAM AND/OR ACTIVITIES</b>	<b>CONSERVATION AUTHORITY ROLE</b>	<b>POTENTIAL FUNDING MECHANISMS</b>
<b>RELATED TO PRIVATE LAND STEWARDSHIP EXTENSION SERVICES</b>		
Restoration and Stewardship (Urban, Rural, Agriculture)	CA lead/delivery	Municipal Agreement/MOU Other, (OMAFRA Grants)
Tree Planting and Forest Management	CA lead/delivery	Agreement/ MOU
Wetland Enhancement and Restoration	CA lead/delivery	Agreement/ MOU
Invasive Species Management	CA lead/delivery	Agreement/ MOU, Other
<b>ON BEHALF OF A MUNICIPALITY RELATED TO PLANNING, LAND USE</b>		
Sub-watershed planning	Municipal lead, CA delivery	Municipal MOU

Stormwater Management	Municipal lead, CA delivery	Municipal MOU
Development Services (to municipalities)	Municipal lead, CA delivery	Municipal MOU
Natural Heritage Mapping	Municipal lead, CA delivery	Municipal MOU
Emergency Management Services (EMS) Mapping	Municipal lead, CA delivery	Municipal MOU

### **Non-Mandatory Programs and Services an Authority Determines Are Advisable**

<b>PROGRAM AND/OR ACTIVITIES</b>	<b>CONSERVATION AUTHORITY ROLE</b>	<b>POTENTIAL FUNDING MECHANISMS</b>
<b>AS AN AUTHORITY DETERMINES IS ADVISABLE</b>		
Non-Mandatory Research	CA Lead	Municipal Agreement, Other
Development Services to Landowners and Others	CA Lead	Municipal Agreement, Fees
Ecological Monitoring Outside of Conservation Authority Owned Land	CA Lead	Municipal Agreement, Other
"May do' Roles Under other Provincial Acts (e.g. commenting roles)	CA input Other Ministry mandates	Municipal Agreement, Other – Grants
<b>ON CONSERVATION AUTHORITY OWNED LAND</b>		
Purchase of Land for a CA	CA Lead	Municipal Agreement, Self-generated revenue, Other
Resource Development on CA Owned land (Forest Management, Hydro Generation)	CA Lead	CA Self-generated revenue, Other (Managed Forest Tax Incentive Program)
Land Management on CA Owned Land for Recreation Purposes	CA Lead	CA Self-generated revenue, Other
Land management on CA Owned Land for Education, Training and Cultural Purposes.	CA Lead	CA Self-generated revenue, Other

## **2. Provincial Water Quality and Quantity Monitoring, including:**

- a. Provincial stream monitoring program
- b. Provincial groundwater monitoring program

At this time, the ministry is proposing mandatory programs and services for conservation authorities related to water quality and groundwater quantity monitoring to be prescribed in this category with the possibility of additional programs and services prescribed later within the timeframe enabled by the *Conservation Authorities Act*.

The ministry is responsible for long term monitoring of water quality of both groundwater and surface water and groundwater levels across the province to understand the state of the environment, to track changes over time, and to have the information available to support work to investigate environmental issues as they arise. The data obtained and analyzed provides scientific support for policy creation and amendment and for environmental assessments and permissions (Environmental Compliance Approvals and Permits to Take Water).

All 36 conservation authorities currently participate in the ministry's programs related to monitoring water quality and groundwater quantity on a voluntary basis: with the Provincial Water Quality Monitoring Network (stream water quality) for over 50 years and in the Provincial Groundwater Monitoring Network (groundwater levels and chemistry) for over 20 years.

The ministry manages the water monitoring programs by providing technical leadership, coordination, guidance, data administration, laboratory analysis, instrumentation and training to support the conservation authority role in this work. Conservation authorities install and maintain equipment, collect samples/data, and send samples to the ministry laboratory for chemical analysis.

Mandatory Programs and Services for Provincial Water Quality and Quantity Monitoring for conservation authorities include:

**a) Provincial stream monitoring program**

- Collection of stream water samples and submission to the ministry for water chemistry analysis.
- Collection of in-situ water quality data using equipment provided by the ministry including deploying and calibrating equipment, liaising with the ministry on equipment maintenance and repair, and providing the ministry with the data collected.
- Collection of additional water samples in areas that participate in the current pesticide monitoring program or may participate in a future parameter specific initiative.
- Participation in annual program meetings, regional meetings and training sessions as required.

