

## **08-23-BOD**

Nottawasaga Valley Conservation Authority  
Sep 22, 2023 at 9:00 AM EDT to Sep 22, 2023 at 12:00 PM EDT  
8195 8th Line, Utopia ON, L0M 1T0

## **Agenda**

### **1. Events**

#### **Tiffin Nature Program (for preschoolers)**

Tiffin Nature Program will help preschoolers gain knowledge, understanding and appreciation of the natural world and our amazing planet. Children learn about risky play, and develop a better understanding of their relationship with the land.

**Half Day Dates:** Tuesdays September 5, 2023 – November 28, 2023

**Full Day Dates:** Thursdays September 7, 2023 – November 30, 2023

**Location:** Tiffin Centre for Conservation

#### **Festival at Fort Willow**

The Festival at Fort Willow is an annual event where visitors will experience what life was like in the early 1800s.

**Date:** Saturday, September 19, 2023, 10:00AM – 4:00 PM

**Location:** Historic Fort Willow Conservation Area

#### **PA/PD Day Camp Tiffin**

Camp Tiffin encourages outdoor exploration, guided excursions in the forest fueled by student interest. Every day will be guided by student inquiry, seasonal changes, and weather and program availability.

**Date:** Friday, September 22, 2023 from 9:00 a.m. – 4 p.m.

**Location:** Tiffin Centre for Conservation

#### **Devil's Bluff Fun Run 2023**

A partnership between n89 and NVCA. Proceeds go towards maintaining NVCA's conservation areas

**Date:** Friday, October 6, 2023 at 6:30 pm

**Location:** Nottawasaga Bluffs Conservation Area

### **2. Call to Order**

### **3. Land Acknowledgement**

The Nottawasaga Valley Conservation Authority Board acknowledges that we are situated on the traditional land of the Anishinaabeg. The Anishinaabeg include the Odawa, Saulteaux, Anishinaabeg, Mississauga and Algonquin who spoke several languages including Anishinaabemowin and Potawatomi. We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Métis and Inuit people.

#### **4. Declaration of Pecuniary and Conflict of Interest**

#### **5. Motion to Adopt the Agenda**

Recommendation:

**RESOLVED THAT:** the agenda for the Board of Directors meeting #08-23-BOD dated on September 22, 2023 be approved.

#### **6. Announcements**

There are no announcements at this time.

#### **7. Presentations**

Director, Corporate Services, Sheryl Flannagan will conduct a presentation regarding NVCA's 2024 Draft Budget.

***\*The resolution and voting will be located in agenda item #12.2.4\****

#### **8. Deputations**

There are no deputations at this time.

#### **9. Hearings**

There are no hearings at this time.

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

Board Members are requested to identify items from the Consent List that they wish to have considered for separate discussion.

#### **11. Adoption of Consent List and Identification of Items Requiring Separate Discussion**

Recommendation:

**RESOLVED THAT:** agenda item number(s), 12.2.4 was identified as requiring separate discussion, be referred for discussion under Agenda Item #12; and

**FURTHER THAT:** all Consent List Agenda Items not referred for separate discussion be adopted as submitted to the board and staff be authorized to take all necessary action required to give effect to same; and

**FURTHER THAT:** any items in the Consent List not referred for separate discussion, and for which conflict has been declared, are deemed not to have been voted on or discussed by the individual making the declaration.

#### **12. Consent List**

##### **12.1. Adoption of Minutes**

Recommendation:

**RESOLVED THAT:** the minutes of the Board of Directors meeting 07-23-BOD dated on August 25, 2023 be approved.

##### **12.1.1. Adoption of Agricultural Advisory Committee Meeting Minutes**

Recommendation:

**RESOLVED THAT:** the minutes of the Agricultural Advisory Committee meeting 02-23-AAC dated on June 29, 2023 be approved.

##### **12.2. Staff Reports**

**12.2.1. Staff Report No. 35-08-23-BOD from Tyler Mulhall, Regulations Technician**

Recommendation:

**RESOLVED THAT:** The Board of Directors receive Staff Report No. 35-08-23-BOD regarding the formal adoption of the Hydro One MOU and Protocol between Hydro One and CO.

**12.2.2. Staff Report No. 36-08-23-BOD from Doug Hevenor, Chief Administrative Officer**

Recommendation:

**RESOLVED THAT:** the Staff Report No. 36-08-23-BOD, update on Memorandums of Understanding and Nottawasaga Valley Conservation Authority's (NVCA) progress report, be received; and

**FURTHER THAT:** the Board of Directors approves this progress report in fulfillment of O.Reg. 687/21 to be submitted to the Province's MNR by October 1, 2023, as required for meeting the needs of the Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the Act.

**12.2.3. Staff Report No. 37-08-23-BOD from Sheryl Flannagan, Director, Corporate Services**

Recommendation:

**RESOLVED THAT:** Staff Report No. 37-08-23-BOD regarding the NVCA's Apportionment Method be approved.

**12.2.4. Staff Report No. 38-08-23-BOD from Sheryl Flannagan, Director, Corporate Services**

Recommendation

**RESOLVED THAT:** Staff Report No. 38-08-23-BOD regarding the NVCA's 2024 Draft Budget be approved; and

**FURTHER THAT:** the Board of Directors receive the 2024 draft budget for consideration; and

**FURTHER THAT:** staff be directed to distribute the 2024 Draft Budget booklet to municipalities for the consultation period.

**12.2.5. Staff Report No. 39-07-23-BOD from Taryn Arsenault, Flood Operations Field Specialist**

Recommendation

**RESOLVED THAT:** The Board of Directors receive Staff Report No. 39-08-23-BOD for information; and

**FURTHER THAT:** the Board of Directors approve a contract with Wind Whistle Landscaping, replacing Jim Collis, for an upset limit of \$99,755.00.

**12.2.6. Staff Report No. 40-08-23-BOD from Maria Leung, Senior Communications Specialist**

Recommendation

**RESOLVED THAT:** Staff Report No. 40-08-23-BOD regarding NVCA Communications – *August 12, 2023 – September 8, 2023*, be received.

**13. Notice of Motion**

Vice-Chair Scott's Motion regarding "Right to Repair" from his Notice of Motion at June 23, 2023 meeting

Recommendation:

**RESOLVED THAT:** "right-to-repair" movement seeks to ensure consumers of electronic products, including mobile phones and computers, as well as agricultural equipment, are able to make routine fixes to damaged products without having to rely on the manufacturer and to affordably make such repairs; and

**WHEREAS:** this movement and efforts against "planned obsolescence" seeks to ensure affordability for consumers and to protect our environment by reducing electronic waste; and

**WHEREAS:** the agricultural sector has unique needs related to specialized electronic farm equipment and the ability to make repairs in a timely and affordable manner, especially during the growing season; and

**FURTHER THAT:** a commitment in the 2023 federal budget that "the government will work to implement a right to repair, with the aim of introducing a targeted framework for home appliances and electronics in 2024. The government will launch consultations this summer, including on the right to repair and the interoperability of farming equipment, and work closely with provinces and territories to advance the implementation of a right to repair" (p. 38); and

**BE IT THEREFORE RESOLVED THAT:** Nottawasaga Valley Conservation Authority Board endorses the right-to-repair movement through a letter from the Chair and Vice-Chair to call on the federal government to expedite the promised consultations to enshrine this principle in consumer-protection law, with specific consultations and measures related to supporting the agricultural sector undertaken; and

**FURTHER THAT:** a copy of this resolution and accompanying letter be shared with the Minister of Innovation, Science and Economic Development; the Minister of Agriculture; the Members of Parliament in the Nottawasaga watershed; and to Conservations Ontario and Ontario's conservation authorities, with a request for their endorsement of same.

#### **14. Other Business**

#### **15. Adjourn**

Recommendation:

**RESOLVED THAT:** this meeting adjourn at \_\_\_\_\_ to meet again on October 27, 2023 or at the call of the Chair.



# 2024 Draft Budget

Sheryl Flannagan | Director, Corporate Services | September 22, 2023



# 2024 Budget Guideline

Approved at the August 25, 2023 Board meeting

Staff brought forward a \$200,000 general levy increase request as a guideline to the Board of Directors.

Following Board discussion, the following \$400,000 guideline was approved:

*RES: 48-23*

Moved by: Cllr. Joe Belanger, Seconded by: Cllr. Kyle Fegan

**RESOLVED THAT:** Staff Report No. 32-07-23-BOD regarding guidelines for the development of the 2024 NVCA draft budget be increased to \$400,000 levy guideline and that the additional approximate \$200,000 be placed to our planning services for acquisition of staff and be approved; and

**FURTHER THAT:** staff be directed to prepare a draft 2024 budget for consideration by the Board of Directors.

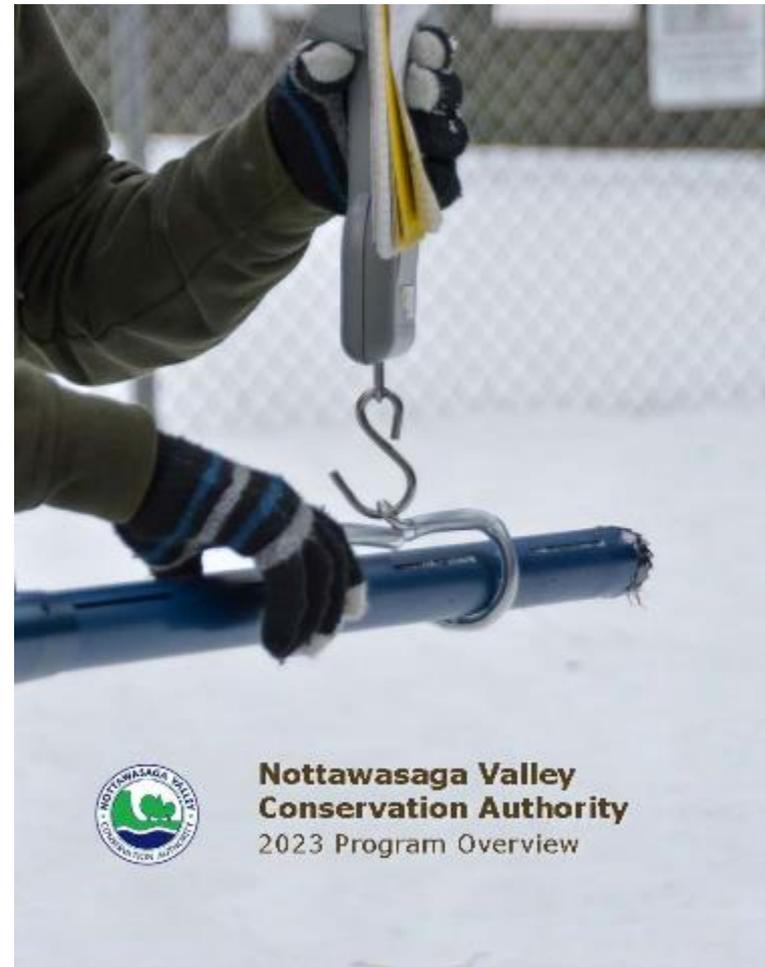
Carried;



# 2024 Draft Budget

## 2024 Program Overview

Sustaining the watershed is not our work alone. It is what we do together with municipalities, our neighbours, universities and colleges, donors, local and regional agencies, and the many other partners we work with. We need to celebrate our successes, but we also need to increase the scope, scale and intensity of our joint efforts to create a place we can be proud of and celebrate – one we can call home. For life.

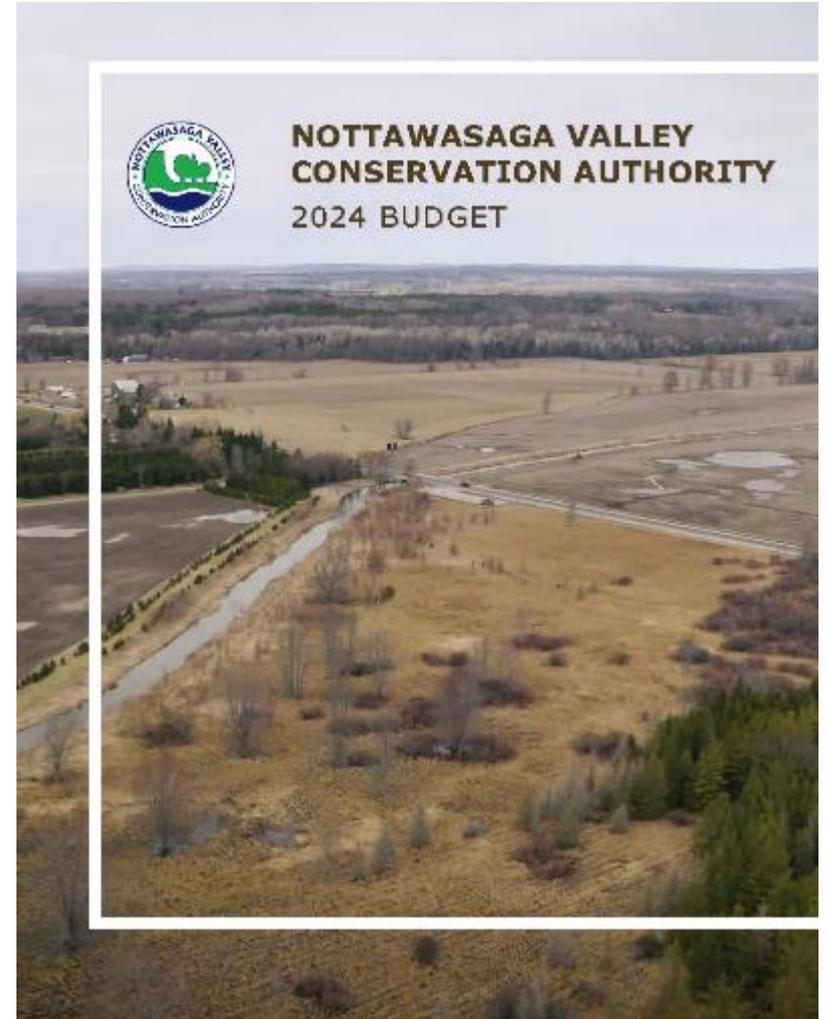


- Highlights each program
- Attachment # 2 in agenda package



# 2024 Draft Budget Process

- Once approved for circulation – circulated to Municipalities for 30-day review period
- Final Budget Vote – December 2023
- Attachment #1 in agenda package



# 2024 Draft Budget

## Budget Pressures

- The provincial transfer payment to the NVCA through the Ministry of Natural Resources and Forestry (MNRF)
- Benefits, Insurance Premiums & Software support - costs not contained at the inflation rate
- Canada Pension Plan (CPP) enhancement and other employment costs
- Other uncontrollable costs like property taxes
- Maintenance, material & supply costs – high inflation



# 2024 Draft Budget

## How did we address these pressures?

Staff worked very hard to come up with a responsible budget for our municipalities:

- As mentioned at August meeting – starting point was \$500,000 increase to general levy
  - Look at three-year trends
  - Looked at all expenditures to see where savings could be found
  - Increased potential revenues wherever possible, including applying for as many grants as possible
- ❖ Staff are pleased to present a budget with a total increase of \$393,658.04 to the general levy
- ❖ **Levy increase below Board approved guideline of \$400,000**



# 2024 Draft Budget

## How have things changed this year?

The 2024 budget represents a transition to a new budgetary framework for NVCA. Through the Province of Ontario, NVCA's program areas are separated into three categories:

- Category 1: Mandatory programs and services, where municipal levy could be used without any agreement
- Category 2: Municipal programs and services provided at the request of a municipality through an agreement
- Category 3: Other programs and services an authority determines are advisable but are not under Categories 1 and 2. Use of municipal levy requires an agreement with participating municipalities.



# 2024 Draft Budget

How have things changed this year?



Category 1  
Draft  
Budget



NVCA  
Draft  
Budget



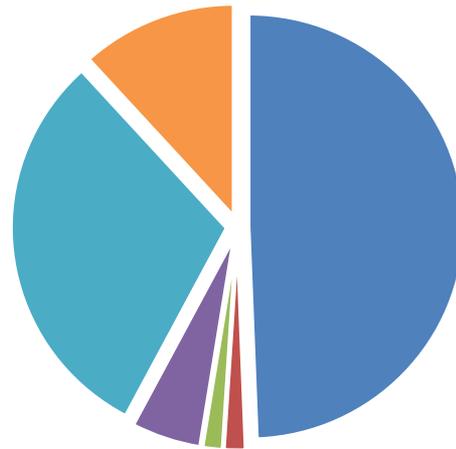
Categories  
2 & 3 Draft  
Budget



# 2024 Draft Budget – Combined

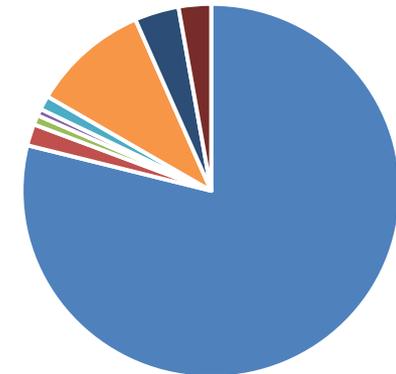
## Revenue & Expenditure Breakdown

Combined Revenues



- Levy - 49%
- Provincial - 2%
- Revenue Generated by Authority - 31%
- Municipal Projects - 2%
- Grants written by NVCA - 5%
- Contributions - 12%

Combined Expenses



- Wages and Benefits - 78.5%
- Transfer to Reserves - 2%
- Travel & Vehicle - 1%
- Interest & Bank - 0.35%
- Training/Membership Dues - 1%
- Office supplies & Project Material Costs - 10%
- Occupancy Costs/Utilities - 4%
- Professional & Consulting Fees - 3%



# 2024 Draft Budget – Combined

## 2024 Apportionment from MNRF

Municipality	2023 MCVA Apportionment Percentage	2024 MCVA Apportionment Percentage	2023 Operating Levy	2024 Draft Operating Levy	\$ Increase
			\$2,791,642.23	\$3,185,300.27	\$393,658.04
Township of Adjala-Tosorontio	4.0356%	4.0097%	\$112,659.51	\$127,720.98	\$15,061.47
Township of Amaranth	0.2187%	0.2182%	\$6,105.32	\$6,950.33	\$845.00
City of Barrie	14.9139%	14.8033%	\$416,342.73	\$471,529.55	\$55,186.83
Town of The Blue Mountains	1.4358%	1.4527%	\$40,082.40	\$46,272.86	\$6,190.46
Bradford/West Gwillimbury	4.2801%	4.2912%	\$119,485.08	\$136,687.61	\$17,202.53
Clearview Township	4.9356%	4.9220%	\$137,784.29	\$156,780.48	\$18,996.19
Town of Collingwood	10.2492%	10.3483%	\$286,120.99	\$329,624.43	\$43,503.43
Township of Essa	6.9114%	6.8575%	\$192,941.56	\$218,431.97	\$25,490.41
Municipality of Grey Highlands	0.3366%	0.3372%	\$9,396.67	\$10,740.83	\$1,344.16
Town of Innisfil	7.2355%	7.2189%	\$201,989.27	\$229,943.64	\$27,954.37
Township of Melancthon	0.4717%	0.4754%	\$13,168.18	\$15,142.92	\$1,974.74
Town of Mono	3.6958%	3.6661%	\$103,173.51	\$116,776.29	\$13,602.78
Mulmur Township	1.6095%	1.6075%	\$44,931.48	\$51,203.70	\$6,272.22
Town of New Tecumseth	13.5915%	13.5675%	\$379,426.05	\$432,165.61	\$52,739.56
Township of Oro-Medonte	7.3707%	7.3839%	\$205,763.57	\$235,199.39	\$29,435.81
Town of Shelburne	2.1081%	2.1347%	\$58,850.61	\$67,996.60	\$9,146.00
Township of Springwater	7.5609%	7.5606%	\$211,073.28	\$240,827.81	\$29,754.54
Town of Wasaga Beach	9.0394%	9.1453%	\$252,347.71	\$291,305.27	\$38,957.56

# 2024 Draft Budget

## NVCA draft 2024 Total Budget Impacts

Budget Year	Modified Current Value Assessment	Levy Now Cat 1 Levy	Cat 1 NVCA Levy Cost per \$100K	Cat 3 Levy	Cat 3 NVCA Levy Cost per \$100K
<b>2013</b>	\$ 35,132,990,894	\$ 1,958,235	\$ 5.57		
<b>2014</b>	\$ 38,992,233,867	\$ 2,021,877	\$ 5.19		
<b>2015</b>	\$ 39,653,700,924	\$ 2,083,580	\$ 5.25		
<b>2016</b>	\$ 40,417,458,712	\$ 2,147,883	\$ 5.31		
<b>2017</b>	\$ 41,290,452,052	\$ 2,196,487	\$ 5.32		
<b>2018</b>	\$ 43,725,112,554	\$ 2,286,443	\$ 5.23		
<b>2019</b>	\$ 47,375,197,023	\$ 2,463,029	\$ 5.20		
<b>2020</b>	\$ 51,064,007,647	\$ 2,529,057	\$ 4.95		
<b>2021</b>	\$ 54,571,181,690	\$ 2,564,825	\$ 4.70		
<b>2022</b>	\$ 55,451,010,117	\$ 2,654,593	\$ 4.78		
<b>2023</b>	\$ 56,455,209,587	\$ 2,791,642	\$ 4.94		
<b>2024</b>	\$ 57,480,811,565	\$ 2,856,358	<b>\$ 4.97</b>	\$ 328,943	<b>\$ 0.57</b>



# 2024 Draft Budget

## NVCA draft 2024 Total Budget Impacts



# 2024 Draft Budget – Category 1

## Revenue & Expenditure Highlights

### REVENUE:

- Federal Sources – increase of \$9,000

### User Fees:

- Planning –increase of \$145,500
- Investment Income – increase of \$50,000

### EXPENDITURE:

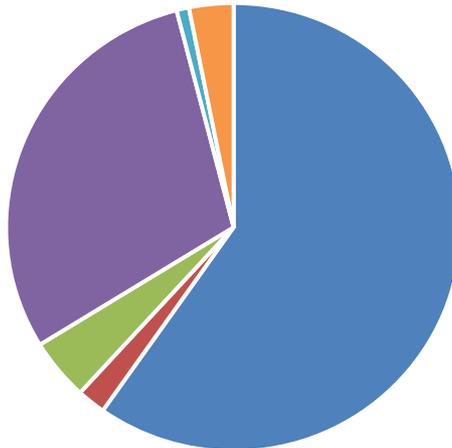
- Wages – increase of \$561,455 (including the additional \$200,000 general levy increase as per Board guideline)



# 2024 Draft Budget – Category 1

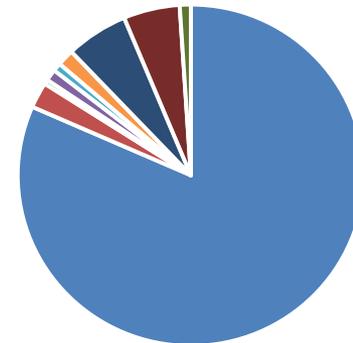
## Revenue & Expenditure Breakdown

Category 1 Revenues



- Levy - 62%
- Provincial - 2%
- Grants written by NVCA - 4.5%
- Revenue Generated by Authority - 30.5%
- Contributions - 1%
- Transfer from Categories 2&3 - 3%

Category 1 Expenses



- Wages and Benefits - 82%
- Transfer to Reserves - 2%
- Advertising - 0%
- Travel & Vehicle - 1%
- Interest & Bank - 1%
- Training/Memberships/Dues - 2%
- Office supplies & Project Material Costs - 6%
- Occupancy Costs/Utilities - 5%
- Professional & Consulting Fees - 1%



# 2024 Draft Budget – Category 1

## Category 1 Budget Impacts



# 2024 Draft Budget – Category 1

## 2024 Apportionment from MNRF

Municipality	2023 MCVA Apportionment Percentage	2024 MCVA Apportionment Percentage	2023 Operating Levy	2024 Draft Operating Levy	\$ Increase
			\$2,459,756.76	\$2,856,357.59	\$396,600.83
Township of Adjala-Tosorontio	4.0356%	4.0097%	\$99,265.94	\$114,531.37	\$15,265.43
Township of Amaranth	0.2187%	0.2182%	\$5,379.49	\$6,232.57	\$853.08
City of Barrie	14.9139%	14.8033%	\$366,845.66	\$422,835.18	\$55,989.52
Town of The Blue Mountains	1.4358%	1.4527%	\$35,317.19	\$41,494.31	\$6,177.12
Bradford/West Gwillimbury	4.2801%	4.2912%	\$105,280.05	\$122,572.02	\$17,291.97
Clearview Township	4.9356%	4.9220%	\$121,403.75	\$140,589.92	\$19,186.17
Town of Collingwood	10.2492%	10.3483%	\$252,105.39	\$295,584.45	\$43,479.06
Township of Essa	6.9114%	6.8575%	\$170,003.63	\$195,874.72	\$25,871.09
Municipality of Grey Highlands	0.3366%	0.3372%	\$8,279.54	\$9,631.64	\$1,352.10
Town of Innisfil	7.2355%	7.2189%	\$177,975.70	\$206,197.60	\$28,221.90
Township of Melancthon	0.4717%	0.4754%	\$11,602.67	\$13,579.12	\$1,976.45
Town of Mono	3.6958%	3.6661%	\$90,907.69	\$104,716.93	\$13,809.24
Mulmur Township	1.6095%	1.6075%	\$39,589.79	\$45,915.95	\$6,326.16
Town of New Tecumseth	13.5915%	13.5675%	\$334,317.84	\$387,536.32	\$53,218.48
Township of Oro-Medonte	7.3707%	7.3839%	\$181,301.29	\$210,910.59	\$29,609.30
Town of Shelburne	2.1081%	2.1347%	\$51,854.13	\$60,974.67	\$9,120.53
Township of Springwater	7.5609%	7.5606%	\$185,979.75	\$215,957.77	\$29,978.02
Town of Wasaga Beach	9.0394%	9.1453%	\$222,347.25	\$261,222.47	\$38,875.22

# 2024 Draft Budget – Categories 2&3

## Revenue & Expenditure Highlights

### REVENUE:

- Levy – \$2,943 **decrease**
- Other Provincial Sources – \$30,000 decrease
- Federal Sources - \$27,000 increase

### User Fees:

- Reforestation - \$30,000 decrease
- Environmental Monitoring - \$5,000 increase
- Education - \$71,000 increase

### EXPENDITURE:

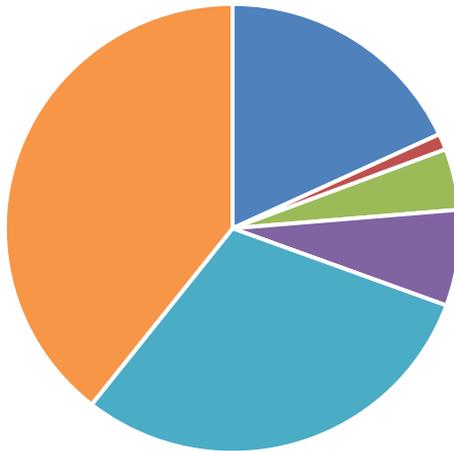
- Wages – increase of \$120,656



# 2024 Draft Budget – Categories 2&3

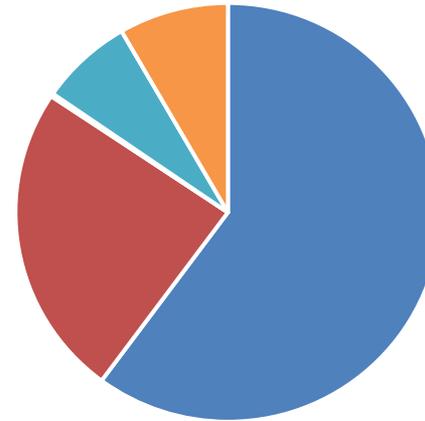
## Revenue & Expenditure Breakdown

Categories 2&3 Revenues



- Levy - 18%
- Special Benefit Projects - 1%
- Municipal Projects - 4%
- Grants written by NVCA - 7%
- Revenue Generated by Authority - 30%
- Contributions - 40%

Categories 2&3 Expenditures



- Wages and Benefits
- Office supplies & Project Material Costs
- Training/Memberships/Dues
- Occupancy Costs/Utilities
- Professional & Consulting Fees
- Transfer to Category 1



# 2024 Draft Budget – Categories 2&3

## Categories 2 & 3 Impact



# 2024 Draft Budget – Categories 2&3

## 2024 Apportionment from MNRF

Municipality	2023 MCVA Apportionment Percentage	2024 MCVA Apportionment Percentage	2023 Operating Levy	2024 Draft Operating Levy	\$ Increase
			\$331,885.46	\$328,942.68	\$(2,942.78)
Township of Adjala-Tosorontio	4.0356%	4.0097%	\$13,393.57	\$13,189.61	\$(203.96)
Township of Amaranth	0.2187%	0.2182%	\$725.83	\$717.75	\$(8.08)
City of Barrie	14.9139%	14.8033%	\$49,497.07	\$48,694.37	\$(802.69)
Town of The Blue Mountains	1.4358%	1.4527%	\$4,765.21	\$4,778.55	\$13.34
Bradford/West Gwillimbury	4.2801%	4.2912%	\$14,205.03	\$14,115.59	\$(89.44)
Clearview Township	4.9356%	4.9220%	\$16,380.54	\$16,190.56	\$(189.98)
Town of Collingwood	10.2492%	10.3483%	\$34,015.60	\$34,039.98	\$24.37
Township of Essa	6.9114%	6.8575%	\$22,937.93	\$22,557.24	\$(380.69)
Municipality of Grey Highlands	0.3366%	0.3372%	\$1,117.13	\$1,109.19	\$(7.93)
Town of Innisfil	7.2355%	7.2189%	\$24,013.57	\$23,746.04	\$(267.53)
Township of Melancthon	0.4717%	0.4754%	\$1,565.50	\$1,563.79	\$(1.71)
Town of Mono	3.6958%	3.6661%	\$2,265.82	\$2,059.37	\$(206.46)
Mulmur Township	1.6095%	1.6075%	\$5,341.70	\$5,287.75	\$(53.94)
Town of New Tecumseth	13.5915%	13.5675%	\$45,108.21	\$44,629.30	\$(478.91)
Township of Oro-Medonte	7.3707%	7.3839%	\$24,462.28	\$24,288.80	\$(173.48)
Town of Shelburne	2.1081%	2.1347%	\$6,996.48	\$7,021.94	\$25.46
Township of Springwater	7.5609%	7.5606%	\$25,093.53	\$24,870.04	\$(223.49)
Town of Wasaga Beach	9.0394%	9.1453%	\$30,000.45	\$30,082.79	\$82.34

# 2024 Draft Budget

## Asset Management Plan

Municipality	2024 MCVA %	2023 Capital Levy	Category 1	Categories 2&3	Total	Difference from 2023
Township of Adjala-Tosorontio	4.0097%	\$4,935.29	\$5,279.77	\$845.30	\$6,125.08	\$1,189.79
Township of Amaranth	0.2182%	\$267.46	\$287.31	\$46.00	\$333.31	\$65.85
City of Barrie	14.8033%	\$18,238.79	\$19,492.25	\$3,120.76	\$22,613.00	\$4,374.21
Town of The Blue Mountains	1.4527%	\$1,755.90	\$1,912.84	\$306.25	\$2,219.09	\$463.19
Bradford/West Gwillimbury	4.2912%	\$5,234.30	\$5,650.44	\$904.65	\$6,555.09	\$1,320.79
Clearview Township	4.9220%	\$6,035.94	\$6,481.04	\$1,037.63	\$7,518.67	\$1,482.73
Town of Collingwood	10.3483%	\$12,534.15	\$13,626.12	\$2,181.58	\$15,807.70	\$3,273.55
Township of Essa	6.8575%	\$8,452.22	\$9,029.61	\$1,445.66	\$10,475.28	\$2,023.06
Municipality of Grey Highlands	0.3372%	\$411.64	\$444.01	\$71.09	\$515.09	\$103.45
Town of Innisfil	7.2189%	\$8,848.58	\$9,505.49	\$1,521.85	\$11,027.34	\$2,178.76
Melancthon Township	0.4754%	\$576.86	\$625.98	\$100.22	\$726.20	\$149.34
Town of Mono	3.6661%	\$4,519.74	\$4,827.34	\$772.87	\$5,600.21	\$1,080.47
Mulmur Township	1.6075%	\$1,968.32	\$2,116.68	\$338.89	\$2,455.56	\$487.24
Town of New Tecumseth	13.5675%	\$16,621.58	\$17,865.01	\$2,860.23	\$20,725.24	\$4,103.66
Township of Oro-Medonte	7.3839%	\$9,013.92	\$9,722.75	\$1,556.64	\$11,279.39	\$2,265.47
Town of Shelburne	2.1347%	\$2,578.08	\$2,810.87	\$450.03	\$3,260.89	\$682.81
Township of Springwater	7.5606%	\$9,246.52	\$9,955.42	\$1,593.89	\$11,549.31	\$2,302.79
Town of Wasaga Beach	9.1453%	\$11,054.63	\$12,042.07	\$1,927.97	\$13,970.04	\$2,915.41

# 2023 Draft Budget

## Capital Requirements - \$472,670

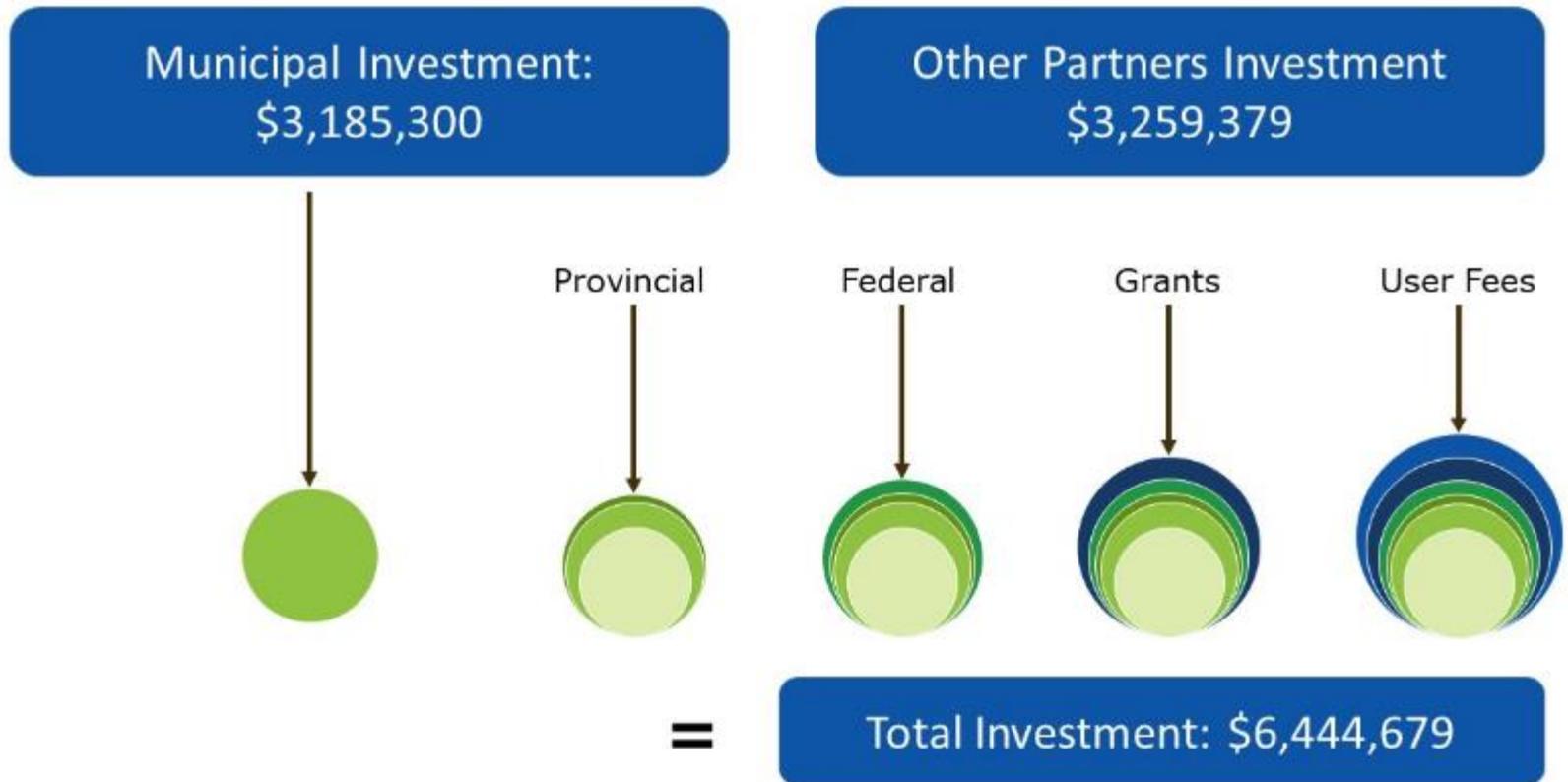
\*\* a number of items were deferred from 2023 so some funds are already approved in the 2023 budget and therefore already accounted for.

- Dam Safety Review for the Utopia Dam as well as the Tiffin ponds, work to be completed at Tottenham and New Lowell Dams
- Parts replacement on lands, flood and monitoring equipment to extend life as well as replacement of some end-of-life equipment
- Computers and server upgrades and network hardware
- Replacement of 2 vehicles



# 2024 Draft Budget

Leveraging your Funds



# 2023 Draft Budget Questions?





07-23-BOD Minutes (**Draft**)  
Nottawasaga Valley Conservation Authority  
Aug 25, 2023 at 9:00 AM EDT  
8195 8<sup>th</sup> Line, Utopia ON, L0M 1T0

**Attendance**

**Present:**

Mayor Scott W. Anderson, Adjala-Tosorontio (Township); Cllr. Joe Belanger, Wasaga Beach (Town); Chair Gail Little, Amaranth (Township); Deputy Mayor Paul Van Staveren, Clearview (Township); Cllr. Kevin Eisses, Innisfil (Town); Mayor Janet Horner, Mulmur (Township); Mayor Darren White, Melancthon (Township); Cllr. June Porter, The Bule Mountains (Town); Cllr. Gary Harvey, Barrie (City); Cllr. Ralph Manktelow, Mono (Town); Cllr. Nicole Cox, New Tecumseth (Town); Cllr. Kyle Fegan, Shelburne (Town)

**NVCA Staff:**

Sheryl Flannagan, Director, Corporate Services; Doug Hevenor, Chief Administrative Officer; Chris Hibberd, Director, Watershed Management Services; Kyra Howes, Director, Conservation Services; Ben Krul, Manager, Development Planning & Permits; Fred Dobbs; Manager, Stewardship Services; Christine Knapp, General Accountant; Maria Leung, Senior Communications Specialist; Kerry Jenkins, Administrative Assistant/Recorder

**Absent:**

Cllr. Christopher Baines, Collingwood (Town); Cllr. Pieter Kiezebrink, Essa (Township); Cllr. Joel Loughhead, Grey Highlands (Municipality); Vice-Chair Jonathan Scott, Bradford West Gwillimbury (Town); Mayor Jennifer Coughlin, Springwater (Township); Cllr. Richard Schell, Oro-Medonte (Township)

**1. Events**

**Festival at Fort Willow**

**Date:** Saturday, September 19, 2023, 10:00AM – 4:00PM

**Location:** Historic Fort Willow Conservation Area

**Tiffin Nature Program**

**Date:** September 5 to November 30, 2023

**Location:** Tiffin Centre for Conservation

**2. Call to Order**

Chair Little called the meeting to order at 9:07am.

