



# NOTICE OF MEETING

**DATE:** December 21, 2023

**TIME:** 4:00 pm

**LOCATION:** Zoom Meeting

## AGENDA

**MEETING:**

**BOARD OF DIRECTORS**

**MEMBERS:**

Randy Barber, Bruce Buttar, Mark Lovshin, Vicki Mink, Miriam Mutton, Lance Nachoff, Tracy Richardson, Joan Stover, Willie Woo, Margaret Zwart

1. Welcome, Land Acknowledgement and Call to Order

Land Acknowledgement

The Ganaraska Region Conservation Authority respectfully acknowledges that the land on which we gather is situated within the traditional and treaty territory of the Mississauga's and Chippewa's of the Anishinabek, known today as the Williams Treaties First Nations. Our work on these lands acknowledges their resilience and their longstanding contribution to the area. We are thankful for the opportunity to live, learn and share with mutual respect and appreciation.

2. Disclosure of Pecuniary Interest
3. Minutes of Last Meeting – **November 23, 2023 – attached**
4. Adoption of the Agenda
5. Delegations:  
None.

6. Presentations:  
None.
7. Business Arising from Minutes:  
None.
8. Correspondence:  
04/23 Minister of Natural Resources and Forestry re: Agreement Extension Request  
– **note and file**  
05/23 Minister of Natural Resources and Forestry re: Planning, Development and  
Permitting Fees Direction Extended – **note and file**
9. Applications under Ontario Regulation 168/06:  
Permits approved by Executive - **schedule attached**  
  
Permit applications requiring Board of Directors discussion:  
None
10. Committee Reports:  
None.
11. New Business:  
a) Town of Cobourg Storm Water Charges – **staff report attached**
12. Other Business:  
None.
13. Public Question Period - **Agenda Items Only**
  - All questions are to be submitted the day before by 4:00 pm in advance of the Board of Directors meeting in order to allow staff to prepare the answers to the questions. The Chair has discretion for questions on the day of the meeting.
  - A maximum of 10 minutes will be allotted for the Question Period. More time can be allocated at the discretion of the Chair.
  - Persons wishing to ask a question must state their name and address for the record.
  - Questions will be restricted to only those items listed on the agenda.
  - Questions cannot be asked on “In Camera” items.
  - Questions cannot be asked with respect to minutes of Board of Directors meetings or committee meetings.
  - All persons will speak respectfully when asking the question.

- The Chair may conclude the Question Period prior to the ten (10) minute time limit, where attendees are disobeying the Rules of Order, or a decision of the Chair, or where there are no questions.

14. In Camera:  
None.

15. Adjourn

# GANARASKA REGION CONSERVATION AUTHORITY

## MINUTES OF THE BOARD OF DIRECTORS

November 23, 2023 (Hybrid)

GRCA 07/23

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### 1. Welcome, Land Acknowledgement and Call to Order

The Chair called the Ganaraska Region Conservation Authority (GRCA) Board of Directors meeting to order at 4:02 p.m.

**MEMBERS PRESENT:** Mark Lovshin, Chair - Township of Hamilton  
Vicki Mink, Vice - Chair - Municipality of Port Hope  
Bruce Buttar - Agricultural Representative  
Miriam Mutton - Town of Cobourg  
Lance Nachoff - Township of Cavan Monaghan  
Adam Pearson - Municipality of Port Hope  
Tracy Richardson - City of Kawartha Lakes  
Joan Stover - Township of Alnwick/Haldimand  
Willie Woo - Municipality of Clarington

**ALSO PRESENT:** Linda Laliberte, CAO/Secretary-Treasurer  
Cory Harris, Watershed Services Coordinator  
Pam Lancaster Tregunno, Conservation Lands Coordinator  
Ken Thajer, Planning and Regulations Coordinator  
Ed Van Osch, Forest Recreation Technician  
Mark Gardiner, Chair, Ganaraska Forest Recreational Users Committee

**ABSENT WITH REGRETS:**

**ALSO ABSENT:** Randy Barber – Town of Cobourg  
Margaret Zwart - Municipality of Clarington

### Land Acknowledgement

The Ganaraska Region Conservation Authority respectfully acknowledges that the land on which we gather is situated within the traditional and treaty territory of the Mississauga's and Chippewa's of the Anishinabek, known today as the Williams Treaties First Nations. Our work on these lands acknowledges their resilience and their longstanding contribution to the area. We are thankful for the opportunity to live, learn and share with mutual respect and appreciation.

### 2. Disclosure of Pecuniary Interest

None.

