



# NOTICE OF MEETING

**DATE:** September 21, 2023

**TIME:** 4:00 pm

**LOCATION:** Zoom and Hybrid Meeting

## AGENDA

### MEETING:

**BOARD OF DIRECTORS**

### MEMBERS:

Randy Barber, Bruce Buttar, Mark Lovshin, Vicki Mink, Miriam Mutton, Lance Nachoff, Tracy Richardson, Adam Pearson, 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 – **June 15, 2023 – attached**
4. Adoption of the Agenda

5. Business Arising from Minutes:  
None.
6. Delegations (via Zoom):
  - a) Adam Yahn, resident on Glen Watford Road, Cobourg re: Pebble Beach/Glen Watford forest and wetlands – **staff report attached**
7. Presentations:  
None.
8. Correspondence:  
02/23 Ministry of Municipal Affairs and Housing re: Proposal to return lands in Ajax to the Greenbelt – **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:
  - a) Ganaraska Forest Recreational Users Committee Minutes – September 7, 2023 - **attached**
11. New Business:
  - a) Municipal Memorandum of Understanding as per Regulation 687/21 – **staff report attached**
  - b) Program and Services Inventory – **staff report attached**
  - c) 2024 Preliminary Budget Criteria – **staff report attached**
12. Other Business:
  - a) Ganaraska Forest Board Members Tour – **staff report attached**
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

June 15, 2023 (Hybrid)

GRCA 04/23

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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 4:00 p.m.

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

**ALSO PRESENT:** Linda Laliberte, CAO/Secretary-Treasurer  
Ken Thajer, Planning and Regulations Coordinator  
Pam Lancaster, Conservation Lands Coordinator  
Ed Van Osch, Forest Recreation Technician

### **ABSENT WITH REGRETS:**

**ALSO ABSENT:** Lance Nachoff - Township of Cavan Monaghan

### 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 28/23**

**MOVED BY:** Randy Barber  
**SECONDED BY:** Tracy Richardson

**THAT** the Ganaraska Region Conservation Authority approve the minutes of the May 18, 2023 meeting.

**CARRIED.**

4. Adoption of the Agenda

**GRCA 29/23**

**MOVED BY:** Miriam Mutton  
**SECONDED BY:** Vicki Mink

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

**CARRIED.**

5. Business Arising from Minutes:

None.

6. Delegations

None.

7. Presentations

a) Source Water Protection

Jessica Mueller, Watershed Hydrogeologist provided a brief review to the Board of Directors on the Section 36 updates which are completed every 5 years. She informed the Board that a municipal working group meeting took place where municipalities were informed of the updates. She informed the Board no comments were received from the pre-consultation phase. The public consultation phase will take place this summer and a notice will be sent out informing municipalities of the dates of the consultation phase.

**GRCA 30/23**

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

**THAT** the Ganaraska Region Conservation Authority receive the verbal update for information.

**CARRIED.**

It is noted that there were technical difficulties observed at this time which had to do with the speakers in the board room affecting those online. The order of the presentations on the agenda was adjusted to address this issue. As well, it was discovered after the following presentation that the slides were not advanced on the recorded presentation. A copy of the presentation will be included in the minutes on the website.

b) Natural Hazards Presentation Series – Part 4: Floodplains Part 2

Ken Thajer, Planning and Regulations Coordinator, provided an information session on natural hazards regulated under the *Conservation Authorities Act* and focused this month's talk on floodplains. Staff provided a presentation on legislation pertaining to development in the floodplain. He also spoke on specific GRCA requirements for permitting and *Planning Act* applications in or near the floodplain in addition to different types of flood proofing.

**GRCA 31/23**

**MOVED BY:** Miriam Mutton  
**SECONDED BY:** Adam Pearson

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

**CARRIED.**

c) Clean Water – Healthy Land (CWHL) Stewardship Program 2023 Update

Pam Lancaster, Conservation Lands Coordinator, provided the Board of Directors with an update on the CWHL program for 2023. She noted that over 25,000 trees were planted and/or distributed this year and to date there have been 9 projects approved amongst the participating municipalities of Hamilton Township, Municipality of Port Hope, Municipality of Clarington, and Town of Cobourg.

**GRCA 32/23**

**MOVED BY:** Joan Stover  
**SECONDED BY:** Adam Pearson

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

**CARRIED.**

8. Correspondence

None.

9. Applications under Ontario Regulation 168/06:

Permits approved by Executive:

**GRCA 33/23**

**MOVED BY:** Randy Barber  
**SECONDED BY:** Willie Woo

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

**CARRIED.**

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

None.

10. Committee Reports:

a) Ganaraska Forest Recreational Users Committee Minutes – June 1, 2023

Miriam Mutton asked about the mounting blocks in the horse trailer parking lot. Staff explained this item would be covered under a trail maintenance agreement.

**GRCA 34/23**

**MOVED BY:** Vicki Mink

**SECONDED BY:** Bruce Buttar

**THAT** the Ganaraska Region Conservation Authority receive the Ganaraska Forest Recreational Users Committee Minutes – June 1, 2023 for information.

**CARRIED.**

11. New Business:

None.

12. Other Business

a) Conservation Lands Strategy

**GRCA 35/23**

**MOVED BY:** Joan Stover

**SECONDED BY:** Adam Pearson

**THAT** the Ganaraska Region Conservation Authority receive the staff report for information.

**CARRIED.**

13. Public Question Period

None.

14. In Camera

None.

15. Adjourn

**GRCA 36/2023**

**MOVED BY:** Adam Pearson

**SECONDED BY:** Bruce Buttar

**THAT** the meeting adjourned at 4:47 p.m.

**CARRIED.**

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**CHAIR**

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**CAO/SECRETARY-TREASURER**

September 21, 2023

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

**Re: Delegation – Adam Yahn**

Adam Yahn, a Cobourg resident who lives in the Glen Watford area, has requested to speak to the Board of Directors. Mr. Yahn has recently made a presentation to the Town of Cobourg regarding the Pebble Beach/Glen Watford forest and wetlands. The presentation is attached.

**RECOMMENDATION:**

**THAT** the Board of Directors receive the delegation for information and refer the information from the presentation to staff.

**Prepared by:**

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



**Conserving The Pebble Beach/Glen Watford Wetlands and Forested Area**  
**Remarks to Full Authority – September 21st, 2023**  
*Check Against Delivery*

Good afternoon and thank you for letting me speak with you today.

My name is Adam Yahn and I am a resident on Glen Watford Road in the west end of Cobourg.

I am here about the Pebble Beach/Glen Watford forest and wetlands. It is an area that is bordered by Canadian National Rail to the north, town limits/Bob Carr Road to the west, Lake Ontario to the south, and Glen Watford Road to the east. Using the calculations in the Google Map shared with you, it is approximately 63.5 acres.

This area is an undeveloped, natural area home to threatened and endangered species on the Species At Risk in Ontario List, including monarch butterflies and American bumblebees.

By way of background, there are some lots owned by speculative developers and other private residents. However, we also know that according to the most recent tax sale list from 2006, a lot of the land remains the possession of the Town of Cobourg - approximately 27 of 49 parcels of land. The majority of this land is located in the centre of the highlighted area provided to you.

The reality is that it is not possible for residential development in the Pebble Beach/Glen Watford forest and wetlands because of environmental considerations, including the proximity to the lake, wetlands, and creek. This is why a large portion of the property is within the Ganaraska Region Conservation Authority's regulated area. It is ecologically sensitive.

Earlier this month, I had the opportunity to present a petition from my neighbourhood to the Cobourg Town Council. In three days, on the long weekend, we had 107 people sign the petition which called on the Town to do three things:

First, ask Town staff to study the Pebble Beach/Glen Watford wetlands and forested area to explore the feasibility of building a walking trail.

Second, place a moratorium on any permitting or construction within the Pebble Beach/Glen Watford wetlands and forested area to give staff sufficient time to study the feasibility of a walking trail.

