



Board of Directors
Meeting No. BOD-03-24
Friday, March 22, 2024
9:00 a.m.

Amended Agenda

Meeting Location:

120 Bayview Parkway, Newmarket
Minutes and agendas are available at www.LSRCA.on.ca

Upcoming Events

Board of Directors' Meeting

Friday, April 26, 2024
120 Bayview Parkway, Newmarket

Lake Simcoe Conservation Foundation

35th Annual Conservation Dinner

Wednesday June 12, 2024
The Manor at Carrying Place

5th Annual Invitational Golf Tournament

Monday, August 26, 2024
King Valley Golf Club

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

I. Acknowledgement of Indigenous Territory

II. Declarations of Pecuniary Interest and Conflicts of Interest

III. Approval of Agenda

Pages 1 - 6

Recommended: That the content of the Agenda for the March 22, 2024 meeting of the Board of Directors be approved as amended to replace the incorrect attachment Item VI a), 2024 Proposed Budget.

IV. Adoption of Minutes

a) Board of Directors

Pages 7 - 14

Included in the agenda is a copy of the draft minutes of the Board of Directors' Meeting, No. BOD-02-24, held on Friday, February 23, 2024.

Recommended: That the minutes of the Board of Directors' Meeting, No. BOD-02-24, held on Friday, February 23, 2024 be approved as circulated.

V. Announcements

VI. Presentations

a) Fourth Quarter 2023 Unaudited Financial Report and 2024 Proposed Capital and Operating Budget

Pages 15 - 58

General Manager, Corporate and Financial Services/CFO, Mark Critch, will provide a presentation on the Fourth Quarter 2023 Unaudited Financial Report, as well as the 2024 Proposed Capital and Operating Budget. This presentation will be provided at the meeting and will be available on the Conservation Authority's website following the meeting.

Recommended: That the presentation by General Manager, Corporate and Financial Services/CFO, Mark Critch, regarding the Fourth Quarter 2023 Unaudited Financial Report and the 2024 Proposed Budget be received for information.

Staff Report No. 15-24-BOD regarding the Fourth Quarter 2023 Unaudited Financial Report is included in the agenda.

Recommended: That Staff Report No. 15-24-BOD regarding the Conservation Authority's Fourth Quarter 2023 Financial Report be received for information.

Staff Report No. 16-24-BOD regarding the 2024 Proposed Capital and Operating Budget is included in the agenda.

Recommended: That Staff Report No. 16-24-BOD regarding the Conservation Authority's 2024 Proposed Capital and Operating Budget be received; and

Further that the 2024 Proposed Capital and Operating Budget and all projects therein be adopted: and

Further that staff be authorized to enter into agreements and/or execute documents with private sector organizations, non-governmental organizations or governments and their agencies for the undertaking of projects for the benefit of the Conservation Authority and funded by the sponsoring organization or agency, including projects that have not been provided for in the approved budget; and

Further that as required by O.Reg.402/22: Budget and Apportionment (formerly O.Reg.139/96) this recommendation and the accompanying budget documents, including the schedule of Category 1 Mandatory levies, be approved by weighted votes.

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 5 and 6 of the agenda)

X. Adoption of Items Not Requiring Separate Discussion

XI. Consideration of Items Requiring Separate Discussion

XII. Closed Session

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

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

Further that the Chief Administrative Officer, members of the Executive Leadership Team and the Director, Development Services remain in the meeting for the discussion on item a), and

Further that the Chief Administrative Officer and the Chief of Staff remain in the meeting for the discussion on item b).

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

Confidential Staff Report No. 22-24-BOD will be sent to Board members prior to the meeting.

Recommended: That Confidential Staff Report No. 22-24-BOD regarding a confidential legal matter be received; and

Further that the recommendations contained within the staff report be approved.

b) Confidential Human Resources Matter

Confidential Staff Report No. 23-24-BOD will be sent to Board members prior to the meeting.

Recommended: That Confidential Staff Report No. 23-24-BOD regarding a confidential human resources matter be received for information.

XIII. Other Business

Next Meeting

The next meeting of the Board of Directors will be held on Friday, April 26, 2024. This meeting will be held in person at the Conservation Authority's Newmarket offices located at 120 Bayview Parkway, Newmarket.

XIV. Adjournment

Agenda Items

1. Correspondence

Pages 59 – 61

- a) February 29, 2024 letter from the City of Orillia regarding the Conservation Authorities Act and the Lake Simcoe Protection Act.

Recommended: That Correspondence items a) be received for information.

2. 2024 Reserve Adequacy Evaluation

Pages 62 - 64

Recommended: That Staff Report No. 17-24-BOD regarding the review and evaluation of the Conservation Authority's 2024 Reserve Balances be received for information.

3. Legislative and Regulatory Changes affecting Conservation Authorities

Pages 65 - 79

Recommended: That Staff Report No. 18-24-BOD regarding recent legislative and regulatory changes (*Conservation Authorities Act* and Ontario Regulation 41/24) be received; and

Further That the timelines for implementation of policy, guidelines and procedural documents and the transition procedures and guidelines be endorsed.

4. Update to Delegations of Authorization pursuant to the Conservation Authorities Act (Part VI, s. 28.4)

Pages 80 - 84

Recommended: That Staff Report No. 19-24-BOD regarding the delegation of authorization for permit issuance, extension and cancellation, and administrative reviews made pursuant to the *Conservation Authorities Act* be received; and

Further That effective April 1, 2024, the Coordinator, Permitting and the Coordinator, Infrastructure Permitting be delegated authorization to approve both minor and routine permits under the *Conservation Authorities Act*; and

Further That effective April 1, 2024, the Director, Development Services, or Acting Director, the General Manager, Development, Engineering and Restoration and the Chief Administrative Officer be delegated authorization to issue permits and permit

extension to existing permits in accordance with the *Conservation Authorities Act*;
and

Further That effective April 1, 2024, the cancellation of low and moderate risk permits be delegated to the Chief Administrative Officer pursuant to the *Conservation Authorities Act*; and

Further That effective April 1, 2024, administrative request for reviews from an applicant be delegated to the Chief Administrative Officer pursuant to the *Conservation Authorities Act*.

5. Re-designation of Environmental Compliance Officers under Section 30.1 of the Conservation Authorities Act for the purposes of enforcing Section 28 of the Act

Pages 85 - 95

Recommended: That Staff Report No. 20-24-BOD regarding the re-designation of Environmental Compliance Officers under Section 30.1 of the *Conservation Authorities Act* be received; and

Further That the appointment of Mrs. Kristin Nyborg and Mrs. Ashlea Brown as Officers under Section 30.1 of the *Conservation Authorities Act* as of the proclamation date be approved.

6. 2024 Annual Conservation Awards

Pages 95 - 98

Recommended: That Staff Report No. 21-24-BOD regarding the 2024 Conservation Awards be received for information.

Lake Simcoe Region Conservation Authority

Board of Directors' Meeting

Board of Directors' Meeting No. BOD-02-24

Friday, February 23, 2034

120 Bayview Parkway, Newmarket

Meeting Minutes

Board Members Present

Mayor R. Greenlaw (Vice Chair), Councillor S. Bell, Councillor A. Courser, Councillor F. Drodge, Regional Chairman W. Emmerson, Councillor P. Ferragine, Regional Councillor B. Garrod, Councillor S. Harrison-McIntyre, Councillor D. Le Roy, Mayor I. Lovatt, Councillor C. Pettingill, Mayor M. Quirk, Councillor M. Thompson, Deputy Mayor and Regional Councillor T. Vegh,

Board Members Absent

Councillor A. Eek, Councillor C. Riepma (Chair), Mayor V. Hackson, Councillor E. Yeo

Staff Present

R. Baldwin, T. Barnett, A. Brown, M. Critch, A. Cullen, P. Davies, D. Goodyear, N. Hamley, G. MacMillan, G. Peat, D. Ruggle, C. Taylor, K. Yemm

Vice Chair Greenlaw chaired this meeting on behalf of Chair Riepma.

I. Land Acknowledgement

Vice Chair Greenlaw acknowledged the Lake Simcoe watershed as traditional Indigenous territory and thanked all generations of Indigenous peoples for their enduring and unwavering care for this land and water.

II. Declarations of Pecuniary Interest or Conflict of Interest

None noted for the meeting.

III. Approval of Agenda

Moved by: S. Harrison-McIntyre

Seconded by: M. Quirk

BOD-019-24 **Resolved That** the content of the Agenda for the February 23, 2024 meeting of the Board of Directors be approved as amended to include Item VI c), a presentation entitled "Conservation Authorities Act Updates: O. Reg. 41/24: Prohibited Activities, Exemptions and Permits, and O. Reg. 686/21: Mandatory Programs and Services". **Carried**

IV. Adoption of Minutes

a) Board of Directors' Meeting

Moved by: T. Vegh

Seconded by: B. Garrod

BOD-020-24 **Resolved That** the minutes of the Board of Directors' Annual General Meeting, No. BOD-01-24, held on Friday, January 26, 2024 be approved as circulated.

Carried

V. Announcements

a) There were no announcements for this meeting.

VI. Presentations

a) Strategic Plan Reporting and 2023 Annual Priorities Updates

CAO, Rob Baldwin, provided a presentation on the progress of Transformation 2022-2024, the Conservation Authority's Strategic Plan, noting this strategic plan was built during a time of change and uncertainty in light of Provincial Bills 109, 229, and 23, as well as the COVID pandemic. For these reasons, focus shifted for this strategic plan to outcomes sought for the watershed through the following five strategic directions:

1. Champion watershed health and climate resilience
2. Drive evidence-based decision-making.
3. Spark a passion and action for nature.
4. Advance organizational effectiveness and excellence.
5. Nurture people and talent.

CAO Baldwin reviewed the planned actions that were set out to achieve each strategic direction, noting that each action is either on track or on track with changes. A full list of outcomes can be found in the presentation linked below.

Also included in CAO Baldwin's presentation was an update on the 2023 Annual Priorities. He advised that at the start of each year the Executive Leadership Team establishes annual priorities for the year. These priorities can be single-year priorities or as was the case for the 2023, multi-year priorities with actions set out for each year. The 2023 Annual Priorities included:

1. Managing Bills 229 and 23
2. Diversity, Equity, Inclusion and Belonging
3. Lake Simcoe Conservation Preserve
4. Scanlon Creek Nature Centre
5. Climate Change and Stormwater Management

6. Network Security
7. Records and Asset Management

CAO Baldwin reviewed these priorities, noting that each is moving forward as expected. More information may be found in the presentation linked below.

To view this presentation, please click this link: [Strategic Plan Status and 2023 Annual Priorities Update](#)

Moved by: C. Pettingill

Seconded by: B. Garrod

BOD-021-24 **Resolved That** the presentation by CAO Rob Baldwin regarding the progress of **Transformation 2022-2024**, the Conservation Authority's Strategic Plan and an update on the 2023 Annual Priorities be received for information. **Carried**

Included in the agenda was Staff Report No.04-24-BOD regarding the progress of **Transformation 2022-2024**, the Conservation Authority's Strategic Plan.

Moved by: C. Pettingill

Seconded by: B. Garrod

BOD-022-24 **Resolved That** Staff Report No. 04-24-BOD regarding the progress of **Transformation 2022-2024**, the Conservation Authority's Strategic Plan be received for information. **Carried**

b) 2023 Enabling Services Year in Review

General Manager, Corporate and Financial Services/CFO, Mark Critch, provided a presentation on the Conservation Authority's Enabling Services Internal Customer Satisfaction Survey, noting that feedback from staff was sought to gauge the level of satisfaction being provided by the Conservation Authority's enabling services departments (Corporate Communications, Human Resources, Finance, IT/IMS and Facilities) with a goal to make improvements and enhance service delivery where required. He was pleased to report that the survey received a 67.6% response rate with an average internal customer satisfaction score of 4.1 out of 5.

GM Critch advised that next steps include identifying areas in each department where survey feedback can be incorporated into 2024 workplan development, as well as working to address areas of concerns, some of which are subject to budget availability and approval. It is expected that the survey will be administered again at the end of 2024 with some minor question changes to gain more meaningful and constructive feedback.

Please click this link to view the presentation: [2023 Survey Results for Enabling Services](#)

Moved by: P. Ferragine

Seconded by: S. Bell

BOD-023-24 **Resolved That** the presentation by General Manager, Corporate and Financial Services/CFO, Mark Critch, regarding the Conservation Authority's Enabling Services Internal Customer Satisfaction Survey results be received for information.

Carried

Included in the agenda was Staff Report No. 05-24-BOD regarding the Conservation Authority's Enabling Services Internal Customer Satisfaction Survey.

Moved by: P. Ferragine

Seconded by: S. Bell

BOD-024-24 **Resolved That** the Staff Report No. 05-24-BOD regarding the Conservation Authority's Enabling Services Internal Customer Satisfaction Survey be received for information. **Carried.**

c) Conservation Authorities Act Updates: O. Reg. 41/24: Prohibited Activities, Exemptions and Permits, and O. Reg. 686/21: Mandatory Programs and Services

CAO, Rob Baldwin provided a brief overview of the new Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits, and the amendments to Ontario Regulation 686/21: Mandatory Programs and Services made under the Conservation Authorities Act, which were announced February 16, 2024 and come into effect on April 1, 2024. He noted that the new O. Reg. 41/24 replaces all existing 36 conservation authority regulations, and some key changes include:

- Updating some definitions and areas where development activities are prohibited, while maintaining important provincial standards.
- Requirements for mapping of regulated areas to be made available online and for public notification to be given of any changes.
- Exemptions from the requirement for a conservation authority permit for some low-risk activities, subject to certain conditions, such as sheds, removable docks, garage rebuilds, fencing, and agricultural drainage.
- Limiting the conditions that can be included on a permit to matters related to natural hazards and public safety and general permit administration.
- Service standards for permit issuance including pre-consultation and confirmation of complete applications within 21-days and requiring annual reporting on permitting statistics including reporting on the level of conservation authority compliance with new regulatory requirements.

- Enabling applicants to appeal to the Ontario Land Tribunal if a permit decision is not made within 90-days, as well as enabling appeals of permitting fees charged by conservation authorities.
- Enabling Minister of Natural Resources and Forestry's tools regarding the review of permit decisions and the issuance of permits.
- Updated enforcement powers and offence provisions under the act, including stop work orders and increased penalties.

CAO Baldwin noted that there is much work to be done for staff to implement all these changes by April 1st, and more information will be brought forward to the Board in the coming months.

Please click this link to view the presentation: [Conservation Authorities Act Updates - O. Reg 41/24 and O. Reg 686.21](#)

Moved by: W. Emmerson

Seconded by: M. Thompson

BOD-025-24 **Resolved That** the presentation by CAO Rob Baldwin on Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits, and amendments to Ontario Regulation 686/21: Mandatory Programs and Services made under the Conservation Authorities Act 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

X. Adoption of Items not Requiring Separate Discussion

Items No. 1, 2, 3, 4, 5, and 6 were identified under items not requiring separate discussion.

Moved by: A. Courser

Seconded by: B. Garrod

BOD-026-24 **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-027-24 **Resolved That** Correspondence Item a) be received for information.
Carried

2. Monitoring Report - Planning and Development Applications for the period January 1 to December 31, 2023

BOD-028-24 **Resolved That** Staff Report No. 06-24-BOD regarding the total number of planning and development applications for the period January 1 through December 31, 2023 be received for information. **Carried**

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

BOD-029-24 **Resolved That** Staff Report No. 07-24-BOD regarding the Municipal Freedom of Information and Protection of Privacy Act 2023 Annual Statistical Report be received for information. **Carried**

4. Conservation Authority Board Member Appointment to Lake Simcoe Conservation Foundation for 2024

BOD-030-24 **Resolved That** Staff Report No. 08-24-BOD regarding the appointment of two members to represent the Conservation Authority on the Lake Simcoe Conservation Foundation Board of Directors be received; and

Further that the Conservation Authority's Chair, Councillor Clare Riepma, and Vice Chair, Mayor Randy Greenlaw, be appointed to the Lake Simcoe Conservation Foundation Board of Directors for 2024. **Carried**

5. 2024 Annual Priorities

BOD-031-24 **Resolved That** Staff Report No. 09-24-BOD regarding the Conservation Authority's 2024 Annual Priorities be received for information. **Carried**

6. Bill 23 More Homes Built Faster Act, 2022 – Impacts on Development Services Department

BOD-032-24 **Resolved That** Staff Report No. 10-24-BOD regarding an end-of-year overview and update on the impacts of Bill 23 to the Development Services Department be received for information. **Carried**

XI. Consideration of Items Requiring Separate Discussion

Item No. 7 was identified under items requiring separate discussion.

7. Georgina Island Fixed Link Project Update

Regional Chairman Emmerson thanked staff for the detailed report. He noted he believes the Chippewas of Georgina Island and the Georgina Island Fixed Link Project team are all very conscious of the environment, and he would hope they will want an environmental assessment for this project, along with the many community groups who advocate for Lake Simcoe.

BOD-033-24 **Resolved That** Staff Report No. 11-24-BOD regarding an update on staff's review and involvement with the Georgina Island Fixed Link project be received for information. **Carried**

XII. Closed Session

The Board moved to Closed Session to deal with a confidential legal and human resources matters.

Moved by: M. Quirk

Seconded by: D. Le Roy

BOD-034-24 **Resolved That** the Board move to Closed Session to deal with confidential legal and human resources matters; and

Further that the Chief Administrative Officer and members of the Executive Leadership Team remain in the meeting for the discussion on Items a), b), and c); and

Further that the Sr. Director, Human Resources and the Chief of Staff remain in the meeting for the discussion on Item d). **Carried**

The Board rose from Closed Session to report findings.

Moved by: S. Harrison-McIntyre

Seconded by: M. Quirk

BOD-035-24 **Resolved That** the Board rise from Closed Session and report findings. **Carried**

a) Confidential Legal Matter

Moved by: C. Pettingill

Seconded by: D. Le Roy

BOD-036-24 **Resolved That** Confidential Staff Report No. 12-24-BOD regarding a confidential legal matter be received for information. **Carried**

b) Confidential Legal Matter

Moved by: C. Pettingill

Seconded by: D. Le Roy

BOD-037-24 **Resolved That** Confidential Staff Report No. 13-24-BOD regarding a confidential legal matter be received for information. **Carried**

c) Confidential Human Resources Matter

Moved by: C. Pettingill

Seconded by: D. Le Roy

BOD-038-24 **Resolved That** Confidential Staff Report No. 14-24-BOD regarding a confidential human resources matter be received; and

Further that the recommendations contained within the report be approved. **Carried**

d) Confidential Human Resources Matter

Moved by: F. Drodge

Seconded by: W. Emmerson

BOD-039-24 **Resolved That** he discussion on the Confidential Human Resources matter be received; and

Further that the Sr. Director, Human Resources be directed to implement recommendations approved by the Board of Directors. **Carried**

XIII. Other Business

a) Vice Chair Greenlaw advised the next meeting is scheduled for Friday, March 22, 2024. This meeting will begin at 9:00 a.m. in the Conservation Authority's Administrative Offices.

