



**Board of Directors**  
**Meeting No. BOD-07-22**  
**Friday, September 23, 2022**  
**9:00 a.m.**

## **Agenda**

### **Meeting Location:**

To be held virtually by Zoom  
Minutes and agendas are available at [www.LSRCA.on.ca](http://www.LSRCA.on.ca)

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## **Upcoming Events**

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### **Board of Directors' Meeting**

Friday, October 28<sup>th</sup> at 9:00 a.m.  
To be held virtually by Zoom

### **Annual Conservation Awards**

Tuesday, October 11<sup>th</sup> @ 6:00 p.m.  
Newmarket Old Town Hall

A full listing of events can be found at [www.LSRCA.on.ca](http://www.LSRCA.on.ca)

## I. Acknowledgement of Indigenous Territory

## II. Declarations of Pecuniary Interest and Conflicts of Interest

## III. Approval of Agenda

Pages 1 - 5

**Recommended: That** the content of the Agenda for the September 23, 2022 meeting of the Board of Directors be approved as presented.

## IV. Adoption of Minutes

### a) Board of Directors

Pages 6 - 10

Included in the agenda is a copy of the minutes of the Board of Directors' Meeting, No. BOD-06-22, held on Friday, July 22, 2022.

**Recommended: That** the minutes of the Board of Directors' Meeting, No. BOD-06-22, held on Friday, July 22, 2022 be approved as circulated.

## V. Announcements

## VI. Presentations

### a) Land Use Change in the Lake Simcoe Watershed – 2003 to 2018

Pages 11 - 13

Manager, Watershed Plans and Strategies, Bill Thompson, will provide a presentation on the Conservation Authority's land cover monitoring efforts and a summary of key trends in land use change. This presentation will be provided at the meeting and available on the Conservation Authority's website following the meeting.

**Recommended:** That the presentation by Manager, Watershed Plans and Strategies, Bill Thompson, regarding the Conservation Authority's land cover monitoring efforts and a summary of key trends in land use change be received for information.

Included in the agenda is Staff Report No. 35-22-BOD regarding the Conservation Authority's land cover monitoring and a summary of key trends in land use change.

**Recommended: That** Staff Report No. 35-22-BOD regarding land use change in the Lake Simcoe watershed from 2003 to 2018 be received for information.

## **b) Diversity, Equity, Inclusion and Belonging Project**

Pages 14 - 16

Acting Director, Human Resources, Alyse Cullen, will provide a presentation on the Conservation Authority's Diversity, Equity, Inclusion and Belonging Project. This presentation will be provided at the meeting and available on the Conservation Authority's website following the meeting.

**Recommended:** That the presentation by Acting Director, Human Resources, Alyse Cullen, regarding the Conservation Authority's Diversity, Equity, Inclusion and Belonging Project be received for information.

Included in the agenda is Staff Report No. 36-22-BOD regarding the Conservation Authority's Diversity, Equity, Inclusion and Belonging Project.

**Recommended: That** Staff Report No. 36-22-BOD regarding the Conservation Authority's Diversity, Equity, Inclusion and Belonging Project be received for information.

## **VII. Hearings**

There are no Hearings scheduled for this meeting.

## **VIII. Deputations**

There are no Deputations scheduled for this meeting.

## **IX. Determination of Items Requiring Separate Discussion**

(Reference Pages 4 and 5 of the agenda)

## **X. Adoption of Items Not Requiring Separate Discussion**

## **XI. Consideration of Items Requiring Separate Discussion**

## **XII. Closed Session**

There are no Closed Session items for this meeting.

## **XIII. Other Business**

### **Next Meeting**

The next meeting of the Board of Directors will be held on Friday, October 28<sup>th</sup>, 2022 at 9:00 a.m. This meeting will be held via Zoom, access details to be provided prior to the meeting.

## XIV. Adjournment

### Agenda Items

#### 1. Correspondence

Page 17 - 19

- a) August 30, 2022 email from Ministry of Natural Resources regarding new Ministry responsible for administering the *Conservation Authorities Act*;
- b) September 12, 2022 email from Ministry of Natural Resources regarding webinar sessions to answer questions on the new *Conservation Authorities Act* regulations, policy and implementation.

**Recommended: That** Correspondence Items a) and b) be received; and

**Further that** an introductory letter be sent to the Hon. Graydon Smith, Minister of Natural Resources and Forestry.

#### 2. Conservation Authorities Act Transition - Quarterly Progress Report No. 2 for September 2022

Pages 20 - 23

**Recommended: That** Staff Report No. 37-22-BOD regarding the Conservation Authority Transition Quarterly Progress Report No. 2 be received; and

**Further that** the September 2022 Conservation Authority Transition Quarterly Progress No. 2 be approved for submission to the Ministry of Natural Resources and Forestry.

#### 3. Delegation of Signing Authority for Minor and Routine Development Applications made pursuant to Ontario Regulation 179/06

Pages 24 - 26

**Recommended: That** Staff Report No. 38-22-BOD regarding the delegation of signing authority for minor and routine development applications made pursuant to Ontario Regulation 179/06 be received; and

**Further That** delegated authorization for the Coordinator, Permitting and Coordinator, Infrastructure Permitting to approve both minor and routine development permissions under Ontario Regulation 179/06 be approved; and

**Further That** signing authorization for permitting be updated to reflect title changes for the positions of General Manager, Development, Engineering and Restoration; Director, Development Services; and Manager, Planning.

