



Board of Directors
Meeting No. BOD-02-21
Friday, February 26, 2021
9:30 a.m.

Agenda

Meeting Location:

To be held virtually by Zoom

Minutes and agendas are available at www.LSRCA.on.ca

Upcoming Events

Board of Directors' Meeting

Friday, March 26 at 9:00 a.m.

To be held virtually by Zoom

A full listing of events can be found at www.LSRCA.on.ca

I. Declarations of Pecuniary Interest and Conflicts of Interest

II. Approval of Agenda

Pages 1 - 6

Recommended: That the content of the Agenda for the February 26, 2021 meeting of the LSRCA Board of Directors be approved as presented.

III. Adoption of Minutes

a) Board of Directors

Pages 7 - 15

Included in the agenda is a copy of the minutes of the Board of Directors 70th Annual General Meeting, No. BOD-01-21, held on Friday, January 22, 2021.

Recommended: That the minutes of the Board of Directors 70th Annual General Meeting, No. BOD-01-21, held on Friday, January 22, 2021 be approved as circulated.

b) Conservation Ontario Council

Pages 16 - 23

Included in the agenda is a copy of the minutes of Conservation Ontario's Council Meeting held on Monday, December 14, 2020.

Recommended: That the minutes of Conservation Ontario's Council Meeting held on Monday, December 14, 2020 be received for information.

IV. Announcements

V. Presentations

a) Corporate Communications

Pages 24 - 26

Director, Corporate Communications & Engagement, Kristen Yemm, will provide an overview of the Authority's annual corporate publications and supplementary products and tools. This presentation will be provided at the meeting and will be available on our website following the meeting.

Recommended: That the presentation by Director, Corporate Communications & Engagement, Kristen Yemm, regarding an overview of the Authority's annual corporate publications and supplementary products and tools be received for information.

Included in the agenda is Staff Report No. 02-21-BOD regarding Corporate Communications.

Recommended: That Staff Report No. 02-21-BOD regarding Corporate Communications at Lake Simcoe Region Conservation Authority be received for information.

b) Investigating a land-lake phosphorus decoupling in Lake Simcoe

Pages 27 - 29

Limnologist, Dr. Brian Ginn, will provide an overview of the investigation of the land-lake phosphorus decoupling in Lake Simcoe. This presentation will be provided at the meeting and will be available on our website following the meeting.

Recommended: That the presentation by Limnologist, Dr. Brian Ginn, regarding the investigation of the land-lake phosphorus decoupling in Lake Simcoe be received for information.

Included in the agenda is Staff Report No. 03-21-BOD regarding the investigation into the possible causes of the land-lake phosphorus decoupling in Lake Simcoe.

Recommended: That Staff Report No. 03-21-BOD regarding the investigation of the land-lake phosphorus decoupling in Lake Simcoe be received for information.

VI. Hearings

There are no Hearings scheduled for this meeting.

VII. Deputations

There are no Deputations scheduled for this meeting.

VIII. Determination of Items Requiring Separate Discussion

(Reference Pages 5 and 6 of the agenda).

IX. Adoption of Items Not Requiring Separate Discussion

X. Consideration of Items Requiring Separate Discussion

XI. Closed Session

The Board will move to Closed Session to deal with confidential land matters legal and land matters.

Recommended: That the Board move to Closed Session to deal with confidential legal and land matters; and

Further that the Chief Administrative Officer, members of the Executive Management Team, the Director, Regulations, and the Coordinator BOD/CAO remain in the meeting for the discussion on Items a) and b); and

Further that the Chief Administrative Officer, members of the Executive Management Team, the Land Securement Officer, and the Coordinator BOD/CAO remain in the meeting for the discussion on Item c).

The Board will rise from Closed Session and report findings.

Recommended: That the Board rise from Closed Session and report findings.

a) Confidential Legal Matter

Recommended: That Confidential Staff Report No. 09-21-BOD regarding a confidential legal matter be received for information.

b) Confidential Legal Matter

Recommended: That Confidential Staff Report No. 10-21-BOD regarding a confidential legal matter be received for information.

c) Confidential Land Matter

A presentation regarding a confidential land matter will be provided at the meeting.

Recommended: That the presentation regarding a confidential land matter be received; and

Further that Confidential Staff Report No. 11-21-BOD regarding a confidential land matter be received; and

Further that the recommendations contained within the report by approved.

XII. Other Business

Next Meeting

The next meeting of the LSRCA Board of Directors will be held at @ 9:00 a.m. on Friday, March 26, 2021. This meeting will be held via Zoom, access details to be provided prior to the meeting.

XIII. Adjournment

Agenda Items

1. Correspondence

There are no Correspondence items for this meeting.

2. Municipal Freedom of Information and Protection of Privacy Act: Annual Statistical Report

Pages 30 - 40

Recommended: That Staff Report No. 04-21-BOD regarding the Municipal Freedom of Information and Protection of Privacy Act – 2020 Annual Statistical Report be received for information.

3. Monitoring Report – Planning and Development Applications for the Period January 1 through December 31, 2020

Pages 41 - 49

Recommended: That Staff Report No. 05-21-BOD regarding monitoring of planning and development applications for the period January 1 through December 31, 2020 be received for information.

4. Bill 229: Proclaimed Amendments to the Conservation Authorities Act

Pages 50 - 56

Recommended: That Staff Report 06-21-BOD be received; and

Further that the Chief Administrative Officer review the Authority's existing Administrative By-Laws and prepare revised by-laws for consideration in accordance with any proclaimed amendments to Conservation Authorities Act as defined under Bill 229.

5. Applications for Permission pursuant to Section 28.0.1 of the Conservation Authorities Act

Pages 57 - 61

Recommended: That Staff Report No. 07-21-BOD regarding issuing permissions under Section 28.0.1 of the Conservation Authorities Act be received; and

Further that the Chief Administrative Officer be authorized to enter into agreements and approve permissions for elements of development projects authorized by a Minister's Zoning Order that are minor in nature; and

Further that an amendment to the Authority's fee schedule to include an application fee of double the applicable existing permit fee for a permit under S.28.0.1 be approved effective immediately; and

Further that an amendment to the Authority's fees policy that all legal fees associated with the development and execution of any Agreement under Section 28.0.1 of the Conservation Authorities Act be paid in full by the proponent prior to the final execution of the Agreement be approved effective immediately.

6. Kettleby Creek Restoration Project

Pages 62 - 64

Recommended: That Staff Report No. 08-21-BOD regarding the issuance of a Purchase Order and Construction Contract to R&M Construction for a restoration project to remove a fish barrier and streambank restoration at Kettleby Creek in the Township of King at a cost of \$224,159.39 including taxes be received for information.

70th Annual General Meeting

Board of Directors' Meeting No. BOD-01-21

Friday, January 22, 2021

Held virtually via Zoom

Meeting Minutes

LSRCA Board Members Present

Regional Chairman W. Emmerson (Chair), Councillor P. Ferragine Councillor (Vice Chair), Councillor K. Aylwin, Mayor D. Barton, Mayor B. Drew, Councillor A. Eek, Councillor K. Ferdinands, Councillor W. Gaertner, Councillor R. Greenlaw, Mayor V. Hackson, Councillor S. Harrison-McIntyre, Mayor M. Quirk, Councillor C. Riepma, Regional Councillor T. Vegh, Councillor A. Waters

LSRCA Board Members Absent

Township of Brock, Township of Ramara, Councillor E. Yeo

LSRCA Staff Present

D. Andrews, L. Aspden, S. Auger, R. Baldwin, T. Barnett, M. Bessey, K. Biddie, A Brown, M. Brown, C. Byron, D. Campbell, J. Chan, K. Cheney, K. Christensen, C. Connell, M. Critch, A Cullen, C. Currie, P. Davies, M. Dennis, J. Doyley, P. Du, D. Eldon, C. Eves, X. Fei, T. Fleischaker, J. Gerrard, B. Ginn, E. Green, E. Groves, L. Grzywniak, N. Hamley, S. Ingott, M. Kaushal, B. Kemp, K. Kennedy, N. Knight, G. Learning, K. Lillie, J. Lim, B. Longstaff, G. MacMillan, M. Maertens, S. McKinnon, L. McLean, J. Milner, K. Nesbitt, E. O'Connor, N. O'Dell, G. Peat, B. Piotrowski, D. Price, M. Quattromini, S. Rawski, K. Read, M. Rosato, D. Ruggle, R. Sadowska, S. Shahlaee, C. Sharp, P. Shuttleworth, T. Stanford, T. Stevenson, P. Strong, L. Tafreshi, C. Taylor, P. Thase, B. Thompson, K. Toffan, F. Tonto, S. Troan, K. Vickers, M. Wilson, R. Wilson, K. Yemm, K. Zepieri

Guests in Attendance

D. Conzelmann, F. D'Aquila-Kelly, L. Dollin, M. Geist, J. Fallis, S. Hahn, K. Kelly, A. Khanjin, D. Kostopoulos, T. Krsul, S. Kurtz, J. Mackey, D. Marks, L. Mirabella, D. Nadorozny, M. Nordstrom, J. Olah, J. Pinsent, J. Powell, J. Ricci, D. Schaefer, D. Schulte, M. Seeley, K. Sipos, W. Van Berkel, G. Wood

I. Chair's Welcome and Introductions

Chair Emmerson welcomed everyone to the 70th Annual General meeting of the Lake Simcoe Region Conservation Authority and recognized a number of guests in attendance.

Roll Call – 2020 Board Members

The 2020 Board Members introduced themselves and stated which municipality they represent.

II. Declarations of Pecuniary Interest and Conflict of Interest

None noted for the meeting.

III. Approval of Agenda

Moved by: V. Hackson

Seconded by: B. Drew

BOD-001-21 **Resolved That** the content of the Agenda for the Lake Simcoe Region Conservation Authority's 70th Annual General Meeting held on Friday, January 22, 2021 be approved as presented. **Carried**

IV. Adoption of Minutes

a) Board of Directors

Moved by: P. Ferragine

Seconded by: C. Riepma

BOD-002-21 **Resolved That** the minutes of the Board of Directors Meeting No. BOD-14-20 held on Friday, December 18, 2020 be approved as circulated. **Carried**

V. Greetings

Chair Emmerson called upon a few guests to bring greetings on behalf of their respective organizations. The Honourable Deb Schulte, Federal Member of Parliament King-Vaughan and Minister of Seniors, brought greetings on behalf of the Government of Canada. Parliamentary Assistant to the Minister of Environment, Conservation and Parks and Member of Provincial Parliament Barrie-Innisfil Andrea Khanjin brought greetings on behalf of the Province of Ontario. Debbi Conzelmann, President of the Lake Simcoe Conservation Foundation Board of Directors, brought greetings on behalf of the Foundation Board. A former CAO of the Authority, Gayle Wood, brought greetings on behalf of the International Joint Commission's Great Lakes Water Quality Board.

VI. Presentations

a) 2020 Year in Review

Chair Emmerson was pleased to welcome the Authority's new Chief Administrative Officer, Rob Baldwin, to his first meeting as the CAO. CAO Baldwin introduced the Authority's Executive Leadership Team and reviewed the 2020 accomplishments, noting how pleased he is with how well staff adapted to the COVID-19 challenges and continued to care for the lake. CAO Baldwin shared a video showcasing the Authority's 2020 highlights and accomplishments. To view this video, please click this link: [2020, A Year in Review](#)

b) Lake Simcoe Tributary Health

Manager, Environmental Science and Monitoring, David Lembcke provided a presentation on the health of the Lake Simcoe tributaries, sharing some of the work the Authority does to assess the health of the lake and its tributaries. A healthy tributary is one that meets a variety of users and uses, it is resilient and can recover from natural disturbances such as floods, as well as human disturbances. Good water quality and a diversity of species are also indications. An important metric is the fish population, and monitoring efforts find fish in almost all tributaries in the watershed. Focus is placed on the Brook Trout, as they require cold clean water and can be found in head waters of creeks, and populations are fairly stable. Benthic invertebrates (bugs, etc.) are another good indicator of tributary health, and this population is rated as fair in the watershed. Natural stream flow is also monitored and tells us about lake health. One of the oldest metrics is water quality itself, which is monitored quite frequently. Phosphorus continues to be a main stressor; however, declining trends are being seen. Chloride is also a stressor that our attention has been focused on in more recent years.

The physical structure of the tributaries is also an important component of maintaining health, and there are many restoration efforts that can address these impacted areas. Overall, the tributaries are in good shape but have many stressors. It is important that the monitoring and restoration work being done by the Authority continues to keep our lake and tributaries healthy into the future.

