



NOTICE OF MEETING

DATE: March 17, 2022

TIME: 7:15 pm

LOCATION: Join Zoom Meeting
<https://us02web.zoom.us/j/85784940352>

AGENDA

MEETING: BOARD OF DIRECTORS

MEMBERS: Nicole Beatty, Tim Belch, 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 – **November 25, 2021 – attached**
4. Adoption of the Agenda
5. In Camera:
 - a) Pay Equity/Compensation Plan Review – **confidential staff report attached**
6. Delegations:

None.
7. Presentations:
 - a) Environmental Registry of Ontario (ERO) Postings – **staff report attached**
8. Business Arising from Minutes:

None.

9. Correspondence:
 - 01/22 Conservation Ontario re: Overview of the Conservation Authorities Act Phase 2 Regulatory and Policy Proposal Consultation Guide – **note and file**
 - 02/22 cc Conservation Ontario Comments on “Expanding administrative penalties for environmental contraventions” – **note and file**
 - 03/22 cc Conservation Ontario Comments on “Subwatershed Planning Guide” (ERO#019-4978) – **note and file**

10. Applications under Ontario Regulation 168/06:
 - Permits approved by Executive - **schedule attached**

 - Permit applications requiring Board of Directors discussion:
None.

11. Committee Reports:
 - None.

12. New Business:
 - a) 2021 Timeline Report for Section 28 Applications – **staff report attached**
 - b) Recreational Users Committee Terms of Reference – **staff report attached**

13. Other Business:
 - a) Future Board of Directors Meetings – **staff report attached**

14. Adjourn

Please Note: **A Source Protection Authority meeting will follow the Board of Directors meeting.**

GANARASKA REGION CONSERVATION AUTHORITY

MINUTES OF THE BOARD OF DIRECTORS

November 25, 2021 (via Zoom)

GRCA 07/21

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: Jeff Lees, Chair - Municipality of Port Hope
Mark Lovshin, Vice Chair - Township of Hamilton
Brian Darling - Town of Cobourg
Greg Booth - Township of Alnwick/Haldimand
Vicki Mink - Municipality of Port Hope
Joe Neal - Municipality of Clarington
Tracy Richardson - City of Kawartha Lakes

ALSO PRESENT: Linda Laliberte, CAO/Secretary-Treasurer
Cory Harris, Watershed Services Coordinator
Ken Thajer, Planning and Regulations Coordinator
Pam Lancaster, Conservation Lands Coordinator
Gus Saurer, Forester

ABSENT WITH REGRETS: Nicole Beatty - Town of Cobourg
Margaret Zwart - Municipality of Clarington

ALSO ABSENT: Tim Belch - Township of Cavan Monaghan

2. Disclosure of Pecuniary Interest

None.

3. Minutes of Last Meeting

GRCA 48/21

MOVED BY: Brian Darling
SECONDED BY: Tracy Richardson

THAT the Ganaraska Region Conservation Authority approve the minutes of the October 21, 2021 meeting.

CARRIED.

4. Adoption of the Agenda

GRCA 49/21**MOVED BY:** Mark Lovshin**SECONDED BY:** Greg Booth

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

5. Delegations

None.

6. Presentations

a) Ganaraska Forest Recreational Users Committee (RUC) Annual Report

Mark Gardiner, Chair of the RUC presented his annual report to the Board of Directors. The Board of Directors thanked Mr. Gardiner for his presentation. Tracy Richardson thanked Mark Gardiner as Chair of the RUC and thanked staff for reports.

GRCA 50/21**MOVED BY:** Tracy Richardson**SECONDED BY:** Greg Booth

THAT the Board of Directors receive the presentation for information.
CARRIED.

7. Business Arising from Minutes

a) Old Growth Forest

Joe Neal asked questions with regards to the area of old growth which staff identified as the south end of the central forest as per a previous June staff report. Gus Saurer, Forester, identified for the members the characterization and series of features of old growth and how it is managed.

GRCA 51/21**MOVED BY:** Tracy Richardson**SECONDED BY:** Mark Lovshin

THAT the Board of Directors receive the staff report for information.
CARRIED.

b) 2022 Municipal Levy

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

GRCA 52/20**MOVED BY:** Brian Darling**SECONDED BY:** Mark Lovshin

THAT the GRCA Board of Directors approve the staff report that includes the 2022 levy in the amount of \$1,298,750.

Greg Booth – Township of Alnwick/Haldimand (0.9729%)	- Yes
Brian Darling – Town of Cobourg (10.4897%)	- Yes
Jeff Lees – Municipality of Port Hope (8.3812%)	- Yes
Mark Lovshin – Township of Hamilton (10.9925%)	- Yes
Joe Neal, Municipality of Clarington (25.0000%)	- Yes
Tracy Richardson – City of Kawartha Lakes (0.0905%)	- Yes

The total percentage present to vote was 55.9267%. To carry the motion, 51% total of those present or 28.5226% is required and cannot be from a single municipality.

CARRIED.

8. Correspondence

None.

9. Applications under Ontario Regulation 168/06:

Permits approved by Executive:

GRCA 53/21

MOVED BY: Greg Booth
SECONDED BY: Brian Darling

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 Recreation Users Committee (RUC) Minutes

GRCA 54/21

MOVED BY: Tracy Richardson
SECONDED BY: Mark Lovshin

THAT the Board of Directors received for the RUC minutes for information.

CARRIED.

11. New Business:

a) Clean Water Healthy Land Funding Guideline Update

GRCA 55/21

MOVED BY: Tracy Richardson.
SECONDED BY: Brian Darling

THAT the Ganaraska Region Conservation Authority approve the updates made to the Clean Water Healthy Land Funding Guidelines.

CARRIED.

b) GRCA Website Re-Design

Staff presented the staff report. There was a brief discussion with regards to the budget for the redesign.

GRCA 56/21**MOVED BY:** Mark Lovshin**SECONDED BY:** Greg Booth

THAT the GRCA Board of Directors receive the staff report regarding full website re-design for information.

CARRIED.

c) Transition Plan**GRCA 57/21****MOVED BY:** Brian Darling**SECONDED BY:** Joe Neal

THAT the Board of Directors approve the attached Transition Plan as presented and distribute to municipal partners and the Ministry of the Environment, Conservation and Parks as per Ontario Regulation 687/21.

CARRIED.

12. Other Business**a) Compensation and Pay Equity Plan Update****GRCA 58/21****MOVED BY:** Tracy Richardson**SECONDED BY:** Mark Lovshin

THAT the Ganaraska Region Conservation Authority Board of Directors receive the staff report on the Compensation and Pay Equity Plans Update for information.

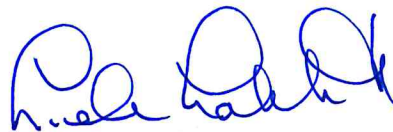
CARRIED.

13. In Camera

None.

14. Adjourn

The meeting adjourned at 7:50 p.m. on a motion by Mark Lovshin.



CHAIR

CAO/SECRETARY-TREASURER

STAFF REPORT – March 17, 2022

TO: Chair and Members of the Board of Directors

RE: Environmental Registry of Ontario (ERO) Postings

Cory Harris, Watershed Services Coordinator, will be giving a brief PowerPoint presentation to the Members of the Board regarding the recent ERO postings relevant to water management in Ontario.

