



# Full Authority Agenda

April 19, 2023 KCCA Admin Centre

10:00 a.m.

This meeting will be a hybrid meeting. The recording and draft minutes will be posted to KCCA’s web site on April 20, 2023. The meeting will be streamed live at the following link:

Facebook Page - <https://www.facebook.com/KettleCreekCA/>

## **Audio/Video Recording Notice**

*“Board members, staff, guests and members of the public are reminded that the Full Authority Board/Committee meeting is being recorded, and will be posted to the Authority’s web site along with the official written minutes. As such, comments and opinions expressed may be published and any comments expressed by individual Board members, guests and the general public are their own, and do not, represent the opinions or comments of the Full Authority and/or the KCCA Board of Directors.*

*The recorded video of the Full Authority meeting is not considered the official record of that meeting. The official record of the Full Authority meeting shall consist solely of the Minutes approved by the Full Authority.”*

## **Introductions and Declarations of Pecuniary Interest**

### **Hearing Board**

### **Minutes of Meetings**

a) March 22, 2023 Full Authority Meeting .....3

### **Matters Arising**

a) Media Report (Marianne) .....8  
b) Project Tracking (Elizabeth) .....10  
c) Insurance Renewal (Elizabeth).....12  
d) Conservation Ontario Update (Elizabeth) .....22  
e) Watershed Conditions (Jennifer).....62  
f) Forestry and Stewardship Program Overview (Betsy/Jeff) ..... Verbal

**Recommendation:** That Matters Arising a) through f) be received.

### **Correspondence**

a) Ontario Introduces Next Steps to Support Housing Supply Growth April 6, 2023.....64

**Statement of Revenue and Expenses** .....68



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# Full Authority Agenda

April 19, 2023 KCCA Admin Centre

10:00 a.m.

## New Business

a) Cost Apportionment Agreement Update (Elizabeth/Betsy).....70

**Recommendation:**

b) Kettle Creek Clean Water Initiative (Betsy).....87

**Recommendation:**

c) April Planning and Regulations Activity Report (Joe) .....98

**Recommendation:** That April Planning and Regulations Activity Report be received.

## Closed Session

None required.

## Up Coming Meetings

KCCA Full Authority Meeting

May 17, 2023

Hybrid

10:00 a.m.



# Full Authority Minutes

March 22, 2023

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, March 22, 2023 at 10:00 a.m. The meeting was streamed live to Facebook.

The meeting came to order at 10:00 a.m.

### Audio/Video Record Notice

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### Members Present:

Frank Berze	Middlesex Centre	In Person
Lori Baldwin-Sands (Vice Chair)	St. Thomas	In Person
Jim Herbert	St. Thomas	In Person
Sharron McMillan	Thames Centre	In Person
Todd Noble	Central Elgin	In Person
Sam Trosow	London	In Person
John Wilson	Malahide	In Person

### Members Absent:

Grant Jones (Chair)	Southwold
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### Staff Present:

Joe Gordon	Manager of Planning and Development	In Person
Jessica Kirschner	GIS/Information Services Coordinator	Virtual
Betsy McClure	Stewardship Program Supervisor	Virtual
Elizabeth VanHooren	General Manager/Secretary Treasurer	In Person
Jeff Lawrence	Forest and Lands Supervisor	Virtual
Brandon Lawler	Forests and Lands Technician	Virtual
Marianne Levogiannis	Public Relations Supervisor	Virtual

As Grant Jones was absent, the Vice Chair Lori Baldwin-Sands assumed the Chair and conducted the meeting.

**Introductions & Declarations of Pecuniary Interest**

There were no declarations of pecuniary interest.

**Hearing Board**

There was no Hearing required.

**Minutes of Meeting**

**FA43/2023**

**Moved by: Jim Herbert**

**Seconded: Sam Trosow**

That the minutes of the February 8, 2023 Full Authority meeting and the February 22, 2023 Annual General Meeting be approved.

**Carried**

**Matters Arising**

**FA44/2023**

**Moved by: Sharron McMillan**

**Seconded: Sam Trosow**

That Matters Arising a) through e) be received.

**Carried**

**Correspondence**

- a) From MPP Rob Flack to Minister David Piccini, MECP Re: Board Representation February 15, 2023

**FA45/2023**

**Moved by: Todd Noble**

**Seconded: John Wilson**

That the correspondence be received as presented.

**Carried**

**Statement of Revenue and Expenses**

No Report.

**New Business**

- a) Automated Payments

**FA46/2023**

**Moved by: Frank Berze**

**Seconded: Jim Herbert**

That staff proceed to establish automatic bank withdrawals for the identified corporate vendors outlined in the staff report.

**Carried**

- b) 2023 Conservation Area Fees

**FA47/2023**

**Moved by: Jim Herbert**

**Seconded: Todd Noble**

That the KCCA Board of Directors approve the updates to the 2023 Conservation Area Fees as presented.

**Carried**

- c) Floodplain Mapping RFP Results

**FA48/2023**

**Moved by: Frank Berze**

**Seconded: Todd Noble**

That the contract for the KCCA Enhanced Riverine Floodplain Mapping Project be awarded to Aquafor Beech with an upset limit of \$117,125 including applicable taxes to allow for final determination of project scope and contingencies.

**Carried**

- d) Watershed Report Card

**FA49/2023**

**Moved by: Sam Trosow**

**Seconded: Frank Berze**

That the 2023 Watershed Report Card and the 2023 Watershed Report Card Background Report be approved as presented.

**Carried**

e) Section 28 Permit Update – Standard Compliance Requirements

**FA50/2023**

**Moved by: Jim Herbert**

**Seconded: Sam Trosow**

That the KCCA Board of Directors approve the Standard Compliance Requirement forms of the “Drainage Act and Conservation Authorities Act Protocol (DART)” and the “2021 Memorandum of Understanding between Conservation Ontario and Hydro One networks Inc.” as Section 28 Regulation Permits for associated development or alterations.

**Carried**

f) March Planning and Regulations Activity Report

**FA51/2023**

**Moved by: Todd Noble**

**Seconded: John Wilson**

That March Planning and Regulations Activity Report be received.

**Carried**

The Full Authority meeting recessed at 11:01 a.m. to conduct the Kettle Creek Source Protection Authority meeting. The Kettle Creek Source Protection Authority adjourned at 11:33 a.m. and members resumed the Full Authority meeting moving immediately into Closed Session.

**Closed Session**

The Closed Session meeting began at 11:34 a.m.

**FA52/2023**

**Moved by: Sharron McMillan**

**Seconded: Todd Noble**

That the Full Authority move to Closed Session to discuss legal, Personnel or Property matters.

**Carried**

**FA53/2023**

**Moved by: Jim Herbert**

**Seconded: Todd Noble**

That the Full Authority revert to open session and report.

**Carried**

The Open Session resumed at 11:45 a.m.

a) Closed Session Minutes

**FA54/2023**

**Moved by: Frank Berze**

**Seconded: Sharron McMillan**

That the minutes of the February 8 Closed Session meeting be approved.

**Carried**

b) Property Matter – Potential Acquisition

**FA55/2023**

**Moved by: Jim Herbert**

**Seconded: Todd Noble**

That staff proceed as directed on a property matter.

**Carried**

c) Property Matter – Security of Property

**FA56/2023**

**Moved by: Sharron McMillan**

**Seconded: John Wilson**

That staff proceed as directed on a property matter.

**Carried**

**Upcoming Meetings**

The next meeting of the Full Authority will be April 19, 2023.

**FA57/2023**

**Moved by: Jim Herbert**

**Seconded: Todd Noble**

That the meeting adjourn.

**Carried**

The meeting adjourned at 11:46 a.m.



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Elizabeth VanHooren  
General Manager/Secretary Treasurer

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Lori Baldwin-Sands  
Vice Chair



**Kettle Creek**  
Conservation Authority

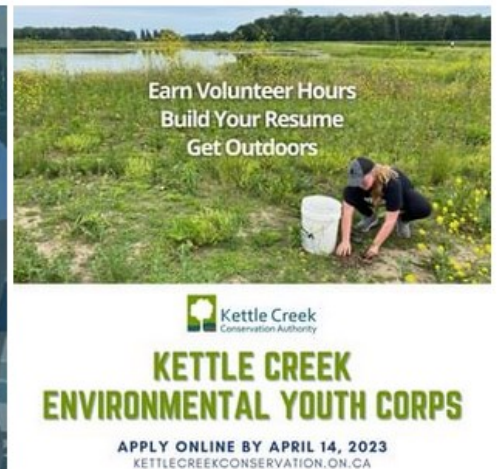
# Media Report



We are hiring for summer! Do you know a lifeguard looking for a summer position, or additional hours? Share this post with them.



Planning a family reunion or special/corporate event in 2023? KCCA offers pavilion rentals, and dates are still available June through September! <https://www.kettlecreekconservation.on.ca/pavilion-rentals/>



**Facebook/Instagram**

**Summary**

**April 2023**

Facebook Followers: 3,360

Instagram Followers: 1,214

Facebook Post Reach: 5,478

Instagram Reach: 1,138 of 99





## Top Tweet earned 771 impressions

For Immediate Release: KCCA is re-issuing a Watershed Conditions Statement—Flood Outlook, as water levels remain elevated and more rainy spring weather moves into the area over the next few days. Read More: [kettlecreekconservation.on.ca/kcca-continues...](https://kettlecreekconservation.on.ca/kcca-continues...) [pic.twitter.com/0JEON1TFXt](https://pic.twitter.com/0JEON1TFXt)

### Watershed Conditions Statement - Flood Outlook



**Kettle Creek CA** @KettleCreekCA · Mar 25

Attention high school students! Are you interested in working outdoors to earn volunteer hours? Apply today for the 2023 Kettle Creek Environmental Youth Corps at [kettlecreekconservation.on.ca/environmental-...](https://kettlecreekconservation.on.ca/environmental-...)

@TVDSB @LDCSB @CECITitans @ParksideCI @ArthurVoaden @SJHS\_RAMs



**Earn Volunteer Hours  
Build Your Resume  
Get Outdoors**

**Kettle Creek Conservation Authority**

**KETTLE CREEK ENVIRONMENTAL YOUTH CORPS**

APPLY ONLINE BY APRIL 14, 2023  
[KETTLECREEKCONSERVATION.ON.CA](https://KETTLECREEKCONSERVATION.ON.CA)

## Top media Tweet earned 230 impressions

We are hiring for summer! Do you know a lifeguard looking for a summer position, or additional hours? Share this post with them!  
**#StOnt #MiddlesexCounty**  
**#LoveMyWatershed #SummerJobs**  
**#StudentJobs** [pic.twitter.com/ZeXgPErenn](https://pic.twitter.com/ZeXgPErenn)



**UofG Experiential Learning** @ExpGuelph · Mar 21

Another list of **#FeaturedJobs** coming your way! Check out these postings from @KettleCreekCA, Rockscapes of Canada Inc., Windermere House Resort & Hotel, Clay and Paper Theatre, @AirCanada & more at [ExperienceGuelph.ca](https://ExperienceGuelph.ca)!



You Retweeted



**Rogers TV St. Thomas** @RTVStThomas · Mar 29

Watch a new episode of **#NextWeekToday** TONIGHT at 8pm! On the show:

- ✓ @cityofstthomas Councillor Rose Gibson
- ✓ Fan of the Sport
- ✓ @KettleCreekCA
- ✓ Fine Artist Robert Ruby

Tune in to **#Rogerstv** Cable 13 or stream it at [rogerstv.com/nextweektoday](https://rogerstv.com/nextweektoday)

#sttont #elgin



## Twitter Summary

April 2023

Impressions: 3,106

Tweets: 11

Followers: 1,383



### Corporate Services

- Uniform order placed and received on April 11, 2023
- Campground signs for 2023 season approved and sent to production
- Attended the TVDSB 2023 Science and Engineering Fair on March 25
- Assisting the Kettle Creek Environmental Trust with the Kettle Creek Food Truck Festival
- Seasonal Staff hiring, training and orientation underway
- Permits have been prepared for existing seasonal campers. Permit pickup for those who paid in full by March 1 took place at the KCCA admin office April 12-14

### Flood Forecasting/Environmental Monitoring

- Managing the KCCA Enhanced Riverine Floodplain Mapping project, including introductory meetings, proposal review and contract preparation.
- Issued a Watershed Conditions Statement—Flood Outlook on March 22, March 30, and April 3, 2023. Issued a Shoreline Conditions Statement—Flood Outlook on March 24, 2023.
- Attended the virtual PWQMN/PGMN workshop on March 29, 2023, hosted by the MECP.
- Prepared and submitted Species at Risk Fish and Mussel data for the DFO Species at Risk mapping.
- Collected snow survey data on April 3, 2023 and April 17, 2023 and submitted the data to the Surface Water Monitoring Centre.
- Attended the Southwest Ontario Flood Forecasting Alliance (SWOFFA) meeting on April 4, 2023, hosted by ABCA.
- Prepared and submitted the final reports for the 2022 WECl projects.
- Preparing field equipment for spring surface water and ground water sampling.
- Reviewing municipal drain maintenance notifications (ongoing).

## Stewardship and Outreach

- Prepared project/financial summaries and hosted an Elgin Clean Water Program Review Committee meeting where 26 applications were reviewed totaling \$69,371.06 in requests.
- Site visits completed with contractors/funders for 2023 wetland creation projects
- Communications with landowners as a result of the Elgin Clean Water Program mailouts – over 20 landowners have contacted staff to discuss projects, funding and the application process
- Developed and distributed materials to the local high schools promoting the Kettle Creek Environmental Youth Corps
- Presentation made to the Green Lane Community Trust Fund highlighting the proposal submitted for funding in support of the Elgin Clean Water Program - \$40,000 approved
- Attended meetings for the London-Middlesex Children Water Festival
- Assisted with safety inspections of KCCA's Conservation Areas

## Forestry

- Site visits being conducted for 2023 planting sites
- Continued communications with landowners and processing over the counter and Greening Communities seedling orders
- Staff attended the Seedy Saturday event at the St. Thomas Public Library on April 1 promoting KCCA's invasive species and tree planting programs
- Conducting interviews for seasonal tree planter positions
- New community volunteer assisting staff with manual removal of woody invasive species at Lake Margaret
- Site visit with City of St. Thomas regarding a TD Tree Days Volunteer Planting event in fall 2023
- Presentation made to the Green Lane Community Trust Fund highlighting the proposal submitted for funding in support of Deer Ridge Conservation Area - \$36,000 approved

## Conservation Areas and Maintenance

- Completed seasonal camping screenings and site assignment.
- Completed seasonal staff interviews and reference checks, in the process of offering positions and updating and scheduling orientation/training sessions for the last week of April
- New automated gate access system installed; training and roll-out ongoing.
- Beginning the opening process for the campgrounds including starting water systems, grounds and building maintenance.
- Finishing up removing any remaining trees of concern.
- Minor gatehouse modifications to welcome campers back into the gatehouse more efficiently.
- All permanent and current contract staff completed Standard First Aid/CPR training on March 29,2023.
- Preparing equipment for upcoming operating season.
- Preparing for hiring/orientation /training for seasonal staff.
- Trail counters will be installed at all KCCA trailheads for the operating season.

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TO: Full Authority  
FROM: Elizabeth VanHooren  
Date: April 20, 2022  
Subject: Insurance Renewal  
**Recommendation: For information.**

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## PURPOSE

To update members on the Authority's insurance renewal as part of Conservation Ontario's Group Insurance Program for the April 1, 2023 to April 1, 2024 term.

## REPORT SUMMARY

- Marsh confirmed a successful renewal for the Conservation program with an overall renewal rate decrease of (-2.5%).
- With increases/decreases to KCCA values, vehicles and other exposures KCCA's renewal cost is \$79,641 or a (-1%) decrease from \$80,702 in 2022.

## BACKGROUND

Over the past several years many organizations have seen major disruptions with their insurance renewals including coverage being restricted, available limits reduced, and renewal premium increases of 15-35% for claims free accounts and 20-100% increases for accounts with claims.

In 2022, KCCA saw an increase in rates of 16.4% mainly due to increases related to Professional Errors and Omissions and Directors and Officers insurance.

Consequently, KCCA budgeted for at least an 8% increase in insurance premiums in 2022 based on early estimates provided by the insurer.

However, Mash confirmed a very successful renewal for the Conservation program with an overall renewal rate decrease of (-2.5%). With increases/decreases to KCCA's values, vehicles and other exposures this translates into an overall (-1%) decrease for KCCA or a cost savings of \$1,061 over 2022 premiums.

