



BOARD OF DIRECTORS

Thursday, April 18, 2024

**Ausable Bayfield Conservation Authority Administration Centre
Morrison Dam Conservation Area**

10:00 a.m.

AGENDA

1. Chair's Welcome and Call to Order
2. Land Acknowledgement Statement
3. Adoption of Agenda
4. Disclosure of Pecuniary Interest
5. Disclosure of intention to record this meeting by video and/or audio device
6. Approval of Minutes from March 21, 2024
7. Business Out of the Minutes

8. **Presentation – Investments Update** – Adam Skillen, *Skillen Investment Management*

9. **Program Reports**
 - Report 1: (a) Development Review (O Reg147/06) – Andrew Bicknell/Daniel King
(b) Violations/Appeals Update – Geoff Cade
 - Report 2: Capital Assent Management Plan – Brian Horner/Davin Heinbuck
 - Report 3: 1st Quarter Profit and Loss Statement – Brian Horner
 - Report 4: Ontario Reg. 41/24 Mapping Updates – Tracey McPherson

10. **Staff Presentation – Huronview Demonstration Farm Update** – Mari Veliz & Rick Kootstra

11. **Committee Reports**
 - Source Protection Committee – Donna Clarkson
12. Correspondence
13. New Business
14. Committee of the Whole
15. Adjournment

Source Protection Authority meeting to follow

Upcoming Meetings and Events

May 16, 2024
June 20, 2024

Board of Directors Meeting at 10:00 a.m.
Board of Directors Meeting at 10:00 a.m.

BOARD OF DIRECTORS ANNUAL GENERAL MEETING

Thursday, March 21, 2024

Ausable Bayfield Conservation Authority Boardroom
Morrison Dam Conservation Area

DIRECTORS PRESENT

Ray Chartrand, Adrian Cornelissen, Steve Herold, Jaden Hodgins, Dave Jewitt, Greg Lamport, Dave Marsh, Marissa Vaughan

DIRECTORS ABSENT

Wayne Shipley

STAFF PRESENT

Andrew Bicknell, Geoff Cade, Tina Crown, Abbie Gutteridge, Davin Heinbuck, Brian Horner, Daniel King, Mary Lynn MacDonald, Kate Monk, Meghan Tydd-Hrynyk, Will Van Dongen-Miles, Jeff Van Niekerk

CALL TO ORDER

Ausable Bayfield Conservation Authority (ABCA) Chair Marissa Vaughan called the meeting to order at 2:30 p.m., welcomed everyone in attendance and read the Land Acknowledgement Statement.

ADOPTION OF AGENDA

MOTION #BD 20/24

**Moved Ray Chartrand
Seconded by Greg Lamport**

“RESOLVED, THAT the agenda for the March 21, 2024 Board of Directors Meeting be approved.”

Carried.

DISCLOSURE OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest at this meeting or from the previous meeting.

DISCLOSURE OF INTENTION TO RECORD

None

ADOPTION OF MINUTES**MOTION #BD 21/24**

**Moved by Dave Marsh
Seconded by Greg Lamport**

“RESOLVED, THAT the minutes of the Board of Directors meeting held on February 15, 2024 and the motions therein be approved as circulated.”

Carried.

BUSINESS OUT OF THE MINUTES**1. Audit, Financial Institution, and Investment Services Request for Quote**

Davin Heinbuck, General Manager/Secretary-Treasurer noted that at the Annual Meeting, the Board of Directors approved staff asking for requests for quotes (RFQ) from the current Auditors, Financial Institution and Investment Services, as they were satisfied with the current providers. To date, staff have not received a quote from the current financial institution. The current auditor, Seebach & Company, provided a five-year quote with a modest increase of \$250 per year (approximately 2% per annum). Raymond James, Skillen Investment Management, also provided a five-year quote, indicating maintaining their current fee, which is 1%.

MOTION #BD 22/24

**Moved by Ray Chartrand
Seconded by Adrian Cornelissen**

“RESOLVED, THAT the Ausable Bayfield Conservation Authority retain the services of Seebach & Company Chartered Professional Accountants, Clinton for performing the audit over the five-year period 2024 – 2028 at the proposed set rates, and

“FURTHER, THAT the Ausable Bayfield Conservation Authority retain the services of Raymond James, Skillen Investment Management, for the five-year period from 2024 – 2028 with fees consistent with current costs.”

Carried.

2. Watershed-Based Resource Management Strategy Update

Kate Monk, Projects Coordinator, provided the Board of Directors with a brief update regarding consultation with the Chippewas of Kettle and Stony Point First Nations (CKSPFN). While this is not a legal duty for the Watershed-Based Resource Management Strategy, staff believe it will be of benefit to both the ABCA and First Nations community. While some comments have been received, CKSPFN have not provided final comments. Kate also noted that the Watershed Strategy is at the point where it could be of use to staff for funding proposals, budget forecasting and workplans, and recommend that the Board approve the draft for current use.

MOTION #BD 23/24

**Moved by Steve Herold
Seconded by Dave Jewitt**

“RESOLVED, THAT the Ausable Bayfield Conservation Authority continues to receive feedback on the Watershed-Based Resource Management Strategy, and

“FURTHER, THAT staff be authorized to use the Draft Watershed-Based Resource Management Strategy for guidance and direction.”

Carried.

PRESENTATION

Paul Seebach, of Seebach & Company, presented the 2023 audited financial statement for the Ausable Bayfield Conservation Authority. There were no audit issues found or unusual transactions. The statements of financial position and operations were reviewed.

MOTION #BD 24/24

**Moved by Jaden Hodgins
Seconded by Dave Jewitt**

“RESOLVED, THAT the 2023 audited financial statement be approved as presented.”

Carried.

PROGRAM REPORTS**1. (a) Development Review**

Daniel King, Regulations Coordinator, presented the Development Review report pursuant to Ontario Regulation 147/06 *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses*. Through the application process, proposed developments within regulated areas are protected from flooding and erosion hazards. Staff granted permission for *7 Applications for Permission* and *6 Minor Works Applications*.

(b) Violation/Appeals Update

Geoff Cade, Water and Planning Manager, noted that there are several ongoing violations that are currently moving through the court system. One ongoing violation in Lambton Shores may be close to a resolution. Geoff also noted that one of the hearings that came before the Board in 2023 has been appealed to the Ontario Land Tribunal, so staff will be working through that process. Directors asked that reports be brought back to the Board of Directors regarding the conclusion of legal matters, as well as the legal costs associated.

MOTION #BD 25/23

**Moved by Steve Herold
Seconded by Dave Marsh**

“RESOLVED, THAT the Board of Directors affirm the approval of applications as presented in Program Report # 1 – a) Development Review and receive the verbal Violations and Appeals update as presented.”

Carried.

2. Conservation Authorities Act Update – Progress Report

Kate Monk, Projects Coordinator, provided a brief update on the implementation of the Conservation Authorities Act and associated regulations. Many of the requirements and projects have already been completed. In 2024, the Watershed-Based Resource Management Strategy, the Conservation Lands Strategy, the Conservation Lands Inventory, as well as the Capital Asset Management Plan will also be completed. Two additional projects that will need to be updated or developed in 2024 – the Ice Management Plan, and the Operational Plan for Water and Erosion Control Infrastructure. The ABCA already has documents that can be referenced to help with these projects.

MOTION #BD 26/24

**Moved by Ray Chartrand
Seconded by Jaden Hodgins**

“RESOLVED, THAT the Ausable Bayfield Conservation Authority Board of Directors receive the Conservation Authorities Act Update for information as presented.”

Carried.

3. Legislative and Regulatory Changes, Conservation Authorities Act – Ontario Regulation 41/24, Prohibited Activities, Exemptions and Permits

Geoff Cade provided a report on new legislative and regulatory changes coming into effect on April 1, 2024. These changes relate to Sections 28 and 30 of the Conservation Authorities Act. Each conservation authority’s regulation will be repealed and replaced with Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits.

Key Legislative Changes include amendments to some of the tests that conservation authorities use to consider permits, amendments to both the review and appeal processes, and now provides the Minister power to either direct a CA to issue or not issue a permit. In addition, a new ‘class’ of Provincial Offences Officers is being created, and new fines are being implemented.

Regulatory changes will result from the implementation of the new Ontario Regulation 41/24. Some of the changes will include where a conservation authority can regulate. For example, there are changes to the definition of a watercourse, and setbacks have been reduced from provincially significant wetlands. There are also some changes to what is regulated. Small docks, decks and accessory structures, reconstructed garages, certain agricultural drainage works and some types of fences are now exempt. There are also some procedural changes. A summary of all of these changes can be found in the accompanying report.

ABCA staff have developed a phased approach and an interim policy to begin to implement these changes, as there will be insufficient time to implement everything prior to April 1, 2024. The interim policy is also attached.

MOTION #BD 27/24

**Moved by Dave Jewitt
Seconded by Adrian Cornelissen**

“RESOLVED, THAT the Board of Directors receive staff’s report outlining amendments to the Conservation Authorities Act and the replacement of Ontario Regulation 147/06, and

“FURTHER, THAT the Board of Directors approves the Interim Policy for the Administration and Implementation of Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits effective April 1, 2024, and

“FURTHER, THAT the Board of Directors approves the Transitional Procedures and Guidelines for Review of ABCA Permit Applications, Extension of Existing ABCA Permits, Enforcement of ABCA Regulation and ABCA Plan Review Services effective March 22, 2024.”

Carried.

4. Utility Vehicle Tender Results

Jeff Van Niekerk, Field Services, presented tender results for a new utility vehicle for the ABCA. The 2024 budget included funds for the purchase of a new utility vehicle to replace the 2014 Arctic Cat ATV and the 2011 John Deere Gator. Utility Vehicles are primarily used by field services, but is also used by various other departments, such as Conservation Education. Staff sent requests for quotations on January 21, and staff met February 29, 2023 to open and review the tenders. Staff received seven tenders and selected the quote submitted by Country Corners in Exeter, for a 2023 Argo Magnum XF 500, which met the specifications listed by staff and was within the 2024 budget.

MOTION #BD 28/24

**Moved by Dave Marsh
Seconded by Adrian Cornelissen**

“RESOLVED, THAT the Board of Directors receive the report on the Utility Vehicle Tender Results as presented, and affirm that the purchase be awarded to Country Corners for a 2023 Argo Magnum XF 500 at a purchase price of \$15,023.43 plus taxes and fees.”

Carried.

5. Flood Emergency Planning Meeting

Daniel King reported on the 2024 Flood Emergency Planning Meeting, which was held on March 5, 2024 at the Exeter Legion. The 40 attendees at the meeting included representatives from nine watershed municipalities, staff or CEMC from all four watershed counties, Huron and Perth County

OPP and one neighbouring Conservation Authority. Information presented or discussed included the roles and responsibilities in flood emergencies, river ice break up or jamming, flooding communications, as well as a watershed conditions update. Attendees indicated that they find this to be a worthwhile meeting.

MOTION #BD 29/24

**Moved by Jaden Hodgins
Seconded by Greg Lamport**

“RESOLVED, THAT the report on the Flood Emergency Planning Meeting be received as presented.”

Carried.

COMMITTEE REPORTS

None.

CORRESPONDANCE

a) Reference: Notice of Resignation

File: A.5.1

Brief: A letter from Kate Monk, noting her intention to retire from the ABCA at the end of March, and thank staff and the Board of Directors for their support over the course of her career.

NEW BUSINESS

1. Adrian Cornelissen requested feedback on Tenet Security, who has been hired to periodically patrol ABCA properties. Nathan noted that they had some staffing challenges, and as a response ABCA is providing more formal training to ABCA staff. It is hoped that a hybrid between external and internal staff will be used in the future.

COMMITTEE OF THE WHOLE**MOTION #BD 30/24**

**Moved by Dave Marsh
Seconded by Steve Herold**

“RESOLVED, THAT the Board of Directors go into Committee of the Whole at 4:21 p.m. to discuss a property matter with Davin Heinbuck, Abbie Gutteridge, and Nathan Schoelier remaining in attendance.”

