



**Lake Simcoe Region**  
conservation authority

**BOARD OF DIRECTORS**  
**Meeting No. BOD-07-20**

**Friday, June 26, 2020**  
**9:00 A.M.**

**AGENDA**

**Virtual Meeting (Access Details to be Provided)**

Minutes and agendas are available on our website: <http://lsrca.on.ca/>

**Upcoming Events**  
**2020**

***Friday, July 24<sup>th</sup>***  
***9:00 a.m.***

***Board of Directors' Meeting***  
***Virtual Meeting***

***Wednesday, September 23<sup>rd</sup>***  
***6:00 p.m.***  
***(Date tentative,***  
***subject to change)***

***Lake Simcoe Conservation Foundation***  
***32<sup>nd</sup> Annual Conservation Dinner***  
***Manor at Carrying Place Golf and Country Club***  
***16750 Weston Road, Kettleby***

***Events are also listed on our Events Page on our website: <http://lsrca.on.ca/events/>***

**I. DECLARATIONS OF PECUNIARY INTEREST**

**II. APPROVAL OF AGENDA**

**Pages 1-4**

**RECOMMENDED: THAT the content of the Agenda for the June 26, 2020 meeting of the LSRCA Board of Directors be approved as presented.**

**III. ADOPTION OF MINUTES**

a) Board of Directors

**Pages 5-9**

Included in the agenda are the draft minutes of the Board of Directors' Meetings No. BOD-06-20 held on Friday, May 22, 2020.

**RECOMMENDED: THAT the minutes of the Board of Directors' Meeting No. BOD-06-20, held on Friday, May 22, 2020 be approved as circulated.**

**IV. ANNOUNCEMENTS**

**V. PRESENTATIONS**

a) LSRCA 2020 Budget Companion Document

Chief Administrative Officer, Mike Walters, will provide the Board with LSRCA's 2020 Budget Companion Document. This presentation will be provided at the meeting.

**RECOMMENDED: THAT the presentation by Chief Administrative Officer, Mike Walters, regarding LSRCA's 2020 Budget Companion Document be received for information.**

b) LSRCA Stories of Lake Simcoe: Science to Action

Communications Specialist, Web and Content Marketing, Nancie Knight will provide an overview of LSRCA's Stories of Lake Simcoe: Science to Action, a sneak peak into the creation of our newest series. Recently launched on World Environment Day, this story series highlights our monitoring and restoring work around the watershed. This presentation will be provided at the meeting.

**RECOMMENDED: THAT the presentation by Communications Specialist, Web and Content Marketing, Nancie Knight regarding LSRCA's Stories of Lake Simcoe: Science to Action be received for information.**

**c) Scanlon Creek Operations Centre Renovations Update**

General Manager, Conservation Lands, Brian Kemp, will provide an update on the renovations at the Scanlon Creek Operations Centre. This presentation will be provided at the meeting.

**RECOMMENDED: THAT the presentation by General Manager, Conservation Lands, Brian Kemp, regarding the Scanlon Creek Operations Centre Renovations update 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 Page 4 of the agenda)

**IX. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION**

**X. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

**XI. CLOSED SESSION**

There are no Closed Session items for this meeting.

**XII. OTHER BUSINESS**

**Next Meeting**

The next meeting of the LSRCA Board of Directors will be held at @ 9:00 a.m. on Friday, July 24, 2020. This meeting will be held virtually, access details to be provided.

**XIII. ADJOURNMENT**

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## AGENDA ITEMS

### 1. Correspondence

Pages 10-18

- a) LSRCA letter of May 5, 2020 to MECP and MNRF regarding the Pefferlaw Dam ownership;
- b) MECP letter of May 6, 2020 to LSRCA regarding the Pefferlaw Dam ownership;
- c) MNRF letter received June 12, 2020 to LSRCA regarding the Pefferlaw Dam ownership; and
- d) Conservation Ontario letter of June 3, 2020 to MECP regarding Conservation Authorities: Next Steps

RECOMMENDED: **THAT correspondence listed in the agenda as Items 1a) to 1d) be received for information.**

### 2. LSRCA Business Continuity and Operations

Pages 19-21

RECOMMENDED: **THAT Staff Report No. 32-20-BOD regarding the update in LSRCA's business continuity and operations in response to the COVID-19 pandemic be received for information.**



BOARD OF DIRECTORS' MEETING  
No. BOD-06-20 – Friday, May 22, 2020

Virtual Meeting

**MINUTES**

***LSRCA Board Members Present:***

Regional Chairman W. Emmerson, Chair  
Councillor K. Aylwin  
Mayor D. Barton  
Mayor D. Bath-Hadden  
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

***Regrets:***

Councillor P. Ferragine, Vice Chair  
Councillor E. Yeo  
Township of Ramara

***LSRCA Staff Present:***

M. Walters, Chief Administrative Officer  
R. Baldwin, GM Planning & Development  
M. Critch, GM, Corporate and Financial Services  
B. Kemp, GM, Conservation Lands  
B. Longstaff, GM, Integrated Watershed Management  
K. Christensen, Director Human Resources  
C. Taylor, Executive Director, LSCF  
K. Yemm, Director, Corporate Communications & Engagement  
T. Barnett, Coordinator, BOD/CAO  
M. Bessey, Director, Planning  
A. Brown, Acting Director, Regulations  
M. Brown, Compliance Officer  
P. Davis, Manager, Forestry and Greenspace Services  
L. Grzywniak, Land Management Technician  
N. Hamley, Manager, Education  
S. Jagminas, Senior Communications Advisor  
B. Patel, Engineer, Watershed Restoration Services  
G. Peat, Manager, Director, Information Services & Technology  
M. Rosato, Communications Specialist  
D. Ruggle, Planner II  
C. Sharp, Restoration Program Coordinator  
K. Toffan, Manager, Finance

**I. DECLARATION OF PECUNIARY INTEREST**

None noted for this meeting.

