

April 04, 2024

**City of Hamilton
Haldimand County
Regional Municipality of Niagara
Local Area Municipalities**

SENT ELECTRONICALLY

**Resolution No. FA-19-24 pertaining to Report No. FA-09-24
RE: New Conservation Authorities Act Legislative and Regulatory Requirements –
NPCA Housekeeping Policy Amendments and Transition Plan**

At the Board of Directors meeting held on March 22, 2024, the Board passed the following resolution:

Resolution No. FA-19-24

WHEREAS the Niagara Peninsula Conservation Authority (NPCA) Policy Document: Policies for Planning and Development in the Watersheds of the Niagara Peninsula Conservation Authority was approved by the Board of Directors on November 4, 2022, through Resolution No. FA-105-2022, with additional approval of deferred policies on November 18, 2022, through Governance Committee Recommendation No. GC-37-2022;

WHEREAS on February 16, 2024, the Ministry of Natural Resources and Forestry issued a notice on the Environmental Registry of Ontario of the government's decision to proclaim legislative and regulatory amendments under the *Conservation Authorities Act* that will come into force on April 1, 2024;

NOW THEREFORE IT BE RESOLVED THAT Report No. FA-09-24 RE: New *Conservation Authorities Act* Legislative and Regulatory Requirements – NPCA Housekeeping Policy Amendments and Transition Plan BE APPROVED;

THAT staff BE AUTHORIZED to implement the transition plan identified in Appendix 2 and to report to the Board periodically on these matters;

THAT a copy of the Board of Directors decision and Report FA-09-24 RE: New *Conservation Authorities Act* Legislative and Regulatory Requirements – NPCA Housekeeping Policy Amendments and Transition plan be **CIRCULATED** to the Office

of the Clerk for NPCA's watershed upper, single, and lower-tier municipalities for their information, and **POSTED** on the NPCA's website.

A copy of Report No. FA-09-24 and associated Appendices are enclosed for your reference.

Sincerely,



Melanie Davis
Manager, Office of the CAO & Board
Niagara Peninsula Conservation Authority

cc: Chandra Sharma, CAO / Secretary - Treasurer
Leilani Lee-Yates, Director, Planning & Development

Report To: Board of Directors

Subject: New Conservation Authorities Act Legislative and Regulatory Requirements – NPCA Housekeeping Policy Amendments and Transition Plan

Report No: FA-09-24

Date: March 22, 2024

Recommendation:

WHEREAS the Niagara Peninsula Conservation Authority (NPCA) Policy Document: Policies for Planning and Development in the Watersheds of the Niagara Peninsula Conservation Authority was approved by the Board of Directors on November 4, 2022, through Resolution No. FA-105-2022, with additional approval of deferred policies on November 18, 2022, through Governance Committee Recommendation No. GC-37-2022;

WHEREAS on February 16, 2024, the Ministry of Natural Resources and Forestry issued a notice on the Environmental Registry of Ontario of the government's decision to proclaim legislative and regulatory amendments under the *Conservation Authorities Act* that will all come into force on April 1, 2024;

NOW THEREFORE IT BE RESOLVED THAT Report No. FA-09-24 RE: New Conservation Authorities Act Legislative and Regulatory Requirements – NPCA Housekeeping Policy Amendments and Transition Plan **BE APPROVED**;

THAT staff **BE AUTHORIZED** to revise NPCA Policy Document: Policies for Planning and Development in the Watersheds of the Niagara Peninsula Conservation Authority to include housekeeping amendments described in Appendix 1 for implementation on the provincially set date of April 1, 2024;

THAT staff **BE AUTHORIZED** to implement the transition plan identified in Appendix 2 and to report to the Board periodically on these matters;

THAT a copy of the Board of Directors decision and Report FA-09-24 RE: New Conservation Authorities Act Legislative and Regulatory Requirements – NPCA Housekeeping Policy Amendments and Transition Plan be **CIRCULATED** to the Office of the Clerk for NPCA’s watershed upper, single and lower-tier municipalities for their information, and **POSTED** on the NPCA’s website.

Purpose:

The purpose of this report is to inform the Board of the new provisions under the *Conservation Authorities Act* and new regulations coming into effect on April 1, 2024, to provide a summary of key changes, and to seek approval of staff recommendations for housekeeping amendments to the NPCA Policy Document and a transition plan for conforming to the legislative and regulatory changes.

