



NOTICE OF MEETING

DATE: November 17, 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

Land Acknowledgement

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

2. Disclosure of Pecuniary Interest
3. Minutes of Last Meeting – **October 20, 2022 – attached**

4. Adoption of the Agenda
5. Delegations:
None.
6. Presentations:
 - a) Ganaraska Forest Update – **staff report attached**
 - b) Bill 23, *The More Homes Built Faster Act, 2022*- **staff report attached**
7. Business Arising from Minutes:
None.
8. Correspondence:
04/22 Eastern Ontario Conservation Authorities re: Loss of Local Decision-Making:
Bill 23 Does Not Work for Eastern Ontario – **note and file**
9. Applications under Ontario Regulation 168/06:
Permits approved by Executive - **schedule attached**

Permit applications requiring Board of Directors discussion:
None
10. Committee Reports:
 - a) Ganaraska Forest Recreation Users Committee Minutes – November 3, 2022 -
attached
11. New Business:
 - a) Fees Policy and Schedules – **staff report attached**
12. Other Business:
None
13. In Camera:
None
14. Adjourn

GANARASKA REGION CONSERVATION AUTHORITY

MINUTES OF THE BOARD OF DIRECTORS

October 20, 2022 (via Zoom)

GRCA 05/22

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
Tm Belch - Township of Cavan Monaghan
Greg Booth - Township of Alnwick/Haldimand
Bruce Buttar - Agricultural Sector
Brian Darling - Town of Cobourg
Joe Neal - Municipality of Clarington
Vicki Mink - Municipality of Port Hope
Tracy Richardson - City of Kawartha Lakes
Margaret Zwart - Municipality of Clarington

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
Ed Van Osch, Forest Recreation Technician
Members of the Public

**ABSENT WITH
REGRETS:**

ALSO ABSENT:

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 37/22****MOVED BY:** Vicki Mink**SECONDED BY:** Jeff Lees

THAT the Ganaraska Region Conservation Authority approve the minutes of the September 15, 2022 meeting.

CARRIED.

4. Adoption of the Agenda**GRCA 38/22****MOVED BY:** Greg Booth**SECONDED BY:** Tracy Richardson

THAT the Ganaraska Region Conservation Authority adopt the agenda.

CARRIED.

5. Delegations

a) Delegation – Judith Blakely and Dave Millier

Judith Blakely and David Millier addressed the Board of Directors on behalf of the Ganaraska Members Action Group. Their presentation spoke to the concerns of the group regarding the management and reopening of the Ganaraska Forest. The presentation also made reference to a petition that has been circulating.

b) Delegation – Peter Swinton

Peter Swinton addressed the Board of Directors speaking to the September 30th partial reopening of the forest, and the extension of memberships.

Board members asked for confirmation of bylaws and provincial regulations.

GRCA 39/22**MOVED BY:** Brian Darling**SECONDED BY:** Tim Belch

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

CARRIED.

6. Presentations

a) Ganaraska Forest Update

Pam Lancaster, Conservation Lands Coordinator, Gus Saurer, Forester and Ed Van Osch, Forest Recreation Technician, provided the Board members with an update on the storm damage, clean up and reopening of the Forest following a derecho storm of May 21, 2022. Staff also spoke to the Ganaraska Forest Operational Recovery Plan for

Recreational Trails and the use of volunteers in recovery efforts. Staff addressed storm recovery efforts of other affected areas (ie. Calabogie) and how they differ from the Ganaraska Forest. The extension of existing memberships and available refund offers were discussed. Staff explained the reason, process and benefits the salvage operations. The impacts on the recreation program such as cross-country ski trails and snowshoeing were also addressed. An update on the partnership agreements was also provided.

Nicole Beatty entered the meeting.

Discussion followed with board members in regards to the use of volunteers. Clarification was provided on volunteers that came from other Conservation Authorities as well as Northumberland County and the snowmobile club.

Board members asked about the engagement of forest members. Staff explained the goals are the same for all and to ensure the forest is there for future generations. Staff will reach out to the neighbouring municipalities to understand the right of ways. Staff used previous consultation experiences to help move forward with operations and volunteers in a safe manner. There was also a discussion in regards to the logger's interests compared to the interests of the forest members. Staff explained that logging activities important to the regeneration of the forest and is good for the health of the forest.

GRCA 40/22

MOVED BY: Tim Belch
SECONDED BY: Brian Darling

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

CARRIED.

7. Business Arising from Minutes

a) 2023 Preliminary Budget and Municipal Levy

The CAO/Secretary-Treasurer presented the 2023 Preliminary Budget and Municipal Levy staff report.

GRCA 41/22

MOVED BY: Tim Belch
SECONDED BY: Greg Booth

THAT the Board of Directors receive the 2023 Preliminary Budget for information and,

FURTHER THAT the budget be forwarded to the watershed municipalities, indicating in the cover letter, that the vote to approve the 2023 levy will be taken at the December 2022 Board of Directors meeting.

CARRIED.

8. Correspondence

None.

9. Applications under Ontario Regulation 168/06:

Permits approved by Executive:

GRCA 42/22

MOVED BY: Margaret Zwart

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:

None.

11. New Business:

a) Electronic Monitoring Policy

GRCA 43/22

MOVED BY: Greg Booth

SECONDED BY: Tim Belch

THAT the Board of Directors approve the Electronic Monitoring Policy and it be added to the Employment Policy as section 9.11.

CARRIED.

12. Other Business

None.