The success of the renewal lies mainly with a change of insurer from Chubb to Victor Insurance. Under Chubb in 2022 there was a substantial increase in premium and

deductibles were introduced including \$5,000 for claims made against the organization, and \$15,000 for Employment Practices Liability. Under the new insurer secured by Marsh, Victor Insurance is providing the same coverage as Chubb for about half the premium and removed the deductibles imposed by Chubb.

After 10 years of no fee increases, Mash increased fees by 5%.

The CA Insurance Committee will be taking the program to market in 2023.

A summary of the coverage, changes and premiums is included for reference below.

	2022	2023	Coverage Note
Property	\$18,354	\$20,001	Unchanged
Equipment	\$617	\$689	Unchanged
Crime	\$878	\$878	Unchanged
General	\$17,583	\$17,973	General aggregate is increased from \$10M to \$25M (shared by all Authorities)
Automobile	\$5,895	\$5,186	Unchanged
E&O	\$18,218	\$17,041	Unchanged. Made of up 4 layers which provide a total of \$15,000,000 limit per claim and total aggregate of \$25M shared by all CAs except TRCA
Umbrella	\$5,406	\$5,157	Unchanged. Limit of Liability is \$13M each and every Occurrence with \$13M aggregate for Products and Completed Operations per Authority and \$13M general aggregate.
D&O	\$3,398	\$2,077	Insurer moved from Chubb to Victor Insurance who are providing same coverage for half the premium and removing the \$5,000 deductible imposed by Chubb in 2022.
Cyber	\$711	\$818	Unchanged
Broker Fee	\$4,104	\$4,306	After 10 years with no increase, Marsh's fee increased by 5%.

**Recommendation:** For information.



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Kettle Creek Conservation Authority  
44015 Ferguson Line, R. R. 8  
St. Thomas, ON N5P 3T3

March 30, 2023

**RE: Conservation Ontario Group Insurance Program - April 1, 2023 to April 1, 2024**

Working in conjunction with the Conservation Insurance and Risk Management committee, we are very pleased to confirm a successful renewal of the Conservation program with an overall renewal rate decrease of **-2.5%**. This does not include the increases and/or decreases in your values, vehicles, revenues, permits, plan reviews and other exposures which will vary for each Authority.

Including all of your increase and decreases in values and exposures your total estimated renewal cost including tax is \$79,641. which is down by **\$(1,061) (- 1%)** from \$80,702 last year.

See full breakdown of renewal terms by Line of Coverage below.

Renewal documentation will follow shortly.

## 2023 / 2024 Renewal by line of coverage;

**Note:** any premiums noted below do not include Tax which will be added upon policy and invoice issuance and will be shown in the premium summary to follow.

### **PROPERTY - POLICY NO. PROP11552**

**INSURER: QBE**

Your renewal premium will be: \$20,001. which is up by \$1,647 from \$18,354.

Your premium includes any applicable increase in your property values, which increased from 6,655,508 to \$7,041,662 as declared in your renewal application.

Your Deductible is: \$2,500 (unchanged)

#### **Key points to keep in mind:**

1. The Total Insurable Values (TIV) is based on Property of Every Description values as declared in the schedule you provided. The limit is comprised of the values of your Buildings, Contents, Electronic Data Processing (EDP), Unlicensed Equipment, Business Interruption, Rental Income, Fine Arts and Valuable Papers.
2. The policy limits the maximum amount payable to the value of the damaged or destroyed property reported for each location in the renewal schedule you submitted. Please review the values reported and advise immediately if any increased valuations are required.
3. It is important that the values declared on your schedule reflect the chosen settlement options of:
  - a. cost to repair or replace [replacement cost];
  - b. actual cash value [replacement cost less depreciation];
  - c. salvage or;
  - d. agreed value;
4. If you did not declare any business interruption revenues, your coverage does not cover your Authority for any loss of revenue (business interruption). You must declare the appropriate loss of income in the renewal application to obtain this coverage. If you did not declare any loss of income and wish to insure this exposure, please notify us immediately.

#### **Coverage Changes;**

- None.

### **EQUIPMENT BREAKDOWN - POLICY NO. PROP10556**

**INSURER: QBE**

Your renewal premium will be: \$ 689 which is up by \$ 72 from \$ 617.

Your premium includes any applicable increase in your property values, which increased from 6,341,675 to \$6,677,985 as declared in your renewal application.

Coverage remains as per expiry and your deductible is the same as the deductible you have chosen on your property coverage. It is important to note that this coverage does not automatically cover you for loss of Business Interruption. Should you wish to extend this coverage please notify us immediately.

Your Deductible is: \$2,500 (unchanged)

#### **Coverage Changes;**

- None.

**CRIME - POLICY NO. PROP10556****INSURER: QBE**

Your renewal premium will be: \$ 878. which remains unchanged.

Coverage remains as per expiry;

**Limits of Liability:**

\$ 150,000	Employee Dishonesty
\$ 50,000	Loss Inside Premises
\$ 50,000	Loss Outside including In Transit
\$ 25,000	Money Orders / Counterfeit
\$ 50,000	Depositor's Forgery Coverage
\$ 10,000	Credit Card Forgery
\$ 50,000	Computer and Funds Transfer Fraud
\$ 2,500	Audit Expense or 25% of the amount paid on the loss whichever is less
\$ 150,000	Social Engineering Extension, subject to \$5,000 Deductible

Your Deductible is: \$500 except for Social Engineering as noted above (unchanged)

**Coverage Changes;**

- None.

**COMMERCIAL GENERAL LIABILITY - POLICY NO. CAGL10556****INSURER: QBE**

Your renewal premium will be: \$17,973. which is up by \$ 390 from \$17,583.

Your premium also reflects any change in your CO Survey numbers for Revenues (3 Year Average/CO Levy), number of high risk dams, and Hectares of owned and managed land.

The Primary Limit is \$2,000,000 per occurrence, subject to annual aggregate applicable to products and completed operations per Authority of \$2,000,000, and general aggregate of \$25,000,000 shared by all Authorities.

Deductible: \$5,000 (unchanged)

**Coverage Changes;**

- General aggregate is increased from 10,000,000 to \$25,000,000



**AUTOMOBILE - POLICY NO. MM131015-CP131043****INSURER: QBE**

Your renewal premium will be: \$5,186. which is down by **(\$- 709)** from \$5,895.

Your premium also reflects any change in the number or vehicle type on your renewal application. Your vehicles have increased by 5.0%.

If you wish to change your existing deductible or, include/exclude Loss of Use or Waiver of Depreciation, please let us now.

Accident Benefits are provided per expiry based on the standard mandatory coverage. Please contact us for a quote if you would like any of the Optional Increased Accident Benefits available;

- Increase Medical & Rehabilitation benefits limits, Caregiver benefit limits, Income Replacement, and/or Death and Funeral benefits
- Add Housekeeping and Home Maintenance expenses for non-catastrophic Injuries
- Adding Dependent Care benefits
- Adding an annual indexation adjustment to certain benefits top Income Replacement, Caregiver, Attendant Care, and Medical and Rehabilitation benefits.

**Coverage Changes;**

- None.

**ERRORS & OMISSIONS LIABILITY (Claims-made)**

Your renewal premium will be: \$17,041. which is down by **(\$-1,177)** from \$18,218.

Your premium also reflects the change in your CO Survey numbers for the number of permit and planning files, and population. Your permit and planning files increased by 86.0%.

Your deductible is: \$25,000 (unchanged)

**Coverage Changes;**

- None.

The Errors & Omissions coverage is made up of 4 layers which provide a total of \$15,000,000 limit per claim and total aggregate of \$25,000,000 shared for all participating Authorities except Toronto and Region Conservation Authority.

**PRIMARY ERRORS & OMISSIONS LIABILITY (Claims-made) - POLICY NO. CAGL10556**  
**INSURER: QBE**

The Primary Limit is \$2,000,000 per claim, annual aggregate of \$5,000,000 shared for all participating Authorities except Toronto and Region Conservation Authority.

**1<sup>st</sup> EXCESS ERRORS & OMISSIONS LIABILITY (Claims-made) - POLICY NO. B0509FINPM2250243**  
**INSURER: Markel**

This 1<sup>st</sup> Excess E&O is \$3,000,000 per claim, annual aggregate of \$5,000,000 excess of the primary limit of \$2,000,000 per claim, annual aggregate of \$5,000,000 shared for all participating Authorities except Toronto and Region Conservation Authority.

**2<sup>nd</sup> EXCESS ERRORS & OMISSIONS LIABILITY (Claims-made) - POLICY NO. CTE 2000146**  
**INSURER: Westport (Swiss Re)**

This 2<sup>nd</sup> Excess E&O is \$5,000,000 per claim, annual aggregate of \$10,000,000 excess of the underlying limits of \$5,000,000 per claim, annual aggregate of \$10,000,000 shared for all participating Authorities except Toronto and Region Conservation Authority.

**3<sup>rd</sup> EXCESS ERRORS & OMISSIONS LIABILITY (Claims-made) - POLICY NO. 8620413/8620414**  
**INSURER: Zurich Insurance**

This 3<sup>rd</sup> Excess E&O is \$5,000,000 per claim, annual aggregate of \$5,000,000 excess of the underlying limits of \$10,000,000 per claim, annual aggregate of \$20,000,000 shared for all participating Authorities except Toronto and Region Conservation Authority.

**UMBRELLA LIABILITY - POLICY NO. UMBR10557**

**INSURER: QBE**

Your renewal premium will be: \$5,157. which is down by (\$- 249 ) from \$5,406.

Your premium also reflects the change in your CO Survey numbers for Revenues (3 Year Average/CO Levy), number of high risk dams, Hectares of owned and managed land, Number of Permit and Planning files and number of Automobiles. Your vehicles have increased by 5.0%. Your permit and planning files increased by 86.0%.

The Limit of Liability is \$13,000,000 each and every Occurrence or Claim with \$13,000,000 aggregate for Products and Completed Operations per Authority and \$13,000,000 general aggregate.

**Coverage Changes;**

- None.

**DIRECTORS AND OFFICERS LIABILITY (Claims-made) – POLICY NO. 222998**

**INSURER: Victor Insurance (replaced Chubb Insurance Company of Canada)**

Your renewal premium will be: \$2,077. which is down by (\$-1,321) from \$3,398.

The former Insurer, Chubb was once again asking for increases in premium and deductible, but as a result of procurement, this coverage will be moved to Victor Insurance who are providing the same coverage for about half the premium and removing the \$5,000 Deductible that was imposed last year by Chubb.

Your premium also reflects the change in your Revenue.

**Limit of Liability:**

\$	3,000,000	Each policy period
\$	5,000,000	Annual Aggregate each Authority

**Deductible:**

\$	Nil	Deductible	For non-indemnifiable claims against Insured Persons
\$	Nil	Deductible	For Employment Practices Liability
\$	Nil	Deductible	For all other claims

**Coverage Changes;**

- Deductible for Employment Practices Liability claims of \$15,000 is reduced to zero.
- Deductible for all other claims of \$5,000 is reduced to zero.

**CYBER INSURANCE (Claims-made) - POLICY NO. CTN/621681/01/2023**  
**INSURER: AXIS Reinsurance Company**

Your renewal premium will be: \$ 818. which is up by \$107 from \$711

**Limit of Liability:** \$ 100,000  
**Deductible:** \$ 5,000

If you wish to change your existing limit, please let us know which limits you would like a quote on.

**Coverage Changes;**

- None

**New Cyber Security Requirements for 2023;**

- None.

**MARSH BROKERAGE FEE**

After 10 years with no increase, Marsh's fee has been increased by 5% from \$4,101 to \$4,306.

## CLAIMS NOTIFICATION

The Claims Adjuster continues as Crawford and Company (Canada) Inc.

If you become aware of any potential allegations please notify us immediately by contacting the **claims representatives** listed below to avoid a delay in reporting.

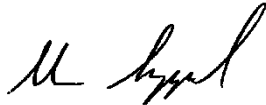
**Primary Contact: Samantha Madeley**  
**Phone: 416-868-2688**  
Email: [Samantha.Madeley@marsh.com](mailto:Samantha.Madeley@marsh.com)  
With 'cc' to: [Glenn.Sheppard@marsh.com](mailto:Glenn.Sheppard@marsh.com)

You will receive your 2023 Renewal Declaration of Insurance for the above renewal coverages shortly with your invoice to follow shortly thereafter.

We look forward to the next phase of your renewal program, which is the continued strategic review of your operations to identify and prioritize key exposures and develop enhanced Risk Management best practices that will enable you to minimize your overall cost of risk. Marsh's Risk Control Dept. visited 5 Authorities and provided reports to help Authorities to improve their risk management. These visits and reports were very well received. If your Authority is interested in a Risk Control visit in 2023, please let me know as soon as possible.

Should you have any questions or require clarification, please do not hesitate to contact us.

Sincerely,



Sincerely,

**Glenn Sheppard**, Vice President, Public Entity, Education, Healthcare and Life Science  
Marsh Canada Limited | 120 Bremner Boulevard, Suite 800, Toronto, ON CANADA M5J 0A8  
416 349 4373 | Fax 416-815-3351  
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*Please consider the environment before printing.*

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TO: Full Authority  
FROM: Elizabeth VanHooren  
Date: April 19, 2023  
Subject: Conservation Ontario Meeting  
**Recommendation: For the information of members.**

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## PURPOSE

To update members on the Conservation Ontario Meeting April 4, 2023.

## REPORT SUMMARY

- Grant Jones and Elizabeth VanHooren attended Conservation Ontario's Annual General Meeting on April 4, 2023 in Toronto.
- A new Chair was elected, Chris White/Grand River Conservation Authority
- A summary of items discussed is included below and CO's 2022 Annual Report is attached.

## BACKGROUND

### Election of Officers

The following were elected as Conservation Ontario 2023 Board of Directors:

Chair: Chris White/Grand River Conservation Authority

Vice Chair: Pierre Leroux/South Nation Conservation

Director: Rob Baldwin/CAO/Lake Simcoe Region Conservation Authority

Director: Linda Laliberte/GM/Ganaraska Region Conservation Authority

Director: Chandra Sharma/CAO/Niagara Peninsula Conservation Authority

### Amendments to Conservation Authority Best Management Practices (BMPs) and Administrative By-Law Model

A CO working group reviewed the Administrative By-Law Model and made recommendations for updates to address: i) The Ontario Not-For Profit Corporations Act, ii) Agricultural representatives appointed by the Minister, iii) O.R. 400/22 Information Requirements, and Bill 23. Staff will review the recommended edits and will bring a report for consideration to an upcoming Executive meeting.

### Update on Conservation Ontario Client Service and Streamlining Initiative

To support transparency in the development approvals process and a commitment

to service excellence with timely reviews, CO developed the *Annual Reporting on Timelines Template for Permissions under Section 28 of the Conservation Authorities Act* which was endorsed by Council in December 2019. Initially, reporting was provided by 14 high-growth CAs for 2020. Throughout 2021, CO staff canvassed GMs/CAOs to identify additional CAs already tracking permit review timelines and/or interest in participating in the annual reporting cycle. The number of participating CAs grew from 14 to 31 in 2021, and now has full participation from all 36 CAs for the 2022 annual report.

**Table 1: Results of 2022 Annual Reporting for High-Growth CAs compared with 2021**

<b>High-Growth CAs (14 Total)</b>	<b>2021 Annual Report</b>	<b>2022 Annual Report</b>
Total Permits Issued	7533	6893
Total Major Permits Issued	2546	2192
Total Minor Permits Issued (Minor + Routine)	4987	4701
Percent of Total Permits Issued Within Provincial Timelines	91%	92%
Percent of Total Permits Issued Within CO Best Practice Timelines	84%	84%

**Table 2: Results of 2022 Annual Reporting for Non-High Growth CAs compared with 2021**

<b>Non-High-Growth CAs</b>	<b>2021 Annual Report (17 Total)</b>	<b>2022 Annual Report (22 Total)</b>
Total Permits Issued	4192	4895
Total Major Permits Issued	776	930
Total Minor Permits Issued (Minor + Routine)	3416	3965
Percent of Total Permits Issued Within Provincial Timelines	93%	91%
Percent of Total Permits Issued Within CO Best Practice Timelines	84%	84%

2023 Watershed Report Cards

In addition to a web site <http://www.watershedcheckup.ca> which has an interactive map with links to all CA Watershed Report Cards, CO has developed a StoryMap which features all the grades from CA Watershed Report Cards. This can be found at:

<http://www.stateofontariowatersheds.ca/>

**Recommendation:** For the information of members.

# ANNUAL REPORT 2022







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## What We Do

### CONSERVATION ONTARIO IS A NON-PROFIT ASSOCIATION THAT REPRESENTS ONTARIO'S 36 CONSERVATION AUTHORITIES.

Conservation Authorities (CAs) are community-based watershed management agencies whose mandate is to undertake watershed-based programs to protect people and property from flooding and other natural hazards and to conserve natural resources for economic, social, and environmental benefits.