Background:

In recent years, the *Conservation Authorities Act*, has been amended through several pieces of legislation starting in 2017 with the *Building Better Communities and Conserving Watersheds Act*, and more recently in late 2022 through the *More Homes Built Faster Act* (Bill 23). These amendments have been implemented at various times per legislative proclamations. In late 2022, a regulatory proposal for “Proposed updates to the regulation of development for the protection of people and property from natural hazards in Ontario” was posted on the Environmental Registry of Ontario (ERO) for consultation.

Conservation authorities across the province, including the NPCA, have provided comments to the Provincial Government on the proposed changes either directly or through Conservation Ontario. During the consultation on Bill 23, the NPCA sent comments directly through the ERO and was invited to make a delegation to the Standing Committee on Heritage, Culture and Infrastructure Policy.

On February 16, 2024, the Ministry of Natural Resources and Forestry (MNRF) provided notice that the proclamation of provisions of the *Conservation Authorities Act* related to work permits and compliance and enforcement, as well as the approval of Ontario Regulation (O. Reg.) 688/21: Rules of Conduct in Conservation Areas, O. Reg. 41/24: Prohibited Activities, Exemptions and Permits, and amendments to O. Reg. 686/21: Mandatory Programs and Services made under the act (O. Reg. 42/24), will all come into effect on April 1, 2024.

E-laws has been updated to include the proclamation date within the *Conservation Authorities Act* and the new regulations:

- Conservation Authorities Act: <https://www.ontario.ca/laws/statute/90c27>
- O. Reg. 688/21: Rules of Conduct in Conservation Areas: <https://www.ontario.ca/laws/regulation/210688>

- O. Reg. 41/24: Prohibited Activities, Exemptions and Permits:
<https://www.ontario.ca/laws/regulation/r24041#BK0>
- O. Reg. 42/24: Mandatory Programs and Services:
<https://www.ontario.ca/laws/regulation/r24042>

Effective April 1, 2024, O. Reg. 41/24: Prohibited Activities, Exemptions and Permits sets out details on prohibited activities and areas where a conservation authority permit is required, exemptions from a permit for certain low-risk activities, the process for applying for a conservation authority permit, and service requirements for conservation authorities in reviewing permit applications. The new regulation will apply to all conservation authorities and the existing 36 conservation authority-specific regulations (“Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses”) will be revoked.

Amendments to O. Reg. 686/21: Mandatory Programs and Services, also in effect April 1, 2024, prescribes requirements for conservation authorities to prepare an annual report that outlines statistics on permits, including reporting on their level of compliance with the requirements set out in O. Reg. 41/24

Since 2018, the NPCA Planning and Development division has been developing policies, procedural guidance, customer service standards and regulatory mapping updates to improve customer service delivery and respond to the on-going changes to the *Conservation Authorities Act*.

In 2020, the process to update the NPCA Policy Document began and in 2022, the Board of Directors approved an updated Policy Document and Procedural Manual to provide much-needed clarity and direction to staff and applicants for planning and permit applications under the current legislation while establishing a solid foundation for future updates that would be required. This focus on continuous improvement has positioned NPCA to effectively transition to preparing new and updated policies and procedures to ensure the Planning and Development programs and services conform to the pending legislative and regulatory changes.

Discussion:

The new legislative structure includes requirements for the administration of work permits, enforcement of offences and public use of conservation authority properties in both the *Conservation Authorities Act* and regulations. The following summary highlights key changes resulting from the passing of the new regulation and the enactment of amended sections under the *Conservation Authorities Act*.

Defining Regulated Activities and Areas

- The term, “development” has been replaced by “development activity” but the definition remains the same.
- The definition of a “watercourse” has been amended to require that a watercourse be a defined channel, having a bed and banks or sides (formerly defined as an identifiable depression in the ground).
- The definition of “pollution” is removed, which is an amendment related to the new criteria or ‘tests’ of a permit.
- The regulated area adjacent to a wetland is changed to 30m for all wetlands and there are no size thresholds. The former legislation included 120m for provincially significant wetlands and wetlands greater than two hectares in size, and 30m for wetlands less than two hectares in size.
- The hazard allowances, which are regulated areas adjacent to apparent and non-apparent river or stream valleys (including floodplains) has been standardized for all conservation authorities. The existing exception for hazard allowance to non-apparent valleys has remained unchanged for the NPCA.
- The description of regulated areas adjacent or close to the Great Lakes-St. Lawrence River System continues to include the 100-year flood level, plus the appropriate allowance for wave uprush and also specifies, “other water-related hazards, including ship-generated waves, ice piling and ice jamming.”
- A standard 30m allowance from a dynamic beach associated with waterfront lands has been added.
- A standard additional 15m allowance inland from the further extent of the regulated areas from the Great Lakes-St. Lawrence River System has been included.