**4. Progress Report: Nature Centre at Scanlon Creek Conservation Area Campaign and Project**

Pages 27 - 29

**Recommended: That** Staff Report No. 39-22-BOD regarding an update on the new Nature Centre at Scanlon Creek Conservation Area campaign and project be received for information.

# Lake Simcoe Region Conservation Authority

## Board of Directors' Meeting

Board of Directors' Meeting No. BOD-06-22

Friday, July 22, 2022

Held virtually via Zoom

### Meeting Minutes

#### Board Members Present

Regional Chairman W. Emmerson (Chair), Councillor K. Aylwin, Mayor D. Barton, Mayor B. Drew, Councillor A. Eek, Councillor W. Gaertner, Deputy Mayor J. Gough, Councillor R. Greenlaw, Mayor V. Hackson, Councillor S. Harrison-McIntyre, Councillor C. Pettingill, Mayor M. Quirk, Councillor C. Riepma, Regional Councillor T. Vegh, Councillor A. Waters, Councillor E. Yeo

#### Board Members Absent

Councillor P. Ferragine (Vice Chair), Councillor K. Ferdinands

#### Staff Present

R. Baldwin, T. Barnett, C. Byron, M. Critch, A. Cullen, P. Davies, J. Doyley, E. Green, D. Lembcke, G. MacMillan, S. McKinnon, C. Taylor, K. Toffan, K. Zeppieri

### I. Land Acknowledgement

### II. Declarations of Pecuniary Interest or Conflict of Interest

None noted for the meeting.

### III. Approval of Agenda

Moved by: A. Eek

Seconded by: B. Drew

BOD-082-22 **Resolved That** the content of the Agenda for the July 22, 2022 meeting of the Board of Directors be approved as presented. **Carried**

### IV. Adoption of Minutes

#### a) Board of Directors' Meeting

Moved by: C. Pettingill

Seconded by: D. Barton

BOD-083-22 **Resolved That** the minutes of the Board of Directors' Meeting, No. BOD-05-22, held on Friday, June 24, 2022 be approved as circulated. **Carried**

**b) Conservation Ontario Council**

Moved by: C. Pettingill

Seconded by: D. Barton

BOD-084-22 **Resolved That** the minutes of Conservation Ontario's Council Meeting held Monday, June 20, 2022 be received for information. **Carried**

**V. Announcements**

- a) Lake Simcoe Conservation Foundation Executive Director, Cheryl Taylor, was very pleased to provide a Foundation update, advising of a successful Federal grant of \$4.17M for the new Nature Centre at Scanlon Creek Conservation Area. She also noted that the Foundation's Annual dinner was once again a very successful event; and lastly, she reminded Board members that the 4<sup>th</sup> Annual Golf Tournament is being held on August 22<sup>nd</sup> at the Nest at Friday Harbour. More information on these events can be found at [Lake Simcoe Conservation Foundation](#)
- b) Chair Emmerson was sad to advise Board members of the recent passing of Fran Wheeler, wife of the late Danny Wheeler. Danny Wheeler, who passed away a few years ago, was a long-standing member of Georgina Council, York Regional Council, as well as a Conservation Authority Board member.

**VI. Presentations**

**a) Second Quarter 2022 Financial Report and Year-End Forecast**

General Manager, Corporate and Financial Services/CFO, Mark Critch, provided a presentation on the Conservation Authority's Second Quarter 2022 Financial Report and Year-End Forecast, noting a very minor operational deficit at Q2 of \$(43K), with the main driver being a deficit in Greenspace Services related to property taxes and legal/appraisals on land transfers, acquisitions, and disposals, which is offset by a surplus in Planning & Development. He went on to note that good progress is being made on the 2022 capital investments projects.

Looking at year-end forecast assumptions, he noted that staff will continue to with the hybrid work business policy to the end of 2022; budgeted reserve draws will be made to finish Annual Priorities work as required and where budgeted; budgeted reserve draws and transfers for capital purchases and projects will take place as expected; with a projected year-end operational deficit position of (\$70)K.

GM Critch also noted that programs and projects are anticipated to be in line with budget or funding guidelines, and reserve activity is expected to be in line with budget.

CAO Baldwin highlighted that the greenspace deficit is attributed to the taxes, etc. surrounding the newly acquired Georgina lands, due to the change in tax rate from a developable land tax

rate to a non-developable land tax rate based on the Minister's Zoning Order designating this land environmentally protected. Staff continue to work with Town of Georgina staff on these matters.

To view this presentation, please click this link: [2nd Quarter 2022 Financial Report](#)

Moved by: C. Riepma

Seconded by: M. Quirk

BOD-085-22 **Resolved That** the presentation by General Manager, Corporate and Financial Services/CFO, Mark Critch, on the Conservation Authority's Second Quarter 2022 Financial Report and Year-End Forecast be received for information. **Carried**

Included in the agenda was Staff Report No. 29-22-BOD regarding the Conservation Authority's Second Quarter 2022 Financial Report and Year-End Forecast.

Moved by: C. Riepma

Seconded by: M. Quirk

BOD-086-22 **Resolved That** Staff Report No. No. 29-22-BOD regarding the Conservation Authority's Second Quarter 2022 Financial Report and Year-End Forecast be received for information. **Carried**

## VII. Hearings

There were no Hearings at this meeting.

## VIII. Deputations

There were no Deputations at this meeting.

## IX. Determination of Items Requiring Separate Discussion

No items were identified under items requiring separate discussion.

