



Board of Directors Meeting #6/20
Thursday, July 23rd, 2020
1:00 p.m.

Virtual Meeting
(Access Details to be Provided)

AGENDA

- | | |
|---|---------|
| 1. Adoption of Agenda | Page 1 |
| 2. Declaration of Pecuniary Interest | |
| 3. Approval of Minutes | |
| • BOD Meeting #5/20 | Page 2 |
| 4. Business Arising from the Minutes | |
| 5. Deputation - None | |
| 6. Presentations - None | |
| 7. Consent Items | |
| 7.1 Permits Issued by Designated Staff (June) | Page 8 |
| 7.2 Permitting – Annual Report 2019 | Page 12 |
| 7.3 Permit Application: Boathouse – 42 Harwood St. | Page 17 |
| 7.4 Strategic Actions Update – 2 nd Quarter | Page 20 |
| 7.5 CAO Report | Page 30 |
| 7.6 Correspondence | Page 38 |
| 8. Action Items | |
| 8.1 Interim Financial Statement, May 31, 2020 | Page 42 |
| 8.2 2021 Preliminary Budget | Page 63 |
| 9. New Business | |
| 10. Reports and Updates from Board Members | |
| 11. Closed Session | |
| • Personal Matters about an Identifiable Individual, Including Employees of the Authority (In Accordance with By-Law #1, S. C14B) | |
| 12. Adjournment | |

Agenda Item #3

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To: The Chair and Members of
Kawartha Conservation Board of Directors

From: Mark Majchrowski, CAO

Re: Approval of Minutes

KEY ISSUE:

To approve the minutes of Meeting #5/20 held on Thursday, June 25, 2020.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the Board of Directors Minutes of Meeting #5/20 be adopted as circulated.

BACKGROUND

Minutes are attached for your review and approval.

For more information, please contact Mark Majchrowski at extension 215
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Board of Directors Minutes of Meeting #5/20

Meeting #5/20 was held on Thursday, June 25th, 2020 by Virtual Meeting. Chair Smith called the meeting to order at 1:01 p.m.

Present: Ted Smith, Chair
Andy Letham, Vice Chair
Angus Ross, Director
Kathleen Seymour-Fagan, Director
Ron Hooper, Director
Pat Dunn, Director
Cathy Moore, Director
Ron Windover, Director

Regrets: Deborah Kiezebrink, Director

Staff: Mark Majchrowski, CAO
Wanda Stephen, Director, Corporate Services
Kristie Virgoe, Director, Stewardship and Conservation Lands
Emma Collyer, Director, Integrated Watershed Management
Ron Warne, Director, Planning, Development and Engineering
Melanie Dolamore, Corporate Services Assistant
John Chambers, Communications Specialist
Brett Tregunno, Aquatic Biologist

Guests: None

#1 - ADOPTION OF AGENDA

RESOLUTION #44/20

MOVED BY: RON HOOPER
SECONDED BY: RON WINDOVER

RESOLVED THAT, the Agenda for Meeting #5/20 be adopted as amended.

CARRIED

Consent Items for Agenda #5/20 were amended on the floor to include agenda Item #7.3 – Ken Reid Conservation Area Management Plan, and agenda Item #7.4 adjusted to read as Durham Watershed Planning – Water Resources System. These items were amended on the agenda page and match the material already included in the agenda package.

#2 - DECLARATION OF PECUNIARY INTEREST

None declared.

#3 - APPROVAL OF MINUTES

RESOLUTION #45/20

MOVED BY: ANGUS ROSS

SECONDED BY: PAT DUNN

RESOLVED, THAT, the Board of Directors Minutes of Meeting #2/20, Minutes of Meeting #3/20, and Minutes of Meeting #4/20 be adopted as circulated.

CARRIED

#4 - BUSINESS ARISING FROM THE MINUTES

None.

5 – DEPUTATION

None.

6 - PRESENTATIONS

RESOLUTION #46/20

MOVED BY: RON WINDOVER

SECONDED BY: CATHY MOORE

RESOLVED, THAT, the presentations on the Durham Watershed Planning and the Ken Reid Management Plan be received.

CARRIED

Aquatic Biologist Brett Tregunno provided the Board an overview of the Durham Watershed Planning Project to define a Watershed Resources System as well as demonstrated how this is represented through mapping information.

In response to an inquiry, Mr. Tregunno explained the mapping process for the Board. Mr. Warne fielded a question on how this process helps to streamline the permit process for clients.

Kristie Virgoe, Director, Stewardship and Conservation Lands presented an overview of the Draft Ken Reid Management Plan to the Board for endorsement.

Ms. Virgoe fielded a question on the City of Kawartha Lakes land leased adjacent to Ken Reid, and the old "Mud Road".

#7 – CONSENT ITEMS

7.1 – Permits Issued by Designated Staff

RESOLUTION #47/20

MOVED BY: CATHY MOORE

SECONDED BY: ANGUS ROSS

RESOLVED, THAT, the following Section 28 Permits issued by Staff last month (May 2020), being 2018-170 (re-issuance), 2019-214 and 2020-017 (revised) and 2019-346, 2020-106 through 2020-134 inclusive, be received, AND

THAT, the Permitting performance report be received.

CARRIED

7.2 - Large Fill Permit Renewal – Hwy 35 and Colborne St.

RESOLUTION #48/20

MOVED BY: ANDY LETHAM

SECONDED BY: KATHLEEN SEYMOUR-FAGAN

RESOLVED, THAT, the existing Large Fill Permit (#2017-230), which expired on September 6, 2019, to Craft Development Corporation be extended to September 6, 2022.

CARRIED

CAO Mark Majchrowski spoke to potential additional costs for monitoring on this project due to the permit extension. Mr. Ron Warne explained the fee schedule for the consultant hired to help provide oversight of this project.

7.3 – Ken Reid Conservation Area Management Plan

RESOLUTION #49/20

MOVED BY: RON HOOPER

SECONDED BY: PAT DUNN

RESOLVED, THAT, the Draft Ken Reid Conservation Area Management Plan be endorsed for stakeholder consultation.

CARRIED

7.4 – Durham Watershed Planning Project – Water Resources System

RESOLUTION #50/20

MOVED BY: RON WINDOVER

SECONDED BY: ANGUS ROSS

RESOLVED, THAT, the report on the Durham Watershed Planning Project - Water Resources System be received.

CARRIED

7.5 – CAO Report

RESOLUTION #51/20

MOVED BY: ANDY LETHAM

SECONDED BY: RON HOOPER

RESOLVED, THAT, the CAO Monthly Report for meeting #5/20 be received.

CARRIED

7.6 – Correspondence

RESOLUTION #52/20

MOVED BY: ANGUS ROSS

SECONDED BY: CATHY MOORE

RESOLVED, THAT, the attached correspondence be received.

CARRIED

#8 – ACTION ITEMS

8.1 – Lake Scugog Enhancement Project

RESOLUTION #53/20

MOVED BY: ANGUS ROSS

SECONDED BY: RON WINDOVER

RESOLVED, THAT, the Lake Scugog Enhancement Project update be received, AND,

THAT, a special project funding request be submitted to the Region of Durham on behalf of the project.

CARRIED

Mr. Majchrowski provided the Board a brief overview of the Lake Scugog Project and touched on

the topics of stormwater, aquatic plants, and funding, while Ms. Emma Collyer spoke to the funding application through the Greenbelt Foundation. Mr. Majchrowski fielded a question on the funding application and value request.

#9 – NEW BUSINESS

None.

#10– REPORTS AND UPDATES FROM BOARD MEMBERS

None.

#11 – CLOSED SESSION**RESOLUTION #54/20**

MOVED BY: RON HOOPER

SECONDED BY: PAT DUNN

RESOLVED THAT, the Board enter a closed session at 2:15 p.m.

CARRIED

RESOLUTION #55/20

MOVED BY: RON WINDOVER

SECONDED BY: ANDY LETHAM

RESOLVED THAT, the Board exit out of closed session at 3:08 p.m.

CARRIED

#12 - ADJOURNMENT

There being no further business, the meeting adjourned at 3:09 p.m.

RESOLUTION #56/20

MOVED BY: ANDY LETHAM

SECONDED BY: RON WINDOVER

RESOLVED THAT, the Board of Directors Meeting #5/20 be adjourned.

CARRIED

Ted Smith
Chair

Mark Majchrowski
CAO

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To: The Chair and Members of
Kawartha Conservation Board of Directors

From: Mark Majchrowski, Chief Administrative Officer
Ron Warne, Director of Planning, Development and Engineering

Re: Permits Issued by Designated Staff

KEY ISSUE:

A summary listing of Permits approved by designated staff for information purposes.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the following Section 28 Permits were issued by Staff last month (June 2020), being 2018-382 and 2019-334 (re-issuance), 2019-226 (extended) and 2020-135 through 2020-177 inclusive, be received, AND

THAT, the Permitting performance report be received.

A total of 46 Permits were issued during this timeframe (up 39% from 33 last month).

Of the Permits issued during this time period, 45 of 46 (98%) were issued within the 14-day CALC timeframe for determination of a complete application, while 46 of 46 (100%) were issued within the 21-day CALC timeframe pertaining to the issuance of the Permit.

Table 1 below illustrates those Permits that did not meet the revised CALC timeframes for determination of a complete application and Permit issuance during this reporting period. As a department, Planning, Development and Engineering continuously work to prioritize projects and re-allocate staff resources in order to ensure expeditious processing of Permits in order to achieve CALC timeframes while also ensuring customer service is a top priority.

Table 1: Permits Exceeding CALC Guidelines for Permit Review and Issuance

Permit Number	Guideline Not Met	CALC Review Guideline	# Days Taken to Review	Difference	Reason
2020-160	Complete Application	14	23	9	Replacement of municipal bridge required detailed aquatic and engineering review (staff had been placed on temporary lay-off due to COVID-19)

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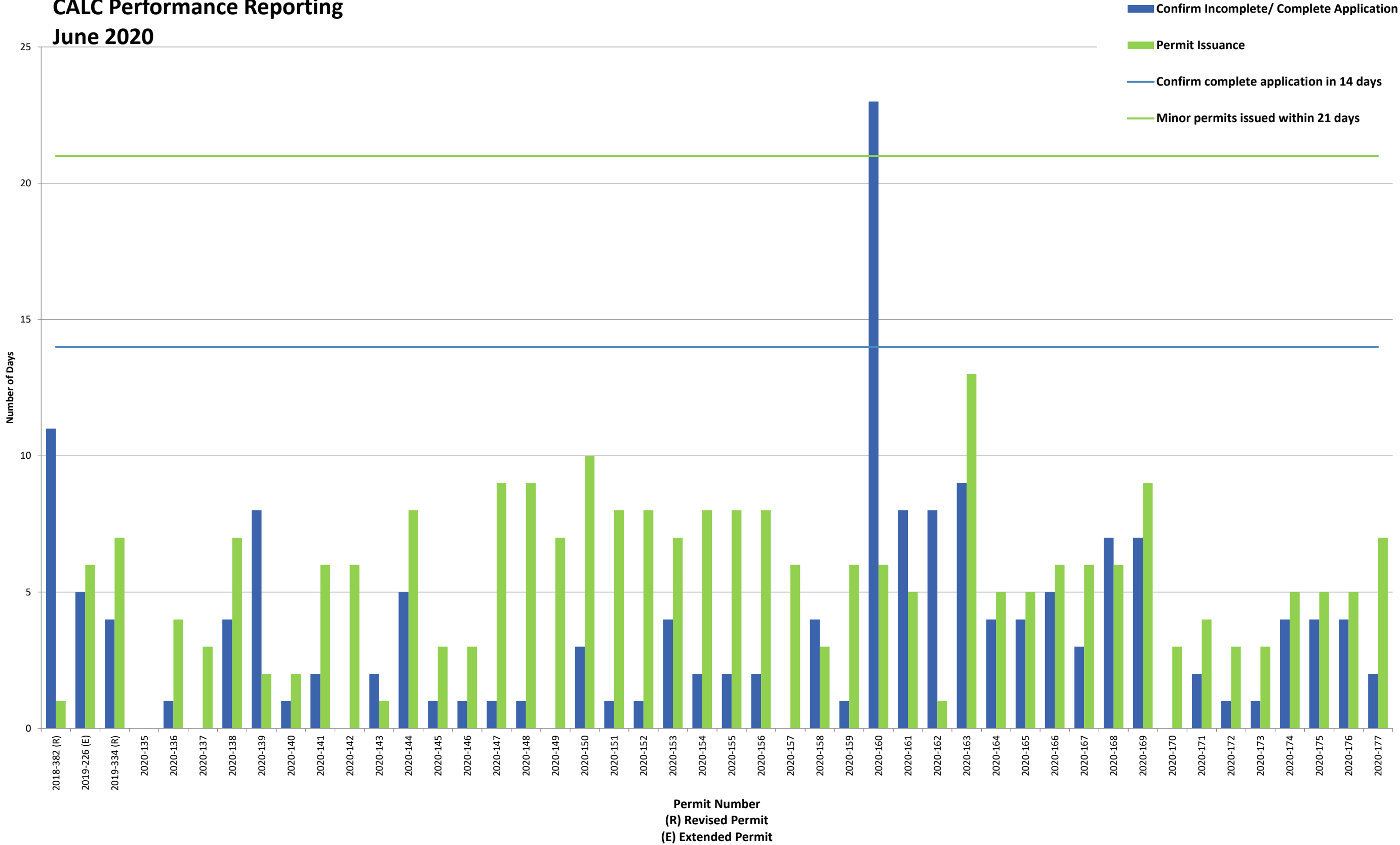
Acknowledgements/ Contributions from:

Ashley Chlebak, Regulation & Permitting Technician

For more information contact Ron Warne, Director, Planning, Development and Engineering at ext. 213.