3. Minutes of Last Meeting**GRCA 55/23****MOVED BY:** Adam Pearson**SECONDED BY:** Joan Stover

**THAT** the Ganaraska Region Conservation Authority approve the minutes of the October 19, 2023 meeting.

**CARRIED.**

4. Adoption of the Agenda**GRCA 56/23****MOVED BY:** Vicki Mink**SECONDED BY:** Adam Pearson

**THAT** the Ganaraska Region Conservation Authority adopt the agenda.

**CARRIED.**

Item 6. Presentations was moved to Item 12 and Item 12 under Other Business was moved to Item 10.

5. Delegations

None.

6. Business Arising from Minutes:

## a) 2024 Municipal Levy

The CAO/Secretary-Treasurer explained the weighted vote procedure to the Board of Directors.

**GRCA 57/23**

A recorded vote is required.

Mark Lovshin - Township of Hamilton (10.8589%)	- Yes
Vicki Mink - Municipality of Port Hope (8.3825%)	- Yes
Miriam Mutton - Town of Cobourg (10.5491%)	- Yes
Lance Nachoff - Township of Cavan Monaghan (0.2062%)	- Yes
Tracy Richardson - City of Kawartha Lakes (0.0899%)	- Yes
Adam Pearson – Municipality of Port Hope (8.3825%)	- Yes
Joan Stover - Township of Alnwick/Haldimand (0.9814%)	- Yes

The total percentage present to vote was 39.4505%. To carry the motion, 51% total of those present, or 20.1198%, is required and cannot be from a single municipality.

**THAT** the GRCA Board of Directors approve the staff report that includes the 2024 levy in the amount of \$1,279,854.98.

**CARRIED.**

7. Correspondence

None.

8. Applications under Ontario Regulation 168/06:

Permits approved by Executive:

Miriam Mutton asked about the permit for the end Ravensdale Road.

**GRCA 58/23**

**MOVED BY:** Vicki Mink

**SECONDED BY:** Miriam Mutton

**THAT** the Ganaraska Region Conservation Authority receive the permits for information.  
**CARRIED.**

Permit Application requiring Ganaraska Region Conservation Authority Board of Directors discussion:

None.

9. Committee Reports:

a) Ganaraska Forest Recreation Users Committee Minutes – November 2, 2023

**GRCA 59/23**

**MOVED BY:** Joan Stover

**SECONDED BY:** Adam Pearson

**THAT** the Ganaraska Region Conservation Authority receive the Ganaraska Forest Recreational Users Committee Minutes – November 2, 2023, for information.

**CARRIED.**

Willie Woo joined the meeting.

10. Other Business:

a) Programs and Services Inventory

The CAO/Secretary-Treasurer gave an overview of the information in the staff report.

**GRCA 60/23**

**MOVED BY:** Joan Stover

**SECONDED BY:** Adam Pearson

**THAT** the Board of Directors approve the Ganaraska Region Conservation Authority's Programs and Services Inventory,

**AND FURTHER THAT**, the Ganaraska Region Conservation Authority Board of Directors direct staff to distribute the Programs and Services Inventory to the member municipalities and the Ministry of Natural Resources and Forestry as well as posted on the GRCA website.

**CARRIED.**

11. New Business

a) Ganaraska Forest Volunteer Update

The Conservation Lands Coordinator provided an overview of the information provided in the staff report. There were questions with regards to the cost of personal protection equipment (PPE). It was noted that PPE may be cost prohibitive for some volunteers

which resulted in a lower turnout. There were also observations made with regards to the fact that the trails that were being worked on were not trails some volunteers wanted to work on. Staff had made volunteers aware of this prior to the staff day and explained that self - directed areas were available. Staff further explained that contact information for some of the other volunteers had also been provided. The Chair made an observation with regards to the cost of the volunteer efforts related to staff versus the limited hours that were given.

**GRCA 61/23**

**MOVED BY:** Bruce Butter  
**SECONDED BY:** Adam Pearson

**THAT** the Ganaraska Region Conservation Authority receive the Ganaraska Forest Volunteer Update for information.

**CARRIED.**

12. Presentations

a) Ganaraska Forest Recreational Users Committee (RUC) Annual Report  
Mark Gardiner, Chair of the RUC presented his annual report to the Board of Directors. The Board of Directors thanked Mr. Gardiner for his presentation. Tracy Richardson thanked Mark Gardiner as Chair of the RUC and thanked staff for reports.

**GRCA 62/23**

**MOVED BY:** Miriam Mutton  
**SECONDED BY:** Joan Stover

**THAT** the Ganaraska Region Conservation Authority receive the presentation for information.

**CARRIED.**

13. Public Question Period

None.

14. In Camera

None.