## X. Adoption of Items not Requiring Separate Discussion

Items No. 1, 2, 3, and 4 were identified under items not requiring separate discussion.

Moved by: A. Waters

Seconded by: T. Vegh

BOD-087-22 **Resolved That** the following recommendations respecting the matters listed as "Items Not Requiring Separate Discussion" be adopted as submitted to the Board, and staff be authorized to take all necessary action required to give effect to same. **Carried**



### 1. Correspondence

BOD-088-22 **Resolved That** Correspondence Item a) be received for information.

**Carried**

### 2. 2022 Budget Restatement

BOD-089-22 **Resolved That** Staff Report No. 30-22-BOD regarding the restatement of the approved 2022 Budget be received for information. **Carried**

### 3. Scanlon Creek Conservation Area: Lighting Retrofits

BOD-090-22 **Resolved That** Staff Report No. 31-22-BOD regarding lighting retrofits at the Conservation Authority's Nature Centre and Works Yard Facilities be received; and

**Further That** a potential draw from reserve of up to \$7,000 to support implementation of these lighting retrofits be approved. **Carried**

### 4. Monitoring Report – Planning and Development Applications for the Period January 1 to June 30, 2022

BOD-091-22 **Resolved That** Staff Report No. 32-22-BOD regarding monitoring of planning and development applications for the period January 1 through June 30, 2022 be received for Information. **Carried**

## XI. Consideration of Items Requiring Separate Discussion

There were no items requiring separate discussion.

## XII. Closed Session

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

Moved by: R. Greenlaw

Seconded by: J. Gough

BOD-092-22 **Resolved That** the Board move to Closed Session to deal with confidential legal matters; and

**Further that** the Chief Administrative Officer, members of the Executive Leadership Team, and the Chief of Staff remain in the meeting for the discussion. **Carried**

The Board rose from Closed Session to report findings.

Moved by: S. Harrison-McIntyre

Seconded by: W. Gaertner

BOD-093-22 **Resolved That** the Board rise from Closed Session and report findings. **Carried**

a) **Confidential Legal Matter**

Moved by: C. Pettingill

Seconded by: J. Gough

BOD-094-22 **Resolved That** Confidential Staff Report No. 33-22- BOD regarding a Confidential Legal Matter be received for information. **Carried**

b) **Confidential Legal Matter**

Moved by: C. Pettingill

Seconded by: J. Gough

BOD-095-22 **Resolved That** Confidential Staff Report No. 34-22-BOD regarding a Confidential Legal Matter be received for information. **Carried**

### **XIII. Other Business**

- a) Chair Emmerson noted the next Board of Directors' meeting is scheduled for Friday, September 23, 2022. This meeting will be held virtually.

### **XIV. Adjournment**

Moved by: A. Waters

Seconded by: S. Harrison-McIntyre

BOD-096-22 **Resolved That** the meeting be adjourned at 10:20 a.m. **Carried**

Original to be signed by:

Original to be signed by:

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Regional Chairman Wayne Emmerson  
Chair

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Rob Baldwin  
Chief Administrative Officer

## Staff Report

To: Board of Directors

From: Bill Thompson, Manager, Watershed Plans and Strategies

Date: September 13, 2022

### Subject

Land use change in the Lake Simcoe watershed – 2003 to 2018

### Recommendation

**That** Staff Report No. 35-22-BOD regarding land use change in the Lake Simcoe watershed from 2003 to 2018 be received for information.

### Purpose of this Staff Report

The purpose of this Staff Report No. 35-22-BOD is to provide the Board of Directors with an overview of the Conservation Authority's land cover monitoring efforts and a summary of key trends in land use change.

### Background

Lake Simcoe Region Conservation Authority has recently completed an update to its watershed-wide landcover map. This landcover map was initially created in 2003 and has been updated on a 5-year cycle, matching the 5-year cycle with which the Province captures a full set of aerial photographs over the watershed.

To develop the map, Conservation Authority staff classifies land use in the watershed into one of 13 categories (e.g. urban residential, commercial, intensive agriculture, etc.). Natural heritage features are further classified following the Province's Ecological Land Classification protocol, which includes 27 different ecosystem types (distinguishing between, for example, deciduous and coniferous forest, and deciduous and coniferous swamp). The extent of impervious features (roads, buildings, and parking lots) is also mapped and classified.

The resulting land cover map provides extremely detailed information on land use within the watershed, which is used in watershed planning, plan and permit review, restoration planning, and other program areas. This map is also the dataset which is most frequently downloaded by clients and external partners.

As land cover maps are now available from four points in time (2003, 2008, 2013, and 2018), the rate at which land cover is changing within the watershed can now be quantified.

## Issues

Land cover in the watershed plays a fundamental role in watershed health, including having impacts on water quality, stream flow, groundwater recharge, and biodiversity values. Two of the most impactful aspects of land cover are the extent of impervious areas, and the extent of natural heritage features.

Simply put, impervious areas are those areas where water cannot penetrate (such as buildings and paved surfaces). Rather than infiltrating, rain falling on impervious areas flows overland, where it may pick up contaminants, and may lead to “flashiness” in the receiving watercourses. Between 2003 and 2018 the extent of impervious areas in the Lake Simcoe watershed increased from 3.4% to 4.7%. Parking lots have increased at a greater rate than either roads or buildings, and between 2003 and 2013, individual parking lots also tended to become larger in size. This increase in impervious areas was inevitable as the population in the watershed increased and as housing and commercial services have expanded to meet the needs of these new residents. It does however reiterate the importance of programming provided by the Conservation Authority related to urban stormwater management, stormwater and parking lot retrofits, and better salt management practices, to mitigate the impacts of this growth on watershed function.