**b) Provincial groundwater monitoring program**

- Groundwater level, precipitation, barometric pressure and soil moisture data downloaded and provided to the ministry.
- Collection of groundwater samples and submission to the ministry for water chemistry analysis according to program protocols.
- Maintenance and participation in the repair of program wells and associated equipment.
- Confirmation that Landowner Agreements between conservation authorities and private landowners are in place for program wells that are on private lands.
- Maintenance of groundwater collection sites.
- Participation in program committee meetings, regional meetings and training sessions as required.
- Participation in the Protocol-for-Actions (Exceedance Protocol) when a program well reports an exceedance of an Ontario Drinking Water Quality Standard.
- Participation in the decommissioning or construction of monitoring wells that are part of the program.

## **CONSERVATION AUTHORITY COSTS NOT RELATED TO DELIVERY OF PROGRAMS AND SERVICES**

The above sections of this Guide set out proposed detail regarding what the mandatory programs and services would be for conservation authorities to provide. Municipal levies may be required to fund the implementation of these mandatory programs and services.

However, in order to successfully deliver these mandatory programs and services, there are ongoing expenses that enable the conservation authority to function effectively as an organization in delivering public programs and services and ensuring they can best meet the needs of their local communities.

These on-going organizational costs include administrative, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority.

- These expenses could include: staffing and expenses for the authority members (governance costs), general management, clerical, financial (e.g., accounting, payroll), general asset management planning, IT staff, senior management costs, legal costs (termed 'back office functions'), office equipment and supplies including IT, vehicles and machinery, workshop space, main office occupancy costs (e.g., heating, utilities, potentially rent), depreciation on owned buildings and equipment, main office maintenance, repair as well as insurance and property taxes.

The government is proposing to address these on-going organizational costs of conservation authorities that are not directly related to the delivery of any specific program or service through the un-proclaimed provision in the *Conservation Authorities Act* that enables an authority to establish a fixed minimal amount as the portion of the conservation authority's operating expenses that a participating municipality is required to pay each year. Such an amount would need to be carefully determined, so as to balance the needs of the conservation authority while respecting taxpayer dollars. This proposal will be consulted on in phase 2 of the ministry's regulatory development along with a proposed levy regulation.

## **2. NON-MANDATORY CONSERVATION AUTHORITY PROGRAMS AND SERVICES**

### **Introduction:**

We understand that non-mandatory programs and services many conservation authorities provide, such as for recreation or education, are valuable and important to local communities.

Un-proclaimed amendments to the *Conservation Authorities Act* in 2019 would, once proclaimed, require conservation authorities to have mutually agreed upon Memorandums of Understanding (MOUs) or other such agreements (service contracts) with their participating municipalities for the funding of non-mandatory programs and services to be delivered on behalf of a municipality at municipal request through a municipal levy. An example of a non-mandatory program and service that a municipality may request a conservation authority to provide on the municipality's behalf and that would require a MOU would be conservation authority input on municipal land use planning matters outside of natural hazard policies; such as natural heritage policies.

Additionally, for the non-mandatory programs and services that the conservation authority determines are advisable to implement in its jurisdiction with funding by municipal levy, the conservation authority would be required to have agreements with each of the participating municipalities for the municipal funding. Municipalities would decide whether or not to fund these programs and services by entering into time limited agreements with the conservation authority. This would provide municipalities greater control and choice and increase transparency in the use of municipal taxpayer funds to pay for conservation authority-initiated programs and services.

It is proposed that conservation authorities could continue to provide non-mandatory programs and services without any municipal agreement if the programs and services are funded by revenue that is not from a municipal levy. For example, this could include authority self-generated revenue such as from resource development, conservation area access fees, through contracts with others (government, environmental organizations, etc.) or through government grants.

