



Board of Directors Meeting #7/20
Thursday, September 24, 2020
1:00 – 3:00 p.m.

Virtual Meeting
(Access Details to be Provided)

AGENDA

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| 2. Declaration of Pecuniary Interest | |
| 3. Approval of Minutes | |
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| 4. Business Arising from the Minutes | |
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| 7. Consent Items | |
| 7.1 Permits Issued by Designated Staff (July-August) | Page 10-16 |
| 7.2 Permit Application Garage (166 Lakeland Road) | Page 17-19 |
| 7.3 Interim Financial Statement, June 30, 2020 | Page 20-40 |
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| • Personal Matters about an Identifiable Individual, Including Employees of the Authority (In Accordance with By-Law #1, S. C14B) | |
| 12. Adjournment | |

Agenda Item #3

BOD Meeting #7/20

September 24, 2020

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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 #6/20 held on Thursday, July 23, 2020.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the Board of Directors Minutes of Meeting #6/20 be adopted as circulated.

BACKGROUND

Minutes are attached for your review and approval.

Board of Directors Minutes of Meeting #6/20

Meeting #6/20 was held on Thursday, July 23rd, 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
Jonathan Lucas, General Accountant

Guests: None

#1 – Adoption of Agenda

RESOLUTION #57/20

MOVED BY: Ron Windover

SECONDED BY: Cathy Moore

RESOLVED THAT, the Agenda for Meeting #6/20 be adopted.

CARRIED

#2 - Declaration of Pecuniary Interest

None declared.

#3 - Approval of Minutes

RESOLUTION #58/20

MOVED BY: Ron Hooper

SECONDED BY: Angus Ross

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

CARRIED

#4 - Business Arising from the Minutes

None.

5 – Deputation

None.

6 – Presentations

None.

#7 – Consent Items

The Chair reviewed the individual consent items and asked the Directors for any item they would like further discussion on. Item #7.3 - Permit Application Boathouse (42 Hardwood Street) City of Kawartha Lakes, former Fenelon Twp. was pulled for discussion.

RESOLUTION #59/20

MOVED BY: Angus Ross

SECONDED BY: Andy Letham

RESOLVED, THAT, all the proposed resolutions shown in Item #7 of the Agenda be approved and adopted by the Board of Directors in the order they appear on the Agenda and sequentially numbered, save and except item #7.3 - Permit Application Boathouse (42 Hardwood Street) City of Kawartha Lakes, former Fenelon Twp.

CARRIED

7.1 – Permits Issued by Designated Staff

RESOLUTION #60/20

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.

CARRIED

Mr. Majchrowski and Mr. Warne explained for the Board that the monthly Permitting Performance report is easily prepared with the new IMS system but would be comfortable reporting quarterly if preferred by the Board.

7.2 – Permitting – Annual Report 2019

RESOLUTION #61/20

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

CARRIED

7.4 – Strategic Actions Update – 2nd Quarter

RESOLUTION #62/20

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

CARRIED

7.5 – CAO Report

RESOLUTION #63/20

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

CARRIED

7.6 – Correspondence

RESOLUTION #64/20

RESOLVED, THAT, the attached correspondence be received.

CARRIED

Director Dunn joined the meeting at 1:12 p.m.

#7 – Consent Items Requiring Separate Discussion

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

RESOLUTION #65/20

MOVED BY: Ron Hooper

SECONDED BY: Ron Windover

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.

CARRIED

Mr. Warne provided clarification on the report at the request of the Board.

#8 – Action Items

8.1 – Interim Financial Statement, May 31, 2020

RESOLUTION #66/20

MOVED BY: Cathy Moore

SECONDED BY: Angus Ross

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

CARRIED

Mr. Majchrowski fielded questions on special projects, and on the projected deficit with the possibility of covering the loss of revenue through reserves.

8.2 – 2021 Preliminary Budget

RESOLUTION #67/20

MOVED BY: Cathy Moore

SECONDED BY: Kathleen Seymour-Fagan

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

CARRIED

#9 – New Business

None.

#10– Reports and Updates from Board Members

Mr. Majchrowski provided the Board with an update on items including the departure of Debbie Balika, Water Quality Specialist to Conservation Ontario, and a return to work plan for staff on layoff including staff availability, remote work options and safety measures.

#11 – Closed Session

RESOLUTION #68/20

MOVED BY: Ron Hooper

SECONDED BY: Angus Ross

RESOLVED THAT, the Board enter a closed session at 1:26 p.m.

CARRIED

RESOLUTION #69/20

MOVED BY: Ron Hooper

SECONDED BY: Pat Dunn

RESOLVED THAT, the Board exit out of closed session at 2:15 p.m.

CARRIED

RESOLUTION #70/20

MOVED BY: Ron Windover

SECONDED BY: Ron Hooper

RESOLVED THAT, the Board endorse the recommendations provided.

CARRIED

#12 – Adjournment

There being no further business, the meeting adjourned at 2:20 p.m.

RESOLUTION #71/20

MOVED BY: Andy Letham

SECONDED BY: Pat Dunn

RESOLVED THAT, the Board of Directors Meeting #6/20 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, CAO

Re: Presentations

KEY ISSUE:

Presentations on current initiatives.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the presentation on Program innovation and adaptation be received.

Please see below for a short description on the topic of interest.

Program Innovation and Adaptation

Through this pandemic period, our program areas have been challenged to adapt and maintain value, while sustaining a high level and consistency of service. Our processes have been similarly challenged to respond to an increased reliance on a digital environment, a remote workforce and remote interaction with our partners and clients. Innovation has been occurring at a high rate as our traditional means of conducting business has proven to be ineffective or lacking in many cases and as we look to minimize the potential to spread the pandemic in the community, supporting local, provincial and national efforts to do the same.

Presentations will be given by staff in several departments to highlight some of the program innovation and adaptation that has occurred over the past several months.

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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 during July and August 2020 be received, AND

THAT, the Permitting performance report be received.

Of the Permits issued during this time period, 67 of 69 (97%) were issued within the 14-day CALC timeframe for determination of a complete application, while 67 of 69 (97%) were issued within the 21-day CALC timeframe pertaining to the issuance of the Permit.

Permits issued include the extension of 3 permits as well as the renewal of 5 other permits.

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.

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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
2020-207	Complete Application	14	25	11	Landfill restoration required detailed engineering review (staff had been placed on temporary reduced hours due to COVID-19)
2020-210	Permit Issuance	21	40	19	Permit required Board of Directors Approval
2020-212	Permit Issuance	21	26	5	Watercourse restoration required detailed engineering review (staff had been placed on temporary reduced hours due to COVID-19)
2020-228	Complete Application	14	18	4	Timing window missed due to vacation schedules

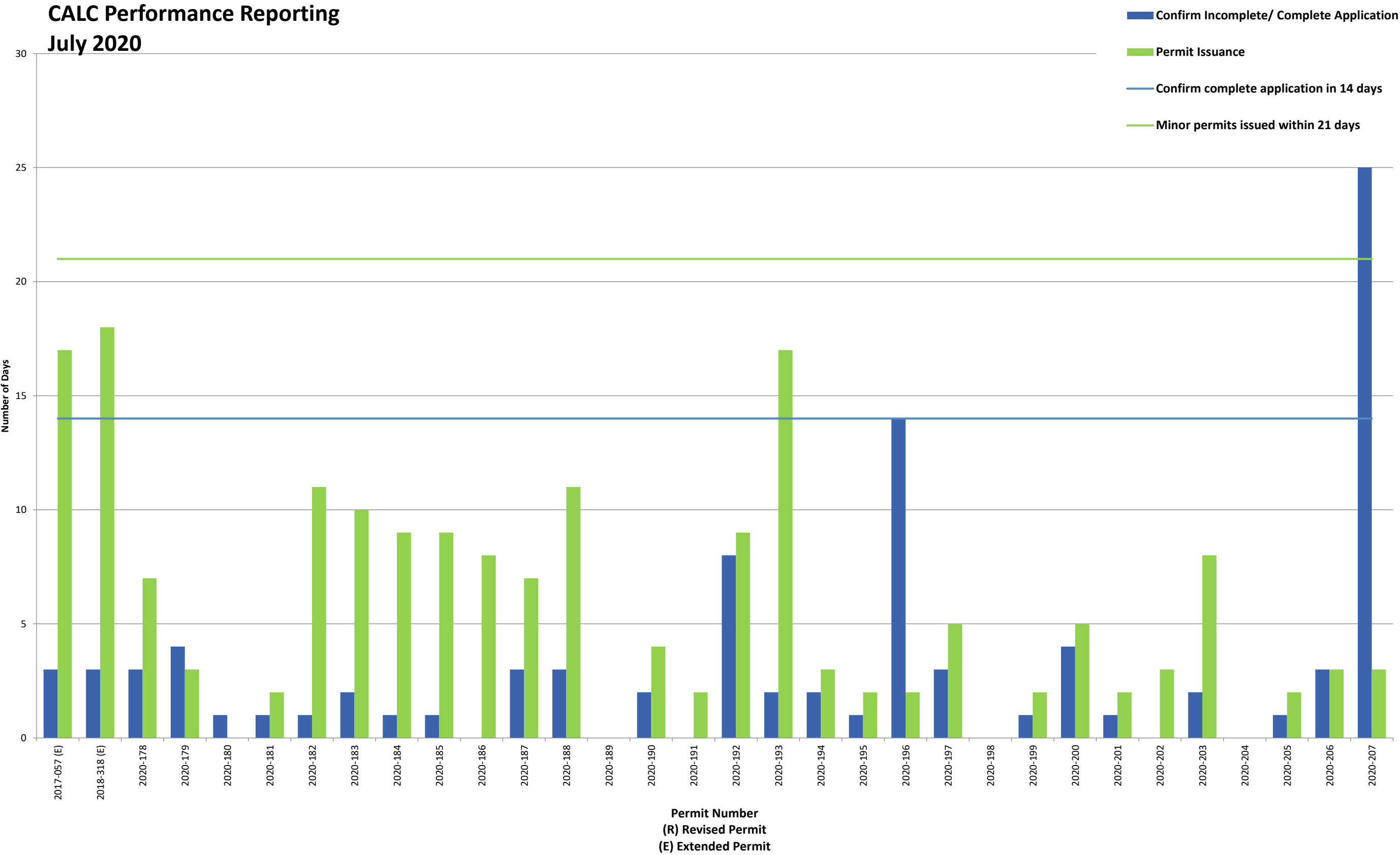
Acknowledgements/ Contributions from:

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
2017-057 (E)	Standard	27 Rustlewood Avenue	CITY OF KAWARTHA LAKES	July 23, 2020	Construction of a new dwelling with septic and driveway
2018-318 (E)	Standard	County Road 24 (next to 1005)	CITY OF KAWARTHA LAKES	July 17, 2020	Construction of a new dwelling
2020-178	Shoreline	1433 Killarney Bay Road	CITY OF KAWARTHA LAKES	July 6, 2020	Construction of a new armour stone retaining wall with sloped rock along the toe for erosion protection and a new patio
2020-179	Streamlined	1190 Old Mill Road	CITY OF KAWARTHA LAKES	July 6, 2020	Grading and fill placement to complete works associated with new dwelling
2020-180	Streamlined	126 Springdale Drive	CITY OF KAWARTHA LAKES	July 7, 2020	Construction of a new dwelling with driveway
2020-181	Streamlined	163 Waterbury Crescent	SCUGOG	July 8, 2020	Construction of a deck
2020-182	Standard	38 Eklin Park Drive	CITY OF KAWARTHA LAKES	July 17, 2020	Construction of a detached garage and porch
2020-183	Streamlined	53 Kenhill Beach Road	CITY OF KAWARTHA LAKES	July 17, 2020	Replacement of the existing septic system
2020-184	Streamlined	149 Springdale Drive	CITY OF KAWARTHA LAKES	July 17, 2020	Construction of a deck
2020-185	Standard	60 Little Bob Drive	CITY OF KAWARTHA LAKES	July 17, 2020	Construction of a sunroom
2020-186	Streamlined	2065 Shirley Road	SCUGOG	July 17, 2020	Construction of an in-ground pool
2020-187	Standard	242 Beech Street	SCUGOG	July 17, 2020	Construction of a two- storey addition onto the existing dwelling
2020-188	Letter Of Permission	690 Regional Road 21	SCUGOG	July 17, 2020	Construction of a shed and garage
2020-189	Streamlined	104 Gilson Street	CITY OF KAWARTHA LAKES	July 17, 2020	Construction of a deck
2020-190	Streamlined	31 Cedar Crescent	CITY OF KAWARTHA LAKES	July 17, 2020	Construction of an in- ground pool
2020-191	Standard	Cross Creek Road	CITY OF KAWARTHA LAKES	July 17, 2020	Construction of a new residential dwelling
2020-192	Streamlined	35 South Bayou Road	CITY OF KAWARTHA LAKES	July 17, 2020	Construction of a deck
2020-193	Shoreline	85 Glassford Road	CITY OF KAWARTHA LAKES	July 17, 2020	Grading/exca vation/fill placement for installation of sloped rock retaining wall for erosion prevention / shoreline protection
2020-194	Other	Platten Boulevard	SCUGOG	July 17, 2020	Installation of new natural gas mains via HDD
2020-195	Streamlined	49 Barron Boulevard	CITY OF KAWARTHA LAKES	July 17, 2020	Construction of an in-ground pool
2020-196	Standard	21 Fire Route 393	TRENT LAKES	July 22, 2020	Replacement of dwelling with new septic
2020-197	Standard	11 Southside Road	CITY OF KAWARTHA LAKES	July 22, 2020	Demolition of the existing dwelling and construction of a new dwelling
2020-198	Standard	406 Balsam Lake Drive	CITY OF KAWARTHA LAKES	July 22, 2020	Construction of a detached garage
2020-199	Standard	2020 Glenarm Road	CITY OF KAWARTHA LAKES	July 22, 2020	Construction of a greenhouse (agricultural building)
2020-200	Streamlined	21 Rustlewood Avenue	CITY OF KAWARTHA LAKES	July 22, 2020	Construction of an in- ground pool
2020-201	Letter Of Permission	Regional Road 57	SCUGOG	July 23, 2020	Replacement of a culvert with the same length and width
2020-202	Streamlined	350 Bass Lake Rd	TRENT LAKES	July 23, 2020	Replacement of the existing septic system
2020-203	Standard	9 Rustlewood Avenue	CITY OF KAWARTHA LAKES	July 23, 2020	Construction of a dwelling with detached garage
2020-204	Standard	22 Collins Bay Road	TRENT LAKES	July 23, 2020	Demolition of the existing dwelling; and construction of a new dwelling with associated septic
2020-205	Streamlined	273 Raby's Shore Drive	CITY OF KAWARTHA LAKES	July 24, 2020	Replacement of a shed
2020-206	Standard	23 Kenhill Beach Road	CITY OF KAWARTHA LAKES	July 24, 2020	Demolition of the existing dwelling; construction of a new two -storey dwelling; and reconstructio of the existing retaining wall
2020-207	Other	3590 Edgerton Road	SCUGOG	July 24, 2020	Excavation/grading/fill placement for the naturalization of the existing landfill

