

 Corporate Services Department Legislative Services Division	
Date & Time Received:	December 12, 2023 11:02 am
Original To:	CIP
Copies To:	
Take Appropriate Action	<input type="checkbox"/> File <input type="checkbox"/>
Notes/Comments:	

From: Linda Laliberte <llaliberte@grca.on.ca>

Sent: December 8, 2023 12:04 PM

Cc: Nancy Taylor <Nancy.Taylor@durham.ca>; John Henry <John.Henry@durham.ca>; 'Elaine.Baxter-Trahair@durham.net' <Elaine.Baxter-Trahair@durham.net>; Clerks <Clerks@durham.ca>

Subject: [Programs and Services November 23, 2023](#)

Good Afternoon:

In early October 2021, the province of Ontario released three new regulations under the *Conservation Authorities Act*. These regulations are intended to implement some of the amendments made to the *Act* over the last few years. In the fall 2021, the province communicated information about these new regulations directly to municipalities.

One of these regulations, Ontario Regulation 687/21, Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the *Act* required each Conservation Authority to develop a Transition Plan which outlined timelines for developing and completing program and service agreements with watershed municipalities. The regulation required the Conservation Authority to circulate a transition plan by December 31, 2021 to all watershed municipalities as well as the Ministry of the Environment, Conservation and Parks. The Transition Plan was forwarded to the member municipalities in early December 2021.

A second requirement under Ontario Regulation 687/21 is to develop an Inventory of Programs and Services based on the three categories identified in the Regulation. These categories, as defined by the regulation, include:

- (1) Mandatory,
- (2) Municipally requested, and
- (3) Other (that the Authority determines are advisable).

The regulation further required that the Inventory listing be submitted to the Ministry of the Environment, Conservation and Parks and circulated to all participating municipalities by February 28, 2022 as well as to post it on the GRCA's website. This requirement was completed February 24, 2022.

The Programs and Services Inventory has been reviewed over the past year and a half with some revisions made including the removal of natural heritage review and the Clean Water – Healthy Lands program being moved from Category 2 to Category 3. Attached is the Ganaraska Region Conservation Authority's (GRCA) Programs and Services Inventory which indicates the category as well as the cost of each area based on the average of the 2023 budget and 2024 preliminary budget. This document which was approved by the Board of Directors at the November 23, 2023 meeting at which time the Board directed staff to distribute the Programs and Services Inventory to the member municipalities and the Ministry of Natural Resources and Forestry.

The Inventory of Programs and Services is to be an evolving document. It is anticipated that refinements will be incorporated as negotiations with municipalities proceed and further discussions evolve within program areas. Updates will be provided to municipalities and posted on the Authority's website. The GRCA appreciates its partnership with all watershed municipalities and look forward to working with you on the agreements.

This correspondence has been sent to the Chair, Chief Administrative Office, Commissioner of Finance and Clerk of the Region of Durham. If you have any questions or wish to discuss any of the above, please do not hesitate to contact me.

Linda

Linda J. Laliberte, CPA, CGA
CAO/Secretary-Treasurer

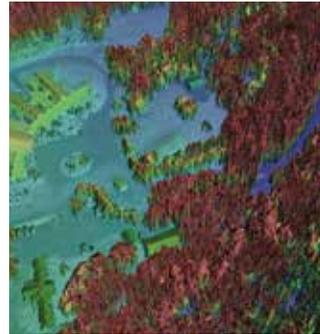


"Clean Water Healthy Lands for Healthy Communities"

2216 County Road 28
Port Hope ON L1A 3V8
905-885-8173 ext. 223
www.grca.on.ca

Please visit our website for further information and the staff directory.

Disclaimer: This communication is intended for the addressee indicated above. It may contain information that is privileged, confidential or otherwise protected from disclosure under the Municipal Freedom of Information and Privacy Protection Act. If you have received this email in error, please notify me immediately.