Links to the relevant ERO Postings is provided below for reference:

- Subwatershed Planning Guide: <https://ero.ontario.ca/notice/019-4978>
- Municipal Wastewater and Stormwater Management in Ontario Discussion Paper: <https://ero.ontario.ca/notice/019-4967>
- Low Impact Development Manual: <https://ero.ontario.ca/notice/019-4971>

RECOMMENDATION:

THAT the Ganaraska Region Conservation Authority receives the presentation regarding ERO postings for information.

Prepared by:



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

Recommended by:



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



February 2, 2022

Chairs, All Conservation Authorities
Via Email

Dear Chair,

Attached is an *Overview of the Conservation Authorities Act Phase 2 Regulatory and Policy Proposal Consultation Guide* which was released by the Ministry of Environment, Conservation and Parks (MECP) on the Environmental Registry of Ontario last week for a 30 day consultation period.

It appears that the Ministry's proposal is building upon what is already working between conservation authorities and municipalities and that there is sufficient flexibility to enable local circumstances to best advise the approach taken to the budget and levy process. This approach is reinforced by some transparency and oversight measures. Conservation authorities are encouraged to consider in their own review of this Consultation Guide whether there is anything missing or included in the proposal that will limit your current practices to a significantly negative degree.

Please feel free to contact myself or Conservation Ontario staff Kim Gavine, General Manager (kgavine@conservationontario.ca) to give us an early heads up with regard to any major concerns. Otherwise, I note that the Consultation Guide has been circulated to all Conservation Authority CAOs/GMs with a request for comments back to Conservation Ontario staff by Thursday, February 10th, 2022.

Sincerely,

Andy Mitchell
Chair, Conservation Ontario

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

Conservation Ontario
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01/22



Conservation Ontario – February 1, 2022

Overview of *Conservation Authorities Act* Phase 2 Regulatory and Policy Proposal

This document represents a summary of the Phase 2: [Regulatory and Policy Proposal Consultation Guide: Regulations regarding Municipal levies, Conservation Authority Budget Process, Transparency, and Provincial Policy for the Charging of Fees by Conservation Authorities](#). This summary provides best advice based on available materials and current understanding of the proposed regulations. This document may be subject to change upon the release of the Phase 2 regulations.

Part 1: Proposed Municipal Levies Regulation

There are 3 basic components being addressed in the proposed regulation: 1) levy: incorporation of the two current levy regulations and updated as appropriate; 2) inclusion of standards and policy for the authority budget process; and 3) apportionment methods for the 3 categories of programs and services that CAs deliver. The update to the levy regulation proposes to retain the two existing voting methods and the three current methods of apportioning expenses/costs. For the budget process, the MECP are proposing to regulate the current process and practices including those for voting. In addition, authorities would be required to provide a summary of how the authority considered opportunities for self-generated revenue as part of the budget/levy consultation process with their participating municipalities and to distribute a final budget to the Minister in addition to its participating municipalities. There are no new apportioning methods proposed. CAs are able to levy for all category 1 (mandatory) programs and services and can only levy for category 2 and 3 programs and services with agreements in place with the municipalit(ies). Corporate administrative costs could be levied without agreement however it is proposed that these costs would be accounted for in a transparent and stand-alone manner in the authority's budget.

Part 2: Proposed Minister's Regulation for Determining Amounts Owed by Specified Municipalities

MECP is proposing a Minister's regulation for determining amounts owed by specified municipalities designated under the *Clean Water Act* and the *Lake Simcoe Protection Act*. These are municipalities that are not a 'participating municipality' of a CA under the *Conservation Authorities Act*. For the levy of 'specified' municipalities under the *Lake Simcoe Protection Act*, MECP is proposing that the modified current property value assessment method be the method for apportionment. For the *Clean Water Act*, the MECP is proposing that any of the three existing apportionment methods could be used.

Part 3: Proposal for Minister's Published List of Classes of Programs and Services For Which a Conservation Authority May Charge a Fee

MECP is proposing to proclaim subsection 21.2 of the *Conservation Authorities Act* which will enable the Minister to determine a list of classes of programs and services for which a CA may charge a fee. The Minister is proposing to enable all classes of programs and services (category 1: mandatory; category 2: municipal; and category 3: other) to charge a fee where the user fee principle is appropriate and subject to other conditions. The list of classes of programs and services will replace the list of specific activities that conservation authorities may charge a fee for which has been in place since 1997. In addition, all conservation authorities will be required to create a fee policy and fee schedule.

Part 4: Complementary Proposals To Increase Transparency of Authority Operations

MECP is proposing a complementary amendment to the [Transition Plans and Agreements Regulation](#) to enable fees for category 3 (other) programs and services. Should this amendment be enacted, conservation authorities and participating municipalities would be required to include provisions in their cost apportioning agreements if user fees would be established for those programs and services.

A Minister's regulation is also being proposed that would require conservation authorities to maintain a governance webpage. This webpage must include: CA membership and contact information; authority bylaws; draft and final budgets; category 2 and 3 agreements between CAs and municipalities; and a meeting schedule. CAs would also be required to include a notice on their website when it amends or enters into a new agreement with municipalities. The regulation would provide an exception for CA/municipal agreements that relate to procurement processes or portions of agreements that contain commercially sensitive information.

For further information, please contact: Kim Gavine, General Manager,
kgavine@conservationontario.ca



Conservation
ONTARIO
Natural Champions

March 10, 2022

Shannon Boland
Divisional Compliance Branch
135 St. Clair Avenue West, Floor 8
Toronto, ON M4V 1P5

Re: Conservation Ontario's Comments on "Expanding administrative penalties for environmental contraventions" (ERO# 019-4108)

Thank you for the opportunity to provide comment on "Expanding administrative penalties for environmental contraventions". Conservation Ontario (CO) is the network of Ontario's 36 conservation authorities (CAs). CO appreciated the opportunity to participate in online consultations related to this proposal on February 15th. Comments shared through this consultation are not intended to limit comments received directly from CAs.

It is understood that this consultation is further to legislative amendments that were made as part of omnibus legislation to enable administrative penalties to be issued for contraventions for the following acts: *Environmental Protection Act*, *Nutrient Management Act*, *Ontario Water Resources Act*, *Pesticides Act* and the *Safe Drinking Water Act*. An administrative penalty is a monetary penalty that can be imposed on individuals or corporations who do not comply with a law or a regulation. The current proposal is to create a regulation under each of these acts which would set out the contraventions for which an administrative penalty order may apply. In addition, the Ministry is proposing to update its compliance policy to incorporate the proposed administrative penalties. Conservation Ontario provided comments to MECP on their draft compliance policy in July, 2021.

Conservation authorities are involved in compliance as it relates to S. 28 (development permitting) and S. 29 (conservation areas) of the *Conservation Authorities Act* and similarly focus their compliance efforts where the potential risk is highest. Being local, watershed-based agencies conservation authorities are often the first point of contact of the public for any environmental concerns.