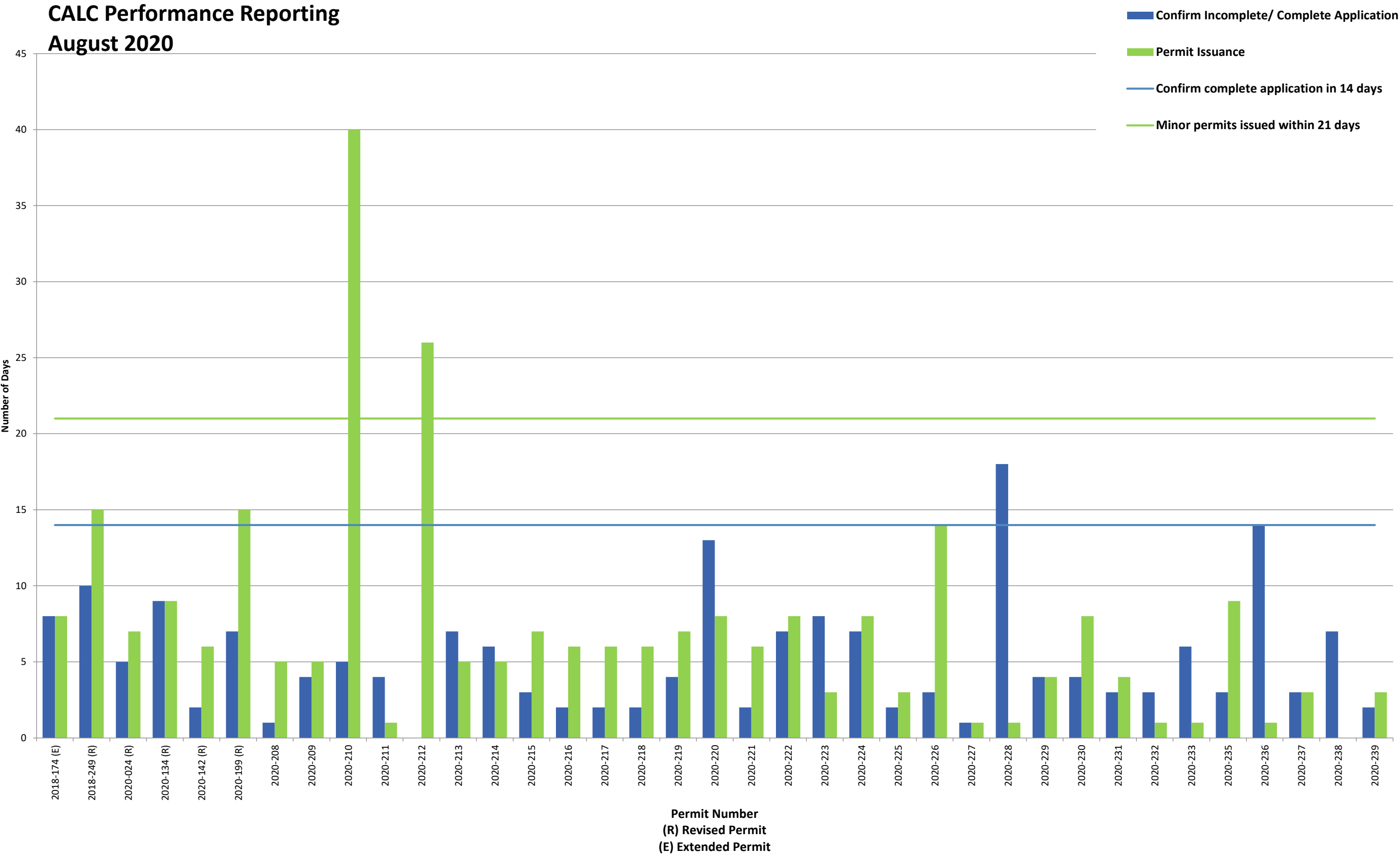
CALC Performance Reporting
July 2020



PERMITS ISSUED					
Permit #	Permit Type	Address	Geographic Township	Date Issued	Description
2018-174 (E)	Other	Ellice Street, Juniper Street, Wychwood Crescent, Rabys Shore Drive	CITY OF KAWARTHA LAKES	August 20, 2020	Excavation associated with the installation of natural gas main. S/E controls, no fill, spills program.
2018-249 (R)	Standard	315 County Road 24 (near Sturgeon Lake)	CITY OF KAWARTHA LAKES	August 11, 2020	Construction of a 16' x 36' addition onto the existing dwelling
2020-024 (R)	Standard	1827 Crystal Lake Road	TRENT LAKES	August 20, 2020	Demolition of the existing deck and sunroom; construction of a new 20' x 28' two-storey residential addition; and construction of a detached garage
2020-134 (R)	Standard	48 Glenvale Drive	CITY OF KAWARTHA LAKES	August 6, 2020	Demolition of the existing dwelling and construction of a new dwelling with deck, septic, driveway and garage
2020-142 (R)	Standard	58 & 62 Mason Lane	CITY OF KAWARTHA LAKES	August 25, 2020	Demolition of the existing dwelling, installation of a new septic system, construction of a new dwelling and construction of a boathouse
2020-199 (R)	Standard	2020 Glenarm Road	CITY OF KAWARTHA LAKES	August 27, 2020	Construction of 32 greenhouses
2020-208	Standard	146 Ball Point Road	CITY OF KAWARTHA LAKES	August 17, 2020	Construction of a detached garage
2020-209	Streamlined	128 Fenelon Drive (Sturgeon Lake)	CITY OF KAWARTHA LAKES	August 11, 2020	Installation of an above-ground pool
2020-210	Standard	42 Hardwood Street	CITY OF KAWARTHA LAKES	August 11, 2020	Expansion of an on-shore boathouse
2020-211	Standard	3032 Cystal Lake Road	CITY OF KAWARTHA LAKES	August 11, 2020	Construction of a new residential dwelling and associated septic and driveway
2020-212	Other	12950 Mast Road	SCUGOG	August 17, 2020	Excavation/grading/fill placement for the installation of two culverts and restoration of the watercourse
2020-213	Shoreline	147 Aldred Drive	SCUGOG	August 17, 2020	Excavation/grading/fill placement for the installation of ~89' of sloped rock along the shoreline for erosion protection / shoreline stabilization
2020-214	Shoreline	24 Fire Route 405A	TRENT LAKES	August 17, 2020	Excavation/grading/fill placement for the installation of ~100' of an armour stone retaining wall with sloped rock along the toe for erosion protection / shoreline stabilization
2020-215	Streamlined	384 Carnegie Beach Road (near Lake Scugog)	SCUGOG	August 17, 2020	Replacement of the existing decks
2020-216	Streamlined	Elm Tree Road	CITY OF KAWARTHA LAKES	August 17, 2020	Construction of a fence through Provincially Significant Wetlands
2020-217	Other	Aldred Drive	SCUGOG	August 17, 2020	Installation of new natural gas pipelines via HDD
2020-218	Other	Stephenson Point Road	SCUGOG	August 17, 2020	Installation of new natural gas mains via HDD
2020-219	Standard	22 Oakland Lane	CITY OF KAWARTHA LAKES	August 17, 2020	Demolition of the existing dwelling; and construction of a new two-storey dwelling with attached garage and deck, and associated septic
2020-220	Standard	70 Aino Beach Road	CITY OF KAWARTHA LAKES	August 18, 2020	Construct new partially enclosed deck, partially enclose existing deck
2020-221	Shoreline	154 Spring Boulevard (Lake Scugog)	SCUGOG	August 18, 2020	Excavation/grading/fill placement for the installation of a sloped rock wall along the shoreline for erosion protection / shoreline stabilization; and associated patio, walkway and firepit
2020-222	Standard	75 Crystal Heights	TRENT LAKES	August 18, 2020	Replacement of the existing dwelling and construction of a detached garage
2020-223	Standard	74 Colborne Street East	CITY OF KAWARTHA LAKES	August 20, 2020	Installation of new storage containers and grading/excavation/fill placement for the construction of a new storm-water management system
2020-224	Streamlined	119 Irene Avenue	CITY OF KAWARTHA LAKES	August 20, 2020	Construction of a detached washroom facility with associated septic system
2020-225	Standard	41 Trinity Drive	CITY OF KAWARTHA LAKES	August 20, 2020	Construction of an attached garage with covered boat-port, covered deck and enclosed screen-room.
2020-226	Other	Ops #1 Drain	CITY OF KAWARTHA LAKES	August 20, 2020	DART Protocol - Bottom only cleanout and full cleanout of Ops #1 Drain
2020-227	Streamlined	740 Salem Road	CITY OF KAWARTHA LAKES	August 20, 2020	Construction of a covered deck
2020-228	Standard	62 Iris Drive	CITY OF KAWARTHA LAKES	August 21, 2020	Demolition of the existing dwelling, construction of a new dwelling and boathouse, replacement of the septic system; and excavation/grading/fill placement for the installation of an armour stone retaining wall with sloped rock along the toe for erosion protection
2020-229	Standard	26 Stoney Creek Road (Stoney Creek)	CITY OF KAWARTHA LAKES	August 25, 2020	Interior renovations to increase the number of dwelling units from one to three

2020-230	Standard	Little Britain Road	CITY OF KAWARTHA LAKES	August 25, 2020	Excavation/grading/fill placement for the construction of a new dwelling with associated septic system and driveway; and construction of a 30' x 40' detached workshop
2020-231	Shoreline	17 Ripple Street	CITY OF KAWARTHA LAKES	August 25, 2020	Demolition of the existing boathouse; repairs to the existing concrete shoreline wall and placement of sloped rock along the shore for erosion protection
2020-232	Shoreline	77 Fells Point Road	CITY OF KAWARTHA LAKES	August 25, 2020	Excavation/grading/fill placement to remove/fill the existing wet slip and install ~20 metres of a new concrete shoreline retaining wall with sloped rock (30 cubic metres) along the toe for erosion protection / shoreline stabilization; repair of the existing cantilever deck; and installation of a marine rail
2020-233	Streamlined	383 Country Lane (Cameron)	CITY OF KAWARTHA LAKES	August 25, 2020	Installation of a new farm field entrance/driveway
2020-235	Standard	55 Rodeo Drive	CITY OF KAWARTHA LAKES	August 27, 2020	Construction of a boathouse and excavation/grading/fill placement for the construction of a new retaining wall and pathway
2020-236	Standard	57 Princes Street	CITY OF KAWARTHA LAKES	August 27, 2020	Construction of an attached garage and covered deck/porch
2020-237	Standard	184 Kirkfield Road	CITY OF KAWARTHA LAKES	August 27, 2020	Excavation/grading/fill placement for the installation of a new driveway
2020-238	Standard	5 Karch Street	CITY OF KAWARTHA LAKES	August 27, 2020	Demolition of the existing dwelling and construction of a new two-storey dwelling with associated septic holding tank
2020-239	Standard	328 Martins Road	CITY OF KAWARTHA LAKES	August 28, 2020	Construction of a 1,056 square foot attached garage

CALC Performance Reporting
August 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, Engineering and Development

Re: Permit Application Garage (166 Lakeland Road)
City of Kawartha Lakes, former Fenelon Twp.

KEY ISSUE:

The construction of a 66.9 m² (720 ft²) detached garage within the floodplain of Sturgeon Lake.

Current policy limits the footprint of a garage in a flooding hazard to 46.5 m²; therefore, the proposal exceeds the maximum permitted by the Board-approved policy by 20.4 m² (220 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 66.9 m² detached garage at 166 Lakeland Road, City of Kawartha Lakes, be approved.

Background

The subject lands are located along the northern shoreline of Sturgeon Lake, west of Bobcaygeon. The location of the proposed garage expansion is within the Regulatory floodplain of Sturgeon Lake.

Figure 1: Subject Lands



Location of
proposed garage -
166 Lakeland Road

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Kawartha Conservation is in receipt of a Permit application in order to facilitate the construction of a 66.9 m² detached garage, immediately east of the existing dwelling.

Analysis

The proposed garage is entirely within the floodplain of Sturgeon Lake (i.e. at or below an elevation of 248.4 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(24) *Accessory buildings or structures* associated with an existing residential, agricultural, commercial, industrial or institutional use such as detached garages, sheds, silos, gazebos and other similar *structures* (but not including boathouses: see Policies 4.5.2(28) and 4.5.2(29)), may be permitted within a *flooding hazard* provided it can be demonstrated that:

- there is no feasible alternative site outside of the *flooding hazard*;
- there is no *habitable floor space* associated with the building or *structure* and no opportunity for conversion into *habitable floor space* in the future;
- the site is not subject to *frequent flooding* OR a *subwatershed* study or other *comprehensive plan* has confirmed that flooding has been artificially created as a result of undersized infrastructure such as culverts and bridges (i.e., a *backwater area*);
- the building or *structure* does not exceed 46.5 metres² for settlement areas or shoreline *development* and for rural areas, the building or *structure* does not exceed 80 metres²;
- the risk of property damage and *pollution* is minimized through site and facility design to ensure that the *development* will not result in a *pollution* hazard (e.g., release of a biohazard substance, nutrients, pesticides or other chemicals during a flood event);
- the building or *structure* is securely anchored to either a concrete pad or footings;
- no basement is proposed; and,
- where dry floodproofing cannot be achieved, wet floodproofing is undertaken in accordance with floodproofing standards identified in Appendix L – Floodproofing Guidelines.

The proposed garage 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

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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., garages), but to limit their size so as to minimize the loss in flood storage space and the increase in flood levels. In this case, the proposed garage will allow for wet floodproofing of the structure with multiple openings that would help equalize hydrostatic pressures on the structure during a flood event. The loss in flood storage space would be minimal. All electrical equipment and outlets installed in the new garage 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 garage can satisfy Kawartha Conservation policies pertaining to the requirements and conditions for garage construction within a floodplain – except for the size limit. The proposed garage exceeds the size limit by 20.4 m² (220 ft²) and will result in a minimal loss of flood storage space. 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.

Note: File #PPLK-10188

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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: Interim Financial Statement, June 30, 2020

KEY ISSUE:

To provide an Interim Financial Statement to June 30, 2020.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the Interim Financial Statement to June 30, 2020 be received.

BACKGROUND

We attach an interim financial statement for the period ending June 30, 2020. We have provided 2020 projections based on current knowledge and trends in our revenues and expenditures. As of June 30th, we are seeing early evidence that our cost mitigation actions contributed to a small surplus of \$5,700. As we navigate through these unprecedented times, we are forecasting an overall deficit of \$53,000 by year-end. 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 \$79K lower on June 30th, 2020 compared to the year prior.

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Figure 1



- Approximately \$15,000 of expenditures have been incurred solely due to COVID-19 (PPE, equipment, etc.). We have included an additional amount of \$15,000 to end of year to maintain levels of PPE, supplies and potential for laptop purchases to ensure the continuation of remote work. Expenditures due to Covid-19 have been expensed by department where identifiable, and general items (masks, sanitizer, etc.) are classified under Overhead.
- Reduction/deferral in grants – Many organizations have extended grant periods so we will not recognize the revenue until the work has been completed which we anticipate in 2021. Other granting organizations have reduced or eliminated grants this year.
- Special projects – With reduced staffing levels, and other restrictions and physical distancing, projects have not progressed as expected. This affects the Special Projects Management revenue and has an impact on the projected deficit.
- Education program and Innovation Hub – These revenue generating programs are not expected to commence at the same capacity 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 were reduced, and essential tasks focused on. Staff were recalled at 50% time in August and full-time starting September. Some staff, who were on temporary leave, 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.
- The Canada Temporary Wage Subsidy has been maximized for a total of \$25,000

For more information, please contact Jonathan Lucas, General Accountant,
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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.
- 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.).
- The MNRF provided a transfer payment of \$24,640 not previously anticipated or budgeted. This is consistent with the previous transfer years transfer payment.

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 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 \$53,000. 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 June 30th, although there is some optimism that activity will increase during the last quarter of the year. Planning revenues are down by \$79,000 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, and landowner site visits have been cancelled to the end of the year. Innovation Hub has had in-person offerings cancelled and is transitioning to an online environment. Each department reflects the reduced revenues and corresponding expenditures.

Special Benefiting Projects:

Some work plans for special projects were delayed or deferred due to the pandemic as field work and other tasks could not be performed within the provincial orders

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directives. The projects are resuming to the extent workloads permit, along with key performance tasks, that move the projects forward while maintaining the health and safety of our staff. In addition, with staff resignations and delays on hiring, we are further impacted on the availability and capacity to complete originally anticipated work on special projects. 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 \$115,000 reduction in Project Management fees which have also applied pressure to our budget.

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.

A shipment of records for planning and permitting was processed to a digital format. Due to shortfall in human resource capacity, and workloads, we will most likely have to defer additional digitization until 2021. 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 and adjust operations as required.

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.

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STATEMENT OF REVENUE AND EXPENDITURES

	Audited Actual 2019	Budget 2020	June Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
REVENUE						
Municipal levy:						
Operating	\$ 1,573,700	\$ 1,573,700	\$ -	0.0%	\$ 1,573,700	\$ (0)
Special Operating - Region of Durham	96,635	119,300	27,461	23.0%	78,650	(40,650)
General Benefiting Projects	26,391	35,000	5,193	14.8%	21,500	(13,500)
Special Benefiting Projects	656,018	682,000	219,944	32.2%	377,703	(304,297)
	<u>2,352,744</u>	<u>2,410,000</u>	<u>252,598</u>	<u>10.5%</u>	<u>2,051,553</u>	<u>(358,447)</u>
Municipal Agreements						
CKL, Risk Management Official, Clean Water Act	43,895	61,800	19,653	31.8%	54,400	(7,400)
CKL, Agricultural Drain Classification	15,191	-	-	0.0%	-	-
	<u>59,086</u>	<u>61,800</u>	<u>19,653</u>	<u>31.8%</u>	<u>54,400</u>	<u>(7,400)</u>
Program Generated Revenue						
Planning & permitting fees	391,812	429,800	110,379	25.7%	287,000	(142,800)
Integrated Watershed Management	56,210	36,900	37,993	>100%	70,010	33,110
Stewardship & Conservation Lands	316,612	172,200	55,190	32.0%	98,049	(74,151)
Corporate Services	37,443	23,000	33,177	>100%	40,438	17,438
Special Projects Management	367,583	317,050	-	0.0%	202,218	(114,832)
	<u>1,169,661</u>	<u>978,950</u>	<u>236,739</u>	<u>24.2%</u>	<u>697,715</u>	<u>(281,235)</u>
Transfer Payments and Grants						
Transfer payment, Drinking Water Source Protection	61,035	68,200	24,804	36.4%	64,598	(3,603)
Grants 'other' - Durham special benefiting projects	59,697	55,000	-	0.0%	25,000	(30,000)
Grants 'other' - CKL special benefiting projects	72,476	140,300	29,445	21.0%	29,445	(110,855)
	<u>193,208</u>	<u>263,500</u>	<u>54,249</u>	<u>20.6%</u>	<u>119,043</u>	<u>(144,458)</u>
<i>Other</i>						
Amort. of deferred capital contribution	28,324	-	14,448	>100%	35,000	35,000
TOTAL REVENUE	\$ 3,803,023	\$ 3,714,250	\$ 577,687	15.6%	\$ 2,957,711	\$ (756,539)
EXPENDITURES						
Operations						
Planning, Development & Engineering - page 4	\$ 541,509	\$ 725,600	\$ 236,590	32.6%	\$ 608,180	\$ (117,420)
Integrated Watershed Management - page 5	633,451	622,100	267,509	43.0%	543,250	(78,850)
Stewardship & Conservation Lands- page 7	719,995	576,950	240,974	41.8%	511,323	(65,627)
Corporate Services - page 10	760,805	747,300	349,635	46.8%	733,150	(14,150)
Amortization of Tangible Capital Assets	70,840	60,000	38,750	64.6%	77,500	17,500
Vehicle and Equipment Pool	(25,524)	(25,000)	-	0.0%	(5,000)	20,000
	<u>2,701,075</u>	<u>2,706,950</u>	<u>1,133,459</u>	<u>41.9%</u>	<u>2,468,403</u>	<u>(238,547)</u>
Special Projects						
General Benefitting, Drinking Water Source Protection	49,999	68,200	24,804	36.4%	64,598	(3,603)
General Benefitting - page 12	26,391	35,000	5,193	14.8%	21,500	(13,500)
Special Benefitting - page 12	781,870	877,300	249,389	28.4%	402,148	(475,152)
	<u>858,260</u>	<u>980,500</u>	<u>279,386</u>	<u>28.5%</u>	<u>488,246</u>	<u>(492,254)</u>
Municipal Agreements						
CKL Risk Management Official - page 12	44,243	61,800	19,653	31.8%	54,400	(7,400)
CKL Agricultural Drain Classification - page 12	20,307	-	-	0.0%	-	-
	<u>64,550</u>	<u>61,800</u>	<u>19,653</u>	<u>31.8%</u>	<u>54,400</u>	<u>(7,400)</u>
TOTAL EXPENDITURES	\$ 3,623,885	\$ 3,749,250	\$ 1,432,498	38.2%	\$ 3,011,048	\$ (738,202)
Surplus (Deficit) From Operations	\$ 179,138	\$ (35,000)	\$ (854,811)		\$ (53,338)	\$ (18,338)

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OPERATIONS**PLANNING, DEVELOPMENT & ENGINEERING**

	Audited Actual 2019	Budget 2020	June Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
SOURCES OF REVENUE						
Municipal operating levy	\$ 234,481	\$ 246,199	\$ -	0.0%	\$ 246,199	\$ (0)
Special Projects Management	54,770	49,601	-	0.0%	31,636	(17,965)
Planning and permitting fees	353,263	315,000	98,048	31.1%	190,000	(125,000)
Large scale fill permits	28,455	100,000	9,966	10.0%	80,000	(20,000)
Municipal agreement project management, RMO	6,403	14,800	475	3.2%	14,000	(800)
Employment grants	3,691	-	-	0.0%	-	-
Service agreement, outside watershed	-	-	1,890	>100%	3,000	3,000
TOTAL REVENUE	\$ 681,063	\$ 725,600	\$ 110,379	15.2%	\$ 564,835	\$ (160,765)
EXPENDITURES						
Planning						
Direct labour	\$ 378,934	\$ 565,900	\$ 178,242	31.5%	471,000	\$ (94,900)
Seasonal Labour	7,555	-	-	0.0%	-	-
Overhead - page 11	42,968	42,300	25,555	60.4%	35,880	(6,420)
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	9,060	15.1%	50,000	(10,000)
Supplies and equipment	12,220	12,100	4,439	36.7%	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	\$ 236,590	33%	\$ 608,180	\$ (117,420)

(Prepared without audit for internal management purposes only)

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OPERATIONS

INTEGRATED WATERSHED MANAGEMENT

	Audited Actual 2019	Budget 2020	June Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
SOURCES OF REVENUE						
Municipal operating levy	\$ 434,656	\$ 487,071	\$ -	0.0%	\$ 487,071	\$ (0)
Special Projects Management	101,527	98,129	-	0.0%	62,588	(35,541)
MNRF transfer payment	18,480	-	12,321	>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	13.2%	1,170	(7,730)
Grants and Innovation Hub	479	25,000	9,182	36.7%	24,200	(800)
Cost recovery - flood assistance	318	-	-	0.0%	-	-
TOTAL REVENUE	\$ 592,393	\$ 622,100	\$ 37,993	6.1%	\$ 619,669	\$ (2,431)
EXPENDITURES						
Direct Labour	\$ 512,782	\$ 503,800	\$ 217,143	43.1%	442,900	\$ (60,900)
Seasonal Labour	18,849	17,800	-	0.0%	-	(17,800)
Overhead	42,968	42,100	25,555	60.7%	44,850	2,750
Supplies & Equipment	12,974	19,450	2,459	12.6%	13,000	(6,450)
Technology and data management	12,004	13,900	10,115	72.8%	15,000	1,100
Professional development	2,520	3,600	508	14.1%	1,800	(1,800)
Innovation Hub	2,999	3,550	6,446	>100%	15,000	11,450
Travel	4,064	2,500	1,269	50.8%	2,000	(500)
Oak Ridges Moraine Alliance	2,500	1,400	2,500	>100%	2,500	1,100
Stream gauge utilities	436	1,000	222	22.2%	1,000	-
Ontario Low Water Response	10,684	-	-	0.0%	200	200
Surface water monitoring	3,770	5,500	84	1.5%	2,500	(3,000)
Groundwater monitoring	6,901	7,500	1,207	16.1%	2,500	(5,000)
TOTAL EXPENDITURES	\$ 633,451	\$ 622,100	\$ 267,509	43.0%	\$ 543,250	\$ (78,850)

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OPERATIONS**STEWARDSHIP AND CONSERVATION LANDS**

	Audited Actual 2019	Budget 2020	June Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
SOURCES OF REVENUE						
Municipal Levy						
Municipal operating levy	\$ 301,836	\$ 237,585	\$ -	0.0%	\$ 237,585	\$ (0)
Municipal funds, Region of Durham	96,635	119,300	-	0.0%	78,650	(40,650)
Special Projects Management	70,502	47,866	-	0.0%	30,529	(17,336)
	<u>468,974</u>	<u>404,750</u>	<u>-</u>	<u>0.0%</u>	<u>346,764</u>	<u>(57,986)</u>
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
	<u>99,654</u>	<u>9,000</u>	<u>830</u>	<u>9.2%</u>	<u>8,885</u>	<u>(115)</u>
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	9,787	32.6%	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%	1,524	(2,376)
Fleetwood Creek cost recovery	7,371	8,300	3,404	41.0%	8,300	-
Property management fees Fleetwood	7,055	6,800	3,120	45.9%	6,800	-
Property management fees East Cross Forest	48,137	52,100	12,305	23.6%	12,305	(39,795)
Donations (Ken Reid CA)	40	-	100	>100%	100	100
Special Events	9,817	-	-	0.0%	-	-
Revenue, other	1,330	-	-	0.0%	-	-
	<u>136,341</u>	<u>128,200</u>	<u>31,865</u>	<u>24.9%</u>	<u>61,029</u>	<u>(67,171)</u>
Stewardship						
Employment grants	13,211	-	-	0.0%	-	-
Grants - other	485	-	3,244	>100%	3,244	3,244
Native plant sales	5,092	-	-	0.0%	-	-
Tree seedling sales	15,636	-	16,020	>100%	16,020	16,020
Rain barrel sales	4,641	-	-	0.0%	-	-
Donations	150	-	200	>100%	200	200
	<u>39,215</u>	<u>-</u>	<u>19,464</u>	<u>>100%</u>	<u>19,464</u>	<u>19,464</u>
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)
	<u>41,402</u>	<u>35,000</u>	<u>3,031</u>	<u>8.7%</u>	<u>8,671</u>	<u>(26,329)</u>
TOTAL REVENUE	\$ 785,585	\$ 576,950	\$ 55,190	9.6%	\$ 435,928	\$ (132,138)