**3. Land Acknowledgement**

The Nottawasaga Valley Conservation Authority Board acknowledges that we are situated on the traditional land of the Anishinaabeg. The Anishinaabeg include the Odawa, Saulteaux, Anishinaabeg, Mississauga and Algonquin who spoke several languages including Anishinaabemowin and Potawatomi. We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Métis and Inuit people.

**4. Declaration of Pecuniary and Conflict of Interest**

**5. Motion to Adopt the Agenda**

Recommendation:

*RES: 46-23*

Moved by: Cllr. Nicole Cox

Seconded by: Cllr. Kyle Fegan

**RESOLVED THAT:** the agenda for the Board of Directors meeting #07-23-BOD dated on August 25, 2023 be approved.

**Carried;**

**6. Announcements**

Chair Little recognized Fred Dobbs, Manager, Stewardship Services for receiving the Natural Channel Systems Award of Recognition.

**7. Presentations**

There were no presentations at this time.

**8. Deputations**

There were no deputations at this time.

**9. Hearings**

There were no hearings at this time.

**10. Determination of Items Requiring Separate Discussion**

Board Members are requested to identify items from the Consent List that they wish to have considered for separate discussion.

**11. Adoption of Consent List and Identification of Items Requiring Separate Discussion**

Recommendation:

*RES: 47-23*

Moved by: Mayor Darren White

Seconded by: Cllr. June Porter

**RESOLVED THAT:** agenda item number(s), 12.2.4 was identified as requiring separate discussion, be referred for discussion under Agenda Item #12; and

**FURTHER THAT:** all Consent List Agenda Items not referred for separate discussion be adopted as submitted to the board and staff be authorized to take all necessary action required to give effect to same; and  
**FURTHER THAT:** any items in the Consent List not referred for separate discussion, and for which conflict has been declared, are deemed not to have been voted on or discussed by the individual making the declaration.  
**Carried;**

## **12. Consent List**

### **12.1. Adoption of Minutes**

Recommendation:

*Approved by Consent*

Moved by: Cllr. Joe Belanger

Seconded by: Mayor Scott W. Anderson

**RESOLVED THAT:** the minutes of the Board of Directors meeting 06-23-BOD dated on June 23, 2023 be approved.

### **12.2. Staff Reports**

#### **12.2.1. Staff Report No. 29-07-23-BOD from Kyra Howes, Director, Conservation Services**

Recommendation:

*Approved by Consent*

Moved by: Deputy Mayor Paul Van Staveren

Seconded by: Cllr. Rick Schell

**RESOLVED THAT:** The BOD approve the use of \$15,000 reserve funds for unanticipated, emergency fleet repair.

#### **12.2.2. Staff Report No. 30-07-23-BOD from Kyra Howes, Director, Conservation Services**

Recommendation:

*Approved by Consent*

Moved by: Mayor Janet Horner

Seconded by: Mayor Jennifer Coughlin

**RESOLVED THAT:** The Board of Directors approve the 5-year partnership agreement for the Edenvale Conservation Area.

#### **12.2.3. Staff Report No. 31-07-23-BOD from Sheryl Flannagan, Director, Corporate Services**

Recommendation:

*Approved by Consent*

Moved by: Cllr. June Porter

Seconded by: Mayor Scott W. Anderson

**RESOLVED THAT:** the Board of Directors receive Staff Report No. 31-07-23-BOD regarding the 2023 second quarter financials; and

**FURTHER THAT:** staff continue to monitor budget activities.

**12.2.4. Staff Report No. 32-07-23-BOD from Sheryl Flannagan, Director, Corporate Services**

Recommendation:

Moved by: Cllr. Joe Belanger

Seconded by: Cllr. Kyle Fegan

**RESOLVED THAT:** Staff Report No. 32-07-23-BOD regarding guidelines for the development of the 2024 NVCA draft budget be approved; and

**FURTHER THAT:** staff be directed to prepare a draft 2024 budget for consideration by the Board of Directors.

**Friendly amendment as requested by Cllr. Joe Belanger and approved by seconder:**

**Recommendation:**

*RES: 48-23*

Moved by: Cllr. Joe Belanger

Seconded by: Cllr. Kyle Fegan

**RESOLVED THAT:** Staff Report No. 32-07-23-BOD regarding guidelines for the development of the 2024 NVCA draft budget be increased to \$400,000 levy guideline and that the additional approximate \$200,000 be placed to our planning services for acquisition of staff and be approved; and

**FURTHER THAT:** staff be directed to prepare a draft 2024 budget for consideration by the Board of Directors.

**Carried;**

**12.2.5. Staff Report No. 33-07-23-BOD from Sheryl Flannagan, Director, Corporate Services**

Recommendation:

*Approved by Consent*

Moved by: Cllr. Nicole Cox

Seconded by: Mayor Darren White

**RESOLVED THAT:** the updated NVCA Asset Management Plan be approved.

**12.2.6. Staff Report No. 34-07-23-BOD from Maria Leung, Senior Communications Specialist**

Recommendation:

*Approved by Consent*

Moved by: Cllr. Ralph Manktelow

Seconded by: Cllr. Kevin Eisses

**RESOLVED THAT:** Staff Report No. 34-07-23-BOD regarding NVCA Communications – *June 10, 2023 – August 11, 2023*, be received.

**13. Notice of Motion**

At the request of Vice-Chair Scott, the Notice of Motion will be deferred to the September meeting.

**14. Other Business**

CAO Hevenor provided a verbal update on the current activities of Conservation Ontario.

**15. In-Camera - Board decided there was no need to go in-camera and proceeded with the below resolution**

**15.1. Doug Hevenor, Chief Administrative Officer Mid-Year Performance Review**

Recommendation:

*RES: 49-23*

Moved by: Cllr. Kyle Fegan

Seconded by: Cllr. Joe Belanger

**RESOLVED THAT:** the Board of Directors receive the Chief Administrative Officer's mid-year 2023 performance review  
**Carried;**

**16. Adjourn**

Recommendation:

*RES: 50-23*

Moved by: Cllr. Ralph Manktelow

Seconded by: Cllr. Nicole Cox

**RESOLVED THAT:** this meeting adjourn at 10:23am to meet again on September 22, 2023 or at the call of the Chair.  
**Carried;**



02-23-AAC Minutes (**DRAFT**)  
Nottawasaga Valley Conservation Authority  
June 29, 2023 at 10:00 AM EST

**Attendance**

**Members Present:**

Dave Ritchie, Simcoe County Federation of Agricultural  
Ted Woods, Christian Farmers Assoc.  
Chair, Donna Jebb, Simcoe County Federation of Agricultural  
Jody Mott, Holland Marsh Growers Association  
Hugh Simpson, Grey County FA  
Andy Vanniekerk, North Simcoe Soil and Crop Association  
Deputy Mayor Paul Van Staveren, NVCA Member  
Vice-Chair, Cllr. Kevin Eisses, NVCA Member  
Cllr. Pieter Kiezebrink, NVCA Member

**Members Absent:**

Colin Elliot, North Simcoe Soil and Crop Assoc.  
Dave Spring, Simcoe County Federation of Agricultural

**NVCA Staff:**

Doug Hevenor, Chief Administrative Officer  
Chris Hibberd, Director, Watershed Management Services  
Kyra Howes, Director, Conservation Services  
Ian Ockenden, Acting, Watershed Science Supervisor  
Kerry Jenkins, Administrative Assistant/Recorder

**1. Call to Order**

Due to Chair Donna Jebb having technical issues, Vice-Chair Kevin Eisses called the meeting to order at 10:12am

**2. Motion to Adopt the Agenda**

Recommendation:

*RES: 05-23*

Moved by: Hugh Simpson

Seconded by: Cllr. Pieter Kiezebrink

**RESOLVED THAT:** the agenda for the Agricultural Advisory Committee 02-23-AAC dated June 29, 2023 be approved.

**Carried;**

### **3. Declaration of Pecuniary and Conflict of Interest**

None declared.

### **4. Approved Minutes**

*Approved by Consent*

(Board of directors approved the minutes during the 04-23-BOD meeting)

### **5. Presentations**

#### **5.1 Watershed Health Checks – The State of our Natural Resources**

Ian Ockenden, Acting, Watershed Science Supervisor conducted a presentation regarding Watershed Health Checks – The State of our Natural Resources.

Recommendation:

*RES: 06-23*

Moved by: Hugh Simpson

Seconded by: Andy Van Niekerk

**RESOLVED THAT:** the Agricultural Advisory Committee receive the presentation regarding the Watershed Health Checks – The State of our Natural Resources.

**Carried;**

***\*Chair Donna Jebb's technical issues got resolved at 10:30am. Vice-Chair Kevin Eisses passed the meeting back over to Chair Donna Jebb.\****

#### **Discussion:**

Questions were raised in regards to if there was any measurements upstream. NVCA staff informed the members that they are only taken downstream as we unfortunately don't have the funding to provide downstream measurements as well.

NVCA staff informed the members that we work very closely with partner Conservation Authorities in regards to areas that are split between both Conservation Authorities.

Due to all the questions regarding well decommissioning and upgrades, Shannon Stephens, Healthy Waters Program Coordinator, will take part in the next meeting to provide more answers and clarity on this specific matter.

Ian Ockenden, Acting, Watershed Science Supervisor advised the members that he is hoping to change how the report cards are and add them online as

well. Ian would like to update them and create an easier way for the public to access them, view them, and understand them.

Doug Hevenor, CAO took this time to inform the members of Byron Wesson's retirement and introduced the members to the new Director, Conservation Services, Kyra Howes.

Kyra Howes, Director, Conservation Services introduced herself to the members.

## **6. Update on Bill 23 and 97**

Chris Hibberd, Director, Watershed Management Services gave updates regarding Bill 23 and Bill 97.

### **Discussion on Bill 23:**

Questions were raised on municipalities being forced to hire consultants and if municipalities were able to hire Conservation Authorities. NVCA staff informed the members that they cannot hire Conservation Authorities, however CA's are still able to provide comments. Staff also informed members that municipalities should pick consultants who will not have a conflict of interest and that NVCA would help in confinds of the new legislation.

CAO, Doug Hevenor informed the members that MNRF is meeting today (Thursday June 29, 2023) and discussing the watershed wide policy on the wetlands. He noted that we may be able to perform watershed wide reviews and scans. NVCA can partner through agreement to look at it, however, it can't be connected to a plan review. It was also noted that the NVCA has two staff members who are certified wetland appraisers.

Members asked how municipalities are doing with absorbing the new protocols. Staff responded by stating that some municipalities are well ahead it it, some are still working through it, and others are still in-between.

### **Discussion on Bill 97:**

NVCA staff were informed that members have meet with quite a few farmers on this subject. The OFA suggested to the government position to take a pause. Members also met with quite a few experts from the planning community, they presented lots a data which demonstrated the flaws within the plan. Though they are quite a few flaws, there is a fairly significant community of farmers who would be happy to sell some land in order to build some houses on it.

Members pointed out that the OFA held a meeting. 14 commodity groups were forced together and had a push back. They decided to extend the consultation period to August. OFA came out with a paper and are in discussion with the commodities and Ministry to work through this and disclose the land by August.

**7. Other Business**

Dave Ritchie extended an invitation to all members and staff to join the SCFA Summer BBQ on Thursday July 6<sup>th</sup>, 2023 from 2:00am – 6:00pm at 6890 Line 13, New Tecumseth. Tickets are now onsale through Eventbrite.

CAO, Doug Hevenor informed that staff has received the invitation to have a booth present there; Shannon Stephens, Healthy Waters Program Coordinator will be there.

**8. Adjourn**

Recommendation:

*RES:07-23*

Moved by: Dave Ritchie

Seconded by: Hugh Simpson

**RESOLVED THAT:** this meeting adjourn at 11:38am, to meet again on September 28, 2023 or at the call of the Chair.

**Carried;**



Staff Report: 35-08-23-BOD

Date: 22/09/2023

To: Chair and Members of the Board of Directors

From: Tyler Mulhall  
Regulations Technician

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**SUBJECT: Formal Local Adoption of the Hydro One Memorandum of Understanding (MOU) and Protocol between Hydro One and Conservation Ontario (CO), for a Streamlined Approach for Hydro One Permit Applications.**

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### **Recommendation**

**RESOLVED THAT: The Board of Directors receive Staff Report No. 35-08-23-BOD regarding the formal adoption of the Hydro One MOU and Protocol between Hydro One and CO.**

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### Purpose of the Staff Report

The purpose of this Staff Report is to provide an overview of Hydro One MOU and Protocol between Hydro One and CO and local adoption for a streamlined approach to Hydro One permit applications within the NVCA's watershed.

## Background

In June 2020, CO's Board approved a plan to update the existing CO-Hydro One MOU that was implemented in 2011. The desire to update the MOU between the two agencies was brought on by the fact that as of May 2017 Hydro One is no longer a Crown Corporation that afforded Hydro One exemption from requiring a Conservation Authority (CA) permission under Section 28 of the CA Act for maintenance and construction activities. CO Council endorsed the signing of the MOU at their July 2021 Council Meeting after a month-long consultation period from all CA's and Hydro One.

The MOU is a high-level agreement which details certain aspect that the CA must uphold, mainly around client service communication and response timelines. As well, the MOU outlines works on CA-owned lands and emergency works.

Attached to the MOU is the Protocol. This Protocol, is a streamlined approach through the use of the Streamlined Compliance Requirements (SCR's). These SCR's detail agreed upon Activity-Specific and General Mitigation Requirements for various works. The SCR's are to be issued in lieu of a typical permit issued under Section 28 of the CA Act. SCR's are issued with a permit number and are valid for a period of 2 years.

## Issues/Analysis

1. Hydro One submits the standardized application form to NVCA which outlines the works occurring and noting which SCR(s) we would be working under.
2. NVCA staff issues the request for payment and issues a NVCA file number to Hydro-One.
3. NVCA staff will review the proposed works to see if anything additional will be required (e.g. Environmental Monitoring and Compliance Plan, Erosion and Sediment Control Plan, etc.). If nothing more is required, NVCA will sign and issue the SCR(s).

## Relevance to Authority Policy/Mandate

Through the MOU and Protocol, Hydro One is still required to pay our fees to recover the cost of staff time associated with the review of the application. However, through the use of the SCR's, since most times Hydro One submits for large areas, utilizing this streamlined approach would save staff time and resources for other files that do not have a standardized approach.

In most cases, using this standardized approach, the works would levy a minor works fee and have a turn around time of 30 days. If additional technical studies are required, additional review fees will be levied and the review timeline will be adjusted.

### Impact on Authority Finances

Utilizing this Protocol and MOU will help streamline the review process and better utilize staff resources. NVCA staff are committed to being adaptive with our approach to allow for necessary development to occur in an efficient manner within our Watershed.

This Protocol is similar to how the NVCA uses the DART Protocol with regards for maintenance and repair works undertaken on municipal drains.

### Climate Change Implications

The NVCA assesses climate implications in all staff reports using the Clean Air Partnership's '[Municipal Climate Lens Tool](#)' to consider climate impacts or benefits associated with any project, program, or initiative. The following is a summary of the results.

<b>Municipal Lens Tool</b>	<b>Climate</b>	<b>Results</b>
Mitigation		This staff report does not result in an increase in green house gases
Temperature		This staff report does not result in an increase temperature
Precipitation		This staff report does not result in an increase in precipitation exposure

Reviewed by:

Approved for submission by:

*Original Signed by*

*Original Signed by*

Chris Hibberd, MCIP, RPP  
Director, Watershed Management Services

Doug Hevenor  
Chief Administrative Officer

### Attachments

1. Conservation Ontario and Hydro One Memorandum of Understanding.

2021 Memorandum of Understanding  
between  
Conservation Ontario and  
Hydro One Networks Inc.

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Endorsed by Conservation Ontario Council: June 21, 2021  
Endorsed by Hydro One Networks Incorporated: July 19, 2021

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This Memorandum of Understanding (MOU) has been prepared as an update to the 2011 MOU between Hydro One Networks Inc. (“Hydro One”) and Conservation Ontario, which detailed communication protocols to be followed between Hydro One and Conservation Authorities when Hydro One work activities are planned or undertaken on lands regulated under the *Conservation Authorities Act* (“CA Act”), as well as on *CA-owned lands*. The 2011 MOU acknowledged that, at the time, as a Crown Corporation, all of Hydro One’s construction, *maintenance* and emergency activities were exempt from CA permitting requirements under Section 28 of the CA Act and individual CA regulations. However, Hydro One and its *affiliates* no longer hold status as crown corporations, so the previous exemption status from CA permitting requirements under Section 28 of the CA Act and the individual CA regulations ceased to apply. As such, this updated MOU has been prepared, acknowledging the new requirement for Hydro One and its *affiliates* (Hydro One Telecom Inc. and Hydro One Sault Ste. Marie LP) to obtain CA *permission* under Section 28 of the CA Act for their work. This MOU outlines additional protocols and best practices to continue the positive working relationship between Hydro One (and its said *affiliates*) and Ontario’s CAs.

A draft of this updated MOU, as well as a draft application form for use by Hydro One for the new, recommended streamlined compliance approaches outlined in Appendix One of the MOU, was circulated to CA staff and Hydro One staff for simultaneous review. Comments from both the CA and Hydro One reviews are incorporated in this final document.

June 2021

**Memorandum of Understanding between  
Conservation Ontario and Hydro One Networks Inc. (“Hydro One”)**

## **Glossary of Terms**

**Affiliates:**

Hydro One Sault Ste. Marie LP and Hydro One Telecom Inc.

**Compensation:**

Financial contribution made by Hydro One or an Affiliate to a conservation authority as a result of damages occurred, to the extent that such damages are caused by Hydro One or an Affiliate or Hydro One’s contractors, during the course of Hydro One’s or an Affiliate’s maintenance or construction activities. Compensation may be provided in lieu of undertaking site restoration activities.

**Conservation Authority (CA)**

Local, watershed management agencies that deliver programs and services to protect and manage impacts on water and other natural resources in partnership with all levels of government, landowners and other organizations. Conservation authorities are established by or under the *Conservation Authorities Act* (“CA Act”). There are 36 conservation authorities across Ontario.

**Conservation Authority Authorizations (“Authorizations”):**

Written documentation from the conservation authority which provides permission or authority to undertake works within conservation authority-owned lands.

**Conservation Authority-Owned Lands (“Conservation Areas”):**

Lands owned or managed by the conservation authority. Conservation authority-owned or managed lands are private property, however some may be publicly accessible. Conservation authority-owned or managed lands may include forests, wetlands, areas of natural and scientific interest, recreational lands, natural heritage and cultural sites, as well as lands for flood and erosion control.

**Conservation Authority Permissions (“Permissions”):**

From O. Reg. 97/04: Content of Conservation Authority Regulations under subsection 28(1) of the *Conservation Authorities Act*. Development, Interference with Wetlands and Alterations to Shorelines and Watercourses:

Refers to a permission for development in or on hazardous lands, wetlands, areas that are adjacent or close to the shoreline of the Great Lakes-St. Lawrence River System or to inland lakes, or rivers and stream valleys, or in other areas where the Minister is of the opinion that the authority’s permission for development should be required, if, in the authority’s opinion, the control of flooding, erosion, dynamic beaches, pollution or the conservation of land will not be affected by the development

**Conservation Authority Regulated Area(s) (“Regulated Areas”):**

From the *Conservation Authorities Act*, Section 28 (5):

Areas that are:

- a) adjacent or close to the shoreline of the Great Lakes-St. Lawrence River System or to inland lakes that may be affected by flooding, erosion or dynamic beach hazards;
- b) river or stream valleys;
- c) hazardous lands;
- d) wetlands; or
- e) other areas where, in the opinion of the Minister, development should be prohibited or regulated or should require the permission of the authority.

### **Conservation Ontario (CO)**

A non-profit association that represents Ontario's 36 conservation authorities.

### **Ecological Restoration:**

Activities which are undertaken to assist with the recovery and/or rehabilitation of areas that have been degraded, damaged or destroyed during the course of Hydro One maintenance or construction activities.

Depending on the works undertaken, a range of potential restoration options may be considered, including seeding to stabilize bare/exposed soils, planting of native woody vegetation, repurposing of temporary access roads (e.g., for use as trails), etc.

### **Emergency Works:**

Works required to mitigate emergency situations where prompt coordination of resources is required to address immediate or imminent damages and/or repairs to infrastructure in order for Hydro One to meet its requirements under the *Electricity Act* and the *Ontario Energy Board Act*. These works include assets that are at risk of failure or have already failed, and may or may not yet be out of service. Emergency works typically fall into one of three priority levels: "high risk" (replace or rectify within 30 days), "medium risk" (replace or rectify within 30 – 90 days), and "low risk" (replace or rectify within 90+ days).

### **Maintenance:**

The regular, routine actions, taken to lessen or postpone the natural deterioration of an asset (or fixture and/or equipment) of Hydro One or an Affiliate. These actions, including upkeep (e.g., vegetation management), repair, replacement and/or upgrading, are intended to keep the asset from premature loss due to failure, decline, wear or change attributable to normal use or the effect of the natural environment.

### **Vegetation Management:**

The physical operation of providing specific tree and brush clearances from electrical apparatus and their support structures using arboricultural techniques specific to the electrical utility industry (e.g., tree removal and pruning, herbicides, grubbing, manual and mechanical cutting etc.).

***Throughout this document, terms included in this glossary will appear in italics.***

## **1.0 Preamble**

Pursuant to the *Electricity Act*, the basic mandate of Hydro One is to ensure a safe, reliable and cost-effective supply of electricity to the people of Ontario. Regular *maintenance* and periodic construction of Hydro One's distribution and transmission infrastructure spanning across Ontario is necessary in order to fulfill this mandate. Guidelines, such as those of the North American Electric Reliability Corporation ("NERC") standardize many Hydro One activities to achieve reliability requirements. Further, standards are imposed on Hydro One by the *Ontario Energy Board Act*, and various codes and licences issued by the Ontario Energy Board pursuant to that statute.

Under the *Conservation Authorities Act* ("CA Act") the objects of *conservation authorities* (CAs) are to provide, in the areas over which they have jurisdiction, programs and services designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals. CAs are mandated under the CA Act to provide programs and services in their areas of jurisdiction, including programs and services related to: the risk of natural hazards, the conservation and management of lands owned or controlled by the authority, the authority's duties, functions and responsibilities as a source protection authority under the *Clean Water Act*, as well as other programs or services prescribed by the regulations or those provided through a municipal Memorandum of Understanding or at the direction of the CA's Board.

In 2011, Hydro One and *Conservation Ontario* entered into a Memorandum of Understanding (MOU). The MOU detailed the protocols that would be followed between CAs and Hydro One when Hydro One work activities are planned or undertaken on lands regulated under the CA Act, as well as on *CA-owned lands*. Through the MOU, *Conservation Ontario* acknowledged and agreed at the time that, as a crown corporation, all of Hydro One's activities (i.e., construction, *maintenance* or emergency activities) were exempt from CA permitting requirements under Section 28 of the CA Act and the individual CA "Development, Interference with Wetlands and Alteration to Shorelines and Watercourses" Regulations. In the absence of the formal permitting process, the 2011 MOU outlined the communication process to be followed between Hydro One and CAs, as well as Best Management Practices which could be implemented by Hydro One when carrying out construction and/or *maintenance* operations on *CA-owned lands*.

As of May 2017, Hydro One and the *Affiliates* no longer held status as crown corporations, and the previous exemption status from CA permitting requirements under Section 28 of the CA Act and the individual CA "Development, Interference with Wetlands and Alteration to Shorelines and Watercourses" regulations ceased to apply. The requirement for Hydro One and *Affiliates* to obtain *authorization* for projects undertaken within *CA-owned lands* is not affected by the change in their status from being crown corporations.

Acknowledging this new requirement for Hydro One and the *Affiliates* to obtain *CA permission* under Section 28 of the CA Act for their works, and the history of positive working relationships, *Conservation Ontario* and the CAs wish to continue to work with Hydro One and the *Affiliates* through this updated MOU. The intent of this MOU is to enhance the communication protocols and promote the use of newly developed standard processes, including recommended streamlined processes for CA Act Section 28 *permissions* and standard best practices for projects undertaken within *CA-regulated areas* and *CA-owned lands*.

Hydro One acknowledges that it and the *Affiliates* are subject to other provincial and federal legislation and are responsible for consulting with other relevant agencies, which may include CAs, as necessary to meet all legislative and regulatory requirements. Participation in this MOU does not relieve Hydro One and the *Affiliates* from the obligation of securing any other necessary approvals; however, where other legislation identifies the need for *authorizations* or *permissions* by CAs as addressed in this MOU, it is recommended that the processes established in this MOU be utilized.

## **2.0 Purpose**

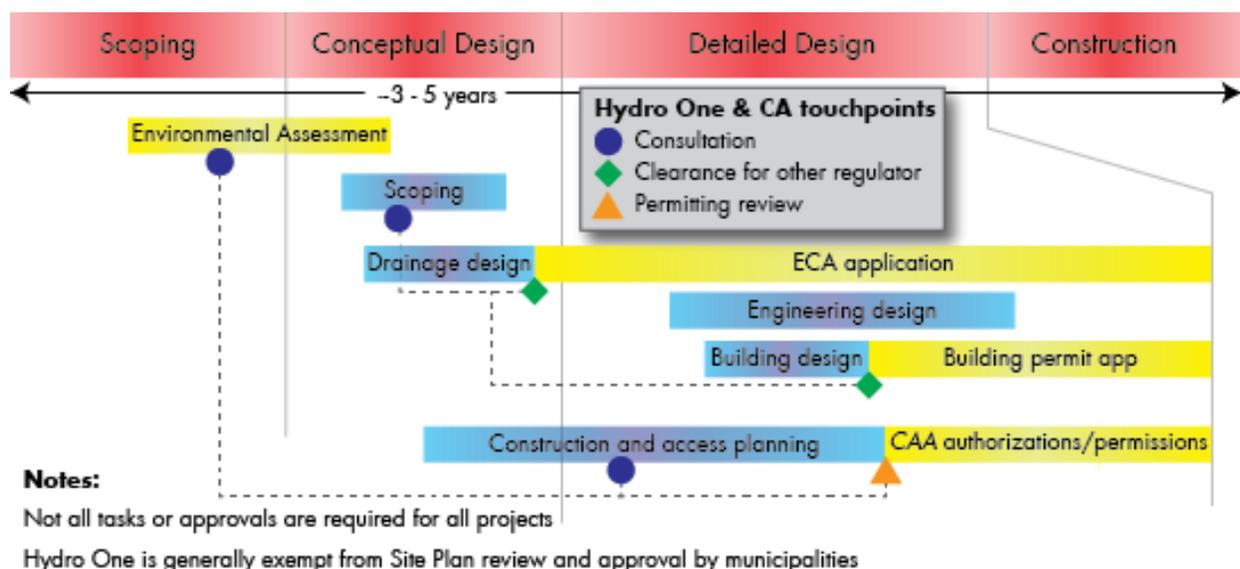
This MOU details the roles and responsibilities of Hydro One, the *Affiliates* and their respective contractors, and CAs for Hydro One's and the *Affiliates*' works taking place in *CA-regulated areas* or *CA-owned lands*. Specifically, this MOU promotes the use of newly developed standard processes, including streamlined compliance approaches and standard best practices to be followed between CAs and Hydro One and the *Affiliates* for:

- (a) Hydro One's and the *Affiliates*' work activities on lands regulated under the CA Act (see Appendix One for further details);
- (b) Hydro One's and the *Affiliates*' work activities on *CA-owned lands* (see Section 7);
- (c) Hydro One's and the *Affiliates*' work activities on lands regulated under the CA Act as *emergency works* (see Section 8);
- (d) *Ecological restoration* activities, including joint *ecological restoration* opportunities, undertaken by CAs and Hydro One and the *Affiliates* (see Section 10); and,
- (e) Undertaking communications between the two agencies (see section 6).

As part of this updated MOU, recommended streamlined compliance (permitting) protocols have been developed which outline standard application and communication processes, and general and activity-specific mitigation measures for Hydro One's and the *Affiliates*' work activities taking place in *CA-regulated areas*. These protocols can be found in Appendix One.

Hydro One acknowledges that CAs may be agencies identified for consultation under various legislation (e.g., *Environmental Assessment Act*, *Environmental Protection Act*, *Clean Water Act*, etc.). Direct consultation with CAs for activities and approvals outside of this MOU remains the responsibility of Hydro One and is not part of this MOU. However, where consultation identifies the need for *authorizations* or *permissions* by CAs as addressed in this MOU, it is recommended that the processes established in this MOU be utilized. An overview of the general interactions between Hydro One and its *Affiliates*, and CAs during a typical new construction project is presented in the figure below.

Figure 1: Overview of Interactions between Hydro One and CAs (New Construction Projects)



### **3.0 Guiding Principles**

- (a) The parties are committed to undertaking positive client service and will work together to fulfil their responsibilities under the *Electricity Act*, the *Ontario Energy Board Act*, and *Conservation Authorities Act*, respectively, without compromising the intent of those statutes.
- (b) Works will be planned to avoid, mitigate, or minimize impacts to the natural environment (in that order), including hazard features (to every extent possible) and will not result in increased risks to public health or safety. Where avoidance is not possible and features are degraded, damaged or destroyed, Hydro One will work collaboratively with the CA to address the impact(s).
- (c) The parties agree to share information which would assist and expedite decision-making and communication, and contribute to best practices for Hydro One and CAs. Such information may include: property details for *CA-owned lands*; applicable and available geospatial data layers for *CA-regulated areas* and *CA-owned lands*; and information on policies and/or procedures which may influence the proposed works.

### **4.0 Background**

Hydro One is Ontario’s largest electricity transmission and distribution provider with approximately 1.4 million customers across Ontario. Its system accounts for approximately 98% of Ontario’s transmission capacity with approximately 30,000 circuit kilometres of high-voltage transmission lines. Additionally, its distribution system is the largest in Ontario, consisting of 123,000 circuit kilometres of primarily low-voltage power lines. Pursuant to the *Electricity Act*, and the *Ontario Energy Board Act*, Hydro One is required to ensure a safe, reliable and cost-effective supply of electricity to the people of Ontario. Construction and *maintenance* of its

electricity system is necessary to fulfill this mandate. Hydro One makes every effort, during the course of all activities, to avoid harm to the natural environment.

*Conservation authorities* undertake watershed-based programs that further the conservation, restoration, development and management of natural resources in watersheds in Ontario. There are 31 *conservation authorities* operating in southern Ontario and five *conservation authorities* delivering programs and services in northern Ontario. *CAs* are responsible for administering the “Development, Interference and Alteration Regulations” consistent with the “Content Regulation” (Ontario Regulation 97/04) under the *CA Act*. *CAs* have responsibilities to regulate development in or adjacent to river or stream valleys, Great Lakes and inland lakes, shorelines, watercourses, hazardous lands and wetlands or the straightening, changing, diverting or interfering in any way with the existing channel of a river, creek, stream, watercourse or wetland. Development taking place on or adjacent to these lands may require *permission* from the *CA* to confirm that the control of flooding, erosion, pollution, dynamic beaches and the conservation of land are not affected.

*CAs* are the second largest landowner in Ontario. *CAs* carry out various land management activities which protect, enhance and restore natural lands contained within conservation areas. Many conservation areas are managed in accordance with a management plan for the area, the best available natural heritage information for that area and/or in accordance with their Board-approved policies.

Hydro One is supportive of the *CA* mandate in general and when undertaking the above-mentioned activities. Hydro One works in cooperation with *CAs* and has for many years.

## **5.0 Roles and Responsibilities**

### (a) Hydro One agrees to:

- i. Identify and provide *CAs* with a list of applicable Hydro One contacts on an annual basis to ensure effective communication between both parties. As a best practice, Hydro One will endeavor to provide *CAs* with a list of contacts through discussions regarding the forecast workplans.
- ii. Obtain *permission* from the appropriate local *CA(s)* for planned *maintenance* and construction activities (“development” activities as defined in the *Conservation Authorities Act*) that may take place within *CA-regulated areas* (irrespective of property ownership) early in the planning process.
- iii. Obtain *authorization* from the appropriate local *CA(s)* for all *maintenance* and construction activities which may take place within *CA-owned lands* early in the planning process.
- iv. Provide available forecast workplans for capital projects, as well as any known additional *maintenance* or construction activities to be undertaken in *CA-regulated areas* or *CA-owned lands*, and keep the *CA(s)* apprised of changes, including any new proposed works. Hydro One will provide these workplans directly to the applicable *CAs*.
  - i. Where planned works may traverse multiple *CA* watershed boundaries, Hydro One should endeavour to schedule a meeting with all affected *CAs* to discuss consistent compliance and communication protocols.
- v. Inform the appropriate local *CA(s)* of emergency *maintenance* and/or construction activities that may take place within *CA-regulated areas* or *CA-*

- owned lands*, consistent with the protocols identified in Section 8 of this MOU.
- vi. Undertake approved works in accordance with the general and activity-specific mitigation measures outlined in Appendix One, unless otherwise approved by the appropriate local *CA(s)*.
  - vii. Ensure that staff and contractors are knowledgeable of the terms and conditions of this MOU, including the attached recommended compliance protocols for Hydro One work activities in *CA-regulated areas*.
  - viii. Participate in an annual review of this MOU and attached recommended compliance protocols and assist *Conservation Ontario* with the revision process, as required.

(b) Conservation Authorities agree to:

- i. Identify and provide Hydro One with a list of applicable *CA* contacts on an annual basis to ensure effective communication between the parties.
- ii. Share available and applicable geospatial data to assist Hydro One with pre-screening for proposed works (e.g., regulation limit mapping layers and conservation lands layers). *CAs* may choose to enter into data-sharing agreements prior to providing Hydro One with available data. Hydro One recognizes that *CAs* may charge a fee for data sharing.
- iii. Review, screen and provide initial feedback to Hydro One on planned capital projects, as well as known additional *maintenance* and construction activities submitted through the annual/forecast workplans. This may include identifying potential concerns with proposed works and providing initial feedback on compliance approaches for the proposed works.
- iv. Provide timely review and feedback on *conservation authority permission* applications submitted by Hydro One pursuant to Section 28 of the *CA Act*, consistent with the *CA's* board-approved policies. Details on the recommended procedures related to these reviews can be found in Appendix One.
- v. Provide timely review and feedback on *conservation authority authorizations* for Hydro One work activities on *CA-owned lands* which are outside *CA-regulated areas*, consistent with the *CA's* board-approved policies.

(c) Conservation Ontario agrees to:

- i. Ensure that *CA* staff are knowledgeable of the terms and conditions of this MOU, including the recommended compliance protocols for Hydro One work activities in *CA-regulated areas* outlined in Appendix One.
- ii. Coordinate, compile and communicate information, questions and concerns from either individual *CAs* or Hydro One to the other party, where appropriate.
- iii. Undertake an annual review of this MOU and attached compliance protocols and oversee the revision process, as required.

## **6.0 Communication Between Parties**

All parties identified in this MOU commit to timely, clear, and open communication to ensure that project needs can be met within the desired timeframes, and that Hydro One and *CAs* can fulfil their responsibilities under the *Electricity Act* the *Ontario Energy Board Act* and *Conservation Authorities Act* respectively, without compromising the intent of those statutes.

Early and regular communication allows for adequate time for both Hydro One and individual CAs to review and provide feedback on the annual/forecast workplans, which Hydro One will prepare and submit to CAs for their review. Should the individual CA(s) identify concerns with a project, the CA(s) shall notify Hydro One as soon as possible.

In addition to these general principles for communication between the parties, detailed communication protocols for a number of Hydro One activities are documented in this MOU, as well as additional recommended communication and compliance protocols outlined in Appendix One. For communications protocols related to Hydro One's and the *Affiliates'* works on *CA-owned lands*, see Section 7.0. For communications protocols related to Emergency and Priority Works undertaken by Hydro One and the *Affiliates*, see Section 8.0.

## **7.0 Works Within Conservation Authority-Owned Lands**

The following section summarizes the protocols to be followed by staff of Hydro One and the *Affiliates* and their respective contractors when works are to be undertaken on *CA-owned lands*.

All parties acknowledge that Hydro One's and the *Affiliates'* transmission and distribution staff are granted powers of entry under s. 40 of the *Electricity Act* to lands where their transmission or distribution systems are located. The *Electricity Act* identifies requirements for their staff when utilizing these powers of entry, including providing reasonable notice to the occupier of the property, restoring the property to its original conditions insofar as is practicable, and providing *compensation* for damages caused by the entry. As a best practice, Hydro One will endeavour to provide reasonable notice to CAs for *emergency works* on their properties, when the CA is either the occupier or the owner of the property where access is required. For all other works planned within *CA-owned lands*, Hydro One will endeavour to consult early in the planning process with the affected CA(s) to allow sufficient time for information requirements and timing considerations to be reviewed.

Hydro One recognizes that *CA-owned lands* may be located within or outside of *CA-regulated areas*. Where works are to be undertaken on *CA-owned lands*, Hydro One acknowledges that it will need to follow the protocols outlined in this section, as well as obtain *CA permissions* for any development activities undertaken within areas regulated under Section 28 of the CA Act. Recommended protocols for obtaining *permission* for works in *CA-regulated areas* can be found in Appendix One or by following the established processes of the applicable CA(s). The parties recognize that CAs as landowners do not relinquish any property rights through the application of this section. In addition to the requirements related to powers of entry under the *Electricity Act*, Hydro One commits to the following protocols to be followed when staff and contractors plan to undertake work on *CA-owned lands*:

- (a) Hydro One will obtain advanced *authorization* to undertake works from the CA as per each CA's protocols and will discuss the details, which may include: identifying preferred access routes and conditions of such access prior to commencement of work (details on vehicles and/or equipment accessing the property), proposed start and end dates of works, confirmation of certificate of insurance naming the CA as also insured, archaeological requirements and restoration plans. This will apply to both direct access to CA-owned property (via public roads) and indirect access across CA-owned property to Hydro One rights-of-way (ROWS).
- (b) Prior to commencing works on the property, the CA contact will provide Hydro One with

*authorization* to undertake the works, site specific information and/or property use requirements in writing. Where closure of footpaths / trails may be required, Hydro One will work with the CA to ensure appropriate public notice and trail closure details are provided.

- (c) Per Section 9.0 of this MOU, Hydro One acknowledges that CAs may charge a fee for *authorizations* on CA-owned lands.

Further details regarding protocols for access to CA-owned lands in emergency and priority situations are set out in Section 8.0 of this MOU.

## **8.0 Emergency and Priority Works**

The parties acknowledge that there are emergency situations which require Hydro One and the *Affiliates* to undertake immediate action to mitigate damages and/or repair infrastructure in order for Hydro One to meet its requirements in the *Electricity Act* and the *Ontario Energy Board Act* to provide safe and reliable power. This MOU does not provide the ability to alter the requirement for Hydro One to obtain a *permission* for development related to *emergency works* under a regulation made under the *Conservation Authorities Act*, nor does it prevent Hydro One from fulfilling its requirements under the *Electricity Act* and the *Ontario Energy Board Act*.

*Emergency works* include any activity that requires prompt coordination of resources to address an immediate threat to public safety or the environment. This also includes limiting damage to property, equipment and the environment during and after an event, or imminent event, outside the scope of normal operations.

Priority works are typically identified through routine infrastructure inspections. Addressing these repairs is a priority for Hydro One, but this priority level generally does not include works which address immediate threats to public safety or the environment.