CAs are legislated under the *Conservation Authorities Act, 1946*.

Conservation Ontario is governed by a six-member elected Board of Directors and directed by a Council of appointed and elected municipal officials from the 36 CAs Boards of Directors and CAs staff. Conservation Ontario's primary funding source is secured from its membership through levies and supplemented by project funding and contracts.



### CONSERVATION ONTARIO'S BUSINESS FUNCTIONS

- ✔ Policy and Program Development
- ✔ Business Development and Partnerships
- ✔ Communications
- ✔ Education and Training
- ✔ Collective Corporate Services
- ✔ Government Relations
- ✔ Information Management and Research

## How We Work



### VISION

Conservation Ontario will engage Conservation Authorities in matters of common interest and to shape effective policies relating to Conservation Authorities.



### MISSION

To promote and continually strengthen a watershed-based conservation coalition in Ontario.

## BOARD OF DIRECTORS

**Chair, Alan Revill**

Cataraqui Conservation

**Vice-Chair, Alan Dale**

Upper Thames River  
Conservation Authority

**Director, Rob Baldwin**

Lake Simcoe Region  
Conservation Authority

**Director, Linda Laliberte**

Ganaraska Region  
Conservation Authority

**Director, Samantha Lawson**

Grand River Conservation  
Authority

# Message from the General Manager

## THE VALUE OF CONSERVATION AUTHORITIES CONTINUES

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Seventy-five years ago, Ontario saw the impacts of early development on watercourses, wetlands, and forests. Disappearing forests and other land cover significantly increased flooding and erosion and threatened the province's water quality, soils, and biodiversity. In response, the Province worked with local municipalities to introduce the *Conservation Authorities Act, 1946* and established Conservation Authorities (CAs).

Since then, CAs have become highly efficient watershed managers forging close local connections with landowners, residents, and local governments. In doing so, they provide local partners with various valuable benefits. They also help other governments and non-government partners address broader environmental priorities and goals.

CAs are '*boots on the ground*' agencies that reduce flood and erosion risk. We operate the dams, plant the trees and work directly with citizens to enhance biodiversity, such as forests and wetlands. We have studied Ontario's watersheds for years, providing relevant technical advice to municipalities and other partners and keeping new development safe. CAs also offer natural areas and outdoor activities through more than 300 publicly accessible Conservation Areas across Ontario, contributing to residents' physical and mental health.

Over 75 years, the value of CAs continues to grow. We will adapt to the shifting needs of all levels of government, particularly local municipalities and their residents.

We are the leaders of local watershed knowledge and experience, contributing significantly to Ontario's resilience for the environment and its people. Now, more than ever, we cannot afford to underestimate this value.



A handwritten signature of Angela Coleman in green ink, written in a cursive style.

**Angela Coleman**  
General Manager,  
Conservation Ontario



📍 Ganaraska Forest





# Changes to the *Conservation Authorities Act*

## CONSERVATION ONTARIO SUPPORTS CONSERVATION AUTHORITIES' TRANSITION

---

Amendments were made to the *Conservation Authorities Act* (CAA) in 2020 and again in December 2022 through the Omnibus Bill 23 (*More Homes Built Faster Act, 2022*).

Conservation Ontario (CO) presented to the Standing Committee advocating for the removal of proposed amendments that: i) affected Conservation Authorities' (CAs) ability to enter into voluntary agreements with municipalities and; ii) exempted *Planning Act* authorizations from requiring Conservation Authority (CA) natural hazard permits. This positioning was supported further by a media release, numerous media interviews, and a blog. It was also supported in the related CO submissions in response to the Environmental Registry of Ontario policy proposal postings on the CAA and regulatory proposals, including the Section 28 regulations.

Bill 23 received Royal Assent on November 28, and the Ministry of Natural Resources and Forestry (MNRF) confirmed legislative and related regulatory changes affecting CAs in correspondence dated December 28, 2022. CO held four information sessions in November and December with General Managers (three) and Council members (one) to discuss the Bill, CO's response, and related implementation concerns.

In January 2022, the Ministry of Environment, Conservation and Parks (MECP) posted for review the Regulatory and Policy Proposals implementing the 2020 CAA amendments. These were finalized and released on April 22, 2022. This work was advised by the Conservation Authorities Working Group established by the Minister of the Environment, Conservation and Parks.

Throughout 2022, CO supported CAs in implementing the new regulatory requirements. By the end of February 2022, all 36 CAs successfully submitted their Transitions Plans to MECP and their Program and Service Inventories to MECP and municipalities. CO hosted two discussion sessions with CA General Managers to support these submissions.

Further to the regulations, finalized in April, CO updated guidance for CAs to support their ongoing:

- Consultation with municipalities on their inventory of programs and services,
- Negotiations with municipalities regarding municipal Memorandums of Understanding and other programs and services agreements, and,
- Submission of quarterly progress reports to the Province.

A General Managers discussion session on this guidance was held in May 2022, and a CO and the Association of Municipalities of Ontario webinar was hosted on June 22.

A guidance document was developed, and sessions were hosted for CAs on CA Fee Policies and Fee Schedules, which were required to be updated by January 1, 2023, further to April regulations and the Minister's Fee Classes Policy.



## Changes to the *Conservation Authorities Act*

### PROVINCIAL TRAINING

Conservation Authorities (CAs) participated in provincial training sessions targeted to CAs and municipalities, including:

- CA Program and Service Inventory Workshop (May)
- Phase 1 Regulations - Refresher (October)
- Phase 2 Regulation and Policy - Overview (October)



### UPCOMING CONSERVATION AUTHORITY DELIVERABLES

Conservation Ontario (CO) supported Conservation Authorities in developing several provincial deliverables that are due by December 31, 2024, including:

- ✓ Natural Hazard Infrastructure asset management plans,
- ✓ Natural Hazard Infrastructure operational plans and ice management plans (as required),
- ✓ Watershed-based Resource Management Strategy,
- ✓ Conservation Area Strategy, and,
- ✓ Conservation Land Inventory.

Five sessions were hosted with Conservation Authority (CA) staff on the development of these deliverables, and two CO and CA working groups were established to assist in creating guidance material.



## GOVERNANCE ACCOUNTABILITY AND TRANSPARENCY

Conservation Ontario (CO) and Conservation Authorities (CAs) share the Provincial government’s commitment to governance, accountability, and transparency. All 36 CAs confirmed compliance with the Chair and Vice-Chair provisions of the *Conservation Authorities Act* for 2022. Therefore, their Chair and Vice-Chair have not held office for more than two consecutive terms unless they received a Minister’s exception. All 36 CAs created governance webpages, with CO staff support as necessary, and posted material as per the April 2022 ‘Information Requirements’ regulation.

## RESPONSIBILITY FOR THE *CONSERVATION AUTHORITIES ACT*

On August 30, 2022, the Ministry of Natural Resources and Forestry was assigned responsibility for administering the *Conservation Authorities Act* (CAA), and moving forward, the Ministry of the Environment, Conservation and Parks (MECP) would no longer have duties, functions or responsibilities under the CAA. MECP continues to partner with CAs by administering the *Clean Water Act* and the source water protection program.

# Federal and Provincial Consultations

## PROVIDING ADVICE TO CONSERVE NATURAL RESOURCES AND PROTECT PUBLIC HEALTH AND SAFETY

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Conservation Ontario (CO) coordinates Conservation Authorities' (CAs) review of Provincial and Federal policy proposals and consultations that affect, or benefit from, the Conservation Authority business of conserving natural resources and protecting public health and safety.

In 2022, 29 of the 36 CAs actively developed 18 CO submissions. Three submissions were directly related to the *Conservation Authorities Act*. Fifteen additional submissions were provided in 2022 on policy proposals related to: the *Planning Act*, the Greenbelt Plan, the *Environmental Assessment Act*, guidance material for subwatershed planning, stormwater management, wetland evaluation and natural heritage compensation and offsetting, and other proposed legislative and regulatory changes.

In January 2022, CO submitted the Five-Year Review Report to the Ministry of the Environment, Conservation and Parks (MECP) on using the CO *Class Environmental Assessment for Remedial Flood and Erosion Control Projects* (Class EA) and continued to work with MECP on streamlining improvements to CO's Class EA.





## Conservation Ontario Client Service and Streamlining Initiative

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### IMPROVING CUSTOMER SERVICE TO SUPPORT SUSTAINABLE GROWTH

To support the Provincial government's objective of increasing the housing supply without jeopardizing public health and safety, or the environment, Conservation Ontario (CO) continued to work with Conservation Authorities (CAs) to improve client service and accountability, increase the speed of approvals, and reduce red tape and regulatory burden.

In 2022, CO hosted a Planning Best Management Practices Day, bringing together Conservation Authority (CA) staff from across the province to share ideas about improving client service. The day started with a panel discussion of representatives from the development, municipal, and CA sectors on how to work together most effectively.

CO continues to track permit review timelines reported in the graphic. In 2022, all 36 CAs joined the annual reporting cycle. CAs continue to demonstrate a high level of client service through their timely reviews and approvals. CO continues to support CAs to provide this yearly reporting.

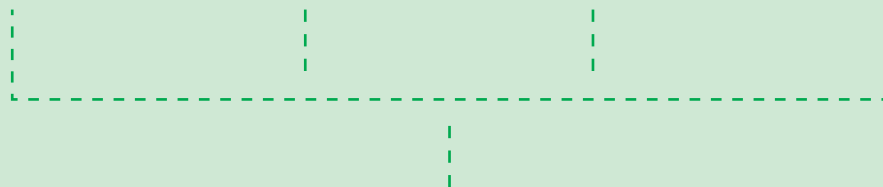
## ACTIVITIES

Timely Reviews

Streamlining  
Applications

Consistent Planning  
Comments

Client-centric  
Customer Service  
Training



## 2022 RESULTS

### HIGH-GROWTH CONSERVATION AUTHORITIES



**6,893**

Permits Issued



**92%**

Issued within  
Provincial Timelines



**14**

High-Growth Conservation  
Authorities Participated

### NON-HIGH-GROWTH CONSERVATION AUTHORITIES



**4,895**

Permits Issued



**91%**

Issued within  
Provincial Timelines



**22**

Non-High-Growth  
Conservation Authorities  
Participated



## Flooding

### REDUCING THE RISK OF FLOODING AND EROSION HAZARDS

---

Conservation Authorities (CAs) are vital players in flood and erosion hazard management in Ontario. They help to protect lives and avoid costly business disruptions and damages.

#### FLOOD HAZARD IDENTIFICATION AND MAPPING PROGRAM

On August 12, 2022, the Ministry of Natural Resources and Forestry (MNRF) launched Ontario's Flood Hazard Identification and Mapping Program (FHIMP). In partnership with provincial and territorial governments, the FHIMP aims to complete flood hazard maps of higher-risk areas in Canada and make this flood hazard information widely accessible. The Government of Canada is investing over \$63.8M in this program.

Before the launch, a webinar was co-hosted by Conservation Ontario, the Association of Municipalities of Ontario (AMO), and Natural Resources Canada (NRCan) in spring 2022. A questionnaire was circulated to CAs and municipalities to understand the interest and nature of potential flood mapping projects underway or planned. The questionnaire results were reviewed by NRCan, MNRF, and AMO staff. NRCan and MNRF are the Federal-Provincial partners in delivering this program.



## FLOOD MAPPING TECHNICAL TEAM

Throughout 2022, Conservation Ontario continued work around the Ontario Flooding Strategy and Flood Mapping Technical Team (FMTT). This work was focused on developing progress reports with the Ministry of Natural Resources and Forestry, Conservation Authorities, and municipal representatives (Association of Municipalities of Ontario).

The Data, Survey and Mapping Task Team evaluated the scope and status of geospatial data across the province to support flood hazard mapping. A survey and mapping guidance document outlining suggested standards and specifications for flood hazard mapping in Ontario was drafted. Work also began developing a technical bulletin to address options for incorporating climate change considerations for river and stream flooding hazards. A draft of the Hydrology and Hydraulics Technical Bulletin was also underway.

## ENGAGING AROUND FEDERAL CLIMATE CHANGE INITIATIVES

Conservation Ontario (CO) and Conservation Authorities (CAs) continued to engage in several important climate change-related initiatives relevant to CAs at the Federal and Provincial levels. This includes providing technical input related to all Conservation Authority (CA) business, programs, and services.

CO tracked the National Adaptation Strategy development, released in November 2022, and provided input via a collaborative: Climate Proof Canada Coalition. This group has provided direct input about the strategy to the Federal Ministers and their staff. The coalition recommends that the strategy focuses on setting realistic targets as part of a five-year implementation plan starting in 2023 to protect Canadians from extreme heat, flood, and wildfires.

CO coordinated CA input to the Provincial Climate Change Impact Assessment.



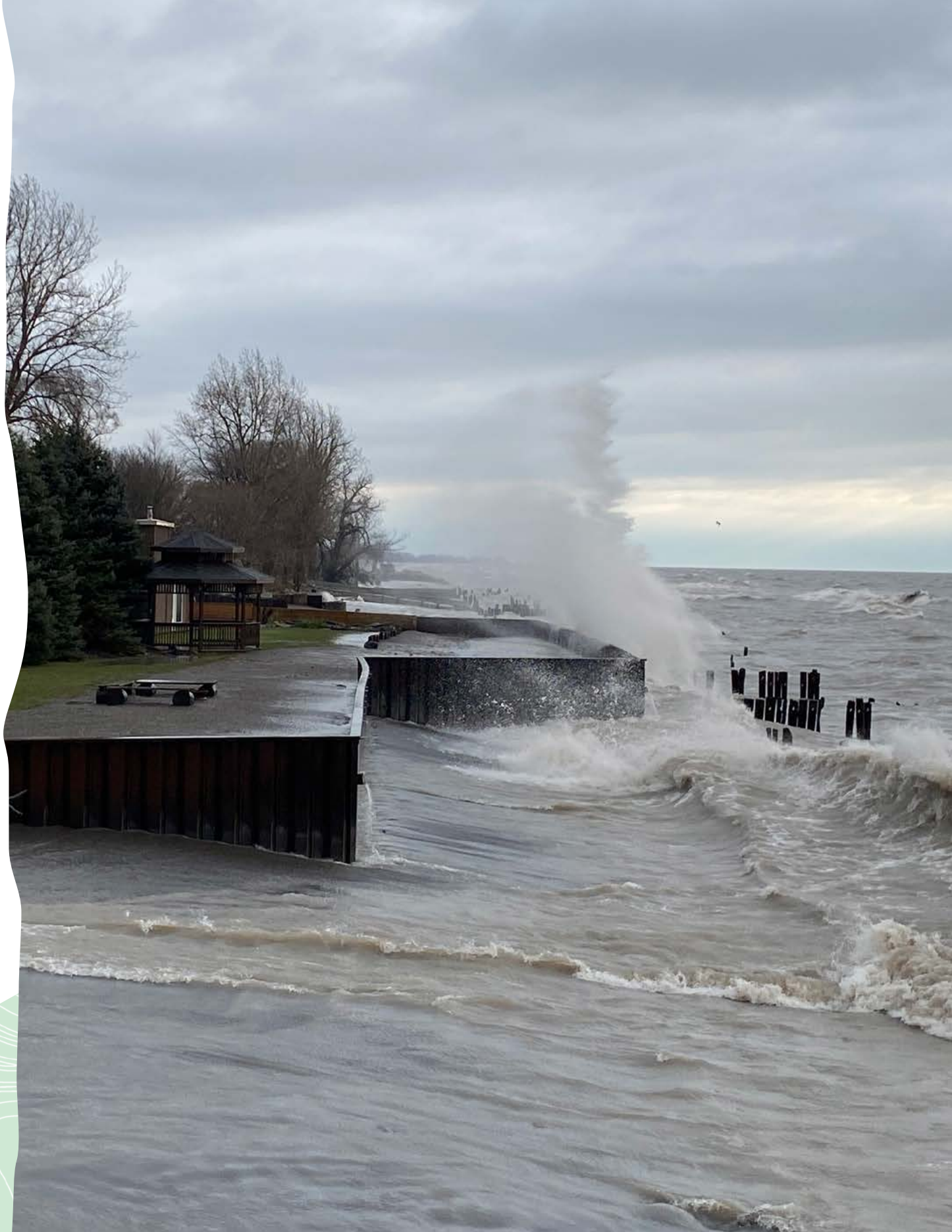
### RAISING AWARENESS WITH THE INSURANCE SECTOR

Conservation Ontario collaborated with the Insurance Brokers Association of Ontario to develop an e-learning course on the Conservation Authorities' role in flood and erosion hazards. The course provides information on Conservation Authority programs and services, describes the different types and impacts of flooding, and the different roles of Conservation Authorities, the Province, municipalities, and the Federal government in Ontario's flood management. It also examines the *Conservation Authorities Act* and provides ideas for personal flood preparedness. Over 600 brokers have completed the course to date.