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OPERATIONS
STEWARDSHIP AND CONSERVATION LANDS

	Audited Actual 2019	Budget 2020	June Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
EXPENDITURES						
Conservation Areas						
Direct labour	223,874	207,300	100,131	48.3%	187,000	(20,300)
Seasonal labour	28,654	16,000	-	0.0%	-	(16,000)
Overhead - page 11	30,077	20,800	12,778	61.4%	22,425	1,625
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	2,518	50.4%	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	20,571	41.7%	45,600	(3,700)
Pigeon River Conservation Area - page 8	2,662	10,000	1,353	13.5%	6,800	(3,200)
Windy Ridge Conservation Area - page 8	3,434	3,900	1,524	39.1%	4,400	500
Fleetwood Creek Natural Area - page 8	7,743	8,300	3,404	41.0%	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	27,461	23.0%	78,650	(40,650)
	<u>470,378</u>	<u>441,550</u>	<u>170,982</u>	<u>38.7%</u>	<u>367,025</u>	<u>(74,525)</u>
Stewardship						
Direct labour	158,135	84,900	34,247	40.3%	84,900	-
Seasonal labour	531	-	-	0.0%	-	-
Overhead - page 11	12,890	8,400	7,667	91.3%	13,455	5,055
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	11.4%	3,000	(600)
Professional development	1,153	500	-	0.0%	500	-
Travel	324	500	79	15.9%	400	(100)
	<u>217,370</u>	<u>100,100</u>	<u>61,739</u>	<u>61.7%</u>	<u>123,688</u>	<u>23,588</u>
Conservation Education						
Seasonal labour	22,411	23,400	-	0.0%	-	(23,400)
Administration and overhead	5,475	8,400	5,111	60.8%	8,970	570
Supplies and equipment	3,756	3,000	2,734	91.1%	8,640	5,640
Travel	605	500	-	0.0%	-	(500)
	<u>32,246</u>	<u>35,300</u>	<u>7,845</u>	<u>22.2%</u>	<u>17,610</u>	<u>(17,690)</u>
TOTAL EXPENDITURES	\$ 719,995	\$ 580,550	\$ 240,974	41.5%	\$ 511,323	\$ (69,227)

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SCHEDULE OF CONSERVATION AREAS

	Audited Actual 2019	Budget 2020	June 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%	\$ 20,000	\$ 6,000
Vehicle usage	1,770	700	1,381	>100%	2,500	1,800
Equipment expenditure and charges	6,254	5,000	1,548	31.0%	3,000	(2,000)
Supplies and small tools	12,865	9,500	1,431	15.1%	9,500	-
Infrastructure repair & maintenance	11,158	17,000	1,374	8.1%	7,500	(9,500)
Utilities	2,917	3,000	814	27.1%	3,000	-
Property taxes	76	100	38	37.9%	100	-
	50,999	49,300	20,571	41.7%	45,600	(3,700)
Pigeon River CA						
Road & parking lot maintenance	-	800	209	26.1%	800	-
Vehicle usage	946	700	217	31.0%	700	-
Equipment expenditure and charges	612	500	30	6.0%	500	-
Supplies and small tools	(205)	500	41	8.1%	500	-
Infrastructure repair & maintenance	512	6,700	458	6.8%	3,500	(3,200)
Property taxes	797	800	399	49.9%	800	-
	2,662	10,000	1,353	13.5%	6,800	(3,200)
Windy Ridge CA						
Road & parking lot maintenance	1,002	1,000	626	62.6%	1,500	500
Vehicle usage	1,119	500	175	34.9%	500	-
Equipment expenditure and charges	209	400	37	9.3%	400	-
Supplies and small tools	(346)	1,000	41	4.1%	500	(500)
Infrastructure repair & maintenance	1,023	500	458	91.6%	1,000	500
Property taxes	425	500	188	37.5%	500	-
	3,434	3,900	1,524	39.1%	4,400	500
Fleetwood Creek Natural Area						
Road & parking lot maintenance	-	-	-	0.0%	-	-
Vehicle usage	804	600	168	28.0%	600	-
Equipment expenditure and charges	332	200	116	58.0%	200	-
Supplies and small tools	(448)	700	-	0.0%	700	-
Management and administration	7,055	6,800	3,120	45.9%	6,800	-
	7,743	8,300	3,404	41.0%	8,300	-
Dewey's Island						
Travel and equipment	-	100	-	0.0%	100	120
TOTAL EXPENDITURES	\$ 64,838	\$ 71,600	\$ 26,852	37.5%	\$ 65,200	\$ (6,280)

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SCHEDULE OF SPECIAL OPERATING

DURHAM EAST CROSS FOREST CONSERVATION AREA

	Audited Actual 2019	Budget 2020	June 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	\$ 27,461	26.9%	\$ 78,650	\$ (23,430)
Grants and other sources of revenue	3,670	-	-	0.0%	-	-
Deferred revenue	7,535	17,220	-	0.0%	-	(17,220)
TOTAL REVENUE	\$ 100,305	\$ 119,300	\$ 27,461	23.0%	\$ 78,650	\$ (40,650)
EXPENDITURES						
Labour	\$ 6,871	\$ 34,800	\$ 7,471	21.5%	\$ 20,000	\$ (14,800)
Project in-house expertise	39,018	41,400	12,305	29.7%	20,000	(21,400)
Project administration	9,119	10,700	-	0.0%	7,150	(3,550)
Infrastructure & supplies	14,550	20,500	2,076	10.1%	20,000	(500)
Security services	18,914	-	-	0.0%	-	-
Travel	5,566	4,800	902	18.8%	4,800	-
Equipment use	1,777	2,100	148	7.0%	2,100	-
Property taxes	4,491	5,000	4,559	91.2%	4,600	(400)
TOTAL EXPENDITURES	\$ 100,305	\$ 119,300	\$ 27,461	23.0%	\$ 78,650	\$ (40,650)

(Prepared without audit for internal management purposes only)

KAWARTHA CONSERVATION
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OPERATIONS
CORPORATE SERVICES

	Audited Actual 2019	Budget 2020	June Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
SOURCES OF REVENUE						
Municipal operating levy	\$ 602,727	\$ 602,846	\$ -	0.0%	\$ 602,846	\$ (0)
Special Projects Management	140,784	121,454	-	0.0%	77,465	(43,989)
Investment income	31,832	23,000	7,739	33.6%	15,000	(8,000)
Donations	180	-	412	>100%	412	412
Grants, wage subsidies and other	5,432	-	25,026	>100%	25,026	25,026
TOTAL REVENUE	\$ 780,955	\$ 747,300	\$ 33,177	4.4%	\$ 720,748	\$ (26,552)

EXPENDITURES

Corporate Support

Direct labour	\$ 690,902	\$ 666,200	\$ 312,239	46.9%	\$ 654,000	\$ (12,200)
Overhead - page 11	42,968	42,300	25,555	60.4%	44,850	2,550
Directors travel	3,977	5,200	675	13.0%	1,500	(3,700)
Technology, supplies and equipment	15,473	24,900	9,116	36.6%	24,900	-
Reports, brochures and publications	1,527	1,500	482	32.1%	1,500	-
Professional development	3,643	5,000	1,323	26.5%	5,000	-
Travel	2,314	2,200	245	11.1%	1,400	(800)
TOTAL EXPENDITURES	\$ 760,805	\$ 747,300	\$ 349,635	46.8%	\$ 733,150	\$ (14,150)

(Prepared without audit for internal management purposes only)

SCHEDULE OF OPERATIONS OVERHEAD

	Audited		June	%		Projection
	Actual	Budget	Actual	of Budget	Projections	Variance to
	2019	2020	2020	Complete	2020	2020 Budget
Administration building utilities	\$ 11,863	\$ 16,000	\$ 4,847	30.3%	\$ 12,000	\$ (4,000)
Administration building maintenance	57,516	25,000	10,325	41.3%	35,000	10,000
Office equipment	(2,579)	1,100	593	0.54	3,500	2,400
Telephone & internet	5,534	6,600	2,851	43.2%	6,000	(600)
Audit and legal	9,963	10,000	10,023	>100%	19,000	9,000
Banking fees & interest	2,279	3,000	1,723	57.4%	3,000	-
Insurance	35,288	34,000	37,408	>100%	37,500	3,500
Conservation Ontario membership	24,630	25,000	25,053	>100%	25,100	100
IT/IMS support services	26,210	38,000	6,986	18.4%	26,000	(12,000)
Human resources & safety	1,165	10,000	2,412	24.1%	12,300	2,300
TOTAL OVERHEAD EXPENDITURES	\$ 171,871	\$ 168,700	\$ 102,222	60.6%	179,400	10,700

Distribution:

Planning Services	34,374	33,900	20,444	60.3%	35,880	\$ 1,980
Regulation Services	8,594	8,400	5,111	60.8%	8,970	570
Integrated Watershed Management	8,594	8,400	5,111	60.8%	8,970	570
Environmental Information Services	8,594	8,400	5,111	60.8%	8,970	570
Environmental Monitoring	17,187	16,900	10,222	60.5%	17,940	1,040
Flood & Water Level Monitoring	8,594	8,400	5,111	60.8%	8,970	570
Stewardship and Conservation Lands	8,594	8,400	5,111	60.8%	8,970	570
Conservation Areas	25,781	16,800	10,222	60.8%	17,940	1,140
Stewardship	8,594	8,400	5,111	60.8%	8,970	570
Conservation Education	-	8,400	5,111	60.8%	8,970	570
Corporate Support Services	34,374	33,900	20,444	60.3%	35,880	1,980
Corporate Communications	8,594	8,400	5,111	60.8%	8,970	570
	171,871	168,700	102,222	60.6%	179,400	10,700

(Prepared without audit for internal management purposes only)

SUMMARY PROJECTS

	Budget 2020	June 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	\$ 24,804	36.4%	\$ 64,598	\$ (3,603)
Website design; Digitization of corporate records - Schedule 1, page 13	35,000	5,193	14.8%	21,500	(13,500)
TOTAL GENERAL BENEFITING PROJECTS	\$ 103,200	\$ 29,997		\$ 86,098	\$ (17,103)
SPECIAL PROJECTS					
Durham Region					
Watershed Plan Implementation - Schedule 2, page 14	\$ 198,900	\$ 53,582	26.9%	\$ 119,295	(79,605)
Watershed Planning - Schedule 3, page 15	30,000	12,573	41.9%	30,000	-
	228,900	66,155		149,295	(79,605)
City of Kawartha Lakes					
Floodplain Mapping Study - Schedule 4, page 16	98,800	99,017	>100%	127,647	28,847
Lake Management Plans Implementation - Schedule 5, page 17	549,600	84,217	15.3%	155,206	(394,394)
	648,400	183,234		282,853	(365,547)
TOTAL SPECIAL PROJECTS	\$ 847,300	\$ 249,389		\$ 402,148	\$ (445,152)
MUNICIPAL AGREEMENTS - City of Kawartha Lakes					
Risk Management Official - Schedule 6, page 18	\$ 61,800	\$ 19,653	31.8%	\$ 54,400	(7,400)
TOTAL MUNICIPAL AGREEMENTS	\$ 61,800	\$ 19,653		\$ 54,400	\$ (7,400)

(Prepared without audit for internal management purposes only)

PROJECTS - GENERAL BENEFITING

DRINKING WATER SOURCE PROTECTION

	Budget 2020	June Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
SOURCES OF REVENUE					
Transfer - Ontario Drinking Water Source Protection	\$ 68,200	\$ 24,804	36.4%	\$ 64,598	\$ (3,603)
TOTAL REVENUE	\$ 68,200	\$ 24,804	36.4%	\$ 64,598	\$ (3,603)
EXPENDITURES					
Labour	\$ 40,600	\$ 17,019	41.9%	\$ 40,000	\$ (600)
Project in-house expertise	15,000	5,448	36.3%	13,000	(2,000)
Project administration	6,300	2,255	35.8%	5,873	(428)
Supplies & meetings	5,500	18	0.3%	5,500	-
Travel	800	64	8.0%	225	(575)
TOTAL EXPENDITURES	\$ 68,200	\$ 24,804	36.4%	\$ 64,598	\$ (3,603)

WEBSITE DESIGN, DIGITIZATION OF CORPORATE RECORDS

	Budget 2020	June 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%	15,000	-
TOTAL REVENUE	\$ 35,000	\$ 5,193	14.8%	\$ 21,500	\$ (13,500)
EXPENDITURES					
Website design and update ⁽¹⁾	\$ 20,000	\$ 4,040	20.2%	\$ 6,500	\$ (13,500)
Digitization of corporate records	15,000	1,153	7.7%	15,000	-
TOTAL EXPENDITURES	\$ 35,000	\$ 5,193	14.8%	\$ 21,500	\$ (13,500)

(1) The majority of website expenditures are capital in nature, thus expenditures will be recorded under Amortization of Tangible Capital Assets

(Prepared without audit for internal management purposes only)

PROJECTS - SPECIAL BENEFITING

REGION OF DURHAM

WATERSHED PLAN IMPLEMENTATION

	Budget 2020	June Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
STEWARDSHIP PROGRAMS					
SOURCES OF REVENUE					
Region of Durham	\$ 76,600	\$ 28,876	37.7%	\$ 56,540	\$ (20,060)
Grants, Provincial	-	-	0.0%	-	-
Grants, other	30,000	-	0.0%	-	(30,000)
Landowner contributions	-	-	0.0%	-	-
TOTAL REVENUE	\$ 106,600	\$ 28,876	27.1%	\$ 56,540	\$ (50,060)
EXPENDITURES					
Labour	\$ 37,700	\$ 13,525	35.9%	\$ 25,000	\$ (12,700)
Project in-house expertise	8,400	7,645	91.0%	15,000	6,600
Travel	3,300	128	3.9%	900	(2,400)
Supplies & professional fees	12,500	388	3.1%	500	(12,000)
Demonstration site	15,000	-	0.0%	-	(15,000)
Landowner grants	20,000	4,565	22.8%	10,000	(10,000)
Project administration	9,700	2,625	27.1%	5,140	(4,560)
TOTAL EXPENDITURES	\$ 106,600	\$ 28,876	27.1%	\$ 56,540	\$ (50,060)

SCIENCE & TECHNICAL

SOURCES OF REVENUE					
Region of Durham	\$ 61,400	\$ 24,706	40.2%	\$ 37,755	\$ (23,645)
Deferred funds, Region of Durham	5,900	-	0.0%	-	(5,900)
Grants, other	25,000	-	0.0%	25,000	-
TOTAL REVENUE	\$ 92,300	\$ 24,706	26.8%	\$ 62,755	\$ (29,545)
EXPENDITURES					
Labour	\$ 10,100	\$ -	0.0%	\$ -	\$ (10,100)
Project in-house expertise	52,300	22,385	42.8%	46,000	(6,300)
Travel and equipment	5,500	64	1.2%	2,750	(2,750)
Lab costs	15,400	-	0.0%	7,700	(7,700)
Supplies & professional fees	600	11	1.8%	600	-
Project administration	8,400	2,246	26.7%	5,705	(2,695)
TOTAL EXPENDITURES	\$ 92,300	\$ 24,706	26.8%	\$ 62,755	\$ (29,545)

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KAWARTHA CONSERVATION
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Schedule 3**PROJECTS - SPECIAL BENEFITING****REGION OF DURHAM****WATERSHED PLANNING**

	Budget 2020	June Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
SOURCES OF REVENUE					
Region of Durham	\$ 30,000	\$ 12,573	41.9%	\$ 30,000	\$ -
TOTAL REVENUE	\$ 30,000	\$ 12,573	41.9%	\$ 30,000	\$ -
EXPENDITURES					
Labour	\$ 6,200	\$ -	0.0%	\$ -	\$ (6,200)
Project in-house expertise	14,700	11,430	77.8%	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	1,143	40.8%	2,730	(70)
TOTAL EXPENDITURES	\$ 30,000	\$ 12,573	41.9%	\$ 30,000	\$ -

(Prepared without audit for internal management purposes only)

PROJECTS - SPECIAL BENEFITING

CITY OF KAWARTHA LAKES

FLOODPLAIN MAPPING STUDY

	Budget 2020	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	-	3,870	>100%	32,500	32,500
Grant - NDMP	14,700	15,318	>100%	15,318	618
TOTAL REVENUE	\$ 98,800	\$ 99,017	>100%	\$ 127,647	\$ 28,847
EXPENDITURES					
Labour	\$ 27,000	\$ 21,574	79.9%	\$ 27,000	\$ -
Project in-house expertise	6,200	2,920	47.1%	6,200	-
Project administration	9,000	9,002	>100%	11,604	2,604
Travel	1,700	238	14.0%	1,700	-
Communication	600	-	0.0%	600	-
Supplies & equipment	4,300	159	3.7%	2,543	(1,757)
Professional services	50,000	65,124	>100%	78,000	28,000
TOTAL EXPENDITURES	\$ 98,800	\$ 99,017	>100%	\$ 127,647	\$ 28,847

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Schedule 5

PROJECTS - SPECIAL BENEFITING

CITY OF KAWARTHA LAKES

LAKE MANAGEMENT PLANS - IMPLEMENTATION

	Budget 2020	June Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
STEWARDSHIP PROGRAMS					
SOURCES OF REVENUE					
City of Kawartha Lakes	\$ 278,200	\$ 52,703	18.9%	\$ 99,833	\$ (178,367)
Grants, Provincial	4,000	3,520	88.0%	3,520	(480)
Grants, other	96,400	10,607	11.0%	10,607	(85,793)
TOTAL REVENUE	\$ 378,600	\$ 66,830	17.7%	\$ 113,960	\$ (264,640)
EXPENDITURES					
Labour	\$ 158,700	\$ 27,835	17.5%	\$ 54,000	\$ (104,700)
Project in-house expertise	47,600	15,590	32.8%	26,200	(21,400)
Project administration	34,500	6,075	17.6%	10,360	(24,140)
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%	3,000	(21,600)
Landowner grants	85,000	4,428	5.2%	8,000	(77,000)
TOTAL EXPENDITURES	\$ 378,600	\$ 66,830	17.7%	\$ 113,960	\$ (264,640)
SCIENCE & TECHNICAL					
SOURCES OF REVENUE					
City of Kawartha Lakes	\$ 138,900	\$ 17,387	12.5%	\$ 41,246	\$ (97,654)
Deferred funds, City of Kawartha Lakes	6,900	-		-	
Grants, fees, sponsors	25,200	-	0.0%	-	(25,200)
TOTAL REVENUE	\$ 171,000	\$ 17,387	10.2%	\$ 41,246	\$ (122,854)
EXPENDITURES					
Labour	\$ 18,700	\$ -	0.0%	\$ -	\$ (18,700)
Project in-house expertise	86,600	15,111	17.4%	30,000	(56,600)
Project administration	15,550	1,581	10.2%	3,746	(11,804)
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	507	4.5%	4,000	(7,200)
TOTAL EXPENDITURES	\$ 171,000	\$ 17,387	10.2%	\$ 41,246	\$ (129,754)

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Schedule 6

Municipal Agreements

CITY OF KAWARTHA LAKES

CLEAN WATER ACT, PART IV, ENFORCEMENT
RISK MANAGEMENT OFFICIAL

	Budget 2020	June Actual 2020	% of Budget Complete	Projections 2020	Projection Variance to 2020 Budget
SOURCES OF REVENUE					
City of Kawartha Lakes	\$ 61,800	\$ 19,653	31.8%	\$ 54,400	\$ (7,400)
TOTAL REVENUE	\$ 61,800	\$ 19,653	31.8%	\$ 54,400	\$ (7,400)
EXPENDITURES					
Labour	\$ 41,000	\$ 17,020	41.5%	40,000	\$ (1,000)
Project in-house expertise	10,700	475	4.4%	5,000	(5,700)
Project administration	4,100	1,787	43.6%	4,000	(100)
Technology and data management	500	100	19.9%	1,600	1,100
Supplies, Communications & Professional Development	2,400	49	2.0%	1,500	(900)
Travel	3,100	223	7.2%	2,300	(800)
TOTAL EXPENDITURES	\$ 61,800	\$ 19,653	31.8%	\$ 54,400	\$ (7,400)

(Prepared without audit for internal management purposes only)

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

From: Mark Majchrowski, CAO

Re: Program Innovation and Adaptation

KEY ISSUE:

To provide the Board with information on organizational innovation and adaptation during the pandemic to date.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the report on Program Innovation and Adaptation be received.