**GANARASKA REGION
CONSERVATION AUTHORITY**

PROGRAMS & SERVICES INVENTORY

NOVEMBER 23, 2023

*Clean Water, Healthy Land
For Healthy Communities*

Ganaraska Region Conservation Authority
Programs and Services Inventory

With the passage of Regulation 687/21 “Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act”, Ganaraska Region Conservation Authority (GRCA) is required to prepare an inventory in accordance to Section 6 of the new regulation.

The inventory, as quoted from the regulation, states the following:

Section. 6 – Inventory of Programs and Services

1) *An authority shall prepare an inventory to include in its transition plan in accordance with this section.*

2) *In preparing the inventory, the authority shall ensure that,*

a) the inventory lists all the programs and services that the authority is providing as of February 28, 2022;

b) the inventory lists all the programs and services described in subsection (7) that the authority intends to provide after February 28, 2022; and

c) for each program or service listed in accordance with clause (a) or (b), the authority,

i) estimates of the total annual cost of providing the program or service in the following manner and includes the estimate in the inventory:

(1) if the program or service has been provided by the authority for a period of five or more years, calculate the average annual cost of providing the program or service for five years,

(2) if the program or service has been provided by the authority for a period of less than five years, calculate the average annual cost of providing the program or service based on the period that the program was offered,

(3) if the program or service has not been provided by the authority but is intended to be provided after February 28, 2022, calculate the average annual cost of providing the program or service based on the authority’s best assessment of what the costs will be and provide an explanation for the assessment, and

(4) if the authority is of the opinion that the average annual cost determined under sub-subclause (A) or (B) does not reflect the average annual cost to provide the program or service in the future, adjust the average annual cost and provide an explanation for this adjustment,

ii) indicates the sources of funding available to cover the total annual cost estimated in subclause (i), including any municipal funding provided through municipal levy, provincial or federal funding, private funding or funding generated by the authority through user fees or otherwise, and

iii) provides an estimate of the percentage of the total annual cost estimated in subclause (i) that each of the sources of funding referred to in subclause (ii) is expected to cover.

3) In the inventory, the authority shall classify all of the programs and services listed under clause (2) (a) according to the following categories of programs and services:

1. Category 1 programs and services - the mandatory programs and services provided under section 21.1 of the Act.

2. Category 2 programs and services - the municipal programs and services provided under section 21.1.1 of the Act.

3. Category 3 programs and services - the other programs and services provided under section 21.1.2 of the Act.

4) For each Category 1 program or service listed in the inventory under clause (2) (a), the authority shall,

a) indicate into which type of Category 1 programs and services it falls, based on the types of mandatory programs and services that are,

i) described in paragraph 1 of subsection 21.1 (1) of the Act,

ii) prescribed by regulation under paragraph 2 of subsection 21.1(1) of the Act, and

iii) described in subsection 21.1 (2) of the Act; and

b) explain why, in the authority's opinion, each Category 1 program or service falls into the specified type of mandatory programs and services and, if the authority has concerns about how to classify certain programs and services, explain those concerns.

5) For each Category 2 program or service listed in the inventory under clause (2) (a), the authority shall include the following information:

(1) The name of the municipality on behalf of which the program or service is provided.

(2) The date on which the authority and the municipality entered into a memorandum of understanding or another agreement with respect to the provision of the program or service.

6) For each Category 3 program or service listed in the inventory under clause (2) (a), the authority shall include the following information:

(1) Whether or not the program or service was financed, in whole or in part, through municipal levies collected from participating municipalities.

(2) Whether or not the authority intends to seek to enter into a cost apportioning agreement with one or more participating municipalities to ensure all or part of the financing of the program or service after the transition date.

7) If an authority is aware on or before February 28, 2022 that it intends to provide a new Category 1, Category 2 or Category 3 program or service after February 28, 2022, the authority shall,

a) include the proposed program or service in the inventory;

b) in the case of a Category 2 program or service, indicate in the inventory that the authority intends to enter into a memorandum of understanding or another agreement under section 21.1.1 of the Act with the municipalities on behalf of which the program or service will be provided; and

c) in the case of a Category 3 program or service, indicate in the inventory whether the authority intends to seek to enter into a cost apportioning agreement with one or more participating municipalities to ensure all or part of the financing of the proposed program or service after the transition date.