What is more surprising is an increase in natural heritage cover in the Lake Simcoe watershed. Between 2003 and 2018, an increase from 43.6% to 44.4% (equivalent to approximately 23 km<sup>2</sup>) has been documented. This increase can be attributed to effective protection of natural heritage features that occur on the landscape, restoration projects to increase the extent of forests and wetlands, as well as the process of natural succession (i.e. forests beginning to emerge on their own in areas left unmanaged). Natural succession explains much of the increase presumably due to shifts in agricultural practices, and perhaps due to changes in land ownership and delays in development caused by the economic slow down in the early 2000s.

It should be noted that the Province’s Lake Simcoe Protection Plan has a more restrictive definition of natural heritage feature than that used by the Conservation Authority. Provincial planning policy tends to exclude those early successional habitats from the definition of natural heritage feature. Even within their more restrictive definition, an increase from 33% to 34% has been observed, as some early successional features and restoration sites have matured to become true forests.

While the Lake Simcoe watershed remains below the target of 40% natural heritage cover established in the Lake Simcoe Protection Plan, natural heritage cover is increasing despite the extent of growth and development observed in the watershed over the past 15 years.

## Relevance to Conservation Authority Policy

Natural heritage feature protection in Ontario happens primarily through the Provincial Policy Statement and its direction for municipal Official Plans. In the Lake Simcoe watershed, further policy protection is afforded through the Greenbelt Plan, the Oak Ridges Moraine Conservation Plan, and the Lake Simcoe Protection Plan. The Conservation Authority plays a role as a commenting agency to confirm that these Provincial policies are addressed in planning applications.

The fact that an increase in natural heritage cover has been documented at a time when the watershed population has increased is evidence of the effectiveness of land use planning policies in the watershed.

## Impact on Conservation Authority Finances

There is no impact on Conservation Authority finances. This mapping update was funded by the Province through its Lake Simcoe Protection Plan funding.

## Summary and Recommendations

Ongoing updates to the Conservation Authority's land cover map has allowed for the tracking of changes in land use in the watershed between 2003 and 2018. Over that time, an increase in both impervious cover and natural heritage features have been seen. The increase in impervious cover was an inevitable result of an increasing population and will need to remain a focus for Conservation Authority programming. The increase in natural heritage cover was unexpected but reflective of the efforts undertaken by Conservation Authority staff, watershed municipalities, landowners, and many others to protect and expand natural features in the Lake Simcoe watershed.

It is therefore **Recommended That** Staff Report No. 35-22-BOD regarding land use change in the Lake Simcoe watershed from 2003 to 2018 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:

Don Goodyear  
General Manager, Integrated Watershed  
Management

Signed by:

Rob Baldwin  
Chief Administrative Officer

## Staff Report

To: Board of Directors

From: Alyse Cullen, Acting Director, Human Resources

Date: September 13, 2022

### Subject

Diversity, Equity, Inclusion and Belonging Project

### Recommendation

**That** Staff Report No. 36-22-BOD regarding the Conservation Authority's Diversity, Equity, Inclusion and Belonging Project be received for information.

### Purpose of this Staff Report:

The purpose of this Staff Report No. 36-22-BOD is to provide the Board with an overview of the work the Conservation Authority is undertaking with respect to Diversity, Equity, Inclusion and Belonging.

### Background:

The Conservation Authority is committed to an inclusive workplace that values, respects, and embraces diversity, so everyone can achieve their full potential. By cultivating and celebrating diversity and inclusion, the Conservation Authority will be better positioned to ensure programs and services meet the varied needs of the growing watershed population.

To date, the Conservation Authority has undertaken the following:

- Participates as a member of the Municipal Diversity and Inclusion Group, a community collaboration that brings together municipalities, police services, hospital, school boards, conservation authorities and agencies with a common commitment to inclusive communities.
- Endorsed the York Region Inclusion Charter in June 2018, confirming a commitment to the shared vision of York Region as a welcoming and inclusive community where diversity is celebrated and where everyone can develop to their full potential, participate freely in society, and live with respect, dignity and freedom from discrimination.
- Through a competitive bid process, the services of Taneja Consulting Inc. and S.M.D. Consulting Inc. were retained in April 2022 to develop a Diversity, Equity, Inclusion and Belonging Roadmap. The selected consultants have completed similar projects for Credit Valley Conservation and the Regional Municipalities of Peel and York.

- Initiated Phase 1 of the project to create a framework for the roadmap. Project deliverables to date include:
  - A review of organizational Diversity, Equity, Inclusion, & Belonging practices.
  - A confidential staff survey exploring the themes of corporate culture and a sense of belonging, demographics and workplace practices.
  - The creation of a small staff working group to analyze survey results and assist with the development of focus group questions.

Next steps include small focus group meetings with employees hosted by the consultants to expand on the survey results and provide recommendations moving forward.

### **Issues:**

The need for Diversity, Equity, Inclusion and Belonging programs and policies has emerged as a significant priority on the employment landscape. Addressing systemic issues in the workplace helps employers manage the risks of lower levels of staff morale, engagement, and performance, as well as higher levels of turnover and occurrences of discrimination or bias.

