



519.376.3076  
237897 Inglis Falls Road  
Owen Sound, ON N4K 5N6  
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Protect.  
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**Grey Sauble Conservation Authority**  
**R.R. #4, 237897 Inglis Falls Road**  
**Owen Sound, Ontario N4K 5N6 (519) 376-3076; ext. 221**  
**[v.coleman@greysauble.on.ca](mailto:v.coleman@greysauble.on.ca)**

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**The next regular meeting of the Grey Sauble Conservation Authority Board of Directors is scheduled for Wednesday, May 25<sup>th</sup>, 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

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**Member Municipalities**

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



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

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

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

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**Member Municipalities**

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

## AGENDA

Grey Sauble Conservation Authority  
Full Authority Meeting  
Wednesday, May 25, 2022, at 1:15 p.m.

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**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 – April 27, 2022 – Resolution – Attachment #1

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

**7. Consent Agenda**

- i. Environmental Planning – Section 28 Permits – April 2022 – Attachment #2
- ii. Administration – Receipts & Expenses – April 2022 – Attachment #3
- iii. Correspondence – nothing at this time.
- iv. Conservation Ontario – Council & AGM Meeting Minutes – April 11, 2022 – Attachment #4
- v. Minutes – GSCA Indigenous Relationship Committee Minutes – November 29, 2021 – Attachment #5
- vi. Media – Attachment #6

**8. Business Items**

- i. Administration

- a. 2022 Q1 Report Back – Information – Attachment #7 (20 min)
- b. Hybrid Board Meeting Options – Resolution – Attachment #8 (20 min)
- c. Conservation Authorities Act Update – New Regulations – Information – Attachment #9 (20 min)
- ii. Water Management
  - a. Dam Installation Update – Information – Attachment #10 (10 min)
- iii. Environmental Planning – Nothing at this time.
- iv. Operations – Nothing at this time.
- v. Conservation Lands
  - a. Administrative Building RFP Award – Resolution – Attachment #11 (30 min)
  - b. Inglis Falls Management Plan Presentation – Information – Attachment #12 (45 min)
- 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 – Nothing at this time.**

**12. Resolution Approving the Closed Session Minutes – Nothing at this time.**

**13. Adjournment**



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

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

**DATE:** May 25, 2022

**MOTION #:** FA-22-042

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

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

**THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of May 25, 2022.**

**GREY SAUBLE CONSERVATION AUTHORITY  
MINUTES**

**Full Authority Board of Directors  
Wednesday, April 27, 2022, at 1:15 p.m.**

The Grey Sauble Conservation Authority Board of Directors meeting was held in a hybrid format of in-person at the Grey County Council Chambers and virtually via the meeting application, WebEx.

**1. Call to Order**

Chair Scott Greig called the meeting to order at 1:17 p.m., welcomed all those present in person and virtually, and made a land acknowledgement declaration.

Directors Present In-Person: Chair Scott Greig, Vice Chair Matrosovs, Dwight Burley (2:05), Harley Greenfield, Scott Mackey, Paul Vickers

Directors Present Virtually: Cathy Little, Ryan Greig

Regrets: Marion Koepke, Paul McKenzie, Cathy Moore Coburn

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 Conservation Lands, Rebecca Ferguson.

Guest: Mike Konopka

**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-22-035**

**Moved By: Harley Greenfield  
Seconded By: Scott Mackey**

**THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of  
April 27, 2022.**

**Carried**

## 5. Approval of Minutes

Motion No.:  
FA-22-036

Moved By: Scott Mackey  
Seconded By: Paul Vickers

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

Carried

## 6. Business Out of Minutes

Nothing at this time.

## 7. Consent Agenda

Motion No.:  
FA-22-37

Moved By: Cathy Little  
Seconded By: Harley Greenfield

THAT in consideration of the Consent Agenda Items listed on the April 27, 2022, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits – March 2022; (ii) Administration – Receipts & Expenses – March 2022; (iv) Conservation Ontario – Annual Report; (v) Minutes – Friends of Hibou Minutes; (vi) Recent Media Articles

Carried

## 8. Business Items

### i. Administration

#### a. Investment Update with Mike Konopka

Mike Konopka spoke to the provided portfolio review, GSCA's equity range and style, and GSCA's established goals. It was noted that GSCA's portfolio is a balanced portfolio with a moderate risk level. Current market value is \$1.5 million with a one-year return of 1.21%. It was noted that investments have been impacted by rising interest rates and global economic and political instability. Some adjustments have been made to safeguard investments and minimize potential losses.

Mike expanded on some of the pressures and risks facing investments and markets.

Mike will consult with Tim Lanthier, CAO, and Alison Armstrong, Manager of Financial and Human Resources, regarding any changes that are deemed prudent. It was recommended that GSCA consider what amount of cash the organization may need access to within the next 12 months.

A member asked how much of GSCA investments are dependant on (or affected by) the conflict between Russia and Ukraine? Mike answered that it is a fluid situation and analysts do not expect to see the situation getting better until there is a resolution.

A member asked Mike to confirm the percentage of cash. Mike answered that cash makes up 9.5% or \$100,000 (actual \$143,525). Would it be advised to a larger percentage to cash? Mike agreed that moving additional investment funds would be beneficial and will seek direction with Tim and Alison.

A member asked for clarification from staff on the Building RFP process and what type of budget.

Tim clarified that staff had ear-marked \$100,000 in the 2022 capital budget for the administration building costs. Staff will not know what the initial costs will look like until the RFP comes back. Additionally, \$100,000 from foreign equities was transferred to cash in response to emerging trends and to accommodate expected expenditures in the 2022 budget.

Chair Greig asked staff if they required any additional direction from the Board or if the motion provides enough flexibility. Staff responded that the motion stated in the provided report was sufficient to move forward.

Chair Greig thanked Mike for his report and advice.

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**Motion No.:**  
**FA-22-038**

**Moved By:** Paul Vickers  
**Seconded By:** Harley Greenfield

**WHEREAS, every calendar year near the anniversary date of Grey Sauble Conservation Authority's investment of reserve funds with TD Wealth Management our portfolio manager reviews the portfolio structure and reconfirms our objectives;**

**AND WHEREAS, each year we renew our Investment Policy Statement (Guidelines and Solutions);**

**THAT, the GSCA Board of Directors accept our Portfolio Manager's market update and adjust strategy accordingly.**

**Carried**

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**b. Administrative By-Law Update**

The CAO, Tim Lanthier, spoke to the proposed updates to the GSCA Administrative By-Law.

In response to the continued need to meet virtually and/or in a hybrid format a new Section 7 was added to allow for this flexibility outside of a declared state of emergency.

Changes were made to Section 3(1) to reflect the ability of the Minister to appoint an agricultural representative. The wording was taken from the Act.

In order to better clarify the process of providing a delegation to the Board for the public, GSCA staff, and GSCA Board members, a new Section 5 was added. The wording in this new Section is consistent with that of the County of Grey.

A member asked if staff have heard anything regarding the agricultural representative. Tim responded that staff have not at this point.

A member asked if the upcoming election may affect the selection of the agricultural representative. Tim answered that staff do not know at this point.

A member asked if Member's thought the per diems listed are set appropriately taking into consideration the current fuel costs?

There was discussion around how per diems are determined, and how the various municipalities compensate Members for their time at GSCA meetings.

A member asked for clarity on how the per diem and mileage rates are determined and utilized. Tim clarified that the per diems are available to Members when they attend committee meetings or events outside of regular Full Authority Board meetings.

A member asked if there is the option for Members to opt to not receive the per diem. Tim responded that yes, as long as the respective municipalities are comfortable with that.

A Member asked if the milage rate could be set at the same rate as the GSCA staff rate.

It was agreed that this could be done and was added to the listed changes to the Administrative By-Law.

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**Motion No.:**  
**FA-22-039**

**Moved By:** Paul Vickers  
**Seconded By:** Andrea Matrosovs

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

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

**THAT the GSCA Board of Director's approved the proposed changes to the by-laws as expressed in Staff Report 012-2022 and in the attached, marked-up version of the by-laws.**

**AND THAT the Director's mileage rate, as cited in "Appendix 3" of the GSCA Administrative Bylaw, be aligned to the mileage rate of GSCA staff.**

**Carried**

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

**iii. Environmental Planning**  
Nothing at this time.

**iv. Operations**  
Nothing at this time.

**v. Conservation Lands**

**a. RFP Ad Hoc Committee Adjustment**

The Manager of Conservation Land, Rebecca Ferguson, stated that the Administrative Centre RFP closes on April 28<sup>th</sup>, 2022 @ 4:00pm. Member Ryan Greig had expressed interest in joining the RFP Ad Hoc Committee. Staff asked that the Board appoint Member Ryan Greig to the Evaluation Committee.

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**Motion No.:**  
**FA-22-040**

**Moved By:** Paul Vickers  
**Seconded By:** Dwight Burley

**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 Admin Building RFP with a refined scope;**

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**AND WHEREAS the GSCA Board of Directors passed resolution FA-22-022 at the February 23, 2022, Full Authority Meeting to select two additional Members to join the Evaluation Committee to review the new RFP.**

**THAT resolution FA-22-022 is amended to add three additional Members.**

**Carried**

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**vi. Forestry**

Nothing at this time.

**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 reported that Conservation Ontario (CO) conducted their AGM in April. Chair Greig joined Tim in attending. Appointments are:

- Alan Revill – Chair
- Alan Dale – Vice Chair
- Linda Laliberte, Rob Baldwin, and Samantha Lawson – New Directors

GSCA's Transition plan had been submitted at the end of 2021. The Program and services inventory was approved in January, circulated to municipal partners and issued to the Ministry. Staff are commencing meetings with senior staff at all member municipalities. Staff proposed that municipal staff report back to their respective municipal councils with support provided by GSCA staff.

Tim provided a high-level overview of the new (phase 2) regulations that were released by the Ministry on April 22, 2022. There were four regulations and one policy document released. Staff will provide a report to the Board in May.

The Ministry is hosting a workshop on Programs and Service Inventories on May 2, 2022, from 1:00 to 2:30pm for CA staff and Board Members.

Staff received guidelines from the Ministry better defining the partnership between CA's and MECP for the Provincial Water Quality Monitoring Network and the Provincial Groundwater Monitoring Network. These programs were added as mandatory programs under the Phase 1 regulations (Ontario Regulation 686/21).

Staff have been negotiating a more cost-effective prosecution process for both Section 28 and Section 29 offences. A staff report will be forthcoming in the near future.

Tim reported that dam installations have been moving forward well with Berford Lake and the Owen Sound Mill Dam completed. Bognor and Clendenan are planned to be installed shortly. Rankin Dam will be installed in a few weeks depending on rain and water levels.

Rebecca Ferguson hosted the first Steering Committee meeting for the Eugenia Falls Management Plan. Tim passed along kudos to Rebecca for an excellent job. The commitment and engagement from the committee and public are also appreciated.

Rebecca Ferguson presented at the Healthy Communities Partnership group on nature accessibility and conservation, and the current management plans.

Member's pass sales have exceeded 370.

Staff received a letter from MacKay pay that the company will be dissolving. This will impact day use pass sales. Staff are working on solutions, however; it is a tight timeline.

A member asked Tim if GSCA is collecting data around the value of social cultural assets. Tim responded that CO has stated that EcoHealth has put out several reports that can be circulated to members.

A member asked Tim about meeting with senior staff at member municipalities and the adjusted approach to presenting to councils. Will this be used during the budget process. Tim clarified that this approach was specific to the program and services inventory, and the associated costs being communicated to municipal councils. These meetings are needed in advance of the agreements being drafted and executed.

A member expressed their approval of the approach, however; encouraged GSCA staff to speak with councils occasionally throughout the year.

## **10. Chair's Report**

Chair Greig commented that one of the disadvantages of the new shorter CO terms is that it may reduce the long-term knowledge and relationships that CO Board Members have or will have established. Additionally, it may also discourage new members from opting to serve.

Chair Greig relayed some upcoming GSC Foundation events.

The GSC Foundation's Earth Day Film Festival will be in the evening of May 19<sup>th</sup> at the Roxy featuring the Flight of the Butterflies and Bruce Grey Monarchs with Audrey Armstrong. Tickets are available at the Roxy.

The GSC Foundation's Memorial Tree Ceremony will be held on June 11<sup>th</sup> and 12<sup>th</sup> at the Arboretum Pavilion starting at 2:00. The Foundation opted to host a two-day event to be able to properly recognize those honourees from the past three planting seasons.

**Member Vickers acknowledged a conflict of interest regarding Receipts and Expenses document within the consent agenda. Chair Greig confirmed that Member Vickers did not move or second the motion to approve the consent agenda and that there was quorum without Member Vickers' vote.**

## **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. **Next Full Authority Meeting**

Wednesday May 25<sup>th</sup>, 2022

15. **Adjournment**

The meeting was adjourned at 2:45 p.m.

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**Motion No.:**  
**FA-22-041**

**Moved By:** Harley Greenfield  
**Seconded By:** Dwight Burley

**THAT this meeting now adjourn.**

**Carried**

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Scott Greig, Chair

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Valerie Coleman  
Administrative Assistant



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

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

**DATE:** May 25, 2022

**MOTION #:** FA-22-043

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

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

**THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of April 27, 2022.**

# Permits Issued from April 1, 2022 to April 30, 2022

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS21-417	13-Oct-21	01-Apr-22	1		Township of Georgian Bluffs	Keppel Township
Approved works:			Construction of residential home and associated site alterations		Project Location:	145 Wilson Dr
					<input checked="" type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill
					Reviewed by:	
					Olivia Sroka	
GS22-085	07-Mar-22	01-Apr-22	49,51,53,		Township of Georgian Bluffs	Sarawak Township
Approved works:			Construction of second entrance and driveway		Project Location:	323 Somers Street N4K 6V5 Georgian Bluffs
					<input type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input type="checkbox"/> fill
					Reviewed by:	
					Olivia Sroka	
GS22-099	01-Mar-22	05-Apr-22	29	C	Town of South Bruce Peninsula	Amabel Township
Approved works:			Construction of an off-line pond		Project Location:	Spring Creek Road
					<input type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill
					Reviewed by:	
					Mac Plewes	
GS22-100	31-Mar-22	06-Apr-22	S PT LOT		Town of South Bruce Peninsula	Amabel Township
Approved works:			Construction of cottage and associated site alterations		Project Location:	10 Charlesworth Crescent
					<input checked="" type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill
					Reviewed by:	
					Olivia Sroka	
GS21-419	21-Sep-21	11-Apr-22			Town of the Blue Mountains	Collingwood Township
Approved works:			New dwelling, access and associated site alterations.		Project Location:	417211 10th Line
					<input type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill
					Reviewed by:	
					Jake Bousfield-Baste	
GS22-101	02-Mar-22	14-Apr-22	10		Town of the Blue Mountains	Collingwood Township
Approved works:			Rental accomodations and associated site alterations		Project Location:	209 Arlberg Cres, The Blue Mountains, ON L9Y 0M1
					<input checked="" type="checkbox"/> construct	<input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline
					<input type="checkbox"/> alter structure	<input type="checkbox"/> alter wetland <input type="checkbox"/> fill
					Reviewed by:	
					Jake Bousfield-Baste	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS22-108	11-Mar-22	14-Apr-22			Town of the Blue Mountains	Collingwood Township
Approved works:		Residential dwelling and associated site alterations		Project Location: Sebastian Street <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jake Bousfield-Baste		
GS22-121	14-Apr-22	14-Apr-22	21	1	Town of the Blue Mountains	Collingwood Township
Approved works:		Repair of Existing Shoreline Protection Works		Project Location: Long Point Road <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jake Bousfield-Baste		
GS22-113	28-Mar-22	20-Apr-22			Municipality of Meaford	Sydenham Township
Approved works:		Replacement and extension of existing deck		Project Location: 108 Buckingham Lane <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		
GS22-098	24-Feb-22	20-Apr-22			Municipality of Grey Highlands	Artemesia Township
Approved works:		Maintenance clean-out of existing boat channel within Lake Eugenia		Project Location: 214 Wiles Lane <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input checked="" type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jake Bousfield-Baste		
GS22-102	03-Mar-22	20-Apr-22	27	7	Town of the Blue Mountains	Collingwood Township
Approved works:		Addition and renovation to existing dwelling, and associated site alterations		Project Location: 136 Indian Circle, Clarksburg ON N0H 1J0 <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		
GS21-364	17-Jun-21	20-Apr-22	30	8	Town of the Blue Mountains	Collingwood Township
Approved works:		Demolition of existing dwelling, construction of dwelling, septic, associated site alterations, and shoreline protection works		Project Location: 208485 Highway 26 <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input checked="" type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jake Bousfield-Baste		
GS22-003	04-Jan-22	20-Apr-22			Municipality of Meaford	St Vincent Township
Approved works:		Residential Dwelling and associated site alterations		Project Location: 114 Georgian Beach Lane, Meaford <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		

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS22-031	11-Jan-22	20-Apr-22	35	12	Town of the Blue Mountains	Collingwood Township
Approved works:			Residential Dwelling, detached garage, septic and associated site alterations		Project Location: 397250 11th Line <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jake Bousfield-Baste	
GS22-076	25-Feb-22	20-Apr-22			Municipality of Grey Highlands	Euphrasia Township
Approved works:			Agricultural buildings and associated site alterations		Project Location: 427066 8th Concession <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input checked="" type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jake Bousfield-Baste	
GS22-079	12-Feb-22	20-Apr-22	33	33	Municipality of Meaford	Sydenham Township
Approved works:			Residential dwelling, septic and associated site alterations		Project Location: <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	
GS21-484	28-Nov-21	21-Apr-22			Town of the Blue Mountains	Collingwood Township
Approved works:			Replace a 750mm CSP culvert under Grey Rd 2 (#1064)		Project Location: Grey Road 2 <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    John Bittorf	
GS22-122	25-Mar-22	22-Apr-22	PT LT 43	CON 3	Township of Georgian Bluffs	Sarawak Township
Approved works:			Construction of a cottage and associated septic system installation		Project Location: 339698 Presqui'le Rd <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	
GS22-126	06-Apr-22	22-Apr-22	41	birch st	Town of South Bruce Peninsula	Amabel Township
Approved works:			Construction of a stroage structure		Project Location: 79 Birch St <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	
GS22-131	12-Apr-22	22-Apr-22			Township of Georgian Bluffs	Derby Township
Approved works:			Placement of portable trailer to provide office & lunch room space		Project Location: 017999 Grey Bruce Line <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Olivia Sroka	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS22-132	11-Apr-22	28-Apr-22			Township of Georgian Bluffs	Derby Township
Approved works:		Construction of storage shed and placement of compacted 'A' gravel.		Project Location: 202017 Hwy 21 <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    Chris Scholz		
GS22-140	05-Apr-22	28-Apr-22			Municipality of Meaford	St Vincent Township
Approved works:		Installation of new septic system		Project Location: 101 Robertson Avenue <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		
GS22-142	14-Apr-22	28-Apr-22			Town of South Bruce Peninsula	Hepworth
Approved works:		Culvert replacement and road upgrades through a regulated area		Project Location: Spring Creek Road <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    John Bittorf		
GS22-137	15-Apr-22	29-Apr-22			Town of South Bruce Peninsula	Albemarle Township
Approved works:		Construction of a deck extension.		Project Location: 2-11th Avenue <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    Chris Scholz		
GS21-331	21-Jul-21	29-Apr-22	15	9	Township of Chatsworth	Sullivan Township
Approved works:		Construction of a storage shed and fill placement for laneway		Project Location: 701625 Sideroad 5 <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		
GS22-083	10-Mar-22	29-Apr-22			Town of South Bruce Peninsula	Amabel Township
Approved works:		Septic system replacement		Project Location: 333 Bay St <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    Olivia Sroka		

**Grey Sauble Conservation Authority  
Receipts Report  
April 1st - 30th, 2022**

Regulation Permits	\$	11,580.00	
Planning	\$	16,550.00	
Land Leases	\$	2,067.90	
Season Passes	\$	5,230.00	
Self-Serve Parking Fees	\$	3,070.00	via MacKay Pay
Eugenia Falls Parking	\$	310.00	via Square
Forestry	\$	1,830.60	
Pre-Order Tree Sales	\$	17,747.85	
Summer Camp	\$	11,020.00	
1st Levy Installment	\$	389,407.53	TOSBP, Georgian Bluffs, Chatsworth, TOBM, Arran- Elderslie, Owen Sound, Meaford, Grey Highlands
2nd Levy Installment	\$	160,647.07	TOBM, TOSBP
General Donations	\$	12,245.53	Canada Helps, TD Foundation
Arboretum Alliance	\$	55.65	
BRWI	\$	80.00	
Friends of Hibou	\$	250.00	Family Fun Day

<b>Total Monthly Receipts</b>	<b>\$</b>	<b>632,092.13</b>
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**Grey Sauble Conservation Authority**  
**Expense Report**  
**April 1st to 30th, 2022**