### WATER EROSION AND CONTROL INFRASTRUCTURE FUNDING

Conservation Ontario managed the Water and Erosion Control Infrastructure (WECI) database for the 2022-2023 WECI funding application review process. The Ministry of Natural Resources and Forestry (MNRF) administers the funding program with the support of a committee of Conservation Authority infrastructure experts. The committee hosted an information webinar in early February 2022 as an orientation for submitting applications, with 50 staff attending from 31 Conservation Authorities (CAs). The committee reviewed 98 funding applications from 27 CAs for 2022/23, with total project costs of around \$10.9 million. Overall, MNRF approved and allocated the funding to 93 infrastructure safety and repair projects and studies with a value of \$10 million for 27 CAs.



# Partnerships

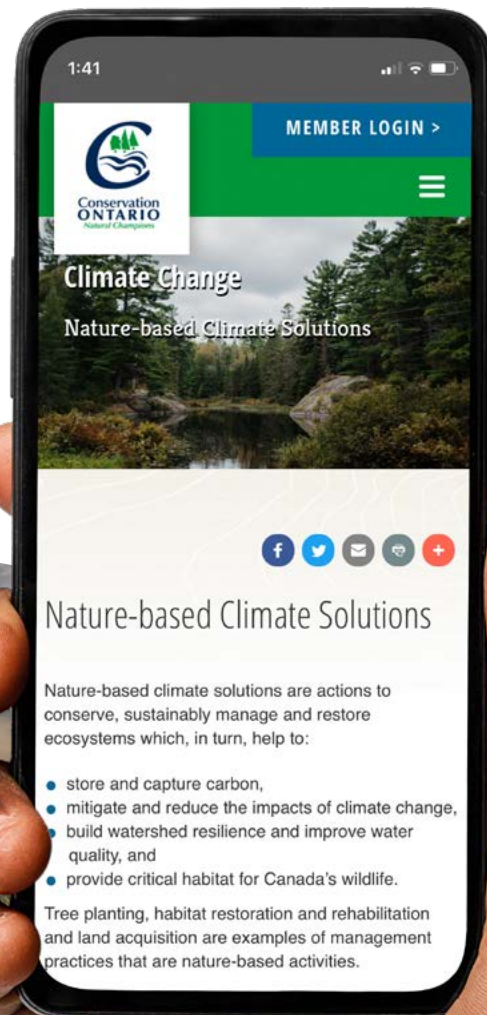
## NATURE SMART CLIMATE SOLUTIONS PROGRAM

In 2021, Conservation Ontario (CO) was granted \$9 million from Environment and Climate Change Canada over three years through the Nature Smart Climate Solutions Fund. CO received \$3.5 million of this funding in 2022 (Year Two) to support Conservation Authorities (CAs).

Throughout 2022, 18 CAs were implementing 64 local projects that support the reduction of greenhouse gases (GHGs) through wetland, grassland, and riparian protection and restoration, as well as agricultural land management permanent cover practices such as cover cropping.

- These projects provide co-benefits, including flood risk reduction, enhanced or restored habitat for species at risk, and water quality and soil health improvements.
- CO has developed a Story Map and webpage to highlight the various projects under the program.
- CO also hosted a session at the 2022 Latornell Conservation Symposium on October 18.

📍 Cooper Marsh



## 2 BILLION TREES PROGRAM - PLANTING FOR A BETTER TOMORROW

Conservation Authorities (CAs) planted approximately 2 million trees across Ontario's watersheds in 2022. They also continued to map and monitor local forest cover.

Conservation Authority tree planting and habitat restoration and rehabilitation projects are delivered in partnership with agencies, local businesses, nurseries, and landowners, which allows the leveraging of resources, resulting in broader benefits and impacts.

CAs worked closely with many of these partners, including Forests Ontario, to begin delivering the Federal government's 2 Billion Trees Program.



## Partnerships

# HELPING TO PROTECT THE GREAT LAKES AND ST. LAWRENCE RIVER WATER QUALITY

## CANADA WATER AGENCY

In 2022, Conservation Ontario provided comments on the establishment of a Canada Water Agency and was supportive of its creation. It was emphasized that an integrated watershed management framework (including watersheds, sub-watersheds, and catchment basins) should be used to manage freshwater resources.

## GREAT LAKES AND ST. LAWRENCE RIVER

Conservation Authorities' watershed management programs continued to help the Federal government to meet its goals under the Great Lakes Water Quality Agreement (GLWQA).

2022 marked the 50<sup>th</sup> anniversary of GLWQA and the release of the 2022 State of the Great Lakes Report and the 2022 Progress Report. Conservation Ontario and several Conservation Authorities (CAs) attended or presented at the September 2022 Great Lakes Public Forum in Niagara Falls.

Additionally, Canada and the United States governments released the 2021 Lakewide Action and Management Plan Annual Reports for Lakes Erie, Huron, Michigan, Ontario, and Superior. CAs participate, along with many other agencies, in various implementation initiatives that contribute to improvements in the Great Lakes' water quality.

In October, Conservation Ontario completed a story map examining how CAs use watershed management to support upstream agricultural activities to maintain or improve the water quality of the Great Lakes and St. Lawrence River.



## OTHER PARTNERSHIPS

Conservation Ontario and Conservation Authorities engaged with key Ontario Ministry of Agriculture Food and Rural Affairs and agriculture stakeholders on soil health and the next Federal Agricultural Framework.

Throughout 2022, activities also involved collaborating with various environmental organizations to advance nature-based infrastructure initiatives, including the Greenbelt Foundation, Ontario Land Trust Alliance, Ontario Nature, Ducks Unlimited Canada, and Forests Ontario.



# Information Management

## PROTECTING IMPORTANT LANDS FOR THEIR ECOLOGICAL VALUES

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### CANADA NATURE FUND - LAND SECUREMENT

Conservation Ontario continued to administer a multi-year land acquisition program through a contract with Environment and Climate Change Canada. The program was expanded in 2022 to a three-year, \$7.2 million opportunity. To date, 18 Conservation Authorities are participating in the project, targeting more than 1,900 hectares. Year 2 (2022-2023) will acquire 750 of these hectares. Additional lands are available should more funding be provided.

### ONTARIO NATURE - ASSESSMENTS OF CONSERVATION AUTHORITY LANDS

Conservation Authority (CA) lands are rich in biodiversity. Over the years, Conservation Ontario (CO) has worked with the Federal government to tally up these lands by collecting and cataloguing data and projects.

In 2022, the Greenbelt Foundation funded a project with Ontario Nature and CO to assess CA and municipal lands in the Greater Golden Horseshoe to be counted towards Canada's biodiversity targets. In 2022, five Conservation Authorities participated in a bulk screening of their lands. In total, 44 CA properties were assessed, and 7,200 hectares of land will be added to the Canadian Protected and Conserved Areas Database. The Federal government has a target to protect 25 per cent of Canada's lands by 2025.

A workshop for participants was hosted in April.



# KNOWLEDGE BUILDING THROUGH INFORMATION MANAGEMENT

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## OPEN DATA INITIATIVES

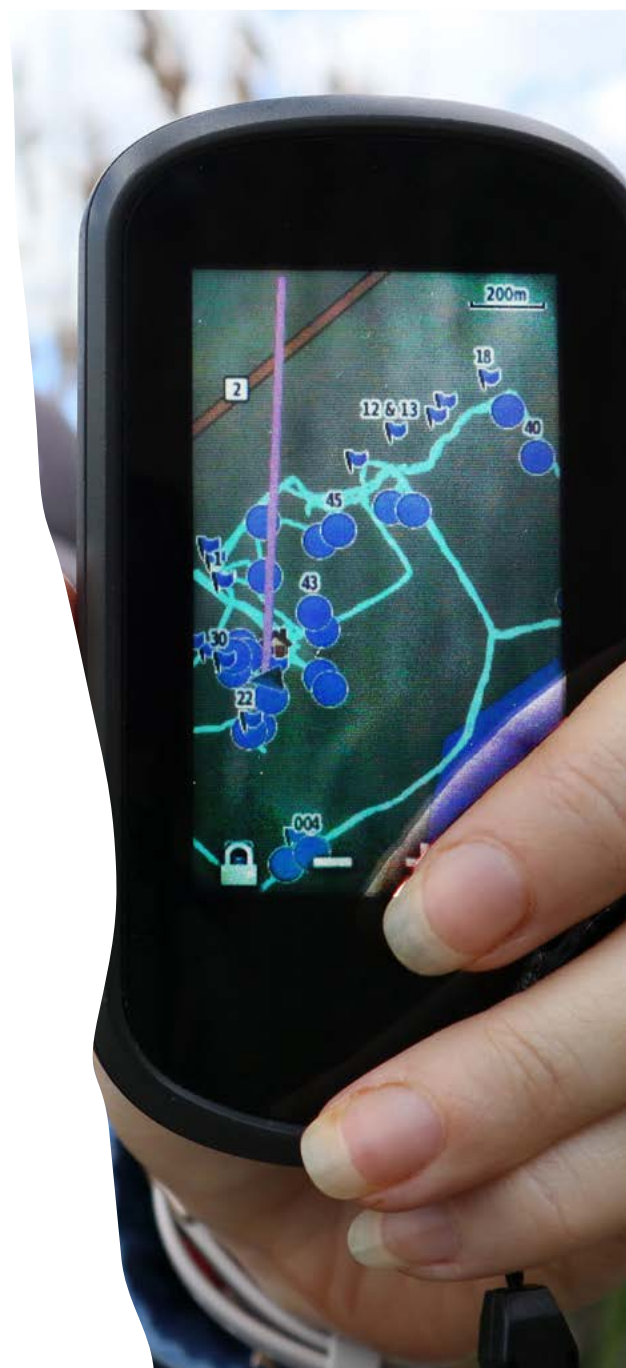
Conservation Ontario's Open Data Project is a multi-year initiative to assist Conservation Authorities (CAs) in making their geospatial data more discoverable, accessible, and available. Using data, maps, and apps such as online story maps, Conservation Ontario (CO) can communicate Conservation Authority (CA) science with the general public in a user-friendly way. A focus in 2022 was to work with the Open Data Working Group and tell stories with open data.

CO and the CAs used social media to tell their stories:

- ✔ Participated in Geography Awareness Week (November 14-19) and GIS Day (November 16). Promoted CA data and a collection of story maps published by CAs.

Conservation Authority topics:

- Using GIS helps to identify flood and erosion risks (*Essex Region Conservation Authority*)
- How LIDAR helps with updating floodplain mapping (*North Bay-Mattawa Conservation Authority*)
- Showing how data is easily accessible to download (*Grand River Conservation Authority*)
- Creating maps with various layers to show elevation and land cover (*Lake Simcoe Region Conservation Authority*)
- Talking about climate change (*Credit Valley Conservation*)
- Key roles of GIS professionals (*Ausable Bayfield Conservation Authority*)





# Drinking Water Source Protection

The *Clean Water Act* (2006) led to the establishment of the Drinking Water Source Protection program, which the Ministry of the Environment, Conservation and Parks administers. Conservation Ontario provides coordination and support services to Conservation Authorities (CAs) and helps them carry out their legislative responsibilities under the *Clean Water Act* as Source Protection Authorities. CAs continue to excel in program delivery and play a pivotal role in protecting our existing and future drinking water sources on a watershed basis.

## ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT TRAINING AND GUIDANCE DOCUMENT

Conservation Ontario hosted an Accessibility for Ontarians with Disabilities Act (AODA) hands-on training for Drinking Water Source Protection (DWSP) Project Managers and staff in September. The session included practical training by an AODA expert and step-by-step guidance for building and remediating documents. A newly created AODA guidance document focused on DWSP Assessment Reports and Source Protection Plans was developed to support source protection authority staff as part of the training materials.

## KNOWLEDGE BUILDING

- ✔ A Source Water Seminar Series for Risk Management Officials and Inspectors and Drinking Water Source Protection Project Managers was re-established in 2022. This series aims to nurture an interdisciplinary approach to source water protection policy development and considerations for practical application.
- ✔ Conservation Ontario continues to support DWSP Project Managers and provides quarterly peer-to-peer knowledge-building sessions to learn from each other.

Conservation Ontario continues to support the Climate Change Vulnerability Assessment Tool for Drinking Water Source Quality and hosted a tutorial for municipal and Conservation Authority staff.



# CREATING AWARENESS ABOUT DRINKING WATER SOURCE PROTECTION

## SOCIAL MEDIA

In addition to ongoing seasonal social media posts about source water protection, Conservation Ontario worked with Conservation Authorities to deliver a unique campaign titled *Back to the Basics*. The campaign supported the implementation of source protection plans and increased public awareness about Drinking Water Source Protection.

## SALT RESPONSIBLY CAMPAIGN

Road salt can contaminate the environment through runoff across surface areas to lakes, rivers, and streams and seeping into groundwater sources. Chlorides in road salt affect drinking water quality and are harmful to fish, wildlife, trees, and plants along shorelines.

In 2022, Conservation Ontario worked with the Conservation Authorities and municipal Risk Management Officials to develop and launch a 15-week public information campaign about how to *Salt Responsibly* in the winter. New education tools include social media posts, stickers for salt bins, a QR code, an online mapping application, and a story map about the impacts of road salt across Ontario which has had just over 2,000 views.

## QUEEN'S PARK DAY

Through the Ontario Road Salt Management Advisory Committee, Conservation Ontario participated in the Good Roads Queen's Park Day on November 22, 2022.



# Healthy Hikes Step Into Nature

The 2022 Healthy Hikes social media campaign explored six themes that focused on nature's mental, physical, and social benefits, inclusion in nature, and park behaviours. Learn more about Healthy Hikes at [www.healthyhikes.ca](http://www.healthyhikes.ca).

## May - Bounce Back in Nature (Nature & Mental Health)



## August - Keep the Great Lakes Great



## June - Nature & Inclusion #NatureForAll



## September - Nature Helps Children Learn



## July - Recreate Responsibly



## October - Fantastic Fall



## SOCIAL MEDIA

# Numbers at a Glance

Conservation Ontario is connected to our network of Conservation Authorities, partners, and online communities and on the pulse of the latest news and happenings that inform and shape policy and decision-making.



Facebook  
(Ontario's Conservation Areas)  
**11,820 FOLLOWERS**



Facebook  
(Conservation Ontario)  
**4,404 FOLLOWERS**



Twitter  
**31,543 FOLLOWERS**



Instagram  
**22,789 FOLLOWERS**

# 2022 Latornell Conservation Symposium

## A SOLD-OUT SUCCESS

The 2022 Latornell Conservation Symposium included three fall webinars and a 1.5-day in-person event on October 17-18 at the Royal Botanical Gardens in Burlington, Ontario. The in-person event offered four field tours and one workshop on the first day. A total of 304 people attended the in-person event.

The second day included 16 sessions over four streams, including Watershed Management, Natural Heritage, Climate Change, and Water Resources. The keynote speaker was Dr. Gail Krantzberg, Professor and lead for the Masters of Engineering and Public Policy in the School of Engineering Practice and Technology at McMaster University.