XIV. Adjournment

Moved by: P. Ferragine

Seconded by: A. Courser

BOD-040-24 **Resolved That** the meeting be adjourned at 11:25 a.m. **Carried**

Original to be signed by:

Mayor Randy Greenlaw, Vice Chair

Original to be signed by:

Rob Baldwin, Chief Administrative Officer

Staff Report

To: Board of Directors

From: Katherine Toffan, Manager of Finance

Date: March 11, 2024

Subject:

Fourth Quarter 2023 Financial Report

Recommendation:

That Staff Report No. 15-24-BOD regarding the Conservation Authority's Fourth Quarter 2023 Financial Report be received for information.

Purpose of this Staff Report:

The purpose of this Staff Report No. 15-24-BOD is to provide the Board of Directors with a summary of financial activities for the year ending December 31, 2023, as they relate to the 2023 Budget approved by the Board.

Background:

The Budget Status Reports have been developed for use by the Board and management, use the same format as the approved budget and provide a status update on the programs and projects that fall under the Conservation Authority's seven service areas: Corporate Services, Ecological Management, Education & Engagement, Greenspace Services, Planning & Development Services, Water Risk Management and Watershed Studies & Strategies. Annual budgets, actual spending and financial forecasts are reviewed with program managers throughout the year. The results are presented to the Board in Q2 and Q3 of each year and summarize year-to-date results, opportunities, risks, and a high-level year-end forecast.

Relevance to Conservation Authority Policy:

In keeping with Conservation Authority policy, this staff report has been prepared to provide a draft unaudited fourth quarter financial update on the overall financial position, project revenues and expenditures, and procurement activities as they relate to the 2023 approved budget. Draft Audited Financial Statements will be presented for approval at the April 2024 Board meeting.

Issues:

The Corporate Budget Status Report (Attachment 1) presents a surplus position of \$609K on December 31, 2023. The drivers of this surplus are outlined in the table below:

Service Area	Surplus/ (Deficit)	Drivers
Corporate Services	502K	Open positions in HR, Finance, Communications and operational savings in utilities, vehicle leases, general admin, and insurance.
Ecological Management	(14)K	Minor staffing overage in the Environmental Monitoring program
Education and Engagement	85K	Increase in revenue for programming and salary gapping
Greenspace Services	(15)K	Minor staffing overage in the Greenspace Securement program
Planning & Development Services	10K	Shortfall in Revenues offset with salary gapping
Water Risk Management	37K	Operational savings on maintenance on transferred asset
Watershed Studies & Strategies	4K	Programs and projects finished on track
Total	609K	Overall Operational Surplus at December 31, 2023

Summary of Draft Reserve Activity for 2023

Draft Appropriations to/(from) Reserve for 2023:	2023 Budget	2023 Results	Note
Surplus/(Deficit) from Operations:			
Transfer of additional interest earned, additional overhead and administrative funds from Offsetting	-	302	1
Transfer from recognition of unrestricted funding in Deferred	-	1,006	2
Transfer to Asset Management from savings in lease payments	-	58	3
Operational Surplus - summary by Service Area in table above	-	609	
Surplus/(Deficit) from Budgeted Reserve Decisions:			
Approved Draw from Asset Management	(737)	(401)	4
Approved Draw from Rate Stabilization	(366)	(155)	5
Approved Draw from Working Capital	(122)	(62)	6
Approved Draw from Restricted Reserves	(10)	(10)	
Reserve Transfer for Asset Management	484	438	
Reserve Transfer for Interest Income	335	335	
Reserve Transfer to Rate Stabilization	507	430	
Sub-total: Changes from Budgeted Reserve Decisions	91	575	
Net Change in Reserves (excluding asset entries)		2,550	

Notes:

1. These surpluses are from the additional interest earned over budget, a collection of administrative fees on Offsetting funds received in 2023 and additional corporate overhead charges collected on projects. The surplus from Offsetting administrative fees is related to a timing variance and will be drawn from Reserve to cover future expenses.
2. Deferred revenues at the end of 2023 were reviewed to determine if they continue to meet the criteria for deferral. In the Q3 report, staff forecasted that between \$900K and \$1.2M of deferred would be committed, meeting the definition to defer and that there was the potential to recognize between \$800K and \$1.1M into reserves at year-end. The final amount of revenue recognized and transferred to reserves was \$1,006,467.
3. In April 2023, the Board approved a draw from Asset Management to facilitate the purchase of off-lease office equipment and vehicles. This resulted to a budget surplus of \$58K related to savings which will be transferred into Asset Management and will repay part of the funding spent to make the purchases.
4. Investment in the following assets was deferred into 2023: office washroom updates, a replacement dump truck for Lands division, signage upgrades at owned conservation areas, and some equipment purchases.
5. The variance in the reserve draw is related to consulting work for a watershed-based resources strategy, rebranding of the website and intranet design which were not executed in 2023.
6. The variance in the reserve draw is related to the deferral of purchasing and installing a new audio/visual system in the Mabel Davis Boardroom.

Impact on Conservation Authority Finances:**a) Revenues**

Revenues are recognized based on the source of the revenue and by the expenditures that are incurred to cause recognition of revenue. General Levy is recognized in line with operational expenses throughout the year and any surplus of General Levy is recognized in full at year end. Special Capital Levy and Provincial & Federal funding revenues are recognized as related expenses are incurred, and any unused funds are held in deferred revenue at year end. Revenue Generated by the Conservation Authority includes fees from the Planning and Development program and revenue generated from service agreements, which are recognized when invoiced for projects or as services are delivered, as well as Offsetting funding and Donations from the Foundation which are recognized as the related expenses are incurred. Overall revenues realized at December 31st are lower than the 2023 budget in a few areas.

The variance of about \$1.8M in Special Capital against the 2023 budget is driven by the timing of ongoing projects in the Ecological and Water Risk Management programs and the

recognition of revenues that no longer met the criteria for deferral at the end of 2023. Details of the projects driving these timing variances are outlined in section c) below, and details of the revenues recognized that no longer meet the criteria to defer are outlined in section d) below.

Provincial and Federal funding recognized is below year-to-date budget and is related to timing of work on some of the provincial grant agreements. The Restoration, Monitoring and Watershed Planning groups are aligning work with the timing of the agreement deliverables, and many provincial projects carry over to the first quarter of 2024.

Revenue Generated-by-Conservation-Authority can be summarized into three categories:

- i. Revenue related to service agreements – these are in line against year-to-date budget.
- ii. Offsetting Revenues and Foundation Donations make up \$1.5M of this variance. This funding is for projects where revenues are only recognized as expenses are incurred. Details of the projects driving these timing variances are outlined in section c) below.
- iii. Planning and Development Services fees are down approximately \$945K against 2023 budget. The volume of applications was lower than expected due to Bill 23 (eliminating some approvals), Bill 109 (causing industry delays), and economic drivers (interest rates, approvals, etc.). Additional details on the types and quantities of applications driving this variance were presented in February's through Staff Report No. 06-24-BOD.

The Other Revenue funding line contains investment interest and grants received from non-government partners. The investment income earned in 2023 has exceeded budget by \$245K and will be transferred to Rate Stabilization.

b) Expenditures:

Variances in staffing and operational expenses within Corporate Services and Education service areas contributed to the year-end operational surplus. The surplus is driven by operational savings for insurance, staff training, utilities, and vehicle leases, as well as salary gapping for open positions and staff on leave. The variance in Education is driven by the volume of revenue related to increased school programming.

Although Planning and Development fees are down against 2023 budget, there are similar variances in expenditures within the program that are offsetting the shortfall in revenues. Staff capacity was monitored throughout the year to ensure workloads were in line with expected fees and applications in 2023. The variances in expense at year end were realized in staffing vacancies, legal expenses, insurance, and fleet usage.

Based on recommendations in the Conservation Authority's land disposition strategy previously approved by the Board of Directors, the transfer of priority properties expected in 2023 took place in January 2024. Therefore, the anticipated expense of \$1.1M will be realized in 2024.

c) Budget and Timing Variances affecting Revenue and Expenditures in Capital Projects:

There are year-end revenue and expense variances that are attributed to timing. Timing variances occur when expenditures have not yet happened, and recognition of the related revenue is deferred until the project work commences.

Expenditures in the Facility Management program within Corporate Services were below budget. There is a \$355K variance in this program that is driven by the timing of work on the Scanlon Creek Nature Centre. This project is funded by the Foundation using Federal funds and Donations from the Connect Campaign. In 2023 the Conservation Authority drew \$301K from the Foundation to cover the work done in 2023. The 2023 Facility Management budget also included expenditures for asset replacements, sound system upgrades and a background study at Scanlon Creek that are underway and continuing into 2024. The timing of these purchases resulted in a variance to 2023 budget of \$360K.

Capital and Restoration projects in the Ecological Restoration & Regeneration and Water Management & Restoration are in progress or continuing into the fourth quarter. These projects are covered by Special Capital, Provincial, Offsetting Funds and/or Partner funding. Key areas of these variances include:

i. Ecological Management - The \$1.4M variance in the Ecological Restoration program is related to timing and delivery of the following:

- Ecological Offsetting Capital projects
- Restoration Grants to Partner/Landowners for projects funded by Special Capital Levy

Projects in progress:

- Hamilton Park Wetland in Aurora
- Queensville Park in East Gwillimbury
- Scanlon Creek Restoration in Bradford West Gwillimbury
- Lake Simcoe Preserve program field studies in Georgina
- Simcoe Hydrology
- Private Landowner Wetland Restoration project in Oro-Medonte
- Private Landowner Natural Heritage Restoration project in Kawartha Lakes
- Hydro One Grassland Restoration Project in Barrie

ii. Water Risk Management – The \$2M variance in the Water Management & Restoration program is related to timing and delivering the following:

- Water Balance and Phosphorus Offsetting Capital Projects
- Stormwater Monitoring Projects
- Provincial Funding Agreements – Lake Simcoe Protection Plan

Projects in Progress:

- Barrie Floodplain Mapping Update
- East Holland Monitoring
- Concentration of Contaminants Study
- Stormwater Coefficient Monitoring
- Devlin Place Stream and Stormwater Retrofit in Aurora
- Vivian Creek Drainage Improvements in East Gwillimbury
- Ray Twinney Low Impact Development in Newmarket
- Jones Court stream restoration project in Aurora
- Newmarket stormwater pond monitoring

Completed Projects:

- Mouth of Western Creek Restoration in Newmarket
- SPO3 Stormwater retrofit and bypass channel in Barrie

d) Offsetting Projects Approved and Deferred Balances:

In 2023 the Ecological Offsetting Committee approved and/or funded the following projects using Ecological Offsetting funds:

- Lake Simcoe Conservation Preserve project work in Georgina – additional funds approved for \$52.5K, the project is ongoing.
- Climate Change study for Monitoring Methane - \$32.6K approved and spent in 2023.
- Planting Projects in Uxbridge Brook, East Holland, Barrie Creeks, Black River and White's Creek Subwatersheds totalling \$227K. Spent \$70K in 2023.
- Vivian Creek Restoration project in East Gwillimbury approved for \$335K.
- Kawartha Natural Heritage Project approved for \$376K with \$11.6K spent in 2023.
- Nature Conservancy of Canada - Happy Valley Invasive Species project in King City approved for \$31.5K

The Water Balance and Lake Simcoe Phosphorus Offsetting Policy Committee approved and/or funded the following projects using the Water Balance and Phosphorus Offsetting funds:

- Beaverton Low Impact Development project in Brock approved for \$55.5K
- Monitoring stormwater ponds in Newmarket approved for \$140K with \$64K spent in 2023.
- Jones Court stream restoration project in Aurora approved for \$136K
- Grants approved for municipal projects in Uxbridge Brook, Black River, East Holland and Barries Creeks totalling \$106K
- Willow Farm Lane streambank restoration project in Aurora approved for \$243K
- Devlin Place stream and stormwater retrofit in Aurora approved for \$315K

- SPO3 Stormwater retrofit and bypass channel in Barrie – additional funds approved for \$721K – project completed in 2023.

Attachment 2 provides an outline of the deferred revenue balances by subwatershed related to the Ecological, Water Balance and Phosphorus Offsetting program funds on December 31, 2023. These are to be used to fund future projects that meet the program’s criteria.

In the Fall of 2023, Staff met with our Auditor to discuss the financial impact of any changes to revenue recognition due to the changes in the *Conservation Authority Act*. Based on changes that have taken place to define what are mandatory ongoing operational or capital costs where levy can be applied, calculated using the Modified Current Value Assessment method, the auditor requested a review of the Special Capital deferred revenues at the end of 2023 to determine which funds would continue to meet the criteria for deferral. It was determined that \$1.9.M of special capital held in deferred is committed to projects or specific initiatives in the programs, meeting the definition to defer into 2024. The amount of Special Capital funding that was not committed for a specific initiative and did not meet the definition to continue to defer was \$1,006,467. This amount is being recognized to revenue and transferred to the Asset Management and Rate Stabilization reserves at the end of 2023.

e) Procurement:

Throughout 2023, 163 procurements that met the threshold for issuing a purchase order were awarded through the Conservation Authority’s procurement process, totalling \$4.6M. An outline of these procurement statistics is attached in Attachment 3.

Summary and Recommendations:

It is therefore **Recommended That** Staff Report No. 15-24-BOD regarding the Conservation Authority’s Fourth Quarter 2023 Financial Report be received for information.

Pre-Submission Review:

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

Signed by:

Mark Critch
General Manager, Corporate and Financial
Services/CFO

Signed by:

Rob Baldwin
Chief Administrative Officer

Attachments:

Attachment 1 – Draft Unaudited Corporate and Service Area Financial Reports
Attachment 2 – Draft Unaudited Deferred Offsetting Revenue at December 31, 2023
Attachment 3 – 2023 Procurement Summary

Lake Simcoe Region Conservation Authority
DRAFT Unaudited Corporate Budget Status
At December 31, 2023

Presented in '000's			
Revenue:	Full Year Budget	Actual YTD	% of YTD Budget
General Levy	\$ 4,171	\$ 4,171	100%
Special Capital Levy & Municipal Partners	9,523	7,682	81%
Provincial & Federal Funding	2,043	1,683	82%
Revenue Generated by Authority	8,749	6,304	72%
Other Revenue	564	780	138%
Total Revenue:	25,050	20,620	82%
Expenses:			
Corporate Services	7,293	5,700	78%
Ecological Management	4,748	3,335	70%
Education & Engagement	859	853	99%
Greenspace Services	1,471	1,221	83%
Planning & Development Services	5,292	4,318	82%
Water Risk Management	6,227	3,876	62%
Watershed Studies & Strategies	2,010	1,719	86%
Total Gross Expenses:	27,900	21,022	75%
Expenses included above related to:			
Tangible Capital Assets	-	1,383	
Internal Fee for Service	2,941	2,913	99%
Expenses before Amortization	24,959	16,726	67%
Amortization	-	460	
Net surplus before reserve activity	91	3,434	
Board approved draws on reserve:	1,235	628	
Board approved transfers to reserves:	(1,326)	(1,203)	
Other reserve activity:		(884)	
Related to Change in Net Assets:		(884)	
Transfer from recognition of unrestricted funding in Deferred:	-	(1,006)	
Transfer of additional interest earned, additional overhead and administrative funds from Offsetting:	-	(302)	
Transfer to Asset Management from savings in lease payments:	-	(58)	
Operational surplus at December 31	\$ -	\$ 609	

Lake Simcoe Region Conservation Authority
DRAFT Unaudited Corporate Budget Status
At December 31, 2023

Corporate Services	2023 Full Year Budget	2023 YTD	
		Actual	% of YTD Budget
Revenue:			
General Levy	\$ 1,864	\$ 1,864	100%
Special Capital Levy & Municipal Partners	1,354	1,689	125%
Provincial & Federal Funding	4	2	49%
Revenue Generated by Authority	825	485	59%
Other Revenue	343	502	146%
Total Revenue:	4,390	4,542	103%
Expenses:			
Corporate Communications	899	709	79%
Facility Management	2,189	1,407	64%
Financial Management	1,277	1,106	87%
Governance	698	659	94%
Human Resource Management	631	409	65%
Information Management	1,599	1,410	88%
Total Gross Expenses:	7,293	5,700	78%
Expenses included above related to:			
Loss on Disposal of Capital Assets	-	40	
Internal Fee for Service	2,921	2,889	99%
Net Expenses (excluding TCA entries):	4,371	2,771	63%
Net surplus before reserve activity	19	1,771	
Board approved draws on reserve:	924	534	
Board approved transfers to reserve:	(943)	(943)	
Other reserve activity:			
Transfer for offsetting admin,overhead and interest:		(264)	
Transfer to Asset Management from savings in lease payments:		(58)	
Transfer for recognition of Deferred funding:	-	(538)	
Operational surplus at December 31	\$ -	\$ 502	

Ecological Management	2023 Full Year Budget	2023 YTD	
		Actual	% of YTD Budget
Revenue :			
General Levy	\$ 297	\$ 297	100%
Special Capital Levy & Municipal Partners	2,752	2,076	75%
Provincial & Federal Funding	479	364	76%
Revenue Generated by Authority	1,244	623	50%
Other Revenue	90	143	159%
Total Revenue:	4,862	3,503	72%
Expenses:			
Ecosystem Science & Monitoring	1,315	1,186	90%
Forestry Services	774	901	116%
Restoration & Regeneration	2,659	1,248	47%
Total Gross Expenses:	4,748	3,335	70%
Expenses included above related to:			
Internal Fee for Service	19	24	124%
Net Expenses:	4,729	3,311	70%
Net surplus before reserve activity	133	192	
Board approved draws on reserve:	14	-	
Board approved transfers to reserve:	(147)	(70)	
Other reserve activity:			
Transfer for recognition of Deferred funding:	-	(136)	
Operational (deficit) at December 31	\$ -	\$ (14)	

Lake Simcoe Region Conservation Authority
DRAFT Unaudited Corporate Budget Status
At December 31, 2023

Education and Engagement	2023 Full Year Budget	2023 YTD Actual	% of YTD Budget
Revenue :			
General Levy	\$ 499	\$ 499	100%
Special Capital Levy & Municipal Partners	-	-	
Provincial & Federal Funding	-	2	
Revenue Generated by Authority	360	437	121%
Other Revenue	-	-	
Total Revenue:	859	938	109%
Expenses:			
Community Programming	158	121	77%
School Programming	701	732	104%
Total Gross Expenses:	859	853	99%
Expenses included above related to:			
Internal Fee for Service	-	-	
Net Expenses:	859	853	99%
Operational surplus at December 31	\$ -	\$ 85	

