



NOTICE OF MEETING

DATE: March 20, 2025

TIME: 4:00 pm

LOCATION: Hybrid Meeting

AGENDA

MEETING:

BOARD OF DIRECTORS

MEMBERS:

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

1. Welcome, Land Acknowledgement and Call to Order

Land Acknowledgement

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

2. Disclosure of Pecuniary Interest
3. Minutes of Last Meeting – **November 28, 2024– attached**
4. Adoption of the Agenda

5. Business Arising from Minutes:
None.
6. Delegations:
None.
7. Presentations:
None.
8. Correspondence:
9. Applications under Ontario Regulation 41/24 and *Conservation Authorities Act*.
Permits approved by Executive - **schedule attached**

Permit applications requiring Board of Directors discussion:
None
10. Committee Reports:
None.
11. New Business:
 - a) Recreational Users Committee Terms of Reference Update– **staff report attached**
 - b) Ganaraska Forest Centre Liquor License – **staff report attached**
 - c) 2024 Timeline Report for Section 28.1 Applications - **staff report attached**
12. Other Business:
None.
13. Public Question Period - **Agenda Items Only**
 - All questions are to be submitted the day before by 4:00 pm in advance of the Board of Directors meeting in order to allow staff to prepare the answers to the questions. The Chair has discretion for questions on the day of the meeting.
 - A maximum of 10 minutes will be allotted for the Question Period. More time can be allocated at the discretion of the Chair.
 - Persons wishing to ask a question must state their name and address for the record.
 - Questions will be restricted to only those items listed on the agenda.
 - Questions cannot be asked on “In Camera” items.
 - Questions cannot be asked with respect to minutes of Board of Directors meetings or committee meetings.
 - All persons will speak respectfully when asking the question.

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

14. In Camera:
None.

15. Adjourn

GANARASKA REGION CONSERVATION AUTHORITY

MINUTES OF THE BOARD OF DIRECTORS

November 28, 2024 (Hybrid)

GRCA 07/24

1. Welcome, Land Acknowledgement and Call to Order

The Chair called the Ganaraska Region Conservation Authority (GRCA) Board of Directors meeting to order at 4:00 p.m.

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

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

ABSENT WITH REGRETS:

ALSO ABSENT: Willie Woo, Vice-Chair - Municipality of Clarington

Land Acknowledgement

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

2. Disclosure of Pecuniary Interest

None.

3. Minutes of Last Meeting

GRCA 54/24

MOVED BY: Joan Stover
SECONDED BY: Adam Pearson

THAT the Ganaraska Region Conservation Authority approve the minutes of the October 17, 2024 meeting.
CARRIED.

4. Adoption of the Agenda

GRCA 55/24

MOVED BY: Randy Barber
SECONDED BY: Lance Nachoff

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

5. Delegations

None.

6. Presentations

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

Bob Gallagher, Chair of the Ganaraska Forest Recreational Users Committee, presented his annual report to the Board of Directors. During his report there was a brief discussion with regards to the terms of reference for the committee. Staff stated the terms of reference will be brought forward to the March 2025 meeting.

GRCA 56/24

MOVED BY: Mark Lovshin
SECONDED BY: Adam Pearson

THAT the Ganaraska Region Conservation Authority receive the Ganaraska Forest Recreational Users Committee (RUC) Annual Report for information.
CARRIED.

7. Business Arising from Minutes:

a) 2025 Municipal Levy

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

GRCA 57/24

MOVED BY: Adam Pearson
SECONDED BY: Tracy Richardson

A recorded vote is required.

Randy Barber – Town of Cobourg (10.5469%)	- Yes
Mark Lovshin - Township of Hamilton (10.7850%)	- Yes
Vicki Mink - Municipality of Port Hope (8.4221%)	- Yes
Miriam Mutton - Town of Cobourg (10.5469%)	- Yes

Lance Nachoff - Township of Cavan Monaghan (0.2053%)	- Yes
Tracy Richardson - City of Kawartha Lakes (0.0893%)	- Yes
Adam Pearson – Municipality of Port Hope (8.4221%)	- Yes
Joan Stover - Township of Alnwick/Haldimand (0.9825%)	- Yes
Margaret Zwart - Municipality of Clarington (25.0%)	- Yes

The total percentage present to vote was 75%. To carry the motion, 51% total of those present, or 38.25%, is required and cannot be from a single municipality.