Conservation authorities are supportive of the proposal to introduce additional compliance tools for the management of environmental infractions. Money collected through these penalties would be directed to the Ontario Community Environment Fund and it is acknowledged that conservation authorities and their foundations are currently eligible recipients of grants from that fund. Conservation authorities frequently work with their municipal partners in the management of illegal filling operations. Proposed regulations made under the *Environmental Protection Act* to enable administrative penalties to address filling operations are particularly appreciated.

Conservation authorities are supportive of efforts to hold offenders accountable in a cost-effective manner, with less burden on courts and taxpayers. As part of its modernization of compliance

02/22

approaches under MECP's purview, Conservation Ontario respectfully requests that MECP consider additional opportunities to modernize compliance tools under the *Conservation Authorities Act*, including the ability to issue administrative penalties. In Conservation Ontario's response to the Phase 1 Regulatory proposals made under the *Conservation Authorities Act* in June, 2021 a recommendation was made to the province to establish a working group of enforcement staff from conservation authorities, municipalities and the province to examine CA compliance tools and to make recommendations for improvement, including better alignment between the tools available to municipalities and conservation authorities. This working group could also consider the expansion of administrative penalties for use by conservation authorities.

Once again, thank you for the opportunity to provide comments on this proposal. Should you have any questions about this letter, please contact me at extension 226.

Sincerely,



Leslie Rich
Policy and Planning Specialist

c.c. All CA CAOs/GMs
Jeff Hudebine, Director, Divisional Compliance Branch (MECP)
Kirsten Corrigan, Director, Conservation and Source Protection (MECP)
Debbie Scanlon, Manager, Conservation Authority Office (MECP)
Jennifer Keyes, Director, Resources Planning and Development Policy Branch (NDMNRF)
John Dungavell, Manager, Water Resources Section (NDMNRF)



March 11, 2022

Jessica Isaac
Environmental Policy Branch
Ministry of Environment, Conservation, and Parks
40 St Clair Avenue West
10th Floor
Toronto, ON
M4V 1M2
Canada

Re: Conservation Ontario's Comments on "Subwatershed Planning Guide" (ERO# 019-4978)

Dear Ms. Isaac,

Thank you for the opportunity to provide comments on the "Subwatershed Planning Guide" (hereafter referred to as the Guide). Conservation Ontario (CO) is the network of Ontario's 36 conservation authorities (CAs). These comments are not intended to limit in any way comments submitted by a CA on this proposal.

Conservation Ontario strongly supports the role of subwatershed planning in supporting both sustainable and resilient communities and watershed resources. The following general comments on the Guide with some key edits are offered in this regard for the Ministry's consideration. As well, additional detailed comments have been provided in the attachment to this letter.

The Guide should acknowledge that there are many reasons to prepare subwatershed plans in addition to informing land use planning. It is suggested that the purpose is to *guide municipalities in undertaking subwatershed studies for land use and infrastructure planning under the "Planning Act" and assist CAs and other agencies in fulfilling their roles and responsibilities under other provincial legislation.* Both municipalities and CAs have requirements which are informed by subwatershed planning and coordination at the outset is necessary to avoid duplication, unnecessary costs, and delays.

The terms "watershed plan" and "subwatershed plan" are used interchangeably in the Guide which causes confusion. One reason may be that the Provincial Policy Statement (PPS) references "watershed planning" while the *A Place to Grow: Growth Plan for the Greater Golden Horseshoe* and *Greenbelt Plan* reference "subwatershed planning." Practically, most studies driven by land use planning are done at the subwatershed scale. Thus, we suggest that the Guide focus on best practices for subwatershed-level planning. A companion document dealing with watershed planning may be something that the Ministry may want to consider in the future as was done in 1993. For this reason, it is suggested that references to watershed planning be retained at a high level to set context at the beginning of the Guide and the description of what a watershed plan includes be removed. A statement should be inserted that states "*practically, most studies that are driven by large-scale or site-specific issues are undertaken at a*

subwatershed scale. For this reason, this Guide is focused on subwatershed planning and supports the intent of the PPS and other provincial plans”.

The ‘Benefits of Watershed and Subwatershed Planning’ outlined in Section 1.2 should explicitly recognize the role they can play in: *“Mitigating or adapting to the effects of climate change”.*

Natural Heritage Systems and natural heritage features, including wetlands, play a critical role in the water resource system and in subwatershed planning; inclusive of their contribution to stormwater management and as realized through low impact development/green infrastructure projects. The direct connection between the natural heritage system and water resources as per the PPS should be acknowledged by adding to the first bullet in Section 1.2 *“Protecting, improving, or restoring the quality and quantity of water and natural features that support ecological and hydrological functions in a watershed, including wetlands”.* Watershed and subwatershed planning also informs the delineation and management of the natural heritage system for land use planning such that: *“Identifying and/or refining the natural heritage system of the watershed”* should be included as an additional benefit.

Timelines for collecting data are inconsistently stated in the document. A minimum timeframe for collecting baseline data should be dependent on the unique features, landforms, and hydrology of the subwatershed. For example, a subwatershed with abundant sensitive natural features may require more intensive data collection over a longer time frame than others. The data collection and monitoring time frame should be: 1) assessed and established at the outset, 2) scientifically defensible, and 3) capture all 4 seasons over time, typically over a period of 3-5 years. For this reason and to ensure timeliness, priority setting, baseline data and monitoring, and “setting the stage” should be triggered as early as possible in the planning process [e.g., growth management planning or completion of a Municipal Comprehensive Review (MCR)].

While it is important to start subwatershed work early in the planning process, staff capacity and expertise levels vary considerably across municipalities and conservation authorities. Provincial funding or other funding mechanisms and staff resources may be required to ensure this work is undertaken and done in an efficient and timely manner, by qualified professionals.

In addition, the Guide should promote more streamlining among agencies and development proponents. Examples include concurrent document updates for secondary plans and zoning and joint public engagement processes for hazard mapping updates and approvals. The Guide should clearly recognize that subwatershed planning is essential for informing land use planning decisions and resource management strategies and that they must be iterative and integrated.

The description in Section 1.7 (and the footnote in Section 1.6) on the roles and responsibilities of CAs and their possible involvement in subwatershed studies is misleading and incomplete. The Guide states that for CAs to be involved in subwatershed planning, an MOU or agreement with the municipality is required and that *“municipalities may decide to enter into agreements with conservation authorities, as appropriate, to undertake a role in the watershed or subwatershed planning.”*

Conservation Ontario strongly supports strengthening the recognition of the roles and expertise that CAs bring to subwatershed planning to ensure it’s a coordinated and therefore streamlined and cost-effective effort. It should be acknowledged:

- that the identification and management of natural hazards, source water protection, conservation lands, provincial groundwater and surface water monitoring, and watershed-based resource management strategies are mandatory programs for CAs as are the planning functions to ensure consistency with the natural hazards policies (except wildland fires) of the PPS as per O. Reg. 686/21. For these reasons, the Guide should strongly promote partnerships between municipalities and CAs for subwatershed planning.
- that some municipalities may request CAs to provide broader technical input (e.g., baseline data collection and monitoring, ecological expertise) and/or assume a lead role for subwatershed planning, where appropriate (i.e., where subwatersheds cross municipal boundaries). Roles and responsibilities should be clarified through the Category 2 and 3 MOUs or service agreements.

