

02-25-BOD Agenda

Nottawasaga Valley Conservation Authority

Friday, February 28, 2025 at 9:00 AM EST to Friday, February 28, 2025 at 12:00 PM EST

Agenda

1. Events

March Break Camp Tiffin

Led by NVCA's environmental educators, Camp Tiffin is an outdoor camp designed to enhance your child's knowledge, understanding and appreciation of the natural world and our amazing planet.

Activities may include wilderness survival skills, kick sledding, wildlife discovery and learning how maple syrup is made!

Our staff have been excited to plan some winter camp activities which will be full of outdoor adventures.

Date: March 10 – 14, 2025

Location: Tiffin Centre for Conservation

Spring Tonic Maple Syrup Festival

Hosted in partnership with the Rotary Club of Barrie, the Spring Tonic Maple Syrup Festival at the Tiffin Conservation Area is a tradition spanning more than three decades.

Visitors will take a trip back in time to explore how maple syrup was made in the past. After that, they will return to current times and see how maple syrup is made today! End your tour with a pancake and sausage breakfast with fresh maple syrup. Prices for most activities are included in the admission fees.

Date: April 5 – 6, 2025

Location: Tiffin Centre for Conservation

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

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 #02-25-BOD dated on February 28, 2025 be approved.

6. Chair's Update

Chair Scott will share his updates.

7. Announcements

8. Presentations

8.1. Environmental Education Program from Naomi Saunders, Manager, Environmental Education

Naomi Saunders, Manager, Environmental Education will conduct a presentation regarding NVCA's Environmental Education Program.

Recommendation:

RESOLVED THAT: the Board of Directors receive this presentation as presented.

8.2. Program Overview from Chris Hibberd, Director, Watershed Management Services

Chris Hibberd, Director, Watershed Management Services will conduct a presentation regarding Program Overview.

Recommendation:

RESOLVED THAT: the Board of Directors receive this presentation as presented.

9. Deputations

There are no deputations at this time.

10. Hearings

There are no hearings at this time.

11. 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.

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

Recommendation:

RESOLVED THAT: agenda item number(s), 13.2 was identified as requiring separate discussion, be referred for discussion under Agenda Item #13; 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.

13. Consent List

13.1. Adoption of Minutes

Recommendation:

RESOLVED THAT: the minutes of the Board of Directors meetings 10-24-BOD and 01-25-BOD dated on January 24, 2025 be approved.

13.2. Correspondence

Correspondence dated January 22, 2025 provided by Township of Oro-Medonte regarding a resolution that was passed at Council regarding amalgamation between NVCA and LSRCA.

We will be going into closed session for the following reason:

A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.

13.3. In-Camera

Recommendation:

RESOLVED THAT: this meeting of the Board of Directors No. 02-25-BOD move into closed session at _____ to address matters pertaining to:

A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority; and,

FURTHER THAT: Interim CAO/Director, Corporate Services Sheryl Flannagan; Director, Watershed Management Services Chris Hibberd; Director, Conservation Services Kyra Howes and Administrative Assistant, Kerry Jenkins to remain for discussion and recording purposes.

13.4. Out of In-Camera

Recommendation:

RESOLVED THAT: the Board of Directors rise from in-camera at _____ and report progress.

13.4.1. Out of In-Camera

Recommendation:

WHEREAS: the Board of Directors is in receipt of correspondence from Oro-Medonte Council that seeks to start the amalgamation process between the NVCA and the Lake Simcoe Region Conservation Authority (LSRCA) as outlined in Section 11 of the *Conservation Authorities Act*; and

WHEREAS: NVCA and LSRCA serve distinct and separate watersheds, each with unique ecological, planning and regulatory considerations, including LSRCA's additional responsibilities under the *Lake Simcoe Protection Act*; and

WHEREAS: no independent, expert analysis has been conducted to determine whether an amalgamation would improve efficiency and service delivery or whether it may instead result in increased costs, governance challenges, operational inefficiencies or dilution of focus on the needs of the individual watersheds; and

WHEREAS: Conservation Ontario has generally supported maintaining the current structure of thirty-six Conservation Authorities across Ontario, recognizing the value of locally focused watershed management; and

WHEREAS: the NVCA is actively collaborating with other Conservation Authorities and through a customer centric focus, has been making improvements to processes and procedures, therefore,

BE IT RESOLVED: that the NVCA Board of Directors opposes the proposed amalgamation of NVCA and the LSRCA, as it has not been demonstrated that such a change would benefit watershed management, municipalities or the public; and

FURTHER THAT: the Board supports continued and enhanced collaboration between NVCA and LSRCA to standardize processes and procedures where feasible, particularly to assist development and permit applicants whose activities fall within municipalities that straddle both watersheds; and

FURTHER THAT: remains committed to working constructively with Oro-Medonte and all NVCA member municipalities to address and resolve any challenges, including planning and permitting, in a fair, transparent and efficient manner; and

FURTHER THAT: a copy of this resolution with a letter from the Chair be sent to all NVCA and LSRCA member municipalities, the LSRCA Board and Conservation Ontario.

13.5. Staff Reports

13.5.1. Staff Report No. 01-02-25-BOD from Tyler Mulhall, Planner regarding Permits

Recommendation:

RESOLVED THAT: NVCA Board of Directors receive Staff Report No. 01-02-25-BOD that summarizes the permits issued by staff for the period of January 1, 2024 to December 31, 2024.

13.5.2. Staff Report No. 02-02-25-BOD from Ian Ockenden, Manager, Watershed Science regarding 2022-2025 NVCA Climate Action Plan

Recommendation:

RESOLVED THAT: The Board of Directors receive Staff Report No. 02-02-25-BOD regarding the 2022-2025 NVCA Climate Change Action Plan summary of progress in 2023 and 2024 goals for information.

13.5.3. Staff Report No. 03-02-25-BOD from Tyler Boswell, Planner and Ben Krul, Manager, Development Planning and Permits regarding Procedures for the Implementation of Ontario Regulation 41/24 Update

Recommendation

RESOLVED THAT: The Board of Directors receive Staff Report No. 03-02-25-BOD regarding proposed updated policies for *Procedures for the Implementation of Ontario Regulation 41/24*.

13.5.4. Staff Report No. 04-02-25-BOD from Sheryl Flannagan, Interim CAO/Director, Corporate Services regarding Interim CAO Workplan

Recommendation:

RESOLVED THAT: the Board of Directors receive Staff Report No. 04-02-25-BOD regarding the Interim CAO workplan.

13.5.5. Staff Report No. 05-02-25-BOD from Maria Leung, Senior Communication Specialist regarding Communications Report

Recommendation

RESOLVED THAT: Staff Report No. 05-02-25-BOD regarding NVCA Communications – January 10, 2025 – February 14, 2025, be received.

14. Other Business

15. In-Camera

Recommendation:

RESOLVED THAT: this meeting of the Board of Directors No. 02-25-BOD move into closed session at _____ to address matters pertaining to:

Labour relations or employee negotiations and;

FURTHER THAT: no NVCA Authority staff be in attendance.

16. Out of In-Camera

Recommendation:

RESOLVED THAT: the Board of Directors rise from in-camera at _____ and report progress.

17. Adjourn

Recommendation:

RESOLVED THAT: this meeting adjourn at _____ to meet again on March 28, 2025 or at the call of the Chair.

To: Members of the Board of Directors

From: Jonathan Scott

I am pleased to share this Chair's Report, the first of its kind for our Board. My goal is to improve internal communication and keep you informed about recent activities, discussions and progress on key initiatives.

Engaging with Municipal Partners

Building strong municipal relationships remains a priority. I have had several discussions with municipalities, including multiple conversations with Oro-Medonte, to understand their needs and ensure ongoing collaboration. Working with the Interim CAO and Vice-Chair, we were able to expeditiously address concerns raised in Wasaga Beach and New Tecumseth in a manner that I believe was fair and supported the municipalities' respective goals. Additionally, I issued an introductory letter to all partner municipalities inviting them to reach out with any concerns or ideas for improvement. I have been frank that we are working through challenges but that we have an action plan, which will be discussed further in the board meeting, to tackle the issues that have arisen. I have also been candid that I do not believe an amalgamation with another Authority is the right way to address member municipality's concerns.

Promoting Our Role and Mission

To advance public understanding of our work, I published an op-ed highlighting the vital role of conservation authorities in protecting our watersheds and supporting sustainable development. I also reaffirmed our commitment to continuous improvement, particularly in customer service, and planning and permitting timelines.

Improving Reporting and Oversight

In collaboration with the Interim CAO, we introduced a new practice of monthly reporting on development and permitting applications to the Chair and Vice-Chair. This step enhances transparency and allows for more proactive oversight of our work.

Advancing the CAO Hiring Process

The hiring committee — which consists of Vice-Chair Little, Mayor Anderson, Cllr Porter, Cllr Belanger and myself — has reviewed all applications for the new CAO position and shortlisted candidates for interviews. I look forward to the next stage of the process as we work to secure strong leadership for the NVCA's future. More information will be shared in our closed session.

Collaborating with Conservation Ontario

The Interim CAO and I engaged in discussions with Conservation Ontario and other Authority CAOs about how they can support us during this transitional period and help identify ways to improve our operations. Conservation Ontario has expressed

general support for the current structure of 36 Authorities and the unique role that individual authorities play in serving their local communities.

Looking Ahead

As we move forward, I remain committed to transparent communication and continuous improvement. This new Chair's Report will be a regular update to ensure the Board is well-informed on our progress and priorities.

Thank you for your ongoing support and dedication to the NVCA's mission.

Jonathan Scott

Chair, Nottawasaga Valley Conservation Authority



Environmental Education Program

Naomi Saunders | Environmental Education | February 28, 2025

Prior to 2008

3+ decades and
over 194,000
students

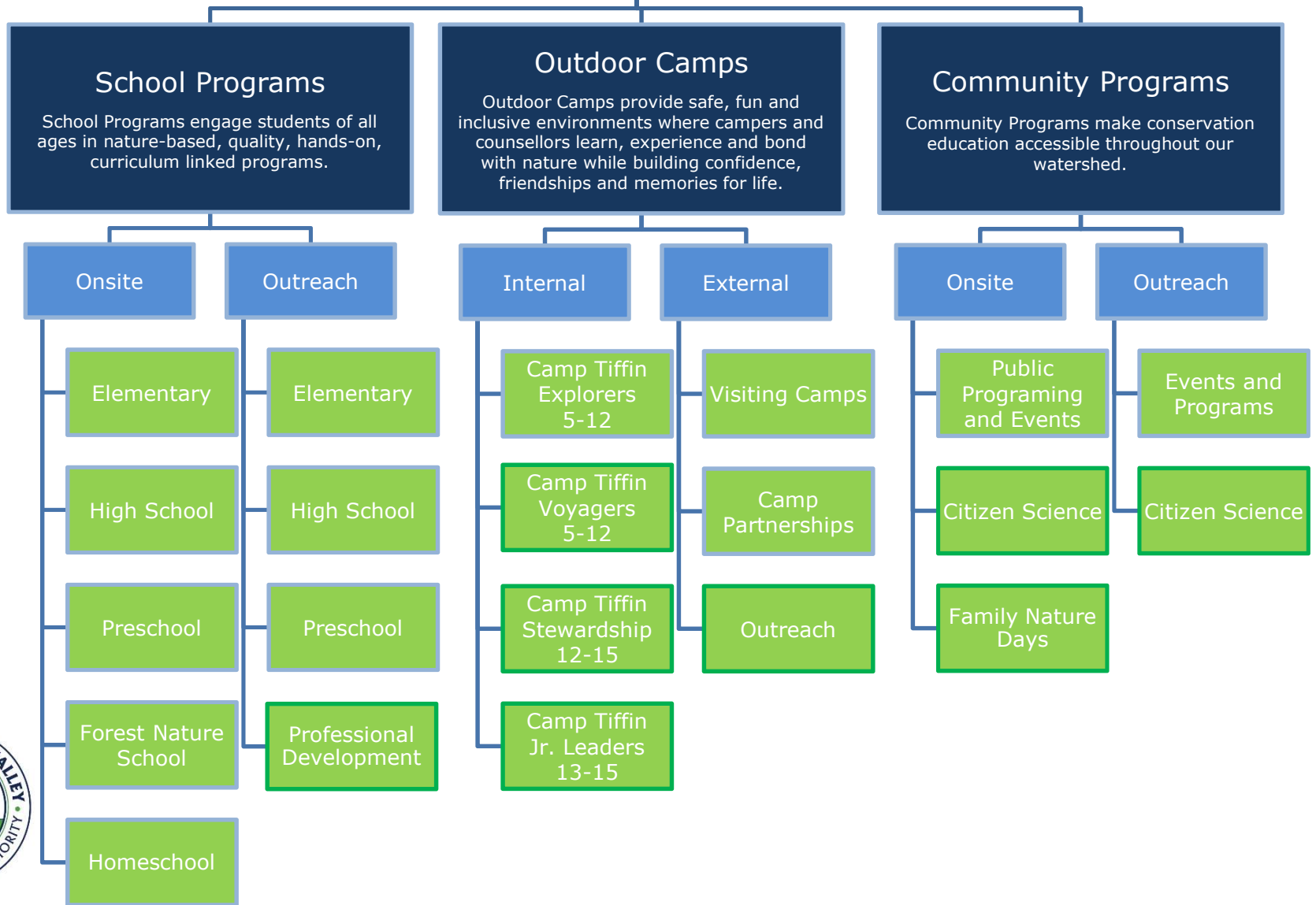
Closed in 2005

**Reopened in
2008** and since
then we have seen
158,000 more
students, totaling
351,000

Environmental Education



NVCA Education Programing



Program Objectives

- » Connection to Nature
- » Education for Sustainability
- » Environmental Awareness
- » Physical and Mental Health
- » Local Ecosystem Understanding



Value to Watershed Residents

- » Community Health and Well-being
- » Environmental Stewardship
- » Community Engagement
- » Cost Savings
- » Long-term Sustainability



Community Impact

Hard to measure

Student comments

- "This has been the most fun I've had in a long time." *Grade 11 student from Elmvale District HS*
- "This is the best day ever. I saw a bat and I learned how to use a compass and read a map." *Girl Guide from New Tecumseth*
- Students came up with many great ideas on how we can still develop without destroying wetlands such as "building houses and roads on stilts" and "building underground the wetland" *Boyne River P.S.*
- "It's actually really cool to be outside all day." *Minesing P.S.*



This is the best field trip I have ever been on in my life!
Grade 2 student from Bradford

How Program Costs are Calculated

Outreach

- » Staff wages x 2
- » Determine all Wages and Program cost associated

$$\$28 \times 2 = \$56/\text{hour wage}$$

$$\$56/60 \text{ minutes} = \$.94/\text{minute}$$

Teaching time	Program pack up/cleanup	Travel Time	Mileage	Total	Per child price
100 minutes \$94	100 minutes \$94	.94/minute Use 60 minutes as basic-round trip = \$56.40	.70/km Use 60 kms as basic-round trip= \$42	260 minutes * .94 = \$244.40 + \$42= \$286.40	\$286.40/20 children \$14.32/child
100 minutes	0	0	0	\$286.40 + \$93.94=\$380. 84	\$380.84/40 children \$9.51/child
100 minutes	0	0	0	\$380.84 + \$93.94 = \$474.78	\$474.78/60 children \$7.91/child



How Program Costs are Calculated

Regular programming

- » Staff wages x 2
 $\$28 \times 2 = \$56/\text{hour wage}$
 $\$56 \times 7 \text{ hours} = \392.00

2024 $\$16.75 \times 20 = \335
 = \$0 for administration time
 if minimum student numbers

2024 $\$16.75 \times 25 = \418.75
 = \$26.75
 if average student numbers

Teaching time	Program set-up/pack up/cleanup	Total	Per child price
240 minutes	180 minutes	420 minutes * .94 =	\$286.40/20 children
\$226	\$169	\$394.80	\$19.75
\$226	\$169	\$394.80	\$19.75



Financial Impacts to Municipal Partners

NVCA's Environmental Education Program is a "Category 3" activity

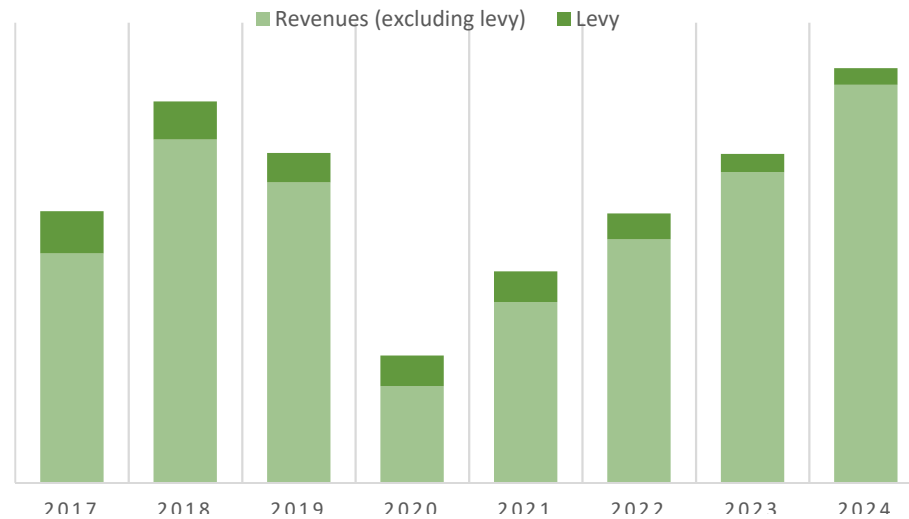
- "Eligible to be funded wholly or partially by levy, if provided for through a cost apportioning agreement"

The cost to operate NVCA's Environmental Education Program is **\$0.08** per Watershed Resident per year.



Program Growth

REVENUES/LEVY RATIO



Revenues are directly linked to number of participants in the program.
Staff are compensated only for teaching hours, not for preparation time, program development, or fundraising.



Program Challenges

- » Developing and maintaining current and culturally sensitive program content
- » Expanding services
- » Ensuring watershed reach
- » To provide inclusive programming by maintaining cost-effective fees.



Staffing Challenges

- » Securing and training staff – cost to train vs. retain.
- » Diminished capacity due to regular training of new staff.
- » Lack of stable funding to support administration and program development staffing costs.
- » Lack of program support permitting non-competitive wages, resulting in higher-than-normal staff turnover.
- » Competition for staff in provincially mandated minimum wage (Early Childhood Educator).



Looking Forward

- » Delivering new programming
- » Engaging the corporate world for their learning, and in exchange they invest in the environment as well



- » Investigating opportunities for business expansion
- » Continue to develop and provide French Programming
- » SHSM High Skills Major program development



Questions?

Naomi Saunders,
Manager, Environmental Education
705-424-1479 ext. 280
nsaunders@nvca.on.ca

www.nvca.on.ca
@NottawasagaCA





Planning and Regulations Program Update

Chris Hibberd, Director Watershed Management Services
February 28, 2025



Presentation Topics

- » **Legislative changes**
- » **CO training and tools**
- » **NVCA Permit tools**
- » **Planning program actions taken or underway**
- » **Future actions**

Legislation Changes Overview

2024 Legislative & Regulatory Changes

- » New O. Reg 41/24
– April 1, 2024
- » O. Reg 41/24
replaces all
individual CA S. 28
Regulations
- » Sections of the CA
Act are repealed
and replaced.



New Compliance Tools

Stop Orders (s. 30.4 of Act)

Circumstances for use:

- » Officer forms **reasonable grounds** of contravention;
- » Person(s) has, is, or will be engaging in activity that will contravene Act, regulations or conditions of permit;
- » Activity has, is or is likely to cause **significant damage**; **and**,
- » Stop order will prevent or reduce the significant damage.

* All four points above must be met in order to lay a Stop Order



CO Training and Documents

Tools for CAs

- » December Webinars:
 - Standard Operating Procedures and Stop Orders
 - Annual Permit Timelines Reporting (CO Guidance and Template)
- » 30 Standard Operating Procedures for CA Provincial Offences Officers
- » Updated Hearing Guidelines
- » Annual Reporting Guidance and Template: Permit and Regulatory Compliance
- » Policy Guidance on the Process for Administrative Review



NVCA Permit Review Tools

- » Encourage pre-consultations for applications to ensure complete submissions are submitted when applying for a permit.
- » Pre-screening applications with planning and technical staff.
- » Providing courtesy calls/emails (depending on applicant preferred method to be reached) when a file is in for review.
- » Starting and Stopping the clock to improve timeline tracking.
- » Updated procedures, SOPs and guides tools to help applicants better understand the different technical studies that may be required to support an application.