THAT the GRCA Board of Directors approve the staff report that includes the 2025 levy in the amount of \$1,318,251.00 and a 3.0% increase in the salary grid effective January 1, 2025.

CARRIED.

8. Correspondence

None.

9. Applications under Ontario Regulation 41/24 and *Conservation Authorities Act*:

Permits approved by Executive:

GRCA 58/24

MOVED BY: Joan Stover
SECONDED BY: Lance Nachoff

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

CARRIED.

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

None.

10. Committee Reports:

a) Ganaraska Forest Recreation Users Committee Minutes – November 7, 2024

GRCA 59/24

MOVED BY: Adam Pearson
SECONDED BY: Tracey Richardson

THAT the Ganaraska Region Conservation Authority receives the Ganaraska Forest Recreational Users Committee minutes of November 7, 2024 for information.

CARRIED.

11. New Business:

a) Highway 401 Expansion over the Ganaraska River and Impacts to Conservation Areas

GRCA 60/24

MOVED BY: Randy Barber
SECONDED BY: Lance Nachoff

THAT the Board of Directors receive the Gannaraska Millenium Conservation Area Boardwalk and Improvements staff report for information.

CARRIED.

b) Gannaraska Forest Centre Gym Demolition and Proposed Rebuild

GRCA 61/24

MOVED BY: Mark Lovshin

SECONDED BY: Lance Nachoff

THAT the Board of Directors receive the Gannaraska Forest Centre Gym Demolition and Proposed Rebuild staff report for information, and,

FURTHER THAT staff be authorized to move forward with a Request for Proposal for the Building Design with a staff report back to the Board of Directors.

CARRIED.

12. Other Business

a) Watershed-Based Resource Management Strategy

GRCA 62/24

MOVED BY: Adam Pearson

SECONDED BY: Joan Stover

THAT the Gannaraska Region Conservation Authority receive the Watershed-Based Resource Management Strategy staff report for information; and,

FURTHER THAT the Gannaraska Region Conservation Authority approve the Watershed-Based Resource Management Strategy.

CARRIED.

13. Public Question Period

None.

14. In Camera

None.

15. Adjourn

GRCA 63/24

MOVED BY: Randy Barber

THAT the meeting adjourned at 4:30 p.m.

CARRIED.

CHAIR

CAO/SECRETARY-TREASURER

Conservation Authorities Act - Ontario Regulation 41/24

Permits approved by Executive:

Date: March 20, 2025

Permit No.	Date	Address	Municipality/ Township	Description of Works
2344-01/25	Jan.16/25	Unopened Willmott Street Right-of-way, approximately 0.16km north of King Street East	Cobourg	Installation of a sanitary sewer via open cut construction.
2345-01/25	Jan.15/25	Elgin Street East, approximately 0.19km west of Brook Road North	Cobourg	Open cut installation of a sanitary sewer and watermain with removal and replacement of existing culvert.
2346-01/25	Jan.15/25	Brook Road North, approximately 0.98km north of King Street East	Cobourg	Installation of sanitary sewer and watermain crossings of Brook Creek East Tributary.
2392-02/25	Feb.20/25	6388 County Road 18 – Harwood Pt.Lt.2, Conc.9	Hamilton	Constructing foundation repairs to an existing building on site.
2415-11/24	Nov.19/24	King Street West, approximately 0.6km west of Burnham Street	Cobourg	Replacement of an existing structural culvert.
2423-12/24	Dec.05/24	Peter Street (adjacent west of #260) Pt.Lt.1, Conc.1	Port Hope	Installation of services (water, sanitary, utilities) under West Gages Creek.
2428-12/24	Dec.05/24	5484 Lakeshore Drive – Harwood Pt.Lt.4, Conc.9	Hamilton	Restoration of existing shoreline protection.
2429-12/24	Dec.05/24	5486 Lakeshore Drive – Harwood Pt.Lt.4, Conc.9	Hamilton	Restoration of existing shoreline protection.
2430-12/24	Dec.19/24	5487 Front Street – Harwood Pt.Lts.3&4, Conc.9	Hamilton	Restoration of 3 existing cottages.
2432-01/25	Jan.21/25	5270 Heaslip Lane Port Hope Pt.Lt.8, Conc.5	Port Hope	Construction of an addition to an existing dwelling & new septic system.
2433-01/24	Jan.17/25	Subdivision located northwest of Belmont Drive, north of Highway 2 - Newcastle Pt.Lts.31& 32, Conc.2	Clarington	Installation of a gas pipeline to new subdivision.
2435-01/25	Jan.16/25	Danforth Road at Midtown Creek crossing and Midtown Creek East crossing	Cobourg	Installation of watermain.