Carried.

MOTION #BD 31/24

**Moved by Greg Lamport
Seconded by Dave Marsh**

“RESOLVED, THAT the Committee of the Whole rise and report at 4:37 p.m.”

Carried.

MOTION #BD 32/24

**Moved by Jaden Hodgins
Seconded by Dave Jewitt**

“RESOLVED, THAT the Board of Directors direct staff to proceed as directed regarding the purchase of the property in question.”

Carried.

ADJOURNMENT

The meeting was adjourned at 4:38 p.m.

Marissa Vaughan
Chair

Abigail Gutteridge
Secretary

*Copies of program reports are available upon request.
Contact Abigail Gutteridge, Corporate Services Coordinator*

ABCA Program Report

To: Board of Directors
Date: April 18, 2024
From: Daniel King, Water Resources Engineer
Subject: Applications for Permission
Ontario Regulation 147/06 - *Development, Interference with Wetlands and Alteration to Shorelines and Watercourses*

The following *Applications for Permission* have been issued by staff since the last Board of Directors Meeting.

* A Coastal Assessment was provided as part of the application

** Work commenced without a permit

Major Permits

- (1) PERMIT # 2024-11
NAME: Joseph & Patricia Przybylski
MUNICIPALITY: Bluewater (Hay)
PERMISSION TO: construct an addition and deck
COMPLETED APPLICATION RECEIVED ON DATE: February 29, 2024
PERMISSION GRANTED BY STAFF DATE: March 8, 2024
NUMBER OF BUSINESS DAYS TO REVIEW 7
STAFF NAME: Meghan Tydd-Hrynyk

- (2) PERMIT # 2023-66
NAME: Al & Lynn Orth
MUNICIPALITY: Bluewater (Stanley)
PERMISSION TO: construct new house and associated work.
COMPLETED APPLICATION RECEIVED ON DATE: February 29, 2024
PERMISSION GRANTED BY STAFF DATE: March 8, 2024
NUMBER OF BUSINESS DAYS TO REVIEW 7
STAFF NAME: Meghan Tydd-Hrynyk

- (3) PERMIT # 2024-14
NAME: Karen & Doug Vander Kant
MUNICIPALITY: North Middlesex (East Williams)
PERMISSION TO: construct garage, entryway and associated work.
COMPLETED APPLICATION RECEIVED ON DATE: March 18, 2024
PERMISSION GRANTED BY STAFF DATE: March 28, 2024
NUMBER OF BUSINESS DAYS TO REVIEW 11
STAFF NAME: Meghan Tydd-Hrynyk

- (4) PERMIT # 2024-15
NAME: David & Suzanne Shier
MUNICIPALITY: Central Huron (Goderich)
PERMISSION TO: construct an addition to an existing dwelling and associated work.
COMPLETED APPLICATION RECEIVED ON DATE: February 12, 2024
PERMISSION GRANTED BY STAFF DATE: April 4, 2024
NUMBER OF BUSINESS DAYS TO REVIEW: 39
STAFF NAME: Daniel King
- (5) PERMIT # 2003-25 o (renewal)
NAME: 552556 Ontario Ltd. (Sugarbush Campground)
MUNICIPALITY: Bluewater (Stanley)
PERMISSION TO: allow development subject to conditions
COMPLETED APPLICATION RECEIVED ON DATE: December 18, 2023
PERMISSION GRANTED BY STAFF DATE: March 6, 2024
NUMBER OF BUSINESS DAYS TO REVIEW: 42
STAFF NAME: Andrew Bicknell
- (6) PERMIT # 2024-07
NAME: Municipality of North Middlesex
MUNICIPALITY: North Middlesex (W. Williams)
PERMISSION TO: allow a Section 78 Drainage Act improvement in a regulated area
COMPLETED APPLICATION RECEIVED ON DATE: February 23, 2024
PERMISSION GRANTED BY STAFF DATE: March 7, 2024
NUMBER OF BUSINESS DAYS TO REVIEW: 9
STAFF NAME: Andrew Bicknell
- (7) PERMIT # 2024-08
NAME: Municipality of South Huron
MUNICIPALITY: South Huron (Exeter)
PERMISSION TO: allow construction of a new storm outfall in a regulated area
COMPLETED APPLICATION RECEIVED ON DATE: February 13, 2024
PERMISSION GRANTED BY STAFF DATE: March 19, 2024
NUMBER OF BUSINESS DAYS TO REVIEW: 25
STAFF NAME: Andrew Bicknell
- (8) PERMIT # 2024-09
NAME: County of Huron
MUNICIPALITY: Bluewater (Hay)
PERMISSION TO: allow construction of a new storm outfall in a regulated area
COMPLETED APPLICATION RECEIVED ON DATE: February 21, 2024
PERMISSION GRANTED BY STAFF DATE: March 19, 2024
NUMBER OF BUSINESS DAYS TO REVIEW: 19
STAFF NAME: Andrew Bicknell

- (9) PERMIT # 2024-12
NAME: Elle Doherty and Giordano Saputo
MUNICIPALITY: Lambton Shores (Bosanquet)
PERMISSION TO: install a swimming pool and accessory structure in a regulated area
COMPLETED APPLICATION RECEIVED ON DATE: March 6, 2024
PERMISSION GRANTED BY STAFF DATE: March 21, 2024
NUMBER OF BUSINESS DAYS TO REVIEW: 11
STAFF NAME: Andrew Bicknell
- (10) PERMIT # 2024-16A
NAME: Colleen Jardine
MUNICIPALITY: Lambton Shores (Bosanquet)
PERMISSION TO: replace an existing shoreline wall and associated work.
COMPLETED APPLICATION RECEIVED ON DATE: March 20, 2024
PERMISSION GRANTED BY STAFF DATE: April 4, 2024
NUMBER OF BUSINESS DAYS TO REVIEW: 12
STAFF NAME: Daniel King
- (11) PERMIT # 2024-04 (REV 1)
NAME: Ryan Finch
ADDRESS: 10104 Huron Drive
MUNICIPALITY: Lambton Shores (Bosanquet)
PERMISSION TO: revise a permit previously granted (2024-04 – issued Feb 12, 2024)
COMPLETED APPLICATION RECEIVED ON DATE: March 13, 2024
PERMISSION GRANTED BY STAFF DATE: March 27, 2024
NUMBER OF BUSINESS DAYS TO REVIEW: 9
STAFF NAME: Geoff Cade
- (12) PERMIT # 2024-05
NAME: Brian Finch
Address: 10100 Huron Drive
MUNICIPALITY: Lambton Shores (Bosanquet)
PERMISSION TO: relocate an unauthorized seawall as per agreement
COMPLETED APPLICATION RECEIVED ON DATE: April 04, 2024
PERMISSION GRANTED BY STAFF DATE: April 08, 2024
NUMBER OF BUSINESS DAYS TO REVIEW: 2
STAFF NAME: Geoff Cade

Minor Permits

- (1) PERMIT # MW2024-05
NAME: Paulo Gaspar
ADDRESS: 9966 Prince Phillip St
MUNICIPALITY: Lambton Shores
PERMISSION TO: Repair existing shore protection
COMPLETED APPLICATION RECEIVED ON DATE: Feb 20, 2024
PERMISSION GRANTED BY STAFF DATE: March 8, 2024
NUMBER OF BUSINESS DAYS TO REVIEW: 13
STAFF NAME: Daniel King
- (2) PERMIT # MW2024-10
NAME: Larry Hagarth
ADDRESS: Wildwood by the River (Bayfield)
MUNICIPALITY: Bluewater (Stanley)
PERMISSION TO: install a deck in a regulated area
COMPLETED APPLICATION RECEIVED ON DATE: March 5, 2024
PERMISSION GRANTED BY STAFF DATE: March 26, 2024
NUMBER OF BUSINESS DAYS TO REVIEW: 15
STAFF NAME: Andrew Bicknell
- (3) PERMIT # MW2024-11
NAME: Scott Holman
ADDRESS: 39782 Dashwood Rd.
MUNICIPALITY: Bluewater (Hay)
PERMISSION TO: install a swimming pool and related work
COMPLETED APPLICATION RECEIVED ON DATE: March 12, 2024
PERMISSION GRANTED BY STAFF DATE: March 25, 2024
NUMBER OF BUSINESS DAYS TO REVIEW: 9
STAFF NAME: Andrew Bicknell
- (4) PERMIT # MW2024-12
NAME: Municipality of Lambton Shores
ADDRESS: Grand Bend Dredge
MUNICIPALITY: Lambton Shores
PERMISSION TO: dredge harbour as needed
COMPLETED APPLICATION RECEIVED ON DATE: January 26, 2024
PERMISSION GRANTED BY STAFF DATE: March 28, 2024
NUMBER OF BUSINESS DAYS TO REVIEW: 43
STAFF NAME: Meghan Tydd-Hrynyk

- (5) PERMIT # MW2024-13
NAME: Municipality of Lambton Shores
ADDRESS: Grand Bend Prop wash
MUNICIPALITY: Lambton Shores
PERMISSION TO: prop wash harbour as needed
COMPLETED APPLICATION RECEIVED ON DATE: January 26, 2024
PERMISSION GRANTED BY STAFF DATE: March 28, 2024
NUMBER OF BUSINESS DAYS TO REVIEW: 43
STAFF NAME: Meghan Tydd-Hrynyk
- (6) PERMIT # MW2024-14
NAME: Municipality of Lambton Shores
ADDRESS: Port Franks Dredge
MUNICIPALITY: Lambton Shores
PERMISSION TO: dredge harbour as needed
COMPLETED APPLICATION RECEIVED ON DATE: January 26, 2024
PERMISSION GRANTED BY STAFF DATE: March 28, 2024
NUMBER OF BUSINESS DAYS TO REVIEW: 43
STAFF NAME: Meghan Tydd-Hrynyk
- (7) PERMIT # MW2024-15
NAME: Municipality of Lambton Shores
ADDRESS: Port Franks Prop wash
MUNICIPALITY: Lambton Shores
PERMISSION TO: prop wash harbour as needed
COMPLETED APPLICATION RECEIVED ON DATE: January 26, 2024
PERMISSION GRANTED BY STAFF DATE: March 28, 2024
NUMBER OF BUSINESS DAYS TO REVIEW: 43
STAFF NAME: Meghan Tydd-Hrynyk
- (8) PERMIT # MW2024-17
NAME: Ryan Salandziak
ADDRESS: Lot 89 - Wildwood by the River
MUNICIPALITY: Bluewater (Stanley)
PERMISSION TO: Build a Florida Room
COMPLETED APPLICATION RECEIVED ON DATE: March 11, 2024
PERMISSION GRANTED BY STAFF DATE: April 08, 2024
NUMBER OF BUSINESS DAYS TO REVIEW: 18
STAFF NAME: Geoff Cade

ABCA Program Report

To: Board of Directors
Date: April 18, 2024
From: Davin Heinbuck, General Manager/Secretary Treasurer and Brian Horner,
Financial Services Supervisor
Subject: Capital Asset Management Plan – ACTION REQUIRED

Background – Like most Conservation Authorities, ABCA is responsible for the management of a diverse range of capital assets. Assets include Land, Buildings, Erosion and Flood Control Structures, Vehicles and Equipment to name a few. Effective January 1, 2009 Accounting Policies and Procedures With Respect to Tangible Capital Assets was approved to comply with Public Sector Accounting Board (PSAB) standards that came into effect in 2009. In completing the policy it was recommended that an Asset Management Plan also be developed. Recent changes to the Conservation Authorities Act has re-confirmed this and a Plan must be in place by December 31, 2024.

The development of a Capital Asset Management Plan (CAMP) is an essential part of ABCA's ongoing fiscal responsibility, as it guides the purchase, use, maintenance, and disposal of every asset ABCA needs in order to conduct business. The goal of every CAMP is to define the use of an asset in order to streamline productivity and delivery with minimal loss of capital.

The CAMP will support ABCA's budgeting, planning, and forecasting processes, all of which will bring benefits to the budget process, improving collaboration between user groups, and enhancing data quality and reliability.

