



# Full Authority Agenda

November 15, 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 November 15, 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) October 18, 2023 Full Authority Meeting.....4

**Recommendation:** That the minutes of the October 18, 2023 Full Authority meeting be approved.

- b) November 8, 2023 Executive Committee Meeting .....10

In adopting the minutes of the November 8, 2023 Executive Committee Meeting the Full Authority is adopting recommendations and endorsing the actions required therein.

**Recommendation:** That the minutes of the November 8, 2023 Executive Committee meeting be approved.

### **Matters Arising**

- a) Media Report (Marianne) .....12
- b) Project Tracking (Elizabeth) .....15
- c) Watershed Conditions (Jennifer) .....17

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

### **Correspondence**



# Full Authority Agenda

November 15, 2023

KCCA Admin Centre

10:00 a.m.

## Statement of Revenue and Expenses

### New Business

- a) MFIPPA and FIPPA Delegation (Elizabeth) .....19

**Recommendation:** That Motion FA43/2017 be rescinded.

**Recommendation:** Whereas, under Section 3, subsection (2) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 c.M.56 the members elected or appointed to a board, commission or other body that is an institution under the Act may designate in writing from among its members an individual or committee of the body to act as head of the institution for the purposes of the Act;

And whereas the Kettle Creek Conservation Authority deems it necessary and expedient to designate a head for the purposes of the Act;

Now, therefore, the Kettle Creek Conservation Authority hereby designates the position of Chair of the Kettle Creek Conservation Authority as head for the purposes of the Municipal Freedom of Information and Protection of Privacy Act;

And Further that the position of GIS/Information Services Coordinator be appointed as the Freedom of Information and Protection of Privacy Coordinator for the purposes of overall implementation at the staff level of the requirements of the Act.

- b) Crew Lead – Lake Whittaker Contract Position (Joe) .....21

**Recommendation:** That the Crew Lead – Lake Whittaker contract position be posted in December 2023 to facilitate an early start date in 2024.

- c) 2024 Proposed Fee Increases (Elizabeth/Joe).....27

**Recommendation:** That the proposed 2024 Fee Schedules for Section 28 (Schedule 1); Conservation Areas (Schedule 2) and Other Watershed Programs and Services (Schedule 3) be approved; and further

That the schedules take effect January 1, 2024.



# Full Authority Agenda

November 15, 2023

KCCA Admin Centre

10:00 a.m.

d) Open Data License and Fees (Elizabeth).....34

**Recommendation:** That the proposed procedure for the release of mapping, data and data derived products in KCCA’s control be implemented; and further

That Appendix 4 of KCCA’s Fee Policy entitled Administrative Services be approved and implemented effective immediately.

e) 2024 Seasonal Camper Application (Joe).....42

**Recommendation:** That the 2024 Seasonal Camping Permit Application be approved as presented.

f) 2024 Proposed Meeting Dates (Elizabeth) .....64

**Recommendation:** That the 2024 Meeting Dates be approved.

g) Draft 2024 Budget and Municipal Apportionment Consultation Approval (Elizabeth).....65

**Recommendation:** That Budget 2024 – Draft #1 be approved for consultation purposes, circulated to all participating municipalities, and posted to KCCA’s website.

h) November Planning and Regulations Activity Report (Joe).....85

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

**Closed Session**

- a) Closed Session Minutes October 18, 2023
- b) Closed Session Minutes November 8, 2023
- c) Legal Matter – Solicitor Client Privilege
- d) Legal Matter – Potential Acquisition

**Up Coming Meetings**

KCCA Full Authority Meeting

December 20, 2023

Hybrid

10:00 a.m.



# Full Authority Minutes October 18, 2023

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, October 18, 2023 at 10:00 a.m. The meeting was streamed live to Facebook.

In the absence of Chair Jones, Vice Chair Baldwin-Sands assumed the Chair and brought the meeting to order.

**Audio/Video Record Notice**

Board members, staff, guests and members of the public are advised that the Full Authority Board/Committee meeting is being video/audio 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.

**Members Present:**

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

**Members Absent:**

Grant Jones (Chair)	Southwold
Todd Noble	Central Elgin

**Staff Present:**

Jennifer Dow	Water Resources Supervisor	In Person
Joe Gordon	Manager of Planning and Development	In Person
Jessica Kirschner	GIS/Information Services Coordinator	Virtual
Marianne Levogiannis	Public Relations Supervisor	Virtual
Betsy McClure	Stewardship Program Supervisor	Virtual
Elizabeth VanHooren	General Manager/Secretary Treasurer	In Person

As some members and guests attended virtually, all votes were recorded and are included in the Recorded Vote Registry.

### **Introductions & Declarations of Pecuniary Interest**

There were no declarations of pecuniary interest.

### **Hearing Board**

There was no Hearing required.

### **Minutes of Meeting**

#### **FA115/2023**

**Moved by: Sam Trosow**

**Seconded: Sharron McMillan**

That the minutes of the September 20, 2023 Full Authority meeting be approved.

**Carried**

### **Matters Arising**

Under Item d) VanHooren reported that Conservation Ontario approved its 2024 Budget and levy at its September 25, 2023 meeting. The overall levy increase is 3.3%. KCCA 2024 levy to Conservation Ontario will be \$23,547 - up \$921 from 2023.

#### **FA116/2023**

**Moved by: Sharron McMillan**

**Seconded: Jim Herbert**

That Matters Arising a) through d) be received.

**Carried**

### **Correspondence**

- a) From Hamilton Conservation Authority Motion Re: Natural Heritage Protection September 7, 2023
- b) From KCCA to Ministry of Natural Resources and Forestry Re: Extension to Conclude Cost Apportioning Agreements September 27, 2023.

#### **FA117/2023**

**Moved by: Jerry Pribil**

**Seconded: John Wilson**

That the correspondence be received.

**Carried**

**Statement of Revenue and Expenses**

**FA118/2023**

**Moved by:** John Wilson

**Seconded:** Sam Trosow

That the Statements of Revenue and Expenses dated September 30, 2023 be received.

**New Business**

- a) Dalewood Dam Municipal Class Environmental Assessment

**FA119/2023**

**Moved by:** Sharron McMillan

**Seconded:** Jerry Pribil

Based on the Dalewood Dam Options Report July 2023, that staff be directed to allocate \$30,000 in the 2024 budget to initiate the Environmental Assessment process in 2024.

**FA120/2023**

**Moved by:** Frank Berze

**Seconded:** Jim Herbert

That the Dalewood Dam Inspection conducted by GD Vallee dated October 3, 2023 be received.

- b) Dalewood Dam Stop Log Operations

**FA121/2023**

**Moved by:** Jim Herbert

**Seconded:** Frank Berze

That the Report from True Consulting on the Dalewood Dam Stop Log Operations dated October 10, 2023, be approved; and further

That based on the advice provided, staff be directed to make the necessary changes to the operations of the Dalewood Dam effective immediately.

**Carried**

- c) 2024-2027 Budget Planning
  - i) Draft 2024-2027 Strategic Work Plan

**FA122/2023**

**Moved by:** Frank Berze  
**Seconded:** Sam Trosow

That the 2024-2027 Work Plan be approved and used to finalize the 2024-2027 Budget.

- ii) 2024 -2027 Draft Capital Budget Projections

**FA123/2023**

**Moved by:** John Wilson  
**Seconded:** Sharron McMillan

That the staff report on Draft Capital Budget Projections be received.

**Carried**

- d) 2023 Year End Capital Purchase

**FA124/2023**

**Moved by:** Sharron McMillan  
**Seconded:** Jim Herbert

That staff be directed to increase the computer replacement capital budget by \$4,000 to undertake required computer purchases in 2023; and further

That staff be authorized to purchase a work truck using an upset capital budget of \$50,000.

**Carried**

- e) October Planning and Regulations Activity

**FA125/2023**

**Moved by:** Jerry Pribil  
**Seconded:** Frank Berze

That the October Planning and Regulations Activity report be received.

**Carried**

**Closed Session**

The Closed Session meeting began at 11:07 a.m.

**FA126/2023**

**Moved by:** Sharron McMillan  
**Seconded:** John Wilson

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

**Carried**

**FA127/2023**

**Moved by:** Sharron McMillan

**Seconded:** John Wilson

That the Full Authority revert to open session and report.

**Carried**

The Open Session resumed at 11:22 a.m.

a) Minutes

**FA128/2023**

**Moved by:** Jerry Pribil

**Seconded:** Sam Trosow

That the minutes of the Closed Session meeting of the September 20, 2023 Full Authority Meeting be approved.

**Carried**

b) Property Matter – Possible Land Acquisition

c) Legal/Property Matter

**FA129/2023**

**Moved by:** Sam Trosow

**Seconded:** Sharron McMillan

That staff proceed as directed on a property and a legal matter.

**Carried**

**Upcoming Meetings**

The next Full Authority Meeting is November 15, 2023.

The meeting adjourned at 11:24 a.m.



\_\_\_\_\_  
Elizabeth VanHooren  
General Manager/Secretary Treasurer

\_\_\_\_\_  
Lori Baldwin-Sands  
Vice Chair



**Recorded Vote Registry FA115/2023 to FA120/2023**

A=Absent Y=Yes N=No

Board Member	FA115/2023	FA116/2023	FA117/2023	FA118/2023	FA119/2023	FA120/2023
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	Y	Y	Y	Y	Y	Y
Herbert	Y	Y	Y	Y	Y	Y
Jones	A	A	A	A	A	A
McMillan	Y	Y	Y	Y	Y	Y
Noble	A	A	A	A	A	A
Pribil	Y	Y	Y	Y	Y	Y
Trosow	Y	Y	Y	Y	Y	Y
Wilson	Y	Y	Y	Y	Y	Y
<b>Result</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>

**Recorded Vote Registry FA121/2023 to FA126/2023**

A=Absent Y=Yes N=No

Board Member	FA121/2023	FA122/2023	FA123/2023	FA124/2023	FA125/2023	FA126/2023
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	Y	Y	Y	Y	Y	Y
Herbert	Y	Y	Y	Y	Y	Y
Jones	A	A	A	A	A	A
McMillan	Y	Y	Y	Y	Y	Y
Noble	A	A	A	A	A	A
Pribil	Y	Y	Y	Y	Y	Y
Trosow	Y	Y	Y	Y	Y	Y
Wilson	Y	Y	Y	Y	Y	Y
<b>Result</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>

**Recorded Vote Registry FA127/2023 to FA129/2023**

A=Absent Y=Yes N=No

Board Member	FA127/2023	FA128/2023	FA129/2023
Baldwin-Sands	Y	Y	Y
Berze	Y	Y	Y
Herbert	Y	Y	Y
Jones	A	A	A
McMillan	Y	Y	Y
Noble	A	A	A
Pribil	Y	Y	Y
Trosow	Y	Y	Y
Wilson	Y	Y	Y



# Executive Committee

## Executive Committee Meeting Minutes    November 8, 2023

A meeting of the Executive Committee was held on November 8, 2023 at 10:05 a.m. with members, staff and guests joining in-person.

The meeting came to order at 10:05 a.m.

**Members Present:**

Lori Baldwin Sands, Vice Chair	City of St. Thomas	In Person
Frank Berze	Middlesex Centre	In Person
Grant Jones, Chair	Township of Southwold	In Person
Todd Noble	Municipality of Central Elgin	In Person
John Wilson	Malahide Township	In Person

The following staff members were also present.

**Staff Present:**

Joe Gordon	Manager of Planning and Development	In Person
Elizabeth VanHooren	General Manager/ Secretary Treasurer	In Person

**Guests Present:**

Grant Inglis	KCCA's Solicitor
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**Introductions and Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

**Closed Session**

The Closed Session meeting began at 10:05 a.m.

**EC06/2023**

**Moved by:**     **Todd Noble**

**Seconded:**    **Lori-Baldwin Sands**

That the Executive Committee move to Closed Session to discuss Legal, Personnel or Property matters.

**Carried**

**EC07/2023**

**Moved by: Frank Berze**

**Seconded: Todd Noble**

That the Full Authority revert to Open Session and Report.

**Carried**

The Open Session resumed at 11:49 a.m.

Todd Noble declared a pecuniary interest on Item a) Legal Matter – Client Solicitor Privilege. He removed himself from the Closed Session meeting during this item and did not participate in the vote.

- a) Legal Matter – Client Solicitor Privilege

**EC08/2023**

**Moved by: John Wilson**

**Seconded: Lori Baldwin-Sands**

That staff proceed as directed on a legal matter.

**Carried**

- b) Personnel Matter

- c) Personnel Matter

**EC09/2023**

**Moved by: Frank Berze**

**Seconded: John Wilson**

That staff proceed as directed on both personnel matters.

**Carried**

That the meeting adjourned at 11:50 a.m.



Elizabeth VanHooren  
General Manager/Secretary Treasurer

Grant Jones  
Chair



The annual educational Carolinian Festival was held over four days at Springwater Conservation Area last week. The program was spearheaded by Kettle Creek Conservation Authority with help from Catfish Creek Conservation Authority, East Elgin Secondary School's Environmental Leadership Program, EESS leadership and events classes and other school and community agencies. Left picture. ELP Per Makaela Gilbert was at the "Slip Sliding Away" station, teaching about erosion, what made it worse and what could help prevent it. Pupils dropped bouncing balls down the sides of the station to simulate rain fall, and learn how some landscapes retained and slowed water to deter erosion. Middle picture. Holden Gibbons of ELP instructed pupils at the "Don't Be Cavity Free" station, about creating habitats for primary and secondary nesting animals in the forest. The pupils are looking at a tree used as a home by the Pileated Woodpecker. Right picture. Valaurie Carson of ELP used a board game to teach about "bee friendly" communities, why bees were essential and how they could be helped to prosper.

(AE/contributed)



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(AE/contributed)



Staff had a great two-days attending the Conservation Area workshop. Thanks to [Credit Valley Conservation](#) for hosting an informative, educational and interesting networking event!

Next week, staff are preparing to lift stop logs at the Dalewood Dam. As a result, residents may see lower water levels in the Dalewood Reservoir over the coming months. To learn more about, please visit KCCA's website: <https://www.kettlecreekconservation.on.ca/lower-water.../>



## Facebook/Instagram

### Summary

**November 2023**

Facebook Followers: 3,624

Instagram Followers: 1,281

Facebook Post Reach: 9,469

Instagram Reach: 481





**Kettle Creek CA** @KettleCreekCA · 12m

Promote ...

With funding support from the Invasive Species Action Fund (@InvSp), an #InvasiveSpecies management plan is being developed for Kirk Cousins. Staff have already been busy initiating management of Spotted Knapweed through mowing and targeted herbicide application. @ONresources



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**Kettle Creek CA** @KettleCreekCA · 12m

...

Spotted knapweed is a noxious plant that takes over grasslands and pastures. This is part of a multi-year effort to bring a number of #InvasivePlants, including European Buckthorn and Autumn Olive under control at Kirk Cousins. #lovemywatershed 2/2 @InvSp @ONresources

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## Twitter Summary

November 2023

Impressions: 1,400

Tweets: 6

Followers: 1,384



### Corporate Services

- Attended the Conservation Areas Workshop October 24-26
- Christmas Mini Photo Sessions booked at Dan Patterson Conservation Area for Saturday, November 18
- Preparation for slide digitization and document scanning underway
- Ongoing website updates/enhancements including new media releases and a Service Disruptions page
- Video footage for Deer Ridge CA complete
- Ongoing collection of seasonal camper payments
- Distribution of 2023 hydro deposits at Dalewood complete
- Deactivated all seasonal proxy cards for campground gates
- New computers received and set up for Public Relations Supervisor and Boardroom

### Flood Forecasting/Environmental Monitoring

- Conducted the Dalewood Reservoir ecological survey with North-South Environmental on October 17, 2023 prior to lifting the stop logs at the Dalewood Dam. Final report was received on October 27, 2023.
- Completed the seasonal lifting of the stop logs at Dalewood Dam to reduce the hydrostatic pressure over the winter months on October 26-27, 2023 .
- Managing the Flood Hazard Identification and Mapping Program (FHIMP) project to update floodplain mapping in the Dodd Creek subwatershed. Attended a FHIMP project team meeting on October 19, 2023, with MNRF and MECP to review project progress and deliverables. Currently, the project is on track for completion in February 2024.
- Collected surface water samples throughout the KCCA watershed for the month of October as part of the ongoing (PWQMN) surface water monitoring program.
- Collected groundwater samples and downloaded logger data from the KCCA monitoring wells as part of the ongoing (PGMN) groundwater monitoring program.
- Reviewing municipal drain maintenance notifications and new drainage works proposals and attending site visits as needed.

## Stewardship and Outreach

- Oversaw construction of a wetland creation project in the City of St. Thomas.
- Submitted 4 wetland creation and tallgrass prairie establishment projects to the Nature Smart Climate Solutions Fund through Conservation Ontario.
- Held the Forest Festival Wrap Up meeting to review feedback on the Festival and initiate planning for the 2024 Festival.
- Submitted a proposal to OMAFRA for funding to support outreach and education efforts to watershed farmers and BMP implementation.
- Reviewing historical Full Authority minutes for information to complete the CA Act required deliverable - Land Inventory.
- Initiated planning for the 2024 St. Thomas-Elgin Children's Water Festival - a four-day Festival that will be held in May at Pinafore Park in St. Thomas, engaging over 3,000 local grades 2-5 students.

## Forestry

- Completed final reporting for TD Tree Days funding
- Completed 1st, 2nd, and 5th year survival assessments on tree planting sites.
- Completed Phragmites spraying on Authority properties.
- Starting site visits for 2024 tree planting sites.
- Assisted with log lifting at Dalewood Dam.
- Buckthorn removal and treatment at Deer Ridge Conservation Area.
- Led a volunteer invasives species removal event at Kirk Cousins Management Area with two class from Regina Mundi Catholic College on November 9th.