Conservation Authorities Act - Ontario Regulation 41/24

Permits approved by Executive:

Date: March 20, 2025

2436-03/25	Mar.07/25	481 Park Lane Cobourg	Cobourg	Construction of a detached non-habitable garage.
2438-01/25	Jan.23/25	5374 Close Point Road, Unit #17 – Gores Landing Pt.Lt.10, Conc.9	Hamilton	Installation of a replacement septic tank.
2439-01/25	Jan.24/25	103 Third Street Cobourg Harbour	Cobourg	Routine Maintenance dredging of Cobourg Harbour
2445-02/25	Feb.14/25	8385 Deans Hill Road, Campbellcroft Pt.Lt.20, Conc.8	Port Hope	Construction of a new dwelling, detached garage and septic system.

STAFF REPORT – March 20, 2025

TO: Chair and Members of the Board of Directors

RE: Recreational Users Committee Terms of Reference

Each year the Recreational Users Committee Terms of Reference is reviewed and updated when required. As a result of this review, the Terms of Reference has been updated to include a Code of Conduct.

Additional updates were made to provide clarity to the purpose of the Recreational Users Committee and improvements/corrections to tasks. Updates include:

- Removing responsibility of trail maintenance.
- Clarifying that each organization and municipality appoints one representative to sit on the committee and is entitled to one vote in section 2.0 Committee Structure and clarifying the term of the appointment.
- Added a statement in section 2.3 to allow for a designate for the Chair role in their absence and to add structure to the Chair's responsibility that is in similar alignment with the Board of Directors responsibilities as it references a meeting.
- Added Section 2.4 Conduct of Members as taken from the Administrative By-Laws.
- Section 3.4 Quorums and Section 3.5 Motions and Voting were updated to be consistent with the Administrative By-Laws.

RECOMMENDATION:

THAT the Ganaraska Region Conservation Authority approve the updates to the Recreational Users Committee Terms of Reference.

Prepared by:



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

Recommended by:



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

Ganaraska Region Conservation Authority
Ganaraska Forest Recreational Users Committee
Terms of Reference
March 2025

Introduction

1.0 Purpose

The purpose of the Ganaraska Forest Recreational Users Committee (RUC) is to provide advice/comments, as it pertains to the recreational use types of the Ganaraska Forest, to the Ganaraska Region Conservation Authority (GRCA) Board of Directors on:

1. Etiquette, standards and guidelines for recreational uses occurring in the Ganaraska Forest;
2. Recreational user conflicts, and potential solutions, within the Ganaraska Forest;
3. Change in recreational use trends, technology, and demographic as it relates to mitigating future conflicts, retaining recreational interest in the Ganaraska Forest, and ensuring safe trail use while reducing liability;
4. Changes to or new Provincial legislation, and GRCA plans that pertain to recreational use; and,
5. The multi-use recreational trail system, and how recreational opportunities can be improved upon, while at the same time mitigating risk to the user and the ecology of the Ganaraska Forest.

The Ganaraska Forest Recreational Users Committee will also carry out work to:

1. Ensure rules, etiquette and regulations pertaining to recreational use in the Ganaraska Forest are communicated to their organization or municipality membership/population;
2. Promote co-operation among the various recreational user groups;
3. Support the development of recreational programs and/or assist in events in the Ganaraska Forest, which are subject to approval of the Conservation Authority;
4. Communicate with the respective recreational organization or municipality, opportunities to participate in Conservation Authority programs or initiatives that are mutually benefiting and in the best interest of the Ganaraska Forest and recreational opportunities.

