



# NOTICE OF MEETING

**DATE:** June 18, 2026

**TIME:** 4:00 pm

**LOCATION:** Hybrid Meeting

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## 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 – **April 16, 2026 – attached**
4. Adoption of the Agenda

5. Business Arising from Minutes:  
None.
6. Delegations:  
None.
7. Presentations:
  - a) Clean Water - Healthy Land Stewardship Program 2026 Update – **staff report attached**
  - b) Ganaraska Forest Update – **staff report attached**
8. Correspondence:  
None.
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:
  - a) Ganaraska Forest Recreation Users Committee Minutes – June 4, 2026 – **attached**
11. New Business:
  - a) Recreation Users Committee Terms of Reference – **staff report attached**
  - b) 2027 Budget Criteria– **staff report attached**
  - c) Update on Consolidation of Conservation Authorities – **staff report attached**
  - d) Garden Hill Dam Update – **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

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

# GANARASKA REGION CONSERVATION AUTHORITY

## MINUTES OF THE BOARD OF DIRECTORS

April 16, 2026 (Hybrid)

GRCA 02/26

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### 1. Welcome, Land Acknowledgement and Call to Order

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

**MEMBERS PRESENT:** Vicki Mink, Chair - Municipality of Port Hope  
Randy Barber, Vice-Chair - 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 Lakes  
Joan Stover - Township of Alnwick/Haldimand  
Margaret Zwart - Municipality of Clarington

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

**ABSENT WITH REGRETS:** Willie Woo - Municipality of Clarington

**ALSO ABSENT:**

### Land Acknowledgement

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

### 2. Disclosure of Pecuniary Interest

None.

### 3. Minutes of Last Meeting

**GRCA 09/26**

**MOVED BY:** Randy Barber

**SECONDED BY:** Mark Lovshin

**THAT** the Ganaraska Region Conservation Authority approve the minutes of the March 19, 2026 meeting.

**CARRIED.**

4. Adoption of the Agenda

**GRCA 10/26**

**MOVED BY:** Margaret Zwart

**SECONDED BY:** Tracy Richarson

**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 11/26**

**MOVED BY:** Joan Stover

**SECONDED BY:** Mark Lovshin

**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 Recreational Users Committee Minutes

**GRCA 12/26**

**MOVED BY:** Randy Barber

**SECONDED BY:** Joan Stover

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

**CARRIED.**

**11. New Business:****a) 2026 Financial Budget**

The Board members complimented staff on the presentation of the budget document stating it is well laid out and easily followed.

**GRCA 13/26**

**MOVED BY:** Margaret Zwart  
**SECONDED BY:** Tracy Richardson

**THAT** the Board of Directors approve the 2026 Financial Budget.  
**CARRIED.**

**b) Appointment of Transition Committee Representatives****GRCA 14/26**

**MOVED BY:** Mark Lovshin  
**SECONDED BY:** Adam Pearson

**THAT** the Board of Directors appoint Vicki Mink, Chair, and Linda Laliberte, CAO/Secretary-Treasurer as Ganaraska Region Conservation Authority representatives to the Transition Committee.

**CARRIED.**

**c) Update on Consolidation of Conservation Authorities**

The CAO/Secretary-Treasurer presented the staff report on the recent update of April 9, 2026 as circulated in the slides accompanying the staff report. The Board members voiced concerns with the process and the lack of information on how the process will be carried forward. The Board members requested the slides be included in the minutes of the meeting.

**GRCA 15/26**

**MOVED BY:** Joan Stover  
**SECONDED BY:** Lance Nachoff

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

**12. Other Business**

None.

**13. Public Question Period**

None.

**14. In Camera**

None.