**Table 1: Summary of Hydro One Priority Level Rankings (Emergency and Priority Works)**

<b>Priority Level</b>	<b>Description</b>	<b>Hydro One responsibilities for works in CA regulated areas</b>
High Risk (Emergency) Replace or rectify within 30 days	Infrastructure has failed already or can imminently fail. Emergency response required.	<ul style="list-style-type: none"> <li>• <i>Emergency works</i> executed under <i>Electricity Act</i> and the <i>Ontario Energy Board Act</i>.</li> <li>• Provide notice of works to the applicable CA(s) as soon as reasonably possible</li> <li>• Provide description of works, additional information, applicable fees to CA to review works to ensure compliance under section 28 of the CA Act</li> </ul>
Medium Risk (Emergency) Replace or rectify within 30 – 90 days	Infrastructure identified during routine inspections as requiring replacement as soon as reasonably possible.	<ul style="list-style-type: none"> <li>• Provide notice of necessary works to appropriate CA(s) in advance of works taking place.</li> <li>• Provide all necessary information and applicable fees to CA(s) to allow CA to review works and issue written <i>permission</i> under section 28 of the CA Act (where timelines allow).</li> <li>• For expedited works to address</li> </ul>

		immediate or escalating threats, provide notice and description of works, additional information and applicable fees to review works to ensure compliance under section 28 of the CA Act.
Low Risk (Non-Emergency, Priority) Replace or rectify within 90+ days	Non-critical component repairs that are identified and are considered low priority.	<ul style="list-style-type: none"> <li>• Provide notice of necessary works to appropriate CA(s) in advance of works taking place.</li> <li>• Provide all necessary information and applicable fees to CA(s) to allow CA to review works and issue written <i>permission</i> under section 28 of the CA Act.</li> </ul>

The following summarizes the protocols agreed to between CAs and Hydro One when *emergency works* are required:

### 8.1 Emergency and Priority Works within CA-Regulated Areas:

*Note: These protocols further apply to CA-owned lands, where the area of the CA-owned land is a regulated area.*

1. When **emergency works** are required within *CA-regulated areas*, Hydro One will discuss the details of the necessary works with the applicable CA(s). Hydro One will endeavour to contact the applicable CA(s) as soon as reasonably possible. It is recognized that works in the “high risk” and priority level will require prompt coordination of resources, which may result in the CA becoming notified after the onset of the work.
2. For “high risk” **emergency works**, Hydro One will endeavour to notify the appropriate CA(s) at the earliest opportunity to discuss the works which have taken place, and provide any information to the CA(s) to ensure compliance under Section 28 of the CA Act can be achieved for these works. Where the *emergency works* align with one or more of the activities covered by “Standard Compliance Requirements” (see Appendix One), Hydro One will endeavour to undertake the works in compliance with all activity-specific and general mitigation measures listed for the activity(ies).
3. For “medium risk” **emergency works**, Hydro One will endeavour to notify the appropriate CA(s) of the necessary works prior to construction or *maintenance* activities taking place. In notifying the CA, Hydro One will provide the CA(s) with all available information. This may include a summary and location of the proposed works, detailed site maps, description of mitigation measures to be implemented, and any applicable fees. CA staff will work with Hydro One to issue *permission* for the works (if necessary) in accordance with the timelines identified in Table 1. Where the timeline for these works requires prompt coordination of resources to address an immediate or escalating threat, Hydro One will discuss any works undertaken with the appropriate CA(s), and provide information to the CA(s) to ensure compliance under Section 28 of the CA Act.
4. For “low risk” **priority** works, Hydro One will notify the appropriate CA(s) of the necessary works prior to construction or *maintenance* activities taking place. In notifying the CA, Hydro One will provide the CA(s) with all necessary information. This may include a summary and location of the proposed works, detailed site maps, description of mitigation measures to be implemented, and any applicable

- fees. CA staff will work with Hydro One and the *Affiliates* to issue *permission* for the works (if necessary) in accordance with the timelines identified in Table 1.
5. ROW restoration requirements, if necessary, and if permissible under *maintenance* standards, will be discussed. For instance, temporary emergency or priority works (e.g., watercourse crossing culverts, access roads) would typically be removed after work is completed. However, these works may be left in place with the agreement of the CA(s), any affected property owners and any other approval agency(ies). Where development will remain, it should be designed and constructed based on CA policies. Additional studies may be required by the CA(s) to ensure the development will not cause negative impacts.
  6. Any ROW restoration work will be carried out in accordance with a written record of concurrence between Hydro One and the CA. See section 10.0 of this document for more details.

## **8.2 Emergency and Priority Works within CA-Owned Lands (Outside of Regulated Areas):**

It is recognized that CAs as landowners do not relinquish any property rights through the application of this section. As discussed in Section 7.0 of this MOU, all parties acknowledge that Hydro One transmission and distribution staff are granted powers of entry under s. 40 of the *Electricity Act* to lands where their transmission or distribution systems are located. The *Electricity Act* identifies requirements for Hydro One's and the *Affiliates'* staff when utilizing these powers of entry, including providing reasonable notice to the occupier of the property, restoring the property to original conditions insofar as is practicable, and providing *compensation* for any damages caused by the entry. As a best practice, Hydro One will endeavour to provide reasonable notice to CAs for emergency and priority works on their properties, and to accommodate site-specific information and/or property use requirements, such as archaeological requirements, when the CA is either the occupier or the owner of the property where access is required. While it is understood that some high risk *emergency works* will require prompt coordination of resources to address an immediate threat to public safety or the environment, however, Hydro One will endeavor to obtain advanced *authorization* from the applicable CA(s) to undertake the works, where time allows.

## **9.0 Fees**

Hydro One acknowledges that there will be fees associated with regulation applications for works undertaken in *CA-regulated areas*. General information regarding application fees for works undertaken on *CA-regulated areas* can be accessed by contacting the CA. CAs should also have current fee schedules and policies uploaded to their individual websites.

For activities on *CA-owned lands*, it is recognized that there may be circumstances where a fee or security will be required (e.g., fees to access *CA-owned lands*, fees for archaeological investigations); this will be negotiated between Hydro One and the individual CA, unless otherwise set out within the current CA fee schedule or policy.

## **10.0 Restoration Works or Compensation**

During project-specific discussions about *permissions* and/or *authorizations*, Hydro One and the individual *CA(s)* will discuss site restoration options for works in *CA regulated areas* and *CA-owned lands*. Depending on the works undertaken, a range of potential restoration options may be considered, including seeding to stabilize bare/exposed soils, planting of native woody vegetation, repurposing of temporary access roads (e.g., for use as trails), etc. Through discussions regarding restoration works, Hydro One and the *CA* will give consideration for applicable planting seasons and timing windows (e.g., for stream restorations works). Schedules/timelines for completing these works will be discussed between both parties.

It is understood that restoration may be restricted along corridors to ensure compliance with NERC reliability standards and Ontario Energy Board standards and that there may be instances where full restoration works may not be feasible. For example, in some situations, due to clearance restrictions, only ground cover restoration is permitted (i.e., no shrubs or trees). As a best practice, any areas of disturbed or base soil should be seeded with native, non-invasive herbaecous material while the ground is moist and conditions are appropriate for germination.

Where agreed to by both parties, where full restoration works may not be feasible by Hydro One following works on *CA-owned lands*, *CAs* may request *compensation* in lieu of site restoration. For example, *CAs* may opt to request *compensation* in lieu of Hydro One undertaking restoration activities in instances where *CAs* are planning alternative uses for the impacted sites (i.e., future trail development, new facilities, etc.).

It is noted that, while this MOU does not address unique or project-specific restoration works, such as joint restoration projects or natural area enhancement, nothing in this MOU precludes individual *CAs* and Hydro One and the *Affiliates* from entering into agreements to complete such projects. Where such works are proposed and agreed to by both parties, Hydro One and individual *CAs* will develop project-specific details.

## **11.0 Legal Liability**

- (a) This MOU is an expression of the mutual intentions of the parties and is not legally binding or enforceable.
- (b) Nothing in this MOU precludes Hydro One and the *Affiliates* and individual *CAs* from entering into additional agreements (e.g., service level agreements) for services provided to either agency. Additional agreements are outside the scope of this MOU and are to be negotiated and managed between the individual *CA* and Hydro One.
- (c) Both parties agree and acknowledge that any enforcement action under the *Conservation Authorities Act* is at the sole discretion of the *CA*.
- (d) Nothing in this MOU removes the requirement for Hydro One to obtain and follow *permissions* for development, interference with wetlands and alterations to shorelines and watercourses under a regulation made under the *Conservation Authorities Act*. Hydro One acknowledges its responsibility to obtain *permissions* for applicable development or interference activities as identified in section 28 of the *Conservation Authorities Act*.
- (e) If there are any conflicts or inconsistencies between this MOU and any obligations under any applicable provincial or federal legislation, or associated regulations, including but

not limited to the *Electricity Act*, the *Ontario Energy Board Act*, and the *Conservation Authorities Act*, the obligations under the legislation shall prevail.

## **12.0 Term of the MOU**

This MOU will be in force from the date of the later signature hereunder and will remain in effect until cancelled by either Party.

The parties agree to review and amend this MOU as required (e.g. due to regulatory changes, etc.) by mutual written agreement. *Conservation Ontario* will further undertake an annual review of this MOU and attached protocol, focusing on comments and/or concerns submitted by individual CAs or Hydro One each year. This MOU may be cancelled unilaterally by Hydro One or by *Conservation Ontario* by providing six months' written notice of the intention to cancel to the other Party, or by mutual agreement with any agreed period of notice.

## **13.0 Signatories**

The Parties hereto have signed the Agreement, in counterparts, on the dates indicated below:

### **HYDRO ONE NETWORKS INC.**



\_\_\_\_\_  
Elise Croll  
Director, Environmental Services

July 19, 2021

\_\_\_\_\_  
Date

### **CONSERVATION ONTARIO**



\_\_\_\_\_  
Kim Gavine  
General Manager

July 14, 2021

\_\_\_\_\_  
Date

# Appendix One

Protocol for Obtaining Permission under  
Section 28 of the *Conservation Authorities Act*  
for Common Hydro One Maintenance and  
Construction Activities

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Endorsed by Conservation Ontario Council: June 21, 2021  
Endorsed by Hydro One Networks Incorporated: July 19, 2021

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## **Definitions**

### **Access Road:**

A road pre-existing or built to obtain access to a Hydro One asset for the purpose of construction, operation and/or maintenance.

### **Affiliates:**

Hydro One Sault Ste. Marie LP and Hydro One Telecom Inc.

### **Development:**

From the *Conservation Authorities Act*, Section 28 (25):

- a) the construction, reconstruction, erection or placing of a building or structure of any kind,
- b) any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure,
- c) site grading, or
- d) the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere;

### **Distribution:**

Distribution of electric power utilizing distribution infrastructure where the nominal operating voltage is equal to or less than 115 kV.

### **Hazardous Lands:**

From the *Conservation Authorities Act*, Section 28 (25):

Land that could be unsafe for development because of naturally occurring processes associated with flooding, erosion, dynamic beaches or unstable soil or bedrock.

### **Mitigation:**

Avoiding, eliminating or reducing to an acceptable level the potential effects of a project. It can also include rehabilitation, restoration, or enhancement where feasible, and the means by which projects can be modified to minimize or eliminate potential negative effects.

### **Pollution:**

From the *Conservation Authorities Act*, Section 28 (25):

Any deleterious physical substance or other contaminant that has the potential to be generated by development in an area to which a regulation made under Section 28 (1) (c) of the *Conservation Authorities Act* applies.

### **Regulated Area(s):**

From the *Conservation Authorities Act*, Section 28 (5):

Areas that are:

- f) adjacent or close to the shoreline of the Great Lakes-St. Lawrence River System or to inland lakes that may be affected by flooding, erosion or dynamic beach hazards;
- g) river or stream valleys;
- h) hazardous lands;

- i) *wetlands*; or
- j) other areas where, in the opinion of the Minister, *development* should be prohibited or regulated or should require the permission of the authority.

**Right-of-Way (ROW):**

A strip of land over which an Ontario Energy Board-licensed transmitter or distributor has occupational rights to occupy and use for the purposes of an electricity transmission line or lines as defined by the *Ontario Energy Board Act*. Synonymous with “Transmission Corridor” or “Distribution Corridor”.

**Transmission:**

Transmission of electric power utilizing transmission infrastructure where the nominal operating voltage is equal to or greater than 115 kV or equal to or less than 500 kV.

**Watercourse:**

From the *Conservation Authorities Act*, Section 28 (25):

An identifiable depression in the ground in which a flow of water regularly or continuously occurs

**Wetland:**

From the *Conservation Authorities Act*, Section 28 (25):

Land that,

- a) is seasonally or permanently covered by shallow water or has a water table close to or at its surface,
- b) directly contributes to the hydrological function of a watershed through connection with a surface watercourse,
- c) has hydric soils, the formation of which has been caused by the presence of abundant water, and
- d) has vegetation dominated by hydrophytic plants or water tolerant plants, the dominance of which has been favoured by the presence of abundant water,

but does not include periodically soaked or wet land that is used for agricultural purposes and no longer exhibits a *wetland* characteristic referred to in clause (c) or (d).

***Throughout this document, terms included in this glossary will appear in italics.***

**List of Acronyms and Abbreviations**

CA	Conservation Authority
CA Act	<i>Conservation Authorities Act</i>
ESC	Erosion and Sediment Control
Hydro One	Hydro One Networks Inc.
ROW	Right-of-Way
SBP	Standard Best Practices
SCR	Standard Compliance Requirements

## **Preface**

This document has been prepared by Conservation Ontario and Hydro One Networks Inc. (“Hydro One”) as part of an update to the previous 2011 Memorandum of Understanding (MOU) between Conservation Ontario and Hydro One. The updated MOU has been prepared to reflect that, as of May 2017, Hydro One no longer holds status as a crown corporation and is thereby subject to permitting requirements under Section 28 of the *Conservation Authorities Act* (“CA Act”) and the individual CA “Development, Interference with Wetlands and Alteration to Shorelines and Watercourses” regulations. This document outlines recommended procedures for Hydro One and the *Affiliates*, including any of their respective contractors, and Ontario’s 36 Conservation Authorities (“CAs”) for Hydro One’s and the *Affiliates*’ works taking place in *regulated areas* under Section 28 of the CA Act. The Protocol acknowledges the requirements for the parties to fulfill their responsibilities under the *Electricity Act*, *Ontario Energy Board Act*, and *Conservation Authorities Act*, respectively, without compromising the intent of those statutes, when Hydro One works are planned or undertaken within *CA-regulated areas*. The following Protocol is intended to outline recommended notification, communication, and compliance requirements, as well as best management practices which may be used by Hydro One with CAs.

## **1.0 Introduction**

Pursuant to the *Electricity Act*, the basic mandate of Hydro One is to ensure a safe, reliable and cost-effective supply of electricity to the people of Ontario. Regular maintenance and periodic construction of Hydro One's and the *Affiliates' distribution and transmission* infrastructure is necessary in order to fulfill this mandate. Given that this infrastructure may be located in and on lands regulated by conservation authorities ("CAs") under the CA Act, permissions must be sought from the local CAs to undertake certain works in these *regulated areas*.

Hydro One makes every effort during the course of maintenance and construction activities to avoid any impact to the natural environment. It should be recognized that Hydro One *ROWs*, unlike other linear infrastructure, have been able to preserve and sustain most ecological features and functions of the landscape. A consequence of this positive characteristic of the infrastructure is that crews must traverse natural areas to access Hydro One infrastructure.

Under Section 28 of the CA Act, CAs regulate *development* in or adjacent to *watercourses*, *wetlands*, the shoreline of the Great Lakes-St. Lawrence River System or inland lakes, river or stream valleys, *hazardous lands* and other areas where, in the opinion of the Minister of Natural Resources and Forestry, *development* should be prohibited or regulated or should require the permission of the authority. A CA may grant permission for *development* if, in the opinion of the Authority, the control of flooding, erosion, dynamic beaches, *pollution* or the conservation of land is not affected. CAs also regulate activities that change, divert, or interfere in any way with the existing channel of a river, creek, stream or *watercourse*, or that change or interfere in any way with a *wetland*. Hydro One's and the *Affiliates' infrastructure*, (e.g., *distribution or transmission* lines and stations, *ROWs*, *access roads*) may be located in *regulated areas* as defined under the CA Act and, as such, construction and maintenance activities associated with this infrastructure may be regulated by CAs.

Comprehensive details of the *Electricity Act*, the *Ontario Energy Board Act*, and the *Conservation Authorities Act* are available online through e-Laws ([www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)).

This protocol has been developed to provide clear and consistent compliance approaches for Hydro One when completing works within *CA-regulated areas*. Hydro One and Conservation Ontario are supportive of the new recommended streamlined compliance approaches for lower-risk maintenance and construction activities. CAs are encouraged to utilize the streamlined approaches presented in this Protocol to provide consistency in the delivery of the Section 28 regulation process, while ensuring that CAs' regulatory responsibilities are fulfilled. This Protocol is intended to continue to support and enhance the positive working relationship between Hydro One and Ontario's CAs.

## **2.0 Purpose and Scope**

This Protocol addresses anticipated maintenance and construction activities that may be undertaken by Hydro One and its *Affiliates*, or their respective contractors, for work within *CA regulated areas*. Table 1 identifies these activities and the recommended approaches for compliance with CA Section 28 regulations under the CA Act. These compliance approaches include:

1. CA Permission (using Regular Approach)
2. CA Permission (using Standard Compliance Requirements (SCRs))
3. Application of Standard Best Practices (SBPs)

It should be noted that not all scenarios are captured within this document. Each set of works will need to be reviewed by the CA to confirm what compliance approach is applicable. CAs will determine the appropriate compliance approach for projects based on a number of factors, including: the level of risk associated with the hazard feature, project complexity, duration, etc. Consultation with the CA will be required to determine the appropriate approach to achieving permission. Details on the recommended compliance approaches are discussed further in Section 3.

Good communication among all parties remains fundamental for the compliance approaches to be effective. Hydro One and CAs should be in regular communication to understand one another's interests and be aware of changes and developments (including changes to individual CA policies which may impact Hydro One's interests). As discussed in Section 5 of the Conservation Ontario-Hydro One MOU (2021), Hydro One and CAs should at minimum be in contact annually to review and discuss Hydro One's annual/forecast workplan within each individual CA's jurisdiction. These workplan reviews will provide an opportunity for both parties to discuss the necessary compliance approaches for Hydro One work activities early in the planning process and identify any concerns CAs may have with planned maintenance or construction activities. Where individual projects are proposed which were not included in the workplan review, Hydro One should initiate contact with the applicable CA(s) as early in the planning process as possible to discuss compliance requirements and approaches and to address any potential issues before they may become escalated.

### **3.0 Compliance Approaches**

Under this Protocol, written permission under Section 28 of the CA Act can be achieved either by adhering to Standard Compliance Requirements (SCRs) issued by a CA or through the regular process of obtaining a CA Act Section 28 permission. Both approaches represent a form of written permission under Section 28 of the CA Act from the issuing CA. Table 1 at the end of this section provides an overview of the recommended compliance approaches for Hydro One's and the *Affiliates'* maintenance and construction activities. This table is not exhaustive, and CAs may identify additional projects which may require CA permissions through a review of project-specific details.

This section further provides an overview of Standard Best Practices (SBPs) to be followed by Hydro One for activities which are low-risk maintenance and construction activities and/or typically do not have associated regulatory impacts under Section 28 of the CA Act.

The following sections provide details on how and when these compliance approaches may be applied.

#### **3.1 CA Permission (using Regular Approach)**

Certain activities or regulated features within *CA-regulated areas* have a higher level of risk associated with *development* activities. Therefore, proponents may be required to obtain

permission under Section 28 of the CA Act to ensure that these activities do not further exacerbate risks associated with these hazard features.

For projects which are required to obtain permission under Section 28 of the CA Act through the regular approach, Hydro One will follow the established procedures of the local CA(s). Refer to Table 1 for more details.

### **3.2 CA Permission (using Standard Compliance Requirements (SCRs))**

Recognizing that many of Hydro One's and the *Affiliates'* construction and maintenance activities are routine in nature and occur regularly across the Province, this Protocol includes a set of Standard Compliance Requirements (SCRs) which could be used locally by CAs as a form of CA Section 28 permission for certain Hydro One undertakings. For greater clarity, Hydro One would apply to the CA for permission to undertake a project by using the SCR Application Form, and the CA would review the application to determine whether the proposed works meet the SCRs.

Forms are provided for each activity covered by the SCR approach (Section 6) which contain both activity-specific *mitigation* requirements, as well as general *mitigation* requirements which are standards that must be maintained on a broad range of Hydro One maintenance and construction projects. Exceptions from the *mitigation* requirements should occur only in situations that demand the immediate actions of Hydro One (e.g., emergency works). CAs are encouraged to utilize the SCRs developed for specific Hydro One construction and/or maintenance activities as a means to provide a streamlined process towards obtaining a CA Act Section 28 permission, where appropriate.

Table 1 outlines the Hydro One construction and maintenance activities for which SCR forms are available for use by CAs to issue as a form of permission to undertake an activity under Section 28 of the CA Act. Refer to Table 1 for more details.

It is noted that through an individual CA review of proposed Hydro One works, the CA may need to apply conditions on approval of an activity consistent with their Board-approved policies and/or management plans, in addition to the activity-specific *mitigation* measures outlined in this Protocol. In these situations it is recognized that the SCR may not adequately address the concerns of the CA and the CA should, as a result, inform Hydro One that the specific activity will need to proceed with the regular approach for obtaining permission under Section 28 of the CA Act.

### **3.3 Application of Standard Best Practices (SBPs)**

This Protocol identifies some activities which are low-risk maintenance and construction activities and/or typically do not have associated regulatory impacts under Section 28 of the CA Act. These activities are summarized in Table 1. As such, when the CA determines that Standard Best Practices (SBPs) apply to the work, Hydro One will not be required to obtain permission from the local CA(s) in order to undertake these activities in those instances. These activities may still occur within *CA-regulated areas*, however, there are no regulatory impacts typically associated with these activities, and they may not meet the definition of *development* under Section 28 of the CA Act.

When applicable, communication protocols outlined in sections 5, 6, 7 and 8 of the attached MOU should be followed to enable Hydro One and the applicable CA(s) to discuss the project and verify that CA permissions or authorizations are not required. For example, while forestry maintenance activities within existing corridors and access routes may not require permission under Section 28 of the CA Act, activities associated with the undertaking, such as access requirements for heavy machinery, modifications to existing grades or slopes, etc., may require CA permissions in order for the forestry maintenance activities to proceed. Communication protocols and procedures for this category of activities are outlined in section 6.1 of this Protocol. Hydro One should endeavour to follow the SBPs identified in Section 6.1 of this Protocol as a matter of good practice while undertaking these works.

### **3.4 Summary of Compliance Approaches**

Section 6 of this document outlines the SCRs and SBPs for the Hydro One and *Affiliates* maintenance and construction activities covered under this Protocol. In total, nine activities are recommended for the SCR approach, and six activities are recommended for the application of SBPs. Table 1 (below) provides an overview of these activities and their recommended compliance approach. For clarity, Table 1 further outlines a number of common Hydro One maintenance and construction activities where the recommended compliance approach is for Hydro One to obtain CA permission following the established procedures of the local CA.

**Table 1: Recommended Compliance Approaches for Hydro One Maintenance and Construction Activities**

Hydro One Activity	Recommended Compliance Approach: CA Permission (using Regular Approach)	Recommended Compliance Approach: CA Permission (using Standard Compliance Requirements)	Recommended Compliance Approach: Application of Standard Best Practices
<i>Emergency Works</i> (within CA-regulated areas or within CA-owned lands)	Follow procedures outlined in Section 8.0 of the MOU.		
<i>Transmission</i> line works requiring below-grade disturbance/excavation	✓		
Submarine electrical works	✓		
New or extended footprint for <i>transmission</i> corridor or station (includes all activities such as forestry, construction, etc.)	✓		
Modification or installation of station drainage/storm water management works	✓		
New permanent access route or watercourse / wetland crossing installation	✓		
Repair or remediate slope stability and erosion hazard impacting Hydro One Infrastructure	✓		
Installation and removal of temporary <i>watercourse</i> crossing below high water mark	✓		
Removal of beaver dam or other, similar obstructions		✓	
Exposure, cleaning, and coating of below-grade foundations		✓	
All <i>transmission</i> wood pole works (excluding new <i>transmission</i> lines)		✓	
<i>Distribution</i> wood pole works within limits of <i>wetland</i> , <i>watercourse</i> or valleys (steep slopes)		✓	
Station below-grade works, excluding drainage/storm water management works		✓	
Maintenance of existing access route through limits of <i>wetland</i> , <i>watercourse</i> or valleys (steep slopes)		✓	
Installation and removal of temporary access route, including temporary <i>watercourse</i> crossing above high water mark		✓	

Hydro One Activity	Recommended Compliance Approach: CA Permission (using Regular Approach)	Recommended Compliance Approach: CA Permission (using Standard Compliance Requirements)	Recommended Compliance Approach: Application of Standard Best Practices
Forestry maintenance activities in existing corridors or access routes, within limits of <i>wetland</i> , <i>watercourse</i> or valleys (steep slopes)		✓	
Geotechnical and/or intrusive archaeological investigations, within limits of <i>wetland</i> , <i>watercourse</i> or valleys (steep slopes) (applies to lines and stations)		✓	
Geotechnical and/or intrusive archaeological investigations, beyond limits of <i>wetland</i> , <i>watercourse</i> or valleys (steep slopes) (applies to lines and stations)			✓
<i>Distribution</i> wood pole works beyond the limits of <i>wetland</i> , <i>watercourse</i> or valleys (steep slopes)			✓
Forestry maintenance activities in existing corridors or access routes, beyond limits of <i>wetland</i> , <i>watercourse</i> or valleys (steep slopes)			✓
Maintenance of existing access routes beyond limits of <i>wetland</i> or <i>watercourse</i>			✓
Above-grade infrastructure works (applies to existing lines and stations)			✓
Herbicide application			✓

### **4.0 Procedures**

Timely, clear and open communication between all parties is a best practice to ensure Hydro One’s and the *Affiliates*’ projects can proceed within the desired timeframe outlined in the annual/forecast workplans and CA regulatory responsibilities are met. Hydro One should communicate its annual workplan for maintenance and construction activities to the CA(s) as early in the year as possible to allow adequate time for both Hydro One and individual CA(s) to discuss the necessary approach for compliance.

An overview of the compliance process as per this Protocol is summarized in Figure 1.

Section 4.1 of this Protocol outlines the general steps to be taken when it is determined that a SCR approach is appropriate for Hydro One maintenance or construction activities in CA-*regulated areas*. The steps to be undertaken when SBPs apply for work which do not require permission under Section 28 of the CA Act are outlined in Section 4.2. For projects which are required to obtain permission under Section 28 of the CA Act through the regular approach, Hydro One will follow the established procedures of the local CA(s). Where maintenance or

construction activities are planned to be undertaken on CA-owned lands, Hydro One acknowledges the need to obtain authorization from the appropriate CA in addition to required permissions. See section 7.0 of the MOU (*Works Within Conservation Authority-Owned Lands*) for further details.

#### **4.1 Procedures when Standard Compliance Requirements Apply**

1. Hydro One will provide annual/forecast workplans for maintenance and construction activities planned to be undertaken in a CA's jurisdiction. Where appropriate, a meeting to discuss the workplan will be held between Hydro One and the local CA.
2. CA staff will review, screen and provide initial feedback on the annual/forecast workplan. This may include: identifying where planned activities are within *CA-regulated areas*; identifying concerns with any of the proposed projects; providing initial feedback on the appropriate compliance approach for individual projects; and providing any additional recommendations such as pre-consultation for specific projects which may be complex in nature.
3. For activities which are not provided as part of the annual/forecast workplans, Hydro One will endeavour to provide the individual CA(s) with as much notice of the proposed activities as possible. This will allow CAs to screen the proposed activities and determine the appropriate compliance requirements.
4. Where applicable, Hydro One will engage in pre-consultation with the individual CA(s) to further discuss the proposed undertaking(s), necessary approval processes, review and approval timelines, and complete application requirements (more details below).
5. Where a CA has determined that the desired approach for compliance is to utilize SCRs, Hydro One will prepare and submit a completed SCR Application Form, appropriate drawings/maps, fee(s) and any other necessary information to the individual CA(s).
6. Upon receipt of a completed SCR Application Form, the CA will review the application to ensure all necessary information has been included. Within 21 days (unless otherwise stated in the CA's Board-approved policies), the CA will notify Hydro One that the application is deemed complete and the CA review of the proposed works will commence.
7. Should the proposed works be able to proceed with permission granted from the local CA, the CA will send a signed copy of the SCR form back to Hydro One within 30 days (unless otherwise stated in the CA's Board-approved policies), following the confirmation of a complete application. By signing the SCR form, the CA is providing a written permission under the appropriate CA Act Section 28 regulation, and acknowledges its awareness of the works taking place. SCR forms shall be signed by a CA staff member with the delegated authority to grant permissions under section 28 of the CA Act.
8. Upon receipt of the signed SCR form, Hydro One will be able to begin undertaking the proposed works in accordance with the general and activity-specific *mitigation* measures for the specified activity. Hydro One acknowledges that the CA may monitor activities for adherence to the SCRs at their discretion. Where monitoring activities such as site visits may be required, Hydro One and associated contractors will ensure CA staff are provided with all necessary personal protective equipment specifications which may be required for entry into some work sites. CA staff are responsible for ensuring that they are in compliance with these specifications prior to entering the site. In the event of non-adherence by Hydro One to the general and activity-specific *mitigation* measures, CAs may follow their Authority's compliance procedures and, if necessary, enter into legal proceedings.

## 4.2 Procedures when Standard Best Practices Apply

1. Hydro One will provide annual/forecast workplans for maintenance and construction activities planned to be undertaken in a CA's jurisdiction. Where appropriate, a meeting to discuss the workplan will be held between Hydro One and the local CA.
2. CA staff will review, screen and provide initial feedback on the annual/forecast workplan. This may include: identifying where planned activities are within *CA-regulated areas*, identifying concerns with any of the proposed projects, providing initial feedback on the appropriate compliance approach for individual projects, and providing any additional recommendations such as pre-consultation for specific projects which may be complex in nature.
3. For activities which are not provided as part of the annual/forecast workplans, Hydro One will endeavour to provide the individual CA(s) with as much notice of the proposed activities as possible. This will allow CAs to screen the proposed activities to ensure that no additional compliance requirements will apply and that activities may proceed using the SBPs.
4. If the CA determines that no permission is required under Section 28 of the CA Act, the CA will notify Hydro One and Hydro One may proceed with the works, following any SBPs which apply. It is acknowledged that CAs may charge a fee to recover costs associated with the review of such works (e.g., clearance fees).

## 4.3 Site Visits

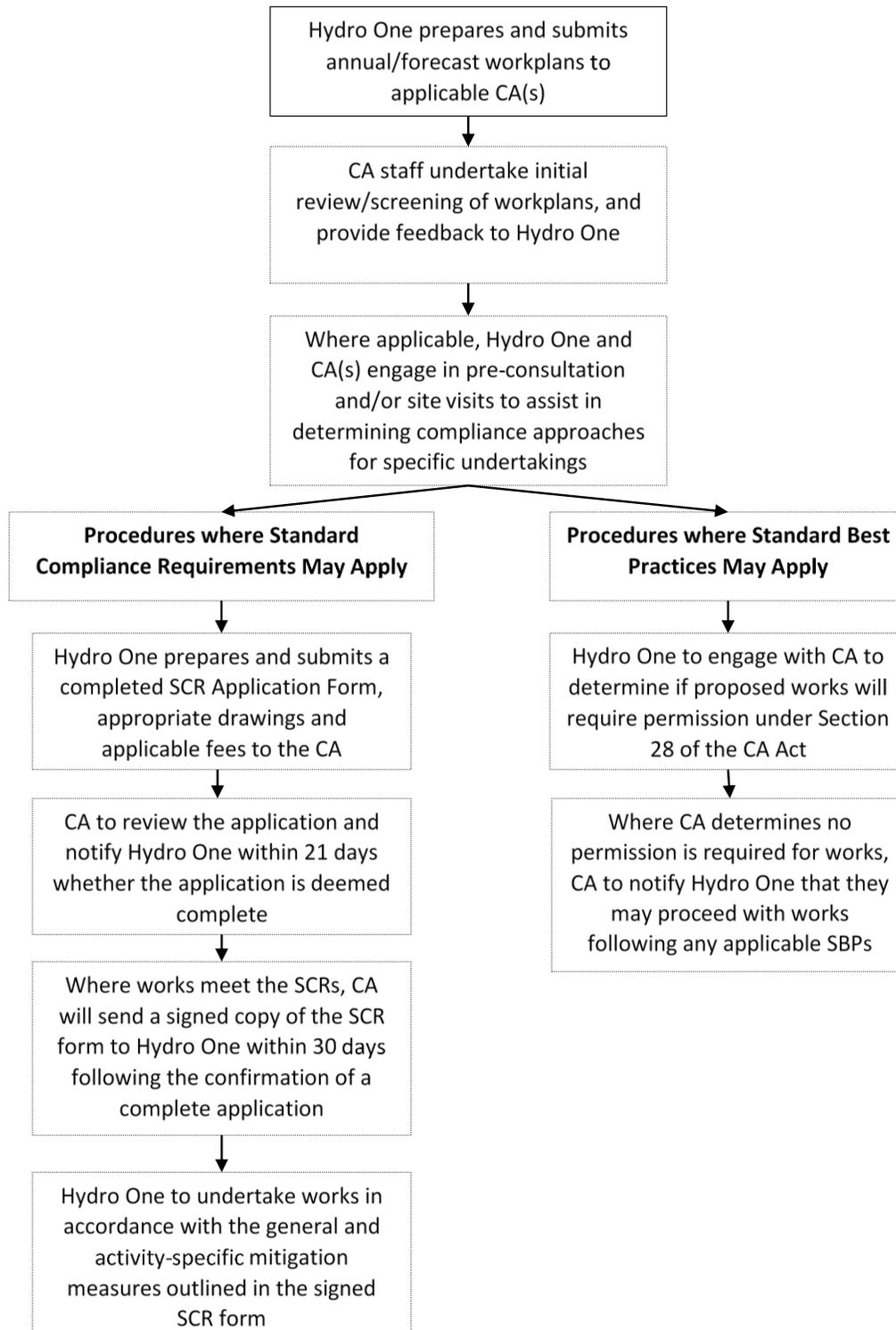
Where a CA determines that a site visit is necessary to determine the appropriate approach for compliance, Hydro One personnel and CA representative(s) should conduct site visits jointly where possible. It is recognized that CA staff may not always be permitted to enter into a Hydro One work site without being accompanied by appropriate Hydro One personnel. As previously stated, where site visits may be required, Hydro One and its contractors will ensure that CA staff are provided with all necessary personal protective equipment specifications which may be required for entry into some work sites. CA staff are responsible for ensuring they are in compliance with these specifications prior to entering the site. If a site visit is not possible, the CA should work with Hydro One to acquire the necessary information about the project.

## 4.4 Pre-Consultation

For complex undertakings, such as those which should proceed with the regular process for obtaining CA permission under Section 28 of the CA Act, pre-consultation between Hydro One and the applicable CA(s) is a best practice. Pre-consultation provides an opportunity for the CA and the applicant to discuss the proposed works; to confirm complete application requirements for CA review; to proactively discuss at the beginning of the process any fundamental issues that might prevent approval; and to outline the CA review and approval process, including anticipated timelines to process the application. While general compliance approaches for Hydro One work activities may be discussed during the annual workplan meeting between Hydro One and CA staff, pre-consultation meetings offer an opportunity to discuss complex undertakings and provide applicants with a clear route towards the submission requirements for a project.

Pre-consultation meetings may take place in-person, or through electronic means (e.g., videoconferencing/teleconferencing).

**Figure 1: Summary of Procedures for Use of Standard Compliance Requirements and Standard Best Practices**



## **5.0 Issue/Dispute Resolution**

Generally, the protocols and procedures outlined in this document provide a number of touchpoints between Hydro One personnel and CA staff to ensure that applications for permission (either through the SCR or regular approach) can be designed to meet CA Board-approved policies, allowing Hydro One personnel to proceed with proposed works. Should issues arise between the two parties, there are a number of remedies built into the CA Act and CA policies and procedures. These include:

### **Administrative Review:**

If Hydro One is not satisfied with the CA decision on whether an application for a permission is deemed complete (either through the SCR or regular approach), the applicant can request an administrative review by the CA General Manager or Chief Administrative Officer, and then, if not satisfied, by the CA Board of Directors. This review will be limited to a complete application policy review and will not include review of the technical merits of the application.

### **Section 28 Hearing Process:**

There may be some instances where CA staff may recommend refusal of an application for permission should the proposal not meet the tests of the CA Act, Section 28 regulation or the Board-approved policies. In such cases, Hydro One has the opportunity to request a hearing before the Authority (Board), or, if the Authority so directs, before the Authority's Executive Committee.

If the application is refused by the Authority, Hydro One will be notified of the reasons for refusal in writing. Within 30 days of the notification, the applicant may appeal the decision of the Authority or Executive Committee to the Local Planning Appeal Tribunal (or its successor, see the *Conservation Authorities Act* for details), which may then dismiss the appeal or grant permission following a hearing.

### **Cancellation of Permission:**

The Authority may cancel a permission if it is of the opinion that the conditions of the permission have not been met. In such cases, Hydro One has the opportunity to require a hearing before the Authority (Board), or, if the Authority so directs, before the Authority's Executive Committee.

In order to prevent situations where a CA may recommend refusal of a permit application or cancellation of an existing permission, Hydro One is encouraged to prepare and submit annual workplans to CAs for their review. The preparation of these workplans will allow for early feedback on proposed works outside of the formal application process, and will allow Hydro One to refine workplans to ensure projects may proceed as desired. Further, for complex projects, Hydro One personnel are encouraged to engage in pre-consultation meetings with the applicable CA(s) to proactively discuss project and site-specific considerations and work towards developing a clear understanding of CA requirements for approval of the proposed works.

## **6.0 Standard Compliance Requirements and Standard Best Practices for Hydro One Maintenance and Construction Activities**

### **6.1 Standard Compliance Requirement Forms**

#### **STANDARD COMPLIANCE REQUIREMENTS**

##### **Hydro One Maintenance and Construction Activities Undertaken in Regulated Areas under the *Conservation Authorities Act***

A. Removal of beaver dams or other, similar obstructions

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#### **Description of Typical Works**

Removal of log jams, garbage, beaver dams or other similar obstructions within the *wetland* or *watercourse* where there is imminent risk to existing infrastructure.

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#### **Activity-Specific Mitigation Requirements**

- Brush or debris is placed in a location where it cannot re-enter or block the *wetland* or channel.
- Minimize flooding upstream and downstream by drawing the water down slowly. An appropriate depth and flow should be maintained. Where a series of dams or similar obstructions are to be removed, works should proceed from downstream to upstream in order to avoid flooding impacts.
- Avoid performing work when flow conditions are elevated due to recent rainfall to minimize sediment and debris movement and erosion. Whenever possible, works should be undertaken during dry weather and under low flow conditions, with works scheduled to avoid wet, windy and rainy periods
- Where machinery will be used for debris removal, proponents will operate machinery in a manner that minimizes disturbance to the banks of the *watercourse* or *wetland*.
- Where Hydro One will need to pump and discharge water to undertake these activities, Hydro One will indicate where the water will be pumped and discharged, and take steps to avoid erosion and sedimentation issues.

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#### **General Mitigation Requirements**

General *mitigation* requirements are standards that must be maintained on all Hydro One infrastructure construction and maintenance projects utilizing the SCR approach.