The sections on Policy Context (1.6) and Roles and Responsibilities (1.7 as amended) interrupt the flow of the document and could be included as Appendices to keep the Guide focused on best practices. In addition, references in Section 2.1 to the *A Place to Grow: Growth Plan for the Greater Golden Horseshoe* and *Greenbelt Plan* could be incorporated into an Appendix. This could be supported by a statement in the main text that indicates “subwatershed plans should also meet all subwatershed planning requirements specified by the Growth Plan and Greenbelt Plan, where either or both apply”.

Conservation Ontario supports the need for early and ongoing Indigenous engagement and that it should be emphasized in the Guide as well as the cross reference to section 1.2.2 of the PPS which states that “planning authorities shall engage with Indigenous communities and coordinate on land use planning matters”. It is further suggested that the approach (“how to”) outlined in Section 5 be put into an Appendix or, ideally, be outlined in a separate provincial guideline that provides best practices for Indigenous engagement which would apply to all Ministries and public agencies. In addition to leveraging expertise from the Ministry of Indigenous Affairs and input from Indigenous communities to create such a provincial guideline, it should also build on available resources and tools to assist municipalities in engaging Indigenous interests (e.g., municipal-Indigenous relations resources prepared by the Association of Municipalities of Ontario) and other engagement and relationship building strategies and policies prepared by conservation authorities.

The focus of the Guide is primarily on greenfield development within the Greater Golden Horseshoe. It does not specifically address subwatershed planning in the context of resource management and use (e.g., aggregate extraction) or redevelopment/intensification within urban areas. These types of land use changes may require focus on a different mix of studies and considerations, roles and responsibilities, and outcomes. This should be acknowledged within the Guide. Given that the *A Place to Grow: Growth Plan for the Greater Golden Horseshoe* and associated implementing planning instruments pre-suppose accommodating significant growth through infilling, redevelopment, and intensification, a supplemental Guide should be considered.

Additionally, there have been numerous technical gaps identified in the Guide through conservation authorities’ review. These can be addressed through updates to related technical guidelines (e.g., natural hazards) or the creation of new guidelines (e.g., water resources) or the inclusion of a reference in this Guide to recently updated guidance (e.g., Natural Heritage Reference Manual, draft Low Impact Development (LID) Storm Water Management Guidelines). Overall, updates and new guidelines will have the effect of providing clear guidance for a quicker process. Specifically:

- There is a critical need to modernize the 2002 natural hazards provincial technical guidelines (flooding and erosion) to incorporate climate change and cumulative impact considerations and to update technical criteria, best practices, and policy guidance within them. The technical

guidelines are currently silent on the risks associated with flood spill hazard and flood mitigation opportunities which is particularly important when considering redevelopment and intensification opportunities as directed by the *A Place to Grow: Growth Plan for the Greater Golden Horseshoe*.

- There is also a need for a provincial Water Resource Technical guide, which could be developed with input from municipalities, CAs, and practitioners.
- Natural Heritage Systems and natural heritage features play a critical role in subwatershed planning and should be expanded upon in the appendix. Existing tools necessary for inventory and assessment of natural heritage systems should be listed (e.g., Natural Heritage Reference Manual, Ontario Wetland Evaluation System, Ecological Land Classification System, etc.).

Finally, it is noted that the water budgets that were completed at the onset of the source water protection program (in most cases over a decade ago) may not reflect new data/available information or newer modelling approaches (including climate change considerations) and evolving land uses to accurately inform subwatershed plans. Appropriate updates should be considered. Provincial investment to modernize and create technical guides and update outmoded water budgets is critical to ensure that sound science and suitable, adaptable, and cost-effective approaches underpin subwatershed planning across Ontario.

Conservation Ontario would be pleased to assist in making timely amendments to the Guide, so it can be released at the earliest opportunity. Should you have any questions about this letter, please contact me at extension 223.

Sincerely,



Bonnie Fox
Policy and Planning Director

1 Attachment: Detailed Conservation Ontario Comments on the Subwatershed Planning Guide

c.c. All CA CAOs/GMs

Conservation Ontario
120 Bayview Parkway, Newmarket ON L3Y 3W3
Tel: 905.895.0716 Email: info@conservationontario.ca
www.conservationontario.ca

ATTACHMENT 1:

Detailed Conservation Ontario Comments on the Subwatershed Planning Guide (March 11)	
Proposal Details	Conservation Ontario's Comments
1. Background and Context	
Purpose of Guide	<ul style="list-style-type: none"> • The following edits to the paragraph under section 1.1 "Purpose of Guide" are recommended: <ul style="list-style-type: none"> ○ "The Guide provides best practices, practical approaches and an administrative, planning and technical framework for guiding and streamlining the advice for implementing land use planning policies related to watershed and subwatershed planning process in coordination with planning for water, wastewater and storm water servicing, water resources, drinking water source protection and climate change resilience in Ontario. This document is intended to be used by municipalities and conservation authorities to inform land use and infrastructure planning under the <i>Planning Act</i>, and programs and services under the <i>Conservation Authorities Act</i>, as well as provincial agencies, landowners and developers, and other stakeholders and groups. The best practices and practical approaches contained in this document are intended to guide subwatershed planning in Ontario, primarily for land use and infrastructure planning under the <i>Planning Act</i>."
Benefits of Watershed and Subwatershed Planning	<ul style="list-style-type: none"> • It's recommended that the introductory text in this section be edited as follows: "Among other things, this guide promotes consistent application of provincial policies and programs and offers a valuable administrative, planning and technical framework for:". • The first bullet be expanded to include "...the quality and quantity of water and natural features that support ecological and hydrological functions in a watershed, including wetlands" • The fifth bullet be expanded to read "Identifying surface and groundwater water resource systems..." • Two new bullets be included in the list of elements promoted in the guide. 1 "Identifying and/or refining the natural heritage system of the watershed" and 2. "Mitigating or adapting to the effects of climate change". • The seventh bullet be amended to read "Streamlining planning processes and reducing unnecessary costs, duplication and delays".
Context	<ul style="list-style-type: none"> • No comments.
Watershed vs. Subwatershed Plans	<ul style="list-style-type: none"> • Figure 1 in the draft is used as an illustrative graphic taken from another website. This graphic should be re-drafted / updated to one of better quality and improved clarity. • The focus of the Guide is "subwatershed planning", therefore, details of what should be a part of a "watershed plan" are not necessary and should be deleted. It is recommended that the text outlining the two purposes for carrying out watershed planning remain, but the subsequent text on watershed planning be deleted. The Province may consider a companion piece on watershed planning at a later date. • The first paragraph on subwatershed planning identifies issues which would trigger the need for a subwatershed plan. It is recommended that "(... or intensification and redevelopment) ..." be included in the list of issues. • The final paragraph in this section speaks to the intention of watershed and subwatershed planning. It is strongly recommended that this paragraph be amended