15. Adjourn**GRCA 63/23**

**MOVED BY:** Willie Woo

**THAT** the meeting adjourned at 4:39 p.m.

**CARRIED.**

**Ministry of Natural  
Resources and Forestry**

Office of the Minister

99 Wellesley Street West  
Room 6630, Whitney Block  
Toronto ON M7A 1W3  
Tel: 416-314-2301

**Ministère des Richesses  
naturelles et des Forêts**

Bureau du ministre

99, rue Wellesley Ouest  
Bureau 6630, Édifice Whitney  
Toronto ON M7A 1W3  
Tél.: 416 314-2301



93-2023-1094

December 13, 2023

Mark Lovshin  
Chair, Board of Directors  
Ganaraska Region Conservation Authority  
c/o [llaliberte@grca.on.ca](mailto:llaliberte@grca.on.ca)

Dear Mark Lovshin:

Thank you for your application on behalf of the Ganaraska Region Conservation Authority (GRCA) seeking an extension of time beyond the January 1, 2024 transition date for the purposes of subsections 25 (1.3) and 27 (1.3) of the *Conservation Authorities Act* (CAA), to meet the transition requirements outlined in Ontario Regulation 687/21: Transition Plans and Agreements under the CAA (O. Reg. 687/21).

After careful consideration, I am satisfied that your application demonstrates that additional time is required to conclude a cost apportioning agreement for a program or service that will be provided beyond January 1, 2024 pursuant to subparagraph 10 (1) 2 (i) of O. Reg. 687/21. I am therefore granting the GRCA an extension until March 31, 2024 to meet its transition requirements.

If there are questions about this extension, please feel welcome to reach out to the Conservation Authorities Unit at [ca.office@ontario.ca](mailto:ca.office@ontario.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "Graydon Smith".

The Honourable Graydon Smith  
Minister of Natural Resources and Forestry

c: Conservation Authority Office (via [ca.office@ontario.ca](mailto:ca.office@ontario.ca))

04/23



**Ministry of Natural  
Resources and Forestry**

Office of the Minister

99 Wellesley St W  
Room 6630, Whitney Block  
Toronto ON M7A 1W3  
Tel.: 416-314-2301

**Ministère des Richesses  
naturelles et des Forêts**

Bureau du ministre

99, rue Wellesley Ouest  
Bureau 6630, Édifice Whitney  
Toronto ON M7A 1W3  
Tél.: 416-314-2301



December 13, 2023

**TO:** All Conservation Authorities

**SUBJECT:** Extension of Minister's Direction for Conservation Authorities Regarding Fee Changes Associated with Planning, Development and Permitting Fees

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I am writing with regards to conservation authority fees for the 2024 year. As you are aware, a Minister's Direction ("Direction") was issued on December 28, 2022, directing conservation authorities not to change fees for programs and services associated with planning, development and permitting for the 2023 calendar year. I have provided a copy of this previous direction for your reference.

Pursuant to my authority under subsection 21.3 (1) of the *Conservation Authorities Act*, I am issuing a new Direction that extends the previous Direction for the upcoming year (attached to this letter as Attachment A). The Direction will be in effect from January 1, 2024 to December 31, 2024 and applies to fees for the same programs and services specified in the Direction that was in effect for 2023.

If you have any questions, please contact Jennifer Keyes, Director, Resources Planning and Development Policy Branch, at 705-761-4831 or [jennifer.keyes@ontario.ca](mailto:jennifer.keyes@ontario.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "Graydon Smith".

The Honourable Graydon Smith  
Minister of Natural Resources and Forestry

c: The Honourable Paul Calandra, Minister of Municipal Affairs and Housing  
The Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks

05/23

**Minister's Direction Issued Pursuant to Section 21.3 of the *Conservation Authorities Act*  
(this "Direction")**

**WHEREAS** section 21.2 of the *Conservation Authorities Act* permits a Conservation Authority to charge a fee for a program or service if the program or service is included in the Minister's list of classes of programs and services in respect of which a Conservation Authority may charge a fee;

**AND WHEREAS** subsections 21.2 (6) and 21.2 (7) of the *Conservation Authorities Act* provide that a Conservation Authority shall adopt a written fee policy that includes a fee schedule listing the programs and services that it provides in respect of which it charges a fee, and the amount of the fee charged for each program or service or the manner in which the fee is determined (a "**Fee Schedule**");

**AND WHEREAS** subsection 21.2 (10) of the *Conservation Authorities Act* provides that a Conservation Authority may 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, provided the authority shall give notice of the proposed change to the public in a manner it considers appropriate;

**AND WHEREAS** section 21.3 of the *Conservation Authorities Act* provides the Minister with the authority to give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction;

**NOW THEREFORE** pursuant to the authority of the Minister of Natural Resources and Forestry under section 21.3, the Conservation Authorities set out under Appendix "A" of this Direction (the "**Conservation Authorities**" or each, a "**Conservation Authority**") are hereby directed as follows:

**Fee Changes Prohibition**

1. Commencing on the Effective Date and for the duration of the Term of this Direction, a Conservation Authority is prohibited from making a change under subsection 21.2 (10) of the *Conservation Authorities Act* to the amount of any fee or the manner in which a fee is determined in its fee schedule if such a change would have the effect of changing the fee amount for the programs and services described in paragraphs 2 and 3 of this Direction.