**II. APPROVAL OF THE AGENDA**

Moved by: K. Ferdinands

Seconded by: W. Gaertner

BOD-066-20 **RESOLVED THAT the content of the Agenda for the May 22, 2020 meeting of the LSRCA Board of Directors be approved as circulated. CARRIED**

**III. ADOPTION OF THE MINUTES**

a) Board of Directors' Meeting – April 24, 2020

Moved by: S. Harrison-McIntyre

Seconded by: C. Riepma

**BOD-067-20 RESOLVED THAT the minutes of the Board of Directors' Meeting No. BOD-05-20 held on Friday, April 24, 2020 be approved as circulated. CARRIED**

#### **IV. ANNOUNCEMENTS**

- a) CAO Walters advised that LSRCA's Education Team received a letter of thanks and appreciation from Simcoe County District School Board for their ability to overcome this year's challenges and continue to provide online learning. CAO Walters thanked the Education Team for their innovation during these challenging times and also thanked the Communications Team for their assistance with all the far-reaching online learning that LSRCA has been able to produce.

#### **V. PRESENTATIONS**

- a) Reopening Plan for LSRCA's Conservation Areas

General Manager, Conservation Lands, Brian Kemp provided an overview of LSRCA's planned approach to reopening its conservation areas. Providing background, he noted that after a tough decision, all LSRCA Conservation Areas were closed on March 24<sup>th</sup> in an effort for LSRCA to do its part with social distancing and comply with provincial direction. On May 1<sup>st</sup> working with municipal partners East Gwillimbury, Newmarket and Uxbridge, a few LSRCA trails with direct connectivity to municipal trails were opened. Municipal staff assisted with the opening and monitoring of these trails. On May 11<sup>th</sup> with the Province opening conservation reserves for day use, LSRCA began working on a plan to reopen its conservation areas to provide limited day use. On May 19<sup>th</sup>, the Province further eased restrictions to include the opening of dog parks, etc. LSRCA is proceeding with its plan to reopen all conservation areas by May 29<sup>th</sup> excluding all amenities except the Bark Park at Scanlon Creek Conservation Area.

GM Kemp explained that steps to reopening included finalizing safety measures to keep staff safe, assessing all properties for hazards such as felled branches and trees, potholes, etc. He was pleased to note that properties for the most part are in good condition. New signage regarding restrictions and visitor etiquette is being installed, and enhanced maintenance will continue once properties are open. Staff will continue to keep municipal partners including park staff and bylaw enforcement updated on any property issues.

GM Kemp went on to note that timing for the reopening of conservation area facilities and amenities is unknown at this time but will coincide with provincial and medical health direction. Staff will continue to monitor properties and are prepared to close them again if restrictions and visitor etiquette is not adhered to.

Mayor Hackson thanked GM Kemp on behalf of the residents of East Gwillimbury, who are thankful for the opened trails, noting that East Gwillimbury staff enjoyed working with LSRCA staff and will continue to be available for ongoing assistance as needed.

Councillor Gaertner asked about garbage in the conservation areas. GM Kemp noted they are trying to balance the need of garbage facilities versus safety of staff having to handle the garbage, and conservation area messaging includes asking the public to take home anything they bring, garbage included.



**X. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

**1. Correspondence**

There were no Correspondence items included in this agenda.

**2. LSRCA Business Continuity and Operational Response to the COVID-19 Pandemic**

**BOD-071-20 RESOLVED THAT Staff Report No. 28-20-BOD regarding the update in LSRCA's business continuity and operations in response to the COVID-19 pandemic be received for information. CARRIED**

**3. Customer Service Strategy and Report on Timelines**

**BOD-072-20 RESOLVED THAT Staff Report No. 29-20-BOD regarding LSRCA's Customer Service Strategy and Report on Timelines be received for information. CARRIED**

**4. Continued Improvements to Service Delivery – Recommendations to assist Lake Simcoe Development Industry and Partner Municipalities**

**BOD-073-20 RESOLVED THAT Staff Report No. 30-20-BOD regarding continued improvements to service delivery - recommendations to assist Lake Simcoe development industry and partner municipalities be received; and**

**FURTHER THAT the recommendations be approved and implemented immediately. CARRIED**

**XI. CLOSED SESSION**

The Board moved to Closed Session to deal with a confidential land matter.

Moved by: S. Harrison-McIntyre                                  Seconded by: D. Bath-Hadden

**BOD-074-20 RESOLVED THAT the Board move to Closed Session to deal with a confidential land matter; 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. CARRIED**

The Board rose from to Closed Session and reported findings.

Moved by: B. Drew    Seconded by: K. Aylwin

**BOD-075-20 RESOLVED THAT the Board rise from Closed Session and report findings. CARRIED**



**a) Confidential Land Matter**

Confidential Staff Report No. 31-20-BOD regarding a confidential land matter was provided to Board members prior to the meeting.

Moved by: M. Quirk

Seconded by: V. Hackson

BOD-076-20

**RESOLVED THAT Confidential Staff Report No. 31-20-BOD regarding a confidential land matter be received; and**

**FURTHER THAT recommendations contained within Confidential Staff Report No. 31-20-BOD be approved. CARRIED**

**XII. OTHER BUSINESS**

a) Mayor Quirk asked for an update on the Pefferlaw Dam. CAO Walters noted that a start-up meeting was held between LSRCA and Town of Georgina staff, and DM Wills and Associates, the contractor hired to perform a structural assessment. All assessments are to be completed in May, with a report expected late June. Scenarios and options will then be discussed and consultation with the members of the public will be conducted. Recommendations and associated costs will be brought back to the Board in the coming months. He also reiterated that stop logs and flash boards will not be put in. CAO Walters also noted that dam ownership is unclear at this time, and LSRCA is awaiting responses from MECP and MNRF on clarification on who owns the dam.