Regulation Mapping

- Maps depicting regulated areas must be made available to the public on an authority’s website, and any other means the authority considers advisable.
- At least once annually the authority must review mapping to determine if updates are required and make any updates available to the public.
- Where significant mapping updates are to be made, an authority shall provide notice to the public, municipalities, and stakeholders at least 30 days prior to any authority meeting to consider the changes.
- Regulation continues to state that in the case of a conflict regarding the boundaries of the regulated areas, the description of those areas in O. Reg. 41/24 prevails over the depiction of the areas in the maps.

Exemptions for Low-Risk Activities

- A number of development activities considered low-risk are exempt from requiring a permit.
- The exempted development activities are mainly minor in nature and would fall under the NPCA “minor” or “routine” permit category. There are size threshold and location criteria that also must be met.
- Generally, the exempted activities include:
 - Seasonal or floating dock
 - fencing
 - agricultural in-field erosion control structures
 - non-habitable accessory structures
 - non-habitable garage reconstruction
 - unenclosed detached decks or patio
 - installation/maintenance of tile drains
 - installation/maintenance of an offline pond for watering livestock
 - the maintenance or repair of municipal drains (previously permits were required for municipal drain works within wetlands). Conservation Ontario is seeking clarification from the Province on revisions to the DART protocol.
 - maintenance/repair of private driveway/laneway or public road/driveway

Permit Application Requirements

- An authority and applicant can engage in pre-submission consultation. If an applicant requests a pre-submission consultation, the authority is required to engage in the consultation.
- More detailed list of permit application requirements, including fee submission and landowner authorization.
- The applicant must be notified in writing within 21 days of receiving an application if application is deemed complete.
- Once an application is deemed complete, no new studies/plans can be requested unless agreed to by the applicant; however, the authority may ask the applicant for clarification or further details regarding any matter related to the application.
- An applicant may request an administrative review by an authority if they do not receive a notice of complete application within 21 days or if the applicant disagrees with the authority’s determination of a complete application or the request for additional information/studies/plans is unreasonable.
 - Administrative reviews must be completed within 30 days of request.
 - There is no appeal mechanism if the applicant disagrees with the outcome of the review.

- Requests for permit fee reconsideration must be responded to within 30 days and can be appealed to the Ontario Land Tribunal (OLT) for non-decision or continued objection to fee amount.

Permits

- Existing permit approval ‘tests’ related to “pollution” and “conservation of land” are removed.
- New tests added for consideration of “unstable soil or bedrock”, “health or safety of persons”, and “damage or destruction of property”. The control of flooding, erosion, and dynamic beaches remains.
- Permit conditions are limited to those which assist in preventing or mitigating hazards or effects on health and safety or property damage, or which support permit administration.
- Maximum period of validity for permits increases from 24 to 60 months.
- If the authority fails to give the applicant notice of a decision on a complete application within 90 days, the applicant can appeal directly to the OLT. Former guidance through Conservation Ontario has been to provide notice of a decision within 30 days for minor permits and 90 days for major permits.
- New powers for the Minister of Natural Resources and Forestry to issue permits and/or direct an authority not to issue a permit.
- Applicants may request a Minister’s review where the authority refuses a permit or imposes conditions on a permit to which an applicant objects. The Minister’s decision is final.
- An applicant may appeal an authority’s decision to refuse a permit or issue a permit subject to conditions following a hearing of the Board to the OLT.
- Provision allows for the exemption of development from obtaining a permit within a municipality prescribed by regulation where the development has been authorized under the *Planning Act*. However, a regulation under this section **has not** been made at this time.

Enforcement and Offences

- Appointment of Officers moved from individual regulations (to be revoked) to Part VII of the *Conservation Authorities Act*.
- Minor changes to provisions for power of entry to private property.
- New powers for Officers to issue Stop Orders where:
 - Officer forms reasonable grounds to believe that a person is engaging in activity or about to engage in activity that contravenes the Act, regulations or permit conditions;
 - Activity has caused or is causing significant damage that would affect natural hazards, health and safety of persons or damage property; or
 - Order will prevent/reduce damage.