**Program and Service Fees Impacted**

2. This Direction applies to any fee set out in the Fee Schedule of a Conservation Authority, including without limitation fees for any mandatory program or service

(Category 1), municipal program or service (Category 2), or Conservation Authority recommended program or service (Category 3) related to reviewing and commenting on planning and development related proposals, applications, or land use planning policies, or for Conservation Authority permitting.

3. For greater certainty, this Direction applies to any fees in respect of the following programs or services provided under the Mandatory Programs and Services regulation (O. Reg. 686/21):
  - a. Section 6: programs and services related to reviewing applications and proposals under the *Aggregate Resources Act*, *Drainage Act*, *Environmental Assessment Act*, and the *Niagara Escarpment Planning and Development Act*, for the purpose of commenting on the risks related to natural hazards arising from the proposal,
  - b. Section 7: programs and services related to ensuring that decisions under the *Planning Act* are consistent with the natural hazards policies in the policy statements issued under section 3 of the *Planning Act* and are in conformance with any natural hazard policies included in a provincial plan as defined in section 1 of that Act,
  - c. Section 8: programs and services related to Conservation Authority duties, functions, and responsibilities to administer and enforce section 28 and its regulations, section 28.0.1, and section 30.1 of the *Conservation Authorities Act*,
  - d. Paragraph 4 of subsection 13 (3): programs and services related to reviewing and commenting on any proposal made under another Act for the purpose of determining whether the proposal relates to a significant drinking water threat or may impact any drinking water sources protected by a source protection plan, and
  - e. Subparagraph 4 iv of section 15: programs and services related to reviewing and commenting on proposals made under other Acts for the purpose of determining the proposal's impact on the Lake Simcoe Protection Plan and the Lake Simcoe watershed.

### **Application**

4. This Direction, applies to all Conservation Authorities in Ontario, listed in Appendix "A" to this Direction.
5. For greater certainty, this Direction also applies to the Conservation Authorities listed in Appendix "A" to this Direction when such Conservation Authorities are meeting as a source protection authority under the *Clean Water Act, 2006*.

### **Effective Date and Term**

6. This Direction is effective from January 1, 2024 (the "**Effective Date**").

7. The term of this Direction is the period from the Effective Date to December 31, 2024 (the "Term").

**Amendments**

8. This Direction may be amended in writing from time to time at the sole discretion of the Minister.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO**  
as represented by the  
**Minister of Natural Resources and Forestry**



The Honourable Graydon Smith  
Minister of Natural Resources and Forestry  
December 13, 2023

APPENDIX A

LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES

**Ausable Bayfield CA**

R.R. #3  
71108 Morrison Line  
Exeter ON N0M 1S5  
Brian Horner  
[bhorner@abca.on.ca](mailto:bhorner@abca.on.ca)

**Cataraqui Region CA**

Box 160  
1641 Perth Road  
Glenburnie ON K0H 1S0  
Katrina Furlanetto  
[kfurlanetto@crca.ca](mailto:kfurlanetto@crca.ca)

**Catfish Creek CA**

R.R. #5  
8079 Springwater Road  
Aylmer ON N5H 2R4  
Dusty Underhill  
[generalmanager@catfishcreek.ca](mailto:generalmanager@catfishcreek.ca)

**Central Lake Ontario CA**

100 Whiting Avenue  
Oshawa ON L1H 3T3  
Chris Darling  
[cdarling@cloca.com](mailto:cdarling@cloca.com)

**Credit Valley CA**

1255 Old Derry Rd  
Mississauga ON L5N 6R4  
Quentin Hanchard  
[quentin.hanchard@cvc.ca](mailto:quentin.hanchard@cvc.ca)

**Crowe Valley CA**

Box 416  
70 Hughes Lane  
Marmora ON K0K 2M0  
Tim Pidduck  
[tim.pidduck@crowevalley.com](mailto:tim.pidduck@crowevalley.com)

**Essex Region CA**

Suite 311  
360 Fairview Ave West  
Essex ON N8M 1Y6  
Tim Byrne  
[tbyrne@erca.org](mailto:tbyrne@erca.org)

**Ganaraska Region CA**

Box 328  
2216 County Road 28  
Port Hope ON L1A 3V8  
Linda Laliberte  
[llaliberte@grca.on.ca](mailto:llaliberte@grca.on.ca)

**Grand River CA**

Box 729  
400 Clyde Road  
Cambridge ON N1R 5W6  
Samantha Lawson  
[slawson@grandriver.ca](mailto:slawson@grandriver.ca)