The proposed changes would not limit the Province from continuing to fund conservation authorities for non-mandatory programs and services (e.g. area-specific initiatives) or assigning conservation authorities with additional non-mandatory programs and services in the future, subject to funding and compliance with the *Conservation Authorities Act*.

The ministry is proposing to proclaim sections 21.1.1, 21.1.2 and 21.1.4 of the *Conservation Authorities Act* and develop one Minister's regulation ("Municipal Agreements and Transition Period" Regulation) that would establish standards and requirements for entering into agreements for municipal funding of conservation authority initiated non-mandatory programs and services.

#### **A. REGULATION FOR MUNICIPAL AGREEMENTS AND TRANSITION PERIOD**

Regulatory authority for agreements for municipal funding of non-mandatory programs and services and the regulatory authority for a transition period/plan to develop the agreements is proposed to be combined into one Minister's regulation - Regulation for Municipal Agreements and Transition Period.

## **Municipal Agreements**

The un-proclaimed amendments to the *Conservation Authorities Act* provide requirements for the agreements between conservation authorities and participating municipalities for the use of municipal levies to finance in whole or in part the non-mandatory programs and services that the authority has determined are advisable to further the purposes of the Act.

The proposed Agreements and Transition Period regulation could require that the agreements do the following:

- Include a provision that the participating municipality agrees to pay its apportioned levy (determined under sections 25 or 27 of the Act in accordance with the regulations) for the non-mandatory program or service.
- Set out the termination date of the agreement.
  - Certain time periods may also be specified for the purposes of reviewing and renewing any such agreements that are reached, such as review by the parties to the agreement at intervals to align with municipal elections and subsequent conservation authority appointments with some consideration to the authority and municipal budget cycles (e.g., 6 months after municipal election).
- Include provisions governing early termination and governing notice and resolution of breaches of the agreement.
- Include transparency provisions (e.g., that agreements are available to the public online).

The ministry is proposing that agreement arrangements between conservation authorities and municipalities could be flexible according to program or service circumstances (i.e. an agreement for a program or service could be with one or more participating municipalities or could be separate agreements per participating municipality including all the conservation authority-determined programs or services that a municipality may agree to fund, etc.). The flexibility is intended to support efficiency, expedite the agreement(s) and be cost effective in any potential legal or accounting fees.

## **Transition Plans**

The regulation would also govern the matters to be addressed in each authority's transition plan.

Un-proclaimed provisions in the *Conservation Authorities Act* would, once proclaimed, also establish a requirement for a transition plan for conservation authority/municipal agreements to be in place, with the ability to prescribe other additional matters in regulation.

The proposed regulation would require each conservation authority to develop and implement a transition plan that includes:

- A workplan and timeline outlining the steps the conservation authority plans to take to develop and enter into agreements with its participating municipalities.
- The preparation of an inventory of all of the authority's programs and services, with clear indication for each program and service which of the three categories it fits into (mandatory programs and services where municipal levy could be used without any agreement; non-mandatory programs and services at the request of a municipality with municipal funding through a MOU; non-mandatory programs and services an authority determines are advisable), and how they are funded (e.g., provincial, federal, municipal funding, municipal levy, and self generated revenue).
- The consultation process with participating municipalities on the inventory.
- A list of any new mandatory programs and services the authority will need to provide to meet the requirements of the mandatory program and services regulation.
- A list of non-mandatory programs and services for which the authority will seek municipal agreement to fund via municipal levies, including estimated amounts requested/required from the participating municipalities to do so.
- A list of non-mandatory programs and services that do not require municipal agreements (if the programs and services are funded by revenue that is not from a municipal levy).
- Steps taken and/or to be taken to enter into these agreements.

Conservation authorities would be required to submit copies of their transition plan to the Minister of the Environment, Conservation and Parks for information purposes (not approval) by a date to be set out in the proposed regulation, and to its participating municipalities and to make the plans available to the public online (e.g. on a conservation authority's website).

### **Prescribed Date for Completing Municipal Agreements**

Included in the proposed regulation would be a prescribed date after which a conservation authority can only use the municipal levy, in whole or in part, to fund non-mandatory programs and services that the authority determined were advisable for its jurisdiction with agreements in place with municipalities that agree to pay for these non-mandatory programs and services.