## Conservation Areas and Maintenance

- Completed the following tasks at Kirk Cousins Management Area as part of enhancement plan; Removed old parking lot barriers, contractor reconstructed gravel parking lot and sitting area, installed new parking lot barrier posts and gates.
- Maintenance day held at Kettle Creek Dog Park - park closed to clear vegetation from fence line, deliver material to shade shelters, fill holes, add gravel to corals and inspect and repair fence line.
- Performed assessment of all KCCA trails to identify areas in need of vegetation removal, re routes or tread repair.
- Winterizing of the campgrounds - blowing out water lines, winterizing buildings, mulching/blowing leaves on sites and grounds, removing fishing platforms.
- Off season equipment servicing occurring.



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TO: Board of Directors  
FROM: Jennifer Dow  
Date: November 15, 2023  
Subject: November 2023 Watershed Conditions Report  
**Recommendation: For information**

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## PURPOSE

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

## REPORT SUMMARY

- Lake Erie and watershed watercourses are fluctuating with rain events. Lake Erie is continuing its seasonal decline.
- Staff will begin conducting snow surveys and ice monitoring in the watershed on November 15, 2023, and will continue until May 15, 2024.
- Staff lifted the stop logs at Dalewood Dam to reduce the hydrostatic pressure over the winter months.

## BACKGROUND

As of November 5, 2023, Lake Erie's static water level daily mean was 174.32m. This water level is 28cm above Lake Erie's period-of-record (1918-1922) average, 8cm higher than what was recorded at the same time last year, and 56cm lower than the 1986 record high. This level does not account for any increase in water levels due to storm surge or wind driven waves. Lake Erie dropped 2cm over the month of October, where normally, Lake Erie experiences a 4cm long-term average decline. Water levels in Lake Erie could reach the long-term average if water supplies are much drier than normal over the winter months.

The KCCA watershed historically receives 72.5mm of rain during the month of October. The watershed received 77% of the average total rain for the month of October. The three-month precipitation levels are below normal for August to October. The Environment Canada outlook for November to January indicates above normal temperatures and normal precipitation for the region.

As of November 3, 2023, there are five CAs in a confirmed Level 1 Low Water Condition in the Southern Region: Cataraqui CA, Toronto and Region CA, Central Lake Ontario CA, Credit River CA and Lower Trent CA.

As we move out of fall and into the winter months, the seasonal snow survey and ice monitoring activities will start on November 15, 2023, and continues every two weeks until May 15, 2024. Staff monitor snow depth, snow density, crust thickness and calculate the snow water equivalent at two snow survey sites located in the watershed (at Dan Patterson and Lake Whittaker). This information is used to forecast potential flood events during thaws and the spring freshet. Ice monitoring occurs in areas of the watershed that are prone to ice jamming. The critical range for ice jamming potential in Port Stanley is when ice is 25.4 to 35.6 cm (10 to 14 in) thick.

Between October 18-25, 2023, staff slowly lowered the water in the Dalewood Reservoir using the low flow valve and by lifting the stoplogs in bays two and three a couple of inches. When the reservoir water levels were at the sill of the dam, the logs in all four bays were lifted over the course of two days (October 26-27, 2023). Staff will monitor the dam over the course of the winter months and the stop logs will be replaced following the spring freshet.

## **RECOMMENDATION**

**For information.**



*Measuring snow depth at Dan Patterson CA.*

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TO: Board of Directors  
FROM: Elizabeth VanHooren  
Date: November 15, 2023  
Subject: Designation of Freedom of Information and  
Protection of Privacy Act



**Recommendation #1:**

That Motion FA43/2017 be rescinded.

**Recommendation #2:**

Whereas, under Section 3, subsection (2) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 c.M.56 the members elected or appointed to a board, commission or other body that is an institution under the Act may designate in writing from among its members an individual or committee of the body to act as head of the institution for the purposes of the Act;

And whereas the Kettle Creek Conservation Authority deems it necessary and expedient to designate a head for the purposes of the Act;

Now, therefore, the Kettle Creek Conservation Authority hereby designates the position of Chair of the Kettle Creek Conservation Authority as head for the purposes of the Municipal Freedom of Information and Protection of Privacy Act;

And Further that the position of GIS/Information Services Coordinator be appointed as the Freedom of Information and Protection of Privacy Coordinator for the purposes of overall implementation at the staff level of the requirements of the Act.

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**PURPOSE:**

As a matter of housekeeping change the appointment and duties of the Freedom of Information and Protection of Privacy Coordinator to the position GIS/Information Services Coordinator from the Director of Operations.

**SUMMARY:**

- Under the Municipal Freedom of Information and Protection of Privacy Act KCCA may designate in writing a individual or committee of the Board to act as head of the institution and if warranted a coordinator.

- For the purposes of the Municipal Freedom of Information and Protection of Privacy Act, in 2017 Motion FA43/2017 appointed the Chair of the Board as the Head and the Director of Operations (Joe Gordon) as the Freedom of Information and Protection of Privacy Coordinator.
- As part of the 2022 salary review, job descriptions were reviewed and re-written. At the time it was determined that the role of the Privacy Coordinator was better suited to the job description of the GIS/Information Services Coordinator.
- The proposed motion is a housekeeping matter to officially re-assign these duties in accordance with the Act.

## **BACKGROUND**

Under the Municipal Freedom of Information and Protection of Privacy Act KCCA may designate in writing a individual or committee of the Board to act as head of the institution and if warranted a coordinator. In 2017 the position of Head was assigned to the Chair of the Board and the position of Coordinator was assigned to Joe Gordon who at the time held the title of Director of Operations.

During the 2022 Salary review job descriptions were reviewed and re-written. At the time it was determined that the duties of the Privacy Coordinator better fit with the job duties and responsibilities of the GIS/Information Coordinator as this position is responsible for the IT infrastructure of the Authority and would ultimately be responsible for required document searches.

Early in 2023, the GIS/Information Coordinator completed training relative to the role and is now in a position to assume the necessary duties.

The “head” of an institution is the legal term that refers to the official accountable and responsible for:

- Overseeing the administration of the legislation;
- Ensuring compliance with the legislation and regulations; and
- Making decisions regarding the legislation.

The coordinator is responsible for handling incoming requests and correspondence; processing applications and fees; searching and reviewing records; providing notice to affected parties; and preparing copies and records for release. Due to the size of KCCA and due to limited requests the position will continue to be supported by the management team as required to obtain legal advice and approvals through the head.

**Recommendations: See Above.**

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TO: Board of Directors  
FROM: Joe Gordon, Elizabeth VanHooren  
Date: November 15, 2023  
Subject: Crew Lead – Lake Whittaker Contract Position



**Recommendation:** That the Crew Lead – Lake Whittaker contract position be posted in December 2023 to facilitate an early start date in 2024.

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**PURPOSE:**

To seek approval to post the Crew Lead – Lake Whittaker contract position in December of 2023.

**SUMMARY:**

- KCCA maintains two (2) forty-week Crew Lead contract positions that assist the Conservation Area Coordinators with their responsibilities for the day-to-day operations of the Authority’s two campgrounds.
- The Crew Lead employee for Lake Whittaker submitted their resignation in September this year to return to school and continue their education.
- Staff would like to begin seeking a replacement for the Lake Whittaker Crew Lead position in December of 2023 to facilitate an early start date in 2024.

**BACKGROUND:**

KCCA maintains two (2) forty-week Crew Lead contract positions that assists the Conservation Area Coordinators with their responsibilities for the day-to-day operations of the Authority’s two campgrounds. The Crew Lead Job Description is attached for information.

These two contract positions have typically began employment in March of each year after approval of the annual budget. The 40-week contract provides an opportunity for the Crew Lead positions to assist with the pre and post operating season responsibilities.

In 2024, staff are proposing an earlier start date for one or both of the Crew Lead positions in order to assist the field staff with hazard tree removal which usually takes place after snowfall in January or February. Regardless of an earlier start date the contracts will continue to maintain a 40-week term as currently allocated within the 2024 Draft Budget.

KCCA’s Recruitment and Selection policies allow for a repeat contract to the same employee with no job posting if no more than 4 months occurs between contracts.

The current Dalewood Crew Lead has provided notification of their intentions to return to the position next year. However, the Crew Lead position for Lake Whittaker submitted their letter of resignation in September this year to return to school and continue their education.

Staff would like to begin posting the job ad in December of 2023 for the Crew Lead – Lake Whittaker in order to facilitate a start date early in 2024.

**RECOMMENDATION:**

**That the Crew Lead – Lake Whittaker contract position be posted in December 2023 to facilitate an early start date in 2024.**

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## Job Description

### **Crew Lead (DWCA/LWCA)**

Reports to: Conservation Area Coordinator – DWCA/LWCA

Hours per week: 37.5 (Contract)

Grade 2

## Job Summary

The Crew Lead assists in ensuring the safe, clean and reliable operation of the assigned conservation area(s) participating in general maintenance of all facilities, grounds and structures, enforcement of rules and regulations, cash handling, excellent customer service, and in the absence of the Conservation Area Coordinator, provides seasonal staff leadership within the assigned Conservation Area. The position works within a team environment reporting to the Conservation Area Coordinator (LWCA/DWCA).

## Duties and Responsibilities

### **1. Technical/Field Work and Enforcement (85%)**

- a. Assist in the effective delivery of campground and day use services at assigned conservation areas including the safe, clean and reliable operation of facilities (i.e. washroom facilities, access roads, trails, garbage collection, parking areas, workshop, office, waste management, etc.). Daily tasks may include but are not limited to grass cutting, garbage removal, public washroom cleaning including unplugging toilets, filling potholes, tree pruning, digging and filling holes.
- b. Assists in ensuring the safety of staff and the general public at all times, including prompt implementation of Authority safety recommendations and reporting any issues of non-compliance or safety hazards to supervisor/management.
- c. Enforce the conservation area rules, regulations and policies ensuring public safety and security measure are adhered to including preparing occurrence reports, processing evictions in consultation with their assigned supervisor, maintaining confidential enforcement files, and immediate referral of all appropriate investigations to police authorities or their assigned supervisor. Daily tasks may include but are not limited to issuing campground permits, foot and vehicle patrols, identification and documentation of non-compliance issue.
- d. Operate and maintain all equipment in a safe and responsible manner (i.e. weed trimmers, zero turn lawnmowers, lawn tractors, tractors, golf carts and UTV/ATVs

- e. As part of the field staff team, assist with the operation and maintenance of the Authority's conservation lands during the off-season including undertaking property inspections, removing hazards to public safety, undertaking general property management activities (i.e. vegetation management, garbage removal, etc.) and ensuring the safe and clean operation of facilities (i.e. parking areas, trails, incidental building/structures etc.)

**2. Leadership and Stakeholder Engagement (10%)**

- a. In the absence of or at the direction of the assigned supervisor provides on-site leadership to seasonal staff including providing instruction or mentoring to ensure that daily tasks are being completed in a manner that is consistent with KCCA's established policies and adheres to safe operating procedures. Report any issues of non-compliance.
- b. Provides superior customer service by providing information on policies, procedures, facilities and general campground information

**3. Financial Management and Budgeting (5%)**

- ee. Assists in the effective management of the on-site reservation and accounting program, by having a general/broad knowledge of how to process camping/day-use permits, issue a vehicle pass and search customer information.
- ff. Assists in the accountability and security of any fees collected by ensuring cash deposits are transferred nightly to the bank and shift off reports are properly filed.

**4. Other**

- a. Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Authority policies, procedures, and guidelines. All necessary personal protective equipment must be used and maintained in good condition.
- b. Due to the nature of KCCA's business, this position may be "called back" to work or required to be "on call" or required to work "overtime" after normal work hours including weekends and holidays between May 1 and September 30 for any potentially necessary return to work where the requirement is immediate, necessary and cannot be fulfilled in any other manner. The ability to work "call back", "on call" and "overtime" is a requirement of this position; compensation for such work is outlined in KCCA's Overtime and Time in Lieu Policy.

**Decision Making and Independence**

List up to 3 examples of the types of decisions that are made or issues/situations that are dealt with on a regular basis and how judgement is used to resolve them.

**Example #1 – Technical Field Work/Enforcement**

A thunderstorm is moving through the area and the hydro to the campground goes out; it is expected that the hydro will be out for at least 12 hours due to a downed power line. It is the Conservation Area Coordinator's day off and the Crew Lead is the most senior position on site. The position will:



- Contact Ontario Hydro and determine the length of the outage
- Relying on established protocol would advise the seasonal staff in the gatehouse to print out a record of incoming reservations before the computer UPS dies; request that seasonal staff close all washrooms and post the closure using available signage; and work with the seasonal staff to advise all campers of the hydro outage and keep them informed about expected return of power.
- Hook up a generator to the gatehouse to ensure power to the gatehouse is maintained to prevent spoilage of food
- Report to supervisor advising of action and requesting any additional assistance if required.
- Continue monitoring the situation and taking corrective action until the power is restored.

### **Example #2 – Leadership and Human Resources**

The position is assigned shifts during the coordinator's two days off per week. During these shifts the position notices that one staff person doesn't like to clean washrooms and is convincing other staff to perform the task for them so that they can do more amiable tasks The position will:

- Analyze the situation and determine that at present there are no concerns to the health and safety of employees or clients
- Tactfully observe the employee to determine if this is a general dislike of cleaning washrooms or if there is another reason why the employee would avoid the task
- Observe behaviour, take notes and report concerns to the conservation area coordinator upon their return to discuss ways to improve performance or mentor a change in behavior
- Lead by example in participating in the cleaning and assisting all staff in performing washroom cleaning duties.
- Respect and implement any of the coordinator's suggestions and report back if the situation persists.

### **Example of a situation that is referred to the supervisor for direction or resolution:**

- An issue/occurrence that would be considered abnormal, unusual, beyond their level of experience, outside of their comfort level or accepted policy and procedure
- A concern/complaint from a client that has not been resolved with the normally acceptable resolutions established in protocol and standard operating procedures.
- A disciplinary matter/concern with seasonal employee
- Eviction of a camper or concern with seasonal camper

## Minimum Qualifications

### Education (degree/diploma/certifications)

- High School Diploma/Apprenticeship or broad knowledge of maintenance, plumbing, carpentry or electrical acquired through training and/or several years of experience.

### Experience

- A year or under of experience in campground or recreation facility management/operations

### License/Registration and Training

- Valid and unrestricted Class "G" driver's licence with access to reliable transportation and be able to travel to various work locations across the watershed
- Criminal Record Check
- Chainsaw Operator certification

### Knowledge/Skills/Abilities

- Listen, engage and interact skillfully and professionally with customers, developers, stakeholders and the public.
- Broad knowledge of techniques and methods related to electrical, mechanical, plumbing, carpentry, surveying, landscaping, road and trail construction, water and septic system operations
- Experience operating equipment and using hand power tools (weed trimmer, lawn tractors, ATV/UTV etc.)
- Able to form and maintain positive relationships with public and fellow staff members
- Ability to work outdoors in adverse weather conditions and be available to work evening, weekends and holidays
- Able to lift, carry, push or pull objects weighing more than 40 lbs.
- Confidence to work alone at night and in remote areas
- Chainsaw Operator certification is an asset
- Excellent communication skills, both oral and written.
- Advanced proficiency in Microsoft Office software including Word, Excel, PowerPoint, and Outlook.

## Position Classification

Position Title: Crew Lead (DWCA/LWCA)

Reports to: Conservation Area Coordinator – DWCA/LWCA

Hours per week: 37.5 (Contract)

Grade 2

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TO: Board of Directors  
FROM: Elizabeth VanHooren et al.  
Date: November 15, 2023  
Subject: 2024 Proposed Fee Increases



**Recommendation: That the proposed 2024 Fee Schedules for Section 28 (Schedule 1); Conservation Areas (Schedule 2) and Other Watershed Programs and Services (Schedule 3) be approved; and further**  
**That the schedules take effect January 1, 2024.**

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## PURPOSE

To present proposed increases to fees for KCCA's programs and services in accordance with KCCA's Fee Policy.

## REPORT SUMMARY

- KCCA's fee policy was approved in June 2022 and incorporates the principles of charging fees in a transparent manner, procedures for reconsideration of fees and the user pay principle.
- Annually staff evaluate the fee schedules and make recommendations to the Board of Directors on possible fee changes.
- No increase to Section 28 Regulations Fees are proposed for 2024
- Modest increases for all other service areas are proposed based on comparisons with neighbouring CAs and rising costs associated with staffing, materials and supplies.
- Schedule 4 Administrative Fees will be brought forward for consideration at the November Full Authority Meeting.

## BACKGROUND

Staff have completed an analysis of existing fees for programs and services. Based on the type of fee, staff considered the following objectives when determining a fee increase or the introduction of a new fee:

- Comparison with neighbouring CAs that offer the same level of service or technical advice
- Inflationary increases (wage increases etc.)
- Cost of Delivery
- User pay principle where appropriate

Staff are recommending increases to the fees of the following programs and services for 2024. In all cases the proposed increases will take effect January 1, 2024. The updated fee schedules will be attached to the Fee Policy (as approved June 15, 2022) and posted on KCCA's website and in program specific communication products.

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### **Schedule 1 - Section 28 Regulation Fees**

No fee increases are proposed to Section 28 Regulation Fees. A Minister's Direction was issued effective January 1, 2023 requiring CAs to not change the amount of the fee or the manner in which it determines the fee related to commenting on planning and development related proposals, or CA permits. The fee freeze is currently in effect until December 31, 2023. It is unclear whether the order will be extended.