## FIELD TOURS

- Urban Wetland and Creek Restoration (*Hamilton Conservation Authority, Royal Botanical Gardens, Cootes to Escarpment EcoPark System*)
- Peri-Urban Land Stewardship along the Niagara Escarpment (*Bruce Trail Conservancy, Royal Botanical Gardens, Cootes to Escarpment EcoPark System*)
- Creating a New Conservation Area: Jim Tovey Conservation Area (*Credit Valley Conservation, Toronto and Region Conservation Authority*)
- Ecological Restoration through Partnerships (*Conservation Halton*)

## WORKSHOP

- How to Be an Effective Environmental Witness  
Presenter: Tim Hilditch, Colucent Group of Companies



## WEBINARS

- Reimagining Conservation with the Black Environmentalists Alliance (*September 20, 2022*)  
177 registrants (39% CA staff)  
YouTube Views: 227
- Healing Our Connection to Water and Place Through Habitat Creation (*November 9, 2022*)  
313 registrants (36% CA staff)  
YouTube Views: 147
- Keeping Up with Planning in Ontario (*December 13, 2022*)  
504 Registrants (44% CA staff)  
YouTube Views: 196





# Education and Training

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## WORKSHOPS

### **Municipal and Conservation Authority Protected and Conserved Areas**

- April 13
- 20 CA staff; 27 CAs represented

### **AODA Hands-On Training for Drinking Water Source Protection Documents**

- September 14
- 34 CA staff; 22 CAs represented

### **Conservation Areas Workshop - Growing Together Conservation Lands for All**

- October 26-27
- 120 CA staff; 29 CAs represented

### **ReKindle the Sparks Workshop - Re-imagining Conservation Education**

- November 16-18
- 26 CA staff; 12 CAs represented

### **Conservation Authority Watershed Stewardship, Restoration and Forestry Meeting**

- October 17
- 42 CA staff; 19 CAs represented

### **Conservation Authority Collaborative Information Sessions (CACIS)**

- Five sessions from November-December
- Avenza Maps and Toronto and Region Conservation Authority
- 45 CA staff; 23 CAs represented
- Esri Canada - Sharing and Decision-Making with Drone Data
- 26 CA staff; 16 CAs represented
- Esri Canada - Exploring the ArcGIS Workforce Starter Solution
- 30 CA staff; 17 CAs represented
- Esri Canada - What's New in ArcGIS Pro and ArcGIS Online
- 54 CA staff; 24 CAs represented
- OMNRF - Mapping and Geomatics Services Section Update
- 60 CA staff; 26 CAs represented

## CONSERVATION AUTHORITIES ACT

### CO-AMO Webinar - Overview of the Second Phase of the Transition Period for CAs

- June 22
- 57 CA staff; 28 CAs represented

### Conservation Ontario CAA Guidance Overviews and Discussion - GM Session

- October 13
- 81 CA staff; 32 CAs represented

### Conservation Authority University (CAU) General Manager and/or CA Staff Lead Sessions

- Six sessions from January 7-October 12
- Average of 57 CA staff; Approximately 31 CAs represented

### Conservation Authority Asset Management Workshop

- April 13
- 38 CA staff; 27 CAs represented

### Level 1 Provincial Offences Officer Training Course (April 25-May 6)

- 20 CA staff; 14 CAs represented

### Level 2 Provincial Offences Officer Training

- January 20-February 17
- 33 CA staff; 18 CAs represented

### Collecting Evidence in a Conservation Authority Investigation

- April 20
- 114 CA staff; 35 CAs represented

### How To Be An Effective Environmental Witness (3 regional workshops)

- November 14, 22, 30
- Average of 29 CA staff; 8-12 CAs represented



### WEBINARS

#### **Conservation Areas Workshop Webinar - International Panel Discussion: Navigating the Challenges of a Pandemic in Parks and Open Spaces: Past, Present, and Future**

→ February 22

→ 117 CA Staff; 29 CAs represented

#### **Building Relationships and Embracing Truth: Conservation Authority-Led Reconciliation**

→ September 27

→ 156 CA staff; 32 CAs represented

#### **DWSP Project Managers' Knowledge Building Session #1 - Consolidated Linear Infrastructure Permission Approvals (MECP)**

→ April 21

→ 21 CA staff; 19 CAs represented

#### **DWSP Project Managers' Knowledge Building Session #2 - Hydrocarbon Pipeline Companies (TC Energy, Trans Northern, Enbridge) for Source Protection Plan Policy Harmonization Opportunities**

→ May 5

→ 25 CA staff; 20 CAs represented

#### **Annual Provincial Flood Forecast and Warning Workshop/Webinar Series**

→ September 14-November 23

→ Average of 90 CA staff per session; 36 CAs represented

#### **DWSP Project Managers/ Risk Management Officials Source Water Seminar Series - Consolidated Linear Infrastructure & DWSP, The Nutrient Act and Risk Management Plan Case Studies**

→ September 20

→ 62 CA staff; 24 CAs represented

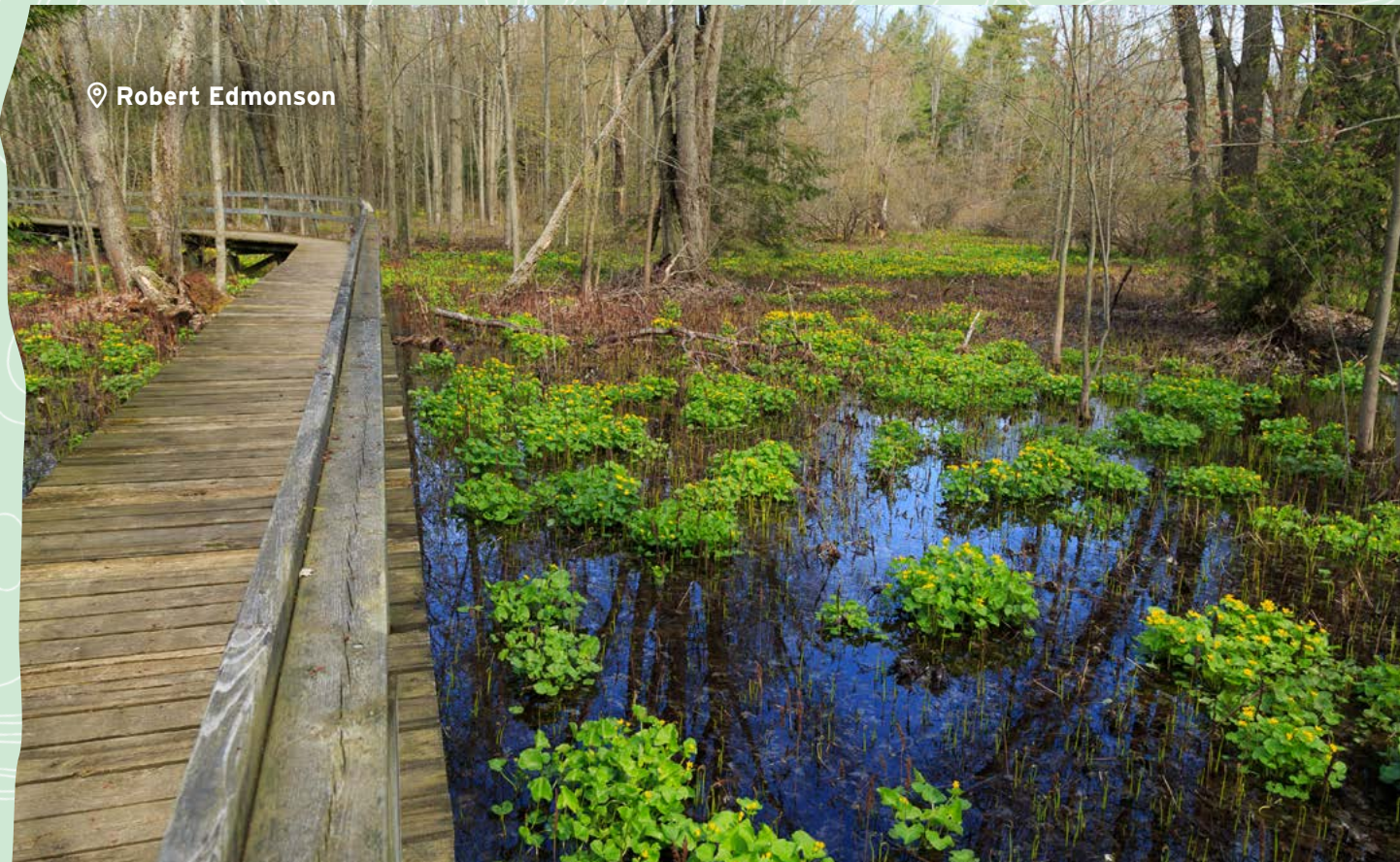
#### **DWSP Project Managers' Knowledge Building Session #3 - The Value of Open Data - Rick Wilson**

→ November 7

→ 29 CA staff; 21 CAs represented



📍 H. R. Frink



📍 Robert Edmonson

# CONSERVATION ONTARIO

## 2022 Financial Summary

Below is a high-level overview of Conservation Ontario's financials for the fiscal year period of January 1-December 31, 2022. As always, we are committed to the prudent use of funds and are proud to share these numbers with you.

### REVENUES

● Membership Fees	1,342,999
● Special Projects	6,512,988
● Source Water Protection	164,103
● Other	76,174

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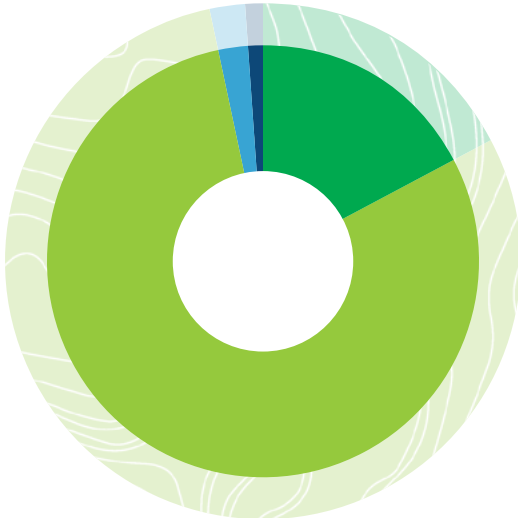
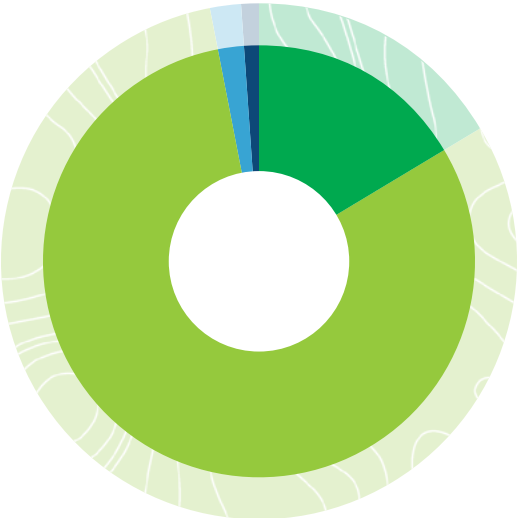
**TOTAL** **\$8,096,264**

### EXPENDITURES

● Operations	1,415,366
● Special Projects	6,430,832
● Source Water Protection	164,103
● Revenue Over Expenses	85,963

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**TOTAL** **\$8,096,264**










**Conservation  
ONTARIO**

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 Ontario's Conservation Areas / Conservation Ontario  
 @conont  
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TO: Board of Directors  
FROM: Jennifer Dow  
Date: April 19, 2023  
Subject: April 2023 Watershed Conditions Report  
**Recommendation: For information**

---



## PURPOSE

To inform the Board of Directors of the current and seasonal watershed conditions.

## REPORT SUMMARY

- Water levels throughout the watershed and in Lake Erie are currently higher than normal and are fluctuating with thaw and rain events.
- Watershed Conditions Statement—Flood Outlook issued on March 22, March 30, and April 3, 2023, in advance of forecasted significant rain.
- Shoreline Conditions Statement—Flood Outlook issued on March 24, 2022.

## BACKGROUND

As of April 11, 2023, Lake Erie’s static water level daily mean was 174.66m. This water level is 44cm above average, 7cm higher than what was recorded at the same time last year, and 40cm lower than the 2020 record high. This level does not account for any increase in water levels due to storm surge or wind driven waves. Lake Erie rose 12cm over the month of March, which is a near-average rise over the period of record.

The KCCA watershed historically receives 73mm of rain during the month of March. The watershed received 148% of the average total rain for the month of March, which is about 108.27mm for the area. The three-month precipitation levels were above normal for January to March. The Environment Canada outlook for April to June indicates normal to below normal temperatures and above normal precipitation for the region.

As of April 11, 2023, there is one Conservation Authority (CA) in a confirmed Level 1 Low Water Condition (Grand River CA), and one in a confirmed Level 2 Low Water Condition (Hamilton Region CA) in the Southern Region.

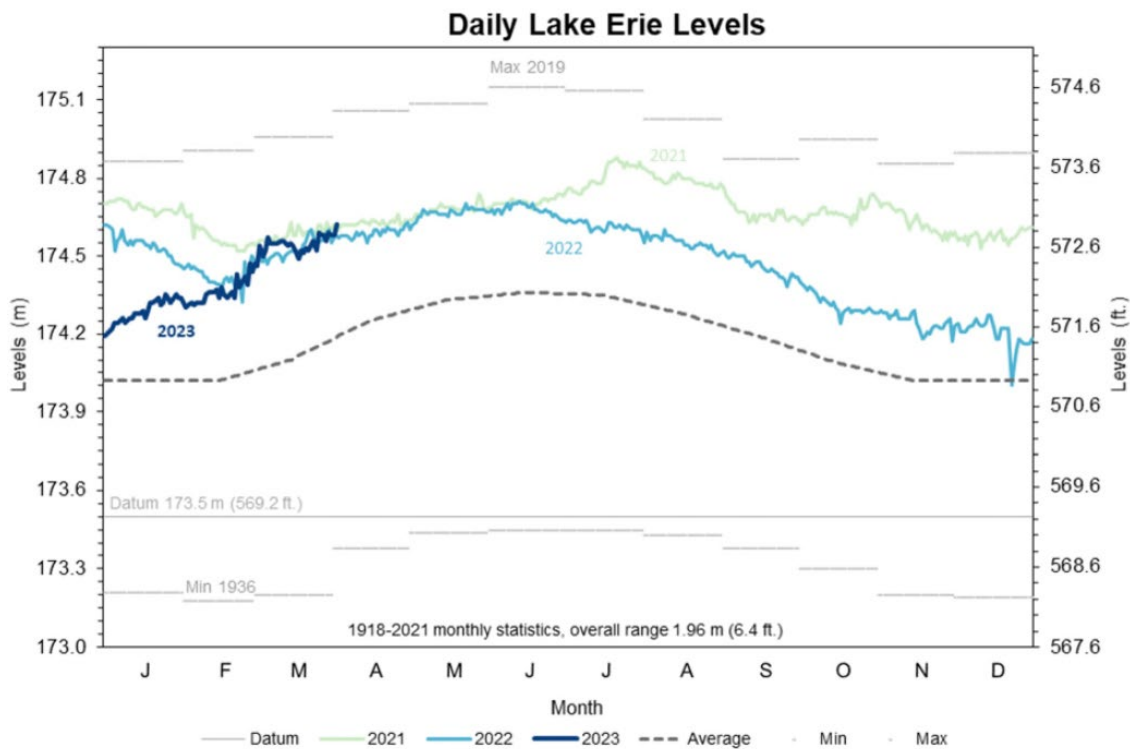
The last week of March saw unsettled spring weather as several Colorado Lows moved into the region bringing intense rain and thunderstorms, creating the potential for spring freshet conditions. A watershed tour and snow survey completed on March 30, 2023, revealed open water throughout the system out to an ice-free Lake Erie. However, unfrozen ground conditions, significant rain in the forecast and lack of significant snow cover was a good setup for a high-water event throughout the watershed.

Staff issued a Watershed Conditions Statement—Flood Outlook on March 30 and April 3, 2023. Prolonged heavy rain and localized thunderstorm activity resulted in local watercourses reaching or exceeding their banks, which lead to localized flooding in floodplains typical for spring freshet conditions, and ponding in low-lying areas, agricultural fields, and locations with poor drainage.

Staff attended the Southwest Ontario Flood Forecasting Alliance (SWOFFA) meeting on April 4, 2023, hosted by ABCA. This meeting provides an opportunity for neighboring CAs to meet and discuss matters relating to their flood forecasting and warning programs, learn about new technologies and products available from the MNR Surface Water Monitoring Network and troubleshoot issues with monitoring equipment in an informal setting.

## RECOMMENDATION

For information.



## Ontario Introduces Next Steps to Support Housing Supply Growth

Further action will ensure province is ready to build more homes as market conditions improve

April 06, 2023

[Municipal Affairs and Housing](#)

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**TORONTO** — Today, the Ontario government introduced the *Helping Homebuyers, Protecting Tenants Act* as it continues to take a responsible, targeted approach to deliver on [its plan](#) to build 1.5 million homes by 2031, while laying a strong foundation to make life easier and more affordable for people across the province.

If passed, the proposed changes would further strengthen homebuyer protections, support tenants and streamline the rules around land-use planning.

“Our government has made [real progress](#) in tackling Ontario’s housing supply crisis, with current housing starts remaining above historic averages”, said Steve Clark, Minister of Municipal Affairs and Housing. “Like the rest of North America, Ontario is experiencing challenging headwinds that are slowing down new home construction, including inflation, soaring interest rates and labour shortages. Despite these challenges, our government will continue to take action to ensure Ontario is ready to build more homes as market conditions improve.”

The Helping Homebuyers, Protecting Tenants Plan includes:

- A \$6.5 million investment to appoint an additional 40 adjudicators and hire five staff to improve service standards and continue to reduce active applications and decision timeframes at the Landlord and Tenant Board. This increase more than doubles of the number of full-time adjudicators at the Landlord Tenant Board.
- Further strengthening protections against evictions due to renovations, demolitions and conversions, as well as those for landlord’s own use, as well as clarify tenants’ rights to install air conditioners.
- Expanding deposit insurance for First Home Savings Accounts to Ontario at credit unions, and exploring a cooling-off or cancellation period on purchases of



newly built freehold homes, as well as mandatory legal review of purchase agreements for all new home purchases.

