

07-24-BOD Agenda (October)

Nottawasaga Valley Conservation Authority

Friday, October 25, 2024 at 9:00 AM EDT to Friday, October 25, 2024 at 12:00 PM EDT

Agenda

1. Events

Tiffin Nature School

At Tiffin Nature School, children aged 2.5 to 10 are invited to explore and connect with the natural world. We nurture their innate curiosity, offering immersive outdoor experiences that inspire discovery and growth.

Dates: Tuesdays & Thursdays until May 29, 2025

Location: Tiffin Centre for Conservation

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, October 25, 2024 from 9:00 a.m. – 4:00 p.m.

Location: Tiffin Centre for Conservation

2. Call to Order

3. Land Acknowledgement

Nottawasaga Valley Conservation Authority Board acknowledges that we are situated on the traditional land of the Anishnaabeg people. The Anishnaabeg include the Ojibwe, Odawa, and Pottawatomi nations, collectively known as the Three Fires Confederacy. 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 #07-24-BOD dated on October 25, 2024 be approved.

6. Announcements

7. Deputations

8. Hearings

9. 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.

10. Adoption of Consent List and Identification of Items Requiring Separate Discussion

Recommendation:

RESOLVED THAT: agenda item number(s), _____ was identified as requiring separate discussion, be referred for discussion under Agenda Item #11; 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.

11. Consent List

11.1. Adoption of Minutes

Recommendation:

RESOLVED THAT: the minutes of the Board of Directors meeting 06-24-BOD dated on September 27, 2024 be approved.

11.2. Adoption of Agricultural Advisory Committee Minutes

Recommendation:

RESOLVED THAT: the minutes of the Agricultural Advisory Committee meeting 03-24-BOD dated on September 26, 2024 be approved.

11.3. Staff Reports

11.3.1. Staff Report No. 30-07-24-BOD from Dalia Al-Ali, Manager, Engineering Services regarding Funding to Match WECI Grant

Recommendation:

RESOLVED THAT: the Board of Directors receive Staff Report No. 30-07-24-BOD regarding the 2024-25 WECI grant and;

FURTHER THAT: the Board of Directors approve the use of \$15,000 from reserves to address the outstanding matching funds for the WECI grant, to be spent by March 31, 2025

11.3.2. Staff Report No. 31-07-24-BOD from Tyler Boswell, Planner regarding Regulation Procedures and Fee Policy Update

Recommendation:

RESOLVED THAT: The Board of Directors receive and approve Staff Report No. 31-07-24-BOD regarding regulation procedures and fee policy update.

11.3.3. Staff Report No. 32-07-24-BOD from Kyra Howes, Director, Conservation Services regarding Review and Approval of Conservation Areas Strategy

Recommendation:

RESOLVED THAT: The Board of Directors receive Staff Report No. 32-07-24-BOD and approve NVCA's Draft Conservation Areas Strategy as presented.

11.3.4. Staff Report No. 33-07-24-BOD from Doug Hevenor, CAO regarding Fee Freeze on CA's

Recommendation:

RESOLVED THAT: The NVCA Board of Directors receive this report for information, and;

FURTHER THAT: It is to be used when contacting all watershed MPPs within each respective municipality, and;

FURTHER THAT: we request the current development, permitting and planning fee freeze be lifted on Conservation Authorities (CAs) by the Minister of MNR.

11.3.5. Staff Report No. 34-07-24-BOD from Sheryl Flannagan, Director, Corporate Services regarding NVCA's 3rd Quarter Budget

Recommendation:

RESOLVED THAT: the Board of Directors receive Staff Report No. 34-07-24-BOD regarding the 2024 third quarter financials; and

FURTHER THAT: staff continue to monitor budget activities.

11.3.6. Staff Report No. 35-07-24-BOD from Maria Leung, Senior Communications Specialist regarding Communications Report

Recommendation:

RESOLVED THAT: Staff Report No. 35-07-24-BOD regarding NVCA Communications – September 13, 2024 – October 10, 2024, be received.

12. Other Business

13. Adjourn

Recommendation:

RESOLVED THAT: this meeting adjourn at _____ to meet again on November 22, 2024 or at the call of the Chair.



06-24-BOD Agenda Minutes (**Draft**)
Nottawasaga Valley Conservation Authority
Friday, September 27, 2024 at 9:00 AM EDT

Attendance

Present:

Cllr Phil Fisher, Springwater (Township); Cllr. Gary Harvey, Barrie (City); Cllr. Joe Belanger, Wasaga Beach (Town); Chair Gail Little, Amaranth (Township); Deputy Mayor Paul Van Staveren Clearview (Township); Cllr. Patricia Clark, Mulmur (Township); Cllr. June Porter, The Blue Mountains (Town); Vice-Chair Jonathan Scott, Bradford West Gwillimbury (Town); Cllr. Richard Schell, Oro-Medonte (Township); Cllr. Joel Loughead, Grey Highlands (Municipality); Cllr. Pieter Kiezebrink, Essa (Township); Cllr. Kevin Eisses, Innisfil (Town); Mayor Scott W. Anderson, Adjala-Tosorontio (Township)

NVCA Staff:

Sheryl Flannagan, Director, Corporate Services; Doug Hevenor, Chief Administrative Officer; Chris Hibberd, Director, Watershed Management Services; Kyra Howes, Director, Conservation Services; Dalia Al-Ali, Manager, Engineering Services; Ian Ockenden, Manager, Watershed Science; Kerry Jenkins, Administrative Assistant/Recorder

Absent:

Cllr. Christopher Baines, Collingwood (Town); Mayor Darren White, Melancthon (Township); Cllr. Nicole Cox, New Tecumseth (Town); Cllr. Kyle Fegan, Shelburne (Town); Cllr. Ralph Manktelow, Mono (Town)

1. Events

Festival at Fort Willow

Experience Simcoe as it was in the 1800s as it was at the Historic Fort Willow Conservation Area

Date & Time: October 5, 2024 from 10:00 a.m. to 3:00 p.m.

Location: Historic Fort Willow Conservation Area, 2714 Grenfel Road, Springwater Township

[Buy tickets here](#)

TD Tree Days

Thanks to funding from the TD Tree Days program, the Stewardship Team will be hosting potted stock plantings.

Date & Time: October 19, 2024 from 9:00 a.m. - 12:00 p.m.

Location: Creemore - Ganaraska Trail, 2186 S Nottawasaga Concession 6, Creemore, ON, L0M 1G0

[Register here](#)

2. Call to Order

Chair Little called the meeting to order at 9:05am.

3. Land Acknowledgement

Nottawasaga Valley Conservation Authority Board acknowledges that we are situated on the traditional land of the Anishnaabeg people. The Anishnaabeg include the Ojibwe, Odawa, and Pottawatomi nations, collectively known as the Three Fires Confederacy. 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: 46-24

Moved by: Cllr. Patricia Clark

Seconded by: Deputy Mayor Paul Van Staveren

RESOLVED THAT: the agenda for the Board of Directors meeting #06-24-BOD dated on September 27, 2024 be approved.

Carried;

6. Announcements

There were no announcements at this time.

7. Presentations

7.1. 2025 Draft Budget Presentation

Sheryl Flannagan, Director, Corporate Services conducted a presentation regarding NVCA's 2025 Draft Budget.

Please note resolution for this presentation is in with agenda item 12.4.2.

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:

47-24

Moved by: Mayor Scott W. Anderson

Seconded by: Cllr. Pieter Kiezebrink

RESOLVED THAT: agenda item number(s), 12.3 and 12.4.2 were 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

RESOLVED THAT: the minutes of the Board of Directors meeting 05-24-BOD dated on August 23, 2024 be approved.

12.2. Adoption of Agricultural Advisory Committee Minutes

Recommendation:

Approved by Consent

RESOLVED THAT: the minutes of the Agricultural Advisory Committee meeting 02-24-BOD dated on June 27, 2024 be approved.

12.3. Correspondence

Motions from Vice-Chair Scott, the Town of Bradford West Gwillimbury, regarding recycling.

Recommendation:

RES: 48-24

Moved by: Vice-Chair Jonathan Scott

Seconded by: Cllr. Phil Fisher

RESOLVED THAT: This correspondence be endorsed and placed on file.

Carried;

12.4. Staff Reports

12.4.1. Staff Report No. 26-06-24-BOD from Dalia Al-Ali, Manager, Engineering Services regarding Engineering Review Process Follow-up

Recommendation:

Approved by Consent

RESOLVED THAT: the Board of Directors receive Staff Report No. 26-06-24-BOD regarding the follow-up from Staff Report No. 21-05-24-BOD Engineering Review Process

12.4.2. Staff Report No. 27-06-24-BOD from Sheryl Flannagan, Director, Corporate Services regarding 2025 Draft Budget

Recommendation:

RES: 49-24

Moved by: Cllr. Rick Schell

Seconded by: Cllr. Gary Harvey

RESOLVED THAT: Staff Report No. 27-06-24-BOD regarding the NVCA's 2025 Draft Budget be approved; and

FURTHER THAT: the Board of Directors receive the 2025 draft budget for consideration; and

FURTHER THAT: staff be directed to distribute the 2025 Draft Budget booklet to municipalities for the consultation period.

Carried;

12.4.3. Staff Report No. 28-06-24-BOD from Kyra Howes, Director, Conservation Services regarding Review of Conservation Areas Strategy Vision & Objectives

Recommendation:

Approved by Consent

RESOLVED THAT: The Board of Directors receive Staff Report No. 28-06-24-BOD for information.

12.4.4. Staff Report No. 29-06-24-BOD from Maria Leung, Senior Communications Specialist regarding Communications Report – August 10, 2024 – September 12, 2024

Recommendation:

Approved by Consent

RESOLVED THAT: Staff Report No. 29-06-24-BOD regarding NVCA Communications – *August 10, 2024 – September 12, 2024*, be received.

13. Notice of Motion

Cllr. Joe Belanger's motion regarding Provincial government temporary funding duration of the Honda Electrical Vehicle.

Recommendation:

WHEREAS: the Provincial and Federal governments were successful in attracting and securing a massive 15 billion Honda electric vehicle expansion project in Alliston Ontario; and

WHEREAS: the NVCA, and the 18 municipalities of the watershed, all energetically support the project and clearly understand the need to prioritize this important project; and

WHEREAS: the unintended result of the prioritization of this project will create a bottleneck within the NVCA engineering department, which will negatively impact the NVCA's ability to review, approve and issue permits for the applications received from the 18 municipalities we serve; and

WHEREAS: we know that the Provincial governments mandate is also to build more homes faster and Simcoe County is growing at an unpresidential pace; now

THEREFORE: we request that the Federal & Provincial government consider providing temporary funding for the duration of the Honda Electrical Vehicle project to facilitate the addition of further engineering support, estimated at an annual cost of \$100,000.00.

Withdrawn;

14. Adjourn

Recommendation:

RES: 50-24

Moved by: Mayor Scott W. Anderson

Seconded by: Vice-Chair Jonathan Scott

RESOLVED THAT: this meeting adjourn at 10:51am to meet again on October 25, 2024 or at the call of the Chair.

Carried;



03-24-AAC Minutes (**Draft**)
Nottawasaga Valley Conservation Authority
September 26, 2024
Virtual

Attendance

Members Present:

Cllr. Pieter Kiezebrink, NVCA Member
Colin Elliot, Simcoe County Federation of Agriculture (*arrived at 10:20am*)
Jody Mott, Holland Marsh Growers Association
Dave Spring, Simcoe County Federation of Agriculture
Ted Woods, Christian Farmers Assoc.
Chair, Donna Jebb, Simcoe County Federation of Agriculture
Deputy Mayor Paul Van Staveren, NVCA Member

Members Absent:

Vice-Chair, Cllr. Kevin Eisses, NVCA Member
Dave Ritchie, Simcoe County Federation of Agriculture
Andy Vanniekerk, North Simcoe Soil and Crop Association

NVCA Staff:

Doug Hevenor, Chief Administrative Officer
Kyra Howes, Director, Conservation Services
Chris Hibberd, Director, Watershed Management Services
Ben Krul, Manager, Development Planning & Permits
Greg Marek, Senior Planner
Hendrik Amo, Manager, Info Services & Technology (*departed at 10:20am*)
Kerry Jenkins, Administrative Assistant/Recorder

1. Call to Order

Chair Donna Jebb called the meeting to order at 10:03am.

2. Motion to Adopt the Agenda

Recommendation:

RES: 07-24

Moved by: Cllr. Pieter Kiezebrink

Seconded by: Deputy Mayor Paul Van Staveren

RESOLVED THAT: the agenda for the Agricultural Advisory Committee 03-24-AAC dated September 26, 2024 be approved.

Carried;

3. Declaration of Pecuniary and Conflict of Interest

None declared.

4. Approved Minutes

The minutes of the Agricultural Advisory Committee meeting 02-24-AAC dated on June 27, 2024, will be brought to the Board of Directors during the 06-24-BOD meeting dated for September 27, 2024.

5. Presentations

5.1. Agricultural Committee Regulations Mapping Update from Ben Krul

Ben Krul, Manager, Development Planning & Permits conducted a presentation regarding Agricultural Committee Regulations Mapping Update.

RES: 08-24

Moved by: Dave Spring

Seconded by: Deputy Mayor Paul Van Staveren

RESOLVED THAT: the Agricultural Advisory Committee receive the presentation regarding Regulations Mapping as presented.

Carried;

Discussion:

Members of the Committee asked for clarification on whether the mapping system has been updated or not. NVCA staff informed the members that the only mapping update that has been completed to-date is the reduction of the area of interference around wetland (i.e., buffer) from 120 meters to 30 meters to reflect the change in O.Reg. 41/24. A more comprehensive mapping system update will require consultation and which will be happening throughout the fall/early winter.

Staff also updated the members on the e-permitting portal and are hopeful to have it completed by the end of year and released to the public. Committee members asked for clarification regarding NVCA's permit timelines and if it was clearly indicated on NVCA's website. Staff informed the members that the permit timelines are in fact updated on NVCA's website as well as information for the public regarding pre-consultation with NVCA's staff to help the permit/planning process be smoother and easier to understand as well as everything NVCA staff are going to need. As a general process improvement, staff are now providing applicant(s) with a courtesy call to provide a status update if their permit is nearing the 90-day mark.

Members of the Committee asked for an update as to when the Public Information (PIC) was going to happen. NVCA staff informed the members that they hoped to host the PIC towards the end of the year.

5.2. Provincial Planning Statement, 2024 Overview from Greg Marek

Greg Marek, Senior Planner conducted a presentation regarding Provincial Planning Statement, 2024 Overview.

RES: 09-24

Moved by: Dave Spring

Seconded by: Jody Mott

RESOLVED THAT: the Agricultural Advisory Committee receive the presentation regarding Provincial Planning Statement, 2024 Overview as presented.

Carried;

Discussion:

Questions were raised to NVCA staff as to where the “freeing up of new land” was coming from. Staff informed the members that it is not “new land” but rather the new policies of the PPS provide more flexibility for growth to occur on the land.

Staff also informed the members that the new PPS is unclear regarding severance potential for multiple Additional Residential Units (ARUs) on a property in the prime agricultural area and will be reaching out to the Province to get clarity on certain changes within the PPS. Staff informed members that even though the PPS policies have changed regarding ARU’s, staff at NVCA still need to look at the location of the proposed ARU’s to ensure they are out of hazard lands, safe location and access for residents and first responders, etc.

6. Phragmites

Kyra Howes, Director, Conservation Services entertained questions regarding Phragmites.

*due to some of the questions being directed towards the planning/permits department, Chris Hibberd, Director, Watershed Management Services also entertained questions regarding Phragmites. *

NVCA staff strongly encourage municipality road supervisors to reach out to Ben Krul, Manager, Development Planning & Permits should they have any questions or concerns regarding clearing the ditches of phragmites.

Members of the Committee asked if NVCA staff can send out an informative email to the municipalities regarding the updates changes on the CA act.

7. Meeting Date for Proposed Drainage Meeting

Members are to discuss if they wish to proceed with the "Drainage Information Meeting" which was suggested by members in the January 2024 meeting. If members wish to proceed, a date, time and location must be chosen.

Discussion:

Members did not confirm on a date, time or location regarding the Drainage Information meeting, however did confirm they are working with Frank to find out his availability. NVCA staff has also reminded the members we must know of the date, time, location, guest speakers and agenda topics 6-8weeks prior to the meeting date in order for NVCA staff to help create the agenda, invitations and send them out.

8. Other Business

Deputy Mayor Paul Van Staveren informed everyone at the meeting of Agricultural Workforce Equity and Diversity (AWEDI). Please see the link below for further information:

<https://www.ontario.ca/page/agricultural-workforce-equity-and-diversity-initiative>

9. Adjourn

Recommendation:

RES: 10-24

Moved by: Deputy Mayor Paul Van Staveren

Seconded by: Jody Mott

RESOLVED THAT: this meeting of the Agricultural Advisory Committee 03-24-AAC adjourn at: 11:08am.

Carried;

10. Other Business

NVCA staff spoke regarding the challenges they have with creating the agenda's for the meeting. Staff informed the members these meetings are for them and they are strongly encouraged to send in topics they wish to discuss no later than the due date that is set out for them to ensure these meetings will always be fullsome.

Vice-Chair asked to have the idea of having four meetings a year or only hosting two meetings a year and/or at the call of the Chair/Vice-Chair during the September agenda.

11. Adjourn

Recommendation:

RES: 06-24

RESOLVED THAT: this meeting of the Agricultural Advisory Committee 02-24-AAC adjourn at: 10:30am.

Carried;



Staff Report: 30-07-24-BOD
Date: 25/10/2024
To: Chair and Members of the Board of Directors
From: Dalia Al-Ali, Manager, Engineering Services

SUBJECT: **WECI 2024-25 Grant and Use of Reserves**

Recommendation

RESOLVED THAT: the Board of Directors receive Staff Report No. 30-07-24-BOD regarding the 2024-25 WECI grant and;

FURTHER THAT: the Board of Directors approve the use of \$15,000 from reserves to address the outstanding matching funds for the WECI grant, to be spent by March 31, 2025

Purpose of the Staff Report

The purpose of this Staff Report is to (a) inform the Board about NVCA's success in acquiring grant funding under the Water and Erosion Control Infrastructure Program (WECI), and (b) to request Board approval for the use of reserves to make up the \$15,000 in outstanding matching funds for the WECI grant.

Background

WECI is a provincial program administered by the Ministry of Natural Resources (MNR). The program is designed to provide capital funding to conservation authorities to undertake essential studies or repairs on existing water and erosion control infrastructure which they own and/or maintain. WECI achieves this through a cost-sharing approach where local/municipal funding is required to provide equivalent matched funding to conservation authorities for major maintenance or

related studies of relevant structures. The program contributes to public safety and natural hazard prevention at the local watershed level.

A Call for Applications was issued by MNR on May 7, 2024 to all conservation authorities who own or maintain water and erosion control infrastructure. In the memorandum, MNR indicated that it was accepting applications for eligible projects for the 2024-25 and 2025-26 provincial fiscal years. In early June, NVCA staff submitted an application for six potential projects, relating to four different flood structures, which would meet the requirements for eligible projects under the 2024-25 program.

On August 7, 2024 NVCA staff were informed by MNR that two of the proposed projects were deemed successful under the WECI program. The MNR also noted that any eligible projects put forward that did not receive funding are currently on a ranked wait list. Sometimes, eligible and funded projects cannot be advanced in a given year. In those cases, the funding is returned to MNR who then reallocates it per their ranked wait list. As a result, there is some potential that one or more of the remaining four projects proposed by NVCA will receive funding in Q1 of 2025.

The two projects which are now guaranteed a funding match under WECI are listed below.

- **Project R.24.079: New Lowell Dam – Safety Review Recommendations Phase 1** WECI grant of \$30,000 acquired.
- **Project S.24.039: New Lowell Dam – Preliminary Assessment of Dam Decommissioning** WECI grant of \$10,000 acquired.

At this point in time, NVCA's Asset Management Plan provides for \$25,000 in 2024 for repair works relating to New Lowell Dam. As a result, an additional \$15,000 is required to exactly match the \$40,000 that WECI is providing for the New Lowell Dam.

Issues/Analysis

After review and discussions with senior management, it is proposed that the \$15,000 required to address the shortfall in the WECI matching funds be provided through NVCA's reserves.

By providing \$15,000 through reserves, NVCA Engineering staff can complete projects R.24.079 and S.24.039 per their original scope in the WECI application. Acquiring the local matching funds would ensure that Engineering staff can (a) *begin to* address the 2019 and 2023 Safety Review recommendations for New

Lowell Dam, and (b) complete an initial assessment of the feasibility of decommissioning New Lowell Dam.

Relevance to Authority Policy/Mandate

NVCA is responsible for managing and maintaining a total of six flood structures within the watershed, including New Lowell Dam in Clearview Township. The two projects which WECI has committed to matching in their 2024-25 program will go toward advancing a subset of the priorities and considerations identified in Staff Report 06-02-24-BOD, titled Flood Structures Workplan for 2024 and Key Near-Term Considerations (March 2024).

The operation/management of flood and erosion infrastructure is considered a vital aspect the Flood Forecasting & Warning Program, which is a mandatory program (Category 1) as defined by the Conservation Authorities Act.

Impact on Authority Finances

The proposed \$15,000 draw from reserves would occur following Board adoption of the recommendations of this Staff Report, and the amount would be spent by March 31, 2025. The end date is intended to coincide with the end of the funding cycle for the 2024-25 WECI program (April 1, 2024 to March 31, 2025).

Climate Change Implications

This report has no climate change implications.

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: 31-07-24-BOD
Date: 25/10/2024
TO: Chair and Members of the Board of Directors
From: Tyler Boswell
Planner

SUBJECT: Regulation Procedures and Fee Policy Update

Recommendation

RESOLVED THAT: The Board of Directors receive and approve Staff Report No. 31-07-24-BOD regarding regulation procedures and fee policy update.

Purpose of the Staff Report:

This staff report outlines the proposed procedural changes that will replace the interim measures, as approved in March 2024, that were in response to recent Provincial government decisions on legislative and regulatory changes affecting conservation authorities.

Background:

On February 16, 2024, a new Minister's regulation (Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits) under the *Conservation Authorities Act* was approved by the Province. This regulation has replaced NVCA's existing individual "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" regulation (172/06) and since April 1st, Ontario Regulation (O. Reg.) 41/24 has been used by all Conservation Authorities (Cas). The enactment of O. Reg. 41/24 also coincided with the proclamation of associated sections within the *Conservation Authorities Act*.

O. Reg. 41/24 represents a single regulation for all CAs, however much of the CA regulatory process remains the same. However, new processes such as the Administrative Review, complete/incomplete applications, and additional exceptions were introduced that required procedural updating.

As a result, NVCA's *Procedures for the Implementation of Ontario Regulation 41/24* and *Fee Policy & Fee Schedules* documents have been draft updated to reflect these changes and eliminate duplicate information.

Issues/Analysis:

The proposed changes are to bring our procedures and fee policy documents into compliance with legislative changes and eliminate duplication between documents. Please note the fee policy update does not change the fees, but rather the administrative sections within the document.

Fee Policy & Fee Schedules

Updates to the NVCA document titled *Fee Policy & Fee Schedules* has been updated and seeks approval for the following changes:

Topic	Existing Policy	New Policy	Effect
Timelines	30 and 90 Days	90 Days	All permits have a statutory timeline of 90 days.
Exceptions	Listed in Fee Policy	Listed in Procedures and O.Reg 41/24	Removes duplicate information.
Error	Incorrectly identified maximum subdivision fee as \$104,000 under Note 1.	Correct maximum (\$106,080) changed.	No effect.
Error	Incorrectly identified old fees under Schedules C, D, E	Correct fees	No effect.

Note: Conservation Services Fees will be reviewed and presented at the November BOD meeting for 2025 approval.

Procedures for the Implementation of Ontario Regulation 41/24

Updates to the NVCA document titled *Procedures for the Implementation of Ontario Regulation 41/24* has been updated and seeks approval for the following changes:

Regulation Procedures and Fee Policy Update
 Staff Report No. 31-07-24-BOD

Topic	Existing Policy	New Policy	Effect
Procedural	N/A	Administrative Review	Senior Staff review the administrative portion of the application only. An opportunity to review submission completeness or delay.
Procedural	N/A	Outlines how the document will be updated in the future	More accountability for up-to-date documents.
Procedural	N/A	Minister's Review	New appeal route for refused permits or conditions.
Housekeeping	Old Regulation references	New Regulation references	N/A
Timelines	90 days for permits	21 days to confirm permit completeness, then 90 days for permit issuance	More transparency in the process.
Permits	Valid for 2 years	Valid for 2 years with the possibility of issuing permits up to 5 years	Increased timeline for large-scale projects.
Watercourse	Depression which conveys water	Defined channel with banks	Narrower definition of watercourse, but watercourses may still be protected under other policies.

Wetland Regulation Limit	Regulated area includes up to 120 metres of a wetland, depending on type of classification of wetland	Regulated area is within 30 metres of all wetlands	Reduced interference distance.
Pollution and Conservation of Land tests	Addressed water quality and ecological impacts due to development	Tests were removed from legislation	New tests for unstable soil, health or safety, and property damage defined in legislation.
Exemptions	Some exemptions	Expanded exemptions for non-habitable accessory structures, non-habitable garage replacements, detached decks, certain agricultural activities, and road maintenance; subject to size and location restrictions.	More flexibility for projects that don't require a permit.

Public Consultation

With the creation of the new consultation@nvca.on.ca email, a 30-day commenting period was had between September 10th and October 10th, 2024. An email was also sent directly to municipal partners, Indigenous communities, and various other stakeholders.

Only two inquiries were received. One was unrelated to the changes being proposed. The second disagreed with the changes made by the Province. No comments were received within the commenting period from any municipal partners or Indigenous communities.

Next Steps:

Staff recommend that the Board approve the Regulation Procedures and Fee Policies.

Relevance to Authority Policy/Mandate:

The actions noted in this report are intended to be consistent within the noted legislation that came into effect April 1, 2024.

Impact on Authority Finances:

There is no expected impact on Authority Finances with the updated documents.

Climate Change Implications

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

Approved for submission by:

Original Signed by

Chris Hibberd

Director Watershed Management Services

Approved for submission by:

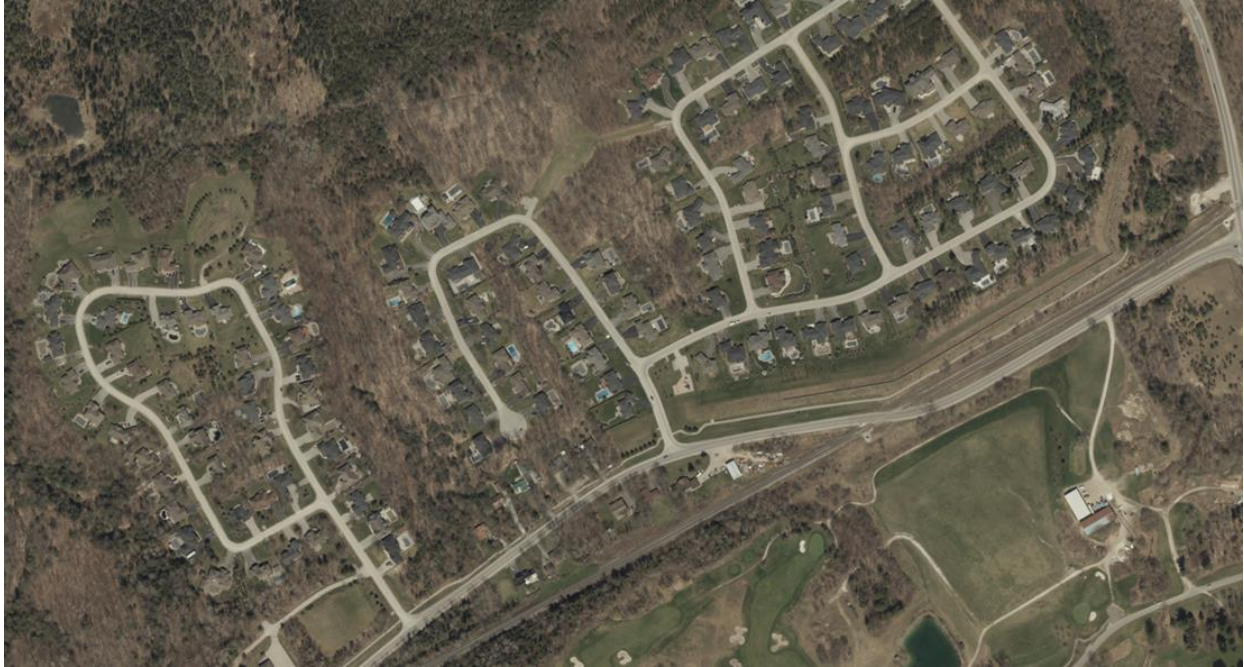
Original Signed by

Doug Hevenor

Chief Administrative Officer

Attachments:

1. Draft Procedures
2. Draft Fee Policy
3. Regulation Changes from March BOD Staff Report



Draft Procedures for the Implementation of Ontario Regulation 41/24

Last Approved by the NVCA Board of Directors:

Date of Current Revision:



**Nottawasaga Valley
Conservation Authority**

8195 8th Line, Utopia, ON, L0M 1T0

705-424-1479 | admin@nvca.on.ca | nvca.on.ca

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**Alternative Format - If you require this document in an alternative format,
please contact NVCA at 705-424-1479, extension 228 or
admin@nvca.on.ca.**

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1.0 Introduction

This procedural manual was developed to aid landowners, developers, consultants and other stakeholders who are interested in obtaining *Conservation Authorities Act* (CA Act) approvals from the Nottawasaga Valley Conservation Authority (NVCA). The guidelines also assist staff in meeting NVCA's permitting responsibilities under Section 28 of the CA Act. Further, the guidelines serve as a valuable source of information for the NVCA's Board of Directors, municipal staff, development industry and the public.

1.1 Document Updates

This policy document shall undergo a formal review every 5 years, at a minimum, to ensure it remains current and aligned with regulatory changes, environmental considerations, and the evolving needs of the watershed community. The review process will be led by the NVCA staff, in consultation with relevant stakeholders, and shall include:

- An assessment of the effectiveness of existing policies in managing natural hazards and development activities.
- Integration of feedback from municipalities, the province, and other relevant partners involved in land use planning and conservation efforts.
- Review of compliance records and any enforcement actions taken during the past year to identify areas for improvement in policy enforcement or clarity.

1.1.1 Amendment Procedures

If, during the review process, amendments or updates are deemed necessary, the following steps will be taken:

- Draft revisions will be prepared by NVCA staff and submitted to the NVCA Board of Directors for consideration and approval.
- Public consultation will be conducted for any major policy changes that affect development guidelines, environmental regulations, or stakeholder interests. This public consultation may be a written submission period of 30 calendar days. However, technical amendments—such as clarifications, minor adjustments, housekeeping, name changes, or updates that do not significantly alter the intent or application of the policies—will not require public consultation.
- Municipal partners, community organizations, Indigenous communities, the public and others, will be notified of proposed major changes and given the opportunity to provide feedback through consultation sessions or written submissions.

- Finalized amendments will be incorporated into the document, and the updated policy will be published on the NVCA’s website and distributed to relevant parties.

1.1.2 Reporting and Documentation

Upon completion of the 5-year review, a report summarizing the review findings, any amendments made, and their rationale will be prepared and presented to the NVCA Board of Directors. This report will be made available to the public to ensure transparency and accountability in the policy update process.

2.0 Legislation

2.1 Conservation Authorities Act

The *CA Act*, enacted in 1946, established conservation authorities as local agencies that respond to flooding and erosion problems and the management of natural resources. Their geographic jurisdictions are watershed- based ecological systems.

Section 28(1) of the *CA Act* allows conservation authorities to make policies that prohibit, regulate or allow development in NVCA’s regulated areas. Development that affects the control of flooding, erosion, dynamic beaches, unstable soils or bedrock will require permission from the NVCA.

Section 28(1) of the *CA Act* also prevents anyone from undertaking activities to straighten, change, divert, or interfere with an existing channel of a river, creek, stream or watercourse, or to change or interfere in any way with a wetland without permission from NVCA.

