



Board of Directors Meeting #1/21
Thursday, January 21, 2021
Annual General Meeting
1:00 – 3:00 p.m.

Virtual Meeting
(Access Details to be Provided)

Watch the proceedings live or recorded on our [Kawartha Conservation You Tube Channel](#).

AGENDA

1. Adoption of Agenda	Page 1
2. Declaration of Pecuniary Interest	
3. Approval of Minutes <ul style="list-style-type: none">• BOD Meeting #9/20	Page 2-10
4. Business Arising from the Minutes	
5. Election of Chair and Vice Chair	Page 11-14
6. Deputation – None	
7. Presentations <ul style="list-style-type: none">• 2020 Year in Review	Page 15
8. Consent Items	
8.1 Administrative Resolutions for 2021	Page 16-17
8.2 Permits Issued by Designated Staff (November & December 2020)	Page 18-23
8.3 Strategic Actions Update – 4 th Quarter	Page 24-37
8.4 2020 Year in Review & Strategic Plan Accomplishments	Page 38-58
8.5 CA Act Amendments	Page 59-64
8.6 CAO Report	Page 65-72
8.7 Correspondence	Page 73-143
9. Action Items	
9.1 2021 Draft Budget	Page 144-191
9.2 By-Law #1 Update	Page 192-237
10. New Business	
11. Reports and Updates from Board Members	
12. Closed Session <ul style="list-style-type: none">• Security of Property and Legal Matter (in accordance with By-Law #1, S. C13a; C13e)	
13. Adjournment	



Agenda Item #3

BOD Meeting #1/21

January 21, 2021

Page 1 of 1

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 #9/20 held on Thursday, November 26, 2020.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the Board of Directors Minutes of Meeting #9/20 be adopted as circulated.

BACKGROUND

Minutes are attached for your review and approval.

Board of Directors Minutes of Meeting #9/20

Meeting #9/20 was held on Thursday, November 26th, 2020 by Virtual Meeting. Chair Smith called the meeting to order at 1:01 p.m.

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

Regrets: None

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

Guests: None

#1 - ADOPTION OF AGENDA

RESOLUTION #99/20

MOVED BY: Pat Dunn
SECONDED BY: Deborah Keizebrink

RESOLVED THAT, the Agenda for Meeting #9/20 be adopted as amended.

CARRIED

#2 – Declaration of Pecuniary Interest

None declared.

#3 – Approval of Minutes

RESOLUTION #100/20

MOVED BY: Ron Hooper

SECONDED BY: Cathy Moore

RESOLVED, THAT, the Board of Directors Minutes of Meeting #8/20 be adopted.

CARRIED

#4 – Business Arising from the Minutes

None.

5 – Deputation

None.

6 – Presentations

RESOLUTION #101/20

MOVED BY: Deborah Kiezebrink

SECONDED BY: Pat Dunn

RESOLVED, THAT, the presentation on Ontario Low Water Response program be received.

CARRIED

Ms. Emma Collyer and Ms. Iryna Shulyarenko provided the Board with an overview of the Ontario Low Water Response Program and an update on the program activity from summer 2020. They both fielded questions on feedback typically received during restricted water usage periods and consideration for increased water rates during droughts.

#7 – Consent Items

The Chair reviewed the individual consent items and asked the Directors for any item they would like further discussion on. No items were pulled for discussion.

RESOLUTION #102/20

MOVED BY: Ron Hooper

SECONDED BY: Angus Ross

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.

CARRIED

7.1 – Permits Issued by Designated Staff (October)

RESOLUTION #103/20

RESOLVED, THAT, the following Section 28 Permits issued by staff (October 2020), being 2017-120, 2018-307 and 2018-382 (extended), 2019-180, 2019-319, 2020-098 and 2020- 207 (revised), and 2020-286 through 2020-329 inclusive, and 2020-334 be received, AND

THAT, the Permitting performance report be received.

CARRIED

7.2 – Permit Application: Boathouse – 95 Lambs Lane, Former Fenelon Twp., City of Kawartha Lakes

RESOLUTION #104/20

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 reconstruction of a two-storey boathouse at 95 Lambs Lane, City of Kawartha Lakes, be approved.

CARRIED

7.3 – Permit Application: Garage – 15 Rockway Trail, City of Kawartha Lakes, former Bexley Twp.

RESOLUTION #105/20

RESOLVED, THAT, Permit P2019-333 issued pursuant to Ontario Regulation 182/06: “Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses” to allow the construction of a 111.5m² detached garage at 15 Rockway Trail, City of Kawartha Lakes, be approved and permitted to continue.

CARRIED

7.4 – Integrated Watershed Management, Monitoring Strategy

RESOLUTION #106/20

RESOLVED, THAT, the proposal to develop an Integrated Watershed Management Strategy be endorsed for implementation.

CARRIED

7.5 – Ontario Low Water Response Program Update

RESOLUTION #107/20

RESOLVED, THAT, the staff report on the Ontario Low Water Response program be received.

CARRIED

7.6 – CAO Report

RESOLUTION #108/20

RESOLVED, THAT, the CAO Monthly Report for meeting #9/20 be received.

CARRIED

7.7 – Correspondence

RESOLUTION #109/20

RESOLVED, THAT, the attached correspondence be received.

CARRIED

#8 – Action Items

8.1 – First Nation Board Representation

RESOLUTION #110/20

MOVED BY: Deborah Kiezebrink
SECONDED BY: Ron Hooper

RESOLVED, THAT, an offer be extended to the Mississaugas of Scugog Island First Nation for an ex-officio position on the Board of Directors, and,

THAT, the Administrative By-Law #1 be updated to reflect the ex-officio position.

CARRIED

The Board had a brief discussion to allow several Directors and Mr. Majchrowski to share their comments on the motion. Mr. Majchrowski explained next steps at the request of Director Keizebrink.

8.2 – Conservation Authorities Act Proposed Amendments: Bill 229

MOVED BY: Deborah Keizebrink

SECONDED BY: Ron Hooper

WHEREAS the Province has introduced Bill 229, Protect, Support and Recover from COVID 19 Act - Schedule 6 – Conservation Authorities Act; AND

WHEREAS Bill 229 introduces changes and new sections that could remove and/or significantly hinder conservation authorities' participation in and support of local planning appeal processes and their ability to protect development from natural hazards; AND

WHEREAS conservation authorities protect residents, property, and local natural resources on a watershed basis by regulating development under the Conservation Authorities Act, ensuring compliance with the Regulations and engaging in reviews of applications submitted under the Planning Act; AND

WHEREAS the changes allow the Minister to make decisions without consideration of local conditions, the Conservation Authority Board approved policies, watershed data and technical expertise; AND

WHEREAS the Legislation suggests that the Minister will have the ability to establish standards and requirements for non-mandatory programs which are negotiated between the conservation authorities and municipalities to meet local watershed needs; AND

WHEREAS Kawartha Conservation and municipalities require a longer transition time to put in place new budgets as well as agreements for non-mandatory programs; AND

WHEREAS the appointment of municipal representatives on CA Boards should be a municipal decision; and the Chair and Vice Chair of the CA Board should be duly elected; AND

WHEREAS the changes to the 'Duty of Members' contradicts the fiduciary duty of a CA board member to represent the best interests of the conservation authority and its responsibility to the watershed; AND

WHEREAS conservation authorities have already aligned approaches through Memorandums of Understanding with local watershed municipalities to reduce delays, avoid duplication and improve service delivery for all clients; AND

WHEREAS changes to the legislation will create more red tape and costs for the conservation authorities, and their municipal partners, and cause delays in the development approval process; AND

WHEREAS the province has made changes to the legislation that will limit the ability of Kawartha

Conservation to ensure compliance with the Act and our policies by not including stop work orders and modifying powers to enter property potentially resulting in more legal action; AND

WHEREAS all watershed residents and municipalities value and rely on the parks, greenspaces and water resources within our jurisdiction for their health and well-being as well as Kawartha Conservation's work to prevent and manage the impacts of flooding and other natural hazards and to ensure safe drinking water;

THEREFORE, BE IT RESOLVED,

THAT, the Kawartha Conservation Board of Directors direct the Chair of Kawartha Conservation Board of Directors request that the Government of Ontario remove Schedule 6 from Bill 229 to convey the concerns and recommendations outlined in this report through a letter to The Premier of Ontario and the Ministers of Environment, Conservation and Parks, Natural Resources and Forestry, and Municipal Affairs and Housing, AND

THAT, the Kawartha Conservation Board of Directors direct the CAO to provide a copy of this report and letter to all watershed municipalities, MPPs, MPs and other public sector stakeholders.

Vice Chair Letham, and Directors Dunn, and Ross expressed concerns with the motion and acknowledged that they do not support it in its current form. Directors Kiezebrink, Hooper and Chair Smith expressed their support for the resolution.

The Chair called for a Recorded Vote.

Vote Recording

Last Name, First Name	Position	Vote (Yes, No, Abstain)
Dunn, Pat	Director	No
Hooper, Ron	Director	Yes
Keizebrink, Deborah	Director	Yes
Letham, Andy	Vice-Chair	No
Moore, Cathy	Director	No
Ross, Angus	Director	No
Seymour-Fagan	Director	No
Windover, Ron	Director	No
Smith, Ted	Chair	Yes

With 3 votes in favour and 6 opposed, the motion failed.

DEFEATED

RESOLUTION #111/20

MOVED BY: Andy Letham
SECONDED BY: Ron Windover

RESOLVED, THAT, report #8.2 – Conservation Authorities Act Proposed Amendments: Bill 229 be received.

CARRIED

8.3 – By-Law #2 Hearing Guidelines Update

RESOLUTION #112/20

MOVED BY: Pat Dunn

SECONDED BY: Cathy Moore

RESOLVED, THAT, the amendments to By-Law #2 Hearing Guidelines to enable electronic hearings be approved and adopted for use effective December 1st, 2020.

CARRIED

8.4 –2021 Draft Budget

RESOLUTION #113/20

MOVED BY: Deborah Keizebrink

SECONDED BY: Angus Ross

RESOLVED, THAT, the Draft 2021 budget proceed as provided and the Information for Municipal Partners be developed for approval to circulate to the member municipalities at the December 17, 2020 Board of Directors meeting as amended to update the Special Projects request for the City of Kawartha Lakes.

CARRIED

On behalf of the City of Kawartha Lakes Vice Chair Letham requested the deferral of the Lake Dalrymple project until after the City's March budget approval. Motion amended to reflect the change.

Mr. Majchrowski and Ms. Stephen fielded questions on the IT position and the new permit tracking process.

#9 – New Business

None.

#10 – Reports and Updates from Board Members

At the request of Vice Chair Letham, Mr. Majchrowski explained the National Disaster Mitigation Program from the Ministry of Municipal Affairs and Housing, and Kawartha Conservations use of the program in past floodplain mapping projects.

Vice Chair Letham advised the Board that the January Annual General Meeting date conflicts with the City of Kawartha Lakes regular Council meeting. The January Board meeting will be rescheduled for January 21st, 2021.

The Board determined that the December Board meeting will be cancelled unless deemed necessary by the Chair and CAO. Board Directors to keep their calendars available.

#11 – Closed Session

None.

#12 – Adjournment

There being no further business, the meeting adjourned at 2:40 p.m.

RESOLUTION #114/20

MOVED BY: Ron Hooper

SECONDED BY: Ron Windover

RESOLVED THAT, the Board of Directors Meeting #9/20 be adjourned.

CARRIED

Ted Smith
Chair

Mark Majchrowski
CAO

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

From: Mark Majchrowski, CAO

Re: Election of Chair and Vice-Chair for 2021

KEY ISSUE:

The positions of Chair and Vice-Chair are elected from the Board of Directors annually. Elections will be conducted electronically. In moving through the elections process, the following Resolutions are recommended:

- Resolution #1 appoints the Elections Chair.
- Resolution #2 precedes the calling for nominations and appoints scrutineers. Nominations for Chair would then be called, and
- Resolution #3 would close nominations for the Chair position. Nominations for Vice Chair would then be called, and
- Resolution #4 would close nominations for the Vice Chair position.

Usually, the Election Chair conducts both the Chair and Vice Chair elections.

RECOMMENDED RESOLUTIONS:

1. **RESOLVED, THAT**, Mark Majchrowski, CAO, be appointed as elections chair.
 2. **RESOLVED, THAT**, in the event of a vote by ballot, that John Chambers and Kristie Virgoe be appointed as scrutineers; and
THAT, the ballots be cast electronically, and
THAT, all ballots be destroyed following the election.
 3. **RESOLVED, THAT**, the nominations for the position of Chair be closed.
 4. **RESOLVED, THAT**, the nominations for the position of Vice-Chair be closed.
-

In the event of a vote by ballot, two scrutineers need to be appointed. Ballots are destroyed following the election. The suggested resolution (#2) is above.

The election of the Chair is followed by the election of the Vice-Chair. Procedures for elections are as follows:

- Nominations are called for from the floor. Nominations require a nominator only, not a seconder.
- When all nominations have been received and no further nomination is put forward after three calls, a motion to close nominations is requested. This motion requires a

Agenda Item #5

BOD Meeting #1/21

January 21, 2021

Page 2 of 2

mover and a seconder and is voted upon. The suggested resolution(s) is (are) above.

- All nominees shall signify, when asked, if he/she will stand for the position.
- When nominations are closed, each candidate is given an opportunity of addressing the membership in the order of the alphabetical listing of his or her surnames.
- The election vote will be taken by electronic ballot, counted by the election scrutineers, and announced by the Election Chair. In the event of a tie vote, a second ballot will be taken. If that too is a tie, then, a third vote is held. Should there be a tie vote after the third vote; the election will be decided by a draw from a hat.
- The election Chair will declare the Chair and Vice-Chair following their election or acclamation.

Following the election of Chair and Vice-Chair, the Election Chair steps down, and the newly elected Chair assumes the chair. We attach an excerpt from the Administrative By-Law for your information.

Excerpt from By-Law #1 - Administrative Policies

Section ADMINISTRATION	Title ADMINISTRATIVE POLICIES - BY-LAW #1	
RESPONSIBILITY: CAO	Approved by: Board of Directors (Resolution #118/18 & #95/20)	Date of Approval: October 17, 2018 Revised: October 22, 2020
		Page: 37 of 42

Appendix 3 - Procedure for Election of Officers

1. Voting

Voting shall be by secret ballot and no Members may vote by proxy.

1. Acting Chair

The General Membership shall appoint a person, who is not a voting Member, as Acting Chair or Returning Officer, for the purpose of Election of Officers.

2. Scrutineer(s)

The appointment of one or more scrutineers is required for the purpose of counting ballots, should an election be required. All ballots shall be destroyed by the scrutineers afterwards. The Acting Chair shall call a motion for the appointment of one or more persons, who are not Members or employees of the Authority, to act as scrutineers. A Member, who will not stand for election, may be appointed as an additional scrutineer if requested.

3. Election Procedures

The Acting Chair shall advise the Members that the election will be conducted in accordance with the Act as follows:

- a) The elections shall be conducted in the following order:
 - i. Election of the Chair, who shall be a Member of the Authority
 - ii. Election of one or more Vice-chairs, who shall be Members of the Authority.
- b) The Acting Chair shall ask for nominations to each position;
- c) Only current Members of the Authority who are present may vote;
- d) Nominations shall be called three (3) times and will only require a mover;
- e) The closing of nominations shall require both a mover and a seconder;
- f) Each Member nominated shall be asked to accept the nomination. The Member must be present to accept the nomination unless the Member has advised the Secretary-Treasurer in writing or by email in advance of the election of their willingness to accept the nomination.

If one Nominee:

- g) If only one nominee the individual shall be declared into the position by acclamation.

If More than One Nominee:

- h) In the event of an election, each nominee shall be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing by surnames.
- i) Upon the acceptance by nominees to stand for election to the position of office, ballots shall be distributed to the Members by the scrutineers for the purpose of election and the Acting Chair shall ask the Members to write the name of one individual only on the ballot.
- j) The scrutineers shall collect the ballots, leave the meeting to count the ballots, return and advise the Acting Chair who was elected with more than 50% of the vote.

A majority vote shall be required for election. If there are more than two nominees, and upon the first vote no nominee receives the majority required for election, the name of the person with the least number of votes shall be removed from further consideration for the office and new ballots shall be distributed.

In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

Should there be a tie vote between two remaining candidates, new ballots shall be distributed, and a second vote held.

Should there still be a tie after the second ballot a third vote shall be held.

Should there be a tie after the third vote, the election of the office shall be decided by lot drawn by the Acting Chair or designate.



Agenda Item #7

BOD Meeting #1/21

January 21, 2021

Page 1 of 1

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

From: Mark Majchrowski, CAO

Re: Presentations

KEY ISSUE:

Presentation on the 2020 Year in Review.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the presentation on 2020 Year in Review be received.

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

2020 Year in Review:

Opening remarks will be provided by the CAO followed by a video presentation that will highlight accomplishments throughout the 2020 year, created by our Communications Specialist, John Chambers.

This presentation is intended to complement the staff report on the 2020 Year in Review and Strategic Plan Accomplishments (Agenda Item 8.4).



Agenda Item #8.1

BOD Meeting #1/21

January 21, 2021

Page 1 of 2

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

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

Re: Administrative Resolutions for 2021

KEY ISSUE:

On an annual basis the Board of Directors confirms by Resolution our banker, solicitor, auditor and approves a borrowing resolution.

RECOMMENDED RESOLUTION:

- 1) RESOLVED, THAT, the Royal Bank (Lindsay Branch) be appointed as the bank for Kawartha Region Conservation Authority for 2021.
- 2) RESOLVED, THAT, the Kawartha Region Conservation Authority may borrow from the Royal Bank, at the bank's prime rate of interest, up to the sum of THREE HUNDRED and FIFTY THOUSAND (\$350,000.00) DOLLARS necessary for its purposes until payment to the Authority of any grants and sums to be paid to the Authority by the participating municipalities; and,

THAT, the normal signing officers of the Authority are hereby authorized to execute for and on behalf of the Authority a promissory note or notes for the sum to be borrowed and to affix thereto the corporate seal of the Authority; and,

THAT, the amount borrowed pursuant to this resolution together with interest thereon at the Royal Bank's prime rate of interest be a charge upon the whole of the Authority by way of grants as and when such monies are received and of sums received or to be received by the Authority from the participating municipalities as and when such monies are received; and,

THAT, the normal signing officers of the Authority are hereby authorized and directed to apply in payment of the monies borrowed pursuant to this resolution together with interest thereon at the Royal Bank's prime rate of interest, monies received by the Authority by way of grants, or sums received by the Authority from participating municipalities.

- 3) RESOLVED, THAT, for the year 2021, the firm of Hicks Morley Hamilton Stewart Storie LLP, be appointed as solicitor for human resource matters, and,

THAT, Gardiner Roberts LLP and Due Process Legal Services, be appointed as the solicitors for matters dealing with planning and regulations, and,

THAT, Warner & Cork, Barristers and Solicitors be appointed as solicitor for general legal matters.

**Agenda Item #8.1**

BOD Meeting #1/21

January 21, 2021

Page 2 of 2

Administrative Resolutions for 2021

BANK

Presently our banker is the Royal Bank in Lindsay providing routine and on-line banking products. We have a strong relationship with the local branch who have participated in programs as volunteers, as well, RBC has been extremely supportive of programs by providing grants, most recently supporting lake management plan implementation efforts.

BORROWING

With respect to borrowing of funds, the Board of Directors annually considers a borrowing resolution, the purpose of which is to allow operating funds to be borrowed, if needed, prior to funding being received from member municipalities. This is a matter of cash flow; historically, very limited borrowing has been necessary. The amount of the borrowing resolution for 2021 is recommended to be set at the traditional level of \$350,000.

SOLICITOR

We utilize the services of 3 legal firms:

- Warner & Cork Barristers and Solicitors for general administrative advice and land management;
- Hicks Morley for employment and labour related matters;
- Gardiner Roberts, LLP and Due Process Legal Services for floodplain regulation advice and litigation.

AUDITOR

The audit firm of Peter Shennett, Professional Corporation has been previously appointed for the preparation of audited financial statements for the years ending 2019, 2020 and 2021.



Agenda Item #8.2

BOD Meeting #1/21

January 21, 2020

Page 1 of 1

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 issued by staff (November 2020), being 2018-381 (extended), 2020-016 and 2020-247 (revised), and 2020-330 through 2020-333 and 2020-335 through 2020-390 inclusive, be received, AND

The following Section 28 Permits issued by staff (December 2020), being 2018-212 (extended), 2020-252 (revised), and 2020-391 through 2020-405 be received, AND

THAT, the Permitting performance report be received.

Of the Permits issued during November, 63 of 63 (100%) were issued within the 14-day CALC timeframe for determination of a complete application, while 61 of 63 (97%) were issued within the 21-day CALC timeframe pertaining to the issuance of the Permit. Of the Permits issued during December, all 17 Permits (100%) were issued within the 14-day CALC timeframes for determination of a complete application as well as the 21-day CALC timeframe pertaining to the issuance of the Permit.

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

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

Permit Number	Guideline Not Met	CALC Review Guideline	# Days Taken to Review	Reason
2020-333	Permit Issuance	21	68	Application required detailed engineering review (culvert replacement by Municipality)
2020-378	Permit Issuance	21	38	Application required extensive review (fill placement to expand agri. operation)

Acknowledgements/ Contributions from:

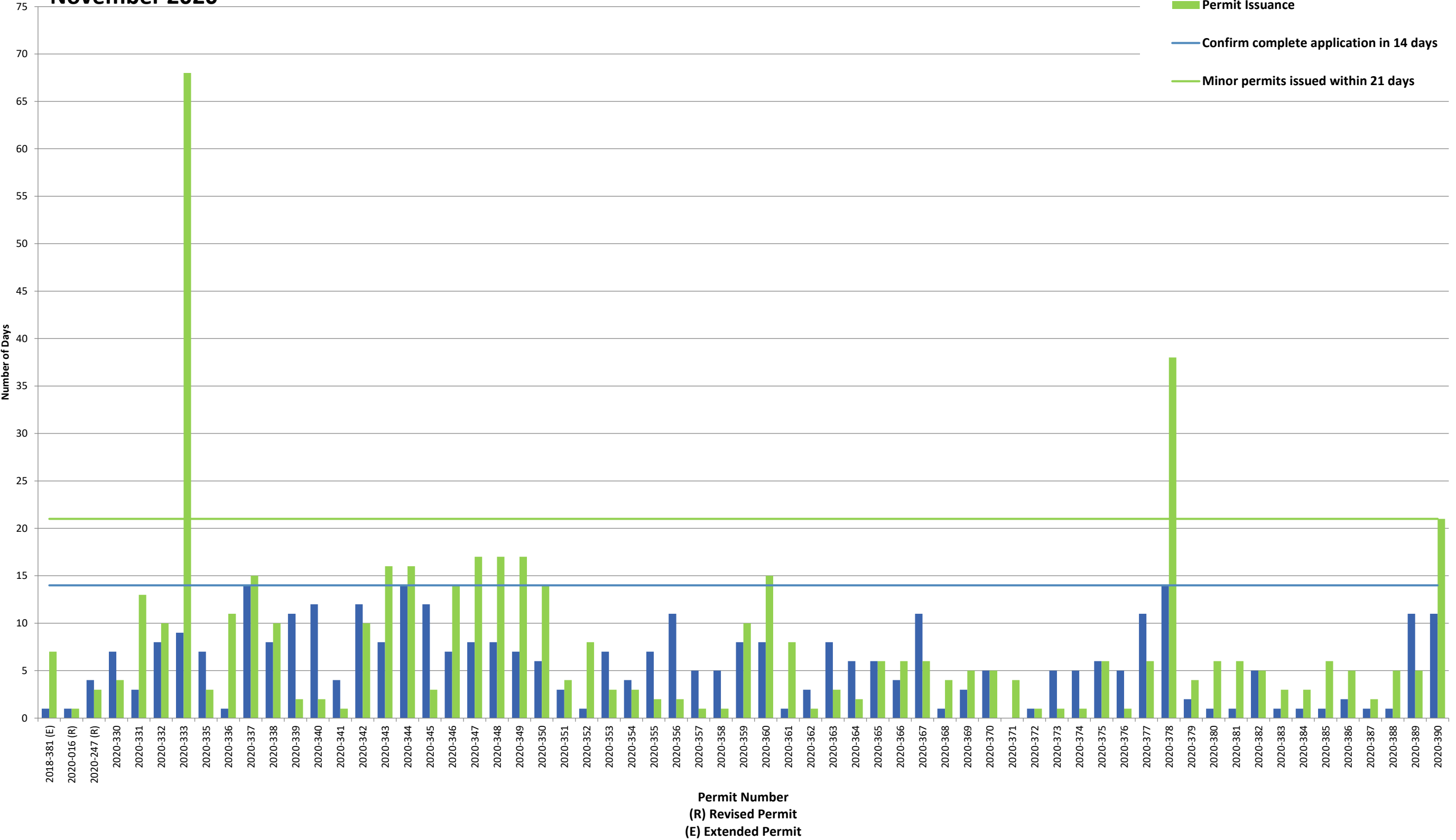
Ashley Chlebak, Regulation & Permitting Technician

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

PERMITS ISSUED					
Permit #	Permit Type	Address	Geographic Township	Date Issued	Description
2018-381 (E)	Standard	70 Lakeland Road (Sturgeon Lake)	CITY OF KAWARTHA LAKES	November 11, 2020	Demolish existing dwelling and garage, construction of 160.5 sqm dwelling and 156 sqm garage. O/S wetland, O/S floodplain
2020-016 (R)	Standard	1193 Salem Road	CITY OF KAWARTHA LAKES	November 13, 2020	Construction of a detached garage
2020-247 (R)	Standard	71 Crystal Heights	TRENT LAKES	November 9, 2020	Construction of an addition onto the existing garage and construction of an on-shore boathouse
2020-330	Streamlined	13 Rose Street	CITY OF KAWARTHA LAKES	November 2, 2020	Repairs to an existing upland retaining wall
2020-331	Standard	76 Bessie Avenue South	TRENT LAKES	November 2, 2020	Replacement of the existing dwelling
2020-332	Standard	42 Colwell Circle	SCUGOG	November 2, 2020	Construction of an addition onto the existing boathouse
2020-333	Other	Ellice Street	CITY OF KAWARTHA LAKES	November 2, 2020	Culvert replacement
2020-335	Streamlined	Old Mill Road & Pigeon Creek Road	CITY OF KAWARTHA LAKES	November 2, 2020	Excavation/grading/fill placement (<20 cubic metres) for the installation of a new entrance/driveway
2020-336	Standard	755 Country Lane	CITY OF KAWARTHA LAKES	November 2, 2020	Construction of a detached garage
2020-337	Shoreline	1502 Heights Road	CITY OF KAWARTHA LAKES	November 5, 2020	Excavation and grading to realign the watercourse currently cutting across the farm field to follow the roadway
2020-338	Streamlined	37 Barron Boulevard	CITY OF KAWARTHA LAKES	November 5, 2020	Installation of a pool
2020-339	Streamlined	71 Crescent Drive	CITY OF KAWARTHA LAKES	November 5, 2020	Demolition of the existing garage and dwelling
2020-340	Standard	10680 Old Scugog Road	SCUGOG	November 5, 2020	Construction of a new dwelling with septic and driveway
2020-341	Streamlined	6 Castle Harbour Drive	SCUGOG	November 5, 2020	Construction of a gazebo
2020-342	Standard	622 Hickory Beach Road	CITY OF KAWARTHA LAKES	November 6, 2020	Construction of a residential addition
2020-343	Standard	105 Lakeview Cottage Road	CITY OF KAWARTHA LAKES	November 6, 2020	Replacement of the existing dwelling, construction of a detached garage and installation of a new septic system
2020-344	Shoreline	41 Meachin Drive	CITY OF KAWARTHA LAKES	November 6, 2020	Excavation/grading/fill placement for the installation of an armour stone retaining wall with sloped rock along the toe
2020-345	Standard	152 River Road (East Cross Creek)	CITY OF KAWARTHA LAKES	November 6, 2020	Construction of a residential addition and replacement of the existing septic system
2020-346	Shoreline	21 Lila Court	CITY OF KAWARTHA LAKES	November 6, 2020	Excavation/grading/fill placement for the installation of a new armour stone shoreline retaining wall with sloped rock along the face for shoreline stabilization / erosion protection
2020-347	Shoreline	19 Lila Court	CITY OF KAWARTHA LAKES	November 9, 2020	Excavation/grading/fill placement for the installation of a new armour stone shoreline retaining wall with sloped rock along the face for shoreline protection
2020-348	Standard	2961 Church Street	SCUGOG	November 9, 2020	Construction of a residential addition
2020-349	Shoreline	28 Bayview Lane	CITY OF KAWARTHA LAKES	November 9, 2020	Excavation/grading/fill placement for the installation of a new armour stone shoreline retaining wall with sloped rock along the toe
2020-350	Standard	6 Armstrong Avenue	SCUGOG	November 9, 2020	Construction of a residential addition
2020-351	Streamlined	38 Songbird Crescent	CITY OF KAWARTHA LAKES	November 9, 2020	Construction of a shed/garage
2020-352	Streamlined	53 Mustang Drive	CITY OF KAWARTHA LAKES	November 13, 2020	Construction of a covered porch
2020-353	Streamlined	100 Aino Beach Road	CITY OF KAWARTHA LAKES	November 9, 2020	Construction of a deck
2020-354	Streamlined	75 Lakeview Drive	SCUGOG	November 9, 2020	Construction of an inground pool
2020-355	Streamlined	86 Fire Route 107	TRENT LAKES	November 11, 2020	Replacement of the existing septic system in the same location
2020-356	Streamlined	36 Flint Street	CITY OF KAWARTHA LAKES	November 11, 2020	Construction of a garage
2020-357	Streamlined	Lot 95, Hennessey Crescent	CITY OF KAWARTHA LAKES	November 11, 2020	Construction of a new dwelling
2020-358	Streamlined	Lot 98, Hennessey Crescent	CITY OF KAWARTHA LAKES	November 11, 2020	Construction of a new dwelling
2020-359	Shoreline	41 West Clear Bay Road	TRENT LAKES	November 13, 2020	Excavation/grading/fill placement for a shoreline armour stone and sloped rock retaining wall
2020-360	Standard	2 Horseshoe Crescent	CITY OF KAWARTHA LAKES	November 19, 2020	Construction of an on-shore boathouse
2020-361	Streamlined	90 Cedar Road (Fire Route 387) (Crystal Lake)	TRENT LAKES	November 13, 2020	Replacement of the septic system in the same location
2020-362	Standard	1059 Settlers Road	CITY OF KAWARTHA LAKES	November 13, 2020	Construction of an addition to an existing agricultural building
2020-363	Standard	64 Iris Drive	CITY OF KAWARTHA LAKES	November 13, 2020	Construction of a detached garage

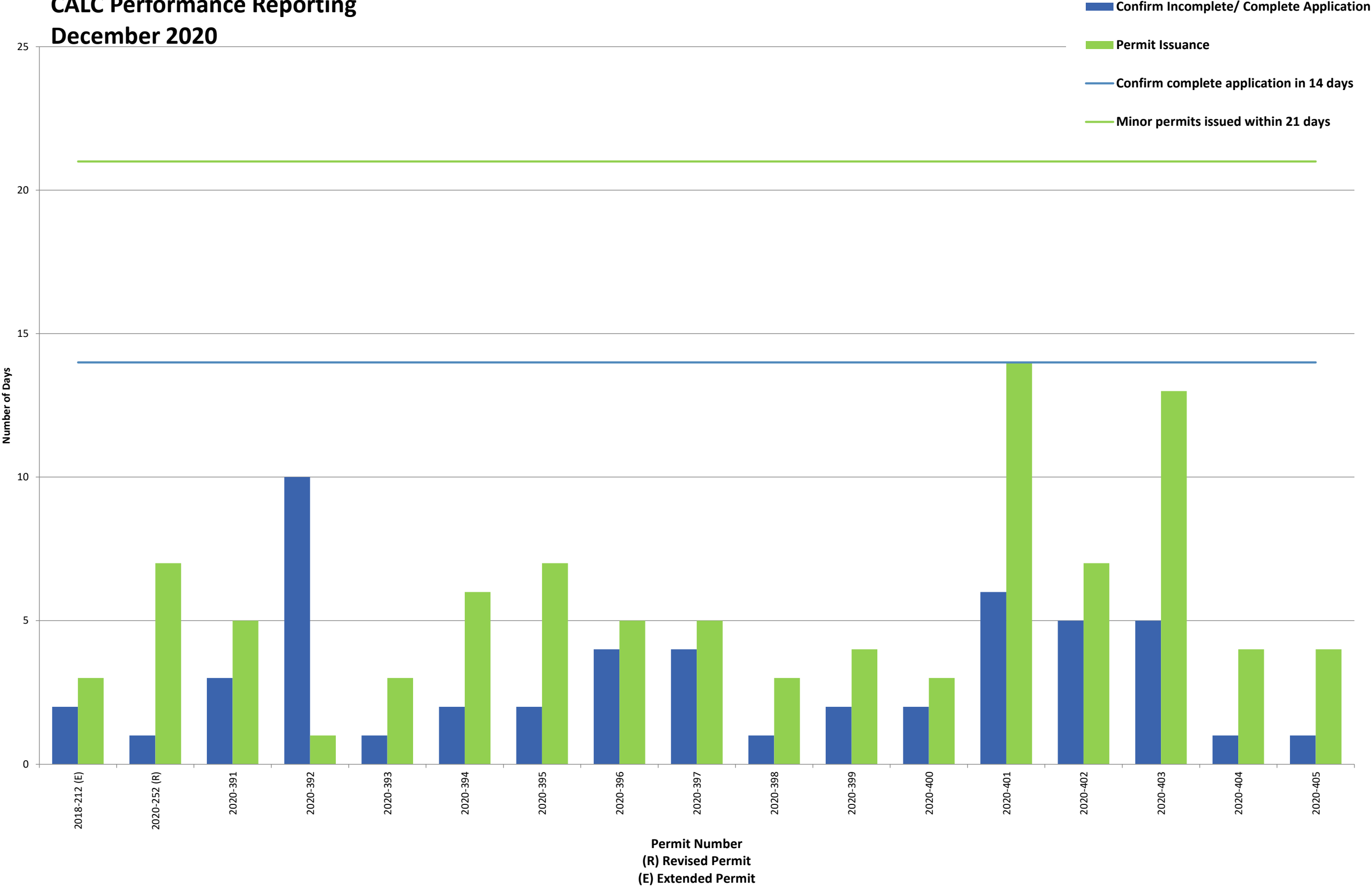
Permit #	Permit Type	Address	Geographic Township	Date Issued	Description
2020-364	Shoreline	74 Iris Drive	CITY OF KAWARTHA LAKES	November 13, 2020	Excavation/grading/fill placement for the installation of a new armour stone shoreline retaining wall with sloped rock along the toe
2020-365	Shoreline	135 Lightning Point Road	CITY OF KAWARTHA LAKES	November 17, 2020	Excavation/grading/fill placement for the installation of a new armour stone shoreline retaining will with sloped rock along the toe
2020-366	Standard	78 Cawker's Cove Road	SCUGOG	November 17, 2020	Construction of a poolhouse
2020-367	Shoreline	31 Snake Point Road	CITY OF KAWARTHA LAKES	November 17, 2020	Excavation/grading/fill placement for the construction of a new armour stone shoreline retaining wall with sloped rock
2020-368	Streamlined	44 Pettet Drive, Scugog Island	SCUGOG	November 17, 2020	Installation of a new pool
2020-369	Standard	73 Lyles Line	CITY OF KAWARTHA LAKES	November 17, 2020	Construction of a detached garage
2020-370	Shoreline	23 Burnett Shore Road	CITY OF KAWARTHA LAKES	November 17, 2020	Excavation/grading/fill placement for the installation of a new armour stone shoreline retaining wall with sloped rock along the toe
2020-371	Standard	36 Pine Point Lane	SCUGOG	November 17, 2020	Demolition of the existing garage and construction of a new garage
2020-372	Streamlined	13 Fire Route 387	SCUGOG	November 19, 2020	Replacement of the septic system in the same location
2020-373	Other	Pogue Road	SCUGOG	November 19, 2020	Installation of new natural gas pipelines via HDD
2020-374	Other	3131 Highway 7A	SCUGOG	November 19, 2020	Installation of new natural gas pipelines via HDD
2020-375	Other	19700 Old Simcoe Road	SCUGOG	November 19, 2020	Fill placement (topsoil) in an existing agricultural field and filling/removal of an existing agricultural pond
2020-376	Other	222 Sturgeon Glen Road	CITY OF KAWARTHA LAKES	November 19, 2020	Installation of new natural gas pipelines via HDD
2020-377	Shoreline	75 County Road 8	CITY OF KAWARTHA LAKES	November 19, 2020	Excavation/grading/fill placement for the construction of a new armour stone retaining wall with sloped rock along the toe with water access stairs; and replacement of the existing upland concrete patio
2020-378	Other	1280 Scugog Line 3	SCUGOG	November 19, 2020	Fill (Topsoil) placement to enhance the existing agricultural operations & extend the workable cropland
2020-379	Standard	Avalon Drive	CITY OF KAWARTHA LAKES	November 23, 2020	Excavation/grading/fill placement (30 cubic metres) to enhance/restore the existing driveway and parking lot
2020-380	Shoreline	279 Rabys Shore Drive	CITY OF KAWARTHA LAKES	November 23, 2020	Excavation/grading/fill placement for the installation of a new armour stone shoreline retaining wall with sloped rock along the toe
2020-381	Shoreline	277 Raby's Shore Drive	CITY OF KAWARTHA LAKES	November 23, 2020	Excavation/grading/fill placement for the installation of a new armour stone retaining wall with sloped rock along the toe
2020-382	Shoreline	9 Osprey Trail	CITY OF KAWARTHA LAKES	November 23, 2020	Excavation/grading/fill placement for the installation of a new armour stone shoreline retaining wall with sloped rock along the toe; and restoration of the existing boathouse foundation
2020-383	Streamlined	71 McGill Drive	CITY OF KAWARTHA LAKES	November 23, 2020	Construction of a screened porch and deck
2020-384	Streamlined	Veterans Way	CITY OF KAWARTHA LAKES	November 23, 2020	Excavation/grading/fill placement for the construction of a new entrance/driveway
2020-385	Standard	844 Cedar Glen Road	CITY OF KAWARTHA LAKES	November 25, 2020	Excavation to create a new basement beneath the existing dwelling
2020-386	Standard	323 Salem Road	CITY OF KAWARTHA LAKES	November 25, 2020	Construction of a detached garage
2020-387	Standard	484 County Road 49	TRENT LAKES	November 25, 2020	Construction of a new dwelling with detached garage
2020-388	Shoreline	196 Portview Road	SCUGOG	November 25, 2020	Excavation/grading/fill placement for the installation of a new shoreline retaining wall
2020-389	Shoreline	35 South Bayou Road (Sturgeon Lake)	CITY OF KAWARTHA LAKES	November 25, 2020	Excavation/grading/fill placement for the installation of a new armour stone shoreline retaining wall with sloped rock along the toe; and installation of a new upland armour stone retaining wall Streamlined permit (2020) Standard permit (2020)
2020-390	Standard	95 Lambs Lane	CITY OF KAWARTHA LAKES	November 27, 2020	Replacement of the existing two-storey boathouse

CALC Performance Reporting
November 2020



PERMITS ISSUED					
Permit #	Permit Type	Address	Geographic Township	Date Issued	Description
2018-212 (E)	Standard	690 View Lake Road (Lake Scugog)	SCUGOG	Thursday, December 17, 2020	construction of a 273.8 sqm dwelling, 176.4 sqm accessory building, in-ground pool and patio
2020-252 (R)	Standard	65 Crescent Drive	CITY OF KAWARTHA LAKES	Thursday, December 3, 2020	Demolition of the existing dwelling; construction of a new dwelling with associated septic system, screened porch and deck; and construction of a carport addition onto the existing detached garage
2020-391	Standard	552 Ledge Road	TRENT LAKES	December 1, 2020	Construction of additions to the existing dwelling and a detached garage
2020-392	Shoreline	17 Lila Court	CITY OF KAWARTHA LAKES	December 1, 2020	Excavation/grading/fill placement for the installation of a new armour stone shoreline retaining wall with sloped rock along the toe
2020-393	Streamlined	1112 Country Lane	CITY OF KAWARTHA LAKES	Thursday, December 3, 2020	Widening of the existing driveway entrance
2020-394	Streamlined	10 Brook Street (Deer Run Golf Course)	CITY OF KAWARTHA LAKES	Tuesday, December 8, 2020	Installation of a new dock
2020-395	Standard	64 Coryell Street	SCUGOG	Tuesday, December 8, 2020	Construction of a residential addition
2020-396	Standard	46 Miller Road	CITY OF KAWARTHA LAKES	Tuesday, December 8, 2020	Excavation for the construction of a new basement associated with the existing dwelling
2020-397	Other	Fralicks Beach Road	SCUGOG	Tuesday, December 8, 2020	Installation of new natural gas mains via HDD
2020-398	Streamlined	760 Glenarm Road	CITY OF KAWARTHA LAKES	Friday, December 11, 2020	Construction of two decks
2020-399	Streamlined	8 Muskie Drive	CITY OF KAWARTHA LAKES	Friday, December 11, 2020	Construction of a new pool
2020-400	Standard	3254 Pogue Road	SCUGOG	Friday, December 11, 2020	Construction of a new dwelling with associated driveway and septic system
2020-401	Standard	Riverview Road	CITY OF KAWARTHA LAKES	Thursday, December 17, 2020	Construction of a new dwelling, excavation/grading/fill placement for the installation of a new septic system and retaining wall, and creation of new wetland
2020-402	Streamlined	286 Mustang Drive	CITY OF KAWARTHA LAKES	Thursday, December 17, 2020	Construction of a carport
2020-403	Standard	Juniper Isle Road	CITY OF KAWARTHA LAKES	Thursday, December 17, 2020	Construction of a new dwelling with associated septic system and driveway
2020-404	Streamlined	Lot 97, Hennessey Crescent	CITY OF KAWARTHA LAKES	Friday, December 18, 2020	Construction of a new dwelling with driveway and septic
2020-405	Streamlined	Lot 99, Hennessey Crescent	CITY OF KAWARTHA LAKES	Friday, December 18, 2020	Construction of a new dwelling and driveway

CALC Performance Reporting
December 2020





Agenda Item #8.3

BOD Meeting #1/21

January 21, 2021

Page 1 of 1

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

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

Re: Strategic Actions Update –4th Quarter

KEY ISSUE:

To provide strategic action updates related to our programs and projects from October 1 to December 31, 2020.

RECOMMENDED RESOLUTION:

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

BACKGROUND

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

PROTECT

1 Complete Floodplain Mapping Projects for Priority Flood Damage Centres

- Peer Review of the McLarens Creek Flood Plain Mapping Study has been initiated.
- Continued progress on Fenelon Falls South Tributary Flood Plain Mapping Study.

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

- Issued one flood message - Watershed Conditions Statement – Water Safety (Dec 23).
- Issued a public safety media release (Dec 21).
- Completed the flood emergency contact updates for the annual review of the Flood Contingency Plan.
- Ensured continued monitoring, flood forecasting and emergency preparedness for the holiday season.

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

- In partnership with the GTA Conservation Authorities began organizing the Flood Forecasting and Warning Seminar for Municipal Partners. Kawartha Staff - Iryna Shulyarenko will be presenting at the event.
- Continued involvement with the Provincial Flood Forecasting Committee. Our staff assisted in organizing the virtual Provincial Flood Forecasting and Warning Workshop which was held through a series of half day virtual events that spanned across a 6-week period.

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

- Investigated 12 violation complaints.
- Issued a total of 120 permits.
- Issued a total of 12 permit renewals/revisions.
- Completed 4 permit inspections.
- Attended two virtual permitting pre-consultation meetings.
- Continued to provide comments on a regular basis for pre-consultation applications from Scugog and City of Kawartha Lakes.
- Provided planning comments to our municipal partners for the following Planning Act Applications: Official Plan Amendments (1), Zoning By-law Amendments (6), Minor Variance (13), Site Plan (5), Plan of Subdivision (5), and Consent (10).

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

- Drafted Stormwater Management Guidelines for future development within Kawartha jurisdiction.

Accomplishments from October- December 2020.

Q4, 2020

6. Lead the Low Water Response program for the watershed

- Ensured that the Ontario Low Water Response indexes were updated and posted on the corporate website.
- The watershed condition status returned to normal on Oct 31 as precipitation and flow throughout the watershed improved.
- Presented an overview of the 2020 low water situation to the Board of Directors (Nov), explaining governance arrangements and how the program operates.

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

- Closed 70 feet of illegal entrance points into Durham East Cross Forest Conservation Area.
- Removed 2 illegal structures within Durham East Cross Forest (Oct 27).
- Tickets issued by Durham Regional Police Service within Durham East Cross Forest during ATV training course.

8. Continue to implement the Drinking Water Source Protection Plan

- Developed and implemented a Source Water Drinking Water Campaign for the City of Kawartha Lakes. The five-week campaign resulted in more than 10,000 views targeting rural and urban landowners as well as the agricultural community.
- Attended virtual training sessions (Dec 2 & Dec 10) on the new Electronic Annual Reporting format which is being adopted by the Trent Conservation Coalition beginning in Feb 2021. Added all 2019 reporting data into the database so answers may be pre-populated for implementing bodies in 2020.
- Attended Trent Conservation Coalition Source Protection Committee meeting (Oct 28) to discuss COVID 19 response, program progress, proposed amendments to the Director's technical rules, and policy amendment progress contained within the s.36 update.
- Attended Trent Conservation Coalition Source Protection Region Leads meeting (Oct 13, Nov 10, and Dec 8) to discuss policy updates/changes, s.34 amendment progress, 2021-2022 workplan and budget, 2021 municipal forum, and general program progress.
- Assisted the City of Kawartha Lakes in the drafting of the Official Plan Amendment and Zoning By-Law Amendments to incorporate Source Water Protection. Co-presented the proposed amendments at the City of Kawartha Lakes Planning Advisory Committee meeting (Nov 4).
- Participated in the City of Kawartha Lakes Agricultural Development Advisory Committee meeting (Nov 26) and provided feedback to the City of Kawartha Lakes by-law officers discussing potential impacts of allowing backyard chickens in urban residential areas and impacts of the Source Water Protection Official Plan Amendment and Zoning By-Law Amendment.
- Hosted a TEAMS virtual meeting (Dec 3) to plan the 2021 Municipal Forum.
- Assisted in the creation of internal and external guidance documents for creation or alteration of transport pathways for municipal and Source Water Protection staff.
- Updated the maps of the approved Non-Agricultural Source Material (NASM) plans using information shared by the City of Kawartha Lakes.
- Issued 5 s.59 Notices for construction activities within the Intake Protection Zone and Wellhead Protection Areas for Norland, Canadiana Shores, Bobcaygeon, Lindsay, and Birch Point municipal drinking water systems.
- Issued pre-consultation comments on two development proposals within the City of Kawartha Lakes which are also located within vulnerable areas around the Woods of Manilla and Bobcaygeon municipal drinking water systems.

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

Accomplishments from October- December 2020.

Q4, 2020

- Attended South Georgian Bay Lake Simcoe (Oct 6 & Dec 10) and Trent Conservation Coalition (Dec 2) Risk Management Official virtual meetings to discuss risk management plan progress and program/policy updates.
- Attended South Georgian Bay Lake Simcoe working group virtual meeting (Nov 17) to discuss policy direction for dense non-aqueous phase liquids.
- Attended a teleconference with City of Kawartha Lakes solicitor and City staff (Oct 28) to discuss next steps for addressing presence of oil tank in abandoned house (“cause a thing to be done” under the Clean Water Act, 2006).
- Completed site visit (Nov 5) for an illegally constructed building within a source protection area to GPS the boundary of the intake protection zone where fencing will be required prior to risk management plan completion.
- Began correspondence with current risk management plan holders to complete inspections.
- Shared local GIS layers of highly vulnerable aquifers and significant groundwater recharge areas with Durham Region.