To view this presentation, please click this link: [Lake Simcoe Tributary Health](#)

c) Conservation Lands – 2020 Highlights and Trends

General Manager, Conservation Lands, Brian Kemp provided a presentation on conservation area enhancements, greenspace trends, and future planned enhancements. With thanks to the Conservation Lands team and a number of funders, he advised that conservation area enhancements were carried out at a number of Authority properties in 2020, including Thornton Bales Conservation Area, Durham Region Forest in Uxbridge, Pangman Springs

Conservation Area in Whitchurch-Stouffville, Beaver River Wetlands Conservation Area in the Township of Brock, as well as a number of watershed wide property maintenance projects. GM Kemp also advised that visitation at the Authority's conservation areas has been at an all-time high in 2020, with an estimated 270,000 visitors at our most popular properties versus 189,000 in 2019. He went on to overview trends and opportunities, noting that the value of parks as it relates to public health is high on the list, as well as the demand for more naturalized spaces, and community gatherings in park settings. A number of enhancements are planned for 2021 at Authority properties, including Scanlon Creek Conservation Area, Rogers Reservoir Conservation Area, Durham Region Forest Main Tract, as well as watershed wide maintenance projects.

To view this presentation, please click this link: [Conservation Areas 2020 Highlights](#)

d) Restoration Services – Top 10 Project of 2020

Manager, Restoration Services, Christa Sharp provided a presentation on restoration highlights and accomplishments, noting that although 2020 was a very different year to be completing stewardship, outreach and restoration projects, a great deal was accomplished. A total of 56 projects in 13 categories, with a total cost of \$4.6 million paid for by the landowners and many different funding partners. Amazing results have been achieved, and over 65 projects are already in progress for 2021. The 10 projects highlighted include three low impact development projects, three wetland projects, two grassland and meadow enhancement projects, one large agricultural surface runoff project, and one enhancing wildlife habitat project.

To view these restoration projects, please click this link: [Top-10-Restoration-Projects-2020](#)

Moved by: M. Quirk

Seconded by: D. Barton

BOD-003-21 **Resolved That** the presentations, Items VI. (a-d) be received for information. **Carried**

VII. 2020 Business is Concluded

Chair Emmerson will conclude the Year 2020 business and deemed the Chair vacant.

Moved by: K. Ferdinands

Seconded by: S. Harrison-McIntyre

BOD-004-21 **Resolved That** the Board of Directors conclude the business of 2020; and

Further That the Chair be declared vacant. **Carried**

VIII. 2021 Business

The 2021 Business portion of the meeting was called to order by the Authority's Chief Administrative Officer, Rob Baldwin.

Roll Call – 2021 Board Members

As there is no change in Board members from 2020 to 2021, a roll call was not conducted.

IX. Election of Officers

CAO Baldwin conducted the election of officers and outlined the general rules for election. He noted that positions are required for Chair and Vice Chair for 2021 and must be appointed members of the Board of Directors.

A. Election of Officers – 2021

i. Chair of the Authority

Regional Chairman and CEO Wayne Emmerson was nominated for the position of Chair by Councillor Ken Ferdinands. Nominations were called for three times. No further nominations were put forward.

Moved by: V. Hackson

Seconded by: D. Barton

BOD-005-21 **Resolved that** the nominations for the position of Chair be closed. **Carried**

Regional Chairman and CEO Wayne Emmerson accepted the nomination for the position of Chair, and CAO Baldwin offered congratulations to Regional Chairman Wayne Emmerson as the 2021 Chair.

ii. Vice Chair of the Authority

Councillor Peter Ferragine was nominated for the position of Vice Chair by Mayor Bobbie Drew. Nominations were called for three times and no further nominations were put forward.

Moved by: K. Ferdinands

Seconded by: A. Waters

BOD-006-21 **Resolved that** the nominations for the position of Vice Chair be closed. **Carried**

Councillor Ferragine accepted the nomination, and CAO Baldwin congratulated Councillor Ferragine as the 2021 Vice Chair.

Chair Emmerson chaired the meeting from this point forward.

B. Appointment of the Regulations Sub-committee for 2021

CAO Baldwin explained that in the event of a Hearing by the Board of Directors, a Regulations Sub-Committee is formed in order to review the circumstances of the Hearing and report to the Board. This sub-committee normally consists of the Chair, the Vice Chair, and the Member representing the local municipality in which the application under Ontario Regulation 179/06 is received.

Moved by: T. Vegh

Seconded by: C. Riepma

BOD-007-21 **Resolved that** the Chair and Vice Chair, along with the Member representing the local municipality in which the application under Ontario Regulation 179/06 is received, shall be members of the sub-committee to review applications and report to the Board of Directors. **Carried**

C. Appointment to Conservation Ontario for 2021

CAO Baldwin explained it is the practice of LSRCA to request the Chair, or his/her designate, and the Chief Administrative Officer to represent LSRCA on Conservation Ontario's Council.

Moved by: A. Eek

Seconded by: R. Greenlaw

BOD-008-21 **Resolved that** the 2021 Chair, or his/her designate, be appointed as the Authority's voting delegate to Conservation Ontario; and

Further that the Chief Administrative Officer be the alternate delegate. **Carried**

D. Appointment to the Lake Simcoe Conservation Foundation Board of Directors for 2021

CAO Baldwin explained that the responsibilities of the Chair and Vice Chair include serving on the Lake Simcoe Conservation Foundation Board of Directors or appointing a designate. Chair Emmerson appointed Regional Councillor Tom Vegh to be his designate on the Foundation Board of Directors, and Regional Councillor Vegh accepted.

Moved by: V. Hackson

Seconded by: S. Harrison-McIntyre

BOD-009-21 **Resolved that** the Vice Chair, Councillor Peter Ferragine and Regional Councillor Tom Vegh be appointed to the Lake Simcoe Conservation Foundation for 2021. **Carried**

E. Appointment of Solicitors for 2021

CAO Baldwin explained that the Authority wishes to continue utilizing the services of five (5) legal firms of: Stiver Vale for general administrative advice and land management; Hicks Morley for employment and labour related matters; Hill Hunter Losell for floodplain regulation advice; Barriston LLP for general administrative and regulations advice; and Beard Winter for floodplain regulation advice and litigation.

Moved by: B. Drew

Seconded by: P. Ferragine

BOD-010-21 **Resolved that** Stiver Vale, Hicks Morley, Hill Hunter Losell, Barriston and Beard Winter be appointed as Lake Simcoe Region Conservation Authority's legal firms for 2021. **Carried**

X. Signing Officers for 2021

CAO Baldwin explained that each year the Authority appoints four signing officers: namely, the Chair and the Vice Chair, along with the Chief Administrative Officer and the General Manager, Corporate and Financial Services.

Moved by: D. Barton

Seconded by: M. Quirk

BOD-011-21 **Resolved that** an account in the name of Lake Simcoe Region Conservation Authority (hereinafter called the "Organization") be kept at the Bank of Nova Scotia (hereinafter called the "Bank"); and

Further that the Authority's Chair, Vice Chair, the Chief Administrative Officer/Secretary-Treasurer, and the General Manager, Corporate and Financial Services/CFO, or any two of them are hereby authorized to sign, make, draw, accept, endorse and deliver cheques, promissory notes, bills of exchange, orders for the payment of money and such agreements and instruments as may be necessary or useful in connection with the operation of the said account; and

Further that any one of the above-mentioned officers is hereby authorized for and in the name of the Organization to endorse and transfer to the Bank for deposit or discount with or collection by the Bank (but for the credit of the

Organization only) cheques, promissory notes, bills of exchange, orders for the payment of money and other instruments, to arrange, settle, balance and certify all books and accounts with the Bank and to sign receipts for vouchers. **Carried**

XI. Borrowing Resolution

CAO Baldwin noted that the borrowing resolution authorizes the Authority to borrow an amount up to \$500,000.

Moved by: D. Barton

Seconded by: A. Waters

BOD-012-21 **Resolved that** signing officers for the Lake Simcoe Region Conservation Authority be empowered to borrow up to \$500,000 on an Operating Loan Agreement, as required, for administration and/or capital expenditures. **Carried**

XII. Section 28 Permits - Authorized Signatories

Under Section 28 of the Conservation Authorities Act, the Authority issues permits to landowners around the watershed.

Moved by: A. Eek

Seconded by: S. Harrison-McIntyre

BOD-013-21 **Resolved that** the Chief Administrative Officer, the General Manager, Planning, Development and Restoration Services, the Director of Regulations, the Director of Engineering, and the Director of Planning are delegated approval authority to sign and issue permits under S.28 of the Conservation Authorities Act. **Carried**

XIII. Meeting Schedule

The Board approved Staff Report No. 01-21-BOD, which outlined the Board of Director's 2021 meeting schedule.

Moved by: T. Vegh

Seconded by: C. Riepma

BOD-014-21 **Resolved that** Staff Report No. 01-21-BOD regarding the 2021 Board of Directors' meeting schedule be approved. **Carried**

XIV. Closing Remarks

Vice Chair Ferragine and Chair Emmerson thanked the Board of Directors for their trust and confidence in them, and both noted they look forward to serving in their respective roles.

XV. Adjournment

Moved by: V. Hackson

Seconded by: S. Harrison-McIntyre

BOD-015-21 **Resolved that** the meeting be adjourned @ 11:40 a.m. **Carried**

Original to be signed by:

Regional Chairman Wayne Emmerson, Chair

Original to be signed by:

Rob Baldwin, Chief Administrative Officer

**CONSERVATION ONTARIO COUNCIL MINUTES
December 14, 2020 (Meeting via Zoom)**

Voting Delegates Present:

Chair: Wayne Emmerson, Lake Simcoe

Brian Horner, Ausable Bayfield
Alan Revill, Cataraqui Region
Katrina Furlnetto, Cataraqui Region
Chris Wilkinson, Catfish Creek
Chris Darling, Central Lake Ontario
Karen Ras, Credit Valley
Deb Martin-Downs, Credit Valley
Tim Pidduck, Crowe Valley
Linda Laliberte, Ganaraska Region
Helen Jowett, Grand River
Samantha Lawson, Grand River
Cathy Little, Grey Sauble
Scott Greig, Grey Sauble
Tim Lanthier, Grey Sauble
Hassaan Basit, Halton
Lloyd Ferguson, Hamilton
Lisa Burnside, Hamilton
Ted Smith, Kawartha
Mark Majchrowski, Kawartha
Stephen Harvey, Kettle Creek
Elizabeth VanHooren, Kettle Creek
Mike Walters, Lake Simcoe Region
Donna Blunt, Lakehead
Tammy Cook, Lakehead
Michael Columbus, Long Point Region
Judy Maxwell, Long Point Region
Mark Peacock, Lower Thames
Jim Alyea, Lower Trent
Rhonda Bateman, Lower Trent
David Turton, Maitland Valley

Janet Mason, Mississippi
Sally McIntyre, Mississippi
Bruce Mackenzie, Niagara Peninsula
Chandra Sharma, Niagara Peninsula
Lin Gibson, Nickel District (Con.Sudbury)
Carl Jorgensen, Nickel District (Con.Sudbury)
Brian Taylor, North Bay-Mattawa
Keith White, Nottawasaga Valley
Mariane McLeod, Nottawasaga Valley
Doug Hevenor, Nottawasaga Valley
Andy Mitchell, Otonabee
Dan Marinigh, Otonabee
John Wise, Quinte
Brian McGillis, Raisin Region
Martin Lang, Raisin Region
Richard Pilon, Raisin Region
Sommer Casgrain-Robertson, Rideau Valley
Dan Gieruszak, Saugeen
Jennifer Stephens, Saugeen
Marchy Bruni, Sault Ste Marie Region
Corrina Barrett, Sault Ste Marie Region
George Darouze, South Nation
Angela Coleman, South Nation
Joe Faas, St. Clair Region
Larry Gordon, St. Clair Region
Brian McDougall, St. Clair Region
Jennifer Innis, Toronto and Region
John Mackenzie, Toronto and Region
Sandy Levin, Upper Thames River
Ian Wilcox, Upper Thames River

Members Absent:

Mattagami Region Conservation

Guests:

Brad McNevin, Quinte Conservation	Jennifer Keyes, MNRF	Debbie Scanlon, MECP
Phil Beard, Maitland Valley Conservation	John Dungavell, MNRF	Wendy Lavender, MECP
Scott Peck, Hamilton Conservation	Minister Yurek, MECP	Saira Ilinovich, MECP
Tim Byrne, Essex Region Conservation	Keley Katona, MECP	
	Cloe Stuart, MECP	
	Pat Kinch, MECP	

CO Staff:

Kim Gavine, General Manager	Nicholas Fischer	Patricia Moleirinho
Deborah Balika	Bonnie Fox	Leslie Rich
Kristin Bristow	Jane Lewington	Jo-Anne Rzadki
Jane Dunning	Nekeisha Mohammed	Rick Wilson

1. Welcome from the Chair

Chair Emmerson welcomed everyone in attendance.

2. Presentation by Ministry of Natural Resources and Forestry - Jennifer Keyes, Director, Resources Planning and Development Policy Branch and John Dungavell, Manager, Water Resources Section

Status of Implementation of Ontario's Flooding Strategy (presentation attached to the minutes) of the meeting.

**#16/20 Moved by: Alan Reville, Cataraqui Region Conservation Authority
Seconded by: Dave Turton, Maitland Valley Conservation Authority**

THAT the presentation be received.