2.2 Ontario Regulation 41/24

NVCA administers Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits Regulation under the *CA Act*. This regulation replaced Ontario Regulation 172/06: Nottawasaga Valley Conservation Authority: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses on April 1, 2024.

The amended regulation allows the NVCA to ensure that development proposals have regard for natural hazard features in order to:

- Prevent loss of life;
- Minimize property damage and social disruption;
- Reduce public and private expenditures related to emergency operations, evacuations and restoration;

- Minimize the hazards associated with development in floodplains and areas which are susceptible to erosion; and
- Promote a transparent and time conscious process for permitting and plan review.

2.3 Regulated Areas

Ontario Regulation 41/24 applies to **hazardous lands** that are defined in Section 28(5) of the *CA Act*. Hazardous lands are lands that may be unsafe for development due to naturally occurring processes associated with flooding, erosion, dynamic beaches or unstable soil or bedrock. These lands make up NVCA's regulated areas, and have been mapped in accordance with guidelines from the Ministry of Natural Resources and Forestry (MNR) and Conservation Ontario. A cross-section through a typical regulated area is shown by Figure 1.

In addition, the description of the hazards in Section 2 of Ontario Regulation 41/24 shall prevail over the regulated areas shown on NVCA's regulation map.

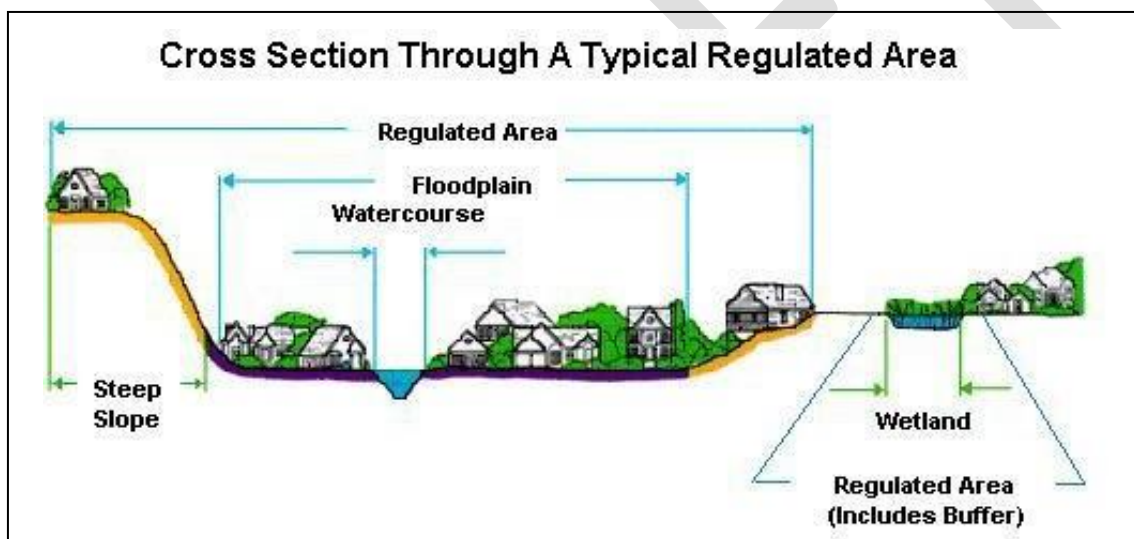


Figure 1 – *Cross-section through a typical regulated area under Ontario Regulation 41/24*

2.4 Regulated Activities

Under Ontario Regulation 41/24, permission from NVCA is required for the following activities conducted within regulated areas.

- The construction, reconstruction, erection or placing of a building or structure of any kind with the exception of minor works such as decks, fences, playground equipment and structures 15 square metres (161 square feet) or less in size;
- Changes that would alter the use or potential use of a building or structure;

- Increasing the size of a building or structure, or increasing the number of dwelling units in the building or structure;
- Site grading;
- Temporary or permanent placing, dumping or removal of any material originating on the site or elsewhere;
- Straightening, changing or diverting or interfering with the existing channel of a river, creek, stream or watercourse; or
- Changing or interfering with a wetland.

2.5 Exceptions

Under Ontario Regulation 41/24, paragraph 2 of subsection 28 (1) of the *CA Act* does not apply to activities below. Please pre-consult with NVCA's Planning staff on any development project prior to submitting permit applications.

- a) the construction, reconstruction, erection or placement of,
 - (i) a seasonal or floating dock that,
 - (A) is 10 square metres or less,
 - (B) does not require permanent support structures, and
 - (C) can be removed in the event of flooding,
 - (ii) a rail, chain-link or panelled fence with a minimum of 75 millimetres of width between panels, that is not within a wetland or watercourse,
 - (iii) agricultural in-field erosion control structures that are not within and that do not have any outlet of water directed or connected to a watercourse, wetland or river or stream valley,
 - (iv) a non-habitable accessory building or structure that,
 - (A) is incidental or subordinate to the principal building or structure,
 - (B) is 15 square metres or less, and
 - (C) is not
 - (v) an unenclosed detached deck or patio that is 15 square metres or less, is not placed within a watercourse or wetland and does not utilize any method of cantilevering;
- b) the installation of new tile drains that are not within a wetland or watercourse, within 30 metres of a wetland or within 15 metres of a watercourse, and that have an outlet of water that is not directed or connected to a watercourse, wetland or river or stream valley, or the maintenance or repair of existing tile drains;
- c) the installation, maintenance or repair of a pond for watering livestock that is not connected to or within a watercourse or wetland, within 15 metres of

- a wetland or a watercourse, and where no excavated material is deposited within an area where subsection 28 (1) of the *CA Act* applies;
- d) the maintenance or repair of a driveway or private lane that is outside of a wetland or the maintenance or repair of a public road, provided that the driveway or road is not extended or widened and the elevation, bedding materials and existing culverts are not altered;
 - e) the maintenance or repair of municipal drains as described in, and conducted in accordance with the mitigation requirements set out in the *Drainage Act* and the *CA Act* Protocol, approved by the Minister of Natural Resources and Forestry and available on a government of Ontario website, as it may be amended from time to time;
 - f) the reconstruction of a non-habitable garage with no basement, if the reconstruction does not exceed the existing footprint of the garage and does not allow for a change in the potential use of the garage to create a habitable space;
 - g) Hot tubs, above ground pools and temporary pools;
 - h) Boreholes and test pits for geotechnical investigations that do not require the construction of an access road to complete sub-surface investigations;
 - i) Agricultural practices such as cropping and tilling of existing agricultural lands; and
 - j) Holding tanks outside of natural hazards where the area is returned to the original grade and the fill is removed off site.

3.0 Permit Process

3.1 Pre-Consultation

It is important for applicants to discuss their development proposal with NVCA staff prior to submitting a formal permit application. Pre-consultations can help identify how the proposal may be affected by NVCA's policies and guidelines, and allows staff to confirm what constitutes a complete application.

NVCA staff will inform applicants of the general review and approval process, discuss potential study requirements, indicate whether the proposal is supported in principle and outline anticipated processing timelines.

Furthermore, NVCA has a dedicated staff member that is available for pre-consultation on projects directly related to agricultural practices. These services are provided free of charge for the applicant.

As a starting point, prior to pre-consultation applicants may wish to visit NVCA's website and use the [Interactive Property Map](#) to determine if their property is regulated by the authority.

3.2 Completing a Permit Application Form

Permit application forms are available at the NVCA's administrative office and on the [authority's website](#).

Before submitting an application, property owners should consult with NVCA staff to determine if an application is required, and if so, what information should be submitted with the application. NVCA can only determine if the works are permitted once a complete application and detailed plans have been submitted.

At the time an application is submitted, details of the proposed works must be provided. The checklist that is attached to the application form should also be submitted. NVCA staff will advise applicants if additional information is required in order to complete their application. This may include surveys and technical reports.

The cost of these studies is the responsibility of the applicant. NVCA will notify the applicant in writing, within 21 days, whether or not the application complies with subsection 28.1 (3) of the *CA Act*, and whether the application is deemed complete.

Once an application is deemed complete, no further studies will be requested from the applicant. However, further studies can be submitted upon agreement of NVCA and the applicant.

NVCA will make a decision on the permit application within 90 days.

3.3 Payment of Processing Fees

NVCA has established a "[Fee Policy & Fee Schedules](#)" under Section 21(m.1) of the *CA Act*. This policy is based on the user-pay principle. Fees and revenues generated through this policy are designed to recover the costs associated with administering and delivering the services on a program basis. This policy is reviewed on an annual basis to monitor the effectiveness of the schedule of fees. [Visit NVCA's website for the Permit and Planning Fee Schedule](#).

The fee schedule identifies permit categories including: minor, intermediate, and major. The schedule also has separate categories addressing review fees for agricultural projects.

Processing fees for applications submitted under Ontario Regulation 41/24 must be paid at the time an application is submitted. If the associated processing fee has not been paid, the submitted application will be considered to be incomplete, and the applicant will be notified. The application will be placed on hold pending the submission of the processing fee.

3.4 Timelines for Processing of Applications

Permit applications under the *CA Act* will generally be processed within timelines outlined in MNR's May 2010 "Policies and Procedures for Conservation Authority Plan Review and Permitting Activities." [This report is available on NVCA's website.](#)

This document identifies that conservation authorities are to make a decision (i.e., recommendation to approve or recommendation for refusal with right to an appeal) with respect to a permission (permit) application and pursuant to the *CA Act* within 90 days.

NVCA will notify applicants, in writing, within 21 days of the receipt of a permission (permit) application, as to whether the application has been deemed complete or not. The applicant should pre-consult with NVCA staff prior to submission of an application to determine complete permit application requirements for specific projects.

3.5 Validity of Permits

Under Section 11 of Ontario Regulation 41/24, the maximum period of validity of a permit issued under Sections 28.1, 28.1.1, and 28.1.2 of the *CA Act*, including any extensions, is 60 months.

- The first category of permit (up to and including 24 months) is expected to address the majority of applications, where a proposed project can reasonably be expected to be completed within two years of receiving a permit from NVCA. Staff note that NVCA currently issues all permits for a length of 24 months. This time period has been sufficient for the implementation of the vast majority of permits granted by the authority.
- The second category of permit is expected to address larger-scale projects, such as municipal infrastructure and subdivisions, which cannot reasonably be expected to be completed within 24 months of receiving a permit from NVCA. This could be due to the fact that the applicant may have to obtain approvals from other regulatory agencies and/or the project is of such a scale that the construction period will extend beyond 24 months. Permits for these types of development may be issued for up to 60 months.

3.6 Transfer of Permits

Permits issued under Ontario Regulation 41/24 are non-transferable. Permits will be issued to the registered property owner or an authorized agent unless otherwise authorized by the property owner.

3.7 Responsibility of the Applicant

Issuance of a permit under Ontario Regulation 41/24 does not relieve the applicant from the responsibility of obtaining approvals from all other appropriate agencies (e.g., municipalities, Niagara Escarpment Commission), or complying with all conditions that have been imposed by other agencies.

3.8 Withdrawal of Permission

NVCA may revoke a permit if it is of the opinion that the information contained within the application for permission are not accurate or the conditions of the permit have not been met.

Before cancelling a permit, NVCA shall give the written notice of the intent to cancel the permit to the permit holder, indicating that permission will be cancelled unless the permit holder can show cause of why the permit should not be cancelled. If cause is not shown in a timely manner but is presented after the permission has been cancelled, NVCA shall hold a hearing with the opportunity to have the permit reinstated by the NVCA Hearing Board. Any cancellation of permit shall follow the hearing process and be subject to Section 28.3(4) of the *CA Act*.

4.0 Hearing and Appeal Process

There are various routes for appeal within the *CA Act*. These can include disputing fees, lack of decision on an application, refusal of an application, conditions imposed on a permit, or administrative review of the application. The following is a summary of all hearing and appeal options:

A Fee Appeal may be heard by the NVCA Hearing Board within 30 days of the fee request being made. Under Section 21.2(16) a fee may be paid under protest. A decision must be made within 30 days, otherwise the applicant may appeal the fee directly to the Ontario Land Tribunal (OLT). The applicant may also appeal NVCA's decision to the OLT.

If an application is not deemed complete or incomplete after 21 days, an Administrative Review may be requested. The CAO/Director/Manager will conduct the review and determine the next steps on the application. Additionally, if an applicant disagrees with an application being deemed incomplete, or disagrees that additional studies are required, an administrative review may be requested.

If an application is refused or has conditions imposed, the applicant can appeal to the Minister of Natural Resources and Forestry within 15 days of receiving NVCA's decision. If the Minister indicates a review will occur but no decision is made within 90 days, the applicant may appeal to the OLT within 30 days after the 90 days have passed.

If an application is refused or has conditions imposed, the applicant may appeal directly to the OLT within 90 days of receiving NVCA's decision. If a decision for the proposed works has not been made after 90 days of deeming an application complete application, the applicant may appeal to the OLT within the next 90 days.

If an order is issued against a landowner, the landowner may appeal to NVCA Hearing Board within 30 days of receiving of the order. The hearing board's decision is appealable to the Minister Natural Resources and Forestry or OLT within 30 days of the decision.

4.1 Refusal of Applications

Whenever possible, NVCA staff shall work with applicants in an attempt to find a solution to their proposal when an application is not in conformity with the following policies and legislation:

- [O. Reg. 41/24: Prohibited Activities, Exemptions and Permits \(Ontario Regulation 41/24\);](#)
- [NVCA Planning and Regulations Guidelines \(Aug 2009\);](#)
- [NVCA Natural Hazards Technical Guide \(Dec 2013\);](#)
- The Provincial Planning Statement and associated technical guidelines prepared by the MNRF and MMAH; and
- All policy documents and guidelines approved by the NVCA Board of Directors.

However, there are occasions when a mutually agreeable solution cannot be reached. When this occurs, NVCA staff shall:

- Issue a permit with specific conditions, or
- Recommend refusal of the application to the Board of Directors, and based on the Board's decision, refuse to issue a permit for the application.

NVCA staff will recommend that an application be refused if:

- The application does not satisfy provincial, regional and local polices, by-laws, guidelines and standards; or
- In the opinion of the officer, the application may affect the control of flooding, erosion, dynamic beaches, unstable soils or bedrock.

4.2 Requests for a Hearing

The NVCA Hearing Board is comprised of NVCA's Board of Directors.

The applicant has an opportunity to appeal and request a hearing before the NVCA Hearing Board when:

- If an applicant does not agree with conditions set by NVCA in a permit;
- NVCA staff recommends refusal of an application;
- No decision is provided in 90 days of deeming an application complete;
- A permit is cancelled; or
- A fee is disputed.

If a hearing is requested, NVCA will schedule a hearing in accordance with Section 28.1(5) of the *CA Act*. The applicant shall be advised of options that they may wish to pursue in order to bring the application into conformity. They will also be advised of NVCA's hearing process.

Additionally, if the application complies with Section 28.1(3) of the *CA Act*, and no decision has been made within 90 days of the application being deemed complete, the applicant may appeal directly to the OLT, bypassing the Hearing Process.

4.3 The Hearing Process

The *CA Act*, Section 28.1(5) requires that the applicant be party to a hearing by the local conservation authority board, or executive committee (sitting as a Hearing Board) as the case may be, for an application to be refused or approved with contentious conditions.

The NVCA Hearing Board is empowered by law to make a decision based on the *Statutory Powers Procedures Act (SPPA)*. The NVCA Hearing Board shall evaluate the information presented at the hearing by both the conservation authority staff and the applicant and decide if the application should be approved with or without conditions, or refused.

Refer to Appendix B for NVCA's Hearing Guidelines.

4.4 Request for Administrative Review

Applicants can ask, in writing, for an administrative review of an application by the CAO or delegated staff if the following criteria is not met:

- a) The applicant has not received a notice from the authority within 21 days that their application has been deemed complete in accordance with Ontario Regulation 41/24 subsection 7 (2);
- b) The applicant disagrees with the authority's determination that the application for a permit is incomplete; or

- c) The applicant is of the view that a request by the authority for other information, studies or plans under Ontario Regulation 41/24 section 7 (1) is not reasonable.

An administrative review does not determine the outcome of the permit, but rather addresses the administrative process.

Once an applicant requests a review, NVCA shall complete the review no later than 30 days after it is requested, and NVCA shall,

- a) confirm that the application meets the requirements of subsection 7 (1) of O. Reg 41/24 and is complete or provide reasons why the application is incomplete; or
- b) provide reasons why a request for other information, studies or plans under section 7 (1) is reasonable or withdraw the request for all or some of the information, studies or plans.

The Authority (or its delegate) will undertake the administrative review and document decisions and rationale in writing for the applicant. If the applicant is dissatisfied with the outcome of the Administrative Review, they may request a judicial review.

4.5 Appeal Process

In accordance with Section 28.1(8) of the *CA Act*, an applicant who has been refused permission by the NVCA Hearing Board or who objects to conditions specified on a permit, may within **15 days**, appeal the decision to the Minister of Natural Resources and Forestry, under Section 28.1(7) of the *CA Act*.

Additionally, in accordance with Section 28.1(20) of the *CA Act*, an applicant who has been refused permission by the NVCA Hearing Board or who objects to conditions specified on a permit, appeal the decision to the OLT may within **90 days** the decision, Section 28.1(7) of the *CA Act*. The OLT may refuse the permission or grant permission with or without conditions.

Appeals should be forwarded to:

Ontario Land Tribunal
655 Bay Street, Suite 1500 Toronto
Ontario M5G 1E5

Please refer to the [Ontario Land Tribunal website](#) for the Appellant Form (A1) and more information on filing an appeal.

5.0 Enforcement

NVCA, by virtue of the *CA Act*, R.S.O. 1990 as amended, Section 30 and regulations made pursuant to the *CA Act*, appoints the officers to enforce Ontario Regulation 41/24 as well as any subsequent regulations.

Any work undertaken in an area which is regulated under Ontario Regulation 41/24 without the written permission of NVCA is in contravention of the regulation.

NVCA officers shall inspect observed and reported violations of the regulation and may issue a violation notice, stop work order, or an information letter to the owner of the property, and to the person undertaking the work, if different from the property owner.

In general, where a violation has been identified, property owners have two options:

- 1) Immediately stop activity and contact NVCA to obtain the necessary permits, provided the activity adheres to NVCA requirements; or
- 2) Remove the offending development or stop the activity and restore the area to its original condition by methods acceptable to NVCA.

If neither of these options are exercised to NVCA's satisfaction, the authority may proceed to take the matter to court. Every person who contravenes the regulation may be liable to a fine or a term of imprisonment. The courts may also order removal of development and/or rehabilitation of watercourses and wetlands.

It is the preference of NVCA to avoid having to proceed to court. Rather, NVCA staff prefer to work with applicants to find a mutually agreeable solution that is in alignment with NVCA policies and guidelines.

Appendix A: Relevant Legislation & Guidelines

Please note legislation and guidelines other than those listed below may be relevant in specific situations.

NVCA Guidelines & Policies

The most current version of NVCA's guidelines and regulations can be found [on NVCA's website](#). This includes:

- [Policies and Procedures for Conservation Authority Plan Review and Permitting Activities](#)
- [NVCA Planning and Regulation Guidelines](#)
- [NVCA Policy to Charge Fees for Services Related to Planning and Development Related Activities](#)
- [Procedural Guideline for the Placement of Large Quantities of Fill](#)
- [Ponds Policy](#)
- [Procedures for the Implementation of Ontario Regulation 41/24](#)
- Links to NVCA's Development Review Guidelines and Guidelines for Stormwater Management Review and Approval Guide
 - [NVCA Natural Hazards Technical Guide](#)
 - [NVCA Stormwater Technical Guide](#)
 - [NVCA Stormwater Management Pond Planting Guidelines](#)

Provincial Legislation

The most current versions of the following Acts and regulations can be found at ontario.ca/laws.

- [Conservation Authorities Act](#)
- [Evidence Act](#)
- [Ontario Regulation 41/24 – Prohibited Activities, Exemptions, and Permits](#)
- [Planning Act](#)
- [Provincial Policy Statement, 2020](#)
- [Statutory Powers Procedure Act](#)

Federal Legislation

The most current versions of the following Acts and regulations can be found on the [Government of Canada's Justice Laws Website](#).

- [Canada Evidence Act](#)

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Appendix B: NVCA Hearing Guidelines

Hearing Guidelines

For Applications made under Section 28 of the *Conservation Authorities Act*

In Conformity with *Conservation Authorities Act* Hearing Guidelines (October 2005, Amended 2021)

Prepared by Conservation Ontario and
the Ontario Ministry of Natural Resources and Forestry (MNR)

1.0 Purpose of Hearing Guidelines

The Section 28.1(5) of the *Conservation Authorities Act (CA Act)* requires that the applicant be provided with an opportunity for a hearing by the local conservation authority board, or executive committee (sitting as a Hearing Board) as the case may be, for applications to be refused or approved with conditions. Typically, staff of a local conservation authority would recommend the refusal of an application if in their opinion, the proposal will adversely affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock.

The Nottawasaga Valley Conservation Authority (NVCA) Hearing Guidelines outline the practices and procedures that NVCA follows when conducting hearings under Section 28.1(5), 28.1.2(7), or 28.3(4) of the *CA Act*. These guidelines and procedures are consistent with *CA Act* Hearing Guidelines (October 2005, Amended 2021) prepared by Conservation Ontario and the Ontario Ministry of Natural Resources and Forestry, and meet the legal requirements of the *Statutory Powers Procedures Act (SPPA)*.

The hearing rules are adopted under the authority of Section 25.1 of the *SPPA*. The *SPPA* applies to the exercise of a statutory power of decision where there is a requirement to hold or to afford the parties to the proceeding an opportunity for a hearing before making a decision. The *SPPA* sets out minimum procedural requirements governing such hearings and provides rule-making authority to establish rules to govern such proceedings.

These guidelines are intended to provide a step-by-step process to conducting hearings required under Section 28.1(5), 28.1.2(7), or 28.3(4) of the *CA Act*. Additional considerations have been included related to hearings under Section 28.1(5) in Attachment 1.

2.0 The NVCA Hearing Board

The NVCA Hearing Board is empowered by law to make decisions and governed by the *SPPA*. It is the purpose of the NVCA Hearing Board to hear the information

presented at the hearing by both the conservation authority staff and the applicant, and to decide whether the application will be approved with or without conditions or refused. In the case of hearings related to applications submitted pursuant to Section 28.1(5), the Hearing Board shall determine what conditions, if any, will be attached to the permission. See Attachment 1 for further details.

The Section 28.4 of the *CA Act* specifies that a hearing may be conducted by the authority or, if the authority so directs, before the authority's executive committee.

For NVCA, the Hearing Board shall be comprised of members of the Board of Directors. This will ensure that all municipal representatives are aware of permitting issues throughout the entire watershed area and that municipal representation is available for all applicants.

3.0 Pre-Hearing Procedures

3.1 Apprehension of Bias

In considering the application, the NVCA Hearing Board is a decision-making tribunal. The tribunal is to act fairly. Under general principles of administrative law relating to the duty of fairness, the tribunal is obliged not only to avoid any bias but also to avoid the appearance or reasonable apprehension of bias. The following are three examples of steps to be taken to avoid apprehension of bias where it is likely to arise.

- a) No member of the NVCA Hearing Board taking part in the hearing should have prior involvement with the application that could lead to a reasonable apprehension of bias on the part of that member. Where a member has a personal interest, the test is whether a reasonably well-informed person would consider that the interest might have an influence on the exercise of the official's public duty. Where a member is a municipal councillor, the *Municipal Conflict of Interest Act* applies. In the case of a previously expressed opinion, the test is that of an open mind, i.e. is the member capable of persuasion in participating in the decision making.
- b) If material relating to the merits of an application that is the subject of a hearing is distributed by NVCA staff to the Hearing Board members before the hearing, the material shall be distributed to the applicant at the same time.

The applicant shall be afforded an opportunity to distribute similar pre-hearing material. These materials can be distributed electronically.

- c) In instances where NVCA requires a hearing to help it reach a determination as to whether to give permission with or without conditions or refuse a permit application, a final decision shall not be made until such time as a hearing is held. The applicant will be given an opportunity to attend the

hearing before a decision is made; however, the applicant does not have to be present for a decision to be made.

3.2 Right to a Hearing

In accordance with Section 28.1(5), 28.1.2(7), or 28.3(4) of the *CA Act*, the right to a hearing arises when:

- NVCA staff are recommending refusal of an application to the full authority; or
- An applicant objects to the conditions of approval listed on the permit; or
- An application has not been deemed incomplete/complete in 21 days; or
- The authority has decided to cancel a permit; or
- A stop work order has been issued and written notice has been received within 30 days of the orders issuance; or
- 90 days has passed since the application has been deemed complete and no decision has been made; or
- A permit extension has been refused; or
- A dispute on the fees charged to the applicant has occurred.

Note: If the applicant is not the registered owner of the property, they must have written authorization from the registered owner in order to request a hearing.

3.3 Notice of Hearing

Prior to setting the date for a hearing, the applicant shall be consulted to determine an agreeable date and time based on NVCA's regular meeting schedule. In establishing the date for the hearing, both the applicant and NVCA must be given sufficient time to prepare for the hearing.

The applicant is entitled to reasonable notice of the hearing pursuant to the *SPPA*. A Notice of Hearing shall be sent to the applicant and his/her agent at least 30 days prior to the date of the hearing, by registered mail.

The Notice of Hearing must contain or append the following information:

- a) Reference to the applicable legislation under which the hearing is to be held (i.e., the *CA Act*).

The date, time, and location of the hearing or manner in which the hearing will be held. If the meeting is to be held electronically, the notice will also include "The applicant should notify the Authority if they believe holding the hearing electronically is likely to cause them significant prejudice. The

Authority shall assume the applicant has no objection to the electronic hearing if no such notification is received”.

- b) Identification of the applicant, the location of the property and the nature of the application which is the subject of the hearing.
- c) The reasons for the proposed refusal or conditions of approval shall be specifically stated. Sufficient detail is to be provided to enable the applicant to understand the issues so he or she can be adequately prepared for the hearing.

It is sufficient to reference in the Notice of Hearing that the recommendation for refusal or conditions of approval are based on the reasons outlined in previous correspondence or a hearing report that will follow.

- d) A statement notifying the applicant that the hearing may proceed in the applicant’s absence and that the applicant will not be entitled to any further notice of the proceedings.

Except under extreme circumstances, a hearing before the NVCA Hearing Board shall not proceed in the absence of the applicant.

- e) Reminder that the applicant is entitled to be represented at the hearing by a representative such as legal counsel, if desired. NVCA may be represented at the hearing by counsel and/or staff.
- f) An electronic link to NVCA’s Hearing Guidelines.
- g) Copies of the Notice of Hearing to:

- The Chair of NVCA;
- Members of NVCA Board of Directors;
- The clerk and chief building official of the municipality in which the site of the proposed work is located; and
- The district offices of the provincial government (e.g., MNRF, MECP) if appropriate.

An example of a Notice of Hearing can be found in Appendix 1.

4.0 Pre-submission of Reports

4.1 Disclosure to the Applicant

NVCA shall provide a copy of the following material to the applicant 14 days prior to the date of the hearing:

- Staff report;

- All documents to be entered as exhibits;
- A curriculum vitae for each person speaking at the hearing on behalf of NVCA;
- Witness statements; and
- Copy of the NVCA Hearing Procedures.

4.2 Disclosure to the NVCA

The applicant shall provide a copy of all material to be presented at the hearing to NVCA 14 days prior to the hearing. This will allow the applicant an opportunity to prepare a response once the reasons for the staff recommendation has been provided to him/her. If the applicant does not wish to submit any material to NVCA, he/she must indicate this in writing to NVCA 14 days prior to the hearing.

4.3 Submission to Members of the Hearing Board

NVCA shall circulate copies of all material to be presented by staff and the applicant to members of the NVCA Hearing Board in advance of the hearing, with the agenda for the upcoming meeting.

5.0 The Hearing

5.1 Public Hearing

Pursuant to the *Statutory Powers Procedure Act*, hearings, including electronic hearings, are required to be held in public. For electronic hearings, public attendance should be synchronous with the hearing. The exception is in very rare cases where public interest in public hearings is outweighed by the fact that intimate financial, personal or other matters would be disclosed at hearings.

5.2 Hearing Participants

The *CA Act* does not provide for third party status at a hearing. The hearing however is open to the public. While others may be advised of a hearing, any information provided by third parties should be incorporated within the presentation of information by, or on behalf of, the applicant or authority staff as appropriate.

5.3 Attendance of Hearing Board Members

In accordance with case law relating to the conduct of hearings, the members of the NVCA Hearing Board who will decide whether to grant or refuse the application must be present during the full course of the hearing. If it is necessary for a

member to leave, the remaining members can continue with the hearing and render a decision.

5.4 Adjournments

The NVCA Hearing Board may adjourn a hearing on its own motion or that of the applicant or authority staff where it is satisfied that an adjournment is necessary for an adequate hearing to be held.

Any adjournments shall form part of the hearing record.

5.5 Orders and Directions

The NVCA Hearing Board is entitled to make orders or directions to maintain order and prevent the abuse of its hearing processes. The NVCA's Hearing Procedures are included as Appendix 3.

5.6 Information Presented at Hearings

- a) The *Statutory Powers Procedure Act* requires that a witness be informed of his/her rights pursuant to the *Canada Evidence Act*. The *Canada Evidence Act* indicates that a witness shall be excused from answering questions on the basis that the answer may be incriminating. Further, answers provided during the hearing are not admissible against the witness in any criminal trial or proceeding. This information shall be provided to the applicant as part of the Notice of Hearing.
- b) Information presented at a hearing is to be presented under oath or affirmation. Witnesses taking part in the hearing must be informed of this requirement prior to the commencement of the hearing.
- c) The NVCA Hearing Board may authorize receiving a copy rather than the original document. However, the Hearing Board may request certified copies of a document, if required.
- d) Privileged information, such as solicitor/client correspondence, cannot be heard. Information that is not directly within the knowledge of the speaker (hearsay), if relevant to the issues of the hearing, can be heard.
- e) The NVCA Hearing Board may take into account matters of common knowledge such as geographic or historic facts, times measures, weights, etc. or generally recognized scientific or technical facts, information or opinions within its specialized knowledge without hearing specific information to establish their truth.

6.0 Conduct Hearing

6.1 Record of Attending Hearing Board Members

A record of attendance shall be made of the members of the NVCA Hearing Board attending a hearing.

6.2 Opening Remarks

The Chair shall convene the hearing with opening remarks which:

- Identify the applicant;
- The nature of the application;
- The property location;
- Identify staff participating in the hearing;
- Outline the hearing procedures; and
- Advise participants of requirements under the *Canada Evidence Act*.

Refer to Appendix 3 for Hearing Procedures. In an electronic hearing, all the parties and the members of the Hearing Board must be able to clearly hear one another and any witnesses throughout the hearing.

6.3 Presentation of Information by NVCA Staff

NVCA staff shall present the reasons supporting their recommendation for the refusal or conditions of approval of the application. The time allowed for this presentation shall generally not exceed 15 minutes.

Any reports, documents or plans that form part of the presentation shall be provided to the applicant and members of the NVCA Hearing Board as outlined in Section 4 of this document.

NVCA staff shall not submit new technical information at the hearing as the applicant will not have had time to review and provide a professional opinion to the NVCA Hearing Board.

The Director or designate shall coordinate the presentation of information on behalf of authority staff and will ask questions on behalf of authority staff.

6.4 Presentation of Information by the Applicant

The applicant has the opportunity to present information at the conclusion of the authority staff presentation. The time allowed for this presentation shall generally not exceed 15 minutes.

Any reports, documents or plans which form part of the submission by the applicant are to be submitted to NVCA's Director of Watershed Management Services a minimum of 14 days prior to the hearing. This is to allow for the circulation of this material to the members of the Hearing Board and for the review of this material by NVCA staff.

It is recommended that the applicant provide information regarding the application as it applies to the control of flooding, erosion, dynamic beaches or unstable soil or bedrock.

The NVCA Hearing Board will not consider the merits of the activity or appropriateness of such a use in terms of an application made under the *Planning Act*.

- The applicant may be represented by legal counsel or agent, if desired.
- The applicant may present information to the NVCA Hearing Board and/or have invited advisors to present information to the NVCA Hearing Board.
- The applicant's presentation may include technical witnesses (e.g., engineer, ecologist, hydrogeologist).