The Programs and Services Inventory table which follows lists the Ganaraska Region Conservation Authority's (GRCA) programs and services as well as new requirements as described in Ontario Regulation 686/21.

Ganaraska Region Conservation Authority

November 23, 2023

Program Area	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
Support Services:						
Program Description: Key assistance provided to all departments of the conservation authority, board of directors, member municipalities and the general public to enable Ganaraska Conservation to operate in an accountable, transparent, efficient and effective manner.						
CS	Corporate Services	Administrative, human resources, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority. Includes health and safety program, overseeing programs and policies.	1	CA Act 20	264,600	Municipal Levy – 87% Self-Generated – 13%
CS	Financial Management	Annual budget, accounts payable and receivable, payroll, financial analysis, financial audit, administration of reserves and investments, financial reports for funding agencies, preparing and submitting reports to CRA, benefits program administration.	1	CA Act 20	81,700	Municipal Levy – 100%
CS	Legal Expenses	Costs related to agreements/contracts, HR, etc.	1	CA Act 20	3,000	Municipal Levy – 100%
CS	Governance	Supporting CA Boards, Advisory Committees, Office of CAO/ST	1	CA Act Part IV	17,000	Municipal Levy - 100%
CS	Communications and Outreach	Public awareness-natural hazards, flood forecasting and warning, permitting requirements, natural hazard identification, mitigation, readiness and response, governance, policy, municipal and public relations and engagement, conservation lands.	1	CA Act20	49,330	Municipal Levy – 100%
CS	Administration Buildings	Administrative office and millennium building used to support staff, programs, and services. Includes utilities, routine and major maintenance, property taxes. Included is a charge out for capital asset replacement.	1	CA Act 20	133,000	Municipal Levy – 90% Self-Generated – 10%
CS	Information Technology Management/ GIS	Data management, records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data. Included is a charge out for capital asset replacement.	1	CA Act 20	69,200	Municipal Levy - 100%

Program Area	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
<p>Natural Hazard Management Program</p> <p>Program Description: Conservation Authorities (CAs) are the lead provincial agencies on Natural Hazard issues. The goal is to protect life and property from flooding and erosion. This watershed-wide, comprehensive program includes development applications and permits, municipal plan input and review, environmental planning and policy, flood forecast and warning, flood and erosion control infrastructure, technical studies, ice management, education, and public awareness.</p>						
WMHM	Section 28 Permit Administration	Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, and consultants and legal costs. Violations also fall under this category	1	CA Act 21.1 O.Reg. 686/21 Sec 8	96,300	Municipal Levy – 62% Self-Generated – 38%
EAS	Municipal Plan Input and Plan Review	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances). Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of Ministry of Natural Resources and Forestry (MNRF), delegated to CAs (1983). Input to the review, approval processes under other applicable law, with comments related to natural hazards, wetlands, watercourses, and Sec. 28 permit requirements.	1	CA Act 21.1 O.Reg. 686/21 Sec 6 and 7	249,900	Municipal Levy – 70%, Self-Generated -30%
WMHM	Flood Forecasting and Warning	Daily data collection and monitoring of weather forecasts, provincial and local water level forecasts, watershed conditions, snow surveys, flood event forecasting, flood warning, communications and response and equipment maintenance.	1	CA Act 21.1 O.Reg. 686/21 Sec 2.1	160,500	Provincial Transfer Payment - 27% Municipal Levy – 73%

