



NOTICE OF MEETING

DATE: September 18, 2025

TIME: 4:00 pm

LOCATION: Hybrid Meeting

AGENDA

MEETING:

BOARD OF DIRECTORS

MEMBERS:

Randy Barber, 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 – **May 15, 2025 – attached**
4. Adoption of the Agenda

5. Business Arising from Minutes:
None.
6. Delegations:
None.
7. Presentations:
None.
8. Correspondence:
Press Release: Ontario Taking Action to Make Conservation Authorities More Effective
[Ministry of the Environment Conservation and Parks](#)
– **note and file**
01/25 Ministry of Environment Conservation and Parks re: Conclusion of Agricultural Sector appointment - – **note and file**
9. Applications under Ontario Regulation 168/06:
Permits approved by Executive - **schedule attached**

Permit applications requiring Board of Directors discussion:
None
10. Committee Reports:
a) Ganaraska Forest Recreational Users Committee minutes – September 4, 2025 - **attached**
11. New Business:
a) Updated Employment Policy – **staff report attached**
b) Cobourg Conservation Area Update – **staff report attached**
c) Garden Hill Dam – **staff report attached**
d) 2026 Preliminary Budget Criteria – **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:
 - a) Ganaraska Forest Centre Auxiliary Building Proposal– **confidential staff report attached**
 15. Adjourn

GANARASKA REGION CONSERVATION AUTHORITY

MINUTES OF THE BOARD OF DIRECTORS

May 15, 2025 (Hybrid)

GRCA 03/25

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
Miriam Mutton - Town of Cobourg
Lance Nachoff - Township of Cavan Monaghan
Tracy Richardson - City of Kawartha Lakes
Joan Stover - Township of Alnwick/Haldimand
Margaret Zwart - Municipality of Clarington
Willie Woo - Municipality of Clarington

ALSO PRESENT: Linda Laliberte, CAO/Secretary-Treasurer
Cory Harris, Watershed Services Coordinator
Ken Thajer, Planning and Regulations Coordinator
Jessica Mueller, Watershed Hydrogeologist

ABSENT WITH REGRETS: Randy Barber, Vice-Chair - Town of Cobourg
Mark Lovshin - Township of Hamilton

ALSO ABSENT: Bruce Buttar - Agricultural Representative
Adam Pearson - Municipality of Port Hope

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 16/25

MOVED BY: Joan Stover

SECONDED BY: Lance Nachoff

THAT the Ganaraska Region Conservation Authority approve the minutes of the April 17, 2025, meeting.

CARRIED.

4. Adoption of the Agenda

GRCA 17/25

MOVED BY: Margaret Zwart

SECONDED BY: Lance Nachoff

THAT the Ganaraska Region Conservation Authority adopt the agenda.

CARRIED.

5. Business Arising from Minutes:

None.

6. Delegations

None.

7. Presentations

None.

8. Correspondence

None.

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

Permits approved by Executive:

GRCA 18/25

MOVED BY: Lance Nachoff

SECONDED BY: Willie Woo

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

CARRIED.

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

None.

10. Committee Reports:

None.

11. New Business:

a) Designation of Provincial Offences Officers

GRCA 19/25

MOVED BY: Joan Stover

SECONDED BY: Lance Nachoff

THAT the staff report be received as information; and

FURTHER THAT the following individuals be appointed as Provincial Offences Officers under Section 30.1 of the *Conservation Authorities Act*:

Greg Holmes
Saathana Varatharajan
Andrew Clarke
Justyn McQuiggan

CARRIED.

12. Other Business

CAO/Secretary-Treasurer updated the Board of Directors on the timber tender results that were opened Wednesday, May 14, 2025.

13. Public Question Period

None.

14. In Camera

None.

15. Adjourn

GRCA 20/25

MOVED BY: Miriam Mutton

THAT the meeting adjourned at 4:15 p.m.

CARRIED.

CHAIR

CAO/SECRETARY-TREASURER

**Ministry of the Environment,
Conservation and Parks**

Conservation and Source
Protection Branch

3rd Floor
40 St. Clair Ave. West
Toronto ON M4V 1M2

**Ministère de l'Environnement, de la
Protection de la nature et des Parcs**

Direction de la protection de la nature et
des sources

3^e étage
40, avenue St. Clair Ouest
Toronto (Ontario) M4V 1M2



357-2025-1889

September 5, 2025

Linda Laliberte
Email: llaliberte@grca.on.ca

Dear Linda Laliberte:

As you may be aware, your agricultural sector representative's appointment concluded on June 30, 2025. The Minister of the Environment, Conservation and Parks has sent a letter to Mr. Buttar expressing appreciation for his contributions.

I hope that Mr. Buttar provided valuable insight and perspectives from the local agricultural community to Ganaraska Region, helping you fulfil your mandate to protect people and property from natural hazards and implementing changes to the *Conservation Authorities Act*.

My staff will be finalizing any outstanding per diem and expense claims in the coming weeks, which will require your review.

If you have any questions or comments, please contact the Ministry of the Environment, Conservation and Parks at ca.office@ontario.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Service".

Kirsten Service
Director, Conservation and Source Protection Branch
Ministry of the Environment, Conservation and Parks

c: James Bertrand, Senior Policy and Project Coordinator, Conservation and Source
Protection Branch, MECP

01/25

Conservation Authorities Act - Ontario Regulation 41/24

Permits approved by Executive:

Date: September 18, 2025

Permit No.	Date	Address	Municipality/ Township	Description of Works
2485-05/25	May 9/25	Northumberland County Lts.1-35, Concessions 2-8 & Lts. 27, 28, 29, 34 & 35, Concs. 4, 6 & 9	Hamilton & Alnwick/Haldimand	Blanket Permit #2 for Installation of new underground fibre optic conduit.
2486-05/25	May 21/25	100 Lake Street, Pt.Lts. 1 & 2, BF Conc.	Port Hope	Installation of new gas service.
2487-06/25	Jun 13/25	Ontario Street, between Dale Rd & 1415 Ontario Street Pt.Lts.18&19, Conc.2	Hamilton	Installation of new underground conduits.
2488-05/25	May 23/25	3618-3792 Lakeshore Road & 300 Riley Road to Lakeshore Road, Newcastle Lts. 23-26, BF Conc.	Clarington	Installation of conduits and vaults using directional bore method.
2489-05/25	May 21/25	Northumberland County Lts. 22, 23 & 24, Concs.5&6 and Lts. 33,34,35, Conc.2	Alnwick/Haldimand	Blanket Permit #3 for Installation of new underground fibre optic conduit.
2490-05/25	May 23/25	Clarke Street (from Catherwood Ln to Mill Street South), Newcastle Pt.Lt.28, Conc.1	Clarington	Installation of new conduits & vaults using directional bore method.
2491-05/25	May 23/25	Mill Pond Road, Orono Pt.Lt. 29, Conc.4	Clarington	Installation of new fibre optic conduit.
2492-05/25	May 14/25	County Road 74 (Dale Road), adjacent #7460 Pt.Lts. 29&30, Conc.3	Hamilton	Installation of new fibre optic conduit beneath a watercourse.
2493-05/25	May 14/25	County Road 74 (Dale Road), adjacent #8890 Pt.Lt.13, Conc.3	Hamilton	Installation of new fibre optic conduit beneath a watercourse.
2494-05/25	May 14/25	County Road 74 (Dale Road), adjacent #9156 Pt.Lts.9&10, Conc.3	Hamilton	Installation of new fibre optic conduit beneath a watercourse.
2495-05/25	May 14/25	County Road 45, adjacent #3179 Meyers Road S. Pt.Lt.1, Conc.4	Hamilton	Installation of new fibre optic conduit beneath a watercourse
2496-04/25	Apr.23/25	Welcome Intersection (County Road 2, County Road 10 and County Road 74) Pt.Lts.12&13, Concs. 2&3	Port Hope	Construction for Road improvements.
2497-05/25	May 16/25	8 Eadie Crescent Pt.Lt.13, Conc.B	Cobourg	Construction of a carport.