- Freezing 74 different provincial fees at the 2023-2024 level. This includes fees that directly or indirectly increase the cost of housing.
- Speeding up government approval processes by updating the [Provincial Policy Statement, 2020](#) and integrating it with [A Place to Grow: Growth Plan for the Greater Golden Horseshoe](#) to create a single, provincewide, housing-focused land use planning policy document.

“Our government has been steadfastly focused on Ontario’s housing supply crisis since the moment we first took office,” said Nina Tangri, Associate Minister of Housing. “We have introduced policies that are helping to get more homes built across Ontario, but we know more needs to be done. Today’s announcement is the next step in our plan to ensure that Ontario’s housing supply continues to grow over the long term, so more Ontarians can find a home they can actually afford.”

Ontario is undertaking a 60-day consultation on the proposed new Provincial Planning Statement until [June 5, 2023](#). This new provincewide planning policy document would provide municipalities with more flexibility, reduce duplication, create more homes in urban and rural communities, support local economies and create jobs while continuing to protect the environment (including existing Greenbelt protections), and public safety. It would also require coordination between municipalities and school boards to consider school and childcare needs earlier in the planning process, so that families moving to new housing can expect that local schools will be available for their children.

The government continues to work with municipal partners to ensure that cities, towns and rural communities grow with a mix of ownership and rental housing that meets the needs of people across the province.

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### Quick Facts

- Despite significant external economic pressures, Ontario is seeing [strong progress](#) resulting from its housing plans. The first plan, [More Homes, More Choice](#), was released in 2019. In the spring of 2022, [More Homes for Everyone](#) was released. [More Homes Built Faster](#) was released in fall of 2022.
- In 2022, Ontario saw the second highest number of housing starts since 1988, with just over 96,000 new homes. This is 30 per cent higher than the annual average for the past 20 years. Ontario also broke ground on nearly 15,000 new purpose-built rentals, the highest number on record.

- Ontario will continue to call on the federal government to defer the Harmonized Sales Tax (HST) on all new large scale purpose-built rental housing projects to tackle the ongoing housing affordability crisis. Ontario would support this measure, as it would help spur the construction of more rental housing units while helping to create jobs, encourage economic development and support growth.
- The province's [Housing Supply Action Plan Implementation Team](#), made up of municipal leaders and industry experts, will evaluate progress and provide advice on tackling Ontario's housing supply crisis.
- The province is continuing the process of launching third-party audits of select municipalities to get a factual understanding of their finances, including their reserve funds and development charge administration, as part of its commitment to ensure there should be no funding shortfall for housing enabling infrastructure as a result of the *More Homes Built Faster Act*, provided municipalities achieve and exceed their housing pledge levels and growth targets.
- Ontario is looking at [modular construction](#) and other innovative options to reduce the cost of building attainable housing and speed up the creation of housing. As part of this work, we will engage with the housing sector, municipalities and Indigenous communities to consider different opportunities to build housing – using modular and other technologies – in communities across the province.
- In 2022, Ontario started its consultation on a housing-focused policy review of the [Provincial Policy Statement](#) and [A Place to Grow: Growth Plan for the Greater Golden Horseshoe](#), as well as on municipal rental replacement by-laws and how to build more housing while continuing to protect tenants. These consultations for the More Homes Built Faster Plan informed the development of the Helping Homebuyers, Protecting Tenants Plan.

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#### Additional Resources

- [Ontario's Helping Homebuyers, Protecting Tenants Plan](#)
- [Ontario's Housing Supply Progress](#)
- [Ontario Adding New Protections for Home Buyers](#)
- [Ontario Strengthening Protections for Tenants](#)

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#### Related Topics

##### Government

Learn about the government services available to you and how government works.

[Learn more](#)

## Home and Community

Information for families on major life events and care options, including marriage, births and child care. Also includes planning resources for municipalities. [Learn more](#)

## Taxes and Benefits

Learn about taxes in Ontario and what they support, including tax credits you can get to help you with living and business costs. [Learn more](#)

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### Media Contacts

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**Kettle Creek Conservation Authority  
Balance Sheet Statement  
For the Period Ending March 31, 2023**

	ACTUAL YTD
<b>ASSETS</b>	
Petty Cash and Till Floats	1,900.08
Royal Bank Account Balance	715,812.98
Short Term Investments	1,241,154.73
Accrued Income	9,250.00
Inventory	17,226.01
Prepaid Expenses	32,513.79
Accounts Receivable	771,908.62
Current HST ITC Receivable	0.00
Current HST Rebate Receivable	0.00
Work in Progress - Capital	50,644.38
Tangible Capital Assets	5,734,858.55
Amortization - TCA	(2,284,351.77)
<b>Total Assets</b>	<b>6,290,917.37</b>
<b>LIABILITIES</b>	
Accounts Payable	(207,410.33)
Outstanding Bank Transactions	0.00
Benefits Payable	0.00
HST Payable	(39,122.37)
Bank Loan	0.00
Deferred Campground Revenue	(252.00)
Deferred Project Income	(149,053.80)
Deferred Capital Funds Received	(454,134.87)
<b>MUNICIPAL POSITION DETAIL</b>	
SPP Reserve	(80,770.41)
Stewardship Reserve	(92,009.13)
Watershed Rehabilitation Reserve	(175,169.07)
Campground Reserve	(56,294.32)
Legal Reserve	(41,945.55)
Carolina Forest Festival Reserve	(53,711.14)
Wage Subsidy Reserve	(111,748.90)
Conservation Lands Management Reserve	(108,346.45)
Operating Reserve	(17,000.00)
<b>Infrastructure Replacement</b>	
Building Replacement	(77,008.75)
Infrastructure Replacement	(230,801.47)
Technology and Communication Replacement	(29,859.89)
Vehicle and Machinery Replacement	(36,388.09)
Capital Projects	0.00
Tangible Capital Assets	(3,032,053.90)
Prior Years (Surplus) Deficit	0.00
Current Year (Surplus) Deficit	(1,297,836.93)
<b>Total Liabilities</b>	<b>(6,290,917.37)</b>
<b>(SURPLUS) DEFICIT</b>	<b>0.00</b>

**Kettle Creek Conservation Authority**  
**Revenue and Expense Summary**  
**For the Period Ending March 31, 2023**

	<b>BUDGET ANNUAL</b>	<b>ACTUAL YTD</b>	<b>% SPENT TO DATE</b>
<b>REVENUE</b>			
Municipal Levies	1,099,500.00	1,099,500.43	100.00%
<b>User Fees and Sales</b>			
Lake Whittaker CA	485,704.00	172,941.37	35.61%
Dalewood CA	431,320.00	227,932.73	52.85%
Other	50,779.00	5,773.35	11.37%
Transfer from Reserve	124,000.00	0.00	0.00%
Ministry of Natural Resources	61,770.00	0.00	0.00%
Other Revenue and Grants	506,614.00	93,436.33	20.79%
Interdepartmental Transfers	303,587.00	0.00	0.00%
Donations	0.00	249,137.32	0.00%
<b>Total Revenues</b>	<b>3,242,861.00</b>	<b>1,848,721.53</b>	<b>57.01%</b>
<b>EXPENDITURES</b>			
<b>Program Operations</b>			
Flood Forecast and Warning	286,648.00	52,198.60	18.21%
Dam Maintenance	102,323.00	22,537.32	22.03%
Information and Education	76,157.00	18,262.48	23.98%
Tree and Woodlot Management	64,183.00	15,205.85	23.69%
Environmental Planning and Regulations	86,337.00	19,414.02	22.49%
Source Water Protection	146,277.00	30,977.34	21.18%
Subwatershed Rehabilitation	249,762.00	40,444.10	16.19%
GIS and Data Management	48,493.00	10,180.07	20.99%
Significant Areas	225,794.00	50,187.61	22.23%
Administration	179,239.00	47,200.69	26.33%
Stewardship	187,705.00	58,172.57	30.99%
Lake Whittaker Conservation Area	450,490.00	39,222.07	8.71%
Dalewood Conservation Area	412,475.00	37,607.54	9.12%
Other Conservation Area Expenditures	32,840.00	6,528.98	19.88%
Children's Water Festival/Carolinian Forest Festival	42,492.00	2,745.17	6.46%
Vehicle and Equipment	59,977.00	9,883.15	16.48%
Volunteerism and Fundraising	324,930.00	54,432.46	16.75%
Amortization	142,739.00	35,684.58	25.00%
<b>Total Expenditures</b>	<b>3,118,861.00</b>	<b>550,884.60</b>	<b>17.66%</b>
<b>SURPLUS (DEFICIT)</b>	<b>124,000.00</b>	<b>1,297,836.93</b>	

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TO: Full Authority  
FROM: Betsy McClure and Elizabeth VanHooren  
Date: April 19, 2023  
Subject: Cost Apportionment Agreement Negotiations  
**Recommendation: For Information**

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**PURPOSE:**

To update members on the start of negotiations for apportionment agreements with member municipalities for Category 3 programs and services.

**SUMMARY:**

- In accordance with the *Conservation Authorities Act*, KCCA is required to categorize its programs and services into three categories. An Inventory of Programs and Services was circulated in February 2022 to member municipalities and the Ministry and subsequently updated in June 2022.
- KCCA is required to negotiate apportionment agreements with member municipalities for all Category 3 programs and services that will continue to require municipal levy.
- KCCA is seeking apportionment agreements for Tree Planting and Environmental Monitoring. These services are currently offered by KCCA with a portion of municipal levy being leveraged with other sources of funding.
- In late March, staff reached out to senior municipal staff to seek guidance on the development of a draft apportionment agreement and a timeline to have draft agreements negotiated by January 1, 2024.

**BACKGROUND:**

In accordance with the *Conservation Authorities Act*, KCCA is required to categorize its programs and services into three categories.

**Category 1: Mandatory programs and services** where municipal levy can be used without an agreement.

**Category 2: Non-mandatory programs and services** the CA delivers at the request of a municipality through an MOU or agreement.

**Category 3: Other non-mandatory programs and services** a CA determines are advisable to implement in the CA's jurisdiction. These programs and services may use municipal levy when a MOU/agreement is

in place. Programs and services in Category 3 may also be funded through other means. In the latter situation, an MOU/agreement with the municipality is not required.

An Inventory of Programs and Services was circulated in February 2022 to member municipalities and the Ministry and updated in June 2022 (attached).

The following chart provides a summary of KCCA’s programs and services and their respective categories.

Category 1	Category 2			Category 3	
Mandated Programs and Services which all CAs must provide in their jurisdiction. Eligible to be funded by municipal levy. No agreement required.  Programs or Services as described in Ontario Regulation 686/21.	Programs and Services at the request of and on behalf of a Municipality through a MOU or other agreement.  Programs or Services as described in Section 21.1.1 of the <i>Conservation Authorities Act</i> .			Programs and Services the CA determines are advisable to implement in the CA’s jurisdiction. Apportionment Agreement required for municipal levy continuance.  Programs or Services as described in Section 21.1.2 of the <i>Conservation Authorities Act</i> .	
	Agreement	Municipality	Date/Status	Agreement Proposed	No Agreement Required
Planning and Regulations	Kettle Creek Dog Park	Central Elgin/St. Thomas	February 2014/Current	Watershed Monitoring	Campgrounds
Flood Forecasting and Warning	Belmont and Union Conservation Areas	Central Elgin	2001/Current	Tree Planting	Land Acquisition
Dam Operations	Elgin County Woodlands Conservation Bylaw	County of Elgin	January 2023/Current		Stewardship
Natural Hazards Technical Studies/Info Management					Education
Significant Areas					
Provincial Water Quality Monitoring					
Drinking Water Source Protection Program					
Administration					
Communications					
Information Technology/GIS					

Originally the Inventory of Programs and Services was to include a five-year average of the costs associated with each program and service to provide an estimate of costs to be assigned to municipalities. Each program or service area derives funding from at least three different sources including: municipal levy, provincial funds or self-generated revenue. A breakdown of the percentage of each funding source is also included for each program areas. Staff are in the process of revising the Inventory of Programs and Services to include the 2023 budget costs as a better indicator of future costs. This inventory is a living document and is updated as staff gain a better understanding of regulatory requirements and gain input from neighbouring CAs and member municipalities. An update Inventory of Programs and Services is expected for the next Quarterly Progress Report.

KCCA is required to negotiate apportionment agreements with member municipalities for all Category 3 programs and services that will continue to require municipal levy. The apportionment agreement for Category 3 programs and services must:

- Be in place by January 1, 2024.
- Specify a termination date.
- Specify a review date within at least six months of the termination date.
- Provide for a minimum review every five years if the agreement is for longer than five years.
- Provide for early termination requirements.
- Include a process for resolution of disputes.
- Be approved by a resolution of the municipal council of each participating municipality.
- Be published on the Authority’s website.

KCCA is working on a draft apportionment agreement based on the information outlined below and has reached out to senior staff at our member municipalities for feedback.

### Categorization of Programs and Services

- Staff have received no objections from municipal staff to the current categorization of KCCA’s programs and services that was included in the Inventory of Programs Services (June 2022).
- KCCA is looking for municipal support to continue with its Tree Planting and Environmental Monitoring programs as Category 3 programs and services. The municipal levy apportioned to these program areas in 2023 is \$139,337. No significant change to the delivery of these programs and services is contemplated at this time. Municipal levy allocated to these programs and services is leveraged with other funding sources to support the needs of the watershed. The levy would be adjusted per Board direction as part of the annual budget process.
- Tree Planting and Environmental Monitoring are integral to mandatory Category 1 programs and services such as mitigating flood and erosion hazards, and developing a Watershed Management Strategy and the Watershed Report Card.

### Apportionment of Costs

- The Inventory of Program and Services outlines the apportionment of costs for each program area. Municipal levy funding provides a portion of costs to each KCCA program area except: education, stewardship and KCCA campgrounds which are supported entirely by self-generated funds. For all other program areas municipal levy is apportioned after other sources of funding are accounted for including: user fees, grants, provincial and federal funding. The Inventory of Programs and Services includes a breakdown of the percentage of each funding source based on the on a five-year average.
- Under Ontario Regulation 402/22 “Budget and Apportionment” the Authority may use two methods to apportion costs to its member municipalities – modified current value assessment (MCVA) or the benefit-based apportionment.

#### Modified Current Value Assessment:

The assessment calculated by dividing the area of the participating municipality within the authority’s jurisdiction by its total area and multiplying that ratio by the modified current value assessment for that participating municipality. Used when the program or service benefits all of the participating municipalities.

#### Benefit Based Apportionment:

The assessment is calculated by the Authority evaluating the benefit that each participating municipality obtains from the program or service being offered or allocating to the municipality a portion of the program or service expense based on the ratio of the benefit afforded to the municipality by the program or services. Used when the program or service benefits one or more but not all of the municipalities within the authority’s jurisdiction or one or more of the participating municipalities is provided with a benefit that is disproportionate to the benefit provided to other participating municipalities.

- The tree planting and environmental monitoring programs benefit the entire watershed. Staff are proposing to apportion costs based on the MCVA model. This will ensure that the programs continue to run across the entire watershed. This ensures that regardless of which municipality a landowner resides in, they can still access the same services and resources.



### Apportionment Agreement

- The apportionment agreement should be easy to read; negotiated every five years (2024-2028).
- Annual financial commitments and apportionment of levy will be included as an appendix so that it can be easily amended on a yearly basis and negotiated as part of the Authority's overall budget process.

### Budget Process

- KCCA intends to continue to cycle on a four-year budget process. A four-year budget is being developed for 2024-2028. This will be developed over the summer of 2023 and will include projections for all operating and capital expenses.
- The four-year budget will be vetted with the Board of Directors and ready for public/municipal consultation by Fall 2023. KCCA will approve a four-year budget for planning purposes only. The annual budget will be vetted and adjusted as necessary and approved annually – including a 30 day consultation period before it is considered for approval at the Authority's AGM in February.

### Proposed Review Timeline

Staff are working towards presenting a draft Apportionment Agreement at the May Full Authority meeting after receiving feedback from municipal staff. If approved, staff will then initiate a consultation process with member municipality Councils in the hopes of executing agreements with each municipality in Fall 2023.

