



SSMRCA January Board AGM

Sault Ste. Marie Region Conservation Authority
Jan 17, 2023 at 4:45 PM EST to Jan 17, 2023 at 6:45 PM EST
1100 Fifth Line East / Zoom Meeting

Agenda

I. Call to Order

II. Declaration of Conflict of Interest

III. Adoption of Agenda

RECOMMENDED:

THAT the agenda be adopted as presented.

IV. Delegations

Presentation by Darrel Philion of the Sault Cycling Club on proposed Fat Bike Trail

V. Public Input (3 minutes per speaker)

VI. 2022 Finance and Administration

A. Adoption of Regular Board Meeting Minutes of December 13, 2022

RECOMMENDED:

THAT the Regular Board Meeting Minutes of December 13, 2022 be adopted.

B. Health & Safety Meeting Minutes

RECOMMENDED:

THAT the Health & Safety Meeting Minutes of December 15, 2022, be received as information.

C. Accounts Payable

RECOMMENDED:

THAT the list of accounts payable from December 2, to December 31, 2022, cheque #8344 to #8384 in the total amount of \$57,622.53 be received as information.

VII. 2022 Water & Related Land Management

A. Application Approvals: Section 28, Ontario Regulation 176/06, Development, Interference with Wetlands and Alterations to Shorelines & Watercourses

RECOMMENDED:

THAT the summary of the 1 site report approved by staff from December 6, to December 31, 2022, pursuant to Ontario Regulation 176/06, be received as information.

VIII. Chair's Remarks on 2022

IX. 2023 Finance and Administration

A. Election of Officers

RECOMMENDED:

THAT Corrina Barrett and _____ be appointed as scrutineers for the 2023 election of Chair and Vice Chair be approved;

THAT _____ be appointed as Chair of the SSMRCA Board for 2023 be approved;

THAT _____ be appointed as Vice-Chair of the SSMRCA Board for 2023 be approved.

B. Appointments for 2023:

1. Banking Agents

RECOMMENDED:

THAT the Canadian Imperial Bank of Commerce be appointed as Banking Agents for 2023.

2. Signing Authority

Whereas two authorized signatures are required to bind the Sault Ste. Marie Region Conservation Authority,

RECOMMENDED:

THAT Corrina Barrett, General Manager, _____, Board Chair, and _____, Board Vice Chair, be authorized to sign on behalf of the Sault Ste. Marie Region Conservation Authority with any two of three signing together be approved.

3. Borrowing Arrangements

RECOMMENDED:

THAT subject to Conservation Authority Board approval of loan arrangements, during 2023 the Board Chair or Board Vice Chair and the General Manager be empowered to arrange any necessary borrowing of funds as required from time to time for approved Conservation Authority projects and programs, to a maximum amount of \$125,000,

And further THAT Corrina Barrett, General Manager, be authorized to apply payments to the operating loan on behalf of the Sault Ste. Marie Region Conservation Authority, as funding allows be approved.

4. Appointment of Auditor

RECOMMENDED:

THAT the firm of BDO Canada LLP be appointed as Auditor for the year ending December 31, 2023 be approved

5. Appointment of Legal Council

RECOMMENDED:

THAT the firm of Skeggs Paciocco Lawyers LLP be appointed as legal counsel for administrative matters for the year ending December 31, 2023 be approved.

6. CA Representatives on Conservation Ontario Council

RECOMMENDED:

THAT _____, _____ and Corrina Barrett be appointed as the Sault Ste. Marie Region Conservation Authority's representatives to Conservation Ontario, be approved.

C. January Health and Safety Meeting Minutes

RECOMMENDED:

THAT the Health & Safety Meeting Minutes of January 10, 2023, be received as information.

D. 2023 Meeting Schedule

RECOMMENDED:

THAT the proposed schedule for 2023 Sault Ste. Marie Region Conservation Authority Board meetings be approved as presented.

E. Code of Conduct

The Code of Conduct will be supplied in the Board package for each member's signature.

F. 2023 SSMRCA Budget Approval

RECOMMENDED:

a) Levy (matching MNRF funding under S.39 of the Conservation Authorities Act): simple majority vote

THAT the matching 2023 Municipal General Levy amount of \$68,113.00 be approved.

b) Levy (non-matching): weighted vote

Note – a recorded vote is required in accordance with Provincial Regulations to establish the Nonmatching Municipal Levy. The vote is weighted based on each Municipality's Assessment within the SSMRCA watershed.

THAT the non-matching 2023 Municipal General Levy amount of \$495,510.45 be approved.

c) Budget: simple majority vote

THAT the 2023 SSMRCA Budget in the amount of \$831,491.91 be approved.

X. 2023 Board Member Orientation Presentation

As there are new Board members this year, the GM will give an overview presentation of Board and SSMRCA responsibilities.

XI. 2023 New Business & Other

A. Update for the Board on Bill 23 and recently released Minister's regulation on Prescribed Acts as well as Minister's Direction on Fees

XII. Closed Session

To approve the minutes of the December 13, 2022 closed session.

XIII. Adjournment

For members of the public interested in attending this meeting, please contact the General Manager, Corrina Barrett, at cbarrett@ssmrca.ca to make arrangements.

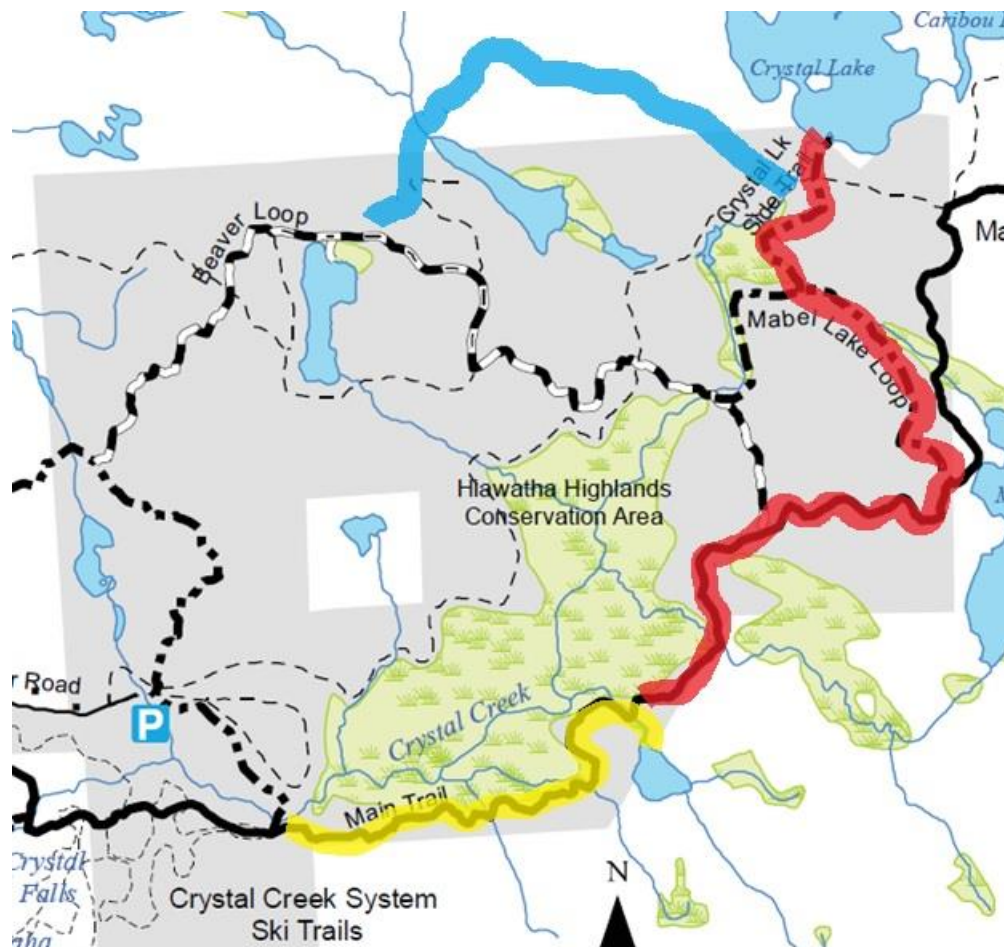
Thank you in advance for your cooperation.

Sault Ste. Marie Cycling Club

Fat Bike Trail Expansion Presentation

Goals:

- To groom 2km's of the Voyageur Hiking Trail - Main Trail from the snowmobile bridge at the Crystal Creek crossing east to the Beaver Pond
 - Path noted in yellow
 - For the 2022/2023 season
- To groom 4km's of the Voyageur Hiking Trails – Main Trail and Mabel Lake Loop from the Beaver Pond to Crystal Lake
 - Path noted red
 - For the 2023/2024 season
- To develop and groom 3km's of trail system from Crystal Lake to Farmer Lake utilizing 1.5km's of an existing rough trail and 1.5km's of a new trail which we currently have partially completed
 - Path noted in blue
 - For the 2023/2024 and possibly 2024/2025 season



History:

- Beginning in 2021 the Sault Cycling Club was responsible for grooming 13km's of the existing mountain bike trail system in the Kinsman Park Crystal Creek system for winter fat bike use
- In February 2022 we also began grooming operations on 7km's of the Farmer Lake extension for multi-sport use
- Over 500 volunteer hours went into maintaining the trails over the 2021/2022 winter season
- With grooming operations fairly established the responsibility for grooming the Crystal Creek system was handed over to the Kinsman Club for the 2022/2023 season
- This is allowing the Sault Cycling Club to focus on the Farmer Lake extension and expanding the trail network for winter multi-sport use

How:

- The city of Sault Ste. Marie donated a 2021 Ski-Doo Scandic to the Sault Cycling Club for the purpose of trail exploration, grooming and maintenance
- The machine is equipped with a winch in case we get stuck, need to pull a downed tree or other emergencies
- In 2021/2022 we had 3 machine operators
- In 2022/2023 we have expanded that to 5 machine operators
 - 1 of last years operators now works for the Kinsman Club grooming those trails
 - We also have a 2 person rule for our grooming operations
- We will typically run the trail once or twice to establish a base and then start dragging our 165lb, 42"W tire to smooth and pack the trails

Notes:

- Groomed trails are more inviting to walk on for inexperienced hikers getting them to places they normally wouldn't go
- While walkers can be destructive to trails at times they also help early in the season by driving the frost into the ground making for a harder trail
- We have encountered many snowshoers that say they prefer to hike on the groomed trail versus the non-groomed trail
- The Voyageur Hiking Trail Main Trail and Mabel Lake Loop are on less technical terrain than the Farmer Lake extension we currently groom
- Our tire bounces off of trees and rocks leaving no trace of our passage in the spring and summer

Farmer Lake - 2022



Farmer Lake – 2022



Portion of the Voyageur Hiking Trail Beaver Loop east of Farmer Lake. 2023. First Groom.



Portion of the Voyageur Hiking Trail Beaver Loop east of Farmer Lake. 2023. First Groom.



Kinsmen Park – Crystal Creek – 2022 – First pass after a heavy snowfall.



Kinsmen Park – Crystal Creek – 2022 – Second pass after a heavy snowfall.



Kinsmen Park – Crystal Creek – 2023 – Current trail conditions.



Farmer Lake – 2023 – First pass breaking trail and stuffed into a ditch. My co-pilot and I had the machine unstuck in about 2 minutes with the use of the winch.





December SSMRCA Board Meeting Minutes

Sault Ste. Marie Region Conservation Authority

Dec 13, 2022 at 4:45 PM EST

@ 1100 Fifth Line East/Zoom Meeting

Attendance

Present:

Members: Sandra Hollingsworth (Chair), Marchy Bruni (remote), Corey Gardi (remote)

Also Present: Corrina Barrett (General Manager)

I. Call to Order

Meeting was Called to Order at 4:52 p.m.