- Wherever possible, utilize existing trails, roads or access points to minimize disturbance when accessing the site. Where available, Hydro One should endeavour to utilize existing easements or *right-of-ways* to access sites.
  - Choose appropriate conditions and equipment to minimize site disturbance (e.g., frozen or dry soil conditions or the use of load distributing machines or mats).
  - Limit soil movement and erosion/sedimentation; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
  - Undertake works in such a way as to minimize the entry of brush, debris, sediment or other deleterious substances into a *watercourse* or *wetland*. Brush or debris should be placed in a location where it cannot re-enter or block the *wetland* or *watercourse*.
  - Perform work in appropriate flow conditions to minimize debris movement and erosion.
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- Restore the disturbed site to stable conditions and similar grades and remediate any areas impacted by the works. Any necessary remediation works will be discussed and planned with the individual conservation authority.
- Vehicular refueling and maintenance will be conducted a minimum of 30-metres from any *wetlands, watercourses, or bodies of water*.
- All access to the work site shall be from either side of the *watercourse*. Equipment and vehicles are not permitted to cross through the *watercourse* unless otherwise approved by the CA.
- Where steep slopes exist, the adequate setback from the toe or top of slope must be maintained to ensure that the slopes are not destabilized as a result of the proposed works. Earthworks and grading in the vicinity of the steep slopes/banks needs to be minimized, and all activities with potential adverse impact to the slopes/banks to be avoided.

The \_\_\_\_\_ Conservation Authority grants permission under Section 28 of the *Conservation Authorities Act* for work to be conducted at the location list below in accordance with the notification form, provided maintenance and construction activities are in compliance with the requirements set out above. This permission does not relieve Hydro One of the responsibility to obtain any other approvals which may be required from municipal, provincial or federal authorities.

File Number: \_\_\_\_\_

Period of Validity: \_\_\_\_\_ to \_\_\_\_\_

Site Location: \_\_\_\_\_ | Location Map Attached (Y / N)

Signature of Conservation Authority Official:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

## STANDARD COMPLIANCE REQUIREMENTS

### Hydro One Maintenance and Construction Activities Undertaken in Regulated Areas under the *Conservation Authorities Act*

#### B. Exposure, cleaning, and coating of below-grade foundations

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##### Description of Typical Works

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A common Hydro One maintenance activity on steel structure foundations which includes minor excavation around the footings of structures followed by cleaning of steel and coating with anti-corrosion paint.

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##### Activity-Specific Mitigation Requirements

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- Consider the use of wooden construction matting or swamp mats to minimize site disturbance by equipment.
- Minimize work footprint in the *regulated areas* including along channel and bank slopes. Ensure strict adherence to infrastructure locations confirmed with the CA.
- All excavated material must be placed beyond the limits of the *regulated area*. If not practical or feasible, excavated material should be independently surrounded by proper sediment and erosion controls.
- Use spill protection practices during coating (i.e., use of tarps, secondary containment).

##### *Where works are taking place in wetlands or watercourses:*

- Use only clear stone or blasted rock (i.e., minimal fines) below the high water mark.
  - Minimize water level fluctuations upstream and downstream by slowly augmenting water levels, when applicable.
  - Perform the work in no/low flow conditions to minimize sediment and debris movement and erosion. Avoid work after recent precipitation or snowmelt.
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##### General Mitigation Requirements

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General *mitigation* requirements are standards that must be maintained on all Hydro One infrastructure construction and maintenance projects utilizing the SCR approach.

- Wherever possible, utilize existing trails, roads or access points to minimize disturbance when accessing the site. Where available, Hydro One should endeavour to utilize existing easements or *right-of-ways* to access sites.
  - Choose appropriate conditions and equipment to minimize site disturbance (e.g., frozen or dry soil conditions or the use of load distributing machines or mats).
  - Limit soil movement and erosion/sedimentation; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
  - Undertake works in such a way as to minimize the entry of brush, debris, sediment or other deleterious substances into a *watercourse* or *wetland*. Brush or debris should be placed in a location where it cannot re-enter or block the *wetland* or *watercourse*.
  - Perform work in appropriate flow conditions to minimize debris movement and erosion.
  - Restore the disturbed site to stable conditions and similar grades and remediate any areas impacted by the works. Any necessary remediation works will be discussed and planned with the individual conservation authority.
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- Vehicular refueling and maintenance will be conducted a minimum of 30-metres from any *wetlands, watercourses, or bodies of water.*
- All access to the work site shall be from either side of the *watercourse.* Equipment and vehicles are not permitted to cross through the *watercourse* unless otherwise approved by the CA.
- Where steep slopes exist, the adequate setback from the toe or top of slope must be maintained to ensure that the slopes are not destabilized as a result of the proposed works. Earthworks and grading in the vicinity of the steep slopes/banks needs to be minimized, and all activities with potential adverse impact to the slopes/banks to be avoided.

The \_\_\_\_\_ Conservation Authority grants permission under Section 28 of the *Conservation Authorities Act* for work to be conducted at the location list below in accordance with the notification form, provided maintenance and construction activities are in compliance with the requirements set out above. This permission does not relieve Hydro One of the responsibility to obtain any other approvals which may be required from municipal, provincial or federal authorities.

File Number: \_\_\_\_\_

Period of Validity: \_\_\_\_\_ to \_\_\_\_\_

Site Location: \_\_\_\_\_ | Location Map Attached (Y / N)

Signature of Conservation Authority Official:

\_\_\_\_\_

\_\_\_\_\_

Name

Signature

Date: \_\_\_\_\_

## STANDARD COMPLIANCE REQUIREMENTS

### Hydro One Maintenance and Construction Activities Undertaken in Regulated Areas under the *Conservation Authorities Act*

C. All *transmission* wood pole works (excluding new *Transmission* Lines)

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#### Description of Typical Works

A common Hydro One program involving the removal and replacement of wood pole structures for all *transmission* poles (i.e., “like-for-like replacement”). These activities are very localized with small project footprints due to the use of wood poles (instead of steel structures).

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#### Activity-Specific Mitigation Requirements

- Work should be limited to the original footprint of the structure.
- Consider the use of wooden construction matting or swamp mats to minimize site disturbance by equipment.
- All excavated material must be placed beyond the limits of the *regulated area*. If not practical or feasible, excavated material should be independently surrounded by proper sediment and erosion controls.
- Any area of excavation should be isolated from the feature.

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#### General Mitigation Requirements

General *mitigation* requirements are standards that must be maintained on all Hydro One infrastructure construction and maintenance projects utilizing the SCR approach.

- Wherever possible, utilize existing trails, roads or access points to minimize disturbance when accessing the site. Where available, Hydro One should endeavour to utilize existing easements or *right-of-ways* to access sites.
- Choose appropriate conditions and equipment to minimize site disturbance (e.g., frozen or dry soil conditions or the use of load distributing machines or mats).
- Limit soil movement and erosion/sedimentation; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
- Undertake works in such a way as to minimize the entry of brush, debris, sediment or other deleterious substances into a *watercourse* or *wetland*. Brush or debris should be placed in a location where it cannot re-enter or block the *wetland* or *watercourse*.
- Perform work in appropriate flow conditions to minimize debris movement and erosion.
- Restore the disturbed site to stable conditions and similar grades and remediate any areas impacted by the works. Any necessary remediation works will be discussed and planned with the individual conservation authority.
- Vehicular refueling and maintenance will be conducted a minimum of 30-metres from any *wetlands*, *watercourses*, or bodies of water.
- All access to the work site shall be from either side of the *watercourse*. Equipment and vehicles are not permitted to cross through the *watercourse* unless otherwise approved by the CA.
- Where steep slopes exist, the adequate setback from the toe or top of slope must be maintained to ensure that the slopes are not destabilized as a result of the proposed works. Earthworks and grading in the vicinity of the steep slopes/banks needs to be minimized, and all activities with potential adverse impact to the slopes/banks to be avoided.

The \_\_\_\_\_ Conservation Authority grants permission under Section 28 of the *Conservation Authorities Act* for work to be conducted at the location list below in accordance with the notification form, provided maintenance and construction activities are in compliance with the requirements set out above. This permission does not relieve Hydro One of the responsibility to obtain any other approvals which may be required from municipal, provincial or federal authorities.

File Number: \_\_\_\_\_

Period of Validity: \_\_\_\_\_ to \_\_\_\_\_

Site Location: \_\_\_\_\_ | Location Map Attached (Y / N)

Signature of Conservation Authority Official:

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

Date: \_\_\_\_\_

## STANDARD COMPLIANCE REQUIREMENTS

### Hydro One Maintenance and Construction Activities Undertaken in Regulated Areas under the *Conservation Authorities Act*

D. *Distribution* wood pole works within limits of a *wetland*, *watercourse* or valley (steep slopes)

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#### Description of Typical Works

A common Hydro One program involving the removal and replacement of wood pole structures for *distribution* poles (i.e., “like-for-like replacement”). These work activities are very localized, with small project footprints.

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#### Activity-Specific Mitigation Requirements

- Work should be limited to the original footprint of the structure.
- Consider the use of wooden construction matting or swamp mats to minimize site disturbance by equipment.
- All excavated material must be placed beyond the limits of the *regulated area*. If not practical or feasible, excavated material should be independently surrounded by proper sediment and erosion controls.
- Any area of excavation should be isolated from the feature.

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#### General Mitigation Requirements

General *mitigation* requirements are standards that must be maintained on all Hydro One infrastructure construction and maintenance projects utilizing the SCR approach.

- Wherever possible, utilize existing trails, roads or access points to minimize disturbance when accessing the site. Where available, Hydro One should endeavour to utilize existing easements or *right-of-ways* to access sites.
- Choose appropriate conditions and equipment to minimize site disturbance (e.g., frozen or dry soil conditions or the use of load distributing machines or mats).
- Limit soil movement and erosion/sedimentation; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
- Undertake works in such a way as to minimize the entry of brush, debris, sediment or other deleterious substances into a *watercourse* or *wetland*. Brush or debris should be placed in a location where it cannot re-enter or block the *wetland* or *watercourse*.
- Perform work in appropriate flow conditions to minimize debris movement and erosion.
- Restore the disturbed site to stable conditions and similar grades and remediate any areas impacted by the works. Any necessary remediation works will be discussed and planned with the individual conservation authority.
- Vehicular refueling and maintenance will be conducted a minimum of 30-metres from any *wetlands*, *watercourses*, or bodies of water.
- All access to the work site shall be from either side of the *watercourse*. Equipment and vehicles are not permitted to cross through the *watercourse* unless otherwise approved by the CA.
- Where steep slopes exist, the adequate setback from the toe or top of slope must be maintained to ensure that the slopes are not destabilized as a result of the proposed works. Earthworks and grading in the vicinity of the steep slopes/banks needs to be minimized, and all activities with potential adverse impact to the slopes/banks to be avoided.

The \_\_\_\_\_ Conservation Authority grants permission under Section 28 of the *Conservation Authorities Act* for work to be conducted at the location list below in accordance with the notification form, provided maintenance and construction activities are in compliance with the requirements set out above. This permission does not relieve Hydro One of the responsibility to obtain any other approvals which may be required from municipal, provincial or federal authorities.

File Number: \_\_\_\_\_

Period of Validity: \_\_\_\_\_ to \_\_\_\_\_

Site Location: \_\_\_\_\_ | Location Map Attached (Y / N)

Signature of Conservation Authority Official:

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

Date: \_\_\_\_\_

## STANDARD COMPLIANCE REQUIREMENTS

### Hydro One Maintenance and Construction Activities Undertaken in Regulated Areas under the *Conservation Authorities Act*

E. Station below-grade works, excluding drainage/storm water management works

#### Description of Typical Works

Works related to infrastructure below-grade (foundations, footings, drainage works, fences, firewalls, etc.) that require below-grade disturbance within the existing limits of a station only (does NOT apply to other Hydro One infrastructure).

#### Activity-Specific Mitigation Requirements

- Ensure strict adherence to infrastructure locations confirmed by the CA.
- All excavated material must be placed beyond the limits of the *regulated area*. If not practical or feasible, excavated material should be independently surrounded by proper sediment and erosion controls.

#### General Mitigation Requirements

General *mitigation* requirements are standards that must be maintained on all Hydro One infrastructure construction and maintenance projects utilizing the SCR approach.

- Wherever possible, utilize existing trails, roads or access points to minimize disturbance when accessing the site. Where available, Hydro One should endeavour to utilize existing easements or *right-of-ways* to access sites.
- Choose appropriate conditions and equipment to minimize site disturbance (e.g., frozen or dry soil conditions or the use of load distributing machines or mats).
- Limit soil movement and erosion/sedimentation; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
- Undertake works in such a way as to minimize the entry of brush, debris, sediment or other deleterious substances into a *watercourse* or *wetland*. Brush or debris should be placed in a location where it cannot re-enter or block the *wetland* or *watercourse*.
- Perform work in appropriate flow conditions to minimize debris movement and erosion.
- Restore the disturbed site to stable conditions and similar grades and remediate any areas impacted by the works. Any necessary remediation works will be discussed and planned with the individual conservation authority.
- Vehicular refueling and maintenance will be conducted a minimum of 30-metres from any *wetlands*, *watercourses*, or bodies of water.
- All access to the work site shall be from either side of the *watercourse*. Equipment and vehicles are not permitted to cross through the *watercourse* unless otherwise approved by the CA.
- Where steep slopes exist, the adequate setback from the toe or top of slope must be maintained to ensure that the slopes are not destabilized as a result of the proposed works. Earthworks and grading in the vicinity of the steep slopes/banks needs to be minimized, and all activities with potential adverse impact to the slopes/banks to be avoided.

The \_\_\_\_\_ Conservation Authority grants permission under Section 28 of the *Conservation Authorities Act* for work to be conducted at the location list below in accordance with the notification form, provided maintenance and construction activities are in compliance with the requirements set out above. This permission does not relieve Hydro One of the

responsibility to obtain any other approvals which may be required from municipal, provincial or federal authorities.

File Number: \_\_\_\_\_

Period of Validity: \_\_\_\_\_ to \_\_\_\_\_

Site Location: \_\_\_\_\_ | Location Map Attached (Y / N)

Signature of Conservation Authority Official:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

## STANDARD COMPLIANCE REQUIREMENTS

### Hydro One Maintenance and Construction Activities Undertaken in Regulated Areas under the *Conservation Authorities Act*

- F. Maintenance of existing access route through limits of *wetland*, *watercourse* or valleys (steep slopes)

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#### Description of Typical Works

Maintenance of an existing corridor or access route, within the same footprint, through *regulated areas* where a *wetland*, *watercourse* or valley (steep slope) is present. Specific maintenance activities may include the addition of aggregate, debris removal, installing beaver baffles and culvert replacement. In most cases, excavation and any soil disturbance is not required.

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#### Activity-Specific Mitigation Requirements

- Maintain the *access road* footprint within the *regulated area* including channel and bank slopes. Efforts should be made to ensure minimal impact to *wetlands*, *watercourse* channels and bank slopes.
- Grade changes to an existing road required due to sinking/slumping must be limited to the original grade to avoid impacts to flooding.
- Placement of any material cannot result in pooling or change in flow direction.
- All excavated material must be placed beyond the limits of the *regulated area*. If not practical or feasible, excavated material should be independently surrounded by proper sediment and erosion controls.
- Use only clear stone or blasted rock (i.e., minimal fines) below the high water mark.
- Avoid performing work when flow conditions are elevated due to recent rainfall to minimize sediment and debris movement and erosion. Whenever possible, works should be undertaken during dry weather and under low flow conditions, with works scheduled to avoid wet, windy and rainy periods
- If work is required to facilitate culvert replacement in dry conditions, a dam and pumping plan must be submitted and followed.
- Culverts are to be embedded at least 10% of the culvert's diameter. Culvert must remain the same size.
- Minimize water level fluctuations / flooding upstream and downstream by slowly augmenting water levels (drawing the water down slowly), when applicable. An appropriate depth and flow should be maintained (to be confirmed by the CA).

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#### General Mitigation Requirements

General *mitigation* requirements are standards that must be maintained on all Hydro One infrastructure construction and maintenance projects utilizing the SCR approach.

- Wherever possible, utilize existing trails, roads or access points to minimize disturbance when accessing the site. Where available, Hydro One should endeavour to utilize existing easements or *right-of-ways* to access sites.
- Choose appropriate conditions and equipment to minimize site disturbance (e.g., frozen or dry soil conditions or the use of load distributing machines or mats).
- Limit soil movement and erosion/sedimentation; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.

- Undertake works in such a way as to minimize the entry of brush, debris, sediment or other deleterious substances into a *watercourse* or *wetland*. Brush or debris should be placed in a location where it cannot re-enter or block the *wetland* or *watercourse*.
- Perform work in appropriate flow conditions to minimize debris movement and erosion.
- Restore the disturbed site to stable conditions and similar grades and remediate any areas impacted by the works. Any necessary remediation works will be discussed and planned with the individual conservation authority.
- Vehicular refueling and maintenance will be conducted a minimum of 30-metres from any *wetlands*, *watercourses*, or bodies of water.
- All access to the work site shall be from either side of the *watercourse*. Equipment and vehicles are not permitted to cross through the *watercourse* unless otherwise approved by the CA.
- Where steep slopes exist, the adequate setback from the toe or top of slope must be maintained to ensure that the slopes are not destabilized as a result of the proposed works. Earthworks and grading in the vicinity of the steep slopes/banks needs to be minimized, and all activities with potential adverse impact to the slopes/banks to be avoided.

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File Number: \_\_\_\_\_

Period of Validity: \_\_\_\_\_ to \_\_\_\_\_

Site Location: \_\_\_\_\_ | Location Map Attached (Y / N)

Signature of Conservation Authority Official:

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

Date: \_\_\_\_\_

## STANDARD COMPLIANCE REQUIREMENTS

### Hydro One Maintenance and Construction Activities Undertaken in Regulated Areas under the *Conservation Authorities Act*

- G. Installation and removal of temporary access route, including temporary *watercourse* crossing above high water mark

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#### Description of Typical Works

Temporary installation and use of construction aids primarily intended to facilitate access across or through *wetlands* or *watercourses*. This may include the use of aggregates, geotextile, timber mats, swamp mats and clear-span bridges.

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#### Activity-Specific Mitigation Requirements

- Ensure that the exact location for installation of the temporary *access road* is confirmed with the CA staff. Exact locations will be marked in the field.
- Where possible, design and plan installation and removal to avoid or minimize below-grade impacts, including excavation and disturbance to soil and vegetation.
- Minimize footprint of the temporary *access road* within *CA-regulated areas*. Efforts should be made to ensure minimal impact to *wetlands*, *watercourse* channels and bank slopes.
- Use only clear stone or blasted rock (i.e., minimal fines) below the high water mark
- Avoid performing work when flow conditions are elevated due to recent rainfall to minimize sediment and debris movement and erosion. Whenever possible, works should be undertaken during dry weather and under low flow conditions, with works scheduled to avoid wet, windy and rainy periods
- When removing the *access roads*, stabilize the area to limit sedimentation. This could include the seeding of native, non-invasive materials.

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#### General Mitigation Requirements

General *mitigation* requirements are standards that must be maintained on all Hydro One infrastructure construction and maintenance projects utilizing the SCR approach.

- Wherever possible, utilize existing trails, roads or access points to minimize disturbance when accessing the site. Where available, Hydro One should endeavour to utilize existing easements or *right-of-ways* to access sites.
- Choose appropriate conditions and equipment to minimize site disturbance (e.g., frozen or dry soil conditions or the use of load distributing machines or mats).
- Limit soil movement and erosion/sedimentation; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
- Undertake works in such a way as to minimize the entry of brush, debris, sediment or other deleterious substances into a *watercourse* or *wetland*. Brush or debris should be placed in a location where it cannot re-enter or block the *wetland* or *watercourse*.
- Perform work in appropriate flow conditions to minimize debris movement and erosion.
- Restore the disturbed site to stable conditions and similar grades and remediate any areas impacted by the works. Any necessary remediation works will be discussed and planned with the individual conservation authority.
- Vehicular refueling and maintenance will be conducted a minimum of 30-metres from any *wetlands*, *watercourses*, or bodies of water.

- 
- All access to the work site shall be from either side of the *watercourse*. Equipment and vehicles are not permitted to cross through the *watercourse* unless otherwise approved by the CA.
  - Where steep slopes exist, the adequate setback from the toe or top of slope must be maintained to ensure that the slopes are not destabilized as a result of the proposed works. Earthworks and grading in the vicinity of the steep slopes/banks needs to be minimized, and all activities with potential adverse impact to the slopes/banks to be avoided.

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File Number: \_\_\_\_\_

Period of Validity: \_\_\_\_\_ to \_\_\_\_\_

Site Location: \_\_\_\_\_ | Location Map Attached (Y / N)

Signature of Conservation Authority Official:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

## STANDARD COMPLIANCE REQUIREMENTS

### Hydro One Maintenance and Construction Activities Undertaken in Regulated Areas under the *Conservation Authorities Act*

H. Forestry maintenance activities in existing corridors or access routes, within limits of a *wetland, watercourse* or valley (steep slopes)

---

#### Description of Typical Works

The removal of trees and other vegetation within *CA-regulated areas* in existing Hydro One corridors or access routes. This may be required for *right-of-way* maintenance and site accessibility. In most cases, soil disturbance is not part of the approved works.

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#### Activity-Specific Mitigation Requirements

- Remove vegetation selectively; compatible vegetation should be preserved where possible.
- Whenever possible, avoid removing roots and disturbing any soil. If soil disturbance is required, appropriate erosion and sedimentation control measures are required.
- Where vegetation removal is required on bank slopes, to preserve slope stability, the vegetative root structure should be preserved. Brushing the bank slope should not disturb soil or remove the roots of any trees or shrubs.
- Choose conditions and equipment appropriate to minimize site disturbance by equipment.
- Whenever possible, proponents should endeavour to complete this work during dry weather. Works should be scheduled to avoid wet, windy and rainy periods that may result in high flow volumes and/or increased erosion and sedimentation.
- Should soil disturbance be required the following is required:
  - Grades must be returned to stable conditions. Where possible, excavated soil/debris must be removed from the site.

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#### General Mitigation Requirements

General *mitigation* requirements are standards that must be maintained on all Hydro One infrastructure construction and maintenance projects utilizing the SCR approach.

- Wherever possible, utilize existing trails, roads or access points to minimize disturbance when accessing the site. Where available, Hydro One should endeavour to utilize existing easements or *right-of-ways* to access sites.
- Choose appropriate conditions and equipment to minimize site disturbance (e.g., frozen or dry soil conditions or the use of load distributing machines or mats).
- Limit soil movement and erosion/sedimentation; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
- Undertake works in such a way as to minimize the entry of brush, debris, sediment or other deleterious substances into a *watercourse* or *wetland*. Brush or debris should be placed in a location where it cannot re-enter or block the *wetland* or *watercourse*.
- Perform work in appropriate flow conditions to minimize debris movement and erosion.
- Restore the disturbed site to stable conditions and similar grades and remediate any areas impacted by the works. Any necessary remediation works will be discussed and planned with the individual conservation authority.
- Vehicular refueling and maintenance will be conducted a minimum of 30-metres from any *wetlands, watercourses, or bodies of water*.

- 
- All access to the work site shall be from either side of the *watercourse*. Equipment and vehicles are not permitted to cross through the *watercourse* unless otherwise approved by the CA.
  - Where steep slopes exist, the adequate setback from the toe or top of slope must be maintained to ensure that the slopes are not destabilized as a result of the proposed works. Earthworks and grading in the vicinity of the steep slopes/banks needs to be minimized, and all activities with potential adverse impact to the slopes/banks to be avoided.

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The \_\_\_\_\_ Conservation Authority grants permission under Section 28 of the *Conservation Authorities Act* for work to be conducted at the location list below in accordance with the notification form, provided maintenance and construction activities are in compliance with the requirements set out above. This permission does not relieve Hydro One of the responsibility to obtain any other approvals which may be required from municipal, provincial or federal authorities.

File Number: \_\_\_\_\_

Period of Validity: \_\_\_\_\_ to \_\_\_\_\_

Site Location: \_\_\_\_\_ | Location Map Attached (Y / N)

Signature of Conservation Authority Official:

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

Date: \_\_\_\_\_

## STANDARD COMPLIANCE REQUIREMENTS

### Hydro One Maintenance and Construction Activities Undertaken in Regulated Areas under the *Conservation Authorities Act*

- I. Geotechnical and/or intrusive archaeological investigations, within limits of *wetland*, *watercourse* or valleys (steep slopes) (applies to lines and stations)

---

#### Description of Typical Works

In preparation for large construction projects, intrusive geotechnical or archeological (Stage 2 and beyond) investigations may be required to obtain data on the geotechnical conditions of a site. These investigations require the disturbance of soils and other substrate below-grade. This work is generally conducted by external consultants with expertise in the subject area and are monitored by Hydro One.

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#### Activity-Specific Mitigation Requirements

- Works should not result in a change of grade at the site area.
- All excavated material must be placed beyond the limits of the *regulated area*. If not practical or feasible, excavated material should be independently surrounded by proper sediment and erosion controls.
- Whenever possible, proponents should endeavour to complete this work during dry weather. Works should be scheduled to avoid wet, windy and rainy periods that may result in high flow volumes and/or increased erosion and sedimentation.
- Cuttings and drilling fluid from any drilling operations should be contained and removed offsite.

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#### General Mitigation Requirements

General *mitigation* requirements are standards that must be maintained on all Hydro One infrastructure construction and maintenance projects utilizing the SCR approach.

- Wherever possible, utilize existing trails, roads or access points to minimize disturbance when accessing the site. Where available, Hydro One should endeavour to utilize existing easements or *right-of-ways* to access sites.
- Choose appropriate conditions and equipment to minimize site disturbance (e.g., frozen or dry soil conditions or the use of load distributing machines or mats).
- Limit soil movement and erosion/sedimentation; use appropriate control measures before work begins and inspect and maintain those measures regularly until all disturbed areas are stabilized.
- Undertake works in such a way as to minimize the entry of brush, debris, sediment or other deleterious substances into a *watercourse* or *wetland*. Brush or debris should be placed in a location where it cannot re-enter or block the *wetland* or *watercourse*.
- Perform work in appropriate flow conditions to minimize debris movement and erosion.
- Restore the disturbed site to stable conditions and similar grades and remediate any areas impacted by the works. Any necessary remediation works will be discussed and planned with the individual conservation authority.
- Vehicular refueling and maintenance will be conducted a minimum of 30-metres from any *wetlands*, *watercourses*, or bodies of water.
- All access to the work site shall be from either side of the *watercourse*. Equipment and vehicles are not permitted to cross through the *watercourse* unless otherwise approved by the CA.

- 
- Where steep slopes exist, the adequate setback from the toe or top of slope must be maintained to ensure that the slopes are not destabilized as a result of the proposed works. Earthworks and grading in the vicinity of the steep slopes/banks needs to be minimized, and all activities with potential adverse impact to the slopes/banks to be avoided.

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The \_\_\_\_\_ Conservation Authority grants permission under Section 28 of the *Conservation Authorities Act* for work to be conducted at the location list below in accordance with the notification form, provided maintenance and construction activities are in compliance with the requirements set out above. This permission does not relieve Hydro One of the responsibility to obtain any other approvals which may be required from municipal, provincial or federal authorities.

File Number: \_\_\_\_\_

Period of Validity: \_\_\_\_\_ to \_\_\_\_\_

Site Location: \_\_\_\_\_ | Location Map Attached (Y / N)

Signature of Conservation Authority Official:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

## 6.2 Application of Standard Best Practices

### STANDARD BEST PRACTICES

#### Hydro One Maintenance and Construction Activities Undertaken in Regulated Areas under the *Conservation Authorities Act*

- A. Geotechnical and/or intrusive archaeological investigations, beyond limits of *wetland*, *watercourse* or *valleys* (steep slopes) (applies to lines and stations)

---

#### Description of Typical Works

In preparation for large construction projects, intrusive geotechnical or archeological (Stage 2 and beyond) investigations may be required to obtain data on the geotechnical conditions of a site. These investigations require the disturbance of soils and other substrate below-grade. This work is generally conducted by external consultants with expertise in the subject area and are monitored by Hydro One.

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#### Standard Best Practices

- Works should not result in a change of grade at the site area.
  - Works should be undertaken in such a way as to minimize the entry of brush, debris, sediment or other deleterious substances into a *watercourse* or *wetland*. Brush or debris should be placed in a location where it cannot re-enter or block the *wetland* or *watercourse*.
  - All excavated material must be placed beyond the limits of the *regulated area*. If not practical or feasible, excavated material should be independently surrounded by proper sediment and erosion controls.
  - Whenever possible, proponents should endeavour to complete this work during dry weather. Works should be scheduled to avoid wet, windy and rainy periods that may result in high flow volumes and/or increased erosion and sedimentation.
  - Minimize disturbance to the proposed work area by utilizing existing trails, *access roads* and access points.
  - Choose conditions and equipment appropriate to minimize site disturbance by equipment, particularly in proximity to the top and toe of hazardous slopes.
  - Vehicular refueling and maintenance will be conducted a minimum of 30 metres from any *wetlands*, *watercourses*, or bodies of water.
  - All access to the work site shall be from either side of the *watercourse*. Equipment and vehicles are not permitted to cross through the *watercourse* unless otherwise approved by the CA.
  - Cuttings and drilling fluid from any drilling operations should be contained and removed offsite.
-

## STANDARD BEST PRACTICES

### Hydro One Maintenance and Construction Activities Undertaken in Regulated Areas under the *Conservation Authorities Act*

- B. *Distribution* wood pole works beyond the limits of *wetland*, *watercourse* or valleys (steep slopes) (applies to lines and stations)

---

#### Description of Typical Works

A common Hydro One program involving the removal and replacement of wood pole structures for all *distribution* poles located beyond the limits of a *wetland*, *watercourse*, or valley (steep slopes) (i.e., “like-for-like” replacement). The activities are very localized with small project footprints due to the use of wood poles (instead of steel structures).

---

#### Standard Best Practices

- Work should be limited to the original footprint of the structure.
  - Consider the use of wooden construction matting or swamp mats to minimize site disturbance by equipment.
  - All excavated material must be placed beyond the limits of the *regulated area*. If not practical or feasible, excavated material should be independently surrounded by proper sediment and erosion controls.
  - Works should be undertaken in such a way as to minimize the entry of brush, debris, sediment or other deleterious substances into a *watercourse* or *wetland*. Brush or debris should be placed in a location where it cannot re-enter or block the *wetland* or *watercourse*.
  - Any area of excavation should be isolated from the feature.
  - Wherever possible, utilize existing trails, roads or access points to minimize disturbance when accessing the site. Where available, Hydro One should endeavour to utilize existing easements or *right-of-ways* to access sites.
  - Choose conditions and equipment appropriate to minimize site disturbance by equipment (e.g., frozen or dry soil conditions or the use of load distributing machines or mats).
  - Restore the disturbed site to stable conditions and grades and remediate any areas impacted by the works. Any necessary remediation works will be discussed and planned with the individual conservation authority.
  - Vehicular refueling and maintenance will be conducted a minimum of 30 metres from any *wetlands*, *watercourses*, or bodies of water.
  - All access to the work site shall be from either side of the *watercourse*. Equipment and vehicles are not permitted to cross through the *watercourse* unless otherwise approved by the CA.
-

## STANDARD BEST PRACTICES

### Hydro One Maintenance and Construction Activities Undertaken in Regulated Areas under the *Conservation Authorities Act*

- C. Forestry maintenance activities in existing corridors or access routes, beyond limits of *wetland, watercourse* or valleys (steep slopes)

---

#### Description of Typical Works

The removal of trees and other vegetation within *CA-regulated areas* in existing Hydro One corridors or access routes. This may be required for *right-of-way* maintenance and site accessibility. In most cases, soil disturbance is not part of the approved works.

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#### Standard Best Practices

- Remove vegetation selectively; compatible vegetation should be preserved where possible.
  - Whenever possible, avoid removing roots and disturbing any soil. If soil disturbance is required, appropriate erosion and sedimentation control measures are required.
  - Choose conditions and equipment appropriate to minimize site disturbance by equipment.
  - Works should be undertaken in such a way as to minimize the entry of brush, debris, sediment or other deleterious substances into a *watercourse* or *wetland*. Brush or debris should be placed in a location where it cannot re-enter or block the *wetland* or *watercourse*.
  - Whenever possible, proponents should endeavour to complete this work during dry weather. Works should be scheduled to avoid wet, windy and rainy periods that may result in high flow volumes and/or increased erosion and sedimentation.
  - Should soil disturbance be required the following is required:
    - Grades must be returned to stable conditions. Where possible, excavated soil/debris must be removed from the site.
  - Vehicular refueling and maintenance will be conducted a minimum of 30 metres from any *wetlands, watercourses, or bodies of water*.
  - All access to the work site shall be from either side of the *watercourse*. Equipment and vehicles are not permitted to cross through the *watercourse* unless otherwise approved by the CA.
-

## STANDARD BEST PRACTICES

### Hydro One Maintenance and Construction Activities Undertaken in Regulated Areas under the *Conservation Authorities Act*

- D. Maintenance of existing access routes beyond limits of *wetland*, *watercourse* or valley (steep slopes)

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#### Description of Typical Works

Maintenance activities associated with existing *access roads* within conservation authority *regulated areas* outside of hazard features but within *regulated area* (i.e., regulatory allowance).

Maintenance activities do not include extending or widening the *access road*, raising or lowering the grade, or changing the bedding material used.

Specific maintenance activities may include the addition of aggregate, debris removal, installing end protection, installing beaver baffles and culvert replacement. In most cases, excavation and any soil disturbance is not required.

---

#### Standard Best Practices

- Choose conditions and equipment appropriate to minimize site disturbance by equipment
  - Works should be undertaken in such a way as to minimize the entry of brush, debris, sediment or other deleterious substances into a *watercourse* or *wetland*. Brush or debris should be placed in a location where it cannot re-enter or block the *wetland* or *watercourse*.
  - Perform work in appropriate conditions (e.g., dry weather) to minimize debris movement and erosion
  - Limit soil movement and erosion; use control measures if necessary prior to commencing works.
  - Site access requirements must be shared with the CA prior to commencing works to confirm works will have no regulatory impacts.
  - Vehicular refueling and maintenance will be conducted a minimum of 30 metres from any *wetlands*, *watercourses*, or bodies of water.
  - All access to the work site shall be from either side of the *watercourse*. Equipment and vehicles are not permitted to cross through the *watercourse* unless otherwise approved by the CA.
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## STANDARD BEST PRACTICES

### Hydro One Maintenance and Construction Activities Undertaken in Regulated Areas under the *Conservation Authorities Act*

E. Above-grade infrastructure works (applies to existing lines and stations)

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#### Description of Typical Works

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Works related to infrastructure above-grade (conductor, skywire, insulator, hardware, steel-replacement, tower coating, etc.) that does not require any below-grade disturbance. Applicable to activities in stations or along lines.

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#### Standard Best Practices

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- Choose conditions and equipment appropriate to minimize site disturbance by equipment, particularly in proximity to the top and toe of hazardous slopes.
  - Minimize footprint to the *regulated areas* including channel and bank slopes.
  - Avoid performing work when flow conditions are elevated due to seasonality or recent rainfall to minimize sediment and debris movement and erosion.
  - Site access requirements must be shared and approved by CA prior to commencing works.
  - Vehicular refueling and maintenance will be conducted a minimum of 30 metres from any *wetlands, watercourses, or bodies of water*.
  - All access to the work site shall be from either side of the *watercourse*. Equipment and vehicles are not permitted to cross through the *watercourse* unless otherwise approved by the CA.
  - Where steep slopes exist, the adequate setback from the toe or top of slope must be maintained to ensure that the slopes are not destabilized as a result of the proposed works.
-

## STANDARD BEST PRACTICES

### Hydro One Maintenance and Construction Activities Undertaken in Regulated Areas under the *Conservation Authorities Act*

#### F. Herbicide Application

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##### Description of Typical Works

Herbicide application by a qualified professional

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##### Standard Best Practices

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- Application of herbicide is not permitted within *wetlands* or near *watercourses*
  - To minimize spread of herbicide, proponents should endeavour to schedule this work to avoid wet, windy or rainy periods.
  - Any source protection requirements should be confirmed with the local source protection authority
  - Vehicular refueling and maintenance will be conducted a minimum of 30 metres from any *wetlands, watercourses, or bodies of water.*
  - All access to the work site shall be from either side of the *watercourse*. Equipment and vehicles are not permitted to cross through the *watercourse* unless otherwise approved by the CA.
  - Where steep slopes exist, the adequate setback from the toe or top of slope must be maintained to ensure that the slopes are not destabilized as a result of the proposed works.
-



Staff Report: 36-08-23-BOD  
Date: 22/09/2023  
To: Chair and Members of the Board of Directors  
From: Doug Hevenor  
CAO/Secretary Treasurer

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**SUBJECT: October 1<sup>st</sup> 2023 MOU/Inventory of Programs and Services Update for Submission to Ministry of Natural Resources and Forestry (MNR)**

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**Recommendation:**

**RESOLVED THAT: the Staff Report No. 36-08-23-BOD, update on Memorandums of Understanding and Nottawasaga Valley Conservation Authority's (NVCA) progress report, be received; and**

**FURTHER THAT: the Board of Directors approves this progress report in fulfillment of O.Reg. 687/21 to be submitted to the Province's MNR by October 1, 2023, as required for meeting the needs of the Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the Act.**

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Purpose of the Report

This Report provides the MNR and the NVCA Board with an update on the MOUs relating to the Inventory of Programs and Services (IP&S).

Background

The Conservation Authorities Act recent regulatory changes require the NVCA to prepare Transition Plans outlining steps and timelines for the preparation of an

IP&S and for the development and execution of funding agreements with participating municipalities.

On December 5, 2020 the Conservation Authorities Act was amended. This was followed by three new regulations on October 1, 2021. These changes require Conservation Authorities (CAs) to:

- Complete a Transition Plan by December 31, 2021
- Complete a Program Inventory by February 28, 2022
- Complete Cost Apportioning Agreements by January 1, 2024

On August 30, 2022, NVCA was advised that through new Orders-In-Council made pursuant to the *Executive Council Act*, the MNRF has been designated as the Ministry responsible for administering the *Conservation Authorities Act*. Moving forward, MECP no longer has duties, functions or responsibilities under the CA Act. MECP, which led the legislative and regulatory changes since 2018, will support MNRF during the transition period. Staff will continue to apprise the Board on any further details regarding this change and will continue to circulate this report to MECP to assist with this transition.

Transition Plans require conservation authorities to:

- Outline the timeline and steps they will follow to prepare a program inventory and enter into cost apportioning agreements with participating municipalities Program

Inventories then require conservation authorities to:

List their current programs and services

- Categorize their programs and services into three categories
  - o Category 1 – prescribed as mandatory by the province
  - o Category 2 – delivered on behalf of municipalities
  - o Category 3 – those that further the conservation, restoration, development and management of natural resources
- Identify the cost of delivering each program and service
- Identify the revenue source(s) of each program and service Cost- Apportioning

Agreements then require conservation authorities to:

- Enter into agreements with participating municipalities for any category 2 or 3 programs that are support by municipal levy.

#### July MOU Activity

- Not much activity in July as many councils recessed for a summer break.
- Met with 36 Ontario CAs GM/CAOs and Conservation Ontario GM to discuss MOUs.
- Met with CAO and Senior Staff of Oro-Medonte to discuss the MOU.
- Provided Oro-Medonte with requested information from our meeting.

- Deputation to Springwater changed from July 5, 2023 to September 20, 2023.
- Reached out to all Municipalities that have not signed MOUs.
- Bradford West Gwillimbury, New Tecumseth, Wasaga Beach, Oro-Medonte, Mulmur, Innisfil, and Essa indicated MOU staff reports to be brought forward in fall of 2023.