### **Schedule 2 - Conservation Area Fees**

Conservation Area fees are considered annually. The majority of KCCA's camping fees remain competitive based on 2023 fees increases. However, staff recommend an increase to reservation and change fees, group camping and seasonal camping fees to maintain competitive rates with neighboring conservation areas and in consideration of escalating operating costs and seasonal wages recommended by the Salary and Pay Equity Review. Attached as Appendix A is a Conservation Area Fees Comparison chart.

#### Dalewood Hydro Fees:

The hydro fees for seasonal campers at Dalewood are based on metered usage. KCCA charges a fee per kilowatt hour based on the total average cost per kilowatt-hour charged to the Authority, not including taxes but does include additional costs associated with annual meter licensing fees. Based on the 2023 Hydro Invoices, the 2024 hydro rate will be increased to **\$0.21/kwh** resulting in a \$0.025/kwh increase.

#### Other Fees:

The following provides a summary of other recommended fee changes for 2024:

- Additional fee for seasonal campsite change requests to cover staff time, resources and administrative costs involved in processing a site change request.

### **Schedule 3 – Other Watershed Programs and Services Fees**

Staff recommend an increase to \$0.60/seedling for KCCA's tree planting program to offset inflationary costs related to over the counter tree seedlings, up from \$0.40/seedling in 2023. Similarly increases were applied to the seedlings KCCA plants by hand or machine.

The hourly rate for staff time to conduct site preparation/tending and invasive species management increases from \$75/hour to \$80/hour which includes staff time and equipment.

### **Schedule 4 – Administrative Fees**

Schedule 4 increases is included as a separate report.

**STAFF RECOMMENDATION: That the proposed 2024 Fee Schedules for Section 28 (Schedule 1); Conservation Areas (Schedule 2) and Other Watershed Programs and Services (Schedule 3) be approved; and further that the schedules take effect January 1, 2024.**

**SCHEDULE 1**

Conservation Authorities Act, Section 28 Regulation  
2024 Fees

KCCA applies the following fee and deposit schedule for Applications submitted pursuant to Section 28 of the *Conservation Authorities Act* of Ontario, R.S.O., 1990, Ch.27.

Non-refundable fees are charged to support the costs incurred through the administration of the KCCA regulations program. The fee amount is based on the type of work being applied for and the following schedule will apply:

REGULATED ACTIVITY	Fee
<p><b>Routine Development</b> - Includes construction, reconstruction, or placement of minor non-habitable structures with very low to no risk of impact on natural hazards. <i>(i.e.. decks, utility sheds, above ground pools, etc.)</i></p> <p>Fill placement/removal or site grading and off-line pond maintenance with very low risk of impact on natural hazards.</p> <p><b>Routine Alteration/Interference</b> with very low risk of impact to natural hazards and where no technical reports or engineered drawings are required by the Authority.</p>	\$200
<p><b>Minor Development</b> - Includes construction, reconstruction, or placement of minor buildings or structures. <i>(i.e.. accessory buildings or structures less than 100m<sup>2</sup>, additions less than 50%, multi-storey decks, inground swimming pools, etc.)</i></p> <p>Fill placement/removal or site grading with low risk of impact on natural hazards where technical reports are not required by the Authority.</p> <p><b>Minor Alteration/Interference</b> where technical reports or engineered drawings may be required by the Authority. <i>(i.e.. Directional drill crossings, maintenance dredging, maintenance or replacement of access crossing, minor development more than 30m from a wetland, etc.)</i></p>	\$500
<p><b>Major Development</b> - Includes construction, reconstruction, or placement of buildings or structures. <i>(i.e.. buildings or structures greater than 100m<sup>2</sup> but less than 325m<sup>2</sup>, additions greater than 50%, repairs to existing Lake Erie shoreline protection, development where technical reports or engineered drawings are required by the Authority, etc.)</i></p> <p>Fill placement/removal or site grading where technical reports are required by the Authority.</p> <p><b>Major Alteration/Interference</b> where technical reports or engineered drawings are required by the Authority.</p>	\$750

<p><b>Complex Development</b> - Includes construction, reconstruction, or placement of buildings or structures. (<i>i.e.. buildings or structures greater than 325m<sup>2</sup>, Lake Erie shoreline protection structure, large Scale development where multiple technical reports are required, etc.</i>)</p> <p>Fill placement/removal or site grading greater than 1000m<sup>3</sup> and Golf Courses.</p> <p><b>Complex Alteration/Interference</b> with high risk of impact on natural hazards or where multiple technical reports are required. (<i>i.e.. watercourse channel realignment, etc.</i>)</p>	\$1,500
<p><b>Multi-Lot or Multi-Unit Development</b> - Construction and/or site grading upon CA affected lands for approved Plans of Subdivision/Condominium greater than 3 lots/units.</p>	\$300/Lot Max. \$15,000

OTHER SERVICE FEES	Fee
<b>Pre-consultation</b>	No charge
<b>Site Clearance (desktop review)</b>	No charge
<b>Minor Drain Works (DART Protocol)</b>	\$200
<b>Major Drain Works</b>	\$500
<b>Permit Extensions/Amendments</b>	\$100
<b>Hearings</b>	\$400
<b>Violations</b>	2 X Fee
<b>Legal Inquiries (Property Clearance)</b>	\$200

Fees include HST. In the event of an overlap in criteria, the greater fee shall be applied. Member municipalities are exempt from Fee Schedule 1, but not from the requirement to obtain a permit. Applicants will be responsible for the cost of peer review of supporting documentation for their application (i.e.. Engineered plans, legal agreements) if required by the Authority. Higher fees may be charged for comprehensive development projects review. Fees are due at the time of application.

**SCHEDULE 2**  
2024 Fees Conservation Areas

Category	Fee
<b>Day Use Fees</b>	
Day Use Permit (per vehicle)	\$10
Seasonal Day Use (April 1-December 1)	\$100
Buses (per bus)	\$100
Watercraft Rentals	\$16/hr, \$40/half day ( <i>\$75 refundable deposit required</i> )
Picnic Shelter Rentals (Day use fee applies at DW & LW)	\$80 half day, \$160 all day
<b>Campground Fees</b>	
Reservation Fee by Telephone	<del>\$15</del> <b>\$18</b>
Online Reservation Fee	<del>\$12</del> <b>\$15</b>
Reservation Change Fee	<del>\$10</del> <b>\$15</b>
Reservation Cancellation Fee	\$15
LW Watercraft Shore Storage Fee	\$100 season/ \$5 daily
Daily Additional Vehicle Pass	\$10
Seasonal (May 1-September 30) Additional Vehicle Pass	\$100
<b>Seasonal Site Change Request</b>	<b>\$80</b>
<b>Camping Fees</b>	
Nightly Unserviced Campsite	\$46
Nightly 15 amp Campsite	\$52
Nightly 30 amp Campsite	\$59
Weekly Unserviced Campsite	\$290
Weekly 15 amp Campsite	\$315
Weekly 30 amp Campsite	\$350
Monthly Unserviced Campsite	\$850
Monthly 15 amp Campsite	\$975
Monthly 30 amp Campsite	<del>\$1060</del> <b>\$1,160</b>
Seasonal Unserviced Campsite	\$2,400
Seasonal 15 amp Campsite at Dalewood	<del>\$2,800</del> <del>\$2,600</del> + hydro deposit of <del>\$150</del> <b>\$200</b>
Seasonal 30 amp Campsite at Dalewood	<del>\$2,800</del> <del>\$2,600</del> + hydro deposit of \$300
Seasonal 15 amp Campsite at Lake Whittaker	<del>\$2,900</del> <del>\$2,700</del>
Seasonal 30 amp Campsite at Lake Whittaker	<del>\$3,100</del> <del>\$2,900</del>
Group Camping	Un-serviced: <del>\$50</del> <b>\$70</b> /night + <del>\$5</del> <b>\$7</b> /person/night Serviced: <del>\$70</del> <b>\$100</b> /night + <del>\$5</del> <b>\$7</b> /person/night
<b>Pavilion/Ground Rentals</b>	
Dan Patterson Picnic Pavilion ( <i>\$15 non-refundable reservation fee applies to all bookings</i> )	Half Day \$100 <span style="float: right;">Full Day \$180</span> 0-60 no cleaning surcharge 60-100 cleaning surcharge of \$100 >100 Special Event Rates Apply 10 extra picnic tables \$50
	First Day \$700 <span style="float: right;">Subsequent Day(s) \$350</span> Non-Refundable Reservation Fee \$100 Extra picnic tables and garbage cans \$150 10 unserviced camping \$320/night Dog park closure (includes closure signage) \$450
Avon Property	Non-Refundable Reservation Fee \$100 First Day \$350 <span style="float: right;">Subsequent Day \$200</span>

All rates include taxes. Hydro rates for seasonal sites at Dalewood are billed at a per kilowatt-hour rate for the entire camping season and will be deducted from the hydro deposit. Note: the rate per kilowatt-hour will change on an annual basis on the total average cost per kilowatt-hour charged to the Authority plus costs associated with annual licensing.

**SCHEDULE 3**  
**Other Watershed Programs and Services**  
**2024 Fees**

Category	Fee
<b>Forestry</b>	
Over the Counter (minimum order 200 seedlings)	<del>\$0.40</del> <b>\$0.60</b> /seedling
Greening Communities (minimum order 20 seedlings)	Varies depending on species
Large stock Trees	Varies depending on species
KCCA Planting Sites (minimum order 500 seedlings)*	<del>\$0.40</del> <b>\$0.45</b> /seedling + <del>\$0.50</del> <b>\$0.60</b> /seedling planting fee
Site Preparation/Tending	<del>\$75</del> <b>\$80</b> /hr + the cost of herbicide or materials Quotes will be provided to landowners prior to work being undertaken.
<b>Invasive Species Management</b>	
	<del>\$75</del> <b>\$80</b> /hr + the cost of herbicide or materials Quotes will be provided to landowners prior to work being undertaken.
<b>Education Programs</b>	
In-field programs	\$8/student with a minimum fee of \$120
In-class programs	\$100/class ( <del>\$75</del> for additional classes in same school on the same day)

HST is charged on Forestry and Invasive Species Management fees. Education Program fees are not HST applicable.

\*Planting fees may be waived based on site requirements and available funding.



**CONSERVATION AREA FEES COMPARISON  
2023 FEE SCHEDULES**

	Reservation Telephone	Reservation Online	Change	Cancellation	Day Use	Seasonal Day Use	Unserviced Nightly	Unserviced Weekly	Unserviced Monthly	Unserviced Seasonal	15 Amp Nightly	15 Amp Weekly	15 Amp Monthly	15 Amp Seasonal	30 Amp Nightly	30 Amp Weekly	30 Amp Monthly	30 Amp Seasonal	Group	Site Relocation
KCCA	\$15.00	\$12.00	\$10.00	\$15.00	\$10.00	\$100.00	\$46.00	\$290.00	\$850.00	\$2,400.00	\$52.00	\$315.00	\$975.00	\$2,700.00	\$59.00	\$350.00	\$1,060.00	\$2,900.00	\$50 \$70/n \$5/p	
CCCA	\$14.00	\$14.00			\$15.00	\$90.00	\$51.00	\$307.00	\$900.00		\$56.00	\$340.00	\$1,007.00	\$2,780.00	\$64.00	\$387.00	\$1,170.00	\$3,010.00	\$55/n \$16a \$9c	\$80.00
UTRCA	\$15.00	\$15.00	\$15.00	\$25.00	\$15.00	\$140.00	\$43.00	\$301.00			\$53.00	\$371.00			\$63.00	\$434.00		\$3,350.00		
LPRCA	\$15.00	\$14.00	\$15.00	\$15.00	\$13.00		\$40.00	\$240.00	\$720.00		\$53.00	\$318.00	\$954.00	\$2,623.50	\$60.00	\$360.00	\$1,080.00	\$2,970.00	\$60/n \$7/p	
SCRCA	\$14.00	\$14.00	\$6.00	\$20.00	\$10.00		\$42.00	\$265.00	\$941.00		\$53.00	\$332.00	\$1,187.00	\$2,625.00	\$53.00	\$332.00	\$1,187.00			
MVCA	\$20.00	\$16.00	\$12.00	\$20.00	\$20.00	\$130.00	\$46.00	\$280.00							\$57.00	\$347.00	\$1,336.00	\$3,700.00	\$250/n \$15/v	
Saugeen ERCA	\$16.20	\$16.20	\$15.00	\$15.00	\$13.50	\$95.00	\$41.00			\$1,863.00		\$246.00	\$745.00	\$2,716.00	\$50.00	\$300.00	\$970.00	\$3,089.00	\$110/n \$7/p	
AVG	\$15.60	\$14.46	\$12.17	\$18.33	\$13.79	\$111.00	\$44.14	\$280.50	\$852.75	\$2,131.50	\$53.40	\$320.33	\$973.60	\$2,688.90	\$58.00	\$358.57	\$1,133.83	\$3,169.83		
<b>PROPOSED 2024 RATES</b>	<b>\$18.00</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>\$10.00</b>	<b>\$100.00</b>	<b>\$46.00</b>	<b>\$290.00</b>	<b>\$850.00</b>		<b>\$52.00</b>	<b>\$315.00</b>	<b>\$975.00</b>	<b>\$2,900.00</b>	<b>\$59.00</b>	<b>\$350.00</b>	<b>\$1,160.00</b>	<b>\$3,100.00</b>	<b>\$70 &amp; \$100 \$7/person</b>	<b>\$80</b>

DW Hydro	\$0.21 kwh
2023	\$0.185 kwh

\*Lowest rates  
\*Highest Rates



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TO: Board of Directors  
FROM: Elizabeth VanHooren et al.  
Date: November 15, 2023  
Subject: Open Data License and Fees



**Recommendation: That the proposed procedure for the release of mapping, data and data derived products in KCCA’s control be implemented; and further**

**That Appendix 4 of KCCA’s Fee Policy entitled Administrative Services be approved and implemented effective immediately.**

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## PURPOSE

To develop a process to provide consistent and equitable access to mapping, data and data sets maintained or controlled by KCCA.

## REPORT SUMMARY

- Approved in 2016, KCCA’s existing Open and Standard Data Licenses were developed at a time when KCCA had a dedicated GIS Supervisor; without this capacity the application of the two different licenses is cumbersome.
  - Staff continue to receive requests for data maintained or developed by the Authority including floodplain mapping, regulation mapping and various environmental monitoring information.
  - Based on updated legal advice, staff are proposing to release data held or maintained by the Authority based on a staged approach under the Ontario - Open Government License:
    - ✓ Step 1 free of charge on KCCA’s website (floodplain and regulation mapping) as a screening service;
    - ✓ Step 2 project specific based on a cost recovery fee structure for staff time to retrieve, process and deliver digital materials (floodplain and regulation mapping);
    - ✓ Step 3 site specific environmental monitoring information based on a cost recovery fee structure for staff time to retrieve, process and deliver digital materials (environmental monitoring) in addition to a site-specific fee to help off-set monitoring efforts.
  - This proposed model provides for an equitable, consistent method of providing data that protects KCCA’s obligations under certain provincial/federal funding streams and liabilities.
  - Appendix 4 Fee Schedule and Ontario – Open Government License Attached
-

## **BACKGROUND**

In 2016 KCCA adopted a Standard Data License and Open Data License. The Standard Data License was to be used in scenarios where the Authority wanted to maintain control of the data and only provide permission for users to generate static maps; whereas the Open Data License was used when the user of the data had permission to modify the data for their own purposes.

The Data Licenses were adopted at a time when the Authority had a dedicated GIS Supervisor who was developing a fee for service model to deliver GIS services to partner and non-partner organizations in an effort to support the position's wages and program development. The position was eliminated as part of provincial funding cutbacks in 2018.

Without the support and guidance of the GIS Supervisor the application of the two data license agreements is cumbersome. However, KCCA continues to receive requests for mapping, data and data sets maintained or controlled by KCCA.

In 2019 and 2023, KCCA was successful in receiving FHIMP funds from the provincial and federal governments to undertake floodplain mapping projects. As part of those funding agreements KCCA must provide flood hazard maps, data, data-derived products and other results of the projects online in accordance with the Open Government License – Ontario and Open Government License – Canada.

These obligations are being met through the online mapping portal that was launched in February 2023 – Map Your Property on KCCA's web site.

Despite this information now being publicly available on KCCA's website in the form of mapping products, KCCA continues to field requests from developers, consultants and agencies requesting digital floodplain mapping data, regulation mapping and or environmental monitoring mapping, data and data sets.

Consequently, KCCA obtained legal advice on the existing Standard Data License and Open Data License. The resulting advice was to offer KCCA mapping, data and data-derived products under the Open Government License – Ontario.

The Open Government License – Ontario allows the user to copy, modify, publish, translate, adapt, distribute, or otherwise use the information in any medium, mode or format for any lawful purposes provided the following:

- No endorsement - the license does not grant any right to use the Information in a way that suggests any official status or that the Information Provider endorses use of the Information.
- No warranty - the Information is licensed "as is", and excludes all representations, warranties, obligations, and liabilities, whether express or implied, to the maximum extent permitted by law. KCCA is not liable for any errors or omissions in the Information and will not under any circumstances be liable for any direct, indirect, special, incidental, consequential, or other loss, injury or damage caused by its use or otherwise arising in connection with this license or the Information, even if specifically advised of the possibility of such loss, injury or damage.