II. Declaration of Conflict of Interest

None declared.

III. Adoption of Agenda

THAT the agenda be adopted as presented.

Motion: # 98/22

Motion moved by Marchy Bruni and motion seconded by Corey Gardi. **CARRIED.**

IV. Finance and Administration

A. Adoption of Regular Board Meeting Minutes of October 3, 2022

THAT the Regular Board Meeting Minutes of October 3, 2022, be adopted.

Motion: # 99/22

Motion moved by Corey Gardi and motion seconded by Marchy Bruni. **CARRIED.**

B. Health & Safety Meeting Minutes

THAT the Health and Safety Meeting minutes of October 17 and November 7, 2022, be received as information.

Motion: # 100/22

Motion moved by Marchy Bruni and motion seconded by Corey Gardi. **CARRIED.**

C. Accounts Payable

THAT the list of accounts payable from September 15, to November 16, 2022, cheque #8237 to #8326 in the total amount of \$105,234.01 be received as information.

Motion: # 101/22

Motion moved by Corey Gardi and motion seconded by Marchy Bruni. **CARRIED.**

THAT the list of accounts payable from November 17, to December 1, 2022, cheque #8327 to #8343 in the total amount of \$29,329.64 be received as information.

Motion: # 102/22

Motion moved by Marchy Bruni and motion seconded by Corey Gardi. **CARRIED.**

D. Budget Update

THAT the staff report titled "2022 Budget Update" dated November 22, 2022, be received as information.

Motion: # 103/22

Motion moved by Corey Gardi and motion seconded by Marchy Bruni. **CARRIED.**

E. 2023 Fee Policy and Schedule Approval

THAT the 2023 Fee Policy and Schedule be amended to include an immediate effective date be approved.

Motion: # 104/22

Motion moved by Marchy Bruni and motion seconded by Corey Gardi. **CARRIED.**

F. 2023 Budget Approval

As per the emails circulated on October 4 and 5, 2022:

THAT the Sault Ste. Marie Region Conservation Authority approves the circulation of the 2023 Draft Budget, Version 2.0, dated October 4, 2022, for municipal consultation purposes be approved.

Motion: # 105/22

Motion moved by Corey Gardi and motion seconded by Marchy Bruni. **CARRIED.**

THAT the approval of the 2023 Draft SSMRCA Budget be deferred until the first Board meeting of 2023.

Motion: # 106/22

Motion moved by Marchy Bruni and motion seconded by Corey Gardi. **CARRIED.**

V. Water & Related Land Management

A. Application Approvals: Section 28, Ontario Regulation 176/06, Development, Interference with Wetlands and Alterations to Shorelines & Watercourses

THAT the summary of the 17 site reports approved by staff from October 1, 2022 to December 5, 2022, pursuant to Ontario Regulation 176/06, be received as information.

Motion: # 107/22

Motion moved by Corey Gardi and motion seconded by Marchy Bruni. **CARRIED.**

VI. New Business & Other

A. General Manager's Report

THAT the Manager's Report be received as information.

Motion: # 108/22

Motion moved by Marchy Bruni and motion seconded by Corey Gardi. **CARRIED.**

B. Bill 23 Overview Presentation

THAT the staff presentation titled "Overview of Bill 23: More Homes Built Faster Act, 2022, As it relates to the Conservation Authorities Act" dated November 22, 2022, be received as information.

Motion: # 109/22

Motion moved by Corey Gardi and motion seconded by Marchy Bruni. **CARRIED.**

C. Mockingbird Hill Lease Renewal

THAT the Mockingbird Hill Farm lease be extended for a third five-year term, from April 1, 2022 to March 31, 2027 be approved.

Motion: # 110/22

Motion moved by Marchy Bruni and motion seconded by Corey Gardi. **CARRIED.**

D. Reconsideration of Soo Finnish Nordic Ski Club Parking Lot Proposal

As per the email shared with the Board on October 17, 2022, the SSMRCA has asked the Soo Finnish Nordic Ski Club to pause any work planned for the Pinder Parking Lot until additional information has been received.

THAT the SSMRCA Board reconsider the approval given to the Soo Finnish Nordic Ski Club for proposed work on the Pinder Parking Lot due to additional information being requested by the MECP on potential Species at Risk and by the SSMRCA Board regarding the health of the forest in the area, be approved.

Motion: # 111/22

Motion moved by Corey Gardi and motion seconded by Marchy Bruni. **CARRIED.**

VII. Closed Session

To discuss personal matters about an identifiable individual.

THAT the Board move out of Open Session and into Closed Session to discuss personal matters about an identifiable individual at 5:51 p.m., be approved.

Motion: # 112/22

Motion moved by Marchy Bruni and motion seconded by Corey Gardi. **CARRIED.**

THAT the Board come out of Closed Session and back into Open Session at 5:59 p.m., be approved.

Motion: # 113/22

Motion moved by Corey Gardi and motion seconded by Marchy Bruni. **CARRIED.**

VIII. Adjournment

There being no further business,

THAT the meeting be adjourned at 6:01 p.m., be approved.

Motion: # 114/22

Motion moved by Marchy Bruni and motion seconded by Corey Gardi. **CARRIED.**

SAULT STE. MARIE REGION CONSERVATION AUTHORITY

Health & Safety Meeting December 15, 2022

Attendance: Corrina Barrett, Jamie Eaton, John Allard, Christine Ropeter, Anjum Amin and Kelly Legault

Start: 9:05

Health & Safety

- Winter has arrived. We have been experiencing cooler weather, snow flurries and freezing rain.
- Staff were reminded to dress appropriately for weather conditions, drive cautiously and to use extra caution when working around the flood diversion channels as the channel banks may be wet and slippery. Anyone who hasn't yet had their snow tires installed or other winter related maintenance done, were reminded to do so.
- The office parking lot is being plowed and sanded as required.
- Jamie reported that the flood control channels, vehicles, and field equipment are all in good working order, and that they have sufficient supplies to conduct their field work.
- The Office fire extinguishers, smoke alarms, carbon monoxide detector, security lights and AED were inspected on December 14. The AED will need a new 9V battery.
- The furnace had annual maintenance on November 25 and the filter was changed on December 12.
- The office/Sugar Shack/shop lighting has been retrofitted to LED lighting in an effort to reduce costs and increase efficiency. Some 8-foot ballasts were not eligible and the GM will look into quotes for replacing them.
- A new office humidifier has been purchased and the office humidity is steadily being monitored to improve air quality.
- With the threat of a bad flu season, COVID-19, and a childhood viral illness putting a strain on the Ontario health system, it is being recommended to mask as often as possible in indoor settings. Staff were reminded that bi-valent COVID boosters and influenza vaccines are currently available and recommended for the public.
- As of December 13, 2022, there have been 11,243 confirmed cases of COVID-19 in the Algoma region, 9,039 of which were confirmed high-risk cases and 66 of those high-risk cases are still active. To date, 11,177 cases have been resolved, 5 cases are currently hospitalized with 1 case in ICU, and 84 people have died from COVID-19 related deaths.
- Staff are reminded to follow good health and safety practices: regularly washing their hands, disinfecting their workstations, keeping their hands away from their faces, practicing physical distancing/masking, removing expired food from the fridge, and staying home if they feel ill.
- Due to the large number of Opioid deaths and overdose incidents in the Algoma region, the Algoma Public Health continues to encourage all Employers to ensure that they have sufficient Naloxone kits on hand for their staff. Starting in 2023, the Ontario government is launching a program to make naloxone kits and training available for free to workplaces where there is a risk of staff witnessing or experiencing an opioid overdose.

- The next SSMRCA Board meeting is scheduled for Tuesday, January 17th, 2022. The Board will continue to have hybrid Board meetings.
- CA staff will continue to encourage online permit processing and recommend that clients make appointments to visit the office.
- Staff were reminded to not hesitate to ask questions or voice any concerns they may have in the workplace, and to report all workplace accidents and injuries, no matter how minor they may seem, immediately.
- Unsafe work conditions, accidents, health and safety issues and any other work-related concerns should promptly be brought to the attention of their supervisor or the general manager.
- No other health and safety comments, issues or concerns were brought forward.
 - Incidents reported = 0
 - First aid treatment incidents = 0
 - Lost time = 0
- Meeting adjourned at 9:18 a.m.

Conservation Authority Account Payables - Dec. 2 - 31, 2022

Chq #	Payable to	Particulars	Amount
8344	Raker Innovative Services	Wiring harness for snow plow	68.60
8345-8350	Bi-weekly Payroll	Bi-weekly pay period ending Dec. 10	9,943.63
8351	Good Energy Solutions Inc.	Office & Shop lighting upgrade - to be reimbursed by the City	5,792.38
8352	Sault Tree Experts	Removal of hazardous tree in Fort Creek	254.25
8353	PUC Services Inc.	Oct. 10 to Nov. 11 PUC services at Fort Creek	72.69
8354	Corporate Payment Visa	Dec. 8 Visa statement - see attached work sheet for expense breakdown	3,547.26
8355	Algoma Office Equipment	Nov. 16 to Dec. 15 copier service & maintenance	39.35
8356	Bell Canada	Dec. 7 to Jan. 6 shop telephone	50.88
8357	Pioneer Construction	Winter sand/salt mix for Office & Shop parking lots	187.21
8358	SSMarie Innovation Centre	Nov. Information Technology (IT) & Spam filtering services	339.00
8359	S. & T. Group	Dec. Office & Shop security monitoring services	38.42
8360	Shaw Cablesystems	Jan. 8 to Feb. 7/23 Internet & Fax services	176.22
8361	Wolseley	Sterilight U/V lamp & controller for office water system	436.32
8362-8367	Bi-weekly Payroll	Bi-weekly pay period ending Dec. 24	9,965.56
8368	Enbridge	Nov. 11 to Dec. 12 Office & Shop heat (estimate)	551.99
8369	OMERS	Dec. pension contributions	7,879.58
8370	Receiver General	Dec. payroll tax remittance	9,684.39
8371	Anjum Amin	Nov. mileage (\$107.60) & Dec. mileage (\$29.50) reimbursement	137.10
8372	Larry Woolley	Apr. to Oct. 2022 SPC meeting per diems	445.63
8373	Hal McGonigal	Apr. to Oct. 2022 SPC meeting per diems	445.63
8374	Michael McCarthy	Apr. to Oct. 2022 SPC meeting per diems	445.63
8375	Mike Delfre	Apr. to Aug. 2022 SPC meeting per diems	287.50
8376	Debbie Witty / Petty Cash	Petty cash replenishment - office supplies, registered mail, small staff mileage claims	99.95
8377	Telus	Dec. 6 to Jan. 5 - Jamie's cell phone (note: the total Dec. fee includes a \$190 final phone ownership payment)	274.75
8378	Credit Valley Conservation	SSMRCA's portion of CO fees for legal review	1,180.00
8379	Sun Life Assurance Company	Jan. health insurance	3,009.54
8380	PUC Services Inc.	Oct. 27 to Nov. 25 PUC services - Office & Shop	378.96
8381	Minister of Finance	% of cost of arial photos for SSMRCA mapping	1,315.65
8382	Heritage Home Hardware	Shop & Office supplies	198.63
8383	SSMarie Innovation Centre	Dec. Information Technology (IT) & Spam filtering services	339.00
8384	Trio Auto Supply	Dec. shop supplies	36.83
Total			57,622.53

Dec. 7 Visa Statement (Nov. 8 to Dec. 7 Visa purchases)