11791	Bell Canada	\$	80.18	Tara Stream Gauge Service
11792	The Cleaning Brigade	\$	361.60	Monthly Office Cleaning Services
11793	Township of Chatsworth	\$	1,344.00	Property Tax
11794	City of Owen Sound	\$	140.00	Property Tax
11795	Sunbelt Rentals of Canada Inc.	\$	338.15	Dam Supplies, Salt
11796	Township of Georgian Bluffs	\$	4,750.58	Property Tax, Indian Falls Water Charges
11797	John Bates Roofing	\$	237.30	Bognor Marsh Snow Plowing
11798	MacDonnell Fuels Limited	\$	1,248.90	Vehicle and Furnace Fuel
11799	Municipality of Meaford	\$	6,440.00	Property Tax
11800	Miller Waste Systems Inc.	\$	79.39	Garbage Bin Rental
11801	Riddell Contracting Ltd.	\$	330.41	Water Furnace Maintenance
11802	Rogers Wireless	\$	221.20	Cell Phone Usage
11803	Postmedia Network Inc.	\$	310.75	Advertisement
11804	Toronto and Region Conservation Authority	\$	8,422.96	Inglis Falls Management Plan
11805	Capstone Development and Training	\$	113.00	Staff Training
11806	Sloan Nursery & Christmas Trees	\$	13,971.33	Tree Order
11807	Bell Canada	\$	190.77	Monthly Phone Service
11808	Town of The Blue Mountains	\$	1,213.00	Property Tax
11809	Staples Advantage	\$	139.22	Office Supplies
11810	Earth Power Tractors And Equipment Inc.	\$	326.60	Equipment Repair
11811	Kilsyth Auto Service Ltd.	\$	5,808.50	Vehicle Repair and Maintenance
11812	MacDonnell Fuels Limited	\$	969.23	Vehicle Fuel
11813	Middlebro' & Stevens LLP	\$	772.47	Legal Fees
11814	Miller Waste Systems Inc.	\$	89.53	Garbage Bin Rental, Tipping Fees
11815	Saugeen Valley Conservation Authority	\$	917.52	SPA Director Expenses
11816	Town of South Bruce Peninsula	\$	2,909.00	Property Tax
11817	Watson & Associates	\$	2,059.65	Planning Program Rates and Fees Review
11818	Xerox Canada Ltd.	\$	136.41	Copy and Print Charges
	Mastercard Payments	\$	4,846.55	See Summary Below
	Amilia	\$	1,366.86	
	Bruce Telecom	\$	526.49	
	HST Return	\$	1,799.40	
	DWSP Copier Lease	\$	163.85	
	Office Moneris Fees	\$	58.55	
	Self-Serve Moneris Fees	\$	131.29	
	Square Fees	\$	96.83	
	Hydro, Reliance	\$	2,614.37	
	Receiver General, EHT, WSIB	\$	49,134.26	
	Group Health Benefits	\$	9,853.15	
	OMERS	\$	24,583.33	
	Employee Expense Claims	\$	367.25	
	Monthly Payroll	\$	95,693.45	

**Total Monthly Expenses****\$ 245,157.29****Mastercard Summary**

Building Services	\$ 2,976.04	Includes Splashtop Renewal
Shop Supplies	\$ 423.54	
IT/GIS	\$ 1,204.58	
Communciations	\$ 242.39	

<b>Monthly Mastercard Payments</b>	<b>\$ 4,846.55</b>
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## CONSERVATION ONTARIO AGM/COUNCIL MEETING MINUTES

April 11, 2022 (Meeting via Zoom)

### Voting Delegates Present:

#### Chair: Andy Mitchell, Otonabee Region

Dave Jewitt, Ausable Bayfield  
Marissa Vaughan, Ausable Bayfield  
Brian Horner, Ausable Bayfield  
Alan Revill, Cataraqui Region  
Katrina Furlnetto, Cataraqui Region  
Lori Baldwin-Sands, Catfish Creek  
Dusty Underhill, Catfish Creek  
Chris Darling, Central Lake Ontario  
Tom Adams, Credit Valley  
Jan O'Neill, Crowe Valley  
Tim Pidduck, Crowe Valley  
Tim Byrne, Essex Region  
Mark Lovshin, Ganaraska Region  
Linda Laliberte, Ganaraska Region  
Samantha Lawson, Grand River  
Scott Greig, Grey Sauble  
Tim Lanthier, Grey Sauble  
Hassaan Basit, Halton  
Lloyd Ferguson, Hamilton  
Lisa Burnside, Hamilton  
Andy Letham, Kawartha  
Mark Majchrowski, Kawartha  
Alison Warwick, Kettle Creek  
Elizabeth VanHooren, Kettle Creek  
Peter Ferragine, Lake Simcoe Region  
Rob Baldwin, Lake Simcoe Region  
Tammy Cook, Lakehead  
Michael Columbus, Long Point Region  
Judy Maxwell, Long Point Region

#### Guests:

Brad McNevin, Quinte Conservation  
Dan Marinigh, Otonabee Region  
Phil Beard, Maitland Valley  
Kelly Vandette, Lower Trent

#### CO Staff:

Kim Gavine  
Deborah Balika  
Amber Brant  
Kristin Bristow  
Nicholas Fischer  
Bonnie Fox

Trevor Thompson, Lower Thames  
Mark Peacock, Lower Thames  
Eric Sandford, Lower Trent  
Matt Duncan, Maitland Valley  
Jeff Atkinson, Mississippi Valley  
Janet Mason, Mississippi Valley  
Robert Foster, Niagara Peninsula  
Chandra Sharma, Niagara Peninsula  
Carl Jorgensen, Nickel District (Con.Sudbury)  
Brian Tayler, North Bay-Mattawa  
Mariane McLeod, Nottawasaga Valley  
Gail Little, Nottawasaga Valley  
Doug Hevenor, Nottawasaga Valley  
Andy Mitchell, Otonabee Region  
James Flieler, Quinte Region  
Richard Pilon, Raisin Region  
Pieter Leenhouts, Rideau Valley  
Sommer Casgrain-Robertson, Rideau Valley  
Barbara Dobreen, Saugeen Valley  
Jennifer Stephens, Saugeen Valley  
Corrina Barrett, Sault Ste Marie Region  
George Darouze, South Nation  
Angela Coleman, South Nation  
Pat Brown, St. Clair Region  
Ken Phillips, St. Clair Region  
John Mackenzie, Toronto and Region  
Alan Dale, Upper Thames River  
Tracy Annett, Upper Thames River

#### Members Absent:

Mattagami Region

Jane Lewington  
Lauren McPherson  
Nekeisha Mohammed  
Patricia Moleirinho  
Leslie Rich  
Jo-Anne Rzakki  
Rick Wilson

## **1. Welcome from the Chair**

Chair Mitchell welcomed everyone in attendance. Brian Tayler's retirement was recognized and he was thanked for his many years of service with the conservation authority community. Lin Gibson was acknowledged for her long tenure on the CO Board of Directors. Dusty Underhill was welcomed and introduced as the new General Manager of Catfish Creek Conservation Authority.

Chair Mitchell invited the GMs to introduce their new CO Council membership, and each of the respective GMs provided an introduction.

Chair Mitchell acknowledged the evolving policy agenda for conservation authorities and thanked the ministerial working group for their hard work.

With the approaching election, he encouraged all members to meet with their local riding candidates and use the material that CO had provided, tailoring it to local circumstances.

Finally, Chair Mitchell advised the collective that he would not be seeking another term as Chair. He thanked the collective for the privilege of having chaired Conservation Ontario for the past year and thanked the membership for their support and wise counsel. He also thanked and acknowledged the CO staff as a group of dedicated professionals who served CO, their membership and the people of Ontario well.

## **2. Adoption of the Agenda**

**#01/22      Moved by: Lori Baldwin-Sands, Catfish Creek  
                 Seconded by: Eric Sandford, Lower Trent**

***THAT the Agenda be adopted as amended.***

**CARRIED**

## **3. Declaration of Conflict of Interest**

There was none declared.

## **4. Approval of the Minutes of the Previous Meeting**

**#02/22      Moved by: Jeff Atkinson, Mississippi Valley  
                 Seconded by: James Flieler, Quinte Conservation**

***THAT the minutes from the December 3, 2021 meeting be approved.***

**CARRIED**

## **5. Business Arising from the Minutes**

There was none that was not covered by the meeting agenda.

## **6. Adoption of the 2021 Audited Financial Statements**

Linda Laliberte, Chair of the CO Budget and Audit Committee, presented the Report and Financial Statements.

**#03/22**                      **Moved: Scott Greig, Grey Sauble**  
                                    **Seconded: Mariane McLeod, Nottawasaga Valley**

***THAT Conservation Ontario accept the Budget and Audit Committee's recommendation that the Financial Statements of Conservation Ontario for the year ended December 31, 2021 be approved.***

**CARRIED**

## **7. Conservation Ontario's 2021 Annual Report**

Kim Gavine (CO) presented the Annual Report 2021. The presentation is attached to the minutes.

**#04/22**                      **Moved: Tom Adams, Credit Valley**  
                                    **Seconded: Eric Sandford, Lower Trent**

***THAT Conservation Ontario Council adopt the 2021 Annual Report.***

**CARRIED**

## **8. Council Voting Delegates and Alternates**

**#05/22**                      **Moved: Lloyd Furguson, Hamilton**  
                                    **Seconded: Barbara Dobreen, Saugeen Valley**

***THAT the Voting Delegates and Alternates List be accepted.***

**CARRIED**

## **9. Orientation for New Council Members**

The Orientation Powerpoint was played for the members. Kim Gavine noted that Conservation Ontario staff have also posted the PowerPoint presentation to the Council Members' page.

## **10. Election of Conservation Ontario Chair, 2 Vice Chairs and 3 Directors**

The proceedings were handed over to Kim Gavine (CO). All the positions were declared vacant for 2022 and the election procedures were reviewed. All eligible voting delegates were identified by Kim Gavine.

**#06/22**                      **Moved by: Lori Baldwin-Sands**  
                                    **Seconded by: Carl Jorgensen**

***THAT Nicholas Fischer and Leslie Rich be appointed as scrutineers in the event of a vote.***

**CARRIED**

Kim Gavine called for nominations for Chair of Conservation Ontario for 2022.

Pieter Leenhouts nominated Alan Revill for Chair of Conservation Ontario.

Kim Gavine called a second and third time for nominations and hearing none called for a motion to close the nominations.

**#07/22      Moved by: Lloyd Furguson, Hamilton  
Seconded by: Eric Sandford, Lower Trent**

***THAT the nominations for Chair of Conservation Ontario for 2022 be closed.***

**CARRIED**

Alan Revill accepted the nomination and was declared Chair of Conservation Ontario for 2022.

Kim Gavine and Alan Revill thanked Andy Mitchell for his term as Chair of Conservation Ontario.

Kim Gavine called for nominations for Vice Chairs of Conservation Ontario for 2022.

Samantha Lawson nominated Alan Dale.

Kim Gavine called a second and third time for nominations and hearing none called for a motion to close the nominations.

There was not a second nomination for the second Vice Chair.

**#08/22      Moved by: Pieter Leenhouts, Rideau Valley  
Seconded by: Chris Darling, Central Lake Ontario**

***THAT the nominations for Vice Chairs of Conservation Ontario for 2022 be closed.***

**CARRIED**

Alan Dale accepted the nomination and was declared Vice Chair for Conservation Ontario for 2022.

Kim Gavine called for nominations for the Directors (staff positions) for 2022.

Eric Sandford nominated Linda Laliberte

Kim Gavine called a second time for the Directors (staff positions) for 2022.

Mariane McLeod nominated Rob Baldwin.

Kim Gavine called a third time for nominations and hearing none called for a motion to close the nominations.

**#09/22      Moved by: Lori Baldwin-Sands, Catfish Creek  
Seconded by: Alan Dale, Upper Thames River**

***THAT the nominations for Directors (staff positions) of Conservation Ontario for 2022 be closed.***

**CARRIED**

Linda Laliberte and Rob Baldwin accepted their nominations and were declared Directors of Conservation Ontario for 2022.

Kim called for nominations for Director for Conservation Ontario for 2022. It was noted that this could be a staff or elected member.

Rob Foster nominated Samantha Lawson.

Kim Gavine called a second and third time for nominations and hearing none called for a motion to close the nominations.

**#10/22** Moved by: Barbara Dobreen, Saugeen Valley  
Seconded by: John Mackenzie, Toronto and Region

***THAT the nominations for Director of Conservation Ontario for 2022 be closed.***

**CARRIED**

Samantha Lawson accepted the nomination and was declared Director of Conservation Ontario for 2022.

**#11/22** Moved by: Peter Ferragine, Lake Simcoe Region  
Seconded by: Pat Brown, St. Clair Region

***THAT the Council recording and polling be deleted.***

**CARRIED**

Alan Revill thanked Andy Mitchell and presided as Chair for the remainder of the meeting.

#### **11. Standing Committee Representatives**

**#12/22** Moved by: Peter Ferragine, Lake Simcoe Region  
Seconded by: Eric Sandford, Lower Trent

***THAT the appointment of the Budget and Audit Standing Committee membership be approved;***

***THAT the membership of the Group Insurance and Benefits Committee be ratified;***

***AND THAT the appointment of the Occupational Health and Safety/risk Management Committee membership be approved.***

**CARRIED**

#### **12. Motion to move from Full Council to Committee of the Whole**

**#13/22** Moved by: Barbara Dobreen, Saugeen Valley  
Seconded by: Peter Ferragine, Lake Simcoe Region

***THAT the meeting now move from Full Council to Committee of the Whole.***

**CARRIED**

#### **13. Items for Discussion**

##### **a. General Manager's Report**

Kim Gavine presented the General Manager's and 2021 CO Workplan report.

**C.W. #14/22** Moved by: Jan O'Neill, Crowe Valley  
Seconded by: Lori Baldwin-Sands

***THAT Council receives this report as information.***

**CARRIED**

### b. Special Projects Budget 2022

Kim Gavine presented the report.

**C.W. #15/22**    **Moved by: Jan O'Neill, Crowe Valley**  
**Seconded by: Alan Dale, Upper Thames River**

***THAT the 2022 Special Projects Budget in the amount of \$5,232,670 be approved as presented and as recommended by the Budget and Audit Committee.***

**CARRIED**

**c. April 2021-March 2022 Annual Update on Conservation Ontario (CO) Representatives and Conservation Authorities Program Discussion Group List**

Bonnie Fox presented the report.

**C.W. #16/22** Moved by: Hassaan Basit  
Seconded by: Peter Ferragine, Lake Simcoe Region

***THAT Council receives this report as information.***

**CARRIED**

**d. Conservation Ontario's comments on the "Regulatory and Policy Proposals (Phase 2) under the Conservation Authorities Act (ERO#019-4610) and Update on CO/CA Activities for Phase 1 and proposed Phase 2 Regulations**

Bonnie Fox provided an update and presentation which is attached to the minutes.

John Mackenzie noted that the *Planning Act* amendments around natural hazard changes have been well communicated by the Government but have not gone into effect which has caused confusion. Bonnie Fox confirmed that these have not yet been proclaimed.

Barbara Dobreen questioned whether Conservation Ontario could lobby on behalf of the Conservation Authorities to receive some cost relief or funding to assist with administering the new regulations. Kim Gavine noted that Conservation Ontario has been advocating for additional funding, including access to the modernization and streamlining funding, but that if CO Council had specific suggestions, that Conservation Ontario would welcome them. Barbara Dobreen followed-up with a suggestion that Ministers could be engaged via municipal delegations through conferences like ROMA and AMO. Kim Gavine agreed but noted that CO is unable to request a delegation but that it would have to come via a Conservation Authority and their municipal member.

**C.W. #17/22** Moved by: John Mackenzie, Toronto and Region  
Seconded by: Tom Adams. Credit Valley

***THAT Conservation Ontario’s comments on the “Regulatory and policy proposals (Phase 2) under the Conservation Authorities Act” submitted to the Ministry of the Environment, Conservation and Parks on February 25th, 2022, be endorsed.***

**CARRIED**

**e. Introduction to Bill 109 “More Homes for Everyone Act”**

This item was a walk-on agenda item. Leslie Rich provided an update and presentation which is attached to the minutes.

John Mackenzie noted that Conservation Authorities are facing challenges with different branches of the Government not communicating and requested that there be an emphasis on coordination at the Provincial level to assist with this.

Lloyd Ferguson asked what position Conservation Ontario was taking on this legislation as it has serious consequences to municipalities that can filter down to Conservation Authorities. He noted that speeding up the application process and rendering decisions in the time period provided has serious implications with respect to application fees being returned if the review of the application cannot be completed within the legislated timeframes. Leslie Rich noted that Conservation Ontario is proposing to respond to four of the ten consultations through the Environmental Registry, but have not taken a specific position with respect to the bill as we await feedback from the conservation authorities.

John Mackenzie echoed Lloyd Ferguson’s concerns about the application timelines and noted that he thinks Conservation Ontario should take a strong stand regarding this when responding to the consultations through the Environmental Registry.

**C.W. #18/22 Moved by: John Mackenzie, Toronto and Region  
Seconded by: Eric Sandford, Lower Trent**

**CARRIED**

**f. Update on the Conservation Ontario Client Service and Streamlining Initiative and the Second Annual Report on Section 28 Permit Timelines**

Leslie Rich provided an update and presentation which is attached to the minutes.

Lori Baldwin-Sands noted that in addition to sending letters to the Ministers, that they should also be sent to the Parliamentary Assistants.

**C.W. #19/22 Moved by: Tom Adams, Credit Valley  
Seconded by: Pieter Leenhouts, Rideau Valley**

***THAT Quentin Hanchard (CVC) be endorsed as a member of the Client Service and Streamlining Initiative Steering Committee;***

***AND THAT the 2021 Annual Report on CA Section 28 Permit Timelines be received as information;***

***AND THAT the results of the 2021 Annual Report on CA Section 28 Permit Timelines be shared with Client Service and Streamlining Initiative Stakeholders; provincial staff members; the Ministers of Environment, Conservation and Parks; Northern Development, Mines, Natural Resources and Forestry; and Municipal Affairs and Housing; and the Premier of Ontario.***

**CARRIED**

**g. Update on the Conservation Ontario Governance Accountability and Transparency Initiative**

Bonnie Fox and Nicholas Fischer presented the report.

**C.W. #20/22** Moved by: Jeff Atkinson, Mississippi Valley  
Seconded by: Tom Adams, Credit Valley

*THAT Council receives this report as information.*

**CARRIED**

**h. Conservation Ontario's comments on the "Subwatershed Planning Guide" (ERO#019-4978)**

Bonnie Fox presented the report.

**C.W. #21/22** Moved by: Barbara Dobreen, Saugeen Valley  
Seconded by: Eric Sandford, Lower Trent

*THAT Conservation Ontario's comments on the "Subwatershed Planning Guide" (ERO#019-4978) submitted to the Ministry of the Environment, Conservation and Parks on March 11, 2022, be endorsed.*

**CARRIED**

**i. Update on Conservation Ontario's Action on Indigenous**

Nicholas Fischer presented the report.

**C.W. #22/22** Moved by: Jeff Atkinson, Mississippi Valley  
Seconded by: Peter Ferragine, Lake Simcoe Region

*THAT Council receives this report as information.*

**CARRIED**

**j. Ontario Not-for-Profit Corporations Act**

Kim Gavine presented the report.

**C.W.# 23/22** Moved: Andy Letham, Kawartha  
Seconded: Alan Dale, Upper Thames River

*THAT Karen Armstrong (GRCA), Quentin Hanchard (CVC), Lise Gagnon (NPCA), Eric McGill (SNC), Lisa Burnside, Bonnie Fox (CO) and Kim Gavine (CO) be endorsed as members of the Ontario Not-for-Profit Corporations Act working group.*

**CARRIED**



**k. Overview of 2023 Conservation Authority Watershed Report Cards**

Jane Lewington provided an update and presentation which is attached to the minutes.

Scott Greig noted the importance of this program and his appreciation for this report to Council.

**C.W.#24/22      Moved: Tom Adams, Credit Valley  
Seconded: Eric Sandford, Lower Trent**

***THAT Council endorse the appointment of Co-Chairs of the CA Working Group, Loveleen Clayton (CVC) and Ian Ockenden (NVCA) and the compilation of the 2023 Conservation Authority Watershed Report Cards.***

**CARRIED**

**l. Update on the 2021 Latonell Conservation Symposium**

Jane Lewington presented the report.