BACKGROUND

As a community organization, our business has traditionally thrived through personal interaction with our clients and stakeholders, through in-person community collaboration and a predominantly paper environment. We have been moving to adopt technology through the strategic plan and this platform and focus has served our organization well as we moved to Office 365 in the fall and have continued to implement the IMS (centred on our permitting activities), as we have moved to a predominantly remote workforce which we anticipate will continue for the foreseeable future. Individual team adoption of technology has been varied; however, this pandemic has forced us all to adapt and adopt new ways of doing business as some of our business strengths were turned into weaknesses almost overnight.

Our program areas have been challenged to adapt and maintain value, while sustaining a high level and consistency of service. Innovation has been occurring at a high rate as our traditional means of conducting business has proven to be ineffective or lacking in many cases and as we look to minimize the potential to spread the pandemic in the office environment and our community, supporting local, provincial and national efforts to do the same.

This report highlights the innovation and adaptation that we have implemented. Many measures implemented will be retained for the long-term, efficiencies have been gained in several areas and we continue to seek solutions as we move forward.

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Corporate Services**Finance**

We have implemented new processes and invested in equipment to enable us to work remotely and efficiently. The acquisition of a cheque scanner whereby cheques received can be deposited directly into the bank account saves time, travel and labour by reducing the requirement to attend the banking institution.

It also keeps our staff safe reducing potential exposure to the COVID-19 virus and allows for flexibility in the workday as the deposit transactions can be done outside of banking hours. It provides efficiency and reduces delays when the cheque is immediately deposited, and we can ascertain that the funds are available rather than being returned by the bank at a later point in time.

Cash must still be taken to the bank, however, we have implemented and promoted various methods for payments other than cash, through phone apps, debit/credit card payments and e-transfers. Our goal is to reduce the handling of cash and attendance at the bank from 8 trips per month to 1 trip per month. We project an annual savings, in this one process, of \$4,000 from reduced vehicle use, cash count time and bank attendance.

We have moved our accounts payable process to an entirely paperless process from invoice coding, approvals and filing of records. The adoption of DocuSign has been instrumental in this process. There have been notable decreases for approval time of invoices as they can be approved from anywhere with an internet connection now in conjunction with e-mail reminder features to individuals whose signatures are required. In addition, cheque payments have been suspended as we increase our proportion of vendors that are paid electronically, via Electronic Funds Transfer (EFT).

The launch of our new website has been instrumental in receiving payments simultaneously with permit applications. This allows permits to be immediately released upon completion as the electronic trail is accessible and robust when validating that payments have been received prior to releasing a permit. In addition, we have increased flexibility for customers who are not ready to move into online permit applications by still accepting applications to be emailed or mailed in. We have adopted e-transfer payments to allow applicants and other customers pay with ease directly from their bank, this program has been a popular choice for many.

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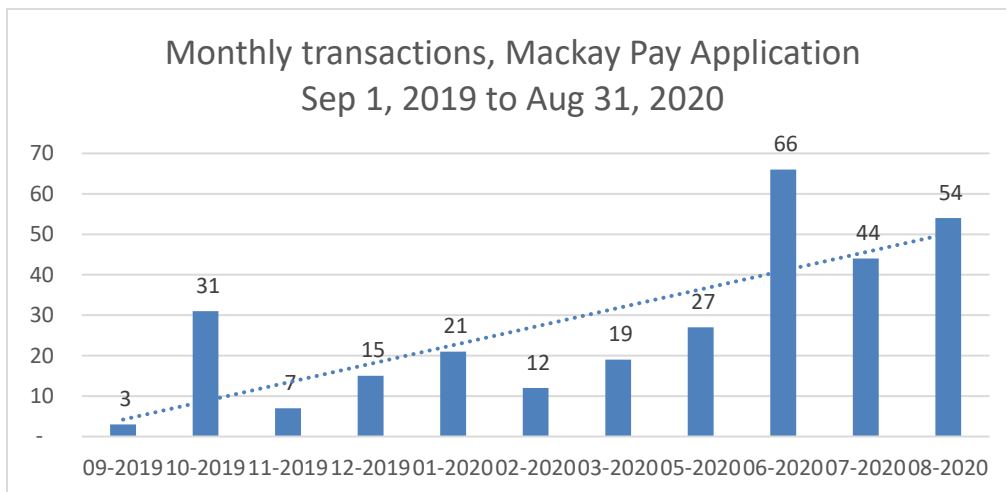
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With the initiation of “Incidental” work for staff on layoff, there have been a fluctuation in pay cheque amounts. Incidental staff were placed on a two-week holdback to ensure payroll was accurate and in line with time worked. Until this point, a holdback was not in effect with the exception of seasonal and contract staff; not having a holdback caused internal process inefficiencies. Recently, we adopted a two-weeks in arrear payroll system compared to the current system for all staff on September 11th. This new system will allow for more accurate payroll, increased efficiency and opportunities for employment programs now that we have adopted industry standards by paying in arrears.

With the launch of our Mackay Pay web and phone app in September 2019, its full benefit has come to fruition in 2020. There has been an increased share of the transactions that are occurring through our application compared to the conventional Pay and Display machine since the launch (see chart below). The Mackay Pay app not only offers another payment option to the public, but it provides a touch-free, electronic payment solution. The application received a major overhaul in 2020 and is now more user-friendly and modern, we recommend you download it and try out Ken Reid’s zone 3181!

**Corporate Communications****Website**

We successfully launched our new website on April 7. This project represents a major milestone in being able to deliver the information and services residents, visitors, contractors, developers, and homeowners need quickly and effectively. A total redesign

For more information, please contact Mark Majchrowski at extension 215

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of our existing website was undertaken, and the content was streamlined for website visitors in conjunction with eSolutions, the consultant hired to help us redesign the website.

Our efforts have been recognized by the WebAwards as the best website in their Environmental website category

(<http://www.webaward.org/category/Environmental/best-environmental-websites.html#.X2NLJ25Fy9w>).

The WebAwards are an international competition that honours excellence in websites for organizations, companies, and government. Each year the Web Marketing Association names the Best Environmental web site as part of the annual WebAward Competition. Since 1997, the WebAwards are recognized as the premier industry-based Website Award program in the world. Websites are selected by a judging panel, evaluating seven criteria: design, ease of use, copywriting, interactivity, use of technology, innovation and content.

We continue to review, refine and monitor the website, tracking search trends and results which allow us to make data-driven decisions on what information to give a greater profile to in an effort to assist individuals visiting our website.

Website Planning/Permitting Website Mapping Feature

Our team worked to improve the planning and permitting functionality of our website for our community. Planning and permitting forms streamline activities on the website and enable submission of information without the need to come into the office or mail information. This also promotes our goal of promoting digital submissions of information, which is tailored to fit with our IMS, and minimizes data translation or usability issues.

Another enhancement is an improved and expanded mapping function. Applicants are now able to identify where on a given property they are planning to build, expand, etc., allowing staff to see much more easily specific locations on a given property.

When the applicant puts in the address for the proposed work, they are now able to utilize either Google maps or Esri maps in order to highlight a specific area. That information is then able to be retrieved and viewed by Planning/Permitting staff and provides much clearer information, particularly on larger properties, for our staff to review.

For more information, please contact Mark Majchrowski at extension 215

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Social Media Two-Way Engagement

It has been more important than ever, during these unprecedented times, to be able to be responsive to our community and be able to engage with them. During the last several months we have made a concerted effort to continue growing our social media audiences to allow for greater two-way communication.

Between March and September 1, we have grown our total audience by 7 percent. We now have 17,153 followers across our platforms. We have increased engagement by 10 percent to 58,428 (an engagement could be a Like, Comment, Share, Retweet, Tweet, etc.)

The value in growing our audience and engagement has been to utilize real-time information to address issues.

Recent examples include; a visitor to Ken Reid Conservation Area letting us know the Dog Park gate had an issue. We were able to receive and acknowledge that information, respond to it, and address it.

In another instance, a user messaged us to say they were at Windy Ridge Conservation Area when individuals unbolted one of our COVID signs and drove off. The people messaging recorded the license plate number and provided that information to us.

More recently, a visitor let us know they weren't able to use the Pay and Display machine at Ken Reid and asked if there was another way to pay. We were able to provide a direct link to an App that allowed the visitor to pay. In that situation, they purchased an annual parking pass through the app.

Continuing to grow our online audience and increase our engagement, we have been able to develop more 'boots on the ground' receiving real time information about potential issues and challenges and utilizing our visitors as resources and partners in our success.

Planning, Development and Engineering**Planning and Engineering**

Planning staff have adapted to the new electronic reality of the workplace with review of planning and engineering technical drawings, participation in virtual workshops, pre-consultation discussions, as well as other regular meetings with our municipal partners.

For more information, please contact Mark Majchrowski at extension 215
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Permitting and Regulation Enforcement

On the permitting side of our business, staff have not only embraced technology, but have led the way to the future of the way we do business. Industry-wide e-commerce innovation now allows applicants to submit application fees electronically. Our permitting staff have successfully morphed into an on-line process which includes client interaction, permit review and a new adaptation on the permitting process which allows an e-signature and approval stamp for drawings which have dramatically improved customer service by allowing permits to be e-mailed to clients as soon as they are completed and approved by staff.

On the enforcement front, complaints and violations are followed-up with a tele-conference if required and Remediation Agreements (and applicable documents) can be prepared, reviewed, approved and issued to clients electronically with isolated follow-up inspections and photographs taken by staff.

As most of our staff are working remotely from the office, and in the efforts to reduce the spread of the pandemic, we are piloting site visits by one staff member when these are required for properties. Specialized staff conduct the site visit (e.g. wetland specialization), who determine the key information needed on site, and at the same time relay other site visit information to our permitting technician via video chat and collect information that they may need as well, reducing the need for multiple resources used on a given site visit.

Stewardship & Conservation Lands

Our Stewardship programs have adopted virtual site visits for landowners to access site specific advice for stewardship activities. As well, our team has worked with landowners applying for landowner grants to adapt our site visit programs. Instead of doing on site visits, landowners have been able to submit videos or photos demonstrating the issues they are having. For those landowners where technology is a barrier, we have strict site visit protocols that staff follow to ensure our community and our team is safe. As of the writing of this report, we have not had any landowners who have needed an on-site visit.

One of the challenges that we have faced in this pandemic is the connection with our communities in a larger session and we are re-designing how we approach this. Into 2021, we are looking to develop demonstration videos to support landowners who are looking for standard solutions to some frequently asked questions about shoreline,

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urban, and rural stewardship practices.

Our Conservation Lands team continues to embrace technology. We have purchased a backpack electrostatic sprayer that allows us to disinfect our public washrooms quickly and without the need to be in contact with surfaces. Where traditional methods may have taken 10 to 15 minutes to adequately spray and wipe surfaces in a given washroom, this new equipment allows us to achieve the same results in approximately 2-3 minutes. A similar smaller sprayer has been purchased for the office, which allows for additional disinfection to occur in the workplace, quickly and efficiently.

Our education program is looking at ways to update programming to provide interpretive programs using near-field technology. A board report detailing this initiative is included in the board package.

Integrated Watershed Management

Our Integrated Watershed Management team has embraced the use of technology during this time. In supporting our planning and permitting activities, we have undertaken site visits using cell phones to remotely include our colleagues on site to view properties and to discuss issues.

Our team has utilised blue tooth technology in relation to water temperature loggers. Water Temperature is a key indicator of the health of sensitive watercourse. The use of this technology allows easier transfer of water temperature data from thermometer to database. This also saves money on equipment (e.g. we do not need base stations, cords, etc.) and staff time (reduced time needed for data management.)

All our team and external project meetings have been conducted remotely using either our 'microsoft teams' tool or zoom; this way we have been able to connect on a weekly basis or more frequently depending on the issue.

We have continued to champion and promote our work through social media. Our Director has initiated a series of short videos using a cell phone. These videos direct people to various sections of our website for example flood forecasting, watersheds and low water.

Our Innovation Hub activities have reduced but we have adapted a couple of courses to enable those to be attended remotely through zoom. This program will be continued

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and expanded into the future.

Summary

Our program areas have been effectively challenged by the restrictions that were in place during the pandemic and we have adapted our programs and activities to respond to this new reality. We continue to adapt our programs based on the needs of our community and to produce efficiencies in our business.

Specific highlights of our adoption to date include:

- financial controls and processes
- website development, emphasizing functional integration with department areas
- social media engagement and monitoring
- use of electronic meetings within our team, our stakeholders and community
- remote site visits through landowner content or through specialized site review
- sanitization equipment

We anticipate that our adoption or innovation will be expanded from the items identified in this report. Continuous adaptation of our programs will continue. Many of the items identified will continue into the future and other investments will be needed to respond to our community needs and preferences. Once the pandemic ends, there will likely be a need for a mix of electronically dependent and in-person interactions and a need to support both. Our adoption of technology and working electronically will be a cornerstone moving forward.

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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 #7/20 be received.

Corporate Services

Pandemic Response

When the Province announced the transition into Phase 3 to reopen businesses, we adjusted our pandemic response accordingly and integrated our workforce back to work at 50% hours in two cohorts starting August 10 and August 17. Full time hours commenced on September 8, allowing families time to prepare for the return to school and opening of childcare facilities, and necessary personal arrangements.

We developed procedures and guidelines in anticipation of return to work of staff in the office and continue to evaluate remote work situations. Enhanced cleaning is in effect, sanitization stations placed at common entry points, plexiglass barriers installed, and visual barriers placed in the workplace, in addition to other measures to protect our staff. A team meeting is scheduled to reconnect as a team, focusing on mental health and wellness.

We are working closely with our network of Conservation Authorities in sharing best practices and processes around the pandemic and return to work procedures. An updated 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.

Evident in the survey is the progression of the pandemic and more certainty in the information as the year progresses. Compared to earlier projections, revenue projections and impact on hiring and staff layoffs have improved slightly. The business areas of conservation authorities most affected collectively are education, lands and conservation areas and watershed stewardship and restoration services.

Corporate Services

This team is focused on providing essential services to the organization such as payroll, accounts payable, accounts receivable, banking, financial reporting, board of directors' support, business process improvements, and continuous communications to the public. We

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have prepared financial reports and projections at May 31st and June 30th and continue to assess our financial situation to mitigate the impacts of the pandemic. We are preparing the 2021 budget estimates for submission to the Board in October.

Corporate Communications

Communications worked to develop a series of short videos and posts to promote our conservation areas in partnership with Destination Ontario. The posts, which have included tags to our municipal partners, are intended to promote our local conservation areas, while also supporting local and regional tourism and day trips.

Posts have been developed and scheduled for each conservation area, with appropriate tags to the relevant municipal partners.

A new Autumn page was developed for our website. The new page highlights our conservation areas as a destination to be enjoyed and visited this fall, with a strong emphasis on each municipal partner. The page - <https://www.kawarthaconservation.com/Autumn> - links to each municipality or their tourism page. Throughout the fall, we will be promoting the page, as well as our conservation areas through posts we have scheduled in conjunction with Destination Ontario.

As our watershed has continued to be impacted by a Low Water Level II Declaration, we have developed five infographics on how to reduce water consumption inside and outside the home, for farmers, etc., that we are scheduling and posting throughout the fall, and tagging, our municipal partners so they may share with their audiences as well.

Planning, Development and Engineering

As our team returns to part and subsequently full time, we have hit the ground running as our various municipal partners have experienced an increase in planning applications which require our planning and engineering review/comments at a level now approaching pre-COVID-19 numbers. Both CKL and Scugog Township have returned to now regular electronic pre-consultation meetings as well as development review team meetings to discuss ongoing larger development applications (Plans of Subdivision, Site Plans, etc.)

Additionally, permitting activity remains strong and steady as many home/cottage owners have chosen to improve their property (re-builds, additions, grading changes, shoreline restoration) rather than travel this year due to COVID-19 travel concerns and restrictions.

Conservation Ontario (CO) continues to work on the Client Service and Streamlining Initiative and we have provided comments on a new draft guidance document focused on pre-consultation activities. This Initiative identifies and supports the streamlining of collective conservation authority (CA) approval activities to help the Province achieve its objective of increasing housing supply while protecting public health and safety, and, the environment.

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Stewardship and Conservation Lands**Stewardship**

With our team returning, we have been able to move a few stewardship programs forward including our landowner grant programs for both Scugog and City of Kawartha Lakes. Applications have been coming in all year, and the committees are poised to meet on the applications in mid to late September. At the writing of this report, final decisions have not yet been made by the committees.

Ongoing discussions with the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) are focused on redesigning the outreach program originally planned for 2020. This will see a minimum of one on-farm demonstration site developed. Negotiations are now focusing on extending the program into 2021, with additional funding that will allow for more focused on-farm restoration demonstrations in the Talbot River watershed. This additional funding became available with a very quick turn around and we are working closely with OMAFRA staff on the application.

We have started to conduct forestry site visits, observing social distancing protocols, and are preparing for our spring 2021 tree planting season. 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.

Our work on a regional tree planting program with Durham Region and the 5 Durham Conservation Authorities, is slated to go forward to the Durham Region Roundtable on Climate Change on Friday September 18th.

Conservation Lands

Conservation Areas have seen a steady flow of visitors as people, demonstrating the value that our Conservation Areas have during stressful times like the pandemic. While we have seen some management challenges, the experience has been very positive.

Pigeon River:

We are working to develop a new trail that will enhance user experience and will provide access to a new area of the property. Originally, we had planned to replace the bridge at Pigeon River this year, however, impacts from the pandemic as well as changes to the permitting process for span bridges has forced us to postpone this work until 2021.

Fleetwood Creek Natural Area:

Fleetwood Creek is a property that is owned by the Ontario Heritage Trust (OHT) but

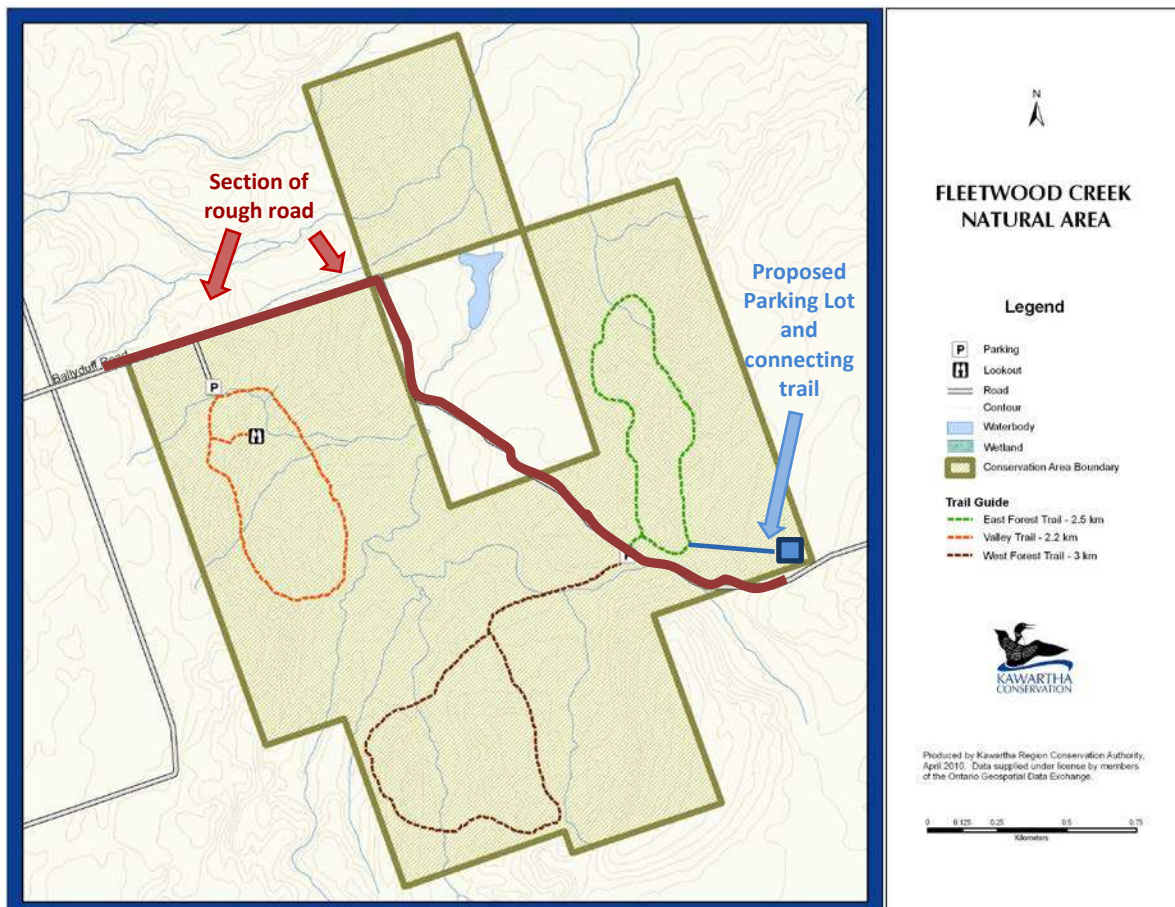
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managed by us for an annual fee. At the moment, the main parking lot is situated along the unopened road allowance on Ballyduff road. Road conditions over the past few years has made it difficult for park visitors to safely navigate the roadway. In 2019 we requested a seasonal level of service for the road allowance but were informed that it does not meet the required standards to receive such service. As a result, our team is working with staff from OHT to develop a proposal for a new parking area which will make this property more accessible to the public. If approved, we will be able to open a new parking area on Solanum Way that will provide safe access to the area. Additional trails will be created or re-routed so that the parking lot on Ballyduff can be closed.