Vendor	Description of Expense	Cost
Bright HR Limited	Dec. billing for HR services	144.93
Manchu Wok	Corrina travel to Newmarket meetings (Nov 8 meal)	24.81
Muskoka Trading Post	Corrina travel to Newmarket meetings (fuel for rental vehicle)	56.68
Wendys	Corrina travel to Newmarket meetings (Nov. 8 snack/beverage)	19.63
Best Western	Corrina travel to Newmarket meetings (Nov . 8 accommotdation)	147.47
Mobil	Corrina travel to Newmarket meetings (fuel for rental vehicle)	56.00
Red Lobster	Corrina travel to Newmarket meetings (Nov. 9 meal)	58.65
Shopper's Drug Mart	Registered mail	12.23
Enterprise Canada	Corrina travel to Newmarket meetings (Car rental)	266.09
Best Western	Corrina travel to Newmarket meetings (Nov. 9 hotel accommodation)	142.95
SSMarie E Husky	Corrina travel to Newmarket meetings (fuel for rental vehicle)	32.50
Boston Pizza	Corrina travel to Toronto GM meetings (Nov 14 dinner)	47.44
SQ Taxi	Corrina travel to Toronto GM meeting (Nov 14 taxi airport to hotel)	83.00
Best Western	Corrina travel to Toronto GM meeting (Nov 14 accommodation)	232.68
YTZ Obispo	Corrina Travel to Toronto GM meeting (Nov 15 meal)	18.18
SSM Airport	Corrina Travel to Toronto GM meeting (SSMarie parking fee & water)	27.00
City Island Market	Corrina Travel to Toronto GM meeting (Nov 15 meal)	23.44
ATPS Taxi	Corrina Travel to Toronto GM meeting (Nov 15 taxi to airport)	63.25
No Frills	Water bottles for field workers	8.76
Four Seasons Supply	Kit for excavator & truck rewiring repairs	451.99
Four Seasons Supply	New plow lights for Dodge truck	474.80
Shopper's Drug Mart	Registered mail & roll of postage stamps	116.45
Shopper's Drug Mart	Registered mail	12.23
Canadian Tire	Dyson office humidifier	451.99
Wal-Mart	Office fan heater & kleenex	82.20
Staples	2023 office supplies	193.78
Staples	2022 office supplies	29.82
Shopper's Drug Mart	Registered mail	12.49
Adobe Creative Cloud	Monthly Adobe Creative Cloud fee	44.06
Adobe AcroPro	Nov. & Dec. Monthly Adobe fees	58.74
Wireless.com	Dec. office telephone	153.02
Total		3,547.26



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MEMO

Date: January 17, 2023

To: Chair and Members
Conservation Authority Board

From: Corrina Barrett, General Manager

Re: **List of Application Approvals: December 6, 2022 to December 31, 2022**

The following is a list of the 1 application that was approved to date since December 6, 2022:

Permit #	Subject Property	Category #	Fee (\$)
RR22-12-09	7 Birkshire Place	4	385.00
		TOTAL	385.00

Please note that this list does not include any revisions, renewals, or PDTAs that took place during the same time period.

In the interest of saving paper and ink, these approvals have not been printed out for this Board meeting. The corresponding Site Reports were shared with the Board electronically prior to the Board Meeting.

Respectfully submitted for information,

Corrina Barrett,
General Manager

SAULT STE. MARIE REGION CONSERVATION AUTHORITY (SSMRCA)

Health & Safety Meeting January 10, 2023

Attendance: Marlene McKinnon, Anjum Amin, Jamie Eaton, Kelly Legault, Debbie Witty in office and Christine Ropeter via TEAMS.

Start: 9:05 a.m.

Health & Safety

- Winter weather continues with cooler conditions, snow flurries and freezing rain. Staff were reminded to dress appropriately, drive cautiously and to use caution when working in the field as roads and channel banks could be slippery.
- The Office parking lot is being plowed and sanded as required.
- Jamie reported that the flood control channels, vehicles and equipment are all in good working order and that they have sufficient supplies to conduct their field work.
- The battery in the Office AED was changed in December.
- On January 3rd, Marlene conducted the January Office safety inspection. The first aid kits, carbon monoxide detector, fire extinguishers and emergency lighting were inspected. The furnace filter was changed as per Algoma Public Health's winter monthly change recommendation during COVID.
- The new humidifier is being regularly monitored to ensure good air quality in the office.
- With the threat of the flu, COVID-19, and childhood viral illness putting a strain on the Ontario health system, staff were advised to mask up as often as possible in indoor settings and that bi-valent COVID boosters and influenza vaccines are available and recommended.
- As of January 05, 2023, there have been 11,413 confirmed cases of COVID-19 in the Algoma region, 9,209 of which were confirmed high-risk cases and 68 of those high-risk cases are still active. To date, 11,345 cases have been resolved, 19 cases are currently hospitalized with 1 case in ICU, and 86 people have died from COVID-19. Lab testing has detected the following variants of concern (VOC) which continue to circulate in the Algoma area and are of concern as some of the mutations could spread more aggressively and lead to severe disease or reduced vaccine efficacy:
 - B.1.1.7 (Alpha) - first detected in the UK,
 - B.1.617.2 (Delta) - first detected in India, and
 - P.1 (Gamma) - first detected in Brazil.
 - B.1.1.529 Omicron – first detected in South Africa
- Staff were reminded to continue to observe good health and safety practices—washing their hands and disinfecting their work stations regularly, keeping their hands away from their face, wearing masks in the office and other populated enclosed areas, self-distancing in crowds, keeping up to date on vaccinations, and to stay home if they don't feel well.
- Due to the large number of Opioid deaths and overdose incidents in the Algoma region, the Algoma Public Health continues to encourage all Employers to ensure that they have sufficient Naloxone kits on hand for their staff.
- The next SSMRCA Board meeting is scheduled for Tuesday, January 17th. The Board will continue to have hybrid Board meetings.

- CA staff will continue to encourage online permit processing and recommend that clients make appointments to visit the office.
- The snow load on the sunroom was brought up as a potential concern - advised that snow load on the entire building was monitored and removal would be done when required
- Staff were reminded to not hesitate to ask questions or voice any concerns they may have in the workplace, and to report all workplace accidents and injuries, no matter how minor they may seem, immediately.
- Unsafe work conditions, accidents, health and safety issues and any other work-related concerns should promptly be brought to the attention of their supervisor or the general manager.
- No other health and safety comments, issues or concerns were brought forward.
 - Incidents reported = 0
 - First aid treatment incidents = 0
 - Lost time = 0
- Meeting adjourned at 9:17 a.m.



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MEMO

Date: January 17, 2023
To: Chair and Members
Conservation Authority Board
From: Corrina Barrett, GM
Re: 2023 Proposed Meeting Schedule

In keeping with the past practices of the SSMRCA Board Meetings that were usually held on the **third Tuesday** of each month (with a few noted exceptions), the proposed meeting schedule for 2023 is as follows:

February 28, 2023 (4th Tuesday, SSM Council on the 21st)

March 21, 2023

April 18, 2023

May 16, 2023

June 20, 2023

July 18, 2023

August - Off

September 19, 2023

October 17, 2023

November 21, 2023

December 19, 2023

Respectfully submitted for your consideration and approval,

Corrina Barrett,
General Manager

SAULT STE. MARIE REGION CONSERVATION AUTHORITY

2023

New SSMRCA Board Member Information required for Insurance, T4, and Charitable Return - CONFIDENTIAL

Required Personal Information		
Full Legal Name:		
<i>Last</i>	<i>First</i>	<i>Middle Initial</i>
Mailing Address:		
Social Insurance Number: *		
Birth Date: (YYYY/MM/DD) **		
Telephone #: ()		
Occupation **.	E-mail Address: (optional)	
*required for per diem and T4 (Prince Executives) **required for insurance purposes		
Emergency Contact Information (optional)		
Full Name:		
<i>Last</i>	<i>First</i>	<i>Middle Initial</i>
Address:		
<i>Street Address</i>		<i>Apartment/Unit #</i>
<i>City</i>	<i>Province</i>	<i>Postal Code</i>
Primary Phone: ()	Alternate Phone: ()	
Relationship:		

Website Information Requirements

Per Ontario Regulation 400/22 Section 2(1)2 under the *Conservation Authorities Act*, the authority must publish on its website the name and contact information for every member of the authority, including their phone number and email address.

The Ministry has indicated that they prefer the members contact information published; however, publishing the SSMRCA's general contact information is deemed acceptable.

Please indicate if SSMRCA has your consent to publish your personal information below on our website and to share it with Conservation Ontario to forward CO Council E-Bulletins.

Phone Number:	E-Mail:
<input type="checkbox"/> I consent to using my municipal phone number	<input type="checkbox"/> I consent to using my municipal email
<input type="checkbox"/> Use the SSMRCA general phone number and forward messages	<input type="checkbox"/> Use the SSMRCA general email address and forward all emails to my provided email address
	<input type="checkbox"/> I consent to sharing my email with Conservation Ontario to forward CO Council E-Bulletins

I hereby acknowledge, by my signature below, that I have read and understand the Sault Ste. Marie Region Conservation Authority By-Law No. 2020-01 - Administration By-Law and will adhere to Appendix 1 - Code of Conduct and Appendix 2 - Conflict of Interest .

Signature

Date

2023 Budget Final Draft Version 2.0



Presented to: Board of Directors

Presented by: Corrina Barrett, GM/Secretary-Treasurer

Date: January 17, 2023

Outline:

- Changes to CA Act
- 2023 Budget Considerations
- Financial Overview
- Old Budget Format
- New Budget Format
- Recommendation

Changes to CA Act:

O. Reg. 402/22: Budget and Apportionment specifies that the 2024 budget and all subsequent budgets must adhere to this regulation. It provides details on the budget process and municipal apportionment methods for levying participating municipalities and includes revocation of the previous regulations that governed municipal levies (**O. Reg. 670/00** and **O. Reg. 139/96**).

The regulated budget process includes:

Phase One:

Budget must include:

- All sources of revenue (other than municipal levy)
- Categorize operating expenses into Category 1, 2 and 3
- Categorize capital expenses into Category 1, 2 and 3
- Amount of levy for each Member Municipality
- Specify if the Authority considered opportunities to raise and use self-generated revenue to help finance the authority's operations, including the programs and services it provides, a description of what the authority considered

Budget must:

- Apply any relevant revenue to specific programs to offset levy
- Apply Modified Current Value Apportionment method to determine levy for each program (98.825% for SSM, 1.175% for Prince)
- Apply Benefit Based Apportionment method to sole benefitting programs

Changes to CA Act Continued:

Phase Two:

Draft Budget Process:

1. Notify all Member Municipalities of Draft Budget meeting if a Member Municipality will owe levy for Category 1 Clean Water Act programs and services.
 - a. Advise of amounts owing or to be owed for Category 1 Clean Water Act programs and services.
2. Hold meeting to consider draft budget.
3. Hold vote on whether or not to approve the draft budget for consultation.
 - a. If there is a levy for Category 1 Clean Water Act programs and services, hold a separate vote of Members from applicable municipalities for that portion of the draft budget.
 - b. Vote is a one-member-one vote method.
4. Send Member Municipalities a copy of the Draft Budget and all financial information relating to the apportionment of operating and capital expenses.
5. Post a copy of the Draft Budget and financial information on Governance section of Authority's website.
6. Consult as necessary with Member Municipalities on draft budget in order to finalize final budget.

