



519.376.3076
237897 Inglis Falls Road
Owen Sound, ON N4K 5N6
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Protect.
Respect.
Connect.

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

The next regular meeting of the Grey Sauble Conservation Authority Board of Directors is scheduled for Wednesday, March 23rd, 2022, at 1:15 p.m. The regular meeting will occur in a hybrid format, both in person at the Grey County Council Chambers and 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

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

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

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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 Bounce
The Wiarton Echo
The Advance
The Post
The Thornbury Paper
The Hub Owen Sound
Blue Mountains Review
South Grey News
Collingwood Today

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, March 23, 2022, at 1:15 p.m.

1. Call to Order

We acknowledge with respect, the history, spirituality, and culture of the Anishinabek: The People of the Three Fires known as Ojibway, Odawa, and Pottawatomi Nation, who have inhabited this land from time immemorial. And further give thanks to the Chippewa of Saugeen, and the Chippewa of Nawash, now known as the Saugeen Ojibway Nation, as the traditional keepers of this land. We also recognize, the Metis whose ancestors shared this land and these waters. May we all, as Treaty People, live with respect on this land, and live-in peace and friendship with all its diverse peoples.

2. Disclosure of Pecuniary Interest

3. Call for Additional Agenda Items

4. Adoption of the Agenda

5. Approval of Minutes

- i. Full Authority – February 23, 2022 – Resolution – Attachment #1

6. Business Out of Minutes – None at this time.

7. Consent Agenda

- i. Environmental Planning – Section 28 Permits – February 2021 – Attachment #2
- ii. Administration – Receipts & Expenses – February 2021 – Attachment #3
- iii. Correspondence – Friends of Hibou Newsletter – Attachment #4
- iv. Conservation Ontario – nothing at this time
- v. Minutes:
 - a. Agricultural Committee – March 4, 2022 – Attachment #5
 - b. GSC Foundation Board January 12, 2022 – Attachment #6
- vi. Media – Attachment #7

8. Business Items

- i. Administration
 - a. Appointment of Provincial Offences Officers – Resolution – Attachment #8 (10 min)
 - b. Agricultural Advisory Committee Terms of Reference Amendment – Attachment #9 (10 min)
- ii. Water Management – Nothing at this time.
- iii. Environmental Planning
 - a. Watson and Associates Service Fee Review Report – Resolution – Attachment #10 (40 mins)
- iv. Operations – Nothing at this time.
- v. Conservation Lands – Nothing at this time.
- vi. Forestry – Nothing at this time.
- vii. Communication/Public Relations – Nothing at this time.
- viii. Education – Nothing at this time.
- ix. GIS/IT – Nothing at this time.
- x. DWSP/RMO Report – Nothing at this time.

9. CAO's Report

10. Chair's Report

11. 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 December 22, 2021; and,
- ii. To discuss an item in the Town of South Bruce Peninsula regarding litigation or potential litigation including matters before administrative tribunals (GSCA Administrative By-Law, Section 4(xvi)(1)(d).

12. Resolution that the Board of Director's has Resumed Open Session

13. Resolution Approving the Closed Session Minutes of December 22, 2021

14. Reporting out of Closed Session

15. Adjournment

Grey Sauble Authority Board of Directors

M O T I O N

DATE: March 23, 2022

MOTION #: FA-22-024

MOVED BY: _____

SECONDED BY: _____

THAT the Grey Sauble Conservation Authority Board of Directors approve the AGM agenda of March 23, 2022.



GREY SAUBLE CONSERVATION AUTHORITY MINUTES

Full Authority Board of Directors
Wednesday, February 23, 2022, 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

Vice Chair Andrea Matrosovs called the meeting to order at 1:20 p.m.

Directors Present: Chair Scott Greig (1:30), Vice Chair Andrea Matrosovs, Dwight Burley, Cathy Moore Coburn, Cathy Little, Harley Greenfield (1:30), Ryan Greig, Paul Vickers, Marion Koepke

Regrets: Paul McKenzie, Scott Mackey

Staff Present: CAO, Tim Lanthier; Administrative Assistant, Valerie Coleman; Manager of Information Services, Gloria Dangerfield; Manager of Financial and Human Resource Services, Alison Armstrong; Manager of Environmental Planning, MacLean Plewes; Manager of Conservation Lands, Rebecca Ferguson; Forestry Coordinator, Mike Fry; Forestry Technician, Cam Bennett

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

Nothing at this time.

4. Adoption of Agenda

Motion No.:
FA-22-015

Moved By: Cathy Little
Seconded By: Cathy Moore Coburn

THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of February 23, 2021.

Carried

5. Approval of Minutes

Motion No.:
FA-22-016

Moved By: Dwight Burley
Seconded By: Cathy Little

THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of January 26, 2021.

Carried

6. Business Out of Minutes

Nothing at this time.

Member Ryan Greig left the meeting at 1:22 p.m.

7. Consent Agenda

Member Paul Vickers asked for item (ii) of the consent agenda to be pulled from the motion for further comment and discussion.

Motion No.:
FA-22-17

Moved By: Dwight Burley
Seconded By: Marion Koepke

THAT in consideration of the Consent Agenda Items listed on the February 23, 2022, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits – January 2022; (iii) Correspondence – Letter from Elwood Moore; (iv) Conservation Ontario – 2022 Provincial Budget Consultation, CO Phase 2 Regulation Summary; (v) Minutes – GSC Foundation Minutes; (vi) Recent Media Articles

Carried

Member Vickers asked with respect to Line 11714 of the January Expense Report titled Saugeen Valley Conservation, SPC Per Diems.

CAO, Tim Lanthier, responded that the amount is in relation to the Drinking Water Source Protection Program. Board members of the Saugeen Valley CA sit on the Saugeen Valley Source Protection Authority. The amount noted in the report covers the meeting per diem for SVCA's Board Members and is paid for by the province not GSCA.

Member Vickers asked with respect to the line titled Mastercard Payments if there is an itemized list of the charges, and what accountability there is for these amounts.

Manager of Finance and Human Resources Services, Alison Armstrong, responded that staff in several departments use a GSCA Mastercard to pay for a variety of items. All purchases are for expenses that have been approved in the budget.

Chair Scott Greig and Member Harley Greenfield joined the meeting at 1:30 pm.

CAO, Tim Lanthier added that all purchases have been approved and receipts submitted.

It was asked if staff could include an itemized list of Mastercard expenses in the financial report.

Alison Armstrong responded that staff could accommodate the request.

Motion No.:
FA-22-18

Moved By: Marion Koepke
Seconded By: Paul Vickers

THAT in consideration of the Consent Agenda Items listed on the February 23, 2022, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following item(s):
(ii) Administration – Receipts & Expenses – January 2022

Carried

8. Business Items

i. Administration

a. 2021 Year End Budget Report Back and Reserve Transfers

The CAO, Tim Lanthier, reported the details of the 2021, year end budget report by department. It was noted that the Environmental Planning, Forestry, Lands, and Operations departments all experienced a surplus. This was driven mainly by staffing changes and increased revenues. Due to the increases in insurance premiums, the Administration department realized a deficit, however; this was balanced through the budget and GSCA experienced an overall surplus for 2021.

The CAO detailed the proposed reserve transfers and use of surplus.

Motion No.:
FA-22-019

Moved By: Scott Greig
Seconded By: Dwight Burley

WHEREAS the Board of Directors approved the GSCA 2021 Operating and Capital Budget on January 27, 2021, by motion FA-21-019,

AND WHEREAS, the 2021 Year-End actuals deviate from the approved budget,

THAT, the Board of Directors approve any previously unapproved transfers of funds to or from reserves or surplus as detailed in Report 004-2022.

Carried

Chair Scott Greig stepped in to Chair the meeting at 1:42 pm.

b. CAA Regulatory and Policy Proposal Consultation Guide

The CAO, Tim Lanthier, provided a review of the Province's CAA Phase 2 Regulatory and Policy Guide and Conservation Ontario's summary document.

The guide is broken into 4 parts:

- Proposed Municipal Levies Regulation
- Proposed Minister's Regulation for Determining Amounts Owed by Specified Municipalities
- Proposal for Minister's Published List of Classes of Programs and Services for Which a Conservation Authority May Charge a Fee
- Complementary Proposals to Increase Transparency of Authority Operations

The GSCA will be submitting comments on the Guide.

Motion No.:
FA-22-020

Moved By: Marion Koepke
Seconded By: Cathy Moore Coburn

WHEREAS on January 26, 2022, the Province of Ontario released the “*Regulatory and Policy Proposal Consultation Guide: Regulations Regarding Municipal Levies, Conservation Authority Budget Process, Transparency, and Provincial Policy for the Charging of Fees by Conservation Authorities*”,

THAT the GSCA Board of Directors receive Staff Report 005-2022 as information

Carried

c. GSCA Agricultural Committee Terms of Reference and Committee Appointments

The CAO, Tim Lanthier, updated the Board on the Terms of Reference (ToR) for the Agricultural Committee. There was concern that the ToR did not stipulate the appointment of Members of the Board to the committee. After review, the current ToR does specify the appointment of two (2) Members of the Board. The CAO asked the Board if they felt that was sufficient or if they would like to amend it to include more. The Board expressed satisfaction with the two (2) positions noted.

Member Marion Koepke nominated Member Paul Vickers to sit on the committee.

Member Paul Vickers thanked Member Koepke and respectfully declined the nomination stating that he would like to see another Member with less agricultural familiarity to sit on the committee.

Chair Scott Greig offered to sit on the committee. It was also noted that Member Mackey, who was absent from the meeting, had expressed interest in the committee.

Member Marion Koepke nominated Member Scott Greig to sit on the committee.

There was discussion around allowing for the appointment of an absent Member to a committee.

Member Marion Koepke nominated Member Scott Mackey to sit on the committee.

Motion No.:
FA-22-021

Moved By: Marion Koepke
Seconded By: Cathy Moore Coburn

WHEREAS the GSCA Board of Directors passed motion FA-21-048 which approved the formation of an Agricultural Advisory Committee and Terms of Reference for this Committee at the March 24, 2021, meeting of the Board of Directors;

AND WHEREAS, as per the Terms of Reference, GSCA is to appoint two members to this committee;

THAT, the GSCA Board of Directors appoint Member Scott Greig and Member Scott Mackey to the Agricultural Committee for the 2022 operating year.

Carried

ii. Water Management

Nothing at this time.

iii. Environmental Planning

Nothing at this time.

iv. Operations

Nothing at this time.

v. Conservation Lands

a. Ad Hoc Committee for Administrative Building RFP

Manager of Conservation Lands, Rebecca Ferguson, spoke with respect to the need to strike an ad hoc advisory committee to review the RFP for concept design schematics for the Administration Centre. Staff asked for two (2) additional Board Members with experience and/or knowledge in the building/construction field to lend their expertise to the review committee.

Member Dwight Burley and Member Harley Greenfield volunteered and were appointed to the committee.

Motion No.:
FA-22-022

Moved By: Cathy Little
Seconded By: Andrea Matrosovs

WHEREAS the GSCA Board of Director's passed resolution FA-18-094 at the October 24, 2018, Full Authority Meeting directing staff to issue an RFP to engage an architect for concept design drawings;

AND WHEREAS GSCA staff issued an RFP to this effect on August 27, 2021, and received three (3) proposals, which all came in over budget;

AND WHEREAS the GSCA Board of Director's passed resolution FA-21-119 at the October 27, 2021, Full Authority Meeting to direct staff to reissue the RFP with a refined scope;

THAT, the GSCA Board of Directors appoint Member Dwight Burley and Member Harley Greenfield to join the Evaluation Committee to review the new RFP.

Carried

vi. Forestry

a. Skinners Marsh/McNab Lake Forestry Harvest Update

Forestry, Cam Bennett updated the Board on the forest harvest operation at Skinners Marsh/McNab Lake. The compartment had been marked and tendered in the Fall of 2020 but received no bids. In the Fall of 2021, GSCA was approached by a private contractor to harvest the compartment. The Board approved the awarding of the harvest.

Subsequently, the contractor offered to purchase any ash that were in the bush. Staff marked the ash and agreed on a price. The Board approved this exception.

The harvest has been completed.

A Member asked how many ash trees were in the stand and how many were harvested.

Staff answered that 40 trees were marked and that not all of the ash was marked in accordance with GSCA's forest management policies.

vii. Communications/Public Relations

Nothing at this time.

viii. Education

Nothing at this time.

ix. GIS/IT

Nothing at this time.

x. DWSP

Nothing at this time.

9. CAO's Report

The CAO, Tim Lanthier gave a report on recent activities.

The administration building required an emergency septic repair after the septic line between the building and the septic system froze twice. After the second time, an excavating company was brought in to dig up and replace the line. Insulation was added around the pipe to prevent it from freezing again. No other parts of the septic were damaged and/or repaired.

The Foundation and Authority Executives met to update and discuss several topics. It was noted that Foundation events have struggled with COVID restrictions. The Foundation is moving forward with plans for the Film Festival and Memorial Tree Ceremony in May and June, respectively.

Staff have been closely monitoring provincial restrictions and communicating with the local health unit. The administrative office has been closed since the winter holiday break. As of February 22nd, the front lobby doors have re-opened to the public. Most staff continue to work from home where possible. Staff are still assessing a full reopening of the office.

The CAO informed the Board that staff have secured the Grey County Council Chambers to facilitate in-person/hybrid Board meetings starting in March. Staff will forward details prior to the next board meeting.

The CAO updated the Board on the Ministry appointed Agricultural Representative to the Board of Directors. The Ministry is handling the advertising, hiring, and funding the Agricultural Representative position. Ontario's CA's have expressed the desire for the Minister to clear any selected applicants with each individual CA to forestall any potential conflicts of interest.

Member Ryan Greig rejoined the meeting at 2:21 p.m.

It was noted that not all CAs will be appointed an Agricultural Representative. The Agricultural Representative will have all of the rights and responsibilities of all other members, excepting that the representative will not be able to vote on the enlargement, amalgamation, or dissolution of the CA or any budgetary matters. CA's are seeking clarification on what constitutes a budgetary matter.

The CAO informed the Board that GSCA has received a permit application from the Town of South Bruce Peninsula regarding the Lakeshore Blvd retaining wall. Staff will be reviewing the application and more information will come forward at a later date.

At the January meeting of the Board, a question was raised regarding the discrepancy in revenues, staff and applications between the GSCA and SVCA planning departments as GSCA experiences more applications, but SVCA has a larger budget and more staff. The difference can largely be attributed to both higher permit fees at SVCA, as well as a difference fee structure.

It is hoped that the Watson service fee review will help close the gap in fees between the two CAs and allow GSCA to expand the department to better service our communities.

10. Chair's Report

Chair Greig passed along the Foundation Executive's concern around the distribution of the Foundation members and would like to see more members from across the watershed. Members were asked to keep the Foundation in mind and pass along information about Foundation membership in their regions.

11. Other Business

Nothing at this time.

12. Resolution to Move into Closed Session

Nothing at this time.

13. Resolution Approving the Closed Session Minutes

Nothing at this time.

14. Reporting out of Closed Session

Nothing at this time.

15. Next Full Authority Meeting

Wednesday March 23rd, 2022

16. Adjournment

The meeting was adjourned at 2:31 p.m.

**Motion No.:
FA-22-023**

**Moved By: Cathy Moore Coburn
Seconded By: Andrea Matrosovs**

THAT this meeting now adjourn.

Carried

Scott Greig, Chair

Valerie Coleman
Administrative Assistant

Grey Sauble Authority Board of Directors

M O T I O N

DATE: March 23, 2022

MOTION #: FA-22-025

MOVED BY: _____

SECONDED BY: _____

THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of February 23, 2022.

Permits Issued from February 1, 2022 to February 28, 2022

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:	
GS22-011	07-Dec-21	02-Feb-22			Municipality of Meaford	Sydenham Township	
Approved works:	Residential dwelling, septic and associated site alterations			Project Location:	Parts 1 & 3, Plan 16R-10770		
				<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	Jake Bousfield-Baste
GS21-439	26-Oct-21	03-Feb-22			Town of South Bruce Peninsula	Amabel Township	
Approved works:	Re-construction of a 3 season cottage damaged due to fire			Project Location:	280 Cranberry 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	Olivia Sroka
GS22-044	20-Jan-22	03-Feb-22	Across 10	1 Amabel	Town of South Bruce Peninsula	Amabel Township	
Approved works:	Vehicular crossing Rehabilitation			Project Location:	Bridge 4 (Walkers Bridge) along Allenford Road, 740 m nor		
				<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 checked="" type="checkbox"/> fill	Olivia Sroka
GS21-452	11-Nov-21	04-Feb-22			Municipality of Grey Highlands	Euphrasia Township	
Approved works:	New car port			Project Location:	235313 Grey Road 13		
				<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	Jake Bousfield-Baste
GS22-014	20-Dec-21	04-Feb-22	11	1 N PT	Municipality of Grey Highlands	Euphrasia Township	
Approved works:	Placement of fill for access improvements and replacement of culvert			Project Location:	325 Fox Ridge 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	Jake Bousfield-Baste
GS21-446	19-Oct-21	11-Feb-22	14	8	Municipality of Meaford	St Vincent Township	
Approved works:	New institutional building, parking area, septic and associated site alterations			Project Location:	137845 Grey Road 12		
				<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	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS19-023	12-Feb-19	14-Feb-22			Town of Collingwood	Collingwood Township
Approved works:		Pre-grading and associated site alteration in support of planned residential development		Project Location: Block 38 - West End of George McRae 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 Justine Lunt		
GS22-048	31-Jan-22	17-Feb-22			Town of South Bruce Peninsula	Amabel Township
Approved works:		Septic system installation		Project Location: 169 Blind 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 checked="" type="checkbox"/> fill Olivia Sroka		
GS22-051	03-Feb-22	17-Feb-22			Town of Collingwood	Collingwood Township
Approved works:		New public washrooms		Project Location: 4 Harbour Street, Thornbury <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 Jake Bousfield-Baste		
GS22-043	18-Jan-22	17-Feb-22	22		Town of South Bruce Peninsula	Amabel Township
Approved works:		Construction of Accessory Building		Project Location: 38 Creekside Cres <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 Olivia Sroka		
GS22-026	07-Jan-22	18-Feb-22			Town of Collingwood	Collingwood Township
Approved works:		Addition to existing residence, new bedroom and existing bedroom enlargement		Project Location: 150 Bay Street East <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 Jake Bousfield-Baste		
GS22-027	07-Jan-22	22-Feb-22	13	A RD Rear	Municipality of Meaford	Sydenham Township
Approved works:		Septic, shorewell and associated site alterations		Project Location: Plan Number 16M1 <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 Jake Bousfield-Baste		
GS22-017	04-Jan-22	22-Feb-22	Pt Lot 39		Township of Georgian Bluffs	Sarawak Township
Approved works:		Addition of dormer to north side of house and 6'x18' addition to south site of house		Project Location: 339593 Presquile Rd., <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 Olivia Sroka		

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS22-060	01-Feb-22	22-Feb-22			Town of South Bruce Peninsula	Amabel Township
Approved works:		Installation of a septic system associated with construction of a cottage		Project Location: 542-Second Ave North <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 Olivia Sroka		
GS22-061	02-Feb-22	22-Feb-22			Town of South Bruce Peninsula	Amabel Township
Approved works:		Construction of an outbuilding used for indigenous art workshop and space		Project Location: 32 Maple 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 Olivia Sroka		
GS22-062	03-Feb-22	22-Feb-22	11		Town of South Bruce Peninsula	Amabel Township
Approved works:		New Residential Dwelling and associated site alterations		Project Location: 33 Creek Side Cres <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 Olivia Sroka		

**Grey Sauble Conservation Authority
Receipt Report
February 1st - 28th, 2022**

Regulation Permits	\$	10,540.00	
Planning	\$	11,308.26	
Land Use Agreements	\$	678.00	
2022 Season Passes	\$	1,480.00	
Grey County	\$	82,373.62	4th Qtr. Management Services
One Tree Planted	\$	24,913.78	
Timber Sales	\$	3,600.00	Comp. 110
Stewardship	\$	28,000.00	MECP OPS Transfer
RMO	\$	8,300.00	West Grey, TOBM, Saugeen Shores
General GSCA Donations	\$	933.65	
HST Return	\$	2,678.62	
BRWI	\$	7,570.00	
Oliphant Fishing Islands	\$	5,500.00	

Total Monthly Receipts	\$	187,875.93
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Grey Sauble Conservation Authority
Expense Report
February 1st to 28th, 2022

11719	Have1.com	\$	8,079.50	2022 Brochure Printing
11720	AccountAbility	\$	203.40	PayDirt Timecard Set Up Meeting
11721	Bell Canada	\$	269.67	Monthly Phone Service
11722	The Cleaning Brigade	\$	361.60	Office Cleaning
11723	Township of Chatsworth	\$	1,347.00	Property Tax
11724	City of Owen Sound	\$	144.55	Property Tax
11725	Coates & Best Inc.	\$	167.00	Office Supplies
11726	Conservation Ontario	\$	11,879.50	CO Levy
11727	Sunbelt Rentals of Canada Inc.	\$	152.55	Safety Salt
11728	Staples Advantage	\$	215.68	Office Supplies
11729	Township of Georgian Bluffs	\$	4,581.00	Property Tax
11730	John Bates Roofing	\$	135.60	Snow Plowing
11731	MacDonnell Fuels Limited	\$	750.03	Vehicle Fuel
11732	Municipality of Meaford	\$	6,906.36	Property Tax, Hibou Water Charges
11733	Miller Waste Systems Inc.	\$	79.39	Garbage Bin Rental
11734	Riddell Contracting Ltd.	\$	152.55	Capital Projects
11735	Rogers Wireless	\$	222.98	Cell Phone Usage
11736	Scott Fyles	\$	220.00	Planning Fee Refund
11737	Somerville Nurseries	\$	21,945.00	Tree Order Deposit
11738	Town of South Bruce Peninsula	\$	2,938.00	Property Tax
11739	Xerox Canada Ltd.	\$	137.81	Copy and Print Charges
11740	Work Cabin	\$	56.50	Job Advertisement
11741	Cameron Kennedy	\$	89.36	BRWI Expenses
11742	Minister of Finance	\$	21.97	2021 EHT Annual Return
	Mastercard Payments	\$	1,772.37	
	Amilia	\$	363.83	
	Bruce Telecom	\$	526.09	
	Pickfield Law	\$	305.10	Legal Fees
	Pineneedle Farms Inc.	\$	3,773.71	Tree Order Deposit
	Carbon Offset Management Group Inc.	\$	5,650.00	Carbon Credit Feasibility Assessment Deposit
	Chris Durand	\$	500.00	Website Maintenance
	DWSP Copier Lease	\$	163.85	
	Office Moneris Fees	\$	51.98	
	Self-Serve Moneris Fees	\$	44.55	
	Hydro, Reliance	\$	3,086.79	
	Receiver General, EHT, WSIB	\$	48,662.55	
	Group Health Benefits	\$	9,341.15	
	OMERS	\$	24,256.36	
	Employee Expense Claims	\$	1,128.32	
	Monthly Payroll	\$	92,848.63	
Total Monthly Expenses		\$	253,532.28	

Grey Sauble Conservation Authority
Mastercard Payment
February 2022

Shop Supplies	\$	238.24
Flood Forecasting	\$	1,051.64
IT/GIS	\$	442.94
Communciations	\$	39.55

Total Mastercard Payment	\$	1,772.37
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Friends of Hibou Newsletter – Spring 2022



HIBOU NEWS

News from the Friends of Hibou

Contact us: friendsofhibou@gmail.com

Check out our Website:
www.friendsofhibou.com

Like our Face book page:
[/friendsofhibou](https://www.facebook.com/friendsofhibou)

Contact us by email:
mailto:friendsofhibou@gmail.com

Donate to help Hibou projects.
<https://www.canadahelps.org/en/charities/id/5364> Thank You

Do you have a group that would like a leader for a Hibou walk or hike? We may be able to do that for a donation to Hibou. Contact us friendsofhibou@rogers.com



Friends of Hibou
founded in 2013.

We aspire to enhance the recreational and natural appreciation of Hibou Conservation Area. Friends of Hibou is run totally by volunteers.

Committee Volunteers:

Bob Knapp,
Marie Knapp,
Krista McKee,
Don Sankey,
Barry Lewin, and
Brian Tannahill

Newsletter Editor: Marie Knapp

A Summer Event Just for YOU

by Krista McKee

SAVE THE DATE - Sunday August 7th, 10:00 am to 3:00 pm

Set this day aside to bring your family to Hibou Conservation Area for our

Free Family Fun Day.

The Friends of Hibou Committee and Grey Sauble Conservation staff have been busy planning a fun day for you to learn about Hibou and what it offers in outdoor fun and education.

When you arrive on Sunday August 7th, you will be greeted by a volunteer that will hand you your passport. This will be your guide in visiting many activities in the park. Each activity you visit, you will receive a stamp to fill your passport. Some of the activities we are planning are: live snakes, turtles, reptiles and fish to learn about their needs to survive; how to measure a tree, what is and lives in a forest ecosystem; species at risk; species invading our area; how to prevent pollution problems - how to keep our water supplies safe from contamination; and explore fossils learning about the animals that once lived here.