The applicant should not submit new technical information at the hearing as NVCA staff will not have had time to review this material and to provide a professional opinion to the NVCA Hearing Board.

The NVCA Hearing Board shall allow both staff and the applicant an opportunity for rebuttal following these presentations. The time allowed for rebuttal shall not exceed 10 minutes.

6.5 Questions

Members of the Hearing Board may direct questions to each speaker as the information is being heard or pose their questions following the conclusion of the presentation.

The applicant and NVCA staff shall also have the opportunity to pose questions at the end of the presentation of the other party.

Pursuant to the *SPPA*, the NVCA Hearing Board may limit questioning where it is satisfied that there has been full and fair disclosure of the facts presented. Please note that the courts have been particularly sensitive to the issue of limiting questions and there is a tendency to allow limiting of questions only where it has clearly gone beyond reasonable or proper bounds.

6.6 Deliberation

After all the information has been presented, the NVCA Hearing Board may adjourn the hearing and retire to closed session to consider information presented by staff and the applicant and to formulate a decision motion.

The NVCA Hearing Board may reconvene on the same date or at some later date to advise of their decision. Only those members of the Hearing Board who are present for the entire hearing may participate in the formulation of the decision. Members of the NVCA Hearing Board shall not discuss the hearing with others prior to the decision of the Board being finalized.

6.7 Orders and Directions

NVCA is entitled to make orders or directions to maintain order and prevent the abuse of its hearing processes. The hearing procedures are outlined in Appendix 3.

7.0 Hearing Decision

The NVCA Hearing Board shall hold a recorded vote in open session, to decide on the decision motion before the Hearing Board using simple majority rule. The applicant shall be provided a written Notice of the Decision within 5 days of the date of the hearing by registered mail. The applicant shall be informed of the details on their right to appeal the decision within 30 days upon receipt of the written decision to the Ontario Land Tribunal or within 15 days to the Minister of Natural Resources and Forestry.

7.1 Notice of Decision

It is important that the hearing participants be provided with a clear understanding of the reasons for the applications refusal or approval. The NVCA Hearing Board shall itemize and record information of particular significance which led to their decision.

The Notice of Decision notice shall include the following information:

- The identification of the applicant, property and the nature of the application that was the subject of the hearing.
- The decision to refuse or approve the application and reasons for the decision. A copy of the resolution by the NVCA Hearing Board shall be attached to the Notice of Decision.

The written Notice of Decision shall be forwarded to the applicant by registered mail. A sample Notice of Decision has been included as Appendices 6 and 7.

7.2 Adoption

A resolution advising of the Hearing Board's decision and the reasons for this decision should be adopted by the Hearing Board.

7.3 Record of the Hearing

NVCA shall compile a record of the hearing. This record shall be comprised of the following documents:

- i) A copy of the application for the proposed work.
- ii) A copy of the Notice of Hearing.
- iii) A copy of any orders made by the NVCA Hearing Board (i.e., for adjournments).
- iv) Copies of all information/exhibits submitted to the NVCA Hearing Board.
- v) Attendance of NVCA Hearing Board members.
- vi) A copy of the minutes of the hearing.
- vii) A copy of the decision of the Hearing Board and the reasons for their decision.
- viii) A copy of the Notice of Decision sent to the applicant.

In the event of an appeal, a copy of this record will be forwarded to the Ontario Land Tribunal.

Attachment 1: Hearings under Section 28.1.2 of the *Conservation Authorities Act* (Mandatory permits, zoning orders)

Section **28.1.2** of the *Conservation Authorities Act* (*CA Act*) came into force on April 1, 2024. This section applies to any application submitted to an authority under a regulation made under Section 28 of the *CA Act* for permission to carry out all or part of a development project associated with an approved Minister's Zoning Order (MZO).

For such applications, an Authority **must** grant permission to the applicant to carry out the activity, provided an MZO has been made by the Minister of Municipal Affairs and Housing, and provided that the authority's regulated area in which the development activity is proposed to take place is not located in the Greenbelt Area designated under Section 2 of the Greenbelt Act and such other requirements as may be prescribed are satisfied. A permission which is granted under s.28.1.2 of the *CA Act* may be subject to conditions as prescribed by the issuing Authority but limited to:

- Any effects the development project is likely to have on the control of flooding, erosion, dynamic beaches or unstable soil or bedrock;
- Any conditions or circumstances created by the development project that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property; or
- Any other matters that may be prescribed by regulation.

Understanding that an Authority **must** grant permission for applications submitted pursuant to an approved MZO (pending the above-noted conditions are met), hearings for these applications differ from those under Section 28.1(5) and Section 28.3(4) of the *CA Act*, in that a hearing **cannot** be held to determine if a permission should be refused. The Authority may refuse to grant a permit only if:

- i) a zoning order has not been made to authorize the development project;
- ii) the project is proposed to be carried out in the Greenbelt Area; and
- iii) if all other prescribed requirements have not been satisfied.

Per Section 28.1.2(7) of the *CA Act*, the applicant for a permit will be given the opportunity to be heard by the Authority prior to any conditions being attached to the granted permission.

The following table is intended to provide a step-by-step process to conducting hearings required under Section 28.1.2(7) of the *CA Act*. It is recognized that much of the guidance provided in the body of the Section 28 Hearing Guidelines will be applicable to the Section 28.1.2(5) hearing process. Where processes differ, the table outlines the necessary considerations for the Section 28.1.2(7) processes.

Where the processes are the same, the table refers to the appropriate sections of the Section 28.1(5) and Section 28.3(4) hearing guidelines.

Sections of the Section 28 CA Act Hearing Guidelines	Specific Guidance and/or Processes for Section 28 Hearings
<p>1.0 Purpose of Hearing Guidelines</p>	<p>The purpose of the Hearing Guidelines is to provide model hearing guidelines to be adopted by conservation authorities in respect to hearings under the <i>CA Act</i>.</p> <p>The <i>CA Act</i> requires that the applicant be provided with an opportunity for a hearing by the local Conservation Authority Board, or Executive Committee (sitting as a Hearing Board) as the case may be, for an application to be refused or approved with contentious conditions.</p> <p>In the case of hearings related to applications submitted pursuant to Section 28.1 of the <i>CA Act</i>, the Authority must grant permission to the applicant, provided the requirements set out under this section are met. In this scenario, a hearing will only be held to determine conditions which will be attached to a permission. Further, a permit may be refused if in the opinion of the Authority the proposal adversely affects the control of flooding, erosion, dynamic beaches, unstable soils or bedrock.</p> <p>In the case of applications submitted pursuant to Section 28.1 of the <i>CA Act</i>, the Authority may refuse to grant a permit only if</p> <ul style="list-style-type: none"> i) a zoning order has not been made to authorize the development project; ii) the project is proposed to be carried out in the Greenbelt Area; and iii) if all other prescribed requirements have not been satisfied. <p>The NVCA Hearing Board is empowered by law to make a decision, governed by the <i>Statutory Powers Procedures Act (SPPA)</i>.</p> <p>The hearing rules are adopted under the authority of Section 25.1 of the <i>SPPA</i>. The <i>SPPA</i> applies to the exercise of a statutory power of decision where there is a requirement to hold or to afford the parties to the proceeding an opportunity for a hearing before making a decision. The <i>SPPA</i> sets out minimum procedural requirements governing such hearings and provides rule-making authority for to establish rules to govern such proceedings.</p>

Sections of the Section 28 CA Act Hearing Guidelines	Specific Guidance and/or Processes for Section 28 Hearings
	<p>The NVCA Hearing Board shall hear and decide whether the application will be approved with or without conditions or refused. In the case of hearings related to applications submitted purposed to Section 28.0.1, the NVCA Hearing Board shall determine what conditions, if any, will be attached to the permission.</p> <p>These guidelines are intended to provide a step-by-step process to conducting hearings required under Section 28.1(5), Section 28.1.2(7) and Section 28.3(4) of the CA Act. It is hoped that the guidelines will promote the necessary consistency across the Province and ensure that hearings meet the legal requirements of the SPPA without being unduly legalistic or intimidating to the participants. Additional considerations have been included related to hearings under Section 28.1.2(7) in Appendix 2.</p>
3.1 Apprehension of Bias	<p>In considering the application, the NVCA Hearing Board is acting as a decision-making tribunal. The tribunal is to act fairly. Under general principles of administrative law relating to the duty of fairness, the tribunal is obliged not only to avoid any bias but also to avoid the appearance or reasonable apprehension of bias. The following are three examples of steps to be taken to avoid apprehension of bias where it is likely to arise.</p> <ul style="list-style-type: none"> a) No member of the Authority taking part in the hearing should have prior involvement with the application that could lead to a reasonable apprehension of bias on the part of that member. Where a member has a personal interest, the test is whether a reasonably well- informed person would consider that the interest might have an influence on the exercise of the official's public duty. Where a member is a municipal councillor, the Municipal Conflict of Interest Act applies. In the case of a previously expressed opinion, the test is that of an open mind, i.e. is the member capable of persuasion in participating in the decision making

Sections of the Section 28 CA Act Hearing Guidelines	Specific Guidance and/or Processes for Section 28 Hearings
	<ul style="list-style-type: none"> b) If material relating to the merits of an application that is the subject of a hearing is distributed to Board members before the hearing, the material shall be distributed to the applicant at the same time. The applicant may be afforded an opportunity to distribute similar pre-hearing material. These materials can be distributed electronically. c) The applicant will be given an opportunity to attend the hearing before a decision is made; however, the applicant does not have to be present for a decision to be made. d) Where a hearing is required for applications submitted pursuant to Section 28.1.2(7) of the CA Act (e.g., to determine the conditions of the permission), final decisions on the conditions shall not be made until such a time as the applicant has been given the opportunity to attend a hearing.
3.2 Right to a Hearing	<p>The right to a hearing arises where staff is recommending refusal of an application or is recommending conditions to the approval of an application.</p> <p>Additionally, in the case of applications submitted pursuant to Section 28.1.2(7) of the CA Act, the authority shall not attach conditions to a permission unless the applicant has been given an opportunity to be heard by the authority. The applicant is entitled to reasonable notice of the hearing pursuant to the SPPA.</p>
7.1 Notice of Decision	<p>The decision notice should include the following information:</p> <ul style="list-style-type: none"> a) The identification of the applicant, property and the nature of the application that was the subject of the hearing. b) The decision to refuse or approve the application, and in the case of applications under Section 28.1.2(7) of the CA Act, the decision to approve the application with or without conditions. A copy of the NVCA Hearing Board resolution should be attached.

Sections of the Section 28 CA Act Hearing Guidelines	Specific Guidance and/or Processes for Section 28 Hearings
	It is recommended that the written Notice of Decision be forwarded to the applicant by registered mail. A sample Notice of Decision has been included as Appendix 7.

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Appendix 1: Notice of Hearing

NOTICE OF HEARING

IN THE MATTER OF
The *Conservation Authorities Act*,
R.S.O. 1990, Chapter 27

AND IN THE MATTER OF
an application by **<Name>**

FOR PERMISSION OF THE NOTTAWASAGA VALLEY CONSERVATION AUTHORITY

Pursuant to Regulations made under Section 28.1(5), of the said Act

TAKE NOTICE THAT a hearing before the Hearing Board of NVCA will be held under Section 28.1(5), of the *Conservation Authorities Act* at the offices of the said authority, 8195 8th Line, Utopia, Ontario, at the hour of **<time>** on the **<date, month>** of **<year>**, [for electronic hearings, include details about the manner in which the hearing will be held]with respect to the application by **<name>** to permit **<description of work and waterway/sub- watershed>**, which is an area regulated by the authority on **<Lot , Concession , Municipality, County>**.

TAKE NOTICE THAT you have the opportunity to make a delegation and submit supporting written material to the Hearing Board for the meeting of **<date>**. If you intend to appear [For electronic hearings: or if you believe that holding the hearing electronically is likely to cause significant prejudice], please contact **<appropriate NVCA staff name and title>**. Written material will be required by **<date>**, to allow staff and members of the Hearing Board an opportunity to review the material prior to the meeting.

TAKE NOTICE THAT this hearing is governed by the provisions of the *Statutory Powers Procedures Act*. Under the Act, a witness is automatically afforded a protection that is similar to the protection of the *Ontario Evidence Act*. This means that the evidence that a witness gives may not be used in subsequent civil proceedings or in prosecutions against the witness under the Provincial Statute. It does not relieve the witness of the obligation of this oath since matters of perjury are not affected by the automatic affording of the protection. The significance is that the legislation is Provincial and cannot affect Federal matters. If a witness requires the protection of the *Canada Evidence Act* that protection must be obtained in the usual manner. The Ontario Statute requires the tribunal to draw this matter to the attention of the witness, as the tribunal has no knowledge of the effect of any evidence that a witness may give.

AND FURTHER TAKE NOTICE that if you do not attend this Hearing, the Hearing Board of this conservation authority will proceed in your absence, and you will not be entitled to any further notice in the proceedings.

DATED this **<date. month>** of **<year>**

<Signature, Name>, Chief Administrative Officer

c.c. NVCA Chair, Members of the Hearing Board, Clerk of the municipality in which the site of the proposed work is located, District Office MNR, MECP (if appropriate)

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Appendix 2: Notice of Hearing – Section 28.1.2(7)

NOTICE OF HEARING

(Subsection 28.1.2(7) of the *Conservation Authorities Act*)

IN THE MATTER OF
The *Conservation Authorities Act*,
R.S.O. 1990, Chapter 27

AND IN THE MATTER OF
an application by **<Name>**

FOR PERMISSION OF THE NOTTAWASAGA VALLEY CONSERVATION AUTHORITY

Pursuant to Regulations made under Section 28.1.2, Subsection 7 of the said Act

TAKE NOTICE THAT a hearing before the Hearing Board of NVCA will be held under Section 28.1.2, subsection 8 of the *Conservation Authorities Act* at the offices of the said authority, 8195 8th Line, Utopia, Ontario, at the hour of **<time>** on the **<date, month>** of **<year>**, [for electronic hearings, include details about the manner in which the hearing will be held]with respect to the application by **<name>** to permit **<description of work and waterway/sub-watershed>**, which is an area regulated by the authority in association with a Minister's Zoning Order **<REGULATION NUMBER>** on **<Lot, Concession , Municipality, County>**.

TAKE NOTICE THAT you have the opportunity to make a delegation and submit supporting written material to the Hearing Board for the meeting of **<date>**. If you intend to appear [For electronic hearings: or if you believe that holding the hearing electronically is likely to cause significant prejudice], please contact **<appropriate NVCA staff name and title>**. Written material will be required by **<date>**, to allow staff and members of the Hearing Board an opportunity to review the material prior to the meeting.

TAKE NOTICE THAT pursuant to Section 28.1.2 of the *Conservation Authorities Act*, a conservation authority is required to grant the permission applied for and may only impose conditions to the permission. The Hearing will therefore focus on the conditions to be imposed to the granting of the permission.

TAKE NOTICE THAT this hearing is governed by the provisions of the *Statutory Powers Procedures Act*. Under the Act, a witness is automatically afforded a protection that is similar to the protection of the *Ontario Evidence Act*. This means that the evidence that a witness gives may not be used in subsequent civil

proceedings or in prosecutions against the witness under the Provincial Statute. It does not relieve the witness of the obligation of this oath since matters of perjury are not affected by the automatic affording of the protection. The significance is that the legislation is Provincial and cannot affect Federal matters. If a witness requires the protection of the *Canada Evidence Act* that protection must be obtained in the usual manner. The Ontario Statute requires the tribunal to draw this matter to the attention of the witness, as the tribunal has no knowledge of the effect of any evidence that a witness may give.

AND FURTHER TAKE NOTICE that if you do not attend this Hearing, the Hearing Board of this conservation authority will proceed in your absence, and you will not be entitled to any further notice in the proceedings.

DATED this **<date. month>** of **<year>**

<Signature, Name>, Chief Administrative Officer

c.c. NVCA Chair, Members of the Hearing Board, Clerk of the municipality in which the site of the proposed work is located, District Office MNRF, MECP (if appropriate)

Appendix 3: Hearing Procedures

1. Motion for the full authority to sit as NVCA Hearing Board.
2. Roll call of the NVCA Hearing Board members. For electronic hearings, the Chair shall ensure that all parties and the NVCA Hearing Board are able to clearly hear one another and any witnesses throughout the hearing.
3. Chair's Opening Remarks (see Appendices 4 and 5).
4. The Chief Administrative Officer (CAO) shall introduce to the NVCA Hearing Board the property owner/applicant and his agent (if applicable) and NVCA staff who will be participating in the hearing.
5. NVCA staff shall introduce the application and the location for the proposed works.
6. NVCA staff shall present the staff report (the time allowed for this presentation shall generally not exceed 15 minutes).
7. Staff will provide a recommendation to the NVCA Hearing Board for the proposed application.
8. The applicant and/or their agent will speak and also make any comments on the staff report, if they so desire (the time allowed for this presentation shall generally not exceed 15 minutes).
9. The NVCA Hearing Board shall allow NVCA staff an opportunity for rebuttal (the time allowed for rebuttal shall generally not exceed 10 minutes and shall be confirmed prior to the commencement of the hearing).
10. The NVCA Hearing Board shall allow the applicant an opportunity for rebuttal (the time allowed for rebuttal shall generally not exceed 10 minutes and shall be confirmed prior to the commencement of the hearing).
11. The NVCA Hearing Board shall question, if necessary, both the staff and the applicant/agent.
12. The NVCA Hearing Board shall move into deliberation via closed session. For electronic meetings, the NVCA Hearing Board will separate from other participants for deliberation.
13. Members of the NVCA Hearing Board shall consider the information presented by staff and the applicant and formulate a decision motion.
14. The NVCA Hearing Board shall move out of deliberation/closed session. For electronic meetings, the NVCA Hearing Board will reconvene with other participants.

15. The NVCA Hearing Board shall hold a recorded, simple majority vote in open session to formalize the Hearing Board's decision.
16. The Chair shall advise the owner/applicant and NVCA staff of the Hearing Board's decision.
17. If there is a decision to "refuse permission" or "approve the application with conditions", the CAO shall notify the owner/applicant of his/her right to appeal the decision to the Minister of Natural Resources and Forestry within 15 days, or the Ontario Land Tribunal within 90 days of receipt of the reasons for the decision.
18. Motion to move out of NVCA Hearing Board and to sit as the full authority.
19. The CAO shall advise the owner/applicant in writing (Notice of Decision – see Appendices 6 and 7) of the Hearing Board's decision, the reasons for the decision as well as the owner/applicant of their right to appeal the decision.

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Appendix 4: Hearing Procedures—Chair’s Remarks, Section 28.1(5) or Section 28.3(4)

Chair’s Remarks when Conducting Hearings for Applications made under Section 28.1(5) or Section 28.3(4), of the *Conservation Authorities Act*

We are now going to conduct a hearing under Section 28 of the *Conservation Authorities Act* in respect to an application by specify for permission to:

- <describe proposed work(s)>

The Nottawasaga Valley Conservation Authority has adopted regulations under Section 28 of the *Conservation Authorities Act* which requires the permission of the authority for development within an area regulated by the authority in order to ensure no adverse effect on (the control of flooding, erosion, dynamic beaches or pollution or conservation of land) or to permit alteration to a watercourse or interference with a wetland.

Staff has reviewed this proposed work and a copy of the staff report has been given to the applicant and the Board. The applicant was invited to file material in response to the staff report, a copy of which has also been provided to the Board.

The *Conservation Authorities Act*, Section 28.1(5) provides that:

An authority shall not refuse an application for a permit or attach conditions to a permit unless the applicant for the permit has been given an opportunity to be heard by the authority

In holding this hearing, the NVCA Hearing Board is to determine whether or not a permit is to be issued. In doing so, we can only consider the application in the form that is before us, the presentation by staff, and such evidence as may be given and the submissions to be made on behalf of the applicant. Only information disclosed prior to the hearing is to be presented at the hearing.

The proceedings will be conducted according to the *Statutory Powers Procedure Act*.

Witnesses have the protection of the *Canada Evidence Act* which does not excuse them from answering proper questions on the ground that the answers may tend to incriminate them or expose them to liability in civil proceedings, but such answers may not be used against the witness in subsequent criminal proceedings, except in a prosecution for perjury.

The procedure in general shall be informal without the evidence before it being given under oath or affirmation unless decided by the hearing members.

If the applicant has any questions to ask of the NVCA Hearing Board or of the authority representatives, they must be directed to the Chair of the Board.

Appendix 5: Hearing Procedures—Chair’s Remarks – Section 28.1.2(7)

Chair’s Remarks when Conducting Hearings for Applications made under Section 28.1.2(7) of the *Conservation Authorities Act*

We are now going to conduct a hearing under Section 28.1.2 of the *Conservation Authorities Act* in respect to an application by specify for permission to:

- **<describe proposed work(s)>**

Under Section 28.1.2 of the *Conservation Authorities Act*, an Authority is required to grant permission for any application submitted under a regulation made under subsection 28.1.2 for permission to carry out all or part of a development project, in an area regulated by the Authority, associated with a Minister’s Zoning Order, provided the criteria listed under subsection 28.1.2(1) are met. A permission is subject to any conditions as may be prescribed by the Authority.

Staff has reviewed this proposed work and prepared a staff report, including the proposed conditions of approval for the proposed work, which has been given to the applicant and the Board. The applicant was invited to file material in response to the staff report, a copy of which has also been provided to the Board.

Under Section 28.1.2(7) of the *Conservation Authorities Act*, the person requesting permission has the right to a hearing before the Authority.

In holding this hearing, the NVCA Hearing Board is to determine the prescribed conditions to be attached to the approved permission. In doing so, we can only consider the application in the form that is before us, the presentation by staff, and such evidence as may be given and the submissions to be made on behalf of the applicant. Only information disclosed prior to the hearing is to be presented at the hearing.

The proceedings will be conducted according to the *Statutory Powers Procedure Act*.

Witnesses have the protection of the *Canada Evidence Act* which does not excuse them from answering proper questions on the ground that the answers may tend to incriminate them or expose them to liability in civil proceedings, but such answers may not be used against the witness in subsequent criminal proceedings, except in a prosecution for perjury.

The procedure in general shall be informal without the evidence before it being given under oath or affirmation unless decided by the hearing members.

If the applicant has any questions to ask of the NVCA Hearing Board or of the authority representatives, they must be directed to the Chair of the Board.

Appendix 6: Notice of Decision – Section 28.1

<Date>

BY REGISTERED MAIL

<Name>

<Mailing address>

Dear <Name>,

RE: NOTICE OF DECISION

Hearing Pursuant to Section 28.1 of the *Conservation Authorities Act*
Proposed Residential Development

<Lot , Plan; Drive; City>

<Application #>

In accordance with the requirements of the *Conservation Authorities Act*, the Nottawasaga Valley Conservation Authority provides the following Notice of Decision:

On <meeting date>, the Hearing Board of the Nottawasaga Valley Conservation Authority has <refused/approved your application/approved your application with conditions>. Please note that this decision is based on the following reasons: <the proposed development/alteration to a watercourse or shoreline adversely affects the control of flooding, erosion, dynamic beaches or pollution or interference with a wetland or conservation of land>.

In accordance with Section 28.1(8) of the *Conservation Authorities Act*, an applicant who has been refused permission or who objects to conditions imposed on a permission may, within 15 days of receiving the reasons under subsection (7), appeal to the Minister of Natural Resources and Forestry who may refuse the permission; or grant permission, with or without conditions. An appeal may also be made to the Ontario Land Tribunal within 90 days after receiving the authority's decision under subsection (7). For your information, should you wish to exercise your right to appeal the decision, a letter by you or your agent/counsel setting out your appeal must be sent within 15/90 days of receiving this decision addressed to:

Ontario Land Tribunal
655 Bay Street, Suite 1500
Toronto, Ontario M5G 1E5

Should you require any further information, please do not hesitate to contact <Name>, Director, Watershed Management Services, or the undersigned.

Yours truly,

<Signature, Name>, Chief Administrative Officer

- c.c. Members NVCA Hearing Board
- Clerk of the Municipality in which the site of the proposed work is located
- District Office MNR
- MECP (if appropriate)

DRAFT

Appendix 7: Notice of Decision – Subsection 28.1.2(7)

<Date>

BY REGISTERED MAIL

<Name>

<Mailing address>

Dear <Name>,

RE: NOTICE OF DECISION

Hearing Pursuant to Section 28.1.2(7) of the *Conservation Authorities Act*
Proposed Residential Development

<Lot, Plan; Drive; City>

<Application #>

In accordance with the requirements of the *Conservation Authorities Act*, the Nottawasaga Valley Conservation Authority provides the following Notice of Decision:

On <meeting date>, the Hearing Board of the Nottawasaga Valley Conservation Authority has **<approved your application/approved your application with conditions>**. Please note that this decision is based on the following reasons: **<conditions are required to mitigate the effects of the development project on the control of flooding, erosion, dynamic beaches, unstable soils or bedrock; or conditions or circumstances created by the development project that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property>**.

In accordance with Section 28.1 (7) of the *Conservation Authorities Act*, an applicant who objects to conditions imposed on a permission may, within 15 days of receiving the reasons under subsection (8), submit a request to the Minister of Natural Resources and Forestry for the Minister to review the conditions. The Minister may confirm or vary the conditions as proposed by the authority. Alternatively, in accordance with Section 28.1 (20) of the *Conservation Authorities Act*, the holder of a permission who objects to the conditions proposed by an authority may, within 90 days of the reasons under subsection (8) being issued, appeal to the Ontario Land Tribunal to review the conditions. For your information, should you wish to exercise your right to appeal the decision to either the Minister or the Ontario Land Tribunal, a letter by you or your agent/counsel setting out your appeal must be sent within 15 or 90 days respectively of receiving this decision addressed to:

Minister of Natural Resources and Forestry 5th Floor 99 Wellesley St. Toronto, ON M7A 1W3	Ontario Land Tribunal 655 Bay Street, Suite 1500 Toronto, Ontario M5G 1E5
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A carbon copy of this letter should also be sent to this conservation authority. Should you require any further information, please do not hesitate to contact **<Name>**, Director, Watershed Management Services, or the undersigned.

Yours truly,

<Signature, Name>, Chief Administrative Officer

- c.c. Members NVCA Hearing Board
- Clerk of the Municipality in which the site of the proposed work is located
- District Office MNR
- MECP (if appropriate)

DRAFT



Nottawasaga Valley Conservation Authority

Draft Fee Policy & Fee Schedules

Effective Date:

Approved by Board:

Alternative formats available upon request.

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1.0 Introduction

This document is intended to inform the public, stakeholders and our municipal partners of the fees charged for the Nottawasaga Valley Conservation Authority (NVCA) programs and services.

2.0 Legislation and Basis

Conservation authorities are permitted to charge fees for a program or service that is included in the Minister's list of classes of programs and services ("Minister's Fee Classes Policy") pursuant Section 21.2 of the Conservation Authorities Act (CA Act).

Conservation authorities (CA) must develop a written fee policy and fee schedule for all chargeable programs and services. The policy and fee must include principles and practices regarding fees charged under un-proclaimed provisions of Section 21.2 of the CA Act.

NVCA staff has prepared this fee policy to satisfy this requirement, as well as to identify the principles and practices regarding fees charged under Section 21.2 of the CA Act.

Under the CA Act, programs and services delivered by conservation authorities include:

- Mandatory programs and services. Mandatory programs and services that the conservation authority is required to provide. These services are further defined in Ontario Regulation (O.Reg.) 686/21: Mandatory Programs and Services and may be funded by provincial grants, other sources, municipal apportionment and/or conservation authority self-generated revenue (e.g., user fees) where the user-pay principle is appropriate.
- Municipal programs and services. Programs and services that an authority agrees to provide on behalf of a municipality under a MOU or agreement. The program or service may be funded by the municipality or by other funding mechanisms (e.g., user fees where the user-pay principle is appropriate) as per the MOU or agreement.
- Other programs and services. Programs and services that an authority determines are advisable to further the purposes of the CA Act. The program or service may be funded by the municipality or by other funding mechanisms as per the cost apportioning agreement and the Minister's List.

3.0 Policy Review and Public Notification

This policy shall be evaluated from time to time for its effectiveness and fairness. The public shall be notified of any changes or amendments to the policy through posting on the NVCA website and/or Board of Director's meeting process. This

policy, as a minimum, will be reviewed once annually to include a review of the cost of living adjustment.

NVCA may consult stakeholders/partners, as appropriate, for various fee changes for the programs and services that it provides. NVCA also considers the fees of other CAs that offering the same level of service and technical advice; the fees set by neighbouring CAs; and fees charged by member municipalities and local agencies.

4.0 User-Pay

The attached fee schedules are based on the user-pay principle. The fees and revenues generated are designed to recover the costs associated with administering and delivering the services on a program basis in accordance with the Minister's policy.

Program costs include (but not limited to): staff salaries; equipment and supplies; overhead costs associated with office use; legal expenses; compliance costs; vehicle operating costs; allocation of assets to deliver services; and a reasonable charge to cover administration of the program.

Fees have been rounded up or down to the nearest dollar when applicable

5.0 Refunds

Refunds for various fees are identified in the individual program sections of this policy document. In general, no refunds will be provided for services after NVCA has initiated the work, including planning review, permit processing, parking or facility rental after use of the service, except when request for reconsideration has been submitted and approved.

5.1 Planning Services Fees

NVCA strives to provide an effective and efficient delivery of planning related services in a timely fashion. Comments on applications under the Planning Act will be provided in time for the legislated public meeting or hearing.

Section 28 Permit applications under the CA Act will be generally processed within timelines outlined in MNR's May 2010 "Policies and Procedures for Conservation Authority Plan Review and Permitting Activities" (CALC Report).

The CALC report identifies that CAs are to make a decision (i.e., recommendation to approve or referred to a Hearing) with respect to a permission (permit) application and pursuant to the CA Act within 90 days for a complete application. NVCA will notify applicants, in writing, within 21 days of the receipt of a permission (permit) application, as to whether the application has been deemed complete or not. The applicant should pre-consult with NVCA staff prior to submission of an application to determine complete permit application requirements for specific projects.

The subsequent section in this policy entitled "Permit Fee Categories" outlines minor, intermediate and major permits.

The attached Appendix A "Schedule of Fees" forms part of this policy. NVCA staff shall apply the fees as prescribed on the Schedule of Fees when reviewing planning and development related applications.

5.2 Exceptions

Exceptions to the application of these fees include:

- Non-profit conservation groups contributing to the protection and restoration of the natural environment, such as Ducks Unlimited, Nature Conservancy of Canada, Ontario Federation of Anglers and Hunters, Friends of Minesing Wetlands, and New Tecumseth Streams Committee; and
- Local municipalities forming part of NVCA for permit applications, inquiries, and site assessments only.

In addition, works that would not pose a threat to public safety in the event of flooding or erosion are permitted within a regulated area without requiring further permission or fees from NVCA. The exceptions list can be found under the NVCA's *Procedures for the Implementation of Ontario Regulation 41/24 under section 2.5 Exceptions*.

5.3 Permit Categories

The following addresses the permit fees identified in the "Schedule of Fees":

- **Letters of approval** include instances where municipal partners require clearance for works not requiring permit approval within a regulated area or other similar circumstances, as determined by NVCA staff.
- **Minor permits** include applications that have a low risk of impact on natural hazards, and do not require technical letters, plans or reports. Works that may fall be considered minor permits include minor additions, accessory structures less 46 sq. m. (500 sq. ft.) or outside of flooding and erosion hazard.
- **Intermediate permits** include applications that will have moderate hazard risk and/or potential impact on natural hazards, and limited scope technical studies are required. Works that may be considered intermediate permits include typical house proposals.
- **Major permits** include large scale applications where there is a high hazard risk and/or potential impact to the natural hazard. A typical project requires one to two site visits, and/or one or two technical letters for one technical report review. Works that may be considered major permits include large infrastructure projects, shoreline protection, and grading greater than 1 ha).

- **Major permits (complex)** include large scale applications that require multiple or extensive meetings with the applicant and multiple technical assessments. These applications also require multiple site inspections that include more than one day of fieldwork.