13. In Camera:

a) Personal Matter – Identifiable Person(s)

GRCA 44/22

MOVED BY: Vicki Mink

SECONDED BY: Tim Belch

THAT the Board of Directors go in camera.

CARRIED.

GRCA 45/22

MOVED BY: Tim Belch

SECONDED BY: Brian Darling

THAT the Board of Directors go out of camera.
CARRIED.

GRCA 46/22

MOVED BY: Brian Darling
SECONDED BY: Vicki Mink

THAT the Board of Directors of the Gananaska Region Conservation Authority acknowledges that the staff has a difficult job and recognize that staff are professionals in their fields and that staff have the full support of the Board of Directors, and

FURTHER THAT the Board of Directors of the Gananaska Region Conservation Authority will not tolerate harassment and/or bullying towards staff as they carry out their responsibilities.
CARRIED.

14. Adjourn

The meeting adjourned at 10:10 p.m.

GRCA 47/22

MOVED BY: Brian Darling
SECONDED BY: Vicki Mink

THAT the Board of Directors adjourn the meeting.
CARRIED.

CHAIR

CAO/SECRETARY-TREASURER

STAFF REPORT – November 17, 2022

TO: Chair and Members of the Ganaraska Region Conservation Authority

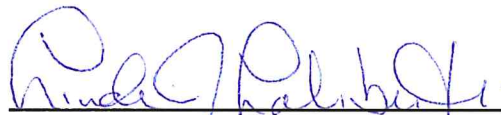
Re: Ganaraska Forest Update

Staff will be providing a further update on the Ganaraska Forest as a follow-up to the October meeting.

RECOMMENDATION:

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

Prepared by:



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

STAFF REPORT – November 17, 2022

TO: Chair and Members of the Board of Directors

RE: Bill 23, *The More Homes Built Faster Act, 2022*

Cory Harris, Watershed Services Coordinator, and Ken Thajer, Planning and Regulations Coordinator, will be giving a PowerPoint presentation to the Members of the Board regarding Bill 23 and the implications on the GRCA's planning and regulatory roles and responsibilities and how these proposed changes may affect the ability to serve our municipal partners. Links to the proposed Bill 23 and the associated Environmental Registry of Ontario posting is provided below:

<https://www.ola.org/en/legislative-business/bills/parliament-43/session-1/bill-23>

<https://ero.ontario.ca/index.php/notice/019-6162>

RECOMMENDATION:

THAT the Ganaraska Region Conservation Authority receives the presentation regarding the Bill 23, *The More Homes Built Faster Act, 2022*.

Prepared by:



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

Recommended by:



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

Eastern Ontario Conservation Authorities

November 15, 2022



The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON, M7A 1A1
premier@ontario.ca

The Honourable Steve Clark
Minister of Municipal Affairs and Housing
College Park 17th Floor, 777 Bay St,
Toronto, ON M7A 2J3
minister.mah@ontario.ca



The Honourable Graydon Smith
Minister of Natural Resources and Forestry
Whitney Block, 99 Wellesley St W,
Toronto, ON M7A 1W3
minister.mnrf@ontario.ca

The Honourable David Piccini
Minister of the Environment, Conservation and Parks
College Park 5th Floor, 777 Bay St,
Toronto, ON M7A 2J3
minister.mecp@ontario.ca



Re: Loss of Local Decision-Making: Bill 23 Does Not Work for Eastern Ontario

Dear Premier Ford, Minister Clark, Minister Smith, and Minister Piccini,



With housing affordability affecting much of Ontario, we understand your government's target to build 1.5 million new homes over the next 10 years.



Conservation Authorities (CAs) have always supported long-term sustainable growth. In fact, our role is to ensure land-use decisions made today do not impede future growth tomorrow. We accomplish this by ensuring development has minimal impacts on flooding, erosion, slope stability and water quality by guiding development away from natural hazards and protecting the function of natural features. This can only be accomplished when evaluating growth and its cumulative impacts across a watershed, which is the value and service CAs provide to municipalities. Water flows across municipal boundaries and so do the impacts of development.



In Eastern Ontario, CAs have been working closely with municipalities to reduce barriers to development and streamline processes to provide the best service possible to municipalities, communities, homeowners, and developers. For many, this includes modernizing policies and procedures, streamlining approvals, reducing timelines, meeting and reporting on service standards, and promoting pre-consultation with applicants. CAs are not a barrier to growth, but an assurance that growth is safe and sustainable, and we have been a source of cost-effective expertise for municipalities and developers for decades.

We are committed to doing our part to help increase Ontario's housing supply, but it needs to be accomplished through smart, sustainable growth that will not have detrimental impacts down the road.

Eastern Ontario Conservation Authorities

We are concerned that some changes proposed in the *More Homes Built Faster Act* will:

- Weaken the ability of conservation authorities to continue protecting people and property from natural hazards such as floods;
- Diminish our ability to protect critical natural infrastructure like wetlands which reduce flooding, droughts and improve water quality in lakes and rivers; and,
- Place new downloaded responsibilities on municipalities related to natural hazards and natural resources that they are unprepared and under resourced to tackle.

We are calling on your government to press pause on the proposed changes highlighted below and to reconvene the multi-stakeholder *Conservation Authorities Working Group* that your government created. This group can help identify alternative solutions that will increase Ontario's housing supply without jeopardizing public safety or downloading additional responsibilities to municipalities. At a time when climate change is causing more frequent and intense storm events, the role and watershed mandate of CAs has never been more critical.