### **Relevance to Conservation Authority Policy:**

The Conservation Authority is devoted to ensuring the organization demonstrates, through internal and external programs and services, a commitment to Diversity, Equity, Inclusion & Belonging. This work aligns with Strategic Direction 5.2 “Employees feel a sense of belonging and contribute to a safe and healthy culture where diversity, equity, inclusion and wellness are celebrated and promoted”, in the Strategic Plan: Transformation 2022-2024.

The selection of the third-party consultants through a competitive procurement process is in keeping with the Conservation Authority’s Purchasing Policy.

### **Impact on Conservation Authority Finances:**

The estimated cost for the consultants to complete the Diversity, Equity, Inclusion and Belonging project is \$38,000 + HST, the amount of which was funded by a budgeted and Board of Directors’ approved draw from the rate stabilization reserve.

Staff look to accommodate future work within the existing base budget, but this will be subject to the exact recommendations provided by the consultant and endorsed by the Executive Leadership Team.

### **Summary and Recommendations:**

It is therefore **Recommended That** Staff Report No. 36-22-BOD regarding the Diversity, Equity, Inclusion and Belonging project update be received for information.

**Pre-Submission Review:**

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

Signed by:

Signed by:

Alyse Cullen  
Acting Director, Human Resources

Rob Baldwin  
Chief Administrative Officer



**From:** Keyes, Jennifer (MNRF)  
**Sent:** August 30, 2022 4:48 PM  
**To:**  
**Subject:** An update concerning Conservation Authority Act governance

Dear Conservation Authority Partners and Interested Parties,

Through new Orders-In-Council made pursuant to the *Executive Council Act* that were approved by the Lieutenant Governor in Council yesterday, the Ministry of Natural Resources and Forestry (MNRF) has been designated as the Ministry responsible for administering the *Conservation Authorities Act* (CAA). Moving forward, the Ministry of the Environment, Conservation and Parks (MECP) no longer has duties, functions or responsibilities under the CAA.

Since 2018, MECP led significant legislative and regulatory changes to the CAA to improve the governance, oversight, transparency and accountability of conservation authorities.

MECP will continue to support MNRF during this transition to ensure it is seamless for staff, the public, municipalities, conservation authorities and other partners.

Stakeholders can continue to reach out to the Conservation Authority Office (via [ca.office@ontario.ca](mailto:ca.office@ontario.ca)) as they have done in the past on conservation authority matters.

We thank you for your ongoing support during this time of transition. Please let me know if you have any questions.

Sincerely,

Jennifer Keyes  
Director  
Resources Planning and Development Policy Branch  
Ministry of Natural Resources and Forestry

**From:** ca.office (MECP) <ca.office@ontario.ca>

**Sent:** September 12, 2022 4:43 PM

**Cc: Subject:** New Requirements under the Conservation Authorities Act: Training for CAs and Municipalities

Good afternoon:

As you know, over the last year new regulations and a policy were finalized to implement changes under the *Conservation Authorities Act* (CAA). The Ministry of Natural Resources and Forestry (MNR) is offering webinar training sessions to answer questions you may have about the new regulations, policy and their implementation.

The changes announced in [October 2021](#) focus conservation authorities (CAs) on their core mandate by prescribing mandatory programs and services they must provide and setting out requirements for transition plans, inventories, and cost apportioning agreements for CA determined programs that require financing through municipal levy apportionment. They also consolidated the existing "Conservation Areas" regulations.

The changes in [April 2022](#) introduced regulations that built on current CA budgetary practices to align them with the new CA framework and a provincial policy governing the charging of fees by CA. A regulation that addresses information requirements on CA websites was also finalized. Together, these changes will improve CA governance, oversight, transparency, and accountability.

To support the smooth transition to the new CA funding framework and categories of CA programs and services, MNR will be providing the following online training sessions:

- **Phase 1 Regulations - Refresher:** An overview of the regulations prescribing the programs and services that CAs must provide, requirements to transition to the new CA funding framework, and the rules of conduct in conservation areas, **October 12<sup>th</sup> at 1:30pm**
- **Phase 2 Regulation and Policy - Overview:** An overview of new regulations governing CA budgetary processes and levy apportionment methods, the classes of programs and services for which a CA may charge a fee, and website information requirements, **October 20<sup>th</sup> at 10:00am**
- **Phase 2 Regulations for Practitioners involved in CA budgets and municipal levy apportionment:** Detailed information on the requirements related to CA budgets, levy apportionment methods, and determining amounts that may be owed by specified municipalities in respect of the *Clean Water Act, 2006* and *Lake Simcoe Protection Act, 2008*, **November 3<sup>rd</sup> at 1:30pm**

You are invited to share this invitation with appropriate staff and your members.

Those interested in attending can register for the training session/s by emailing [ca.office@ontario.ca](mailto:ca.office@ontario.ca) with the subject line "**New Requirements under the**

**Conservation Authorities Act: Training for CAs and Municipalities.”** A reply will be sent with information on how to join the session.

Thank you in advance for your participation. Please contact MNRF at [ca.office@ontario.ca](mailto:ca.office@ontario.ca) if you have any questions.

Sincerely,

Jennifer Keyes,  
Director, Resources Planning and Policy Development Branch  
Ministry of Natural Resources and Forestry

## Staff Report

To: Board of Directors

From: Rob Baldwin, Chief Administrative Officer

Date: September 14, 2022

### Subject:

*Conservation Authorities Act* Transition - Quarterly Progress Report No. 2 for September 2022

### Recommendation:

**That** Staff Report No. 37-22-BOD regarding the Conservation Authority Transition Quarterly Progress Report No. 2 be received; and

**Further that** the September 2022 Conservation Authority Transition Quarterly Progress No. 2 be approved for submission to the Ministry of Natural Resources and Forestry.

