



519.376.3076  
237897 Inglis Falls Road  
Owen Sound, ON N4K 5N6  
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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, September 28<sup>th</sup>, 2022, at 1:15 p.m. The regular meeting will occur in a hybrid format, both in person at the GSCA Administrative Centre 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  
Byers, Rick, MPP Bruce Grey Owen Sound  
Ruff, Alex, MP Bruce Grey Owen Sound  
Dowdall, Terry, MP Simcoe-Grey  
Saunderson, Brian, 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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## AGENDA

Grey Sauble Conservation Authority  
Full Authority Meeting  
Wednesday, September 28, 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** - Two-thirds majority vote required to add any business items.

**4. Adoption of the Agenda**

**5. Approval of Minutes**

- i. Full Authority – August 24, 2022 – Resolution – Attachment # 1

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

**7. Consent Agenda**

- i. Environmental Planning – Section 28 Permits – August 2022 – Attachment # 2
- ii. Administration – Receipts & Expenses – August 2022 – Attachment # 3
- iii. Correspondence – Georgian Bay Garden Club – Attachment # 4
  - GSCA Member Newsletter – Fall 2022 – Attachment # 5
- iv. Conservation Ontario – Nothing at this time.
- v. Minutes – Beaver River Watershed Initiative – January, February, March, April, and May 2022 – Attachment # 6
- vi. Media – Attachment # 7

**8. Business Items**

- i. Board Orientation
  - a. Operations – Property Management and Compliance – Attachment # 8
- ii. Administration
  - a. Updates to CAA Governance – Information – Attachment # 9 (10 min)
  - b. Second Quarterly Report to MNRF for Transition Plan – Information – Attachment # 10 (10 min)
  - c. GSCA Fee Policy – Resolution – Attachment # 11 (20 min)
  - d. Personnel Policy Update – OMERS Changes – Resolution – Attachment # 12 (20 min)
- iii. Water Management – Nothing at this time.
- iv. Environmental Planning
  - a. Environmental Planning Fee Review – Resolution – Attachment # 13 (30 min)
- v. Operations – Nothing at this time.
- vi. Conservation Lands
  - a. GSCA Parking Lots – Resolution – Attachment # 14 (20 min)
- vii. Forestry – Nothing at this time.
- viii. Communication/Public Relations – Nothing at this time.
- ix. Education – Nothing at this time.
- x. GIS/IT – Nothing at this time.
- xi. DWSP/RMO Report – Nothing at this time.

**9. New Business**

**10. CAO's Report**

**11. Chair's Report**

**12. Resolution to Move into Closed Session – Nothing at this time.**

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

**14. Adjournment**



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

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

**DATE:** September 28, 2022

**MOTION #:** FA-22-081

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

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

**THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of September 28, 2022.**



**GREY SAUBLE CONSERVATION AUTHORITY**  
**MINUTES**  
 Full Authority Board of Directors  
 Wednesday, August 24, 2022, at 1:15 p.m.

The Grey Sauble Conservation Authority (GSCA) Board of Directors' meeting was held in a hybrid format of in-person at the Grey Sauble Conservation Authority Administrative Office and virtually via the meeting application, WebEx.

**1. Call to Order**

Chair Scott Greig called the meeting to order at 1:16 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, Paul Vickers, Marion Koepke, Scott Mackey, Harley Greenfield, Ryan Greig

Directors Present Virtually: Cathy Moore Coburn

Regrets: Cathy Little, Paul McKenzie

Staff Present: CAO, Tim Lanthier; Administrative Assistant, Valerie Coleman; Network Administrator, Les McKay; Manager of Environmental Planning, Mac Plewes; Forestry Coordinator, Mike Fry

**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**

CAO, Tim Lanthier asked for an item to be added to the Closed Session agenda.

**Motion No.:**  
**FA-22-069**

**Moved By:** Scott Mackey  
**Seconded By:** Marion Koepke

**THAT the Grey Sauble Conservation Authority Board of Directors approve the addition of an item regarding litigation or potential litigation including matters before administrative tribunals (GSCA Administrative By-Law, Section 4(xvii)(1)(d) to the agenda of August 24, 2022.**

**Carried**

#### **4. Adoption of Agenda**

**Motion No.:**  
**FA-22-070**

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

**THAT the Grey Sauble Conservation Authority Board of Directors approve the agenda of August 24, 2022, as amended.**

**Carried**

#### **5. Approval of Minutes**

**Motion No.:**  
**FA-22-071**

**Moved By:** Marion Koepke  
**Seconded By:** Scott Mackey

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

**Carried**

#### **6. Business Out of Minutes**

Nothing at this time.

#### **7. Consent Agenda**

**Motion No.:**  
**FA-22-72**

**Moved By:** Cathy Moore Coburn  
**Seconded By:** Dwight Burley

**THAT in consideration of the Consent Agenda Items listed on the August 24, 2022, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits – July 2022; (ii) Administration – Receipts & Expenses – July 2022; (iii) Petition for Biking at Inglis Falls Conservation Area; Hepworth Anglers Club; (vi) Recent Media Articles**

**Carried**

A Member commented on the volume of work the Environmental Planning Department has reported for July.

A Member spoke to the attached Petition for Biking at Inglis Falls. The CAO answered that biking is not currently permitted at the Inglis Falls property but confirmed that staff will address biking at Inglis Falls through the Inglis Falls Management Plan.

#### **8. Business Items**

##### **i. Administration**

##### **a. Q2 Budget Update**

The Manager of Financial and Human Resources Services, Alison Armstrong, spoke to the 2<sup>nd</sup> Quarterly budget report and overall financials.

Staff noted that there were \$1.57 million in operating expenses and \$1.77 million in revenues reported to the end of the second quarter. The reported revenue included a large percentage of Stewardship and Drinking Water Source Protection annual program funding.

Staff are projecting a small deficit at year end due to several unforeseen expenses, insurance premium increases and staffing changes.

It was noted that there are not a lot of capital expense activities reported at the end of Q2, however a number of projects are slated to be completed in Q3.

A Member asked with regard to the increase in insurance premiums.

Staff replied there was a 15% increase, resulting in a \$30,000 to \$40,000 increase. The CAO added that in 2018 GSCA's insurance premium was between \$60,000 - \$70,000 and had increased to \$134,000 by 2022.

**Member Ryan Greig joined the meeting at 1:31 pm.**

A Member asked if there were any claims to account for the increase? Staff replied that the increases were reflective of the industry at present.

A Member asked with regard to the deficit shown in the Education department.

Staff answered that this was the result of increased staffing costs and slightly lower than anticipated camper turnout. However, turnout was still excellent.

A Member asked if staff were required to restrict the number of campers due to COVID restrictions?

Staff answered that the restrictions were lifted prior to summer and therefore did not affect the number of campers.

A Member asked with regard to the planning departments expenses vs. revenue and why the increase in expenses. Staff responded that there was an additional position hired in February/March that had not been budgeted for and made up the bulk of the increase showing in the expenses.

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**Motion No.:  
FA-22-073**

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

**WHEREAS the Board of Directors approved the GSCA 2022 Operating and Capital Budget on December 22, 2021, by motion FA-21-151,**

**THAT, the Board of Directors receive staff report 022-2022 – 2022 Q2 Budget Report Back as information.**

**Carried**

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**Member Paul Vickers joined the meeting at 1:36 pm.**

**b. Q2 Investment Portfolio Update**

The Manager of Finance and Human Resources Services, Alison Armstrong spoke to the provided investment portfolio update.

Staff reported that the market value of portfolio dropped \$129,000 in June. Though it was noted that the market value had recovered some since the statement was released and now sits at \$1.463 million versus the \$1.399 million at end of June.

A Member asked with regard to the investment management fees and what the percentage is that GSCA is charged.

Staff answered that the fee structure is based on a tiered rate structure. GSCA's fee would decline at the \$5 million investment mark.

A Member asked if staff could negotiate a better rate. Staff will investigate.

A Member asked with respect to previous conversations about safeguarding and moving funds into cash. Staff responded that some funds in the equity had been moved to bonds and that the fund manager makes these changes when it is most advantageous for GSCA.

**ii. Water Management**

Nothing at this time.

**iii. Environmental Planning**

Nothing at this time.

**iv. Operations**

Nothing at this time.

**v. Conservation Lands**

Nothing at this time.

**vi. Forestry**

**a. Invasive Species Strategy**

Forestry Coordinator, Mike Fry, reported to the Board with respect to GSCA's Draft Invasive Species Strategy.

The strategy is designed to provide GSCA staff with a consistent approach to addressing invasive species on GSCA-owned properties. The strategy excludes native species that spread quickly or non-native species that are not invasive.

Staff noted that the economic return on dealing with invasive species early is roughly 100 to 1 compared to once a colony is established.

There was general discussion around the particulars of the strategy, how the funds are to be allocated, staffing, and municipal and county partnerships.

A Member asked what the current process is when a member of the public informs staff of invasive species on GSCA properties.

It was explained that staff try to identify and verify the species noted, decide if the area should be closed off, or if controls need to be initiated. It was stressed that staff do not always have the resources to act immediately.

A Member asked if staff communicates with the public what decisions have been made.

Staff answered that the strategy document will help give staff consistent direction on how to deal with reports from the public and how to communicate afterwards.

A Member asked if there would or could be an opportunity to work with community volunteers who are properly equipped and trained.

Staff noted that in some instances volunteers are already engaged in this work. However, for some species, staff will need to investigate the insurance and the training required to utilize volunteers in managing invasive species. Species that do not require specialized equipment, chemicals, or training would be a good fit for volunteers to be engaged.

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**Motion No.:**  
**FA-22-074**

**Moved By:** **Scott Mackey**  
**Seconded By:** **Marion Koepke**

**WHEREAS, invasive plant species have negative impacts on the environment, economy, and society;**

**AND WHEREAS, the GSCA watershed is seeing an increasing number of invasive species annually and GSCA have been working to control invasive species on its properties;**

**THAT, the GSCA Board of Directors approve the Invasive Plant Species Strategy;**

**AND THAT, the GSCA Board of Directors approve, in principle, the recommendation that \$15,000 be put into the 2023 operating budget for GSCA to manage invasive species on GSCA properties as per Appendix B of the Strategy;**

**Carried**

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**b. CCIRP Request for Support**

The Forestry Coordinator, Mike Fry, presented a request for support from the Canadian Coalition for Invasive Plant Regulation (CCIPR) to the Board.

This is a new group, stemming from the Master Gardener's of Ontario, with a focus on lobbying the Federal Government to enforce greater regulations with regard to the import of invasive species. The CCIPR has asked GSCA to lend its name to their call-to-action. Other CAs have been approached and some have offered their support.

Concern was raised about the lack of information about the group's mandate and long-term goals in light of their recent inception.

Staff had reached out to CCIRP to get more information about the group and to determine what level of support they are seeking. CCIRP requested that GSCA support the group in lobbying the government to include stronger regulations on the import of invasive species.

A Member commented that this type of support would be best coming from Conservation Ontario and that GSCA would be willing to support CO supporting the aims of the coalition.

Discussion was conducted around what "support" means and to what extent GSCA lends its name to the group. It was agreed that the Board and GSCA staff agree with the concept and principle of regulating, managing, and stopping invasive species.

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**Motion No.:**  
**FA-22-075**

**Moved By:** **Marion Koepke**  
**Seconded By:** **Paul Vickers**

**THAT the GSCA Board of Directors amend Motion FA-22-076 to include, "in principle".**

**Carried**

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**Motion No.:**  
**FA-22-076**

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

**WHEREAS, invasive plant species have negative impacts on the environment, economy, and society;**

**AND WHEREAS, invasive species have become established within the GSCA watershed and a coordinated approach is needed to curtail their expansion and further introductions;**

**THAT, the GSCA Board of Directors offer support, in principle, to the Canadian Coalition for Invasive Plant Regulation's Call to Action.**

**AND THAT the GSCA Board of Directors provide staff with any relevant feedback or direction.**

**Carried**

**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. New Business**

Nothing at this time.

**10. CAO's Report**

The CAO, Tim Lanthier, gave an update on activities from the past month.

- August 4<sup>th</sup> - the Eugenia Falls Management Plan Committee met. The meeting was well attended with lots of representation and engagement from the community.
- August 7<sup>th</sup> - the Friends of Hibou Family Fun Day was very successful and was very well attended. Estimated in excess of 200 attendees.
- August 10<sup>th</sup> – GSCA hosted a Cultural Mindfulness Training session with George Couchie from Redtail Hawk Consulting. This session was well attended by staff, in addition to some GSCA Board Members, some staff from the City of Owen Sound, and Georgian Bluffs' Deputy Mayor Sue Carleton. The session was very impactful and was well received.

- August 12<sup>th</sup> – The GSCA Board and GSC Foundation Executives met. There was discussion around fundraising and potential projects to fundraise for. There was also a presentation from Grant Advance regarding their funder database platform.

A Member asked with regard to the tendering of GSCA's agricultural land and if stipulations around "4R" fertilizer standards could be included.

Chair Greig commented that the item could be included on the next Agricultural Advisory Committee agenda. The CAO answered that staff will look into this prior to the next tendering process.

A Member asked if GSCA had heard anything with regard to the Ministry Appointed Agricultural member. The CAO answered that, at this point and to his knowledge, no Agricultural members have been appointed anywhere in Ontario.

#### **11. Chair's Report**

Chair Greig had nothing to report.

Chair Greig encouraged Members to visit Eugenia Falls CA and consider the property in light of the pending management plan and the call for comments that will be coming from staff.

#### **12. Other Business**

Nothing at this time.

#### **13. Resolution to Move into Closed Session**

**Motion No.:  
FA-22-077**

**Moved By: Harley Greenfield  
Seconded By: Ryan Greig**

**THAT the Grey Sauble Conservation Authority Board of Directors proceed into closed session at 2:37 pm to discuss matters related to the following:**

- i. Minutes of the Closed Session of the Regular Board of Directors meeting held on July 27, 2022; and,**
- ii. To discuss an item related to "a position, plan procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority".**
- iii. To discuss an item regarding litigation or potential litigation including matters before administrative tribunals (GSCA Administrative By-Law, Section 4(xvii)(1)(d).**

**AND FURTHER THAT CAO, Tim Lanthier; Administrative Assistant, Valerie Coleman; Manager of Environmental Planning, Maclean Plewes, and Network Administrator, Les McKay, will be present.**

**Carried**

**Member Cathy Moore Coburn left the meeting at 3:09**



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

**Motion No.:**  
**FA-22-078**

**Moved By:** Harley Greenfield  
**Seconded By:** Ryan Greig

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

**Carried**

**15. Resolution Approving the Closed Session Minutes**

**Motion No.:**  
**FA-22-079**

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

**THAT the Grey Sauble Conservation Authority Board of Directors approve the June 22, 2022, Closed Session minutes as presented in the closed session agenda.**

**Carried**

**16. Reporting out of Closed Session**

Direction was provided by the Board to staff on both items (ii) and (iii).

**Member Burley left the meeting at 3:18 pm.**

A Member asked if staff are able to take action when they witness a violation firsthand, despite there not being a public complaint reported. The CAO replied that yes, staff will pursue the matter in the same way that a public complaint would be pursued.

**17. Next Full Authority Meeting**

Wednesday September 28<sup>th</sup>, 2022

**18. Adjournment**

The meeting was adjourned at 3:22 p.m.

**Motion No.:**  
**FA-22-080**

**Moved By:** Ryan Greig  
**Seconded By:** Andrea Matrosovs

**THAT this meeting now adjourn.**

**Carried**

Scott Greig, Chair

Valerie Coleman  
Administrative Assistant

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

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

**DATE:** September 28, 2022

**MOTION #:** FA-22-082

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

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

**THAT the Grey Sauble Conservation Authority Board of Directors approve the Full Authority minutes of August 24, 2022.**

# Permits Issued from August 1, 2022 to August 31, 2022

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS22-182	05-Apr-22	08-Aug-22	LOT 27	CON 12	Municipality of Grey Highlands	Euphrasia Township
Approved works:			Regrading of fill for logging landing and access trail		Project Location: 636707 Euphrasia-Holland Townline <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	
GS22-228	30-May-22	08-Aug-22			Municipality of Meaford	Town of Meaford
Approved works:			New dwelling and associated site alterations		Project Location: 304 Eliza 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	
GS22-215	13-May-22	08-Aug-22			City of Owen Sound	City of Owen Sound
Approved works:			Landscaping, installation of new patio areas and site alterations		Project Location: 459 2nd Ave W <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jake Bousfield-Baste	
GS22-255	24-May-22	08-Aug-22			Town of the Blue Mountains	Collingwood Township
Approved works:			New deck		Project Location: 101 Rosie 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 type="checkbox"/> fill    Jake Bousfield-Baste	
GS22-258	23-Jun-22	09-Aug-22			Township of Georgian Bluffs	Sarawak Township
Approved works:			Landscaping, including construction of a patio. 104 cubic metres of soil to be brought in.		Project Location: 403 Algoma Cres <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Chris Scholz	
GS22-314	28-Jul-22	09-Aug-22			Town of the Blue Mountains	Collingwood Township
Approved works:			Installation of a municipal sewer and watermain project		Project Location: Birch View Trail <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Mac Plewes	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS22-318	25-Jul-22	09-Aug-22			Town of South Bruce Peninsula	Amabel Township
Approved works:		Construction of a residential dwelling.		Project Location: 6 Spry Lake Road <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Chris Scholz		
GS22-229	31-May-22	09-Aug-22			Town of the Blue Mountains	Collingwood Township
Approved works:		Replacement of septic		Project Location: 226 Brophy's Lane <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jake Bousfield-Baste		
GS21-291	07-Jul-21	09-Aug-22			Town of the Blue Mountains	Collingwood Township
Approved works:		Landscaped slope		Project Location: 224 Marsh 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    Jake Bousfield-Baste		
GS22-320	27-Jul-22	09-Aug-22			Town of the Blue Mountains	Collingwood Township
Approved works:		maintenance cleanout of stormwater outlet		Project Location: 111 Lakeshore Rd, Georgian Trail <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		
GS22-321	09-Aug-22	11-Aug-22			Town of South Bruce Peninsula	Amabel Township
Approved works:		Construction of an entrance, driveway and septic installation		Project Location: 74 Pleasentview 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 type="checkbox"/> fill    Olivia Sroka		
GS22-322	09-Aug-22	11-Aug-22			Town of South Bruce Peninsula	Amabel Township
Approved works:		Construction of a 12'x18' addition		Project Location: 100 Maple Drive <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Olivia Sroka		
GS21-448	08-Nov-21	11-Aug-22			Town of South Bruce Peninsula	Amabel Township
Approved works:		Construction of a single-family dwelling, septic and associated site alterations		Project Location: 61 Petrel Point Road <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Olivia Sroka		

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS22-124	04-Apr-22	11-Aug-22	Lot 11 Pl	none	Town of South Bruce Peninsula	Amabel Township
Approved works:		Reconstruction of an existing sun room		Project Location: 23 Lakeside Place, Sauble Beach, N0H2G0 <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Olivia Sroka		
GS22-235	15-Jun-22	11-Aug-22	74		Township of Georgian Bluffs	Sarawak Township
Approved works:		Addition/Renovation of existing home and grading associated with a second driveway entering on 24th Street.		Project Location: 222 Carney Street <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Chris Scholz		
GS22-237	16-Jun-22	12-Aug-22			Township of Georgian Bluffs	Keppel Township
Approved works:		Construction of a shore well.		Project Location: 504435 Grey Road 1 <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    Chris Scholz		
GS22-238	04-Jun-22	12-Aug-22	30 and L	11	Municipality of Grey Highlands	Artemesia Township
Approved works:		Dock extension		Project Location: 110 Stanley Drive, Flesherton, ON <input checked="" type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jake Bousfield-Baste		
GS22-244	14-Jun-22	12-Aug-22			Municipality of Meaford	St Vincent Township
Approved works:		Residential dwelling and associated site alterations		Project Location: 165 Fraser Street Meaford, ON <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		
GS22-319	05-Aug-22	12-Aug-22	LOT 38	12	Town of the Blue Mountains	Collingwood Township
Approved works:		Residential dwelling and associated site alterations		Project Location: 207334 Highway 26 <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jake Bousfield-Baste		
GS22-280	14-Jun-22	12-Aug-22			Municipality of Grey Highlands	Artemesia Township
Approved works:		Residential dwelling, septic and associated site alterations		Project Location: 117 Hawthorn 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		

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS22-205	02-May-22	16-Aug-22			Municipality of Meaford	Sydenham Township
Approved works:		Fill placement for landscaping, deck for sauna		Project Location: 130 Ugovsek Crescent <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		
GS22-308	05-Jul-22	16-Aug-22	Lot 4, Pla		Town of South Bruce Peninsula	Albemarle Township
Approved works:		Construction of 2 storey residential dwelling and septic system.		Project Location: 83 Adelaide Street <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Chris Scholz		
GS22-256	27-Jun-22	16-Aug-22	Lt 16-17	1	Town of South Bruce Peninsula	Amabel Township
Approved works:		Installation of septic system.		Project Location: 3 East Side Drive <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Chris Scholz		
GS22-168	09-May-22	16-Aug-22			Township of Georgian Bluffs	Keppel Township
Approved works:		Shore well construction.		Project Location: 504389 Grey Road 1 <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    Chris Scholz		
GS22-112	23-Mar-22	16-Aug-22	PT LOT 3	8	Municipality of Grey Highlands	Artemesia Township
Approved works:		New dwelling, septic and associated site alterations		Project Location: 104 Magee 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		
GS22-301	30-Jun-22	17-Aug-22			Town of the Blue Mountains	Collingwood Township
Approved works:		Residential dwelling and associated site alterations		Project Location: 132 Dorothy Drive <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jake Bousfield-Baste		
GS22-302	29-Jun-22	17-Aug-22			Town of the Blue Mountains	Collingwood Township
Approved works:		Residential dwelling and associated site alterations		Project Location: 130 Dorthy Drive <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jake Bousfield-Baste		

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS22-303	30-Jun-22	17-Aug-22			Town of the Blue Mountains	Collingwood Township
Approved works:			Residential dwelling and associated site alterations		Project Location: 102 Dorothy Drive <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jake Bousfield-Baste	
GS22-259	30-Jun-22	18-Aug-22	PT LOT 1	CON 3 EGR	Township of Chatsworth	Holland Township
Approved works:			Tile drainage and construction of a berm and catch basin.		Project Location: 803309 Grey Road 40 <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	
GS22-305	25-Jul-22	18-Aug-22	Block 64	N/A	City of Owen Sound	City of Owen Sound
Approved works:			maintenance cleanout of stormwater control structure inlet		Project Location: 344 4th Avenue West, Plan 16M38 <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	
GS22-265	01-Jul-22	19-Aug-22	21	2	Town of the Blue Mountains	Collingwood Township
Approved works:			Addition to existing garage		Project Location: 125 Fraser Crescent <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input checked="" type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jake Bousfield-Baste	
GS22-251	20-Jun-22	22-Aug-22			Town of South Bruce Peninsula	Amabel Township
Approved works:			Detached storage garage		Project Location: 11 Bay Street Oliphant <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	
GS22-227	30-May-22	23-Aug-22			Municipality of Grey Highlands	Osprey Township
Approved works:			Residential dwelling, septic and associated site alterations		Project Location: Lot 6 Inglis Drive <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Jake Bousfield-Baste	
GS22-242	14-Jun-22	23-Aug-22			Town of the Blue Mountains	Collingwood Township
Approved works:			Renovations to existing boathouse structure		Project Location: 211 Sunset Boulevard <input type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input checked="" type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Jake Bousfield-Baste	

Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS22-114	27-Mar-22	23-Aug-22			Municipality of Meaford	Sydenham Township
Approved works:		New dwelling, in-ground pool, septic and associated site alterations		Project Location: 118 Mimi Crescent <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		
GS22-306	26-Jul-22	23-Aug-22			Municipality of Meaford	Town of Meaford
Approved works:		New Natural Stone Steps Down to Beach Area		Project Location: 521 Grandview Drive <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 checked="" type="checkbox"/> fill    Jake Bousfield-Baste		
GS22-054	18-Jan-22	25-Aug-22			Municipality of Grey Highlands	Artemesia Township
Approved works:		Armourstone revetment at shoreline and landscaping		Project Location: 228 Peters Cresent <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		
GS22-333	22-Aug-22	25-Aug-22			Township of Georgian Bluffs	Georgian Bluffs
Approved works:		HDD under watercourse to install duct/fibre		Project Location: Concession 3, Concession 5, Sideroad 9, Grey Road 18 <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    Olivia Sroka		
GS22-334	12-Aug-22	25-Aug-22			Township of Chatsworth	Township of Chatsworth
Approved works:		HDD watercourse crossing to install duct/fibre		Project Location: Concession 2A, Sideroad 1 <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    Olivia Sroka		
GS22-335	12-Aug-22	25-Aug-22			Municipality of Arran-Elderslie	Arran-Elderslie
Approved works:		HDD watercourse crossing to install duct/fibre		Project Location: Concession 10 <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    Olivia Sroka		
GS22-344	26-Aug-22	26-Aug-22			Township of Georgian Bluffs	Keppel Township
Approved works:		Placement of a detach garage of 39sqm		Project Location: 89 Portland 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 type="checkbox"/> fill    Olivia Sroka		