And third, Engage the County of Northumberland, the Ganaraska Region Conservation Authority, Northumberland Land Trust, and other relevant community groups, to explore the acquisition and conservation of the land within the Pebble Beach/Glen Watford wetlands and forested area.

Since the presentation, we continue to get signatures from our neighbourhood and another 460<sup>1</sup> people have signed this same petition via change.org.

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<sup>1</sup> As of September 15<sup>th</sup>, 2023

As a result of our presentation, Town Council passed a motion asking that the delegation be referred to staff for study and consideration, and that the delegation be considered as part of the Town's official plan review set to take place next year. This was an important first step and we are grateful for Council's support.

Unfortunately, further consideration and work on our proposal will only take place if an application for development is made in that area or when the Town reviews the official plan. It is our neighbourhood's hope that some proactive work can take place in the interim. It will take many conversations and should be done without the pressure of a development application hanging over heads.

This is what brings me before you today.

Our neighbourhood is asking the Ganaraska Region Conservation Authority to proactively work with the Town of Cobourg and Northumberland Land Trust to explore the acquisition and conservation of the land within the Pebble Beach/Glen Watford wetlands and forested area.

In speaking with everyone while collecting signatures, the acquisition and conservation part was the paramount concern.

Here is just one of the many comments that we received going door-to-door and online:

*"I used to live on Glen Watford for forty years! My children spent many times wandering through the forest in summer and winter, and having a great time outside, and so close to Lake Ontario! Please don't ruin this area for future generations and the livelihood of all the animals, and wildlife that call that area home!"*

There are a number of third-party groups that work in the acquisition and conservation space like the Northumberland Land Trust and the Nature Conservancy of Canada. A partnership between the Land Trust, GRCA, and Town could bring forward endless possibilities.

You just have to look at what the school board did with the Northumberland Land Trust at the Outdoor Education Centre on Telephone Road.

The Town of Cobourg is short on natural, forested walking trails within the town limits, and we would benefit from another conserved space for residents to exercise and enjoy. A walking trail throughout this conserved property offering outdoor learning opportunities for local schools during the week and family hikes on the weekend.

The neighbourhood already has become a frequent destination for active Cobourg residents due our neighbourhood's "loop" design and the construction of designated bike lanes on King Street West.

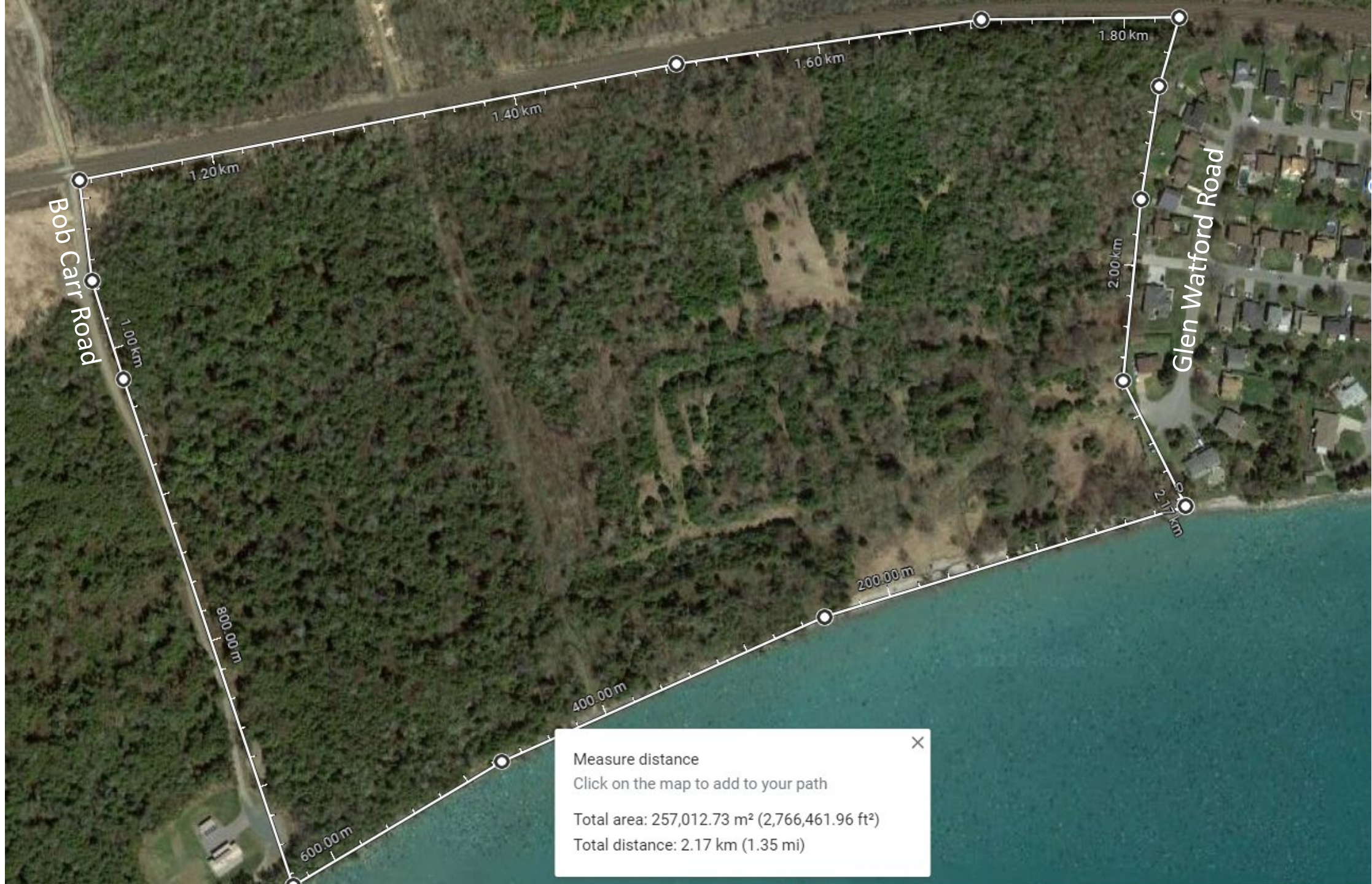
Imagine having the opportunity to bike or walk to this trail and enjoy the beauty that Cobourg has to offer. Not only is nature important for our well-being, but it is also critical to helping us adapt to dramatic weather changes.

In my conversations with local councillors, I keep getting asked “why now”?

The reality is that over the past few months we have seen Stalwood Homes attempt to take matters into their own hands without any permits. It’s a situation of asking for forgiveness is easier than asking for permission. For example, they took down the guardrail at the end of Ravensdale, then added their own gate. They then proceeded to dig up and disturb the area leading to the creek. Thankfully, they were stopped and ordered to restore the area. But the work will not stop.

In conclusion, we have the opportunity to do something special as a community and provide another amenity. Our neighbourhood is excited about the opportunity and committed to working with the Town, Conservation Authority, and third-party groups to make it happen.

Thank you again for the opportunity to speak with you. I am happy to take any questions.



Measure distance ✕  
Click on the map to add to your path  
Total area: 257,012.73 m<sup>2</sup> (2,766,461.96 ft<sup>2</sup>)  
Total distance: 2.17 km (1.35 mi)



Canadian National

Canadian National

Glen Watford Rd

Raven

Gle

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister  
777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre  
777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2023-4434

September 6, 2023

Dear Clerks, CAOs, and Conservation Authority Administrators:

**Re: Proposal to return lands in Ajax to the Greenbelt**

In December 2022, to accommodate Ontario's unprecedented growth by supporting the building of more homes, our government removed or redesignated 15 areas of land totaling approximately 7,400 acres from the edge of the Greenbelt Area. At the same time, a portion of the Paris Galt Moraine was added to the Greenbelt, along with 13 Urban River Valleys, totalling 9,400 acres, for an overall expansion of approximately 2000 acres.