### Purpose of this Staff Report:

The purpose of this Staff Report No. 37-22-BOD is to update the Board of Directors on the status of the *Conservation Authority Act* transition, as well as to seek approval to submit the second mandatory quarterly update to the Ministry of Natural Resources and Forestry.

### Background:

The Ministry of Environment, Conservation and Parks (the Ministry) implemented the first phase of *Conservation Authorities Act* regulations in October 2021. The regulations require each conservation authority to have a transition plan in place by December 31, 2021 and to create an inventory of programs and services by February 28, 2022. These documents initiate consultations with member municipalities prior to the Transition Date of January 1, 2024.

The Programs and Services Inventory approved by the Board on February 25, 2022 lists the programs and services that the Conservation Authority currently delivers and intends to deliver in the future. Staff circulated the Inventory to member municipalities, and the Ministry held a municipal presentation regarding the Inventory on February 24, 2022.

Regulations require the provision of quarterly updates to the Ministry as consultations take place and the Programs and Services Inventory is refined. Six quarterly reports are to be submitted as follows: in 2022 - July 1<sup>st</sup> and October 1<sup>st</sup>; and in 2023 - January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup>. With the recent notification of the change to the Ministry responsible for the administration of the *Conservation Authorities Act*, the remaining reports will be submitted to the Ministry of Natural Resources and Forestry, hereinafter referred to as the Ministry.

The reports are required to include:

1. Any comments or other feedback submitted by a municipality regarding the inventory;
2. A summary of any changes that the conservation authority has made to the inventory to address comments or other feedback referred to in clause 1;
3. An update on the progress of negotiations of cost apportioning agreements with the participating municipalities;
4. An outline of any difficulties that the conservation authority is experiencing that might affect its ability to conclude any cost apportioning agreements with one or more participating municipalities by the transition date.

The second progress report is attached for the Board's consideration and provides an update on the requirements, as well as other relevant legislative mandatory requirements.

### **Relevance to Conservation Authority Policy:**

This report and the quarterly update are consistent with legislative requirements and Conservation Authority policy.

### **Impact on Conservation Authority Finances:**

There is currently no direct impact on Conservation Authority finances. Any potential or future financial impacts will be identified as they arise.

### **Summary and Recommendations:**

This report is the second of a series of mandatory quarterly reports required under regulation to be provided to the Ministry. This report also provides the Board with a quarterly update as the Conservation Authority goes through the significant transition process moving towards the critical January 1, 2024 conclusion date for most requirements.

It is therefore **Recommended That** Staff Report No. No. 37-22-BOD regarding the Conservation Authority Transition Quarterly Progress Report No. 2 be received; and **Further That** the September 2022 Conservation Authority Transition Quarterly Progress No. 2 be approved for submission to the Ministry of Natural Resources and Forestry.

Signed by:

Rob Baldwin  
Chief Administrative Officer

### **Attachments:**

- i) Conservation Authority Quarterly Progress Report No. 2 – September 2022

## Conservation Authority Quarterly Progress Report No. 2

### September 2022

#### 1. Engagement with Member Municipalities

- In-Person meetings arranged with all member municipalities in Simcoe County, City of Barrie and City of Orillia. Meetings will be held through the end of October 2022 with senior staff and will focus on the following:
  - Any outstanding questions / comments on Programs and Services Inventory
  - General plan and timelines for transition for January 1, 2024
  - Comparison discussion regarding budget /services between LSRCA and NVCA
  - Open discussion on overall process
  - Discuss timing of Council presentations / education for new council in 2023
- Ongoing meetings with both York and Durham Regions with their respective internal transition teams. Topics being discussed are the same listed above.
- All meetings have been productive and initial in nature with much more detail and discussion to occur specifically during the development of the 2024 budget.

#### 2. Summary of Changes to Program and Services Inventory

- No changes have been made at this time.
- No changes have been requested to date.

#### 3. Update on cost apportioning / service agreements with participating municipalities

- Staff have been reviewing existing funding agreements with municipalities to assess applicability of status of being a specific project agreement or may require a cost apportioning agreement
- Discussions with municipalities will be ongoing for programs and services requiring cost apportioning agreements
- Initial draft of a master agreement is nearing completion.

#### 4. Difficulties affecting the establishment of cost apportioning agreements with participating municipalities

- No specific difficulties identified at this time
- Only general comment raised is the challenge of entering into agreements with financial components in advance of municipal budget approvals. This timing issue will be explored in more detail as we move towards January 1, 2024.