	<p>to reflect the Guide’s use in supporting CA programs and services by including “...intended to support land use and infrastructure planning and conservation authority programs and services related to natural hazards and other activities...”.</p> <ul style="list-style-type: none"> • It is recommended that a new paragraph be added to the end of this section which reads “Practically, most studies that are driven by local large-scale or site-specific issues are undertaken at a subwatershed scale. For this reason, this Guide is focused on subwatershed planning and supports the intent of the PPS and other provincial plans”.
<p>Relationship of Watershed Planning to Land Use and Infrastructure Planning</p>	<ul style="list-style-type: none"> • In first sentence which speaks to the municipal planning processes informed by watershed planning, it is recommended that “natural heritage systems” be included prior to the final example (identification of water resources) ...”. • For clarity, recommend the removal of the first portion of paragraph two so that it begins with “They also inform regulatory, policy...”. • Figure 2 is difficult to interpret and it is strongly suggested that a simpler chart be developed to better demonstrate how watershed/environmental planning informs both municipal land use and infrastructure planning and CA programs and services, and vice versa.
<p>Policy Context</p> <ul style="list-style-type: none"> • Equivalent Studies 	<ul style="list-style-type: none"> • As an overarching comment, Conservation Ontario suggests that this section could be summarized, and more detail included in an Appendix. • Further to our cover letter, the Footnote should be deleted. • The following sentence is recommended to be added to the end of the first paragraph: “The PPS also provides direction on the protection of natural heritage systems which can be informed by watershed and subwatershed planning”. • Further, Conservation Ontario notes that details regarding planning authorities’ responsibility to conform to land use planning policies in the Source Protection Plan, is notably missing from the policy context section. It is recommended these details be included. • The final paragraph in this section lists the information to be included in existing studies to be considered equivalent for the purposes of subwatershed planning. It’s recommended that the following additions be made in the bulleted list. The first bullet should be amended: “The water resource system has been identified using a systems approach that considered natural heritage and policies...””. The fourth bullet should be amended: “Goals, objectives, and targets to protect, improve or restore water quality and quantity, including natural heritage features and systems contributing to water quality and quantity, have been set with...””.
<p>Roles and Responsibilities</p>	<ul style="list-style-type: none"> • For consistency with the intent of the Guide, it is recommended that references be made to “subwatersheds” and “subwatershed planning”, rather than “watershed/subwatershed” in most situations. • It’s recommended the following edits be made to the second paragraph under the “Municipalities / Planning Authorities” subheading: <ul style="list-style-type: none"> ○ Upper and single-tier municipalities will need to should coordinate with lower tier municipalities, conservation authorities, and other agencies involved in resource management to undertake subwatershed planning across jurisdictional boundaries. Where appropriate, municipalities may enter into agreements with conservation authorities for undertaking subwatershed planning and with lower tier municipalities, and with other agencies involved in resource management. These municipalities may decide to enter into agreements with conservation authorities, as appropriate, to undertake a role

	<p>in the watershed or subwatershed planning. Ultimately, Municipalities and other planning authorities are responsible for ensuring studies are completed and for using watershed /implementing subwatershed plans to inform the municipal land use planning and applicable infrastructure decisions.</p> <ul style="list-style-type: none"> • It's recommended the following edits be made under the "Conservation Authorities" subheading: <ul style="list-style-type: none"> ○ Paragraph 1 – Remove the following sentence, "This Act provides that municipalities within a common watershed...to deliver programs and services in natural resource management". ○ Paragraph 2 – "Pursuant to O. Reg. 686/21, conservation authorities are now required to develop a watershed-based resource management strategy with guiding principles and objectives that inform the design and delivery of the mandatory programs and services related to the delineation and management of natural hazards, source protection, conservation lands, and provincial groundwater and surface monitoring. In addition, conservation authorities may deliver planning services and other watershed programs as specified in a memorandum of understanding or agreement between the conservation authority and one or more municipalities." ○ Paragraph 2 – Remove the following text, "The strategy is to include a summary of existing..., including providing cost estimates for the implementation of those actions". ○ Recommend deletion of paragraph 3 beginning in "Conservation authority involvement in watershed/subwatershed planning..." and ending in "...programs and services related to the risk of natural hazards". ○ Paragraph 4 – In the final sentence, recommend the deletion of "municipally led watershed/" such that the text reads "... inform a subwatershed planning exercise". ○ the deletion of paragraph 5 beginning in "Where, under the <i>Planning Act</i>, the authority..." and ending in "...source protection planning as a mandatory program and service.". ○ Paragraph 6 – "Watershed and Subwatershed planning for municipal land use planning purposes should integrate or leverage these otherconservation authority watershed-based initiatives." • Under the "Province" subheading, references to "watershed planning" should be amended to read "subwatershed planning".
<p>2. Purpose and Principles of Subwatershed Planning</p>	
<p>Purpose of Subwatershed Plans</p>	<ul style="list-style-type: none"> • To improve flow of the document, Conservation Ontario suggests the removal of the two bulleted lists which separately acknowledge the need for subwatershed planning as required by the Growth Plan and the Greenbelt Plan. This information could be summarized into a brief footnote or separately included in an Appendix. • For the bulleted list under "Specifically, subwatershed plans should:", the following bolded text should be added to bullets seven and eight: <ul style="list-style-type: none"> ○ "Recommended practices should address a range of activities (e.g., woodlot management, development servicing, natural hazard and natural heritage management, etc.". ○ "...on the natural environment and determine potential avoidance or mitigation measures...".

	<ul style="list-style-type: none"> Following the bulleted list, the following text should be included in this section: “Subwatershed plans should also meet all subwatershed planning requirements specified by the Growth Plan and Greenbelt Plan, where either or both apply”.
Principles for Subwatershed Planning	<ul style="list-style-type: none"> It’s recommended the following bolded text be added to select principles for subwatershed planning: <ul style="list-style-type: none"> Principle 1 – “... and is informed by watershed plans and watershed strategies, where they exist”. Principle 2 – “...while informing development and infrastructure planning and conservation authority watershed-based strategies, where appropriate”. Principle 7 – “...supported by multi-year data collection to ensure that current pre-development baseline conditions...”. Principle 9 – “The roles and responsibilities of partners, objectives, milestones and timelines...”. Further, it’s recommended a new principle be added to this list which reads, “Planning authorities are encouraged to incorporate robust public engagement processes, including Indigenous communities, to raise public awareness and support for implementation”.
3. Subwatershed Planning Process	
Setting the Stage (Step 1)	<ul style="list-style-type: none"> It’s recommended the following edits be made to the bulleted list in this section. Bolded text is suggested additions, strikethrough text is suggested deletions: <ul style="list-style-type: none"> Bullet 1 – “Identifying partners with a legislative responsibility related to or an interest in participating in the subwatershed process, such as conservation authorities, Indigenous communities, relevant agencies and stakeholders”. Bullet 2 – “Identifying Indigenous First Nations and Metis communities that are affected... The provincial Policy Statement, 2020 requires that planning authorities engage with Indigenous communities and coordinate on land use planning matters (see section 5.0 for more information on partnering and engaging with Indigenous communities””. Bullet 3 – “Securing agreement consensus from partners on the purpose...”. Bullet 8 – “Determining funding mechanisms and responsibilities early in the process prior to the development milestones and timelines/ This may involve...”. Further, the following edits to Footnote 2 are recommended– “...Until recently, it was not possible feasible to readily map spill areas. Through the use of new accessible tools and technologies...”.
Recognizing and Aligning the Interests (Step 2)	<ul style="list-style-type: none"> The following edits are recommended to the final sentence of paragraph 1: “In establishing a charter, consideration for advancing technical work should be advanced in parallel with land use...”. In the bulleted list under paragraph 2, the following edit to the first bullet: “...data-sharing, monitoring and data collection requirements, and reporting and submission formats, and monitoring and evaluation approaches”. The following edits to the bulleted list following “Members of the steering committee should include as appropriate”: <ul style="list-style-type: none"> Municipality(ies) Planning authorities Conservation authorities Indigenous communities and organizations Watershed or subwatershed councils and/or source protection committee Government Ministries and/or Agencies