**XIII. ADJOURNMENT**

Moved by: K. Ferdinands

Seconded by: D. Bath-Hadden

BOD-077-20 **RESOLVED THAT the meeting be adjourned @ 11:10 a.m. CARRIED**

*Original to be signed by:*

\_\_\_\_\_  
Regional Chairman W. Emmerson  
Chair

*Original to be signed by:*

\_\_\_\_\_  
Michael Walters  
Chief Administrative Officer



May 5, 2020

Deputy Minister Serge Imbrogno  
Ministry of Environment, Conservation and Parks  
Via email @ [serge.imbrogno@ontario.ca](mailto:serge.imbrogno@ontario.ca)

And to

Deputy Minister Monique Rolfvondenbaumen-Clark  
Ministry of Natural Resources and Forestry  
Via email @ [monique.rolfvondenbaumen@ontario.ca](mailto:monique.rolfvondenbaumen@ontario.ca)

Dear Deputy Ministers Imbrogno and Rolfvondenbaumen-Clark:

**Re: Pefferlaw Dam, Town of Georgina**

I am writing regarding the Pefferlaw Dam located in the Town of Georgina in the village of Pefferlaw. Until recently it was assumed that the Lake Simcoe Region Conservation Authority (LSRCA) owned the dam structure and adjacent lands. As part of a review conducted by LSRCA staff, it has been confirmed that LSRCA retains title to both parcels of land on the east and west sides of the dam (see attached parcel mapping and legal surveys), but not the dam itself.

To ensure that this interpretation was correct, a third-party title search firm was hired to determine ownership of the dam. Results of the title search have confirmed that LSRCA owns only the adjacent lands and not the dam or parcel of land on which the dam is located. The title search firm suggested that historically, dam ownership was vague to support the public interest in continued mill and raceway operation. In the past, adjacent landowners received approval to build a dam, but the structure itself resided on crown property.

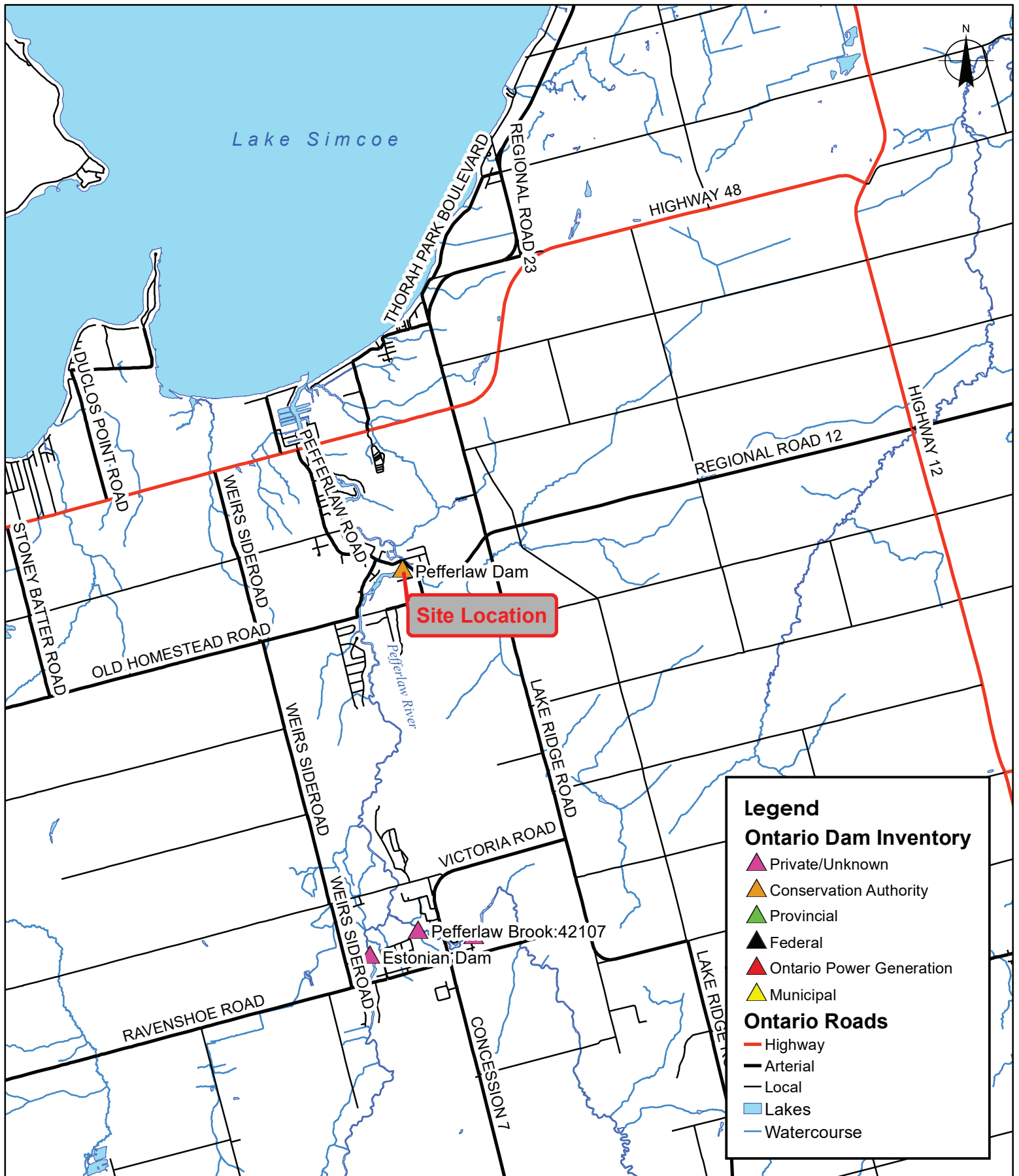
As no LSRCA records currently indicate the Pefferlaw Dam is owned by LSRCA and the Property Information Number (PIN) that includes the Pefferlaw Dam is not registered to LSRCA, we are hereby requesting that the Province please search land archives to determine the dam ownership. Your assistance in this endeavor is very much appreciated, and we would be pleased to answer any questions you may have or provide any additional information you may require in order to have this matter resolved as quickly as possible.