CONSERVE & RESTORE

1 Implement the Climate Change Strategy.

- Attended DCCAP (Durham Community Climate Adaptation Plan) committee meeting (Dec 1).
- A section of the drafted SWM Guidelines is dedicated to climate change to create awareness among the development community and to act to manage future pressures related to stormwater management.
- Provided comments and input to the draft menu of Key Climate Change Messages for Durham Region. The document provides a suite of key messages related to Durham Region’s recently updated climate modeling data and its application to human health and the natural environment. The menu of key messages is a translated product, with messages geared towards practitioners who will use the data, and others geared towards the general public.

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

- None

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

- Conducted a wetland compensation site visit with Ontario Streams at Durham East Cross Forest (Oct 2).
- In partnership with OMAFRA, 100 landowners were contacted, and 15 site visits were completed to assess potential beneficial management practices on agricultural lands in the Talbot River watershed within the City of Kawartha Lakes.
- Developed an agricultural survey to better understand barriers to implementation projects
- Conducted 17 site visits for the 50 Million Tree program and prepared planting prescriptions for landowners.

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

Accomplishments from October- December 2020.

Q4, 2020

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

- None

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

- None

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

- Finalized the 'Shoreline Planning and Policy Background' project and submitted to City of Kawartha Lakes planning staff, which included two key reports: (1) a summary of shoreline land use policies in 22 lake-based municipalities, and (2) trends in shoreline development and lake water quality.
- Completed updating ELC mapping to 2018 ortho imagery along all shorelines for all Lake Management Plan Lakes and produced several maps for each lake to accompany report.
- Completed the Scugog and City of Kawartha Lakes WATER fund applications, awarding a total of \$62,890 in grants and securing leverage contributions of \$161,100 in landowner and community contributions.
- Conducted 15 Agricultural site visits to assess project opportunities for the Water Fund and OMAFRA programs.
- Successfully negotiated a \$99,750 OMAFRA grant to support agricultural improvement projects in the Talbot River watershed.
- Completed 17 site visits for the 50 Million Tree program.

7 Institute a forest regeneration program with landowners.

- Conducted site assessments, and planting prescriptions for the 50 Million Tree Program
- Partnered with 4 other Durham CA's. Forests Ontario, and Highway of Heroes to develop a request to the Region of Durham in support of extended tree planting partnerships to achieve climate change goals for the Region.
- Launched the native seedling sale program through a new on-line format to increase efficiencies.
- Completed our Forest Recovery survival assessments to evaluate the effectiveness of 2019 plantings.

DISCOVER

1 Identify and address science and information gaps.

- As part of the Lake Scugog Enhancement project, produced a Species at Risk survey and a pre-hibernation turtle survey.
- Produced a report that summarizes current information and key gaps to fill regarding Key Natural Heritage Features (e.g., provincially significant wetlands, fish habitat, significant woodlands, etc.) in our overlapping jurisdiction with Durham Region.

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

- A grant application was made to Environment Canada's 'Climate Action Fund' to develop an extensive citizen science program across the watershed focussing on urban areas (\$330,000+). Expected announcement in January 2021.

Accomplishments from October- December 2020.

Q4, 2020

- Submitted grant application (\$41,000) to the Province of Ontario's Great Lakes Local Action Fund would secure resources to assist citizen scientists monitoring of nearshore water quality and aquatic plants.
- Received participant forms from 11 interested community members to take part in upcoming citizen science programming.

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

- Completed yearly groundwater quality sampling, as a part of the Provincial Groundwater Monitoring Program
- Initiated bi-weekly snow surveys in November.
- Retrieved and redeployed 30 water temperature data loggers across our jurisdiction in the most sensitive streams to track status of coldwater habitat conditions.

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

- None

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

- Updated ELC wetlands to 2018 imagery for the entire Kawartha watershed excluding portion in Trent Lakes (no data available to us).
- Completed annual spatial data updates for both CA Maps public and staff mapping sites.
- Completed annual update for our Ontario Regulation 182/06 mapping. Updates included, staff verified field changes, updated watercourses, waterbodies, and wetlands.

6 Invest in our monitoring programs and networks to support our ability to track the impacts of climate change and changes in our environment and inform our adaptation strategies.

- Submitted a proposal to the Ministry of Natural Resources for the development of a lake water level monitoring network to compensate for the loss of the data from the Trent-Severn Waterway.

7 Lead and participate in collaborative research projects with our academic institutions, government agencies, private sector partners and environmental experts.

- Hosted a virtual meeting (Dec 3) with local professionals (MNRF, TSW, Trent University, Fleming College, First Nations) to address concerns from the 'Save the Walleye' group regarding the aquatic ecosystem health/function below the Bobcaygeon Dam. Outcomes include further collaboration with this group to create a research proposal to study the site.

Connect and Collaborate

1 Enhance engagement, collaboration and knowledge sharing with our First Nation communities.

- Coordinated a virtual meeting (Oct 26) with the Mississaugas of Scugog Island First Nation (MSIFN) representative to further discuss a position on our Board of Directors. Resolution #110/20 was approved at the November Board of Directors Meeting #9/20 to extend the offer of an ex-officio position on the Board of Directors to the MSIFN.
- Working with the Mississaugas of Scugog Island First Nation on the Lake Scugog Enhancement Project; enabling consultation across all the Williams Treaty First Nation communities.

2 Expand partnerships with local school boards to deliver accessible, affordable, innovative outdoor education programs utilizing our conservation lands as a classroom.

- None

3 Maintain relationships with municipal partners through regular and targeted communication and engagement with municipal councils and staff members.

- Developed municipal-specific communications including Autumn Activities, Story walk, Winter Activities and more. The media releases included comments/quotes from municipal council members and staff.
- Developed and issued seven media releases in Q4.
- Discussion with the City of Kawartha Lakes about potential partnership opportunities within our Conservation Areas.
- Participated in the Durham Region Conservation Authorities Working Group to assist with the Envision Durham Municipal Comprehensive Review project. Led the discussion paper for an approach to map Permanent and Intermittent Streams.
- On the request of the City of Kawartha Lakes - Parks, Recreation and Culture Division developed a project proposal for their consideration for Kawartha Conservation to conduct aquatic and terrestrial survey assessments for the Bobcaygeon Beach Park Project in 2021.

4 Maintain and create relationships with community groups, government organizations, stakeholders, and the agricultural and other industry sectors to better understand their interests, concerns, and opportunities.

- Partnered with Durham Regional Police Service to host 3 days of ATV training within Durham East Cross Forest (Nov 11-13).
- Launched a survey in partnership with OMAFRA and the City of Kawartha Lakes to better understand barriers the agricultural community experiences with implementing beneficial management projects.

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

- Utilized our social media channels and UGC (User Generated Content) to show people using our Conservation Areas. Promoted the responsible use of our CA's as both a draw for residents and tourism from nearby municipalities.
- Produced downloadable family friendly education materials for website. Activities included two different scavenger hunt activities and step by step instructions on how to make a variety of nature ornaments.
- Attended 2 meetings to discuss the opportunity for Disc Golf at Ken Reid Conservation Area

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

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

Accomplishments from October- December 2020.

Q4, 2020

- Provided ongoing support to the Georgian Bay Land Trust for their habitat connectivity mapping project through the creation of various maps and a detailed methodology document.
- Attended 2 Conservation Areas Working Group webinars hosted by Credit Valley Conservation; Adjusting Operations During a Pandemic (Nov 18) and Fundraising, Parks and Conservation Areas; Its your Job to (Nov 25).
- Initiated a Conservation Authority Integrated Watershed Management group for Directors and Managers to share knowledge and expertise.
- Participating in discussions with several Conservation Authorities (Oct 1) to develop a framework for administering electrofishing training.
- Sharing of resources and analysis of amendments related to the Provincial update of the Conservation Authorities Act

7 Support activities of the Kawartha Conservation Foundation.

- Provided support and coordination to the Foundation Board meetings held on Oct 21 & Dec 9.
- Supported the Foundation Board by researching insurance renewal options and coordinating the approved renewal for the new year.

8 Expand partnerships with our universities and colleges.

- Issued 3 permits for Fleming College students to complete field studies within our Conservation Areas.
- Secured a one day a week co-op student from Trent University's School of Environment to assist with data management activities from Jan – April 2021.

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

- Conservation areas recognized by the community as a key pandemic measure supporting personal health.
- Hosted 4 Forest Therapy walks to support mental and physical wellbeing. A total of 69 registrants.
- Featured in the documentary "Forest Therapy, Rooted In Science" highlighting the importance of green space in our physical, mental and emotional wellbeing - released November 5th.

OPTIMIZE SERVICE

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

- Used our LinkedIn platform to highlight some of the great work done by Kawartha Conservation and staff, as a professional platform and tool visited by a growing number of professional and scholastic segments.
- Provided support and technology to assist with the acquisition of a new professional for the Water Quality Specialist position and the Special Projects Assistant position.
- High level review of internal policy documents conducted.
- Improved payroll system to adopt best business practices.
- Internal training and development guideline drafted.

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

Accomplishments from October- December 2020.

Q4, 2020

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

- None

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

- None

4 Implement an Asset Management Plan.

- Research conducted into potential funding to assist in the development of an asset management plan.

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

- Approached Ducks Unlimited to seek support (financial and letter of endorsement) for the Lake Scugog Enhancement project - a letter of support was obtained.
- In collaboration with EPIC training hosted a 3-day virtual training opportunity through our Innovation Hub program; "Introduction to River Ice Engineering Course" (Nov 16-18). This course had 20 attendees, including participants from Trent Severn Waterway, MNRF, Conservation Authorities, private industry, and Ministry of Transportation in Alberta. Course Instructor was Professor Karl-Erich Lindenschmidt from the University of Saskatchewan.

6 Invest in technology to enhance business service delivery.

- Enhanced the Kawartha Conservation website with the addition of the eSolutions Bids & Tenders platform. The full-scale roll-out will take place in January/February 2021.
- Implemented and deployed Tableau in the Corporate Services department. Tableau is a visual analytics platform transforming the way we use data to solve problems, empowering people, and organizations to make the most of their data.
- Development of skillsets within Integrated Watershed Management to utilize the PowerBI platform for displaying data generated through monitoring activities. This format has been used locally by Health Units when displaying information on Covid-19.
- Procured and launched a VOIP (Voice-over-internet-protocol) system to increase connectivity with our community and stakeholders. Improved analytics from call record and increased efficiency and automation exists for users, in addition to filling a critical gap in remote working. The system was launched in December 2020 and has been very successful to date. Decommissioned the landline phone system and recycled the existing desktop phones as the new system is accessed through computer, phone, or tablet for staff.
- Transitioned RBC credit cards to RBC NextLogic to increase efficiencies, procedures, and access to financial information for cardholder users. Negotiated a temporary credit increase to facilitate the launch of the new cards while closing the old accounts. This program brings about several benefits and will assist in our operations and efficiency immensely. These improvements include:
 - The ability to increase or decrease staff limits in-house by our administrators. This will provide flexibility for one-off large purchases or compensate for seasonal demand.

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

Accomplishments from October- December 2020.

Q4, 2020

- The ability to create usernames/passwords for Visa owners to log in and view their statements/balances; provides staff with the power to obtain crucial information to manage their card. Previously, this information needed to be obtained through the finance department.
- Ordering/cancelling cards online which will allow us to set up new users quickly and decommission old users.
- Additional risk management control such as limiting or prohibiting spend at types of vendors or specific vendors.

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

- Updated the Kawartha Conservation website and bookings site to offer virtual permitting pre-consultation meetings.

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

- None

OTHER ACTIVITIES

1 Lake Scugog Enhancement Project (LSEP)

- Completed a comprehensive draft of a Fish Habitat Offsetting Plan as a requirement from Fisheries and Oceans Canada for project authorization and submitted to MNRF staff for review.

2 Utilized Social Media across multiple channels to engage with our growing and diverse audiences, including:

- Facebook – 5,816 Likes (1% Increase over Q3)
- LinkedIn – 1,941 Followers (22% Increase over Q3)
- Twitter – 2,287 Followers (3% Increase over Q3)
- Instagram – 2,534 Followers (7% Increase over Q3)
- YouTube – 4 New Subscribers (79 total)

3. COVID 19 - Pandemic

- Daily review of pandemic information (case counts and federal, provincial, and local direction with respect to response as well as Health and Safety Updates) and updates provided as relevant to our team.
- Team session on importance of mental health (Canadian Mental Health Association speaker); team sessions promoting mental health activities provided as a follow-up to this session.
- Internal focus on health and wellness achieved through a team working group.
- Prepared for and communicated our plan for Ontario lock-down effective December 26.
- Installed signage at all Conservation Areas for patrons to practice safe visits.

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

Accomplishments from October- December 2020.

Q4, 2020

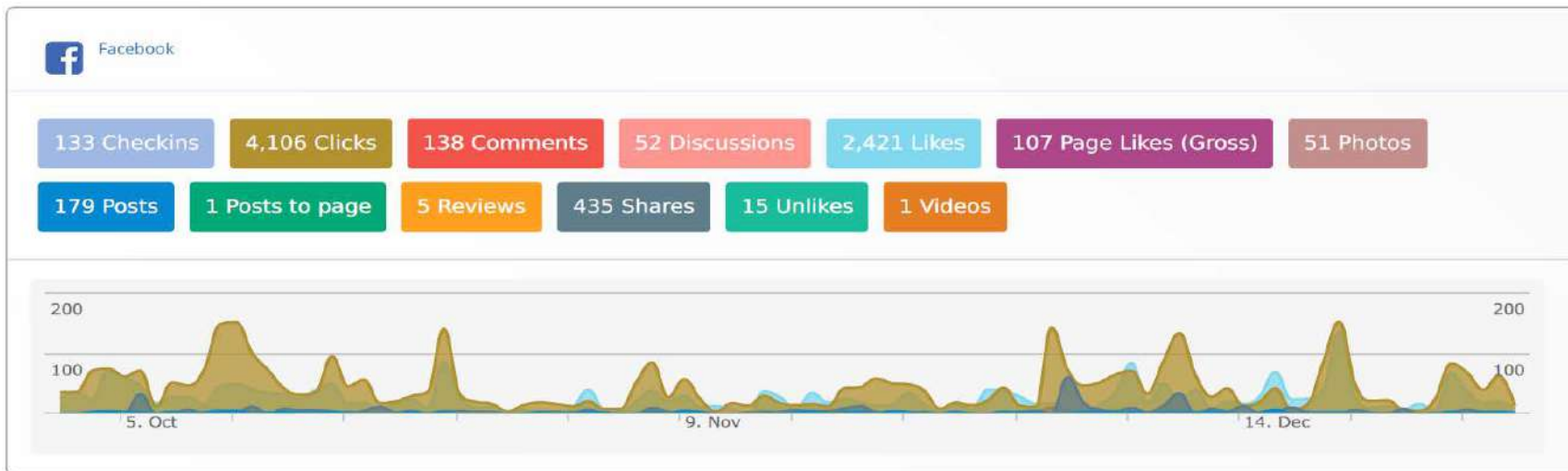
- Using Microsoft Forms, created an electronic COVID prescreening form for staff to fill out before accessing the administrative building or working in the field. The form can be accessed through Microsoft TEAMS via computer, tablet, or phone.

Q4 Social Media Growth Statistics

Audience Growth By Channel

Channel	Audience Growth (Net)	Growth Rate	Total Audience
 Facebook	73	1.27%	5,815
 Instagram	158	6.65%	2,534
 LinkedIn	321	19.81%	1,941
 Twitter	69	1.38%	5,078
 YouTube	3	3.95%	79
	624	4.04%	15,447

Q4, 2020



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

Accomplishments from October- December 2020.

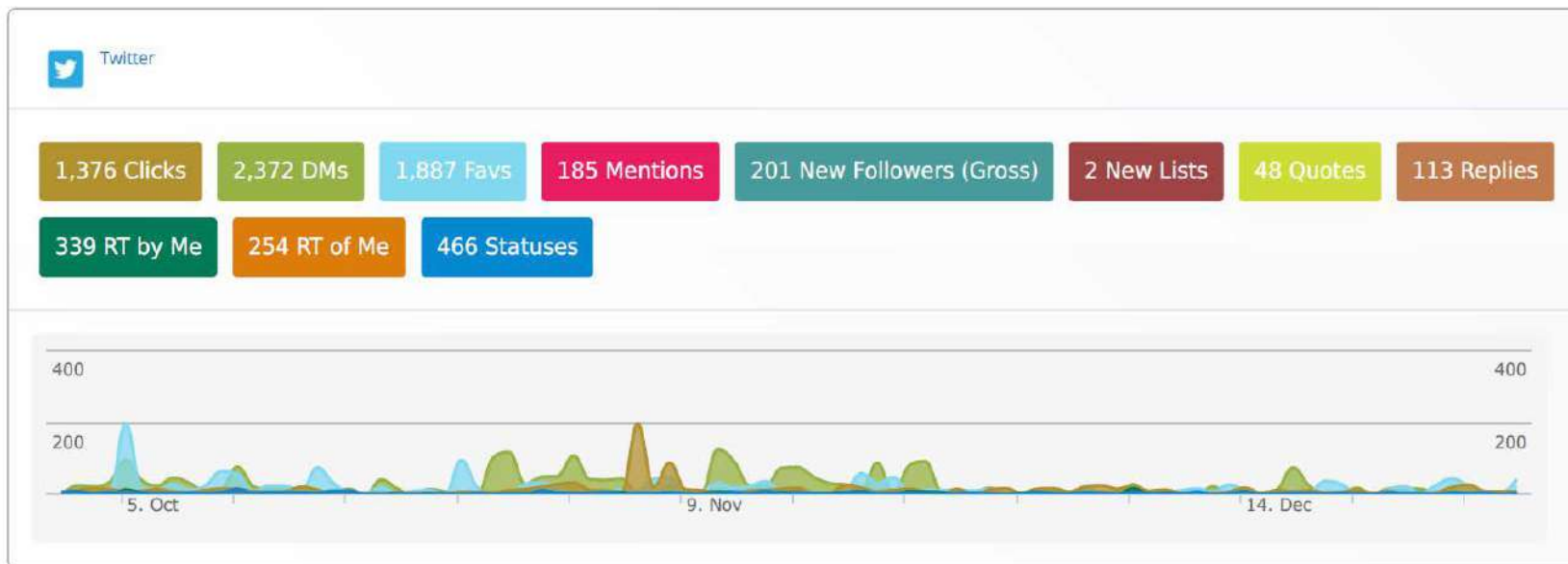
Q4, 2020



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

Accomplishments from October- December 2020.

Q4, 2020





Agenda Item #8.4

BOD Meeting #1/21

January 21, 2021

Page 1

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

From: Mark Majchrowski, Chief Administrative Officer

Re: 2020 Year in Review

KEY ISSUE:

A review of 2020 accomplishments with a focus on strategic plan implementation.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the 2020 Year in Review and Strategic Plan accomplishments report be received, AND

THAT, the staff report and attached Strategic Plan Accomplishments for 2020 be forwarded to the Ministry of the Environment, Conservation and Parks, Ministry of Natural Resources and Forestry, Conservation Ontario, Ontario Conservation Authorities, and member Municipalities.

BACKGROUND

2020 was a year of successes and challenges, and the following is a highlight of the previous year, touching on just some of our many programs, accomplishments and successes that have contributed to strengthening our watershed communities and our relationships with the municipal partners we work to support.

Across our program areas from planning and permitting to Integrated Watershed Management, education, conservation areas and more, our focus is on the protection of people, property, and the environment. Our Vision, Mission and Focus guide our actions while our strategic goals and strategic enablers ensure our work aligns with our municipal partners and with the best interests of our watershed residents, businesses, and visitors in mind.

Our 2020 Year in Review and Strategic Plan accomplishments highlight the ways we have continued to develop strong partnerships, engage our community, focus on science, education and outreach, and the tremendous work undertaken and completed by our team of dedicated, motivated, and focused staff.



Agenda Item #8.4

BOD Meeting #1/21

January 21, 2021

Page 2

A summary of some of the key accomplishment for each of the department areas during the year is provided below. This is complemented by the attachment identifying specific accomplishments towards the strategic plan for 2020.

CORPORATE SERVICES

2020 continued a focus on the changes to the conservation authorities act, improving communication internally, adopting technology and learning new skills, and evaluating and updating our information that we provide to our municipalities, partners, and community.

Notwithstanding the challenges that the COVID-19 pandemic thrust upon organizations and businesses, including Kawartha Conservation, the Corporate Services team focused on deploying remote-work solutions, connecting our internal teams, and transitioning to an online model for connecting with customers and audiences.

In April 2020, we launched our new website, a culmination of a year-long effort to provide a modern, accessible, and mobile friendly window to the work and services that we offer and provide. The website facilitated online planning and permit applications as well as online donations, which provided the tools necessary to allow our teams to continue to provide the valuable work they do in a remote capacity.

Corporate Services facilitated the rapid implementation of Office 365 software and the Teams collaboration platform, which allowed all our staff to remain connected, both as an entire office, as well as with individual departments. As Microsoft focusses their efforts on improving this platform, it is increasingly becoming important as a connector with our stakeholders and community as well. Daily and weekly virtual meetings became the new norm ensuring that Kawartha Conservation continued to meet the needs of our diverse watershed community.

We also implemented Zoom as our preferred method for hosting Board of Directors meetings, ensuring the public was able to watch the proceedings through streaming those meetings in real-time to YouTube.

As we continued to identify the current and future needs of both staff and our watershed community partners and audiences, Corporate Services implemented an organization wide VoIP (Voice over Internet Protocol) phone system. The new system allows staff to be available by phone, wherever their office is located – in our administrative building, working remotely, or in the field.

Communication was another important focus in 2020 delivering timely updates to our municipal partners and community about conservation area uses and requirements



Agenda Item #8.4

BOD Meeting #1/21

January 21, 2021

Page 3

when visiting due to restrictions and best management practices provided by the Province of Ontario and local Health Units. Supporting not only our staff internally, but our municipal partners and broader community was critical in 2020. Providing relevant information to facilitate a safe and appropriate use of our conservation areas, while providing a needed space for individuals and families to enjoy and embrace nature during uncertain times was paramount.

Maintaining strong internal communication was also key to ensuring our staff had the information they needed to make appropriate decisions for themselves and their families, while working to meet the needs of customers.

STEWARDSHIP AND CONSERVATION LANDS

Our Habitat Compensation program continued in 2020 with the ongoing monitoring of our existing projects. In addition, we negotiated (2) two agreements for services to take place in 2021. This program has created protected species at risk habitat within our conservation areas where our community can enjoy and connect with nature, supported by corporate partnerships.

Ken Reid Conservation Area continued to see investment in our infrastructure including upgrades to our gates at the off-leash dog park, and improved signage to address additional pressures due to Covid-19. In addition, seasonal maintenance of our main access road has been expanded to include the beach parking lot and road to allow for additional winter parking and safer walking conditions, allowing for physical distancing. To comply with pandemic related requirements, we have purchased electrostatic sprayers to facilitate washroom disinfection and cleaning. These developments make our conservation areas safer and more accessible to all community members, as well as provide improved opportunities for our community to connect with nature in a meaningful way.

The Ken Reid Management Plan was approved, and the implementation of those recommendations has begun. While the pandemic has impacted the implementation of these activities in 2020, we look forward to continuing into 2021 with projects. This plan will continue to influence several strategic actions, namely expanding local partnerships, connecting communities with nature, ensuring the safety of our Conservation Areas, and exploring opportunities to advance eco health.

Lake Management Plan Implementation has been very successful in 2020 even with the restricted activities this year. The implementation of our Tree Cell project on Kent Street in Lindsay has highlighted unique opportunities to implement low impact design features into the future. While our tree planting events had to be cancelled due to the pandemic, we were able to ensure that over 11,000 trees were planted through our



Agenda Item #8.4

BOD Meeting #1/21

January 21, 2021

Page 4

over-the counter tree seedling program. Our landowner grant program was also quite successful in enabling the implementation of a number of projects across the watershed. In total, 26 grants were approved to private landowners and community groups. Those grants invested \$62,890 in projects and leveraged an additional \$161,100 in investment from landowners and community groups. Our Implementation Action Plan achieves several strategic targets including expanding our funding model, engaging with community and municipal partners, implementation of the Lake Management Plans, instituting a forest regeneration program, and the creation of a new Stewardship Strategy.

Building on the success of the Implementation Action Plan, our team has worked hard to develop a watershed-wide Stewardship Strategy that will help to raise awareness, build momentum, and target our stewardship efforts in areas of greatest impact. The final document was brought forward for Board endorsement in early 2020. This Strategy was created in alignment with our Implementation Action Plan, our corporate Strategic Plan, and many other guidance documents. As such, this strategy is designed to address many of the strategic targets including the implementation of the Lake Management Plans, Stewardship Strategy, and our Climate Change Strategy. In addition, it will support the enhancement of a forest regeneration program, help build new partnerships with corporate, private, and municipal partners, and explore a diverse funding model that will support and leverage municipal investment.

While 2020 saw a slight pause in some of our project areas, it also provided us the opportunity to plan for the future. Some of those achievements include securing \$99,750 in OMAFRA funding to support agricultural implementation projects over 2 years. Securing \$75,000 in Environmental Damages Fund support to support fish habitat restoration projects over 2 years. We were successful in becoming a Program Delivery Agent for the 50 Million Tree Program which will provide some funding to support an increased focus on tree planting across the watershed. We have also worked with other Conservation Authorities in Durham Region to develop a proposal for increased funding support to further support reforestation efforts. These significant investments in our stewardship programs will ensure the ongoing success of our efforts to protect and improve water quality across our watershed.

Our education programming was significantly impacted by the pandemic. We halted all school-based programs and our very popular summer camp programs to ensure the safety of our community and our team. To support our community, however, we provided on-line resources through our website and encouraged families to access 'do it yourself' educational programs that would help to keep kids engaged and safe. In late 2020, we invested in the development of the Talking Forest App. This new program is set to launch in early 2021 and will also support remote learning opportunities for our



Agenda Item #8.4

BOD Meeting #1/21

January 21, 2021

Page 5

community. Our Forest Therapy program was very popular in 2020. Supported by a corporate sponsorship, this program saw 115 participants over 7 different walks. The program was featured in the Advocate Podcast, on local radio, and was heavily featured in a documentary called “Forest Bathing, Rooted in Science” in the fall of 2020.

INTEGRATED WATERSHED MANAGEMENT

We continued to drive forward with the implementation of our lake management actions. Early in 2020 we reported on the findings from our Omemee Beach monitoring project, recommendations being shared with our municipal partners to advise on future activities. Further work was progressed separately by the Health Unit during 2020.

Due to Covid-19 we had to put a hold on our citizen science programs, however we were successful in receiving \$17.5K of funding from Employment and Social Development Canada to support a Seniors Citizen Science Climate Action Project which we will now be delivering in 2021.

Under the implementation plan many of our projects were put on hold or deferred until 2021 however we were able to complete our Shoreline Planning and Policy project. This continues to expand our scientific knowledge of the watershed and achieve our strategic goals of ‘Discover.’

We were also able to complete our Durham Watershed Planning project which focused on Key Natural Heritage features. This information provides planning staff with base information necessary to advance land use planning approvals and projects within scope of managing for functioning natural heritage features. The intention is to continue with a second phase of this work during 2021.

A key project that we were able to continue supporting during 2020 is the Lake Scugog Enhancement Project, for which we are the technical advisors to the Township of Scugog. We have helped to progress numerous federal and provincial permits to enable the project to proceed. Staff have been involved in updating Species at Risk information and conducting Turtle pre-hibernation surveys. We have also enabled the production of a Human Health Impact Assessment and Marine Archaeology Assessment. This project hits multiple strategic goals for us including ‘Connect & Collaborate,’ ‘Discover’ and ‘Optimize Service.’

In January of 2020, we were able to provide a Flood Response and Recovery Lunch and Learn for our municipal partners and emergency response partners which was very well received. Guest speakers were able to share knowledge on accessing emergency help and the processes that are involved.



Agenda Item #8.4

BOD Meeting #1/21

January 21, 2021

Page 6

In March we continued the theme and provided a public event 'Flood Preparedness Public Forum' at Fenelon Falls community centre. This event provided access to suppliers of flood barrier technology and other technologies that can assist property owners in protecting their assets. Speakers were present from Kawartha Conservation, Parks Canada, Intact for Climate Change, the insurance sector and from commercial suppliers. The event was well attended with over 100 people registering and received coverage from CHEX news. Both items hit the strategic goal 'Protect - Keep people, property, and communities safe from natural hazards such as flooding and erosion.'

We continued to improve on our data format and availability, and spent time moving over information to our new website. This achieves our strategic goals of 'Discover – Identify and address science and data gaps,' 'Connect & Collaborate' with our Conservation Authority partners and 'Optimize Service – Invest in new technology to enhance business delivery service' and will enable further activities to ensure our information can be readily reported on and made accessible.

The Integrated Watershed Management team continued its focus on the use of social media to help the public that we serve better understand the work that we do. We have sought to use platforms such as LinkedIn to promote our work with professional partners and future employees. We have continued to use social media during flood events to illustrate the important work we do and to provide essential information to the public around safety and precautions to take around flood water. This hits many strategic goals that include 'Discover – remain the go-to organization in the watershed for science', 'Protect – Keep people, property and community safe from natural hazards such as flooding and erosion,' 'Connect & Collaborate' and 'Optimize Service.'

Despite the challenges of 2020, we were able to host professional development and training events as part of the Innovation Hub program. This included the following courses: Project Management for the Practitioner, Ontario Building Code Part 8- Onsite sewage Systems exam prep, and Introduction to River Ice Engineering. We also hosted 2 free webinars: Preparing your Project Management Institute application for Project Management Professional certification, and Onsite sewage system training, examination, and qualification registration process. We continue to develop this program and have a schedule of events for 2021 which strongly fulfills our strategic goals of 'Connect and Collaborate' with our watershed partners and 'Optimize service' through our focus on customer and business service excellence.

PLANNING, DEVELOPMENT AND ENGINEERING

Another busy year in 2020 saw activity centred on our planning and permitting activities and ensuring timely service to our clients. A large focus in 2020 was the issuance of 405

**Agenda Item #8.4**

BOD Meeting #1/21

January 21, 2021

Page 7

new Permits with the added challenge of more stringent timeframes for the CALC standards (identified by the Province, conservation authorities and development industry). This was accomplished by shifting staff resources whenever possible for greater emphasis on permits as well as greater use of technology (IMS, e-submissions and issuance of permits electronically and immediately upon completion). Staff also focused on reducing the time taken to respond to our clients once an application has been received to ensure their time was used to their best advantage. Our permitting performance, for the first time, was rolled into an annual report outlining permitting performance throughout 2019 relative to the timelines identified as part of an initiative by Ontario's conservation authorities to improve transparency regarding client service and streamlining our planning and permitting services.

We continue to participate in remote pre-consultations held throughout the municipalities and have doubled our permit pre-consultation due to client demand. These sessions are free and enable prospective developers the opportunity to review their plans prior to submitting a permit application, which also results in higher quality permit applications.

In terms of flood plain mapping, an eventful 2020 saw the successful completion and Board approval of the Mariposa Brook Flood Plain Mapping Studies, the preparation of a Draft McLaren Creek Flood Plain Mapping Study well as commencement of the Fenelon Falls South Tributary Flood Plain Mapping Studies. Additionally, staff have been working with Haliburton County on establishing Flood Plain Mapping for the Burnt River and Gull River Watersheds.

For more information, please contact Mark Majchrowski at extension 215.

Contributions to this report were made from all staff; specific contributions were appreciated from each of the Directors:

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

Strategic Plan 2017-2021: Strategic Goals and Enabling Actions

Summary of Accomplishments (2020)

PROTECT

Goals & Enablers	Review of progress
1 Complete flood plain mapping projects for priority flood damage centers.	<ul style="list-style-type: none"> Completed and received Board endorsement on the Mariposa Brook Flood Plain Mapping Studies. Continued progress on flood plain mapping studies including McLarens Creek and Fenelon Falls South. Technical committee meetings hosted to discuss project progress and address questions from committee. Peer review package prepared and initiated for McLarens Creek Flood Plain study.
2 Explore opportunities to reduce flood risk by partnering with member municipalities and the development and insurance sectors.	<ul style="list-style-type: none"> Hosted a Flood Response and Recovery session (Jan 28) attended by municipalities, conservation authority staff and provincial staff. Hosted a Flood Preparedness Forum (March 7) at the Fenelon Falls Community Centre in partnership with the City of Kawartha Lakes (150 persons attended). Flood event in mid-January and high-water levels in April and late December; we worked closely with Trent Severn Waterway (TSW) and municipalities, and deployed flood patrols in January. Completed the flood emergency contact updates for the annual review of the Flood Contingency Plan; integration with municipal flood preparedness meetings.
3 Expand the flood warning and forecasting network and emergency management system with municipalities and flood management agencies.	<ul style="list-style-type: none"> As a member of the Provincial Flood Forecasting and Warning committee, assisted in organizing a virtual Provincial Flood Forecasting and Warning Workshop held through a series of half day virtual events. Assisted in organizing a regional Flood Forecasting and Warning Seminar for Municipal Partners with GTA Conservation Authority partnership. Participated in discussions between the Ministry of Natural Resources and Forestry (MNRF) and Parks Canada on the data sharing issues for monitoring stations on the large Kawartha Lakes. Created two videos on our flood forecasting and warning program.
4 Continue to ensure our permitting approvals and municipal planning decisions protect people, their property and investments and public infrastructure from natural hazards.	<ul style="list-style-type: none"> Issued 405 Permits in accordance with Ontario Regulation 182/06, and 12 permit renewals/revisions. Completed (4) four permit inspections. Participated in discussion with Township of Scugog, Durham Region and MECP regarding disposal of liquid soil from hydrovac trucks Pre-consultation meetings (32) and general correspondence held with prospective developers/home buyers to determine development/re-development potential of properties Attended regular pre-consultation meetings with municipal partners to advise potential applicants of natural hazards and natural heritage features Planning comments provided to municipal partners on <i>Planning Act</i> applications, including: Minor Variances (35), OP Amendments (9),

		<p>Zoning By-law Amendments (23), Plans of Subdivision (9), Consent (25) and Site Plan (17).</p> <ul style="list-style-type: none"> Received development concerns from the community; investigated 17 violations, issued 2 remediation agreements, and resolved 3 violations. Completed annual updates for our Ontario Regulation 182/06 mapping to ensure verified field changes, updated watercourses, waterbodies, and wetlands are incorporated into mapping resources.
5	Complete guidelines and communication tools that clarify the elements and standards for natural hazard assessments such as slope stabilization, large fill and sediment and erosion controls.	<ul style="list-style-type: none"> Drafted Stormwater Management Guidelines to assist the development community towards sustainable and safe development.
6	Lead the Low Water Response program for the watershed.	<ul style="list-style-type: none"> Level 1 Low Water conditions was declared (July 6). Level 2 Low Water conditions was declared (July 16-Sept16) after which it was downgraded to Level 1. The watershed condition status returned to normal on Oct 31 as conditions improved. The Water Response Team was initiated and met three times. A series of (5) five Infographics on Low Water were produced focused on agriculture, inside the home, outside the home, urban, and wells, and were shared through social media channels tagging our municipal partners, as well as sent to our member municipalities and three (3) medial releases issued.
7	Ensure our conservation areas meet a high standard of public safety.	<ul style="list-style-type: none"> Implemented Covid-19 safety measures and improved our standard for safety of our visitors, including enhanced cleaning/disinfecting for (2) two public vaulted privies, additional cameras installed within parking lots of CA's to monitor capacity and activity, and multiple hand sanitation stations at high touch points such as outside privies and dog park entrances, in addition to communications to our park users. Provided additional access to Ken Reid Conservation Area by maintaining the roadway in the winter to allow for physical distancing and additional parking to park users during Covid-19 Completed infrastructure improvements and general maintenance items, including inspections, road maintenance, tree removals, repairs, and snow maintenance at all CA's. Removed a beaver dam and installed a beaver baffle in Pigeon River Headwaters CA to help prevent pressure from floodwaters in adjacent properties. Hosted an environmental clean-up at Durham East Cross Forest, removing 20 cubic yards of garbage including removal of 2 illegal structures (Oct. 27). Launched Durham ECF trail strategy project to assess unsanctioned trail network and provide recommendations for decommissioning. Continue to improve overall security measures at Durham East Cross Forest working with Durham Regional Police Services to combat illegal

		activity, including partnering for police ATV training which resulted in multiple charges laid on individuals trespassing over a 3-day period and closed 70 feet of illegal entrance points.
8	Continue to implement the Drinking Water Source Protection Plan.	<ul style="list-style-type: none"> Completed S.34 amendment process for municipal groundwater drinking water system, which was approved by the Ministry of the Environment, Conservation and Parks on Aug 14. Provided comments on four (4) planning pre-consultations. Negotiated (1) one agricultural Risk Management Plan (RMP); drafted another agricultural RMP and initiated inspections on existing RMPs Issued 17 s.59 Notices for construction activities within the Intake Protection Zone and Wellhead Protection Areas and 6 letters related to source protection development inquiries. Assisted with and submitted annual reporting by February 1 deadline for the Kawartha-Haliburton Source Protection Area. Assisted municipalities with incorporating source water protection into their Official Plan Amendments and Zoning By-Law Amendments. Co-presented the proposed amendments at the City of Kawartha Lakes Planning Advisory Committee meeting. Assisted in the creation of internal and external guidance documents regarding transport pathways for municipal and source water protection staff. Attended various meetings to discuss program updates, annual reporting, emerging issues/science, policy challenges, coordination, and compliance, including provision of comments on proposed changes to the Director's Technical Rules Implemented a Source Water Drinking Water Campaign called Trust the Tap for the City of Kawartha Lakes. The five-week campaign resulted in more than 10,000 views targeting rural and urban landowners as well as the agricultural community. This was a multi-jurisdictional campaign to raise awareness about source water protection. Supported the City of Kawartha Lakes and Ontario Clean Water Association during a small diesel fuel spill within a municipal groundwater source protection area. Participated in the City of Kawartha Lakes Agricultural Development Advisory Committee meeting (Nov 26) and provided feedback to the municipal by-law officers regarding backyard chickens in urban residential areas relative to source protection.

CONSERVE & RESTORE

	Goals & Enablers	Review of progress
1	Implement the Climate Change Strategy.	<ul style="list-style-type: none"> Included considerable climate change parameters within the Stewardship Strategy to ensure programs address climate change considerations.

		<ul style="list-style-type: none"> • A section of the drafted SWM Guidelines is dedicated to climate change to create awareness among the development community and to act to manage future pressures related to stormwater management. • Provided comments and input to the draft menu of Key Climate Change Messages for Durham Region. The menu of key messages is a translated product, with messages geared towards practitioners who will use the data, and others geared towards the general public.
2	Implement the Kawartha's Naturally Connected natural heritage system and use it to inform the Land Securement Policy and Climate Change and Stewardship Strategies.	<ul style="list-style-type: none"> • Used the KNC system to inform the development of the Stewardship Strategy through inclusion as a parameter in the prioritization of areas for stewardship.
3	Implement the Stewardship Strategy, and seek new partners in conducting shoreline, urban, rural and agricultural stewardship restoration projects.	<ul style="list-style-type: none"> • Kawartha Conservation's 10-year Stewardship Strategy was approved at the January BOD meeting and shared with community partners. • Successfully negotiated a \$99,750 OMAFRA grant to support agricultural improvement projects over two years. 100 landowners were contacted, and 14 site visits completed to assess potential beneficial management projects. • Successful in our efforts to secure \$75,000 in Environmental Damages Fund support for projects related to fish habitat over two years. Program to begin in 2021. • Completed our Water Fund allocations for 2020 including 17 landowner grants and (3) three community grants in Kawartha Lakes, and (6) six landowner grants in Township of Scugog. Total grants of \$62,890 and total leveraged contributions of \$161,100 from landowners and community groups. • Continued development of a methodology for the Stewardship Prioritization Tool to focus stewardship activities in the future. • See section 6-Implement Lake Management Plans and section 7 – Forest Regeneration Program for more stewardship activities.
4	Focus land securement on priorities identified within the Land Securement Strategy.	<ul style="list-style-type: none"> • Land securement activity did not transpire in 2020.
5	Complete and help implement the Nogies Creek Waterway with partners.	<ul style="list-style-type: none"> • Worked with community partners to redefine this group as a community engagement and stewardship group, and continued participation as a panel member with local community leadership.
6	Complete and implement lake management plans with partners and residents.	<ul style="list-style-type: none"> • Updated Lake Planning website, including addition of a section that will facilitate better sharing of information, tracking of implementation projects undertaken. • Supported multiple Lake Associations through technical article submissions for newsletters and annual reports. • Received scientific research permit from Parks Canada to proceed with the Aquatic Plant Control project, which will include the installation and monitoring of 3 'thrusters' (also known as bubblers) in Balsam Lake, Sturgeon Lake, and Lake Scugog.

	<ul style="list-style-type: none"> • Supported private landowners with virtual site visits to provide stewardship advice on shorelines, agricultural, and urban properties. • Completed the Low Impact Development (Tree Cell) demonstration site at the corner of Kent and Lindsay St. in Lindsay. • Completed 40 days of monitoring on (2) two local beaches in partnership with the local Health Unit to address beach quality concerns. • Provided 10,500 L of rainwater storage through rain barrel sales. • Finalized the 'Shoreline Planning and Policy Background' project and submitted to City of Kawartha Lakes planning staff, which included two key reports: (1) a summary of shoreline land use policies in 22 lake-based municipalities, and (2) trends in shoreline development and lake water quality. • See Section 7 "Forest Regeneration program" for more activities.
7 Institute a forest regeneration program with landowners.	<ul style="list-style-type: none"> • Planted more than 11,200 trees and shrubs through our over-the-counter tree seedling program. • Established Kawartha Conservation as a Program Delivery Agent for the 50 Million Tree program which will result in private land plantings in 2021 and beyond. • Submitted a successful application to Forests Ontario's subsidy program for \$6,000 to reduce the price of eligible tree species. • Developed a proposal for Durham Regional Tree Planting program in partnership with Regional staff, (5) five Conservation Authorities, Highway of Heroes, and Forest Ontario. This project will increase the number of trees planted in Durham Region over (3) three years and work towards our Stewardship Strategy targets. • Completed 17 site visits for our first year in the 50 Million Tree program with Forest Ontario and completed 4 survival assessment reports for the Forest Recovery plantings from 2019.

DISCOVER

Goals & Enablers	Review of progress
1 Identify and address science and information gaps.	<ul style="list-style-type: none"> • Promoted videos by Director, Integrated Watershed Management to highlight the work of the team to our watershed community. • Publication of "Durham Watershed Planning: Water Resources System", a document that provides the most up-to-date technical information including mapping layers which is needed for quality and efficient planning and regulations functions. • Updated our spatial dataset for landcover types along the shorelines of City of Kawartha Lakes as part of the CKL Lake Implementation Shoreline Policy and Background project.
2 Develop and Implement a Citizen Science program to increase knowledge.	<ul style="list-style-type: none"> • Received \$17,500 for the Seniors Citizen Science Climate Change Action Group which is aimed to augment data gaps throughout our jurisdiction. Program put on hold due to COVID-19.

		<ul style="list-style-type: none"> Investigated and developed applications to support citizen science programs to engage our community and address scientific gaps in information.
3	Track key environmental trends impacting the watershed and report on results at least every 3 years.	<ul style="list-style-type: none"> Initiated analysis of the long-term groundwater level data, which has recently been released by the Ministry of the Environment, Conservation and Parks for some of the PGMN wells within the watershed. Completed extensive sampling and monitoring across the watershed to support local municipal projects and provincial programs across the spectrum of water temperature, water quality, water flow, ground water, and aquatic invertebrates.
4	Develop the means to understand and report on the ecological value of our watershed's goods and services.	<ul style="list-style-type: none"> Finalized the Lake Scugog Watershed Economic Valuation report with the Greenbelt Foundation, which was promoted as part of their ecological goods and services publication.
5	Remain the go-to organization in the watershed for science and research based information and data, mapping and GIS-generated resources and make that information easily accessible and understandable to the general public.	<ul style="list-style-type: none"> Completed report and recommendations to improve beach quality in partnership with the local health unit and City of Kawartha Lakes. Participated in interview by Ontario Nature to share expertise on management challenges of the Nonquon River. Completed flow analysis mapping for Durham Region's Water Resources Information Systems project. Updated Ecological Land Classification wetlands imagery for the entire Kawartha watershed excluding portion in Trent Lakes (no data available to us).
6	Invest in our monitoring programs and networks to support our ability to track the impacts of climate change and changes in our environment and inform our adaptation strategies.	<ul style="list-style-type: none"> Invested in and transition to (3) Bluetooth water temperature data loggers, an easier-to-use and more reliable approach to tracking warming water temperatures on sensitive coldwater streams. Improved flood forecasting, warning and monitoring field activities through adopting technology in the field. Worked with Environment Canada on modernization of the Pigeon River streamflow monitoring gauge. Submitted a proposal to the Ministry of Natural Resources for the development of a lake water level monitoring network to compensate for the loss of the data from the Trent-Severn Waterway.
7	Lead and participate in collaborative research projects with our academic institutions, government agencies, private sector partners and environmental experts.	<ul style="list-style-type: none"> Participated, partnered with and/or led projects with the following institutions/organizations: Scugog Lake Stewards, Ministry of Environment, Conservation and Parks (MECP), Fleming College, Trent University, Ontario Technical University, Kawartha Lake Stewards Association. Hosted a virtual meeting with local professionals (MNRF, TSW, Trent University, Fleming College, First Nations) to address concerns from the 'Save the Walleye' group regarding the aquatic ecosystem health/function below the Bobcaygeon Dam.

CONNECT & COLLABORATE

Goals & Enablers	Review of progress
1 Enhance engagement, collaboration and knowledge sharing with our First Nation communities.	<ul style="list-style-type: none"> Resolution #110/20 was approved at the November Board of Directors Meeting #9/20 to extend the offer of an ex-officio position on the Board of Directors to the Mississaugas of Scugog Island First Nation. Working with the Mississaugas of Scugog Island First Nation on the Lake Scugog Enhancement Project; enabling consultation across all the Williams Treaty First Nation communities.
2 Expand partnerships with local school boards to deliver accessible, affordable, innovative outdoor education programs utilizing our conservation lands as a classroom.	<ul style="list-style-type: none"> Prepared content and delivered P.A. Day Nature Camp on January 31 with 14 children in attendance. To support students, parents and teachers during the Covid-19 pandemic and at-home learning, a Learn at Home page was added to the website with links to information on projects and activities for a variety of ages to keep the community engaged. Fleming College continues to use our areas as an outdoor classroom for college students.
3 Maintain relationships with municipal partners through regular and targeted communication and engagement with municipal councils and staff members.	<ul style="list-style-type: none"> Engaged Board Members and municipal staff in media releases where appropriate to ensure continual communication with partner organizations, including municipal-specific communications including Autumn Activities, Story walk, Winter Activities supporting their strategic objectives. Worked with our municipal partners in various aspects associated with the implementation of lake management plans including demonstration site identification and selection, shoreline policy project, beach monitoring, forestry related projects and the Lake Scugog Enhancement Project. Participated in monthly virtual CKL Development Review Team meetings, and Durham Region Planning staff on the Envision Durham Municipal Plan conformity review exercise. Engagement with Drainage Superintendent of City of Kawartha Lakes on Municipal Drain maintenance activities. Hosted and delivered various training courses that were open to our municipal partners as part of our Innovation hub. Actively participated in the development of the Kawartha Lakes Healthy Environment Plan (CKL) and in the Natural Environment Climate Change Collaborative with Durham Region. Completed 48 media releases.
4 Maintain and create relationships with community groups, government organizations, stakeholders and the agricultural and other industry sectors to better understand their interests, concerns and opportunities.	<ul style="list-style-type: none"> Attended (3) three local agricultural group AGMs to present on our agricultural program. Active members in the East Central Farm Stewardship Collaborative Active member of the Woodlot Conference planning group and attended the 2020 conference as a partner representative. Met with the CKL Economic Development department to plan the fall International Plowing Match (Feb 25).