PERMITS ISSUED					
Permit #	Permit Type	Address	Geographic Township	Date Issued	Description
2018-382 (R)	Shoreline	79 Pearce Road	CITY OF KAWARTHA LAKES	June 30, 2020	Replacement of the existing concrete retaining wall and installation of sloped rock along the toe for erosion protection/shoreline stabilization
2019-226 (E)	Streamlined	143 Springdale Drive	CITY OF KAWARTHA LAKES	June 23, 2020	Construction of a deck - EXTENDED
2019-334 (R)	Standard	164 Coleman Crescent	SCUGOG	June 26, 2020	Demolition of dwelling, construction of new dwelling with spetic and shoreline erosion protection with sloped rock
2020-135	Streamlined	100 Peller Court (near Pigeon Lake)	CITY OF KAWARTHA LAKES	June 1, 2020	Construction of a gazebo
2020-136	Standard	Kenhill Beach Road	CITY OF KAWARTHA LAKES	June 1, 2020	Construction of a detached garage
2020-137	Standard	321 Pine Point Trail	TRENT LAKES	June 4, 2020	Replacement of the existing dwelling
2020-138	Streamlined	51 Kenhill Beach Road (Sturgeon Lake)	CITY OF KAWARTHA LAKES	June 4, 2020	Replacement of the septic and construction of a deck
2020-139	Shoreline	41 Rose Street	CITY OF KAWARTHA LAKES	June 4, 2020	Repairs to the existing concrete wall; demolition of existing boathouse and construction of new boathouse
2020-140	Standard	94 Lakeview Cottage Road	CITY OF KAWARTHA LAKES	June 4, 2020	Construction of a detached garage
2020-141	Other	3140 Highway 7A	SCUGOG	June 9, 2020	Installation of new natural gas pipelines via HDD
2020-142	Standard	58 & 62 Mason Lane	CITY OF KAWARTHA LAKES	June 9, 2020	Installation of a new septic system and demolition of the existing dwelling and boathouse
2020-143	Standard	80 Sherwood Street	CITY OF KAWARTHA LAKES	June 9, 2020	Construction of a detached garage
2020-144	Streamlined	252 Kenrei Road	CITY OF KAWARTHA LAKES	June 11, 2020	Creation of two new ponds
2020-145	Streamlined	6119 Highway 35 (Balsam Lake)	CITY OF KAWARTHA LAKES	June 11, 2020	Excavation/grading to repair/replace the foundation of the existing dwelling; and construction of a new roofed deck/porch
2020-146	Streamlined	328 Martins Road	CITY OF KAWARTHA LAKES	June 11, 2020	Construction of a deck
2020-147	Streamlined	23 Gilson Point Place	CITY OF KAWARTHA LAKES	June 18, 2020	Construction of an in-ground pool
2020-148	Standard	13755 Manvers Scugog Townline Road	CITY OF KAWARTHA LAKES	June 18, 2020	construction of a detached garage
2020-149	Streamlined	46 Williams Point Road	SCUGOG	June 18, 2020	Construction of a new deck
2020-150	Streamlined	60 South Fork Drive	CITY OF KAWARTHA LAKES	June 18, 2020	Excavation/grading/fill placement to raise the existing dwelling
2020-151	Other	3120 Highway 7A	SCUGOG	June 18, 2020	Installation of new natural gas pipelines via horizontal directional drilling
2020-152	Shoreline	1 Gilson Street	CITY OF KAWARTHA LAKES	June 18, 2020	Installation of sloped stone for erosion protection with 4' wide stairs
2020-153	Standard	748 County Road 24 (Sturgeon Lake)	CITY OF KAWARTHA LAKES	June 18, 2020	Demolition of garage and construction of a new boathouse
2020-154	Streamlined	127 Springdale Drive	CITY OF KAWARTHA LAKES	June 18, 2020	Construction of a new dwelling and driveway
2020-155	Streamlined	125 Springdale Drive	CITY OF KAWARTHA LAKES	June 18, 2020	Excavation/grading/fill placement for the construction of a new dwelling and driveway
2020-156	Streamlined	129 Springdale Drive	CITY OF KAWARTHA LAKES	June 18, 2020	Excavation/grading/fill placement for the construction of a new dwelling and driveway
2020-157	Streamlined	100 Cawker's Cove Road	SCUGOG	June 18, 2020	Construction of an in-ground pool
2020-158	Shoreline	15 Coulcliff Boulevard	SCUGOG	June 18, 2020	Armour stone wall along shoreline and construction of new garden shed
2020-159	Streamlined	21 Gilson Point Place	CITY OF KAWARTHA LAKES	June 23, 2020	Construction of a pool
2020-160	Other	Waldweg Road	SCUGOG	June 23, 2020	Replacement of the existing bridge
2020-161	Standard	Walker Road	CITY OF KAWARTHA LAKES	June 23, 2020	Construction of a new home
2020-162	Standard	3626 Edgerton Road, Blackstock	SCUGOG	June 23, 2020	Construction of a new barn
2020-163	Standard	71 Perfectus Drive	CITY OF KAWARTHA LAKES	June 23, 2020	Construction of a boathouse; and construction of a deck, screened porch, one-storey and two-storey addition onto existing dwelling
2020-164	Streamlined	119 Springdale Drive	CITY OF KAWARTHA LAKES	June 23, 2020	Construction of a new dwelling and associated driveway
2020-165	Other	Raby Street	CITY OF KAWARTHA LAKES	June 23, 2020	Installation of natural gas main via HDD
2020-166	Standard	66 Glenvale Drive	CITY OF KAWARTHA LAKES	June 23, 2020	Demo of existing dwelling, Construction of new dwelling with deck and attached garage. New septic holding tank
2020-167	Streamlined	132 Springdale Drive	CITY OF KAWARTHA LAKES	June 25, 2020	Construction of a deck
2020-168	Letter Of Permission	21251 Mueller Lane	SCUGOG	June 30, 2020	Placement of 150 cubic metres of fill
2020-169	Standard	15701 Cartwright East Quarter Line	SCUGOG	June 25, 2020	Demolition of pole barn and garage; and construction of new two-storey garage
2020-170	Streamlined	187 Waterbury Crescent	SCUGOG	June 26, 2020	Construction of a deck
2020-171	Streamlined	72 Alcorn Drive (lot 62) (Jennings's Creek)	CITY OF KAWARTHA LAKES	June 26, 2020	Construction of a deck
2020-172	Streamlined	1583 Crystal Lake Road	TRENT LAKES	June 26, 2020	Construction of a 10' x 10' shed
2020-173	Standard	30 O'Reilly Lane	CITY OF KAWARTHA LAKES	June 26, 2020	construction of an addition and porch
2020-174	Standard	2502 Pigeon Lake Road, Bobcaygeon	CITY OF KAWARTHA LAKES	June 30, 2020	Construction of a detached garage
2020-175	Other	17 Killarney Bay Road	CITY OF KAWARTHA LAKES	June 30, 2020	Installation of natural pipelines via horizontal directional drilling
2020-176	Streamlined	107 Stewart's Road	CITY OF KAWARTHA LAKES	June 30, 2020	Construction of a shed
2020-177	Standard	79 Pearce Road	CITY OF KAWARTHA LAKES	June 30, 2020	Construction of a detached garage

CALC Performance Reporting
June 2020



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To: The Chair and Members of
Kawartha Conservation Board of Directors

From: Mark Majchrowski, Chief Administrative Officer
Ron Warne, Director, Planning, Development and Engineering

Re: Permitting – Annual Report 2019

KEY ISSUE:

A general summary of Kawartha Conservation's Permitting activity in 2019, relative to Conservation Ontario prescribed CALC timeframes.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the following permitting performance report for 2019 be received.

BACKGROUND

In April 2019, Conservation Ontario (CO) Council endorsed the CO Client Service and Streamlining Initiative. This initiative identifies actions to be taken by conservation authorities (CAs), in order to help the Province achieve its objective of increasing housing supply while protecting public health and safety, and the environment. These actions included: a) improve client service and accountability, b) increase speed of approvals, and c) reduce red tape and regulatory burden. In June 2019, CO developed three documents to support the initiative:

- 1) CA-Municipality MOU Template for Planning and Development Reviews;
- 2) Guideline for Client Service Standards for CA Plan and Permit Review; and
- 3) Guideline for CA Fee Administration Policies for Plan Review and Permitting.

Critical to the focus on accountability, actions called for annual and even monthly CALC reporting (particularly in high-growth CAs); however, all CAs were encouraged to provide annual reporting on timelines to their Board of Directors and post it on their website. As CAs are responsible for the review of Section 28 Permit applications (permits under the *Conservation Authorities Act*), there is greater control over the timeliness of approvals as compared to their role in commenting on *Planning Act* application and Official Plan review.

Permit Application Timelines

Service standards for permit applications are specified by the Ministry of Natural Resources and Forestry (MNRF) in the "Policies and Procedures for Conservation Authority Plan Review and Permitting Activities (2010)". As part of the commitment to improve client service and accountability and increase speed of approvals, CO created the *Client Service Standards for Conservation Authority Plan and Permit Review* guideline

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(endorsed by CO Council in June, 2019 and amended December, 2019). The guideline recommended new service standards (best practice) for permitting approvals; these details are summarized below and shown in **Table 1** (following page). The timeline guideline recommended as a client service target for CAs and represent a significant improvement to the timelines provided in the 2010 MNRF Guideline. The timeline guideline for major permits was reduced from 132 to 63 calendar days and a reduction from a total of 72 to 42 calendar days for minor permits (*All timelines presented exclude statutory holidays and the time required for the applicant to respond to CA comments on an application*).

Table 1: 2019 Revised CALC Timelines

Application Process Step	Timeline
Notification of complete application requirements for the purpose of review of the permit application by the CA, start of “paper trail” documentation, and discussion of timelines and fees – Pre-consultation	<ul style="list-style-type: none"> • Major permit applications: Within 14 days of the pre-consultation meeting. • Minor permit applications: Within 7 days of the pre-consultation meeting. <p>This will include confirmation of whether the application is considered major or minor, if the applicant has provided adequate information (including the scope and scale of the work) for the CA to make that determination. Some CAs may choose to only notify applicants where the application is determined to be major. This eliminates unnecessary paperwork for minor applications while the process moves seamlessly to a decision. Substantial changes to a proposal or a site visit after pre-consultation may impact this timeline.</p>
Notification whether the permit application is considered complete (i.e. it has met submission requirements) for the purpose of CA review	<ul style="list-style-type: none"> • Major permit applications: Within 21 days of being received. • Minor permit applications: within 14 days of being received. Some CAs may choose to only notify applicants where the application is determined to be major. This eliminates unnecessary paperwork for minor applications while the process moves to a decision. • Routine permit applications: within 10 days of the applications being received. • Note that a CA may choose to issue a permit prior to the end of the 21-day period. In that case, no notification of complete application would be received. • Note that if the application is incomplete, the decision timeline does not begin.
Decision (recommendation to approve or refer to a	<ul style="list-style-type: none"> • Within 28 days after a complete application is received. • Within 30 additional days upon receipt of each re-submission made to address CA comments.

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hearing or Comments to Applicant - Major application	
Decision (recommendation to approve or refer to a hearing)	<ul style="list-style-type: none"> • Within 21 days after a complete application is received. • 15 additional days upon receipt of each re-submission

Beginning in 2020, CO recommended that high growth CAs should report at least annually to their Board of Directors on the timeliness of their approvals under Section 28 of the *Conservation Authorities Act*, and the annual report should be placed on the CA's website, as part of the client-centric checklist material.

As per the CO Council endorsed Client Service and Streamlining Initiative Workplan, reports from CAs to CO will assist with identifying any issues with the reporting template. Annual reporting from high growth CAs for 2021 and beyond will be requested to provide annual reporting in February for consideration by CO Council at their AGM.

CA staff may choose to include in their report common reasons for variance from the timeline guidelines. This could assist with the development of future guidance material to address these areas of variance.

Permitting Performance for 2019

Although our conservation authority is not considered a high-growth CA and there is no requirement at this time to provide annual reporting statistics, we are leaders in our ability to track our performance on permitting activities. Using guidance provided from Conservation Ontario, **Table 2** summarizes how the report should be presented to ensure comparability between conservation authorities, which includes our permit performance.