The CAMP was coordinated and developed with input from staff of several departments of the Authority, in regards to their applicable assets. A determination was made of which assets need to be managed and replaced based on various life cycles ranging from 5, 10, 20, and 50 years depending on the respective asset.

Highlights: The overall current replacement value of ABCA assets excluding Erosion and Flood Control Structures is approximately \$8,367,000. The average annual capital requirement is approximately \$200,500 or 2.40%.

As shown on Page 4 of the CAMP a municipal capital levy would eliminate the ABCA's infrastructure deficit based on a 10 year plan. This would require an average annual levy of 1.39% based on current levy amounts.

Recommendations

RESOLVED, THAT, the Asset Management Plan be approved, AND;

THAT, the board endorses in principle, the recommendation for a dedicated capital levy increasing by \$20,050 annually over a 10-year phase-in period for Mandatory and General Capital Programs and Services beginning in 2025, AND;

THAT, staff circulate the plan to partner municipalities for information and consultation to determine financial capacity for establishing a capital levy in 2025, AND;

THAT, staff implement the recommendations withing the plan, as practically feasible.



AUSABLE BAYFIELD CONSERVATION

CREATING AWARENESS | TAKING ACTION

CAPITAL ASSET MANAGEMENT PLAN

2024

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DRAFT

Ausable Bayfield Conservation Authority Capital Asset Management Plan (CAMP)

Executive Summary

Conservation Authorities are watershed-based, non-profit organizations, that are often located across multiple municipalities. In Ontario there are 36 Conservation Authorities all of whom adhere to the *Conservation Authorities Act*. This includes Ausable Bayfield Conservation Authority (ABCA) who works to manage natural hazards through planning comments, development permits, and flood forecasting as well as the management of natural resources that are essential to sustaining water quality and quantity through watershed planning, stewardship, environmental monitoring and research, and the management of conservation and natural areas.

The Authority owns a variety of infrastructure assets that are used to support the services they deliver. The goal of asset management is to deliver an adequate level of service in the most cost-effective manner. This involves the development and implementation of asset management strategies and long-term financial planning.

Scope

This Capital Asset Management Plan (CAMP) identifies the current infrastructure management practices and strategies and makes recommendations where they can be further refined. Assets within scope of this plan must meet the Tangible Capital Threshold as identified by the Tangible Capital Asset (TCA) policy. Generally, assets of low acquisition costs are not a TCA asset and are therefore excluded.

Through the implementation of sound asset management strategies, ABCA has an enhanced and documented understanding of the capital asset under ownership and their condition, short-term and long-term investment needs, and the proposed financial adjustments to sustainably meet the identified capital requirements. This better positions ABCA and their infrastructure assets to support the sustainable delivery of conservation authority services.

Natural Asset management is not a requirement for conservation authority asset management plans. Although, the ABCA recognizes that activities such as restoring wetlands or upland forests, can be used to manage river flooding and erosion in a way that is less costly and provides benefits for both people and nature, at this stage assets management planning is a relatively new concept, and valuing these services was not completed for this CAMP. This exercise should be considered in the future for any CAMP updates.

Findings

The overall replacement cost of the asset categories included in this CAMP totals \$8.37 million. The majority of the assets analysed in this CAMP are in fair or better condition.

The development of a long-term, sustainable financial plan requires an analysis of whole lifecycle costs. This CAMP uses a combination of proactive lifecycle strategies (buildings) and replacement only strategies (all other assets) to determine the lowest cost option to maintain the current level of service.

To meet capital replacement and rehabilitation needs for existing infrastructure, prevent infrastructure backlogs, and achieve long-term sustainability, ABCA's average annual capital requirement totals \$200,542.

Historically, ABCA has not had a dedicated capital budget and has instead used operational funding for capital projects, and reserve contributions. Alternatively, ABCA has predominantly relied upon one-time grant funding which is not a means of sustainable replacement funding. As a result, the calculated funding gap is represented by the full \$200,542 annual average capital requirement.

It is important to note that this plan represents data as of December 2023, and is based on the best available processes, data, and information at ABCA. Strategic asset management planning is an ongoing and dynamic process that requires continuous improvement and dedicated resources.

Key Statistics

Replacement cost of asset portfolio (excluding erosion and flood control structures)	\$8,367,000
Replacement cost per capital (population within CA jurisdiction)	\$218
Percentage of assets in fair or better condition	75 %
Average annual capital requirement	\$200,542
Recommended timeframe for eliminating annual infrastructure deficit	10 Years
Target capital reinvestment rate	2.40 %

Recommendations

A financial strategy was developed to address the annual capital funding gap. A municipal capital levy would eliminate the ABCA's infrastructure deficit based on a 10-year plan. This would require an average annual levy change of 1.39 percent. This would resolve the funding

gap associated with municipally funded assets. The remaining funding gap associated with assets is recommended to be resolved through asset specific agreements.

Other recommendations to guide the continuous refinement of the ABCA's asset management program include:

- Review ABCA's Tangible Capital Asset (TCA) Policy for appropriateness, consider the capital thresholds, the use of pooling assets, and the accuracy of the Financial Estimated Useful Life.
- Beginning with the highest valued and most critical assets, develop a condition assessment strategy that identifies assessment methodology, persons responsible, and frequency of re-assessment by asset category.
- At least annually, review and update asset information including but not limited to attribute data such as quantity, make, model, assessed condition etc.
- Regularly measure current levels of service and ensure roles, responsibilities, frequency of collection and reporting are clearly documented.

Introduction and Context

Asset Management at ABCA

The ABCA requires a diverse range of capital assets including land, buildings, erosion control structures, flood control structures, monitoring stations, vehicles and equipment in order to fulfill its mandate of integrated watershed management including protecting life and property from the natural hazards of flooding and erosion, managing conservation lands and providing passive recreation facilities, research and monitoring, education and outreach, and watershed stewardship and restoration.

Key Concepts in Asset Management

The development of a capital asset management plan is an essential part of ABCA's ongoing fiscal responsibility framework, as it guides the purchase, use, maintenance, and disposal of every asset ABCA needs to conduct business. The goal of every capital asset management plan is to define the use of asset to streamline productivity and delivery with minimal loss of capital.

The CAMP will support ABCA's budgeting, planning, and forecasting processes – all of which will bring benefits in speeding the budget process, improving collaboration between user groups, and enhancing data quality and reliability.

This plan seeks to identify what we have, what condition it is in, and what the anticipated needs are to maintain our infrastructure as we move forward. It will also discuss estimates regarding

future needs both from the perspective of preserving existing infrastructure and also anticipated future asset acquisitions and capacity enhancements.

A CAMP is a requirement of the *Conservation Authorities Act* update. It is part of the requirements of the Operational Plan for flood and erosion control structures. However, there is merit in completing a more comprehensive CAMP that includes all ABCA capital assets.

The CAMP was coordinated and developed with input from staff of several departments of the Authority in regard to their applicable assets. A determination was made of which assets need to be managed and replaced based on various life cycles ranging from 5, 10, 20 and 50 years depending on the respective asset.

Methodology

Portfolio Overview

ABCA capital assets include:

- a. Buildings, furniture and fixtures.
- b. Flood control structures and erosion control structures.
- c. Water quality and quantity monitoring equipment and other equipment.
- d. Land improvements, bridges and boardwalks at ABCA properties.
- e. Vehicles and equipment.
- f. Information technology.

Flood control structures and erosion control structures are either owned by the ABCA or were constructed by the ABCA (i.e., on private lands). All these structures are inspected annually by ABCA staff who identify minor maintenance activities such as vegetation removal or repairs to gabion structures. Minor repairs and maintenance are performed by ABCA staff.

The ABCA retains engineering consultants to perform more detailed inspections on a regular basis. Any identified significant maintenance is completed by third party contractors. All maintenance, whether major or minor, is performed based on cost share funding formulae.

The total replacement cost of ABCA's asset portfolio (excluding erosion and flood control structures) is \$8,367,000 with a target portfolio capital re-investment rate of 2.40 percent.

Historically, asset replacement has been funded from operational dollars or one-time grant funding. This includes a vehicle and equipment pool, and information technology (IT) pool that allocate operational dollars based on asset usage, repairs, and maintenance to their respective reserve fund. However, since funding is sourced from operational dollars, the amounts can

fluctuate year-to-year and are not guaranteed. As a result, no dedicated or sustainable funding has been allocated to tackle the infrastructure deficit. For this reason, the current rate capital reinvestment rate is 9.6 percent.

Seventy-five percent of all assets are in fair or better condition.

Over the next 10 years, a capital investment of about \$2.8 million is projected to be needed. This represents about 33 percent of the current replacement value of the portfolio.

Average annual capital requirements total \$280,931 per year across all assets. Of this amount, the IT pool, and vehicles and equipment pool are funded internally by users. The Operating Levy contributes money towards the buildings reserve. This leaves a shortfall of \$200,542 annually.

Combined Annual Average	\$280,931
Internal IT	(\$21,473)
Internal Vehicle and Equipment	(\$53,600)
Specific Amortization – Operating Levy	(\$5,406)
Currently Unfunded	\$200,542

Asset Categories

Tangible capital assets have physical substance that:

- Are used on a continuing basis in the Authority's operations.
- Have useful lives extending beyond one year.
- Are not held for re-sale in the ordinary course of operations.

Tangible capital assets are divided into two categories: infrastructure and general capital asset. Infrastructure is composed of linear assets and their associated specific components, generally constructed or arranged in a continuous network. A general capital asset is any tangible capital asset that is not part of the infrastructure asset class.

Assets are further classified into the sub-categories of land, land improvements, buildings, machinery and equipment, vehicles and linear assets.

A tangible capital asset is defined in PS3150, having a minimum value given by category in the following table, including taxes and directly attributable acquisition expenses.

Asset Category	Capitalization Threshold
Land	Capitalize only
Land Improvements	\$12,500
Buildings	\$25,000
Construction in Progress	Capitalize only
Machinery & Equipment	\$2,500
Vehicles	\$5,000
Linear Assets	\$100,000

All assets with an individual total value of less than the amounts provided in the above table are expensed in the year of acquisition and charged against the operating budget. Different thresholds may be used for group assets.

Notwithstanding the above, the following classes of assets are pooled, and the pool deemed to be itself a tangible capital asset:

- Computers and peripherals
- Furniture and fixtures
- Workshop equipment
- Outdoor furniture
- Signage

Relationship to Public Sector Accounting Board (PSAB) and Structures

Operational Plan

The Accounting Policies and Procedures with Respect to Tangible Capital Assets document was approved by the ABCA board of directors on September 18, 2008, and came into effect January 1, 2009, to comply with Public Sector Accounting Board (PSAB) standards.

The policy recommended an Asset Management Policy be developed that would include asset ledgers, asset controls (asset inventory, maintenance records, other documentation), surplus asset lists including policies on dealing with surplus assets, budget requirements and any risk management, health and safety issues and environmental concerns.

The information required to be PSAB compliant was primarily backward looking. It considered historical cost (or reasonable estimate where necessary), annual amortization, accumulated amortization, and the resultant current net book value of assets. The CAMP takes the PSAB information and looks forward introducing life expectancy based on actual asset condition, expected rates of deterioration, future required service levels, and estimated future replacement costs.

Deriving Replacement Costs

There are a range of methods to determine the replacement cost of an asset. Some are more accurate and reliable than others. This CAMP relies on three methodologies:

- **User-Defined Cost and Cost/Unit:** Based on costs provided by Conservation Authority staff which could include average costs from recent contracts; data from engineering reports and assessments; staff estimates based on knowledge and experience.
- **Cost Inflation/Consumer Price Index Tables:** Historical cost of the asset is inflated based on Consumer Price Index (CPI) or Non-Residential Building Constructions Price Index, or user-defined costs from an earlier year are inflated to the data effective date.
- **Insured Value:** As determined through the annual insurance renewal process.