Permit #:	Date Applied:	Date Issued:	Lot:	Conc:	Municipality:	Former Municipality:
GS22-189	08-Jun-22	26-Aug-22			City of Owen Sound	City of Owen Sound
Approved works:			Construction of a Boardwalk		Project Location: 900 Block 1st Ave E <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	
GS22-190	08-Jun-22	26-Aug-22			City of Owen Sound	City of Owen Sound
Approved works:			2.4m x 1.5m Box Culvert Replacement		Project Location: 2100 Block 6th Ave W <input type="checkbox"/> construct <input checked="" type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input type="checkbox"/> fill    Mac Plewes	
GS22-291	19-Jul-22	29-Aug-22			Town of South Bruce Peninsula	Amabel Township
Approved works:			Construction of four storage structures.		Project Location: 62 Bryant Street <input checked="" type="checkbox"/> construct <input type="checkbox"/> alter watercourse <input type="checkbox"/> shoreline    Reviewed by: <input type="checkbox"/> alter structure <input type="checkbox"/> alter wetland <input checked="" type="checkbox"/> fill    Chris Scholz	
GS22-304	25-Jul-22	31-Aug-22			Town of South Bruce Peninsula	Amabel Township
Approved works:			Dwelling, detached garage, and septic system.		Project Location: 14 Cedar Trail <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	

**Grey Sauble Conservation Authority  
Receipt Report  
August 1st - 31st, 2022**

Regulation Permits	\$	24,320.00	
Planning	\$	15,715.00	
Pavilion Rentals	\$	652.50	
Self-Serve Parking Fees	\$	40.00	
Square Parking Revenue	\$	72,695.00	
Summer Camp	\$	782.80	
Forestry	\$	4,934.04	
3rd Levy Installment	\$	389,407.53	Owen Sound, TOSBP, Meaford, TOBM, Georgian Bluffs, Arran- Elderslie, Chartsworth, Grey Highlands
Province of Ontario	\$	25,388.72	NDMP Intake 5
Donations	\$	148.83	
Miscellaneous	\$	16.00	
Funds Owed To Foundation	\$	175.00	
Arboretum Alliance	\$	275.00	
Oliphant Phragmites	\$	8,000.00	
<b>Total Monthly Receipts</b>	<b>\$</b>	<b>542,550.42</b>	

**Grey Sauble Conservation Authority**  
**Expense Report**  
**August 1st to 31st, 2022**

11910	Scales Nature Park	\$	452.00	Day Camp Presentation
11911	Lebel & Bouliane Inc.	\$	15,390.60	Feasibility Study
11912	Town of The Blue Mountains	\$	16,697.42	NDMP Report
11913	Municipality of Arran-Elderslie	\$	360.95	Property Tax
11914	Excel Business Systems	\$	192.89	Copy and Print Charges
11915	Have1.com	\$	3,092.92	Staff Clothing
11916	A-1 Toilet Rentals	\$	1,113.05	Toilet Rentals
11917	Bell Canada	\$	286.16	Monthly Phone Service
11918	Town of The Blue Mountains	\$	1,282.21	Property Tax
11919	Sunbelt Rentals of Canada Inc.	\$	27.12	Staff Clothing
11920	Staples Advantage	\$	225.09	Office Supplies
11921	David J Penny	\$	13,597.29	BRWI Expenses
11922	Baker Tilly SGB LLP	\$	17,989.60	2021 Financial Audit & Statements
11923	Georgian Bay Chemical	\$	166.40	COVID-19 Supplies
11924	Greenland International Consulting	\$	9,292.84	NDMP Project
11925	Hatten Building Centre	\$	6,097.91	Capital Projects
11926	Kilsyth Auto Service Ltd.	\$	2,066.13	Vehicle Repair and Maintenance
11927	MacDonnell Fuels Limited	\$	3,938.59	Vehicle Fuel
11928	Municipality of Meaford	\$	107.22	Hibou Water Charges
11929	Middlebro' & Stevens LLP	\$	675.91	Legal Fees
11930	North Huron Publishing Company Inc.	\$	438.44	Stewardship Advertisement
11931	Riddell Contracting Ltd.	\$	202.79	Plumbing Repair
11932	St John Ambulance - Grey Bruce Huron Branch	\$	310.00	Staff Training
11933	Weather Innovations Consulting LP	\$	248.60	Rain Gauge Kits
11934	Township of Georgian Bluffs	\$	4,940.04	Property Tax
11935	Municipality of Meaford	\$	3,209.54	Property Tax

Mastercard Payments	\$	4,880.22	See Summary Below
Amilia	\$	441.34	
Pickfield Law Professional Corp.	\$	694.95	
Bruce Telecom	\$	526.17	
DWSP Copier Lease	\$	163.85	
Square Fees	\$	2,298.46	
Hydro, Reliance	\$	2,018.29	
Receiver General, EHT, WSIB	\$	56,636.95	
Group Health Benefits	\$	10,923.49	
OMERS	\$	25,421.82	
Monthly Payroll	\$	132,201.43	

<b>Total Monthly Expenses</b>	<b>\$</b>	<b>338,608.68</b>
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#### Mastercard Summary

Building Services	\$	508.11	
Planning	\$	26.42	
IT Supplies	\$	212.43	
Watershed Monitoring	\$	2,232.88	Lab Fees
Flood Forecasting	\$	45.74	
Shop Supplies	\$	812.36	
Education/Communications	\$	279.60	
Office Supplies	\$	202.83	
DWSP Supplies	\$	22.82	
Due From Grey County	\$	537.03	
<b>Monthly Mastercard Payments</b>	<b>\$</b>	<b>4,880.22</b>	

208 Balmey Beach Rd.  
 Oyster Point, N4K 5N4  
 Sept. 18/22

Mrs. Allison Armstrong  
 Grey Poubke Conservation Authority  
 237847 Logie's Falls Road.  
 Oyster Point, Ont.

**RECEIVED**  
 SEP 21 2022  
Chq \$500

Dear Mrs. Armstrong,

On behalf of the Georgian Bay Garden Club  
 I wish to thank you for allowing us the use of  
 your board room for our monthly meetings over  
 the past number of years.

Due to COVID 19 and the restrictions on all of  
 us we wish to continue with our annual  
 donation although at a reduced rate.

We hope that with the easing of restrictions  
 we will be able to resume our meetings at  
 your site before too long.

Please accept this donation as a part of  
 our support for your most important work  
 in our community

Yours truly,

Judith A. Campbell

President



# Membership Newsletter

## Fall 2022



PROTECT. RESPECT. CONNECT.



### GSCA Administration Update

#### Fee Policy Consultations

In accordance with the requirements of the Conservation Authorities Act (section 21.2) and the relevant regulations, GSCA will be preparing and circulating a Draft Fee Policy to its partners and stakeholders for comment. The draft policy will also be available on our website in the near future for public comment.

By charging fees for programs and services where the User-Pay principle is considered appropriate, GSCA increases revenue generation opportunities, reducing reliance on general municipal levy (now called apportionment) to finance programs and services.

**GSCA Board of Directors Meeting Dates for 2022:** September 28, October 26, November 23, and December 21 at 1:15pm.

Watch the BOD Meetings live [here](#).

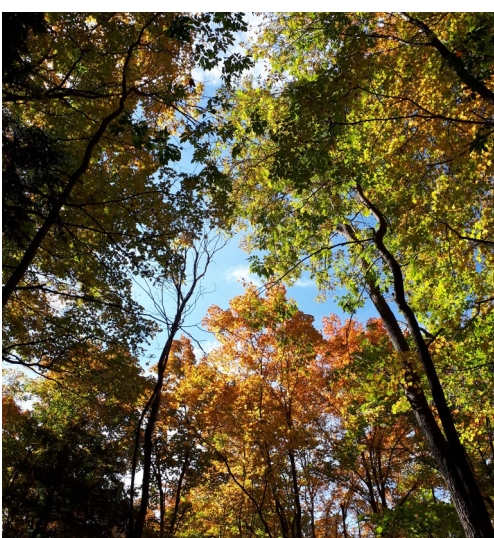


### Thank You, Summer and Seasonal Staff!

We would like to thank all of our summer and seasonal staff for their hard work this year!

GSCA hires several summer and seasonal positions each year that allow individuals to get hands-on experience in the environmental field.

Please keep an eye out in March for our 2023 positions!



### GSCA Properties

#### Don't Forget to Renew your Membership for 2023!

New Membership parking passes for 2023 will be available to purchase at the end of October. These make excellent gifts for the nature-lovers on your list.

For more details, visit: [www.greysauble.on.ca/parking/](http://www.greysauble.on.ca/parking/)

#### Enjoy Fall Views!

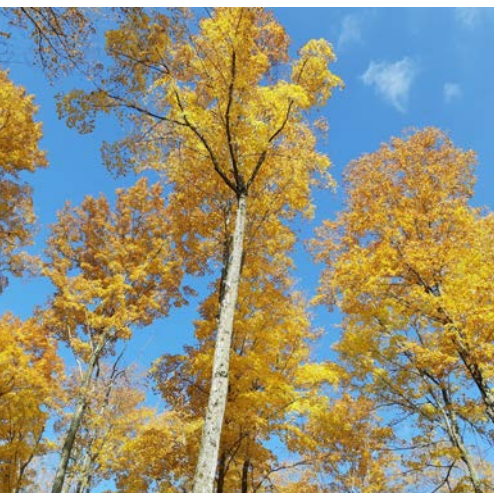
Temperatures are dropping, and the leaves are starting to change colour! GSCA properties like Skinner's Bluff, Inglis Falls, West Rocks, Bognor Marsh, and Epping – John Muir Lookout are great spots to enjoy the beautiful fall colours. Please be mindful of slippery conditions on the trails this time of year with rain and fallen leaves.

#### Operations

After the Thanksgiving long weekend (October 10), washrooms will begin to shut down for the season and garbage receptacles will be removed at most GSCA properties. Parking lot gates will be closed at Hibou, Spirit Rock, and Ainslie Wood but these properties will remain open for hiking.

For safety reasons, Eugenia Falls will be closed to the public for the season by November 12 and Indian Falls will be closed for the winter months.

Please visit our [website](#) for updates on property closures before planning a visit.



### Environmental Education

#### Successful Return of the Grey Sauble Day Camp

Thank you to all the parents/guardians who sent their children to the Grey Sauble Day Camp this summer! We hope that they had a wonderful time and made lots of memories.

We will be collecting survey data from participants in the coming weeks which will directly impact the type of environmental education programming we offer in the future.

If you have suggestions for the type of educational programming offered by GSCA, please contact: [v.rowsell@greysauble.on.ca](mailto:v.rowsell@greysauble.on.ca)



### Drinking Water Source Protection

#### Remembering Bill Twaddle (February 13, 1948 - August 1, 2022)

Bill was the chair of the then Bruce-Grey-Owen Sound Board of Health in 2000, during the Walkerton water crisis. He was a councillor for the City of Owen Sound when he was first appointed to the Source Protection Committee as a Municipal Sector representative in October of 2007. Since joining the Committee he represented a group of municipalities that included the City of Owen Sound, Municipality of Meaford, Town of the Blue Mountains and Municipality of Grey Highlands. In addition to his Municipal sector role on the Source Protection Committee, Mr. Twaddle also served as Co-chair of a Technical Advisory Working Group. "When I moved to Owen Sound in 1967, I did so because it is a place where I could raise my family in a safe, healthy environment and I want to do everything I can to make sure that other families have the same opportunity".

During his tenure, Bill was always eager to attend open houses and public meetings where he would talk to community members and hear their thoughts on this program's activities and initiatives. His genuine care for the outcomes of this program and the need to protect drinking water sources were hallmarks of his service and he will be missed.

#### Source Protection Best Practices Outreach

The Ministry of the Environment, Conservation and Parks have released Best Practices for Source Water Protection available at: [www.ontario.ca/document/best-practices-source-water-protection](http://www.ontario.ca/document/best-practices-source-water-protection). Staff are planning to set up outreach meetings with municipalities over the next year to explain how the Ministry's Best Practices Guidance document and supporting materials can be used to help protect other vulnerable drinking water systems.



### Environmental Planning

#### Fee Schedule Consultations

The Environmental Planning Department initiated consultation over the summer regarding a proposed fee structure that focuses on cost recovery for the review of planning and permit applications. Analysis of the consultations will be carried out in the late summer early fall followed by implementation of the fee structure.



### Forestry

#### Plan your 2023 Tree Planting Project Now!

Do you have at least 0.8 hectares (2 acres) of open land and are interested in having trees planted on your property?

Planting trees has countless benefits for your property, the environment, and our communities, including reducing CO2 emissions, improving soil retention and resilience to severe weather, and providing habitat for wildlife.

Contact our Forestry Department to discuss the spring Tree Planting Program:

519-376-3076  
[forestry@greysauble.on.ca](mailto:forestry@greysauble.on.ca)



### Grey Sauble Conservation Foundation Update

#### Return of the Earth Film Festival

The Foundation hosted their 5th annual Earth Film Festival after a two-year hiatus! The theme for this year's festival highlighted the beauty and incredible migration of the monarch butterfly and featured the award-winning, Canadian production, "Flight of the Butterflies" and a presentation by Audrey Armstrong, an instructor with the Monarch Butterfly Network of Canada.

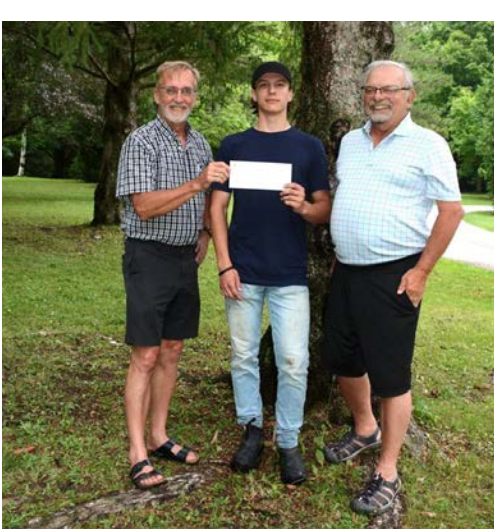
Over 550 students attended this event at the Roxy Theatre, which was followed by an evening presentation that was open to the public.

#### Malcom Kirk Environmental Scholarship

This year, the recipient of the Malcolm Kirk Environmental Scholarship was Darryl Blair, a student from St. Mary's High School in Owen Sound who will be pursuing post-secondary education in Environmental Engineering at the University of Guelph.

Each year through an application process, students can apply for this valuable scholarship, which is awarded to a graduating student in the Grey Sauble watershed who plans to enroll in a post-secondary environmental program. The deadline for applications for next year's scholarship is May 31, 2023.

Find more information about Foundation scholarships and awards [here](#).







# Beaver River Watershed Initiative

## Minutes of Meeting

Thursday January 20, 2022

### In attendance via zoom:

Frank Muschalla- Sitting Chair, Andy McKee, Brad Mulligan, Dave Penny, John Bittorf-GSCA,

Regrets: Debbie Crosskill

Frank Muschalla motioned to approve the Nov 2021 Meeting Minutes, which was seconded by Andy McKee. All in favour, carried.

### Previous 2021 Action Items:

**11/21 A.I. #1:** Andy McKee to investigate SimpleX for membership dues payment.  
Status: In process

**11/21 A.I. #2:** John Bittorf to see if GSCA can host a BRWI website  
Status: In process

### Current Action Items:

**Action Item 1:** Brad Mulligan to contact Sean Everett at the Town of Blue Mountains to clarify funding for the Little Beaver River fish ladder project.

**Action Item 2:** The MOU between the GSCA and the BRWI is currently being reviewed within the GSCA organization and John Bittorf will follow-up to ensure its approval.

**Action Item 3:** Dave Penny to invoice GSCA for the Little Beaver fish ladder.

### Motions:

**Motion #1** Frank Muschalla motioned to have both Co-Treasurers meet with the bank to obtain a Business Access Card so the BRWI can obtain e-transfers for membership dues. Andy McKee seconded, all-in-favour, carried

**Motion #2** Frank Muschalla motioned to have Debbie Crosskill invite Alex Maxwell to join the BRWI Management Team as a representative for the Lions Club. Brad Mulligan seconded, all-in-favour, carried.

## Staff Reports

- **Treasurer's Report:** Frank Muschalla reported that there is no changes in the Membership account. John Bittorf reported that the Project Account has not changed as well.
- **Membership Report:** There have been no changes to membership since our last meeting.
- **Promotions:** A new brochure is currently being revised.
- **Projects:**

- 1 – Fish ladder construction for the Little Beaver River at Hwy 26.  
Status: Brad Mulligan to contact Sean Everett (TOBM) are to meet to discuss project moving forward.
- 2 – Investigation of blockages along the Little Beaver River  
Status: Andy McKee to work out a schedule with Brad Mulligan
- 3 – Proposed tree planting on open field along the Goldsmith Tributary of the Little Beaver River.

- **Other Business**

- John Bittorf has created a Facebook page for the BRWI located at:  
<https://www.facebook.com/Beaver-River-Watershed-Initiative-109350048311097/>

-Brad Mulligan drew people's attention to a January 14, 2022 article in Collingwood Today that discussed the BRWI project to bypass an old railway abutment blocking the Little Beaver Creek which would allow fish passage between the upper reaches of the creek and Georgian Bay.  
(see below)

<https://www.collingwoodtoday.ca/the-blue-mountains-and-grey-highlands/fish-culvert-project-will-connect-little-beaver-creek-back-to-georgian-bay-4945693>

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The meeting was adjourned @ 11:00 a.m.

### Next Meeting Date:

The next BRWI Management Meeting – Thursday February 17, 2022 via Zoom, 10:00am

Minutes prepared by Frank Muschalla



# Beaver River Watershed Initiative

## Minutes of Meeting

**Thursday February 17, 2022**

### **In attendance via zoom:**

Debbie Crosskill- Sitting Chair, Brian Gilroy, Andy McKee, Brad Mulligan, Cheryl Randall, John Bittorf-GSCA, Frank Muschalla, Alex Maxwell.

Andy McKee motioned to approve the Jan 2022 Meeting Minutes, which was seconded by Frank Muschalla. All in favour, carried.

### **Previous 2021 Action Items:**

**11/21 A.I. #1:** Andy McKee to investigate SimpleX for membership dues payment.

Status: In process

**11/21 A.I. #2:** John Bittorf to see if GSCA can host a BRWI website

Status: In process

**02/22 A.I. #3:** John Bittorf to follow-up to ensure approval of MOU.

### **Current Action Items:**

**Action Item 1:** Andy McKee to follow up with Claire to see if she will volunteer as BRWI Secretary.

**Action Item 2:** Andy McKee to send Cheryl Randall a copy of the BRWI newsletter.

### **Motions:**

**Motion #1** Andy McKee motioned to have the \$209 in printing costs (i.e. By-laws, form letter for membership, donation cards, membership forms, and brochures) be paid via the Project Account. Brad Mulligan seconded the motion. All-in-favour, carried.

**Motion #2** Debbie Crosskill motioned to have Andy McKee send a letter to the TOBM Council making them aware of the need for a riparian zone along Goldsmith creek. The motion was seconded by Frank Muschalla, All-in-favour, carried.

**Motion #3** Brad Mulligan motioned to have 500 new brochures printed up at Riverside Press. The motion was seconded by Andy McKee. All-in-favour, carried.

### **Staff Reports**

- **Treasurer's Report:** Frank Muschalla and John Bittorf stated that there were no significant changes to the respective BRWI accounts.

- **Promotions:** A recent article in Collingwood Today that discussed the BRWI project to install a fish ladder on the Little Beaver Creek was picked up by the Toronto Star.

- **Projects:**

- 1 – The fish ladder on the Beaver River in Thornbury is malfunctioning and requires repair.
- 2 - Andy McKee reported that \$7.5K in funding is tentatively coming from the Ausable Bayfield CA to support BRWI projects.
- 3 - The fish ladder construction project on the Little Beaver River at Hwy 26 continues to be coordinated by Brad Mulligan with Sean Everett at the TOBM.
- 4 – Investigation of blockages along the Little Beaver River  
Status: Andy McKee to work out a schedule with Brad Mulligan
- 5 – Proposed tree planting along the Goldsmith Tributary of the Little Beaver River is to be delayed until a decision on land use is finalized.

- **Other Business**

### **New Appointments**

Chairperson: Andy McKee agreed to be the BRWI Chairperson on an interim basis.

Treasurer: Frank Muschalla agreed to remain treasurer until a replacement can be found. Brian Gilroy agreed to be co-treasurer.

Secretary: Interest was shown by a contact of Andy McKee.

Promotions: Cheryl Randall agreed to be chair of the Promotions Committee. Alex Maxwell also expressed interest in the committee.

Membership: Debbie Crosskill will continue as Membership chairperson.

### **Other:**

It was agreed that 'Teams' will replace 'Zoom' as the BRWI's preferred virtual meeting software. Andy McKee will set up the next virtual meeting.

---

The meeting was adjourned @ 11:00 a.m.

### **Next Meeting Date:**

The next BRWI Management Meeting – Thursday March 17, 2022 via Teams, 10:00am

Minutes prepared by Frank Muschalla

# Beaver River Watershed Initiative

## Minutes of Meeting

Thursday March 17, 2022

### In attendance via Teams video-conference:

Andy McKee- Sitting Chair, Dave Penny, Richard Bowering Cheryl Randall, John Bittorf-GSCA, Frank Muschalla, Claire Ellenwood.

Regrets: Debbie Crosskill, Alex Maxwell, Brian Gilroy, Brad Mulligan

**Note:** A quorum was not met

Andy McKee motioned to approve the February 2022 Meeting Minutes, which was seconded by Frank Muschalla. All in favour, carried.

### Previous 2021 Action Items:

**11/21 A.I. #1:** Andy McKee to investigate SimpleX for membership dues payment.

Status: In process

**11/21 A.I. #2:** John Bittorf to see if GSCA can host a BRWI website

Status: In process

**02/22 A.I. #3:** John Bittorf to follow-up to ensure approval of MOU.

Status: In process

### Current Action Items:

**Action Item 1:** Andy McKee to pen a letter to the TOBM regarding the benefits of tree planting along Goldsmiths creek.

**Action Item 2:** Cheryl Randall to plan a community event for the opening on the fish ladder on the Little Beaver River at Hwy 26.

### Staff Reports

- **Treasurer's Report:** Frank Muschalla reported that there is \$1,145 in the Admin. Budget, and John Bittorf reported that there was approx. \$7k in the Projects budget.
- **Membership Report:** There are currently 42 BRWI members and 2 Student members. \$1350 has also come in from members as donations.
- **Promotions:** Cheryl Randall has forwarded the most recent printing bill to John Bittorf for payment from the Projects account.

- **Projects:**

- 1 - The fish ladder construction project on the Little Beaver River at Hwy 26 is proceeding. Andy McKee has been in contact with the TOBM to address issues with the project.
- 4 – Investigation of blockages along the Little Beaver River  
Status: Andy McKee to work out a schedule with Brad Mulligan
- 5 – Proposed tree planting along the Goldsmith Tributary of the Little Beaver River is to be delayed until a decision on land use is finalized.

- **Other Business**

Secretary: Claire expressed interest in the Secretary position, but is unavailable during the growing season, and as a result, a co-secretary is also needed.

Andy McKee motioned to adjourn the meeting, it was seconded by Frank Muschalla, All-in-favour, carried.

---

The meeting was adjourned @ 10:40 a.m.