Moving forward staff would implement the following processes for the release of all mapping, data and data-derived products:

1. All data will be released subject to the user's acknowledgement and agreement to the Open Government License.
2. KCCA Map your Property portal will be updated to include a pop-up acknowledgement of the Open Government License before the web mapping portal is launched.
3. The map template on the Map Your Property portal will be updated to include acknowledgement of the Open Government License.
4. Maps produced and distributed by staff using the internal mapping resources will be updated to include the acknowledgement of the Open Government License.
5. As a first step of access KCCA's most recent floodplain mapping and regulation mapping will be provided free of charge on KCCA's Map Your Property portal. This information is provided as a screening tool and not meant to substitute direct comment or advice of KCCA's Regulation staff.
6. As a second step floodplain mapping data and regulation mapping may be provided on a project specific basis upon request. Staff time will be recouped based on an approved hourly rate with a minimum one-hour charge as established in Appendix 4 of KCCA's Fee Schedule.
7. As a third step staff will provide access to KCCA environmental monitoring mapping, data and data derived products based on a site-specific basis including staff time and a per site charge in keeping with Appendix 4 of KCCA's Fee Schedules.

**SCHEDULE 4**  
**Administrative Fees**  
**2024 Fees**

Category	Fee
<b>General Administrative Services</b>	
NSF Cheques	\$40 <del>\$45</del>
Photocopy	Black and White \$0.05    Colour \$0.15
Freedom of Information Requests*	\$5
<b>Mapping and GIS Services</b>	
<p style="color: red;"><b>Regulation and Floodplain mapping is provided free of charge on KCCA’s web mapping portal:</b>  <a href="https://www.kettlecreekconservation.on.ca/map-your-property/">https://www.kettlecreekconservation.on.ca/map-your-property/</a>  <b>The information is provided in accordance with the Open Government License – Ontario</b>  <a href="https://www.ontario.ca/page/open-government-licence-ontario">https://www.ontario.ca/page/open-government-licence-ontario</a></p>	
<p style="color: red;"><b>Data sets associated with KCCA’s Regulation and Floodplain mapping may be provided on a project basis and are subject to the Open Government License – Ontario and a cost recovery fee for KCCA to retrieve, process and deliver the digital data.</b></p>	\$80/hour 1 hour minimum charge
<p style="color: red;"><b>KCCA maintains its own digital data layers relative to its environmental monitoring program. These data sets are updated on an annual basis and may also be requested under the Open Government License – Ontario. A cost recovery fees for KCCA to retrieve, process and deliver the digital layers is in addition to the per site fees.</b></p>	\$80/hour 1 hour minimum charge
<b>Watershed Report Card Layers</b>	
Fish Survey Data (Per survey site)	\$10
Benthic Data (Per survey site)	\$10
Surface Water (KCCA sites in addition to PWQMN) Per Site	\$10
Forest (Watershed Layer)	\$100
Waterbodies (Watershed layer)	\$100
Watercourses (Watershed layer)	\$100

\*Other administrative charges may apply as outlined in the Access Guide: Fees, Fee Estimates and Fee Waivers (Information and Privacy Commissioner of Ontario, June 2018)

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**Related**

Open data catalogue (<https://www.ontario.ca/open-data>)

Government data (<https://www.ontario.ca/page/government-data>)

Updated: May 10, 2023  
Published: June 18, 2013

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TO: Board of Directors  
FROM: Joe Gordon  
Date: November 15, 2023  
Subject: 2024 Seasonal Camping Permit Application  
**Recommendation: That the 2024 Seasonal Camping Permit Application be approved as presented.**

---



**PURPOSE:**

To present draft changes to the 2024 Seasonal Camper Permit Application for approval.

**SUMMARY:**

- Housekeeping amendments and updates to the 2024 Seasonal Camper Permit Application including new camping fees based on a comparison with Southwestern Conservation Areas that offer camping services.

**BACKGROUND:**

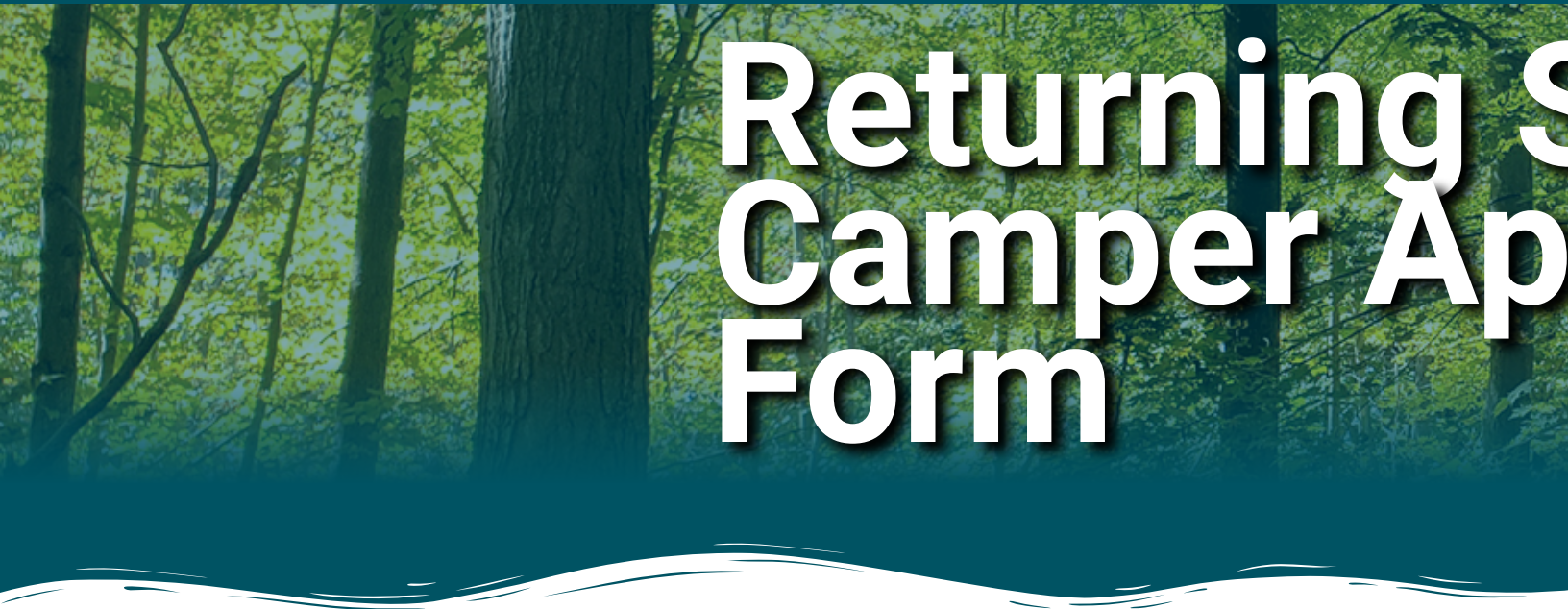
Staff have updated the attached seasonal camper permit application with the following amendments:

- Housekeeping amendments (ie. dates, etc..)
- Updated fee schedule including a new fee for seasonal site change requests;
- Removal of the opportunity for early trailer siting and additional clarification on requirements for seasonal site change requests.

**RECOMMENDATION:**

**That the 2024 Seasonal Camping Permit Application be approved as presented.**

---



# Returning S Camper Ap Form

This application for a permit to camp on a seasonal basis in 2024 on campgrounds owned and operated by the Kettle Creek Conservation Authority is made pursuant to the Conservation Authorities Act of Ontario R.S.O. 1990 and Conservation Area Regulations made thereunder specifically through Kettle Creek Conservation Authority's (KCCA's) R.R.O. 1990, O.Reg.688/21: Rules of Conduct in Conservation Areas. All sections attached to this application form conditions to its completion/acceptance.

## Section 1: Campsite Selection

Campground (Required)

Campsite Number (Required)

# Section 2. Personal Information

The permit holder may register an additional five seasonal campers to the seasonal site for a total of six. The permit holder must register all other overnight visitors not registered to the site (age 2 and over) at the gatehouse. Overnight guests must purchase an overnight pass.



## 1. Permit Holder

Your First Name (required)

Your Last Name (required)

---

## 2. Camper Name

Your First Name

Your Last Name

---

## 3. Camper Name

Your First Name

Your Last Name

---

## 4. Camper Name

Your First Name

Your Last Name

---

## 5. Camper Name

Your First Name

Your Last Name



---

## 6. Camper Name

Your First Name

Your Last Name

---

## 7. Permanent Residence Mailing Address

Your Email (required)

Street Address (required)

Town/City (required)

Postal Code (required)

Primary Phone Number (required)

Secondary Phone Number (optional)

---

The applicant is responsible for advising KCCA of any contact change within 30 days. Contact information is used in the off-season. This application cannot be processed unless fully completed by the applicant.

## Section 3: Vehicle Registration

The entry fee for two (2) vehicles per campsite is included in the seasonal camping fee. You must provide the licence plate number for the vehicle(s) you are registering to your campsite. Additional **Page 45 of 86** vehicles (beyond the two vehicles permitted per campsite) can be registered at the campground gatehouse after May 1 for an additional fee

of \$100 per vehicle registered.

Vehicle #1



Licence

Make & Model

Vehicle #2

Licence

Make & Model

## Section 4: Golf Cart Registration

Golf carts are allowed for seasonal campers only with the permission of the Conservation Area Coordinator and are subject to the Golf Cart Rules and Regulations outlined in Section 6.4 of the Seasonal Camping Permit Application. This example also has multiple lines.

Do you intend to use a golf cart at the campground? (required)

Yes  No

If you answered yes, please provide a description of the golf cart, make and model

Is the golf cart NEW or does it have NEW modifications that have not been previously approved? (required)

Yes  No

If possible, please attach a photo of the golf cart. Photos must be in JPG, PNG, or GIF format and must not exceed 10mb in size.

## Section 5: Fees and Payment Schedule



Seasonal campers are required to read and agree to KCCA's Fees and Payment Schedule.

[Download](#)

I have read and understand Section 5: Fees and Payment Schedule (required)

## Section 6: Rules, Regulations and Standards

All seasonal campers are required to read and agree to KCCA's campground rules, regulations, and standards.

[Download](#)

I have read and understand Section 6: Rules, Regulations and Standards (required)

## Section 7: Application Submission Conditions

When the Seasonal Camping Permit Application is submitted and signed by the applicant and thereafter is approved and executed at the discretion of the Kettle Creek Conservation Authority, the application becomes an agreement in support of a permit to be issued under Kettle Creek Conservation Authority's R.R.O. 1990, O.Reg.688/21: Rules of Conduct in Conservation Areas.

For the purpose of this application and any resulting permit issued by KCCA, "trailer" is defined as a mobile unit of occupation and includes ancillary facilities such as shed, deck, and associated landscaping.

By submission of this application, the applicant acknowledges that he/she has read and agrees to the conditions of KCCA's seasonal camper permit application for a seasonal camper on lands owned and operated by Kettle Creek Conservation Authority, including those conditions and stipulations outlined within Section 1 through 8 of this application.

The applicant agrees to abide by the rules and regulations of the Kettle Creek Conservation Authority for such camping privileges. The applicant understands that he/she assumes all responsibility for their campsite and the contents thereof, and for the actions of all persons they permit to enter or occupy the campsite. Payment must be

submitted for this application to be processed.

I solemnly declare that I have read, understand and agree to Sections 1 through 7 of this Application (required)



I agree that by submitting this application, I am electronically signing the application. I solemnly declare that I have read, understand, and agree to Sections 1 through 7 of this application.

Please sign your name below:

**Submit Application**

Charitable Registration Number:  
10756 5806 RR0001

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[Accessible Customer Service Policy](#)





## SEASONAL CAMPING PERMIT APPLICATION

### Section 5: Fees and Payment Schedule

Section 5: Fees and Payment Schedule forms part of the Seasonal Camping Permit Application for a permit to camp on a seasonal basis on campgrounds owned and operated by the Kettle Creek Conservation Authority. This application is made pursuant to the Conservation Authorities Act of Ontario R.S.O. 1990, O.Reg.688/21: Rules of Conduct in Conservation Areas Section 1 through 7 of the application form conditions to the Seasonal Camping Permit Application's completeness/acceptance.

An applicant acknowledges and agrees to the fees and payment schedule of the Kettle Creek Conservation Authority.

#### Section 5: Fees and Payment Schedule includes the following subsections:

- 5.1: 2024 Conservation Area Fees
- 5.2 Hydro Deposit (Dalewood Conservation Area only)
- 5.3 New Seasonal Camping Requests
- 5.4 Reservation Payment Schedule
- 5.5 Refund Policy

# 2024 CONSERVATION AREA FEES

The season runs from May 1st to September 30th.

## RESERVATION FEE BY TELEPHONE

**\$18**

Reserving a camping site ahead of time is a convenience. This fee covers administration costs, is in addition to camping fees and is non-refundable.

For reservations call:  
Dalewood 519-631-1009  
Lake Whittaker 519-269-3592.

## ONLINE RESERVATION

Reserve online at [www.kettlecreekconservation.on.ca](http://www.kettlecreekconservation.on.ca)

## CHANGE/CANCELLATION

There is a non-refundable fee of **\$15.00** for each change and cancellation made to a reservation online or by telephone.

## SEASONAL OVERNIGHT GUEST PASS \$5

## ADDITIONAL VEHICLE PASSES

One vehicle permit is included with each non-seasonal camping permit. Any additional vehicles must purchase a vehicle pass at the time of campsite registration.

Daily  
Seasonal (May 1—September 30, 2022)

## SEASONAL PROXY CARD REPLACEMENT

Lost or damaged

## CAMPING FEES

Site Description	Un-Serviced	15 amp, Water	30 amp, Water
Nightly	\$46	\$52	\$59
Weekly	\$290	\$315	\$350
Monthly	\$850	\$975	\$1,160
LW Seasonal		\$2,900	\$3,100
DW Seasonal		\$2,800 + hydro	\$2,800 + hydro

\*Note: Seasonal rates include the price of a second fridge and two seasonal vehicle passes. Please refer to Section 5.2 of the Seasonal Camping Application for information on Dalewood Hydro Deposits.

Seasonal Campsite Change Fee: \$80 (See section 6.6)

## DAY-USE FEES

Permit allows all occupants of a vehicle entrance to the conservation area and access (by foot/car) to designated areas. Seasonal passes are cost effective and valid at all KCCA areas.

Day-use permit (per vehicle) **\$10**  
Seasonal day-use (April 1—Dec. 1, 2022) **\$100**  
Buses (per bus) **\$100**

**\$15**

## WATERCRAFT RENTALS

**\$16 per hour, \$40 per half day**

Permits issued to persons 19 years of age or older, valid Government photo ID required to rent. In addition to day use fees, a \$75 refundable deposit is required.

Lake Whittaker - Watercraft Shore Storage Fee  
Season **\$100**  
Daily **\$5**

**\$15**

## GROUP CAMPING

Group camping is available at Dalewood and Lake Whittaker Conservation Areas. A minimum of 20 campers is required to qualify for adult group rates. Youth groups are also accommodated at Dan Patterson Conservation Area at a reduced rate. An application form is required.

**\$10**  
**\$100**

Please call for details:

**\$20**

Dalewood 519-631-1009 or Lake Whittaker 519-269-3592.

Please refer to KCCA's Fee Policy Schedule 2 for a full listing of 2024 Fees.

## 5.2 | HYDRO DEPOSIT

### (DALEWOOD CONSERVATION AREA ONLY)

Seasonal Campsites at Dalewood Conservation Area are equipped with hydro meters. The cost associated with hydro use of the seasonal campsite is charged to the permit holder based on the following:

At Dalewood Conservation Area the total seasonal camping fee for 15 amp and 30 amp sites consist of a base rate and a hydro deposit. In 2022 the fees associated with seasonal sites at Dalewood Conservation Area are as follows:

1. The hydro deposit forms part of the seasonal fee and is due in accordance with the Reservation Payment Schedule outlined in Section 5.3 of the Seasonal Camping Permit Application.
2. Hydro to the assigned seasonal site is metered. The permit holder agrees to pay all charges in respect to electricity use at the site.
3. Hydro to the site will be turned on May 1. A monthly statement of hydro usage will be prepared and available for pick up at the gatehouse after the 1st of each month.
4. Hydro rates will be billed at a rate of \$0.21 per kilowatt hour (kWh) for the entire camping season and will be deducted from the hydro deposit. Note: The rate per kilowatt-hour will change on an annual basis based on the total average cost per kilowatt-hour charged to the Authority plus meter licensing.
5. When the hydro deposit reaches a balance of \$50 the permit holder will be notified. The permit holder may be invoiced for an additional hydro deposit for the remainder of the season based on the monthly usage for the site.
6. Failure to make the payment within five (5) days of being invoiced for an additional hydro deposit and/or hydro used may result in the camping permit being revoked as outlined in Section 6.9 of the seasonal camping permit application or hydro being turned off to the site.
7. KCCA will not be issuing cheques for remaining hydro balances unless the camper chooses not to return for the 2025 season. Any remaining hydro balance will be communicated to seasonal campers by email, by October 15, 2024, and will be applied towards the hydro deposit for 2025. Seasonal campers who wish to pay in full by September 15, 2024 will pay the base campsite fee (\$2800), with the remaining hydro deposit due in full by March 1st, 2025.
8. The Kettle Creek Conservation Authority reserves the right to revoke the agreement at any time without notice.

#### Hydro Rates (Dalewood Only)

Site Description	Base Rate	Hydro Deposit
15 AMP	\$2,800	\$200
30 AMP	\$2,800	\$300

Hydro rates will be billed at a per kilowatt-hour rate for the entire camping season and will be deducted from the hydro deposit  
Note: The rate per kilowatt-hour will change on an annual basis based on the total average cost per kilowatt-hour charged to the Authority.