**Grey Sauble CA**

R.R. #4  
237897 Inglis Falls Road  
Owen Sound ON N4K 5N6  
Tim Lanthier  
[t.lanthier@greysauble.on.ca](mailto:t.lanthier@greysauble.on.ca)

**Halton Region CA**

2596 Britannia Road West  
Burlington ON L7P 0G3  
Hassaan Basit  
[hbasit@hrca.on.ca](mailto:hbasit@hrca.on.ca)

**Hamilton Region CA**

P.O. Box 81067  
838 Mineral Springs Road  
Ancaster ON L9G 4X1  
Lisa Burnside  
[lisa.burnside@conservationhamilton.ca](mailto:lisa.burnside@conservationhamilton.ca)

**Kawartha Region CA**

277 Kenrei (Park) Road  
Lindsay ON K9V 4R1  
Mark Majchrowski  
[mmajchrowski@kawarthaconservation.com](mailto:mmajchrowski@kawarthaconservation.com)

**Kettle Creek CA**

R.R. #8  
44015 Ferguson Line  
St. Thomas ON N5P 3T3  
Elizabeth VanHooren  
[elizabeth@kettlecreekconservation.on.ca](mailto:elizabeth@kettlecreekconservation.on.ca)

**Lake Simcoe Region CA**

Box 282  
120 Bayview Parkway  
Newmarket ON L3Y 3W3  
Rob Baldwin  
[r.baldwin@lsrca.on.ca](mailto:r.baldwin@lsrca.on.ca)

**Lakehead Region CA**

Box 10427  
130 Conservation Road  
Thunder Bay ON P7B 6T8  
Tammy Cook  
[tammy@lakeheadca.com](mailto:tammy@lakeheadca.com)

**Long Point Region CA**

4 Elm Street  
Tillsonburg ON N4G 0C4  
Judy Maxwell  
[jmaxwell@lprca.on.ca](mailto:jmaxwell@lprca.on.ca)

**Lower Thames Valley CA**

100 Thames Street  
Chatham ON N7L 2Y8  
Mark Peacock  
[mark.peacock@ltvca.ca](mailto:mark.peacock@ltvca.ca)

**Lower Trent Region CA**

R.R. #1  
714 Murray Street  
Trenton ON K8V 5P4  
Rhonda Bateman  
[rhonda.bateman@ltc.on.ca](mailto:rhonda.bateman@ltc.on.ca)

**Maitland Valley CA**

Box 127  
1093 Marietta Street  
Wroxeter ON N0G 2X0  
Phil Beard  
[pbeard@mvca.on.ca](mailto:pbeard@mvca.on.ca)

**Mattagami Region CA**

100 Lakeshore Road  
Timmins ON P4N 8R5  
David Vallier  
[david.vallier@timmins.ca](mailto:david.vallier@timmins.ca)

**Mississippi Valley CA**

10970 Highway 7  
Carleton Place ON K7C 3P1  
Sally McIntyre  
[smcintyre@mvc.on.ca](mailto:smcintyre@mvc.on.ca)

**Niagara Peninsula CA**

250 Thorold Road West, 3rd Floor  
Welland ON L3C 3W2  
Chandra Sharma  
[csharma@npca.ca](mailto:csharma@npca.ca)

**Nickel District CA**

199 Larch St  
Suite 401  
Sudbury ON P3E 5P9  
Carl Jorgensen  
[carl.jorgensen@conservationsudbury.ca](mailto:carl.jorgensen@conservationsudbury.ca)

**North Bay-Mattawa CA**

15 Janey Avenue  
North Bay ON P1C 1N1  
Chitra Gowda  
[chitra.gowda@nbmca.ca](mailto:chitra.gowda@nbmca.ca)

**Nottawasaga Valley CA**

8195 Line 8  
Utopia ON L0M 1T0  
Doug Hevenor  
[dhevenor@nvca.on.ca](mailto:dhevenor@nvca.on.ca)

**Otonabee Region CA**

250 Milroy Drive  
Peterborough ON K9H 7M9  
Janette Loveys Smith  
[jsmith@otonabeeconservation.com](mailto:jsmith@otonabeeconservation.com)

**Quinte CA**

R.R. #2  
2061 Old Highway #2  
Belleville ON K8N 4Z2  
Brad McNevin  
[bmcnevin@quinteconservation.ca](mailto:bmcnevin@quinteconservation.ca)

**Raisin Region CA**

PO Box 429  
18045 County Road 2  
Cornwall ON K6H 5T2  
Richard Pilon  
[richard.pilon@rrca.on.ca](mailto:richard.pilon@rrca.on.ca)

**Rideau Valley CA**

Box 599  
3889 Rideau Valley Dr.  
Manotick ON K4M 1A5  
Sommer Casgrain-Robertson  
[sommer.casgrain-robertson@rvca.ca](mailto:sommer.casgrain-robertson@rvca.ca)