Proposed Changes of Concern and Their Potential Impact:

1. If conservation authorities are no longer allowed to provide planning comments to municipalities beyond natural hazards:
 - Municipalities have indicated that they will need to contract this work out to the private sector, where there is already a limited labour market, as most do not have the expertise or capacity to take on this expanded role.
 - Municipalities anticipate higher costs, and possible delays, that will be passed on to applicants and developers. The current model enables municipalities to use existing expertise within the CAs (such as biologists, water resource engineers, ecologists, hydrogeologists) to fulfill responsibilities under the Provincial Policy Statement pertaining to natural heritage and water, while saving time and money for applicants.
 - Municipalities have shared conflict of interest concerns due to the limited availability of consultants in Eastern Ontario and shared concerns about the lack of local knowledge should they need to secure consultants from other regions.
 - Municipalities are also concerned with the loss of the watershed perspective in making planning decisions, which will result in a narrow review of the impacts to natural hazards and natural heritage. Municipalities formed CAs to address this very issue.

Eastern Ontario Conservation Authorities

2. If development that is subject to a planning approval is exempt from requiring a permit from the conservation authority:
 - Municipalities will assume greater responsibility and liability for the impact of development on flooding, erosion, slope stability and water quality within municipal boundaries and in upstream and downstream communities.
 - Municipalities and CAs will require more detailed studies and designs at the planning stage which are normally not required until the permitting stage. This would make planning applications more onerous and costly for developers and slow down approvals.
 - Municipalities will also have limited mechanisms to ensure compliance outside of the permitting process if development is not constructed properly.

3. If certain types of development are deemed “low risk” and exempted from requiring a conservation authority permit:
 - Public safety and property damage risks may not be adequately addressed as a single list of exempted activities across the province will not capture local conditions and constraints. Some activities which may be low risk in one watershed, such as fencing or auxiliary buildings, may be a significant risk in others that have retrogressive landslide areas or ravines.
 - It should also be acknowledged that CAs already have the ability to exempt or streamline review processes for activities that are low risk in their watershed and this practice is already in use by most CAs.

4. If the scope of conservation authority permits is narrowed to only address natural hazard issues (removal of “pollution” and “conservation of land” considerations, restrictions on conditions that can be required as part of a permit):
 - CAs may not be able to require development setbacks from water, protect naturalized shorelines or require sediment control during construction.
 - CAs would no longer be able to address water quality concerns, which are required under federally and provincially approved “Remedial Action Plans” for designated “Areas of Concern”.
 - CAs use pollution and conservation of land considerations and conditions to limit sediment and nutrient runoff into lakes and rivers that contribute to poor water quality, excessive weed growth and algae blooms. Municipalities would become responsible to address these types of concerns.

Eastern Ontario Conservation Authorities

- Water quality in lakes and rivers is an important economic driver in Eastern Ontario as it impacts property values, tourism, recreation, and commercial fisheries, and it is the source of drinking water for many permanent and seasonal residences.
 - CAs and municipalities would welcome a consistent definition of “conservation of land” in the new regulations, pertaining to the protection, management, and restoration of lands to maintain or enhance hydrological and ecological functions.
5. If the protection of wetlands is diminished (changes to wetland evaluation criteria, elimination of wetland complexing, reduction in the area around wetlands that is regulated, introduction of offsetting measures to compensate for wetland loss and the withdrawal of MNRF as the body responsible for wetland mapping and evaluations):
- Municipalities are concerned that the withdrawal of MNRF from administering the Ontario Wetland Evaluation System and maintaining wetland mapping will be downloaded to municipalities to manage reevaluation reports from consultants and maintain up-to-date wetland mapping that is needed for development review.
 - Municipalities and CAs are concerned that there will be a loss of wetlands that will have immediate and long-term impacts. Removing wetlands is like removing dams and reservoirs. Wetlands act as infrastructure that absorb and retain a significant volume of snow melt and rain which reduces flood levels during spring runoff and storm events. They also release this water slowly throughout the rest of the year, helping augment water levels in lakes and rivers during low flow periods which reduces drought conditions. Wetlands also filter nutrients and sediment from runoff which improves water quality.
 - These benefits are particularly important where lakes and rivers are supporting agriculture, recreation, tourism, and fisheries and acting as a source of drinking water. Municipalities and CAs could never afford to build the infrastructure it would take to replace wetland functions which is estimated to be billions.
6. If the Minister freezes conservation authority fees:
- Taxpayers, not developers, would absorb increasing costs for development review. In this scenario, growth would not be paying for growth.
 - Legislative amendments made earlier this year directed conservation authorities to demonstrate that self-generated revenue such as fees for service are considered where possible to reduce pressure on the municipal levy. This includes plan review and permitting fees that are collected to offset program costs, but not exceed them.

Eastern Ontario Conservation Authorities

Recommendations:

1. Municipalities should retain the choice to enter into agreements with conservation authorities for natural heritage and water-related plan review services.
 - Recent legislative amendments by this government now require agreements to include defined terms, timelines, and performance measures, and CAs have demonstrated that they can provide these comments to municipalities in a cost-effective and timely manner. CAs are also already prevented by these earlier amendments from commenting beyond natural hazards if they do not have an agreement with a municipality.
2. Development that is subject to plan approval should not be exempt from requiring a conservation authority permit.
 - The planning process is not sufficient to ensure natural hazard concerns are addressed through appropriate design and construction. This change would also place additional responsibility and liability on municipalities.
3. Conservation authorities should determine which types of developments are deemed “low risk” through their regulations policies.
 - CAs are already able to create exemptions and streamline review processes that are appropriate locally, given watersheds have unique conditions.
4. Maintain “pollution” and “conservation of land” as considerations when conservation authorities are reviewing permit applications but provide a clear definition of each to ensure a consistent approach on how it is applied.
 - Streamlining these definitions will allow CAs to provide consistency to municipalities and developers and meet obligations under other pieces of legislation that require water quality-related comments from CAs.
5. Continue to protect wetlands to reduce flooding, provide flow augmentation.
 - Wetlands are critical pieces of natural infrastructure and municipalities cannot afford to build the infrastructure it would take to replicate wetland function to protect upstream and downstream communities from flooding and drought.
6. Do not freeze fees to ensure growth pays for growth.
 - Recent legislative amendments by this government now require CAs to demonstrate through their budget process that development review fees are offsetting, but not exceeding, program costs.