**Ken Reid:**

Thanks to a grant from Enbridge in 2019, we have launched the first 3 of 8 proposed forest therapy walks at Ken Reid. This program has been well received by the public with an average of 12-15 people registering for each walk. The program has been featured on Bob FM as well as the Advocate Podcast this month. At our last walk we

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were able to connect with two participants who work at the Psychiatric Clinic in Bobcaygeon. After the walk they expressed interest in exploring a partnership to provide some walks for their clients as well as some self-care walks for the counsellors. Additional walks will be scheduled through the fall.

Integrated Watershed Management

The focus of the team has been primarily assisting the planning team with permit and planning application reviews. This entails site visits with proponents and review of proposal submissions where there is a more complex issue to be resolved such as development near a wetland.

We have continued to monitor the Low Water situation and are planning a third meeting for September. Currently we are in a Low Water Level 2 situation. This has been communicated by us and with support from our municipalities.

Field work has resumed, with staff reviewing the current status of our equipment in the field which has been untouched since March or earlier. Replacement of some items associated with gauges and loggers will be required to maintain the network.

Data download for programs such as the Provincial Groundwater Network has also commenced. This was last completed in the fall of 2019. Other provincial programs such as the Provincial Water Quality Network have not resumed with provincial laboratories still closed.

The team's focus for the remainder of 2020 is ensuring the continued integrity of our equipment, particularly in relation to our flood forecasting work, and that we deliver against our special projects.

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.



Highlights of Impacts of COVID-19 on Conservation Authority Programs and Services Survey (July 2020)

GREATEST IMPACTS

Conservation authorities have been primarily impacted by revenue losses and staff layoffs in all program areas. Particularly hardest hit have been #1 Education, #2 Lands and Conservation Areas and #3 Watershed Stewardship and Restoration.

- CAs report they lost approximately \$32.8 M, collectively (July 2020)
- In early stages of COVID, 379 staff were laid off or on leave. As of July 2020, 127 staff returned to work and there was a total of 252 staff laid off or on leave
- Initially, 1,020 staff were not going to be hired as originally planned. This was reduced with time, and as of July 2020, 348 staff were able to be hired. A further 672 staff were not hired

EDUCATION PROGRAMS SEVERELY IMPACTED BUT RESPONDED WELL

Education programs lost over half of their revenue base (52%) as of July 2020 and yet became more in demand as pandemic conditions continued. As they moved resources online, they became more in demand by other educators, students and parents who were suddenly home full time with their children.

- 27/36 CAs impacted / Education represented the 2nd largest overall impact to staffing within a business area, with approximately 101 staff not hired and 73 staff laid off due to the impacts of COVID-19. Nine staff have been hired since the first survey and 10 staff who were laid off have returned to work
- Experienced 2nd highest impact economically (\$7.2M / 52% of their budgeted revenues)

MOST CONSERVATION AREAS INITIALLY CLOSED – HIGH USAGE SINCE THEN

Most conservation areas were initially closed and revenues from fees, programs, etc. disappeared or were significantly reduced. Many conservation Areas continue to experience record high visitor numbers creating challenges for conservation authorities with smaller budgets and fewer staff

- 29/36 CAs impacted
- Experienced highest economic impact (\$11.9M in losses / 21% of total budgeted revenue)
- Lands and conservation areas reported the largest impact to staffing
- Lack of revenues from conservation areas impacts other CA program areas as well
- Many conservation areas have had to restrict the number of visitors. Most amenities and many washrooms remain closed due to sanitization requirements (no budget and/or staffing to maintain)
- Garbage, vandalism, campfires and other similar behaviour continues to be a significant problem in many conservation areas

WATERSHED STEWARDSHIP - 3RD HIGHEST IMPACTED PROGRAM

Impacts to watershed stewardship and restoration have been felt particularly in relation to CA Forestry / Tree Planting programs and stewardship/restoration projects with local landowners and agricultural community

- 18/36 CAs impacted / CAs reported an estimated loss of \$5.9M in revenue (30% of the total budgeted revenue)
- Approximately 67 staff not hired and 48 staff laid off due to the impacts of COVID-19. 19 staff have been hired since the first survey and 15 staff who were laid off have returned to work

Impacts of COVID-19 on Conservation Authority Programs and Services Survey – Results **(July 15th, 2020 Update)**

Overview

- Conservation Ontario requested an update to the original survey regarding how the COVID-19 pandemic has impacted conservation authorities. The second round of the survey focused on CA impacts related to revenue and staffing only.
- In total, the impacts to these programs and services represent:
 - A total anticipated loss in revenue of approximately \$32.8M for the conservation authorities across the 10 business areas, representing a decrease of \$3.6M in estimated losses (\$36.4M reported in the original survey).
 - A total of 252 staff laid off within the 10 business areas, representing approximately 127 staff having returned to work since the first survey (379 staff laid off originally reported).
 - A total of approximately 672 staff not hired within the 10 business areas, representing approximately 348 additional staff hired since the first survey (1020 staff not hired originally reported).
- The business areas were ranked from 1-10 based on their results for the following metrics:
 - Overall Impact (\$) to Revenue
 - Percentage Impact to Total Budgeted Revenue
 - Total Number of Employees “Impacted” (Laid off or Not Hired)
 - Percentage of Employees Impacted (% is based on the regular number of employees reported)

The four rankings were averaged to give an overall “final ranking”. See Table 1, Appendix 1 for details.

Business Area Impacts (Ranked from Most to Least Impacted) – July 15, 2020

1. Education

- Overall, 27/36 CAs identified impacts to programs or services within the “Education” Business Area through the survey.
- Education recorded the 2nd highest economic impact, with CAs reporting an estimated loss of \$7.2M, compared to the originally estimated 6.6M in losses. This accounted for an anticipated loss of 52% from the total budgeted revenue.
- Education represented the 2nd largest overall impact to staffing within a business area, with approximately 101 staff not hired and 73 staff laid off due to the impacts of COVID-19.
 - Nine staff have been hired since the first survey and 10 staff who were laid off have returned to work.
- Impacts within this Business Area largely related to funding (program runs on a cost recovery basis), and inability to deliver education programs in the typical format with the closure of schools.

2. Lands and Conservation Areas

- Overall, 29/36 CAs identified impacts to programs or services within the “Lands and Conservation Areas” Business Area through the survey.
- Lands and Conservation Areas recorded the highest economic impact, with CAs reporting an estimated loss of \$11.9M, compared to the originally estimated \$15.8M in losses. This accounted for an anticipated loss of 21% from the total budgeted revenue.
- By and far, Lands and Conservation Areas represented the largest overall impact to staffing within a business area. Approximately 426 staff were not hired due to impacts of COVID-19, with approximately 67 staff laid off.
 - 307 staff have been hired since the first survey and 64 staff who were laid off have returned to work.

3. Watershed Stewardship and Restoration

- Overall, 18/36 CAs identified impacts to programs or services within the “Watershed Stewardship and Restoration” Business Area through the survey.
- Watershed Stewardship and Restoration recorded the 3rd highest economic impact, with CAs reporting an estimated loss of \$5.9M in revenue, compared to the originally estimated \$6.1M in losses. This accounted for an anticipated loss of 30% from the total budgeted revenue.
- Watershed Stewardship and Restoration represented the 3rd largest overall impact to staffing within a business area, with approximately 67 staff not hired and 48 staff laid off due to the impacts of COVID-19.
 - 19 staff have been hired since the first survey and 15 staff who were laid off have returned to work.
- Impacts within this Business Area largely related to CA Forestry / Tree Planting Programs and stewardship/restoration projects with local landowners and the agricultural community.

4. Corporate Services

- Overall, 8/36 CAs identified impacts to programs or services within the “Corporate Services” Business Area through the survey.
- Corporate Services recorded the 4th highest economic impact, with CAs reporting an estimated loss of \$5.1M in revenue. This accounted for an anticipated loss of 39% from the total budgeted revenue. These values did not change from the original survey.
- Corporate Services represented the 4th largest overall impact to staffing within a business area, with approximately 33 staff not hired and 29 staff laid off due to the impacts of COVID-19.
 - 19 staff have been hired since the first survey and 16 staff laid off have returned to work.

- Impacts within this Business Area largely related to necessary investment to facilitate remote working situations for staff, as well as investments in PPE for employees, workstation modifications and IT support.

5. Foundation (Fundraising)

- Overall, 5/36 CAs identified impacts to programs or services within the “Foundation (Fundraising)” Business Area through the survey.
- Foundation (Fundraising) recorded the 6th highest economic impact, with CAs reporting an estimated loss of \$785,000 in revenue, compared to the originally estimated \$835,000 in losses. This accounted for an anticipated loss of 40% from the total budgeted revenue.
- Foundation (Fundraising) represented the smallest overall impact to staffing within a business area, with approximately two staff not hired due to the impacts of COVID-19. These values have not changed from the first survey.
- Impacts within this Business Area largely related to loss of funding (shift in funding from provincial or federal governments to support COVID) and loss of revenue from events.

6. Community Outreach (Tied for 6th / 7th / 8th)

- Overall, 10/36 CAs identified impacts to programs or services within the “Community Outreach” Business Area through the survey.
- Community Outreach recorded the 7th highest economic impact, with CAs reporting an estimated loss of \$384,650 in revenue, compared to the originally estimated \$387,000 in losses. This accounted for an anticipated loss of 18% from the total budgeted revenue.
- Community Outreach represented the 6th largest overall impact to staffing within a business area, with approximately nine staff not hired and 10 staff laid off due to the impacts of COVID-19.
 - Three additional staff have not been hired, and approximately 25 staff laid off have returned to work.
- Impacts within this Business Area largely related to loss of outreach opportunities with landowners and municipalities and loss of revenue generated through events and building rentals.

7. Watershed and Integrated Shoreline Management and Planning (Tied for 6th / 7th / 8th)

- Overall, 8/36 CAs identified impacts to programs or services within the “Watershed and Integrated Shoreline Management Planning” Business Area through the survey.
- Watershed and Integrated Shoreline Management and Planning recorded the 9th highest economic impact, with CAs reporting an estimated loss of \$170,000 in revenue, compared to the originally estimated \$255,000 in losses. This accounted for an anticipated loss of 3% from the total budgeted revenue.

- Watershed and Integrated Shoreline Management and Planning represented the 7th largest overall impact to staffing within a business area, with approximately 14 staff not hired and five staff laid off due to the impacts of COVID-19.
 - Five additional staff have been hired since the first survey, and one additional staff has been laid off.
- Impacts within this Business Area largely related to reorganization of staff to support social distancing measures, loss of data, and delayed timeline for fieldwork for studies.

8. Water Quality and Quantity Monitoring (Tied for 6th / 7th / 8th)

- Overall, 15/36 CAs identified impacts to programs or services within the “Water Quality and Quantity Monitoring” Business Area through the survey.
- Water Quality and Quantity Monitoring recorded the lowest economic impact, with CAs reporting an estimated loss of \$69,940 in revenue, compared to the original estimate of \$238,000 in losses. This accounted for an anticipated loss of 2% from the total budgeted revenue.
- Water Quality and Quantity Monitoring represented the 5th largest overall impact to staffing within a business area, with approximately 17 staff not hired and 11 staff laid off due to the impacts of COVID-19.
 - Since the first survey, 2 additional staff have been laid off and 7 additional staff have not been hired.
- Impacts within this Business Area largely related to significant loss in data / data gaps.

9. Planning and Regulations

- Overall, 8/36 CAs identified impacts to programs or services within the “Planning and Regulations” Business Area through the survey.
- Planning and Regulations recorded the 5th highest economic impact, with CAs reporting an estimated loss of \$887,000, compared to the original estimate of \$583,100 in losses. This accounted for an estimated loss of 10% from the total budgeted revenue.
- Planning and Regulations represented the 8th largest overall impact to staffing within a business area, with approximately six staff laid off due to the impacts of COVID-19.
 - Since the first survey, an additional 3 staff have not been hired for this business area.
- Impacts within this Business Area largely related to ability of CAs to complete enforcement/compliance activities and increases in review and approval time for permit applications.

10. Flood and Erosion Control and Prevention

- Overall, 3/36 CAs identified impacts to programs or services within the “Flood and Erosion Control and Prevention” Business Area through the survey.

- Flood and Erosion Control and Prevention recorded the 8th highest economic impact, with CAs reporting an estimated loss of \$346,000 in revenue, compared to the original estimate of \$521,000 in losses. This accounted for an anticipated loss of 25% from the total budgeted revenue.
- Flood and Erosion Control and Prevention represented the 9th largest overall impact to staffing within a business area, with three staff laid off due to the impacts of COVID-19. These numbers have not changed since the first survey.
- Impacts within this Business Area largely related to reorganization of staff to support social distancing when conducting field operations and delays with planning and implementing major capital projects.

Appendix 1**Table 1: Impacts to Conservation Authority Business Areas (Revenue and Staffing) – Ranked (July 15th, 2020)**

Business Area	Number of CAs Identifying Impacts to Business Area (out of 36)	Ranking (1-10)	Revenue Impact (Total \$)	Ranking (1-10)	Revenue Impact (% of Total budgeted)	Ranking (1-10)	Employees Impacted (Total #)	Ranking (1-10)	Employees Impacted (% of Regular #s)	Ranking (1-10)	Average of Rankings (Across 4 Metrics)	Overall Rankings (1-Most Impacted, 10-Least)
Corporate Services	8	6/7/8	5,130,000	4	39%	3	63.08	4	21%	7	5	4
Foundation (Fundraising)	5	9	785,000	6	40%	2	2	10	30%	5	6.4	5
Watershed and Shoreline Management	8	6/7/8	170,000	9	3%	9	18.5	7	44%	1	6.6	6/7/8
Monitoring	15	4	69,940	10	2%	10	27.26	5	33%	4	6.6	6/7/8
Planning and Regulations	8	6/7/8	887,000	5	10%	8	9	8	13%	10	7.6	9
Stewardship and Restoration	18	3	5,932,871	3	30%	4	114.91	3	28%	6	3.8	3
Flooding and Erosion Control	3	10	346,000	8	25%	5	3	9	15%	9	8.2	10
Education	27	2	7,179,428	2	52%	1	174.12	2	41%	2	1.8	1
Lands and Conservation Areas	29	1	11,910,480	1	21%	6	493.08	1	39%	3	2.4	2
Community Outreach	10	5	384,650	7	18%	7	18.64	6	17%	8	6.6	6/7/8

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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.

Leslie Rich, Conservation Ontario, July 31, 2020

RE: Conservation Ontario's Comments on the "Proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe" (EBR #019-1680) and the "Proposed Land Needs Assessment Methodology for A Place to Grow: Growth Plan for the Greater Golden Horseshoe" (EBR #019-1679)

Conservation Ontario is sharing with all 36 conservation authorities, their correspondence to the Ontario Growth Secretariat where they are providing comments on the proposed amendments to the above-mentioned plans.

Bonnie Fox, Conservation Ontario, July 31, 2020

RE: Updating Ontario's Water Quantity Management Framework (ERO #019-1340)

Conservation Ontario is sharing their correspondence to the Environmental Policy Branch that outlines the Conservation Ontario comments on the proposal to update Ontario's Water Quantity Management Framework.

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John Yakabuski, Minister of Natural Resources and Forestry, August 11, 2020

RE: Client Services and Streamlining Initiative

The Minister is writing to Chair Emmerson of the Conservation Ontario Board and thanking the board for providing an update on Conservation Ontario's Client Service and Streamlining Initiative and is pleased to see the progress and success since its launch, and indicates the complementary nature of the work to the Ministry's actions.

Nicholas Fischer, Conservation Ontario, August 17, 2020

RE: Environmental assessment modernization: amendment proposals for Class Environmental Assessments (ERO#019-1712) and the Proposed Major Amendment to the Class Environmental Assessment for Remedial Flood and Erosion Control Projects (2020).

Conservation Ontario is sharing their correspondence to the Ministry of the Environment, Conservation and Parks, that outlines Conservation Ontario's comments on the proposed Environmental Assessment Modernization.

Jeff Yurek, Minister of the Environment, Conservation and Parks, September 10, 2011

RE: Amendment to the Minister's Direction for Conservation Authorities during the COVID-19 Outbreak

Minister Yurek has provided conservation authorities with an amendment to the original Direction from March 26th that now allows conservation authorities to meet virtually for the purpose of reviewing and amending their by-laws when it is deemed appropriate by the conservation authority to do so.

Annamaria Cross, Ministry of the Environment, Conservation and Parks, September 11, 2020

RE: Notice of a proposal regarding the types of projects subject to requirements for a comprehensive environmental assessment under the Environmental Assessment Act

The Province is sending correspondence seeking input on a proposed list of projects subject to Comprehensive Environmental Assessment requirements following amendments to the Environmental Assessment

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Act that was passed in the legislature on July 21, 2020. They are asking parties to provide comments via the Environmental Registry of Ontario after reviewing details of the policy proposal (posting 019-2377).



July 31, 2020

Ontario Growth Secretariat
Ministry of Municipal Affairs and Housing
777 Bay Street, 23rd Floor, Suite 2304
Toronto, ON M7A 2J3

Re: **Conservation Ontario's Comments on the "Proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe" (EBR #019-1680) and the "Proposed Land Needs Assessment Methodology for A Place to Grow: Growth Plan for the Greater Golden Horseshoe" (EBR #019-1679)**

Ontario Growth Secretariat:

Thank you for the opportunity to provide comments on the "Proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe" and the "Proposed Land Needs Assessment Methodology for A Place to Grow: Growth Plan for the Greater Golden Horseshoe". Conservation Ontario is the network of Ontario's 36 conservation authorities (CAs). These comments are not intended to limit consideration of comments shared individually by CAs through the consultation process.

Conservation authorities are involved in the land use planning process in a variety of ways, including: as a regulatory body under Section 28 of the *Conservation Authorities Act*; as source protection authorities under the *Clean Water Act* supporting policy implementation; as a body with delegated authority in plan review to represent the provincial interest for natural hazards; as the province's second largest landowners, who may become involved in the planning and development process, either as an adjacent landowner or a proponent; and through service agreements with our municipal partners to offer planning advice. In these roles, CAs endeavour to provide the best technical guidance to their municipal partners regarding how to balance multiple provincial, municipal and watershed priorities in a timely and cost-effective manner.

Proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe

It is understood that Proposed Amendment 1 would generally: update the Distribution of Population and Employment for the GGH through revised forecasts; extend the Plan horizon from 2041 to 2051; allow new aggregate operations, wayside pits, and quarries within the Natural Heritage System; allow the conversions of employment areas to non-employment uses within a provincially significant employment zone that is located within a Major Transit Station Area; and align the Growth Plan with the 2020 Provincial Policy Statement (PPS). Conservation Ontario offers the following comments.

Conservation Ontario acknowledges that many of the background assumptions associated with the three growth outlooks are articulated in the Technical Report Prepared by Hemson Consulting LTD, “Greater Golden Horseshoe: Growth Forecasts to 2051”. It is noted however that the Province has not conducted a feasibility analysis of the projections with an environmental perspective. The only environmental constraint noted within the Hemson Report was in the County of Dufferin where it was acknowledged that there is limited ability to provide long-term water and wastewater services to accommodate growth. The same acknowledgment is not extended to Waterloo Region. It is recommended that as part of any updated forecasts, the Province should undertake a watershed/basin-scale analysis to understand the environmental constraints from a drinking water and waste water perspective. This analysis should be subject to further public consultation prior to the adoption of the revised growth forecasts.