**Recommendation: For Information**

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# INVENTORY OF PROGRAMS AND SERVICES

APPROVED FEBRUARY 9, 2022

UPDATED JUNE 15, 2022

Page 74 of 99

## Kettle Creek Conservation Authority Inventory of Programs and Services

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
<b>NATURAL HAZARD MANAGEMENT</b>						
114	<b>Planning and Regulations</b>		1	Classification as Category 1 based on Ontario Regulation 686/21, s.6 (1-2), s.7 (1-2)	\$98,856	\$107,703
	Section 28/28.1 Permit Administration	Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, and consultants.			79% Municipal Levy 4% Provincial* 17% Self Generated**	82% Municipal Levy 2% Provincial* 17% Self-Generated**
	Review under Other Legislation	Input to the review and approval processes under other applicable law, with comments principally related to natural hazards, wetlands, watercourses and Section 28 permit requirements.				
	Municipal Plan Input and Review	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances).  Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of MNRF (delegated to CAs in 1983)				

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
	Drainage Act Review	Work with member municipality drainage superintendents to assess drain maintenance notifications, and review new drain proposals under the <i>Drainage Act</i> and <i>Conservation Authorities Act</i> (DART) protocol.				
110	Flood Forecasting and Warning	<p>Data collection and monitoring of local weather forecasts and provincial models (weather/flood potential/storm surge potential). Collecting data from stream gauge network (water level, flow and precipitation), snow surveys, and reviewing riverine ice conditions.</p> <p>Issuing standard flood messaging (Watershed Conditions Statements, Watches and Warnings) and Lake Erie Shoreline messaging related to storm surge (Lake Erie Shoreline Condition Statements, Watches and Warnings) to municipalities/media/emergency management groups.</p> <p>Communications with affected municipalities, local agencies, media, EMS, and residents prior to and during flood/storm surge/ice jamming events as needed. Conducting watershed tours and monitoring water levels, flood damage centers and precipitation/snow melt during and after high water.</p> <p>Development and maintenance of Ice Management Plan as required.</p>	1	Classification as Category 1 based on Ontario Regulation 686/21, s.2 (1-2), s.4 (1-3).	<p>\$189,140</p> <p>70% Municipal Levy 30% Provincial*</p>	<p>\$220,008</p> <p>84% Municipal Levy 16% Provincial*</p>

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
111	Dam Operations	KCCA owns, operates and maintains 3 dam structures on KCCA lands. Routine maintenance completed by CA staff or independent contractors as required. Repairs and capital improvement are accounted for in current asset management planning. One erosion control structure is maintained.	1	Classification as Category 1 based on Ontario Regulation 686/21, s.5 (1).	\$86,775 75% Municipal Levy 24% Provincial*	\$103,139 87% Municipal Levy 13% Provincial*
114/118	Natural Hazards Technical Studies and Information Management	Data collection, mapping, data sets and study of designs to mitigate natural hazards. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	1	Classification as Category 1 based on Ontario Regulation 686/21, s.1  Conducted as required; costs are associated with affected program area. Hazard mapping is included in Flood Forecasting Costs, technical guides are included in regulation/planning program costs and developed into annual budgets as required.	Costs assigned to different program areas as required.	
115	Low Water Response	Conditions monitoring and analysis (including water level, flow and precipitation) within the watershed using the Ontario Low Water Response protocol and hydrometric stream gauge network. Development and maintenance of a Water Response Team (WRT), chair and schedule meetings and updates as low water conditions require. Prepare low water reports, condition reports and media releases.	1	Classification as Category 1 based on Ontario Regulation 686/21, s.3 (1-2).  New Mandatory Deliverable. Historically, KCCA received \$4,000 from the Province on average to undertake this program until funding was withdrawn in 2019. As per current Board direction response and communication in accordance with Ontario Low Water Response guidelines during drought or low water response is not currently	New Program: \$4,000	Not Budgeted

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
				undertaken or budgeted. Data is collected as part of other mandatory programs and services. Further discussion and direction is required.		
<b>CONSERVATION LANDS MANAGEMENT</b>						
300	Significant Areas	<p>Management and maintenance of seven KCCA owned Conservation Areas for passive recreation including 25 kilometres of hiking trails</p> <p>Includes signage, fencing, gates, pavilions, roadways, parking lots, trail structures, stewardship, forest management, invasive species management, carry costs such as taxes and insurance.</p>	1	Classification as Category 1 based on Ontario Regulation 686/21, s.9.	<p>\$181,891</p> <p>88% Municipal Levy 12% Self-Generated**</p>	<p>\$253,461</p> <p>71% Municipal Levy 29% Self-Generated**</p>
200/250	Campgrounds	Management, operation and maintenance of Dalewood and Lake Whittaker campgrounds.	3 (No agreement required)	Campgrounds are operated independent of municipal levy.	<p>\$725,950</p> <p>100% Self-Generated**</p>	<p>\$831,403</p> <p>100% Self-Generated**</p>
301	<b>Other Conservation Areas</b>  Kettle Creek Dog Park	Existing agreement with the Municipality of Central Elgin and the City of St. Thomas to operate and maintain the Kettle Creek Dog Park.	2 (Existing agreement)	KCCA entered into an agreement with the Municipality of Central Elgin and the City of St. Thomas on February 5, 2014 to undertake an Off-Leash Dog Park at Dan Patterson Conservation Area. The agreement	<p>Kettle Creek Dog Park \$23,518 (fees split between Central Elgin and City of St. Thomas)</p>	<p>Kettle Creek Dog Park \$26,334 (fees split between Central Elgin and City of St. Thomas)</p>

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
	Belmont	Existing agreement with the Municipality of Central Elgin for use of a portion of lands for a public park and recreational amenities managed by the Municipality.	2 (Existing agreement)	includes a five-year renewal clause and remains in effect.		
	Union	Existing agreement with the Municipality of Central Elgin for use of a portion of lands for a public park and recreational amenities managed by the Municipality.	2 (Existing agreement)	KCCA entered into an agreement with the Municipality of Central Elgin in 2001 for the management of the Belmont and Union Conservation Areas. The agreement includes a five-year renewal clause and remains in effect.		
	Land Acquisition and Disposition Policy	Development of Land Acquisition and Disposition policy.	1	Classification as Category 1 based on Ontario Regulation 686/21, s.9 (2vi).  New Deliverable. KCCA has Acquisition Policy; should be updated to include Disposition Policy.	Costs included in Administration	
	Land Acquisition	Strategic acquisition of environmentally significant properties in the Kettle Creek watershed as guided by KCCA's Land Acquisition Policy.	3 (No agreement required)		100% Self-Generated**	
	Inventory of Conservation Authority Owned Lands	The land inventory will include the following information: location, date/method/purpose of acquisition, land use and a process for the periodic review and updating of the inventory by the CA.	1	Classification as Category 1 based on Ontario Regulation 686/21, s.11 (1-2).	New Program Required	TBD; Budget Preparation for 2023

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
				New Deliverable; Will require Board discussion to determine scope and cost.		
	Conservation Area Strategy Development	A strategy to guide the management and use of CA owned properties including: objectives, land use, natural heritage, classifications of lands, mapping, identification of programs and services on the lands.  Public consultation is required and Strategies are to be published to KCCA website.	1	Classification as Category 1 based on Ontario Regulation 686/21, s.10 (1-3).  New Deliverable; Will require Board discussion to determine scope and cost.	New Program Required	TBD: Budget Preparation for 2023
<b>WATERSHED MANAGEMENT</b>						
115	<b>Provincial Water Quality Monitoring</b>  Provincial Water Quality Monitoring Network (PWQMN)  Provincial Groundwater Monitoring Network (PGMN)	A long-standing (50+ year) CA/MECP partnership for surface water quality monitoring. KCCA collects water samples at 4 sites during the ice-free months; MECP provides equipment, supplies, training, laboratory analysis, and data management.  A long-standing (20+ year) CA/MECP partnership for groundwater level and quality monitoring at 7 sites. KCCA maintains equipment, data transfer to MECP, collects water samples, and downloads logger and rain gauge data. MECP provides equipment, training, sampling protocols, data management and laboratory analysis.	1	Classification as Category 1 based on Ontario Regulation 686/21, s.12 (1-3).	\$144,520  71% Municipal Levy 6% Provincial (SWP Grant) 23% Self-Generated**	\$139,524  86% Municipal Levy 2% Provincial (SWP Grant) 12% Self-Generated**



KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
115	<p><b>Watershed Monitoring</b></p> <p>Enhanced Surface Water Monitoring</p> <p>Watershed Report Card</p> <p>Municipal Drains</p>	<p>A long-term surface water quality program (15+ years) targeting areas of interest in the watershed (in addition to PWQMN). KCCA conducts monthly surface water sampling at six sites during the ice-free period and manages the data. KCCA collects benthic samples from ten baseline and twenty area of interest sites every fall using the Ontario Benthic Biomonitoring Network protocol. Data is used for watershed report cards, stewardship projects, data requests and program support and will be necessary for Land inventories, conservation area strategies and Core Watershed-based Resource Management Strategy.</p> <p>KCCA, in partnership with Conservation Ontario, prepares a Watershed Report Card every 5 years. The Report Card provides information to the public on surface water, groundwater, forest and wetland conditions in the watershed.</p> <p>Provide support and guidance for projects that require DFO review. Collection of fish community data as supported by DFO to determine watershed species, ranges and identify invasive species and aquatic species at risk.</p>	3 (Proposing agreement)	Not identified as a mandatory program however data is required to support KCCA programs and provides information on current watershed conditions, allows KCCA to track progress and target efforts for best results. Data will also support the mandatory Core Watershed-based Resource Management Strategy and Conservation Area Strategies.	Annual costs of non-mandatory program activities exclusive of staff wages is on average \$11,822.	2022 costs for non-mandatory program activities exclusive of staff wages \$14,529

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
116	Tree Planting	Coordination and implementation of tree planting across the watershed including landowner support and technical advice, site plan development, over the counter sales, site preparation and tending, seedling and large stock tree planting and applying for and managing external funding in support of tree planting.	3 (Proposing agreement)		\$227,835 49% Municipal Levy 51% Self-Generated**	\$265,706 44% Municipal Levy 56% Self-Generated**
117	Stewardship	Work with landowners and Municipalities to implement Best Management Practices to mitigate flood and erosion hazards, improve and protect water quality, restore floodplains and river valleys, reduce nutrient contamination, restore and enhance wetlands to reduce flooding peaks and augment low flow, management of terrestrial non-native invasive species.  Administration of the Elgin Clean Water Program and the Kettle Creek Clean Water Initiative, providing technical advice, applying for and managing external funding, promotion of stewardship and organizing outreach events.	3 (No agreement required)	Stewardship program is operated independent of municipal levy.	\$243,288 100% Self-Generated**	\$118,023 100% Self-Generated**
113	Elgin County Woodlands Conservation Bylaw	Undertake the Tree Commissioner contract for the County of Elgin, including administration of the Elgin County Woodlands Conservation By-law, review of harvest and clearing applications, undertake site visits and woodland inspections, attend council meetings or court as required.	2 (Existing agreement)	KCCA and the County of Elgin initiated a memorandum of understanding on April 5, 1994. The agreement renews annually.	\$44,899 County of Elgin	\$51,924 County of Elgin

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
		Undertake the Weed Inspector duties for the County of Elgin, including responding to weed related complaints and enforcement as required, assisting partner municipalities with weed identification and control advice.				
<b>SOURCE WATER PROTECTION</b>						
115	Drinking Water Source Protection Program	Support municipalities in the Kettle Creek Source Protection Authority to implement the policies of the Kettle Creek Source Protection Plan and meet the requirements of the <i>Clean Water Act</i> .	1	Classification as Category 1 based on Ontario Regulation 686/21, s.13 (1-4).	Staffing is supported through existing roles and assigned to Watershed Monitoring Costs (above). Governance is supported through Corporate Services Expenses. Transfer from SWP CA Lead to support this program averaged \$4,000.	\$3,451 (transfer from SWP CA Lead)
<b>EDUCATION AND OUTREACH</b>						
112/360	Education and Outreach	Curriculum-based education programs for elementary and secondary students and education and outreach programs for community groups/events.  Coordinating the annual Carolinian Forest Festival.  Provide expertise for speaking engagements at conferences, webinars etc.	3 (No agreement required)	Education programs and initiatives are operated independent of municipal levy.	\$43,868  100% Self-Generated**	\$41,235  100% Self-Generated**
<b>CORPORATE SERVICES (GENERAL ACTIVITIES)</b>						
100	Administration	Supporting KCCA Board of Directors in exercising its governance responsibilities and meeting its legislated responsibilities.	1	Classification as Category 1 based on Ontario Regulation 402/22, s.11, 12.	\$178,981  81% Municipal Levy	\$189,331

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
		Office of the GM, administrative support, human resources, accounting, purchasing and payroll, health and safety, customer service, legal, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority and its mandated roles.			9% Provincial* 10% Self-Generated**	77% Municipal Levy 6% Provincial* 17% Self-Generated**
112	Communications	Provide communications and marketing services in support of the Authority including website administration, media, crisis communications, public meetings, open houses and annual reporting.  Updating and maintaining CA website and social media outlets (Facebook, Twitter, Instagram) with current flood messaging and photographs and communicating with local media, municipal flood coordinators and emergency response teams during flood events.	1	Classification as Category 1 based on Ontario Regulation 402/22, s.11, 12. Classification as Category 1 based on Ontario Regulation 402/22, s.11, 12.	\$75,950  91% Municipal Levy 9% Self-Generated**	\$75,521  91% Municipal Levy 9% Self-Generated**
118	Information Technology Management/GIS	Data management and records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	1	Classification as Category 1 based on Ontario Regulation 402/22, s.11, 12.  Self-generated revenue expected to decrease over time. After provincial funding cuts in 2019, staffing dollars were re-directed to core program areas. Majority of GIS services are now outsourced decreasing ability to provide fee for service to	\$89,223  45% Municipal Levy 55% Self-Generated**	\$45,729  65% Municipal Levy 35% Self-Generated**

KCCA Department	Programs and Services	Description	Category	Notes	Annual Budget (Operating and Capital Costs) based on 5 Year Average (without Inflation)	2022 Draft Budget Amounts
				neighboring CAs and other partner agencies.		
400	Volunteerism and Fundraising	Preparing and submitting reports to CRA and financial reports for funding agencies.	1	Classification as Category 1 based on Ontario Regulation 402/22, s.11, 12.	Expenses included in Administration noted above.	
310	Vehicle Operations	Maintenance and service of vehicles and equipment to support the work of KCCA including capital purchases, fuel, licenses and repairs including implementation of a vehicle replacement policy.	1	Classification as Category 1 based on Ontario Regulation 402/22, s.11, 12.  Costs are apportioned to each program area/department and are accounted for in program areas.		
<b>CORE WATERSHED-BASED RESOURCE MANAGEMENT STRATEGY</b>						
	Strategy Development	Collate/compile existing resource management plans, watershed plans, studies and data. Strategy to include guiding principles and objectives to inform the delivery of mandatory programs and services. Public consultation is required and Strategy is to be published to KCCA website.	1	Classification as Category 1 based on Ontario Regulation 686/21, s.12 (4).  New Deliverable; Will require Board discussion to determine scope and cost.	New Program	TBD; Budget Preparation for 2023

\*For the purposes of this document “provincial” refers to only the transfer payment KCCA receives from the provincial government for the delivery of mandatory programs and services.

\*\* For the purposes of this document “self-generated” revenues includes permit fees, fees for service, user fees, grants including provincial and federal funding that KCCA has to apply and compete for and municipal fee for services agreements beyond municipal levy.

## SUMMARY OF PROGRAMS AND SERVICES BY CATEGORY

Category 1	Category 2			Category 3	
<p>Mandated Programs and Services which all CAs must provide in their jurisdiction. Eligible to be funded by municipal levy.</p> <p>Programs or Services as described in Ontario Regulation 686/21.</p>	<p>Programs and Services at the request of and on behalf of a Municipality through a MOU or other agreement.</p> <p>Programs or Services as described in Section 21.1.1 of the <i>Conservation Authorities Act</i>.</p>			<p>Programs and Services the CA determines are advisable to implement in the CA's jurisdiction. MOU/Agreement required for municipal levy continuance.</p> <p>Programs or Services as described in Section 21.1.2 of the <i>Conservation Authorities Act</i>.</p>	
	Agreement	Municipality	Date/Status	Agreement Proposed	No Agreement Required
Planning and Regulations	Kettle Creek Dog Park	Central Elgin/St. Thomas	February 2014/Current	Watershed Monitoring	Campgrounds
Flood Forecasting and Warning	Belmont and Union Conservation Areas	Central Elgin	2001/Current	Tree Planting	Land Acquisition
Dam Operations	Elgin County Woodlands Conservation Bylaw	County of Elgin	April 1994/Current		Stewardship
Natural Hazards Technical Studies/Info Management					Education
Low Water Response					
Significant Areas					
Land Acquisition and Disposition Policy					
Inventory of Conservation Authority Owned Lands					
Conservation Area Strategy Development					
Provincial Water Quality Monitoring					
Drinking Water Source Protection Program					
Administration					
Communications					
Information Technology Management/GIS					
Volunteerism and Fundraising					
Vehicle Operations					
Core Watershed-Based Resource Management Strategy					

\*KCCA intends to enter into an agreement with all member municipalities (Central Elgin, London, Malahide, Middlesex Centre, Southwold, St. Thomas, Thames Centre) for Watershed Monitoring and Tree Planting.