Conservation Authorities Act - Ontario Regulation 41/24

Permits approved by Executive:

Date: September 18, 2025

Permit No.	Date	Address	Municipality/ Township	Description of Works
2498-06/25	Jun 4/25	Concession Road 1 (from Mill Street S to Morgans Rd.), Newcastle Pt.Lts.17-27, BF Conc & Conc.1	Clarington	Installation of new conduits and vaults.
2500-06/25	Jun 6/25	V/L Cornish Hollow Road (adjacent northeast of #3053) Pt.Lt.18, Conc.3	Hamilton	Construction of a single family dwelling, garage, driveway, septic system & associated grading.
2501-06/25	Jun 6/25	Concession Road 1 (Newtonville Rd. to Nichols Rd.), Newtonville Road (Lakeshore Rd. to Conc.Rd.1), and Lakeshore Road (#4352 to #4668) Pt.Lts. 3-11, BF Conc. & Conc.1	Clarington	Installation of new conduits and vaults.
2502-06/25	Jun 13/25	4159 Concession Road 4 Orono Pt.Lt.15, Conc.3	Clarington	Installation of 2 new culverts.
2503-07/25	Jun 9/25	755 Division Street Cobourg	Cobourg	Stockpiling material removed from parking lot reconstruction, and associated site grading.
2504-07/25	Jul 16/25	326 Clyde Street Lot 17 Block X Plan Caddy	Cobourg	Construction of a new dwelling.
2505-06/27	Jun 27/25	Port Hope Outer Harbour Pt.Lt.6, BF Conc.	Port Hope	Mechanical dredge of sediment from the outer harbour.
2506-06/25	Jun 24/25	Concession Road 3 (at Stewart Road) & Concession Road 4 (at Gilmore Road) Pt.Lts. 6&7, Concs.2&3	Clarington	Installation of new conduits and vaults.
2507-06/25	Jun 19/25	Multiple Durham Conduit/watercourse Intersections throughout: Lts.1-32, BF Conc.-Conc.3, Lts.1-24, Conc.4, Lts.1-19, Conc.5, Lts.1-10, Conc.6, Lts.1-16, Concs.7&8	Clarington	Blanket Permit - Installation of new conduits and vaults.
2508-07/25	Jul 3/25	3376 Burham Street N. Pt.Lt.20, Conc.4	Hamilton	Construction of a new single-family dwelling, septic system & driveway extension.

Conservation Authorities Act - Ontario Regulation 41/24

Permits approved by Executive:

Date: September 18, 2025

Permit No.	Date	Address	Municipality/ Township	Description of Works
2509-06/25	Jun 24/25	Concession Road 3 (adjacent #3958) & Golf Course Road (adjacent #2429) Pt.Lts.19&20, Conc.2	Clarington	Installation of new conduits and vaults.
2510-07/25	Jul 18/25	435 Bull Road, Baltimore Pt.Lt.34, Conc.5	Alnwick/Haldimand	Construction of new single family dwelling & septic system.
2512-07/25	Jul 15/25	Concession Road 4 (from Hwy 35/115 to Reid Road) Pt.Lts.10,11,12,13,16,17&28, Concs.3&4	Clarington	Installation of new conduits and vaults.
2513-07/25	Jul 15/25	Shiloh Road (adjacent #6527) Pt.Lts.4&5, Conc.6	Clarington	Installation of new conduits and vaults.
2514-07/25	Jul 4/25	Newtonville Road (Conc.Rd.4 to Hill Street), Newtonville Pt.Lt.9, Concs.2&3	Clarington	Installation of new conduits and vaults.
2515-07/25	Jul 24/25	0 Croft Street (adjacent west of 90 Rose Glen Road) Pt.Lt.3, Conc.1	Port Hope	Channel realignment of an existing watercourse.
2516-07/25	Jul 23/25	41 Mill Street N. Part Lot 5, Conc.1	Port Hope	Construction of a non-habitable garage addition.
2517-07/25	Jul 22/25	4241 County Road 2 Campbellcroft Pt.Lt.14, Conc.2	Port Hope	Construction of a pond.
2518-08/25	Aug 20/25	755 Division Street Cobourg	Cobourg	Construction of an extension to an existing parking lot.
2519-07/25	Jul 30/25	20A Barrett Street Pt.Lt.6, Conc.1	Port Hope	Construction of an elevated deck.
2521-08/25	Aug 11/25	9801 Corkery Road Baltimore Pt.Lt.2, Conc.8	Hamilton	Construction of an addition to an existing dwelling.
2522-08/25	Aug 11/25	7535 White Road Kendal Pt.Lts.9&10, Conc.7	Clarington	Construction of a carport, septic system & detached garage, with Additional Dwelling Unit above.
2523-08/25	Aug 11/25	Concession Road 4 (Pollard Rd to Hwy 35/115), and Lockhart Rd, Newcastle Pt.Lts.29-32, Conc.3	Clarington	Installation of new fibre optic conduit beneath watercourses.

Conservation Authorities Act - Ontario Regulation 41/24

Permits approved by Executive:

Date: September 18, 2025

Permit No.	Date	Address	Municipality/ Township	Description of Works
2524-08/25	Aug 11/25	Jibb Road (adjacent N/E #8176), Camborne Pt.Lt.21, Conc.4	Hamilton	Fill placement & associated site grading.
2525-08/25	Aug 20/25	26 Ontario Street Pt.Lt.6, Conc.1	Port Hope	Development activity for the purpose of changing office space to residential use, outside of the floodplain
2526-08/25	Aug 18/25	3761 Knoxville Road Pt.Lt.7, Conc.3	Port Hope	Construction of a single-family dwelling, detached garage with Additional Dwelling Unit above, new septic system & driveway.
2527-08/25	Aug 20/25	5269 Oriole Beach Road, Unit #330 Pt.Lt.20, Conc.9	Hamilton	Construction of a new detached garage.
2528-08/25	Aug 27/25	5176 Main Street Pt.Lt.29, Conc.5	Clarington	Construction of a deck, and slab on grade for wheelchair lifts.
2529-08/25	Aug 20/25	Unopened Road Allowance / 585 Cottesmore & 441 Brook Rd. N – McArthur Path	Cobourg	Minor bank stabilization works along McArthur Path.

MINUTES OF THE GANARASKA FOREST RECREATIONAL USERS COMMITTEE

September 4, 2025

RUC 2/25

1. Welcome, Land Acknowledgement and Call to Order

The Chair welcomed all present and introduced Matt Mair as a new member of the Recreational Users Committee. The Chair called the Ganaraska Forest Recreational Users Committee (RUC) meeting to order at 7:02 pm.

MEMBER PRESENT: Bob Gallagher, Chair
Jim Pearson, Ontario Trail Riders Association
Matt Mair, Ontario Nature
Garry Niece, Hike Ontario
Lisa Thompson, Ontario Federation of Trail Riders
Shawn Marshall, Cross Country Ski Ontario
Amber Panchyshyn, Orienteering Ontario
Alex Schmidt, Ontario Cycling Association
Carolyn Richards, Ontario Federation of ATV Clubs
Peter Wood, Ontario Federation of 4WD Recreationists
Karen Graham, Municipality of Clarington
Lance Nachoff, GRCA Board of Directors

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

ABSENT WITH REGRETS: Matthew Robbins, Ontario Federation of Anglers and Hunters

ALSO ABSENT: Rick Trumper, Ontario Federation of Snowmobile Club
Steve Brownell, Municipality of Port Hope
Maureen McDonald, Township of Cavan Monaghan
City of Kawartha Lakes (position unfilled)

2. Disclosure of Pecuniary Interest

None.

3. Minutes of the Last Meeting

Lance Nachoff explained that the Recreational Users Committee (RUC) meeting scheduled for June 5, 2025 was cancelled by the Chair of the Ganaraska Region Conservation Authority (GRCA) due to questions of conduct raised regarding a member of the RUC. This matter was required to be addressed through the Code of Conduct process before an RUC

meeting could take place. The outcome of the process is confidential and cannot be shared with the RUC. Members are encouraged to review the RUC Terms of Reference (March 2025) to ensure that their actions remain consistent with both the Terms of Reference and the Code of Conduct.

RUC 7/25**MOVED BY:**

Carolyn Richards

SECONDED BY:

Alex Schmidt

THAT the Ganaraska Forest Recreational Users Committee approve the minutes of the April 3, 2025 meeting.

CARRIED.4. Adoption of Agenda**RUC 8/25****MOVED BY:**

Alex Schmidt

SECONDED BY:

Jim Pearson

THAT the agenda be adopted.

CARRIED.5. Delegations

None

6. Presentations

None

7. Business Arising from the Minutes

None

8. Correspondence

None

9. New Business**a) Ganaraska Forest Parking Lot Infrastructure**

Ed Van Osch identified a correction to the Staff report. The correction replaces the wording “south-east” with the wording “south-west” in regard to the location of parking lots in the Central Forest. Additionally, Ed Van Osch explained that GRCA is looking to the RUC representatives to contact their respective user groups to obtain user comments on Ganaraska Forest parking lot infrastructure challenges and submit a synopsis of the received information to the Forest Recreation Technician by November 6, 2025.

Jim Pearson asked if past questions or concerns could be raised through the process identified in this staff report.

Alex Schmidt inquired if GRCA is looking to the user groups to support pre-existing staff ideas. Pam Lancaster replied that the process outlined in the staff report is for fact finding to help inform future property management decisions.

Karen Graham questioned how RUC representatives should reach users to obtain feedback and expressed that RUC representatives are not openly identified on the GRCA website. Bob Gallagher suggested that Karen Graham approach the Municipality of Clarington regarding user group comments submissions.

Carolyn Richards requested clarification regarding submitting individual or group feedback. Pam Lancater explained that RUC members are to discuss parking lot needs and concerns with member's respective user groups and provide a summary of information. This can include a members' knowledge and expertise regarding their use type.