You can also go for a walk on the wild side and hike with a guide and experience nature through the Hibou forest on the interpretive trail. Hibou offers a sand beach, pavilions and so much more - join us to learn about all the secrets Hibou has been hiding from you. We look forward to meeting your family at the Free Family Fun Day Sunday August 7th beginning at 10:00 am until 3:00



Jenny Pearce is the lady that is coming to our event with her snakes, turtles, etc.

Fun Facts: Did You Know that Hibou has

- over 2 kilometres of natural beach consisting of stone and sand;
- a new playground equipment with accessible features- funded and installed by the Optimist Club of Sydenham in 2021;
- washrooms, and change rooms
- an interpretive trail and a brochure you can download so you can be your own guide and learn about the forest ecosystem, plants, and animals;
- 2 pavilions that you can reserve for family picnics or reunions by going to: <https://www.greysauble.on.ca/pavilions/>
- Parking Passes available <https://www.greysauble.on.ca/parking/>

Hibou is

- only 5 km from the centre of Owen Sound;
- 108 hectares = 266 acres - for you to explore
- a photographer's paradise of wildflowers, birds, animals and natural shoreline

Please donate to help Hibou projects.

<https://www.canadahelps.org/en/charities/id/5364>

Thank You



SURPRISE!

Our own musician Brian Tannahill has written a song about Hibou. Expect to hear it soon.

HIBOU

Chorus:

It's a Hibou kind of morning
It's a Hibou kind of day
A walk in the sunshine - or a
day on the shoreline
It's a Hibou kind of day

Hibou is your kinda place
If you like the way nature
makes her own space
Out of rocks on the shoreline
to the knots on the old pine
It sure brings a smile one's
face

The sand on the beach is the
best

The waves lap the land like a
mothers' caress
The sky is so blue and the
wind whistles truth
About history hidden just
under its breath (To Chorus)

There's lots places to see
There's nowhere in this
world that I'd rather be
From the water and
playgrounds, To trails with
soft bird sounds
And boardwalk that winds
through the trees. (cont'd
above right)

There's lots places to see
There's nowhere in this world
that I'd rather be
From the water and
playgrounds, To trails with
soft bird sounds
And boardwalk that winds
through the trees

It's a place to just sit and relax
Or if you're hiking just follow
the maps
See turtles and frogs near the
ferns on the log
And the trees that shade some
summer sun from your back
(To Chorus)

A friend that you miss might
be there
You can walk, you can talk or
just breath the fresh air
The birds and the bees are all
gone from the trees
And the maple's branches are
bare

The colours all change in the
fall
With the sound of the blue
jays and cardinal's call
The racoons and beavers -
make homes near the cedars
And gather some food just
before the Snow falls (To
Chorus)

SPRING BIRDS AT HIBOU

Spring is a season of unbounded abundance, colour and sound. Birds are a wonderful and exuberant expression of those qualities. From April to June, birds return from southern winter haunts to fill woods, shores and fields in feathered splendour and song. The show can be enjoyed by anyone who takes a spring walk outdoors. There are few local places to equal Hibou for such a walk. An excellent trail system, covers a diversity of habitats, each with its own treasures.

A menu of birds that you may see:

Large Birds



Mute Swans (left) and Canada Geese (right) never fail to attract attention. the silent, graceful Mute Swans are often seen along the shoreline of the bay and nest in the marsh at the south end of Hibou, close to the bay. The vociferous Canada Geese nest throughout Hibou wherever there is suitable water. You cannot miss these wonderful birds if they are around



Sky Dancers

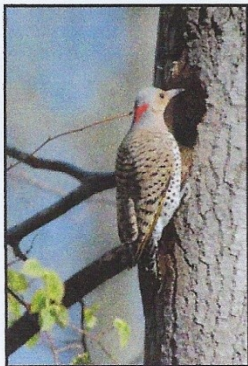


In the early morning and late evening, you may hear strange "thrumming", or twittering sounds coming from the skies above your head. These sound are made by two "sky dancers": the Wilson's Snipe (left) and American Woodcock. (right) The snipe favours marshy areas while the woodcock likes woodland edges. Both birds use specially adapted feathers that vibrate and create the humming sound. They also use their own voices. The snipe loves to sit on a visible perch and utter



a chorus of rapid "quick-quack" sounds that seem to go forever without a breath. The woodcock prefers a shuffling dance while uttering a chorus of high pitched "meep, meep, meep" calls, usually heard just before sunset.

Woodland Drummers



You cannot walk in the spring woods of Hibou without the sharp sound of drumming being heard. Woodpeckers are the most common source of these sounds, rapping on a suitable dead limb to claim their territory. The Yellow-shafted Flicker (left) is often seen in the poplar and aspen trees where it nests and can be heard drumming regularly.

The other drummer is the Ruffed Grouse (right). Its drumming is done by beating its wings in an accelerating tempo, to create a series of deep "Whoo! Whoo! Whoo!" sounds that end in a rapid flurry. It is a truly distinctive voice heard in the deciduous spring woodlands at Hibou



Friends of Hibou Newsletter – Spring 2022

Festive Colours

In early May, thousands of migrants pass over our heads as we sleep. Many will visit Hibou for daytime stopovers to rest and feed, before continuing on to their breeding grounds in the northern boreal forest. The species shown above are all known to have nested at Hibou. You can find several species during these brief visits. With vibrant bright colours, they are among the most attractive of the birds that you might see at Hibou. An early morning walk is the best time to see these remarkable birds. Keep your eyes peeled for small birds darting through the emerging leaves catching insects to replenish their energy reserves,



Black-throated Green Warbler



American Redstart



Rose-breasted Grosbeak



Baltimore Oriole



Black-throated Blue Warbler



Ovenbird

Woodland Songsters



In spring the woods are alive with birdsong. Keep your ears alert and you will hear songs that range from flute-like to throaty chortling. The Hermit thrush is one of our finest songsters, uttering rich musical phrases from dark damp bottomlands. In contrast the Scarlet Tanager sounds like a hoarse Robin and sings from the high in the canopy where, despite its brilliant colouring, the singer can be very difficult to see



Bark Gleaners



Unlike the migrants shown above, some birds are year-round residents at Hibou. They are able to do so because they hunt for invertebrates that use crevices in tree bark to hide their eggs, or provide shelter for larvae and hibernating adults. Nuthatches (left) search the bark from the top down, while Brown Creepers (right) do just the opposite, hiking their way up the trunks to search. Keep your eyes open for these distinctive little birds.



Thank you to Peter Middleton,
Local Naturalist and Birdwatcher



GREY SAUBLE CONSERVATION AUTHORITY
 DRAFT - MINUTES
 Agriculture Advisory Committee
 Wednesday, March 3, 2022, at 11:00 a.m.

The Grey Sauble Conservation Authority Agriculture Advisory Committee meeting was held via the internet on the meeting application, Teams.

1. Call to Order

Chair Mike Fry called the meeting to order at 11:03 a.m.

Directors Present: Scott Mackey, Scott Greig

Producers Present: Hugh Simpson, Thorsten Arnold, Simon de Boer

Regrets: John Rodgers, Linda Baumberger

Staff Present: CAO, Tim Lanthier; Forestry Coordinator, Mike Fry; Agriculture Stewardship Technician, Keith Reid (Minute Taker)

2. Round Table Introductions

Round Table Introductions

3. Call for Additional Agenda Items

Fry – Review Terms of Reference – re: Representative Update

4. Adoption of Amended Agenda

Motion No.:	Moved By:	Simon de Boer
AAC-22-001	Seconded By:	Thorsten Arnold

THAT the Agricultural Advisory Committee adopted the agenda as amended of March 3, 2022.

Vote Taken & Motion Carried

5. Approval of Minutes

Motion No.:	Moved By:	Hugh Simpson
AAC-22-002	Seconded By:	Simon de Boer

THAT the Agricultural Advisory Committee approve the Agricultural Advisory Committee minutes of December 17, 2021.

Vote Taken & Motion Carried

6. Business Out of Minutes

Nothing at this time.

7. Business Items

a) Agricultural Representative on GSCA Board of Directors from MECP

The CAO, Tim Lanthier, briefed the committee on the further amendments to the conservation act set forward by the Minister of Environment, Conservation, and Parks (MECP). One of the most recent amendments was for the minister to appoint an agricultural representative to each conservation authority Board of Directors. Further clarity from Ministry as to whether 'each' conservation authority board will be appointed a representative as there are conservation authorities where an agricultural representative may not be warranted, such as remote locations of boreal, forest and mining cover or urban settings. A call for applications was sent out in early February with no advance notice to conservation authorities. Application period was open for a 2-week period and with a closing date of February 21, 2022. This representative will act from the perspective of the Ministry, and they will be hired and paid per diems by the ministry. They will act as a Full Authority Board Member with a full capacity however they will be restricted from voting on amalgamations, enlargement, dissolution, or budgetary items. Possible rationale is the municipalities have come together to create the conservation authorities and pay the levies. As this representative would not be a representative of a municipality, they should not have a vote on those items although, they would be able to add to the discussion on these items. There are no firm timelines on this initiative and there are still some discussions being had regarding some fine tuning of this position and some items to be further ironed out.

Lanthier called for questions/ comments

Mackey – According to the Terms of Reference the new representative will chair this committee?

Lanthier – Responded that a review of the Terms of Reference was added to the agenda and is a topic that can be discussed at that time

Mackey – How do we advertise or make know that this position is available

Lanthier – Unfortunately, this posting is closed as of February 21, 2022 however, when it was available it was circulated amongst several channels and contact lists

Reid – Commented that GSCA communication team did assist in circulating this information through social media and representatives did forward this information through their channels such as mailing lists etc. A good effort was put forward to find a good fit for our community

Fry – Timelines are unknown, correct?

Lanthier – Yes. I asked at the Ministry staff at a recent workshop, however, there were no dates provided

7. Business Items (Continued)

b) Review of Terms of Reference Discussion

Fry – Addition of the Ministry Agricultural Representative in the Terms of Reference

Motion No.:
AAC-22-003

Moved By: Scott Mackey
Seconded By: Scott Greig

THAT the Agricultural Advisory Committee Terms of Reference be amended to include the composition of 2 Municipal Representatives and the Ministry appointed Agricultural Representative.

Vote Taken & Motion Carried

c) Top 3 Organization Goals (* **Key Priorities** Identified by Committee)

i. **Grey County – Ontario Federation of Agriculture (GCFA)**

- 1) Youth
- 2) Interacting with Municipal Government
- 3) Easy/ Open communication lines between Conservation Authority (CA) & Agricultural Community/Organizations
- 4) **Promote & foster customer service model for CA ***
- 5) **Seek opportunities for shared alignment on respective priorities for mutual support ***

ii. **Bruce County – Ontario Federation of Agriculture (BCFA)**

- 1) None at this time

iii. **Bruce County – National Farmers Union (NFU)**

- 1) None at this time

iv. **Grey County – National Farmers Union (NFU)**

- 1) Hedge Rows
- 2) Protecting land from land spectator – Position land in the future
- 3) What is our farmland about Re: Climate Change / Biodiversity
- 4) Promote Win/ Win/ Win Situations – Farmer / Conservation / Climate

Mackey – Provided brief description of Grey County's implementation of a hedgerow initiative

Fry – Commented on the research and implementation of similar initiatives in other areas

Arnold – Commented the success of the program should not be measured by the number of projects or corn rows but more so on the actual outcomes, and in this case, the road conditions

7. Business Items (Continued)

c) Top 3 Organization Goals (* Key Priorities Identified by Committee)

v. Christian Farmer's Federation Organization (CFFO)

- 1) Species at Risk (SAR) – Species native to the area at risk
- 2) Fence lines removal
- 3) Ways to expand / maintain our tree cover

vi. Grey Sauble Conservation Authority (GSCA) - Strategic Plan

- 1) Better monitor and manage flood risks
- 2) Enhance GSCA land management and natural heritage preservation
- 3) Support the development of watershed plans with municipalities
- 4) Improve water quality
- 5) **Strengthen environmental education & communication ***

Roundtable discussion regarding identifying the and most effective goals / priorities of the agriculture committee.

Simpson – Encouraged agricultural representatives to reach out to GSCA for educational outreach discussion for the organizations they are represent

✓ **Action Items & Recommended Next Steps:**

Greig – Requested Lanthier provide a list of the avenues / channels currently utilized by GSCA to communicate with the agriculture community and have this committee provide some feedback regarding the effectiveness of these facilities

Mackey – Recommended if the committee is interested in gaining traction with tangible outcomes, establishing a tracking system of action items and timelines would be an effective process to ensure accountability and foster relationships

Arnold – Proposed to re-open discussions with NFU - Grey Division to further evaluate and gain insight as to possible areas of conflict or possible issues which have or could inhibit a conservation / agricultural relationship

Simpson – Will compile a list of observations from past experiences and share via email or at next meeting in order for committee / GSCA to explore / provide feedback

Lanthier –

- 1) Survey committee members for which processes are effective and which areas need more nurturing to help develop next steps
- 2) Invitations to organization meetings are welcomed
– **Request:** Please provide a presentation topic or areas of interest or a general idea of the organization's expectation for GSCA

Lanthier – Thanked all attendees for their time and excused himself from the meeting to attend another meeting (12:33 pm)

8. **Next Agricultural Advisory Committee Meeting**

To be established via survey sent out by Fry

Motion No.:
AAC-22-004

Moved By:

Simon de Boer

Move to adjourn meeting

Carried

9. **Adjournment**

The meeting was adjourned at 12:35 p.m.

Mike Fry, Chair

Keith Reid
Agriculture Stewardship Technician



GREY SAUBLE CONSERVATION FOUNDATION MINUTES

Full Authority Board of Directors
Wednesday, January 12, 2022, at 10:00 a.m.

1. Call to Order

Chair Don Sankey called the meeting to order and welcomed those present at 10:03 A.M.
Valerie Coleman will act as secretary.

Members Present: Don Sankey (Chair), Al Wilcox (Vice-Chair), Dick Hibma (Treasurer), Nancy Brown, Scott Greig (GSCA Board Representative), Cathy Little (GSCA Board Representative), Marg Gaviller, Rebecca Ferguson (GSCA Staff Representative), Valerie Coleman

Guests: None at this time.

Regrets: Bill Law

2. Introduction of Guests – None at this time.

3. Adoption of Agenda

Moved By: Al Wilcox
Seconded By: Nancy Brown

“THAT the agenda of the Grey Sauble Conservation Foundation meeting dated January 12, 2022 be approved, as amended.”

Carried

4. Approval of Minutes of Board Meeting – November 10, 2021

Moved By: Dick Hibma
Seconded By: Scott Greig

“THAT the minutes of the Grey Sauble Conservation Foundation meeting dated be approved as presented.”

Carried

5. Business Arising from Minutes (not otherwise on Agenda)

Nothing at this time.

6. Team Reports

a. Finance/Administration/Financial Statements

Treasurer, Dick Hibma presented the Finance Committee reports for December and January.

It was noted that the Keela subscription has been renewed. The Board will review and consider other options moving forward.

Dick noted that Doris Arnold had reached the Gold Leaf donor level.

There continues to be difficulties with the Bank of Montreal in getting access to the Foundation's accounts.

The committee has decided to allocate 15% of Memorial Forest donations to cover administration costs.

Dick shared the 2022 Foundation Budget and gave a line-by-line review to the Board.

A Member asked if there was anyway of lowering the cost of the Foundation's yearly audit. Dick explained that the current fee is lower than in previous years and that the finance committee has taken measures to reduce time cost by consolidating separate accounts.

There was a question about how donations are allocated. Dick explained that donations that are unspecified are split 80% endowment and 20% projects. Donations that are requested to be applied to a specific project are 100% applied to that project. The 500 Club are 80% projects and 20% endowment.

Moved By: Dick Hibma
Seconded By: Nancy Brown

"THAT the GSCF Board approve the Financial Reports for November and December 2021."

Carried

Moved By: Dick Hibma
Seconded By: Al Wilcox

"THAT the GSCF Board receive the revised draft of the 2022 Budget for consideration subject to further review and approval at the January 2022 Board meeting."

Carried

Moved By: Dick Hibma
Seconded By: Scott Greig

“THAT the GSCF Board approve the Finance and Administration Committee reports for November and December as presented.”

Carried

b. Memorial Forest

Chair Don Sankey gave an update on the Memorial Forest. He plans to meet with the CAO, Tim Lanthier, regarding acquiring more land for planting.

c. Film Festival

Chair Don Sankey reported that the festival continues to be tentatively planned for May.

Member Scott Greig left the meeting at 10:58 a.m.

d. Inglis Falls Arboretum Alliance

Nancy Brown gave a brief update on the Arboretum. Nancy asked that all email communications with the IFAA go through the ifaa@greysauble.on.ca email as opposed to Nancy's personal email for ease of confusion.

There are six tours of the arboretum scheduled.

The TD Friends of the Environment project timeline has been extended by one year. The signage content is still being worked on and Nancy took a walk with Ann Lenox and Krista McKee to ensure that all of the trees have been located.

The quote from the sign company has expired and prices will go up considerable. IFAA will be using plant sales to make up the difference.

7. Acceptance of Committee Reports

Moved By: Cathy Little
Seconded By: Marg Gaviller

“THAT the reports of the Finance and Administration Committee, Memorial Forest Committee, and the Earth Film Festival Committees presented at the January 12th, 2022 meeting of the GSCF Board of Directors be received and the items contained therein be approved.”

Carried

8. Grey Sauble CA Updates

Manager of Conservation Lands, Rebecca Ferguson gave a report on GSCA activities and news.

Staff have been working remotely for at least two weeks.

The AGM is scheduled for Wednesday, January 26th, 2022, and will be hosted virtually.

Staff have started working on the 2023 GSCA Strategic Plan.

Members Parking Passes selling well so far.

Brochure is being printed.

Nicole McArthur has been hired at the new Planning Technician.

Staff are hoping to run a Day camp for 2022 and will be posting an education position.

2022 GSCA Budget was approved in December. There was a considerable increase over 2021. The CAO, Tim Lanthier, made presentations to several municipalities.

9. New Business

- a. Executive meeting planned for February or early March.
- b. The Foundation Connection to be circulated in February.

10. Next Board Meeting

Wednesday March 9, 2022 @ 10:00 A.M.

11. Adjournment

The meeting was adjourned at 11:28 a.m.



MEDIA RELEASES AND ARTICLES

ATTACHMENT # 7

Bayshore Broadcasting

March 16, 2022

“Grey Sauble Conservation Authority Advises of Higher Water Levels Due to Warmer Weather”

[Grey Sauble Conservation Authority Advises Of Higher Water Levels Due To Warmer Weather | Bayshore Broadcasting News Centre](#)

Grey Sauble Authority Board of Directors

M O T I O N

DATE: March 23, 2022

MOTION #: FA-22-026

MOVED BY: _____

SECONDED BY: _____

THAT in consideration of the Consent Agenda Items listed on the March 23, 2022, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits – February 2022; (ii) Administration – Receipts & Expenses – February 2022; (iii) Correspondence – Friends of Hibou Newsletter; (v) Minutes – Agricultural Advisory Committee Minutes, GSC Foundation Board Minutes; (vi) Recent Media Articles



STAFF REPORT

Report To: Board of Directors
Report From: Tim Lanthier, CAO
Meeting Date: March 23, 2022
Report Code: 008-2022
Subject: Appointment of Provincial Offences Officers

Recommendation:

WHEREAS Grey Sauble Conservation Authority must monitor compliance with the Conservation Authorities Act and, where appropriate, enforce the provisions of that Act,

AND WHEREAS certain staff have completed the appropriate Provincial Offences Officer training,

THAT Spencer Young, Justine Lunt, Jake Bousfield-Bastedo, and Olivia Sroka be designated as Provincial Offences Officers, to enforce the provisions of the Conservation Authorities Act and any related regulations.

Strategic Initiative:

This item is related to the Better Manage Flood Risks and Enhance GSC Land Management strategic goals.

Background:

Under the Conservation Authorities Act, GSCA is required to enforce provincial regulations made under the Act. To accommodate this need, the Authority is empowered with the ability to appoint officers to enforce these regulations.

In order to ensure that our staff are properly equipped to carry out these duties, the Authority requires officers to have acquired Level 1 Provincial Offences Officers Training. Level 2 training is also offered to officers upon gaining more experience.

Spencer Young received his Provincial Offences Officer certification in 2021. A copy of this certification is attached.

Justine Lunt received her Provincial Offences Officer certification in 2020. A copy of this certification is attached.

Jake Bousfield-Bastedo received his Provincial Offences Officer certification in 2021. A copy of this certification is attached.

Olivia Sroka received her Provincial Offences Officer certification in 2021. A copy of this certification is attached.

Together with Morgan Barrie, Tim Lanthier, and MacLean Plewes, this will bring the total number of officers to seven.

Current Request:

That Spencer Young, Justine Lunt, Jake Bousfield-Bastedo, and Olivia Sroka be designated to enforce regulations under the Conservation Authorities Act.

Financial/Budget Implications:

There are no financial and/or budget implications associated with this proposed resolution.

Communication Strategy:

No communications updates are required.

Consultation:

CAO, Manager of Environmental Planning, Operations Manager.

Certificate of Training



this certifies that

Jake Bousfield-Bastedo

has successfully completed

Level 1 Provincial Offences Officer Course

Signed Angela McKenna
Angela McKenna, Capstone Development & Training

Date Sept. 20 – Oct. 1, 2021



THIS CERTIFIES THAT

JUSTINE LUNT

HAS SUCCESSFULLY COMPLETED

**CONSERVATION AUTHORITY
COMPLIANCE TRAINING
LEVEL 1**

A 40 HOUR TRAINING COURSE APPROVED BY CONSERVATION ONTARIO,
ISSUED THIS 13TH DAY OF MARCH, 2020

A handwritten signature in black ink, appearing to read 'Mark Riemenschneider', is written over a horizontal line.

Mark Riemenschneider
President
Due Process Prosecution and Training

Certificate of Training



this certifies that

Olivia Sroka

has successfully completed

Level 1 Provincial Offences Officer Course

Signed Angela McKenna

Angela McKenna, Capstone Development & Training

Date Sept. 20 – Oct. 1, 2021

Certificate of Training



this certifies that

Spencer Young

has successfully completed

Level 1 Provincial Offences Officer Course

Signed

Angela McKenna

Angela McKenna, Capstone Development & Training

Date

Sept. 20 – Oct. 1, 2021

Grey Sauble Authority Board of Directors

M O T I O N

DATE: March 23, 2022

MOTION #: FA-22-027

MOVED BY: _____

SECONDED BY: _____

WHEREAS Grey Sauble Conservation Authority must monitor compliance with the Conservation Authorities Act and, where appropriate, enforce the provisions of that Act,

AND WHEREAS certain staff have completed the appropriate Provincial Offences Officer training,

THAT Spencer Young, Justine Lunt, Jake Bousfield-Bastedo, and Olivia Sroka be designated as Provincial Offences Officers, to enforce the provisions of the Conservation Authorities Act and any related regulations.



STAFF REPORT

Report To: Board of Directors
Report From: Michael Fry, Forestry Coordinator
Meeting Date: March 23, 2022
Report Code: 009-2022
Subject: Agricultural Advisory Committee Terms of Reference Updates

Recommendation:

WHEREAS GSCA established an Agricultural Advisory Committee in 2021 (FA-21-048);

AND WHEREAS, a Terms of Reference for this committee are maintained and reviewed by members of the Committee;

THAT, the GSCA Board of Directors approve the updated Terms of Reference for the Agricultural Advisory Committee as presented in Appendix A.

Strategic Initiative:

This item relates to the Strategic Plan goal to 'Strengthen and Enhance Environmental Education and Communication'.

Background/Discussion:

GSCA established an Agricultural Advisory Committee in 2021, comprised of members of local agricultural organizations including Grey and Bruce chapters of the Ontario Federation of Agriculture (OFA) and National Farmers Union (NFU), as well as the Christian Farmers Federation of Ontario (CFFO).

Appendix A contains the revised Terms of Reference for this committee, with the changes highlighted in yellow (page 3). Changes were made to the number of members

on the committee (changed from 5 to 8), and a new member category was created to include the Agricultural Sector Representative appointed to GSCA's Board of Directors by the Minister of Environment, Conservation and Parks.

Financial/Budget Implications:

There are no financial nor budgetary implications to updating the Terms of Reference for the Agricultural Advisory Committee.

Communication Strategy:

At the next meeting of the Agricultural Advisory Committee, staff will advise the members of the updates being approved by the Board of Directors.

Consultation:

CAO, Stewardship Technician, Members of the Agricultural Advisory Committee



GSCA Agricultural Advisory Committee

Terms of Reference

Version 1.1

Date Revised:

Date Approved:



PROTECT. RESPECT. CONNECT.