**C.W.#25/22      Moved: Peter Ferragine, Lake Simcoe Region  
Seconded: Tom Adams, Credit Valley**

***THAT Council receives this report for information***

**CARRIED**

**13. Consent Items:**

**C.W. #26/22      Moved by: Barbara Dobreen, Saugeen Valley  
Seconded by: John Mackenzie, Toronto and Region**

***THAT Council approve the consent agenda and endorse the recommendations accompanying Consent Items 13 l-y and zi-ziv.***

**CARRIED**

m. Submission of Conservation Ontario's Five-Year Review Report for the Class Environmental Assessment for Remedial Flood and Erosion Control Projects  
*THAT Conservation Ontario's "Five Year Review Report for the Class Environmental Assessment for Remedial Flood and Erosion Control Projects" be received as information.*

n. Conservation Ontario's comments on "Moving to a project list approach under the Environmental Assessment Act" (ERO#019-4219)  
*THAT Conservation Ontario's comments on "Moving to a project list approach under the Environmental Assessment Act" (ERO#019-4219) submitted to the Ministry of the Environment, Conservation and Parks on January 20, 2022, be endorsed.*

o. Conservation Ontario's comments on the "Amendments to exempt low risk sewage works from requiring an Environmental Compliance Approval" (ERO#019-4456)  
*THAT Conservation Ontario's comments on the "Amendments to exempt low risk sewage works from requiring an Environmental Compliance Approval" (ERO#019-4456) submitted to the Ministry of the Environment, Conservation and Parks on December 9th, 2021, be endorsed.*

- p. Conservation Ontario's Comments on "Expanding administrative penalties for environmental contraventions" (ERO # 019-4108)  
*THAT Council endorses the comments on "Expanding administrative penalties for environmental contraventions (ERO #019-4108)" submitted to the Ministry of Environment, Conservation and Parks on March 10, 2022.*
- q. Conservation Ontario's Comments on the "Low Impact Development Stormwater Management Guidance Manual" (ERO#019-4971)  
*THAT Conservation Ontario's comments on the "Low Impact Development Stormwater Management Guidance Manual" (ERO#019-4971) submitted to the Ministry of the Environment, Conservation and Parks on March 28, 2022, be endorsed.*
- r. Conservation Ontario's Comments on the "Municipal Wastewater and Stormwater Management in Ontario Discussion Paper" (ERO#019-4967)  
*THAT Conservation Ontario's comments on the "Municipal Wastewater and Stormwater Management in Ontario Discussion Paper" (ERO#019-4967) submitted to the Ministry of the Environment, Conservation and Parks on March 28, 2022, be endorsed.*
- s. Carolinian Canada Coalition Update  
*THAT Conservation Ontario continue to support the Carolinian Canada Coalition with a Board member.*
- t. 4R Steering Committee Status Report  
*THAT Council receives this report;*  
*AND THAT Conservation Ontario thank Anne Loeffler (Grand River CA) for her representation on the Ontario 4R Nutrient Stewardship Memorandum of Cooperation (MOC) Steering Committee;*  
*AND THAT a new CO representative be identified and endorsed at a future CO Council Meeting.*
- u. Provincial Flood Forecasting and Warning Committee (PFFWC) Representatives  
*THAT Scott Robertson and Katelyn Lynch (Grand River) for the South Central Region; Davin Heinbuck (Ausable-Bayfield); Emily DeCloet (St. Clair Region) for the Southwest Region and Katherine Watson (South Nation Conservation) for the Eastern region be endorsed by Conservation Ontario Council as representatives on the Provincial Flood Forecast and Warning Committee;*  
*AND THAT Conservation Ontario commend all CA Regional representatives for their past and future contributions;*  
*AND THAT CO Council extend special appreciation to Dwight Boyd (Grand River) and Stephen Jackson (Maitland) for their contributions to the PFFWC.*
- v. Ontario Hydrometric Program Coordinating Committee (OHPCC) Representative  
*THAT Conservation Ontario Council endorse Katherine Watson as CO/CA Representative on the Ontario Hydrometric Program Coordinating Committee;*  
*AND THAT another representative be identified and endorsed by Conservation Ontario Council in the future.*
- w. Nature Smart Climate Solutions Program Update  
*THAT Council receives this report for information.*
- x. 2021/2022 Conservation Areas Workshop Report  
*THAT Council receives this report for information.*

- y. 2021 Rekindle the Sparks Conservation Authority Educators Workshop  
*THAT Council receives this report for information.*
- z. Program Updates
  - i. Business Development and Partnerships Program Update  
*THAT Council receives this report as information.*
  - ii. Drinking Water Source Protection Program Update  
*THAT Council receives this report as information.*
  - iii. Marketing and Communications Program Update  
*THAT Council receives this report as information.*
  - iv. Information Management Program Update  
*THAT Council receives this report as information.*

**14. Motion to Move from Committee of the Whole to Full Council**

**#27/22**                      **Moved by: Lori Baldwin-Sands, Catfish Creek**  
                                    **Seconded by: James Flieler, Quinte Region**

***THAT the meeting now move from Committee of the Whole to Full Council***

**CARRIED**

**15. Council Business – Council Adoption of Recommendations**

**#28/22**                      **Moved by: Hassaan Basit, Halton**  
                                    **Seconded by: Peter Ferragine, Lake Simcoe Region**

***THAT Conservation Ontario Council adopt Committee of the Whole (C.W.) Recommendations:  
C.W. #14/22 to C.W. #27/22.***

**CARRIED**

**16. New Business**

None identified

**18. Adjourn**

**#29/22**                      **Moved by: Lloyd Ferguson, Hamilton**  
                                    **Seconded by: Tom Adams, Credit Valley**

***THAT the meeting be adjourned.***

**CARRIED**

## MINUTES

Indigenous and GSCA Relationships Committee  
Monday, November 29, 2021, at 3:00 p.m.

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Invitees Present: Dwight Burley, Cathy Moore Coburn, Paul McKenzie, Vicki Rowsell, Tim Lanthier, Serenity Morton, Jake Bousfield-Bastedo, Rebecca Ferguson, Valerie Coleman

Guests: NA

Regrets: Cathy Little

Chair: Dwight Burley

1. Welcome and Indigenous Lands Acknowledgment  
Member Dwight Burley read the Land Acknowledgement and welcomed everyone to the meeting.
2. Adoption of Agenda  
Agenda was moved by Cathy Moore Coburn and seconded by Paul McKenzie and Carried.
3. Review and Approval of Minutes – September 29, 2021  
Minutes were reviewed. Moved by Cathy Moore Coburn and seconded by Tim Lanthier and Carried.
4. New Business
  - i. Staff Report on Truth and Reconciliation Commission of Canada: Calls to Action: GSCA Proposed Actions  
Tim spoke to the report presented to the committee regarding items that GSCA could move forward on. Tim noted that the report would be brought to the staff for comment and then to the Board of Directors for approval. Tim stated that the goal is to improve GSCA's relationships with its Indigenous community members.  
Tim went through Calls to Action (CTA) 12, 14, 44, 57, 63, 79, 80, 83 and 92.

CTA # 12: Tim noted that the GSCA could seek to answer this call to action through GSCA's environmental education and day camp programming.

A member asked how GSCA would engage with those Indigenous persons not living on reserve lands? Tim cited the M'Wikwedong Indigenous Friendship Centre and the Healthy Communities Partnership as two possible resources.

CTA #14: GSCA could include aboriginal language on GSCA signage, such as interpretive signs. Additionally, GSCA could explore name changes for certain conservation areas. Noted as a possible candidate is the Indian Falls property. Tim explained that the 1992 Interpretive Strategy for this property noted that the Nawash name for this waterfall is O-kok-wejiwong, Drum Falls.

A member did caution that the committee should not make assumptions about what Indigenous communities want or not want. GSCA staff will connect with local indigenous communities for feedback and input.

CTA #44: GSCA could work towards the development of its own action plan that would inform the actions and decisions of the organization, similar to the Urban Indigenous Strategy completed in the City of Hamilton.

CTA #57 references training. GSCA could commit funding towards education programming for all staff, such as the Indigenous Canada course or Cultural Safety Training.

CTA #80: GSCA recognized the National Day for Truth and Reconciliation on September 30<sup>th</sup> by providing informational and educational materials to all staff and allowed staff to take up to 1.5 hours during the workday to participate in one or more Truth and Reconciliation events occurring locally. Tim has recommended that this practice continue forward, rather than seeking to include this day in GSCA "stat" holidays to encourage staff to reflect on the issues of truth and reconciliation.

CTA #83: Several ideas were discussed regarding Indigenous and non-Indigenous art projects. Displaying local art, selling local art, commissioning local artists to create outdoor art installations were all noted. Rebecca Ferguson presented the committee

with photos of signage at Pukaskwa National Park that displayed Indigenous grandfather teachings (in multiple languages) and art. It was suggested that something like these could be installed at one or more of GSCA's properties if this was sought or desired by local indigenous peoples or communities.

CTA #92: It was mentioned that GSCA needs to determine the best way to effectively engage with local indigenous communities in a way that meets their needs.

Next steps: Tim will present the report to staff for comment, bring it back to the committee, and then it will go to the Board for discussion and approval.

A member cautioned that working with local Indigenous groups can take time, they are very busy and short staffed, and to be careful when setting timelines.

Tim will investigate inviting one or more indigenous individuals to join this committee.

The committee would need to amend the Terms of Reference and create a framework for considering additions to the committee.

## 5. Adjourn



# MEDIA RELEASES AND ARTICLES

## ATTACHMENT #6

The Meaford Independent

April 26, 2022

*"GBCS Students Hiked 4km for Earth Day"*

[GBCS Students Hiked 4Km For Earth Day | The Meaford Independent](#)

Toronto Star

May 2, 2022

*"No objections to bed and breakfast proposal in The Blue Mountains"*

[No objections to bed and breakfast proposal in The Blue Mountains | The Star](#)

Bayshore Broadcasting

May 3, 2022

*"Grey County Council Explores Additional Funding Options For CP Rail Trail Amid Rising Cost Pressures"*

[Grey County Council Explores Additional Funding Options For CP Rail Trail Amid Rising Cost Pressures | Bayshore Broadcasting News Centre](#)

The Wiarton Echo

May 3, 2022

*"Sauble business owner wants barriers removed"*

[Sauble business owner wants barriers removed | Wiarton Echo](#)

Owen Sound Hub

May 6, 2022

*"The Earth Film Festival is back"*

[The Earth Film Festival is back \(owensoundhub.org\)](#)

The Owen Sound Sun Times

May 19, 2022

*"Grey Highlands and Westway Capital to close Talisman land deal"*

[Grey Highlands and Westway Capital to close Talisman land deal this month | Owen Sound Sun Times](#)

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

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

**DATE:** May 25, 2022

**MOTION #:** FA-22-044

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

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

**THAT in consideration of the Consent Agenda Items listed on the May 25, 2022, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits – April 2022; (ii) Administration – Receipts & Expenses – April 2022; (iv) Conservation Ontario – Council and AGM Minutes – April 11, 2022; (v) Minutes – GSCA Indigenous Relationship Committee Minutes – November 29, 2021; (vi) Recent Media Articles**



GREY SAUBLE CONSERVATION AUTHORITY 2022 APPROVED BUDGET

	Approved 2021 Budget	2021 Actual Q1	Approved 2022 Budget	2022 Actual Q1	Forecast
<b>WATER MANAGEMENT</b>					
<b>Flood Forecasting &amp; Warning</b>					<b>Flood Forecasting &amp; Warning</b>
<b>Total Flood Forecasting &amp; Warning</b>	132,399	29,354	140,177	33,899	142,475
<b>Flood Control Structures</b>					
<b>Total Flood Control Structures</b>	7,350	2,364	7,350	1,100	7,350
<b>Erosion Control Structures</b>					
<b>Total Erosion Control Structures</b>	2,100		2,100	-	2,100
<b>Other Dams</b>					
<b>Total Other Dams</b>	21,141	430	21,100	327	21,100
<b>TOTAL WATER MANAGEMENT</b>	162,990	32,148	170,727	35,326	173,025
<b>Watershed Monitoring &amp; Management</b>					
<b>Total Watershed Monitoring &amp; Management</b>	36,781	2,593	36,928	5,435	36,928
<b>Stewardship</b>					
<b>Total Stewardship</b>	92,552	12,975	62,776	13,095	62,776
<b>Environmental Planning &amp; Regulations</b>					
<b>Total Environmental Planning &amp; Regulations</b>	405,066	102,925	414,298	109,091	477,651
<b>Forestry, Species &amp; Forestry Services</b>					
<b>Total Forestry, Species &amp; Forestry Services</b>	139,650	43,590	141,959	37,518	152,000
<b>Grey Sauble Forestry Service</b>					
<b>Total Grey Sauble Forestry Service</b>	215,222	42,729	249,602	37,956	227,908
<b>TOTAL FORESTRY &amp; SPECIES</b>	354,872	86,320	391,561	75,474	379,908
<b>CONSERVATION LANDS</b>					
<b>Conservation Lands Policy &amp; Strategy</b>					<b>Conservation Lands Policy &amp; Strategy</b>
<b>Total Conservation Lands Policy &amp; Strategy</b>	203,995	47,496	234,904	53,305	244,005
<b>Grey County Management Contract</b>					

	Approved 2021 Budget	2021 Actual Q1	Approved 2022 Budget	2022 Actual Q1	Forecast
<b>WATER MANAGEMENT</b>					
<b>Total Flood Forecasting &amp; Warning</b>	132,399	25,750	140,177	26,996	140,177
<b>Flood Control Structures</b>					
<b>Total Flood Control Structures</b>	7,350	1,427	7,350	1,427	7,350
<b>Erosion Control Structures</b>					
<b>Total Erosion Control Structures</b>	2,100	275	2,100	275	2,100
<b>Other Dams</b>					
<b>Total Other Dams</b>	21,141	4,660	21,100	5,275	21,100
<b>TOTAL WATER MANAGEMENT</b>	162,990	32,112	170,727	33,973	170,727
<b>Watershed Monitoring &amp; Management</b>					
<b>Total Watershed Monitoring &amp; Management</b>	36,781	8,895	36,928	9,232	36,928
<b>Stewardship</b>					
<b>Total Stewardship</b>	92,552	56,910	62,776	144,282	171,011
<b>Environmental Planning &amp; Regulations</b>					
<b>Total Environmental Planning &amp; Regulations</b>	405,066	129,033	414,298	113,941	456,798
<b>Forestry, Species &amp; Forestry Services</b>					
<b>Total Forestry, Species &amp; Forestry Services</b>	58,372	12,000	141,959	51,300	134,283
<b>Grey Sauble Forestry Service</b>					
<b>Total Grey Sauble Forestry Service</b>	296,500	104,625	249,602	79,659	245,625
<b>TOTAL FORESTRY &amp; SPECIES</b>	354,872	116,625	391,561	130,959	379,908
<b>CONSERVATION LANDS</b>					
<b>Conservation Lands Policy &amp; Strategy</b>					
<b>Total Conservation Lands Policy &amp; Strategy</b>	203,995	77,255	234,904	89,305	244,005
<b>Grey County Management Contract</b>					

	Approved 2021 Budget	2021 Actual Q1	Approved 2022 Budget	2022 Actual Q1	Forecast
<b>Total Grey County Management Contract</b>	174,364	21,007	200,895	35,187	201,892
<b>Conservation Lands Operations</b>					
<b>Total Conservation Lands Operations</b>	357,152	35,705	353,844	54,540	357,982
<b>TOTAL CONSERVATION LANDS</b>	735,511	104,208	789,642	143,032	803,879
<b>Conservation Information &amp; Community Outreach</b>					
<b>Total Conservation Information &amp; Community Outreach</b>	98,856	30,658	96,326	33,850	100,222
<b>Education</b>					
<b>Total Education</b>	52,290		67,108	-	70,610
<b>Administration, Finance &amp; Human Resources</b>					
<b>Total Administration, Finance &amp; Human Resources</b>	569,429	132,741	598,750	146,486	623,927
<b>GIS, Information Management &amp; Information Technology</b>					
<b>Total GIS &amp; Information Management</b>	269,432	53,747	277,494	61,196	282,837
<b>Source Water Protection</b>					
<b>Total Source Water Protection</b>	181,804	42,310	188,660	42,122	193,838
<b>Source Water Risk Management Service</b>					
<b>Total Source Water Risk Management Service</b>	61,427	14,034	67,460	15,682	67,527
<b>Fleet &amp; Equipment Management</b>					
<b>Total Fleet &amp; Equipment Management</b>	90,500	21,493	83,500	8,136	83,500
<b>Total Operating Budget</b>	3,111,511	636,152	3,245,231	688,926	3,356,628
<b>Total Operations Budget Expenses</b>					
Salary, wages & benefits	2,295,069	475,687	2,443,689	529,107	2,500,971
Contracts & Services	201,764	56,932	215,470	56,627	248,670
Vehicles & Equipment	90,500	7,235	83,500	8,628	83,500
Materials & Supplies	224,220	45,659	226,371	38,014	229,891
Training & Workshops	18,000	821	15,000	68	21,000
Donations	100		100	-	

	Approved 2021 Budget	2021 Actual Q1	Approved 2022 Budget	2022 Actual Q1	Forecast
<b>Total Grey County Management Contract</b>	174,364	21,007	200,895	35,187	201,892
<b>Conservation Lands Operations</b>					
<b>Total Conservation Lands Operations</b>	357,152	54,565	353,844	54,092	353,844
<b>TOTAL CONSERVATION LANDS</b>	735,511	152,826	789,642	178,584	799,740
<b>Conservation Information &amp; Community Outreach</b>					
<b>Total Conservation Information &amp; Community Outreach</b>	98,856	31,003	96,326	23,624	96,326
<b>Education</b>					
<b>Total Education</b>	52,290		67,108	22,526	70,610
<b>Administration, Finance &amp; Human Resources</b>					
<b>Total Administration, Finance &amp; Human Resources</b>	569,429	140,737	598,750	143,149	605,896
<b>GIS, Information Management &amp; Information Technology</b>					
<b>Total GIS &amp; Information Management</b>	269,432	60,382	277,494	67,266	277,494
<b>Source Water Protection</b>					
<b>Total Source Water Protection</b>	181,804	73,491	188,660	82,801	211,406
<b>Source Water Risk Management Service</b>					
<b>Total Source Water Risk Management Service</b>	61,427	48,500	67,460	50,200	67,527
<b>Fleet &amp; Equipment Management</b>					
<b>Total Fleet &amp; Equipment Management</b>	90,500	19,282	83,500	8,486	83,500
<b>Total Operating Budget</b>	3,111,511	869,797	3,245,231	1,009,022	3,427,873
<b>Total Operations Budget Funding</b>					
Municipal Levy	1,432,136	358,034	1,515,330	378,833	1,515,330
CAA S39	37,056	-	37,056	-	37,056
MECP (DWSP)	181,804	73,491	188,660	82,801	211,406
Agreements, MOUs and Grants	223,413	119,408	253,497	209,974	277,997
Services & Sales	1,073,902	298,624	1,093,904	329,419	1,121,673
Donations	6,600	-	1,600	-	1,600

	Approved 2021 Budget	2021 Actual Q1	Approved 2022 Budget	2022 Actual Q1	Forecast
Other	184,875	49,819	216,105	56,482	227,600
To Reserves	96,983	-	44,996	-	44,996
To Deferred Revenue/Surplus					
<b>Total Operating Budget</b>	3,111,511	636,152	3,245,231	688,926	3,356,628

	Approved 2021 Budget	2021 Actual Q1	Approved 2022 Budget	2022 Actual Q1	Forecast
Interest & Gains	4,000	994	2,000	996	3,000
From Reserves	152,599	19,245	126,323	-	183,397
From Deferred Revenue/Surplus			26,861	7,000	76,414
<b>Total Operating Budget</b>	3,111,511	869,796	3,245,231	1,009,022	3,427,873

# GREY SAUBLE CONSERVATION AUTHORITY 2022 APPROVED CAPITAL BUDGET

## EXPENSES

## FUNDING

	2022 Budget	2022 YTD Q1	2022 Forecast		2022 Budget	2022 YTD Q1	2022 Forecast
<b>WATER MANAGEMENT</b>				<b>WATER MANAGEMENT</b>			
Flood Forecasting & Warning				Flood Forecasting & Warning			
To Reserves	25,000		25,000	Municipal Levy	25,000		25,000
<b>Clendenan Log replacement Phase 1</b>				<b>Clendenan Log replacement Phase 1</b>			
Materials and Supplies	5,000		5,000	Reserves	5,000		2,500
				WECI			2,500
<b>Jet Winches for Clendenan</b>				<b>Jet Winches for Clendenan</b>			
Materials and Supplies	9,000		9,000	Reserves	9,000		4,500
				WECI			4,500
<b>WATER MANAGEMENT Subtotal</b>	<b>39,000</b>	<b>-</b>	<b>39,000</b>	<b>WATER MANAGEMENT Subtotal</b>	<b>39,000</b>	<b>-</b>	<b>39,000</b>
<b>CONSERVATION LANDS Policy/Operations</b>				<b>CONSERVATION LANDS Policy/Operations</b>			
Entrance Signs				Entrance Signs			
Contracts & Services	4,800		4,800	Municipal Levy	4,800		4,800
				Reserves			
<b>Lake Charles - Washroom Removal</b>				<b>Lake Charles - Washroom Removal</b>			
Contracts & Services	2,000		2,000	Municipal Levy			
				Sales and Services			
				Reserves	2,000		2,000
<b>Feversham Washroom</b>				<b>Feversham Washroom</b>			
Contracts and Services	5,000		5,000	Municipal Levy	5,000		5,000
<b>Various - Stone Repointing Projects</b>				<b>Various - Stone Repointing Projects</b>			
Contracts & Services	6,000		12,000	Reserves	6,000		12,000
<b>CONSERVATION LANDS Subtotal</b>	<b>17,800</b>	<b>-</b>	<b>23,800</b>	<b>CONSERVATION LANDS Subtotal</b>	<b>17,800</b>	<b>-</b>	<b>23,800</b>

**EXPENSES**

	2022 Budget	2022 YTD Q1	2022 Forecast
Administration, Finance & Human Resources Admin Centre refurbish - Phase 1 & 2 Contracts & Services	100,000		100,000
Admin Centre - Office Furniture Materials and Supplies	5,000		5,000
Administration, Finance & Human Resources Subtotal	105,000	-	105,000
GIS, Information Management & Information Technology - GPS Units/Tablets Materials & Supplies	1,000		1,000
GIS, Information Management & Information Technology - Workstations Materials & Supplies	9,000	3,128	9,000
GIS, Information Management & Information Technology - Subtotal	10,000	3,128	10,000
Fleet & Equipment Management Vehicles & Equipment To Lands Operations	35,000		35,000
Fleet & Equipment Management Subtotal	35,000	-	35,000

**FUNDING**

	2022 Budget	2022 YTD Q1	2022 Forecast
Administration, Finance & Human Resources Admin Centre refurbish Phase 1 & 2 Reserves	100,000		100,000
Admin Centre - Office Furniture Municipal Levy Reserves	2,000 3,000		2,000 3,000
Administration, Finance & Human Resources Subtotal	105,000	-	105,000
GIS, Information Management & Information Technology - GPS Units From Reserves Municipal Levy	1,000		1,000
GIS, Information Management & Information Technology - Workstations Municipal Levy Reserves	4,500 4,500	3,128	4,500 4,500
GIS, Information Management & Information Technology - Subtotal	10,000	3,128	10,000
Fleet & Equipment Management Services & Sales From Reserves	35,000		35,000
Fleet & Equipment Management Subtotal	35,000	-	35,000

**EXPENSES**

	2022 Budget	2022 YTD Q1	2022 Forecast
Total Proposed Capital Budget	206,800	3,128	212,800
Total Capital Budget			
Salary, wages & benefits			
Contracts & Services	117,800	-	123,800
Vehicles & Equipment	35,000	-	35,000
Materials & Supplies	29,000	3,128	29,000
Training & Workshops			
Donations			
Other	-		
To Reserves	25,000	-	25,000
To Deferred Revenue			
Total Capital Budget	206,800	3,128	212,800

**FUNDING**

	2022 Budget	2022 YTD Q1	2022 Forecast
Total Proposed Capital Budget	206,800	3,128	212,800
Total Capital Budget			
Municipal Levy	42,300	3,128	42,300
CAA S39			
MECP (DWSP)			
Agreements, MOUs and Grants	-		7,000
Services & Sales	-		
Donations	-		
Interest & Gains			
From Reserves	164,500	-	163,500
From Deferred Revenue			
Total Capital Budget	206,800	3,128	212,800



## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Gloria Dangerfield, Manager of Information Services  
**Meeting Date:** May 25, 2022  
**Report Code:** 014-2022  
**Subject:** Updated Board of Directors Meeting Format

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### Recommendation:

**WHEREAS the Grey Sauble Conservation Authority (GSCA) Board of Directors requested that Staff review the feasibility of the Board of Directors returning to in-person meetings,**

**AND FURTHER WHEREAS GSCA offering a hybrid option for Board of Directors meetings is ideal for many directors and staff,**

**AND FURTHER WHEREAS GSCA Staff have reviewed the feasibility of such based on a variety of factors,**

**THAT, further to the information presented in this report, the GSCA Board of Directors resolve to return to the GSCA Administration Centre for monthly board meetings and to purchase the Meeting Owl Pro as a solution for offering a hybrid meeting option.**

### Strategic Initiative:

This item does not relate to GSCA's Strategic Initiatives.