User-defined costs based on reliable sources are a reasonably accurate and reliable way to determine asset replacement costs. Cost inflation is typically used in the absence of reliable replacement cost data. It is a reliable method for recently purchased and/or constructed assets where the total cost is reflective of the actual costs incurred. As assets age and new products and technologies become available, cost inflation becomes a less reliable method.

Estimated Useful Life and Service Life Remaining

The estimated useful life (EUL) of an asset is the period over which it is expected to be available for use. The EUL for each asset in this CAMP was assigned according to the knowledge and expertise of CA staff and supplemented by existing industry standards when necessary.

By using an asset's in-service date, its EUL, and where available the assessed condition, the service life remaining (SLR) can be determined. The SLR is calculated as follows:

$$\text{Service Life Remaining (SLR)} = \text{In Service Date} + \text{Estimated Useful Life (EUL)} - \text{Current Year}$$

Reinvestment Rate

As assets age and deteriorate, they require additional investment to maintain a state of good repair. The reinvestment of capital funds, through asset renewal or replacement, is necessary to sustain an adequate level of service. The reinvestment rate is a measurement of available or required funding relative to the total replacement cost. The reinvestment rate is calculated as follows:

$$\text{Target Reinvestment Rate} = \frac{\text{Annual Capital Requirement}}{\text{Total Replacement Cost}}$$

Deriving Asset Condition

An incomplete or limited understanding of asset condition can mislead long-term planning and decision-making. Accurate and reliable condition data helps to prevent premature and costly rehabilitation or replacement and ensures that lifecycle activities occur at the right time to maximize asset value and useful life.

A condition assessment rating system provides a standardized descriptive framework that allows comparative benchmarking across ABCA's asset portfolio. The table below outlines the condition rating system used in this CAMP to determine asset condition. This rating system is aligned with the Canadian Core Public Infrastructure Survey which is used to develop the Canadian Infrastructure Report Card. When assessed condition data is not available, service life remaining is used to approximate asset condition.

Condition	Description	Criteria	Service Life Remaining (%)
Very Good	Fit for the future	Well maintained, good condition, new or recently rehabilitated	80-100
Good	Adequate for now	Acceptable, generally approaching mid-stage of expected service life	60-79
Fair	Requires attention	Signs of deterioration, some elements exhibit significant deficiencies	40-59
Poor	Increasing potential of affecting service	Approaching end of service life, condition below standard, large portion of system exhibits significant deterioration	20-39
Very Poor	Unfit for sustained service	Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable	0-19

The analysis in this CAMP is based on assessed condition data only as available. In the absence of assessed condition data, asset age is used as a proxy to determine asset condition.

Analysis of Assets

Buildings, Furniture and Fixtures

Administration Building, Annex, Workshop, Conservation Area Buildings

The Administration Building and Workshop were built in the early 1980s. The Annex was built in 1972 and was a private residence before being purchased for office space in 2011. The building is connected to the ABCA IT system. Interior painting was completed at that time. In 2023, a

section of the wood floors was refinished. The building does not have any accessibility features, and is not open to the public.

The Arkona Lions Museum and Information Centre at Rock Glen Conservation Area was built in 1986. It has had capital improvements including a metal roof, siding, ceiling panels and heating, ventilation and air conditioning system (HVAC).

It is important to take the age of the buildings into consideration. Various aspects of the buildings included above will need capital improvements over the next 5-20 years, whether it be related to the HVAC systems, roofs, flooring, windows, improved insulation, etc. Fortunately, that the Administration Centre complex and Rock Glen CA are on municipal water.

The Administration Centre/Workshop, Annex and Rock Glen septic systems are all beyond the expected lifetime. Regular septic tank pump-outs and ensuring the weeping beds are maintained and protected are important.

Two fuel tanks (one for diesel and one for gasoline) are located within the workshop compound. The fuel tanks should be inspected on a specified schedule, (ie every five years) and replaced if determined necessary.

As utility costs continue to increase, the ABCA may want to do energy audits to identify areas for savings.

Accessibility improvements have been completed at the museum but are still needed at the Administration Centre complex.

Financial Implications

Buildings are amortized over a 50-year cycle and the amortization rate for ABCA's inventory of buildings is 52 percent as of December 31, 2023. ABCA's inventory of buildings is considered to be in good condition. Buildings and major costs are reviewed annually and as part of the five-year forecast. Amounts, tied to amortization over 50 years, are set aside annually into reserves to help with replacement costs. Assets are amortized over 10-75 years depending on the asset.

	Buildings	Furniture and Fixtures	Total
Replacement Value	\$4,607,459	\$1,245,612	\$5,853,071
Annual Amortization	\$61,433	\$24,912	\$86,345

Flood Control Structures and Erosion Control Structures

The ABCA flood control structures and erosion control structures which are included in this CAMP protect life and property from the natural hazards of flooding and erosion. Some are owned by the ABCA and some are the property of others but are managed by the ABCA on their behalf.

There are erosion control structures on ABCA properties that benefit others. For example, the Tuckersmith Erosion Control Project on the Bayfield River at Clinton Conservation Area protects private residential dwellings and property at the top of the bank.

Several other erosion control structures such as the Walker Drain and Armstrong West are not on property owned by the ABCA but the ABCA manages the structures. These structures are inspected regularly by ABCA, and funds are set aside annually to coincide with special benefitting monies from municipalities and Water and Erosion Control Infrastructure (WECI) funds when they become available.

The ABCA owns and maintains two dams within its watershed: Parkhill Dam in North Middlesex and Morrison Dam in South Huron.

The risks associated with not conducting major maintenance and upgrading the infrastructure include:

- Liability concerns
- Increased maintenance and repair costs
- Health and safety concern for staff and public.

Financial Implications

Linear assets are amortized over a 50-year cycle and the amortization rate for these ABCA assets is 72 percent as at December 31, 2023. The ABCA's inventory for these assets is considered to be in fair condition. Amounts are set aside annually into reserves and when required, as a result of inspections, these dollars, along with special benefitting monies from municipalities, are matched with Provincial monies from the WECI fund. The Replacement Value is unknown.

	Flood Control Structures	Erosion Control Structures	Total
Historic Cost	\$3,095,563	\$3,033,597	\$6,129,160
Annual Amortization	\$70,388		\$70,388
Annual Amount to Reserve	(\$18,350)		(\$18,350)

Net	\$52,038	\$52,038
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The following structures are owned by the ABCA:

- Parkhill Dam and Reservoir
- Morrison Dam and Reservoir
- Ausable River 1949 Cut.

The following structures are on private or municipal property, but ABCA is involved in inspections and maintenance:

- Walker Drain Erosion Control Project
- Port Franks Armstrong West Erosion Control Works
- Stewart Gully
- Seaforth CNR Culvert
- Port Franks River Management
- Plan 41 Erosion Control Works
- Pergel Gully
- Nairn Cemetery
- Mud Creek
- Kingsmere Gully
- Grand Bend Erosion Control Areas A through E
- Exeter Dam Gabion Baskets
- Bayfield River – Tuckersmith
- Ausable River Cut – Lazy Acres
- Ausable River Cut
- Cameron Gillis.

Water Quality and Quantity Monitoring Equipment and Other Equipment

Hydrometric Monitoring Network

ABCA owns and operates a variety of monitoring stations to collect weather and hydrologic data that is used in flood and drought monitoring as well as supporting other programs (e.g., fisheries, watershed planning and climate change). The equipment ABCA owns is maintained to a high standard to ensure data accuracy. Most monitoring stations consist of a data logger, sensors and some have equipment shelters. It is important to note that equipment and the stations need ongoing maintenance, and in some cases, eventual replacement.

ABCA also relies on Environment Canada's (EC) hydrometric network of 10 stations where some equipment owned by ABCA have been installed such as rain gauges, air and water temperature

probes, and auto-samplers. Dataloggers, Telemetry and in most cases, the station structures, are owned by EC. In addition, ABCA owns three additional stream gauges and five weather stations. Some data is also collected from the Provincial Groundwater Network sites. While these stations are operated and maintained by ABCA, the equipment is fully owned by the province.

Water Quality Monitoring Equipment

To carry out various monitoring programs, a variety of equipment is necessary. This equipment includes highly specialized items such as backpack electro fishers, microscopes, water chemistry data loggers, and automatic water samplers. Cameras, boats, motors, and related safety equipment are also required.

The risks associated with not replacing equipment include:

- Unreliable or lost data
- High maintenance and repair cost
- Disruption of service to residents and visitors
- Increased maintenance and repair costs
- Health and safety concern for staff and public
- Liability concerns.

Financial Implications

The amortization rate for ABCA's inventory of equipment as of December 31, 2023, is at 55 percent. The ABCA inventory of equipment is considered to be in fair to good condition. The equipment is amortized over a ten-year cycle. The need for purchases is reviewed annually in connection with the five-year forecast.

Historic Cost	Insured Replacement Value	Average Annual Amortization
\$150,056	\$407,319	\$40,732

Land Improvements (Conservation Area Infrastructure)

The ABCA maintains lands and associated infrastructure throughout its watershed. This includes signage, walkways, trails, parking lots and gates to the various conservation areas (CAs). Various capital improvements over the next five to 20 years will be needed at the various CAs.

The ABCA hired BM Ross and Associates to conduct structural inspections of bridges and elevated boardwalks in 2019. The report evaluated the condition of the structures and timeframes for major maintenance.

The report did not evaluate other structures such as pavilions and privies. Pavilions at Rock Glen CA, Morrison Dam CA and Clinton CA were built in the 1970s or earlier. Privies and vaults are various ages.

The risks associated with not making land improvements include:

- Increased maintenance and repair costs
- Health and safety concerns
- Liability concerns
- Disruption of service to residents and visitors.

Financial Implications

Land and infrastructure are amortized over a 20-year cycle and the amortization rate for ABCA's inventory of buildings is 78 percent as of December 31, 2023. The infrastructure is considered to be in fair condition and major costs are reviewed annually and as part of the five-year forecast.

	Historic Costs	Replacement Value Increase	Total
Costs	\$830,110	\$525,733	\$1,355,843
Annual Amortization	\$16,228	\$10,515	\$26,743

Vehicles and Equipment

ABCA owns and maintains a small fleet of vehicles and field equipment (mowers, utility vehicles etc.) for staff to use in their work. During peak months, vehicles are fully utilized, and staff are occasionally required to use personal vehicles as necessary. There is a replacement schedule based on kilometers logged or age of equipment. Speciality equipment, such as a mini-excavator or scissor-lift, is rented as needed.

The risks associated with not replacing vehicles include:

- High maintenance and repair costs
- Health and safety concerns
- Liability concerns
- Disruption of service.

Financial Implications

ABCA's fleet of vehicles is considered to be in good condition and is at 70 percent amortization rate as of December 31, 2023. Vehicles are amortized over a five-year cycle. Internal charges, based on determined values for the usage of the various vehicles are charged to the respective departments and placed into reserves. The need for purchases is reviewed annually in connection to the five-year forecast.

Total value of capital purchases 2024-2033	\$536,000
Average annual value of capital purchases	\$53,600

Information Technology, Networking and Workstations

ABCA depends heavily on Information Technology (IT) for its operations and management.

Dependencies include:

- Access to the internet (Wide Area Network – WAN) for e-mail, video and other communications with partners, clients and stakeholders, monitoring data retrieval and maintenance, information gathering, and training.
- Access for remote workers into the Local Area Network (LAN).
- Access to application, files and information running and stored in/on the LAN; and
- Access to phone and phone messaging systems.

These dependencies, on information technology services for all ABCA operations, necessitate the need for continued preparation, implementation and maintenance of a comprehensive IT Business Continuity Strategy.

The ABCA maintains a network of equipment, that includes physical and virtual servers, workstations, router/firewall, switches, Wi-Fi access points, security cameras, network drives, cooling system, and modems. Software and other applications, running on network equipment or in the cloud, are critical to the day-to-day operations of the Authority and play a vital role in key program areas such as flood forecasting and warning. The following server roles or software applications are critical to maintain the ABCA identity, security, and for the day-to-day operations:

- Active Directory (AD), Domain Controllers, Certificate Services, and Azure AD Connect
- Dynamic Host Configuration Protocol (DHCP), Windows Server Backup, File Server
- Office 365 with Exchange (hybrid cloud)
- MS SQL Server.