Table 2: Annual Reporting for Section 28 Permits

Annual Reporting on Timelines for Permissions under Section 28 of the CA Act	Number of Permits Issued Within Policy and Procedure timelines for Complete Application & Issuance	Number of Permits Issued Outside of Policy and Procedure Timelines	Reason for Variance from Policy and Procedure (Optional)
(360 Total Permits)	(232 Permits) 287/360 – Complete 315/360 – Issuance	(128 Permits) 73/360 – Complete 45/360 – Issuance	(Various – see below)

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As illustrated on Table 2, nearly 36% of Permits (128 of 360) were not processed by staff within one of the CALC timeframes as established; however, Table 3 (below) and the Chart (following page), illustrate the unique circumstances that lead to this in 2019. During the period from late June to early October (highlighted in Green on Table 2), three critical factors significantly challenged our staff's ability to maintain the normally high percentage of permits that are processed within the CALC timeframes: a) the loss of our main Permitting Technician (position was filled in October following a vacancy of several months); b) the reduced CALC timeframe (the number of days was reduced by one-third by CO starting in July); and, c) the transition between our internal database and the new IMS system. *The table shows that 52 of the 73 Permits which failed to be identified as 'complete' by the prescribed CALC timeframes were within this period – also evident is the direction for staff to focus on Permit Issuance during this period, which still remained high.*

Table 3: Summary of Periodic CALC Reports to Board of Directors in 2019

Month of Permit Issuance	# of Permits	% of Permits Meeting CALC Timeline for Complete Application	% of Permits Meeting CALC Timeline for Permit Issuance
January	19	95	100
February	19	95	26 (5 of 19)
March	26	88	77
April	36	89	92
May	40	90	93
June	23	78 (18 of 23)	83
July	31	13 (4 of 31)	100
August	26	54 (14 of 26)	85
September	36	78 (28 of 36)	83
October	31	97	97
November	51	90	90
December	22	91	100
2019 TOTALS & AVG.	360	80	88

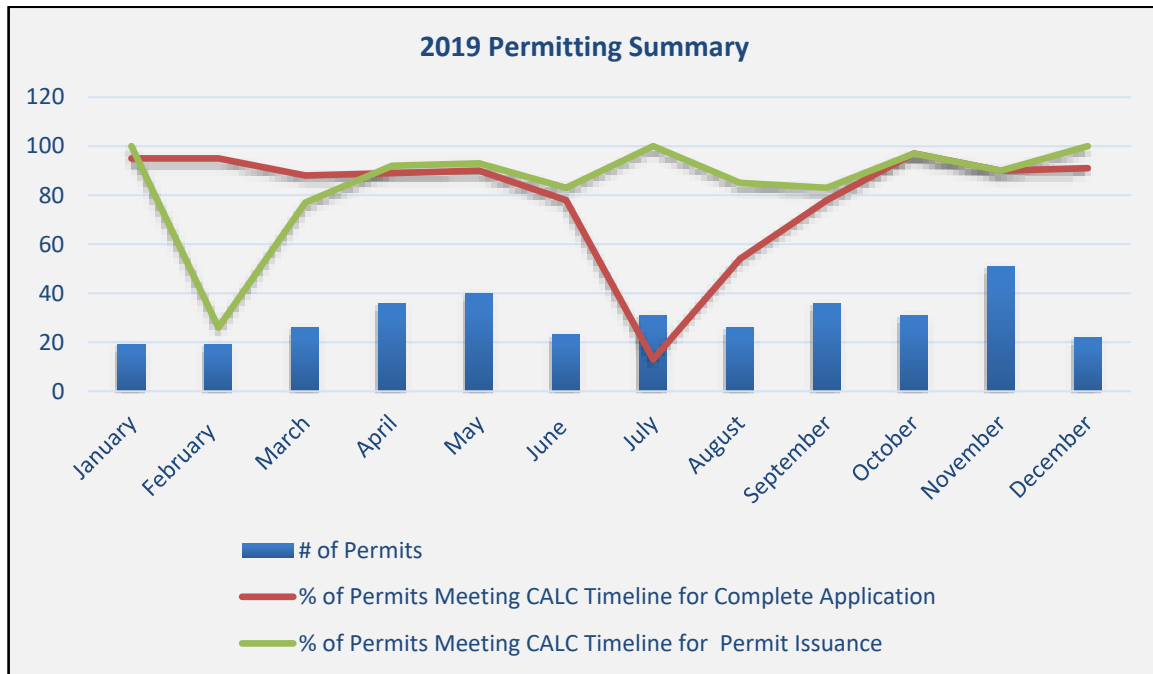
Fortunately, these factors were overcome by the final quarter of 2019 and staff were able to hire and re-train to meet this demand in order to ensure expeditious processing of permits within CALC timeframes (usually) while also ensuring customer service is a top priority.

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Chart 1: 2019 Permitting Summary**CONCLUSION**

In general, 2019 was a successful year in processing Permit applications for Kawartha Conservation; of course, the reduced CALC timeframes, combined with the loss of the incumbent Permitting Technician and the move to the new IMS system played an understandable role in some timeframes not being met (particularly in the late summer and early fall). In February, permit issuance was temporarily hindered due to a temporary reduction in staff resources before staff were re-allocated to meet demand. That said, 287 of the 360 Permits (80%) met the CALC guideline for notice of a Complete Application, while 315 of the 360 Permits (88%) met the CALC guideline for Permit Issuance.

In 2020, the full use of the IMS system as well as the greater use of technology (electronic payments, submission of drawings and even Permit issuance) has assisted staff in processing a higher percentage of permits within CALC timeframes than ever before.

For more information, please contact Ron Warne at rwarne@kawarthaconservation.com

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To: The Chair and Members of
Kawartha Conservation Board of Directors

From: Mark Majchrowski, Chief Administrative Officer
Ron Warne, Director, Planning, Engineering and Development

Re: Permit Application Boathouse (42 Hardwood Street)
City of Kawartha Lakes, former Fenelon Twp.

KEY ISSUE:

The expansion of an existing 49.7 m² (535 ft²) on-shore boathouse to a total size of 89.5 m² (964 ft²) within the floodplain of Balsam Lake.

Current policy limits the footprint of a boathouse in a flooding hazard to 80 m²; therefore, the proposal exceeds the maximum permitted by the Board-approved policy by 9.5 m² (approximately 100 ft²).

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the Permit application submitted pursuant to Ontario Regulation 182/06: "Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" to allow for the construction of a 89.5 m² boathouse at 42 Hardwood Street, City of Kawartha Lakes, be approved.

Background

The subject lands are located along the western shoreline of Balsam Lake, off Fenel Road. The location of the proposed boathouse expansion is within the Regulatory floodplain of Balsam Lake.

Figure 1: Subject Lands



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Kawartha Conservation is in receipt of a Permit application in order to facilitate a 39.8 m² addition to the south side of an existing 49.7 m² on-shore boathouse. In addition, a new gable roof is proposed for the existing boathouse to increase the height of the ceiling to accommodate boat storage.

Analysis

The majority of the proposed boathouse expansion is within the floodplain of Balsam Lake (i.e. at or below an elevation of 256.5 metres above sea level). The proposed development does not meet the current size limit outlined in the Kawartha Conservation flood hazard policies – *Plan Review and Regulation Policies*, as outlined below.

Policy 4.5.2(28) On-shore boathouses within a flooding hazard may be permitted to be constructed, expanded, replaced and/or relocated provided it can be demonstrated that:

- there is no habitable floor space associated with the structure and there is no opportunity for conversion into habitable floor space in the future (to ensure no habitable component, the boathouse shall be limited to a single-storey only and shall contain no services other than electricity);
- the structure will not restrict safe access;
- the total size of the structure does not exceed 80 square metres;
- the *structure* will be constructed in a manner to minimize impacts to the natural grade of the shoreline and riparian vegetation;
- the structure is securely anchored to either a concrete pad or footings; and,
- where dry floodproofing cannot be achieved, wet floodproofing will be undertaken in accordance with floodproofing standards identified in Appendix L – Floodproofing Guidelines.

The proposed boathouse would meet all other policy requirements.

The floodplain provides an important function by storing floodwaters. When fill or buildings are placed in the floodplain, some flood storage area is lost and the water levels during a flood could potentially increase (displacement of volume). On a small scale, the increase in flood level is likely to be negligible; however, on a cumulative scale (such as around an entire lake) there could be a noticeable increase in flood levels over time as new structures are constructed in the floodplain. Any increase in fill or placement of structures within a floodplain has the potential to increase the height of water in a flooding event, thereby increasing the risk of flood damage to properties (and safety to individuals).

The Board-approved *Plan Review and Regulation Policies* are intended to be flexible enough to allow for those structures that must be located in the floodplain (i.e., boathouses), but to limit their size so as to minimize the loss in flood storage space and the increase in flood

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levels. In this case, the proposed boathouse expansion will allow for wet floodproofing of the structure with multiple openings (two garage doors and a man door) that would help equalize hydrostatic pressures on the structure during a flood event. The loss in flood storage space would be minimal, especially when considering that the proposed boathouse expansion will be set back from the shoreline ~1.95 metres. All electrical equipment and outlets installed in the new boathouse and any stored deleterious substances (e.g. fuel, fertilizers, etc.) will be required to be 0.3 m above the Regulatory flood elevation to minimize damage and pollution during a flood event.

Summary

The proposed boathouse can satisfy Kawartha Conservation policies pertaining to the requirements and conditions for boathouse construction within a floodplain – with the exception of the size limit. The proposed boathouse exceeds the size limit by 9.5 m² (approximately 100 ft²) and will result in a minimal loss of flood storage space. The applicant reviewed the property for a potential cut/fill location but due to existing shoreline erosion protection measures it is not feasible. Staff are of the opinion that the proposal would not result in an increased risk to public safety or property damage and would have a negligible impact on the flooding hazard.

Acknowledgements/ Contributions from:

Ashley Chlebak, Planning and Regulation Technician

For more information contact Ron Warne, Director, Planning, Development and Engineering at extension 213.

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To: The Chair and Members of
Kawartha Conservation Board of Directors

From: Mark Majchrowski, CAO
Wanda Stephen, Director, Corporate Services
Ron Warne, Director, Planning, Development & Engineering
Kristie Virgoe, Director, Stewardship and Conservation Lands
Emma Collyer, Director, Integrated Watershed Management

Re: Strategic Actions Update –2nd Quarter

KEY ISSUE:

To provide strategic action updates related to our programs and projects from April 1 to June 30, 2020.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the staff report on Strategic Actions Update for the second quarter be received.

BACKGROUND

Progress updates on our strategic plan actions related to our programs and projects for the second quarter are provided for review and information. Senior staff members will be present to address any questions.

Q2, 2020

PROTECT

1 Complete Floodplain Mapping Projects for Priority Flood Damage Centre's

- Submitted final Mariposa Brook Flood Plain Mapping Study for Board endorsement on April 27
- Submitted progress reports for Fenelon Falls South and McLarens Creek Flood Plain Mapping Studies to the Province by the May 15 reporting deadline

2 Explore opportunities to reduce flood risk by partnering with member municipalities and the development and insurance sectors

- None

3 Expand the flood warning and forecasting network and emergency management system with municipalities and flood management agencies.

- Two Watershed Conditions Statements –Water Safety for the large Kawartha Lakes were issued, April 3 and April 7
- All flood emergency management documentation updated (SOP – Flood Forecasting and SOP – Flood Emergency Response)
- As a member of the Provincial Flood Forecasting and Warning committee continued working on the Provincial Flood Forecasting and Warning Fall workshop
- Participated in discussions between the Ministry of Natural Resources and Forestry (MNRF) and Parks Canada on the data sharing issues for monitoring stations on the large Kawartha Lakes
- Edited and created two videos specific to our flood program in conjunction: Kawartha Conservation's Flood Program and Flood Forecasting and Warning.

4 Continue to ensure our permitting approvals and municipal planning decisions protect people, their property and investments and public infrastructure from natural hazards.

- Issued 90 new permits
- Attended 10 TRIECA webinars on various erosion and sediment control topics
- Regular correspondence with the general public through email and phone calls to answer questions and inquiries about the permitting process and requirements
- Provided comments for regular pre-consultation meetings with our municipal partners
- Provided comments to our municipal partners for the following Planning Act applications: Zoning By-law Amendment (2), Official Plan Amendment (1), Minor Variance (2), Site Plan (3), Subdivision (1), Consent (1).

Kawartha Conservation Strategic Plan 2017-2021: Strategic Goals and Enablers

Accomplishments from April– June 2020.

Q2, 2020

5. Complete guidelines and communication tools that clarify the elements and standards for natural hazard assessments such as slope stabilization, large fill and sediment and erosion controls.

- None

6. Lead the Low Water Response program for the watershed

- The OLWR indexes calculated monthly; no low water issues determined during this quarter, although indexes are approaching the Level 1 threshold

7. Ensure our conservation areas meet a high standard of public safety.

- Provided five media releases specific to our Conservation Areas specific to COVID-19; their state of openness, amenities, rules for use, etc.
- Implemented signage related to COVID –19: Closure signs during park closures and precautions to take once park reopened
- Closed all facilities to public access with caution tape or snow fencing: bathrooms, playground, pavilions
- Installed multiple hand sanitation stations at high touch points such as dog park gates
- Installed additional cameras within parking lots of conservation areas to monitor capacity and activity
- Continue to work with Durham Regional Police Services (DRPS) to combat illegal activity within Durham East Cross Forest. 2 charges laid on individuals trespassing

8. Continue to implement the Drinking Water Source Protection Plan

- Developed and implemented a multi-week Drinking Water Source Protection Media campaign. Trust the Tap was a multi-jurisdictional campaign to raise awareness about source water protection and involved multiple social media posts, media release, partner integration with the City of Kawartha Lakes and an online advertising campaign. Campaign was shared with all member municipalities within the Kawartha-Haliburton Source Protection Area.
- Attended South Georgian Bay Lake Simcoe Source Protection Committee meeting (Apr. 30) to discuss Annual Reporting results, COVID-19 response and Risk Management Plan implementation timeline extension
- Attended Trent Conservation Coalition Source Protection Region Leads meeting (April 24 and June 11) and joint Leads/RMO meeting (June 26) to discuss policy updates/changes, s.34 amendment progress, application for Risk Management Plan timeline extension and progress
- Hosted Kawartha-Haliburton Source Protection Authority Board meeting (May 28) to ratify submission of Annual Reporting to the Province, discuss approvals process for non-agricultural source material and sewage biosolid application licenses, and provide program updates
- Attended s.34 amendment meeting (June 11) to discuss next steps following the approval of the update to the Pinewood municipal drinking water system

Kawartha Conservation Strategic Plan 2017-2021: Strategic Goals and Enablers

Accomplishments from April– June 2020.

Q2, 2020

- Assisted with the completion and submission of the s.34 amendment package for the update to the Canadiana Shores municipal drinking water system
- Issued 4 s.59 Notices (Bobcaygeon) for constriction activities within the Intake Protection Zone 1, one letter (Norland) for construction activities within the IPZ-2, issued one temporary Risk Management Plan letter (Bethany) in place of an existing Risk Management Plan for agricultural property with new tenant farmer, and exempt one property (Bobcaygeon) from the requirement of a s.59 Notice

CONSERVE & RESTORE

1 Implement the Climate Change Strategy.

- Secured \$17k funding for a Seniors Citizen Science Monitoring project – project to be deferred until 2021
- Participate in the activities of the Durham Community Climate Adaptation Plan Working Group / Task Force

2 Implement the Kawartha's Naturally Connected (KNC) natural heritage system and use it to inform the Land Securement Policy, Climate Change and Stewardship Strategies.