CARRIED

3. Adoption of the Agenda

The agenda was re-ordered to accommodate external speakers.

**#17/20 Moved by: George Darouze, South Nation Conservation
Seconded by: Karen Ras, Credit Valley Conservation**

THAT the Agenda be adopted as amended.

CARRIED

4. Declaration of Conflict of Interest

There was none declared.

5. Approval of the Minutes of the Previous Meeting

Corrections: Tim Byrne, Essex Region Conservation Authority (corrected from Niagara Peninsula)
Sally McIntyre, Mississippi Valley Conservation Authority was listed as in attendance in error.

**#18/20 Moved by: George Darouze, South Nation Conservation
Seconded by: Mike Columbus, Long Point Region Conservation Authority**

THAT the Minutes from the meeting held September 28, 2020 be approved as amended.

CARRIED

6. Business Arising from the Minutes

There was none that was not covered by the meeting agenda.

7. Motion to move from Full Council to Committee of the Whole

#19/20 Moved by: George Darouze, South Nation Conservation
Seconded by: Lin Gibson, Conservation Sudbury

THAT the meeting now move from Full Council to Committee of the Whole.

CARRIED

8. Items for Discussion

- a. Update on the *Conservation Authorities Act Review and Schedule 6 of Bill 229, Protection, Support and Recover from COVID-19 Act (Budget Measures), 2020*

Kim Gavine, Bonnie Fox, and Jane Lewington provided a presentation which is attached to the minutes.

C.W. #19/20 Moved by: John Wise, Quinte Conservation
Seconded by: Dan Gieruszak, Saugeen Valley Conservation Authority

THAT Council receives this report as information.

CARRIED

C.W. #20/20 Moved by: Jennifer Innis, Toronto & Region Conservation Authority
Seconded by: Karen Ras, Credit Valley Conservation

Whereas conservation authorities have been requesting that a clause of indemnification or statutory immunity for the good faith operation of essential flood and erosion control infrastructure and programming be added to the Conservation Authorities Act (CA Act) consistent with the same statutory indemnification afforded to municipalities, the Province and agencies of the Province;

Whereas recent planning and permitting amendments to the CA Act by Bill 229 create considerable concerns that the science-based watershed approach to decision making will be superseded by the Minister or the Local Planning Appeal Tribunal;

Whereas under the new provisions of the CA Act an authority must issue a permit where a Minister's Zoning Order has been issued by the Minister of Municipal Affairs and Housing even if it is contrary to the desires of the authority Board and or the professional advice of authority staff;

Therefore, be it resolved that the Province be requested to amend the CA Act and or regulations to add a clause of indemnification for the good faith operation of essential flood and erosion control infrastructure and programming and/or issue indemnities under the appropriate Acts and regulations to conservation authorities that are compelled to issue permits due to the new provisions of CA Act and associated Planning Act Minister Zoning Order decisions.

And that the Premier, Minister of Natural Resources and Forestry, Minister of Finance, Minister of Municipal Affairs and Housing, Minister of Environment Conservation and Parks, the

Association of Municipalities of Ontario, the City of Toronto, and all Conservation Authorities be circulated this resolution.

CARRIED

**Presentation by Ministry of Environment, Conservation and Parks:
Conservation Authorities Act Amendments - Conservation and Source Protection Branch, MECP**

(Minister Jeff Yurek, Chloe Stuart, Assistant Deputy Minister, Land and Water Division, Sam Lyon, Manager, Conservation Authority Office and Keley Katona, Director, Conservation and Source Protection Branch)

Earlier in the meeting, Minister Yurek advised Council that he had asked Hassaan Bassit (CEO, Conservation Halton) to play a role in chairing a Conservation Authorities Working Group he was creating to help implement changes to conservation authorities.

H. Bassit expressed that he was interested in playing this role but that he was still waiting to see a Terms of Reference and learn more about timing. He did indicate, however, that it was his understanding that the group would consist primarily of conservation authorities.

The collective questioned whether or not this role would be representing the collective. H. Bassit indicated that was not his understanding but that his role would be to keep the meetings moving along. He would not be looking at this as an opportunity to speak publically.

**C.W. #22/20 Moved by: Sandy Levin, Upper Thames Region Conservation Authority
Seconded by: Karan Ras, Credit Valley Conservation**

To support Hassaan Basit's role in chairing the newly created Minister's Working Group.

The MECP presentation is attached to the minutes of the meeting. Council discussed the need for a technical briefing to be provided to conservation authority staff on the amendments made to the Section 28 regulation. MNRF staff agreed to provide the briefing in January.

**C.W. #21/20 Moved by: Lloyd Ferguson, Hamilton Region Conservation Authority
Seconded by: Mike Columbus, Long Point Region Conservation Authority**

THAT the presentation be received.

CARRIED

**Drinking Water Source Protection (DWSP) Collaborative Update
Ministry of Environment, Conservation and Parks and Conservation Ontario**

(Keley Katona, Pat Kinch (Manager, Operations and Client Services, MECP) and Deborah Balika, (Source Water Protection Lead, CO))

Deborah Balika, (CO) introduced Pat Kinch, Manager, Strategic Planning and Operational Standards (MECP), Debbie Scanlon, Manager, Source Protection Approvals Unit (MECP) and Wendy Lavendar, Manager Source Protection Planning (MECP). The MECP presentation is attached to the minutes of the meeting.

b. General Manager's Report

C.W. #23/20 Moved by: Ted Smith, Kawartha Conservation
Seconded by: Lin Gibson, Conservation Sudbury

THAT Council receives this report as information.

CARRIED

c. Council Meeting Dates 2021

C.W. #24/20 Moved by: John Wise, Quinte Conservation
Seconded by: Dave Turton, Maitland Valley Conservation Authority

THAT the 2021 Conservation Ontario Council meeting schedule be adopted.

CARRIED

d. Budget Status Reports for the period ending October 31, 2020

C.W. #25/20 Moved by: Lin Gibson, Conservation Sudbury
Seconded by: Dave Turton, Maitland Valley Conservation Authority

THAT Council receives this report as information.

CARRIED

e. Update on the CO Client Service and Streamlining Initiative and Proposed 2021 Workplan

Leslie Rich (CO) presented an update and the presentation is attached to the minutes.

C.W. #26/20 Moved by: Karen Ras, Credit Valley Conservation
Seconded by: Kawartha Conservation

THAT information on the High Growth CAs Second Interim Report on Section 28 Timelines be received;

THAT Robert Baldwin (LSRCA) be endorsed as a member of the Client Service and Streamlining Initiative Steering Committee;

That Melinda Bessey (LSRCA) be endorsed as a member of the CO Timely Review and Approvals Taskforce;

AND THAT Council endorse the interim 2021 Workplan for the Conservation Ontario Client Service and Streamlining Initiative.

CARRIED

f. Proposed Memorandum of Understanding with the One Ontario Initiative

Rick Wilson (CO) provided an overview and the presentation is attached to the minutes.

**C.W. #27/20 Moved by: Mike Columbus, Long Point Region Conservation Authority
Seconded by: John Wise, Quinte Conservation**

THAT the proposed "Memorandum of Understanding between Conservation Ontario and the One Ontario Initiative" dated November 30, 2020 be endorsed.

CARRIED

9. Consent Items:

**C.W. #28/20 Moved by: Lin Gibson, Conservation Sudbury
Seconded by: Brian Dougall, St. Clair Region Conservation Authority**

THAT Council approve a consent agenda and endorse the recommendations accompanying Items 9 a-h.

CARRIED

a. New CO Section 28 Regulations Committee Representative

THAT Kellie McCormack (Conservation Halton) be endorsed as a member of the CO Section 28 Regulations Committee

b. Conservation Ontario's comments on the "Extending Grandfathering for Infrastructure Projects and Providing Additional Flexibility for Excess Soil Reuse" (ERO#019-2462)

THAT Conservation Ontario's comments on "Extending Grandfathering for Infrastructure Projects and Providing Additional Flexibility for Excess Soil Reuse" (ERO#019-2462) submitted to the Ministry of the Environment, Conservation and Parks on November 20, 2020 be endorsed.

c. Conservation Ontario's comments on "Exempting dams from requiring a permit to take water" (ERO#019-2517)

THAT Conservation Ontario's comments on the "Exempting dams from requiring a permit to take water (ERO#019-2517)" submitted to the Ministry of the Environment, Conservation and Parks on November 17, 2020 be endorsed.

d. Conservation Ontario's comments on the "Proposed amendments to regulations made under the Environmental Protection Act and Ontario Water Resources Act to make modifications to Environmental Activity and Sector Registry requirements and exemptions for low risk short-term water taking activities"

THAT Conservation Ontario's comments on the "Proposed amendments to regulations made under the Environmental Protection Act and Ontario Water Resources Act to make modifications to Environmental Activity and Sector Registry requirements and exemptions for

low risk short-term water taking activities” (ERO#019-2525) submitted to the Ministry of the Environment, Conservation and Parks on November 20, 2020 be endorsed.

- e. Conservation Ontario’s comments on the “Proposed Project List for comprehensive environmental assessments under the *Environmental Assessment Act* (EAA)” (ERO#019-2377).

THAT Conservation Ontario’s comments on the “Proposed Project List for comprehensive environmental assessments under the Environmental Assessment Act (EAA)” (ERO#019-2377) submitted to the Ministry of the Environment, Conservation and Parks on November 10, 2020 be endorsed.

- f. Conservation Ontario’s comments on “Proposed amendments to the Director’s Technical Rules” under section 107 of the *Clean Water Act, 2006*

THAT Conservation Ontario’s comments on “Proposed amendments to the Director’s Technical Rules” under section 107 of the Clean Water Act, 2006 (ERO# 019-2219) submitted to the Ministry of the Environment, Conservation and Parks on November 9, 2020 be endorsed.

- g. Conservation Ontario’s comments on the “Proposal to require municipal support for new or increased bottled water takings” (ERO#019-2422) and Schedule 18 of Bill 213, *Better for People, Smarter for Business Act, 2020*

THAT Conservation Ontario’s comments on the “Proposal to require municipal support for new or increased bottled water takings (ERO #019-2422) and Schedule 18 of Bill 213, Better for People, Smarter for Business Act, 2020 submitted to the Ministry of the Environment, Conservation and Parks on November 17, 2020 be endorsed.

- h. Program Updates

- i. Marketing & Communications Program Update

THAT Council receives this report as information.

- ii. Business Development & Partnerships Report

THAT Council receives this report as information.

- iii. Information Management (IM) Program Update

THAT Council receives this report as information.

- iv. Drinking Water Source Protection Program Update

THAT Council receives this report as information.

10. Motion to Move from Committee of the Whole to Full Council

#20/20 **Moved by:** **Mike Columbus, Long Point Region Conservation Authority**
Seconded by: **John Wise, Quinte Conservation**

THAT the meeting now move from Committee of the Whole to Full Council

CARRIED

11. Council Business – Council Adoption of Recommendations

#21/20 **Moved by:** **Cathy Little, Grey Sauble Conservation Authority**
Seconded by: **Karen Ras, Credit Valley Conservation**

***THAT Conservation Ontario Council adopt Committee of the Whole (C.W.) Recommendations:
C.W. #18/20 to C.W. #28/20.***

CARRIED

12. New Business

Council recognized the retirements of Jane Dunning (Conservation Ontario) and Mike Walters (Lake Simcoe Region Conservation Authority)

13. Adjourn

#21/20 **Moved by:** **Lin Gibson, Conservation Sudbury**
Seconded by: **Bruce Mackenzie, Niagara Peninsula Conservation Authority**

THAT the meeting be adjourned.

CARRIED

Staff Report

To: Board of Directors

From: Kristen Yemm, Director, Corporate Communications and Engagement

Date: February 26, 2021

Subject:

Corporate Communications

Recommendation

That Staff Report No. 02-21-BOD regarding Corporate Communications at Lake Simcoe Region Conservation Authority be received for information.

Purpose of this Staff Report:

The purpose of this Staff Report No. 02-21-BOD is to provide an overview of the Lake Simcoe Region Conservation Authority's annual corporate publications and supplementary products and tools for communicating about corporate and program initiatives.

Background:

Getting the right information to the right people at the right time is one of the key elements of effective communication and a well-functioning organization. Although we communicate for a variety of reasons, one of the most critical functions of communication at the Authority is supporting transparency and accountability. It is our responsibility to demonstrate how we translate the funds we receive into programs and services that deliver on our mandate to improve the health of the Lake Simcoe watershed. By effectively doing so, we also build confidence among our partners at all government levels and within our resident communities.

With the recent changes to the Conservation Authorities Act through Bill 229, the Authority would like to outline some of the existing products used to ensure that we are upholding our legislative responsibility to be open and accountable.

Following is a brief description of annual documents the Authority produces and makes available through various channels:

Annual Financial Documents

- **Budget-at-a-glance:** A high-level overview of the proposed annual budget. Distributed to municipal funding partners in advance of their council budget deliberations.
- **[Audited Financial Statements](#):** Posted online, generally in April of each year.