Bob Gallagher clarified that each representative should submit one document containing the comments of their respective user groups. Additionally, the Chair identified that there are challenges finding RUC information on www.grca.on.ca and has extended to Staff to address this issue.

RUC 9/25

MOVED BY:

Alex Schmidt

SECONDED BY:

Karen Graham

THAT the Ganaraska Forest Recreational Users Committee approach respective user groups and obtain information regarding parking challengers or needs at the Ganaraska Forest.

FURTHER THAT Ganaraska Forest Recreational Users Committee representatives are asked to submit user group comments to the Forest Recreation Technician by November 6, 2025.

FURTHER THAT the Ganaraska Forest Recreational Users Committee receives the Ganaraska Forest Parking Lot Infrastructure staff report for information.

CARRIED.

b) Trail Maintenance Volunteer Programs

Ed Van Osch explained that the GRCA is preparing revisions to volunteer programs to streamline the application and implementation processes in hopes of attracting interest from qualified and dedicated volunteers. The initial program being revised is the Ganaraska Forest Trail Maintenance Program for Groups.

Alex Schmidt questioned the policy of not authorizing volunteers to use of motorized leaf blowers within the Central Forest.

Jim Pearson questioned if Forest users have the authority to cut and or remove vegetation on trails.

Ed Van Osch informed the RUC that under a signed volunteer agreement that many management processes might be authorized. Additionally, Ed Van Osch explained that the Ganaraska Forest has rules and regulations that each Ganaraska Forest Day Pass or Membership holder has agreed to at the time of purchase. These rules and regulations are enforceable under the *Conservation Authorities Act* and the *Trespass to Property Act*.

Peter Wood asked staff if there is access to the rules and regulations, and if any other pieces of legislation apply.

Pam Lancaster stated that users can find the *Conservation Authorities Act* and Regulation 688/21 Rules of Conduct in Conservation Area Ontario's E-Laws website.

Karen Graham expressed that GRCA should expect a significant interest from the user community for volunteer opportunities.

RUC 10/25

MOVED BY:

Alex Schmidt

SECONDED BY:

Karen Graham

THAT the Ganaraska Forest Recreational Users Committee approach respective users and groups and encourage participation in volunteer opportunities within the Ganaraska Forest.

FURTHER THAT the Ganaraska Forest Recreational Users Committee receive the Trail Maintenance Volunteer Programs staff report for information.

CARRIED.

c) 2025 Forest Fire Season Update

Pam Lancaster explained challenges regarding fire prevention at Ganaraska Forest and expressed the need for users to adhere to property rules regarding fire prevention. Ed Van Osch informed the RUC regarding the fire protection measures utilized by the GRCA including property rules prohibiting the use of BBQ's, campfires, camp stoves, incendiary devices and fire works, all of which are enforceable under the *Conservation Authorities Act* and *Trespass to Property Act*. GRCA Provincial Offences Officers, Police and Ministry of Natural Resources Conservation Officers patrol the Ganaraska Forest and have the ability to enforce all property rules.

Carolyn Richards questioned if there is signage indicating BBQ prohibition in the parking lots. Pam Lancaster stated that new property use signage has been installed in parking lots that outline property use rules and users can expect more signage to be incorporated into the Ganaraska Forest into the future.

Bob Gallagher posed a question to Staff asking what the easiest way for RUC is to share GRCA messaging. Pam Lancaster requested that RUC members share/forward GRCA social media posts with their respective user groups.

RUC 11/25**MOVED BY:**

Jim Pearson

SECONDED BY:

Alex Schmidt

THAT the Ganaraska Forest Recreational Users Committee encourage their respective recreational organization or municipality to share forward GRCA information regarding forest fire risks and prevention.

FURTHER THAT the Ganaraska Forest Recreational Users Committee encourages their respective recreational users to report violations related to BBQ's, campfires, camp stoves, incendiary devices and fireworks to authorities.

FURTHER THAT the Ganaraska Forest Recreational Users Committee receive the Forest Fire Season Update staff report for information.

CARRIED.10. Adjourn**RUC 12/25****MOVED BY:**

Peter Wood


SECONDED BY:

Karen Graham

THAT the meeting adjourned at 8:09pm.

CARRIED.

The next meeting of the Ganaraska Forest Recreational User Committee is Thursday, November 6, 2025 at 7:00 pm.

Chair

Conservation Lands Coordinator

Staff Report – September 18, 2025

TO: Chair and Members of Ganaraska Region Conservation Authority

RE: Employment Policy Update

The Employment Policy has not been updated since 2022 when the Right to Disconnect and Electronic Monitoring Policy were added. Since then, there have been legislative changes to personal emergency leave, and a Remote Work Policy has been added and the Vaccination Policy has been removed.

Below is a list of sections that have been updated or amended. A copy of the 2022 Employment Policy can be found in your members' handbook.


Changes/Additions Include:

1. Updated 3.5 the wording to remove identifying the exact legislation to a general wording in accordance with current legislation therefore not identifying each individual bill.
2. Updated 4.10 Uniforms and Dress Code, item 8, increasing the work boot allowance from \$150.00 for allowance to \$200.00 and allowing for both winter and summer safety footwear for some positions.
3. Updated 6.0 Sick Leave title to include Paid Personal Leave.
4. Under 6.2 Personal Emergency Leave section was removed as the new legislation eliminated personal emergency leave and replace with three new unpaid leaves, sick leave, family responsibility leave, and bereavement leave which are now included under 7.3.
5. Addition of section 9.7 Social/News Media. (attached)
6. Removal section 9.9 Vaccination Policy.
7. Addition of section 9.12 Remote Work Policy. (attached)
8. Update the appendices, Workplace Violence and Harassment Policy to comply with the Working for Workers Five Act, 2024 which received royal assent and requires GRCA to review current policies and update to include changes to the Occupational health and Safety Act (OHSA).

RECOMMENDATION:

THAT the Ganaraska Region Conservation Authority approve the updates to the Employment Policy dated September 18, 2025 effective immediately.

Prepared by:



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

9.7 Social/News Media

The GRCA makes use of various forms of social and news media to promote programs, communicate topics of interest, educate, and engage with the public (e.g., flood warnings, fire bans, promotion of GRCA programs and events etc.).

It is the responsibility of the Communications & Creative Design Specialist or their designate to monitor and create content, media releases and articles, etc. for GRCA's official presence on social/news media networks and channels and have them approved by the CAO/Secretary-Treasurer prior to release. GRCA has chosen to disable comments on GRCA platforms to prevent misinformation and to have the public contact GRCA through official channels with their questions.

Employees may wish to make their own posts about the GRCA, its activities and/or their program on their personal social media channels, employees must use GRCA approved content and communiques and may then share the post through their own channels.

When making posts or comments on any social media channel, whether public or private, staff shall always conduct themselves professionally. Be advised that inappropriate comments, videos, photographs, links, etc. on social media should be avoided.

In keeping with policies on workplace violence and harassment, harassing, disparaging, defamatory or discriminatory content will not be permitted and is meant to protect the health and safety of employees.

Staff shall abide by these guidelines whether they mention the GRCA by name or not. Even if the GRCA is not mentioned specifically, a link could be made to the GRCA, which could negatively affect the organization's reputation and may be considered a breach of this policy.

This policy is intended to ensure that the image, brand, and reputation of the GRCA are not negatively impacted.

Staff should also be aware that members of the public may use mobile phones and other devices to take photographs or make recordings. Staff should always represent the GRCA positively and professionally. Staff who are photographed or recorded acting inappropriately or unprofessionally may be considered to have breached this policy and **3.0 General Conduct of Authority Employees**.

Remote Work Policy

Purpose

Ganaraska Region Conservation Authority (GRCA or Authority) supports creating opportunities to ensure employees can work productively to achieve organizational goals and commitments that contribute to a culture of accountability, performance, and customer service.

This policy has been drafted to facilitate and guide remote work. GRCA recognizes that positions and individuals will benefit either more or less from hybrid work arrangements and that not all positions will have the ability to work from home so fairness for all staff must be a consideration in developing this policy. Remote work arrangements are a privilege and not a guarantee or an entitlement. All remote work requests from employees will be reviewed and approved by the employee's Supervisor and CAO/Secretary-Treasurer and are never permanent, nor are they a term of an employee's employment.

The Authority reserves the right to determine the organizational workplace (e.g., remote/onsite). If there are any changes to the workplace determination, the Authority will provide reasonable notice and explanation.

Scope

This policy applies to all GRCA employees who have been authorized to work remotely.

Definitions

Workplace: means any land, premises, location, or thing at, upon, in or near which a worker works (as per s. 1(1), *Occupational Health and Safety Act*).

Primary Workplace: defined as the workplace of the individual at the time of hiring. In general, the primary workplace will be the GRCA administrative office and/or the Ganaraska Forest Centre.

Remote Workspace: a workspace where GRCA employees work remotely from a location other than a GRCA office.

Remote Work Arrangement: an approved arrangement for the employee to perform defined duties from the employee's remote workstation during the agreed hours for a specified period, the terms of which are set out in a Remote Work Arrangement form entered between the organization and the employee.

