



# NOTICE OF MEETING

**DATE:** June 16, 2022

**TIME:** 7:15 pm

**LOCATION:** Zoom Meeting

## AGENDA

**MEETING:**

**BOARD OF DIRECTORS**

**MEMBERS:**

Nicole Beatty, Tim Belch, Bruce Buttar, Brian Darling, Jeff Lees, Greg Booth, Mark Lovshin, Vicki Mink, Joe Neal, Tracy Richardson, Margaret Zwart

1. Welcome, Land Acknowledgement and Call to Order
2. Disclosure of Pecuniary Interest
3. Minutes of Last Meeting – **May 19, 2022 - attached**
4. Adoption of the Agenda
5. Delegations:  
None
6. Presentations:
  - a) Clean Water - Healthy Land Stewardship Program 2022 Update – **staff report attached**
  - b) Status of GRCA Floodplain Mapping – **staff report attached**
  - c) Ganaraska Forest Derecho Storm Damage Update – **staff report attached**

7. Business Arising from Minutes:  
None
8. Correspondence:  
None.
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 Recreation Users Committee Minutes – June 2, 2022 -  
**attached**
11. New Business:  
a) Right to Disconnect Policy – **staff report attached**
12. Other Business:  
None
13. In Camera:  
None
14. Adjourn

# GANARASKA REGION CONSERVATION AUTHORITY

## MINUTES OF THE BOARD OF DIRECTORS

May 19, 2022 (via Zoom)

GRCA 02/22

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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 7:15 p.m.

**MEMBERS PRESENT:** Mark Lovshin, Chair - Township of Hamilton  
Jeff Lees, Vice - Chair - Municipality of Port Hope  
Nicole Beatty - Town of Cobourg  
Greg Booth - Township of Alwicks/Haldimand  
Bruce Buttar - Agricultural Sector  
Brian Darling - Town of Cobourg  
Vicki Mink - Municipality of Port Hope  
Joe Neal - Municipality of Clarington  
Tracy Richardson - City of Kawartha Lakes  
Margaret Zwart - Municipality of Clarington

**ALSO PRESENT:** Linda Laliberte, CAO/Secretary-Treasurer  
Ken Thajer, Planning and Regulations Coordinator

### **ABSENT WITH REGRETS:**

**ALSO ABSENT:** Tim Belch - 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 12/22**

**MOVED BY:** Nicole Beatty

**SECONDED BY:** Tracy Richardson

**THAT** the Ganaraska Region Conservation Authority approve the minutes of the March 17, 2022 meeting.

**CARRIED.**

4. Adoption of the Agenda

**GRCA 13/22**

**MOVED BY:** Jeff Lees

**SECONDED BY:** Brian Darling

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

**CARRIED.**

5. Delegations

None.

6. Presentations

None.

7. Business Arising from Minutes

None.

8. Correspondence

None.

9. Applications under Ontario Regulation 168/06:

Permits approved by Executive:

**GRCA 14/22**

**MOVED BY:** Greg Booth

**SECONDED BY:** Tracy Richardson

**THAT** the Board of Directors 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

**GRCA 15/22**

**MOVED BY:** Brian Darling

**SECONDED BY:** Greg Booth

**THAT** the Board of Directors approve the fee schedule.

**CARRIED.**

Tracy Richardson, Board representative on the Recreational Users Committee, stated that at the April 7, 2022 meeting staff reported that the compliance rate has increased from 20% to 80%. The Board of Directors commended staff on the significant improvement in compliance.

**GRCA 16/22**

**MOVED BY:** Tracy Richardson  
**SECONDED BY:** Jeff Lees

**THAT** the Ganaraska Forest Recreational Users Committee minutes of the April 7, 2022 meeting be received for information.

**CARRIED.**

11. New Business:

a) Review of Per Diem, Honorarium and Mileage

**GRCA 17/22**

**MOVED BY:** Vicki Mink  
**SECONDED BY:** Jeff Lees

**THAT** the Board of Directors approve the recommendations in the Per Diem, Honorarium and Mileage staff report and,

**FURTHER THAT** the rates be reviewed each year in preparation of the budget.

**CARRIED.**

b) GRCA Planning Review and Permit Fees Update

**GRCA 18/22**

**MOVED BY:** Jeff Lees  
**SECONDED BY:** Vicki Mink

**THAT** the Board of Directors approved the updated fee schedule for review of Municipally circulated *Planning Act* Applications and review of applications made Ontario Regulation 168/06 in accordance with the attached schedule.