Changes to CA Act Continued:

Third Phase:

Final Budget Approval Process:

1. Notify all Member Municipalities of Budget meeting.
 - a. Notification must be at least 30 days prior to meeting.
 - b. Must include copy of most recent draft of the budget.
 - c. Must specify amount of levy for the given year.
2. Hold meeting to approve budget.
3. Hold a recorded vote to municipal levy/amounts owing.
 - a. If there are any Category 1 Clean Water Act apportionments, hold a vote with participating municipality representatives.
 - b. Weighted vote to approve municipal levy/amounts owing.
 - c. Authority can not send a notice of apportionment unless a vote has occurred.
4. Hold a recorded vote to approve final budget.
 - a. One -member-one vote to approve final Budget Document.
5. “Promptly” after the final budget process is approved, provide a copy of the final budget to the Minister and each Member Municipality.
6. Post final budget on the Authority’s website in the Governance section.

2023 Budget Considerations:

Changes to the Conservation Authorities Act within Bill 229, Schedule 6 and the released Phase 1 and 2 regulations have been incorporated into the budget. The 2023 budget has been reformatted to adhere to legislative changes that come into effect for the 2024 budget. Programs have been categorized into three mandated categories including:

- Category 1: Mandatory Programs and Services
- Category 2: Non-Mandatory Programs and Services at the request of a Municipality
- Category 3: Non-Mandatory Programs and Services

Highlights of the 2023 Budget expenditures include:

- Continuation of annual programming including:
 - Plan Input and Review (for hazards only),
 - Development Regulations,
 - Flood Forecasting and Warning,
 - Operation and maintenance of SSMRCA owned properties & structures
 - DWSP
- An increase to operational staff capacity by hiring 2 students for the summer months
- Staff training - necessary for staff health and safety, GIS and regulation staff
- Staff travel for training and committee work
- NEW - begin preparing legislated documents such as Conservation Lands Inventory and Watershed Based Resource Management Strategies

Considerations Continued:

- Financial pressures anticipated in 2023 include: significant increases to insurance costs (i.e., \$10,000+ increase from 2021 to 2022); increase in fuel costs; increased costs of goods and services due to inflation; and newly mandated documents that are due December 31, 2024.

The budget results in a 4.51% increase to the Prince Township levy and a 4.98% increase to the City of SSM general levy in 2023 compared to 2022. However, in 2023, there is no anticipated capital levy ask, therefore the overall levy for the City of SSM actually results in a 0.64% decrease when compared to 2022's overall levy.

The 2023 budget requires an overall 3.19% increase compared to 2022 in order to maintain its current level of service, which is below the current cost-of-living increases.

The Draft Budget utilizes the 2023 Current Value Assessment (CVA) that was provided by MNRF where 98.825% of the CA Levy is apportioned to the City of SSM, with the remaining 1.175% apportioned to Prince Township.

Overall, the 2023 Budget reflects the short-term objectives of the Authority and considers long-term requirements to ensure the SSMRCA can provide sustainable benefits to the watershed residents.

FINANCIAL OVERVIEW - Proposed Budget Total

	2022 Approved Budget	2023 Proposed Budget	Increase / Decrease	Percent Change
Category 1	\$ 789,847.00	\$ 823,441.91	\$ 33,594.92	4.16% increase
Category 2	\$ 4,500.00	\$ 4,500.00	\$ 0	0% change
Category 3	\$ 11,000.00	\$ 3,550.00	\$ 7,450	68% decrease
TOTAL	\$ 805,347.00	\$ 831,491.91	\$ 26,144.91	3.19% increase

FINANCIAL OVERVIEW - Proposed Expenses Total

	2022 Approved Expenses	2023 Proposed Expenses	Increase / Decrease	Percent Change
Wages / Benefits	\$ 565,477.00	\$ 592,399.56	\$ 26,922.56	4.65% increase
Program Operations	\$ 209,870.00	\$ 239,092.35	\$ 27,300.50	13% increase
Capital	\$ 30,000.00	\$ 0	\$ -30,000	100% decrease
TOTAL	\$ 805,347.00	\$ 831,491.91	\$ 26,144.91	3.19% increase

FINANCIAL OVERVIEW – Revenue

	2022 Approved	2023 Proposed	Increase / Decrease	Percent Change
Provincial - MNRF	\$ 68,113.00	\$ 68,113.00	\$ 0	0% change
Federal - CSJ	\$ 2,795.00	\$ 14,705.00	\$ 11,910.46	426% increase
Federal - CHRS	\$ 5,000.00	\$ 0	\$ -5,000.00	100% decrease
Municipal - General Levies	\$ 536,933.00	\$ 563,623.45	\$ 26,690.45	4.85% increase
Municipal - Capital Levies	\$ 30,000.00	\$ 0	\$ -30,000.00	100% decrease
Municipal - Special Agreement	\$ 4,500.00	\$ 4,500.00	\$ 0	0% change
DWSP	\$ 107,368.00	\$ 119,069.80	\$ 11,701.80	11% increase
Misc. N/G Revenue	\$ 24,600.00	\$ 25,000.00	\$ 400	2% increase
Development Regs	\$ 26,038.00	\$ 33,930.66	\$ 7,892.66	30% increase
TD Tree Days	\$ 0	\$ 2,550.00	\$ 2,550.00	100% increase
TOTAL	\$ 805,347.00	\$ 831,491.91	\$ 26,144.91	3.19% increase

		1.8% Raise, Students, + 3% CPI	
Expenses	2022 Approved	2023 Proposed	% Change
Staff Wages	\$ 415,500.00	\$ 440,500.00	6.02%
Benefits	\$ 124,800.00	\$ 123,500.00	-1.04%
Members Allowance	\$ 490.00	\$ 504.70	3.00%
Conservation ON Levy	\$ 17,549.00	\$ 18,000.00	2.57%
Office Equipment Purchase	\$ 5,450.00	\$ 5,613.50	3.00%
Uniforms	\$ 485.00	\$ 499.55	3.00%
Postage	\$ 510.00	\$ 525.30	3.00%
Office Supplies	\$ 1,750.00	\$ 1,802.50	3.00%
Alarm system maintenance	\$ 612.00	\$ 630.36	3.00%
Office Equipment Maintenance	\$ 1,530.00	\$ 1,575.90	3.00%
Computer/Software/Hardware Maintenance	\$ 7,752.00	\$ 7,984.56	3.00%
General Printing	\$ 255.00	\$ 262.65	3.00%
Telephone	\$ 1,600.00	\$ 1,800.00	12.50%
Public Utilities	\$ 2,200.00	\$ 2,475.00	12.50%
Heat	\$ 1,250.00	\$ 1,287.50	3.00%
Office Cleaning Supplies	\$ 510.00	\$ 525.30	3.00%
Audit Fees, Bank Service Fee	\$ 8,750.00	\$ 9,012.50	3.00%
Memberships	\$ 434.00	\$ 447.02	3.00%
General	\$ 2,295.00	\$ 2,363.85	3.00%
Staff Training	\$ 1,530.00	\$ 1,575.90	3.00%
Staff Travel and Mileage	\$ 9,500.00	\$ 9,785.00	3.00%
Insurance (property, vehicle, liability)	\$ 60,000.00	\$ 79,689.00	15.00%
Property Tax	\$ 20,000.00	\$ 20,600.00	3.00%
Forest Management (seed storage)	\$ 50.00	\$ 51.50	3.00%
Vehicle Licensing	\$ 1,020.00	\$ 1,050.60	3.00%
Signage/trail expenses	\$ 4,000.00	\$ 4,120.00	3.00%
2020 Truck Lease Payment = \$579.75/mth	\$ 7,000.00	\$ 7,210.00	3.00%
Vehicle & Equipment Repair & Maintenance	\$ 9,690.00	\$ 9,980.70	3.00%
Regulation Expense (mileage)	\$ 2,040.00	\$ 2,101.20	3.00%
Flood Control Operation - expenses	\$ 2,550.00	\$ 2,626.50	3.00%
Operations - Utilities	\$ 5,610.00	\$ 5,778.30	3.00%
Routine Maintenance - expenses	\$ 10,200.00	\$ 10,506.00	3.00%
Flood Forecasting wages	\$ 9,690.00	\$ 9,980.70	3.00%
Data Collection - expenses	\$ 2,040.00	\$ 2,101.20	3.00%
Communications - expenses	\$ 5,100.00	\$ 5,253.00	3.00%
Operations Centre - expenses	\$ 6,120.00	\$ 6,303.60	3.00%
Plan Input Services	\$ 4,080.00	\$ 4,202.40	3.00%
Snow Plowing	\$ 4,080.00	\$ 4,202.40	3.00%
Miscellaneous N/G Expenses	\$ 5,100.00	\$ 5,253.00	3.00%
SPC Meeting (2/year)	\$ 1,224.00	\$ 1,260.72	3.00%
Capital Purchases (Equipment)	\$ 30,000.00	\$ -	-100.00%
NEW - mandated reports	-	\$ 15,000.00	
TOTAL EXPENDITURES	\$ 794,346.00	\$ 827,941.91	4.23%

Old Budget Format

Revenues	2022 C	2023 Proposed	% Change
MNRF	\$ 68,113.00	\$ 68,113.00	\$ -
City of SSM	\$ 530,597.00	\$ 557,001.45	4.98%
SSM Special Levy	\$ 30,000.00	\$ -	-0.64%
Prince	\$ 6,336.00	\$ 6,622.00	4.51%
Grass Cutting - City/Bd of Ed.	\$ 2,500.00	\$ 2,500.00	0.00%
Development Regulations	\$ 25,000.00	\$ 35,000.00	40.00%
MOECC - DWSP (estimate)	\$ 102,000.00	\$ 119,000.00	16.67%
Miscellaneous N/G Revenue	\$ 24,600.00	\$ 25,000.00	1.63%
Student Rebate	\$ 5,200.00	\$ 14,705.46	182.80%
TOTAL REVENUES	\$794,346.00	\$ 827,941.91	4.23%

NEW FORMAT - Category 1 Budget:

SSMRCA PROPOSED 2023 BUDGET - NEW FORMAT: V 2.0 Dated October 4, 2022						
	Expenditures		2022 Budget	2023 Budget	2022-2023 VARIANCE	Notes
CATEGORY 1 - MANDATORY	Natural Hazard Management					
	Staffing	\$ 221,370.00	\$ 234,248.23	\$ 12,878.23	+ 1.8% CPI, + contract to perm, + 2 students	
	Operating	\$ 62,505.00	\$ 66,737.00	\$ 4,232.00	+ 3% inflation, + insurance, + increase to fuel and utilities	
	Capital	\$ 30,000.00	\$ -	-\$ 30,000.00	No capital expected for 2023	
	Prov Water Quality-Quantity Monitoring					
	Staffing	\$ 2,222.00	\$ 2,265.00	\$ 43.00	+ 1.8% CPI	
	Operating	\$ 2,040.00	\$ 2,101.20	\$ 61.20	+ 3% inflation	
	Capital	\$ -	\$ -	\$ -	No capital expected for 2023	
	Regional Drinking Water Source Protection					
	Staffing	\$ 102,093.00	\$ 103,886.36	\$ 1,793.36	As per Regional SP Agreement - revenue recovered	
	Operating	\$ 5,275.00	\$ 15,203.44	\$ 9,928.44	As per Regional SP Agreement - revenue recovered	
	Core Watershed-Based Resource MGMT Strategy					
	Staffing	\$ -	\$ 15,000.00	\$ 15,000.00	*NEW* anticipate internal staff to do CL and Watershed Strategies	
	Operating	\$ -	\$ -	\$ -		
	CA Lands and Areas					
	Staffing	\$ 9,000.00	\$ 10,750.00	\$ 1,750.00	+ 1.8% CPI, + contract to perm, + 2 students	
	Operating	\$ 34,050.00	\$ 35,171.50	\$ 1,121.50	+ 3% inflation, + insurance	
	Capital	\$ -	\$ -	\$ -	No capital expected for 2023	
	Enabling Services					
	Staffing	\$ 216,292.00	\$ 220,749.97	\$ 4,457.97	+ 1.8% CPI	
	Operating	\$ 105,000.00	\$ 117,329.21	\$ 12,329.21	+ 3% inflation, + insurance, + increase to fuel and utilities	
	Capital	\$ -	\$ -	\$ -	No capital expected for 2023	
	Total Expenditures Category 1 =		\$ 789,847.00	\$ 823,441.91	\$ 33,594.91	4.25%
Revenue		2022 Budget	2023 Budget	2022-2023 VARIANCE	Notes	
Provincial Funds		\$ 68,113.00	\$ 68,113.00	\$ -		
Federal Funds		\$ 2,795.00	\$ 14,705.46	\$ 11,910.46	CSJ if 2 students approved @7352.73 each	
City of SSM - General Levy		\$ 530,597.00	\$ 557,001.45	\$ 26,404.45	Levy allocated	
Prince Township - General Levy		\$ 6,336.00	\$ 6,622.00	\$ 286.00	Levy allocated	
City of SSM - Capital Levy		\$ 30,000.00	\$ -	-\$ 30,000.00	No Capital Levy ask for 2023	
Development Regulations		\$ 20,038.00	\$ 32,930.20	\$ 12,892.20	Projection based on volume and fees increased	
Regional Drinking Water Source Protection		\$ 107,368.00	\$ 119,069.80	\$ 11,701.80	As per contract	
Misc N/G Revenue / General Donations		\$ 24,600.00	\$ 25,000.00	\$ 400.00	Dependent on rentals of SS, CAs, etc.	
Total Revenue Category 1 =		\$ 789,847.00	\$ 823,441.91	\$ 33,594.91	4.25%	

Category 2 Budget:

CATEGORY 2 - NON-MANDATORY	Expenditures		2022 Budget	2023 Budget	2022-2023 VARIANCE	Notes
	Planning and Infrastructure					
		Staffing	\$ 2,500.00	\$ 2,500.00	\$ -	Anticipated to stay at current level
		Operating	\$ -	\$ -	\$ -	
	Local Risk Management Part IV					
		Staffing	\$ 2,000.00	\$ 2,000.00	\$ -	Anticipated to stay at current level
		Operating	\$ -	\$ -	\$ -	
	CA Lands and Areas					
		Staffing	\$ -	\$ -	\$ -	
		Operating	\$ -	\$ -	\$ -	
		Capital	\$ -	\$ -	\$ -	No capital expected for 2023
	Total Expenditures Category 2 =		\$ 4,500.00	\$ 4,500.00	\$ -	0%
	Revenue		2022 Budget	2023 Budget	2022-2023 VARIANCE	Notes
	Provincial Funds		\$ -	\$ -	\$ -	
	Federal Funds		\$ -	\$ -	\$ -	
	City of SSM - General Levy		\$ -	\$ -	\$ -	
	Prince Township - General Levy		\$ -	\$ -	\$ -	
	City of SSM - Capital Levy		\$ -	\$ -	\$ -	
	City of SSM - SP Agreements		\$ 4,500.00	\$ 4,500.00	\$ -	Special Agreements with City of SSM
	Misc N/G Revenue / General Donations		\$ -	\$ -	\$ -	
	Total Revenue Category 2 =		\$ 4,500.00	\$ 4,500.00	\$ -	0%

Category 3 Budget and Totals:

CATEGORY 3 - SPECIAL PROJECTS	Expenditures		2022 Budget	2023 Budget	2022-2023 VARIANCE	Notes
	St. Marys Canadian Heritage River					
		Staffing	\$ 10,000.00	\$ 500.00	-\$ 9,500.00	In 2022, completed a 10 year report, normally just an annual report
		Operating	\$ 1,000.00	\$ -	-\$ 1,000.00	
	Watershed Stewardship and Restoration					
		Staffing	\$ -	\$ 500.00	\$ 500.00	
		Operating	\$ -	\$ 2,550.00	\$ 2,550.00	
	Total Expenditures Category 3 =		\$ 11,000.00	\$ 3,550.00	-\$ 7,450.00	-68%
	Revenue		2022 Budget	2023 Budget	2022-2023 VARIANCE	Notes
	Provincial Funds		\$ -	\$ -	\$ -	
	Federal Funds		\$ 5,000.00	\$ -	-\$ 5,000.00	Funding provided by Parks Canada for 10 year report
	TD Tree Days		\$ -	\$ 2,550.00	\$ 2,550.00	TD Tree days reimbursement
	Development Regs		\$ 6,000.00	\$ 1,000.00	-\$ 5,000.00	Staff time to aid with the planting and reporting
	Total Revenue Category 3 =		\$ 11,000.00	\$ 3,550.00	-\$ 7,450.00	-68%
	Total Expenditures		\$ 805,347.00	\$ 831,491.91	\$ 26,144.91	3.19%
	General Levy		\$ 536,933.00	\$ 563,623.45	\$ 26,690.45	4.85%
	Capital Levy		\$ 30,000.00	\$ -	-\$ 30,000.00	0.00%
	Total Levy		\$ 566,933.00	\$ 563,623.45	-\$ 3,309.55	-0.59%

Recommendation:

Suggested Resolutions:

a) Levy (matching MNRF funding under S.39 of the Conservation Authorities Act):
simple majority vote
THAT the matching 2023 Municipal General Levy amount of \$68,113.00 be approved.

b) Levy (non-matching): weighted vote
Note – a recorded vote is required in accordance with Provincial Regulations to establish the Nonmatching Municipal Levy. The vote is weighted based on each Municipality's Assessment within the SSMRCA watershed.
THAT the non-matching 2023 Municipal General Levy amount of \$495,510.45 be approved.

c) Budget: simple majority vote
THAT the 2023 SSMRCA Budget in the amount of \$831,491.91 be approved.

MEMO

Date: January 17, 2023

To: Chair and Members
Conservation Authority Board

From: Corrina Barrett, GM

Re: **SSMRCA 2023 Budget Discussion**

EXECUTIVE SUMMARY:

The 2023 Draft Budget has been set at \$831,491.91 which includes a total levy of \$563,623.45 of which the City of SSM pays \$557,001.45 with the remainder being Prince Township's share at \$6,622.00. The 2023 budget contains a 4.51 to 4.98% (dependent on Municipality) increase to the levy compared to 2022. The 2023 Budget has been reformatted to adhere to the requirements in O. Reg. 402/22, which will come into effect in 2024. Staff recommend approving the budget for 2023.

BACKGROUND:

O. Reg. 402/22: Budget and Apportionment specifies that the 2024 budget and all subsequent budgets must adhere to this regulation. It provides details on the budget process and municipal apportionment methods for levying participating municipalities and includes revocation of the previous regulations that governed municipal levies (O. Reg. 670/00 and O. Reg. 139/96).

The regulated budget process includes:

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Budget must include:

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- Categorize operating expenses into Category 1, 2 and 3
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- Specify if the Authority considered opportunities to raise and use self-generated revenue to help finance the authority's operations, including the programs and services it provides, a description of what the authority considered

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3. Hold vote on whether or not to approve the draft budget for consultation.
 - a. If there is a levy for Category 1 Clean Water Act programs and services, hold a separate vote of Members from applicable municipalities for that portion of the draft budget.
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4. Send Member Municipalities a copy of the Draft Budget and all financial information relating to the apportionment of operating and capital expenses.
5. Post a copy of the Draft Budget and financial information on Governance section of Authority's website.
6. Consult as necessary with Member Municipalities on draft budget in order to finalize final budget.

Third Phase

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 - c. Must specify amount of levy for the given year.
2. Hold meeting to approve budget.
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 - b. Weighted vote to approve municipal levy/amounts owing.
 - c. Authority can not send a notice of apportionment unless a vote has occurred.
4. Hold a recorded vote to approve final budget. a. One -member-one vote to approve final Budget Document.
5. "Promptly" after the final budget process is approved, provide a copy of the final budget to the Minister and each Member Municipality.
6. Post final budget on the Authority's website in the Governance section.

DISCUSSION:

The 2023 Draft Budget document contains details for the Sault Ste. Marie Region Conservation Authority's (SSMRCA) 2023 planned operations and capital activity. The budget has been set at \$831,491.91 which includes a total levy of \$563,623.45 of which the City of SSM pays \$557,001.45 with the remainder being Prince Township's share at \$6,622.00.

The budget results in a 4.51% increase to the Prince Township levy and a 4.98% increase to the City of SSM general levy in 2023 compared to 2022. However, in 2023,

there is no anticipated capital levy ask, therefore the overall levy for the City of SSM actually results in a 0.64% decrease when compared to 2022's overall levy.

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Financial pressures anticipated in 2023 include: significant increases to insurance costs (i.e., \$10,000+ increase from 2021 to 2022); increase in fuel costs; increased costs of goods and services due to inflation; and newly mandated documents that are due December 31, 2024.

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Highlights of the 2023 Budget expenditures include:

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 - Plan Input and Review,
 - Development Regulations,
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 - Operation and maintenance of SSMRCA owned properties & structures
 - DWSP
- An increase to operational staff capacity by hiring 2 students for the summer months
- Staff training – necessary for staff health and safety, GIS and regulation staff
- Staff travel for training and committee work
- NEW – begin preparing legislated documents such as Conservation Lands Inventory and Watershed Based Resource Management Strategies

Overall, the 2023 Budget reflects the short-term objectives of the Authority and considers long-term requirements to ensure the SSMRCA can provide sustainable benefits to the watershed residents.

The full Draft 2023 Budget is attached. A short summary will be prepared that will be posted on the website and circulated to all Member Municipalities along with the offer to attend a Council meeting if requested.

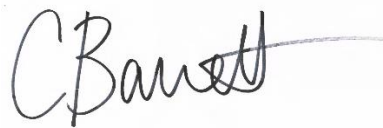
CONCLUSION:

The Draft 2023 Budget is being presented for review. The 2023 Budget has been reformatted as required in O. Reg. 402/22, prior to the mandatory date of 2024. As outlined in the new process, approval is recommended for consultation purposes, with final approval at the November Board meeting.