- None

3 Implement the Stewardship Strategy, and seek new partners in conducting shoreline, urban, rural and agricultural stewardship restoration projects.

- Media release regarding Kawartha Conservation's 10-year Stewardship Strategy
- Developed proposal for Durham Regional Tree Planting program in partnership with Regional staff, 5 Conservation Authorities, Highway of Heroes, and Forest Ontario. This project will increase the number of trees planted in Durham Region over 3 years and work towards our Stewardship Strategy targets.

4 Focus land securement on priorities identified within the Land Securement Strategy.

- None

5 Complete and help implement the Nogies Creek Waterway with partners.

- None

Kawartha Conservation Strategic Plan 2017-2021: Strategic Goals and Enablers

Accomplishments from April– June 2020.

Q2, 2020

6 Complete and implement lake management plans with partners and residents.

- Providing virtual support and site visits to landowners and community groups looking to implement projects that will advance the implementation of our Action Plan. Projects include agricultural runoff, shoreline restoration, ground water protection (through well upgrades) and upland tree planting to protect from runoff.
- Promoted the Lake Management plans through the production and dissemination of a video: Lake Management Plans.
- Promoted the completed Lake Management Plans through a social media campaign targeted at full-time and seasonal returning residents.

7 Institute a forest regeneration program with landowners.

- Participating in the 50 Million Tree program through Forest Ontario. Currently we have 5 private landowners seeking planting plans for 2021.

DISCOVER

1 Identify and address science and information gaps.

- Use of videos by Director, Integrated Watershed Management to promote the work of the team to different audiences and to direct members of the public to our website to source detailed information and data.
- Provided information to members of the public in relation to lake water quality – directing them to our website for information across our lake management plans.

2 Develop and Implement a Citizen Science program to increase knowledge.

- Citizen science program put on hold due to Covid-19.

3 Track key environmental trends impacting the watershed and report on results at least every 3 years.

- Field monitoring programs on hold due to Covid-19

4 Develop the means to understand and report on the ecological value of our watershed's goods and services.

- Lake Scugog Enhancement Project promoted by the Greenbelt Foundation as part of their ecological goods and services publication.

5 Remain the go-to organization in the watershed for science and research-based information and data, mapping and GIS-generated resources and make that information easily accessible and understandable to the general public.

- Have continued to share through social media, links to relevant information within our own website as well as sharing content from municipal partners and other Conservation Authority partners.

Kawartha Conservation Strategic Plan 2017-2021: Strategic Goals and Enablers

Accomplishments from April– June 2020.

Q2, 2020

- Provided ongoing support to Huronia Land Trust and Georgian Bay Land Trust with their mapping projects.
- 6 Invest in our monitoring programs and networks to support our ability to track the impacts of climate change and changes in our environment and inform our adaptation strategies.**
 - A tablet was purchased to assist the team with monitoring and field activities.
- 7 Lead and participate in collaborative research projects with our academic institutions, government agencies, private sector partners and environmental experts.**
 - Special projects with academia involvement and partner organisations on hold due to Covid-19.

Connect and Collaborate

- 1 Enhance engagement, collaboration and knowledge sharing with our First nation communities.**
 - Director, Integrated Watershed Management joined a series of free webinars by Cambium Environmental on working with First Nation communities. This was hosted by the Canadian Environmental Law Association.
- 2 Expand partnerships with local school boards to deliver accessible, affordable, innovative outdoor education programs utilizing our conservation lands as a classroom.**
 - To support students, parents and teachers during the Covid-19 pandemic and at-home learning, a Learn at Home page on our website with links to information on projects and activities for a variety of ages to keep the community engaged.
- 3 Maintain relationships with municipal partners through regular and targeted communication and engagement with municipal councils and staff members.**
 - Worked with our municipal partners to share information pertaining to our conservation areas and natural areas, as well as source water, low water and continuing to promote conservation areas as a natural tourism draw for local residents 'Staycation' and seasonal or day-visitors.
 - Continue to participate in monthly CKL Development Review Team meetings (via ZOOM).
- 4 Maintain and create relationships with community groups, government organizations, stakeholders and the agricultural and other industry sectors to better understand their interests, concerns and opportunities.**
 - Continue to work with OMAFRA on an updated approach to private land stewardship and an extension on existing funding.
 - Working with staff from the Region of Durham as well as 5 Conservation Authorities, Forest Ontario, and the Highway of Heroes to develop a Regional Tree Planting program.
 - Continued collaboration with a private company to implement a compensation planting project in 2021.

Kawartha Conservation Strategic Plan 2017-2021: Strategic Goals and Enablers

Accomplishments from April– June 2020.

Q2, 2020

5 Connect communities and residents with nature by encouraging use of our conservation areas.

- Kept residents and the community apprised of any information pertaining to accessing our conservation areas, and off-leash dog park. Continued to share user generated content through our Instagram account to connect with visitors and would-be visitors.
- Reopened trail networks in parks with additional trail signage and arrows to facilitate recreational usage during COVID –19

6 Collaborate and share services, expertise and resources with neighboring conservation authorities and Conservation Ontario.

- Promoted and shared information regarding neighbouring conservation authorities areas when they have been opened, to provide potential visitors with information on how and where they can access greenspaces during Covid-19.
- Collaboration with other Conservation Authorities in the development of best practices for Conservation Areas as we reopened during Covid-19 including cleaning protocols, signage, cleaning product suppliers, etc.
- Collaboration within GTA and overarching conservation authority network related to management approaches during the pandemic, human resources and emerging legislation and relevance to our business.
- Participated in survey of 36 Conservation Authority survey on COVID-19 impacts to business.
- Completed initial draft mapping work on a GIS mapping project for the Georgian Bay Land Trust.
- Completed updates to GIS mapping project for Couchiching Conservancy.

7 Support activities of the Kawartha Conservation Foundation.

- On hold during the pandemic.

8 Expand partnerships with our universities and colleges.

- On hold during the pandemic.

9 Explore opportunities and advance eco health across the watershed with public health partners.

- We continue to work with the local Health Authority to support beach monitoring activities.
- Re-opening of trails to support physical and mental health during COVID –19 pandemic.

OPTIMIZE SERVICE

1 Attract and retain a skilled workforce, promote information and knowledge transfer and utilize our talent management program to facilitate staff training, mentoring, succession planning and professional and leadership skill development.

- Weekly updates provided to all staff on the status and progress of our business during the pandemic.

2 Complete a professional and Value for Service Review of all programs and services to generate sustainable revenues, create efficiencies and to enhance benefits.

Kawartha Conservation Strategic Plan 2017-2021: Strategic Goals and Enablers

Accomplishments from April– June 2020.

Q2, 2020

- Continued implementation of IMS.
- Continued implementation and adoption of Office 365, which provides our remote capabilities.
- Innovation through adoption of technology within our departments to facilitate remote data entry (and minimizes touch points for COVID-19 purposes).

3 Develop performance metrics standards and measures focused on corporate organizational performance and accountability; report key service targets monthly to our Board.

- CALC statistics on permitting performance provided to Board on a monthly basis.

4 Implement an Asset Management Plan.

- None.

5 Continue to pursue new funding relationships and opportunities, particularly relating to climate change, stewardship and education, source water protection implementation, conservation areas infrastructure and special project funding.

- Launched a highly successful partnership with the Fenelon Falls Brewing Company to produce a beer, the unofficial beer of summer – Kawartha Summer Ale. A portion of proceeds from the sale of the beer goes to support Stewardship and IWM activities that directly impact the health of lakes and rivers. The campaign, to date, has been an overwhelming success with the first run selling out in record time. Fenelon Falls Brewing Company has recently produced an additional 5,000 + cans/bottles. Not only does Kawartha Conservation receive a portion of proceeds, but each label has the Kawartha Conservation label helping to bring our branding to a new and expanded audience.
- Secured a private donation of \$150,000 to support land securement in Scugog Township.
- Secured \$1,500 donation to implement a memorial bench at Ken Reid Conservation Area.
- Ongoing negotiations with existing funders to work through project extensions considering COVID –19 including RBC Foundation, OMAFRA, TD Friends of the Environment.
- Completed 3 new funding proposals to support technology-based education and tourism programming at Ken Reid Conservation Area.

6 Invest in technology to enhance business service delivery.

- On April 8, Kawartha Conservation launched our new website which features enhanced e-commerce capability, online permit applications and forms, feedback options, multilingual abilities in a completely modern, accessible and current public-facing format. The response has been tremendous with users subscribing to the content they are interested in, as well as providing instant feedback on information they would like to see or see more of. This approach has enabled us to expand the amount of information and ensure the content we are providing is essential value-added content our visitors want.
- Invested in an additional 5 cameras for security within Conservation Areas.

Kawartha Conservation Strategic Plan 2017-2021: Strategic Goals and Enablers

Accomplishments from April– June 2020.

Q2, 2020

7 Take an outside-in approach, continue to look for opportunities to streamline and simplify the plan review and permitting processes to ensure quality, timely, responsive customer service.

- On April 8, Kawartha Conservation launched our new website which includes online permit applications and forms (both streamlined and standard), and property information requests. In addition, permitting and planning fees, property mapping and permit application requirements are clearly laid-out to help landowners determine permitting requirements.

8 Utilize our compliance activities as an education and outreach opportunity.

- None.

OTHER ACTIVITIES

1 Lake Scugog Enhancement Project (LSEP)

- Ongoing project management to advance the project, focussed on permitting activities.
- Discussion with the Greenbelt Foundation regarding application for funding of the project.

2. COVID 19 - Pandemic

- Daily scanning of COVID-19 Media Updates.
- Website furnished with current COVID-related information, office closures, procedures, conservation authority operations, etc.
- Emerging legislation review and implementation of applicable measures pertaining to COVID-19.
- Development and implementation of pandemic plan, financial tracking and forecasts, projected and realized deficits prompted layoffs, business continuity analyzed and implemented.
- Ongoing monitoring of staff resourcing and service pressure.
- Incidental work plan developed and implemented.
- Standard Operating Procedures developed to provide additional guidance during pandemic – e.g. fieldwork, vehicle use, accessing buildings, etc.
- Safety measures for staff and community investigated and are being implemented (ongoing), including PPE, signage, and equipment.

Kawartha Conservation Strategic Plan 2017-2021: Strategic Goals and Enablers

Accomplishments from April– June 2020.

Q2, 2020

3 Other Activities

- Installed a beaver baffle in a beaver dam located within Pigeon River CA to help mitigate the potential for flooding while still promoting habitat for the beaver.

FACEBOOK	TWITTER	LINKEDIN	INSTAGRAM
Total Posts: 171	Tweets: 679	Updates: 91	Posts: 63
Total Reach: 135,900	Impressions: 122,447	Likes: 365	Profile Impressions: 32,979
Post Impressions: 213,700	Likes: 676	Shares: 69	Media Impressions: 26,857
Comments: 107	Mentions: 95	Impressions: 18,098	Comments: 19
Reactions: 2,772	Followers: 2,180		Likes: 2,453
Shares: 984			Followers: 2,312

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To: The Chair and Members of
Kawartha Conservation Board of Directors

From: Mark Majchrowski, CAO

Re: CAO Report

KEY ISSUE:

To provide the Board of Directors with the monthly CAO Report.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the CAO Monthly Report for meeting #6/20 be received.

Corporate Services

Pandemic Response

A major focus this month continues to be our response to the pandemic. Across the organization, we continue to focus on essential services as outlined in Provincial orders and are operating with a reduced workforce with many staff on emergency leave. A small number of staff are carrying out essential operations of our business on a full-time basis and a number of individuals who are on emergency leave are being brought in on incidental work to assist in carrying out these operations, in accordance with the allowances provided by the CERB program.

As the Province has announced the transition into Phase 3 to reopen businesses, we are adjusting our pandemic response accordingly. We are currently in the process of defining a return to work program that will begin to bring back our workforce. We continue to engage in the process of financial recovery resulting from revenues that will not be recognized during the budget year. We continue to prepare and develop procedures and guidelines in anticipation of return to work of staff. Evaluations have been conducted on measures to protect staff and our community during this pandemic.

We are working closely with our network of Conservation Authorities in sharing best practices and processes around the pandemic and a return to work. A survey of early impacts of the pandemic on conservation authority business was conducted by Conservation Ontario, which demonstrated the challenges that face us collectively. The results of the survey are attached for your information.

Corporate Services

This team continues to operate with three members on emergency leave as part of our response to the COVID pandemic. Essential services to the organization such as payroll,

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accounts payable, accounts receivable, banking, financial reporting, board of directors' support, and continuous communications to the public are being provided.

We are preparing an interim financial statement at May 31st and also assessing the financial projections and predictors for information to the Board of Directors meeting in July.

Communications and Marketing has continued to focus on providing up to date information to visitors and the watershed community supporting the activities of our department areas. Other highlights of activities have included:

- Completed an online program to improve the search function and search results of visitors to our website to continue to develop improved communication and information to better meet the needs of the online visiting public.
- Continued to engage watershed residents, visitors and municipal partners through regular, timely and targeted communications and social media.

Planning, Development and Engineering

The department continues to operate with reduced capacity (five staff on emergency leave) and focus on essential aspects of our business as well as customer service excellence. Incidental work has been occurring for several staff that tie into planning and permitting work across the organization.

Stewardship and Conservation Lands

Our team continues to operate with two members on emergency leave as part of our response to the COVID pandemic. As a result of the pandemic, some of our projects have been put on hold or postponed until 2021. Efforts have been focused on our conservation lands section of programming and in planning and building for program recovery once the pandemic restrictions are lifted.

Stewardship

Staff continue to provide remote support to private landowners that are working to implement projects from the 2019 and 2020 grant program. These include projects such as agricultural best management practices, urban stormwater stewardship, and shoreline improvements.