- Maximum penalties for offences increased – up to \$50,000 and up to three months imprisonment for individuals and \$1 million for corporations, plus additional daily fines and/or court-imposed amounts.

Reporting and Policies

- Authorities shall develop policy and procedure documents for permit applications and reviews.
- Authorities shall prepare and publish an annual report that outlines statistics on permits and its level of compliance with the requirements of O. Reg. 41/24.

Conservation Areas

- Enactment of O. Reg. 688/21: Rules of Conduct in Conservation Areas replaces individual conservation authority regulations.
- Outlines prohibited activities and activities requiring a permit on lands owned by conservation authorities.
- Enforcement provisions remain unchanged.

Transition Plan to Achieve Conformity with Legislation

Given the short amount of transition time (six weeks) to the date (April 1, 2024) the amended legislation and regulations come into force, conservation authorities are working closely with Conservation Ontario to ensure conformity to the Legislation is achieved in a timely and coordinated manner. NPCA has been proactively working on some of these items over the past few years. While NPCA is expected to comply with the proclaimed pieces of legislation as of April 1, 2024, best efforts will be made to prepare and update policies and procedures in a timely yet thorough manner.

It is recommended that the NPCA take a phased approach to implementing the changes, beginning with key housekeeping amendments to the NPCA Policy Document and administrative updates to forms and templates, followed by more comprehensive work requiring further time and resources.

Appendix 1 describes the nature of the proposed housekeeping amendments to the NPCA Policy Document that staff will endeavour to have completed and posted to the NPCA website by April 1, 2024. These amendments include updating legislation and regulation references, revising definitions, revising descriptions of regulated areas, updating references to the 'tests' of a permit and including the permit exemptions.

Appendix 2 includes a transition plan that identifies the administrative updates, such as re-delegation of authority for permits, re-appointment of Officers, and

updates to permit application forms and templates that will be in place by April 1, 2024, and the long-term workplan with general timelines that are required to bring the NPCA policies and procedures in conformity with the amended legislation and regulations.

Planning and Development staff will report to the Board of Directors periodically to provide status updates on the implementation of the transition plan.

Financial Implications:

There are no financial implications associated with this report. Resources required to implement the legislative and regulatory changes under the *Conservation Authorities Act* are funded through the approved budget.

Links to Policy/Strategic Plan

The mandated regulatory role of conservation authorities aligns with the NPCA's 10-year Strategic Plan goals to protect people and properties from natural hazards and climate impact, and maintain a high standard of client services, tools and procedures for planning review and permits.

Related Reports and Appendices:

Appendix 1 – Housekeeping Amendments to the NPCA Policy Document: Policies for Planning and Development in the Watersheds of the Niagara Peninsula Conservation Authority

Appendix 2 – NPCA Planning and Development Transition Plan to Conform to Legislative and Regulatory Changes Under the *Conservation Authorities Act*

Authored by:

Original signed by:

Leilani Lee-Yates, MCIP, RPP
Director, Planning and Development

Submitted by:

Original signed by:

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Chief Administrative Officer/Secretary-Treasurer

Report No. FA-09-24

Appendix 1

Housekeeping Amendments to the NPCA Policy Document: Policies for Planning and Development in the Watersheds of the Niagara Peninsula Conservation Authority

It is recommended that the following housekeeping amendments be made to the NPCA Policy Document to provide the necessary clarity and guidance for the implementation of legislative and regulatory amendments under the *Conservation Authorities Act* that come into force on April 1, 2024.

Section of NPCA Policy Document	Description of Housekeeping Amendments
<u>Part A: Watershed Context</u> <u>Chapter 1: Introduction</u> This section provides an introduction, watershed context, direction from the 10-year Strategic Plan, a summary of roles and responsibilities of the NPCA and the Legislative Framework affecting NPCA's plan review and permitting functions.	Updates to this section will include: • Changing references of the former O. Reg. 155/06 to O. Reg. 41/24. • Update references to numbering of sections within the <i>Conservation Authorities Act</i> that have changed. • Revise references to the permit approval 'tests' • Further clarify NPCA roles and responsibilities to align with the legislative changes.
<u>Part B: Environmental Planning</u> <u>Chapter 2: Environmental Planning Areas of Interest</u> This section contains policies related to NPCA's role and responsibilities related to the review of applications under the <i>Planning Act</i> and other legislation.	Updates to this section will include: • Removal to references to natural heritage and stormwater management plan review services and related municipal MOUs, which is no longer allowed under changes to O. Reg. 686/21. • Changing references of the former O. Reg. 155/06 to O. Reg. 41/24. • Update policies related to permit exemptions for maintenance and repair of municipal drains. • Update references to numbering of sections within the <i>Conservation Authorities Act</i> that have changed. • Further clarify NPCA roles and responsibilities to align with the legislative changes. Future amendments to this section will be required after the release of the pending Provincial Planning Statement, and the