#### August MOU Activity

- Contacted Barrie concerning MOU, CAO is reviewing and will contact us in September/October.
- Provided Clearview CAO, John Ferguson with financial information for category 2 and 3 programs and services.
- Clearview doesn't anticipate a staff report to Council until fall 2023.
- Provided Springwater CAO, Jeff Schmidt with responses to his questions concerning finances for Category 3 programs and services.
- Received feedback from Mulmur CAO on MOU Staff Report, NVCA still supplying further information concerning programs and services back to CAO.
- Followed up with CAO of Essa who indicated she would be bringing a staff report forward in the fall of 2023.

#### September MOU Activity

- Updated NVCA senior management team of the progress of the MOUs.
- All 36 GMs/CAOs meeting to continue to discuss MOU development.
- Provided Deputation to Mulmur Council on September 6, 2023. They discussed MOU in closed session awaiting their decision on how they will move forward.
- Submitted additional information to Mulmur CAO, Tracey Atkinson after the Council meeting.
- Provided Essa CAO with additional information.
- Waiting to hear back from Barrie CAO on how to proceed as no indication of when a staff report will be brought forward to Barrie Council has been provided.
- All other CAOs have suggested that staff reports on MOUs will be presented this fall to their respective Councils.

#### Comments or feedback provided by municipalities

Update on the progress of negotiations of cost apportioning agreements with participating municipalities.

We have received very positive feedback from most of the partners we have spoken to concerning MOUs and have completed five signed MOUs (Adjala-Tosorontio, Amaranth, Melancthon, Mono and Shelburne) and have three additional Municipalities, including Collingwood, Grey-Highlands, and Town of the Blue Mountains where Councils have approved MOUs and supported our suggested programs and services.

Any difficulties experienced that may impact the ability to enter into cost apportioning agreements by the transition date.

Discussions on specifics have remained very open and no issues have been targeted by Municipal Partners at the staff level. To date, three Municipalities have indicated that they will be selective in Category 3 support for programs and services and 18 of 18 partners have been engaged so the MOU process has started with all partners.

We are still finding timing delays in setting up meetings with Councils, which may be problematic. However, I still remain confident our negotiations will be forthcoming and productive.

We continue to work developing Land Strategy for Inventory and Strategy for Disposition of Land, Ice Control Strategy, and the Watershed Resource Management Strategy.

Since we only have 8 MOUs out of 18 MOUs formally approved in Council the NVCA is asking for an extension to the December 31, 2023 deadline. The NVCA goal remains to negotiate and consult towards administrative MOU compliance for 2024 but in order to comply we feel it is best to ask for the extension by the October 1, 2023 deadline for extension requests.

#### Issues/Analysis

To provide an update to the Board of Directors on work underway to update and develop new Memorandums of Understanding (MOUs) and other agreements with participating and partner municipalities in the context of the updated *Conservation Authorities Act* (CA Act) and regulations, and to obtain Board approval of the second progress report on this work, as required under O.Reg. 687/21, Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act under the Conservation Authorities Act ("Transition Regulation") and to be submitted to the Province.

#### Relevance to Authority Policy/Mandate

The NVCA currently has Planning Agreements with 13 of our 18 Municipal partners as well with Simcoe County, MNDMNRF, Town of Caledon and the Region of Peel. These agreements are available to review on our NVCA website under Agreements and MOUs at <https://www.nvca.on.ca/planning-permits/planning-guidelines/>.

The NVCA's goal is to continue to negotiate and consult towards administrative MOU compliance for 2024.

#### Impact on Authority Finances

At this time we see no changes to our proposed 2024 budget resulting from recent regulations changes to the CA Act resulting from Bill 23. Our budget format for 2024 will align with the identification and costs associated with:

- Category 1 – prescribed as mandatory by the province
- Category 2 – delivered on behalf of municipalities
- Category 3 – those that further the conservation, restoration, development and management of natural resources

#### Climate Change Implications

This staff report does not result in an increase in green house gases, temperature or precipitation exposure.

Approved for submission *and Signed by:*

Doug Hevenor  
CAO/Secretary Treasurer

Attachment #1 – MNRF Extension Letter



**Nottawasaga Valley**  
Conservation Authority

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September 22, 2023

Ministry of Natural Resources and Forestry  
Honourable Minister Graydon Smith  
Whitney Block, 99 Wellesley St. W.  
Toronto, ON  
M7A 1W3

Dear Minister Smith,

I am writing on behalf of the Nottawasaga Valley Conservation Authority (NVCA) to formally request an extension from the December 31, 2023 deadline to February 28, 2024 to complete our MOU/cost apportioning agreement for Category 3 items with the remaining ten of our Municipal partners. This is for the purposes of meeting subsections 25 (1.3) and 27 (1.3) of the Act.

We have received very positive feedback from most of the partners we have spoken to concerning MOUs and have completed five signed MOUs including Adjala-Tosorontio, Amaranth, Melancthon, Mono and Shelburne. In addition, we have three additional Municipalities, Collingwood, Grey-Highlands, and Town of the Blue Mountains where Council's have approved MOUs and supported our suggested programs and services, and we are just awaiting signed MOUs. At this date we have eight approved MOUs identifying programs and services to be provided by the NVCA.

Since it has taken almost two-years to get to this stage and not one of the remaining ten municipalities have formally identified agreement to the MOU or formally identified the Category 3 items they wish to support, we see the need to request an extension from the December 31, 2023 deadline to February 28, 2023.

Discussions on specifics have remained very open and Municipal partners at the staff level have targeted no significant issues. To date three of the ten remaining Municipalities have indicated that they may be selective in Category 3 support for some programs and services and 18 of 18 partners have been engaged, so the MOU process has successfully started with all partners.

We are still finding timing delays in setting up meetings with Councils, which do to the short timeline left for completion of the MOU and apportioning agreements this will become problematic. However, I remain confident that our negotiations will be forthcoming and productive.

Since we only have eight out of a total of eighteen MOUs formally approved in Council, the NVCA is asking for an extension from the December 31, 2023 deadline. The NVCA goal

remains to negotiate and consult towards administrative MOU compliance for 2024 but in order to comply we feel it is best to ask for the extension by the October 1, 2023 deadline for extension requests.

Please find attached the approved Staff Report from the NVCA's Board of Directors.

*We are requesting that the extension shall be moved to February 28, 2024 as described under subsection 25 (1.3) or 27 (1.3) of the Act.*

Sincerely,

Doug Hevenor  
CAO/Secretary-Treasurer

&

Gail Little  
Chair, Board of Directors

Attachment: Board approved Staff Report, September 22, 2023



Staff Report: 37-08-23-BOD  
Date: 22/09/2023  
To: Chair and Members of the Board of Directors  
From: Sheryl Flannagan  
Director, Corporate Services

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**SUBJECT: Apportionment Method**

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### **Recommendation**

**RESOLVED THAT: Staff Report No. 37-08-23-BOD regarding the NVCA's Apportionment Method be approved.**

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### **Purpose of the Staff Report**

The purpose of this Staff Report is to obtain approval to continue to use the Modified Current Assessment Method (MVCA) for the apportionment of budgets.

### **Background**

Ontario Regulation 402/22, Section 7 speaks to the methods that conservation authorities can use to apportion their levy. The NVCA has historically used the Modified Current Value Assessment (MCVA) method and is seeking approval to continue using this method.

### **Issues/Analysis**

O. Reg 402/22 S.7 states:

7. (1) *Subject to subsections 8 to 11, an authority may apportion a reduced operating expense or a reduced capital cost among its participating municipalities in accordance with one of the following methods of apportionment:*

1. *The MCVA apportionment method described in subsections (2), (3), (4) and (5).*
2. *The benefit-based apportionment method described in subsection (6).*

As previously mentioned, the NVCA has used the MCVA method as it has been believed that this method best illustrates the integrated watershed approach. The benefit-based approach means that certain municipalities would pay more depending on certain services/lands owned in the municipality.

Staff did some research on what other CA's are also doing and discovered that most CA's use the MCVA approach. One in particular, in the past, used a combination of MCVA and benefit-based and is switching to the MCVA approach for the 2024 budget.

#### Relevance to Authority Policy/Mandate

The **Conservation Authorities Act** (CAA) and **O.Reg.402/22** addresses NVCA's ability to raise and apportion funds.

#### Impact on Authority Finances

Staff time to prepare this report is addressed in the 2023 budget.

#### Climate Change Implications

There are no climate change implications related to this report.

Reviewed by:  
*Original Signed by*  
Sheryl Flanagan  
Director, Corporate Services

Approved for submission by:  
*Original Signed by*  
Doug Hevenor  
Chief Administrative Officer



Staff Report: 38-08-23-BOD  
Date: 22/09/2023  
To: Chair and Members of the Board of Directors  
From: Sheryl Flannagan  
Director, Corporate Services

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**SUBJECT: 2024 Draft Budget**

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### **Recommendation**

**RESOLVED THAT: Staff Report No. 38-08-23-BOD regarding the NVCA's 2024 Draft Budget be approved; and**

**FURTHER THAT: the Board of Directors receive the 2024 draft budget for consideration; and**

**FURTHER THAT: staff be directed to distribute the 2024 Draft Budget booklet to municipalities for the consultation period.**

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### **Purpose of the Staff Report**

The purpose of this Staff Report is to obtain approval to distribute the 2024 draft budget for consideration.

### **Background**

Staff brought forward a request for an additional \$200,000 in general levy for the creation of the 2024 draft budget at the August Board meeting. The Board of Directors recognized the staffing shortfall as previously presented by Watson &

Associates in our planning and regulations department and the delays that is causing in processing files. They amended the recommendation to:

Resolution #: 48-23

MOVED BY: Cllr. Joe Belanger

SECONDED BY: Cllr. Kyle Fegan

**RESOLVED THAT:** Staff Report No. 32-07-23-BOD regarding guidelines for the development of the 2024 NVCA draft budget be increased to \$400,000 levy guideline and that the additional approximate \$200,000 be placed to our planning services for acquisition of staff and be approved; and

**FURTHER THAT:** staff be directed to prepare a draft 2024 budget for consideration by the Board of Directors.

The 2024 budget will be presented differently than it has in the past, due to the introduction of the Category 1, 2 & 3 requirements. NVCA staff will be doing their budget in 2 parts, Category 1 & Categories 2 & 3. NVCA Staff are also completing the 2024 budget with the assumption that all municipalities will be supportive of the MOU's given that over 50% have noted their support and/or signed agreements already. If this is not the case, reserves will be used for the 2024 year to cover the potential gaps and the 2025 budget will be corrected. We are not able to wait until all MOU's are completed to do our budget given the timelines municipalities have as discussed in the previous paragraph.

### Issues/Analysis

Over the past number of years, the Board and staff have worked diligently to address sustainable funding as we move forward.

Over the last few years, the NVCA has worked on creating a Program Overview every year and staff are pleased to present the 2024 overview as part of the draft budget process (see attachment #2).

### **Budget Assumptions and Challenges**

The following assumptions will be built into the draft budget; many of which further demonstrate the challenges faced by NVCA:

- The provincial transfer payment to the NVCA through the Ministry of Natural Resources and Forestry (MNR) currently remains at \$97,307 – almost 50%

less than 2018 but there is no guarantee on how much longer this will continue.

- Some costs cannot be contained at the inflation rate –materials & supplies, fuel, etc.
- Canada Pension Plan (CPP) enhancement that started in 2019 – phase in continues for the next few years. The 2024 impact is forecasted to be an additional \$20,000. Other employment costs like WSIB, EI, OMERS, etc. we also have no control over their increases and are forecasting an additional \$60,000 in costs.
- Benefits & Insurance – The NVCA is part of the Conservation Ontario group with approximately 29 other CAs to obtain the best prices. The increase for 2024 is 6.5%.
- As per a Board resolution, the Consumer Price Index (CPI) for Ontario average from June 2022 to May 2023 is what is used to calculate cost of living increases and is just over \$206,000 for 2024.
- Software Support – the NVCA uses several software programs to ensure we are being efficient and providing excellent service (accounting software for example). However, these programs tend to have 10-15% increases in their annual subscription fees.
- The board direction to replenish reserves to 25 to 30% of the operational budget.
- Wages – As with any not-for-profit organization, wages are the largest expenditure. The NVCA continues to struggle with having adequate staffing to meet legislated timelines. The NVCA has hired an additional Engineering Technologist to assist with the backlog which does have an approximate \$90,000 impact on the 2024 budget.

The following chart highlights how conscientious the NVCA has been in maintaining the levy to a rate that is as small of an impact to a municipality's tax rate as possible. You will see that from 2013 to 2021, the cost of the levy declined per household. Small increases occurred during 2022 and 2023 and with the additional levy for staff, the 2024 number returning to similar numbers as in 2013 at \$5.54.

This is also the first year where we have broken out the category 3 items from the budget and it shows that the category 3 items are only costing \$0.57 per \$100,000 of current value assessment which is a great value for what is obtained by our partner municipalities.

<b>Year</b>	<b>Modified Current Value Assessment</b>	<b>Levy Now Cat 1 Levy</b>	<b>Cat 1 NVCA Levy Cost per \$100K</b>	<b>Cat 3 Levy</b>	<b>Cat 1 NVCA Levy Cost per \$100K</b>
<b>2013 Budget</b>	\$ 35,132,990,894	\$ 1,958,235	\$ 5.57		
<b>2014 Budget</b>	\$ 38,992,233,867	\$ 2,021,877	\$ 5.19		
<b>2015 Budget</b>	\$ 39,653,700,924	\$ 2,083,580	\$ 5.25		
<b>2016 Budget</b>	\$ 40,417,458,712	\$ 2,147,883	\$ 5.31		
<b>2017 Budget</b>	\$ 41,290,452,052	\$ 2,196,487	\$ 5.32		
<b>2018 Budget</b>	\$ 43,725,112,554	\$ 2,286,443	\$ 5.23		
<b>2019 Budget</b>	\$ 47,375,197,023	\$ 2,463,029	\$ 5.20		
<b>2020 Budget</b>	\$ 51,064,007,647	\$ 2,529,057	\$ 4.95		
<b>2021 Budget</b>	\$ 54,571,181,690	\$ 2,564,825	\$ 4.70		
<b>2022 Budget</b>	\$ 55,451,010,117	\$ 2,654,593	\$ 4.78		
<b>2023 Budget</b>	\$ 56,455,209,587	\$ 2,791,642	\$ 4.94		
<b>2024 Budget</b>	\$ 57,480,811,565	\$ 2,856,358	\$ 4.97	\$ 328,943	\$ 0.57

Additionally, as you can see in the 2024 Program Overview (Attachment #2), the combined budgets correspond to a \$15.31 per resident, up from \$13.62 per resident in 2023. The category 1 budget makes up \$13.73 per resident of that cost and the categories 2 & 3 budget represents \$1.58 per resident.

Staff are anticipating an increase of over \$400,000 of uncontrollable costs. Additionally, there was the two new staff as per the August resolution which is approximately \$200,000.

Staff are worked very hard preparing for the 2024 budget. As mentioned in August and before the addition of the two new staff, the levy increase request was sitting at approximately \$500,000 and staff knew that was not reasonable as the NVCA understands that it is important to increase our service delivery with as little impact to our member municipalities as possible in 2024. Staff reviewed revenues and looked at controllable expenditures and was being able to deal with close to 50% of the \$400,000 and almost 60% of the initial \$500,000 need.

After the addition of the \$200,000 for the new staff, the total levy increase now sits at \$393,658.04 for a total of \$3,185,300.27 from \$3,185,300.27 in 2023, well below the \$400,000 guideline.

The introduction of Categories 1, 2, & 3 has drastically changed how the budget is now created and viewed.

Category 1 are the required services that the NVCA offers. Category 2 are services that the NVCA provides to a municipality that only impacts that municipality and is completed on a fee for service formula. An example of that is the Risk Management work that the NVCA does for a number of our partner municipalities. Category 3 services are services that the NVCA offers that benefits all of our partner municipalities but are not a required service. These services require a signed MOU with each individual municipality agreeing to support and have these services in their municipality. As previously mentioned, these MOU's are still being negotiated with a number of the municipalities.

The NVCA is presenting our budget in 3 separate ways. The first is showing just what category 1's budget is. The second shows what categories 2 & 3 budget is. The third and final shows what the combined budget is overall so that the Board can still compare to what previous budgets looked like. The 2023 levy amounts were broken down by the estimation based on the inventory of programs and services but total the amount of the 2023 budget – however 2024 is the first year we are breaking down the levy numbers as presented.

The category 1 and categories 2 & 3 budgets are still very much intermingled. In fact, some of the category 3 revenues, help to decrease the levy requirement needed for category 1 which is one of the objectives the province was hoping for. Also, all revenue generating departments (both in categories 1, 2, & 3) pay cross charges for overhead costs. This is broken down by the number of FTE's in each department (that determines their % of the cross charges they pay). Therefore, changes in staffing in any department affects the % of cross charges that all of the other departments pay. A good example of this is the addition of the two new staff

as per the Board's August resolution. As they were slated for planning and regulations, that department has two additional FTE's and therefore their % of the cross charges increased as the cross charges in every other department (including those in categories 2 & 3) decreased.

Staff have also included for the Boards' perusal a breakdown of each department's individual budgets in attachment #3 (note - the individual budgets contain the capital purchases).

### **Budget Explanations – Category 1**

The following highlights the impacts and percentage changes to the 2024 draft category 1 budget. A \$5,000 swing in either direction was used as a threshold for explanations. There were very few highlights in the category 1 budget, however it does need to be noted that there is a deficit in this budget that is covered by the surplus in the category 3 budget as described later.

### **REVENUES – GENERAL OBSERVATIONS**

Federal Sources:

This revenue source has increased \$9,000 due to grants received for stewardship to complete category 1 services in 2024.

User Fees:

Planning – the increase of \$145,500 is primarily due to the continued increase in Section 28 permits and some increase in planning revenue recognition.

Investment Income – the increase of \$50,000 is related to the increase interest rates on the GIC's and the projected income related to that.

### **EXPENSES – GENERAL OBSERVATIONS**

Wages:

Wages and employment costs have increased \$561,455 for 2024 which includes the two additional staff for planning and regulations at a cost of \$200,000 which is covered by levy. The rest is due in part to the cost of annual step and cost of living increases and increases in employments costs, which primarily is covered through reduction of expenses, increases in revenues and in small part, by levy.

### **Budget Explanations – Category 2 & 3**

The following highlights the impacts and percentage changes to the 2024 draft categories 2 & 3 budget. A \$5,000 swing in either direction was used as a threshold for explanations. The categories 2 & 3 budget has a surplus of \$150,839, which is transferred to cover the deficit in category 1's budget, subsequently reducing the amount of levy required by category 1.

### **REVENUES – GENERAL OBSERVATIONS**

#### Levy:

While levy isn't typically talked about in this section, staff thought it was important to note that there is actually a \$2,943 **decrease** in requested levy over 2023.

#### Other Provincial Sources:

This \$30,000 decrease is due to the completion of a stewardship project with a grant from the province. There are no additional provincial grants available currently which is why there is no projection for additional funding in 2024.

#### Federal Sources:

The \$27,000 increase is for Federal funding that has been secured by our stewardship team for projects in 2024.

#### User Fees:

Reforestation – the \$30,000 decrease is related to an increase from Forests Ontario which allows for the landowner to pay less for their tree planting.

Environmental Monitoring – this increase in \$5,000 is related to a new project for the watershed science team.

Environmental Education – the increase of \$71,000 reflects some overall projected increases in revenues around school visits, public programming as well as our forest school, day camps and Tiffin Summer Camp.

### **EXPENSES – GENERAL OBSERVATIONS**

#### Wages:

Wages and employment costs have increased \$120,656 for 2024 which is due to the cost of annual step and cost of living increases and increases in employments costs.

Materials & Supplies – General: The \$70,477 increase is related to the stewardship projects which is offset by the revenue brought in.

#### Relevance to Authority Policy/Mandate

The **Conservation Authorities Act** (CAA) addresses NVCA’s ability to raise funds. Starting in 2018, the NVCA has undertaken separating its annual operating (general levy) and capital (asset levy) programs.

Section 24, 25, 26, and 27 of the CAA, deals with apportionment of costs for administration, maintenance, and capital expenditures, which permits the NVCA to work with municipalities to raise funds for both operating and capital (and benefitting) expenses through different budget requests.

#### Impact on Authority Finances

The 2024 Draft budget totals \$6,444,677 in revenue as compared to the 2023 approved budget of \$5,687,989.

#### Climate Change Implications

There are no climate change implications related to this report.

Reviewed by:  
*Original Signed by*  
Sheryl Flannagan  
Director, Corporate Services

Approved for submission by:  
*Original Signed by*  
Doug Hevenor  
Chief Administrative Officer

#### Attachments:

- #1 – 2024 Draft Budget
- #2 – 2024 Program Overview
- #3 – 2024 Draft Budget by Department



# **NOTTAWASAGA VALLEY CONSERVATION AUTHORITY 2024 DRAFT BUDGET**



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## **OUR VISION**

A sustainable watershed that is resilient to the effects of climate change, urban growth and other stressors and provides for safe, healthy and prosperous people and communities.

## **OUR MISSION**

Working together to deliver innovative, integrated watershed management that is responsive to the environmental, economic and social sustainability of the Nottawasaga Valley watershed.

## **WHAT WE VALUE**

An abundance of clean water, clean air and fertile soils that provide for healthy people and ecosystems.

Natural heritage systems and the ecosystem services they provide, particularly as they support resilience to the effects of a changing climate.

Distinctive landforms and waterways including the Georgian Bay coastline, Niagara Escarpment, Minesing Wetlands and others that give our watershed a unique sense of place.

Quality recreational opportunities that our hills, forests, meadows, wetlands, waterways and coastline provide for residents and tourists alike.

A wealth of resources within the capacity of our watershed to provide for thriving communities, successful economies and sustainable agriculture, now and in the future.



# Moving forward in transition

The 2024 budget represents a transition to a new budgetary framework for NVCA. Through the Province of Ontario, NVCA's program areas are separated into three categories:

- Category 1: Mandatory programs and services, where municipal levy could be used without any agreement
- Category 2: Municipal programs and services provided at the request of a municipality through an agreement
- Category 3: Other programs and services an authority determines are advisable but are not under Categories 1 and 2. Use of municipal levy requires an agreement with participating municipalities.

As we deliver mandatory programs services under Categories 1 to municipalities, NVCA is committed to continuing to manage human activities and natural resources on a watershed basis. Through Categories 2 & 3, we look forward to continuing our collaboration with municipal partners to deliver science based, innovative, watershed-wide services to improve water quality, manage flood and erosion, create more resilient habitats, grow economies through recreational opportunities, and better adapt to climate change.



## OUR WATERSHED

The Nottawasaga Valley Watershed is approximately 3,700 km<sup>2</sup>, with jurisdiction in 18 municipalities in the counties of Simcoe, Dufferin and Grey. The watershed is the source of watercourses that flow into Georgian Bay at Wasaga Beach, Collingwood and Severn Sound.

NVCA's Board of Directors is comprised of one representative appointed from each of our member municipalities.

Board members have a very important role and responsibility to represent the interests of their municipalities, consider the interests and needs of the conservation authority, and establish an effective reporting relationship with their municipal council and staff.

# Budget Process

In August 2023, board members amended and approved a staff report on the budget pressures projected for 2024 and directed staff to prepare a 2024 budget for consideration based on a \$400,000 increase to general levy.

Staff have developed a draft budget based on a \$393,658.04 increase. The draft budget is reviewed at the September 22, 2023 Board of Directors meeting and subsequently circulated to NVCA watershed municipalities for the mandatory 30 commenting period.

The NVCA realizes that 30 days can be difficult for our member municipalities and strives to give approximately 60 days. The Board of Directors will vote on the budget at the December 2023 Board Meeting.



# Budget Vote

The Board of Directors will vote on the budget and levy using a weighted vote. The weighting formula is based on the Modified Current Value Assessment (MCVA) levy apportionment found later in this booklet.

<b>Step 1</b>	Board of Directors approves circulation of draft budget	September 22 2023
<b>Step 2</b>	Budget to Municipal partners	October 2 2023
<b>Step 3</b>	Municipal review period	November 24 2023
<b>Step 4</b>	Board of Directors weighted vote	December 8 2023

# 2024 Category 1 Draft Budget

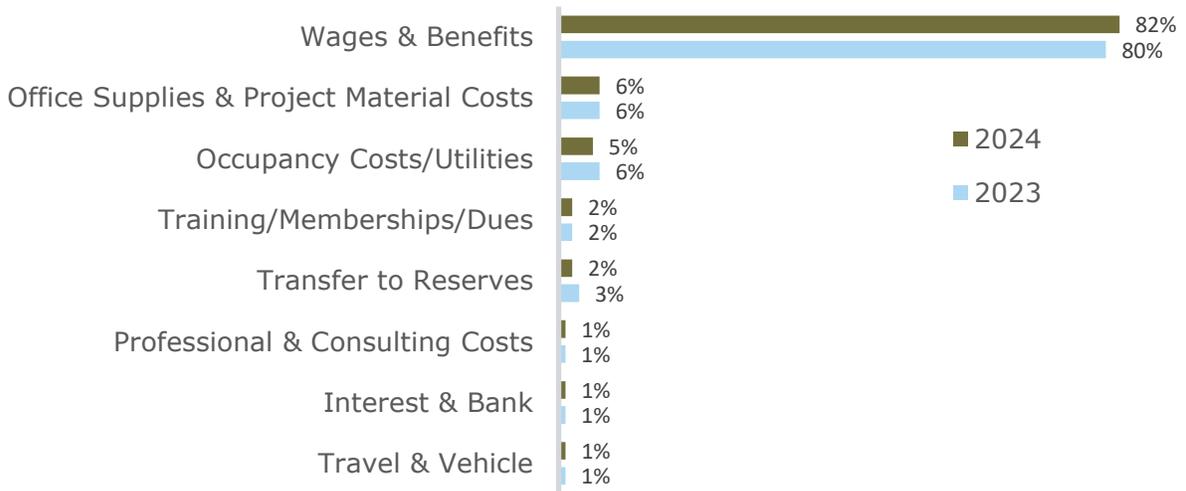
As per the NVCA's Inventory of Programs and Services, Category 1 items are provincially mandated services that NVCA must deliver to our partner municipalities. The 2024 operational budget for Category 1 is organized into business units and departments and is intended to reflect all associated costs. All operating programs, with the exception of planning and regulations with the addition of two new staff, have been maintained at the previous years' service level.

For Category 1's budget, a \$396,600.84 increase in municipal levy is needed to support the operating expenditures. The operating levy is shared by NVCA member municipalities based on the MCVA apportionment percentages provided by the Ministry of Natural Resources & Forestry.

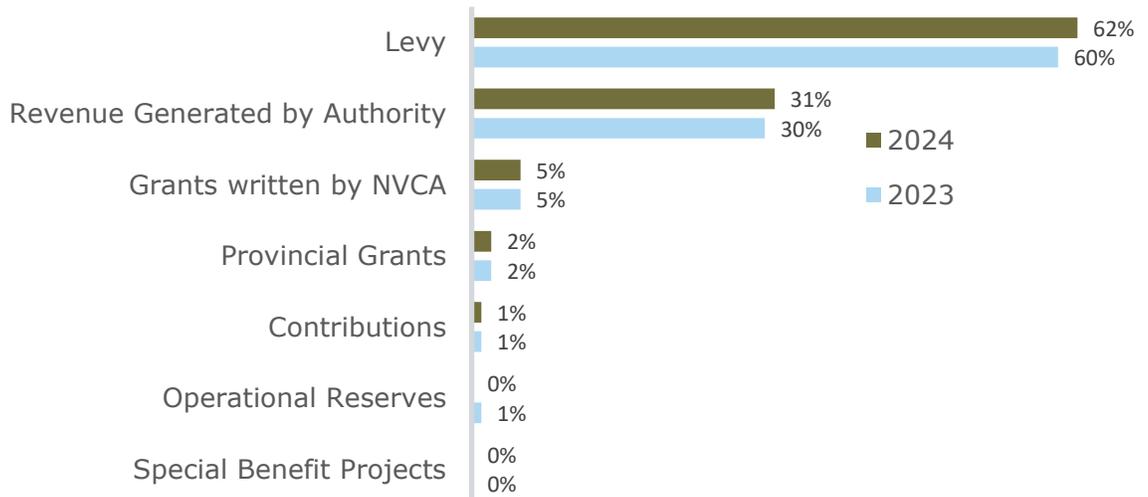
## Summary of Category 1 Municipal Levy Contribution

Municipality	2023 MCVA Apportionment Percentage	2024 MCVA Apportionment Percentage	2023 Operating Levy	2024 Draft Operating Levy	\$ Increase
			\$2,459,756.76	\$2,856,357.59	\$396,600.83
Township of Adjala-Tosorontio	4.04%	4.01%	\$99,265.94	\$114,531.37	\$15,265.43
Township of Amaranth	0.22%	0.22%	\$5,379.49	\$6,232.57	\$853.08
City of Barrie	14.91%	14.80%	\$366,845.66	\$422,835.18	\$55,989.52
Town of The Blue Mountains	1.44%	1.45%	\$35,317.19	\$41,494.31	\$6,177.12
Town of Bradford West Gwillimbury	4.28%	4.29%	\$105,280.05	\$122,572.02	\$17,291.97
Clearview Township	4.94%	4.92%	\$121,403.75	\$140,589.92	\$19,186.17
Town of Collingwood	10.25%	10.35%	\$252,105.39	\$295,584.45	\$43,479.06
Township of Essa	6.91%	6.86%	\$170,003.63	\$195,874.72	\$25,871.09
Municipality of Grey Highlands	0.34%	0.34%	\$8,279.54	\$9,631.64	\$1,352.10
Town of Innisfil	7.24%	7.22%	\$177,975.70	\$206,197.60	\$28,221.90
Township of Melancthon	0.47%	0.48%	\$11,602.67	\$13,579.12	\$1,976.45
Town of Mono	3.70%	3.67%	\$90,907.69	\$104,716.93	\$13,809.24
Mulmur Township	1.61%	1.61%	\$39,589.79	\$45,915.95	\$6,326.16
Town of New Tecumseth	13.59%	13.57%	\$334,317.84	\$387,536.32	\$53,218.48
Township of Oro-Medonte	7.37%	7.38%	\$181,301.29	\$210,910.59	\$29,609.30
Town of Shelburne	2.11%	2.13%	\$51,854.13	\$60,974.67	\$9,120.53
Township of Springwater	7.56%	7.56%	\$185,979.75	\$215,957.77	\$29,978.02
Town of Wasaga Beach	9.04%	9.15%	\$222,347.2	\$261,222.47	\$38,875.22

## Expenses



## Revenues





**Nottawasaga Valley Conservation Authority  
Proposed 2024 Budget - Category 1**

**Consolidated**

	<b>BUDGET 2023</b>	<b>BUDGET 2024</b>	<b>\$ CHANGE</b>
<b>REVENUE:</b>			
Municipal Levy	2,459,756.76	2,856,357.59	396,600.83
Special Benefit Projects	4,000.00	4,000.00	-
Oro-Medonte MOU	(41,880.49)	-	41,880.49
Total Municipal Revenue	<u>2,421,876.26</u>	<u>2,860,357.59</u>	<u>438,481.33</u>
MNR Transfer Payment-Flood	97,307.00	97,307.00	-
Other Provincial Sources	197,000.00	197,000.00	-
Federal Sources	6,000.00	15,000.00	9,000.00
Total Government Grants	<u>300,307.00</u>	<u>309,307.00</u>	<u>9,000.00</u>
Contributions	58,650.00	42,150.00	(16,500.00)
Healthy Waters	5,000.00	5,000.00	-
Conservation Lands	34,300.00	34,300.00	-
Planning	1,115,500.00	1,260,500.00	145,000.00
Tiffin Operations	9,000.00	9,000.00	-
GIS & Technical Support	12,500.00	12,500.00	-
Investment Income	50,000.00	100,000.00	50,000.00
Total Contributions and User Fees	<u>1,284,950.00</u>	<u>1,463,450.00</u>	<u>178,500.00</u>
Operational Reserves	46,880.49	5,000.00	(41,880.49)
TOTAL REVENUE	<u>4,054,013.76</u>	<u>4,638,114.59</u>	<u>584,100.83</u>

**EXPENSES:**

Wages and Interprogram Charges	3,446,788.33	4,008,243.33	561,455.00
	<u>3,446,788.33</u>	<u>4,008,243.33</u>	<u>561,455.00</u>
Other Expenses			
Staff Cost	10,300.00	10,300.00	-
Memberships/Professional Dues	48,100.00	45,600.00	(2,500.00)
Educations and Training	31,500.00	31,500.00	-
Materials & Supplies - General	107,700.00	110,700.00	3,000.00
Vehicles & Large Equipment Costs	40,950.00	45,250.00	4,300.00
Office Expenses	16,000.00	14,500.00	(1,500.00)
Equipment Costs	8,500.00	8,000.00	(500.00)
Transportation Costs	7,000.00	6,000.00	(1,000.00)
Legal	22,000.00	22,000.00	-
Consultants	5,500.00	8,500.00	3,000.00
Insurance	154,700.00	155,800.00	1,100.00
Taxes	18,860.00	18,860.00	-
Heat and Hydro	29,800.00	30,800.00	1,000.00
Telephones and Internet Access	23,000.00	21,000.00	(2,000.00)
Audit Fees	20,000.00	20,500.00	500.00
Interest and Bank Charges	33,500.00	38,500.00	5,000.00
Maintenance Expense	30,700.00	32,900.00	2,200.00
Uniform Expense	6,400.00	6,400.00	-
Leases	12,000.00	12,000.00	-
Advertisement and Communications	23,100.00	21,100.00	(2,000.00)

# 2024 Categories 2 & 3 Draft Budget

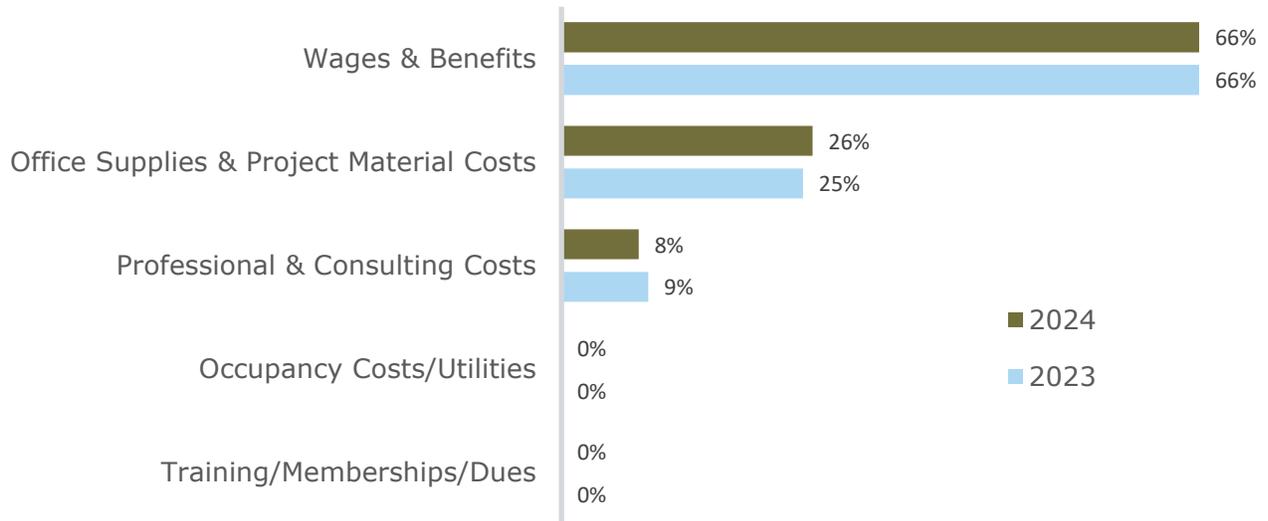
As per the NVCA's Inventory of Programs and Services, NVCA can only deliver items under Categories 2 & 3 if there are agreements in place with our municipalities. Category 2 items do not require levy, and projects are based on agreements with individual municipalities. Category 3 items require some levy to meet eligibility requirements for grants and other revenues, which in turn will help reduce the amount of levy needed under Category 1.

For Categories 2 & 3's budget, a \$2,942.78 decrease in municipal levy is realized to support the operating expenditures. The operating levy is shared by NVCA member municipalities based on the MCVA apportionment percentages provided by the Ministry of Natural Resources & Forestry.