In addition to the above, the fee schedule has a separate category for agricultural permits, including:

- **Letters of approval** include instances where municipal partners require clearance for works not requiring permit approval within a regulated area or other similar circumstances, as determined by NVCA staff.
- **Minor permits** include proposals that have a low risk of impact on the natural hazard, requires minimal technical review, or is located in an area of low risk.
- **Intermediate permits** include applications that are located within an area that will have moderate hazard risk and/or potential impact on natural hazard, limited scope technical studies are required.

5.4 Phasing of Subdivision Fees

Fees related to subdivision plans shall normally be collected in four phases or quarters and as follows:

Fees related to subdivision plans shall normally be collected in four phases or quarters and as follows:

- The first 25% of the fees shall be paid at the time of application.
- The second 25% shall be paid prior to draft approval.
- The third 25% shall be paid once draft plan approval is achieved and detailed plans have been submitted.
- The final 25% shall be paid prior to NVCA's clearance of pertinent conditions.

Each 25% fee payment would be calculated based upon the development area identified within the plan of subdivision and the fee schedule in place at that time.

The phasing of fees for other large-scale developments (e.g., aggregates, site plans) may also be considered as determined by the Director of Watershed Management Services in consultation with Chief Administrative Officer.

5.5 Planning and Permitting Refunds

NVCA may provide a refund or require the applicant to submit additional payment for a permit fee if it is found that an incorrect fee has been submitted. Fees are refundable if a review indicates that no permit is required. Generally, planning and permitting fees are not refundable unless otherwise determined through the appeal process noted in section 10.

6.0 Conservation Services Fees

6.1 Conservation Areas

Conservation Areas service fees are reviewed on a regular interval by staff.

Criteria for setting fees are:

- anticipated operational expenses;
- comparison to similar operations and opportunities in the industry, including trends.

As part of the fee setting process, staff also review operational policies that pertain to the various aspects of the conservation areas services and programs. Refund policies are included in this review and adjusted as necessary. Information pertaining to these policies may be shared on the NVCA website and/or through user agreements (ex. hunting permits, rental agreements).

Changes to service fees or refund policies are approved by NVCA's Board of Directors. Once approved, new fees and refund policies become public and are posted to NVCA's web site and/or user agreements.

To be consistent with *Accessibility Standards for Customer Service Regulation* (O.Reg. 429/07) and the *Human Rights Code*, attendants supporting people with disabilities are permitted to visit NVCA conservation areas free of charge.

6.2 Hunting

Conservation Lands Program fee for hunting will be reviewed on a regular interval.

Criteria for changing the hunting program fees are:

- anticipated operational expenses;
- comparison to similar operations and opportunities at other CAs.

The fee setting process will include a review of operational policies. The Conservation Lands Program will incorporate NVCA policy changes, admission agreements, terms and conditions (written permission) updates, and applicable fee updates, which are shared on our website and/or through user agreements.

6.3 Event Rentals

NVCA rental fees include rentals and associated services at NVCA managed properties (e.g. Tiffin Conservation Area and the Fort Willow Conservation Area), and does not include rentals coordinated by partner organizations or municipalities (e.g. Tottenham Conservation Area, New Lowell Conservation Area). NVCA rental fees are reviewed regularly and are approved by the Board of Directors prior to implementing any changes.

Criteria for changing the event rental program fees are:

- Review of program and services being offered through the rental agreements (ex. staff time required for delivery);
- anticipated operational expenses; and
- comparison to similar operations and opportunities at other facilities that provide similar services.

6.4 Tree Planting

Fees for trees and tree planting services are reviewed and updated regularly. NVCA staff strives to balance user fees with program costs and available grants, while maintaining and expanding natural areas over the long-term.

NVCA's tree planting program is undertaken with support from landowner contributions, base funding (municipal levy) and external support (ex. grants, fundraising).

6.5 Education

Environmental Education Program fees are reviewed and updated regularly and are implemented in time for promotion of programs. NVCA's Environmental Education programs are funded through a number of avenues including base funding (municipal levy), user fees and external fundraising (ex. grants, donations).

NVCA offers programs on-site at the Tiffin Conservation Area that is suitable for learners of all ages and abilities. Programs are also offered in other NVCA conservation areas, in-class (outreach), school grounds and throughout watershed communities.

Criteria for setting fees are:

- availability of similar services;
- surveys of prices charged by organizations offering similar services; and
- wages, cross charges, time for curriculum-based program development and transportation to site (if required).

6.6 Conservation Services Refunds

Refund policies for the Conservation Services program are specific to the programs or services offered. Policies regarding refunds are available as applicable (landowner agreements, parent registration, event booking form school program mailout, etc.). Refunds may not be available in certain circumstances.

7.0 Corporate Services Fees

7.1 General

NVCA charges fees for a number of financial or administrative situations or services.

7.2 Information Management

Data management and mapping fees are charged based on the costs of services rendered, and reasonable fair market value for products. Fees will be reviewed periodically to ensure sustainability.

8.0 Transition

The establishment of this policy supersedes and replaces all previous policies. The policy also applies to proposals/projects not previously invoiced, such as draft approved plans of subdivision including submission of detailed design for review.

9.0 Requesting a Reconsideration and Appeals

An applicant can request a reconsideration a fee by the Chief Administrative Officer (CAO). The CAO will review the request, consult with staff and the proponent. The appeal will be dismissed, upheld or the fee altered. If the appeal is dismissed, the proponent is required to pay the fee amount. If the appeal is upheld, the fee could be waived or varied from the original amount. The applicant will be notified of the CAO's decision

In the event that an applicant is not satisfied with results of the above process, they have the right to appeal a planning or permitting fee. Any appeal shall be heard by the NVCA Board of Directors through a deputation by the proponent. The appeal will be heard based on the principles of fairness and transparency.

To submit a request for reconsideration an individual will:

- Make their request in writing.
- Identify what the fee was for.
- Provide any relevant supporting documentation.
- State why they believe the fee should be reconsidered, as per the reasons above.
- State whether they are requesting the fee to be waived or to be reduced.

Appeals will be dismissed or upheld through a resolution by the Board of Directors and the appellant will then be notified in writing of the Board's decision.

10.0 Appendix A: NVCA Planning Services Fee

Official Plans and Zonings	Fee
Official Plans and Secondary Plans	General Levy
Comprehensive Zoning By-law	General Levy
Site Specific Official Plan and Zoning By-Law Amendments	\$530

Additional fee for technical study review	\$796
Letter of approval (no technical review or site inspection required)	\$107
Plan of Subdivision/Condominium (Residential, Commercial and Industrial)	Fee
Minimum Fee	\$13,260
Maximum Fee (See Note 1)	\$106,080
Lot/Unit fee and Net hectare fee	\$3,425 per hectare
Design Resubmission surcharge for subdivisions and residential/mixed use site plans	3rd Submission - 25% of original fee (maximum charge of \$13,260) 4th and subsequent submissions – 50% of original fee (maximum fee of \$13,260)
Redline Revisions	Minor (Design Change) 25% of original fee (maximum fee of \$ \$13,770) Major (Change to Limits of Development) 75% of original fee (not to exceed maximum fee \$106,080)

Site Plans	Fee
Letter of Approval (no technical review or site inspection required)	\$556
Minor: Site Plan Area less than 2 ha	\$1,591
Intermediate: Site Plan Area more than 2 ha, less than 4 ha	\$5,824
Major: Site Plan Area more than 4 ha (Additional \$1,250/ha fee charge for sites over 10 ha.)	\$14,285
Site Plan: Residential (multi-unit and/or mixed use)	Use Residential Subdivision Fees
Design Resubmission surcharge for non- residential site plans	3rd Submission - 25% of original fee 4th and subsequent submissions - 50% of original fee
Golf Courses	Fee
New Golf Courses	\$15,912
Aggregate Proposals	Fee
Minimum fee for Below Water Table	\$13,260
Maximum fee for Below Water Table	\$106,080
Net hectare fee for Below Water Table	1352/ha
Above water table proposals or expanded extraction within a licensed area	\$13,260
Consents	Fee
Base Fee	\$321
Additional fee for technical study review (e.g., SWM Report or EIS)	\$530
Letter of approval (no technical review or site inspection required)	\$107
Minor Variances	Fee
Base Fee	\$214
Additional fee for technical study review (e.g., SWM Report or EIS)	\$530
Letter of approval (no technical review or site inspection required)	\$107

Niagara Escarpment Commission Applications	Fee
Base Fee	\$321
Additional fee for technical study review, for example EIS	\$530
Letter of approval (no technical review or site inspection required)	\$107
Conservation Authorities Act	Fee
Letter of Approval (site inspection not required)	\$102
Permit Application Minor Works	\$255
Permit Application Intermediate Works	\$561
Permit Application Major Works	\$1,591
Permit Application Major Works – complex	\$3,182
Agricultural Permit Applications (separated in 2016)	
Letter of Approval (site inspection not required)	\$102
Minor works or works located in regulated adjacent lands	\$255
Works located within flood and/or erosion hazard	\$561
Unauthorized works	2 X permit fee
Permit application large fill projects: 250 – 1,000 m ³ (Permit application for large fill projects - See procedural guidelines for more detail.)	\$530 plus \$0.82/m ³
Permit application large fill projects: more than 1000 m ³	\$1,591 plus \$0.82/m ³
Permit – amendment	50% of original fee
Additional fee for significant technical review	Varies
Other	Fee
Legal/Real Estate Inquiries	\$214
Legal/Consultant Peer Review Costs (charged on the basis of cost recovery)	Varies
Provision of Individual Property Information	\$77
Pre-consultations Fee	\$561 (without site visit) \$1,591 (analysis by one planner and one technical discipline) \$3,182 (analysis by one Planner and more than one technical discipline)

Notes:

Fee Schedule Notes:

1. The maximum review fee for plans of subdivision/condominium is \$106,080.
2. Plans of subdivision/condominium fees may be phased as outlined in NVCA's policy for charging fees if the total fee meets the minimum threshold of \$50,000.00.
3. NVCA reserves the right to not allow the phasing of fees for development subject to a Minister's Zoning Order (MZO) issued by the Minister of Municipal Affairs and Housing.
4. When processing and reviewing consolidated planning applications (e.g. OPA/ZBA/Subdivisions), the higher fee is applicable (including MZOs).
5. Plans of subdivision/condominium and site plan fees include permitting fees under O.Reg 41/24: Prohibited Activities, Exemptions and Permits.
6. Notwithstanding note # 5, permit issuance for works occurring two years after the date of the last NVCA comments on a file will be subject to the relevant permit fee for the scale of the works.
7. A net hectare refers to the total area of land available for development. It excludes lands outside of the development limit (e.g., natural hazard, natural heritage areas and buffers).
8. NVCA reserves the right to reassess the review fee after 5 years of receipt of the application based on timing and receipt of technical information.
9. The applicant will be responsible for any external peer review costs necessary to review submitted technical submissions.
10. Alterations or expansions to existing golf courses not requiring Planning Act approvals and within a regulated area will be addressed through the Conservation Authorities Act approval fees.
11. Permit approval will not be required from NVCA for certain small-scale projects as outlined in NVCA's Policy for Charging Fees.
12. Please see NVCA's Policy for Charging Fees for further an explanation of the minor, intermediate and major permit fee categories, as well as other matters (e.g. fee exemptions, appeal process, etc.). This document is available at www.nvca.on.ca under Planning & Permits – Policies & Guidelines.

ATTACHMENT - Costs for Mapping/GIS Requests Fee per Map	Fee
Pre-made NVCA General Maps (8.5x11 or 11x17 Color)	\$10
Comprehensive Mapping Request (minimum fee)	\$2,040
Custom Made Maps (data processing fee + printing costs)	Fee
8.5x11 or 11x17	\$10
17x22	\$20
22x34	\$26
24x36	\$31
Add Ortho Imagery to a 17 X 22 or larger map	Add \$10
Digital Maps	Fee
Data Processing Fee -The fee for data preparation will be based on an hourly administration cost of the GIS Department's time for compiling and processing the requested information.	Varies
Products	Fee
Digital Ortho Imagery	\$77 per tile
Packaged GIS Datasets	Fee
Price will vary depending on level of complexity of the data and the time put into processing i.e., Generic Regulation Mapping \$2000	Varies

11.0 Appendix B: Planning Glossary of Terms

CALC: Conservation Authorities Liaison Committee

CALC Report: MNR's May 2010 report, "Policies and Procedures for Conservation Authority Plan Review and Permitting Activities"

EIS: Environmental Impact Study. A study of the environmental affects, both positive and negative, of a proposed development.

GIS: Geographic Information System. An integrated collection of computer software and data used to view and manage information about geographic places, analyze spatial relationships, and model spatial processes. (esri GIS Dictionary)

MNR: Ministry of Natural Resources and Forestry (Ontario).

Mixed Use Development: A development that blends residential, commercial, cultural, institutional or entertainment uses into one physically connected space.

MZO: Minister's Zoning Order.

Net Hectare Area: A net hectare refers to the total area of land available for development. It excludes lands outside of the development limit (e.g., natural hazard, natural heritage areas and buffers).

NVCA: Nottawasaga Valley Conservation Authority

OPA: Official Plan Amendment

PEAC: Planning and Engineering Advisory Committee. The committee is comprised of the Board of Directors and Staff tasked in 2015 -2016 to review NVCA's Planning Services review fees.

SWM Report: Stormwater Management Report. An engineering study looking at the management (e.g., ponds, low impact development, etc.) of stormwater run-off with respect to a proposed development.

ZBA: Zoning By-law Amendment

12.0 Appendix C: Conservation Lands Fee Schedules

Day/Seasonal Use Fees	Fee
Day Use Permit (per vehicle)	\$10/vehicle
Seasonal Day Use	\$70/vehicle
Hunting - Watershed Resident (annual)	\$75.60/person
Hunting – Non-Watershed Resident (annual)	\$129.60/person
First Hunt Stand Permit	\$0
Second Hunt Stand Permit	\$20
Fishing (annual)	\$54/person
Events	Fee
Festival at Fort Willow (individual)	\$12
Festival at Fort Willow (family: 2 adults, 2 children)	\$40
Rentals	Fee
Group Camping (Tiffin)	\$10.80/person (min \$216)
Weddings (peak season)	\$6,960
Weddings (off-peak)	\$5,950
Ceremony-only	\$1,500
Single Day (evening event)	\$2,380
Single Day (day time)	Varies (\$530-\$1,000)
Pavilion rentals	\$216
Day Rental (south lab)	\$108
Day Rental (outdoor classroom)	\$108
Cabin	\$216
Fort Willow Wedding Ceremony	\$940
Fort Willow Pavilion Rental	\$108
Rescheduling fee	10%
Photography Permit (annual pass)	\$162
Photography Permit (special events)	\$162
Photography Permit (single family)	\$54
Photography Permit (daily session)	\$108
Products	Fee
Maple Syrup	Varies (\$3.75-\$30.00)

Note: HST is charged on some Conservation Lands fees.

13.0 Appendix D: Environmental Education Fee Schedules

Education Fees	Fee
Full Day (onsite)	\$16.75/student (\$335 min)
Half Day (onsite)	\$11.65/student (\$233 min)
Outreach (100-minute session up to 3 sessions/day)	Varies: \$10.60/student to \$21.90/student + mileage (\$212 min)
Specialist High Skills Major - Full Day	\$54/student (\$810 min)
Specialist High Skills Major - Half Day	\$32.40/student (\$486 min)
Specialist High Skills Major - 1.5 days	\$75.60/student (\$1,134 min)
Events	Fee
Birthday Parties	Varies (\$250 - \$400)
Birthday Party add-ons: extra time (extra participant)	\$113.40 (\$10.25)
Public Outreach - Full Day (outreach)	Varies (\$432-\$810)
Public Outreach - Half Day (outreach)	Varies (\$265-\$486)
Nature School	Fee
Half Day - 12 week program	\$280.85 - \$291.50
Full Day - 12 week program	\$540 - \$561
Camp	Fee
PD Day Camp	\$48.60/day
Camp Tiffin	\$232.20/week
Extended Care	\$8.65/day
Other	Fee
Borrow an Outdoor Educator (1.5hrs/14 ppl)	\$167.45
Homeschool	3 week - Half Day \$40.25 3 week - Full Day \$58.25 3 week of 'drop-off' lessons for youth aged 11-17: \$95.30

14.0 Appendix E: Forestry Fee Schedules

Managed Forest Tax Incentive Program (MFTIP)	Fee
Plans and Certification	Varies (\$510-2500)
Arbour Day	Fee
Tree Sales	\$35 (bundle of 10 seedlings)
Tree Planting	Fee
Planting and site preparation	\$0.35-1.80/tree

Note: HST is charged on Forestry fees.

15.0 Appendix F: Administrative Fees

Finance	Fee
NSF Cheques	\$40
Corporate Services	Fee
Freedom of Information Request*	\$5
Information Management - Mapping/GIS Requests	See attachment to Planning and Permitting fees
General	Fee
Contracts for special projects by any program	2 times job rate (where applicable)

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

Appendix 1: Supplementary Information from March 2024.

1. The key legislative proclamations that took effect on April 1, 2024, include:

- **Regulatory Tests:** A change in the tests used by CAs in consideration of permit issuance removing “conservation of land” and “pollution”, adding “unstable soils and bedrock” (while maintaining the control of “flooding”, “erosion”, and “dynamic beaches”).
- **Exemptions:** Enabling the exemption of the Certain development projects authorized under the *Planning Act* in specific municipalities, where conditions are met, as set out in regulation (*no implementing regulation to allow this is currently proposed*); and certain low-risk development activities as set out in regulation.
- **Minister Orders:** Requiring CAs to issue permits for: projects subject to Community Infrastructure and Housing Accelerator orders and allowing the Minister to review and amend any conditions.
- **Enhanced Minister Orders:** Enhancing the Minister’s powers with regards to permits issued where a zoning order has been made.
- **Permit Appeal Process:** Additional review/appeal processes for permit fees and decisions to the Minister and/or the Ontario Land Tribunal (OLT) regarding permit fees; permit decision or lack of decision.
- **Enhance Minister Powers:** Allowing the Minister to direct a CA to not issue a permit and enabling the Minister to issue a permit in place of that CA (with or without conditions); and not issue a permit for a specified period of time.
- **Enhance CA Enforcement Powers:** pertaining to appointing officers; entering properties; issuing stop work orders; and enhanced penalties.

2. *Ontario Regulation 41/24* provisions that became effective April 1, 2024:

- **Definitions:** New definition for ‘watercourse’.
- **Prohibited activities and areas where a CA permit is required:** Key changes include Removal of 120 metre ‘other areas’ (or ‘regulated area’) from PSWs (note: 30 metre regulated area from all wetlands maintained); and Allowance (or ‘regulated area’) from wave uprush or other water-related hazards (fore shoreline of great lakes) changed from 15 metres to an ‘appropriate allowance’.
- **Regulatory mapping;** Enhanced provisions requiring a CA to make regulation mapping publicly available; annually review and update maps; and notify stakeholders and promptly use the updated maps.
- **Exemptions from a permit for certain low-risk activities** – new exceptions for low-risk activities outside of hazard/wetland such as non-habitable accessory.
- **Process for applying for a CA permit:** There are new requirements for Pre-submission consultations; and enhanced application requirements.

- **Service requirements for a CA in reviewing permit applications** – new customer service standards for CAs, including:
 - Deeming an application complete (or incomplete) within 21 days of receiving an application and associated fee; and
 - Limiting the ability for a CA to ask for additional studies, technical information or plans once an application has been deemed complete (unless applicant agrees).

Note: it is expected the CA Act will require a CA make a decision on a permit, once deemed complete, within 90 days.

- **Permit Conditions** – CAs can attach conditions to a permit only if the conditions:
 - Assist in preventing or mitigating effects on the control of flooding, erosion, dynamic beaches or unstable soil or bedrock or
 - Assist in preventing or mitigating any effects on human health or safety or any damage or destruction of property in the event of a natural hazard.
- **Request for Review:** New provisions allowing applicants to request the CA review if:
 - notice for deeming application complete (or incomplete) has not been received;
 - the applicant disagrees with the decision an application is incomplete; or
 - the applicant disagrees that the request for information, studies or plans is reasonable.
- **Policy and procedures documents for permits** – CAs to develop policy and procedure documents that include:
 - Details of pre-consultation processes and complete application requirements;
 - Procedures of the permit review process;
 - Standard timelines for a CA to make a decision for permit once deemed complete; and
 - A process for the periodic review of policies and procedures.

It is also expected that new provisions related to CA permitting reporting standards and requirements will come into effect April 1, 2024 (new provisions in Ontario Regulation 686/21: Mandatory Programs and Services (under the CA Act)). These new provisions will require CAs to prepare and publish annual reports outlining performance statistics for permits – including level of compliance with prescribed review timelines.



Staff Report: 32-07-24-BOD
Date: 25/10/2024
To: Chair and Members of the Board of Directors
From: Kyra Howes
Director, Conservation Services

SUBJECT: Review and Approval of Conservation Areas Strategy

Recommendation

RESOLVED THAT: The Board of Directors receive Staff Report No. 32-07-24-BOD and approve NVCA's Draft Conservation Areas Strategy as presented.

Purpose of the Staff Report

The purpose of this staff report is to provide NVCA's Board of Directors the opportunity to review and approve NVCA's Conservation Areas Strategy to fulfil the requirements of Ontario Regulation 686/21 under the *Conservation Authorities Act*.

NVCA staff developed a draft vision and set of objectives that was made available for public consultation. Staff reviewed this feedback and developed the Conservation Areas Strategy which is intended to inform the decision-making related to the lands NVCA owns and controls, including decisions related to the acquisition and disposition of these lands.

Background

As part of the changes to the *Conservation Authorities Act*, NVCA is required to prepare a Conservation Areas Strategy to be approved by the Board of Directors on or before December 31, 2024. The purpose of the Strategy is to outline current

uses on NVCA conservation lands and develop a framework for long-term decision-making process to support the management of NVCA's Conservation Areas. Since 1960, NVCA has secured over 5,300 hectares of mostly environmentally sensitive areas within the watershed. NVCA operates 11 active conservation areas that provide passive recreational opportunities and environmental education programming and community engagement opportunities while also balancing protection of environmentally significant and natural hazard features.

NVCA's conservation lands portfolio also includes properties that are undeveloped natural areas and properties that are managed for flood control. NVCA works with community partners, volunteers, municipalities and public agencies to maintain these conservation lands.

Issues/Analysis

The Conservation Areas Strategy, including a brief history of NVCA's Conservation Lands Program, Conservation Lands Objectives and Targets and a summary of NVCA's Conservation Lands can be found below.

This strategy assisted with the development of the Lands Inventory (2024) and will also facilitate the development of NVCA's Strategic Plan (2025) and will help guide the development of property management plans/master plans for NVCA's properties.

Relevance to Authority Policy/Mandate

The Conservation Areas Strategy is intended to fulfil the requirements of [Ontario Regulation 686/21 under the Conservation Authorities Act](#). This document is intended to inform decision making as it relates to NVCA conservation lands and for all lands owned or controlled by the authority.

Impact on Authority Finances

The development of this staff report, as well as the Conservation Areas Strategy will be developed through the approved 2024 budget.

Climate Change Implications

There are no climate change implications related to this report.

Review and Approval of Conservation Areas Strategy
Staff Report No. 32-07-24-BOD

Reviewed by:

Original Signed by

Kyra Howes

Director, Conservation Services

Approved for submission by:

Original Signed by

Doug Hevenor

Chief Administrative Officer

Attachment: NVCA Conservation Areas Strategy



Minesing Wetlands Conservation Area

NVCA CONSERVATION AREAS STRATEGY

October 25, 2024



Nottawasaga Valley
Conservation Authority

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Executive Summary

The *Conservation Authorities Act*, Ontario Regulation 686/21, Sections 9 and 10, requires NVCA to develop a Conservation Area Strategy. A set of objectives were developed to guide decision-making related to the lands owned and controlled by NVCA.

As per the provincial requirements, the strategy identifies categories of lands that are owned by NVCA. This information assisted with the development of the Lands Inventory (2024). This strategy will also facilitate the development of NVCA's Strategic Plan (2025) and will help guide the development of property management plans/master plans for NVCA's properties.

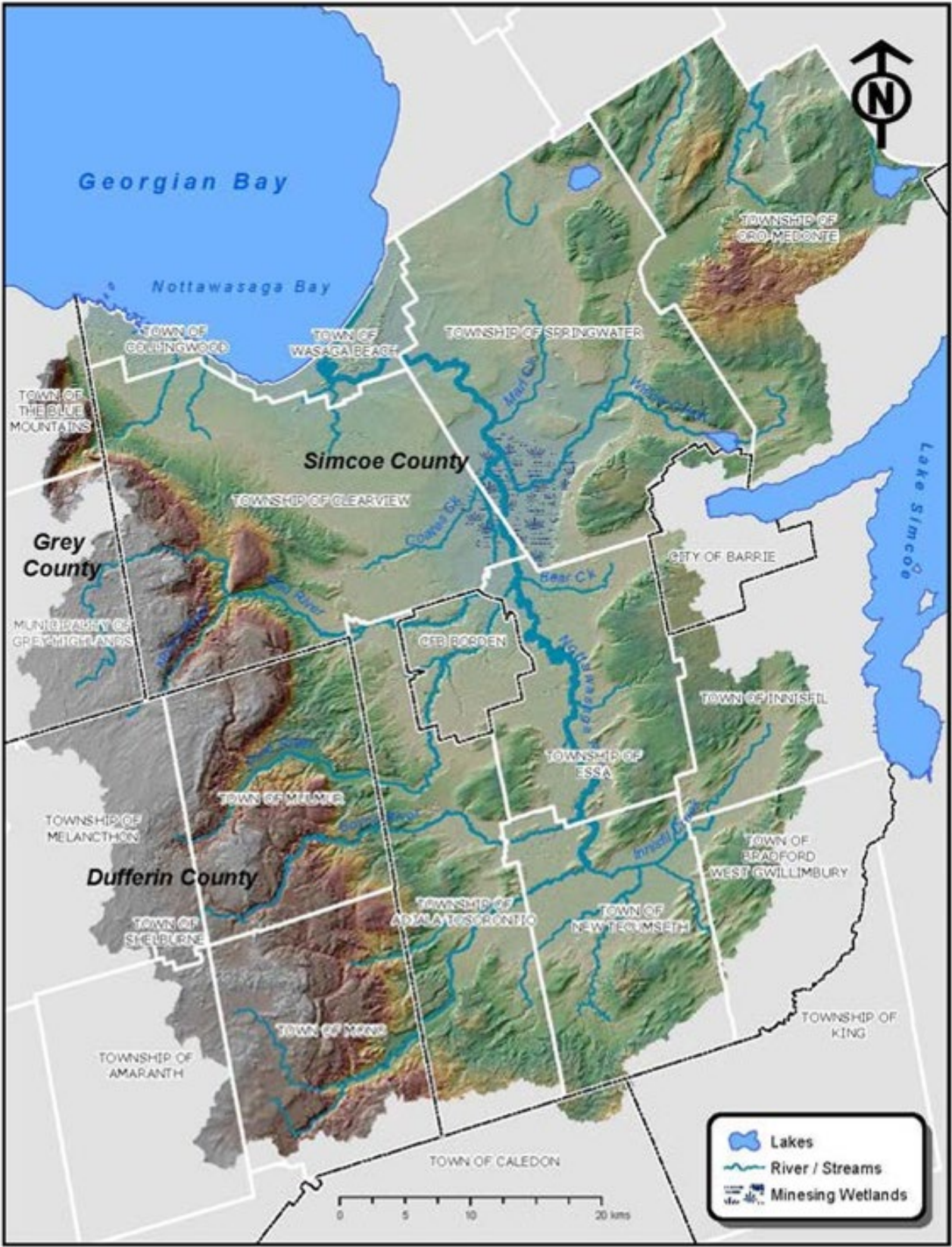


Figure 1 - Physiography of Nottawasaga Watershed.

NVCA's 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.

NVCA's Mission

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

Conservation Areas' Vision

Provide long-term protection of the significant ecological features and functions of the watershed while balancing the recreational needs of the community.

Land Acknowledgement

Nottawasaga Valley Conservation Authority acknowledges that we are situated on the traditional land of the Anishnaabeg people. The Anishnaabeg include the Ojibwe, Odawa, and Pottawatomi nations, collectively known as the Three Fires Confederacy. 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.

Legislative and Regulatory Requirements

This document is intended to fulfil the requirements of [Ontario Regulation 686/21 under the Conservation Authorities Act](#). This document is intended to inform decision making as it relates to NVCA conservation lands and for all lands owned or controlled by the authority.

This document will be reviewed as required.

Conservation Area Strategy – Ontario Regulation 686/21

10. (1) *A conservation area strategy referred to in paragraph 1 of subsection 9 (1) shall include the following components:*

- 1. Objectives established by the authority that will inform the authority's decision-making related to the lands it owns and controls, including decisions related to policies governing the acquisition and disposition of such lands.*
- 2. Identification of the mandatory and non-mandatory programs and services that are provided on land owned and controlled by the authority, including the sources of financing for these programs and services.*
- 3. Where the authority considers it advisable to achieve the objectives referred to in paragraph 1, an assessment of how the lands owned and controlled by the authority may,
 - i. augment any natural heritage located within the authority's area of jurisdiction, and*
 - ii. integrate with other provincially or municipally owned lands or other publicly accessible lands and trails within the authority's area of jurisdiction.**
- 4. The establishment of land use categories for the purpose of classifying lands in the land inventory described in section 11 based on the types of activities that are engaged in on each parcel of land or other matters of significance related to the parcel.*
- 5. A process for the periodic review and updating of the conservation area strategy by the authority, including procedures to ensure stakeholders and the public are consulted during the review and update process.*

Introduction

The *Conservation Authorities Act* was enacted in 1946. NVCA was established in 1960 to conserve, restore and manage the natural resources within the Nottawasaga Watershed, including the Nottawasaga River, the Batteaux River, Pretty River, Black Ash Creek, and Silver Creek. In 2003, NVCA expanded its boundaries to include a greater portion of Springwater Township and the Township of Oro-Medonte, in the northern reaches of the watershed.

Based on NVCA's Integrated Watershed Management Plan (2019), NVCA works with its 18 member municipalities, community members and partner organizations to:

Protect and enhance water resources including groundwater systems, headwater streams and wetlands, and restore degraded creeks, rivers and lakes.

Identify and understand flood risks within the Nottawasaga Watershed to establish accurate limits for new development.

Provide flood forecasting and warning to protect existing development within flood hazard areas.

Maintain, enhance, and protect a regenerative natural heritage system, consisting of wetlands, woodlands, valley lands, beaches, dunes, marshes, and other natural areas, that is resilient to climate change and the impacts of urban and rural development and that contributes to reversal of historical impacts, where feasible.

Identify and reduce erosion risk to protect natural form and function of watercourses, water quality and aquatic habitat, and to reduce loss of property, including agricultural lands.

Implement and enhance stormwater management using a treatment train approach that improves water quality, water quantity, erosion and water balance in existing and future urban areas.

Identify and implement planning and policy tools at the local level that proactively and collaboratively address current and anticipated future impacts to natural heritage and natural hazard features and functions from climate change, and urban and rural development.

The Nottawasaga Watershed is over 3,600 km² and spans from Moonstone and Bass Lake in the north-east, Orangeville in the south, the Niagara Escarpment on the west and Wasaga Beach and Collingwood to the north.

Since 1960, NVCA has secured just over 5,300 hectares of mostly environmentally sensitive areas within the watershed. The land owned by the Authority was acquired through purchase, donation, or historic expropriation. NVCA's 2024 Land Inventory provides a detailed breakdown of each property parcel.

NVCA operates 11 conservation areas across the watershed. These properties provide recreational opportunities, environmental education programming, and protect environmentally significant features. NVCA works with community partners, volunteers, municipalities and public agencies to maintain these conservation lands.

There are many benefits to the conservation lands program including:

- Providing protection of environmentally significant/sensitive lands (including wetlands, woodlands, wildlife habitat, significant vegetation communities, fish habitat).
- Contributing to biodiversity providing linkages and corridors for wildlife migration.
- Reducing hazard risks (e.g. floodplains, erosion sensitive areas, valleylands) and reduce flooding/soil erosion.
- Protecting Provincially/Regionally Significant Areas of Natural and Scientific Interest (ANSI - Earth and Life Science) and other significant features.
- Protecting significant water resources (e.g. headwaters, riparian lands, significant recharge/ discharge areas) and contributing to improved water quality.
- Providing active and passive recreation to the public. NVCA's conservation lands not only promote environmental awareness and recreation for the public, but also promote mental health and physical well-being of visitors.