Greenspace Services	2023 Full Year Budget	2023 YTD Actual	% of YTD Budget
Revenue :			
General Levy	\$ 510	\$ 510	100%
Special Capital Levy & Municipal Partners	432	429	99%
Provincial & Federal Funding	92	126	136%
Revenue Generated by Authority	194	163	84%
Other Revenue	124	73	59%
Total Revenue:	1,353	1,301	96%
Expenses:			
Management	1,286	1,029	80%
Securement	185	192	104%
Total Gross Expenses:	1,471	1,221	83%
Expenses included above related to:			
Internal Fee for Service	-	-	
Net Expenses:	1,471	1,221	83%
Net surplus/(deficit) before reserve activity	(118)	80	
Board approved draws on reserve:	118	62	
Board approved transfers to reserve:	-	-	
Other reserve activity:			
Transfer for recognition of Deferred funding:	-	(157)	
Operational (deficit) at December 31	\$ -	\$ (15)	

Lake Simcoe Region Conservation Authority
DRAFT Unaudited Corporate Budget Status
At December 31, 2023

Planning and Development	2023 Full Year Budget	2023 YTD Actual	% of YTD Budget
Revenue :			
General Levy	\$ 505	\$ 505	100%
Special Capital Levy & Municipal Partners	421	420	100%
Provincial & Federal Funding	22	22	98%
Revenue Generated by Authority	4,313	3,368	78%
Other Revenue	-	-	
Total Revenue:	5,261	4,315	82%
Expenses:			
Development Planning	2,840	2,194	77%
Permitting & Enforcement	2,451	2,124	87%
Total Gross Expenses:	5,292	4,318	82%
Expenses included above related to:			
Internal Fee for Service	-	-	
Net Expenses:	5,292	4,318	82%
Net (deficit) before reserve activity	(31)	(3)	
Board approved draws on reserve:	31	13	
Board approved transfers to reserve:	-	-	
Operational surplus at December 31	\$ -	\$ 10	

Water Risk Management	2023 Full Year Budget	2023 YTD Actual	% of YTD Budget
Revenue :			
General Levy	\$ 318	\$ 318	100%
Special Capital Levy & Municipal Partners	3,162	1,549	49%
Provincial & Federal Funding	1,195	1,040	87%
Revenue Generated by Authority	1,726	1,141	66%
Other Revenue	6	62	1009%
Total Revenue:	6,408	4,110	64%
Expenses:			
Flood Management & Warning	762	502	66%
Source Water Protection	755	720	95%
Water Management & Restoration	4,125	2,063	50%
Water Science & Monitoring	585	591	101%
Total Gross Expenses:	6,227	3,876	62%
Expenses included above related to:			
Internal Fee for Service	-	-	
Net Expenses:	6,227	3,876	62%
Net surplus before reserve activity	181	234	
Board approved draws on reserve:	53	19	
Board approved transfers to reserve:	(234)	(188)	
Other reserve activity:			
Draw from funds for Equipment:	-	9	
Transfer for offsetting admin:	-	(37)	
Operational surplus at December 31	\$ -	\$ 37	

Lake Simcoe Region Conservation Authority
DRAFT Unaudited Corporate Budget Status
At December 31, 2023

Watershed Studies and Strategies	2023 Full Year Budget	2023 YTD Actual	% of YTD Budget
Revenue :			
General Levy	\$ 178	\$ 178	100%
Special Capital Levy & Municipal Partners	1,402	1,519	108%
Provincial & Federal Funding	249	127	51%
Revenue Generated by Authority	87	87	99%
Other Revenue	-	-	
Total Revenue:	<u>1,917</u>	<u>1,911</u>	100%
Expenses:			
Climate Change Adaptation	417	444	106%
Research & Innovation	734	681	93%
Watershed Subwatershed Planning	858	594	69%
Total Gross Expenses:	<u>2,010</u>	<u>1,719</u>	86%
Expenses included above related to:			
Internal Fee for Service	-	-	
Net Expenses:	<u>2,010</u>	<u>1,719</u>	86%
Net surplus/(deficit) before reserve activity	(93)	192	
Board approved draws on reserve:	95	-	
Board approved transfers to reserve:	(2)	(2)	
Other reserve activity:			
Transfer of funding to payback prior year draw:		(10)	
Transfer for recognition of Deferred funding:	-	(176)	
Operational surplus at December 31	<u>\$ -</u>	<u>\$ 4</u>	

Attachment 2 - DRAFT Unaudited Deferred Offsetting Revenue Balances at December 31, 2023

Ecological Offsetting

Subwatershed	Land Acquisition Funds Remaining	Funds Remaining for Future Projects	Total
Barrie Creeks	1,976	176,302	178,279
Beaver River	169	152,992	153,160
Black River	17,906	417,542	435,447
East Holland	35,494	732,159	767,653
Hawkstone Creeks	-	610,847	610,847
Hewitts Creek	11,150	980,203	991,353
Innisfil Creeks	46,241	1,181,862	1,228,103
Lover's Creek	89,154	616,859	706,013
Oro Creeks South	21,344	272,351	293,694
Uxbridge Brook	20,813	139,858	160,671
West Holland	43,833	287,220	331,053
Whites Creek	37,417	191,934	229,351
General Pool - Interest Earned		489,571	489,571
Grand Total	325,495	6,249,700	6,575,195

Water Balance Offsetting

Subwatershed	Funds Remaining for Future Projects
Barrie Creeks	686,221
Beaver River	53,604
Black River	149,819
East Holland	181,036
East Holland	883,955
Hewitts Creek	8,454
Innisfil Creeks	1,075,447
Lover's Creek	60,852
Oro Creeks North	58,848
Oro Creeks South	17,028
Keele St - King (TRCA)	12,277
Uxbridge Brook	27,791
West Holland	1,141,315
Western Creek - (NM)	646,300
Young St. Aquifer (TRCA)	19,140
General Pool - Interest Earned	311,902
Grand Total	5,333,989

Lake Simcoe Phosphorous Offsetting

Subwatershed	Funds Remaining for Future Projects
Barrie Creeks	75,006
Black River	317,632
East Holland	3,163,225
Georgina Creeks	39,725
Hewitts Creek	11,625
Innisfil Creeks	389,655
Lovers Creek	399,148
Maskinonge River	178,445
Uxbridge Brook	355,699
West Holland	1,217,364
Whites Creek	63,123
General Pool - Interest Earned	453,631
Grand Total	6,664,278

Attachment 3 - 2023 Procurement Summary

Vendor Name	Number of Purchase Orders Issued	Total Value (including HST)	Low value purchase	Standard Procurement under 15,001	Project/ Prequalified procurement	Standard Procurement RFQ/RFP or RFT Issued	Emergency purchase	Single Source	Sole Source
A Million Mouthfuls	2	10,896.97							X
AECOM	2	66,720.70				X			X
Allyant	1	11,324.59						X	
ALS Global	1	3,977.60		X					
AMICK Consulting Ltd.	1	5,537.00		X					
Apple	1	10,829.92		X					
Aqua Insight Inc.	1	105,022.20				X			
Aquafor Beech	1	41,646.15				X			
Arborwood Tree Services	1	7,401.50		X					
Avensys Solutions Inc.	1	41,945.60							X
BAASS Business Solutions	2	15,401.90						X	
Bartram Woodlands Ltd.	1	37,058.35				X			
Beneficial Designs Inc.	1	23,131.10							X
Bio-Limno Research and Consulting Inc.	1	2,944.00							X
Blue Mountain Chrysler	1	118,650.00				X			
Boz Electric Supply	2	48,547.74					X	X	
Brock Aggregates	1	3,888.05		X					
Bureau Veritas	1	4,288.46	X						
Caduceon Environmental Labs	6	56,210.07				X		X	X
Cansel Canada	1	3,014.84		X					
Catering By Gregory's	1	6,112.17		X					
CBRE Ltd., Project Management Canada	1	340,270.80				X			
Central Lake Ontario Conservation Authority	1	16,950.00							X
Com-Pair	1	3,113.15		X					
Com-pair Office Furniture Services	1	9,859.25						X	
Conservation Ontario	1	13,631.34						X	
Constant C Technologies Group	2	12,193.15		X					
Credit Valley Conservation	1	53,317.92							X
Currie Truck Centre	1	3,033.00		X					
D.M. Wills Associates Limited	1	93,106.35				X			
Dave King Fencing	1	6,554.00		X					
Dell	1	6,501.12		X					
Drive True Mechanical	1	4,221.07						X	
Eek and Son Ltd.	1	59,286.58				X			
Elevator 1 Inc.	1	4,811.19	X						
Englobe	1	33,871.75				X			
eSigns Canada.ca	1	3,273.61		X					
Forbest Products Co.	1	10,468.45						X	
FTS	1	14,458.94							X
GEI Consulting	1	143,487.17				X			
Green Maples Environmental Inc.	2	53,745.63				X		X	
Greer Galloway Consulting Engineers	2	7,452.00		X		X			
Halt Inc.	1	9,461.32		X					
Henry Kortekaas & Associates Inc.	1	7,062.50		X					
Hillside Fencing and Decks	1	4,068.00		X					
Hortico Nurseries	2	35,094.97				X			
Hoskin Scientific Limited	8	108,821.83		X				X	X
HPC - Hersh Project Consultants	1	10,396.00		X					
HR Downloads	1	9,038.87			X				
Imperial Coffee	1	2,825.00	X						
Industrial Netting	1	2,169.55							X
Insight Canada Inc.	3	19,451.53				X			
International Safety	1	10,409.92		X					
Iron Mountain	1	14,870.80		X					
Ironclad Containers	1	3,559.50		X					
Kisters North America	1	27,380.97							X
KnowBe4 US	1	2,470.46	X						
Lakehead University	2	47,770.75							X
Lawnscape	1	2,920.37		X					
Lefroy Harbour Resorts	1	4,317.07	X						
Mark Bookhout Services	2	29,832.00				X			
MNP Digital	1	28,250.00							X
MRP Studios	1	11,278.53						X	
Neotech Water Treatment	1	5,650.00		X					
New Roads Automotive Group	3	230,785.50				X		X	
North South Environmental	1	8,642.24						X	
Office Imaging Inc.	2	10,604.07							X
Ontario Agra Piping & Supplies	1	1,510.97		X					
Optrics Inc.	1	12,232.86							X
Outram Tree Solutions	1	7,472.46		X					
PhycoTech Inc	1	5,803.68	X						

Vendor Name	Number of Purchase Orders Issued	Total Value (including HST)	Low value purchase	Standard Procurement under 15,001	Project/Prequalified procurement	Standard Procurement RFQ/RFP or RFT Issued	Emergency purchase	Single Source	Sole Source
PSD Citywide Inc.	1	36,826.70						X	
R&M Construction	1	680,562.59				X			
R&S Construction - Reid and Stiles	1	491,702.55			X				
Randy Perry Electric Ltd.	1	3,403.56						X	
RCM Systems Inc.	6	35,097.20	X					X	X
RedNWhite Cedar Lumber	1	3,015.54		X					
Remediation Worx	1	13,212.86		X					
Resilient Consulting Corporation	3	124,304.52			X			X	
Restoration Artists	3	29,832.00				X			
Rogers Communications Canada	1	5,650.00		X					
RP Electric	1	2,525.55		X					
Sage Software Canada Ltd	1	16,031.64						X	
Saps Fur Managing Supplies	1	5,085.00						X	
Schollen & Company Inc.	1	44,974.00			X				
Scugog Lake Stewards	1	3,955.00			X				
Servpro of Mississauga	1	12,008.91		X					
Shiner (Peel) Fencing and Contracting Ltd.	1	6,780.00						X	
Sinclair Industrial Roofing Inc.	1	175,423.69				X			
Smart City Water	1	2,921.05							X
Softchoice	1	11,826.58						X	
Solera Sustainable Energies Company Limited	1	3,164.00						X	
SolutionStack	1	5,992.85		X					
Somerville Nurseries	1	72,578.77				X			
Source44 Security	1	17,176.00				X			
Southlake Ford	1	64,493.62				X			
Spectrum Technologies Inc.	1	3,902.42		X					
SR Gillis and sons Ltd	1	4,746.00							X
St. Williams Nursery & Ecology Centre	1	9,140.01		X					
Sustainably Grace'd Services	1	20,623.91				X			
Tatham Engineering Ltd.	1	10,961.00		X					
Technology Solutions International Ltd	6	57,969.08				X		X	
Tham Surveying Ltd.	1	27,272.52				X			
Thomas Solutions	1	25,027.24				X			
Toronto Region Conservation Authority	1	114,210.03				X			
Total Power	1	10,283.00		X					
Traditional Air Systems Inc.	1	14,682.09		X					
TRAFx Research Ltd	1	2,525.55		X					
TREADscape	1	5,650.00		X					
Trussell Excavating Ltd.	1	14,746.00		X					
Universal Field Supplies	1	1,969.33	X						
University of Guelph Laboratory Services	1	7,902.09		X					
University of Toronto	1	142,167.56							X
Uxbridge Tree Service Inc.	1	12,995.00		X					
VertiGIS North America Ltd	1	6,787.91		X					
Voyager Search	1	4,972.00		X					
WAP Engineering	1	12,288.75		X					
Waste Management of Canada	1	11,332.00		X					
Water's Edge Environmental Solutions Team	1	11,747.48						X	
Wight Tree Service Inc.	1	3,870.25		X					
York Region	1	2,830.88		X					
Zimmfor Management Services	1	18,645.00				X			
Totals	163	\$ 4,620,098							

Staff Report

To: Board of Directors

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

Date: March 11, 2024

Subject:

2024 Proposed Capital and Operating Budget

Recommendation:

That Staff Report No. 16-24-BOD regarding the Conservation Authority's 2024 Proposed Capital and Operating Budget be received; and

Further that the 2024 Proposed Capital and Operating Budget and all projects therein be adopted: and

Further that staff be authorized to enter into agreements and/or execute documents with private sector organizations, non-governmental organizations or governments and their agencies for the undertaking of projects for the benefit of the Conservation Authority and funded by the sponsoring organization or agency, including projects that have not been provided for in the approved budget; and

Further that as required by O.Reg.402/22: Budget and Apportionment (formerly O.Reg.139/96) this recommendation and the accompanying budget documents, including the schedule of Category 1 Mandatory levies, be approved by weighted votes.

Purpose of this Staff Report:

The purpose of this Staff Report No. 16-24-BOD is to provide the 2024 Proposed Capital and Operating Budget for review and approval as required by O.Reg.402/22: Budget and Apportionment (formerly O.Reg.139/96). This regulation requires that the accompanying budget documents, including the schedule of Category 1 Mandatory levies, be approved by weighted vote. The 2024 Proposed Capital and Operating Budget was created using the Board-approved budget estimates/assumptions, and a copy of the budget document is attached. This is the first year for this budget approval process, as *Conservation Authorities Act* changes were to be integrated into the 2024 budget process. Staff and Leadership have met with Senior level staff of each participating and specified municipality to provide open and transparent dialogue regarding the changes and the need for Memorandums of Understanding to be in place for 2024. Staff worked with municipal colleagues to explain the changes and provide fully reconciled 2023 Budget figures in previous and new formats to ensure complete understanding.

Background:

I. Budget Process for 2023/2024

1. Board of Directors approve the budget assumptions.
2. Staff review of Base Operating Budget for:
 - a. Efficiencies/Cost Savings
 - b. Additional funding sources
 - c. Changes to program expenditures/funding
3. Based on the Strategic Plan, the Executive Leadership Team will consider potential key areas of investment for 2024.
4. Work with municipal funding partners through communication of budget details and highlights, along with presentations to local Councils as required.

II. Assumptions

On June 23, 2023, the Board of Directors approved Staff Report No. 31-23-BOD regarding the 2024 budget assumptions. Staff proceeded to work within those assumptions to develop the 2024 Budget. The 2024 Board-approved budget assumptions are:

Assumption	Approved Guideline	Actual
Inflation	Up to 2.00%	When applicable
COLA	Up to 2.00%	2.00%
Growth/Strategic Initiatives	Up to 1.50%	0.00%
General Levy	2.00%	2.00%
Asset Management Infrastructure Levy	0.50%	0.00%

III. Summary of Progress to Date

The Board of Directors' approval is the final step of this budget process, as all budget approvals are expected by the end of March. Below is the status of each participating and specified municipality.

Participating Municipality	Approval or Within Envelope
Regional Municipality of York	✓
City of Barrie	✓
Regional Municipality of Durham	To be reviewed on March 27, 2024
Town of Bradford West Gwillimbury	✓
Town of Innisfil	✓
Township of Oro-Medonte	To be reviewed on March 20, 2024
Town of New Tecumseth	✓
City of Kawartha Lakes	✓
Township of Ramara	✓

Specified Municipality	Approval or Within Envelope
City of Kawartha Lakes	✓
City of Orillia	

IV. Budget Approval Voting Procedure

As per changes in the *Conservation Authority Act*, budget approval will be conducted through three separate votes: Category 1 Core Mandatory Levy, Category 1 Mandatory Levy for delivery of *Lake Simcoe Protection Act* and Plan and the overall 2024 Budget. Each vote is to be recorded, and each member will be requested in alphabetical order to vote yea or nay on the approval of each of the categories listed above. Votes will be weighted based on two separate current value assessments as outlined below for each participating and specified municipality. The Region of York's vote is required to be capped at 50%, requiring a re-weighting of the remaining municipalities to get to 100%. The weighted votes will be taken as follows:

Representative	Municipality	Weighted MCVA*	Weighted LSPA CVA*
Councillor Sherri Bell	Township of Ramara	1.30%	1.11%
Councillor Amy Courser	City of Barrie	11.82%	10.65%
Councillor Fred Drodge	Town of Innisfil	6.56%	5.87%
Councillor Avia Eek	York Region (King)	7.14%	7.14%
Regional Chairman Wayne Emmerson	York Region (at Large)	7.14%	7.14%
Councillor Peter Ferragine	Town of Bradford West Gwillimbury	7.55%	6.45%
Regional Councillor Bruce Garrod	Durham Region (Uxbridge)	2.77%	2.51%
Mayor Randy Greenlaw (Vice Chair)	Township of Oro-Medonte	1.43%	1.57%
Mayor Virginia Hackson	York Region (East Gwillimbury)	7.14%	7.14%
Councillor Shira Harrison-McIntyre	Town of New Tecumseth	0.69%	0.73%
Councillor David Le Roy	Durham Region (Scugog)	2.77%	2.51%
Mayor Iain Lovatt	York Region (Whitchurch-Stouffville)	7.14%	7.14%
Councillor Cria Pettingill	Durham Region (Brock)	2.77%	2.51%
Mayor Margaret Quirk	York Region (Georgina)	7.14%	7.14%
Councillor Clare Riepma (Chair)	City of Barrie	11.82%	10.65%
Councillor Michael Thompson	York Region (Aurora)	7.14%	7.14%
Deputy Mayor and Regional Councillor Tom Vegh	York Region (Newmarket)	7.14%	7.14%
Councillor Emmett Yeo	City of Kawartha Lakes	0.51%	1.88%
Representative not appointed	City of Orillia		3.56%
		100.00%	100.00%

* Category 1 and overall Budget vote will use the weighted MCVA and the separate LSPA vote will use the weighted LSPA CVA

The dollar breakdown for the two levy apportionments is outlined on Page 7 of the attached 2024 Draft Budget document.