**Next Meeting Date:**

The next BRWI Management Meeting – Thursday April 21, 2022 via Teams, 10:00am

Minutes prepared by Frank Muschalla

# Beaver River Watershed Initiative

## Minutes of Meeting

**Thursday April 21, 2022**

**FINAL**

### **In attendance via Teams video-conference:**

Andy McKee- Chair, Cheryl Randall, John Bittorf-GSCA, Frank Muschalla, Alex Maxwell, Craig Todd, Brad Mulligan

Regrets: Debbie Crosskill, Brian Gilroy.

### **Previous 2021 Action Items:**

**11/21 A.I. #1:** Andy McKee to investigate SimpleX for membership dues payment.  
Status: In process

**11/21 A.I. #2:** John Bittorf to see if GSCA can host a BRWI website  
Status: In process

**02/22 A.I. #3:** John Bittorf to follow-up to ensure approval of MOU.  
Status: In process

**03/22 -AI #1:** Andy McKee to pen a letter to the TOBM regarding the benefits of tree planting along Goldsmiths creek. Status: Ongoing

**03/22- AI #2:** Cheryl Randall to plan a community event for the opening on the fish ladder on the Little Beaver River at Hwy 26. Status: Ongoing

### **Current Action Items:**

**AI #1:** Frank Muschalla to create an e-mail for online e-transfer for membership renewal.

**AI #2:** Frank Muschalla to contact Marty Lacey for permission to inspect river and fish ladder on her property.

**AI #3:** Cheryl Randall to contact Alex Maxwell about getting a TOBM representative to speak at the July 9<sup>th</sup> Lunch and Learn.

### **Staff Reports**

- **Treasurer's report:** Frank Muschalla reported that there is \$1,223 in the Admin. Budget.

- **Membership report:** There are currently 45 BRWI members and 5 Student members.
- **Promotions:** Cheryl Randall to plan an event for Little Beaver River fish ladder opening.
- **Projects:**

- 1 - The fish ladder construction project on the Little Beaver River at Hwy 26 is proceeding. Andy McKee has been in contact with the TOBM to address issues with the project.
- 2 – Investigation of blockages along the Little Beaver River  
Status: Andy McKee to work out a schedule with Brad Mulligan
- 3 – Proposed tree planting along the Goldsmith Tributary of the Little Beaver River is to be delayed until a decision on land use is finalized.
- 4 – Brad Mulligan is planning work this season on the river in Feversham and Kimberly. Brad to contact the SWAT team of TUC for assistance on these jobs.

- **Other Business**

Brad Mulligan and Craig Todd to speak at the upcoming Lunch & Learn event in Clarksburg on July 9<sup>th</sup>. Alex Maxwell will chair the event.

Andy McKee motioned to adjourn the meeting, it was seconded by Frank Muschalla, All-in-favour, carried.

---

The meeting was adjourned @ 10:50 a.m.

**Next Meeting Date:**

The next BRWI Management Meeting – Thursday May 19, 2022 via Teams, Time TBA.  
A possible 7 pm meeting time was proposed.

Minutes prepared by Frank Muschalla

# Beaver River Watershed Initiative

## Minutes of Meeting

**Thursday May 19, 2022**

### **In attendance via Teams video-conference:**

Andy McKee- Chair, John Bittorf-GSCA, Frank Muschalla, Craig Todd, Brad Mulligan

Regrets: Debbie Crosskill, Brian Gilroy, Cheryl Randall, Alex Maxwell.

Andy McKee motioned to approve the April 2022 Meeting Minutes, with ammendments, which was seconded by Brad Mulligan. All in favour, carried.

### **Previous 2021 Action Items:**

**11/21 A.I. #1:** Andy McKee to investigate SimpleX for membership dues payment.

Status: In process

**11/21 A.I. #2:** John Bittorf to see if GSCA can host a BRWI website. Status: In process

**02/22 A.I. #3:** John Bittorf to follow-up to ensure approval of MOU. Status: In process

**03/22- AI #2:** Cheryl Randall to plan a community event for the opening on the fish ladder on the Little Beaver River at Hwy 26. Status: Ongoing

**04/22- AI #1:** Frank Muschalla to create an e-mail for online e-transfer for membership renewal. Status: Complete - new e-transfer email: BRWImanagement@gmail.com

**04/22: AI #2:** Frank Muschalla to contact Marty Lacey for permission to inspect river and fish ladder on her property. Status Complete. Permission granted

**04/22: AI #3:** Cheryl Randall to contact Alex Maxwell about getting a TOBM representative to speak at the July 9<sup>th</sup> Lunch and Learn. Status: Ongoing

### **Current Action Items:**

**AI #1:** Andy McKee to follow-up with the TOBM re: requirements for drawing wrt the Little Beaver fish ladder.

### **Staff Reports**

- **Treasurer's Report:** Frank Muschalla reported that there is \$1,271 in the Admin. Budget. John Bittorf reported \$15,262 in Project budget.
- **Membership Report:** There are currently 45 BRWI members and 5 Student members.

- **Promotions:** Cheryl Randall to plan an event for Little Beaver River fish ladder opening.

- **Projects:**

- 1 - The fish ladder construction project on the Little Beaver River at Hwy 26 is proceeding. Brad Mulligan stated that the Little Beaver fish ladder funding is secure. \$12.5 is committed from the BRWI , and \$12.5 is committed from the TOBM.
- 2 – Brad Mulligan stated that a blown down along the river in Kimberly requires investigation.  
|
- 3 – Brad Mulligan stated that on site visits to Feversham and Kimberly are scheduled for June, once land owners and Jeff Graham are contacted.
- 4 – Brad Mulligan to submit a Biography to Alex Maxwell for the Rural Environment Day event on July 9<sup>th</sup>.

- **Other Business**

Andy McKee motioned to adjourn the meeting, it was seconded by Frank Muschalla, All-in-favour, carried.

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The meeting was adjourned @ 7:45 p.m.

**Next Meeting Date:**

The next BRWI Management Meeting – Thursday May 19, 2022 via Teams, Time: 7 pm .

Minutes prepared by Frank Muschalla





# MEDIA RELEASES AND ARTICLES

## ATTACHMENT # 7

The Owen Sound Sun Times

August 19, 2022

*"Grey warden Hicks pleased with county discussions at AMO"*

<https://www.owensoundsuntimes.com/news/local-news/grey-warden-hicks-pleased-with-county-discussions-at-amo>

Global Heroes

September 1, 2022

*"Nurtured by Nature – for the Mind, Body, and Spirit"*

<https://www.globalheroes.com/conservation-ontario-for-the-mind-body-soul/>

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

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

**DATE:** September 28, 2022

**MOTION #:** FA-22-083

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

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

**THAT in consideration of the Consent Agenda Items listed on the August 24, 2022, agenda, the Grey Sauble Conservation Authority Board of Directors receives the following items: (i) Environmental Planning – Section 28 Permits – August 2022; (ii) Administration – Receipts & Expenses – August 2022; (iii) Correspondence – Georgian Bay Garden Club; GSCA Member Newsletter – Fall 2022; (v) Minutes – Beaver River Watershed Initiative – January, February, March, April, and May 2022; (vi) Recent Media Articles**



# Operations Department

GREY SAUBLE CONSERVATION AUTHORITY





# OPERATIONS WEARS MANY HATS

- Trail Inspections
- Hazard Trees
- Dam Operations





# OPERATIONS WEARS MANY HATS CONT'D

- Maintenance
- Parking Program
- Fleet





# VISITATION TO GREY SAUBLE PROPERTIES

- Increased Visitation
- Inglis Falls
- Spirit Rock
- Bruce's Caves
- Eugenia Falls



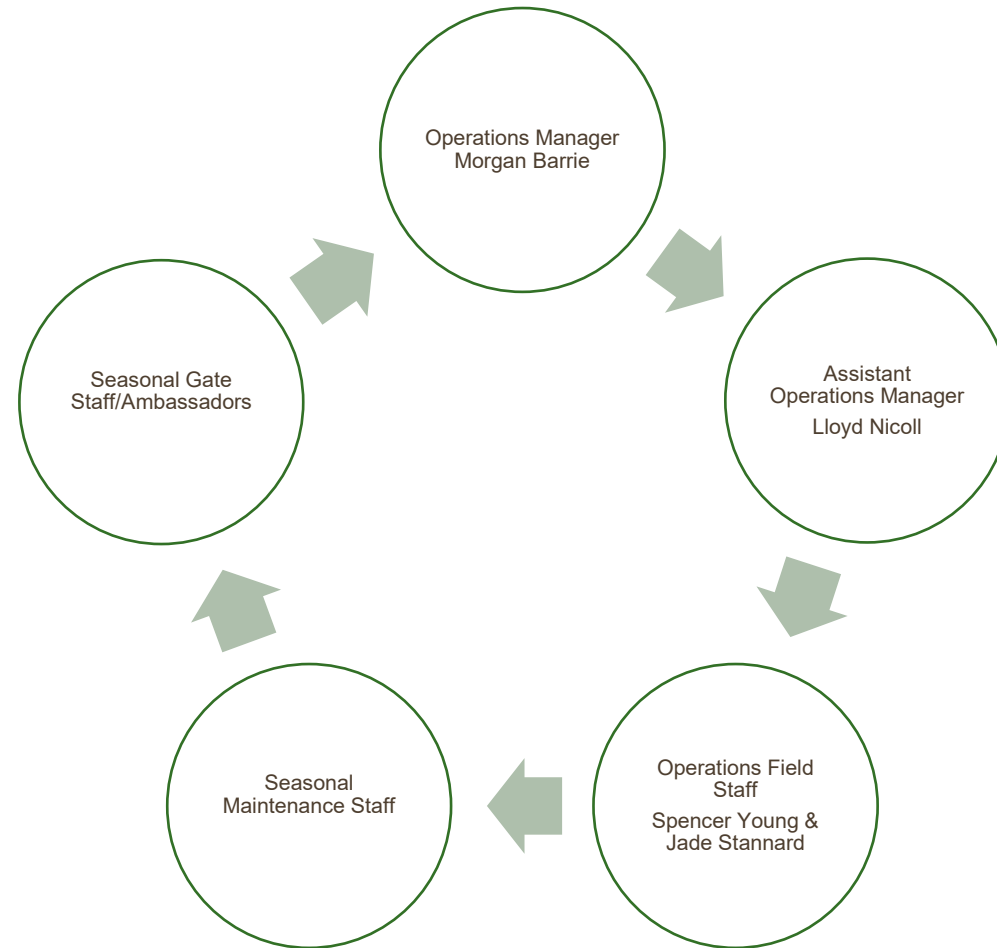


# COMPLIANCE ISSUES

- ATV @ Motorized Vehicles
- Dogs Off Leash
- Restricted Areas
- Camping



# WHO WORKS IN OPERATIONS







Thank You!





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## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Tim Lanthier, CAO  
**Meeting Date:** September 28, 2022  
**Report Code:** 025-2022  
**Subject:** Update to Conservation Authorities Act Governance

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### Recommendation:

**WHEREAS** on August 30, 2022, the Province of Ontario released an email advising Conservation Authority Partners and Interested Parties that Orders-in-Council had been made pursuant to the Executive Council Act which delegated responsibility for the Conservation Authorities Act to the Ministry of Natural Resources and Forestry,

**THAT** the GSCA Board of Directors receive Staff Report 025-2022 – Update to Conservation Authorities Act Governance as information.

### Strategic Initiative:

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

### Background:

Since the inception of the Conservation Authorities Act in 1946, this piece of legislation has been under the Ministry of Natural Resources. In 2018, the then Provincial Government shuffled the portfolios of several Ministries, including the Ministry of Natural Resources and the Ministry of the Environment. These Ministries became the Ministry

of Northern Development, Mines and Natural Resources (NDMNR), and the Ministry of the Environment, Conservation, and Parks (MECP). At this time, the Conservation Authorities Act was moved under the governance of MECP, with the exception of our Section 28 regulations and our work regarding natural hazards, which remained with NDMNR.

## **Current Status**

On August 30, 2022, GSCA received the attached email which states that the Ministry of Natural Resources and Forestry (MNR) has been designated as the Ministry responsible for administering the Conservation Authorities Act (CAA) and that moving forward, MECP no longer has duties, functions or responsibilities under the CAA.

It is our understanding at this time that Drinking Water Source Protection and the Clean Water Act will continue to be governed by MECP.

It is not clear if other former MNR responsibilities, such as the Endangered Species Act and Ontario Parks, will be transferred back to the MNR.

## **Financial/Budget Implications:**

There are no immediate financial implications associated with update to the Conservation Authorities Act governance.

## **Communication Strategy:**

GSCA will continue to meet with municipal staff and councils and will continue to provide quarterly updates to MECP, and frequent information updates to the Board.

## **Appendix 1:      Email from MNR Re: An update concerning Conservation Authorities Act governance – August 30, 2022**

Tim Lanthier

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From: Keyes, Jennifer (MNRF) <jennifer.keyes@ontario.ca>  
Sent: Tuesday, August 30, 2022 4:48 PM  
To: Keyes, Jennifer (MNRF)  
Cc: Corrigan, Kirsten (MECP); ca.office (MECP)  
Subject: An update concerning Conservation Authority Act governance

Dear Conservation Authority Partners and Interested Parties,

Through new Orders-In-Council made pursuant to the *Executive Council Act* that were approved by the Lieutenant Governor in Council yesterday, the Ministry of Natural Resources and Forestry (MNRF) has been designated as the Ministry responsible for administering the *Conservation Authorities Act* (CAA). Moving forward, the Ministry of the Environment, Conservation and Parks (MECP) no longer has duties, functions or responsibilities under the CAA.

Since 2018, MECP led significant legislative and regulatory changes to the CAA to improve the governance, oversight, transparency and accountability of conservation authorities.

MECP will continue to support MNRF during this transition to ensure it is seamless for staff, the public, municipalities, conservation authorities and other partners.

Stakeholders can continue to reach out to the Conservation Authority Office (via [ca.office@ontario.ca](mailto:ca.office@ontario.ca)) as they have done in the past on conservation authority matters.

We thank you for your ongoing support during this time of transition. Please let me know if you have any questions.

Sincerely,

Jennifer Keyes  
Director  
Resources Planning and Development Policy Branch  
Ministry of Natural Resources and Forestry



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

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

**DATE:** September 28, 2022

**MOTION #:** FA-22-084

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

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

**WHEREAS** on August 30, 2022, the Province of Ontario released an email advising Conservation Authority Partners and Interested Parties that Orders-in-Council had been made pursuant to the Executive Council Act which delegated responsibility for the Conservation Authorities Act to the Ministry of Natural Resources and Forestry,

**THAT** the GSCA Board of Directors receive Staff Report 025-2022 – Update to Conservation Authorities Act Governance as information.



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## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Tim Lanthier, CAO  
**Meeting Date:** September 28, 2022  
**Report Code:** 026-2022  
**Subject:** Transition Plan Second Quarterly Progress Report

---

### Recommendation:

**WHEREAS** amendments to the Conservation Authorities Act require GSCA to submit quarterly progress reports to the Province,

**THAT** the GSCA Board of Directors receive *Report No: 026-2022 – Transition Plan Second Quarterly Progress Report* as information

### Strategic Initiative:

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

### Background:

As outlined in Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act, the Transition Plan is to include a work plan and timeline outlining the steps a conservation authority plans to take to develop and enter into agreements with its participating municipalities. The Transition Plan is to include the consultation process with participating municipalities on the inventory of all the Authority's programs and services and the steps to be taken to

enter into agreements where municipal levy is required to fund non-mandatory programs and services.

The workplan/timeline and inventory of programs and services will support 2024 budget discussions including the newly proposed categorization of CA programs and services as Categories 1, 2, or 3.

Section 7(1)(c) and 7(2) of Ontario Regulation 687/21 require the submission of quarterly progress reports to the Minister on this process. This Progress Report is being prepared to address these sections of Ontario Regulation 687/21.

## **Current Status**

GSCA has been working towards accomplishing the outcomes detailed in Ontario Regulation 687/21 and further detailed in GSCA's Transition Plan timeline (Tables 2, 3 and 4). GSCA's progress on this work is detailed in Tables 2, 3 and 4 of the Progress Report.

There have been no changes to the Inventory of Programs and Services since GSCA's first quarterly report.

The Gantt Chart timeline has been amended as detailed in the report. The majority of the changes to the timeline are associated with the 2022 municipal election, and municipal staff recommendations regarding presenting to councils.

GSCA has started drafting Category 3 agreements for discussion with municipal staff and councils.

GSCA has commenced reviewing all existing Category 2 agreements to ensure consistency with the regulations. Amendments to these agreements will be made as necessary.

Table 5 of the Progress Report details GSCA's consultation on the Transition Plan, circulation of the Transition Plan, circulation of the Inventory of Programs and Services, and consultation on the Inventory of Programs and Services. Based on the consultations to date, no changes have been requested to the Inventory of Programs and Services as presented.

GSCA has not received any formal comments from any municipal partners on the Inventory of Programs and Services.

At this stage in the process, we do not foresee any obstacles to finalizing the agreements in time to implement the new regulations by January 1, 2024.

**Subject:** Transition Plan Second Quarterly Progress Report

**Report No:** 026-2022

**Date:** September 28, 2022

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

There are no immediate financial implications associated with this Progress Report.

### **Communication Strategy:**

No communication strategy is required for this part of the process.

## **Appendix 1: GSCA Transition Plan – Second Quarterly Progress Report**





# Grey Sauble Conservation Authority Transition Plan

Conservation Authority Act Amendments  
Mandatory and Non-Mandatory Programs and  
Services and Functional Workplan

Progress Report - 02

September 30, 2022



PROTECT. RESPECT. CONNECT.

237897 Inglis Falls Road, Owen Sound ON, N4K 5N6

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[www.greysauble.on.ca](http://www.greysauble.on.ca)

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## Overview of Transition Plan

Table 1: High-level Timeline from Transition Plan

<b>Prescribed Dates</b>	<b>Key Deliverables</b>	<b>Status</b>
<b>December 31, 2021</b>	Transition Plan	Complete
<b>February 28, 2022</b>	Inventory of Programs and Services	Complete
<b>July 1, 2022 - October 1, 2023</b>	Quarterly Progress Reports: Status of Inventory and Agreement Negotiations	First Report Complete
<b>October 1, 2023</b>	Request for Extension Deadline	
<b>January 1, 2024</b>	Transition Date: All required MOU's/Agreements to be implemented	
<b>January 31, 2024</b>	Final Report: Final Inventory and Statement of Compliance Re: Agreements	
<b>December 31, 2024</b>	Mandatory Programs and Services Deliverables to be completed	

## Introduction

As outlined in Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act, the Transition Plan is to include a work plan and timeline outlining the steps a conservation authority plans to take to develop and enter into agreements with its participating municipalities. The Transition Plan is to include the consultation process with participating municipalities on the inventory of all the Authority's programs and services and the steps to be taken to enter into agreements where municipal levy is required to fund non-mandatory programs and services.

The workplan/timeline and inventory of programs and services will support 2024 budget discussions including the newly proposed categorization of CA programs and services as Categories 1, 2, or 3 and with specification of the funding mechanism as per Figure 2. It should be recognized that some municipal partners may have an overlap of more than one conservation authority's jurisdiction within their municipal boundaries and the specific process between authorities may not align perfectly. GSCA has created its programs and service inventory to align with its annual budget documents.

This Progress Report is being prepared to address sections 7(1)(c) and 7(2) of Ontario Regulation 687/21.

## Changes and Updates

GSCA has been working towards accomplishing the outcomes detailed in Ontario Regulation 687/21 and further detailed in GSCA's Transition Plan timeline (Tables 2, 3 and 4). GSCA's progress on this work is detailed in Tables 2, 3 and 4 to this report.

There have been no changes to the Inventory of Programs and Services since our first quarterly report.

The Gantt Chart timeline has been amended as detailed below. The majority of the changes to the timeline are associated with the 2022 municipal election, and municipal staff recommendations regarding presenting to councils.

GSCA has started drafting Category 3 agreements for discussion with municipal staff and councils.

GSCA has commenced reviewing all existing Category 2 agreements to ensure consistency with the regulations. Amendments to these agreements will be made as necessary.

Table 5 details GSCA's consultation on the Transition Plan, circulation of the Transition Plan, circulation of the Inventory of Programs and Services, and consultation on the Inventory of Programs and Services. Based on the consultations to date, no changes have been requested to the Inventory of Programs and Services as presented.

GSCA has not received any formal comments from any municipal partners on the Inventory of Programs and Services.

At this stage in the process, we do not foresee any obstacles to finalizing the agreements in time to implement the new regulations by January 1, 2024.

## Revised Gantt Chart and Timeline Progress Update – As of September 2022

Grey Sauble Conservation Authority has prepared a Gantt Chart to outline the proposed timelines associated with Phases 1 and 2 of the Transition Period. These are shown below in Tables 2, 3 and 4.

Table 2: 2021 Workplan Timeline

Year	Status	Task	January	February	March	April	May	June	July	August	September	October	November	December
Phase 1: 2021	✗	Arrange Preliminary Visits to municipal councils												
	✗	Attend municipal councils to discuss timelines from Consultation Guide												
	✗	Develop Transition Plan Timeline												
	✗	Draft Inventory Programs and Services												
	✗	Assign FTE's to Programs and Services (Internal)												
	✗	Establish/Confirm municipal staff leads/contacts												
	✗	Determine anticipated funding sources for each P&S												
	✗	Provide GSCA Board with list of P&S and Gantt Chart for circulation approval												
	✗	Circulate workplan, Gantt Chart and draft inventory to municipal partners												
	✗	Meetings with municipal staff leads/contacts												
	✗	Follow up meetings with municipal staff (if necessary)												
	✗	Follow up meetings with municipal councils (if requested)												
	✗	Deadline for receiving comments on workplan, timeline and/or P&S inventory												
	✗	Final Transition Plan timeline approved by GSCA Board of Directors												
	✗	Submit Transition Plan timeline to MECP												
	✗	Transition Plan timeline made available to the public												

Table 3: 2022 Workplan Timeline

Year	Status	Task	January	February	March	April	May	June	July	August	September	October	November	December
Phase 1: 2022	✗	Prepare a revised draft Programs and Services Inventory												
	✗	Classify Programs and Services as Category 1, 2 or 3												
	✗	Assign costs to Programs and Services												
	✗	Consult with Board of Directors on Programs and Services Inventory												
	✗	Circulate Programs and Services Inventory to Municipalities												
	✗	Seek final approval of Programs and Services Inventory from Board of Directors												
	✗	Submit Inventory of Programs and Services to MECP												
Phase 2: 2022	✗	Consult with municipal staff on programs and services inventory												
		Support municipal staff at municipal council meetings to discuss programs and services												
		Update programs and services inventory as necessary based on consultation												
		Review and prepare amendments to existing 'Category 2' agreements as necessary												
		Prepared internal drafts of MOUs/Agreements for 'Category 3' programs and services												
		Bring final draft of programs and services back to Board of Directors												
		Update programs and services inventory as necessary based on Board feedback												
	✗	Submit first quarterly report to MECP												
		Consult with municipal staff on draft agreements												
		Bring first draft agreements to GSCA Board of Directors for initial review and comment												
	✗	Submit second quarterly report to MECP												
		Update draft agreements as necessary based on Board feedback												
		Submit third quarterly report to MECP												

Table 4: 2023 Workplan Timeline

Year	Status	Task	January	February	March	April	May	June	July	August	September	October	November	December
Phase 2: 2023		Support municipal staff at municipal council meetings to discuss programs and services												
		Update programs and services inventory as necessary based on consultation												
		Bring final draft of programs and services back to Board of Directors												
		Update programs and services inventory as necessary based on Board feedback												
		Update draft agreements as necessary based on Board feedback												
		Support municipal staff at municipal council meetings to discuss draft agreements												
		Submit fourth quarterly report to MECP												
		Finalize agreements for Board of Directors' approval												
		GSCA Board of Directors' resolution to execute agreements												
		Execute final MOUs/Agreements												
		Submit fifth quarterly report to MECP												
		Consult with municipal staff on draft 2024 budget												
		Consult with Board of Directors on draft 2024 budget based on municipal discussions												
		Submit sixth quarterly report to MECP												
		Deadline to request an extension to timeline												
		Finalize draft budget for Board of Directors' approval to circulate												
		Circulate draft budget to municipal partners												
		Attend municipal Council meetings as requested to discuss the draft budget												
		GSCA Board of Directors' resolution to approve the 2024 budget												
		Submit Inventory of Programs and services and copies of signed MOUs/Agreements to participating municipalities												
		Submit Inventory of Programs and services and copies of signed MOUs/Agreements to MECP												
		Posting of final MOUs/Agreements on GSCA website												

Note: Red lines within the Tables 1, 2 and 3 represent the deadlines identified in Table 1.  
Medium green shading represents original timeline projections.  
Medium green hatching (Table 3) represents original timeline projections that have moved to the next year (Table 4).  
Dark green shading represents revised timeline projections.