**Saugeen Valley CA**

R.R. #1  
1078 Bruce Road #12, Box #150  
Formosa ON N0G 1W0  
Jennifer Stephens  
[j.stephens@svca.on.ca](mailto:j.stephens@svca.on.ca)

**Sault Ste. Marie Region CA**

1100 Fifth Line East  
Sault Ste. Marie ON P6A 6J8  
Corrina Barrett  
[cbarrett@ssmrca.ca](mailto:cbarrett@ssmrca.ca)

**South Nation River CA**

38 Victoria Street  
P.O. Box 29  
Finch ON K0C 1K0  
Carl Bickerdike  
[cbickerdike@nation.on.ca](mailto:cbickerdike@nation.on.ca)

**St. Clair Region CA**

205 Mill Pond Crescent  
Strathroy ON N7G 3P9  
Ken Phillips  
[kphillips@scrca.on.ca](mailto:kphillips@scrca.on.ca)

**Toronto and Region CA**

101 Exchange Avenue  
Vaughan ON L4K 5R6  
John MacKenzie  
[john.mackenzie@trca.ca](mailto:john.mackenzie@trca.ca)

**Upper Thames River CA**

1424 Clarke Road  
London ON N5V 5B9  
Tracey Annett  
[annettt@thamesriver.on.ca](mailto:annettt@thamesriver.on.ca)

**Ontario Regulation 168/06**  
**Permits approved by Executive:**

*Date: December 21, 2023*

<b>Permit No.</b>	<b>Date</b>	<b>Address</b>	<b>Municipality/ Township</b>	<b>Description of Works</b>
2321-11/23	Nov.30/23	612 Mill Street South Newcastle Pt.Lt.28, BF Conc.	Clarington	Construction of a new septic system.
2322-11/23	Nov.29/23	5586 County Road 10 Port Hope Pt.Lt.13, Conc.5	Port Hope	Reconstruction of a house addition, with a slight footprint change, and reconstruction of a septic bed in existing location.

**STAFF REPORT – November 23, 2023**

**TO: Chair and Members of the Ganaraska Region Conservation Authority**

**RE: Town of Cobourg Storm Water Charges**

On November 16, 2023, the Ganaraska Region Conservation Authority (GRCA) received an invoice from Lakefront Utility Services Inc. (LUSI), which is owned by the Town of Cobourg, for storm water charges against Cobourg Conservation Area lands.

There had been no previous communications from the Town or LUSI to notify the GRCA of these new charges. The amount for the first invoice was \$1,676.53 and the explanation on the invoice was that this was the first of 3 invoices for a total of \$5,029.59. A copy of the invoices received to date are attached to this report. It should be noted that the \$5,029.59 was not included in the 2023 budget. Included with the first invoice was a brochure explaining the storm water charges as well as laying out the rates that will be charged for 2024 and 2025. A copy of this brochure has been included with this report.

The same day the first invoice was received, the following email was sent to the email address provided which was [stormwater@cobourg.ca](mailto:stormwater@cobourg.ca) and the CAO was copied.

Good Afternoon:

Ganaraska Region Conservation Authority would like to express concern with regards to the storm water charges on Cobourg Conservation area. Ganaraska Region Conservation Authority (GRCA) has an agreement in place with the Town of Cobourg to manage these lands which generates revenue for the Town of Cobourg. This added expense, on an already strained budget which is funded approximately 40% by municipal levy, does cause great concern. A notice of expense was never provided to the GRCA that could be included in the 2023 budget. As a partner in delivery of programs including storm water reviews, we would request consideration for exemption of this charge.

Thank for your consideration of the request. Please contact the undersigned to discuss further.

Linda J. Laliberte, CPA, CGA  
CAO/Secretary-Treasurer

An automated reply was received. Tracey Vaughan, CAO, replied suggesting a request for exemption would have to be sent to council and to contact the Clerk for further direction. The Clerk advised that a letter addressed to the Mayor and Council was required to move the request forward. A letter, signed by the Chair, was sent to the Mayor and Council, to be presented at the December 4, 2023 meeting. A copy of this letter is attached to this report.

At the Town Council meeting, the letter was received for information. I followed up the following day, Tuesday, December 5, to get clarification of the action that would follow. At that point I was invited to speak to Council to request the exemption. In discussion with Chair Lovshin, he asked to call a meeting of the Board of Director to further discuss the storm water charges.