	<ul style="list-style-type: none"> ○ Environmental organizations Additional representation on the steering committee, where appropriate, could include: <ul style="list-style-type: none"> – Watershed or subwatershed councils and/or source protection committee – Environmental organizations – Agricultural organizations – Landowners/developers – Other interest groups ● The following edits to the paragraph following the above bulleted list, “As you progress through the subwatershed planning process, you may want There may also be a need to establish topical/subject matter...”.
<p>Preparing and Approving the Subwatershed Plan (Step 3)</p> <ul style="list-style-type: none"> ● Phase 1: Identification of Existing Conditions and Initial Assessment ● Phase 2: Completion of Impact Assessment and Development of the Land Use Scenario ● Phase 3: Implementation and Management Strategies ● Subwatershed Plan Timelines 	<ul style="list-style-type: none"> ● It’s recommended that this section be renamed to “Preparing and Approving the Subwatershed Plan (Step 3). ● The following edits to the final paragraph before subsection 3.3.1, “The following section outlines the key phases of a subwatershed planning process...existing settlement areas). For periodic update of plans or for plans that are carried out to guide land use changes such as intensification and/or redevelopment in urban areas or resource development (e.g., aggregate extraction), the technical studies required to address specific issues should be defined through the Terms of Reference.” ● To maintain the watershed-based approach, the following edit to the first paragraph is requested “...may be broken into smaller coherent areas catchments for the purpose...” ● The following edits under subsection 3.3.1 “Phase 1 – Identification of Existing Conditions and Initial Assessment”: <ul style="list-style-type: none"> ○ Data Requirements and Collection: “Generally, a minimum of one year of monitoring data should be collected to satisfy the requirements for identifying existing conditions over four seasons. However, in the case of unusual conditions such as low precipitation years, two to three to five years of monitoring may will be required to give a more gather a complete set of data for assessing existing baseline conditions over four seasons. For this reason, it is recommended that baseline monitoring be initiated once an area has been identified for potential growth or significant land use change”. ○ For the bulleted list in this subsection, the following edits are requested: <ul style="list-style-type: none"> – “Geomorphology, including sediment transport” – “Natural hazards including flooding, Erosion-erosion and other hazardous sites” – NEW BULLETS “Source water protection vulnerable areas” ○ For the paragraph following the bulleted list, the following edits, “...sensitive features and areas, including appropriate (i.e., science-based and/or as prescribed in regulation or defined in provincial policy) buffers, should be identified...”. ○ Initial Assessment: the following edits to the second paragraph under this subheading: “The initial impact assessment includes an initial technical assessment of climate change vulnerability and resiliency and the impacts to water resource...”. <ul style="list-style-type: none"> – Additionally, the following minor edit to the fourth paragraph under this subheading: “An appropriate model can be selected in keeping with the provincial technical requirements and standards...”.

	<ul style="list-style-type: none"> • The following edits are recommended under subsection 3.3.2 “Phase 2 – Completion of Impact Assessment and Development of the Land Use Scenario”: <ul style="list-style-type: none"> ○ Paragraph 1 – “The technical assessment of how the subwatershed environment will be affected by the development, land uses changes, or future watershed conditions proposed within...”. ○ Paragraph 1 – The following new sentence be added to the end of the paragraph: “Phase 2 work that directly links to the Phase 1 analysis (e.g., modeling of existing conditions) should be advanced after the Phase 1 studies have been completed and agreed upon by all parties to avoid future conflicts and delays”. ○ The addition of a new bullet which reads “Identification of source protection measures” following the “Identification of services proposed in open space areas” in the bulleted list. ○ In the bulleted list following “The various inputs used to identify targets should include:”, the following edits to the first bullet: “Considerations for directing development in away from hazardous lands”. • The following edits are recommended under subsection 3.3.3 “Phase 3 – Implementation and Management Strategies”: <ul style="list-style-type: none"> ○ The following new sentence be added to the end of the paragraph beginning with “Phase 2 may also identify more detailed technical study...”: “Development of a Terms of Reference for more detailed technical study and additional work may be useful in establishing expectations among agencies and landowners”. ○ In the following paragraph, the addition of the following text: “...deferring components to the more technical local level and vice versa. Subwatershed plans undertaken for the development of greenfield areas, urban redevelopment and intensification areas or significant land use changes should include final characterization and management of watercourses, natural hazards, wetlands and other water resource system and natural heritage features to ensure an accurate calculation of developable are to meet population and employment targets and/or other land use requirements”. • Under subsection 3.3.4 “Subwatershed Plan Timelines”, it’s recommended that references to “watershed conditions” and “watershed components” be edits to read “subwatershed conditions” and “subwatershed components”.
Approval and Implementation of Plan (Step 4)	<ul style="list-style-type: none"> • It’s recommended the following bolded text be added to the second paragraph in this section: “To ensure that best science and sound technical assessments forms the basis of these land use plans...”.
Monitoring and Evaluation (Step 5) Monitoring Evaluation	<ul style="list-style-type: none"> • The following edits under subsection 3.5.1 “Monitoring” are recommended: <ul style="list-style-type: none"> ○ “Subwatershed monitoring while related to implementation monitoring, is about long-term watershed monitoring through an environmental monitoring program....It is vital that monitoring programs continue throughout the subwatershed planning process.”. ○ “The monitoring program, as laid out by the Terms of Reference for the subwatershed plan, should answer...”. • The following edits are recommended to the main paragraph under subsection 3.5.2 “Evaluation”: <ul style="list-style-type: none"> ○ “Adaptive management on a watershed and subwatershed basis includes ongoing learning...”. “Research into issues and innovations, such as addressing climate change or incorporating new development and design best practices, can be