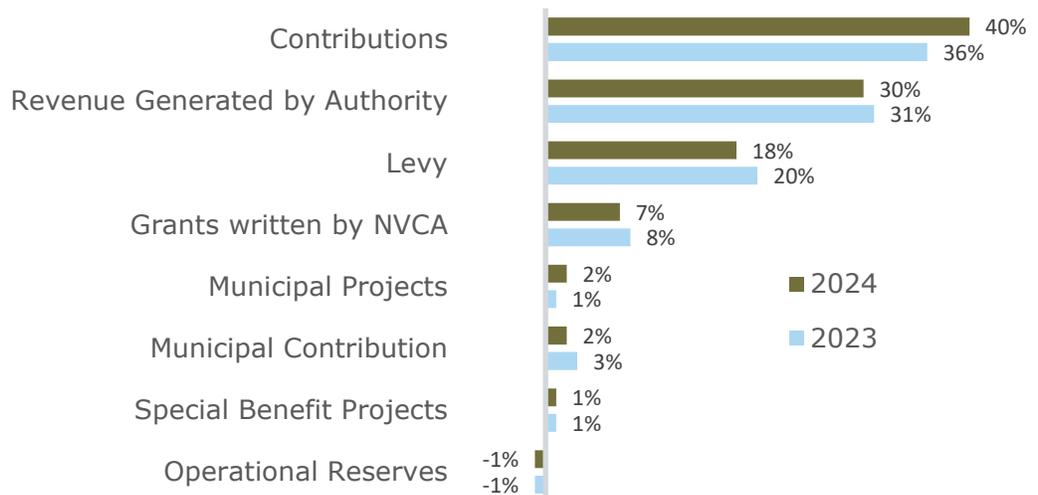
## Summary of Category 3 Municipal Levy Contribution

Municipality	2023 MCVA Apportionment Percentage	2024 MCVA Apportionment Percentage	2023 Operating Levy	2024 Draft Operating Levy	\$ Increase
			\$331,885.46	\$328,942.68	\$(2,942.78)
Township of Adjala-Tosorontio	4.04%	4.01%	\$13,393.57	\$13,189.61	\$(203.96)
Township of Amaranth	0.22%	0.22%	\$725.83	\$717.75	\$(8.08)
City of Barrie	14.91%	14.80%	\$49,497.07	\$48,694.37	\$(802.69)
Town of The Blue Mountains	1.44%	1.45%	\$4,765.21	\$4,778.55	\$13.34
Town of Bradford West Gwillimbury	4.28%	4.29%	\$14,205.03	\$14,115.59	\$(89.44)
Clearview Township	4.94%	4.92%	\$16,380.54	\$16,190.56	\$(189.98)
Town of Collingwood	10.25%	10.35%	\$34,015.60	\$34,039.98	\$24.37
Township of Essa	6.91%	6.86%	\$22,937.93	\$22,557.24	\$(380.69)
Municipality of Grey Highlands	0.34%	0.34%	\$1,117.13	\$1,109.19	\$(7.93)
Town of Innisfil	7.24%	7.22%	\$24,013.57	\$23,746.04	\$(267.53)
Township of Melancthon	0.47%	0.48%	\$1,565.50	\$1,563.79	\$(1.71)
Town of Mono	3.70%	3.67%	\$12,265.82	\$12,059.37	\$(206.46)
Mulmur Township	1.61%	1.61%	\$5,341.70	\$5,287.75	\$(53.94)
Town of New Tecumseth	13.59%	13.57%	\$45,108.21	\$44,629.30	\$(478.91)
Township of Oro-Medonte	7.37%	7.38%	\$24,462.28	\$24,288.80	\$(173.48)
Town of Shelburne	2.11%	2.13%	\$6,996.48	\$7,021.94	\$25.46
Township of Springwater	7.56%	7.56%	\$25,093.53	\$24,870.04	\$(223.49)
Town of Wasaga Beach	9.04%	9.15%	\$30,000.45	\$30,082.79	\$82.34

## Expenses



## Revenues





VALOR™ 4000W

**Nottawasaga Valley Conservation Authority  
Proposed 2024 Budget - Category 2 and 3**

**Consolidated**

	<b>BUDGET 2023</b>	<b>BUDGET 2024</b>	<b>\$ CHANGE</b>
<b>REVENUE:</b>			
Municipal Levy	331,885.46	328,942.68	(2,942.78)
Special Benefit Projects	21,000.00	21,000.00	-
Municipal Contributions	42,800.00	44,050.00	1,250.00
Municipal Project - RMO	36,000.00	36,000.00	-
Total Municipal Revenue	431,685.45	429,992.68	(1,692.77)
Other Provincial Sources	30,500.00	500.00	(30,000.00)
Federal Sources	98,000.00	125,000.00	27,000.00
Total Government Grants	128,500.00	125,500.00	(3,000.00)
Contributions	584,850.00	715,130.00	130,280.00
User Fees			
Reforestation	69,000.00	39,000.00	(30,000.00)
Healthy Waters	15,000.00	15,000.00	-
Environmental Monitoring	1,000.00	6,000.00	5,000.00
Environmental Education	214,000.00	285,000.00	71,000.00
Tiffin Operations	167,600.00	167,600.00	-
Conservation Land Leases	32,140.00	33,140.00	1,000.00
Total Contributions and User Fees	1,083,590.00	1,260,870.00	177,280.00
Operational Reserves	(9,800.00)	(9,800.00)	-
TOTAL REVENUE	1,633,975.46	1,806,562.68	172,587.22
<b>EXPENSES:</b>			
Wages and Interprogram Charges	965,808.08	1,086,464.08	120,656.00
	965,808.08	1,086,464.08	120,656.00
Other Expenses			
Staff Cost	300.00	300.00	-
Memberships/Professional Dues	1,250.00	1,250.00	-
Materials & Supplies - General	256,632.82	327,109.87	70,477.05
Materials & Supplies - Cost of Trees	114,000.00	110,000.00	(4,000.00)
Equipment Costs	500.00	500.00	-
Consultants	130,000.00	127,500.00	(2,500.00)
Heat and Hydro	200.00	200.00	-
Maintenance Expense	2,300.00	2,300.00	-
Uniform Expense	100.00	100.00	-
	505,282.82	569,259.87	63,977.05
TOTAL EXPENSES	1,471,090.90	1,655,723.95	184,633.05
SURPLUS (DEFICIT)	162,884.55	150,838.74	(12,045.81)

# Asset Management

The capital asset levy, which funds the Asset Management Plan (AMP), is shared by the municipal partners based on their modified apportionment percentage.

The AMP is based on the annual approval of the asset management plan by the Board of Directors.

The AMP for 2024 was approved by the Board of Directors at the August 2023 Board meeting and is also split between Category 1 and Categories 2 & 3.

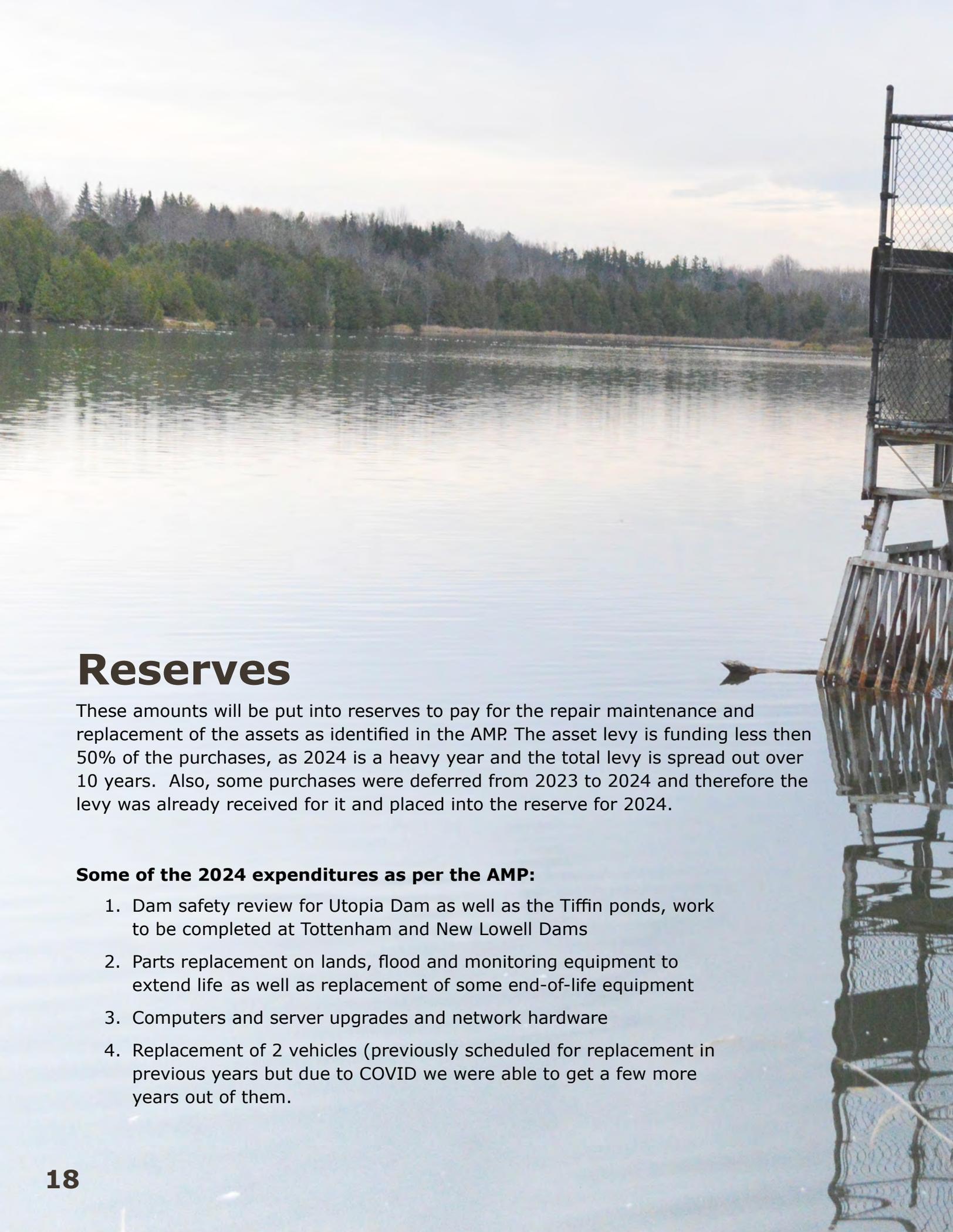
Below are the contributions for 2024 based on the approved Asset Management Plan:

## Category 1 Capital Asset Levy

Municipality	2024 MCVA Apportionment%	2024 Capital Levy
Township of Adjala-Tosorontio	4.01%	\$5,279.77
Township of Amaranth	0.22%	\$287.31
City of Barrie	14.80%	\$19,492.25
Town of The Blue Mountains	1.45%	\$1,912.84
Bradford/West Gwillimbury	4.29%	\$5,650.44
Clearview Township	4.92%	\$6,481.04
Town of Collingwood	10.35%	\$13,626.12
Township of Essa	6.86%	\$9,029.61
Municipality of Grey Highlands	0.34%	\$444.01
Town of Innisfil	7.22%	\$9,505.49
Melancthon Township	0.48%	\$625.98
Town of Mono	3.67%	\$4,827.34
Mulmur Township	1.61%	\$2,116.68
Town of New Tecumseth	13.57%	\$17,865.01
Township of Oro-Medonte	7.38%	\$9,722.75
Town of Shelburne	2.13%	\$2,810.87
Township of Springwater	7.56%	\$9,955.42
Town of Wasaga Beach	9.15%	\$12,042.07

## Categories 2 & 3 Capital Asset Levy

Municipality	2024 MCVA Apportionment%	2024 Capital Levy
Township of Adjala-Tosorontio	4.01%	\$845.30
Township of Amaranth	0.22%	\$46.00
City of Barrie	14.80%	\$3,120.76
Town of The Blue Mountains	1.45%	\$306.25
Bradford/West Gwillimbury	4.29%	\$904.65
Clearview Township	4.92%	\$1,037.63
Town of Collingwood	10.35%	\$2,181.58
Township of Essa	6.86%	\$1,445.66
Municipality of Grey Highlands	0.34%	\$71.09
Town of Innisfil	7.22%	\$1,521.85
Melancthon Township	0.48%	\$100.22
Town of Mono	3.67%	\$772.87
Mulmur Township	1.61%	\$338.89
Town of New Tecumseth	13.57%	\$2,860.23
Township of Oro-Medonte	7.38%	\$1,556.64
Town of Shelburne	2.13%	\$450.03
Township of Springwater	7.56%	\$1,593.89
Town of Wasaga Beach	9.15%	\$1,927.97

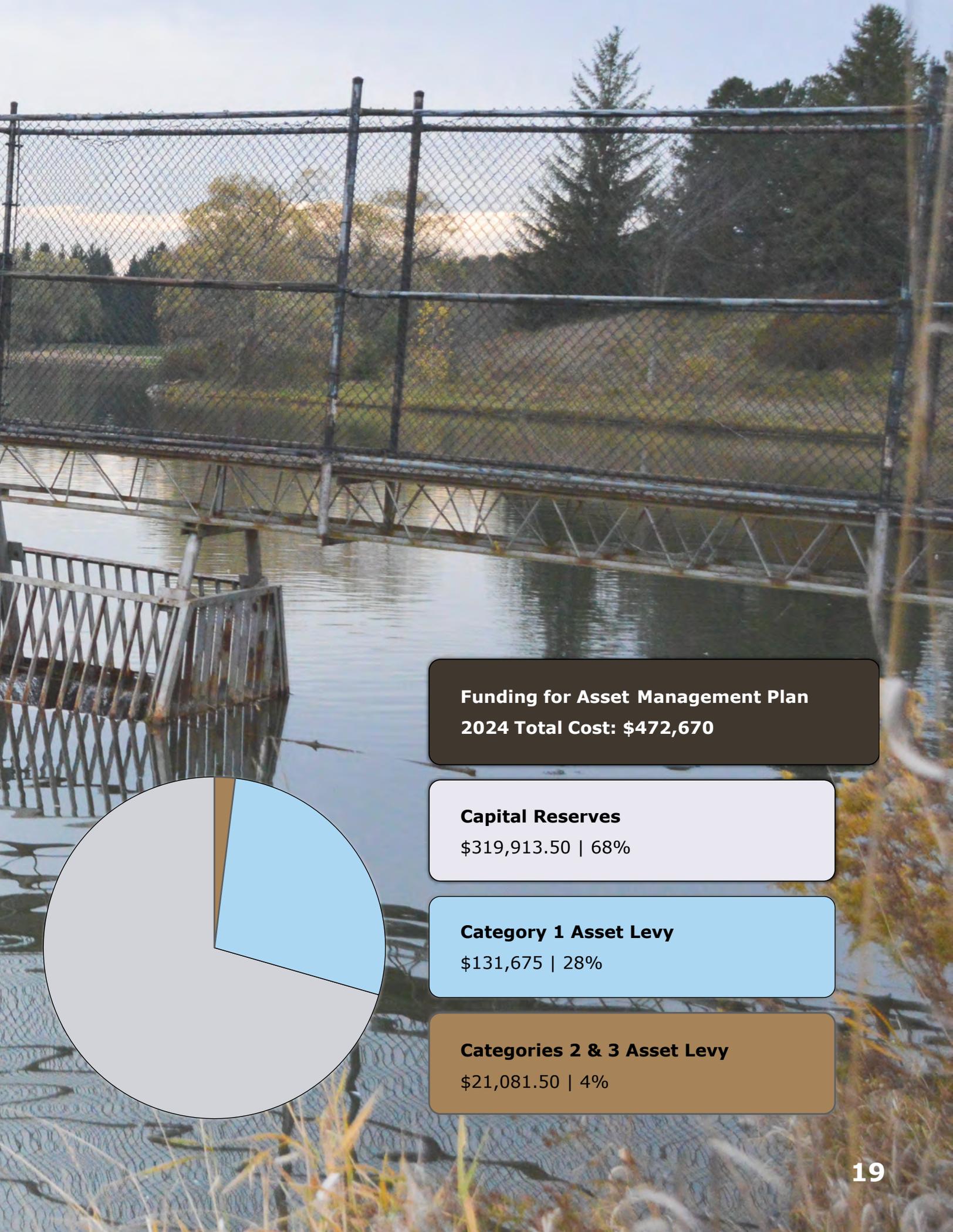


# Reserves

These amounts will be put into reserves to pay for the repair maintenance and replacement of the assets as identified in the AMP. The asset levy is funding less than 50% of the purchases, as 2024 is a heavy year and the total levy is spread out over 10 years. Also, some purchases were deferred from 2023 to 2024 and therefore the levy was already received for it and placed into the reserve for 2024.

## **Some of the 2024 expenditures as per the AMP:**

1. Dam safety review for Utopia Dam as well as the Tiffin ponds, work to be completed at Tottenham and New Lowell Dams
2. Parts replacement on lands, flood and monitoring equipment to extend life as well as replacement of some end-of-life equipment
3. Computers and server upgrades and network hardware
4. Replacement of 2 vehicles (previously scheduled for replacement in previous years but due to COVID we were able to get a few more years out of them).

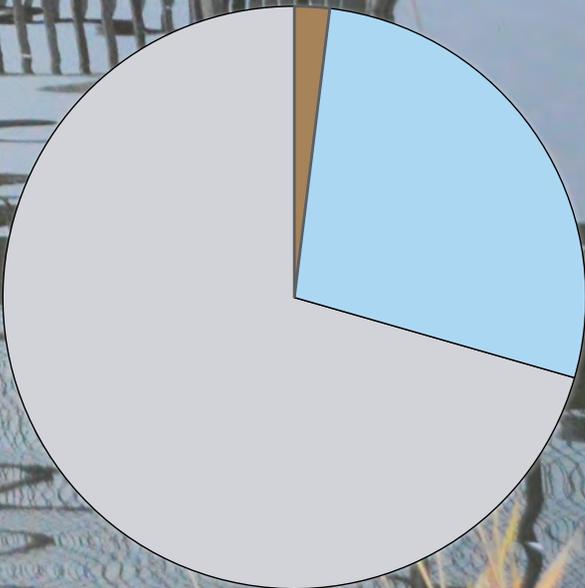


**Funding for Asset Management Plan  
2024 Total Cost: \$472,670**

**Capital Reserves**  
\$319,913.50 | 68%

**Category 1 Asset Levy**  
\$131,675 | 28%

**Categories 2 & 3 Asset Levy**  
\$21,081.50 | 4%



**Nottawasaga Valley Conservation Authority  
Proposed 2024 Budget**

**Consolidated**

	<b>BUDGET 2023</b>	<b>BUDGET 2024</b>	<b>\$ CHANGE</b>
<b>REVENUE:</b>			
Municipal Levy	2,791,642.23	3,185,300.27	393,658.04
Special Benefit Projects	25,000.00	25,000.00	-
Oro-Medonte MOU	(41,880.49)	-	41,880.49
Municipal Contributions	42,800.00	44,050.00	1,250.00
Municipal Project - RMO	36,000.00	36,000.00	-
Total Municipal Revenue	2,853,561.73	3,290,350.27	436,788.54
MNR Transfer Payment-Flood	97,307.00	97,307.00	-
Other Provincial Sources	227,500.00	197,500.00	(30,000.00)
Federal Sources	104,000.00	140,000.00	36,000.00
Total Government Grants	428,807.00	434,807.00	6,000.00
Contributions	643,500.00	757,280.00	113,780.00
<b>User Fees</b>			
Reforestation	69,000.00	39,000.00	(30,000.00)
Healthy Waters	20,000.00	20,000.00	-
Conservation Lands	34,300.00	34,300.00	-
Planning	1,115,500.00	1,260,500.00	145,000.00
Environmental Monitoring	1,000.00	6,000.00	5,000.00
Environmental Education	214,000.00	285,000.00	71,000.00
Tiffin Operations	176,600.00	176,600.00	-
Conservation Land Leases	32,140.00	33,140.00	1,000.00
GIS & Technical Support	12,500.00	12,500.00	-
Investment Income	50,000.00	100,000.00	50,000.00
Total Contributions and User Fees	2,368,540.00	2,724,320.00	355,780.00
Operational Reserves	37,080.49	(4,800.00)	(41,880.49)
TOTAL REVENUE	5,687,989.23	6,444,677.27	756,688.04

**EXPENSES:**

Wages and Interprogram Charges	4,412,596.38	5,094,707.40	682,111.02
	4,412,596.38	5,094,707.40	682,111.02
<b>Other Expenses</b>			
Staff Cost	10,600.00	10,600.00	-
Memberships/Professional Dues	49,350.00	46,850.00	(2,500.00)
Educations and Training	31,500.00	31,500.00	-
Materials & Supplies - General	364,332.84	437,809.87	73,477.03
Materials & Supplies - Cost of Trees	114,000.00	110,000.00	(4,000.00)
Vehicles & Large Equipment Costs	40,950.00	45,250.00	4,300.00
Office Expenses	16,000.00	14,500.00	(1,500.00)
Equipment Costs	9,000.00	8,500.00	(500.00)
Transportation Costs	7,000.00	6,000.00	(1,000.00)
Legal	22,000.00	22,000.00	-
Consultants	135,500.00	136,000.00	500.00
Insurance	154,700.00	155,800.00	1,100.00
Taxes	18,860.00	18,860.00	-

**Nottawasaga Valley Conservation Authority  
Proposed 2024 Budget**

**Consolidated**

	BUDGET 2023	BUDGET 2024	\$ CHANGE
Heat and Hydro	30,000.00	31,000.00	1,000.00
Telephones and Internet Access	23,000.00	21,000.00	(2,000.00)
Audit Fees	20,000.00	20,500.00	500.00
Interest and Bank Charges	33,500.00	38,500.00	5,000.00
Maintenance Expense	33,000.00	35,200.00	2,200.00
Uniform Expense	6,500.00	6,500.00	-
Leases	12,000.00	12,000.00	-
Advertisement and Communications	23,100.00	21,100.00	(2,000.00)
Bad Debt Expense	500.00	500.00	-
Transfer to Reserves	120,000.00	120,000.00	-
	1,275,392.84	1,349,969.87	74,577.03
TOTAL EXPENSES	5,687,989.22	6,444,677.27	756,688.05
SURPLUS (DEFICIT)	(0.00)	(0.00)	(0.00)



**Nottawasaga Valley Conservation Authority**

8195 8th Line, Utopia ON L0M 1T0

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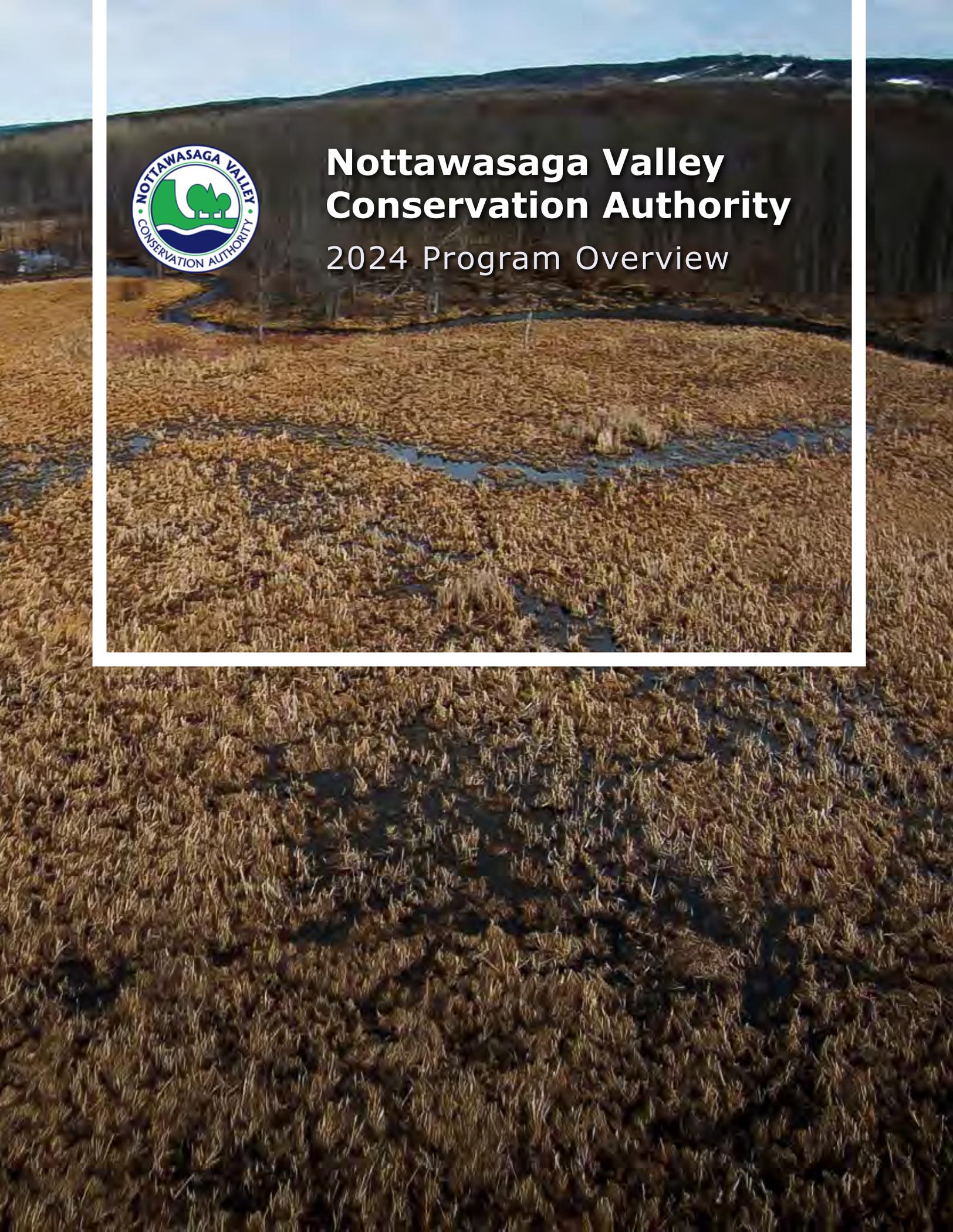
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# Nottawasaga Valley Conservation Authority

2024 Program Overview



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## **OUR VISION**

A sustainable watershed that is resilient to the effects of climate change, urban growth and other stressors and provides for safe, healthy and prosperous people and communities.

## **OUR MISSION**

Working together to deliver innovative, integrated watershed management that is responsive to the environmental, economic and social sustainability of the Nottawasaga Valley watershed.

## **WHAT WE VALUE**

An abundance of clean water, clean air and fertile soils that provide for healthy people and ecosystems.

Natural heritage systems and the ecosystem services they provide, particularly as they support resilience to the effects of a changing climate.

Distinctive landforms and waterways including the Georgian Bay coastline, Niagara Escarpment, Minesing Wetlands and others that give our watershed a unique sense of place.

Quality recreational opportunities that our hills, forests, meadows, wetlands, waterways and coastline provide for residents and tourists alike.

A wealth of resources within the capacity of our watershed to provide for thriving communities, successful economies and sustainable agriculture, now and in the future.

# NVCA PROFILE

2024 represents the NVCA's 64th anniversary of providing services to our watershed. Since 1960, we have worked with our municipal partners to provide programs and services that bring to life our vision of a vibrant watershed that supports healthy environments, communities and lifestyles.

The 2024 budget represents a transition to a new budgetary framework for NVCA. Through the Province of Ontario, NVCA's program areas are separated into three categories:

- Category 1: Mandatory programs and services, where municipal levy could be used without any agreement
- Category 2: Municipal programs and services provided at the request of a municipality through an agreement
- Category 3: Other programs and services an authority determines are advisable but are not under Categories 1 and 2. Use of municipal levy requires an agreement with participating municipalities.

NVCA employs approximately 50 full-time, part-time, contract and seasonal staff across numerous professional fields. Our employees uphold our mandate under the seven service areas listed below and detailed in the pages that follow.



## **PLANNING & DEVELOPMENT**

**Category 1: \$1.95M / 16.1 FTEs**  
**Category 2 & 3: \$0**

## **FLOOD MANAGEMENT**

**Category 1: \$360K / 2.5 FTEs**  
**Category 2 & 3: \$0 / 0 FTE**

## **Watershed Science**

**Category 1: \$320K / 2.4 FTE**  
**Category 2 & 3 \$170K / 1.3 FTE**

## **EDUCATION**

**Category 1: \$0 / 0 FTE**  
**Category 2 & 3: \$319K / 4.5 FTEs**

## **CONSERVATION LANDS**

**Category 1: \$412K / 3.75 FTEs**  
**Category 2 & 3: \$223K / 2.05 FTEs**

## **RESTORATION SERVICES**

**Category 1 \$141K / 0.93 FTEs**  
**Category 2 & 3 \$1.07M / 4.27 FTEs**

## **CORPORATE SERVICES**

**Category 1: \$1.48M / 11.4 FTEs**  
**Category 2 & 3: \$0 FTE**

Sustaining the watershed is not our work alone. It is what we do together with municipalities, our neighbours, universities and colleges, donors, local and regional agencies, and the many other partners we work with. We need to celebrate our successes but we also need to increase the scope, scale and intensity of our joint efforts to create a place we can be proud of and celebrate – one we can call home. For life.



# FUNDING CONSERVATION

## **Total Funding**

NVCA's 2024 budget is \$6,444,677, which includes a total levy contribution of \$3,185,300. When combined with fee for service revenues, 51% of NVCA's budget is funded through non-levy sources of funding.

This corresponds to \$15.31 per watershed resident while the average CA levy supporting operations in 2018 was \$16.42.

## **Category 1 Funding**

NVCA's 2024 budget for Category 1 is \$4,638,115, which includes a total levy contribution of \$2,856,358. When combined with fee for service revenues, 38% of NVCA's budget is funded through non-levy sources of funding.

Category 1 budget corresponds to \$13.73 per watershed resident.

## **Category 2 & 3 Funding**

NVCA's 2024 budget for Category 2 & 3 is \$1,806,562, which includes a total levy contribution of \$328,943. When combined with fee for service revenues, only 18% of NVCA's Category 2 & 3 budget is funded through levy. User fees and leverage of levy makes up the remaining 82%. These categories also subsidize Category 1 programs, helping to reduce the levy required.

Category 2 & 3 corresponds to \$1.58 per watershed resident.

While this builds a strong case for support, it is not enough to improve the health of our watershed, improve water quality, protect from flooding, provide open spaces and trails that are accessible for people to use, and connect and restore forests wetlands and habitats.

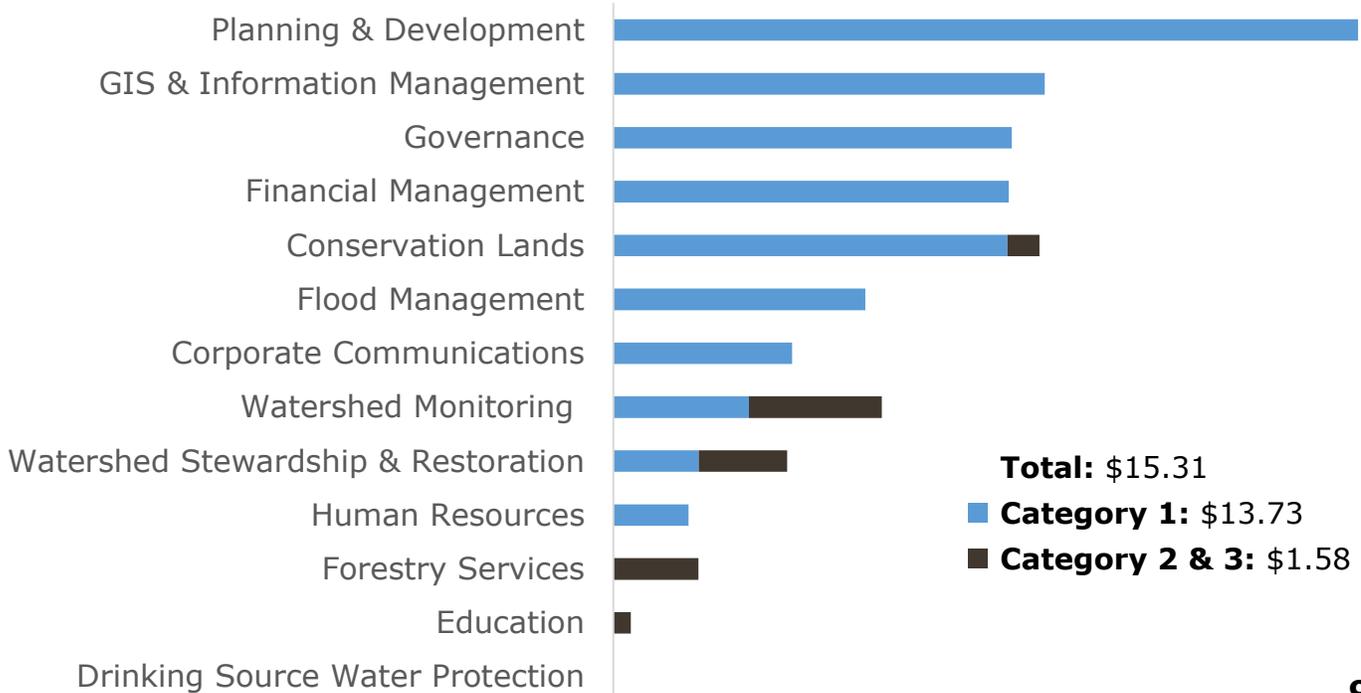
We rely on our partners, funders, landowner and volunteers to help build communities resilient to climate change, and most importantly, attracting and retaining the talent and economic opportunities that this watershed desires.



Program Name	Cost/ Resident
Drinking Source Water Protection	\$-
Watershed Monitoring - Category 1	\$0.60
Watershed Monitoring - Category 2 & 3	\$0.59
Education	\$0.08
Forestry Services	\$0.38
Watershed Stewardship & Restoration - Category 1	\$0.38
Watershed Stewardship & Restoration - Category 2 & 3	\$0.39
Flood Management	\$1.12
Corporate Communications	\$0.79
GIS & Information Management	\$1.92
Financial Management	\$1.76
Governance	\$1.77
Human Resources	\$0.33

### Cost per resident

0.00 0.50 1.00 1.50 2.00 2.50 3.00 3.50





# PLANNING & DEVELOPMENT

**Category 1: \$1.95M / 16.1 FTEs**

**Category 2 & 3: \$0**

Planning Services, which includes engineering, permitting and enforcement, ensures that development in the watershed progresses in a sustainable manner that will protect natural heritage features, direct development away from natural hazard lands and protect our water resources. NVCA promotes a planning first principle which ensures that planning permissions are in place prior to considering approvals under the *Conservation Authorities Act*.

## 2023 Achievements

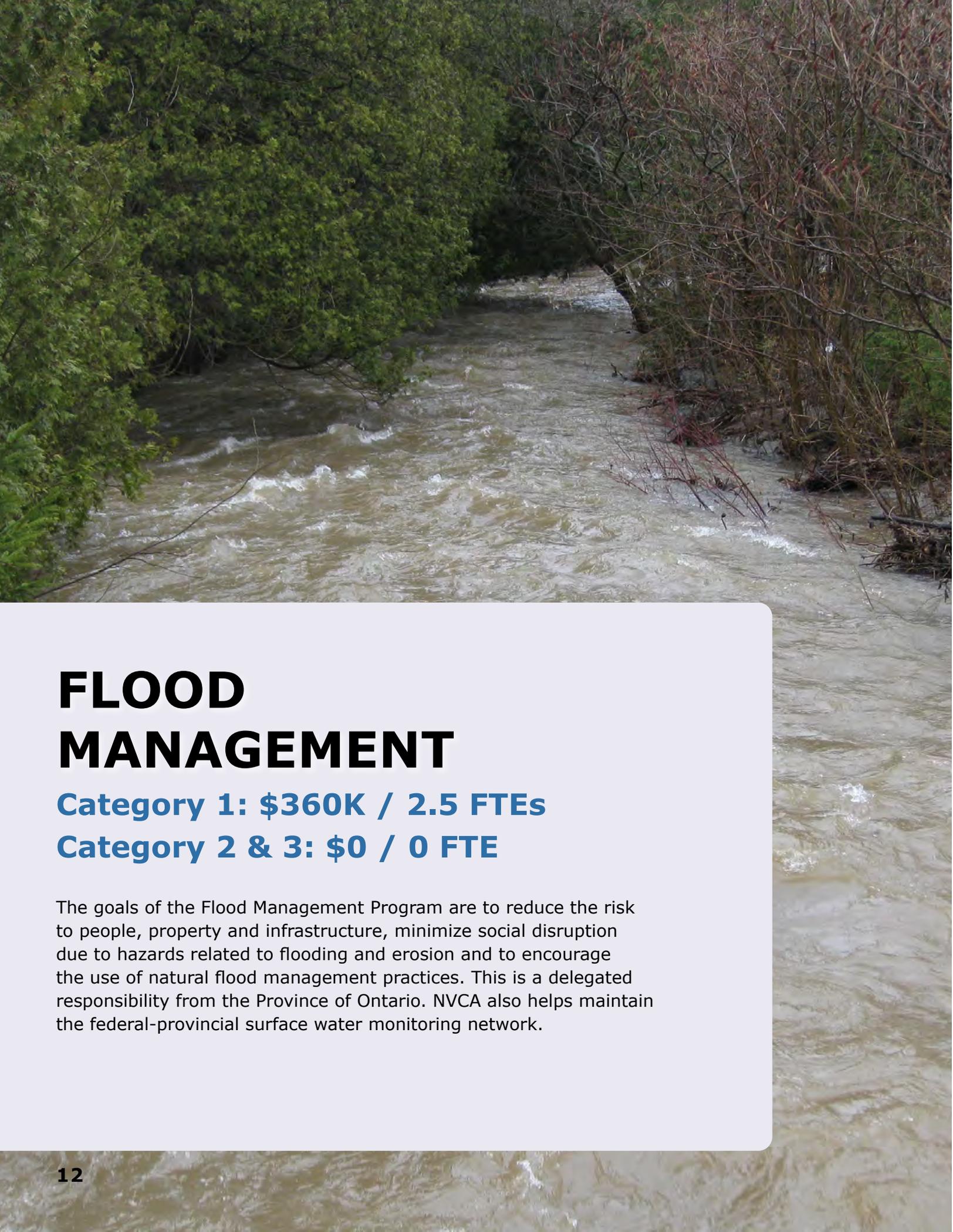
- Continued to process applications and inquiries under various provincial acts including the *Conservation Authorities Act, Planning Act, Niagara Escarpment Planning and Development Act, Aggregate Resource Act, Green Energy Act, Drainage Act and Environmental Assessment Act.*
- Continued to look for opportunities to stream line the application review process.
- Developed a transition plan for our municipal partners who are now completing the natural heritage and water quality review components as per Bill 23.
- Updated Memorandums of Understanding agreements to ensure compliance with Bill 23.
- Provided input on the municipal pre-consultation process to ensure timelines are met per Bill 109.
- Watson and Associates presented recommendations on program rates and review fees to the BOD in June 2023.
- Circulated draft planning and regulation fees to municipal partners and Stakeholders for review and input.
- Mid-year reporting indicated that regulations staff met provincial timelines 96% of the time.

## 2024 Focus

- Update guideline and policy documents to reflect new provincial legislation.
- Continue to work with municipalities and other partners to streamline the application review process, and ensure timely approvals for development applications.
- Continue to develop a data management strategy, improve internal systems and look for opportunities to automate processes.
- Promote storm water management and Low Impact Development in municipal plans.
- Continue to operate on a cost recovery basis.
- Promote sustainable development and other associated land use changes in the Nottawasaga Watershed.
- Review and investigate the increase of unauthorized fill in NVCA's regulated areas.

## Service Pressures

- Program operates on a cost recovery basis.
- Increasing growth, development and associated land use changes in the Nottawasaga Watershed.
- Increase in unauthorized fill violations.
- Understand and implement the amendments to the *Conservation Authorities Act* regarding permit processes and how that will impact service delivery.



# **FLOOD MANAGEMENT**

**Category 1: \$360K / 2.5 FTEs**

**Category 2 & 3: \$0 / 0 FTE**

The goals of the Flood Management Program are to reduce the risk to people, property and infrastructure, minimize social disruption due to hazards related to flooding and erosion and to encourage the use of natural flood management practices. This is a delegated responsibility from the Province of Ontario. NVCA also helps maintain the federal-provincial surface water monitoring network.