		<ul style="list-style-type: none"> • Participation as a member of the GTA Flood Forecasting and Water Committee, representing the GTA Conservation Authority group. • Attended regular conference calls with partners (TSW, MNRF and Conservation Authorities) throughout spring freshet. • Developed a partnership with Forests Ontario to become a Program Delivery Agent for the program within our watershed. • Continued collaboration with (2) two private companies to implement compensation planting projects in 2021. • Partnered with Kawartha Land Trust and local landowners in Fleetwood Creek watershed on projects to improve water quality. • Launched a survey in partnership with OMAFRA and the City of Kawartha Lakes to better understand barriers the agricultural community experiences with implementing beneficial management projects. • Regular participation in the Scugog Environmental Advisory committee and the City of Kawartha Lakes Environmental Advisory Committee. • Attended the City of Kawartha Lakes and Durham Virtual Agricultural Tours.
5	Connect communities and residents with nature by encouraging use of our conservation areas.	<ul style="list-style-type: none"> • Conducted an extensive social media campaign, encouraging the use of Conservation Areas and spending time in nature. • Hosted multiple community events including Owl Prowls and Forest Therapy Walks reaching more than 170 participants. • Partnered with the Lindsay Public Library to provide a Story Walk on the Pond Loop trail. • Kept residents and the community apprised of any information pertaining to accessing our conservation areas, and off-leash dog park. Continued to share user generated content through our Instagram account to connect with visitors and would-be visitors. • Maintained trail networks in parks with additional trail signage and arrows to facilitate recreational usage during COVID –19. • Partnered with Destination Ontario to produce a series of short videos, graphics, and two media releases promoting our Conservation Areas and the Kawartha watershed. • Utilized our social media channels and user generated content to show people using our Conservation Areas. Promoted the responsible use of our CA's as both a draw for residents and tourism from nearby municipalities. • Produced downloadable family friendly education materials for the website. Activities included two different scavenger hunt activities and step by step instructions on how to make a variety of nature ornaments.
6	Collaborate and share services, expertise and resources with neighbouring conservation authorities and Conservation Ontario.	<ul style="list-style-type: none"> • Worked with, and shared information, specific to Writing for the Web and social media with communications staff at Otonabee Conservation, Quinte Conservation and Mississippi Valley Conservation Authorities. • Attended CANN Forecast Climate change vulnerability modelling webinar- Conservation Ontario- (March 13).

- Hosted a meeting with Toronto and Region Conservation, Credit Valley Conservation, and Ontario Ministry of the Environment, Conservation and Parks (March 3) to determine a study design for using aquatic life as indicators of key hydrological features (e.g., permanent, and intermittent streams) as per provincial policy.
- Partner in the ESRI ELA contract for Conservation Authorities. This new contract provides Conservation Authorities access to GIS mapping software and maintenance at a subsidy including a \$50,000 reduction in overall cost from previous years.
- Attended meetings of conservation authority collaboratives in Planning, Conservation Areas, Communications, Human Resources and CAOs to advance initiatives and share knowledge.
- Collaboration with other Conservation Authorities in the development of best practices for Conservation Areas as we reopened during Covid-19 including cleaning protocols, signage, cleaning product suppliers, etc.
- Collaboration within GTA and overarching conservation authority network related to management approaches during the pandemic, human resources and emerging legislation and relevance to our business.
- Participated in survey of pandemic impacts to Conservation Authorities.
- Provided support to land trusts and nature conservancies in their activities.
- Partnered with Central Lake Ontario Conservation on a project in the headwaters of the Nonquon River (Rogers Tract) that will improve water quality through by-passing a watercourse around 2 online ponds.
- Active member of the GTA Flood Forecasting and Warning group.
- Participated in 'Water Information Systems by Kisters' (WISKI) as part of the eastern conservation authorities 'hub'.
- Attended 2 Conservation Areas Working Group webinars hosted by Credit Valley Conservation; Adjusting Operations During a Pandemic (Nov 18) and Fundraising, Parks and Conservation Areas: It's your Job too (Nov 25).
- Initiated a Conservation Authority Integrated Watershed Management group for Directors and Managers to share knowledge and expertise.
- Sharing of resources and analysis of amendments related to the Provincial update of the Conservation Authorities Act.

7 Support activities of the Kawartha Conservation Foundation.

- Hosted (1) in person and (2) two virtual meetings of the Kawartha Conservation Foundation to explore opportunities to expand membership and supporting activities.
- Continued to provide financial administration that includes activities such as charitable receipts, T3010 tax returns, accounts payables, receivables, general bookkeeping activities and insurance renewal.
- Shared information from Kawartha Conservation's 2019 Golf Tournament to assist the Foundation with their golf tournament initiative for 2020. Initiative put on hold due to COVID-19.

8	Expand partnerships with our universities and colleges.	<ul style="list-style-type: none"> Secured aquatic health sampling of Pigeon River Headwaters Conservation Area by Fleming College Fish and Wildlife program students for fall 2020. Provided project support and permits for Ecosystem Monitoring and Assessment course at Fleming College. Delivered a Low Impact Development lecture to Environmental Technology students at Fleming College (Feb 19). Partnered with Trent University to lead a research project that is testing genetics of Brook Trout in coldwater stream within Pigeon River Headwaters Conservation Area to help with managing sustainable native fish populations in our most sensitive watercourses. Secured a co-op student from Trent University's School of Environment to assist with data management activities.
9	Explore opportunities and advance eco health across the watershed with public health partners.	<ul style="list-style-type: none"> Continued our relationship with Haliburton, Kawartha Pine Ridge Health Unit with the design of a stormwater study at the Bond St Beach (on hold COVID-19). Re-opening of trails to support physical and mental health during COVID –19 pandemic. Participated in interviews with Bob FM and Advocate Podcast on the health benefits of forest therapy. Featured in a Forest Therapy Documentary to highlight the health benefits of green space and forest therapy. Hosted (7) seven Forest Therapy walks with 115 participants. Conservation areas recognized by the community as a key pandemic measure supporting personal health.

OPTIMIZE SERVICE

	Goals & Enablers	Review of progress
1	Attract and retain a skilled workforce, promote information and knowledge transfer and utilize our talent management program to facilitate staff training, mentoring, succession planning and professional and leadership skill development.	<ul style="list-style-type: none"> Review of our internal training and development material and new guidance drafted for internal use. Staff participated in several training opportunities during 2020 including: website related training sessions, Operation of a Small Drinking Water System, Office 365, Introduction to River Ice Engineering, Provincial Offences training, Project Management for the Practitioner, with several staff completing 1 to 3 modules of the Talent Development Training program. Weekly updates provided to all staff on the status of our business during the pandemic. High level review of internal policy documents conducted. Improved payroll system to adopt best business practices.
2	Complete a professional and Value for Service Review of all programs and services to generate sustainable	<ul style="list-style-type: none"> Enhanced vendor payment process to upload a single file of all payments, eliminating duplication of entries into Sage and RBC Express, increasing efficiency and eliminating possible errors.

	revenues, create efficiencies and to enhance benefits.	<ul style="list-style-type: none"> Reviewed and standardized the pricing arrangements for tree seedling sales. Creation of our own webpage and online donation form to create more trust and transparency in donations and eliminate the referral of donors to a 3rd party. Utilized our new website to streamline permitting inquiries and payments on-line Continued the implementation of IMS, and the implementation and adoption of Office 365, which provides our remote capabilities.
3	Develop performance metrics standards and measures focused on corporate organizational performance and accountability; report key service targets monthly to our Board.	<ul style="list-style-type: none"> Facilitated a Key Performance Indicators (KPI's) Lunch & Learn for staff and follow-on session. Actively report on CALC Standards for permitting applications at every scheduled Board meeting. First annual report highlighting permitting performance provided to our Board.
4	Implement an Asset Management Plan.	<ul style="list-style-type: none"> Research conducted into potential funding to assist in the development of an asset management plan.
5	Continue to pursue new funding relationships and opportunities, particularly relating to climate change, stewardship and education, source water protection implementation, conservation areas infrastructure and special project funding.	<ul style="list-style-type: none"> \$75,000 from Environmental Damages fund for implementation of fish habitat projects in the City of Kawartha Lakes. \$1,000 from Walmart Community Grant for 2020 Christmas at Ken Reid event (grant deferred to 2021 due to Covid) \$99,750 from OMAFRA grant to support agricultural improvement projects over (2) two years. \$6,000 from Forest Ontario to support the Over-the-counter tree seedling sale program \$150,000 to support land securement in Scugog Township. Launched a highly successful partnership with the Fenelon Falls Brewing Company to produce a beer, the Kawartha Summer Ale. A portion of proceeds from the sale of the beer goes to support stewardship and watershed management activities that directly impact the health of lakes and rivers. \$1,500 donation to implement a memorial bench at Ken Reid Conservation Area. \$15,000 generated through the Innovation Hub
6	Invest in technology to enhance business service delivery.	<ul style="list-style-type: none"> New website launch which featured enhanced e-commerce capability, (eliminating the use of external websites for payments), bids and tenders platform, online permit applications, forms, feedback options, multilingual abilities in a modern, accessible, and current public facing format. A new mapping feature was also implemented alongside the website, to support the planning/permitting online application process. Investment in accounting software add-on expedited our audit file completion for auditors which was published two weeks earlier than prior year.

		<ul style="list-style-type: none"> • Updated the Mackay Pay mobile parking payment application for a modern user experience. 50% increase in on-line passes in 2020. • Awarded the contract to develop the Talking Forest app which will launch in 2021. • Procurement of new technology including (2) two new laptops for critical offsite work and invested in (5) five additional cameras for security within Conservation Areas. • Conducted (8) eight 'virtual' Board of Directors meetings using Zoom and live streaming through YouTube to bring together our board members remotely and provide an online platform for the public to follow the Board of Directors meetings. • Implemented and deployed the use of two visual analytics tools across Corporate Services and Integrated Watershed Management: Tableau and PowerBI. These tools transform the way we use data to solve problems, empower people, and organizations to make the most of their data. • Procured and launched a VOIP (Voice-over-internet-protocol) system to increase connectivity with our community and stakeholders. (Dec 20). Improved analytics from call record and increased efficiency and automation exists for users, in addition to filling a critical gap in remote working. • Acquired cheque scanner to automatically deposit cheques received into our bank account, which also streamlines the accounting audit trail. • Transitioned RBC credit cards to RBC NextLogic to increase efficiencies, procedures, and access to financial information for cardholder users. This program brings about several benefits and will assist in our operations and efficiency immensely.
7	Take an outside-in approach, continue to look for opportunities to streamline and simplify the plan review and permitting processes to ensure quality, timely, responsive customer service.	<ul style="list-style-type: none"> • The new Kawartha Conservation website includes online permit applications and forms, and property information requests. In addition, permitting and planning fees, property mapping and permit application requirements are clearly laid-out to help landowners determine permitting requirements. • Our bookings webpage offers virtual permitting pre-consultation meetings. • Commenting provided on the Planning and Permitting Client Services initiative – Pre-Consultation guidelines.
8	Utilize our compliance activities as an education and outreach opportunity.	<ul style="list-style-type: none"> • This approach is utilized in day-to-day interactions with our watershed community in enforcement matters.

OTHER ACTIVITIES

1 Lake Scugog Enhancement Project	<ul style="list-style-type: none"> • Ongoing project management to advance the project with continued progress on addressing permitting requirements. • Secured funding from the Greenbelt Foundation of \$100k over 2 years to support the project. • Completed a comprehensive draft of a Fish Habitat Offsetting Plan as a requirement from Fisheries and Oceans Canada for project authorization and submitted to MNRF staff for review. • Completed a Species at Risk Survey and Turtle pre-hibernation survey to support the permitting and authorization processes.
2 Utilized Social Media across multiple channels to engage with our growing and diverse audiences, including:	<ul style="list-style-type: none"> • Social media continues to be a great way to engage a diverse audience across a wide range of geographic areas, backgrounds and interests. All modes of social media received positive growth. • LinkedIn had the largest increase in engagement and growth, likely attributed to using specific and targeted hashtags. • Continue to focus on two-way communications and engagement with online visitors using Facebook, Twitter, LinkedIn, Instagram, YouTube, and Google Places. <div> <div> <p>FACEBOOK</p> <ul style="list-style-type: none"> • Facebook – 5,816 Likes • Total Reach – 92,900 • Post Impressions – 130,600 </div> <div> <p>LINKEDIN</p> <ul style="list-style-type: none"> • LinkedIn – 1,941 Followers • Impressions – 35,533 • Clicks – 1,328 </div> </div> <div> <div> <p>TWITTER</p> <ul style="list-style-type: none"> • Twitter – 2,287 Followers • Tweets – 295 • Impressions – 58,901 </div> <div> <p>INSTAGRAM</p> <ul style="list-style-type: none"> • Instagram – 2,534 Followers • Media Impressions – 104,758 • Media Reach – 92,468 </div> </div> <ul style="list-style-type: none"> • YouTube – 4 New Subscribers (79 total)
3 COVID-19 - Pandemic	<ul style="list-style-type: none"> • Development and implementation of pandemic plan, financial tracking and forecasts, projected and realized deficits prompted layoffs, business continuity analyzed and implemented. • Emerging legislation review and implementation of applicable measures pertaining to COVID-19. • Communications, social media and media releases to our watershed community related to service impacts and service availability. • Standard Operating Procedures developed to provide additional guidance to our team during the pandemic. • Safety measures for staff and community investigated and implemented as applicable, including PPE, signage, and equipment. • Remote working set up for team, including VPN connection set up for staff to ensure work continuity during COVID-19 pandemic. • Researched and implemented enhancements for electronic vendor payments (e.g. Corporate Creditors in RBC Express) and electronic

vendor invoice approval (DocuSign) to increase efficiencies and ensure payment continuity during Covid-19.

- Daily review of pandemic information (case counts and federal, provincial, and local direction with respect to response as well as Health and Safety Updates) and updates provided as relevant to our team to keep up-to-date on developments.
- Team session on importance of mental health (Canadian Mental Health Association speaker); team sessions promoting mental health activities provided as a follow-up to this session and internal focus on health and wellness achieved through a team working group.
- Electronic screening form developed for legislative compliance and contact tracing. The form can be accessed through via computer, tablet, or phone.

**Agenda Item #8.5**

BOD Meeting #1/21

January 21, 2021

Page 1 of 6

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

From: Mark Majchrowski, CAO

Re: Conservation Authorities Act Proposed Amendments: Bill 229

KEY ISSUE:

The Province has implemented changes to the Conservation Authorities Act through the approval of the Provincial Budget, Bill 229, Schedule 6.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the staff report on the amendments to the Conservation Authorities Act be received, AND,

THAT, staff be directed to provide input to the Provincial Conservation Authority Working Group to assist the Working Group and the Province develop regulations and other guidance in support of the amended Conservation Authorities Act.

BACKGROUND

The Ministry of the Environment Conservation and Parks (MECP) released a proposal to modernize Conservation Authority operations through amendments to the Conservation Authorities Act. This proposal was posted on April 5th, 2019. The intent of these amendments was to focus Conservation Authority activity on a proposed core mandate and to improve governance. Since that time, efforts have been underway by the Province to update the Conservation Authorities Act, which included general consultation amongst stakeholders.

On November 5th, 2020, the province released their budget Bill 229; Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020. Bill 229 includes amendments to 44 Acts, including Schedule 6, the Conservation Authorities Act. As the amendments were made as part of the budget bill, the public consultation process was deemed exempt by the Province. A standing committee was struck by the Province, however, to receive delegations and debate upon the Bill, which occurred during the first week of December 2020. Several amendments were made by the Standing Committee related to the Conservation Authorities Act, which was the main point of discussion by the committee and the primary topic which presenters to the committee addressed. The legislature accepted the changes made by the Standing Committee and the Conservation Authorities Act amendments received Royal Assent on December 8th, 2020.



Agenda Item #8.5

BOD Meeting #1/21

January 21, 2021

Page 2 of 6

ANALYSIS:

The following provides a summary of key amendments to the Conservation Authorities Act, which received Royal Assent. They have been organized into the following categories to aid in interpreting the proposed changes:

- Governance
- Objects, Powers and Duties
- Permitting
- Enforcement
- Other

A detailed assessment of proposed changes to the Conservation Authorities Act was presented at the November 26th, 2020 Board meeting. This report will highlight the primary changes to the Conservation Authorities Act and highlight the changes made as a result of the Standing Committee deliberation (identified in *italics*). Many sections have been approved, but are not yet in force, which would happen congruent with the approval of the supporting regulations.

Governance

- *Municipalities can appoint citizen appointments. Seventy (70) % of appointments by the municipality shall be municipal members of council. Ministerial approval will be needed by the municipality to appoint more citizen appointments, which may be subject to conditions or restrictions (S. 14(1))*
- An Agricultural sector member may be appointed to a Board by the Minister. *This member now has limitations on voting (can't vote on budget, enlarging, amalgamation or dissolution) (S. 14(4))*
- *Variances to Chair and Vice-Chair terms can be sought, requiring Ministerial approval (17(1))*
- Minister can appoint an investigator and order an Authority to remedy non-compliance with the Act, and can appoint an agent to take over the control and operations of a conservation authority (S. 23)

Changes were made to the governance portion of the proposed amendments to the Conservation Authorities Act based on feedback that the Standing Committee and Province received:

- The previous direction called for an elimination of citizen appointments, for which there is now a provision.
- The Agricultural member did not have any restrictions on voting privileges previously, for which there are now exceptions for. It would appear this appointment would be a voting member for the purpose of all business, including elections for chair and vice-chair and closed sessions, but excluding



Agenda Item #8.5

BOD Meeting #1/21

January 21, 2021

Page 3 of 6

budgetary matters and conservation authority amalgamation, enlargement, or dissolution.

- The term of chair and vice-chair was set in the proposed amendment prior to deliberation. There is now an ability for a conservation authority to apply to the Minister to provide exception to the term held by these positions, as well as the requirement to rotate the position amongst municipalities. This may be granted with conditions or restrictions. The current term identified in our by-law is a maximum of 4-year term and the Act now states a maximum of 2-year term, with municipal member rotation. Further clarifications will be required relative to this new requirement.
- The Standing Committee removed the statement requiring members to generally act on behalf of their respective municipalities, and similarly removed the statement (to be enacted at a future date) to act honestly and in good faith with a view to furthering the objects of the authority.

Objects, Powers and Duties

- Programs and services are limited to mandatory programs and services, programs and services that stem from municipal agreements, and other programs and services advisable to further the purposes of the Act (subject to regulations) (S. 21.1)
- A transition plan will be required (21.1.4)
- Programs and services are to be provided in accordance with any prescribed standards and requirements (S. 21.1 (3); 21.1.1 (4); 21.1.2 (2))
- Fees charged by a conservation authority will have more oversight by the Province. *An appeal of fees charged would be possible to Provincial Tribunal when enacted (21.2)*

These amendments were previously identified and will represent a significant workload during the transition period. A reasonable transition time will be required. Regulation(s) related to these sections of the Act will be part of the Province's first phase of supporting regulations. The Province may provide standards and requirements for conservation authority programs.

Permitting

- *a permit development must be issued by a conservation authority if approved by a Ministerial Zoning Order (S. 28.0.1; 28.1.2)*
 - *Conditions can be applied to a permit; these are appealable*
 - *Conditions must match the Zoning Order if any are provided*
 - *Ecological or other compensation agreements will be required between the applicant, CA and municipality as applicable*



Agenda Item #8.5

BOD Meeting #1/21

January 21, 2021

Page 4 of 6

- An applicant may appeal an application if a decision is not rendered within 120 days (S. 28.1 (22))
- An applicant has a dual appeal mechanism (to Minister or LPAT) to appeal a decision or a condition of a permit (S. 28.1 (8-26))
- Minister may make orders directing CAs not to issue permits to persons/types of activity (S. 28.1.1)
 - The Minister may issue permits instead of the CAs for these permits
- Permit cancellations are appealable (S. 28.3 (6))

A new section has been added to the Conservation Authorities Act regarding mandatory issuance of permits by a Conservation Authority to comply with a Ministerial Zoning order. This section is currently in force. A letter has been sent by Conservation Ontario's chair, inquiring about immunity to Conservation Authorities in these instances (see Correspondence).

No conditions may be placed upon issuance of the permit by the Conservation Authority in these circumstances unless a hearing has been held. If conditions are still attached to the permit, this can be appealed to the Minister, or to LPAT subject to criteria being met.

An agreement between the conservation authority and permit holder will be required where permit issuance is provided and addresses ecological or other compensation as a result of the development project, which can include other entities, such as a municipality.

Enforcement

- Circumstances by which an officer can enter land have been clarified (S. 30.2)
- *Stop Work Orders have been introduced in the act similar to previous iterations of the Act, to be proclaimed at a later date (similar instrument to Building Officials). These are is appealable (S. 30.4)*
- Penalties associated with offences have been significantly increased; to be proclaimed at a later date.

Circumstances by which an officer can enter land have been clarified and are reasonable. It appears the requirement to require landowner or occupier permission has been removed, subject to conditions identified, which is similar to current practice.

Stop work orders have been added back into the Act, which is an important tool for our regulation officers to address activities that pose a risk to affecting the control of natural hazards, or create circumstances that may jeopardize the health and safety of persons or result in damage or destruction of property.



Agenda Item #8.5

BOD Meeting #1/21

January 21, 2021

Page 5 of 6

Another keynote is penalties for conducting an offense have been significantly increased, which will be proclaimed at some point in the future.

Other

- Regulations – the ability for the Province to further prescribe regulations governing activities of Conservation Authorities were introduced:
 - *Governing budgetary matters relating to authorities*
 - Providing for transitional rules respecting appeals to Provincial Tribunal (LPAT)
 - Governing Minister's reviews of decisions made by an authority
 - Governing transitional matters resulting from implementation of Ministerial Orders relative to permitting
 - *Governing transitional matters relating to enacting sections dealing with permits to be approved as a result of Ministerial Zoning Order issuance*
 - *Prescribing a legislative body to hear appeals relative to stop work orders*
 - *Prescribing requirements for CA permit issuance and agreements relative to Ministerial Zoning Orders (timing, conditions, other matters)*
 - *Other regulations that may be necessary for providing additional direction relative to permitting*
- Planning Act - "consequential amendments"
 - Conservation Authorities are now able to appeal decisions *if they relate to natural hazards*.
 - As a landowner, Conservation Authorities are only able to appeal decisions to LPAT *if we initiated an application for consent*.

A number of new regulations which could be introduced by the Province were included in the amendments, which are largely relevant to the amendments implemented in the Act to ensure consistency in application.

Changes to section 2(1) of the Planning Act now allow for Conservation Authority appeal on matters related to natural hazards, which has been an important change to the draft proposed as part of Bill 229, which excluded any ability for a Conservation Authority to appeal. As a landowner, we should have more ability to appeal as would any other landowner.

SUMMARY:

The changes to the Conservation Authorities Act are numerous and will be further supported by regulations which will help to provide additional direction to be able to implement the Conservation Authorities Act.

The Province has struck a Conservation Authorities Working Group to help guide the Province in the development of these regulations. The Working Group has strong



Agenda Item #8.5

BOD Meeting #1/21

January 21, 2021

Page 6 of 6

representation by Conservation Authorities in addition to municipal representation. The committee will be further supported by the development industry, municipal, conservation authority, and agricultural communities (see correspondence). Correspondence received by the Minister of the Environment, Conservation and Parks identifies that their first task will be to review the *first phase* of the proposed regulations which deal with conservation authority programs and services (mandatory and non-mandatory programs and services, agreements with municipalities and transition period), regulation of development, establishment of community advisory boards, and a regulation related to operation and management of lands owned by a conservation authority. The Minister identifies that there will be a broader consultation process on the regulations, likely through the Environmental Registry of Ontario, and the intent is to release the regulations later in January.

Key changes to the Act were made as a result of the Standing Committee deliberations allowing for greater flexibility in addressing governance issues (i.e. member appointments and flexibility in Chair and Vice-Chair appointments), in relation to permitting activities (i.e. permits related to Ministerial Zoning orders and Minister powers), Enforcement provisions (i.e. stop work orders), and associated regulations to guide these changes. A number of changes mentioned above, in addition to a number of provisions enabled in the act may come into force once supporting guidance is put into place, such as appeal mechanisms, definition of mandatory and other programming to name a few. There will be significant work in the years ahead once these sections are proclaimed.



Agenda Item #8.6

BOD Meeting #1/21

January 21, 2021

Page 1 of 8

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 #1/21 be received.

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 have successfully implemented pooled commercial credit cards and have also successfully launched VOIP service to our organization, replacing our land lines. This has been a critical service to modernize with a remote workforce and ensure connection with our community and stakeholders.

We completed critical financial activities such as the internal financial reporting, projections, year-end activities, and preparation of the 2021 budget. We have improved our payroll process and are currently continuing to build on the improvements and simplify our practices such as providing vacation days at the beginning of the calendar year rather than a monthly credit system starting in February.

A high-level review of our internal policies and procedures has been conducted, and these will be scheduled for updating. A review of our professional development and training has been conducted, and a new internal guideline has been drafted to fill a human resource gap by operationalizing key training needs for both onboarding and ongoing professional development, to meet legislative requirements and ensure that skillsets are honed.

The Provincial Budget Bill (Bill 229) received Royal Assent which included a number of amendments to the Conservation Authorities Act, which were analyzed for impact to our business. A separate report is provided on this item. A Conservation Ontario meeting was held on December 14th, which focused on the Provincial Budget Bill, Schedule 6 dealing with Conservation Authority amendments.

Pandemic Response

We continue to work in the office and remotely. Our remote work has increased as we were encouraging this prior to lockdown measures and the State of Emergency by the Province.



Agenda Item #8.6

BOD Meeting #1/21

January 21, 2021

Page 2 of 8

We have now strengthened our internal measures to ensure the safety of our team members by further limiting travel to the office to critical business needs. Our conservation areas remain open to our communities, and we will be working to ensure socially responsible behaviour.

To keep a focus on mental health for team members, a wellness committee amongst our team members has been struck and a newsletter has been initiated to draw attention to items of interest.

Human Resources

We have hired two team members, replacing vacancies from 2020 in the Integrated Watershed Management, and Stewardship and Conservation Areas departments. We are delighted to introduce to the team Tanner Liang, as our water quality specialist. Tanner will be leading our water quality programs across the watershed including our citizen science nearshore project and investigative upstream work as part of the City of Kawartha Lakes, lake management plan implementation projects. Tanner will also be leading the Lake Scugog Enhancement Project. We are also delighted to introduce Melissa Brown to our team as our Special Projects Assistant. Melissa will be assisting with the stewardship program side of our Lake Management Implementation including activities on private properties. She will also be supporting our Conservation Areas team on special projects within these areas, providing much needed administrative and customer service supports.

Planning, Development and Engineering

Planning Comments to Municipal Partners

The department continues to provide timely and comprehensive comments on development applications from our municipal partners; additionally, Staff participate in regular electronic pre-consultation meetings as well as municipal development review team meetings to discuss various new and on-going larger development applications (Official Plan and Zoning Amendments, Plans of Subdivision, Site Plans, etc.).

Permitting

Activity remains strong and steady as many home and cottage owners have opted to improve their properties rather than travel due to COVID-19 travel concerns and restrictions.

Regulation Enforcement & Compliance

Staff continue to follow-up on all complaints and violations in a timely manner, seeking compliance in all situations; winter snow cover tends to lead to a reduction in the frequency of complaints received by staff. We are exploring an opportunity to have existing staff take Provincial Offences Officer training in order to have a 'back up' to our primary Enforcement Officer.

**Agenda Item #8.6**

BOD Meeting #1/21

January 21, 2021

Page 3 of 8

Flood Plain Mapping

Staff continue to focus on coordinating the remaining work for the CKL flood plain mapping projects (i.e.: McLaren's Creek Flood Plain Mapping Study draft maps and coordination of the peer review; advancing the Fenelon Falls South Flood Plain Mapping project; and, preparing logistics and MOU for the Haliburton Flood Plain Mapping Study).

Additionally, staff continue to assist with many planning and permitting requests related to flood plain and creating maps for the team and proponents and providing site visit and survey assistance when required.

Source Water Protection

In addition to preparing the Source Protection Authority Annual Progress Report for February, our Source Protection Technician/ Risk Management Official has participated in meetings (with Trent Source Protection Committee and Leads) to discuss the progress of addressing previously identified policy challenges; additionally, significant work has recently been completed (by several staff) on the GIS project for the Georgian Bay Land Trust.

Stewardship and Conservation Lands**Stewardship****Agricultural Projects**

Earlier this month we received the signed Transfer Payment Agreement with OMAFRA that will provide \$99,750 in funding between now and April 2022 to conduct agricultural demonstration site projects on up to (4) four properties in the Talbot River subwatershed. These projects will include a monitoring regime that will demonstrate their effectiveness at improving water quality.

Tree Planting

Our over-the-counter tree seedling program was launched in early December and will run until March of 2021. This program promotes private land tree planting and provides seedlings to area residents at discounted rates. This popular sale has now gone digital, using our new website as an on-line ordering portal. This innovation will save significant staff time in the administration of the program.

As part of our participation in the 50 Million Tree program, we worked with the other Conservation Authorities in Durham Region to put forward a proposal to increase tree planting across the region. This proposal was submitted to the Region as a Climate Change initiative, recognizing the important role that forest cover plays in increasing our resilience in the face of climate change. This proposal was approved but still subject to negotiating a funding agreement. If successful, this will result in additional funding that supports tree



Agenda Item #8.6

BOD Meeting #1/21

January 21, 2021

Page 4 of 8

planting on private lands in Durham Region over the next (3) three years. The total funding for Kawartha Conservation is \$54,000 over the three-year period. To further support these efforts, the Durham Region Conservation Authorities have also submitted a funding application to the Climate Action and Awareness Fund for match funding.

Community Outreach / Education

Talking Forest

The Talking Forest App is in its final days of testing and will be submitted to the Google Play Store by January 15th. Over the past (2) two months the team has been writing and recording tree scripts and soliciting 'celebrity' voices for some of the trees.



Application testing has been ongoing since mid-December. It is estimated that the application will be available to our community by January 21st. Signs are being printed to complement the initiative.

Story Walk

In December we partnered with the Lindsay Public Library to provide a Story Walk trail at Ken Reid. This has been a popular feature in previous years as part of our Christmas at Ken Reid event. This trail features a children's story printed on large signs so that parents and children can walk the short trail and read the story together. This has been so popular this year that we are looking to extend the partnership and change the book in late January so that families in February can share a new story together.





Agenda Item #8.6

BOD Meeting #1/21

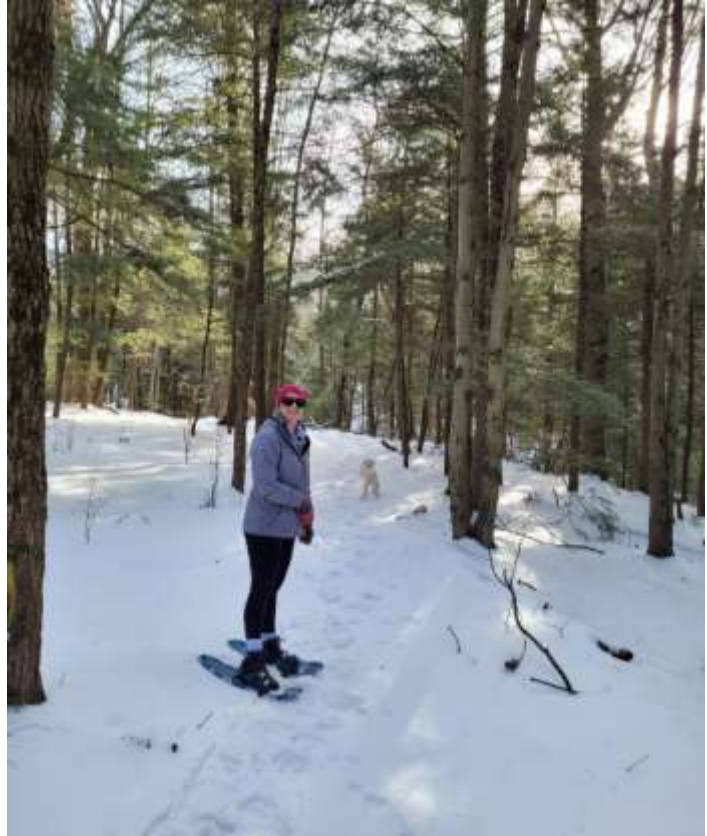
January 21, 2021

Page 5 of 8

Conservation Lands

Durham East Cross Forest:

In December, our team placed a series of boulders to block a popular access point at the end of Mount Joy Road. This area has been of particular concern because google maps has recently updated their mapping which guides people down treacherous trails and into the park. While this mapping is incorrect and we have been working to get Google to update their records, we also want to protect people from accidents as we have seen a number of people following the mapping and become trapped or stuck in the conservation area. As a result of blocking these trails, we have seen a marked decrease in the atv and off-road vehicle access to the park.



The trails through Durham East Cross Forest have also seen an increase in public use with a number of families accessing the property for snowshoeing, cross country skiing, tobogganing, horseback riding, and hiking. This property was our most searched property on google in 2020 with 390,000 searches, demonstrating the increasing popularity of the property.

Ken Reid:

Ken Reid Conservation Area continues to be a popular area for people looking to escape the stress of the pandemic. Over the last part of 2020 we saw a record number of people visiting the property, a trend which continues into January. A review of our Google searches indicates that over 550,00 people have searched our conservation areas between August and December of 2020, with almost 9,899 people asking for directions. This is up almost 50% from the same time period in 2019. As further lockdown measures are put in place, we anticipate that this popularity will continue. To address an increased use of the park, we have decided to keep the roadway open through to the old beach parking lot. This area is traditionally closed during the winter months. Maintaining the roadway and parking will open additional parking spots for the community and provide safer access for those looking



Agenda Item #8.6

BOD Meeting #1/21

January 21, 2021

Page 6 of 8

to walk the roadway in order to achieve physical distancing.

One of the most popular activities at Ken Reid this year has been feeding the birds. Our social media posts have demonstrated a number of families visiting the cedar loop boardwalk to experience the magic of a chickadee or nuthatch eating out of your hand.



Integrated Watershed Management Monitoring

Staff continue to undertake water quality monitoring as part of the provincial water quality monitoring network. This program normally ends in November however we had the opportunity to continue with sampling into the winter as the Ministry of Environment, Conservation and Parks was able to take on more samples within their labs.

Snow surveys were initiated at the start of winter. We monitor on the 1st and 15th of each month across (4) four locations within the watershed; Ken Reid Conservation Area, Pigeon River Headwaters Conservation Area,





Agenda Item #8.6

BOD Meeting #1/21

January 21, 2021

Page 7 of 8

Indian Point Provincial Park and Woodville. This information is fed back to the Ministry of Natural Resources and Forestry as part of the flood forecasting program.

GIS/Mapping

Staff completed annual regulation mapping updates and uploaded the new layer to both the public and staff Conservation Authority Maps sites. Updates included a refresh to the following spatial data layers; Ministry of Natural Resources & Forestry Wetlands, Ontario Hydro Network Watercourses and Waterbodies, new Ecological Land Classification wetlands layer for watershed (excluding Trent Lakes portion of the watershed) which has now been interpreted to 2018 orthophotography.

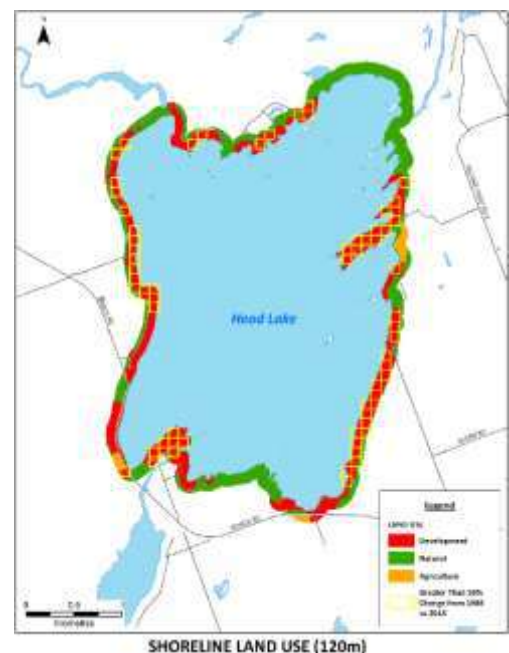


Special Projects:

Despite the pressures and challenges of 2020, staff have successfully completed the City of Kawartha Lakes, Shoreline Planning and Policy project and the Durham Watershed Planning Project. We have also completed our Investigative Upstream Monitoring for the City of Kawartha Lakes which we will report on during 2021.

The purpose of the Shoreline Planning and Policy project is to provide a characterization of apparent trends and relationships between shoreline development and water quality in the major lakes across the municipality to provide background information to municipal planners to assist with any efforts in considering enhanced shoreline related planning and policy approaches.

Results indicate that even though negative impacts to lake water quality from shoreline development have been well documented in the scientific literature, and are likely impacting local lakes,





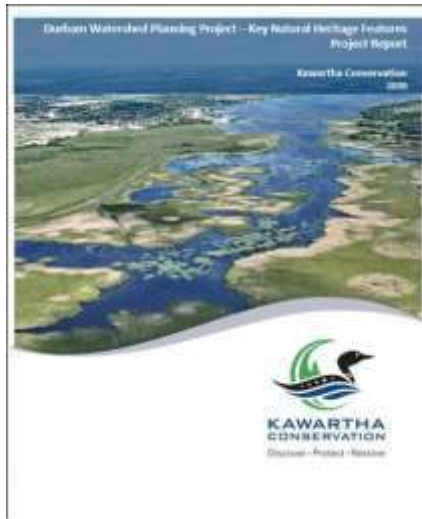
Agenda Item #8.6

BOD Meeting #1/21

January 21, 2021

Page 8 of 8

significant relationships are not readily apparent in major lakes within the City of Kawartha Lakes with respect to lake-wide nutrient enrichment and other supporting water quality indicators. Further nearshore investigations are recommended as part of this review to understand the full impact.



As part of the Durham Watershed Planning Project, staff produced a report and mapping tool that represents a centralized location for information related to defining and mapping Key Natural Heritage Features including Wetlands, Fish Habitat, Significant Woodlands, Significant Valleylands, Habitat of Endangered Species and Threatened Species, Significant Wildlife Habitat, Life Science Areas of Natural and Scientific Interest, and Sand Barrens, Savannahs and Tallgrass Prairies for the overlapping jurisdictions of Durham Region and Kawartha Conservation.

This information provides planning staff with base information necessary to advance land use planning approvals and projects within scope of managing for functioning natural heritage features. Further data gaps were identified by staff and future proposed work forms part of our budget submission for 2021.

Lake Scugog Enhancement Project

Staff continue to progress the various permissions and authorizations required from provincial and federal agencies. Most recent activities include the completion of a pre-hibernation turtle survey to inform construction windows and responding to comments made by the Federal Agencies on the Human Health Impact Assessment. Paterson Group Consulting has also prepared a draft Marine Archaeology report which recommends no further work is necessary at this stage. This has been shared with Curve Lake First Nations and Mississaugas of Scugog Island First Nation for comment and review as part of the consultation process.

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.



Agenda Item #8.7

BOD Meeting #1/21

January 21, 2021

Page 1 of 4

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.

Elana Arthurs, Cavan Monaghan, December 1, 2020

RE: Bill 229 – Proposed Changes to the Conservation Authorities Act & Planning Act (Schedule 6)

At the Special Council meeting held November 30, 2020 the Council of the Township of Cavan-Monaghan provided written submission to the Standing Committee on Finance and Economic Affairs through the legislative Assembly of Ontario with specific recommendations that proposed legislative and regulatory amendments, including those listed on the attached correspondence.

David Crombie, Chair, Greenbelt Council, December 5, 2020

RE: Greenbelt Council Resignation

Chair of the Greenbelt Council, David Crombie's letter of resignation to Minister Clark following recent actions taken by the government related to Bill 229.

Kevin Eby, Greenbelt Council, December 5, 2020

RE: Greenbelt Council Resignation

Mr. Eby's letter of resignation to Minister Clark following the



Agenda Item # 8.7

BOD Meeting #1/21

January 21, 2021

Page 2 of 4

government's recent actions relating to Schedule 6 of Bill 229.

Pamela Blais, Greenbelt Council, December 6, 2020

RE: Greenbelt Council Resignation

Ms. Blais' letter of resignation from the Greenbelt Council submitted to Minister Clark following the government's proposals included in Schedule 6 of Bill 229.

Wayne Caldwell, Greenbelt Council, December 6, 2020

RE: Greenbelt Council Resignation

Mr. Caldwell's letter of resignation from the Greenbelt Council due to concerns with current initiatives outlined within Schedule 6 of Bill 229 and the increasing use of Ministerial Zoning Orders.

Deborah Martin-Downs, Greenbelt Council, December 6, 2020

RE: Greenbelt Council Resignation

Ms. Martin Downs' letter of resignation from the Greenbelt Council following recent actions taken by the Government with respect to Schedule 6 of Bill 229.

Leith Moore, Greenbelt Council, December 6, 2020

RE: Greenbelt Council Resignation

Council member Leith Moore's letter of resignation from Greenbelt Council due to lack of engagement between the Council and discussion with the Ministry with respect to the development of policy and the direction by the government in Schedule 6 of Bill 229.

Lynn Morrow, Greenbelt Council, December 6, 2020

RE: Greenbelt Council Resignation

Member Morrow's letter of resignation from the Greenbelt Council following recent actions taken by the government with respect to Bill 229 and the use of Ministerial Zoning Orders.



Agenda Item # 8.7

BOD Meeting #1/21

January 21, 2021

Page 3 of 4

Debbie Leroux, Township of Uxbridge, December 7, 2020

RE: Bill 229, Protect, Support and Recover from COVID 19 Act – Schedule 6 – Conservation Authorities Act Township File: D-03 CA

At the regular meeting of the General Purpose and Administration Committee on December 7, 2020 The Township passed a resolution requesting that the Government of Ontario remove Schedule 6 from Bill 229.

Cheryl Bandel, Region of Durham, December 9, 2020

RE: Bill 229, Protect, Support and Recover from COVID-19 Act (Budget Measures) – Changes to the Conservation Authorities Act and Planning Act (2020-P26), Our File: L00

On November 25, 2020 Council at the Region of Durham passed a resolution recommending several items related to Bill 229 including that the Province remove Schedule 6 of Bill 229. See the attached Resolution outlining all the recommendations passed by Council, as well as the associated staff report.

Ralph Walton, Region of Durham, December 16, 2020

RE: Follow Up Report including Regional Response to the Provincial Flooding Strategy (2020-COW-33), Our File: C00

Council of the Region of Durham is sharing its recommendations to the Province adopted at the Committee of the Whole meeting from December 16, 2020 in response to managing flooding. See the attached recommendations and associated staff report.

Andrew Buttigieg, Ministry of the Environment, Conservation and Parks, December 16, 2020

RE: Ontario Announces Working Group to Better Focus Conservation Authorities

Ontario News shared an article outlining the government's new working group that will lead to improved conservation and protection of the province's water, land, and natural resources.



Agenda Item # 8.7

BOD Meeting #1/21

January 21, 2021

Page 4 of 4

Nicolas Fischer, Policy and Planning Officer, Conservation Ontario, December 18, 2020

RE: Conservation Ontario's comments on "A proposal under the Endangered Species Act to enable use of the Species at Risk Conservation Fund and to streamline authorization for certain activities that impact species at risk, while maintaining protections for species at risk" (ERO#019-1636)

Conservation Ontario's comments to the Public Input Coordinator, Species at Risk Branch on the above referenced proposal.

Wayne Emmerson, Chair, Conservation Ontario Council, December 18, 2020

RE: Indemnification Clause Requested in the Conservation Authorities Act or regulations

Conservation Ontario Council is sharing a resolution passed at its meeting of December 14, 2020 following remarks from the Minister on the requested Indemnification Clause in the Conservation Authorities Act.

Jeff Yurek, Minister of the Environment, Conservation and Parks, January 11, 2021

RE: Ontario Moves Forward with Conservation Authorities Working Group

The Minister's office is sharing the group of 10 individuals invited to participate in the newly formed conservation authorities working group, as well as a group of individuals who will assist the working group by providing further perspectives. The full list is included in the attached correspondence.



December 1, 2020

Legislative Assembly of Ontario
111 Wellesley St. W
Toronto, ON M7A 1A2

Submitted electronically

**Re: Bill 229 – Proposed Changes to the Conservation Authorities Act
& Planning Act (Schedule 6)**

At the Special Council meeting held on November 30, 2020 the following resolution was passed:

R/30/11/20/02

Moved by: Graham

Seconded by: Moore

1. That a letter including the recommendations below be submitted to the Province as the Township's written submission to the Standing Committee on Finance and Economic Affairs through the Legislative Assembly of Ontario website with specific recommendations that proposed legislative and regulatory amendments:
 - i. Identify that if any non-mandatory programs or services for provincial purposes should be funded by the provincial government and not become the responsibility of the Conservation Authority municipal funding partners;
 - ii. Outline legislated/regulated response times and service standards for all Conservation Authorities (CAs) if they are providing planning and/or technical services that are being contracted out as part of a Memorandum of Understanding (MOU);
 - iii. Require CAs to incorporate the Conservation Ontario endorsed Client Service Standards for Conservation Authority Plan and Permit Review;
 - iv. Require CAs to identify the role(s) and legislative authority under which they are providing comments to municipalities or planning approval authorities, and specifically whether these comments are advisory in nature;
 - v. Require CA staff involvement in planning applications (i.e., subdivision applications) to be brought back before their respective Board every 120 days for an update;
 - vi. Require CAs file Annual Reports with specific reference to the Guidelines & Performance Monitoring Policies set out in Policies and Procedures for Conservation Authority Plan Review and Permitting Activities;

- vii. Require Permitting and Activity Performance Reports to be brought before Conservation Authority Boards in open session on a regular basis;
 - viii. Require that comments from CAs during a pre-consultation contain a list of the necessary studies that will be required based on the application submitted, limiting supplementary studies to those that are a result of findings from initial studies; and
 - ix. Create an independent permit appeal process. Under the current system, appeals go back to the Conservation Authority Board and/or Executive Committee, who are too close to remain independent.
2. That a copy of the written submission be sent to the Premier of Ontario, the Minister of Finance, the Minister of Environment Conservation & Parks, the Minister of Municipal Affairs & Housing, the Minister of Natural Resources & Forestry, appropriate local MPP's, Otonabee Region Conservation Authority, Kawartha Conservation Authority, Ganaraska Conservation Authority, Conservation Ontario, Peterborough County and area municipalities.

Yours truly,



Elana Arthurs
Clerk
Township of Cavan Monaghan

988 County Rd 10
Millbrook, Ontario L0A 1G0

www.cavanmonaghan.net

Phone: 705-932-2929

Fax: 705-932-3458

December 5, 2020

The Honourable Steve Clark
Minister of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, ON M5G 2E5

Dear Minister Clark,

It is with regret that I submit my resignation, effective immediately, as Chair and Member of the Greenbelt Council.

Recent actions taken by the Government in committee hearings on Bill 229 have confirmed that we differ fundamentally on policy directions affecting the Greenbelt.

You will recall that the Council had urged your Government on previous occasions to withdraw Schedule 6 from Bill 229. This advice is grounded in the view that Ontarians can successfully realize the great values and benefits of the Greenbelt through the effectiveness of watershed planning, the strength and resilience of the Conservation Authorities and the power of public participation and open debate.

It is now clear that the Government's direction under Schedule 6 of Bill 229 disastrously assaults all three of these primary conditions. It cuts out the heart of integrated watershed planning and management; severely cripples the Conservation Authorities in the pursuit of their historic stewardship of environmental issues, and now with the grossly expanded use of Ministerial Zoning Orders (MZO) and other procedural revisions, essential public discussion and debate will be stifled or shut down.

This is not policy and institutional reform. This is high-level bombing and needs to be resisted.

Respectfully,

A handwritten signature in black ink, appearing to read "David Crombie". The signature is fluid and cursive, with a large initial "D" and a long, sweeping underline.