The government was clear that owners of the lands removed from the Greenbelt would be expected to develop detailed plans to build housing with landowners also being responsible for paying for the full cost of housing-enabling and community-building infrastructure. It is the government's expectation that significant progress on approvals and implementation be achieved by the end of 2023.

It has come to the government's attention that the discussions surrounding the development of the lands removed from the Greenbelt located at 765 and 775 Kingston Road East in the Town of Ajax were at an early stage, and that a 104-acre parcel within the lands was recently listed for sale. These actions run counter to the government's objective of building homes quickly. The government is now seeking feedback on a proposal to return these lands, amounting to approximately 133 acres, to the Greenbelt Area through an amendment to the Greenbelt Area boundary regulation (O. Reg. 59/05) and an amendment to the Greenbelt Plan.

Further information on the proposal to amend the Greenbelt Plan and Greenbelt Area boundary regulation, can be found at:

- [ERO #019-7561 – Proposal to return lands to the Greenbelt \(Amendment to the Greenbelt Plan\)](#)
- [ERO #019-7562 – Proposal to return lands to the Greenbelt \(Amendment to Greenbelt Boundary Regulation O. Reg. 59/05\)](#)

Information and mapping on the 2022 decision to amend the Greenbelt Plan can be found here:

- [ERO #019-6216 - Amendments to the Greenbelt Plan](#)
- [Greenbelt Maps](#)

The comment period on the Environmental Registry of Ontario is open for 45 days and will close on October 20, 2023. I look forward to receiving your input on this proposal.

In the meantime, my ministry is working to prepare a review of the Greenbelt to ensure that it is appropriately accommodating Ontario's significant growth, as is mandated in provincial legislation. This review will be informed by the recommendations of the Auditor General's report

02/27  
.../2

and will include an evaluation of the remaining properties that were removed from the Greenbelt late last year.

As ministry officials design and launch this review, the non-partisan Provincial Land and Development Facilitator will continue to work with proponents of the remaining sites to ensure that progress on these lands continues, including the obligation to provide community benefits such as parks, community centres, schools and hospitals. This work will be an important input into the mandated review into the Greenbelt, as will meaningful consultation with municipalities, Indigenous communities and regular people living in these areas who deal with the negative impacts of the housing supply crisis the most. The properties that were removed from the Greenbelt will have to stand on their own merits: If the review finds these properties cannot support the government's objective of building homes quickly, they will be returned to the Greenbelt.

We have been clear that progress on these sites must meet the government's expectations. If planning and approvals have not significantly progressed by the end of this year and if shovels are not in the ground by 2025, the government will return these lands to the Greenbelt.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul Calandra', with a large, stylized initial 'P' and 'C'.

The Hon. Paul Calandra

Minister of Municipal Affairs and Housing

- c. Martha Greenberg, Deputy Minister, Municipal Affairs and Housing
- Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing,  
Planning and Growth Division

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

**Date: September 21, 2023**

<b>Permit No.</b>	<b>Date</b>	<b>Address</b>	<b>Municipality/ Township</b>	<b>Description of Works</b>
2274-06/23	Jun22/23	3225 Smith Settlement Road – Baltimore Pt.Lt.6, Conc.4	Hamilton	Construction of a pond.
2279-06/23	Jun13/23	573 Westwood Drive – Cobourg	Cobourg	Construction of an addition to an existing dwelling.
2280-06/23	Jun15/23	1001 Frei Street Cobourg	Cobourg	Construction of a replacement deck.
2281-06/23	Jun16/23	5405 Young Street – Harwood Pt.Lt. 3, Conc.9	Hamilton	Construction of an addition to an existing dwelling and installation of a new septic system.
2282-06/23	Jun22/23	2250 Brownsville Road – Newcastle Pt.Lt.19, Conc.2	Clarington	Installation of a gas service.
2283-07/23	Jul27/23	Municipal Road Allowance 4771 Pollard Road – Orono Pt.Lt.32, Conc.4	Clarington	Drainage improvements on Pollard Road.
2284-07/23	Jul27/23	5357 Sully Road, Harwood Pt.Lt.6, Conc.9	Hamilton	Installation of a culvert for a residential driveway crossing.
2285-07/23	Jul4/23	Victoria Park Estates – Newtonville (5 Sowden Crt) Pt.Lt.1, Conc.1	Clarington	Construction of a single family dwelling, septic system and swimming pool.
2286-07/23	Jul4/23	Victoria Park Estates – Newtonville (14 Sowden Crt) Pt.Lt.1, Conc.1	Clarington	Construction of a single family dwelling and septic system.
2287-07/23	Jul27/23	Wilmot Creek Community – Newcastle (between Bluffs Road and Wheelhouse Drive) Pt.Lt. 35, Conc.1	Clarington	Installation of conduit beneath a watercourse, by way of directional bore method.
2288-08/23	Aug1/23	Cobourg Trails Subdivision – Phase 2 (Brook Road North and Elgin Street East)	Cobourg	Topsoil stripping, rough grading works associated with the development of a subdivision.
2289-08/23	Aug10/23	Outer Port Hope Harbour Approach Channel Pt.Lt. 6, BF Conc.	Port Hope	Removal of a temporary Floating Algae Barrier.
2290-08/23	Aug10/23	1 Eldorado Place – Port Hope Pt.Lt.6, BF Conc.	Port Hope	Grading and fill work associated with the construction of a storage area.



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

**Date: September 21, 2023**

<b>Permit No.</b>	<b>Date</b>	<b>Address</b>	<b>Municipality/ Township</b>	<b>Description of Works</b>
2291-09/23	Sep8/23	750 D'Arcy Street – Cobourg	Cobourg	Construction of new Elevated Water Tank, watermain extensions on D'Arcy St., Barracks Dr. and Alexandria Dr., reconstruction of Alexandria Dr.
2292-08/23	Aug10/23	48 Carveth Cres. – Newcastle Pt.Lt.29, BF Conc.	Clarington	Construction of a new deck.
2293-08/23	Aug10/23	7542 Bamsey Road – Bewdley Pt.Lt. 29, Conc.8	Hamilton	Installation of shoreline erosion works.
2294-08/23	Aug22/23	513 Lakeshore Road Pt.Lt.13, Conc.B	Cobourg	Construction of a timber framed outbuilding.
2295-08/23	Aug18/23	5527 Front Street Harwood Waterfront Park Pt.Lt.4, Conc.9	Hamilton	Development and Alteration to a shoreline for the purpose of installing shoreline stabilization works.
2296-08/23	Aug24/23	County Road 9 (550 m east of Woodvale School Road) Pt.Lt.5, Conc.7 & 8	Port Hope	Installation of a culvert replacement.
2298-09/23	Sep5/23	6 Eadie Crescent Cobourg	Cobourg	Installation of a gas service via directional drill
2300-07/23	Jul14/23	24 Chater Lane – Orono Pt.Lt.31, Conc.7	Clarington	Construction of a single family dwelling, attached garage, septic and 30'x60' agricultural shed.
2301-07/23	Jul20/23	7837 County Road 65 – Elizabethville Pt.Lt.28, Conc.7	Port Hope	Establishing new entrances to two severed lots.
2302-07/23	Jul20/23	252 Cavan Street Port Hope	Port Hope	Removal of existing garage and construction of new garage.
2304-09/23	Sept.5/23	1 Eldorado Place Port Hope	Port Hope	Sanitary Sewer Works upgrades – forcemain and gravity services.
2305-09/23	Sept.7/23	3236 Garland Road Pt.Lt.30, Conc.4	Hamilton	Installation of a replacement septic system.
2306-09/23	Sept.7/23	3003 Theatre Road N. Cobourg Pt.Lt. 28, Conc.3	Hamilton	Installation of an in-ground pool.