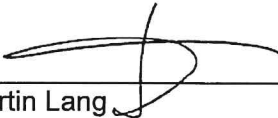
Eastern Ontario Conservation Authorities

Thank you for the opportunity to share our concerns and recommendations with you.

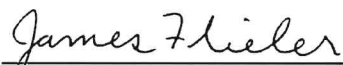
Our goal is to support you in creating more housing in Ontario while ensuring changes to Ontario's land use planning and permitting system do not have unintended and irreversible consequences on the protection of people, property, and natural resources.

We sincerely hope that you will remove the amendments we have highlighted from Bill 23 before it is passed, and that you will reconvene your government's *Conservation Authorities Working Group* to work with your Ministry to propose alternative improvements and refinements to conservation authority development review processes.


Sincerely,



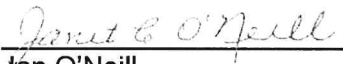
Martin Lang
Chair
Raisin Region Conservation Authority




James Flieler
Chair
Quinte Conservation Authority



Pierre Leroux
Chair
South Nation River Conservation Authority




Jan O'Neill
Chair
Crowe Valley Conservation Authority



Pieter Leenhouts
Chair
Rideau Valley Conservation Authority



Eric Sandford
Chair
Lower Trent Conservation Authority



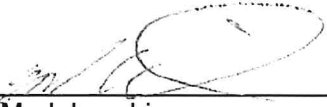
Jeff Atkinson
Chair
Mississippi Valley Conservation Authority



Ryan Huntley
Chair
Otonabee Region Conservation Authority



Paul McAuley
Chair
Cataraqui Region Conservation Authority



Mark Lovshin
Chair
Ganaraska Region Conservation Authority

Ontario Regulation 168/06
Permits approved by Executive:

Date: November 17, 2022

Permit No.	Date	Address	Municipality/ Township	Description of Works
2181-10/22	Oct.20/22	375 King Street West Cobourg	Cobourg	Construction of a 2 nd storey addition and new detached garage.
2201-10/22	Oct.14/22	41 Rose Glen Road S. Port Hope Pt.Lt.2, Conc.1	Port Hope	Construction of a house addition.
2206-10/22	Oct.14/22	4679 Lakeshore Road Newcastle Pt.Lt.5, BF Conc.	Clarington	Construction of a detached garage.
2209-11/22	Nov.4/22	5117 Rice Lake Drive Bewdley Pt.Lt.34, Conc.8	Hamilton	Installation of a new gas service by way of directional drill.
2211-11/22	Nov.10/22	5538 Rice Lake Scenic Dr., Unit 220 – Gores Landing Pt.Lt.11, Conc.9	Hamilton	Construction of a new house, garage and driveway.

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

November 3, 2022

RUC 4/22

1. Welcome and Call to Order

The Chair called the Ganaraska Recreational Users Committee meeting to order at 7:03 pm, welcomed those present, and introduced the new Ontario Cycling representative Pam Julian.

MEMBER PRESENT: Mark Gardiner, Chair
Jennifer Jackman, Ontario Nature
Garry Niece, Hike Ontario
Randy Cunningham, Ontario Federation of Snowmobile Clubs
Cam Lowe, Ontario Federation of Trail Riders
Pam Julian, Ontario Cycling
Peter Wood, Ontario Federation of 4X4 Clubs
Marven Whidden, Municipality of Clarington
Tracy Richardson, GRCA Board of Director

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

ABSENT WITH REGRETS: Mark Ryckman, Ontario Federation of Anglers and Hunters
Amber Panchyshyn, Ontario Orienteering

ALSO ABSENT: Mike Ainsworth, Ontario Federation of ATV Club
Cross Country Ski Ontario (position unfilled)
Municipality of Port Hope (position unfilled)
City of Kawartha Lakes (position unfilled)
Township of Cavan Monaghan (position unfilled)

2. Disclosure of Pecuniary Interest

None.

3. Minutes of the Last Meeting

RUC 21/22

MOVED BY: Marven Whidden

SECONDED BY: Cam Lowe

THAT the Ganaraska Forest Recreational Users Committee approve the minutes of the Sept 1, 2022 meeting.

CARRIED.

4. Adoption of Agenda

RUC 22/22

MOVED BY: Pam Julian

SECONDED BY: Peter Wood

THAT the Ganaraska Forest Recreational User Committee approve the agenda.

CARRIED.

5. Delegations

None

6. Presentations

None.

7. Business Arising from the Minutes

None.

8. Correspondence

None.

9. New Business

a) Winter Trails and Forestry Update

Staff report presented for discussion. Ed Van Osch, GRCA Forest Recreation Technician provided a Forestry and Trail update and requirements for Trail Maintenance Agreement partnerships

RUC 23/22

MOVED BY: Marven Whidden

SECONDED BY: Garry Niece

THAT the Ganaraska Forest Recreational Users Committee receives the Winter Trails and Forestry Update for information.