- **Budget Book**: Created annually to share the approved budget with municipal funding partners.
- **Budget Companion**: Easy-to-read companion document provides supplemental information (to the approved budget) about the Authority, service areas, programs, annual budget, achievements, current budget year focus, service pressures and outlook.

All published financial documents are available online at <https://www.lsrca.on.ca/about-us/financials>.

Annual Report

Produced in a new format this year, the annual report combines graphic elements with powerful metrics that emphasize the impacts of Authority programs and services. The annual report metrics will be complemented by a series of campaigns that include print, digital and social media storytelling.

The first two campaigns, highlighting the AGM and new infographic and two completed wetland projects, earned media coverage in publications such as the Barrie, Newmarket, and Bradford Today papers, as well as Simcoe and YorkRegion.com.

Additional Communication Vehicles

To support targeted outreach efforts, Corporate Communications uses various tactics to engage with watershed residents. This includes web content, email newsletters, electronic campaigns and social media.

- **Website** – Continuous high quality content creation provides extensive resources for partners and watershed residents. Website content also meets compliance requirements of the Accessibility for Ontarians with Disabilities Act.
- **Conservation Matters and Education Activity** – Quarterly newsletter and family-friendly activity published in Lake Simcoe Living Magazine and online.
- Social Media – Healthy growth and engagement on all five channels, with a total following of nearly 12,000.
 - **Twitter**
 - **Instagram**
 - **Facebook**
 - **LinkedIn**
 - **YouTube**

Issues:

There are no issues associated with this report.

Relevance to Authority Policy:

Annual communication activities support corporate and program initiatives and contribute to the success of the Authority. Organizational transparency and accountability are reinforced, and our legislated requirements are met through the various communication materials and activities mentioned in this report.

Impact on Authority Finances:

Annual and program communication activities are collaboratively identified in each budget year. All annual publications are contained in the Corporate Communications budget, with most program communication material costs accounted for in separate departmental program budgets. In-year special projects requiring communications guidance and products may be funded through external funding agreements.

This report has no impact on the current 2021 budget.

Summary and Recommendations:

To ensure effective communications, we will continue to pay attention to societal and technological trends.

The future is digital and highly visual, and we're already headed in that direction. We will continue to adopt new methods and strategies for communicating, making sure our messages resonate and where necessary, encourage behaviour changes so that we can make a measurable impact on the health of Lake Simcoe and the watershed.

Whether it's financial information or program metrics in an infographic, media stories or magazine articles, we will continue to work hard to reach our funders, our followers, and our watershed residents, so that transparency, accountability, and confidence are met and inspired.

It is therefore recommended that Staff Report No. 02-21-BOD regarding Corporate Communications at Lake Simcoe Region Conservation Authority be received for information.

Pre-Submission Review:

This Staff Report has been reviewed by the Chief Administrative Officer.

Signed by:

Kristen Yemm
Director, Corporate Communications and
Engagement

Signed by:

Rob Baldwin
Chief Administrative Officer

Staff Report

To: Board of Directors

From: David Lembcke, Manager, Environmental Science and Monitoring

Date: February 18, 2021

Subject:

Project Update: Investigating a land-lake phosphorus decoupling in Lake Simcoe

Recommendation:

That Staff Report No. 03-21-BOD regarding the investigation of the land-lake phosphorus decoupling in Lake Simcoe be received for information.

Purpose of this Staff Report:

The purpose of this Staff Report No. 03-21-BOD is to provide the Board with a summary of the investigation into the possible causes of the land-lake phosphorus decoupling in Lake Simcoe.

Background:

Under the Lake Simcoe Protection Plan, a water quality target of 7 mg/L dissolved oxygen was established. At the time around 2009, it was estimated that limiting the phosphorus load to 44 tonnes per year would be necessary to achieve the water quality target. Over the last decade since the target was established, Lake Simcoe has seen significant changes which appear to have affected the phosphorus load and dissolved oxygen relationship.

With the publication of the 2017-18 Lake Simcoe Phosphorus Loading Report, it became apparent that environmental trends in Lake Simcoe (improving deepwater dissolved oxygen and improving in-lake nutrient concentrations) were not following the pattern expected by the phosphorus loads. In 2020, MECP funded a project for the Authority to investigate possible reasons for this disconnection, or decoupling, between phosphorus loads and in-lake conditions. Based on this literature review and jurisdictional scan, other locations in the Great Lakes Region are showing similar trends, but not to the full extent being recorded in Lake Simcoe.

Based on our 2020 project, we recommended developing a conceptual understanding on how ecological relationships in Lake Simcoe have changed through time, re-evaluating the predictive models, and investigating four areas that would provide insight into whether our assumptions of changes in Lake Simcoe are valid. These four areas are:

- (1) Impacts of changing climate, precipitation patterns, and lake residence time.

- (2) Are changes in phosphorus cycling in Lake Simcoe related to a change from zebra mussels to quagga mussels?
- (3) Is a change in the dominant aquatic plant (macrophyte) species (now the invasive macroalga starry stonewort) responsible for a change in the uptake and cycling of phosphorus?
- (4) Has a change in the phytoplankton community species composition resulted in a change in the relationships between in-lake phosphorus and chlorophyll *a* concentrations?

The Authority is currently working with the MECP to develop a strategy to investigate these changes in Lake Simcoe. For 2021 the Authority is in negotiations with MECP to support our involvement in the strategy.

From these studies, we will begin to understand how nutrients are being cycled in the lake by conditions that did not exist in the 1990s when the current model was developed, namely the effects of climate change and altered precipitation patterns, as well as ecosystem-engineering invasive species such as quagga mussels and starry stonewort.

As achieving an annual 44 tonne phosphorus load to Lake Simcoe is one of the Lake Simcoe Protection Plan's main targets, with far reaching management implications, it is essential that our understanding of phosphorus dynamics in the lake remain current and the associated research and monitoring adapt appropriately.

Issues:

There are no issues associated with this staff report.

Relevance to Authority Policy:

One of the key health metrics for Lake Simcoe is the annual phosphorus load as it relates to the water quality target of 7mg/l of dissolved oxygen. If environmental conditions in the lake have changed the phosphorus load to dissolved oxygen relationship, it is important to understand what environmental conditions are driving this change in order to ensure appropriate management actions continue and relevant targets are established. In addition, this work can be used to inform policy and decision making for the Lake Simcoe Protection Plan.

Impact on Authority Finances:

In 2020 the MECP provided approximately \$70k of funding to conduct a literature review and jurisdictional scan to identify likely causes of the phosphorus / DO decoupling and develop a series of recommendations for further investigation. The Authority is currently developing an agreement with the MECP to fund the investigation activities proposed for 2021 of approximately \$77k.

Summary and Recommendations:

With the publication of the 2017-18 Lake Simcoe Phosphorus Loading Report, it became apparent that environmental trends in Lake Simcoe (improving deepwater dissolved oxygen and improving in-lake nutrient concentrations) were not following the pattern expected by models from an increase in phosphorus loads to the lake. As this relationship underpins one of the key health metrics of Lake Simcoe, it is important to understand what environmental conditions are driving this change in order to ensure appropriate management actions continue and relevant targets are established.

It is therefore recommended that Staff Report No. 03-21-BOD regarding the investigation of the land-lake phosphorus decoupling in Lake Simcoe be received for information.

Pre-Submission Review:

This Staff Report has been reviewed by the General Manager, Integrated Watershed Management and the Chief Administrative Officer.

Signed by:

Ben Longstaff
General Manager, Integrated Watershed
Management

Signed by:

Rob Baldwin
Chief Administrative Officer

Staff Report

To: Board of Directors

From: Mark Critch, General Manager, Corporate & Financial Services/CFO

Date: February 12, 2021

Subject:

Municipal Freedom of Information and Protection of Privacy Act: Annual Statistical Report

Recommendation:

That Staff Report No. 04-21-BOD regarding the Municipal Freedom of Information and Protection of Privacy Act – 2020 Annual Statistical Report be received for information.

Purpose of this Staff Report:

The purpose of this Staff Report No.04-21-BOD is to provide the Board of Directors with an overview of the number and types of requests made to the Authority under the auspices of the Municipal Freedom of Information and Protection of Privacy Act (the Act) over the past year.

Background:

The Act provides private individuals, businesses and/or other government agencies the right to request access to conservation authority records including most general records, as well as their own personal information. At the Authority, this access encompasses, but is not limited to, land use permits and supporting documentation, financial, environmental, watershed and land use reports, as well as limited access to complaint and violation records. As well, individuals have the right to request access to their own personnel files and may request changes/additions be made to those records.

Section 3 of the Act stipulates that “the members of the council of a municipality may by by-law designate from among themselves an individual or committee of the council to act as the head of the municipality for the purposes of this Act.” The Authority’s policy entitled “Municipal Freedom of Information and Protection of Privacy Act”, dated May 2005, states the General Manager, Corporate & Financial Services shall act as the Freedom of Information (FOI) Coordinator.

Issues:

There are no issues with this report.

Relevance to Authority Policy:

The FOI Coordinator ensures that each request is discussed with the staff members most familiar with the requested information and that due diligence is completed to determine what, if any information may be released. The work is carried out in accordance with the Municipal Freedom of Information and Protection of Privacy Act legislation as it pertains to Lake Simcoe Region Conservation Authority and its records.

2020 Statistical Report:

The Information and Privacy Commissioner of Ontario requires that a statistical report detailing the number and types of information requests received by a municipality be submitted annually. This report was completed and filed with the Information and Privacy Commission on February 5, 2020. As in 2019, the Authority processed a total of 25 Freedom of Information requests from the general public, public companies, and other government agencies between January 1 and December 31, 2020.

By legislation, the Authority has 30 calendar days in which to respond to each request. In 2020 two requests were sent Time Extension notifications resulting in 45- and 60-day response times, respectively. The extended response times were a direct result of COVID-19 and staff's limited ability to retrieve required paper files from the office premises and/or offsite storage. As well, under Section 17(3) of the Act, two of the requests sought to receive continuous responses, one monthly and one quarterly, between January 1 to December 31, 2020, inclusive. A schedule of reply dates was prepared for each of those requests; all quarterly responses were prepared and forwarded to the requestor in accordance with that schedule; two of the monthly responses were delayed - one due to COVID-19 restrictions, and the other due to the large number of requested records and the staff time required to access and fully process those records in accordance with the Act.

Full access to records was granted for 23 of the 25 requests. The remaining two requests were abandoned by the requestors. No appeals of the Authority's responses were made to the Information and Privacy Commissioner.

Impact on Authority Finances:

A request for access to information must be accompanied by a legislated fee of \$5.00. Section 45 of the Act and Regulation 823 allow for additional fees to be charged to process the request where warranted. Fees can be levied for computer and/or manual searches for requisite files, record preparation including reading the files and/or redacting personal information, the cost of any invoice(s) issued to the Authority for the purposes of preparing the response (such as copying of large drawings or maps, courier charges, copying CDs, etc.) and photocopying the records for release. In 2020 the Authority received legislated fees of \$105.00 representing 21

completed requests, two requests from other government agencies requesting approval to release records (where fee is paid to originating government agency not to the Authority), and the two abandoned files. The Authority collected \$2,000.30 in additional processing fees (compared to \$876 in 2019). No fees were waived.

Summary and Recommendations:

It is therefore recommended that Staff Report No. 04-21-BOD regarding the Municipal Freedom of Information and Protection of Privacy Act – 2020 Annual Statistical Report be received for information.

Pre-Submission Review:

This Staff Report has been reviewed by the Chief Administrative Officer.

Signed by:

Mark Critch
FOI Coordinator/General Manager,
Corporate & Financial Services/CFO

Signed by:

Rob Baldwin
Chief Administrative Officer

Attachments:

Year-End Statistical Report for the Reporting Year 2020 for Municipal Freedom of Information and Protection of Privacy Act



The Year-End Statistical Report
for the
Information and Privacy Commissioner of Ontario

**Statistical Report of
Lake Simcoe Region Conservation Authority
for the Reporting Year 2020
for
*Municipal Freedom of Information and Protection of Privacy
Act***

Section 1: Identification

1.1	Organization Name	Lake Simcoe Region Conservation Authority
	Head of Institution Name & Title	Robert Baldwin, Chief Administrative Officer
	Head of Institution E-mail Address	r.baldwin@LSRCA.on.ca
	Management Contact Name & Title	Mark Critch, FOI Coordinator, GM, Services
	Management Contact E-mail Address	m.critch@LSRCA.on.ca
	Primary Contact Name & Title	Shelley Fogelman Sr. Admin Asst.
	Primary Contact Email Address	s.fogelman@lsrca.on.ca
	Primary Contact Phone Number	9058951281 ext. 231
	Primary Contact Fax Number	9058535881
	Primary Contact Mailing Address 1	120 Bayview Parkway
	Primary Contact Mailing Address 2	
	Primary Contact Mailing Address 3	
	Primary Contact City	Newmarket
	Primary Contact Postal Code	L3Y3W3
1.2	Your institution is:	Conservation Authority

Section 2: Inconsistent Use of Personal Information

2.1	Whenever your institution uses or discloses personal information in a way that differs from the way the information is normally used or disclosed (an inconsistent use), you must attach a record or notice of the inconsistent use to the affected information.	0
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Your institution received:

- No formal written requests for access or correction
- Formal written requests for access to records
- Requests for correction of records of personal information only

Section 3: Number of Requests Received and Completed

Enter the number of requests that fall into each category.