Most of the lands held by the GRCA are lands with significant features that are being protected or preserved. Cobourg Conservation Area contains natural hazard features such as floodplain and erosion hazards. Conservation lands support natural habitat and the wildlife found within. These lands facilitate passive use and nature appreciation by all ages. Families are able to visit a conservation area and have a nature-based experience with natural habitat and species. All the conservation areas are held for the enjoyment of all. The implication of storm water charges on one conservation area can have devastating results on the GRCA as a whole. If all the other participating municipalities introduced storm water charges on GRCA owned lands, this would result in over \$1,800,000 at \$402.10 a hectare which is Cobourg's 2023 rate. For this reason, an exemption was requested from the Town of Cobourg. As the Town has not responded to date, and the invoices, which are attached, are due or past due, the Chair has suggested invoicing the Town for the 2023 charges and adding future charges to the general levy.

**RECOMMENDATION:**

**THAT** the Board of Directors direct staff to invoice the Town of Cobourg in the amount of \$5,029.59 to provide funding for storm water charges:

**AND FURTHER THAT**, the Ganaraska Region Conservation Authority Board of Directors direct staff to provide an updated 2024 Levy letter to the Town of Cobourg which includes the storm water charges.

Prepared by:



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Linda J. Laliberte, CPA, CGA  
CAO/Secretary-Treasurer

In June 2022, Cobourg Council adopted a Stormwater Asset Management Plan and approved the implementation of a dedicated funding source for stormwater management, similar to the full cost recovery system that is in place for water and wastewater assets in Cobourg.

## **What is stormwater management?**

The Town provides stormwater management services to protect the community and environment from the implications of stormwater runoff. Stormwater runoff is water that flows off properties mostly due to rain and snow events. Along the way, the stormwater picks up debris, chemicals and other pollutants from rooftops and paved surfaces that enter the storm collection system and is often treated in stormwater ponds or oil grit-separators before outletting to a creek or Lake Ontario. Ponds will slowly release treated water back into the environment which mitigates flooding, erosion, and pollution downstream.

Hard surfaces like roofs, driveways, roads and parking lots increase the amount of runoff from both private and public properties. All property owners benefit from stormwater management infrastructure throughout the Town regardless if their property is serviced with sewers or their runoff drains towards the road.

### **2023 Stormwater Charges**

Your annual charges will be divided equally over your remaining 2023 Lakefront Utility bills.

### **2024 Stormwater Charges**

Starting in January 2024, Stormwater charges will be divided evenly across 12 months of your Lakefront Utility Bills.

### **Additional Information About the Town of Cobourg Stormwater Asset Management Plan**

For additional information about the Town of Cobourg Stormwater Asset Management Plan, including Frequently Asked Questions and the Stormwater Management Funding Assessment Report, please visit [Cobourg.ca/stormwater](http://Cobourg.ca/stormwater).

### **Think Your Property Area is Incorrect?**

The Town of Cobourg received all property sizes from MPAC. If you believe your property size needs to be confirmed, please visit [Cobourg.ca/stormwater](http://Cobourg.ca/stormwater) and fill out a property confirmation request.



# **Understanding Stormwater Rates**



# How will the stormwater charge be calculated on my utility bill?

The charge that will appear on your utility bill will be based on the type and size of your property. The type of property will determine which rate will be applied to the land area.

## Stormwater Rate Forecast

Property Type	Stormwater Rate per Hectare (ha)		
	2023	2024	2025
Commercial	\$1,809.44	\$1,872.70	\$1,938.16
Institutional	\$1,507.87	\$1,560.58	\$1,615.13
Industrial	\$1,608.39	\$1,664.62	\$1,772.81
Agricultural/vacant	\$402.10	\$416.15	\$430.70
Residential (low density)	\$904.72	\$936.35	\$969.08
Residential (medium density)	\$1,206.29	\$1,248.46	\$1,292.11
Residential (high density)	\$1,507.87	\$1,560.58	\$1,615.13

## Estimated Annual Rates for Residential (Single Detached) Property

2023	\$76.25
2024	\$78.92
2025	\$81.67

## Rate Calculation Examples

Annual Rate Calculation:

$$\frac{\text{Square footage of lot}}{107,639 \text{ (Being square feet in a hectare)}} \times \text{*Rate per hectare (as shown in chart above)}$$

### Residential Example (Low Density)



$$\frac{\text{Property Size: } 50 \times 110}{107,639} \times \$904.72 = \$46.23 \text{ /year}$$

### Residential Example (High Density)\*



$$\frac{\text{Property Size: } 180 \times 200}{107,639} \times \$1,507.87 = \$504.31 \text{ /year}$$

### Commercial



$$\frac{\text{Property Size: } 200 \times 283}{107,639} \times \$1,809.44 = \$951.46 \text{ /year}$$

\*Note: Building owner or condo board would determine how rates are paid.

## Why is the proposed stormwater charge more equitable than funding stormwater management through property taxes?

Property taxes are based on the assessed market value of a property and has no correlation with how much stormwater runoff comes from the property.