**CARRIED.**

12. Other Business

a) 2022 Budget

**GRCA 19/22**

**MOVED BY:** Brian Darling  
**SECONDED BY:** Nicole Beatty

**THAT** the Board of Directors approve the 2022 Budget.

**CARRIED.**

13. In Camera:

None.

14. Adjourn

The meeting adjourned at 7:27 p.m.

**GRCA 20/22**

**MOVED BY:** Jeff Lees

**SECONDED BY:** Nicole Beatty

**THAT** the Board of Directors adjourn the meeting.

**CARRIED.**

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**CHAIR**

\_\_\_\_\_  
**CAO/SECRETARY-TREASURER**

**STAFF REPORT – June 16, 2022**

**TO: Chair and Members of the Board of Directors**

**RE: Clean Water - Healthy Land Stewardship Program 2022 Update**

Pam Lancaster, Conservation Lands Coordinator and the Clean Water – Healthy Land Financial Assistance Program Coordinator will be giving a PowerPoint presentation to update the Members of the Board on first half of 2022 activities and successes associated with the Clean Water – Healthy Land Stewardship Program. This municipal partnership program is offered to residents within the Ganaraska Region Conservation Authority and within the Municipality of Clarington, Municipality of Port Hope, Township of Hamilton and Town of Cobourg.

**RECOMMENDATION:**

**THAT** the Ganaraska Region Conservation Authority receives the Clean Water – Healthy Land Stewardship Program, 2022 Update presentation for information.

**Prepared by:**



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**Pam Lancaster, B.Sc.  
Conservation Lands Coordinator**

**Recommended by:**



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

**STAFF REPORT – June 16, 2021**

**TO: Chair and Members of the Board of Directors**

**RE: Status of GRCA Floodplain Mapping**

Cory Harris, Watershed Services Coordinator, will be giving a PowerPoint presentation to the Members of the Board regarding the status of GRCA floodplain mapping for the watershed. Ontario's Flooding Strategy (2020) identified 'Understand Flood Risks' as Priority #1. This highlights the need to have a robust strategy to update and modernize this critical mapping information, some of which is 45+ years old, to provide our partners and the public with the latest data to assist with floodplain planning, flood mitigation strategies, and emergency preparedness planning.

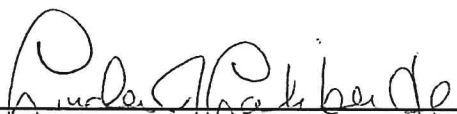
**RECOMMENDATION:**

**THAT** the Ganaraska Region Conservation Authority receives the presentation regarding the Status of GRCA Floodplain Mapping for information.

**Prepared by:**

  
\_\_\_\_\_  
**Cory Harris, P.Eng., CAN-CISEC**  
**Watershed Services Coordinator**

**Recommended by:**

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



**STAFF REPORT – June 16, 2022**

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

**Re: Ganaraska Forest Derecho Storm Damage Update**

Staff will be providing an update on the clean-up of the Ganaraska Forest from the damage caused by the derecho storm of May 21, 2022.