David Crombie
Chair, Greenbelt Council

Copies to:

The Honourable Doug Ford, Premier of Ontario
The Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks
The Honourable John Yakabuski, Minister of Natural Resources and Forestry
The Honourable Rod Phillips, Minister of Finance
Kate Manson-Smith, Deputy Minister
Greenbelt Council Members
Ed McDonnell, CEO, Greenbelt Foundation
Greater Golden Horseshoe stakeholders

December 5, 2020

The Honourable Steve Clark
Minister of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, ON M5G 2E5

Dear Minister Clark,

Please accept this letter as my resignation from the Greenbelt Council, effective immediately.

I have thoroughly enjoyed the opportunity to work with such a knowledgeable and dedicated group of people, but the Government's recent actions relating to Schedule 6 of Bill 229 have left me no choice but to resign. I cannot in good conscience continue in this role when, contrary to the advice of the Greenbelt Council, the Government fails to recognize the long-term importance of integrated watershed planning and the key roles played by Conservation Authorities in environmental stewardship. I also find it disturbing that the traditional public consultation and natural justice rights enjoyed by the people of Ontario in planning for growth are being circumvented through a dramatic increase in the use of Ministerial Zoning Orders.

That the Government is taking these actions in the middle of a pandemic is particularly troubling.

Respectfully,



Kevin Eby
Member, Greenbelt Council

Copies to:

The Honourable Doug Ford, Premier of Ontario
The Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks
The Honourable John Yakabuski, Minister of Natural Resources and Forestry
The Honourable Rod Phillips, Minister of Finance
Kate Manson-Smith, Deputy Minister
Greenbelt Council Members
Ed McDonnell, CEO, Greenbelt Foundation
Greater Golden Horseshoe stakeholders

December 6, 2020

The Honourable Steve Clark
Minister of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, ON M5G 2E5

Dear Minister Clark,

It has been my honour to serve as a member of the Greenbelt Council but at this juncture I must regretfully submit my resignation, effective immediately.

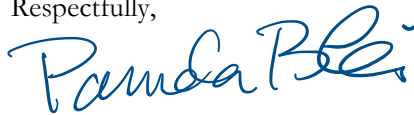
The government's proposals included in Schedule 6 of Bill 229 to curtail the powers and scope of Conservation Authorities activities are concerning. They would jeopardize the essential work CAs have done since the 1940s to protect our natural environment and water sources, and Ontarians from floods - all of which is only more important in an era of climate change. The exemption of the Greenbelt from select provisions that apply when a Ministerial Zoning Order is adopted does not mean that the Greenbelt will not be adversely affected by the proposed changes. We all know that natural systems are interconnected and impacts do not stop at boundaries drawn on a map.

In addition, it is troubling that the use of Ministerial Zoning Orders has been expanding, and the development projects so approved increasing in scope and scale. This has often occurred without due assessment or consideration for broader planning impacts, without the benefit of an explicit framework to reveal why some projects are chosen over others, and without the opportunity for meaningful public input.

There may well be legitimate reasons to review Conservation Authorities or to expedite development projects. However, the proposals in Bill 229 and intemperate use of MZO's do not constitute solutions to underlying issues, but rather only aim to weaken or circumvent existing policies and processes. Such approaches are short-sighted and will likely generate other economic and environmental costs and risks.

Changes to policy do not have to result in the destruction of the natural environment, collateral costs or the reduction of Ontarians' rights to have their voices heard. The government's actions do not constitute sound, evidence-based public policy nor serve the interests of Ontarians.

Respectfully,



Pamela Blais
Member, Greenbelt Council

Copies to:

The Honourable Doug Ford, Premier of Ontario
The Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks
The Honourable John Yakabuski, Minister of Natural Resources and Forestry
The Honourable Rod Phillips, Minister of Finance
Kate Manson-Smith, Deputy Minister
Greenbelt Council Members
Ed McDonnell, CEO, Greenbelt Foundation
Greater Golden Horseshoe stakeholders

December 6th, 2020

The Honourable Steve Clark
Minister of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, ON M5G 2E5

Dear Minister Clark

It is with regret that I submit this letter of resignation from the Greenbelt Council. I have been honoured to serve in this role, work with esteemed colleagues and contribute to the integrity of the Greenbelt.

Throughout my career I have observed the important role of Conservation Authorities in watershed planning, hazard reduction and environmental management. This work has contributed to the overall health, safety and welfare of Ontario's residents. In my view this role has been foundational to the success of the Greenbelt and the quality of life enjoyed by all residents of the province. Current initiatives outlined within Schedule 6 of Bill 229 and the increasing use of Ministerial Zoning Orders significantly compromises our collective ability to address the needs of current and future generations of Ontario residents.

I am also concerned that we are making such fundamental change in the midst of a pandemic. This is a time when people are focused on livelihoods and their own personal health and safety.

Respectfully,

A handwritten signature in black ink that reads "Wayne Caldwell". The signature is written in a cursive, flowing style.

Wayne Caldwell
Member, Greenbelt Council

Copies to:
Kate Manson-Smith, Deputy Minister
Greenbelt Council Members

The Honourable Steve Clark
Minister of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, ON M5G 2E5

December 6, 2020

Dear Minister Clark,

It is with regret that I submit my resignation, effective immediately, as a Member of the Greenbelt Council.

Recent actions taken by the Government with respect to Schedule 6 of Bill 229 have confirmed that we differ fundamentally on policy directions affecting the Greenbelt. The Council has urged your Government to withdraw Schedule 6 from Bill 229 to allow for proper evaluation and public discourse. You have also disregarded the wishes of AMO, Big City Mayors and dozens of municipal councils by refusing to withdraw Schedule 6.

The Council has been providing you with advice on implementation of the Greenbelt and Growth plans, including illustrating the fundamental role that the conservation authorities play in protecting the Greenbelt and the health and wellbeing of the residents of Ontario. Clearly you do not value that advice and clearly your government does not value the role that conservation authorities play in public safety and environmental quality.

The Growth Plan area and the Greenbelt are linked – each supporting the other. The Greenbelt cannot be protected without the watershed view and efforts to ensure that the lands adjacent to it continue to support the features, functions, and linkages between the two.

I stand with David Crombie in his condemnation of the inclusion of an explicit requirement for conservation authorities to permit the alteration or destruction of features that are protected under *provincial policy, municipal policy* and *conservation authority regulations* in areas designated under a Ministers Zoning Order. No Walmart, warehouse, casino or housing development is worth the long-term environmental costs.

I believed that being ‘in the tent’ was valuable and that I could contribute to good public policy that makes Ontario great. However, it is now clear that the Government’s direction under Schedule 6 of Bill 229 is a blatant assault on conservation, the environment and transparent governance. My time and efforts will be better spent protecting the environment and the health and safety of our communities.

Sincerely,



Deborah Martin-Downs
Former Member, Greenbelt Council
Chief Administrative Officer, Credit Valley Conservation

C.C. The Honourable Doug Ford, Premier of Ontario
 The Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks
 The Honourable John Yakabuski, Minister of Natural Resources and Forestry
 The Honourable Rod Phillips, Minister of Finance
 Kate Manson-Smith, Deputy Minister
 Ed McDonnell, CEO, Greenbelt Foundation
 Greenbelt Council Members
 Greater Golden Horseshoe stakeholders

December 6th, 2020

The Honourable Steve Clark
Minister of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, ON M5G 2E5

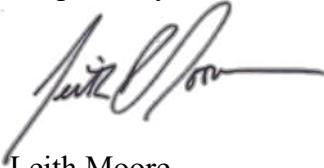
Dear Minister Clark

It is with regret that I submit my resignation, effective immediately, as Member of the Greenbelt Council. I have very much enjoyed the opportunity to offer advice, through the Council, to the provincial government.

Notwithstanding, there has been a distinct lack of engagement between the Council and discussion with the Ministry with respect to the development of policy impacting the Greenbelt and the Growth Plan. This certainly underpins my decision to remove myself from the Council.

More importantly, the policy direction taken by the government in Schedule 6 of Bill 229, has triggered my decision to remove myself from the Council. Conservation Authorities are key to the future of watershed planning in Ontario. Their continued long-term success is central to our environmental stewardship responsibility. The steps taken in Bill 229 put decades of excellent work across city and regional boundaries at risk.

Respectfully,

A handwritten signature in black ink, appearing to read 'Leith Moore', with a long horizontal stroke extending to the right.

Leith Moore
Member, Greenbelt Council

Copies to:

Kate Manson-Smith, Deputy Minister
Greenbelt Council Members

December 6, 2020

The Honourable Steve Clark
Minister of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, ON M5G 2E5

Dear Minister Clark,

It is with regret that I submit my resignation, effective immediately, as a Member of the Greenbelt Council.

Recent actions taken by the Government with respect to Bill 229 and the proliferation of Ministerial Zoning Orders represent a reckless gutting of land use and watershed planning in Ontario. You put at risk the very ecosystems that sustain and protect Ontario's Greenbelt. You shutter public discourse. This is not good for the environment, the community or the economy.

Respectfully,

A handwritten signature in black ink, appearing to read 'Lynn Morrow', with a stylized, cursive script.

Lynn Morrow, RPP
Member, Greenbelt Council

Copies to:

The Honourable Doug Ford, Premier of Ontario
The Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks
The Honourable John Yakabuski, Minister of Natural Resources and Forestry
The Honourable Rod Phillips, Minister of Finance
Kate Manson-Smith, Deputy Minister
Greenbelt Council Members
Ed McDonnell, CEO, Greenbelt Foundation
Greater Golden Horseshoe stakeholders



The Corporation of the
**Township
of
Uxbridge**
In The Regional Municipality of Durham

Town Hall
51 Toronto Street South
P.O. Box 190
Uxbridge, ON L9P 1T1
Telephone (905) 852-9181
Facsimile (905) 852-9674
Web www.uxbridge.ca

SENT VIA EMAIL

December 7, 2020

Honourable Doug Ford
Premier of Ontario
premier@ontario.ca

**RE: BILL 229, PROTECT, SUPPORT AND RECOVER FROM COVID 19 ACT
- SCHEDULE 6 – CONSERVATION AUTHORITIES ACT
TOWNSHIP FILE: D-03 CA**

Please be advised that during the regular meeting of the General Purpose and Administration Committee of December 7, 2020 the following motion was carried:

WHEREAS the Province has introduced Bill 229, Protect, Support and Recover from COVID 19 Act - Schedule 6 – Conservation Authorities Act;

WHEREAS the Legislation introduces a number of changes and new sections that could remove and/or significantly hinder the conservation authorities' role in regulating development, permit appeal process and engaging in review and appeal of planning applications;

WHEREAS we rely on the watershed expertise provided by local conservation authorities to protect residents, property and local natural resources on a watershed basis by regulating development and engaging in reviews of applications submitted under the Planning Act;

WHEREAS the changes allow the Minister to make decisions without CA watershed data and expertise;

WHEREAS the Legislation suggests that the Minister will have the ability to establish standards and requirements for non-mandatory programs which are negotiated between the conservation authorities and municipalities to meet local watershed needs;

WHEREAS the changes to the 'Duty of Members' contradicts the fiduciary duty of a CA board member to represent the best interests of the conservation authority and its responsibility to the watershed;

WHEREAS conservation authorities have already been working with the Province, development sector and municipalities to streamline and speed up permitting and planning approvals through Conservation Ontario's

Client Service and Streamlining Initiative;

WHEREAS changes to the legislation will create more red tape and costs for the conservation authorities, and their municipal partners, and potentially result in delays in the development approval process;

AND WHEREAS municipalities value and rely on the natural habitats and water resources within our jurisdiction for the health and well-being of residents; municipalities value the conservation authorities' work to prevent and manage the impacts of flooding and other natural hazards; and municipalities value the conservation authority's work to ensure safe drinking water;

THEREFORE, BE IT RESOLVED

THAT Township of Uxbridge requests that the Government of Ontario remove Schedule 6 from Bill 229;

AND FURTHER THAT the Township of Uxbridge motion be forwarded to the Premier, Minister of Environment, Conservation and Parks, the Minister of Natural Resources and Forestry, the Minister of Municipal Affairs and Housing, the Minister of Finance, MPPs in our jurisdiction, and all local Conservation Authorities in Uxbridge.

Carried

Yours truly,



Debbie Leroux,
Deputy CAO/Director of Legislative Services/Clerk
/jlb

cc: Honourable Jeff Yurek, Minister of Environment, Conservation and Parks
Honourable John Yakabuski, Minister of Natural Resources and Forestry
Honourable Steve Clark, Minister of Municipal Affairs and Housing
Honourable Rod Phillips, Minister of Finance
Honourable Jennifer O'Connell, MP
Honourable Peter Bethlenfalvy, MPP
All local Conservation Authorities



The Regional
Municipality
of Durham

Corporate Services
Department
Legislative Services

605 Rossland Rd. E.
Level 1
PO Box 623
Whitby, ON L1N 6A3
Canada

905-668-7711
1-800-372-1102
Fax: 905-668-9963

durham.ca

Don Beaton, BCom, M.P.A.
Commissioner of Corporate
Services

December 9, 2020

The Honourable Jeff Yurek
Minister of the Environment, Conservation and Parks
777 Bay Street, 5th Floor
Toronto, ON M7A 2J3

AND

The Honourable John Yakabuski
Minister of Natural Resources and Forestry
99 Wellesley Street West
6th Floor, Suite 6630
Toronto, ON M7A 1W3

Dear Ministers Yurek and Yakabuski:

**RE: Bill 229, Protect, Support and Recover from COVID-19 Act
(Budget Measures) – Changes to the Conservation
Authorities Act and Planning Act (2020-P-26), Our File: L00**

Council of the Region of Durham, at its meeting held on November 25, 2020, adopted the following recommendations, as amended:

- “A) That Report #2020-P-26 of the Commissioner of Planning and Economic Development be endorsed and submitted to the Minister of Environment, Conservation and Parks, and the Minister of Natural Resources and Forestry as Durham Region’s response to Schedule 6 – Conservation Authorities Act, including the consequential amendment of the Planning Act, of Bill 229, Protect, Support and Recover from COVID-19 Act. Key recommendations are that the province:
- i) Schedule 6 of Bill 229, Protect, Support and Recover from COVID 19 Act, be removed;
 - ii) Work with the conservation authorities and municipalities to address their concerns related to the proposed amendments to the Conservation Authorities Act and the Planning Act, and then make a subsequent determination whether these changes need to be made;
 - iii) Fund any non-mandatory programs or services that the Ministry of Natural Resources and Forestry puts forward in regulation, for the province’s purposes, so that the funding

commitment does not become the responsibility of the CA municipal funding partners;

- iv) Have the CA Act specify that municipally elected officials appointed to the conservation authority Board of Directors must be representatives from the municipal corporations who are responsible for providing the funding to the conservation authority;
 - v) If Bill 229 with Schedule 6 is passed, provide a transition period until December 2022 to enable coordination of CA-municipal budget processes;
 - vi) Recognize the province's long-standing partnership with the conservation authorities and provide conservation authorities with the tools and financial resources they need to effectively implement their watershed management role; and
- B) That a copy of Report #2020-P-26 be forwarded to Durham's MPPs, Conservation Ontario, the Region's five partner conservation authorities and the area municipalities."

Please find enclosed a copy of Report #2020-P-26 for your information.

Cheryl Bandel

Cheryl Bandel, Dipl. M.A.
Deputy Clerk

CB/tf

c: Please see attached list

- c: Peter Bethlenfalvy, MPP (Pickering/Uxbridge)
- Rod Phillips, MPP (Ajax)
- Lorne Coe, MPP (Whitby)
- Jennifer French, MPP (Oshawa)
- Lindsey Park, MPP (Durham)
- Laurie Scott, MPP (Haliburton/Kawartha Lakes/Brock)
- David Piccini, MPP (Northumberland-Peterborough South)
- K. Gavine, General Manager, Conservation Ontario
- C. Darling, Chief Administrative Officer, Central Lake Ontario
Conservation Authority
- L. Laliberte, CAO/Secretary-Treasurer, Ganaraska Region
Conservation Authority
- M. Majchrowski, Chief Administrative Officer, Kawartha Conservation
- M. Walters, Chief Administrative Officer, Lake Simcoe Region
Conservation Authority
- J. MacKenzie, Chief Executive Officer, Toronto & Region
Conservation Authority
- A. Harras, Acting Clerk, Town of Ajax
- B. Jamieson, Clerk, Township of Brock
- J. Gallagher, Clerk, Municipality of Clarington
- M. Medeiros, Clerk, City of Oshawa
- S. Cassel, Clerk, City of Pickering
- J.P. Newman, Clerk, Township of Scugog
- D. Leroux, Clerk, Township of Uxbridge
- C. Harris, Clerk, Town of Whitby
- B. Bridgeman, Commissioner of Planning and Economic Development

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2564



The Regional Municipality of Durham Report

To: Regional Council
From: Commissioner of Planning and Economic Development
Report: #2020-P-26
Date: November 25, 2020

Subject:

Bill 229, Protect, Support and Recover from COVID-19 Act (Budget Measures) –
Changes to the Conservation Authorities Act and Planning Act, File: L14-45

Environmental Registry of Ontario Posting [#019-2646](#), Conservation Authorities Act,
R.S.O. 1990, Bulletin

Environmental Registry of Ontario Posting [#013-5018](#), Modernizing conservation
authority operations - Conservation Authorities Act

Recommendation:

It is recommended to Regional Council:

- A) That Report # 2020-P-26 be endorsed and submitted to the Minister of Environment, Conservation and Parks, and the Minister of Natural Resources and Forestry as Durham Region's response to Schedule 6 – Conservation Authorities Act, including the consequential amendment of the Planning Act, of Bill 229, Protect, Support and Recover from COVID-19 Act. Key recommendations are that the province:
- i) Reconsider the passing of Schedule 6 of Bill 229, Protect, Support and Recover from COVID 19 Act;
 - ii) Work with the conservation authorities and municipalities to address their concerns related to the proposed amendments to the Conservation Authorities Act and the Planning Act, and then make a subsequent determination whether these changes need to be made;

- iii) Fund any non-mandatory programs or services that the Ministry of Natural Resources and Forestry puts forward in regulation, for the province's purposes, so that the funding commitment does not become the responsibility of the CA municipal funding partners;
 - iv) Have the CA Act specify that municipally elected officials appointed to the conservation authority Board of Directors must be representatives from the municipal corporations who are responsible for providing the funding to the conservation authority;
 - v) If Bill 229 with Schedule 6 is passed, provide a transition period until December 2022 to enable coordination of CA-municipal budget processes; and
 - vi) Recognize the province's long-standing partnership with the conservation authorities and provide conservation authorities with the tools and financial resources they need to effectively implement their watershed management role.
- B) That a copy of this report be forwarded to Durham's MPPs, Conservation Ontario, the Region's five partner conservation authorities and the area municipalities.
-

Report:

1. Purpose

1.1 The purposes of this report are to:

- provide background information on the Conservation Authorities Act and associated Planning Act changes introduced on November 5, 2020 through Bill 229, Support and Recover from COVID-19 Act (Budget Measures);
- acknowledge the various Items of Correspondence received regarding this topic from the conservation authorities in Durham; and
- Recommend a Regional position regarding the Conservation Authorities Act and Planning Act changes contained within Bill 229.

2. Previous Reports and Decisions

2.1 The following Regional staff reports related to conservation authority matters have been provided to Council over the last three years:

- Bill 139, Building Better Communities and Conserving Watersheds Act, 2017, and associated supportive documents, Report [#2017-INFO-79](#).

- Proposed amendments to the Conservation Authorities Act and associated regulations, Report [#2019-P-27](#).
- Durham's Response to Bill 108, Ontario's Housing Supply Action Plan, 2019 and related Regulatory Proposal Changes, Report [#2019-A-22](#).

3. Background

- 3.1 The Conservation Authorities Act (CA Act) was passed in 1946 in response to extensive flooding erosion, deforestation and soil loss resulting from poor land, water and forestry management practices. The stated purpose of the CA Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario. The Act outlines the process to establish, fund, dissolve, amalgamate and operate a Conservation Authority (CA). The Act has been updated several times.
- 3.2 The purpose of a conservation authority is to deliver a local resource management program at the watershed scale for both provincial and municipal interests. In addition to this core purpose, conservation authority programs contribute to achieving outcomes of many provincial and municipal (both upper and lower tier) priorities including: protection from flooding hazards, ensuring healthy Great Lakes, sustainable growth, protection and restoration of natural heritage (biodiversity), outdoor recreation, health and tourism, outdoor and other environmental education curriculum, water quality and quantity, as well as, environmental monitoring and reporting. There are 36 CAs in Ontario, the majority of which are in southern Ontario.
- 3.3 There are five CAs within Durham Region. The names of the five CAs together with approximate areas within Durham where the CAs have jurisdiction, the names of the Regional Council representatives who sit on the respective CA Boards (19 in total), and the local councillors who sit on the respective CA Boards (6 in total) are listed below:
- Toronto and Region (TRCA) – Pickering, the majority of Ajax and a portion of Uxbridge, (Councillors Dies, Ashe and Highet);
 - Central Lake Ontario (CLOCA) – Whitby, Oshawa, portions of Ajax and Pickering, and the western portion of Clarington, (Councillors Lee Marimpietri, John Neal, Nicholson, Pickles, Leahy, Mulcahy, Roy, Mayors Barton and Mitchell; Councillor Chapman is the Chair of the CLOCA Board);

- Clarington is represented locally by Councillors R. Hooper (Vice-Chair), J. Jones and C. Traill
 - Ganaraska Region (GRCA) – the eastern portion of Clarington, (Councillor Joe Neal);
 - Clarington is represented locally by Councillor M. Zwart
 - Kawartha Region (KRCA) – the majority of Scugog, portions of Brock and a small portion of Uxbridge, (Councillor Smith);
 - Clarington is represented locally by Councillor R. Hooper
 - Scugog is represented locally by Councillors D. Kiezebrink and A. Ross
 - Lake Simcoe Region (LSRCA) – the majority of Brock and Uxbridge, and the western portion of Scugog, (Mayors Bath-Hadden, Drew and Barton).
- 3.4 Regional staff have a close working relationship with each of the five CAs within Durham. In 1996, the province delegated the Provincial Plan Review function to Durham through a Memorandum of Understanding. To carry out these responsibilities, the Region subsequently entered into a Partnership Memorandum with its five CAs to coordinate the discharge of their responsibilities with respect to natural heritage and hazard land protection. The Partnership Memorandum has been updated and renewed twice since that time.
- 3.5 CAs also play key role in the implementation of source protection planning in partnership with municipalities that supply water to reduce risks to drinking water. These roles were established in the Clean Water Act in 2006. All five CAs in Durham are engaged in their roles as a Source Protection Authority.
- 3.6 In 2007, Regional Council approved an accountability framework related to Regional Funding of Conservation Authorities. Currently the Region provides funding to the five CAs under the following programs:
- Operating Programs – expenses are apportioned to single/upper-tier member municipalities within the watershed based on their respective relative share of assessed values as outlined in legislation.
 - Special Benefitting – funding for projects/initiatives that do not benefit all single/upper tier municipalities within their watershed. Costs are apportioned only to the municipalities in the watershed that benefit from the specific project/initiative.
 - Land Management – while not required through legislation, the Region, beginning in 2018, opted to provide annual funding to each of the five conservation authorities for land management costs.

- Special Funding – Conservation Authorities have the opportunity each year to submit a special funding request for expenses outside of those listed above. These special funding requests are reviewed individually and considered through the Region’s annual business planning and budget process.
 - Fee for Service – The Regional also provides funding to various Conservation Authorities for specific fee for service initiatives.
- 3.7 The Conservation Authorities Act has been the subject of review since 2015.
- 3.8 Through the [Made-in-Ontario Environment Plan](#) released in November 2018, the Province committed to a further review of CAs.
- 3.9 In June 2019, the More Homes, More Choice Act, 2019 (Bill 108) included amendments to the Conservation Authorities Act. Many of the amendments from Bill 108 regarding programs and services and enforcement provisions are yet to be put into effect through regulations. These regulations are expected to clarify the scope of CA mandates including enhanced enforcement powers to address un-proclaimed provisions and ongoing community concerns.
- 3.10 Through Bill 108, the CA Act was expected to be amended by:
- a. Defining the four core mandatory programs and services by regulation, as follows:
 - Programs and services related to the risk of natural hazards.
 - Programs and services related to the conservation and management of lands owned or controlled by the conservation authority.
 - Programs and services related to the conservation authority’s duties, functions and responsibilities as a source protection authority under the Clean Water Act, 2006.
 - Programs and services related to the conservation authority’s duties, functions and responsibilities under an Act prescribed by the regulations.
 - b. Allowing other programs and services outside of the four core areas to be prescribed as mandatory programs and services.
 - c. Requiring, after a specified date, that municipal financing of a non-mandatory program and service can only continue, where the conservation authority has entered into a financing agreement with its participating municipalities.
 - d. Establishing a transition period and process for conservation authorities and municipalities to identify, through an inventory, which of their programs and

services are mandatory and then to enter into agreements for the non-mandatory programs or services that are financed in whole or in part at the municipal level.

- e. Enabling the minister to appoint an investigator to investigate or undertake an audit and report on a conservation authority.
- f. Clarifying that the duty of conservation authority “board” members is to act with a view to furthering the objects of the conservation authority (i.e., the range of activities the conservation authority is allowed to undertake).

Conservation Authorities Act Review

- 3.11 Over the past 18 months, the province undertook further consultation on the core role of CAs in:
- a. preparing and protecting against the impacts of natural hazards;
 - b. maintaining and managing conservation lands; and
 - c. drinking water source protection under the Clean Water Act.
- 3.12 Following provincial multi-stakeholder consultation held in February 2020, the Ministry of Environment, Conservation and Parks issued an online survey to the public (survey closed March 13, 2020), that solicited input on the conservation authority model as it related to transparency, permitting, oversight, Board composition and partnership. The survey also asked for feedback on mandatory programs and services within the areas described above. Regional staff submitted a response to the survey on March 13, 2020 (see Attachment #1). Feedback gathered through the public survey has not been made public to date.
- 3.13 The province moved forward with a proposal to further define the core mandate of CAs through [Bill 229](#), Protect, Support and Recover from COVID-19 Act (Budget Measures) on November 5, 2020, resulting in changes to both the Conservation Authorities Act and Planning Act. At the time of writing this report, Bill 229 was being debated at its Second Reading. The changes are expected to receive third reading in the legislature imminently.
- 3.14 Later this fall, the province intends to further consult on regulatory proposals (mandatory programs and services, section 28 natural hazards, section 29 conservation authority lands, agreements and transition) under the CA Act which will be posted on the Environmental Registry for public consultation.

4. Bill 229, CA Act Changes

4.1 Key proposed amendments to the CA Act under Bill 229 are to:

- a. Revise the range of activities CAs can undertake to reflect the categories of programs and services that the CA is currently authorized to deliver under the CA Act for its jurisdiction namely:
 - Programs and services related to the risk of natural hazards.
 - Programs and services related to the conservation and management of lands owned or controlled by the authority, including any interests in land registered on title.
 - Programs and services related to the authority's duties, functions and responsibilities as a source protection authority under the Clean Water Act, 2006.
 - Programs and services related to the authority's duties, functions and responsibilities under an Act prescribed by the regulation.
- b. Enable the Minister of Natural Resources and Forestry to, by regulation, establish standards and requirements for the delivery of non-mandatory programs and services.
- c. Remove the authority for CAs to expropriate land. CAs could still request either the Province or a municipality to expropriate land.
- d. Require participating municipalities to appoint municipal councillors as CA members and that municipally appointed members generally act on behalf of their municipalities. This proposal is a change from the un-proclaimed Bill 108 provision that stated members were to act with a view to furthering the objects of the CA.
- e. Enable the Minister to appoint a member to the CA from the agricultural sector. This has been a longstanding request from our agricultural community. However, other interest groups and Indigenous groups have not been granted this type of appointment.
- f. Require that CA chairs and vice-chairs rotate every two years between different participating municipalities.
- g. Require CAs to follow generally accepted accounting principles.

- h. Require CAs to make key documents publicly available online (e.g., meeting agendas, meeting minutes, municipal member agreements, annual audits), if this is not current practice.
- i. Require CAs to submit to the Minister, a copy of any agreements related to participating municipalities appointments to its Board of Directors.
- j. Remove the transition provision for CAs to develop administrative by-laws.
- k. Authorize the Minister to issue a binding directive to a CA, and/or, with the approval of the Lieutenant Governor-in-Council, to appoint a temporary administrator to assume control of all of a CA's operations, following an investigation, where it is revealed that a CA has failed to comply with any provincial law. Further, the Minister would be authorized to issue binding directives to the administrator.
- l. Change the jurisdiction of appeals of CA decisions and municipal levies to be heard by the Local Planning Appeal Tribunal (LPAT), as currently in some circumstances, certain appeals are heard by the Mining and Lands Tribunal.
- m. Enable the Minister to delegate some duties and powers under the CA Act, for example, to a ministry official.
- n. Authorize the Minister to issue an order to take over and decide an application for a permit under section 28 of the CA Act in place of the CA (i.e. before the CA has made a decision on the application).
- o. Allow an applicant, within 30 days of a CA issuing a permit, with or without conditions, or denying a permit, to request the Minister to review the CA's decision.
- p. Where the Minister has taken over a permit application or is reviewing a permit decision by a CA, allow an applicant to appeal directly to LPAT where the Minister fails to make a decision within 90 days.
- q. In addition to the provision to seek a Minister's review, provide the applicant with the ability to appeal a permit decision to LPAT within 90 days after the CA has made a decision.

- r. Where a permit is cancelled, allow the permit holder to appeal the cancellation to LPAT within 90 days.
- s. Allow applicants to appeal directly to LPAT where a CA fails to make a decision on section 28 permit applications within 120 days.
- t. Provide permit applicants with the ability to appeal permit fees charged by a CA to LPAT.
- u. Amend the un-proclaimed “warrantless entry” provisions from Bill 108 to change the circumstances when an entry to land may be exercised by a CA so that such circumstances are similar to entry powers now in effect in section 28 of the Act.
- v. Remove the un-proclaimed provisions from Bill 108 for CAs to be able to issue stop work orders and retain the current enforcement tools, such as laying charges and potential court injunctions.
- w. Add a legal provision to the CA Act related to Aboriginal and Treaty Rights under the Constitution to state that nothing in the Act would repeal or detract from the existing Aboriginal and Treaty Rights recognized and affirmed by section 35 of the Constitution.

5. Bill 229, Planning Act Changes

- 5.1 A supportive amendment to the Planning Act is also proposed through Bill 229 that would add CAs to subsection 1 (2) of the Planning Act. This amendment, if passed, would exclude the CAs in the definition of public bodies under the Planning Act. This change would restrict the CA’s ability to appeal certain planning decisions to LPAT, or become a party to an appeal before LPAT.

6. Concerns raised by Durham’s partner conservation authorities related to Bill 229

- 6.1 Durham’s partner CAs have raised several concerns related the proposed changes to the CA Framework. These concerns are detailed in their respective Items of Correspondence included in the November 25, 2020 Regional Council agenda.

6.2 The concerns include, but are not limited to the following:

Overall

- a. Without having regulations to support the legislative amendments to the CA Act and Planning Act, there may be unintended consequences, inefficiencies and ineffective outcomes.

Programs and Services

- b. The programs and services are subject to standards and requirements that may be prescribed by future regulation. Without the benefit of having the regulatory proposal, it is unknown if the regulations could restrict what CAs are able take on for their member municipalities, or to further the purpose of the Act.

Appointments/Board of Directors

- c. Removal of the responsibility for CA Board members to represent the interests of the CA is contrary to the watershed management approach and fiduciary duty principals, which is the foundation of corporate governance.
- d. Term limits of only two years restricts the CA's ability to align these terms with the terms of municipal elected officials and could pose issues where municipalities sit on multiple CA Boards.

Section 28 Permit Changes and Appeal Process

- e. Changes to the CA role in regulating development permitting, and planning application appeal processes, could add costs and ultimately have significant impacts on Ontario's ability to provide flooding and natural hazards management/ protection and drinking water protection.
- f. The permit appeal provisions that would be considered by the Minister of Natural Resources and Forestry and/or the LPAT could create more costs, delays and red tape, resulting in decisions that would not benefit from local watershed data and expertise.

Enforcement Tools

- g. The amendments weaken a CA's ability to enforce regulation and could directly impact a CA's ability to: address permit compliance objectives; and address significant impacts to natural hazards and features.

Planning Act Changes

- h. The amendments limit a CA's ability to be an independent party at the LPAT to protect landholdings, fulfill mandate and ensure watershed science and data are being applied to planning and land use decisions.

7. Regional Comments

- 7.1 CAs are local watershed management agencies that deliver services and programs to protect and manage impacts on water and other natural resources in partnership with the federal and provincial governments, municipalities, landowners and other stakeholders. CAs have an important role in supporting the conservation, restoration, development and management of natural resources, and protecting Ontarians from flood risk and other water-related natural hazards.
- 7.2 Ontario's Flooding Strategy, released by the province in March 2020, outlines key roles for municipalities and conservation authorities in identifying and managing flood risk based on evidence and science, and for directing development away from flood-prone areas. The changes proposed in Bill 229 could undermine the leadership and local decision-making role that the province assigns to municipalities and CAs in its Flooding Strategy.
- 7.3 It is recommended that the province reconsider the passing of Schedule 6 of Bill 229, Protect, Support and Recover from COVID 19 Act. Schedule 6 introduces a number of changes and new sections to the CA Act and Planning Act that would significantly limit the conservation authorities' role in watershed management and the mitigation of flooding impacts on communities (e.g. through their role the development permitting process and engaging in the review and appeal of planning applications). These changes would reduce environmental oversight of development proposals and could lead to increased environmental hazard risk, including flooding.
- 7.4 The province should also be requested to work with the conservation authorities and municipalities over the next few months to address their concerns related to the proposed amendments to the CA Act and the Planning Act, and then make a subsequent determination whether these changes need to be made.
- 7.5 It is recommended that if any non-mandatory programs or services that the Ministry of Natural Resources and Forestry are put forward in regulation for the province's purposes, these programs and services should be funded by the provincial government, so that the funding commitment does not become the responsibility of the CA municipal funding partners.

- 7.6 With regards to municipal representation on CA Boards, it is recommended that the CA Act specify that municipally elected officials appointed to the conservation authority Board of Directors must be representatives from the municipal corporations who are responsible for providing the funding to the conservation authority.
- 7.7 If Bill 229 is passed in its current form, including Schedule 6, it is recommended that a transition period until December 2022 be provided to enable coordination of CA-municipal budget processes.
- 7.8 Lastly, the province should be requested to recognize their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their watershed management role.

8. Relationship to Strategic Plan

- 8.1 This report aligns with/addresses the following strategic goals and priorities in the Durham Region Strategic Plan:
- a. Under the goal of Environmental Sustainability, Priority 1.3: to protect, preserve and restore the natural environment, including greenspaces, waterways, parks, trails, and farmlands;
 - b. Under the goal of Environmental Sustainability, Priority 1.4: demonstrate leadership in sustainability and addressing climate change
- 8.2 This report also aligns with/addresses the Durham Community Climate Adaptation Plan, which focuses on building resilience to climate change impacts.

9. Conclusion

- 9.1 The Region of Peel is considering a similar resolution to express their concerns with the proposed changes to the CA Act and Planning Act at their November Council meeting.
- 9.2 This report has been prepared in consultation with the CAO's Office – Strategic Initiatives, Works Department, Finance Department, and Corporate Services – Legal Services.

10. Attachments

Attachment #1: CA Act Survey, Regional staff response, March 13, 2020

Respectfully submitted,

Original signed by

Brian Bridgeman, MCIP, RPP
Commissioner of Planning and
Economic Development

Recommended for Presentation to Committee

Original signed by

Elaine C. Baxter-Trahair
Chief Administrative Officer

Region of Durham – Comments

A) Mandatory and Non-Mandatory Programs and Services

1. Which Conservation Authority programs and services should be mandatory for each of the following categories and why? (Please provide answer for any of the categories that are relevant to you).

It is important that the service level and scope be **clearly defined** for any service/program that is determined to be mandatory.

The conservation authorities' role, responsibilities and mandate to provide greater consistency of the core function and operations across Ontario should be clearly defined. This includes identifying which areas should be financed by the Province vs. municipalities and which should be funded by municipal levy versus fee for service.

Given the expanding role of Conservation Authorities to protect Ontario's water resources through other legislation outside of the Conservation Authority Act (i.e. the Clean Water Act, the Lake Simcoe Protection Act and the Great Lakes Protection Act), predictable and sustainable Provincial funding is required. Confirmation of the roles that each of the provincial ministries, conservation authorities, and municipalities play in protecting Ontario's water resources across all pieces of legislation, not just the Conservation Authorities Act, would be beneficial. In addition, clearly defined provincial roles and responsibilities of conservation authorities for various aspects of climate change adaptation at the watershed level is needed. Once these respective roles have been defined, adequate provincial funding commitments to support the respective roles is required.

It is suggested that a fifth mandatory program – watershed management be included.

Given their history, Conservation Authorities are in the best position to manage our watersheds. This is important because natural systems do not follow municipal boundaries. To appropriately manage our natural resources, watersheds must be looked at holistically. Given the challenges that are facing our natural systems, and those challenges associated with climate change – watershed management is critical.

The 2020 Provincial Policy Statement that will come into effect May 1, 2020 recognizes the need to act at a watershed level in order to address a changing climate – refer to policy 2.2.1 c) "Planning authorities shall protect, improve or restore the quality and quantity of water by: c) evaluating and preparing for the impacts of climate change to water resource systems at the watershed level."

In terms of programs that should be mandatory for the following categories, we offer the following:

- Preparing and protecting against the risk of natural hazards – flood forecasting and warning, ice management; Section 28 Review, Plan Review and EA Review for

natural hazards; low water response; water and erosion control infrastructure management; and natural hazard information and management.

- **Maintaining Conservation Lands – Conservation Land Management Plans;** land acquisition and disposal. Should management of conservation authority-owned land be legislated as a core mandatory program to be funded by municipal levy, the service level and scope of the service/program needs to be clearly defined. It is recommended that land ownership by Conservation Authorities be narrowed to those lands that require protection by purchase, where it is not sufficiently protected through policy or other means (easements, setbacks, etc).

2. What programs and services provided by conservation authorities should be non-mandatory?

Non-mandatory programs should be identified by agreement between the municipalities and Conservation Authorities pending the outcome of question A) mandatory programs above.

Conservation Authorities should be able to continue the revenue-generating programs that are currently undertaken that can fund other programs and services, e.g. maple syrup festivals, event venue space, etc.

Program/services associated with the opening of conservation lands to the public for active or passive recreational uses should be considered non-mandatory and subject to individual agreement between the municipal funding partner and the conservation authority.

B) The existing CA Model

1. What is working well in the existing conservation authority model?

The current CA model is community-based and focuses on local watershed management. CAs act as partners with both municipalities and the Province.

Conservation Authorities, with support from municipalities, prepare watershed technical studies provide valuable input to municipal land use plans, future infrastructure design, regulation of development in and near floodplains, support for emergency response, and floodline maps.

2. What could be improved in the existing conservation authority model?

CAs offer different programs or have different terminology for similar programs – e.g. stewardship programs – what is offered by one CA may not be offered by neighboring CA – this can be a challenge for landowners who own land in more than one watershed.

There is a concern regarding CAs requiring compensation for lost ecological functions through the construction of public infrastructure such as municipal roads. Public infrastructure (Regional Road construction projects for example) must first proceed through a Class Environmental Assessment (EA) process. This process balances all

the social, economic, and natural environment needs and determines an optimized solution. The outcome of the Class EA then seems to be dismissed during the implementation of the project, wherein the CA then requests compensation for all impacts on the natural environment. Compensation for all of these impacts can be expensive for Regional tax payers and the development community (which contributes to a lack of affordable housing), and the request for compensation ignores the benefits to the social and economic environmental needs identified through the EA process.

In summary, compensation related to municipal road projects should not be mandatory. Mitigation and some restoration of the natural environment is normally appropriate in these projects, however, should also be voluntary.

3. How can they be more consistent, transparent and efficient?

Question if the Province is looking to make conservation authorities more transparent and accountable to municipalities, the province or the public. This question is aligned with Board membership as accountability and Board membership need to be aligned.

To increase transparency and accountability to municipalities it is recommended that a consistent financial reporting process be developed for use by all Conservation Authorities across the province that would include annual financial reports, budgets, performance management measures and long-term capital planning forecasts. Providing authority to municipalities to approve conservation authority budgets will increase oversight and accountability for the delivery of services. To increase transparency and accountability to the public, the Province may wish to consider requiring the property tax levy for Conservation Authorities to be disclosed separately on property tax bills.

Municipal MOUs should clearly define the roles and responsibilities of CAs.

4. Are current conservation authority permitting and plan review roles and responsibilities appropriate? Why or why not?

The Region of Durham has a strong working relationship with its five CAs. In 1996, the Region entered into a Partnership Agreement with its five CAs to coordinate the discharge of their responsibilities with respect to natural heritage and natural hazard planning. The Partnership Agreement has been updated on an as-need basis since 1996.

CAs provide expertise to the Region for natural heritage and natural hazards through the plan review function. The Region does not have this expertise in-house and having CAs serve this role is not a duplication.

5. What about conservation authority permitting is working well and how could conservation authority permitting be improved?

The purpose of CA permitting is for the protection of the natural environment and public safety.

6. How can oversight of conservation authorities be improved? Should there be oversight of conservation authority operations (e.g. by the province or municipalities?) Why or why not?

n/a

7. What are your thoughts on conservation authority board composition? Should municipalities be allowed to continue to appoint members of the public to conservation authority boards? What should be the length of conservation authority board appointments? (Currently it is 4 years).

The membership on Conservation Authorities boards should be aligned with accountability and funding of the Conservation Authorities. For example, in a two-tier municipal structure where the upper tier municipality is responsible for the funding of Conservation Authorities, municipal membership on the Conservation Authority Board should be limited to members of the upper tier municipality. While the Conservation Authorities Act defines the term of a member of a CA Board to “up to four years”, it is recommended that the term be updated to coincide with the four-year municipal election cycle.

C. Partnerships and Collaboration

1. Please describe key collaborations between conservation authorities and partners that your organization is involved in (e.g. provide funding; share staff or other resources; work together on specific projects; provide volunteers).

Partnership Agreement – the Region of Durham has had a partnership agreement for the plan review function since 1996. This agreement has functioned well.

Watershed Planning – in the early 2000s the Region of Durham engaged the CAs to undertake watershed planning for the watersheds across the Region that originated on the Oak Ridges Moraine.

Partnership with TRCA (separate funding arrangement) for Carruthers Creek Watershed Study. This study began in 2015.

Region of Durham Land Acquisition Funding Policy for Conservation Authorities – under this policy the Region of Durham funds up to a maximum of 40% of the total direct acquisition cost of land by a Conservation Authority for lands that meet established criteria. This program has been in place since 2007.

York-Peel-Durham-Toronto Groundwater Management Program (YPDT) – annual funding of \$175,000. This program has been in place since the early 2000s.

Partnership with TRCA (separate funding arrangements) for Lake Ontario Monitoring/Testing related to the Duffins Creek Water Pollution Control Plant in Pickering

2. How long has this collaboration/partnership been in place?

n/a – refer to above

3. What about your partnerships is working well and what needs improvement?

n/a – refer to above

D. Additional Feedback?

1. Do you have any other feedback that would inform the governments' review of legislation, regulations and policies related to conservation authorities?

Question if the provincial government is considering a change in methodology for the allocation of core-mandatory program/service costs (i.e. shifting away from allocating costs based on percentage of current value assessment (CVA)). While a change is not recommended, should a change be contemplated additional consultation on this item with municipalities is recommended.



The Regional
Municipality
of Durham

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Don Beaton, BCom, M.P.A.
Commissioner of Corporate
Services

December 16, 2020

The Honourable Premier Doug Ford
Premier's Office
Room 281
Legislative Building, Queen's Park
Toronto, ON
M7A 1A1

Dear Premier Ford:

**RE: Follow Up Report including Regional Response to the
Provincial Flooding Strategy (2020-COW-33), Our File: C00**

Council of the Region of Durham, at its meeting held on December 16, 2020, adopted the following recommendations of the Committee of the Whole:

- “A) That the in keeping with its constitutional responsibilities for managing flooding, the Province of Ontario should:
 - i) develop a detailed workplan identifying specific deliverables, leadership, partners and timelines for implementation of Ontario’s Flooding Strategy; and
 - ii) clearly identify its multi-year financial commitment to supporting the workplan described above;
- B) That, where such workplans and commitments are developed by the province, the Region offer to share its expertise on provincially led multidisciplinary and/or cross-jurisdictional teams to update and develop related flood policies, guidance documents and programs;
- C) That Regional staff be directed to develop a proposed workplan and budget for the development of a Durham Region Flood Risk Management Strategy, with a focus on increasing property owner education and awareness of their role in the management of flood risks; and

- D) That a copy of this report be forwarded to the Ministry of Natural Resources and Forestry, Ministry of Environment, Conservation and Parks, the Association of Municipalities of Ontario (AMO), local area municipalities and conservation authorities (CAs) within Durham Region.”

Please find enclosed a copy of Report #2020-COW-33 for your information.

Ralph Walton

Ralph Walton,
Regional Clerk/Director of Legislative Services

RW/sp

- c: Ministry of Natural Resources and Forestry
Ministry of Environment, Conservation and Parks
Association of the Municipalities of Ontario
B. Jamieson, Clerk, Township of Brock
A. Greentree, Clerk, Municipality of Clarington
M. Medeiros, Clerk, City of Oshawa
S. Cassel, Clerk, City of Pickering
J.P. Newman, Clerk, Township of Scugog
D. Leroux, Clerk, Township of Uxbridge
C. Harris, Clerk, Town of Whitby
N. Cooper, Clerk, Town of Ajax
L. Laliberte, Chief Administrative Officer/Secretary-Treasurer,
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M. Majchrowski, Chief Administrative Officer, Kawartha Region
Conservation Authority
M. Walters, Chief Administrative Officer, Lake Simcoe Region
Conservation Authority
J. MacKenzie, Chief Executive Officer, Toronto and Region
Conservation Authority
E. Baxter-Trahair, Chief Administrative Officer

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 3803



The Regional Municipality of Durham Report

To: Committee of the Whole
From: Chief Administrative Officer
Report: #2020-COW-33
Date: December 9, 2020

Subject:

Follow Up Report including Regional Response to the Provincial Flooding Strategy

Recommendation:

That the Committee of the Whole recommends to Regional Council:

- A) That in keeping with its constitutional responsibilities for managing flooding, the Province of Ontario should:
 - i) develop a detailed workplan identifying specific deliverables, leadership, partners and timelines for implementation of Ontario's Flooding Strategy; and
 - ii) clearly identify its multi-year financial commitment to supporting the workplan described above;
- B) That, where such workplans and commitments are developed by the province, the Region offer to share its expertise on provincially led multidisciplinary and/or cross-jurisdictional teams to update and develop related flood policies, guidance documents and programs;
- C) That Regional staff be directed to develop a proposed workplan and budget for the development of a Durham Region Flood Risk Management Strategy, with a focus on increasing property owner education and awareness of their role in the management of flood risks; and
- D) That a copy of this report be forwarded to the Ministry of Natural Resources and Forestry, Ministry of Environment, Conservation and Parks, the Association of Municipalities of Ontario (AMO), local area municipalities and conservation authorities (CAs) within Durham Region.

Report:**1. Purpose**

- 1.1 In April 2020, Regional Council received [Report #2020-COW-8](#) as a preliminary review of Ontario's Flooding Strategy. Staff undertook to provide a "more thorough examination of the implications of the Strategy for Regional operations and identify opportunities for the Region to share expertise and best practices with the Province".
- 1.2 This follow-up report provides:
- a. A brief primer on flooding including descriptions of the federal, provincial, regional/municipal and conservation authority roles with respect to flooding (Attachment #1);
 - b. A recap of key elements of the Ontario Special Advisor on Flooding Report 2019 and Ontario Flooding Strategy;
 - c. Analysis of the impacts and implications of those actions, policies and strategies for the Region and our five Conservation Authority (CA) partners;
 - d. An outline of the Region's strategies, programs and actions in relation to flooding;
 - e. Implications of actions the Region is undertaking (e.g. requirements for capital funding to address flood risks); and
 - f. Recommendations for the Province to consider as they implement the flooding strategy.