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519-376-3076

www.greysauble.on.ca

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Mission / Purpose

The Committee's purpose is to act as a voice of the agricultural community at Grey Sauble Conservation Authority (GSCA) and to coordinate communication between agricultural organizations within the GSCA watersheds. The Committee will identify opportunities related to the agricultural community and provide feedback to the Board of Directors from the community.

The purpose of the Agricultural Advisory Committee is to:

- Improve communications with a diverse agricultural community through information sharing, advocacy and education.
- Identify initiatives and projects that impact the agricultural community and discuss pros and cons of these projects.
- Provide an opportunity for input and recommendations on matters considered relevant to the agricultural community including but not limited to: stewardship programs, land programs, regulation policies, and plan review policies.
- Identify areas of common interest/issues and/or concerns as they relate to the agricultural community (externally).
- Act as a discussion group to bring forward communication to the GSCA Board of Directors.

Authority to Establish Committee

Conservation Authorities Act

Section 18(2) of the Conservation Authorities Act (CAA) states, *"an authority shall establish such advisory boards as may be required by regulation and may establish such other advisory boards as it considers appropriate. 2017, c. 23, Sched. 4, s. 15"*.

Section 18(3) of the CAA states, *"an advisory board shall comply with any requirements that may be prescribed by regulation with respect to its composition, functions, powers, duties, activities and procedures. 2017, c. 23, Sched. 4, s. 15"*.

Section 19.1(1) of the CAA states, *"an authority may make by-laws,*

- (a) respecting the meetings to be held by the authority, including providing for the calling of the meetings and the procedures to be followed at meetings, specifying which meetings, if any, may be closed to the public;*
- (e) providing for the composition of its executive committee and for the establishment of other committees that it considers advisable and respecting any other matters relating to its governance"*.

Grey Sauble Conservation Authority Administrative By-Law

Section 17 of the GSCA Administrative By-Law states, *"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*

Grey Sauble Conservation Authority – Agricultural Advisory Committee – Terms of Reference
or committee. The dates of all advisory board and committee meetings shall be made available to all Members of the Authority.”

Composition

The Agricultural Advisory Committee shall be composed generally of 8 members, who live, farm, work or represent an agricultural organization within the GSCA watershed. GSCA will appoint all committee members. It will be the responsibility of the individual organizations to recommend annually in writing their representatives, by Jan. 20th to the GSCA Chief Administrative Officer/Secretary-Treasurer. An invitation for membership would be sent to the following organizations:

Ontario Federation of Agriculture:

- 1 representative from Bruce County Federation of Agriculture
- 1 representative from Grey County Federation of Agriculture

Other Agricultural Groups:

- 1 representative from the Christian Farmers Federation of Ontario (CFFO)
- 1 representative from the National Farmers Union (NFU)
- 1 additional representative from the Agricultural Community (selected annually by the Advisory Committee through an open/by invitation selection process)

If Federations, CFFO, or NFU do not fulfil their allowed number of representatives the Committee may recommend appointees from other agricultural community groups for appointment by GSCA.

GSCA Authority Representatives:

- 2 members from the General Membership of the Authority.

Agricultural Sector Representative:

- 1 representative appointed to GSCA's Board of Directors as assigned by the Minister of Environment, Conservation and Parks.

GSCA Staff Resources:

Depending on the topics to be discussed, any of the following GSCA Managers/Coordinators could take the meeting lead:

- Chief Administrative Officer;
- Manager of Conservation Lands;
- Forestry Coordinator;
- Water Resources Coordinator;
- Environmental Planning Coordinator; or
- Drinking Water Source Protection Project Manager.

A current municipal member of the GSCA Board of Directors may not sit on this Committee as a member of another organization.

Meetings

The Committee will meet up to 4 times per year subject to agenda content and need. Additional meetings will be at the call of the Chair if required for timely matters.

The Committee will set the meeting schedule annually at the first meeting of the year.

Meetings will generally be held during regular business hours at the GSCA Administration Office (237897 Inglis Falls Road, Owen Sound, Ontario) at the call of the Committee Chair.

Notwithstanding the foregoing, meetings may be held in a virtual forum by either majority approval of the Committee or due to pandemic related health and safety concerns.

Committee Chair and Vice Chair

If the Minister of the Ministry of the Environment, Conservation and Parks (MECP) has designated an agricultural representative to the GSCA Board of Directors as per Section 14(4) of the Conservation Authorities Act, this member shall be the Chair of the Agricultural Committee. The Committee will elect a Vice Chair from its membership annually at the first meeting of the year.

If the Minister of MECP has not designated an agricultural representative as per Section 14(4) of the Conservation Authorities Act, the Committee will elect a Chair and Vice Chair from its membership annually at the first meeting of the year.

Procedural Rules

The Committee shall be subject to all policies and clauses of the GSCA Administrative By-Laws. In the case where these by-laws are silent, Roberts Rules of Order will take precedent.

Quorum is more than 50% of the membership of the Committee, and never less than four (4) members. Members shall not be represented by proxy.

The agenda will be developed by GSCA staff with input from the Committee chair.

Committee members do not have the authority to specifically direct the activities of GSCA staff and will communicate through the GSCA Chief Administrative Officer/Secretary-Treasurer. The Committee may make recommendations to the GSCA Board of Directors.

The Terms of Reference will be reviewed on an annual basis by the Committee. Any recommended changes must be approved by the Full Authority Board of Directors.

Decision Making

This Committee does not have decision making power over the Authority or the Staff of the Authority. However, the Committee may make decisions on recommendations to the Authority. Consensus based decisions will be encouraged for all matters, however if required, normal simple majority rules will be implemented. Each committee member shall have full voting rights and be entitled to one vote per member. Members must be present at the meeting to be eligible to vote. Virtual attendance is permitted.

Remuneration

Agricultural organizational representative members of the Committee are not eligible for remuneration for their participation on the Agricultural Advisory Committee. GSCA Board of Director representatives on the Committee are eligible for a per diem pursuant to the policies established by the GSCA.

Reporting

The Committee Chair shall report to the GSCA Authority Members in the form of a report containing Committee Agendas, meeting minutes, and recommendations. When required the Committee may appoint a representative who best represents the topic of discussion to speak to the report. The Committee shall provide the Chief Administrative Officer/Secretary-Treasurer with a copy of the reports to be circulated to the GSCA Authority Members. Requests to present to the Board of Directors shall be submitted to the Chief Administrative Officer no later than three weeks prior to the subject Full Authority meeting. Written reports and package materials for the Board of Director's shall be provided to the Chief Administrative Officer no later than two weeks prior to the subject Full Authority meeting.

Resources

GSCA staff and other resource experts will be invited, as required, to provide additional input to the Committee. GSCA will provide administrative support, including the circulation of reports to the GSCA Members, distribution of agendas and the general administrative co-ordination of the meetings.

Grey Sauble Authority Board of Directors

M O T I O N

DATE: March 23, 2022

MOTION #: FA-22-028

MOVED BY: _____

SECONDED BY: _____

WHEREAS GSCA established an Agricultural Advisory Committee in 2021 (FA-21-048);

AND WHEREAS, a Terms of Reference for this committee are maintained and reviewed by members of the Committee;

THAT, the GSCA Board of Directors approve the updated Terms of Reference for the Agricultural Advisory Committee as presented in Appendix A.

STAFF REPORT

Report To: Board of Directors
Report From: Tim Lanthier, CAO
Meeting Date: March 23, 2022
Report Code: 010-2022
Subject: Environmental Planning Program Rates and Fees Review

Recommendation:

WHEREAS the GSCA Board of Directors recognizes that more capacity and expertise is required within GSCA's Environmental Planning Department

AND WHEREAS the GSCA Board of Directors directed staff to engage Watson & Associates to conduct a review of the Environmental Planning Department's service rates and fee for full cost recovery of an enhanced level of service

THAT the Program Rates and Fees Review report prepared by Watson & Associates be received,

FURTHER THAT Staff be directed to move to public consultation to gather feedback on the recommended fee schedule.

Strategic Initiative:

This item is related to the Better Manage Flood Risks, Improve Water Quality and Enhance GSC Land Management and Natural Heritage Preservation strategic goals.

Background:

The Grey Sauble Conservation Authority's Environmental Planning Department has seen an unprecedented rise in applications in the last few years. In 2019, the Department received 378 permit application. In the 2020 year, despite a slow start due to the COVID-19 pandemic, the Department received 488 permit applications. This is in addition to the over 500 planning applications received, several violations of the regulation and 1000's of phone and email inquiries.

In 2021 GSCA again received 488 permit applications, as well as another increase in planning applications, violations and general inquiries.

In 2022, the Department has already received over 80 permit applications and 150 planfile applications. Planfile applications consist of Planning Act applications as well as formal property inquiries.

As noted in a previous staff report, this level of application activity places GSCA within the top 20 percent of applications received by conservation authorities in Ontario. However, GSCA's staffing levels are within the bottom 40 percent of conservation authorities. Further, it is important to note that this Department has undergone substantial staffing changes within the last 12-months, losing three staff and approximately 35-years' worth of planning experience.

As previously reported to the Board, these levels of activity are not sustainable by the current staff base. Additionally, in order to properly carry out its mandate and agreement obligations, it is important that GSCA have the appropriate expertise in-house.

Based on a discussion with the Board at the August 2021 Full Authority meeting, the Board expressed its support for the expansion of the Environmental Planning Department and also in doing so with full cost recovery. At the June 2021 meeting of the Full Authority Board meeting, the Board gave direction to staff to issue an RFP for completion of a service rate fee review with the intent of achieving 100% cost recovery. At the August 2021 Full Authority Board meeting, the Board authorized engaging Watson and Associates to carry out this review.

The report prepared by Watson & Associates Economists Ltd provides a detailed breakdown of the relevant factors as well as a proposed fee schedule that will provide for 100% cost recovery.

Current Request:

Staff have reviewed the information provided by Watson & Associates and request direction from the Board to move to public consultation. Following the public consultation phase as detailed below, staff would bring a follow-up report back to the

Board to discuss the results of the consultation and to provide a final recommended fee schedule.

Financial/Budget Implications:

The current budgeted cost of running the Environmental Planning Department, as is, is \$414,298. Of this, \$325,000 is budgeted to come from user fees, \$86,305 is provided through levy and \$2,993 is provided through Provincial Transfer Payment. This does not factor in indirect and overhead costs, nor does it factor in the cost of direct involvement from staff in other departments or the addition of the required new staff positions.

The future budgeted cost of running the Environmental Planning Department with the additional required staff and considering direct involvement from staff in other departments would be approximately \$895,456. This does not factor in indirect and overhead costs. Current Departmental revenues fall approximately \$481,000 short of covering this cost, without considering the addition of indirect and overhead costs.

The financial implications of the proposed changes to GSCA Environmental Planning fees will provide for 100 percent cost recovery directly within the Environmental Planning Department, as well as providing cost recovery for other directly involved staff and indirect and overhead costs. This process utilizes the user pays principle, which is consistent with direction from MNRF Policies and Procedures, the Planning Act, and the newly proposed conservation authority fee schedule regulations. Utilizing full cost recovery will provide a net gain for the GSCA, relative to current levy investment, and will serve to potentially lower the overall financial requirements levied by GSCA to our member municipalities.

Further items to consider at budget time will relate to maintaining some of these levy dollars to support costs outside of the realm of user fees, such as legal and enforcement costs, review of municipal applications, and broad-scale policy development and review.

Additionally, it is expected that the COLA increases for 2023 may be substantial due to the current high levels of inflation. Any savings in levy could be used to help balance these increases without driving new levy increases.

Consultation:

CAO, Manager of Environmental Planning, Manager of Financial and Human Resource Services, Watson & Associates Economists Ltd.

Communication Strategy:

Following direction from the Board to move to the consultation phase of the fee schedule, GSCA will undertake the following actions:

Action	Timeline
Develop a consultation page on GSCA's public facing website.	April 2022
Utilize social media, email footers, and homepage notifications to direct traffic to this webpage.	April 2022
Circulate draft fee schedule to participating municipalities for comment	April 2022
Set up meetings with municipal partners	July 2022
Set up meeting(s) or webinar with development community	August 2022
Set up meeting(s) or webinar with planning consultants	August 2022
Set up webinar for public Q&A	August 2022
Communicate information back to GSCA Board	Sept 2022
Post final fee schedule on website	Sept 2022
Circulate final fee schedule to municipal partners	Sept 2022



Program Rates and Fees Review

Grey Sauble Conservation Authority

Final Report

March 9, 2022

Watson & Associates Economists Ltd.
905-272-3600
info@watsonecon.ca

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List of Acronyms and Abbreviations

Acronym	Full Description of Acronym
A.B.C.	Activity-Based Costing
B.I.L.D.	Building Industry and Land Development Association
C.A.	Conservation Authority
C.A.A.	<i>Conservation Authorities Act, 1990</i>
E.A.	Environmental Assessment
F.T.E.	Full Time Equivalent
G.S.C.A.	Grey Sauble Conservation Authority
G.T.H.A.	Greater Toronto Hamilton Area
H.S.T.	Harmonized Sales Tax
L.P.A.T.	Local Planning Appeal Tribunal
M.N.R.F.	Ministry of Natural Resources and Forestry
M.O.U.	Memorandum of Understanding
O.L.T.	Ontario Land Tribunal
O.P.A.	Official Plan Amendment
Z.B.A.	Zoning By-law Amendment



Report



Chapter 1

Introduction



1. Introduction

1.1 Background

Grey Sauble Conservation Authority (G.S.C.A.) provides plan review services and approvals to provincial agencies, municipalities, and landowners throughout its watersheds within the County of Bruce and the County of Grey. Additionally, G.S.C.A. regulates development, interference with wetlands, and alterations to shorelines and watercourses through *Conservation Authorities Act, 1990* (C.A.A.) section 28 permits granted under O. Reg. 151/06.

Changes to the C.A.A. through *the Building Better Communities and Conserving Watershed Act, 2017* and the *More Homes, More Choice Act, 2019* (which are discussed further in section 1.4 herein) and subsequently the *Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020* have implications for the types of services provided by Conservation Authorities (C.A.s) and the available funding sources for the services provided. The impact of these changes on the ability of C.A.s to recover costs through municipal levies, agreements, memorandums of understanding, and fees and charges, suggest there will be a greater need for full cost accounting principles (i.e. direct, indirect, and capital costs) and transparency in the determination of fees and charges for all programs and services provided.

1.2 Objectives

Watson & Associates Economists Ltd. (Watson) has been retained by G.S.C.A. to undertake a review the plan review and permitting fees that they impose.

The primary objectives of the fee review are to assess the full cost of providing plan review and permitting services and the adequacy of current G.S.C.A. fees to recover the anticipated costs of service. Evidence based support is provided for fee structure recommendations to recover the full cost of service while:

- being defensible and conforming with the policies of the Ministry of Northern Development, Mines, Natural Resources and Forestry (formerly the Ministry of Natural Resources and Forestry (M.N.R.F.)) regarding planning and compliance-oriented activities and the requirements of the C.A.A.;



- balancing G.S.C.A.'s need to maximize cost recovery with stakeholder interests, affordability, and competitiveness;
- addressing additional costs of improving plan review and permitting service levels;
- reflecting industry best practices; and
- considering the administrative process for the implementation of fees.

In addition to making fee recommendations, the fee review also recommends principles of a fee policy in accordance with section 21.2 of the C.A.A. (yet to be proclaimed at the time of writing).

The analysis provided herein, and ultimate fee recommendations, have been developed to provide for the full recovery of the direct costs of service while also contributing towards the recovery of indirect and overhead support costs associated plan review and permitting activities. The final implementation plan for these fees will be determined through consultation with external stakeholders and G.S.C.A.'s Board of Directors.

This technical report summarizes the legislative context for the fees review, provides in detail, the methodology utilized to assess the full costs of service, and presents the calculated full cost recovery fees and fee administration policies.

1.3 Study Process

Set out in Table 1-1 is the project work plan that has been undertaken in the review of G.S.C.A.'s plan review and permit fees.

Table 1-1
Plan Review and Permit Fees Review Study Work Plan

Work Plan Component	Description
1. Project Initiation and Orientation	<ul style="list-style-type: none">• Undertook an initial start-up meeting with G.S.C.A. staff to review project scope, work plan, legislative context, fee review trends, and activity-based costing full cost methodology
2. Review Background Information	<ul style="list-style-type: none">• Reviewed cost recovery policies• Assessed annual application/permit patterns and characteristics



Work Plan Component	Description
3. Document Fee Categorization and Processes	<ul style="list-style-type: none">• Met with G.S.C.A. staff members to review and refine fee design parameters and establish costing categories• Developed, in collaboration with G.S.C.A. staff, process maps for categories/processes established through these discussions• Established participating G.S.C.A. departments/staff positions, including additional staff for improved service levels
4. Design and Execution of Direct Staff Processing Effort Estimation	<ul style="list-style-type: none">• Produced (by G.S.C.A. staff) effort estimates for each costing category across established processes• Examined effort estimates to quantify and test overall staff capacity utilization (i.e. capacity analysis) for reasonableness• Reviewed the results of the staff capacity utilization analysis with G.S.C.A. staff and refined effort estimates
5. Develop A.B.C. Model to Determine the Full Cost Processes	<ul style="list-style-type: none">• Developed A.B.C. model to reflect the current cost base (i.e. 2022\$), fee costing categories, direct and indirect cost drivers, and generated full cost of service
6. Calculation of Full Cost Recovery and Policy Driven Fees and Fee Comparisons	<ul style="list-style-type: none">• Used modelled costing results to generate full cost recovery and policy-driven fee structure options• Prepared comparison survey for C.A. and municipal development fees• Provided impact analysis for sample development types and for C.A./municipal comparators• Developed a recommended fee structure to achieve full cost recovery while maintaining market competitiveness and considering applicant affordability• Presented draft fee structure and findings to G.S.C.A. staff
7. Draft Report	<ul style="list-style-type: none">• Prepared the Draft Report
8. Final Report and Presentation to Board of Directors	<ul style="list-style-type: none">• Preparation the Final Report for presentation of recommendations to the G.S.C.A. board of directors.



1.4 Legislative Context for Fees Review

The context for the fees review is framed by the statutory authority available to G.S.C.A. to recover the costs of service. The statutory authority for imposing fees for services, including plan review and section 28 permits, is conferred through the C.A.A. Furthermore, the M.N.R.F. sets additional principles and policies for charging fees in accordance with section 69 of the *Planning Act*.

1.4.1 Conservation Authorities Act, 1990

Currently, Section 21 of the C.A.A. provides the authority for C.A.s to charge fees for services. Recent changes to the C.A.A. through *the Building Better Communities and Conserving Watershed Act, 2017* (Bill 139) and the *More Homes, More Choice Act, 2019* (Bill 108), have implications for the types of services C.A.s provide and how costs are recovered. S. 21.1, S. 21.1.1, and Section 21.1.2. of the C.A.A. and O.Reg. 686/21 identify the programs and services that a C.A. is required or permitted to provide within its area of jurisdiction. These programs and services include:

- Mandatory programs and services (section 21.1) related to:
 - Risk of Natural Hazards;
 - Conservation and Management of Lands;
 - Other Programs and Services related to the provincial groundwater monitoring program, the provincial stream monitoring program, or a watershed-based resource management strategy;
 - Conservation authority duties, functions and responsibilities as a source protection authority under the Clean Water Act, 2006;
 - Lake Simcoe Region Conservation Authority duties, functions, and responsibilities under the Lake Simcoe Protection Act, 2008; and
 - Prescribed services under the Building Code Act, 1992.
- Municipal programs and services (section 21.1.1)
 - Provided through an M.O.U. or agreement with municipal partners.
- Other programs and services (section 21.1.2).

C.A.s may apportion operating costs of programs and services to participating municipalities. However, the apportionment of the costs of “municipal” programs and services must be identified in an MOU or agreement and the costs of “other” programs



and services must be identified in a cost apportionment agreement. The apportionment of costs may also be appealed by the participating municipalities.

C.A.s are required to determine the fees for service unless prescribed through regulation. C.A.s are required to maintain a fee schedule that sets out the programs and services it provides and for which it charges a fee, the amount of the fee, and the manner in which the fee has been determined.

C.A.s are required to adopt a fee policy, including fee schedule, frequency, and process for review (including notice and public availability), and circumstances for the request of reconsideration. The fees and fee policy shall be made available to the public and reviewed at regular intervals. Notice of any changes to the list of fees, amount of any fee, or the manner in which the fees were determined, shall be given to the public.

REGULATORY AND POLICY PROPOSAL CONSULTATION GUIDE: Regulations regarding Municipal Levies, Conservation Authority Budget Process, Transparency, and Provincial Policy for the Charging of Fees by Conservation Authorities

The Province has recently released Phase 2 of the Regulatory and Policy Proposals Consultation Guide which provides details of the proposed:

- Municipal Levies Regulation;
- Minister's regulation for determining amounts owned by specified municipalities;
- Minister's published list of classes of programs and services in respect of which a conservation authority may charge a user fee; and
- Complementary regulations to increase transparency of authority operations.

The Consultation Guide provides direction on the ability of authorities to apportion "corporate administrative costs" (operating expenses and capital costs not directly related to the delivery of programs and services) to municipalities through the municipal levy. In this regard, the Consultation Guide provides clarity that "corporate administrative costs" (referred to as indirect overhead and support costs herein) do not need to be apportioned in the costing of mandatory, municipal, or other programs and services.



1.4.2 *Planning Act, 1990*

The M.N.R.F. sets additional principles and policies for charging fees, including:

- Fees should be set to recover the full cost of administering and delivering the service; and
- For planning services, fees should be designed and administered in accordance with section 69 of the *Planning Act*:

The *Planning Act, 1990* governs the imposition of fees by municipalities for recovery of the anticipated costs of processing each type of planning application. The following summarizes the provisions of this statute as it pertains to planning application fees.

Section 69 of the *Planning Act* allows municipalities to impose fees through by-law for the purposes of processing planning applications. In determining the associated fees, the Act requires that:

“The council of a municipality, by by-law, and a planning board, by resolution, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the council of the municipality or to the planning board in respect of the processing of each type of application provided for in the tariff.”

Section 69 establishes many cost recovery requirements that municipalities imposing fees under section 69 must consider when undertaking a full cost recovery fee design study. The Act specifies that municipalities may impose fees through by-law and that the anticipated costs of such fees must be cost justified by application type as defined in the tariff of fees (e.g., Subdivision, Site Plan, etc.). Given the cost justification requirements by application type, this would suggest that cross-subsidization of planning application fee revenues across application types is not permissible. For instance, if Site Plan application fees were set at levels below full cost recovery for policy purposes, this discount could not be funded by Subdivision application fees set at levels higher than full cost recovery. Our interpretation of section 69 is that any fee discount must be funded from other general revenue sources (such as the municipal levy in the case of C.A.s).



It is noted that the statutory requirement is not the actual processing costs related to any one specific application. As such, actual time docketing of staff processing effort against application categories or specific applications does not appear to be a requirement of the Act for compliance purposes. As such our methodology, which is based on staff estimates of application processing effort, meets with the requirements of the Act and is in our opinion a reasonable approach in determining anticipated costs.

The Act does not specifically define the scope of eligible processing activities and there are no explicit restrictions to direct costs as previously witnessed in other statutes. Moreover, recent amendments to the fee provisions of the *Municipal Act and Building Code Act* are providing for broader recognition of indirect costs. Acknowledging that staff effort from multiple departments can be involved in processing planning applications, it is our opinion that such fees may include direct costs, capital-related costs, support function costs directly related to the service provided, and general corporate overhead costs apportioned to the service provided. Moreover the M.N.R.F. guidelines provide that fees should be designed to recover the full costs of administering and delivering the service, providing further support to the inclusion of indirect support costs within the full cost assessment.