	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
WMHM	Flood and Erosion Control Infrastructure Operation and Management	Water and erosion control infrastructure operations and management. Includes all water management structures (flood control, dams and channels, berms, erosion control, etc.) that are annually inspected, and routine maintenance work completed. Included is a charge out for capital asset replacement.	1	CA Act 21.1 O.Reg. 686/21 Sec 2.1 Sec 5.1	32,100	Provincial Transfer Payment – 32 % Municipal Levy – 68%
WMHM	Flood and Erosion Control Infrastructure Major Maintenance	Major maintenance on flood and erosion control structures as required. Projects are dependent on Water and Erosion Control Infrastructure (WECI) funding from the province and support from our municipal partners.	1	CA Act 21.1 O.Reg. 686/21 Sec 5	Varies from year to year	Provincial WECI– 50% Benefitting Municipal Levy – 50%
WMHM	Low water response	Conditions monitoring and analysis. Technical and administrative support to the Water Response Team representing major water users and decision makers, who recommend drought response actions.	1	CA Act 21.1 O.Reg. 686/21 Sec 3	4,000	Municipal Levy – 100%
WMHM	Information Management	Data collection, mapping, data sets, watershed photography. Development and use of systems to collect and store data and to provide spatial geographical representations of data. This includes our geographical information systems and support.	1	CA Act 21.1	Varies year to year depending on projects	Benefitting Municipal Levy - 100%
WMHM	Technical Studies and Policy Review	Studies and projects to inform natural hazards management programs including floodplain management, watershed hydrology, regulations areas mapping update, flood forecasting system assessment, floodplain policy, Lake Ontario shoreline management. These projects often for a specific number of years and are distributed over time as human resources and funding is available.	1	CA Act 21.1 O.Reg. 686/21 Sec 1	Varies from year to year	Benefitting Municipal Levy /Self-Generated – 100% Alternate grant funding when available
CL	Natural Hazards Communications, Outreach and Education	Promoting public awareness of natural hazards including flooding, drought, and erosion. Attending public events, supplying materials. Social media services. Media relations. Educate elementary school students through the Spring Water Awareness program about the danger of floodwaters, dangers of dams, etc.	1	CA Act 21.1 O.Reg. 686/21 Sec 1(3)-3	12,000	Municipal Levy – 70% Self-Generated – 30%

	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
Provincial Water Quality & Quantity Monitoring						
Program Description: Ganaraska Conservation, in partnership with Ministry of Environment, Climate Change and Parks (MECP), has established long term sites to monitor surface and ground water conditions as well as an investment into long-term monitoring of climate change trends.						
WMHM	Provincial Water Quality Monitoring Network (PWQMN)	CA/MECP partnership for stream water quality monitoring at 9 sites. Staff take water samples and MECP does lab analysis and data management. Information is used for watershed report cards and stewardship project prioritization.	1	O. Reg. 686/21 12 (1) 2	6,100	Municipal Levy – 100%
WMHM	Provincial Groundwater Monitoring Network (PGMN)	A long-standing CA/MECP partnership for groundwater level and quality monitoring at 17 stations. Costs include sampling, data collection, analysis, data management and reporting. MECP funded network installation and continues to fund equipment replacements. Data collected supports groundwater monitoring, low water response, and water quality monitoring.	1	O. Reg. 686/21 12 (1) 1	76,000	Benefitting Municipal Levy – 100%
Local Water Quality Monitoring						
Program Description: Ganaraska Conservation, in partnership with community organizations, municipalities, and federal and provincial agencies has established sites to monitor surface water quality and quantity as well as many other parameters to support a healthy ecosystem.						
WMHM	Surface Water Quality Monitoring Program	Surface water quality monitoring at 18 surface water sites, (in addition to PWQMN), water quantity measurements at 80 baseflow sites and water quality samples collect at 4 auto sampler sites supporting Lake Ontario nearshore water monitoring. Costs include sampling, analysis, equipment maintenance and reporting.	2	CA Act	98,000	Benefitting Municipal Levy – 100%
Drinking Water Source Protection						
Program Description: The protection of municipal drinking water supplies in the Trent Conservation Coalition (TCC) Region and the Ganaraska Region Source Protection Area through the development and implementation of TCC Source Protection Plans. Ganaraska Conservation is a member of the TCC which is a complex regional grouping of five Source Protection Areas including Ganaraska, Crowe, Otonabee, Kawartha and Lower Trent Authorities						
WMHM	Local Source Protection Area DWSP	Source Protection Authority reports, meetings and governance. Delivery of the activities required by the Clean Water Act and regulations as per Clean Water Act.	1	O.Reg. 686/21 Sec 13	90,000	Provincial Transfer Payment MECP– 100%
WMHM	DWSP Risk Management Official	Carrying out Part IV duties of the Clean Water Act on behalf of municipalities through service agreements.	2	CA Act 21.1.1	2,000	Municipal Agreements – 100 %