**MINUTES OF THE GANARASKA FOREST  
RECREATIONAL USERS COMMITTEE**

**September 7, 2023**

**RUC 3/23**

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**1. Welcome and Call to Order**

The Chair called the Ganaraska Recreational Users Committee (RUC) meeting to order at 7:04 pm and welcomed those present.

**MEMBER PRESENT:** Mark Gardiner, Chair  
Matthew Robbins, Ontario Federation of Anglers and Hunters  
Jim Pearson, Ontario Trail Riders Association  
Jennifer Jackman, Ontario Nature  
Garry Niece, Hike Ontario  
Lisa Thompson, Ontario Federation of Trail Riders  
Amber Panchyshyn, Orienteering Ontario  
Carolyn Richards, Ontario Federation of ATV Clubs  
Steve Brownell, Municipality of Port Hope  
Marven Whidden, Municipality of Clarington

**ALSO PRESENT:** Ed Van Osch, GRCA Forest Recreation Technician  
Pam Lancaster, GRCA Conservation Lands Coordinator

**ABSENT WITH REGRETS:** Randy Cunningham, Ontario Federation of Snowmobile Clubs  
Lance Nachoff, GRCA Board of Director

**ALSO ABSENT:** Pam Julian, Ontario Cycling  
Peter Wood, Ontario Federation of 4X4 Clubs  
Maureen McDonald, Township of Cavan Monaghan  
Cross Country Ski Ontario (position unfilled)  
City of Kawartha Lakes (position unfilled)

**2. Disclosure of Pecuniary Interest**

None.

3. Minutes of the Last Meeting

**RUC 14/23**

**MOVED BY:** Marven Whidden

**SECONDED BY:** Gary Niece

**THAT** the Ganaraska Forest Recreational Users Committee approve the minutes of the June 1, 2023 meeting.

**CARRIED.**

4. Adoption of Agenda

**RUC 15/23**

**MOVED BY:** Jennifer Jackman

**SECONDED BY:** Marven Whidden

**THAT** the Ganaraska Forest Recreational User Committee approve the agenda.

**CARRIED.**

5. Delegations

None

6. Presentations

None

7. Business Arising from the Minutes

None

8. Correspondence

None

9. New Business

**a) Snowshoe and Cross Country Ski Trail Update**

Ed Van Osch, Ganaraska Region Conservation Authority (GRCA) Forest Recreation Technician provided an update on trail reroute construction in the Central Forest and confirmed that GRCA anticipate these reroutes to be opened to the public and the Ganaraska Forest Trail digital map will be updated to represent these changes prior to the winter operating season.

**RUC 16/23**

**MOVED BY:** Lisa Thompson

**SECONDED BY:** Amber Panchyshyn

**THAT** the Ganaraska Forest Recreational Users Committee receives the Snowshoe and Cross Country Ski Trail Update Staff Report for information.

**CARRIED.**

**b) Volunteer Program Update**

Ed Van Osch, GRCA Forest Recreation Technician explained how the volunteer program functions and provided an updated on the success of the volunteer efforts. Pam Lancaster, GRCA Conservation Lands Coordinator, informed the RUC that volunteers have been given access to GRCA Quick Capture App which allows them to report trail blockages and locations directly to GRCA staff. She further requested that the general public report trail blockage locations via [volunteer@grca.on.ca](mailto:volunteer@grca.on.ca).

**RUC 17/23****MOVED BY:**

Gary Niece

**SECONDED BY:**

Jennifer Jackman

**THAT** the Ganaraska Forest Recreational Users Committee receives the Volunteer Program Update for information.

**CARRIED.****c) Environmental Concerns**

Jennifer Jackman, Ontario Nature RUC representative inquired as to the possibility of GRCA collecting data representative of wildlife species. Pam Lancaster, GRCA Conservation Lands Coordinator stated that GRCA currently has data on localized habitat and is continuing to collect ecosystem data. Additionally, staff plan to incorporate citizen science into Ganaraska Forest monitoring and data collection in the future.

Jim Pearson, Ontario Trail Riders Association (OTRA) RUC representative announced that OTRA recently contributed a \$3510.00 sign and trail improvement donation to the GRCA. A discussion was held regarding specific areas with deficient signage and where specific signage would help with Forest User navigation. Pam Lancaster GRCA, Conservation Lands Coordinator indicated that GRCA signage protocol is under development and will be incorporated into a future Strategy which is slated for public consultation in 2024.

Steve Brownell, Municipality of Port Hope RUC representative inquired about GRCA forest fire response planning and suggested that details of this plan be distributed to the community at large. Pam Lancaster, GRCA Conservation Lands Coordinator informed the RUC that responses to fire within the Ganaraska Forest would be carried out by local municipal fire departments. To support this response, GRCA has representation on the Ganaraska Forest Fire Committee, in which all local municipalities Emergency Management Services (EMS) representatives meet with GRCA Staff biannually to discuss emergency response and share information. Additionally, during emergency response situations, GRCA Staff occasionally are able to assist EMS as property guides/experts and help facilitate access to the Ganaraska Forest.

**RUC 18/23****MOVED BY:**

Marven Whidden

**SECONDED BY:**

Carolyn Richards

**THAT** the Ganaraska Forest Recreational Users Committee receive the Environmental Concerns Staff Report for information.

**FURTHERMORE** GRCA is requesting that Recreational Users Committee continue to gather and share Users environmental concerns with GRCA Recreation Technician.

**CARRIED.**

10. Other Business

None

11. Adjourn

The meeting adjourned at 8:07 pm.

**RUC 19/23**

**MOVED BY:** Marven Whidden

**SECONDED BY:** Jennifer Jackman

**THAT** the meeting adjourn.

**CARRIED.**

The next meeting of the Ganaraska Forest Recreational User Committee is Thursday, November 2, 2023 at 7:00 pm.

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**Chair**



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**Forest Recreation Technician**



**GANARASKA REGION  
CONSERVATION AUTHORITY**

**MEMORANDUM OF UNDERSTANDING  
FOR PROGRAMS & SERVICES**

*Clean Water, Healthy Land  
For Healthy Communities*



**AND WHEREAS** pursuant to the *Conservation Authorities Act*, RSO 1990, c C.27 and Ontario Regulation 687/21, Ganaraska Conservation is required to enter into a MOU with the Participating Municipality in order for Ganaraska Conservation to apportion operating costs to the Participating Municipality to fund other services and programs, Categories 2 and 3, that Ganaraska Conservation wishes to provide to further the purpose of the *Act*,

**AND WHEREAS** pursuant to the *Conservation Authorities Act*, RSO 1990, c C.27 and Ontario Regulation 687/21, Ganaraska Conservation may establish a fee to be charged by Ganaraska Conservation for other programs and services;

**AND WHEREAS** the Parties recognize the need for, and the benefits of, entering into an MOU for the delivery of the other programs and services by Ganaraska Conservation;

**AND WHEREAS** the Parties continue to work together to identify opportunities for further collaboration to the benefit of both Parties while ensuring efficiency and accountability;

**NOW THEREFORE**, in consideration of the mutual covenants, conditions, considerations and payments herein contained, the parties hereto agree as follows:

1. Ganaraska Conservation agrees to provide the Participating Municipality with the programs and services outlined in the Inventory of Programs and Services, Categories 2 and 3, attached hereto as Schedule "A".
2. The general levy, which is applied to Category 1, will be calculated annually using the current general levy subject to an annual increase as agreed to during budget deliberations. The appointment to the Participating Municipality shall be based on Current Value Assessment (CVA) data as provided by the Ministry. The general levy will be forwarded to the Participating Municipality annually under separate cover.
3. The Participating Municipality agrees to the following adjustment in the general levy associated with Category 1 in accordance with the following formula:
  - The Participating Municipality agrees Ganaraska Conservation may reallocate a maximum of three percent (3%) of the apportioned value the Participating Municipality is required to pay Ganaraska Conservation for general operating expenses and Category 1 expenses as defined in Ontario Regulation 402/22 under the *Conservation Authorities Act*, R.S.O. 1990, c. C.27.
4. The cost structure for the programs and services provided in Schedule A shall be based on the actual costs to Ganaraska Conservation of providing the programs and services.