Chapter 2

Activity-Based Costing Methodology



2. Activity-Based Costing Methodology

2.1 Methodology

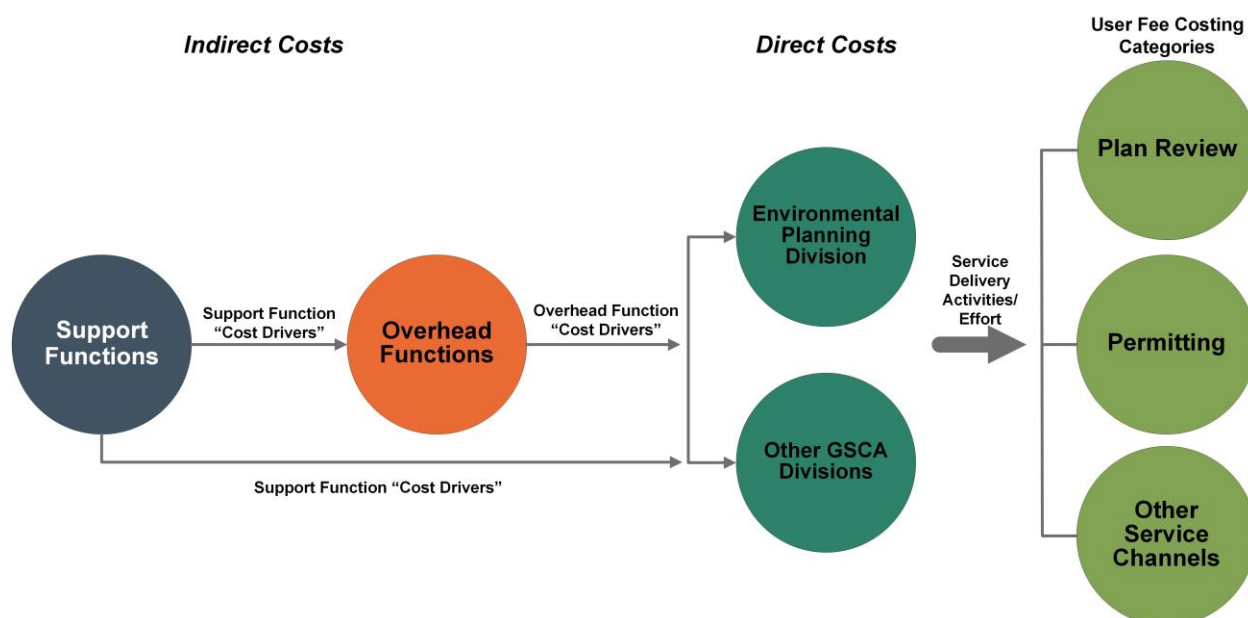
An activity-based costing (A.B.C.) methodology, as it pertains to C.A.s, assigns an organization's resource costs through activities to the services provided to the public. Conventional public sector accounting structures are typically not well suited to the costing challenges associated with development or other service processing activities, as these accounting structures are department focussed and thereby inadequate for fully costing services with involvement from multiple departments/divisions. An A.B.C. approach better identifies the costs associated with the processing activities for specific user-fee types and thus is an ideal method for determining full cost recovery plan review and permit fees.

As illustrated in Figure 2-1, an A.B.C. methodology attributes processing effort and associated costs from all participating departments and individuals to the appropriate plan review and permit categories. The resource costs attributed to processing activities and application/permit categories include direct operating costs, indirect support costs, and capital costs. Indirect support function and corporate overhead costs are typically allocated to direct service departments according to operational cost drivers (e.g., human resource costs allocated based on the relative share of full time equivalent (F.T.E.) positions by department). Once support costs have been allocated amongst direct service departments, the accumulated costs (i.e. indirect, direct, and capital costs) are then distributed across the various fee categories, based on the department's direct involvement in the processing activities. The assessment of each department's direct involvement in the plan review and permitting process is accomplished by tracking the relative shares of staff processing effort across each fee category's sequence of mapped process steps. The results of employing this costing methodology provides organizations with a better recognition of the costs utilized in delivering plan review and permitting services, as it acknowledges not only the direct costs of resources deployed but also the operating and capital support costs required by those resources to provide services.

The following sections in this chapter review each component of the A.B.C. methodology as it pertains to plan review and permit fees.



Figure 2-1
Activity-Based Costing Conceptual Cost Flow Diagram



2.2 Application Category Definition

A critical component of the full cost recovery fees review is the selection of the plan review and permitting costing categories. This is an important first step as the process design, effort estimation, and subsequent costing are based on these categorization decisions. It is also important from a compliance standpoint where, as noted previously, the *Planning Act* requires application fees to be cost justified by application type consistent with the categorization contained within the tariff of fees. Moreover, the cost categorization process will provide insight into any differences in processing costs for each costing category within an application/permit type, which is informative to the fee structure design exercise.

Fee categorization decisions were made using G.S.C.A.'s existing fee structure and discussions on the potential further disaggregation of application/permit types to understand differences in costs by application complexity and size. Through these discussions it was determined that costing categories used in the fee review should generally reflect G.S.C.A.'s current application and permit fee types. Additional fee categories were created to recognize minor and major application types and services for which there is not currently a fee imposed. These discussions and the fee



categorization process were undertaken during working sessions with G.S.C.A. staff at the outset of this review.

Given the cost justification requirements of the *Planning Act* and comments of the Ontario Land Tribunal (O.L.T.) with respect to marginal costing, this level of disaggregation within application types is in direct response to the comments of the O.L.T. Furthermore, this reflects an evolution in the costing methodology to exceed the statutory requirements and to better understand the factors influencing processing effort.

Summarized in Table 2-1 are the planning application and permitting costing categories that have been included in the A.B.C. model. These costing categories have been used to rationalize changes to G.S.C.A.'s plan review and permitting user fee schedule and understand the full costs of other processes.

The following explains the rationale for the major plan review and permitting categorization decisions utilized in the fee review:

Plan Review

- Official Plan Amendments (O.P.A.), Zoning By-law Amendments (Z.B.A.) and Consents have been disaggregated into minor and major application types to reflect the differences in process and levels of technical review required.
- Subdivision and Condominium applications have been separated into minor (the minimum level of effort regardless of application size), intermediate (50 units) and major (100 units) to assess the changes in marginal costs as applications change in size.
- Site Plan application categories have been developed to reflect G.S.C.A.'s current fee schedule's differentiation.
- Minor and major application types have been included for Niagara Escarpment Development Permit reviews.
- An additional category for Niagara Escarpment Plan amendments has been included in this review.
- Aggregate Applications have been grouped into 4 categories. Minor (under 20 hectares) and major (over 20 hectares) for applications above and below the water table.



- Environmental assessments have been split into Class A, Class B and Class C application types

Permitting

- The current disaggregation seen in G.S.C.A.'s current fee schedule has been maintained for this exercise as it reflects the differences between permit complexity with the addition of two costing categories for violations.

Other G.S.C.A. Reviews:

- Other G.S.C.A. reviews were also assessed to understand the level of effort and associated costs being expended for reviews undertaken on behalf of municipal partners.



Table 2-1
Plan Review and Permitting Costing Categories

Costing Category Name
Planning Fees
Minor - Zoning By-law Amendment(Re-zoning)
Major - Zoning By-law Amendment(Re-zoning)
Minor - Official Plan Amendment
Major - Official Plan Amendment
Minor - Consent
Major - Consent
Minor Variance
Subdivision/Condominium Draft Approval - Minor
Subdivision/Condominium Draft Approval - Intermediate (50 Units)
Subdivision/Condominium Draft Approval - Major (100 Units)
Site Plan Reviews - Minor - Single lot residential or small scale commercial/Industrial
Site Plan Reviews - Major - Commercial, Industrial and/or multiple residential
Minor Red-line Revisions for Plan of Subdivision
Major Red-line Revisions for Plan of Subdivision
Minor Niagara Escarpment Development Permit Reviews
Major Niagara Escarpment Development Permit Reviews
Niagara Escarpment Plan Amendment - Applicant Driven
Minor Aggregate Resources Act Licence Application - Above Water Table (under 20 hectares)
Minor Aggregate Resources Act Licence Application - Above Water Table (over 20 hectares)
Major Aggregate Resources Act Licence Application - Below Water Table (under 20 hectares)
Major Aggregate Resources Act Licence Application - Below Water Table (over 20 hectares)
Environmental Assessment Review Fee - Class A
Environmental Assessment Review Fee - Class B
Environmental Assessment Review Fee - Class C
Permitting
Minor Projects
Standard Projects
Major Projects
Complex
Permit Replacement (Expired within 1 yr. and no amendments)
Permit Replacement with Amendments (Minor Projects)
Permit Replacement with Amendments (standard Projects)
Permit Replacement with Amendments (Major Projects)
Property Clearance and Inquiry Letters
Property Clearance and Inquiry Letters with Site Inspection
Violation - Non-Compliance related to issued permit
Violation (No Permit Issued) - Compliance achieved
Other G.S.C.A. Service Areas
Mapping Updates
Data Sharing
Municipal OP Reviews
Comprehensive Zoning By-Law Reviews
Municipally Initiated Scondary Plans
Municipally Initiated OPAs
Forestry By-law Minor Exemptions (Grey County)



2.1 Processing Effort Cost Allocation

To capture each participating G.S.C.A. staff member's relative level of effort in processing plan review applications and permits, process templates were prepared for each of the above-referenced costing categories. The process templates were generated using sample templates based on established processes from other C.A.s. G.S.C.A. staff then refined and modified the process steps to reflect the current and or proposed plan review and permitting processes undertaken by G.S.C.A. In discussions with staff, it was identified that current service levels are constrained by available staff resources and that additional staff positions will be required to provide desired service levels. As such the following additional F.T.E. staff positions have been included within this review:

- Planning Ecologist;
- Regulations Officer; and
- Water Resource Engineer.

As such, the process maps were developed to reflect the proposed level of service with the inclusion of additional staff positions.

The individual process maps were populated by G.S.C.A. staff in internal working sessions with the typical effort spent by staff for each process step and costing category. The effort estimates generated reflect the time related to the plan review and permitting processing activities by participating G.S.C.A. staff and by application/permit type. For the additional Environmental Planning staff, effort estimates were based on the levels of effort for similar positions in other conservation authorities. These effort estimates were applied to average historical application/permit volumes, by type, to produce annual processing effort estimates by G.S.C.A. staff position.

Annual processing efforts per staff position were compared with available capacity to determine overall service levels. Subsequent to this initial capacity analysis, working sessions were held with the G.S.C.A. staff to further define the scope and nature of staff involvement in plan review and permitting activities to reflect current and/or anticipated staff utilization levels. These refinements provided for the recognition of efforts within the fees review ancillary to direct processing tasks, i.e. departmental support activities, and management and application oversight activities by departmental senior management. Effort related to planning policy, preparation for and defense of



applications at O.L.T., and special projects and other organizational initiatives were not included in the definition of plan review and permitting processing activities.

The capacity utilization results are critical to the full cost recovery fee review because the associated resourcing costs follow the activity-generated effort of each participating staff member into the identified costing categories. As such, considerable time and effort was spent ensuring the reasonableness of the capacity utilization results. The overall departmental fee recovery levels underlying the calculations are provided in Chapter 3 of this report.

2.2 Direct Costs

Direct costs refer to the employee costs (salaries, wages, and benefits), supplies, materials, and equipment, and purchased services, that are typically consumed by directly involved departments. Based on the results of the staff capacity analysis summarized above, the proportionate share of each individual's direct costs is allocated to the respective user fee categories. The direct costs included in G.S.C.A.'s costing model are taken from their 2022 Operating budget and include cost components such as labour costs (e.g. salary, wages, and benefits), office supplies, and training & development.

Labour costs for staff were provided based on the upper end of the salary bands of the individual positions with plan review and permitting involvement. Other departmental direct costs per position within these division were based on the costs per position in each respective divisional budget.

2.3 Indirect Cost Functions and Cost Drivers

An A.B.C. review includes both the direct service costs of providing service activities and the indirect support costs that allow direct service departments to perform these functions. The method of allocation employed in this analysis is referred to as a step-down costing approach. Under this approach, support function and general corporate overhead functions are classified separately from direct service delivery departments. These indirect cost functions are then allocated to direct service delivery departments based on a set of cost drivers, which subsequently flow to planning application and permit fee categories according to staff effort estimates. Cost drivers are units of



service that best represents the consumption patterns of indirect support and corporate overhead services by direct service delivery departments. As such, the relative share of a cost driver (units of service consumed) for a direct department determines the relative share of support/corporate overhead costs attributed to that direct service department. An example of a cost driver commonly used to allocate information technology support costs would be a department's share of supported IT hardware. Cost drivers are used for allocation purposes acknowledging that these departments do not typically participate directly in the development review process, but that their efforts facilitate services being provided by the G.S.C.A.'s direct service departments.

The indirect cost allocation to the front-line service departments was prepared using indirect and corporate overhead cost drivers that reflect accepted practices within the municipal sector. Indirect and corporate overhead costs from the following divisions have been considered in this review:

- Administration, Finance & Human Resources;
- GIS, Information Management & Information Technology;
- Fleet & Equipment Management; and
- Conservation Information & Community Outreach.

2.4 Capital Costs

The inclusion of capital costs relating within the full cost plan review and permitting fees calculations follow a methodology similar to indirect costs. The annual replacement value of assets commonly utilized to provide direct department services has been included to reflect capital costs of service. The replacement value approach determines the annual asset replacement value over the expected useful life of the respective assets. This reflects the annual depreciation of the asset over its useful life based on current asset replacement values using a sinking fund approach. This annuity is then allocated across all fee categories based on the capacity utilization of the direct service departments.

The annual capital replacement contribution has been calculated using an annual sinking fund replacement cost calculation for facility space. The replacement cost of the G.S.C.A. administrative office space utilized by staff has been based on the cost per sq.ft. from the 2021 Altus Group Canadian Cost Guide's for municipal office space (i.e. \$340/sq.ft.) and an assumed square foot per employee (i.e. 35 square feet). The



annual capital cost contribution was then allocated to the fee categories based on resource capacity utilization.

Capital cost relating to the usage of vehicles and equipment is currently accounted for in G.S.C.A.'s budgeting process. This approach has been maintained for the purposes of this review.



Chapter 3

Plan Review and Permitting Fees Review



3. Plan Review and Permitting Fees Review

3.1 Staff Capacity Utilization Results

The plan review, permitting, and other G.S.C.A. review processes considered within this assessment involves to varying degrees General Administrative Staff (i.e., the Chief Administrative Officer and Administrative Assistant), Environmental Planning Division Staff and Information Services Division Staff. The processing effort estimates in this report reflect G.S.C.A.'s anticipated business processes, 2016 to 2020 average annual application/permit volumes, and anticipated staffing to provide desired service levels.

Table 3-1 summarizes the annual staff resource utilization and number of F.T.E. positions attributable to plan review, permitting and other review processes considered as part of this review. The level of staff involvement excludes non-plan review and permit processing effort provided by staff for O.L.T. appeals, other provincial reviews, corporate management, policy initiatives, public consultation, and other organizational initiatives, consistent with the approach utilized in other Ontario C.A.s.

Table 3-1
Staff Resource Utilization by Division and Review Area

Application	General	Environmental Planning Division	Information Services Division	Total
FTEs	2.00	8.00	4.00	14.00
Planning Total (%)	7.37%	42.56%	0.75%	25.59%
FTEs	0.15	3.40	0.03	3.58
Permitting Total (%)	12.92%	51.33%	4.25%	32.39%
FTEs	0.26	4.11	0.17	4.53
Other Total (%)	0.69%	1.11%	8.00%	3.02%
FTEs	0.01	0.09	0.32	0.42
Grand Total (%)	20.98%	95.00%	13.00%	61.00%
FTEs	0.4	7.6	0.5	8.5

The following observations are provided based on the results of the capacity analysis summarized in Table 3-1:

- In total, of the 14 F.T.E.s involved in the application/review processes, 25.6% of annual staff time is spent of plan review activities, 32.4% is spent on permitting activities, 3.0% is spent on other review processes, with the remaining 39.0% of



time being spent on other activities not accounted for in this exercise. In terms of F.T.E.s, this level of utilization equates to 8.5 F.T.E.s being utilized on the activities contained within this review.

- 95% of the annual time of Environmental Planning staff is anticipated to be spent on the activities within this review, representing 89.0% (or 7.6 F.T.E.s) of the total 8.5 utilized F.T.E.s. In terms of where this effort is expended, 98.8% of the 7.6 F.T.E.s are utilized on permitting (4.1 F.T.E.) and planning (3.4 F.T.E.) activities.

3.2 Impacts

As discussed in Section 1.4, the *Planning Act* requires fees to be cost justified at the planning application type level. Moreover, recent O.L.T. decisions require that there be consideration given to the marginal costs of processing applications of varying sizes and complexity. In this regard, plan review processes have been costed at the application type and sub-type level. This level of analysis goes beyond the statutory requirements of cost justification by application type to better understand costing distinctions at the application sub-type level to provide the basis for a more defensible fee structure and fee design decisions.

The review of C.A.A. section 28 permits is cost justified across the overall service category versus the individual application type (as is recommended for plan review activities). However, the costing of processing section 28 permits has been undertaken by individual permit type to better understand the relationship of cost and revenues by permit type. The following subsections summarize the overall cost recovery levels for plan review, permitting, and other G.S.C.A. reviews.

Annual cost impacts include the direct, indirect, and capital costs by costing category and are based on G.S.C.A.'s 2022 budget. The overall recovery levels are based on the weighted average annual historical application and permit volumes over the 2016 to 2020 period and current 2022 application/permit fees.

3.2.1 Annual Costs and Revenues

As summarized in Figure 3-1 and Table 3-2 below, the annual costs of service are \$1.2 million (\$496,800 for plan review, \$626,500 for permitting, and \$48,800 for other reviews). Direct costs of service represent 76.4% of the total annual costs, with indirect costs and capital costs representing 23.3% and 0.3% of the annual costs, respectively.



Within the various plan review categories, the greatest share of costs is related to Consents, Z.B.A.s and combined planning applications (Site Plan and Subdivision applications received concurrent with O.P.A. and/or Z.B.A. applications) accounting for 72% of the annual costs. Other notable areas include Niagara Escarpment Permits and Minor Variance Applications. Within permitting, minor and standard project development permits represent 76% of the annual costs of permits.

Across all activities included within this review, current fees are recovering 33% of the total annual cost of processing (inclusive of the costs associated with the additional required staff positions). Within plan review, current application fees are recovering 32% of the full costs of service while within permitting, current fees are performing slightly better, recovering only 36% of the full cost of service. This results in a total revenue shortfall of \$784,400. However, excluding the costs of the additional staff positions, the current fees are recovering 44% of overall costs (38% for plan review and 55% for permitting activities) resulting in a total revenue shortfall of \$492,500. Moreover, if indirect and overhead support costs are also excluded, the current fees are recovering 64% of overall costs (54% for plan review and 85% for permitting activities) resulting in a total revenue shortfall of \$219,500 compared to current direct costs only.

Of the total \$784,400 cost recovery shortfall across all fee categories, 85 % of the shortfall can be attributed to the following application types.:

- Z.B.A.;
- Consents;
- Niagara Escarpment Development Permits;
- Combined Applications;
- Minor Project Permits; and
- Standard Project Permits.

As such, changes to user fees for the above application/permit types will have the greatest impact on overall cost recovery levels. Table 3-2 also includes the detailed costs by major application/permit type, and current annual application/permit revenues.



Figure 3-1
Grey Sauble Conservation Authority Annual Costs of Service (Percentage Shares)

**Annual Costs
(\$1,172,204)**

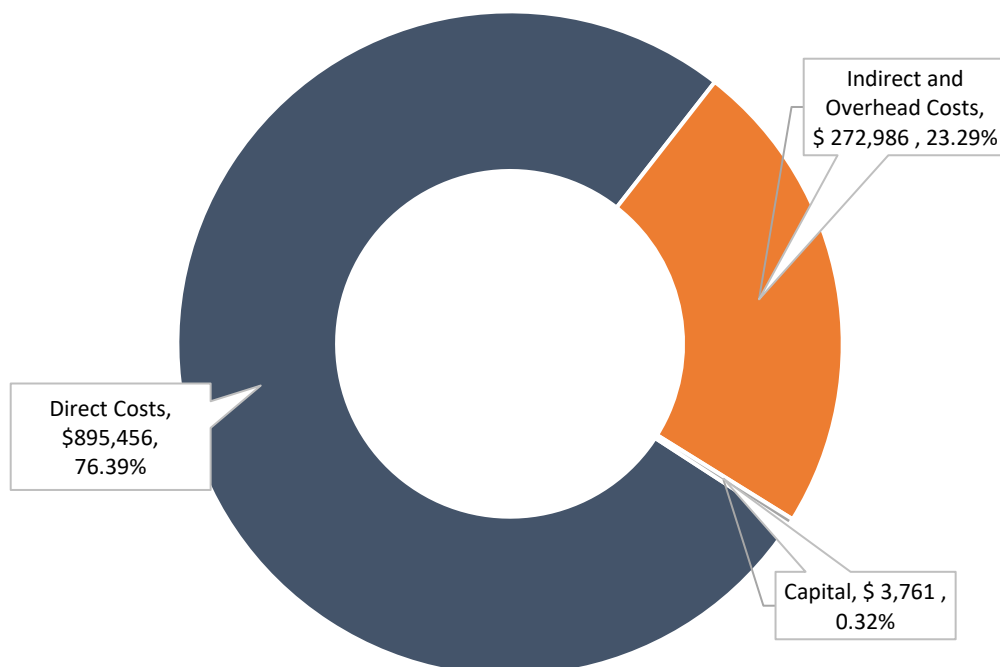




Table 3-2
Annual Costs and Revenues (2022\$)
Current Fees

Costing Category	Annual Costs								Current Fees		
	Direct Costs			Indirect and Overhead Costs	Capital	Total Annual Costs	Average Annual Volumes	Average Cost per Application	Annual Impacts		
	Salary, Wage, and Benefits (SWB)	Non-SWB	Total						Modeled Revenue	Cost Recovery %	Surplus/ (Deficit)
Plan Review											
Zoning By-law Amendment	75,377	2,585	77,961	25,421	345	103,728			43,621	42%	(60,107)
Official Plan Amendment	6,377	219	6,596	2,317	31	8,944			2,951	33%	(5,993)
Consent	96,970	3,169	100,138	33,474	442	134,054			33,696	25%	(100,358)
Minor Variance	28,378	933	29,311	9,853	130	39,293	62.60	628	18,154	46%	(21,139)
Subdivision and Condominium Applications	4,263	134	4,397	1,419	19	5,835			2,260	39%	(3,575)
Site Plan	450	14	464	152	2	618			229	37%	(389)
Niagara Escarpment Development Permit	53,746	1,788	55,534	18,887	250	74,670			22,506	30%	(52,164)
Niagara Escarpment Plan Amendment - Applicant Driven	9	0	9	3	0	12	0.01	1,241	3	25%	(9)
Aggregates	3,770	116	3,885	1,221	16	5,123			1,560	30%	(3,563)
Environmental Assessments	4,003	119	4,123	1,262	17	5,401			816	15%	(4,585)
Combined Applications	87,815	2,678	90,493	28,294	374	119,161			34,647	29%	(84,514)
Subtotal - Plan Review	361,157	11,755	372,912	122,302	1,625	496,839			160,443	32%	(336,396)
Permitting Review											
Minor Projects	110,073	3,540	113,614	34,725	471	148,810	213.80	696	62,002	42%	(86,808)
Standard Projects	243,235	7,842	251,076	77,137	1,046	329,260	140.20	2,349	91,130	28%	(238,130)
Major Projects	36,825	1,151	37,976	11,325	154	49,454	13.00	3,804	21,190	43%	(28,264)
Complex Projects	613	19	632	187	3	822	0.20	4,110	760	92%	(62)
Permit Replacement (Expired within 1 yr. and no amendments)	4	0	4	2	0	6	0.01	598	1	23%	(5)
Permit Replacement with Amendments (Minor Projects)	2,314	76	2,391	808	11	3,210	5.10	629	816	25%	(2,394)
Standard Permit Replacement with Amendments	4,570	151	4,721	1,593	21	6,336	6.38	994	1,721	27%	(4,615)
Major Permit Replacement with Amendments	1,698	52	1,750	553	7	2,310	1.28	1,812	701	30%	(1,609)
1. Property Clearance and Inquiry Letters	18,425	653	19,078	6,405	87	25,570	113.25	226	26,048	102%	478
2. Property Clearance and Inquiry Letters with Site Inspection	38,364	1,290	39,654	12,694	172	52,520	59.00	890	23,010	44%	(29,510)
Violation - Non-Compliance realted to issued permit	1,544	51	1,594	534	7	2,135	2.10	1,017			(2,135)
Violation (No Permit Issued) - Compliance achieved	4,392	145	4,537	1,528	20	6,085	2.10	2,898			(6,085)
Subtotal - Permitting Review	462,057	14,970	477,027	147,492	1,999	626,518			227,379	36%	(399,139)
Other Review											
Mapping Updates	33,565	1,900	35,465		95	35,560					(35,560)
Data Sharing	1	0	1		0	1	0.01	99			(1)
Municipal OP Reviews	23	1	23	7	0	31	0.01	3,080			(31)
Comprehensive Zoning By-Law Reviews	3,225	100	3,325	1,059	14	4,398	1.00	4,398			(4,398)
Municipality Initiated Scndary Plans	2,326	70	2,396	743	10	3,149	1.00	3,149			(3,149)
Municipality Initiated OPAs	2,506	75	2,582	794	10	3,386	1.00	3,386			(3,386)
Forestry By-law Minor Exemptions (Grey County)	1,668	56	1,724	589	8	2,321	5.00	464			(2,321)
Subtotal - Other Review	43,314	2,203	45,517	3,192	137	48,846			-	0%	(48,846)
GRAND TOTAL	866,528	28,928	895,456	272,986	3,761	1,172,204			387,823	33%	(784,381)
GRAND TOTAL (Excl. Other Reviews)	823,214	26,726	849,939	269,794	3,624	1,123,358			387,823	35%	(735,535)
Plan Review	361,157	11,755	372,912	122,302	1,625	496,839			160,443	32%	(336,396)
Permitting Review	462,057	14,970	477,027	147,492	1,999	626,518			227,379	36%	(399,139)
Other Review	43,314	2,203	45,517	3,192	137	48,846			-	0%	(48,846)



3.1 Fee Recommendations

Proposed fee structure recommendations were developed with regard to the cost and revenue impacts presented in Table 3-2 by individual costing category. The proposed fee structures, presented in Table 3-3, seek to align the recovery of processing costs to application/permit characteristics to recover the full costs of service while balancing *Planning Act* compliance, applicant benefits and affordability, and revenue stability. G.S.C.A.'s current fee structure has been generally maintained within the proposed fee structures. Proposed plan review and permitting fees have been designed below full cost recovery levels where full cost recovery fees would be beyond the range of the fees imposed by comparator C.A.s. The calculation of the annual costs of service by user fee category and annual revenue associated with the recommended fees is shown in Table 3-4. Based on the 2016 to 2020 average plan review and permit volumes and characteristics the proposed fees would increase annual revenue by 140% from \$387,800 (33% of costs) to \$930,600 (79% of costs). Moreover, the proposed fee recommendations have been made with input from G.S.C.A. staff to consider applicant affordability for individual landowners and other stakeholder interests.