### Table 5: Grey Sauble Conservation Authority Consultation Record



Status	Municipality	Transition Plan Pre-Consultation	Circulation of Transition Plan*	Circulation of Inventory*	Consultation on Inventory with Senior Staff	Consultation on Inventory with Council
Participating Municipalities	Arran-Elderslie	October 19, 2021 at 1:00pm	December 22, 2021	January 28, 2022	June 21, 2022	September 12, 2022
	Blue Mountains	October 15, 2021 at 1:00pm	December 22, 2021	January 28, 2022	May 16, 2022	
	Chatsworth	October 21, 2021 at 1:30pm	December 22, 2021	January 28, 2022		
	Georgian Bluffs	October 19, 2021 at 9:30am	December 22, 2021	January 28, 2022	May 17, 2022	
	Grey Highlands	October 14, 2021 at 11:00am	December 22, 2021	January 28, 2022	May 30, 2022	
	Meaford	October 28, 2021 at 1:30pm	December 22, 2021	January 28, 2022	June 10, 2022	
	Owen Sound	October 29, 2021 at 9:00am	December 22, 2021	January 28, 2022	May 17, 2022	
	South Bruce Peninsula	October 15, 2021 at 9:30am	December 22, 2021	January 28, 2022	April 29, 2022	
Upper Tier	Grey County	November 18, 2021 at 9:00am	December 22, 2021	January 28, 2022		
	Bruce County	n/a	December 22, 2021	January 28, 2022		
SPC Municipalities	Brockton	n/a	n/a	January 28, 2022	n/a	n/a
	Hanover	n/a	n/a	January 28, 2022	n/a	n/a
	Howick	n/a	n/a	January 28, 2022	n/a	n/a
	Huron-Kinloss	n/a	n/a	January 28, 2022	n/a	n/a
	Kincardine	n/a	n/a	January 28, 2022	n/a	n/a
	Minto	n/a	n/a	January 28, 2022	n/a	n/a
	Morris-Turnberry	n/a	n/a	January 28, 2022	n/a	n/a
	Northern Bruce Peninsula	n/a	n/a	January 28, 2022	n/a	n/a
	Saugeen Shores	n/a	n/a	January 28, 2022	n/a	n/a
	South Bruce	n/a	n/a	January 28, 2022	n/a	n/a
	Southgate	n/a	n/a	January 28, 2022	n/a	n/a
	Wellington-North	n/a	n/a	January 28, 2022	n/a	n/a
	West Grey	n/a	n/a	January 28, 2022	n/a	n/a
	MECP	n/a	December 22, 2021	January 28, 2022	n/a	n/a

**Notes:**

- 1. \* Transition Plan and Inventory of Programs and Services circulated to the CAO and/or Clerk fo each municipality on the date(s) specified.
- 2. Transition Plan posted to GCSA public website on December 22, 2021
- 3. Inventory of Programs and Services posted to GSCA public website on February 4, 2022
- 4. Consultation meetings have been arranged with GSCA's participating municipalities on the dates noted. For those cells that are blank, meeting times have not yet been arranged

Appendix 1: Inventory of Programs and Services

Appendix 2: List of Existing Category 2 Agreements



## Grey Sauble Authority Board of Directors

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### M O T I O N

**DATE:** September 28, 2022

**MOTION #:** FA-22-085

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

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

**WHEREAS** amendments to the Conservation Authorities Act require GSCA to submit quarterly progress reports to the Province,

**THAT** the GSCA Board of Directors receive *Report No: 026-2022 – Transition Plan Second Quarterly Progress Report* as information.



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## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Tim Lanthier, CAO  
**Meeting Date:** September 28, 2022  
**Report Code:** 027-2022  
**Subject:** DRAFT: GSCA Fee Policy

---

### Recommendation:

**WHEREAS** amendments to the Conservation Authorities Act require GSCA to administer fees in a transparent and accountable manner by adopting and publishing a written fee policy,

**AND WHEREAS** these changes to the Act will take effect on January 1, 2023,

**THAT** the GSCA Board of Directors endorse the Draft Fee Policy prepared by Staff,

**AND THAT** the GSCA Board of Directors direct staff to consult on the Draft Fee Policy,

**AND THAT** the GSCA Board of Directors request that staff bring back a final version of the GSCA Fee Policy at the November 23, 2022 Board of Directors meeting.

### Strategic Initiative:

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

## Background:

Amendments to the Conservation Authorities Act were undertaken in 2020 to clarify the programs and services that conservation authorities (CAs) deliver. In 2021, *Ontario Regulation 686/21: Mandatory Programs and Services* provided additional clarity regarding the programs and services that CAs are required to provide. In April 2022, the Minister of Environment, Conservation and Parks released *Policy: Minister's List of Classes of Programs and Services in respect of which conservation authorities may charge a fee ("Minister's List")*. CAs may only charge a fee for a program or services that it provides if it is set out in the Minister's List. The Minister's List identifies that CAs may charge a fee for mandatory, municipal and other programs and services where the user-pay principle is appropriate.

The Minister's List replaces the *1997 Policies and Procedures for the Charging of Conservation Authority Fees* which was approved by the Minister of Natural Resources and Forestry. The new Minister's List will come into effect on January 1, 2023.

On January 1, 2023, the Conservation Authorities Act is amended by enacting section 21.2 (1)-(12) "Fees for Programs and Services". Subsection (1) enables the Minister to determine the classes of programs and services in respect of which an authority may charge a fee and Subsection (2) requires the minister to publish a List in a policy document. CAs may only charge a fee for a program or service that it provides if it is set out on this list.

Under the Conservation Authorities Act, programs and services delivered by conservation authorities include:

- **Mandatory programs and services.** Mandatory programs and services that the conservation authority is required to provide. These services are further defined in O. Reg. 686/21: Mandatory Programs and Services and may be funded by provincial grants, other sources, municipal apportionment and/or conservation authority self-generated revenue (e.g., user fees) where the user-pay principle is appropriate.
- **Municipal programs and services.** Programs and services that an authority agrees to provide on behalf of a municipality under a MOU or agreement. The program or service may be funded by the municipality or by other funding mechanisms (e.g., user fees where the user-pay principle is appropriate) as per the MOU or agreement.
- **Other programs and services.** Programs and services that an authority determines are advisable to further the purposes of the Act. The program or service may be funded by the municipality or by other funding mechanisms as per the cost apportioning agreement and the Minister's List.

Section 21.2 of the Conservation Authorities Act (CAA) empowers the Grey Sauble Conservation Authority (GSCA) to charge fees for programs and services. The intent of these fees is to offset the direct and indirect costs of offering programs and services or to generate revenue for the Authority.

Section 21.2 of the CAA requires GSCA to administer the charging of fees in a transparent and accountable manner by adopting and publishing a written fee policy, which includes fee schedules that list the programs and services for which GSCA charges a fee and the amount to be charged.

GSCA will maintain its fee schedules and prior to any changes to the fee schedule(s), will notify the public of the proposed change in a manner GSCA considers appropriate, as per the regulations.

In this fee policy, GSCA will also set out the frequency with which it will conduct a review of its fee policy, including its fee schedule(s), 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 make a request to GSCA 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 GSCA Board of Directors.

The fees that GSCA charges, in accordance with the Minister's Fee Classes Policy, are considered 'user fees.' 'User fees' are fees paid to GSCA 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).

Under Section 21.2 of the CAA, 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.

By charging fees for programs and services where the User-Pay principle is considered appropriate, GSCA increases revenue generation opportunities, reducing reliance on general municipal levy (now called apportionment) to finance the programs and services it provides.

The Fee Policy must be in place by January 1, 2023.

## **Current Proposal**

In accordance with the requirements of the Conservation Authorities Act and the relevant regulations, GSCA has prepared the attached Draft Fee Policy.

Consistent with the requirements of the Act and the Regulations, GSCA should consult with partners and stakeholders on this policy. As such, it is proposed that GSCA staff will solicit comments from member municipalities, the County of Grey and the County of Bruce, as well as the Town of Collingwood and the Municipality of Northern Bruce Peninsula. Additionally, GSCA will post this for comment on GSCA's public facing website and will submit it to Conservation Ontario for a staff review.

GSCA is not proposing to update any fee schedules at this time (notwithstanding the Planning and Permitting Fees that are included under a separate report and for which consultation has occurred). Therefore, no fee schedules will be included with the circulations to ensure that the review is on the Policy document and not on already approved schedules.

The proposed consultation period will be generally open until the end of October. This will allow staff time to follow up on any comments received and to collate the results in time for the November Board of Directors meeting.

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

There are no immediate financial implications associated with the implementation of this Fee Policy. However, it will provide a greater clarity to partners, stakeholders and the general public when viewing GSCA's fee schedules.

### **Communication Strategy:**

As noted above, GSCA staff will circulate the Draft Policy to all municipal partners for review and comment. The general public will be afforded the ability to comment via a comment request form on GSCA's public facing website. Notification of the comment period will be posted on our website home page and also posted on GSCA's social media platforms.

### **Appendix 1: DRAFT – GSCA Fee Policy**

### **Appendix 2: Excerpt from the Conservation Authorities Act – Section 21.2(1) – 21.2(12) – Fees for Programs and Services**



# (DRAFT) GSCA Fee Policy

As per Section 21.2(7) of the  
Conservation Authorities Act

Effective Date: September 28, 2022  
Version 1.0



PROTECT. RESPECT. CONNECT.  
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## 1.0 Preamble

Amendments to the *Conservation Authorities Act* were undertaken in 2020 to clarify the programs and services that conservation authorities (CAs) deliver. In 2021, [Ontario Regulation 686/21: Mandatory Programs and Services](#) provided additional clarity regarding the programs and services that CAs are required to provide. In April 2022, the Minister of Environment, Conservation and Parks released [Policy: Minister's List of Classes of Programs and Services in respect of which conservation authorities may charge a fee](#) ("Minister's List"). CAs may only charge a fee for a program or services that it provides if it is set out in the Minister's List. The Minister's List identifies that CAs may charge a fee for mandatory, municipal and other programs and services where the user-pay principle is appropriate.

The Minister's List replaces the 1997 *Policies and Procedures for the Charging of Conservation Authority Fees* which was approved by the Minister of Natural Resources and Forestry. The new Minister's List will come into effect on January 1, 2023.

On January 1, 2023, the *Conservation Authorities Act* is amended by enacting section 21.2 (1)-(12) "*Fees for Programs and Services*". Subsection (1) enables the Minister to determine the classes of programs and services in respect of which an authority may charge a fee and Subsection (2) requires the minister to publish a List in a policy document. CAs may only charge a fee for a program or service that it provides if it is set out on this list.

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

- **Mandatory programs and services.** Mandatory programs and services that the conservation authority is required to provide. These services are further defined in [O. Reg. 686/21: Mandatory Programs and Services](#) and may be funded by provincial grants, other sources, municipal apportionment and/or conservation authority self-generated revenue (e.g., user fees) where the user-pay principle is appropriate.
- **Municipal programs and services.** Programs and services that an authority agrees to provide on behalf of a municipality under a MOU or agreement. The program or service may be funded by the municipality or by other funding mechanisms (e.g., user fees where the user-pay principle is appropriate) as per the MOU or agreement.
- **Other programs and services.** Programs and services that an authority determines are advisable to further the purposes of the Act. The program or service may be funded by the municipality or by other funding mechanisms as per the cost apportioning agreement and the Minister's List.

## 2.0 Introduction

Section 21.2 of the Conservation Authorities Act (CAA) empowers the Grey Sauble Conservation Authority (GSCA) to charge fees for programs and services. The intent of these fees is to offset the direct and indirect costs of offering programs and services or to generate revenue for the Authority.

Section 21.2 of the CAA requires GSCA to administer the charging of fees in a transparent and accountable manner by adopting and publishing a written fee policy, which includes fee schedules that list the programs and services for which GSCA charges a fee and the amount to be charged.

GSCA will maintain its fee schedules and prior to any changes to the fee schedule(s), will notify the public of the proposed change in a manner GSCA considers appropriate, as per the regulations.

In this fee policy, GSCA will also set out the frequency with which it will conduct a review of its fee policy, including its fee schedule(s), 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 make a request to GSCA 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 GSCA Board of Directors.

The fees that GSCA charges, in accordance with the Minister's Fee Classes Policy, are considered 'user fees.' 'User fees' are fees paid to GSCA 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).

Under Section 21.2 of the CAA, 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.

By charging fees for programs and services where the User-Pay principle is considered appropriate, GSCA increases revenue generation opportunities, reducing reliance on general municipal levy (now called apportionment) to finance the programs and services it provides.

## 3.0 Principles

The GSCA Fee Policy and associated Fee Schedules are based upon the following three principles:

### 3.1 User-Pay

As noted above, GSCA charges fees, in accordance with the Minister's Fee Classes Policy, the user-pay principle is considered appropriate. The charging these fees allows GSCA to generate revenue and reduce the Authority's reliance on the municipal levy (now called an "apportionment") to finance the programs and services it provides.

### 3.2 Adequate Consultation and Notification

As noted in Section 7.0 of this Policy, GSCA commits to providing notification to partners, stakeholders and the general public regarding this policy and the associated fee schedules. GSCA also commits to conducting consultation, as appropriate, for the various fees that GSCA changes for the programs and services that it provides.

### 3.3 Right to Appeal

This Policy includes the right to appeal fees or to request a reconsideration of a fee charged. Section 5.0 of this Policy provides the details and the framework for this process.

## 4.0 Determination of Fees

GSCA will use different methods of determining program and service fees depending on the nature of the program or service. Examples of such determinations are:

### 4.1 Conservation Areas and Rentals Fee Schedule

The Conservation Lands Fee Schedule consists of several different types of user fees. These fees are generally developed on a revenue generation basis while factoring in appropriate market value, market willingness, and operational needs. Fees will be reviewed annually and adjusted as necessary to ensure operational and financial sustainability.

### 4.2 Data Management, Mapping and GIS Fee Schedule

Data management and mapping fees are based on the costs of services rendered, and reasonable fair market value for products such as LiDAR. Fees will be reviewed periodically to ensure sustainability.

### 4.3 Development, Interference and/or Alteration Permit Fee Schedule

Fees for permits are based on a detailed activity-based costing which factors in the direct and indirect costs of providing this service. These fees are designed to cover, but not exceed, the cost of providing these services on an average per application basis. GSCA utilized Watson & Associated Economists in 2021/2022 to establish the fees and service rates within this Fee Schedule. Fees will be reviewed

annually for inflation. Further details are provided on the fee schedule.

Fees may be reviewed comprehensively on a five-year basis or as determined by the GSCA.

#### 4.4 Education Services and Day Camp Fee Schedule

Educational Services and Day Camp fees are determined largely on a cost-recovery basis, including an amount for program growth. Fees will be reviewed annually to ensure sustainability.

#### 4.5 Forestry Services Fee Schedule

Forestry Service fees are determined largely on a combination of cost-recovery, market value and comparable services rates. Fees are reviewed annually, in consultation with neighbouring conservation authorities, to ensure sustainability.

#### 4.6 Planning Service Fee Schedule

Fees for planning services are based on a detailed activity-based costing which factors in the direct and indirect costs of providing this service. These fees are designed to cover, but not exceed, the cost of providing these services on an average per application basis. GSCA utilized Watson & Associated Economists in 2021/2022 to establish the fees and service rates within this Fee Schedule. Fees will be reviewed annually for inflation. Further details are provided in the fee schedule.

Fees may be reviewed comprehensively on a five-year basis or as determined by the GSCA.

#### 4.7 Stewardship Services Fee Schedule

Stewardship Service fees are determined largely on a cost-recovery basis. Fees will be reviewed periodically to ensure sustainability.

### 5.0 Request for Reconsideration of Fees

#### 5.1 Overview

The Act requires that 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.

A person (applicant, client, customer, proponent, or developer) has the right to appeal a fee should they be dissatisfied with the prescribed fee. The person may request either a reduction or waiving of the fee. In order to appeal a fee, a person must submit, in writing, the reasons for the appeal.

#### 5.2 Procedure for Requesting a Reconsideration

Any person requesting the GSCA to reconsider the fee it has charged that person must be doing so for one of the following reasons:

- It is contrary to the authority's fee schedule; or,
- It is excessive in relation to the program or service for which it was charged.

Requests for reconsideration of a fee will first be heard by the Chief Administrative Officer (CAO). To submit a request for reconsideration to the CAO, an individual will:

- Make their request in writing.
- Identify what the fee was for.
- Provide any relevant supporting documentation.
- State why they believe the fee should be reconsidered, as per the reasons above.
- State whether they are requesting the fee to be waived or to be reduced.

The CAO will consider this request and provide a response in writing to the individual making the request. The request and the CAO's response will be included in the consent agenda for the next available Board of Directors meeting package.

If not satisfied with the decision of the CAO, a person may request reconsideration of the fee by the GSCA's Board of Directors. The CAO will have the request included as an agenda item at the next available meeting of the Full Authority Board of Directors.

After receiving and considering the request, the GSCA may:

- Vary the amount of the fee to be charged to an amount the GSCA considers appropriate,
- Order that no fee be charged, or
- Confirm the original amount of the fee.

Requests for reconsideration heard by the Board of Directors will be dismissed or upheld through a resolution. The appellant will then be notified in writing of the Board's decision.

### 5.3 Frivolous or Vexatious Requests

The CAO, in their review, shall make judgement on whether the request is frivolous or vexatious. Requests that are considered frivolous or vexatious shall not be brought forward to the Full Authority Board of Directors.

In consideration by the CAO of whether a request is frivolous or vexatious, the CAO shall conclude that the request is frivolous or vexatious if:

- the CAO is of the opinion, on reasonable grounds, that the request is part of a pattern of conduct that amounts to an abuse of the right to request a reconsideration of a fee or to interfere with the operations of the Authority; or
- the CAO is of the opinion, on reasonable grounds, that the request is made in bad faith or for a purpose other than to reasonably request a reconsideration of a fee.

### 5.4 Substantially Similar Requests

The CAO, in their review, shall make judgement on whether the request is substantially similar to a request on which the Board of Directors has previously ruled. Requests that are substantially similar to a request on which the Board of Directors has previously ruled shall not be brought forward to the Full Authority Board of Directors.

In consideration by the CAO of whether a request is substantially similar or not, the CAO shall consider if:

- The Board of Directors has already passed a resolution on this specific item; or,
- The Board of Directors has already passed a resolution on a request made for the same type of fee with the same grounds for consideration (example: waiver of a parking fee based on duration of property visit).

## 5.5 Specific Products

The GSCA will not entertain a request for reconsideration of a fee on a specific product for which the Board of Directors has approved the product pricing (example: orthophotography) or for which GSCA has defined pricing under another agreement or partnership (ex. LiDAR).

## 5.6 Refunds

Refunds for various fees are identified in the individual fee schedules appended to this policy document.

No refunds will be provided for services after the GSCA has initiated the work, planning review, or permitting process, or for parking or facility rental after use of the service, except when request for reconsideration has been submitted and approved.

## 6.0 Frequency and Process for Review

This Policy shall be monitored from time to time to evaluate its effectiveness and fairness. The Policy, including its fee schedules, will be subject to comprehensive review at least every five years and an annual review for inflation adjustments. Typical review timelines for the various fee schedules are detailed in Section 4.0 to this policy.

Comprehensive review will include a wholistic consideration of this policy document in light of current legislation and the ongoing effectiveness of the policies. Any changes to the fee policy will be made available for comment on GSCA's public facing website and will be brought forward to the GSCA Board of Directors for review and endorsed by resolution.

Changes, if any, to fee schedules to account for inflation are embedded in each fee schedule and will be brought forward to the GSCA Board of Directors for review and endorsement.

## 7.0 Notice and Public Availability

Any comprehensive review of this policy or the fee schedules will be, at a minimum, posted on GSCA's website for public consideration. Comprehensive changes to the Planning and Permitting fee schedule will undergo public consultation, consisting of meetings with partners and stakeholders, in addition to an online commenting form.

GSCA will consult with participating municipalities on any fees associated with a Category 2 program or service for which we have an agreement with those municipalities, as identified in the Conservation



Authorities Act.

GSCA will consult with participating municipalities on any Category 3 programs and services for which we have an agreement with those municipalities, as identified in the Conservation Authorities Act.

This policy and the associated schedules will be made available to the public on GSCA's public facing website.

## 8.0 Fees under Alternative 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.

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.

## 9.0 Transition

This Policy is effective upon endorsement by the GSCA Board of Directors.

The establishment of this Policy supersedes and replaces all previous Fee Policies and Schedules. This Policy and its associated schedules also apply to proposals not previously invoiced, such as draft approved plans of subdivision that pre-dated any Fee Schedules or additional technical reports associated with active applications not previously invoiced.

## 10.0 Legislative Framework

Section 21.2 of the Conservation Authorities Act (C.A.A.) sets out the requirements for fee schedules and the documentation of fee policies. Specifically, section 21.2 identifies:

### 10.1 Fee schedule

- (6) Every authority shall prepare and maintain a fee schedule that sets out,
  - (a) the list of programs and services that it provides and in respect of which it charges a fee; and
  - (b) the amount of the fee charged for each program or service or the manner in which the fee is determined. 2017, c. 23, Sched. 4, s. 21. Fee policy
- (7) Every authority shall adopt a written policy with respect to the fees that it charges for the programs and services it provides, and the policy shall set out,
  - (a) the fee schedule described in subsection (6);
  - (b) the frequency within which the fee policy shall be reviewed by the authority under subsection (9);
  - (c) the process for carrying out a review of the fee policy, including the rules for giving notice of the review and of any changes resulting from the review; and



(d) the circumstances in which a person may request that the authority reconsider a fee that was charged to the person and the procedures applicable to the reconsideration. 2017, c. 23, Sched. 4, s. 21.

## 10.2 Fee policy to be made public

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

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

## 10.3 Notice of fee changes

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

## 10.4 Reconsideration of fee charged

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

## 10.5 Powers of authority on reconsideration

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

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

## 11.0 Fee Schedules

Appendix 'A': Conservation Areas and Rentals Fee Schedule

Appendix 'B': Conservation Area Parking Rates

Appendix 'C': Data Management, Mapping and GIS Fee Schedule

Appendix 'D': Development, Interference and/or Alteration Permit Fee Schedule

Appendix 'E': Education Services and Day Camp Fee Schedule

Appendix 'F': Forestry Services Fee Schedule

Appendix 'G': Planning Service Fee Schedule

Appendix 'H': Stewardship Services Fee Schedule

## Excerpt from the Conservation Authorities Act – Section 21.2(1) – 21.2(12) – Fees for Programs and Services

**Note:** On January 1, 2023, the day named by proclamation of the Lieutenant Governor, the Act is amended by adding the following section:  
(See: 2017, c. 23, Sched. 4, s. 21)

### **Fees for programs and services**

**21.2** (1) The Minister may determine classes of programs and services in respect of which an authority may charge a fee. 2017, c. 23, Sched. 4, s. 21.

### **Publication of list**

(2) The Minister shall publish the list of classes of programs and services in respect of which an authority may charge a fee in a policy document and distribute the document to each authority. 2017, c. 23, Sched. 4, s. 21.

### **Updating list**

(3) If the Minister makes changes to the list of classes of programs and services in respect of which an authority may charge a fee, the Minister shall promptly update the policy document referred to in subsection (2) and distribute the new document to each authority. 2017, c. 23, Sched. 4, s. 21.

### **Where authority may charge fee**

(4) An authority may charge a fee for a program or service that it provides only if it is set out on the list of classes of programs and services referred to in subsection (2). 2017, c. 23, Sched. 4, s. 21.

### **Amount of fee**

- (5) The amount of a fee charged by an authority for a program or service it provides shall be,
- (a) the amount prescribed by the regulations; or
  - (b) if no amount is prescribed, the amount determined by the authority. 2017, c. 23, Sched. 4, s. 21.