The following table illustrates the increases in levy over the past few years with the proposed increase for 2023:

Year	SSM Levy	Special Levy	Percent Change	Prince Levy	Percent Change	Total Revenue
2012	\$309,090.00	-	2.0	\$ 500.00	0.0	\$896,415
2013	\$316,390.00	-	2.4	\$1,000.00	100.0	\$1,021,331
2014	\$324,095.00	-	2.4	\$1,000.00	0.0	\$936,804
2015	\$324,095.00	-	0.0	\$1,100.00	10.0	\$711,146
2016	\$475,065.00	-	46.6	\$5,283.80	380.0	\$815,145
2017	\$481,563.00	-	1.4	\$5,283.80	0.0	\$853,570
2018	\$489,750.00	\$45,000	1.7 (11.04)	\$5,373.62	1.7	\$865,822
2019	\$503,983.00	\$45,000	2.9 (2.6)	\$5,605.54	4.3	\$762,201
2020	\$503,983.00	\$0	0.0 (-8.2)	\$5,605.54	0.0	\$721,472
2021	\$513,761.00	\$25,000	1.9 (6.90)	\$6,020.00	7.4	\$756,394
2022	\$530,597.00	\$30,000	3.28 (4.05)	\$6,336.00	5.25	\$805,347
2023	\$557,001.45	\$0	4.98 (-0.64)	\$6,622.00	4.51	\$831,491.91

Respectfully submitted for information and approval,



Corrina Barrett,
General Manager



Sault Ste. Marie Region Conservation Authority

Board Orientation

January 17, 2023



Board Orientation Outline

Brief History

Governance - Member Responsibilities

Conservation Authorities Act

Flood Management and Flood Control (Sec 39)

Development Regulations (Sec. 28) O. Reg. 176/06

Conservation Areas O. Reg. 134/90

Clean Water Act

Drinking Water Source Protection

Integrated Watershed Management Programs

Forest Management

Watershed Science

Conservation Areas



History

Welcome to the Sault Ste. Marie Region Conservation Authority Board

The SSMRCA was established in November 1963 – **60 years in 2023**

Lieutenant Governor's Order-In-Council

SSMRCA is a corporation

SSMRCA is a registered charity

Original concept for the establishment was to prevent flooding in the Fort Creek watershed – resulted in the construction of the Fort Creek Dam and reservoir

Governance Administrative By-law 2020-01



Corporate Responsibility

Powers of the General Membership include but are not limited to:

- Approving by resolution, the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for these Committees and/or Advisory Boards;
- Appointing a General Manager, Chief Administrative Officer and/or Secretary-Treasurer;
- Terminating the services of the General Manager, Chief Administrative Officer and/or Secretary-Treasurer;
- Approving establishing and implementing regulations, policies and programs;
- Awarding contracts or agreements where the approval of the Authority is required under the Authority's purchasing policy;
- Appointing an Executive Committee;
- Approving by resolution, any new capital project of the Authority;
- Approving by resolution, the method of financing any new capital projects;
- Approving details on budget allocations on any new or existing capital projects;
- Approving of the total budget for the ensuing year, and approving the levies to be paid by the Participating Municipalities;
- Receiving and approving the Financial Statements and Report of the Auditor for the preceding year;
- Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- Approving by resolution, any proposed expropriation of land or disposition of land, subject to the requirements under the Act;
- Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act;
- Holding hearings required for the purpose of reviewing permit conditions, and advising every applicant of their right to request a Minister's review.



Member Responsibilities

Members have the responsibilities of Directors of the corporation that is the Authority.

Members are responsible for:

- i. Attending all meetings of the Authority;
- ii. Understanding the purpose, function and responsibilities of the authority;
- iii. Being familiar with the Authority's statutory and other legal obligations;
- iv. With the administration, setting strategic direction for the Authority.

All Members have the responsibility to be guided by and adhere to the Code of Conduct and Conflict of Interest Policy, as adopted by the Authority.



SSMRCA Regulations

Conservation Authorities Act

O. Reg. 176/06 - Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses

O. Reg. 134/90 – Conservation Areas – Sault Ste. Marie Region (will be replaced in the near future)

Clean Water Act, 2006

O. Reg. 288/07 Source Protection Committees

O. Reg. 287/07 General

O. Reg. 284/07 Source Protection Areas and Regions

O. Reg. 231/07 Service of Documents



Conservation Authorities Act

Conservation Authorities Act was established in 1946 to ensure the conservation, restoration and responsible management of hydrological features through programs that balance human, environmental and economic needs.

The establishment of Conservation Authorities are within the Act.

2020 Changes to the Act – Bill 229 achieved Royal Assent on Dec 8, 2020

- All new sections were enacted including Minister Zoning Order (and related clauses) and 'housekeeping' related amendments.
- Other changes and amendments expected as provincial legislative reviews are undertaken – "Working Group" are tasked with informing the upcoming regulations / policies.



Mandate

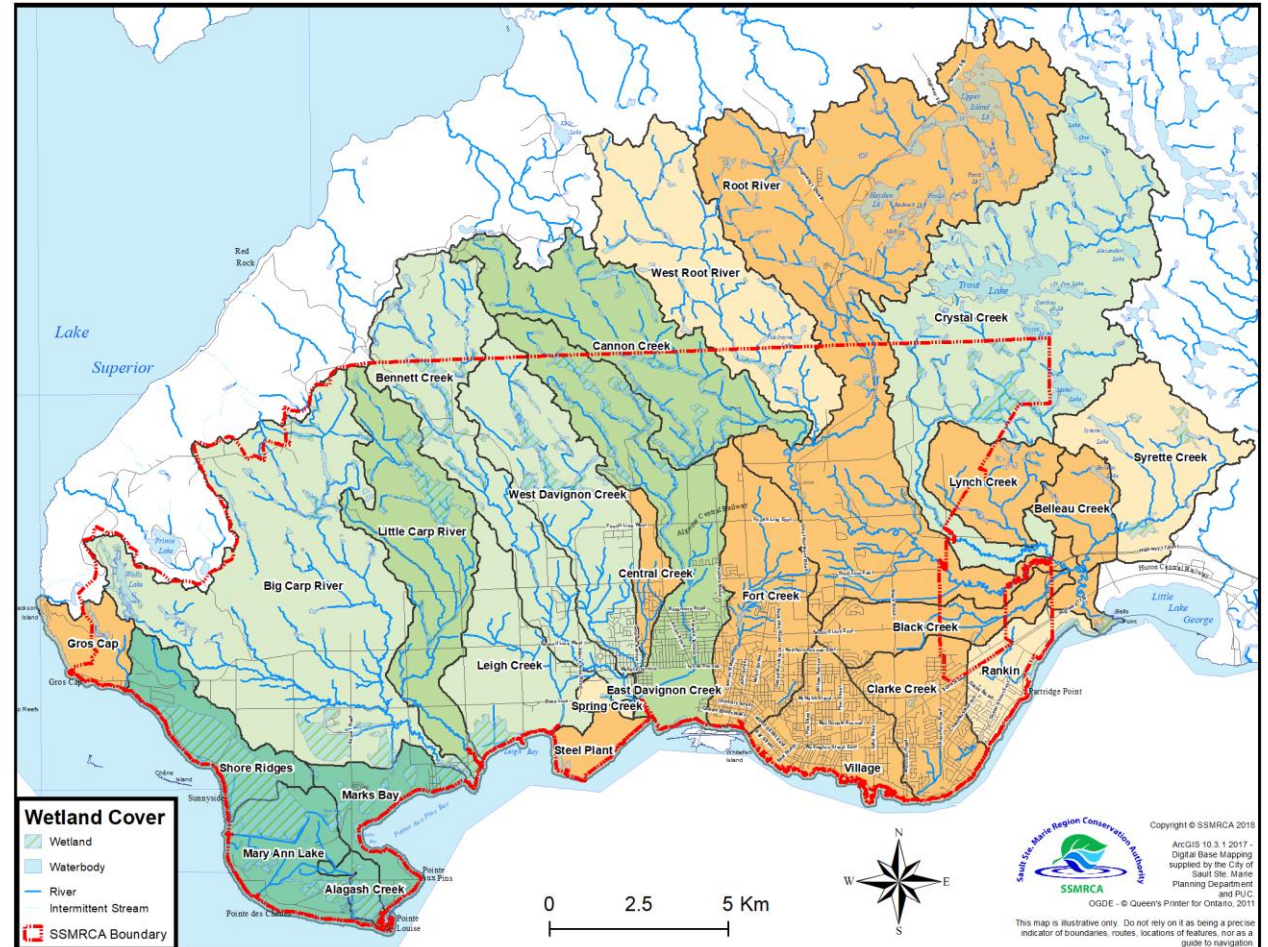
The core mandate of Conservation Authorities is to undertake watershed-based programs to protect people and property from flooding and other natural hazards, and to conserve natural resources for economic, social and environmental benefits.

Objectives

1. Develop and maintain programs that will protect life and property from natural hazards such as flooding and erosion
2. Develop and maintain programs that will conserve natural resources:
 - Ensure Ontario's water resources are properly safeguarded, managed and restored
 - Protect, manage and restore Ontario's woodlands, wetlands and natural habitat
 - Connect people to the natural environment

Watershed Boundaries

- 17 subwatersheds in the St. Marys River watershed
- Most drain into the St. Marys River
- Those above the dividing line and furthest west drain into Lake Superior
- Watersheds do not follow municipal boundaries





Infrastructure and Property

Flood Control Infrastructure

Ward 1 – Clark Creek

Ward 3 – Fort Creek Dam and Reservoir

Ward 4 – Fort Creek Channel

East Davignon Channel

Central Creek – north

Bennett-West Davignon Channel

Ward 5 – Central Creek – south

Bennett-West Davignon Channel

Total length of channels – 12.26 km

Conservation Areas (5)

Ward 3 – Hiawatha Highlands - 893 ha (2207 ac)

Ward 4 – Fort Creek – 77 ha (190 ac)

Ward 5 – Shore Ridges – 374 ha (924 ac)

Mark's Bay – 108 ha (267 ac)

Prince – Gros Cap – 61.5 ha (153 ac)

Other Property

Ward 2 – Waterfront – 0.5 ha (1.2 ac)

Ward 5 – 2 parcels forestry – 251 ha (620 ac)

Prince Township – 193 ha (476 ac)



Development Regulations

Development, Interference with Wetlands and Alterations to Shorelines and Watercourses, Ontario Regulation 176/06

The SSMRCA regulates planning and development within floodplains and other identified "hazardous lands". This regulatory responsibility is assigned to conservation authorities across Ontario under Section 28 of the Conservation Authorities Act.

Permits are required for:

Buildings, waterfront structures, grading, fill placement, bridges, culverts, stormwater management, site alterations...



Flood Prevention and Maintenance

Flood Control Channel Maintenance

debris removal
brush/tree cutting
grass cutting

Flood Forecasting

Daily Planning Cycle
Evaluation of current conditions
Monitoring of streamflow gauges
Analysis of forecasts
Determination of flood threat

Dam Operations and Maintenance

dam safety and security
reservoir level maintenance
dam maintenance

Flood Messaging

Inform appropriate ER agencies
Watershed Conditions Statement
Flood Watch – flooding is possible
Flood Warning – flooding is imminent
or occurring