### Background:

The GSCA Board of Directors has not met in-person at the Administration Centre for regular board meetings since February of 2020 due to Covid-19.

November 24<sup>th</sup>, 2021, a report was presented to the board that made considerations for returning to in-person meetings. It stated that under Ontario Regulations 364/20 made pursuant to the Re-Opening Ontario Act, 2020, GSCA is within the limits to carry on operations and services, including meetings of the Board of Directors. These meetings

must be consistent with all applicable laws including the Occupational Health and Safety Act and all staff and the Board must operate under GSCA Covid-19 Response Employee Manual and Safety Plan.

GSCA is also required to make meetings available to the public, either via live stream or in person. At the time of the report, in November, the public was not permitted to enter the premises and some members of the board indicated that they would prefer to participate in meetings remotely through WebEx.

An analysis of the meeting room socially distanced seating layout and diagram was provided and options for installing the necessary equipment to host professional, hybrid meetings from the Administration Centre were therefore investigated and quotes provided.

Four meeting format options were presented as follows:

1. Resume in-person (masks mandatory) at the Administration Centre with a hybrid and livestream option. The total costs of this with hybrid multimedia equipment and plexiglass installation ranged from \$18,000 to \$30,000.
2. Meet at a larger location that could accommodate all attendees, including the public and media. This would cost \$156 for rental per meeting and requires proof of vaccine. This option would've also required a hybrid option for those not comfortable with attending and would cost approximately \$30,000 for portable multimedia equipment.
3. Continue to meet in a virtual format using the WebEx platform. The cost of this is \$240 per year for the software. This fee is required for all options.
4. Resume in-person at the County of Grey building using their equipment and host the hybrid option from there.

The recommendation at that time was to continue hosting meetings in a virtual format until the County of Grey option could be investigated further. Since then, two meetings have successfully been held at the County of Grey building and there has been no additional cost to GSCA.

Although the use of the County building has been invaluable, there is a desire by staff and many directors to return the Administration Centre for meetings. GSCA staff are working in a hybrid format, some with rotating schedules based on the size of and number of staff in their respective office spaces. The COVID-19 Response Employee Manual and Safety Plan was updated in March 2022 and the building has been open to the public since March. Meeting rooms are now being used by some GSCA member groups such as the foundation.



### **Analysis:**

To address the desire to return to the Administration Centre for Board of Directors meetings and continue to offer a hybrid meeting option to board members, staff, and delegations, staff have looked further into, and priced options for making the board room hybrid accessible.

Staff have investigated a range of hybrid options. The most expensive option is a professionally installed solution that ranges from \$18,000 to \$30,000 and is similar in quality to the County of Grey's meeting setup (but on a slightly smaller scale).

There are many staff-installed solutions available with a range of quality, complexity, and output. They involve purchasing microphones, cameras, and speakers to create a fulsome hybrid solution. This could result in large amounts of staff time in testing, set up and support. They range from approximately \$1000 to \$5000 and vary greatly in quality and professionalism.

The Owl Meeting Pro is one simple solution that can be used for small conference rooms and involves the purchase of one unit containing a 360-degree camera and 8 built-in microphones. It can detect who is speaking and highlights that person on video. This unit's detectable radius is 18 feet, which, based on measurements of the social distanced seating plan, would be a feasible option for the GSCA hybrid meeting format if it were to be placed on a table in the centre of the meeting area.

Based on staff research and reviews, some agencies do purchase two of the Owl units to improve the quality of the output, based on the size of room and number of attendees. This solution would require minimal staff setup and support and costs approximately \$1400 per unit.

### **Recommended Option:**

GSCA is under ongoing financial constraints to find new ways to both lower expenditures and increase revenues to reduce impacts on municipal levy. Additionally, GSCA has limited staff resources to take on extra work, over and above the programs and services that we offer, meeting our Strategic Plan goals, and now meeting the new requirements of the revised Conservation Authorities Act.

Based on the information presented in this report, it is recommended that the Board of Directors return to the Administration Centre for Board of Directors meetings and purchase the Owl Meeting Pro so that a hybrid option can be offered. One unit will be purchased at this time and staff will assess and determine whether a second unit would be required (unlikely).

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

Financial implications are minimal, but would require a draw from the Administration Reserve in the amount of approximately \$1400.

### **Communication Strategy:**

No additional communications required.

### **Consultation:**

Senior Management Team and Board of Directors

### **Appendices:**

**Appendix 1: [Owl Meeting Pro Information](#)**

### **Consultation:**

Staff and board of directors



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

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

**DATE:** May 25, 2022

**MOTION #:** FA-22-045

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

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

**WHEREAS** the Grey Sauble Conservation Authority (GSCA) Board of Directors requested that Staff review the feasibility of the Board of Directors returning to in-person meetings,

**AND FURTHER WHEREAS** GSCA offering a hybrid option for Board of Directors meetings is ideal for many directors and staff,

**AND FURTHER WHEREAS** GSCA Staff have reviewed the feasibility of such based on a variety of factors,

**THAT**, further to the information presented in this report, the GSCA Board of Directors resolve to return to the GSCA Administration Centre for monthly board meetings and to purchase the Meeting Owl Pro as a solution for offering a hybrid meeting option.



## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Tim Lanthier, CAO  
**Meeting Date:** May 25, 2022  
**Report Code:** 015-2022  
**Subject:** Regulations Regarding Municipal Levies, Conservation Authority Budget Process, Transparency, and Provincial Policy for the Charging of Fees by Conservation Authorities

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### Recommendation:

**WHEREAS on April 22, 2022, the Province of Ontario released Regulations 399/22, 400/22, 401/22 and 402/22 *Regarding Municipal Levies, Conservation Authority Budget Process, and Transparency, as well as a Minister's Fee Policy for the Charging of Fees by Conservation Authorities,***

**THAT the GSCA Board of Directors receive Staff Report 015-2022 as information**

### Strategic Initiative:

This item is related to all of GSCA's Strategic Initiatives and overall operations.

### Background:

Over the last two years, the Provincial government has been working towards revisions of the Conservation Authorities Act. In early 2021, the Province released the Regulatory Proposal Consultation Guide, Phase 1, to receive feedback and comments. This Consultation Guide provided preliminary details on mandatory versus non-mandatory programs and provided more details on the required transition plans. Based on this Consultation Guide, staff prepared a Transition Plan and an Inventory of Programs and Services, both of which were approved by the Board of Directors and afterwards circulated to participating municipalities and the Province.

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*” for the Phase 2 regulations. This was accompanied by a Staff report to the Board in February.

On April 22, 2022, the Province of Ontario released four new regulations and a Minister’s policy document. These are listed at the end of this report and included in the appendices. The gist of these regulations is to provide for greater transparency from CA’s and to define the budgeting and apportionment process that will be utilized from January 24, 2024 onward. The Minister’s list of classes of programs and services in respect of which conservation authorities may charge a fee was also released.

### **Current Analysis:**

Conservation Ontario has prepared a synopsis of these regulations and the Minister’s fee policy. This information is included as Appendix 2 to this report.

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

These new regulations define the new budgeting and levy process for CA’s. Much of this will be similar to the current framework, with the exception that Category 2 and 3 program and service areas will be highlighted separately and, where appropriate, included in agreements.

### **Communication Strategy:**

Staff will continue to work with municipal staff and councils to communicate these changes and any budget implications.

### **Consultation:**

The CAO has been in consultation with GSCA Staff, Conservation Ontario, Ontario’s other Conservation Authorities, the Ministry of the Environment, Conservation and Parks and staff at our participating municipalities

### **Appendix 1 – Conservation Ontario Letter to CA Chairs**

**Appendix 2** – Overview of CAA Phase 2 Regulations and Policy

**Appendix 3** – Regulation 399/22: Amending the Minister's Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the Act regulation (Ontario Regulation 687/21).

**Appendix 4** – Regulation 400/22: Information Requirements.

**Appendix 5** – Regulation 401/22: Determination of Amounts Under Subsection 27.2 (2) of the Act.

**Appendix 6** – Regulation 402/22: Budget and Apportionment

**Appendix 7** – Policy: Minister's list of classes of programs and services in respect of which conservation authorities may charge a fee



April 27, 2022

Chairs, All Conservation Authorities  
Via Email

Dear Chair,

Attached is an *Overview of the Conservation Authorities Act Phase 2 Regulation and Policy* which were released by the Ministry of Environment, Conservation and Parks (MECP) on the Environmental Registry of Ontario on Friday, April 22, 2022.

It appears that the MECP is building upon what is already working between conservation authorities and municipalities while incorporating recent changes to the *Conservation Authorities Act* and the three categories of programs and services that we can deliver.

Conservation Ontario will continue to support conservation authorities in successful implementation of the Phase 1 and 2 regulations and policy. Please feel free to contact myself or Conservation Ontario staff Kim Gavine, General Manager ([kgavine@conservationontario.ca](mailto:kgavine@conservationontario.ca)) to give us a heads up regarding any major concerns.

Sincerely,

Alan Revill  
Chair, Conservation Ontario

c.c. General Managers/CAOs, All Conservation Authorities



## Overview of *Conservation Authorities Act* Phase 2 Regulations and Policy

This document represents a summary of the Phase 2 Regulations and Policy including:

- [O. Reg. 402/22: Budget and Apportionment](#)
- [O. Reg. 401/22: Determination of Amounts Under Subsection 27.2 \(2\) of The Act](#)
- [O. Reg. 400/22: Information Requirements](#)
- [O. Reg. 399/22: Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the Act](#)
- Policy: Minister's List of Classes of Programs and services in respect of which CAs may charge a Fee (separate pdf attachment in email and in decision posting link below)

This summary provides CO staff interpretation and current understanding of the regulations and the policy. The information contained within this document may be subject to change further to clarification from the Ministry of the Environment, Conservation, and Parks (MECP). As summarized in the [MECP Environmental Registry of Ontario decision posting](#): *Requirements to increase transparency of CA operations and those related to fees that CAs may charge will be in place by January 1, 2023, while those related to budget and municipal levy apportionment processes will be in place by July 1, 2023, to align timing with CA 2024 budgets.*

### Budget and Apportionment Regulation

This regulation incorporates two previous levy regulations with references to the 3 categories of programs and services that CAs deliver and includes detailed requirements for the CA budget and apportionment processes. The regulation retains the two existing voting methods and the three current methods of apportioning expenses/costs. For the budget process, the current process and practices including those for voting are detailed. As part of the budget process, and as per current practice, CAs are required to consider the use of self-generated revenue. Draft and final budgets must be posted on the CA's Governance webpage and a copy of the final budget provided to the Minister (MECP). As per the legislation, CAs are able to apportion costs for all category 1 (mandatory) programs and services and can only apportion costs for category 2 and 3 programs and services with agreements in place with the municipality(ies). General operating expenses or capital costs (formerly referred to as 'corporate administrative costs') can be levied without agreement and must be identified in the CAs' budget as such. It is understood that CAs can continue to use the minimum levy provisions in the Act [both the current ss. 27 (4) and unproclaimed provisions set out in the new ss. 27 (2)] without reference in the regulation.



### Regulation for Determining Amounts Owed by Specified Municipalities

This regulation enables CAs that have ‘specified’ municipalities designated under the *Clean Water Act (CWA)* and/or the *Lake Simcoe Protection Act (LSPA)* to determine amounts owed by those ‘specified’ municipalities. Specified municipalities are municipalities that are not a ‘participating municipality’ of a CA under the *Conservation Authorities Act (CAA)* but are designated under the regulations made under the *CWA* or *LSPA*. Therefore, this regulation will not apply to all CAs. It applies to the Lake Simcoe Region Conservation Authority as part of the *LSPA* and for some Source Protection Authorities that extend beyond or outside of the CA boundary. For the apportionment of costs to specified municipalities, any of the three existing apportionment methods are eligible to be used.

### Information Requirements Regulation

This regulation requires CAs to maintain a Governance webpage and to give notice to the Minister by January 1, 2023 that the requirements have been met. While still meeting *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* requirements, this webpage must include: CA membership (i.e., individual’s name, contact information and the appointing participating municipality); annual meeting schedule; full meeting minutes and agendas; category 2 (municipal) agreements and category 3 (other) cost apportioning agreements between the CA and municipalities; CA bylaws; the annual auditor’s report (see S. 38 of the *CAA*); and, any other documents the CA considers appropriate. Also, CAs are required to include a notice on their website and notify the Minister when it amends or enters into a new agreement with municipalities. The regulation provides an exception for CA/municipal agreements that relate to procurement processes or portions of agreements that contain information referred to in section 10 ‘Third party information’ and/or section 11 ‘Economic and other interests’ of *MFIPPA*. New or amended agreements must be posted within 30 days.

### Amending O.Reg 687/21 re: establishment of fees for programs and services delivered under a cost apportioning agreement

This regulation makes a complementary amendment to the [Transition Plans and Agreements Regulation](#) to enable fees for category 3 (other) programs and services that are delivered under a cost apportioning agreement. It requires a CA and participating municipalities to include provisions in such agreements to establish user fees for those programs and services.

### Policy: Minister’s List of Classes of Programs and Services for which a Conservation Authority may Charge a Fee

Upon proclamation of Section 21.2 ‘Fees for programs and services’ of the *CAA*, this policy publishes the Minister’s list of classes of programs and services for which a CA may charge a fee. The list is organized according to all three types of programs and services a CA can deliver and enables a fee to be charged for all three types where the user fee principle is appropriate. The list of classes of programs and services **will replace** the 1997 policy which listed specific activities for which a CA could charge a fee. In addition, all CAs are required to create a fee policy and fee schedule.

Français

**ONTARIO REGULATION 399/22**  
made under the  
**CONSERVATION AUTHORITIES ACT**

Made: April 11, 2022  
Filed: April 20, 2022  
Published on e-Laws: April 21, 2022  
Printed in *The Ontario Gazette*: May 7, 2022

Amending O. Reg. 687/21  
(TRANSITION PLANS AND AGREEMENTS FOR PROGRAMS AND SERVICES UNDER SECTION 21.1.2 OF THE  
ACT)

**1. (1) Section 8 of Ontario Regulation 687/21 is amended by adding the following subsections:**

(4.1) If the Minister's published list under subsection 21.2 (2) of the Act lists a program or service provided by an authority under section 21.1.2 of the Act and specifies that a cost apportioning agreement may include provisions to establish a fee to be charged by an authority for the program or service, the parties to a cost apportioning agreement may permit the authority who is a party to the agreement to establish a fee for the program or service.

(4.2) If the conditions under subsection (4.1) are met and the parties to a cost apportioning agreement permit the authority who is a party to the agreement to establish a fee for the program or service provided by the authority, the agreement must include provisions that,

- (a) identify the program or service provided by the authority for which the authority may establish and charge a fee; and
- (b) set out any procedures that must be followed before a fee is established by the authority, including consultations with each participating municipality that is a party to the agreement with the authority.

**(2) Subsection 8 (6) of the Regulation is revoked.**

**Commencement**

**2. (1) Except as otherwise provided in this section, this Regulation comes into force on the later of the day section 21 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force and the day this Regulation is filed.**

**(2) Subsection 1 (2) comes into force on the later of July 1, 2022 and the day this Regulation is filed.**

Made by:  
Pris par :

*Le ministre de l'Environnement, de la Protection de la nature et des Parcs,*

DAVID PICCINI  
*Minister of the Environment, Conservation and Parks*

Date made: April 11, 2022  
Pris le : 11 avril 2022

Français

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**ONTARIO REGULATION 400/22**  
made under the  
**CONSERVATION AUTHORITIES ACT**

Made: April 11, 2022  
Filed: April 20, 2022  
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Printed in *The Ontario Gazette*: May 7, 2022

**INFORMATION REQUIREMENTS**

**Definitions**

1. In this Regulation,

“Category 2 programs and services” means the municipal programs and services that an authority provides under section 21.1.1 of the Act on behalf of a municipality situated in whole or in part within its area of jurisdiction; (“programmes et services de catégorie 2”)

“Category 3 programs and services” means programs and services that are not the mandatory programs and services required to be provided under section 21.1 of the Act or Category 2 programs and services but are other programs and services provided by an authority under section 21.1.2 of the Act. (“programmes et services de catégorie 3”)

**Required information**

2. (1) For the purpose of ensuring that the authority makes public on its website the following information related to the authority’s operations, every authority shall provide the following information to the Minister on or before January 1, 2023:

1. The name of every member of the authority and the participating municipality that appointed that member of the authority.
2. Contact information for every member of the authority, including every member’s phone number and email address.
3. The meeting schedule for the authority for the calendar year.
4. Meeting minutes and agendas for meetings of the authority or of its executive committee, including any attachments.
5. A list of each memorandum of understanding or such other agreement the authority has entered into, as of December 31, 2022, with a municipality under subsection 21.1.1 (1) of the Act in respect of Category 2 programs and services.
6. A list of each agreement that the authority has entered into, as of December 31, 2022, with a participating municipality under subsection 21.1.2 (2) of the Act in respect of Category 3 programs and services.
7. The by-laws of the authority made under section 19.1 of the Act.
8. The annual auditor’s report prepared under section 38 of the Act.
9. Any other document prepared by the authority, such as a strategic plan, that, in the opinion of the authority, it is appropriate to post on the Governance section of the authority’s website referred to in subsection 3 (2).

(2) If the authority publishes the information set out in subsection (1) on its website, the authority may comply with subsection (1) by providing the Minister with a link to the location where that information can be found on the authority’s website.

**Publishing requirements**

3. (1) Every authority shall publish the information set out in subsection 2 (1) by January 1, 2023.

(2) The information referred to in subsection (1) shall be published on a section of the authority’s website titled “Governance”.

(3) The Governance section referred to in subsection (2) shall be conspicuous and easily accessible from the home page of the authority’s website.

(4) A full copy of the documents referred to in paragraphs 5 and 6 of subsection 2 (1) shall be posted on the Governance section of the authority’s website.

(5) Despite subsection (4), the authority is not required to post the following on its website:

1. Any document referred to in paragraph 5 of subsection 2 (1) that is primarily related to procurement.

2. Any portion of the documents referred to in paragraphs 5 and 6 of subsection 2 (1) containing information that is referred to in sections 10 and 11 of the *Municipal Freedom of Information and Protection of Privacy Act*.

**Notice to Minister**

4. (1) The authority shall provide written notice to the Minister confirming the publication of information in accordance with section 3.

(2) The notice shall include a link to the Governance section of the authority's website.

**Information updates**

5. (1) The authority shall update the Governance section of its website with any changes to the information set out in paragraphs 1, 2, 3, 4 and 7 of subsection 2 (1) in a timely manner.

(2) Subject to subsection 3 (5), if the authority enters into a new, or amends an existing, memorandum of understanding or other agreement with a municipality under subsection 21.1.1 (1) of the Act for Category 2 programs and services, the authority shall post the new or amended memorandum of understanding or other agreement on the Governance section of its website within 30 days.

(3) Subject to subsection 3 (5), if the authority enters into a new, or amends an existing, agreement with a participating municipality under subsection 21.1.2 (2) of the Act for Category 3 programs and services, the authority shall post the new or amended agreement on the Governance section of its website within 30 days.

(4) If the authority develops any document that has not been posted in accordance with paragraph 9 of subsection 2 (1) and section 3 and is of the opinion that it is appropriate to make the document publicly available by posting it on the Governance section of the authority's website, it shall post the document on the Governance section of its website in a timely manner.

(5) If the authority amends an existing document that has been posted by the authority on the Governance section of its website in accordance with paragraph 9 of subsection 2 (1) and section 3 or subsection (4) of this section, the authority shall post the amended document on the Governance section of its website in a timely manner.

(6) When the authority makes an auditor's report available to the public on its website under subsection 38 (4) of the Act, the authority shall post the report on the Governance section of its website.