Program Overview

Opportunities, Stressors and Successes

- » Key goal- natural hazards
- » Merged Planning and Regulations staff
- » Added Senior Planner and Development Review Coordinator
- » Team Strength - knowledgeable, integrity, resiliency, collaborative, open to feedback and ways to improve
- » Challenges – fee freeze, decreased revenues, changing legislation, administratively burdensome processes
- » The team is receptive to feedback and continue to implement recommendations to improve the process for clients



Current Actions

- » Re-examine the use of Peer reviewers to fast-track reviews and help address the review backlog
- » Planning, permits and engineering meet on a weekly basis to review files and assess the risk involved
- » Continue file Triage to prioritize older submissions with an emphasize on a risk management
- » Report monthly to Chair/Vice Chair on all files
- » Internal SWOT analysis of existing processes and systems
- » Increase communications with applicants during the review process and after comments are provided, and encourage pre-consultation



2025 Actions

- » Modernize NVCA guidelines/procedures
- » Update Regulation Mapping and Launch e-permitting platform
- » Enhance communications with municipalities, applicants and stakeholders (e.g. BILD)
- » Update Planning agreements and explore service delivery agreements with some key high growth municipalities
- » Enhance supporting software (e.g. file data base, fee invoice system, revenue recognition, etc.)



Other Next Steps

- » Audit of program processes and systems
- » Develop a program specific customer service strategy





Questions



10-24-BOD (End of 2024 Business) Minutes **(Draft)**
Nottawasaga Valley Conservation Authority
Friday January 24, 2025 9:00 AM EST

Attendance

Present:

Cllr. Joe Belanger, Wasaga Beach (Town); Chair Gail Little, Amaranth (Township); Cllr. Patricia Clark, Mulmur (Township); Cllr. June Porter, The Blue Mountains (Town); Vice-Chair Jonathan Scott, Bradford West Gwillimbury (Town); Cllr. Joel Loughead, Grey Highlands (Municipality); Cllr. Pieter Kiezebrink, Essa (Township); Mayor Scott W. Anderson, Adjala-Tosorontio (Township); Cllr. Christopher Baines, Collingwood (Town); Cllr. Nicole Cox, New Tecumseth (Town); Cllr. Phil Fisher, Springwater (Township); Cllr. Richard Schell, Oro-Medonte (Township); Cllr. Gary Harvey, Barrie (City)

NVCA Staff:

Sheryl Flannagan, Interim CAO/Director, Corporate Services; Chris Hibberd, Director, Watershed Management Services; Kyra Howes, Director, Conservation Services; Kerry Jenkins, Administrative Assistant/Recorder

Absent:

Deputy Mayor Paul Van Staveren Clearview (Township); Cllr. Kevin Eisses, Innisfil (Town); Mayor Darren White, Melancthon (Township); (Town); Cllr. Ralph Manktelow, Mono (Town); Cllr. Kyle Fegan, Shelburne (Town)

1. Events

2. Call to Order

Chair Little called the meeting to order at 9:04am.

3. Declaration of Pecuniary and Conflict of Interest

4. Motion to Adopt the Agenda

Recommendation:

RES: 69-24

Moved by: Cllr. Christopher Baines

Seconded by: Cllr. Pieter Kiezebrink

RESOLVED THAT: the agenda for the Board of Directors meeting #10-24-BOD dated on January 24, 2025 be approved as amended.

Carried;

5. In-Camera

Recommendation:

RES: 70-24

Moved by: Cllr. Gary Harvey

Seconded by: Cllr. Pieter Kiezebrink

RESOLVED THAT: this meeting of the Board of Directors No. 10-24-BOD move into closed session at 9:06am to address matters pertaining to: Personal information regarding an identifiable individual, including authority staff.

Carried;

6. Out-of In-Camera

Recommendation:

RES: 71-24

Moved by: Cllr. Christopher Baines

Seconded by: Mayor Scott W. Anderson

RESOLVED THAT: the Board of Directors rise from in-camera at 9:20am and report progress.

Carried;

7. 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.

8. Presentations

Chair Little conducted a presentation regarding NVCA's 2024 Year in Review.

9. Deputations

There were no deputations at this time.

10. Hearings

There were no hearings at this time.

11. 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.

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

Recommendation:

RES: 72-24

Moved by: Cllr. Pieter Kiezebrink

Seconded by: Cllr. Nicole Cox

RESOLVED THAT: no agenda item number(s), 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;

12.1. Consent List

12.1.1. Adoption of Minutes

Recommendation:

Approved by Consent

RESOLVED THAT: the minutes of the Board of Directors meeting 09-24-BOD dated on December 13, 2024 be approved.

12.2. Staff Reports

12.2.1. Staff Report No. 47-10-24-BOD from Sheryl Flannagan, Interim CAO/Director, Corporate Services regarding Administrative Bylaws Update

Recommendation:

Approved by Consent

RESOLVED THAT: the Board of Directors approve Staff Report No. 47-10-24-BOD regarding the Administrative Bylaws Update.

12.2.2. Staff Report No. 48-10-24-BOD from Maria Leung, Senior Communications Specialist regarding Communications Report

Recommendation:

Approved by Consent

RESOLVED THAT: Staff Report No. 48-10-24-BOD regarding NVCA Communications – November 27, 2024 – January 9, 2025, be received.

13. Other Business

There was no other business at this time.

14. Adjourn to Board of Directors 2024 Annual General Meeting and Elections

Recommendation:

RES: 73-24

Moved by: Cllr. Gary Harvey

Seconded by: Cllr. Phil Fisher

RESOLVED THAT: this meeting adjourn at 9:50am and the position of the Chair be declared vacant.

Carried;



01-25-BOD (AGM) Minutes (**Draft**)
Nottawasaga Valley Conservation Authority
Friday January 24, 2025 9:00 AM EST

Attendance

Present:

Cllr. Joe Belanger, Wasaga Beach (Town); Chair Gail Little, Amaranth (Township); Cllr. Patricia Clark, Mulmur (Township); Cllr. June Porter, The Blue Mountains (Town); Vice-Chair Jonathan Scott, Bradford West Gwillimbury (Town); Cllr. Joel Loughead, Grey Highlands (Municipality); Cllr. Pieter Kiezebrink, Essa (Township); Mayor Scott W. Anderson, Adjala-Tosorontio (Township); Cllr. Christopher Baines, Collingwood (Town); Cllr. Nicole Cox, New Tecumseth (Town); Cllr. Phil Fisher, Springwater (Township); Cllr. Richard Schell, Oro-Medonte (Township); Cllr. Gary Harvey, Barrie (City)

NVCA Staff:

Sheryl Flannagan, Interim CAO/Director, Corporate Services; Chris Hibberd, Director, Watershed Management Services; Kyra Howes, Director, Conservation Services; Kerry Jenkins, Administrative Assistant/Recorder

Absent:

Deputy Mayor Paul Van Staveren Clearview (Township); Cllr. Kevin Eisses, Innisfil (Town); Mayor Darren White, Melancthon (Township); (Town); Cllr. Ralph Manktelow, Mono (Town); Cllr. Kyle Fegan, Shelburne (Town)

1. Call to Order

Recommendation:

RES: 01-25

Moved by: Cllr. Christopher Baines

Seconded by: Cllr. Patricia Clark

Sheryl Flannagan, Sheryl Flannagan, Interim Chief Administrative Officer/Director, Corporate Services chaired the meeting until the elections were held.

Acting Chair Flannagan called the meeting to order at 9:50am.

RESOLVED THAT: Sheryl Flannagan, Interim Chief Administrative Officer/Director, Corporate Services be appointed as Chair, Pro Tem until the election of the 2025 Officers.

Carried;

2. Declaration of Pecuniary and Conflict of Interest

3. Motion to Adopt the Agenda

Recommendation:

RES: 02-25

Moved by: Cllr. Gary Harvey

Seconded by: Mayor Scott W. Anderson

RESOLVED THAT: the agenda for the Board of Directors 65th Annual General Meeting 01-25-BOD dated January 24, 2025 be approved as amended.

Carried;

4. Announcements

There were no announcements at this time.

5. Presentations

There were no presentations at this time.

6. Elections of NVCA Officers

Sheryl Flannagan, Interim CAO/Director, Corporate Services will review the election procedures with Board Members.

7. Appointment of Scrutineers

Recommendation:

RES: 03-25

Moved by: Cllr. Pieter Kiezebrink

Seconded by: Cllr. Joe Belanger

RESOLVED THAT: Kyra Howes, Director, Conservation Services and Kerry Jenkins, Administrative Assistant be appointed as scrutineers for the duration of the NVCA 2025 elections; and

FURTHER THAT: the ballots be destroyed after the election process.

Carried;

8. Election of Board of Directors Chair and Vice-Chair

8.1. Conduct Election of Chair

Call for nominations for the position of Chair.

First Call Mover: Cllr. Joe Belanger, Cllr. Jonathan Scott was nominated for Chair.

Second Call Mover: no nominations.

Third Call Mover: no nominations.

Close Nominations

Moved by: Cllr. Christopher Baines

Seconded by: Cllr. Phil Fisher

Cllr. Jonathan Scott was acclaimed as Chair.

8.2. Conduct Election for Vice-Chair

Call for nominations for the position of Vice-Chair.

First Call Mover: Cllr. Pieter Kiezebrink, Deputy Mayor Gail Little was nominated.

Second Call Mover: no nominations.

Third Call Mover: no nominations.

Close Nominations

Moved by: Cllr. Rick Schell

Seconded by: Cllr. Christopher Baines

Deputy Mayor Gail Little was acclaimed as Vice-Chair.

8.3. Appointed NVCA Officers

Recommendation:

RES: 04-25

Moved by: Cllr. Patricia Clark

Seconded by: Cllr. Pieter Kiezebrink

RESOLVED THAT: the Board of Directors has elected and/or appointed for the year 2025 Nottawasaga Valley Conservation Authority Officers as follows:

Chair: Cllr. Jonathon Scott

Vice-Chair: Deputy Mayor Gail Little

Carried;

9. Acknowledgements

Elected Officers of the NVCA.

The newly elected Chair conducted the remainder of the meeting.

10. 2025 Borrowing Resolution

Recommendation:

RES: 05-25

Moved by: Cllr. Joe Belanger

Seconded by: Cllr. Gary Harvey

RESOLVED THAT: for the fiscal year 2025, the Nottawasaga Valley Conservation Authority borrow, as required on credit, up to \$500,000 for its purpose until payment to the Authority of grants from the Province of Ontario, and levies from its member municipalities are received.

Carried;

11. Appointment of 2025 Authority Solicitors

Recommendation:

RES: 06-25

Moved by: Cllr. Christopher Baines

Seconded by: Cllr. Patricia Clark

RESOLVED THAT: the firms of Hicks Morley Hamilton Stewart Storie LLP, be appointed for Human Resources legal advice, as required for 2025 and;

FURTHER THAT: Hill Hunter Loswell Law Firm LLP, Beard Winter LLP, Barriston Law and Gardiner Roberts LLP be appointed to conduct the legal business of the Authority for 2025.

Carried;

12. Appointment of 2025 Authority Auditors

Recommendation:

RES: 07-25

Moved by: Cllr. Pieter Kiezebrink

Seconded by: Cllr. Phil Fisher

RESOLVED THAT: the firm KPMG LLP be appointed to conduct the auditing functions of the Nottawasaga Valley Conservation Authority for 2025.

Carried;

13. Appointment of NVCA Representative to Conservation Ontario Council

Recommendation:

RES: 08-25

Moved by: Cllr. Joe Belanger

Seconded by: Cllr. Phil Fisher

RESOLVED THAT: the Chair be appointed as the NVCA voting delegate on Conservation Ontario Council for the year 2025; and

FURTHER THAT: the Vice-Chair and Interim Chief Administrative Officer/Director, Corporate Services be appointed as alternates.

Carried;

14. Appointed of NVCA Board Representatives to the NVCA Agricultural Advisory Committee

Recommendation:

RES: 09-25

Moved by: Cllr. Rick Schell

Seconded by: Cllr. Patricia Clark

RESOLVED THAT: the following Board members be appointed to the NVCA Agricultural Advisory Committee for 2025:

1). Cllr. Joel Loughead

2). Cllr. Pieter Kiezebrink

3). Cllr. Kevin Eisses

Carried;

15. Freedom of Information and Privacy Act

Recommendation:

RES: 10-25

Moved by: Mayor Scott W. Anderson

Seconded by: Cllr. Nicole Cox

WHEREAS: members of the Board and Nottawasaga Valley Conservation Authority may designate an individual to act as Head of the Authority for purpose of the Municipal Freedom of Information of Privacy Act, R.S.O. 1990, c M.56, s. 3(1); 2002 C. 17, Schedule. F, Table; therefore

BE IT RESOLVED THAT: Sheryl Flannagan, Interim CAO/Director, Corporate Services be designated as Head of the Authority for purposes of the Act.

Carried;

16. Other Business

Interim CAO/Director, Corporate Services, Sheryl Flannagan, gave a brief update of her first month in position.

17. Adjourn

Recommendation:

RES: 11-25

Moved by: Cllr. Christopher Baines

Seconded by: Cllr. Phil Fisher

RESOLVED THAT: the Board of Directors adjourn at 10:40am to meet again on February 28, 2025 or at the call of the Chair.

Carried;

Sent via Email

February 3, 2025

Attention: Member Municipalities Within the Area of Jurisdiction of the Nottawasaga Valley Conservation Authority and Lake Simcoe Region Conservation Authority

Please be advised that at its meeting of January 22, 2025, Council of the Township of Oro-Medonte passed the following resolution:

“Whereas, Conservation Authorities are legislatively empowered by Conservation Authorities Act of Ontario to *“provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario”*,

And Whereas, there are both the Lake Simcoe Region Conservation Authority [the LSRCA] and the Nottawasaga Valley Conservation Authority [the NVCA], together to be known as The Authorities, with jurisdiction in the Township of Oro-Medonte,

And Whereas, the Township of Oro-Medonte believes there to be advantages of economics, consistency, timeliness, and governance to amalgamate The Authorities,

And Whereas, the Conservation Authorities Act of Ontario, Part III, Section 11 provides for a participating municipality to call a meeting to consider the establishment of one authority to have jurisdiction over the areas that are under separate jurisdictions [the Meeting],

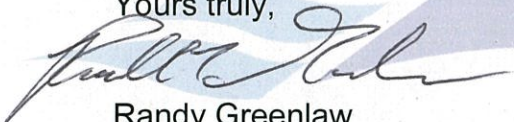
Now and Therefore, be it resolved that the Council of the Township of Oro-Medonte hereby directs Staff to call the Meeting to consider amalgamating The Authorities,

And To, give notice of the Meeting to each participating municipality to consider the establishment of one authority by way of amalgamating The Authorities,

And To, do such other things as are necessary to fulfill the requirements of the Conservation Authorities Act of Ontario, Part III, Section 11 that will cause the necessary parties to consider the amalgamation of The Authorities.”

The Township of Oro-Medonte respectfully requests your consideration for support of this matter.

Yours truly,



Randy Greenlaw
Mayor, Township of Oro-Medonte



Staff Report: 01-02-25-BOD
Date: 28/02/2025
To: Chair and Members of the Board of Directors
From: Tyler Mulhall, Planner
Ben Krul, Manager, Development Planning and Permits

SUBJECT: Permits under the *Conservation Authorities Act* for the Period January 1, 2024 to December 31, 2024.

Recommendation

RESOLVED THAT: NVCA Board of Directors receive Staff Report No. 01-02-25-BOD that summarizes the permits issued by staff for the period of January 1, 2024 to December 31, 2024.

Purpose of the Staff Report

The purpose of this staff report is to provide the Board of Directors with a summary of the permits issued under Section 28.1 of the *Conservation Authorities Act* (the Act) and to report on compliance with Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits, as required by Section 8.1(1) of Ontario Regulation 686/21: Mandatory Program and Services.

Background

On April 1, 2024 changes to the Act and Ontario Regulation 686/21, and the enactment of Ontario Regulation 41/24 set out changes to permit timelines and reporting requirements. Table 1 shows the breakdown of the permits issued by Municipality, and Table 2 shows permit statistics and timelines for Major and Minor Permits as well as compliance with Ontario Regulation 41/24.

Section 8.1(1) of Ontario Regulation 686/21 states that “the authority shall prepare and publish an annual report that outlines statistics on permits, including reporting on its level of compliance with the requirements of Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits), made under the Act, respecting the application for and issuance of permits, including any associated timelines.”

Section 7(2) of Ontario Regulation 41/24 outlines “upon receipt of the information required under subsection (1) and payment by the applicant of the fee charged by the authority under subsection 21.2 (4) of the Act, the authority shall notify the applicant

in writing, within 21 days, whether or not the application complies with subsection 28.1(3) of the *Act* and is deemed to be a complete application.”

Under Section 28.1(22) the *Act* specifies that if a decision for an application is not made within 90 days, the applicant can appeal to the Ontario Land Tribunal for a non-decision on their file. This 90-day appeal date is the basis for the 90-day decision timeline NVCA will be reporting against for any application received after April 1, 2024.

In December 2024, Conservation Ontario (CO) provided updates and training to CO’s Best Practices regarding permit timelines and provided an outline to report on the requirements set out in Section 8.1(1) of Ontario Regulation 686/21. This outline is provided below in Table 2.

Board Members will note a change in reporting style from reports prepared in 2024. Previously staff reported on two different timelines (pre- and post-April 1, 2024), however, with the requirements for the annual report clear within Ontario Regulation 686/21, staff felt it appropriate to provide one concise report outlining permit statistics, timelines and compliance with Ontario Regulation 41/24.

Issues/Analysis

Below is a summary of the permits issued during the period January 1, 2024 to December 31, 2024. A total of 523 permits were approved by staff during this time period.

Municipality	Total Permits
CITY OF BARRIE	22
MUNICIPALITY OF GREY HIGHLANDS	4
TOWN OF THE BLUE MOUNTAINS	5
TOWN OF BRADFORD WEST GWILLIMBURY	14
TOWN OF COLLINGWOOD	59
TOWN OF INNISFIL	9
TOWN OF MONO	18
TOWN OF NEW TECUMSETH	33
TOWN OF SHELBURNE	5
TOWN OF WASAGA BEACH	82
TOWNSHIP OF ADJALA-TOSORONTIO	44
TOWNSHIP OF AMARANTH	5
TOWNSHIP OF CLEARVIEW	55
TOWNSHIP OF ESSA	45
TOWNSHIP OF MELANCTHON	3
TOWNSHIP OF MULMUR	12
TOWNSHIP OF ORO-MEDONTE	48
TOWNSHIP OF SPRINGWATER	60
Total	523

Table 1: Summary of Permits by Municipality

Permits under the Conservation Authorities Act Report
 Staff Report No. 01-02-25-BOD

Annual Reporting – Permit Statistics	
Total Permits Issued (Overall) (January 1- December 31):	#523
Total Major Permits Issued (January 1 – December 31):	#240
Total Minor Permits Issued (January 1 – December 31):	#283
Total Applications Subject to Minister’s Order (Minister’s Review):	#0
Annual Reporting – Permit Timelines	
COMPLETE APPLICATION REVIEW Total complete application reviews completed in 21 days:	#515
PERMIT TIMELINES (MAJOR) Total Major Permits Issued <u>Within</u> Decision Timeline (90 Days):	#229
PERMIT TIMELINES (MAJOR) Total Major Permits Issued <u>Outside</u> Decision Timeline (90 Days):	#11
PERMIT TIMELINES (MINOR) Total Minor Permits Issued <u>Within</u> Decision Timeline (30 Days – CO Best Practice):	#235
PERMIT TIMELINES (MINOR) Total Minor Permits Issued <u>Outside</u> Decision Timeline (30 Days – CO Best Practice):	#48
VARIANCE FROM TIMELINES Reason for Variance from Timelines (Optional):	This is a combination of all permits from January 1, 2024 to December 31, 2024; some permits are not subject to the new timelines.
PERMIT TIMELINES (AVERAGE – ALL) Overall Average Permit Review Timeline:	20 days on average
Annual Reporting – Compliance with O. Reg. 41/24	
MAPPING Are maps of regulated areas available at the CA head office and on the CA website? (ss. 4(1) of O. Reg. 41/24)	Yes
MAPPING Has the Authority undertaken an annual review of the mapping and made necessary updates? (ss. 4(2) of O. Reg. 41/24)	It is ongoing. NVCA hopes for May 2025 Board Approval
ADMINISTRATIVE REVIEWS Total requests for administrative reviews made to the Authority:	#0
ADMINISTRATIVE REVIEWS Total administrative reviews completed within 30 days of the request:	NVCA did not have any Administrative Reviews in 2024.

Table 2: Permit Statistics, Timelines and Outline on Reporting Requirements as Per Section 8.1(1) of Ontario Regulation 686/21

While the legislation is clear around timelines, NVCA understands the need to provide exceptional customer service and will use CO’s Best Practices timelines as a benchmark when reviewing each permit type.