15. Adjourn

**GRCA 16/26**

**MOVED BY:** Margaret Zwart

**THAT** the meeting adjourned at 4:40 p.m.

**CARRIED.**

\_\_\_\_\_  
CHAIR

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

**STAFF REPORT – June 18, 2026**

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

**RE: Clean Water - Healthy Land Stewardship Program 2026 Update**

Pam Lancaster, Conservation Lands Coordinator and the Clean Water – Healthy Land Financial Assistance Program Coordinator will be giving a PowerPoint presentation to update the Members of the Board on first half of 2026 activities and successes associated with the Clean Water – Healthy Land Stewardship Program. This municipal partnership program is offered to residents within the Ganaraska Region Conservation Authority and within the Municipality of Clarington, Municipality of Port Hope, Township of Hamilton and Town of Cobourg.

**RECOMMENDATION:**

**THAT** the Ganaraska Region Conservation Authority receives the Clean Water – Healthy Land Stewardship Program, 2026 Update presentation for information.

**Prepared by:**



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

**Recommended by:**



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

**STAFF REPORT – June 18, 2026**

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

**RE: Ganaraska Forest Update**

Pam Lancaster, Conservation Lands Coordinator will be giving a PowerPoint presentation highlighting projects and initiatives undertaken in first half of 2026 within the Ganaraska Forest. Planned initiatives for the second half of 2026 will also be highlighted.

**RECOMMENDATION:**

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

**Prepared by:**



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

**Recommended by:**



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

## Conservation Authorities Act - Ontario Regulation 41/24

Permits approved by Executive:

Date: June 18, 2026

Permit No.	Date	Address	Municipality/ Township/Town	Description of Works
2576-05/26	May20/26	Jibb Road (adjacent N/E of #8176) Pt.Lt.21, Conc.4	Hamilton	Construction of a single-family dwelling, septic system, driveway and associated filling and grading.
2577-04/26	Apr 17/26	5487 Front Street, Harwood Pt.Lt.4, Conc.9	Hamilton	The reconstruction of an existing double occupancy, 3-season cottage, replacing with two single occupancy 3-season cottages. The combined size of new structures will be smaller than existing.
2578-04/26	Apr 24/26	6 Acadia Drive	Cobourg	Construction of an attached front porch/deck.
2579-04/26	Apr 24/26	8287 Allin Road, Orono Pt.Lt.26, Conc.8	Clarington	Construction of a driveway, single-family dwelling, detached garage and septic system.
2580-04/26	Apr 29/26	1044B Port Britain Road Pt.Lt.21, BF Conc.	Port Hope	Construction of a single-storey addition to an existing dwelling.
2582-04/26	Apr 28/26	2 Eadie Crescent Cobourg	Cobourg	Construction of a covered front porch addition.
2583-04/26	Apr 28/26	7044 Sleepy Hollow Lane Garden Hill Pt.Lt.19, Conc.7	Port Hope	Installation of a new septic system.
2584-04/26	Apr 29/26	464 Marion Street Cobourg	Cobourg	Construction of a covered front porch.
2585-05/26	May11/26	5330 McFarland Road, Unit #100 Pt.Lt.13, Conc.9	Hamilton	Construction of a deck extension.
2586-05/26	May12/26	5139 Halstead Beach Road Unit #340 Pt.Lt.26, Conc.8	Hamilton	Installation of shoreline restoration works, including placement of armour stone steps.
2587-05/26	May14/26	8234 Mill Street Campbellcroft Pt.Lt.17, Conc.8	Port Hope	Installation of a replacement septic system.
2588-05/26	May12/26	3147 Theatre Road.N, Cobourg Pt.Lt.28, Conc.3	Hamilton	Construction of a garage addition.
2589-05/26	May26/26	528 George Street Cobourg	Cobourg	Construction of a detached, non-habitable garage with loft, on the same footprint.