Sincerely

Mike Walters  
Chief Administrative Officer

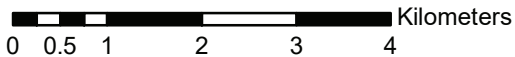
Attachments

1. Pefferlaw Dam Site Location
2. LSRCA Parcel Mapping
3. Deposited Survey - Pefferlaw East (LSRCA Owns Part 2)
4. Deposited Survey - Pefferlaw West (LSRCA Owns Part 1)



**Figure 1: Location Plan**

NAD83 UTM Zone 17 North



D.M. Wills Associates Limited  
150 Jameson Drive  
Peterborough, Ontario  
K9J 0B9

P. 705.742.2297  
F. 705.741.3568  
E. wills@dmwills.com

Drawn by:  
DG

Checked by:  
DG

Engineer:  
DG

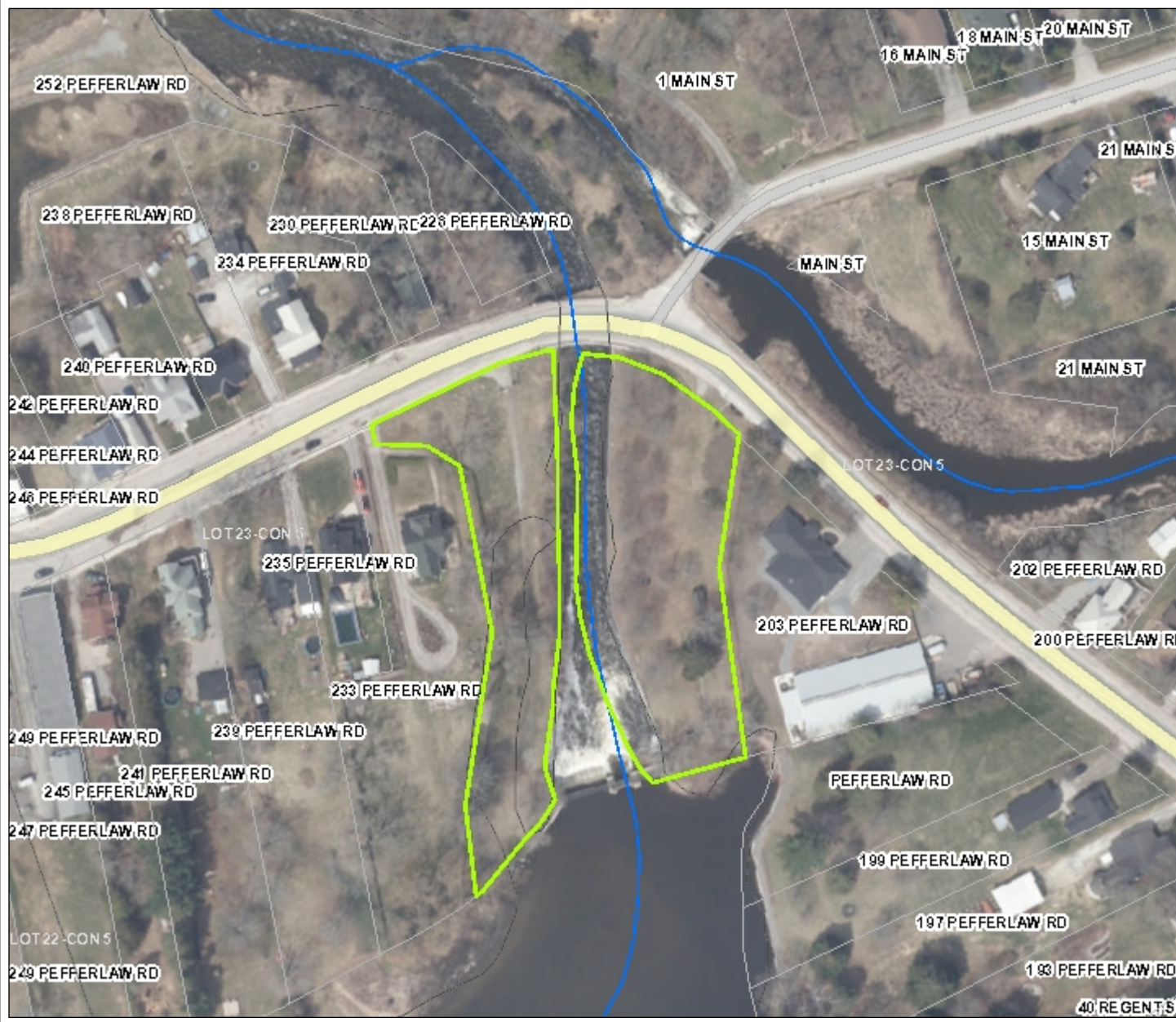
Project No.  
19-5381

Scale (Horz.)