**Notice of updates**

6. (1) Within 30 days of updating any information or documents in accordance with subsection 5 (2) or (3), the authority shall provide written notice to the Minister and publish a notice on its website.

(2) A notice required under subsection (1) shall include an explanation of the update, together with a link to the updated information.

**Governance section of website**

7. The authority may comply with a requirement to publish information or post a document on the Governance section of its website by posting a link on the Governance section of its website to the required information elsewhere on its website.

***Municipal Freedom of Information and Protection of Privacy Act***

8. For greater certainty, any information or document required to be published or posted by the authority under this Regulation is subject to the *Municipal Freedom of Information and Protection of Privacy Act*.

**Commencement**

9. **This Regulation comes into force on the later of July 1, 2022 and the day it is filed.**

Made by:  
Pris par :

*Le ministre de l'Environnement, de la Protection de la nature et des Parcs,*

DAVID PICCINI  
*Minister of the Environment, Conservation and Parks*

Date made: April 11, 2022  
Pris le : 11 avril 2022

Français

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**ONTARIO REGULATION 401/22**  
made under the  
**CONSERVATION AUTHORITIES ACT**

Made: April 11, 2022  
Filed: April 20, 2022  
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Printed in *The Ontario Gazette*: May 7, 2022

**DETERMINATION OF AMOUNTS UNDER SUBSECTION 27.2 (2) OF THE ACT**

INTERPRETATION

**Definitions**

1. (1) In this Regulation,

“benefit-based apportionment method” means the method of apportioning an authority’s Category 1 CWA/LSPA operating expenses and capital costs described in section 7; («méthode de répartition fondée sur les avantages»)

“Budget and Apportionment Regulation” means Ontario Regulation 402/22 (Budget and Apportionment) made under the Act; («Règlement relatif au budget et à la répartition»)

“Category 1 CWA/LSPA operating expense or capital cost” means an operating expense or capital cost that is related to the provision of a Category 1 CWA/LSPA program or service; («dépense d’exploitation ou coût en immobilisations LES/LPLS de catégorie 1»)

“Category 1 CWA/LSPA programs and services” means the mandatory programs and services that an authority is required to provide under section 21.1 of the Act with respect to its duties, functions and responsibilities under the *Clean Water Act, 2006* and under the *Lake Simcoe Protection Act, 2008*; («programmes et services LES/LPLS de catégorie 1»)

“Category 2 CWA/LSPA operating expense or capital cost” means an operating expense or capital cost that is related to the provision of a Category 2 CWA/LSPA program or service; («dépense d’exploitation ou coût en immobilisations LES/LPLS de catégorie 2»)

“Category 2 CWA/LSPA programs and services” means the programs and services that,

- (a) relate to the duties, functions and responsibilities of a municipality under the *Clean Water Act, 2006* and under the *Lake Simcoe Protection Act, 2008*, and
- (b) an authority agrees to provide on behalf of the municipality in accordance with section 21.1.1 of the Act; («programmes et services LES/LPLS de catégorie 2»)

“Lake Simcoe watershed” means the Lake Simcoe watershed as defined in section 2 of the *Lake Simcoe Protection Act, 2008*; («bassin hydrographique du lac Simcoe»)

“MCVA apportionment method” means a method of apportioning an authority’s Category 1 CWA/LSPA operating expenses and capital costs that is based on the modified current value assessment of the properties within the relevant source protection area or within the Lake Simcoe watershed, as the case may be, and further described in section 6; («méthode de répartition EVAM»)

“source protection area” has the same meaning as in the *Clean Water Act, 2006*; («zone de protection des sources»)

“source protection authority” has the same meaning as in the *Clean Water Act, 2006*; («office de protection des sources»)

“specified municipality” means a specified municipality as defined in subsection 27.2 (1) of the Act. («municipalité précisée»)

(2) For the purposes of the definitions of “Category 1 CWA/LSPA operating expense or capital cost” and “Category 2 CWA/LSPA operating expense or capital cost”,

- (a) a capital cost shall be considered related to the provision of a Category 1 or Category 2 CWA/LSPA program or service, as the case may be, if it is incurred in connection with a project that is related to the provision of the program or service; and
- (b) an operating expense that is incurred in connection with a project shall be considered related to the provision of a Category 1 or Category 2 CWA/LSPA program or service, as the case may be, if the project is related to the provision of the program or service.

## DETERMINATION OF AMOUNTS OWING

### When determination made

**2.** For the purposes of subsection 27.2 (2) of the Act, as part of the budgetary process described in the Budget and Apportionment Regulation, an authority shall determine,

- (a) whether, according to the criteria set out in section 3, any of its specified municipalities owe or will owe amounts in connection with the Category 1 CWA/LSPA programs and services that the authority provides during the budget year; and
- (b) whether any of its specified municipalities owe or will owe amounts in connection with a Category 2 CWA/LSPA program or service that the authority provides on behalf of the municipality under a memorandum of understanding or other agreement made under section 21.1.1 of the Act during the budget year.

### Criteria for Category 1 CWA/LSPA operating expenses and capital costs

**3.** An authority may determine that a specified municipality owes or will owe amounts under subsection 27.2 (2) of the Act in connection with a Category 1 CWA/LSPA program or service only if, in the authority's opinion, the specified municipality benefits from the Category 1 CWA/LSPA program or service.

### How determination made

**4.** (1) The amounts owing under subsection 27.2 (2) of the Act by a specified municipality in connection with a Category 1 CWA/LSPA program or service shall be equal to the portion of the related Category 1 CWA/LSPA operating expenses and capital costs, that the authority apportions to the specified municipality in accordance with section 5, subject to section 8.

(2) The amounts owing under subsection 27.2 (2) of the Act by a specified municipality in connection with a Category 2 CWA/LSPA program or service shall be equal to the related Category 2 CWA/LSPA operating expenses and capital costs incurred by the authority, in their entirety, except that the operating expenses and capital costs may be reduced in accordance with section 6 of the Budget and Apportionment Regulation.

## APPORTIONMENT OF CATEGORY 1 CWA/LSPA OPERATING EXPENSES AND CAPITAL COSTS

### Apportionment

**5.** (1) The apportionment of Category 1 CWA/LSPA operating expenses and capital costs shall be made among the authority's participating municipalities and any specified municipalities that, in the authority's opinion, benefit from the related Category 1 CWA/LSPA program or service.

(2) Before apportioning a Category 1 CWA/LSPA operating expense or capital cost under this section, the authority shall determine whether to reduce the amount of the operating expense or capital cost in accordance with section 6 of the Budget and Apportionment Regulation.

(3) Before apportioning a Category 1 CWA/LSPA operating expense or capital cost, as reduced under subsection (2), an authority shall make the following determinations:

1. If the related Category 1 CWA/LSPA program or service is provided under the *Clean Water Act, 2006*,
  - i. whether it benefits all of the municipalities in the relevant source protection area, or
  - ii. whether it benefits only one or more, but not all, of the municipalities in the source protection area.
2. If the related Category 1 CWA/LSPA program or service is provided under the *Lake Simcoe Protection Act, 2008*,
  - i. whether it benefits all of the municipalities in the Lake Simcoe watershed, or
  - ii. whether it benefits only one or more, but not all, of the municipalities in the Lake Simcoe watershed.

3. If the related Category 1 CWA/LSPA program or service benefits all of the municipalities in the source protection area or in the Lake Simcoe watershed, as the case may be, whether one or more of the municipalities' benefit from the Category 1 CWA/LSPA program or service is disproportionate to the benefit obtained by the other municipalities.

(4) An authority shall use the MCVA apportionment method to apportion a Category 1 CWA/LSPA operating expense or capital cost, as reduced under subsection (2), under this section, subject to subsection (5).

(5) An authority shall use the benefit-based apportionment method to apportion the following Category 1 CWA/LSPA operating expenses or capital costs, as reduced under subsection (2), under this section:

1. A Category 1 CWA/LSPA operating expense or capital cost that is related to a Category 1 CWA/LSPA program or service that, in the authority's opinion, only benefits one or more, but not all, of the municipalities in the source protection area or Lake Simcoe watershed, as the case may be.
2. A Category 1 CWA/LSPA capital cost that is related to a Category 1 CWA/LSPA program or service that, in the opinion of the authority,

- i. benefits all of the municipalities the source protection area or Lake Simcoe watershed, as the case may be, and
- ii. provides one or more of the municipalities with a benefit that is disproportionate to the benefit provided to the other municipalities.

#### MCVA apportionment method

6. (1) Under the MCVA apportionment method, the portion of a Category 1 CWA/LSPA operating expense or capital cost to be apportioned to a municipality shall be based on the ratio that the municipality's modified current value assessment bears to the authority's modified current value assessment.

(2) For the purposes of subsection (1), the modified current value assessment of a municipality shall be determined as follows:

1. For each of the property classes set out in Column 2 of the Table to this subsection, determine the sum of the current value assessment for all the properties in the municipality that are in the property class, if any.
2. Multiply the current value assessment for each property class obtained under paragraph 1 by the factor set out in Column 3 of the Table to this subsection opposite the property class.
3. Determine the sum of the amounts obtained under paragraph 2.
4. Multiply the sum obtained under paragraph 3 by a percentage based on one of the following ratios:
  - i. if apportioning an operating expense or capital cost that is related to a program or service provided under the *Clean Water Act, 2006*, the ratio of the amount of the municipality's land that is in the source protection area for which the authority is the source protection authority under that Act to the total amount of land in the municipality, or
  - ii. if apportioning an operating expense or capital cost that is related to a program or service provided under the *Lake Simcoe Protection Act, 2008*, the ratio of the amount of the municipality's land that is in the Lake Simcoe watershed to the total amount of land in the municipality.

TABLE  
PROPERTY CLASSES AND FACTORS

Column 1 Item	Column 2 Property Class	Column 3 Factor
1.	Residential/Farm	1
2.	Multi-residential	2.1
3.	Commercial	2.1
4.	Industrial	2.1
5.	Farmlands	0.25
6.	Pipe lines	1.7
7.	Managed Forests	0.25
8.	New multi-residential	2.1
9.	Office Building	2.1
10.	Shopping Centre	2.1
11.	Parking lots and Vacant land	2.1
12.	Large industrial	2.1

(3) Despite subsection (2), if a municipality is a regional municipality, the modified current value assessment for the regional municipality shall be equal to the sum of the modified current value assessment for all of the local municipalities in the regional municipality, as determined under subsection (2).

(4) For the purposes of subsection (1), an authority's modified current value assessment shall be equal to the sum of the modified current value assessments for,

- (a) if apportioning an operating expense or a capital cost that is related to a program or service provided under the *Clean Water Act, 2006*, every municipality in the source protection area for which the authority is a source protection authority under that Act; and
- (b) if apportioning an operating expense or a capital cost that is related to a program or service provided under the *Lake Simcoe Protection Act, 2008*, every municipality in the Lake Simcoe watershed.

#### Benefit-based apportionment method

7. Under the benefit-based apportionment method, the authority shall,

- (a) evaluate the benefit that each participating and specified municipality obtains from the Category 1 CWA/LSPA program or service to which the Category 1 CWA/LSPA operating expense or capital cost is related; and



- (b) allocate to each participating and specified municipality a portion of the Category 1 CWA/LSPA operating expense or capital cost, as reduced under subsection 5 (2), that is based on the ratio of the benefit afforded to the participating or specified municipality by the Category 1 CWA/LSPA program or service, as determined under clause (a), relative to the overall benefit afforded by the program or service to all benefitting municipalities.

#### Agreements

8. Despite sections 4 to 7, where an authority enters into an agreement with participating municipalities and specified municipalities with respect to the amount that the municipalities owe or will owe with respect to a Category 1 CWA/LSPA program or service provided by the authority, the amount that the specified municipality owes or will owe shall be determined in accordance with the agreement.

### COMMENCEMENT

#### Commencement

9. **This Regulation comes into force on the later of the day subsection 8 (1) of Schedule 2 to the *More Homes, More Choice Act, 2019* comes into force and the day it is filed.**

Made by:  
Pris par :

*Le ministre de l'Environnement, de la Protection de la nature et des Parcs,*

DAVID PICCINI  
*Minister of the Environment, Conservation and Parks*

Date made: April 11, 2022  
Pris le : 11 avril 2022

Français

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**ONTARIO REGULATION 402/22**  
made under the  
**CONSERVATION AUTHORITIES ACT**

Made: April 14, 2022  
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**BUDGET AND APPORTIONMENT**

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**INTERPRETATION**

**Definitions**

1. (1) In this Regulation,

“benefit-based apportionment method” means the method of apportioning an authority’s operating expenses and capital costs described in subsection 7 (6); («méthode de répartition fondée sur les avantages»)

“Category 1 CWA/LSPA operating expense or capital cost” means an operating expense or capital cost that is related to the provision of a Category 1 CWA/LSPA program or service; («dépense d’exploitation ou coût en immobilisations LES/LPLS de catégorie 1»)

“Category 1 CWA/LSPA programs and services” means the mandatory programs and services that an authority is required to provide under section 21.1 of the Act with respect to its duties, functions and responsibilities under the *Clean Water Act, 2006* and under the *Lake Simcoe Protection Act, 2008*; («programmes et services LES/LPLS de catégorie 1»)

“Category 1 operating expense or capital cost” means an operating expense or capital cost that is related to the provision of a Category 1 program or service; («dépense d’exploitation ou coût en immobilisations de catégorie 1»)

“Category 1 programs and services” means the mandatory programs and services that an authority is required to provide under section 21.1 of the Act; («programmes et services de catégorie 1»)

“Category 2 operating expense or capital cost” means an operating expense or capital cost that is related to the provision of a Category 2 program or service; («dépense d’exploitation ou coût en immobilisations de catégorie 2»)

“Category 2 programs and services” means the municipal programs and services that an authority provides under section 21.1.1 of the Act on behalf of a municipality situated in whole or in part within its area of jurisdiction; («programmes et services de catégorie 2»)

“Category 3 operating expense or capital cost” means an operating expense or capital cost that is related to the provision of a Category 3 program or service; («dépense d’exploitation ou coût en immobilisations de catégorie 3»)

“Category 3 programs and services” means programs and services that are not Category 1 or Category 2 programs and services but are other programs and services provided by an authority under section 21.1.2 of the Act; («programmes et services de catégorie 3»)

“general operating expense or capital cost” means an operating expense or capital cost that is not related to the provision of a program or service that an authority provides; («dépense d’exploitation générale ou coût en immobilisations général»)

“MCVA apportionment method” means a method of apportioning an authority’s operating expenses and capital costs that is based on the modified current value assessment of the properties within the authority’s area of jurisdiction and further described in subsections 7 (2), (3), (4) and (5); («méthode de répartition EVAM»)

“reduced capital costs” means the capital costs of an authority for a given year, as reduced under section 6; («coûts en immobilisations réduits»)

“reduced operating expenses” means the operating expenses of an authority for a given year, as reduced under section 6; («dépenses d’exploitation réduites»)

“specified municipality” means a specified municipality as defined in subsection 27.2 (1) of the Act. («municipalité précisée»)

(2) For the purposes of clause (e) of the definition of “operating expenses” in section 1 of the Act, any costs, other than capital costs in connection with a project, that support the operations of an authority are prescribed as operating expenses.

(3) For the purposes of the definitions of “Category 1 operating expense or capital cost”, “Category 2 operating expense or capital cost” and “Category 3 operating expense or capital cost” in subsection (1),

- (a) a capital cost shall be considered related to the provision of a Category 1, Category 2 or Category 3 program or service, as the case may be, if it is incurred in connection with a project that is related to the provision of the program or service; and
- (b) an operating expense that is incurred in connection with a project shall be considered related to the provision of a Category 1, Category 2 or Category 3 program or service, as the case may be, if the project is related to the provision of the program or service.

#### **Budgetary matters**

2. The following matters are prescribed as budgetary matters for the purposes of clause 14 (4.0.1) (d) of the Act:

1. Matters that are required to be voted on under this Regulation.
2. Matters relating to budget reallocations in a calendar year.
3. Matters relating to annual audits under section 38 of the Act.

#### **BUDGET**

##### **Annual budget**

3. Every authority shall prepare a budget for 2024 and for every subsequent calendar year in accordance with this Regulation.

##### **Budgetary process**

4. (1) An authority shall prepare the budget for a calendar year in accordance with the budgetary process set out in this Regulation.

(2) An authority shall begin the budgetary process for a given calendar year at such time during the preceding year as the authority determines and shall end the budgetary process at such time as the authority determines, subject to any timelines set out in this Regulation.

#### APPORTIONMENT

##### Determination of revenue, expenses and costs

- 5.** (1) During the first phase of the budgetary process for a given calendar year, the authority shall,
- (a) identify all of the authority's sources of revenue for the year, other than revenue from the apportionment of operating expenses and capital costs under sections 7 to 12, including,
    - (i) revenue from fees or charges paid to the authority,
    - (ii) revenue from donations and grants received by the authority,
    - (iii) self-generated revenue from fund-raising or other efforts made during the year to generate funds,
    - (iv) any amounts that the authority plans to obtain from its reserve funds to finance its capital costs and operations, including its programs and services, for the year,
    - (v) revenue made under agreements entered into under clause 21 (1) (n) of the Act, and
    - (vi) revenue from other sources;
  - (b) determine the amount of revenue from each of the sources identified under clause (a) and add those amounts to determine the authority's total revenue for the year;
  - (c) identify all of the authority's operating expenses for the year, as required under subsection 27 (1) of the Act, and categorize them as,
    - (i) Category 1 operating expenses,
    - (ii) Category 2 operating expenses,
    - (iii) Category 3 operating expenses, or
    - (iv) general operating expenses;
  - (d) determine the authority's total operating expenses for the year;
  - (e) identify all of the authority's capital costs for the year, as required under subsection 25 (1) of the Act, and categorize them as,
    - (i) Category 1 capital costs,
    - (ii) Category 2 capital costs,
    - (iii) Category 3 capital costs, or
    - (iv) general capital costs; and
  - (f) determine the authority's total capital costs for the year.
- (2) If the Minister has consolidated two or more source protection areas into a drinking water source protection region under section 6 of the *Clean Water Act, 2006*,
- (a) the authority that is designated by the Minister as a lead source protection authority shall include under clause (1) (a) any revenue that it receives from other source protection authorities in the source protection region under an agreement entered into under subsection 6 (3) of the *Clean Water Act, 2006*; and
  - (b) the authorities that are part of the source protection region but are not designated as the lead source protection authority shall identify under clause (1) (c) and (e) any operating expenses and capital costs that they are required to pay to the lead source protection authority under an agreement entered into under subsection 6 (3) of the *Clean Water Act, 2006*.

##### Determination of reduced amounts to be apportioned

**6.** For the purposes of subsections 25 (1) and 27 (1) of the Act, the authority shall, with respect to each operating expense and capital cost identified under clauses 5 (1) (c) and (e), determine which portion of the operating expense or capital cost will be apportioned to participating municipalities by,

- (a) determining if there are any restrictions or rules with respect to the use of revenue from certain sources by the authority;

- (b) determining if, in the authority's opinion, the operating expense or capital cost can or should be offset, in whole or in part, by any of the revenue identified in clause 5 (1) (a) and the extent to which it should be offset; and
- (c) applying such part of the revenue from a source identified in clause 5 (1) (a) as the authority determines is appropriate to the operating expense or capital cost so as to reduce it.

#### Methods of apportionment

7. (1) Subject to subsections 8 to 11, an authority may apportion a reduced operating expense or a reduced capital cost among its participating municipalities in accordance with one of the following methods of apportionment:

1. The MCVA apportionment method described in subsections (2), (3), (4) and (5).
2. The benefit-based apportionment method described in subsection (6).

(2) Under the MCVA apportionment method, the portion of a reduced operating expense or of a reduced capital cost to be apportioned to a participating municipality shall be based on the ratio that the participating municipality's modified current value assessment bears to the authority's modified current value assessment.

(3) For the purposes of subsection (2), a participating municipality's modified current value assessment shall be determined as follows:

1. For each of the property classes set out in Column 2 of the Table to this subsection, determine the sum of the current value assessment for all the properties in the municipality that are in the property class, if any.
2. Multiply the current value assessment for each property class by the factor set out in Column 3 of the Table to this subsection opposite the property class.
3. Determine the sum of the amounts obtained under paragraph 2.
4. Multiply the sum obtained under paragraph 3 by a percentage based on one of the following ratios:
  - i. If apportioning an operating expense or capital cost that is related to a program or service provided under the *Clean Water Act, 2006*, the ratio of the amount of the municipality's land that is in the source protection area for which the authority is the source protection authority under that Act to the total amount of land in the municipality.
  - ii. If apportioning any other operating expense or capital cost, the ratio of the amount of the municipality's land that is in the jurisdiction of the authority under the Act to the total amount of land in the municipality.

TABLE  
PROPERTY CLASSES AND FACTORS

Column 1 Item	Column 2 Property Class	Column 3 Factor
1.	Residential/Farm	1
2.	Multi-residential	2.1
3.	Commercial	2.1
4.	Industrial	2.1
5.	Farmlands	0.25
6.	Pipe lines	1.7
7.	Managed Forests	0.25
8.	New multi-residential	2.1
9.	Office Building	2.1
10.	Shopping Centre	2.1
11.	Parking lots and Vacant land	2.1
12.	Large industrial	2.1

(4) Despite subsection (3), if a participating municipality is a regional municipality, the modified current value assessment for the regional municipality shall be equal to the sum of the modified current value assessment for all of the local municipalities in the regional municipality, as determined under subsection (3).

