

## Section I – Items for Board of Directors Action

**TO:** Chair and Members of the Board of Directors  
Friday, June 24, 2022 Meeting

**FROM:** Laurie Nelson, Director, Policy Planning  
Sameer Dhalla, Director, Development and Engineering Services

**RE: **STREAMLINED PERMIT ADMINISTRATION****  
Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (Ontario Regulation 166/06, as amended)

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### KEY ISSUE

Update to streamline the permit administration of Toronto and Region Conservation Authority's (TRCA) Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation, (Ontario Regulation 166/06, as amended).

### RECOMMENDATION:

**WHEREAS TRCA is committed to streamline administrative processes associated with the implementation of its regulatory permitting responsibilities under Section 28 of the *Conservation Authorities Act*;**

**AND WHEREAS TRCA's Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation, Ontario Regulation 166/06 as amended, enables TRCA to designate one or more employees to grant permissions for development or permission for alteration in accordance with the regulation;**

**THEREFORE, LET IT BE RESOLVED THAT TRCA designate the following senior positions to approve and sign permits: Chief Executive Officer, Director, Development and Engineering Services, Associate Director, Senior Manager, and Senior Planner positions within the Development Planning and Permits Business Unit and Associate Director, Senior Manager, and Senior Planner positions within the Infrastructure Planning and Permits Business Unit;**

**AND FURTHER THAT all existing administrative Enforcement Officer appointments be revoked.**

### BACKGROUND

Sections 3(3) and 6(3) of TRCA's "Development, Interference with Wetlands and Alterations to Shorelines Regulation" (the Regulation), Ontario Regulation 166/06, as amended, pursuant to Section 28 of the *Conservation Authorities Act* enables the Authority to delegate positive permit approval authority to designated staff. At Meeting #9/13, held on November 1, 2013, through RES. #A199/13 and in accordance with the provisions of the Regulation, the Authority delegated to senior staff appointed as Enforcement Officers (Administrative) the authorization to approve and issue:

- permissions that are consistent with TRCA approved policies and procedures
- permissions that are for a period of two years or less; and
- permissions for a one-time extension, provided the period is two years or less.

## Item 7.6

Historically, TRCA has had a tradition of having permissions/permits being signed by Enforcement Officers and these administrative appointments are solely for this purpose, and not intended to provide designations to enforce provisions of any Act or regulation. Further, as staff are promoted or new staff join TRCA in senior positions, a report is typically brought forward to the Executive Committee and Board of Directors to authorize them to approve and sign permits.

### **RATIONALE**

In order to streamline administrative processes and reflect the current TRCA organizational structure and staff positions and responsibilities, staff are proposing an update to the procedures that are in accordance with section 3(3) and 6(3) of Ontario Regulation 166/06, as amended. It is recommended that:

- the Authority designate the following senior positions to approve and sign permits as per the criteria set out in the Regulation and this report: Chief Executive Officer, Director, Development and Engineering Services, Associate Director, Senior Manager, and Senior Planner positions within the Development Planning and Permits Business Unit and Associate Director, Senior Manager, and Senior Planner positions within the Infrastructure Planning and Permits Business Unit
- the senior positions designated to sign permits no longer be referred to as an Administrative Enforcement Officer. This will aid to avoid any confusion with the designation of Enforcement Officers within TRCA's Enforcement and Compliance Business Unit.

Upon implementation of the above noted recommendations, all existing Administrative Enforcement Officer appointments will be revoked as they are no longer required.

The streamlined administrative process being requested will not change the current permit reporting procedures on issued permits for information of the Executive Committee and Board of Directors or those permits that require approval of the Executive or Board (e.g., major permits, MZO related permits).

### **Relationship to Building the Living City, the TRCA 2013-2022 Strategic Plan**

This report supports the following strategies set forth in the TRCA 2013-2022 Strategic Plan:

**Strategy 2 – Manage our regional water resources for current and future generations**

**Strategy 4 – Create complete communities that integrate nature and the built environment**

**Strategy 7 – Build partnerships and new business models**

**Strategy 9 – Measure performance**

### **FINANCIAL DETAILS**

Section 28 permitting services are funded through permit application fees, account code 110-05.

### **DETAILS OF WORK TO BE DONE**

Staff will undertake all necessary actions to facilitate the implementation of the updated administrative streamlining procedures outlined in this report.

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**Date: June 16, 2022**