1:80,000

Map Date:  
12/04/19

Map File No.:  
20191204-5381



## Features

- LSRCA Watershed Boundary
- LSPP Watershed Boundary
- LSRCA Lands
- Assessment Parcel
- Lot and Concession
- Assessment Parcel Labels
- Watercourse
- Roads
  - Hwy 400 Series
  - Highway, Arterials
  - Local Road
- Railway
- Lower Tier Municipality

Printed On:  
3/25/2020



WGS\_1984\_Web\_Mercator\_ Auxiliary\_Sphere

Mapped By: KCK

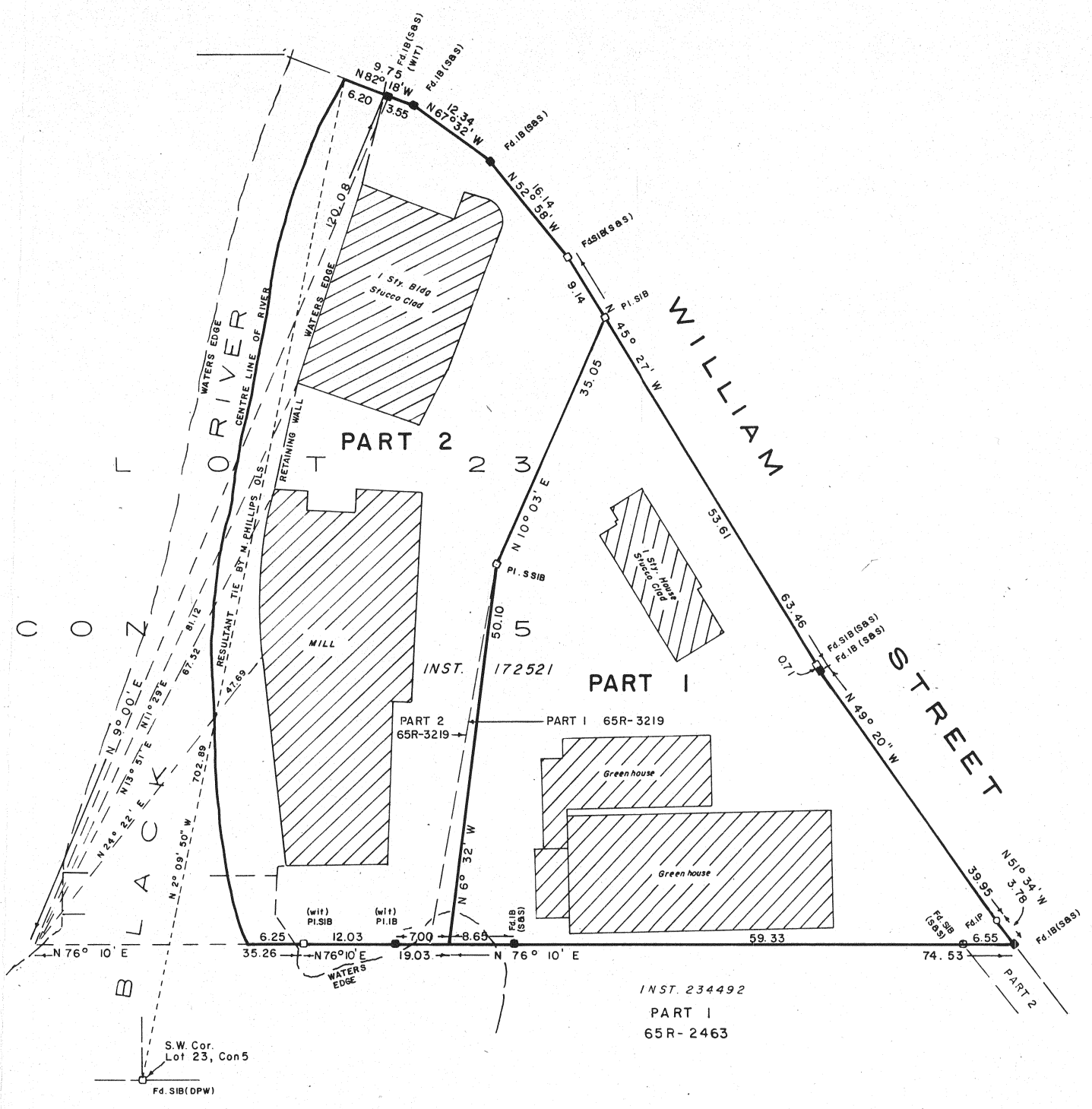
This product was produced by the Lake Simcoe Region Conservation Authority and some information depicted on this map may have been compiled from various sources. While every effort has been made to accurately depict the information, data/mapping errors may exist. This map has been produced for illustrative purposes from an interactive web mapping site. LSRCA GIS Services DRAFT printed 2020. © LAKE SIMCOE REGION CONSERVATION AUTHORITY, 2020. All Rights Reserved. The following data sets of Assessment Parcel, Roads, Upper & Lower Tier Municipalities, Wetlands are © Queens Printer for Ontario. Reproduced with Permission, 2020. The Current Regulation Limit and Boundary data sets are derived products from several datasets. Orthophotography 2002, 2005, 2007-2009, 2011-2018, © First Base Solutions Inc.

Scale 1: 1,623





PLAN MATERIAL  
 MATERIAL - MYLAR  
 GAUGE - 3.5 Mil  
 INK - SPECIAL 'T'



I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE REGISTRY ACT  
 18th DAY OF JANUARY 1980  
 R. GARDEN  
 R. GARDEN  
 CAUTION  
 This plan is not a plan of subdivision within the meaning of The Planning Act.  
 RECEIVED AND DEPOSITED  
 24 DAY OF JAN. 1980  
 Emma E. Young  
 ACTING LAND REGISTRAR  
 FOR THE REGISTRY DIVISION OF YORK NORTH (N<sup>o</sup> 65)