In making the fee recommendations, a survey of the fees imposed for a select group of neighboring C.A.s was undertaken to assess the relative competitiveness of the current and recommended fees. This comparison is included in Appendix A to this report.

The calculated full cost fee recommendations have been calculated in 2022\$ values and exclude H.S.T. Furthermore, it is recommended that fees be increased annually consistent with cost-of-living increases incorporated into G.S.C.A.'s annual budget.

It is also proposed that the fee implementation policies will provide G.S.C.A. with the authority to modify fees should the review require a substantially greater or lower level of review and/or assessment. This policy has been used in other C.A.s to adjust fees where additional technical reviews are required or where development permits stemming from a planning application require less review than stand-alone permits.

3.1.1 Plan Review

The current fees and full cost fee recommendations for planning applications are summarized in Table 3-3. Notable changes to the fees and policies are summarized below:



O.P.A., Z.B.A. and Consent Applications

It is recommended that O.P.A., Z.B.A. and Consent application fees be separated into minor and major types. These additional categories have been included to recognize the varying levels of effort that can occur in each of the respective application types, where no technical studies are required for minor applications. The current G.S.C.A. fees better align with the levels of effort required for the minor application types. This results in more significant fee increases for major application fees than for minor application fees.

Subdivisions and Condominium Applications

Based on the costing results, consultation with staff and assessing the fee structures seen in other comparator C.A.s, it is recommended that the fee structure for subdivisions and condominium applications be updated to consist of a base fee plus a declining block variable fee (i.e. variable per unit fee decreases as applications increase in size). The base fee portion of the fee will provide G.S.C.A. revenue stability while the declining block rate ensures that the fee has regard for application size and recognition of the economies of scale experienced when reviewing large applications. Additionally, this fee structure generally reflects best practices seen in other C.A.s and the municipal sector.

Combined Applications Fees

The recommended fee structure includes fee reduction policies to recognize the economies of scale that exist when reviewing multiple planning applications that are received concurrently. These fee reduction policies pertain to combined O.P.A., Z.B.A., Subdivision, Condominium and Site Plan Applications.

Where any combination of O.P.A., Z.B.A., Subdivision, Condominium or Site Plan application are received concurrently, a 20% discount on the total applicable fees would apply. This policy is recommended to provide ease of administration for G.S.C.A staff and ease of interpretation for applications, in addition to responding to the economies of scale described above.



Pre-Consultation

It is recommended that pre-consultation fees will be credited against the application fees payable for the review of the subsequent planning application.

Technical Clearance Fees

Fees will continue to be included in G.S.C.A.'s fee schedule to be imposed in the case that an application exceeds the number of technical clearances that have been included in fee design of other planning application fees. One minor technical review is included within each minor planning application fee and one major technical review within each major planning application fee.

Aggregate Application Fees

It is recommended that aggregate applications fee structure be updated to include a flat fee for the following application types:

- Aggregates Under 20 Hectares – Above the Water Table
- Aggregates Under 20 Hectares – Below the Water Table
- Aggregates Over 20 Hectares – Above the Water Table
- Aggregates Over 20 Hectares – Below the Water Table

Environmental Assessment

Environmental assessment fees are recommended to be separated into either of Class A, Class B or Class C application types.

3.1.2 Permitting

The current fees and fee recommendations for permits and other reviews are summarized in Table 3-3. Permit fee structures have been largely maintained and the fee implementation practices have been maintained in which minor and standard project permits have been priced to consider the affordability of the fees for the applicant.

Notable fee structure changes include:

Permit Replacements with Revisions:



Currently, permit revision fees are charged on a flat fee basis. It is recommended that the revision fees be charged at half of the full permit fee. This policy is reflective of the average cost of processing revisions and practices in other C.A.s. In addition, a percentage fee will have recognition of the varying amount of effort required for revisions for the different types of permits (e.g., major, minor, and standard).

Violations

An additional fee has been included relating to violations. This recommendation has been developed and reflective of practices in other comparator C.A.s as double the applicable permit fee.

3.1.3 Other Review Activities

Other G.S.C.A. review activities that have been included in this fee review are outlined in Table 3-3. Changes of particular note are described below.

Forestry By-law Minor Exemptions (Grey County)

Currently, G.S.C.A. does not charge a fee for this service. Through this review it is being recommended that G.S.C.A. implement a fee of \$465 to recover the full costs of service in this regard.



Table 3-3
Proposed Full Cost Recovery Fee Structure

Current Application Type	Current Fee	Recommended Application Type	Recommended Fee	% Change
Planning Review				
Zoning By-law Amendment(Re-zoning)	390	Minor - Zoning By-law Amendment(Re-zoning)	830	113%
		Major - Zoning By-law Amendment(Re-zoning)	5,100	1208%
Official Plan Amendment	390	Minor - Official Plan Amendment	1,190	205%
		Major - Official Plan Amendment	5,230	1241%
Consents	390	Minor - Consent	635	63%
Consents	390	Major - Consent	2,000	413%
Minor Variance	290	Minor Variance	630	117%



Current Application Type	Current Fee	Recommended Application Type	Recommended Fee	% Change
Subdivision /Condominium Draft Approval Conservation Authority Fees: - Subdivisions \$105.00 per lot or block, with a minimum flat fee of \$840.00 and a maximum flat fee of \$10,000.00 (for the CA fees) Condominiums: The lesser of \$105 per unit or \$1,340.00/ha with a minimum flat fee of \$560.00 and a maximum flat fee of \$6,690.00 (for the CA fees) Note: 0.3 metre reserve blocks are not included for calculating applicable fees.	\$880. 00 (minimum flat fee) \$10,490.00 (Maximum flat fee) + Applicable GSCA Technical review fees.	Subdivision /Condominium Draft Approval Conservation Authority Fees Base Fee Per Unit (0-50 units) Per Unit (50+ units)	8,500 191 64	
Site Plan Reviews - Minor - Single lot residential or small scale commercial/Industrial	290	Site Plan Reviews - Minor - Single lot residential or small scale commercial/Industrial	2,200	659%
Site Plan Reviews - Major - Commercial, Industrial and/or multiple residential	680	Site Plan Reviews - Major - Commercial, Industrial and/or multiple residential	5,961	777%
Other Planning Related Fees (not subject to agreements) Red-line Revisions for Plan of Subdivision (minor) + technical fees	290	Other Planning Related Fees (not subject to agreements) Red-line Revisions for Plan of Subdivision (minor)	940	224%
Red Line Revision for Plan of Subdivision (major) + technical fees	790	Red Line Revision for Plan of Subdivision (major)	3,315	320%
Niagara Escarpment Development Permit Reviews + technical fees if applicable	310	Minor Niagara Escarpment Development Permit Reviews	830	168%
		Major Niagara Escarpment Development Permit Reviews	1,640	429%



Current Application Type	Current Fee	Recommended Application Type	Recommended Fee	% Change
		Niagara Escarpment Plan Amendment - Applicant Driven	1,240	300%
Pre-circulation consultation – Small Development (site Inspection and scoping letter)	390	Preconsultation Meeting (fee to be deducted from application fee if the applicant brings forward a formal application)	690	
Pre-circulation consultation – Large Development (developed area is greater than 1 hectare or commercial, industrial or multiple residential) (site Inspection and scoping letter)	680			
Aggregate Resources Act Licence Application (under 20 hectares/50 acres) (plus applicable Planning Act Application fees and GSCA technical study review fees)	650	Minor Aggregate Resources Act Licence Application - Above Water Table (under 20 hectares)	1,260	94%
Aggregate Resources Act Licence Application (over 20 hectares) (plus applicable Planning Act Application fees and GSCA technical study review fees)	\$680.00 + \$20./hectare over 20 hectares.	Minor Aggregate Resources Act Licence Application - Above Water Table (over 20 hectares)	1,400	
Aggregate Resources Act Licence Application (under 20 hectares/50 acres) (plus applicable Planning Act Application fees and GSCA technical study review fees)	680	Major Aggregate Resources Act Licence Application - Below Water Table (under 20 hectares)	3,460	409%



Current Application Type	Current Fee	Recommended Application Type	Recommended Fee	% Change
Aggregate Resources Act Licence Application (over 20 hectares) (plus applicable Planning Act Application fees and GSCA technical study review fees)	\$680.00 + \$20./hectare over 20 hectares.	Major Aggregate Resources Act Licence Application - Below Water Table (over 20 hectares)	4,130	
Golf Course Review Fee	1,570			
Environmental Assessment Review Fee		Environmental Assessment Review Fee - Class A		
	680	Environmental Assessment Review Fee - Class B	5,775	749%
	680	Environmental Assessment Review Fee - Class C	9,000	1224%
Technical Clearance 1. Scoped Site Environmental Impact Studies for proposed mitigation measures related natural heritage features.	680	Technical Clearance 1. Scoped Site Environmental Impact Studies for proposed mitigation measures related natural heritage features.	1,000	47%
2. Full Site Environmental Impact Studies for proposed mitigation measures related to any natural heritage features.	1,510	2. Full Site Environmental Impact Studies for proposed mitigation measures related to any natural heritage features.	1,960	30%
3. Sub-watershed Study/Master Drainage Plan or Tributary Study	680	3. Sub-watershed Study/Master Drainage Plan or Tributary Study	1,000	47%
4. Storm water management studies and proposed facilities. (Consider minor and major stormwater management study)	1,510	4. Storm water management studies and proposed facilities. (Consider minor and major stormwater management study)	1,960	30%



Current Application Type	Current Fee	Recommended Application Type	Recommended Fee	% Change
5. Scoped Site Impact studies and proposed mitigation measures for any proposal that is potentially impacted by natural hazards (flooding, slope stability, shorelines)	680	5. Scoped Site Impact studies and proposed mitigation measures for any proposal that is potentially impacted by natural hazards (flooding, slope stability, shorelines)	1,000	47%
6. Full Site Impact studies and proposed mitigation measures for any proposal that is potentially impacted by natural hazards (flooding, slope stability, shorelines)	1510	6. Full Site Impact studies and proposed mitigation measures for any proposal that is potentially impacted by natural hazards (flooding, slope stability, shorelines)	1,960	30%
Permitting Review				
1. Minor Projects	290	Minor Projects	600	107%
2. Standard Projects	650	Standard Projects	1,500	131%
3. Major Projects	1,630	Major Projects	3,800	133%
4. 60 Month Project (requires GSCA Board Approval)	3,800	60 Month Project (requires GSCA Board Approval)	5,000	32%
Permit Replacement (Expired within 1 yr. and no amendments)	140	Permit Replacement (Expired within 1 yr. and no amendments)	130	-7%
Permit Replacement with Amendments (Minor Projects)	160	Permit Replacement with Amendments (Minor Projects)	50% of original permit	
Permit Replacement with Amendments (standard Projects)	270	Permit Replacement with Amendments (standard Projects)	50% of original permit	
Permit Replacement with Amendments (Major Projects)	550	Permit Replacement with Amendments (Major Projects)	50% of original permit	
Property Clearance and Inquiry Letters	230	Property Clearance and Inquiry Letters	225	-2%



Current Application Type	Current Fee	Recommended Application Type	Recommended Fee	% Change
Property Clearance and Inquiry Letters with Site Inspection	390	Property Clearance and Inquiry Letters with Site Inspection	890	128%
		Violations	2 times the applicable permit fee	
		Preconsultation Meeting (fee to be deducted from application fee if the applicant brings forward a formal application)	230	
Other Review				
Mapping Updates	\$50-\$100/hour	Mapping Updates	370 per hour	
Data Sharing	\$250-\$500 for vector vs air photos/\$50 per sq.km tile for air photos/\$250 sq.km tile for LiDAR	Data Sharing	\$250-\$500 for vector vs air photos/\$50 per sq.km tile for air photos/\$250 sq.km tile for LiDAR	
Municipal OP Reviews		Municipal OP Reviews		
Comprehensive Zoning By-Law Reviews		Comprehensive Zoning By-Law Reviews		
Municipally Initiated Secondary Plans		Municipally Initiated Secondary Plans		
Municipally Initiated OPAs		Municipally Initiated OPAs		
		Forestry By-law Minor Exemptions (Grey County)	465	



Table 3-4
Annual Costs and Revenues (2022\$)
Recommended Fees

Costing Category	Annual Costs								Recommended Fees												
	Direct Costs			Indirect and Overhead Costs	Capital	Total Annual Costs	Average Annual Volumes	Average Cost per Application	Annual Impacts												
	Salary, Wage, and Benefits (SWB)	Non-SWB	Total						Modeled Revenue	Cost Recovery %	Surplus/ (Deficit)										
Plan Review																					
Zoning By-law Amendment	75,377	2,585	77,961	25,421	345	103,728				103,979	100%	251									
Official Plan Amendment	6,377	219	6,596	2,317	31	8,944				8,948	100%	4									
Consent	96,970	3,169	100,138	33,474	442	134,054				84,348	63%	(49,706)									
Minor Variance	28,378	933	29,311	9,853	130	39,293	62.60	628		39,438	100%	145									
Subdivision and Condominium Applications	4,263	134	4,397	1,419	19	5,835				5,835	100%	(0)									
Site Plan	450	14	464	152	2	618				618	100%	(0)									
Niagara Escarpment Development Permit	53,746	1,788	55,534	18,887	250	74,670				74,960	100%	289									
Niagara Escarpment Plan Amendment - Applicant Driven	9	0	9	3	0	12	0.01	1,241		12	100%	(0)									
Aggregates	3,770	116	3,885	1,221	16	5,123				5,125	100%	2									
Environmental Assessments	4,003	119	4,123	1,262	17	5,401				3,546	66%	(1,855)									
Combined Applications	87,815	2,678	90,493	28,294	374	119,161				119,161	100%	0									
Subtotal - Plan Review	361,157	11,755	372,912	122,302	1,625	496,839				445,970	90%	(50,869)									
Permitting Review																					
Minor Projects	110,073	3,540	113,614	34,725	471	148,810	213.80	696		128,280	86%	(20,530)									
Standard Projects	243,235	7,842	251,076	77,137	1,046	329,260	140.20	2,349		210,300	64%	(118,960)									
Major Projects	36,825	1,151	37,976	11,325	154	49,454	13.00	3,804		49,400	100%	(54)									
Complex Projects	613	19	632	187	3	822	0.20	4,110		1,000	122%	178									
Permit Replacement (Expired within 1 yr. and no amendments)	4	0	4	2	0	6	0.01	598		1	22%	(5)									
Permit Replacement with Amendments (Minor Projects)	2,314	76	2,391	808	11	3,210	5.10	629		1,530	48%	(1,680)									
Standard Permit Replacement with Amendments	4,570	151	4,721	1,593	21	6,336	6.38	994		4,781	75%	(1,555)									
Major Permit Replacement with Amendments	1,698	52	1,750	553	7	2,310	1.28	1,812		2,423	105%	112									
1. Property Clearance and Inquiry Letters	18,425	653	19,078	6,405	87	25,570	113.25	226		25,481	100%	(89)									
2. Property Clearance and Inquiry Letters with Site Inspection	38,364	1,290	39,654	12,694	172	52,520	59.00	890		52,510	100%	(10)									
Violation - Non-Compliance related to issued permit	1,544	51	1,594	534	7	2,135	2.10	1,017		4,449	208%	2,314									
Violation (No Permit Issued) - Compliance achieved	4,392	145	4,537	1,528	20	6,085	2.10	2,898		4,449	73%	(1,636)									
Subtotal - Permitting Review	462,057	14,970	477,027	147,492	1,999	626,518				484,605	77%	(141,914)									
Other Review																					
Mapping Updates	33,565	1,900	35,465		95	35,560						(35,560)									
Data Sharing	1	0	1		0	1	0.01	99				(1)									
Municipal OP Reviews	23	1	23	7	0	31	0.01	3,080				(31)									
Comprehensive Zoning By-Law Reviews	3,225	100	3,325	1,059	14	4,398	1.00	4,398				(4,398)									
Municipality Initiated Scndary Plans	2,326	70	2,396	743	10	3,149	1.00	3,149				(3,149)									
Municipality Initiated OPAs	2,506	75	2,582	794	10	3,386	1.00	3,386				(3,386)									
Forestry By-law Minor Exemptions (Grey County)	1,668	56	1,724	589	8	2,321	5.00	464		2,325	100%	4									
Subtotal - Other Review	43,314	2,203	45,517	3,192	137	48,846				2,325	5%	(46,521)									
GRAND TOTAL											866,528	28,928	895,456	272,986	3,761	1,172,204			932,899	80%	(239,304)
GRAND TOTAL (Excl. Other Reviews)											823,214	26,726	849,939	269,794	3,624	1,123,358			930,574	83%	(192,783)
Plan Review											361,157	11,755	372,912	122,302	1,625	496,839			445,970	90%	(50,869)
Permitting Review											462,057	14,970	477,027	147,492	1,999	626,518			484,605	77%	(141,914)
Other Review											43,314	2,203	45,517	3,192	137	48,846			2,325	5%	(46,521)



3.2 Annual Budget Impacts

Based on the G.S.C.A. 2022 operating budget, the full costs of providing plan review and permitting services (including indirect overhead and support costs and excluding the costs associated with additional staff) would require \$348,600 in funding from the municipal levy. Based on the fee recommendations herein and the average annual application/permit volumes, annual user fee revenue would increase by 140% from \$387,800 (33% of costs) to \$930,600 (79% of costs). This increase in user fee revenue of \$542,800 would not only fund the additional direct and indirect costs associated with the additional staff in the Environmental Planning Division and increased service levels, but it would also reduce the overall municipal levy funding requirement pertaining to these services from \$348,600 to \$241,600 (\$107,000 decrease). As such, the recommended fees would fund the full direct costs of service and contribute towards the funding of the associated annual indirect overhead and support costs of \$273,000.



Chapter 4

Impact Analysis of Proposed Plan Review and Permitting Fees



4. Impact Analysis of Proposed Plan Review Fees

4.1 Impact Analysis

In order to understand the impacts of the proposed fee structure (in 2022\$) on the total cost of municipal and C.A. development fees, an impact analysis for sample developments has been prepared.

Four development types have been considered, including:

- Z.B.A., Plan of Subdivision applications, and a Major C.A. Development permit for a residential 50-unit low-density subdivision;
- Site Plan, O.P.A., Z.B.A. applications, and a Major C.A. Development permit for a residential 25-unit medium-density development;
- Site Plan, Z.B.A. applications and a Major C.A. Development permit for a 1,000 m² retail development;
- Site Plan Application and a Major C.A. Development permit for a 10,000 m² industrial development.

The development fee comparisons are shown for the fees payable in municipalities within G.S.C.A.'s watershed and other surrounding municipalities. In addition to the C.A. plan review and permitting fees, the development fee comparisons include municipal planning application fees, building permit fees, and development charges. The comparisons illustrate the impact of the proposed G.S.C.A. planning application fees in the context of the total C.A. and municipal development fees payable to provide a broader context for the affordability considerations. For municipalities that are within the watersheds of multiple C.A.s, the C.A. used for comparison purposes is identified in parenthesis.

The positions of the municipalities that are charged G.S.C.A.'s fees are identified in blue in the figures and tables contained in Appendix B.

4.1.1 Z.B.A. and Plan of Subdivision Application for a Residential 50-unit Low-Density Subdivision

A 50-unit, single detached, low-density residential subdivision within the G.S.C.A. watershed would pay \$1,900 for the required Z.B.A. application (including technical



clearances), \$5,250 for the Subdivision application, and \$1,630 for a major development permit and under G.S.C.A.'s current fee structure.

Under the proposed fee structure (after the applicable discount policy), Z.B.A. application fees would increase by 115% to \$4,080, the Subdivision fees would increase to \$14,440 (+175%), and the major development permit fee would increase by 133% to \$3,800. In total, G.S.C.A. fees would increase by 154% or \$13,540. Including municipal planning application fees, building permit fees and development charges, total development fees for this type of applicant would increase between 0.5% and 7.1% in areas within G.S.C.A.'s watershed. The changes in planning application and permit fees generally would not change the G.S.C.A. area municipalities' position within the overall ranking of the municipalities surveyed. Table B-1 and Figure B-1 display this comparison graphically with all of the municipalities within the watershed maintaining their current relative position in the comparison.

4.1.2 Site Plan, O.P.A, Z.B.A. and Condominium Applications for a Residential 25-unit Medium-Density Development

A 25-unit, medium-density residential development within the G.S.C.A. watershed would pay a combined \$3,800 for the required Z.B.A. and O.P.A. applications, \$2,190 for the Site Plan application, \$2,625 for the applicable condominium fees and \$1,630 for a major development permit under the current fee schedule (inclusive of technical clearance fees).

Under the proposed fee structure (after the applicable discount policy), combined Z.B.A. and O.P.A application fees would increase by 117% to \$8,264 and the applicable major development permit would increase 133% to \$3,800. The fees required for the review of a Site Plan application would increase by 96.1% to \$14,000 and the fees for the review of the Plan of Condominium would increase by \$7,995 or 305%. In total, G.S.C.A. application fees would increase by 168% or \$17,208. Including municipal planning application fees, building permit fees, and development charges, total development fees for this type of applicant would increase in all municipalities within the authority between 1.8% and 23.5%. Figure B-2 and Table B-2 display this comparison graphically for the municipalities of interest with the position of the municipalities within the comparison generally remaining unchanged.



4.1.3 Site Plan and Z.B.A. Applications for a 1,000 m² Retail Development

Under the current G.S.C.A. fee structure a retail development of 1,000 m² would pay \$1,900 in Z.B.A. application fees (including technical clearances), \$2,190 in Site Plan application fees (including technical clearances) and \$1,630 in C.A. permits. The proposed fees would increase the total application fees payable for this type of development by \$6,929 (an increase of \$2,180 for the Z.B.A. application, an increase of \$2,579 for the Site Plan application and \$2,170 for the C.A. development permit) or +121%.

When considering the impact of other municipal development fees (planning applications, building permits, and development charges), a 121% increase in G.S.C.A. planning application and permitting fees would result in a 2.4% to 39.7% increase in total development fees in the municipalities within G.S.C.A.'s watershed. The impact on the positioning of these municipalities within the broader municipal survey would be more notable than for the other development samples, due to the lower costs associated with municipal development charges. This is illustrated graphically in Figure B-3 and Table B-3.

4.1.4 Site Plan Application for a 10,000 m² Industrial Development

G.S.C.A. planning application and permitting fees for this type of development would be \$3,820 under their current fee structure. The proposed fee structure includes a 118% increase in applicable Site Plan Application fees and a 133.1% increase in applicable permit fees, increasing total fees by \$4,749.

Similar to the comparisons for the other development types, the impact on this applicant would be relatively low, with total development fees increasing total development fees between 0.2% and 5.3% in the municipalities within G.S.C.A. authority. These increases generally maintain each municipality's relative position which is evidenced in Figure B-4 and Table B-4.

4.2 Impact Analysis Summary

Based on the impact analysis assessment contained herein, while the isolated C.A. fee recommendation impacts are significant in some cases, when measured on a total C.A. and municipal development cost basis (including planning application fees, building



permit fees, and development charges), the overall cost impacts are nominal in most cases (with the exception of smaller non-residential developments and for municipalities with lower development fee policies). Greater impacts are seen for smaller residential and non-residential developments as the total C.A. fees represent a greater share of the total development fees payable.

Furthermore, the ranking of the municipalities within the G.S.C.A. watershed amongst the municipal comparators remains generally unchanged with the increased C.A. fees.



Chapter 5

Fee Policy



5. Fee Policy

The un-proclaimed section 21.2 of the C.A.A. sets out the requirements for fee schedules and the documentation of fee policies. Specifically, section 21.2 identifies:

Fee schedule

- (6) Every authority shall prepare and maintain a fee schedule that sets out,
- (a) the list of programs and services that it provides and in respect of which it charges a fee; and
 - (b) the amount of the fee charged for each program or service or the manner in which the fee is determined. 2017, c. 23, Sched. 4, s. 21.