NVCA's Conservation Lands Program History

NVCA's land acquisitions started shortly after the organization was formed, focusing on lands that provided flood management opportunities, natural resources management and recreational opportunities. The first properties that were acquired included the Edenvale Conservation Area (1962), Tottenham Conservation Area (1965), New Lowell Conservation Area (1965), Utopia Conservation Area (1965), Tiffin Conservation Area (1965) and Osprey Wetlands (1965). These properties remain flagship conservation areas and continue to provide the same services and benefits as when they became established in the early 1960s.

By 1964, NVCA had developed a recreation plan which included an acquisition strategy. At this time, NVCA recognized the impact of an increasing population in

the Greater Toronto Area and its influence on the watershed as residents seek recreational opportunities outside the city. The focus of the acquisition was on properties that provided recreational and flood abatement services, and that were financially achievable. The general view of land management at the time was "the use of the land in such a way as to give the most benefit to the greatest number of people for the longest period of time" (NVCA Conservation Report, 1964).

In 1971, NVCA began to target acquisitions in what was then called "Minesing Swamp", now the Minesing Wetlands. These properties were relatively inexpensive to acquire and support from the Nature Conservancy of Canada and the Province of Ontario led to a robust acquisition campaign through to the 1990s. One of the first significant acquisitions in "Minesing Swamp" in 1971 was 2,128 acres at a cost of \$54.00/acre.

As a result of the significant acquisition activities within the "Minesing Swamp", there was the formation of the Minesing Swamp Coordinating and Technical Committee in 1972. This committee was responsible for investigating and negotiating acquisition agreements with landowners and presenting to NVCA's Executive Committee for approval.

In 1972, 6 summer students were retained to work on a study program within "Minesing Swamp". An "intensive study" was done which looked at the "soils, deer, trees, birds, and hydrology of the Swamp". The objective of the study was to conduct a thorough inventory on which a future management plan would be based. It was recognized at this time that the "Swamp presents an excellent, yet very fragile ecology, which can easily be destroyed or injured if exposed to too intensive use or the wrong type of use" (NVCA BOD minutes, January 17, 1973).

Through the 1970s and 1980s, NVCA's conservation lands program focused on infrastructure development with a large emphasis on creation and restoration of flood control structures (New Lowell Dam, Utopia Dam, Tottenham Dam and Pretty River Floodway) and camping/recreational infrastructure such as parking and washroom facilities. There was a large focus on the development of camping facilities at the conservation areas, including the construction of beaches at the reservoirs (Utopia, New Lowell, Tottenham).

Historically, the site superintendent would reside onsite, sometimes receiving a portion of the day-use fees as payment. Many of the residences on NVCA properties have since been either removed (Tottenham, Utopia) or severed (Carruthers- this property has since been transferred to the Township of Clearview). NVCA currently owns two residences that are maintained via short-term leases with partners.

Current NVCA staff continue to deal with similar issues to their predecessors, including hazard tree removal resulting from invasive species (Dutch Elm Disease vs Emerald Ash Borer), ensuring visitor safety and dealing with vandalism at our sites.

Conservation Lands Objectives and Targets

The Conservation Lands objectives and targets are to inform the decision-making related to the lands NVCA owns and controls, including decisions related to the acquisition and disposition of these lands.

Conservation Lands Objectives

1. Protection

Ensure that the ecological integrity, climate change resiliency and biological diversity of the natural heritage systems on conservation lands are maintained long-term through sustainable uses, naturalization, wildlife habitat enhancement, or maintenance.

Targets:

NVCA aims to conserve, restore and enhance the natural habitats and ecosystems on NVCA-owned lands for future generations.

- Increase conserved areas through land acquisition and securement.
- Seek opportunities to mitigate impacts from climate change and other disturbances through strategic land acquisition, restoration, and planning.
- Acquire lands that provide very high value restoration opportunities (e.g. river restoration) as well as properties with significant conservation values.
- Acquire lands that encompass critical habitat for species at risk or threatened native species, such as brook trout.
- Develop management plans that prioritize identifying significant ecological features and areas that should be preserved from development.
- Adapt conservation area programs, services, and asset management to address changing climate conditions.
- Enforce conservation area rules to safeguard these spaces against non-permitted uses that threaten safety and sustainability.

2. Education

Foster an appreciation for the natural environment through engaging, curriculum-based programming, suitable for all ages and all abilities. Using NVCA lands to foster an appreciation for nature.

Targets:

- Collaborate with community groups on outreach and environmental initiatives to foster stewardship and create conservation champions.
- Deliver experiential education programs that connect future conservation leaders to nature and promote responsible engagement.
- Expand Indigenous programming, place-making, and recognition of Indigenous heritage.
- Pursue research and monitoring opportunities, identify gaps, and strengthen knowledge.

3. Engagement

Provide accessible, recreational opportunities for watershed residents, visitors and stakeholders that balance the cultural and natural heritage features and hazards, while also providing opportunities for research and monitoring.

Targets:

- Ensure conservation areas are safe, accessible and welcoming while also preserving the natural and cultural features.
- Collaborate with partners to enhance visitor experience and connectivity between publicly accessible greenspaces and trail systems.
- Implement innovative land management approaches to improve access and inclusivity.

4. Financial sustainability

Provide high value for dollar on infrastructure development to support conservation lands goals. Ensure properties generate revenue while balancing protection of natural heritage features and maintaining safe public access.

Targets:

- Ensure properties generate revenue while balancing protection of natural heritage features and maintaining public access.

- Develop management plans, master plans and/or infrastructure plans as appropriate to guide the long-term needs for the properties and associated infrastructure.
- Provide a balance between user-fees, externally generated revenues (i.e. grants, sponsorship, donations) and levy.
- Use sustainable technologies, infrastructure design, and practices to ensure the safety and sustainability of conservation areas.
- Lead in demonstrating green infrastructure and sustainable technologies in conservation area planning.

Public Consultation Responses

NVCA staff engaged stakeholders, members of the public and municipal partners with an online public consultation survey. The survey requested feedback on the draft objectives and provided the opportunity to comment on the Conservation Areas Strategy generally.

The overall consensus from respondents highlighted the highest priority for NVCA is the protection of ecologically significant lands, particularly in light of climate change, development pressures and for the protection of biodiversity. Respondents were interested in an expansion of NVCA's Conservation Lands portfolio with targeted acquisitions around urban areas, significant ecological (geological) features and corridors (recreational and for wildlife).

The majority of respondents also supported using NVCA's Conservation Lands to encourage environmental education and public engagement, several highlighting the need to engage members of the public, particularly youth, with the natural environment.

Respondents commented that commodification of Conservation Lands was generally not supported.

Property Categories

Since 1960, NVCA has worked with partners to secure mostly environmentally significant habitat across the watershed. These lands include areas for flood management, wetlands, managed woodlots, day use parks, passive recreation, environmental education, and undeveloped natural and environmentally significant areas.

NVCA currently owns 25 sites just over 5,300 hectares of land, of which 19 are within Simcoe County (4,942 hectares); two are in Grey County (336 hectares); and two are located in Dufferin County (35 hectares) as shown in Appendix 1.

NVCA's Conservation Lands Program manages lands that fall in to two main categories, based on the level of access provided to the public. Each of these categories may be further broken down based on additional activities that take place on the property, such as flood management or Conservation Authority Administration.

1. Conservation Areas – intended for passive recreation
2. Natural Areas – properties that are not generally open to the public (management area)

Conservation Areas

Conservation areas, owned and/or managed by conservation authorities, were established to conserve important watershed resources such as floodplains, valley lands, wetlands, forest regeneration areas, and water management structures.

For NVCA, Conservation Areas are generally larger properties that provide passive recreational opportunities and associated infrastructure that require a higher maintenance standard.

Conservation Areas provide access to recreational opportunities while still maintaining and enhancing the ecological values of the properties. They generally have signage, trail maps and are promoted for public use. Conservation Areas will have either a master plan or management plan in place and may generate revenues, usually through parking, lease agreements or events.

Activities that may be permitted on NVCA conservation areas include hiking, nature appreciation, paddling (canoe & kayak), hunting, fishing, bird watching and more. Trail and infrastructure on conservation areas must be balanced with the ecological features of the properties, including natural heritage and hazard features.

NVCA also holds several lease agreements with partners to support the maintenance of conservation areas and infrastructure. All non-municipal agreements are less than 5 years in duration. Agreements with municipalities may be considered for a longer term, requiring provincial approval.

In 2006, NVCA constructed its current administration office, the John Hix Conservation Administration Centre, located at the Tiffin Conservation Area. The administration building, workshops, office space as well as the John L. Jose Environmental Learning Center encompass approximately 3ha. Since this is NVCA's only administration building, and part of a larger Conservation Area, it was not broken down into its own category in the Land Inventory.

NVCA's flood management properties are also considered multi-use. NVCA is responsible for coordinating the inspection, maintenance, and repair for five flood management structures, which includes dams located at Tottenham, New Lowell, Utopia, and Tiffin Conservation Areas and an ice management structure in Collingwood (Oliver Crescent). NVCA also owns two floodways located in Collingwood (Pretty River and Black Ash Creek Floodways). Through an agreement with the Town of Collingwood, the floodways offer passive recreational opportunities (hiking trails).

All programs and services that are provided on NVCA conservation lands are provided in further detail below. Additional details on NVCA conservation lands can be found in Appendix 1.

NVCA's Conservation Areas includes:

- Tiffin Conservation Area
- Nottawasaga Bluffs Conservation Area
- Utopia Conservation Area
- Fort Willow Conservation Area
- Petun Conservation Area
- Glencairn Conservation Area
- Minesing Wetlands Conservation Area
- Edenvale Conservation Area
- New Lowell Conservation Area
- Osprey Wetlands Conservation Area
- Tottenham Conservation Area

Natural Areas

Natural areas are lands owned and/or managed by NVCA that are generally smaller than Conservation Areas and have significant conservation values. These lands have low to no public use and limited infrastructure.

The management goal of natural areas is to maintain and enhance the natural ecosystems on the property or for forest management purposes. Trails, if present, will be minimally managed by signage, and recreational activities will be limited to passive activities (ex. hunting, hiking). These properties generally do not support sanctioned trails, and signage is generally limited to addressing risk.

Natural areas may have been donated to NVCA with specific intent, such as long-term environmental protection, timber management or natural hazard lands.

NVCA's natural area's locations are generally not disclosed to the public so as to not be confused with publicly accessible Conservation Areas. Since these properties are not open to the public, they generally remain unnamed, generally being referred to internally by the donor's name or associated natural features.

To ensure compliance with Section 29 of the *Conservation Authorities Act*, NVCA's Board of Directors have designated staff as Provincial Offences Officers.

Inventory of Programs and Services

The *Conservation Authorities Act* requires the Conservation Areas Strategy to include the mandatory (Category 1) and non-mandatory (Category 2 & 3) programs and services that are provided on land owned and controlled by the authority, including the sources of financing for these programs and services.

Program/Service and Subservices	Description	Category (1,2,3)	Current Funding mechanism and percentage of costs (Provincial, Municipal Levy, Self-Generated)
Flood & Low Water Forecasting and Warning	<p>Daily data collection and monitoring of weather forecasts, provincial and local water level forecasts, watershed conditions, snow course, flood event forecasting, flood warning, communications and response and equipment maintenance.</p> <p>Low water conditions monitoring and analysis.</p> <p>Technical and administrative support to the Water Response Team representing major water users and decision makers, who recommend drought response actions.</p> <p>Data collection, mapping, data sets, watershed photography. Development and use of systems to collect and store data and to provide spatial geographical representations of data.</p>	1	Municipal Levy Provincial Grant Self-Generated (municipality fee for service)
Flood and Erosion Control Infrastructure Operation, Management and Major Maintenance	Flood and erosion control infrastructure operations (routine activities related to the operation of the structures).	1	Municipal Levy Provincial Grant Provincial
Ice Management Services	Preventative measures associated with the control of ice in areas where there is a chronic problem occurring annually, where there is an increase in the risk to life and property and where there is a method to reduce the possible adverse effects of the ice.	1	Municipal Levy Provincial Grant Special Benefitting Municipal Levy
Provincial Water Quality Monitoring Network (PWQMN)	A long-standing (50+ year) CA/MECP partnership for stream water quality monitoring. Information is used for watershed report cards, integrated watershed management and stewardship project prioritization.	1	Municipal Levy
Surface Water Quality/ Stream Health Monitoring Program	Surface water quality monitoring uses biological and physical metrics to provide a greater picture of local stream health. Parameters measured include benthic macroinvertebrates, fish, water temperature, fluvial geomorphology, water chemistry and flows. These data are used to provide greater watershed for watershed report cards, integrated watershed management and stewardship project prioritization.	3	Municipal Levy Provincial Grants Federal Grants Self-Generated
Watershed Report Card	Conservation Authorities report on local watershed conditions every five years, under Conservation Ontario's Watershed Report Cards initiative. NVCA reports on the health and trends of its nine sub-watersheds, allowing the public and municipal partners to focuses efforts and tracks progress in their projects.	3	Municipal Levy
Natural Heritage Systems	<p>Development of natural heritage systems supporting watershed management objectives.</p> <p>Field based monitoring of terrestrial flora and fauna including bird monitoring and invasive species and species at risk.</p>	1 & 3	Municipal Levy Provincial Grants Self-Generated
Wetland & Natural Heritage Evaluations	Complete wetland evaluations and natural heritage evaluations of NVCA properties.	1	Municipal Levy

Program/Service and Subservices	Description	Category (1,2,3)	Current Funding mechanism and percentage of costs (Provincial, Municipal Levy, Self-Generated)
Section 29 Minister's regulation for Conservation Areas	Undertake Conservation Areas regulations enforcement and compliance initiatives within Conservation Areas to prevent unlawful activity and protect the Authority from exposure to liability under the <i>Occupiers' Liability Act</i> .	1	Municipal Levy
New Lowell Campground	Short-term lease (5-year) with a private party to operate a campground and associated facilities at New Lowell Conservation Area.	3	Self-Generated
Tottenham Campground	Long-term lease with municipal partner to operate a campground and associated facilities at Tottenham Conservation Area.	2	Municipality leases at no cost and they retain revenues generated
Utopia Conservation Area	Short-term lease (5-year) with community partner for management of the Utopia Conservation Area.	1 & 3 CA Owned land (1) with lease for partner management of mill (3)	Lease partner pays expenses of property (i.e. property taxes)
Beeton Creek Property	Short-term lease (5-year) with community partner to lease residence for a wildlife rehabilitation centre.	1 & 3 CA Owned land (1) & lease of residence (3)	Self-Generated - Lease
Mayer's Marsh	Short-term (5-year) agricultural lease	3	Self-Generated - Lease
Petun Conservation Area	Short-term lease (5-year) with community partner to lease portions of the property for fish hatchery operations.	1 & 3 CA Owned land (1) & lease portion of property (3)	Lease partner pays expenses of property (i.e. property taxes)
Utopia Conservation Area	Short-term lease (5-year) for commercial access through the Utopia Conservation Area	1 & 3 CA Owned land (1) & lease for commercial access through property (3)	Self-Generated - Lease
Riverdale Park	Long-term lease with municipal partner for the management of Riverdale Park.	2	Municipality leases at no cost and they retain revenues generated
Black Ash Creek	Formalized agreement for commercial access through Black Ash Creek (NVCA-owned property)	1 & 3 CA Owned land (1) & lease for commercial access through property (3)	Self-Generated -one-time lump sum payment

Program/Service and Subservices	Description	Category (1,2,3)	Current Funding mechanism and percentage of costs (Provincial, Municipal Levy, Self-Generated)
NVCA forests and CA natural areas	Management and maintenance of CA owned lands. Includes forest management, signage, gates, passive recreation, stewardship/ restoration, carrying costs such as taxes and insurance.	1	Municipal Levy
Conservation Areas	Management and maintenance of 11 conservation areas and recreational trails. Includes passive recreation, risk management program, hazard tree management, gates, fencing, signage, brochures, communications, pedestrian bridges, trails, parking lots, picnic tables, pavilions, roadways, stewardship/ restoration, carrying costs such as taxes and insurance.	1	Municipal Levy Self-Generated
Conservation Area Major Maintenance	Major maintenance and capital improvements to support public access, safety, and environmental protection such as parking lots, pedestrian bridges, boardwalks, trails.	1	Municipal Levy Self-Generated
Land acquisition	Strategic acquisition of environmentally significant properties as per NVCA's 2020 Land Securement Strategy.	3	Municipal Levy
Events	Includes weddings, corporate events, private gatherings, etc.	3	Municipal Levy Self-Generated
Festivals	Includes public events (ex. Spring Tonic, Festival at Fort Willow, etc.)	3	Municipal Levy Self-Generated
CA-owned Land Stewardship Program	Work to mitigate flood and erosion hazards, protect water quality, restore floodplains, reduce nutrient contamination, restore wetlands, mitigate flood risk, manage non-native invasive species, protect groundwater, improve species at risk habitat and promote climate change mitigation and adaptation on CA-owned lands. Coordinate targeted river restoration and fish habitat improvement initiatives using information generated by the Watershed Science department to identify priority sites and restoration techniques.	1	Municipal Levy Provincial Grants Self-Generated
Environmental Education – School Programs	Curriculum-based education programs for pre-school, elementary and secondary students. These programs focus on local watersheds, ecosystems, and environmental issues. Community environmental educational opportunities suitable for all ages and all abilities.	3	Municipal Levy Self-Generated
Administration Buildings	Office buildings and workshop used to support NVCA staff, programs and services. Includes utilities, routine and major maintenance, property taxes.	1	Self-Generated through cross charges to non-enabling programs
Vehicle and Equipment	A fleet of vehicles and equipment to support the work of the NVCA, including capital purchases, fuel, licenses, repairs, and maintenance.	1	Self-Generated through cross charges to non-enabling programs

Acquisition and Disposition Policy

Land Securement Strategy

Natural heritage lands are essential for maintaining biodiversity and ecosystem services, increasing the adaptive capacity and resiliency of communities by reducing impacts associated with natural hazards and climate change, and providing quality recreation opportunities for surrounding communities.

In 2020, NVCA's Board of Directors endorsed the 2020-2030 Land Securement Strategy. The goal of the Land Securement Strategy was to review NVCA's current land holdings, develop targets and strategies for acquisition and to identify potential sources of support for securement.

NVCA's Land Securement objective is to permanently secure lands that support the goals of the organization and ensure the long-term protection against flood, natural hazards and to conserve significant ecologically significant lands.

Acquisition Policy

NVCA's acquisitions are received mainly by donation and will seek to purchase properties that provide a significant value (ecologically and/or financially), that provide very high value restoration opportunities and/or lands that encompass critical habitat for species at risk or threatened native species. All acquisition options will be reviewed on a case-by-case basis to determine suitability in NVCA's lands portfolio. If the property has been identified as unsuitable for acquisition, NVCA will work with landowners to identify partners who may be suitable alternatives (ex. Oak Ridges Moraine Land Trust, Nature Conservancy of Canada, Ontario Farmland Trust, Couchiching Conservancy, Huronia Land Conservancy, etc.).

Historically, NVCA would accept undevelopable blocks of land remaining post-development, however these properties have been found to have high management needs and may not be suitable for future acquisition. These undevelopable lands will usually have many residential neighbours, resulting in encroachment, hazard trees in proximity to infrastructure and expectation of access for recreation not always compatible with the ecological features of the site. If development surplus lands are to be considered for acquisition, the property should be donated with a stewardship endowment fund to support future maintenance needs of the property.

Any property being considered for acquisition will be reviewed for suitability and should contain features of ecological significance and should meet the Federal

EcoGifts criteria, even if the program won't be used for the acquisition. Consideration to property tax exemptions will occur prior to all acquisitions (ex. Managed Forest Tax Incentive Program, Conservation Land Tax Incentive Program, agricultural rebate) to ensure the acquisition is financially sustainable.

Conservation Easements Agreements are a tool that are frequently used by approved agencies to hold interest in a property, while ownership remains with the landowner. NVCA does not generally use Conservation Easement Agreements as a tool for land acquisition, as Fee Simple ownership the preferred method of securement. A Conservation Easement Agreement may be considered if the property is of significant value with the potential of future Fee Simple ownership.

Disposition Policy

NVCA does not normally endorse the disposition of conservation lands, however periodic review of the conservation lands portfolio may be beneficial in a changing landscape or to support public infrastructure. Any land disposition will be approved by NVCA's Board of Directors and follow applicable legislative requirements and legal commitments (ex. EcoGift donations), including requirements under the Conservation Authorities Act.

Where revenues are realized through the sale of any lands that have been deemed surplus, or lands that are required by municipal or other government agency for infrastructure of other public projects, this revenue will be allocated to the "Lands Reserve" and used for the acquisition of future conservation lands.

Appendix 1. NVCA Conservation Lands

Property Name	Municipality	Hectares	Activity/Use	Category
Beeton Creek	Town of New Tecumseth	29.5	No Access - Partner Lease	1
Black Ash Creek Floodway	Town of Collingwood	9.3	Passive Recreation Flood Control	1
Boyne Springs	Township of Mulmer	32.0	Passive Recreation	1
Dunsmore Natural Area	Township of Springwater	40.5	Hunting Forestry	1
Edenvale Conservation Area	Township of Springwater	5.6	Passive Recreation	1
Fort Willow Conservation Area	Township of Springwater	3.6	Passive Recreation Community Engagement	1 & 3
Gauge Monitoring	Township of Springwater	0.5	No Access	1
Glencairn Conservation Area	Township of Adjala-Tosorontio	2.3	Passive Recreation	1
Mason	Town of Mono	3.3	No Access	1
Minesing Wetlands Conservation Area	Township of Springwater/Township of Clearview	4415.3	Passive Recreation Hunting Agricultural Lease	1
Moss Natural Area	Township of Oro-Medonte	5.0	No Access	1
New Lowell Conservation Area	Township of Clearview	59.4	Passive Recreation - Partner Lease (Active Recreation) Flood Control	1 & 3
Nottawasa Bluffs Conservation Area	Township of Clearview	116.6	Passive Recreation	1
Osprey Wetlands	Municipality of Grey Highlands	295.9	Passive Recreation	1
Petun Conservation Area	Town of the Blue Mountains	40.5	Passive Recreation - Partner Lease	1 & 3
Pretty River Floodway	Town of Collingwood	14.8	Flood Control	1
Riverdale Park	Town of New Tecumseth	7.4	Active Recreation - Partner Lease	1 & 2

Property Name	Municipality	Hectares	Activity/Use	Category
Springwater Ravines	Township of Springwater	17.5	No Access	1
Tiffin Conservation Area	Township of Essa	79.3	Passive Recreation Community Engagement CA Administration Flood Control	1 & 3
Tottenham Conservation Area	Town of New Tecumseth	47.0	Active Recreation - Partner Lease	1 & 2
Un-named Hillsdale	Township of Springwater	4.1	No Access	1
Un-named Horseshoe Valley	Township of Springwater	40.2	Hunting Forestry	1
Un-named Essa	Township of Essa	2.0	No Access	1
Utopia Conservation Area	Township of Essa	42.7	Passive Recreation - Partner Lease	1



Staff Report: 33-07-24-BOD
Date: 25/10/2024
To: Chair and Members of the Board of Directors
From: Doug Hevenor
Chief Administrative Officer

SUBJECT: Contacting Watershed MPPs Concerning Review Fee Freeze for Conservation Authorities

Recommendation

RESOLVED THAT: The NVCA Board of Directors receive this report for information, and;

FURTHER THAT: It is to be used when contacting all watershed MPPs within each respective municipality, and;

FURTHER THAT: we request the current development, permitting and planning fee freeze be lifted on Conservation Authorities (CAs) by the Minister of MNR.

Purpose of the Staff Report

The purpose of this staff report is to present to the Nottawasaga Valley Conservation Authority's (NVCA) Board of Directors summary information providing background on the subject and outlining why the fee freeze should be withdrawn by the Minister of Natural Resources.

Background

On October 25, 2022, the Ontario government introduced the More Homes Built Faster Act, which takes bold action to advance the province's plan to address the housing crisis by building 1.5 million homes over the next 10 years.

On November 28, 2022, Royal Assent was given to Bill 23, the [More Homes Built Faster Act, 2022](#). The Act, which was introduced on October 25, was passed quickly but did undergo some important changes after public hearings and debate at the legislative committee stage.

In support of Ontario's Housing Supply Action Plan: 2022-2023, the province made a series of legislative changes through the More Homes Built Faster Act, 2022 (Bill 23) to help achieve the goal of building 1.5 million homes over the next 10 years. These changes accelerate housing development approvals while continuing to protect Ontario families, communities, and critical resources. A number of these changes affect conservation authorities and are intended to support faster and less costly approvals, streamline conservation authority processes, and help make land suitable for housing available for development.

On December 28, 2022 and followed up on December 13, 2023, the Minister sent out letters to all CAs stating "To this end, pursuant to subsection 21.3 (1) of the Conservation Authorities Act, which is in effect January 1, 2023, I am issuing a Minister's Direction ("Direction"), attached to this letter as Attachment "A". Subsection 21.3 (1) provides that the "Minister may give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction."

The purpose of this Direction, which has been in effect since January 1, 2023, and is currently to December 31, 2024, is to require a conservation authority not to change the amount of the fees it charges or the way it determines the fee for any program or service that may be provided by the conservation authority. This relates to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities.

For greater certainty, the "Prescribed Acts – subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act" regulation (O. Reg. 596/22), effective January 1, 2023, prohibits a CA from providing a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on a proposal, application, or other matter made under prescribed Acts. This regulation therefore precludes the charging of a fee by a conservation authority for these specific programs or services provided under subsections 21.1.1 (1) or 21.1.2 (1.1) of the Conservation Authorities Act.

Issues/Analysis

To date, conservation authorities have supported the province's efforts to increase the housing supply by streamlining and speeding up review and approval processes for plan applications and permits. We accomplish this task, while at the same time, making sure mechanisms are still in place to ensure that we balance growth with a healthy environment.

CAs are not a barrier to growth. Through Conservation Ontario's Client Service and Streamlining Initiative, timely reviews are provided, and service level enhancements and improvements have continued throughout the *Conservation Authorities Act* review dialogue.

In terms of plan reviews, municipalities need to continue to be able to enter into agreements with conservation authorities for advisory services and CAs need to retain responsibility for Natural Hazard approvals. "The plan review process by conservation authorities ensures the protection of the watershed-based approach and enables the connections to be made between flood control, wetlands, and other green infrastructure or natural cover, thus ensuring safe development."

In terms of a continued provincial proposal to freeze conservation authority development fees, the NVCA acknowledges that development needs to pay for development. Continuing the freeze on fees just creates a backlog of costs that will eventually need to be addressed. CA fees are based on cost recovery and there is no other mechanism being suggested that would ensure those costs are met, and this begs the question, who will pay for the eventual shortfall?

With no ability to generate required revenue to pay for planning and permitting review CAs will have no alternative other than to request additional levy from our municipal partners.

Impact on Authority Finances

By maintaining the fee freeze CAs are falling behind in their ability address costs to carry our planning and permit review. This includes the need to hire needed staff to ensure complete timely reviews are provided, and service levels are met or enhanced, allowing improvements to continue throughout the review and approval processes for plan applications and permits.

We want to work with the province, the development community, our municipal partners and all allied consultants to increase the housing supply across our watershed allowing our municipal partners to meet their identified development targets. Development should pay for development.

Climate Change Implications

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

Reviewed by and approved for submission by:

Original Signed by:

Doug Hevenor

Chief Administrative Officer



Staff Report: 34-07-24-BOD
Date: 25/10/2024
To: Chair and Members of the Board of Directors
From: Sheryl Flannagan
Director, Corporate Services

SUBJECT: 2024 Third Quarter Budget Report

Recommendation

RESOLVED THAT: the Board of Directors receive Staff Report No. 34-07-24-BOD regarding the 2024 third quarter financials; and

FURTHER THAT: staff continue to monitor budget activities.

Purpose of the Staff Report

The purpose of this Staff Report is to provide quarterly information to the Board regarding the status of the budget activities.

Background

On December 8, 2023 the Board approved the NVCA's 2024 budget. Quarterly reports are given to the Board to update on the status of the budget activities and any variations expected.

Issues/Analysis

The following are the highlights for the first 6 months of operations of the NVCA:

- Expenditures to date are tracking slightly lower, with 68.82% of the budgeted expenses (75% of budget year completed).

- Revenues are also tracking just slightly behind, with 73.54% of the budgeted revenues recognized. This includes the first 9 months of the general municipal levy of \$2,381,475.23.

Individual Program Updates

Conservation Services:

Forestry 110

- The 2024 plant started April 22nd and concluded May 21st. For the 2024 season the NVCA planted 74,900 trees.
- Forests Ontario has confirmed funding for the 2025 season, so our single biggest funding source has already been secured.
- Landowner interest in tree planting is strong for 2025. We anticipate another successful season. Site visits to meet with interested landowners for the 2025 plant began in early July and will continue until the onset of winter.
- The Arbour Day Tree Sale was held on May 11th.
- Managed Forest Program was fully booked for 2024 with 36 plans completed.
- All expenses are on track and staff anticipate a balanced budget for 2024.

Conservation Lands – 150/151

- The addition of the Edenvale Conservation Area to NVCA's paid parking program has resulted in a parking revenue increase based on the popularity of this site. Parking revenues are on track to exceed 2023.
- With support from the Rotary Club of Barrie, NVCA staff will be initiating the construction of a boardwalk on the 'Harold Parker Memorial Trail' at the Willow Creek Canoe Coral, located on George Johnston Road. This \$13,000 initial contribution is the first phase of an anticipated multi-year project.
- As part of this year's capital asset plan, the structural inspection at the viewing platform located on Concession 2, in Clearview was completed. The report contained some minor action items that will be addressed by staff before year end and will be undertaken within NVCA's annual operational budget.
- The Festival at Fort Willow was hosted on October 4 & 5. Due to transportation costs and changes in marketing, attendance was lower than expected, however the event was well received by attendees. A review of the Festival will be undertaken for 2025.
- A balanced budget is anticipated for years end.

Tiffin CA – 661/662

- The wedding and events schedule has been consistently busy. Revenues from weddings and events are on track to meet 2024 budgetary targets.
- NVCA staff continue to investigate additional services that can be provided to event clients.

- Closer communication with photography companies, both in person and online, has led to a significant increase in photo permit purchase. The photo permits purchased in 2024 have far exceeded any past years.
- As part of this year's capital asset plan, improvements to roads and parking lots at the Tiffin Conservation Area are in progress. Improvements will be completed by year end.
- Program expenditures will continue to be monitored to ensure a balanced budget for 2024.

Corporate Workshop-Vehicle and equipment – 650

- Staff are continuing to complete in-house repairs and maintenance on equipment to reduce costs.
- Some fleet repairs were completed, but costs did not exceed the allocated budget.
- RFP's were completed for the replacement of 3 fleet vehicles as part of the 2024 capital asset plan. As a result of vehicle purchase wait-times, the vehicle delivery may occur in 2025. Should delivery occur in 2025, staff will complete appropriate request of allocation of funds outside of scheduled budget allocations.
- Currently, there are no unanticipated expenses and staff anticipate a balanced budget.

Healthy Waters – 120/121

- Staff delivery dollars linked to 2024 field projects including spring tree planting, Nottawasaga River Restoration, grasslands restoration, and Mad River restoration are providing support to the Healthy Waters budget.
- Staff have received multi-year funding support from the World Wildlife Fund (2024-25) for grassland restoration in partnership with Hydro One.
- Staff have also received funding from the Midhurst Landowners Group to support Phosphorus reduction activities within Willow Creek. This project was announced at a media event hosted by Napoleon highlighting works that were underway on their Oro-Medonte property.
- Staff continue to work with partners to finalize 2024 projects and program delivery and anticipate a balanced budget by year-end.