CARRIED.

b) Review of Ganaraska Forest Trail System

Ed Van Osch and Pam Lancaster provided clarification to RUC questions regarding procedures of how to table items in RUC meetings and how GRCA will obtain and utilize public consultation in regards to future Ganaraska Forest planning.

RUC 24/22

MOVED BY: Pam Julian
SECONDED BY: Jennifer Jackman

THAT the Ganaraska Forest Recreational Users Committee receives the Ganaraska Forest Trail System staff report for information.
CARRIED.

c) Hemlock Woolly Adeldig

Staff report presented for discussion.

RUC 25/22

MOVED BY: Garry Niece
SECONDED BY: Jennifer Jackman

THAT the Ganaraska Forest Recreational Users Committee receives the Helmock Woolly Adeldig staff report for information.
CARRIED.

10. Other Business

None.

11. Adjourn

The meeting adjourned at 8:01 pm.

RUC 26/22

MOVED BY: Pam Julian
SECONDED BY: Peter Wood

THAT the meeting adjourn.
CARRIED.

The next meeting of the Ganaraska Forest Recreational User Committee is Thursday, April 6, 2023 at 7:00 pm.



Chair

Forest Recreation Technician

STAFF REPORT – November 17, 2022

TO: Chair and Members of the Ganaraska Region Conservation Authority

Re: Fees Policy and Schedules

On January 1, 2023, the *Conservation Authorities Act* will be amended by repealing clause 21 (1) (m.1) that defines how Conservation Authorities are to charge fees for services approved by the Ministry of Natural Resources. Section 21.2 (1) - (12) "Fees for Programs and Services" will be enacted where the Minister may determine classes of programs and services in respect of which an authority may charge a fee. To do so, the Minister shall publish the list ("Ministers List") of classes of programs and services in respect of which an authority may charge a fee in a policy document and distribute the document to each authority. In April 2022, the "Ministers List" was published and identifies classes of programs and services in respect of which conservation authorities may charge a fee. Upon enactment of Section 21.2, on January 1, 2023, Ganaraska Region Conservation Authority is required to have a fee policy and schedules approved by the Board of Directors and available on the website. The attached policy has been developed in accordance with the requirements under Section 21.2. Staff have completed a review of the policy and have reviewed that user fees are in accordance with the fees set out in the "Ministers List".

The attached Fee Policy and Schedules are based on the user-pay principle. The fees and revenues generated are designed to assist with recovering the costs associated with administering and delivering the services on a program basis.

As Bill 23 is proposing that all Conservation Authority fees be frozen until further notice, some of the fee schedules have been increased. Planning and permitting fees have been adjusted to reflect 75% cost recovery on the current expenses, fees at the Forest Centre have been increased to accommodate for this period of time, membership fees and other fees remain the same.

RECOMMENDATION:

THAT the Board of Directors approve the Fees Policy and Schedules effective December 1, 2022.

Prepared by:



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



Ganaraska Region Conservation Authority

Fee Policy and Schedules

Table of Contents

Purpose	3
Legislative Framework.....	3
Policy Principles.....	4
Policy Process	4
Exemptions	4
Plan Input and Review Fees.....	4
Section 28 Regulation Permitting Fees (Schedule 1)	5
Tree Planting Fees (Schedule 2)	5
Ganaraska Forest Membership Fees (Schedule 3)	5
Education Program Fees (Schedule 4).....	6
Ganaraska Forest Centre Rental (Schedule 5).....	6
Other Fees (Schedule 6).....	6
a) Millennium Building Rental Fee	6
b) Freedom of Information Requests (FOI).....	6
c) Miscellaneous Fees.....	6
Refunds	6
Appeal.....	7
Policy Review and Public Notification	7
Schedule 1: Section 28 Regulation Permitting Fees.....	9
Schedule 2: Tree Planting Fees.....	10
Schedule 3: Ganaraska Forest Membership Fees.....	11
Schedule 4: Education Program Fees	12
Schedule 5: Ganaraska Forest Centre Rentals	13
Schedule 6: Other Fees.....	14

Purpose

The Ganaraska Region Conservation Authority (GRCA) has prepared the following Fee Policy and Schedule of Fees in accordance with the requirements under Section 21.2 of the *Conservation Authorities Act*. The purpose of the Fee Policy and Schedules is to inform the public and our municipal partners of the fees charged for Programs and Services delivered by GRCA.

The Minister may determine classes of Programs and Services with respect to which an authority may charge a fee. The amount of a fee charged by an authority for a program or service it provides shall be:

- a) the amount prescribed by the regulations; or
- b) if no amount is prescribed, the amount determined by the authority.

This policy follows the Minister's Fee Classes Policy, April 11, 2022 as a reference.

The attached Fee Schedules are based on the user-pay principle. The fees and revenues generated are designed to assist with recovering the costs associated with administering and delivering the services on a program basis.

Legislative Framework

The *Conservation Authorities Act* (CAA) Section 21.2 allows for conservation authorities (CA) to charge fees for services.

The CAA Section 21.1 Mandatory Programs and Services and Ontario Regulation (O. Reg.) 686/21 Mandatory Programs and Services outline mandatory (Category 1) programs that may be funded by municipal apportionment, provincial grants, or self-generated revenue with the user pay principal as appropriate. These programs include responses to legal, real estate and public inquiries regarding a CAA Section 28 and 28.1 and natural hazard inquiries under the *Planning Act*; activities requiring a permit made pursuant to section 29 of the CAA; review and commenting on applications under other legislation noted under the Mandatory Programs and Services Regulation (O. Reg. 686/21) and associated inquiries, and access to authority owned land for recreational activities that require maintenance which includes risk management program, hazard tree management, gates, signage, communications, trails and parking lots.