V. Budget Highlights

Detailed information is provided in the attached 2024 Proposed Capital and Operating Budget book. Some highlights regarding the 2024 proposed budget are as follows:

	2023*	2024	Change
Operating	\$15.4M	\$15.0M	(\$0.4M)
Capital	\$9.6M	\$10.5M	\$0.9M
Total	\$25.0M	\$25.5M	\$0.5M

*Restated budget (Approved May 2023 through Staff Report No. 27-23-BOD)

Issues:

What's New for the 2024 Capital and Operating Budget

The 2024 Budget has undertaken a considerable amount of change to ensure it was developed in accordance with the changes to the *Conservation Authorities Act*. This included an overhaul of municipal funding categories as there was a shift from General Levy, Special Capital and Special Benefitting to Categories 1, 2 and 3 funding (see below for additional details). Staff continued to develop the 2024 Budget to address the 2022-2024 Strategic Plan Priorities and 2024 Annual Priorities within the Board of Directors' guidelines to limit the increase in municipal funding to no more than 2%.

A) New Categories for Municipal Funding

All expenditures that require funding from a municipality now fall into 3 Categories, according to the *Conservation Authorities Act*:

- 1) Category 1 Mandatory funding and Category 1 *Lake Simcoe Protection Act*, referred to as LSPA (also Mandatory but unique to this Conservation Authority),
- 2) Category 2 (Municipal requested; not mandatory), and
- 3) Category 3 (Conservation Authority requested, beneficial to the watershed; not mandatory).

B) Changes in Deferred Funding

Changing criteria in the *Conservation Authorities Act* led staff to meet with the auditors to determine any financial impacts on revenue recognition of unspent funding. Capital projects and clearly identified initiatives would continue to have their funding deferred until expenditures occur. This is unchanged from previous years. Some Special Capital funding from prior years did not have the same definition and will now be recognized as revenue in the year the funding was requested, like all other general levy in previous years. The effect will be lower deferred revenue and more activity into and out of reserves for spending that experiences

some timing challenges. Staff implemented these changes at the end of 2023, recognizing additional revenue as surplus.

C) Continuing to Work with Funding Partners

The 2024 Budget was developed with the understanding of the fiscal challenges being faced by municipal funding partners. The approved assumptions recognized that the Conservation Authority would need to adjust base costs as the levy increase would not cover inflation. Continuing to fund increases below the rate of inflation beyond 2024 is not a sustainable strategy for the Conservation Authority.

Ensuring each participating and specified municipality pays its fair share of the costs in the operating and capital budget is a legislative requirement and critical for the financial sustainability of the Conservation Authority. In 2024, it is anticipated that all funding partners will pay their requested budget submission. This is the first year for the Lake Simcoe Protection Act funding to be deemed mandatory for participating and specified municipal partners.

Relevance to Conservation Authority Policy:

The Conservation Authority is required to prepare annual budgets as part of its fiscal control and responsibilities. The budget is used in the audit process for evaluation by the external auditing firm. Annual audits are required under Section 38 of the *Conservation Authorities Act*.

New for 2024: The rules for voting have changed with the new funding categories. Three recorded votes will now be required: i) Category 1 Core Mandatory Levy, ii) Category 1 Mandatory Levy for delivery of Lake Simcoe Protection Act and Plan, and iii) the overall 2024 Budget.

Impact on Conservation Authority Finances:

Total Expenditures

The total amount of expenditures for the 2024 proposed Capital and Operating Budget is \$25.5M, up \$0.5M from the restated 2023 Budget. The operating decrease of \$0.4M is driven by changes in workload due to reduced revenue projections in Planning and Regulations. Capital increased by \$0.9M, with work on the new Nature Centre at Scanlon Creek being the major driver of the increase in 2024. A summary of the 2024 projects and capital investments of \$10.5M can be found on page 16 in the attached 2024 Proposed Budget document.

A) Opportunities for Efficiencies

Annually, staff review business operations and procurement looking for operational savings and efficiencies (both staff time and money). Here are some recent examples, with savings embedded in the 2024 Budget:

- 1) Introducing electronic workflows for Purchase Orders and personal expense claim forms streamlines the approval process, reduces paperwork, improves electronic record keeping and saves staff time.
- 2) Procurement audit savings for \$8-10K from an external procurement audit on telecommunications and waste management services.
- 3) New on-line payment provider for high volume, low dollar value transactions save an estimated \$10K per year.
- 4) New Bids and Tenders platform enables increased competition for procurements, ensuring the highest quality and lowest price awards. This platform also improves the quality of submissions, record keeping and consistency in communication with bidding vendors during the procurement process.
- 5) Switching to Amazon business has simplified the business ordering process for staff and is estimated to save \$4-6K per year, contingent on annual usage.

B) Salary/Wages

Wages and benefits continue to be the largest line item in the annual budget. Projected spending for 2024 is \$13.5M for all wages and benefits for full time, part-time and contract staff, an increase of \$0.4M (+3.4%) over 2023.

Staffing Summary:

	2023*	2024	Change
Full Time Equivalent (FTE)	108.6	109.6	+1.0
Permanent Part Time (PPTE)	2	2	0

*Restated budget (Approved through Staff Report No. 27-23-BOD, May 2023)

There is one FTE is a contract conversion which is funded through external fee for service agreements. The budget also includes 31 contracts for seasonal work and additional capacity needed for funded projects.

Below is a historical summary of Increases to Cost-of-Living Allowance (COLA):

Year	COLA
2020	1.75%
2021	1.00%
2022	2.00%
2023	2.00%
Proposed 2024	2.00%

Total Revenue

Total Revenue for the 2024 proposed Capital and Operating Budget is \$24.9M, which is down (\$0.1M). This is driven by the pending projects not included in the budget and anticipated lower permitting and enforcement fees in 2024.

Revenue Category	2023* (000's)	2024 (000's)	+/- (000's)
Category 1 Funding (2.00%)	5,696	5,810	114
Category 1 Lake Simcoe Protection Act Funding (2.00%)	2,462	2,512	50
Category 2 Funding (2.00%)	662	675	13
Category 3 Funding (2.00%)	347	354	7
Provincial and Federal Funding	2,163	1,658	(505)
Deferred Funding and Municipal Agreements	4,528	2,574	(1,954)
Revenue Generated by Conservation Authority	9,193	11,331	2,138
Total	\$25,051	\$24,914	\$(137)

*2023 Budget was restated in May 2023 through Staff Report No. 27-23-BOD

A) Category 1 Mandatory Levy

The Conservation Authority requested General Levy funding in the amount of \$5,810K, representing an increase of 2.00% over the restated 2023 Budget. The increase was used to cover Cost-of-Living-Adjustment (COLA) for existing staff and inflation when applicable for program expenses. This is within the endorsed guidelines provided by the Board of Directors.

B) Category 1 Lake Simcoe Protection Act Mandatory Levy

The 2024 proposed *Lake Simcoe Protection Act* levy increased by 2.0% to \$2,512K. This was within the Board-endorsed guideline of 2.0% above the restated funding from the 2023 Budget. The *Lake Simcoe Protection Act* is apportioned using a separate apportionment table provided by the Province.

C) Category 2 Work on behalf of the Municipality Funding

In 2024, funding provided to the Conservation Authority by the municipalities to complete work identified in Memorandums of Understanding is increasing by 2% over the restated 2023 Budget. This is in line with Board approved guidelines.

D) Category 3 Funding requested by the Authority

The Education and Engagement program is essential to ensuring a long-term understanding and passion for Lake Simcoe. Based on the determination made by the Ministry of the Environment, Conservation and Parks, Education and Engagement programs would fall into Category 3. For 2024, the budget contains a 2% increase in funding (over the restated 2023 Budget), which is within the Board-endorsed target.

E) Provincial and Federal Funding

The 2024 proposed budget for Provincial and Federal funding (new and deferred) is \$1,658K, which is down 23.34% from \$2,163K in 2023. This change in funding can be attributed primarily to funding opportunities coming forward and being approved post-Budget (Provincial year-end is March 31). Any in-year funding approved by the Provincial and Federal governments will be added to the budget through an in-year restatement. The 2024 Proposed Capital and Operating Budget includes a provision for Ministry of Natural Resources and Forestry transfer payments in the amount of \$68,371, which has remained the same for the last three years. This \$68,371 represents the only annual Provincial funding for operating expenses.

F) Deferred Funding and Municipal Agreements

There is reduced reliance on deferred funding in 2024, partly due to the completion of some large projects that were utilizing deferred funding in 2023, such as the Mouth of Western Creek project and other restoration projects. Looking ahead, the Conservation Authority will become less reliant on deferred revenue in 2024 as over \$1.0 million of deferred revenue was recognized at the 2023 year end.

G) Revenue Generated by the Conservation Authority

The 2024 proposed budget for Revenue Generated by the Conservation Authority is \$11.3M, up 23.3% from \$9.2M in 2023. The significant increase in revenue is due to the funding through the Foundation for the construction start up of the new Nature Centre. Total Foundation support at the time of the budget is \$3.21M, including support of the Nature Centre, Education programming, Climate Change studies, forestry, and restoration work. Additional funds from the Foundation will become available throughout the year, at which time a second round of requests will take place in the fall. Education programming fees also contributed to the increase in Conservation Authority revenue, seeing an increase of \$125K over 2023.

The Conservation Authority has increased its partnership agreements with several municipalities to provide stormwater management services also increasing 2024 revenue. Planning and Development revenue continue to be a focus as continued implementation of Bill 23 and the recently announced changes to the hazard regulations are likely to contribute to some revenue loss, which is difficult to predict at this time but will be tracked carefully and managed internally.

Summary of Municipal Levies

The Operating Budget is supported by \$9,351K of levies from municipal funding partners.

	2023* (000's)	2024 (000's)	Change (000's)
Category 1 Funding (2.00%)	5,696	5,810	114
Category 1 Lake Simcoe Protection Act Funding (2.00%)	2,462	2,512	50
Category 2 Funding (2.00%)	662	675	13
Category 3 Funding (2.00%)	347	354	7
Total	\$9,167	\$,351	\$184

*2023 Budget was restated in May 2023 through Staff Report No. 27-23-BOD

Reserve Draws

The 2024 proposed Capital and Operating Budget includes a net transfer of \$597K from reserves. With the changes to the deferred funding, there will be an increase in both the contributions and draws from reserves going forward. Please see the accompanying report titled *2024 Reserve Adequacy Evaluation* for further details on our reserve position.

Reserves	Opening Balance (Unaudited)	2024 Contribution	2024 Draws	Projected Ending Balance
Rate Stabilization	\$5,097	\$250	\$(368)	\$4,979
Asset Management	2,070	909	(1,286)	1,693
Working Capital	373	0	(111)	262
Restricted	124	9	0	133
Total	\$7,664	\$1,168	\$(1,765)	\$7,067

Summary and Recommendations:

The 2024 Proposed Capital and Operating Budget of \$25.5M can be summarized into the following key highlights:

- Total Operating budget spending is projected to be \$15.0M for 2024, with another \$10.5M being projected for Capital spending in 2024;
- The 2024 Capital and Operating Budget was developed within the direction provided by the Board of Directors, with Category 1, Category 1 Lake Simcoe Protection Act, Category 2 and Category 3 increasing by only 2% over the restated 2023 Budget;
- One new FTE, fully funded by fees;

- The Reserve position for 2024 is adequate to support all business activities identified in the budget (see Staff Report No. 17-24-BOD, also included in March 2024 agenda); and
- Approval has been received from seven of the nine funding municipalities, with the remaining two expected by the end of March.

It is therefore **Recommended That** Staff Report No. 16-24-BOD regarding the Conservation Authority's 2024 Proposed Capital and Operating Budget be received; and **Further that** the 2024 Proposed Capital and Operating Budget and all projects therein be adopted: and **Further that** staff be authorized to enter into agreements and/or execute documents with private sector organizations, non-governmental organizations or governments and their agencies for the undertaking of projects for the benefit of the Conservation Authority and funded by the sponsoring organization or agency, including projects that have not been provided for in the approved budget; and **Further that** as required by O.Reg.402/22: Budget and Apportionment (formerly O.Reg.139/96) this recommendation and the accompanying budget documents, including the schedule of Category 1 Mandatory levies, be approved by weighted votes.

Pre-Submission Review:

This Staff Report has been reviewed by the Executive Leadership Team, including the General Manager, Corporate and Financial Services/CFO and the Chief Administrative Officer.

Signed by:

Signed by:

Mark Critch
General Manager, Corporate and Financial
Services, CFO

Rob Baldwin
Chief Administrative Officer

Attachments:

1. 2024 Proposed Budget

2024

Proposed Budget



Lake Simcoe Region
conservation authority



At-A-Glance

The Lake Simcoe Region Conservation Authority is a local watershed management organization incorporated under the *Conservation Authorities Act (1946)*.

Since our formation in 1951, we have been dedicated to conserving, restoring, and managing the Lake Simcoe watershed.

Our jurisdiction, which began in the East Holland River with five municipalities, has grown to include the entire Lake Simcoe watershed except for the City of Orillia and the Upper Talbot River subwatershed.

The Conservation Authority is governed by an 18-member Board of Directors, appointed within a four-year cycle by its 9 member municipalities. Each year, the Board of Directors elect a Chair and Vice Chair from among its 18 board members.

Our Watershed

The Lake Simcoe watershed is a 3,400 square kilometre area that sweeps across 20 municipalities, from the Oak Ridges Moraine in the south to the Oro Moraine in the north, through York and Durham Regions, Simcoe County and the cities of Kawartha Lakes, Barrie, and Orillia.

The watershed is delineated by 18 major river systems and many smaller ones that flow through the landscape to the heart of the watershed: Lake Simcoe.

Our Vision

Healthy lake, healthy land, healthy life...for generations to come.

Our Mission

We collaborate to protect and restore the Lake Simcoe watershed with innovative research, policy and action.



At the Forefront

Our watershed is one of the fastest growing regions in Canada and is currently home to 513,000* people. Based on the Province of Ontario's Places to Grow Plan and municipal official plans, it's projected that the urban area within our watershed will increase by approximately 50% by the year 2041 and the population will nearly double.

Defined by our mandate under the *Conservation Authorities Act (1946)*, and shaped by continuous challenges presented by urban growth and climate change, the Conservation Authority delivers a number of programs and services to our municipal partners and watershed residents. Our strategic focus includes 26 programs within the following seven service areas - Corporate Services, Ecological Management, Education and Engagement, Greenspace Services, Planning and Development, Water Risk Management and Watershed Studies and Strategies.

As the leading local integrated watershed management agency, our business is built on programs and services that support the ecological, social and economic health of Lake Simcoe and the surrounding environment. While we have a long and accomplished history as expert practitioners, we don't do it alone. We are continually reaffirming and establishing partnerships at every level and within all of our communities to support our ongoing mission.

*based on 2021 Environics data

Operations Profile

The Conservation Authority's business operation employs over 100 full time, part time, contract, and seasonal staff.

Our science, research and restoration business relies on a vast range of experts in the field of environmental science including specialists in limnology, hydrogeology, hydrology, biology, botany, soil science and more. Additionally, recognized experts in water resource and environmental engineering, urban and community planning, forestry, conservation, and natural resource management, support the numerous activities of the organization.

Our education business depends on accomplished environmental leaders who are Ontario Certified Teachers and Outdoor

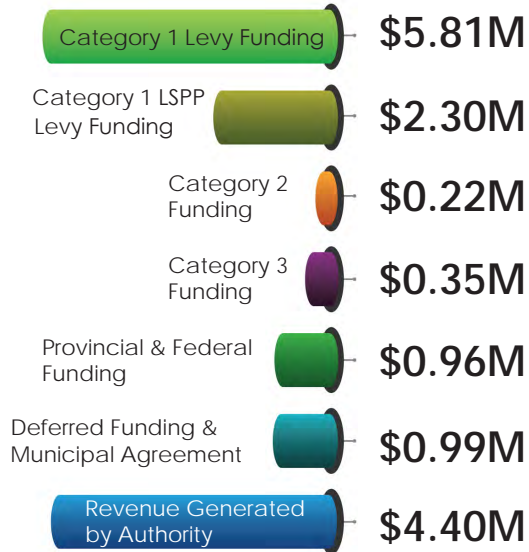
Education Specialists, trained in delivering formal curriculum-based education programs to school-aged children and youth. Their expanded role includes delivering programs to engage citizens of all ages in making a meaningful and lasting connection with Lake Simcoe and its watershed.

These teams are championed internally by an equally broad range of experts delivering strategic leadership and essential services in several specialized fields including business planning; human resource management; financial planning and management; geographic information systems and information technology; and corporate communications, public and media relations, design, and marketing.

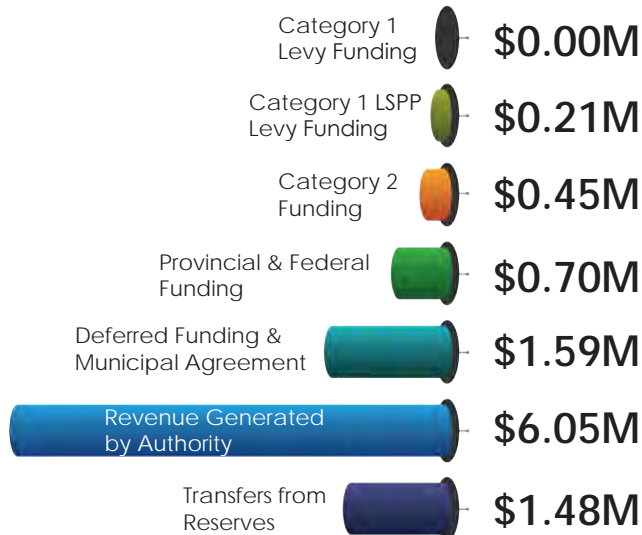


2024 Funding Sources

Operating \$15.04 Million



Capital \$10.47 Million



2024 Annual Priorities

1. Begin construction activities for the new Scanlon Creek Nature Centre
2. Continue development of a management plan for the Lake Simcoe Conservation Preserve
3. Continue implementing legislative changes in Bill 229 (2020) and Bill 23 (2022)
4. Develop a backup and disaster recovery plan to further enhance network security
5. Update the strategic plan and develop a reporting dashboard
6. Implement new provincial hazard regulation changes
7. Pursue funding under the federal Freshwater Action Plan to support restoration projects
8. Develop a corporate-wide digital strategy

2024 Budget Highlights

- Transition with transparency
- Renewed vision for 2022-24
- Conservation Authority spending increase below inflation

The Conservation Authority continues to demonstrate respect for the taxpayer by only requesting modest increases in 2024. We will continue focusing on our Strategic Plan (Transformation 2022-2024) and implementing the changes and requirements from the review of the *Conservation Authorities Act* and Bill 23.