- 3.1** New Requests received during the reporting year
- 3.2** Total number of requests completed during the reporting year

	Personal Information	General Records
	0	25
	0	25

Section 4: Source of Requests

Enter the number of requests you completed from each source.

- 4.1** Individual/Public
- 4.2** Individual by Agent
- 4.3** Business
- 4.4** Academic/Researcher
- 4.5** Association/Group
- 4.6** Media
- 4.7** Government (all levels)
- 4.8** Other
- 4.9** Total requests (Add Boxes 4.1 to 4.8 = 4.9)

	Personal Information	General Records
	0	20
	0	0
	0	3
	0	0
	0	0
	0	0
	0	2
	0	0
	0	25

BOX 4.9 must equal BOX 3.2

Section 5: Time to Completion

How long did your institution take to complete all requests for information? Enter the number of requests into the appropriate category. How many requests were completed in:

- 5.1** 30 days or less
- 5.2** 31 - 60 days
- 5.3** 61 - 90 days
- 5.4** 91 days or longer
- 5.5** Total requests (Add Boxes 5.1 to 5.4 = 5.5)

	Personal Information	General Records
	0	22
	0	2
	0	0
	0	1
	0	25

BOX 5.5 must equal BOX 3.2

Section 6: Compliance with the Act

In the following charts, please indicate the number of requests completed, within the statutory time limit and in excess of the statutory time limit, under each of the four different situations:

NO notices issued;

BOTH a Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)) issued;

ONLY a Notice of Extension (s.27(1)) issued;

ONLY a Notice to Affected Person (s.28(1)) issued.

Section 6: Compliance with the Act

Please note that the four different situations are mutually exclusive and the number of requests completed in each situation should add up to the total number of requests completed in Section 3.2.(Add Boxes 6.3 + 6.6 + 6.9 + 6.12 = BOX 6.13 and BOX 6.13 must equal BOX 3.2)

A. No Notices Issued

	Personal Information	General Records
6.1 Number of requests completed within the statutory time limit (30 days) where neither a Notice of Extension (s.27(1)) nor a Notice to Affected Person (s.28(1)) were issued.	0	22
6.2 Number of requests completed in excess of the statutory time limit (30 days) where neither a Notice of Extension (s.27(1)) nor a Notice to Affected Person (s.28(1)) were issued.	0	1
6.3 Total requests (Add Boxes 6.1 + 6.2 = 6.3)	0	23

B. Both a Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)) Issued

	Personal Information	General Records
6.4 Number of requests completed within the time limits permitted under both the Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)).	0	0
6.5 Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.27(1)) and the time limit permitted by the Notice to Affected Person (s.28(1)).	0	0
6.6 Total requests (Add Boxes 6.4 + 6.5 = 6.6)	0	0

C. Only a Notice of Extension (s.27(1)) Issued

	Personal Information	General Records
6.7 Number of requests completed within the time limits permitted under both the Notice of Extension (s.27(1)).	0	2
6.8 Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.27(1)).	0	0
6.9 Total requests (Add Boxes 6.7 + 6.8 = 6.9)	0	2

D. Only a Notice to Affected Person (s.28(1)) Issued

	Personal Information	General Records
6.10 Number of requests completed within the time limits permitted under both the Notice to Affected Person (s.28(1)).	0	0
6.11 Number of requests completed in excess of the time limit permitted by the Notice to Affected Person (s.28(1)).	0	0
6.12 Total requests (Add Boxes 6.10 + 6.11 = 6.12)	0	0

E. Total Completed Requests (sections A to D)

	Personal Information	General Records
6.13 Total requests (Add Boxes 6.3 + 6.6 + 6.9 + 6.12 = 6.13)	0	25

BOX 6.13 must equal BOX 3.2

Section 6a: Contributing Factors

Please outline any factors which may have contributed to your institution not meeting the statutory time limit. If you anticipate circumstances that will improve your ability to comply with the Act in the future, please provide details in the space below.

One access request is an annual request with responses provided by LSRCA to requestor on a monthly basis January 2020 to December 2020.

One time extensions was issued as a result of COVID-19 safety restrictions in place at LSRCA's office; one time extension was due to both COVID-19 restrictions and staff's ability to access and prepare the large number of responsive records to the request.

Section 7: Disposition of Requests

What course of action was taken with each of the completed requests? Enter the number of requests into the appropriate category.

	Personal Information	General Records
7.1 All information disclosed	0	23
7.2 Information disclosed in part	0	0
7.3 No information disclosed	0	0
7.4 No responsive records exists	0	0
7.5 Request withdrawn, abandoned or non-jurisdictional	0	2
7.6 Total requests (Add Boxes 7.1 to 7.5 = 7.6)	0	25

BOX 7.6 must be greater than or equal to BOX 3.2

Section 8: Exemptions & Exclusions Applied

For the Total Requests with Exemptions/Exclusions/Frivolous or Vexatious Requests, how many times did your institution apply each of the following? (More than one exemption may be applied to each request)

	Personal Information	General Records
8.1 Section 6 — Draft Bylaws, etc.	0	0
8.2 Section 7 — Advice or Recommendations	0	0
8.3 Section 8 — Law Enforcement ¹	0	0
8.4 Section 8(3) — Refusal to Confirm or Deny	0	0
8.5 Section 8.1 — Civil Remedies Act, 2001	0	0
8.6 Section 8.2 — Prohibiting Profiting from Recounting Crimes Act, 2002	0	0
8.7 Section 9 — Relations with Governments	0	0
8.8 Section 10 — Third Party Information	0	5
8.9 Section 11 — Economic/Other Interests	0	0
8.10 Section 12 — Solicitor-Client Privilege	0	1
8.11 Section 13 — Danger to Safety or Health	0	0
8.12 Section 14 — Personal Privacy (Third Party) ²	0	20
8.13 Section 14(5) — Refusal to Confirm or Deny	0	0

Section 8: Exemptions & Exclusions Applied

8.14 Section 15 — Information soon to be published	0	0
8.15 Section 20.1 Frivolous or Vexatious	0	0
8.16 Section 38 — Personal Information (Requester)	0	0
8.17 Section 52(2) — Act Does Not Apply ³	0	0
8.18 Section 52(3) — Labour Relations & Employment Related Records	0	0
8.19 Section 53 — Other Acts	0	0
8.20 PHIPA Section 8(1) Applies	0	0
8.21 Total Exemptions & Exclusions Add Boxes 8.1 to 8.20 = 8.21	0	26

¹ not including Section 8(3)

² not including Section 14(5)

³ not including Section 52(3)

Section 9: Fees

Did your institution collect fees related to request for access to records?

	Personal Information	General Records	Total
9.1 Number of REQUESTS where fees other than application fees were collected	0	0	0
9.2.1 Total dollar amount of application fees collected	\$0.00	\$105.00	\$105.00
9.2.2 Total dollar amount of additional fees collected	\$0.00	\$2000.30	\$2000.30
9.2.3 Total dollar amount of fees collected (Add Boxes 9.2.1 + 9.2.2 = 9.2.3)	\$0.00	\$2105.30	\$2105.30
9.3 Total dollar amount of fees waived	\$0.00	\$0.00	\$0.00

Section 10: Reasons for Additional Fee Collection

Enter the number of REQUESTS for which your institution collected fees other than application fees that apply to each category.

	Personal Information	General Records	Total
10.1 Search time	0	4	4
10.2 Reproduction	0	4	4
10.3 Preparation	0	4	4
10.4 Shipping	0	0	0
10.5 Computer costs	0	1	1
10.6 Invoice costs(and other as permitted by regulation)	0	2	2
10.7 Total (Add Boxes 10.1 to 10.6 = 10.7)	0	15	15

Section 11: Correction and Statements of Disagreement

Did your institution receive any requests to correct personal information?

Section 11: Correction and Statements of Disagreement

11.1 Number of correction requests received	0
11.2 Correction requests carried forward from the previous year	0
11.3 Correction requests carried over to next year	0
11.4 Total Corrections Completed [(11.1 + 11.2) - 11.3 = 11.4]	0

BOX 11.4 must equal BOX 11.9

What course of action did your institution take regarding the requests that were received to correct personal information?

	Personal Information
11.5 Correction(s) made in whole	0
11.6 Correction(s) made in part	0
11.7 Correction refused	0
11.8 Correction requests withdrawn by requester	0
11.9 Total requests (Add Boxes 11.5 to 11.8 = 11.9)	0

BOX 11.9 must equal BOX 11.4

In cases where correction requests were denied, in part or in full, were any statements of disagreement attached to the affected personal information?

	Personal Information
11.10 Number of statements of disagreement attached:	0

If your institution received any requests to correct personal information, the Act requires that you send any person(s) or body who had access to the information in the previous year notification of either the correction or the statement of disagreement. Enter the number of notifications sent, if applicable.

	Personal Information
11.11 Number of notifications sent:	0

Note:

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Thank You for your cooperation!

Declaration:

I, Mark Critch, FOI Coordinator, GM, Services, confirm that all the information provided in this report, furnished by me to the Information and Privacy Commissioner of Ontario, is true, accurate and complete in all respects.



February 1, 2021

Signature

Date

Staff Report

To: Board of Directors

From: Melinda Bessey, Director, Planning and Ashlea Brown, Director, Regulations

Date: February 16, 2021

Subject

Monitoring Report – Planning and Development Applications for the Period January 1 through December 31, 2020

Recommendation

That Staff Report No. 05-21-BOD regarding monitoring of planning and development applications for the period January 1 through December 31, 2020 be received for information.

Purpose of this Staff Report:

The purpose of this Staff Report No. 05-21-BOD is to provide the Board of Directors with an update of the progress of planning and development applications, made under the Planning Act (Planning Approvals), Conservation Authorities Act (Permits), and Ontario Water Resources Act (Environmental Compliance Approvals for Stormwater Management) submitted to the Lake Simcoe Region Conservation Authority for the period January 1 through December 31, 2020.

Background:

A summary of the total number of applications for this period is shown in Tables 1, 2, 3 and 4 attached. These tables summarize the number of applications received by application type and by municipality as well as the number of pre-consultations, non-application technical reviews, and general inquiries. The type of applications reviewed and processed are statutory requirements under the following legislation:

Planning Act (Table 1)

- Official Plans, Secondary Plans, Community Plans and Amendments
- Comprehensive Zoning By-Laws and Amendments
- Consent and Minor Variance Applications
- Plans of Subdivision and Condominium
- Site Plan Applications

Conservation Authorities Act (Tables 2 and 3)

- Section 28 Permit Applications

- Public Information Requests (PIR)
- Site Clearances
- Solicitor Inquiries

Other Legislation (Table 2)

- Undertakings in accordance with the Environmental Assessment Act

Environmental Compliance Approvals (ECA) (Table 4)

- Environmental Compliance Approval Applications in accordance with our Transfer of Review Agreements with York Region, Durham Region and the Town of Bradford West Gwillimbury.

Tables 5, 6, 7 and 8 summarize the total number of planning and development applications and inquiries for the period January 1 through December 31, 2019 as well as the number of ECA Applications reviewed. Our first transfer of review agreement was signed with York Region in Q3 of 2018, accordingly 2019 is the first full calendar year that we have statistical data to report on. Table 4 also provides the number of non-application technical reviews, peer reviews and pre-consultation reviews which were carried out. It is important to note that LSRCA did not commence tracking pre-consultation applications until Q3 of 2019, this will be important when comparing the number of pre-consultations between 2019 and 2020.

In general, the total number of applications reviewed under the Planning Act as of December 31, 2020 was 13% lower than the total number of applications reviewed in 2019. This presumably is a result of the COVID-19 pandemic and the general sense of insecurity felt throughout the development industry in Q2 of 2020 which started to ease in the later quarters of the year. There are a few elements which are important to look at in this review, these are as follows:

1. Applications for Plan of Subdivision are a major revenue source for the Planning Department, which operates on a full cost recovery basis. In 2020, there was a 55% reduction in new submissions of application for Plan of Subdivision.
2. We experienced an 8% increase in Official Plan Amendments. This is telling in that it shows us that the development industry in laying the groundwork for future development in applying for conversion of land designation in preparation for future development.
3. There was a 15% increase in applications for Site Plan Approval. This is reflective of the provincial direction for infill development in existing urban areas.
4. As noted in the Staff Report on this topic last year, our new Information Management System (IMS) commenced tracking pre-consultation application review in Q3 and Q4 of

2019. This is why there appears to be a large increase in pre-consultation applications from 2019-2020 when comparing Tables 1 and 5.