- ArcGIS Enterprise
- QuickBooks accounting
- Backup Exec, Endpoint Protection
- Water Information System by KISTERS (WISKI) (cloud).

Network Infrastructure Replacement

The Authority must replace critical components within the predicted lifespan of the hardware, to ensure the network is highly available. Staff actively plan and replace critical network components and workstations on a regular basis to ensure the Authority is on pace to meet the needs of its users and clients. This set schedule of renewal ensures a stable and sustainable work environment free from disruption and failure.

Financial Implications

The Authority's core servers and network infrastructure are maintained, are in good condition, and are at 90 percent amortization rate as of December 31, 2023.

IT and Networking assets are funded through internal charges and included in annual budgets in accordance with five-year forecasts.

Workstations are reviewed annually and as part of the five-year forecast. Amounts, tied to amortization over five years, are set aside annually into reserves to help with replacement costs.

Total value of capital purchases 2024-2033	\$214,730
Average annual value of capital purchases	\$21,473

Managing the Assets

Inspections and Maintenance

ABCA staff complete regular inspections on structures with written reports. As well, professional engineers at consulting firms are used as needed for specialized inspections. Staff complete routine maintenance with contractors being used as necessary.

Issues of Concern

Flood Control and Erosion Control Structures

While a rigorous maintenance schedule is prolonging the useful life of these structures, their replacement or decommissioning will eventually become necessary. Failure to maintain structures adequately could lead to catastrophic loss.

Most of the structures are around 40 - 50 years old and deterioration is appearing to accelerate. The ABCA is due for another engineering review of the structures to identify maintenance priorities.

Infrastructure used to monitor flood and watershed conditions is also aging. The ABCA has entered into cost saving initiatives with provincial and federal partners for the upkeep of gauge housing and internal equipment. One gauge installation will require wholesale replacement in the near future. Gauge instruments require regular update and replacement.

Maintenance and replacement concerns are exacerbated by dwindling provincial funding, Provincial funding of flood and erosion control infrastructure has remained static, or in some cases, reduced over the last several years. Municipal funding partners will need to address funding shortcomings.

Financial Strategy

Overview

For an asset management plan to be effective and meaningful, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan will allow ABCA to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service, and projected growth requirements.

This report develops such a financial plan by presenting several scenarios for consideration and culminating with final recommendations. As outlined below, the scenarios presented model different combinations of the following components:

1. The financial requirements for:
 - a. Existing assets
 - b. Existing service levels
 - c. Requirements of contemplated changes in service levels (none identified for this plan)

- d. Requirements of anticipated growth (none identified for this plan)
2. Use of traditional sources of funds:
 - a. Municipal levies
 - b. User fees
 - c. Reserves
 - d. Debt
3. Use of non-traditional sources of Conservation Authority funds:
 - a. Reallocated budgets
 - b. Sponsorship and other Partnerships
4. Alternative funds:
 - a. Government transfers
 - b. Government grants
 - c. Fundraising and donations

Note: Periodic grants are normally not included since they are not sustainable or predictable funding sources. However, if moving a specific project forward is wholly dependent on receiving a one-time grant, the replacement cost included in the financial strategy is the net of such grant being received.

Average Annual Requirement (AAR) for Funding	
Buildings, Furniture and Fixtures	\$86,345
Flood Control Structures and Erosion Control Structures	\$70,388
Water Quality and Quantity Monitoring Stations and Other Equipment	\$40,732
Land Improvements (Conservation Area Infrastructure)	\$26,743
Vehicle and Equipment (internal funding)	\$53,600
Information Technology, Networking and Workstations (internal funding)	\$21,473
Less: Flood and Erosion Control Annual Reserves	(\$18,350)
Sub – Total	\$280,391
Less: Current Funding	
Internal IT	(\$21,473)
Internal Vehicle and Equipment	(\$53,600)
Specific Amortization – Operating Levy	(\$5,406)
Total	\$200,452

Full Funding Requirements

Over the next 10 years, a capital investment of about \$2.8 million is projected to be needed. This represents about 35 percent of the current replacement value of the portfolio. (Excluding Erosion and Flood Control Structures).

Average annual capital requirements total \$280,931 per year across all assets. Of this amount, IT and Vehicle and Equipment are funded internally by users. The Operating Levy contributes money towards the buildings reserve. This leaves a shortfall of \$200,542 annually.

Cost Recovery Programs

The information technology, networking and workstation services are funding by annual charges per staff person. The money is allocated to a reserve and used for capital purchases. These fees do/do not cover the cost of staff wages.

The Vehicle and Equipment program includes motor vehicles, tractors, trailers, boats, mowers, tree planter etc. Each piece of equipment is charge to users at a set rate. The rate increases by a standard CPI Percent Equivalent each year as part of the budget process. The mileage rate is set based on the estimated costs of replacement/acquisition, maintenance, fuel, repairs, and other associated expenses. The revenue is used for capital purchases, maintenance, and associated staff costs. Excess funds go into a reserve account and are withdrawn as needed. This system removes the need to use the municipal levy directly for capital purchases.

Reserves

The accumulated surplus has been segregated into the following respective categories and are all internally restricted by either management or the Board of Directors. The respective funds and the use of the funds are described as follows:

Internally Restricted Surplus	Balance December 31, 2022
Property Management	\$360,194
Flood and Erosion Control Major Maintenance	\$728,808
Vehicles and Equipment	\$149,547
Barrier-Free Trails, Facilities	\$119,060
Outdoor Education	\$189,023
Administration IT	\$96,673
Stewardship Endowment	\$5,375,460
Administration Building	\$136,909
Operating Reserve	\$162,022
Total	\$7,317,696



Ausable Bayfield Conservation Authority
 71108 Morrison Line, RR 3
 Exeter, ON N0M 1S5

Statement of Profit & Loss
 January through March, 2024

Accrual Basis

Table 1: Consolidated

	2023 Actual		2024 Annual	
	1st Qtr	1st Qtr	Budget	% of Budget
Revenue				
Grant, Provincial/Federal	68,560	211,387	435,070	49%
Operating Levy - Category 1	0	0	1,076,875	0%
Operating Levy - Category 1 Projects	0	0	199,773	0%
Operating Levy - Category 3	0	0	163,974	0%
Levy, Special Benefit	0	0	91,054	0%
Rental	2,843	2,495	62,028	4%
Conservation Area User Fees	2,052	2,683	121,520	2%
Sales & Service	354,915	381,502	742,870	51%
Donations	337	356	1,000	36%
Interest	20,759	11,912	61,000	20%
Partnership Contributions	354,264	503,788	829,580	61%
Deferred from Prior Year - Revenue	1,322,720	1,198,470	1,146,870	104%
Deferred to Future Year - Expense	0	0	(678,894)	0%
Total Revenue	2,126,450	2,312,591	4,252,720	54%
Expense				
Purchased Services	136,122	53,742	448,922	12%
Advertising	852	1,704	9,518	18%
Memberships, Dues, Licenses	18,579	16,895	58,213	29%
Maintenance and Repair	20,479	7,806	36,014	22%
Property Taxes	12,503	11,667	57,176	20%
Office Operations	40,846	47,645	122,010	39%
Rental	3,300	2,586	11,932	22%
Training and Development	1,300	4,308	27,154	16%
Travel Costs and Accommodations	2,493	1,493	14,843	10%
Uniforms	512	372	10,712	3%
Utilities	10,363	10,104	44,945	22%
Vehicles and Field Equipment	14,891	15,161	103,058	15%
Program	224,586	242,926	540,970	45%
Board Of Director's	3,768	1,125	29,474	4%
Wages and Benefits	661,940	661,388	2,784,579	24%
Total Operating Expense	1,152,533	1,078,922	4,299,520	25%
Net Operating Income	973,916	1,233,669	(46,800)	-2636%
Other (Income) Expense				
Capital	5,174	199,345	125,600	159%
Amortization	42,724	42,067	162,071	26%
From Reserve - Revenue	(40,531)	(30,330)	(239,321)	13%
Reserves - Expenses	7,501	10,893	66,921	16%
Total Other Expense	14,867	221,975	115,271	193%
Net Income	959,049	1,011,695	(162,071)	-624%



Ausable Bayfield Conservation Authority

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Exeter, ON N0M 1S5

Statement of Profit & Loss

January through March, 2024

Accrual Basis

Table 2: Drinking Water Source Protection

	2023 Actual		2024 Annual	
	1st Qtr	1st Qtr	Budget	% of Budget
Revenue				
Grant, Provincial/Federal	0	92,687	251,504	37%
Interest	473	257	1,000	26%
Deferred from Prior Year - Revenue	120,595	0	99,975	0%
Deferred to Future Year - Expenses	0	0	0	100%
Total Revenue	121,068	92,944	352,479	26%
Expense				
Purchased Services	7,781	6,573	23,500	28%
Advertising	172	369	800	46%
Memberships, Dues, Licenses	67	17	0	100%
Office Operations	13,099	17,253	20,604	84%
Rental	1,854	1,719	7,000	25%
Training and Development	0	0	300	0%
Travel Costs and Accommodations	227	369	1,100	34%
Uniforms	0	0	350	0%
Utilities	345	345	1,407	25%
Vehicles and Field Equipment	107	0	1,020	0%
Program	0	1,186	50	2372%
Board Of Director's	446	761	13,689	6%
Wages and Benefits	51,142	60,950	198,079	31%
Total Operating Expense	75,239	89,541	267,899	33%
Net Operating Income	45,829	3,403	84,580	4%
Other (Income) Expense				
From Reserves	0	0	0	100%
Reserves	0	0	0	100%
Total Other Expense	0	0	0	100%
Net Income	45,829	3,403	84,580	4%



Ausable Bayfield Conservation Authority

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Exeter, ON N0M 1S5

Statement of Profit & Loss

January through March, 2024

Accrual Basis

Table 3: ABCA Excluding DWSP

	2023 Actual		2024 Annual	
	1st Qtr	1st Qtr	Budget	% of Budget
Revenue				
Grant, Provincial/Federal	68,560	118,700	183,566	65%
Operating Levy - Category 1	0	0	1,076,875	0%
Operating Levy - Category 1 Projects	0	0	199,773	0%
Operating Levy - Category 3	0	0	163,974	0%
Levy, Special Benefit	0	0	91,054	0%
Rental	2,843	2,495	62,028	4%
Conservation Area User Fees	2,052	2,683	121,520	2%
Sales & Service	354,915	381,502	742,870	51%
Donations	337	356	1,000	36%
Interest	20,286	11,655	60,000	19%
Partnership Contributions	354,264	503,788	829,580	61%
Deferred from Prior Year - Revenue	1,202,125	1,198,470	1,046,895	114%
Deferred to Future Year - Expense	0	0	(594,314)	0%
Total Revenue	2,005,382	2,219,648	3,984,821	56%
Expense				
Purchased Services	128,342	47,169	425,422	11%
Advertising	680	1,335	8,718	15%
Memberships, Dues, Licenses	18,512	16,878	58,213	29%
Maintenance and Repair	20,479	7,806	36,014	22%
Property Taxes	12,503	11,667	57,176	20%
Office Operations	27,747	30,392	101,406	30%
Rental	1,446	867	4,932	18%
Training and Development	1,300	4,308	26,854	16%
Travel Costs and Accommodations	2,266	1,124	13,743	8%
Uniforms	512	372	10,362	4%
Utilities	10,018	9,759	43,538	22%
Vehicles and Field Equipment	14,784	15,161	102,038	15%
Program	224,586	241,740	540,920	45%
Board Of Director's	3,322	364	15,785	2%
Wages and Benefits	610,799	600,438	2,586,500	23%
Total Operating Expense	1,077,294	989,381	4,031,621	25%
Net Operating Income	928,088	1,230,267	(46,800)	-2629%
Other (Income) Expense				
Capital	5,174	199,345	125,600	159%
Amortization	42,724	42,067	162,071	26%
From Reserve	(40,531)	(30,330)	(239,321)	13%
Reserves	7,501	10,893	66,921	16%
Total Other Expense	14,867	221,975	115,271	193%
Net Income	913,220	1,008,292	(162,071)	-622%

ABCA Program Report

To: Board of Directors
Date: April 18, 2024
From: Tracey McPherson GIS/IT Coordinator
Re: O Reg 41/24 Mapping Updates

Background:

On April 1, 2024, Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits) and Part VI of the Conservation Authorities Act came into effect replacing Ontario Regulation 147/06: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses.