2024 Budget At-A-Glance

\$15.04 Million - Operating

\$10.47 Million - Capital

\$25.51 Million - Total



2024 Draft* Capital and Operating Budget

For the period January - December 31, 2024

Consolidated Summary

	Approved Budget 2023 (in the 000s)*	Proposed Budget 2024 (in the 000s)
Revenue:		
Category 1 Levy Funding	5,696	5,810
Category 1 Lake Simcoe Protection Plan Levy Funding	2,462	2,511
Category 2 Work on behalf of Municipality Funding	661	674
Category 3 Funding requested by Authority	347	354
Provincial and Federal Funding	2,163	1,658
Deferred Funding & Municipal Agreements	4,528	2,574
Revenue Generated by Authority	9,193	11,331
Total Revenue	25,050	24,912
Expenditures:		
Corporate Services	5,899	5,860
Ecological Management	1,858	1,958
Education & Engagement	707	839
Greenspace Services	987	1,139
Planning & Development Services	5,245	4,826
Water Risk Management	2,302	2,397
Watershed Studies & Strategies	1,343	1,215
Operating Expenditures	18,341	18,234
Internal Fee for Service	(2,940)	(3,196)
Capital & Project Expenditures	9,558	10,471
Total Expenditures	24,959	25,509
Required Draws to/(from) Reserve	(91)	(597)
Net Revenue (Expenditures)	0	0

* 2023 Budget restated for comparison, change in Conservation Authority Act Funding Categories



2024 Operating Budget Status Report

For the period January - December 31, 2024

Corporate Services	Approved Budget 2023 (in the 000s)*	Proposed Budget 2024 (in the 000s)
<u>Revenue:</u>		
Category 1 Levy Funding	2,565	2,906
Category 1 Lake Simcoe Protection Plan Levy Funding	272	277
Category 2 Work on behalf of Municipality Funding	-	-
Category 3 Funding requested by Authority	-	-
Provincial and Federal Funding	4	2
Deferred Funding & Municipal Agreements	259	68
Revenue Generated by Authority	548	472
Total Revenue	3,648	3,725
<u>Expenditures:</u>		
Corporate Communications	901	947
Facility Management	866	823
Financial Management	1,275	1,299
Governance	697	711
Human Resource Management	631	565
Information Management	1,529	1,515
Total Gross Expenditures	5,899	5,860
Internal Fee for Service	(2,921)	(3,196)
Required Draws to/(from) Reserve	670	1,061
Net Revenue (Expenditures)	0	0

* 2023 Budget restated for comparison, change in Conservation Authority Act Funding Categories



2024 Operating Budget Status Report

For the period January - December 31, 2024

Ecological Management

	Approved Budget 2023 (in the 000s)*	Proposed Budget 2024 (in the 000s)
Revenue:		
Category 1 Levy Funding	228	233
Category 1 Lake Simcoe Protection Plan Levy Funding	844	927
Category 2 Work on behalf of Municipality Funding	192	196
Category 3 Funding requested by Authority	-	-
Provincial and Federal Funding	11	-
Deferred Funding & Municipal Agreements	289	176
Revenue Generated by Authority	408	395
Total Revenue	1,972	1,927
Expenditures:		
Ecosystems Science and Monitoring	634	632
Forestry Services	703	764
Restoration and Regeneration	521	562
Total Gross Expenditures	1,858	1,958
Internal Fee for Service	(19)	-
Required Draws to/(from) Reserve	133	(31)
Net Revenue (Expenditures)	0	0

* 2023 Budget restated for comparison, change in Conservation Authority Act Funding Categories



2024 Operating Budget Status Report

For the period January - December 31, 2024

Education and Engagement

	Approved Budget 2023 (in the 000s)*	Proposed Budget 2024 (in the 000s)
Revenue:		
Category 1 Levy Funding	-	-
Category 1 Lake Simcoe Protection Plan Levy Funding	-	-
Category 2 Work on behalf of Municipality Funding	-	-
Category 3 Funding requested by Authority	347	354
Provincial and Federal Funding	-	-
Deferred Funding & Municipal Agreements	-	-
Revenue Generated by Authority	360	485
Total Revenue	707	839
Expenditures:		
Community Programming	158	137
School Programming	549	702
Total Gross Expenditures	707	839
Internal Fee for Service	-	-
Required Draws to/(from) Reserve	-	-
Net Revenue (Expenditures)	0	0

* 2023 Budget restated for comparison, change in Conservation Authority Act Funding Categories



2024 Operating Budget Status Report

For the period January - December 31, 2024

Greenspace Services

	Approved Budget 2023 (in the 000s)*	Proposed Budget 2024 (in the 000s)
Revenue:		
Category 1 Levy Funding	865	930
Category 1 Lake Simcoe Protection Plan Levy Funding	-	-
Category 2 Work on behalf of Municipality Funding	-	-
Category 3 Funding requested by Authority	-	-
Provincial and Federal Funding	8	58
Deferred Funding & Municipal Agreements	50	-
Revenue Generated by Authority	52	70
Total Revenue	975	1,058
Expenditures:		
Management	833	892
Securement	154	247
Total Gross Expenditures	987	1,139
Internal Fee for Service	-	-
Required Draws to/(from) Reserve	(12)	(81)
Net Revenue (Expenditures)	0	0

* 2023 Budget restated for comparison, change in Conservation Authority Act Funding Categories



2024 Operating Budget Status Report

For the period January - December 31, 2024

Planning and Development

	Approved Budget 2023 (in the 000s)*	Proposed Budget 2024 (in the 000s)
Revenue:		
Category 1 Levy Funding	505	641
Category 1 Lake Simcoe Protection Plan Levy Funding	-	-
Category 2 Work on behalf of Municipality Funding	25	26
Category 3 Funding requested by Authority	-	-
Provincial and Federal Funding	22	22
Deferred Funding & Municipal Agreements	396	432
Revenue Generated by Authority	4,266	3,697
Total Revenue	5,214	4,818
Expenditures:		
Development Planning	2,794	2,356
Permitting and Enforcement	2,451	2,470
Total Gross Expenditures	5,245	4,826
Internal Fee for Service	-	-
Required Draws to/(from) Reserve	(31)	(8)
Net Revenue (Expenditures)	0	0

* 2023 Budget restated for comparison, change in Conservation Authority Act Funding Categories



2024 Operating Budget Status Report

For the period January - December 31, 2024

Water Risk Management

	Approved Budget 2023 (in the 000s)*	Proposed Budget 2024 (in the 000s)
Revenue:		
Category 1 Levy Funding	709	798
Category 1 Lake Simcoe Protection Plan Levy Funding	276	284
Category 2 Work on behalf of Municipality Funding	-	-
Category 3 Funding requested by Authority	-	-
Provincial and Federal Funding	797	879
Deferred Funding & Municipal Agreements	471	313
Revenue Generated by Authority	238	131
Total Revenue	2,491	2,405
Expenditures:		
Flood Management and Warning	882	802
Source Water Protection	755	838
Water Management/Restoration	329	435
Water Science and Monitoring	336	322
Total Gross Expenditures	2,302	2,397
Internal Fee for Service	-	-
Required Draws to/(from) Reserve	189	8
Net Revenue (Expenditures)	0	0

* 2023 Budget restated for comparison, change in Conservation Authority Act Funding Categories



2024 Operating Budget Status Report

For the period January - December 31, 2024

Watershed Studies & Strategies

	Approved Budget 2023 (in the 000s)*	Proposed Budget 2024 (in the 000s)
Revenue:		
Category 1 Levy Funding	296	302
Category 1 Lake Simcoe Protection Plan Levy Funding	696	813
Category 2 Work on behalf of Municipality Funding	-	-
Category 3 Funding requested by Authority	-	-
Provincial and Federal Funding	-	-
Deferred Funding & Municipal Agreements	258	-
Revenue Generated by Authority	-	36
Total Revenue	1,250	1,151
Expenditures:		
Climate Change Adaptation	330	459
Watershed Subwatershed Planning	650	404
Research and Innovation	363	352
Total Gross Expenditures	1,343	1,215
Internal Fee for Service	-	-
Required Draws to/(from) Reserve	(93)	(64)
Net Revenue (Expenditures)	0	0

* 2023 Budget restated for comparison, change in Conservation Authority Act Funding Categories



2024 Capital Budget Status Report

For the period January - December 31, 2024

Consolidated Summary

	Approved Budget 2023 (in the 000s)*	Proposed Budget 2024 (in the 000s)
Expenditures:		
Scanlon Creek Nature Centre	658	3,000
Offsetting Projects	2,340	2,828
Asset Management	1,015	1,415
Stormwater Management Inspection and Maintenance	783	952
Restoration Projects	1,887	909
Other Projects	506	581
Urban Forest Study Projects	-	291
Lake Simcoe Preserve	265	230
Infrastructure Hazard Projects	116	97
Flow Gauge Monitoring Project	69	71
Climate Change Studies	-	60
Greenspace Projects	112	24
Salt Case Studies	43	13
Mouth of Western Creek	1,195	-
Barrie Flood Plain Mapping Update	235	-
Watershed Plan Modernization	164	-
Low Impact Development Projects	99	-
Shoreline Hazard and Flood Risk Projects	71	-
Total Gross Expenditures	9,558	10,471
Revenue:		
Category 1 Levy Funding	528	-
Category 1 Lake Simcoe Protection Plan Levy Funding	374	210
Category 2 Work on behalf of Municipality Funding	444	452
Category 3 Funding requested by Authority	-	-
Provincial and Federal Funding	1,321	697
Deferred Funding & Municipal Agreements	2,805	1,585
Revenue Generated by Authority	3,321	6,045
Transfers from Reserves	765	1,482
Total Revenue	9,558	10,471



Overview of 2024 Municipal Funding

Municipalities	Apportionment		Total Funding		Category 1 Mandatory (in the 000s)		Category 1 Mandatory LSPP (in the 000s)		Category 2 (in the 000s)		Category 3 (in the 000s)	
	% MCVA	% LSPP	2024 Proposed	2023 Restated	2024 Proposed	2023 Restated	2024 Proposed	2023 Restated	2024 Proposed	2023 Restated	2024 Proposed	2023 Restated
Region of Durham												
Brock	1.69%	1.63%										
Scugog	0.44%	0.43%										
Uxbridge	3.63%	3.60%										
	5.75%	5.65%	521	514	335	332	142	139	23	23	20	20
Region of York												
Aurora	16.33%	15.47%										
East Gwillimbury	8.16%	7.92%										
Georgina	7.92%	7.70%										
King	4.92%	4.99%										
Newmarket	19.89%	19.32%										
Richmond Hill	0.63%	0.01%										
Whitchurch-Stouffville	7.52%	7.10%										
	65.36%	62.50%	6,134	6,010	3,798	3,721	1,569	1,539	534	523	231	227
City of												
Barrie	16.37%	15.97%	1,476	1,450	951	935	401	393	66	65	58	57
Orillia		2.67%	66	66			66	66				
Kawartha Lakes	0.35%	1.41%	59	57	20	20	35	35	1	1	1	1
Municipality of												
Bradford-West Gwillimbury	5.23%	4.84%	465	454	304	296	122	119	21	21	18	18
Innisfil	4.54%	4.40%	408	400	263	258	110	108	18	18	16	16
New Tecumseth	0.48%	0.55%	46	44	28	27	14	13	2	2	2	2
Oro-Medonte	0.99%	1.18%	94	92	57	56	30	29	4	4	3	3
Ramara	0.90%	0.83%	80	79	53	52	21	20	4	4	3	3
Grand Total	100.00%	100.00%	9,349	9,166	5,811	5,696	2,510	2,462	674	661	354	347



2024 Reserve Budget (in the 000s)

Reserve Budget	Opening Balance January 1, 2024 (unaudited)	2024 Proposed Appropriations to/from Reserve	Projected Balance as at December 31, 2024
Rate Stabilization	5,096	(377)	4,719
Asset Management	2,070	(111)	1,959
Working Capital	373	(119)	254
Restricted	124	10	134
Total Reserve	7,663	(597)	7,066

Lake Simcoe Region Conservation Authority (LSRCA) is the leading environmental protection agency in the Lake Simcoe watershed. For over 70 years, we've been collaborating with community, government and other partners to protect and restore the environmental health and quality of Lake Simcoe and its watershed.

• 120 Bayview Parkway. Newmarket, Ontario, L3Y 3W3 •

E infomail@LSRCA.on.ca
T 905-895-1281
TF 1-800-465-0437
W LSRCA.on.ca

📷 lakesimcoeconservation
🐦 @LSRCA
📺 TheLSRCA
📌 lakesimcoeconservation

If you require this document in an alternate format, please contact us at 905-895-1281.



Lake Simcoe Conservation Foundation (LSCF) is the leading environmental charity in our watershed, raising funds from individuals and organizations for the critical environmental programs and projects of Lake Simcoe Region Conservation Authority. It is one of only a few environmental charities nation-wide that has been accredited in Imagine Canada's Standards Program after demonstrating excellence in operations in the charitable sector. Contact them directly for information about how you can support their important fundraising activities.

E foundation@LSRCA.on.ca
T 905-895-1281
TF 1-800-465-0437
W lakesimcoefoundation.ca





Environment and
Infrastructure
Services Department

T: 705-329-7249
F: 705-325-5178
✉ enviroservices@orillia.ca
🌐 orillia.ca
📍 50 Andrew St. S., Suite 300,
Orillia, ON L3V 7T5

City of Orillia
Environment and Infrastructure Services
50 Andrew Street
Orillia, Ontario L3V 7T5

February 29, 2024

Lake Simcoe Region Conservation Authority
120 Bayview Parkway,
Newmarket, Ontario L3Y 3W3

Dear Mr. Baldwin,

The City of Orillia (City) would like to thank the Lake Simcoe Region Conservation Authority (LSRCA) for your recent commentary regarding the *Conservation Authorities Act*, *Lake Simcoe Protection Act*, the associated regulations, and the requirements for “Specified Municipalities”.

The City’s Belief and Investment in Conservation Efforts

The City is an ardent instigator and supporter of the initiatives maintaining and enhancing the health of Lake Simcoe for today and future generations. As a lakeside community, the City is deeply invested in the well-being of our natural surroundings, specifically the health of both Lake Simcoe and Couchiching. Through substantial policy implementation and infrastructure investment, the City has demonstrated stewardship excellence in promoting environmental conservation within Lakes Simcoe and Couchiching watershed areas of our community.

The City has achieved several notable milestones, and has committed significant financial investment toward the health of Lakes Simcoe and Couchiching, which include:

- Updates to The City’s Official Plan and other City Policies including the water quality targets, requirements and objectives included in the *Lake Simcoe Protection Act* and Lake Simcoe Protection Plan. More specifically, the Lake Simcoe Protection Plan requirements are applied to shoreline development with a focus on phosphorus control and water quality management for both Lakes Simcoe and Couchiching.
- Lake Simcoe receives the City’s treated wastewater effluent, and with the City’s \$15,000,000+ investment in tertiary wastewater treatment, the measurable phosphorus discharged from the wastewater treatment plant is well below the stringent limit currently permitted through the provinces Environmental Compliance Approval.

- The City of Orillia has invested in stormwater quality end of pipe retrofits at Borland Street, Neywash Street, Coldwater Road, and Centennial Drive to support the health of the lakes since 2010 and intends to spend approximately \$5,000,000 over the next 5 years. This will provide enhanced stormwater quality treatment for an additional 6.3 % of the City's area which contributes stormwater discharge to Lake Couchiching and Lake Simcoe.
- The City maintains a vigorous environmental monitoring program at the Waste Diversion Site (landfill) that includes sampling groundwater, surface water and stormwater three times per year. The program has yet to see an adverse test.
- The City has invested almost \$200,000 in shoreline erosion control works along the Lake Simcoe shoreline at the Waste Diversion Site to protect the site's buffer area.

As noted above, and not limited, the City continues to demonstrate exceptional care and stewardship of Lakes Simcoe and Couchiching through substantial policy implementation and infrastructure investment. By diligently allocating resources toward these ongoing conservation efforts, the city has positioned itself as a leader in sustainable development and infrastructure operation.

Given our track record, the City believes that our resources are best utilized by continuing to support and expand upon our local initiatives, which have been carefully developed to address specific local needs and priorities within our community, while remaining aligned with the *Lake Simcoe Protection Act*, and support the health of our lakes. By focusing our efforts in this manner, we are better positioned to maximize the impact of our taxpayer dollars and achieve meaningful outcomes for our residents and the health of Lakes Simcoe and Couchiching.

The Mandatory Programs Financial Model

The City understands the benefits of the *Lake Simcoe Protection Act* and the work delivered through the LSRCA's mandatory programs. During our review we explored the conservation authorities' financial model for the mandatory programs delivered by the LSRCA, with a portion of the costs recovered from the City as a "*Specified Municipality*". In our view, the use of provincial funding by the conservation authority should be dedicated to mandatory programs first and foremost, covering the full cost with no burden to the "*Specified Municipality*".

Further, the City aims to cultivate and maintain a constructive partnership with the LSCRA and the Province by lobbying and advocating for legislative amendments within the *Conservation Authorities Act*, *Lake Simcoe Protection Act*, and associated regulations, supporting full and prioritised funding of the Mandatory Programs through the provincial



Environment and
Infrastructure
Services Department

T: 705-329-7249
F: 705-325-5178
enviroservices@orillia.ca
orillia.ca
50 Andrew St. S., Suite 300,
Orillia, ON L3V 7T5

grant rather than seeking funds from “*Specified Municipalities*”. The City also intends to seek the discharge of the City of Orillia from the inclusion as a “*Specified Municipality*”.

Opportunity for Continued Collaboration

The City would like to express its keen interest in working together. During our assessment of the services provided through the LSRCA’s Mandatory Programs, City Staff have identified several opportunities to collaborate with data, expertise and local knowledge in support of the goals established in the *Conservation Authorities Act* and *Lake Simcoe Protection Act*. We would be excited to better understand the LSRCA’s environmental monitoring and data programs and to explore how we can assist.

I thank you again for your time and commentary regarding the *Conversation Authorities Act*, *Lake Simcoe Protection Act*, the associated regulations, and the requirements for “*Specified Municipalities*”. The City looks forward to the future and a productive relationship with the LSRCA supporting the health of our local environment and Lakes Simcoe and Couchiching.