Governance

2.0 Committee Structure

Each governing body/municipality listed in section 2.1 is responsible to appoint one representative from that organization or municipality to sit on the RUC. In doing so, each use type will have one vote. The appointee from a governing body is to represent the recreational use type and all its users the Ganaraska Forest. The appointee from a municipality is to be a resident of the municipality and represents the Municipality and its relationship to the Ganaraska Forest.

Appointment methods are determined by the governing body/municipality. The GRCA will provide notification to the governing body/municipality when appointments are required. When a new member is appointed to the RUC, an orientation session may be provided, along with the Terms of Reference of the Committee.

Each representative will sit on the RUC as a voting member for a four (4) year term, which will coincide with municipal elections. A newly appointed RUC membership will be in place by April of the year following the municipal election. Appointments can be made to the RUC throughout the 4 year term as required to fill vacancy. The appointments are volunteer based and no remuneration nor per diem is provided.

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. The role of the Board of Director is to represent the Board of Directors, and to provide expertise and advice to the Committee.

Members must attend 3 out of the 4 regularly scheduled meetings per year. If a member misses a meeting, communications will be sent to the individual from the GRCA noting the absence and emphasizing the need to attend the remainder of the meetings that year. When 2 meetings are missed, a note will be sent to the governing body or municipality, noting the absence and the request to discuss the absence with the appointed individual. If absenteeism continues, the appointed individual will need to be removed from the Committee by the governing body or municipality.

2.1 Voting Members

Members of the RUC will be appointed by a governing body which represents the majority of Ontarians (see section 2.0). The governing body shall represent one of the uses authorized within the Ganaraska Forest. The governing body includes:

- 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 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 Voting Members

- Members must communicate and provide updates to the governing body, organization, or municipality after each meeting.
- Members need to have an open line of communication with the user or municipality that they represent.
- Members are to bring concerns related to recreational use conflict to the Committee.
- Members must participate cooperatively, collaboratively and with respect, with other members of the Committee.
- Members must make decisions that are best for the Ganaraska Forest rather than in the best interest for the individual use type, group or individual.

2.3 Chair

The Chair is appointed by the GRCA Board of Directors and is a non-voting member of the Committee. The Chair's role is to facilitate and chair meetings in a neutral/non-biased manner, ensuring that everyone has the opportunity to participate in contributing to the meeting.

It shall be the duty of the Chair, with respect to any meetings over which they preside, to:

- Preserve order and decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so;
- Ensure that the public in attendance does not in any way, interfere or disrupt, the proceedings of the members;
- Receive and submit to a vote all motions presented by the members, which do not contravene the rules of order;
- Announce the results of the vote on any motions so presented;
- Adjourn the meeting when business is concluded.

In the absence of the Chair, a non-voting Committee member will assume the role of Chair. The first non-voting Committee member to assume the role is the Board of Director member. In the absence of the Chair and the Board of Director member, the recording secretary can fulfill the role as Chair for that meeting.

When the Chair position needs to be filled, a job posting will be circulated, advertising the volunteer position. Interviews and selection will occur by a Committee made up of the Chair of the GRCA Board of Directors, the Board of Directors RUC member, the CAO/Secretary-Treasurer, and Conservation Land Coordinator.

The Chair position is for a 4-year term, and the same chair can be re-appointed.

2.4 Conduct of Members

Members, including the chair, shall maintain a high standard for conduct and at all times comply with applicable laws and the Code of Conduct (Appendix 1).

No member at any meeting of the RUC shall:

- a) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- b) Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;
- c) Interrupt a member while speaking, except to raise a point of order or a question of privilege;
- d) Speak disrespectfully or use offensive words against the Authority, the members, staff, or any member of the public;
- e) Speak beyond the question(s) under debate;
- f) Resist the rules of order or disobey the decision of the Chair on the questions, order or practices;
- g) Criticize any decisions of the Authority or Committee except for moving, in accordance with the provision of the policy, that the question be considered.

If any Committee member violates the standard of conduct, they may be ordered by the Chair to leave their seat for the remainder of the meeting. In the case of an apology being made by the offender, they may, by majority vote of the Committee, be permitted to retake their seat.

No persons except members and staff shall be allowed to come to the table during the meetings of the RUC without permission of the Chair or the Committee.

No member may direct staff to prepare a report unless the request has been sanctioned by the Board of Directors as per the Administrative By-Law.