**RECOMMENDATION:**

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

**Prepared by:**

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

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

*Date: June 16, 2022*

Permit No.	Date	Address	Municipality/ Township	Description of Works
2056-05/22	May19/22	Port of Newcastle-West Stormwater Pond (Adjacent south of 1000 Toronto Street, Newcastle	Clarington	Stormwater Pond cleanout and associated grading.
2101-06/22	Jun9/22	2249 Brownsville Road Newcastle Pt.Lt.18, Conc.2	Clarington	Placement of topsoil and associated grading around existing house.
2130-05/22	May19/22	3428 Harwood Road Baltimore Pt.Lt.5, Conc.4	Hamilton	Construction of a deck.
2138-05/22	May26/22	2165 Brownsville Road Newcastle Pt.Lt. 18, Conc.2	Clarington	Construction of a replacement garage on same footprint of a demolished structure.
2139-05/22	May27/22	785 King Street West Cobourg	Cobourg	Construction of a deck.
2140-05/22	May27/22	375 King Street West Cobourg	Cobourg	Installation of an in-ground pool and surrounding decking.
2141-05/22	May26/22	150 - 5358 Harris Boatworks Road Gores Landing Pt.Lt.17, Conc.9	Hamilton	Construction of a covered porch and addition to an existing dwelling.
2142-05/22	May26/22	5227 Knoxville Road Port Hope Pt.Lt.6, Conc.5	Port Hope	Construction of a dwelling, septic, and driveway extension.
2143-05/22	May31/22	270 Mill Street North Newcastle	Clarington	Construction of a house.
2146-05/22	May31/22	2678 Newtonville Road Newtonville Pt.Lt.9, Conc.2	Clarington	Placement of topsoil.
2147-05/22	May27/22	78 The Cove Road Newcastle	Clarington	Construction of an addition to an existing dwelling.
2148-06/22	Jun2/22	9424 McDougall Road Baltimore Pt.Lt.7, Conc.3	Hamilton	Constructing a replacement septic system.
2149-06/22	Jun2/22	9078 Dale Road Baltimore Pt.Lt.11, Conc.3	Hamilton	Construction of a detached garage, fill placement, site grading and above-ground pool.
2150-06/22	Jun7/22	91 Mill Street North Port Hope	Port Hope	Construction of a deck
2152-06/22	Jun9/22	5295 Rice Lake Drive N. Baillieboro Pt.Lt.35, Conc.9	Hamilton	Construction of an in- ground pool.

# MINUTES OF THE GANARASKA FOREST

## RECREATIONAL USERS COMMITTEE

June 2, 2022

RUC 2/22

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### 1. Welcome and Call to Order

Meeting called to order at 7:05pm. The Chair of the committee welcomed the members, Pam Lancaster, Ganaraska Region Conservation Authority (GRCA) Conservation Lands Coordinator and Gus Saurer, GRCA Forester and introduced New RUC Member Peter Wood of Ontario Federation of 4X4 Clubs.

**MEMBER PRESENT:** Mark Gardiner, Chair  
Lauren Tonelli, Ontario Federation of Anglers and Hunters  
Dave Grant, Ontario Trail Riders Association  
Jennifer Jackman, Ontario Nature  
Randy Cunningham, Ontario Federation of Snowmobile Clubs  
Cam Lowe, Ontario Federation of Trail Riders  
Peter Wood, Ontario Federation of 4X4 Clubs  
Marven Whidden, Municipality of Clarington

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

**ABSENT WITH REGRETS:** Tracy Richardson, GRCA Board Representative  
Amber Panchyshyn, Ontario Orienteering (Temporary Rep)  
Garry Niece, Hike Ontario

**ALSO ABSENT:** Mike Ainsworth, Ontario Federation of ATV Clubs Canadian  
Larry Melynchuk, City of Kawartha Lakes  
Mark Cousins, Township of Cavan Monaghan  
Cross Country Ski Ontario (Position unfilled)  
Ontario Cycling Association (position unfilled)  
Municipality of Port Hope (position unfilled)

### 2. Disclosure of Pecuniary Interest

None.

3. Minutes of the Last Meeting

**RUC 8/22**

**MOVED BY:** Cam Lowe

**SECONDED BY:** Marven Whidden

**THAT** the Ganaraska Forest Recreational Users Committee approve the minutes of the April 7, 2022 meeting.

**CARRIED.**

4. Adoption of Agenda

**RUC 9/22**

**MOVED BY:** Cam Lowe

**SECONDED BY:** Dave Grant

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

**CARRIED.**

5. Delegations

None

6. Presentations

Forestry in the Ganaraska Forest. Presented by Gus Saurer, GRCA Forester.

**RUC 10/22**

**MOVED BY:** Cam Lowe

**SECONDED BY:** Marven Whidden

**THAT** the Ganaraska Forest Recreational User Committee receive the Forestry in Ganaraska Forest presentation for information.

**CARRIED.**

7. Business Arising from the Minutes

None.

8. Correspondence

None.

9. New Business

**a) May 21, 2022 Storm Damage Update**

Ed Van Osch, Forest Recreation Technician provided an update to the RUC regarding the continual closure of the Ganaraska Forest as a result of the May 21, 2022 Derecho Storm event. This same update will be made public on Friday, June 3, 2022.

**RUC 11/22**

**MOVED BY:** Peter Wood  
**SECONDED BY:** Cam Lowe

**THAT** the Ganaraska Forest Recreational Users Committee received the May 21, 2022 Storm Damage Update staff report for information.  
**CARRIED.**

**b) Role of RUC in GRCA Public Outreach**

Staff report presented for discussion.