All the regulatory changes were outlined by Geoff Cade at the March 21, 2024 Board of Directors meeting including some key changes on **where** we regulate and actions required to move forward.

Regulation mapping display and distribution:

We are required under the regulation to have the mapping available to the public. Our regulation mapping is available to the public through our CaMaps web mapping sites. As well, we provide the limit of the regulation mapping layer to our four counties for use in their internal web mapping applications.

The text in the layer was updated, and the layer distributed to county GIS staff with the following text changes:

- **Title** changed from – Regulation Limit – ABCA 147/06 under O. Reg 97/04 to **ABCA Regulated Areas under O.Reg 41/24.**
- **Description** changed from - O.Reg 147/06 under O.Reg 97/04 – Effective Date: 2006-05-09 to **Areas described in Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits under the Conservation Authorities Act - effective date April 1, 2024.**
- **Action** no change - Permit or Letter of Clearance for development required from the Ausable Bayfield CA

As well our internet mapping sites were updated replacing the labelling and references to the former regulation number.

Mapping updates (where):

Staff has completed an initial review of the mapping changes required and are continuing to update the mapping. **The table** below outline the regulatory mapping updates required under O.Reg 41/24, the progress of the mapping, and the predicted or actual impact on the area of land that falls under the regulation:

What/where	Mapping Notes	Completed on 41/24 layer	Impact on area regulated
Watercourse - “defined channel, having a bed and banks or sides, in which a flow of water regularly or continuously occurs.”	Need to review 1 st order and other open watercourses to see if they meet the definition. Remove regulation on recently tiled in watercourses.	<i>In progress</i>	Predicted reduction in regulated area.
Other areas – within 30 m of a wetland	The 120 m allowance on Provincially Significant Wetlands reduced to 30 m	Yes	Reduction of 11.5 sq km of regulated area.
Dynamic beach on the shoreline	O Reg 41/24 identifies - 100-year flood limit, plus appropriate allowance for wave uprush, plus 30 m for dynamic beach, plus 15 m. Technical mapping guidelines indicate appropriate wave uprush allowance is 15 m without a full study so the total inland regulation limit is 60 m from the 100 year flood limit. Currently we regulate to Lakeshore Area 2 of the SMP - 60 m from 100 year flood.	No change required unless 100 year flood limit re-established.	No change
Cohesive bluffs on the shoreline	UNDER REVIEW Currently we regulate to Lakeshore Area 2 of the Shoreline Management Plan.	UNDER REVIEW	Unknown UNDER REVIEW

Summary of all additional mapping requirements:

As previously discussed we are required to make our mapping available to the public via our website and update **where** we regulate to comply with O.Reg 41/24. Additional requirements as summarized in Section 4 and ABCA compliance with/comments, include:

- At least one annual review of the mapping to determine if updates are required, update, and make available.
 - ✓ ABCA staff have been updating regularly when errors or questions in the original mapping arise, usually as the result of a planning or permit application. All minor changes have been tracked and recorded in database and map sheets.
 - ✓ Prior to the 2018, 2019 project updates, GIS staff provided an annual report to the board of directors on the minor changes for approval and all changes were distributed.

- Where new information or analysis becomes available that result in **significant** changes to the mapping all stakeholders, municipalities and public must be notified, and all studies and information must be available online at least 30 days prior to BOD meeting.
 - ✓ The last example of this would be our Shoreline Management Plan 2019.
 - ✓ The current changes to the mapping are being changed to reflect a regulation that was already subject to public comment. ABCA staff interpretate this as no public engagement is required for the **where** edits currently in progress.

- If there is conflict with the mapping the description of the areas in Section 2 prevail.
 - ✓ This has always been embedded in the regulation and ABCA staff understand this should a conflict arise.

Recommendation:

Staff recommends that the Board of Directors receive staff's report outlining the O Reg 41/24 Mapping Updates;

and further recommends

the regulation mapping updates currently in progress (watercourses) are to continue and be distributed upon completion.

SOURCE PROTECTION COMMITTEE (SPC) MEETING MINUTES

March 27, 2024

Grand Bend Legion Hall, Grand Bend ON

MEMBERS PRESENT

Mary Ellen Foran, Dave Frayne, Paul Heffer, Doug Hocking, Matt Pearson, Allan Rothwell, John Thompson, Jennette Walker

MEMBERS ABSENT

John Graham, Rowland Howe, Philip Keightley, Alyssa Keller

LIAISONS PRESENT

Davin Heinbuck – Ausable Bayfield Source Protection Authority (SPA) Liaison
Lori Holmes – Huron Perth Public Health

DWSP STAFF PRESENT

Donna Clarkson, Mary Lynn MacDonald, Aaron Clarke, Abigail Gutteridge, Daniel King

CALL TO ORDER

Chair Matt Pearson called the meeting to order at 11:17 a.m. and welcomed everyone in attendance.

AGENDA

MOTION #SPC: 2024-03-01

“That the agenda for the March 27, 2024 meeting be approved.”

Carried by Consensus.

APPROVAL OF MINUTES

MOTION #SPC: 2024-03-02

**Moved by Paul Heffer
Seconded by Allan Rothwell**

“THAT the SPC minutes from January 31, 2024 be approved as presented.”

Carried.

BUSINESS OUT OF THE MINUTES

None

DECLARATION OF PECUNIARY INTEREST

None

CORRESPONDENCE

1. A brief note of thanks from John Graham for the well wishes sent by the Source Protection Committee (SPC) Members earlier in the winter.
2. Several responses to the letter sent to the Minister regarding the proposed withdrawal of free water testing in Ontario were received by staff, from local health units, counties, municipalities and other Source Protection Regions. It was also picked up by other media including local radio, online articles, and CBC Ontario Morning, which featured an interview with Chair Matt Pearson.

CHAIR'S UPDATE

Chair Matt Pearson noted that approval had been received from the Ministry of Environment, Conservation and Parks (MECP) for the Section 36 Amendments to the Source Protection Plans, and they have now been posted. He also informed the SPC, that Mary Lynn MacDonald, Co-Drinking Water Source Protection (DWSP) Program Supervisor has announced her intent to retire later this spring. Chair Matt expressed his thanks to Mary Lynn for her many years of work within the Source Protection Program in this region and wished her well in her future endeavours.

Chair Matt also reported the sad news that SPC Member Bert Dykstra passed away from illness, last month. He stated that he, as well as all members of the SPC, enjoyed working with Bert for many years and he will most certainly be missed. Bert Dykstra was one of the Agricultural representatives on the SPC.

PROGRAM UPATE

Mary Lynn MacDonald, Co-Drinking Water Source Protection (DWSP) Program Supervisor, provided a program update to SPC members. She reported that the Ausable Bayfield Maitland Valley Source Protection Plan (SPP) Section 36 Amendment has now been approved by the MECP. There is no requirement for future SPP updates under section 36 of the Clean Water Act, as future updates to the plans can be made through locally initiated amendments under section 34 of the Act. The amended plans became effective at noon on March 26, 2024 and posting requirements are underway by staff. Notification will be provided to Source Protection Authorities, county mapping departments, affected municipalities and property owners who will require revised risk management plans according to the new approved policies. Mary Lynn congratulated the SPC on four years of work for this amendment.

Mary Lynn also reported that staff have been meeting with the MECP regarding the Workplan and Budget for the 2024-2027 period. Staff had included funding for new categories including targeted municipal support and best practices for private drinking water systems, but were informed that the funding was oversubscribed. Funding for wellhead protection area re-delineation was also reduced; however, staff decided to retain funding requests for Palmerston, Harrison and Atwood, but at a reduced amount. Funding for best practices work is paused, so staff provided MECP with a report outlining the rationale and development of the Water Wise events, in support of these successful events. Budgets should be confirmed with Source Protection Regions in the next few weeks; however, re-opening Transfer Payment Agreements with funding requests may be possible in the future.

Mary Lynn also provided an update the most recent Water Wise event. In total, 370 bottles were distributed by the Kirkton-Woodham Optimists, and 111 were received for testing. The next upcoming event will be in Atwood, and both the Dublin and Londesboro Lions and the Ashfield-Colborne Lakefront Association have expressed interest in holding second events.

Finally, Mary Lynn noted that the consultation for the Section 34 Amendment to the Maitland Valley Source Protection Plan for both Lucknow and Century Height's wellhead protection areas has been completed. Very few comments were received and staff have been directed by the SPA to submit it to the province.

2023 ANNUAL PROGRESS REPORT

Donna Clarkson, Co-DWSP Program Supervisor, presented the Annual Progress Report for the 2023 reporting year. This standardized report seeks to collect information from all implementing bodies and summarizes the progress on implementation. Of note for 2023, the Township of Minto completed 2 risk management plans that were outstanding from the previous year. In addition, the third round of septic inspections began in 2023, and 10 of 12 Official Plans were updated to include Drinking Water Source Protection. Overall, staff report that each category scored in the annual report is progressing well. Once approved by the SPC, staff will take the reports to the SPAs for their support to submit the Annual Report to the MECP by May 1, 2024.

MOTION #SPC: 2024-03-03

**Moved by Jennette Walker
Seconded by John Thompson**

**“THAT the ABMV Source Protection Committee endorse Report #9:
Annual Progress Report 2023, and**

**“FURTHER, THAT the Source Protection Committee direct staff to present
the Annual Progress Report 2023 to the Ausable Bayfield and Maitland Valley Source
Protection Authorities for submission to the Ministry of the Environment,
Conservation and Parks.**

Carried

LIAISON UPDATES

Michael Halder is the new MECP Liaison / Program Analyst for the ABMV Source Protection Region and sent a brief message to the SPC. Michael noted that MECP is updating the guidance document for section 34 amendments in an attempt to streamline the process for all involved. He also confirmed that funding applications have been received from all SPAs to enter into 3-year TPAs spanning 2024-27 and the review process is underway.

Lori Holmes, Public Health Manager for Huron Perth Public Health, provided an update to the SPC. She noted that she has been in contact with staff regarding the Water Wise events and that HPPH is committed to providing in-kind support for these successful and useful events. She also noted that HPPH also sent a letter to Minister Thompson and

other Southwest Public Health Units regarding the potential phase out of free drinking water testing. Lori also reported that student programs will be starting shortly at the health unit, including local beach sampling. Finally, she reported that there have been several cases of measles in the region in 2024, which is higher than usually seen.

Davin Heinbuck, liaison for the Ausable Bayfield Source Protection Authority had no formal update, but thanked the SPC for welcoming him and reported that he has been taking time to familiarize himself with the DWSP program and was looking forward to working with the SPC.

NEXT MEETING

As there will be a pause in some of the SPC work over the next months, the SPC may not meet again until September. However, Chair Matt noted that a posting for an Agricultural representative for the SPC will go ahead soon.

ADJOURNMENT

The meeting was adjourned at 12:19 p.m.

Matt Pearson
Chair

Abigail Gutteridge
Secretary

Ausable Bayfield Conservation Authority
Source Protection Authority Meeting

Thursday, April 18, 2024

11:45 a.m.