### **Fee schedule**

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

### **Fee policy**

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

### **Fee policy to be made public**

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

### **Periodic review of fee policy**

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

### **Notice of fee changes**

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

**Reconsideration of fee charged**

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

**Powers of authority on reconsideration**

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

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



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

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

**DATE:** September 28, 2022

**MOTION #:** FA-22-086

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

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

**WHEREAS** amendments to the Conservation Authorities Act require GSCA to administer fees in a transparent and accountable manner by adopting and publishing a written fee policy,

**AND WHEREAS** these changes to the Act will take effect on January 1, 2023,

**THAT** the GSCA Board of Directors endorse the Draft Fee Policy prepared by Staff,

**AND THAT** the GSCA Board of Directors direct staff to consult on the Draft Fee Policy,

**AND THAT** the GSCA Board of Directors request that staff bring back a final version of the GSCA Fee Policy at the November 23, 2022 Board of Directors meeting.



## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Alison Armstrong  
**Meeting Date:** September 28, 2022  
**Report Code:** 028-2022  
**Subject:** Update to Regulation 14 and 15 GSCA Personnel Policy

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**WHEREAS** updates to Regulation 14 Pension Plans of the GSCA Personnel Policy are required as the result of changes to the voluntary enrollment requirements for other-than-continuous full-time employees for the OMERs Pension Plan,

**AND WHEREAS**, Regulation 15 Other Employee Benefits, Group Health Insurance is directly linked to Regulation 14,

**THAT**, the Board of Directors endorses the recommended changes to the GSCA Personnel Policy as detailed in the attached document.

### Strategic Initiative:

This item is not related to the priorities set out in GSCA's Strategic Plan.

### Background:

Currently, the rules for enrollment in the OMERs Pension Plan for non-full-time or other-than-continuous full-time employees requires one of the following conditions be met:

- Worked at least 700 hours (including overtime) in each of the previous two calendar years
- Earned in total, including overtime and vacation pay, at least 35% of the year's maximum pensionable earnings

The 2020 Plan Review Process in June of 2020 resulted in the OMERs Sponsors Corporations Board approving an amendment to the OMERs Pension Plan that resulted

**Subject:** Update GSCA Personnel Policy

**Report No:** 028-2022

**Date:** September 28, 2022

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in the expansion of the plan resulting in the above eligibility criteria being removed. As of January 1, 2023, all non-full-time employees may elect to join the Plan at any time.

GSCA's Personnel Policy Regulation #15, Group Health Insurance in its current format promises enrollment in Group Benefits to Contract employees who qualify for OMERS and have a minimum duration one-year contract. This one-year limitation is a carry forward from our previous benefits provider and is not a factor in offering benefit enrollment with our current provider unless we change the waiting period on the policy. Contract employees are required to wait up to two calendar years for benefits. Long term disability is excluded from benefits offered to Contract employees.

### **Proposed Changes:**

Changes are required to GSCA's Personnel Policy Regulation #14 – Pension Plan to accommodate this change in OMERS eligibility.

The recommended changes to Regulation #15 would separate qualification for benefits from qualification for OMERS. The revised Regulation #15 requires contract employees to have a minimum of 700-hours per year for two consecutive years with GSCA and to have a contract with a minimum duration of one year with GSCA to qualify for benefits. The specific proposed changes to the Personnel Policy are shown on the attached document. Areas of change are highlighted in yellow. Removals are identified by a strikethrough (~~example~~), while additions are in bold (**example**).

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

Employee contributions made to OMERS are matched by GSCA. These contributions are 9% up to a yearly maximum pensionable earnings (YMPE) amount, then 14.6% on earnings over that YMPE threshold amount. For 2022 this amount was \$64,900. It is not expected that many seasonal employees will participate in the OMERS enrollment. Based on existing positions that would not qualify for enrollment under the previous rules, it is estimated the cost to be approximately \$12,000

### **Communication:**

The changes to Regulations #14 and #15 of the Personnel Policy will be conveyed to all GSCA Staff.

### **Consultation:**

CAO, OMERS website, email

### **Appendices:**

Appendix 1: Excerpt from GSCA's Personnel Policy, Regulations #14 and #15



## **Regulation #14**

### **Pension Plans**

#### 1. Canada Pension Plan

All employees between the ages of 18 and 70 are required to contribute to the Canada Pension Plan (C.P.P.) as required by Federal Law.

#### 2. Ontario Municipal Employees Retirement System (OMERS)

- a) All regular service employees are required, as a condition of employment, to participate in the Ontario Municipal Employees Retirement System, or if such a person is already a member of OMERS, to resume **his their** contributions without interruption.
- b) The Authority shall contribute an equal amount on behalf of the Employee as stipulated in the Plan.
- e) ~~Contract employees whose service exceeds two consecutive years and have earned at least 35% of the years maximum pensionable earnings, or worked at least 700 hours in each of the previous two years may request to join OMERS.~~ **Effective January 1, 2023, current eligibility standards for non-full time (other than regular service) are removed so that all employees may elect to join the OMERS Plan at any time. Enrollment in the plan would take effect on the first day of the month after the employee's election is received**
- d) Retirement benefits are as set out by OMERS.

## **Regulation #15**

### **Other Employee Benefits**

#### 1. Group Health Insurance

The Authority provides a group health insurance plan for all regular staff which includes:

- life insurance
- drug plan
- dental plan
- extended health care
- vision care
- long term disability

- accidental death and dismemberment
- out of province care
- semi-private hospital coverage

as set out and updated from time to time by the plan provider.

The Authority also provides a group health insurance plan for Contract staff who have qualified for OMERS, have a contract that has a minimum duration of one year and have hours of work per week of not less than 28 hours **and are currently enrolled in group benefits.**

**The Authority pays 100% of the premium for these plans. See the plan for coverage details and limits.**

**Effective January 1, 2023, Contract Staff qualifying for benefits under the previous OMERS qualification will be offered enrollment in group benefits. New or existing non qualifying Contract Staff will be offered enrolment in the group benefits plan once they have met the 700-hour requirement for two consecutive years and have a minimum one-year contract with GSCA.**

**Benefits for Contract Staff will** ~~it includes~~ the above list, excluding long term disability, as set out and updated from time to time by the plan provider.

~~The Authority pays 100% of the premium for these plans. See the plan for coverage details and limits.~~



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

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

**DATE:** September 28, 2022

**MOTION #:** FA-22-087

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

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

**WHEREAS** updates to Regulation 14 Pension Plans of the GSCA Personnel Policy are required as the result of changes to the voluntary enrollment requirements for other-than-continuous full-time employees for the OMERs Pension Plan,

**AND WHEREAS**, Regulation 15 Other Employee Benefits, Group Health Insurance is directly linked to Regulation 14,

**THAT**, the Board of Directors endorses the recommended changes to the GSCA Personnel Policy as detailed in the attached document.



## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Mac Plewes, Manager of Environmental Planning  
**Meeting Date:** September 28, 2022  
**Report Code:** 29-2022  
**Subject:** Environmental Planning Program Rates and Fees Review

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### Recommendation:

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

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

**AND WHEREAS, the Program Rates and Fees Review Final Report was completed in March of 2022;**

**AND WHEREAS, staff consulted with watershed stakeholders and further refined the consultant recommended proposed fee structure**

**THAT THE Board of Directors endorse the Program Rates and Fees Review Final Report;**

**AND THAT The Board of Directors approve the staff amended proposed fee structure.**

### Strategic Initiative:

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

## **Background:**

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

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

As of the preparation of this report, in September 2022, the Department has received over 370 permit applications, and 550 planfile applications. Planfile applications consist of Planning Act, Niagara Escarpment Planning and Development Act, and Aggregate Resources Act applications as well as formal property inquiries.

This level of application activity places GSCA within the top 20 percent of applications received by conservation authorities in Ontario. However, GSCA's staffing levels are within the bottom 40 percent of conservation authorities. Further, it is important to note that this Department has undergone substantial staffing changes within the last 18 months, losing three staff and approximately 35 years' worth of planning experience.

These levels of activity are not sustainable by the current staff base. Additionally, in order to properly carry out its mandate and agreement obligations with watershed municipalities, it is important that GSCA have the appropriate level of staffing and expertise in-house to review and process applications.

In 2021, the Board endorsed staff's recommendation to undertake a comprehensive fee review for planning and permitting services led by a consultant (Watson and Associates Economists Inc.) with the intention of achieving 100% cost recovery.

The Program Rates and Fees Review Final Report was presented to the Board at the March 2022 Board meeting where the Board directed staff to undertake consultation with respect to the final report and proposed fee structure.

## **Analysis and Discussion:**

### **Survey Results:**

GSCA staff-initiated consultation with watershed stakeholders on the proposed fee structure in July 2022 and carried consultations into September 2022. Initial consultation consisted of posting the final report and fee tables on GSCA's website along with an online survey. GSCA solicited our municipal partners directly for feedback along with

those in the development industry, including builders, engineering consultants, planning consultants and environmental consultants. The survey had a very low response rate, approximately 6%. Two of the respondents were from the municipal sector and one from the private sector.

From the survey, 2 out of the 3 respondents did not support the proposed fee structure citing concerns over the shift to the minor and major category format, the proposed multiple application discount rate, and increases above 1200%. However, 2 out of 3 respondents supported the methodology of the report prepared by Watson's and Associates.

### **Municipal Actions and Consultations:**

In early August, the Town of South Bruce Peninsula Council passed a motion objecting to the proposed fee structure citing the proposed increases as high as 1224%. However, GSCA staff did not have an opportunity to discuss the report and the Town's concerns prior to the passing of the motion.

Grey County staff presented a report to the Grey County Committee of the Whole on September 8, 2022, for information purposes. Grey County staff were supportive of the methodology and approach taken by Watson's and Associates. Grey County did not feel the need to comment specifically on the proposed fees noting it is "a matter for GSCA and Watson's and Associates". However, the Grey County staff report reflected the advantages of the planning services offered by GSCA and the benefits of enhancing those services.

To solicit further feedback, GSCA staff held a virtual information session in early September with municipal stakeholders. In attendance were staff from the Town of Blue Mountains, Municipality of Grey Highlands, Municipality of Meaford, City of Owen Sound, Township of Georgian Bluffs, Bruce County, and Town of South Bruce Peninsula. Around this time, direct discussions were also held with staff from Town of South Bruce Peninsula, Bruce County and City of Owen Sound.

The majority of feedback received from the session was related to the MOU's with GSCA's watershed municipalities and the process for GSCA to provide planning comments the municipality. The MOU's are beyond the scope of the Watson and Associate's review and MOU discussions with our municipal partners will be part of the next phase of this process.

Bruce County staff presented a report to the Bruce County Planning and Development Committee on September 15, 2022. The staff report clarified the percent increase concerns raised by the Town of South Bruce Peninsula based on discussion with GSCA staff. The report presented three options for the Committee to consider with respect to the MOU services between Bruce County and GSCA. The Committee passed a motion to proceed with an option that directs Bruce County staff to examine the business case for developing internal expertise, including additional staff with natural heritage and water expertise to the County planning department. If the County opted for this

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approach, then a notice of termination of the MOU agreement would be considered by Bruce County.

A staff report was brought forward to the City of Owen Sound Community Services Committee on September 21, 2022 and GSCA staff also presented to the Committee. The City of Owen Sound staff report comments were positive of the Program Rates and Fees Review Final Report.

### Discussion on Fee Schedule:

With respect to the proposed percent increases in the fee structure table, increases from current fees above 1200% are identified for the major zoning by-law amendment application, major official plan amendment application, and the Environmental Assessment Class C fee categories. We should note, these are entirely new fee categories and to compare them to the current fee structure does truly reflect the overall increase.

The major fee categories are inclusive of the technical review, which are presently not built into the review fee and are charged separately under the technical review category.

If considering a major zoning by-law amendment application under the current fee structure, the total fee would include the \$390.00 application fee and two technical reviews invoiced separately at \$1510.00 each, bringing the total to \$3410.00. If this total is compared to the proposed major zoning by-law amendment fee at \$5100.00 the percent increase is 49.56%. Using the same rationale to compare the major official plan amendment application fee, the increase is 53.37%. This represents a more accurate interpretation of the percent increases and as noted are well below 1200%.

As for the Environmental Assessment Class C fee, GSCA has averaged 0 of these types of applications over the past 5 years and only 1 Class B Environmental Assessment per year. Additionally, Environmental Assessments are typically municipal applications for which GSCA does not collect any fees. However, staff have amended the proposed fee table to include Class B and Class C Environmental Assessment Review fees in the same recommended fee category at \$5775.00 representing a 749% increase. Given the nature of these applications and volume experienced there is no expected impact to revenue with this amendment.

In consideration of the permit fees, staff are of the opinion the minor project fee of \$600.00 is high considering the type of projects that typically fall within this category. This may not be affordable and could result in an increase in violations, which run at a deficit based on staff time and effort required to resolve these issues. As such, staff are proposing to introduce a new "*Routine Project*" fee category. The intention of this fee category is to capture very basic types of development that require little effort and staff time to review and pose little to no risk from a natural hazard perspective. Effort and cost savings could be realized by not conducting site visits for these types of projects, which may also expedite their approval.



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In conclusion, the Program Rates and Fees Review Final Report prepared by Watson & Associates presents a fee structure based on the full cost recovery of GSCA providing plan review and permitting services. The fee structure is defensible, representative of best practices, and conforms with provincial guidelines and legislation. Staff have made further amendments highlighted above to the proposed fee structure based on the consultation.

Upon the Board's endorsement of the Program Rates and Fees Review Final Report and approval of the proposed fee structure, staff will prepare a final fee schedule document based on the report and fee structure for further Board consideration and ultimately towards implementation in January 2023. Staff will also initiate discussions with watershed municipalities related to the planning service MOUs, prepare job descriptions and undertake hiring of the proposed positions.

### **Current Request:**

The Board of Directors endorse the Program Rates and Fees Review Final Report prepared by Watson & Associates Economists Ltd. and approve the staff amended fee structure.

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

As per the conclusions in Section 3.1 of the Watson & Associates report, the financial implications of the proposed fee structure will provide for approximately 79 percent cost recovery directly within the Environmental Planning Department, as well as providing cost recovery for other directly involved staff and indirect and overhead costs. This process utilizes the user pay principle, which is consistent with direction from MNRF Policies and Procedures, the Planning Act, and the newly proposed Minister's Policy on conservation authority fees. Utilizing full cost recovery will provide a net gain for the GSCA, relative to current levy investment, and will serve to potentially lower the overall impact of cost apportionment to our member municipalities.

This will not eliminate the need for cost apportionment (levy) dollars to support some costs within the Environmental Planning Department, as some costs are outside of the scope of user fees, such as legal and enforcement costs, review of municipal applications, and broad-scale policy development and review.

However, some existing apportionment (levy) costs outside of the Environmental Planning Department will be offset by the newly proposed fee schedule, thereby freeing up these dollars to reduce other costs.

### **Communication Strategy:**

The amended fee structure will be sent to watershed municipalities for information and posted on the project page on GSCA's website.

GSCA Staff will also communicate directly with municipal staff to ensure that any questions or concerns are discussed.

### **Consultation:**

CAO, Watershed Municipalities, partners and stakeholders

### **Appendices:**

**Appendix 1:** Recommended Fee Schedule

**Appendix 2:** Staff Presentation Materials

**Appendix 3:** Watson & Associates: Program Rates and Fees Review 2022



Table 6-1  
Proposed Full Cost Recovery Fee Structure

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

\*New fee category that is inclusive of technical review, which is currently not built into the fee review. Technical review fees are collected separately. As such, if compared to the current fee with the addition of technical review the % change is 49.56% for major zoning by-law amendments and 53.37% for major official plan amendments.



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



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



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



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

\*Routine projects

N/A

Routine Projects

300

N/A





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

# Planning & Permit Fee Review

**Mac Plewes, Manager of Environmental Planning**  
**September 28, 2022**

# GSCA Planning Team

Mac Plewes, Manager of Environmental Planning

Justine Lunt, Environmental Planner

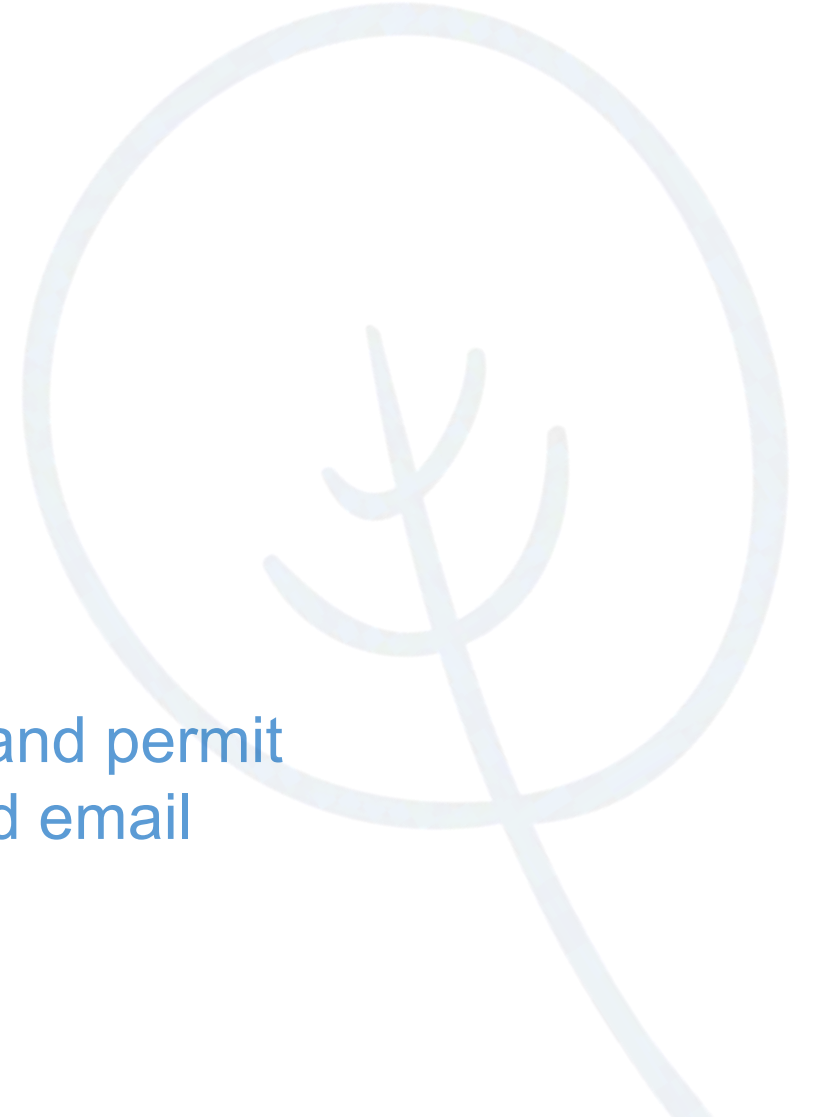
Jake Bousfield-Bastedo, Watershed Planner

Chris Scholz, Intermediate Planner

Olivia Sroka, Regulations Officer

Nicole McArthur, Planning Technician

The team reviews and responds to over 900 planning and permit applications a year along with additional phone call and email inquiries and violations



# Mandatory Roles

## Delegated Responsibility

CAs to act on behalf of the Ministry of Natural Resources and Forestry on Planning Act matters

- Ensure applications are consistent with natural hazard policies in the PPS

## Public Body

CAs are public bodies under the Planning Act

- Must be notified of municipal policy documents and applications under the Planning Act

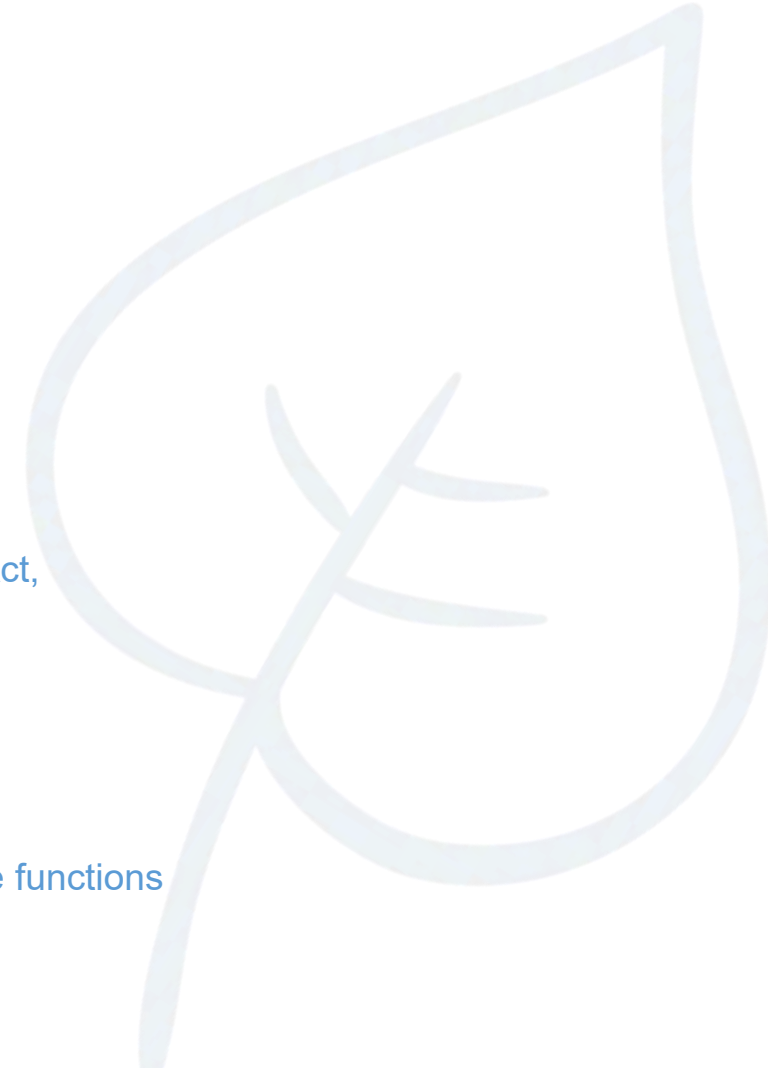
## Other Acts

CAs are mandated to comment on natural hazards related to Aggregate Resources Act, Drainage Act, Environmental Assessment Act, Niagara Escarpment Planning and Development Act

## Section 28 of the Conservation Authorities Act

Empowers CAs to regulate development and alterations (O. Reg. 151/06)

- Regulation 686/21 – Mandatory Programs and Services, requires an authority to carry out these functions





# Discretionary Role

## Service Provider

Through MOUs, municipalities can enter into agreements with CAs for planning and technical services under the Planning Act on their behalf

- Agreements detail the types and level of programs and services provided by CA
- Typically includes stormwater management, natural heritage, water
- Agreements include fee schedules

Municipality	Agreement Status
Town of the Blue Mountains	Established 2007
Municipality of Grey Highlands	Established 2007
Township of Chatsworth	Established 2007
Municipality of Meaford	Established 2007
City of Owen Sound	Renewed 2020
Township of Georgian Bluffs	Established 2020
Bruce County (on behalf of AA, TSBP, MNBP)	Renewed 2019

# Program and Service Fees

- CA's can charge fees for plan review and section 28 permits (Sec. 21 CA Act)
- MNRF guidance on fees to recover full cost of the program
- Plan review fees in accordance with Section 69 of Planning Act
- Current fees established around 2006 with annual increase based on CPI
  - Not based on comprehensive review