Tiffin Education – 630

- As a result of increased camp capacity, NVCA's Environmental Education Program is anticipating a slight surplus by year-end.
- Programming through the Simcoe District School Board (Grade 4) is progressing as anticipated via the contract extension. Program expansion to include Grade 5 Indigenous Programming is currently under development.
- In partnership with Georgian Bay Forever, staff are initiating program delivery of a micro-plastics and Envirosapes program for Grades 1-8.

- NVCA staff have filed a 'Notice of Intention' with the Ministry of Education to operate as an uninspected private school day program for children aged JK to grade 5. Staff will also provide pre-school programming for children aged 2.5-4, however they are not able to attend for a full day like the school age children are.
- Staff continue to investigate external funding support for program delivery, including funding requests to support outreach program delivery in Dufferin.
- School transportation has been a challenge this year with bus shortages, resulting in 3 fall cancellations. In these situations, staff offer outreach (in-school) programming as an alternative.

Watershed Management:

Planning – 310

- Planning Services user fee revenues as of September 30th are approximately \$807,477.27 (excluding levy, federal funds, and reserve use).
- Based on the revenues received to date, the user fee revenues for subdivisions, site plans, legal inquiries and consents/minor variances are currently trending lower than expected for the third quarter.
- Site Plans revenues are trending higher than anticipated for the third quarter.
- Pre-consultation revenues are exceeding budgeted amounts for this quarter.
- Section 28 permit revenues are also still trending lower than anticipated for this quarter.
- The program expenditures are currently lower than budgeted
- Staff anticipate a deficit for the end of the year with less than budgeted revenues in part due to legislative changes reducing the regulated area and associated number of permits.

Engineering- 443

- The Engineering cost center is used to track engineering special projects
- As noted in the last update, the Engineering program and Information Management, in partnership with Clearview, Federal and Provincial governments and Aquafor Beach completed updated flood mapping for Creemore. The project was completed on time and below budget. NVCA staff are working with Clearview planning staff to incorporate the findings of this study into the municipal planning documents.
- The NVCA is in the fourth year of a five-year contract (2021-2025) with the City of Barrie to maintain their rain gauge network.

Watershed Science – 420/421

- This program incorporates Source Water Protection, Risk Management Office, Environmental Monitoring and Natural Heritage.
- Source Water Protection is running under budget pending the execution of the 2024-2027 Provincial contract which has now been executed.
- The Risk Management Official program is under budget and with anticipated slowing of expected revenues in the remainder 2024.

- Environmental monitoring and natural heritage have brought in unbudgeted revenues which will leave this program area healthy across the remainder of the year.
- Staff anticipates a balanced budget for the end of the year.

Flood Program - 430-440

- Flood has issued 8 flood messages this year to date. This includes January 15th Flood Watch, January 25th Water Safety, March 6th Spring Safety, April 12th Water Conditions, June 23rd Water Safety, July 9th Flood Outlook, July 11th Flood Watch, and July 12th Flood Outlook.
- The Flood budget is currently running a deficit however it is expected to match budget by year end.

Corporate Services: GIS/IT 410/Governance 670/Admin 660/680

GIS/Tech support - 410

- Current revenues and expenditures are tracking as anticipated.
- A slight surplus is anticipated at this time.

Governance 670

- Expenses are tracking as anticipated.

Corporate Admin 660 & 680

- Staff and administrative expenditures are tracking slightly below anticipated values but are anticipated to even out by end of year with a slight surplus anticipated.

Impact on Authority Finances

The 2024 Approved Budget totals \$6,917,347 in revenue as compared to the 2023 approved budget of \$5,961,289. Additionally, staff time to prepare this report is addressed in the 2024 budget.

Climate Change Implications

This report has no climate change implications.

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

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

Attachments:

1. September 30, 2024 Statement of Operations

SUMMARY OF NVCA BUDGETED PROGRAM ACTIVITY, September 30, 2024 (unaudited)

	PROPOSED OPERATIONS BUDGET	Program Expense	Cost Recovery	Capital Asset Purchases	Total Expense	Expense vs Budget	Program Lev	Other Program Revenues	Use of Reserves	Donated Land	Total Revenue	Total Revenue vs Budget	Surplus / Deficit
LAND & WATER & STEWARDSHIP SERVICES													
Reforestation	426,928.99	265,502.57	22,711.55	0.00	288,214.12	67.51%	59,009.25	250,680.27	0.00	0.00	309,689.52	72.54%	21,475.40
Healthy Waters	780,654.97	525,105.47	27,078.04	0.00	552,183.51	70.73%	112,991.22	476,700.24	0.00	0.00	589,691.46	75.54%	37,507.95
Conservation Lands	267,311.74	187,408.48	32,832.33	2,007.03	222,247.84	83.14%	147,293.82	145,987.50	9,937.75	0.00	303,219.07	109.72%	80,971.23
PLANNING													
Planning	1,948,680.13	1,284,044.99	76,004.07	0.00	1,360,049.06	69.79%	516,135.09	807,477.27	0.00	0.00	1,323,612.36	67.92%	-36,436.70
ENGINEERING & TECHNICAL SERVICES													
Watershed Science	565,034.38	314,385.74	35,277.68	0.00	349,663.42	61.88%	186,048.30	193,732.62	0.00	0.00	379,780.92	67.21%	30,117.50
Flood Control	485,078.51	214,427.10	17,214.85	0.00	231,641.95	47.75%	174,578.64	97,307.00	0.00	0.00	271,885.64	56.05%	40,243.69
Engineering - Special Projects	27,800.00	91,431.04	0.00	0.00	91,431.04		0.00	98,595.58	-25,000.00	0.00	73,595.58		-17,835.46
TIFFIN CENTRE													
Tiffin Education	319,295.57	278,929.22	15,409.81	0.00	294,339.03	92.18%	12,221.67	338,797.19	0.00	0.00	351,018.86	109.94%	56,679.83
Tiffin CA - Infrastructure	395,797.87	245,990.50	18,526.64	0.00	264,517.14	66.83%	147,898.40	134,312.34	0.00	0.00	282,210.74	71.30%	17,693.60
COST RECOVERY CENTRES													
GIS / IT Support	456,002.90	301,946.70	0.00	36,610.43	338,557.13		299,027.19	15,486.73	41,610.43	0.00	356,124.35		17,567.22
Workshop Vehicle & Equip	176,400.00	113,930.83	-113,930.83	3,764.95	3,764.95		0.00	0.00	3,764.95	0.00	3,764.95		0.00
Occupancy Costs	0.00	102,227.01	-102,227.01	0.00	0.00		0.00	0.00	0.00	0.00	0.00		0.00
Governance	368,069.36	304,949.15	-28,897.13	0.00	276,052.02		276,052.02	0.00	0.00	0.00	276,052.02		0.00
Corporate Admin Support	700,292.84	487,730.11	0.00	0.00	487,730.11		450,219.63	116,400.24	0.00	0.00	566,619.87	80.91%	78,889.76
Total Operations	6,917,347.26	4,718,008.91	0.00	42,382.41	4,760,391.32	68.82%	2,381,475.23	2,675,476.98	30,313.13	0.00	5,087,265.34	73.54%	326,874.02

	Budgeted Capital Expenditure	Approved Draw From Reserve*	Actual Use of Reserve	Actual Capital Expenditure
Conservation Lands	-3,300.00	6,700.00	9,937.75	2,007.03
Planning Services	0.00	0.00	0.00	0.00
Engineering - Special Projects			-25,000.00	0.00
GIS / IT Support	44,800.00	44,800.00	41,610.43	36,610.43
Watershed Science	74,970.00	74,970.00	0.00	0.00
Flood	153,000.00	153,000.00	0.00	0.00
Workshop Vehicle & Equip	176,400.00	176,400.00	3,764.95	3,764.95
Occupancy Costs	0.00	0.00	0.00	0.00
Tiffin CA - Infrastructure	22,000.00	22,000.00	0.00	0.00
Corporate Admin Support	0.00	0.00	0.00	0.00
Total	467,870.00	477,870.00	30,313.13	42,382.41

*Approved Draw from Reserve--Budgeted and Board Approval

Category 1, September 2024		PROPOSED OPERATIONS BUDGET	Program Expense	Cost Recovery	Capital Asset Purchases	Total Expense	Expense vs Budget	Program Levy	Other Program Revenues	Use of Reserves	Donated Land	Total Revenue	Total Revenue vs Budget	Surplus / Deficit
LAND & WATER & STEWARDSHIP SERVICES														
120	Healthy Waters	140,888.77	57,235.22	15,939.18		73,174.40	51.94%	59,166.57	1,898.31			61,064.88	43.34%	-12,109.52
150	Conservation Lands	229,278.24	160,469.26	31,917.51	2,007.03	194,393.80	84.79%	138,246.18	107,414.64	3,769.06		249,429.88	107.15%	55,036.08
PLANNING														
310	Planning	1,948,680.13	1,284,044.99	76,004.07		1,360,049.06	69.79%	516,135.09	807,477.27			1,323,612.36	67.92%	-36,436.70
ENGINEERING & TECHNICAL SERVICES														
420	Watershed Science	344,215.00	195,442.65	30,392.54		225,835.19	65.61%	93,911.25	164,553.32			258,464.57	75.09%	32,629.38
430-442	Flood Control	485,078.51	214,427.10	17,214.85		231,641.95	47.75%	174,578.64	97,307.00			271,885.64	56.05%	40,243.69
TIFFIN CENTRE														
661	Tiffin CA - Infrastructure	209,908.83	121,946.31	11,939.94		133,886.25	63.78%	134,931.62	4,215.80			139,147.42	66.29%	5,261.17
COST RECOVERY CENTRES														
410	GIS / IT Support	456,002.90	301,946.70		36,610.43	338,557.13		299,027.19	15,486.73	41,610.43		356,124.35		17,567.22
650	Workshop Vehicle & Equip	176,400.00	113,930.83	-113,930.83	3,764.95	3,764.95				3,764.95		3,764.95		0.00
660	Occupancy Costs		102,227.01	-102,227.01		0.00						0.00		0.00
670	Governance	368,069.36	304,949.15	-28,897.13		276,052.02		276,052.02	0.00			276,052.02		0.00
680	Corporate Admin Support	700,292.84	487,730.11			487,730.11		450,219.63	116,400.24			566,619.87	80.91%	78,889.76
Total Operations		5,058,814.58	3,344,349.33	-61,646.88	42,382.41	3,325,084.86	65.73%	2,142,268.19	1,314,753.31	49,144.44	0.00	3,506,165.94	69.31%	181,081.08

	Budgeted Capital Expenditure	Approved Draw From Reserve*	Actual Use of Reserve	Actual Capital Expenditure
150 Conservation Lands	6,500.00	6,500.00	3,769.06	2,007.03
310 Planning Services				
410 GIS / IT Support	44,800.00	44,800.00	41,610.43	36,610.43
420 Watershed Science	24,000.00	24,000.00		
430 Flood	153,000.00	153,000.00		
650 Workshop Vehicle & Equip	176,400.00	176,400.00	3,764.95	3,764.95
660 Occupancy Costs				
661 Tiffin CA - Infrastructure	21,000.00	21,000.00		
680 Corporate Admin Support				
Total	425,700.00	425,700.00	49,144.44	42,382.41

Category 2 & 3, September 2024		PROPOSED OPERATIONS BUDGET	Program Expense	Cost Recovery	Capital Asset Purchases	Total Expense	Expense vs Budget	Program Levy	Other Program Revenues	Use of Reserves	Donated Land	Total Revenue	Total Revenue vs Budget	Surplus / Deficit
LAND & WATER & STEWARDSHIP SERVICES														
110	Reforestation	426,928.99	265,502.57	22,711.55		288,214.12	67.51%	59,009.25	250,680.27			309,689.52	72.54%	21,475.40
121	Healthy Waters	639,766.20	467,870.25	11,138.86		479,009.11	74.87%	53,824.65	474,801.93			528,626.58	82.63%	49,617.47
151	Conservation Lands	38,033.50	26,939.22	914.82		27,854.04	73.24%	9,047.64	38,572.86	6,168.69		53,789.19	125.21%	25,935.15
ENGINEERING & TECHNICAL SERVICES														
421	Watershed Science	220,819.38	118,943.09	4,885.14		123,828.23	56.08%	92,137.05	29,179.30			121,316.35	54.94%	-2,511.88
443	Engineering - Special Projects	27,800.00	91,431.04			91,431.04	41.41%		98,595.58	-25,000.00		73,595.58	44.65%	-17,835.46
TIFFIN CENTRE														
630	Tiffin Education	319,295.57	278,929.22	15,409.81		294,339.03	92.18%	12,221.67	338,797.19			351,018.86	109.94%	56,679.83
662	Tiffin CA - Infrastructure	185,889.04	124,044.19	6,586.70		130,630.89	70.27%	12,966.78	130,096.54			143,063.32	76.96%	12,432.43
Total Operations		1,858,532.68	1,373,659.58	61,646.88	0.00	1,435,306.46	77.23%	239,207.04	1,360,723.67	-18,831.31	0.00	1,581,099.40	85.07%	145,792.94

	Budgeted Capital Expenditure	Approved Draw From Reserve*	Actual Use of Reserve	Actual Capital Expenditure
151 Conservation Lands	-9,800.00	-9,800.00		
BOD Mtg 10-23-BOD, Agenda 12.2.2		10,000.00	6,168.69	
421 Watershed Science	50,970.00	50,970.00		
443 Engineering - Special Projects	1,000.00	1,000.00	-25,000.00	
662 Tiffin CA - Infrastructure				
Total	42,170.00	52,170.00	-18,831.31	0.00

Nottawasaga Valley Conservation Authority
Unaudited Statement of Operations
For The 9 Periods Ending September 30, 2024

Division

110 Reforestation - Category 2 & 3

	CURRENT QTR ACTUALS	CURRENT QTR BUDGET	ACTUAL YTD	BUDGET YTD	OVER (UNDER) YTD BUDGET	BUDGET 2024
REVENUE:						
Municipal Levy Non Match	19,669.75	19,669.75	59,009.25	59,009.25	-	78,678.99
Municipal Grants	15,437.50	3,000.00	15,437.50	3,000.00	12,437.50	14,250.00
Contributions	195,100.41	250,000.00	195,560.41	250,000.00	(54,439.59)	295,000.00
Federal Sources	5,000.00	-	5,000.00	-	5,000.00	-
User Fees	14,728.57	16,000.00	34,682.36	39,000.00	(4,317.64)	39,000.00
TOTAL REVENUE	249,936.23	288,669.75	309,689.52	351,009.25	(41,319.73)	426,928.99
EXPENSES:						
Wages and Interprogram Charges	38,633.24	36,336.73	102,305.22	109,010.19	(6,704.97)	145,346.92
	38,633.24	36,336.73	102,305.22	109,010.19	(6,704.97)	145,346.92
Other Interprogram Charges						
Cost Recovery	6,414.37	9,733.02	22,711.55	29,199.06	(6,487.51)	38,932.07
	6,414.37	9,733.02	22,711.55	29,199.06	(6,487.51)	38,932.07
Other Expenses						
Staff Expense 110	-	-	-	-	-	300.00
Memberships Prof.Dues 110	-	-	973.33	450.00	523.33	750.00
Material&Supply 110	-	2,000.00	2,422.66	6,000.00	(3,577.34)	6,000.00
Cost of Trees 110	-	-	56,980.06	110,000.00	(53,019.94)	110,000.00
Equipment Costs 110 Reforestation	-	-	-	500.00	(500.00)	500.00
Consultant Fees 110 Outsource Contract	-	-	102,659.50	125,000.00	(22,340.50)	125,000.00
Uniform & Special Clothing Expense 110	161.80	-	161.80	-	161.80	100.00
	161.80	2,000.00	163,197.35	241,950.00	(78,752.65)	242,650.00
TOTAL EXPENSES	45,209.41	48,069.75	288,214.12	380,159.25	(91,945.13)	426,928.99
SURPLUS (DEFICIT)	204,726.82	240,600.00	21,475.40	(29,150.00)	50,625.40	-

Nottawasaga Valley Conservation Authority
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Division

120 Stewardship Services - Category 1

	CURRENT QTR ACTUALS	CURRENT QTR BUDGET	ACTUAL YTD	BUDGET YTD	OVER (UNDER) YTD BUDGET	BUDGET 2024
REVENUE:						
Municipal Levy Non Match	19,722.19	19,722.19	59,166.57	59,166.57	-	78,888.77
Municipal Grants	-	500.00	-	1,500.00	(1,500.00)	2,000.00
Contributions	-	11,762.50	1,898.31	32,287.50	(30,389.19)	40,000.00
Federal Sources	-	4,500.00	-	12,000.00	(12,000.00)	15,000.00
User Fees	-	1,500.00	-	3,500.00	(3,500.00)	5,000.00
TOTAL REVENUE	19,722.19	37,984.69	61,064.88	108,454.07	(47,389.19)	140,888.77
EXPENSES:						
Wages and Interprogram Charges	30,051.71	23,169.37	54,814.51	69,508.11	(14,693.60)	92,677.49
	30,051.71	23,169.37	54,814.51	69,508.11	(14,693.60)	92,677.49
Other Interprogram Charges						
Cost Recovery	4,457.37	6,915.32	15,939.18	20,745.96	(4,806.78)	27,661.28
	4,457.37	6,915.32	15,939.18	20,745.96	(4,806.78)	27,661.28
Other Expenses						
Staff Expense 120 Healthy Waters	97.24	200.00	409.90	600.00	(190.10)	800.00
Material&Supply 120	-	7,250.00	1,898.31	16,250.00	(14,351.69)	18,000.00
Uniform & Special Clothing Expense 120	-	50.00	-	150.00	(150.00)	150.00
Advertisement 120	(200.00)	400.00	112.50	1,200.00	(1,087.50)	1,600.00
	(102.76)	7,900.00	2,420.71	18,200.00	(15,779.29)	20,550.00
TOTAL EXPENSES	34,406.32	37,984.69	73,174.40	108,454.07	(35,279.67)	140,888.77
SURPLUS (DEFICIT)	(14,684.13)	-	(12,109.52)	-	(12,109.52)	-

Nottawasaga Valley Conservation Authority
Unaudited Statement of Operations
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Division

121 Stewardship Services - Category 2 & 3

	CURRENT QTR ACTUALS	CURRENT QTR BUDGET	ACTUAL YTD	BUDGET YTD	OVER (UNDER) YTD BUDGET	BUDGET 2024
REVENUE:						
Municipal Levy Non Match	17,941.55	20,941.55	53,824.65	60,824.65	(7,000.00)	81,766.20
Provincial Grants	48,177.18	-	87,776.18	-	87,776.18	-
Municipal Grants	-	5,000.00	12,555.21	14,000.00	(1,444.79)	18,000.00
Contributions	123,015.75	161,000.00	266,599.98	295,000.00	(28,400.02)	410,000.00
Federal Sources	45,942.99	35,000.00	105,656.66	97,000.00	8,656.66	115,000.00
User Fees	138.90	4,000.00	2,063.90	12,000.00	(9,936.10)	15,000.00
Miscellaneous Revenue	-	-	150.00	-	150.00	-
TOTAL REVENUE	235,216.37	225,941.55	528,626.58	478,824.65	49,801.93	639,766.20
EXPENSES:						
Wages and Interprogram Charges	91,042.71	77,406.04	256,277.53	232,218.12	24,059.41	309,624.15
	91,042.71	77,406.04	256,277.53	232,218.12	24,059.41	309,624.15
Other Interprogram Charges						
Cost Recovery	1,627.73	7,673.01	11,138.86	23,019.03	(11,880.17)	30,692.05
	1,627.73	7,673.01	11,138.86	23,019.03	(11,880.17)	30,692.05
Other Expenses						
Material&Supply 121	122,813.39	140,862.50	211,592.72	223,587.50	(11,994.78)	299,450.00
	122,813.39	140,862.50	211,592.72	223,587.50	(11,994.78)	299,450.00
TOTAL EXPENSES	215,483.83	225,941.55	479,009.11	478,824.65	184.46	639,766.20
SURPLUS (DEFICIT)	19,732.54	-	49,617.47	-	49,617.47	-

Nottawasaga Valley Conservation Authority
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Division

150 Conservation Lands - Category 1

	CURRENT QTR ACTUALS	CURRENT QTR BUDGET	ACTUAL YTD	BUDGET YTD	OVER (UNDER) YTD BUDGET	BUDGET 2024
REVENUE:						
Municipal Levy Non Match	46,082.06	46,082.06	138,246.18	138,246.18	-	184,328.24
Provincial Grants	-	-	-	-	-	2,000.00
Contributions	44,653.14	900.00	60,082.23	2,000.00	58,082.23	2,150.00
Federal Sources	9,630.46	-	10,431.87	-	10,431.87	-
User Fees	12,628.00	6,900.00	36,900.54	28,800.00	8,100.54	34,300.00
Use of Reserves	1,500.00	6,500.00	3,769.06	6,500.00	(2,730.94)	6,500.00
TOTAL REVENUE	114,493.66	60,382.06	249,429.88	175,546.18	73,883.70	229,278.24
EXPENSES:						
Wages and Interprogram Charges	43,603.11	32,905.94	66,489.33	98,717.82	(32,228.49)	131,623.76
	43,603.11	32,905.94	66,489.33	98,717.82	(32,228.49)	131,623.76
Other Interprogram Charges						
Cost Recovery	9,307.40	13,118.62	31,917.51	39,355.86	(7,438.35)	52,474.48
	9,307.40	13,118.62	31,917.51	39,355.86	(7,438.35)	52,474.48
Other Expenses						
Staff Expense 150 Conservation Lands	-	-	-	200.00	(200.00)	400.00
Material&Supply	55,287.01	4,000.00	59,282.39	8,500.00	50,782.39	10,500.00
Legal Costs 150	-	-	7,837.09	1,000.00	6,837.09	1,000.00
Insurance 150	-	-	12,160.74	12,800.00	(639.26)	12,800.00
Taxes	2,155.75	8,030.00	10,384.23	16,060.00	(5,675.77)	16,060.00
Interest & Bank Chgs Lands	2,563.08	875.00	4,205.48	2,625.00	1,580.48	3,500.00
Maintenance Supplies 150	-	500.00	-	1,250.00	(1,250.00)	1,500.00
Advertisement 150	-	1,000.00	-	2,000.00	(2,000.00)	2,000.00
Gain Loss on Disposal of Cap Asset	110.00	-	110.00	-	110.00	-
Capital Asset Purchases	-	5,000.00	2,007.03	5,000.00	(2,992.97)	5,000.00
	60,115.84	19,405.00	95,986.96	49,435.00	46,551.96	52,760.00
TOTAL EXPENSES	113,026.35	65,429.56	194,393.80	187,508.68	6,885.12	236,858.24
SURPLUS (DEFICIT)	1,467.31	(5,047.50)	55,036.08	(11,962.50)	66,998.58	(7,580.00)

Nottawasaga Valley Conservation Authority
Unaudited Statement of Operations
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Division

151 Conservation Lands - Category 2 & 3

	CURRENT QTR ACTUALS	CURRENT QTR BUDGET	ACTUAL YTD	BUDGET YTD	OVER (UNDER) YTD BUDGET	BUDGET 2024
REVENUE:						
Municipal Levy Non Match	3,015.88	3,015.88	9,047.64	9,047.64	-	12,063.50
Provincial Grants	-	-	-	-	-	500.00
Contributions	584.07	1,030.00	4,573.69	1,980.00	2,593.69	2,130.00
User Fees	1,633.12	1,250.00	33,999.17	31,890.00	2,109.17	33,140.00
Use of Reserves	-	-	6,168.69	-	6,168.69	(9,800.00)
TOTAL REVENUE	5,233.07	5,295.88	53,789.19	42,917.64	10,871.55	38,033.50
EXPENSES:						
Wages and Interprogram Charges	6,683.20	6,683.20	20,049.60	20,049.60	-	26,732.80
	6,683.20	6,683.20	20,049.60	20,049.60	-	26,732.80
Other Interprogram Charges						
Cost Recovery	133.68	630.18	914.82	1,890.54	(975.72)	2,520.70
	133.68	630.18	914.82	1,890.54	(975.72)	2,520.70
Other Expenses						
Material&Supply 151	73.14	500.00	6,686.73	1,000.00	5,686.73	1,000.00
Hydro 151 NewLowell	68.30	50.00	202.89	150.00	52.89	200.00
	141.44	550.00	6,889.62	1,150.00	5,739.62	1,200.00
TOTAL EXPENSES	6,958.32	7,863.38	27,854.04	23,090.14	4,763.90	30,453.50
SURPLUS (DEFICIT)	(1,725.25)	(2,567.50)	25,935.15	19,827.50	6,107.65	7,580.00

Nottawasaga Valley Conservation Authority
Unaudited Statement of Operations
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Division

310 Planning - Category 1

	CURRENT QTR ACTUALS	CURRENT QTR BUDGET	ACTUAL YTD	BUDGET YTD	OVER (UNDER) YTD BUDGET	BUDGET 2024
REVENUE:						
Municipal Levy Non Match	172,045.03	172,045.03	516,135.09	516,135.09	-	688,180.13
User Fees	301,399.78	308,500.00	807,477.27	987,500.00	(180,022.73)	1,260,500.00
TOTAL REVENUE	473,444.81	480,545.03	1,323,612.36	1,503,635.09	(180,022.73)	1,948,680.13
EXPENSES:						
Wages and Interprogram Charges	464,719.73	417,956.92	1,201,916.96	1,253,870.76	(51,953.80)	1,671,827.68
	464,719.73	417,956.92	1,201,916.96	1,253,870.76	(51,953.80)	1,671,827.68
Other Interprogram Charges						
Cost Recovery	14,008.60	46,813.11	76,004.07	140,439.33	(64,435.26)	187,252.45
	14,008.60	46,813.11	76,004.07	140,439.33	(64,435.26)	187,252.45
Other Expenses						
Staff Expense 310	808.45	100.00	1,400.15	400.00	1,000.15	500.00
Memberships Prof.Dues 310	1,126.94	500.00	6,121.73	4,600.00	1,521.73	4,600.00
Material&Supply 310	32.02	250.00	32.02	500.00	(467.98)	500.00
Legal Costs	406.80	7,100.00	6,924.04	15,800.00	(8,875.96)	20,000.00
Consultant Fees 310	2,762.50	3,000.00	4,286.14	5,500.00	(1,213.86)	5,500.00
Insurance 310 E&OLiability Premium	-	-	60,639.96	57,500.00	3,139.96	57,500.00
Office Expenses	771.35	125.00	771.35	375.00	396.35	500.00
Interest & Bank Chgs 310	1,952.64	-	1,952.64	-	1,952.64	-
Bad Debt Expense 310 Planning	-	125.00	-	375.00	(375.00)	500.00
	7,860.70	11,200.00	82,128.03	85,050.00	(2,921.97)	89,600.00
TOTAL EXPENSES	486,589.03	475,970.03	1,360,049.06	1,479,360.09	(119,311.03)	1,948,680.13
SURPLUS (DEFICIT)	(13,144.22)	4,575.00	(36,436.70)	24,275.00	(60,711.70)	-

Nottawasaga Valley Conservation Authority
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Division

400 Engineering - Special Projects

	CURRENT QTR ACTUALS	CURRENT QTR BUDGET	ACTUAL YTD	BUDGET YTD	OVER (UNDER) YTD BUDGET	BUDGET 2024
REVENUE:						
TOTAL REVENUE	-	-	-	-	-	-
EXPENSES:						
Other Interprogram Charges	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
TOTAL EXPENSES	-	-	-	-	-	-
SURPLUS (DEFICIT)	-	-	-	-	-	-

Nottawasaga Valley Conservation Authority
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Division

410 Information Management Services - Category 1

	CURRENT QTR ACTUALS	CURRENT QTR BUDGET	ACTUAL YTD	BUDGET YTD	OVER (UNDER) YTD BUDGET	BUDGET 2024
REVENUE:						
Municipal Levy Non Match	99,675.73	99,675.73	299,027.19	299,027.19	-	398,702.92
User Fees	-	-	15,486.73	12,500.00	2,986.73	12,500.00
Use of Reserves	-	3,000.00	41,610.43	44,800.00	(3,189.57)	44,800.00
TOTAL REVENUE	<u>99,675.73</u>	<u>102,675.73</u>	<u>356,124.35</u>	<u>356,327.19</u>	<u>(202.84)</u>	<u>456,002.92</u>
EXPENSES:						
Wages and Interprogram Charges	107,202.17	99,675.73	279,815.25	299,027.19	(19,211.94)	398,702.92
	<u>107,202.17</u>	<u>99,675.73</u>	<u>279,815.25</u>	<u>299,027.19</u>	<u>(19,211.94)</u>	<u>398,702.92</u>
Other Interprogram Charges						
Cost Recovery	-	(5,525.00)	-	(4,575.00)	4,575.00	(10,600.00)
	<u>-</u>	<u>(5,525.00)</u>	<u>-</u>	<u>(4,575.00)</u>	<u>4,575.00</u>	<u>(10,600.00)</u>
Other Expenses						
Staff Expense 410 GIS	153.30	25.00	282.60	75.00	207.60	100.00
Material&Supply 410	3,733.08	5,500.00	21,848.85	21,500.00	348.85	27,000.00
Consultant Fees 410	-	-	-	500.00	(500.00)	1,000.00
Capital Asset Purchases	-	3,000.00	36,610.43	39,800.00	(3,189.57)	39,800.00
	<u>3,886.38</u>	<u>8,525.00</u>	<u>58,741.88</u>	<u>61,875.00</u>	<u>(3,133.12)</u>	<u>67,900.00</u>
TOTAL EXPENSES	<u>111,088.55</u>	<u>102,675.73</u>	<u>338,557.13</u>	<u>356,327.19</u>	<u>(17,770.06)</u>	<u>456,002.92</u>
SURPLUS (DEFICIT)	<u>(11,412.82)</u>	<u>-</u>	<u>17,567.22</u>	<u>-</u>	<u>17,567.22</u>	<u>-</u>

Nottawasaga Valley Conservation Authority
Unaudited Statement of Operations
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Division

420 Watershed Science - Category 1

	CURRENT QTR ACTUALS	CURRENT QTR BUDGET	ACTUAL YTD	BUDGET YTD	OVER (UNDER) YTD BUDGET	BUDGET 2024
REVENUE:						
Municipal Levy Non Match	31,303.75	31,303.75	93,911.25	93,911.25	-	125,215.00
Provincial Grants	74,983.62	48,750.00	159,553.32	146,250.00	13,303.32	195,000.00
Contributions	-	-	5,000.00	-	5,000.00	-
Use of Reserves	-	-	-	-	-	24,000.00
TOTAL REVENUE	106,287.37	80,053.75	258,464.57	240,161.25	18,303.32	344,215.00
EXPENSES:						
Wages and Interprogram Charges	90,856.13	63,113.15	189,433.30	189,339.45	93.85	252,452.59
	90,856.13	63,113.15	189,433.30	189,339.45	93.85	252,452.59
Other Interprogram Charges						
Cost Recovery	8,117.21	13,915.60	30,392.54	41,746.80	(11,354.26)	55,662.41
	8,117.21	13,915.60	30,392.54	41,746.80	(11,354.26)	55,662.41
Other Expenses						
Staff Expense 420	113.39	750.00	979.42	2,250.00	(1,270.58)	2,500.00
Memberships Prof.Dues 420	-	-	981.99	1,000.00	(18.01)	1,000.00
Material&Supply 420	130.10	2,500.00	2,158.42	6,000.00	(3,841.58)	6,500.00
Insurance 420 Water Source Prot Endor:	-	-	1,889.52	2,100.00	(210.48)	2,100.00
Capital Asset Purchases	-	-	-	-	-	24,000.00
	243.49	3,250.00	6,009.35	11,350.00	(5,340.65)	36,100.00
TOTAL EXPENSES	99,216.83	80,278.75	225,835.19	242,436.25	(16,601.06)	344,215.00
SURPLUS (DEFICIT)	7,070.54	(225.00)	32,629.38	(2,275.00)	34,904.38	-

Nottawasaga Valley Conservation Authority
Unaudited Statement of Operations
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Division