## 5.3 | NEW SEASONAL CAMPING REQUESTS

1. Available seasonal campsites will be posted on March 15th of each calendar year on KCCA's social media accounts and the corporate website;
2. An online application form must be submitted for new seasonal camper requests and the applicant will be asked to identify their top three choices from the posted available campsites along with information of their camping equipment;
3. The online application process for new seasonal camper requests will remain open for a maximum period of two weeks or until a predetermined number of applications have been received. The maximum number of applications will be determined each year based upon the number of available campsites;
4. Upon receipt of an application submission, the Conservation Area Coordinator will undertake a preliminary screening process based on the information submitted and a brief telephone interview. An electronic list of applicants who passed the screening process will be generated in no specific order;
5. The approved applicant list will then be used within a "Randomizer" to generate a random order of priority. The randomizer will be run a total of three times. The outcome that is generated after the third randomizer process will be the final priority list to determine the order of campsite assignment offers;
6. Staff will then use the final random priority list to begin assigning available seasonal campsites based on their application submission and/or the staff recommended site relying on their camping equipment information. Staff will offer alternate available sites if the applicant's top three choices have already been assigned to other applicants higher on the priority list;
7. Staff will contact the applicants by email and/or telephone to confirm their campsite assignment offer. Acceptance of their campsite assignment and payment of full camping fees must be made within one business day of being offered a seasonal campsite;
8. Once all available seasonal sites have been assigned and accepted, the remaining applicants will be advised that they will be placed on a waiting list until May 1st of that calendar year;
9. If an applicant declines their seasonal site assignment, fails to meet the required payment schedule or cancels their seasonal reservation before May 1st, staff will then consider campsite assignments to the applicants on the waiting list following the original randomized order;
10. The applicant waiting list will be abandoned after May 1st and any applicants who were not assigned a campsite will have to re-apply in the subsequent camping year. It will be at the sole discretion of staff whether any remaining available seasonal campsites will be assigned after May 1st.

## 5.4 | RESERVATION PAYMENT SCHEDULE

KCCA's seasonal fees include all applicable taxes and provide for two vehicle permits, an additional fridge per campsite and an opportunity to make improvements to the site. Please see Section 6.3 – Seasonal Camping Standards.

All payments must be made prior to 4:00pm on the required day outlined within the payment schedules. Failure to meet the schedule will result in the loss of seasonal camping privileges. Under no circumstances will partial payments be accepted after May 1.

Seasonal status is a privilege and should be viewed as such. Seasonal campers are no longer just paying to camp. KCCA is reserving a site for the entire season. There is a price associated with that service. Seasonal rates at Dalewood Conservation Area include a hydro deposit.

### NSF CHEQUES

Charge for NSF cheques is \$45.00 each. KCCA will not accept post-dated cheques. If an NSF cheque is received by KCCA, regardless of reason, all future payments will only be accepted by cash, money order or certified cheque.

### RETURNING SEASONAL CAMPERS

Returning seasonal campers can choose three payment options as outlined below:

1. Pay in full by September 15 (Pay current year's rate!)
2. Pay in full by March 1, or
3. Pay in full by May 1 (\$100 surcharge applied after March 1)

Regardless of the payment option a minimum of \$400 in payments is due by March 1. Failure to meet a deadline in any of the options noted below will result in the campsite being deemed abandoned as outlined in Section 6.7 of the Seasonal Camping Permit Application.

## 5.4 | RESERVATION PAYMENT SCHEDULE

Option 1: Full payment by September 15		
DEADLINE	REQUIREMENT	NOTES
September 15	<ul style="list-style-type: none"> <li>Full payment.</li> <li>Submission of signed 'Intention to Camp'</li> </ul>	Provides for current site assignment and permission to store approved deck and shed onsite
March 1	<ul style="list-style-type: none"> <li>Submission of 'Seasonal Camping Application'</li> </ul>	Failure to meet this deadline will result in campsite being deemed abandoned as per Section 9 of this application/ agreement.
Benefit	<ul style="list-style-type: none"> <li>Campers paying in full by September 15 will be charged the current year's fee.</li> <li>Permit and vehicle tags available to be picked up at the Administration Centre after March 15 by appointment only. Designated pick-up days will be announced.</li> </ul>	

Option 2: Full Payment by March 1		
DEADLINE	REQUIREMENT	NOTES
September 15	<ul style="list-style-type: none"> <li>Minimum \$200 payment</li> <li>Submission of signed 'Intention to Camp'</li> </ul>	Provides for current site assignment and permission to store approved deck and shed onsite.
March 1	<ul style="list-style-type: none"> <li>Submission of 'Seasonal Camping Application'</li> <li>Balance Owing, including hydro deposit, DWCA only.</li> </ul>	<p>Partial payments may be made up to March 1</p> <p>Full payment is required by March 1 or a \$100 surcharge is applied.</p> <p>Failure to meet this deadline will result in campsite being deemed abandoned as outlined in Section 6.7 of the Seasonal Camping Permit Application.</p>
Benefit	<ul style="list-style-type: none"> <li>Permit and vehicle tags available to be picked up at the Administration Centre after March 15 by appointment only. Designated pick-up days will be announced.</li> </ul>	

Option 3: Full Payment by May 1		
DEADLINE	REQUIREMENT	NOTES
September 15	<ul style="list-style-type: none"> <li>Minimum \$200 payment</li> <li>Submission of signed 'Intention to Camp'</li> </ul>	Provides for current site assignment and permission to store approved deck and shed onsite
March 1	<ul style="list-style-type: none"> <li>Submission of 'Seasonal Camping Application'</li> <li>Minimum \$200 payment plus \$100 surcharge</li> </ul>	Failure to meet this deadline will result in campsite being deemed abandoned as per Section 9 of this application/ agreement.
May 1	<ul style="list-style-type: none"> <li>Full payment required, remaining balance including hydro deposit, DWCA only.</li> </ul>	
Benefit	<ul style="list-style-type: none"> <li>Flexible payment option and more time to make full payment.</li> </ul>	

NOTE: Payment schedule Option 3 results in the following: a \$100 surcharge applied; no early entry to campground to site trailer; and permit available only at gatehouse on May 1.

6

## 5.5 | REFUND POLICY

### Seasonal Reservation Cancellation

Seasonal cancellations before March 1 will apply a non-refundable \$200 fee. Seasonal cancellations after March 1 and before May 1 will apply a non-refundable \$400 fee as prescribed in Section 5.4 based on the associated payment options. If circumstances change and you do not wish to return to camp, please provide KCCA with written notice.

All refund requests must be made in writing using Kettle Creek Conservation Authority's Refund Request Form. No cash refunds will be issued. All refund requests are processed through Kettle Creek Conservation Authority's Administration Centre. Requests may take up to 30 days to process. If a refund request is approved by KCCA a cheque will be mailed to the address provided by the camper.

Camping is an outdoor experience. Therefore, no refunds will be approved for discomforts of nature including rain, snow, temperature changes or insects. Campers evicted from the campground for any circumstance are not eligible for a refund.

Upon approval of KCCA, refunds are calculated based upon the funds received minus the fees normally charged for the months, weeks, and nights already used prior to departure.

### Example

Refund request by camper submitted June 1, 2022  
Reason: sale of trailer

---

Fee 15 amp seasonal site:	\$2900.00
Minus Reservation Fee:	\$400.00
Minus one month of camping:	\$975.00

**Balance Refunded:** \$1525.00\*

\*(Upon approval of KCCA.)

### Example

Refund request by camper submitted after July 1, 2022  
Reason: sale of trailer

---

Fee 15 amp seasonal site:	\$2900.00
Minus Reservation Fee:	- \$400.00
Minus two months of camping:	\$1950.00

**Balance Refunded:** \$550.00\*



## SEASONAL CAMPING PERMIT APPLICATION

### Section 6: Rules, Regulations & Standards

Section 6: Rules, Regulations and Standards forms part of the Seasonal Camping Permit Application for a permit to camp on a seasonal basis on campgrounds owned and operated by the Kettle Creek Conservation Authority. This application is made pursuant to the *Conservation Authorities Act* O.Reg.688/21: Rules of Conduct in Conservation Areas. Sections 1 through 7 of the application form conditions to the Seasonal Camper Application.

An applicant agrees to abide by the rules, regulations and standards of the Kettle Creek Conservation Authority.

#### Section 6: Rules, Regulations and Standards includes the following subsections:

- 6.1: Rules, Regulations and Standards
- 6.2: Zero Tolerance Policy
- 6.3: Seasonal Camping Standards
- 6.4: Golf Cart Rules and Regulations
- 6.5: Campsite Assignment
- 6.6: Campsite Change Requests
- 6.7: Campsite Abandonment
- 6.8: Trailer Identification and Insurance
- 6.9: Permit Revocation and Agreement Termination



## 6.1 | RULES, REGULATIONS AND STANDARDS

These rules, regulations and standards were developed to maintain a level of safety and consistency at both Lake Whittaker and Dalewood Conservation Areas and are based on KCCA's R.R.O. 1990, O.Reg.688/21: Rules of Conduct in Conservation Areas. All conservation area users are responsible for knowing all the rules and regulations. Violation(s) may result in eviction without refund, a permanent ban and/or fine and the possibility of court action. KCCA enforces a Zero Tolerance Policy. At the discretion of KCCA, permits may be revoked at any time without refund. Conservation area staff are responsible for interpretation and enforcement of these rules, regulations and standards. This is not an exhaustive list.

### Hours of Use

- Closed to day-use visitors at 9 p.m.
- No permits are sold after 9 p.m.
- Visitors to campers must enter the park before 9 p.m. and leave by 11 p.m.
- Quiet time is from 11 p.m. to 8 a.m. No excessive noise at any time.
- Check out time for campers is 2 p.m.
- Children under 16 years of age must be on their own campsite by 11 p.m.

### Campsites

- Permittee must be 19 years old and have proof of age.
- No more than three pieces of equipment per site, only one of which may be a trailer or tent trailer.
- No more than six persons including the permit holder are allowed on a designated campsite. Permit holder must occupy the site.
- Campsites are designed for two vehicles per site. All other vehicles, including visitors' vehicles, must be parked in the designated parking area. Campers wishing to bring in more than one vehicle need to purchase an additional vehicle pass (per day) or a seasonal pass.
- Camping permits or seasonal passes must be displayed on vehicle dashboards at all times.
- Campsites must be cleaned before leaving the site; all garbage and recyclable material bagged and put in containers provided.
- Fires are permitted in designated areas only and must be contained within the designated fire pit. Flame cannot exceed 2 feet in height.
- Inform the park staff of any disturbances or emergencies.

### Alcohol and Substance Abuse

- Alcohol is only permitted on registered campsites. Being under the influence in a public area is prohibited.
- Alcohol is not permitted in day-use or other public areas.
- Substance abuse including illegal drugs is prohibited.
- An alcohol ban is enforced on the Victoria Day Weekend. Open consumption and possession of alcohol will result in eviction without refund.
- Smoking and alcohol is not permitted in public areas, including pool, playground, washrooms, day-use facilities, beaches, trails, pavilions and Authority buildings.
- "Smoking" includes the smoking of any tobacco or non-tobacco products such as but not limited to, vapes, cigars, cigarettes, e-cigarettes, hookah/water pipes etc.

### Pets

- All pets are to be on a leash not exceeding six feet and kept under control at all times.
- There is a maximum of two pets per campsite; owners must pick up after pets.
- No pets are allowed in swimming or beach areas.

### Swimming Areas

- No glass, food or beverages are allowed in the swimming pool or beach areas.
- All beaches are unsupervised; use at own risk.
- No boats are allowed in swimming areas. Only electric motors are permitted. Storage of watercrafts off of campsites must be registered at the gatehouse (fees may apply). Unregistered boats may be confiscated.
- An adult must supervise all children; KCCA is not responsible for child supervision anywhere in the conservation area, including swimming pools, playgrounds, beaches or trails.

### General Rules and Regulations

- KCCA strictly enforces its Zero Tolerance Policy. Threatening behavior by campers or their pets is unacceptable. No profanity, excessive noise or other unsuitable behavior is permitted at any time. No person shall willfully damage any public or private property, buildings or other facilities.
- The speed limit in all conservation areas is 15 km/hr.
- Due to conservation measures lawn watering and car washing are prohibited.
- Due to electrical demands on individual sites, the use of air conditioners is only allowed on 30 amp (or higher) serviced sites.
- Fireworks are not permitted.
- Collecting, cutting, removing or destroying any plant, tree or other living object is strictly prohibited.
- Feeding wildlife (geese, raccoons, etc.) in the conservation area is prohibited.
- KCCA is not responsible for any lost, stolen or damaged property.
- All vehicles, including recreational electronic scooters require a valid KCCA Permit and are only permitted on conservation area roadways only.
- No motor vehicles are allowed without a valid licence plate and insurance. All drivers must have a valid driver's licence. No off-road all terrain vehicles are allowed.
- Golf carts are only permitted to seasonal campers.
- E-bikes are permitted on conservation area roadways only. Use of e-bikes are prohibited on trail system. All other power-assisted, low speed vehicles are not permitted with the exception of approved assistive devices designed to improve mobility.

## 6.2 | ZERO TOLERANCE POLICY

The goal of the Zero Tolerance Policy is to identify primary conservation area enforcement concerns, to establish basic procedures to respond to those concerns and to communicate the intent of the policy to conservation area users.

The objectives of this goal are:

- To respond to violent and/or unacceptable behaviour with immediate consequences.
- To eliminate violence (verbal, visual or physical) against another person.
- To communicate with and educate visitors and campers to develop the skills necessary to handle violent, potentially violent and unacceptable situations.
- To develop and maintain a safe, welcoming, violence-free conservation area environment.
- To communicate associated codes of behaviour and enforcement protocols.

### Code of Behaviour

The Code of Behaviour applies to all campers and visitors. Conservation area users who violate the code will be dealt with through the consequences of the Zero Tolerance Policy, the Conservation Authorities Act, regulations made under the Act, and any other legislation applicable to the circumstance.

The Code of Behaviour identifies generally accepted expectations of behaviour in a public environment. The Code identifies the following behaviour as unacceptable:

1. violence, threats of violence or behaviour that may threaten the safety of others;
2. speeding above the posted 15km/hr maximum;
3. damage to property, vehicles and the natural environment;
4. excessive noise;
5. drunkenness and/or substance abuse (legal or illegal drugs);
6. abuse, including neglect, comment or conduct that demeans, humiliates, embarrasses, intimidates, threatens or has an adverse effect on an individual(s);
7. dangerous behaviour (i.e. lack of acceptable animal control, fires in unapproved locations); and
8. any other activity that compromises the goal and objectives of this policy, as identified at the discretion of the Conservation Area staff.

The Zero Tolerance Policy establishes clear and fair consequences for unacceptable behaviour.

### Reward Program

Kettle Creek Conservation Authority will offer a reward of up to \$500 for information leading to the identification of persons vandalizing and/or destroying Kettle Creek Conservation Authority property.

### Enforcement Protocol

The guidelines developed by KCCA are intended to ensure a safe and enjoyable camping experience and to outline personal responsibilities for behaviour within conservation areas.

*See chart on the following page.*

# ZERO TOLERANCE POLICY

Expectations	Reasons	Consequences
Conflict resolution in a non-violent manner.	Right to personal safety. Everyone has the right to be free of verbal, visual and physical threats, abuse, harassment or actions.	1, 2, 5 or 7
A safe speed of 15 km/hr must not be exceeded.	Safety and security of conservation area users.	1, 2, 4, 5, or 7
The property of others must be respected and cared for by all.	To display community pride and to maintain the use of other properties.	1, 3, 6, or 7
The volume of music and/or the level of noise must not unduly disturb others.	Show respect for others' quiet enjoyment.	1, 2, 5, or 6
Individuals must reasonably recognize dangerous or unacceptable situations.	Maintain an enjoyable park environment for all.	1, 2, 5, 6, or 7
Individuals must not risk the safety and well being of other people or their pets.	Safety and well being is a community responsibility.	1, 2, 3, 5, 6, or 7
Consistent enforcement of Conservation Area Regulations	Maintain a quality outdoor experience for all conservation area users.	1, 2, 3, 4, 5, 6, or 7

**Range of consequences is determined solely at KCCA's discretion**

1. Verbal warning.
2. First written warning.
3. First written warning and restitution.
4. Second written warning and parking in visitors' parking.
5. Second written warning and expulsion from conservation area.
6. Second written warning, restitution and expulsion from conservation area.
7. Immediate expulsion from conservation area, without refund, restitution (if applicable), with or without any prior written or verbal warning at the discretion of KCCA. Possible court charges may apply as well as a ban from re-entry.