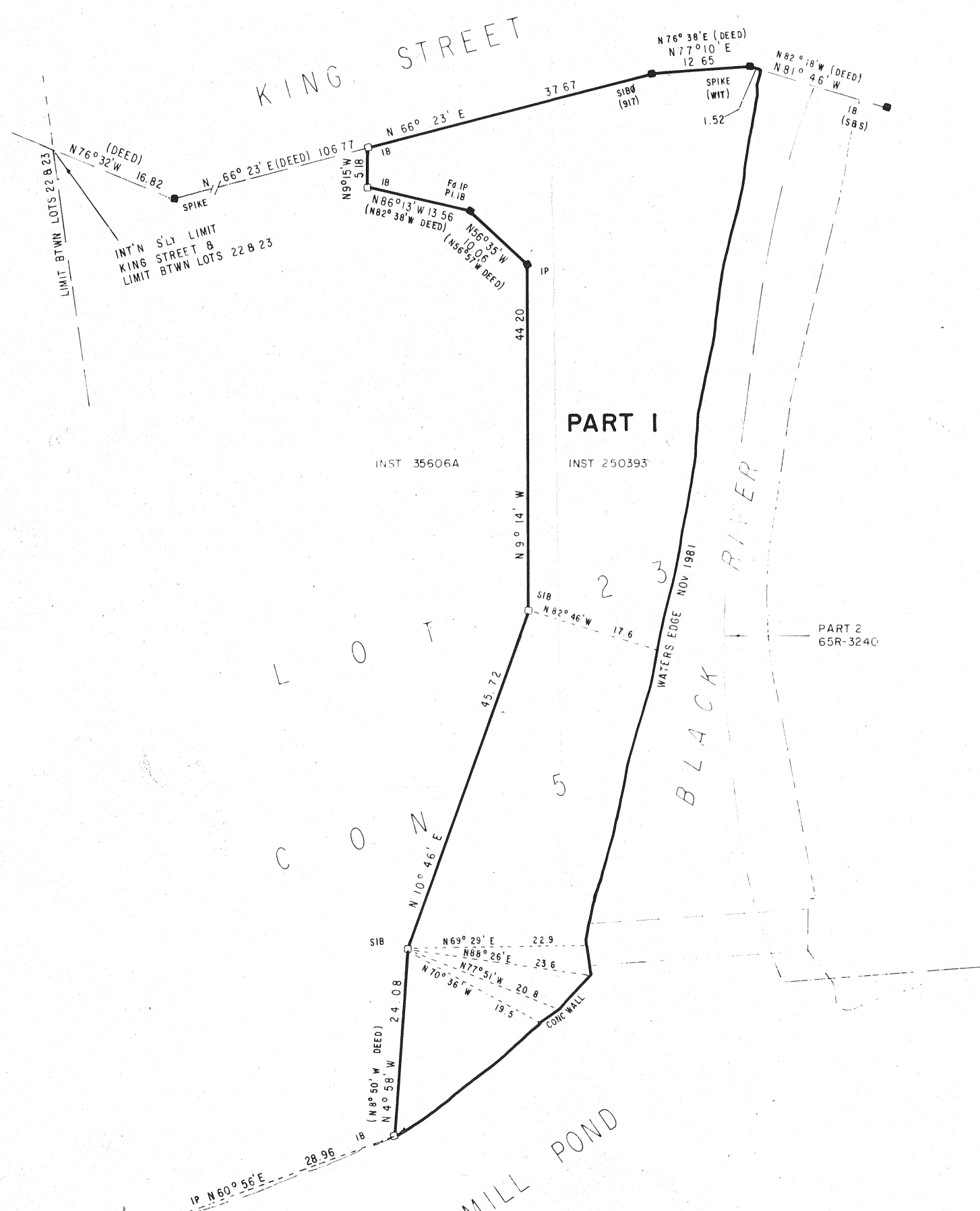
SCHEDULE			
PART 1	LOT 23, CON 5	INST. 172521	0.321 ha
PART 2			0.368 ha

THIS PLAN COVERS ALL OF AND REPLACES PLAN 65R-3219

PLAN OF SURVEY OF PART OF  
 LOT 23, CONCESSION 5  
 TOWNSHIP OF GEORGINA - REGIONAL MUNICIPALITY OF YORK  
 FORMERLY TOWNSHIP OF GEORGINA - COUNTY OF YORK  
 SCALE 1:500  
 R.A. GARDEN O.L.S.  
 1979

**METRIC**  
 Measurements shown on this plan are in metres and may be converted to feet by dividing by 0.3048

BEARING REFERENCE	SURVEYORS CERTIFICATE
Bearings are astronomic and referred to North limit Part I, Plan 65R-2463, having a bearing of N 76°10' E	I HEREBY CERTIFY THAT 1 This survey and plan are correct and in accordance with The Surveys Act and The Registry Act and the regulations made thereunder. 2 This survey was completed on the 4th day of DECEMBER 1979
<b>LEGEND</b> Fd denotes Found Pl denotes Planted R denotes Round IB denotes Iron Bar SIB denotes Standard Iron Bar SSIB denotes Short Standard Iron Bar OIP denotes Iron Pipe	R.A. Garden Limited DATE: JANUARY 18/80 R. GARDEN O.L.S. draw D. Giles CST checked R.A. Garden OLS date
<b>R.A. GARDEN LIMITED</b> ONTARIO LAND SURVEYORS BOX 399 • SUTTON WEST • L.O.E. IRO • TEL 722-5557	file no. 79-4305



I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE REGISTRY ACT.

DATE DECEMBER 24/81 *R.A. Garden*  
 R.A. GARDEN O.L.S.

PLAN 65R-4695  
 RECEIVED AND DEPOSITED  
 14 DAY OF Jan 1982

CAUTION This plan is not a plan of subdivision within the meaning of The Planning Act.