## **2023 Achievements**

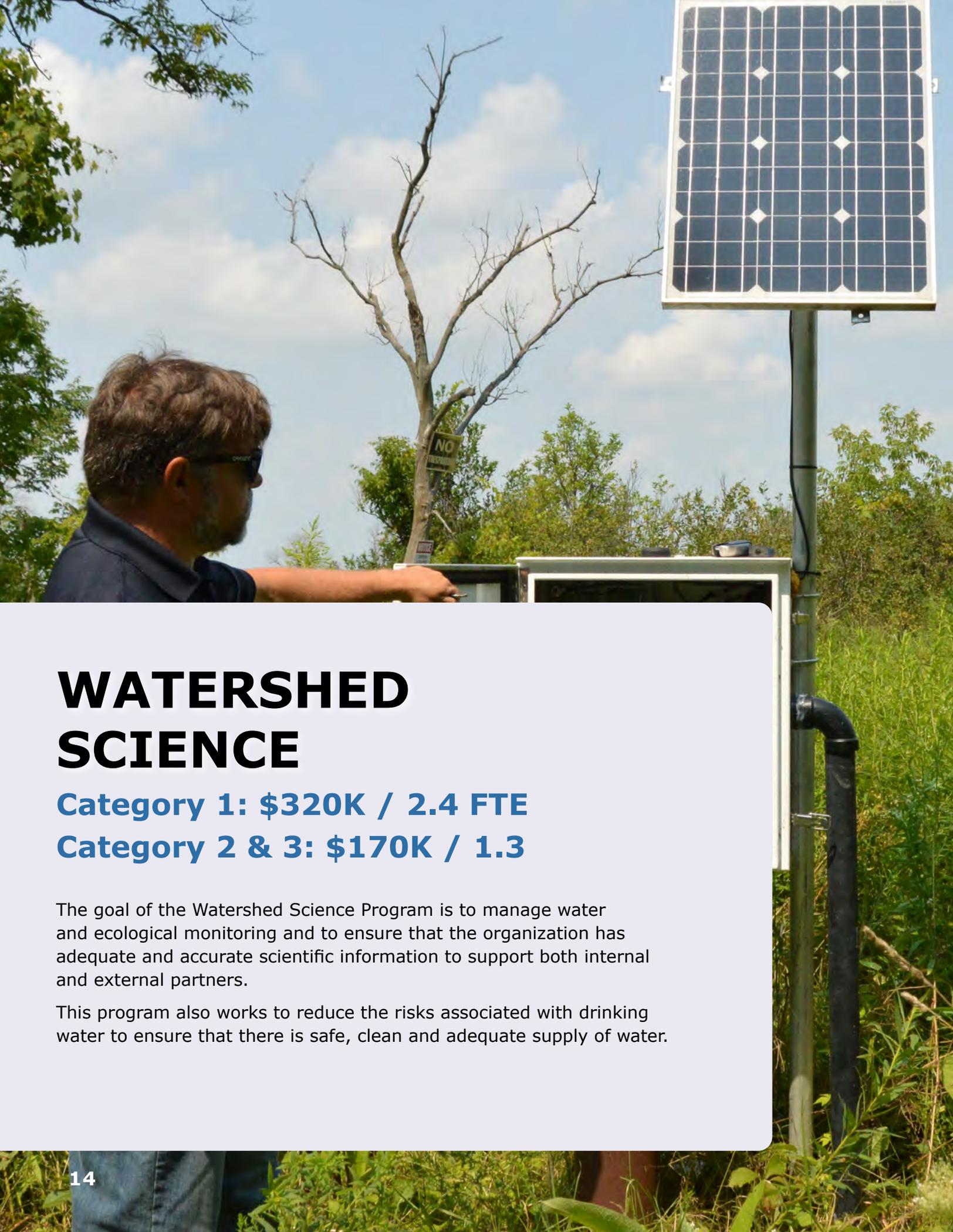
- Monitored flood and low water conditions.
- Updated the NVCA's Flood Contingency plan and updated online website version.
- Inspected and operated flood and erosion control structures, including the Utopia, New Lowell and Tottenham Dams as well as the Pretty River Dike
- Monitored ice conditions throughout the watershed.
- Ongoing maintenance and improvements to the NVCA stream and weather gauges to improve data quality and reliability.
- Completed vegetation removal in Section of Pretty River Dike, as part of the Pretty River Dike Maintenance Project and completing tree inventory for several sections.
- Held one NVCA Stormwater Management Technical Work Group meeting.
- Continued to maintain the City of Barrie's rain gauge network.
- Conducted the Pretty River Dike safety study.
- Initiated the development of an Ice Management Plan for the Nottawasaga Watershed.
- Enhanced data management for flood data including snow survey field work.

## **2024 Focus**

- Update the watershed hydrology and initiate transfer of flow regime to NVCA's flood hazard models.
- Continue the Pretty River Dike maintenance project pending funding.
- Continue to implement recommendations from New Lowell and Tottenham Dam safety studies.
- Continue to enhance data management for flood data including.
- Update NVCA's Low Water Response Contingency Plan.
- Complete NVCA's Ice Management Plan.
- Develop and implement Natural Hazard Infrastructure Operational Plan.
- Update NVCA's Flood Patrol/River Survey manual and Flood Patrol kit supplies.

## **Service Pressures**

- Increased pressure on staff and resources to respond to flood events.
- Reduced resources due to provincial funding cuts.
- Understanding the impact of sustained high-water levels in Georgian Bay.
- Time requirements to build new models and analyze large volumes of data.



# WATERSHED SCIENCE

**Category 1: \$320K / 2.4 FTE**

**Category 2 & 3: \$170K / 1.3**

The goal of the Watershed Science Program is to manage water and ecological monitoring and to ensure that the organization has adequate and accurate scientific information to support both internal and external partners.

This program also works to reduce the risks associated with drinking water to ensure that there is safe, clean and adequate supply of water.

## **Drinking Water Source Protection**

**Category 1: \$195K / 2 FTE**

**Category 2 & 3: \$170K / 1.3 FTE**

The Source Water Protection Program ensures a sustainable and safe source of clean drinking water to residents within the South Georgian Bay-Lake Simcoe Source Protection Region. NVCA does this by meeting our legislative requirements within the *Clean Water Act* and ensuring policies in the Source Protection Plan are implemented. This program also includes Risk Management Official duties as prescribed by agreements with municipalities.

### **2023 Achievement**

- Ongoing work to complete of Risk Management Plans for the nine delegated municipalities.
- Review planning applications under Section 59 of the *Clean Water Act* to ensure compliance with the South Georgian Bay Lake Simcoe Source Protection Plan.
- Complete amendments to the Source Protection Plan to include new drinking water systems, as required by Regulation 205/18 of the *Safe Drinking Water Act*.
- Completed efforts to make the Nottawasaga Valley Source Protection Area Assessment Report compliant to the *Accessibility for Ontarians with Disabilities Act* and updated based on Director Technical rules.

### **2024 Focus**

- Complete the outstanding Risk Management Plans for the nine delegated municipalities.
- Review planning applications under Section 59 of the *Clean Water Act* to ensure compliance with the South Georgian Bay Lake Simcoe Source Protection Plan.
- Complete amendments to the source protection plan to include new drinking water systems, as required by Regulation 205/18 of the *Safe Drinking Water Act*.

### **Service Pressures**

- This source water protection program (not including Risk Management) has always been fully funded by the Province but there is uncertainty about continued funding.

## **Watershed Monitoring**

**Category 1: \$125K / 0.4 FTE**

**Category 2 & 3: \$170K / 1.3 FTEs**

The Watershed Monitoring Program monitors the natural resources in the Nottawasaga River watershed including the status of surface water, groundwater, natural heritage and climate. These programs aim to identify emerging issues and document environmental trends to support science-based adaptive management.

### **2023 Achievements**

- Continued the development of a watershed-scale natural heritage system.
- Continued to update wetland inventories.
- Released the 2023 Watershed Health Checks.
- Completed the Watershed Monitoring Strategy – surface water discipline.
- Continued to monitor the Nottawasaga River watershed.
- Completed externally funded projects with the Town of Collingwood and Town of New Tecumseth.
- Began implementing the NVCA Climate Change Strategy through a review of internal programs and development of a monitoring approach.

### **2024 focus:**

- Implement the Watershed Monitoring Strategy – surface water discipline.
- Development of the Watershed Monitoring Strategy – climate change and natural heritage disciplines.
- Develop a watershed-scale natural heritage system.
- Expansion of stormwater technical service delivery to support municipal partners.
- Continue to monitor the Nottawasaga River watershed.
- Continue to update wetland inventories.

### **Service Pressures**

- There are challenges around predictability and certainty of project-specific funding agreements with municipalities, the provincial and other partners.





# EDUCATION

**Category 1: \$0 / 0 FTE**

**Category 2 & 3: \$319K / 4.5 FTEs**

The Environmental Education program works with multiple partners to provide the best learning opportunities for youth and adults who participate in programming.

## **2023 Achievements**

- Worked with 8,300 individuals from 2.5 to 90 years old by September 2023.
- Hosted four 'Sessions for Seniors' sessions, a pilot project for seniors to visit the Tiffin Centre for Conservation for outdoor education and exploration. This is part of NVCA's goal to bring nature to all ages and was funded by the Retired Teachers of Ontario.
- Day camp opportunities for 661 campers, which includes 12 Ukrainian Newcomers to Canada. Further, we saw 722 external visiting campers.
- Workshops sponsored by Georgian Bay Forever for microplastics and Enviroscapes audiences of 110 and 247, respectively.
- Hosted a Ukrainian Family Day funded by The Barrie Rotary Club. A total of 25 kids and 20 adults and volunteers participated in habitat hikes, Indigenous crafts, disc golf, Ukrainian songs.
- Expanded our user base for a Wildflower map and guide of Tiffin Conservation Area.
- Launched our first version of climate change programming, and pursued funding to enhance and expand these opportunities.

## **2023 Focus**

- Fully launch forest school program with 2<sup>nd</sup> Forest School Practitioner Course completed.
- Continue outreach microplastics programming in Collingwood, Blue Mountain, Stayner, Barrie and Wasaga Beach.
- Expand day camp opportunities to include all PD Days.
- Reactivate a program offering for homeschool families, seeing them once a month for 10 months.
- Offer day camp programming for visiting day care centres.

## **Service Pressures**

- Geographic expanse of watershed service area has resource implications.
- Sharing the educational building with other departments limits current service capacity.
- Maintaining a full team of qualified educators.



# CONSERVATION LANDS

**Category 1: \$412K / 3.75 FTEs**

**Category 2 & 3: \$223K / 2.05 FTEs**

Conservation Lands ensures that valuable greenspace is protected and that recreational opportunities are provided in safe, well maintained natural settings so that watershed residents can enjoy a high quality of life. NVCA manages 5,260 hectares of conservation land, including the internationally significant Minesing Wetlands.

## **2023 Achievements**

- Improved infrastructure in the Tiffin Conservation Area.
- Ensured continued safe access to NVCA conservation areas.
- Provided interdepartmental support for NVCA programs, including Forestry Services, Stewardship and Flood.
- Collaborated with community partners to hold two successful public outreach events.
- Completed the installation of a new parking lot at the Nottawasaga Bluffs Conservation Area.
- Inspected NVCA owned lands for encroachments and unsanctioned activity with the use of online mapping tools and site visits.
- Continued hazard tree removals resulting from Emerald Ash Borer infestation.
- Completed a hazard assessment of Edenvale Conservation Area as part of the process of transferring the management of the property to NVCA.
- Completed safety improvements for the Mason Property.

## **2024 Focus**

- Development of Conservation Areas Strategy and Land Inventory and assist in the development of the NVCA's Watershed-based Resource Management Plan.
- Increase focus on external fundraising through public engagement opportunities.
- Project planning for external funding opportunities.
- Improvements to Edenvale Conservation Area as part of new management plan.
- Continue to maintain a positive experience for members of the public visiting our conservation Areas.

## **Service Pressures**

- Balance infrastructure development in NVCA's properties with conservation values.
- Proximity to large urban centers increases guest expectations on facilities in conservation areas. Combined with increased population density within the watershed, NVCA faces increasing land management challenges and higher maintenance needs.
- Inflationary costs on all expenditures including materials, supplies, fleet maintenance and purchases.
- Aging fleet requiring higher than anticipated repair costs.
- Changing climate resulting in noticeable impacts on infrastructure and recreational opportunities.



# RESTORATION SERVICES

**Category 1: \$141K / 0.93 FTEs**

**Category 2: & 3 \$1.07M / 4.27 FTEs**

The goal of NVCA's Restoration Services Programs is to manage natural heritage systems in the watershed by identifying and implementing restoration programs.

# Forestry Services

**Category 1 \$0 / 0 FTEs**

**Category 2 & 3 \$427K / 1.23 FTEs**

The Forestry Services Program contributes to watershed and community health by implementing best forest management practices, including managing forested land and expanding forest cover. Well managed forests protect, enhance and restore land by helping to achieve water quality targets mitigate floods and build resilience to climate change. NVCA is now the only agency providing this service to watershed residents.

## 2023 Achievements

- Planted 78,000 trees on 18 properties across the watershed, creating 41 hectares of new forest including 1.3 km of windbreaks, and protected 2.67 km of streams with permanent tree cover.
- Received financial contributions (outside of levy) from Federal, Provincial and municipal governments, Simcoe County, Forests Ontario, corporations and private landowners totaling \$342,061.00.
- Managed over 633 hectares of forest.
- Worked with 17 landowners to develop their Managed Forest Plans.

## 2024 Focus

- Plant approximately 90,000 trees on properties throughout the watershed.
- Create more than 45 hectares of new forest including 2 km of windbreaks, and protect 2 km of streams with permanent tree cover.
- Assist landowners in managing over 300 hectares of forest to maintain forest health.
- Hold the 33rd Annual Arbor Day Tree Sale, helping landowners to create their own forests.
- Begin securing agreements for the 2025 tree planting. Continue to diversify possible sources of funding.

## Service Pressures

- Rapid urbanization and competing land use interests impact available land for tree planting.
- Accelerating ash tree mortality due to the expansion of the Emerald Ash Borer will greatly impact both rural and urban forest cover throughout the watershed.
- The threat of Oak Wilt endangering red oak. Oak wilt has now been found in the watershed and will gradually spread. At the moment red oak is a common, readily available species for tree planting. Bur oak is a resilient substitute but will require effort in seed collection.

# Watershed Stewardship and Restoration

**Category 1: \$141K / 0.9 FTEs**

**Category 2 & 3: \$640K / 3.04 FTEs**

The Watershed Stewardship and Restoration Program aims to restore river and wetland habitats and support agricultural and urban water quality improvement projects. This enhances the ecological health of the watershed and provides enhanced economic and recreational opportunities.

## 2023 Achievements

- Coordinated volunteer tree planting of approximately 8,000 seedlings in the Spring of 2023 throughout the NVCA area and seeded native grasslands.
- Implemented a wide range of water quality and habitat improvement projects through the NVCA Healthy Waters Grant Incentive Program, working with external partners, private landowners and volunteers.
- Controlled and harvested Phragmites (invasive common reed) along the Georgian Bay Shoreline.
- Collaborated with the Mono Headwater Streams Committee to complete year 2 of a brook trout distribution study in the upper Nottawasaga River sub-watershed.
- Worked with the South Simcoe Streams Network to complete a total of 400m of stream bank stabilization and aquatic habitat restoration at two properties on Sheldon Creek in Adjala-Tosorontio. An additional 200m of stream bank was stabilized on the Pine River in Mulmur.
- Completed a pilot stream bank stabilization and habitat improvement project on the Mad River at Carruthers Park working with the Friends of the Mad River and Clearview Township.

## 2024 Focus

- Continue to implement a wide range of water quality and habitat improvement projects throughout the watershed by engaging external partners, private landowners and volunteers.
- Expand river restoration programs in the watershed using momentum generated by the 2023 Natural Channels Conference award of recognition, 2023 Society for Ecological Restoration tour and emerging indigenous partnerships.
- Expand habitat restoration work on the Mad River with the Friends of the Mad River.
- Develop plans and implement wetland habitat compensation projects.
- Collaborate with municipalities and community groups in the Town of Collingwood and Town of Wasaga Beach to remove invasive Phragmites.

## Service Pressures

- Accessing funding for project costs, permanent staff and contract staff. This program generates approximately three quarters of its budget through external revenue sources. Levy support however is the key to leveraging these external funds.
- Balancing field work and developing and submitting funding applications, reporting to funders and maintaining and expanding partnerships.





# CORPORATE SERVICES

Category 1: \$1.48M / 11.4 FTEs

Category 2 & 3: \$0

Corporate Services plays a critical supportive role to the Board of Directors and across the organization, providing finance, human resources, communications and administrative leadership. This department is an enabling service, supporting the other six service areas in the organization.

# Corporate Communications

**Category 1: \$165K / 2 FTE**

**Category 2 & 3: \$0**

Corporate Communications provides strategic advice and services to inform, inspire, influence and motivate municipal, provincial, federal partners and watershed residents communities to support the work of NVCA.

## 2023 Achievements

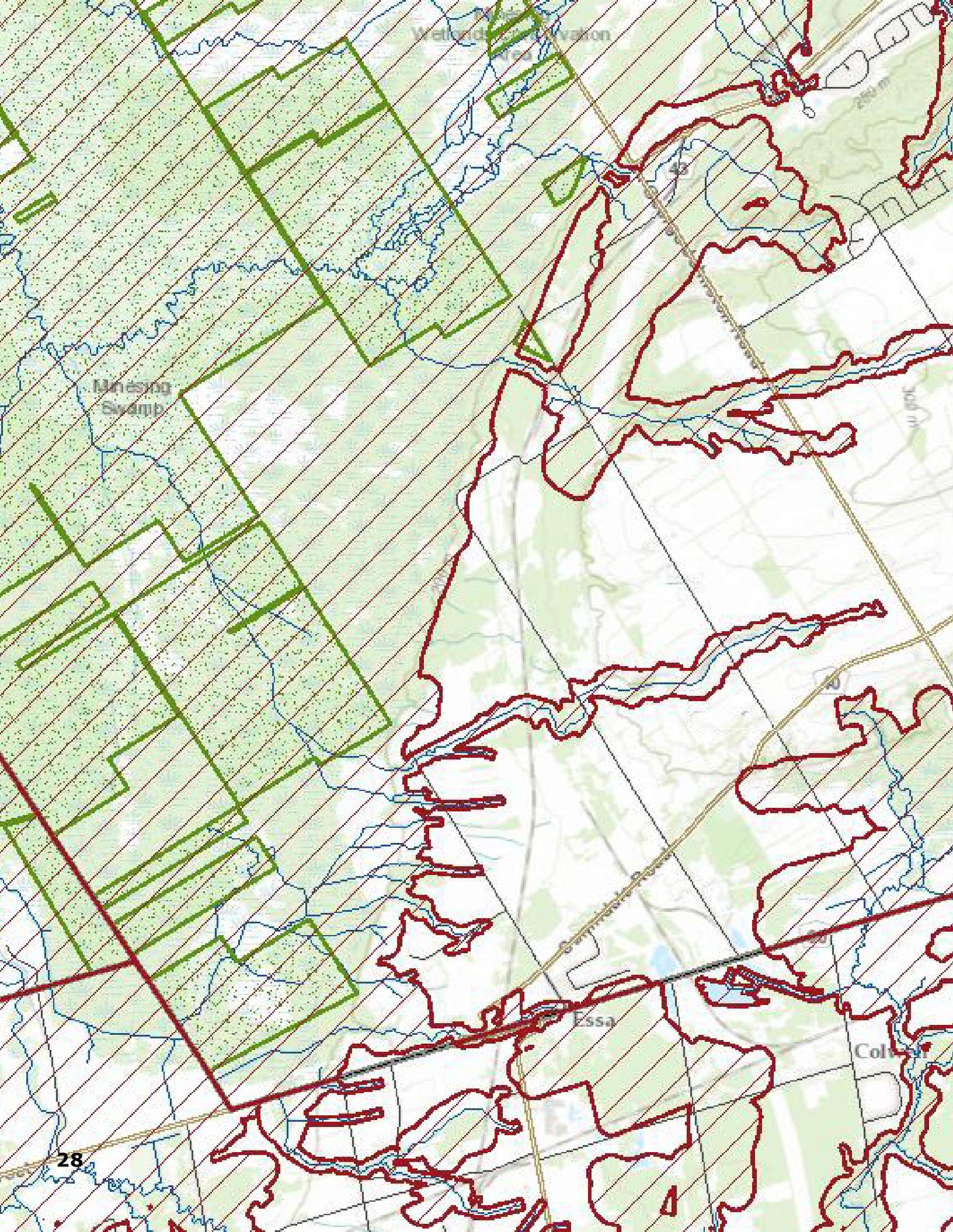
- Updated NVCA's website design and content, including creating online registration forms.
- Provided support in the transition to the updated *Conservation Authorities Act*.
- Improved social media presence through increased online engagement.
- Increased newsletter subscription numbers.
- Participated in the planning and attendance International Plowing Match in the Township of Amaranth.
- Began creating a corporate communications and engagement plan to increase visibility and understanding of NVCA throughout the Nottawasaga Watershed.
- Launched apparel sales for Tiffin and Nottawasaga Bluffs Conservation Areas to raise funds for conservation area maintenance.
- Worked with Watershed Science team to launch the 2023 Watershed Health Checks.
- Expanded video and photo library, designed graphics, brochures, reports and other materials to help promote programs.

## 2024 Focus

- Complete corporate communications and engagement plan to increase visibility and understanding of NVCA throughout the watershed.
- Continue to provide support in the transition to the updated *Conservation Authorities Act*.
- Continue to grow social media engagement and outreach.
- Continue to revamp more sections of NVCA's website.
- Continue to ensure AODA compliance with provincial standards.
- Improve NVCA's visibility throughout the watershed.

## Service Pressures

- Effectively reaching audiences in a watershed with changing population while keeping in mind the geographic, demographic and socio-economic span and diversity of the watershed.
- Rapid changes to how watershed residents consume information.
- Resources to be more visible in the watershed.



Wetland

Mining Swamp

Essa

Collins

28

# Information Services & Technology

**Category 1: \$416K / 3.7 FTEs**

**Category 2 & 3: \$0**

Geographic Information Systems (GIS) and Information Management is responsible for providing data integrity while managing a secure, reliable, and integrated information technology environment that aligns our business and strategic goals.

## 2023 Achievements

- Continued to develop of a Watershed Science data management platform that provides viewing, uploading and querying capabilities linked to the GIS system.
- Maintained and updated core datasets.
- Added new survey equipment and technology.
- Continued to carry out IT Infrastructure replacement strategy including large format equipment.
- Developed and explored new data platform.
- Managed data for Regulation mapping and planning department

## 2024 Focus

- Review of software and applications supporting NVCA service delivery including GIS mapping tools and resources.
- Core data management and modelling.
- Continued development of applications supporting NVCA operations.
- Replace IT infrastructure as per the Asset Management Strategy.

## Service Pressures

- Systems security is a constant threat that must be balanced with the costs to keep the network running smoothly and safely.
- Maintaining larger and more complex data holdings as the need for program support and analysis continues to increase. There has been a significant increase in provincial, municipal, and public expectations for information, data analysis tools and predictive modeling.
- As technology advances so does the need to bring the organization forward with innovative solutions.

## **Financial Management**

**Category 1: \$365K / 4.1 FTEs**

**Category 2 & 3: \$0**

Financial Management is responsible for all of our day-to-day financial operations, such as payroll and accounts payable/receivable. Other areas include budgeting, procurement, risk management, legal, quarterly and annual financial reporting, records management, reception, and freedom of information requests/reporting.

### **2023 Achievements**

- Processed Freedom of Information requests.
- Continued the paperless initiative to reduce our environmental impact.
- Produced clean 2022 Audit.
- Created and finalized new budget template to match new Provincial regulations.

### **2024 Focus**

- Monitor effectiveness of new budget template and make amendments as required for the 2025 budget.
- Ensure clean 2023 audit.

### **Service Pressures**

- Budget pressures to minimize levy requirements from member municipalities while still achieving integrated watershed management plan activities.
- Financial management requires continued compliance with changing external legislation for reporting, payroll and tax.





## **Human Resources**

**Category 1: \$70K / 0.45 FTEs**

**Category 2 & 3: \$0**

Responsible for the effective management of people in the organization through the provision of services such as staff recruitment, health and safety, diversity, inclusion and accessibility, employee learning and development, benefit and insurance administration and performance management.

### **2023 Achievements**

- Followed human resources management best practices through connections with other conservation authorities and municipalities.
- Updated or created employment policies as required.
- Completed recruitment as required.

### **2024 Focus**

- Respond to unknown and emerging recruitment needs and challenges.
- Review and update employment policies.

### **Service Pressures**

- Finding talent to replace positions in current labour market.
- Continuing to respond to matters resulting from the Provincial government's review of municipalities and conservation authorities.



## **Governance**

**Category 1: \$368K / 2.25 FTEs**

**Category 2 & 3: \$0**

The Chief Administrative Officer (CAO) provides expert knowledge, strategic advice and recommendations to the Board of Directors with regard to policy, program and budget decisions. The CAO also provides operational leadership to staff, guiding and influencing processes, decisions and implementation, with the goal of advancing NVCA's mission.

The Governance Team supports Board Member decision making and leadership by promoting and facilitating the participation of municipal members on the Board of Directors. NVCA staff provide timely professional support, information and recommendations, through meetings with members of the Board, who guide the NVCA into the future.

### **2023 Achievements**

- Efficiently and effectively managed water resources in the NVCA watershed for current and future generations through essential and integrated programs.
- Ensured the NVCA Board of Directors acts in the long-term best interests of the NVCA by providing an overarching perspective in managing strategic, structural, cultural, economic and technological changes while ensuring that new initiatives are well aligned with the NVCA's portfolio and abilities.
- Built new partnerships and new business models while continuing to develop relationships with existing partners such as businesses, watershed stakeholders.
- Completed Memorandums of Understanding with member municipalities related to the new Provincial legislation.
- 

### **2024 Focus**

- Continue to cultivate partnerships with the private sector, watershed municipalities, ENGOs and provincial and federal governments to ensure the NVCA continues to implement programs and services.
- Continue to lead and advocate for innovative approaches and projects to support the Integrated Watershed Management Plan.

### **Service Pressures**

- Regulatory and mandated changes to conservation authority programs and services.



**Nottawasaga Valley Conservation Authority**

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Member of



Conservation  
ONTARIO

## Nottawasaga Valley Conservation Authority Proposed 2024 Budget

**Consolidated**

From Division 110 Reforestation - Category 2 & 3  
To Division 110 Reforestation - Category 2 & 3

	BUDGET 2023	BUDGET 2024	\$ CHANGE
<b>REVENUE:</b>			
Municipal Levy	79,469.43	78,678.99	(790.44)
Municipal Grants	13,000.00	14,250.00	1,250.00
Contributions	255,000.00	295,000.00	40,000.00
Federal Sources	5,000.00	-	(5,000.00)
User Fees	69,000.00	39,000.00	(30,000.00)
TOTAL REVENUE	421,469.43	426,928.99	5,459.56
<b>EXPENSES:</b>			
Wages and Interprogram Charges	135,699.98	145,346.91	9,646.93
	135,699.98	145,346.91	9,646.93
Other Interprogram Charges			
Cost Recovery	39,119.45	38,932.07	(187.38)
	39,119.45	38,932.07	(187.38)
Other Expenses			
Staff Cost	300.00	300.00	-
Memberships/Professional Dues	750.00	750.00	-
Materials & Supplies - General	6,000.00	6,000.00	-
Materials & Supplies - Cost of Trees	114,000.00	110,000.00	(4,000.00)
Equipment Costs	500.00	500.00	-
Consultants	125,000.00	125,000.00	-
Uniform Expense	100.00	100.00	-
	246,650.00	242,650.00	(4,000.00)
TOTAL EXPENSES	421,469.43	426,928.98	5,459.55
SURPLUS (DEFICIT)	-	0.00	0.00

## Nottawasaga Valley Conservation Authority Proposed 2024 Budget

**Consolidated**

From Division	120	Stewardship - Category 1
To Division	120	Stewardship - Category 1

	BUDGET 2023	BUDGET 2024	\$ CHANGE
<b>REVENUE:</b>			
Municipal Levy	95,629.84	78,888.77	(16,741.07)
Municipal Grants	2,000.00	2,000.00	-
Contributions	30,000.00	40,000.00	10,000.00
Federal Sources	6,000.00	15,000.00	9,000.00
User Fees	5,000.00	5,000.00	-
TOTAL REVENUE	138,629.84	140,888.77	2,258.93
<b>EXPENSES:</b>			
Wages and Interprogram Charges	87,849.82	92,677.49	4,827.67
	87,849.82	92,677.49	4,827.67
Other Interprogram Charges			
Cost Recovery	32,230.02	27,661.28	(4,568.74)
	32,230.02	27,661.28	(4,568.74)
Other Expenses			
Staff Cost	800.00	800.00	-
Materials & Supplies - General	16,000.00	18,000.00	2,000.00
Uniform Expense	150.00	150.00	-
Advertisement and Communications	1,600.00	1,600.00	-
	18,550.00	20,550.00	2,000.00
TOTAL EXPENSES	138,629.84	140,888.77	2,258.93
SURPLUS (DEFICIT)	(0.00)	-	0.00

## Nottawasaga Valley Conservation Authority Proposed 2024 Budget

**Consolidated**

From Division	121	Stewardship - Category 2 & 3
To Division	121	Stewardship - Category 2 & 3

	BUDGET 2023	BUDGET 2024	\$ CHANGE
<b>REVENUE:</b>			
Municipal Levy	84,456.02	81,766.20	(2,689.82)
Provincial Grants	30,000.00	-	(30,000.00)
Municipal Grants	18,000.00	18,000.00	-
Contributions	320,000.00	410,000.00	90,000.00
Federal Sources	90,000.00	115,000.00	25,000.00
User Fees	15,000.00	15,000.00	-
TOTAL REVENUE	557,456.02	639,766.20	82,310.18
<b>EXPENSES:</b>			
Wages and Interprogram Charges	293,490.27	309,624.15	16,133.88
	293,490.27	309,624.15	16,133.88
Other Interprogram Charges			
Cost Recovery	35,965.75	30,692.05	(5,273.70)
	35,965.75	30,692.05	(5,273.70)
Other Expenses			
Materials & Supplies - General	228,000.00	299,450.00	71,450.00
	228,000.00	299,450.00	71,450.00
TOTAL EXPENSES	557,456.02	639,766.20	82,310.18
SURPLUS (DEFICIT)	-	-	-

## Nottawasaga Valley Conservation Authority Proposed 2024 Budget

**Consolidated**

From Division 150 Conservation Lands - Category 1  
To Division 150 Conservation Lands - Category 1

	BUDGET 2023	BUDGET 2024	\$ CHANGE
<b>REVENUE:</b>			
Municipal Levy	144,731.96	184,328.24	39,596.28
Provincial Grants	2,000.00	2,000.00	-
Contributions	3,150.00	2,150.00	(1,000.00)
User Fees	34,300.00	34,300.00	-
Capital Reserves	-	6,500.00	6,500.00
TOTAL REVENUE	184,181.96	229,278.24	45,096.28
<b>EXPENSES:</b>			
Wages and Interprogram Charges	97,888.98	131,623.78	33,734.80
	97,888.98	131,623.78	33,734.80
Other Interprogram Charges			
Cost Recovery	48,132.99	52,474.47	4,341.48
	48,132.99	52,474.47	4,341.48
Other Expenses			
Staff Cost	400.00	400.00	-
Materials & Supplies - General	9,000.00	10,500.00	1,500.00
Legal	1,000.00	1,000.00	-
Insurance	12,000.00	12,800.00	800.00
Taxes	16,060.00	16,060.00	-
Interest and Bank Charges	3,500.00	3,500.00	-
Maintenance Expenses	1,500.00	1,500.00	-
Advertisement and Communications	2,000.00	2,000.00	-
Capital Asset Purchases	-	5,000.00	5,000.00
	45,460.00	52,760.00	7,300.00
TOTAL EXPENSES	191,481.97	236,858.25	45,376.28
SURPLUS (DEFICIT)	(7,300.00)	(7,580.01)	(280.01)

## Nottawasaga Valley Conservation Authority Proposed 2024 Budget

**Consolidated**

From Division 151 Conservation Lands - Category 2 & 3  
To Division 151 Conservation Lands - Category 2 & 3

	BUDGET 2023	BUDGET 2024	\$ CHANGE
<b>REVENUE:</b>			
Municipal Levy	6,392.87	12,063.50	5,670.63
Provincial Grants	500.00	500.00	-
Contributions	1,850.00	2,130.00	280.00
User Fees	32,140.00	33,140.00	1,000.00
Operational Reserves	(9,800.00)	(9,800.00)	-
TOTAL REVENUE	31,082.87	38,033.50	6,950.63
<b>EXPENSES:</b>			
Wages and Interprogram Charges	20,049.55	26,732.80	6,683.25
	20,049.55	26,732.80	6,683.25
Other Interprogram Charges			
Cost Recovery	2,533.32	2,520.70	(12.62)
	2,533.32	2,520.70	(12.62)
Other Expenses			
Materials & Supplies - General	1,000.00	1,000.00	-
Hydo	200.00	200.00	-
	1,200.00	1,200.00	-
TOTAL EXPENSES	23,782.87	30,453.50	6,670.63
SURPLUS (DEFICIT)	7,300.00	7,580.00	280.00

## Nottawasaga Valley Conservation Authority Proposed 2024 Budget

**Consolidated**

From Division 310 Planning - Category 1  
To Division 310 Planning - Category 1

	BUDGET 2023	BUDGET 2024	\$ CHANGE
<b>REVENUE:</b>			
Municipal Levy	462,611.44	688,180.13	225,568.69
User Fees	1,115,500.00	1,260,500.00	145,000.00
TOTAL REVENUE	1,578,111.44	1,948,680.13	370,568.69
<b>EXPENSES:</b>			
Wages and Interprogram Charges	1,299,749.81	1,671,827.69	372,077.88
	1,299,749.81	1,671,827.69	372,077.88
Other Interprogram Charges			
Cost Recovery	191,761.63	187,252.45	(4,509.18)
	191,761.63	187,252.45	(4,509.18)
Other Expenses			
Staff Cost	500.00	500.00	-
Memberships/Professional Dues	4,600.00	4,600.00	-
Materials & Supplies - General	500.00	500.00	-
Legal	20,000.00	20,000.00	-
Consultants	2,500.00	5,500.00	3,000.00
Insurance	57,500.00	57,500.00	-
Office Expenses	500.00	500.00	-
Bad Dept Expense	500.00	500.00	-
	86,600.00	89,600.00	3,000.00
TOTAL EXPENSES	1,578,111.44	1,948,680.14	370,568.70
SURPLUS (DEFICIT)	-	(0.00)	(0.00)

## Nottawasaga Valley Conservation Authority Proposed 2024 Budget

**Consolidated**

From Division 410 GIS/Tech Support - Category 1  
To Division 410 GIS/Tech Support - Category 1

	BUDGET 2023	BUDGET 2024	\$ CHANGE
<b>REVENUE:</b>			
Municipal Levy	364,850.32	398,702.90	33,852.58
User Fees	12,500.00	12,500.00	-
Use of Reserves*	31,800.00	44,800.00	13,000.00
TOTAL REVENUE	409,150.32	456,002.90	46,852.58
<b>EXPENSES:</b>			
Wages and Interprogram Charges	364,850.32	398,702.90	33,852.58
	364,850.32	398,702.90	33,852.58
Other Interprogram Charges			
Cost Recovery	(10,600.00)	(10,600.00)	-
	(10,600.00)	(10,600.00)	-
Other Expenses			
Staff Cost	100.00	100.00	-
Materials & Supplies - General	27,000.00	27,000.00	-
Consultants	1,000.00	1,000.00	-
Capital Asset Purchases	26,800.00	39,800.00	13,000.00
	54,900.00	67,900.00	13,000.00
TOTAL EXPENSES	409,150.32	456,002.90	46,852.58
SURPLUS (DEFICIT)	-	-	-

\* Use of Reserves is broken down as:  
    \$5,000 - Operational  
    \$39,800 - Capital

## Nottawasaga Valley Conservation Authority Proposed 2024 Budget

**Consolidated**

From Division 420 Watershed Science - Category 1  
To Division 420 Watershed Science - Category 1

	BUDGET 2023	BUDGET 2024	\$ CHANGE
<b>REVENUE:</b>			
Municipal Levy	128,252.86	125,215.00	(3,037.86)
Provincial Grants	195,000.00	195,000.00	-
Capital Reserves	99,500.00	24,000.00	(75,500.00)
TOTAL REVENUE	422,752.86	344,215.00	(78,537.86)
<b>EXPENSES:</b>			
Wages and Interprogram Charges	250,825.81	252,452.59	1,626.78
	250,825.81	252,452.59	1,626.78
Other Interprogram Charges			
Cost Recovery	60,527.05	55,662.41	(4,864.64)
	60,527.05	55,662.41	(4,864.64)
Other Expenses			
Staff Cost	2,500.00	2,500.00	-
Memberships/Professional Dues	1,000.00	1,000.00	-
Materials & Supplies - General	6,500.00	6,500.00	-
Insurance	1,900.00	2,100.00	200.00
Maintenance Expenses	3,000.00	-	(3,000.00)
Capital Asset Purchases	96,500.00	24,000.00	(72,500.00)
	111,400.00	36,100.00	(75,300.00)
TOTAL EXPENSES	422,752.86	344,215.00	(78,537.86)
SURPLUS (DEFICIT)	-	-	-

## Nottawasaga Valley Conservation Authority Proposed 2024 Budget

**Consolidated**

From Division 421 Watershed Science - Category 2 & 3  
To Division 421 Watershed Science - Category 2 & 3

	BUDGET 2023	BUDGET 2024	\$ CHANGE
<b>REVENUE:</b>			
Municipal Levy	114,360.27	122,849.38	8,489.11
Municipal Grants	41,000.00	41,000.00	-
User Fees	1,000.00	6,000.00	5,000.00
Capital Reserves	-	50,970.00	50,970.00
TOTAL REVENUE	156,360.27	220,819.38	64,459.11
<b>EXPENSES:</b>			
Wages and Interprogram Charges	135,972.70	153,888.84	17,916.14
	135,972.70	153,888.84	17,916.14
Other Interprogram Charges			
Cost Recovery	15,387.57	13,460.54	(1,927.03)
	15,387.57	13,460.54	(1,927.03)
Other Expenses			
Consultants	5,000.00	2,500.00	(2,500.00)
Capital Asset Purchases	-	50,970.00	50,970.00
	5,000.00	53,470.00	48,470.00
TOTAL EXPENSES	156,360.27	220,819.38	64,459.11
SURPLUS (DEFICIT)	-	-	-

## Nottawasaga Valley Conservation Authority Proposed 2024 Budget

**Consolidated**

From Division 430 Flood Control Structures - Category 1  
To Division 442 4.8 Administration

	BUDGET 2023	BUDGET 2024	\$ CHANGE
<b>REVENUE:</b>			
Municipal Levy	225,623.42	232,771.51	7,148.09
Provincial Grants	97,307.00	97,307.00	-
Municipal Grants	2,000.00	2,000.00	-
Capital Reserves	100,000.00	153,000.00	53,000.00
TOTAL REVENUE	424,930.42	485,078.51	60,148.09
<b>EXPENSES:</b>			
Wages and Interprogram Charges	246,204.97	259,190.41	12,985.44
	246,204.97	259,190.41	12,985.44
Other Interprogram Charges			
Corp Fleet Charge	10,160.28	11,629.03	1,468.75
Cost Recovery	32,765.17	25,459.07	(7,306.10)
	42,925.45	37,088.10	(5,837.35)
Other Expenses			
Materials & Supplies - General	107,000.00	157,000.00	50,000.00
Insurance	12,600.00	12,600.00	-
Taxes	1,200.00	1,200.00	-
Capital Asset Purchases	15,000.00	18,000.00	3,000.00
	135,800.00	188,800.00	53,000.00
TOTAL EXPENSES	424,930.42	485,078.51	60,148.09
SURPLUS (DEFICIT)	0.00	-	(0.00)

## Nottawasaga Valley Conservation Authority Proposed 2024 Budget

**Consolidated**

From Division 443 Engineering Projects - Category 2 & 3  
To Division 443 Engineering Projects - Category 2 & 3

	BUDGET 2023	BUDGET 2024	\$ CHANGE
<b>REVENUE:</b>			
Municipal Grants	27,800.00	27,800.00	-
TOTAL REVENUE	27,800.00	27,800.00	-
<b>EXPENSES:</b>			
Wages and Interprogram Charges	21,967.16	22,940.13	972.97
	21,967.16	22,940.13	972.97
Other Interprogram Charges	-	-	-
Other Expenses			
Materials & Supplies - General	5,832.84	4,859.87	(972.97)
	5,832.84	4,859.87	(972.97)
TOTAL EXPENSES	27,800.00	27,800.00	-
SURPLUS (DEFICIT)	-	-	-

## Nottawasaga Valley Conservation Authority Proposed 2024 Budget

**Consolidated**

From Division 630 Tiffin Education - Category 2 & 3  
To Division 630 Tiffin Education - Category 2 & 3