5. The Participating Municipality agrees that Ganaraska Conservation may establish and charge a user fee for the programs and services outlined in Schedule "A".
6. The Participating Municipality will continue to support the current Inventory of Programs and Services in Schedule "A" throughout the term of this MOU.
7. This MOU will be posted on Ganaraska Conservation's website to comply with the requirements under the *Conservation Authorities Act* R.S.O. 1990, c. C.27.

### **Term of MOU**

8. The MOU will be for a term of a minimum five (5) years commencing on the date of the signature by the last of the parties and shall, subject to the renewal provisions of this MOU, end on December 31, 2028.
9. Unless this MOU has been terminated early in accordance with the terms or conditions of this MOU, the MOU shall be automatically renewed for a five (5) year term from December 31, 2028, on the same terms and conditions contained herein.
10. The MOU shall be reviewed by the parties at least six (6) months before the end of each five (5) year term, for the purpose of determining whether the MOU is to be renewed by the parties.
11. Either party may terminate all or any part of Schedule A of this MOU at any time upon delivering six (6) months written notice of termination prior to the following budget year.
12. Any notice to be given pursuant to this MOU shall be delivered in writing to the parties at the following addresses:  
  
Ganaraska Region Conservation Authority  
2216 County Road 28, Port Hope, ON L1A 3V8  
  
*Municipality*  
*Municipal Address Line*
13. The MOU will terminate six (6) months after the date on which written notice of early termination is delivered to the parties.

### **Force Majeure**

14. Neither Party shall be in default with respect to the performance or non-performance of the terms of this MOU resulting directly or indirectly from causes beyond its reasonable control (other than for financial inability) that could not reasonably have been foreseen, including, without limitation, any delay caused by war, invasion, riots, acts of terrorism or sabotage, acts of government authority (other than by the Participating Municipality), plague, epidemic,

pandemic, natural disaster, strike lock-out, inability to procure material, acts, laws, or regulations of government authority or other cause beyond the reasonable control of such Party and not caused by the act or omission of such Party, and the performance of such term or terms shall be extended for a period equivalent to the period of such delay. This provision does not relieve the Participating Municipality of its obligation pay fees and costs when due.

## **Dispute Resolution**

15. Ganaraska Conservation and the Participating Municipality shall negotiate in good faith in an attempt to settle any dispute between the parties in connection with this MOU in a timely manner.

Should Ganaraska Conservation and the Participating Municipality be unable to settle the dispute through negotiation, both parties acting reasonably and in good faith, then the determination of such dispute shall be resolved by arbitration, pursuant to the *Arbitration Act* (Ontario).

A party desiring arbitration shall give written notice of arbitration to the other party containing a concise description of the matter referred to arbitration ("Notice of Arbitration").

Within ten (10) business days after a party delivers a Notice of Arbitration, the parties shall jointly appoint a single arbitrator (the "Arbitrator"). If the parties fail to appoint an Arbitrator within such time, the Arbitrator shall be designated by a judge of the Ontario Superior Court of Justice upon application by either party.

The decision of such Arbitrator shall be final and binding as between the parties and shall not be subject to appeal.

Whenever a dispute is in respect of a matter within the expertise of an architect, engineer, land surveyor or other professional consultant who, in the opinion of both Ganaraska Conservation and the Participating Municipality, is qualified to make a determination in respect of such dispute, Ganaraska Conservation and the Participating Municipality may jointly stipulate at any time prior to the selection or appointment of the Arbitrator hereunder, that the Arbitrator shall be an independent consultant with such expertise as may be determined jointly by Ganaraska Conservation and the Participating Municipality.

The costs of the Arbitrator shall be split equally between Ganaraska Conservation and Participating Municipality.

**SIGNED AND DELIVERED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2023**

**GANARASKA REGION CONSERVATION AUTHORITY**

Per: \_\_\_\_\_

CAO/Secretary-Treasurer

I/we have the authority to bind the Corporation

**SIGNED AND DELIVERED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2023.**

**Participating Municipality**

Per: \_\_\_\_\_

Chief Administrative Officer/Clerk

I/we have the authority to bind the Corporation

**Schedule "A"**

## Staff Report – September 21, 2023

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

**RE: Municipal Memorandum of Understanding as per Regulation 687/21**

### **Background:**

In October of 2021 the provincial government enacted several regulations and made changes to the way conservation authorities' function across the province. One specific change was Ontario Regulation 687/21 made under section 21.1.2 of the *Conservation Authorities Act (CAA)*. Ontario Regulation 687/21 requires Conservation Authorities to develop transition plans and enter into official agreements with partnering municipalities to deliver programs and services to watershed residents. The program and services inventory, approved by the Ganaraska Region Conservation Authority (GRCA) Board of Directors in February 2022, was circulated to the watershed municipalities for comment. To date there has been no feedback received. In early 2023, the provincial government removed the conservation authorities' ability to partner with municipalities for plan review services related to natural heritage. This was originally identified as a category 2 service and has since been removed from the listing.

Ontario Regulation 687/21 requires GRCA to enter a Memorandum of Understanding (MOU) to provide programs and services with the watershed municipalities. The attached MOU has been developed in consultation with neighbouring conservation authorities in order to have similar agreements for municipalities signing with more than one conservation authority. As well, the MOU was forwarded to GRCA legal counsel, Doug Mann of Mann McCracken & Associates, to ensure that the MOU was drafted in a manner that was mutually beneficial to GRCA and the municipalities.

Ontario Regulation 687/21 requires GRCA to sign agreements with the watershed municipalities to deliver Category 2 and Category 3 programs and services. GRCA will be asking all watershed municipalities to sign the MOU as there is a clause included in the agreement that allows a maximum of 3% of the general levy applied to Category 1 programs and services to be reallocated to Category 3 programs and services.

GRCA staff have been making presentations to all watershed municipalities with regards to the changes in the legislation and the requirement of the completion of the signed MOU by December 31, 2023. It should also be noted that the requirement of an MOU will not have an impact on the municipal levy beyond the yearly inflation increase.

GRCA will continue to follow the CAA in regard to establishing our annual budget. The preliminary budget is prepared and presented to the Board of Directors in October. At that time the Board is asked to approved the preliminary budget for distribution to the watershed municipalities in order that the proposed general levy can be considered for the required minimum 30-day review period. The final weighted vote on the general levy is called for in the November or December meeting.

**RECOMMENDATION:**

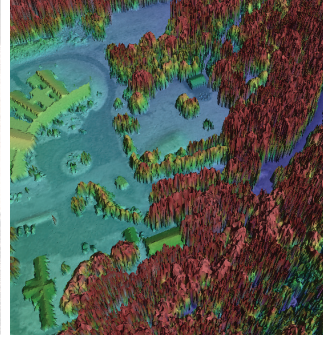
**THAT** the Board of Directors approve the Memorandum of Understanding and Appendices to be forwarded to the watershed municipalities;

**Prepared by:**



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



**GANARASKA REGION  
CONSERVATION AUTHORITY**

**PROGRAMS & SERVICES INVENTORY**

*SEPTEMBER 21, 2023*

*Clean Water, Healthy Land  
For Healthy Communities*

**Ganaraska Region Conservation Authority**  
**Programs and Services Inventory**

With the passage of Regulation 687/21 “Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act”, Ganaraska Region Conservation Authority (GRCA) is required to prepare an inventory in accordance to Section 6 of the new regulation.