Flood Control Structures



Fort Creek Dam



Clark Creek



West Davignon Channel



East Davignon Diversion Channel





East Davignon Diversion Channel September 10, 2013





Programs and Benefits

Integrated Watershed Management

Drinking Water Source Protection

Forest Management

Watershed Science

Conservation Areas



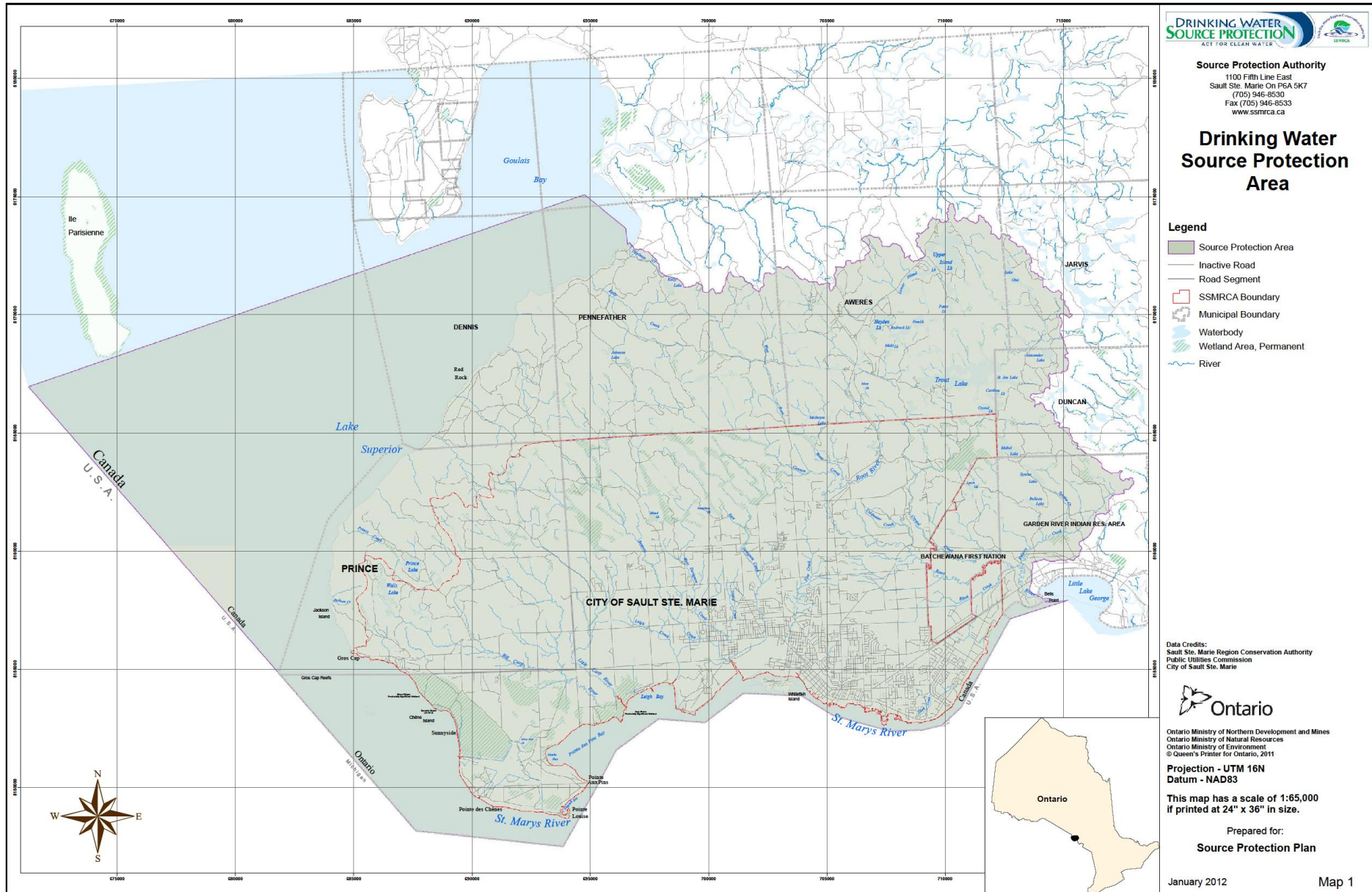


Drinking Water Source Protection

Clean Water Act, 2006

The purpose of this Act is to protect existing and future sources of drinking water.







Drinking Water Source Protection

Assessment Report

Source Protection Committee

Source Protection Plan

<http://ssmrca.ca/dwsp/reports-maps-and-resources/reports/>



Forest Management

New Managed Forest Plan for the SSMRCA 2018-2027

The primary objectives of this plan were:

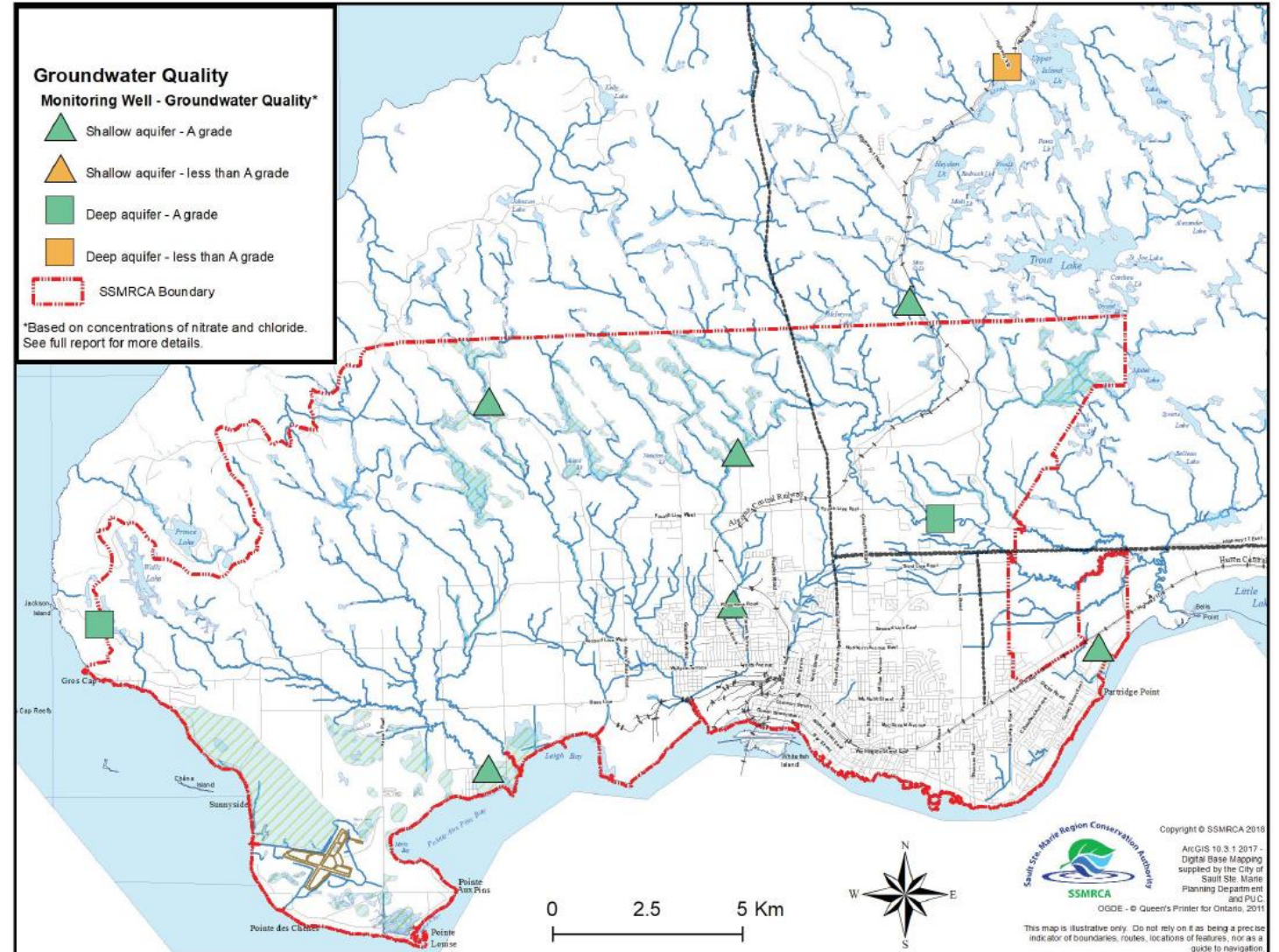
- Watershed Protection
- Long Term Forest Health
- Environment
- Financial Stability
- Wildlife Habitat
- Recreation
- Enhanced Community Involvement and Communications
- Social, Cultural, Research and Educational