Between January 1, 2024 and December 31, 2024 NVCA, on average, issued both Minor and Major permits within the timelines at 20 days. Major permits were issued within 90 days 95% of the time and Minor were 100% of the time. In accordance with CO's Best Practices timelines, Minor permits were issued within 30 days 83% of the time.

NVCA staff notified applicants the status of their application within 21 days 98% of the time.

NVCA will continue to provide Board Members bi-annual reports; however, the mid-year report will be scoped to focus only on the permit statistics and timelines, for the first 6 months, and not on the other requirements set out in Ontario Regulation 686/21; these updates will be provided annually.

File Intake

Staff are pleased to note that with the implementation of pre-screening an application, staff been able to cut down on review time as most applications are found not to require further technical information and are contenders for direct issuance. This has allowed Technical Staff to focus efforts more on complex files.

Starting and Stopping the Clock

Staff continue to track the "Run Time" of permits when it is in house vs. with the Applicant.

Relevance to Authority Policy

Ontario Regulation 686/21 outlines the requirement to provide an annual report outlining statistics on permits, including reporting on its level of compliance with the requirements of Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits), made under the Act, respecting the application for and issuance of permits, including any associated timelines.

Applications received prior to April 1, 2024 have permits issued under Ontario Regulation 172/06 are in compliance with Section 28 of the Act.

Applications received after April 1, 2024 have permits issued under Section 28.1 of the Act and are in compliance with Ontario Regulation 41/24.

Impact on Authority Finances

Permit issuance and reporting is completed within the confines of the approved 2024 budget under staff salaries and program expenses.

Climate Change Implications

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

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

Submitted by:
Original Signed by

Chris Hibberd
Director, Watershed Management
Services

Approved for Submission by:
Original Signed by

Sheryl Flannagan
Interim Chief Administrative
Officer/Director of Corporate Services



Staff Report: 02-02-25-BOD
Date: 28/02/2025
To: Chair and Members of the Board of Directors
From: Ian Ockenden
Manager, Watershed Science

SUBJECT: 2022-2025 NVCA Climate Change Action Plan: 2024 progress and 2025 goals

Recommendation

RESOLVED THAT: The Board of Directors receive Staff Report No. 02-02-25-BOD regarding the 2022-2025 NVCA Climate Change Action Plan summary of progress in 2023 and 2024 goals for information.

Purpose of the Staff Report

The purpose of this Staff Report is to provide the Board of Directors with the summarized climate related actions from 2024 as related to the 2022-2025 NVCA Climate Change Action Plan and outline the anticipated 2025 goals.

Background

The NVCA Board of Directors approved 2022-2025 NVCA Climate Change Action Plan outlines goals and associated actions that will drive the corporate direction of climate change forward for the period of 2022-2025. This allows alignment with the corporate strategic planning process, e.g. the NVCA strategic and business plans.

Under implementation and reporting, the Action Plan indicates that: "Departments will integrate the above targets into their workplans and continue to develop the steps to reach these goals. The goals and targets will be reviewed annually to provide an updated report on their progress to the Board of Directors."

Analysis

The Climate Change Action Plan emphasizes the importance of responding to climate change, supporting the NVCA partners' actions to reduce impacts of climate change, and strengthening the commitment to face the challenges it poses to the NVCA member municipalities and ecosystems. This document outlines seven goals and associated 34 actions encapsulating the prioritized corporate strategic directions and program self-identified objectives. The seven goals consist of:

1. Flooding and Erosion: Work with partners and stakeholders to increase knowledge of how climate change will impact flooding and erosion levels in Nottawasaga River watershed communities.
2. Monitor: Enhance knowledge of the Nottawasaga River watershed's natural environment and its response to a changing climate.
3. Communicate and Educate: Facilitate partnerships and connect people to the Nottawasaga River watershed in order to build awareness of climate change and capacity to adapt to climate impacts.
4. Natural Heritage: Protect and improve natural heritage systems in the Nottawasaga River watershed to build resilience and assist with adaptation and mitigation.
5. Stewardship and Land Conservation: Increase watershed resistance and resilience to climate change through conservation, restoration, and improvement of natural systems.
6. Partnerships: Be leaders in sustainability making NVCA the partner of choice for local climate change initiatives.
7. Corporate Practices: Build corporate capacity to adapt to future climate projections and reduce NVCA's corporate carbon footprint by embracing a culture of conservation through using best practices and solutions while measuring progress and effectiveness.

An internal Climate Change Action Plan working group was formed in 2023 with the purpose to aid and report on the implementation of climate change work items, focusing on the 2022-2025 NVCA Climate Change Action Plan. The implementation of the climate change plan is occurring through interdepartmental integration and communication. As part of this initiative, the working group has produced the *Climate Change Action Plan Report: Measuring Our Progress* to summarize our work to date.

Relevance to Authority Policy/Mandate

The above noted project enables the Authority to move forward with implementation of components of the Integrated Watershed Management Plan and the 2020-2025 NVCA Strategic Plan and Business Plan. In addition, it will direct

the annual workplan for the period of 2023-2025 and set a baseline for climate change work moving forward.

Impact on Authority Finances

Actions completed in 2024 and forecasted in 2025 are within the NVCA 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
Chris Hibberd
Director, Watershed Management Services

Approved for submission by:
Original Signed by
Sheryl Flannagan
Interim Chief Administrative
Officer/Director, Corporate Services

Attachment 1: 2024 NVCA Climate Change Action Plan Report: Measuring Our Progress.



2024 NVCA CLIMATE CHANGE ACTION PLAN REPORT

Measuring our progress

February 14, 2025



Nottawasaga Valley
Conservation Authority

Overall Score

✔ Completed – 11

✘ Not Completed – 24

□ Ongoing – 5

WATERSHED SCIENCE

Goal – Monitor

Enhance knowledge of the Nottawasaga River watershed's natural environment and its response to a changing climate.

- ✘ Integrate climate, groundwater and surface water monitoring and analysis into program
 - Completed *Watershed Monitoring Strategy: Climate Discipline* January 2024.
 - Climate change indicators will be incorporated into the Watershed Science monitoring program by 2025.

- ✘ Report on key indicators of climate change and impacts
 - Reporting will begin with 2025 climate change indicators data.

- ✔ Identify vulnerable aquatic ecosystems and anticipated changes associated with climate change
 - Completed a fisheries brief highlighting sensitive fish communities and species.

- ✘ Incorporate climate change impacts into NVCA programs through regular updates by Watershed Science and Flood programs
 - 2025 climate change indicators data will be relayed to all departments for incorporation in their strategic planning.

Goal – Natural Heritage

Protect and improve natural heritage systems in the Nottawasaga River watershed to build resilience and assist with adaptation and mitigation.

- ✘ Review minimum planting requirements to ensure recommended lists include climate resilient species
 - Will not be completed by 2025 due to program reprioritization under the *Conservation Authorities Act*.

- ✘ Collaborate with partners to develop an invasive species strategy
 - Will not be completed by 2025 due to program reprioritization under the *Conservation Authorities Act*.

- Enhance the aquatic and terrestrial natural heritage program to record impacts of climate change
 - Aquatic indicators will be started in 2025. Select terrestrial indicators are underway, others require enhanced capacity.

Goal – Corporate Practice

Build corporate capacity to adapt to future climate projections and reduce NVCA’s corporate carbon footprint by embracing a culture of conservation through using best practices and solutions while measuring progress and effectiveness.

- ✓ Implementation of NVCA Climate Change Action Plan to be reported annually
 - Results reported to Board of Directors annually 2022-2024.
- ✗ Conduct Greenhouse Gas Emissions (GHG) inventory of NVCA’s operations
 - Will not be completed by 2025 due to lack of dedicated funding.

Other Achievements

- ✓ Climate Change Action Plan Committee Meetings
 - Climate Change Working Group meetings are held quarterly.
- ✗ Establish relationships with climate change community groups
 - To be completed in 2025.

ENGINEERING

Goal – Flooding and Erosion

Work with partners and stakeholders to increase knowledge of how climate change will impact flooding and erosion levels in Nottawasaga Watershed communities.

- ✗ Develop hydraulic and hydrologic models and mapping that consider future climate projections
 - Was not be completed in 2024 due to due to program limitations and staffing.
- ✗ Collaborate with conservation authorities, municipalities and the Province of Ontario to ensure guidelines incorporate future climate projections
 - Was not be completed in 2024 due to due to program limitations and staffing.
- ✗ Redefine Intensity Duration Frequency (IDF) curves using future climate projections
 - Will begin to update IDF curves with climate considerations in 2025.

- ❌ Enhance flood forecasting and real-time flood monitoring prediction and warning systems
 - Insufficient resources to develop a real-time warning system.
 - Ongoing replacement of rain and stream gauge data loggers for 2024 and 2025
 - Completed watershed river flood threshold updates using peak flow frequency graphs for 2- and 5-year flood events

- ❌ Work with municipalities to develop more detailed water budgets for the Nottawasaga River watershed
 - Partner with Watershed Science in 2025 to determine how water budgets can be established for each subwatershed to inform local/municipal water budgets.

- ❌ Review drought response policies and procedures, receive stakeholder input, and revise drought response guidelines
 - To be completed in 2025, if resources permit.

STEWARDSHIP

Goal – Stewardship and Land Conservation

Increase watershed resistance and resilience to climate change through conservation, restoration, and improvement of natural systems.

- ✅ Design restoration projects based on design guidelines, modelling, prioritized opportunities, long-term monitoring and watershed plans which consider the impact of climate change
 - Climate change impacts already considered by design professionals with impact modeling and material sourcing. Further work to formalize process to be completed.

- ✅ Maintain and improve the health of local watercourses by implementing programs to remove and mitigate areas that contribute to stream warming
 - Nottawasaga River improvement project targets areas of stream warming.

- ✅ Promote reforestation and naturalization of riparian and upland areas to enhance aquatic habitats and organisms and to sequester carbon
 - Reforestation and naturalization already a priority with stewardship and forestry programs. 8,000+ trees planted in 2024.

- ✅ Consider carbon offsetting opportunities on NVCA properties through restoration projects

- Carbon offsetting opportunities are taken whenever presented, e.g. initiated large-scale grassland restoration project behind Tiffin property.
- ❌ Create stewardship prioritization mapping tool for terrestrial and aquatic projects
 - Was not completed in 2024 due to program limitations and staffing.

Goal – Natural Heritage

Protect and improve natural heritage systems in the Nottawasaga River watershed to build resilience and assist with adaptation and mitigation.

- ✅ Manage, sustain and restore the natural heritage system and features such as wetlands
 - Already a focus of the stewardship program.

LANDS

Goal – Communicate and Educate

Facilitate partnerships and connect people to the Nottawasaga River watershed in order to build awareness of climate change and capacity to adapt to climate impacts.

- ✅ Communicate high priority areas of land securement strategy to inform landowners
 - Multiple environmentally significant properties secured in 2024 by donation. Opportunities for future land securement have been presented to NVCA in 2024.

FORESTRY

Goal – Stewardship and Conservation

Increase watershed resistance and resilience to climate change through conservation, restoration, and improvement of natural systems.

- ✅ Promote reforestation and naturalization of riparian and upland areas to enhance aquatic habitats and organisms and to sequester carbon
 - 74,900 trees planted on 24 sites and 37 managed forest plans.
 - Site preparation of 2025 planting sites completed.

EDUCATION

Goal – Communication and Educate

Facilitate partnerships and connect people to the Nottawasaga River watershed in order to build awareness of climate change and capacity to adapt to climate impacts.

- Prepare educators so they can properly inform today's youth about climate change
 - Was not completed in 2024 due to funding and staff limitations

Other Achievements

- Present Education's climate change program (Rekindle the Sparks) at Conservation Authority Education workshop
 - Was not completed in 2024 due to program and staff limitations

CORPORATE SERVICES

Goal – Corporate Practices

Build corporate capacity to adapt to future climate projections and reduce NVCA's corporate carbon footprint by embracing a culture of conservation through using best practices and solutions while measuring progress and effectiveness.

- Enhance and change our corporate culture, business practices and operations to reduce GHG emissions
 - Purchase of energy efficient fleet vehicles
- Increase employee awareness of NVCA's environmentally sustainable operating practices to promote behaviour that reduces corporate carbon and environmental footprint
 - Ongoing
- Complete corporate risk assessment to identify locations, operations and assets that are vulnerable to extreme weather events
 - Was not completed in 2024 due to program limitations and staffing

Goal – Communicate and Educate

Facilitate partnerships and connect people to the Nottawasaga Watershed in order to build awareness of climate change and capacity to adapt to climate impacts.

- ☒ Develop interactive communication tools to engage the public about extreme weather events and watershed conditions
 - Includes social media posts about summer storm season, sharing related information at vendor booths at public events, distributing information about the 70th anniversary of Hurricane Hazel
- ☒ Develop climate change communications strategy to inform and engage staff and stakeholders
 - Development of corporate communications plan that encompasses climate change mitigation and adaptation to be completed in 2025
- ☐ Educate staff, Board of Directors, and partners on the need for both mitigation and adaptation to climate change
 - Ongoing

PLANNING AND REGULATION

Goal – Communicate and Educate

Facilitate partnerships and connect people to the Nottawasaga Watershed in order to build awareness of climate change and capacity to adapt to climate impacts.

- ☒ Provide landowners, property managers and professionals with resources to help them make informed decisions that contribute to building climate change resilient and environmentally sustainable communities
 - NVCA Planning and Regulations Guidelines and NVCA Regulation Mapping updates to reflect best available information and current legislation with expected completion in Q1 of 2025.

Other Achievements

- ☑ Review partner municipality’s planning documents and encourage the inclusion of conservation best practices
 - Planning staff reviewed and provided comments on Official Plan documents for Wasaga Beach, Clearview, Mulmur, Collingwood and Adjala-Tosorontio.

INFORMATION MANAGEMENT

Goal – Corporate Practices

Build corporate capacity to adapt to future climate projections and reduce NVCA’s corporate carbon footprint by embracing a culture of conservation

through using best practices and solutions while measuring progress and effectiveness.

- Enhance and change corporate culture, business practices and operations to reduce GHG emissions
 - Ongoing in terms of acquisition of new equipment and proper reuse/repurposing/disposal of old equipment.

PARTNERSHIPS

Goal – Partnerships

Be leaders in sustainability making NVCA the partner of choice for local climate change initiatives.

- ☒ Develop tools with partners to guide climate change adaptation efforts and collectively manage environmental, social and human health
 - Will not be completed without dedicated staffing.
- ☒ Work with provincial and federal governments and other science-based organizations to develop and refine tools to improve climate change projections and forecasting for the watershed
 - Will not be completed without dedicated staffing.
- Collaborate with watershed stakeholders to ensure climate change adaptation plans have a cohesive regional approach and support external partners in adopting best management practices to support watershed and human health resiliency
 - Ongoing. Worked with Bradford West Gwillimbury, Grey County and Simcoe County developing mitigation and adaptation plans.
- ☒ Engage farmers, farming associations and OMAFRA to learn how they are adapting to climate change and how NVCA can provide support to minimize impacts of climate change on the environment
 - Will not be completed without dedicated staffing.



Staff Report: 03-02-25-BOD
Date: 28/02/2025
TO: Chair and Members of the Board of Directors
From: Ben Krul
Manager, Development
Planning and Permits
Tyler Boswell
Planner

**SUBJECT: Procedures for the Implementation of Ontario
Regulation 41/24 Update**

Recommendation

RESOLVED THAT: The Board of Directors receive Staff Report No. 03-02-25-BOD regarding proposed updated policies for *Procedures for the Implementation of Ontario Regulation 41/24*.

Purpose of the Staff Report:

This staff report outlines the proposed procedural updates that will strengthen two policy sections within the NVCA *Procedures for the Implementation of Ontario Regulation 41/24* document. These include Section 4.4 Administrative Review (updated) and Section 5.1 Stop Orders (new). This update will provide greater clarity for applicants and staff to follow in relation to the Administrative Review. Additionally, greater transparency and procedural clarity has been included regarding Stop Orders.

Background:

The *Procedures for the Implementation of Ontario Regulation 41/24* document was last updated and approved by the Board of Directors in October 2024 in response to the new O. Reg. 41/24. This current proposed update presents more transparent and thorough policies to better the Authority's position in relation to Administrative Review, Stop Orders, and additional hearing guidelines in accordance with Conservation Ontario.

Issues/Analysis:

Section 4.4: Administrative Review

The Administrative Review section has been enhanced to provide greater clarity around the process and outlines the types of applications that are not eligible for the review process. The previous policy did not mention the applications that were not eligible for this process and was sparse on details regarding the Authority's response. This update provides greater clarity and similarly aligns with other CAs.

Section 5.1 Stop Orders

This new section has been included to be transparent with applicants and the general public about the tools available to Conservation Authorities. It also provides greater procedural clarity for staff as the Order will only be issued after consulting with Management-level staff. This new section complements the existing details outlined under Section 5 – Enforcement.

Appendix B: NVCA Hearing Guidelines

New guidelines were received from Conservation Ontario in relation to Hearings. New examples for 'Notices of Hearing' have been included for Stop Orders, Cancellation of Permit, and Refusal to Extend. Additional 'Chair Remarks' and 'Sample Notice of Decision' have also been added to reflect these hearing types.

Additional housekeeping updates will also be made correcting errors and legislative section references.

Next Steps:

Staff will return to the Board for approval of an updated *Procedures for the Implementation of Ontario Regulation 41/24* document following the public consultation period.

Relevance to Authority Policy/Mandate:

The actions recommended in this report are to strengthen NVCA's procedural policies.

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.

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

Approved for submission by:
Original Signed by
Sheryl Flannagan
Interim Chief Administrative
Officer/Director, Corporate Services

Attachment: Procedures for the Implementation of the Conservation Authorities Act and associated Regulations.



Procedures for the Implementation of the Conservation Authorities Act and associated Regulations

Last Approved by the NVCA Board of Directors: October 25, 2024

Date of Current Revision: October 25, 2024



**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.**

Revision	Date	Comments
1	October 25, 2024	Approved by Board of Directors
2		

DRAFT

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). This document will also assist staff in meeting NVCA's permitting responsibilities under Section 28.1 of the CA Act. Further, the procedural manual serves 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 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.

1.2 Definitions

“Act” means the *Conservation Authorities Act*, R.S.O. 1990, c. C.27;

“Applicant” means a person who applies for a Permit to engage in an activity prohibited under the Act within the Authority’s jurisdiction;

“Application” means a formal request for a Permit to engage in an activity prohibited under the Act within the Authority’s jurisdiction;

“Authority” means the Board of Directors of the Nottawasaga Valley Conservation Authority;

“Executive Committee” means the Executive Committee appointed by the Authority;

“Hearing Board” means the Authority or Executive Committee while it is conducting hearings in accordance with the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22. Further to section 28.4 of the *Conservation Authorities Act*, an Authority may also delegate any of its powers relating to the holding of hearings in relation to permits to any other person or body, subject to any limitations or requirements prescribed by regulation;

“Minister” means the Minister of Natural Resources;

“Party” means an Applicant, Permit Holder, or individual subject to a Stop Order;

“Permit” means a permit to engage in otherwise prohibited activities under the Act, issued by the Authority (s. 28.1 and s. 28.1.2 permits) or by the Minister (s. 28.1.1 permits).

“Permit Holder” means a person who holds an active Permit issued by the Authority or a Minister’s Permit issued by the Minister;

“Staff” means the employees of the Nottawasaga Valley Conservation Authority;

“Stop Order” means a stop order issued under section 30.4 of the Act;

“Witness” means a person who is called to speak to evidence presented at a hearing.

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* 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. Additionally, no one may undertake development activities within the Authority's regulated area (hazardous lands, wetlands, and other areas as determined by the regulation) without permission.

2.2 Ontario Regulation 41/24

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

Section 12 of O. Reg. 41/24 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.

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 1(1) of the Regulation. 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 and 3 of Ontario Regulation 41/24 shall prevail over the regulated areas shown on NVCA's regulation map.