The total number of applications received as of December 31, 2020 under the Conservation Authorities Act was 6% lower than the number of applications received in 2019.

It is assumed that COVID-19 was a major factor in the reduction of applications under the Conservation Authorities Act. The pandemic has caused a great deal of uncertainty in the industry mainly related to when construction projects were able to proceed. It has also caused an increase in the price of building materials while decreasing availability of materials causing many people to delay projects.

Tables 3 and 7 summarize the customer service statistics for 2020 and 2019 respectively. The number of inquiries is 26% less than last year. The Regulations Analysts have been providing responses to all inquiries through email, telephone or video conferencing. However, as a result of the pandemic, we have not been able to offer our in-person counter service, which has decreased our walk-in numbers. Similar to permit applications, we believe the reduction of general inquiries is a result of uncertainty in the building industry, as well as projects being put on holds due to lack of supplies or costs.

Tables 4 and 8 summarize the Environmental Compliance Approval applications reviewed under the transfer of review agreements which are in place between LSRCA and York Region, Durham Region and the Town of Bradford West Gwillimbury. This program has assisted in the streamlining of development approvals as it allows LSRCA engineering staff the ability to review ECA applications under the Ontario Water Resources Act concurrently with the normal review of an application for Plan of Subdivision or Site Plan approval under the Planning Act. In doing so, it is eliminating the duplication of review which would be taking place between Conservation Authority staff and Provincial (Ministry of the Environment Conservation and Parks) staff and ultimately leading to more timely approvals.

Issues:

The statistics presented in the attached tables do not provide any indication of the complexity of the applications. Many of the new development applications are being proposed on lands that have previously been overlooked due to the constraints that are associated with them. Additionally, the increasing pressures of shorter review and approval timelines coupled with the changes resulting from Bill 229 (Schedule 6), have added layers of intricacy to many of larger development applications that we are reviewing.

Relevance to Authority Policy:

Client service and satisfaction has been identified as an important guiding principle in the LSRCA's Strategic Plan 2016-2020. In addition, in response to Bill 108, Conservation Ontario has

engaged senior CA staff in a streamlining initiative. This initiative provides a commitment to improve plan and permitting review through; improving client service and accountability; increasing the speed of approvals and reducing red tape and regulatory burden. To ensure we are capable of meeting customer service targets, it is important to monitor the number of applications processed by LSRCA.

Impact on Authority Finances:

LSRCA Planning and Development department operates on a cost recovery rate of 100% for the review and processing of planning and permit applications. Therefore, the reduction to applications have impacted the department's budget. Continued monitoring of application numbers is important to understand staffing requirements of the departments and to assess revenue generation against the approved budget.

Summary and Recommendations:

It is therefore recommended that Staff Report No. 05-21-BOD regarding monitoring of planning and development applications for the period January 1 through December 31, 2020 be received for information.

Pre-Submission Review:

This Staff Report has been reviewed by the General Manager, Planning & Development and the Chief Administrative Officer.

Signed by:

Signed by:

Glenn MacMillan

Rob Baldwin

General Manager, Planning, Development &
Watershed Restoration

Chief Administrative Officer

Attachments:

Tables 1, 2,3 and 4 – Summary of Planning, Regulations and ECA Program Statistics – January 1 – December 31, 2020

Tables 5, 6, 7 and 8 – Summary of Planning, Regulations and ECA Program Statistics – January 1 – December 31, 2019

Table #1

Summary of Planning Program Statistics January 1-December 31, 2020 - Review of Applications under the Planning Act																					
Application Type	City of Kawartha Lakes	City of Orillia	City of Barrie	County of Simcoe					Region of Durham					Region of York						Region of Peel (Incl Caledon)	Total Number of Applications by Type
				Bradford West Gwillimbury	Innisfil	New Tecumseth	Oro-Medonte	Ramara	Brock	Scugog	Uxbridge	Region of Durham	Aurora	East Gwillimbury	Georgina	King	Newmarket	Whitchurch-Stouffville	Region of York		
Official Plans, Official Plan Amendments	0	0	9	1	3	0	1	0	3	0	0	1	8	4	3	0	6	1	0	0	40
Secondary Plan Review	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	2
Zoning By-laws, Zoning By-law Amendments	1	0	20	14	4	3	6	1	4	0	3	0	12	7	15	1	8	2	0	0	101
Plans of Subdivision, Plans of Condominium	0	0	8	4	6	0	2	0	2	0	1	0	5	2	0	0	1	3	0	0	34
Site Plans	0	1	28	18	11	1	5	1	0	0	4	0	34	10	10	14	13	12	0	0	162
Consents	1	0	3	4	11	0	8	1	12	0	7	0	6	5	3	6	0	1	0	0	68
Minor Variances	1	0	8	10	17	1	23	7	7	0	6	0	13	14	12	6	4	9	0	0	138
Peer Review	1	0	1	0	2	0	0	0	1	1	0	0	1	0	0	1	0	0	0	0	8
Tech Review/ Special Studies	0	0	3	1	5	0	1	0	2	0	1	0	2	3	1	0	2	1	0	0	22
Preconsultation	5	0	71	28	23	0	12	2	10	7	14	0	32	23	17	20	24	38	0	0	326
Total Number of Applications by Municipality	9		152	80	82	5	58	12	41	8	36	1	113	68	62	48	58	67	0	0	901

Table #2

Summary of Regulations Program Statistics January 1-December 31, 2020 - Review of Applications under the Conservation Authorities Act and Environmental Assessment Act																					
Application Type	City of Kawartha Lakes	City of Orillia	City of Barrie	County of Simcoe					Region of Durham				Region of York						Region of Peel (incl Caledon)	Total Number of Applications by Type	
				Bradford West Gwillimbury	Innisfil	New Tecumseth	Oro-Medonte	Ramara	Brock	Scugog	Uxbridge	Region of Durham	Aurora	East Gwillimbury	Georgina	King	Newmarket	Whitchurch-Stouffville			Region of York
Section 28 Applications	5	0	62	36	141	2	90	97	39	0	42	1	34	56	158	41	26	16	2	0	848
Legal Inquiries	0	0	23	11	11	0	7	6	3	0	1	0	20	9	20	8	3	5	0	0	127
Site Clearances	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Environmental Assessment Undertakings	0	0	3	1	2	0	1	0	1	0	1	0	10	5	2	0	2	0	0	0	28
Total Number of Applications by Municipality	5	0	88	49	154	2	98	103	43	0	44	1	64	70	180	49	31	21	2	0	1004

Table #3

Summary of Regulations Program Customer Service Statistics January 1 - December 31, 2020																					
Application Type	City of Kawartha Lakes	Outside of Watershed & General	City of Barrie	County of Simcoe					Region of Durham				Region of York						Region of Peel (incl Caledon)	Total Number of Applications by Type	
				Bradford West Gwillimbury	Innisfil	New Tecumseth	Oro-Medonte	Ramara	Brock	Scugog	Uxbridge	Region of Durham	Aurora	East Gwillimbury	Georgina	King	Newmarket	Whitchurch-Stouffville			Region of York
Calls / Emails	24	33	78	72	334	8	184	230	125	9	161	0	83	222	629	164	90	71	4	0	2521
Counter Visits	1	0	2	3	5	0	3	4	3	0	2	0	0	6	12	9	3	3	0	0	56
Total Number of Applications by Municipality	25	33	80	75	339	8	187	234	128	9	163	0	83	228	641	173	93	74	4	0	2577

Table #4

Summary of Environmental Compliance Approval Program Statistics January 1-December 31, 2020 - Transfer of Review - Applications under the Ontario Water Resources Act																					
Application Type	City of Kawartha Lakes	City of Orillia	City of Barrie	County of Simcoe					Region of Durham				Region of York						Region of Peel (Incl Caledon)	Total Number of Applications by Type	
				Bradford West Gwillimbury	Innisfil	New Tecumseth	Oro-Medonte	Ramara	Brock	Scugog	Uxbridge	Region of Durham	Aurora	East Gwillimbury	Georgina	King	Newmarket	Whitchurch-Stouffville			Region of York
Major ECA Stormwater Works >5ha	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	0	1	0	0	0	4
Major Stormwater Conveyance System	0	0	0	0	0	0	0	0	0	0	0	0	2	0	1	0	0	0	0	0	3
Minor Stormwater <2h and Conveyance System	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	1	0	0	0	3
Moderate ECA Stormwater Works 2ha to 5ha	0	0	0	1	0	0	0	0	0	0	1	0	3	3	0	0	0	0	0	0	8
Total Number of Applications by Municipality	0	0	0	1	0	0	0	0	0	0	1	0	8	4	2	0	2	0	0	0	18

Table #5

Summary of Planning Program Statistics January 1-December 31, 2019 - Review of Applications under the Planning Act																					
Application Type	City of Kawartha Lakes	City of Brantford	City of Barrie	County of Simcoe					Region of Durham					Region of York					Region of Peel (Incl Caledon)	Total Number of Applications by Type	
				Bradford West Gwillimbury	Innisfil	New Tecumseth	Oro-Medonte	Ramara	Brock	Scugog	Uxbridge	Region of Durham	Aurora	East Gwillimbury	Georgina	King	Newmarket	Whitchurch-Stouffville			Region of York
Official Plans, Official Plan Amendments	1		3	2	3	1	0	1	4	0	2	1	3	3	2	1	7	1	1	1	37
Secondary Plan Review	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Zoning By-laws, Zoning By-law Amendments	3		25	11	9	1	4	1	8	0	8	0	9	2	21	1	10	3	0	2	118
Plans of Subdivision, Plans of Condominium	1		11	9	10	0	2	1	2	0	2	0	9	5	16	0	5	2	0	0	75
Site Plans	0		23	12	16	0	3	1	1	0	7	0	13	8	8	25	11	11	0	0	139
Consents	4		7	3	11	0	6	1	14	1	11	0	6	5	18	1	5	3	0	0	96
Minor Variances	1		3	8	25	0	23	11	11	0	7	0	13	11	24	9	3	12	0	0	161
Peer Review	0		0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	2
Tech Review/ Special Studies	0		0	0	0	0	0	0	0	0	0	0	2	1	0	1	1	0	0	0	5
Preconsultation	8		58	25	7	2	7	3	4	1	7	0	16	7	14	4	6	19	0	0	188
Total Number of Applications by Municipality	18		130	70	81	4	46	19	44	2	44	1	71	42	103	42	48	52	2	3	822

Table #6

Summary of Regulations Program Statistics January 1-December 31, 2019 - Review of Applications under the Conservation Authorities Act and Environmental Assessment Act																					
Application Type	City of Kawartha Lakes	City of Orillia	City of Brantford	County of Simcoe					Region of Durham					Region of York					Region of Peel (Incl Caledon)	Total Number of Applications by Type	
				Bradford West Gwillimbury	Innisfil	New Tecumseth	Oro-Medonte	Ramara	Brock	Scugog	Uxbridge	Region of Durham	Aurora	East Gwillimbury	Georgina	King	Newmarket	Whitchurch-Stouffville			Region of York
Section 28 Applications	12	0	53	49	148	0	78	113	49	3	41	0	29	56	172	65	29	18	0	0	915
Legal Inquiries	3	1	21	15	12	0	4	6	7	0	6	0	11	7	15	6	8	1	0	0	123
Site Clearances	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Environmental Assessment Undertakings	1	1	7	3	3	0	0	0	0	0	0	0	4	0	1	0	4	1	0	0	25
Total Number of Applications by Municipality	16	2	81	67	163	0	83	119	56	3	47	0	44	63	188	71	41	20	0	0	1064

Table #7

Summary of Regulations Program Customer Service Statistics January 1 - December 31, 2019																					
Application Type	City of Kawartha Lakes	Outside of Watershed & General	City of Barrie	County of Simcoe					Region of Durham				Region of York						Region of Peel (Incl Caledon)	Total Number of Applications by Type	
				Bradford West Gwillimbury	Innisfil	New Tecumseth	Oro-Medonte	Ramara	Brock	Scugog	Uxbridge	Region of Durham	Aurora	East Gwillimbury	Georgina	King	Newmarket	Whitchurch-Stouffville			Region of York
Calls / Emails	59	147	175	135	224	13	187	263	160	8	295	0	78	168	737	172	101	111	0	0	3033
Counter Visits	4	18	12	33	32	3	12	24	17	0	23	0	15	62	112	38	28	34	0	0	467
Total Number of Applications by Municipality	63	165	187	168	256	16	199	287	177	8	318	0	93	230	849	210	129	145	0	0	3500

Table #8

Summary of Environmental Compliance Approval Program Statistics January 1-December 31, 2019 - Transfer of Review - Applications under the Ontario Water Resources Act																					
Application Type	City of Kawartha Lakes	City of Orillia	City of Barrie	County of Simcoe					Region of Durham				Region of York						Region of Peel (Incl Caledon)	Total Number of Applications by Type	
				Bradford West Gwillimbury	Innisfil	New Tecumseth	Oro-Medonte	Ramara	Brock	Scugog	Uxbridge	Region of Durham	Aurora	East Gwillimbury	Georgina	King	Newmarket	Whitchurch-Stouffville			Region of York
Major ECA Stormwater Works >5ha	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	3
Major Stormwater Conveyance System	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Minor Stormwater <2h and Conveyance System	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Moderate ECA Stormwater Works 2ha to 5ha	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	2
Total Number of Applications by Municipality	0	1	0	1	0	0	0	0	0	0	0	0	2	0	0	0	2	1	0	0	7

Staff Report

To: Board of Directors

From: Rob Baldwin, Chief Administrative Officer

Date: February 16, 2021

Subject

Bill 229: Proclaimed Amendments to the Conservation Authorities Act

Recommendation

That Staff Report 06-21-BOD be received; and

Further that the Chief Administrative Officer review the Authority's existing Administrative By-Laws and prepare revised by-laws for consideration in accordance with any proclaimed amendments to Conservation Authorities Act as defined under Bill 229.