(5) For the purposes of subsection (2), an authority's modified current value assessment shall be equal to the sum of the modified current value assessments for,

- (a) if apportioning an operating expense or a capital cost that is related to a program or service provided under the *Clean Water Act, 2006*, every participating municipality in the source protection area for which the authority is a source protection authority under that Act; and
- (b) if apportioning any other operating expense or capital cost, every participating municipality within the authority's area of jurisdiction.

- (6) Under the benefit-based apportionment method, the authority shall apportion an operating expense or capital cost by,
  - (a) evaluating the benefit that each participating municipality obtains from the program or service to which the operating expense or capital cost is related; and
  - (b) allocating to each participating municipality a portion of the reduced operating expense or reduced capital cost that is based on the ratio of the benefit afforded to the participating municipality by the program or service referred to in clause (a), relative to the overall benefit afforded by the program or service to all benefitting participating municipalities.

**Category 1 operating expenses and capital costs**

**8.** (1) Before apportioning a Category 1 operating expense or capital cost, an authority shall make the following determinations:

- 1. Whether the related Category 1 program or service,
  - i. benefits all of the participating municipalities within the authority's area of jurisdiction, or
  - ii. benefits one or more, but not all, of the participating municipalities within the authority's area of jurisdiction.
- 2. If the related Category 1 program or service benefits all of the participating municipalities within the authority's area of jurisdiction, whether one or more of the participating municipalities' benefit from the Category 1 program or service is disproportionate to the benefit obtained by the other participating municipalities.
- 3. In the case of a Category 1 CWA/LSPA operating expense or capital cost, a determination made in accordance with Ontario Regulation 401/22 (Determination of Amounts under Subsection 27.2 (2) of the Act) made under the Act that,
  - i. the related Category 1 CWA/LSPA program or service benefits one or more of the authority's specified municipalities, and
  - ii. the benefitting specified municipalities owe or will owe amounts with respect to the program or service under subsection 27.2 (2) of the Act.

(2) An authority shall use the MCVA apportionment method to apportion the reduced operating expense or reduced capital cost for Category 1 operating expenses and capital costs, subject to subsection (3).

(3) An authority shall use the benefit-based apportionment method to apportion the reduced operating expense or reduced capital cost for a Category 1 operating expense or capital cost if the authority has determined under subsection (1) that the related Category 1 program or service,

- (a) benefits one or more, but not all, of the participating municipalities within the authority's area of jurisdiction; or
- (b) benefits all of the participating municipalities within the authority's area of jurisdiction but one or more of the participating municipalities is provided with a benefit that is disproportionate to the benefit provided to the other participating municipalities.

(4) An authority shall apportion a Category 1 CWA/LSPA operating expense or capital cost in accordance with subsections (2) and (3), except if the authority has determined under Ontario Regulation 401/22 that,

- (a) the related Category 1 CWA/LSPA program or service benefits one or more of its specified municipalities; and
- (b) the benefitting specified municipality owes or will owe amounts under subsection 27.2 (2) of the Act.

(5) In the case of Category 1 CWA/LSPA operating expense or capital cost described in clauses (4) (a) and (b), the apportionment of the operating expense or capital cost conducted under Ontario Regulation 401/22 to determine the amounts owing under subsection 27.2 (2) of the Act by specified municipalities shall be considered an apportionment under this Regulation and used to determine the portion of the operating expense or capital cost to be apportioned to each participating municipality within the authority's area of jurisdiction.

**Category 2 operating expenses and capital costs**

**9.** When apportioning a Category 2 operating expense or capital cost, an authority shall apportion the reduced operating expense or the reduced capital cost, as the case may be, in its entirety, to the participating municipality that has entered into a memorandum of understanding or other agreement with the authority under section 21.1.1 of the Act for the authority to provide the Category 2 program or service on the municipality's behalf.

**Category 3 operating expenses and capital costs**

**10.** (1) When apportioning a Category 3 operating expense or capital cost, an authority shall apportion the reduced operating expense or the reduced capital cost, as the case may be, among the participating municipalities that entered into an agreement described in subsection 21.1.2 (2) of the Act in accordance with that agreement.

(2) Despite subsection (1), if the agreement described in subsection 21.1.2 (2) of the Act does not address how to apportion a Category 3 operating expense or capital cost, the authority shall apportion the reduced operating expense or the reduced capital cost, as the case may be, in the following manner:

1. Subject to subparagraph 2 i, if all of the participating municipalities within the authority's area of jurisdiction have entered into the agreement described in subsection 21.1.2 (2) of the Act, by using the MCVA apportionment method.
2. By using the benefit-based apportionment method if,
  - i. all of the participating municipalities within the authority's area of jurisdiction have entered into the agreement described in subsection 21.1.2 (2) of the Act but, in the authority's opinion, one or more participating municipalities obtains a benefit from the related Category 3 program or service that is disproportionate to the benefit obtained by the other participating municipalities, or
  - ii. one or more, but not all, of the participating municipalities within the authority's area of jurisdiction have entered into the agreement described in subsection 21.1.2 (2) of the Act.

#### **General operating expenses and capital costs**

**11.** When apportioning a general operating expense or capital cost, an authority shall use the MCVA apportionment method to apportion the reduced operating expense or capital cost, as the case may be.

#### **Agreements**

**12.** Despite sections 7 to 11, where an authority has entered into an agreement with its participating municipalities with respect to the apportionment of the following operating expenses or capital costs, the apportionment of the reduced operating expense or the reduced capital cost, as the case may be, shall be in accordance with the agreement:

1. Category 1 operating expenses that are related to a Category 1 program or service that benefits one or more, but not all, of the participating municipalities within the authority's area of jurisdiction.
2. Category 1 capital costs.
3. Category 1 CWA/LSPA operating expenses and capital costs.
4. General capital costs.

### **DRAFT BUDGET AND CONSULTATIONS**

#### **Draft budget**

**13.** (1) After having determined the apportionment of operating expenses and capital costs, an authority shall begin the second phase of the budgetary process by preparing a draft budget.

(2) The draft budget for any given year shall set out:

1. The authority's total revenue for the year, as determined under clause 5 (1) (b).
2. The sources of the revenue for the year referred to in subclauses 5 (1) (a) (i) to (vi) and the amount of the revenue from each such source, as determined under clause 5 (1) (b).
3. The authority's total operating expenses for the year, as determined under clause 5 (1) (d), and a list of operating expenses setting out as separate amounts,
  - i. Category 1 operating expenses related to each Category 1 program and service,
  - ii. Category 2 operating expenses related to each Category 2 program and service,
  - iii. Category 3 operating expenses related to each Category 3 program and service, and
  - iv. general operating expenses.
4. The authority's total capital costs for the year as determined under clause 5 (1) (f), and a list of capital costs setting out as separate amounts,
  - i. Category 1 capital costs related to each Category 1 program and service,
  - ii. Category 2 capital costs related to each Category 2 program and service,
  - iii. Category 3 capital costs related to each Category 3 program and service, and
  - iv. general capital costs.
5. The amount of revenue that the authority will obtain during the year from the apportionment of operating expenses and capital costs under sections 7 to 12 to its participating municipalities, and the portion of this revenue that each participating municipality shall pay.

6. The amount of revenue that the authority will obtain during the year from amounts to be paid by specified municipalities under section 27.2 of the Act, as determined under Ontario Regulation 401/22 (**Determination of Amounts under Subsection 27.2 (2) of the Act**) made under the Act, and the portion of this revenue that each specified municipality shall pay.
7. If the authority considered opportunities to raise and use self-generated revenue to help finance the authority's operations, including the programs and services it provides, a description of what the authority considered.
8. Any additional financial information that the authority considers relevant to include.

#### **Meeting on draft budget**

- 14.** (1) An authority shall hold a meeting to,
  - (a) consider the draft budget for a given year; and
  - (b) decide whether or not to approve the draft budget for consultation purposes.
- (2) The authority shall give notice of the meeting on a draft budget for a given year to a specified municipality if,
  - (a) the authority has determined under subsection 27.2 (2) of the Act that the specified municipality owes or will owe amounts for the year in connection with Category 1 CWA/LSPA programs and services; and
  - (b) the amounts owing or to be owed, as determined under sections 5 to 8 of Ontario Regulation 401/22 (**Determination of Amounts under Subsection 27.2 (2) of the Act**) made under the Act, are set out in the draft budget.
- (3) At a meeting held under this section, the authority shall hold a vote on whether to approve the draft budget for consultation purposes.
- (4) If notice of the meeting has been given under subsection (2) to a specified municipality that is designated as a participating municipality under the *Clean Water Act, 2006*, the authority shall, before voting on approving the draft budget under subsection (3),
  - (a) convene the members appointed by the municipalities designated as participating municipalities under the *Clean Water Act, 2006*; and
  - (b) hold a vote of the members referred to in clause (a) to approve, for consultation purposes, the portion of the draft budget relating to programs and services provided by the authority under the *Clean Water Act, 2006*.
- (5) If notice of the meeting has been given under subsection (2) to a specified municipality that is designated as a participating municipality under the *Lake Simcoe Protection Act, 2008*, the authority shall, before voting on approving the draft budget under subsection (3),
  - (a) convene the members appointed by the municipalities designated as participating municipalities under the *Lake Simcoe Protection Act, 2008*; and
  - (b) hold a vote of the members referred to in clause (a) to approve, for consultation purposes, the portion of the draft budget relating to programs and services provided by the authority under the *Lake Simcoe Protection Act, 2008*.
- (6) For greater certainty, for the purposes of a vote held under subsection (4) or (5), section 16 of the Act applies except that the members appointed by the specified municipalities shall be included when determining the quorum and shall be entitled to vote.

#### **Consultations**

- 15.** (1) If an authority approves a draft budget for consultation purposes under section 14, the authority shall,
  - (a) send to each participating municipality, and to any specified municipality, a copy of the draft budget and of all financial information relating to the apportionment of operating expenses and capital costs; and
  - (b) make a copy of the draft budget and of the financial information referred to in clause (a) available to the public by posting them on the section of the authority's website entitled "Governance" and by any other means the authority considers appropriate.
- (2) An authority shall carry on such consultations with participating municipalities and specified municipalities affected by the draft budget as are necessary to finalize the annual budget.

#### **APPROVAL OF APPORTIONMENT UNDER SUBSECTIONS 25 (1) AND 27 (1) OF THE ACT AND AMOUNTS OWING UNDER SUBSECTION 27.2 (2) OF THE ACT**

#### **Meeting on apportionment, etc.**

- 16.** At the beginning of the third phase of the budgetary process, an authority shall hold a meeting to approve,
  - (a) the apportionment of operating expenses and capital costs to participating municipalities under subsections 25 (1) and 27 (1) of the Act, as determined under sections 7 to 12; and



- (b) the apportionment of any Category 1 CWA/LSPA operating expenses and capital costs among participating and specified municipalities in accordance with Ontario Regulation 401/22 (Determination of Amounts under Subsection 27.2 (2) of the Act) made under the Act.

**Notice of meeting**

**17.** (1) An authority shall give notice of a meeting under section 16 to all participating municipalities and to any specified municipality that is entitled to receive notice of the meeting under subsection (2).

(2) The authority shall give notice of a meeting under section 16 to a specified municipality if, after consultations held under section 15, the authority has determined under section 3 of Ontario Regulation 401/22 (Determination of Amounts under Subsection 27.2 (2) of the Act) made under the Act that the specified municipality should be required to pay amounts owing under subsection 27.2 (2) of the Act for the budget year in connection with Category 1 CWA/LSPA programs and services.

(3) The notice of meeting shall be given at least 30 days before the meeting.

(4) The notice of meeting shall include,

(a) a copy of the most recent draft of the budget; and

(b) the amount of the reduced operating expenses and reduced capital costs that the participating municipality or specified municipality that is given notice will be required to pay for the year.

**Voting on apportionment, etc.**

**18.** (1) At a meeting under section 16, an authority shall,

(a) if the apportionment of any Category 1 CWA/LSPA operating expenses and capital costs among participating municipalities and specified municipalities is on the meeting agenda, hold such votes as are necessary with respect to the apportionment of those operating expenses and capital costs before voting on the apportionment of any other operating expenses and capital costs; and

(b) after votes have been held under clause (a), if any, hold such votes as are necessary on the apportionment of other operating expenses and capital costs among participating municipalities.

(2) Despite section 16 of the Act,

(a) on a vote under clause (1) (a) with respect to an apportionment of the Category 1 CWA/LSPA operating expenses and capital costs, a person appointed by a specified municipality shall be entitled to vote as a member of the authority and shall be included in the quorum of members required for the purposes of that vote; and

(b) any vote held at a meeting under section 16, including a vote on which members appointed by specified municipalities are entitled to vote, shall be carried by a weighted majority in accordance with section 19.

(3) All votes held at a meeting under section 16 shall be recorded.

**Weighted majority vote**

**19.** The following rules apply to a vote that is to be carried by a weighted majority:

1. Each member's vote shall be weighted according to the ratio that the modified current value assessment for the municipality that appointed the member bears to the authority's modified current value assessment.

2. A weighted majority requires 51 per cent or more of the total weighted value for all of the votes cast.

3. In the case of tie vote, the vote is lost.

4. If a municipality appoints more than one member to the authority, each of those members' votes shall be equal to the municipality's weighted vote divided by the number of members the municipality appoints to the authority.

5. A municipality shall not have a weighted vote of more than 50 per cent of the total weighted value for all of the votes to be cast unless the municipality appoints more than 50 per cent of the members to the authority.

**Notice to pay**

**20.** (1) An authority shall not send a notice of apportionment to a participating municipality under subsection 25 (2) or 27 (3) of the Act until a vote has been held at a meeting under section 16 with respect to the apportionment under section 25 or 27 of the Act.

(2) An authority shall not send a notice under subsection 27.2 (3) of the Act setting out the amounts owing by a specified municipality with respect to a Category 1 CWA/LSPA program or service until a vote has been held at a meeting under section 16 of this Regulation with respect to the apportionment of the related Category 1 CWA/LSPA operating expenses and capital costs under subsection 27.2 (2) of the Act.

## FINAL BUDGET

### Final budget

- 21.** (1) An authority shall prepare a final budget as part of the final phase of the budgetary process.
- (2) The final budget shall meet all the requirements of a draft budget under subsection 13 (2), subject to subsection (3).
- (3) The amounts in the final budget shall reflect the matters agreed to during consultations under section 15 and the amounts voted on during a meeting held under section 16.

### Meeting

- 22.** An authority shall hold a meeting of its members to approve the final budget.

### Vote

- 23.** (1) The vote to approve the final budget shall be carried by a majority of votes.
- (2) Despite subsection (1), the vote to approve the final budget shall be carried by a weighted majority in accordance with section 19 if required to do so by the authority's by-laws.
- (3) A vote held to approve the final budget shall be recorded.

### Providing copies and posting of budget

- 24.** Promptly after the final budget is approved by participating municipalities, the authority shall end the budgetary process for a given year by,
- (a) providing a copy of the final budget to the Minister and to each of the authority's participating municipalities and specified municipalities; and
  - (b) making a copy of the final budget available to the public by posting it on the section of the authority's website entitled "Governance" and by any other means the authority considers appropriate.

## REVOCATIONS AND COMMENCEMENT

### Revocation of regulations

- 25. The following regulations made under the Act are revoked:**

- 1. Ontario Regulation 139/96 (Municipal Levies).**
- 2. Ontario Regulation 670/00 (Conservation Authority Levies).**

### Commencement

- 26. This Regulation comes into force on the later of the day subsection 24 (1) of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force and the day this Regulation is filed.**

Français

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# **Policy: Minister's list of classes of programs and services in respect of which conservation authorities may charge a fee**

April 11, 2022

## **Preamble**

A conservation authority is permitted to charge a fee for a program or service only if the program or service is included in the Minister's list of classes of programs and services in respect of which a conservation authority may charge a fee. The Minister's published list of classes of programs and services in respect of which a conservation authority may charge a fee ("Minister's Fee Classes Policy") is provided as per the provisions set out in section 21.2 of the *Conservation Authorities Act*. From time to time, the Minister may make changes to the list and will promptly update this document and distribute it to each conservation authority.

## **Fees that a conservation authority may charge under the *Conservation Authorities Act***

Section 21.2 of the *Conservation Authorities Act* requires a conservation authority to administer the charging of fees in a transparent and accountable manner by adopting and publishing a written fee policy, which includes a fee schedule that lists the programs and services for which an authority charges a fee and the amount to be charged. Conservation authorities must maintain their fee schedule and if an authority wishes to make changes to its fee schedule, it must notify the public of the proposed change (e.g., on its website). In its fee policy, a conservation authority must also set out the frequency with which it will conduct a review of its fee policy, including its fee schedule, the process for carrying out a review of the fee policy, including the rules for giving notice of the review and any changes as a result of a review, and the circumstances under which any person may request the authority to reconsider a fee that was charged to the person and the procedures applicable to the reconsideration. Decisions regarding the fee policy and fee schedule are made by the members of a conservation authority, comprised of representatives appointed by the participating municipalities and the agricultural sector representative member, where appointed by the Minister of the Environment, Conservation and Parks.

### **Reconsideration of fee charged**

A conservation authority's fee policy must define the circumstances in which a person may request that the authority reconsider a fee that was charged and the procedures applicable to the reconsideration. Where the authority's fee policy permits a person to request the authority to reconsider the fee it has charged that person because it is contrary to the authority's fee schedule or excessive in relation to the program or service for which it was charged, that person may apply to the authority, in accordance with the procedures set out in the authority's fee policy, to request a reconsideration of the fee.

After receiving and considering the request, the authority may vary the amount of the fee to be charged to an amount the authority considers appropriate, order that no fee be charged, or confirm the original amount of the fee.

## **Fees that a conservation authority may charge as prescribed by other legislation**

The Minister's Fee Classes Policy does not include those instances where the authority is already authorized under another statute to charge a fee for a program or service. For example, where an authority administers an on-site sewage system program under the *Building Code Act, 1992*, the authority has the power to charge fees for that program. Similarly, under Part IV of the *Clean Water Act, 2006*, a municipality has enforcement responsibility to regulate significant drinking water threats in wellhead protection areas and intake protection zones and may delegate that responsibility to a conservation authority. When this delegation occurs, the conservation authority is also given the power to charge fees as the enforcement body under that Act.

## **User-Pay Principle**

The fees that conservation authorities charge, in accordance with the Minister's Fee Classes Policy, are considered 'user fees.' 'User fees' are fees paid to an authority by a person or organization for a service that they specifically benefit from. This includes use of a public resource (e.g., park access or facility rental) or the privilege to do something (e.g., receive an approval through a permit or other permission to undertake a regulated activity).

**For the purposes of this Minister's Fee Classes Policy, a fee may only be applied when the User-Pay Principle is considered appropriate, which is when there is a class of persons that directly benefits from a program or service delivered by an authority ("User-Pay Principle") (note: other restrictions may apply; see Table 1 below).**

Enabling authorities to charge a fee for programs and services where the User-Pay Principle is considered appropriate increases opportunities for an authority to generate revenue. This may reduce an authority's reliance on the municipal levy (now called an "apportionment") to finance the programs and services it provides. However, it is up to a conservation authority to decide the proportion of the costs associated with administering and delivering a program or service that should be recovered by a user fee versus those costs that are offset by other funding sources, such as the municipal levy. Beginning with the 2024 calendar year budgets, if an authority considered opportunities to raise and use self-generated revenue such as fees to finance its operations, the authority will be required to include in its budget a description of what the authority considered.

## Fee amounts

A conservation authority may determine the amount of a fee to be charged for a program or service that it provides. If a fee is to be charged for a program or service, the amount to be charged or the manner for determining the amount must be listed in the conservation authority's fee schedule. Some fee amounts cannot exceed the authority's costs for administering and delivering a program or service. For example, fees for planning services should be developed in conjunction with the appropriate planning authorities and set to recover but not exceed the costs associated with administering and delivering the services on a program basis. Similarly, fees for permitting services should be developed to recover but not exceed the costs associated with administering and delivering the services on a program basis. Other fees set by the authority for a program or service are not subject to this restriction, such as fees for selling products or fees for rentals. Fees that are not subject to this restriction can provide the authority with a source of revenue to help offset costs for other programs and services offered by the authority.

## Minister's fee classes

The following is the list of classes of programs and services in respect of which an authority may charge a fee.