The Ministry of the Environment, Conservation and Parks is proposing January 1, 2023 as the prescribed date by which agreements must be in place for authorities to use or continue to use the levy powers under the *Conservation Authorities Act* for their participating municipalities to fund non-mandatory programs and services the authority determines are advisable. This prescribed date would bring the new proposed financial structure for conservation authorities into practice for the authority and municipal fiscal year of 2023.

Given the timelines and process required to achieve the funding transition, the government proposes to require that the mandatory conservation authority transition plans be completed by the end of 2021.

During the period of developing and finalizing the conservation authority/municipal agreements, the government is proposing that conservation authorities would be required to report quarterly to the government and public on the progress of obtaining these agreements. This approach would allow for clear determination on the status of progress in the transition to the new funding structure.

The schedule of timing of this process is proposed to be as follows:

1. By December 31, 2021:

- Inventory of programs and services to be completed, including identifying which of the authority's non-mandatory programs and services will require agreements with participating municipalities to continue financing (in whole or in part) through the municipal levy.
- Consultation with participating municipalities on the inventory undertaken to ensure they agree with the authority's classification of its programs and services.
- List of steps set out by the authority to be taken to enter into any agreements with participating municipalities for funding of authority determined programs and services.
- These transition materials required to be provided to the Minister.

2. Through the course of the municipal and conservation authority fiscal year 2022:

- Quarterly reports by conservation authorities on the status of progress made in attaining agreements with municipalities, provided to the Minister and made public.
- The Province could develop a reporting template for the authorities to follow for consistency and clarity.

3. By December 31, 2022:

- All required conservation authority/municipal agreements would need to be in place, and the transition to the new funding model for conservation authorities and municipalities would be reflected in authority budgets for 2023.

## **Extensions to the Transition Period**

The Ministry is proposing to authorize the granting of extensions to the prescribed date for completing municipal agreements where an authority, with the support of one or more participating municipality in the authority, submits a written request for the extension to the Ministry of the Environment, Conservation and Parks at least 90 days before the end date in the transition period regulation describing:

- The length of extension requested.

- The steps the conservation authority has taken to implement its transition plan and enter into agreements with municipalities.
- Rationale for providing an extension.

The regulation would set out broad circumstances when the Minister would be authorized to grant an extension in order to provide flexibility to authorities and municipalities in the transition to the new levy system.

## **PART TWO: GOVERNANCE AND OVERSIGHT OF CONSERVATION AUTHORITIES**

### **1. REGULATION TO REQUIRE ‘COMMUNITY’ ADVISORY BOARDS**

As public sector organizations established under the *Conservation Authorities Act*, conservation authorities are comprised of and governed by a membership of municipally appointed representatives, the collective membership being the authority. Authority members decide on strategic direction and operations of their authority, including policy, programs, their staffing requirements and budgets. Most authority members are currently local elected officials appointed to ensure oversight and accountability for the authority and municipal interest in the authority budget and resource management. A recent amendment to the *Conservation Authorities Act* requires that at least 70% of the municipally appointed members be elected officials unless an exception is granted by the Minister, upon request of a participating municipality.

Under the *Conservation Authorities Act*, conservation authorities (the membership) can establish advisory boards as they consider necessary to provide advice to themselves. The composition of these advisory boards varies depending on their purpose; many are sector based (development, agriculture) and generally include conservation authority members, key stakeholders, subject matter experts, and members of the general public, and could include Indigenous members.

Un-proclaimed provisions in the *Conservation Authorities Act* enable a Lieutenant Governor in Council (LGIC) regulation governing the establishment of advisory boards, including the ability to require conservation authorities to establish one or more advisory boards and prescribing related requirements with respect to composition, functions, powers, duties, activities and procedures.

The government is proposing to proclaim this un-proclaimed provision of the *Conservation Authorities Act* related to advisory boards and to develop a proposed LGIC regulation to require conservation authorities to establish community advisory boards, that can include members of the public, to provide advice to the authority.

The government is also proposing to make a Minister’s regulation to provide greater clarity that conservation authority by-laws are applicable to the community advisory boards. The by-laws could apply to any matter not addressed by the regulation, such as

community advisory board meetings. The Minister's regulation would also clarify that the by-laws can speak to any other advisory boards an authority decides to establish.