Purpose of this Staff Report:

The purpose of this Staff Report No. 06-21-BOD is to inform the Board of recently proclaimed substantive amendments to the Conservation Authorities Act as outlined in Bill 229, Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020.

Background:

On February 2, 2021, some specific provisions in the Conservation Authorities Act were proclaimed to initiate changes to conservation authority governance for consistency in administration, transparency, and financial accountability, as well as increased municipal and provincial oversight of conservation authority operations. These provisions are not tied to any specific regulations and relate only to provisions from the 2019 and 2020 Conservation Authorities Act amendments. Specifically, these include:

- Government requirements (e.g. Non-derogation provision clarifying that nothing in the Conservation Authorities Act is intended to affect constitutionally protected Aboriginal and treaty rights);
- Provisions related to conservation authority governance;
- Minister's powers; and
- Housekeeping amendments.

Issues:

There are five key elements included in the proclaimed amendments to the Conservation Authorities Act of February 2, 2021 as follows:

Governance:

As of February 2, 2021, the Board of Directors must be composed of 70 percent (70%) elected municipal officials. Each member municipality must appoint members of council equal to, or greater than 70 percent. For example, if a municipality appoints three members, they may not appoint a citizen representative as appointing two members of council would only constitute 66 percent. Under this rule only York Region would have the ability to appoint a non-elected individual to the Board of Directors.

The Board may make a request to the Minister for an exemption from the above-prescribed governance direction. The 70 percent rule begins as new members are appointed going forward. Presently there is no issue with this Authority's membership.

The Minister at his/her discretion may appoint an agricultural representative to the Board of Directors. If an agricultural representative is appointment, that member is ineligible to vote on the following matters:

- Resolution to enlarge an authority jurisdiction;
- Resolution to amalgamate an authority with another authority;
- Resolution to dissolve an authority; and
- Any resolutions related to budgetary matters.

Terms of Chair and Vice Chair:

The Chair and Vice Chair shall hold office for a term of one year and shall serve for no more than two consecutive terms.

An authority shall appoint Chairs and Vice Chairs from among the members appointed by each participating municipality on a rotating basis so as to ensure that a member appointed to the authority by a particular municipality may not be appointed to succeed an outgoing Chair or Vice Chair appointed to the authority by the same participating municipality.

Upon application from a conservation authority, the Minister may make exception and allow the appointment of Chair and/or Vice Chair to be extended beyond the limit of two consecutive terms and make exception to allow the appointment for Chair and/or Vice Chair to be from the same municipality as the departing Chair or Vice Chair.

Municipal Member Agreements:

The Authority shall provide to the Minister no later than April 3, 2021 any agreements that outline or establish the number of members from each participating municipality.

The Authority Board was consolidated at the request of the Minister of Natural Resources in the early 1990's. Staff will review records from this period to determine if this was undertaken through agreements, Order in Council, or other means. Membership from municipalities that joined after this period will also be evaluated to understand how membership was determined at the time of their respective joining.

Accounting Practice:

Conservation authorities must use generally accepted accounting principles for local government and ensure that key conservation authority documents are made available to the public (i.e., minutes of authority or executive committee meetings, auditor reports) following proclamation of these provisions on February 2, 2021.

The Authority is already in full compliance with this requirement.

Minister's Powers:

The Minister has been provided with two new distinct powers under the Conservation Authorities Act as part of these recent proclamations. The first allows the Minister to issue a binding directive to an Authority following an investigation. The second allows the Minister to appoint a temporary administrator to assume control of a CA's operations following an investigation or the issuance of a binding directive, if the directive is not followed. Immunity is provided for the administrator.

Relevance to Authority Policy:

The changes to the Conservation Authorities Act proclaimed as of February 2, 2021 directly require that the Authority's Administrative By-Laws be amended to ensure consistency and compliance. A review and edit of the by-laws will occur and updated by-laws brought to the Board at a future date for consideration.

The Authority is presently operating in compliance with the proclaimed amendments to the Conservation Authorities Act. The appointment of our current Chair and Vice Chair occurred prior to the above-mentioned requirements being proclaimed and the current membership of the Board consists of elected members of council.

Impact on Authority Finances:

There are no direct impacts to Authority finances anticipated based on these recent changes and requirements. There may be some minor legal expenses if there is a need for substantial changes to the Administrative By-laws but that is not expected.

Summary and Recommendations:

It is therefore recommended that Staff Report 06-21-BOD be received; and Further that the Chief Administrative Officer review the Authority's existing Administrative By-Laws and prepare

revised by-laws for consideration in accordance with any proclaimed amendments to Conservation Authorities Act as defined under Bill 229.

Signed by:

Rob Baldwin

Chief Administrative Officer

Attachments:

MECP Document: Implications of Proclamation of Various Provisions: Frequently Asked Questions, February 8, 2021.

Implications of Proclamation of Various Provisions: Frequently Asked Questions

Implications of Proclamation of Various Provisions: Frequently Asked Questions

1. Do participating municipalities have to appoint new members to conservation authorities now in order to meet the 70% requirement?

Immediate action is not required on the part of conservation authorities or by municipalities related to the provision requiring 70% of municipally appointed members be elected officials.

Current members should complete the remaining duration of their appointments. As new members are appointed, participating municipalities should be appointing members in a way that complies with this new requirement.

A participating municipality may also apply to the Minister of the Environment, Conservation and Parks requesting an exception to this 70% requirement. The request should include the rationale for the request, and what proportion of members the municipality is proposing to be elected officials. Requests should be sent to minister.mecp@ontario.ca.

2. Does a conservation authority need to immediately initiate the term limits of chair/vice-chairs and rotate amongst participating municipalities?

Immediate action is not necessarily required. Implementation of this provision could begin at the first meeting held this year (following the proclamation date of February 2, 2021), or at such other meeting as may be specified by the authority's by-laws.

A participating municipality or conservation authority may also apply to the Minister of the Environment, Conservation and Parks requesting an exception to the term limit or rotation. The request should include the alternative approach being proposed, and the rationale for the request. Requests should be sent to minister.mecp@ontario.ca.

3. When should conservation authorities transition to the use of generally accepted accounting principles?

If not already the practice, conservation authorities will transition to the use of generally accepted accounting principles for local government and ensure that key conservation authority documents are made available to the public (i.e., minutes of authority or executive committee meetings, auditor reports) following proclamation of these provisions on February 2, 2021.

Implications of Proclamation of Various Provisions: Frequently Asked Questions

4. When do copies of municipal member agreements need to be sent to the Minister and made public?

Please submit any existing agreements (on the number of total conservation authority members and number of members per participating municipality in a conservation authority) to the Minister within 60 days of February 2, 2021 (i.e., by April 3, 2021).

If no such agreement is in place as of February 2, 2021, but such an agreement is entered into at a future date, please provide it to the Minister within 60 days of executing the agreement. These agreements should also be made available to the public through the conservation authority's website or other appropriate means within these same timelines.

5. Which provisions of the *Conservation Authorities Act (CAA)* are you proclaiming in this first phase?

Provisions in the CAA that come into effect February 2, 2021, as part of this first phase include:

Housekeeping Amendments

- Clarifying “Minister” means the Minister of the of the Environment, Conservation and Parks (rather than the Minister of the Natural Resources and Forestry) (Bill 108, 2019).
- Administrative change by striking out “of the Environment” from “Minister of the Environment” (in the section on CA dissolutions – clause 13.1(6)(c)) (Bill 108, 2019).
- Remove a legislative date (now stale) for a past transition period for conservation authorities (CAs) to up-date administrative by-laws (Bill 229, 2020).

Government Requirements

- Non-derogation provision to recognize existing Aboriginal or treaty rights (Bill 229, 2020).
- Enable the Minister to delegate his or her powers to an employee of the Ministry of the Environment, Conservation and Parks (Bill 229, 2020).

Governance

- Changes to the CA municipal membership provisions including requiring 70 per cent of municipally appointed members to be elected officials with provision for the Minister to permit less than 70 per cent on application by a participating municipality (Bill 229, 2020).
- Requiring copies of municipal member agreements on number of total CA members agreed upon and numbers per participating municipality in a CA agreed upon, to be made public and provided to the Minister (Bill 229, 2020).
- Removal of the regulation making authority regarding the composition of the CA (Bill 229, 2020).

Implications of Proclamation of Various Provisions: Frequently Asked Questions

- Minister's power to appoint a member from the agricultural sector with limitations added to the member's voting rights (Bill 229, 2020).
- Limiting the term of the chair/vice-chair and rotating of the chair/vice-chair among a CA's participating municipalities with provision for the Minister to permit an exception to these requirements upon application of the CA or participating municipality. If an exception is granted, this would allow a chair/vice-chair to hold office for more than one year or two terms, or a member to succeed an outgoing chair, vice-chair, appointed from the same participating municipality (Bill 229, 2020).
- Minor amendments to the 'powers of authorities': integrating the CA power to "cause research to be done" with the CA power to "study and investigate the watershed" in order to support the programs and services the CA delivers; to require consent of the occupant or owner of the land before a CA staff can enter the land for the purpose of a CA project (such as land surveying); and to remove the power of a CA to expropriate land (Bill 229, 2020).
- Require CAs to follow generally accepted accounting principles for local governments, make key documents (annual audit, meeting agendas and minutes and member agreements) available to the public (Bill 229, 2020).

Minister's Power

- Enable the Minister to issue a binding directive to a CA following an investigation (Bill 229, 2020).
- Enable the province, upon recommendation by the Minister, to appoint a temporary administrator to assume control of a CA's operations following an investigation or the issuance of a binding directive, if the directive is not followed. Immunity is provided for the administrator (Bill 229, 2020).

Staff Report

To: Board of Directors

From: Rob Baldwin, Chief Administrative Officer

Date: February 26, 2021

Subject

Applications for Permission pursuant to Section 28.0.1 of the Conservation Authorities Act

Recommendation

That Staff Report No. 07-21-BOD regarding issuing permissions under Section 28.0.1 of the Conservation Authorities Act be received; and

Further that the Chief Administrative Officer be authorized to enter into agreements and approve permissions for elements of development projects authorized by a Minister's Zoning Order that are minor in nature; and

Further that an amendment to the Authority's fee schedule to include an application fee of double the applicable existing permit fee for a permit under S.28.0.1 be approved effective immediately; and

Further that an amendment to the Authority's fees policy that all legal fees associated with the development and execution of any Agreement under Section 28.0.1 of the Conservation Authorities Act be paid in full by the proponent prior to the final execution of the Agreement be approved effective immediately.

Purpose of this Staff Report:

The purpose of Staff Report No. 07-21-BOD is to update the Board of Directors on a permit application received, which requires permission to be issued under Section 28.0.1 of the Conservation Authorities Act, as recently amended; as well as seeking the Board of Directors' approval, for a framework for issuing permissions under Section 28.0.1, which requires the Authority to issue permission for a development project that has been authorized by a Minister's Zoning Order (MZO), outside of the Greenbelt.

Background and Issues:

Through the enactment of Bill 229, the amendments to the Conservation Authorities Act (CAA) include Section (28.0.1), requiring that permission be issued by a Conservation Authority if the development project has been authorized by a Minister's Zoning Order (MZO) and is outside the Greenbelt.

Under Section (28.0.1), Conservation Authorities cannot refuse to issue a permission despite anything under Section 28 or in a regulation under Section 28. As a result, impacts to the

control of flooding, erosion, dynamic beaches, pollution, or the conservation of land; or risks to the health or safety of persons; or damage or destruction of property, would not allow the Authority the ability to refuse permission. Attachment A demonstrates the potential avenues for a permission under Section 28.0.1 through a flow chart.

While the Authority cannot refuse permission, conditions of a permit can be issued to mitigate any impacts of the development project if they do not conflict with the terms of the zoning order. Any conditions are subject to appeal by the applicant. Conditions can be appealed through the Local Planning Act Tribunal or Ministerial review. Either body can vary, remove, confirm, or add to the conditions.