Members will respect all matters of confidentiality. Members will not reveal any confidential information they learn during the performance of their duties to anyone not present at Committee meetings. Breaches of confidentiality will be addressed with appropriate sanctions, including potential dismissal from the Committee.

2.5 Recording Secretary

A staff member of the Conservation Authority will be appointed as the recording secretary by the CAO/Secretary-Treasurer and is a non-voting member of the Committee.

The recording secretary will prepare the agenda and minutes of each meeting, which will be circulated to Committee members and posted on the Ganaraska Region Conservation Authority website a minimum 5 business days prior to the meeting day.

The minutes will be sent to the next GRCA Board of Director meeting as information.

2.6 Amendments to Committee Structure and/or Terms of Reference

The Committee structure and the Terms of Reference will be considered annually by the GRCA Board of Directors, and a revised Terms of Reference, if applicable, will be provided before the first RUC meeting of the year as part of the agenda package.

Meeting Procedures

3.0 Rules of Order

All meetings will be conducted in a normal business-like manner and according to Robert's Rule of Order.

3.1 Public Participation

The general public is welcome to attend Recreational Users Committee meetings.

3.2 Delegations

Delegations will be encouraged to first address their presentation to the Board of Directors of the Ganaraska Region Conservation Authority. In turn, the Board of Directors may suggest a presentation to the Recreational Users Committee. To make representation to the Committee, a request must be made in writing to the Chair at least 10 business 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. A copy of the presentation should be sent to the recording secretary the Friday prior to the meeting in order that it can be circulated in advance to the RUC members. Presenters should be prepared to answer questions from Committee members.

3.3 Correspondence

All correspondence shall be addressed to the Ganaraska Region Conservation Authority and submitted to the CAO/Secretary-Treasurer. Correspondence will go into the Board of Directors meeting where it may be actioned to go forward to the next RUC meeting for consideration.

3.4 Quorum

One half (50%) of the Committee's voting membership, with filled positions, shall form a quorum for the transaction of business.

If there is no quorum within one half hour after the time appointed for the meeting, the Chair for the meeting shall declare the meeting adjourned due to a lack of a quorum, or shall recess until quorum arrives, and the recording secretary shall record the names of the members present and absent.

If during the meeting a quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting.

Where the number of members who are disabled from participating in a meeting due to the declaration of a conflict of interest is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

If a member is unable to attend any meeting and wishes to bring any additional information or opinion pertaining to an agenda item to the members, the member shall address in writing or email to the Chair and recording secretary such correspondence

prior to the start of the meeting. The correspondence shall be read aloud by the Chair or recording secretary without comment or explanations.

3.5 Motions and Voting

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.

A majority vote of the members present at any meeting is required upon all matters coming before the meeting.

If any member who is qualified to vote abstains from voting, they shall be deemed to have voted neither in favour nor opposed to the question, which will not alter the number of votes required for a majority.

On a tie vote, the motion is lost.

3.6 Notice of Motion

At the discretion of the Chair, new business will be introduced from members 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 from the governing body or municipality prior to presenting the notice of motion and voting. Notices of motion require a mover and a seconder.

The member will provide to the recording secretary, 7 days prior to the meeting, written information and the recommendation wording when the notice of motion was introduced, to form a notice of motion report that will be included in the agenda package.

A staff report, without a resolution, may precede a notice of motion report so that staff input can be considered when considering the notice of motion resolution.

If the notice of motion resolution is defeated, the topic cannot be re-introduced within the following 2 meetings.

Meeting Schedule

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, both in office and virtually (hybrid), or virtually. Additional meetings will occur at the call of the GRCA Board of Director Chair or RUC Chair.

Report to the GRCA Board of Directors

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 the last scheduled meeting each year.

Appendix 1 - Code of Conduct

1. Background

The Gananaska Region Conservation Authority (GRCA) demands a high level of integrity and ethical conduct from its Committee members. The Authority's reputation has relied upon the good judgement of individual members. A written Code of Conduct helps to ensure that all members share a common basis for acceptable conduct. Formalized standards help to provide a reference guide and a supplement to legislative parameters within which members must operate. Further, they enhance public confidence that members operate from a base of integrity, justice and courtesy.