## **Conservation Authorities Act - Ontario Regulation 41/24**

**Permits approved by Executive:**

***Date: June 18, 2026***

2591-05/26	May26/26	3476 Concession Road 8 Orono Pt.Lt.29, Conc.8	Clarington	Construction of a detached, non-habitable building, including associated filling and grading.
2592-06/26	Jun 9/26	61 Brown Street Pt.Lt.6, Conc.1	Port Hope	Construction of a detached, non-habitable garage.
2593-06/26	Jun 5/26	10 Cumberland Street Pt.Lt.7, Conc.1	Port Hope	Placement of a pre-built, non-habitable shed.
2595-06/26	Jun 8/26	783 Daintry Crescent Cobourg	Cobourg	Construction of an open carport.
2596-06/26	Jun 9/26	Reg. Hwy 2 - from Reid Road to Elliott Road Pt.Lts.5-11, Concs.1 & 2	Clarington	Installation of new fibre-optic conduit.
2597-06/26	Jun 9/26	Reg. Hwy 2 - from Golf Course Road to Morgans Road Pt.Lts. 17-20, Concs.1 & 2	Clarington	Installation of new fibre-optic conduit.
2598-06/26	Jun 9/26	Reg. Hwy 2 - from McCullough Road to East Townline Road Pt.Lt. 1, Conc.1	Clarington	Installation of new fibre-optic conduit.

# MINUTES OF THE GANARASKA FOREST

## RECREATIONAL USERS COMMITTEE

June 4, 2026

### RUC 2/26

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#### 1. Welcome, Land Acknowledgement and Call to Order

The Chair welcomed all present and introduced Peter Innes and Paul Kravis as new members of the Recreational Users Committee. The Chair called the Ganaraska Forest Recreational Users Committee (RUC) meeting to order at 7:03 pm.

**MEMBER PRESENT:** Bob Gallagher, Chair  
Matthew Robbins, Ontario Federation of Anglers and Hunters  
Jim Pearson, Ontario Trail Riders Association  
Matt Mair, Ontario Nature  
Lisa Thompson, Ontario Federation of Trail Riders  
Shawn Marshall, Cross Country Ontario  
Peter Innes, Orienteering Ontario  
Alex Schmidt, Ontario Cycling  
Carolyn Richards, Ontario Federation of ATV Clubs  
Peter Wood, Ontario Federation of 4WD Recreationists  
Paul Kravis, Municipality of Clarington  
Steve Brownell, Municipality of Port Hope  
Maureen McDonald, Township of Cavan Monaghan  
Lance Nachoff, GRCA Board of Directors

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

**ABSENT WITH REGRETS:** Rick Trumper, Ontario Federation of Snowmobile Club

**ALSO ABSENT:** Hike Ontario (position unfilled)  
City of Kawartha Lakes (position unfilled)

#### 2. Disclosure of Pecuniary Interest

None.

#### 3. Minutes of the Last Meeting

#### RUC 1/26

**MOVED BY:** Alex Schmitt

**SECONDED BY:** Jim Pearson

**THAT** the Ganaraska Forest Recreational Users Committee approve the minutes of the November 6, 2025 meeting and receive the minutes of the April 2, 2026 meeting for information.

**CARRIED.**

4. Adoption of Agenda

**RUC 2/26**

**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

An email letter was submitted to GRCA in gratitude for authorizing and facilitating a Special Event held in October 2025 known as The Ganny Enduro.

An email letter was submitted to the GRCA expressing concerns trail maintenance in the Central Ganaraska Forest and the Horse Trailer Parking Lot.

Paul Kravis inquired if Ganaraska Region Conservation Authority (GRCA) responds to received correspondence. Pam Lancaster that the GRCA acknowledges receipt of a correspondence and forwards it the GRCA Board of Directors where further actions can occur.

The Ganaraska Forest Recreational Users Committee noted and filed the correspondence items 01/26 and 02/16.

9. New Business

**a) Recreational Users Committee Terms of Reference Updates**

Ed Van Osch explained the purpose of reviewing the Terms of Reference (TOR) annually. Pam Lancaster, stated that several updates were made to the TOR, including clerical and organization name corrections; content about RUC members communicating with the public

via the website contact forms and the requirement that RUC members have a Ganaraska Forest Membership. Additionally, Pam Lancaster stated that RUC feedback will be presented to the GRCA Board of Directors in June.