## 6.3 | SEASONAL CAMPING STANDARDS

1. KCCA seasonal reservations are for recreational camping only. KCCA does not provide permanent residency during the camping season. Seasonal campers must have a permanent residence.
2. All seasonal setups, including site improvements, must be approved by the Conservation Area Coordinator. The campsite layout approval form must be completed and approved prior to commencement.
3. Compromises will not be made for any reason for non-compliant site improvements which occur without prior approval of the Conservation Area Coordinator.
4. Approved site improvements involving construction must be completed prior to the Wednesday of the Victoria Day weekend.
5. Site improvements after the Labour Day holiday weekend may be permitted subject to submission of the Intention to Camp Form and associated fee for the following year's camping season as outlined in Section 5.4 Fees and Payment Schedule.
6. Site must be kept in a clean and tidy condition at all times. This includes decks, sheds and any other items that may be on-site.
7. Trailers must be road worthy, licenced and tidy at all times. A trailer entering or exiting a campsite must do so without occupying another adjacent site. A trailer must be positioned on a campsite to allow for expeditious removal.
8. Awnings are considered to be part of the camping unit and must be permanently attached with a track. Awnings must be factory made for use as travel trailer awnings and made from vinyl or canvas. Awnings may not exceed the trailer body length and must be approved by the conservation area coordinator.
9. An outside deck may be permitted. All decks must be approved by the conservation area coordinator. Decks may be constructed using wood, patio stones or carpet. Pallets are not an acceptable building material. Deck size is restricted to a maximum of 250 sq.ft. with a maximum width of 10 ft. However, the deck cannot exceed the trailer body length and may not protrude past the extent of the awning. The deck must be removable by hand (sectioned) and affixed at ground level (no cement footings). The deck height must not exceed 2 ft. In addition to the deck area, a maximum of 64 sq.ft. of patio stones (16-24 in. stones) may be placed near the fire pit and shed area. **All decks must be approved in writing before construction.**
10. Sunrooms, Florida rooms and add-a-rooms are not allowed, except those that are prefabricated and specifically designated for park model trailers. All prefabricated add-a-rooms and sunrooms must be approved by the conservation area coordinator.
10. No more than three pieces of equipment per site, only one of which may be a trailer or tent trailer. Dining tents and sheds are considered pieces of equipment.
11. Sheds must be no larger than 80 sq.ft. All sheds and their location must be approved by the conservation area coordinator.
12. Excavation and site obstructions, including constructed barriers and privacy fences are not permitted on the site.
13. Delivery of firewood by an outside source is not permitted in the campground. KCCA supplies seasonal campers with bulk firewood sales. Any firewood or uncut boards (pallets, lumber, etc.) must be cut and stacked neatly. Firewood stacks must not exceed 32 cu.ft. (4'x4'x2'). No skids or pallets are permitted.
14. Seasonal campers are responsible for grass cutting and must supply their own lawnmower and gasoline.
15. Gravel pads are allowed for trailers, but no crushed asphalt. All pads must be approved by the conservation area coordinator prior to construction.
16. Outside full-size refrigerators must be stored in a locked shed, for the safety of children. No form of appliance or household furniture is allowed on the site, unless it is in a shed or trailer and approved by the conservation area coordinator.
17. Permanent clotheslines must be higher than 6 feet so as not to pose a safety hazard to people. Clotheslines are not to be affixed to any trees.
18. All boats, including canoes, must be registered at the gatehouse.
19. Black water (toilet water) must be contained within the holding tank and disposed of at the proper facilities. Grey water (sink/shower water) must be disposed of according to health standards.
20. Due to electrical demands on individual sites, the use of air conditioners and/or electric golf carts is only allowed on 30amp (or higher) serviced sites.
21. Campsites are delineated by the corner posts at the front of the site; the back of the site is delineated by the servicing post or natural ridgeline/tree drip line. No alterations, construction or encroachments of any kind are allowed beyond the back of the site. If you are having difficulty determining site boundaries, please consult with the conservation area coordinator.
22. In addition to the standards noted above KCCA's R.R.O. 1990, o.Reg.688/21: Rules of Conduct in Conservation Areas applies. This is not an exhaustive list.

# TYPICAL SITE LAYOUT

KNOW YOUR SITE BOUNDARY LINES!

KNOW YOUR SITE BOUNDARY LINES!



**SHED**  
Maximum  
80 sq. ft.

\* Approval for deck/shed required prior to building

Do not alter physical make up of site (tree trimming)



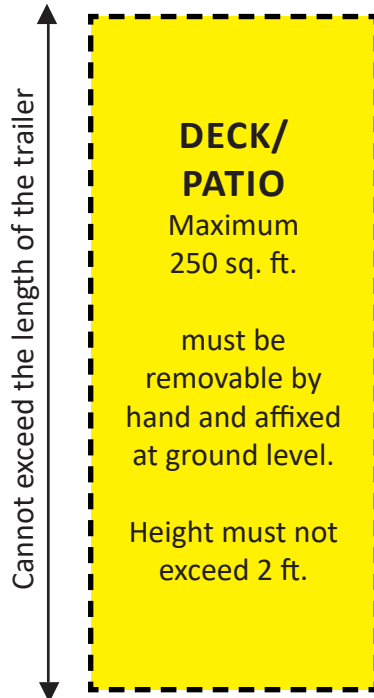
**FIREWOOD STACKS**  
Maximum 32 cu. ft.  
(4'x4'x2')

\* Ensure that all electrical cords/ plugs etc conform to ESA

**SERVICE POST**



10' max  
cannot protrude beyond awning

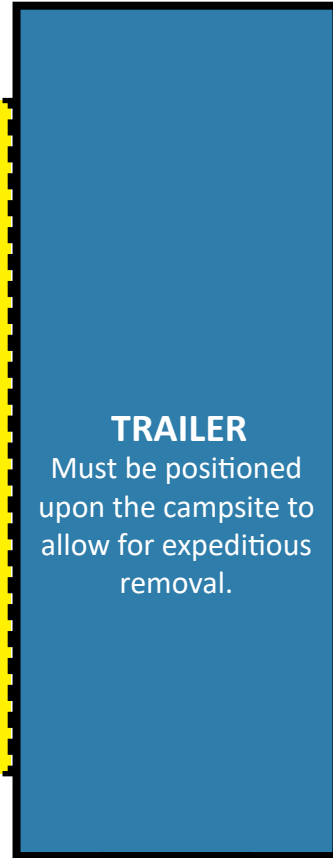


**DECK/  
PATIO**  
Maximum  
250 sq. ft.

must be removable by hand and affixed at ground level.

Height must not exceed 2 ft.

Cannot exceed the length of the trailer



**TRAILER**

Must be positioned upon the campsite to allow for expeditious removal.

Sewage holding tank must be accessible

A trailer entering or exiting a campsite must do so without occupying another adjacent site.



**FIRE  
PIT**

**SITE POST**



Site setups **MUST BE APPROVED** by the Conservation Area Coordinator

FRONT OF SITE

Site layouts may vary depending upon campsite constraints, location of services and trailer specifications.

# SEASONAL CAMPING STANDARDS CONTINUED

Seasonal campers must adhere to these Seasonal Camping Standards. *Campsite improvements are welcomed but are subject to written approval of the Conservation Area Coordinator before work begins.*

After delivery of one written warning by the conservation area coordinator, should a seasonal camper continue to neglect an accepted standard of maintenance and care of their campsite, campground staff will perform the work required to bring the campsite up to standard at a rate of \$50.00 per hour per staff person.

The seasonal camper will be responsible for timely compensation for works completed, as outlined on a KCCA invoice. Should the seasonal camper not pay the amount shown on the invoice, in full, by the prescribed date noted on the invoice, seasonal camping privileges may be lost. Early departure from the campground will result.

The conservation area coordinator will exercise reason and fairness in the enforcement of seasonal camping standards. The conservation area coordinator has power of sole discretion to determine what personal property may be allowed or constructed on KCCA property.

## 6.4 | GOLF CART RULES AND REGULATIONS

Golf carts are allowed for seasonal campers only with the permission of the conservation area coordinator and are subject to the following:

1. All golf carts must be registered at the gatehouse and approved by the conservation area coordinator prior to use within the campground;
2. One golf cart may be registered per seasonal campsite;
3. Electric golf carts may be allowed by seasonal campers on 30-amp service sites only and subject to an additional \$120 electrical fee (Lake Whittaker only);
4. Golf cart drivers must have a valid driver's licence and must follow the rules of the road;
5. Golf carts may only be operated on park roadways. Golf carts are prohibited from walking trails, fields, woodlots and use after 11:00 pm;
6. The number of occupants riding on a golf cart cannot exceed the manufacturer's designated seating capacity;
7. A person cannot occupy a trailer or device being towed by a golf cart;
8. Golf cart modifications designed for off-road all terrain uses are prohibited; and
9. The primary permit holder is ultimately responsible for all users of the registered golf cart.

### Examples of acceptable golf cart tires:



Golf carts are a privilege. Failure to comply with the Golf Cart Rules and Regulations will result in the loss of golf cart privileges and the subsequent eviction of the golf cart, user and/or owner of the golf cart from KCCA property.

## 6.5 | CAMPSITE ASSIGNMENT

When the Seasonal Camping Permit Application is completed and submitted by the applicant and thereafter approved and executed at the discretion of KCCA, the application(s) becomes agreement(s) in support of a permit(s) to be issued under Kettle Creek Conservation Authority's R.R.O. 1990, O.Reg.688/21: Rules of Conduct in Conservation Areas. The Seasonal Camping Permit is issued to the applicant and applies to a designated or assigned campsite.

A seasonal camper wishing to leave during the season, or wishing to sell the trailer, should contact KCCA for proper procedures. Campers should speak to the conservation area coordinator before starting any transactions.

A seasonal camper MUST NOT ATTEMPT to sell, transfer, lease, sublet, or assign the campsite and the responsibilities, privileges, and obligations provided under an Application or Permit, in total or in part, to another person. A seasonal camper must not attempt to deny access to the campsite to KCCA or its designated representatives for the purpose of campground maintenance, operations, servicing, development and security.

KCCA will not accept campsite assignments by seasonal campers. Campsite change requests are at the sole discretion of KCCA and will not occur until the site is vacated, restored and approved by KCCA.

## 6.6 | CAMPSITE CHANGE REQUESTS

An existing seasonal camper may apply for a new campsite between September 1 and September 15. A campsite change form must be submitted complete with a site layout application. Where possible, new campsite assignments will be considered and approved by September 20. Once written approval is provided and if the requested campsite is available and/or vacated, the seasonal camper may move any ancillary items to the new site as per the approved site layout between the approval date and September 30.

Campsite change requests will only be considered for seasonal campers who have no outstanding fees owed to the Authority and who have submitted their Intent to camp and minimum deposit for the subsequent camping season.

## 6.7 | CAMPSITE ABANDONMENT

A campsite will be deemed abandoned when a seasonal camper does not:

- a. Complete an Intent to Camp form and submit required fees by September 15 for the next year's season,
- b. Or complete a seasonal camping permit application form and submit all required fees by March 1 (See Section 5);
- c. Or complete all seasonal camping payments by May 1, 2022 (see Section 5);
- d. Or remove any accommodation unit and ancillary facilities/equipment after a notice of eviction or cancellation of a seasonal camping permit.
- e. Or fail to pay any and all fees associated with their campsite (i.e. hydro deposits)

By signing this application, the camper agrees to the removal of any accommodation unit and ancillary facilities/equipment occupying the campsite, by KCCA staff or their designate, when and if the campsite is termed abandoned as outlined above. The accommodation unit and ancillary facilities/equipment will be towed by KCCA or their designate, at the trailer owner's expense, to a compound or to the address provided in this application. If the accommodation unit and ancillary facilities/equipment is towed to a compound it will be held for 90 days after which time, if the accommodation unit and ancillary facilities/equipment is not claimed by the owner and/or the outstanding balance is not paid, the accommodation unit and ancillary facilities/equipment will be liquidated by KCCA to cover its costs including unpaid fees and staff time. Any unpaid accounts will be forwarded to a collection agency.

## 6.8 | TRAILER IDENTIFICATION AND INSURANCE

Seasonal camper trailers must be licenced and insured. The applicant hereby covenants with the Kettle Creek Conservation Authority that insurance coverage for any type of damage to the trailer or appurtenances, including golf carts, at the assigned campsite is possessed by the said camper/trailer owner. KCCA will not be held responsible for any type of damage not caused directly by Conservation Authority staff or those providing services to the KCCA on behalf of staff.

## 6.9 | PERMIT REVOCATION AND AGREEMENT TERMINATION

Failure to compensate KCCA for all fees owing, including all camping and extra charges applicable according to the fees outlined in section 5, or failure to adhere to the regulations, rules and policies of Kettle Creek Conservation Authority as found in the Seasonal Camping Permit Application form, will result in immediate revocation of the seasonal camping permit, termination of seasonal camping agreement, and immediate eviction without refund or denial of subsequent year's application for seasonal camping.

8

## 2024 Meeting Dates

Date	Meeting	Location/Time
<b>January 17, 2024</b>	Full Authority (Elections)	In Person 10:00 a.m.
<b>February 7, 2024</b>	Full Authority (Audit Findings)	Hybrid 10:00 a.m.
<b>February 21, 2023</b>	Annual General Meeting	Hybrid 10:00 a.m.
<b>March 27, 2024</b>	Full Authority Meeting	Hybrid 10:00 a.m.
<b>April 17, 2024</b>	Full Authority Meeting	Hybrid 10:00 a.m.
<b>May 15, 2024</b>	Full Authority Meeting	Hybrid 10:00 a.m.
<b>June 19, 2024</b>	Full Authority Meeting	Hybrid 10:00 a.m.
<b>July</b>	No Meeting	
<b>August 21, 2024</b>	TBD if Required	Hybrid 10:00 a.m.
<b>September 18, 2024</b>	Full Authority Meeting	Hybrid 10:00 a.m.
<b>October 16, 2024</b>	Full Authority Meeting	Hybrid 10:00 a.m.
<b>November 20, 2024</b>	Full Authority Meeting	Hybrid 10:00 a.m.
<b>December 18, 2024</b>	Full Authority Meeting	Hybrid 10:00 a.m.



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TO: Full Authority  
FROM: Elizabeth VanHooren  
Date: November 8, 2023  
Subject: Draft 2024 Budget and Municipal Apportionment  
Consultation Approval



**Recommendation:** That Budget 2024 – Draft #1 be approved for consultation purposes, circulated to all participating municipalities, and posted to KCCA’s website.

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**PURPOSE:**

To present the draft 2024 Budget and Municipal Apportionment for consideration and preparation for circulation to participating municipalities and posting to the KCCA website.

**SUMMARY:**

- The report summarizes the first draft of the 2024 Budget and accompanying municipal apportionment of costs. The 2024 draft Budget represents the continuation of KCCA’s current programs and services as well as the addition of new mandatory provincial deliverables that must be in place by December 31, 2024 specifically, the Lands Inventory, Conservation Area Strategy and the Watershed-based Resource Management Strategy.
- The draft apportionment to municipalities is proposed to increase \$81,689 over 2023 levels with \$75,104 being directed to Category 1 (mandatory) programs and services and \$6,585 of this increase being directed to Category 3 programs and services (tree planting and enhanced environmental monitoring)
- Phasing in the 2022 Salary and Pay Equity Review over five years and a 2.75% cost of living increase to the salary grid to keep pace with increases to the minimum wage results in an increase to wages and benefits of \$118,827.
- To offset rising expenses due to inflation and other pressures staff are proposing increases to fee for service fees in Conservation Areas, Tree Planting and Administration Schedules.
- The attached budget package takes into account the new *Conservation Authorities Act* Regulations to categorize programs and services into three categories (Category 1: Mandatory; Category 2: Municipality requested; Category 3: Other deemed advisable by KCCA Board) and the four phase budget process outlined in O.Reg. 402/22
  - Phase 1: Categorizing revenue and expenses as per the categories listed above and amounts of municipal apportionment.
  - Phase 2: Board approval of draft budget for consultation (vote required), distribution to participating municipalities, and posted to the Governance section on KCCA’s website and consultation with member municipalities as required.

- Phase 3: Board approval of apportionment (weighted vote)
- Phase 4: Board approval of budget (weighted vote)

## **BACKGROUND**

Preparation of the Draft 2024 budget began in May 2023 with the circulation of a public survey soliciting feedback on KCCA's current programs and services and priorities for 2024-2027. This information and feedback from Board members was used to develop a four-year budget and priorities for submission to the City of London by August 2023. The four-year budget and work plan is built on a projected municipal levy increase of 7.5% in 2024 and 2025 and 4% in 2026 and 2027.

Due to significant inflationary pressures and the requirement to introduce new mandatory deliverables, the 2024 budget assumes the same level of program and service delivery as provided in 2023. As mentioned in previous Board reports, while there is community interest in increasing passive recreation opportunities on CA lands, without significant investment of staff and resources, program enhancements are not feasible at this time.

Overall, the driving pressure for the 2024 Budget is inflationary costs related to wages and supplies. The 2024 budget includes the phasing in of the 2022 Salary and Pay Equity Review over five years. A 2.75% cost of living increase to the grid only keeps pace with the increases to minimum wage. The budget impact is an expected increase of \$118,827 including necessary backfilling of senior level positions to undertake mandatory deliverables including the Land Inventory, Conservation Area Strategy and Watershed-based Resource Management Strategy by December 31, 2024. Costs associated with the required public consultation of these deliverables is being absorbed in normal budget amounts.

KCCA has evaluated a number of cost saving measure in order to reduce the apportionment of costs to member municipalities including the following:

- Phasing in the 2022 Salary and Pay Equity Review over five years and limiting cost of living increase to just keep pace with minimum wage increases
- Increasing fees to fee for service cost areas including increases to conservation area fees, tree planting fees.
- A projected drawdown of reserves of \$97,763 to assist in off-setting rising costs in tree planting and to help off-set costs related to back-filling to undertake key CA Act deliverables. Continued use of reserves in this manner is unsustainable as the majority of campground revenues will be needed to support capital infrastructure replacement.
- Limiting capital purchases to needs over the next four-years in order to allocate as much reserves as possible to ongoing maintenance and upkeep of the Dalewood Dam.

The draft budget is prepared with the assumption that projected drawdown on operating reserves in 2023 will not be fully required and that a net revenue in the campgrounds can be pushed to the capital reserves and wage subsidy reserve as required. A full reserve projection report will be brought to the December Full Authority meeting.

Revenue and cost assumptions will be revisited and refined once actuals for the full 2023 year are available.