	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
Core Watershed-based Resource Management Strategy						
Program Description: The purpose of a watershed plan is to understand the current conditions of the watershed, and identify measures to protect, enhance, and restore the health of the watershed. Watershed strategies provide a management framework to provide recommendations which consists of goals, objectives, indicators, and management recommendations. This addresses existing issues in the watershed and mitigate impacts from potential future land uses, while recommending appropriate actions to protect, enhance, and restore the watershed.						
New	Watershed-Based Resource Management Strategy Development	New Project: Collate/compile existing resource management plans, watershed plans, studies, and data. Strategy development, implementation, and annual reporting. This project builds on previous Watershed Management Strategies. To be completed on or before December 31, 2024 per requirements of Regulation.	1	O. Reg. 686/21 12 (1) 3	To be determined	Municipal Levy – 100%
Sub-watershed Plans and Projects						
Program Description: Watershed strategies provide a management framework to provide recommendations which consists of goals, objectives, indicators, and recommendations. This addresses existing issues in the watershed and mitigate impacts from potential future land uses, while recommending appropriate actions to protect, enhance, and restore the watershed.						
WMHM	Natural Heritage Mapping	Ganaraska Conservation incorporates natural heritage information particularly around wetlands to develop planning and regulatory strategies to mitigate downstream natural hazards. Data is also used in hydrologic and hydraulic models.	2	O. Reg. 686/21 12 (1) 3	33,000	Benefitting Municipal Levy – 100%
EAS	Watershed Ecology	Ganaraska Conservation provides watershed ecology services to specific watershed municipalities.	2	CA Act	46,100	Benefitting Municipal Levy – 100%
Conservation Authority Lands and Conservation Areas						
Program Description: Ganaraska Conservation owns over 11,000 acres of land which includes conservation areas, the Ganaraska Forest, significant wetlands and flood control structures and surrounding land. Ganaraska Conservation property is essential to watershed management, environmental protection, helps implement the Watershed Management Strategy and provides areas for passive recreation.						
CL	Section 29 Enforcement and Compliance	Conservation Areas/Ganaraska Forest/ regulation enforcement and compliance. Ganaraska Conservation staff and a contracted company patrol the 11,000 acres Ganaraska Forest and conservation areas to ensure that the regulations are being adhere to by the users.	1	CA Act 29 O.Reg 686/21 9(1) 4	20,000	Municipal Levy – 100 %

	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
CL	Conservation Area Major Maintenance	Major maintenance and capital improvements to support public access, safety, and environmental protection such as pedestrian bridges, boardwalks, pavilions, trails. These expenses are covered by the capital asset reserve in most cases.	1	CA Act 21.1	Varies	Self-Generated – 100%
CL	Land Acquisition	Strategic acquisition of environmentally significant properties.	2 3	CA Act 21.1 O.Reg 686/21 9 (1) 2 vi	Varies	Municipal - % Self-Generated – %
New	Inventory of Conservation Authority lands	New Project: The land inventory will include the following information: location, date obtained, method and purpose of acquisition, land use. Project updates as inventory changes. To be completed on or before December 31, 2024 per requirements of Regulation.	1	O. Reg. 686/21 9 (3)	To be determined	Municipal Levy – 100%
New	Strategy for CA owned or controlled lands and management plans	New Project: A strategy to guide the management and use of CA-owned or controlled properties including guiding principles, objectives, land use, natural heritage, classifications of lands, mapping, identification of programs and services on the lands, public consultation, publish on website. Updates of existing conservation area management plans. To be completed on or before December 31, 2024 per requirements of Regulation.	1	O. Reg. 686/21 9 (1)1	To be determined	Municipal Levy – 100%
New	Land Acquisition and Disposition Strategy	Update: Update current policy to guide the acquisition and disposition of land to fulfill the objects of the authority. To be completed on or before December 31, 2024 per requirements of Regulation.	1	O. Reg. 686/21 9 (2) vi	To be determined	Municipal Levy – 100 %