421 Watershed Science - Category 2 & 3

	CURRENT QTR ACTUALS	CURRENT QTR BUDGET	ACTUAL YTD	BUDGET YTD	OVER (UNDER) YTD BUDGET	BUDGET 2024
REVENUE:						
Municipal Levy Non Match	30,712.35	30,712.35	92,137.05	92,137.05	-	122,849.38
Municipal Grants	3,228.35	-	22,966.89	18,000.00	4,966.89	41,000.00
User Fees	-	-	6,212.41	4,500.00	1,712.41	6,000.00
Use of Reserves	-	-	-	44,070.00	(44,070.00)	50,970.00
TOTAL REVENUE	<u>33,940.70</u>	<u>30,712.35</u>	<u>121,316.35</u>	<u>158,707.05</u>	<u>(37,390.70)</u>	<u>220,819.38</u>
EXPENSES:						
Wages and Interprogram Charges	38,472.21	38,472.21	115,416.63	115,416.63	-	153,888.84
	<u>38,472.21</u>	<u>38,472.21</u>	<u>115,416.63</u>	<u>115,416.63</u>	<u>-</u>	<u>153,888.84</u>
Other Interprogram Charges						
Cost Recovery	713.87	3,365.14	4,885.14	10,095.42	(5,210.28)	13,460.54
	<u>713.87</u>	<u>3,365.14</u>	<u>4,885.14</u>	<u>10,095.42</u>	<u>(5,210.28)</u>	<u>13,460.54</u>
Other Expenses						
Material&Supply 421	3,228.35	-	3,228.35	-	3,228.35	-
Consultant Fees 421 Outsource Lab Cost	-	1,000.00	128.74	2,000.00	(1,871.26)	2,500.00
Maintenance Supplies 421 Equipment	169.37	-	169.37	-	169.37	-
Capital Asset Purchases	-	-	-	44,070.00	(44,070.00)	50,970.00
	<u>3,397.72</u>	<u>1,000.00</u>	<u>3,526.46</u>	<u>46,070.00</u>	<u>(42,543.54)</u>	<u>53,470.00</u>
TOTAL EXPENSES	<u>42,583.80</u>	<u>42,837.35</u>	<u>123,828.23</u>	<u>171,582.05</u>	<u>(47,753.82)</u>	<u>220,819.38</u>
SURPLUS (DEFICIT)	<u>(8,643.10)</u>	<u>(12,125.00)</u>	<u>(2,511.88)</u>	<u>(12,875.00)</u>	<u>10,363.12</u>	<u>-</u>

Nottawasaga Valley Conservation Authority
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Consolidated

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

	CURRENT QTR ACTUALS	CURRENT QTR BUDGET	ACTUAL YTD	BUDGET YTD	OVER (UNDER) YTD BUDGET	BUDGET 2024
REVENUE:						
Municipal Levy Non Match	33,866.13	33,866.13	101,598.39	101,598.39	-	135,464.51
Matching Municipal Levy (Flood)	24,326.75	24,326.77	72,980.25	72,980.31	(0.06)	97,307.00
Provincial Grants	97,307.00	97,307.00	97,307.00	97,307.00	-	97,307.00
Municipal Grants	-	-	-	2,000.00	(2,000.00)	2,000.00
Use of Reserves	-	72,500.00	-	90,500.00	(90,500.00)	153,000.00
TOTAL REVENUE	155,499.88	227,999.90	271,885.64	364,385.70	(92,500.06)	485,078.51
EXPENSES:						
Wages and Interprogram Charges	75,314.96	64,797.62	194,091.18	194,392.86	(301.68)	259,190.41
	75,314.96	64,797.62	194,091.18	194,392.86	(301.68)	259,190.41
Other Interprogram Charges						
Cost Recovery	1,350.20	6,364.77	9,239.69	19,094.31	(9,854.62)	25,459.07
	1,350.20	6,364.77	9,239.69	19,094.31	(9,854.62)	25,459.07
Other Expenses						
Material&Supply	1,914.55	82,000.00	6,833.11	94,500.00	(87,666.89)	157,000.00
Corp Fleet Charge 437	2,519.70	2,907.26	7,975.16	8,721.78	(746.62)	11,629.03
Insurance	-	-	12,600.00	12,600.00	-	12,600.00
Taxes	460.06	600.00	902.81	1,200.00	(297.19)	1,200.00
Capital Asset Purchases	-	-	-	18,000.00	(18,000.00)	18,000.00
	4,894.31	85,507.26	28,311.08	135,021.78	(106,710.70)	200,429.03
TOTAL EXPENSES	81,559.47	156,669.65	231,641.95	348,508.95	(116,867.00)	485,078.51
SURPLUS (DEFICIT)	73,940.41	71,330.25	40,243.69	15,876.75	24,366.94	-

Nottawasaga Valley Conservation Authority
Unaudited Statement of Operations
For The 9 Periods Ending September 30, 2024

Consolidated

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

	CURRENT QTR ACTUALS	CURRENT QTR BUDGET	ACTUAL YTD	BUDGET YTD	OVER (UNDER) YTD BUDGET	BUDGET 2024
REVENUE:						
Provincial Grants	6,374.37	-	89,081.88	-	89,081.88	-
Municipal Grants	7,405.65	-	9,513.70	-	9,513.70	27,800.00
Use of Reserves	-	-	(25,000.00)	-	(25,000.00)	-
TOTAL REVENUE	13,780.02	-	73,595.58	-	73,595.58	27,800.00
EXPENSES:						
Wages and Interprogram Charges	5,735.03	5,735.03	17,205.09	17,205.09	-	22,940.13
	5,735.03	5,735.03	17,205.09	17,205.09	-	22,940.13
Other Interprogram Charges	-	-	-	-	-	-
Other Expenses						
Material&Supply 443	1,031.27	1,214.97	61,480.57	3,644.91	57,835.66	4,859.87
Consultant Fees 443 FHIMP	12,745.38	-	12,745.38	-	12,745.38	-
	13,776.65	1,214.97	74,225.95	3,644.91	70,581.04	4,859.87
TOTAL EXPENSES	19,511.68	6,950.00	91,431.04	20,850.00	70,581.04	27,800.00
SURPLUS (DEFICIT)	(5,731.66)	(6,950.00)	(17,835.46)	(20,850.00)	3,014.54	-

Nottawasaga Valley Conservation Authority
Unaudited Statement of Operations
For The 9 Periods Ending September 30, 2024

Division

630 Tiffin Education - Category 2 & 3

	CURRENT QTR ACTUALS	CURRENT QTR BUDGET	ACTUAL YTD	BUDGET YTD	OVER (UNDER) YTD BUDGET	BUDGET 2024
REVENUE:						
Municipal Levy Non Match	4,073.89	4,073.89	12,221.67	12,221.67	-	16,295.57
Contributions	(12,935.60)	2,500.00	7,564.40	6,500.00	1,064.40	8,000.00
Federal Sources	-	10,000.00	-	10,000.00	(10,000.00)	10,000.00
User Fees	24,814.96	61,250.00	331,232.79	238,750.00	92,482.79	285,000.00
TOTAL REVENUE	15,953.25	77,823.89	351,018.86	267,471.67	83,547.19	319,295.57
EXPENSES:						
Wages and Interprogram Charges	125,900.43	68,572.81	262,276.38	205,718.43	56,557.95	274,291.25
	125,900.43	68,572.81	262,276.38	205,718.43	56,557.95	274,291.25
Other Interprogram Charges						
Cost Recovery	2,638.79	9,876.08	15,409.81	29,628.24	(14,218.43)	39,504.32
	2,638.79	9,876.08	15,409.81	29,628.24	(14,218.43)	39,504.32
Other Expenses						
Staff Expense 630 Education	-	-	155.89	-	155.89	-
Memberships Prof.Dues 630	-	-	200.00	500.00	(300.00)	500.00
Material&Supply 630	4,446.62	1,100.00	16,296.95	3,900.00	12,396.95	5,000.00
	4,446.62	1,100.00	16,652.84	4,400.00	12,252.84	5,500.00
TOTAL EXPENSES	132,985.84	79,548.89	294,339.03	239,746.67	54,592.36	319,295.57
SURPLUS (DEFICIT)	(117,032.59)	(1,725.00)	56,679.83	27,725.00	28,954.83	-

Nottawasaga Valley Conservation Authority
Unaudited Statement of Operations
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Division

650 Workshop, Vehicle & Equip - Category 1

	CURRENT QTR ACTUALS	CURRENT QTR BUDGET	ACTUAL YTD	BUDGET YTD	OVER (UNDER) YTD BUDGET	BUDGET 2024
REVENUE:						
Use of Reserves	-	170,000.00	3,764.95	176,400.00	(172,635.05)	176,400.00
TOTAL REVENUE	-	170,000.00	3,764.95	176,400.00	(172,635.05)	176,400.00
EXPENSES:						
Wages and Interprogram Charges	25,382.25	25,382.26	76,146.75	76,146.78	(0.03)	101,529.02
	25,382.25	25,382.26	76,146.75	76,146.78	(0.03)	101,529.02
Other Interprogram Charges						
Cost Recovery	(35,995.76)	(38,882.26)	(113,930.83)	(129,446.78)	15,515.95	(166,129.02)
	(35,995.76)	(38,882.26)	(113,930.83)	(129,446.78)	15,515.95	(166,129.02)
Other Expenses						
Material & Supply 650	131.23	375.00	1,015.01	1,125.00	(109.99)	1,500.00
Insurance Corp 650	-	-	8,314.47	10,800.00	(2,485.53)	10,800.00
Hydro 650 Workshop	590.78	500.00	1,561.86	1,800.00	(238.14)	2,300.00
Fuel Oil Heating Propane Wksp	1,814.65	-	2,766.21	1,000.00	1,766.21	2,500.00
Maintenance Supplies 650	3,968.21	5,000.00	13,434.20	19,600.00	(6,165.80)	25,150.00
Uniform & Special Clothing Exp 650	-	250.00	-	250.00	(250.00)	250.00
Gas & Oil 650	4,060.63	7,375.00	10,644.32	21,125.00	(10,480.68)	24,500.00
Gain Loss on Disposal of Cap Asse	48.01	-	48.01	-	48.01	-
Capital Asset Purchases	-	170,000.00	3,764.95	174,000.00	(170,235.05)	174,000.00
	10,613.51	183,500.00	41,549.03	229,700.00	(188,150.97)	241,000.00
TOTAL EXPENSES	-	170,000.00	3,764.95	176,400.00	(172,635.05)	176,400.00
SURPLUS (DEFICIT)	-	-	0.00	-	-	-

Nottawasaga Valley Conservation Authority
Unaudited Statement of Operations
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Division

660 Office Infrastructure - Category 1

	CURRENT QTR ACTUALS	CURRENT QTR BUDGET	ACTUAL YTD	BUDGET YTD	OVER (UNDER) YTD BUDGET	BUDGET 2024
REVENUE:						
TOTAL REVENUE	-	-	-	-	-	-
EXPENSES:						
Other Interprogram Charges						
Cost Recovery	(18,959.64)	(22,100.00)	(102,227.01)	(121,900.00)	19,672.99	(143,900.00)
	(18,959.64)	(22,100.00)	(102,227.01)	(121,900.00)	19,672.99	(143,900.00)
Other Expenses						
Material&Supply 660	-	-	2,849.28	2,500.00	349.28	3,000.00
Equipment Costs 660 Office	-	1,750.00	1,073.50	5,250.00	(4,176.50)	7,000.00
Insurance 660 Office	-	-	49,731.29	53,800.00	(4,068.71)	53,800.00
Taxes Corp Office	6.22	600.00	1,558.56	1,100.00	458.56	1,100.00
Hydro 660	4,588.62	6,500.00	18,379.78	19,500.00	(1,120.22)	26,000.00
Telephone 660 Corp Office	3,134.56	4,000.00	10,031.68	12,000.00	(1,968.32)	16,000.00
Office Expenses	1,669.29	3,500.00	5,099.08	10,500.00	(5,400.92)	14,000.00
Maintenance Supplies 660 Interior	1,066.34	1,500.00	3,192.79	4,500.00	(1,307.21)	6,000.00
Leases 660 Equipment	2,528.80	3,000.00	7,586.39	9,000.00	(1,413.61)	12,000.00
Internet Access 680 SCAN	908.22	1,250.00	2,724.66	3,750.00	(1,025.34)	5,000.00
	13,902.05	22,100.00	102,227.01	121,900.00	(19,672.99)	143,900.00
TOTAL EXPENSES	(5,057.59)	-	-	-	-	-
SURPLUS (DEFICIT)	5,057.59	-	-	-	-	-

Nottawasaga Valley Conservation Authority
Unaudited Statement of Operations
For The 9 Periods Ending September 30, 2024

Division

661 Tiffin CA & Maintenance - Category 1

	CURRENT QTR ACTUALS	CURRENT QTR BUDGET	ACTUAL YTD	BUDGET YTD	OVER (UNDER) YTD BUDGET	BUDGET 2024
REVENUE:						
Municipal Levy Non Match	44,977.20	44,977.21	134,931.62	134,931.63	(0.01)	179,908.83
User Fees	1,640.00	2,500.00	4,215.80	6,500.00	(2,284.20)	9,000.00
Use of Reserves	-	16,000.00	-	21,000.00	(21,000.00)	21,000.00
TOTAL REVENUE	46,617.20	63,477.21	139,147.42	162,431.63	(23,284.21)	209,908.83
EXPENSES:						
Wages and Interprogram Charges	34,566.60	32,969.31	95,842.82	98,907.93	(3,065.11)	131,877.24
	34,566.60	32,969.31	95,842.82	98,907.93	(3,065.11)	131,877.24
Other Interprogram Charges						
Cost Recovery	2,905.61	6,007.90	11,939.94	18,023.70	(6,083.76)	24,031.59
	2,905.61	6,007.90	11,939.94	18,023.70	(6,083.76)	24,031.59
Other Expenses						
Material&Supply	199.01	1,775.00	738.44	9,275.00	(8,536.56)	10,700.00
Equipment Costs 661	-	500.00	-	500.00	(500.00)	1,000.00
Insurance 661 Tiffin Conservation Area	-	-	1,241.25	1,400.00	(158.75)	1,400.00
Taxes Tiffin Conservation Area	-	-	-	200.00	(200.00)	500.00
Maintenance Supplies 661	1,320.70	5,100.00	20,611.41	16,850.00	3,761.41	20,600.00
Advertisement 661 Tiffin CA	-	-	-	1,000.00	(1,000.00)	1,000.00
Waste Services 661	1,289.02	750.00	3,512.39	2,050.00	1,462.39	2,800.00
Capital Asset Purchases	-	16,000.00	-	16,000.00	(16,000.00)	16,000.00
	2,808.73	24,125.00	26,103.49	47,275.00	(21,171.51)	54,000.00
TOTAL EXPENSES	40,280.94	63,102.21	133,886.25	164,206.63	(30,320.38)	209,908.83
SURPLUS (DEFICIT)	6,336.26	375.00	5,261.17	(1,775.00)	7,036.17	-

Nottawasaga Valley Conservation Authority
Unaudited Statement of Operations
For The 9 Periods Ending September 30, 2024

Division

662 Tiffin CA & Maintenance - Category 2 & 3

	CURRENT QTR ACTUALS	CURRENT QTR BUDGET	ACTUAL YTD	BUDGET YTD	OVER (UNDER) YTD BUDGET	BUDGET 2024
REVENUE:						
Municipal Levy Non Match	4,322.26	4,322.26	12,966.78	12,966.78	-	17,289.04
User Fees	74,782.07	59,000.00	130,096.54	104,100.00	25,996.54	167,600.00
Use of Reserves	-	-	-	1,000.00	(1,000.00)	1,000.00
TOTAL REVENUE	79,104.33	63,322.26	143,063.32	118,066.78	24,996.54	185,889.04
EXPENSES:						
Wages and Interprogram Charges	38,410.00	38,410.00	115,230.00	115,230.00	-	153,640.00
	38,410.00	38,410.00	115,230.00	115,230.00	-	153,640.00
Other Interprogram Charges						
Cost Recovery	962.52	4,537.26	6,586.70	13,611.78	(7,025.08)	18,149.04
	962.52	4,537.26	6,586.70	13,611.78	(7,025.08)	18,149.04
Other Expenses						
Material&Supply 662	133.99	1,600.00	8,386.79	9,150.00	(763.21)	10,800.00
Maintenance Supplies 662	427.40	800.00	427.40	1,950.00	(1,522.60)	2,300.00
Capital Asset Purchases	-	-	-	1,000.00	(1,000.00)	1,000.00
	561.39	2,400.00	8,814.19	12,100.00	(3,285.81)	14,100.00
TOTAL EXPENSES	39,933.91	45,347.26	130,630.89	140,941.78	(10,310.89)	185,889.04
SURPLUS (DEFICIT)	39,170.42	17,975.00	12,432.43	(22,875.00)	35,307.43	-

Nottawasaga Valley Conservation Authority
Unaudited Statement of Operations
For The 9 Periods Ending September 30, 2024

Division

670 Corporate Governance - Category 1

	CURRENT QTR ACTUALS	CURRENT QTR BUDGET	ACTUAL YTD	BUDGET YTD	OVER (UNDER) YTD BUDGET	BUDGET 2024
REVENUE:						
Municipal Levy Non Match	92,017.34	92,017.34	276,052.02	276,052.02	-	368,069.36
TOTAL REVENUE	92,017.34	92,017.34	276,052.02	276,052.02	-	368,069.36
EXPENSES:						
Wages and Interprogram Charges	89,764.68	97,642.34	265,659.61	276,052.02	(10,392.41)	368,069.36
	89,764.68	97,642.34	265,659.61	276,052.02	(10,392.41)	368,069.36
Other Interprogram Charges						
Cost Recovery	(201.65)	(8,625.00)	(28,897.13)	(49,800.00)	20,902.87	(52,800.00)
	(201.65)	(8,625.00)	(28,897.13)	(49,800.00)	20,902.87	(52,800.00)
Other Expenses						
Memberships Prof.Dues 670	-	-	32,168.00	36,000.00	(3,832.00)	36,000.00
Member Education/Training	-	625.00	-	1,875.00	(1,875.00)	2,500.00
Material&Supply 670	1,491.11	875.00	1,908.99	2,625.00	(716.01)	3,500.00
Transportation 670 Municipal Officer Exp	963.20	1,500.00	1,787.10	4,500.00	(2,712.90)	6,000.00
Insurance 670 Directors Liab	-	-	3,425.45	4,800.00	(1,374.55)	4,800.00
	2,454.31	3,000.00	39,289.54	49,800.00	(10,510.46)	52,800.00
TOTAL EXPENSES	92,017.34	92,017.34	276,052.02	276,052.02	(0.00)	368,069.36
SURPLUS (DEFICIT)	-	-	0.00	-	0.00	-

Nottawasaga Valley Conservation Authority
Unaudited Statement of Operations
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Division

680 Corporate Administration - Category 1

	CURRENT QTR ACTUALS	CURRENT QTR BUDGET	ACTUAL YTD	BUDGET YTD	OVER (UNDER) YTD BUDGET	BUDGET 2024
REVENUE:						
Municipal Levy Non Match	150,073.21	150,073.21	450,219.63	450,219.63	-	600,292.84
Contributions	103.66	-	232.01	-	232.01	-
Investment Income	77,225.54	25,000.00	115,549.63	75,000.00	40,549.63	100,000.00
User Fees	64.89	-	128.60	-	128.60	-
Miscellaneous Revenue	397.50	-	490.00	-	490.00	-
TOTAL REVENUE	227,864.80	175,073.21	566,619.87	525,219.63	41,400.24	700,292.84
EXPENSES:						
Wages and Interprogram Charges	162,075.76	150,073.21	410,121.82	450,219.63	(40,097.81)	600,292.84
	162,075.76	150,073.21	410,121.82	450,219.63	(40,097.81)	600,292.84
Other Interprogram Charges						
Cost Recovery	-	875.00	-	(13,875.00)	13,875.00	(154,000.00)
	-	875.00	-	(13,875.00)	13,875.00	(154,000.00)
Other Expenses						
Staff Expense 680 Staff	1,306.57	1,500.00	2,317.09	4,500.00	(2,182.91)	6,000.00
Memberships Prof.Dues 680 Admin Staff	-	500.00	2,622.22	4,000.00	(1,377.78)	4,000.00
Staff Education/Training	5,113.59	5,750.00	20,069.74	22,750.00	(2,680.26)	29,000.00
Material&Supply	931.43	1,750.00	10,455.87	13,750.00	(3,294.13)	16,000.00
Legal Costs	1,236.39	250.00	11,773.14	750.00	11,023.14	1,000.00
Consultant Fees	-	500.00	-	1,500.00	(1,500.00)	2,000.00
Audit Fees	-	-	2,133.14	-	2,133.14	20,500.00
Interest & Bank Chgs 680	5,180.59	8,750.00	17,862.86	26,250.00	(8,387.14)	35,000.00
Uniform & Special Clothing Expense 680	1,699.68	1,500.00	4,663.66	4,500.00	163.66	6,000.00
Advertisement 680	934.62	3,625.00	5,710.57	10,875.00	(5,164.43)	14,500.00
Transfer to Reserves	-	-	-	-	-	120,000.00
	16,402.87	24,125.00	77,608.29	88,875.00	(11,266.71)	254,000.00
TOTAL EXPENSES	178,478.63	175,073.21	487,730.11	525,219.63	(37,489.52)	700,292.84
SURPLUS (DEFICIT)	49,386.17	-	78,889.76	-	78,889.76	-



Staff Report: 35-07-24-BOD

Date: 25/10/2024

To: Chair and Members of the Board of Directors

From: Maria Leung
Senior Communications Specialist

SUBJECT: Communications Report – September 13, 2024 – October 10, 2024

Recommendation

RESOLVED THAT: Staff Report No. 35-07-24-BOD regarding NVCA Communications – September 13, 2024 – October 10, 2024, be received.

Purpose of the Staff Report

This staff report presents a summary of NVCA media coverage and public outreach during the period of September 13, 2024 – October 10, 2024.

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

1. Flood Messages

There were no flood messages issued in this time period

2. Media coverage of NVCA news releases

Historic Fort Willow Conservation Area comes to life on October 4 – 5, 2024, issued on September 17, 2024

Communications Report – September 13, 2024 – October 10, 2024
 Staff Report No. 35-07-24-BOD

Title	Media Outlet	Date	Reference
Step back in time: History to come alive during Festival at Fort Willow	Midland Today	September 22, 2024	Kyra Howes, Director of Conservation Services
History comes to life during Festival at Fort Willow	Creemore Echo	September 22, 2024	Kyra Howes, Director of Conservation Services
Historic Fort Willow Conservation Area comes to life with history festival	New Tecumseth Times	October 3, 2024	Kyra Howes, Director of Conservation Services

Help Shape NVCA's Conservation Areas Strategy, issued on September 19, 2024

Title	Media Outlet	Date	Reference
NVCA wants to hear from you on future of conservation land	Collingwood Today	September 19, 2024	
NVCA seeking input on future uses for conservation areas	Collingwood Today	September 19, 2024	
NVCA Looking For Input On Conservation Lands	Bayshore Broadcasting Centre	September 20, 2024	
NVCA seeking input on new conservation areas strategy	Orillia Matters	September 21, 2024	
Have Your Say on the Future of Conservation Lands	FM 101 Milton	October 1, 2024	

New partnership aims to restore water quality and habitat in Willow Creek in Oro-Medonte, issued on September 25, 2024

Title	Media Outlet	Date	Reference
New partnership focused on restoring Willow Creek in Oro-Medonte	Hamilton Spectator	September 25, 2024	Fred Dobbs, Manager, Stewardship Services

Communications Report – September 13, 2024 – October 10, 2024
 Staff Report No. 35-07-24-BOD

Title	Media Outlet	Date	Reference
New partnership focused on restoring Willow Creek in Oro-Medonte	Orillia Matters	September 25, 2024	Fred Dobbs, Manager, Stewardship Services
New partnership focused on restoring Willow Creek in Oro-Medonte	Barrie Today	September 25, 2024	Fred Dobbs, Manager, Stewardship Services
New partnership focused on restoring Willow Creek in Oro-Medonte	Penicton Herald	September 25, 2024	Fred Dobbs, Manager, Stewardship Services

NVCA seeks feedback on resource management strategy, issued on October 9, 2024

Title	Media Outlet	Date	Reference
NVCA wants to hear what you have to say on watershed strategy	Barrie Today	October 10, 2024	Kyra Howes, Director of Conservation Service
Watershed moment? NVCA wants input on its resource strategy	Innisfil Today	October 10, 2024	Kyra Howes, Director of Conservation Service
Watershed moment? NVCA wants input on its resource strategy	Bradford Today	October 10, 2024	Kyra Howes, Director of Conservation Service

Column: Uncovering the History of Fort Willow, September 30, 2024

Title	Media Outlet	Date	Reference
GUEST COLUMN: Officer walked into the woods in 1825, never to be seen again	Collingwood Today	October 2, 2024	Chris Parker, Communications Assistant
COLUMN: Students' discovery chips away at Fort Willow mystery	Orillia Matters	October 2, 2024	Chris Parker, Communications Assistant
COLUMN: Students' discovery chips away at Fort Willow mystery	Collingwood Today	October 5, 2024	Chris Parker, Communications Assistant

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

3. Other Media Coverage

Title	Media Outlet	Date	Reference
Wait for internet upgrade frustrates Mono council	Orangeville Citizen	September 19, 2024	Councillor Ralph Manktelow
Newmarket man's passion for re-enactment kindled as a child	Newmarket Today	October 4, 2024	Elise Barr-Klouman, Community Engagement Facilitator
NVCA provides briefing on permits required for work in the watershed area	New Tecumseth Times	October 10, 2024	Meagan Kieferle, Senior Regulations Officer
NVCA provides briefing on permits required for work in the watershed area	Pendicton Herald	October 10, 2024	Meagan Kieferle, Senior Regulations Officer

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

- September 18 – 19 – Real Rivers Have Curves event to restore Willow Creek
- September 21, 2024 – NVCA's Education team attended See the Salmon Run
- September 21, 2024 – TD Tree Days in the Township of Mono
- September 25, 2024 – Announcement of new partnership aims between NVCA, Napoleon and the Midhurst Landowners Group
- September 27, 2024 – NVCA's Homeschool programming began
- September 27, 2024 – PA/PD Day Camp Tiffin
- October 1 and 3, 2024 – Technical briefing for media regarding NVCA's permitting process
- October 4 - 5, 2024 – Festival at Fort Willow
- October 4, 2024 – NVCA Communications team attended volunteer day at Banting Memorial Highschool in the City of Barrie as a vendor
- October 6 – NVCA Communications team attended Bruce Trail Day at Nottawasaga Bluffs in the Town of Blue Mountains as a vendor

Issues/Analysis

The media coverage and public outreach/communications in this reporting period was 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 2024 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

NVCA wants to hear from you on future of conservation land

Online survey open until Oct. 8; Nottawasaga Valley Conservation Authority manages 5,240 hectares within watershed

September 19, 2024

Collingwood Today



Nottawasaga Valley Conservation Authority staff catch aquatic insects to determine the health of a stream. Photo supplied by the Nottawasaga Valley Conservation Authority

NEWS RELEASE
NOTTAWASAGA VALLEY
CONSERVATION AUTHORITY

The Nottawasaga Valley Conservation Authority (NVCA) is looking for input on a new conservation areas strategy.

Those interested in the future of NVCA conservation lands can have their voices heard by completing an online survey.

NVCA manages 5,240 hectares of mostly environmentally sensitive areas within the watershed. On those lands, NVCA operates 11 active conservation areas that provide recreational opportunities, and

environmental education programming while also balancing protection of environmentally significant features.

NVCA’s conservation lands portfolio also includes properties that are undeveloped natural areas and properties that are managed for flood control. NVCA works with community partners, volunteers, municipalities and public agencies to maintain these conservation lands.

The conservation areas strategy will outline current uses on NVCA conservation lands and develop a framework for long-term decision-making processes to support the management of NVCA’s conservation areas.

Have your say.
Visit nvca.on.ca/public-consultations to review the draft objectives and complete the survey. Feedback must be submitted by Tuesday, Oct. 8, 2024.

The Conservation Authorities Act and Ontario Regulation 686/21 requires all conservation authorities to complete a conservation areas strategy by Dec. 31, 2024.

NVCA seeking input on future uses for conservation areas

September 19, 2024

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Wait for internet upgrade frustrates Mono council

September 19, 2024 by James Matthews

Orangeville Citizen

Most people unhappy with a service provider simply find another provider of that service.

And something of that nature may happen in Mono regarding the installation of high-speed internet service.

Stephanie Maggs asked Mono council during its Sept. 10 meeting for an update on the installation of Rogers Communications high-speed fibre optic internet service along Hockley Road.

Mayor John Creelman said he's had extensive communications with Rogers.

"It is moving along, albeit at a very slow pace," he said.

The issue of high-speed internet's progress in Mono was a topic of discussion at council's meeting in late August.

At that meeting, Mono resident Anthony Hosein asked for any information about progress toward expanding high-speed internet to more neighbourhoods in the town.

Previous to that meeting, Hosein broached the subject during a town council meeting in May.

It was announced in July 2022 that Rogers Communications hoped to bring high-speed internet to homes in

Mono. More than 315 kilometres of fibre was to stitch at least 1,609 homes to a network of faster internet service.

Underserved homes and businesses were to be able to avail of high-speed internet by the first quarter of 2023. The service was touted as having no data cap to allow for 100 per cent unlimited service.

Creelman said during the council's Sept. 10 meeting that word of residents' concern made it to Rogers officials who reached out to Creelman. The mayor said those officials tried to assuage concerns about the work's progress.

Creelman said he's reached out to Bell Canada about resolving a problem at his household regarding their digital subscriber line (DSL) internet service. The same day he wrote to the company, Creelman said he received replies from the BCE president and vice president. Within minutes of their replies, Creelman was contacted by an official ready to assist him.

He also took the opportunity to speak with the Bell official about the company's current tower capacity and their ability to service high-speed wireless in Mono.

"Because, at the present time, it's the only possibility until such time as fibre is finally laid," he said.

Bell Canada has contacted the municipality about possibly improving the capacity and speed of their wireless internet service to the town, he said.

"Can we not sign another contract?" Councillor Elaine Capes said. "Are we exclusive to Rogers?"

"There's no contract with Rogers," Creelman said.

Put simply, Rogers Communications applied for money from the federal and provincial governments to expand wireless internet. Their application was successful.

"That's why they are working in Mono," Creelman said. "If somebody else wants to work in Mono, we're not going to stop them."

But he isn't certain if more government money can be availed of by another service provider.

Matt Doner, the town's public works director, said he's aware of some issues with the permitting process that may have delayed Rogers contractors working in the area.

"Rogers and its contractor have told us that, when they make a permit application to the Town of Mono, we do a very rapid turnaround," Creelman said. "And, in fact, usually so fast they aren't picking them up as quickly as maybe they could."

The Nottawasaga Valley Conservation Authority takes the complete allotted time to award permits, Creelman said. That permit process timeframe is 30 days.

"NVCA is taking the full 30 days and it is slowing down the installation," he said.

Coun. Ralph Manktelow said he's disappointed in the pace of progress

thus far. When he campaigned in the municipal election, high-speed internet was one of the issues he discussed with voters.

"I feel vulnerable on the issue because I went out and promised a lot to many people and it's been a lot slower than I anticipated," Creelman said.

"They (Rogers Communications) got federal funding, who is keeping them accountable to what they said they were going to deliver?" Capes said. "So who should we be actually contacting?"

"It's not good to go to Rogers because they're just going to do what they're going to do."

Creelman said provincial Infrastructure Minister Kinga Surma is interested in hearing from municipalities frustrated with the delays in implementing high-speed internet from Rogers.

"We can certainly follow up," he said. "I'm feeling optimistic about the Bell approach because of the turnaround time that I've gotten on their emails."

NVCA Looking For Input On Conservation Lands

September 20, 2024 by Martin Vanderwoude

Bayshore Broadcasting Centre



Source: NVCA

The Nottawasaga Valley Conservation Authority is working on an updated strategy for the thousands of hectares of land it manages. Some of it is designated as formal conservation areas, that provide recreational and educational opportunities.

But there is other land that is just left in a natural state and other properties that are managed for flood control.

There's an online survey available [here](#).