In recognition of the variation in the circumstances of individual conservation authorities, the government is considering an approach to structure the conservation authority community advisory boards with minimal prescribed requirements applied to all the boards, while enabling local flexibility of some aspects of the community advisory board to reflect a conservation authority's circumstances and to accommodate a conservation authority's preferences for their use of the community advisory board. The government would defer other specific details related to the composition, activities, functions, duties, and procedures of the community advisory board to a Terms of Reference document, which would be developed and approved by each authority and reiterated in the authority's by-laws (as enabled by a proposed new regulation to provide greater clarity that conservation authority by-laws may speak to the community advisory boards as prescribed).

This Terms of Reference could be amended over time, to ensure the most relevant issues and solutions are considered by the community advisory board and that the membership of the board has the necessary skills to carry out those tasks.

The government intends to prescribe certain aspects in regulation related to the composition of the community advisory board, including:

- Requiring that members reside in the authority's jurisdiction
- Permitting membership from members of the public
- Setting a minimum number of members at 5
- Ensuring, where possible, members represent the geographic range of the authority's jurisdiction
- Ensuring that a variety of members are sought, including youth and indigenous representatives
- Enabling the appointment process of members by public notification and application
- Setting a minimum of one authority member (and an alternate) be appointed to the community advisory board and a maximum authority representation of 15%
- Requiring that administrative support to community advisory boards be provided by the conservation authorities

The government intends to prescribe the following aspects related to procedures of the community advisory board:

- Requiring that meeting procedures and relevant policies regarding community advisory board operation be outlined in the Terms of Reference, including quorum, chair, vice-chair and secretary and aligned with conservation authority procedures under *Conservation Authorities Act* s.19.1 administrative by-laws
- Requiring that meetings of the community advisory board be open to the public, with limited exceptions

The government intends to require that the Terms of Reference also outline specific functions and activities of the community advisory board scoped to the authority's needs, and at a minimum enable community advisory board members to:

- Provide advice and recommendations to the authority on the authority's strategic priorities and associated policies, programs and services
- Discuss opportunities to co-ordinate with other environmental initiatives in the authority's jurisdiction (e.g. municipal)
- Identify opportunities for community engagement
- Suggest potential community outreach opportunities
- Carry out any other functions as identified in the Terms of Reference.

The government intends to prescribe the following matters related to accountabilities of the community advisory board:

- Stipulating reporting mechanisms and accountability of the community advisory board to the authority
- Requiring that all meeting minutes, and the current Terms of Reference, be posted on the internet
- Ensuring consistent attendance, codes of conduct etc. (aligned with the s.19.1 conservation authority administrative by-law)
- Establishing processes for member removal

The government does not intend to prescribe some aspects of the community advisory boards, leaving certain decisions to the authority membership (to be included in the ToR authorities develop for their Community Advisory Boards where applicable) such as:

- Total number of community advisory board members
- Precise composition or balance of the membership (i.e. the balance of citizens to technical skill sets or rural to urban members, etc.)
- When meetings are to occur
- Additional activities or functions for the community advisory board as determined by the authority membership
- Communication protocol of the community advisory board with the authority
- Term/duration of advisory board appointments

Conservation authorities would continue to be able to have other advisory boards, should they wish.

## **PART THREE: OTHER REGULATORY MATTERS**

### **1. SECTION 29 MINISTER'S REGULATION**

Once the new section 29 of the *Conservation Authorities Act* is proclaimed, a Minister's regulation is proposed to consolidate the current individual authority section 29 'Conservation Areas' regulations regarding activities on lands owned by conservation authorities into one regulation.

The current individual authority regulations were principally based on a provincially approved template. The ministry is intending for the Minister's regulation to be broadly consistent with the policy principles and provincial content that has been used in the past. The current regulations will continue until such a time that the new Minister's regulation replaces them.

Current section 29 regulations manage activities on all authority owned land including the use by the public of the lands and services available; the prohibition of certain activities; setting fees for access and use of lands including recreational facilities; administering permits for certain land uses; and protecting against property damage and for public safety.