2. Report of the Special Advisor on Flooding 2019

- 2.1 In response to severe flooding in the spring and summer of 2019, the province consulted across Ontario on its flood mitigation and land use planning policies.
- 2.2 The Special Advisor on Flooding was appointed in July 2019 to assess the flood management efforts and advise on ways to improve Ontario's flood policy framework and response. The report released in November 2019 included 66 recommendations.
- 2.3 Key findings of the Special Advisor's report included:
- a. No evidence of negligence in fulfilling their roles by the organizations with specified roles in managing and responding to the flood situation.
 - b. Gaps and lack of clarity exist in the complex jurisdictional roles around flood prevention, forecasting, emergency response and disaster recovery funding.
 - c. Provincial policy frameworks, guidance documents, processes, technical standards around flooding have not been updated to incorporate current best practice, in some cases for decades.

- d. The basis for forecasting, preventing, managing and responding to flooding has not been kept up to date, nor reviewed or expanded to reflect climate change or increasing development pressures in some areas
 - e. Collaboration and communication among the stakeholder organizations and the public could have been improved.
 - f. Fiscal pressures and capacity issues appear to be limiting the efficiency and effectiveness of Ontario's water and flood management policies and processes.
- 2.4 The Advisor notes that jurisdictionally, the primary responsibility for the development and implementation of flood management legislation, regulation, standards policy and flood mitigation measures resides with the province. He suggests establishing the Minister of Natural Resources and Forestry (MNRF) as the lead minister with responsibility, authority and accountability to direct other ministries and public bodies to carry out defined actions on flood-related issues.

Ontario's Flooding Strategy 2020

- 2.5 In response to the Flood Advisor's report, on March 10, 2020 the province released [Protecting People and Property: Ontario's Flooding Strategy](#) which lists seven principles:
- a. Local governments hold the primary responsibility for identifying and managing flood risks.
 - b. Provincial and federal governments must play a key role in supporting local decision making.
 - c. Local decisions on managing flood risk should be based on the latest data and science.
 - d. The most cost effective, sustainable way to reduce risk is to keep people and property out of high-risk areas.
 - e. Where development exists, systems must be in place to support effective early warning and emergency response.
 - f. Flood recovery efforts should incorporate build back better to reduce vulnerability and build community resilience to future flood impacts.
 - g. Risks should be managed collaboratively by governments, conservation authorities, industry, landowners and indigenous communities.
- 2.6 The Strategy outlined five priorities and related actions:

Priority 1: Understanding flood risks through improved mapping by establishing a multi-agency technical team (federal, provincial, municipal, CA) to develop a multi-year plan to update standards, compile data and develop and maintain mapping programs. Increase public awareness of and education about flood risks.

Priority 2: Strengthening governance of flood risks by clarifying roles and responsibilities in identifying natural hazards and for urban flooding and promoting sound land use planning by updating existing provincial policy, legislative and regulatory requirements, and technical guidelines.

Priority 3: Enhance flood preparedness through improved flood forecast and warning systems based on research and use of satellite imagery.

Priority 4: Enhance flood emergency response, review results of disaster recovery assistance programs and support development of federal flood risk reduction initiatives.

Priority 5: Invest in flood risk reduction by leveraging existing provincial infrastructure funding, continuing to provide funding to CA's flood programs, and encourage expansion of federal disaster mitigation and adaptation funding programs.

- 2.7 While Ontario's Flooding Strategy provides a list of "actions" under each of the priority areas, it does not offer a workplan identifying specific deliverables, leadership, partners, timelines or new financial commitments to carry out this work.
- 2.8 Ontario is presently undertaking a province-wide Climate Assessment as directed in the "Made in Ontario Environment Plan" which is intended to provide municipalities with access to the most up-to-date information about the regional climate impacts their communities will be facing.

3. Regional Analysis and Response to Ontario's Flooding Strategy

Updated mapping standards and technology

- 3.1 **Priority 1** of the Ontario Flooding Strategy is **understanding flood risks** through improved mapping, updating survey and mapping standards and tools for accurate consistent identification of flooding hazards is essential. Regional staff note it is critical that these items be updated to recognize the impact of climate change on flood risk and reflect modern technology, standards and best practices for flood mapping. Regional staff supports the establishment of a provincial elevation mapping program as this is beyond the fiscal capacity of most municipalities and CAs.
- 3.2 Mapping of the riverine and shoreline floodplain is a central concept on which many other regulations and policies rely including land use planning and municipal asset management. The province is urged to consistently integrate and apply the updated definitions and standards for flood management across provincial legislation, regulations and policies such as those relating to land use planning decisions and municipal asset management (O.Reg.588/17).
- 3.3 Regional staff support the Flooding Strategy action to improve mapping, policy and best management practices for identifying, maintaining and valuing wetlands.

- 3.4 Regional staff also recommend that:
- a. New standards and guidelines must be commensurate with jurisdictional responsibilities and fiscal capacity. It may be necessary to take a phased approach, supported by senior government funding.
 - b. The process of updating standards should ensure no undue burden of responsibility or cost for specific stakeholders. Senior governments may need to take on a role in mitigating the impact of new standards on property owners.
 - c. The process for updating policies standards and guidelines should include provincial collaboration with municipalities (who share jurisdiction with and fund CAs), CA staff and other stakeholders through task forces and working groups.
- 3.5 **Priority 1** also seeks to **increase public awareness and education** through activities like increasing public access to flood-related information, as well as education and outreach efforts.
- 3.6 Regional staff agree that MNRF should establish a clear communications protocol to inform and involve key stakeholders. The province should also engage and collaborate with municipalities to disseminate flood management education at the local level.

Governance, policy and regulatory updates

- 3.7 **Priority 2** of the strategy **seeks to strengthening governance of flood risks**. This includes actions to clarify roles and responsibilities among the different agencies and responsibilities in identifying natural hazards and managing urban flooding.
- 3.8 Regional staff agree with the need to clarify roles but also recommend that the roles related to flood management must be appropriately aligned with jurisdictional roles and the fiscal capacity/funding tools to deliver the responsibilities assigned. Sufficient funding by senior governments may be needed where impacts on a delivery partner are significant.
- 3.9 The province should consider implementing mechanisms to protect existing property owners from flooding related to new development.
- 3.10 With respect to allowing development along shorelines and near floodplains, the Province should exercise caution in allowing any new development in areas that are now or may become prone to flooding and erosion.
- 3.11 A clear understanding of the roles and responsibilities will be necessary for the proposed inter-disciplinary, multi-agency working groups to develop a multi-year approach to floodplain mapping and to urban flooding as proposed in the provincial strategy. A firm provincial commitment to funding and timelines to complete the effort will be required to gain buy-in from partners.

- 3.12 Regional staff also recommend that the roles of the federal government and other stakeholders including property owners and other private sector actors should be clarified. The policy question for senior governments is whether waterfront property owners who have located near a known hazard should face higher insurance premiums.
- 3.13 Recent changes to the Provincial Policy Statement (PPS) 2020 and changes to the Provincial Growth Plan for the Greater Golden Horseshoe need to be integrated into Ontario's flooding regulations, policies and guidelines. This is vital to ensure development is directed away from flood prone areas as the most effective method of preventing flood damage.
- 3.14 Provincial policies and guidance documents need to be updated to reflect an approach to floodplains and urban flooding that considers new risks associated with climate change. Municipalities like Durham are leading the way in the absence of provincial action. For example, the Region supports drainage standards restricting runoff in urban areas to pre-flow conditions and already has such restrictions in place.
- 3.15 Regional staff note potential conflicts of flood policy with provincial land use plans that encourage intensification, infill and redevelopment inside existing urban boundaries. Areas identified for intensification, such as historic downtowns, may be in a floodplain that expands under updated mapping and definitions. Provincial guidance is needed on how this type of conflict should be addressed by municipal planners. Relying on structural flood-proofing to support development in these areas has inherent risks and can increase the flooding upstream of the flood-proofed lands.
- 3.16 Regional staff strongly recommend that existing Flood Hazard Limit Technical Guidelines continue to restrict landforms, dykes, berms, flood walls and other structural prevention methods. Such methods serve various functions but provide very limited protection to development allowed in or near the floodplain and require ongoing capital investment to maintain them.
- 3.17 Policies such as the Environmental Assessment Act and the PPS deal with new development. Regional staff note a significant policy gap with respect to legacy development in the floodplain or where an existing land use becomes unsafe due to changing flood conditions.
- 3.18 In October 2020, a group of Oakville property owners filed a nearly \$1-billion class action suit against the Town alleging that upstream development of green space has increased runoff and flood risk to their homes, making them more prone to water damage and less valuable. It is difficult to separate the effects of urbanization from the impact of climate change in such circumstances.
- 3.19 Legislating the identification of flood risk properties in a registry or on title could help raise owner awareness of their risks and enable them to take steps to prevent their property from flooding and/or understand their role in response to

flooding. This could assist municipalities in targeted public education efforts. However, it may also create stigma, affect property values, insurance rates/availability and legal liability. Such a change would need to be made in the context of other supports to the affected property owners.

- 3.20 Ontario's source protection regime may offer a risk management approach for dealing with existing development in a now flood-prone area. Creating a property-level flood-risk management plan based on a standard template could be an option. The template could be provided by their insurance company to help the owner to understand the risk and adopt flood mitigation measures to help protect the property in case of flooding.
- 3.21 Ontario's Flooding Strategy also suggests that municipalities be required to conduct flood vulnerability studies and develop resiliency plans and enhanced emergency plans for vulnerable areas. The Region is conducting flood vulnerability studies as outlined in Section 4 below.
- 3.22 Changes to policies and standards may result in needs to upgrade or alter infrastructure to make it more flood resilient. Municipalities will continue to have infrastructure that crosses floodplains to connect to existing communities. In setting these policies, the province needs to consider how the required capital investments can be funded and delivered through mechanisms like long term financial planning, asset management planning, and infrastructure grants.
- 3.23 **Priority 3 - Enhance flood preparedness** includes activities to "maintain flood forecasting and warning" and "review" and "explore" potential enhancements to provincial monitoring and modelling, and research and the use of remote sensing and satellite-based flood monitoring and mapping services. Regional staff supports the Province leading these activities which are beyond the capacity of municipalities and CAs to undertake.
- 3.24 Under **Priority 4 - Enhance flood response and recovery**, Regional staff support the continued implementation of the Auditor General's recommendations for improving emergency management in Ontario and the introduction of emergency management software to improve emergency interactions with municipalities. The Region supports clarification of roles and improved communication among levels of government to support coordinated emergency response.
- 3.25 A review of disaster recovery assistance, including evaluation of a "build back better" approach is also supported. The option of senior government funded buyouts of properties that are now repeatedly flooded may need to be considered as less costly than ongoing emergency response and disaster relief.
- 3.26 Ontario's Flooding Strategy emphasizes the shared responsibility to identify and manage flood risks and events by various governments and agencies and the need for collaboration. This statement is inconsistent with recent patterns of declining provincial funding to conservation authorities.

- 3.27 Historically, funding to conservation authorities was a 50/50 split between the province and member municipalities. Across Ontario, municipal contributions now represent about 53% of CA revenues. In contrast, the provincial contribution now represents only 8% of CA revenue province-wide, with the balance coming from CA revenue generation. In the mid-1990's, provincial funding to CAs was cut by 42% over two years¹ and has continued to decline. In April 2019, MNRF announced a 50 per cent cut to the funding provided to CAs for flood management².
- 3.28 While **Priority #5 is to invest in flood risk reduction**, the strategy identifies no new provincial investments. Instead it refers to leveraging existing funding programs that are already fully subscribed and aligning potential provincial contributions with unnamed future federal funding.
- 3.29 The strategy further suggests that the federal government should expand their funding (National Disaster Mitigation Program) to support flood mapping in critical areas. It also references municipalities applying local improvement charges or area ratings to finance flood protection while offering no new Provincial commitments.
- 3.30 To deliver on the objectives of the flooding strategy, the Province will need to commit additional funding and resources to key partners, including CAs. Municipal ability to increase funding for these activities, through measures like local improvement charges may be impractical and inadequate and require significant administrative burden to manage.
- 3.31 These comments and recommendations echo the findings of the recent AMO discussion paper on flooding entitled "Come Hell or High Water: Flooding Climate Change and Municipal Responses" noting three crucial actions required:
- a. Clarifying governance and sharing responsibility between levels of government, residents, private property-owners, and other stakeholders to address flooding;
 - b. Fixing the patchwork of floodplain mapping and other flood data available to municipalities across Ontario; and
 - c. Implementing dedicated federal-provincial funding for municipal flood protection and adaptation infrastructure, with a focus on promoting green infrastructure projects and natural asset strategies." (AMO, 2020, p.4)
- 3.32 The paper also stresses the need for "an allocation of resources based on the principle of sharing responsibility. A federal-provincial partnering investment would be a crucial first step".

1 Figures from article by Rachel Williams, Novae Res Urbis: Greater Toronto and Hamilton Area, Wednesday February 13 2019, Vol. 22 No. 7

2 See also news article by Allison Jones, Canadian Press, April 22, 2019 at <https://www.cbc.ca/news/canada/toronto/ontario-flooding-cuts-conservation-1.5105897>,

4. Regional Actions and Strategies Related to Flooding

Regional Climate Change Action Plan/Master Plan – Vulnerability Assessments

- 4.1 Municipalities play major roles in prevention, mitigation, preparedness, response and recovery in relation to flooding.
- 4.2 In January 2020, the Region declared a climate change emergency and is advancing implementation of the award-winning Durham Community Climate Adaptation Plan (DCCAP) including risk assessments for flooding.
- 4.3 The DCCAP Transportation Working Group, in collaboration with the Flood Working Group, is leading two flood vulnerability assessment projects:
 - a. riverine flood risk assessment, and
 - b. urban flood risk assessment.
- 4.4 The riverine project will assess the impact of riverine flooding on roads and storm structures under current and future climate scenarios. This study will then screen those road assets for their ability to meet the intended level of service. The objectives of this project are to help the Region identify:
 - a. Bridges and culverts that are good candidates for upsizing to inform future asset management plans;
 - b. Roads that are vulnerable to flooding under different flood scenarios to inform future disaster route planning; and
 - c. Prioritize roads that require investment to increase resilience to changing climate.
- 4.5 This project began in early fall 2020 and covers the Toronto and Region Conservation Authority (TRCA) managed watersheds within Durham Region. This work is anticipated to conclude by Summer 2021. With a proof of concept completed in Durham watersheds covered by TRCA, the project is expected to expand in subsequent phases to the rest of Durham Region in collaboration with CA partners.
- 4.6 The urban flooding project is a high-level screening exercise to assess the extent of flooding risk within the urban stormwater system. The objective is to improve the understanding of the spatial priorities for urban flood risk reduction. This project began mid-fall 2020, covers all of Durham Region and is anticipated to conclude by Fall 2021.
- 4.7 These flood vulnerability assessments will identify risks and gaps that can be incorporated into asset management planning and prioritized and addressed through capital plans within the Region's Business Planning and Budget process. Assessments will also provide us with a pipeline of projects that could be eligible for federal and provincial infrastructure or climate change adaptation funding programs.

Future Climate Projection Modeling

- 4.8 The Region worked with the Ontario Climate Consortium, and climate scientists from the University of Toronto, to develop updated climate projection modelling. This work was finalized in early 2020. An infographic which summarizes key results (including extreme precipitation projections) is attached for reference (Attachment 2). The new climate projection model projects climate data for the short (2011-2040), mid (2040-2070) and long (2071-2100) term based on a business-as-usual global greenhouse gas emissions scenario. The general objective of this climate projection model is to provide data for the Region's climate change adaptation planning efforts and provide a consistent approach that can be utilized by regional staff, local area municipalities and CAs for decision making and analysis.

Intensity-Duration-Frequency (IDF) Curve Update Project

- 4.9 Rainfall IDF statistics that are used in municipal infrastructure design and operations are based on historical rainfall records, and therefore are of limited utility in addressing future rainfall regimes associated with climate change. The Region is working collaboratively with CA and local area municipal staff, and academic experts at the University of Toronto, to explore potential updates to IDF curves. The (potential) new IDF curves will better equip the Region, CAs and local area municipalities to design, construct, operate and maintain municipal assets that are resilient to future climate and offer the intended level-of-service.

Homeowner Flood Readiness

- 4.10 The Region's website has flood-ready tips for residents. Staff also hosted a [homeowner flood education webinar in May 2020](https://www.youtube.com/watch?v=22YI5cA9uZw&t=8s) to share simple actions homeowners can take to protect their homes from flooding. A recording can be found at <https://www.youtube.com/watch?v=22YI5cA9uZw&t=8s>.

Water and Wastewater Climate Adaptation and Asset Management Pilot

- 4.11 Durham Region has joined a cohort of five municipalities (City of Toronto, Hamilton, Regions of Peel and Halton) undertaking a pilot climate change risk assessment focused on water and wastewater assets. Strategies will be reviewed to reduce risks and impacts from extreme weather events and long-term climatic changes. As work progresses, the framework may be used for other asset classes and ultimately asset groups beyond water and wastewater. The Pilot is anticipated to be complete by March 2021.

Planning policies

- 4.12 Consistent with provincial policy, the Regional Official Plan (ROP) directs new development away from floodplains and vulnerable areas and has been effective in this regard. The ROP directs area municipal official plans to include natural heritage features and their associated vegetation protection zones (VPZ). In shoreline residential areas defined in the ROP, the VPZ is a minimum of 30

metres, consistent with provincial policy. Envision Durham - the municipal comprehensive review of the ROP, is examining the addition of policies related to:

- a. best management practices in shoreline management;
- b. the development of strategies to mitigate the impacts of climate change on vulnerable areas;
- c. the provision of green infrastructure; and
- d. protection, enhancement and restoration of key natural heritage features as nature-based solutions.

- 4.13 Area municipal plans also contain policies that promote the protection of natural heritage, the use of green infrastructure, tree planting, and sustainable design practices that are intended to prevent and mitigate flooding impacts.

Durham Emergency Management

- 4.14 Durham Region has a well-developed emergency management capability and 24/7 monitoring. However, we have not experienced a Region-scale flood emergency and have identified this as an area for enhanced planning.

Support to Conservation Authorities

- 4.15 Durham Region contributes to the operations of conservation authorities. In 2020, this amounts to almost \$8.4 million provided to the five CAs within the Region to support watershed management activities. This does not include funding provided to CAs as fees for services related to specific projects.

Other Actions

- 4.16 The Town of Whitby is investigating the use of climate adjusted IDF curves. Average IDF curves will be derived from this analysis and applied to the Lynde Creek precipitation model to evaluate the impact of climate change on flood risk.
- 4.17 The Regional Chair, and the Mayors of Whitby and Oshawa and the Chair of the Central Lake Ontario Conservation Authority (CLOCA) contacted Metrolinx regarding flooding caused by railway infrastructure in southern Durham Region. Metrolinx was asked to consider the bridge and culverts during scheduled maintenance updates to relieve some flooding issues caused by the railway tracks.
- 4.18 A 2017 study by the Central Lake Ontario Conservation Authority (CLOCA) identified flood prone areas according to the expected impact based on the type and occupation of structures affected. CLOCA also recently completed a Lake Ontario Shoreline Management Plan³.

³ See at <https://www.cloca.com/lake-ontario-shoreline-hazard-manag>

5. Implications of Regional Actions

- 5.1 These actions demonstrate the Region's commitment to addressing flood risks that are anticipated to increase with climate change. Working with local area municipalities and conservation authorities, the Region has invested in planning and action.
- 5.2 The climate change vulnerability studies now underway will provide the Region with a clearer picture of infrastructure needs and the program changes required to adapt to changes in Durham's climate and extreme weather events. It is important to note that this work is also consistent with the Region's currently approved Corporate Strategic Asset Management Policy and provincial regulatory requirements to consider climate adaptation as part of asset management planning.
- 5.3 One outcome will be identifying infrastructure needs for capital funding for special projects to address new needs and retrofits through the Region's multi-departmental asset management program to bring existing infrastructure to a more resilient state, to be addressed through the region's Business Planning and Budget process.
- 5.4 Sustained funding for conservation authorities will be required to carry out flow forecasting and monitoring programs, integrated watershed management programs and natural capital restoration programs to build ecosystem resilience and reduce the impact of extreme weather on communities. The Province should be encouraged to increase their contribution to this work as a critical support for Ontario's flooding strategy.

6. Relationship to Strategic Plan

- 6.1 This report aligns with/addresses the following strategic goals and priorities in the Durham Region Strategic Plan:
 - a) Goal 1: Environmental sustainability – objective 1.4 Demonstrate leadership in sustainability and addressing climate change
 - b) Goal 2: Community Vitality – objective 2.2 Enhance community safety and well being.
- 6.2 This report also responds in part to the [Region's declaration of a climate emergency on January 29, 2020](#) and is provided in follow up to [Report 2020-COW-8](#).

7. Conclusion

- 7.1 The province is commended for responding to the Report of the Special Advisor on Flooding with Ontario's Flooding Strategy. Many of the priorities and activities outlined in the strategy align with Regional goals and actions on flooding.

- 7.2 The urgent next step is for the province to develop an implementation plan in keeping with their lead role in this area and their own legislation. The workplan should include specific deliverables, partners and timelines for implementation of Ontario's Flooding Strategy and a multi-year provincial funding commitment and a phased plan to support that work.
- 7.3 As a jurisdiction that is leading with action and investments to reduce the impacts of climate change-related flooding on our community, the Region may be able to offer expertise to provincially led, multidisciplinary and/or cross-jurisdictional teams to update and develop related flood policies, guidance documents and programs.
- 7.4 A clear financial commitment and plan from the province will be vital to successfully engage partners and expertise available from leading municipalities like Durham Region and the conservation authorities.
- 7.5 In advance of a clear workplan and funding for the Province's strategy, and recognizing the significant policy changes since the release of that strategy particularly concerning the role and mandate of conservation authorities, there is an opportunity for the Region to work proactively with local partners to establish a Durham Region Flood Risk Management Strategy that addresses key gaps especially as it relates to homeowner education and awareness.
- 7.6 This report was prepared with input from the CAO's Office, Planning and Economic Development, Finance, Works and Corporate Services – Legal.
- 7.7 For additional information, contact: Ian McVey, Manager of Sustainability, at ian.mcvey@durham.ca or 905-668-7711, extension 3803.

8. Attachments

- a) Attachment #1: Brief Primer on Flooding and Federal, Provincial, Municipal and Conservation Authority Roles in Flood Management
- b) Attachment #2: Climate Trends for Durham Region Under the Current Pace of Greenhouse Gas Emissions

Recommended for Presentation to Committee

Original signed by

Elaine C. Baxter-Trahair
Chief Administrative Officer

Attachment # 1: Brief Primer on Flooding and Federal, Provincial, Municipal and Conservation Authority Roles in Flood Management Flooding is a natural occurrence, generally defined as water inundating an area of land that is normally dry. In Ontario, the most common causes of flooding are rapid snow melt and excessive rainfall, sometimes in combination.

Major Types of Flooding

Riverine flooding occurs when rivers or streams overflow their banks into an area known as the floodplain. In some cases, at spring break up, ice may clog the channel of a river, creating a flood upstream of the blockage. Riverine floods often take time to develop, providing time to prepare or evacuate.

Shoreline or coastal flooding along lakes may occur due to high water conditions, often in combination with wind-driven waves or severe storms.

Urban flooding occurs where rainfall runoff is channeled from roads, parking lots, buildings and other impervious surfaces to storm sewers (minor system) and the major systems (using the roads for conveyance) that cannot handle the flow. It usually occurs as a result of an often very localized rainstorm that drops a high amount of rain in a very short time. For example, in July 2013, 126 mm of rainfall was recorded at Pearson Airport in just five hours causing major damage to infrastructure including roads, bridges and subways. And yet surrounding municipalities experienced less than 25 mm of rain in the same period.

The financial impacts of the July 2013 storm to the City of Toronto were \$10.1 million in operating costs and \$55.5 million in capital requirements. More than 1,400 people had to be rescued from a GO Train stranded in the Don Valley. 4,700 basement flooding complaints were received by the city and 5,784 (uninsured and insured) claims were filed reflecting private property damage. By September 2013, the Insurance Bureau of Canada reported that over \$850 million in insurance claims had been received.⁴

Causes of Flooding

Many factors contribute to flooding including weather events (heavy or prolonged rain, sudden snowmelt), and human-driven elements such as increased urbanization which adds impermeable surfaces and alters natural drainage patterns. It is important, given climate projections that all infrastructure owners continue to address asset risk and potential climate consequences by monitoring, revisiting and adjusting design standards and life-cycle maintenance requirements within adaptation programs. Shoreline flooding along Lake Ontario may also be influenced by decisions of the International Joint Commission associated with managing water levels on the Great Lakes and St Lawrence River.

⁴ See City of Toronto report at <https://www.toronto.ca/legdocs/mmis/2013/ex/bgrd/backgroundfile-61502.pdf> --- for more information.

Increasingly flooding factors are also linked to climate change. Scientific evidence published by the Intergovernmental Panel on Climate Change and in the U.S. National Climate Assessment shows that the escalation in severe weather around the globe is attributable to climate change and that these loss trends will only worsen in the future. In Ontario, as is the case in many jurisdictions, flooding is the threat that represents the greatest cumulative losses.

Durham Region's recently updated future climate modelling projects a 20 to 30 per cent increase in annual precipitation by mid-century under a business-as-usual global greenhouse gas emissions scenario. Storms are expected to become more frequent and intense, including the number of extreme precipitation days which increases the risk of hazardous conditions and property damage.

Consequences of Flooding

Since 2000, the cost of floods in Canada has increased dramatically to roughly \$30 billion in 2019. Severe flooding was experienced in Ontario in both 2017 and 2019. The Great Lakes remain at record high levels in 2020.

Financial liability for flood-related damages is concentrated: of the \$800 million in average annual uninsured losses attributed to flooding, nearly 75 per cent of the burden is borne by property owners.⁵

Flood Risk Management

Responsibility for managing flood risk in Ontario is shared between all three levels of government (federal, provincial and municipal), as well as conservation authorities, the private sector (land developers, real estate professionals, the banking and insurance industry), and property-owners.

Federal Role and Action on Flooding

The federal government's role in managing flood risk is primarily capital funding for municipal infrastructure through programs such as the Investing in Canada Infrastructure Program (ICIP) and post-disaster financial assistance programs such as the Disaster Mitigation and Adaptation Fund (DMAF), and the National Disaster Mitigation Program (NDMP).

Both the federal and provincial governments participate in the International Joint Commission (IJC) with respect to managing water levels on the Great Lakes. In the fall of 2020, the Commission is reviewing their order regulating Lake Ontario outflow, along with the regulation rules (known as Plan 2014) and is consulting shoreline communities, including Durham Region, and conservation authorities to gather information on high water impacts.

⁵ Henstra, D & Thistlethwaite, J. (2017). *Flood Risk Management: What is the Role Ahead for the Government of Canada*. Centre for International Governance Innovation.

In addition to capital infrastructure funding, the federal government also provides funding for updating flood risk maps and provides important meteorological data (e.g. rain gauges) that inform the monitoring and forecasting of flood risk at the local level.

The federal government launched a new Canadian Centre for Climate Services in October 2018 to enhance access to climate data and local capacity to integrate future climate projections into municipal planning (e.g. water infrastructure).

The December 2019 mandate letter for Canada's Minister of Environment and Climate Change instructs the Minister to:

- a. Work with the Minister of Natural Resources and provinces and territories to complete all flood maps in Canada; and
- b. With the support of the Minister of Agriculture and Agri-Food, create a new Canada Water Agency to work together with the provinces, territories, Indigenous communities, local authorities, scientists and others to find the best ways to keep our water safe, clean and well-managed.

Provincial Role and Action on Flooding

The province's key role in flood management is to develop policy that serves to protect people and property from flooding impacts. Its efforts to prevent, manage and respond to flooding are reflected in a significant body of provincial legislation, regulation and policy. These include the Planning Act and Provincial Policy Statement, the Conservation Authorities Act, the Emergency Management and Civil Protection Act, the Environmental Assessment Act, the Lakes and Rivers Improvement Act, regulations related to asset management planning for municipal infrastructure, and a series of natural hazards technical guides and standards.

In the past the province has made significant investments in floodplain mapping and flood infrastructure. The Ministry of Natural Resources and Forestry plays a key (but not exclusive) provincial role in flood mapping, monitoring and management.

Regional/Municipal Role and Actions related to Flooding

Municipalities play several critical roles in flood prevention and mitigation through:

- c. land use planning to ensure that development is directed away from floodplains and vulnerable areas, that wetlands and natural areas are protected, and permeable surfaces are retained;
- d. assessing current asset resiliency and the design and development of municipal infrastructure such as roads, bridges, culvert, and minor and major stormwater conveyance systems through asset management planning;
- e. implementation of building codes and climate change adaptation plans;
- f. community education and preparedness;
- g. emergency planning and response coordination; and
- h. community recovery and restoration (e.g. waste removal).

Some of these roles are mandated in provincial legislation and policy, then implemented by official plan policy and local bylaws. The Region is also a key funding partner of Conservation Authorities, particularly for watershed planning and management.

While Ontario's new flooding strategy identifies a "primary role" for municipalities in identifying and managing flood risk, recent legislative changes in Bill 229 appear to weaken local authority. ([See Report 2020-P-26](#)).

Durham Region staff participated and led the Regional Public Works Commissioner of Ontario's Climate Change Subcommittee to complete a Climate Resilience Roadmap for Municipal Infrastructure and Systems. The goal was to develop an Ontario-focused approach for municipalities to address climate risks, including flooding, on infrastructure and systems by building on existing best practices. The guide also recognized the importance of varying municipal priorities and equity and provided guidance to priority setting so municipalities can move towards climate-resilient infrastructure.

In the Summer 2020, Durham Region staff participated in focus groups on flooding conducted by AMO with member municipalities. The goal was to gather their recent experiences with riverine, lake-based and urban flooding as input to their paper on flooding and drought response in context of climate change.

With respect to the municipal role in community education and preparedness, a 2017 nation-wide study from the University of Waterloo, revealed low public awareness of flood risks. It also found that responsibilities and costs related to flooding were being downloaded from federal and provincial levels to municipalities, conservation authorities and property owners. "This policy shift comes as the costs of flooding continue to grow and flood risk increases in a changing climate."⁶

This study showed that although 83% of Canadians feel they have a responsibility to protect their property from flood damage, less than 30% have taken action (e.g. installed sump pumps or back-flow valves, purchased overland flood insurance, etc.). There is low awareness of the flood risk in their area or how that may have increased due to climate change.

Conservation Authorities Role and Actions related to Flooding

Conservation authorities play a critical role in the prevention and mitigation of flood risks at the watershed scale. They have responsibility for documenting flood risk through floodplain mapping, and for the identification of flood vulnerable areas. Within floodplains and flood vulnerable areas CAs are mandated by the province to regulate development through issuance of permits to limit exposure to flood risk. CAs also work to reduce flood

⁶ From [CANADIAN VOICES ON CHANGING FLOOD RISK](#) Findings from a National Survey, Jason Thistlethwaite, Daniel Henstra, Shawna Peddle and Daniel Scott, April 2017.

risk by operating a flood forecasting and warning program, maintaining flood control infrastructure, and implementing remedial works projects.

Changes to the Conservation Authorities Act as part of Bill 108 passed in June 2019 focused the activities of CAs to core mandatory programs and services including the risk of natural hazards, source protection responsibilities, and management of lands owned by the authority. Other programs and services can be delivered upon request by the Region via a memorandum of understanding (MOU) between the authority and the municipality.

The Ontario Fall 2020 budget (Bill 229) includes further proposed changes to the role of CAs in planning and permitting within floodplains and flood vulnerable areas. Proposed changes to the Conservation Authorities Act would authorize the Minister of Natural Resources and Forestry to assume jurisdiction for certain permit applications in place of the CA. Proposed changes to the Planning Act would prohibit CAs from appealing a planning decision to the Local Planning Appeal Tribunal (LPAT) or becoming a party to an appeal before LPAT. ([See Report 2020-P-26](#)).

Regulations have not yet been released to accompany the CA Act changes brought in by Bill 108 or Bill 229. Following release of the regulations, new MOUs will be negotiated by the Region with its five CAs.

The changes the province has made to the Act and constraints to CA budgets in 2019 seem inconsistent with amplifying the CA role in flood protection, mapping, forecasting and management as is suggested in the provincial flooding strategy.

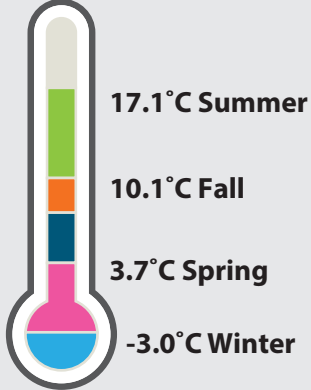
CLIMATE TRENDS FOR DURHAM REGION

UNDER THE CURRENT
PACE OF GREENHOUSE
GAS EMISSIONS

MEAN TEMPERATURE

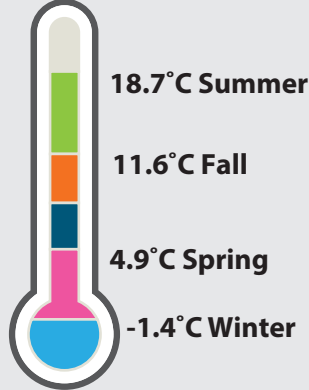
By the end of the century, Durham Region is expected to warm by 5°C, leading to more variable and extreme weather

1971-2000



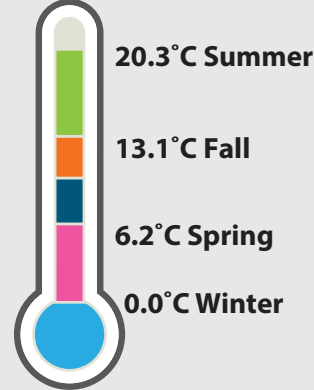
7.1°C ANNUAL

2011-2040



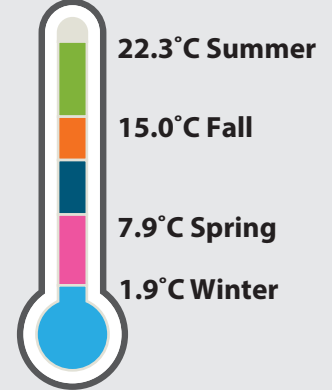
8.6°C ANNUAL

2041-2070



10.1°C ANNUAL

2071-2100



12.1°C ANNUAL

DAYS ABOVE 30°C



A 6-fold increase in the number of extreme heat days is expected by the end of the century, which will pose significant risks to people's health and well-being

DAYS BELOW -20°C



As winters become warmer, less snow and ice conditions are expected with more precipitation falling as rain instead of snow, which increases the risk of flooding among other impacts

ANNUAL PRECIPITATION

Measured in millimetres (mm)

Storms are expected to become more frequent and intense, including the number of extreme precipitation days which increases the risk of hazardous conditions and property damage

1971-2000

952.4

2011-2040

1,075.0

2041-2070

1,117.5

2071-2100

1,231.6

From: [Ontario News](#)
To: [Mark Majchrowski](#)
Subject: Ontario Announces Working Group to Better Focus Conservation Authorities
Date: December 16, 2020 3:51:55 PM



News Release

Ontario Announces Working Group to Better Focus Conservation Authorities

December 16, 2020

Input will lead to improved conservation and protection of the province's water, land and natural resources

TORONTO — The Ontario government is creating a working group to help implement changes to conservation authorities. Hassaan Basit, President and CEO of Conservation Halton will chair the new group which will provide input on the development of proposed regulations under the Conservation Authorities Act, and on how conservation authorities are governed.

"As we move forward together, we want to build stronger relationships with conservation authorities so we can work together to ensure consistent best practices, good governance and appropriate accountability to best serve the people of Ontario," said Jeff Yurek, Minister of the Environment, Conservation and Parks. "I'd like to thank Hassaan Basit for the discussions over the last few weeks which helped inform some recent amendments to the legislative changes to ensure conservation authorities have the tools they need to protect their communities. I look forward to continuing our positive and constructive dialogue towards our shared goals."

As part of the government's commitment to ensuring conservation authorities focus and deliver on their core mandate of protecting people and property from flooding and other natural hazards and conserving natural resources, the province introduced legislative changes through Bill 229, *Protect, Support and Recover from COVID-19 Act, 2020*, which received Royal Assent on December 8, 2020. Amendments were made to the Bill based on valuable feedback from stakeholder groups, including conservation authorities.

The new working group will include representatives from conservation authorities and other experts. Representatives of the working group will be announced in the coming weeks.

Once they begin work in January, the working group will provide input to help the province develop regulations that will focus on:

- The mandatory core programs and services conservation authorities would be required to provide,
- The agreements between municipalities and conservation authorities and the transition period associated with non-mandatory programs and services, and
- How local members of the community can participate in their conservation authorities through community advisory boards.

"Partnerships and collaboration are critical to ensure that conservation authorities can continue making watershed-based resource management decisions in the interest of the environment, health, and safety," said Hassaan Basit, President and CEO, Conservation Halton. "Alongside conservation authorities across Ontario, Conservation Halton is looking forward to working with the province,

offering scientific expertise and leadership, in the development of regulations pertaining to recent amendments to the *Conservation Authorities Act* contained in Bill 229."

In addition to the input provided by Hassaan Basit and the working group, Ontario will also be seeking the public's feedback on regulatory and governance proposals through the Environmental Registry. Public consultation on these proposals is also expected to begin early in the new year.

QUICK FACTS

- The *Protect, Support and Recover from COVID-19 Act, 2020* included amendments to the Conservation Authorities Act such as:
 - Enabling officers appointed by conservation authorities to issue stop work orders, defined in a way that is consistent with entry powers without warrants. This will help ensure conservation authorities have effective enforcement tools in place to stop significant threats and impacts to the environment.
 - Requiring 70 per cent of members appointed to a conservation authority by a participating municipality be members of council, as well as allowing the Minister of the Environment, Conservation and Parks to provide an exception from this rule at the request of a municipality.
 - Allowing conservation authorities to appeal or be party to an appeal as a public body, under certain provisions of the Planning Act in the context of prescribed natural hazards matters.
- Ontario is served by 36 conservation authorities.
- The Ontario government recently announced a \$30 million investment in a new [Wetlands Conservation Partner Program](#) to help conservation organizations create and restore wetlands in priority areas across the province.

CONTACTS

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Ministry of the Environment, Conservation and Parks
<http://www.ontario.ca/mecp>

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99 Wellesley Street West 4th floor, Room 4620 Toronto ON M7A 1A1



December 18, 2020

Public Input Coordinator
Species at Risk Branch
300 Water Street
Floor 5N
Peterborough ON
K9J 3C7

Re: Conservation Ontario's comments on "A proposal under the Endangered Species Act to enable use of the Species at Risk Conservation Fund and to streamline authorizations for certain activities that impact species at risk, while maintaining protections for species at risk" (ERO#019-2636)

Thank you for the opportunity to provide comments on the above referenced proposal. 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 this review and consultation process.

Conservation authorities are local watershed management agencies that deliver programs and services that protect and manage water and other natural resources in partnership with government, landowners and other organizations. Through these partnerships, CAs deliver a number of programs and services that help protect species at risk (SAR) and their habitats within CA watershed jurisdictions. As the Province's second-largest landowners, CAs protect and manage a considerable amount of habitat that supports SAR. In addition to these owned and operated lands, CAs' watershed science and monitoring programs collect up-to-date information which supports the integrity of these landholdings and also informs many of their corporate programs which also benefit SAR protection and recovery. These programs and services include natural heritage system planning (e.g. restoration, enhancement and protection), climate change mitigation and adaptation, and, stewardship and outreach programs. Further, CA staff have considerable expertise in the land use planning review process and may provide consideration for SAR and required habitats when advising municipalities on matters related to potential ecological impacts to SAR.

Conservation Ontario offers the following general comments on the proposal to enable the use of the Species at Risk Conservation Fund and the proposed amendments to conditional exemptions to streamline *Endangered Species Act* authorizations under O. Reg. 242/08.

Conservation Fund Species

It is understood that the Province is proposing to designate a small subset of species listed on the Species at Risk in Ontario List (O. Reg. 230/08) as conservation fund species which would be eligible for

the proposed charge payment option. It is proposed that Butternut, Barn Swallow, Bobolink, Eastern Meadowlark, Eastern Whip-poor-will and Blanding's Turtle (Canadian Shield populations) are to populate this list. Additional information is requested to justify the inclusion of Blanding's Turtle and Eastern Whip-poor-will, given the range and habitat specificity requirements for these species. The habitat needs of the remaining four proposed conservation fund species (Butternut, Barn Swallow, Bobolink and Eastern Meadowlark) are better understood, as demonstrated through their current conditional exemptions under O. Reg. 242/08 (which include required mitigation actions and habitat replacement, management and monitoring actions to be undertaken when authorized activities would harm or harass the species, or damage or destroy its habitat). Given the limited justification provided for the inclusion of Blanding's Turtle and Eastern Whip-poor-will, as well as the habitat specificity requirements for these two species, Conservation Ontario recommends that these species be removed as potential conservation fund species.

Conservation Ontario's previous comments requested that the Ministry make available the criteria which will be used to designate these species, and recommended that these criteria be developed through collaboration with COSSARO, using the best available scientific data to support species protection and recovery. While we note that the Ministry has provided some criteria which were considered in determining the proposed conservation fund species, it is unclear how the criteria were developed, whether the criteria will be consistently used in the event of more species being considered for this list, and whether the criteria were developed through collaboration with COSSARO. Further, no information was provided to support the statement that the six species proposed for eligibility would benefit from a "more strategic and coordinated approach to planning and implementing large-scale protection and recovery efforts". It is recommended that a species-specific rationale be developed and made publicly available for each conservation fund species, as well as for any future proposed additions to the List.

Species Conservation Charges

It is understood that the financial contributions to the Species at Risk Conservation Trust ("the Agency") would be paid by proponents who are authorized under the ESA to carry out activities that would otherwise be prohibited under the Act. Proponents who choose to use the conservation charges option would still be required to undertake actions to avoid and minimize impacts to species at risk and their habitats, however, they will be able to provide payment of species conservation charges in lieu of undertaking beneficial action requirements. Proposed formulas and costing for calculating a species conservation charge have been prepared which will be used by proponents to calculate the contribution to the Fund to be made for an authorized activity, based on the degree of impact to the species and its habitat. Conservation Ontario offers the following comments on specific elements of the proposed charge formulas:

Cost of Land (Where Applicable)

The charge formula is proposed to include the costs associated with acquiring or repurposing land, including related administrative costs, to provide habitat that a proponent would typically have otherwise been required to incur as part of their authorization. While the Ministry is proposing that the conservation charge formulas will be updated periodically to ensure the charges remain relevant over time, it is recommended that a specific review and update timeframe be provided. Given that projects may span multiple years, and land values throughout Ontario may fluctuate, such an approach would

provide a higher degree of certainty to both proponents paying into the fund, as well as recipients of fund monies who are undertaking habitat creation and/or restoration works.

Benefit Ratio

The proposal outlines that a ratio of 1:1.5 is proposed to be included in the species conservation charges to compensate for adverse effects (level of the impact: level of benefit to the species). Further clarification is requested on how the Province determined the standard benefit ratio of 1:1.5, as well as how the various benefit ratios for specific conservation fund species were determined, as outlined in the proposed “Conservation Charge Formulas and Costing” document.

It is further recommended that the Ministry consider the approach used as part of conservation allowances federally, per the federal government’s *“Operational Framework for Use of Conservation Allowances”*. Through this framework, it is stated that “the ratio of the conservation allowance habitat area to impacted habitat should be greater than 1:1 in all cases, and normally 2:1”. It is noted in the federal approach that there will be instances where much higher ratios are appropriate, and that the choice of ratio for each allowance is case-specific, based on an assessment of a number of factors (e.g. impact type, severity and duration, site characteristics, and uncertainties). The current proposed standard ratio would be below the normal standard of used by the federal government. To create consistency in the approaches used provincially and federally, Conservation Ontario recommends (at a minimum) that the standard ratio be increased from 1:1.5 to 1:2, with higher benefit ratios considered for mature and/or complex ecosystems.

Administration

The proposal identifies administration costs to be included in the species conservation charge formulas. An addition of 10% is proposed for the conservation species charge formulas, which is expected to cover the costs that a proponent would have otherwise incurred by carrying out beneficial actions (e.g. project management, contract management, etc.). It is currently unclear whether this 10% administrative charge would be applied to the administration of the Agency or will be provided to cover administrative costs of those groups/agencies who will undertake work using Agency funds. Should these funds be used to support administration of the Agency, the total amount spent on species conservation actions would be less than what is currently spent by proponents when undertaking beneficial actions. As per Conservation Ontario’s previous comments on the 10th Year Review of the ESA, it is recommended that at minimum, funding received as a result of species conservation charges be allocated only to eligible activities which will protect or advance the recovery of SAR in Ontario, while other funds received by the Agency (e.g. donations, funds received from the Crown) could be utilized for administrative costs associated with the Agency.

Further, the proposal does not clearly state if the Agency will be administered solely by a Board of Directors or if there will be additional staff positions, and whether or not these are paid or voluntary positions. Section 20.4 (4) of the ESA states that the Agency “may employ or otherwise engage persons for the proper conduct of its activities, subject to the regulations or, if the regulations so provide, employees may be appointed under Part III of the *Public Service of Ontario Act, 2006*”. Should Board members and potential staff be paid positions, the administrative charge should be adjusted to accommodate these additional financial needs.

Further to the proposed charge formulas, the Ministry is proposing to specify in regulation the general timing and steps that proponents must follow when providing species conservation charges to the Agency. It is proposed that the appropriate species conservation charge would be calculated at the time of payment by the proponent, and that payment would be required, at minimum before the start of any activities that would impact the conservation fund species and its habitat. To ensure that the charges are appropriate and consistent with the proposed authorized activities, Conservation Ontario recommends that proponents should be required to wait until the Agency has confirmed the appropriate charges have been received, prior to commencing works. Further, details should be provided in the regulation on what enforcement measures will be in place to ensure activities are being carried out as proposed, and what penalties for non-compliance with an authorization will apply.

The Species at Risk Conservation Trust

Currently, section 20.4 of the ESA enables the establishment of the Species at Risk Conservation Trust (“the Agency”), and sets out provisions about its governance, objects and government oversight. The Ministry is now proposing a regulation which will establish the Agency, and provide oversight provisions to support the Agency in meeting the purposes of the Fund. The Agency’s Board of Directors is proposed to consist of three to five voting directors, and one non-voting director who is an employee of the Ontario Public Service, with a majority of the voting members required to have applied knowledge of, and expertise with, concepts and techniques related to the protection or recovery of SAR. Conservation Ontario agrees with the proposal that a majority of voting members should be objective technical experts, however, greater clarity should be provided on the level of technical expertise required to be appointed to the Board. Care should be given to ensure impartiality of appointed Board members to ensure that decisions are made which support the protection and recovery of conservation fund species in Ontario.

Further, under the proposed “powers and duties” of the Board of Directors, it is proposed that the regulation would include provisions to ensure that investments are made for all conservation fund species for which charges have been received. In addition to this, Conservation Ontario recommends that the regulation further ensure that investments are made in all geographic regions for which contributions have been received. Without such a requirement, given provincial disparities in land values and available lands, there is a possibility that charges received will be disbursed to regions of the Province where costs may be lower, which could result in localized extirpation of conservation fund species.