The inventory, as quoted from the regulation, states the following:

**Section. 6 – Inventory of Programs and Services**

1) *An authority shall prepare an inventory to include in its transition plan in accordance with this section.*

2) *In preparing the inventory, the authority shall ensure that,*

*a) the inventory lists all the programs and services that the authority is providing as of February 28, 2022;*

*b) the inventory lists all the programs and services described in subsection (7) that the authority intends to provide after February 28, 2022; and*

*c) for each program or service listed in accordance with clause (a) or (b), the authority,*

*i) estimates of the total annual cost of providing the program or service in the following manner and includes the estimate in the inventory:*

*(1) if the program or service has been provided by the authority for a period of five or more years, calculate the average annual cost of providing the program or service for five years,*

*(2) if the program or service has been provided by the authority for a period of less than five years, calculate the average annual cost of providing the program or service based on the period that the program was offered,*

*(3) if the program or service has not been provided by the authority but is intended to be provided after February 28, 2022, calculate the average annual cost of providing the program or service based on the authority’s best assessment of what the costs will be and provide an explanation for the assessment, and*

*(4) if the authority is of the opinion that the average annual cost determined under sub-subclause (A) or (B) does not reflect the average annual cost to provide the program or service in the future, adjust the average annual cost and provide an explanation for this adjustment,*



*ii) indicates the sources of funding available to cover the total annual cost estimated in subclause (i), including any municipal funding provided through municipal levy, provincial or federal funding, private funding or funding generated by the authority through user fees or otherwise, and*

*iii) provides an estimate of the percentage of the total annual cost estimated in subclause (i) that each of the sources of funding referred to in subclause (ii) is expected to cover.*

*3) In the inventory, the authority shall classify all of the programs and services listed under clause (2) (a) according to the following categories of programs and services:*

*1. Category 1 programs and services - the mandatory programs and services provided under section 21.1 of the Act.*

*2. Category 2 programs and services - the municipal programs and services provided under section 21.1.1 of the Act.*

*3. Category 3 programs and services - the other programs and services provided under section 21.1.2 of the Act.*

*4) For each Category 1 program or service listed in the inventory under clause (2) (a), the authority shall,*

*a) indicate into which type of Category 1 programs and services it falls, based on the types of mandatory programs and services that are,*

*i) described in paragraph 1 of subsection 21.1 (1) of the Act,*

*ii) prescribed by regulation under paragraph 2 of subsection 21.1(1) of the Act, and*

*iii) described in subsection 21.1 (2) of the Act; and*

*b) explain why, in the authority's opinion, each Category 1 program or service falls into the specified type of mandatory programs and services and, if the authority has concerns about how to classify certain programs and services, explain those concerns.*

*5) For each Category 2 program or service listed in the inventory under clause (2) (a), the authority shall include the following information:*

*(1) The name of the municipality on behalf of which the program or service is provided.*

*(2) The date on which the authority and the municipality entered into a memorandum of understanding or another agreement with respect to the provision of the program or service.*

*6) For each Category 3 program or service listed in the inventory under clause (2) (a), the authority shall include the following information:*

*(1) Whether or not the program or service was financed, in whole or in part, through municipal levies collected from participating municipalities.*

*(2) Whether or not the authority intends to seek to enter into a cost apportioning agreement with one or more participating municipalities to ensure all or part of the financing of the program or service after the transition date.*

*7) If an authority is aware on or before February 28, 2022 that it intends to provide a new Category 1, Category 2 or Category 3 program or service after February 28, 2022, the authority shall,*

*a) include the proposed program or service in the inventory;*

*b) in the case of a Category 2 program or service, indicate in the inventory that the authority intends to enter into a memorandum of understanding or another agreement under section 21.1.1 of the Act with the municipalities on behalf of which the program or service will be provided; and*

*c) in the case of a Category 3 program or service, indicate in the inventory whether the authority intends to seek to enter into a cost apportioning agreement with one or more participating municipalities to ensure all or part of the financing of the proposed program or service after the transition date.*

The Programs and Services Inventory table which follows lists the Ganaraska Region Conservation Authority's (GRCA) programs and services as well as new requirements as described in Ontario Regulation 686/21.

# Ganaraska Region Conservation Authority

September 21, 2023

Program Area	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
<b>Enabling Services:</b>						
Program Description: Key assistance provided to all departments of the conservation authority, board of directors, member municipalities and the general public to enable Ganaraska Conservation to operate in an accountable, transparent, efficient and effective manner.						
CS	Corporate Services	Administrative, human resources, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority. Includes health and safety program, overseeing programs and policies.	1	CA Act 20	264,600	Municipal Levy – 87% Self-Generated – 13%
CS	Financial Management	Annual budget, accounts payable and receivable, payroll, financial analysis, financial audit, administration of reserves and investments, financial reports for funding agencies, preparing and submitting reports to CRA, benefits program administration.	1	CA Act 20	76,100	Municipal Levy – 100%
CS	Legal Expenses	Costs related to agreements/contracts, HR, etc.	1	CA Act 20	3,000	Municipal Levy - 100 %
CS	Governance	Supporting CA Boards, Advisory Committees, Office of CAO/ST	1	CA Act Part IV	18,000	Municipal Levy - 100 %
CS	Communications and Outreach	Public awareness-natural hazards, flood forecasting and warning, permitting requirements, natural hazard identification, mitigation, readiness and response, governance, policy, municipal and public relations and engagement, conservation lands.	1	CA Act 20	47,900	Municipal Levy – 100 %
CS	Administration Buildings	Administrative office and millennium building used to support staff, programs, and services. Includes utilities, routine and major maintenance, property taxes. Included is a charge out for capital asset replacement.	1	CA Act 20	152,200	Municipal Levy – 90% Self-Generated – 10%
CS	Information Technology Management/ GIS	Data management, records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data. Included is a charge out for capital asset replacement.	1	CA Act 20	78,000	Municipal Levy - 100%

Program Area	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
<b>Natural Hazard Management Program</b>						
Program Description: Conservation Authorities (CAs) are the lead provincial agencies on Natural Hazard issues. The goal is to protect life and property from flooding and erosion. This watershed-wide, comprehensive program includes development applications and permits, municipal plan input and review, environmental planning and policy, flood forecast and warning, flood and erosion control infrastructure, technical studies, ice management, education, and public awareness.						
WMHM	Section 28 Permit Administration	Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, and consultants and legal costs. Violations also fall under this category.	1	CA Act 21.1 O.Reg. 686/21 Sec 8	86,500	Municipal Levy – 62% Self-Generated – 38%
EAS	Municipal Plan Input and Plan Review	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances). Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of Ministry of Natural Resources and Forestry (MNRF), delegated to CAs (1983). Input to the review, approval processes under other applicable law, with comments related to natural hazards, wetlands, watercourses, and Sec. 28 permit requirements.	1	CA Act 21.1 O.Reg. 686/21 Sec 6 and 7	196,200	Municipal Levy – 70%, Self-Generated -30%
WMHM	Flood Forecasting and Warning	Daily data collection and monitoring of weather forecasts, provincial and local water level forecasts, watershed conditions, snow surveys, flood event forecasting, flood warning, communications and response and equipment maintenance.	1	CA Act 21.1 O.Reg. 686/21 Sec 2.1	150,200	Provincial Transfer Payment - 27% Municipal Levy – 73%