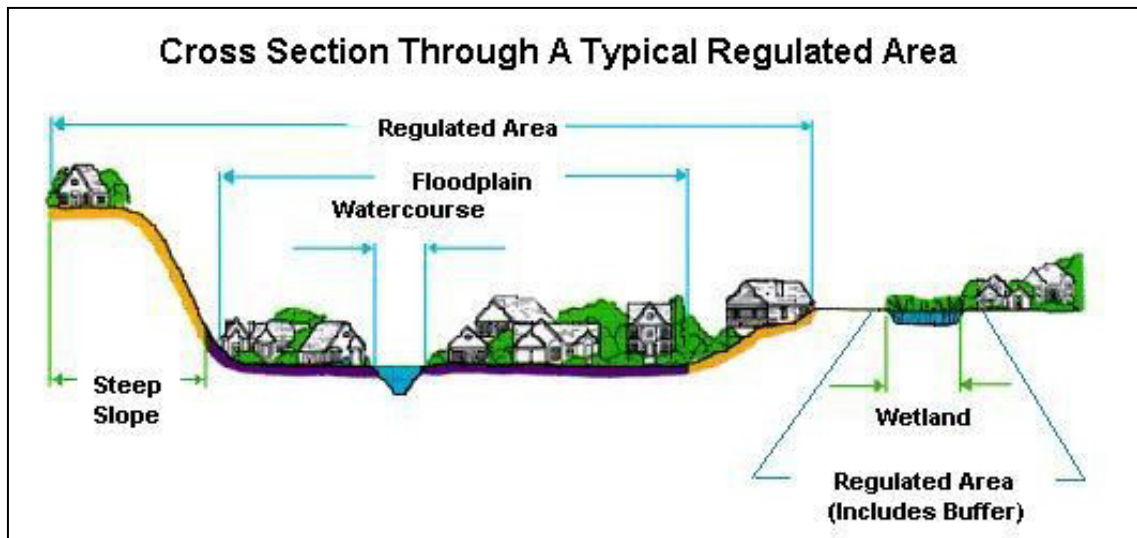


Figure 1 – Cross-section through a typical regulated area under Ontario Regulation 41/24

2.4 Regulated Activities

Under Section 28.1 of the *CA Act*, and as defined by Section 1(1) of 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 (see exceptions);
- 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 within a wetland or watercourse
 - (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;

2.5.1 NVCA-Specific Exceptions

- 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 [NVCA'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 21.2(7) 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.

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 Section 28.1 of the *CA Act* 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

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 permit application and pursuant to the *CA Act* within 90 days.

Additionally, the NVCA will strive to follow Conservation Ontario's best practice timelines which outlines decisions for minor permits within 30 days and intermediate/major permits within 90 days.

NVCA will notify applicants, in writing, within 21 days of the receipt of a 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 Section 28.1 of the *CA Act* 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 Section 28.1 of the *CA Act* 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 request for reconsideration of a fee can be made if any person believes the Authority has charged a fee contrary to the fee schedule. The Authority may order the person to pay the original amount, vary the amount of the original fee, or order that no fee be charged. If a request for reconsideration is received and no decision is made within 30 days, the person may appeal to the Ontario Land Tribunal (OLT).

If after the person who requested the reconsideration disagrees with the Authority's decision, the fee may be paid under protest and must let the Authority know. Within 30 days of the fee being paid under protest, an appeal can be made 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.

If an application to extend a permit is refused by the Authority, the applicant may request a Hearing from the NVCA Hearing Board within 15 days. The decision from the Hearing Board is final with no further appeal.

If an order is issued against a landowner, the landowner may appeal to NVCA's 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 Regulation Guidelines \(Aug 2009\);](#)
- [NVCA Natural Hazards Technical Guide \(Dec 2013\);](#)
- The Provincial Planning Statement and associated technical guidelines prepared by the MNR 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:

- An applicant does not agree with the 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;
- NVCA staff recommend refusal of an extension of a permit;

- 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.

The administrative review process is not available for the following applications:

- a) applications that have already commenced;
- b) pre-consultation applications; or
- c) applications with outstanding fees.

Only one administrative review is permitted per application. The administrative review does not determine the outcome of the permit but rather addresses the administrative process.

Once an applicant requests a review, in writing, to the CAO or delegated staff, 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. This decision will be delivered via electronic mail, registered mail, or personal service. 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 30.1, appoints the officers to enforce Section 28 of the Conservation Authorities Act 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 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.

5.1 Stop Order

Further to Section 30.4 of the *CA Act*, NVCA's Provincial Offences Officers have the authority to issue Stop Orders in limited situations and are supplement to a violation notice. Generally, Stop Orders will be issued when there is imminent risk to the property in which the violation has occurred, an adjacent property, and/or will cause environmental impact. Staff will only issue Stop Orders after discussion and direction from Management Staff.

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](#)

Provincial Legislation and Policy

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 Planning Statement, 2024](#)
- [Statutory Powers Procedure Act](#)
- [Oak Ridges Moraine Conservation Plan](#)
- [Niagara Escarpment Plan](#)

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 step-by-step process for conducting hearings required under ss. 28.1 (5), ss. 28.1.2 (7), ss. 28.3 (2), (3) and (4), ss. 30.4 (6) of the CAA and ss.11(4), (5) and (6) of O. Reg. 41/24. Hearings provide due process and ensure the rights of the Party are upheld.

These guidelines ensure hearings meet the legal requirements of the *Statutory Powers Procedures Act (SPPA)* without being unduly legalistic or intimidating to the participants.

The Hearing Board is empowered by law to make a decision, governed by the SPPA. The Board's decision powers are governed by the CAA and O. Reg. 41/24.

Section 25.1 of the SPPA provides that "a tribunal may make rules governing the practice and procedure before it". 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.

Table 1 below summarizes the legislative and regulatory requirements where a Party is to be provided with an opportunity for a hearing before the Authority, or [where delegated further to s. 28.4 of the CAA] the Executive Committee, or any other person or body [sitting as the Hearing Board].

Table 1: Summary of Hearing Requirements under the Conservation Authorities Act and O. Reg. 41/24¹

Hearing Scenario	Legislative or Regulatory Reference	Party	Hearing Intent	Appeal
Refusal Section 28.1 Permit	CAA, ss. 28.1 (5)	Applicant	Intent to refuse	Minister's Review – Within 15 days of receiving reasons for the Authority's decision
Attaching Conditions Section 28.1 Permit	CAA, ss. 28.1 (5)	Applicant	Intent to attach conditions	
Attaching Conditions Section 28.1.2 Permit	CAA, ss. 28.1.2 (7)	Applicant	Intent to attach conditions	
Cancellation Section 28.1 Permit	CAA, ss. 28.3 (2)	Permit Holder	Intent to cancel	OLT – Within 90 days of receiving notice of decision from Authority
Cancellation Section 28.1.1 Permit	CAA, ss. 28.3 (2)	Permit Holder	Intent to cancel	
Refuse Extension Section 28.1 Permit	O. Reg. 41/24, ss. 11(4), (5), and (6)	Permit Holder	Intent to refuse extensions	No appeal
Refuse Extension Section 28.1.2 Permit	O. Reg. 41/24, ss. 11(4), (5), and (6)	Permit Holder	Intent to refuse extensions	
Stop Order	CAA, ss. 30.4	Individual subject to Stop Order	Issuance of Stop Order	Minister or body prescribed by the regulations – Within 30 days of receiving reasons for the Authority's decision

¹ Note: The information presented in this table is a summary. For full details, please review the relevant sections of the *Conservation Authorities Act* and O. Reg. 41/24.

2.0 The NVCA Hearing Board

In any of the hearing scenarios listed in Table 1 above, 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 or other hearing matter indicated in Table 1 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 or other matter indicated in Table 1 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 NVCA 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
- 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
- A permit extension has been refused.

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 their 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 (i.e., intent to refuse Application or request for extension, intent to attach conditions, intent to cancel a Permit, and Stop Order).

If the meeting is to be held electronically, the notice will also include "The Party should notify the Authority if they believe holding the hearing electronically is likely to cause them significant prejudice. The Authority shall assume the Party has no objection to the electronic hearing if no such notification is received".

- b) Identification of the Party, the location of the property and the nature of the matter that forms the subject of the hearing.

For hearings related to the intent to refuse an Application or attach conditions to a Section 28.1 or 28.1.2 Permit, if the Applicant is not the landowner but the prospective owner, the Applicant must have written authorization from the registered landowner. In these circumstances, landowner authorization should be established further to being a requirement for submission of a complete application, as stated in subsection 7(1)(h) of O. Reg. 41/24.

- c) The reasons for the proposed refusal or conditions of approval shall be specifically stated. Sufficient detail is to be provided to enable the Party to understand the issues so they 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 Party that the hearing may proceed in the Party's absence and that the Party 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 Party.

- e) Reminder that the Party 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.

Reminder of protections afforded to the Party under the *Evidence Act*, R.S.O 1990, c. E.23 and the *Canada Evidence Act*, R.S.C., 1985, c. C-5 regarding information provided during hearings (see s. 3.6(a)).

- 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., MNR, 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 them. If the Party does not wish to submit any material to NVCA, they 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 ("open to the public"). For electronic hearings, public attendance should be synchronous with the hearing.

A hearing or part of a hearing may be closed to the public in accordance with the SPPA or the Authority's Administrative By-Laws (e.g., where the Hearing Board is of

the opinion that public security matters, intimate financial matters, personal matters, or other matters would be disclosed at the hearing).

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 related to the matter that forms the subject of the hearing provided by third parties must be incorporated within the presentation of information by, or on behalf of, the Party or 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, provided quorum is maintained.

5.4 Adjournments

The NVCA Hearing Board may adjourn a hearing on its own motion or that of the Party or authority staff where it is satisfied that an adjournment is necessary for an adequate hearing to be held. While adjourned, members of the Hearing Board shall not discuss the matter that is the subject of the hearing.

Any adjournments shall form part of the hearing record.

5.5 Orders and Directions

In accordance with ss. 9 (2) of the SPPA, 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 6.

5.6 Information Presented at Hearings

- a) The *Statutory Powers Procedure Act* requires that a witness be informed of their rights pursuant to the *Evidence Act*, R.S.O. 1990, c. E.23 ("*Evidence Act*") and the *Canada Evidence Act*, R.S.C., 1985, c. C-5 ("*CEA*"). The *Evidence Act* and *CEA* indicate that any answers provided by a Witness 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), can be heard if relevant to the issues of the hearing.
- 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 inform their decision.

6.0 Conduct Hearing

6.1 Record of Attending Hearing Board Members

Attendance of the NVCA Hearing Board members shall be recorded at the opening of the hearing.

6.2 Opening Remarks

The Chair shall convene the hearing with opening remarks which:

- Identify the Party;
- The nature of the matter that forms the subject of the hearing (e.g., Application, Permit, Stop Order);
- The property location;
- Identify staff participating in the hearing;
- Outline the hearing procedures; and
- Advise participants of requirements under the *Evidence Act* and the *Canada Evidence Act*.

Refer to Appendix 6 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/decision associated with refusal or conditions of approval of the Permit Application, refusal of Permit extensions, cancellations or Stop Orders; in addition to providing legislative/regulatory background and case background. 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 Party

The Party 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 Party 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 Party provide information regarding the application as it applies to the purpose of the hearing (e.g., related to activities covered by the permit application, permit conditions, activities subject to a Stop Order, etc.).

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 Party may be represented by legal counsel or agent, if desired.
- The Party may present information to the NVCA Hearing Board and/or have invited advisors to present information to the NVCA Hearing Board.
- The Party'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 Party 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 debate and vote in open session or adjourn the hearing and retire to closed session to consider information presented by staff and the applicant. Legal counsel may be secured to advise the Hearing Board when conferring in private.

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 6.

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.

Table 2 below summarizes the Hearing Board decision powers in accordance with the Act and O. Reg. 41/24, as well as associated appeal rights for the Party.

Table 2: Hearing Board Decision Powers and Associated Appeal Mechanisms²

Hearing Scenario	Hearing Board Decision Powers	Appeal Rights
<p>Considering Refusal or Attaching Conditions (Section 28.1 Permit)</p>	<p>(a) Issue the Permit; (b) Issue the Permit subject to conditions; or, (c) Refuse the Permit.</p>	<p>Request Minister’s Review within 15 days after receiving Authority’s decision (<i>CAA, ss. 28.1 (8)</i>); or, Appeal to the OLT within 90 days of receiving the Authority’s decision (in accordance with CAA requirements) (<i>CAA, ss. 28.1 (20) (21)</i>).</p>
<p>Considering Attaching Conditions (Section 28.1.2 Permit)</p>	<p>(a) Issue the Permit; or, (b) Issue the Permit subject to conditions.</p>	<p>Request Minister’s Review within 15 days after receiving Authority’s reasons for conditions (<i>CAA, ss. 28.1.2 (9)</i>); or, Appeal to the OLT within 90 days of receiving the Authority’s reasons for conditions (in accordance with CAA requirements) (<i>CAA, ss. 28.1.2(14) (15)</i>).</p>
<p>Considering Cancellation (Section 28.1 or 28.1.1 Permit)</p>	<p>(a) Confirm decision to cancel Permit; (b) Rescind decision to cancel Permit; or, (c) Vary decision to cancel Permit.</p>	<p>Appeal to the OLT within 90 days after receiving the Authority’s decision (<i>CAA, ss.28.3(6)</i>)</p>
<p>Considering Extension (Section 28.1 or 28.1.2 Permit)</p>	<p>(a) Confirm the refusal of the extension; or, (b) Grant an extension for such period of time as it deems appropriate, as long as the total period of validity of the Permit does not exceed the applicable</p>	<p>No appeal mechanism.</p>

² Note: The information presented in this table is a summary. For full details, please review the relevant sections of the *Conservation Authorities Act* and O. Reg. 41/24

	maximum period specified in O. Reg. 41/24.	
Considering Stop Order (Section 30.4)	(a) Confirm the order; (b) Amend the order; or, (c) Remove the order, with or without conditions.	Appeal to the Minister or a body prescribed by the regulations within 30 days after receiving the Authority's decision (CAA, ss. 30.4(9))

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 person who requested the hearing, property, and the purpose of the hearing (i.e., Application for a Permit, attaching Permit conditions, request for Permit extension, Stop Order, or cancellation of Permit).
- The decision to refuse or approve the application (as indicated in Table 2 above) and written reasons, in plain language, 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 12-16.

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. In the event of an appeal, a copy of the record should be forwarded to the OLT or Minister (as appropriate). This record shall be comprised of the following documents:

- i) As applicable, copies of the Application for the Permit, the Permit issued, notice of cancellation, or Stop Order that was the subject of the hearing;
- 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 decision of the Hearing Board and the written reasons for their decision; and
- vii) A copy of the Notice of Decision sent to the Party.

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 <i>CA Act</i> Hearing Guidelines	Specific Guidance and/or Processes for Section 28 Hearings
1.0 Purpose of Hearing Guidelines	<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.

Sections of the Section 28 CA Act Hearing Guidelines	Specific Guidance and/or Processes for Section 28 Hearings
	<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. 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 <i>CA Act</i>. It is hoped that the guidelines will promote the necessary consistency across the Province and ensure that hearings meet the legal requirements of the <i>SPPA</i> 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

Sections of the Section 28 CA Act Hearing Guidelines	Specific Guidance and/or Processes for Section 28 Hearings
	<p>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</p> <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>

Sections of the Section 28 CA Act Hearing Guidelines	Specific Guidance and/or Processes for Section 28 Hearings
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 <i>CA Act</i>, the decision to approve the application with or without conditions. A copy of the NVCA Hearing Board resolution should be attached. <p>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 13.</p>

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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

a permit application by **<Name>**

MADE TO THE

NOTTAWASAGA VALLEY CONSERVATION AUTHORITY

Pursuant to Section 28.1, subsection 5 of the said Act

TAKE NOTICE THAT a hearing before the Hearing Board of NVCA will be held under Section 28.1, subsection 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 development within an area regulated by the Authority in order to ensure the activity is not likely to **[affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock; create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property]** 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 MNRF, MECP (if appropriate)

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

NOTICE OF HEARING

IN THE MATTER OF

The *Conservation Authorities Act*,
R.S.O. 1990, Chapter 27

AND IN THE MATTER OF

a permit application by

<Name>

MADE TO THE

NOTTAWASAGA VALLEY CONSERVATION AUTHORITY

Pursuant to 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 7 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 28.1.2, subsection 3 of the *Conservation Authorities Act*, a conservation authority is required to grant the permission applied for and may only impose conditions to the permit, provided all legislative requirements are met. 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: Notice of Hearing – Stop Order

NOTICE OF HEARING

IN THE MATTER OF

The *Conservation Authorities Act*,
R.S.O. 1990, Chapter 27

AND IN THE MATTER OF

a Stop Order

Issued by the

NOTTAWASAGA VALLEY CONSERVATION AUTHORITY

Pursuant to Section 30.4, Subsection 6 of the said Act

TAKE NOTICE THAT a Hearing before the Hearing Board of NVCA will be held under section 30.4, subsection 6 of the *Conservation Authorities Act* at the offices of the said Authority, 8195 8th Line, Utopia, Ontario, at the hour of [TIME], **on the day of [DATE], 202X**, [for electronic hearings, include details about the manner in which the hearing will be held] with respect to a **Stop Order** issued to [NAME] on [date Stop Order was issued]. The Stop Order requires [NAME] to [**stop engaging in or to not to engage**] in the following activity(ies) on Lot, Plan/Lot , Concession , [STREET] in the City of , Regional Municipality of , River Watershed.

TAKE NOTICE THAT you are invited to make a delegation and submit supporting written material to the Hearing Board for the meeting of [**meeting number**]. 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 [NAME]. Written material will be required by [DATE], to enable the Hearing Board members to review the material prior to the meeting.

TAKE NOTICE THAT this hearing is governed by the provisions of the *Statutory Powers Procedure 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 a 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 this tribunal has no knowledge of the affect 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 may 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 4: Notice of Hearing – Cancellation of Permit

NOTICE OF HEARING

IN THE MATTER OF

The *Conservation Authorities Act*,
R.S.O. 1990, Chapter 27

AND IN THE MATTER OF

Cancellation of Permit Number ##

Issued by the

NOTTAWASAGA VALLEY CONSERVATION AUTHORITY

Pursuant to Section 28.3, Subsections 2, 3, AND 4 of the said Act

TAKE NOTICE THAT a Hearing before the Hearing Board of NVCA will be held under Section 28.3, subsection 4 of the *Conservation Authorities Act* at the offices of the said Authority, 8195 8th Line, Utopia, Ontario, at the hour of [TIME], **on the day of [DATE], 202X**, [for electronic hearings, include details about the manner in which the hearing will be held] with respect to the '**Notice of Intent to Cancel Permit Number XX**' issued to [NAME] on [DATE the Intent to Cancel Notice was issued] that permits development within an area regulated by the Authority on Lot , Plan/Lot , Concession , [STREET] in the City of , Regional Municipality of , River Watershed.

TAKE NOTICE THAT you are invited to make a delegation and submit supporting written material to the Hearing Board for the meeting of [meeting number]. 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 [NAME]. Written material will be required by [DATE], to enable the [Committee / Board] members to review the material prior to the meeting.

TAKE NOTICE THAT this hearing is governed by the provisions of the *Statutory Powers Procedure 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 a 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 this tribunal has no knowledge of the affect 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 may 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)

DRAFT

Appendix 5: Notice of Hearing – Refusal of Extension

NOTICE OF HEARING

IN THE MATTER OF

The *Conservation Authorities Act*,
R.S.O. 1990, Chapter 27

AND IN THE MATTER OF

refusal of a request for an extension to the period of validity for Permit Number ##

Issued by the

NOTTAWASAGA VALLEY CONSERVATION AUTHORITY

Pursuant to Section 11, Subsections. 4, 5, AND 6 of Ontario Regulation 41/24,
made pursuant to Section 40, Subsection 4
of the said Act

TAKE NOTICE THAT a Hearing before the Hearing Board of NVCA will be held under section 11, subsection 6 of O. Reg. 41/24 at the offices of the said Authority, 8195 8th Line, Utopia, Ontario, at the hour of **[TIME]**, **on the day of [DATE], 202X**, [for electronic hearings, include details about the manner in which the hearing will be held] with **respect to a 'Request for Permit Extension' for Permit Number ##** issued to **[NAME]** on **[DATE]** that permits development within an area regulated by the Authority on Lot , Plan/Lot , Concession , **[STREET]** in the City of , Regional Municipality of , River Watershed.

TAKE NOTICE THAT you are invited to make a delegation and submit supporting written material to the Hearing Board for the meeting of **[meeting number]**. 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 **[NAME]**. Written material will be required by **[DATE]**, to enable the [Committee / Board] members to review the material prior to the meeting.

TAKE NOTICE THAT this hearing is governed by the provisions of the *Statutory Powers Procedure 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 a 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 this tribunal has no knowledge of the affect of any evidence that a witness may give.

AND FURTHER TAKE NOTICE that if you do not attend at this Hearing, the Hearing Board of this Conservation Authority may 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)

DRAFT

Appendix 6: 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 party, and their agent (if applicable) and NVCA staff who will be participating in the hearing.
5. NVCA staff shall introduce the nature and location of the subject matter **[Application / issued Permit / Stop Order]** and the conclusions.
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 Party 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 Party 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 Party/agent.
12. The NVCA Hearing Board shall move into deliberation. The Hearing Board may also adjourn the hearing and retire in private to confer. 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 Party 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 Party 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 Party of their 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 Party 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 7: Chair's Remarks when Conducting Hearings (Section 28.1, Subsection 5 of the *Conservation Authorities Act*)

Permit Application, with or without conditions

We are now going to conduct a hearing under section 28.1, subsection 5 of the *Conservation Authorities Act* in respect of an application for a permit by [*applicant name*] to [*details of proposed works*].