<http://ssmrca.ca/watershed-management/forest-management/>

Watershed Science

Water Quality

Groundwater Monitoring





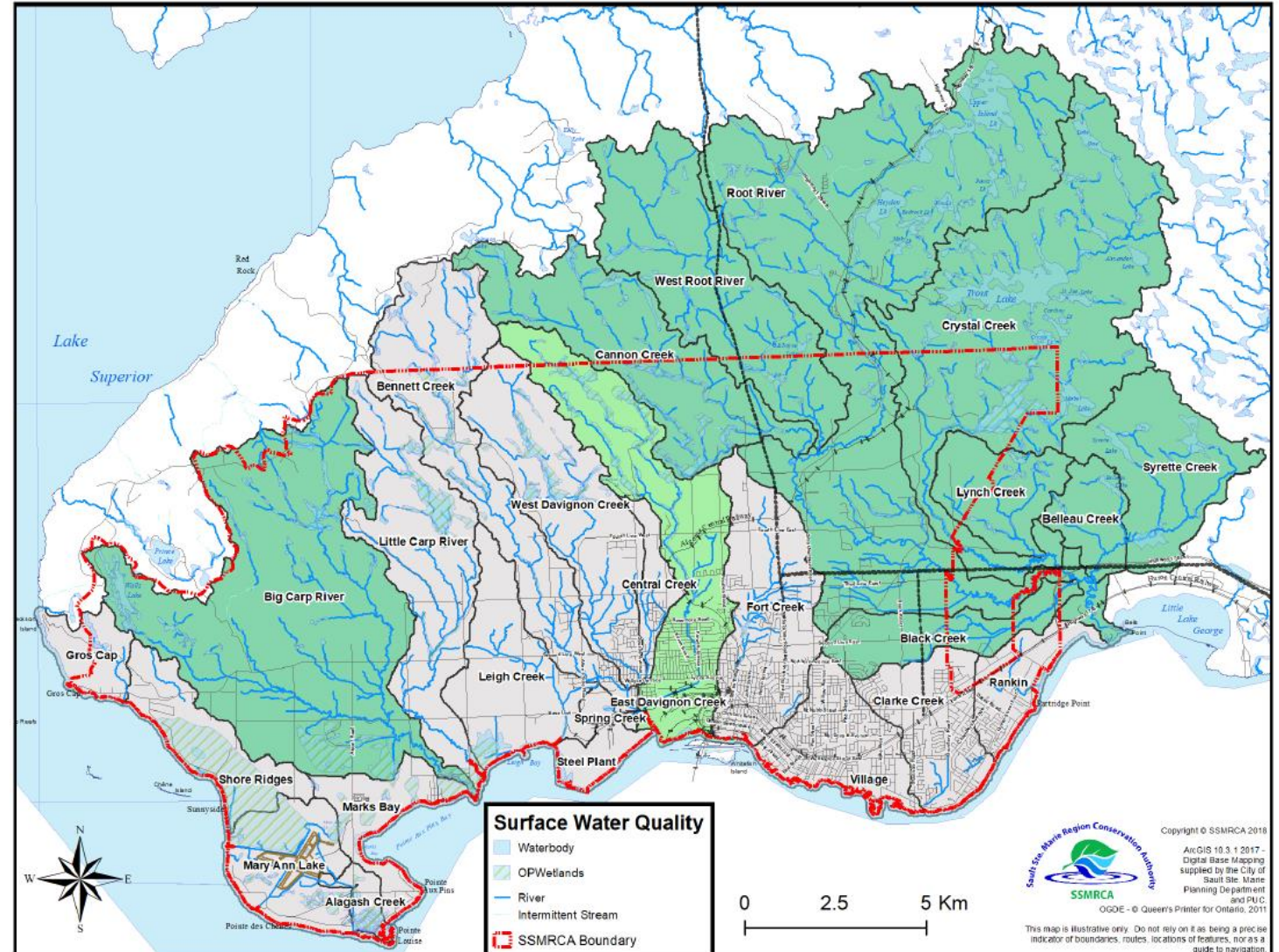
Watershed Science

Water Quality

Surface Water Monitoring

Water Quantity

Snow Survey





Conservation Areas





**SAULT STE. MARIE REGION
CONSERVATION AUTHORITY**

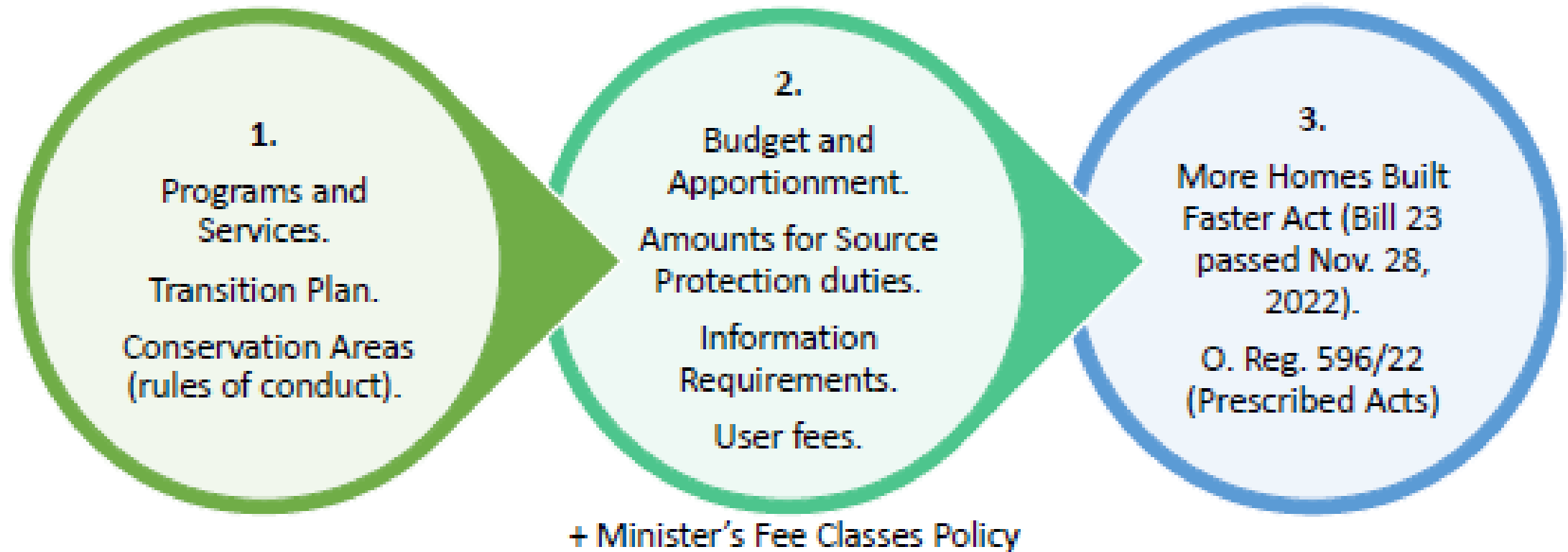
**Update on Bill 23:
More Homes Built Faster Act, 2022
As it relates to the Conservation Authorities Act**

Corrina Barrett
General Manager / Secretary Treasurer

January 17, 2023

Conservation Authorities Act

Overview of Related Changes - 2021 Onwards



Conservation Authorities Act & Bill 23: More Homes Built Faster Act, 2022

Four Key Areas of Amendments in Bill 23:

1. Section 28 Permits
2. CA Role in Plan Review
3. Freezing of Fees
4. Conservation Lands

Bill 23 received Royal Assent on November 28, 2022

Other legislation changes include:

- Ontario Wetland Evaluation System

Conservation Authorities Act & Bill 23: More Homes Built Faster Act, 2022

TIMING

All of these changes come into effect:

- On the day of Royal Assent of Bill 23, i.e. November 28, 2022; or
- On January 1, 2023; or
- On a day to be named by proclamation of the Lieutenant Governor (including when related un-proclaimed sections from previous amending acts are proclaimed, for example amendments from Bill 229, Protect, Support, and Recover from COVID-19 Act (Budget Measures) and Building Better Communities and Conserving Watersheds Act, 2017).

Conservation Authorities Act & Bill 23:

1. Changes to Section 28 Permits

In effect as of November 28, 2022:

- **Require** CAs to issue permit for Community Infrastructure and Housing Accelerator (CIHA) Orders under the Planning Act Section 34.1.
- **Require** CAs to issue a permit for Minister's Zoning Orders (MZOs) under the Planning Act Section 47.
- **Note** that SSMRCA has not encountered any MZO or CIHA Orders to date within our watershed.

Conservation Authorities Act & Bill 23:

1. Changes to Section 28 Permits

Yet to come into effect:

- **Consolidate** 36 regulations into one regulation under the CA Act
- **Remove** “conservation of land” and “control of pollution” tests. Replace with “control of unstable soil or bedrock”
- **Limit** conditions in the permit to conditions that mitigate:
 - effects that the development project is likely to have on the control of flooding, erosion, dynamic beaches or unstable soil or bedrock; and
 - 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.
- **Update** “watercourse” definition
 - From: an identifiable depression in which water regularly or continuously flows,
 - To: a defined channel having a bed and banks or sides, in which a flow of water regularly or continuously occurs.
- **Update** “other areas” where development is prohibited to be within 30 m of all wetlands.

(note that this is not an exhaustive list)

Conservation Authorities Act & Bill 23:

1. Changes to Section 28 Permits

Yet to come into effect:

Streamline approvals for
low-risk activities →

- ▶ May exempt from need of a permit, if certain requirements or conditions are met (registering activity with the CA).

(note that this is not an exhaustive list)

- Accessory structures
- Unenclosed detached deck or patio
- Minimal fill
- Seasonal/floating dock
- Installation of a fence, well, utility pole
- Installation and maintenance of tile drain, offline pond for livestock, agricultural erosion control measures, driveway
- Maintenance and repair of existing municipal drains

Conservation Authorities Act & Bill 23:

1. Changes to Section 28 Permits

Yet to come into effect:

- **Require** CA to have a policy for timelines, complete application requirements, etc.
- **Require** CA to show maps of where permit applies; public consultation for significant changes
- **Provide** flexibility for CA to issue permit to max. limit of 60 months and issue extensions as necessary
- **Exempt** from Section 28 permits: development under the Planning Act in certain municipalities
- Non-decisions by a CA can be **appealed** within 90 days (rather than 120 days).

(note that this is not an exhaustive list)

Conservation Authorities Act & Bill 23:

2. Changes to CA Role in Plan Review

In effect January 1, 2023 per new Ontario Regulation 596/22:

- The **Prescribed** Acts that CAs will not be able to perform a review and commenting role under (*aside from natural hazards*), may include:
 - **The Planning Act**
 - The Aggregate Resources Act
 - The Condominium Act
 - The Drainage Act
 - The Endangered Species Act
 - The Environmental Assessment Act
 - The Environmental Protection Act
 - The Niagara Escarpment Planning and Development Act
 - The Ontario Heritage Act
 - The Ontario Water Resources Act.

Conservation Authorities Act & Bill 23:

2. Changes to CA Role in Plan Review

In effect January 1, 2023, due to the new Ontario Regulation 596/22 for Prescribed Acts (CA Act Section 21.1.1 (1.1) and 21.1.2(1.1)) and Wetlands:

Partner Municipalities are **no longer able** to use the SSMRCA to undertake planning application review* and commenting related to CA Act Category 2 & 3 programs and services including:

- Wise Use and Management of Resources (PPS 2020 Section 2.0)
- Hazardous forest types for wildland fires (PPS 2020 Section 3.1.8)
- Human-made Hazards, i.e., mine hazards, mineral aggregate operations (PPS 2020 Section 3.2)

This is also true for Natural Heritage features related to wetlands.

*Note that municipalities, as the approval authority, are still required to provide this review

Conservation Authorities Act & Bill 23:

2. Changes to CA Role in Plan Review

SSMRCA will continue to review and comment on planning applications with regard to:

- Natural Hazards (PPS 2020 Section 3.1 and CA Act Section 28 related) including flooding, erosion, steep slopes, dynamic beaches, etc.
- Drinking Water Source Protection (Clean Water Act)
- CA regulated areas including wetlands based on the control of flooding, erosion, dynamic beaches, unstable soils and based on hydrologic function.

Conservation Authorities Act & Bill 23:

3. Changes to Fees

In effect January 1, 2023 per “Minister’s Direction to Not Change Fees” under Section 21.1.3(1) of the CA Act:

Freezing of Fees:

- The Minister has directed CAs not to change fee amounts from January 1, 2023 to December 31, 2023.
- The SSMRCA enacted its latest Fee Schedule on December 13, 2022, after providing a two-month commenting period to partner municipalities.
- No additional fee changes can be made during the time period specified.

Conservation Authorities Act & Bill 23:

4. Changes to Conservation Authority Lands

In effect January 1, 2023: Conservation Lands:

- Under CA Act Section 21, there is a streamlined process for a CA to sever and dispose of land; also simplified disposition process for lands acquired through provincial grants (per section 39 of the CA Act).
- Under O. Reg. 686/21: the CA Land Inventory due by December 31, 2024 must identify CA-owned properties that can support housing development. Considerations: whether or not the parcel or a portion of the parcel is suitable for the purposes of housing and housing infrastructure development, including identifying:
 - i. any applicable zoning by-law passed under Section 34 or 38 of the Planning Act or any predecessor of them;
 - ii. if the parcel or a portion of the parcel augments any natural heritage located within the Authority's area of jurisdiction; and
 - iii. if the parcel or a portion of the parcel integrates with other provincially or municipally owned lands or other publicly accessible lands and trails within the Authority's area of jurisdiction.

Conservation Authorities Act & Bill 23: Wetlands Evaluation System in Ontario

In Effect January 1, 2023: Ontario Wetlands Evaluation System (OWES) Changes:

- The OWES is the official procedure to determine the wetlands that are significant and the boundaries of the significant wetlands.
- A decision was made by the Ontario Government on December 22, 2022 to proceed with their proposed revisions to the OWES:

<https://ero.ontario.ca/notice/019-6160#decision-details>

- Wetlands are still required to be evaluated. If a new evaluation or re-evaluation is needed or desired, the wetlands will be evaluated according to the revised OWES manual.
- All existing evaluated wetlands retain their status (i.e., significant or not) until there is a need to re-evaluate them.
- Wetland units that are part of a provincially significant wetland (PSW) complex can be re-evaluated individually.
- New evaluations are not to include complexes.
- An evaluation is considered final once a trained evaluator attests that they have undertaken the evaluation in accordance with the OWES.
- Evaluators are required to send the final wetland boundary mapping and wetland status to the MNRF within 30 days for upload to Land Information Ontario (LIO), the provincial database for geographic information.
- Evaluators are required to notify landowners that a wetland evaluation is being conducted on their property.

Bill 23 Consultation Timelines

Topic	Posting	Environmental Registry Ontario (ERO) Public Consultation
Section 28	Bill 23, Schedule 2 Discussion Paper	ERO 19-6141, 45 days (Dec. 9): https://ero.ontario.ca/notice/019-6141 ERO 19-2927, 66 days (Dec. 30): https://ero.ontario.ca/notice/019-2927
Plan Review	Bill 23, Schedule 2 Bill 23, Schedule 9 Other Postings <ul style="list-style-type: none">Wetlands	ERO 19-6141, 45 days (Dec. 9): see above ERO 19-6141, 45 days (Dec. 9): see above ERO 019-6162, Nov 24. to Dec. 30: https://ero.ontario.ca/notice/019-6162 <ul style="list-style-type: none">ERO 19-6160, 30 days (Nov. 24): https://ero.ontario.ca/notice/019-6160
Fees	Bill 23, Schedule 2	ERO 19-6141, 45 days (Dec. 9): see above
Conservation Lands	Bill 23, Schedule 9 Reg Amendment	ERO 19-6163, 45 days (Dec. 9): https://ero.ontario.ca/notice/019-6163 ERO 19-6141, 45 days (Dec. 9): see above

Note: the description of proposed changes in this slide deck are paraphrased and not to be construed as legal advice.



**SAULT STE. MARIE REGION
CONSERVATION AUTHORITY**

Thank you!

For Questions or Clarifications, please contact Corrina at
cbarrett@ssmrca.ca or (705) 946-8530 ext. 1005