Sincerely, Roger Young CET
General Manager, Environment and Infrastructure Services
City of Orillia

Staff Report

To: Board of Directors

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

Date: March 11, 2024

Subject

2024 Reserve Adequacy Evaluation

Recommendation

That Staff Report No. 17-24-BOD regarding the review and evaluation of the Conservation Authority's 2024 Reserve Balances be received for information.

Purpose of this Staff Report:

The purpose of this Staff Report No. 17-24-BOD is to provide the Board of Directors with an update on the 2024 reserve balances and activity, and to provide an evaluation on the adequacy of the reserves for use in the 2024 Budget.

Background:

Reserves play a vital role in the overall financial picture of every public sector organization. The Conservation Authority streamlined the Reserves into four overarching reserves in 2018:

- 1) Asset Management – provides funding for short- and long-term asset replacements;
- 2) New/Working Capital – funding for new assets approved through the budget process;
- 3) Rate Stabilization – provides financial flexibility for unexpected expenses, pilot projects and one-time expenses and minimizes tax levy fluctuations for municipal partners; and
- 4) Specialty Reserves – restricted reserve for a specific purpose (ie donation or policy).

Leading into the 2024 Budget review, staff examined reserves and have created actions for each reserve to ensure long term sustainability and adequacy. Where appropriate, the Chief Financial Officer may re-balance the reserves to ensure all targets are met and the collection of reserves does not become unbalanced (too much in some, not enough in others).

Issues:

There were changes to the *Conservation Authorities Act* that came into play in 2023, leading to some funding changes for 2024 and beyond. Accounting treatment has not changed, but the establishment of additional mandatory programs and the related changes in apportionment has changed special capital funding into Category 1 (tax levy) funding. This will reduce the use of deferred funding and will increase the program funding captured in the surplus/deficit at year

end. To this end, accounting staff worked with the auditors to confirm that some deferred balances would be recognized as surplus at the end of 2023, increasing the use of reserves instead of deferred funding. Staff have determined the impact of this change in 2023 to be \$1,000,467, and this surplus has been added to the reserve analysis in the table below.

Relevance to Conservation Authority Policy:

Reserve targets established in 2018 will need to be revisited and updated to provide a better indication of the reserve adequacy needs for the longer term at the Conservation Authority. Additional updates on the Asset Management financial strategy (April Board meeting) and the development of better long-term capital planning (2025 Budget) will fully inform the Board going forward.

Impact on Conservation Authority Finances:

The following table provides the evaluation of each reserve and determines the adequacy for use in funding the 2024 Budget:

Reserve Type	2024 Opening Balance*	2024 +/-	2024 Ending Balance	Short Term Adequacy	Long Term Adequacy	Comments
Asset Management	2,070	(111)	1,959	Yes	TBD	Asset Management Financial Strategy in April
New/Working Capital	373	(119)	254	Yes	TBD	Subject to new 10-year capital plan
Rate Stabilization	5,096	(377)	4,719	Yes	Yes	Re-evaluate target
Restricted/Specialty	124	10	134	Yes	Yes	Reviewed annually
Total	7,663	(597)	7,066	Yes		New Targets for 2025

*2024 Opening balance is still the draft unaudited position

Asset Management Reserve

The asset management reserve is adequate to fund the short-term needs of the Conservation Authority for 2024, ensuring all assets are kept in a state of good repair. Longer term sustainability and adequacy will be addressed in the Financial Strategy that is tentatively being tabled with the Board of Directors in April. Previous target was 100% of first-year needs, 75% of 5-year needs and 60% of 25-year needs. This reserve is funded from standard tax levy contributions, grant funding and from the organizational annual surplus (if available).

New/Working Capital

The new capital reserve is deemed to be adequate for 2024 as there is enough money to cover the proposed 2024 Budget requirements. Developing better long-term capital planning (10 years or more) will ensure investments are made over many years for upcoming new capital purchases. Previous target is 100% of current new capital budget and 75% of 5-year capital need (to be developed). This reserve is funded either by specific tax levy request, reserve re-balancing or through surplus, if available).

Rate Stabilization

The rate stabilization reserve is designed to eliminate major, unexpected fluctuations in tax levy requests from funding partners. The previous target (based on municipal research in 2018) was 12-15% of the annual operating budget. Based on the 2024 Budget, this would be between \$1.82M - \$2.27M. With changes to the *Conservation Authorities Act*, staff will review the range of the reserve to determine if it still adequately safeguards the Conservation Authority. There is an opportunity to re-balance this reserve in 2024, a delegated task for the Chief Financial Officer to determine, with full disclosure to the Board of Directors.

Speciality/Restricted Reserve

These reserves are limited in availability to what they were specifically designed for and cannot be re-purposed. Examples include directed donations, the Theiss award proceeds (an international award won by the Conservation Authority in 2009), and other contributions with specific rules on how they can be used. There are no real targets to this reserve as the level of spending is designed with the funds in mind. This reserve is funded by donation, designated funding policy or other specific conditional provisions.

Summary and Recommendations:

It is therefore **Recommended That** Staff Report No. 17-24-BOD regarding the review and evaluation of the Conservation Authority's 2024 Reserve Balances be received for information.

Pre-Submission Review:

This Staff Report has been reviewed by the Executive Leadership Team and the Chief Administrative Officer.

Signed by:

Mark Critch
General Manager
Corporate & Financial Services/CFO

Signed by:

Rob Baldwin
Chief Administrative Officer

Staff Report

To: Board of Directors

From: Ashlea Brown, Director, Development Services

Date: March 8, 2024

Subject

Legislative and Regulatory Changes affecting Conservation Authorities

Recommendation

That Staff Report No. 18-24-BOD regarding recent legislative and regulatory changes (*Conservation Authorities Act* and Ontario Regulation 41/24) be received; and

Further That the timelines for implementation of policy, guidelines and procedural documents and the transition procedures and guidelines be endorsed.

Purpose of this Staff Report

The purpose of this Staff Report No. 18-24-BOD is to provide a summary of the transition from the existing Section 28 of the *Conservation Authorities Act* and Ontario Regulation 179/06 to the updated Act and Regulation.

Background

On February 16, 2024, a new Minister's regulation (Ontario Regulation 41/24 'Prohibited Activities, Exemptions and Permits') under the *Conservation Authorities Act* was established by the Province. This Regulation will revoke the current 36 individual Conservation Authorities' Regulations and consolidate them into a single province-wide Regulation. The Lake Simcoe Region Conservation Authority's existing Ontario Regulation 179/06 "Development, Interference with Wetlands and Alterations to Watercourses" will no longer be applicable, effective April 1st when O. Reg. 41/24 comes into effect. The enactment of this Regulation will also coincide with the proclamation of associated sections of the *Conservation Authorities Act*.

The administration of O. Reg. 41/24 is a Mandatory Program and Service for the Conservation Authority as per Section 21.1.1 of the *Conservation Authorities Act* and O. Reg. 686/21: Mandatory Programs and Services. Under Section 8 of O. Reg. 686/21, Conservation Authorities shall provide programs and services to ensure that the Conservation Authority carries out its duties, functions and responsibilities to administer and enforce the provisions of Parts VI and VII of the Act and any Regulations made under those parts.

The Conservation Authority will continue to require applications for a permit to undertake development, interference and/or alteration activities within areas as defined under the *Conservation Authorities Act* and Ontario Regulation 41/24.

Issues

As a result of the new Regulation and updated Act, there are several amendments that must be made to existing Conservation Authority policies, procedures, and documents. Some of the main changes in the new legislation are summarized below.

Conservation Authorities Act updates:

- **Regulatory Tests** - A change in the tests used by conservation authorities in consideration of permit issuance, removing “conservation of land” and “pollution”, and adding “unstable soils and bedrock” *Note existing tests including the control of “flooding”, “erosion”, and “dynamic beaches” are maintained.
- **Exemptions** - Enabling the exemption of certain low-risk development activities as established in regulation.
- **Minister Orders** - Requiring conservation authorities to issue permits for:
 - projects subject to Community Infrastructure and Housing Accelerator orders and allowing the Minister to review and amend any conditions.
- **Enhanced Minister Orders** - Enhancing the Minister’s powers with regards to permits issued where a zoning order has been made by:
 - extending the existing regulation Conservation Authority of the Minister to prescribe conditions on a permit to also enable the Minister to limit what conditions may be included;
 - specify that where the Minister has made a regulation allowing development to begin prior to an ecological compensation agreement, the development may not continue if the agreement has not been reached within the time outlined in regulation.
- **Permit Appeal Process** - Additional review/appeal processes for permit fees and decisions to the Minister and/or the Ontario Land Tribunal (OLT):
 - regarding a permit fee (OLT);
 - regarding a conservation authority decision (Minister review (subject to regulation) and/or OLT); or
 - failure to make a decision within 90 days (OLT).
- **Enhanced Minister Powers** - Allowing the Minister to direct a conservation authority to:
 - not issue a permit, and enabling the Minister to issue a permit in place of that conservation authority (with or without conditions); and
 - not issue a permit for a specified period of time.

- **Conservation Authority Enforcement Powers** - including changes to:
 - ability for Officers to enter properties;
 - ability to issue stop work orders; and
 - enhanced penalties for fines and imprisonment.

Regulatory Changes with the implementation of O. Reg 41/24:

- **Definitions** – New definition for ‘watercourse’ - from “*an identifiable depression in the ground in which a flow of water regularly or continuously occurs*” to “*a defined channel, having a bed and banks or sides, in which a flow of water regularly or continuously occurs*”.
- **Prohibited activities and areas where a conservation authority permit is required:**
 - removal of 120 metre ‘other areas’ (or ‘regulated area’) from PSWs and implementation of a consistent 30 metre regulated area around all wetlands.
 - allowance (or ‘regulated area’) from wave uprush or other water-related hazards for shorelines changed from 15 metres to an ‘appropriate allowance’.
- **Regulatory mapping** – enhanced provisions requiring a conservation authority to:
 - make regulation mapping publicly available;
 - annually review and update maps; and
 - requirements for notification to the public and stakeholders for any significant changes.
- **Exemptions from a permit for certain low-risk activities** – new exceptions for low-risk activities (Attachment 1).
- **Process for applying for a conservation authority permit** – new requirements for:
 - pre-submission consultations; and
 - enhanced application requirements.
- **Service requirements for a conservation authority in reviewing permit applications** – new customer service standards for conservation authorities directly in the legislation including:
 - deeming an application complete (or incomplete) within 21 days of receiving an application and associated fee; and
 - limiting the ability for a conservation authority to ask for additional studies, technical information or plans once an application has been deemed complete (unless applicant agrees).
 - requiring a conservation authority to make a decision on a permit, once deemed complete, within 90 days. *Note this is an increase in most scenarios from the current timelines we adhere to through our Customer Service Strategy.

- **Request for Review** – new provisions allowing applicants to request the conservation authority review if:
 - notice for deeming application complete (or incomplete) has not been received;
 - the applicant disagrees with the decision an application is incomplete; or
 - the applicant disagrees the request for information, studies or plans is reasonable.
- **Policy and procedures documents for permits** – new requirement for conservation authorities to develop policy and procedure documents that include:
 - details of pre-consultation processes and complete application requirements.
 - procedures of the permit review process;
 - standard timelines for a conservation authority to make a decision for permit once deemed complete; and
 - a process for the periodic review of policies and procedures.

Enactment of Ontario Regulation 42/24 amending O. Reg 686/21

- The addition of Section 8.1 (1) (Standards and Requirements Part VI) requires Authorities to prepare and publish annual reports outlining performance statistics for permit, including timelines.

While the Conservation Authority has already implemented procedural documents associated with many of these best practices such as reporting on timelines, exemptions, and mapping, the updated legislation will require an amendment and updating of current policies, procedures and guidelines to be consistent with the Act and Regulation.

Due to the significant scope of work required to implement all the required changes, staff have proposed a phased approach to updating documents as outlined in Attachment 2. Staff will continue to coordinate with Conservation Ontario and other conservation authorities to update the policies, procedures and guidelines, and the implementation of O. Reg.41/24 will occur as of April 1st.

To provide clarity, a letter is being sent to municipal Building, Planning and By-law departments (sample in Attachment 3) outlining the changes to the legislative and regulatory framework and providing the transition plan. Additionally, a virtual session with the relevant departments for all member municipalities is being arranged prior to the April 1st implementation.

Attachments 4 and 5 outline the transition procedures provided by Conservation Ontario to be adopted by the Conservation Authority until existing procedural manuals and guidelines are updated.

Relevance to Conservation Authority Policy

Current policies, procedures and guidelines will need to be updated to be applicable under the new legislative and regulatory framework. A transition plan as well as a detailed plan for updates with timeframes can be found in the attachments.

Impact on Conservation Authority Finances

An impact to the program budget is expected due to the loss revenue associated with the exemptions and reduction in regulated areas around wetlands. A review of files issued in the last two years suggests there would be a loss of approximately 100 permits annually. Many of these permits include new dwellings or large developments just beyond the 30-metre setback prescribed in the new legislation. The Conservation Authority already streamlined many of its approvals, such as fences and patios and decks outside the shoreline hazard and flood hazard, through the issuance of site clearances; however, it is anticipated that landowners and municipalities will still want clearances for works that are now exempt. This will require staff time with no current cost recovery option through fees. The additional workload associated with the required changes will be accommodated within the existing 2024 budget. There is no funding by the province to facilitate these changes.

Summary and Recommendations

It is therefore **Recommended That** Staff Report No. 18-24-BOD regarding recent legislative and regulatory changes (*Conservation Authorities Act* and Ontario Regulation 41/24) be received; and **Further That** the timelines for implementation of policy, guidelines and procedural documents and the transition procedures and guidelines be endorsed.

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

Attachments

- 1: Exemptions as outlines in Ontario Regulation 21/24
- 2: Transition checklist
- 3: Letter to Municipalities
- 4: Interim Policies & Guidelines for the Administration and Implementation of O. Reg 41/24
- 5: Transitional Procedures & Guidelines

Attachment 1

Excerpt from [O. Reg. 41/24: Prohibited Activities, Exemptions and Permits](#) as of February 16, 2024

Note: Applicants are encouraged to confirm exceptions with the Conservation Authority prior to carrying out the work.

5. Paragraph 2 of subsection 28 (1) of the Act does not apply to,

- (a) the construction, reconstruction, erection or placement of,
 - i. a seasonal or floating dock that,
 - A. is **10 square metres or less**,
 - B. does not require permanent support structures, and
 - C. can be removed in the event of flooding.
 - ii. a rail, chain-link or panelled fence with a **minimum of 75 millimetres of width between panels, that is not within a wetland or watercourse**,
 - iii. agricultural in-field erosion control structures that are **not within a wetland or watercourse** and that do **not have any outlet of water directed or connected to a watercourse, wetland or river or stream valley**,
 - iv. a non-habitable accessory building or structure that,
 - A. is incidental or subordinate to the principal building or structure,
 - B. is **15 square metres or less**, and
 - C. is not within a wetland or watercourse, or
 - v. an **unenclosed** detached deck or patio that is **15 square metres or less, is not placed within a watercourse or wetland** and does not utilize any method of cantilevering.
- (b) the installation of new tile drains that are **not within a wetland or watercourse, within 30 metres of a wetland or within 15 metres of a watercourse, and that have an outlet of water that is not directed or connected to a watercourse, wetland or river or stream valley**, or the maintenance or repair of existing tile drains;
- (c) the installation, maintenance or repair of a pond for watering livestock that is **not connected to or within a watercourse or wetland, within 15 metres of a wetland or a watercourse**, and where no excavated material is deposited within an area where subsection 28 (1) of the Act applies;
- (d) the maintenance or repair of a driveway or private lane that is **outside of a wetland** or the maintenance or repair of a public road, provided that the driveway or road is **not extended or widened and the elevation, bedding materials and existing culverts are not altered**;

- (e) the maintenance or repair of municipal drains as described in, and conducted in accordance with the mitigation requirements set out in the Drainage Act and the Conservation Authorities Act Protocol, approved by the Minister and available on a government of Ontario website, as it may be amended from time to time; and
- (f) the reconstruction of a non-habitable garage with **no basement, if the reconstruction does not exceed the existing footprint of the garage and does not allow for a change in the potential use** of the garage to create a habitable space.

Attachment 2: Transition Checklist

✓	Priority Actions	Conservation Authority Actions	Timeframe for completions
	Communications strategy & implementation	<ul style="list-style-type: none"> • Prepare communications for municipal partners, stakeholders, and the public. • Arrange a Municipal meeting to review roles and responsibilities with Planning, building and by-law departments. • Update references & information on our website 	April 1 st
	Interim Policies & Guidelines for the Administration & Implementation of O. Reg. 41/24.	<ul style="list-style-type: none"> • Interim policies adopted by the Conservation Authority until existing policy and procedure manuals are updated. 	April 1st
	Transitional Procedures & Guidelines	<ul style="list-style-type: none"> • Procedures adopted for transitioning from existing regs. to O. Reg. 41/42 to ensure permits and new applications are subjected to the appropriate procedures and guidelines, depending on their date of submission. 	April 1st
	Consider (re)delegating Conservation Authority powers	<ul style="list-style-type: none"> • To accommodate efficient timelines for permit review / issuance, administration reviews, permit cancellations, holding of hearings, etc. (legal counsel may be required). • Update guideline documents as applicable. 	April 1 st for delegation of powers and guidelines updated with guideline documents.
	Re-appointment of officers	<ul style="list-style-type: none"> • Appointment of officers under a new class designation will be required. MNRF to provide new class designation. 	April 1 st
	Regulatory mapping updates	<ul style="list-style-type: none"> • Update mapping • revised regulation limits, requirements for posting, procedures for updating, etc. 	May Board Meeting
	Update individual Conservation Authority policies and guidelines	<ul style="list-style-type: none"> • Update policies guidelines and procedure documents to reflect new Regulation and applicable sections of the Act. 	June Board Meeting

	<p>Process/Procedure for stop work orders</p>	<ul style="list-style-type: none"> • Develop procedures for issuing stop work orders and update existing procedures to reflect legislative changes around powers of entry etc. 	<p>May Board Meeting</p>
	<p>Administrative updates</p>	<ul style="list-style-type: none"> • Update regulatory and legislative references on applications, maps, website, etc. 	<p>April through June as required.</p>

Attachment 3: Letter to Municipalities

Date:

To: Planning Departments + Chief Building Officials and By-Law Departments

Re: Legislative and Regulatory Changes Affecting Conservation Authority Development Permitting (Effective April 1, 2024)

On February 16, 2024, a new Minister's regulation (Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits) under the *Conservation Authorities Act* was approved by the Province. This regulation will replace the existing individual "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" Regulation 179/06 held by the Lake Simcoe Region Conservation Authority and moving forward, O. Reg. 41/24 will be used by all Conservation Authorities. The regulation's effective date is April 1, 2024. The enactment of O. Reg. 41/24 will also coincide with the proclamation of associated sections within the *Conservation Authorities Act*.