Section 28.1, subsection 1 of the *Conservation Authorities Act* provides that an Authority may issue a permit to a person to engage in an activity that would otherwise be prohibited by section 28, subsection 1 of the Act, in an area regulated by the Authority, if in the opinion of the Authority, the activity is not likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock; the activity is not likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property; and any other requirements that may be prescribed by the regulations are met.

Staff has reviewed this proposed work and a copy of the staff report has been given to the Party and the Board. The Party 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, subsection (5) of the *Conservation Authorities Act*, the person applying for a permit has the right to a hearing before the Authority [or as delegated to the Authority's Executive Committee or any other person or body, subject to limitations or requirements that may be prescribed by the regulation].

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 Party. 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*.

Under section 9 of the *Evidence Act* and section 5 of the *Canada Evidence Act*, any witness called may object to answer any question on the ground that the answer may tend to incriminate the person or may tend to establish their liability to a civil proceeding at the instance of the Crown or of any person.

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 Party 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 8: Chair's Remarks when Conducting Hearings (Section 28.1.2, Subsection 7 of the *Conservation Authorities Act*)

Mandatory Permits, Zoning Orders

We are now going to conduct a hearing under section 28.1.2, subsection 7 of the *Conservation Authorities Act* in respect of an application for a permit by [applicant name] to [details of proposed works].

Under section 28.1.2, subsection 3 of the *Conservation Authorities Act*, an Authority that receives an application for a permit to carry out a development project in the Authority's area of jurisdiction shall issue the permit if an order has been made by the Minister of Municipal Affairs and Housing under section 47 of the *Planning Act* authorizing the development project under that Act; and the lands in the Authority's area of jurisdiction on which the development project is to be carried out are not located in the Greenbelt Area designated under section 2 of the *Greenbelt Act, 2005*; and such other requirements as may be prescribed are satisfied.

Furthermore, section 28.1.2, subsection 6 allows an Authority to attach conditions to such permits, including conditions to mitigate: any effects the development project is likely to have on the control of flooding, erosion, dynamic beaches or unstable soil or bedrock; 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.

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, subsection 7 of the *Conservation Authorities Act*, the person applying for a permit has the right to a hearing before the Authority [or as delegated to the Authority's Executive Committee or any other person or body, subject to limitations or requirements that may be prescribed by the regulation].

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*.

Under section 9 of the *Evidence Act* and section 5 of the *Canada Evidence Act*, any witness called may object to answer any question on the ground that the answer

may tend to incriminate the person or may tend to establish their liability to a civil proceeding at the instance of the Crown or of any person.

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.

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Appendix 9: Chair's Remarks when Conducting Hearings (Section 30.4, Subsection 6 of the *Conservation Authorities Act*)

To Consider a Stop Order

We are now going to conduct a hearing under section 30.4, subsection 6 of the *Conservation Authorities Act* in respect to a Stop Order issued to [Party] on [Date], 20XX.

In accordance with section 30.4, subsection 1 of the Act, [NAME] was served with a Stop Order by an officer of the Authority because the officer believed [NAME] **[had engaged / was about to engage]** in an activity that **[has contravened/will contravene]** the Act or a regulation made under the Act; **and/or** the conditions of **Permit Number XXX**.

Furthermore, the officer believes that the activity **[has caused / is likely to cause]** significant damage and the damage **[affects / is likely to affect]** the control of flooding, erosion, dynamic beaches or unstable soil or bedrock **and/or** in the event of a natural hazard, the damage **has created / is likely to create** conditions or circumstances that might jeopardize the health and safety of persons or result in damage or destruction of property; and that, the order will prevent or reduce said damage.

Section 30.4, subsection 6 of the Act requires that a person who is served with a Stop Order be provided with an opportunity to request and attend a hearing before the Authority.

The Staff have prepared a report, a copy of which has been given to the **[APPELLANT NAME]** and the Board. The **[APPELLANT NAME]** was invited to file material in response to the staff report, a copy of which has also been provided to the Board.

In accordance with section 30.4, subsection 7 of the Act, after holding the hearing, the Authority shall confirm the order, amend the order, or remove the order with or without conditions. In doing so, we can only consider the information in the form that is before us, the staff report, such evidence as may be given, and the submissions to be made on behalf of **[APPELLANT NAME]**. 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*. Under section 9 of the *Evidence Act* and section 5 of the *Canada Evidence Act*, any witness called may object to answer any question on the ground that the answer may tend to incriminate the person or may tend to establish their liability to a civil proceeding at the instance of the Crown or of any person.

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 **[APPELLANT NAME]** has any questions to ask of the Hearing Board or of the Authority representative, they must be directed to the Chairperson of the board.

DRAFT

Appendix 10: Chair's Remarks when Conducting Hearings (Section 28.3, Subsections 4 of the *Conservation Authorities Act*)

To Consider the Cancellation of a Permit

We are now going to conduct a hearing under section 28.3, subsection 4 of the *Conservation Authorities Act* to consider the cancellation of permit number ## issued to [Permit Holder], on [Date], 20XX.

In accordance with section 28.3, subsection 1 of the Act, the Authority notified the permit holder of the intent to cancel permit number ### by [Date], 20## because, it is the opinion of the Authority, the conditions of the permit have not been met; **or** that the circumstances prescribed by regulation exist (**include detail here if applicable**).

Section 28.3, subsection 3 of the Act provides that a permit holder may request a hearing within 15 days of receiving the Authority's intent to cancel a permit.

The Staff have prepared a report, a copy of which has been given to the permit holder and the Board. The permit holder was invited to file material in response to the Staff report, a copy of which has also been provided to the Board.

In accordance with section 28.3, subsection 5 of the Act, after holding the hearing, the Authority may confirm, rescind or vary the decision to cancel the permit. In doing so, we can only consider the information in the form that is before us, the Staff report, such evidence as may be given, and the submissions to be made on behalf of the permit holder. 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*. Under section 9 of the *Evidence Act* and section 5 of the *Canada Evidence Act*, any witness called may object to answer any question on the ground that the answer may tend to incriminate the person or may tend to establish his/her liability to a civil proceeding at the instance of the Crown or of any person.

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 permit holder has any questions to ask of the Hearing Board or of the Authority representative, they must be directed to the Chairperson of the board.

Appendix 11: Chair's Remarks when Conducting Hearings (Section 11, Subsection 6 of Ontario Regulation 41/24, made pursuant to Section 40, Subsection 4 of the *Conservation Authorities Act*)

To Consider an Extension to the Period of Validity of a Permit

We are now going to conduct a hearing under section 11, subsection 6 of Ontario Regulation 41/24, made under section 40, subsection 4 of the *Conservation Authorities Act* regarding a request for extension of permit number ## issued to [Permit Holder].

Section 11, subsections 4 and 5 of Ontario Regulation 41/24 provides that a permit holder may request a hearing to consider their request to extend the period of validity of a permit issued under section 28.1 or 28.1.2 of the Act within 15 days of receiving notice that the Authority intends to refuse a request for extension.

The Staff have prepared a report, a copy of which has been given to the permit holder and the Board. The permit holder was invited to file material in response to the Staff report, a copy of which has also been provided to the Board.

In accordance with section 11, subsection 7 of the Regulation, after holding the hearing, the Authority may confirm the refusal of the extension or grant an extension for a time deemed appropriate, provided the total period of validity of the permit does not exceed the applicable maximum period of 60 months prescribed by Regulation. In doing so, we can only consider the information in the form that is before us, the Staff report, such evidence as may be given, and the submissions to be made on behalf of the permit holder. 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*. Under section 9 of the *Evidence Act* and section 5 of the *Canada Evidence Act*, any witness called may object to answer any question on the ground that the answer may tend to incriminate the person or may tend to establish his/her liability to a civil proceeding at the instance of the Crown or of any person.

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 permit holder has any questions to ask of the Hearing Board or of the Authority representative, they must be directed to the Chairperson of the board.

Appendix 12: Sample Notice of Decision (Refusal / Attaching Conditions)

<Date>

BY REGISTERED MAIL

<Name>

<Mailing address>

Dear <Name>,

RE: NOTICE OF DECISION

Hearing Pursuant to Section 28.1, Subsection 5 of the *Conservation Authorities Act*

Proposed Residential Development

<Lot, Plan; Address; 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 a permit or a permit holder who objects to conditions imposed on a permit by the Authority may submit a request for a Minister's Review of this decision to the Minister of Natural Resources, or may appeal this decision to the Ontario Land Tribunal. These options are further described below:

1. Within 15 days of receiving the reasons for the Authority's decision, submit a request to the Minister to review the Authority's decision. If a request for a Minister's review is submitted, the Minister will indicate in writing whether or not they intend to conduct a review of the Authority's decision. This notice will be provided within 30 days of receiving the request. If the Minister does not reply within 30 days, this is deemed to be an indication that the Minister does not intend to review the Authority's decision.

The Minister may, in accordance with section 28.1 (15) of the Act, confirm or vary the Authority's decision, or make any decision the Minister considers appropriate, including issuing a permit subject to conditions. Per subsection 28.1(19) of the *Conservation Authorities Act*, a decision made by the Minister is final; or,

2. Appeal to the OLT within 90 days of receiving the reasons for the Authority's decision, provided that:
 - a. the applicant/permit holder has not submitted a request for Minister's review; or,
 - b. the applicant/permit holder has submitted a request for Minister's review, and;
 - i. the Minister refused to conduct a review further to a request made under ss. 28.1 (8) of the Act; or,
 - ii. 30 days have lapsed since the applicant/permit holder submitted a request for Minister's review and the Minister has not replied; or,
 - iii. If, further to a request for review made under ss. 28.1 (8) of the Act, the Minister indicates their intent to review a decision and the Minister fails to make a decision within 90 days of giving the reply, the applicant/permit holder may, within the next 30 days, appeal the Authority's decision directly to the OLT.

For your information, should you wish to exercise your right for a Minister's review or appeal to the OLT, your requests can be forwarded to:

For Minister's Review:

Minister of Natural Resources
and Forestry
Whitney Block
99 Wellesley Street West
Toronto ON M7A 1W3
Phone: 416-314-2301
Email:
minister.mnrf@ontario.ca

**For Appeal to Ontario Land
Tribunal:**

Ontario Land Tribunal
655 Bay Street, Suite 1500
Toronto ON M5G 1E5
Phone: 416-212-6349 or 866-448-
2248
Email:
OLT.General.Inquiry@ontario.ca
[Information on Filing an Appeal Link](#)

A copy of this request 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

Appendix 13: Sample Notice of Decision (Attaching Conditions, Minister's Zoning Order Permits)

<Date>

BY REGISTERED MAIL

<Name>

<Mailing address>

Dear <Name>,

RE: NOTICE OF DECISION

Hearing Pursuant to Section 28.1.2, Subsection 7 of the *Conservation Authorities Act*

Proposed Residential Development

<Lot, Plan; Address; 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>. A copy of the NVCA Hearing Board resolution has been attached for your records. 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 the *Conservation Authorities Act*, a permit holder who objects to conditions imposed on a permit by the Authority may submit a request for a Minister's Review of this decision to the Minister of Natural Resources, or may appeal this decision to the Ontario Land Tribunal. These options are further described below:

1. Within 15 days of receiving the reasons for the Authority's decision, submit a request to the Minister to review the conditions. If a request for a Minister's review is submitted, the Minister will indicate in writing whether or not they intend to conduct a review of the conditions. This notice will be provided within 30 days of receiving the request. If the Minister does not reply within 30 days, this is deemed to be an indication that the Minister does not intend to review the Authority's decision.

The Minister may, in accordance with section 28.1.2 (11) of the Act, confirm or vary the conditions attached by the Authority to a permit, including

removing conditions or requiring that such additional conditions be attached to the permit as the Minister considers appropriate. Per subsection 28.1.2 (13) of the *Conservation Authorities Act*, a decision made by the Minister is final; or,

2. Appeal to the OLT within 90 days of receiving the reasons for the Authority's decision, provided that:
 - a) the permit holder has not submitted a request for Minister's review; or,
 - b) the permit holder has submitted a request for Minister's review, and;
 - i. the Minister refused to conduct a review further to a request made under ss. 28.1.2 (9) of the Act; or,
 - ii. 30 days have lapsed since the permit holder submitted a request for Minister's review and the Minister has not replied; or,
 - iii. If, further to a request for review made under ss. 28.1.2 (9) of the Act, the Minister indicates their intent to review a decision and the Minister fails to make a decision within 90 days of giving the reply, the permit holder may, within the next 30 days, appeal the conditions attached by the Authority directly to the OLT.

For your information, should you wish to exercise your right for a Minister's review, or appeal to the OLT, your requests can be forwarded to:

For Minister's Review:

Minister of Natural Resources
and Forestry
Whitney Block
99 Wellesley Street West
Toronto ON M7A 1W3

Phone: 416-314-2301
Email:
minister.mnrf@ontario.ca

For Ontario Land Tribunal:

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

Phone: 416-212-6349 or 866-448-2248

Email:
OLT.General.Inquiry@ontario.ca
[Information on Filing an Appeal Link](#)

A copy of this request 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

Appendix 14: Sample Notice of Decision (Stop Order)

(Date)

BY REGISTERED MAIL

(name)

(address)

Dear:

**RE: NOTICE OF DECISION
Hearing Pursuant to Section 30.4, Subsection 6 of the *Conservation Authorities Act*
Stop Order
Lot , Plan ; [Address],
[City/Town]
[Application # or Permit #]
[Stop Order #]**

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

On [**meeting date and number**], the NVCA Hearing Board [**confirmed the Stop Order, amended the Stop Order, or removed the Stop Order, with or without conditions**]. A copy of the Hearing Board resolution has been attached for your records. Please note that this decision is based on the following reasons:

[Provide specific and clear reasons for confirming, amending, or removing the order, with or without conditions in accordance with ss. 30.4 (8)

In accordance with the *Conservation Authorities Act*, the person who requested the hearing may appeal to the Minister for a review within 30 days after receiving the reasons for the Authority's decision. The Minister (or other prescribed body) may confirm, amend or remove the Stop Order, with or without conditions.

For your information, should you wish to exercise your right for a Minister's review, your request can be forwarded to:

Minister of Natural Resources
and Forestry
Whitney Block
99 Wellesley Street West
Toronto ON M7A 1W3

Phone: 416-314-2301
Email:
minister.mnrf@ontario.ca

A copy of this request should also be sent to this Conservation Authority. Should you require any further information, please do not hesitate to contact [**staff contact**] 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 MNRF
MECP (if appropriate)

Appendix 15: Sample Notice of Decision (Cancellation of Permit)

(Date)

BY REGISTERED MAIL

(name)

(address)

Dear:

RE: NOTICE OF DECISION
Hearing Pursuant to Section 28.3 , Subsections (2), (3), and (4) of
the *Conservation Authorities Act*
Cancellation of Permit
Lot, Plan ; [Address],
[City/Town] [Permit Number]

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

On [meeting date and number] the NVCA Hearing Board [confirmed / rescinded / varied] the decision to cancel permit number ##. A copy of the Hearing Board resolution has been attached for your records. Please note that this decision is based on the following reasons:

[Provide specific and clear reasons for confirming, rescinding or varying the decision to cancel the permit, in accordance with ss. 28.3 (5) of the *Conservation Authorities Act*]

In accordance with the *Conservation Authorities Act*, the permit holder may, within 90 days after receiving the reasons for the Authority's decision, appeal the decision to the Ontario Land Tribunal (OLT). The OLT has the authority to take evidence, to confirm, rescind or vary the decision to cancel the permit, with or without conditions.

For your information, should you wish to exercise your right to appeal, section 28.3, subsection 7 of the Act requires that the notice shall be sent to the OLT and to the Authority by registered mail.

Ontario Land Tribunal

655 Bay Street, Suite 1500
Toronto ON M5G 1E5

Phone: 416-212-6349 or 866-448-2248

Email: OLT.General.Inquiry@ontario.ca

[Information on Filing an Appeal Link](#)

Should you require any further information, please do not hesitate to contact [**staff contact**] 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)

Appendix 16: Sample Notice of Decision (Permit Extension)

(Date)

BY REGISTERED MAIL

(name)

(address)

Dear:

RE: NOTICE OF DECISION

Hearing Pursuant to Section 11, Subsections 4, 5, and 6 of O. Reg. 41/24, pursuant to Section 40, Subsection 4 of the *Conservation Authorities Act*

Request for Permit Extension

Lot, Plan ; [Address], [City/Town]

[Permit Number]

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

On [meeting date and number], the NVCA Hearing Board [confirmed the refusal of the permit extension / granted the permit extension]. Permit number ## shall be valid until [Date], 20##. A copy of the Hearing Board resolution has been attached for your records. Please note that this decision is based on the following reasons:

[Provide specific and clear reasons relating to the application for refusing or granting the extension, if applicable. In either case, it is best practice to relate the decision to the Conservation Authorities Act tests in ss. 28.1 (1), and ss. 11 (7) of O. Reg. 41/24]

For your information, the Authority's decision is final; there is no legislated appeal process under the *Conservation Authorities Act*.

Should you require any further information, please do not hesitate to contact [staff contact] 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 MNRF
MECP (if appropriate)

DRAFT



Staff Report: 04-02-25-BOD

Date: 28/02/2025

To: Chair and Members of the Board of Directors

From: Sheryl Flannagan
Interim Chief Administrative Officer/Director, Corporate Services

SUBJECT: Interim CAO Workplan

Recommendation

RESOLVED THAT: the Board of Directors receive Staff Report No. 04-02-25-BOD regarding the Interim CAO workplan.

Purpose of the Staff Report

The purpose of this Staff Report is to update the Board on the Interim CAO's workplan during this transitional period and to update the Board on progress and commitments moving forward.

Background

The NVCA is going through a transformative time with the departure of the previous CAO and the upcoming recruitment of a new CAO. To ensure stability and continuity, the Interim CAO has implemented a focused workplan that addresses current challenges while positioning the organization for success under new leadership.

Issues/Analysis

The following is a list of the four key priorities and commitments.

1. Strengthening Municipal relationships

The Interim CAO, Chair, and Vice-Chair have prioritized engaging with partner municipalities to foster collaboration and address concerns. To date, meetings have been held with Wasaga Beach, New Tecumseth, and Oro-Medonte, with a meeting scheduled with Springwater on February 26th. Additionally, the Chair has issued an introductory letter inviting all partner municipalities to share any concerns or ideas with the NVCA.

Progress to Date:

- Engaged with four municipalities to discuss development priorities and address concerns
- Implemented a 48-hour response protocol for issues raised by municipal partners
- Issued a Chair's introductory letter inviting all municipalities to meet or connect with the NVCA

Continued Commitment:

Goal – Meet with any municipality that expresses interest in engaging with the NVCA

Next Steps – Continue outreach to municipalities and respond promptly to all requests for meetings.

Outcome – Strengthen municipal partnerships and identify opportunities for process improvements based on their feedback.

2. Restoring and Enforcing Customer Service Standards

The NVCA's customer service strategy and charter, implemented in 2013, lapsed in practice due to high workloads during the COVID-19 pandemic. In January 2025, the Interim CAO reinstated compliance with the customer service strategy and reminded all staff of their obligations to meet service standards. A copy of the strategy is attached (see attachment #1).

Progress to Date:

- Customer Service Strategy compliance was reinstated in January 2025
- All staff have been instructed to comply with service timelines as outlined in the charter

Continued Commitment:

Goal – Achieve full compliance with the Customer Service Strategy within Q1 2025

Next Steps – Review customer service strategy compliance with senior staff on a monthly basis and identify any issues of concern

Reporting – Provide progress updates to the Board at the end of Q2 and again at year-end

Outcome – Improve response times and enhance customer satisfaction

3. Evaluating Planning, Permitting, and Engineering processes

The NVCA recognizes the need for a comprehensive evaluation of planning, permitting, and engineering process to ensure efficiency and alignment with legislative changes. The Interim CAO is currently consulting with other CAO's to identify the best approach for this review.

Progress to Date:

- Initiated discussions with other conservation authorities to evaluate process review options
- Solicited recommendations for consultants experienced in conservation authority process evaluations.

Continued Commitment:

Goal – Initiate an external process review by March 31, 2025

Next Steps – Select a consultant or peer conservation authority(s) to conduct the review and set a clear timeline for completion

Outcome – Identify inefficiencies, streamline workflows and enhance service delivery

4. Developing a backlog reduction strategy for Planning, Permitting, and Engineering

The NVCA is exploring immediate and long-term solutions to address the backlog in planning, permitting and engineering files. While process improvements from item 3 will drive long-term efficiency, short-term solutions are also under review.

Progress to Date:

- Considering third-party consultants to expedite peer reviews, but cost estimates (approximately \$100,000) raise concerns due to budget constraints

- Exploring internal measures to reduce workload on engineering staff without compromising service standards

Continued Commitment:

Goal – Present a backlog reduction strategy to the Board by the March 2025 meeting

Next Steps – Conclude process review from item 3 to identify internal efficiencies, investigate phased or capped use of consultants if internal measures are insufficient, and provide the Board with a cost-benefit analysis before committing significant funds to peer reviews.