Fee policy

- (7) Every authority shall adopt a written policy with respect to the fees that it charges for the programs and services it provides, and the policy shall set out,
- (a) the fee schedule described in subsection (6);
 - (b) the frequency within which the fee policy shall be reviewed by the authority under subsection (9);
 - (c) the process for carrying out a review of the fee policy, including the rules for giving notice of the review and of any changes resulting from the review; and
 - (d) the circumstances in which a person may request that the authority reconsider a fee that was charged to the person and the procedures applicable to the reconsideration. 2017, c. 23, Sched. 4, s. 21.

Fee policy to be made public

- (8) Every authority shall make the fee policy available to the public in a manner it considers appropriate. 2017, c. 23, Sched. 4, s. 21.

Periodic review of fee policy

- (9) At such regular intervals as may be determined by an authority, the authority shall undertake a review of its fee policy, including a review of the fees set out in the fee schedule. 2017, c. 23, Sched. 4, s. 21.



Notice of fee changes

(10) If, after a review of a fee policy or at any other time, an authority wishes to make a change to the list of fees set out in the fee schedule or to the amount of any fee or the manner in which a fee is determined, the authority shall give notice of the proposed change to the public in a manner it considers appropriate. 2017, c. 23, Sched. 4, s. 21.

Reconsideration of fee charged

(11) Any person who considers that the authority has charged a fee that is contrary to the fees set out in the fee schedule, or that the fee set out in the fee schedule is excessive in relation to the service or program for which it is charged, may apply to the authority in accordance with the procedures set out in the fee policy and request that it reconsider the fee that was charged. 2017, c. 23, Sched. 4, s. 21.

Powers of authority on reconsideration

(12) Upon reconsideration of a fee that was charged for a program or service provided by an authority, the authority may,

- (a) order the person to pay the fee in the amount originally charged;
- (b) vary the amount of the fee originally charged, as the authority considers appropriate;
- (c) order that no fee be charged for the program or service. 2017, c. 23, Sched. 4, s. 21.

The following subsections of this report identify suggested principles of a fee policy to meet the requirements of section 21.2 (once proclaimed) and how G.S.C.A. may already be meeting those requirements. The suggested fee policy principles are based on municipal and C.A. best practices and the Conservation Ontario Guideline for C.A. Fee Administration Policies for Plan Review and Permitting (June 24, 2019). The components of the written fee policy have been grouped as follows:

1. Fee schedule
2. Circumstances for request of reconsideration of fees
3. Frequency and process for review
4. Notice and public availability.



5.1 Fee Schedule

Section 21.2 (6) states that the C.A. must maintain a fee schedule setting out the list of programs and services for which a fee is charged, the amount of the fee, and the manner in which the fee is determined.

The current G.S.C.A. fee schedule sets out the full list of programs and services and associated fees. The current fee schedule/policy also identifies the process for updating the fees including cost of living increases.

The proposed fee structure changes summarized herein also identify that that G.S.C.A. may modify or adjust fees should the review require a substantially greater or lower level of review and/or assessment for applications to alter or change a flood plain, retroactive permits required by a Court Order, permits associated with a Minister's Zoning Order, or permits stemming from the review of a planning application.

The fee schedule should identify the components of the full cost of service that the fees are designed to recover (e.g. direct, indirect, and capital costs)

5.2 Circumstances for Request of Reconsideration of Fees

If any person considers the fee charged by the C.A. is contrary to the fee schedule or excessive in relation to the service or program provided, they may apply to the C.A. for reconsideration of the fee charged. Section 21.2 (6) of the C.A.A. identifies that the request for reconsideration must be in accordance the procedures in the fee policy. As such, the fee policy shall include the procedures for which requests of reconsideration of fees must follow.

5.3 Frequency and Process for Review

The fee policy shall identify the frequency and process for undertaking future fee and policy reviews.

Based on the findings of this fee review and industry best practices in the municipal sector, the following recommendations are provided:

- Fees are reviewed annually as part of the budget process;



- Comprehensive review of fees and full costs of service is undertaken at least every five years, including
 - Assessment of the full cost of service (including direct, indirect, and capital costs) to be the starting point of all fee reviews;
 - Review of cost recovery targets for plan review and permitting with regard for current cost recovery performance, available funding sources, and current legislation;
 - Consideration of variable pricing (e.g. minor vs. major) of fees to reflect the marginal costs of processing applications and applicant affordability;
 - Undertaking a survey of C.A. and municipal fees to assess applicant affordability of fee recommendations;
- The intended process for public input into recommendations is identified; and
- That any changes to the fee policy are endorsed by the C.A. Board.

It is recommended that the fee policy establish criteria for the timing and process of comprehensive updates to the fee schedule and policy as summarized above.

5.4 Notice and Public Availability

It is recommended key stakeholders (e.g., development industry representatives, home builders' associations, frequent users, neighbouring C.A.s, and municipal partners) are consulted in advance of implementing any proposed changes to the fee schedule or policies for plan review and permitting fees.



Chapter 6

Conclusion



6. Conclusion

Summarized in this technical report is the legislative context for the plan review and permitting fees review, the methodology undertaken, A.B.C. results and full cost of service, proposed fee structures, and recommended fee administration policies. In developing the proposed fee structure, careful consideration was given to the affordability and market competitiveness of the fee impacts. The proposed fee structures contained in Tables 3-3 herein are provided below for convenience.

The proposed plan review and permit fees have been designed to provide G.S.C.A. with a fee structure for consideration that would align the cost of service with the benefitting parties to improve cost recovery levels.

The full cost of service identified herein is representative of improved service levels and additional resources required to provide those service levels. Furthermore, the proposed fees would not only provide funding for the direct costs of service (including the additional resource costs identified herein) but also contribute towards the funding of the indirect overhead and support costs.

G.S.C.A. will ultimately determine the level of cost recovery and phasing strategy that is suitable for their objectives. In this regard, staff will consider further input received from stakeholders, the general public, and the G.S.C.A. board of directors on the proposed fees and fee policies before implementing the recommendations herein.



Table 6-1
Proposed Full Cost Recovery Fee Structure

Current Application Type	Current Fee	Recommended Application Type	Recommended Fee	% Change
Planning Review				
Zoning By-law Amendment(Re-zoning)	390	Minor - Zoning By-law Amendment(Re-zoning)	830	113%
		Major - Zoning By-law Amendment(Re-zoning)	5,100	1208%
Official Plan Amendment	390	Minor - Official Plan Amendment	1,190	205%
		Major - Official Plan Amendment	5,230	1241%
Consents	390	Minor - Consent	635	63%
Consents	390	Major - Consent	2,000	413%
Minor Variance	290	Minor Variance	630	117%



Current Application Type	Current Fee	Recommended Application Type	Recommended Fee	% Change
Subdivision /Condominium Draft Approval Conservation Authority Fees: - Subdivisions \$105.00 per lot or block, with a minimum flat fee of \$840.00 and a maximum flat fee of \$10,000.00 (for the CA fees) Condominiums: The lesser of \$105 per unit or \$1,340.00/ha with a minimum flat fee of \$560.00 and a maximum flat fee of \$6,690.00 (for the CA fees) Note: 0.3 metre reserve blocks are not included for calculating applicable fees.	\$880. 00 (minimum flat fee) \$10,490.00 (Maximum flat fee) + Applicable GSCA Technical review fees.	Subdivision /Condominium Draft Approval Conservation Authority Fees Base Fee Per Unit (0-50 units) Per Unit (50+ units)	8,500 191 64	
Site Plan Reviews - Minor - Single lot residential or small scale commercial/Industrial	290	Site Plan Reviews - Minor - Single lot residential or small scale commercial/Industrial	2,200	659%
Site Plan Reviews - Major - Commercial, Industrial and/or multiple residential	680	Site Plan Reviews - Major - Commercial, Industrial and/or multiple residential	5,961	777%
Other Planning Related Fees (not subject to agreements) Red-line Revisions for Plan of Subdivision (minor) + technical fees	290	Other Planning Related Fees (not subject to agreements) Red-line Revisions for Plan of Subdivision (minor)	940	224%
Red Line Revision for Plan of Subdivision (major) + technical fees	790	Red Line Revision for Plan of Subdivision (major)	3,315	320%
Niagara Escarpment Development Permit Reviews + technical fees if applicable	310	Minor Niagara Escarpment Development Permit Reviews	830	168%
		Major Niagara Escarpment Development Permit Reviews	1,640	429%



Current Application Type	Current Fee	Recommended Application Type	Recommended Fee	% Change
		Niagara Escarpment Plan Amendment - Applicant Driven	1,240	300%
Pre-circulation consultation – Small Development (site Inspection and scoping letter)	390	Preconsultation Meeting (fee to be deducted from application fee if the applicant brings forward a formal application)	690	
Pre-circulation consultation – Large Development (developed area is greater than 1 hectare or commercial, industrial or multiple residential) (site Inspection and scoping letter)	680			
Aggregate Resources Act Licence Application (under 20 hectares/50 acres) (plus applicable Planning Act Application fees and GSCA technical study review fees)	650	Minor Aggregate Resources Act Licence Application - Above Water Table (under 20 hectares)	1,260	94%
Aggregate Resources Act Licence Application (over 20 hectares) (plus applicable Planning Act Application fees and GSCA technical study review fees)	\$680.00 + \$20./hectare over 20 hectares.	Minor Aggregate Resources Act Licence Application - Above Water Table (over 20 hectares)	1,400	
Aggregate Resources Act Licence Application (under 20 hectares/50 acres) (plus applicable Planning Act Application fees and GSCA technical study review fees)	680	Major Aggregate Resources Act Licence Application - Below Water Table (under 20 hectares)	3,460	409%



Current Application Type	Current Fee	Recommended Application Type	Recommended Fee	% Change
Aggregate Resources Act Licence Application (over 20 hectares) (plus applicable Planning Act Application fees and GSCA technical study review fees)	\$680.00 + \$20./hectare over 20 hectares.	Major Aggregate Resources Act Licence Application - Below Water Table (over 20 hectares)	4,130	
Golf Course Review Fee	1,570			
Environmental Assessment Review Fee		Environmental Assessment Review Fee - Class A		
	680	Environmental Assessment Review Fee - Class B	5,775	749%
	680	Environmental Assessment Review Fee - Class C	9,000	1224%
Technical Clearance 1. Scoped Site Environmental Impact Studies for proposed mitigation measures related natural heritage features.	680	Technical Clearance 1. Scoped Site Environmental Impact Studies for proposed mitigation measures related natural heritage features.	1,000	47%
2. Full Site Environmental Impact Studies for proposed mitigation measures related to any natural heritage features.	1,510	2. Full Site Environmental Impact Studies for proposed mitigation measures related to any natural heritage features.	1,960	30%
3. Sub-watershed Study/Master Drainage Plan or Tributary Study	680	3. Sub-watershed Study/Master Drainage Plan or Tributary Study	1,000	47%
4. Storm water management studies and proposed facilities. (Consider minor and major stormwater management study)	1,510	4. Storm water management studies and proposed facilities. (Consider minor and major stormwater management study)	1,960	30%



Current Application Type	Current Fee	Recommended Application Type	Recommended Fee	% Change
5. Scoped Site Impact studies and proposed mitigation measures for any proposal that is potentially impacted by natural hazards (flooding, slope stability, shorelines)	680	5. Scoped Site Impact studies and proposed mitigation measures for any proposal that is potentially impacted by natural hazards (flooding, slope stability, shorelines)	1,000	47%
6. Full Site Impact studies and proposed mitigation measures for any proposal that is potentially impacted by natural hazards (flooding, slope stability, shorelines)	1510	6. Full Site Impact studies and proposed mitigation measures for any proposal that is potentially impacted by natural hazards (flooding, slope stability, shorelines)	1,960	30%
Permitting Review				
1. Minor Projects	290	Minor Projects	600	107%
2. Standard Projects	650	Standard Projects	1,500	131%
3. Major Projects	1,630	Major Projects	3,800	133%
4. 60 Month Project (requires GSCA Board Approval)	3,800	60 Month Project (requires GSCA Board Approval)	5,000	32%
Permit Replacement (Expired within 1 yr. and no amendments)	140	Permit Replacement (Expired within 1 yr. and no amendments)	130	-7%
Permit Replacement with Amendments (Minor Projects)	160	Permit Replacement with Amendments (Minor Projects)	50% of original permit	
Permit Replacement with Amendments (standard Projects)	270	Permit Replacement with Amendments (standard Projects)	50% of original permit	
Permit Replacement with Amendments (Major Projects)	550	Permit Replacement with Amendments (Major Projects)	50% of original permit	
Property Clearance and Inquiry Letters	230	Property Clearance and Inquiry Letters	225	-2%



Current Application Type	Current Fee	Recommended Application Type	Recommended Fee	% Change
Property Clearance and Inquiry Letters with Site Inspection	390	Property Clearance and Inquiry Letters with Site Inspection	890	128%
		Violations	2 times the applicable permit fee	
		Preconsultation Meeting (fee to be deducted from application fee if the applicant brings forward a formal application)	230	
Other Review				
Mapping Updates	\$50-\$100/hour	Mapping Updates	370 per hour	
Data Sharing	\$250-\$500 for vector vs air photos/\$50 per sq.km tile for air photos/\$250 sq.km tile for LiDAR	Data Sharing	\$250-\$500 for vector vs air photos/\$50 per sq.km tile for air photos/\$250 sq.km tile for LiDAR	
Municipal OP Reviews		Municipal OP Reviews		
Comprehensive Zoning By-Law Reviews		Comprehensive Zoning By-Law Reviews		
Municipally Initiated Secondary Plans		Municipally Initiated Secondary Plans		
Municipally Initiated OPAs		Municipally Initiated OPAs		
		Forestry By-law Minor Exemptions (Grey County)	465	



Appendices



Appendix A

Conservation Authority Fee Survey



Appendix B

Development Fee Impact Survey



Table B-1
Development Fee Impacts Survey
Residential 50-unit Low Density Subdivision

Rank	Municipality	Conservation Authority Fees				Municipal Fees			Total	Conservation Authority Fees % of Total	% Increase
		Plan of Subdivision	Zoning By-Law Amendment	Development Permit	Total Conservation Authority Planning Fees	Planning Application Fees	Building Permit Fees	Development Charges			
1	Innisfil, Town of (LSRCA)	14,400	12,651	5,081	32,132	17,900	206,840	3,700,210	3,957,082	0.8%	
2	The Blue Mountains, Town of (GSCA - Calculated)	14,440	4,080	3,800	22,320	53,235	163,510	2,766,770	3,005,835	0.7%	0.45%
3	The Blue Mountains, Town of (GSCA - Current)	5,250	1,900	1,630	8,780	53,235	163,510	2,766,770	2,992,295	0.3%	
4	Collingwood, Town of (NCA)	13,000	1,300	3,120	17,420	27,754	128,700	2,491,500	2,665,374	0.7%	
5	Clearview, Township of (NCA)	13,000	1,300	3,120	17,420	19,500	136,400	2,101,713	2,275,033	0.8%	
6	Essa, Township of (LSRCA)	14,400	12,651	5,081	32,132	31,000	121,000	1,868,683	2,052,815	1.6%	
7	Essa, Township of (NCA)	13,000	1,300	3,120	17,420	31,000	121,000	1,868,683	2,038,103	0.9%	
8	Southgate, Municipality of (GRCA)	3,693	2,405	9,835	15,933	31,266	66,000	1,657,250	1,770,449	0.9%	
9	Springwater, Township of (LSRCA)	14,400	12,651	5,081	32,132	22,500	139,700	1,534,550	1,728,882	1.9%	
10	Oro-Medonte, Township of (LSRCA)	14,400	12,651	5,081	32,132	19,700	170,500	1,415,700	1,638,032	2.0%	
11	South Bruce Peninsula, Town of (GSCA - Calculated)	14,440	4,080	3,800	22,320	12,000	148,500	1,280,650	1,463,470	1.5%	0.93%
12	South Bruce Peninsula, Town of (GSCA - Current)	5,250	1,900	1,630	8,780	12,000	148,500	1,280,650	1,449,930	0.6%	
13	Grey Highlands, Municipality of (GSCA - Calculated)	14,440	4,080	3,800	22,320	25,600	71,500	1,290,900	1,410,320	1.6%	0.97%
14	Grey Highlands, Municipality of (NCA)	13,000	1,300	3,120	17,420	25,600	71,500	1,290,900	1,405,420	1.2%	
15	Grey Highlands, Municipality of (GSCA - Current)	5,250	1,900	1,630	8,780	25,600	71,500	1,290,900	1,396,780	0.6%	
16	Meaford, Municipality of (GSCA - Calculated)	14,440	4,080	3,800	22,320	25,400	135,300	1,087,300	1,270,320	1.8%	1.1%
17	Meaford, Municipality of (GSCA - Current)	5,250	1,900	1,630	8,780	25,400	135,300	1,087,300	1,256,780	0.7%	
18	Owen Sound, City of (GSCA - Calculated)	14,440	4,080	3,800	22,320	21,400	92,996	848,400	985,116	2.3%	1.39%
19	Owen Sound, City of (GSCA - Current)	5,250	1,900	1,630	8,780	21,400	92,996	848,400	971,576	0.9%	
20	West Grey, Municipality of (GRCA)	3,693	2,405	9,835	15,933	21,400	55,000	610,900	703,233	2.3%	
21	Georgian Bluffs, Township of (GSCA - Calculated)	14,440	4,080	3,800	22,320	18,650	110,000	448,400	599,370	3.7%	2.31%
22	Georgian Bluffs, Township of (GSCA - Current)	5,250	1,900	1,630	8,780	18,650	110,000	448,400	585,830	1.5%	
23	Chatsworth, Town of (GSCA - Calculated)	14,440	4,080	3,800	22,320	18,600	55,000	448,400	544,320	4.1%	2.55%
24	Chatsworth, Town of (GRCA)	3,693	2,405	9,835	15,933	18,600	55,000	448,400	537,933	3.0%	
25	Chatsworth, Town of (GSCA - Current)	5,250	1,900	1,630	8,780	18,600	55,000	448,400	530,780	1.7%	
26	Arran Elderslie, Municipality of (GSCA - Calculated)	14,440	4,080	3,800	22,320	10,500	170,500	-	203,320	11.0%	7.13%
27	Arran Elderslie, Municipality of (GSCA - Current)	5,250	1,900	1,630	8,780	10,500	170,500	-	189,780	4.6%	



Figure B-1
Development Fee Impacts Survey
Residential 100-unit Low Density Subdivision
Survey of Fees Related to a Residential Subdivision Development
(50 Single Dwelling Units, 204 m² GFA each)

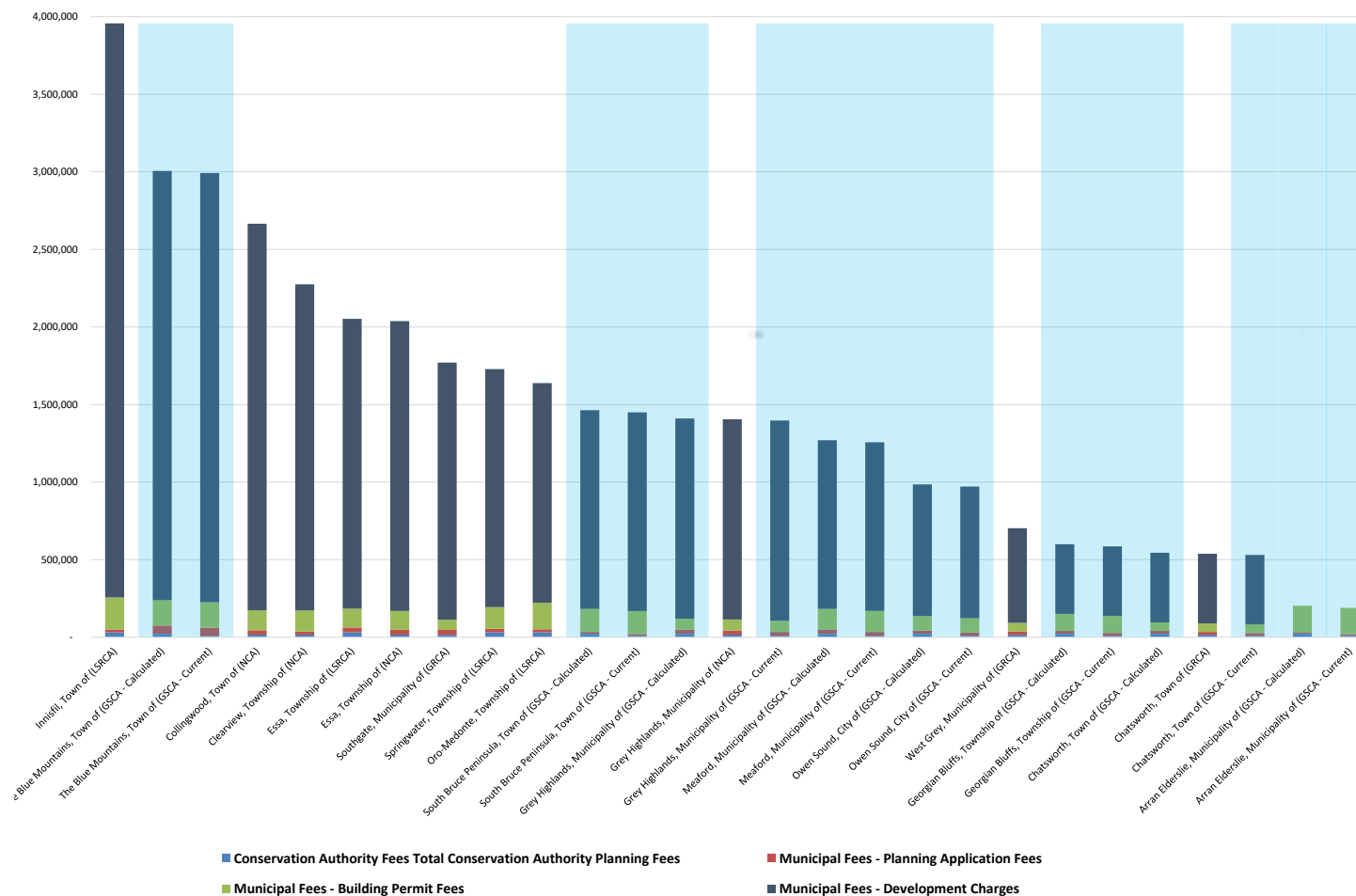




Table B-2
Development Fee Impacts Survey
Residential 25-unit Medium Density Development

Rank	Municipality	Conservation Authority Planning Fees						Municipal Fees			Total	Conservation Authority Fees % of Total	% Increase
		Site Plan	Condo	OPA	Zoning By-Law Amendment	Development Permit	Total Conservation Authority Planning Fees	Planning Application Fees	Building Permit Fees	Development Charges			
1	Innisfil, Town of (LSRCA)	14,000	7,200	12,651	12,651	5,081	51,583	24,482	70,513	972,359	1,118,937	4.6%	
2	The Blue Mountains, Town of (GSCA - Calculated)	4,769	10,620	4,184	4,080	3,800	27,453	101,446	47,520	824,459	1,000,877	2.7%	1.75%
3	The Blue Mountains, Town of (GSCA - Current)	2,190	2,625	1,900	1,900	1,630	10,245	101,446	47,520	824,459	983,670	1.0%	
4	Collingwood, Town of (NCA)	14,005	13,000	1,300	1,300	3,120	32,725	43,717	43,875	617,781	738,098	4.4%	
5	Clearview, Township of (NCA)	14,005	13,000	1,300	1,300	3,120	32,725	35,982	46,500	553,612	668,819	4.9%	
6	Essa, Township of (LSRCA)	14,000	7,200	12,651	12,651	5,081	51,583	47,482	41,250	497,645	637,960	8.1%	
7	Essa, Township of (NCA)	14,005	13,000	1,300	1,300	3,120	32,725	47,482	41,250	497,645	619,102	5.3%	
8	Springwater, Township of (LSRCA)	14,000	7,200	12,651	12,651	5,081	51,583	59,482	47,625	390,411	549,101	9.4%	
9	Southgate, Municipality of (GRCA)	3,380	2,847	2,405	2,405	9,835	20,872	54,473	22,500	450,291	548,136	3.8%	
10	Oro-Medonte, Township of (LSRCA)	14,000	7,200	12,651	12,651	5,081	51,583	33,882	58,125	367,260	510,850	10.1%	
12	Meaford, Municipality of (GSCA - Calculated)	4,769	10,620	4,184	4,080	3,800	27,453	47,650	46,125	343,575	464,803	5.9%	3.84%
13	Grey Highlands, Municipality of (GSCA - Calculated)	4,769	10,620	4,184	4,080	3,800	27,453	37,150	24,375	372,875	461,853	5.9%	3.9%
11	Grey Highlands, Municipality of (NCA)	14,005	13,000	1,300	1,300	3,120	32,725	37,150	24,375	372,875	467,125	7.0%	
14	South Bruce Peninsula, Town of (GSCA - Calculated)	4,769	10,620	4,184	4,080	3,800	27,453	14,000	50,625	363,100	455,178	6.0%	3.93%
15	Meaford, Municipality of (GSCA - Current)	2,190	2,625	1,900	1,900	1,630	10,245	47,650	46,125	343,575	447,595	2.3%	
16	Grey Highlands, Municipality of (GSCA - Current)	2,190	2,625	1,900	1,900	1,630	10,245	37,150	24,375	372,875	444,645	2.3%	
17	South Bruce Peninsula, Town of (GSCA - Current)	2,190	2,625	1,900	1,900	1,630	10,245	14,000	50,625	363,100	437,970	2.3%	
18	Owen Sound, City of (GSCA - Calculated)	4,769	10,620	4,184	4,080	3,800	27,453	24,900	31,703	251,900	335,956	8.2%	5.40%
19	Owen Sound, City of (GSCA - Current)	2,190	2,625	1,900	1,900	1,630	10,245	24,900	31,703	251,900	318,748	3.2%	
20	West Grey, Municipality of (GRCA)	3,380	2,847	2,405	2,405	9,835	20,872	30,450	18,750	204,499	274,571	7.6%	
21	Georgian Bluffs, Township of (GSCA - Calculated)	4,769	10,620	4,184	4,080	3,800	27,453	24,150	37,500	128,925	218,028	12.6%	8.57%
22	Chatsworth, Town of (GSCA - Calculated)	4,769	10,620	4,184	4,080	3,800	27,453	31,050	18,750	128,925	206,178	13.3%	9.11%
23	Georgian Bluffs, Township of (GSCA - Current)	2,190	2,625	1,900	1,900	1,630	10,245	24,150	37,500	128,925	200,820	5.1%	
24	Chatsworth, Town of (GRCA)	3,380	2,847	2,405	2,405	9,835	20,872	31,050	18,750	128,925	199,597	10.5%	
25	Chatsworth, Town of (GSCA - Current)	2,190	2,625	1,900	1,900	1,630	10,245	31,050	18,750	128,925	188,970	5.4%	
26	Arran Elderslie, Municipality of (GSCA - Calculated)	4,769	10,620	4,184	4,080	3,800	27,453	10,500	52,500	-	90,453	30.4%	23.49%
27	Arran Elderslie, Municipality of (GSCA - Current)	2,190	2,625	1,900	1,900	1,630	10,245	10,500	52,500	-	73,245	14.0%	