**RUC 12/22**

**MOVED BY:** Jennifer Jackman  
**SECONDED BY:** Dave Grant

**THAT** the Ganaraska Forest Recreational Users Committee received the Role of RUC in GRCA Public Outreach staff report for information.  
**CARRIED.**

**c) User Groups Informing the Future of the Ganaraska Forest Recreation Program**

Staff report presented for discussion.

**RUC 13/22**

**MOVED BY:** Marven Whidden  
**SECONDED BY:** Peter Wood

**THAT** the Ganaraska Forest Recreational Users Committee received the User Groups Informing the Future of the Ganaraska Forest Recreation Program staff report for information.  
**CARRIED**

**d) RUC Involvement in Informing Ganaraska Forest Recreation Programming**

Staff report presented for discussion.

**RUC 14/22**

**MOVED BY:** Cam Lowe  
**SECONDED BY:** Peter Wood

**THAT** the Ganaraska Forest Recreational Users Committee received the RUC Involvement in Informing Ganaraska Recreation Programming staff report for information.  
**CARRIED.**

10. Other Business

None.

11. Adjourn

The meeting adjourned at 8:41pm.

**RUC 15/22**

**MOVED BY:** Randy Cunningham

**SECONDED BY:** Marven Whidden

**THAT** the meeting adjourn.

**CARRIED.**

The next meeting of the Ganaraska Forest Recreational User Committee is Thursday, September 1, 2022 at 7:00 pm.



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Chair

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Forest Recreation Technician

**STAFF REPORT – May 19, 2022**

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

**Re: Right To Disconnect Policy**

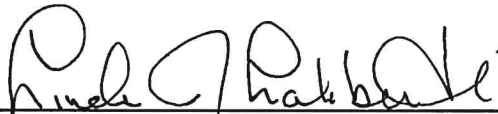
The right to disconnect is a policy requiring employers who employ a minimum of 25 employees to have a written policy on disconnecting from work in place for all employees. It was required to be in place by June 2, 2022. While Ganaraska Region Conservation Authority does not currently employ 25 individuals, there are times when this may occur. Therefore, please find the attached policy that will be included in the current Employment Policy.

According to the Employment Standards Act, 2000, section 21.1.1, the right to disconnect is “not engaging in work-related communications, including emails, telephone calls, video calls or sending or reviewing other messages, to be free from the performance of work.”

**RECOMMENDATION:**

**THAT** the Board of Directors approve the Right to Disconnect Policy and it be added to the Employment as section 9.10.

**Prepared by:**



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



**GANARASKA REGION CONSERVATION AUTHORITY**

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**Right to Disconnect from Work Policy**

May 19, 2022



# Right to Disconnect from Work Policy

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## Intent

Ganaraska Region Conservation Authority (GRCA) understands that due to work-related pressures, the current landscape of work, or the working environment, employees may feel obligated to perform their job duties outside their normal working hours. Work-related pressure and feeling an inability to disconnect from the job can lead to stress and deterioration of mental and physical health. This policy has been established to support employee wellness, minimize excessive sources of stress, and ensure that employees feel they can disconnect from their work outside their regular working hours.

## Definitions

**Disconnecting from work:** Not engaging in work-related communications, including e-mails, telephone calls, video calls, or the sending or reviewing of other messages, to be free from the performance of work.

**Regular working hours:** The time agreed to by an employee, as stated in their employment contract, when they are meant to complete work for GRCA.

## Guidelines

An employee's time outside regular working hours is meant for the employee to recharge and spend as they wish and should not be used to complete work-related tasks. With increasing ways and means to communicate between employees and a lack of separation between homes and work it may make it harder for employees to truly disconnect. Employees may feel as though they are "always on", or obligated to continue working or respond to communications, regardless of the time of day.

GRCA sees employee health and well-being as priorities while working and while away from work. GRCA is committed to increasing overall employee health and wellness and providing employees with a positive work-life balance. This policy is intended to promote that ideal by specifically detailing the company's expectations related to disconnecting from work.

## Disconnecting from Work

Employees have the right to disconnect from work outside regular working hours without fear of reprisal. Employees are encouraged to set clear boundaries between work and their personal lives.