	<p>incorporated into watershed planning in an iterative way, as watershed plans are reviewed...".</p>
<p>4. Public Engagement</p>	<ul style="list-style-type: none"> • The second paragraph under this section speaks to the factors which will influence the nature and extent of the public engagement process. It is recommended that edits be made to clarify that the "requirements for public consultation should adhere to those under the <i>Planning Act</i>...". • Further, following the requirements related to the <i>Environmental Assessment Act</i>, it is recommended that requirements for public consultation through regulations made under the <i>Conservation Authorities Act</i> for hazard delineation and watershed-based resource management strategies (as identified in the public engagement strategy agreed to by the partners) be included in this section.
<p>5. Indigenous Partnerships and Engagement</p> <ul style="list-style-type: none"> • What is it? • Why is it important? • How to do it? • Traditional Ecological Knowledge • Indigenous Subwatershed Planning Resources 	<ul style="list-style-type: none"> • Conservation Ontario supports the inclusion of high-level guidance and best practices to assist planning authorities in engaging and developing partnerships with Indigenous Peoples and communities. It is noted that this section of the guide is very detailed, and as such, may be better placed in a reference document or Appendix in the subwatershed planning guide. Subsections on Traditional Ecological Knowledge and Indigenous Subwatershed Planning Resources should remain in the body of the Guide.
<p>Appendix A – Key Technical Tools and Considerations</p>	<ul style="list-style-type: none"> • For consistency with the intent of the Guide, it is recommended that references be made to "subwatersheds" and "subwatershed planning", rather than "watershed/subwatershed" in most situations. • Under the subheading for "Climate Change", Conservation Ontario requests that "...and Conservation Authority watershed-based resource management strategies" be added to the end of the first sentence. • In addition to the sections included in Appendix A, the addition of two new sections is recommended: Natural Heritage (with a reference to the Natural Heritage Reference Manual) and Cumulative Effects (including how they can be identified and managed through subwatershed planning). Further it's recommended that Appendix A include a reference to other technical guides which are in progress (e.g., the Low Impact Development Stormwater Management Guideline). • It should be noted in the Appendix that the water budgets that were completed at the onset of the source water protection program (in most cases over a decade ago) may not reflect new/available information of modelling approaches and evolving land uses to accurately inform subwatershed plans.

Ontario Regulation 168/06
Permits approved by Executive:

Date: March 17, 2022

Permit No.	Date	Address	Municipality/ Township	Description of Works
2068-12/21	Dec.23/21	5 Lakebreeze Drive – Village of Newcastle Pt.Lt.28, BF Conc.	Clarington	Construction of a new Treatment Plan Intake and associated infrastructure.
2069-01/22	Jan.7/22	57 D'Arcy Street Cobourg	Cobourg	Construction of a storage shed.
2070-11/21	Nov.19/21	8050 Danforth Road W. Cobourg Pt.Lt.23, Conc.2	Hamilton	Construction of a detached garage & workshop.
2071-11/21	Nov.26/21	5188 County Road 45 Baltimore Pt.Lt.6, Conc.3	Hamilton	Construction of a detached garage.
2073-12/21	Dec.14/21	5427 Young Street, #430 Harwood Pt.Lt.2, Conc.9	Hamilton	Construction of a replacement dwelling.
2075-12/21	Dec.16/21	359 Nickerson Drive Cobourg	Cobourg	Construction of an apartment within an existing dwelling.
2078-02/21	Feb.16/22	103 Third Street Cobourg Harbour	Cobourg	Routine maintenance dredging of harbour mouth and west basin.
2080-01/22	Jan.14/22	18 Kendal Church Street Kendal Pt.Lt.10, Conc.6	Clarington	Construction of a detached garage.
2081-02/22	Feb.8/22	586 Osler Court Cobourg	Cobourg	Construction of a garage addition.
2082-02/22	Feb.4/22	3671 Pollard Road, Newcastle Pt.Lt.32, Conc.3	Clarington	Construction of a pond.
2083-02/22	Feb.4/22	3225 Concession Road 3 Newcastle Pt.Lt.33, Conc.2	Clarington	Construction of a pond.
2084-02/22	Feb.11/22	V/L Rice Lake Drive N. Roll-14-19-000-110-04950 Bewdley Pt.Lt.34&35, Conc.8	Hamilton	Construction of a dwelling and septic system.
2086-02/22	Feb17/22	355 North Street Newcastle Pt.Lt.28, Conc.2	Clarington	Installation of a gas service.
2087-02/22	Feb16/22	1043 Division Street Cobourg	Cobourg	Construction of a Gas Station and Convenience Store.
2088-03/22	Mar.1/22	1706 Morgans Road Newcastle Pt.Lt.16, Conc.1	Clarington	Construction of a deck.
2091-03/22	Mar.1/22	310 Tweed Street Cobourg	Cobourg	Reconstruction of a side porch.

STAFF REPORT – March 17, 2022

TO: Chair and Members of the Board of Directors

RE: 2021 Timeline Report for Section 28 Applications

The purpose of this report is to present GRCA's *Conservation Authorities Act* Section 28 application review timeline data for the year 2021 pursuant to the Conservation Ontario Client Service and Streamlining Initiative.

Background: Two Sets of Section 28 Application Service Standard Guidance

Guidance related to service standards for Section 28 permit applications has been specified in a document from the former Ministry of Natural Resources (MNR) titled *Policies and Procedures for Conservation Authority Plan Review and Permitting Activities (2010)*. This guidance addresses administrative matters including determining “complete application”, and decision timelines for “minor” and “major” applications. Following the receipt of a “complete application”, this policy directs that the conservation authorities are to render a decision (i.e. complete the review of a complete application) within 30 days for a minor application or 90 days for a major application. Applications received and issued by GRCA in 2021 under this framework are reported in the table below under “Policy and Procedure Timeline”.

As part of a renewed commitment to efficient regulatory services, Conservation Ontario created a second document titled *Client Service Standards for Conservation Authority Plan and Permit Review (2019)*, which was subsequently endorsed by Conservation Ontario Council in June 2019. This guidance established a second set of service standards that conservation authorities would strive to meet as a best practice. Under this framework, for applications with complete information, conservation authorities would complete their review and make a decision within 28 days for “major” applications, 21 days for “minor” applications and within 14 days for “routine” applications. Applications received and issued by GRCA in 2021 under this second framework are reported in the table below under “CO Guideline Timeline”.

The following table presents the 2021 Timeline results for the 126 permits that were received and issued by GRCA in 2021. The Major, Minor and Routine application types are based upon the level of complexity and scale of the application, as determined by staff during the course of the review process.

Permits Issued Within Policy and Procedure Timeline (<i>MNR, 2010</i>)		Permits Issued Outside of Policy and Procedure Timeline (<i>MNR, 2010</i>)		Total Number of Permits Issued
Major	Minor	Major	Minor	
8	118	0	0	126

Permits Issued Within CO Guideline Timeline (<i>Conservation Ontario, 2019</i>)			Permits Issued Outside of CO Guideline Timeline (<i>Conservation Ontario, 2019</i>)			Total Number of Permits Issued
Major	Minor	Routine	Major	Minor	Routine	
5	32	82	3	4	0	126

RECOMMENDATION:

THAT the GRCA Board of Directors receive the Staff Report regarding 2021 Timeline Report for Section 28 Applications, for information.

Prepared by:



Ken Thajer
Planning & Regulations Coordinator

Recommended by:



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

STAFF REPORT – March 17, 2022

TO: Chair and Members of the Board of Directors

RE: Recreational Users Committee Terms of Reference

GRCA Staff have reviewed the current Recreational Users Committee (RUC) Terms of Reference, (TOR) approved in January 2018.

During this review, staff identified inconsistencies in recreational user group organization representation (Section 2.1 Voting Members). In order to address inconsistencies and align organizations with Ganaraska Forest authorized uses, revisions to section 2.1 of the Terms of Reference include wording to reflect the need of members to be appointed from recreational organizations that represent the majority of Ontarians.

Terms of Reference, section 2.1 Voting Members updates include the following revisions to the governing body:

Removal:

- Canadian Cross Country Ski Association
- Kawartha ATV Association

Addition:

- Cross Country Ontario
- Ontario Federation of ATV Clubs
- Ontario Federation of 4WD Recreationists

These changes ensure that the RUC continue to encompass the people of Ontario and the scope of all Ganaraska Forest user groups, however it still allows for local representation if the governing body wishes. Representatives from updated governing body will be invited to attend the June 2, 2022 RUC meeting.