The Code of Conduct is a general standard. It augments the laws which govern the behaviour of, and it is not intended to replace personal ethics.

This Code of Conduct will also assist members in dealing with confronting situations not adequately addressed or that may be ambiguous in Authority resolutions, regulations, or policies and procedures.

2. General

All members, whether appointed representatives of an organization or municipality, are expected to conduct themselves in a manner that reflects positively on the Authority.

All members shall serve in a conscientious and diligent manner. No member shall use the influence of their position for any purpose other than for the exercise of their official duties.

It is expected that members adhere to a code of conduct that:

- i. upholds the mandate, vision and mission of the Authority;
- ii. considers the recreational use of the Gananaska Forest in its entirety, including their appointing organization or municipality;
- iii. respects confidentiality;
- iv. approaches all Gananaska Forest issues with an open mind, with consideration for the Gananaska Forest as a whole;
- v. respects the democratic process and respects decisions of the Recreational Users Committee, GRCA Board of Directors, GRCA staff, as well as Executive Committee, Advisory Boards and other committees, if and when applicable;
- vi. declares any direct or indirect pecuniary interest¹ or conflict of interest when one exists or may exist; and
- vii. conducts oneself in a manner which reflects respect and professional courtesy and does not use offensive language in or against the Authority or against any member or any Authority staff.

¹ Pecuniary interest includes the financial or material interests of a Member and the financial or material interests of a member of the member's immediate family.

3. Gifts and Benefits

Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties.

4. Confidentiality

The members shall be governed at all times by the provisions of the *Municipal Freedom and Information and Protection of Privacy Act*.

Members shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their position, except when required by law to do so.

Members shall not permit any persons, other than those who are entitled thereto, to have access to information which is confidential.

In the instance where a member vacates their position on the Recreational Users Committee they will continue to be bound by the *Municipal Freedom and Information and Protection of Privacy Act* requirements.

Particular care should be exercised in protecting personal data from an individual who has brought forward information to the Recreational Users Committee.

5. Use of Authority Property

No member shall use for personal purposes any Authority property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

6. Work of a Political Nature

No member shall use Authority facilities, services or property for his/her election or re-election campaign to any position or office within the Authority or otherwise.

7. Conduct at Recreational Users Committee Meetings

During meetings of the Recreational Users Committee, members shall conduct themselves with decorum. Respect for delegations, staff and for fellow members requires that all members show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

8. Influence on Staff

Members shall be respectful of the fact that staff work for the Authority as a whole and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence.

9. Business Relations

No member shall borrow money from any individual who regularly does business with the Authority unless such individual is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No member shall act as a paid agent before the Authority, the GRCA Board of Directors, Executive Committee or an advisory board or committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

10. Encouragement of Respect for the Authority and its Regulations

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

11. Harassment

It is the policy of the Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment. Harassment of another member, staff or any member of the public is misconduct. Members shall follow the Authority's Harassment Policy as approved from time-to-time.

Examples of harassment that will not be tolerated include: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to an individual's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The Authority will also not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit and any other prohibited grounds under the provisions of the *Ontario Human Rights Code*.

12. Breach of Code of Conduct

Should a member breach the Code of Conduct and/or Terms of Reference, they shall advise the Chair and Vice-Chair, with a copy to the CAO/Secretary-Treasurer, as soon as possible after the breach.

Should a member allege that another member has breached the Code of Conduct, the said breach shall be communicated to the Chair, with a copy to the CAO/Secretary-Treasurer, in writing. In the absence of the Chair, or if a member alleges that the Chair has breached the Code of Conduct, the said breach shall be communicated the Vice-Chair, with a copy to the CAO/Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a member has breached the Code of Conduct, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

STAFF REPORT – March 20, 2025

TO: Chair and Members of the Board of Directors

RE: Ganaraska Forest Centre Liquor License

Background

The Ganaraska Forest Centre (GFC) is a key facility within the Ganaraska Region Conservation Authority (GRCA), providing educational programs, event hosting, and recreational activities. To enhance the GFC's offerings and increase its revenue potential, the GRCA is seeking to obtain a 4-year liquor license.

Current Situation

The GFC has seen a growing demand for events that include the service of alcoholic beverages. Currently, the GRCA relies on special occasion permits. Obtaining a 4-year liquor license will streamline operations, reduce administrative burdens, and provide a consistent service offering to clients.