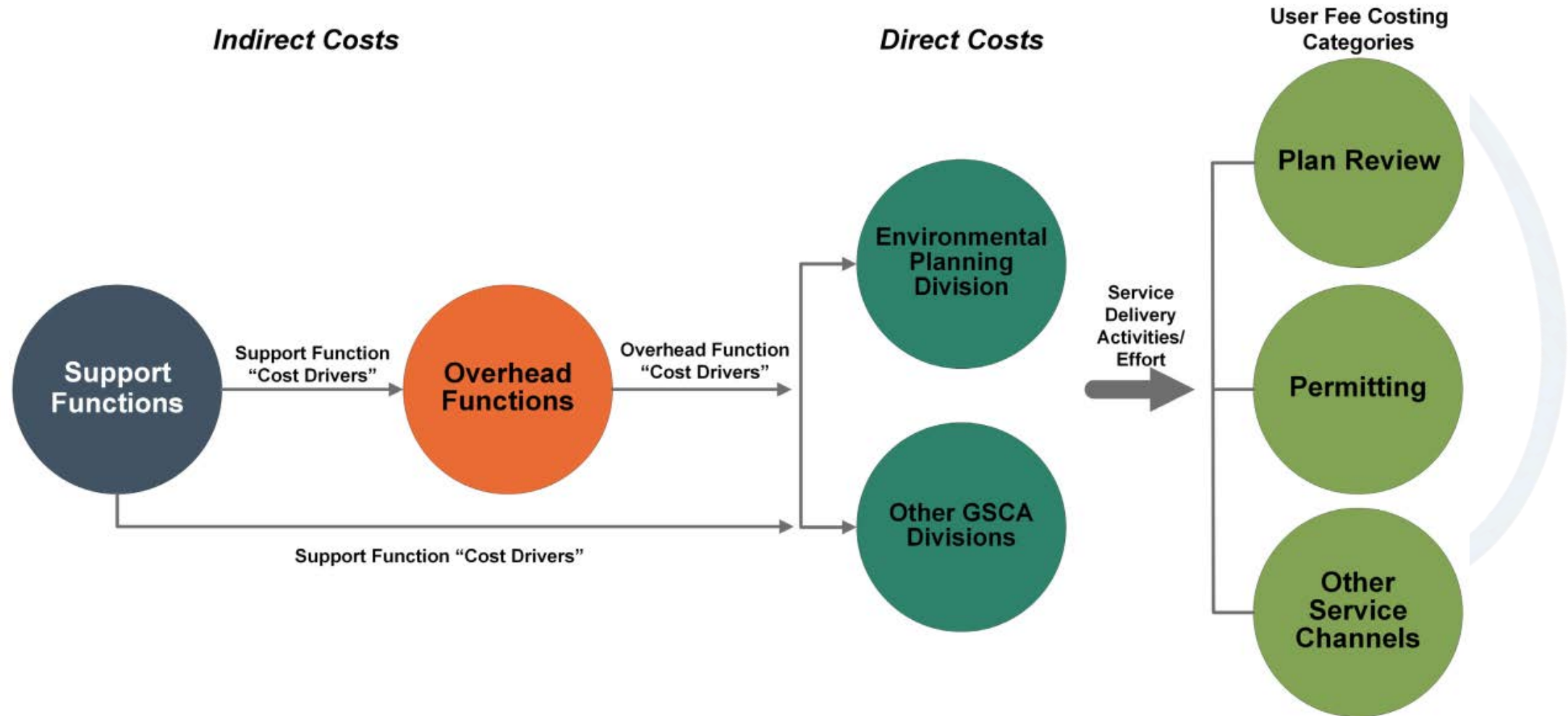
# Watson's Review Objectives/Deliverables

- Comprehensive review of program rates and fees
- Assess the full cost of providing planning and permitting services
- Provide a fee recommendation that conforms with legislation
- Utilizes cost recovery principle with affordability and competitiveness
- Based on best practices





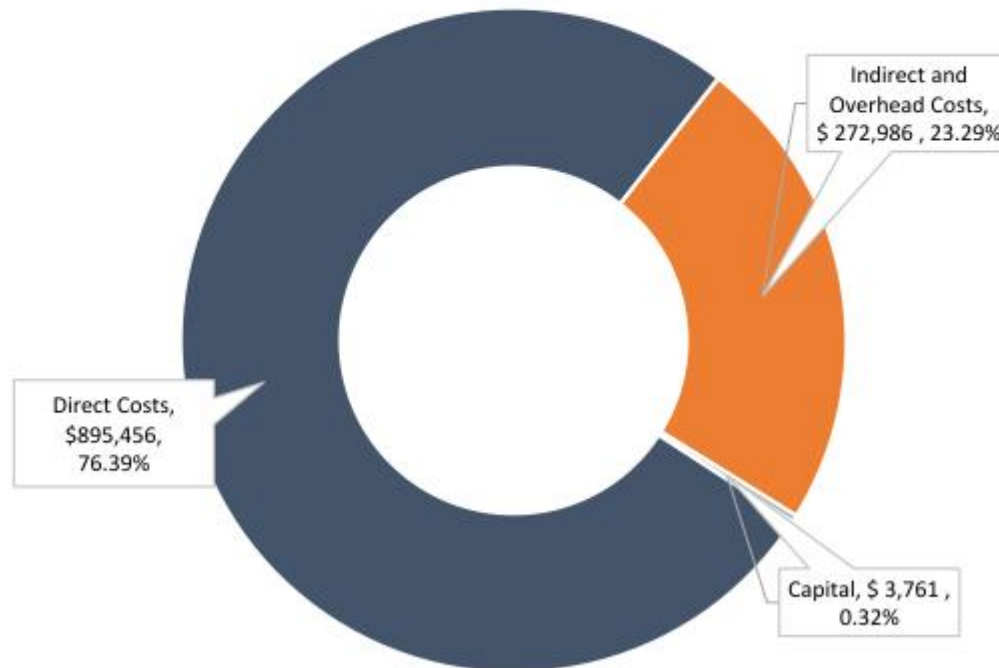
# Activity-Based Costing Methodology



# Findings and Recommendations


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

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

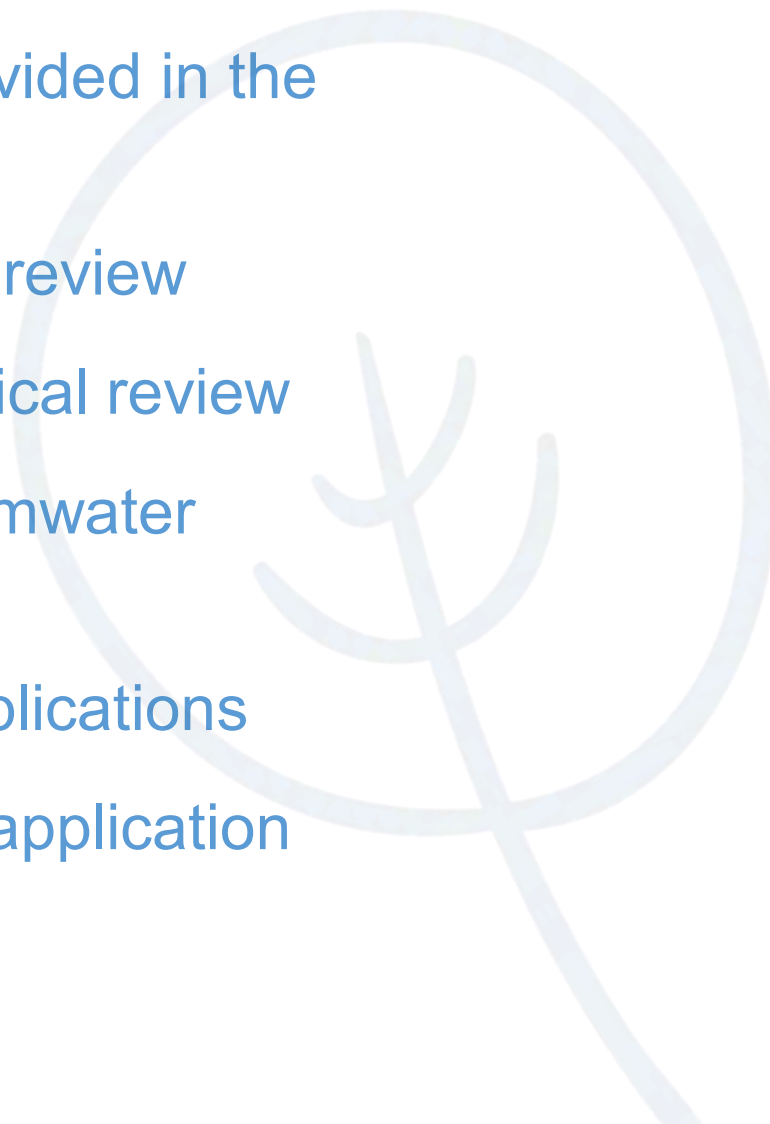


- Breakdown based on the level of service that GSCA proposes to provide
- Total Costs to be recovered: \$1.17M
- Majority of costs are direct service costs
- Minister's Fee Policy recommends a User-Pay Principle for Fee Collection
- Proposed fees include consideration for other costs of providing these services
- Watson Review Balances this across fee categories based on effort requirements

# Findings and Recommendations

- Current Application Volumes vs. Staffing Levels are not sustainable.
  - Required Staff Positions include a Regulation Officer (hired), a Water Resources Engineer, and a Planning Ecologist.
  - GSCA's current fee structure would provide for 33% cost recovery with these required staff (leaving a \$784K shortfall)
  - With no changes to staffing, the current fee structure only provides for 44% cost recovery (leaving a \$492K shortfall)
  - If we do not factor in the required staff or overhead/indirect costs, the current fee structure is still only capturing 64% of overall costs (\$219K shortfall)
- 

# Proposed Fee Schedule

- Full cost recovery recommendations have been provided in the proposed fee tables
  - Introduces Minor and Major categories for planning review
    - Minor – No technical studies or one minor technical review
    - Major – Full technical studies required (e.g. stormwater management, EIS, geotechnical)
  - 20% discount provided for total fee of combined applications
  - Pre-consultation fees to be credited against formal application fees
- 

# Fee Discussion

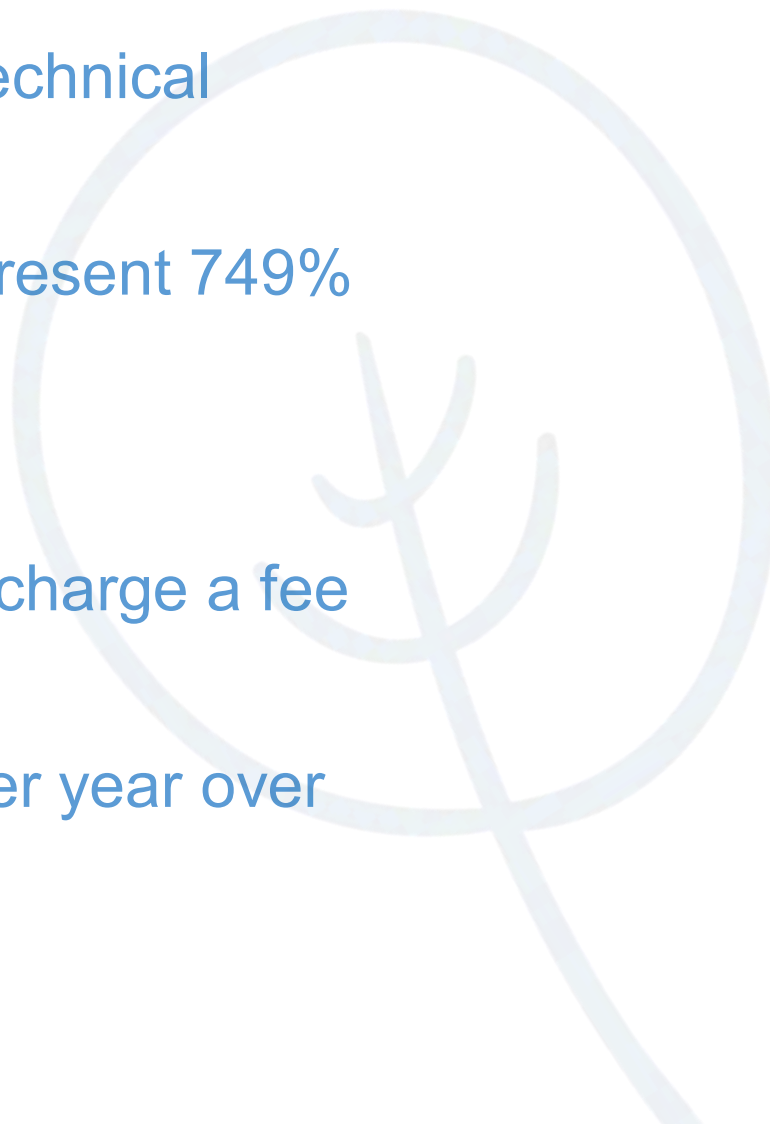
- Watson report noted major ZBA proposed increase 1208%

Current	Proposed	% Change
ZBA \$390.00 with EIS \$1510 and SWM \$1510 (application plus 2 technical reviews)	Major ZBA (application and technical reviews included in the fee)	
\$3410	\$5100	49.56%

- Watson report noted major OPA proposed increase 1241%

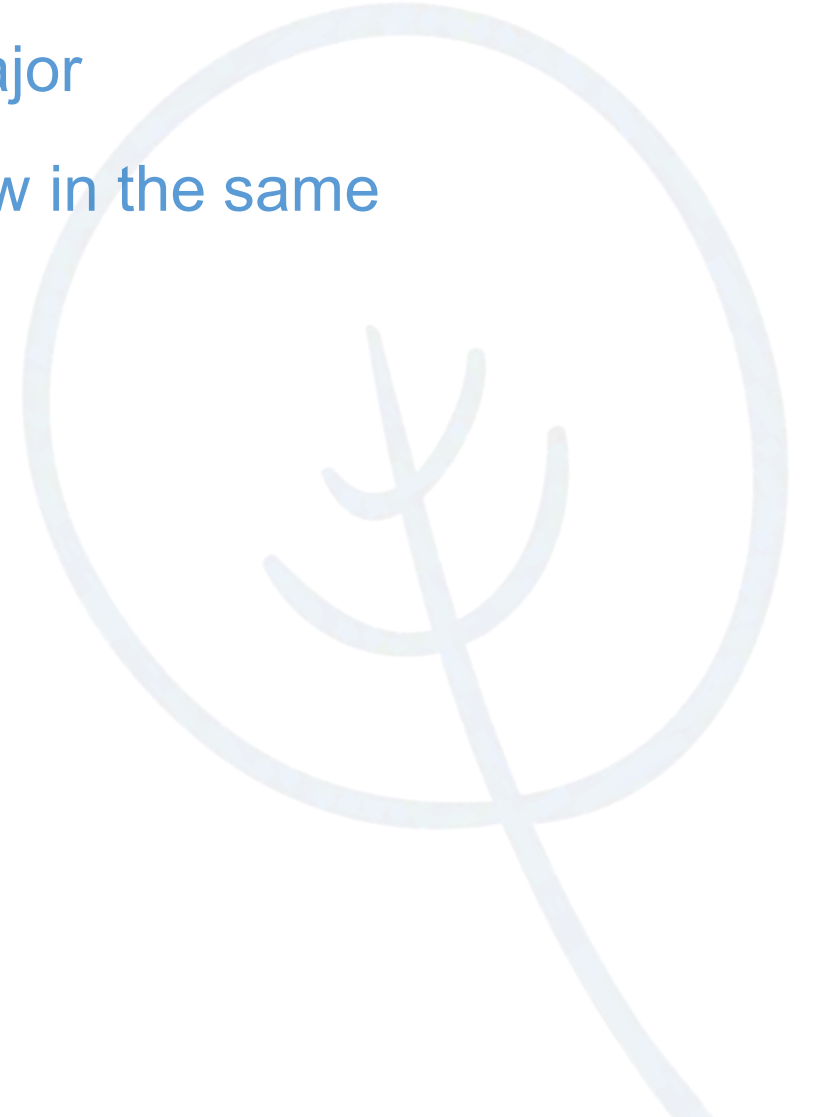
Current	Proposed	% Change
OPA \$390 with EIS \$1510 and SWM \$1510 (application plus 2 technical reviews)	Major OPA (application and technical reviews included in the fee)	
\$3410	\$5230	53.37%

# Fee Discussion Con't

- Minor and major site plan reviews also inclusive of technical review
  - Class B and C Environmental Assessments also represent 749% and 1224% increases
    - Inclusive of technical reviews
    - Typically municipal projects, for which we do not charge a fee to municipalities
    - GSCA averaged 1 Class B and 0 Class C EA's per year over the last 5 years.
- 

# Proposed Changes

- Clarification of percent increases from minor and major
- Keep Environmental Assessment Class B & C review in the same fee category
- Add a new permit review fee category





# Next Steps

- Board Endorsement of the Program Rates and Fees Review Final Report
- Board approval of the staff amended fee structure
- Prepare detailed fee schedules
- Renew MOU's with municipalities – ongoing
- Complete job descriptions and hire proposed positions
- Implement new fee schedule targeting January 2023





**Grey Sauble**  
CONSERVATION

# Questions





# Program Rates and Fees Review

Grey Sauble Conservation Authority

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Final Report

March 9, 2022

Watson & Associates Economists Ltd.  
905-272-3600  
[info@watsonecon.ca](mailto:info@watsonecon.ca)

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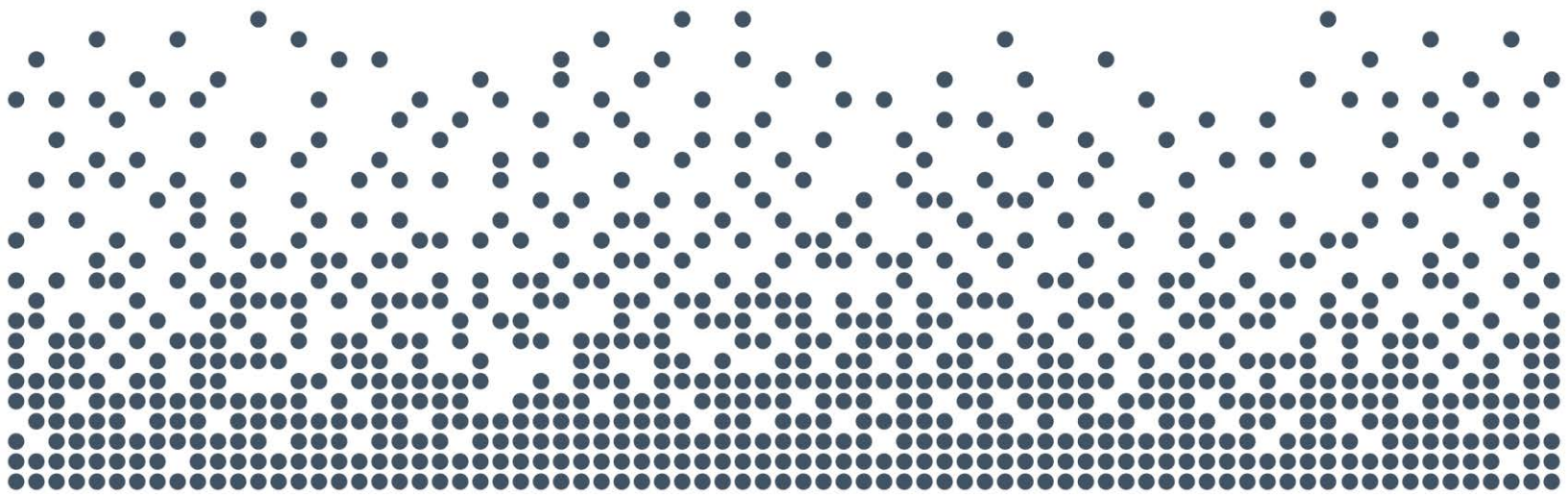
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## List of Acronyms and Abbreviations

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



# Report





# Chapter 1

## Introduction



# 1. Introduction

## 1.1 Background

---

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

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

## 1.2 Objectives

---

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

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

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



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

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

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

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

## 1.3 Study Process

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

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

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



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



## 1.4 Legislative Context for Fees Review

---

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

### 1.4.1 Conservation Authorities Act, 1990

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

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

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



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

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

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

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

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

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

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



### 1.4.2 *Planning Act, 1990*

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

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

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

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

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

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





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

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



# Chapter 2

## Activity-Based Costing Methodology



## 2. Activity-Based Costing Methodology

### 2.1 Methodology

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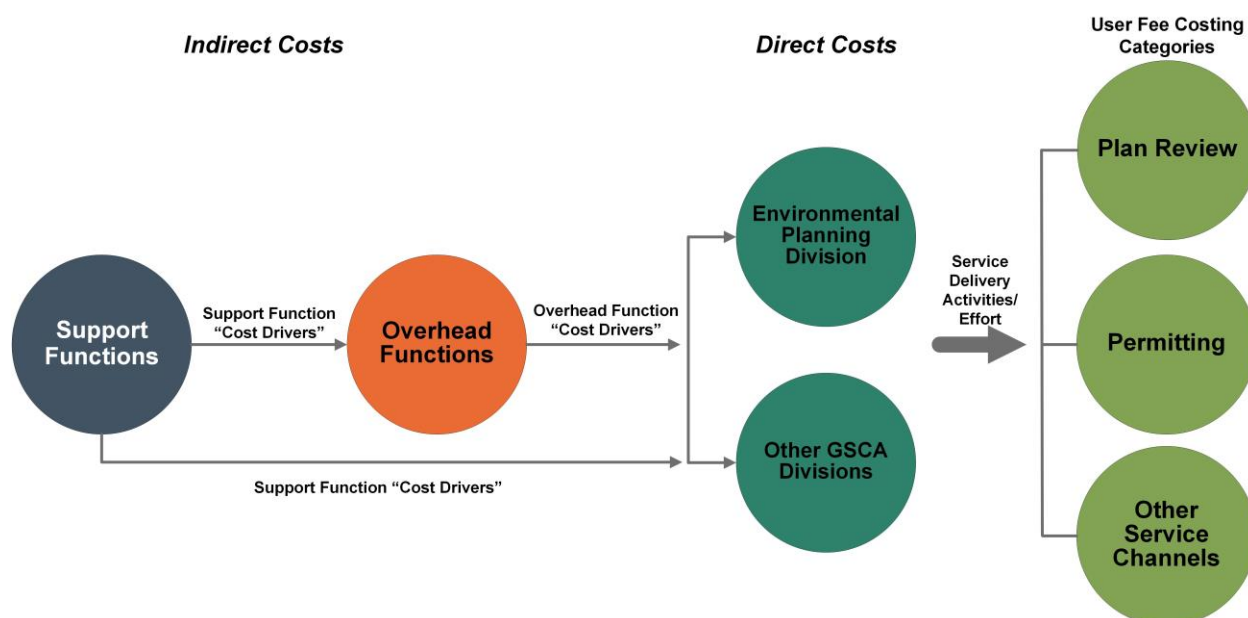
An activity-based costing (A.B.C.) methodology, as it pertains to C.A.s, assigns an organization's resource costs through activities to the services provided to the public. Conventional public sector accounting structures are typically not well suited to the costing challenges associated with development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

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

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



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



## 2.2 Application Category Definition

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

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



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

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

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

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

#### Plan Review

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



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

#### Permitting

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

#### Other G.S.C.A. Reviews:

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



**Table 2-1**  
**Plan Review and Permitting Costing Categories**

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





## 2.1 Processing Effort Cost Allocation

---

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

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

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

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

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



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

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

## **2.2 Direct Costs**

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

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

## **2.3 Indirect Cost Functions and Cost Drivers**

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



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

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

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

## 2.4 Capital Costs

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

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



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

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



# Chapter 3

## Plan Review and Permitting Fees Review



## 3. Plan Review and Permitting Fees Review

### 3.1 Staff Capacity Utilization Results

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

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

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

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

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

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



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

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

## 3.2 Impacts

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

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

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

### 3.2.1 Annual Costs and Revenues

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





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

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

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

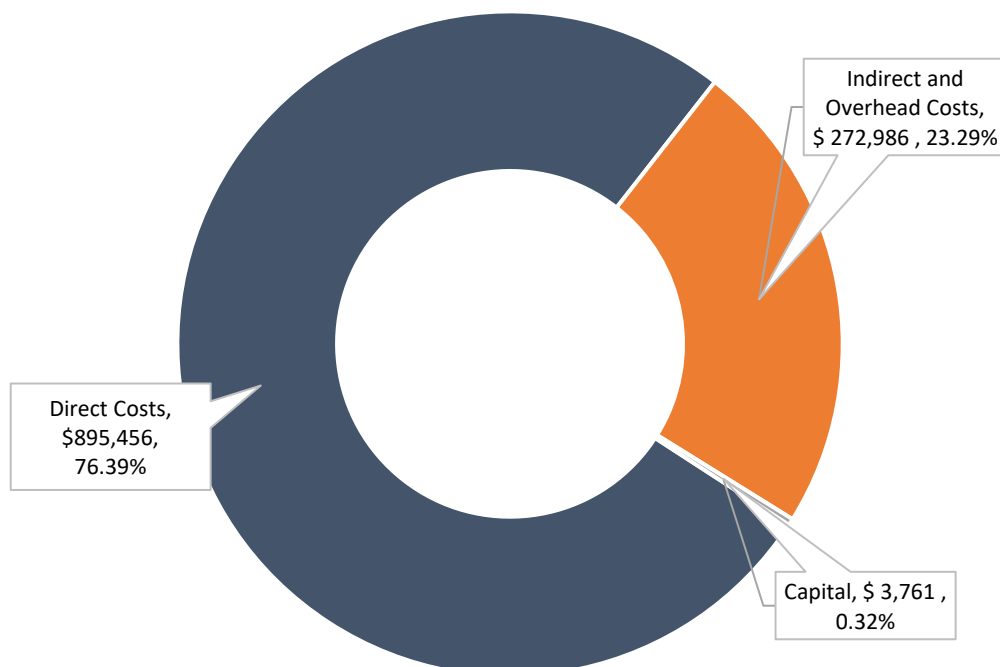
- Z.B.A.;
- Consents;
- Niagara Escarpment Development Permits;
- Combined Applications;
- Minor Project Permits; and
- Standard Project Permits.