Remote Work: is a work arrangement in which work is performed from home or a workplace usually with the aid of technology sources such as a telephone, laptop, desktop computer, business communication resources, and other technology tools.

Fieldwork Season: April 1 through to November 30 each year, unless otherwise specified.

Remote Workdays: up to a maximum of two (2) **fixed** days per week (not in succession) the employee may work at home or an approved designated remote workplace/workspace with the

understanding that their presence may be required in the office, in the field during fieldwork season, at scheduled meetings etc. during the week and additional days in any given week may be required onsite to accommodate emergent business requirements.

Working Hours: defined at the individuals time of hiring and may vary depending on the role. Core business hours of the GRCA fall between 8:30am – 4:30pm (35 hours regular work week for full time employees) on weekdays unless otherwise specified at the time of hiring.

Fit for Duty: employee is in a state (physical, mental, and emotional) that enables them to perform assigned duties competently, safely, and professionally without endangering themselves or others.

Types of Remote Work Arrangements

There are two types of remote work covered under this policy as shown in Table 1 below.

Table 1. Types and Description of Remote Work Arrangements

Type of Arrangement	Description	Type of Approval
Fixed Term	A long-term arrangement where the employee works from a remote workspace part of the time on a regular basis, except during seasonal limitations, if applicable.	Formal written agreement required
Critical Situation	An unexpected, undefined, and evolving situation that necessitates an employee to work from a virtual workspace. Remote work in critical situations may be mandatory as opposed to optional. Such situations are temporary by nature and temporary remote working arrangements are understood not to alter the nature or typical working arrangements of any specific position (versus an accommodation). The timeframe for this work arrangement is undetermined and dictated by circumstances outside the direct control of the GRCA, such as political or health situations.	Formal notice from CAO/Secretary-Treasurer (or designate) required

Eligibility & Approval

Not all positions are appropriate for remote working arrangements. When considering an employee's request for a remote working arrangement, consideration will be given to criteria such as requirements for face-to-face interactions, workflow and communication, use of specific equipment, fieldwork etc. In addition, all employees eligible to work from home must have a demonstrated history of consistent and reliable work performance that can continue to be demonstrated from working at home. Unsatisfactory employee performance may result in the

temporary or permanent removal of remote work arrangements. Eligibility will be assessed on a case-by-case basis.

It should be noted that critical situations may require remote work to be performed even for positions that might not otherwise be suited for remote work.

As mentioned above, fieldwork is one of the eligibility criteria considerations for remote work. Employees with fieldwork duties are expected to attend their primary workplace, during their regular working hours, throughout fieldwork season. Those employees in a public-facing role or where it has been determined by their supervisor that they cannot effectively perform their work remotely, will be ineligible for remote work and will be required to work in their designated primary workplace location on an ongoing basis.

All fixed term remote work arrangements need to be documented and require Supervisor and CAO/Secretary-Treasurer approval prior to performing remote work.

Denial of Remote Work Request

When an employee's remote work request is denied, the supervisor will inform the employee in a timely manner, preferably within one to two weeks.

General Practices

The Remote Work Policy applies if the employee is "fit for duty" and under specific circumstances arranged with the immediate supervisor. If an employee is not able to work all or part of a normal workday due to a personal illness (sick), taking care of immediate family, or overseeing a personal emergency, then the appropriate type of leave to the circumstance (sick leave, personal paid leave, vacation, time off in lieu hours or unpaid leave) should be taken.

It is the expectation that employees perform their remote work within Ontario at the home address designated in the remote work arrangement. Remote work will not change existing salary, benefits, compensation, vacation, or other benefits of the employee, unless specifically outlined in the offer of employment. Remote work will not alter the requirements to comply with employee duties and responsibilities or to comply with GRCA's policies.

Remote Work Arrangements

Fixed term remote work arrangements may be approved for a maximum of two (2) **fixed** remote workdays per week (not in succession) on an annual basis. Employees must work the agreed workdays, with a clear understanding that they will not incur overtime hours without prior approval from their supervisor. Employees must ensure that they follow all applicable employment legislation including hours of work, breaks and eating periods. Remote work arrangements should be discussed with the immediate supervisor, documented using a remote work arrangement form and have supervisor and CAO/Secretary-Treasurer approval in advance of working remotely. In addition, a current Remote Work – Self Assessment Checklist completed by the employee and reviewed with the supervisor must accompany all annual remote work arrangements. GRCA will review remote work arrangements on an annual basis.

Critical situation work arrangements will be at the direction of the CAO/Secretary-Treasurer or their designate and circumstances at the time will dictate the length and particulars of the work arrangement.

All employees with remote work arrangements must successfully abide by the following conditions to continue with the arrangement:

- Normal business hours remain in effect. All employees must be available by phone and email during these core hours. GRCA expects the same level of professionalism and responsiveness from its remote employees as it would from employees working in office.
- Working remotely should not affect an employee's ability to complete daily functions and provide timely service to clients.
- Check in with supervisor about workplans and deliverables.
- Maintain open and frequent communication with team members.
- When conducting webinars and video conferencing, maintain an acceptable dress code, like what would occur in a face-to-face interaction or meeting.
- Employees shall not host work related in person meetings at the remote work location
- Ensure Outlook email calendars, out-of-office notifications and voicemails are kept up to date and ensure availability status is identified on Microsoft Teams account.
- Indicate working from home days in sign out book, GRCA Staff Outlook calendar
- Computers and other equipment provided by GRCA are to be used in accordance with computer, network, data, and email use as outlined in GRCA Employment Policy.

All parties involved in the remote work arrangement should strive to achieve the purpose as detailed within this policy. Careful consideration is needed to avoid some of the challenges that can arise from remote work, such as:

- difficulty unplugging after work
- separating home and work
- rise in loneliness or other mental health issues due to isolation
- difficulty collaborating or communicating.

GRCA will attempt to give reasonable notice to alter or cancel remote work arrangements at its sole discretion for any reason. If that occurs, employees must resume their regular working hours, on premises, at their regular place of work, as directed by their supervisor. Such a decision is reasonable and within the Authority's legitimate discretion, and that no alteration or cancellation of remote work arrangements will amount to a constructive dismissal.

In-Office Availability & Substitution Days

Employees must be available to attend scheduled meetings and participate in other required departmental or team activities in-office as needed, and will be given advance notice where possible, although exceptions can apply in extraordinary circumstances.

On occasions where an employee's presence is required at the workplace for a business-related need on a day when the employee is scheduled to work remotely, the Authority will not provide a substitute day for the employee to work remotely in the same week and the employee will not be compensated for mileage for their drive to work, nor for travel time.

Should the scheduled remote workday fall on an approved vacation, sick, lieu or statutory holiday, employees will not be permitted to substitute another day to work remotely.

Employer Responsibilities and Liability

The employee's remote workspace will be considered an extension of GRCA's workspace while the employee is working, therefore, GRCA will maintain all its responsibilities as the employer for matters occurring during the performance of the employee's duties. GRCA assumes no liability for injuries or losses occurring in the employee's remote workspace that is not directly attributable to the employee's performance of expected work duties.

Workplace Safety Insurance

During work hours and while performing work functions in the designated work area of the remote workspace, should the employee experience a work-related injury or incident, employees covered by GRCA's Workplace Safety Insurance Board (WSIB) insurance coverage in the same manner as if they were working on-site. Employees have an ongoing obligation to report any workplace injuries or illnesses.

Inclement Weather

In the event of inclement weather employees are to follow the policies outlined in the GRCA Employment Policy section **4.5 Inclement Weather**. In addition to the directives outlined in the GRCA Employment Policy should an Authority facility be closed due to inclement weather on an employee's designated remote workday, the employee will not be eligible to receive any time off or lieu time and is expected to continue working for the remainder of the day.

Dependent or Child Care

Employees must arrange for childcare or dependent care during their agreed work hours.

Remote working arrangements as outlined in this policy are at the request of the employee and not as a workplace accommodation. Any accommodation requests, including Human Rights accommodations, should be brought to the attention of Human Resources.

Data Security & Confidentiality

Employees acknowledge the duty of confidentiality, as detailed in the GRCA's Employment Policy, and applies to all aspects of the Authority business while participating in remote work.

Employees must ensure the same, if not greater, level of security for all company network and data access, physical documents and any sensitive information that may be displayed on a home workspace computer screen or on a laptop used for work purposes. Employees must follow all guidelines, requirements and policies set out by the Authority that guide and direct security and confidentiality.

Appropriate Use and Asset Protection

The use of equipment and data supplies provided by the GRCA is limited to the employee only and for purposes of completing work activities at the designated remote workspace. The employee has the responsibility to ensure that all items in their possession are properly transported, used and reasonable precautions are taken to protect the authority's equipment and resources from loss, theft, damage and/or unauthorized access, applying the same standards of care in the remote workspace as when working at GRCA locations.