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TO: Full Authority  
FROM: Betsy McClure  
Date: April 19, 2023  
Subject: Kettle Creek Conservation Authority  
**Recommendation: For the information of members.**

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## **PURPOSE**

To provide an overview of the Kettle Creek Clean Water Initiative and the role of KCCA's Board of Directors in reviewing projects.

## **REPORT SUMMARY**

- In 2012, KCCA's Board approved the establishment of the Kettle Creek Clean Water Initiative where \$12,000 is pulled annually from the Stewardship Reserve to fund environmental projects in the Kettle Creek watershed.
- Project applications are reviewed by the Kettle Creek Conservation Authority's Board of Directors at Full Authority meetings.
- The decision to approve a project for funding, deny funding, or defer review, will be by motion and a Board vote.
- At the April Full Authority meeting, 2 wetland creation projects will be presented for consideration.

## **BACKGROUND**

In 2012, the Full Authority approved the establishment of the Kettle Creek Clean Water Initiative. The program provides funding support to landowners in the Kettle Creek watershed to undertake environmental projects on their property. Since then, \$12,000 has been approved annually to be pulled from the Stewardship Reserve to fund worthwhile stewardship projects. The funds are often leveraged to secure other funding sources and, in most years, funds are not required or only a partial amount is pulled from the Reserve.

Project applications are reviewed by the Kettle Creek Conservation Authority's Board of Directors at Full Authority meetings. The Stewardship Program Supervisor is responsible for presenting the projects anonymously to the Full Authority. The decision to approve a project for funding, deny funding, or defer review, will be by motion and a Board vote.

The KCCA Full Authority has the authority to place conditions for financial assistance or to specify a lower grant rate (i.e., <50%). This may be done under special circumstances, for example in the case of a low priority project or near the end of the year when the majority of available funds have been allocated.

The following project categories/funding rates are approved:

<b>Project Categories</b>	<b>Cost-Share Proportion</b>	<b>Grant Cap</b>	<b>Example Project Types</b>
Well Management	50%	\$500	<ul style="list-style-type: none"> <li>Decommissioning of unused wells</li> <li>Well upgrades, improvements</li> </ul>
Erosion Control	50%	\$4,000	<ul style="list-style-type: none"> <li>Cropland erosion control structures</li> <li>Field buffers</li> </ul>
Clean Water Diversion	50%	\$3,000	<ul style="list-style-type: none"> <li>Eavestroughs</li> <li>Berms and ditches to redirect runoff</li> </ul>
Habitat Enhancement/Restoration	50%	\$3,000	<ul style="list-style-type: none"> <li>Stream/riparian restoration projects</li> <li>Wetland creation/restoration</li> </ul>
Livestock Management	50%	\$3,000	<ul style="list-style-type: none"> <li>Watercourse fencing</li> <li>Alternative watering systems</li> </ul>
Other	50%	\$3,000	<ul style="list-style-type: none"> <li>Any other worthwhile project that meets the KCCWI objectives (ie. tallgrass prairie establishment)</li> </ul>

Ineligible Projects

The following projects are ineligible for funding:

- Exotic or invasive plant species plantings.
- Private new well construction, well pumps/plumbing or water purification/treatment systems.
- Proposed work to wells not carried out by a licensed well contractor.
- Lake Erie shoreline erosion control.
- Irrigation pond construction and stocking of ponds.
- Stocking of property with game.
- Field tile drainage for cropping purposes.
- Household green energy projects.
- Septic pump outs and septic system works associated with additional living spaces in a dwelling.

Eligible Expenses

The following expenses are eligible costs to be funded through the program:

- Construction materials and supplies
- Contractor and/or technician fees
- Design fees



At the April Full Authority meeting, 2 wetland creation projects will be presented for consideration.

A document outlining the KCCWI project categories is attached.

**Recommendation: For the information of members.**



## **Clean Water Initiative**

# **PROJECT CATEGORIES AND REQUIREMENTS**

# LIVESTOCK ACCESS RESTRICTION TO WATERCOURSES

Cost-Share Rate: 50%      Maximum Payment: \$3,000

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**Purpose:**

- To improve local water quality through the reduction and elimination of animal waste contamination by restricting livestock access to water sources

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**Eligibility:**

- All necessary permits/permissions must be obtained prior to construction

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**Eligible Projects:**

- Fencing along watercourses and wetlands
- Livestock crossings
- Alternative watering devices

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**Project Details:***Fencing*

- Only fencing along a ditch/watercourse or wetland will be considered.
- Temporary fencing will be considered eligible but will require a signed agreement requiring the applicant to install the fence prior to livestock being introduced to the pasture every year and to maintain the fence while livestock are present in the pasture.
- Maximum cost share will not exceed \$3.50/foot installed or \$2.50/foot for materials.
- Fencing must be at least 10 feet from the top of the bank of any watercourse unless access for drain maintenance is required. Setbacks will be confirmed by the applicant with the local Drainage Superintendent prior to installation.

*Crossings*

- Crossings can be mid-level, low flow crossings, bed level or above-flow crossings.
- To be eligible for cost-share on a crossing, fencing along the watercourse must either be undertaken concurrently, or livestock must already be restricted from the watercourse. For a bed level crossing, both sides of the crossing must be gated and the management plan must include driving livestock through the crossing.

*Alternative Watering Systems*

- Watering systems are eligible for funding only where livestock are restricted from the watercourse.

NOTE: Projects in and around waterways and ditches may need approval by municipalities, MNR, or the Conservation Authority prior to implementation. In addition, any work done on municipal drains requires prior approval from the municipality. The applicant is responsible for acquiring all necessary approvals at the applicant's expense.

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**Eligible Costs:**

- Engineering fees
- Labour (other than applicant or applicant's dependent family)
- Permanent or temporary fencing
- Alternative watering devices such as nose pumps, spring boxes, wind and solar powered pumping units; other systems may be considered.

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**Ineligible Costs:**

- New operations or a change in management
- Primary hydro lines
- Permits
- Cost of drilling new wells
- Labour and machinery use of the applicant, family dependents or the applicant's business

# EROSION CONTROL MEASURES

Cost-Share Rate: 50%      Maximum Payment: \$4,000

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**Purpose:**

- To improve local water quality through the reduction and elimination of erosion and sedimentation to water sources.

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**Eligibility:**

- All necessary permits/permissions must be obtained prior to construction
- Projects should be designed/constructed to the standards specified in the OMAFRA Soil Erosion Manual by a certified soil erosion control contractor

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**Eligible Projects:**

- Grass waterways
- Water and sediment control basins
- Terraces
- Streambank stabilization including ditchbank seeding, spillway drop structures, culvert protection and bioengineering techniques
- Drop structures

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**Project Details:**

- The chance of obtaining funding for erosion control projects will be enhanced if conservation tillage practices are used on adjacent fields.
- Design by professional engineers may be advisable on complex and/or large projects. Supervision of construction is not mandatory, yet may be specified as required by program representatives on large and/or complex projects.
- Projects should be designed to the standards specified in the OMAFRA Soil Erosion Manual by a certified soil erosion control contractor. A list of certified contractors can be found at:  
<http://www.omafra.gov.on.ca/english/engineer/facts/soilerosioncontractors.htm>
- Projects should be constructed by a certified erosion control contractor or completed by an experienced contractor that is under the direct supervision of the certified erosion control contractor. If projects are constructed by an experienced contractor under the supervision of the qualified erosion control contractor the qualified contractor must provide in writing to KCCA that the project was constructed as designed.
- Projects must utilize proper sediment control measures (i.e., silt fencing).
- Projects must obtain approval from appropriate agencies prior to construction. In addition, any work completed on municipal drains also requires prior approval from the municipality.
- All collected water must be taken to a sufficient and legal outlet.
- Plant species must be native to the Kettle Creek watershed unless otherwise agreed upon by KCCA.

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**Eligible Costs:**

- Assessment, design and construction costs
- Contractor labour
- Supervision
- Approved construction materials

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**Ineligible Costs:**

- Labour and machinery use of applicant, family dependents and the applicant's business
- Permits
- Systematic tile and other subsurface drainage systems that are not an integral part of erosion control structure
- Erosion control works on Lake Erie shoreline or valleylands influenced by lake erosional processes
- Construction of new drainage channels or repair of existing drainage systems (i.e., drainage ditch clean-outs)
- Costs associated with acquiring/planting invasive or non-native plant species

## DECOMMISSIONING UNUSED WELLS

Cost-Share Rate: 50%      Maximum Payment: \$500

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### Purpose:

- To prevent groundwater contamination via improperly abandoned or unused wells by encouraging the proper decommissioning of wells that are dry or no longer used.
- 

### Eligibility:

- Projects must comply with MOE's procedures for decommissioning or abandoning an unused water well (as per *O. Reg. 903/90* amended to *O. Reg. 128/03*). Details of the procedure must be documented on a water well record.
- 

### Eligible Projects:

- Proper decommissioning of unused wells (dug, bored or drilled) by a licensed contractor (as per *O. Reg. 903/90* amended to *O. Reg. 128/03*).
- 

### Project Details:

- Projects must comply with MOE's procedures for decommissioning or abandoning an unused water well (as per *O. Reg. 903/90* amended to *O. Reg. 128/03*). Details of the procedure must be documented on a water well record.
  - A copy of the well record must be submitted upon completion of the project to the MOE and a photocopy of the well record to KCCA
  - Well pits must be properly decommissioned.
  - All appropriate permits as required by the appropriate agency will be obtained at the applicant's expense.
- 

### Eligible Costs:

- Licensed contractor fees
  - Materials associated with the proper well decommissioning procedures
- 

### Ineligible Costs:

- Permits
- Labour and machinery use of applicant, family dependents and the applicant's business

## WELLHEAD PROTECTION

Cost-Share Rate: 50%      Maximum Payment: \$500

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### Purpose:

- To reduce the risk of contamination of well water by implementing proper construction and maintenance practices and safeguards for existing wells.
- 

### Eligibility:

- Any works involving alteration to the well, must be completed by a licensed well contractor (as per *O. Reg. 903/90* amended to *O. Reg. 128/03*).
  - All necessary permits/permissions must be obtained prior to construction
- 

### Eligible Projects:

- Installing pitless adapter to replace drilled well parts
  - Grading and permanently seeding soil surface around well
  - Sealing annular space around well casing
  - Upgrading or replacement of dilapidated casing
  - Extending well casing to 16 inches (40 cm) above finished grade
  - Proper wellhead caps
  - Landscaping to divert water away from wellhead
- 

### Project Details:

- Landowners are encouraged to hire a licensed contractor to do the work. If the work involves any alteration to the well, it must be done by a licensed well contractor (as per *O. Reg. 903/90* amended to *O. Reg. 128/03*). Details of the procedure must be documented on a water well record.
  - Well pits must be properly decommissioned when a drilled well casing is extended.
- 

### Eligible Costs:

- Licensed contractor fees
  - Materials and labour
  - Wiring and plumbing costs associated with the well upgrades
  - Baseline water quality tests
- 

### Ineligible Costs:

- Permits
- Water purification or treatment systems
- Drilling of new wells
- Labour and machinery use of applicant, family dependents and the applicant's business

## CLEAN WATER DIVERSION

Cost-Share Rate: 50%      Maximum Payment: \$3,000

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### Purpose:

- To reduce the amount of contaminated runoff from manure storages and exercise yards by diverting clean rain and snow meltwater away from sources of contamination to a satisfactory outlet.
- 

### Eligibility

- All necessary permits/permissions must be obtained prior to construction
- 

### Eligible Projects:

- Eavestroughs that direct water away from exercise yards and manure storage areas
  - Clean water diversion structures such as berms and ditches that direct clean water away from an exercise yard or manure storage
  - Any other permanent technique to keep rain and snow from becoming contaminated by manure, or adding to the volume of contaminated runoff
- 

### Project Details:

- Downspouts located where livestock can access them must be made of Schedule 40 PVC (or stronger materials) and be well secured to prevent dislodging.
  - All clean water diversion projects must discharge clean water away from any source of contamination and not pose other hazards such as soil erosion.
  - Berms, tile outlets and ditches must be properly constructed.
  - Debris traps must be installed on all downspouts.
  - All appropriate permits as required by the appropriate agency will be obtained at the applicant's expense.
- 

### Eligible Costs:

- Materials and labour associated with the approved project
- 

### Ineligible Costs:

- Permits
- Paving of exercise yards
- Labour and machinery use of applicant, family dependents and the applicant's business

# WETLAND AND RIPARIAN HABITAT ENHANCEMENT/RESTORATION/PROTECTION

Cost-Share Rate: 50%      Maximum Payment: \$3,000

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**Purpose:**

- To improve local water quality/quantity, habitat structure, functionality and diversity to support healthy and diverse aquatic and terrestrial communities.
- 

**Eligibility:**

- All necessary permits/permissions must be obtained prior to construction
- 

**Eligible Projects:**

- Preservation, restoration or creation of wetlands/riparian wetland areas
  - Riparian habitat creation/restoration
- 

**Project Details:**

- Livestock must be restricted from the project area.
  - All appropriate permits as required by the appropriate agency will be obtained at the applicant's expense.
  - Municipal approval must be obtained for any alteration of existing drainage works.
  - Plant species must be native to the Kettle Creek watershed unless otherwise agreed upon by KCCA.
- 

**Eligible Costs:**

- Assessment and design costs
  - Materials and labour associated with the approved project
- 

**Ineligible Costs:**

- Permits
- Labour and machinery use of applicant, family dependents and the applicant's business
- Costs associated with acquiring/planting invasive or non-native plant species



## OTHER PROJECTS

Cost-Share Rate: 50%      Maximum Payment: \$3,000

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### Purpose:

- The Other Projects category is proposed to offer assistance for projects that do not fit into the existing categories.
  - Projects must demonstrate improved water quality, habitat creation or benefits to overall watershed health.
- 

### Eligibility:

- Projects which do not fit into any of the existing categories.
  - Projects must demonstrate improved water quality, habitat creation or benefits to overall watershed health.
- 

### Project Details:

- Other Projects grants can complement a project that is eligible for another project category.
  - All appropriate permits as required by the appropriate agency will be obtained at the applicant's expense.
  - Plant species must be native to the Kettle Creek watershed unless otherwise agreed upon by KCCA.
- 

### Eligible Costs:

- Project design
  - Project monitoring
  - Licensed contractor fees
  - Materials and labour associated with the approved project
  - Items not covered in the other project categories will be at the discretion of the Stewardship Program Supervisor
- 

### Ineligible Costs:

- Permits
- Labour and machinery use of applicant, family dependents and the applicant's business

TO: Board of Directors  
 FROM: Joe Gordon  
 Date: April 19, 2023  
 Subject: April 2023 Planning and Regulations Activity Report



**RECOMMENDATION:**

**That the April 2023 Planning and Regulations Activity Report be received.**

**REPORT SUMMARY**

The following is a summary of KCCA’s Plan Input and Review responses and Section 28 permits issued by staff during the period of March 10 to April 14, 2023.

**Plan Input and Review:**

KCCA #	File No.	Municipality	Application Type	Support	Conditions
2318	SPC23-034	London	Site Plan	Yes	None
2319	ZBA 2023-03 10247 Talbotville Gore Rd	Southwold	Zoning ByLaw	Yes	None
2320	ZBA 2023-04 38652 Longhurst Line	Southwold	Zoning ByLaw	Yes	None

**Section 28 Permit(s):**

Permit No.	Address	Municipality	Description
<b>P23-010</b>	392 Edith Cavell Blvd	Central Elgin	Reconstruction of an existing dwelling/cottage located within the Lake Erie Flood Uprush area incorporating floodproofing standards consistent with the Port Stanley Floodproofing Elevations and Development Guide (TRUE Eng, 2022).
<b>P23-011</b>	236 Edward Street	Central Elgin	Removal of contaminated soil material from shoreline erosion hazard lands based on analysis and recommendation from MTE Engineering and backfill with engineered fill to match existing surrounding grade. Contaminated soils were disposed of

			at a licensed disposal facility and the project was overseen by geotechnical engineering.
<b>P23-012</b>	Thomas Rd Pt 2 Plan 11R9192	Southwold	Construction of a new dwelling, septic system and driveway on an existing vacant lot. The development has been designed and supported by civil and geotechnical engineering to address the driveway construction on a slope and drainage.