Peter Wood questioned the requirement and objective of requiring RUC members to hold a valid Ganaraska Forest Membership to fill a seat on the RUC. Steve Brownell agreed with Peter Wood and stated that some RUC groups are not local and are provincial bodies. Bob Gallagher questioned the committee, asking if it would make sense to suggest alternative wording for the TOR. Matt Robbins agreed with Peter Wood and recommended language suggesting that RUC members holding valid Ganaraska Forest Membership is not mandatory. Peter Wood suggested that requirement of valid membership wording be removed from the TOR. Lisa Thompson agreed with Peter Woods suggestion to remove the wording in question and stated that Ontario Federation of Trail Riders represents the provincial sector. Jim Pearson stated that RUC members should actively use the Ganaraska Forest and encourages RUC members to hold a valid membership. Shawn Marshall supported the statement that valid membership is required. Steve Brownell stated that GRCA wants organizations that represent the population of Ontario and a valid Ganaraska Forest membership should not be required.

#### **RUC 3/26**

**MOTION:** Jim Pearson  
**SECONDED BY:** Shawn Marshal

**THAT** the wording in Terms of Reference, under section 2.0 Committee Structure be altered to read that “the appointee is encouraged to have a Ganaraska Forest Membership.”

**CARRIED**

#### **RUC 4/26**

**MOVED BY:** Jim Pearson  
**SECONDED BY:** Matt Robbins

**THAT** the Ganaraska Forest Recreational Users Committee comments be passed on to the GRCA Board of Directors.

**CARRIED.**

#### **b) Winter Season Recreational Use Update**

Maureen McDonald that when she went out this winter that conditions were glorious. She also stated that the users she encountered on the ski trail system provided many great comments regarding the ski trail grooming efforts and significant snow conditions.

Paul Kravis questioned GRCA’s decision not to provide ski grooming over the Christmas holiday season and expressed that there is public interest in having the trails groomed during Christmas holidays. Ed Van Osch informed the RUC that GRCA shuts down during the Christmas holiday and both the GRCA office and Ganaraska Forest Centre are closed, and staff are not scheduled during this period. To ensure logistic challenges, safety concerns

and liabilities are mitigated, multiple GRCA lands staff must be scheduled and onsite during grooming operations.

**RUC 5/26**

**MOVED BY:** Peter Wood  
**SECONDED BY:** Alex Schmidt

**THAT** the Ganaraska Forest Recreational Users Committee share the following messaging with their respective user groups: that cross-country ski trails are exclusive to skiing during the winter season, the Central Forest is off limits to all forms of motorized use, adhere to all posted signage and please remain on trails indicated as open on the [Ganaraska Forest Trails Map](#).

**FURTHER** that the Ganaraska Forest Recreational Users Committee receives the Winter Season Recreational Use Update staff report for information.

**CARRIED.**

**c) 2026 Trail Maintenance, Infrastructure and Program Improvements**

Ed Van Osch provided an update on the construction of the new Forest Road Trail linking the existing Ganaraska West Forest trail system with Parking Lot P6.

Ed Van Osch provided a brief explanation of the duties and requirements of the Assistant Trail Developer Volunteer position.

Paul Kravis enquired if GRCA has a media package outlining the volunteer program. Pam Lancaster stated that GRCA uses several social media and local media platforms to advertise volunteer program opportunities.