In addition to a permit, the Act requires that the Authority shall enter into an agreement with respect to the development project with the permit holder. The agreement sets out requirements that the permit holder must complete or satisfy to compensate for ecological impacts or any other impacts that could result from the development project. This could include compensating for impacts such as loss of groundwater recharge and/or phosphorus loading in keeping with Authority Offsetting Policies. There is also the option to add a municipality or other such person or entity as parties to the agreement. For example, the Authority may add the Municipality in the case of an enhanced MZO.

No development may commence until the agreement under subsection 24 has been fully executed. The Authority's Board of Directors is the approval body of the conditions and content of the agreement, and this may be delegated to the Executive Committee.

Presently there are five approved MZOs in the Lake Simcoe watershed as follows:

- East Gwillimbury -1656 Green Lane East to permit an Auto Campus;
- Innisfil -Tollendale Village II to permit a seven-building complex housing a retirement and long-term care facility;
- Aurora - 50-100 Bloomington Road (partially in our watershed) changes zoning from Institutional to Residential (Note: these lands are within the Greenbelt Plan area; however, the Government has stated that since the lands were already zoned for development, the MZO is acceptable);
- Oro Medonte - Oro Station (Oro Automotive Innovation Park); and
- Oro-Medonte - Medical Innovation Advanced Manufacturing Park (Lands adjacent to Oro Station).

There is the potential for further MZOs to be approved as there are currently others under consideration by the Minister of Municipal Affairs and Housing.

Relevance to Authority Policy:

There is potential that the new MZOs would in fact contradict Ontario Regulation 179/06 and the Authority's Watershed Development Guidelines under normal practice. The requirement of S.28.0.1 of the CAA is that the Authority issues a permit for development proposals subject to an MZO.

The Authority's Planning and Development Fees policy as approved by the Board of Directors needs to be updated to include a fee for an application under S. 28.0.1 as recommended.

Impact on Authority Finances:

No significant or direct impacts on Authority finances associated with the recommendations in this report are anticipated at this time. The requirements of S.28.0.1 of the CAA are new and implementing them may require further evaluation from a financial perspective as the current or future MZOs move forward. Staff will continue to monitor and report back to the Board as required if concerns or issues arise.

The Authority strives to achieve cost recovery. The MZO permit applications require an expedited process where possible. To assist in achieving this, staff recommend that the applicable development permit fee for the development application be doubled to assist in delivery.

Summary and Recommendations:

Prior to Bill 229, conservation authorities had the ability, subject to appeal to the Mining and Lands Tribunal, to refuse permission if it did not meet the tests of the Act and any Regulations under the Act, regardless of whether there was an MZO issued under the Planning Act.

The current fee schedule does not consider the complexity and expedited review required for an approval required under Section 28.0.1. There is also no consideration for the cost associated with legal fees to execute the required agreement.

As such, the following recommendations are proposed going forward with applications under Section 28.0.1:

1. That the following standard conditions be included in any permits issued under S.28.0.1:
 - a. That all legal fees associated with the development and execution of any Agreement under Section 28.0.1 under the Conservation Authorities Act be paid fully by the proponent prior to the final execution of the Agreement.
 - b. That an Agreement be entered into between the landowner and the Lake Simcoe Region Conservation Authority, consistent with Section 28.0.1 of the Conservation Authorities Act.
 - c. That the permit holder complies with all conditions of the Agreement.

- d. That no development occurs on the property until the Agreement required under S.28.0.1 of the Conservation Authorities Act, is fully executed.
2. That a new permit fee be enacted for applications under Section 28.0.1. The new fee is proposed to be double the existing permit fee, consistent with the expedited review fees of other Conservation Authorities.
3. That for any minor applications under Section 28.0.1 such as development where there is low risk of impact on natural hazards or natural features and/or is consistent with policy and guidelines, the Authority's Chief Administrative Officer be authorized to approve the agreement, permit and conditions.

It is therefore recommended That Staff Report No. 07-21-BOD regarding issuing permissions under Section 28.0.1 of the Conservation Authorities Act be received; and Further that the Chief Administrative Officer be authorized to enter into agreements and approve permissions for elements of development projects authorized by a Minister's Zoning Order that are minor in nature; and Further that an amendment to the Authority's fee schedule to include an application fee of double the applicable existing permit fee for a permit under S.28.0.1 be approved effective immediately; and Further that an amendment to the Authority's fees policy that all legal fees associated with the development and execution of any Agreement under Section 28.0.1 of the Conservation Authorities Act be paid in full by the proponent prior to the final execution of the Agreement be approved effective immediately.

Pre-Submission Review:

This Staff Report has been reviewed by the General Manager, Planning, Development and Watershed Restoration and the Chief Administrative Officer.

Report Prepared by: Ashlea Brown, Director Regulations

Signed by:

Glenn MacMillan

General Manager, Planning, Development &
Watershed Restoration

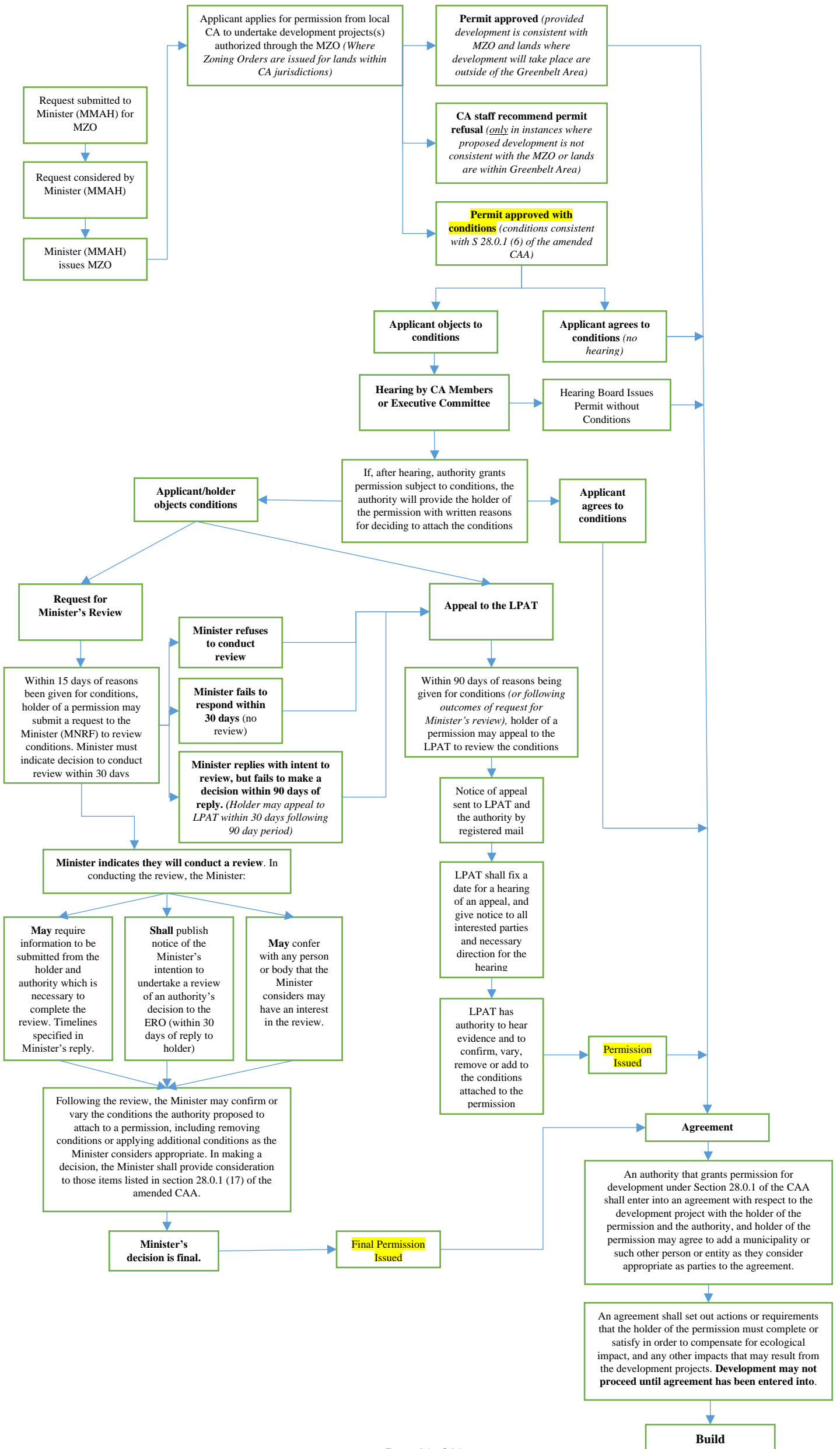
Signed by:

Rob Baldwin

Chief Administrative Officer

Attachments:

Attachment A: Minister Zoning Order Process Chart



Staff Report

To: Board of Directors

From: Christa Sharp, Manager, Restoration Services

Date: February 18, 2021

Subject:

Kettleby Creek Restoration Project Update - Purchase Order and Construction Contract

Recommendation:

That Staff Report No. 08-21-BOD regarding the issuance of a Purchase Order and Construction Contract to R&M Construction for a restoration project to remove a fish barrier and streambank restoration at Kettleby Creek in the Township of King at a cost of \$224,159.39 including taxes be received for information.

Purpose of this Staff Report:

The purpose of this Staff Report No. 08-21-BOD is to advise the Board of Directors regarding the issuance of a Purchase Order and Construction Contract for R&M Construction at a cost of \$224,159.39 including taxes. The purpose of this project is to remove a fish barrier and complete streambank restoration for Brook Trout and Redside Dace, species at risk, in a high priority coldwater system.

Background:

The study area for this project is in Kettleby Creek and the East Holland subwatershed in the Township of King. The project is specifically located at Kettleby Valley Camp. The property, regulated by the Authority, contains a watercourse with fish habitat. Kettleby Creek is a coldwater system that supports Brook Trout (*Salvelinus fontinalis*), as well as historical records of Redside Dace (*Clinostomus elongatus*) being present. Redside Dace are identified as Schedule 1, Endangered under the federal Species-at-Risk Act (SARA). Thermal upwelling areas have been identified in this reach during the Authority's monitoring efforts.

Issues:

The timelines associated with funding contributors and legislated fisheries timing windows for in-water works have created a restrictive timeline for this project. On March 24, 2020, the Authority applied for funding from Ministry of Environment, Conservation and Parks (MECP) Species at Risk Stewardship Program, and on January 13, 2020 the Authority applied for funding from the Department of Fisheries and Oceans (DFO) Habitat Stewardship Program for Aquatic

Species at Risk. Approval and signed contracts from these parties have just recently been received, January 28, 2021 and January 6, 2021 respectively.

Prior to getting full approval from funders, the Authority issued a Request for Quotations (RFQ) for design on September 18, 2020 and received a 90% design to go to construction tender on January 7, 2021. The construction RFQ closed on January 29, 2021, and the lowest bid came in at \$224,159.39 (\$198,371.14 excluding taxes).

Relevance to Authority Policy:

Staff anticipated that the bids would be less than the \$200,000 threshold set out in Schedule E of the Authority’s Purchasing Policy. When the RFQ was opened, the lowest bid was determined to exceed the threshold and typically would have required the approval of the Board of Directors. With construction completion required by March 15, 2021, the CAO and Chair authorized the Purchase Order and Construction contract through clause 1d) of the Purchasing Policy that allows emergency approval when “the security of LSRCA’s interests and occurrence requires the immediate delivery for goods, services and construction”. Failure to authorize the purchase order and construction contract (to the lowest bidder) would have jeopardized \$135,811.65 of partner funding for the project.

Impact on Authority Finances:

The total cost to undertake the Kettleby Creek restoration project is \$224,159.39, taxes included. Staff were able to successfully leverage the following cash funding sources:

Funding Source	Amount
Ministry of Environment, Conservation and Parks (MECP)	\$100,000.00
Fisheries and Oceans Canada (DFO)	\$35,811.65
Lake Simcoe Conservation Foundation (LSCF)	\$18,525.00
The Authority’s restoration assistance program funding	\$69,822.74
Total funding for the project	\$224,159.39

The DFO and MECP funding (total: \$135,811.65) need to be spent by March 31, 2021. The CAO and Chair approved the Purchase Order on February 16, 2021 to ensure the project will be completed on time and all funding recognized.

Summary and Recommendations:

It is therefore recommended that Staff Report No. 08-21-BOD regarding the issuance of a Purchase Order and Construction Contract to R&M Construction for a restoration project to remove a fish barrier and streambank restoration at Kettleby Creek in the Township of King at a cost of \$224,159.39 including taxes be received for information.

Pre-Submission Review:

This Staff Report has been reviewed by the General Manager, Planning, Development & Watershed Restoration, the General Manager, Corporate & Financial Services/CFO, and the Chief Administrative Officer.

Signed by:

Glenn MacMillan
General Manager, Planning, Development &
Watershed Restoration

Signed by:

Mark Critch
General Manager,
Corporate & Financial Services/CFO

Signed by:

Rob Baldwin
Chief Administrative Officer