Conservation Ontario is supportive of the proposal to extend the Plan horizon from 2041 to 2051, as it aligns with the planning horizon of other provincial plans. Conservation Ontario has concerns with the proposal to change the policies of the plan to remove the prohibition on new mineral aggregate operations, wayside pits and quarries from habitats of endangered species and threatened species within the Natural Heritage System. The proposed amendment does not appear to be consistent with the overall intent of the Natural Heritage Policies of the Growth Plan. Moreover, the proposed amendment also appears to be inconsistent with the direction provided in other Provincial or Federal legislation, regulations or policies (for example, the *Endangered Species Act* and the Provincial Policy Statement). At a minimum, consistency with relevant legislation, regulations or policies should be reinforced through the Growth Plan. Conservation Ontario therefore recommends that the text should be amended to use similar language found within the Provincial Policy Statement, Section 2.1.7. This would also ensure that the proposed changes are in line with existing municipal natural heritage policies.

Finally, Conservation Ontario has no objection to the proposal to change the text of the Growth Plan to permit municipalities to undertake employment area conversions outside of the municipal comprehensive review for lands that are identified as provincially significant employment zones and within major transit station areas. Conservation authorities are supportive of the changes to align the text of the Growth Plan with the Provincial Policy Statement, 2020 including specifying that planning authorities shall engage with Indigenous Communities.

Proposed Land Needs Assessment Methodology for A Place to Grow: Growth Plan for the Greater Golden Horseshoe

The land needs assessment methodology is the process that municipalities must follow to ascertain the amount of land required to accommodate the amount and type of additional housing units and jobs required to meet market demands as well as whether there is a need for a settlement area boundary expansion to do so. It is understood that the proposal recommends using an outcome-based approach to land needs assessment, with the overall goal to streamline land budgeting activities. Conservation Ontario offers the following comments.

The proposed methodology appears to remove the transparency associated with one common method for land needs analysis and replaces it with a high-level outline of land needs assessment concepts. It is recommended that the Province retain a more transparent land needs assessment process that seeks to achieve the objectives of effective growth management including reducing agricultural, rural and natural area land consumption associated with the new, extended 2051 population and employment forecasts.

Natural hazards, natural heritage systems and water resource systems should be considered as part of any land needs assessment since in many cases these features/systems preclude development from taking place. Currently, hazard lands often become “take-outs” when identified and confirmed during later stages of the planning process, which can impact the developable area, proposed build and/or density targets. The COVID-19 pandemic has demonstrated to Ontarians the value of natural/greenspace for physical and mental health, as well as its ability to retain water on the landscape. Therefore, parkland/greenspaces should also be considered as part of the land needs assessment since these areas are essential to the health and well-being of the public and also serve as municipal natural assets.

Thank you for the opportunity to provide comments on the “Proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe” and the “Proposed Land Needs Assessment Methodology for A Place to Grow: Growth Plan for the Greater Golden Horseshoe”. Should you have any questions regarding this submission, please contact me at lrch@conservationontario.ca or 705-716-6174.

Sincerely,



Leslie Rich, RPP
Policy and Planning Liaison

c.c. CA Growth Plan CAOs/GMs



July 31, 2020

Leo Luong
Manager, Water Policy
Environmental Policy Branch
Ministry of Environment, Conservation and Parks
c/o Erinn Lee
waterpolicy@ontario.ca

RE: Updating Ontario's Water Quantity Management Framework (ERO#019-1340)

Thank you for the opportunity to provide comments on the proposal to update Ontario's Water Quantity Management Framework. Conservation Ontario is the network of Ontario's 36 conservation authorities who recognize that water security during times of drought and sustainable water resources overall are vital to a healthy economy. These comments are not intended to limit consideration of comments shared individually by conservation authorities.

As outlined in the "Made in Ontario Environment Plan", the Province has committed to enhancing the ways in which water takings are managed to ensure Ontario has access to sustainable water resources in the face of a changing climate and continued population growth. Conservation Ontario is generally supportive of the proposals included in the *Updating Ontario's Water Quantity Management Framework* proposal paper to ensure water resources are sustainably managed and adequately protected for future generations.

Conservation Ontario offers the following general comments on the four goals outlined in the proposal paper. Additional responses to the specific discussion questions are included in Appendix A.

Goal 1: Establish clear provincial priorities of water use

Conservation Ontario is supportive of the Ministry's proposal to amend the Water Taking and Transfer Regulation (O. Reg. 387/04) to establish clear provincial priorities of water use in regulation. Establishing such priorities will be critical in informing guidelines and protocols for water use / takings in areas subject to drought or water quantity stressed areas, ensuring the demand for essential uses is satisfied, and helping communities adapt to impacts of a changing climate.

Regarding the proposed priorities of water use, Conservation Ontario supports the proposal to identify both the environment and drinking water as the highest priority uses. Although not explicitly stated in the examples provided in the proposal, it is our understanding that water bottling is categorized as an industrial/commercial use in the priorities and not drinking water. With regard to the environment, it is recommended that all water takings, regardless of prioritization, must meet criteria to maintain adequate ecosystem health to ensure that water resources are adequately protected and sustainably used and include future climate change considerations. The protection of natural features, functions and areas, including streams, lakes, wetlands and groundwater resources, is an important tool to ensuring water security, quantity and quality, for future generations.

Conservation Ontario is further supportive of the proposal for the Province to provide guidance on applying the priorities of water use, including ensuring that high priority users are considering water conservation and efficiency practices to effectively manage water use. It is recommended that this guidance speak to the need for proactive approaches in the PTTW process to ensure measures are taken to optimize water supply and increase water use efficiency for all water users. Overall, guidance will provide clarity to water users, and increase transparency associated with the processing and management of water taking applications.

Goal 2: Update our approach to managing water takings in stressed areas

Conservation Ontario is generally supportive of the proposal to amend the Water Taking and Transfer Regulation (O. Reg. 387/04) to add explicit direction for Permit to Take Water Directors to consider, where relevant, the effects of a group of water takings on water availability and aquatic ecosystems within an area. The premise of evaluating cumulative water takings in the context of overall water management is vital to ensuring that water resources are adequately protected for future use. It is recommended that the Province best support the protection of water resources through a watershed management approach which recognizes the integrated nature of hydrological and ecological systems across Ontario, using the watershed or sub-watershed as the area of study. Conservation authorities have considerable expertise in applying a watershed management approach and can partner with the Province, municipalities, and other stakeholders to effectively support this goal.

To assist with considering the effects of a group of water takings on water availability and aquatic ecosystems within an area, it is recommended that Permit to Take Water Directors utilize the information contained in the Approved Drinking Water Source Water Protection Plans developed by Source Protection Authorities/ Source Protection Regions across Ontario, under the *Clean Water Act* (2006). These plans contain valuable source water area (sub watershed basis) assessments with strong science foundations to protect the existing and future drinking water sources. Part of the watershed and sub-watershed scale assessments include water budgets, watershed characterizations, and estimates of permitted and non-permitted water uses for the area; in addition to identifying vulnerable ground water areas (Wellhead Protection Areas-WHPA) and lake intake areas (Intake Protection Zones-IPZ) and potential threats to drinking water sources. PTTW applications should adhere to the current Source Water Protection Director's Technical Rules for assessment under the *Clean Water Act* if in vulnerable areas or SWP IPZ and WHPA zones as per Table 4A & B (Rule 103 & 104).

It should be noted that work completed through the Drinking Water Source Protection program needs to be updated from time to time, to ensure that our water resources are protected and are sustainable through changing factors including growth, development, agricultural use changes (i.e. cash crops vs passive farming) and climate change.

Conservation Ontario suggests that strong consideration for climate change impacts be included in the PTTW application process. Currently, in collaboration with the Ministry of Environment, Conservation and Parks, a Conservation Ontario Climate Change Vulnerability Assessment Tool has been developed and could assist in determining future vulnerabilities pertaining to the permit location.

Other available resources for consideration include the individual Conservation Authority's watershed and sub watershed management plans and technical watershed characterization reports.

In addition to the amendments to O. Reg. 387/04, the Province is proposing to update existing guidance for managing water takings on an area basis. Conservation Ontario is supportive of this action, especially if it is done on a watershed/subwatershed basis, which will assist in improving stakeholder and permit holder

knowledge of cumulative impacts associated with multiple water takings in an area. As drought and low-water declarations are becoming more frequent, particularly due to impacts of climate change, the need for additional guidance for managing water takings in drought conditions is increasingly important. Conservation Ontario is highly supportive of the proposal to develop additional guidance to encourage proactive measures to manage water takings under drought conditions. In addition to guidance materials, it is recommended that guidance be included directly with the permit text to identify proactive measures for water users in conjunction with the Ministry of Natural Resources and Forestry's (MNRF) Low Water Response Program. When updating the existing guidance, the Ministry should consider engaging directly with active and experienced stakeholders from across the Province, such as other ministries (i.e. MNRF), municipalities, conservation authorities, Indigenous communities, locally relevant Federal agencies (e.g. Parks Canada- Trent Severn Waterway) and source protection authorities/regions.

Lastly, with regard to the proposal to amend O. Reg. 387/04 to replace high use watershed maps and policies that apply within high use watersheds, it is recommended that a precautionary approach be taken, perhaps through a time-limited 'transition period' approach, to enable time for the guidance to be completed and implemented. Currently, it is unclear how the proposed actions (developing additional guidance) will replace high use watershed maps, or if the original intent and purpose of the high use watershed maps will be retained through the proposed framework. An option to update as opposed to eliminate the high use watershed maps and policies should be considered.

Goal 3: Making water taking data more accessible

Conservation Ontario is supportive of the proposal to amend the Water Taking and Transfer Regulation (O. Reg. 387/04) and the Environmental Activity Sector Registry – Water Taking Regulation (O. Reg. 63/16) to allow the Ministry to make water taking and monitoring data available to the public. This data is used by municipalities and conservation authorities for a variety of planning activities and studies, as well as may be helpful for proponents in preparing applications for water takings. When finalizing the amendments to the regulations, it is recommended that the Ministry specify timelines by which water quantity data would be published. While the proposal suggests annually, the data would be most useful especially in water stressed areas and during times of low water/drought if it were to be published seasonally (4 times a year).

Goal 4: Give host municipalities input into water bottling decisions

With modification, Conservation Ontario is supportive of the proposal to require water bottling companies to report whether they have support from the host municipality when applying for a new or expanded water taking. Increased consultation with the host municipalities will serve to improve the level of collaboration in the management of water resources. The requested modification is that this not be limited to the host municipality, but also include the affected municipalities. Water sources cross multiple municipalities and impacts from a water taking will not be restricted to the 'host' municipality where the water bottling company is proposing to locate.

It is our understanding from the posting that this requirement "would be in addition to any other requirements or conditions that the ministry might have in deciding whether to issue a Permit to Take Water" and that the Ministry will be undertaking technical analysis necessary for permit approvals that ensure sustainable water management.

Thank you for the opportunity to provide comments on the proposal to update Ontario's Water Quantity Management Framework. Should you have any questions about this letter, please contact myself at extension 223 or Deborah Balika (Source Water Protection Lead) at extension 225.

Sincerely,

A handwritten signature in black ink, appearing to read "Bonnie Fox". The signature is fluid and cursive, with the first name "Bonnie" and the last name "Fox" clearly distinguishable.

Bonnie Fox
Manager, Policy and Planning

cc. All CA CAOs/GMs

Appendix A
Conservation Ontario Responses to Discussion Questions

Discussion Questions	Conservation Ontario Responses
Goal 1: Establish clear provincial priorities of water use	
<p>1. Do you support including priorities of water use in regulation? Why or why not?</p>	<p>Conservation Ontario is supportive of the proposal to include priorities of water use in regulation. Prioritization will be critical in informing guidelines and protocols for water use / takings in areas subject to drought or water quantity stressed areas, ensuring the demand for essential uses is satisfied, and helping communities adapt to impacts of a changing climate.</p> <p>Conservation Ontario supports the proposal to identify both the environment and drinking water as the highest priority uses. The Ministry should consider establishing criteria for maintaining adequate ecosystem health for all water users in regulation.</p>
<p>2. How should priorities of use be applied to water taking decisions? When should it be applied? What process should be followed? Who should be involved? What information should be considered?</p>	<p>Conservation Ontario recommends that priorities of use for water takings should be based on the premise of ecosystem health and source water protection considerations, particularly in areas where water resources are stressed. Clear criteria around the maintenance of adequate ecosystem health should be included in the regulation, supported by updated and detailed guidance for PTTW applicants.</p> <p>Guidelines should address examples relevant to both urban and rural watersheds/subwatersheds with consideration to Indigenous communities.</p> <p>When applying priorities of water use, consideration should be given to potential direct or cumulative environmental impacts associated with a proposed water taking. It would be a best practice to further ensure that lower priority uses are not permitted should they directly impact highest priority uses.</p> <p>A number of resources are available which should be considered when making water taking decisions. Drinking water source protection water budget and stress assessment results can be used to inform water management decisions being made by the Province, as they identify current and projected future water takings in each watershed or sub-watershed in Ontario to evaluate the vulnerability of municipal drinking water supplies.</p> <p>Additionally, the Province may consider incorporating provincial climate change risk assessment tools, such as the Conservation Ontario Climate Change Vulnerability Assessment Tool and/or local Conservation Authority studies/technical reports to identify additional stressors on vulnerable Drinking Water Source Water.</p> <p>During this process, it is recommended that the Ministry engage with Indigenous communities, other provincial ministries (MNR, OMAFRA),</p>

	<p>municipalities, conservation authorities, the Ontario Low Water Response Program, PTTW applicants / permit holders and other interested stakeholders. Localized Federal agencies such as Parks Canada should be consulted in areas pertaining to the Trent Severn Water Way and Rideau Canal System.</p>
<p>3. Municipal drinking water supply is proposed as a highest priority use. What municipal drinking water needs should be considered a priority (e.g., current, planned growth, longer-term growth)?</p>	<p>Conservation Ontario recommends that planned growth and longer-term growth should be considered priorities, unless there are areas where the current municipal supply does not meet the current demand. Longer-term growth projections should be used to determine the sustainability of available water resources to ensure a sufficient supply to service current populations as well as planned and longer-term growth.</p> <p>To ensure both planned and longer-term growth are considered, it is recommended that the water taking permitting process and priority of uses should be embedded into the planning process to avoid PTTW applications in areas with limited water supplies or pre-existing higher priority uses.</p> <p>In addition to municipal drinking water needs, it is recommended that this framework prioritize longer-term drinking water needs of Indigenous communities, long-term care homes, daycare centers, trailer parks, and hospitals; and users of non-municipal/private drinking water systems which include, in some areas, agricultural practices.</p>
<p>Goal 2: Update our approach to managing water takings in stressed areas</p>	
<p>1. Under what circumstances should the ministry consider assessing and managing water takings on an area basis?</p>	<p>Conservation Ontario recommends the following circumstances where the Ministry should consider assessing and managing water takings on an area basis:</p> <ul style="list-style-type: none"> • The proposed taking is located in areas (watershed/sub-watershed) that are water quantity / quality stressed, or drought-susceptible areas. The identification of stressed sub-watersheds included in Drinking Water Source Protection Assessment Reports will be useful tools for the Ministry in this regard; • Areas where significant down-gradient takings currently exist, or where existing studies demonstrate cumulative impacts within the sub-watershed/watershed; • Areas where provincial or local climate risk assessment results indicate potential moderate or significant climate change impacts; • Areas in vulnerable areas or SWP IPZ and WHPA zones. See Table 4A & B (Rule 103 & 104) in the Director's Technical Rules in the <i>Clean Water Act</i> (2006). • Areas where the Province has been aware of concerns by private drinking water supply owners regarding reduced water supply; and • Areas where additional water takings would impact existing users and the environment.

	<p>Ideally, it is recommended the Ministry consider working towards the goal of assessing and managing water takings on a watershed/ subwatershed area basis under <u>all</u> circumstances and begin this assessment at the receipt of the permit application.</p>
<p>2. What suggestions do you have for the process of assessing and developing a strategy to manage water takings on an area basis? For example, how should local water users, stakeholders, and Indigenous communities be engaged?</p>	<p>As a first step, it is recommended that the Ministry determine the area basis for the strategy, with the watershed or sub-watershed as the recommended unit of area. Water management is most effective when based on the watershed or subwatershed scale rather than geopolitical boundaries such as towns, municipalities and cities.</p> <p>Once the area basis has been defined, it is recommended that the area surface and groundwater resources be assessed for capacity, and an assessment of currently active permits be undertaken to develop an understanding of current water-taking needs. Drinking Water Source Protection Water Budget and Stress Assessment results should be incorporated in this assessment, along with Climate Change Vulnerability risk assessments and data from the Ontario Low Water Response program.</p> <p>Following these assessments, it is recommended that the Ministry engage stakeholders in discussion on the managed areas' present capacity and requirement thresholds and what the maximum sustainable water use may be.</p> <p>It is recommended that the Ministry identify and engage with key stakeholders early in the process. These stakeholders may include: Indigenous communities (individual communities and collective Treaty Nations), other provincial ministries (MNRF, OMAFRA), municipalities, conservation authorities, source protection authorities/regions, the Ontario Low Water Response Program PTTW applicants / permit holders and other interested stakeholders. Engagement sessions are recommended as useful forums for discussion and collaborative decision making, however regular communication should exist outside of these sessions to ensure stakeholder groups remain engaged through the process of developing the strategy.</p> <p>Lastly, it is recommended that the Ministry consider the 2010 Watershed Management Framework <i>Integrated Watershed Management: Navigating Ontario's Future</i>, prepared by Conservation Ontario, in partnership with the Ministry of Natural Resources and the Ministry of the Environment. The Framework outlines planning direction for water management while supporting sustainable resource and environmental management and recognizing the need to consider long-term cumulative impacts.</p>
<p>3. How can the province help water users be more prepared for drought?</p>	<p>To help users be better prepared for drought scenarios, the Province should invest in outreach and education for water users, outlining when droughts may be taking place, what to expect under various drought scenarios in their area, and the importance of water</p>

	<p>conservation during these scenarios (including identifying water storage options when water is more available to assist with drought scenarios and establishing contingency plans for such scenarios). Education and outreach materials may include: plain language descriptions and visualizations of localized climate change impacts, promotion of Low Impact Development measures, opportunities to transition to higher-efficiency water use practices, details of the Low Water Response program, and climate change vulnerability assessment tool use, adaptation and mitigation measures.</p> <p>Re-establish the Low Water Response funding for conservation authorities to re-start the on the ground conversations with various users. Ongoing active local participation requires stable funding.</p>
Goal 3: Making water taking data more accessible	
1. Is there any water quantity and monitoring information reported to the ministry that should not be made publicly available? If so, why?	Conservation Ontario recommends that water quantity and monitoring information subject to FIPPA and MFIPPA should remain private and confidential. All remaining information should be made publicly available.
2. Would the proposed online resource be helpful to you? Why or why not? Are there other mechanisms for sharing this information that would be helpful to you?	<p>The proposed online resource would be useful for conservation authorities. Such a resource could provide a more timely process for conservation authorities and other agencies to access new and existing data related to reported water takings. It would be useful for local planning processes including land use, low water, and watershed.</p> <p>The data would be most useful especially in water stressed areas and during times of low water/drought if updates were to be published as soon as they become available.</p> <p>It would be helpful if any online resource developed by the Province celebrated partnerships and agreements with conservation authorities in water resources management.</p>
3. What data would you like to see included in the online resource?	<p>Conservation Ontario recommends that the following data be included in the online resource:</p> <ul style="list-style-type: none"> • All data and information pertaining to the permit (permitted taking volumes, water source, location of water taking, company name and address, expiration date of permit, permitted duration of taking, water quantity volume taken, groundwater levels, surface flows and levels, temperature, rainfall data and products, etc.); • PTTW technical studies; • Monitoring reports associated with the PTTW; • Monthly recorded water takings by source (surface water or groundwater); • Historical water taking data; • Identification of water quantity stressed areas and other vulnerable areas; and,

	<ul style="list-style-type: none"> Climate change risk assessments, including climate data trend analyses and level of risks. <p>Links should be provided to existing online resources of water resources data for sustainable water management. For example, most stream flow and water level data is currently available on-line in near-real time. It is available through various sources such as Environment Canada (Water Flow and Level Monitoring program) and some conservation authorities.</p>
4. How would you like to see water quantity data presented? What are the most useful formats (e.g. maps with embedded information, reports, tables, story pages)?	<p>Both tabular and spatial information and reports/studies would be useful to conservation authorities. Having the ability to perform a spatial query would be useful for accessing information for a certain location, and would allow agency stakeholders to assess permits and areas for watershed management purposes.</p> <p>Conservation Ontario is supportive of the suggestion to use story maps and maps with embedded information as visual tools for outreach and education with the general public.</p>
5. What water resources information and guidance would you like to see made available to the public?	<p>Conservation Ontario supports the Province's plans to share knowledge and build water literacy in Ontario. For members of the public, it is recommended that the Province develop resources which promote an understanding of the water cycle, including information on how water takings may impact or maintain this cycle. Conservation Ontario's website has existing resources which could be referenced and built upon.</p> <p>Additionally, the value of partnerships should be promoted and links should be provided to existing online resources of water resources data and information to ensure all data relevant to sustainable water management is accessible to stakeholders and the public in a centralized online location.</p>
Goal 4: Give host municipalities input into water bottling decisions	
1. Do you support the proposal to require water bottling companies to seek support from their host municipality when applying for a Permit to Take Water? Why or why not?	<p>Conservation Ontario is supportive of the proposal to require water bottling companies to seek support from their host municipality when applying for a Permit to Take Water. This approach will allow municipalities to review long-term growth plans and determine if the proposed 100% consumptive water taking would interfere with municipal plans for longer-term growth. Additionally, support should be obtained from affected municipalities that share the source water.</p> <p>A rationale should be provided in guidance materials to explain why water bottling applications for water takings that are less than 379,000 litres per day are proposed to be excluded from this requirement. Additionally, the Province should consider whether this threshold should be different in stressed areas.</p>

Ministry of Natural
Resources and Forestry

Office of the Minister

Room 6630, Whitney Block
99 Wellesley Street West
Toronto ON M7A 1W3
Tel: 416-314-2301

Ministère des Richesses
naturelles et des Forêts

Bureau du ministre

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Toronto (Ontario) M7A 1W3
Tél.: 416-314-2301



AUG 11 2020

354-2020-1243

Mr. Wayne Emmerson
Chair
Conservation Ontario
chair@conservationontario.ca

Dear Mr. Emmerson:

Wayne

Thank you for providing me with an update on Conservation Ontario's Client Service and Streamlining Initiative. I am pleased to see the progress and success since its launch.