## Status Update on Various Mandatory Requirements

Activity Area	Current Status	Ongoing or Next Steps
Information Requirements	<ul style="list-style-type: none"> <li>90% compliance with mandatory information requirements</li> </ul>	<ul style="list-style-type: none"> <li>Gap analysis to identify any outstanding items</li> <li>Ensure all requirements are implemented by end of 2022</li> </ul>
Governance	<ul style="list-style-type: none"> <li>Exception request for Chair and Vice-Chair submitted</li> <li>Meetings have occurred with specified municipalities with no issues raised</li> </ul>	<ul style="list-style-type: none"> <li>Review of current bylaws to identify any amendments</li> <li>Bring forward bylaw amendments in Fall 2022 / Early 2023</li> <li>Develop Board protocol / process for meetings when specified municipalities are required to participate</li> </ul>
Conservation Land Management	<ul style="list-style-type: none"> <li>Land Securement Strategy Complete</li> <li>Land Disposition Strategy Complete</li> <li>Various Conservation Area management plans complete</li> </ul>	<ul style="list-style-type: none"> <li>Undertake gap analysis of all existing Land Management strategies, plans to determine what is outstanding and what needs to be completed</li> </ul>
Watershed Management Strategy	<ul style="list-style-type: none"> <li>All subwatershed plans are complete and have a process for updating</li> <li>Initial meeting with Ministry of Environment, Conservation and Parks to discuss the overlap / potential issues with the Lake Simcoe Protection Plan</li> </ul>	<ul style="list-style-type: none"> <li>Awaiting feedback from the Ministry on best approach for this requirement aligned with LSPP</li> </ul>
Fees	<ul style="list-style-type: none"> <li>Undertook a detailed and comprehensive fee review in 2021 with external consulting using standard municipal costing practices</li> <li>New fee scheduled was implemented for 2022</li> </ul>	<ul style="list-style-type: none"> <li>Undertake review and gap analysis of approved Fee Classes to ensure compliance and consistency</li> </ul>

## Staff Report

To: Board of Directors

From: Ashlea Brown, Director, Development Services

Date: September 16, 2022

### Subject:

Delegation of Signing Authority for Minor and Routine Development Applications made pursuant to Ontario Regulation 179/06

### Recommendation:

**That** Staff Report No. 38-22-BOD regarding the delegation of signing authority for minor and routine development applications made pursuant to Ontario Regulation 179/06 be received; and

**Further That** delegated authorization for the Coordinator, Permitting and Coordinator, Infrastructure Permitting to approve both minor and routine development permissions under Ontario Regulation 179/06 be approved; and

**Further That** signing authorization for permitting be updated to reflect title changes for the positions of General Manager, Development, Engineering and Restoration; Director, Development Services; and Manager, Planning.

### Purpose of this Staff Report:

The purpose of this Staff Report No. 38-22-BOD is to amend the existing signing authorizations to reflect administrative changes such as title changes and re-organization within the Planning and Development Services Group. It is recommended that the Coordinator, Permitting and Coordinator, Infrastructure Permitting be delegated authorization to approve minor and routine development permissions under Ontario Regulation 179/06.

### Background:

Ontario Regulation 179/06 (Sections 3 and 6) provides for the designation of Conservation Authority staff to grant permission for development proposals that meet the requirements outlined in the Regulation. Conservation Authority staff utilize the Ontario Regulation 179/06 Implementation guidelines to ensure consistency with the Regulation and Act. These guidelines have been approved by the Conservation Authority's Board of Directors.

Staff currently issue permits in compliance with the Conservation Authority's Regulation Implementation Guidelines, and the following senior staff positions have previously been designated through Board of Directors' approval to grant permission for development applications submitted under Ontario Regulation 179/06:



- Chief Administrative Officer;
- General Manager, Planning, Development and Restoration;
- Director, Regulations;
- Director, Planning;
- Director, Engineering; and,
- Sr. Regulations Analyst.

The Planning, Development and Restoration department has recently undergone a re-organization and as a result, the Sr. Regulations Analyst and Regulations Analyst positions have been redefined as two Coordinator positions; Coordinator Permitting and Coordinator Infrastructure Permitting. This update, as well as additional title changes within the Development Services department, requires an update in signing authority to include the following:

- Chief Administrative Officer;
- General Manager, Development, Engineering and Restoration;
- Director, Development Services;
- Manager, Planning;
- Director, Engineering;
- Coordinator, Permitting; and,
- Coordinator, Infrastructure Permitting.

### **Issues:**

Prior to the departmental changes, the Senior Regulations Analyst reviewed all permits prepared for sign-off prior to signing by senior staff. In addition, the Senior Regulations Analyst has signing authority for minor development permissions. As this position has been updated to the Coordinator, Permitting and Coordinator, Infrastructure Permitting, an administrative amendment to the existing signing authority is required recognizing the new titles and positions. In addition, through the fee review conducted by Watson and approved by the Board of Directors at the end of 2021, permit categories have changed and a routine permit category has been added.

Therefore, it is recommended that signing authority for minor and routine development proposals (development where there is low risk of impact on natural hazards or natural features or development that is small scale, and/or consistent with policy and guidelines such as the construction of decks, docks, pools etc.) be granted to the Coordinator, Permitting and Coordinator, Infrastructure Permitting. There is minimal risk to the Conservation Authority as a result of the approval of these works. Further, this approval will improve efficiency by reducing permit processing times. It also builds future capacity within the department.

### **Relevance to Conservation Authority Policy:**

There is no direct bearing on Conservation Authority policy as this is a procedural change and not a change to policy. Conservation Authority policies will still be applied in the same manner and thoroughness that currently exists. Delegation of straightforward permit approvals will ensure that issuance of minor and routine permits will be within the review timelines of the Conservation Authority's Customer Service Strategy.

The Board of Directors will still be required to act as approval authority in respect to applications that cannot be supported by staff and may appear before the Board as a hearing under O.Reg.179/06. The Board will also act as the approval authority for those applications that staff support but may have minor deviations in respect to Conservation Authority policy.