Outcome – Reduce backlog while maintaining fiscal responsibility and service standards.

Relevance to Authority Policy/Mandate

The workplan directly supports the NVCA’s mandate under the *Conservation Authorities Act* by ensuring efficient operations, enhancing customer service and fostering productive relationships with partner municipalities.

Impact on Authority Finances

Staff time to prepare this report is addressed in the 2025 budget. Any additional costs related to external consultants for process reviews or backlog reduction will be brought to the Board for approval with a clear cost-benefit analysis.

Climate Change Implications

There are no climate change implications related to this report.

Reviewed by:
Original Signed by
Sheryl Flannagan
Interim Chief Administrative Officer/
Director, Corporate Services

Approved for submission by:
Original Signed by
Sheryl Flannagan
Interim Chief Administrative Officer/
Director Corporate Services

Attachment #1 – Customer Service Strategy



NOTTAWASAGA VALLEY CONSERVATION AUTHORITY

OUR COMMITMENT TO **EXCELLENCE** IN **CUSTOMER SERVICE**



DATE: September 27, 2013

BACKGROUND

The Nottawasaga Valley Conservation Authority's primary function is to provide environmental services to the public. Conservation Authorities are community-based agencies dedicated to conserving, restoring and managing healthy waters – rivers, lakes, streams and wetlands – for watershed residents today and for future generations. We work to protect life and property from natural hazards such as flooding and erosion. We also provide opportunities for the public to enjoy, learn from and respect our natural environment.

This Strategy is designed to complement the NVCA's overall Strategic Plan, and is supplemented by a Customer Service Charter that will communicate our commitment to both staff and to all those who use our services. Our Strategy endeavours to ensure excellent customer service, and to embody the following characteristics:

ACCOUNTABLE

KNOWLEDGEABLE

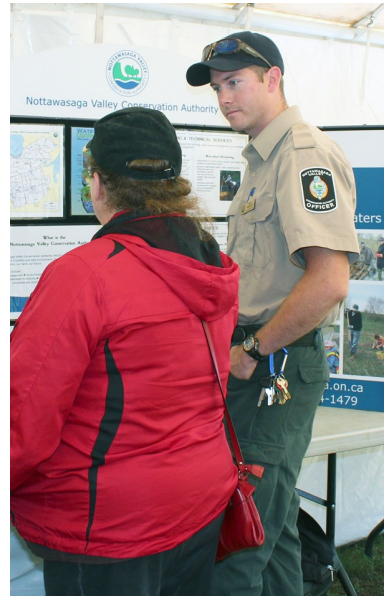
PERSONABLE

TRUSTWORTHY

ACCESSIBLE

CONVENIENT

EFFICIENT



MISSION

Our Customer Service **MISSION**

The NVCA's overall mission is: *Working together to lead, promote, support and inspire innovative watershed management.*

To enable staff to achieve this, the first element of our Customer Service Charter states the following mission:

We aim to provide a high standard of effective and efficient service to all of our customers.

Our Customer Service **SCOPE**

The collaborative efforts of staff and the efficient handling of customer inquiries, issues and responses is fundamental to customer satisfaction. Additionally, the scope of our Strategy includes providing exceptional service not only to external clients, but also to those within the organization. The second element of our Customer Service Charter says:

Who are our customers?

- ***clients of all programs and services***
- ***community and business partners and key stakeholders***
- ***municipal, provincial and federal governments***
- ***the public, including visitors to our conservation areas***
- ***NVCA staff and members of the Board of Directors***



GOALS

Our Customer Service **GOALS**

This Strategy is intended to help the NVCA achieve the following:

- a high level of customer satisfaction with NVCA services
- customer service that is accessible to all
- customer service that is reflective of and in support of the NVCA's overall Strategic Plan and Business Plan
- staff who feel empowered, prepared and supported in their efforts to provide customer-first service
- meaningful dialogue with and input from customers in the development of customer service standards and policies

The third element of the Customer Service Charter lays out the commitments that the organization and the staff must uphold in order for these goals to be achieved:

Our commitment to our customers

We will:

- ***provide customer service that is timely, welcoming and helpful***
- ***provide knowledgeable, professional and courteous service***
- ***treat you with respect, fairness, openness and equality***
- ***ensure it is easy and convenient to contact us***
- ***maintain customer confidentiality and abide by all privacy legislation***
- ***ensure services are accessible to all and provide information in alternate formats upon request***
- ***ensure our customer service locations are accessible, safe and healthy environments***



The Customer Service Charter also defines the specific actions that staff and the organization will take and standards that must be met in order for the NVCA to achieve the stated goals:

Our customer service standards

We will:

- ***answer telephone calls to our main reception in person whenever possible during office hours; outside of office hours or when it is not possible to answer a call in person, ensure that messages are responded to or forwarded to appropriate staff within two business hours***
- ***ensure all staff provide a courteous and accurate voicemail greeting indicating when they will be available to respond to messages***
- ***acknowledge receipt of mail, voicemail and e-mail within two working days***
- ***explain our processes and provide a time estimate on all work ****
- ***keep customers informed and explain if there will be a delay***
- ***post notice of service disruptions on our website and telephone system***
- ***respect our customers' time by keeping scheduled appointments, and strive to attend to customers without appointments within 15 minutes***
- ***use plain language wherever possible, and provide more detail or explanation when asked***

* For permit applications, review timelines are identified in the Ministry of Natural Resources CALC Report, which defines the policies and procedures for Conservation Authority plan review and permitting activities under the *Conservation Authorities Act*. The full report is available at nvca.on.ca. The report includes the following timelines: 21 days to inform the applicant as to whether or not their application has been deemed complete or to provide a list of what information is missing; and, once an application is deemed complete, 30-90 days to render a decision, depending on the complexity of the application.

For applications made under the *Planning Act*, *Environmental Assessment Act*, *Aggregate Resources Act* or the *Niagara Escarpment Planning and Development Act* the timelines are provided by the municipality or agency/body responsible for circulating the applications for comments.

Our Customer Service **FUTURE**

A key component of the NVCA's Customer Service Strategy is to ensure that services continue to improve and evolve as we move forward.

The fifth element of the Customer Service Charter describes the means by which the NVCA will utilize a continuous loop of feedback and improvements to meet customers' needs:

Continuous improvement

We will:

- ***ensure that all customers have the opportunity to provide feedback on the service received***
- ***monitor feedback and review performance regularly, and provide an annual report to our customers via our website***
- ***respond to all feedback if accompanied by contact information within two working days***
- ***review our commitments and standards annually***



PARTNERSHIP

The Customer Service **PARTNERSHIP**

As the NVCA strives to provide the best possible customer service experience, respect for the client is tantamount. In turn, staff must be provided with a safe, healthy work environment in which they are treated with respect by their colleagues and all those who utilize their services.

The final element of the Customer Service Charter explains the role the customer has to play in the customer service partnership, and the behaviours that should be reasonably expected:

What we expect from our customers We ask that you please:

- ***behave courteously towards our staff and other customers***
- ***be respectful of posted rules including those regarding parking, entry fees, smoking, motorized vehicles, wildlife and pets***
- ***respect our 'no gifts' policy***

In

conclusion, for the NVCA to achieve its overall vision and goals it is essential to maintain a strong and mutually respectful relationship with customers of all programs and services. This Strategy provides the template for enhancing those relationships, and relies on the Customer Service Charter as the primary tool for communicating the roles and expectations of all parties.

The Customer Service Charter is to be published on the NVCA website and posted in all NVCA buildings.





NOTTAWASAGA VALLEY CONSERVATION AUTHORITY

8195 8th Line of Essa
 Utopia, ON
 L0M 1T0
 705-424-1479
www.nvca.on.ca





Staff Report: 05-02-25-BOD
Date: 28/02/2025
To: Chair and Members of the Board of Directors
From: Maria Leung
Senior Communications Specialist

SUBJECT: Communications Report – January 10, 2025 – February 14, 2025

Recommendation

RESOLVED THAT: Staff Report No. 05-02-25-BOD regarding NVCA Communications – January 10, 2025 – February 14, 2025, be received.

Purpose of the Staff Report

This staff report presents a summary of NVCA media coverage and public outreach during the period of January 10, 2025 – February 14, 2025.

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

1. Flood Messages

There were no flood messages issued during this time period.

2. Media coverage of NVCA news releases

Living out a culture of excellence and continuous improvement, issued on January 10, 2025

Title	Media Outlet	Date	Reference
GUEST COLUMN: NVCA interim CAO to focus on 'continuous improvement'	Barrie Today	January 11, 2025	Interim CAO Flannagan

Communications Report – January 10, 2025 – February 14, 2025
 Staff Report No. 05-02-25-BOD

Title	Media Outlet	Date	Reference
GUEST COLUMN: NVCA interim CAO to focus on 'continuous improvement'	Orillia Matters	January 12, 2025	Interim CAO Flannagan
GUEST COLUMN: NVCA interim CAO to focus on 'continuous improvement'	Collingwood Today	January 12, 2025	Interim CAO Flannagan
GUEST COLUMN: NVCA interim CAO to focus on 'continuous improvement'	Innisfil Today	January 13, 2025	Interim CAO Flannagan
GUEST COLUMN: NVCA interim CAO to focus on 'continuous improvement'	Bradford Today	January 13, 2025	Interim CAO Flannagan
A culture of excellence	New Tecumseth Times	January 16, 2025	Interim CAO Flannagan

Jonathan Scott and Gail Little acclaimed as NVCA Chair and Vice Chair, issued on January 24, 2025

Title	Media Outlet	Date	Reference
Bradford councillor, Amaranth deputy mayor swap roles at NVCA board	Barrie Today	January 24, 2025	Chair Scott Vice Chair Little
'High expectations': Chair, vice-chair acclaimed at NVCA meeting	Bradford Today	January 25, 2025	Chair Scott Vice Chair Little
'High expectations': Chair, vice-chair acclaimed at NVCA meeting	Innisfil Today	January 25, 2025	Chair Scott Vice Chair Little
Chair, vice-chair acclaimed at NVCA meeting	Collingwood Today	January 26, 2025	Chair Scott Vice Chair Little

Communications Report – January 10, 2025 – February 14, 2025
 Staff Report No. 05-02-25-BOD

Title	Media Outlet	Date	Reference
Amaranth deputy mayor elected as vice chair of the NVCA board	Orangeville Citizen	January 30, 2025	Chair Scott Vice Chair Little
Amaranth deputy mayor elected as vice chair of the NVCA board	Shelburne Free Press	January 30, 2025	Chair Scott Vice Chair Little

Conservation authorities are a pillar in our communities, issued on January 27, 2025

Title	Media Outlet	Date	Reference
GUEST COLUMN: Why conservation authorities matter to our communities	Barrie Today	February 1, 2025	Chair Scott
GUEST COLUMN: Why conservation authorities matter to our communities	Bradford Today	January 29, 2025	Chair Scott
GUEST COLUMN: Why conservation authorities matter to our communities	Innisfil Today	January 29, 2025	Chair Scott
Conservation authorities are a pillar in our communities	New Tecumseth Times	January 30, 2025	Chair Scott
CAs are pillars in our communities	Creemore Echo	February 7, 2025	Chair Scott

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

3. Other Media Coverage

Title	Media Outlet	Date	Reference
Frazil ice forming in parts of the watershed	Creemore Echo	January 10, 2025	Jared Robertson, Flood Operations Specialist
Conservation authority says watch for flooding due to 'frazil ice'	Barrie Today	January 16, 2025	

Communications Report – January 10, 2025 – February 14, 2025
 Staff Report No. 05-02-25-BOD

Title	Media Outlet	Date	Reference
Cold nights could bring frazil ice and flooding: conservation authority	Collingwood Today	January 16, 2025	
NVCA warns of possible dangerous ice conditions	New Tecumseth Times	January 16, 2025	
NVCA warns of possible dangerous ice conditions	Pendicton Herald	January 16, 2025	
Barrie budget 2025: The city's service partners are requesting over \$7M more than last year. What does it mean for taxpayers?	Simcoe.com	January 23, 2025	
Township pushing to amalgamate local conservation authorities	Bradford Today	January 26, 2025	Interim CAO Flannagan
Township pushing to amalgamate local conservation authorities	Innisfil Today	January 26, 2025	Interim CAO Flannagan
Township pushing to amalgamate local conservation authorities	Orillia Matters	January 26, 2025	Interim CAO Flannagan
Realtor irked by 'outlandish' delays from conservation authority	Orillia Matters	January 31, 2025	Maria Leung, Senior Communications Specialist
Realtor irked by 'outlandish' delays from conservation authority	Barrie Today	January 31, 2025	Maria Leung, Senior Communications Specialist
Realtor irked by 'outlandish' delays from conservation authority	Village Report	January 31, 2025	Maria Leung, Senior Communications Specialist
Realtor irked by 'outlandish' delays from conservation authority	Bradford Today	February 2, 2025	Maria Leung, Senior Communications Specialist
Realtor irked by 'outlandish' delays from conservation authority	Innisfil Today	February 2, 2025	Maria Leung, Senior Communications Specialist

Communications Report – January 10, 2025 – February 14, 2025
Staff Report No. 05-02-25-BOD

Title	Media Outlet	Date	Reference
County reveals Birch Street housing design matching Second St. buildings	Collingwood Today	February 11, 2025	

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

- January 24, 2025 – PA Day Camp Tiffin
- January 24, 2025 – NVCA AGM
- February 15, 2025 – NVCA’s Education team participated in Nature in Winter in the City of Barrie

Issues/Analysis

Media coverage in this reporting period focused on NVCA working to continue the culture of excellence. While there were some mentions of the amalgamation of NVCA and the Lake Simcoe Region Conservation Authority, there are no issues of concern at this time.

Impact on Authority Finances

Staff time to prepare this report is addressed in the 2025 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

Interim Chief Administrative Officer/

Director, Corporate Services

Approved for submission by:

Original Signed by

Sheryl Flannagan

Interim Chief Administrative Officer/

Director Corporate Services

Attachment 1 – Media Clippings for the period

Frazil ice forming in parts of the watershed

January 10, 2025 by Trina Berlo

Creemore Echo

The Nottawasaga Valley Conservation Authority advises that the Ministry of Natural Resources has issued a Provincial Watershed Conditions Statement.

A cold front has been moving south across the province of Ontario bringing cold, sub-zero, temperatures and sustained winds to the southern Lake Superior coast and southern Ontario, continuing this weekend into next week. Daytime temperature highs are forecast to remain anywhere from -5°C to -15°C.

Frazil ice is forming in some parts of the watershed. Stream levels and flows are still elevated in areas that experienced warm temperatures, snowmelt and rain last week; however, the cold snap and forecasted cold weather conditions are ideal for the formation of frazil ice on open water approaching zero degrees.

Lack of ice cover and exposure of the water surface to cold temperatures and/ or wind chills below -18°C can trigger the formation of frazil ice.

The slushy ice can accumulate quickly on bridge abutments, piers, and riverbanks. Consequently, water levels can rise quickly upstream of areas susceptible to frazil, or anchor ice constrictions, and may lead to localized high-water conditions or flooding invulnerable areas.

“Please exercise caution around all bodies of water. The public and especially children are advised to stay away from all watercourses, bridges, culverts and dams. Alert any children under your care of these dangers and supervise their activities. Please avoid driving through flooded roadways,” said NVCA Flood Duty Officer Jared Robertson in a Watershed Condition Statement.

For updates, visit www.nvca.on.ca.

GUEST COLUMN: NVCA interim CAO to focus on 'continuous improvement'

'In the coming months, we must build a foundation of trust and collaboration,' says Sheryl Flannagan

January 11, 2025

Barrie Today



Sheryl Flannagan is interim CAO of the Nottawasaga Valley Conservation Authority. She is shown in this file photo with Doug Hevenor, who retired as CAO in December. Michael Owen/BradfordToday

Our last CAO, Doug Hevenor, retired in December, and I am honoured that the Nottawasaga Valley Conservation Authority (NVCA) board of directors appointed me as interim CAO until a new leader comes on board.

I want to take this time to share how I intend to approach this new role.

The Nottawasaga watershed is growing at an unprecedented pace. We must continue to work with our municipalities, funders, landowners, volunteers and community groups to keep our watershed safe, healthy and beautiful.

In 2024, our team restored rivers and grasslands, created wetlands, and planted forests. Their dedication made our conservation areas safer and more enjoyable. They started new initiatives, such as assessing whether our development and wetland policies are working, as well as establishing a climate change monitoring strategy for the watershed. Our team connected students with nature and helped them understand water quality issues and Indigenous communities.

The watershed is safer because of our team. They implemented new provincial regulations (including permitting timelines and plan review changes) to protect against natural hazards such as flooding and erosion. Our drinking water is clean and safe thanks to their hard work.

Though my tenure as interim CAO will only be a few months, I intend to lead the team to embrace our culture of excellence and continuous improvement by striving for better customer service and continuing to reduce our plan-review timelines. In the coming months, we must build a foundation of trust and collaboration with our municipalities and partners and be an organization that they can trust and rely upon.

As we approach our annual general meeting later this month, I know 2025 will be a transformative year for NVCA, and I am pleased to start it off with the support of the board of directors and a fantastic and dedicated team. As the new CAO comes on board, I am committed to a seamless transition to continue this transformation. During this time, I

look forward to working with our partners to find solutions, improve customer service and explore new ways to exceed expectations.

Sheryl Flannagan is interim CAO of the Nottawasaga Valley Conservation Authority.

GUEST COLUMN: NVCA interim CAO to focus on 'continuous improvement'

'In the coming months, we must build a foundation of trust and collaboration,' says Sheryl Flannagan

January 12, 2025

Collingwood Today



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January 12, 2025

Orillia Matters



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Sheryl Flannagan is interim CAO of the Nottawasaga Valley Conservation Authority.

GUEST COLUMN: NVCA interim CAO to focus on 'continuous improvement'

'In the coming months, we must build a foundation of trust and collaboration,' says Sheryl Flannagan

January 13, 2025

Bradford Today



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Conservation authority says watch for flooding due to 'frazil ice'

January 16, 2025 by Brian Lockhart

Barrie Today

The Nottawasaga Valley Conservation Authority issued a flood watch on Monday due to the potential for ice accumulation on local waterways that could obstruct water flow.

In a news release, the NVCA noted the weather forecast is calling for temperatures as low as -20°C overnight over the next five days.

Sustained westerly winds in the range of 25-30 km/hr are also expected, producing wind chill temperatures of -20 to -30°C.

"Many of the watercourses within the NVCA are currently experiencing elevated flows as a result of last week's rainfall and still do not have an established ice cover," the release states.

Lack of ice cover, turbulent flows and exposure of the water surface to air temperatures below -18°C can trigger the formation of "frazil ice", the NVCA said.

"This type of ice can accumulate rapidly on water structures such as bridge abutments, piers, riverbanks, and channels, obstructing the flow of water and causing the water level to rise," according to the conservation authority.

"Where the frazil ice jam forms, elevated water levels and flooding upstream of the jam can occur.

The NVCA said municipalities, emergency services and individual landowners in flood-prone areas should be on alert and are strongly encouraged to keep a close watch for frazil ice generation, and fluctuating water levels, and to take action to limit or prevent damages due to potential flooding.

Hazardous conditions may exist around all water bodies, as there is a high risk of life-threatening injury if a person falls into the extremely cold water. The public and especially children are advised to stay away from all water bodies.

The Nottawasaga Valley Conservation Authority continues to monitor river and stream conditions and will issue additional messages as conditions warrant. This Flood Watch Statement will be in effect until, or updated before, 4 p.m. Friday.

For additional information, go to www.nvca.on.ca.

Cold nights could bring frazil ice and flooding: conservation authority

NVCA says frazil ice can accumulate rapidly on bridge abutments, piers, riverbanks, and channels, obstructing water flow

January 16, 2025

Collingwood Today



Where a frazil ice jam forms, elevated water levels and flooding upstream of the jam can occur, NVCA says / File photo

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Frazil ice typically forms as chunks in cold water but doesn't attach to a bank, so it flows with the river and can jam in sections of the river, causing the water to overflow.

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A culture of excellence

January 16, 2025

New Tecumseth Times

By Sheryl Flanagan

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NVCA warns of possible dangerous ice conditions

January 16, 2025 by Brian Lockhart

New Tecumseth Times

The Nottawasaga Valley Conservation Authority has issued a provincial watershed conditions statement about safety in the region.

A recent cold front moving across the province is bringing cold, sub-zero temperatures and sustained winds to southern Ontario with temperatures expected to remain anywhere from -5°C to -15°C.

Frazil ice is currently forming in some areas of Ontario. Frazil ice is a collection of loose, randomly oriented ice crystals that form during the winter in rivers, lakes, and reservoirs where the water is in a turbulent state.