	<b>Program/Service and Subservices</b>	<b>Description</b>	<b>Category (1,2,3)</b>	<b>Category Rationale</b>	<b>Program Cost Estimate (\$)</b>	<b>Funding mechanism and percentage of costs</b>
WMHM	Flood and Erosion Control Infrastructure Operation and Management	Water and erosion control infrastructure operations and management. Includes all water management structures (flood control, dams and channels, berms, erosion control, etc.) that are annually inspected, and routine maintenance work completed. Included is a charge out for capital asset replacement.	1	CA Act 21.1 O.Reg. 686/21 Sec 2.1 Sec 5.1	\$36,600	Provincial Transfer Payment – 32 % Municipal Levy – 68%
WMHM	Flood and Erosion Control Infrastructure Major Maintenance	Major maintenance on flood and erosion control structures as required. Projects are dependent on Water and Erosion Control Infrastructure (WECl) funding from the province and support from our municipal partners.	1	CA Act 21.1 O.Reg. 686/21 Sec 5	Varies from year to year	Provincial WECl– 50% Benefitting Municipal Levy – 50%
WMHM	Low water response	Conditions monitoring and analysis. Technical and administrative support to the Water Response Team representing major water users and decision makers, who recommend drought response actions.	1	CA Act 21.1 O.Reg. 686/21 Sec 3	3,600	Municipal Levy – 100%
WMHM	Information Management	Data collection, mapping, data sets, watershed photography. Development and use of systems to collect and store data and to provide spatial geographical representations of data. This includes our geographical information systems and support.	1	CA Act 21.1	Varies year to year depending on projects	Benefitting Municipal Levy - 100%
WMHM	Technical Studies and Policy Review	Studies and projects to inform natural hazards management programs including floodplain management, watershed hydrology, regulations areas mapping update, flood forecasting system assessment, floodplain policy, Lake Ontario shoreline management. These projects often for a specific number of years and are distributed over time as human resources and funding is available.	1	CA Act 21.1 O.Reg. 686/21 Sec 1	Varies from year to year	Benefitting Municipal Levy /Self-Generated – 100% Alternate grant funding when available
CL	Natural Hazards Communications, Outreach and Education	Promoting public awareness of natural hazards including flooding, drought, and erosion. Attending public events, supplying materials. Social media services. Media relations. Educate elementary school students through the Spring Water Awareness program about the danger of floodwaters, dangers of dams, etc.	1	CA Act 21.1 O.Reg. 686/21 Sec 1(3)-3	12,000	Municipal Levy – 70% Self-Generated – 30%

	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
<b>Provincial Water Quality &amp; Quantity Monitoring</b>						
Program Description: Ganaraska Conservation, in partnership with Ministry of Environment, Climate Change and Parks (MECP), has established long term sites to monitor surface and ground water conditions as well as an investment into long-term monitoring of climate change trends.						
WMHM	Provincial Water Quality Monitoring Network (PWQMN)	CA/MECP partnership for stream water quality monitoring at 9 sites. Staff take water samples and MECP does lab analysis and data management. Information is used for watershed report cards and stewardship project prioritization.	1	O. Reg. 686/21 12 (1) 2	5,900	Municipal Levy – 100%
WMHM	Provincial Groundwater Monitoring Network (PGMN)	A long-standing CA/MECP partnership for groundwater level and quality monitoring at 17 stations. Costs include sampling, data collection, analysis, data management and reporting. MECP funded network installation and continues to fund equipment replacements. Data collected supports groundwater monitoring, low water response, and water quality monitoring.	1	O. Reg. 686/21 12 (1) 1	77,000	Benefitting Municipal Levy – 100%
<b>Local Water Quality Monitoring</b>						
Program Description: Ganaraska Conservation, in partnership with community organizations, municipalities, and federal and provincial agencies has established sites to monitor surface water quality and quantity as well as many other parameters to support a healthy ecosystem.						
WMHM	Surface Water Quality Monitoring Program	Surface water quality monitoring at 18 surface water sites, (in addition to PWQMN), water quantity measurements at 80 baseflow sites and water quality samples collect at 4 auto sampler sites supporting Lake Ontario nearshore water monitoring. Costs include sampling, analysis, equipment maintenance and reporting.	2	CA Act	100,000	Benefitting Municipal Levy – 100%
<b>Drinking Water Source Protection</b>						
Program Description: The protection of municipal drinking water supplies in the Trent Conservation Coalition (TCC) Region and the Ganaraska Region Source Protection Area through the development and implementation of TCC Source Protection Plans. Ganaraska Conservation is a member of the TCC which is a complex regional grouping of five Source Protection Areas including Ganaraska, Crowe, Otonabee, Kawartha and Lower Trent Authorities						
WMHM	Local Source Protection Area DWSP	Source Protection Authority reports, meetings and governance. Delivery of the activities required by the Clean Water Act and regulations as per Clean Water Act.	1	O.Reg. 686/21 Sec 13	100,000	Provincial Transfer Payment MECP– 100%
WMHM	DWSP Risk Management Official	Carrying out Part IV duties of the Clean Water Act on behalf of municipalities through service agreements.	2	CA Act 21.1.1	2,000	Municipal Agreements – 100 %

	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
<b>Core Watershed-based Resource Management Strategy</b>						
Program Description: The purpose of a watershed plan is to understand the current conditions of the watershed, and identify measures to protect, enhance, and restore the health of the watershed. Watershed strategies provide a management framework to provide recommendations which consists of goals, objectives, indicators, and management recommendations. This addresses existing issues in the watershed and mitigate impacts from potential future land uses, while recommending appropriate actions to protect, enhance, and restore the watershed.						
New	Watershed-Based Resource Management Strategy Development	<b>New Project:</b> Collate/compile existing resource management plans, watershed plans, studies, and data. Strategy development, implementation, and annual reporting. This project builds on previous Watershed Management Strategies. To be completed on or before <b>December 31, 2024</b> per requirements of Regulation.	1	O. Reg. 686/21 12 (1) 3	To be determined	Municipal Levy – 100%
<b>Sub-watershed Plans and Projects</b>						
Program Description: Watershed strategies provide a management framework to provide recommendations which consists of goals, objectives, indicators, and recommendations. This addresses existing issues in the watershed and mitigate impacts from potential future land uses, while recommending appropriate actions to protect, enhance, and restore the watershed.						
WMHM	Natural Heritage Mapping	Ganaraska Conservation incorporates natural heritage information particularly around wetlands to develop planning and regulatory strategies to mitigate downstream natural hazards. Data is also used in hydrologic and hydraulic models.	2	O. Reg. 686/21 12 (1) 3	33,000	Benefitting Municipal Levy – 100%
EAS	Watershed Ecology	Ganaraska Conservation provides watershed ecology services to specific watershed municipalities.	2	CA Act	46,000	Benefitting Municipal Levy – 100%
<b>Conservation Authority Lands and Conservation Areas</b>						
Program Description: Ganaraska Conservation owns over 11,000 acres of land which includes conservation areas, the Ganaraska Forest, significant wetlands and flood control structures and surrounding land. Ganaraska Conservation property is essential to watershed management, environmental protection, helps implement the Watershed Management Strategy and provides areas for passive recreation.						
CL	Section 29 Enforcement and Compliance	Conservation Areas/Ganaraska Forest/ regulation enforcement and compliance. Ganaraska Conservation staff and a contracted company patrol the 11,000 acres Ganaraska Forest and conservation areas to ensure that the regulations are being adhere to by the users.	1	CA Act 29 O.Reg 686/21 9(1) 4	20,000	Municipal Levy – 100 %





	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
CL	Conservation Area Major Maintenance	Major maintenance and capital improvements to support public access, safety, and environmental protection such as pedestrian bridges, boardwalks, pavilions, trails. These expenses are covered by the capital asset reserve in most cases.	1	CA Act 21.1	Varies	Self-Generated – 100%
CL	Land Acquisition	Strategic acquisition of environmentally significant properties.	2 3	CA Act 21.1 O.Reg 686/21 9 (1) 2 vi	Varies	Municipal - % Self-Generated – %
New	Inventory of Conservation Authority lands	<b>New Project:</b> The land inventory will include the following information: location, date obtained, method and purpose of acquisition, land use. Project updates as inventory changes. To be completed on or before <b>December 31, 2024</b> per requirements of Regulation.	1	O. Reg. 686/21 9 (3)	To be determined	Municipal Levy – 100%
New	Strategy for CA owned or controlled lands and management plans	<b>New Project:</b> A strategy to guide the management and use of CA-owned or controlled properties including guiding principles, objectives, land use, natural heritage, classifications of lands, mapping, identification of programs and services on the lands, public consultation, publish on website. Updates of existing conservation area management plans. To be completed on or before <b>December 31, 2024</b> per requirements of Regulation.	1	O. Reg. 686/21 9 (1)1	To be determined	Municipal Levy – 100%
New	Land Acquisition and Disposition Strategy	<b>Update:</b> Update current policy to guide the acquisition and disposition of land to fulfill the objects of the authority. To be completed on or before <b>December 31, 2024</b> per requirements of Regulation.	1	O. Reg. 686/21 9 (2) vi	To be determined	Municipal Levy – 100 %