Figure B-2
Development Fee Impacts Survey
Residential 25-unit Medium Density Development
Survey of Fees Related to a Multi-Residential Condominium Development
(25 Units, 139 m² GFA each)

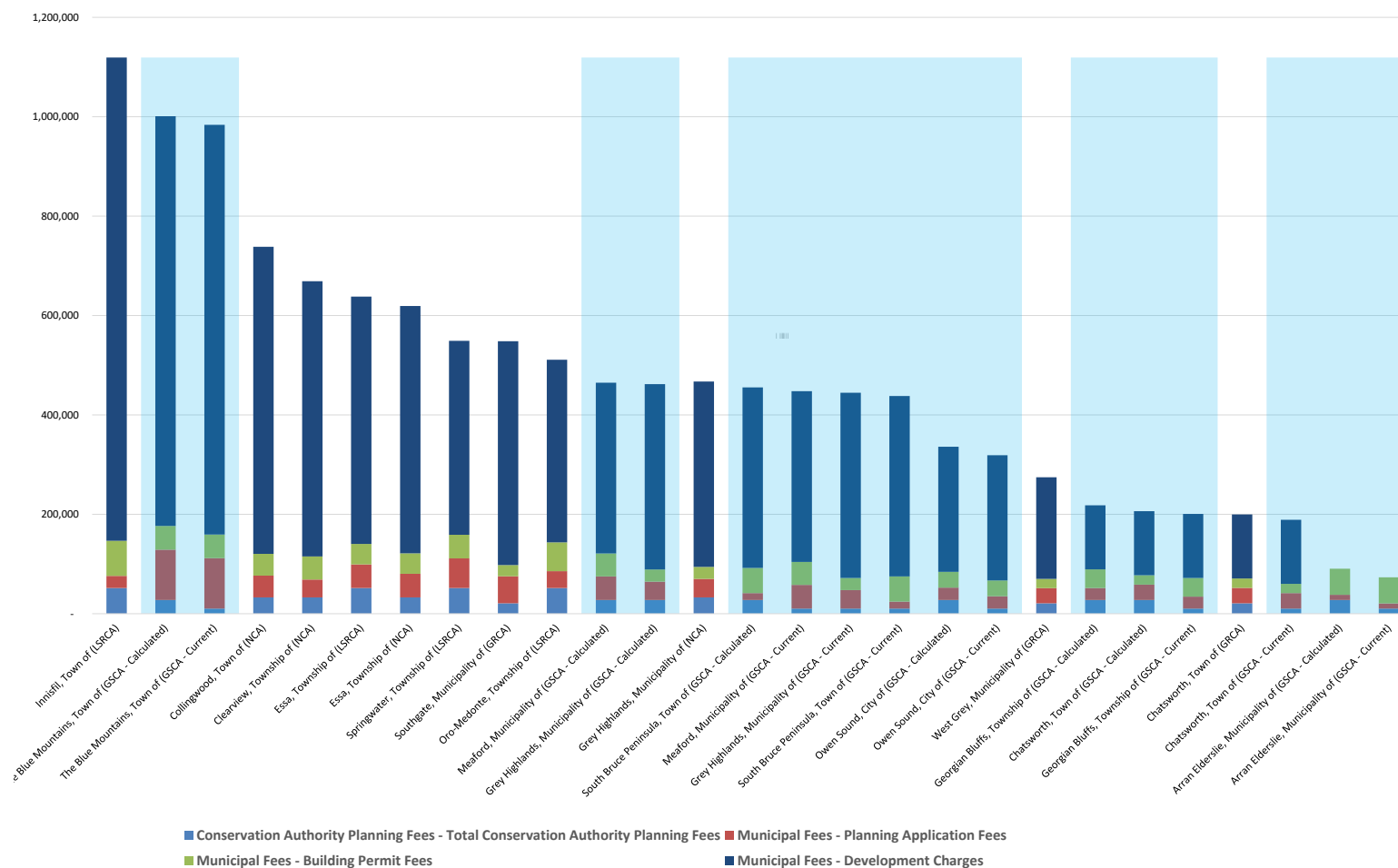




Table B-3
Development Fee Impacts Survey
1,000 m² Retail Development

Rank	Municipality	Conservation Authority Planning Fees				Municipal Fees			Total	Conservation Authority Fees % of Total	% Increase
		Site Plan	Zoning By-Law Amendment	Development Permits	Total Conservation Authority Planning Fees	Planning Application Fees	Building Permit Fees	Development Charges			
1	Innisfil, Town of (LSRCA)	14,000	12,651	5,081	31,732	4,450	13,850	308,590	358,622	8.8%	
2	The Blue Mountains, Town of (GSCA - Calculated)	4,769	4,080	3,800	12,649	38,858	12,370	233,099	296,976	4.3%	2.39%
3	The Blue Mountains, Town of (GSCA - Current)	2,190	1,900	1,630	5,720	38,858	12,370	233,099	290,047	2.0%	
4	Clearview, Township of (NCA)	14,005	1,300	3,120	18,425	10,000	17,438	182,362	228,224	8.1%	
5	Collingwood, Town of (NCA)	14,005	1,300	3,120	18,425	9,588	12,594	179,750	220,357	8.4%	
6	Essa, Township of (LSRCA)	14,000	12,651	5,081	31,732	12,000	8,611	160,490	212,833	14.9%	
7	Essa, Township of (NCA)	14,005	1,300	3,120	18,425	12,000	8,611	160,490	199,526	9.2%	
8	Southgate, Municipality of (GRCA)	3,380	2,405	9,835	15,620	17,915	10,764	144,075	188,374	8.3%	
9	Springwater, Township of (LSRCA)	14,000	12,651	5,081	31,732	8,000	13,347	97,570	150,649	21.1%	
11	Meaford, Municipality of (GSCA - Calculated)	4,769	4,080	3,800	12,649	17,000	11,410	105,000	146,059	8.7%	4.98%
10	Oro-Medonte, Township of (LSRCA)	14,000	12,651	5,081	31,732	9,200	10,764	96,035	147,731	21.5%	
12	Meaford, Municipality of (GSCA - Current)	2,190	1,900	1,630	5,720	17,000	11,410	105,000	139,130	4.1%	
13	Grey Highlands, Municipality of (NCA)	14,005	1,300	3,120	18,425	7,500	10,764	83,150	119,839	15.4%	
14	Grey Highlands, Municipality of (GSCA - Calculated)	4,769	4,080	3,800	12,649	7,500	10,764	83,150	114,063	11.1%	6.47%
15	Owen Sound, City of (GSCA - Calculated)	4,769	4,080	3,800	12,649	55,500	10,250	31,040	109,439	11.6%	6.76%
16	Grey Highlands, Municipality of (GSCA - Current)	2,190	1,900	1,630	5,720	7,500	10,764	83,150	107,134	5.3%	
17	Owen Sound, City of (GSCA - Current)	2,190	1,900	1,630	5,720	55,500	10,250	31,040	102,510	5.6%	
18	South Bruce Peninsula, Town of (GSCA - Calculated)	4,769	4,080	3,800	12,649	5,140	15,069	23,870	56,728	22.3%	13.91%
19	South Bruce Peninsula, Town of (GSCA - Current)	2,190	1,900	1,630	5,720	5,140	15,069	23,870	49,799	11.5%	
20	West Grey, Municipality of (GRCA)	3,380	2,405	9,835	15,620	13,300	10,764	-	39,684	39.4%	
21	Chatsworth, Town of (GRCA)	3,380	2,405	9,835	15,620	10,200	10,764	-	36,584	42.7%	
22	Chatsworth, Town of (GSCA - Calculated)	4,769	4,080	3,800	12,649	10,200	10,764	-	33,613	37.6%	25.97%
23	Georgian Bluffs, Township of (GSCA - Calculated)	4,769	4,080	3,800	12,649	4,000	10,764	-	27,413	46.1%	33.83%
25	Arran Elderslie, Municipality of (GSCA - Calculated)	4,769	4,080	3,800	12,649	3,140	8,611	-	24,400	51.8%	39.66%
24	Chatsworth, Town of (GSCA - Current)	2,190	1,900	1,630	5,720	10,200	10,764	-	26,684	21.4%	
26	Georgian Bluffs, Township of (GSCA - Current)	2,190	1,900	1,630	5,720	4,000	10,764	-	20,484	27.9%	
27	Arran Elderslie, Municipality of (GSCA - Current)	2,190	1,900	1,630	5,720	3,140	8,611	-	17,471	32.7%	



Figure B-3
Development Fee Impacts Survey
1,000 m² Retail Development
Survey of Fees Related to Retail Development
(1,000 m² GFA)

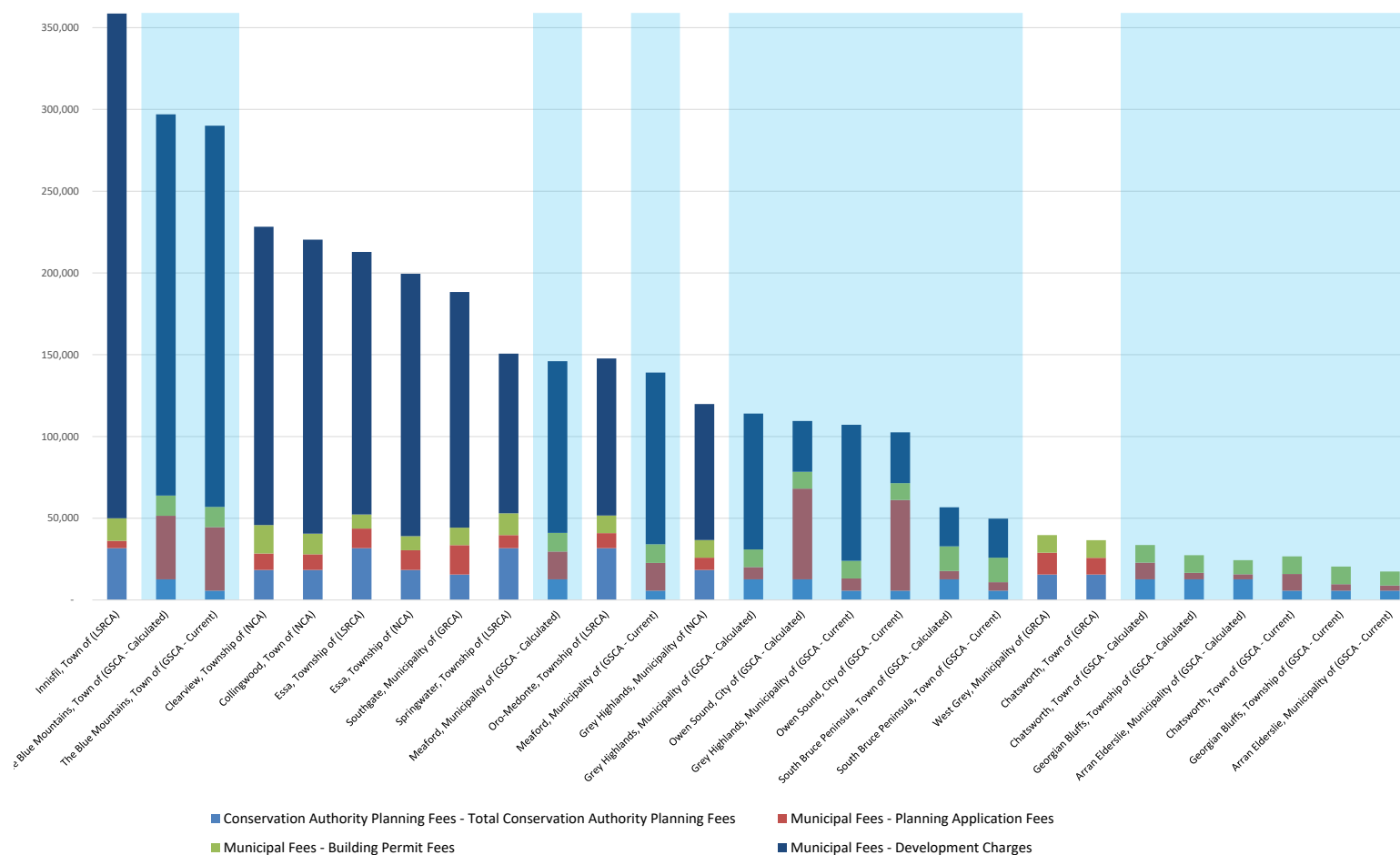


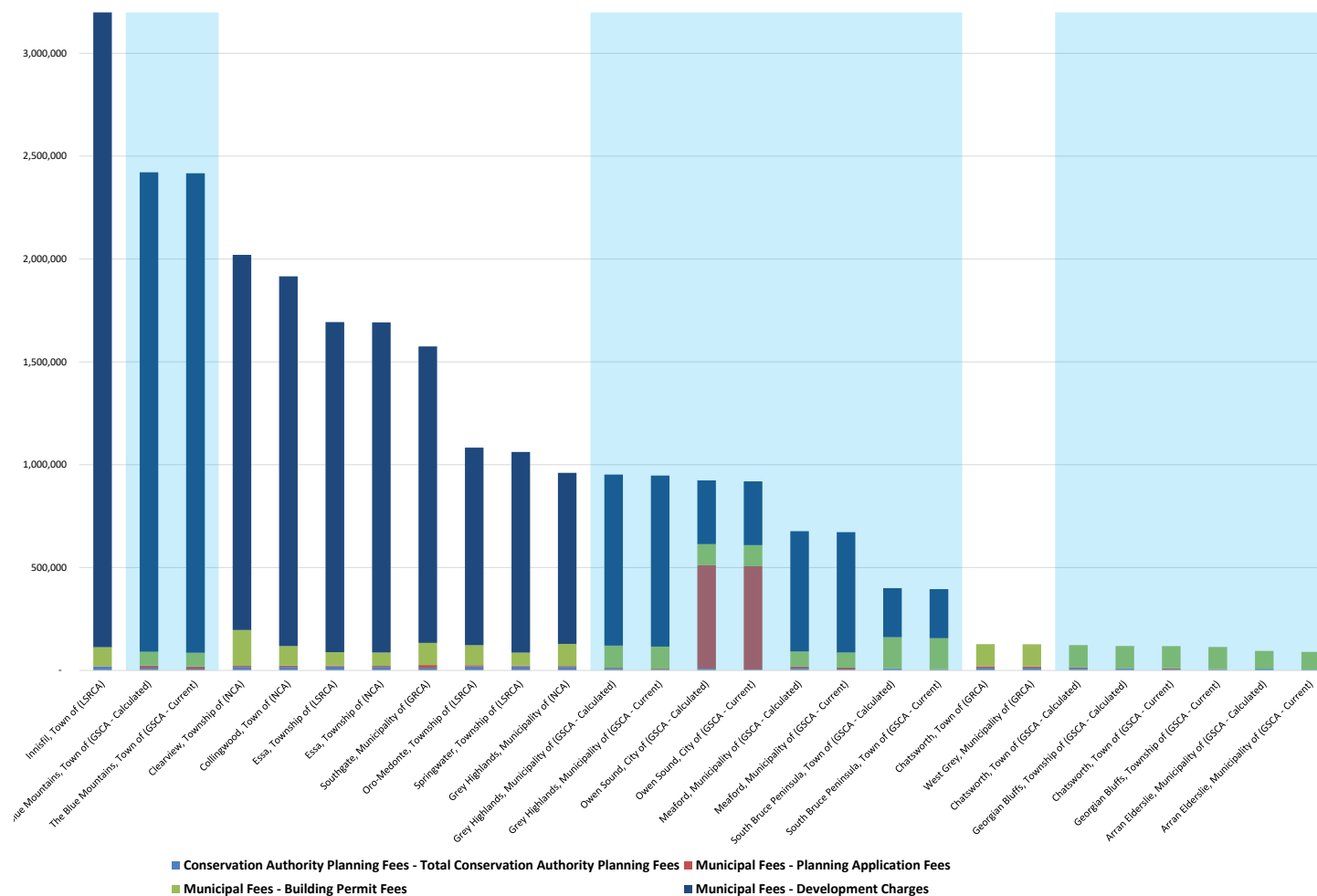


Table B-4
Development Fee Impacts Survey
10,000 m² Industrial Development

Rank	Municipality	Conservation Authority Planning Fees			Municipal Fees			Total	Conservation Authority Fees % of Total	% Increase
		Site Plan	Development Permit	Total Conservation Authority Planning Fees	Planning Application Fees	Building Permit Fees	Development Charges			
1	Innisfil, Town of (LSRCA)	14,000	5,081	19,081	1,700	92,200	3,085,900	3,198,881	0.6%	
2	The Blue Mountains, Town of (GSCA - Calculated)	4,769	3,800	8,569	15,555	66,200	2,330,991	2,421,315	0.4%	0.20%
3	The Blue Mountains, Town of (GSCA - Current)	2,190	1,630	3,820	15,555	66,200	2,330,991	2,416,566	0.2%	
4	Clearview, Township of (NCA)	14,005	3,120	17,125	5,000	174,375	1,823,617	2,020,117	0.8%	
5	Collingwood, Town of (NCA)	14,005	3,120	17,125	6,133	94,722	1,797,500	1,915,480	0.9%	
6	Essa, Township of (LSRCA)	14,000	5,081	19,081	5,000	64,583	1,604,900	1,693,564	1.1%	
7	Essa, Township of (NCA)	14,005	3,120	17,125	5,000	64,583	1,604,900	1,691,608	1.0%	
8	Southgate, Municipality of (GRCA)	3,380	9,835	13,215	13,249	107,639	1,440,748	1,574,851	0.8%	
9	Oro-Medonte, Township of (LSRCA)	14,000	5,081	19,081	6,500	96,875	960,352	1,082,808	1.8%	
10	Springwater, Township of (LSRCA)	14,000	5,081	19,081	5,000	62,431	975,700	1,062,212	1.8%	
11	Grey Highlands, Municipality of (NCA)	14,005	3,120	17,125	4,300	107,639	831,500	960,564	1.8%	
12	Grey Highlands, Municipality of (GSCA - Calculated)	4,769	3,800	8,569	4,300	107,639	831,500	952,008	0.9%	0.50%
13	Grey Highlands, Municipality of (GSCA - Current)	2,190	1,630	3,820	4,300	107,639	831,500	947,259	0.4%	
14	Owen Sound, City of (GSCA - Calculated)	4,769	3,800	8,569	502,500	102,500	310,400	923,969	0.9%	0.52%
15	Owen Sound, City of (GSCA - Current)	2,190	1,630	3,820	502,500	102,500	310,400	919,220	0.4%	
16	Meaford, Municipality of (GSCA - Calculated)	4,769	3,800	8,569	10,000	73,195	585,000	676,763	1.3%	0.71%
17	Meaford, Municipality of (GSCA - Current)	2,190	1,630	3,820	10,000	73,195	585,000	672,015	0.6%	
18	South Bruce Peninsula, Town of (GSCA - Calculated)	4,769	3,800	8,569	2,000	150,695	238,700	399,963	2.1%	1.20%
19	South Bruce Peninsula, Town of (GSCA - Current)	2,190	1,630	3,820	2,000	150,695	238,700	395,215	1.0%	
20	Chatsworth, Town of (GRCA)	3,380	9,835	13,215	7,000	107,639	-	127,854	10.3%	
21	West Grey, Municipality of (GRCA)	3,380	9,835	13,215	6,300	107,639	-	127,154	10.4%	
22	Chatsworth, Town of (GSCA - Calculated)	4,769	3,800	8,569	7,000	107,639	-	123,208	7.0%	4.01%
23	Georgian Bluffs, Township of (GSCA - Calculated)	4,769	3,800	8,569	2,500	107,639	-	118,708	7.2%	4.17%
24	Chatsworth, Town of (GSCA - Current)	2,190	1,630	3,820	7,000	107,639	-	118,459	3.2%	
25	Georgian Bluffs, Township of (GSCA - Current)	2,190	1,630	3,820	2,500	107,639	-	113,959	3.4%	
26	Arran Elderslie, Municipality of (GSCA - Calculated)	4,769	3,800	8,569	-	86,111	-	94,680	9.1%	5.28%
27	Arran Elderslie, Municipality of (GSCA - Current)	2,190	1,630	3,820	-	86,111	-	89,931	4.2%	



Figure B-4
Development Fee Impacts Survey
10,000 m² Industrial Development
Survey of Fees Related to Industrial Development
(10,000 m² GFA)





Grey Sauble Conservation Authority Program Rates and Fees Review

Board of Directors Meeting

March 23, 2022



Introduction

Objectives/Deliverables

- Program Rates and Fees review undertaken for Grey Sauble Conservation Authority (GSCA) to:
 - Assess the full cost of service for Plan Review and Permitting activities; and
 - Make fee recommendations that:
 - Conform with legislation and are defensible;
 - Balance the need to maximize cost recovery with stakeholder interests, affordability and competitiveness; and
 - Reflect industry best practices

Legislative Context and Trends

Conservation Authorities Act



- Recent changes to the *Conservation Authorities Act* (CAA) define the types of services that can be provided by conservation authorities, and the allowable funding sources to include:
 - **Mandatory programs and services** (s. 21.1) that can be funded through the municipal levy
 - Includes section 28 permitting and plan review relating to natural hazards
 - **Non-Mandatory programs and services** (s. 21.1.1) provided on behalf of a municipality through a MOU or agreement and funded through the municipal levy
 - Plan review and municipally initiated official plan and secondary plan reviews on behalf of municipal partners
 - **Other programs and services** (s. 21.1.2) funded through self generated revenues