Additional edits were made to the Terms of Reference such as identification of the GRCA Board of Directors from the previous wording of Full Authority Board.

RECOMMENDATION:

THAT the Ganaraska Region Conservation Authority Board of Directors approve the revisions to the Recreational Users Committee, Terms of Reference.

Prepared by:



Ed Van Osch, Forest Recreation Technician

Recommended by:



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

Ganaraska Region Conservation Authority
Ganaraska Forest Recreational Users Committee
Terms of Reference
March 2022

1.0 Purpose

The purpose of the Ganaraska Forest Recreational Users Committee (RUC) is to carry out work and provide advice to the Ganaraska Region Conservation Authority (GRCA) Board of Directors on:

1. Development of standards and guidelines for each recreational use occurring in the Ganaraska Forest,
2. User conflicts within the Ganaraska Forest,
3. User conflicts with landowners of property abutting the Ganaraska Forest,
4. Approval of recreational use types in the Ganaraska Forest in an effort to reduce conflicts, ensuring safe use and reducing liability, and,
5. New regulations or policies that pertain to recreational use.

The Ganaraska Forest Recreational Users Committee will also assist with:

1. Identification of property boundaries,
2. Informing users of their responsibilities and the regulations regarding their recreational use,
3. Promotion of co-operation amongst the various users of the Ganaraska Forest,
4. Development of recreation programs and/or events in the Ganaraska Forest subject to approval of the Conservation Authority,
5. Trail maintenance including relocation of trails, signage, volunteer programs and site restoration projects, and,
6. Liaising between respective governing bodies, municipalities and the Conservation Authority regarding proposals which will benefit all parties involved.

2.0 Committee Structure

Each governing body/municipality listed below is responsible to appoint a representative from that organization to sit on the RUC.

Municipal Appointees will be a member of the public residing in that Municipality and will be appointed by Council. Each representative will sit on the RUC as a voting member for a four (4) year term. The RUC will decide a succession plan to ensure the rotation of the members will provide experience on the Committee at all times. Municipal appointees will be appointed every 4 years or as per the Municipality's policy on appointments.

A GRCA Board of Director will sit on the Committee as an ex-officio non-voting member and will be appointed annually at the Annual General Meeting of the Board of Directors.

2.1 Voting Members

Members will be appointed for a four (4) year term. When a new member is appointed to the RUC, an orientation session will be provided, along with the terms of reference of the Committee.

Members of the RUC will be appointed by a governing body which represents the majority of Ontarians. The governing body shall represent one of the uses authorized within the Ganaraska Forest. The governing body include:

- Ontario Federation of Anglers and Hunters
- Ontario Trail Riders Association (equestrian)
- Ontario Federation of ATV Clubs
- Ontario Federation of Snowmobile Clubs
- Ontario Federation of Trail Riders (off-road motorcycles)
- Ontario Federation of 4Wheel Drive Enthusiasts
- Ontario Nature
- Hike Ontario
- Cross Country Ski Ontario
- Orienteering Ontario
- Ontario Cycling Association

In addition, a member from each municipality whose boundaries fall within the Ganaraska Forest will be appointed to the RUC by the municipality as outlined in Section 2.0.

- Municipality of Port Hope
- City of Kawartha Lakes
- Township of Cavan/Monaghan
- Municipality of Clarington

2.2 Responsibilities of Members

- Members must report to the governing body, organization, or municipality at least once per year.
- Members must attend 3 of the 4 regularly scheduled meetings.
- Members must work cooperatively and collaboratively with other members of the Committee.
- Members must make decisions in the spirit of what is best for the Ganaraska Forest rather than best for the individual user group.
- Members are encouraged to do their best to solve conflicts/issues brought forward prior to the involvement of staff from the Ganaraska Region Conservation Authority.
- Members are encouraged to volunteer in the Ganaraska Forest and help organize volunteer days.

2.3 Chair

The Chair is appointed by the Conservation Authority and is a non-voting member of the Committee.

2.4 Recording Secretary

A staff member of the Conservation Authority will be appointed by the CAO/Secretary-Treasurer and is a non-voting member of the Committee. In the absence of the Chair, the Recording Secretary role will be assumed by the Chair.

The agenda and minutes of each meeting will be posted on the Ganaraska Region Conservation Authority website.

2.5 Amendments to Committee Structure and/or Terms of Reference

The Committee structure and the terms of reference will be reviewed annually at the first RUC meeting of the year, with recommendations being made to the GRCA Board of Directors regarding changes.

3.0 Rules of Order

All meetings will be conducted in a normal businesslike manner.

3.1 Public Participation (Delegation Policy)

The general public is welcome to attend all meetings, however to make representation to the Committee, a request must be made in writing to the Chair at least 10 calendar days prior to the meeting. Such requests should include a brief summary of the nature of the presentation and the name of the person(s) making it. Presentations shall be limited to 10 minutes. Presenters should be prepared to answer questions from Committee members.

3.2 Correspondence

All correspondence pertaining to Committee business should be addressed to the appropriate member in care of the GRCA. Correspondence will normally be dealt with at the next meeting following receipt. Correspondence originating from the GRCA will be copied to the member(s) of the Committee, as appropriate.

3.3 Conduct of Business

At the discretion of the Chair, new business will be introduced by a notice of motion introduced at the meeting prior to when the business will be dealt with. This will permit members to solicit input prior to voting. Notices of motion require a mover and a seconder. All motions require a mover and a seconder. Discussions on motions will be limited to 10 minutes with extensions beyond this time at the discretion of the Chair. Members may speak twice on any motion. All motions will be decided by majority vote. A tie vote means that the motion is defeated. One half (50%) of the Committee's voting membership shall form a quorum for the transaction of business.

4.0 Meetings

Meetings of the Ganaraska Forest Recreational Users Committee shall normally be held on the first Thursday of the month for the months of April, June, September and November at the Administrative Office of the Ganaraska Region Conservation Authority. Additional meetings will occur at the call of the Chair.

5.0 Reporting Function

The Ganaraska Forest Recreational Users Committee Chair or designate, other than staff, shall report to the GRCA Board of Directors on its activities over the previous year by December 1 of each year.

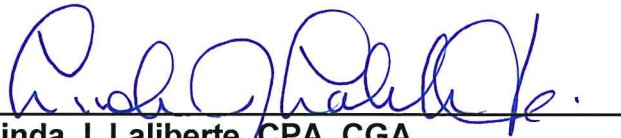
STAFF REPORT – March 17, 2022

TO: Chair and Members of the Ganaraska Region Conservation Authority

Re: Future Board of Directors Meetings

The Chair has suggested the Board of Directors discuss the location of future Board of Directors meetings and if there is a desire to begin a hybrid approach to the monthly meetings. Currently the board room at the administrative office can host about 7 people to allow for physical distancing. There are currently 10 board members and 3 staff members that attend meetings. Future Board meetings could be held using a hybrid approach. This means some members could attend in person and some attend virtually until such time everyone is comfortable meeting as one group.

PREPARED BY:



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