Benefits of Obtaining a Liquor License

1. **Increased Revenue:** The ability to serve alcohol at events will attract more bookings and allow for higher pricing tiers.
2. **Enhanced Client Experience:** Offering a full range of services, including alcohol, will improve client satisfaction and event quality.
3. **Operational Efficiency:** A long-term license will eliminate the need for frequent permit applications, saving time and resources for potential renters.
4. **Competitive Advantage:** The GFC will be better positioned to compete with other local venues that already offer alcohol service.

Compliance and Safety Measures

The GRCA is committed to ensuring that the service of alcohol at the GFC is conducted responsibly and in compliance with all relevant regulations. The following measures will be implemented:

- **Staff Training:** All staff involved in the service of alcohol will be required to complete Smart Serve certification.
- **Security:** Events with alcohol service will have appropriate security measures in place to ensure the safety of all attendees.
- **Policies and Procedures:** Clear policies and procedures regarding the service of alcohol, including age verification and responsible serving practices, will be established and enforced.

Financial Implications

The cost of obtaining the 4-year liquor license is estimated at slightly under \$2,500, which includes application fees and necessary training for staff. This cost is expected to be offset by the increased revenue generated from events that include alcohol service.

Recommendation

THAT the Ganaraska Region Conservation Authority approves the application for a 4-year liquor license for the Ganaraska Forest Centre;

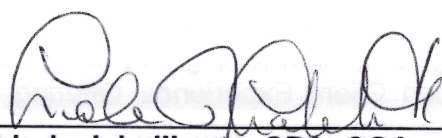
AND FURTHER THAT the necessary measures be implemented to ensure compliance with all relevant regulations and to promote responsible alcohol service.

Prepared by:



Matt Williams
Weekend Events Facilitator

Recommended by:



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

STAFF REPORT – March 20, 2025

TO: Chair and Members of the Board of Directors

RE: 2024 Timeline Report for Section 28.1 Applications

The purpose of this report is to present GRCA's *Conservation Authorities Act* Section 28.1 application review timeline data, for the year 2024 as required by O. Reg.686/21 section 8.1.

Background:

Ontario Regulation 686/21 (Mandatory Programs and Services) under the *Conservation Authorities Act* (CAA) was amended on April 1, 2024 to include annual reporting requirements for CAs. Further to section 8.1 of the regulation, CAs are required to prepare and publish an annual report outlining statistics on permits, including reporting on the level of compliance with requirements of O. Reg. 41/24 respecting the application for and issuance of permits, including any associated timelines.

In addition to reporting on permit statistics and timelines, the Annual Report provides details on compliance with the following elements of O. Reg. 41/24:

- Public availability and annual review of CA mapping;
- Notification of complete applications; and,
- Completion of administrative reviews (within 30 days following a request).

The CA Act and O. Reg. 41/24 outline that:

1. Upon receipt of an application and applicable fee, the Authority has **21 days** to notify the applicant in writing whether or not the application is deemed a "complete application".
2. Upon providing notice that a **major** or **minor/routine** application is complete, CAs have **90 days for major** applications and **30 days for minor/routine** applications to make a decision (issue permit or recommend refusal).

The following table presents the 2024 Timeline results for the 95 permits that were received and issued by GRCA in 2024. 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 - O.Reg. 168/06 (Jan.1st – Mar.31st, 2024)

Permits Issued Within CO Guideline Timeline			Permits Issued Outside of CO Guideline Timeline			Total Number of Permits Issued
Major	Minor	Routine	Major	Minor	Routine	
2	15	5	1	0	0	23

Permits Issued - O.Reg. 41/24 under the CAA (Apr.1st – Dec.31st, 2024)

Permits Issued Within Guideline Timeline			Permits Issued Outside of Guideline Timeline			Total Number of Permits Issued
Major	Minor	Routine	Major	Minor	Routine	
4	49	18	0	1	0	72


RECOMMENDATION:

THAT the GRCA Board of Directors receive the Staff Report regarding 2024 Timeline Report for Section 28.1 Applications, for information.

Prepared by:


Ken Thajer
Planning & Regulations Coordinator

Recommended by:


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