METRIC Distances shown on this plan are in metres and can be converted to feet by dividing by 0.3048

*Marshall Brogg*  
 Asst. Reg. LAND REGISTRAR  
 FOR THE REGISTRY DIVISION OF YORK REGION (Nº 65)

PLAN OF SURVEY OF PART OF  
**LOT 23, CONCESSION 5**  
 TOWNSHIP OF GEORGINA -  
 REGIONAL MUNICIPALITY OF YORK  
 FORMERLY TOWNSHIP OF GEORGINA - COUNTY OF YORK  
 SCALE 1:500   
 R.A. GARDEN O.L.S.  
 1981

BEARING REFERENCE	SURVEYORS CERTIFICATE
Bearings are astronomic and referred to Plan attached to Inst. 7435, giving a portion of the southerly limit of King Street a bearing of N 66° 23' E	I CERTIFY THAT 1. This survey and plan are correct and in accordance with The Surveys Act and The Registry Act and the regulations made thereunder. 2. The survey was completed on the 30th day of <u>NOVEMBER</u> 19 <u>81</u>
<b>LEGEND</b> ■ Found ○ Planted ∅ Round IB Iron Bar SIB Standard Iron Bar SSIB Short Standard Iron Bar IP Iron Pipe by Cavell O.L.S.	<i>R.A. Garden</i> DECEMBER 24/81
FIELD D.F. Matt	DRAWN D.G. Giles C.S.T.
CHECKED R.A. Garden O.L.S.	
<b>R.A. GARDEN LIMITED</b> ONTARIO LAND SURVEYORS BOX 399 SUTTON WEST LOE IRO	TELEPHONE SUTTON 722-5557 NEWMARKET 895-5600
file no. 81-5222	

**Ministry of Natural  
Resources and Forestry**

Office of the Deputy Minister

Room 6643, Whitney Block  
99 Wellesley Street West  
Toronto ON M7A 1W3  
Tel: 416-314-2150  
Fax: 416-314-2159

**Ministère des Richesses  
naturelles et des Forêts**

Bureau du sous-ministre

Édifice Whitney, bureau 6643  
99, rue Wellesley Ouest  
Toronto (Ontario) M7A 1W3  
Tél.: 416-314-2150  
Télééc.: 416-314-2159



355-2020-45

May 6, 2020

Mr. Mike Walters  
Chief Administrative Officer  
Lake Simcoe Region Conservation Authority  
[M.Walters@lsrca.on.ca](mailto:M.Walters@lsrca.on.ca)

Dear Mr. Walters:

Thank you for your correspondence regarding the Pefferlaw Dam in the Town of Georgina.

I have asked the ministry to look into your inquiry. We will be replying to you in more detail.

Sincerely,

***Original signed by***

Monique Rolf von den Baumen-Clark  
Deputy Minister

Ministry of the Environment,  
Conservation and Parks

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

Deputy Minister

Sous-ministre

777 Bay Street, 5<sup>th</sup> Floor

Toronto ON M7A 2J3

Tel.: 416 314-6753

Fax.: 416 314-6791

777, rue Bay, 5<sup>e</sup> étage

Toronto ON M7A 2J3

Tél. : 416 314-6753

Télééc. : 416 314-6791

358-2020-16

Mr. Mike Walters  
Chief Administrative Officer  
Lake Simcoe Region Conservation Authority  
Email: [M.Walters@lsrca.on.ca](mailto:M.Walters@lsrca.on.ca)

Dear Mr. Walters,

Thank you for your letter of May 5, 2020 regarding the ownership of the Pefferlaw Dam.

The Ministry of the Environment, Conservation and Parks (MECP) does not have a role in determining the ownership of the Pefferlaw Dam. This is a matter for LSRCA and their legal representation to discuss with the Town of Georgina and their legal representation.

The Ministry of Natural Resources and Forestry (MNRF) administers the *Lakes and Rivers Improvement Act* regulating dam operations, and manages crown land, including river beds, in accordance with the *Public Lands Act*.

Since you have also reached out to MNRF on this matter, I will refer you to that ministry for more information.

MECP would appreciate being kept informed of progress.

Sincerely,

Serge Imbrogno  
Deputy Minister





June 3, 2020

The Honourable Jeff Yurek  
Minister of Environment, Conservation and Parks (MECP)  
777 Bay Street, 5th Floor  
Toronto, ON, M7A 2J3

Sent via email to: [minister.mecp@ontario.ca](mailto:minister.mecp@ontario.ca)

**Re: Conservation Authorities: Next Steps**

Dear Minister Yurek,

On behalf of our member conservation authorities (CAs), I am writing to lend our support for AMO's May 19<sup>th</sup> letter to you in which they express concerns about the next steps to be taken with Conservation Authorities.

It is understood and supported that managing COVID-19 related activities is everyone's immediate priority, and, it is also agreed that moving forward in the transformation of the Conservation Authority and municipal relationship needs to occur in a manageable way.

Conservation Ontario has been surveying the CAs on disruptions and impacts to their delivery of programs and services, as well as, considering how we can support all levels of government in economic stimulus and job recovery during and post-COVID-19. While the impact is variable across the CA community, all have experienced significant revenue reductions, which in some cases has resulted in layoffs of permanent staff and seasonal staff not being hired (including some who support the flood management program), cancellation of programs (many of which are revenue-generating), and, closure of conservation areas. All these impacts have certainly had broader impacts to the local economies across the Province but can be resolved with time, collaboration and support tools. CAs are very keen to support all levels of government in economic recovery and job creation with shovel ready projects.

Conservation Authorities share AMO's concerns with regard to the impacts of COVID-19 on municipal (and CA) workloads. In particular, we have heard concerns with regard to the potential additional complexity to the CA/municipal budgeting process if there are no clear communication protocols and tools available to facilitate changes that CAs and municipalities will need to implement. Some conservation authorities and municipalities have even gone so far as to suggest that this is not the right time to be creating any new pressures on CA/Municipal budget

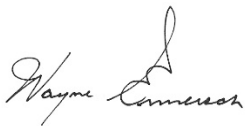
processes, particularly in the midst of dealing with impacts from COVID-19 and the need for economic recovery.

The above is one example of challenges that might be experienced in implementing amendments made under the *Conservation Authorities Act*. As you and your staff move forward with finalizing your analysis of feedback from consultations to date, we ask that the Ministry meet with Conservation Ontario staff and AMO staff jointly to discuss outcomes and approaches to move forward efficiently.