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



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

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





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

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



## 3.1 Fee Recommendations

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

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

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

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

### 3.1.1 Plan Review

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



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

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

### Subdivisions and Condominium Applications

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

### Combined Applications Fees

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

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



### Pre-Consultation

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

### Technical Clearance Fees

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

### Aggregate Application Fees

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

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

### Environmental Assessment

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

### **3.1.2 Permitting**

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

Notable fee structure changes include:

#### Permit Replacements with Revisions:



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

### Violations

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

### **3.1.3 Other Review Activities**

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

### Forestry By-law Minor Exemptions (Grey County)

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





Table 3-3  
Proposed Full Cost Recovery Fee Structure

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



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



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



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



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



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



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

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



## 3.2 Annual Budget Impacts

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





# Chapter 4

## Impact Analysis of Proposed Plan Review and Permitting Fees



## 4. Impact Analysis of Proposed Plan Review Fees

### 4.1 Impact Analysis

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

Four development types have been considered, including:

- Z.B.A., Plan of Subdivision applications, and a Major C.A. Development permit for a residential 50-unit low-density subdivision;
- Site Plan, O.P.A., Z.B.A. applications, and a Major C.A. Development permit for a residential 25-unit medium-density development;
- Site Plan, Z.B.A. applications and a Major C.A. Development permit for a 1,000 m<sup>2</sup> retail development;
- Site Plan Application and a Major C.A. Development permit for a 10,000 m<sup>2</sup> industrial development.

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

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

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

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



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

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

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

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

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



### **4.1.3 Site Plan and Z.B.A. Applications for a 1,000 m<sup>2</sup> Retail Development**

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

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

### **4.1.4 Site Plan Application for a 10,000 m<sup>2</sup> Industrial Development**

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

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

## **4.2 Impact Analysis Summary**

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



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

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



# Chapter 5

## Fee Policy



## 5. Fee Policy

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

### Fee schedule

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

### Fee policy

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

### Fee policy to be made public

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

### Periodic review of fee policy

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



### Notice of fee changes

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

### Reconsideration of fee charged

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

### Powers of authority on reconsideration

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

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

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

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





## 5.1 Fee Schedule

---

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

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

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

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

## 5.2 Circumstances for Request of Reconsideration of Fees

---

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

## 5.3 Frequency and Process for Review

---

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

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

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



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

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

## **5.4 Notice and Public Availability**

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



# Chapter 6

## Conclusion



## 6. Conclusion

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

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

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

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



Table 6-1  
Proposed Full Cost Recovery Fee Structure

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



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



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



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

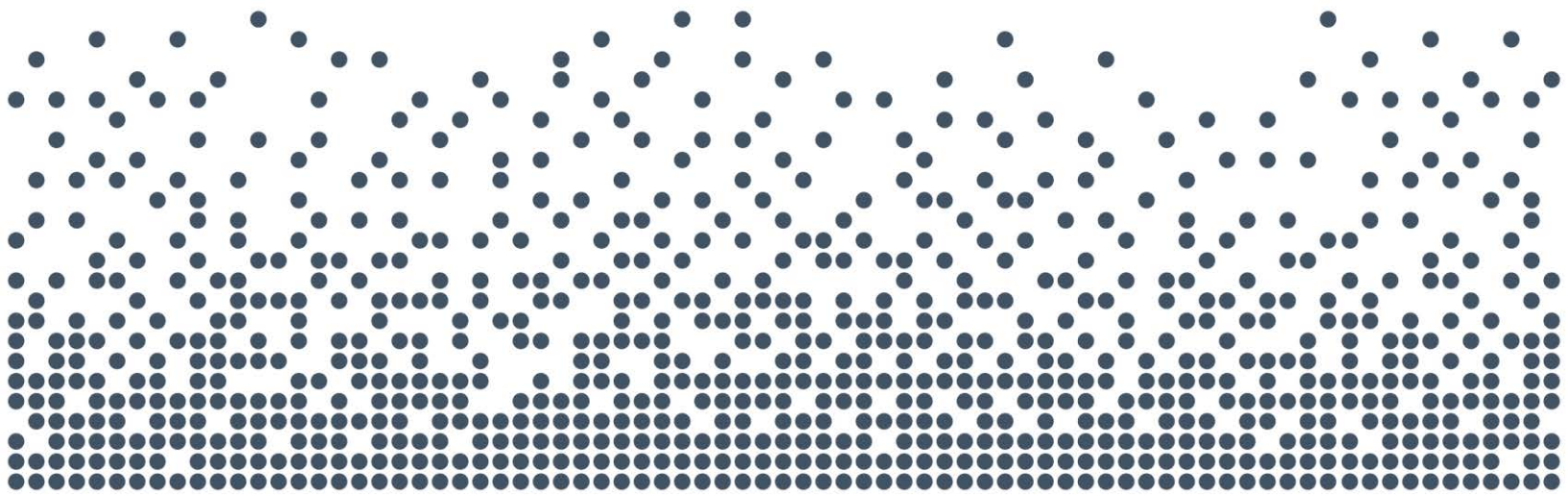




Current Application Type	Current Fee	Recommended Application Type	Recommended Fee	% Change
5. Scoped Site Impact studies and proposed mitigation measures for any proposal that is potentially impacted by natural hazards (flooding, slope stability, shorelines)	680	5. Scoped Site Impact studies and proposed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



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



# Appendices



# Appendix A

## Conservation Authority Fee Survey





# Appendix B

## Development Fee Impact Survey

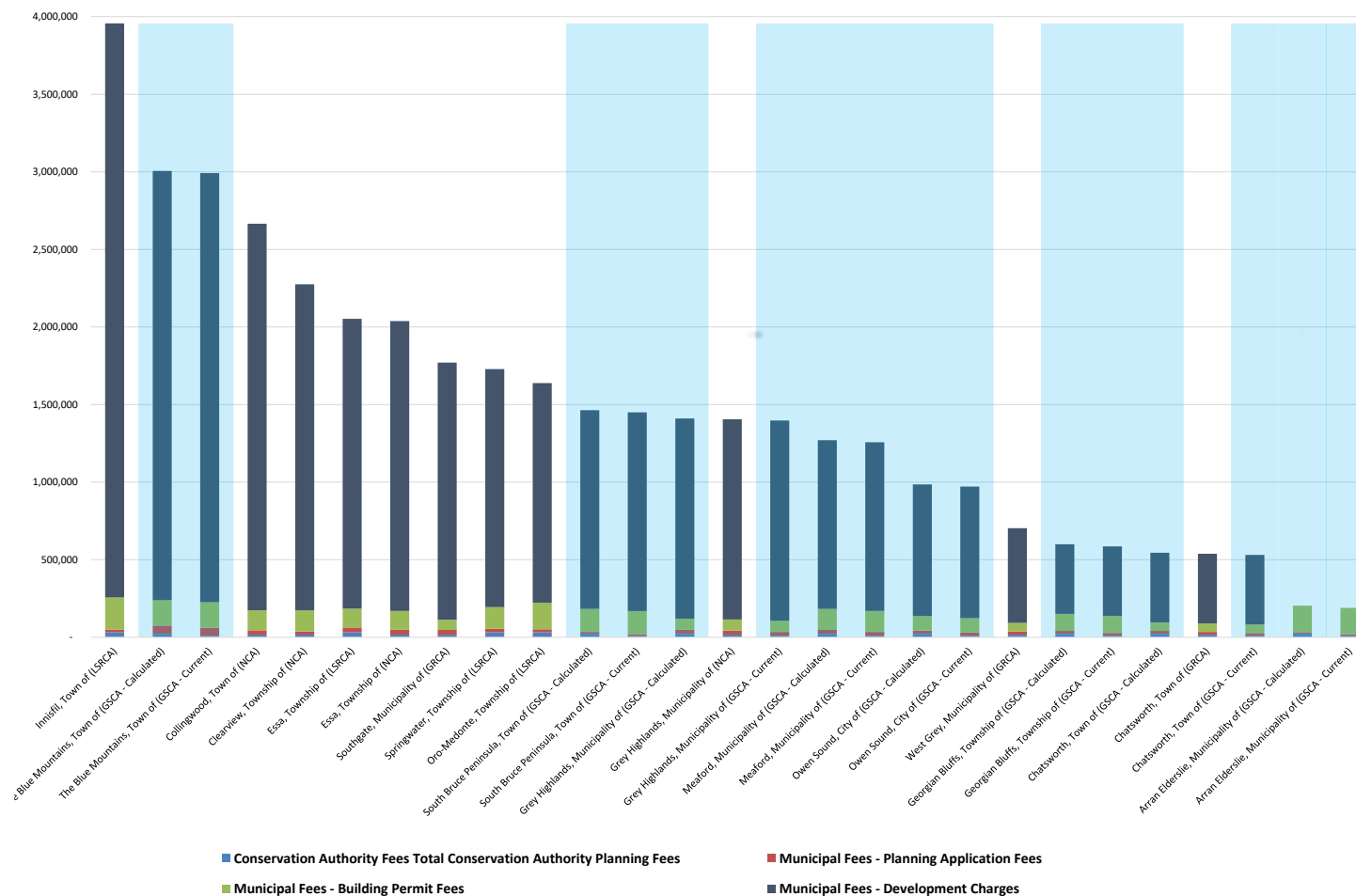


**Table B-1**  
**Development Fee Impacts Survey**  
**Residential 50-unit Low Density Subdivision**

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



Figure B-1  
Development Fee Impacts Survey  
Residential 100-unit Low Density Subdivision  
Survey of Fees Related to a Residential Subdivision Development  
(50 Single Dwelling Units, 204 m<sup>2</sup> GFA each)





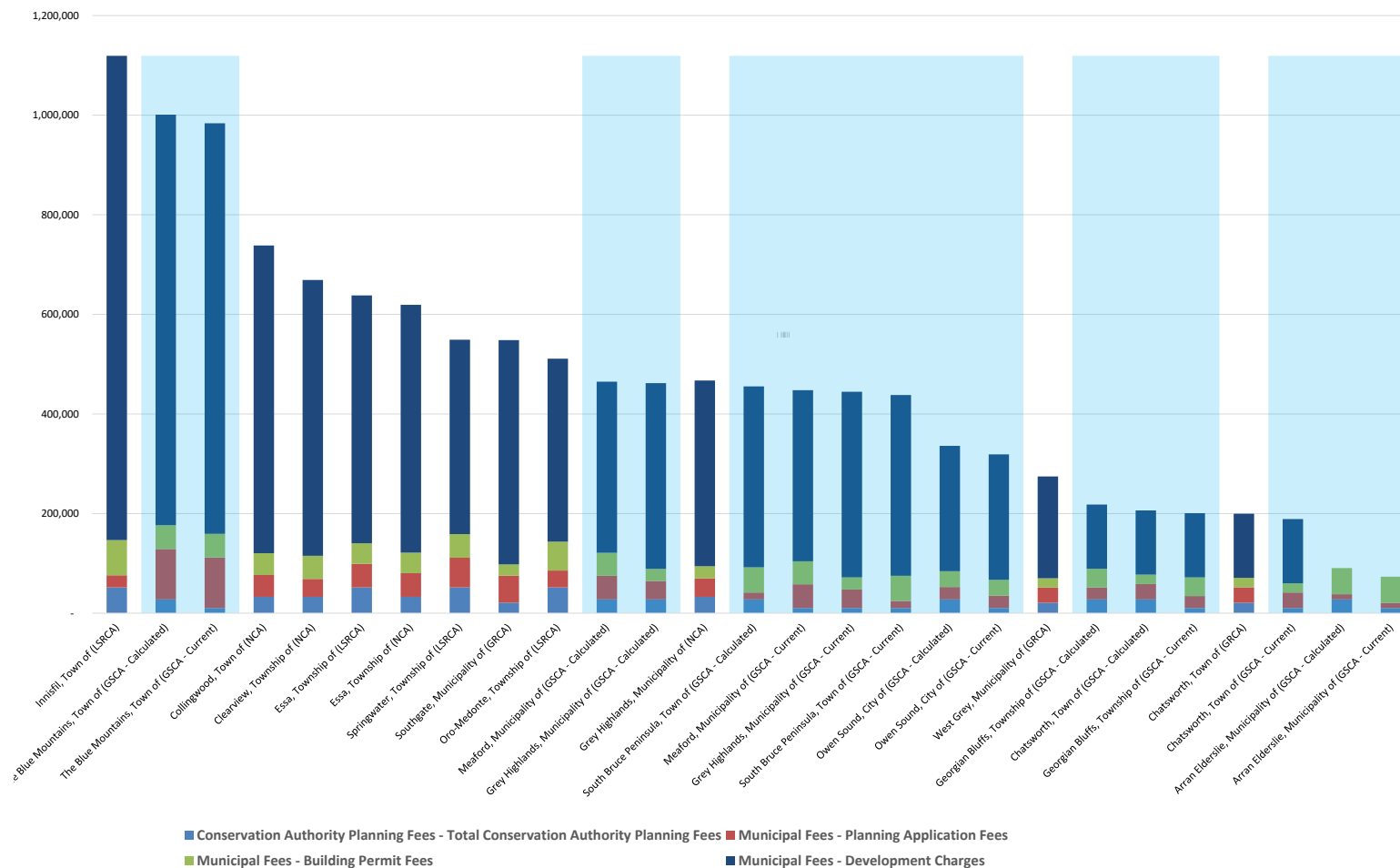


**Table B-2**  
**Development Fee Impacts Survey**  
**Residential 25-unit Medium Density Development**

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



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



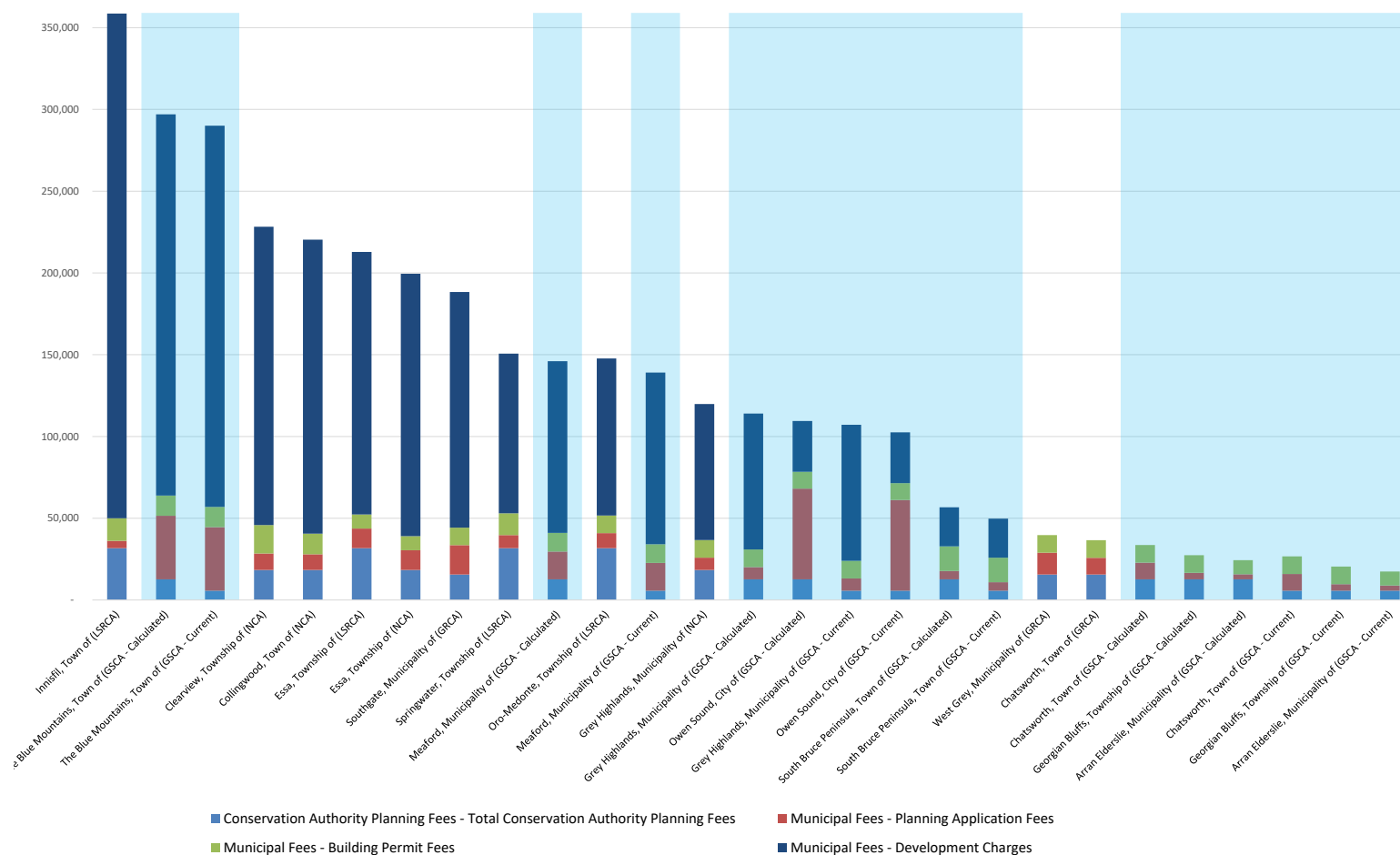


**Table B-3**  
**Development Fee Impacts Survey**  
**1,000 m<sup>2</sup> Retail Development**

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



Figure B-3  
Development Fee Impacts Survey  
1,000 m<sup>2</sup> Retail Development  
Survey of Fees Related to Retail Development  
(1,000 m<sup>2</sup> GFA)



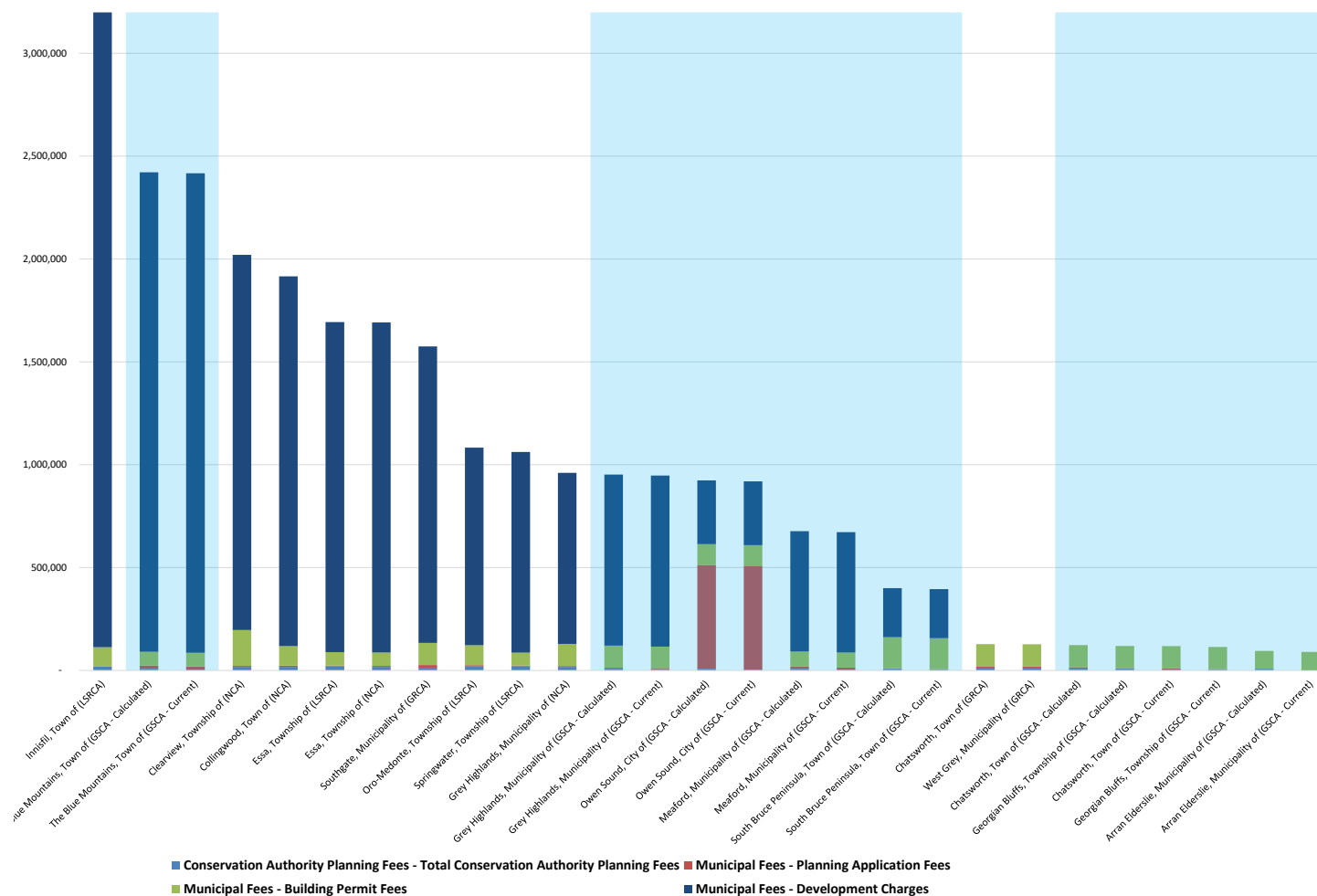


**Table B-4**  
**Development Fee Impacts Survey**  
**10,000 m<sup>2</sup> Industrial Development**

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



Figure B-4  
Development Fee Impacts Survey  
10,000 m<sup>2</sup> Industrial Development  
Survey of Fees Related to Industrial Development  
(10,000 m<sup>2</sup> GFA)





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

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

**DATE:** September 28, 2022

**MOTION #:** FA-22-088

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

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

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

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

**AND WHEREAS, the Program Rates and Fees Review Final Report was completed in March of 2022;**

**AND WHEREAS, staff consulted with watershed stakeholders and further refined the consultant recommended proposed fee structure**

**THAT THE Board of Directors endorse the Program Rates and Fees Review Final Report;**

**AND THAT The Board of Directors approve the staff amended proposed fee structure.**



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## STAFF REPORT

**Report To:** Board of Directors  
**Report From:** Rebecca Ferguson, Manager of Conservation Lands  
**Meeting Date:** September 28, 2022  
**Report Code:** 030-2022  
**Subject:** Parking Lot Proposals on GSCA Lands

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### Recommendation:

**WHEREAS, the Grey Sauble Conservation Authority (GSCA) is the fee-simple owner of the lands known to us as:**  
**Massie Hills Management Area**  
**Griersville Management Area**  
**Hepworth Management Area**  
**Wodehouse Management Area**

**AND WHEREAS, under Section 21 (1)(m) of the Conservation Authorities Act, GSCA has the ability to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;**

**THAT the Grey Sauble Conservation Authority Board of Directors approve GSCA staff continuing to pursue partnerships and NEC permits for the four proposed parking lots.**

### Strategic Initiative:

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

### Background:

Grey and Bruce Counties have seen an increase in recreational tourism over the years, which was further elevated due to the pandemic. It quickly became evident that land



managers in this region do not have the appropriate infrastructure in place to handle this increase in visitation. In 2020, local land managers came together to share concerns, issues and resources to help navigate this new challenge, this is part of the group now known as Grey County Outdoor Management Group (OMG).

### **Analysis:**

One of the most common problems land managers have seen over the last couple years is a lack of parking capacity. This challenge has created dangerous situations on roadways and created tension with neighbours.

GSCA staff work closely with several organizations that use, maintain and promote trails on GSCA lands, including: the Bruce Trail Conservancy and the various Bruce Trail clubs, cross country ski clubs and snowmobile clubs.