Stream levels and flows are still elevated in areas that experienced warmer temperatures and snow melt and rain. However, the cold snap and forecast cold weather conditions are ideal for the formation of frazil ice on open water approaching zero degrees.

Lack of ice cover and exposure of the water surface to cold temperatures or wind chills below -18°C can trigger the formation of frazil ice. Frazil ice can accumulate quickly on bridge abutments, piers, and riverbanks.

As a result, water levels can rise quickly upstream of areas susceptible to frazil or anchor ice constrictions and may lead to localized high-water conditions or flooding in vulnerable areas.

The NVCA is urging residents to exercise caution around all bodies of water and are advised to stay away from all watercourses, bridges, culverts, and dams. Alert any children under your care of these dangers and supervise their activities.

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Barrie budget 2025: The city's service partners are requesting over \$7M more than last year. What does it mean for taxpayers?

Let us know what you think with our [Simcoe.com survey](#)

Barrie Police Service, Barrie Public Library, County of Simcoe, conservation authorities, health unit and physician recruitment task force all presented increased budgets.

January 23, 2025 by Brett Glover

[Simcoe.com](#)



Barrie Mayor Alex Nuttall praised the police and library for looking for new cost-saving measures, following the presentation of both service partners' budgets.

Brett Glover Metroland

The bill is in — and it's a big one. Whether or not it's worth it, is up to you.

The City of Barrie's service partners — organizations that provide for the city's safety and well-being — have handed council a bill with a combined total of more than \$7 million more than last year, bringing with it a potential 2.28 per cent impact to the

city's tax rate, should council give these budgets the green light.

Barrie police seeks \$4.7 million funding boost

Chief among these service partners is the [Barrie Police Service](#), which presented a \$72.24 million budgetary ask to the city, 6.99 per cent higher than the year prior, at about \$4.7 million more than the 2024 budget.

For that, the city would see the police service's compliment grow by six new sworn officers, a greater focus on downtown safety with a new initiative requiring the redeployment of seven special constables, a new lease on a number of conducted energy devices, along with all the bells and whistles previously provided by the law enforcement agency.

The service's tally accounts for nearly 23 per cent the city's budget this year, slightly higher than in years previous. It also represents a possible 1.47 per cent impact to the city's tax rate.

County of Simcoe asks for \$2.32 million more

Next up, the [County of Simcoe](#) has pitched a budget that pegs the City of Barrie's portion at \$32.9 million. That goes toward the county-run services the city makes use of, namely social housing, long-term care, Ontario Works, Paramedics Services, Child and Community Services, the Simcoe County Museum and Archive, and a contribution to the county's capital reserve.

The county's ask is some \$2.32 million higher than last year, a 7.6 per cent increase, and representing .72 per

cent of this year's municipal tax rate hike.

Barrie Public Library requests additional \$93,000

The third biggest service partner bill came from the [Barrie Public Library](#), seeking a municipal contribution of \$9.9 million. This represents a possible .03 per cent increase to your property tax bill, at \$93,170 more than last year's budgetary request.

Funding would go toward maintaining the library's collection and continuing community outreach. There is also extra funding earmarked for the county-run Community Navigator program, which sees an adviser connect residents with the social services they need.

Smaller service partners also push for more funds

The [Lake Simcoe](#) and [Nottawasaga Valley](#) Conservation Authorities had a combined ask of \$61,084 more than last year, a 7.72 per cent increase which represents .02 per cent of an anticipated property tax increase.

The [Simcoe Muskoka District Health Unit](#), the final service partner on the list, is requesting an additional \$103,837 this year, 4.71 per cent more than last year, while the [Barrie Area Physician Recruitment Task Force](#) requested \$60,000 in funding this year.

How did these service partners do?

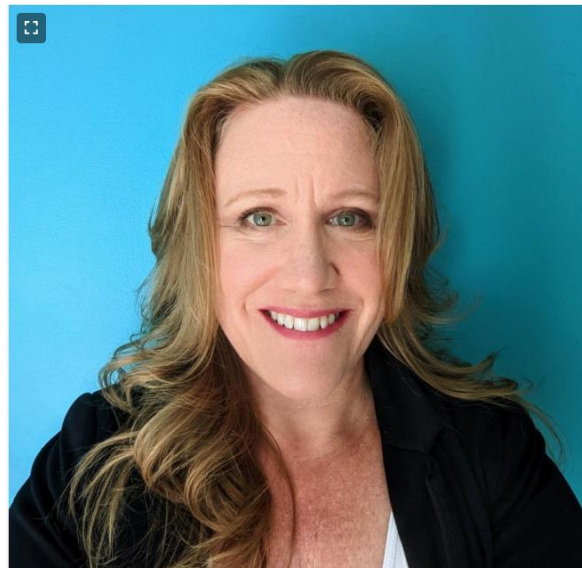
If you ask council, many were pleased with the final tally from these organizations, including Mayor Alex

Nuttall, who praised the police service and library's fiscal prudence.

"I think what we've witnessed from both the police and from the library is trying to find other ways to do it, trying to find other places to get the right resources in place. And I think that's a win, not just for us, but for those organizations," he pointed out.

Ward 4 councillor Amy Courser highlighted the police budget specifically, stating she acknowledges that much of the cost is due to government legislation and not the service's choice, adding the police are doing some good work.

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Amy Courser photo

"The public needs to know this, that I really appreciate the efforts that are being put forth with Barrie Police Department and how they are changing the culture of policing," she stated.

Police board chair Greg Ferguson stated that, while there is an increase to this year's ask, they were as responsible with their spending as they could be without risking service levels.

"There has been a great deal of planning and decision-making to ensure that we are presenting a budget request that is fiscally responsible while maintaining enhancing operations, addressing the evolution of policing and providing adequate and effective policing to the city of Barrie," he said.

What do residents have to say?

But what are the residents of Barrie saying? Simcoe.com took to the streets to ask folks' opinion on these service partner budgets and the impact to residents' bottom line. Over a dozen people our reporter approached were not even aware that budget deliberations were ongoing and could not provide comment.

However, Barrie woman Ann K. feels the Barrie Public Library budget goes through the wringer more than any other.

"The library supports every single person in Barrie, in one way or another. Yet they're raked over the coals at budget time, forced to stretch their dollar further and further and further, made to perform unnecessary

audits over pennies," she said.

"Meanwhile, the police pass bloated budget after bloated budget without so much as an eyelash batted."

Resident James A. didn't balk at the police service's \$4.7 million increase, adding, so long as it's the best use of those funds.

"It's fine. Unless they're taking it away from something that needs (funding) more," he mused.

Amanpreet S. figures it doesn't really matter what the police service asks for, he says council will give it to them.

"Oh what's that? Oh, its council rubber-stamping the police budget again," he said, gesturing a stamp as he spoke.

Jonathan B., a south Barrie resident who says he watched the service partner presentations at council, wondered why some organizations seem to be more scrutinized than others.

"I don't understand why the library seems to have to fight for its right to exist when the police basically get a blank cheque from the city every single year," he told Simcoe.com.

Alternatively, Kaitlyn U. said the local library doesn't live up to expectations anyway.

"They have a real lack of programming, I feel. Like, they have that maker space but it sits empty most days," she observed.

What are your thoughts?

What do you think of these service partner budgets? Let us know in the survey below.

Survey says ...

Meanwhile, a survey conducted by Sudbury-based Oracle Poll Research prior to budget deliberations showed that 25 per cent of respondents indicated they'd like to see greater spending on police services, with 18 per cent saying infrastructure like roads or sidewalks could use more funding.

Rounding out the top three responses, eight per cent said they were unsure what areas required additional funding this year, while a mere one per cent indicated libraries need more money.

The same survey indicated that 38 per cent of respondents were willing to pay more for service partner budgets, while 48 said no. Another 14 per cent were not sure.

Each of the service partner budgets was approved on consent at Wednesday evening's general committee meeting, and is expected to receive final approval at the next meeting of council, scheduled for Jan. 29.

Bradford councillor, Amaranth deputy mayor swap roles at NVCA board

'Our job as a conservation authority is to serve the public,' says Bradford Coun. Jonathan Scott, who was acclaimed as chair

January 24, 2025

Bradford Today



Amaranth Deputy Mayor Gail Little and Bradford Coun. Jonathan Scott have been acclaimed as vice-chair and chair, respectively, of the Nottawasaga Valley Conservation Authority board of directors. Photo supplied by the Nottawasaga Valley Conservation Authority

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NOTTAWASAGA VALLEY
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Deputy Mayor Little and Coun. Scott served as chair and vice-chair, respectively, over the past two years.

"I want to thank Deputy Mayor Little for leading the organization," said Coun. Scott. "I've learnt a lot from her, and I hope to carry those lessons forward in this new role."

As chair, Coun. Scott looks forward to leading the organization toward continuous improvement.

"Our job as a conservation authority is to serve the public," he continued. "Over the coming months, I'm eager to support staff efforts to make our processes more efficient and meet the high expectations of residents, businesses and municipal partners alike."

This is Deputy Mayor Little's second time as vice-chair. During her years of service, she has led NVCA through the changes to the Conservation Authorities Act and ensured that the organization worked toward protecting and enhancing the Nottawasaga watershed so that communities, economies, and wildlife can thrive.

"I'm proud to have served as chair of NVCA over the last two years," said Deputy Mayor Little. "In this role, I've witnessed the fantastic work that staff has done. I look forward to working with chair Scott to guide NVCA to serve our communities in even more efficient, more innovative ways."

To learn about NVCA's accomplishments, watch this [year-in-review video](#).

'High expectations': Chair, vice-chair acclaimed at NVCA meeting

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January 25, 2025

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Township pushing to amalgamate local conservation authorities

'The Township of Oro-Medonte believes there to be advantages of economics, consistency, timeliness and governance to amalgamate the authorities,' says motion

January 26, 2025 by Wayne Doyle

Bradford Today



Ian Ockenden, manager of watershed science with the Nottawasaga Valley Conservation Authority, demonstrates taking a water sample in this file photo from last fall. Wayne Doyle/BarrieToday

In an effort to conserve money and improve efficiencies, Oro-Medonte's deputy mayor wants the two local conservation authorities that provide services to the township to become one.

At Wednesday's township council meeting, Deputy Mayor Peter Lavoie introduced a motion to amalgamate the Lake Simcoe Region Conservation Authority (LSRCA) and the Nottawasaga Valley Conservation Authority (NVCA).

The Severn Sound Environmental Association (SSEA), which also provides services in Oro-Medonte, is unaffected by Lavoie's motion because it's an environmental association, not a conservation authority.

Lavoie believes the township would benefit if the two conservation authorities became one.

As a first step in the potential amalgamation process, he asked staff to arrange a meeting with the municipalities that would be affected.

"The Township of Oro-Medonte believes there to be advantages of economics, consistency, timeliness and governance to amalgamate the authorities," Lavoie's motion reads. "The Conservation Authorities Act of Ontario, Part III, Section 11 provides for a participating municipality to call a meeting to consider the establishment of one authority to have jurisdiction over the areas that are under separate jurisdictions."

Lavoie said the retirement of Doug Hevenor from his role as chief administrative officer (CAO) at the NVCA presented the township with an opportunity to contemplate the amalgamation.

"The purpose of this motion is to put the wheels under that process to get it started," Lavoie said, "so each of the municipalities can decide to their own benefit whether it's something worth doing."

During a 2025 budget meeting on Nov. 27, the NVCA requested

\$279,093 for 2025 and the LRCA requested \$98,431.

Lavoie's motion was passed by council.

LSRCA CAO Rob Baldwin was aware that the motion was being tabled. However, his counterpart at the NVCA, interim CAO Sheryl Flannagan, was not.

"Yes, I was aware of the motion, but not who was tabling it," Baldwin said in an email. "This is a municipally driven decision and now that the motion has passed, it will begin a prescribed process under the Conservation Authorities Act.

"My team and I will support the directive we're given and, if required, will engage with municipal partners, the Nottawasaga Valley Conservation Authority and the province to better understand what amalgamation would entail," he added.

Flannagan was equally co-operative.

"Although (the) NVCA was not aware of this motion being presented for discussion, we are always interested in exploring opportunities for collaboration across jurisdictions," Flannagan said. "While we govern two separate jurisdictions, (the) NVCA has a terrific working relationship with LSRCA and shares best practices for our programs and services.

"During my tenure as interim CAO, my goal is to lead our team at NVCA to provide even better customer service to all of our municipalities across all programs," she added.

According to the Conservation Authorities Act, there are specific milestones that must be met and the motion must be approved by the Minister of Natural Resources and Forestry.

The Lake Simcoe Region Conservation Authority includes the cities of Barrie, Kawartha Lakes and Orillia, the County of Simcoe, the regional municipalities of Durham and York, the towns of Aurora, Bradford West Gwillimbury, East Gwillimbury, Georgina, Innisfil, Newmarket, New Tecumseth, Whitchurch-Stouffville and the townships of Brock, King, Oro-Medonte, Ramara, Scugog and Uxbridge.

The Nottawasaga Valley Conservation Authority includes the City of Barrie, the Municipality of Grey Highlands, the towns of the Blue Mountains, Bradford West Gwillimbury, Collingwood, Innisfil, Mono, Shelburne and Wasaga Beach and the townships of Adjala-Tosorontio, Amaranth, Cleaview, Essa, Melancthon, Mulmer, New Tecumseth, Oro-Medonte and Springwater.

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“I want to thank Deputy Mayor Little for leading the organization,” said Coun. Scott. “I’ve learnt a lot from her, and I hope to carry those lessons forward in this new role.”

As chair, Coun. Scott looks forward to leading the organization toward continuous improvement.

“Our job as a conservation authority is to serve the public,” he continued. “Over the coming months, I’m eager to support staff efforts to make our processes more efficient and meet the high expectations of residents, businesses and municipal partners alike.”

This is Deputy Mayor Little’s second time as vice-chair. During her years of service, she has led NVCA through the changes to the Conservation Authorities Act and ensured that the organization worked toward protecting and enhancing the Nottawasaga watershed so that communities, economies, and wildlife can thrive.

“I’m proud to have served as chair of NVCA over the last two years,” said Deputy Mayor Little. “In this role, I’ve witnessed the fantastic work that staff has done. I look forward to working with chair Scott to guide NVCA to serve our communities in even more efficient, more innovative ways.”

To learn about NVCA’s accomplishments, watch this [year-in-review video](#).

Township pushing to amalgamate local conservation authorities

'The Township of Oro-Medonte believes there to be advantages of economics, consistency, timeliness and governance to amalgamate the authorities,' says motion

January 26, 2025 by Wayne Doyle

Innisfil Today



Ian Ockenden, manager of watershed science with the Nottawasaga Valley Conservation Authority, demonstrates taking a water sample in this file photo from last fall. Wayne Doyle/BarrieToday

In an effort to conserve money and improve efficiencies, Oro-Medonte's deputy mayor wants the two local conservation authorities that provide services to the township to become one.

At Wednesday's township council meeting, Deputy Mayor Peter Lavoie introduced a motion to amalgamate the Lake Simcoe Region Conservation Authority (LSRCA) and the Nottawasaga Valley Conservation Authority (NVCA).

The Severn Sound Environmental Association (SSEA), which also provides services in Oro-Medonte, is unaffected by Lavoie's motion because it's an environmental association, not a conservation authority.

Lavoie believes the township would benefit if the two conservation authorities became one.

As a first step in the potential amalgamation process, he asked staff to arrange a meeting with the municipalities that would be affected.

"The Township of Oro-Medonte believes there to be advantages of economics, consistency, timeliness and governance to amalgamate the authorities," Lavoie's motion reads. "The Conservation Authorities Act of Ontario, Part III, Section 11 provides for a participating municipality to call a meeting to consider the establishment of one authority to have jurisdiction over the areas that are under separate jurisdictions."

Lavoie said the retirement of Doug Hevenor from his role as chief administrative officer (CAO) at the NVCA presented the township with an opportunity to contemplate the amalgamation.

"The purpose of this motion is to put the wheels under that process to get it started," Lavoie said, "so each of the municipalities can decide to their own benefit whether it's something worth doing."

During a 2025 budget meeting on Nov. 27, the NVCA requested

\$279,093 for 2025 and the LRCA requested \$98,431.

Lavoie's motion was passed by council.

LSRCA CAO Rob Baldwin was aware that the motion was being tabled. However, his counterpart at the NVCA, interim CAO Sheryl Flannagan, was not.

"Yes, I was aware of the motion, but not who was tabling it," Baldwin said in an email. "This is a municipally driven decision and now that the motion has passed, it will begin a prescribed process under the Conservation Authorities Act.

"My team and I will support the directive we're given and, if required, will engage with municipal partners, the Nottawasaga Valley Conservation Authority and the province to better understand what amalgamation would entail," he added.

Flannagan was equally co-operative.

"Although (the) NVCA was not aware of this motion being presented for discussion, we are always interested in exploring opportunities for collaboration across jurisdictions," Flannagan said. "While we govern two separate jurisdictions, (the) NVCA has a terrific working relationship with LSRCA and shares best practices for our programs and services.

"During my tenure as interim CAO, my goal is to lead our team at NVCA to provide even better customer service to all of our municipalities across all programs," she added.

According to the Conservation Authorities Act, there are specific milestones that must be met and the motion must be approved by the Minister of Natural Resources and Forestry.

The Lake Simcoe Region Conservation Authority includes the cities of Barrie, Kawartha Lakes and Orillia, the County of Simcoe, the regional municipalities of Durham and York, the towns of Aurora, Bradford West Gwillimbury, East Gwillimbury, Georgina, Innisfil, Newmarket, New Tecumseth, Whitchurch-Stouffville and the townships of Brock, King, Oro-Medonte, Ramara, Scugog and Uxbridge.

The Nottawasaga Valley Conservation Authority includes the City of Barrie, the Municipality of Grey Highlands, the towns of the Blue Mountains, Bradford West Gwillimbury, Collingwood, Innisfil, Mono, Shelburne and Wasaga Beach and the townships of Adjala-Tosorontio, Amaranth, Cleaview, Essa, Melancthon, Mulmer, New Tecumseth, Oro-Medonte and Springwater.

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Amaranth deputy mayor elected as vice chair of the NVCA board

January 30, 2025 by Paula Brown
Orangeville Citizen



NEW ROLES: Gail Little, Deputy Mayor of Amaranth, and Jonathan Scott, Councillor for Bradford West Gwillimbury, have been elected to sit as the Vice Chair and Chair of the 2025 Nottawasaga Valley Conservation Authority (NVCA) Board of Directors

Amaranth Deputy Mayor Gail Little has been elected to sit as Vice Chair of the 2025 Nottawasaga Valley Conservation Authority (NVCA) Board of Directors. Little's appointment as Vice Chair was announced in a press release from the public agency on Friday (Jan. 24).

This marks the second time Little will serve as Vice Chair of the NVCA and previously she held the title of Chair in 2024 and 2023.

During her years of service, she has led NVCA through the changes to the Conservation Authorities Act and ensured the organization worked towards protecting and enhancing the Nottawasaga Watershed so

communities, economies and wildlife can thrive.

"I'm proud to have served as Chair of NVCA over the last two years," said Little. "In this role, I've witnessed the fantastic work that staff has done. I look forward to working with Chair Scott to guide NVCA to serve our communities in even more efficient, more innovative ways."

The Nottawasaga Valley Conservation Authority also announced in the press release that Jonathan Scott, Councillor for the Town of Bradford West Gwillimbury, had been acclaimed as Chair of the NVCA Board of Directors.

"I want to thank Deputy Mayor Little for leading the organization," he said. "I've learnt a lot from her, and I hope to carry those lessons forward in this new role." Scott added in the press release that he is looking forward to "leading the organization toward continuous improvement".

"Our job as a conservation authority is to serve the public," he continued. "Over the coming months, I'm eager to support staff efforts to make our processes more efficient and meet the high expectations of residents, businesses and municipal partners alike."

The Nottawasaga Valley Conservation Authority is a public agency dedicated to the preservation of the environment through specialized programs to protect, conserve and enhance water, wetlands, forests and lands. The Nottawasaga watershed is a large area with jurisdiction in 18 municipalities in Simcoe, Dufferin County and Grey County.

The NVCA's Board of Directors consists of representatives appointed from each of their member municipalities. Each year, the Board of Directors elects a new Chair and Vice Chair from its members to serve a one year term.

Amaranth deputy mayor elected as vice chair of the NVCA board

January 30, 2025 by Paula Brown

Shelburne Free Press



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Conservation authorities are a pillar in our communities

January 30, 2025 by Jonathan Scott

New Tecumseth Times

This month, I had the honour of being elected chair of the Nottawasaga Valley Conservation Authority (NVCA). As I step into this new role, I've been reflecting on why conservation authorities matter so deeply to our communities, our province and our country.