**Table 1. Classes of programs and services for which conservation authorities may charge a fee**

Classes of programs and services	Criteria	Examples
Category 1 mandatory programs and services (section 21.1 of the <i>Conservation Authorities Act</i> )	Category 1 programs and services where the following requirement is met: <ul style="list-style-type: none"><li>• The User-Pay Principle is appropriate.</li></ul>	Examples may include: <ul style="list-style-type: none"><li>– Administration of section 28 natural hazards development permits (current section 28 and unproclaimed section 28.1), including related technical advice and studies.</li><li>– Responses to legal, real estate and public inquiries regarding a section 28 permit (and unproclaimed section 28.1) and natural hazard inquiries under the <i>Planning Act</i>.</li><li>– Activities requiring a permit made pursuant to section 29 of the <i>Conservation Authorities Act</i>.</li><li>– Review and commenting on applications under other</li></ul>

		<p>legislation noted under the Mandatory Programs and Services Regulation (O. Reg. 686/21) and associated inquiries.</p> <ul style="list-style-type: none"> <li>– Access to authority owned or controlled land for recreational activities not requiring direct authority or other staff involvement.</li> </ul>
<p>Category 2 municipal programs and services – i.e., those programs and services an authority provides on behalf a municipality pursuant to a memorandum of understanding or service level agreement (or other agreement) (section 21.1.1 of the <i>Conservation Authorities Act</i>)</p>	<p>Category 2 programs and services where the following requirements are met:</p> <ul style="list-style-type: none"> <li>• The User-Pay Principle is appropriate; <b>and</b></li> <li>• The parties agree through provisions in a memorandum of understanding, service level agreement, or other agreement governing the provision of the Category 2 program or service that the authority should be permitted to charge a fee for that program or service.</li> </ul>	<p>Examples may include commenting on <i>Planning Act</i> applications for technical and policy matters other than for consistency with natural hazard policies, such as related to natural heritage, storm water management, or other matters requested by a municipality.</p>
<p>Category 3 authority determined programs and services (section 21.1.2 of the <i>Conservation Authorities Act</i>) that are financed in whole or in part by the municipal levy and on or</p>	<p>Category 3 programs and services that are financed in whole or in part by the municipal levy, where the following requirements are met:</p> <ul style="list-style-type: none"> <li>• The User-Pay Principle is appropriate; <b>and</b></li> <li>• Where a cost apportionment agreement has been entered into for a Category 3 program or service, the agreement includes provisions permitting the authority to charge a fee for the program or service. This requirement does not apply where the cost apportionment agreement</li> </ul>	<p>Examples may include private land stewardship or extension services that are partially funded by municipal levy.</p>

after January 1, 2024 will require a cost apportioning agreement	<p>relates to any of the following Category 3 programs and services:</p> <ul style="list-style-type: none"> <li>i) Recreational activities that are provided on land that is owned or controlled by the authority with the direct support or supervision of staff employed by the authority or by another person or body, or with facilities or other amenities maintained by the authority, including equipment rentals and renting facilities for special events.</li> <li>ii) Community relations to help establish, maintain, or improve relationships between the authority and community members.</li> <li>iii) Public education services to improve awareness of issues relating to the conservation, restoration, development, and management of natural resources in watersheds in Ontario.</li> <li>iv) The provision of information to the public.</li> <li>v) The sale of products by the authority.</li> </ul>	
Category 3 authority determined programs and services (section 21.1.2 of the <i>Conservation Authorities Act</i> ) that are not financed in whole or in part by the municipal levy	<p>Category 3 programs and services that are not financed in whole or in part by the municipal levy, where the following requirement is met:</p> <ul style="list-style-type: none"> <li>• The User-Pay Principle is appropriate.</li> </ul>	Examples may include those listed in the row above that are not financed in whole or in part by municipal levy.

## Disclaimer

This Minister's Fee Classes Policy summarizes some of the requirements in the *Conservation Authorities Act* with respect to the charging of a fees by a conservation

authority for programs and services. This document should not be construed as legal advice or a substitute for seeking independent legal advice. Anyone seeking to fully understand how the Act may apply to the charging of fees by a conservation authority for programs or services should refer to the Act. In the event of any inconsistency between the *Conservation Authorities Act* and this policy, the Act will always take precedence.



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

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

**DATE:** May 25, 2022

**MOTION #:** FA-22-046

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

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

**WHEREAS** on April 22, 2022, the Province of Ontario released Regulations 399/22, 400/22, 401/22 and 402/22 *Regarding Municipal Levies, Conservation Authority Budget Process, and Transparency, as well as a Minister's Fee Policy for the Charging of Fees by Conservation Authorities,*

**THAT** the GSCA Board of Directors receive Staff Report 015-2022 as information



# **DAM ADVENTURES**

## **2022**







Installed April 7-14  
4 logs installed  
4 deck boards replaced  
Logs removed in Fall

# Berford Lake Dam





Started Install April 22  
Early install to avoid Swan nesting issues  
North gate partially open (high flows)  
Replaced the manual staff gauge  
Draw-down in Fall

# Mill Dam





# Bognor Marsh #2

Installed April 25-28  
Draw-down in Fall





Installed May 10  
Hy-hoe not needed this year  
Used manual winch  
(electric winch failed last fall)  
Replaced 1 log  
WECI funding for 50% New Winches

# Clendenan Dam





Second year using new setup

Installed May 17

Draw-down in Fall

Need to install before lake levels drop below Normal Operating Level

# Rankin Dam





# Rankin Dam Pt 2

Installed Plugs TBA



Biodegradable Plugs using  
wood chips, burlap and twine

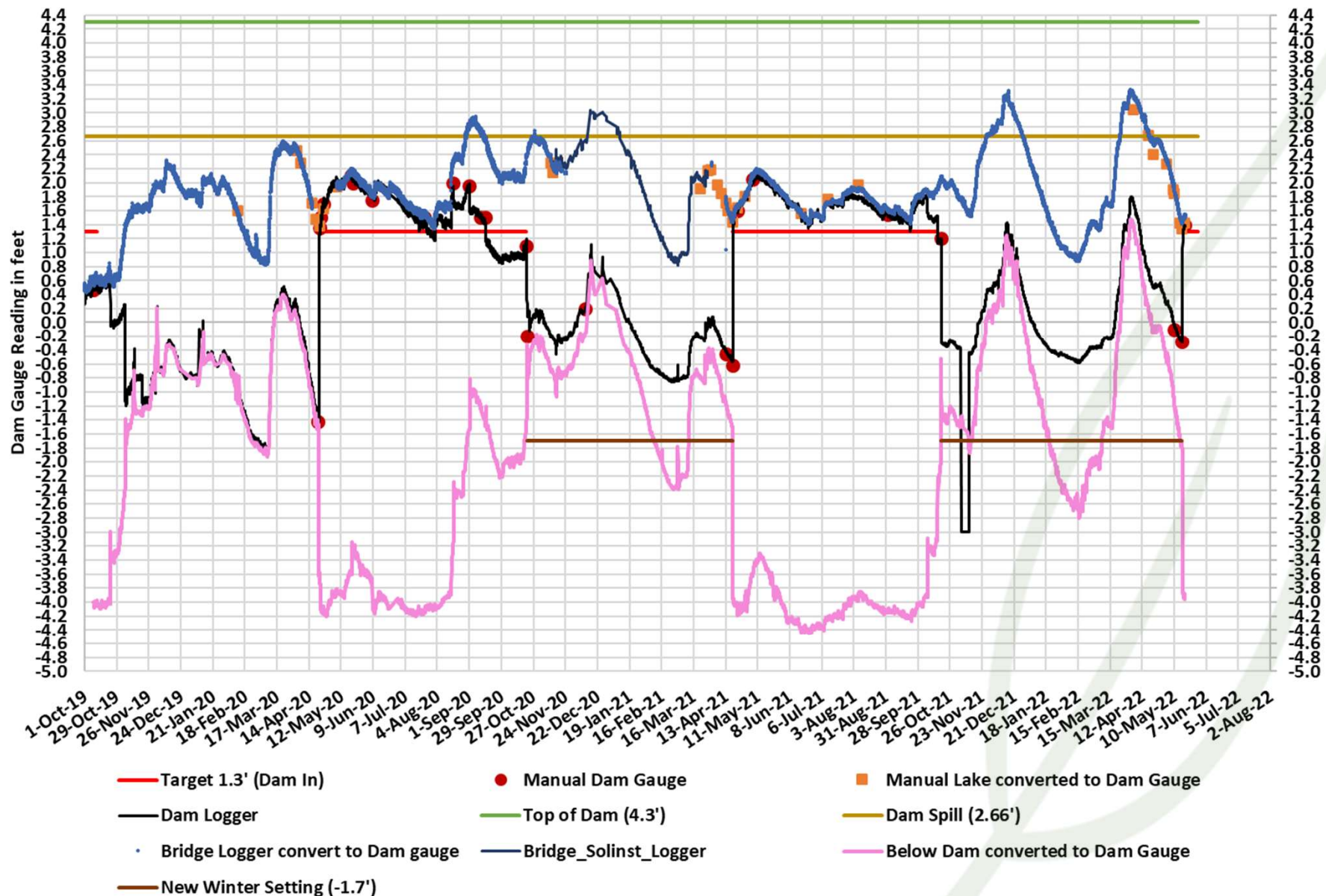




Impacts from new winter setting

# New Rankin Dam

Rankin Levels Fall 2019-2022



Installed TBA  
Draw-down in Fall

# Inglis Falls Dam







**THANK YOU**





## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Rebecca Ferguson, Manager of Conservation Lands  
**Meeting Date:** May 25, 2022  
**Report Code:** 016-2022  
**Subject:** Administrative Building RFP Update

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### Recommendation:

**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 GSCA staff re-issued the RFP with a refined scope on March 21, 2022;**

**AND WHEREAS the Evaluation Committee met on May 17 to discuss and score the submissions;**

**THAT the GSCA Board of Directors award Lebel and Bouliane the contract for concept design drawings.**

### Strategic Initiative:

This item is part of GSCA's corporate services that supports and assists all of GSCA's Strategic Plan deliverables and desired outcomes.

### Background:

At the October 24, 2018 Board of Directors meeting, Lands Management Staff brought forward a report on the Administrative Centre building needs and wants. Staff recommended proceeding to an RFP/RFQ for concept design in line with the 2018 budget which included the use of up to \$20,000 from reserves. This motion was carried.

**Subject:** Administrative Building RFP Update

**Report No:** 016-2022

**Date:** May 25, 2022

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On August 27, 2021, an RFP was issued for architectural schematics and an Order of Magnitude budget for the renovation. The Evaluation Committee received three qualified bid proposals for this project, but all were over budget. At the October 27, 2021, Board of Directors meeting, the Board passed Motion FA-21-119, to re-issue the RFP. Also, at this meeting CAO Tim Lanthier mentioned that the concept design portion of the renovation project had now been increased to a total amount of \$40,000.

The refined RFP was posted on March 21, 2022, for a six-week period on GSCA's website, on the MERX site, and on Bids and Tenders site. The RFP was also circulated directly to a handful of architectural firms.

The re-issued RFP closed on April 28, 2022, and packages were opened the following day. There were six submissions. On May 17, 2022, the Evaluation Committee comprised of Chair S. Greig, Member Burley, Member R. Greig, Member Greenfield, CAO, Operations Manager and Manager of Conservation Lands met to discuss and score the various proposals. The evaluation scores are shown in Table 1.

Table 2 summarizes each candidate and the requirements that were met based on the RFP. In addition to meeting all the requirements, Lebel and Bouliane came in under budget, had a clear and concise package, and the references provided a glowing recommendation.

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

Lebel and Bouliane quoted \$25,651 for this project.

### **Communication Strategy:**

GSCA staff will offer the contract to Lebel and Bouliane and advise all other candidates of the decision.

### **Consultation:**

Evaluation Committee

Table 1. Average Evaluation Results

Lebel and Bouliane	79
GM Diemert	68
CoolEarth	62
Mana	40
Green PI	36
2MK	32

Table 1. RFP Submission Summary

Requirements	GM Diemert	Lebel and Bouliane	Green PI	CoolEarth	Mana	2MK
Bid price (incl. tax)	\$50,850	\$25,651	\$80,795	\$75,936	\$18,080	\$16,950
Met Closing Time	Y	Y	Y	Y	Y	Y
Typewritten in English	Y	Y	Y	Y	Y	Y
Hard and Electronic Copies	Y	Y	Y	Y	Y	Y
Complete Chapter 5	Y	Y	Y	Y	Y	Y
Conflict of Interest Statement	N	Y	Y	N	N	N
Insurance	Y	Y	Y	N	Y	N
Statement of Understanding Scope of Work and Key Deliverables	Y	Y	Y	Y	Y	Y
Confirm services to be provided during timeframe	Proposed timeline	Y	Y		Y	Y
Brief description of firm	Y	Y	Y	Y	Y	Y
Roles and responsibilities of proponent and agents	N	Y	Y	Y	N	Y
Qualifications and experience of the team	No resumes included	Y	Y	Y	Y	Y
Previous services and current projects	Y	Y	Only lists 3 past projects	Y	Y	Y
Example of schematics/drawings	Y	Y	N	N	N	Y
Most significant assignments in the last 3 years	Y	Y	Y	Y	Y	Y

**Subject:** Administrative Building RFP Update

**Report No:** 016-2022

**Date:** May 25, 2022

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<b>Requirements</b>	<b>GM Diemert</b>	<b>Lebel and Bouliane</b>	<b>Green PI</b>	<b>CoolEarth</b>	<b>Mana</b>	<b>2MK</b>
3 References	Y	Y	Y	Y	N	Y
Title page	Y	Y	Y	Y	Y	N
Table of contents	Y	Y	Y	Y	Y	N
Cover letter	Y	Y	Y	Y	Y	Y
Project plan with timelines	Y	Y	Y	Y	Y	N
Description of approach	Y	Y	Y	Y	Kind of	N
Project resources (lead person and number of hours per staff)	N	Y	Y	Y	Y	Y
Certification statement for fee	Only Chapter 5	Y	Y		Y	Y
Payment schedule	N	Y	Y	Y	N	N
Fee breakdown of tasks and amount of hours	N	Y	N	Y	N	Y



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

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

**DATE:** May 25, 2022

**MOTION #:** FA-22-047

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

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

**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 GSCA staff re-issued the RFP with a refined scope on March 21, 2022;**

**AND WHEREAS the Evaluation Committee met on May 17 to discuss and score the submissions;**

**THAT the GSCA Board of Directors award Lebel and Bouliane the contract for concept design drawings.**



# **INGLIS FALLS CONSERVATION AREA**

**MANAGEMENT PLAN 2021/22**

# **INGLIS FALLS CONSERVATION AREA**

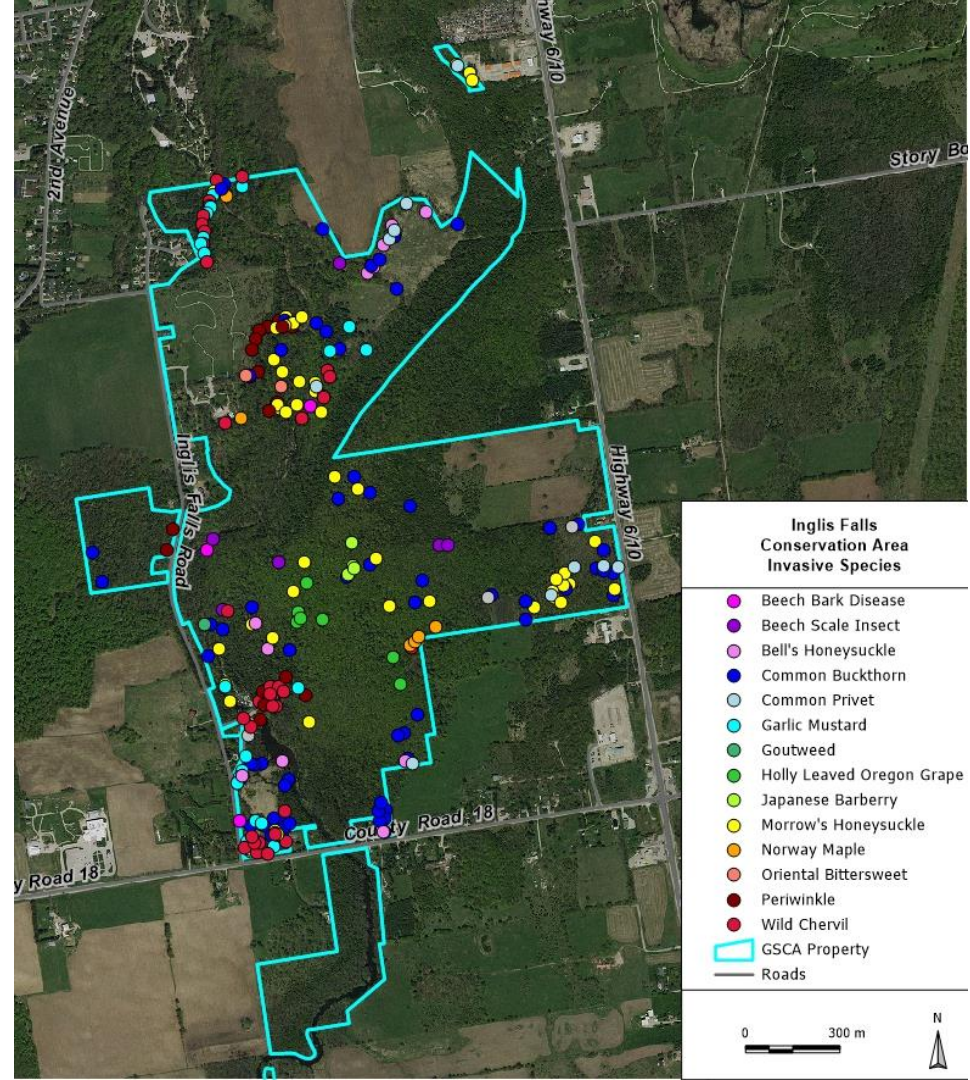
**Proposed Projects 2022 - 2042**

**ACTION 1:**

**CONSERVE & PROTECT**

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# Invasive species

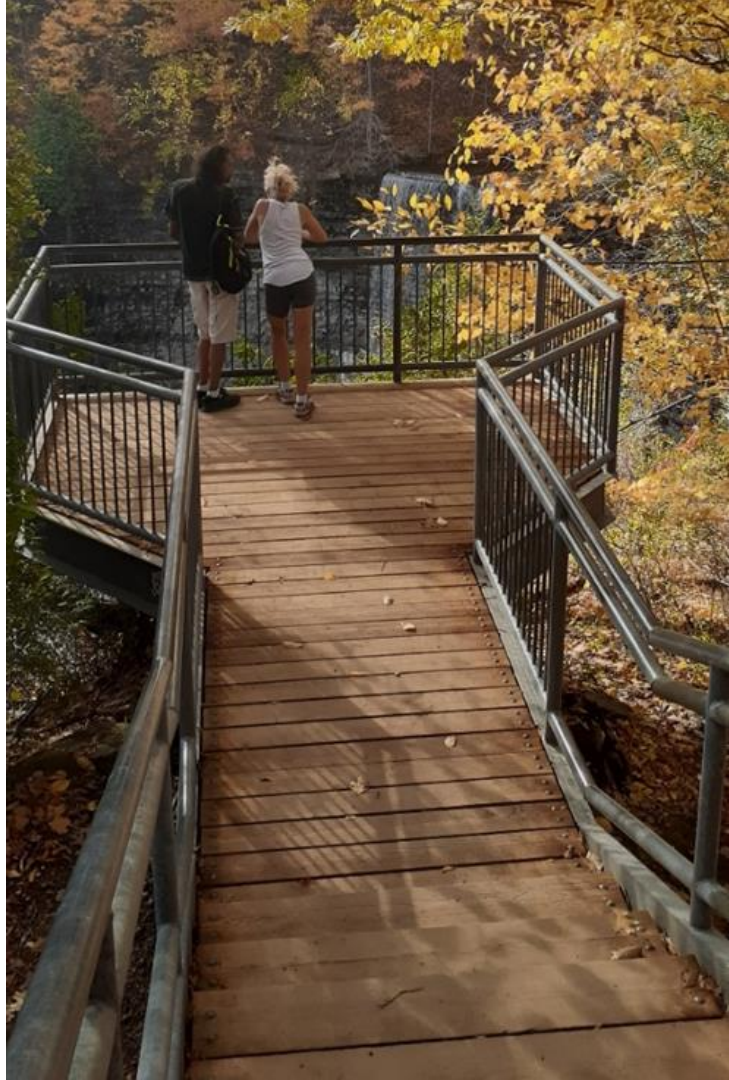




# Install trail edging and/or railing guides



# Improve Viewing Platforms





# Shoreline restoration around head pond





Action 1 - Conserve and Protect	Strategy	Potential Delivery Partners	Timeline	Cost Estimate
<b>A. Invasive species</b>				
Inventory	Collect any additional information required on invasive species	GSCA, IFAA	Ongoing	In Kind
Develop plan for control	Based on inventory, determine a phased approach for management	GSCA	Short (1-3 years)	In Kind
Control	Select specific species to begin control efforts on	GSCA or contract out to licensed operators. Mechanical control events could involve volunteers.	Short (1-3 years)	\$1,600 for herbicide
Monitor	Ongoing monitoring to ensure effectiveness	GSCA, IFAA	Ongoing	In Kind

**B. Sensitive Ecological Features (Restoration Plan)**

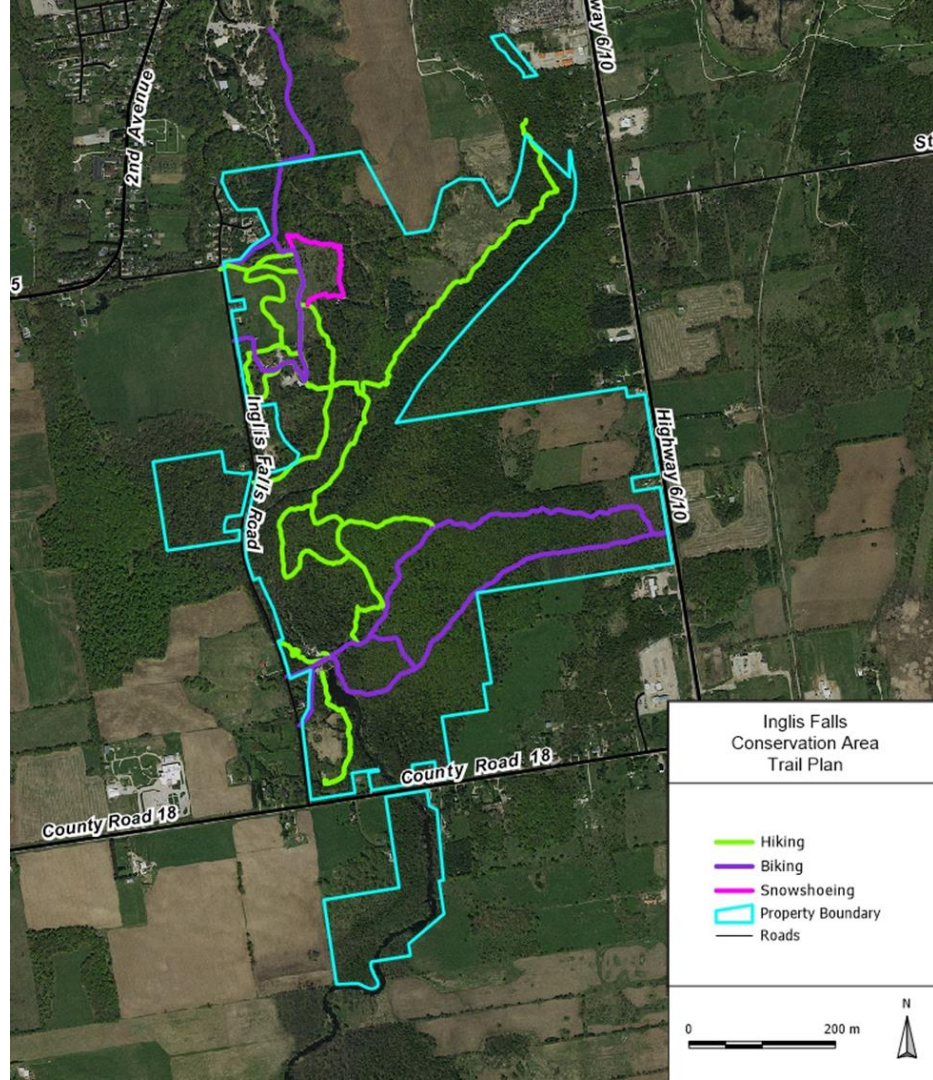
Determine sensitive features that need protection from visitors	Based on historical files and ecological surveys, determine features that are currently being impacted as well as undisturbed features to protect	GSCA	Short (1-3 years)	In Kind
Install trail edging/railing guides	Keep visitors in designated areas to limit trampling of understory	GSCA, BTC Outdoor Adventures	Short (1-3 years)	\$3,000
Install "Area Closed for Regeneration" signage	Promote staying on trail	GSCA, BTC	Short (1-3 years)	\$400
Shoreline restoration around the dam head pond	Improve aesthetics of the area, promote riparian buffers	GSCA with potential to partner with IFAA or Garden Club	Short (1-3 years)	\$1,500
Install/improve viewing platform to the east of the falls	Keep visitors contained to that area and discourage access down to the base of the falls from the east side	GSCA, GSCF, Grey County, RTO7	Medium (3-7 years)	\$5,000

**ACTION 2:**

**IMPROVE THE VISITOR  
EXPERIENCE**

A faint, light blue background graphic of a stylized leaf or plant, positioned on the right side of the slide. It features a central vertical stem with several horizontal and diagonal lines branching out, all enclosed within a rounded, irregular border.