As you are aware, Ontario has committed to modernizing the regulations under the *Conservation Authorities Act* to focus conservation authorities on their core mandate of protecting people and property from flooding and other natural hazards following recommendations from the Special Advisor on Flooding's Report, and also in support of the government's Housing Supply Action Plan.

This work, along with the success of the Client Service and Streamlining Initiative, complements the broader work led by the Ministry of the Environment, Conservation and Parks (MECP). Both my ministry and the MECP are working together to define the conservation authorities mandatory natural hazard management program; ensure that other recent changes to the Act increase transparency; and help to focus conservation authorities' ability to deliver on their core mandate.

As proposals for new changes are developed, I assure you that opportunities for further consultation will be available for stakeholders to provide their feedback. I look forward to continuing to work together to protect people, property and communities from flooding and other natural hazards.

Thank you again for writing.

Sincerely,

[Signature]

John Yakabuski
Minister of Natural Resources and Forestry

- c. The Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks
The Honourable Steve Clark, Ministry of Municipal Affairs and Housing
Kim Gavine, General Manager, Conservation Ontario



August 17, 2020

Anne Cameron
Ministry of the Environment, Conservation and Parks
Environmental Assessment and Permissions Division
135 St. Clair Avenue West
Toronto, ON
M4V 1P5

RE: Environmental assessment modernization: amendment proposals for Class Environmental Assessments (ERO#019-1712) and the Proposed Major Amendments to the Class Environmental Assessment for Remedial Flood and Erosion Control Projects (2020)

Dear Ms. Cameron,

Thank you for the opportunity to provide comments on the proposed major amendments to the Class Environmental Assessment for Remedial Flood and Erosion Control projects. Conservation Ontario is the network of Ontario's 36 conservation authorities (CAs), who are the sole proponents of this Class EA. Conservation Ontario has managed the *Class Environmental Assessment for Remedial Flood and Erosion Control Projects* (Class EA) since 1993. The Class EA establishes a planning and approval process for a variety of remedial flood and erosion control projects that may be carried out by CAs. The Class EA sets out procedures and environmental planning principles for CAs to follow to plan, design, evaluate, implement and monitor remedial flood and erosion control projects so that environmental effects are considered as required through the Ontario *Environmental Assessment Act*.

Over the past year, Conservation Ontario has worked with the Ministry of the Environment, Conservation and Parks (MECP) to prepare proposed amendments to the Class EA. The proposed amendments focus on aligning the level of assessment with the environmental risk of the project, clarifying Class EA requirements for proponents, and a number of administrative updates required for the document. As part of the major amendment proposal process, the MECP committed to coordinating the posting of all Class Environmental Assessment amendment proposals to the Environmental Registry for public and agency review.

On April 23, 2020 Conservation Ontario's Board of Directors passed the following resolution at their meeting:

WHEREAS the Province has committed to modernizing Ontario's environmental assessment process within the draft "Made-in-Ontario Environment Plan"; and,

WHEREAS the Province has amended the Environmental Assessment Act to allow a class environmental assessment, as it is approved or amended, to identify one or more undertakings within the class which would be exempt from the requirements of the Environmental Assessment Act; and,

WHEREAS the Ministry of the Environment, Conservation and Parks has been working with Conservation Ontario and other holders of Class Environmental Assessments to bring forward

amendments to their respective Class EAs in support of the Province's commitment to modernize the environmental assessment process; and,

WHEREAS members of Conservation Ontario Council had approved the proposed major amendments to the "Class EA for Remedial Flood and Erosion Control Projects" at the September 2019 Council meeting;

THEREFORE BE IT RESOLVED THAT Conservation Ontario Council endorses the final proposed amendments to the "Class Environmental Assessment for Remedial Flood and Erosion Control Projects" and acknowledges that these amendments are to be posted to the Environmental Registry by the Ministry of the Environment, Conservation and Parks for public and agency review.

It is noted that the amendment proposal table currently posted to the Environmental Registry for public and agency review does not reflect the most recently submitted amendments that were approved by Conservation Ontario's Board of Directors. This error has been flagged with MECP staff who have committed to working with Conservation Ontario to ensure the proposed amendments endorsed by the Conservation Ontario Board of Directors in April 2020 are considered when finalizing the Class EA for Ministerial approval. The most recent Board-approved table of amendments has been attached to this letter for reference, which includes MECP additions for proposed amendments regarding the Class EA Amending Procedure and Part II Order Requests. **The proposed amendments, as outlined in the attached table, are the amendments that Conservation Ontario supports.**

Conservation Ontario would like to thank the Ministry for providing this opportunity to propose major amendments to the Class Environmental Assessment for Remedial Flood and Erosion Control Projects. We look forward to continuing to work with the MECP to finalize the proposed amendments consistent with the Conservation Ontario Board-approved table and as necessarily amended to address any additional comments received through the public consultation. Conservation Ontario further looks forward to providing ongoing input on matters related to modernizing Ontario's environmental assessment program. Should you have any questions regarding this letter, please contact myself at extension 229 or via email at nfischer@conservationontario.ca.

Sincerely,



Nicholas Fischer
Policy and Planning Officer

cc. All CA CAOs/GMs
Annamaria Cross, Director, EA Modernization, Ministry of the Environment, Conservation and Parks

1 ATTACH: Conservation Ontario - Class EA for Remedial Flood and Erosion Control Projects – Final Proposed Amendments (Table), April 23, 2020

Conservation Ontario – Class Environmental Assessment for Remedial Flood and Erosion Control Projects – Final Proposed Amendments
(Table)

(Additional amendments submitted to the MECP on April 3, 2020; Approved by Conservation Ontario’s Board of Directors on April 23, 2020)

Amendm ent Number	Section # or Text	Relevant Current Text	Proposed Amendment	Rationale
1	1.2.4	Table 1 Conservation Authority Policy Categories	<p>It is proposed that this table be updated to reflect the wording used for activities exempt through O.Reg 334 under the <i>Environmental Assessment Act</i>. As per the Ministry’s comments on the past five-year review of the Class EA, the table will be updated to properly reflect exemptions for activities under O. Reg 334 (i.e. “plan input and review”, “conservation authority regulations”, and “stormwater management review” will be removed from the table, as they are not subject to the EAA).</p> <p>Further, the table has been updated to clearly set out the status of various activities undertaken by CAs under the <i>EAA</i> (i.e. whether an activity proceeds with a Class EA, individual EA, or is exempt from EA requirements). The redesigned table clearly lists out the status of all activities under Section 8 of Regulation 334 (General), as well as the status of activities under the <i>EAA</i>. This update will clearly set out how projects may proceed for CA proponents.</p>	This update is largely administrative in nature to bring this table in line with the wording used in the exemption regulation. The proposal to remove certain undertakings from this table to be placed in the new category of exempt undertakings aligns with the amendment proposal below to update cost thresholds for certain activities which have not been updated since the regulation was introduced.

2	N/A	N/A	<p>A new Section of the Class EA is proposed (following current <i>Need for Remedial Flood and Erosion Control Projects</i>) which details a list of exempt undertakings which would not be subject to the planning and design process of the Class EA. The new Section (Section 2.3 Exempt Undertakings within the Class) includes an introduction which outlines the rationale for these exemptions and a full list of these exempt undertakings. A centralized location for all exemptions under this Class will clarify project requirements for proponents. All subsequent Section Numbers will be updated to reflect this change.</p> <p>Undertakings included in this category are either currently exempt through the Class EA, represent minor amendments to exemptions included in Regulation 334, or low risk activities with little to no potential for adverse environmental effects. Two activities included in this category (“Conservation Services” and “Development of Conservation Areas and Campgrounds”), currently have exemptions under Regulation 334 with associated cost thresholds for the works. Both these activities have been written into the new Section 2.3 with the associated cost thresholds removed. The activity which is not currently exempt (installation of safety measures) is similar to the exemption for this activity under the Municipal Class EA (MCEA). Activities in this category would:</p> <ul style="list-style-type: none"> • Not be subject to the planning and design process of the Class EA • Not be subject to public notice or consultation requirements • Not require a submission to the Director of the EAPB 	<p>Currently Exempt in the Class EA</p> <p>Operation of a Structure or Facility: Move this exempt activity from Section 8.0 to the proposed new section which outlines exempt activities (currently exempt, re-arranging the Class EA).</p> <p>Maintenance of a Structure or Facility: Move this exempt activity from Section 8.0 to the proposed new section which outlines exempt activities (currently exempt, re-arranging the Class EA). (See Amendment 6 below for proposed updates to the definition of “maintenance”).</p> <p>Retirement of a Structure or Facility: Move this exempt activity from Section 8.0 to the proposed new section which outlines exempt activities (currently exempt, re-arranging the Class EA).</p> <p>Exempt through O. Reg 334</p> <p>Reforestation and woodlot management: Activity currently exempt through O. Reg 334 under the Environmental Assessment Act. These activities may be undertaken by conservation authority staff as part of remedial flood and erosion control works.</p> <p>Conservation Services: Activity currently exempt through O. Reg 334 under the Environmental Assessment Act when works are carried out under an agreement with a</p>
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		<p>Aside from the removal of cost thresholds, the other significant amendment is the result of the change to the definition of “maintenance” (amendment 6). Footnote 1 has been inserted to address maintenance activities for CA owned and/or operated dams.</p> <p>Final text for this category: Section 15.3 of the <i>EAA</i> states that a class EA may provide that the <i>EAA</i> does not apply with respect to one or more undertakings within the class, and that such undertakings are exempt from the <i>EAA</i>. The undertakings listed in this section are exempt from the <i>EAA</i>, for the purposes of section 15.3, and are not subject to the planning and design process outlined in Section 3.1 of this Class EA.</p> <p>The undertakings within this section are generally: 1) limited in scale, 2) have a low potential for net negative <i>environmental effects</i>, 3) routine activities related to the <i>operation and maintenance</i> of structures and facilities, and/or 4) have minimal impacts of matters of Provincial importance (see Section ##). The activities included in this section may be undertaken by proponents as part of remedial flood and erosion control works.</p> <p>Terms which are italicized font have particular meanings within the context of this Class EA Document. <i>Proponents</i> should refer to the Glossary (Appendix J) to accurately distinguish project descriptions.</p> <p>Pursuant to section 15.3 of the <i>EAA</i>, the <i>EAA</i> does not apply to the following undertakings within this Class EA:</p>	<p>private landowner, with a cost threshold of \$50,000.</p> <p>CAs have been undertaking a substantial amount of work to protect private properties where the individual projects are localized and generally impact a small number of residents only. During these EAs, there is rarely interest at community meetings from non-impacted residents. Landowners in these instances wouldn't be subject to the EA process if they undertook remedial work themselves, and municipalities generally complete this work without undertaking an EA. This type of work isn't covered under the MCEA clearly. It is proposed that Conservation Services works (as defined in O.Reg 334) be exempt under this Class EA with no cost threshold since the works would be carried out under an agreement with a private landowner on privately owned property.</p> <p>The definition of conservation services from the regulation will be incorporated into Appendix J: Glossary of Terms.</p> <p>Floodproofing: Activity currently exempt through O. Reg 334 under the Environmental Assessment Act. These activities may be undertaken by conservation authority staff as part of remedial flood and erosion control works. The definition of floodproofing from the regulation will be incorporated into Appendix J: Glossary of Terms.</p>
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			<ol style="list-style-type: none"> 1. <i>Operation</i> of a structure or facility 2. <i>Maintenance</i>^{1,2} of a structure or facility 3. <i>Retirement</i> of a structure or facility³ 4. <i>Conservation Services</i> where projects are undertaken through an agreement with a private landowner 5. Development of conservation areas and campgrounds 6. Installation of public safety devices around <i>flood</i> and <i>erosion</i> control infrastructure (e.g. safety booms, warning buoys, fencing and signage). 	<p>Development of Conservation Areas and Campgrounds: Activity currently exempt through O. Reg 334 under the Environmental Assessment Act with a cost threshold of \$1,000,000. This exemption will also remove the cost threshold from this activity.</p> <p style="text-align: center;">Additional Proposed Exemptions</p> <p>Installation of public safety devices around flood and erosion control infrastructure (e.g. safety booms, warning buoys, fencing and signage): Installation of these public safety measures are routine and pose little to no environmental risk. The proposed amendment would align with the MCEA exemption for: Installation of safety projects (e.g. lighting including “high mast”, grooving, glare screens, safety barriers, energy attenuators) under Schedule A.</p>
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Amendm ent Number	Section # or Text	Relevant Current Text	Proposed Amendment	Rationale
3	3.2.4	Selection of a Preferred Conservation Authority Program Option	It is proposed to add a fifth potential “preferred program option” under this section with respect to the new category of exempt undertakings. The fifth program option reads: “The Conservation Authority may determine that the action needed is a remedial <i>flood</i> and/or <i>erosion</i> control measure which can be achieved through employing one or more of the exempt undertakings as defined in Section 2.3 of this Class EA. In such a case, the <i>proponent</i> may proceed with the undertaking and will not be subject to the planning and design process of this Class EA”	Although a new category of exempt undertakings is proposed, the proponent may still need to address the initial stages of the Planning and Design process as outlined in Section 3.0 (specifically, 3.1.1 Problem Identification, 3.1.2 Preliminary Site Analysis and 3.1.3 Evaluation of Possible Conservation Authority Options). There is a need to identify the exempt undertakings as a potential program option for proponents so they are aware of process requirements going forward.
4	3.6	"The evaluation of impacts should include evaluation of both temporary impacts during construction of the undertaking, and permanent impacts due to operation and maintenance of the undertaking after construction."	Before last sentence in this paragraph add "This may include considering construction access routes, requirements for heavy equipment access for on-going maintenance of the structure, and long-term recreational trail opportunities with the municipality or landowner."	Remedial flood and erosion control projects often require heavy equipment access to construct the project, and this provides an opportunity to also advance trail connections and recreational opportunities when considering long-term maintenance and access requirements. An access route for construction only may not consider ideal alignments/grading to the same degree as a trail, but it would be advantageous to modify these temporary access routes to avoid further disturbance in the area if it already known a trail initiative is planned. The proposed amendment is to provide clarity/additional detail to the Class EA, and encourage project proponents to consider the applicability of these access routes for long-term recreational trail opportunities, maintenance or construction access needs. This amendment does not remove the need

Amendm ent Number	Section # or Text	Relevant Current Text	Proposed Amendment	Rationale
				for municipalities to undertake their own MCEA, or other EA requirements.
5	8.0	Operation, Maintenance or Retirement	<p>Operation, maintenance and retirement activities as outlined in Section 8.0 are to be moved to the proposed new category of exempt undertakings (above). Definitions for these three terms will be removed from this section and added into Appendix J – Glossary of Terms. The definitions are proposed to include all relevant text currently included in Section 8.0 to clarify the exemption and outline any additional requirements for proponents.</p> <p>In order to provide clarity to proponents, some aspects of Section 8.0 (re: retirement) will remain. Retirement activities which only involve the relinquishment of rights, such as operating and maintenance responsibilities, or those for structures built prior to the establishment of the EAA will be exempt under the proposed Section 2.3 (Exempt Undertakings within the Class).</p> <p>Final Text – Section 8.0 Retirement</p> <p>Section 2.3 of this Class EA provides that <i>Retirement</i> of a structure or facility, as defined in Appendix #, is an exempt undertaking within the Class.</p> <p>"Retirement" refers to a situation in which the purpose or use of a structural or capital work as approved under this Class EA or its predecessor is no longer necessary and its operation is cancelled.</p> <p><i>Retirement</i> of activities which only involve relinquishment of rights, such as operating or</p>	<p>Under Section 8.0 of the Class EA, "operation" and "maintenance" activities (as defined in the Class EA) are considered to be a "part of the approved project" and are "not independently subject to the planning and design process of this Class EA" (Pg. 43). Therefore, this amendment is largely administrative in nature as these activities currently have exemptions under this Class EA.</p> <p>Under Section 8.0, "retirement" of activities which only involve the relinquishment of rights, such as operation or maintenance responsibilities, can process without following the planning and design process of the Class EA (where the second party continues to operate and maintain the structure or facility in the same fashion as in the past).</p> <p>It is proposed that exemptions related to operation, maintenance and retirements activities be incorporated in the proposed new exempt category of projects (above) to streamline the Class EA and provide proponents with a single location which identifies exempt undertakings.</p>

Amendment Number	Section # or Text	Relevant Current Text	Proposed Amendment	Rationale
			<p><i>maintenance</i> responsibilities, or that undertaken for structures built prior to the establishment of the <i>Environmental Assessment Act</i>, are exempt from the <i>EAA</i> under Section 2.3 of this Class EA and are not subject to the planning and design process of the Class EA, provided that the party assuming responsibility undertakes to continue to operate and maintain the structure or facility in the same fashion as in the past (i.e., the activities fall within the definition of <i>operations/maintenance</i>). Where a change in <i>operation</i> or <i>maintenance</i> is anticipated by the second party, the transfer shall not be made unless the second party meets all necessary requirements under the <i>EAA</i>.</p> <p>Some <i>retirement</i> activities may involve the demolition of a structure or a change in the purpose, use, capacity or location of a structure which could result in potentially significant <i>environmental effects</i>. Such <i>retirement</i> activities shall be planned in accordance with the planning and design process.</p>	
6	8.0	The term "maintenance" refers to the upkeep, repair and the replacement and/or upgrading of a structure, or its performance where the objective, and application remain unchanged, and the volume, size or	Maintenance activities are proposed to be exempt from this Class EA (see amendments 5 and 2 for more details). The definition of maintenance currently included in this section will be incorporated into the definition in Appendix J. Further, this definition will be amended to clarify that the following text and restrictions only apply to maintenance activities planned for CA owned and/or operated dams: "the volume, size or capability of the structure does not change from that approved for the undertaking under this Class EA or its predecessor." This clarification is in response to a technical review from	Erosion and flood control structures are under immense pressure due to climate change related impacts. Long-term asset management plans and resiliency should allow for a more flexible approach as erosion may become a problem just upstream or downstream of a historic or recently built structure. Undertaking maintenance works to prevent structural collapse would be beneficial and using the word volume/size contradicts the flexibility inherent in the first sentence where the objective and application remain

Amendment Number	Section # or Text	Relevant Current Text	Proposed Amendment	Rationale
		capability of the structure does not change from that approved for the undertaking under this Class EA or its predecessor. In this case, maintenance is considered to be a part of the approved project and is not independently subject to the planning and design process of this Class EA.	<p>MECP, whereby staff noted maintenance to dams which increases size or volume could have negative impacts on fish habitat.</p> <p>The updated definition for “maintenance” will read: "Refers to the upkeep, repair, and the replacement and/or upgrading of a structure, or its performance where the objective and application remain unchanged.</p> <p>Where the structure in question is a CA owned and/or operated dam, maintenance refers to the upkeep, repair, replacement and/or upgrading of a structure, or its performance where the objective, and application remain unchanged, and the volume, size or capability of the structure does not change from that approved for the undertaking under this Class EA or its predecessor.</p> <p>Conservation Authorities shall endeavour to review all opportunities for incorporating environmental enhancements as part of project maintenance activities (e.g. using materials of equal or better properties, etc.)."</p>	unchanged. For example, constructing a 50-metre revetment to protect a park trail from streambank erosion is a commonly planned project. If erosion issues 2 years after construction were found just upstream of the structure and spanned 5-10 meters it would be beneficial to extend the treatment for the same objective/application, but this would also be a size/volume increase.
7	Throughout document	Text throughout document	<p>Minor amendments have been made throughout the Class EA to:</p> <ul style="list-style-type: none"> Change all references from “Aboriginal” to “Indigenous” (except when referring to Aboriginal or treaty rights); 	Minor administrative amendments necessary to update various naming conventions and acronyms, correct administrative inaccuracies, and provide clarification for proponents.