The attached budget package includes the following:

Programs and Services Revenue and Expense Overview: Lists each program and service of the Authority into its required Category: Category 1 (Mandatory); Category 2 (Municipality Requested); Category 3 (Other Deemed Advisable by KCCA Board). This summary provides a breakdown of the three sources of revenue for each program or services: municipal apportionment, Section 39 Provincial transfer payment or self-generated revenue.

Summary of Municipal Apportionment – Draft 2024: Provides for the apportionment of operating costs to each member municipality using the Modified Current Value Assessment information provided by MNRF.

Statement of Operations and Program Areas: Provides an overview of the overall 2024 Draft Budget and the details of revenues and expenses for each program area. Each program area provides details of the standard deliverables; 2024 initiatives and cost saving measures.

Members are asked to review the package elements and provide staff with final input and direction.

In accordance with the O.Reg. 402/22 the following approval timetable is proposed:

2024 Budget Approval Timeline	
Date	Requirement
November 15, 2023	Presentation of Draft Budget#1 to Full Authority and approval to release budget for consultation purposes including notification that the Apportionment Vote will occur on January 17, 2023 Full Authority to ensure 30 days advance notice requirement is met.
November 16 – December 15	Consultation with Member Municipalities as required.
December 20, 2023	Draft Budget #2 - Consideration of any required updates to apportionment/budget based on consultation to date. Release most recent draft budget and apportionment to member municipalities if required with reminder of apportionment vote on January 17, 2024.
January 17, 2023	Municipal Apportionment Vote – weighted majority and recorded. Once approved, distribute to participating municipalities with most recent budget; advise of Budget Vote on February 21, 2024.
February 21, 2024	Final Budget Vote – weighted vote as per By-Law. Once approved distribute to member municipalities, post on KCCA website, send to MNRF.

November 16, 2023

**Robin Greenall**

Chief Administrative Officer  
Municipality of Central Elgin  
450 Sunset Drive, Elgin County Administration Building  
St. Thomas, ON N5R 5V1

Dear Robin Greenall:

**Subject: 2024 Municipal Apportionment and Budget**

In accordance with Ontario Regulation 402/22 Kettle Creek Conservation Authority (KCCA) is enacting a four-phase approval process for the 2024 Budget:

- Phase 1: Categorizing Revenue and Expenses and amounts of municipal apportionment  
Phase 2: Board approval of Draft Budget for Consultation  
(Approved on November 15, 2023 for distribution to member municipalities and posted on KCCA's website)  
Phase 3: Board approval of 2024 Municipal Apportionment  
(Weighted Vote scheduled for January 17, 2024)  
Phase 4: Board approval of 2024 Budget  
(Weighted Vote as per Administrative By-Law at KCCA's Annual General Meeting scheduled for February 21, 2024)

On November 15, 2023 KCCA's Board of Directors approved the attached Draft 2024 Budget and Municipal Apportionment for consultation. Before determining the apportionment of costs to its member municipalities for 2024, KCCA considered the following cost saving measures:

- Phasing in the 2022 Salary and Pay Equity Review over five years and limiting cost of living increase to just keep pace with minimum wage increases.
- Increasing fees to fee for service cost areas including increases to conservation area fees, and tree planting fees.
- Limiting capital purchases to needs over the next four-years in order to allocate as much reserve funds as possible to ongoing maintenance and upkeep of the Dalewood Dam.
- A projected drawdown of reserves of \$97,763 to assist in undertaking key *Conservation Authorities Act* deliverables and off-setting rising costs in tree planting and other program areas.

KCCA is committed to implementing the new *Conservation Authorities Act* requirements including a Conservation Area Strategy and Watershed-based Management Strategy with minimal impact to the municipal levy. Therefore, the 2024 budget assumes the same level of services in 2023. However, inflationary costs related to wages and supplies are unsustainable.

The 2024 municipal apportionment increase for the Municipality of Central Elgin over 2023 is \$7,148. Please refer to the attached package for details of the increase and apportionment of costs between the

three categories of programs: Category 1 Mandatory; Category 2 Municipally Requested; Category 3 Deemed Advisable by the KCCA Board of Directors.

Notice is hereby given that the Municipal Apportionment of Costs will be approved by a weighted vote at KCCA's January 17, 2024 meeting. The final 2024 Budget will be approved, also by weighted vote, at the February 21, 2024 Annual General Meeting. Both meetings will be held in person at KCCA's Administration Centre beginning at 10 a.m. and streamed live at [www.facebook.com/KettleCreekCA/](http://www.facebook.com/KettleCreekCA/)

KCCA has always worked closely with its member municipalities to be fiscally responsible but still ensure the conservation, restoration, development and management of natural resources within the Kettle Creek watershed.

Council is encouraged to communicate their questions to their KCCA Board representative, Todd Noble. Questions on any matter are also welcomed by KCCA's General Manager/Secretary-Treasurer Elizabeth VanHooren at 519-631-1270 ext. 222

Sincerely,

Grant Jones  
Chair, Kettle Creek Conservation Authority

DRAFT

## 2024 BUDGET

Kettle Creek Conservation Authority (KCCA) works in partnership with 7 member municipalities (London, St. Thomas, Central Elgin, Southwold, Malahide, Thames Centre and Middlesex Centre) 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.

Over the past 5 years, KCCA has:

- Conducted updates to floodplain mapping using a combination of operating reserves and Provincial/Federal funding - an investment of \$174,880.
- Developed an interactive mapping tool on its website to make floodplain/regulation mapping available to the public.
- Maintained a comprehensive flood forecasting program issuing 20 messages per year on average.
- Planted approximately 50,000 trees per year throughout the watershed.
- Managed 8 Conservation Areas and maintained 25 kilometres of recreational hiking trails.
- Operated two campgrounds, Dalewood and Lake Whittaker, that generate revenue to support capital asset management.
- Managed invasive species and facilitated stewardship projects such as wetland creation on CA-owned and private lands.
- Led outreach activities like community tree planting events, established the Kettle Creek Environmental Youth Corps and coordinated large-scale outdoor education events like the Carolinian Forest Festival.



# 2024 BUDGET

**Municipality of Central Elgin**

**Increase over 2023: \$7,148.47**

KCCA makes every effort to minimize the general levy by maximizing other revenue sources and right-sizing expenditures.

### BUDGET PRESSURES

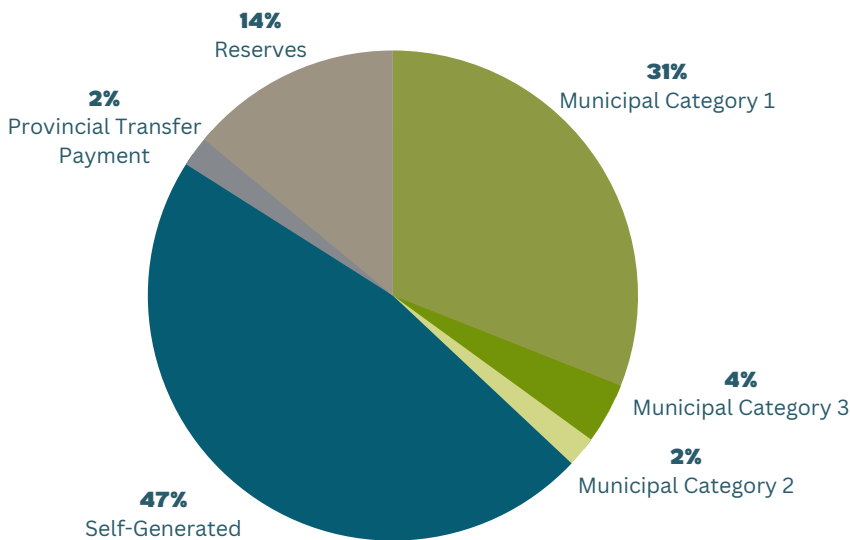
Inflation, increasing costs related to land management and mandatory deliverables associated with changes to the *Conservation Authorities Act* are driving budgetary pressures in 2024. Ensuring the salary grid keeps pace with increases to minimum wage will make sure that KCCA can retain and attract the necessary workforce to maintain current service levels. Funding for Category 1 programs and services from KCCA’s member municipalities represents 31% of total revenue.

Due to inflationary pressures and the requirement to introduce new mandatory deliverables, the 2024 budget assumes the same level of programs and services as provided in 2023.

### COST MITIGATION

The following cost-saving measures were applied before formulating the levy request and budget for 2024:

- Phasing in a 2022 Salary and Pay Equity Review over five years.
- Continued development of cloud-based and paperless services.
- Increasing conservation area fees to ensure revenue can continue to be used to contribute to capital re-investment.
- Proposed \$355,000 capital expenditures in 2024 completely self-funded through capital reserves.
- Increasing fees for tree planting to offset rising seedling costs.
- Proposed Operating Reserve drawdown of \$97,763 - continued use of reserves is unsustainable.
- Completion of new mandatory *Conservation Authorities Act* deliverables including the Watershed Resource Management Strategy, Conservation Lands Strategy, and Land Inventory by back-filling senior-level positions and limited internal resources.



**Programs and Services Revenue and Expenses Overview**

**Budget 2024 - Draft**

Programs and Services	Total Expenditures	Municipal Apportionment			Self Generated Revenue	Provincial Transfer Payment	Reserve Operating	Capital	Total Revenue
		Cat-1	Cat-2	Cat-3					
<b>Category 1/2</b>									
General Operating <sup>1</sup>	523,215.00	320,990.00			111,724.00	10,501.00		80,000.00	523,215.00
Plan Review and Permitting	95,626.00	72,273.00			17,500.00	1,853.00	4,000.00		95,626.00
Flood Forecasting	231,123.00	195,296.00				35,827.00			231,123.00
Dam Operations	147,356.00	103,767.00				13,589.00	30,000.00		147,356.00
Monitoring/Source Protection	137,222.00	114,429.00			13,000.00		9,793.00		137,222.00
Conservation Lands Management <sup>2</sup>	372,088.00	228,503.00	82,748.00		39,957.00		20,880.00		372,088.00
<b>Total Category</b>	<b>1,506,630.00</b>	<b>1,035,258.00</b>	<b>82,748.00</b>		<b>182,181.00</b>	<b>61,770.00</b>	<b>34,673.00</b>	<b>110,000.00</b>	<b>1,506,630.00</b>
<b>Category 3</b>									
Tree Planting <sup>3</sup>	260,239.00			129,130.00	92,019.00		39,090.00		260,239.00
Stewardship Services	193,776.00				169,776.00		24,000.00		193,776.00
Education/Outreach	125,789.00				125,789.00				125,789.00
Campgrounds	1,276,323.00				1,031,323.00			245,000.00	1,276,323.00
Enhanced Monitoring <sup>3</sup>	16,800.00			16,800.00					16,800.00
<b>Total Category</b>	<b>1,872,927.00</b>			<b>145,930.00</b>	<b>1,418,907.00</b>	<b>-</b>	<b>63,090.00</b>	<b>245,000.00</b>	<b>1,872,927.00</b>
<b>Total Budget<sup>4</sup></b>	<b>3,379,557.00</b>	<b>1,035,258.00</b>	<b>82,748.00</b>	<b>145,930.00</b>	<b>1,601,088.00</b>	<b>61,770.00</b>	<b>97,763.00</b>	<b>355,000.00</b>	<b>3,379,557.00</b>
<b>Percentage of Total Budget</b>			31%	2%	4%	47%	2%	3%	11%

Note 1 General Operating costs include administrative expenses related to the Office of the General Manager, communications, finance, payroll, human resources, administration office and other administrative expenses to support Category 1 programs and services.

Note 2 Category 2 funding for Conservation Lands Management includes the Kettle Creek Dog Park Agreement and the Elgin County Tree Commissioner available on KCCA's website.

Note 3 Category 3 apportionment for tree planting and enhance monitoring are subject to the Cost Apportioning Agreements available on website.

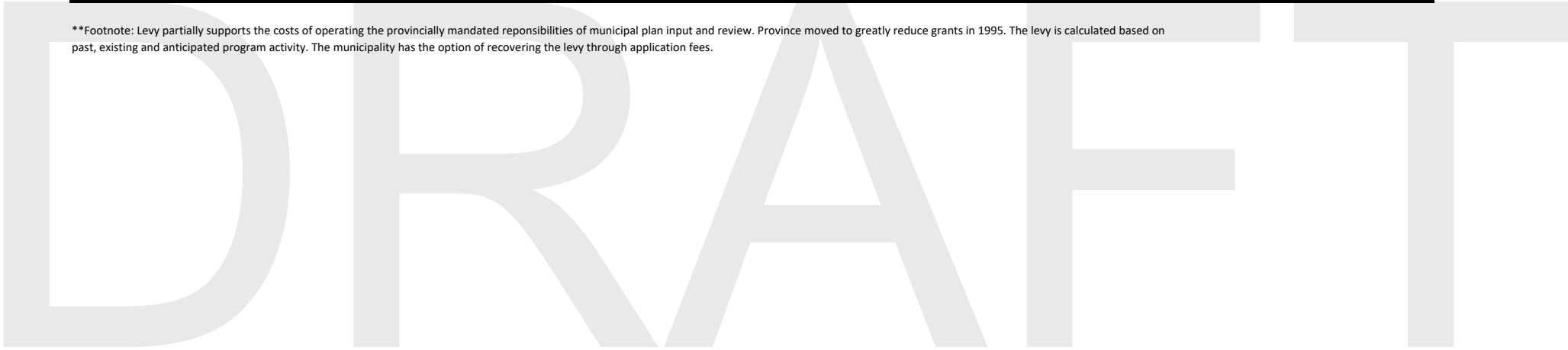
Note 4 This summary includes proposed capital purchases of \$355,000. Capital purchases will be amortized in accordance with KCCA's Asset Management.



Kettle Creek Conservation Authority  
**Municipal Cost Apportionment**  
 Budget 2024 - Draft

Municipality	Modified Current Value Assessment (MVCA)	% Municipality In Watershed	MCVA In Watershed	Apportionment %	Category 1 Apportionment	Category 2 Apportionment	Special Levy*	Proposed Total 2024 Apportionment	Total 2023 Apportionment	Difference 2023/2024
Central Elgin	\$ 2,063,691,519.00	60	\$ 1,238,214,911.00	7.90	\$ 76,411.83	\$ 9,188.56	\$ 10,534.98	\$ 96,135.37	\$ 88,986.90	\$ 7,148.47
Middlesex Centre	\$ 3,781,981,998.70	7	\$ 264,738,740.00	1.69	\$ 16,337.37	\$ 1,964.58	\$ 1,030.45	\$ 19,332.39	\$ 17,778.43	\$ 1,553.96
London	\$ 59,265,812,025.35	15	\$ 8,889,871,804.00	56.71	\$ 548,605.37	\$ 95,561.75	\$ 1,030.45	\$ 645,197.58	\$ 601,534.55	\$ 43,663.03
Thames Centre	\$ 2,635,389,144.70	8	\$ 210,831,132.00	1.34	\$ 13,010.66	\$ 1,564.54	\$ 1,023.67	\$ 15,598.87	\$ 14,487.83	\$ 1,111.04
Malahide	\$ 1,326,938,184.75	8	\$ 106,155,055.00	0.68	\$ 6,550.96	\$ 787.76	\$ 1,023.67	\$ 8,362.39	\$ 7,803.74	\$ 558.65
Southwold	\$ 808,727,923.40	78	\$ 630,807,780.00	4.02	\$ 38,927.96	\$ 4,681.11	\$ 7,660.57	\$ 51,269.64	\$ 47,217.21	\$ 4,052.43
St. Thomas	\$ 4,517,376,589.10	96	\$ 4,336,681,526.00	27.66	\$ 267,622.17	\$ 32,181.70	\$ 45,488.89	\$ 345,292.76	\$ 321,691.77	\$ 23,600.99
<b>Total Budget</b>	<b>\$ 74,399,917,385.00</b>		<b>\$ 15,677,300,948.00</b>	<b>100.00</b>	<b>967,466.32</b>	<b>\$ 145,930.00</b>	<b>\$ 67,792.68</b>	<b>\$ 1,181,189.00</b>	<b>\$ 1,099,500.43</b>	<b>\$ 81,688.57</b>

\*\*Footnote: Levy partially supports the costs of operating the provincially mandated responsibilities of municipal plan input and review. Province moved to greatly reduce grants in 1995. The levy is calculated based on past, existing and anticipated program activity. The municipality has the option of recovering the levy through application fees.