Plans for Conservation Fund Species

It is understood that the Ministry is proposing to establish requirements in regulation to require the Agency to develop and publish a plan for each conservation fund species before any funds are disbursed. These plans are proposed to include direction-setting information, such as the types of activities that are priorities for the Agency to fund, or the locations in Ontario where funding would most benefit the species. As previously noted, Conservation Ontario recommends that funds for each species be disbursed within the same geographic regions where impacts to said species are taking place through authorized activities. It is recommended that the local watershed be used as an appropriate natural heritage management unit, to ensure that funded activities which are reasonably likely to protect and restore SAR and their habitats are taking place within the same geographic location of the impacts to conservation fund species and/or habitats.

Further, while the proposal states that the Agency would be required to publicly communicate its focus for funding by publishing a plan for each conservation fund species, it is strongly recommended that the plans for these species be posted to the Environmental Registry for public and agency input, prior to final plans being submitted to the Ministry. This approach would allow for local/regional expertise residing in agencies such as conservation authorities to be considered to help inform funding locations and direction-setting priorities for conservation fund species.

Lastly, the proposal states that the directions identified in the Agency's plan for a conservation fund species would need to align with the funding eligibility requirements that are set out in the ESA, the species' government response statements, and any minister's guidelines for the species, if applicable. It is further recommended that the directions identified in the Agency's plans align with existing recovery strategies prepared for applicable conservation fund species.

Reporting

Conservation Ontario is pleased to note the proposed additions to the Annual Report contents, beyond what is currently in the ESA and government requirements. We respectfully recommend the following items for inclusion in the "information about funded species" portions of these Annual Reports:

1. A comparison of the total amount of funds collected vs. the amounts disbursed **by location**. Such a comparison will provide an opportunity to flag any areas where there are major impacts to conservation fund species and their habitat without corresponding investment to counter those impacts. Inconsistencies in investments could suggest the potential for the gradual erosion of regional and local natural heritage system resilience in areas where there are significantly more losses than investments.
2. Documentation of the total habitat loss as a result of the authorized activities, as well as impacts on any conservation and biodiversity targets that have been established and approved for the subject area.
3. Information on whether or not funded activities have benefitted the impacted species. Details from the on-going monitoring of projects should be provided to determine whether the action was successful in implementing a true overall benefit to the impacted species, and can be used to improve and revise plans for each eligible conservation fund species, as well as inform future adjustments to charge formulas and activities eligible to receive funds from the Agency.

Overall, it is recommended that the proposed contents for the Annual Report provide greater details with respect to outcomes achieved for each conservation fund species. More details in this regard would increase transparency on the effectiveness of the plans for each conservation fund species and conservation charges approach in protecting and recovering SAR and their habitats in Ontario.

Terms and Conditions of the Fund

Under the terms and conditions of the Fund, the proposal outlines that all funded activities must provide a benefit to a conservation fund species in Ontario. It is currently proposed that the Agency be restricted from purchasing land, as well as funding any actions that a person is already obligated to undertake, such as overall benefit actions required by conditions in an ESA permit. Earlier, this proposal notes that species conservation charge formulas would include consideration of the "cost of land, where applicable". In many cases, land acquisition is a necessary method to ensure that rehabilitation efforts can take place in order to provide appropriate habitat for impacted conservation fund species. If the

Agency will not be permitted to purchase land, further clarity is required on how funds will be made available to other appropriate organizations to acquire, restore and manage lands to support the protection and recovery of impacted conservation fund species. As agencies with ample experience with land acquisition and management, conservation authorities with SAR expertise should be considered as potential recipients of these funds.

Finally, Conservation Ontario notes that the current proposal does not provide details as to how the funds would be distributed, or what agencies would be entitled to access the funds. Current provisions in the *ESA* outline activities which would be eligible to receive funding, as well the ability for the Minister to establish written guidelines respecting activities that may receive funding from the Fund. To provide greater clarity, it is recommended that the Province provide guidance on how funds would be distributed, and whether there are restrictions on who may be eligible to receive funds to undertake beneficial actions. Currently, CAs are eligible to receive funds from the Species at Risk Stewardship Program administered by the Ministry of the Environment, Conservation and Parks to administer projects within their watershed boundaries to protect and help facilitate the recovery of SAR in Ontario. It is recommended that CAs be acknowledged as eligible agencies to receive funds from the Species at Risk Conservation Fund to support projects within their jurisdictions which enable positive outcomes for conservation fund species.

Further Streamlining ESA Authorizations

In addition to the proposals under the *Endangered Species Act* to enable the use of the Species at Risk Conservation Fund, the Province is proposing to amend the conditional exemptions under O. Reg. 242/08 to increase the number of activities eligible for these exemptions, allowing them to proceed more quickly while maintaining standards for the protection and recovery for species.

The Province is proposing to expand eligibility for the existing conditional exemption to activities that are intended to assist in the protection or recovery of species at risk (O. Reg. 242/08, s.23.17). The proposed amendments would make activities such as conducting surveys and all activities that have been approved to receive funding through Ontario's Species at Risk Stewardship Program eligible for conditional exemptions. Conservation Ontario is generally supportive of the proposal to expand eligibility for the existing conditional exemptions, as CAs are eligible organizations to receive funds from this program to administer projects within their watershed boundaries to protect and help facilitate the recovery of SAR in Ontario. With respect to the proposed conditional exemptions for surveying, we note that survey activities for one species may in turn have a negative impact on another and details should be provided in the regulation to prevent any further impacts as a result of this conditional exemption.

The Province is proposing to further amend the conditional exemption for Butternut trees to increase the number of Category 2 and 3 Butternut trees that may be impacted under the conditional exemption (O. Reg. 242/08, s.23.7). Conservation Ontario cautions against this proposed amendment, as Butternut trees often grow in higher numbers where there is a parent tree present. When this occurs and many of the trees are assessed as being relatively healthy, more should be done to protect the healthy trees in situ. Additionally, new changes are proposed to the way that Butternut health assessments are completed, which would enable "qualified persons" to undertake Butternut health assessments, and no longer require that assessments be completed by a designated Butternut Health Assessor. Conservation Ontario requests that additional information be made available on what would constitute a "qualified person" to assess the health of Butternut trees. Currently, qualified persons would refer to a designated Butternut health assessor that has received the appropriate training through the Ministry. If

assessments are no longer required to be completed by a designated Butternut Health Assessor, it is recommended that a standardized Butternut Health Assessment Process and/or tool be prepared by the Ministry, to ensure that assessments are completed in a thorough and consistent manner by all qualified persons. Lastly, the proposed changes to standardize approaches for activities impacting Butternut in the conditional exemption, including changing the duration of the period that seedlings are to be monitored and tended from 2 to 5 years, are positive and are supported by Conservation Ontario.

Finally, it is understood that the Ministry is proposing to amend section 23.12 of O. Reg. 242/08 (General) to allow the current conditional exemption for hydro-electric generating stations to include the operation of dams that do not produce electricity. Conservation Ontario is supportive of the proposed amendments, as they would enable consistent requirements under the ESA for the operation of dams that do not produce electricity and hydro-electric generating stations. Further to the proposed amendments, Conservation Ontario recommends that the Ministry explore the possibility of creating a separate, streamlined approach for the removal of existing low to mid-sized on-line dams (e.g. run of the river dams, small impoundments) which would have minimal impact on SAR or their habitats, or would benefit the local species. Based on the experience of conservation authorities, the existing approval process for removal of small or mid-sized dams is not cost-effective for private landowners where ESA and other regulatory approvals are required. Consequently, this has encouraged the retention of older, potentially unsafe dams throughout Ontario. To explore this opportunity for further streamlined approaches, Conservation Ontario recommends that the Ministry create a small working group of dam owners, and undertake a pilot project to assess the benefits of such an approach.

Conclusion

As the Province continues to consult on proposed changes to the *Endangered Species Act*, it is recommended that conservation authorities be considered as knowledgeable and cost-effective service delivery partners for proposals affecting SAR in Ontario. CAs provide support to the protection of SAR in a variety of ways, including providing local expertise and liaison services which support the SAR program. It is recommended that the Province leverage the local knowledge and expertise of CAs when developing tools to protect and recover SAR and their habitats across Ontario.

Thank you for the opportunity to review and provide comments on “A proposal under the Endangered Species Act to enable use of the Species at Risk Conservation Fund and to streamline authorizations for certain activities that impact species at risk, while maintaining protections for species at risk”. Should you have any questions about this letter please feel free to contact myself at extension 229.

Sincerely,



Nicholas Fischer
Policy and Planning Officer

c.c. All CA CAOs/GMs



December 18, 2020

The Honourable Jeff Yurek
Minister of the Environment, Conservation and Parks
College Park, 5th Floor
777 Bay Street
Toronto, ON, M7A 1W3

Re: Indemnification Clause Requested in the *Conservation Authorities Act* or regulations

Dear Minister Yurek:

On behalf of our members, I would first like to extend our sincere appreciation for bringing remarks to our December 14th Conservation Ontario Council meeting. Our members were pleased to have your participation.

In subsequent discussion at the meeting, Conservation Ontario Council passed the following resolution:

Whereas conservation authorities have been requesting that a clause of indemnification or statutory immunity for the good faith operation of essential flood and erosion control infrastructure and programming be added to the Conservation Authorities Act (CA Act) consistent with the same statutory indemnification afforded to municipalities, the Province and agencies of the Province;

Whereas recent planning and permitting amendments to the CA Act by Bill 229 create considerable concerns that the science-based watershed approach to decision making will be superseded by the Minister or the Local Planning Appeal Tribunal;

Whereas under the new provisions of the CA Act an authority must issue a permit where a Minister's Zoning Order has been issued by the Minister of Municipal Affairs and Housing even if it is contrary to the desires of the authority Board and or the professional advice of authority staff;

Therefore, be it resolved that the Province be requested to amend the CA Act and/or regulations to add a clause of indemnification for the good faith operation of essential flood and erosion control infrastructure and programming and/or issue indemnities under the appropriate Acts and regulations to conservation authorities that are compelled to issue permits due to the new provisions of CA Act and associated Planning Act Minister Zoning Order decisions

And that the Premier, Minister of Natural Resources and Forestry, Minister of Finance, Minister of Municipal Affairs and Housing, Minister of Environment Conservation and Parks, the Association of Municipalities of Ontario, and the City of Toronto, be circulated this resolution.

Should there be any questions or the need for additional information, please contact Kim Gavine, General Manager of Conservation Ontario, at 905-251-3268 or kgavine@conservationontario.ca.

Thank you again for your time.

Sincerely,



Wayne Emmerson
Chair, Conservation Ontario

c.c. The Honourable Doug Ford, Premier of Ontario
 The Honourable John Yakabuski, Minister of Natural Resources and Forestry
 The Honourable Rod Phillips, Minister of Finance
 The Honourable Steve Clark, Minister of Municipal Affairs and Housing
 Graydon Smith, president, Association of Municipalities of Ontario
 John Tory, Mayor, City of Toronto
 All CA General Managers / Chief Administrative Officers

From: [Minister, MECP \(MECP\)](#)
To: [Mark Majchrowski](#)
Subject: Ontario Moves Forward with Conservation Authorities Working Group
Date: January 11, 2021 5:11:23 PM

Good afternoon,

In order to create a practical forum to help our government implement recent changes to the *Conservation Authorities Act* and ensure conservation authorities and other stakeholder groups have a stronger voice at the table, I have invited 10 individuals to participate in a newly-formed conservation authorities working group.

The working group members, chaired by Hassaan Basit, President and CEO of Halton Region Conservation Authority, have been drawn from a variety of conservation authorities, Conservation Ontario and the Association of Municipalities of Ontario, as well as the development and agriculture sectors. The full list of members include:

- Hassaan Basit, President and CEO, Halton Region Conservation Authority (Chair)
- Kim Gavine, General Manager, Conservation Ontario
- John McKenzie, Chief Executive Officer, Toronto and Region Conservation Authority
- Sommer Casgrain-Robertson, General Manager, Rideau Valley Conservation Authority
- Chris Darling, Chief Administrative Officer, Central Lake Ontario Conservation Authority
- Rob Baldwin, Chief Administrative Officer, Lake Simcoe Region Conservation Authority
- Brian Tayler, Chief Administrative Officer, North Bay-Matawa Conservation Authority
- Samantha Lawson, Chief Administrative Officer, Grand River Conservation Authority
- Cathie Brown, Senior Advisor, Association of Municipalities of Ontario
- Scott McFadden, Mayor, Township of Cavan Monaghan

The following individuals will also assist the Working Group by providing further perspectives, including on the section 28 Minister's regulation:

- Jason Sheldon, Vice-President, Land Development, Remington Group
- Gary Gregoris, Senior Vice-President, Land Development, Mattamy Homes
- Josh Kardish, Vice-President, EQ Homes
- Michelle Sergi, Director Community Development, Region of Waterloo
- Leslie Rich, Policy and Planning Liaison, Conservation Ontario
- Barb Veale, Director, Planning and Watershed Management, Halton Region Conservation Authority

- Laurie Nelson, Director, Policy and Planning, Toronto and Region Conservation Authority
- Mark Wales, Past President, Ontario Federation of Agriculture

The Working Group's first task includes looking at the first phase of proposed regulations impacting conservation authorities and their participating municipalities, which will be available for public consultation later this month. The proposed regulations will include:

- details on the programs and services conservation authorities will implement, and how the programs and services may be funded such as:
 - the mandatory programs and services to be delivered by conservation authorities;
 - the proposed agreements that may be required with participating municipalities to fund non-mandatory programs and services with municipal dollars; and
 - the transition period to establish those agreements;
- how conservation authorities will regulate development and other activities to ensure public safety through natural hazard management,
- the requirement for conservation authorities to establish community advisory boards; and
- a Minister's regulation under section 29 of the *Conservation Authorities Act* relating to conservation authority operation and management of lands owned by the authority.

Our government is committed to ongoing collaboration as we work to improve how conservation authorities deliver core programs and services to their communities. Drawing on their extensive knowledge and experience, the working group members we've assembled will provide valuable perspectives to help us make better informed decisions.

We look forward to your feedback as part of our consultation process on the upcoming regulatory postings.

Sincerely,

Jeff Yurek
Minister of the Environment, Conservation and Parks



Agenda Item #9.1

BOD Meeting #1/21

January 21, 2021

Page 1 of 2

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

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

Re: 2021 Draft Budget

KEY ISSUE:

To approve the circulation of the 2021 Draft Budget.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the 2021 Draft Budget with a programs and projects overview be circulation to the member municipalities.

Background

Subsequent to the November Board Meeting and recommended adjustments, the 2021 Draft Budget for circulation is attached.

At the recommendation of the CKL representatives, the Lake Dalrymple Lake Management Plan has not been included in this budget and will be presented as an option for discretionary approval by CKL Council to have input and discussion relative to the scope and financial planning of the project. The project of \$90,000 is not represented in the budget.

Since the November draft of the budget, a Restoration Project, under Conservation Areas, in the amount of \$28,000 has been secured supplementing our revenue sources.

The Operating Municipal Levy remains at 2.5% increase and the General Benefiting Projects remain at 2020 levels. The Special Benefiting Projects levy for the City of Kawartha Lakes is \$307,700 and \$167,600 for the Region of Durham. Special Projects proceed on approval by the benefiting municipalities.



Agenda Item #9.1

BOD Meeting #1/21

January 21, 2021

Page 2 of 2

2021 Draft Budget

Municipal Levy – Summary

	Proposed 2021 Levy					Approved 2020	Levy Increase (Decrease)
	Operating	Special Operating	General Projects	Special Projects	Total Municipal Levy	Total Municipal Levy	
City of Kawartha Lakes	\$ 963,171	\$ -	\$ 20,900	\$ 307,700	\$ 1,291,771	\$ 1,465,438	\$ (173,667)
Region of Durham	575,055	104,200	12,478	167,600	859,333	839,555	19,778
Municipality of Trent Lakes	68,749	-	1,492	-	70,241	69,578	663
Township of Cavan Monaghan	6,025	-	130	-	6,155	5,709	446
Total	\$ 1,613,000	\$ 104,200	\$ 35,000	\$ 475,300	\$ 2,227,500	\$ 2,380,280	\$ (152,780)

Next Steps:

Our recommendation is to circulate the 2021 Draft Budget to our member municipalities for the legislated requirement of 30 days and that the Weighted Vote on the 2021 Budget be held on March 25th, 2021.

2021 Draft Budget

Information for Member Municipalities



**KAWARTHA
CONSERVATION**

Table of Contents

Vision and Governance	3
Our Strategic Goals	4
2020 Draft Budget	5
Municipal Levy – Summary	6
Municipal Operating Levy	7
Municipal Projects Levy	8
Municipal General Benefiting Projects Levy	8
Municipal Special Benefiting Projects Levy	8
Budget Process & Budget Vote	9
Sources of Revenue & Expenditures	10
Statement of Revenue and Expenditures	11
Planning, Development and Engineering	12
City of Kawartha Lakes, Municipal Agreement, Risk Management Official, Clean Water Act, Part IV, Enforcement	14
Integrated Watershed Management	16
Stewardship and Conservation Lands	18
Corporate Services	22
Schedule of Overhead	24
Summary of General Benefiting Summary	25
Drinking Water Source Protection	26
Website Enhancement	28
Digitization of Corporate Records	28
Special Project Summary	30
Watershed Planning	31
Region of Durham - Special Benefiting Projects Summary	33
City of Kawartha Lakes, Lake Management Plan Implementation	38
Region of Durham & City of Kawartha Lakes Joint Special Benefiting Project	44

Vision

A sustainable watershed with clean and abundant water and natural resources assured for future generations.

Governance

The municipalities within the boundaries of the watershed govern Kawartha Conservation through a Board of Directors comprised of nine representatives. Directors are responsible for making decisions as a collective working for the benefit of the whole watershed. They act as liaisons between their municipalities and Kawartha Conservation.

2021 Board of Directors

CHAIR

Ted Smith

Township of Brock, Region of Durham

VICE CHAIR

Andy Letham

City of Kawartha Lakes

DIRECTORS

Kathleen Seymour-Fagan

City of Kawartha Lakes

Pat Dunn

City of Kawartha Lakes

Ron Hooper

Municipality of Clarington, Region of Durham

Angus Ross

Township of Scugog, Region of Durham

Cathy Moore

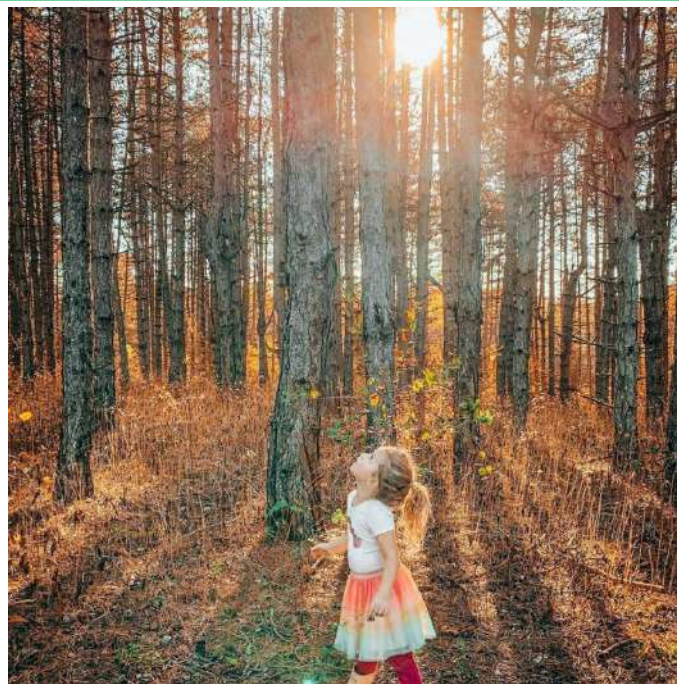
Township of Cavan Monaghan

Ron Windover

Municipality of Trent Lakes

Deborah Kiezebrink

Township of Scugog, Region of Durham



Member Municipalities

City of Kawartha Lakes

Region of Durham

- Township of Scugog
- Municipality of Clarington
- Township of Brock

Municipality of Trent Lakes

Township of Cavan Monaghan



Protect

Keep people, property, and communities safe from natural hazards such as flooding and erosion.

Conserve & Restore

Conserve and restore a healthy resilient environment.

Discover

Develop greater scientific knowledge of the watershed that advances decision making.

Connect & Collaborate

Engage our watershed partners to foster relationships.

Optimize Service

Focus on customer and business service excellence and optimize performance.

KAWARTHA CONSERVATION

2021 Draft Budget

January 21, 2021



2021 Draft Budget

The 2021 Operating and Special Projects Budget is developed and reviewed in detail by our Board of Directors, and it was approved for circulation to our municipal partners for comments.

The 2021 operating expenditure budget is organized into business units and each department is intended to reflect all associated costs.

The operating levy is shared by the municipal partners based on an apportionment percentage supplied to us by the Ministry of Natural Resources and Forestry.

The projects budget is organized by General Benefiting Projects and Special Benefiting Projects.

The municipal levy for General Benefiting Projects is shared by the municipal partners based on the same apportionment percentage as the operating levy.

Special Benefiting Projects are funded by the benefiting municipality/municipalities.

Durham East Cross Forest Conservation Area is an operating program funded solely by the Region of Durham Special Operating Levy.

2021 Draft Budget

Municipal Levy – Summary

	Proposed 2021 Levy					Approved 2020	Levy Increase (Decrease)
	Operating	Special Operating	General Projects	Special Projects	Total Municipal Levy	Total Municipal Levy	
City of Kawartha Lakes	\$ 963,171	\$ -	\$ 20,900	\$ 307,700	\$ 1,291,771	\$ 1,465,438	\$ (173,667)
Region of Durham	575,055	104,200	12,478	167,600	859,333	839,555	19,778
Municipality of Trent Lakes	68,749	-	1,492	-	70,241	69,578	663
Township of Cavan Monaghan	6,025	-	130	-	6,155	5,709	446
Total	\$ 1,613,000	\$ 104,200	\$ 35,000	\$ 475,300	\$ 2,227,500	\$ 2,380,280	\$ (152,780)

Municipal Operating Levy

The Operating Levy is shared by the municipal partners based on apportionment percentages supplied to us by the Ministry of Natural Resources and Forestry. The apportionment percentage is based on current value assessment (CVA) information generated by MPAC. Individual municipal increases vary due to changes in the CVA apportionment year over year.

	2020 Apportionment Percentage	2021 Apportionment Percentage	2020 Operating Levy	2021 Operating Levy	Increase (Decrease)	% Increase (Decrease)
City of Kawartha Lakes	59.9204%	59.7131%	\$ 942,966	\$ 963,171	\$ 20,205	2.14%
Region of Durham	35.3997	35.6513	557,085	575,055	17,970	3.23%
Municipality of Trent Lakes	4.3251	4.2622	68,064	68,749	685	1.01%
Township of Cavan Monaghan	0.3549	0.3735	5,585	6,025	440	7.87%
Total	100%	100%	\$ 1,573,700	\$ 1,613,000	\$ 39,300	

Municipal Projects Levy

Projects are developed to implement priorities within our Strategic Plan and in response to municipal priorities. The projects address strategic plan directions and issues identified by our board of directors, municipal leaders, senior municipal staff, and community stakeholders. We use municipal funds to leverage grant opportunities whenever possible.

General Benefiting Projects

General Benefiting projects have a watershed wide benefit and the levy is shared by the municipal partners on the same apportionment percentage as the operating levy. Projects for 2021 include Drinking Water Source Protection (fully funded), website redesign and digitization of corporate records.

Summary of General Benefiting Projects:	2020 Approved General Benefiting Levy	2021 Proposed General Benefiting Levy
City of Kawartha Lakes	\$ 20,972	\$ 20,900
Region of Durham	12,390	12,478
Municipality of Trent Lakes	1,514	1,492
Township of Cavan Monaghan	124	130
	\$ 35,000	\$ 35,000

Special Benefiting

Special Benefiting projects are designed to meet the needs or concerns of a specific municipality and thus directly benefit the individual municipality. The benefiting municipality funds the projects. Projects for 2021 continue our work to implement the Lake Management Plans, Watershed Plans and initiate updates to our watershed plans in the Region of Durham.

Summary of Special Benefiting Projects:	2020 Approved Special Benefiting Levy	2021 Proposed Special Benefiting Levy
City of Kawartha Lakes	\$ 501,200	\$ 307,700
Region of Durham	168,000	167,600
Municipality of Trent Lakes	-	-
Township of Cavan Monaghan	-	-
	\$ 669,200	\$ 475,300

Budget Process

On November 26th, 2020, the Board of Directors received a staff report on the preliminary budget for 2021 and proposed the budget, with recommended adjustments, be considered for circulation and on January 21, 2021. The Board of Directors vote on the budget and associated municipal general levy is scheduled for March 25th, 2021.

Budget Vote

Directors of the Board will vote on the budget and levy using a weighted vote based on the Current Value Assessment levy apportionment formula.

The provincial regulation governing the weighted vote does not permit an individual municipality to have a weighted vote in excess of 50% of the weighting unless that municipality has more than 50% of the members on the Board of Directors. A weighted majority of 51% carries the vote.

The weighted vote is distributed amongst Directors as follows:

City of Kawartha Lakes

1st of 3 representatives	16.6667%
2nd of 3 representatives	16.6667%
3rd of 3 representatives	16.6666%

Region of Durham

1st of 4 representatives	11.0617%
2nd of 4 representatives	11.0617%
3rd of 4 representatives	11.0617%
4th of 4 representatives	11.0617%

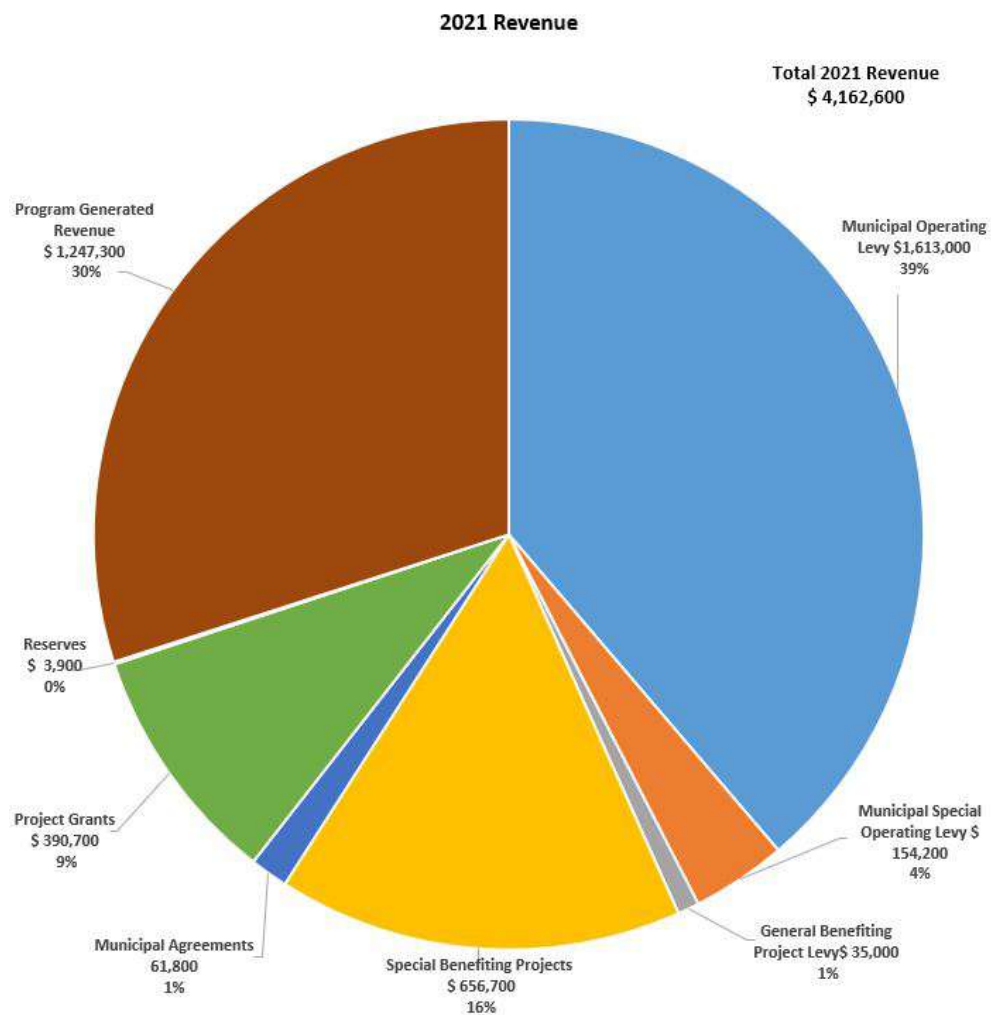
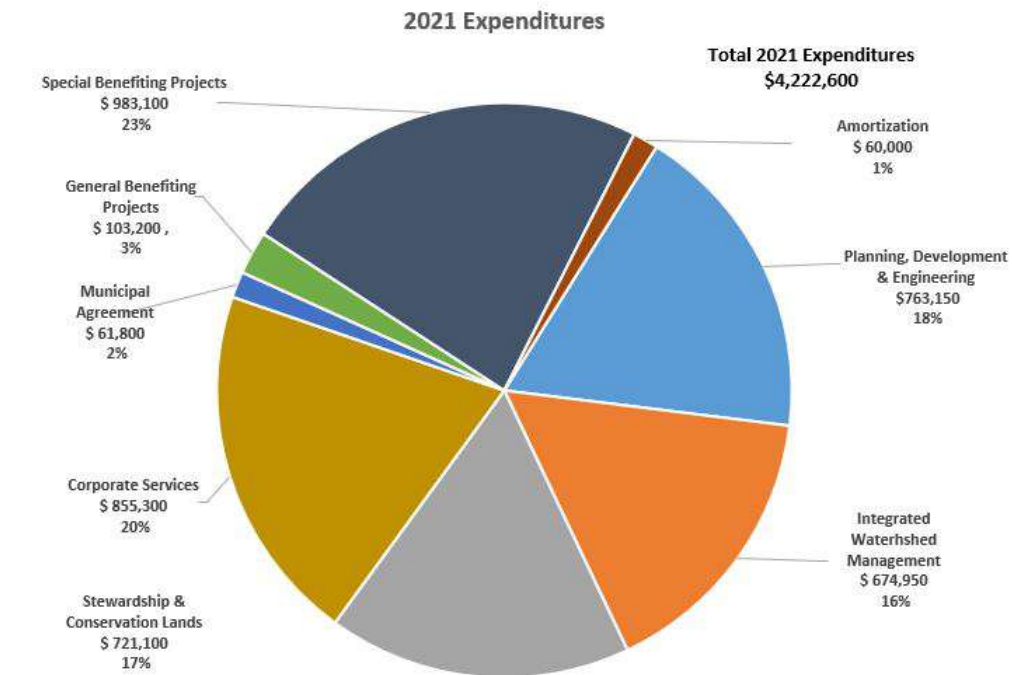
Municipality of Trent Lakes

1 representative	5.2898%
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Township of Cavan Monaghan

1 representative	0.4635%
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Sources of Revenue Expenditures



**KAWARTHA CONSERVATION
2021 Preliminary Budget**

Draft

STATEMENT OF REVENUE AND EXPENDITURES

	Audited Actual 2019	Budget 2020	Budget 2021	Variance to 2020 Budget
REVENUE				
Municipal levy				
Operating	\$ 1,573,700	\$ 1,573,700	\$ 1,613,000	\$ 39,300
Region of Durham-Durham East Cross Forest CA	96,635	119,300	154,200	34,900
General benefiting projects	26,391	35,000	35,000	-
Special benefiting projects	656,018	682,000	656,700	(25,300)
	2,352,744	2,410,000	2,458,900	48,900
Municipal Agreements				
CKL, Risk Management Official, Clean Water Act	43,895	61,800	61,800	-
CKL, Agricultural Drain Classification	15,191	-	-	-
	59,086	61,800	61,800	-
Program Generated Revenue				
Planning and Permitting fees	391,812	429,800	505,000	75,200
Intergrated Watershed Management	56,210	36,900	75,400	38,500
Stewardship and Conservation Lands	316,612	172,200	325,200	153,000
Corporate Services	37,443	23,000	15,000	(8,000)
Special Projects management	367,583	317,050	326,700	9,650
	1,169,660	978,950	1,247,300	268,350
Special Projects				
Drinking Water Source Protection	61,035	68,200	68,200	-
Grants, Durham special projects	59,697	55,000	145,750	90,750
Grants, CKL special projects	72,476	140,300	180,650	40,350
	193,208	263,500	394,600	131,100
Other				
Amortization of deferred captial contribution	28,324	-	-	-
TOTAL REVENUE	\$ 3,803,022	\$ 3,714,250	\$ 4,162,600	\$ 448,350
EXPENDITURES				
Operations				
Planning, Development & Engineering	\$ 541,509	\$ 725,600	\$ 763,150	37,550
Intergrated Watershed Management	633,451	622,100	674,950	52,850
Stewardship and Conservation Lands	719,995	576,950	721,100	144,150
Corporate Services	760,805	747,300	855,300	108,000
Amortization of tangible capital assets	70,840	60,000	60,000	-
Vehicle pool	(25,524)	(25,000)	(25,000)	-
	2,701,076	2,706,950	3,049,500	342,550
Projects				
General Benefiting, Drinking Water Source Protection	49,999	68,200	68,200	-
General Benefiting	26,391	35,000	35,000	-
Special Benefiting	781,870	877,300	983,100	105,800
	858,260	980,500	1,086,300	105,800
Municipal Agreements				
CKL Risk Management Official	44,243	61,800	61,800	-
CKL Agricultural Drain Classification	20,307	-	-	-
	64,550	61,800	61,800	-
TOTAL EXPENDITURES	\$ 3,623,886	\$ 3,749,250	\$ 4,197,600	\$ 448,350
Net Surplus (Deficit) from operations	\$ 179,136	\$ (35,000)	\$ (35,000)	\$ 0

Planning, Development and Engineering

Planning

Planning helps to protect properties against the loss of life, property damage and social disruption, and encourages the responsible management and protection of environmentally sensitive areas for future generations, while ensuring compliance with provincial legislation at the local level.

Conservation Authorities have been delegated the responsibility of commenting on behalf of the Province of Ontario on planning matters related to natural hazards (Section 3.1 of the Provincial Policy Statement, 2020). In addition, Conservation Authorities provide plan review advice with respect to the health of watersheds including the management of water and natural heritage resources.

Permitting

Permitting through the Conservation Authority ensures public safety and protection of property from damage caused by natural hazards, protects watershed health by preventing pollution and damage to sensitive environmental areas such as wetland, shorelines, and watercourses, and promotes long term sustainability of the watershed.

Kawartha Conservation administers the Section 28 Regulation of the Conservation Authorities Act. Ontario Regulation 182/06, the regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses regulates development in relation to river and stream valleys, steep slopes, watercourses, floodplains, and wetlands, plus the respective allowances that are associated with each feature.

Enforcement

Conservation staff are responsible for regular monitoring of development activities impacting on natural regulated features, following up on public and municipal complaints regarding any potential violations and obtaining regulatory compliance through compliance agreements or judicial methods as pertains to Section 28 of the Conservation Authorities Act and associated specific Ontario Regulation 182/06.

**KAWARTHA CONSERVATION
2021 Operating Budget**

Draft

PLANNING, DEVELOPMENT AND ENGINEERING

	Audited		Budget	Budget	Variance to
	Actual		2020	2021	2020 Budget
	2019				
Sources of Revenue					
Municipal operating levy	\$ 234,481	\$ 295,800	\$ 258,150	\$ (37,650)	
Planning and permitting fees	353,263	315,000	340,000	25,000	
Large scale fill permits	28,455	100,000	100,000	-	
Municipal agreement, RMO	6,403	14,800	15,000	200	
MOU, flood plain mapping	-	-	50,000	50,000	
Employment grant	3,691	-	-	-	
	\$ 626,293	\$ 725,600	\$ 763,150	\$ 37,550	

PLANNING/PERMITTING

Expenditures					
Direct labour	\$ 378,934	\$ 565,900	\$ 599,800	\$ 33,900	
Overhead	42,968	42,300	50,900	8,600	
Legal	(7,725)	15,000	5,000	(10,000)	
Consulting	88,795	22,000	7,000	(15,000)	
Fill permit compliance costs	11,443	60,000	60,000	-	
IMS Records management	-	-	10,000	10,000	
Flood plain mapping services			10,950	10,950	
Supplies & equipment	12,220	12,100	11,500	(600)	
Professional development	2,122	2,500	2,500	-	
Travel	5,198	5,800	5,500	(300)	
	\$ 541,509	\$ 725,600	\$ 763,150	\$ 37,550	

Municipal Agreement, City of Kawartha Lakes Risk Management Official Clean Water Act, Part IV, Enforcement

Purpose

Source Water Protection Plan policies are designed in the best interests of a community and are required to be implemented for the long-term protection of safe and healthy drinking water sources. Risk Management Plans and developing the land surrounding water supply systems in a suitable way is required. This is a proactive method of ensuring contamination risks are reduced and expensive clean-up costs can be averted.

Benefits

A Source Protection Plan helps municipalities save money by creating and implementing a multi-barrier approach to strengthen the protection of municipal drinking water sources. By implementing source protection plan policies requiring a risk management official (RMO), as per the Clean Water Act, threat assessments of groundwater and surface water quality and quantity on a site specific and watershed scale are determined and monitored. These plans and activities directly support the City of Kawartha Lakes specifically in implementation of plan policies requiring a Risk Management Plan and providing information for planning/building applications for development where the activity or land use could impact upon municipal drinking water supplies.

Deliverables

This project to date has involved the establishment of a risk management office and the development of plans with landowners designed to eliminate risks to municipal water supply systems, as delegated by the City of Kawartha Lakes through agreement. Policies and procedures have been developed to guide implementation activities. Activities in 2021 will continue to focus on the negotiation and establishment of risk management plans, issuing notices to proceed with an activity under the Planning Act and Building Code Act and reporting.

Risk Management Plans have been prioritized to focus on agricultural and residential fuel oil. Risk management plans need to be negotiated with landowners and tenants, which will address threats to community drinking water supply systems. Risk management plans ensure that activities that pose a potential threat to municipal drinking water supply systems are adequately managed, such as by improvements to infrastructure, changes in process and handling of chemicals, and ensuring spill containment measures are in place. Activities of the Risk Management Official are guided by a Project Oversight Committee comprised of public works staff and staff at Kawartha Conservation.

**KAWARTHA CONSERVATION
2021 Municipal Agreement Budget**

Draft

City of Kawartha Lakes Risk Management Official CLEAN WATER ACT, PART IV, ENFORCEMENT			
	Budget 2020	Budget 2021	Variance to 2020 Budget
Sources of Revenue			
City of Kawartha Lakes, service agreement	\$ 61,800	\$ 61,800	\$ -
Expenditures			
Direct labour	\$ 41,000	\$ 39,900	\$ (1,100)
In-house expertise	10,700	11,000	300
Supplies	2,400	2,400	-
Technology and data management	500	1,500	1,000
Travel	3,100	3,000	(100)
Administration fee	4,100	4,000	(100)
	\$ 61,800	\$ 61,800	\$ -

Note:

This budget is funded through a municipal agreement

and is not considered a part of the municipal general operating levy

Integrated Watershed Management

Environmental Information Services

Environmental Information Services help property owners, builders, developers, real estate professionals and municipal partners make information and timely resource management decisions that benefit their actions, and which impact our watershed. This program area provides support to many of our programs and projects by managing data in a spatial context and developing maps for various internal and external requirements.

Environmental Monitoring Services

We maintain a core watershed monitoring network, including water quality and quantity for both surface and ground water. This enables us to identify issues requiring attention early on, while gauging the effectiveness of current planning practices. Collaboration and the pooling of resources assist with the coordination of program delivery and is key to planning and permitting functions, while combining expertise and experience to ensure consistency and cost efficiency. We partner with provincial ministries, such as the Ministry of the Environment, Conservation & Parks, Ministry of Natural Resources and Forestry, local volunteer groups, Fleming College, Ontario Technical University, Trent University, local high schools and agencies such as the Greenbelt Golden Horseshoe Conservation Authority Collaborative – a grouping of 12 Conservation authorities.

During 2021 we will be initiating our ‘Seniors Citizen Science Climate Action Group’ Project that covers our entire jurisdiction and focuses on the shorelines of our lakes. We were successful in obtaining \$17.5k in funding in 2020 from Employment and Social Development Canada’s ‘New Horizon’s for Seniors Program. With agreement from the funder this money was deferred until 2021. This funding will be used to purchase climate monitoring equipment to measure air and water temperature and precipitation levels across our watershed helping to action ours and our municipal partners climate strategies.

Flood & Water Level Monitoring

Our flood contingency and flood response plans, daily monitoring of water levels and precipitation, assessment of potential flood threats, communication with municipalities and the community, and participation in municipal flood response activities helps support and protect the people and property across the watershed.

Flood forecasting and warning is a fundamental responsibility delegated to conservation authorities by the Province since 1984. We fulfill this duty by monitoring the water level, precipitation, and watershed conditions.

Close collaboration and partnership with federal (Ontario Waterways – Trent Severn Waterway, Environment and Climate Change Canada), and provincial (MNRF, Ontario Hydro) agencies and partner conservation authorities allow for accurate forecast and reliable information which is put in context of the local watershed and provided to the community when flooding concerns are warranted.

**KAWARTHA CONSERVATION
2021 Operating Budget**

Draft

INTEGRATED WATERSHED MANAGEMENT

	Audited Actual 2019	Budget 2020	Budget 2021	Variance to 2020 Budget
Sources of Revenue				
Municipal operating levy	\$ 434,656	\$ 487,071	\$ 599,550	\$ 14,350
Special Projects Management	101,527	-	\$ -	-
MNRF transfer payment	18,480	-	24,600	24,600
Low water response	10,850	-	-	-
Technical Services fees	11,447	3,000	8,000	5,000
Innovation Hub	14,636	25,000	25,000	-
Employment grants	479	8,900	-	(8,900)
Climate Change grant	-	-	17,500	17,500
Other grants	318	-	300	300
	\$ 592,393	\$ 523,971	\$ 674,950	\$ 52,850
Expenditures				
INTEGRATED WATERSHED MANAGEMENT				
Direct labour	\$ 512,782	\$ 503,800	\$ 524,900	\$ 21,100
Seasonal labour	18,849	17,800	11,500	(6,300)
Overhead	42,968	42,100	61,100	19,000
Supplies & equipment	15,973	19,450	23,100	3,650
Technology and data management	12,004	13,900	12,800	(1,100)
Professional development	2,520	3,600	4,200	600
Travel	4,064	3,550	2,850	(700)
Oak Ridges Moraine Alliance	2,500	2,500	2,500	-
Stream gauge utilities, maintenance	436	2,400	1,000	(1,400)
Ontario Low Water Response	10,684	-	500	500
Surface water monitoring	3,770	5,500	5,500	-
Groundwater monitoring	6,901	7,500	7,500	-
Climate Change program	-	-	17,500	17,500
	\$ 633,451	\$ 622,100	\$ 674,950	\$ 52,850

Stewardship and Conservation Lands

Conservation Areas

Kawartha Conservation owns and manages over 1,300 hectares of natural areas including Ken Reid Conservation Area, Durham East Cross Forest, Pigeon River Headwaters, Windy Ridge / Tuckerman property, Fleetwood Creek Natural Area, Dewey's Island, Nogies Creek, and South Bay Wetlands. Visitors to our Conservation Areas include the general public, schools, special interest groups, and tourists. With an estimated 30,000 visits per year, our Conservation areas provide opportunities to relax, discover the natural world, and enjoy the many health benefits of being in nature. This program strives to provide a safe and meaningful way for our community to access quality green spaces.

During the pandemic we have seen a dramatic increase in the number of people visiting our conservation areas. In a year over year comparison of on-line searches for our conservation areas between August and December we have seen an increase of 48% in searches, translating to 556,411 searches resulting in just under 10,000 requests for directions. This surge in popularity demonstrates the demand for green spaces during a time of social isolation. Our properties offer safe opportunities to get active, get outside, and physically distance from friends and family. In the first 7 days of January, the popularity continues with over 21,000 searches and 469 requests for directions.

Our conservation lands also provide sites to compensate for species or habitat disruption as a result of development activity to restore these vulnerable habitats in our conservation properties, and by providing expert advice and support for private land restoration projects. This program is initiated by provincial requirements and generates revenue for other programming, improves habitat across Conservation and private lands, and builds relationships between the development industry and the Conservation Authority.

Stewardship

As a result of the pandemic, the Stewardship department has reworked the implementation of our programs as projects linked to the implementation of our Lake and Watershed Management Plans. As a result, these budgets can be found in the Special Benefiting programs of the budget document.

Education

Due to the uncertainty of the Pandemic and the impacts that it will have on schools, this program area is currently on hold for 2021. If community-based programs move forward, they will do so as a cost recovery program and have a net zero impact on the operating budget.

**KAWARTHA CONSERVATION
2021 Operating Budget**
Draft
STEWARDSHIP AND CONSERVATION LANDS

	Audited Actual 2019	Budget 2020	Budget 2021	Variance to 2020 Budget
SOURCES OF REVENUE				
Municipal funds, Region of Durham	\$ 301,836	\$ 285,451	\$ 241,700	(43,751)
Municipal operating levy	70,502	119,300	154,200	34,900
	372,338	404,751	395,900	(8,851)
Restoration Management				
Habitat Compensation projects, cost recovery	88,458	9,000	105,000	96,000
Project management fees Habitat Compensation	11,196	-	67,100	67,100
	99,654	9,000	172,100	163,100
Conservation Areas				
Conservation Area Employment grants	26,909	10,600	-	(10,600)
Conservation Areas User fees	3,276	4,500	2,500	(2,000)
Conservation Areas Parking fees	20,893	30,000	32,000	2,000
Conservation Area Agricultural rent	11,513	12,000	12,000	-
Reserve funds, Windy Ridge	-	3,900	3,900	-
Fleetwood Creek cost recovery	7,371	8,300	8,300	-
Property management fees Fleetwood Creek	7,055	6,800	6,800	-
Property management fees East Cross Forest	48,137	52,100	87,600	35,500
Special Events	9,817	-	-	-
Employment grants and Other	1,370	-	-	-
	136,341	128,200	153,100	24,900
Stewardship	39,214	-	-	-
Education	41,402	35,000	-	(35,000)
	\$ 688,950	\$ 576,951	\$ 721,100	\$ 144,149
Expenditures				
Direct labour	\$ 382,009	\$ 292,200	\$ 291,400	(800)
Seasonal labour	51,596	39,400	36,800	(2,600)
Overhead	48,443	37,600	40,700	3,100
Professional development	2,680	1,500	1,500	-
Contractors and consultants	2,491	-	-	-
Supplies, brochures and publications	12,845	10,200	7,200	(3,000)
Cost of product sales	18,932	-	-	-
Travel	2,062	1,000	900	(100)
Special events	8,841	-	-	-
Ken Reid Conservation Area	50,999	49,300	60,000	10,700
Pigeon River Headwaters Conservation Area	2,662	10,000	10,150	150
Windy Ridge Conservation Area	3,434	3,900	4,250	350
Fleetwood Creek Natural Area	7,743	8,300	8,300	-
Dewey's Island	-	100	100	-
Nogies Creek	534	550	600	50
Durham East Cross Forest Conservation Area	100,305	119,300	154,200	34,900
Restoration projects	24,421	3,600	105,000	101,400
	\$ 719,995	\$ 576,950	\$ 721,100	\$ 144,150

Draft

SCHEDULE OF CONSERVATION AREAS

	Audited Actual 2019	Budget 2020	Budget 2021	Variance to 2020 Budget
<i>Ken Reid Conservation Area</i>				
Road and parking lot maintenance	\$ 15,959	\$ 14,000	\$ 20,000	\$ 6,000
Vehicle usage	1,770	700	1,800	1,100
Equipment usage	6,254	5,000	6,200	1,200
Supplies and small tools	12,865	9,500	11,700	2,200
Infrastructure repair and maintenance	11,158	17,000	17,000	-
Utilities	2,917	3,000	3,200	200
Property taxes	76	100	100	-
	50,999	49,300	60,000	10,700
<i>Pigeon River Headwaters Conservation Area</i>				
Road and parking lot maintenance	-	800	800	-
Vehicle usage	946	700	900	200
Equipment usage	612	500	600	100
Supplies and small tools	- 205	500	250	(250)
Infrastructure repair and maintenance	512	6,800	6,800	-
Property taxes	797	800	800	-
	2,662	10,100	10,150	50
<i>Windy Ridge Conservation Area</i>				
Road and parking lot maintenance	1,002	1,000	1,000	-
Vehicle usage	1,119	500	1,000	500
Equipment usage	209	400	250	(150)
Supplies and small tools	- 346	1,000	500	(500)
Infrastructure repair and maintenance	1,023	500	1,000	500
Property taxes	425	500	500	-
	3,434	3,900	4,250	350
<i>Fleetwood Creek Natural Area</i>				
Road and parking lot maintenance	-	-	-	-
Vehicle usage	804	600	600	-
Equipment usage	332	200	200	-
Supplies and small tools	- 448	700	700	-
Property management	7,055	6,800	6,800	-
	7,743	8,300	8,300	-
<i>Dewey's Island</i>				
Travel and equipment	-	100	100	-

**KAWARTHA CONSERVATION
2021 Operating Budget
SPECIAL OPERATING PROGRAM**

Draft

Region of Durham

DURHAM EAST CROSS FOREST CONSERVATION AREA	Audited Actual 2019	Budget 2020	Budget 2021	Variance to 2020 Budget
Sources of Revenue				
Region of Durham special and operating levy	\$ 89,100	\$ 102,080	\$ 104,200	\$ 2,120
Grants and other sources of revenue	3,670	-	-	-
Deferred municipal levy	7,535	17,220	50,000	32,780
\$ 100,305	\$ 119,300	\$ 154,200	\$ 34,900	
Expenditures				
Direct labour	\$ 6,871	\$ 34,800	\$ 33,900	\$ (900)
In-house expertise	39,018	41,400	73,500	32,100
Security	9,119	-	-	-
Infrastructure and supplies	14,550	20,500	20,500	-
Travel	18,914	4,800	6,100	1,300
Equipment usage	5,566	2,100	2,100	-
Professional fees and contractors	-	-	2,000	2,000
Property taxes	1,777	5,000	2,000	(3,000)
Administration fee	4,491	10,700	14,100	3,400
\$ 100,305	\$ 119,300	\$ 154,200	\$ 34,900	

Durham East Cross Forest is considered to be an operating program funded solely by the Region of Durham Levy.