Lisa Thompson enquired if single-track trail development is being considered for the West Forest. Ed Van Osch expressed that GRCA is open to receiving feedback and comments regarding West, Central and East Forest trail concerns and/or potential for trail upgrades. Steve Brownell enquired why GRCA does not partner with Ontario Federation of Trail Riders (OFTR) and Ontario Federation of ATV Clubs (OFATV) to pursue grants? Ed Van Osch explained that both OFTR and OFATV offer their own independent trail pass system and their funding efforts focus on their own programs and infrastructure. Carolyn Richards identified that GRCA is unique in the Conservation Authority (CA) system, in that it permits Off-Road vehicle use on CA owned lands. Pam Lancaster stated that partnership between GRCA and RUC organizations are always considered. Steve Brownell stated that GRCA should be partnering with user groups and not relying on municipal funding. Alex Schmidt stated that GRCA use to pursue local volunteer efforts and funding to build more trails.

Alex Schmidt expressed disapproval of the use of the wording “to ensure Ganaraska Forest remains a world class recreation destination” in the staff report. Alex Schmidt stated the Ganaraska Forest is not World Class and supported the disapproval by stated that people

are getting lost in the Ganaraska Forest, stated that trails are not open and people from Peterborough do not know that the Ganaraska Forest exists.

**RUC 6/26**

**MOVED BY:** Alex Schmidt

**SECONDED BY:** Jim Pearson

**THAT** the Ganaraska Forest Recreational Users Committee inform their respective user groups to regularly review and adhere to all posted Ganaraska Forest signage while visiting Ganaraska Forest.

**FURTHER** that the Ganaraska Forest Recreational Users Committee receives the Trail Infrastructure Maintenance and Program Improvements staff report for information.

**CARRIED.**

10. Adjourn

**RUC 7/26**

**MOVED BY:**

**SECONDED BY:**

**THAT** the meeting adjourned at 8:19 pm.

**CARRIED.**

The next meeting of the Ganaraska Forest Recreational User Committee is Thursday, September 3, 2026 at 7:00 pm.

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**Chair**



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**Forest Recreation Technician**

**STAFF REPORT – June 18, 2026**

**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 and includes comments from the Ganaraska Forest Recreational Users Committee RUC.

Updates to the include:

- Updated organizational names.
- Section 2.0 was updated to add the following statements “It is recommended that appointee has knowledge and connection to the Ganaraska Forest. Further, the appointee is encouraged to have a Ganaraska Forest membership.” Please note that the RUC provided a comment that replaced the word “required” with “encouraged” with regard to a Ganaraska Forest Membership. The meeting minutes from the June 4, 2026 RUC meeting highlights the conversation.
- Adding section “6.0 Visibility of the Ganaraska Forest Recreational Users Committee” to capture rules around public communications using a website communication contact form.

**RECOMMENDATION:**

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

**Prepared by:**



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

**Recommended by:**



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

**Ganaraska Region Conservation Authority**  
**Ganaraska Forest Recreational Users Committee**

**June 2026**

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**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. It is recommended that appointee has knowledge

and connection to the Ganaraska Forest. Further, the appointee is encouraged to have a Ganaraska Forest membership.

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 4WD Recreationists
- Ontario Nature
- Hike Ontario
- Cross Country Ski Ontario
- Orienteering Ontario
- Ontario Cycling

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 Gananaska 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 Gananaska 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 Gananaska 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 Gananaska 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.

### **6.0 Visibility of the Ganaraska Forest Recreational Users Committee**

The GRCA has a dedicated web page (<https://grca.on.ca/forest-recreation/recreational-users-committee-ruc/> ) that generally describes the role and composition of the RUC, as well as meeting information. Member names are listed on the page with their affiliated organization.

The method to communicate with an RUC member is with a form on the website that allows an individual to select who they want to communicate with and enter the message which is then emailed to the RUC member. A copy of the initial form submission is retained on GRCA servers in accordance with the GRCA's Privacy Policy and retention schedules.

By using a form, an RUC member's email is hidden until the RUC member responds to the sender. The email address that is used in the form is what is used by recording secretary to communicate with RUC members, unless it is requested that a different email be used.

When communicating by email with the public as an RUC member it is important to continue to follow the RUC Terms of Reference, and Code of Conduct. Any inquiries received through the GRCA website is considered for information purposes for RUC business.