Administration Centre Boardroom
Morrison Dam Conservation Area

Agenda

1. Call to Order
2. Adoption of Agenda for April 18, 2024
3. Declaration of Pecuniary Interest
4. Adoption of Minutes from March 21, 2024
5. Business Out of the Minutes
6. Program Reports – Mary Lynn MacDonald
 - Program Update – for information
 - Annual Progress Report – for approval
7. New Business
8. Adjournment

SOURCE PROTECTION AUTHORITY

Thursday March 21, 2024

**Ausable Bayfield Conservation Authority Administration Centre
Morrison Dam Conservation Area**

DIRECTORS PRESENT

Ray Chartrand, Adrian Cornelissen, Steve Herold, Jaden Hodgins, Dave Jewitt, Greg Lamport,
Dave Marsh, Marissa Vaughan

DIRECTORS ABSENT

Wayne Shipley

STAFF PRESENT

Abbie Gutteridge, Davin Heinbuck, Mary Lynn MacDonald

CALL TO ORDER

Chair Marissa Vaughan called the meeting to order at 4:39 p.m.

ADOPTION OF AGENDA

MOTION #SPA 04/24

**Moved by Greg Lamport
Seconded by Ray Chartrand**

**“RESOLVED, THAT the agenda for the March 21, 2024 Source Protection
Authority meeting be approved.”**

Carried.

DECLARATION OF PECUNIARY INTEREST

None

ADOPTION OF MINUTES**MOTION #SPA 5/24**

**Moved by Dave Jewitt
Seconded by Steve Herold**

“RESOLVED, THAT the minutes of the Source Protection Authority meeting held on February 15, 2024, and the motions therein be approved.”

Carried.

BUSINESS OUT OF THE MINUTES

None

PROGRAM UPDATE

Mary Lynn MacDonald, Drinking Water Source Protection (DWSP) Program Co-Supervisor, presented a brief update on the program. As noted at the February 15 Source Protection Authority (SPA) meeting, a letter was sent to several ministries, local municipalities, local health units, and other Source Protection Regions (SPR) regarding the proposed phase out of private drinking water testing. The SPC has received support for this letter from county and municipal councils and many SPRs are planning to take this letter to their Source Protection Committees.

The DWSP Budget and Workplan for 2024-2027 was submitted to the Ministry of Environment, Conservation and Parks (MECP) with requests for several new categories of funding. The MECP has now announced that the program is over-subscribed and denied all of the ABMV workplan new requests for Targeted Municipal Support. The Best Practices program for private wells (Water Wise water sampling events) have been put on hold pending review. Staff have revised the budget and reduced it by \$250,000 and are waiting for approval or further comments from the province.

Mary Lynn MacDonald also noted that the interest for the “Water Wise” events, held in partnership with local service organizations, is still strong. Several communities have requested hosting a second event in their communities. The most recent event, held with the Kirkton-Woodham Optimists, saw 370 bottles distributed in the community, and 111 brought to the event for delivery to Huron Perth Public Health for testing.

Several board members expressed disappointment that the Water Wise events would be put on hold when the momentum for this initiative is still growing.

MOTION #SPA 06/24

**Moved by Jaden Hodgins
Seconded by Dave Marsh**

“RESOLVED, THAT the Ausable Bayfield SPA receive the program update for information, as presented.”

Carried.

PROPOSED UPDATE TO MAITLAND SOURCE PROTECTION PLAN

At the February SPA meeting, staff provided a summary of the proposed updates to the Maitland Source Protection Plan through a Section 34 Amendment, which included revisions to the Century Heights and Lucknow Wellhead Protection Areas. Public Consultation for this process ended on March 14, with very few comments received. The only two comments came in the form of emails from the Historic Saugeen Métis and the Technical Standards & Safety Authority, stating that they had no objections or comments at present. Now that public consultation is complete and requirements have been met, the proposed updates can be submitted to the MECP for approval.

MOTION #SPA 07/24

Moved by Steve Herold

Seconded by Dave Jewitt

“RESOLVED, THAT the Board of Directors for the Ausable Bayfield SPA approve the proposed updates to the Maitland Source Protection Plan (SPP), and

“FURTHER, THAT the Board of Directors for the Ausable Bayfield SPA directs staff to submit the proposed updates to the SPP along with supporting documentation to the Minister of the Environment, Conservation and Parks for approval.”

Carried.

2024 – 2027 MAITLAND VALLEY AND AUSABLE BAYFIELD PARTNERSHIP AGREEMENT

Mary Lynn MacDonald presented the 2024 – 2027 agreement between the Ausable Bayfield and Maitland Valley SPAs. Through the Clean Water Act, these two Authorities form a Source Protection Region, with Ausable Bayfield SPA as the lead. These agreements have typically been either one or two years, to reflect the funding period. As the MECP is now supporting a three-year workplan and budget, the agreement will also be in place for three years.

MOTION #SPA 08/24

Moved by Ray Chartrand

Seconded by Jaden Hodgins

“RESOLVED, THAT the Ausable Bayfield SPA receive the report as presented, and enter into the attached partnership agreement with the Maitland Valley Source Protection Authority.”

Carried.

NEW BUSINESS

1. Adrian Cornelissen asked staff what the setback is for a septic system from a drinking water well. Mary Lynn MacDonald noted that a 50' separation is recommended. She also noted that public health units have education for landowners on private drinking water wells and septic systems.

ADJOURNMENT

The meeting was adjourned at 5:00 p.m.

Marissa Vaughan
Chair

Abigail Gutteridge
Secretary

To: Ausable Bayfield Source Protection Authority (AB SPA)
From: Donna Clarkson and Mary Lynn MacDonald, DWSP Co-Supervisors
Date: April 18, 2024
Subject: Program Update – Drinking Water Source Protection (DWSP)

For Information

1. DWSP Funding and Workplan Application for 2024 to 2027

A three-year funding application for the DWSP program was sent to the Ministry of Environment, Conservation and Parks (MECP) in January. The ministry informed us that the program has come in substantially over-subscribed in relation to the available funding. As a result, all regions were given direction on aspects of their budget that would not be funded and asked to revise proposals accordingly. In response, staff submitted a revised funding application on March 12th, with reductions in technical work and removal of some non-mandatory activities. **No response has been received from the ministry to date.**

2. Source Protection Plan amendments:

As per the Clean Water Act, source protection plans and assessment reports can be updated using several methods:

- Section 34: a locally initiated amendment, e.g. new municipal well. This is the typical amendment
- Section 36: an update resulting from the comprehensive review required per Minister's order.
- Section 51: an amendment for minor/administrative revisions

There are two separate Source Protection Plan updates underway for our Region:

1. per 'section 34' of the *Clean Water Act*: an update to incorporate changes to the Lucknow and Century Heights drinking water system, submitted to MECP April 4, 2024

Status: Submitted to the province for approval April 4, 2024. Approval pending

2. per 'Section 36' of the *Clean Water Act*: a comprehensive update of the Ausable Bayfield and Maitland Valley SPPs. This update was submitted to the province for approval in March 2023.

Status: Approved March 26, 2024! The province posted approval of the amendment on the [Environmental Registry of Ontario](#). Key changes include the following:

- New and revised policies to align with the 2021 provincial Technical Rules (under the Clean Water Act), and to address policy implementation challenges.

- Revised wellhead protection areas for Belgrave, plus minor changes to Auburn, Palmerston and Wingham wellhead protection areas
- Updated SGRA – Significant Groundwater Recharge Area - to align with updated Technical Rules.

Tim Cumming circulated an e-newsletter to publicise the approval. Staff informed affected municipalities of the amendment via email and will meet with them in the coming weeks to discuss the impact of the policy changes.

3. Source Protection Committee (SPC):

The Source Protection Committee (SPC) met March 27th in Grand Bend following an excellent tour of the water treatment facility supplying the Lake Huron Primary Water Supply System. Agenda items included the following:

- Chair's update: Chair Pearson noted media interviews and correspondence received in response to the SPC letter sent to Ministers regarding proposed phase out of free private water well testing. He also noted the passing of SPC member Bert Dykstra, with condolences.
- Program update: Update on SPP amendments; Summary of recent 'Water Wise' events
- Annual progress report on SPP implementation

AB-SPA REPORT # 5-2024

To: Ausable Bayfield Source Protection Authority
From: Donna Clarkson and Mary Lynn MacDonald, DWSP Co-Supervisors
Date: April 18, 2024
Subject: Annual Progress Report on SPP Implementation

Purpose:

To report on implementation of the Source Protection Plans (SPP) and to **obtain approval** for submission of the seventh Annual Progress Report for the Ausable Bayfield Maitland Valley (ABMV) Source Protection Region. **See attached Annual Progress Report.**

A. Background

The requirement for annual progress reporting is established in the *Clean Water Act, 2006* (CWA). Source Protection Authorities (SPA) are required to provide annual reports to the Ministry of the Environment, Conservation and Parks (MECP) in accordance with the Act. Collectively, the information generated provides valuable information about the implementation of source protection plans (SPP) and the overall success of the program.

The Province provides an online reporting interface and two templates – Annual Progress Report and Supplemental Form - to facilitate the reporting requirements. The Annual Progress Report will be made publicly available.

This seventh annual report covers the 2023 reporting period and builds on implementation progress since April 1st, 2015, the effective date of the SPPs. It covers the Ausable Bayfield and Maitland Valley source protection areas. The report is based on the information collected through annual monitoring reports submitted by implementing bodies. Note that the results are very similar to the previous year.

B. Key Findings

Information gathered from the monitoring reports has been summarized below, to provide an overview of the progress made toward SPP implementation.

Risk Management Officials: Risk Management Officials (RMOs) are responsible for implementing the policies that prohibit (Section 57, Clean Water Act) or manage (Section 58, CWA) activities identified as significant drinking water threats (SDWTs). In 2023, RMOs issued 28 development review notices and completed three risk management plans (RMPs). Since 2015, 127 RMPs have been completed across this Region; all of the required RMPs are complete.

Municipalities / Counties: Twelve municipalities/counties in the ABMV source protection region are required to update their Official Plans and Zoning Bylaws to ensure they conform to the local source protection plans. Ten have completed their OP amendment and the remainder are in progress.

Septic systems inspection must be conducted every five years for systems located close to municipal wells, in zones A and B of the wellhead protection areas where the vulnerability is high (vulnerability score of 10). Across the ABMV source protection region, 204 on-site septic systems require inspection. The third 5-year cycle of septic system inspections is underway. In 2023, 38 of 51 planned inspections were completed. Delays are attributed to difficulties contacting some landowners; Orders were issued where necessary.

Provincial Implementation: The Ministry of Environment, Conservation and Parks (MECP) ensures that all prescribed instrument decisions (e.g. Environmental Compliance Approvals (ECA), Pesticide Permits, Municipal Drinking Water Licenses, etc.) conform to policies in the Source Protection Plans. All incoming applications are screened to determine if any activities associated with the prescribed instrument could be a significant drinking water threat.

Progress - Addressing Drinking Water Threats

Percent progress in addressing SDWT is 100%. The table below shows progress made from 2015 to 2023, to verify and address significant drinking water threats (SDWT) in the ABMV Source Protection Region. Threat types are grouped for simplicity.

Threat Activity	# Estimated Threats in 2014	# confirmed threats - 2023	# threats remaining to address
Waste	28	5	0
Sewage; Septics	229	219	0
Agricultural source material (manure)	26	15	0
Fertilizer storage & application	4	5	0
Pesticide storage & application	14	9	0
Livestock grazing	12	9	0
Road Salt; Snow storage	0	0	0
Fuel storage	75	12	0
Chemicals; DNAPL	76	44	0
Sum	464	318	0

C. Annual Progress Report – see attached public Report

The report format, key reportables and targets are set out by MECP. The report is to be available to the public. As per MECP direction, implementation progress is to be scored according to three possible grades:

P: Progressing Well or **S:** Satisfactory or **L:** Limited progress

Summary of seventh Annual Progress Report:

(For comparison, results of the previous Annual Progress Reports are included)

Category	3rd Annual Progress Report: 2015 to 2019	6th Annual Progress Report: 2022	7th Annual Progress Report: 2023
Overall score	P: Progressing Well	P: Progressing Well	P: Progressing Well
1. Policy implementation	93 % of SDWT* policies implemented	100 % of SDWT* policies implemented / in progress	Same; Progressing Well
2. Municipal Progress	62% of ZBlaw & OP's updated	10 of 12 Official Plans updated	Same; Progressing Well
3. Septic inspections	99 % of first round complete;	Round 2: 75% inspected within 5 year timeline; 73 in 2022	Round 3 of inspections begins. Progressing well
4. Risk management plans (RMP)	20 RMPs completed in 2019; Total = 99	10 RMPs completed in 2022; Total=124; 2 remaining	3 RMPs completed in 2023; Total = 127; 0 remaining
5. Provincial progress	100% of Prescribed Instrument reviews are complete;	No change P: Progressing Well	No change; P: Progressing Well
6. Source Protection Awareness	88 road signs installed; Education ongoing	Education ongoing P: Progressing Well	Education ongoing; P: Progressing Well

*SDWT = significant drinking water threat

The Source Protection Committee (SPC) met in March 2024 to review and add comments to the Annual Progress Report. The SPC approved the report as presented and recommended it be forwarded to the Ausable Bayfield and Maitland Valley SPAs for approval and submission to the Ministry of Environment, Conservation and Parks (MECP). As the majority of the source protection plan policies have been implemented or are in progress, the SPC is confident that the objectives of the Source Protection Plans are “Progressing Well/On Target”.