Provision of GRCA Equipment During Remote Work

Employees are permitted to use their assigned Authority provided laptop during remote work and agree to protect Authority owned equipment from damage, theft, or loss. Conservation Authority owned monitors, printers, and furniture are to remain on Authority premises. The employee is responsible for furnishing, equipping (sufficient internet bandwidth), and maintaining (such as electricity, heat, hydro, etc.) their home or designated remote workspace so they have a safe, secure, healthful, and comfortable work environment and can accomplish their work in an efficient and expeditious manner.

Employees working remotely who leave the Conservation Authority or discontinue a remote work arrangement (voluntary or non-voluntary) will be expected to return all GRCA issued equipment, property and/or records within one week of the event commencement.

Tax Implications regarding Working from Home

As working remotely is a benefit and not a requirement of employment, GRCA will not issue T2200S/T2200 forms for employees electing to participate in remote work.

The Canada Revenue Agency (CRA) may have allowances or provisions but is incumbent on the employee to determine and validate any claims for home office deductions directly with CRA.

Each employee is fully and solely responsible for their personal tax filings (including any taxes, interest, and penalties that the employee may owe), and is also solely responsible for retaining the required documentation for the CRA. Employees are strongly encouraged to seek independent tax advice when completing tax filings.

Monitoring and Review

Supervisors and employees should review the remote working arrangement at least annually or sooner, during which they would assess whether the remote working arrangement is meeting the needs of GRCA. Suggested review criteria can include work performance (productivity, quality of work, ability to meet deadlines, team cohesiveness and collaboration, customer satisfaction/service), relationships (working relationships, employee satisfaction, sense of commitment and belonging, reliability), and impact on organization (absenteeism, availability, reputational impact, impact on team goals and objectives, impact on departmental efficiencies). The review may result in changes to the remote working arrangement, including termination of the arrangement, if the supervisor so determines it.

Staff Report – September 18, 2025

TO: Chair and Members of Ganaraska Region Conservation Authority

RE: Cobourg Conservation Area Agreement

Background:

The Ganaraska Region Conservation Authority (GRCA) has had a signed agreement with the Town of Cobourg since May 29, 1990. Under this agreement, the Town is granted use of the Cobourg Conservation Area for park, recreational, and related purposes in exchange for ongoing maintenance of the lands. This arrangement has functioned successfully for many years.

Current Situation:

The Town of Cobourg recently introduced a stormwater management charge applied to landowners within the Town. Exemptions were granted for school boards and Town-owned lands. In January 2024, GRCA formally requested an exemption from these charges. Town staff undertook a review of the request.

On December 18, 2024, Council passed By-law Number 065-2024. At that meeting, Councillors Mutton and Barber moved to exempt the GRCA-owned Cobourg Conservation Area from stormwater fees; however, the motion was defeated.

The Cobourg Conservation Area, located at 700 William Street, contains significant natural hazard features, including floodplain and erosion hazards. These lands serve as natural habitat, support biodiversity, and provide residents with passive recreational opportunities and nature-based experiences. The site is free of permanent impermeable structures, except for a small cairn (approximately 4' x 4') commemorating the official opening of the Cobourg Conservation Area by Queen Elizabeth II. There is also a hard surfaced trail, which was requested by the Town of Cobourg in 2002, leading from Elgin Street to the pedestrian bridge which was not constructed by the GRCA.

Concerns:

Applying stormwater management charges to conservation lands sets a troubling precedent for Ontario. If other partner municipalities follow Cobourg's example, GRCA could face over \$1.8 million in annual costs based on Cobourg's original 2023 rate of \$402.10 per hectare. This would represent roughly 50% of the 2025 Preliminary GRCA budget.

While Cobourg has since reduced the rate (\$171.75 in 2023/2024 and \$93.36 in 2025), the principle of applying a stormwater fee to conservation lands remains a concern. In other jurisdictions where municipalities levy stormwater fees, conservation authority lands have been exempt, recognizing their important role in water absorption/infiltration, flood mitigation, and ecological value.

Charging the GRCA a stormwater fee for Cobourg Conservation Area—a property that functions as a natural sponge — undermines the Authority's ability to maintain and protect

lands across the watershed and devalues the role of natural spaces such as Cobourg Conservation Area in their role of green infrastructure to support flood mitigation. This approach undermines the long-standing application of good faith that has been foundational in the relationship between the Town of Cobourg and GRCA.

Conclusion:

Given these circumstances, staff recommend invoking the escape clause (#13) in the existing agreement and providing notice to the Town of Cobourg that GRCA will terminate the agreement effective December 31, 2025. Staff will also prepare a plan to transition the Cobourg Conservation Area toward a more naturalized state, consistent with the management of other GRCA-owned lands.

RECOMMENDATION:

THAT the Board of Directors direct staff to invoke the escape clause in the Memorandum of Understanding dated May 29, 1990 effective December 31, 2025.

Prepared by:



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

STAFF REPORT – September 18, 2025

TO: Chair and Members of Ganaraska Region Conservation Authority

RE: Garden Hill Dam

A presentation will accompany this staff report.

Background

The Ganaraska Region Conservation Authority (GRCA) constructed the Garden Hill Dam on the North Ganaraska River within the village of Garden Hill in 1959. The structure was part of the construction of Northumberland County Road #9. The dam outlets within a large extended concrete box culvert road structure, with an approximate size of 12m x 12m. The original purpose of the structure was to manage flows in the North Ganaraska River, provide recreational opportunities and to provide habitat for wildlife.

The reservoir is also used by the Port Hope Fire Department as a source of water for fire suppression and a dry hydrant is accessed off of Mill Street North.

2023 Dam Inspection and Report

In 2023, GRCA received a small amount of funding from the Water and Erosion Control Infrastructure (WECI) Fund to retain a consultant to complete a formal dam inspection and prepare a summary report. The report was released in December 2023 and included a number of recommendations for the GRCA, including:

- Ongoing monitoring of dam elements, particularly the possible movement in the upstream wingwalls
- Complete a condition assessment of the concrete and prepare plans for remediation
- Prepare an updated Dam Safety Review (DSR)
- Complete a Public Safety Risk Assessment and prepare an updated Public Safety Plan
- Review safety signage
- Remove vegetation along the north embankment (ongoing)
- Relocate shoreline anchors for safety booms away from the sluiceway (completed by GRCA in 2025)
- Install additional erosion protection/stone
- Re-seal the construction joints between the upstream wingwalls and abutment walls
- Reinforce the south wall of the control building
- Replace the deteriorating stoplogs

The report included a number of recommendations for the County as well, relating to the maintenance of the road and culvert, road drainage, safety measures, etc.

The report estimated \$253,000 in costs for GRCA to implement all of the assigned recommendations. As some of the recommendations could be carried out by staff in place of consultants, a degree of cost savings can be achieved, putting the costs closer to \$200,000.

Water and Erosion Control Infrastructure (WECI) Program

The Water and Erosion Control Infrastructure (WECI) program is a Ministry of Natural Resources (MNR) capital cost share program with municipalities to provide matched funding to Conservation Authorities (CAs) for major maintenance or related studies of water or erosion control structures that are either owned or maintained by Conservation Authorities. This program contributes to public safety and natural hazard prevention at the local watershed level.

Since the significant reductions in provincial funding in the mid-nineties, Conservation Authorities no longer have budget for the maintenance of flood and erosion control infrastructure and rely heavily on the WECI program. The province provides \$5,000,000 annually to the WECI program and these funds are allocated to priority projects across the 36 Conservation Authorities. If local (matching) funding can be secured through municipal partners, Conservation Authorities submit project proposals to the WECI Committee for review and approval.

A recent change to the WECI program has reduced the frequency of submission of applications from annually to every other year. The next application intake is spring of 2026.

GRCA staff have reached out to staff at the Municipality of Port Hope to request funding support to enable GRCA to submit an application for funding to the WECI program and were advised that they are facing a number of pressures and it is very difficult to support this initiative. It was suggested that this request for funding would have to be a specific ask of Council amongst all of the other considerations.

Priority Issues

Within the last two years, the original stoplogs at the bottom of the dam have deteriorated, are leaking, and will require replacement in the summer/fall of 2026. At the current rate of deterioration, the stoplogs will no longer be able to maintain water levels in the reservoir. The proposed replacement work will require that the reservoir be drawn down significantly to facilitate the work. It would be beneficial

to undertake concrete repairs and painting of the stoplog gains in conjunction with this work to simplify logistics and save costs. The drawdown will also require significant efforts to mitigate environmental impacts to the reservoir and minimize the transport of sediment that has been accumulating in the reservoir over the past 66 years.

RECOMMENDATION:

THAT the Ganaraska Region Conservation Authority receives the staff report regarding the Garden Hill Dam for information;

AND FURTHER THAT staff be directed to seek sources of matching funding to support a 2026 WECI application for dam maintenance and repairs.