Staff are working with other agencies and partners to develop multi-year proposals for tree planting and wetland restoration that will move us towards our Stewardship Strategy goals while also supporting implementation in the coming years. Our partnership with Forest Ontario has resulted in several referrals for tree planting projects in 2021. We are currently working with interested landowners to arrange for fall site visits that will allow staff to

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prepare planting prescriptions for the properties. This program is funded through Forest Ontario with some support from the individual landowners. Our participation in the 50 Million Tree program will help us achieve our goals set out in the Stewardship Strategy.

We are working in partnership with the 5 Conservation Authorities in Durham Region to prepare a Regional Tree Planting proposal. This program will increase the number of trees planted in the Region, helping them meet their targets of 30% tree cover, while also building on the efforts of Forest Ontario and the Highway of Heroes. The proposal will go to the Region in September and, if successful, will result in increased tree planting beginning in the spring of 2021.

Conservation Lands

With the City of Kawartha Lakes entering Phase 3, we are opening some of our washroom facilities and playground area at Ken Reid as of Friday July 17th. As these are public facilities, we are required to ensure a cleaning schedule of these areas twice daily as a minimum. We have redeployed a staff member to help support this and ensure we have someone at the property daily, including weekends. We are delaying the opening of other washroom facilities.

Durham Regional Police (DRPS) have re-established their paid duty services and we will be working with them to monitor the activity at Durham East Cross Forest. A schedule of paid duty work is being developed in partnership with DRPS to ensure coverage during high activity times.

Integrated Watershed Management

We continue to operate with four members of the team on emergency leave. Tasks are focussed on flood forecasting and low water monitoring; supporting the Conservation Areas team; responding to planning and permitting matters; supporting the special projects and responding to inquiries from the public and other authorities on broad ranging issues. A Flood Outlook was released on July 11th as a result of significant predicted rainfall forecasts for a severe storm moving through the watershed, and at the same time, we continue to be in a Low Water Level 1 situation, declared on July 6th. A Low Water Response Team has been organized amongst multiple stakeholders in the watershed to raise awareness of the situation and to work in conjunction with these partners to voluntarily reduce water consumption in the community.

The Director of Integrated Watershed Management continues to deliver short videos which have been shared on social media platforms, produced in conjunction with our Marketing and Communications Specialist. These videos highlight aspects of departmental work to a

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variety of audiences and improves the visibility of the work we do. Videos produced include the following: Low Water & Citizen Science. The videos direct people to our website where they can find out more details.

Acknowledgements in the preparation of this report:

Emma Collyer, Director, Integrated Watershed Management, Wanda Stephen, Director, Corporate Services; Kristie Virgoe, Director, Stewardship and Conservation Lands and Ron Warne, Director, Planning, Development and Engineering.

For more information contact Mark Majchrowski, Chief Administrative Officer at extension 215.



Reported Impacts of COVID-19 on Conservation Authorities

June 2020

In early June 2020, Conservation Ontario surveyed the 36 conservation authorities (CAs) to identify how the COVID-19 pandemic has impacted their ability to deliver programs and services, generate revenue and employ people.

Overall, 35 / 36 conservation authorities identified impacts to 140 individually-offered programs or services across ten different business areas.

Conservation Authority Business Areas

Watershed Management/Planning | Water Monitoring | Planning & Regulations |
Corporate Services | Lands and Conservation Areas | Flood & Erosion Management |
Community Outreach | Environmental Education | Watershed Stewardship & Restoration
| Conservation Authority Foundation Fundraising |

Reported Impacts of Pandemic Conditions to Conservation Authority Business



Self-Generated Revenue Sources Reduced Significantly – Priority Impact

Requirements for social distancing and provincial emergency orders restricting gatherings prevented some field staff from working and have severely reduced the conservation authorities' ability to raise self-generated revenues.

Conservation authorities raise revenues through activities such as tree planting, stewardship restoration, education and conservation area-based programs, activities and events. This includes: environmental education programs, summer camps, outdoor recreation, festivals, venue permits for weddings, film and/or photography and visitor fees. It also includes stewardship / tree planting contracts and rural water quality programs with all levels of government, landowners and other agencies.

Reduction in self-generated funding significantly impacts a wide range of programs. These revenues support essential lands and conservation areas operations, watershed stewardship programs and services, as well as contribute to other essential (and often under-funded) programs such as flood management.

Other Impacts

- Much higher usage of conservation areas created higher staffing and other costs
- Field work reduced or discontinued; staff layoffs, reduced or no hiring of seasonal and summer staff; staff redeployed to other programs
- Long term strategic objectives have been delayed or discounted
- Capital and infrastructure projects delayed or cancelled due to lack of staff, funding and/or difficulty with supply chains
- New protocols required for field work
- More communication with general public required for all business areas

Barriers to Re-Opening

- Staffing availability / funding
- Availability of PPE equipment; health and safety requirements and protocols
- Additional costs and reduced revenue projections as result of social distancing requirements (e.g. enforcement, fewer visitors / campers)

Three Business Areas Being Impacted by Most Conservation Authorities



Lands and Conservation Areas

Revenue Loss: \$15.7 M | Employee Layoffs: 131 | Not Hired: 733



Education

Revenue Loss: \$6.5 | Employee Layoffs: 82 | Not Hired: 110



Watershed Stewardship and Restoration

Revenue Loss: \$6.1M | Employee Layoffs: 63 | Not Hired: 88



Conservation Lands

Value of Business Area

- ✓ Physical and mental health benefits of being in greenspaces important to residents
- ✓ Ecological benefits (drinking water sources, climate change adaptation) and contributes to livability of communities
- ✓ Source of self-generating revenues for CAs which support conservation areas' programs and activities, as well as other essential underfunded programs such as flood management

Specific Business Area Impacts of COVID-19

- Most conservation areas and amenities closed (including camping for some) / Amenities continue to be closed
- Self-generating revenue-based events, programs and activities cancelled
- Seasonal / maintenance work delayed (hazardous trees, trails, etc)
- Trails need to be redesigned / changed to accommodate social distancing
- Significantly higher number of visitors as well as increased garbage and vandalism create additional staff costs including for enforcement



Education

Value of Business Area

- ✓ Deliver programming to over 372,000 Ontario students annually
- ✓ Over 3,600 school boards participate in this programming
- ✓ Conservation authorities also host annual summer camps for children and offer year-round education programs and events for all ages at conservation areas
- ✓ Operate 38 interpretive centers (20 year-round; 18 seasonal)
- ✓ Support provincial environmental priorities around Great Lakes, climate change, green infrastructure, etc.

Specific Business Area Impacts of COVID-19

- Revenue sources for conservation authority environmental education programs significantly reduced or eliminated (self-generated revenues from program fees, events and grants)
- Some education programming moved to virtual however, on-site programs and summer camps cancelled
- 82 staff laid off; 110 summer staff not hired



Watershed Stewardship / Restoration

Value of Business Area

- ✓ CA Staff deliver programs on behalf of wide variety of external partners including all levels of government, landowners, community groups and other agencies (e.g. Ducks Unlimited, Ontario Soil and Crop Association)
- ✓ Contributes to provincial environmental priorities re: source protection, Great Lakes, agriculture and climate change adaptation
- ✓ Contributes to improving the health of our watersheds and livability of our communities

Specific Business Area Impacts of COVID-19

- Program revenues reduced from lack of landowners and agency project contributions
- Fewer grant opportunities
- Delays strategic objectives and completion of work planned for 2020
- Missing significant spring seasonal window for planting and restoration work
- Reduced availability of nursery stock

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To: The Chair and Members of
Kawartha Conservation Board of Directors

From: Mark Majchrowski, CAO

Re: Correspondence

KEY ISSUE:

To provide the Board with correspondence received.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the attached correspondence be received.

BACKGROUND

The following correspondence which may be of some interest has been received since the last meeting of the Board of Directors.

Jeff Yurek, Minister of the Environment, Conservation and Parks, July 8, 2020

RE: Environmental Assessment modernization

Minister Yurek is writing to provide next steps in the government's Made-in-Ontario Environmental Plan commitment to build an environmental assessment program.

From: [Minister, MECP \(MECP\)](#)
To: [Geninfo](#)
Subject: Letter from the Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks regarding Environmental Assessment modernization
Date: July 8, 2020 7:19:01 PM

Good evening,

I am writing to inform you about the Ministry of the Environment, Conservation and Parks next steps in our government's Made-in-Ontario Environment Plan commitment to build an environmental assessment (EA) program that ensures strong environmental oversight and a strong economy.

The current process for environmental assessments is slow and ineffective. It can take up to six years for some projects, slowing down important infrastructure projects that help Ontario communities, such as installing electricity infrastructure. Even projects subject to a streamlined process, such as new roads and bridges, can be further delayed by administrative burden, impacting the timely construction of basic infrastructure.

That's why, last year our government released a [discussion paper](https://prod-environmental-registry.s3.amazonaws.com/2019-04/EA%20Discussion%20Paper.pdf) (<https://prod-environmental-registry.s3.amazonaws.com/2019-04/EA%20Discussion%20Paper.pdf>) outlining the challenges with our current framework and introducing our vision for a modernized EA program, as the first step in our plan to update the nearly 50-year-old *Environmental Assessment Act* (EAA).

As we committed in our Made-in-Ontario Environment Plan, we want to improve the environmental assessment program by eliminating duplication and reducing delays on projects that matter most to Ontario communities. To start, we amended the EAA through the *More Homes, More Choice Act, 2019* to exempt low-impact projects, such as constructing roadside parks and adding bike lanes from requiring an environmental assessment. Projects like these are routine activities that have benefits to communities but little to no environmental impacts.

As part of our government's proposed COVID-19 Economic Recovery Act, we are now proposing to move forward with the next phase of environmental assessment modernization, to further reduce delays and focus our resources on projects with a higher potential for environmental impacts so that we can help communities get important infrastructure projects built faster, while maintaining strong environmental oversight.

Building infrastructure projects faster, including transit and highways, will help boost Ontario's economic recovery, create thousands of jobs, put more opportunities within the reach of businesses, create more affordable housing, and ensure a higher standard of living in every community across the province.

The proposal includes the items outlined below:

Proposed amendments to the *Environmental Assessment Act* (EAA)

Through the COVID-19 Economic Recovery Act, our government has proposed amendments to the EAA, which allow us to move forward with our next phase of our modernization plans, while at the same time supporting the government economic recovery goals by making it possible for us to find efficiencies in the environmental assessment process of important public works.

The legislation would allow us, through subsequent regulations and proclamations, to allow online submissions, reduce the average time by half for the largest projects and match the potential environmental impact of a project to the level of study required.

The proposed changes are aimed at getting important infrastructure projects built faster, while maintaining strong environmental oversight by focusing on projects that have the most potential to impact the environment.

We posted an information notice on the environmental registry to provide information about the proposed legislative changes to the EAA that will be proceeding through the legislative process. Please refer to <https://ero.ontario.ca/notice/019-2051> for more information.

Amendments to Class Environmental Assessments (Class EAs)

My ministry is also seeking input on proposed amendments to 8 Class EAs. These proposed changes would support our modernization initiative as they would exempt low-impact projects from the requirements of the *Environmental Assessment Act*, eliminate duplication and find efficiencies in the planning process. This would speed up projects that are important to communities, such as erosion, repair, or remediation initiatives, or important upgrades to machinery such as waterpower generators.

My ministry is seeking input on these proposed amendments during a **45-day** comment period, closing on **August 22, 2020**. Details of this proposal may be found at <https://ero.ontario.ca/notice/019-1712>.

Exempting Regulations

In addition, my ministry is also proposing regulatory exemptions from the *Environmental Assessment Act* to eliminate duplication and reduce delays for projects and activities related to Indigenous land claim settlements and other agreements with Indigenous communities dealing with land, projects within provincial parks and conservation reserves, and select highway projects being planned by the Ministry of Transportation. Some of these projects and activities are already subject to other legislation or planning processes that would provide the appropriate level of assessment and consultation. Other projects may be exempted from the EAA but would still be subject to conditions such as requirements to post notifications or undertake technical studies as appropriate.

My ministry is seeking input on these proposed amendments during a **45-day** comment period, closing on **August 22, 2020**.

For details of the proposal regarding land claim settlement activities and other agreements with Indigenous communities dealing with land, please refer to <https://ero.ontario.ca/notice/019-1805>.

For details of the proposal regarding projects in provincial parks and conservation reserves please refer to <https://ero.ontario.ca/notice/019-1804>.

For details of the proposals for select Ministry of Transportation projects, please refer to <https://ero.ontario.ca/notice/019-1882> and <https://ero.ontario.ca/notice/019-1883>.

Information about the proposed Class EA amendments can be found on the environmental registry. We ask that you submit any comments that you may have through the instructions provided, and by the deadlines listed above.

Should you have questions about any of the proposals, you can contact us at EAmmodernization.MECP@ontario.ca.

We look forward to your suggestions and comments on our modernization initiatives.

Sincerely,

Jeff Yurek
Minister of the Environment, Conservation and Parks

Agenda Item #8.1

BOD Meeting #6/20

July 23, 2020

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To: The Chair and Members of
Kawartha Conservation Board of Directors

From: Mark Majchrowski, Chief Administrative Officer
Wanda Stephen, Director Corporate Services

Re: Interim Financial Statement, May 31, 2020

Key Issue:

To provide the Board of Directors with an interim financial statement to May 31, 2020 and preliminary projections to December 31, 2020.

Recommended Resolution:

RESOLVED, THAT, the interim financial statements to May 31, 2020 be received.

Background

We attach an interim financial statement for the period ending May 31, 2020. The negative financial impact of COVID-19 is evident and is in line with projections provided in April. Due to the nature of the year and impact on operations, we will focus on revised projections and have provided 2020 projections based on current knowledge and trends in our revenues and expenditures. As of May 31st, our deficit is \$18,100 and below are some key highlights contributing and mitigating the severity of the deficit.

Deficit contributors:

- Permitting and planning revenues have declined with the onset of the pandemic. Figure 1 below demonstrates a year-over-year cumulative revenue comparison. The gap is growing, and revenues are \$67k lower on May 31st, 2020 compared to the year prior.