Amendment Number	Section # or Text	Relevant Current Text	Proposed Amendment	Rationale
			<ul style="list-style-type: none"> Update references to all government bodies and agencies; Italicize terms which have a corresponding definition in Appendix J; Update definitions to ensure consistency with how terms are defined in the general regulation. 	
8	N/A	Text throughout document	<p>Proposed Text—Notification</p> <p>Notification sections should be updated to advise proponents that they must submit any required notices to the following email addresses:</p> <ol style="list-style-type: none"> Generic Class EA email address: ClassEAnotices@ontario.ca <p>and</p> <ol style="list-style-type: none"> The Regional Class EA email address: <p>Central Region: eanotification.cregion@ontario.ca</p> <p>Eastern Region: eanotification.eregion@ontario.ca</p> <p>Northern Region: eanotification.nregion@ontario.ca</p> <p>South West Region: eanotification.swregion@ontario.ca</p> <p>West Central Region: eanotification.wcregion@ontario.ca</p>	
9	11.0	The purpose of the amending procedure is to allow for modifications to the approved Class EA after experience	MECP to provide standardized wording for this section.	MECP is proposing an amendment to standardize language for amending procedures across all Class EAs.

Amendm ent Number	Section # or Text	Relevant Current Text	Proposed Amendment	Rationale
		<p>with its application has been gained. The types of amendments include major or minor amendments to the Class EA. The type of amendment procedure to be used is dependent on the nature of the amendments. CO, the MOECP or any other government ministries and agencies, members of the public, Aboriginal Indigenous Communities and organizations, and other interested persons or organization, who feels that an amendment to the Class EA should be made, will bring the particular concern to the attention of the Minister of the Environment (for</p>		

Amendm ent Number	Section # or Text	Relevant Current Text	Proposed Amendment	Rationale
		major amendments) or the Director of the EAB (for minor amendments). In doing so, they shall set out the specific concern, the reason for that concern, and the proposed change. An outside party should consult with CO before submitting a proposed amendment, and should also provide CO with a copy of the proposed amendment.		
10	7.0	It is recognized that the planning and design process, as outlined, is one which allows for concerns to be identified and resolved through the course of the project's planning. In some circumstances, however, it is possible that issues may be raised during	MECP to provide standardized wording for this section.	MECP is proposing an amendment to standardize language for Part II Orders across all Class EAs.

Amendment Number	Section # or Text	Relevant Current Text	Proposed Amendment	Rationale
		<p>public review of a project that cannot be easily accommodated. In cases where concerns are raised it is the Conservation Authority's obligation, as proponent, to use all reasonable means available to them to resolve these concerns. In circumstances where interested persons, Aboriginal Indigenous Communities, or government agencies feel that these efforts have not been made, they may seek to have the proposed undertaking made subject to a more rigorous planning, design and documentation procedure. In the case of an</p>		

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		<p>undertaking for which a PP was prepared for example, a Conservation Authority may volunteer to prepare an ESR to address the concerns of the public/agencies.</p> <p>The Part II Order is the legal mechanism whereby the status of an undertaking can be elevated from an undertaking within a Class EA to an Individual Environmental Assessment. According to section 16 of the EAA, the Minister of the Environment or delegate may by order require a proponent to comply with Part II of the EAA before proceeding with a proposed undertaking to</p>		

Amendment Number	Section # or Text	Relevant Current Text	Proposed Amendment	Rationale
		<p>which a Class EA would otherwise apply. It is the responsibility of the Conservation Authority to advise the public of their right to request a Part II Order in public notifications (see Appendix E). Any interested persons, Aboriginal Indigenous Community, or government agency may request the Minister of the Environment or delegate to issue a Part II Order within the public review period for a PP, ESR or an Addendum.</p>		

**Ministry of the Environment,
Conservation and Parks**

Office of the Minister

777 Bay Street, 5th Floor
Toronto ON M7A 2J3
Tel.: 416-314-6790

**Ministère de l'Environnement,
de la Protection de la nature et des
Parcs**

Bureau du ministre

777, rue Bay, 5^e étage
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Tél. : 416.314.6790



September 10, 2020

TO: Conservation Authorities as listed in the attached **Schedule “A”**

SUBJECT: Amendment to the Minister’s Direction for Conservation Authorities during the COVID-19 Outbreak

On March 26, 2020, I issued a Minister’s Direction (“**Direction**”) pursuant to subsection 19.1 (7) of the *Conservation Authorities Act* that applied to all conservation authorities in Ontario, listed in **Schedule “A”** as attached. The Direction enabled conservation authorities to convene a meeting electronically in order to make the necessary amendments to their administrative by-laws to deal with both provincial and municipal emergencies. It identified the minimum areas where the by-laws should be amended, in the manner deemed appropriate by the CA, to make provision for emergency situations (e.g., electronic participation in meetings and hearings and achieving quorum while participating electronically). The Direction also identified that each conservation authority, depending on their individual by-laws, may identify the need to make other necessary amendments to respond to emergencies.

It has come to my attention that certain conservation authorities amended their by-laws to allow virtual meetings only during declared emergencies. Now that the provincially declared state of emergency has ended and municipally declared state of emergencies have or may end, conservation authorities may be prevented from continuing to be able to meet virtually. As such, I am amending the Direction that I issued on March 26, 2020 to remove this barrier. I am directing the conservation authorities listed in Schedule “A” to meet virtually for the purpose of reviewing and amending their by-laws, as applicable, to allow for members of a conservation authority to participate electronically in meetings when it is deemed appropriate by the conservation authority to do so. For greater certainty, the other provisions of the Direction continue to apply.

Effective Date

This amendment to the March 26, 2020 Direction is effective immediately. If it is in the public interest to do so, I will provide further direction or clarification at a later date related to the matters set out in this Direction.

If you have any questions related to this Direction, please contact:

Chloe Stuart
Assistant Deputy Minister, Land and Water Division
Ministry of the Environment, Conservation and Parks
Robinson PI South Tower, 6th Floor
300 Water Street
Peterborough, ON, K9J 3C7
(705) 755-5341
chloe.stuart@ontario.ca

To learn more about how the province continues to protect Ontarians from COVID-19, please visit www.ontario.ca/coronavirus.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeff Yurek', with a stylized, flowing script.

Jeff Yurek
Minister of the Environment, Conservation and Parks

c: Steve Clark, Minister of Municipal Affairs and Housing
John Yakabuski, Minister of Natural Resources and Forestry
Kim Gavine, General Manager, Conservation Ontario

SCHEDULE “A” CONSERVATION AUTHORITIES

Ausable Bayfield CA

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Ian Wilcox
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From: [EA Modernization \(MECP\)](#)
To: [EA Modernization \(MECP\)](#)
Subject: Notice of a proposal regarding the types of projects subject to requirements for a comprehensive environmental assessment under the Environmental Assessment Act
Date: September 11, 2020 8:16:00 PM

Hello,

The Government of Ontario is committed to modernizing its almost 50-year old environmental assessment program by proposing sensible, practical changes that would ensure strong environmental oversight while reducing delays on infrastructure projects that matter most to Ontario communities.

A modernized environmental assessment program will help communities bounce back from the COVID-19 outbreak by ensuring municipalities and other proponents have more certainty, enabling the creation of jobs and allowing key infrastructure to be built faster, while maintaining strong environmental protections.

The vision of a modernized Environmental Assessment Program was set out in a discussion paper titled, “Modernizing Ontario’s Environmental Assessment Program”, which the Ministry of the Environment, Conservation and Parks (MECP) consulted on in April 2019. It was also referenced as a key commitment in the government’s 2018 Made-in-Ontario Environment Plan.

Amendments to the Environmental Assessment Act (EAA) were passed in the legislature on July 21, 2020 as part of the COVID-19 Economic Recovery Act, 2020. We are now taking the next steps by seeking input on a proposed list of projects that will be subject to Comprehensive Environmental Assessment requirements. This Project List will be set out in a regulation.

If this regulation is made, and the corresponding amendments to the EAA are brought into force, the list of projects described in the regulation will require an approval under the Comprehensive Environmental Assessment provisions (Part II.3) of the amended EAA. Until this happens, the EAA will continue to apply as it does currently.

A second regulation setting out projects that will be subject to the Streamlined Environmental Assessment provisions of the amended EAA (Part II.4) will be developed in the future. As the ministry transitions from class environmental assessments and applying exemption regulations to using a new process of Streamlined Environmental Assessments, we will be consulting on regulations that define the types of projects that would be subject to this process.

Until the Streamlined Project List is in place, the projects which undergo a Streamlined Environmental Assessment under a Class Environmental Assessment or regulation will continue to be required to do so.

How you can provide input

The government is committed to building a strong environmental assessment program that considers the input of local communities and supports getting projects off the ground quickly while building safer and stronger communities and we look forward to receiving your feedback on the proposal, including advice on which projects should be considered for inclusion in the Project List for comprehensive environmental assessments.

Details of our policy proposal, including the proposed list of projects that would be subject to a Comprehensive Environmental Assessment, are available on the Environmental Registry of Ontario [here](#) (posting 019-2377).

Please review the proposal and submit your comments via the Environmental Registry of Ontario [here](#) or directly by e-mail to EAmmodernization.mecp@ontario.ca by November 10, 2020.

If you would like to provide comments on the proposal and ask questions through a webinar forum, you may register for one of the webinars being held on October 6 and 7, 2020. To register, click on the Eventbrite link below. Once you have registered, you will receive further details, including login information, in an email that will be sent close to the webinar date.

<https://www.eventbrite.ca/e/modernizing-ontarios-environmental-assessment-program-tickets-120537018467>

Please do not hesitate to contact the ministry at EAmmodernization.mecp@ontario.ca with any questions you may have at any time.

Sincerely,

Annamaria Cross
Director
Environmental Assessment and Permissions Division
Ministry of the Environment, Conservation and Parks

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

From: Mark Majchrowski, CAO

Re: Proposed “Talking Forest” Initiative

KEY ISSUE:

To create a program within CA Lands that will provide education and tourism support during pandemic outbreaks and beyond.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the Talking Forest initiative be approved with authorization for up to \$16,000 utilized from the Conservation Initiatives reserve fund.

In 2020, the onset of the Covid-19 Pandemic significantly impacted our community outreach and education programs. As a result, our community engagement programs that support local tourism were cancelled to ensure the safety of our team and our community. Students that were mandated to explore remote learning opportunities were left without any formal support for outdoor education.

Today, children and families are looking for new ways to explore their natural world. With situations like COVID, parents are being asked to support the education of their children like never before. If we see a second and third wave, like the medical community is predicting, the stress on children and their families will only increase. We have seen the value that access to green space has had on our community over the past few months and we are looking for ways to enhance those experiences while providing for physical distancing and promoting active living.

Proposed Initiative

Kawartha Conservation has an opportunity to be a leader and provide a new resource to our community through an initiative we are calling the “Talking Forest”. Led by our conservation areas and stewardship team, this initiative would use near-field communication technology to provide interpretive and entertaining conservation-related programming to our community, tourists, and schools.

The essence of the project is based on technology called near-field communication. It allows us to place sensors or geofencing along the trails that ping your cell phone as you walk by. When activated, the user will receive an audio file that will interpret the forest around them. The content and location of stations can be changed to provide for variation throughout the year. Content may include trees that identify key features or share stories about how the

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landscape has changed over the years they have been growing. Content can be modified to include content across a range of topics including mental health, First Nation, or lake planning, for example. There are numerous opportunities to partner with community organizations and would serve to further several aspects of our strategic plan, under the connect and collaborate banner, as well as fulfilling a “We Promise To” statement to connecting people with nature in a way that is accessible, memorable and inspiring.

The Talking Forest would give families a chance to explore together and to access much needed outdoor learning opportunities. In addition, teachers can also access this programming, encouraging cross program learning that might include science, history, math, and English. The value of taking children outdoors is well documented. It reduces stress, improves learning, increases self-esteem, and supports creativity. The Talking Forest supports a healthy and resilient community in changing times and promotes a lifelong love of nature.

Script Example:

Imagine you are walking along the trail with your kids or grandkids. Dappled sunlight comes through the trees and you can hear the birds chirping in the distance. Suddenly, your cell phone pings and you get a voice message – from the tree you’re standing beside. She introduces herself as Grandma Oak. She tells you and your grandkids about her amazing 200-year life, from an acorn to the beautiful tree you see now. She explains what it was like to stand in this very spot while Canada became a nation, and what the community went through as part of WWI and WWII. Then, she refers you to other trees nearby. It is a short story, only a minute or two long and then you continue along your walk until you get a call from the cedar tree on your right. This is what it is like when the forest talks.

Financial Implications:

The cost of developing the application for both i-phones and android cell phones and/or implementation of sensors along trails is estimated at \$16,000. Once created, the app can be expanded to include other conservation areas, new content, and options for different experiences within the park. The opportunities for exploring Ken Reid in new ways are limitless.

In 2016 an anonymous private donation was made to Kawartha Conservation for \$100,000. This fund was established by the donor to support infrastructure that encouraged outdoor education and is housed in the conservation initiatives reserve. This fund has been used to support the installation of our new viewing platform over McLaren’s Marsh. Currently, this fund has \$89,450.00 available.

Our team is also seeking funding opportunities to help support this initiative. Accessing the reserve fund will give us the opportunity to move quickly on implementing this project in time for a potential second wave. If our current funding applications are successful, we

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would supplement the reserve fund contribution with up to \$9,000 in outstanding applications.

This initiative has the potential to be a local tourism draw and increase the number of visitors to Ken Reid Conservation Area, which may see an increase in visitor revenues.

Acknowledgements in the preparation of this report:

Kristie Virgoe, Director, Stewardship and Conservation Lands and Melissa Creasy-Alexander, Conservation Lands Technician.

For more information contact Kristie Virgoe, Director, Stewardship and Conservation Lands at extension 214.

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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 Budget Overview

KEY ISSUE:

To provide a Preliminary Budget overview and receive direction from the Board of Directors on the 2021 Municipal Levy guideline.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, staff bring forward a draft budget considering a 0% municipal operating levy increase based on the current operating levels and identify separately a list for Board review any additional budget costs for consideration and direction at the meeting of October 2020.

Early estimates for the 2021 Budget are based on the premise that there will continue to be ongoing concerns for the pandemic during 2021 and that it is unlikely that business will return to normalcy until 2022. We recognize that our business must be adjusted and continue to implement processes that permit the continuation of our mandated programs to serve the public and our municipal partners.

Given that our municipal partners, grant funders and the public are financially stressed, we anticipate that our levy request will need to be maintained at 0% as our programs and projects are developed. We will budget operating programs accordingly and determine where necessary additional funds may be required to meet mandated requirements or organizational pressures. The programs will be reviewed for mandate, municipal objectives, and efficiencies along with human resource capacity.

Special project activities were delayed or deferred to workplans for 2021, due to the pandemic and/or to ensure the health and safety of our employees. These project deliverables delayed in 2020 will be incorporated into the 2021 workplans and budgets. Deferred revenue will be utilized to fund those delayed activities along with any additional costs as a result of delays. We continue to actively seek grants and funding support from outside agencies; however, sources of grants are currently limited.

It is our objective to prepare a budget that meets the demands of our core business, the goals of the Strategic Plan, the budget guidelines set by our municipal partners and

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respect the anticipated direction and outcomes of the legislation proposed by the Province of Ontario, Bill 108.

The City of Kawartha Lakes 2021 budget is expected to be approved in the first quarter of 2021 with outside agency submissions due October 16, 2020. The Region of Durham is currently establishing a time frame which we expect will be like the City of Kawartha Lakes for submissions and approvals.

The preliminary draft 2021 budget will be developed using the following assumptions:

- The municipal operating levy remains at the 2020 level given that apportionment percentages can alter each municipalities share
- The currently low inflation rate will continue in 2021
- Operating programs will be maintained at 2020 service levels with a focus on mandated programs
- Special projects will incorporate deliverables not achieved in 2020 matched by deferred revenues accordingly
- The funding from MECP transfer payments will remain at the reduced amount
- The scope by which the MECP Fees Policy will limit/enhance our ability to charge fees will not affect 2021
- The process for MOU's with municipalities will be defined in 2021 and negotiations will be initiated for the 2022 budget year
- Planning and Permitting revenues will continue consistent with 2020 estimates
- Employment programs continue to decrease or are not available to us and other mechanisms to fund seasonal employees and training programs will be sought
- Additionally, we will provide a synopsis of budget considerations of items not normally within our Operating budget for your deliberation. As an example, funding for one-time expenditures may include items such as:
 - 2021 International Plowing Match
 - Strategic Planning 2022 – 2026

BUDGET TIMETABLE:

We propose the following schedule for the Board of Directors budget review and approvals:

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DATE	BOARD OF DIRECTORS	CITY KAWARTHA LAKES	REGION OF DURHAM
BOD - September 24 th	Board discussion and direction; timetable set		
October 16 th		Draft Budget submission	TBD
BOD - October 22 nd	1st review of 2021 Draft Budget		
BOD - November 28 th	2 nd review of 2021 Draft Budget		
January, 2021	BOD supports budget for circulation	Presentation of budget	TBD
January 2021	2021 Budget circulated to municipalities		
BOD - March, 2021	2021 Budget and Municipal Levy Approved		

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

From: Mark Majchrowski, CAO

Re: 2021 Board Meeting Schedule

KEY ISSUE:

To approve the preliminary 2021 meeting schedule for the Board of Directors meetings.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the Board of Directors 2021 meeting schedule as discussed be adopted for consideration by the Board.

BACKGROUND

We have attached the 2021 Board of Directors meeting schedule for your consideration and approval.

A Board meeting will be held towards the end of January consistent with the current schedule, fulfilling the requirements of an Annual General Meeting focused on elections and setting of administrative resolutions in addition to conducting general business at this first meeting of the year. We are projecting that a budget vote would be held in March.

Two Source Protection Authority meetings will be required early in the year to accommodate resolutions required in association with the annual report due to the Ministry of Environment, Conservation and Parks on May 1st, 2021.

Kawartha Conservation Board of Directors Meeting Schedule 2021

Meeting	Date	Start Time	Location
#1	Thursday, January 28 <i>AGM</i>	1:00 pm	Boardroom
#2	Thursday, February 25*	1:00 pm	Boardroom
#3	Thursday, March 25 <i>Source Protection Authority & Board of Directors Meetings Budget Vote</i>	1:00 pm	Boardroom
#4	Thursday, April 22 <i>Source Protection Authority & Board of Directors Meetings</i>	1:00 pm	Boardroom
#5	Thursday, May 27	1:00 pm	Boardroom
#6	Thursday, June 24	1:00 pm	Boardroom
#7	Thursday, July 22	1:00 pm	Boardroom
#8	Thursday, September 23	1:00 pm	Boardroom
#9	Thursday, October 28	1:00 pm	Boardroom
#10	Thursday, November 25	1:00 pm	Boardroom
#11	Thursday, December 16**	1:00 pm	Boardroom

NOTE: Rural Ontario Municipal Association (ROMA) – January 23-26, 2021 (Toronto)

*Ontario Good Roads Association (OGRA) – February 21-24, 2021 (Toronto); Meetings in February are occasionally held and occasionally cancelled.

Association of Municipalities of Ontario (AMO) – August 15-18, 2021 (London)

**Typically, a tentative meeting date reserved in case there is critical business to perform; and cancelled frequently

AGM – Annual General Meeting – meeting the conditions identified in the Conservation Authorities Act

Annual Meeting – Community Event highlighting our successes, partner contributions and guest speaker – cancelled in 2018, 2019 and 2020.