While O. Reg. 41/24 represents a single regulation for all Authorities, much of the Conservation Authority regulatory process remains the same. The administration of O. Reg. 41/24 is a Mandatory Program and Service of the Conservation Authorities as per Section 21.1.1 of the *Conservation Authorities Act* and as stipulated in [O. Reg. 686/21: Mandatory Programs and Services](#). Under section 8 of O. Reg. 686/21, Conservation Authorities shall provide programs and services to ensure that the Conservation Authority carries out its duties, functions and responsibilities to administer and enforce the provisions of Parts VI and VII of the Act and any regulations made under those Parts.

Conservation authorities will continue to require applications for a permit to undertake otherwise prohibited development, interference and alteration activities in regulated areas as defined under the *Conservation Authorities Act* and in O. Reg. 41/24.

For those applications submitted prior to the enactment of O. Reg. 41/24, the current permitting process will be followed. New permit applications submitted on or after April 1, 2024 will follow the processes outlined in the updated Section 28 of the *Conservation Authorities Act* and O. Reg. 41/24. Lake Simcoe Region Conservation Authority will keep Municipalities informed as we work to develop and update our implementation support materials. Conservation authorities will continue to discuss transition plan details with their Municipalities to minimize disruptions to approvals processes for development applications.

Key Changes

While much of the Conservation Authority regulatory process remains the same, key changes of interest for our municipal partners include:

- The definition of a "watercourse" has been amended from "***an identifiable depression in the ground in which a flow of water regularly or continuously occurs***" to "***a defined channel, having a bed and banks or sides, in which a flow of water regularly or continuously occurs***".

- The regulated area around wetlands (“other areas”) will be consistent at 30 m, including around provincially significant wetlands.
- Exceptions for certain low-risk activities (see Attachment One for further details).

These changes will require conservation authorities to review and update their regulatory mapping (as appropriate) to reflect the new regulated limits. Municipalities are advised that Conservation Authority regulatory mapping which has been shared for screening purposes may require updates, and in the interim, Conservation Authority staff may need to undertake site visits to confirm regulated features and areas.

Additionally, section 5 of O. Reg. 41/24 provides a list of activities or works where a Conservation Authority permit is no longer required, where works are carried out in accordance with the regulation. Applicants are encouraged to confirm exceptions with the Conservation Authority prior to carrying out the work. Conservation authorities will work to provide implementation support materials to municipalities.

Plan Review Services

There are no changes to Conservation Authority planning services at this time. Conservation Authorities **continue to provide mandatory or Category 1 programs or services related to reviewing and commenting on applications and other matters (e.g., planning document updates) under the *Planning Act*, and for proposals under Acts** referred to in Section 6 (2) of Ontario Regulation 686/21: Mandatory Programs and Services. Municipalities must continue to circulate planning applications and other matters, including technical reports to conservation authorities so that we may review and comment on natural hazards and wetland matters per Ontario Regulation 686/21. Comments provided will reflect a watershed-based approach to the provision of mandatory programs and services.

Fee Schedule

The existing fee schedule meets the requirements of the “Minister’s List of classes of programs and services in respect of which conservation authorities may charge a fee”. The Minister has issued a direction to freeze Conservation Authority fees for planning and permitting for the year 2024 so no increase to existing fees will be made to our fee schedule for planning and permitting fees during this time.

We look forward to continuing our strong working relationship and providing you with exemplary services. We will continue to be in contact as we work to transition to this new legislative and regulatory framework and will be providing a session mid March for Municipalities and Conservation Authority staff to discuss the key changes. Staff will reach out with a meeting invite shortly.

If you have any questions or concerns, please don’t hesitate to contact me at a.brown@lsrca.on.ca.

Sincerely,

Ashlea Brown

Attachment 4: Interim Policies & Guidelines for the Administration and Implementation of O. Reg 41/24.

Effective Date:

April 1, 2024

Summary

On April 1, 2024, Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits) and Part VI of the *Conservation Authorities Act* came into effect. This regulation replaces the Lake Simcoe Region Conservation Authorities previous “Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses” regulation.

The proclamation of the new legislative and regulatory framework necessitates updates to existing Conservation Authority policies and procedures, including the Lake Simcoe Region Conservation Authorities, Ontario Regulation 179/06 Implementation Guidelines

Interim Policy Guidance

As of April 1, 2024, the Lake Simcoe Region Conservation Authority will review and make decisions on applications for permits in accordance with Part VI of the *Conservation Authorities Act* and Ontario Regulation 41/24. Amendments to the Ontario Regulation 179/06 Implementation Guidelines will be forthcoming to reflect this new framework. Per section 12 of O. Reg. 41/24, the Lake Simcoe Region Conservation Authority will consult with stakeholders and the public during the review and update process as the Conservation Authority considers advisable. Where discrepancies exist between the text of the legislation or regulation and the information provided within the Implementation Guidelines and these Interim Policy Guidelines, the text of the legislation and regulation will prevail.

Key variances from the processes in the existing legislation and guidelines include, but are not limited to:

- 1) Assessing permit applications made under Section 28.1 of the *Conservation Authorities Act* to determine if the proposed works will affect the control of flooding, erosion, dynamic beaches, and **unstable soil or bedrock**.
- 2) Assessing applications to determine whether the proposed activity would create conditions or circumstances that, in the event of a natural hazard, might jeopardize the **health or safety of persons** or result in the **damage or destruction of property**.
- 3) Attaching conditions to a permit only if the conditions (1) assist in preventing or mitigating any effects on the control of flooding, erosion, dynamic beaches or unstable soil or bedrock or (2) assist in preventing or mitigating any effects on human health or safety or any damage or destruction of property in the event of a natural hazard.
- 4) Reducing the regulated area surrounding provincially significant wetlands or wetlands from 120 m to 30 m. The other areas in which development activities are prohibited are within 30 m of all wetlands in the Lake Simcoe Region Conservation Authorities area of jurisdiction.

- 5) Exceptions from Conservation Authority permits for specific activities outlined in section 5 of O. Reg. 41/24, when carried out in accordance with the regulation.
- 6) Updated complete application requirements (as outlined in section 7 of O. Reg. 41/24), including requirements for landowner authorization and payment of applicable fee.
- 7) A new process for applicants to request an administrative review of an application (circumstances outlined in section 8 of O. Reg. 41/24).
- 8) Updated definition of *watercourse* to a “defined channel, having a bed and banks or sides, in which a flow of water regularly or continuously occurs”.
- 9) New requirement (as outlined in subsection 7(2) O. Reg. 41/24) to notify the applicant of whether an application is complete within 21 days and provide the applicant notice of a decision within 90 days following confirmation of a complete application (as outlined in 28.1(22) of the *Conservation Authorities Act*).
- 10) A new process for pre-submission consultation (circumstances outlined in section 6 of O. Reg. 41/24).
- 11) Enforcement procedures, appeals and hearing processes described in Parts VI and VII of the *Conservation Authorities Act*.

Attachment 5: Transitional Procedures & Guidelines:

February 2024

Background

The existing Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation provided each Conservation Authority with the power to regulate development and activities in or adjacent to river or stream valleys, shorelines of the Great Lakes-St. Lawrence River system and inland lakes, watercourses, hazardous lands (e.g., unstable soil, bedrock, and slopes), wetlands and other areas around wetlands. Development taking place on these lands may require permission from the Conservation Authority to confirm that the control of flooding, erosion, dynamic beaches, pollution or the conservation of land are not affected.

On February 16, 2024 the [Prohibited Activities, Exemptions and Permits under Conservation Authorities Act](#) Regulation (Ontario Regulation 41/24) was approved by the Province under subsection 28(1) of the *Conservation Authorities Act*. The administration of O. Reg. 41/24 is a Mandatory Program and Service of the Conservation Authorities as per Section 21.1.1 of the [Conservation Authorities Act](#) and as stipulated in [O. Reg. 686/21: Mandatory Programs and Services](#). Under section 8 of O. Reg. 686/21, Conservation Authorities shall provide programs and services to ensure that the Conservation Authority carries out its duties, functions and responsibilities to administer and enforce the provisions of Parts VI and VII of the Act and any regulations made under those Parts.

The transitional policies and procedures are important in the implementation of the new regulations which will become effective as of April 1, 2024.

Purpose

The purpose of this document is to guide Conservation Authority staff through the transition from the current individual Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations to the implementation of the new O. Reg. 41/24: Prohibited Activities, Exemptions and Permits Regulation.

PERMIT APPLICATIONS

Applications Submitted Before April 1, 2024

Applications for permission to develop in a regulated area or interfere with a wetland or watercourse received prior to April 1, 2024, will be subject to the provisions of the applicable Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation in effect at the time the application was received.

If the subject application for the proposed works is not within an area or an activity regulated under the new regulation (O. Reg. 41/24), then the applicant will be advised in writing that a permit is not required for the proposed works.

Applications Submitted After April 1, 2024

All applications received on or after April 1, 2024, will be subject to the provisions of O. Reg. 41/24.

Extension of Permissions Issued under the Current Regulation

Permits issued prior to April 1, 2024, and have expiry dates beyond April 1, 2024 will remain valid for the duration identified on the permission. Inspections and conditions enforced under the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation will continue until the permission expires.

A request for extension of a permit issued before April 1, 2024, that is received prior to April 1, 2024, will be considered in accordance with the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation.

A request for extension of a permit issued before April 1, 2024, that is received after April 1, 2024, will be considered in accordance with O. Reg. 41/24. An applicant requesting an extension will be notified in writing that an extension is not required if the permit is for a development activity or interference/alteration not within a regulated area established under O. Reg. 41/24 or is otherwise subject to an exception under the same.

Requests for an extension of the existing permit must be received by the Conservation Authority prior to the date of expiry shown on the permission.

REVIEW OF PLANNING APPLICATIONS

Planning Applications Submitted Before April 1, 2024

All plan review will be conducted in accordance with the O. Reg. 686/21: Mandatory Programs and Services, [O. Reg. 596/22: Prescribed Acts – Subsections 21.1.1 \(1.1\) and 21.1.2 \(1.1\) of the Act](#), as well as based on the provisions of the current Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation. Plan input activities will note that O. Reg. 41/24 will be in effect April 1, 2024.

Planning Applications Submitted After April 1, 2024

All plan input and review will be conducted in accordance with the O. Reg. 686/21: Mandatory Programs and Services, [O. Reg. 596/22: Prescribed Acts – Subsections 21.1.1 \(1.1\) and 21.1.2 \(1.1\) of the Act](#), as well as based on the provisions of O. Reg. 21/24: Prohibited Activities, Exemptions and Permits Regulation.

VIOLATION NOTICES AND LEGAL ACTIONS COMMENCED BEFORE APRIL 1, 2024

Violation Notices issued prior to April 1, 2024, will be addressed and remedied by Conservation Authority Provincial Offences Officers in accordance with the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation.

Violation Notices issued prior to April 1, 2024, for works in an area or activity no longer regulated under the new O. Reg. 41/24, upon satisfactory resolution of the matter, the proponent will be issued a letter advising that the works occurring in violation of the

Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation have remedied/ rectified and the violation notice is revoked.

Violation notices issued and prosecutions commenced on or after April 1, 2024, will confirm with Parts VI and VII of the Act and O. Reg. 41/24.

Legal actions that commenced prior to April 1, 2024, may proceed where appropriate under consultation with legal counsel.

Other Agency Approvals

Issuance of a permit does not relieve the applicant from the responsibility of acquiring approval from other agencies or relieve the applicant from compliance with any conditions that other agencies may impose on the work.

Staff Report

To: Board of Directors

From: Ashlea Brown, Director, Development Services

Date: March 22, 2024

Subject:

Update to Delegations of Authorization pursuant to the *Conservation Authorities Act* (Part VI, s. 28.4)

Recommendation:

That Staff Report No. 19-24-BOD regarding the delegation of authorization for permit issuance, extension and cancellation, and administrative reviews made pursuant to the *Conservation Authorities Act* be received; and

Further That effective April 1, 2024, the Coordinator, Permitting and the Coordinator, Infrastructure Permitting be delegated authorization to approve both minor and routine permits under the *Conservation Authorities Act*; and

Further That effective April 1, 2024, the Director, Development Services, or Acting Director, the General Manager, Development, Engineering and Restoration and the Chief Administrative Officer be delegated authorization to issue permits and permit extension to existing permits in accordance with the *Conservation Authorities Act*; and

Further That effective April 1, 2024, the cancellation of low and moderate risk permits be delegated to the Chief Administrative Officer pursuant to the *Conservation Authorities Act*; and

Further That effective April 1, 2024, administrative request for reviews from an applicant be delegated to the Chief Administrative Officer pursuant to the *Conservation Authorities Act*.

Purpose of this Staff Report:

The purpose of this Staff Report No. 19-24-BOD is to update the delegation of permit approvals from Section 28 (2) of the *Conservation Authorities Act* to Section 28.4 (to be proclaimed) and to delegate the cancellation of certain permits and administrative reviews to staff to further streamline existing processes.

Background:

On April 1, 2024, the *Conservation Authorities Act* will be amended, including the proclamation of Part VI (*Regulation of Areas Over Which Authorities Have Jurisdiction*). Included in this proclamation is the enactment of section 28.4 (*Delegation of Power*). Section 28.4 provides that

‘an Authority may delegate any of its powers related to the issuance or cancellation of permits under the Act or the regulations, or to the holding of hearings in relation to the permits, to the Authority’s executive committee or to any other person or body, subject to any limitations or requirements that may be prescribed by regulation’. Prior to April 1, 2024, subsection 28(2) of the Act (to be repealed) provided that a conservation authority regulation could delegate any of the conservation authority’s powers or duties under the regulation to the conservation authority’s executive committee or any other person or body, subject to regulatory limitations and requirements.

The Conservation Authority’s current Regulation 179/06, (Sections 3 and 6) provides for the designation of certain Conservation Authority staff to grant permission for development proposals that meet the requirements outlined in the Regulation. Ontario Regulation 179/06 is also being replaced April 1st with Ontario Regulation 41/24.

While currently some senior staff have delegation of permit approvals, this needs to be updated referencing the new Section of the Act. Additional delegations are also proposed associated with the cancelation of permits and administrative reviews consistent with the new section updated provisions in Section 28.4 of the Act. Additional delegations will be proposed associated with hearings at a future Board of Directors’ meeting.

Issues:

The ability to delegate powers related to the issuance and cancellation of permits, as well as holding hearings and complete application reviews, presents an opportunity to streamline administrative components of the permit review and decision-making process. It will allow applicants to obtain an expedited review for minor issues. It will also alleviate the need for special meetings to accommodate the new timelines. For administrative reviews, the Conservation Authority will only have 30 days (we understand this to be calendar days not business days) to conduct the review which is onerous for Board members.

All hearings and permit cancelation for high-risk activities would continue to go to the Board of Directors for review. An application is considered high risk if there is an anticipated impact to health and safety of people, a significant economic impact (including direct impacts to a building/structure or property and/or impacts from loss of a use of a building or structure) or, as a result of development, there could be impacts to adjacent property owners. The existing process would be maintained in these scenarios, and hearings would be subject to the Statutory Powers and Procedure Act and decisions would be subject to appeal.

Relevance to Conservation Authority Policy:

Delegation of powers to staff for affirmative permitting decisions is currently in place and is consistent with provincial direction. The delegation of low and moderate risk, permit

cancelations as well as the administrative reviews is consistent with the to be proclaimed Section 28.4 of the *Conservation Authorities Act*.

Impact on Conservation Authority Finances:

There is no direct impact on Conservation Authority finances associated with the proposed delegations.

Summary and Recommendations:

It is therefore **Recommended That** Staff Report No. 19-24-BOD regarding the delegation of authorization for permit issuance, extension and cancellation, and administrative reviews made pursuant to the *Conservation Authorities Act* be received; and **Further That** effective April 1, 2024, the Coordinator, Permitting and the Coordinator, Infrastructure Permitting be delegated authorization to approve both minor and routine permits under the *Conservation Authorities Act*; and **Further That** effective April 1, 2024, the Director, Development Services, or Acting Director, the General Manager, Development, Engineering and Restoration and the Chief Administrative Officer be delegated authorization to issue permits and permit extension to existing permits in accordance with the *Conservation Authorities Act*; and **Further That** effective April 1, 2024, the cancellation of low and moderate risk permits be delegated to the Chief Administrative Officer pursuant to the *Conservation Authorities Act*; and **Further That** effective April 1, 2024, administrative request for reviews from an applicant be delegated to the Chief Administrative Officer pursuant to the *Conservation Authorities Act*.

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

Attachments

- i) Delegation of Authority chart

Delegation of Authority
Effective April 1, 2024

Activity	Recommended Delegation
Issuance routine and minor permits	Coordinator Permitting; Coordinator infrastructure Permitting, Director Development Services, General Manager Development, Engineering and Restoration, CAO
Issuance intermediate and major permits	Director Development Services, General Manager Development, Engineering and Restoration, CAO
Extensions to the maximum validity of the permit	Director, Development Services, General Manager Development, Engineering and Restoration, CAO
Cancellation of Permits Low Risk	Chief Administrative Officer
Cancellation of Permits High Risk	Board of Directors
Administrative Reviews (Requests for Review i.e. fees, request of studies etc.)	General Manager, General Manager Development, Engineering and Restoration If not resolved will go to the CAO
Customer Service Concerns	Director, Development Services; General Manger Development, Engineering and Restoration If not resolved issue will go to the CAO

Staff Report

To: Board of Directors

From: Ashlea Brown, Director, Development Services

Date: March 22, 2024

Subject:

Re-designation of Environmental Compliance Officers under Section 30.1 of the *Conservation Authorities Act* for the purposes of enforcing Section 28 of the Act

Recommendation:

That Staff Report No. 20-24-BOD regarding the re-designation of Environmental Compliance Officers under Section 30.1 of the *Conservation Authorities Act* be received; and

Further That the appointment of Mrs. Kristin Nyborg and Mrs. Ashlea Brown as Officers under Section 30.1 of the *Conservation Authorities Act* as of the proclamation date be approved.

Purpose of this Staff Report:

The purpose of this Staff Report No. 20-24-BOD is to re-designate Environmental Compliance Officers under the to-be-proclaimed s. 30.1 of the *Conservation Authorities Act*.

Background:

On April 1, 2024, Part VII, Enforcement and Offences of the *Conservation Authorities Act*, will be proclaimed, resulting in a need to re-appoint all existing Conservation Authority Provincial Offences Officers and any new officers consistent with the updated legislation.

Ontario Regulation 686/21: Mandatory Programs and Services under the *Conservation Authorities Act* requires that conservation authorities provide programs and services to ensure that the conservation authority satisfies its duties, functions and responsibilities to administer and enforce the provisions of Parts VI and VII of the Act and any regulations made under those Parts.