Section of NPCA Policy Document	Description of Housekeeping Amendments
<u>Part B, Chapter 2 continued</u>	updated Drainage Act and Conservation Authorities Act Protocol. The <i>Environmental Assessment Act</i> is currently under review, and future amendments to this section may be required to align with changes to the Act.
<u>Part C: Policies for the Administration of Ontario Regulation 155/06</u> This section provides detailed policies for the specific areas regulated by the NPCA.	Updates to this section will include: • Changing references of the former O. Reg. 155/06 to O. Reg. 41/24. • Update references to numbering of sections within the <i>Conservation Authorities Act</i> that have changed. • Change specific section references within the new O. Reg. 41/24. • Revise policies related to the former permit ‘tests’ to reflect the deletions and additions in the <i>Conservation Authorities Act</i> and O. Reg. 41/24. • Update policies for development activities that do not require a permit as identified in O. Reg. 41/24. • Replace “development” with “development activity”. • Revise definition of “watercourse”. • Update descriptions of regulated areas adjacent or near the Great Lakes-St. Lawrence River System and areas adjacent to wetlands in accordance with the changes in O. Reg. 41/24. • Update the Hazardous Lands policies to include “unstable soil” and “bedrock”. Future amendments to this section may be required upon the completion of the updates to the Lake Ontario and Lake Erie Shoreline Management Plans that may result in recommended changes to policies based on revised technical information.
<u>Definitions</u>	The definitions section will be updated to revise any changes to definitions resulting

Section of NPCA Policy Document	Description of Housekeeping Amendments
Includes definitions of terms used in the document.	from the amendments to the <i>Conservation Authorities Act</i> and O. Reg. 41/24/
<u>Appendix A</u> : Ministry of Natural Resources and Forestry (MNR) Delegation of Natural Hazards to Conservation Authorities MOU	This appendix will be deleted, because O. Reg. 686/21 mandates the role and responsibilities of conservation authorities to provide programs and services for the purpose of commenting on prescribed Acts related to the natural hazard risks and ensuring decisions under the <i>Planning Act</i> are consistent with the natural hazard policies in policy statements and provincial plans.
<u>Appendix B</u> : Conservation Authorities Act, Regulation 686/21, Mandatory Programs and Services	O. Reg. 686/21 has been amended since the date of the NPCA Policy Document was approved. As such the most recent version of the regulation will be included in this Appendix.
<u>Appendix C</u> : Conservation Authorities Act, Ontario Regulation 155/06	This Appendix will be changed to replace O. Reg. 155/06 with a copy of O. Reg. 41/24
<u>Appendix D</u> : Municipal Plan Review MOUs	The MOUs with City of Hamilton and Haldimand County will be removed, because NPCA no longer provides natural heritage and stormwater management plan review services to the municipalities.
<u>Appendix E</u> : NPCA By-law 01-2021, Being a By-law to Amend the NPCA Administrative By-law governing the calling of meetings and procedures to be followed at meetings	Conservation Ontario is updating their Hearing Guidelines to reflect amendments to the <i>Conservation Authorities Act</i> related to hearing requests and notifications. Future amendments to the NPCA Administrative By-law will be required at which time this Appendix will be updated to include the new By-law.

Appendix 2

NPCA Planning and Development Transition Plan to Conform to Legislative and Regulatory Changes Under the Conservation Authorities Act

The following transition plan identifies a phased approach to bring the NPCA policies and procedures in conformity with the legislative and regulatory changes under the *Conservation Authorities Act*. Planning and Development staff will report to the Board of Directors periodically to provide status updates on the implementation of the transition plan. In the meantime, NPCA Planning and Development staff will ensure that the authority continues to carry out its duties, functions and responsibilities to administer and enforce the provisions of Part VI and VII of the *Conservation Authorities Act* and any regulations made under those Parts.