What could be more Canadian than protecting our lakes, rivers, forests and wetlands? Conservation authorities like NVCA are responsible for stewarding these natural resources and preserving them for future generations. But this work isn't just about environmental responsibility—it's also about safeguarding our local economy.

In regions like ours, where agriculture and tourism thrive, conservation is as much about protecting livelihoods as it is about protecting nature. Our farmers depend on healthy ecosystems to sustain some of the best agricultural land in Ontario. Likewise, the beauty of our lakes and forests draws tourists, hunters and anglers from far and wide, fueling local businesses. Without clean water, thriving fish stocks or healthy wetlands, these economic drivers would suffer.

The work of conservation authorities is vital, but it's not always visible. Behind the scenes, our teams are planting trees, restoring creeks and riverbeds, and implementing nature-

based solutions to tackle the impacts of climate change. These solutions—such as wetland restoration to reduce flooding or reforestation to capture carbon emissions—are among the most effective tools we have to address the environmental challenges of our time.

I've been passionate about the environment since high school, working on policy at both the provincial and federal levels and supporting environmental NGOs in my professional life. As a Councillor in Bradford West Gwillimbury, I've chaired our award-winning Green Initiatives Advisory Committee, where we've tackled everything from water conservation to energy retrofitting older buildings, expanding recycling programs, and advocating for the right to repair electronics and agricultural equipment. These initiatives are rooted in a simple principle: protecting the environment is both the right thing to do and the smart thing to do.

But conservation authorities aren't just about policy and projects—they're also about people. At NVCA, I've seen the dedication of our staff firsthand. Their work to plant thousands of trees, protect water quality and restore natural habitats is extraordinary. At the same time, we know that serving the public is at the heart of our mission. Residents, farmers and businesses deserve clear, efficient and fair processes when it comes to planning and permitting. Time is money, and we have to strike a balance between thorough reviews and expeditious customer service.

That's why, as chair, I'm committed to fostering a culture of continuous improvement at NVCA. This means responding quickly to enquiries, streamlining development approvals and ensuring consistent application of standards. It also means celebrating and communicating our successes. Conservation authorities do incredible work, and we need to share those stories to build trust and confidence in our role.

Conservation authorities like NVCA represent a uniquely Canadian way of protecting what matters: the natural beauty and resources that define our communities. This work isn't just about today—it's about ensuring a sustainable future for generations to come.

As I begin this new chapter, I'm optimistic about what lies ahead. With the support of our dedicated staff, board, municipal partners and the wider community, I'm confident we can continue making a difference—protecting our environment, strengthening our economy and serving the people who call this region home.

Jonathan Scott is Chair of the Nottawasaga Valley Conservation Authority and a Councillor in Bradford West Gwillimbury

Realtor irked by 'outlandish' delays from conservation authority

'Their customer service is totally lacking,' Glenn Wagner says; Nottawasaga Valley Conservation Authority offers 'unreserved apology'

January 31, 2025 by Gisele Winton Sarvis

Barrie Today



Glenn Wagner, a realtor living in Oro-Medonte, says the Nottawasaga Valley Conservation Authority is not doing its job. It took more than three months to get a response about a property that was for sale in Oro-Medonte, and it sold while he was waiting. Gisele Winton Sarvis/OrilliaMatters

ORO-MEDONTE — A local real estate agent is upset with the Nottawasaga Valley Conservation Authority (NVCA) because he says it took three months to respond to his inquiry about a property for sale, and that property sold in the interim.

When looking at potentially buying a piece of property near his home in Oro-Medonte, Right at Home Realty's Glenn Wagner says he noticed two properties for sale near the

intersection of Mount St. Louis Road and Line 11. One was 55 acres and the other was 17 acres.

The Royal LePage listing stated, "Large rural lots like this don't come available often." The end of both listings read, "Property is regulated by Nottawasaga Valley Conservation Authority (NVCA). Buyer is encouraged to determine building permit availability from authorities to ensure intended use is permitted."

Wagner initially called the NVCA on Oct. 21 and left a message with a development review assistant after talking to a receptionist. Two weeks later, he still hadn't received a call back. He then filled out a property inquiry ticket on the NVCA website on Nov. 5. He received an automated email stating his ticket had been received.

In mid-January, when he still hadn't received any information, he wrote a letter to *OrilliaMatters*.

A reporter emailed the communications staff at the NVCA about the issue with questions Jan. 20. After five business days without a response, the email was sent again. *OrilliaMatters* received a part answer Jan. 27 with the remainder of the questions answered Jan. 29.

Wagner was also contacted by NVCA officials this week.

"These guys are not doing their job," said Wagner.

"Their customer service is totally lacking. As a concerned consumer who may be looking to do something, waiting three months is outlandish.

From their website, they have 50 staff, and I couldn't get anybody to call me back.

"There needs to be a hard review of what these authorities are doing and how they are doing it. They hold a lot of power with no public scrutiny. They are not elected officials."

Wagner said long delays in response times leads to higher costs of housing as well as NVCA permit and study fees. The more studies that need to be done, the longer it takes and the higher the costs, he said.

Muskoka and many other areas seem to manage properties without conservation authorities, Wagner said, questioning the very existence of conservation authorities.

"Why can't local municipalities via their building departments carry out the functions performed by conservation authorities? Why do we have an entire added bureaucracy with unparalleled power and overheads that increase the costs to builders and potential homeowners? I see it as a duplication and a service that isn't being done very well," he said.

Jonathan Scott, chair of the NVCA board of directors and a Bradford West Gwillimbury councillor, offered an apology to Wagner. He also emailed *OrilliaMatters*, saying, "I want to offer our unreserved apology for this delay to Mr. Wagner. NVCA staff recorded Mr. Wagner's property inquiry, but did not promptly contact him for more information."

The NVCA will soon launch a new e-permitting platform that will make it easier for residents to inquire about their properties and apply for permits.

"This platform will also reduce human error and manual administration work, allowing staff to focus on corresponding with residents and processing permit applications," Scott said.

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"Administrative staff receive between 10 and 20 inquiries per day and can typically respond to all inquiries within 48 hours," Leung said.

Inquiries are first reviewed by an assistant to determine the nature of the inquiry. If a request is related to permitting and the property is regulated under the Conservation Authorities Act, the applicant is informed of the pre-consultation and permit review process, she said.

The application then moves to the next stage of review with staff in the development planning and permits area. Applications that include additional studies are also reviewed by technical staff. Studies may include environmental reports, natural hazard assessment, geo-technical reports, soil reports, topographical surveys and architectural design plans, Leung said.

The NVCA website lists its [permitting and planning fee schedule](#).

Conservation authorities protect watersheds and manage development to protect lives and property from natural hazards like flooding and erosion and manage water resources including wetlands, rivers and streams.

The NVCA provides specialized planning and engineering services to all 18 municipalities in the Nottawasaga watershed, where water empties into Georgian Bay.

"Our staff have expertise in water resource management that other municipalities may not be able to provide. Municipalities in our watershed benefit from our services as they do not need to have their own complement of staff who specializes in water resources," Leung said.

"Municipalities that do not have conservation authorities are responsible for protecting lives and properties from natural hazards through various municipal processes and may not benefit from having water resources managed on a watershed approach.

"For over 70 years, conservation authorities have been responsible for directing development outside of natural hazards, such as floodplains and areas prone to erosion. These watershed-based organizations also ensure development does not impact sensitive environmental areas, such as wetlands, shorelines and watercourses."

What would expedite housing permits and keep costs to a minimum would be development applications that are outside of natural hazard areas that would streamline the need for studies on flooding, erosion or wetlands, Leung said.

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January 31, 2025 by Gisele Winton Sarvis

Orillia Matters



Glenn Wagner, a realtor living in Oro-Medonte, says the Nottawasaga Valley Conservation Authority is not doing its job. It took more than three months to get a response about a property that was for sale in Oro-Medonte, and it sold while he was waiting. Gisele Winton Sarvis/OrilliaMatters

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Village Report



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GUEST COLUMN: Why conservation authorities matter to our communities

New chair Jonathan Scott 'committed to fostering a culture of continuous improvement' at Nottawasaga Valley Conservation Authority

February 1, 2025

Barrie Today



Coun. Jonathan Scott is chair of the Nottawasaga Valley Conservation Authority. Photo supplied by Nottawasaga Valley Conservation Authority.

The following opinion piece is from Jonathan Scott, who is chair of the Nottawasaga Valley Conservation Authority and a town councillor in Bradford West Gwillimbury.

I recently had the honour of being elected chair of the Nottawasaga Valley Conservation Authority (NVCA). As I step into this new role, I've been reflecting on why conservation authorities matter so deeply to our communities, our province and our country.

What could be more Canadian than protecting our lakes, rivers, forests and wetlands? Conservation

authorities like NVCA are responsible for stewarding these natural resources and preserving them for future generations. But this work isn't just about environmental responsibility — it's also about safeguarding our local economy.

In regions like ours, where agriculture and tourism thrive, conservation is as much about protecting livelihoods as it is about protecting nature. Our farmers depend on healthy ecosystems to sustain some of the best agricultural land in Ontario.

Likewise, the beauty of our lakes and forests draws tourists, hunters and anglers from far and wide, fuelling local businesses. Without clean water, thriving fish stocks or healthy wetlands, these economic drivers would suffer.

The work of conservation authorities is vital, but it's not always visible. Behind the scenes, our teams are planting trees, restoring creeks and riverbeds, and implementing nature-based solutions to tackle the impacts of climate change. These solutions — such as wetland restoration to reduce flooding or reforestation to capture carbon emissions — are among the most effective tools we have to address the environmental challenges of our time.

I've been passionate about the environment since high school, working on policy at both the provincial and federal levels and supporting environmental NGOs in my professional life. As a councillor in Bradford West Gwillimbury, I've chaired our award-winning Green

Initiatives Advisory Committee, where we've tackled everything from water conservation to energy retrofitting older buildings, expanding recycling programs, and advocating for the right to repair electronics and agricultural equipment.

These initiatives are rooted in a simple principle: protecting the environment is both the right thing to do and the smart thing to do.

But conservation authorities aren't just about policy and projects — they're also about people.

At the NVCA, I've seen the dedication of our staff firsthand. Their work to plant thousands of trees, protect water quality and restore natural habitats is extraordinary.

At the same time, we know that serving the public is at the heart of our mission. Residents, farmers and businesses deserve clear, efficient and fair processes when it comes to planning and permitting. Time is money, and we have to strike the balance between thorough reviews and expeditious customer service.

That's why, as chair, I'm committed to fostering a culture of continuous improvement at the NVCA. This means responding quickly to inquiries, streamlining development approvals and ensuring consistent application of standards.

It also means celebrating and communicating our successes. Conservation authorities do incredible work, and we need to share those stories to build trust and confidence in our role.

Conservation authorities like the NVCA represent a uniquely Canadian way of protecting what matters: the natural beauty and resources that define our communities. This work isn't just about today — it's about ensuring a sustainable future for generations to come.

As I begin this new chapter, I'm optimistic about what lies ahead. With the support of our dedicated staff, board, municipal partners and the wider community, I'm confident we can continue making a difference—protecting our environment, strengthening our economy and serving the people who call this region home.

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NVCA chair, Bradford councillor is 'committed to fostering a culture of continuous improvement'

January 29, 2025

Bradford Today



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Realtor irked by 'outlandish' delays from conservation authority

'There needs to be a hard review of what these authorities are doing and how they are doing it,' says local man; Nottawasaga Valley Conservation Authority apologizes

February 2, 2025 by Gisele Winton Sarvis

Bradford Today



Glenn Wagner, a realtor living in Oro-Medonte, says the Nottawasaga Valley Conservation Authority is not doing its job. It took more than three months to get a response about a property that was for sale in Oro-Medonte, and it sold while he was waiting. Gisele Winton Sarvis/OrilliaMatters

A local real estate agent is upset with the Nottawasaga Valley Conservation Authority (NVCA) because he says it took three months to respond to his inquiry about a property for sale, and that property sold in the interim.

When looking at potentially buying a piece of property near his home in Oro-Medonte, Right at Home Realty's Glenn Wagner says he noticed two properties for sale near the intersection of Mount St. Louis Road

and Line 11. One was 55 acres and the other was 17 acres.

The Royal LePage listing stated, "Large rural lots like this don't come available often." The end of both listings read, "Property is regulated by Nottawasaga Valley Conservation Authority (NVCA). Buyer is encouraged to determine building permit availability from authorities to ensure intended use is permitted."

Wagner initially called the NVCA on Oct. 21 and left a message with a development review assistant after talking to a receptionist. Two weeks later, he still hadn't received a call back. He then filled out a property inquiry ticket on the NVCA website on Nov. 5. He received an automated email stating his ticket had been received.

In mid-January, when he still hadn't received any information, he wrote a letter to *OrilliaMatters*.

A reporter emailed the communications staff at the NVCA about the issue with questions Jan. 20. After five business days without a response, the email was sent again. *OrilliaMatters* received a part answer Jan. 27 with the remainder of the questions answered Jan. 29.

Wagner was also contacted by NVCA officials this week.

"These guys are not doing their job," said Wagner.

"Their customer service is totally lacking. As a concerned consumer who may be looking to do something, waiting three months is outlandish. From their website, they have 50

staff, and I couldn't get anybody to call me back.

"There needs to be a hard review of what these authorities are doing and how they are doing it. They hold a lot of power with no public scrutiny. They are not elected officials."

Wagner said long delays in response times leads to higher costs of housing as well as NVCA permit and study fees. The more studies that need to be done, the longer it takes and the higher the costs, he said.

Muskoka and many other areas seem to manage properties without conservation authorities, Wagner said, questioning the very existence of conservation authorities.

"Why can't local municipalities via their building departments carry out the functions performed by conservation authorities? Why do we have an entire added bureaucracy with unparalleled power and overheads that increase the costs to builders and potential homeowners? I see it as a duplication and a service that isn't being done very well," he said.

Jonathan Scott, chair of the NVCA board of directors and a Bradford West Gwillimbury councillor, offered an apology to Wagner. He also emailed *OrilliaMatters*, saying, "I want to offer our unreserved apology for this delay to Mr. Wagner. NVCA staff recorded Mr. Wagner's property inquiry, but did not promptly contact him for more information."

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"This platform will also reduce human error and manual administration work, allowing staff to focus on corresponding with residents and processing permit applications," Scott said.

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CAs are pillars in our communities

February 7, 2025

Creemore Echo

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County reveals Birch Street housing design matching Second St. buildings

Collingwood council gives initial green-light to county's plans; tentative completion timeline would see new building open its doors to tenants in Spring 2026

February 11, 2025 by Jessica Owen

Collingwood Today

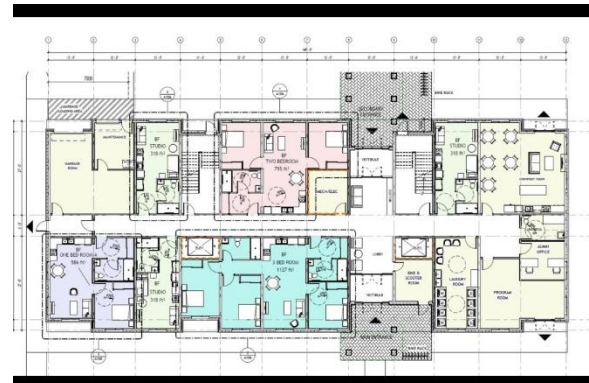


1 / 4 Preliminary design drawings of a new 30-unit apartment building planned for 29-45 Birch St. in Collingwood. View from Birch St. Images courtesy of the County of Simcoe

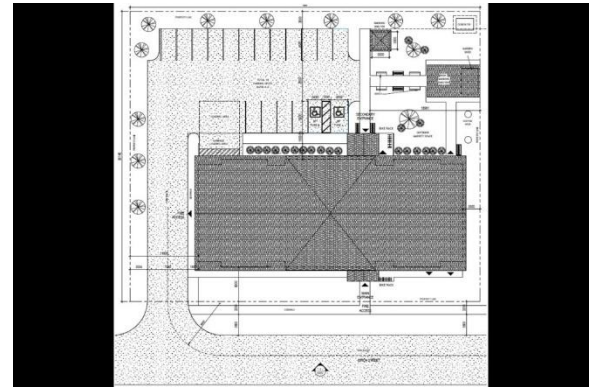


2 / 4 Preliminary design drawings of a new 30-unit apartment building planned for 29-45 Birch St. in Collingwood. View of building facing

away from Birch St. Images courtesy of the County of Simcoe



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4 / 4 Preliminary design drawings of a new 30-unit apartment building planned for 29-45 Birch St. in Collingwood. Images courtesy of the County of Simcoe

More affordable housing is on the way for Collingwood, according to design plans unveiled by the County of Simcoe on Feb. 11.

The project at 29 and 45 Birch St., will include a three-storey modular building containing 30 apartments. Plans include a common room on the main floor, and outdoor patio amenity space, a community program room,

indoor bike/scooter storage, community garden boxes, parking for 17 vehicles and an indoor garbage/recycling room.

At Monday's meeting, councillors got a glimpse at early designs for the project, and an ambitious timeline that will see the new building open its doors to tenants in the Spring of 2026.

"This is exciting for us," said Coun. Kathy Jeffery. "I look forward to the next steps. I think it's going to be great for the neighbours not to have an extended construction period. There are so many benefits for us as a town and them as a neighbourhood and community."

County council is expected to see and approve the plans in March.

If all goes according to plan, the county is expecting to start their formal applications to the town, which will include consultation with the Nottawasaga Valley Conservation Authority and public consultation. Current residents will be moved out in July. In August, the county is hoping to get construction underway.

Modules will be delivered in October, and construction crews will work to seal the outside of the building before winter hits. Over next winter, construction crews will finish work on the interior.

If all goes according to plan, the county expects to formally open the building for occupancy in the Spring of 2026.

Units will be rented out at 80 per cent of average market rents, which in

Collingwood (as defined by the Canadian Housing and Mortgage Corporation) translates to \$816 for studio units, \$1,047 for one-bedrooms, \$1,231 for two bedrooms and \$1,357 for a three-bedroom apartment.

The unit breakdown in the building will be 13 studio units, 11 one-bedrooms, three two-bedrooms and three three-bedrooms. Twenty per cent of the units will be fully accessible.

When Collingwood council discussed putting the Birch St. property forward for the county's call [back in January](#), they discussed at that time that the county would need to find interim housing for the people who currently live in the apartments while construction took place, and set aside units in the new build for them to return to upon completion as a condition of the town handing the land over for zero dollars to the county, a condition to which the county agreed.

Confirmed on Monday, existing Birch St. tenants will be provided with the right of first refusal, meaning the tenants have the right to move back to this location once the project is completed.

Current tenants of the Johnson Trust apartments will be provided with alternative accommodations in Collingwood throughout the construction, and will be provided with moving costs both when they move out of their current homes, and when they move back into the new apartments.

Their current rental rates will be honoured in the new building through

the county's rent supplement program.

"This was a really important point for me," said Mayor Yvonne Hamlin during discussion. "I'm very much in support."

Helen Bull lives across the street from the property. She said she'd like to see the existing cedar hedge remain for privacy. As the building is expected to face Birch St., she worried it will encroach on the neighbourhood. She also worried about light pollution from the building.

"It's going to be in-your-face. There's no screening provided from the street like there is now," she said. "There is obviously a deficiency of parking spots for the building."

Judy Shepherd lives down the street from the property, and asked if the county could consider making the exterior red brick to help the building fit in better in the neighbourhood, and also raised the issue of parking.

"What is your plan for the parking? There's no on-street parking from December to March," she said.

The town's planning director Summer Valentine explained that under the town's current zoning rules, apartment buildings are required to include 0.5 parking spaces per unit and 0.25 spaces of visitor parking per unit, with which the project complies.

"The challenge is, additional parking will result in less landscaped, outside space, which has been highlighted by residents as being very important," Valentine explained.

The Johnson Trust apartments at 29 to 45 Birch St. were originally owned by the Johnson family. The apartment units had been converted from a lumber yard/bread distribution business. About 40 years ago, the property was given to the town and the Rotary Club of Collingwood to jointly manage. While the town owned the land, the Rotary club managed the buildings, where rent collected went toward operational costs as well as Rotary projects. The contract was for 20 years, and was renewed for an additional 20 years. It expired Dec. 31, 2020.

Rotary provided the town notice in 2021 that it was terminating its part of the agreement. The town then retained a third-party property manager to deal with day-to-day operations. There are currently nine apartments on the site, but not all of them are occupied. Some are condemned.

"This is a win all around for me. We're going from nine to 30 units. It will take a little bit out of the 1,300 units we're short. Thirty is better than none," said Coun. Steve Perry.

At the end of discussion, the county's director of social housing Bradley Spiewak said that most of the issues raised by residents and neighbours could be addressed in the final design, and the county could bring updated design drawings to future public information sessions.

"It's very easy for us to work with," he said.