Approximately 79% of property taxes comes from residential properties and 21% comes from non-residential properties, however only 32% of stormwater runoff is generated by residential properties and 68% is generated by non-residential properties. This means residential taxpayers would be indirectly subsidizing the cost of the stormwater system for other sectors under the property tax funding model.

The proposed funding structure will distribute fees proportionately among property types that are estimated to produce more stormwater runoff. The average residential homeowner would have paid \$150 per year in their property taxes toward stormwater without the new dedicated stormwater charge in place. The stormwater charge will reduce the cost to that homeowner by nearly 50% (\$76 versus \$150) by applying this more equitable funding model.



November 23, 2023

**Ganaraska Region  
Conservation Authority**  
2216 County Road 28  
Port Hope, ON L1A 3V8

Phone: 905-885-8173  
Fax: 905-885-9824  
[www.grca.on.ca](http://www.grca.on.ca)

MEMBER OF  
CONSERVATION ONTARIO  
**Via Email**

Mayor Cleveland and Council  
Town of Cobourg  
55 King Street West  
Cobourg, ON K9A 2M2

Dear Mayor and Members of Council:

The Ganaraska Region Conservation Authority (GRCA) is requesting an exemption from the stormwater charges that have been applied to 700 William Street, officially named Cobourg Conservation Area.

Last week, GRCA received an invoice from Lakefront Utilities Services Incorporated (LUSI) for the stormwater charge. GRCA understands the stormwater charge is applicable to all landowners in the Town of Cobourg with the exception of District School Boards and School Authorities as per Appendix C of By-law 048-2022. GRCA also understands the charge is based on one of 7 different land use charges per hectare as per By-law 047-2022 and that Cobourg Conservation Area has been charged based on vacant land category. GRCA has an agreement with the Town of Cobourg for the maintenance of the area. GRCA further understands that when an event permit is issued for Cobourg Conservation Area, the Town of Cobourg collects any fee associated with the issuance of that permit.

GRCA was not informed of this stormwater charge ahead of last week which amounts to approximately \$5,000.00 for 2023 so this was not included in the budget and it is 6 weeks from year end. Further, all expenses for Conservation Areas come from the municipal levy. If there was an increase of the expenses to Cobourg Conservation Area as a result of this by-law, GRCA may be required to ask the Town for an increase in levy to cover the stormwater charge imposed by the Town in order to pay the fee.

Therefore, in light of the fact that GRCA would be reaching out to the Town of Cobourg in order to fund the additional levy dollars required to pay the stormwater charges, GRCA is respectfully requesting consideration for an exemption of the stormwater charge similar to that which has been granted to the school boards.

Thank you for your consideration.

Yours truly

Mark Lovshin, Chair  
Ganaraska Region Conservation Authority







**Lakefront  
Utility  
Services  
Inc.**

207 Division Street, PO Box 577  
Cobourg, Ontario K9A 4L3  
Phone: 905-372-2193  
Email: lusi@lusi.on.ca  
www.lakefrontutilities.com



DEC 04 2023

RECEIVED

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CONSERVATION AUTHORITY GANARASKA REGION  
2216 COUNTY RD 28  
PORT HOPE ON L1A 3V8

Account Number:	[REDACTED]
Amount Due:	\$3,353.06
Due Date:	Dec 27, 2023
Amount Enclosed:	

Past due amounts subject to 1.5% interest monthly (19.56% /annum).  
Return this top portion with your payment.  
Make cheque payable to, and mail to: Lakefront Utility Services Inc.



04070 900

96

**Billing Summary**

Service Address:

700 WILLIAM ST

Previous Balance	\$1,676.53
Balance Forward	\$1,676.53
<hr/>	
Storm Water	\$1,676.53
Current Charges	\$1,676.53
<hr/>	
Total Amount Due	\$3,353.06

**Messages:**

-- WINTER PRICE PERIODS IN EFFECT AS OF NOVEMBER 1 -- LEARN ABOUT THE NEW ULTRA-LOW OVERNIGHT RATE AND CHOOSE YOUR BEST PRICE PLAN AT LAKEFRONTUTILITIES.COM -- OFFICE OPEN TO CUSTOMERS FROM 10:00AM TO 2:00PM TUESDAYS, WEDNESDAYS AND THURSDAYS OR BY APPOINTMENT -- SWITCH TO PAPERLESS BILLING TODAY -- FOR INFO ON COBOURG'S NEW STORMWATER CHARGE VISIT COBOURG.CA/STORMWATER --

Read Date          Fiat Consumption         

Account Number:	[REDACTED]
Amount Due:	\$3,353.06
Bill Date:	Nov 30, 2023
Due Date:	Dec 27, 2023

Cycle 0007

Meter Number	Read Dates		Billing Days	Type	Meter Readings			Mult	Usage		Adjustment	
	Current	Previous			Current	Previous	Base		Adjusted	Units	Factor	