NVCA seeking input on new conservation areas strategy

September 21, 2024

Orillia Matters



Nottawasaga Valley Conservation Authority staff catch aquatic insects to determine the health of a stream. Photo supplied by the Nottawasaga Valley Conservation Authority

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Step back in time: History to come alive during Festival at Fort Willow

Annual event taking place Oct. 5 at Fort Willow Conservation Area in Utopia

September 22, 2024

Barrie Today



1 / 8 The Festival at Fort Willow will take place Oct. 5. Photo supplied by the Nottawasaga Valley Conservation Authority





NEWS RELEASE
NOTTAWASAGA VALLEY
CONSERVATION AUTHORITY

On Saturday, Oct. 5, 2024, take a journey back in time at the Festival at Fort Willow.

Visitors can make candles, watch a blacksmith work metal, witness a military firing line, chat with voyageurs, experience first-hand how sailors worked on ships, muster up and march in the King’s army, and more.

The festival is held at the Fort Willow Conservation Area, which 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 also a strategically located supply depot during the War of 1812. [Both Fort Willow and the Nine Mile Portage are provincial and national historic sites.](#)

“At Festival at Fort Willow, re-enactors will be dressed in period clothing and will demonstrate life as it was in the early 1800s in our area,” said Kyra Howes, director of conservation services at the Nottawasaga Valley Conservation Authority. “This is a

great opportunity for people to not only learn about what our area was like 200 years ago, but to really experience it as well.”

The Fort Willow Conservation Area is located at 2714 Grenfel Rd., Utopia. Festival at Fort Willow runs from 10 a.m. to 4 p.m. Tickets for the event are \$10 per person or \$35 for a family of four. Children under two years of age are free. Tickets can be purchased at fortwillow.nvca.on.ca.

History comes to life during Festival at Fort Willow

September 22, 2024 by Trina Berlo

Creemore Echo



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New partnership focused on restoring Willow Creek in Oro-Medonte

'Managing phosphorus and keeping it at the right level is a really key strategy to maintaining a healthy aquatic system,' says NVCA official

September 25, 2024 by Wayne Doyle

Barrie Today



Ingrid Schroeter and her son, Chris, co-CEO at Napoleon, stand near the bank of Willow Creek, which runs through the company's property in Oro-Medonte. Wayne Doyle/BarrieToday

It's too bad phosphorus doesn't have a public relations team working on its behalf.

Essential for the creation of cell membranes and for the formation of teeth and bones in humans, phosphorus is a fundamental element of all living things.

In fact, it's the 11th most common element on Earth.

It can't be manufactured or destroyed and is one of the three ingredients — along with nitrogen and potassium — used in commercial fertilizers.

Lately, however, any talk about phosphorus is pretty much negative — it's an evil chemical that spells disaster to streams and waterways.

"Phosphorus is a nutrient that's important to all life. In balance, it's critically important," Fred Dobbs, manager of stewardship services at the Nottawasaga Valley Conservation Authority (NVCA), said Wednesday morning.

Dobbs was speaking at a news conference at Napoleon Canada's Oro-Medonte location, where a new partnership between the NVCA, Napoleon and the Midhurst Landowners Group to restore Willow Creek in the township was announced.

"When you have excess quantities in the stream, you get really abundant and heavy plant, and particularly algae, growth that creates a whole host of water quality problems," he said.

"Managing phosphorus and keeping it at the right level is a really key strategy to maintaining a healthy aquatic system in the creek and maintaining water quality for a whole bunch of functions."

According to the NVCA news release announcing the partnership, the project aims to improve the water quality in Willow Creek and Little Lake while enhancing habitat for fish, amphibians, reptiles, mammals and birds by stabilizing eroding stream banks in an effort to reduce sediment and phosphorus runoff into the watercourse.

Dobbs said historical land uses, primarily agriculture, eliminated forest cover and removed the roots of trees and shrubs that held the land together and stabilized stream banks.

“As a result, the soil on the stream banks eroded, depositing large quantities of sediment and nutrients into local streams, impacting both water quality and fish habitat,” he said.

According to Dobbs, soil with roots in it is 50 times more resistant to the erosive impacts of moving water than bare sand. He said the compressive forces of soil and the tensile forces of the roots work together, much like concrete and rebar, to provide stability.

At the Napoleon site, crews will be flattening the south-side bank and will plant vegetation at a level where the roots provide the maximum stabilizing effect.

“Having that vegetation right down at water level creates a nice interface with the vegetation that is hanging in the creek and provides terrific habitat for fish and other things that live in the environment,” Dobbs said.

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The cost of the bank restoration project, according to Dobbs, is around \$200,000 — with the Midhurst

Landowners Group providing about \$170,000 of it. The provincial government also kicked in around \$45,000 for floodplain wetland creation.

Vimal Patel, vice-president of land development at Geranium Corporation, is involved with the project because it was a way to demonstrate community involvement and commitment.

“We’re in this community for the next 15 to 20 years. We’re not leaving,” Patel said. “This will be the first of many projects to improve water quality in the watershed.”

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Representatives from the Midhurst Landowners Group and the Nottawasaga Valley Conservation Authority tour the Willow Creek restoration site on Wednesday. | Wayne Doyle/BarrieToday

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September 25, 2024 by Wayne Doyle

Hamilton Spectator

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GUEST COLUMN: Officer walked into the woods in 1825, never to be seen again

Lance Cpl. Owen Keirne disappeared at what is today known as Fort Willow, leaving behind his wife and children; his fate remains unknown

October 2, 2024

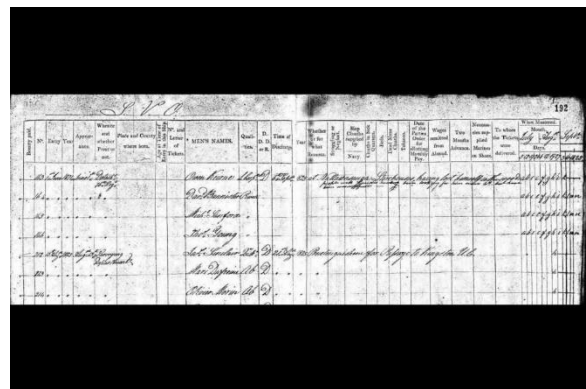
Barrie Today



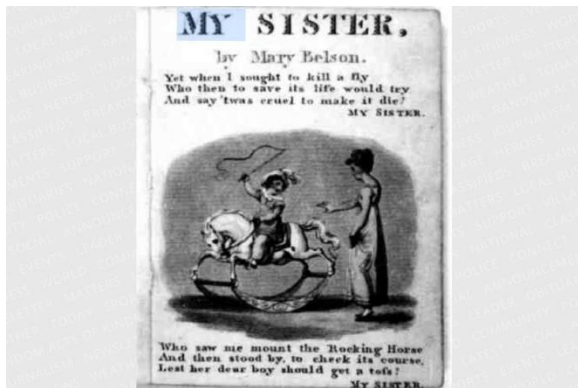
3 / 6 Watercolour by Capt. George Beck, 1825, from Fisher, 1987. "The Corporal's House on the Portage; a distant view of the Blue Mountains at Lake Huron." Image supplied by the Nottawasaga Valley Conservation Authority



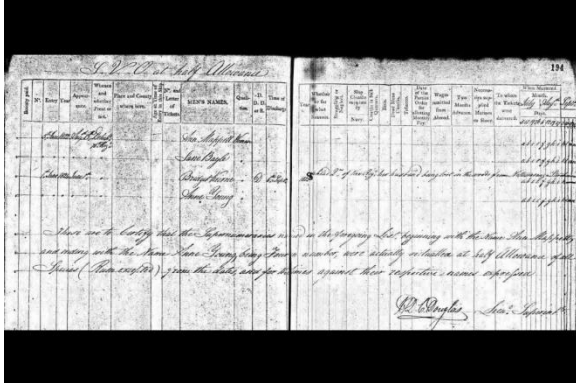
1 / 6 Child's pearlware plate fragment with printed text from children's book My Sister, by Mary Belson. Image supplied by the Nottawasaga Valley Conservation Authority



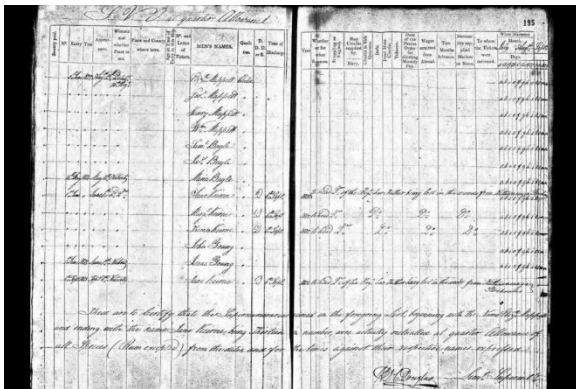
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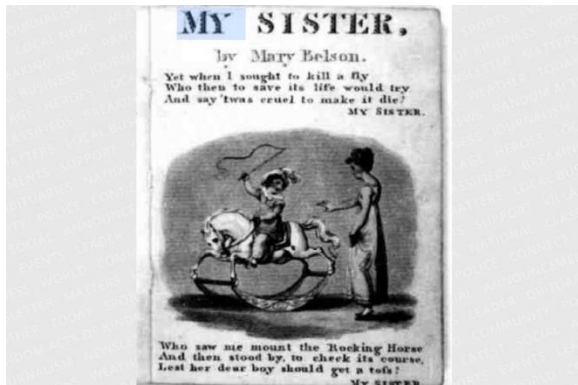
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October 5, 2024

Collingwood Today



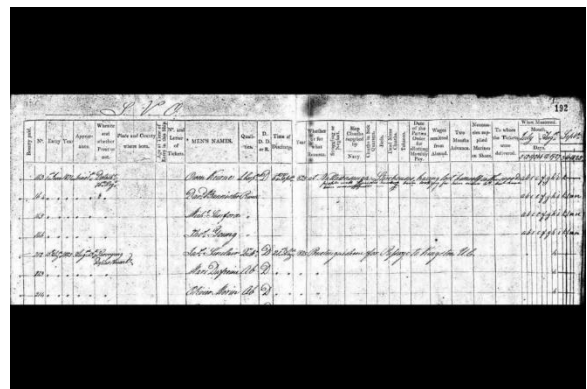
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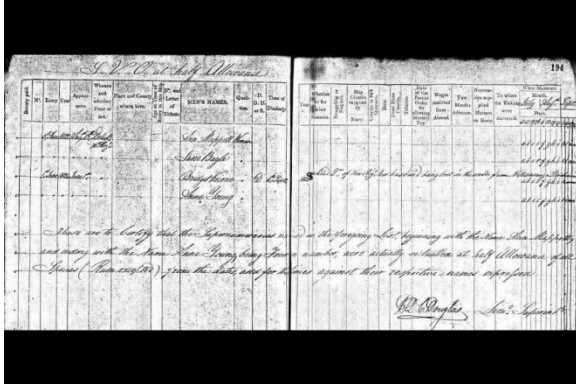
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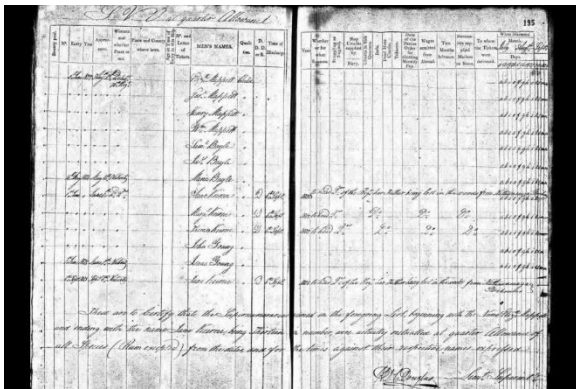
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GUEST COLUMN: Officer walked into the woods in 1825, never to be seen again

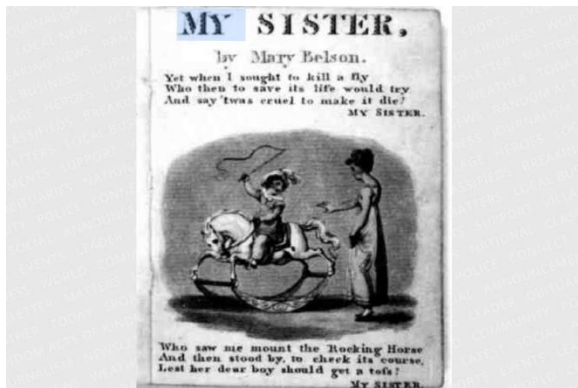
Lance Cpl. Owen Keirne disappeared at what is today known as Fort Willow, leaving behind his wife and children; his fate remains unknown

October 2, 2024

Collingwood Today



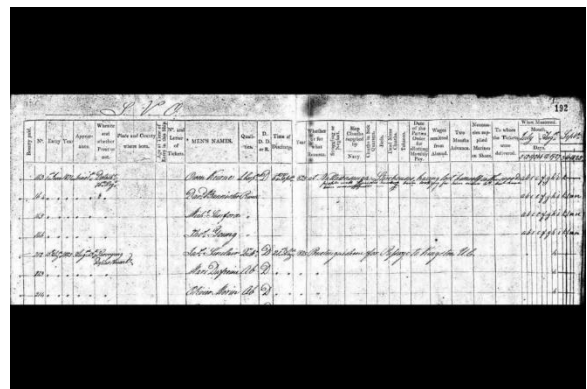
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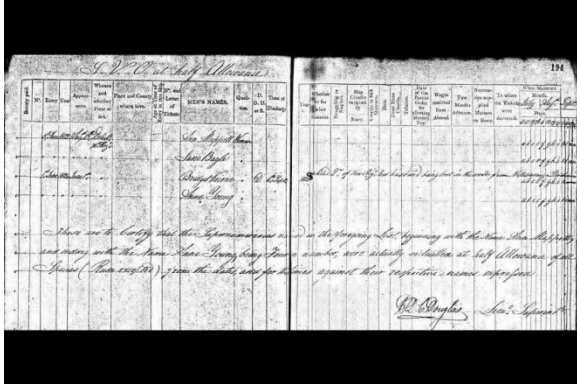
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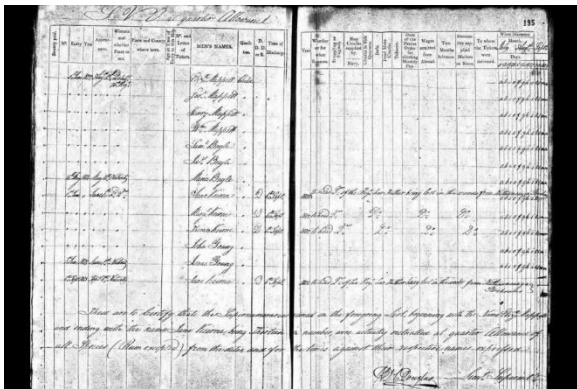
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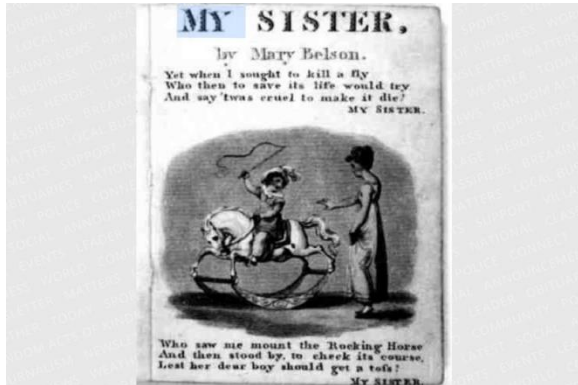
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October 2, 2024

Orillia Matters



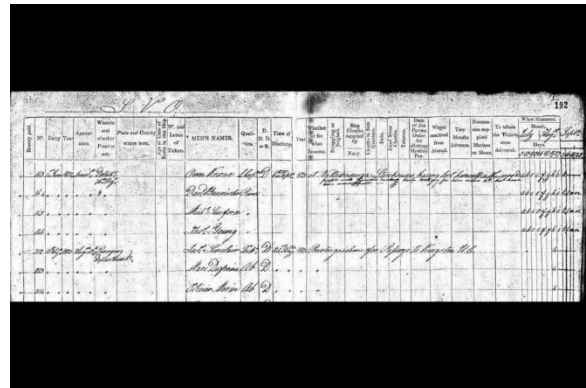
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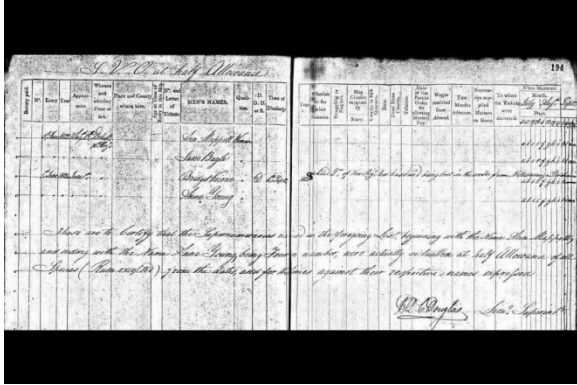
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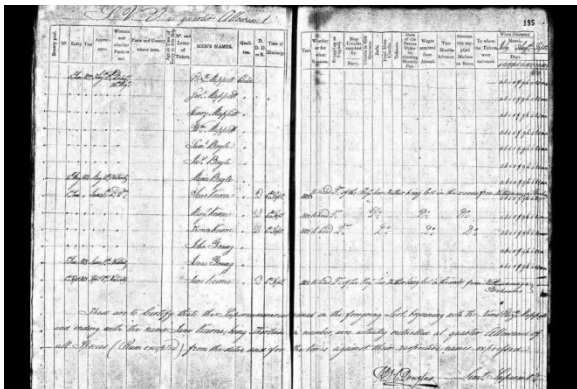
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Historic Fort Willow Conservation Area comes to life with history festival

October 3, 2024 by Brian Lockhart

New Tecumseth Times

You can take a journey back in time during the history festival at Fort Willow on Saturday, October 5.

Visitors can make candles, watch a blacksmith work metal, and witness a military firing line.

You can also chat with Voyageus, and experience how sailors worked on ships and line up to march in the King's army.

The festival is held at the Fort Willow Conservation Area, which was used for centuries by Indigenous People during the fur trade, as well as by French explorers.

The fort was a part of a major transportation route known as the Nine Mile Portage.

It was also a strategically located supply depot during the War of 1812.

"At Festival at Fort Willow, reenactors will be dressed in period clothing and will demonstrate life as it was in the early 1800s in our area," said Kyra Howes, Director of Conservation Services at the Nottawasaga Valley Conservation Authority. "This is a great opportunity for people to not only learn about what our area was like 200 years ago, but to really experience it as well."

The Festival will take place on Saturday, October 5, at the Fort Willow

Conservation Area located at 2714 Grenfel Road, Utopia.

The Festival runs from 10:00 a.m. to 4:00 p.m.

Tickets for the event are \$10.00 per person or \$35.00 for a family of four. Children under the age of two are free.

Tickets can be purchased at www.fortwillow.nvca.on.ca.

Festival at Fort Willow showcases life in the region two centuries ago

'I'm second generation and got involved because of my dad. It's always been a part of my life,' says war re-enactor at Fort Willow

October 4, 2024 by Wayne Doyle

Barrie Today



1 / 6 Adrian Moriarty (from left) of Wasaga Beach, Declan Claffey, his father Oliver Claffey, from Newmarket, Bryan Cox, from East Gwillimbury and Steve Mayes, from Brampton formed the 22 U.S. Infantry brigade. Wayne Doyle/BarrieToday



2 / 6 Leigh Robinson travelled from Toronto to take up his role as the drummer with 22 U.S. Infantry. Wayne Doyle/BarrieToday



3 / 6 Phil Conklin, from Grimsby, is part of the Royal Newfoundland Regiment at the Festival at Fort Willow. Wayne Doyle/BarrieToday



4 / 6 Ian Kay (left) and Abby Roy from the Barrie Canoe and Kayak Club show off their traditional voyageur clothing during the Festival at Fort Willow Friday. Wayne Doyle/BarrieToday



5 / 6 War re-enactors cover their ears as they shoot off a canon during the

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6 / 6 Phillip Edwards, from Vaughan, Dean Doyle-Lightfoot and Daniel Bordynuik, both of Tillsonburg, practise their aim during the Festival at Fort Willow Friday. Wayne Doyle/BarrieToday

Declan Claffey's fate as a war re-enactor was sealed long before he was born.

His father, Oliver, was, and still is, an active re-enactment participant, a love of history fuelling his passion.

After his son was born, Oliver never missed a beat. He took the wee lad with him to events here, there and everywhere.

Like a duck to water, Declan embraced the lifestyle and offered his services from a tender age, first as a drummer boy, then a flag-bearer and, finally, after reaching the age of 16, a musket-firing soldier.

"I've been doing this for 25 years," said Declan, who hails from Newmarket, said during an interview at the Festival at Fort Willow at the Historic Fort Willow Conservation Area, located west of Barrie, where he

was among the men representing the 22nd U.S. Infantry Regiment.

"I'm second generation and got involved because of my dad," he added. "It's always been a part of my life."

The Claffeys' experience is not unusual in the world of war re-enactors — many of the folks who donned the fashions from 200 years ago to take part in the Festival at Fort Willow have been doing it regularly for many years.

According to many of the "actors," they attend anywhere from six to 12 reenactment festivals every year, both in Canada and the United States.

Phil Conklin is a retired elementary school teacher from Grimsby. He's a member of the Royal Newfoundland Regiment, his regimental colours on full display.

Speaking with Conklin is like talking to a method actor in mid-role. He talks about "his" experiences with the Royal Newfoundland Regiment and what "he and his mates" have been through.

He describes with great passion how the Royal Newfoundlanders, while stationed at Fort Willow, built 29 batteaux, a type of flat-bottomed cargo boat used to carry supplies down the Nottawasaga River and across Georgian Bay to British posts in the northwest.

It's thoroughly convincing.

"Five-year-olds have no trouble imagining me as a 200-year-old veteran," Conklin said, his round

glasses and white hair and sideburns adding to the illusion.

Over the course of the two-day festival — which continues Saturday from 10 a.m. to 3 p.m. — organizers are hoping 1,000 to 1,200 people to pass through the gates. All of the money raised — admission is \$10 a person or \$35 for a family of four — will go to support the activities at Fort Willow.

“Today (Friday) is education day and we’ll have about 400 students plus some home-schooled groups and seniors’ groups,” said Elise Barr-Klouman, community engagement facilitator with the Nottawasaga Valley Conservation Authority (NVCA), the event’s host. “Tomorrow, if the weather is nice, we could get another 600 or so.”

An annual event that takes about six months to organize, Barr-Klouman said one of the primary attractions of the festival is the opportunity folks have to go back 200 years in time and experience a slice of what life then may have been like.

“Two hundred years ago, the landscape would have looked pretty much the same, maybe more trees,” Barr-Klouman said. “You get a real sense of the isolation these people would have experienced at the time — out here in what would have been the middle of nowhere.

“I think they may have been a lot tougher than we are today.”

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October 4, 2024 by Wayne Doyle

Collingwood Today



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glasses and white hair and sideburns adding to the illusion.

Over the course of the two-day festival — which continues Saturday from 10 a.m. to 3 p.m. — organizers are hoping 1,000 to 1,200 people to pass through the gates. All of the money raised — admission is \$10 a person or \$35 for a family of four — will go to support the activities at Fort Willow.

“Today (Friday) is education day and we’ll have about 400 students plus some home-schooled groups and seniors’ groups,” said Elise Barr-Klouman, community engagement facilitator with the Nottawasaga Valley Conservation Authority (NVCA), the event’s host. “Tomorrow, if the weather is nice, we could get another 600 or so.”

An annual event that takes about six months to organize, Barr-Klouman said one of the primary attractions of the festival is the opportunity folks have to go back 200 years in time and experience a slice of what life then may have been like.

“Two hundred years ago, the landscape would have looked pretty much the same, maybe more trees,” Barr-Klouman said. “You get a real sense of the isolation these people would have experienced at the time — out here in what would have been the middle of nowhere.

“I think they may have been a lot tougher than we are today.”

Newmarket man's passion for re-enactment kindled as a child

Re-enactment Festival at Fort Willow continues Saturday at the Historic Fort Willow Conservation Area, west of Barrie, with a trip back in time

October 4, 2024 by Wayne Doyle

Newmarket Today



1 / 6 Adrian Moriarty (from left) of Wasaga Beach, Declan Claffey, his father Oliver Claffey, from Newmarket, Bryan Cox, from East Gwillimbury and Steve Mayes, from Brampton formed the 22 U.S. Infantry brigade. Wayne Doyle/BarrieToday



2 / 6 Leigh Robinson travelled from Toronto to take up his role as the drummer with 22 U.S. Infantry. Wayne Doyle/BarrieToday



3 / 6 Phil Conklin, from Grimsby, is part of the Royal Newfoundland Regiment at the Festival at Fort Willow. Wayne Doyle/BarrieToday



4 / 6 Ian Kay (left) and Abby Roy from the Barrie Canoe and Kayak Club show off their traditional voyageur clothing during the Festival at Fort Willow Friday. Wayne Doyle/BarrieToday



5 / 6 War re-enactors cover their ears as they shoot off a canon during the

Festival at Fort Willow. Wayne Doyle/BarrieToday



6 / 6 Phillip Edwards, from Vaughan, Dean Doyle-Lightfoot and Daniel Bordynuik, both of Tillsonburg, practise their aim during the Festival at Fort Willow Friday. Wayne Doyle/BarrieToday

Declan Claffey's fate as a war re-enactor was sealed long before he was born.

His father, Oliver, was, and still is, an active re-enactment participant, a love of history fuelling his passion.

After his son was born, Oliver never missed a beat. He took the wee lad with him to events here, there and everywhere.

Like a duck to water, Declan embraced the lifestyle and offered his services from a tender age, first as a drummer boy, then a flag-bearer and, finally, after reaching the age of 16, a musket-firing soldier.

"I've been doing this for 25 years," said Declan, who hails from Newmarket, said during an interview at the Festival at Fort Willow at the Historic Fort Willow Conservation Area, located west of Barrie, where he

was among the men representing the 22nd U.S. Infantry Regiment.

"I'm second generation and got involved because of my dad," he added. "It's always been a part of my life."

The Claffeys' experience is not unusual in the world of war re-enactors — many of the folks who donned the fashions from 200 years ago to take part in the Festival at Fort Willow have been doing it regularly for many years.

According to many of the "actors," they attend anywhere from six to 12 reenactment festivals every year, both in Canada and the United States.

Phil Conklin is a retired elementary school teacher from Grimsby. He's a member of the Royal Newfoundland Regiment, his regimental colours on full display.

Speaking with Conklin is like talking to a method actor in mid-role. He talks about "his" experiences with the Royal Newfoundland Regiment and what "he and his mates" have been through.

He describes with great passion how the Royal Newfoundlanders, while stationed at Fort Willow, built 29 batteaux, a type of flat-bottomed cargo boat used to carry supplies down the Nottawasaga River and across Georgian Bay to British posts in the northwest.

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NVCA wants to hear what you have to say on watershed strategy

Natural resources such as wetlands, rivers, streams, forests and groundwater are 'critical to our society, economy and environment,' says agency

October 10, 2024

Barrie Today



1 / 3 Volunteers plant trees along a river's edge.Photo supplied



2 / 3 A Great Egret in the Minesing Wetlands.Photo supplied



3 / 3 Sheldon Creek.Photo supplied

**NEWS RELEASE
NOTTAWASAGA VALLEY
CONSERVATION AUTHORITY

The Nottawasaga Valley Conservation Authority (NVCA) is developing a Watershed-Based Resource Management Strategy to identify the risks, issues, and challenges the Nottawasaga Watershed faces.

The plan also identifies actions to address these concerns. NVCA is conducting public consultation to seek feedback on these risks and mitigation strategies.

The identified risks include development pressure and urban growth, climate change, biodiversity and habitat loss, pressures from agriculture, aging infrastructure, water resources and flooding and erosion.

“The Nottawasaga Watershed contains a mosaic of woodlands, wetlands, valleys and river systems situated amongst agricultural, rural and urban land uses,” said Kyra Howes, director of conservation services. “Since 1960, NVCA has worked with many funders, partners, volunteers, landowners and residents to sustainably manage the Nottawasaga Watershed. We do this

by balancing social, economic, and environmental interests while carrying out our legislative responsibilities.”

Natural resources such as wetlands, rivers, streams, forests and groundwater are critical to our society, economy and environment. Not only do these natural resources sustain human lives and benefit our health and well-being, they help to remove air pollution, control flooding, protect us from summer heat, improve our mental and physical health and much more. A healthy watershed is also resilient to climate change and urban growth.

To participate in the public consultation, visit [NVCA's website and submit feedback](#) before Nov. 4.

Watershed moment? NVCA wants input on its resource strategy

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Bradford Today

October 10, 2024



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NVCA provides briefing on permits required for work in the watershed area

If you live on land that is under the jurisdiction of the Nottawasaga Valley Conservation Authority, you should be aware of the necessary permits required when you build, renovate, or plan on doing site alterations such as grading.

October 10, 2024 by Brian Lockhart
New Tecumseth Times

If you live on land that is under the jurisdiction of the Nottawasaga Valley Conservation Authority, you should be aware of the necessary permits required when you build, renovate, or plan on doing site alterations such as grading.

This also includes shore walls, in-ground pools, retaining walls, septic tanks, foundation works, concrete pads and driveways.

NVCA staff held a briefing at the Conservation Authority's administration centre on Tuesday, October 1, to provide information about when permits are required and to explain the process. NVCA staff held a briefing at the Conservation Authority's administration centre on Tuesday, October 1, to provide information about when permits are required and to explain the process.

The Nottawasaga Valley Conservation Authority is responsible for the protection of our watershed as well as the safety of the lives and property of residents who live near waterways and wetlands. The NVCA's vision is to foster a sustainable watershed that is

resilient to the effects of climate change, urban growth, and other stressors on the area.

As of September 24, 2024, the NVCA issued 398 permits with 93 per cent of those permits issued within provincial timelines.

Homeowners are required to secure an NVCA permit if the work the homeowners are planning to do is in an NVCA regulated area. Any work that triggers the definition of 'development' will require a permit.

Not all projects require a permit. Projects that don't require a permit include fences and ground level decks, above ground swimming pools and hot tubs, landscaping activities, minor limbing of trees, and agricultural practices such as cropping a tilling of existing agricultural lands.

"Permits are required within regulated areas in the NVCA watershed," explained Meagan Kieferle, provincial offences officer with the NVCA. "These areas are comprised of natural hazards as well as natural heritage features. If you're in a regulated area, you may need multiple permits. You would potentially need a building permit from your municipality and if you're in a regulated area, a permit from the NVCA. Many people are unaware of that. They assume one would trump the other, which is not the case. It is a process that can be daunting for those doing it the first time."

To find out if your property is in a regulated area, you can view the NVCA's Interactive Data Viewer which is available on the Conservation

Authority's website. You may be in a regulated area even if you are living in an established neighbourhood / subdivision.

There are several stages a permit application goes through to final approval.

There is the permit request - the application and document submission, which includes plans, studies and other required documents. NVCA then assesses whether the information provided is sufficient to consider the application as complete.

This will take up to 21 days.

The request then goes to a technical review with a technical and regulatory assessment by development review staff and internal technical staff.

A permit decision is the last step, where NVCA staff make a decision on the file. This may take up to 90 days.

When making an application, you should make sure it is completed properly.

Applications can be delayed if the application is incomplete, applicants did not consult with the NVCA prior to submitting their application and the proposal does not comply with policy.

Other reasons for a delay include incorrect, illegible, or hand-drawn engineering plans, drafts, and blueprints.

NVCA water resource engineers are highly trained professionals that review the technical drawings provided with permit applications to assess the impact a development will

have. They consider the proximity to wetlands and watercourse and how a development will impact an area's ability to absorb water. They also examine if the proposed development will be in danger of erosion hazards in the future.

If development occurs within a regulated area without the benefit of an NVCA permit or clearance letter, you will be in violation of the Conservation Authorities Act, which can result in fines or jail time.

"If you're going to be doing a significant amount of excavation, for example, in an area of unstable soil, or on a slope, that is something we would definitely look at for an application to be made," Meagan explained. "We would look at it to see if it meets the test of the natural hazard management guidelines. We might have recommendations during your work on how to mitigate any risk, and how to complete those activities safely."

Overall, residents who have gone through the permit process have reported a favourable experience working with NVCA staff.

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Pendicton Herald

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