	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
Watershed Stewardship						
Program Description: The watershed stewardship program includes a fisheries component, a program funded by municipalities which provides funding for landowners for projects and the landowner tree planting program.						
WS	Private Landowner Stewardship Program	Clean Water-Healthy Land – Financial Assistance Program. In partnership with some of the watershed municipalities, Ganaraska Conservation offers environmental technical and financial assistance, tools and information to any resident, business, school or service club within its jurisdiction and within the participating municipality.	3	CA Act	60,000	Benefitting Municipal Levy – 100%
WS	Tree Planting Services	Clean Water-Healthy Land – Tree Planting GRCA Tree Seedling Program allows property owners to purchase bare root native tree and shrub seedlings at a minimal cost. GRCA also provides full-service tree planting to landowners.	3	CA Act	100,000	Self-Generated – 100%
WS	Fisheries Services	In partnership with Fisheries and Oceans Canada, Ganaraska Conservation staff are responsible for the sea lamprey monitoring program on Cobourg Creek which captures and samples many difference species and record the results and submit data. Fish surveys are also done with other partners, such as OPG and Hydro One through agreements.	3	CA Act	26,800	Agreement in place Self-Generated – 100%
WS	Stewardship Partner Projects	Ganaraska Conservation’s stewardship program partners with various organizations to deliver environmental programs and projects. These programs are for a limited time period. Example include the Highway of Heroes Tree Campaign tree planting partnership, Forests Ontario and the Durham Collaborative Tree Program.	3	CA Act	Varies from year to year	Agreement in place Self-Generated – 100%

	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
Other Program Areas						
Program Description: Ganaraska Conservation delivers other programs that are not part of the mandatory programs and services as outlined in O. Reg. 686/21. All of these programs are funded without municipal general levy. All of the programs influence and enhance the health and watershed management of the GRCA and are part of a larger integrated watershed management model.						
CL	Outdoor Education	The Ganaraska Forest Centre, located in the heart of the Ganaraska Forest, is home to the outdoor education program of the GRCA where thousands of students visit for a day or overnight to learn about their environmental footprint and become familiar with the natural world around them. Taught by Ontario – certified teaching staff, the GFC offers curriculum-based education programs for elementary and secondary students. These programs focus on local watersheds, ecosystems, and environmental issues. Programs take can also take place at schools (indoors and outdoors) or through online learning.	3	CA Act 21.1.2	479,200	Self-Generated – 100%
NEW	Other	Opportunities for new projects or programs that benefit the watershed and its municipal partners can occur anytime and can have varying durations. These projects may require matching funding or be self-sustaining. New projects may require municipal participation and/or funding.	3	CA Act 21.1.2		Self-Generated and/or Benefitting Municipal Levy

Appendix

1) All of the financial information provided is based on estimates, including the percentage of the total annual fund contributions of the various funding providers

2) Under O. Reg. 687/21 Section 6. (2)(c)(i)(D) if the authority is of the opinion that the average annual cost determined under sub-subclause (A) or (B) does not reflect the average annual cost to provide the program or service in the future, adjust the average annual cost and provide an explanation for this adjustment

The costs associated with each program and service are estimated based on the 2023/2024 budget for Ganaraska Conservation. COVID-19 has had a significant impact on the revenues of GRCA and therefore a five-year estimate is not reflective of current and future costs. The costs for programs and services increase annually due to increases in wages and benefits and the increased operational costs due to inflation. As well program operations are often modified based on best management practices.