Legislative Context and Trends

Conservation Authorities Act

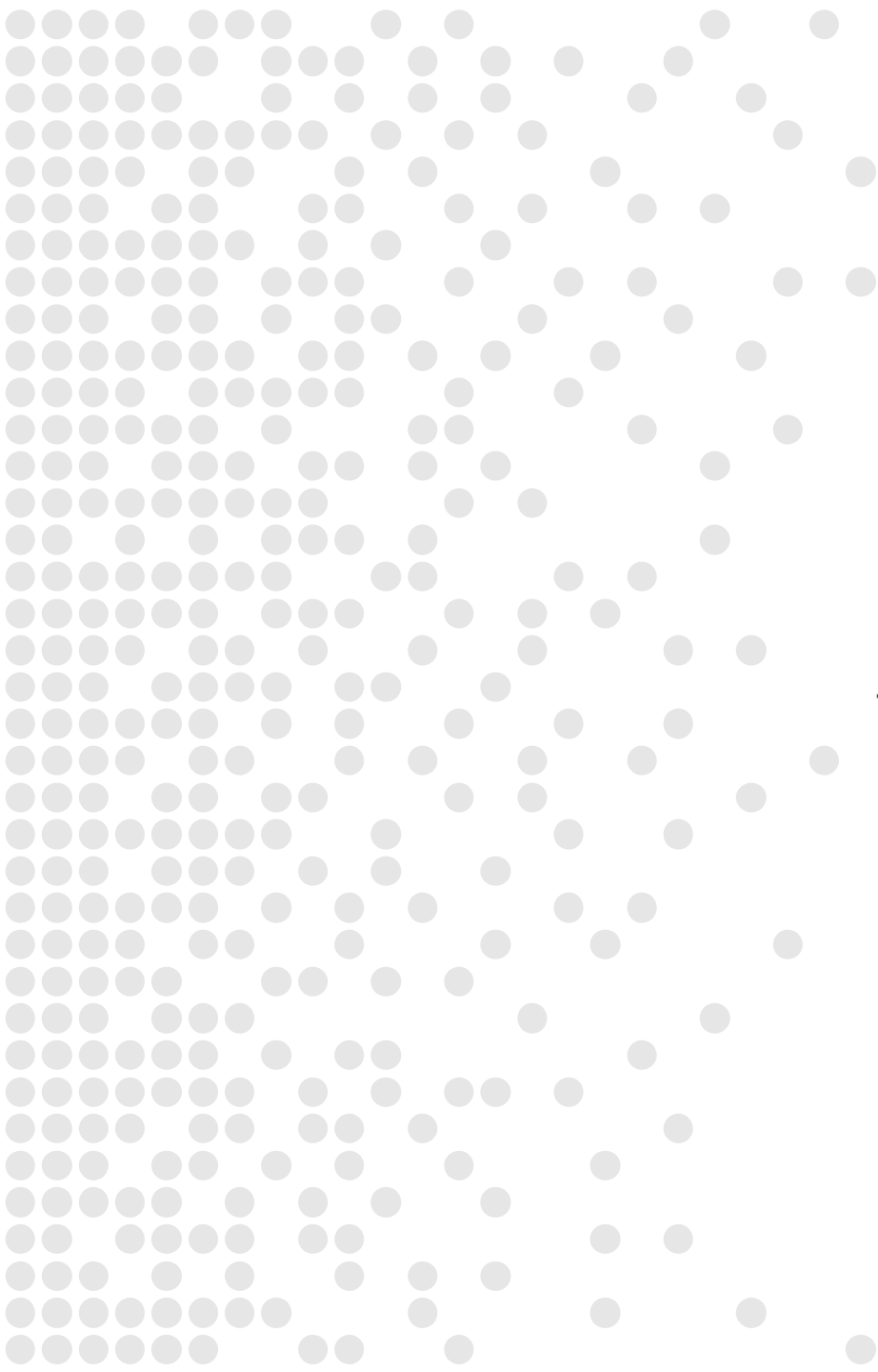
- The Province released Phase 2 of the Regulatory and Policy Proposals for consultation in January 2022
 - Consultation Guide proposes that “corporate administrative costs” would be funded through the municipal levy
 - Includes operating and capital expenses not directly related to the delivery of services



Legislative Context and Trends

Fees For Programs and Services

- Section 21 of the CAA provides the ability to charge fees for services
 - Including for plan review and s. 28 permitting
- Ministry of Natural Resources and Forestry provides additional principles and policies for charging fees:
 - May recover full cost of administering and delivering the service; and
 - For plan review services, fees should be designed and administered in accordance with s. 69 of the *Planning Act*:
 - s. 69 of the *Planning Act* states that fees should be designed to recover the anticipated cost of processing each type of application



Activity-Based Costing Methodology

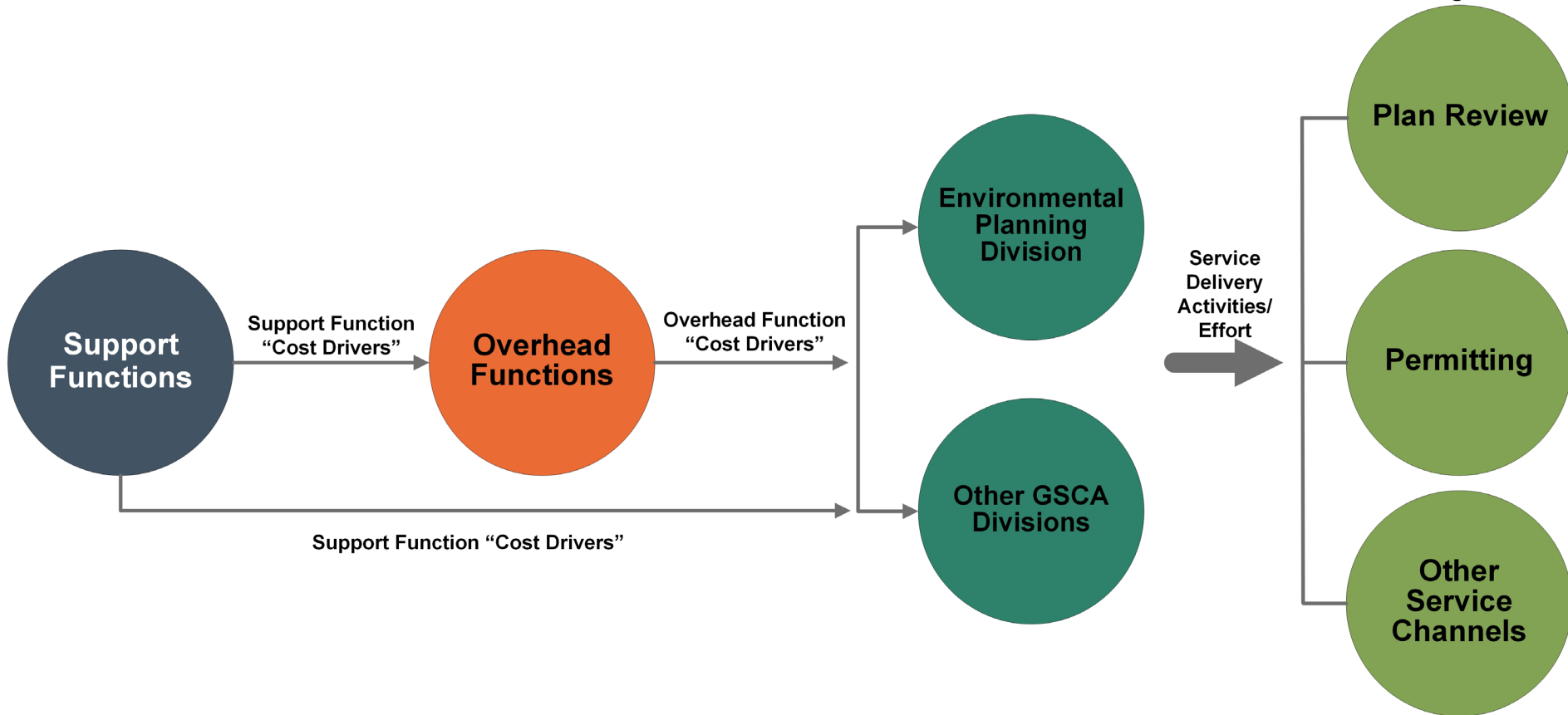
Activity-Based Costing Methodology



Indirect Costs

Direct Costs

User Fee Costing Categories





Activity Based Costing Results



Activity Based Costing Results

Staff Capacity Utilization

- Staff identified that current plan review and permitting service levels are constrained by available staff resources
- Three additional staff positions have been included in the assessment of the staff efforts and associated costs to provide plan review and permitting services:
 - Planning Ecologist
 - Regulations Officer
 - Water Resources Engineer
- Utilization of staff reflects direct involvement as well as supervisory roles of senior staff

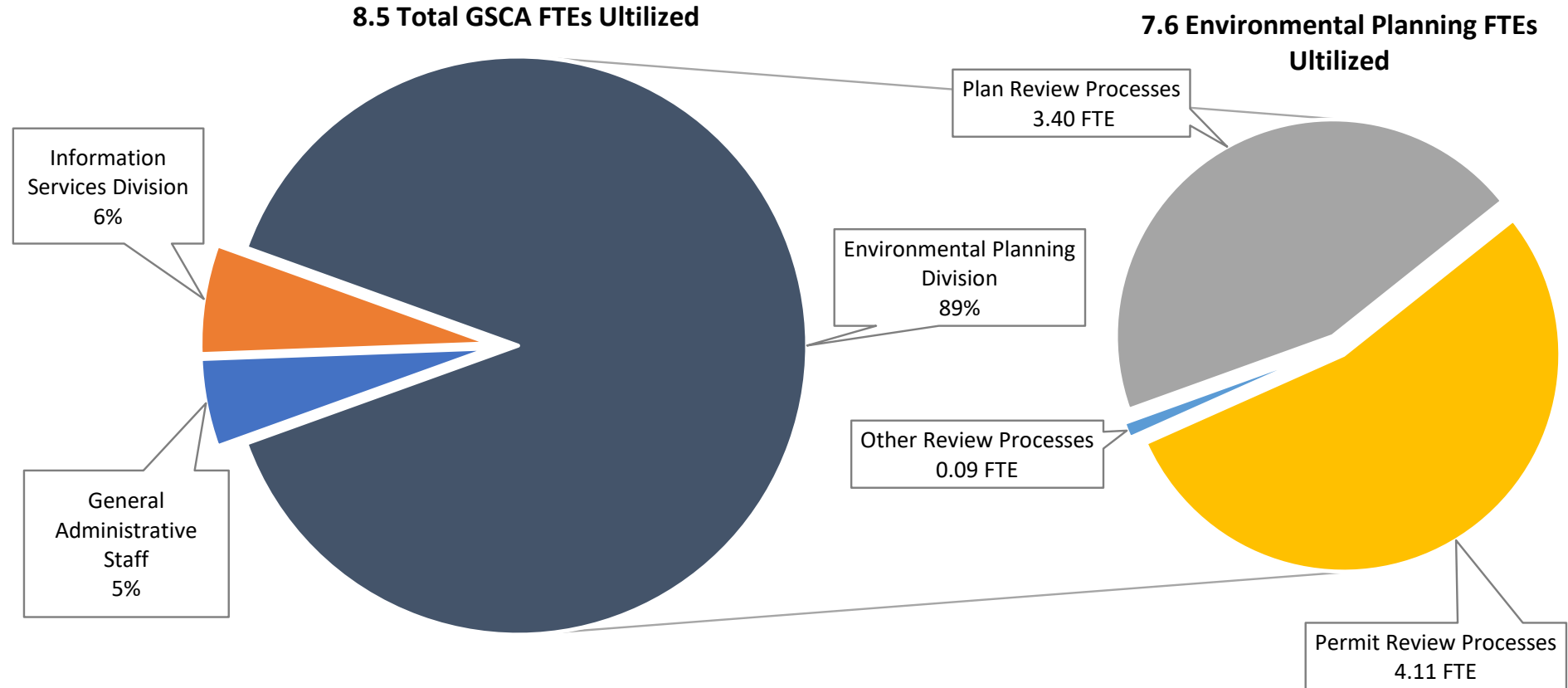
Activity Based Costing Results

Utilized Full Time Equivalent (FTE) Summary



8.5 Total GSCA FTEs Utilized

7.6 Environmental Planning FTEs Utilized

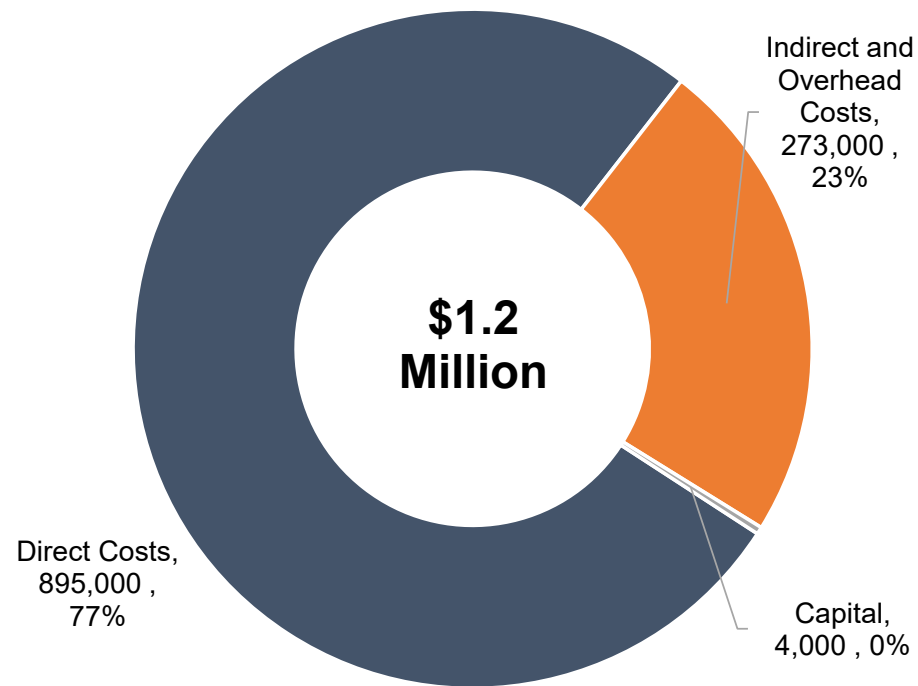


Activity Based Costing Results

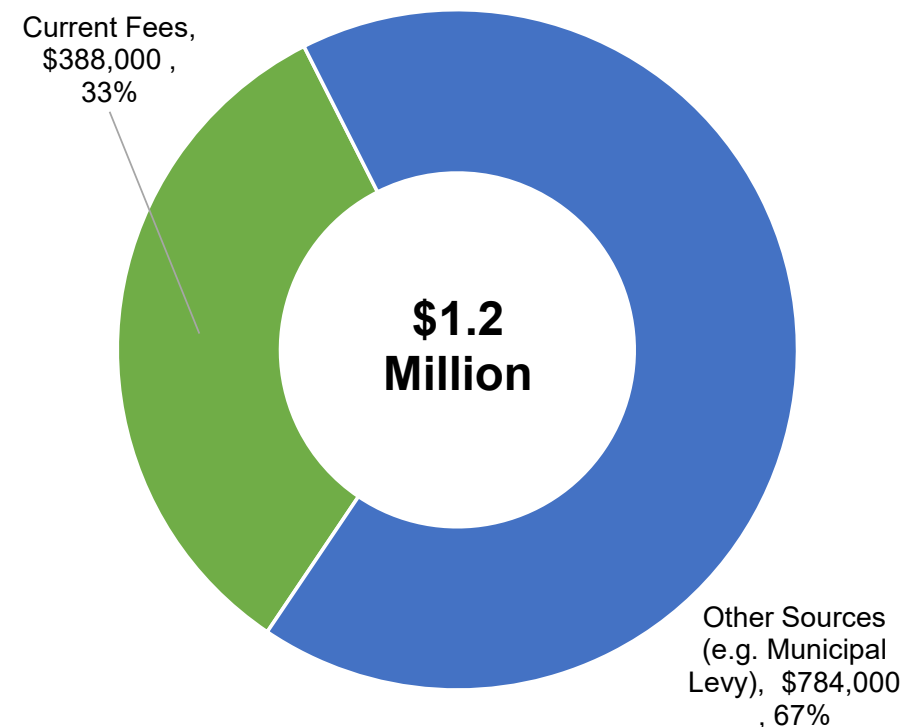
Annual Costs and Revenues



Annual Costs



Funding Sources



Annual Cost/Revenue Observations



Annual Costs

- **Plan Review** – 42% of annual costs (\$497,000)
 - 72% of annual costs for consent, zoning by-law amendment and combined subdivision/site plan/official plan amendment/zoning by-law amendment applications
- **Permitting** – 54% of annual costs (\$627,000)
 - 76% of annual costs for minor and standard permits
- **Other Reviews** – 4% of annual costs (\$49,000)

Annual Revenue Observations



Annual Revenue

- Current fees are recovering 33% of the annual costs of service
 - Annual cost includes additional staff positions for desired level of service and indirect and overhead support costs
- Current fees are recovering 64% of the current service delivery costs (excluding additional staff positions and indirect overhead and support costs)
- Of the \$784,000 revenue shortfall:
 - 44% (\$325,000) is related to minor and standard development permits; and
 - 41% (\$297,000) is related to zoning by-law amendment, consent, Niagara Escarpment development permits, and combined applications



Fee Recommendations

Fee Structure Recommendations



- Fee recommendations made with regard for:
 - Full cost of service
 - *Planning Act* compliance, i.e. recovery of anticipated cost of processing applications by type for Plan Review
 - Applicant affordability and competitiveness
 - Industry best practices and current fee structure
- Following recommended fees set below full cost recovery levels with regard for competitiveness and affordability of fees:
 - Major Consent applications;
 - Minor and Standard development permits;
 - Permit replacements; and
 - Violations



Fee Structure Recommendations

Annual Budget Impacts

- Current level of service (i.e. excluding additional staff positions) requires \$349,000 in funding from the municipal levy (including funding of indirect overhead and support costs)
- Recommended fees would improve annual revenues by 140% from \$388,000 (33% of annual costs) to \$931,000 (79% of annual costs)
- Proposed user fee revenue would fund the direct costs of service (including costs associated with the additional staff positions) and contribute towards the funding of indirect overhead and support costs
- Municipal levy funding would decrease by \$107,000 from \$349,000 to \$242,000

Fee Structure Recommendations



Plan Review

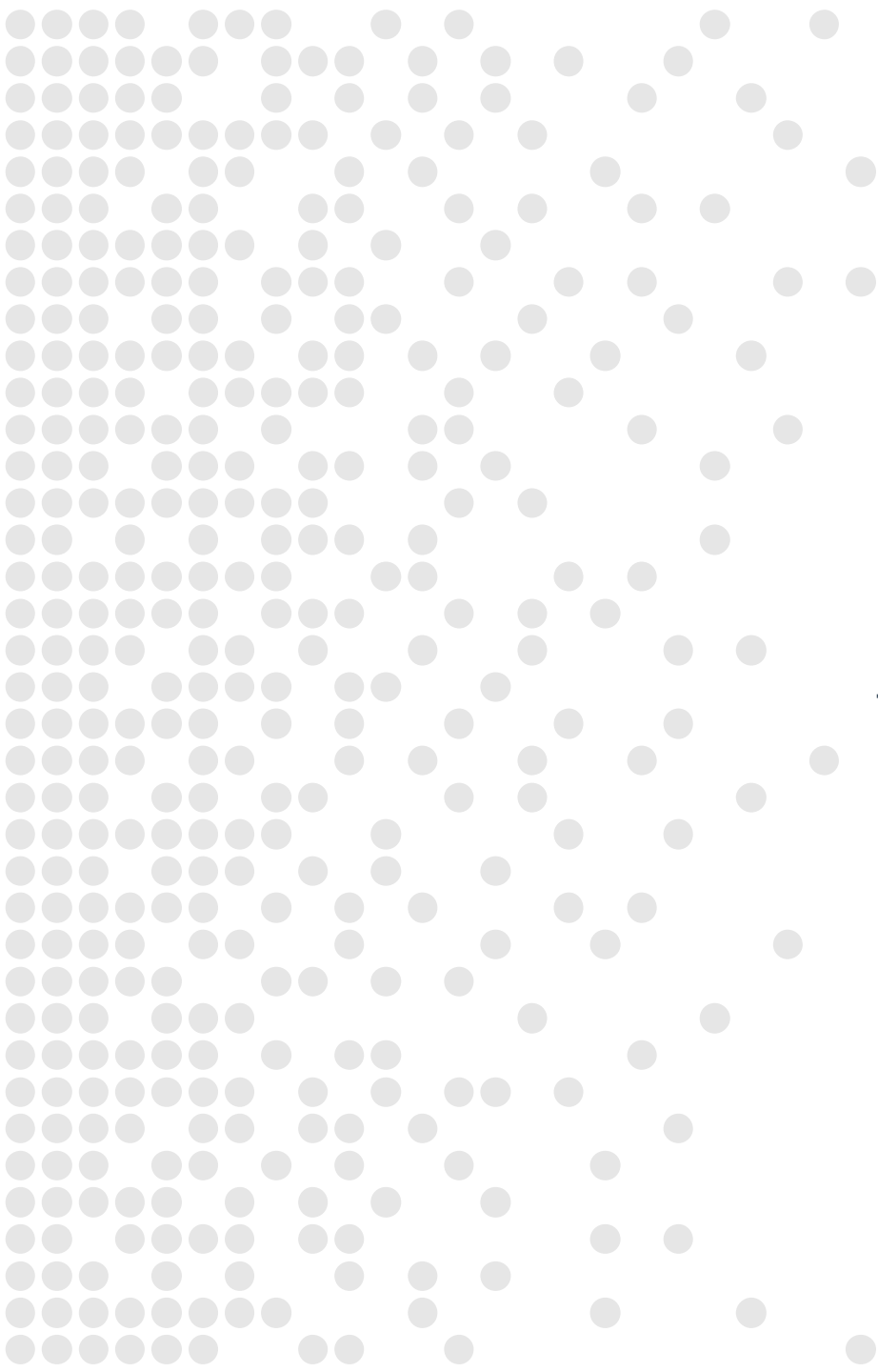
- Minor and major fees for Official Plan Amendment, Zoning By-Law Amendment and Consent applications
- Any combination of Official Plan Amendment, Zoning By-Law Amendment, Subdivision, Site Plan, or Condominium applications received concurrently will have a 20% reduction to the total fees
- Subdivision/Condominium fee structure revised to consist of a base fee plus a declining lock variable fee to provide increased revenue stability and recognize economies of scale in review efforts as applications increase in size
- Pre-consultation fees to be credited against the subsequent fee
- EA fees recommended for Class B or C EA reviews
- Technical Clearance fees will continue to be imposed if additional reviews are required

Fee Structure Recommendations



Permitting

- Permit revisions to be charged at 50% of the full permit fee
- Additional fees for violations equal to 2x the full permit fee
- New fees recommended for Forestry By-law Minor Exemptions reviewed for Grey County
- GSCA will reserve the right to modify or adjust fees should the review require a substantially greater or lower level of review and/or assessment



Development Impact Comparisons

Development Impact Comparisons



- Impacts of Plan Review and Permit fee recommendations on total conservation authority and municipal development fees (planning application, building permit, and development charge fees) has been assessed for municipalities in the GSCA watershed and surrounding areas
- Assessment provided for a variety of development types to address differences in size, density, and type of development
 - 50-unit low density subdivision
 - 25-unit medium density subdivision
 - 10,000 m² industrial development
 - 1,000 m² retail development

Development Impact Comparisons



- Recommended plan review and permit fees are comparable to those in neighboring conservation authorities
- Recommended GSCA fees result in total conservation and municipal development fees increasing by 0.5% to 40% overall
 - Greater impacts are seen for smaller development types where development charges have less of an impact or for development in municipalities with lower development charge policies
- Full impacts provided in Chapter 4 and Appendix B of the final report



Next Steps

Next Steps



- Receive feedback on fee structure and policy recommendations
- Implementation of fee recommendations

Grey Sauble Authority Board of Directors

M O T I O N

DATE: March 23, 2022

MOTION #: FA-22-029

MOVED BY: _____

SECONDED BY: _____

WHEREAS the GSCA Board of Directors recognizes that more capacity and expertise is required within GSCA's Environmental Planning Department

AND WHEREAS the GSCA Board of Directors directed staff to engage Watson & Associates to conduct a review of the Environmental Planning Department's service rates and fee for full cost recovery of an enhance level of service

THAT the Program Rates and Fees Review report prepared by Watson & Associates be received,

FURTHER THAT Staff be directed to move to public consultation to gather feedback on the recommended fee schedule.



Grey Sauble Authority Board of Directors

M O T I O N

DATE: March 23, 2022

MOTION #: FA-22-030

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. Minutes of the Closed Session of the Regular Board of Directors meeting held on December 22, 2021; and,**
- ii. To discuss an item in the Town of South Bruce Peninsula regarding litigation or potential litigation including matters before administrative tribunals (GSCA Administrative By-Law, Section 4(xvii)(1)(d); and,**

AND FURTHER THAT CAO, Tim Lanthier, Administrative Assistant, Valerie Coleman, Gloria Dangerfield, Manager of Information Services, MacLean Plewes, Manager of Environmental Planning will be present.



Grey Sauble Authority Board of Directors

M O T I O N

DATE: March 23, 2022

MOTION #: FA-22-031

MOVED BY: _____

SECONDED BY: _____

THAT the Grey Sauble Conservation Authority Board of Directors resume open session.



Grey Sauble Authority Board of Directors

M O T I O N

DATE: March 23, 2022

MOTION #: FA-22-032

MOVED BY: _____

SECONDED BY: _____

THAT the Grey Sauble Conservation Authority Board of Directors approve the December 22, 2021 Closed Session minutes as presented in the closed session agenda.



Grey Sauble Authority Board of Directors

M O T I O N

DATE: March 23, 2022

MOTION #: FA-22-033

MOVED BY: _____

SECONDED BY: _____

Reporting out of closed.



Grey Sauble Authority Board of Directors

M O T I O N

DATE: March 23, 2022

MOTION #: FA-22-034

MOVED BY: _____

SECONDED BY: _____

THAT this meeting now adjourn.