Section 21.1.1 of the CAA outlines Category 2 Municipal Programs and Services, "An authority may provide, within its area of jurisdiction, municipal Programs and Services that it agrees to provide on behalf of a municipality situated in whole or in part within its area of jurisdiction under a memorandum of understanding, or such other agreement as may be entered into with the municipality, in respect of the Programs and Services". This includes commenting on *Planning Act* applications for technical and policy matters other than for consistency with natural hazard policies, such as related to natural heritage, storm water management, or other matters requested by a municipality, county, corporation or individual.

Section 21.1.2 of the CAA defines Category 3 Other Programs and Services, “In addition to Programs and Services described in sections 21.1 and 21.1.1, an authority may provide, within its area of jurisdiction, any other Programs and Services that it determines are advisable to further the purposes of this Act.” Category 3 Programs and Services include but are not limited to, stewardship services including tree planting, outdoor education and the management of timber within a managed forest.

Policy Principles

This Fee Policy and associated Schedules have been prepared in conformity with the *Conservation Authorities Act*. The Fee Schedules are based on the user-pay principle. The fees and revenues for planning and permitting services are designed to assist with recovering the costs associated with administering and delivering the services on a program basis. These fees do not exceed the cost of the service nor are they full recovery fees.

Policy Process

When developing and establishing fees, the GRCA reviews the fees charged by neighboring CAs for the same services, as well as fees set by other CAs with similar services and fees charged by member municipalities and local agencies.

When establishing fees, estimated staff time, travel, equipment, and material costs plus a reasonable charge to cover administration of the program is included.

The Fee Policy has been established by the GRCA Board of Directors and is administered and applied by GRCA staff. The CAO/Secretary-Treasurer may, under extenuating circumstances, waive or reduce fees.

While cost recovery is a requirement for certain services, it is not always practical. For some Programs and Services, to charge a fee that would provide complete cost recovery is not feasible due to inability to pay and would result in reduced demand for the service.

Exemptions

GRCA may waive fees for non-profit conservation groups contributing to the protection and restoration of the natural environment as approved by the Board of Directors and/or CAO/Secretary-Treasurer on a case-by-case basis.

Plan Input and Review Fees

GRCA's Plan Input and Review fee for service is contained within the levy apportioned to its member municipalities. The levy is intended to reflect that significant effort and resources are used for pre-consultation related to activities, proposals and inquiries prior to application. Member municipalities have the option of recovering the levy through the

collection of their own application fees. Eligible direct costs for the plan review and regulations program may include:

- Staff salary, training and overhead;
- Appropriate percentage of salary and overhead for staff/consultants that support the plan review and regulations function;
- Office space, equipment, software, and vehicle expenses;
- Legal expenses; and,
- Maintenance and development of public resources and administration costs.

Section 28 Regulation Permitting Fees (Schedule 1)

GRCA administers fees for Section 28 Regulation Permitting to achieve a partial cost recovery. GRCA's permitting program relies upon user-fees to safeguard the regulations program and its services against economic volatility and subsequent budgetary uncertainty. It is also intended to reflect that significant effort and resources are used for pre-consultation related to activities, proposals and inquiries prior to application submissions as well as compliance activities. The fee schedule is based on the complexity of the application and technical review required, which influences the staff time and resources needed for the review. The permit fees are based on the scope of the work being proposed.

GRCA strives to provide an effective and efficient delivery of services consistent with the Client Service Standards for Conservation Authority Plan and Permit Review, endorsed by Conservation Ontario Council on June 24, 2019.

Tree Planting Fees (Schedule 2)

GRCA Tree Seedling Program allows property owners to purchase bare root native tree and shrub seedlings at a minimal cost. GRCA also provides full service tree planting to landowners. Fees for trees and services are reviewed and updated annually. An attempt is made to balance user fees with program costs while trying to maintain and, over the long-term expand natural areas.

Ganaraska Forest Membership Fees (Schedule 3)

GRCA owns and maintains the 11,000-acre Ganaraska Forest. The forest includes 100's of kilometers of multi-use trails that require maintenance year-round. This includes recreation, forest management, risk management program, hazard tree management, gates, fencing, signage, communications, trails, parking lots, roads, restoration, ecological monitoring, carrying costs such as taxes and insurance. The Ganaraska Forest Management Plan guides the management of the forest. The plan's primary goal is "to conserve, enhance and where feasible, restore the forest's ecosystem to reflect the native biodiversity of the Ganaraska Forest while at the same time embracing recreational, education and social activities that support the health and sustainability of the forest." GRCA charges for the use of the Ganaraska Forest to help recover the costs of maintaining these recreational opportunities.

Education Program Fees (Schedule 4)

The Ganaraska Forest Centre (GFC), located in the Ganaraska Forest, is home to GRCA's outdoor education program where thousands of students visit for day or overnight activities to learn about their environmental footprint and become familiar with the natural world around them. Taught by Ontario certified teaching staff, the GFC offers curriculum-based education programs for elementary and secondary students. These programs focus on local watersheds, ecosystems and environmental issues. Programs can also take place at schools (indoors and outdoors) or through online learning. The programs are offered September to June. In addition, are March break and summer nature-based day camps offered at the GRCA administrative office in Port Hope.