GSCA staff were approached by organizations to discuss the potential for installing/expanding parking lots. The information is as follows:

Table 1. Parking lot proposal details

<b>GSCA Property</b>	<b>Organization(s) Requesting</b>	<b>Details</b>
Massie Hills M.A (Figures 1&2)	Owen Sound Cross Country Ski Club, Bruce Trail Conservancy, Sydenham Bruce Trail Club	20 x 20 m Gravel NEC maximum is 20 cars
Griersville M.A (Figures 3&4)	Beaver Valley Bruce Trail Club, Bruce Trail Conservancy	16 x 15 m Gravel NEC maximum is 20 cars
Hepworth M.A (Figure 5)	Bruce Ski Club	17 x 40 m Gravel
Wodehouse M.A (Figures 6&7)	Beaver Valley Bruce Trail Club, Bruce Trail Conservancy	50 x 7 m Gravel Partly municipal right of way NEC maximum is 20 cars

Site visits have been conducted at the four properties and GSCA staff feel these are reasonable requests that also benefit GSCA. The installation of a parking area at Griersville is especially appealing given the Memorial Forest site.

These projects are in the early stages and may take several years to be implemented. GSCA staff are requesting permission to proceed with these projects. This will involve

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site visits, design, funding agreements and permit applications to the Niagara Escarpment Commission.

**Financial/Budget Implications:**

It is currently being proposed that costs associated with constructing these parking lots will be covered by the various partners listed in Table 1.

**Communication Strategy:**

N/A

**Consultation:**

CAO, Operations Manager, Bruce Trail Conservancy, Local Bruce Trail Clubs, Owen Sound Cross Country Ski Club, Bruce Ski Club



Figure 1. Proposed parking lot at Massie Hills Management Area



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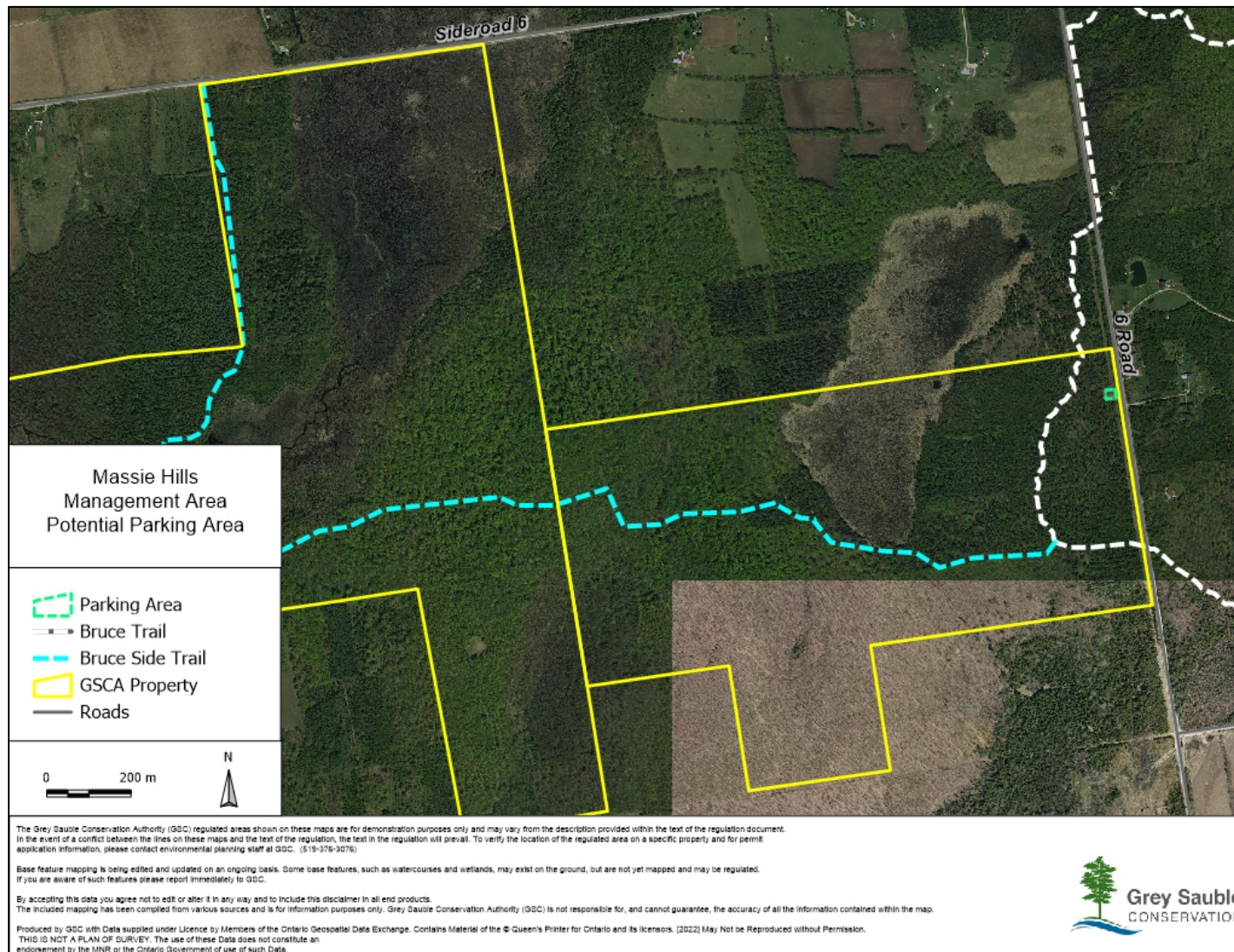


Figure 2. Massie Hills 'B' Management Area

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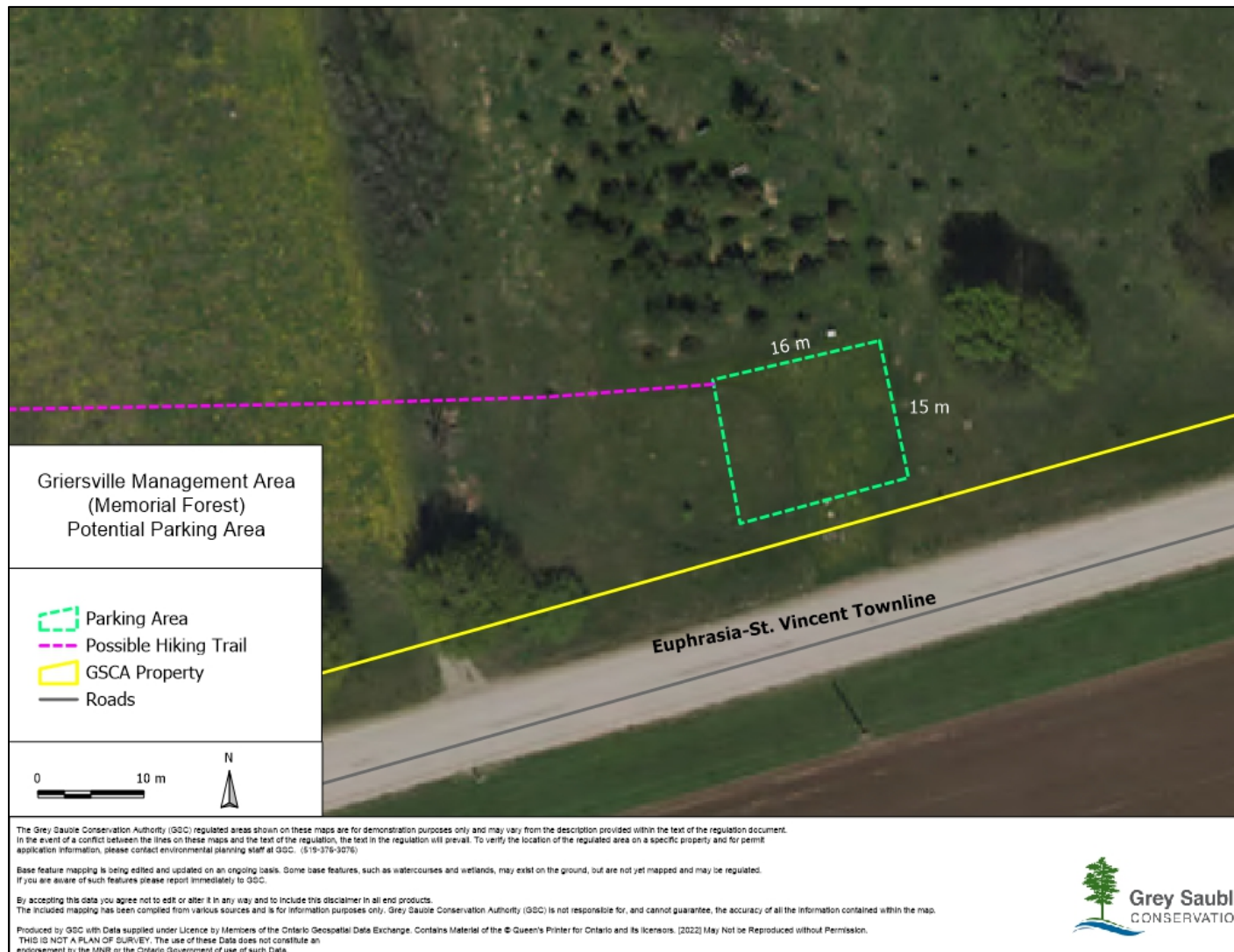


Figure 3. Proposed parking lot at Griersville Management Area



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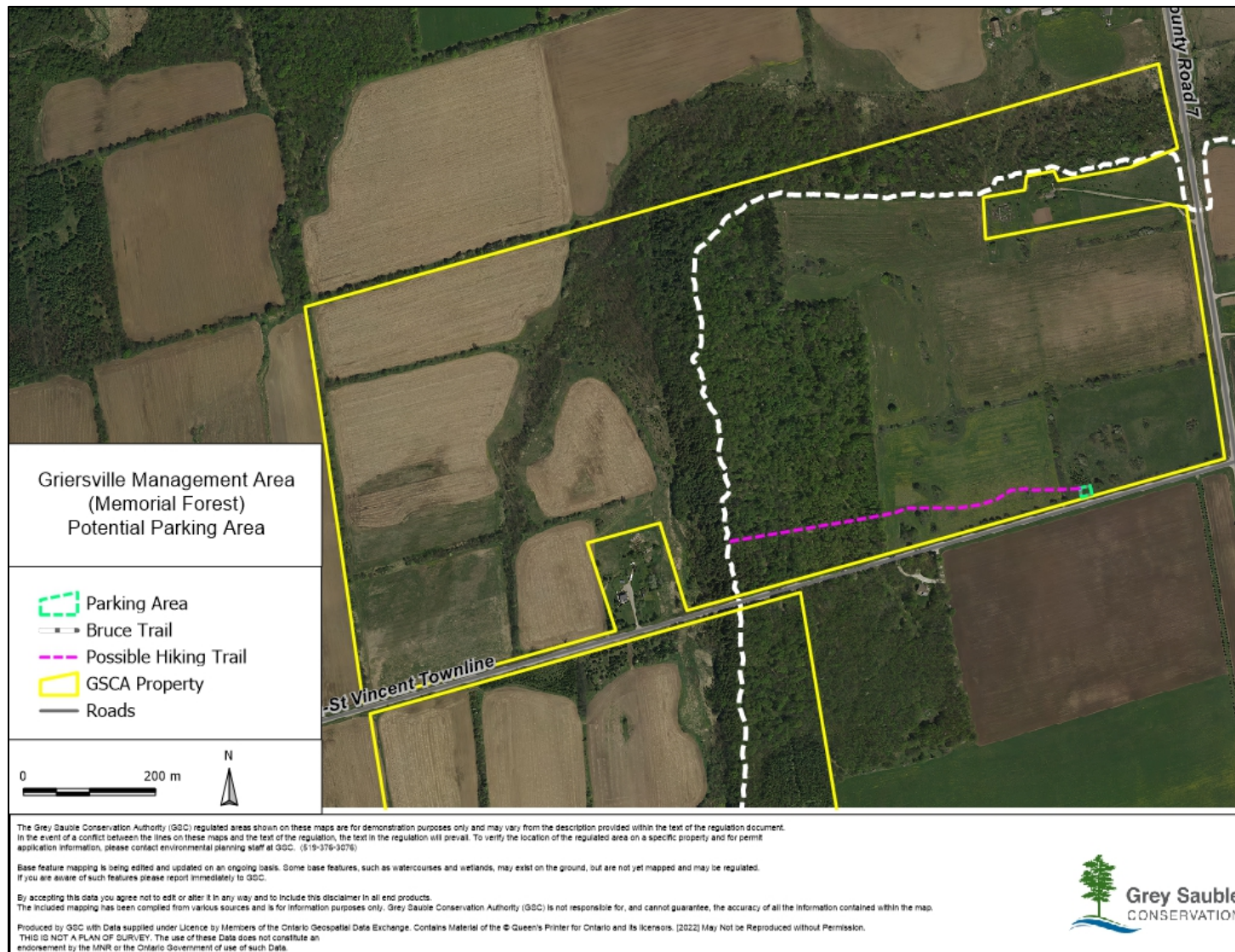


Figure 4. Griersville 'B' Management Area

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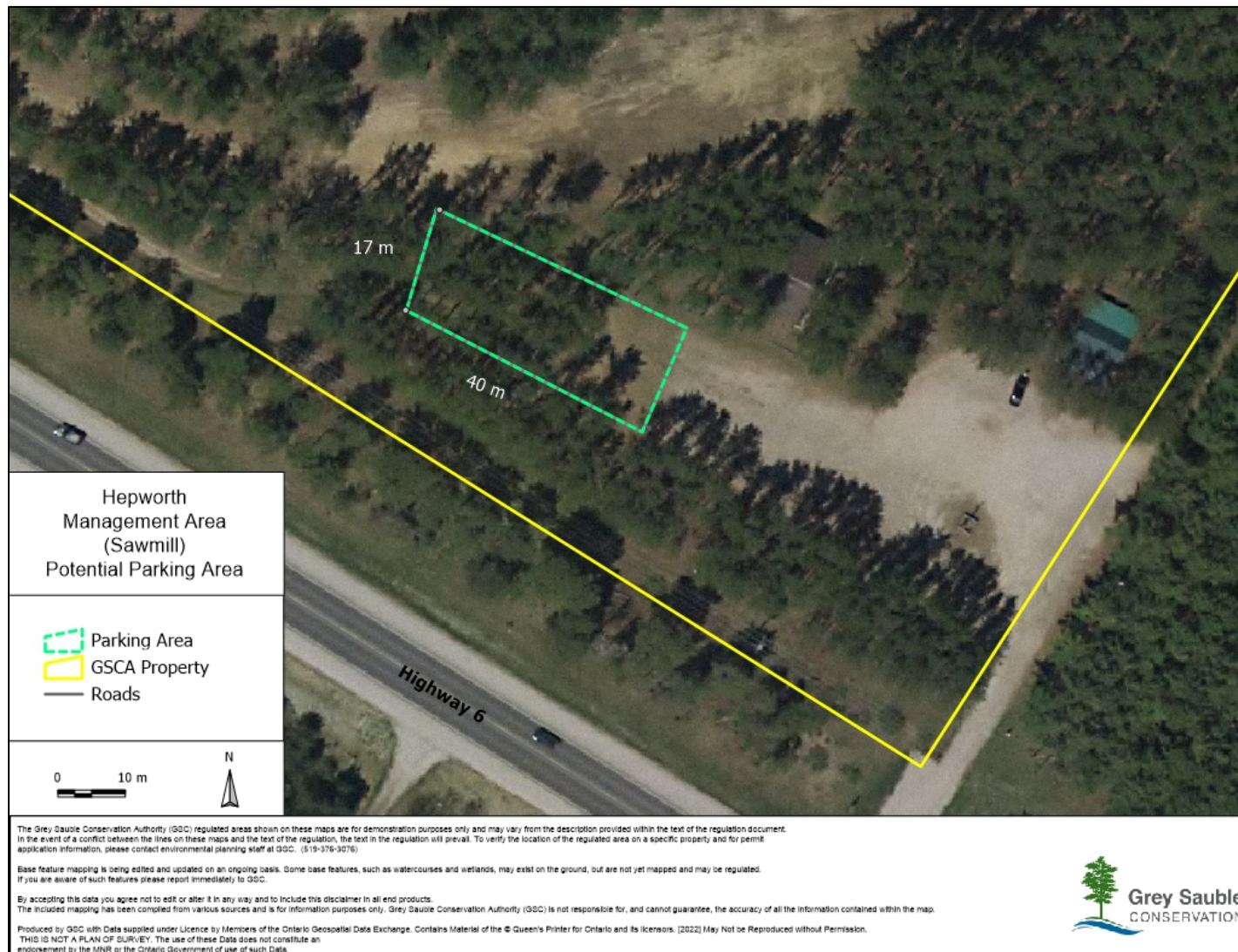


Figure 5. Proposed parking lot expansion at Hepworth Management Area



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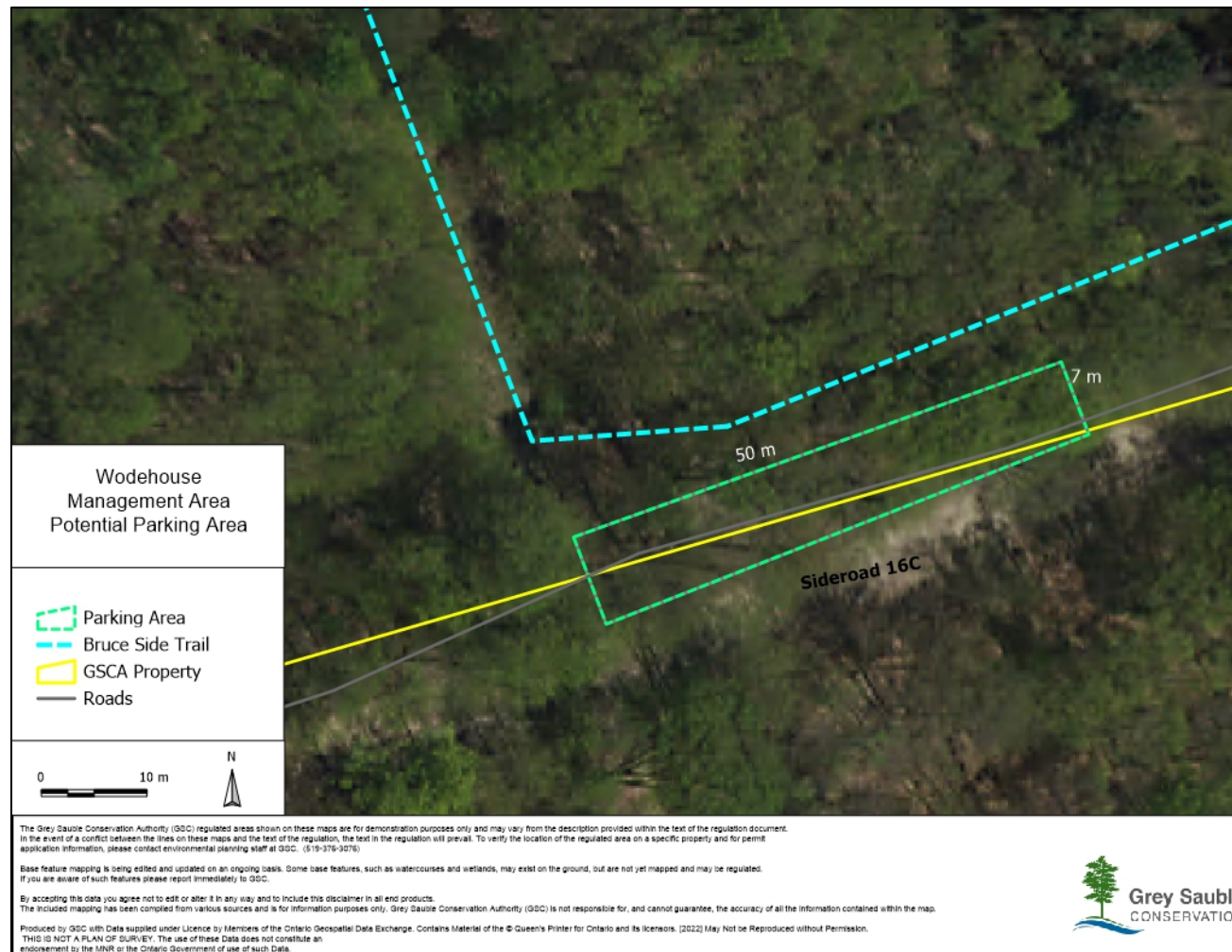


Figure 6. Proposed parking lot at Wodehouse Management Area



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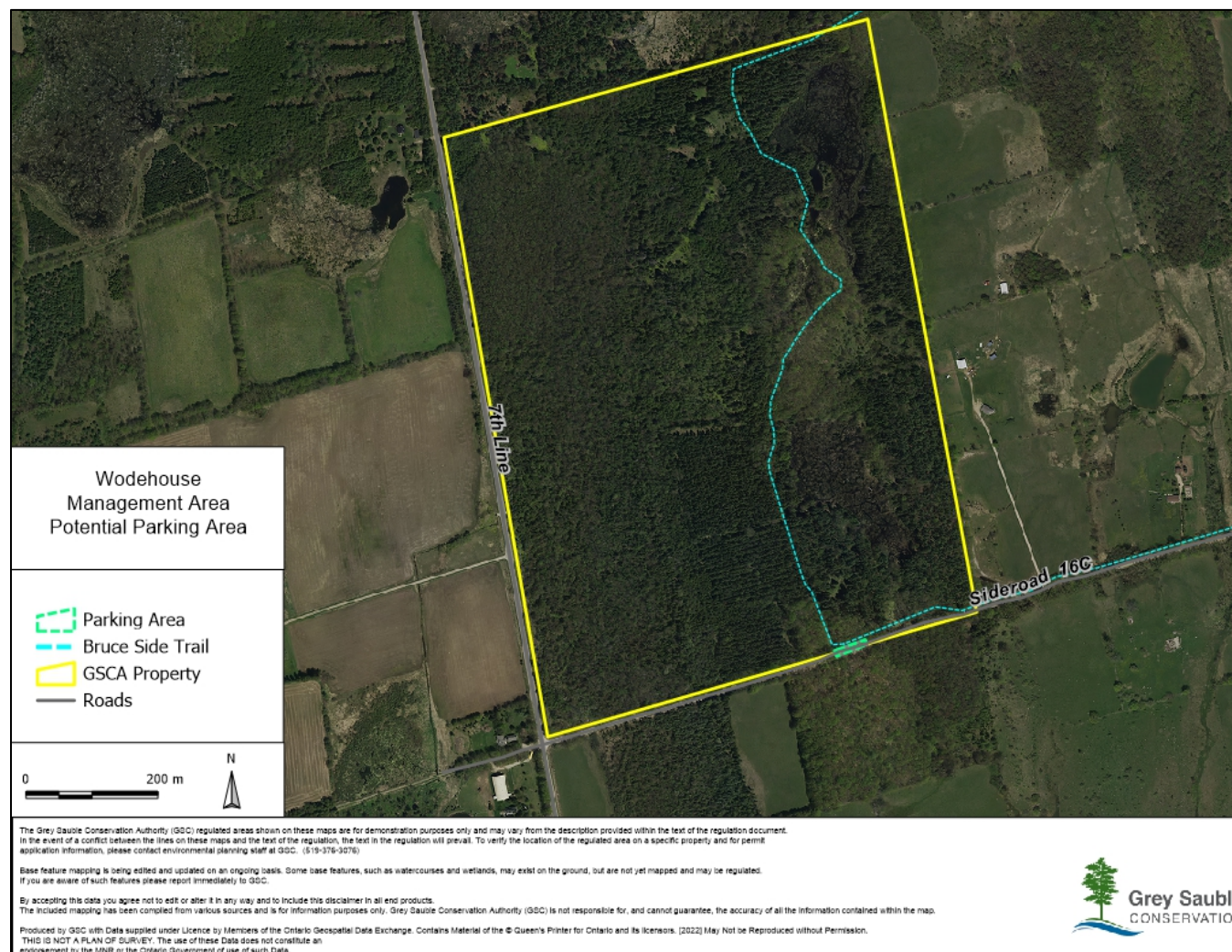


Figure 7. Proposed parking lot at Wodehouse 'B' Management Area



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

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

**DATE:** September 28, 2022

**MOTION #:** FA-22-089

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

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

**WHEREAS, the Grey Sauble Conservation Authority (GSCA) is the fee-simple owner of the lands known to us as:**

**Massie Hills Management Area  
Griersville Management Area  
Hepworth Management Area  
Wodehouse Management Area**

**AND WHEREAS, under Section 21 (1)(m) of the Conservation Authorities Act, GSCA has the ability to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;**

**THAT the Grey Sauble Conservation Authority Board of Directors approve GSCA staff continuing to pursue partnerships and NEC permits for the four proposed parking lots.**



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

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

**DATE:** September 28, 2022

**MOTION #:** FA-22-090

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

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

**THAT this meeting now adjourn.**