	BUDGET 2023	BUDGET 2024	\$ CHANGE
<b>REVENUE:</b>			
Municipal Levy	8,777.72	16,295.57	7,517.85
Contributions	8,000.00	8,000.00	-
Federal Sources	3,000.00	10,000.00	7,000.00
User Fees	214,000.00	285,000.00	71,000.00
TOTAL REVENUE	233,777.72	319,295.57	85,517.85
<b>EXPENSES:</b>			
Wages and Interprogram Charges	189,789.76	274,291.25	84,501.49
	189,789.76	274,291.25	84,501.49
Other Interprogram Charges			
Cost Recovery	38,487.96	39,504.32	1,016.36
	38,487.96	39,504.32	1,016.36
Other Expenses			
Memberships/Professional Dues	500.00	500.00	-
Materials & Supplies - General	5,000.00	5,000.00	-
	5,500.00	5,500.00	-
TOTAL EXPENSES	233,777.72	319,295.57	85,517.85
SURPLUS (DEFICIT)	-	-	-

## Nottawasaga Valley Conservation Authority Proposed 2024 Budget

**Consolidated**

From Division 650 Workshop,Vehicle&Equip - Category 1  
To Division 650 Workshop,Vehicle&Equip - Category 1

	BUDGET 2023	BUDGET 2024	\$ CHANGE
<b>REVENUE:</b>			
Capital Reserves	37,500.00	176,400.00	138,900.00
TOTAL REVENUE	37,500.00	176,400.00	138,900.00
<b>EXPENSES:</b>			
Wages and Interprogram Charges	84,846.73	101,529.02	16,682.29
	84,846.73	101,529.02	16,682.29
Other Interprogram Charges			
Cost Recovery	(145,146.73)	(166,129.02)	(20,982.29)
	(145,146.73)	(166,129.02)	(20,982.29)
Other Expenses			
Materials & Supplies - General	1,000.00	1,500.00	500.00
Equipment Costs	500.00	-	(500.00)
Insurance	10,800.00	10,800.00	-
Hydo	2,300.00	2,300.00	-
Heat	2,500.00	2,500.00	-
Maintenance Expenses	20,750.00	25,150.00	4,400.00
Uniform Expense	250.00	250.00	-
Gas & Oil	22,200.00	24,500.00	2,300.00
Capital Asset Purchases	37,500.00	174,000.00	136,500.00
	97,800.00	241,000.00	143,200.00
TOTAL EXPENSES	37,500.00	176,400.00	138,900.00
SURPLUS (DEFICIT)	0.00	-	(0.00)

## Nottawasaga Valley Conservation Authority Proposed 2024 Budget

**Consolidated**

From Division 660 Office Infrastructure - Category 1  
To Division 660 Office Infrastructure - Category 1

	BUDGET 2023	BUDGET 2024	\$ CHANGE
<b>REVENUE:</b>			
TOTAL REVENUE	-	-	-
<b>EXPENSES:</b>			
Other Interprogram Charges Cost Recovery	(146,400.00)	(143,900.00)	2,500.00
	(146,400.00)	(143,900.00)	2,500.00
Other Expenses			
Materials & Supplies - General	3,000.00	3,000.00	-
Equipment Costs	7,000.00	7,000.00	-
Insurance	53,800.00	53,800.00	-
Taxes	1,100.00	1,100.00	-
Hydo	25,000.00	26,000.00	1,000.00
Telephone	18,000.00	16,000.00	(2,000.00)
Office Expenses	15,500.00	14,000.00	(1,500.00)
Maintenance Expenses	6,000.00	6,000.00	-
Leases	12,000.00	12,000.00	-
Internet Access	5,000.00	5,000.00	-
	146,400.00	143,900.00	(2,500.00)
TOTAL EXPENSES	-	-	-
<b>SURPLUS (DEFICIT)</b>	-	-	-

## Nottawasaga Valley Conservation Authority Proposed 2024 Budget

**Consolidated**

From Division 661 Tiffin CA & Maintenance - Category 1  
To Division 661 Tiffin CA & Maintenance - Category 1

	BUDGET 2023	BUDGET 2024	\$ CHANGE
<b>REVENUE:</b>			
Municipal Levy	175,351.61	179,908.83	4,557.22
Contributions	25,500.00	-	(25,500.00)
User Fees	9,000.00	9,000.00	-
Capital Reserves	9,500.00	21,000.00	11,500.00
TOTAL REVENUE	219,351.61	209,908.83	(9,442.78)
<b>EXPENSES:</b>			
Wages and Interprogram Charges	147,366.58	131,877.24	(15,489.34)
	147,366.58	131,877.24	(15,489.34)
Other Interprogram Charges			
Cost Recovery	31,785.03	24,031.59	(7,753.44)
	31,785.03	24,031.59	(7,753.44)
Other Expenses			
Materials & Supplies - General	12,200.00	10,700.00	(1,500.00)
Equipment Costs	1,000.00	1,000.00	-
Insurance	1,300.00	1,400.00	100.00
Taxes	500.00	500.00	-
Maintenance Expenses	18,400.00	20,600.00	2,200.00
Advertisement and Communications	1,000.00	1,000.00	-
Waste Services	2,800.00	2,800.00	-
Capital Asset Purchases	3,000.00	16,000.00	13,000.00
	40,200.00	54,000.00	13,800.00
TOTAL EXPENSES	219,351.61	209,908.83	(9,442.78)
SURPLUS (DEFICIT)	-	-	-

## Nottawasaga Valley Conservation Authority Proposed 2024 Budget

**Consolidated**

From Division  
To Division

662 Tiffin CA & Maintenance - Category 2 & 3  
662 Tiffin CA & Maintenance - Category 2 & 3

	BUDGET 2023	BUDGET 2024	\$ CHANGE
<b>REVENUE:</b>			
Municipal Levy	38,429.16	17,289.04	(21,140.12)
User Fees	167,600.00	167,600.00	-
Capital Reserves	-	1,000.00	1,000.00
TOTAL REVENUE	206,029.16	185,889.04	(20,140.12)
<b>EXPENSES:</b>			
Wages and Interprogram Charges	168,838.65	153,640.00	(15,198.65)
	168,838.65	153,640.00	(15,198.65)
Other Interprogram Charges			
Cost Recovery	24,090.51	18,149.04	(5,941.47)
	24,090.51	18,149.04	(5,941.47)
Other Expenses			
Materials & Supplies - General	10,800.00	10,800.00	-
Maintenance Expenses	2,300.00	2,300.00	-
Capital Asset Purchases	-	1,000.00	1,000.00
	13,100.00	14,100.00	1,000.00
TOTAL EXPENSES	206,029.16	185,889.04	(20,140.12)
SURPLUS (DEFICIT)	-	-	-

## Nottawasaga Valley Conservation Authority Proposed 2024 Budget

**Consolidated**

From Division 670 Corporate Governance - Category 1  
To Division 670 Corporate Governance - Category 1

	BUDGET 2023	BUDGET 2024	\$ CHANGE
<b>REVENUE:</b>			
Municipal Levy	303,186.84	368,069.36	64,882.52
Operational Reserves	41,880.49	-	(41,880.49)
TOTAL REVENUE	345,067.33	368,069.36	23,002.03
<b>EXPENSES:</b>			
Wages and Interprogram Charges	349,567.33	368,069.36	18,502.03
	349,567.33	368,069.36	18,502.03
Other Interprogram Charges			
Cost Recovery	(60,800.00)	(52,800.00)	8,000.00
	(60,800.00)	(52,800.00)	8,000.00
Other Expenses			
Memberships/Professional Dues	38,500.00	36,000.00	(2,500.00)
Education and Training	2,500.00	2,500.00	-
Materials & Supplies - General	3,500.00	3,500.00	-
Transportation Costs	7,000.00	6,000.00	(1,000.00)
Insurance	4,800.00	4,800.00	-
	56,300.00	52,800.00	(3,500.00)
TOTAL EXPENSES	345,067.33	368,069.36	23,002.03
SURPLUS (DEFICIT)	-	-	-

## Nottawasaga Valley Conservation Authority Proposed 2024 Budget

**Consolidated**

From Division 680 Corporate Administration - Category 1  
To Division 680 Corporate Administration - Category 1

	BUDGET 2023	BUDGET 2024	\$ CHANGE
<b>REVENUE:</b>			
Municipal Levy	517,637.98	600,292.84	82,654.86
Investment Income	50,000.00	100,000.00	50,000.00
TOTAL REVENUE	567,637.98	700,292.84	132,654.86
<b>EXPENSES:</b>			
Wages and Interprogram Charges	517,637.98	600,292.84	82,654.86
	517,637.98	600,292.84	82,654.86
Other Interprogram Charges			
Cost Recovery	(200,000.00)	(154,000.00)	46,000.00
	(200,000.00)	(154,000.00)	46,000.00
Other Expenses			
Staff Cost	6,000.00	6,000.00	-
Memberships/Professional Dues	4,000.00	4,000.00	-
Education and Training	29,000.00	29,000.00	-
Materials & Supplies - General	17,500.00	16,000.00	(1,500.00)
Legal	1,000.00	1,000.00	-
Consultants	2,000.00	2,000.00	-
Audit Fees	20,000.00	20,500.00	500.00
Interest and Bank Charges	30,000.00	35,000.00	5,000.00
Uniform Expense	6,000.00	6,000.00	-
Advertisement and Communications	14,500.00	14,500.00	-
Transfer to Reserves	120,000.00	120,000.00	-
	250,000.00	254,000.00	4,000.00
TOTAL EXPENSES	567,637.98	700,292.84	132,654.86
SURPLUS (DEFICIT)	-	-	-



Staff Report: 39-08-23-BOD

Date: 22/09/2023

To: Chair and Members of the Board of Directors

From: Taryn Arsenault, Flood Operations Field Specialist

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**SUBJECT: Pretty River Dyke Maintenance – WECl Funding Update**

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**Recommendation**

**RESOLVED THAT: The Board of Directors receive Staff Report No. 39-08-23-BOD for information; and,**

**FURTHER THAT: The Board of Directors approve a contract with Wind Whistle Landscaping, replacing Jim Collis, for an upset limit of \$99,755.00.**

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Purpose of the Staff Report

The purpose of this Staff Report is to provide a project update to the Board of Directors for the Pretty River Dyke Maintenance project and funding needs.

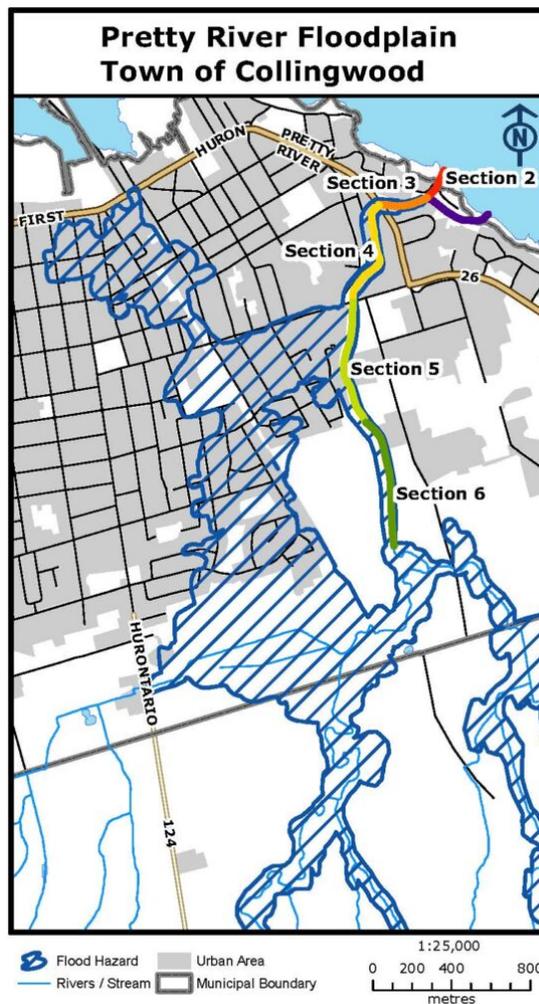
Background

The Pretty River Dyke is a flood conveyance structure through the Town of Collingwood approximately 2.1 kilometres in length that was built in the 1970's in response to historic flooding that occurred in the surrounding urban areas. The floodway provides flood risk reduction to surrounding areas and is primarily owned by the NVCA. The floodway is currently generally in good visual condition but is generally lined with dense shrubs and trees.

Recent draft hydraulic update work completed for the Town of Collingwood identified that major vegetation removal works are needed within the floodway

upstream of Hume Street to reduce channel roughness and improve hydraulic capacity, reducing potential spills from the floodway during the Timmins Storm. This project aims to complete the required work to address this recommendation and to support the long-term function of the floodway. The Project Plan includes the following tasks:

1. Communication Plan: inform the community in and around the Pretty River Dyke of the upcoming maintenance work.
2. Phase One: remove small woody material such as smaller trees and large shrubs along the slope of the dyke. Lower shrubs such as dogwoods and willows along the edge of the water will not be removed.
3. Phase Two: inventory and assess the larger trees and shrubs and develop a plan to selectively remove those that are compromising the flood capacity of the Pretty River Dyke.



Pretty River Dyke WECl Funding Update  
 Staff Report No. 39-08-23-BOD

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The Communication Plan was completed in 2021. The implementation of Phases One and Two will be completed by dividing the Dyke into six (6) sections. Phase One was initiated in 2021 with Sections 5 and 6 being cleared of small woody material. There is still small woody material to be cleared in Section 4 in Fall 2023, pending funding approval. Phase Two has been started, with the NVCA's consulting arborist's report submitted August 2023 identifying which trees need to be removed.

The NVCA made an application to the Water and Erosion Control Infrastructure (WECl) program administered by the Ministry of Northern Development, Mines, Natural Resources and Forestry (NDMNRf) for funding to support this project in the amount of \$230,000 (50% WECl, 50% Local (Collingwood/NVCA)). This value was determined by using contributions from the Town of Collingwood (\$111,438.00) and the NVCA Capital Asset Management program (\$3,562.00); with local funding totaling \$115,000 and, therefore, matching funding from WECl in the amount of \$115,000. This application was successful with the stipulation that funds be used, specifically, between April 1, 2022 and March 31, 2023. In December 2022 the WECl funding was reduced to \$107,000 after discussions with NVCA staff and reviewing the project cost projections for 2023.

A summary of the project for the 2022-23 season (April 1, 2022 to March 31, 2023) was as follows:

		<b>Collingwood &amp; NVCA</b>	<b>WECl</b>
<b>AVAILABLE FUNDS</b>		\$ 115,000.00	\$ 107,000.00
<b>EXPENSES</b>			
Jim Collis – Section 5 & 6 brush removal (completed)	\$ 100,727.14		
Arborist Steve Mann – Tree Inventory (completed)	\$ 5,393.28		
NVCA staff time	\$ 8,100.00		
Wind Whistle Landscaping – Section 4 brush removal & select tree removal (to be completed Fall 2023)	\$ 99,775.00		
	\$213,995.42	\$106,997.71	\$106,997.71

The preferred contractor, Jim Collis, retired in January 2023. Mr. Collis has worked closely with David Jenkins at Wind Whistle Landscaping and proposes to serve as a Consultant (part-time) for Wind Whistle Landscaping to complete Section 4. It is also proposed to use most of Mr. Collis' crew to complete the project. Accordingly, NVCA Engineering would like to engage Wind Whistle Landscaping for the upset limit of \$99,775.00 for Section 4 brush removal and tree removal, pending the continued availability of Collingwood and WECl funding.

### Issues/Analysis

Large parts of Collingwood are currently regulated for flooding as a result of the mapped Pretty River spill area. While ongoing hydrology and hydraulic work may refine these flood extents, it was identified that vegetation clearing would reduce the amount of flood spill and ultimately enable the elimination of spills through grading changes upstream. NVCA staff are proposing non-structural flood mitigation works including vegetation removal on the Pretty River Dyke through Collingwood. It is anticipated that these works will significantly reduce the size of the flood hazard through the downtown.

### Relevance to Authority Policy/Mandate

Section 20 of the Conservation Authorities Act defines our mandate. The province has delegated responsibilities to Conservation Authorities for Flood Forecasting and Warning as well as ensuring that development is protected from flooding under Section 28 of the Act. As landowner of the majority of the Pretty River Dyke floodway, the NVCA also has a responsibility to ensure that the floodway continues to function as intended.

### Impact on Authority Finances

The NVCA has contributed \$15,000 from the Capital Asset Management program (FFW-12-S-12). Some of the 2022 funds have already been spent leaving \$3,562.00 available for the remainder of 2023. The remaining project funds will be addressed through Town of Collingwood and WECl funding.

### Climate Change Implications

The NVCA assesses climate implications in all staff reports using the Clean Air Partnership's '[Municipal Climate Lens Tool](#)' to consider climate impacts or benefits associated with any project, program, or initiative. The following is a summary of the results.

<b>Municipal Climate Lens Tool</b>	<b>Results</b>
Mitigation	Project will not result in the production of green house gases
Temperature	Project can not be affected by temperature
Precipitation	Project can not be affected by precipitation

Reviewed by:  
*Original Signed by*  
Chris Hibberd  
Director, Watershed Management Services

Approved for submission by:  
*Original Signed by*  
Doug Hevenor  
Chief Administrative Officer



Staff Report: 40-08-23-BOD

Date: 22/09/2023

To: Chair and Members of the Board of Directors

From: Maria Leung  
Senior Communications Specialist

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**SUBJECT: Communications Report – August 12, 2023 – September 8, 2023**

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**Recommendation**

**RESOLVED THAT: Staff Report No. 40-08-23-BOD regarding NVCA Communications – August 12, 2023 – September 8, 2023, be received.**

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Purpose of the Staff Report

This staff report presents a summary of NVCA media coverage and public outreach during the period of August 12, 2023 – September 8, 2023.

The following outlines the communications and media coverage during the period.

1. Flood Messages

No flood messages were issued in this reporting period.

2. Media coverage of NVCA news releases

How land conservation helps reduce impacts from climate change

Title	Media Outlet	Date	Reference
GUEST COLUMN: Conservation key in climate-change fight	Orillia Matters	August 18, 2023	Mike Bacon, Manager, Lands and Operations

Title	Media Outlet	Date	Reference
GUEST COLUMN: Conservation key in climate-change fight	Aware Simcoe	August 18, 2023	Mike Bacon, Manager, Lands and Operations
GUEST COLUMN: Conservation key in climate-change fight	Barrie Today	August 18, 2023	Mike Bacon, Manager, Lands and Operations

Festival at Fort Willow looking for historic demonstrations, August 17, 2023

Title	Media Outlet	Date	Reference
'Connect with history in a truly immersive way': Utopia's Festival at Fort Willow bringing history alive, Sept. 29 and 30	Simcoe.com	August 22, 2023	Kyra Howes, Director, Conservation Services
Festival at Fort Willow looking for historic demonstrators	Barrie Today	August 24, 2023	Kyra Howes, Director, Conservation Services
Festival at Fort Willow looking for historic demonstrators	Bradford Today	August 24, 2023	Kyra Howes, Director, Conservation Services
Festival at Fort Willow looking for historic demonstrators	Collingwood Today	August 24, 2023	Kyra Howes, Director, Conservation Services
Festival at Fort Willow looking for participants	New Tecumseth Times	August 24, 2023	Kyra Howes, Director, Conservation Services
FOOTBALL, HIGH HEELS, THE FESTIVAL AT FORT WILLOW AND MORE!	Barrie 360	September 7, 2023	Kyra Howes, Director, Conservation Services

All other media releases can be found on [NVCA website under "News."](#)

### 3. Other Media Coverage

Title	Media Outlet	Date	Reference
'Eating a massive bill here': Barrie may spend 'millions' to curb flooding issues around Bear Creek wetland	Barrie Advance	August 16, 2023	
Tiffin Centre opens Flower Map for trail visitors	CTV Barrie	August 22, 2023	

DISCLAIMER: NVCA does not allege that the information provided in the media articles depicts accurate statements or testimonies on behalf of any individual named, and is not responsible for any misinterpretation of information or misquoted statement(s).

### 2. Other Communication/Media Outreach

- Ongoing – social media outreach (Facebook, Twitter, Instagram, LinkedIn)

### 3. Presentations/Displays/Key Events by NVCA staff

- August 29 – 31, 2023 – NVCA stewardship, and watershed science staff held a volunteer electrofishing day in Town of New Tecumseth, Town of Mono and the Township of Mulmur. The purpose was to measure the impacts of NVCA's river restoration projects.
- August 31, 2023 – NVCA launched new website
- September 1, 2023 – Camp Tiffin and Tiffin Nature Program (preschool education program) wrapped up for the summer

### Issues/Analysis

In August 2023, NVCA started a year-long partnership with Village Media. Village Media is the parent company of online news outlets such as Barrie Today, Orillia Matters, Collingwood Today. Staff will submit a monthly column to Village Media to share how NVCA's work in integrated watershed management helps contribute to healthier watershed.

This partnership benefits both Village Media and NVCA, as it will provide valuable and genuine content to the news outlets. In turn, readers are encouraged to grow an appreciation of how their local conservation authority and municipalities help improve water quality, manage flood and erosion, create more resilient habitats, grow economies through recreational opportunities, and better adapt to climate change.

The first column was submitted on August 11, 2023. Media coverage of this column is listed above.

All media coverage and public outreach/communications were positive with regard to NVCA work and programs.

There are no issues of concern at this time.

Impact on Authority Finances

Staff time to prepare this report is addressed in the 2023 budget.

Climate Change Implications

This staff report does not result in an increase in green house gases, temperature or precipitation exposure.

Reviewed by:  
*Original Signed by*  
Sheryl Flannagan  
Director, Corporate Services

Approved for submission by:  
*Original Signed by*  
Doug Hevenor  
Chief Administrative Officer

Attachment 1 – Media Clippings for the period

## 'Eating a massive bill here': Barrie may spend 'millions' to curb flooding issues around Bear Creek wetland

Long-term solution for Marta Crescent residents will require 'significant capital investment', senior city staffer says

August 16, 2023 by Chris Simon

Barrie Advance



The flooding of a backyard on Marta Crescent in Barrie. - City of Barrie photo

Dam it.

Barrie council approved a recommendation Aug. 16 to increase funding related to the construction of a temporary coffer dam dewatering initiative near [Bear Creek wetland](#).

The plan calls for an additional \$750,000 — \$350,000 on one-time capital works this year and \$400,000 in the draft 2024 operating budget for ongoing maintenance — to be spent to help protect nearly a dozen homes on [Marta Crescent](#) that were built about a decade ago.

Council previously committed \$150,000 to dam construction.

“Property owners on Marta have been reporting that the water in the wetland has been rising over the years,” Tom Reeve, water and wastewater planning senior project manager, said in a report to councillors. “The elevated level means there is now standing water in the backyards of some homes on Marta. Residents are concerned with this water from a safety, esthetic and enjoyment perspective.”

However, this may just be the start of spending.

“I want to make sure we’re going to see an actual flow of water out of here,” Mayor Alex Nuttall said. “This is going to cost a lot of money to fix, in the millions of dollars. If framed one way, there’s wetland creep into backyards. If framed the other way, there’s homes built on a wetland. This is a planning issue from a long time ago — something I probably voted on back in the day — that is costing a lot of money to the city and pain to the residents. We need to be wary of allowing development in places where it doesn’t look like it’s going to have a long-lasting plan. The city and taxpayers are eating a massive bill here.”

The short-term dam solution will isolate the backyards from the wetland and pump water out of the area. However, the Nottawasaga Valley Conservation Authority must grant permits before the work can begin.

There is “uncertainty” about whether that will happen, or if the proposed plan will work effectively, Reeve said.

“Due to the unknowns around a complex, natural system like a wetland, and the unique nature of the solution, there are some uncertainties around performance,” he said.

“Neither staff nor (a) consultant can estimate how long the initial pumping to dewater the area will take. Once constructed, this will require ongoing operations and maintenance. There will be the need for regular inspection and operation of the pumps to remove water that will continue to infiltrate into the area and that will accumulate after a rainfall.”

The problem area is east of Marta, north of Summerset Drive and west of Gore Drive.

Main drivers for the change include sediment carried from Ardagh Bluffs, which has filled in a portion of Henderson Creek, and the increasing prevalence of [phragmites](#) — an invasive grass, which has spread extensively and releases toxins at the root, hindering the growth of native plants.

City staff is looking into long-term solutions to restore the creek and minimize flooding issues on downstream properties, but those will “take many years and significant capital investment to implement,” Reeve said.

Staff will also be required to prepare a report on the initiative for the city's infrastructure community investment committee in about a year.

## **GUEST COLUMN: Conservation key in climate-change fight**

Land protected by conservation authority, including Minesing Wetlands, helps 'reduce the effects of a changing climate'

August 17, 2023 by Mike Bacon

Orillia Matters



1 / 3 The Minesing Wetlands are home to a diverse array of habitats. The mix of fen, marsh and swamp wetlands provides habitat for sensitive plants and animals, including a number of rare species and species at risk.

Photo supplied by the Nottawasaga Valley Conservation Authority



3 / 3 Sandhill cranes are shown in the Minesing Wetlands. Photo supplied by the Nottawasaga Valley Conservation Authority

Climate change is no longer a buzzword.

For decades, scientists from around the world have warned us about the effects of climate change. This warning started as a debate, and then turned into a buzzword and, in recent years, we have started to experience the real effects of climate change.

Heat records have been broken across the planet, extreme storm and weather events have increased in frequency and intensity, droughts and irregular weather patterns have put stress on water and agricultural production, smoke from unprecedented Canadian forest fires has travelled across the globe.

Locally, the Nottawasaga watershed has become a breeding ground for Lyme disease-carrying ticks.

While it may seem doom and gloom, the Nottawasaga Valley Conservation Authority (NVCA) is striving to do its part through land conservation to help reduce the effects of a changing climate.

Since 1960, NVCA has secured 5,240 hectares of mostly environmentally sensitive land within the Nottawasaga watershed. Initially, the purpose was to limit soil erosion in rivers and streams, and to protect lives and properties against flood hazards. These historic actions are now proving to have long-term, wide-ranging benefits.

Land protected by NVCA provides important natural infrastructure, habitat for wildlife and has incredible recreational opportunities.

Wetlands filter water, trap sediments and retain excess nutrients and pollutants such as heavy metals. During large rainstorms and spring snow melts, wetlands act as large sponges by absorbing and slowing flood water.

One important wetland in the watershed is the internationally recognized Minesing Wetlands. It spans more than 6,000 hectares and can provide 66 million cubic metres of storm flood water storage capacity. In other words, it can hold up to 26,400 Olympic-sized swimming pools of flood water, releasing it slowly, providing significant flood control to the surrounding areas.

In the spring, the flooded Minesing Wetlands provide a rest stop for tens of thousands of birds as they head to their more northerly breeding grounds. As land use changes throughout the region, these places are integral to the long-term preservation of these species.

Though Minesing Wetlands is NVCA's largest landholding, there are also

many forested communities that are protected. Between NVCA's properties and its partner agencies (including Ontario Parks, counties, and land trusts), more than 60,072 hectares of land is protected in the watershed.

Forests provide a wide range of benefits such as habitat for wildlife, carbon storage, and flood protection. We also look to forests to reduce air pollution and control local climates. Forests also provide ample recreational opportunities and can improve mental and physical health.

As the climate changes, habitat ranges for species are migrating either northward or upward in elevation to more suitable locations. Large, continuous ecosystems such as the Minesing Wetlands are more likely to have wider species diversity, which makes them more resilient to changes. These areas may also provide connectivity for species to move between one patch of habitat to another.

If you're interested in experiencing these benefits first-hand, look no further than the green spaces in your neighbourhood or the 11 conservation areas in the Nottawasaga watershed. Each of these protected areas provides a different opportunity and experience.

More information about NVCA's conservation areas can be found at [nvca.on.ca](http://nvca.on.ca).

*Mike Bacon is the manager of lands and operations with the Nottawasaga Valley Conservation Authority.*

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Aware Simcoe



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## Tiffin Centre opens Flower Map for trail visitors

August 22, 2023 by Cheryl Browne

CTV Barrie



*A newly released flower map, showing this 'round-lobed Hepatica' on the trails of the Tiffin Centre is now available. Aug. 22, 2023 (Courtesy: NVCA)*

Skipping through the Tiffin Centre's trails takes on a new meaning when visitors recognize what species they are admiring.

In a labour of love, the environmental education manager for the Nottawasaga Valley Conservation Authority (NVCA) has been making notations of where flowers are along the Tiffin trail for over a decade.

"I came up with the idea and started marking flowers on a map over 10 years ago," said Naomi Saunders. "I started in 2009, and we completed the map in 2021 and released it in 2022.

The guide showcases the uniqueness of 19 varieties of flowers and also sheds light on their historical and cultural significance through storytelling that includes biblical references or associations with early settlers.

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The guide showcases the uniqueness of 19 varieties of flowers and also sheds light on their historical and cultural significance through storytelling that includes biblical references or associations with early settlers.

It's also a mecca for pollinators as the majority of the plants are native species, she said.

So far, the feedback has been positive.

"We've received unsolicited messages saying 'Thanks so much' and 'Loved the flower map,'" Saunders said.

The guide is available online, and there are copies in the NVCA front office area for visitors. For more information on the Tiffin Centre, visit the [website](#).

**'Connect with history in a truly immersive way': Utopia's Festival at Fort Willow bringing history alive, Sept. 29 and 30**

Organizers seeking volunteers to help enhance annual festival at historic Utopia conservation area

August 22, 2023 by Brett Glover

Simcoe.com



*The Festival at Fort Willow, running on Sept. 29 and 30, promises to bring history alive through displays, demonstrations and live performances. - NVCA photo*

A two-day celebration of local history is returning to Utopia.

The Festival at [Fort Willow](#) is marking its annual return on Sept. 29 and 30 this year. The event gives visitors the opportunity to experience the history of the fort and surrounding area, travelling 200 years back in time, through demonstrations, displays and live performances, in an attempt to bring history to life and foster a deeper appreciation for the region's history.

Artisan crafts and food will be available for purchase, on a cash-only basis.

"The Festival at Fort Willow is a remarkable opportunity to connect with history in a truly immersive way," said Kyra Howes, director of conservation services at the [Nottawasaga Valley Conservation Authority](#) (NVCA), which is spearheading the event. "We are looking to emphasize what life was like for regular people around the turn of the 19th century. Military demonstrations will be part of the festival; these have always been a staple of the festival."

The [Historic Fort Willow Conservation Area](#) was used by Indigenous peoples for centuries, during the fur trade era, and by French explorers as part of a major transportation route known as the Nine Mile Portage.

The fort was also a strategically located supply depot during the War of 1812.

Festival organizers are also seeking volunteers to help pull off the event, by sharing expertise, demonstrating a craft and generally being part of an immersive experience that aims to bring the past to life.

For more information or to register for the event, contact Elise Barr-Klouman, NVCA event facilitator, at [ebarr-klouman@nvca.on.ca](mailto:ebarr-klouman@nvca.on.ca) or [705-424-1479](tel:705-424-1479), ext. 236.

## **Festival at Fort Willow looking for historic demonstrators**

'We are looking to emphasize what life was like for regular people around the turn of the 19th century,' says NVCA official

August 24, 2023

Barrie Today



*A re-enactor takes part in the Festival at Fort Willow at the local conservation area in Springwater Township in this 2022 file photo. Raymond Bowe/BarrieToday*

The Festival at Fort Willow is returning to Utopia and the event organizers need talent to join its cast of demonstrators.

Share your expertise, demonstrate your craft and be a part of an immersive experience that brings the past to life, says a news release. Whether you're well-versed in pre-European contact lifestyles, the Fur Trade era or the War of 1812, you are invited to apply and become a part the showcase.

"The Festival at Fort Willow is a remarkable opportunity to connect with history in a truly immersive way,"

said Kyra Howes, director of conservation services at Nottawasaga Valley Conservation Authority.

"We are looking to emphasize what life was like for regular people around the turn of the 19th century," she added. "Military demonstrations will be part of the festival; these have always been a staple of the festival."

With an education day on Friday, Sept. 29 and a public event on Saturday, Sept. 30, the festival is a two-day celebration of the history of Fort Willow and the surrounding area.

Visitors will have the opportunity to experience the past through engaging demonstrations, displays, and performances. The festival aims to bring history to life and foster a deeper appreciation for the region's history.

Festival organizers are also hoping to recruit volunteers. Volunteers will have the chance to experience the festival while engaging with visitors and helping to create unforgettable experiences.

The Historic Fort Willow Conservation Area was used for centuries by Indigenous people, during the Fur Trade and by French explorers as part of a major transportation route known as the Nine Mile Portage, the release said. It was also strategically located as a supply depot during the War of 1812.

Both Fort Willow and the Nine Mile Portage are provincial and national historic sites.

To register or for more information, contact Elise Barr-Klouman, event

facilitator with the NVCA, at [ebarrklouman@nvca.on.ca](mailto:ebarrklouman@nvca.on.ca) or 705-424-1479, ext. 236.

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## **Festival at Fort Willow looking for participants**

August 24, 2023 by Brian Lockhart  
New Tecumseth Times



The Nottawasaga Conservation Authority is looking for participants for the Festival at Fort Will.

The two-day celebration of the history of Fort Willow and the surrounding area is returning to Utopia on Sept. 29 and 30.

Visitors will have the opportunity to experience the past through engaging demonstrations, displays, and performances.

The festival aims to bring history to life and foster a deeper appreciation for the region's history.

You can be a part of the festival as they are looking for talented individuals and groups to join as demonstrators. You can share your expertise, demonstrate your craft, and be a part of the experience that brings the past to life. Whether you're well-versed in pre-European contact lifestyles, the fur trade era, or the War of 1812, you can apply and become a part of this historical showcase.

"The Festival at Fort Willow is a remarkable opportunity to connect with history in a truly immersive way," Said Kyra Howes, Director of Conservation Services at Nottawasaga Valley Conservation Authority. "We are looking to emphasize what life was like for regular people around the turn of the 19th century. Military demonstrations will be part of the festival. These have always been a staple of the festival."

Festival organizers also hope to recruit volunteers who want to help make the event a success. Volunteers will have the chance to experience the festival while engaging with visitors and helping to create unforgettable experiences.

The Historic Fort Willow Conservation Area was used for centuries by Indigenous Peoples, during the fur trade and by French explorers as part of a major transportation route known as the Nine Mile Portage. It was strategically located as a supply depot during the War of 1812. Both Fort Willow and the Nine Mile Portage are provincial and national historic sites.

The festival will take place on Friday, Sept. 29, with an education day and Saturday, Sept. 30, with a public event.

To register or for more information, contact Elise Barr-Klouman, event facilitator at NVCA, by e-mail at [ebarr-klouman@nvca.on.ca](mailto:ebarr-klouman@nvca.on.ca) or call 705-424-1479 ext. 236

## **FOOTBALL, HIGH HEELS, THE FESTIVAL AT FORT WILLOW AND MORE!**

September 7, 2023 by Marie Gagne

Barrie 360

Welcome to another edition of What Barrie's Talking About from Barrie 360! It's a big week with lots to talk about. What Barrie's Talking About is a weekly podcast that brings the local stories that impact you. News stories that you aren't used to hearing!

This week on the pod, we chat about We're so glad you joined us for the latest episode of What Barrie's Talking About.the annual Festival at Fort Willow, Walk A Mile In Her Shoes, and flag football for kids.

### **FESTIVAL AT FORT WILLOW**

Fort Willow is gearing up for its annual Festival where you can learn more about the Fort's role in the community. Our resident history buff, Ian McLennan, sat down with Kyra Howes, Director of Conservation Services with the Nottawasaga Valley Conservation Authority, to learn more about the event.

[Listen here](#)

### **2) WALK A MILE IN HER SHOES**

Walk A Mile In Her Shoes is back at the waterfront this weekend. During the walk, many of the men participating will wear a pair of high heels in support of the Women and Children's Shelter of Barrie. Deb James, Community Development Manager for the shelter chats with MJ about the event.

### **3) FLAG FOOTBALL FOR KIDS**

There's still time to get your kids signed up for Barrie's new flag football league, RISE Flag Football. Will Konken catches up with owner/operator Chris Cochrane to find out more about the game plan.

We're so glad you joined us for the latest episode of What Barrie's Talking About.

Stay up to date with everything in Barrie and listen to past episodes of What Barrie's Talking About.

*Office of the Mayor*

9 June 2023

VIA EMAIL

Hon. François-Philippe Champagne PC MP  
Minister of Innovation, Science and Economic Development  
Via email: [ministerofisi-ministredeisi@ised-isde.gc.ca](mailto:ministerofisi-ministredeisi@ised-isde.gc.ca)

Hon. Marie-Claude Bibeau PC MP  
Minister of Agriculture  
Via email: [Marie-Claude.Bibeau@parl.gc.ca](mailto:Marie-Claude.Bibeau@parl.gc.ca)

Dear Ministers:

On behalf of the Council of the Town of Bradford West Gwillimbury, we are writing to you pursuant to the enclosed motion to endorse the right-to-repair movement and to call on your government to expedite the promised consultations to enshrine this principle in consumer-protection law, with specific consultations and measures related to supporting the agricultural sector undertaken.

Right to Repair is a simple environmental and consumer protection measure: it ensures consumers are able to reasonably access repairs to electronic and other devices at a fair price, rather than creating a monopoly through technology companies only being able to repair their own products. This measure will also help reduce waste by combatting planned obsolescence, where companies make products that are only intended to last for a period of some years, and are not really repairable.

Further, farmers and growers are intimately familiar with the particular nuances of this issue when it comes to increasingly high-tech agricultural equipment. As the “soup and salad bowl of Canada”, Bradford West Gwillimbury is home to many farmers and growers, so we know firsthand how important an issue these consultations will be.

Our Council has shown in recent years that we are at the forefront of advocating for important environmental protections, including the Freshwater Action Fund, and we are grateful to our new Green Initiatives Committee for recommending this current piece of advocacy to protect the environment and consumers.

A copy of the motion is enclosed. We would be happy to meet with you or your representatives to discuss this further.

Sincerely yours,



James Leduc  
Mayor

CC:           John Barlow, MP Foothills  
               Rick Perkins, MP South Shore—St. Margarets  
               Alistair MacGregor, MP Cowichan—Malahat—Langford  
               Rachel Blaney, MP North Island—Powell River  
               Scot Davidson, MP York—Simcoe  
               Federation of Canadian Municipalities  
               Association of Municipalities of Ontario  
               Ontario's Municipal Councils  
               Ontario's Conservation Authorities

At its Regular meeting of Council held on Tuesday, June 6, 2023, the Town of Bradford West Gwillimbury Council approved the following resolution:

**Resolution: 2023-199**

**Moved: Councillor Verkaik**

**Seconded: Councillor Harper**

Whereas the “right-to-repair” movement seeks to ensure consumers of electronic products, including mobile phones and computers, as well as agricultural equipment, are able to make routine fixes to damaged products without having to rely on the manufacturer and to affordably make such repairs; and

Whereas this movement and efforts against “planned obsolescence” seeks to ensure affordability for consumers and to protect our environment by reducing electronic waste; and

Whereas the agricultural sector has unique needs related to specialized electronic farm equipment and the ability to make repairs in a timely and affordable manner, especially during the growing season; and

Further to a commitment in the 2023 federal budget that “the government will work to implement a right to repair, with the aim of introducing a targeted framework for home appliances and electronics in 2024. The government will launch consultations this summer, including on the right to repair and the interoperability of farming equipment, and work closely with provinces and territories to advance the implementation of a right to repair” (p. 38); and

Be it therefore resolved that the committee recommend Council endorse the right-to-repair movement through a letter from the Mayor and Green Initiatives Committee Chair to call on the federal government to expedite the promised consultations to enshrine this principle in consumer-protection law, with specific consultations and measures related to supporting the agricultural sector undertaken; and

That a copy of this resolution and letter be shared with the Minister of Innovation, Science and Economic Development; the Minister of Agriculture and their critics; and the Member of Parliament for York—Simcoe; and to the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO) and Ontario’s Municipal Councils, with a request for their endorsement of same.

Result: CARRIED.