The fees charged for the outdoor education program as well as the day camp program are determined largely on a cost-recovery basis, including an amount for program growth. Fees are reviewed annually to ensure sustainability.

Ganaraska Forest Centre Rental (Schedule 5)

The Ganaraska Forest Centre is a multi-purpose facility perfect for hosting weddings, corporate training and other special events including non-profit groups, such as Guides and Scouts. The GFC may be rented for varying lengths of stay from an afternoon to a full week. Special events, such as weddings, are costed differently from non-profit groups.

Other Fees (Schedule 6)

a) Millennium Building Rental Fee

The Millennium Building rental fees are generally developed on a revenue generation basis while considering appropriate market value and market willingness for rental of a limited space within the Millennium Building.

b) Freedom of Information Requests (FOI)

Under *Freedom of Information and Protection of Privacy Act*, any person can make an FOI request for information. GRCA charges an application fee as well as any applicable processing fees.

c) Miscellaneous Fees

Miscellaneous fees administered to a variety of day-to-day requests such as, but not limited to: GIS mapping, data requests, use GRCA lands for professional photography or filming, copies of reports, etc. Existing market value considerations applied.

Refunds

GRCA does not issue refunds for services or products once the application or order is submitted and the payment has been processed.

GRCA has services that require non-refundable deposits. Under exceptional circumstances, refund requests will be considered and may be approved by the CAO/Secretary-Treasurer. If a refund is approved, an administrative fee may apply.

Appeal

The GRCA fee appeal process is based on the principles of fairness, opportunity, and notification. The only fees considered for an appeal are those found under planning and permitting.

Consideration of appeals will be directed to the CAO/Secretary-Treasurer. The appellant must submit in writing to the CAO/Secretary-Treasurer the reasons for the appeal request. The CAO/Secretary-Treasurer will review the request; consult with staff and the proponent. The appeal will be dismissed, upheld or the fee altered. If the appeal is dismissed, the proponent is required to pay the fee amount. If the appeal is upheld, the fee may be waived or varied from the original amount. The applicant will be notified of the CAO/Secretary-Treasurer's decision.

If the applicant is dissatisfied with the decision from the CAO/Secretary-Treasurer, an appeal to the GRCA Board of Directors may be requested.

Policy Review and Public Notification

When updating existing fee schedules or establishing new fees the following policy direction will be considered:

- a) Fees need to be set with regard to legislative requirements, ability to sustain programs and be based on a user-pay philosophy;
- b) Fee increases consider inflation;
- c) Fees must not exceed the costs of delivering the services;
- d) Fee schedules are reviewed annually and regular adjustments to fees are anticipated;
- e) Any adjustment to the fee schedules beyond inflation will be brought to the GRCA Board of Directors for approval; and,
- f) Any provincial regulation that restricts fee increase shall supersede this policy.

Once approved, the revised Policy and/or Fee Schedules will be published on GRCA's website.



Fee Schedules

Schedule 1: Section 28 Regulation Permitting Fees

FEES FOR REVIEW OF APPLICATIONS MADE UNDER (Ontario Reg. 168/06)

Development, Interference with Wetlands, Alteration to Shorelines and Watercourses Regulation (Ontario Reg. 168/06). Pursuant to Section 28, Conservation Authorities Act.

Inquiry/Pre-Consultation (fee deducted from permit review fee – if required)	\$300
Permit Review Fees:	
Development/Interference with Wetland & Alteration to Watercourse and Shoreline	
Routine	\$250
Small Scale – Development/Interference & Alteration	\$500/\$750
Medium Scale – Development/Interference & Alteration	\$1,500/\$2,500
Large Scale – Development/Interference & Alteration	\$3,000/\$5,000
Application to Permit or Resolve Unauthorized Works	Double Original Fee
Permit Amendment	50% of Original Fee (Maximum \$500)
Additional or Requested Site Visit	\$200/\$400
Additional Technical Review Fee	\$150/hr
Large Fill Site (greater than 500m ³)	\$5,000 + \$1.50/m ³
Additional Technical Review/Support Not Covered Above	\$150/hr
Clearance/No Objections	\$100
Legal Inquiry/Solicitor Letter	\$350

FEES FOR REVIEW OF MUNICIPALLY CIRCULATED PLANNING ACT APPLICATIONS

Inquiry/Pre-consultation – deducted from other review fees if applicable	\$300
Minor Variance	\$650
Consent (Severance)	\$1,000
Rezoning/Zoning Amendment	\$1,000
Official Plan Amendment	\$1,000
Site Plan:	
Site Plan Initial Review Fee (Minor)	\$1,000
Site Plan Initial Review Fee (Major)	\$2,500
Detailed Review Fee (Minor)	\$1,500
Detailed Review Fee (Major)	\$3,000
Plans of Subdivision:	
Initial Review Fee	\$10,000
Initial Review Fee (Phased Subdivisions)	\$5,000/phases
Detailed Review Fee (3 Submissions)	\$3,000/ha
Additional Submissions (beyond 3 rd Submission)	\$2,000/sub
Ministerial Zoning Order (MZO)	\$10,000 Deposit

Schedule 2: Tree Planting Fees

STEWARDSHIP FEES		* = Fee + HST
Tree Seedling Program Administration Fee	\$25*	
Tree Planting Administration Fee 0 to 700 Trees	\$0.60*/tree	
Tree Planting Administration Fee 701 to 1750 Trees	\$0.30*/tree	
Tree Planting Administration Fee 1751 and greater	\$0.20*/tree	
Planting & Tending Costs	Market Value	
Planting Stock Costs	Market Value	