## *Appendix 1 - Code of Conduct*

### **1. Background**

The Ganaraska 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 Ganaraska Forest in its entirety, including their appointing organization or municipality;
- iii. respects confidentiality;
- iv. approaches all Ganaraska Forest issues with an open mind, with consideration for the Ganaraska 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 interest<sup>1</sup> 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.

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<sup>1</sup> 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 – June 18, 2026**

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

**RE: 2027 Preliminary Budget Criteria**

Staff is developing the 2027 preliminary budget for the Ganaraska Region Conservation Authority (GRCA) ahead of the 2026 municipal election and prior to the deadline set by the Ontario Provincial Conservation Agency of December 31, 2026. Staff has reviewed the current programming requirements and the need for annual adjustments to the base levy. The current base levy is set at \$17,462.20 for the seven watershed municipalities. 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 2026 the total levy is \$1,357,798. which is approximately 26% of the budget. 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 2027 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 and are expected to be available at the end of June.

Once the criteria have been set, the preliminary budget will be prepared for an August meeting, and the proposed levy will be reviewed in context of the 2027 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 October Board of Directors meeting.

**RECOMMENDATION:**

**THAT** the Board of Directors direct staff to prepare the 2027 preliminary budget based on the criteria contained in the staff report dated June 18, 2026, and the preliminary budget be prepared for the August 20, 2026 meeting.

**Prepared by:**

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

**STAFF REPORT – June 18, 2026**

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

**RE: Update on Consolidation of Conservation Authorities**

On May 11, 2026, the 36 Conservation Authority CAO/General Managers had a virtual meeting with the Ontario Provincial Conservation Agency (OPCA) and Ernst & Young LLP (EY), the consultants engaged by the Chief Conservation Executive, as an independent advisor to support and guide transition planning for the consolidation to regional conservation authorities. During the presentation, a copy of which I have provided the link below, EY advised that they would be scheduling a 1-hour time slot to interview staff at each conservation authority (CA) to gather information with regards to the CA. Ganaraska Conservation had their interview on Monday June 8, 2026 @ 3:00 pm with Linda Laliberte, Cory Harris and Jeff Moxley. In addition to the interview, each CA was required to complete a data collection template, which asked for data as it relates to concerning governance, finance, human resources, policies and information management and technology. I have provided a link to the template which GRCA completed and uploaded June 11, 2026 as it is due June 12, 2026.

In addition, on Wednesday, June 3, 2026, Hassaan Basit, with staff from the OPCA, provided an information session, which the slide deck is provided below. Much of the information was not new however there was information provided that the Project Executives, which the job was advertised for approximately for two weeks in mid May, would be appointed in July and the “Playbook” being developed by EY would be available around the same time.

As further information becomes available, it will be forwarded to the Board of Directors.



Conservation  
Authority Leadership

EY Presentation:



OCCE presentation  
to CAs\_June 3 2026\_

OCCE Presentation:

**RECOMMENDATION:**

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

Recommended by: \_\_\_\_\_



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

**STAFF REPORT – June 18, 2026**

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

**RE: Garden Hill Dam Update**

**Submitting a WECl Application**

In March 2026, GRCA staff recommended to the Board that an application be made to the WECl Fund to complete a Class EA study to determine the best option for the future of the Garden Hill Dam. The study would be funded 50% by the municipality and 50% by the MNR and must be completed within the fiscal year between April 1 and March 15.

GRCA staff prepared and submitted a WECl application at the end of March. On June 5, 2026, staff received confirmation from the province that the application was successful.

Given that the application was successful, staff are preparing a 'request for proposal' for the Class EA for immediate release.

**RECOMMENDATION:**

**THAT** the Ganaraska Region Conservation Authority receive the 'Garden Hill Dam Update' report for information.

**Prepared by:**

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

**Recommended by:**

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