The regulations set out prohibited activities (i.e. damaging property or vegetation, excessive noise), and activities requiring permits (e.g., hunting, fund raising, public performance, public meetings, camping permits, day use permits, permits for all-terrain vehicles, off-road vehicles and snowmobiles), the locations for public access and use (e.g., swimming, boating, fires), time periods for public access, management of animals brought by the public, and motor vehicle use on conservation authority owned land.



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## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Rebecca Ferguson, Manager of Conservation Lands  
**Meeting Date:** May 26, 2021  
**Report Code:** 024-2021  
**Subject:** Métis Nation of Ontario (MNO) Hunting Options on GSCA Properties

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### Recommendation:

**WHEREAS, under Section 21(l) of the Conservation Authorities Act, GSCA may use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;**

**AND WHEREAS, under Section 21(n) of the Conservation Authorities Act, GSCA has the ability to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;**

**THAT, the GSCA Board of Directors agree to Staff negotiating a special hunt with The Métis Nation of Ontario (MNO) at a GSCA property that permits hunting.**

**Strategic Initiatives:** This item is related to the “Enhance Land Management” priority that was set out in the 2018 Strategic Plan.

### Background:

On May 22, 2019 a staff report was presented regarding a Métis Nation of Ontario (MNO) request for the signing of a General Relationship Agreement (GRA) between MNO and GSCA, special provisions to waive parking fees and lastly, to allow hunting at Hibou Conservation Area for MNO members.

The motion that was carried at that time was:

THAT the GSCA Board of Directors and Staff continue to foster an informal positive relationship with representatives from the Metis Nation of Ontario and not a written General Relationship Agreement at this time; AND,

FURTHER THAT the GSCA Board of Directors ask GSCA's Indigenous and GSCA Relationship Committee and staff to be open to mutually beneficial discussions between GSCA and the MNO about the trade of natural resource-related input and services for free parking or other benefits, and respectfully decline to offer a waiver of parking fees for MNO members on GSCA properties; AND,

FURTHER THAT the GSCA Board of Directors suggest the MNO consider hunts at GSCA properties where hunting is a Permitted Use, including those in the more rural areas near Hibou, and respectfully deny the MNO members request to hunt at Hibou Conservation Area.

On February 10, 2021, GSCA staff met with MNO members to continue an ongoing discussion regarding Métis hunting rights as they pertain to GSCA properties, with specific emphasis on Hibou Conservation Area.

**Analysis:**

There were two options proposed by MNO:

1. A special hunt with exclusive MNO access at Hibou Conservation Area within the last two weeks of October/first two weeks of November, using bow only.
2. A special hunt with exclusive MNO access at a different property close by, within the last two weeks of October/first two weeks of November, using bow only.

GSCA does not permit hunting at Hibou by any persons at any time. GSCA has been promoting Hibou as a family-oriented property for picnicking and hiking, it is also close to Owen Sound and Leith residential areas. As a result, GSCA staff recommend Option 2 and will work with MNO on an alternate location for a special hunt. Other properties for consideration include Sydenham Forest, Telfer Creek, Sheppard Lake and Rockford Management Areas, which currently allow hunting within Provincial hunting regulations.

**Financial/Budget Implications:**

Hosting a special hunt outside of normal hunting times with a select group will require some staff resources to communicate this to the public and answer inquiries. We propose that MNO use their resources and install temporary signage at the property as well as have members stationed on site to communicate with the public.

**Communication Strategy:**

Information on the special hunt will be communicated through a media release, GSCA website and social media as well as signage at the property. We will also notify bordering property owners and the Ministry of Natural Resources and Forestry.