Finally, Conservation Ontario also supports the Province moving forward as expeditiously as possible to finalize the Section 28 regulation consultations being led by the Ministry of Natural Resources and Forestry [i.e. ERO#013-4992: “Focusing conservation authority development permits on the protection of people and property”] as well as updates to the supporting technical guides. Progress in this important business area would be consistent with concerns raised in the MECP Stakeholder Engagement sessions, and with priorities identified in the Made-in-Ontario Environment Plan, and, Ontario’s Flooding Strategy. The Section 28 Regulations are a critical component of Ontario’s approach to reducing risks posed by flooding and other natural hazards and strengthening Ontario’s resiliency to extreme weather events.

Thank you for your consideration in support of all our efforts to continue to serve Ontarians during these challenging times while moving forward on your vision for Conservation Authorities in Ontario. We look forward to continuing to work together in this regard and CO staff are available at your convenience.

Sincerely,



Wayne Emmerson  
Chair, Conservation Ontario

c.c.

The Honourable John Yakabuski, Minister of Natural Resources and Forestry  
The Honourable Steve Clark, Minister of Municipal Affairs and Housing (MMAH)  
Jamie McGarvey, President, Association of Municipalities of Ontario  
CAOs, All Conservation Authorities

Conservation Ontario  
120 Bayview Parkway, Newmarket ON L3Y 3W3  
Tel: 905.895.0716 Email: [info@conservationontario.ca](mailto:info@conservationontario.ca)  
[www.conservationontario.ca](http://www.conservationontario.ca)



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**TO:** Board of Directors

**FROM:** Mike Walters, Chief Administrative Officer

**DATE:** June 18, 2020

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**SUBJECT:** LSRCA Business Continuity and Operational Response to the COVID-19 Pandemic

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**RECOMMENDATION:** THAT Staff Report No. 32-20-BOD regarding the update in LSRCA's business continuity and operations in response to the COVID-19 pandemic be received for information.

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**Purpose of Staff Report:**

The purpose of this Staff Report No. 32-20-BOD is to provide the Board of Directors with an update regarding the business continuity and continuing operational response to the current state of emergency resulting from the COVID-19 pandemic.

**Background:**

In response to the threat of COVID-19, LSRCA offices continue to remain closed. As the situation with the current state of emergency continues to change, LSRCA has adapted its efforts to ensure that we are providing our programs and services to the best of our ability. After seventy-one days working remotely from home, our business has normalized to the current conditions, for example Planning and Development Services, Finance, Human Resources, Corporate Communications and the Office of the CAO are all operating remotely without any impact on productivity.

With the Province implementing their reopening plan as of Friday June 19 our entire watershed is now in Stage 2. As was previously stated any return to work is contingent on ensuring the safety of our staff and the public. Current efforts have primarily focused on a return to field work, which is our priority given that the rest of our business is successfully being completed remotely and field season is upon us.

The Executive Leadership team is engaged in developing a plan to return to the office and will need to make changes to business processes as well as the office facilities to ensure that both staff and the public are kept safe. Following York Region's lead, LSRCA offices will be closed

until at least September 8<sup>th</sup> given that programs and services are operating successfully remotely and the physical changes to the office will take time to implement. This also provides staff with families some flexibility as childcare which has recently been allowed to return to business is limited.

The following is a list of the field programs and services that are now operational:

1. Greenspace Services: Reopening of all our conservation areas to the public without the use of amenities (washrooms, pavilions, play areas). The Conservation Lands division is evaluating options with regards to opening amenities but currently they remain closed.
2. Planning and Development: Natural heritage site designations and staking of features to determine limits of development, and site visits associated with Section 28 enforcement activities to ensure compliance.
3. Restoration Services: Undertaking site visits to plan projects and construction supervision of existing projects.
4. Environmental Monitoring: Tributary and Lake monitoring including sample collection, stream flow monitoring, restoration project efficacy monitoring.
5. Integrated Watershed Management: Site investigations for stormwater studies and climate change.
6. Forest Management: Site visits to develop fall planting plans and forest management planning through MNR's Managed Forest Tax Incentive Program (MFTIP) and hazard tree identification for Greenspace Services.

With the reopening of these programs and services, LSRCA operations have essentially returned to what can best be described as the new-normal. Safety operating protocols (SOPs) have required changes to how activities are carried out, but the services are being provided.

**Issues:**

Our approach remains unchanged from previous updates. That being to document conditions until the end of the second quarter to maintain business continuity. Management feels this is extremely relevant given the pace of change regarding the Province's response to the pandemic. Several conservative interim measures were initiated understanding that revenues would be down within certain areas of LSRCA's business. Specifically, new staff hires, both full time and contract, have been put on hold, as have major purchases and the launch of any new programs and services were not being advanced.

In addition to these measures, the Executive Leadership Team recently collaborated to reprofile some staff from areas affected by COVID-19 to address any staffing shortfalls in other areas, thereby ensuring that workplans are achieved and outcomes realized for 2020. Staff are only being reprofiled if they have the sufficient expertise needed to undertake the tasks defined within the 2020 workplans. In reviewing the progress to date to achieve our 2020 Annual Operating Priorities, most are on schedule and on budget with some exceptions where consultation with partners, stakeholders and the public are involved. Staff are evaluating methods to gather the information needed so the projects like the development of the 2021-2025 Strategic Plan can carry on as planned.

The Executive Leadership Team remains confident that by implementing these measures and other budgetary controls we can ensure our financial reserves are not impacted. Management will be bringing a Q2 financial update to the Board of Directors' meeting in July. Corporate Finance is tracking all direct costs for COVID-19 and departments are dealing with indirect costs. This is not being done to try and recoup these costs, but simply to ensure they are controlled and considered as part of the year-end reporting.

**Summary and Recommendations:**

It is therefore RECOMMENDED THAT Staff Report No. 32-20-BOD regarding the update in LSRCA's business continuity and operations in response to the COVID-19 pandemic be received for information.

*Signed by:*

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Mike Walters  
Chief Administrative Officer