### **Impact on Conservation Authority Finances:**

There is no direct impact on Conservation Authority finances associated with this proposed delegation of approvals for minor and routine permits.

### **Summary and Recommendations:**

The delegation of straightforward permit approvals ensures that the Conservation Authority Liaison Committee requirements and the Conservation Authority's Customer Service Strategy can be met for minor and routine permits. It results in increased efficiencies, improved customer service while building internal capacity through empowering staff.

It is therefore **Recommended That** Staff Report No. 38-22-BOD regarding the delegation of signing authority for minor and routine development applications made pursuant to Ontario Regulation 179/06 be received; and **Further That** delegated authorization for the Coordinator, Permitting and Coordinator, Infrastructure Permitting to approve both minor and routine development permissions under Ontario Regulation 179/06 be approved; and **Further That** the signing authorization for permitting be updated to reflect title changes for the positions of General Manager, Development, Engineering and Restoration; Director, Development Services; and Manager, Planning.

### **Pre-Submission Review:**

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

Signed by:

Glenn MacMillan  
General Manager, Development  
Engineering and Restoration

Signed by:

Rob Baldwin  
Chief Administrative Officer

## Staff Report

To: Board of Directors

From: Cheryl Taylor, Executive Director, Lake Simcoe Conservation Foundation

Date: September 14, 2022

### Subject

Progress Report: Nature Centre at Scanlon Creek Conservation Area Campaign and Project

### Recommendation

**That** Staff Report No. 39-22-BOD regarding an update on the new Nature Centre at Scanlon Creek campaign and project be received for information.

### Purpose of this Staff Report:

The purpose of this Staff Report No. 39-22-BOD is to provide the Board with an update on efforts to secure funding for the building of a new Nature Centre at Scanlon Creek Conservation Area in Bradford and to provide an update on construction of the new facility.

### Background:

The new Nature Centre Project was originally initiated in 2014 to advance the replacement of the Scanlon Creek Nature Centre with a new, multi-functional facility to service outdoor education and other priority business goals such as, professional training, workshops, events, and community programming. This is a multi-year project being advanced in stages, with the findings of each stage informing decisions on how to proceed. Broadly defined project stages and timelines are as follows:

Stage 1: Program Asset Evaluation and Options (2014 - complete)

Stage 2: Feasibility Assessment (2015-2017 – complete)

Stage 3: Final Design / Approvals (2022 – 2023 - initiated)

Stage 4: Construction (2023-2024)

This approach allows for the careful planning, due diligence and decision making required to plan and execute a project of this business magnitude. The overall cost of the new Nature Centre will ultimately be determined through the final design process and is anticipated to be approximately \$7 Million. Though the project budget was established in 2017, the intent is to hold to this maximum value and achieve efficiencies of design and location.

The Foundation's Connect Campaign to raise \$3 Million to help build the new Nature Centre was launched in 2019. Understandably, the COVID-19 pandemic made raising funds for the new

Nature Centre challenging, but thanks to our generous donors and the work of key external stakeholders on the Connect Campaign Committee, over \$2.3 Million has been raised. The gap in funding between the Foundation's goal and the cost of the new facility is the responsibility of the Conservation Authority.

Funding opportunities with Infrastructure Canada's Green and Inclusive Community Building Program were announced early in 2021, and in July of that year the Foundation, with Conservation Authority staff support, applied for \$4.17 Million in funding from the federal government. It was a very competitive intake, and in June 2022 the Foundation was informed that this exciting project has been selected for funding. The program covers 60% of construction costs. The draft agreements should be received for review by October 2022.

The Nature Centre Project Team will now begin to re-engage with the architectural firm Gow Hastings, who are creating a net zero carbon and universally accessible design that reflects a commitment to Truth and Reconciliation. Gow Hastings collaborates with Two Row Architect, a 100% Indigenous-owned and operated firm from the Six Nations reserve in southern Ontario. The project team is formally exploring locating the new Nature Centre beside the Operations Centre at Scanlon Creek Conservation Area from the current proposed location beside the picnic pavilion. The rising cost of inflation and escalating construction costs will be considered in the design and location. It is anticipated that construction will begin in 2023 and completed in 2024.

### **Issues:**

The rising costs of inflation, construction materials and labour are the main issues for the Nature Centre Project. As well, no commitments to the construction schedule will occur until the agreement with Infrastructure Canada for the Green and Inclusive Community Building Program is signed. Timelines for the project may have to be adjusted. Although Foundation resources continue to be very limited, the \$7 Million project budget may still be contingent on Connect Campaign reaching their \$3 Million goal.

### **Relevance to Conservation Authority Policy:**

The new Nature Centre project is a strategic priority of the Conservation Authority.

### **Impact on Conservation Authority Finances:**

The original estimate for the Nature Centre of \$7 million was prepared in 2017, prior to the elevated inflation that is challenging all capital project budgets post-pandemic. Staff will seek to find efficiencies in design and location to ensure the \$7 million estimate is realized.

Continued fundraising is required to make up the remaining \$0.7 million shortfall in the project budget. Municipal funding is not an option to address the shortfall in project funding.

### Summary and Recommendations:

It is therefore **Recommended That** Staff Report 39-22-BOD regarding an update on the new Nature Centre at Scanlon Creek Conservation Area campaign and project be received for information.

### Pre-Submission Review:

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

Signed by:

Signed by:

Cheryl Taylor  
Executive Director, Foundation

Rob Baldwin  
Chief Administrative Officer