Corporate Services

Corporate Services supports each of the departments and the organization as a whole by providing administrative support, coordination, policy development and implementation, program direction and development, strategic and business planning and Board support including agendas and minutes.

Finance, Budget, Audit

This area of business provides financial leadership and support to the organization through financial direction, reporting and management. All accounting processes, financial statements, and audits are conducted and prepared through strict adherence to the Canadian public sector accounting standards. Ongoing scrutiny and analysis contribute to effective and efficient processing, and adherence to applicable legislation. We produce internal financial statements and reports regularly for our leadership team and the Board of Directors.

Human Resources, Health & Safety

Human Resources provide comprehensive services and advice to all departments in the areas of legislative compliance, recruitment, orientation, on-boarding, talent management, metrics reporting, performance management, employment grants and policies and procedures. Within the Health and Safety function, education and training continue to be a focus to create a culture of safety in our organization. We continue to invest resources to produce an effective and progressive Health and Safety program and ensure compliance with the Occupational Health and Safety Act.

Infrastructure, Asset Management, Information & IT Management

Assets include land, buildings, information technology infrastructure, vehicles, and equipment. The Corporate Services team provides support in managing, maintaining, replacing, and monitoring risk and liability issues. This business area also includes the management of corporate records involving soft and hard copies along with the proper retention criteria as well as the implementation of the Information Management System (IMS). This system enables timely responses to client requests, helps us to meet MFIPPA obligations, and improves search capabilities. Hardware and software for the computer network, including system support and security, are a function of this division.

We continue to implement and embrace technology during the pandemic utilizing new processes, software and tools to allow for remote work for our staff. We have additional plans for advancements in 2021 along with additional cybersecurity and improvements for our systems.

Corporate Communications

Corporate communications help to ensure organization transparency and accountability to our Board of Directors, Municipal partners, staff and the watershed community, while representing our organization in a strong, positive manner that is consistent with our vision, mission and focus. This business area also supports all of our programs, projects and services through the development and implementation of communication plans. Some of the regular services and products provided include strategic communication guidance, plan development and implementation, media relations, image and brand management, website development and maintenance, and social media management.

**KAWARTHA CONSERVATION
2021 Operating Budget**

Draft

CORPORATE SERVICES

	Audited Actual 2019	Budget 2020	Budget 2021	Variance to 2020 Budget
Sources of Revenue				
Municipal operating levy	\$ 602,727	\$ 724,300	\$ 840,300	\$ 116,000
Investment income	31,832	23,000	15,000	(8,000)
Donations	180	-	-	-
Grants, wage subsidies and other	5,432	-	-	-
	\$ 640,171	\$ 747,300	\$ 855,300	\$ 108,000
Expenditures				
Direct labour	\$ 690,902	\$ 666,200	\$ 749,400	\$ 83,200
Overhead	42,968	42,300	50,700	8,400
Technology, supplies & equipment	15,473	24,900	29,000	4,100
Professional services	-	-	10,000	10,000
Directors travel and expenses	3,977	5,200	2,400	(2,800)
Strategic Plan	-	-	5,000	5,000
Reports, brochures, publications	1,527	1,500	1,500	-
Professional development	3,643	5,000	5,700	700
Travel	2,314	2,200	1,600	(600)
	\$ 760,805	\$ 747,300	\$ 855,300	\$ 108,000

KAWARTHA CONSERVATION
2021 Operating Budget

Draft

Schedule of Overhead

	Audited Actual 2019	Budget 2020	Budget 2021	Variance to 2020 Budget
Administration building utilities	\$ 11,863	\$ 16,000	\$ 14,000	\$ (2,000)
Administration building maintenance	57,516	25,000	26,000	1,000
Office equipment supplies, maintenance	(2,579)	1,100	3,000	1,900
Telephone & internet	5,534	6,600	11,600	5,000
Audit, legal, other	9,963	10,000	33,000	23,000
Banking fees and interest	2,279	3,000	3,000	-
Insurance	35,288	34,000	37,500	3,500
Website hosting, licenses, ecommerce	-	-	7,100	7,100
Conservation Ontario membership	24,630	25,000	25,000	-
IT/IMS support services	26,210	38,000	33,500	(4,500)
Human Resources & Safety	1,165	10,000	9,700	(300)
	\$ 171,871	\$ 168,700	\$ 203,400	\$ 34,700
Distributed to departments:				
Planning, Development and Engineering	\$ 34,374	\$ 33,900	\$ 40,700	\$ 6,800
Regulation Compliance	8,594	8,400	10,200	1,800
Integrated Watershed Management	8,594	8,400	10,200	1,800
Environmental Information Services	8,594	8,400	10,200	1,800
Environmental Monitoring Services	17,187	16,900	30,500	13,600
Flood and Water Level Monitoring	8,594	8,400	10,200	1,800
Stewardship and Conservation Lands	8,594	8,400	-	(8,400)
Conservation Areas	25,781	16,800	30,500	13,700
Stewardship	8,594	8,400	10,200	1,800
Conservation Education	-	8,400	-	(8,400)
Corporate Support Services	34,374	33,900	40,600	6,700
Corporate Communications	8,594	8,400	10,100	1,700
	\$ 171,871	\$ 168,700	\$ 203,400	\$ 34,700

**KAWARTHA CONSERVATION
2021 Budget**

Draft

	2020 Project Budget	2021 Project Budget	2021 Municipal Levy
SUMMARY GENERAL BENEFITING PROJECTS			
Drinking Water Source Protection Plan	\$ 68,200	\$ 68,200	\$ -
Website -implement application tracking	20,000	20,000	20,000
Digitization of corporate records	15,000	15,000	15,000
	\$ 103,200	\$ 103,200	\$ 35,000

General Benefiting Project

Drinking Water Source Protection

Purpose

To help implement a multi-barrier approach to strengthen the protection of municipal drinking water sources, through the support of actions required to implement source protection planning. A Source Protection Plan is based on threat assessments of groundwater and surface water quality and quantity. Activities support the Source Protection Committee, Source Protection Authority and stakeholders in the implementation of the Source Protection Plans.

Benefits

A multi-stakeholder Source Protection Committee (SPC) which includes representatives from municipal and local stakeholders (agriculture, industry, commerce, environmental, rural and urban property owners) is responsible for the development of an effective and proactive approach to protect municipal drinking water sources. This is completed through policy development detailed in a local Source Protection Plan. The plan uses a preventative planning approach to actively manage development and activities around municipal water supply source areas. Our work has been fully funded by the Ministry of Environment, Conservation and Parks.

Background and detail

In response to Justice O'Connor's recommendations in the Report of the Walkerton Inquiry, Ontario's Clean Water Act was released in 2006. The Act requires Source Protection Plans be developed on a local watershed basis by a local committee comprised of a variety of stakeholders known as a Source Protection Committee.

The best available science, technical data and local knowledge has been used by the SPC to make decisions in the interest of the long-term protection of safe and healthy drinking water sources. Our local SPC has since developed the terms of reference guiding the overall work, the assessment report (September 2014) identifying the science behind source protection planning, and the source protection plan (effective Jan 1, 2015) outlining the policies to protect water supply. The current challenge is the implementation of the plans, which includes an annual reporting component. The implementation of policies in the source protection plan form the current phase in the planning cycle. Activities include the update of planning policies (Official Plans, Zoning bylaws), emergency management plans, and the development of risk management plans, which will reduce the likelihood of an activity on the landscape impacting the municipal water supplies. Updates to the assessment report and source protection plan are also slated for 2021.

Deliverables

- Assist municipalities in the implementation of the Source Protection Plan
- Respond to inquiries regarding the plan and deliver communications and education services
- Conduct annual reporting requirements specified in the plan
- Provide management of source water related information and data
- Update assessment report science and plan policy updates as per the Minister-ordered five-year work plan

KAWARTHA CONSERVATION
2021 General Benefiting Project Budget

Draft

DRINKING WATER SOURCE PROTECTION PLAN

	Budget 2020	Budget 2021
Sources of Revenue		
Regional Transfer funds	\$ 68,200	\$ 68,200
Expenditures		
Direct labour	\$ 40,600	\$ 40,000
In-house expertise	15,000	15,400
Project admin fee	6,300	6,300
Travel	5,500	1,000
Supplies & equipment	800	5,500
	\$ 68,200	\$ 68,200

General Benefiting Projects

Website Enhancement

This project is a continuation of the work started in 2019 and continuing through 2020 and will allow Kawartha Conservation to continue to provide leading-edge, customer-focused solutions to our watershed residents and building community. In spring of 2020, we launched our new award-winning website, which included an Online Planning and Permit Application component, allowing customers to file their applications and documents remotely from anywhere. In late summer, we added a new mapping feature to our Planning and Permitting forms so that applicants could pinpoint exactly where a proposed develop would be occurring, making it easier, more efficient, and more effective for our planning staff to determine requirements for application approval.

The continuation of the Planning/Permitting enhancements will provide greater access to information for customers and free up time for planning/permitting staff to focus on completing applications. The enhancement will include:

- Enable customers to access their planning/permitting application status through a secure, unique access code, reducing the inquiries to staff on status updates.
- Provides a greater, more open, transparent and customer-first approach to providing information in a timely manner that applicants want and need.

The project will be completed in the third quarter of 2021.

Digitization of Corporate Records

In conjunction with our Information Management System the digitization of these hard copy files will help contribute to faster processing of planning applications and can provide both parties with instant copies of important documents. As technology improves more and more companies are moving to paperless offices to preserve these documents. Benefits of shifting to digitized documents will allow for easy storage, retrieval, updating and improved access and transport of information and has become a critical factor in our ability to work off-site.

The digitization of corporate records is multi-year project to transfer our paper files to a digital format.

2021 General Benefiting Project Budget
GENERAL BENEFITING PROJECTS

Draft

	Budget 2020	Budget 2021	Budget 2022
Website -implement application tracking	\$ 20,000	\$ 20,000	\$ -
Digitization of corporate records	15,000	15,000	15,000
	\$ 35,000	\$ 35,000	\$ 15,000

Apportionment share:

City Kawartha Lakes	59.7131	\$ 20,972	\$ 20,900	\$ 8,957
Region of Durham	35.6513	12,390	12,478	5,348
Municipality of Trent Lakes	4.2622	1,514	1,492	639
Cavan Monaghan	0.3735	124	131	56
100.0000		\$ 35,000	\$ 35,000	\$ 15,000

**KAWARTHA CONSERVATION
2021 Special Projects Budget**

Draft

SUMMARY SPECIAL PROJECTS

	2020 Project Budget	2020 Municipal Levy	2021 Project Budget	2021 Municipal Levy
REGION OF DURHAM				
Watershed Planning	\$ 30,000	30,000	\$ 27,500	\$ 27,500
Watershed Plan Implementation	198,900	\$ 138,000	168,900	140,100
Joint Implementation, Stewardship	-	-	129,800	-
	\$ 228,900	\$ 168,000	\$ 326,200	\$ 167,600
CITY OF KAWARTHA LAKES				
Lake Management Plans, Implementation	493,600	357,000	527,100	277,200
Joint Implementation, Stewardship	-	-	129,800	30,500
Flood Plain Mapping	98,800	84,100	-	-
Lake Management Plans, Lake Dalrymple	-	-	-	-
	\$ 592,400	\$ 441,100	\$ 656,900	\$ 307,700
TOTAL SPECIAL PROJECTS	\$ 821,300	\$ 609,100	\$ 983,100	\$ 475,300

Proposed Special Benefiting Project

Watershed Planning 2021

The purpose of this 2 year project is to ensure that Durham Region has the most up to date information related to Water Resource Systems, Natural Heritage Systems, and Watershed Planning to assist with ongoing Municipal Conformity Review exercises and land use planning activities related to our Planning Services Partnership Memorandum of Understanding (MOU).

This project will help the municipality conform to provincial planning guidance related to watershed resources management (e.g., Provincial Policy Statement, Growth Plan, Greenbelt Plan, Oak Ridges Moraine Conservation Plan, etc.) and will also contribute to more efficient processing of Planning Act applications.

Recently published reports: *Durham Watershed Planning Project, Provincial Conformity of Watershed Plans and Water Resources System (Kawartha Conservation, 2020)* identified several activities that should be undertaken to ensure conformity with provincial policies in the overlapping jurisdictions of Durham Region and Kawartha Conservation, which encompasses 1/5th of the overall area of both.

Deliverables from this project are:

- Verify location of 86km of 'unknown' mapped watercourses.
- Verify flow status (perennial or intermittent) and thermal regime of all streams at road crossings.
- Evaluate and confirm location of several 'unevaluated' mapped wetlands.
- Integrate new information (i.e., data from Ontario Climate Consortium) available for the northern parts of Durham Region into management considerations and scenario modelling, including: updating water budgets, nutrient loading values, and thermal regime impacts.
- Collaborate with Durham Region Conservation Authorities to integrate updated Water Resources, Natural Heritage, and Watershed Planning information into Official Plan update/conformity initiatives.
- Updating of mapping tools (e.g., CA Maps, ARCGIS) to include most up-to-date information related to Water Resources, Natural Heritage, and Watershed Planning data.
- Address gaps in Ecologically Significant Groundwater Recharge Areas with help of Durham Region and Conservation Authorities Moraine Coalition Groundwater Program.

KAWARTHA CONSERVATION
2021 Preliminary Special Project Budget
SPECIAL BENEFITING PROJECTS

Draft

Region of Durham		
	Budget 2020	Budget 2021
WATERSHED PLANNING		
Sources of Revenue		
Special project funding, Region of Durham	\$ 30,000	\$ 27,500
Expenditures		
Direct labour	\$ 6,200	\$ -
In-house expertise	14,700	22,200
Supplies & professional fees	1,700	1,500
Travel and equipment	4,600	1,300
Project administration fee	2,800	2,500
	\$ 30,000	\$ 27,500

Proposed Special Benefiting Project, Region of Durham

Watershed Plan Implementation 2021

Purpose

This program implements recommendations for high priority objectives identified within the Lake Scugog Environmental Management Plan (endorsed in 2010), Oak Ridges Moraine Watershed Plans (endorsed in 2012), and the Port Perry Stormwater management Plan (endorsed in 2014). In addition, the Kawartha Conservation Climate Change Strategy (endorsed by the Board of Directors in 2016) and the Stewardship Strategy (endorsed by the Board of Directors in 2020) recommend a wide range of adaptation and mitigation activities that also support watershed plan implementation.

The maintenance of a healthy aquatic environment, recreational opportunities and attractive waterfront area, with enhanced stormwater management, are critical to the economic and social well-being of Lake Scugog and the Port Perry area. Implementation activities are geared to the improvement of water quality and the sustainability of natural heritage features. They are categorized into major groupings of activities as identified below:

- Stewardship and Natural Heritage
- Scugog WATER Fund
- Water Quality Monitoring
- Lake Scugog Enhancement

Stewardship and Natural Heritage:

Climate Change:

We will work with our Municipal partners to identify low impact design demonstration sites on public property that will help demonstrate wise property management and support municipal infrastructure.

Improving the forest canopy across Durham Region has been a strong movement that will improve natural heritage while also increasing our resilience in the face of climate change. Incentive programs will help encourage landowners to act with projects on private land that will result in climate change resilience.

- Urban Tree Planting on Municipal Property
- Implementation of permeable pavement pathway near the boat launch
- Leverage additional investment of up to \$38,000 in external support

Scugog WATER Fund

Since 2007, Kawartha Conservation has worked in partnership with the Township of Scugog, local landowners and businesses to deliver the Scugog Water and Terrain Environmental Restoration (WATER) Fund. To date we have assisted 176 landowners with small financial incentives in support of various water quality projects. This investment has leveraged approximately \$450,000 of landowner investments in stewardship improvements since 2007.

The majority of shoreline around Lake Scugog is privately owned. With this sensitive area having such a large influence on surface water quality, the daily actions of these landowners are important to ensuring the ability for our community and tourists to enjoy our lake. The Port Perry urban landscape is largely hardened surfaces that promote faster moving storm runoff and reduces the ability for the land to absorb water. In addition, farmland makes up nearly 50% of the Kawartha watershed and is particularly important in sustaining our rural communities, with agriculture and healthy lakes being the two pillars of our vibrant local economy. This program works directly with shoreline residents, urban communities, and our farming community, to provide a range of technical services and incentives to assist landowners in practicing beneficial management to improve groundwater and surface water quality.

- On-site landowner consultations and support to connect them with other cost sharing program opportunities.
- Collaboration and consultation with commodity groups across the region
- Development of a series of technical videos that provide advice and support to landowners looking to improve their properties.
- Provide seed funding grants to private landowners to support water quality improvement projects that align with our stewardship outreach programs and the various management plan recommendations.
- Continue to provide support for community and private urban projects that improve water quality and incorporate climate change adaptation recommendations at the lot level.
- Continue to expand our reach to embrace rural non-agricultural landowners with pilot project seed funding that improve water quality and incorporate climate change adaptation recommendations.
- Report on Implementation successes to community stakeholders, municipal partners, and other agencies

Water Quality Monitoring

Upstream Investigative Water Quality Examination

Due to Covid-19, the two science-based water quality monitoring projects within this implementation program were deferred with deliverables moved over from 2020 to 2021. The total deferred amount being utilised from the science portion is \$46,000. This includes staff time and materials, supplies, travel, equipment use, lab fees and administrative costs.

The intention of the upstream investigative program is to reduce the data gaps by performing more comprehensive water quality & quantity data collection (more sites on one stream) in a specific area in order to identify causality of water quality degradation and plan for remediation or restoration efforts through our stewardship department. The tributaries identified with water quality concerns include: Layton River, Nonquon, Cawker's Creek, Williams Creek, and Blackstock Creeks. This program includes a comprehensive water chemistry and flow data to be collected simultaneously to achieve accurate nutrient loading calculations. The information gathered will serve to identify specific stewardship priorities and areas for actions / improvements. Data collection is performed during 4 high flows (3 spring, 1 fall) and 3 low flows (1 Spring, 1 Summer, 1 fall). A final report will disseminate findings and provide recommendations for stewardship prioritization.

- Focus will be on 3 streams, Cawker's Creek, Williams Creek and Layton River.
- This is Year 1 of 3 for Layton river with 11 sites being sampled.
- Year 2 of 3 for Cawker's and Williams Creek.
- 7 rounds of sampling (4 high flow and 3 low flow events)
- There are 19 sites in total across the 3 streams
- Water quality and discharge rates (flow volumes)
- Data maintenance, analysis and Report writing

Watershed Quality Monitoring - Lake Scugog and Major Oak Ridges Moraine Tributaries

The LSEMP originated as a municipally funded (Durham Region) lake management planning program (including a characterization report) within the Kawartha Conservation district on the Lake Scugog watershed. The current LSEMP program is an implementation plan though it does not explicitly include the word implementation in the title of the program. It originated as a result of recommendations and the identification of 'hot spots' and data gaps from the Lake Scugog Environmental Management Plan developed in 2010.

Research and monitoring activities conducted for watershed planning purposes provided detailed baseline information on water quality and quantity for Lake Scugog and watershed tributaries. This annual project maintains a basic level of monitoring, providing a basis for evaluating implementation activities, identifying hotspots for future stewardship priorities, and providing recommendations for land use planning. As described above, the deliverables within this project were deferred from 2020 to 2021 due to Covid-19.

- 8 sampling sites across Lake Scugog Watershed (tributaries into Lake Scugog)
- 6 mid lake sampling sites
- 18 rounds of sampling

- Data maintenance, analysis and Report writing
- Continue to monitor flow at East Cross Creek and the Layton River –to help with water balance and load calculations.

Lake Scugog Enhancement Project

The purpose of this project is to provide technical and project management support to the Healthy Lake Scugog Steering Committee with a project to revitalize Port Perry Bay. Proposed strategies involve a combination of activities such as dredging, creating a berm and constructed wetland to improve urban storm water treatment, and aquatic plant harvesting.

These activities will involve environmental assessment processes, public input, and permitting.

A contract was awarded to GHD Consulting to investigate options, develop a project plan, and conduct the public consultation process. A draft conceptual design was unveiled in 2016 for public review and input, along with a subsequent open house in late 2017. Work is being undertaken by GHD in response to recommended project refinements and amendments as part of the ongoing permitting processes with external regulatory organizations in conjunction with our support for managing the project as provided below.

- Provide ongoing science and technical support in addition to project management services, in collaboration with the Township of Scugog.
- Oversee GHD to provide final details in support of permitting requirements.
- Work through agency comments on submitted permits and applications including:
 - Municipal Class Environmental Assessment file
 - Basic Impact Assessment for Parks Canada
 - DFO fish offsetting plan
 - 'In Water Works' permit application to Parks Canada for the DFO offsets
- Review of project deliverables and reports
- Provide project management support through the construction period, anticipated to commence in the fall of 2021.

KAWARTHA CONSERVATION
2021 Preliminary Special Project Budget
SPECIAL BENEFITING PROJECTS

Draft

Region of Durham		
	Budget 2020	Budget 2021
WATERSHED IMPLEMENTATION PROJECTS		
Sources of Revenue-Stewardship programs		
Special project funding, Region of Durham	\$ 76,600	\$ 70,100
Deferred project funds	-	-
Grants, Provincial	-	-
Grants, other	30,000	20,000
Landowner contributions	-	-
	\$ 106,600	\$ 90,100
Expenditures-Stewardship programs		
Direct labour	37,700	32,800
In-house expertise	8,400	6,700
Supplies & professional fees	12,500	1,600
Demonstration site	15,000	-
Contracted services	-	20,000
Landowner grants	20,000	20,000
Travel and equipment	3,300	600
Project administration fee	9,700	8,400
	\$ 106,600	\$ 90,100
Sources of Revenue-Science and Technical		
Special project funding, Region of Durham	\$ 61,400	\$ 70,000
Deferred project funds	5,900	8,800
Scugog Lake Stewards	20,000	-
Grants, provincial	-	-
Grants, employment	5,000	-
	\$ 92,300	\$ 78,800
Expenditures-Science and Technical		
Direct labour	10,100	10,500
In-house expertise	52,300	41,800
Supplies & professional fees	600	3,600
Travel and equipment	5,500	5,500
Lab costs	15,400	10,200
Project administration fee	8,400	7,200
	\$ 92,300	\$ 78,800
PROJECT EXPENDITURE TOTAL	\$ 198,900	\$ 168,900
Total Municipal Special Project Levy	\$ 138,000	\$ 140,100

Proposed Special Benefiting Project, City of Kawartha Lakes

Lake Management Plan Implementation 2021

Purpose

Implementation of the Lake Management Plans is important to our local economy, the attractiveness of the area for tourism and to the continued growth of our communities that have developed around our lakes and rivers. Building on the momentum established through early implementation, Kawartha Conservation and the Implementation Task Force developed a 5-year Implementation Action Plan to improve the appeal of our lakes as an engine for economic growth. In June of 2018, the Implementation Action Plan was approved by the City of Kawartha Lakes Council.

The preferred options provided here address the greatest common concerns expressed by residents throughout the City and proposes science-based solutions to address these concerns. The programs are broken into five areas as outlined in the Action Plan. They are as follows:

- Incentive Grant Program
- General Program
- Shoreline Program
- Urban Program
- Rural Program

Due to Covid-19, science-based projects within this implementation program have been deferred with deliverables moved over from 2020 to 2021. The total deferred amount being utilised from the science portion is \$121,600. This includes staff time and materials, supplies, travel, equipment use, lab fees and administrative costs. The deferred projects included are: Sediment & Erosion Control Planning, Aquatic Plant Control, Nearshore Monitoring, and Investigative Upstream Monitoring.

Incentive Grant Program

Community Grant Program

Grassroots organizations play a critical role in the implementation of the Lake Management Plans. The Community Grant program provides support to local groups so that they are empowered to take action towards the implementation of the Lake Management Plan recommendations specific to their community. Since 2019, this program has leveraged over \$34,000 in community investment through volunteer and fundraising efforts.

- \$10,000 in grants available for a 50/50 match
- Community planting projects
- Aquatic plant management projects
- Community engagement projects
- Implementation of other LMP recommendations
- Leverage additional investment of \$15,000 in external support
- Return on investment of 97%

Landowner Incentive Fund

Provides seed funding for private land stewardship to landowners looking to undertake key projects that improve water quality through the implementation of high priority recommendations from the Lake

Management Plans. Since 2019, this program has leveraged over \$237,000 in landowner investment in beneficial management practices.

- \$71,000 in grants available for:
 - Agricultural Best Management Practices
 - Septic upgrades
 - Rainwater harvesting
 - Shore and stream side plantings
 - Low impact development solutions
 - Well decommissioning/upgrades
- Leverage additional investment of \$120,000 in external support
- Return on investment of 400%

General Program

Implementation Oversight & Coordination

A key component of the Implementation Action Plan is collaboration among community groups and institutions already active on the lake. This program will ensure that collaboration continues between multiple partners at various levels to make sure that projects and programs within partner agencies include actions recommended with the Lake Management Plans. It will also support grass roots organizations that are looking for support in identifying and implementing high priority actions.

- Coordinate 2 Community Advisory Panel meetings
- Annually meet with the Science and Technology Committee
- Develop virtual tools that support community engagement and participation
- Collaborate with Lake Associations, and other community groups
- Report on Implementation successes to community stakeholders, municipal partners, and other agencies
- Promote the Implementation Action Plan and Community Grant Program to partner groups, agencies, and individuals throughout the City of Kawartha Lakes
- Return on Investment of 16%

Sediment and Erosion Control Planning

Better erosion and sediment control management is a priority recommendation in all Lake, Watershed, and Storm Water Management Plans to address this significant threat to the health of local lakes and connecting waters. The purpose of this project is to increase local expertise and application of erosion and sediment control standards when reviewing, undertaking, and inspecting development and site alteration projects. Training and expert resource materials will be learned, provided to, and shared among staff at municipalities, Kawartha Conservation, and local contractors.

Release of materials from construction/development sites to local watercourses can have significant long-term impacts, including filling in shallow areas, smothering fish habitat, water pollution, and poor aesthetics, among others.

Project deliverables intended to be completed during 2020 have been deferred until 2021 due to Covid-19. One additional deliverable has also been included from the originally planned 2021 program 'Create and distribute factsheets...'

Deliverables for 2021 include:

- Enhanced staff skills including certification by CISEC (Certificated Inspector of Sediment and Erosion Control).
- Attendance at TRIECA (industry conference among subject experts).
- Coordinated site visits to local construction sites.
- Create and distribute factsheets and other relevant field-reference information.

Rural Program

Agricultural Stewardship

Farmland makes up nearly 50% of the Kawartha watershed and is particularly important in sustaining our rural communities, with agriculture and healthy lakes being the two pillars of our vibrant local economy. This program works directly with the farming community to provide a range of technical services and incentives to assist farmers in practicing beneficial farmland management to improve groundwater and surface water quality.:

- Collaboration and partnerships with agricultural commodity groups
- On-farm and virtual consultations to develop and support project implementation
- Collaboration with the East Central Farm Stewardship Collaborative
- Development of technical videos to support BMP adoption and implementation
- Participation in the International Plowing Match being hosted in Lindsay On
- Leverage an additional \$16,800 in funding support
- Total Return on Investment of 60%

Investigative Upstream Monitoring

The Investigative Upstream Monitoring program will reduce existing data gaps by providing qualitative and quantitative data over a three-year period. This data will be invaluable to allowing Kawartha Conservation to identify problem areas and establish remediation and restoration options moving forward.

The City of Kawartha Lakes Lake Management implementation plan is a result of recommendations made from the lake management planning process for Sturgeon, Balsam, and Cameron and Pigeon lakes. These recommendations include the identification of 'hot spots' or problem areas (i.e. high nutrient concentrations, reduced forest cover, impaired riparian zones).

Project deliverables intended to be completed during 2020 have been deferred until 2021 due to Covid-19.

- Final report of findings from 3-year monitoring program for Jennings, Reforestation and McLaren's Creek.
- Start of monitoring on 3 new streams – Sinister, Distillery and Stony Creek.
- 4 high flows (4 spring) and 4 low flows (2 summer, 2 fall) - 8 sampling events
- Flow data collected simultaneously with water chemistry
- Water chemistry sampling 8 times a year

- Parameters include: (phosphorous & nitrogen, total suspended solids, chloride-proxy for road salt)
- Produce summary report including recommendations for stewardship prioritization projects

Shoreline Program

Aquatic Plant Control

Waterfront residents need practical approaches for controlling nuisance aquatic plants along their shoreline. Aquatic plant management is a priority recommendation in the majority of completed lake management plans. The proliferation of aquatic plants can have significant effects on the enjoyment, perception of water quality, and sustainability of the lakes. Aerators are an emerging aquatic plant control method being used by landowners even though it is not currently a legal activity.

This proposal is a 4-year project to study the degree to which aerators impact the growth of nuisance aquatic plants, and evaluate the effect on physical, chemical, and biological parameters of nearshore waters. In addition, the viability of using aerators will be conducted to more clearly understand the return on investment of using aerators. We will work in partnership with the Trent Severn Waterway (TSW) (responsible for allowing permits to landowners) to scientifically test the impacts and effectiveness of aerators on controlling plant populations. Based on the results of this study, we will be able to work to have aerators recognized as a viable solution and a permitted option through TSW's aquatic plant control options.

Project deliverables intended to be completed during 2020 have been deferred until 2021 due to Covid-19.

- Partnerships with academic institutions to assist in the design, funding and delivery of the project.
- Liaise with shoreline communities at 3 high priority locations to undertake project.
- Liaise with business community, particularly equipment manufacturers/suppliers, to secure various aerators for testing.
- Leveraged external funding of \$10,600
- Total return on investment of 56%
- Install device and initiate field sampling

Shoreline Stewardship

The Shoreline Stewardship Program works with private landowners to provide an array of technical supports to encourage better land management decisions and actions. The majority of shoreline properties in the City of Kawartha Lakes are privately owned. With this sensitive area having such a large influence on surface water quality, the daily actions of these landowners impact the ability for our community and tourists to enjoy our lakes.

- On-site or Virtual Shoreline consultations with landowners
- Development of technical videos to provide support to landowners
- Watershed Welcome program in partnership with Real Estate Professionals and KLEAC
- Septic Management information for private landowners
- Produce final report (beach sampling from 2020) including recommendations for stewardship prioritization projects.

- Development of a Community Partner Tool Kit to assist other groups around the lakes to implement a shoreline stewardship program.

Near Shore Monitoring

The nearshore area is under the direct influence of activities performed on the shoreline (urban development, agriculture, specific shoreline alteration) in addition to acting as a transition zone that is highly influenced from waters offshore and land and tributary drainage. The data collected in near shore areas can act as an early warning indicator for the lakes and thus identify “problem areas” or “hot spots” of degraded water quality and threats to human and animal health in addition to a decrease in biodiversity and habitat. An identified gap that exists in each of the Lake Management Plans is the lack of near shore water quality (chemical and biological).

The near shore monitoring program includes a comprehensive water chemistry and physical baseline survey to be completed on Sturgeon, Pigeon, and Balsam and Cameron lakes for a minimum duration of three years to ensure reliable results..

The information gathered from each survey would also serve as a jumping off point to initiate specific stewardship priorities and actions in addition to providing valuable information for shoreline policy creation.

Project deliverables intended to be completed during 2020 were deferred until 2021 due to Covid-19.

- 3-year monitoring period
- PhD candidate securement (Ontario Technical University)
- 4 lakes (Sturgeon, Balsam, Cameron, & Pigeon)
- Monthly sampling chemical, biological and physical parameters of lake water quality, up to 20 sites per lake.
- Provide recruitment, training and ongoing support of ‘Citizen Scientists’
- Data analysis
- Produce annual summary reports
- Produce final report including recommended action items for stewardship prioritization projects
- Produce peer reviewed journal article
- Leverage additional investment of \$52,600 from outside partners and grants
- Total Return on Investment of 184%

Urban Program

BlueScaping

The BlueScaping program helps to protect our urban communities by providing low impact development recommendations at the individual property level. Much of our urban landscape is hardened surface that promotes faster moving storm runoff and reduces the ability for the land to absorb water. We work with private landowners and the landscaping community to develop a program for retrofitting existing properties including a variety of options to suit landowners with varying capacity for implementation.

BlueScaping program benefits and value include:

- On-site or Virtual Landowner consultations
- Development of technical video series to support private land retrofit projects
- Urban tree planting demonstration site

- Consult and partner with local landscaping professionals to develop feature landscape plans

Rural Program

Tree Planting

Kawartha Conservation is a Partner organization in the delivery of the 50 Million Tree Program as well as the Forest Recovery Program. Both provide funding support for tree planting projects on private properties. Tree planting through these programs also supports the implementation of both the Implementation Action Plan as well as Protect and enhance our tree canopy; both highlighted in the City's 2020-2023 Strategic Plan. this new program is heavily invested in by forest Ontario as well as the private landowner. Program benefits and value include:

- On-site or Virtual Landowner consultations
- Development of planting plans to support canopy growth
- Planting of private land
- Leveraged additional investment of \$32,375 from outside partners and landowners
- Return on investment of 194%

**KAWARTHA CONSERVATION
2021 Special Project Budget**
Draft
City of Kawartha Lakes

LAKE MANAGEMENT PLANS, IMPLEMENTATION	Budget 2020	Budget 2021
Sources of Revenue-Stewardship programs		
Special project funding, CKL	\$ 278,200	\$ 215,500
Deferred revenue	-	35,000
Grants, Federal	-	21,700
Grants, Provincial	4,000	78,200
Grants, other	96,400	-
	<u>378,600</u>	<u>350,400</u>
Expenditures-Stewardship programs		
Direct labour	158,700	130,000
In-house expertise	47,600	48,000
Supplies and events	24,600	22,700
Landowner grants	85,000	98,800
Contractor and consulting services	17,700	13,000
Travel and equipment	10,500	7,400
Project administration fee	34,500	30,500
	<u>378,600</u>	<u>350,400</u>
Sources of Revenue-Science and Technical		
Special project funding, CKL	138,900	61,700
Deferred project funding	6,900	105,000
Grants, fees, sponsors	25,200	10,000
	<u>171,000</u>	<u>176,700</u>
Expenditures-Science and Technical		
Direct labour	18,700	28,500
In-house expertise	86,600	79,600
Supplies	11,200	13,500
Laboratory fees	29,650	30,000
Travel and equipment	9,300	9,000
Project administration fee	15,550	16,100
	<u>171,000</u>	<u>176,700</u>
PROJECT TOTAL	\$ 549,600	\$ 527,100
Total Municipal Special Project Levy	\$ 417,100	\$ 277,200

Proposed Joint Special Benefiting Project, City of Kawartha Lakes and Region of Durham

Tree Planting Program

Tree planting within the watershed is a key deliverable of the 2020 Stewardship Strategy which outlines the need for increased forest cover across the watershed. Municipal guidance indicates a desired 30% tree canopy to help address the impacts of climate change. To achieve this coverage will require multiple organizations working together to support private landowners in rural and urban areas. Kawartha Conservation has focused programs to support private landowners including participating in the 50 Million Tree program, the Forest Recovery Program, and through over the counter tree seedling sales. These programs provide incentives that support for tree planting projects on private properties. Tree planting through these programs also supports the implementation of the Implementation Action Plan as well as Protect and enhance our tree canopy; both highlighted in the City of Kawartha Lakes 2020-2023 Strategic Plan. This new program is heavily invested in by Forest Ontario, Highway of Heroes, and the private landowner. Program benefits and value include:

- On-site or Virtual Landowner consultations
- Development of planting plans to support canopy growth
- Planting of private land
- Over the counter tree seedling sales
- Leveraged external funding of \$217,550
- Return on Investment of 330%

KAWARTHA CONSERVATION
2021 Preliminary Special Project Budget
JOINT SPECIAL BENEFITING PROJECTS - new

Draft

Region of Durham
City of Kawartha Lakes

WATERSHED IMPLEMENTATION PROJECTS	Budget 2021
Revenue	
Special Project Funding, Region	\$ 32,600
Special project funding, CKL	30,500
Region of Durham, climate change funding	36,000
Region of Durham, product sales	19,000
Grants, Provincial	39,000
Grants, other	26,500
Fees for service	76,000
	\$ 259,600
Expenditures	
Direct Labour	\$ 115,500
In-house expertise	18,500
Supplies	57,500
Project Contractor	42,600
Travel and equipment	2,000
Project administration fee	23,500
	\$ 259,600



Agenda Item #9.2

BOD Meeting #1/21

January 21, 2021

Page 1 of 3

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

From: Mark Majchrowski, CAO

Re: Administrative By-Law #1 Update

KEY ISSUE:

The administrative and meeting procedural by-law update reflecting an ex-officio position on the Board.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the amendments to the Administrative and Meeting Procedural By-Law #1 to enable ex-officio Board members be approved and adopted for use effective at the next Board of Director meeting.

Background

A request was made by Chief LaRocca, of the Mississauga's of Scugog Island First Nation for representation on our Board of Directors which was discussed by the Board of Directors at the September meeting #6/19, and again at the November meeting #9/20. A resolution to extend an offer to the Mississaugas of Scugog Island First Nation was passed. To enable this position on the Board of Directors, amendments to our Administrative By-Law #1 are required.

Amendments to By-Law

To address the addition of an ex-officio member of the Board, the section in the By-Law identifying Member Appointments and Term of Member Appointments has been generally updated to allow for ex-officio members in a non-voting capacity which would read as follows (changes identified in *italics*):

B. Governance

1. Members

a. Appointments

Collectively, the appointed Members comprise the Authority, and for the purposes of this by-law are also referred to as the General Membership.

Municipal Appointments:



Agenda Item #9.2

BOD Meeting #1/21

January 21, 2021

Page 2 of 3

Participating Municipalities within the jurisdiction of Kawartha Conservation may appoint Members in accordance with Section 14 of the Act.

Appointed Members must reside in a Participating Municipality in which the Authority has jurisdiction and may include citizens as well as elected members of municipal councils.

Board Appointments:

Municipally Appointed Members of the Authority may invite appointments to augment the membership and these appointments shall be considered as part of the General Membership.

The appointment shall be made by the governance body of the invited First Nation community, or organization, as applicable.

Members meeting these criteria will be bound by the same rights and privileges of the General Membership in a non-voting capacity. For additional clarity, these members may speak on items of interest, raise points of discussion, and provide guidance in decision making.

b. Term of Member Appointments

Municipally Appointed Member:

In accordance with Section 14 of the Act, a Member shall be appointed for a term of up to four years at the discretion of the appointing municipal council; such term beginning at the first meeting of the Authority following his or her appointment and ending immediately before the first meeting of the Authority following the appointment of his or her replacement.

The Secretary-Treasurer shall notify the appropriate municipality in advance of the expiration date of any Member's term, unless notified by the municipality of the Member's reappointment or the appointment of his or her replacement.

A Member is eligible for reappointment. A Member can be replaced by a Participating Municipality at the municipality's discretion prior to the end of their term.



Agenda Item #9.2

BOD Meeting #1/21

January 21, 2021

Page 3 of 3

Board Appointed Member:

A Board Appointed Member can be replaced by the governance body of the participating First Nation community or organization, as applicable. The governance body shall confirm the member appointment on a biennial basis.

A Board Appointed Member serves as part of the General Membership at the pleasure of the Board.

A further amendment has been added to clarify that Board Appointed Members are not eligible for voting in Section C: Voting Procedures, S. 14 Voting.

Amendments or deletions suggested within the By-Law have been highlighted within the document (attached) and changes to the draft by-law are summarized in the chart below for your convenience.

Summary of By-Law amendments

Reference	Item	Page	Policy Amendments
Cover	Title, Effective date	1	Title updated to reflect the new revision date.
Summary of By-Law Revisions	Table updated	4	New item outlining the changes to the administrative by-law over time
Section B: Governance; 1 Members	Subsection definition and new subsection added	11	S. B 1a Appointments” has been updated to reflect subsections identifying Municipal Appointments consistent with CA Act criteria and Board Appointments
Section B: Governance; 1 Members	Subsection definition and new subsection added	11	S.B. 1b Term of Member appointments has been updated to reflect the term of appointment for invited members to the Board in an ex-officio capacity.
Section C. Meeting Procedures, S. 14 Voting	Text addition	27	Clarification that voting does not apply to Board Appointed Members.

Summary:

Changes to the By-Law in the Members section will allow for the addition of ex-officio members to the Board of Directors. In this model, a member invited to the membership by the Board of Directors would form part of the General Membership with the same rights, privileges, and responsibilities aside from voting privileges. Although the changes are for the express purpose of enabling the First Nation representation on the Board, the changes generally address ex-officio representation.

KAWARTHA CONSERVATION

Administrative and Meeting Procedural By-Law # 1

Revised: January 21, 2021

Revised: October 22, 2020

Revised: May 28, 2020

Adopted October 17, 2018



**KAWARTHA
CONSERVATION**

Discover • Protect • Restore



Our Mandate

Outstanding water quality and quantity management, supported by healthy landscapes through planning, stewardship, and science

Our Mission

To provide leadership in watershed management and conservation

Our Vision

A sustainable watershed with clean and abundant water and natural resources assured for future generations

By Law Statement

Kawartha Conservation policies and procedures are passed under powers conferred on the Authority by the Conservation Authorities Act, RSO 1990, Chapter C. 27. The Administrative By-Laws – Board of Directors is intended to be used by Kawartha Conservation as a governance and administrative policy implementing Section 19.1 of the Conservation Authorities Act, as amended by the Building Better Communities and Conserving Watersheds Act, 2017.

This Administrative By-law is based upon the Conservation Authority Best Management Practices (BMP) and Administrative By-Law Model document developed through Conservation Ontario to ensure a high level of consistency among conservation authorities, with respect to governance. The model document, endorsed by Conservation Ontario Council on April 16, 2018, amended April 23, 2018 was used as the foundation for this by-law.

The word “Authority” as used in this procedure refers to all members of Kawartha Conservation as defined in Section 14 of the Conservation Authorities Act, RSO 1990, Chapter C. 27.

Kawartha Region Conservation Authority is the legal title of the organization; we have referred to the organization as Kawartha Conservation throughout the document which is reflective of our name for our community profile.

Summary of By-Law Revisions

Date of Revision	Notes
<u>January 21, 2021</u>	<u>Ex-Officio Member added to this by-law; added to reflect First Nation representation on the Board</u>
October 22, 2020	Electronic Meeting Participation (Section C: Meeting Procedures) revised per amended Minister's Direction (Sep 10, 2020), to allow for greater opportunity for full electronic meetings of the Board
May 28, 2020	New Section in Section C: Meeting Procedures added – Electronic Participation, Declared Emergencies responding to Minister Direction (Mar 26, 2020), enabling full electronic meetings during a Declared Emergency.
October 17, 2018	Comprehensive update and consolidation of prior governance by-laws into this singular by-law. Major updates made responding to changes in the Conservation Authorities Act and based upon the Conservation Ontario model By-Law

Note: This By-Law is a consolidation of the previous By-Law #1: Governance and Administrative Policies, 2010 and By-Law #2: Meeting Procedures, 2010.

Contents

1

KAWARTHA CONSERVATION.....	1
Our Mandate	2
Our Mission	2
Our Vision	2
By Law Statement.....	3
Summary of By-Law Revisions	4
Administrative By-Law	7
Introduction	7
Powers of Authorities	7
A. Definitions	10
B. Governance	11
1. Members	11
2. Officers	13
3. Absence of Chair and Vice-Chair	14
4. Maximum Term for Chair and Vice-Chair	14
5. Representatives to Conservation Ontario Council	15
6. Representatives to other committees.....	15
7. Election of Chair and Vice-Chair.....	15
8. Appointment of Auditor	15
9. Appointment of Financial Institution	15
10. Appointment of Solicitor	15
11. Financial Statements and Report of the Auditor.....	16
12. Borrowing Resolution	16
13. Levy Notice.....	16
14. Signing Officers and Signing Authorities.....	16
15. Executive Committee	17
16. Advisory Boards and Other Committees	17
17. Remuneration of Members	17
18. Records Retention	18
19. Records Available to Public.....	18
20. By-law Review	18

21.	By-law Available to Public.....	18
22.	Enforcement of By-laws and Policies	19
23.	Indemnification of Members, Officers and Employees	19
C.	Meeting Procedures.....	19
1.	Rules of Procedure	19
1.B	Declared State of Emergency.....	20
2.	Notice of Meeting	20
3.	Meetings Open to Public	21
4.	Agenda for Meetings.....	21
5.	Quorum	22
6.	Order of Business	23
7.	Debate	23
8.	Matters of Precedence	23
9.	Members' Attendance.....	23
10.	Electronic Meetings and Participation.....	24
11.	Delegations	25
12.	Annual Meeting.....	25
13.	Meetings with Closed "In Camera" Sessions	25
14.	Voting	27
15.	Notice of Motion	28
18.	Conduct of Members.....	29
19.	Minutes of Meetings	29
D.	Approval of By-Law and Revocation of Previous By-Law(s)	31
E.	Appendices to the Administrative By-law	32
	Appendix 1 - Code of Conduct.....	32
	Appendix 2 - Conflict of Interest.....	36
	Appendix 3 - Procedure for Election of Officers	38
	Appendix 4 – Common Motions	40

Administrative By-Law

Introduction

Kawartha Conservation is a non-share corporation, established under Section 3 of the *Conservation Authorities Act*, with the objects to provide, in the area over which it has jurisdiction, programs and services designed to further the conservation, restoration, development and management of natural resources other than gas, coal and minerals.