# Trail Plan



# Accessible trail through the Arboretum





# Wayfinding signage



# Trailhead signage at Inglis Falls and Harrison Park





# New parking lot at the Filtration Plant





# Replace pavilion



# Update/replace washrooms



Action 2 - Improve Visitor Experience	Strategy	Potential Delivery Partners	Timeline	Cost Estimate
<b>A. Trail network (Trail Plan)</b>				
Develop snowshoe trail	Provide an official seasonal trail designated for snowshoes only	GSCA	Short (1-3 years)	In Kind
Develop trail to the bottom of Inglis Falls	Have more control over visitor safety by installing a seasonal trail and viewing platform. This will require consideration of design options.	GSCA, GSCF, Grey County, RTO7, BTC	Medium (3-7 years)	\$5,000
Secure funding for accessible trail	Grants, donors, partners	GSCA, GSCF	Short (1-3 years)	In Kind
Develop an accessible trail through the Arboretum	Using existing Arboretum Trail	GSCA with support from Arboretum Alliance, other organizations in the accessibility field	Medium (3-7 years)	\$420,000
<b>B. Signage</b>				
Create new flagship entrance signage	Using large boulder	GSCA, GSCF	Short (1-3 years)	\$2,500
Create and install trailhead signage	Improves visitor experience and manages risk of visitors getting lost	GSCA, GSCF, BTC, Owen Sound, Georgian Bluffs	Short (1-3 years)	\$1,600
Secure funds for interpretive signage	Grants, donors, partners	GSCA, Grey Roots, GSCF	Medium (3-7 years)	In Kind
Update existing interpretive signage and create new signage	Focusing on property highlights, add in Indigenous elements, use new branding	GSCA, Grey Roots, GSCF	Medium (3-7 years)	\$1,200
Develop and install more wayfinding signage	Updated with GSCA's branding and improve accessibility	GSCA, BTC	Short (1-3 years)	\$400



C. Visitor Management and Parking				
Improve parking lot where old Inglis house was (on exit road)	Have boundary staked out and add new surfacing	GSCA	Short (1-3 years)	\$30,000
Re-design and repave main parking lot	Allow for better design to fit more cars	GSCA	Medium (3-7 years)	\$110,000
Construct parking lot by the Filtration Plant	This will expand parking capacity and promote the Filtration Plant	GSCA	Medium (3-7 years)	\$120,000
Investigate options for viewing platforms	Improve visitor experience while decreasing attempts to climb over the wall	GSCA	Medium (3-7 years)	Simple viewing platform ~\$3,000
Secure funding for asset replacement	Grants, donors, partners	GSCA, GSCF	Ongoing	In Kind
Cut back shrubs along the wall to improve view of the falls	Improve visitor experience	GSCA	Short (1-3 years)	In Kind
Implement Capital Asset Plan	See Section 11.0	GSCA	Ongoing	Separate funding plan
D. Conservation Area Infrastructure				
Secure funding for proposed projects	Grants, donors, partners	GSCA, GSCF	Ongoing	In Kind
Construction/renovation of washroom facilities	As per capital asset plan	GSCA	Short (1-3 years)	\$130,000
New pavilion at Inglis Falls	As per capital asset plan	GSCA	Short (1-3 years)	\$40,000
Public washroom at the Arboretum	Location TBD	GSCA	Short (1-3 years)	TBD
Benches, picnic tables	This can include accessible picnic table	GSCA, GSCF	Short (1-3 years)	\$1,800
Undertake engineered/ecological studies for feasibility of a viewing platform	Will require input and permits from NEC, followed by RFP for designs	GSCA	Medium (3-7 years)	\$2,000

**ACTION 3:**

**ENHANCE & CELEBRATE  
CULTURAL HERITAGE**

# Inglis Falls Dam repairs



# Filtration Plant engineered inspection





# Mill storage building engineered inspection and future use proposal

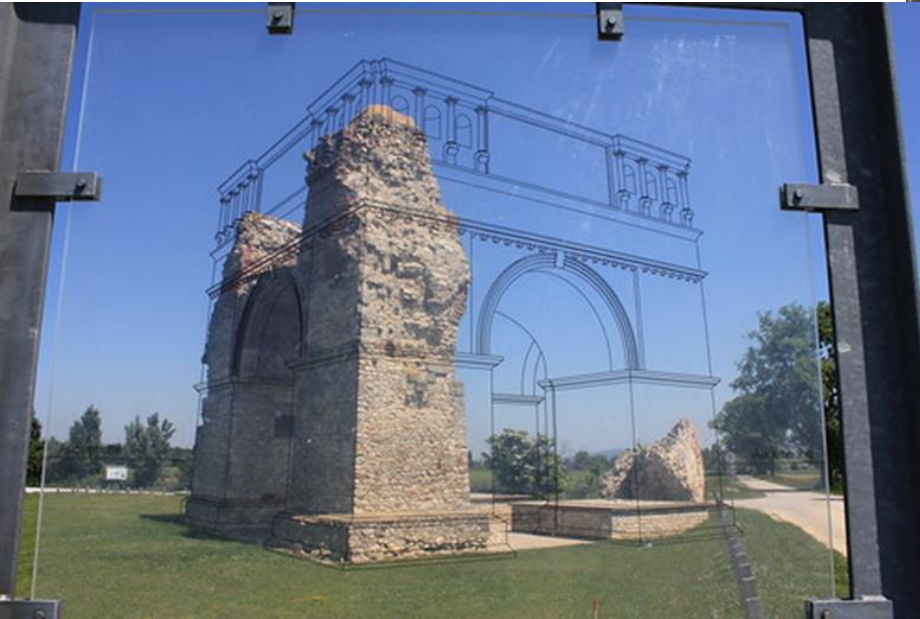




# Ensure any artifacts are stored appropriately



**Install display at lookout to showcase historic view**





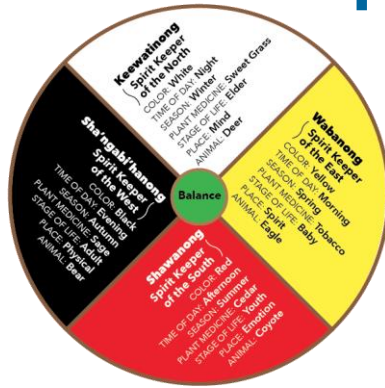
Action 3 - Enhance and Celebrate Cultural Heritage	Strategy	Potential Delivery Partners	Timeline	Cost Estimate
<b>A. Restore the Historic Dam</b>				
Coordinate patching work	To be coordinated by Water Resources Coordinator	GSCA	Short (1-3 years)	\$10,000
Contract engineering firm to review dam structure and propose repair work	To be coordinated by Water Resources Coordinator	GSCA	Short (1-3 years)	\$20,000
Move forward with repairs	To be coordinated by Water Resources Coordinator	GSCA	Short (1-3 years)	\$40,000
<b>B. Filtration Plant</b>				
Filtration Plant structural review	Hire consultant to evaluate the structure	GSCA, Grey Roots, Historical Society	Medium (3-7 years)	\$10,000

C. Renovate Mill Storage Building				
Conduct engineered review	Need a plan first to understand the scope	GSCA, Historical Society	Medium (3-7 years)	\$5,000
Request community feedback	This will need to be separate from the management plan	GSCA	Medium (3-7 years)	\$0
Identify funding and secure	Grants, donors, partners	GSCA, GSCF	Medium (3-7 years)	In Kind
RFP Architect for design	A design that achieves goals (education space, tourism or food and beverage)	GSCA	Medium (3-7 years)	\$10,000
Construction	To be covered by grants/ fundraising	Contractor	Long (7-12 years)	\$100,000
Offer contract to have a business located out of this building	For example, coffee shop/ice cream café with historic charm	Business	Long (7-12 years)	Potential revenue source
D. Restore/Preserve Artifacts				
Ensure that artifacts are being stored/displayed appropriately	Adjust showcasing, which may include relocating to Grey Roots	GSCA, Grey Roots	Short (1-3 years)	In Kind
Contract plexiglass display design or interpretive sign	Celebrates the site history by allowing visitors to visualize the full scope of the mill industry	GSCA, Grey Roots	Long (7-12 years)	\$1,000

# **ACTION 4:**

## **FOSTER PARTNERSHIPS & EXPAND EDUCATION**

# Build relationships with Indigenous communities/peoples and collaborate on projects



## Jackson Creek Trail

**Jackson Creek Trail**

1:5,000

0 100 200 400 600 800 1,200 Meters

Access Point

Trail

Conservation Area

Waterbody

Wetland

Wooded Area

Watersource

Jackson Creek Trail

Former Rail Bed | Jackson Creek Trail

Wildlife Viewing

Wooded Stilling

Cycling and Stilling

In 1992, Otonabee Conservation purchased the abandoned rail line from the Canadian National Railway that is now the Jackson Creek Trail.

The Trail is 4.5 km long and is open year-round offering hiking, cycling, and cross-country skiing. It is a section of The Great Trail or, Trans Canada Trail (TCT), linking the Kawartha TCT in the west and the Peterborough TCT in the south-east.

The Jackson Creek trail passes through a variety of landscapes including farmland, upland and lowland forests, valleys, and wetlands. Jackson Creek runs alongside most of the trail, supporting diverse animal and plant life and providing optimal wildlife viewing opportunities along the way.

We respectfully acknowledge that this is the treaty and traditional territory of the Mississauga Anishinaabeg. We offer our gratitude to First People for their care for, and teachings about, our earth and our relations. May we honour those teachings.

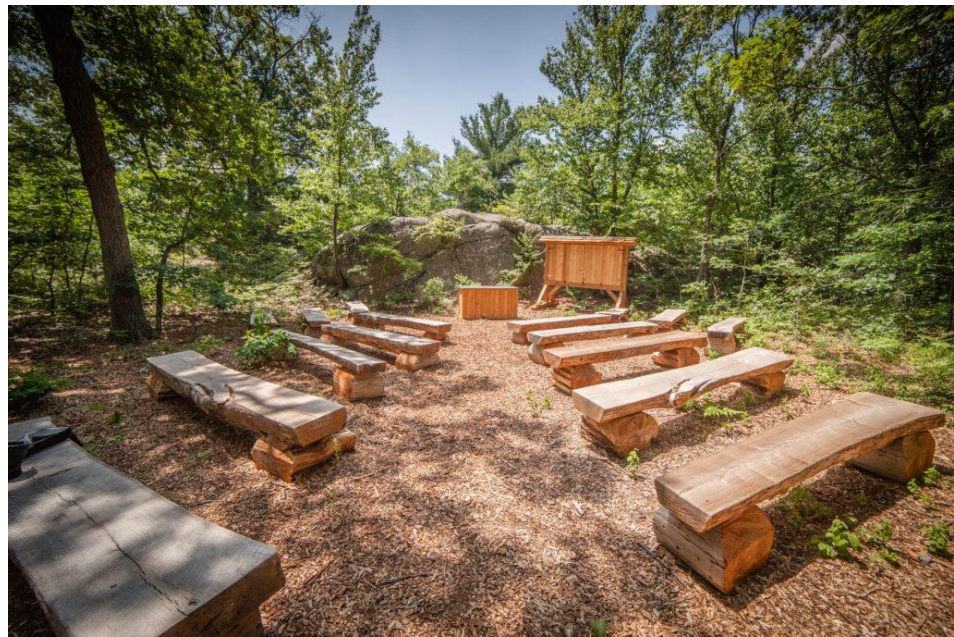
otonaabeesconservation.com

@OtonabeeC

Otonabee Conservation



# Install outdoor classroom in the Arboretum

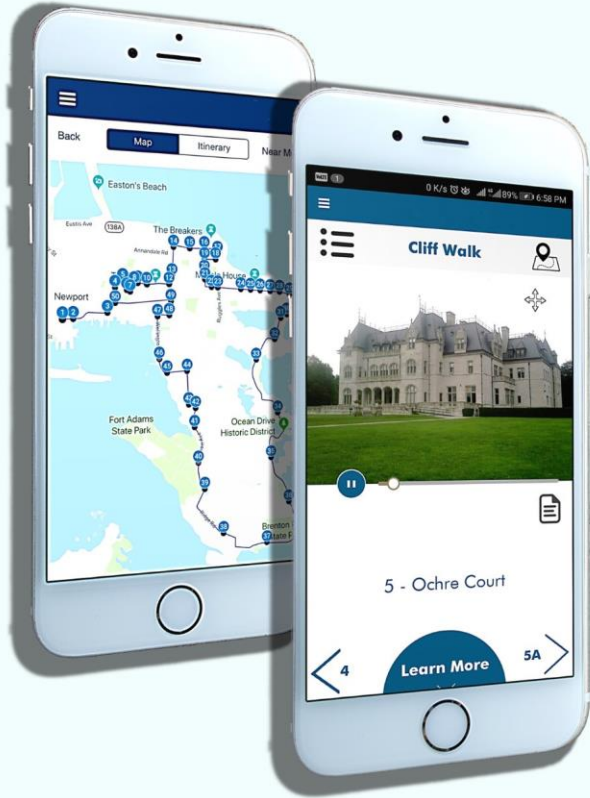


# Create a space for education and interpretation





# Develop a self-guided hike



Action 4- Foster Partnerships and Expand Education	Strategy	Potential Delivery Partners	Timeline	Cost Estimate
<b>A. Indigenous Communities</b>				
Build and maintain relationship with Indigenous communities	Story telling, sharing	GSCA, Indigenous Relations Committee, Indigenous peoples	Ongoing	\$2,000
Implement projects as a result of Indigenous Relations Committee feedback	This could be signage, events, planting of medicine etc.	GSCA, M'Wikwedong Indigenous Friendship Centre, Saugeen Ojibway Nation, Metis Nation of Ontario, Grey Roots	Ongoing	\$2,500
<b>B. Education</b>				
Secure funding for outdoor classroom	External grant applications	GSCA, GSCF, IFAA. Forest School, School Board	Short (1-3 years)	In Kind
Install outdoor classroom	At Arboretum	GSCA, IFAA	Medium (3-7 years)	\$15,000
Renovate barn or construct new building for education programs and interpretation	Determine best path	GSCA	Medium (3-7 Years)	\$400,000
Self-guided hike tour	With potential for a phone application	GSCA, Grey Roots, School Board	Medium (3-7 years)	\$5,000

**ACTION 5:**

**OPERATIONS &  
RISK MANAGEMENT**



# Inspections and risk management

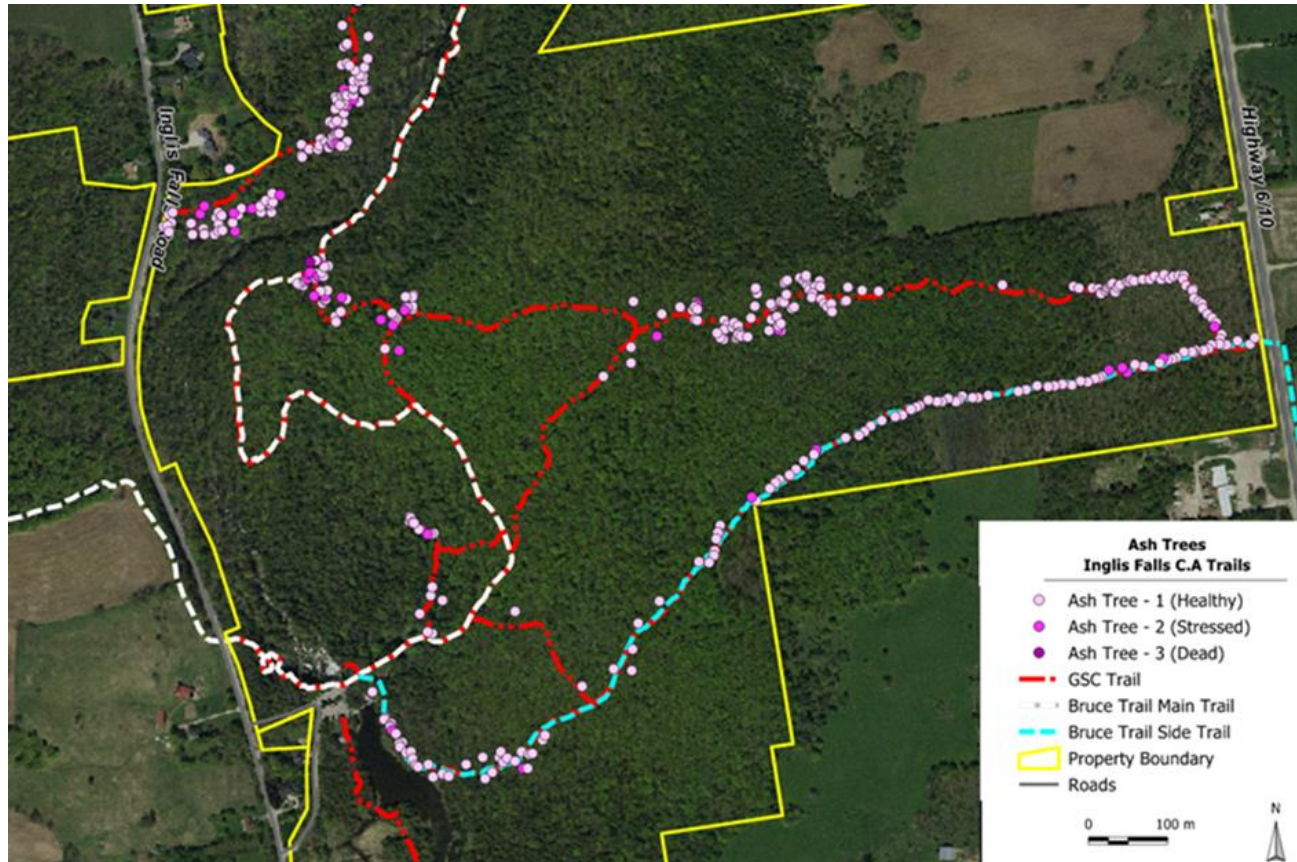




# Replace stone wall with steel fencing



# Begin to manage ash trees



Action 5 - Operational/Risk Management	Strategy	Delivery	Timeline	Cost Estimate
Regular inspections to monitor the property for trespassers, vandals and damage to the property	Risk Management Guideline	GSCA	Ongoing	In Kind
Proactively manage risks and hazards on the property (hazard trees, trail conditions etc.)	Regular inspections, potentially work with volunteers for this	GSCA, BTC	Ongoing	In Kind
Annual review of leases and agreements	Ag leases, Forest School, SSA	GSCA	Ongoing	In Kind
Replace stone fencing with black steel fence	Improve visitor safety	GSCA	Long (7-12 years)	\$80,000
Structural review of Bailey Bridge	Asset Management and washroom construction	GSCA	Medium (3-7 years)	\$10,000
Ash Management Strategy	Phased approach	GSCA, Arborist	Ongoing	\$5,000/year
Promote what3words	Signage and online	GSCA	Short (1-3 years)	In Kind



**THANK YOU**





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

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

**DATE:** May 25, 2022

**MOTION #:** FA-22-048

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

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

**THAT this meeting now adjourn.**