**Consultation:** CAO, Operations Manager

## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** May 26, 2021

**MOTION #:** FA-21-064

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**WHEREAS, under Section 21(l) of the Conservation Authorities Act, GSCA may use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;**

**AND WHEREAS, under Section 21(n) of the Conservation Authorities Act, GSCA has the ability to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;**

**THAT, the GSCA Board of Directors agree to Staff negotiating a special hunt with The Métis Nation of Ontario (MNO) at a GSCA property that permits hunting.**



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## **STAFF REPORT**

**Report To:** Board of Directors  
**Report From:** Rebecca Ferguson, Manager of Conservation Lands  
**Meeting Date:** May 26, 2021  
**Report Code:** 025-2021  
**Subject:** Risk Management Guideline – Property Categories

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### **Recommendation:**

**WHEREAS, the Grey Sauble Conservation Authority (GSCA) has a Risk Management Guideline which requires all GSCA-owned properties to be categorized;**

**THAT the GSCA Board of Directors approve the property categorizations as recommended by Staff.**

### **Strategic Initiative:**

This item is related to the “Enhance Land Management” priority that was set out in the 2018 Strategic Plan.

### **Background:**

In October 2018, GSCA lands staff developed a Risk Management Guideline for properties owned by GSCA with the objectives being to recognize, prioritize, and mitigate risk and liability exposure; and incorporate a risk management culture into our processes, policies and decisions. GSCA properties fall into one of four categories to determine which risk management activities are needed and the inspection frequencies and scope.

The category types are:

Category 1 – High-Use Conservation Lands

Lands which are well promoted and have managed trail networks, parking lots, signage, and facilities. These areas are typically distinguished from Category 2 Lands by the level of development and the intensiveness of use.

#### Category 2 – Lower Use Conservation Lands

Lands which are similar to Category 1 lands but are less developed and typically have lower public use.

#### Category 3 – Resource Management Areas and Non-Public Nature Preserves

Although public access is permitted, Category 3 Conservation Lands are not promoted for public access, are generally not managed for public access, and typically serve solely as resource management areas or nature preserves. These areas do not have facilities and/or parking lots. Trail networks, if existing, are simple, minimal, and unmaintained.

#### Category 4 – Leased Conservation Lands

Lands which are subject to a long or short-term lease agreement between the GSCA and an individual, a corporation, or a municipality. Through the terms of the lease agreement, the Lessee is typically responsible for management of these lands.

#### **Analysis:**

Based on the requirements of the Risk Management Guidelines, GSCA staff have categorized each property, as follows:

#### Category 1

Inspection frequency: six times per year, quarterly plus two

Inspection detail: all signs, trails, bridges, boardwalks, benches, pavilions, bathrooms etc.

- Bognor Marsh
- Bruce's Caves
- Clendenan
- Eugenia Falls
- Hibou
- Inglis Falls and Arboretum
- Old Baldy
- Pottawatomi / Jones Falls
- Spirit Rock

#### Category 2

Inspection frequency: four times per year, quarterly

Inspection detail: all signs, trails, bridges, boardwalks, benches, pavilions, bathrooms etc.

- Ainslie Wood
- Arran Lake
- Big Mud Lake
- Christie Beach
- Colpoy's Lookout
- Epping John Muir
- Feversham
- Griersville
- Indian Falls
- Kemble
- Lake Charles
- Massie
- Oxenden Creek
- Skinners Bluff
- Skinner Marsh - Mcnab Lake
- St. Jean Point
- Tara
- The Glen
- Trout Hollow
- West Rocks

### Category 3

Inspection frequency: once annually in the snow free season

Inspection detail: road frontage and sanctioned access points.

- Albermarle Brook
- Arran
- Bass Lake
- Beattie Lake
- Beaver Valley Lowlands
- Bighead Headwaters
- Black's Creek
- Boat Lake
- Brookholm
- Fidler's Green
- Flesherton
- Gibraltar
- Gleason Brook
- Gowan Lake
- Hepworth

- Hepworth Creek
- Hodgins Lake
- Holland Centre
- Indian Creek
- Keppel Forest
- Kolapore Uplands
- Little Germany
- Pottawatomi wetlands
- Red Bay
- Rob Roy
- Robson Lakes
- Rockford
- Rocklyn Creek
- Sauble River
- Shallow Lake
- Sheppard Lake
- Shouldice wetland
- Sky Lake
- Slough of Despond
- Spey River
- Sucker Creek
- Sullivan Forest
- Sydenham Forest
- Sydenham Lowlands
- Telfer Creek
- Walter's Creek
- Williams Lake
- Wodehouse Karst
- Wodehouse
- Walker Woods

#### Category 4

Inspection frequency: once annually in the snow free season

Inspection detail: roadside

- Bass Lake Compartment 106
- Bognor Marsh Compartment 27
- Griersville Compartment 55
- Griersville Compartment 57
- Inglis Falls Compartment 66
- Isaac Lake Compartment 68
- Isaac Lake Compartment 70
- Peasemarth Nature Preserve
- Pottawatomi Compartment 127

- Rocklyn Creek Compartment 135
- Sydenham Lowlands Compartment 166

**Financial/Budget Implications:**

Inspections are part of Operations annual workplan.