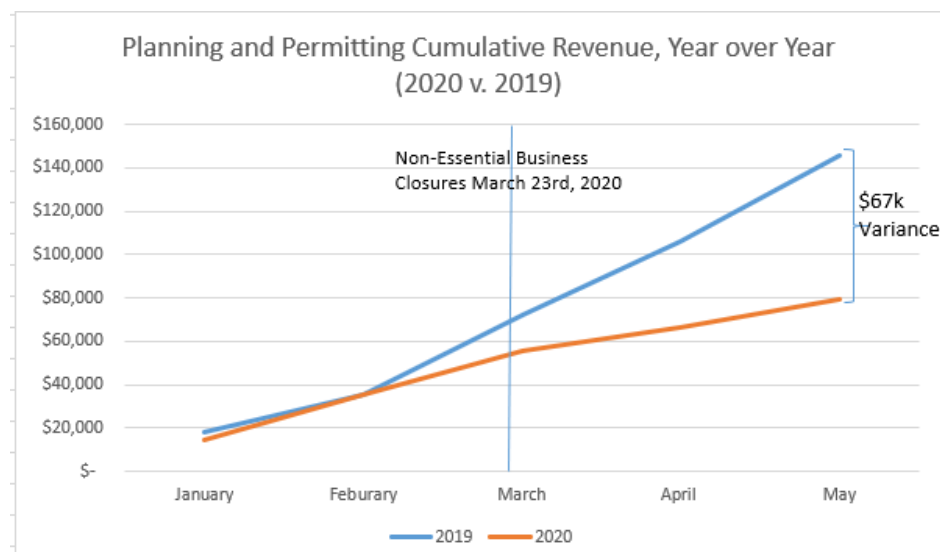


Figure 1

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- Approximately \$14,000 of expenditures have been incurred solely due to COVID-19 (PPE, equipment, etc.) This doesn't include labour time spent as there is no incremental pressure on the budget; the cost associated with the pandemic workload is being tracked through timesheets.
- Reduction/deferral in grants – Many organizations have extended grant periods so we will not recognize the revenue until the work has been completed which may occur in 2021. Other granting organizations have reduced or eliminated grants this year.
- Special projects – With reduced staffing levels, State of Emergency restrictions and physical distancing, projects have not progressed as expected.
- Education program and Innovation Hub – These revenue generating programs are not expected to commence in any significant capacity, or at all in 2020.

Deficit mitigating actions:

- Like many organizations, labour is our largest expenditure. Effective April 24th, 2020, 16 positions were identified for temporary lay-off to ensure the long-term sustainability of the organization. Service levels have been reduced and essential tasks being focused on.
- Some staff, who are on temporary leave, have performed incidental work at the request of the employer, not exceeding \$1,000, to assist with essential tasks to meet deadlines and address customer service.
- Staff had the option to use vacation time to extend their employment date, therefore, the full impact of labour savings have not been reflected between April 24th to May 31st.
- The Canada Temporary Wage Subsidy has been maximized for a total of \$25,000 in grant.
- Cash flow management – We have ensured that payables are being extended to the payment terms to allow for optimal cash balance and interest growth in the account.
- Currently employed staff have been encouraged to use vacation time (when feasible) to minimize year-end carryovers.
- With service levels being reduced and projects suspended it has resulted in general operating cost reductions in projects and some department areas (e.g. supplies, equipment, lab costs, etc.). Expenditures due to Covid-19 have been expensed by department where identifiable, and general items (masks, sanitizer, etc.) are classified under Overhead.
- The MNRF provided a transfer payment of \$24,640 not previously anticipated or budgeted. This is consistent with the previous transfer years transfer payment.

As the budget was built in accordance with a “normal” business year, and we have provided projections to the end of the year with information that is predictable and known, as well as estimates for business activities anticipated. Comparatives/variances are the difference between the original 2020 Approved Budget and the year-end

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projections as opposed to comparing the budget to actual to date.

PROJECTIONS

Our year-end projections have been provided with the interim financial statements. We are currently anticipating an overall deficit of \$45,700. Key updates to the relevant department areas have been provided below.

Operating:

There remains uncertainty in the Planning and Permitting department to the full extent that applications will return to a normal intake. We have extrapolated the 2020 Projected Planning Revenue based on the activity levels existing at May 31st. Planning revenues are down by \$67,000 compared to the same time last year and are projected to have a shortfall of \$145,00 to end of year.

Various department activities that would normally generate user fees such as Nature Camps, school programs, Innovation Hub, and landowner site visits have been cancelled to the end of the year. Each department reflects the reduced revenues and corresponding expenditures.

A savings of \$192,300 in operating salaries for the period of temporary lay-off will be realized. We are preparing a plan to return staff to work as quickly as possible utilizing a staggered return to work program until full activity levels and workloads return to normal. It is anticipated that 100% re-employment will occur in September. In addition, resulting from the elimination of seasonal summer positions amounted to net savings of \$29,400 in the operating budget.

Special Benefiting Projects:

Special projects have been deferred due to the pandemic as field work and other tasks could not be performed within the provincial orders directives. The projects will resume along with key performance tasks that we move the projects forward and maintain the health and safety of our staff. Any unused Special Benefiting Levy will be deferred to the following year along with the corresponding deliverables.

The projects provide support to the operating program levy through the charges for internal staff time and an administration fee. The deferral of the projects resulted in a projection of \$83,934 reduction in Project Management fees which have also applied pressure to our budget.

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General Benefiting Projects:

The website was launched in April 2020 and the project is mainly completed. The website is classified as a Tangible Capital Asset and will be expensed over its useful life through the amortization of Tangible Capital Assets. Expenditures not eligible for capitalization have been recorded in the financial statement. This project continues to be advanced on budget.

A shipment of records for Planning was sent out and has recently been received in digital format. We anticipate preparing the next batch of files to be shipped and converted when restrictions lift. The digitization of records is an important aspect of creating efficiencies and timely service to our clients through the Information Management System.

Conclusion

There is a lot of uncertainty through the remainder of the year as we navigate through unprecedented times. We will continue to monitor our revenues and expenditures weekly and adjust operations as required. There is anticipation that the loss of revenues can be substantially mitigated throughout the year if service levels are maintained lower than usual.

We are also preparing if there is a second wave of the Covid-19 virus by ensuring we continue to improve our business to allow for remote work and through programs and guidelines to address health and safety in the event of a pandemic return.

In September, we will provide a June 30th, 2020 financial statement effective the end of the second quarter and revised projections for year-end.

KAWARTHA CONSERVATION

Interim Financial Statement

May 31, 2020

(Prepared without audit for internal management purposes only)

KAWARTHA CONSERVATION

Interim Financial Statement

May 31, 2020

STATEMENT OF REVENUE AND EXPENDITURES

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	Audited Actual 2019	Budget 2020	May Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
REVENUE						
Municipal levy:						
Operating	\$ 1,573,700	\$ 1,573,700	\$ 655,708	41.7%	\$ 1,573,700	\$ (0)
Special Operating - Region of Durham	96,635	119,300	26,516	22.2%	111,980	(7,320)
General Benefiting Projects	26,391	35,000	5,193	14.8%	29,110	(5,890)
Special Benefiting Projects	656,018	682,000	211,081	31.0%	457,837	(224,163)
	2,352,744	2,410,000	898,498	37.3%	2,172,627	(237,373)
Municipal Agreements						
CKL, Risk Management Official, Clean Water Act	43,895	61,800	16,128	26.1%	60,000	(1,800)
CKL, Agricultural Drain Classification	15,191	-	-	0.0%	-	-
	59,086	61,800	16,128	26.1%	60,000	(1,800)
Program Generated Revenue						
Planning & permitting fees	391,812	429,800	90,176	21.0%	284,000	(145,800)
Integrated Watershed Management	56,210	36,900	35,940	97.4%	54,992	18,092
Stewardship & Conservation Lands	316,612	172,200	40,992	23.8%	121,803	(50,397)
Corporate Services	37,443	23,000	39,219	>100%	53,239	30,239
Special Projects Management	367,583	317,050	66,049	20.8%	232,775	(84,275)
	1,169,661	978,950	272,376	27.8%	746,810	(232,140)
Transfer Payments and Grants						
Transfer payment, Drinking Water Source Protection	61,035	68,200	18,706	27.4%	64,600	(3,601)
Grants 'other' - Durham special benefiting projects	59,697	55,000	-	0.0%	47,000	(8,000)
Grants 'other' - CKL special benefiting projects	72,476	140,300	18,838	13.4%	36,338	(103,962)
	193,208	263,500	37,544	14.2%	147,938	(115,563)
Other						
Amort. of deferred capital contribution	28,324	-	12,040	>100%	29,000	29,000
TOTAL REVENUE	\$ 3,803,023	\$ 3,714,250	\$ 1,236,587	33.3%	\$ 3,156,375	\$ (557,876)
EXPENDITURES						
Operations						
Planning, Development & Engineering - page 4	\$ 541,509	\$ 725,600	\$ 207,114	28.5%	\$ 618,900	\$ (106,700)
Integrated Watershed Management - page 5	633,451	622,100	234,448	37.7%	540,500	(81,600)
Stewardship & Conservation Lands- page 7	719,995	576,950	204,532	35.5%	563,203	(13,747)
Corporate Services - page 10	760,805	747,300	299,720	40.1%	735,900	(11,400)
Amortization of Tangible Capital Assets	70,840	60,000	32,292	53.8%	77,500	17,500
Vehicle and Equipment Pool	(25,524)	(25,000)	6,596	-26.4%	(5,000)	20,000
	2,701,075	2,706,950	984,701	36.4%	2,531,003	(175,947)
Special Projects						
General Benefitting, Drinking Water Source Protection	49,999	68,200	18,706	27.4%	64,600	(3,601)
General Benefitting - page 12	26,391	35,000	5,193	14.8%	29,110	(5,890)
Special Benefitting - page 12	781,870	877,300	229,918	26.2%	517,379	(359,921)
	858,260	980,500	253,818	25.9%	611,089	(369,411)
Municipal Agreements						
CKL Risk Management Official - page 12	44,243	61,800	16,128	26.1%	60,000	(1,800)
CKL Agricultural Drain Classification - page 12	20,307	-	-	0.0%	-	-
	64,550	61,800	16,128	26.1%	60,000	(1,800)
TOTAL EXPENDITURES	\$ 3,623,885	\$ 3,749,250	\$ 1,254,647	33.5%	\$ 3,202,092	\$ (547,158)
Surplus (Deficit) From Operations	\$ 179,138	\$ (35,000)	\$ (18,059)		\$ (45,717)	\$ (10,717)

(Prepared without audit for internal management purposes only)

KAWARTHA CONSERVATION
Interim Financial Statement
May 31, 2020

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OPERATIONS**PLANNING, DEVELOPMENT & ENGINEERING**

	Audited Actual 2019	Budget 2020	May Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
SOURCES OF REVENUE						
Municipal operating levy	\$ 234,481	\$ 246,199	\$ 102,583	41.7%	\$ 246,199	-
Special Projects Management	54,770	49,601	10,333	20.8%	36,417	(13,185)
Planning and permitting fees	353,263	315,000	77,698	24.7%	190,000	(125,000)
Large scale fill permits	28,455	100,000	8,273	8.3%	80,000	(20,000)
Municipal agreement project management, RMO	6,403	14,800	425	2.9%	14,000	(800)
Employment grants	3,691	-	-	0.0%	-	-
TOTAL REVENUE	\$ 681,063	\$ 725,600	\$ 203,092	28.0%	\$ 566,616	\$ (158,985)
EXPENDITURES						
Planning						
Direct labour	\$ 378,934	\$ 565,900	\$ 156,305	27.6%	\$ 471,000	\$ (94,900)
Seasonal Labour	7,555	-	-	0.0%	-	-
Overhead - page 11	42,968	42,300	20,068	47.4%	46,600	4,300
Legal	(7,725)	15,000	-	0.0%	7,500	(7,500)
Consulting and professional services	88,795	22,000	18,491	84.0%	22,000	-
Fill permit compliance costs	11,443	60,000	7,521	12.5%	50,000	(10,000)
Supplies and equipment	12,220	12,100	3,926	32.4%	16,000	3,900
Professional development	2,122	2,500	508	20.3%	2,000	(500)
Travel	5,198	5,800	295	5.1%	3,800	(2,000)
TOTAL EXPENDITURES	\$ 541,509	\$ 725,600	\$ 207,114	29%	\$ 618,900	\$ (106,700)

(Prepared without audit for internal management purposes only)

KAWARTHA CONSERVATION
Interim Financial Statement
May 31, 2020

OPERATIONS
INTEGRATED WATERSHED MANAGEMENT

	Audited Actual 2019	Budget 2020	May Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
SOURCES OF REVENUE						
Municipal operating levy	\$ 434,656	\$ 487,071	\$ 202,946	41.7%	\$ 487,071	\$ (0)
Special Projects Management	101,527	98,129	20,443	20.8%	72,045	(26,084)
MNRF transfer payment	18,480	-	10,268	>100%	24,640	24,640
Low water response	10,850	-	-	0.0%	-	-
Technical Services fees	11,447	3,000	15,319	>100%	20,000	17,000
Employment grants	14,636	8,900	1,170	4.7%	1,170	(23,830)
Grants and Innovation Hub	479	25,000	9,182	>100%	9,182	282
Cost recovery - flood assistance	318	-	-	0.0%	-	-
TOTAL REVENUE	\$ 592,393	\$ 622,100	\$ 259,329	41.7%	\$ 614,109	\$ (7,991)
EXPENDITURES						
Direct Labour	\$ 512,782	\$ 503,800	\$ 194,631	38.6%	\$ 442,900	\$ (60,900)
Seasonal Labour	18,849	17,800	-	0.0%	-	(17,800)
Overhead	42,968	42,100	20,068	47.7%	46,600	4,500
Supplies & Equipment	12,974	8,350	2,429	29.1%	13,000	4,650
Technology and data management	12,004	13,900	5,120	36.8%	15,000	1,100
Professional development	2,520	3,600	508	14.1%	1,800	(1,800)
Innovation Hub	2,999	12,500	6,446	51.6%	6,500	(6,000)
Travel	4,064	3,550	1,269	35.8%	2,000	(1,550)
Oak Ridges Moraine Alliance	2,500	2,500	2,500	100.0%	2,500	-
Stream gauge utilities	436	1,000	185	18.5%	1,000	-
Ontario Low Water Response	10,684	-	-	0.0%	200	200
Surface water monitoring	3,770	5,500	84	1.5%	3,500	(2,000)
Groundwater monitoring	6,901	7,500	1,207	16.1%	5,500	(2,000)
TOTAL EXPENDITURES	\$ 633,451	\$ 622,100	\$ 234,448	37.7%	\$ 540,500	\$ (81,600)