See attached – 7th Annual Progress Report, to be submitted to MECP, and made publicly available.

Recommendation: That the Ausable Bayfield Source Protection Authority approve the attached Annual Progress Report for submission to the Ministry of Environment, Conservation and Parks (MECP).

Source Protection Annual Progress Report

I. Introduction

This annual progress report outlines the progress made in implementing the source protection plans for the Ausable Bayfield and Maitland Valley source protection areas, as required by the Ontario Clean Water Act, 2006 and its regulations. It highlights actions taken to protect the sources of our drinking water, the groundwater aquifers and Lake Huron.

Protecting the sources of our drinking water is the first step in a multi-barrier approach to safeguard the quality and quantity of our water supplies. The source protection plans are the culmination of extensive science-based assessment, research, consultation with the community, and collaboration with local stakeholders and the Province of Ontario.

This is the seventh annual progress report submitted for the Ausable Bayfield Maitland Valley (ABMV) Source Protection Region. It covers the period of April 2015 to December 31st, 2023, and summarizes progress made in the year 2023.



II. A message from your local Source Protection Committee

P : Progressing Well/On Target – The majority of the source protection plan policies have been implemented and/or are progressing.

Following approval of the Source Protection Plans (SPPs) in 2015, the Committee has focused on tasks related to implementation and amendments. This includes assessing progress made by stakeholders in implementing the SPP policies, identifying areas for improvement, and overseeing amendments. In 2023, proposed updates to the SPPs, developed per section 36 of the Clean Water Act, were submitted to the province following extensive consultation. The Committee was pleased with the positive comments received regarding the proposed policy changes.

The Source Protection Committee (SPC) for the ABMV Source Protection Region reviewed the recent implementation results, noting that significant progress has been made since the SPPs came into effect in 2015. All of the policies in the source protection plan are implemented, in progress or require no further action. In addition, 100% of significant drinking water threats have been addressed. The SPC is pleased to see that these threats are being addressed, and that the objectives of the Clean Water Act are being achieved. The SPC feels confident in their assessment that implementation of the Source Protection Plans is 'progressing well / on target'.

The Committee would like to acknowledge the local municipalities, stakeholders, and other implementing bodies for their contribution to this annual progress report, and for their ongoing efforts to implement the SPP policies. The great progress made to date on SPP implementation would not have been possible without their strong support.

III. Our Watershed

To learn more, please read our assessment report(s) and source protection plan(s)

The Ausable Bayfield Maitland Valley (ABMV) Source Protection Region (SPR) is made up of the Ausable Bayfield and Maitland Valley source protection areas (SPAs). The two SPAs overlie the same jurisdiction as the Ausable Bayfield and Maitland Valley conservation authorities. Their jurisdictions abut and their major rivers flow into Lake Huron. The combined watersheds are approximately 5,690 square kilometres in size, with a combined population of 105,000. There are six counties and 24 lower-tier municipalities entirely or partly within the SPR. There are no First Nations within the two watershed areas. The Ausable Bayfield Source Protection Area is adjacent to the Chippewas of Kettle and Stony Point First Nation.

Land uses can have a significant impact on water quality and quantity. Agriculture is the major land use in the region, with small urban areas scattered throughout. Their watersheds share common patterns of landscapes and natural systems. Their towns are small; their economies are based on the economic driver of a thriving agricultural sector, a significant manufacturing sector as well as the additional economic pillars of tourism, heritage and culture. Lake Huron is a major driver of the tourism industry.

In the Ausable Bayfield Maitland Valley Source Protection Region there are 25 municipal groundwater well systems and two Lake Huron intakes. Approximately half of the population is served by these systems; the remainder receive their water from private or communal wells and intakes. There are two great lake intakes - Lake Huron Primary Water Supply System (in Port Blake, near Grand Bend); and the Goderich Water Supply.

The Wellhead Protection Areas for the municipal well systems are: Township of Ashfield-Colborne-Wawanosh: Century Heights, Dungannon, Huron Sands; Municipality of Bluewater: Varna; Municipality of Central Huron: Auburn, Benmiller, Clinton, Kelly, McClinchey, SAM, Vandewetering; Municipality of Huron East: Brucefield, Brussels, Seaforth; Township of Huron Kinloss: Lucknow, Whitechurch, Ripley (well system itself is outside ABMV SPR); Town of Minto: Clifford (well system itself is outside ABMV SPR), Harriston, Palmerston; Municipality of Morris-Turnberry: Belgrave; Township of North Huron: Blyth, Wingham; Municipality of North Perth: Atwood, Gowanstown, Listowel, Molesworth.

The source of water for the wells is typically deep bedrock aquifers, which are protected by a thick overburden. There have been no Issue Contributing Areas identified in the SPR. There has been a number of changes to these well systems since approval of the source protection plans in 2015, triggering the need for several amendments to the Source Protection Plans. An amendment under Section 34 of the Clean Water Act, 2006 was approved by the Province in 2019, with effective date of February, 5, 2019. In 2023, the Zurich groundwater system was removed from the Plan, via a 'section 51' amendment. An update per section 36 of the Clean Water Act was submitted to the Province in March 2023 following extensive consultation.

IV. At a Glance: Progress on Source Protection Plan Implementation

1. Source Protection Plan Policies

The overall progress score on achieving source protection plan objectives in this reporting period is: P : Progressing Well/On Target

All of the legally binding policies that address significant drinking water threats are implemented or in progress.

All of the policies that address moderate and low drinking water threats are implemented or have been evaluated with no further action required. More than 80% of policies that are not directly related to drinking water threat activities are implemented, and the remainder have been reviewed and require no further action. Note that these policies are 'non-binding' on implementing bodies.

2. Municipal Progress: Addressing Risks on the Ground

P : Progressing Well / On Target

The Region contains almost the full extent of Huron County, plus portions of Bruce, Perth, Wellington, Lambton and Middlesex counties. Nine lower-tier municipalities and four upper-tier municipalities in our source protection region have vulnerable areas where significant drinking water threat policies apply.

All of the municipalities in our source protection region have indicated that they have processes in place to ensure their day-to-day planning decisions conform to our source protection plans.

Twelve municipalities in our source protection region are required to review and amend their Official Plans to ensure they conform to the local source protection plans (SPPs). Ten of the municipalities (lower and upper tier) have completed the required Official Plan update. The remainder are in progress. Nine municipalities are required to update their Zoning Bylaws to conform to the SPP; eight are complete. It is anticipated that the remaining Official Plan and Zoning Bylaw updates will be completed within the next year.

3. Septic Inspections

P: Progressing well / On target.

In areas where an on-site sewage system (septic system) is considered a significant drinking water threat, inspections are required once every five years in accordance with the Ontario Building Code's mandatory on-site sewage system inspection program.

In the ABMV Source Protection Region, 204 on-site sewage systems are subject to the mandatory inspection program. For the first round of inspections, 99% of these systems were inspected within the five-year timeline, in accordance with the Ontario Building Code. The inspection results found the majority are functioning as designed and carrying out regular pump-outs.

Almost 80 per cent of systems were re-inspected within the second five-year round of inspections. Although all systems have received an initial inspection, there were challenges meeting the second five-year timeline. Delays are attributed to staffing issues as well as impacts related to the COVID-19 pandemic.

The third round of septic system inspections is underway. In 2023, 38 of 51 planned inspections were completed. Delays are attributed to difficulties contacting some landowners; Orders were issued where necessary.

In the ABMV SPR, the inspections were carried out by municipal staff or B.M. Ross and Associates Limited (for the Township of Huron-Kinloss). Educational materials were reviewed with the landowner at the time of the initial inspection.

4. Risk Management Plans

P : Progressing Well/On Target

In the 2023 reporting period, three risk management plans (RMP) were established in our source protection region; two were new RMPs and one was a replacement. Since our source protection plans took effect in April 2015, a total of 127 risk management plans have been established, with 85 remaining in effect. All of the required risk management plans are in place.

Since our Source Protection Plans took effect in 2015, Risk Management Official/Inspectors have carried out almost 450 inspections for prohibited or regulated activities. In 2023, 63 inspections were conducted. This includes inspections required for risk management plans, to ensure compliance with prohibition and to verify threat activities. To date, there is a 100% compliance rate with the risk management plans established in our source protection region.

5. Provincial Progress: Addressing Risks on the Ground

P : Progressing Well/On Target

The Ontario ministries have reviewed previously issued provincial approvals (e.g. prescribed instruments, such as environmental compliance approvals under the Environmental Protection Act) where they have been identified as a tool in our plan to address existing activities that pose a significant risk to sources of drinking water. The ministries have identified prescribed Instruments that may be subject to significant drinking water threat policies and require further review. The provincial approvals are amended or revoked where necessary to conform to Source Protection Plan policies. Our policies set out a timeline of three years to complete the review and make any necessary amendments. The ministries have completed this for 100% of previously issued prescribed instruments in our source protection region.

6. Source Protection Awareness and Change in Behaviour

Eighty-eight Drinking Water Protection Zone signs have been installed in our source protection region. The signs are installed on roads near municipal water sources to alert citizens that their actions in these zones can have an impact on a municipal drinking water source. The signs are an effective way to educate and remind everyone of the need to protect our sources of water. Several of the municipalities in this region have included information about the signs and the Drinking Water Source Protection program on their websites.

Significant efforts have been made by source protection authority staff to implement the education and outreach policies in the Ausable Bayfield and Maitland Valley Source Protection Plans. This successful Education and Outreach program - developed in collaboration between municipalities and conservation authorities - includes an updated website and active social media presence. Fact sheets were created for specific sectors as well as for individual well systems. This focused outreach aims to improve awareness about local sources of water.

Between 2020 and 2023, a series of 10 videos, featuring members of the Source Protection Committee, was created to promote source water protection. The series has received more than 35,000 views to date.

7. Source Protection Plan Policies: Summary of Delays

Significant progress has been made on implementing all policies related to significant drinking water threats. In 2023, all Ausable Bayfield and Maitland Valley Source Protection Plan (SPP) policies that directly address significant drinking water threats are implemented or in progress.

With our Region's Source Protection Plans coming into effect in April of 2015, we are in year eight of the established five-year timeline for implementation of our significant drinking water threat policies. Due to the COVID-19 pandemic, several implementing bodies were unable to meet these timelines. However, all of the required Risk Management Plans are now in place. Several municipalities encountered delays regarding the Official Plan updates required to conform to the SPPs. However, steady progress has been made, with only two remaining to complete.

8. Source Water Quality: Monitoring and Actions

In our source protection region, no Issues have been identified in our local science-based assessment reports regarding the quality of the sources of municipal drinking water.

9. Science-based Assessment Reports: Work Plans

No work plans related to water budget, GUDI or ICA were required to be implemented for our assessment report(s).

10. More from the Watershed

To learn more about our source protection region/area, visit our local website home page:
<https://www.sourcewaterinfo.on.ca>