**Communication Strategy:**

N/A

**Consultation:**

CAO, Operations Manager



## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** May 26, 2021

**MOTION #:** FA-21-065

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**WHEREAS, the Grey Sauble Conservation Authority (GSCA) has a Risk Management Guideline which requires all GSCA-owned properties to be categorized;**

**THAT the GSCA Board of Directors approve the property categorizations as recommended by Staff.**



## **STAFF REPORT**

**Report To:** Board of Directors  
**Report From:** Morgan Barrie Operations Manager  
**Meeting Date:** May 26, 2021  
**Report Code:** 026-2021  
**Subject:** Inglis Falls Conservation Area Septic Upgrades Update

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### **Strategic Initiatives:**

This item is related to the “Enhance Current Land Management” priority set out in GSCA’s Strategic Plan.

### **Background:**

GSCA had initially planned to have the septic upgrade work completed in the spring of 2020. The proposed original design was to remove and replace the septic tanks and build a new tile bed. Due to many factors (i.e.: high quotes, staffing and Covid-19) the project was put on hold. This allowed time to review the project that was initially proposed, which resulted in GSCA staff locating the old tile bed. GSCA employed Porter’s to come up with a new plan to take advantage of the current infrastructure. The new design utilizes the old tile bed which in turn cuts down significantly on cost of material and machine time. In addition to the cost saving measures, the new layout is environmentally responsible. Mac Taylor Corporation was awarded the contract due to their reputation and price.

### **Update:**

In early spring 2021, Mac Taylor Corporation (MTC) brought in a backhoe to do some preliminary inspections of the site. MTC dug up the tile bed and found that there was plenty of sand and that it was all reusable. The distribution box was located, and water tests were to done to see if the 250 foot forcemain was still intact and to see how the tile system was working. MTC found no issues with the 250-foot forcemain and the tile bed had no issues after a 20-hour water test. MTC also checked the distribution lines with a camera and found some roots but stated everything was in good working order. MTC

inspected the tanks, which proved to be solid and completely usable. Riddell's Plumbing came in to replace the pump, and after some brief work on the old pump, they were able to get it up and running.

Mac Taylor recommended that there is nothing wrong with the infrastructure that is in place, and it does not need to be replaced at this time.

**Financial/Budget Implications:**

Due to the finding, GSCA was able to save an additional \$34,000.00.

**Consultation: former Operations Manager, former CAO, NEC, Porters, CAO, Manager of Conservation Lands, Acting Operations Manager, Mac Taylor Coperation, Riddell's Plumbing**

**Date of Update of this Report:** May 20, 2021



## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** May 26, 2021

**MOTION #:** FA-21-066

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**THAT the Grey Sauble Conservation Authority Board of Directors proceed into closed session at X:XX pm to discuss matters related to the following:**

- i. One matter regarding an item of commercial significance, such as but not limited to a proposed or pending acquisition of real property for Authority purposes, internal reserve bid amounts, leases and property sales;**

**AND FURTHER THAT CAO, Tim Lanthier, Administrative Assistant, Valerie Coleman, Manager of Conservation Lands, Rebecca Ferguson, and Gloria Dangerfield, Manager of Information Services will be present.**



## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** May 26, 2021

**MOTION #:** FA-21-067

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**THAT the Grey Sauble Conservation Authority Board of Directors approve the February 24, 2021 Confidential Closed Session minutes as presented in the closed session agenda.**



## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** May 26, 2021

**MOTION #:** FA-21-068

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_



## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** May 26, 2021

**MOTION #:** FA-21-069

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**THAT this meeting now adjourn.**

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