(Prepared without audit for internal management purposes only)

KAWARTHA CONSERVATION
Interim Financial Statement
May 31, 2020

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OPERATIONS**STEWARDSHIP AND CONSERVATION LANDS**

	Audited Actual 2019	Budget 2020	May Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
SOURCES OF REVENUE						
Municipal Levy						
Municipal operating levy	\$ 301,836	\$ 237,585	\$ 98,994	41.7%	\$ 237,585	\$ (0)
Municipal funds, Region of Durham	96,635	119,300	26,516	22.2%	111,980	(7,320)
Special Projects Management	70,502	47,866	9,972	20.8%	35,142	(12,723)
	468,974	404,750	135,481	33.5%	384,707	(20,043)
Restoration Management						
Habitat Compensation Program	88,458	9,000	470	5.2%	5,885	(3,115)
Project management fees - Habitat Compensation	11,196	-	360	>100%	3,000	3,000
	99,654	9,000	830	9.2%	8,885	(115)
Conservation Areas						
Conservation Area grants	26,909	10,600	-	0.0%	-	(10,600)
Conservation Areas User fees	3,276	4,500	-	0.0%	-	(4,500)
Conservation Areas Parking fees	20,893	30,000	6,306	21.0%	20,000	(10,000)
Conservation Area Agricultural rent	11,513	12,000	3,150	26.2%	12,000	-
Reserve funds, Windy Ridge	-	3,900	-	0.0%	1,396	(2,504)
Fleetwood Creek cost recovery	7,371	8,300	-	0.0%	2,085	(6,215)
Property management fees Fleetwood	7,055	6,800	1,985	29.2%	6,800	-
Property management fees East Cross Forest	48,137	52,100	8,905	17.1%	45,180	(6,920)
Donations (Ken Reid CA)	40	-	100	>100%	100	100
Special Events	9,817	-	-	0.0%	-	-
Revenue, other	1,330	-	-	0.0%	-	-
	136,341	128,200	20,445	15.9%	87,561	(40,639)
Stewardship						
Employment grants	13,211	-	-	0.0%	-	-
Grants - other	485	-	-	0.0%	-	-
Native plant sales	5,092	-	-	0.0%	-	-
Tree seedling sales	15,636	-	16,561	>100%	16,561	16,561
Rain barrel sales	4,641	-	-	0.0%	-	-
Donations	150	-	125		125	125
	39,215	-	16,686	>100%	16,686	16,686
Education						
Education grants and donations	10,672	3,000	1,900	63.3%	7,540	4,540
Education user fees	30,730	32,000	1,131	3.5%	1,131	(30,869)
	41,402	35,000	3,031	8.7%	8,671	(26,329)
TOTAL REVENUE	\$ 785,585	\$ 576,950	\$ 176,474	30.6%	\$ 497,626	\$ (70,440)

(Prepared without audit for internal management purposes only)

KAWARTHA CONSERVATION
Interim Financial Statement
May 31, 2020

OPERATIONS
STEWARDSHIP AND CONSERVATION LANDS

	Audited Actual 2019	Budget 2020	May Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
EXPENDITURES						
Conservation Areas						
Direct labour	223,874	207,300	80,416	38.8%	187,000	(20,300)
Seasonal labour	28,654	16,000	-	0.0%	6,000	(10,000)
Overhead - page 11	30,077	20,800	10,034	48.2%	27,960	7,160
Professional development	1,526	1,000	668	66.8%	1,000	-
Contractors and Consultants	2,491	-	-	0.0%	-	-
Supplies, brochures and publications	8,105	5,000	2,487	49.7%	12,000	7,000
Travel	1,133	-	189	>100%	200	200
Special Events	8,841	-	120	>100%	-	-
Ken Reid Conservation Area - page 8	50,999	49,300	17,851	36.2%	51,300	2,000
Pigeon River Conservation Area - page 8	2,662	10,000	1,311	13.1%	10,000	-
Windy Ridge Conservation Area - page 8	3,434	3,900	1,396	35.8%	4,400	500
Fleetwood Creek Natural Area - page 8	7,743	8,300	2,085	25.1%	8,300	-
Dewey's Island - page 8	-	100	-	0.0%	100	-
Nogies Creek	534	550	266	48.4%	550	-
Durham East Cross Forest Conservation Area - page 9	100,305	119,300	26,516	22.2%	111,980	(7,320)
	470,378	441,550	143,340	32.5%	420,790	(20,760)
Stewardship & Restoration						
Direct labour	158,135	84,900	28,253	33.3%	84,900	-
Seasonal labour	531	-	-	0.0%	-	-
Overhead - page 11	12,890	8,400	6,021	71.7%	9,320	920
Supplies and equipment	984	2,200	105	4.8%	2,200	-
Cost of product sales	18,932	-	19,233	>100%	19,233	19,233
Habitat Compensation Projects	24,421	3,600	409	0	3,000	(600)
Professional development	1,153	500	-	0.0%	500	-
Travel	324	500	15	3.1%	400	(100)
	192,949	100,100	54,036	54.0%	119,553	19,453
Conservation Education						
Seasonal labour	22,411	23,400	-	0.0%	-	(23,400)
Administration and overhead	5,475	8,400	4,014	47.8%	9,320	920
Supplies and equipment	3,756	3,000	2,734	91.1%	10,540	7,540
Travel	605	500	-	0.0%	-	(500)
	32,246	35,300	6,747	19.1%	19,860	(15,440)
TOTAL EXPENDITURES	\$ 719,995	\$ 580,550	\$ 204,532	35.2%	\$ 563,203	\$ (17,347)

(Prepared without audit for internal management purposes only)

KAWARTHA CONSERVATION
Interim Financial Statement
May 31, 2020

SCHEDULE OF CONSERVATION AREAS

	Audited Actual 2019	Budget 2020	May Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
Ken Reid CA						
Road & parking lot maintenance	\$ 15,959	\$ 14,000	\$ 13,986	99.9%	\$ 16,000	\$ 2,000
Vehicle usage	1,770	700	457	65.3%	700	-
Equipment expenditure and charges	6,254	5,000	916	18.3%	5,000	-
Supplies and small tools	12,865	9,500	343	3.6%	9,500	-
Infrastructure repair & maintenance	11,158	17,000	1,374	8.1%	17,000	-
Utilities	2,917	3,000	738	24.6%	3,000	-
Property taxes	76	100	38	37.9%	100	-
	50,999	49,300	17,851	36.2%	51,300	2,000
Pigeon River CA						
Road & parking lot maintenance	-	800	209	26.1%	800	-
Vehicle usage	946	700	189	27.0%	700	-
Equipment expenditure and charges	612	500	16	3.2%	500	-
Supplies and small tools	(205)	500	41	8.1%	500	-
Infrastructure repair & maintenance	512	6,700	458	6.8%	6,700	-
Property taxes	797	800	399	49.9%	800	-
	2,662	10,000	1,311	13.1%	10,000	-
Windy Ridge CA						
Road & parking lot maintenance	1,002	1,000	626	62.6%	1,500	500
Vehicle usage	1,119	500	84	16.8%	500	-
Equipment expenditure and charges	209	400	-	0.0%	400	-
Supplies and small tools	(346)	1,000	41	4.1%	1,000	-
Infrastructure repair & maintenance	1,023	500	458	91.6%	500	-
Property taxes	425	500	188	37.5%	500	-
	3,434	3,900	1,396	35.8%	4,400	500
Fleetwood Creek Natural Area						
Road & parking lot maintenance	-	-	-	0.0%	-	-
Vehicle usage	804	600	84	14.0%	600	-
Equipment expenditure and charges	332	200	16	8.0%	200	-
Supplies and small tools	(448)	700	-	0.0%	700	-
Management and administration	7,055	6,800	1,985	29.2%	6,800	-
	7,743	8,300	2,085	25.1%	8,300	-
Dewey's Island						
Travel and equipment	-	100	-	0.0%	100	-
TOTAL EXPENDITURES	\$ 64,838	\$ 71,600	\$ 22,644	31.6%	\$ 74,100	\$ 2,500

(Prepared without audit for internal management purposes only)

SCHEDULE OF SPECIAL OPERATING

DURHAM EAST CROSS FOREST CONSERVATION AREA

	Audited Actual 2019	Budget 2020	May Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
SOURCES OF REVENUE						
Region of Durham special operating levy	\$ 89,100	\$ 102,080	\$ 26,516	26.0%	\$ 102,080	\$ -
Grants and other sources of revenue	3,670	-	-	0.0%	-	-
Deferred revenue	7,535	17,220	-	0.0%	9,900	(7,320)
TOTAL REVENUE	\$ 100,305	\$ 119,300	\$ 26,516	22.2%	\$ 111,980	\$ (7,320)
EXPENDITURES						
Labour	\$ 6,871	\$ 34,800	\$ 12,658	36.4%	\$ 34,800	\$ -
Project in-house expertise	39,018	41,400	8,905	21.5%	35,000	(6,400)
Project administration	9,119	10,700	-	0.0%	10,180	(520)
Infrastructure & supplies	14,550	20,500	2,010	9.8%	20,500	-
Security services	18,914	-	-	0.0%	-	-
Travel	5,566	4,800	664	13.8%	4,800	-
Equipment use	1,777	2,100	8	0.4%	2,100	-
Property taxes	4,491	5,000	2,271	45.4%	4,600	(400)
TOTAL EXPENDITURES	\$ 100,305	\$ 119,300	\$ 26,516	22.2%	\$ 111,980	\$ (7,320)

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OPERATIONS
CORPORATE SERVICES

	Audited Actual 2019	Budget 2020	May Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
SOURCES OF REVENUE						
Municipal operating levy	\$ 602,727	\$ 602,846	\$ 251,186	41.7%	\$ 602,846	\$ (0)
Special Projects Management	140,784	121,454	25,302	20.8%	89,170	(32,284)
Investment income	31,832	23,000	13,980	60.8%	28,000	5,000
Donations	180	-	239	>100%	239	239
Grants, wage subsidies and other	5,432	-	25,000	>100%	25,000	25,000
TOTAL REVENUE	\$ 780,955	\$ 747,300	\$ 315,707	42.2%	\$ 745,255	\$ (2,045)
EXPENDITURES						
Corporate Support						
Direct labour	\$ 690,902	\$ 666,200	\$ 268,659	40.3%	\$ 650,000	\$ (16,200)
Overhead - page 11	42,968	42,300	20,068	47.4%	46,600	4,300
Directors travel	3,977	5,200	675	13.0%	1,500	(3,700)
Technology, supplies and equipment	15,473	24,900	8,403	33.7%	30,900	6,000
Reports, brochures and publications	1,527	1,500	348	23.2%	1,500	
Professional development	3,643	5,000	1,323	26.5%	4,000	(1,000)
Travel	2,314	2,200	245	11.1%	1,400	(800)
TOTAL EXPENDITURES	\$ 760,805	\$ 747,300	\$ 299,720	40.1%	\$ 735,900	\$ (11,400)

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SCHEDULE OF OPERATIONS OVERHEAD

	Audited		May	%		Projection
	Actual	Budget	Actual	of Budget	Projections	Variance to
	2019	2020	2020	Complete	2020	2020 Budget
Administration building utilities	\$ 11,863	\$ 16,000	\$ 4,398	27.5%	\$ 16,000	\$ -
Administration building maintenance	57,516	25,000	8,705	34.8%	30,000	5,000
Office equipment	(2,579)	1,000	593	59.3%	3,500	2,500
Telephone & internet	5,534	6,000	2,414	40.2%	6,000	-
Audit and legal	9,963	10,000	7,123	71.2%	15,000	5,000
Banking fees & interest	2,279	3,000	931	31.0%	3,000	-
Insurance	35,288	34,000	37,408	>100%	37,500	3,500
Conservation Ontario membership	24,630	25,000	12,527	50.1%	25,100	100
IT/IMS support services	26,210	36,000	4,825	13.4%	38,000	2,000
Human resources & safety	1,165	8,300	1,349	16.3%	12,300	4,000
TOTAL OVERHEAD EXPENDITURES	\$ 171,871	\$ 164,300	\$ 80,274	48.9%	186,400	22,100

Distribution:

Planning Services	\$ 34,374	\$ 32,800	\$ 16,055		\$ 37,280	\$ 4,480
Regulation Services	8,594	8,200	4,014		9,320	1,120
Integrated Watershed Management	8,594	8,200	4,014		9,320	1,120
Environmental Information Services	8,594	8,200	4,014		9,320	1,120
Environmental Monitoring	17,187	16,500	8,027		18,640	2,140
Flood & Water Level Monitoring	8,594	8,200	4,014		9,320	1,120
Protection & Restoration Management	8,594	8,200	4,014		9,320	1,120
Conservation Areas	25,781	16,400	8,027		18,640	2,240
Stewardship	8,594	8,200	4,014		9,320	1,120
Conservation Education	-	8,200	4,014		9,320	1,120
Corporate Support Services	34,374	33,000	16,055		37,280	4,280
Corporate Communications	8,594	8,200	4,014		9,320	1,120
	\$ 171,871	\$ 164,300	\$ 80,274		\$ 186,400	\$ 22,100