Section 30.1 of the *Conservation Authorities Act*, to be proclaimed on April 1, 2024, allows conservation authorities to appoint officers for the purpose of ensuring compliance with the Act and the regulations.

Appropriate training and qualifications are required in order to perform the duties of a Provincial Offences Officer in a professional and competent manner. Legislation and qualifying criteria have been established since 1999 to set a professional standard in this regard.

The *Provincial Offences Act*, the *Conservation Authorities Act* and the Class Designation set out how a Provincial Offences Officer is appointed. Specifically:

- Subsection 1(3) of the *Provincial Offences Act* states, “A minister of the Crown may designate in writing any person or class of persons as a provincial offences officer for the purposes of all or any class of offences”.
- Subsection 30.1 of the *Conservation Authorities Act* states, “An authority may appoint officers for the purposes of ensuring compliance with this Act and the regulations”.
- The Ministry of Natural Resources and Forestry Class Designation (copy attached) was signed by the Minister on June 14, 1999, regarding the appointment of a class of persons as officers under the *Conservation Authorities Act* and the *Trespass to Property Act*. Please note that at this time, there has not been a new Class Designation signed. The current designation appoints officers under Clause 28 (1) (d) of the *Conservation Authorities Act*, which will no longer be applicable as of the proclamation of Section 30.1. It is anticipated that an updated class designation will be provided by the Minister.

Additionally, an officer is required to be adequately trained in the legislation they are to enforce. This requires officers to complete at minimum Level 1 Provincial Offences Officer training or an equivalent and to provide a clean criminal record check.

Issues:

The Lake Simcoe Region Conservation Authority’s Environmental Compliance Officers are responsible for the enforcement of the Act and regulation through collection of information, preparation of Violation Notices, laying of charges and testifying in court. They perform these functions under the immediate direction of the Director, Development Services.

As a result of the amendments to the *Conservation Authorities Act* and Regulations, the current designation under Section 28 1 (d) of the Act will no longer be valid. Accordingly, officers must be re-designated under the to-be-proclaimed section of the Act. Additionally, the class designation permits officers to be designated as Provincial Offences officers under Clause 28 (1) (d) of the *Conservation Authorities Act*. Given this section will no longer exist, officers will not be able to be designated Provincial Offences Officers.

To date, the Minister has not provided an updated class designation. As such, staff cannot currently be designated as Provincial Offences Officers. Staff can be designated as officers under the to-be-proclaimed Section 30.1 of the Act but will be unable to fully perform their duties, cannot obtain search warrants or lay charges, etc. However, staff will continue to provide the function as an Environmental Officer under the *Conservation Authorities Act* until an updated class designation is provided.

Both Mrs. Nyborg and Mrs. Brown have been previously designated as officers and have the qualifying criteria including Level 1 training certificate and a clean criminal record check. Both meet the qualifying criteria to be re-designated as Officers.

Relevance to Conservation Authority Policy:

The appointment of Enforcement Compliance Officers by the Board of Directors is in keeping with provincial legislation including the *Provincial Offences Act* Section 1 (3), the *Conservation Authorities Act* and the Regulation, as well as the Conservation Authority's process and policy.

Impact on Conservation Authority Finances:

There is no impact on Conservation Authority finances resulting from these re-designations.

Summary and Recommendations:

It is therefore **Recommended That** Staff Report No. 20-24-BOD regarding the re-designation of Environmental Compliance Officers under Section 30.1 of the *Conservation Authorities Act* be received; and **Further That** the appointment of Mrs. Kristin Nyborg and Mrs. Ashlea Brown as Officers under Section 30.1 of the *Conservation Authorities Act* as of the proclamation date be approved.

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

Attachments

- i) Provincial Offences Act Designations memo of June 17, 1999



Ministry of Ministry of
Natural Richesses
Resources naturelles



June 17, 1999

MEMORANDUM TO:

District Enforcement Supervisors
Ontario Parks (Adair Ireland Smith)
Lands and Natural Heritage Branch (David DeLaunay)
Fire (Jack McFadden)

SUBJECT: UPDATED PROVINCIAL OFFENCES ACT (POA) DESIGNATIONS

Please note the attached and share it with all applicable staff (see categories of staff in Column 1 of Schedule).

On June 14, 1999, the Minister signed this updated POA Designation for 9 classes of employees to become Provincial Offences Officers. The last time this had been done was in 1989. Please ensure that all previous copies of Designations are replaced by this current version. This current version reflects the changes instituted by such things as the Fish and Wildlife Conservation Act (FWCA) and Bill 25 (Red Tape).

The importance of this document is that it provides for the classes of people listed in Column 1 of the Schedule to be Provincial Offences Officers under the POA for the legislation listed in Column 2. This means that these employees have the legal authority to issue tickets and other POA processes that only Provincial Offences Officers can carry out.

Most of the Designation Schedule is self explanatory, but there are a few changes from the previous version. Firstly, the "Classes of Persons" (Column 1) has been expanded to reflect all classes of employees by their specific title, as referenced in the legislation, whether it be Conservation Officer (CO), Deputy Conservation Officer (DCO), Park Warden, Inspector, or other Officer.

Secondly, the "Classes of Offences" (Column 2), are designed to only reflect the legislation that references the class of persons listed in Column 1. This means for example, that under Item 1 for CO's and DCO's, there is no mention in Column 2 of the Aggregate Resources, Forest Fire Prevention or Public Lands Acts. This doesn't necessarily mean that they are not Provincial Offences Officers, because they may have been class appointed as inspectors or officers (as are other individual employees) under the respective Acts. All employees need to check and maintain their own file of appointments to ensure they can prove they are


2

properly empowered to enforce the legislation they are required to, if challenged in court.

Two points of clarification on the Schedule. In Item 1, note that there is only reference to CO's appointed under the FWCA. All CO's appointed under the Game and Fish Act are still considered to be included in this Schedule by virtue of Clause 14(2)(a) of the Interpretation Act.

Item 8 is specific to employees of Conservation Authorities (CA) who are appointed as officers by and for the CA under Clause 28(1)(d) of the Conservation Authorities Act only. This means that upon their appointment they are automatically Provincial Offences Officers, but only for the CA regulations and the Trespass to Property Act, within the CA they are appointed for. If any other legislation is required by the CA for Provincial Offences Officer status (Liquor Licences Act, etc.), then additional appointments as Special Constables will have to first be obtained through the Ministry of the Solicitor General.

If there are any question regarding the above package, please contact Rick Stankiewicz, Provincial Enforcement Advisor, at this office.



John R. Chevalier
Manager
Provincial Enforcement Section

705-755-1750

Att'd.

cc: Anne Marie Gutierrez, Legal Services
District Managers
Regional Operations Managers
Provincial Enforcement Section Staff
Bruce Van Staalduinen
George Scott
Greg Wade
Don Greer
Brian Messerschmidt
John Cameron
Leo Christl
Bryan Steele
Andre Joyal

DESIGNATION

Under the authority of subsection 1(3) of the Provincial Offences Act, R.S.O. 1990, I, JOHN SNOBELEN, DO HEREBY designate the class of persons specified in Column 1 of an item of the Schedule hereto attached, as a provincial offences officer for the purposes specified in Column 2 of the item.

The designation of November 3, 1989 is hereby revoked.

DATED at TORONTO, this 14 day of June 1999.



JOHN SNOBELEN
Minister

DRAFT: June 2, 1999

DESIGNATION

This is page 1 of the Schedule mentioned in the designation by the Minister of Natural Resources.

Dated the 14th day of June 1999.

	Column 1 Class of Persons	Column 2 Class of Offences
1.	Any conservation officer appointed under the <u>Fish and Wildlife Conservation Act</u> or any deputy conservation officer appointed under the <u>Fish and Wildlife Conservation Act</u> by virtue of Section 28(o) of the <u>Interpretation Act</u> according to the terms of their appointment.	All offences under the following Acts and accompanying Regulations: <u>Fish and Wildlife Conservation Act</u> <u>Crown Forest Sustainability Act</u> <u>Endangered Species Act</u> <u>Fish Inspection Act</u> <u>Lakes and Rivers Improvement Act</u> <u>Mining Act</u> <u>Motorized Snow Vehicles Act</u> <u>Off-Road Vehicles Act</u> <u>Wild Rice Harvesting Act</u> In addition to the above, within provincial parks, the following Acts and accompanying Regulations: <u>Highway Traffic Act</u> <u>Liquor Licence Act</u> <u>Provincial Parks Act</u> <u>Trespass to Property Act</u>
2.	Any park warden, superintendent, assistant superintendent and district manager designated as such for the purposes of the <u>Provincial Parks Act</u> and the regulations thereunder.	All offences under the following Acts and accompanying Regulations, when carrying out duties within a provincial park: <u>Provincial Parks Act</u> <u>Highway Traffic Act</u> <u>Liquor Licence Act</u> <u>Motorized Snow Vehicles Act</u> <u>Off-Road Vehicles Act</u> <u>Trespass to Property Act</u>
3.	Any inspector designated as such for the purposes of the <u>Aggregate Resources Act</u> .	All offences under the <u>Aggregate Resources Act</u> and accompanying Regulations.
4.	Any officer appointed within the meaning of the <u>Forest Fires Prevention Act</u> .	All offences under the <u>Forest Fires Prevention Act</u> and accompanying Regulations.
5.	Any inspector appointed in accordance with the <u>Oil, Gas and Salt Resources Act</u> .	All offences under the <u>Oil, Gas and Salt Resources Act</u> and accompanying Regulations.
6.	Any inspector appointed under the <u>Lakes and Rivers Improvement Act</u> .	All offences under the <u>Lakes and Rivers Improvement Act</u> and accompanying Regulations.
7.	Any officer appointed under the <u>Public Lands Act</u> .	All offences under the <u>Public Lands Act</u> and accompanying Regulations.
8.	Any officer appointed under Clause 28(1)(d) of the <u>Conservation Authorities Act</u> .	All offences under the following Act and Conservation Authorities Act Regulations, when carrying out duties within their Conservation Authority: <u>Trespass to Property Act</u>

JUN 10 1999

99-01494-NIN

→ LNUHB

Mr. Peter Krause, Chairman
Grand River Conservation Authority
400 Clyde Road, PO Box 729
Cambridge, ON N1R 5W6

Lands and Natural

Copy - CA

JUN 30 1999

Heritage Branch

Dear Mr. Krause:

Thank you for your letter of April 22 1999. I have been asked by the Minister to respond to your concerns.

The memorandum of April 15, 1999, that you refer to was intended only as clarification around what legal authorities most Conservation Authority (CA) employees in the province have the ability to enforce. As legislation is specific to what class of person can legally enforce it (eg. Motorized Snow Vehicles Act, only "police officers" and "conservation officers" are authorized), the Minister of Natural Resources can only designate as Provincial Offences Officers (P.O.O.s) those persons or class of persons who have been properly appointed to enforce it.

As you point out, training is an important ingredient for any appointment, but this is not a substitute for proper legislative authority when it comes to a lawful designation. Your six Area Superintendents who have been appointed as Special Constables are persons with this additional training and their appointments are unaffected by the April 15th memorandum because of their Special Constable status.

The issues raised in the April 15th memo have nothing to do with how employees have been carrying out their duties or for lack of need in any particular C.A., but rather the legal authorities under which some employees may have been designated. The current designation still allows designation of C.A. employees to enforce the Conservation Authority Act, their regulations and the Trespass to Property Act. In addition, for those employees designated as Special Constables, you are in a position to add other legislation that can be enforced, such as the Liquor Licence Act, which it appears you have already done.

We are currently drafting a new class designation for C.A. "officers" which will automatically designate new C.A. employees as P.O.O.s for the Conservation Authorities Act, regulations and Trespass to Property Act. Therefore, any designations for legislation other than these Acts, will have to be done on a case

Mr. Peter Krause
Page 2

by case basis on the premise that the proper appointments as Special Constables be obtained in advance.

My staff have been working with both the Ministry of the Attorney General and the Ministry of the Solicitor General on clarification and processing of these issues. I trust there will be mutually satisfactory solutions to all your concerns in the near future.

Should you wish to speak with someone regarding your concerns, please contact Steve Bowcott, Enforcement Section, Peterborough at (705)755-1754.

Thank you for raising these points for clarification.

Sincerely,

ORIGINAL SIGNED BY

Ron Vrancart
Deputy Minister

cc: Minister of Natural Resources
Ted Arnott, MPP Wellington



Ministry of Natural Resources
 Ministère des Richesses naturelles

Provincial Enforcement Section
 PO Box 7000, 300 Water Street
 Peterborough, ON
 K9J 8M5
 Tel. (705) 753-1807



May 21, 1999

MEMORANDUM TO: Don Greer
 Acting Manager
 Conservation Authorities Section, MNR

SUBJECT: Conservation Authority Employees As Provincial Offences Officers (POO)

It appears there is clarification required to my memo of April 15, 1999, in which I flagged the issue that there are some Conservation Authority (CA) employees who maybe incorrectly enforcing some provincial legislation (eg. Liquor Licence, Motorized Snow Vehicles Act, etc.). It has been brought to my attention that the exception to the above mentioned situation would be any employees that have been previously appointed as "Special Constables" by the Ministry of the Solicitor General. Depending on the wording of their appointments, they may in fact have been properly authorized to enforce (and be designated as POO's) for legislation other than just the Conservation Authorities Act, their Regulations and the Trespass To Property Act.

The above exceptions would be based on a case by case basis and is limited by the wording of the terms and conditions of the actual appointment by the Solicitor General. It is recommended that each CA check their employees individual files to ensure that a current appointment as a Special Constable is in place for the legislation at issue, before they are required to apply their authority in the field this season. Unfortunately, my office does not have record of any such appointments. As a result, I have no way of checking the currency of any appointments, short of trying to access files through the Ministry of the Solicitor General, that may exist or for which CA's these exceptions may apply. Hopefully, the CA's files are more accessible for updates.

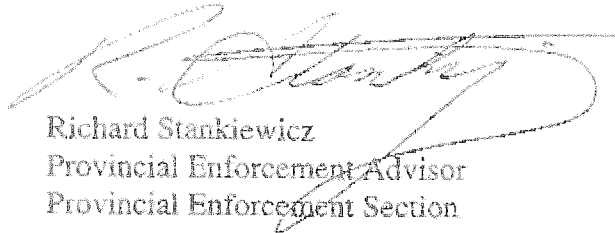
In short, for those CA employees who have the proper Special Constable appointment and POO designation in place, their authority to enforce the appropriate legislation remains unchanged as a result of the April 15th memo. However, for those employees where proper appointments or designations are lacking, they must curtail their enforcement activities accordingly.

..J2

If there are any questions or concerns around any particular situation, I would be pleased to review it and assist in rectifying any problem areas.

I regret any misunderstanding or confusion that my previous direction may have caused.

Yours sincerely,



Richard Stankiewicz
Provincial Enforcement Advisor
Provincial Enforcement Section

- cc: David deLauney, MNR
Brian Peterkin, MNR
Jim Anderson, Conservation Ont
Tim Trow, MNR
Anne Marie Gutierrez, MNR
Ron Vrancart, MNR
Cameron Clark, MNR

Staff Report

To: Board of Directors

From: Kristen Yemm, Director, Communications and Community Engagement

Date: March 22, 2024

Subject

2024 Conservation Awards Program and Ceremony

Recommendation

That Staff Report No. 21-24-BOD regarding the 2024 Conservation Awards be received for information.

Purpose of this Staff Report:

The purpose of Staff Report No. 21-24-BOD is to inform the Board of Directors about the details of this year's Conservation Awards Program and Ceremony, which is to be held the evening of Tuesday, October 8, 2024, at the NewRoads Performing Arts Centre in Newmarket.

Background:

The Conservation Awards Program has been celebrating environmental success stories throughout the Lake Simcoe watershed for 42 years. Our program recognizes and celebrates the efforts of individuals and groups who are actively working to improve our watershed environment.

This year, the Conservation Authority seeks nominations for award recipients for the following award categories:

- **Healthy Water:** The Healthy Water Award is presented to individuals and groups who have completed a project that improves, supports, or protects water quality in the Lake Simcoe watershed. Projects may include stormwater management, water conservation, streambank and shoreline restoration or stabilization, low impact development techniques and source water protection.
- **Healthy Land:** The Healthy Land award celebrates improvement projects that help to support and protect natural heritage features including woodlands, wetlands and their functions, wildlife habitat, biodiversity and ecological restoration, soil erosion, and trail development.
- **Healthy Community:** The Healthy Community Award celebrates individuals or groups in our watershed who have completed a project that increases community connections and engagement through events, fairs, and festivals; tree plantings; clean-ups and community

programs. It also acknowledges significant traditional media or social media coverage, delivery of innovative environmental programs or services, as well as sharing knowledge and information through campaigns.

- **Ernie Crossland Young Conservationist Award:** This award is presented to individuals 30 years of age or younger, or a group with participants who are 30 years or under, who engage in a significant leadership role in a conservation project or with a conservation-based group or organization.
- **George R. Richardson Award of Honour:** The George R. Richardson award is the Conservation Authority's most coveted award. It is presented to one recipient only to honour and recognize lifetime or significant environmental achievement.

Timeline for 2024 Conservation Awards Ceremony:

This year's awards ceremony will be held on Tuesday, October 8th, 2024, at the NewRoads Performing Arts Centre, Newmarket. This date provides staff with the necessary time to plan and implement a successful Conservation Awards Program, in relation to the following timeline:

- May 1, 2024 – Nominations Open
- June 5, 2024 – Nominations Close
- June 10, 2024 – Staff Review Committee meets to review nominations
- June 28, 2024 – Board of Directors Meeting
 - Board of Directors select George R. Richardson Award of Honour recipient
 - Board of Directors receive Staff Review Committee selections for recipients in all other award categories
- October 8, 2024: Conservation Awards Ceremony at the NewRoads Performing Arts Centre in Newmarket

Relevance to Conservation Authority Policy:

The Conservation Awards Program supports the Conservation Authority's mission to collaborate to protect and restore the Lake Simcoe watershed with innovative research, policy and action. The awards program celebrates effort and inspires and motivates others to get involved and support our work. It strengthens our community connections and relationships and promotes opportunities to improve the health of our watershed.

Impact on Conservation Authority Finances:

The Conservation Awards Program and Ceremony is an annual budget item within Corporate Communications. Forecasted expenditures for 2024 are maintained at the same level as has been set for the past several years.

Summary and Recommendations:

It is therefore **Recommended That** That Staff Report No. 21-24-BOD regarding the 2024 Conservation Awards be received for information.

Pre-Submission Review:

Prepared by: Katarina Zeppieri, Communications Advisor

This Staff Report has been reviewed by the Senior Director, Communications and Community Engagement and the Chief Administrative Officer.

Signed by:

Kristen Yemm
Senior Director, Communications and
Community Engagement

Signed by:

Rob Baldwin
Chief Administrative Officer