	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
<b>Watershed Stewardship</b>						
Program Description: The watershed stewardship program includes a fisheries component, a program funded by municipalities which provides funding for landowners for projects and the landowner tree planting program.						
WS	Private Landowner Stewardship Program	Clean Water-Healthy Land – Financial Assistance Program. In partnership with some of the watershed municipalities, Ganaraska Conservation offers environmental technical and financial assistance, tools and information to any resident, business, school or service club within its jurisdiction and within the participating municipality.	3	CA Act	60,000	Benefitting Municipal Levy – 100%
WS	Tree Planting Services	Clean Water-Healthy Land – Tree Planting GRCA Tree Seedling Program allows property owners to purchase bare root native tree and shrub seedlings at a minimal cost. GRCA also provides full-service tree planting to landowners.	3	CA Act	100,000	Self-Generated – 100%
WS	Fisheries Services	In partnership with Fisheries and Oceans Canada, Ganaraska Conservation staff are responsible for the sea lamprey monitoring program on Cobourg Creek which captures and samples many difference species and record the results and submit data. Fish surveys are also done with other partners, such as OPG and Hydro One through agreements.	3	CA Act	26,800	Agreement in place Self-Generated – 100%
WS	Stewardship Partner Projects	Ganaraska Conservation’s stewardship program partners with various organizations to deliver environmental programs and projects. These programs are for a limited time period. Examples include the Highway of Heroes Tree Campaign tree planting partnership, Forests Ontario and the Durham Collaborative Tree Program.	3	CA Act	Varies from year to year	Agreement in place Self-Generated – 100%

	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
<b>Other Program Areas</b>						
Program Description: Ganaraska Conservation delivers other programs that are not part of the mandatory programs and services as outlined in O. Reg. 686/21. All of these programs are funded without municipal general levy. All of the programs influence and enhance the health and watershed management of the GRCA and are part of a larger integrated watershed management model.						
CL	Outdoor Education	The Ganaraska Forest Centre, located in the heart of the Ganaraska Forest, is home to the outdoor education program of the GRCA where thousands of students visit for a day or overnight to learn about their environmental footprint and become familiar with the natural world around them. Taught by Ontario – certified teaching staff, the GFC offers curriculum-based education programs for elementary and secondary students. These programs focus on local watersheds, ecosystems, and environmental issues. Programs take can also take place at schools (indoors and outdoors) or through online learning.	3	CA Act 21.1.2	470,200	Self-Generated – 100%
NEW	Other	Opportunities for new projects or programs that benefit the watershed and its municipal partners can occur anytime and can have varying durations. These projects may require matching funding or be self-sustaining. New projects may require municipal participation and/or funding.	3	CA Act 21.1.2		Self-Generated and/or Benefitting Municipal Levy

**Appendix**

- 1) All of the financial information provided is based on estimates, including the percentage of the total annual fund contributions of the various funding providers
- 2) Under O. Reg. 687/21 Section 6. (2)(c)(i)(D) if the authority is of the opinion that the average annual cost determined under sub-subclause (A) or (B) does not reflect the average annual cost to provide the program or service in the future, adjust the average annual cost and provide an explanation for this adjustment

The costs associated with each program and service are estimated based on the 2023 budget for Ganaraska Conservation. COVID-19 has had a significant impact on the revenues of GRCA and therefore a five-year estimate is not reflective of current and future costs. The costs for programs and services increase annually due to increases in wages and benefits and the increased operational costs due to inflation. As well program operations are often modified based on best management practices.

**STAFF REPORT – September 21, 2023**

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

**RE: Programs and Services Inventory**

At the February 17, 2022, the Board of Directors approved the Programs and Services Inventory and directed staff to distribute the Programs and Services Inventory to the member municipalities and the Ministry of Environment, Conservation and Parks. As per Ontario Regulation 686/21, the final Programs and Services Inventory must be completed by January 1, 2024. Staff have reviewed the draft inventory and have made some revisions based on some further legislative changes. In early 2023, the provincial government removed the conservation authorities' ability to partner with municipalities for plan review services related to natural heritage. This was originally identified as a category 2 service and has since been removed from the listing.

Attached is the Programs and Services Inventory that follows the regulation and will be distributed and posted to the Ganaraska Region Conservation Authority (GRCA) website.

**RECOMMENDATION:**

**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.

**Prepared by:**

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

## **Staff Report – September 21, 2023**

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

**RE: 2024 Preliminary Budget Criteria**

Staff are developing the 2024 preliminary budget for the Ganaraska Region Conservation Authority (GRCA). Staff have reviewed the current programming requirements and the need for annual adjustments to the base levy. The current base levy is set at \$15,933.97 for the seven watershed municipalities. This base levy is intended to cover costs associated with board members. The base levy is divided equally among the seven watershed municipalities. The total base levy is subtracted from the total levy and the assessment growth as well as economic adjustment is applied to that difference only.

In 2023 the total levy is \$1,238,969 which is approximately 25% of the budget. The increase to the total general levy was 2.5% in 2023 which was well below the consumer price index at the time of 7.6%. The past few years have been challenging for the GRCA which includes recovering from reduced revenue due to the adverse effects of Covid-19 and, more recently, the effects of the derecho storm which hit the Ganaraska Forest. Staff is continually looking for funding partnerships while utilizing current resources both effectively and efficiently. The reduction in revenues has not diminished the increase in demand on the Authority's programs. It is important that the increase in levy continues to meet these demands while trying to balance the various guidelines from the watershed municipalities. In discussions with the Chair, it is therefore suggested that the 2024 budget criteria be set at a 3.3% increase for both the base levy and general levy. This is in keeping with the latest consumer price index (CPI) and recognizes the need to continue sustainable funding.

The levy apportionment figures are calculated from the most recent available year end assessment data from the Municipal Property Assessment Corporation (MPAC) and are further revised based on the Conservation Authority Levy Regulation and will be used as a guideline. The spreadsheets also include population data, provided by MPAC, and apportioned based on the percentage of the area of each municipality within the CA jurisdiction. MPAC population data comes from various sources – enumeration, sales affidavits, when there is a transfer from one party to another, many questionnaires (i.e., sales questionnaires, new occupant questionnaires), school support forms, and an annual Tenant Information Program (TIP) that allows the update of the MPAC population database with tenant information. These figures are provided to each Conservation Authority by the Ministry.

Once the criteria have been set, the preliminary budget will be prepared for the October meeting and the proposed levy will be reviewed in context of the 2024 preliminary budget. The Board then directs staff to send the budget, with the proposed levy amounts, to the watershed municipalities for review. The municipalities are required to have a minimum of 30 days to review the document and provide feedback. The final levy vote will take place at the December Board of Directors meeting.

**RECOMMENDATION:**

**THAT** the Board of Directors direct staff to prepare the 2024 preliminary budget based on the criteria contained in the staff report dated September 21, 2023 and the preliminary budget be prepared for the October 19, 2023 meeting.

Prepared by:

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

**September 21, 2023**

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

**Re: Ganaraska Forest Board Members Tour**

At a recent meeting, the Board Members expressed an interest in touring some of the forestry operations as well as areas of recreational trails. Staff are proposing such a tour could take place before the board meeting in October or November beginning around 1:00 p.m. Staff are suggesting this be discussed further at the September Board meeting.

**Prepared by:**

A handwritten signature in black ink, appearing to read 'Linda J. Laliberte', written over a horizontal line.

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