Under the Act, municipalities within a common watershed are enabled to petition the province to establish a conservation authority. The purpose of the Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario. The Authority is comprised of its Members, appointed as representatives by the Participating Municipalities as follows:

- City of Kawartha Lakes (3 members)
- Region of Durham
 - Township of Scugog (2 members)
 - Township of Brock (1 member)
 - Municipality of Clarington (1 member)
- Municipality of Trent Lakes (1 member)
- Township of Cavan Monaghan (1 member)

The Members of the Conservation Authority form the General Membership of the Conservation Authority. The Members are bound by the Act and other applicable legislation. The Authority must always act within the scope of its powers. As a non-share corporation, the Authority has the capacity and, subject to the Act and other applicable legislation, the rights, powers and privileges of a natural person. The powers of a conservation authority to accomplish its objects are set out in the Act, including those identified under subsection 21(1) as listed below:

Powers of Authorities

21 (1) For the purposes of accomplishing its objects, an authority has power,

- a. to study and investigate the watershed and to determine programs and services whereby the natural resources of the watershed may be conserved, restored, developed and managed;
- b. for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary

- c. to acquire by purchase, lease or otherwise and to expropriate any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;
 - d. despite subsection (2), to lease for a term of five years or less land acquired by the authority;
 - e. to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;
 - f. to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;
 - g. to enter into agreements with owners of private lands to facilitate the due carrying out of any project;
 - h. to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;
 - i. to erect works and structures and create reservoirs by the construction of dams or otherwise;
 - j. to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;
 - k. to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;
 - l. to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;
 - m. to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;
- (m.1) to charge fees for services approved by the Minister;

Note: On a day to be named by proclamation of the Lieutenant Governor, clause 21 (1) (m.1) of the Act is repealed. (See: 2017, c. 23, Sched. 4, s. 19 (3))

- n. to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;
- o. to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;
- p. to cause research to be done;
- q. generally, to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority.

A. Definitions

“Authority” means Kawartha Conservation

“Act” means the *Conservation Authorities Act*, R.S.O. 1990, chapter C.27

“Chair” means the Chairperson as referenced in the Act as elected by the Members of the Authority.

“Chief Administrative Officer” means the Chief Administrative Officer of the Authority, and which may, by resolution of the Authority, include the responsibilities of the Secretary- Treasurer if so designated by resolution of the Authority.

“Fiscal Year” means the period from January 1 through December 31.

“General Membership” means all of the Members, collectively.

“Levy” means the amount of costs apportioned to participating municipalities in accordance with the Act and Regulations under the Act.

“Majority” means half of the votes plus one.

“Members” shall mean the members appointed to the Authority by the participating municipalities in the Authority’s area of jurisdiction.

“Non-matching Levy” means that portion of an Authority’s levy that meets the definition of non-matching levy as found in Ontario Regulation 139/96.

“Officer” means an officer of the Authority empowered to sign contracts, agreements and other documents on behalf of the Authority in accordance with section 19.1 of the Act, which shall include the Chair, Vice-Chair the Chief Administrative Officer/Secretary-Treasurer).

“Participating Municipality” means a municipality that is designated by or under the Act as a participating municipality in a conservation authority.

“Pecuniary Interest” includes the financial or material interests of a Member and the financial or material interests of a member of the Member’s immediate family.

“Secretary-Treasurer” means Secretary-Treasurer of the Authority with the roles specified in the Act.

“Staff” means employees of the Authority as provided for under Section 18(1) of the Act.

“Vice-Chair” means the Vice-Chairperson as elected by the Members of the Authority.

“Weighted Majority” means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applies under Ontario Regulation 139/96 for Municipal Levies.

B. Governance

1. Members

a. Appointments

Collectively, the appointed Members comprise the Authority, and for the purposes of this by-law are also referred to as the General Membership.

Municipal Appointments:

Participating Municipalities within the jurisdiction of Kawartha Conservation may appoint Members in accordance with Section 14 of the Act.

Appointed Members must reside in a Participating Municipality in which the Authority has jurisdiction and may include citizens as well as elected members of municipal councils.

~~Collectively, the appointed Members comprise the Authority, and for the purposes of this by-law are also referred to as the General Membership.~~

Board Appointments:

Municipally Appointed Members of the Authority may invite appointments to augment the membership and these appointments shall be considered as part of the General Membership.

The appointment shall be made by the governance body of the invited First Nation community, or organization, as applicable.

Members meeting these criteria will be bound by the same rights and privileges of the General Membership in a non-voting capacity. For additional clarity, these Members may speak on items of interest, raise points of discussion, and provide guidance in decision making.

b. Term of Member Appointments

Municipally Appointed Member:

In accordance with Section 14 of the Act, a Member shall be appointed for a term of up to four years at the discretion of the appointing municipal council; such term beginning at the first meeting of the Authority following his or her appointment and ending immediately before the first meeting of the Authority following the appointment of his or her replacement.

The Secretary-Treasurer shall notify the appropriate municipality in advance of the expiration date of any Member's term, unless notified by the municipality of the Member's reappointment or the appointment of his or her replacement.

A Member is eligible for reappointment. A Member can be replaced by a Participating Municipality at the municipality's discretion prior to the end of their term.

Board Appointed Member:

A Board Appointed Member can be replaced by the governance body of the participating First Nation community or organization, as applicable. The governance body shall confirm the member appointment on a biennial basis.

A Board Appointed Member serves as part of the General Membership at the pleasure of the Board.

c. Powers of the General Membership

Subject to the Act and other applicable legislation, the General Membership is empowered without restriction to exercise all of the powers prescribed to the Authority under the Act. In addition to the powers of an authority under s.21 of the Act for the purposes of accomplishing its objects, as referenced in the introduction, the powers of the General Membership include but are not limited to:

- i. Approving by resolution, the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for these Committees and/or Advisory Boards;
- ii. Appointing a Chief Administrative Officer and/or Secretary-Treasurer;
- iii. Terminating the services of the Chief Administrative Officer and/or Secretary-Treasurer.
- iv. Approving establishing and implementing regulations, policies and programs;
- v. Awarding contracts or agreements where the approval of the Authority is required under the Authority's purchasing policy.
- vi. Appointing an Executive Committee and delegate to the Committee any of its powers except:
 1. The termination of the services of the Chief Administrative Officer and/or Secretary-Treasurer,
 2. The power to raise money, and
 3. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority.
- vii. Approving by resolution, any new capital project of the Authority;
- viii. Approving by resolution, the method of financing any new capital projects;
- ix. Approving details on budget allocations on any new or existing capital projects;
- x. Approving of the total budget for the ensuing year, and approving the levies to be paid by the Participating Municipalities;
- xi. Receiving and approving the Financial Statements and Report of the Auditor for the preceding year;
- xii. Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- xiii. Approving by resolution, any proposed expropriation of land or disposition of land, subject to the requirements under the Act;
- xiv. Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act, including the delegation of this responsibility to Chief Administrative Officer or other employee consistent with Ontario Regulation 182/06;

- xv. Holding hearings required for the purpose of reviewing permit applications, and advising every applicant of their right to appeal the decision to the Minister of Natural Resources and Forestry through the Mining and Lands Tribunal;

d. Member Accountability

Participating Municipalities appoint Members to the Authority as their representatives. Members have the responsibilities of Directors of the corporation that is the Authority. While the administration is responsible for the day-to-day operations, the General Membership is responsible for matters of governance, ensuring compliance with applicable legislation, and ensuring appropriate policies are in place and for financial soundness of the Authority and represent the interests of the entire watershed.

All Members have the responsibility to be guided by and adhere to the Code of Conduct (Appendix 1) and Conflict of Interest Policy (Appendix 2), as adopted by the Authority.

Members are responsible for:

- I. Attending all meetings of the Authority;
- II. Understanding the purpose, function and responsibilities of the authority;
- III. Being familiar with the Authority's statutory and other legal obligations;
- IV. With the administration, setting strategic direction for the Authority.

e. Applicable Legislation

In addition to the Act, the Members are subject to other legislation including, but not limited to:

- *Municipal Conflict of Interest Act*
- *Municipal Freedom of Information and Protection of Privacy Act*

If any part of the by-law conflicts with any provision of the Municipal Conflict of Interest Act or the Municipal Freedom of Information and Protection of Privacy Act or a provision of a regulation made under one of those acts, the provision of that act or regulation prevails.

f. Relationship between Members and Staff

The General Membership relies on the Chief Administrative Officer and/or Secretary- Treasurer to manage the operations of the organization, including all human resource aspects and employees of the Authority. The Chief Administrative Officer and/or Secretary Treasurer is accountable to the Authority, working cooperatively to achieve the goals established by the Authority.

The General Membership will ensure that a process exists for regular performance evaluations of the Chief Administrative Officer and/or Secretary-Treasurer.

2. Officers

The Officers of the Authority, and their respective responsibilities, shall be:

Chair

- Is a Member of the Authority;
- Presides at all meetings of the General Membership, Executive Committee, Advisory Boards and other committees; as applicable

- Calls special meetings if necessary;
- Acts as a public spokesperson on behalf of the General Membership;
- Serves as signing officer for the Authority;
- Ensures relevant information and policies are brought to the Authority's attention;
- Keeps the General Membership apprised of significant issues in a timely fashion;
- Performs other duties when directed to do so by resolution of the Authority.

Vice-Chair

- Is a Member of the Authority;
- Attends all meetings of the Authority, Executive Committee, Advisory Boards and other committees; as applicable);
- Carries out assignments as requested by the Chair;
- Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her duties;
- Serves as a signing officer for the Authority.

Chief Administrative Officer/Secretary Treasurer (CAO)

- Responsibilities of the CAO as assigned by the Authority include, but are not limited to the following:
- Is an employee of the Authority;
- Attends all meetings of the General Membership, Executive Committee, Advisory Boards and other committees; as applicable or designates an acting CAO if not available;
- Works in close collaboration with the Chair and Vice-Chair and keeps them apprised of relevant information and significant issues in a timely fashion;
- Develops a strategic plan for approval by the General Membership and implements short and long-range goals and objectives;
- Is responsible for the management of the operations of the Authority, including all staff and programs of the Authority;
- Ensures resolutions of the Authority are implemented in a timely fashion;
- Develops and maintains effective relationships and ensures good communications with Participating Municipalities, federal and provincial government ministries/agencies, Indigenous communities, other conservation authorities, Conservation Ontario, stakeholders, community groups and associations;
- Serves as a signing officer for the Authority.
- Fulfills the requirements of the Secretary-Treasurer as defined in the Act;
- Is the custodian of the Corporate Seal;

3. Absence of Chair and Vice-Chair

In the event of the absence of the Chair and Vice-Chair from any meeting, the members shall appoint an Acting Chair who, for the purposes of that meeting has all the powers and shall perform all the duties of the Chair.

4. Maximum Term for Chair and Vice-Chair

The term of office for the Chair is set at a maximum of four consecutive one-year terms after which the incumbent must step down for at least one year before seeking office again.

5. Representatives to Conservation Ontario Council

The Authority may appoint up to three Representatives to Conservation Ontario Council ("Council"), designated as Voting Delegate and Alternate(s). Council will consist of the Voting Delegates appointed by each Member Conservation Authority. The Voting Delegate and Alternates shall be registered with Conservation Ontario annually and shall consist of the Chair as the Voting Delegate and Vice-Chair and CAO as primary and secondary alternates respectively.

6. Representatives to other committees

The Authority will appoint the Vice-Chair to the Kawartha Conservation Foundation to serve as a member of the Board.

7. Election of Chair and Vice-Chair

The election of the Chair and one or more Vice-Chairs shall occur at the first meeting held each year in accordance with the Authority's Procedures for Election of Officers (Appendix 3).

8. Appointment of Auditor

The General Membership shall appoint an auditor for the coming year in accordance with Section 38 of the Act at the first meeting held each year.

The Authority shall consider tendering for the services of an auditor at least every five years. Subject to satisfactory performance and reasonable fees, the Authority will annually appoint the same auditor during the period between tendering for these services.

9. Appointment of Financial Institution

The General Membership shall appoint a financial institution to act as the Authority's banker by Resolution at the first meeting held each year.

The Authority shall consider tendering for the services of a financial institution at least every five years. Subject to satisfactory performance and reasonable fees, the Authority will annually appoint the same financial institution during the period between tendering for these services.

10. Appointment of Solicitor

The General Membership shall appoint solicitor(s) to act as the Authority's legal counsel by Resolution at the first meeting held each year.

The Authority shall consider tendering for the services of a solicitor at least every five years. Subject to satisfactory performance and reasonable fees, the Authority will annually appoint the same solicitor during the period between tendering for these services.

11. Financial Statements and Report of the Auditor

The General Membership shall receive and approve the Audited Financial Statements and Report of the Auditor annually for the previous year within four months following year end.

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister of Natural Resources and Forestry in accordance with Section 38 of the Act and will make the Audited Financial Statements available to the public.

12. Borrowing Resolution

If required, the Authority shall establish a borrowing resolution by March 31 of each year and such resolution shall be in force until it is superseded by another borrowing resolution.

13. Levy Notice

The levy due to the Authority from participating municipalities shall be communicated to those municipalities in accordance with the Act and any applicable Regulations.

14. Signing Officers and Signing Authorities

All deeds, transfers, assignments, contracts, and obligations entered into by the Authority **requiring execution by the Board, or on behalf of the Board**, shall be signed by any two (2) of the signing officers of the Authority, and so signed shall be binding on the Board and the Authority without further authorization or formality.

The signing officers of the Authority shall include:

- Chair
- Vice-Chair
- Chief Administrative Officer/Secretary Treasurer
- Director, Corporate Services

The Corporate seal of the Authority may, when required, be affixed as required.

All contracts, documents, or obligations entered into by the Authority **requiring execution by the Authority, or on behalf of the authority**, shall be signed by any of the signing authorities of the Authority, and so signed shall be binding on the Board and the Authority without further authorization or formality.

Signing authorities of the Authority shall include the Department Directors in addition to any signing officers, specifically:

- Director, Integrated Watershed Management

- Director, Planning, Development and Engineering
- Director, Stewardship and Conservation Lands

Signing authority that was authorized by any previous Administration Regulation or By-law is superseded by this by-law.

15. Executive Committee

The Authority may appoint an executive committee at the first meeting of the General Membership each year in accordance with the Section 19 of the Act and Section 1(c)(vi) of this by-law.

16. Advisory Boards and Other Committees

In accordance with Section 18(2) of the Act, the Authority shall establish such advisory boards as required by regulation and may establish such other advisory boards or committees as it considers appropriate to study and report on specific matters.

The General Membership shall approve the terms of reference for all such advisory boards and committees, which shall include the role, the frequency of meetings and the number of members required.

Resolutions and policies governing the operation of the Authority shall be observed in all advisory board and committee meetings.

Each advisory board or committee shall report to the General Membership, presenting any recommendations made by the advisory board or committee.

The dates of all advisory board and committee meetings shall be made available to all Members of the Authority.

17. Remuneration of Members

The Authority shall establish a per-diem rate from time to time to be paid to Members for attendance at General Meetings and Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the Secretary-Treasurer.

A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day.

The Authority shall reimburse Members' reasonable travel expenses incurred for the purpose of attending meetings and/or functions on behalf of the Authority. A per-kilometre rate to be paid for use of a personal vehicle shall be approved by Resolution of the General Membership from time-to-time. Requests for such reimbursements shall be submitted within a timely fashion and shall be consistent with Canada Revenue Agency guidelines.

18. Records Retention

The Authority shall keep full and accurate records including, but not limited to:

- i. Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- ii. Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- iii. Human Resources Files for all employees and Members as applicable;
- iv. Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- v. Electronic Communications including emails
- vi. Contracts and Agreements entered into by the Authority;
- vii. Strategic Plans and other documents providing organizational direction
- viii. Projects of the Authority;
- ix. Technical Studies and data gathered in support of Programs of the Authority;
- x. Legal Proceedings involving the Authority;
- xi. Incidents of personal injury or property damage involving the Authority and members of the public.

Such records shall be retained and protected in accordance with all applicable laws and the Records Retention Policy of the Authority as approved by the General Membership from time-to-time.

19. Records Available to Public

Records of the Authority shall be made available to the public, subject to requirements of the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA).

The Authority designates the Chief Administrative Officer/Secretary Treasurer to act as head of the Authority for the purposes of MFIPPA.

20. By-law Review

In accordance with the Act, these by-laws shall be reviewed by the Authority to ensure the by-laws are in compliance with the Act and any other relevant law. The General Membership shall review the by-laws on a regular basis and at a minimum every 4 years to ensure best management practices in governance are being followed.

21. By-law Available to Public

In accordance with the Act, the Authority shall make its by-laws available to the public on the Authority's website. By-laws shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

22. Enforcement of By-laws and Policies

The Members shall respect and adhere to all applicable by-laws and policies (for example, the Code of Conduct and Conflict of Interest). The Authority may take reasonable measures to enforce its by-laws and policies, including the enforcement mechanisms under the *Municipal Conflict of Interest Act*.

The procedure for enforcement will, at a minimum, include:

- an investigation conducted regarding the alleged breach;
- an opportunity provided to the affected member to respond to the allegation;
- communication to the General Membership in a closed meeting the findings of the investigation and the affected member's response;
- notification of the outcome of the investigation to the appointing municipality

23. Indemnification of Members, Officers and Employees

The Authority undertakes and agrees to indemnify and save harmless its Members, Officers and Employees and their heirs and legal representatives, respectively, from and against all costs, charges and expenses, including all amounts paid to settle an action or satisfy any judgement, reasonably incurred by any such Member, Officer or Employee in respect of any civil, criminal or administrative action or proceeding to which any such Member, Officer or Employee is made a party by reason of being a Member, Officer or Employee of the Authority (except in respect of an action by or on behalf of the Authority to procure a judgment in its favour) if;

- such Member, Officer or Employee acted honestly, in good faith with a view to the best interests of the Authority and within the scope of such Member's, Officer's or Employee's duties and responsibilities, and,
- in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such Member, Officer or Employee had reasonable grounds for believing that the conduct was lawful.

C. Meeting Procedures

The Meeting Procedures below governing the procedure of the Authority shall be observed in Executive Committee and Advisory Board meetings, as far as they are applicable, and the words Executive Committee or Advisory Board may be substituted for the word Authority as applicable.

When the Authority are sitting as a Hearing Board, hearings will meet the requirements of the *Statutory Powers and Procedures Act SPPA*, the details of which are specified in By-Law #2: Hearing Procedures.

1. Rules of Procedure

In all matters of procedure not specifically dealt with under the Act and this By-law, the current edition of Robert's Rules of Order shall be binding.

The Authority shall normally conduct its business as a committee of the whole.

1.B Declared State of Emergency

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, a Member may participate in meetings electronically and shall have the ability to:

- a. register a vote;
- b. be counted towards determining quorum; and
- c. participate in meetings closed to the public.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, the following will apply:

- any date or timeline requirement established under any Section in this By-law shall be postponed until such time as the General Membership can reasonably address the issue.
- best practices will be implemented to make meetings of the Authority open to the public in accordance with Subsection 15(3) of the Act. Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.
- any hearing or appeal dealt with in this By-law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.

2. Notice of Meeting

The General Membership shall approve a schedule for regular meetings in advance. The Secretary-Treasurer shall send Notice of regular meetings to all Members at least seven (7) calendar days in advance of a meeting. Notice of all regular or special meetings of the General Membership or its committees shall be made available to the public as soon as possible after its delivery to General Membership.

Notice of any meeting shall indicate the time and place of that meeting and the agenda for the meeting.

All material and correspondence to be dealt with by the Authority at a meeting will be submitted to the Secretary-Treasurer in advance of the meeting where it is to be dealt with; 14 days in advance if the item is to be included in the published agenda, or 2 days in advance if it is to be introduced at the meeting.

The chair may, at his/her pleasure, call a special meeting of the Authority as necessary on three calendar days' notice in writing or email. That notice shall state the business of the special meeting and only that business shall be considered at that special meeting. Any member, with 50% support of the other members, may also request the Chair to call a meeting of the Authority and the Chair will not refuse.

The Chair or the Secretary-Treasurer may, by notice in writing or email delivered to the members so as to be received by them at least 12 hours before the hour appointed for the meeting, postpone or cancel any meeting of an Advisory Board or other committee until the next scheduled date for the specific Advisory Board or committee affected.

The Chair or the Secretary-Treasurer may, if it appears that a storm or like occurrence will prevent the members from attending a meeting, postpone that meeting by advising as many members as can be reached or, if warranted, hold the meeting electronically provided quorum and public attendance can be met. Postponement shall not be for any longer than the next regularly scheduled meeting date. The Chair may hold a regularly scheduled meeting electronically if it is in the best interest of the membership to do so, provided quorum and public attendance can be met.

3. Meetings Open to Public

All meetings of the General Membership and Executive Committee, if applicable, shall be open to the public.

A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the Agenda and the subject matter meets the criteria for a closed meeting as defined in this by-law.

4. Agenda for Meetings

Authority staff, under the supervision of the Secretary-Treasurer, shall prepare an agenda for all regular meetings of the Authority that shall include, but not necessarily be limited to, the following headings:

1. Approval of Agenda
2. Declaration of Pecuniary Interest
3. Approval of Minutes
4. Deputations
5. Hearings

6. Presentations
7. Consent Items
8. Consent Items requiring further discussion
9. Action Items
10. New Business
11. Reports and Updates from Board Members
12. Closed Session
13. Adjournment

The agenda for special meetings of the Authority shall be prepared as directed by the Chair.

Agendas for meetings shall be forwarded to all Members at least seven (7) calendar days] in advance of the meeting. Such agendas shall be made available to the public on the Authority's website at least seven (7) calendar days in advance of the meeting, unless the meeting is closed to the public in accordance with this by-law. Such agendas shall also be available in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

5. Quorum

At any meeting of the General Membership, a quorum consists of one-half of the Members appointed by the Participating Municipalities. At any Executive Committee, advisory board or committee meeting, a quorum consists of one-half of the Members of the Executive Committee, advisory board or committee.

If there is no quorum within one half hour after the time appointed for the meeting, the Chair for the meeting shall declare the meeting adjourned due to a lack of a quorum, or shall recess until quorum arrives, and the recording secretary shall record the names of the Members present and absent.

If quorum is lost during an Authority or Advisory Board or Committee meeting, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of this by- law.

Agenda items including delegations present may be covered and presented and issues discussed, but no formal decisions may be taken by the remaining Members which do not constitute a quorum.

Where the number of Members who are disabled from participating in a meeting due to the declaration of a conflict of interest is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum provided such number is not less than two.

6. Order of Business

The business of the Authority shall be taken up in the order in which it stands on the agenda unless otherwise decided by a majority of those Members present.

No Member shall present any matter to the Authority for its consideration unless the matter appears on the agenda for the meeting of the Authority or leave is granted to present the matter by the affirmative vote of a majority of the Members present.

7. Debate

The Authority shall observe the following procedures for discussion/debate on any matter coming before it:

- 1) A Member shall be recognized by the Chair prior to speaking;
- 2) Where two or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized;
- 3) All questions and points of discussion shall be directed through the Chair;
- 4) Where a motion is presented, it shall be moved and seconded before debate;
- 5) No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- 6) No Member shall speak more than 10 minutes without leave of the Chair;
- 7) Any Member may ask a question of the previous speaker through the Chair;
- 8) The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
- 9) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;
- 10) When a motion is under consideration, only one amendment is permitted at a time.

8. Matters of Precedence

The following matters shall have precedence over the usual order of business:

- a. a point of order;
- b. matter of privilege;
- c. a matter of clarification;
- d. a motion to suspend a rule of procedure or to request compliance with the rules of procedure;
- e. a motion that the question be put to a vote;
- f. a motion to adjourn.

9. Members' Attendance

The Authority shall provide a listing of Members' attendance at scheduled meetings of the Authority to their Participating Municipalities at least annually.

Upon a Member's vacancy due to death, incapacity or resignation occurring in any office of the Authority, the Authority shall request the municipality that was represented by that Member appoint a Member replacement.

In the event that a municipally appointed Member misses three consecutive meetings without due notice, the Authority will advise the member's municipality of the unaccountable absences.

If a Member is unable to attend any meeting and wishes to bring any additional information or opinion pertaining to an agenda item to the General Membership, the Member shall address in writing or email to the Chair or Secretary-Treasurer such correspondence prior to the start of the meeting. The correspondence shall be read aloud by the Secretary-Treasurer without comment or explanations.

10. Electronic Meetings and Participation

Fully electronic meetings of the Board of Directors are permitted and must follow or accommodate all Section C. Meeting Procedures identified in this by-law, or in the case of Hearings, By-Law #2: Hearing Procedures.

A Member can participate electronically in a meeting that is open or closed to the public and in either case may be counted in determining whether or not a quorum of members is present at any point in time.

Electronic meetings must permit all participants to communicate adequately with each other during the meeting. For open electronic meetings, the public must be able to attend the meeting electronically if playing a role in the agenda, or be able to attend the meeting electronically and be able to observe all that Members can hear and see at the meeting.

Delegations to the Board shall be accompanied by a written submission, unless under extenuating circumstances as otherwise determined by the Chair in consultation with the CAO.

Individual members may participate in a meeting that is held in-person ~~open to the public~~ by telephonic or other electronic means that permits all participants to communicate adequately with each other during the meeting. A Member participating in a meeting electronically shall be identified by the Chair and shall be counted in determining quorum. A Member may only participate electronically in a meeting which is held in person to a maximum of 3 (three) meetings per year.

The Chair will expressly invite a Member(s) participating electronically to the discussion of agenda items for the purpose of seeking recognition and obtaining the floor, and on the voting on motions.

11. Delegations

Any person or organization who wishes to address the Authority may make a request in writing or email to the Secretary-Treasurer. The request should include a brief statement of the issue or matter involved and indicate the name of the proposed speaker(s). If such request is received 14 days in advance of a scheduled meeting, the delegation shall be listed on the published agenda.

Any person or organization requesting an opportunity to address the Authority, but not having made a written request to do so in the timelines specified above, may appear before the meeting if approved by two-thirds (2/3) majority of Members present. If a majority of Members is not achieved, the deputation shall be listed on the published agenda for the following meeting.

Except by leave of the Chair or appeal by the leave of the meeting, delegations shall be limited to one (1) speaker for not more than 10 minutes.

Speakers will be requested not to repeat what has been said by previous speakers at the meeting. A returning delegation will only be allowed to speak again if new, relevant information has become available since their previous presentation. The Chair may choose to end a returning delegation's presentation if, in the opinion of the Chair, the new information being presented is not relevant to a decision facing the General Membership.

12. Annual Meeting

The Authority shall designate one meeting of the General Membership each year as the annual meeting, which will be the first meeting of the calendar year and shall include the following items on the agenda, in addition to the normal course of business:

- I. Election of Officers
- II. Appointment of the auditor for the upcoming year'
- III. Appointment of the solicitor(s) for the upcoming year
- IV. Appointment of the banker for the upcoming year

13. Meetings with Closed "In Camera" Sessions

Every meeting of the General Membership, Executive Committee and Advisory Boards, if applicable, shall be open to the public as per Section 15(3) of the Act, subject to the exceptions set out below.

Meetings may be closed to the public if the subject matter being considered relates to:

- a. The security of the property of the Authority;
- b. Personal matters about an identifiable individual, including employees of the Authority;
- c. A proposed or pending acquisition or disposition of land by the Authority;
- d. Labour relations or employee negotiations;
- e. Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority;
- f. Advice that is subject to solicitor-client privilege;
- g. A matter in respect of which the General Membership, Executive Committee, Advisory Board or committee or other body may hold a closed meeting under another act;
- h. Information explicitly supplied in confidence to the Authority by Canada, a province or territory or a Crown agency of any of them;
- i. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j. A trade secret or scientific, technical, commercial or financial information that belongs to the Authority and has monetary value or potential monetary value; or
- k. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.

The Authority shall close a meeting if the subject matter relates to the consideration of a request under MFIPPA, and the Authority is the head of an institution for the purposes of MFIPPA.

Before holding a meeting or part of a meeting that is to be closed to the public, the Members shall state by resolution during the open session of the meeting that there will be a meeting closed to the public and the general nature of the matter to be considered at the closed meeting. Once matters have been dealt with in a closed meeting, the General Membership shall reconvene in an open session.

The General Membership shall not vote during a meeting that is closed to the public, unless:

- a. the meeting meets the criteria outlined in this by-law to be closed to the public; and
- b. the vote is for a procedural matter or for giving directions or instructions to Officers, employees or agents of Authority.

Any materials presented to the General Membership during a closed meeting shall be returned to the Secretary-Treasurer prior to departing from the meeting and shall be treated in accordance with the Authority's procedures for handling confidential material.

A meeting of the Authority, executive committee, advisory board or other committee may also be closed to the public if:

- a) the meeting is held for the purpose of educating or training the Members, and
- b) at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the authority, the executive committee, advisory board or other committee.

14. Voting

In accordance with Section 16 of the Act:

- a) each Member is entitled to one vote, and
- b) a majority vote of the Members present at any meeting is required upon all matters coming before the meeting.

Accordingly, the Chair is entitled to vote.

If any Member who is qualified to vote abstains from voting, they shall be deemed to have voted neither in favour nor opposed to the question, which will not alter the number of votes required for a majority.

On a tie vote, the motion is lost.

Interrelated motions shall be voted on in the order specified in Robert's Rules of Order, namely:

- a) motions to refer the matter, and
- b) if no motion under clause a) is carried, the order for voting on the remaining motions shall be:
 - i. the amending motion
 - ii. the original motion

Unless a Member requests a recorded vote, a vote shall be by a show of hands or such other means as the Chair may call. No question shall be voted upon more than once at any meeting, unless a recorded vote is requested.

If a Member present at a meeting at the time of the vote requests immediately before or after the taking of the vote that the vote be recorded, the votes will be taken from each member present by alphabetical surname with the Chair voting last, except a member who is disqualified from voting by any Act. Members shall announce his or her vote openly answering "yes" or "no" to the question, and the Secretary-Treasurer shall record each vote.

At the meeting of the Authority at which the Non-Matching Levy is to be approved, the Secretary-Treasurer shall conduct the vote to approve of Non-Matching Levy by a Weighted Majority of the Members present and eligible to vote, in accordance with Ontario Regulation 139/96.

Where a question under consideration contains more than one item, upon the request of any Member, a vote upon each item shall be taken separately.

Except as provided in Section B, Paragraph 6 of this By-law (Election of Chair and Vice-Chair), no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

A Board Appointed Member is not eligible to cast a vote.

15. Notice of Motion

Written notice of motion to be made at an Authority, executive committee, advisory board or committee meeting may be given to the Secretary-Treasurer by any Member of the Authority not less than seven (7) business days prior to the date and time of the meeting and shall be forthwith placed on the agenda of the next meeting. The Secretary-Treasurer shall include such notice of motion in full in the agenda for the meeting concerned.

Recommendations included in reports of advisory boards or committees that have been included in an agenda for a meeting of the General Membership or Executive Committee (if applicable), shall constitute notice of motion for that meeting.

Recommendations included in staff reports that have been included in an agenda for a meeting of the General Membership or Executive Committee (if applicable), shall constitute notice of motion for that meeting.

Notwithstanding the foregoing, any motion or other business may be introduced for consideration of the Authority provided that it is made clear that to delay such motion or other business for the consideration of an appropriate advisory board or committee would not be in the best interest of the Authority and that the introduction of the motion or other business shall be upon an affirmative vote of the majority of the members of the Authority present.

16. Motion to Reconsider

If a motion is made to reconsider a previous motion, a two-thirds majority vote shall be required in order for reconsideration to take place. If a motion to reconsider is passed, the original motion shall then be placed on the agenda at a future meeting to be debated and voted upon, and the result of that vote, based on a simple majority, shall supersede.]

17. Duties of the Meeting Chair

It shall be the duty of the Chair, with respect to any meetings over which he/she presides, to:

- a) Preserve order and decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so;
- b) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;

- c) Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the Authority;
- d) Announce the results of the vote on any motions so presented;
- e) Adjourn the meeting when business is concluded.

18. Conduct of Members

Members shall maintain a high standard for conduct and at all times comply with applicable laws and the Authority's Code of Conduct (Appendix 1).

No Member at any meeting of the Authority shall:

- a) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- b) Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;
- c) Interrupt a Member while speaking, except to raise a point of order or a question of privilege;
- d) Speak disrespectfully or use offensive words against the Authority, the Members, staff, or any member of the public;
- e) Speak beyond the question(s) under debate;
- f) Resist the rules of order or disobey the decision of the Chair on the questions or order or practices or upon the interpretation of the By-laws.

19. Minutes of Meetings

The Secretary-Treasurer shall undertake to have a recording secretary in attendance at meetings of the Authority, the Executive Committee and each advisory board or committee. The recording secretary shall make a record in the form of minutes of the meeting proceedings and in particular shall record all motions considered at the meeting.

If a recording secretary is not present in a closed session, the Secretary-Treasurer shall take notes of any direction provided, for endorsement by the Chair and Vice-Chair.

Minutes of all meetings shall include the time and place of the meeting and a list of those present and shall state all motions presented together with the mover and seconder and voting results.

The Secretary-Treasurer or designate shall include draft minutes of the previous meeting available to each member of the Authority at the same time as agendas for the next meeting are distributed.

After the minutes have been approved by resolution, original copies shall be signed by the Secretary-Treasurer and copies of all non-confidential minutes shall be posted on the Authority's website. Such minutes shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in

accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

D. Approval of By-Law and Revocation of Previous By-Law(s)

By-law number 1 –Governance and Administrative Policies and By-Law number 2 – Meeting Procedures are hereby repealed;

By-law number 1 Administrative By-Law shall come into force on the 17th Day of October 2018

Read a first time	<u>July 25, 2018</u>
	Date

Read a second time	<u>September 26, 2018</u>
	Date

Read a third time	<u>October 17, 2018</u>
	Date

And finally passed	<u>October 17, 2018</u>
	Date

Signed:

Ted Smith
Chair

Mark Majchrowski
CAO/Secretary-Treasurer

E. Appendices to the Administrative By-law

Appendix 1 - Code of Conduct

1. Background

Kawartha Conservation demands a high level of integrity and ethical conduct from its General Membership. The Authority's reputation has relied upon the good judgement of individual Members. A written Code of Conduct helps to ensure that all Members share a common basis for acceptable conduct. Formalized standards help to provide a reference guide and a supplement to legislative parameters within which Members must operate. Further, they enhance public confidence that Members operate from a base of integrity, justice and courtesy.

The Code of Conduct is a general standard. It augments the laws which govern the behaviour of Members, and it is not intended to replace personal ethics.

This Code of Conduct will also assist Members in dealing with confronting situations not adequately addressed or that may be ambiguous in Authority resolutions, regulations, or policies and procedures.

2. General

All Members, whether municipal councillors or appointed representatives of a municipality, are expected to conduct themselves in a manner that reflects positively on the Authority.

All Members shall serve in a conscientious and diligent manner. No Member shall use the influence of office for any purpose other than for the exercise of his/her official duties.

It is expected that Members adhere to a code of conduct that:

- i. upholds the mandate, vision and mission of the Authority;
- ii. considers the Authority's jurisdiction in its entirety, including their appointing municipality;
- iii. respects confidentiality;
- iv. approaches all Authority issues with an open mind, with consideration for the organization as a whole;
- v. exercises the powers of a Member when acting in a meeting of the Authority;
- vi. respects the democratic process and respects decisions of the General Membership, Executive Committee, Advisory Boards and other committees;
- vii. declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist; and

- viii. conducts oneself in a manner which reflects respect and professional courtesy and does not use offensive language in or against the Authority or against any Member or any Authority staff.

3. Gifts and Benefits

Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties, except compensation authorized by law.

4. Confidentiality

The members shall be governed at all times by the provisions of the *Municipal Freedom and Information and Protection of Privacy Act*.

All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.

Members shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons, other than those who are entitled thereto, to have access to information which is confidential.

In the instance where a member vacates their position on the General Membership they will continue to be bound by MFIPPA requirements.

Particular care should be exercised in protecting information such as the following:

- i. Human Resources matters;
- ii. Information about suppliers provided for evaluation that might be useful to other suppliers;
- iii. Matters relating to the legal affairs of the Authority;
- iv. Information provided in confidence from an Aboriginal community, or a record that if released could reasonably be expected to prejudice the conduct of relations between an Aboriginal community and the Authority;
- v. Sources of complaints where the identity of the complainant is given in confidence;
- vi. Items under negotiation;
- vii. Schedules of prices in tenders or requests for proposals;
- viii. Appraised or estimated values with respect to the Authority's proposed property acquisitions or dispositions;
- ix. Information deemed to be "personal information" under MFIPPA.

The list above is provided for example and is not exhaustive.

5. Use of Authority Property

No Member shall use for personal purposes any Authority property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

6. Work of a Political Nature

No Member shall use Authority facilities, services or property for his/her election or re- election campaign to any position or office within the Authority or otherwise.

7. Conduct at Authority Meetings

During meetings of the Authority, Members shall conduct themselves with decorum. Respect for delegations and for fellow Members requires that all Members show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

8. Influence on Staff

Members shall be respectful of the fact that staff work for the Authority as a whole and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence.

9. Business Relations

No Member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No Member shall act as a paid agent before the Authority, the Executive Committee or an advisory board or committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

10. Encouragement of Respect for the Authority and its Regulations

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

11. Harassment

It is the policy of the Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment. Harassment of another Member, staff or any member of the public is misconduct. Members shall follow the Authority's Harassment Policy as approved from time-to-time.

Examples of harassment that will not be tolerated include: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to an individual's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The Authority will also not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit and any other prohibited grounds under the provisions of the *Ontario Human Rights Code*.

12. Breach of Code of Conduct

Should a Member breach the Code of Conduct, they shall advise the Chair and Vice-Chair, with a copy to the Secretary Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Code of Conduct, the said breach shall be communicated to the Chair, with a copy to the Secretary-Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Code of Conduct, the said breach shall be communicated to the Vice-Chair, with a copy to the Secretary-Treasurer, in writing.

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

Appendix 2 - Conflict of Interest

1. Municipal Conflict of Interest Act

The Authority Members commit themselves and the Authority to ethical, businesslike, and lawful conduct when acting as the General Membership. The Authority is bound by the *Municipal Conflict of Interest Act*. This appendix to the by-law is intended to assist Members in understanding their obligations. Members are required to review the *Municipal Conflict of Interest Act* on a regular basis.

2. Disclosure of Pecuniary Interest

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Authority, Executive Committee, Advisory Board or committee at which the matter is the subject of consideration, the Member:

- a) shall, prior to any consideration of the matter at the meeting, disclose the pecuniary interest and the general nature thereof;
- b) shall not take part in the discussion of, or vote on any question in respect of the matter; and,
- c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

3. Chair's Conflict of Interest or Pecuniary Interest

Where the Chair of a meeting discloses a conflict of interest with respect to a matter under consideration at a meeting, another Member shall be appointed to chair that portion of the meeting by Resolution.

4. Closed Meetings

Where a meeting is not open to the public, a Member who has declared a conflict of interest shall leave the meeting for the part of the meeting during which the matter is under consideration.

5. Member Absent

Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest and otherwise comply at the first meeting of the Authority, Executive Committee, Advisory Board or Committee, as the case may be, attended by them after the particular meeting.

6. Disclosure Recorded in Minutes

The recording secretary shall record in reasonable detail the particulars of any disclosure of conflict of interest or pecuniary interest made by Members and whether the Member withdrew from the discussion of the matter. Such record shall appear in the minutes/notes of that particular meeting of the General Membership, Executive Committee, advisory board or committee, as the case may be.

7. Breach of Conflict of Interest Policy

Should a Member breach the Conflict of Interest Policy, they shall advise the Chair and Vice-Chair, with a copy to the Secretary Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Conflict of Interest Policy, the said breach shall be communicated to the Chair, with a copy to the Secretary Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Conflict of Interest Policy, the said breach shall be communicated the Vice-Chair, with a copy to the Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Conflict of Interest Policy, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Conflict of Interest Policy shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

Appendix 3 - Procedure for Election of Officers

1. Voting

Voting shall be by secret ballot and no Members may vote by proxy.

1. Acting Chair

The General Membership shall appoint a person, who is not a voting Member, as Acting Chair or Returning Officer, for the purpose of Election of Officers.

2. Scrutineer(s)

The appointment of one or more scrutineers is required for the purpose of counting ballots, should an election be required. All ballots shall be destroyed by the scrutineers afterwards. The Acting Chair shall call a motion for the appointment of one or more persons, who are not Members or employees of the Authority, to act as scrutineers. A Member, who will not stand for election, may be appointed as an additional scrutineer if requested.

3. Election Procedures

The Acting Chair shall advise the Members that the election will be conducted in accordance with the Act as follows:

- a) The elections shall be conducted in the following order:
 - i. Election of the Chair, who shall be a Member of the Authority
 - ii. Election of one or more Vice-chairs, who shall be Members of the Authority.
- b) The Acting Chair shall ask for nominations to each position;
- c) Only current Members of the Authority who are present may vote;
- d) Nominations shall be called three (3) times and will only require a mover;
- e) The closing of nominations shall require both a mover and a seconder;
- f) Each Member nominated shall be asked to accept the nomination. The Member must be present to accept the nomination unless the Member has advised the Secretary-Treasurer in writing or by email in advance of the election of their willingness to accept the nomination.

If one Nominee:

- g) If only one nominee the individual shall be declared into the position by acclamation.

If More than One Nominee:

- h) In the event of an election, each nominee shall be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing by surnames.

- i) Upon the acceptance by nominees to stand for election to the position of office, ballots shall be distributed to the Members by the scrutineers for the purpose of election and the Acting Chair shall ask the Members to write the name of one individual only on the ballot.
- j) The scrutineers shall collect the ballots, leave the meeting to count the ballots, return and advise the Acting Chair who was elected with more than 50% of the vote.

A majority vote shall be required for election. If there are more than two nominees, and upon the first vote no nominee receives the majority required for election, the name of the person with the least number of votes shall be removed from further consideration for the office and new ballots shall be distributed.

In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

Should there be a tie vote between two remaining candidates, new ballots shall be distributed, and a second vote held.

Should there still be a tie after the second ballot a third vote shall be held.

Should there be a tie after the third vote, the election of the office shall be decided by lot drawn by the Acting Chair or designate.

Appendix 4 – Common Motions

1.0 Motion to Adjourn

- 1.1** A motion to adjourn
- a. is always in order except as provided by this by-law;
 - b. is not debatable;
 - c. is not amendable;
 - d. is not in order when a member is speaking or during the verification of the vote;
 - e. is not in order immediately following the affirmative resolution of a motion to close debate; and
 - f. when resulting in the negative, cannot be made again until after some intermediate proceedings have been completed by the Authority.
- 1.2** A motion to adjourn without qualification, if carried, brings a meeting or a session of the Authority to an end.
- 1.3** A motion to adjourn to a specific time, or to reconvene upon the happening of a specified event, suspends a meeting of the Authority to continue at such time.

2.0 Motion to Amend

- 2.1** A motion to amend:
- a. is debatable;
 - b. is amendable;
 - c. shall be relevant and not contrary to the principle of the report or motion under consideration; and
 - d. may propose a separate and distinct disposition of a question provided that such altered disposition continues to relate to the same issue which was the subject matter or the question.
- 2.2** Only one motion to amend an amendment to the question shall be allowed at one time and any further amendment must be to the main question.
- 2.3** Notwithstanding anything herein to the contrary, no motion to amend the motion to adopt any report of the Committee of the Whole shall be permitted.

3.0 Motion to Censure

- 3.1** Kawartha Region Conservation Authority Board of Directors may call for a motion to censure an individual director for conduct unbecoming a board member in the fulfillment of his/her Kawartha Region Conservation Authority duties. This will require a seconder and a 2/3 vote of members present at the Board of directors meeting to pass. The motion to censure must be dealt with immediately and once the motion is approved, the appointing municipality will be advised, in writing, by the Chair of the Board of Directors.

4.0 Motion to Close Debate (Previous Question)

4.1 A motion to close debate:

- a) is not debatable;
- b) is not amendable;
- c) cannot be moved with respect to the main motion when there is an amendment under consideration;
- d) should be moved by a member who has not already debated the question; and
- e) can only be moved in the following words: "I move to close debate".
- f) requires a two-thirds (2/3) majority of members present for passage; and
- g) when resolved in the affirmative, the question is to be put forward without debate or amendment.

5.0 Motion to Postpone Definitely

5.1 A motion to postpone definitely:

- a) is debatable, but only as to whether a matter should be postponed and to what time;
- b) is amendable as to time;
- c) requires a majority of members present to pass; and
- d) shall have precedence over the motions to refer, to amend, and to postpone indefinitely.

6.0 Motion to Postpone Indefinitely

6.1 A motion to postpone indefinitely:

- a) is not amendable;
- b) is debatable, and debate may go into the merits of the main question, which effectively kills a motion and avoids a direct vote on the question;
- c) requires a majority vote; and
- d) shall have precedence over no other motion.

7.0 Motion to Reconsider

7.1 A motion to reconsider, under this by-law:

- a) is debatable;
- b) is not amendable; and
- c) requires a majority vote, regardless of the vote necessary to adopt the motion to be reconsidered.

7.2 After any question, except one of indefinite postponement has been decided by Kawartha Conservation, any Member who was present and who voted in the majority may, at a subsequent meeting of Kawartha Conservation, move for the reconsideration

thereof, provided due notice of such intention is given as required by this by-law, but no discussion of the main question by any person shall be allowed unless the motion to reconsider has first been adopted.

- 7.3** After any question, except one of indefinite postponement has been decided by Committee, but before a decision thereon by Kawartha Conservation, any member who was present at the Committee meeting concerned and who voted in the majority, may, at a subsequent meeting of the Committee, provided Kawartha Conservation still has made no decision thereon, move for the reconsideration thereof, provided due notice of such intention is given as required by this by-law, but no discussion of the main question by any person shall be allowed unless the motion to reconsider has first been adopted.
- 7.4** No question upon which a notice of reconsideration has been accepted shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered.
- 7.5** If a motion to reconsider is decided in the affirmative, reconsideration shall become the next order of business and debate on the question to be reconsidered shall proceed as though it had never previously been considered.

8.0 Motion to Refer (to Committee)

8.1 A motion to refer:

- a) is debatable;
- b) is amendable; and
- c) shall take precedence over all amendments of the main question and any motion to postpone indefinitely, to postpone definitely or to table the question.

9.0 Motion to Suspend the Rules (Waive the Rules)

9.1 A motion to suspend the rules:

- a) is not debatable;
- b) is not amendable; and
- c) requires a 2/3 majority to carry;
- d) takes precedence over any motion if it is for a purpose connected with that motion and yields to a motion to table.

10.0 Motion to Table

10.1 A motion to table:

- a) is not debatable;
- b) is not amendable.

10.2 A motion to table a matter with some condition, opinion or qualification added to the motion shall be deemed to be a motion to postpone.

10.3 The matter tabled shall not be considered again by Kawartha Conservation until a motion has been made to take up the tabled matter at the same time or subsequent meeting of Kawartha Conservation.

10.4 A motion to take up a tabled matter is not subject to debate or amendment.

10.5 A motion that has been tabled at a previous meeting of Kawartha Conservation cannot be lifted off the table unless notice thereof is given in accordance with Section J of this by-law.

10.6 A motion that has been tabled and not taken from the table for six (6) months shall be deemed to be withdrawn and cannot be taken from the table.

11.0 Point of Order

The Chair or Committee Chair, as the case may be, shall decide points of order. When a Member wishes to raise a point of order, the Member shall ask leave of the Chair/Committee Chair and after leave is granted, the Member shall state the point of order to the Chair/Committee Chair, after which the Chair/Committee chair shall decide on the point or order. Thereafter, the Member shall only address the Chair/Committee Chair for the purpose of appealing the decision to Kawartha Conservation or the Committee, as the case may be. If the Member does not appeal, the decision of the Chair/Committee Chair shall be final. If the Member appeals to Kawartha Conservation or the Committee as the case may be, Kawartha Conservation/Committee shall decide the question without debate and the decision shall be final.

12.0 Point of Personal Privilege

When a Member considers that his integrity or the integrity of Kawartha Conservation or Committee has been impugned, the Member may, as a matter of personal privilege and with the leave of the Chairman, draw the attention of Kawartha Conservation or the Committee, as the case may be, to the matter by way of a point of personal privilege. When a point of personal privilege is raised, it shall be considered and decided by the Chair or Committee Chair, as the case may be, immediately. The decision of the Chair or Committee Chair, as the case may be, on a point of privilege may be appealed to Kawartha Conservation.