Schedule 3: Ganaraska Forest Membership Fees

Every person visiting Ganaraska Forest requires a Ganaraska Forest Day Pass or Membership

MEMBERSHIP	PERMITTED USES							YOUTH: Under 12 yrs. of age				
	Hiking	Snow Shoeing	Cross-Country Skiing	Mountain Biking	Horseback Riding	Hunting	Motorized Passenger	Motorized Operator	MEMBERSHIP		DAY PASSES	
									ADULT	YOUTH	ADULT	YOUTH
Hiking/Snowshoeing	⊙	⊙							\$32	\$0	\$7	\$0
Cross-Country Skiing	⊙	⊙	⊙						\$80	\$40	\$16	\$8
Mountain Biking, Horseback Riding, Hunting	⊙	⊙		⊙	⊙	⊙	⊙		\$80	\$40	\$16	\$8
Motorized Use (Operator)	⊙	⊙		⊙	⊙	⊙	⊙	⊙	\$190	\$95	\$32	\$16
Motorized Use (Passenger)	⊙	⊙		⊙	⊙	⊙	⊙		\$80	\$40	\$16	\$8

GANARASKA FOREST SPECIAL GROUP EVENTS

Special Event (maximum group limit: 100 Participants)

From \$125 + HST *

* based on a group of 25 participants

Schedule 4: Education Program Fees

EDUCATIONAL PROGRAMS		* = Fee + HST
Overnight Experience (flat rate for 30 students minimum)		From \$3,418*
Day Experience (up to 30 students)		From \$502.25*
Outdoor Education On-A-Roll		From \$210/class ¹ + mileage \$0.51/km
Virtual Education Program		\$210/session ¹
SHSM Day Experience – 1 Certification		From \$50*/student
SHSM Day Experience – 2 Certifications		From \$75*/student
SHSM Overnight – 2 day Overnight Experience (min. 20 students)		From \$180*/student
SHSM Overnight – 3 day Overnight Experience (min. 20 students)		From \$272.50*/student
Nature Nuts Summer Camp – Leaders in Training (Port Hope location)		\$335*/camper
Nature Nuts Summer Camps – Regular Camps (Port Hope location)		\$225/camper
Nature Nuts Summer Camps – Extended Care (am or pm only)		\$15/camper per day
Nature Nuts Summer Camps – Extended Care (am and pm)		\$30/camper per day

¹ HST is applied to High School Groups

Schedule 5: Ganaraska Forest Centre Rentals

WEEKEND EXPERIENCES (Non-Profit & Organized Groups)		* = Fee + HST
Full Weekend INDOOR Overnight (Friday 5 pm to Sunday Noon) Includes: Dorms, Weekend Kitchen & Fire Pit	\$1,000* (up to 30 ppl) Over 30 ppl + \$33.33*/person (up to a maximum of 80 ppl)	
Full Weekend OUTDOOR Overnight (Friday 5 pm to Sunday Noon) Includes: Camping Area, Picnic Shelter & Fire Pit	\$120* base fee + \$12*/person	
Firewood	\$10*/bundle	
Cross-Country Ski Rentals (\$100 refundable damage deposit required)	\$30/pair	
Snowshoe Rentals (\$100 refundable damage deposit required)	\$20/pair	

WEDDING RENTALS		* = Fee + HST
Full Facility/Full Weekend Weddings		
Prime Season: May 1 to October 31	From \$7,604*	
Off Season: November 1 to April 30	From \$6,354*	
Pop-Up Weddings		
Pop-Up Wedding with Catering: Ceremony & Picnic Shelter Areas, Officiant, Appetizers and Mudroom Washrooms, 50 ppl	From \$3,500* (3 hrs) +\$100*/extra hr	

FACILITY RENTALS		* = Fee + HST
A-La-Carte Group Day/Overnight Rentals With/Without Catering	From \$120*/day	
Equipment Rental:		
In-Focus Projector and Screen	\$30*/day	
White Board	\$10*/day	
Flip Chart/Easel	\$10*/day	
Photocopy Charges	\$0.20*/page	

Schedule 6: Other Fees

Millennium Building Meeting Room & Kitchen Facility (Port Hope)		* = Fee + HST
Full day (+\$150 Cleaning/Damage Refundable Deposit)		\$175*/day
Half day (under 4 hours) (+\$150 Cleaning/Damage Refundable Deposit)		\$87.50*/day
Equipment Rental:		
In-Focus Projector		\$30*/day
Slide Projector/Screen		\$20*/day
VCR/Monitor		\$20*/day
Overhead Projector		\$10*/day
Flip Charts/Easel		\$10*/day
Photocopy Charges		\$0.20*/page

Freedom of Information (FOI) Requests		* = Fee + HST
Mandatory Application Fee		\$5
Search Time/Record Preparation		\$7.50*/15 mins
Photocopies		\$0.20*/page

Miscellaneous Fees		* = Fee + HST
Professional Fees		
Engineering/Planning		\$100*/hr
Specialist		\$85*/hr
Technicians		\$65*/hr
Photography Fees		
Photography Sessions (groups under 25 ppl)		GF Day Pass/person
Photography Sessions (groups over 25 ppl)		GF Special Event Permit*
Production Filming Fee		From \$1,000*/day
Scouting Fee (when GRCA staff person & vehicle are required)		\$100*/hr
Administration Fee		\$500*
Security Fee (to secure area for production company)		From \$40*/hr