Prepared by:

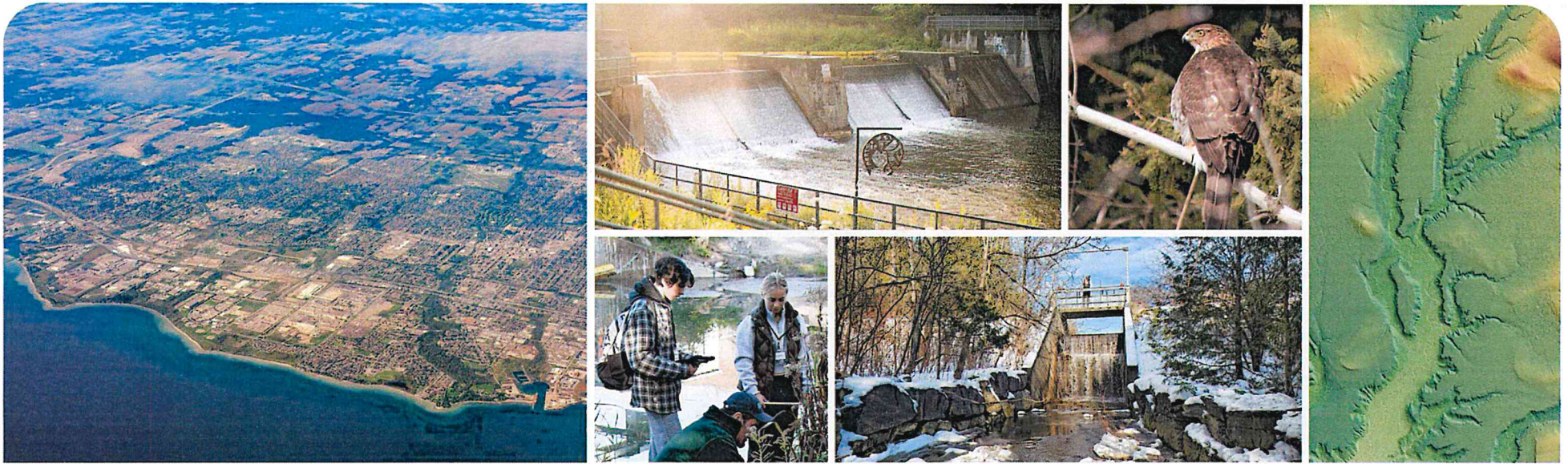


Cory Harris, P.Eng.
Watershed Services Coordinator

Recommended by:



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



Garden Hill Dam – Maintenance and Repairs

Cory Harris, P.Eng.
Watershed Services Coordinator, GRCA

GRCA Board Meeting
September 18, 2025





Outline

- Brief History of the Dam
- Ownership of Outlet Structure
- 2023 Dam Inspection Report Recommendations
- Priority Items
- Funding
- Looking to the Future





Brief History

- The GRCA constructed the Garden Hill Dam on the North Ganaraska River within the village of Garden Hill in 1959.
- The structure was part of the construction of Northumberland County Road #9 and the dam outlets within a large extended concrete box culvert road structure, with an approximate size of 12m x 12m.
- The original purpose of the structure was to manage flows in the North Ganaraska River, provide recreational opportunities and to provide habitat for wildlife.





Brief History - continued

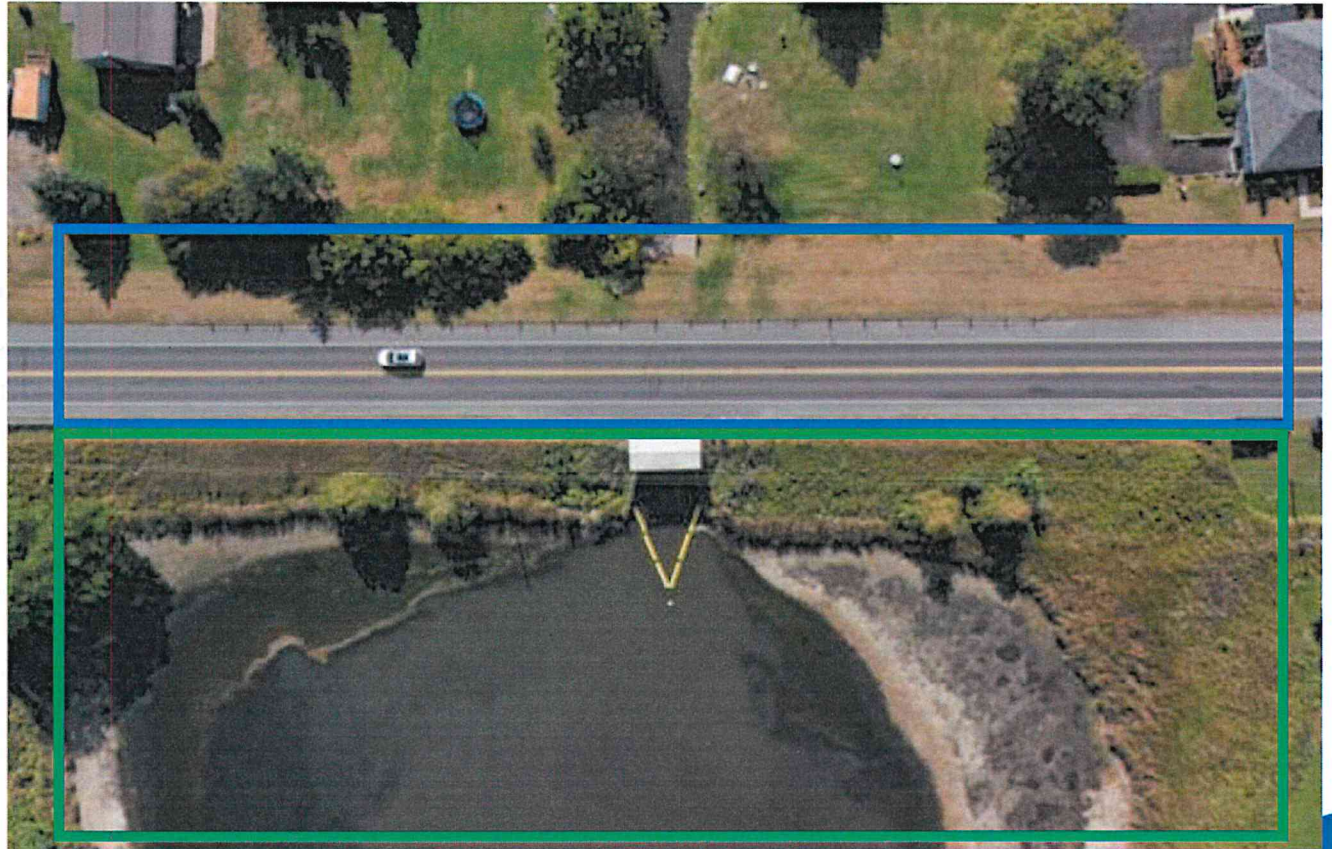
- The reservoir is also used by the Port Hope Fire Department as a source of water and a dry hydrant is accessed off of Mill Street North.





Ownership of Outlet Structure

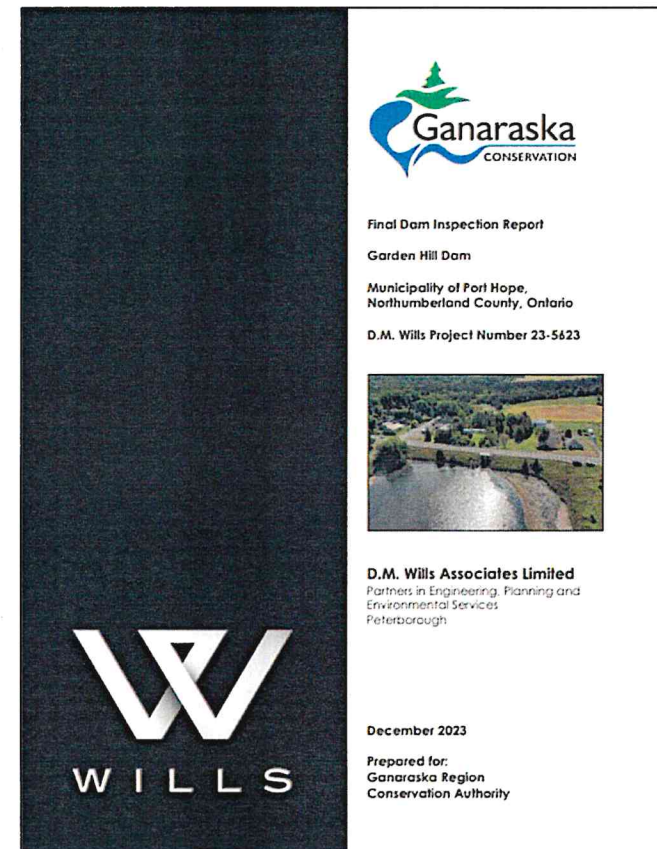
- The roadway, embankment and culvert is owned and managed by Northumberland County
- The reservoir and dam outlet structure is owned and managed by GRCA





Dam Inspection Report

In 2023, GRCA received a small amount of funding from the Water and Erosion Control Infrastructure (WECI) Fund to retain a consultant to complete a formal dam inspection and prepare a summary report. The report was released in December 2023 and included a number of recommendations based on assessing condition of dam components and the risk of component failure .