Review of Permit Applications

Applications for permission to develop in a regulated area or interfere with a wetland or watercourse **received prior to April 1, 2024**, will be subject to the provisions of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (O. Reg. 155/06) in effect at the time the application was received. If the subject application for the proposed works is not within an area or an activity regulated under the new regulation (O. Reg. 41/24), then the applicant will be advised in writing that a permit is not required for the proposed works. All applications **received on or after April 1, 2024**, will be subject to the provisions of O. Reg. 41/24.

Review of Planning Applications

For planning applications **submitted prior to April 1, 2024**, the NPCA will continue to review the application in accordance with O. Reg. 155/06 that was in effect at the time the application was received and in accordance with O. Reg. 686/21: Mandatory Programs and Services. NPCA staff will note in their comments that O. Reg. 41/23 comes into effect on April 1, 2024, however, the application continues to be reviewed in accordance with O. Reg. 155/06. Those planning applications **submitted after April 1, 2024**, will be reviewed in accordance with O. Reg. 41/24 and O. Reg. 686/21.

Violation Notices and Legal Actions

Violation Notices issued **prior to April 1, 2024**, will be addressed and remedied by CA Provincial Offences Officers in accordance with the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (O. Reg. 155/06).

Violation Notices issued **prior to April 1, 2024**, for works in an area or activity no longer regulated under the new O. Reg. 41/24, upon satisfactory resolution of the matter, the proponent will be issued a letter advising that the works occurring in violation of O. Reg. 155/06 have remedied/ rectified and the violation notice is revoked.

Violation notices issued and prosecutions commenced on or after April 1, 2024, will confirm with Parts VI and VII of the Act and O. Reg. 41/24.

NPCA Planning and Development Transition Plan

Actions	Timeline
Delegation of authority for permit signatories to CAO, Director of Planning and Development, Senior Manager of Environmental Planning and Policy, and Manager of Planning and Permits	March 22, 2024 Board Approval (Report No. FA-12-24)
Delegation of authority for permit administrative reviews to CAO and Director of Planning and Development	March 22, 2024 Board Approval (Report No. FA-12-24)
Re-appointment of Officers under the <i>Conservation Authorities Act</i>	March 22, 2024 Board Approval (Report No. FA-13-24)
Communication to watershed municipalities	March 2024 May 2024 – training session with Niagara Area Planners
Prepare a Permit Pre-Submission Consultation Checklist	April 1, 2024
Revise Permit Application Form	April 1, 2024
Revise Permit Template	April 1, 2024
NPCA Policy Document Housekeeping Amendments	March 22, 2024 Board Approval (Report No. FA-09-24) April 1, 2024 Completion
Update NPCA Planning and Permits website to include revised permit application documents, updated NPCA Policy Document and related Board Reports	April 1, 2024
Update NPCA Section 28 Compliance and Enforcement Procedural Manual	May 2024
Update Compliance and Enforcement Standard Operating Procedures	May 2024
Update NPCA Client Service Standards for Plan and Permit Review	Summer 2024
Conservation Ontario is preparing an updated guidance document on service delivery standards	
Prepare administrative review policies and procedure	Summer 2024
Conservation Ontario is preparing a new guidance document for administrative reviews	

Actions	Timeline
Update the hearing procedures within the NPCA Administrative By-law Conservation Ontario is updating their Hearing Guidelines	To be determined based on timing of Conservation Ontario updating their Hearing Guidelines and any additional broader updates to the by-law
Update NPCA Planning and Permitting Procedural Manual Board Resolution No. FA-105-22 authorizes staff to maintain and update the procedural manual as needed to reflect evolving best practices and technical guidance documents issued from Provincial Ministries	Review of the procedural manual has begun. Updates will be made on an on-going basis as staff receive further guidance from Conservation Ontario and the Province releases updated technical guidelines. Updated versions and notices will be posted to the NPCA Planning and Permitting website and shared with watershed municipalities.
Regulation mapping updates	Regular updates to the regulation mapping to reflect planning and permit approvals are on-going. Updates to wetlands and watercourses have begun and are anticipated to be completed in 2025. Staff will provide a status update on the mapping workplan by end of 2024.
Workplan for comprehensive review of NPCA Policy Document	Present workplan to Board for approval by end of 2024
Presentations and communications to broader stakeholders and communities Staff are reaching out to various stakeholders and communities through the NPCA Public Advisory Committee	On-going outreach and engagement throughout 2024