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SUMMARY PROJECTS

	Budget 2020	May Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
GENERAL BENEFITING PROJECTS					
Drinking Water Source Protection - Schedule 1, page 13	\$ 68,200	\$ 18,706	27.4%	\$ 64,600	\$ (3,601)
Website design; Digitization of corporate records - Schedule 1, page 13	35,000	5,193	14.8%	29,110	(5,890)
TOTAL GENERAL BENEFITING PROJECTS	\$ 103,200	\$ 23,899		\$ 93,710	\$ (9,491)

SPECIAL PROJECTS**Durham Region**

Watershed Plan Implementation - Schedule 2, page 14	\$ 198,900	\$ 40,547	20.4%	\$ 186,570	(12,330)
Watershed Planning - Schedule 3, page 15	30,000	11,435	38.1%	30,000	-
	228,900	51,981		216,570	(12,330)

City of Kawartha Lakes

Floodplain Mapping Study - Schedule 4, page 16	98,800	98,247	99.4%	127,647	28,847
Lake Management Plans Implementation - Schedule 5, page 17	549,600	79,690	14.5%	203,163	(346,437)
	648,400	177,937		330,809	(317,591)

TOTAL SPECIAL PROJECTS	\$ 847,300	\$ 229,918		\$ 517,379	-\$ 329,921
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MUNICIPAL AGREEMENTS - City of Kawartha Lakes

Risk Management Official - Schedule 6, page 18	\$ 61,800	\$ 16,128	26.1%	\$ 60,000	(1,800)
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TOTAL MUNICIPAL AGREEMENTS	\$ 61,800	\$ 16,128		\$ 60,000	\$ (1,800)
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(Prepared without audit for internal management purposes only)

PROJECTS - GENERAL BENEFITING**DRINKING WATER SOURCE PROTECTION**

	Budget 2020	May Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
SOURCES OF REVENUE					
Transfer - Ontario Drinking Water Source Protection	\$ 68,200	\$ 18,706	27.4%	\$ 64,600	\$ (3,601)
TOTAL REVENUE	\$ 68,200	\$ 18,706	27.4%	\$ 64,600	\$ (3,601)
EXPENDITURES					
Labour	\$ 40,600	\$ 13,960	34.4%	\$ 40,000	\$ (600)
Project in-house expertise	15,000	2,963	19.8%	13,000	(2,000)
Project administration	6,300	1,701	27.0%	5,875	(426)
Supplies & meetings	5,500	18	0.3%	5,500	-
Travel	800	64	8.0%	225	(575)
TOTAL EXPENDITURES	\$ 68,200	\$ 18,706	27.4%	\$ 64,600	\$ (3,601)

WEBSITE DESIGN, DIGITIZATION OF CORPORATE RECORDS

	Budget 2020	May Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
SOURCES OF REVENUE					
Website design and update - levy	\$ 20,000	\$ 4,040	20.2%	\$ 6,500	\$ (13,500)
Digitization of corporate records	15,000	1,153	7.7%	22,610	7,610
TOTAL REVENUE	\$ 35,000	\$ 5,193	14.8%	\$ 29,110	\$ (5,890)
EXPENDITURES					
Website design and update	\$ 20,000	\$ 4,040	20.2%	\$ 6,500	\$ (13,500)
Digitization of corporate records	15,000	1,153	7.7%	22,610	7,610
TOTAL EXPENDITURES	\$ 35,000	\$ 5,193	14.8%	\$ 29,110	\$ (5,890)

(Prepared without audit for internal management purposes only)

PROJECTS - SPECIAL BENEFITING

REGION OF DURHAM

WATERSHED PLAN IMPLEMENTATION

	Budget 2020	May Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
<u>STEWARDSHIP PROGRAMS</u>					
SOURCES OF REVENUE					
Region of Durham	\$ 76,600	\$ 20,901	27.3%	\$ 72,270	\$ (4,330)
Grants, Provincial	-	-	0.0%	-	-
Grants, other	30,000	-	0.0%	22,000	(8,000)
Landowner contributions	-	-	0.0%	-	-
TOTAL REVENUE	\$ 106,600	\$ 20,901	19.6%	\$ 94,270	\$ (12,330)
EXPENDITURES					
Labour	\$ 37,700	\$ 13,490	35.8%	\$ 35,300	\$ (2,400)
Project in-house expertise	8,400	4,995	59.5%	9,000	600
Travel	3,300	128	3.9%	900	(2,400)
Supplies & professional fees	12,500	388	3.1%	5,500	(7,000)
Demonstration site	15,000	-	-	15,000	-
Landowner grants	20,000	-	0.0%	20,000	-
Project administration	9,700	1,900	19.6%	8,570	(1,130)
TOTAL EXPENDITURES	\$ 106,600	\$ 20,901	19.6%	\$ 94,270	\$ (12,330)

SCIENCE & TECHNICAL

SOURCES OF REVENUE					
Region of Durham	\$ 61,400	\$ 19,646	32.0%	\$ 61,400	\$ -
Deferred funds, Region of Durham	5,900	-	0.0%	5,900	-
Grants, other	25,000	-	0.0%	25,000	-
TOTAL REVENUE	\$ 92,300	\$ 19,646	21.3%	\$ 92,300	\$ -
EXPENDITURES					
Labour	\$ 10,100	\$ -	0.0%	\$ 10,100	\$ -
Project in-house expertise	52,300	17,785	34.0%	52,300	-
Travel and equipment	5,500	64	1.2%	5,500	-
Lab costs	15,400	-	0.0%	15,400	-
Supplies & professional fees	600	11	1.8%	600	-
Project administration	8,400	1,786	21.3%	8,400	-
TOTAL EXPENDITURES	\$ 92,300	\$ 19,646	21.3%	\$ 92,300	\$ -

(Prepared without audit for internal management purposes only)

PROJECTS - SPECIAL BENEFITING

REGION OF DURHAM

WATERSHED PLANNING

	Budget 2020	May Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
SOURCES OF REVENUE					
Region of Durham	\$ 30,000	\$ 11,435	38.1%	\$ 30,000	\$ -
TOTAL REVENUE	\$ 30,000	\$ 11,435	38.1%	\$ 30,000	\$ -
EXPENDITURES					
Labour	\$ 6,200	\$ -	0.0%	\$ -	\$ (6,200)
Project in-house expertise	14,700	10,395	70.7%	20,660	5,960
Supplies & professional fees	1,700	-	0.0%	1,650	(50)
Travel and equipment	4,600	-	0.0%	4,960	360
Project administration	2,800	1,040	37.1%	2,730	(70)
TOTAL EXPENDITURES	\$ 30,000	\$ 11,435	38.1%	\$ 30,000	\$ -

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KAWARTHA CONSERVATION
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*Schedule 4***PROJECTS - SPECIAL BENEFITING**

CITY OF KAWARTHA LAKES
FLOODPLAIN MAPPING STUDY

	Budget 2020	May Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
SOURCES OF REVENUE					
City of Kawartha Lakes	\$ 84,100	\$ 79,829	94.9%	\$ 79,829	\$ (4,271)
City of Kawartha Lakes - Deferred Revenue	-	3,100	>100%	32,500	32,500
Grant - NDMP	14,700	15,318	>100%	15,318	618
TOTAL REVENUE	\$ 98,800	\$ 98,247	99.4%	\$ 127,647	\$ 28,847
EXPENDITURES					
Labour	\$ 27,000	\$ 21,054	78.0%	\$ 27,000	\$ -
Project in-house expertise	6,200	2,740	44.2%	6,200	-
Project administration	9,000	8,932	99.2%	11,450	2,450
Travel	1,700	238	14.0%	1,700	-
Communication	600	-	0.0%	600	-
Supplies & equipment	4,300	159	3.7%	2,697	(1,603)
Professional services	50,000	65,124	>100%	78,000	28,000
TOTAL EXPENDITURES	\$ 98,800	\$ 98,247	99.4%	\$ 127,647	\$ 28,847

(Prepared without audit for internal management purposes only)

PROJECTS - SPECIAL BENEFITING

CITY OF KAWARTHA LAKES

LAKE MANAGEMENT PLANS - IMPLEMENTATION

	Budget 2020	May Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
STEWARDSHIP PROGRAMS					
SOURCES OF REVENUE					
City of Kawartha Lakes	\$ 278,200	\$ 60,244	21.7%	\$ 117,140	\$ (161,060)
Grants, Provincial	4,000	3,520	88.0%	3,520	(480)
Grants, other	96,400	-	0.0%	17,500	(78,900)
TOTAL REVENUE	\$ 378,600	\$ 63,764	16.8%	\$ 138,160	\$ (240,440)

EXPENDITURES					
Labour	\$ 158,700	\$ 27,588	17.4%	\$ 38,900	\$ (119,800)
Project in-house expertise	47,600	13,050	27.4%	26,200	(21,400)
Project administration	34,500	5,797	16.8%	12,560	(21,940)
Contractor and consulting services	17,700	10,607	59.9%	11,000	(6,700)
Travel and equipment	10,500	498	4.7%	1,400	(9,100)
Supplies and events	24,600	1,797	7.3%	8,100	(16,500)
Landowner grants	85,000	4,428	5.2%	40,000	(45,000)
TOTAL EXPENDITURES	\$ 378,600	\$ 63,764	16.8%	\$ 138,160	\$ (240,440)

SCIENCE & TECHNICAL

SOURCES OF REVENUE					
City of Kawartha Lakes	\$ 138,900	\$ 15,926	11.5%	\$ 64,698	\$ (74,202)
Deferred funds, City of Kawartha Lakes	6,900	-		305	
Grants, fees, sponsors	25,200	-	0.0%	-	(25,200)
TOTAL REVENUE	\$ 171,000	\$ 15,926	9.3%	\$ 65,003	\$ (99,402)

EXPENDITURES					
Labour	\$ 18,700	\$ -	0.0%	\$ -	\$ (18,700)
Project in-house expertise	86,600	13,996	16.2%	49,925	(36,675)
Project administration	15,550	1,448	9.3%	5,906	(9,644)
Lab costs	29,650	-	0.0%	1,900	(27,750)
Travel and equipment	9,300	189	2.0%	1,600	(7,700)
Supplies	11,200	293	2.6%	5,672	(5,528)
TOTAL EXPENDITURES	\$ 171,000	\$ 15,926	9.3%	\$ 65,003	\$ (105,997)

Municipal Agreements

CITY OF KAWARTHA LAKES

CLEAN WATER ACT, PART IV, ENFORCEMENT
RISK MANAGEMENT OFFICIAL

	Budget 2020	May Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
SOURCES OF REVENUE					
City of Kawartha Lakes	\$ 61,800	\$ 16,128	26.1%	\$ 60,000	\$ (1,800)
TOTAL REVENUE	\$ 61,800	\$ 16,128	26.1%	\$ 60,000	\$ (1,800)
EXPENDITURES					
Labour	\$ 41,000	\$ 13,960	34.0%	40,000	\$ (1,000)
Project in-house expertise	10,700	425	4.0%	10,000	(700)
Project administration	4,100	1,466	35.8%	4,000	(100)
Technology and data management	500	100	19.9%	1,600	1,100
Supplies, Communications & Professional Development	2,400	49	2.0%	2,100	(300)
Travel	3,100	127	4.1%	2,300	(800)
TOTAL EXPENDITURES	\$ 61,800	\$ 16,128	26.1%	\$ 60,000	\$ (1,800)

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Agenda Item #8.2

BOD Meeting #6/20

July 23, 2020

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To: The Chair and Members of Kawartha Conservation Board of Directors

From: Mark Majchrowski, CAO
Wanda Stephen, Director, Corporate Services

Re: 2021 Preliminary Budget

KEY ISSUE:

To update the Board of Directors on anticipated progress on the 2021 preliminary budget.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the 2021 preliminary budget report be received.

BACKGROUND

We would under normal business circumstances, provide a broad overview of factors that would impact the 2021 Preliminary Budget and provide a suggested timetable for your approval at this point during the year.

Given the circumstances, limited resources at the moment, and the potential for a second wave of the pandemic, we anticipate we will need to be fluid and responsive to developing the 2021 Preliminary Budget taking into account the financial implications to our municipal partners and our ability to mitigate the current forecasted deficit. We expect that we will be able to better predict by the 3rd quarter the outcomes of the 2020 Budget and the potential deferred revenues from Special Projects that will materialize from reduced deliverables this year.

Other budget pressures, as the current year is demonstrating, are that outside funding agencies are also reducing or eliminating financial support such as employment programs, program support and funding grants. Our municipal partners may also experience similar financial constraints and deficit mitigations.

We have not received direction from municipalities yet regarding their 2021 budget timetable or guidelines. Our expectation is that the process will be delayed by as much as 3 months to better predict and gather adequate quantifiable data for sustainable budgets into the future.

As we move forward with considerations for the 2021 budget, departments will review and update the identified needs and pressures in their particular program areas to meet expectations of our watershed municipalities and to ensure alignment with emerging Strategic Plan priorities and give consideration to the financial direction of our funding partners.

For more information, please contact Wanda Stephen at extension 226.

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A budget timetable will be provided in September, when the prognosis for future budget years is clearer and when we anticipate municipal direction to be provided.

NEXT STEPS:

- We anticipate drafting key parameters and the foundation of the 2021 draft budget in August and September
- A timeline for the 2021 Budget will be provided in September
- We anticipate bringing a 2021 detailed Preliminary Budget to the October Board of Directors meeting for first review and direction, after which staff will continue the development of the budget in the following months with Board input.
- We anticipate that the 2021 Preliminary Budget be supported at the Board meeting in January 2021 and be approved for circulation to our member municipalities.
- It is likely that the municipal levy will be approved by weighted vote at the March 2021 meeting of the Board.