Dam Inspection Report Recommendations

- Ongoing monitoring of dam elements, particularly the possible movement in the upstream wingwalls
- Complete a condition assessment of the concrete and prepare plans for remediation
- Prepare an updated Dam Safety Review (DSR)
- Complete a Public Safety Risk Assessment and prepare an updated Public Safety Plan
- Review safety signage
- Remove vegetation along the north embankment (ongoing)
- Relocate shoreline anchors for safety booms away from the sluiceway (completed by GRCA in 2025)
- Install additional erosion protection/stone
- Re-seal the construction joints between the upstream wingwalls and abutment walls
- Reinforce the south wall of the control building
- Replace the deteriorating stoplogs

Estimated Costs for GRCA to Implement Recommendations: \$253,000

Dam Inspection Report – Wingwalls



Dam Inspection Report – Concrete Condition





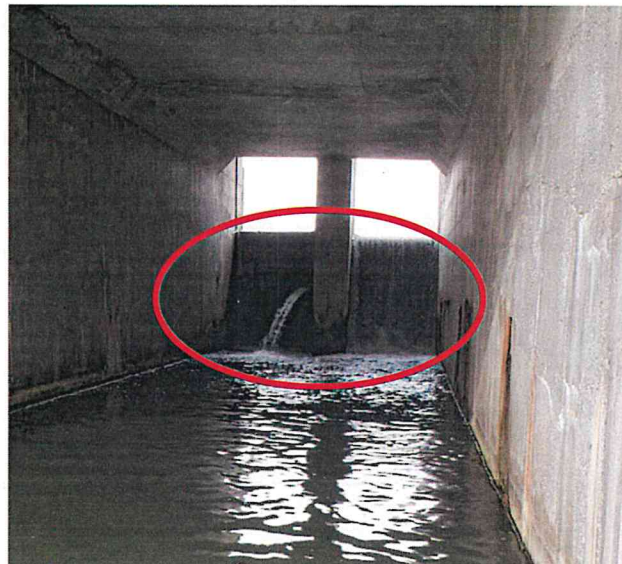
Dam Inspection Report – Control Building



Dam Inspection Report – Stoplogs



Fall 2023



Fall 2024

- Within the last two years, the original stoplogs at the bottom of the dam have deteriorated, are leaking, and will require replacement in the summer/fall of 2026.
- At the current rate of deterioration, the stoplogs will no longer be able to maintain water levels in the reservoir.

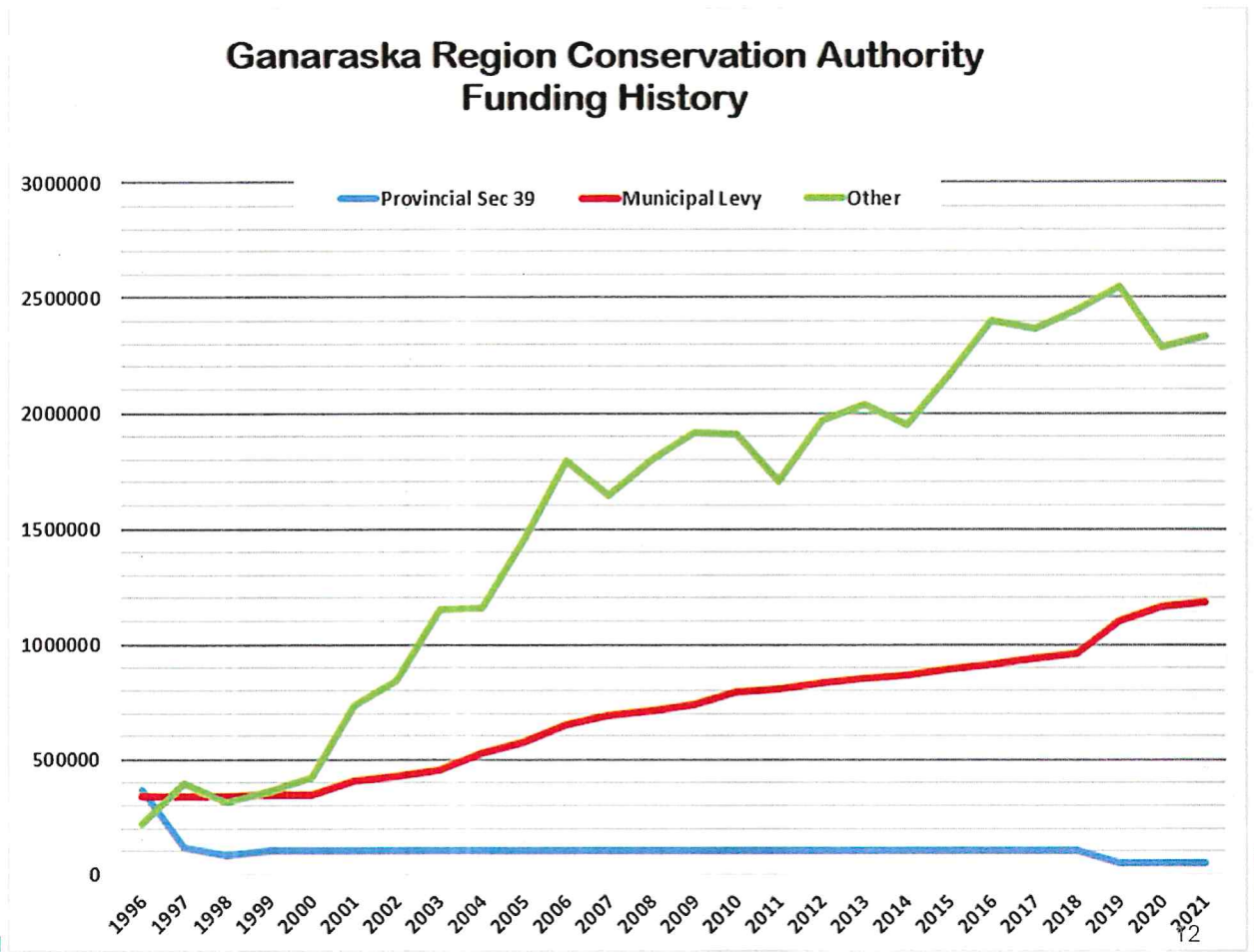


Summer 2025



Funding Challenges

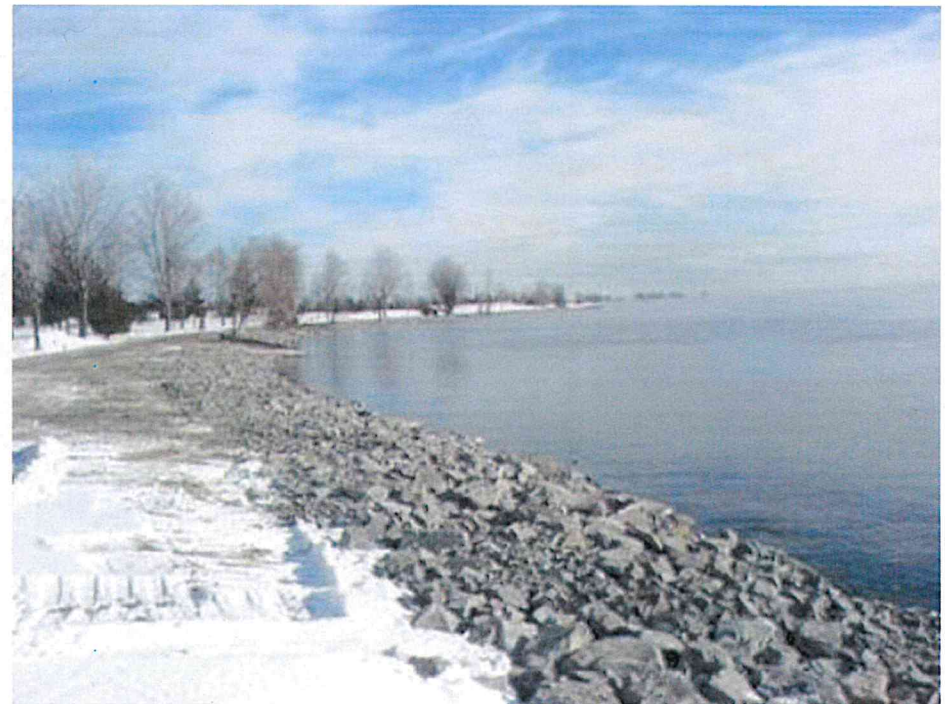
- Previous to the cuts in the mid-1990s, CAs had received provincial funding to support capital projects, including maintenance of dams, flood control channels, etc.
- In 1997, this funding was drastically reduced (see blue line)