Kettle Creek Conservation Authority  
**Statement of Operations**  
**Budget 2024 - Draft**

	<b>Actual 2022</b>	<b>Budget 2023</b>	<b>Budget 2024</b>
<b>Revenue</b>			
Municipal Apportionment (Cat 1)	915,602.42	960,154.40	1,035,258.00
Municipal Apportionment (Cat 3)	131,540.83	139,345.60	145,930.00
Municipal Category 2 Agreements	76,956.25	78,665.00	82,748.00
User Fees and Sales			
Lake Whittaker	486,223.46	485,704.00	536,003.00
Dalewood	445,529.39	431,320.00	479,320.00
Other	39,180.71	50,779.00	53,042.00
Transfer from Reserve (Capital)		124,000.00	355,000.00
Transfer from Reserve (Operating)	4,453.43	179,587.00	97,763.00
Ministry of Natural Resources	61770	61770	61770
Other Revenue and Grants	646781.21	427949	532723
Donations	679,938.46		
<b>Total Revenue</b>	<b>3,487,976.16</b>	<b>2,939,274.00</b>	<b>3,379,557.00</b>
<b>Expenditures</b>			
General Operating	1,063,996.29	411,783.00	443,215.00
Plan Review and Permitting	105,192.05	86,337.00	95,626.00
Flood Forecasting	206,790.55	286,648.00	231,123.00
Dam Operations	129,835.74	108,698.00	117,356.00
Monitoring/Source Protection	130,336.41	133,399.00	137,222.00
Conservation Lands Management	411,884.84	343,889.00	372,088.00
Tree Planting	267,617.09	249,762.00	260,239.00
Stewardship Services	185,680.34	187,705.00	193,776.00
Education/Outreach	44,658.73	42,492.00	125,789.00
Campgrounds	928,444.12	950,024.00	1,031,323.00
Enhanced Monitoring	13,540.00	14,537.00	16,800.00
<b>Total Expenditures</b>	<b>3,487,976.16</b>	<b>2,815,274.00</b>	<b>3,024,557.00</b>
Planned Capital		124,000.00	355,000.00

Kettle Creek Conservation Authority  
**General Operating Expenses**  
**Budget 2024 - Draft**

	Budget 2023	Budget 2024
<b>Revenue</b>		
Municipal Apportionment		
Category 1	304,359.00	320,990.00
Category 2		
Category 3		
Provincial Transfer Payment	10,501.00	10,501.00
Self Generated	96,923.00	111,724.00
Operating (Reserves)	-	-
Capital (Reserves)	76,000.00	80,000.00
<b>Total Revenue</b>	<b>487,783.00</b>	<b>523,215.00</b>

<b>Expenditures</b>		
Staffing and Board Expenses	230,043.00	246,117.00
Operating Expenses	155,166.00	163,842.00
Amortization	26,574.00	33,256.00
Transfer to Reserves		
<b>Total Expenditures</b>	<b>411,783.00</b>	<b>443,215.00</b>
Work in Progress Capital	76,000.00	80,000.00

**Standard Deliverables**

Office of the General Manager, 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.

Preparing and submitting reports to CRA and financial reports for funding agencies.

**2024 Initiatives**

Implementation of 2022 Salary and Pay Equity Review over 5 years.

2.75% cost of living increase to wage grid.

The following deliverables are required to be developed by December 31, 2024 in accordance with O. Reg 686/21: Watershed Resource Management Strategy, Conservation Areas Land Inventory and a Conservation Areas Management Plan to guide the management of CA owned properties including: objectives, land mapping, identification of programs and services. KCCA will be backfilling senior level positions in order to undertake these deliverables and required consultation.

**Cost Saving Measures**

Digitizing historical records with self-generated funds

**Capital**

Replacement of vehicle not specified to program area. Invest in infrastructure to facilitate use of EV powered vehicles. Staged computer upgrade to meet Windows 11 requirements.

Kettle Creek Conservation Authority  
**Plan Review and Permitting**  
**Budget 2024 - Draft**

	Budget 2023	Budget 2024
<b>Revenue</b>		
Municipal Apportionment		
Category 1	63,062.00	72,273.00
Category 2		
Category 3		
Provincial Transfer Payment	1,853.00	1,853.00
Self Generated	17,422.00	17,500.00
Operating (Reserves)	4,000.00	4,000.00
Capital (Reserves)		
<b>Total Revenue</b>	<b>86,337.00</b>	<b>95,626.00</b>

<b>Expenditures</b>		
Staffing/Board Expenses	66,375.00	75,172.00
Operating Expenses	19,962.00	20,454.00
Amortization		
Transfer to Reserves		
<b>Total Expenditures</b>	<b>86,337.00</b>	<b>95,626.00</b>
Work in Progress Capital	-	-

**Standard Deliverables**

Deliver the Authority’s permitting responsibilities, ensuring compliance with Ontario Regulation 181/06 and related policies, site inspections, communications with agents and consultants) and appropriate enforcement action. Meet the Authority’s delegated responsibility to represent the provincial interest in natural hazards (Section 3.1 of the Provincial Policy Statement) providing technical information and advice on land-use planning documents (Official Plans and Zoning By-Law Amendments, Subdivisions, Consents and Minor Variance Work with member municipality drainage superintendents to assess drain maintenance notifications, and review new drain proposals under the Drainage Act and Conservation Authorities Act (DART) protocol.

**2024 Initiatives**

Changes are being proposed to the Regulation of Development for the Protection of People and Property from Natural Hazards in Ontario which will require mapping and policy updates.

**Cost Saving Measures**

Planning and Regulation Fees were increased in 2022 to match neighbouring CAs; provincial freeze on fee increases/modifications in effect until December 31, 2023 as per Minister Order.

**Capital**

No capital for this program area.

**Flood Forecasting**

**Budget 2024 - Draft**

	Budget 2023	Budget 2024
<b>Revenue</b>		
Municipal Apportionment		
Category 1	185,696.00	195,296.00
Category 2		
Category 3		
Provincial Transfer Payment	35,827.00	35,827.00
Self Generated		
Operating (Reserves)	65,125.00	-
Capital (Reserves)		
<b>Total Revenue</b>	<b>286,648.00</b>	<b>231,123.00</b>
<b>Expenditures</b>		
Staffing/Board Expenses	164,176.00	172,385.00
Operating Expenses	122,472.00	58,738.00
Amortization		
Transfer to Reserves		
<b>Total Expenditures</b>	<b>286,648.00</b>	<b>231,123.00</b>
Work in Progress Capital	-	-

**Standard Deliverables**

Operate a flood forecasting and warning system to ensure that residents and municipalities are aware of potential flood related events in a timely manner. Issue Flood messages (Conditions Statements, Watches and Warnings for shoreline and riverine systems) and conduct outreach and education on flood forecasting program and safety measures. Monitor watershed conditions to detect low water conditions and support the Water Response Team in responding to low water events. Acquire and maintain Floodplain mapping and conduct necessary communication initiatives to inform stakeholders and update mapping in Board approved policies, Official Plans and KCCA’s online mapping. Data collection, mapping data sets and study of designs to mitigate hazards. Development and use of systems to collect and store data and to provide spatial geographical representations of data.

**2024 Initiatives**

Status Quo.

**Cost Saving Measures**

In the last five years, KCCA has conducted updates to floodplain mapping using a combination of reserves and Provincial/Federal Funding representing an investment of \$174,880. Staff are currently working with local Universities for beta versions of flood forecasting models at little to no cost.

**Capital**

No capital for this program area.

**Dam Operations**

**Budget 2024 - Draft**

	Budget 2023	Budget 2024
<b>Revenue</b>		
Municipal Apportionment		
Category 1	95,109.00	103,767.00
Category 2		
Category 3		
Provincial Transfer Payment	13,589.00	13,589.00
Self Generated		
Operating (Reserves)		-
Capital (Reserves)	-	30,000.00
<b>Total Revenue</b>	<b>108,698.00</b>	<b>147,356.00</b>
<b>Expenditures</b>		
Staffing/Board Expenses	64,619.00	67,394.00
Operating Expenses	37,704.00	43,428.00
Amortization	6,375.00	6,534.00
Transfer to Reserves		
<b>Total Expenditures</b>	<b>108,698.00</b>	<b>117,356.00</b>
Work in Progress Capital	-	30,000.00

**Standard Deliverables**

Operate and maintain 3 dam structures on KCCA lands. Routine maintenance completed by KCCA staff or independent contractors as required. One erosion control structure is maintained.

**2024 Initiatives**

Assess and determine short and long-term goals for the Dalewood Dam including developing a comprehensive financial plan to support required works. An estimated \$8,500 is required annually for Dalewood Dam maintenance/monitoring until major repairs can be completed.

**Cost Saving Measures**

Budget assumes successful application to provincial WECI program for 50% funding for eligible expenses related to Dalewood Dam MCEA, maintenance and upkeep.

**Capital**

\$30,000 allocated to initiate MCEA on the Dalewood Dam.

Kettle Creek Conservation Authority  
**Monitoring and Source Protection**  
**Budget 2024 - Draft**

	Budget 2023	Budget 2024
<b>Revenue</b>		
Municipal Apportionment		
Category 1	125,179.00	131,229.00
Category 2		
Category 3		
Provincial Transfer Payment	5,000.00	5,000.00
Self Generated	8,000.00	8,000.00
Operating (Reserves)	9,757.00	9,793.00
Capital (Reserves)		
<b>Total Revenue</b>	<b>147,936.00</b>	<b>154,022.00</b>

<b>Expenditures</b>		
Staffing/Board Expenses	109,138.00	112,097.00
Operating Expenses	37,139.00	40,225.00
Amortization	1,659.00	1,700.00
Transfer to Reserves		
<b>Total Expenditures</b>	<b>147,936.00</b>	<b>154,022.00</b>
Work in Progress Capital	-	-

**Standard Deliverables**

**Category 1:** Provincial Water Quality Monitoring Network; Provincial Groundwater Monitoring Network, and Low Water Response. Meet the obligations of the Clean Water Act and those that have been assigned in the Kettle Creek Source Protection Plan. Support and Liaise with the Grand River Source Protection Authority and the Lake Erie Source Protection Committee and relevant municipalities to meet the requirements of the Clean Water Act.

**Category 3:** Maintain and implement a watershed-wide monitoring program to inform watershed resource management decisions and contribute to data used in municipal planning. 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.

**2024 Initiatives**

No changes are anticipated. Lab fees have steadily increased over the last 5 years. 2023 is the last year of a discounted rate. Minimum 10-12% increase expected in 2024 with potential 3% year over year for 2025-2027.

**Cost Saving Measures**

Staff will continue to negotiate lab fees.

**Capital**

No capital for this program area.

**Conservation Lands**

**Budget 2024 - Draft**

	Budget 2023	Budget 2024
<b>Revenue</b>		
Municipal Apportionment		
Category 1	201,287.00	228,503.00
Category 2	78,665.00	82,748.00
Category 3		
Provincial Transfer Payment		
Self Generated	34,557.00	39,957.00
Operating (Reserves)	29,380.00	20,880.00
Capital (Reserves)	38,000.00	
<b>Total Revenue</b>	<b>381,889.00</b>	<b>372,088.00</b>

<b>Expenditures</b>		
Staffing/Board Expenses	241,943.00	267,411.00
Operating Expenses	80,874.00	83,120.00
Amortization	21,072.00	21,557.00
Transfer to Reserves		
<b>Total Expenditures</b>	<b>343,889.00</b>	<b>372,088.00</b>
Work in Progress Capital	38,000.00	-

**Standard Deliverables**

Management and maintenance of 8 Conservation Areas for passive recreation including 25 kilometers of hiking trails, signage, fencing, gates, pavilions, roadways, parking lots, trail structures, stewardship, forest management, hazard tree management, invasive species management, taxes and insurance. Strategic Acquisition of environmentally significant properties in the Kettle Creek watershed as guided by KCCA’s Land Acquisition and Disposition Policy. Includes service agreements with County of Elgin for tree commissioning and City of St. Thomas and Municipality of Central Elgin for the Kettle Creek Dog Park.

**2024 Initiatives**

The following deliverables are required to be developed by December 31, 2024 in accordance with O. Reg 686/21: Conservation Areas Land Inventory and a Conservation Areas Management Plan to guide the management of CA owned properties including: objectives, land mapping, identification of programs and services. KCCA will be backfilling senior level positions in order to undertake these deliverables and required consultation using limited internal resources.

**Cost Saving Measures**

KCCA will be backfilling senior level positions in order to undertake these deliverables and required consultation using limited internal resources.

**Capital**

No planned capital for 2024.



**Tree Planting**

**Budget 2024 - Draft**

	Budget 2023	Budget 2024
<b>Revenue</b>		
Municipal Apportionment		
Category 1		
Category 2		
Category 3	124,808.00	129,130.00
Provincial Transfer Payment		
Self Generated	89,629.00	92,019.00
Operating (Reserves)	35,325.00	39,090.00
Capital (Reserves)		
<b>Total Revenue</b>	<b>249,762.00</b>	<b>260,239.00</b>

**Expenditures**

Staffing/Board Expenses	145,028.00	152,886.00
Operating Expenses	104,734.00	107,353.00
Amortization		
Transfer to Reserves		
<b>Total Expenditures</b>	<b>249,762.00</b>	<b>260,239.00</b>
Work in Progress Capital	-	-

**Standard D**

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, leading and facilitating community planting events and applying for and managing external funding in support of tree plantings.

**2024 Initiatives**

Maintain a base level of minimum 45,000 tree per year. Secure long-term sustainable funding for program.

**Cost Saving Measures**

Modest increase to fees to assist in covering off rising costs associated with minimum wage increases, tree stock, handling and delivery charges. Reserves are used to off-set costs of required re-plants and program costs. Continued or increasing use of reserves is an unsustainable model.

**Capital**

No planned capital for 2024.

Kettle Creek Conservation Authority  
**Stewardship Services/Landowner Services**  
**Budget 2024 - Draft**

	Budget 2023	Budget 2024
<b>Revenue</b>		
Municipal Apportionment		
Category 1		
Category 2		
Category 3		
Provincial Transfer Payment		
Self Generated	163,705.00	169,776.00
Operating (Reserves)	24,000.00	24,000.00
Capital (Reserves)		
<b>Total Revenue</b>	<b>187,705.00</b>	<b>193,776.00</b>

<b>Expenditures</b>		
Staffing/Board Expenses	25,784.00	27,516.00
Operating Expenses	161,921.00	166,260.00
Amortization		
Transfer to Reserves		
<b>Total Expenditures</b>	<b>187,705.00</b>	<b>193,776.00</b>
Work in Progress Capital	-	-

**Standard Deliverables**

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.

**2024 Initiatives**

Projects are scaled to available funding.

**Cost Saving Measures**

Program completely conducted using self-generated funds.

**Capital**

No planned capital for 2024.

Kettle Creek Conservation Authority  
**Education and Outreach**  
**Budget 2024 - Draft**

	Budget 2023	Budget 2024
<b>Revenue</b>		
Municipal Apportionment		
Category 1		
Category 2		
Category 3		
Provincial Transfer Payment		
Self Generated	42,492.00	125,789.00
Operating (Reserves)		
Capital (Reserves)		
<b>Total Revenue</b>	<b>42,492.00</b>	<b>125,789.00</b>

<b>Expenditures</b>		
Staffing/Board Expenses	11,455.00	32,292.00
Operating Expenses	31,037.00	93,497.00
Amortization		
Transfer to Reserves		
<b>Total Expenditures</b>	<b>42,492.00</b>	<b>125,789.00</b>
Work in Progress Capital	-	-

**Standard Deliverables**

Curriculum-based education programs for elementary and secondary students and education and outreach programs for community groups/organizations.

**2024 Initiatives**

KCCCA will coordinate the Elgin-Middlesex Children's Water Festival in 2024. KCCA and UTRCA rotate Festival responsibilities, with KCCA hosting every three years.

**Cost Saving Measures**

Program completely conducted using self-generated funds.

**Capital**

No planned capital for 2024.

**Campgrounds**

**Budget 2024 - Draft**

	Budget 2023	Budget 2024
<b>Revenue</b>		
Municipal Apportionment		
Category 1		
Category 2		
Category 3		
Provincial Transfer Payment		
Self Generated	938,024.00	1,031,323.00
Operating (Reserves)	12,000.00	
Capital (Reserves)	10,000.00	245,000.00
<b>Total Revenue</b>	<b>960,024.00</b>	<b>1,276,323.00</b>

<b>Expenditures</b>		
Staffing/Board Expenses	494,993.00	532,011.00
Operating Expenses	367,972.00	371,054.00
Amortization	87,059.00	101,721.00
Transfer to Reserves		26,537.00
<b>Total Expenditures</b>	<b>950,024.00</b>	<b>1,031,323.00</b>
Work in Progress Capital	10,000.00	245,000.00

**Standard Deliverables**

Manage, operate and maintain Lake Whittaker and Dalewood Conservation Area Campgrounds including day-use areas (pay for use), canoe and kayak rentals, seasonal and transient camping, group camping and retails sales of firewood, ice and grocery items

**2024 Initiatives**

Development of achievable workplans and budget to ensure contant regeneration of capital assets in all program areas including annual transfer of profits to capital reserves.

**Cost Saving Measures**

Continue to operate campgrounds independent of municipal support, with revenue supporting full-time wages and capital asset management helping to offset mandatory program areas.

Fees are evaluated annually to ensure cost recovery and revenue. Initiate at least one additional special revenue generating event at one active recreation property per year over

**Capital**

Hydro upgrades (\$25,000); \$200,000 donation to upgrade LWCA Lakeshore Campground; \$10,000 DWCA golf cart replacement; \$10,000 sign replenishment.

TO: Board of Directors  
 FROM: Joe Gordon  
 Date: November 15, 2023  
 Subject: November 2023 Planning and Regulations Activity Report



**RECOMMENDATION:**

**That the November 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 October 14 to November 9, 2023.

**Plan Input and Review:**

KCCA #	File No.	Municipality	Application Type	Support	Conditions
2366	E80-23 162 William St	Central Elgin	Consent	Yes	none
2367	E86-23 3121 Old Dexter Line	Central Elgin	Consent	Yes	None
2368	E87-23 42483 Southdale Ln	Central Elgin	Consent	Yes	Permit Req
2369	E88 & 89-23 42399 Southdale Ln	Central Elgin	Consent	Yes	Permit Req

**Section 28 Permit(s):**

Permit No.	Address	Municipality	Description
<b>P23-045</b>	332 Colborne St	Central Elgin	Construction of new 2 car garage with second storey residential unit adjacent to identified flooding hazards. A topographic survey submitted with the application confirms that the existing grades of the subject property are above the regulatory flood elevation of Kettle Creek.
<b>P23-046</b>	37600 Fourth Line	Southwold	Construction of a new septic system to replace an existing failed system. The proposed location of the septic field and tank is within 120m of an abutting

			provincially significant wetland but outside of the minimum 30m setback. The application is supported by an assessment report and design prepared by BOS Engineering and Environmental Services.