The right to disconnect from work means that employee:

- Should stop performing their job duties and work-related tasks outside of their normal working hours;
- Are not expected or required to respond to work-related communication outside their regular working hours, while on break, or during any paid or unpaid time off;
- Should take all scheduled breaks and use time off entitlements each year for non-work-related activities; and

- Will not face repercussion or punishment for not communicating or for ceasing work;

Employees must also be respectful of co-workers' right to disconnect and should not expect them to respond, communicate, or complete work outside of their normal working hours.

## **Workload and Productivity**

GRCA understands that employees may want or need to work outside their regular working hours to meet a time-sensitive deadline or to attend to an urgent matter or emergency; however, employees should not regularly or frequently work outside their scheduled hours to complete or catch up on work.

Employees who cannot manage their workload during their regular working hours should meet with their direct supervisor/coordinator to evaluate their workload, priorities, and due dates.

Supervisors/Coordinators will work with employees to come up with a solution to ensure:

- The current workload does not result in the employee working excess hours and does not contribute to additional stress or burnout;
- Normal job duties can be completed during regular working hours; and
- Employees can remain productive and meet authority goals and objectives.

Working additional hours does not always equal higher productivity. Employees can maximize their productivity during their workday by using time management techniques, such as:

- Blocking off periods in their schedule and calendar to complete specific tasks or address communication;
- Working with their supervisor/coordinator to organize work in order of priority or importance;
- Breaking down projects and tasks into manageable chunks;
- Trying to have at least one dedicated workday per week without meetings, where possible; and
- Setting goals to work continuously for a specified period before taking a break or responding to communication (for example, the Pomodoro technique).

## **Communication**

Employees should not feel obligated to send or respond to work-related communication outside regular working hours. GRCA may occasionally send general communication to employees when they are not working, such as on an employee's day off or scheduled vacation. Employees are not expected to respond to any company communication when not at work, apart from unforeseen circumstances, such as an emergency.

GRCA understands that it may be necessary to send communication to a group of employees, such as an entire department, or forward important information to an employee who is not working. If employees do send communications to others who are not at work, they should not expect a response until the other employee returns. If the matter is urgent or an emergency and requires an immediate response, employees must reach out to their supervisor/coordinator.

GRCA employees must also respect others and avoid direct communication like sending e-mails, messages through their phone or other communication and messaging apps (Teams, Messenger), or calling other employees or clients outside their regularly scheduled working hours, during breaks, or during an employee's time off, such as their regular day off or vacation time.

Employees who do not reply to work-related communications outside regular working hours will not face negative effects on their employment.

Set communication boundaries by:

- Logging off for the day or setting your online status to "away," "out of office," "do not disturb," or "offline" when not working;
- Scheduling any breaks or time off in your calendar; and
- Avoiding using work e-mail for unrelated communication, such as newsletters, coupons, or personal correspondence.

If employees send communication outside working hours, others are more likely to feel obligated to respond or assume the employee sending the communication will be available during those hours. If it is necessary to compose messages or communication outside regular working hours, a draft could be saved and sent at the start of the next workday or use Outlook scheduling tool (arrow located next to the SEND button) to send the e-mail at a specified time during work hours.

## **Breaks and Time Off**

Breaks are provided in accordance with employment standards and are intended to provide employees with time to recharge and enable them to work productively during regular working hours. Employees should take any scheduled or company-provided breaks during their shift and use that time to disconnect from work.

GRCA understands the importance for our employees to have personal time off. Employees are encouraged to use their accrued paid vacation time in full every year and should take the time for rest, relaxation, and personal pursuits. Time management is the responsibility of employees and scheduled time off should not interfere with the completion of time-sensitive projects or deadlines. Supervisors/coordinators will work with employees to delegate job-specific duties that must be completed while the employee is on vacation to maintain workflow and productivity. Employees should not be reluctant to take vacation due to workload, unless there are limitations or restrictions because of a due date, project priority, scheduling conflict, or unforeseen circumstance that prevent an employee from taking a vacation at a specific requested time.

## **Overtime**

It is recognized that from time to time, additional hours of work may be required to meet a deadline, complete a project or attend an event to the betterment of the GRCA. The demands of the GRCA may require that employees spend some additional time beyond regular hours in order to tend to work issues, which may be considered an extension of the day rather than overtime. The employee's supervisor or CAO/Secretary-Treasurer must be made aware of and pre-approve additional hours of work qualifying for banked time in lieu prior to the time being earned. Please see the overtime section in the GRCA employment policy for guidelines on overtime.