Water & Erosion Control Infrastructure (WECI) Program

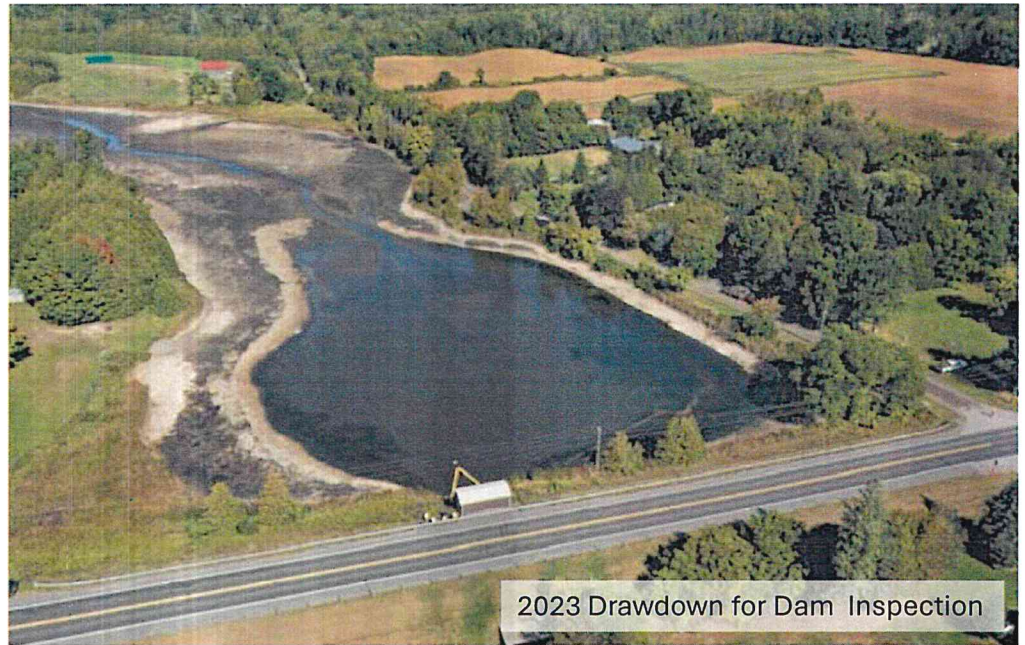
- The Water and Erosion Control Infrastructure (WECI) program is a Ministry of Natural Resources (MNR) capital cost share program with municipalities to provide matched funding to Conservation Authorities (CAs) for major maintenance or related studies of water or erosion control structures that are either owned or maintained by Conservation Authorities.
- Cost share funding is 50% Local Municipality and 50% Province
- This program contributes to public safety and natural hazard prevention at the local watershed level.



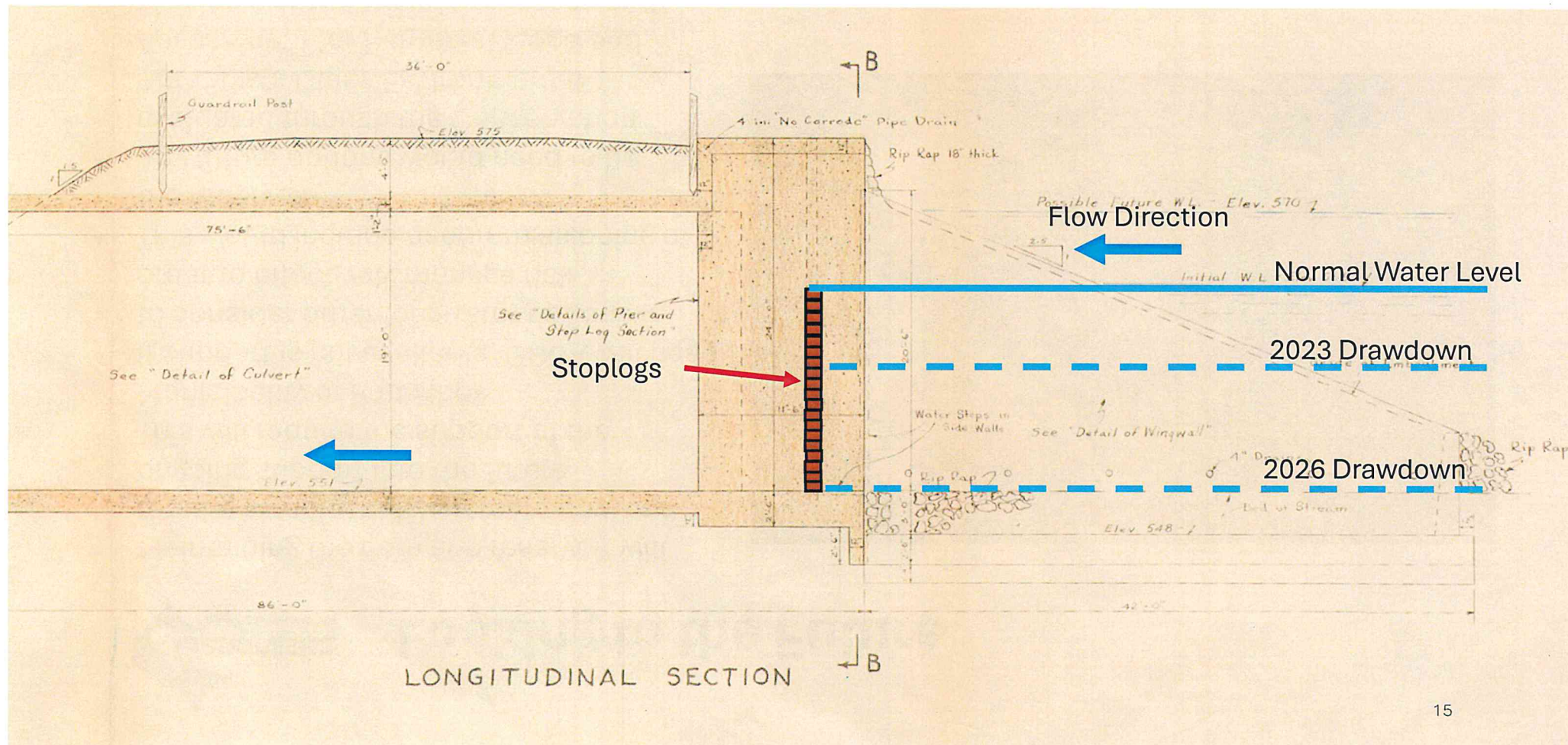


Logistics for Replacement of Stoplogs

- 2023 drawdown for the inspection was significant (removed 7 of the 19 logs per side)
- 2026 drawdown to replace stoplogs would be significantly lower, essentially draining the reservoir
- It would be beneficial to undertake concrete repairs and painting of the stoplog gains in conjunction with this work to simplify logistics and save costs.
- Would need to implement mitigation options to protect aquatic life, particularly fish, turtles, frogs, etc. and manage discharge of accumulated sediment



Side View of Dam Outlet Structure





Looking to the Future

- Maintaining the dam and reservoir will require significant investment now and ongoing support into the future
- This will require the support of the Municipality of Port Hope
- If support is not available, GRCA will need to consider other long-term options in order to effectively manage risk
- This would include decommissioning of the reservoir
- Any future options would need to be evaluated through the [Conservation Authority's Class Environmental Assessment for Remedial Flood and Erosion Control Projects](#) process and would include public input/comment





Thank you!



Staff Report – September 18, 2025

TO: Chair and Members of Ganaraska Region Conservation Authority

RE: 2026 Preliminary Budget Criteria

Staff is developing the 2026 preliminary budget for the Ganaraska Region Conservation Authority (GRCA). Staff has reviewed the current programming requirements and the need for annual adjustments to the base levy. The current base levy is set at \$16,953.59 for the seven watershed municipalities. This base levy is intended to cover costs associated with board members as well as some direct costs associated with the administrative office. The base levy is divided equally among the seven watershed municipalities. The total base levy is subtracted from the total levy, and the assessment growth as well as economic adjustment is applied to that difference only.

In 2025 the total levy is \$1,318,251 which is approximately 26% of the budget. The increase to the total general levy over the past few years has been slightly below the annual consumer price index. Staff is continually looking for funding partnerships while utilizing current resources both effectively and efficiently as well as meeting the demands of the program areas. It is important that the increase in levy continues to meet these demands while trying to balance the various guidelines from the watershed municipalities. In discussions with the Chair, it is therefore suggested that the 2026 budget criteria be set at a 3.0% increase for both the base levy and general levy, which recognizes the need to continue sustainable funding.

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

Once the criteria have been set, the preliminary budget will be prepared for the October meeting and the proposed levy will be reviewed in context of the 2026 preliminary budget. The Board then directs staff to send the budget, with the proposed levy amounts, to the watershed municipalities for review. The municipalities are required to have a minimum of 30 days to review the document and provide feedback. The final levy vote will take place at the November Board of Directors meeting.

RECOMMENDATION:

THAT the Board of Directors direct staff to prepare the 2026 preliminary budget based on the criteria contained in the staff report dated September 18, 2025 and the preliminary budget be prepared for the October 16, 2025 meeting.

Prepared by:



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